

Phoenix End-User Training

ACCOUNTS PAYABLE - ADVANCED

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
APRIL 2003

Financials - Accounts Payable - Advanced



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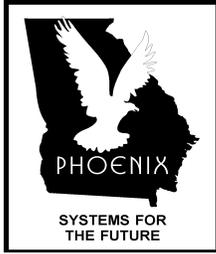
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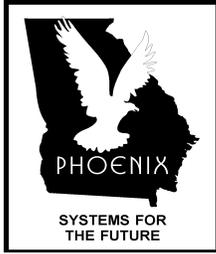
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SECTION 1:

TABLE SET DEFAULTS

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
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APRIL 2003

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A. Introduction

Table Set Defaults



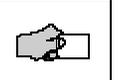
Welcome to the Table Set Defaults section! This section contains the tools needed to learn all the concepts and procedures involved in table set defaults.

Goal To acquire the skills and knowledge necessary to become familiar with Table Set up in Phoenix

Participant Objectives At the end of this section you will be able to:

1. Describe table set defaults

B. Business Process

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes:

There are no relevant business processes for this section

C. Exercises

Exercise 1 - Review Journal Generator Template

Scenario: You have been asked to review the summarization level of your posted entries to the general ledger. Find this information in the Journal Generator Template.

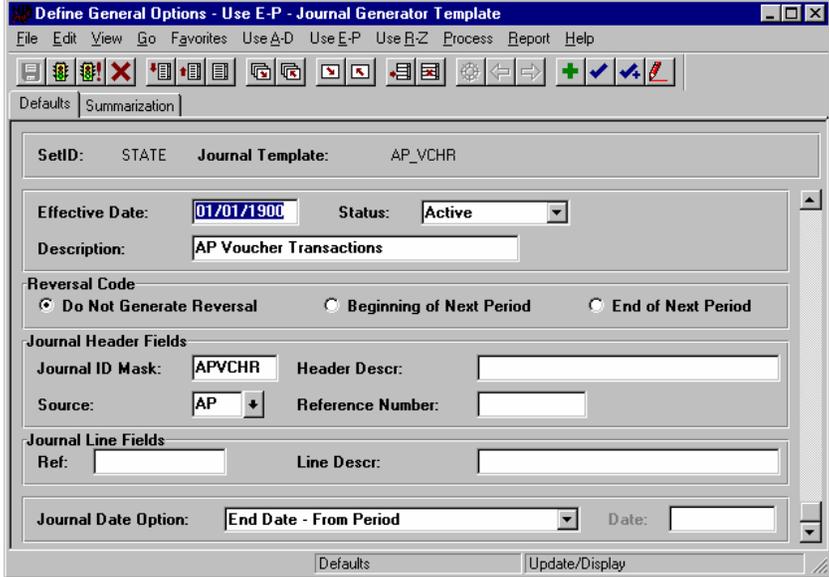
Step 1	Select: Go → Define Business Rules → Define General Options
Expected Results:	The Define General Options window displays.

Step 2	Select: Use E-P → Journal Generator Template → Defaults → Update/Display
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: SetID: STATE Click: OK
Expected Results:	The template list displays.

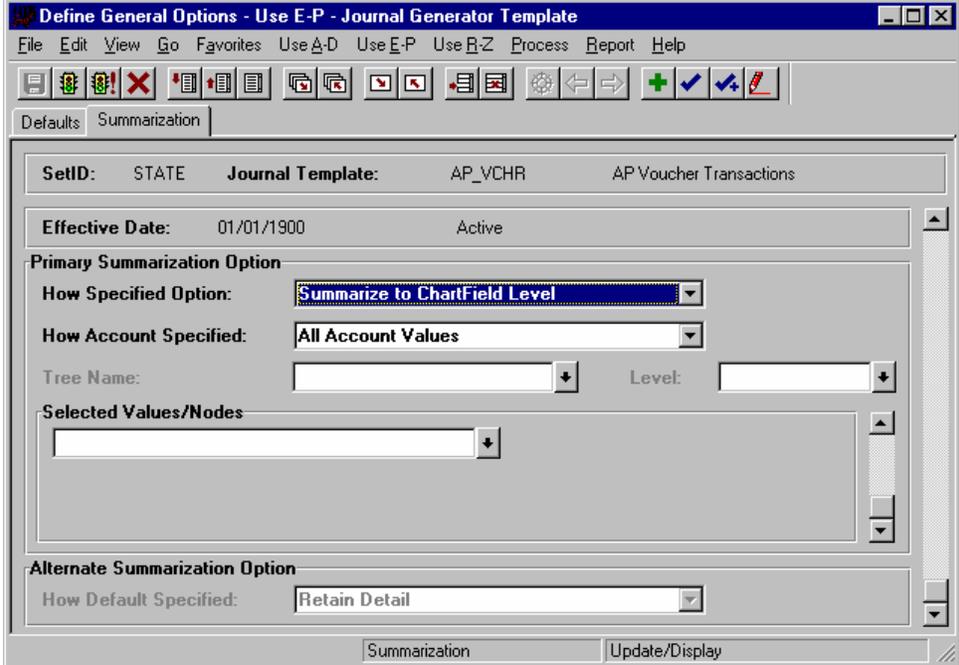
Step 4	Select: AP_VCHR Click: Select
Expected Results:	The Defaults panel displays.

Exercise 1 (continued)

<p>Step 5</p>	<p>Compare your Defaults panel with the panel shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p>

<p>Step 6</p>	<p>Click on the Summarization tab to proceed to the Summarization panel.</p>
<p>Expected Results:</p>	<p>The Summarization panel is displayed.</p>

Exercise 1 (continued)

<p>Step 7</p>	<p>Compare your Summarization panel with the panel shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p>

<p>Step 8</p>	<p>Click:  to cancel.</p>
<p>Expected Results:</p>	<p>The panel is cancelled.</p>

Exercise completed.

Exercise 2 - Review Location Codes

Scenario: You have been asked to verify your agency's address on the Phoenix system. This agency address will print on the outside of system-generated checks. Perform this function in Phoenix.

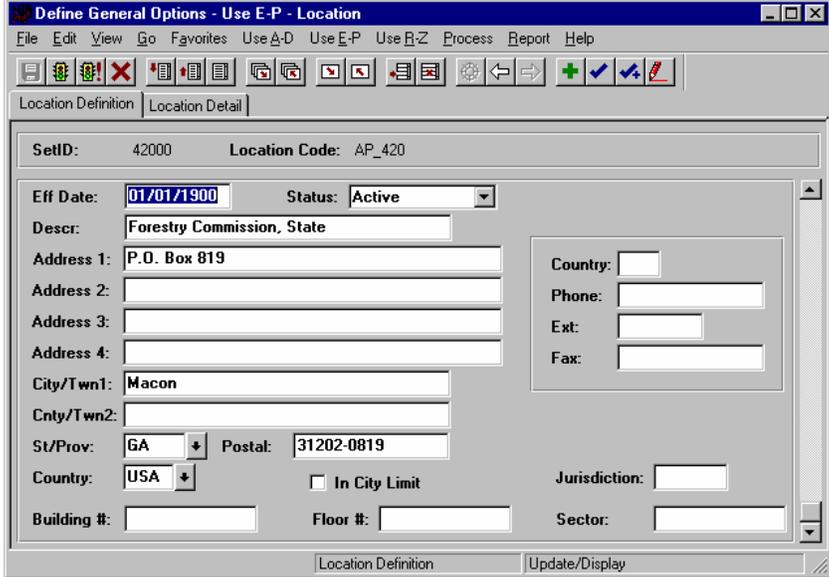
Step 1	Select: Go → Define Business Rules → Define General Options
Expected Results:	The Define General Options window displays.

Step 2	Select: Use E-P → Location → Location Definition → Update/Display
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: SetID: 42000 Click: OK
Expected Results:	The Location list displays.

Step 4	Select: AP_420 Click: Select
Expected Results:	The Location Definition panel displays.

Exercise 2 (continued)

<p>Step 5</p>	<p>Compare your Location Definition panel with the panel shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p>

<p>Step 6</p>	<p>Click:  to cancel.</p>
<p>Expected Results:</p>	<p>The panel is cancelled.</p>

Exercise completed.

Exercise 3 - Review Procurement Accounting Control

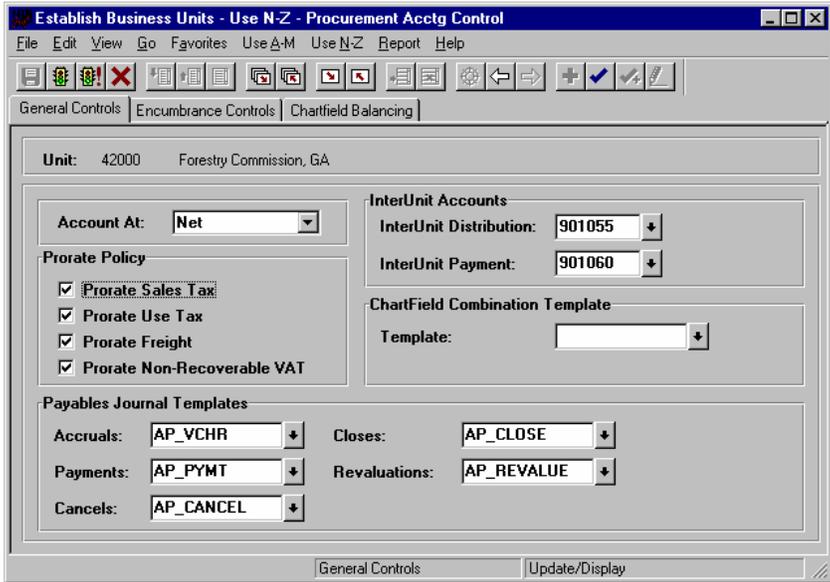
Scenario: You have been asked to review the Payables Journal Templates for your agency. Review this information on the Procurement Accounting Control panel.

Step 1	Select: Go → Define Business Rules → Establish Business Units
Expected Results:	The Establish Business Units window displays.

Step 2	Select: Use N-Z → Procurement Acctg Control → General Controls
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: Business Unit: 42000 Click: OK
Expected Results:	The General Controls panel displays.

Exercise 3 (continued)

<p>Step 4</p>	<p>Compare your General Controls panel with the panel shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p>

<p>Step 5</p>	<p>Click:  to cancel.</p>
<p>Expected Results:</p>	<p>The panel is cancelled.</p>

Exercise completed.

Exercise 4 - Review Voucher Origins

Scenario: You have been asked to review voucher origins for your agency. View this information on the Voucher Origins panel.

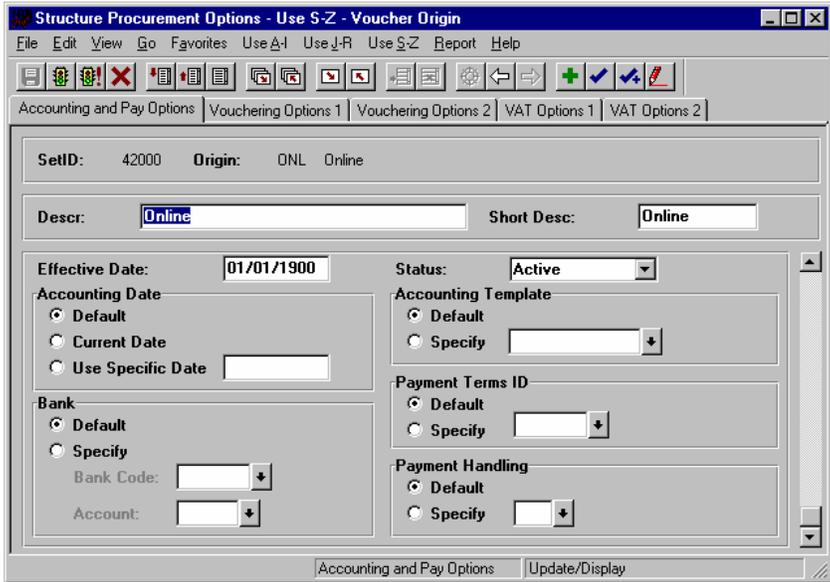
Step 1	Select: Go → Define Business Rules → Structure Procurement Options
Expected Results:	The Structure Procurement Options window displays.

Step 2	Select: Use S-Z → Voucher Origin → Accounting and Pay Options → Update/Display
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: SetID: 42000 Click: OK
Expected Results:	The origins list displays.

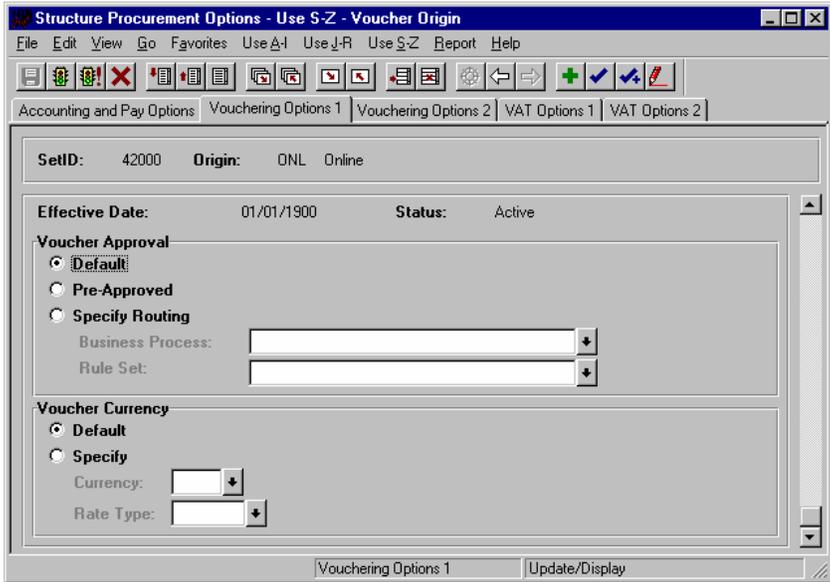
Step 4	Select: ONL Click: Select
Expected Results:	The Accounting and Pay Options panel displays.

Exercise 4 (continued)

<p>Step 5</p>	<p>Compare your Accounting and Pay Options panel with the panel shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p>

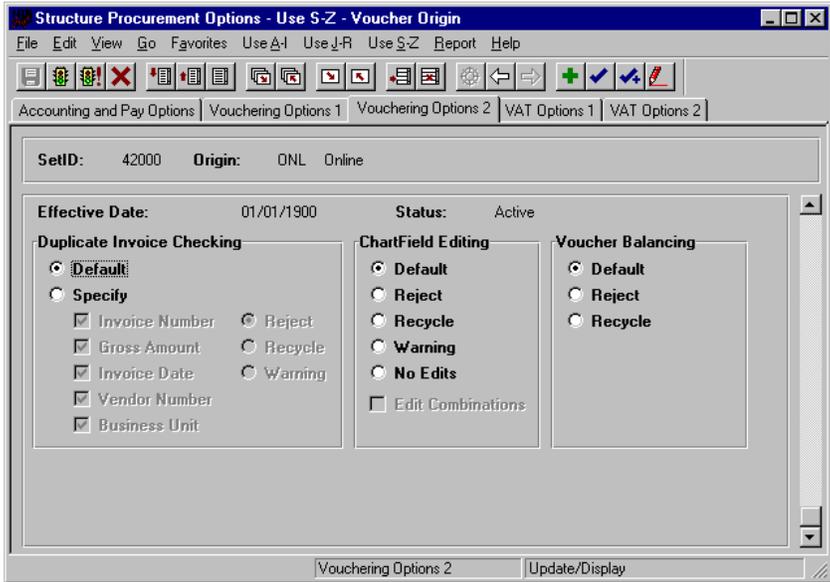
<p>Step 6</p>	<p>Click on the Vouchering Options 1 tab to proceed to the Vouchering Options 1 panel.</p>
<p>Expected Results:</p>	<p>The Vouchering Options 1 panel displays.</p>

Exercise 4 (continued)

<p>Step 7</p>	<p>Compare your Vouchering Options 1 panel with the panel shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p>

<p>Step 8</p>	<p>Click on the Vouchering Options 2 tab to proceed to the Vouchering Options 2 panel.</p>
<p>Expected Results:</p>	<p>The Vouchering Options 2 panel displays.</p>

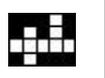
Exercise 4 (continued)

<p>Step 9</p>	<p>Compare your Vouchering Options 2 panel with the panel shown below:</p> 
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p>

<p>Step 10</p>	<p>Click:  to cancel.</p>
<p>Expected Results:</p>	<p>The panel is cancelled.</p>

Exercise completed.

D. Summary and Review

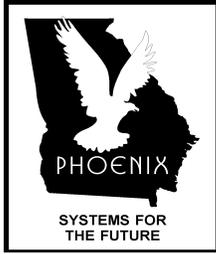
Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives Review:

Table set defaults

Discuss the following questions:

1. Describe how the defaults are established for the Journal Generator Template.
2. Describe the defaults established for Location Codes.
3. Describe the defaults established for Procurement Accounting Controls.
4. Describe the defaults established for Voucher Origins.
5. How do you change a table set default?



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SECTION 2:

VOUCHER CONTROL GROUPS

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A. Introduction

Voucher Control Groups



Welcome to the Voucher Control Groups section! This section contains the tools needed to learn all the concepts and procedures involved in working with voucher control groups.

Goal To acquire the skills and knowledge necessary to perform all the procedures identified in the Voucher Control Groups section of Phoenix.

Participant Objectives At the end of this section you will be able to:

1. Add a voucher control group
2. Add vouchers to a voucher control group
3. Review a voucher control group status
4. Verify a voucher control group
5. Delete a voucher control group

B. Business Process

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes:

1. AP069 – Add Voucher Control Groups
2. AP070 – Update Voucher Control Groups

C. Exercises

Exercise 1 – Add a voucher control group

Scenario: As an Accounts Payable supervisor, you have a group of invoices to be entered that require a control group to be created. Your goal is to add a control group to the system.

Step 1	Select: Go → Administer Procurement → Enter Voucher Information
Expected Results:	The Enter Voucher Information window displays.

Step 2	Select: Use → Group Information → Total and Assignment Entry → Add
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: Business Unit: 42000 Control Group ID: NEXT (DEFAULT VALUE – DO NOT CHANGE) Click: OK
Expected Results:	The Total and Assignment Entry panel displays.

Step 4	CLICK <input checked="" type="checkbox"/> Run a Tape
Expected Results:	The adding tape function is activated.

Exercise 1 (continued)

Step 5	<p>In the Adding Tape frame, enter the amount of the first voucher.</p> <p>Type: 549.64</p> <p>Click on: </p>
Expected Results:	The gross amount is increased and a blank row is added.

Step 6	<p>In the Adding Tape frame, on the second line, enter the amount of the second voucher.</p> <p>Type: 18.23</p> <p>Click on: </p>
Expected Results:	The gross amount is increased and a blank row is added.

Step 7	<p>In the Adding Tape frame, on the third line, enter the amount of the third voucher.</p> <p>Type: 90.88</p>
Expected Results:	The vouchers in the control group are listed.

Exercise 1 (continued)

Step 8	In the Status frame, enter or select: Status: Assigned
Expected Results:	Status is selected.

Step 9	In the Assignment frame, enter or select: Assigned to: FNTRNXX Replace XX with the number assigned to you by your instructor.
Expected Results:	Control group is assigned to an operator.

Step 10	Click: Accounting Options tab to verify defaults. Click: Vouchering Options 1 tab to verify defaults. Click: Vouchering Options 2 tab to verify defaults.
Expected Results:	Defaults are correct.

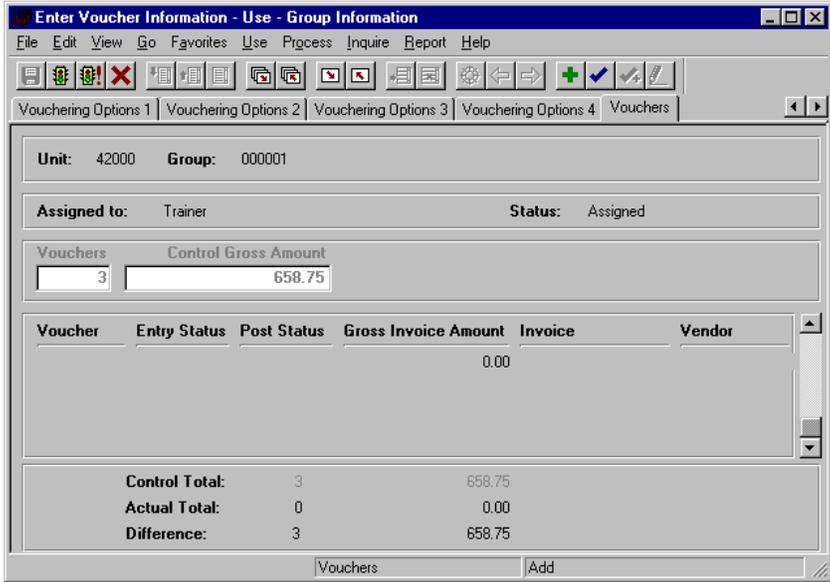
Exercise 1 (continued)

Step 11	Click: Vouchers tab to verify Vouchers count and Control Gross Amount .
Expected Results:	Control group is set up correctly.

Step 12	Click:  to save. Record the control group number from your screen to use in subsequent exercises.
Expected Results:	The control group is saved.

Exercise 1 (continued)

Check Results	
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Step 13	<p>Compare your Vouchers panel with the panel shown below:</p>  <p style="text-align: center;">Note: The group number will differ.</p>
Expected Results:	The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.

Step 14	<p>Click  to cancel.</p>
Expected Results:	The panel is cancelled.

Exercise completed.

Exercise 2 – Add vouchers to a voucher control group

Scenario: As Accounts Payable personnel, you have been assigned the control group created in the previous exercise. Enter the vouchers for this control group.

Step 1	Select: Go → Administer Procurement → Enter Voucher Information
Expected Results:	The Enter Voucher Information window displays.

Step 2	Select: Use → Voucher → Invoice Header Information → Add
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (DEFAULT VALUE - DO NOT CHANGE) Click: OK
Expected Results:	The Invoice Header Information panel displays.

Step 4	Enter or select the following: Group: Use the number from the voucher control group number that you created in Exercise 1.
Expected Results:	Voucher is assigned to a control group.

Exercise 2 (continued)

Step 5	<p>Enter or select the following:</p> <p>Shortname: UN</p> <p>Press shift F4.</p> <p>This displays all vendors in the system that start with UN.</p> <p>Select UNIVERSITY OF GEORGIA from the vendor listing.</p> <p>Double- click.</p> <p>Press TAB.</p>
Expected Results:	University of Georgia vendor information and terms are populated.

Step 6	<p>Enter or select the following:</p> <p>Date: Current date</p> <p>Invoice number: 8219-XX</p> <p>Replace XXX with the number assigned to you by your Instructor.</p> <p>Gross amount: 549.64</p>
Expected Results:	Correct data entry

Exercise 2 (continued)

Step 7	<p>Click: Line Information and Charges tab to proceed to the Line Information and Charges panel.</p> <p>Enter or select the following:</p> <p>Description: Management Training Seminar Account: 627003 Fund A1 Organization Code: 4201100270 Program Code: 01 Sub-Class: 301 Budget Year: Current Budget Year Project: 20105</p>
Expected Results:	Correct data entry

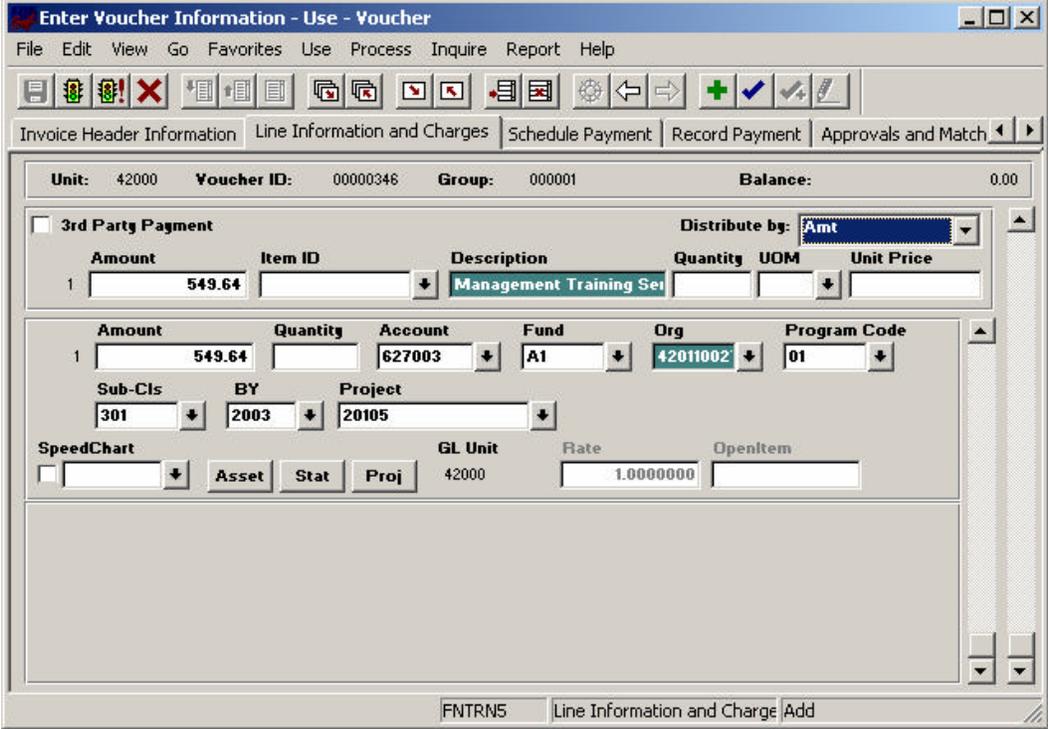
Exercise 2 (continued)

Step 8	<p>Click: Schedule Payment tab to verify defaults.</p> <p>Click: Record Payment tab to verify defaults.</p> <p>Click: Approvals & Matching tab to verify defaults.</p> <p>Click: Accounting Information tab to verify defaults.</p> <p>Click: Status Summary tab to verify defaults.</p> <p>Click: Comments tab to verify defaults.</p>
Expected Results:	Verification of default values

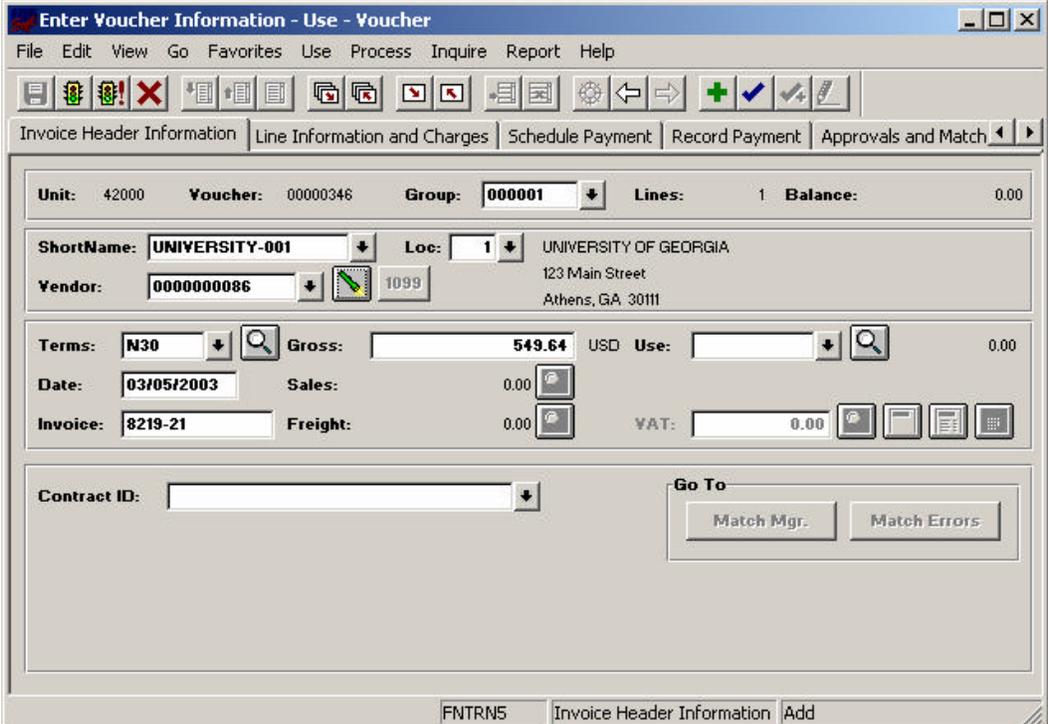
Step 9	<p>Click:  to save.</p>
Expected Results:	The new information is saved.

Exercise 2 (continued)

Check Results	
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Step 10	<p>Compare your Line Information and Changes panel with the panel shown below:</p>  <p style="text-align: center;">Note: The voucher ID will differ.</p>
Expected Results:	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

Exercise 2 (continued)

<p>Step 11</p>	<p>Compare your Invoice Header Information panel with the panel shown below:</p>  <p>Note: The voucher ID and invoice number will differ.</p>
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

<p>Step 12</p>	<p>Click  to cancel.</p>
<p>Expected Results:</p>	<p>The panel is cancelled.</p>

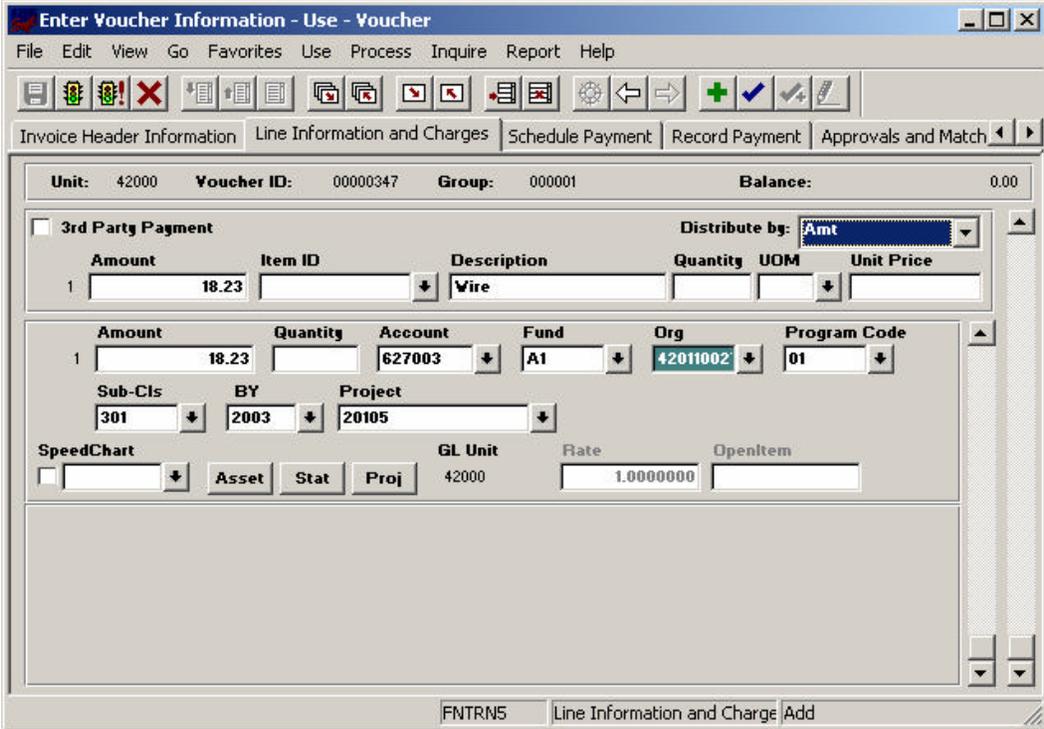
Exercise 2 (continued)

Step 13	<p>Follow steps 5 through 13 to create the second voucher for the control group. Use these values to create the voucher:</p> <p>Group: Use the number from the voucher control group that you created in Exercise 1</p> <p>Vendor: Nations Electric Company</p> <p>Date: Current Date</p> <p>Invoice Number: 7439-XX</p> <p>Gross: 18.23</p> <p>Description: Wire</p> <p>Account: 627003</p> <p>Fund: A1</p> <p>Organization Code: 4201100270</p> <p>Program Code: 01</p> <p>Sub-Class: 301</p> <p>Budget Year: Current Budget Year</p> <p>Project: 20105</p>
Expected Results:	Correct data entry

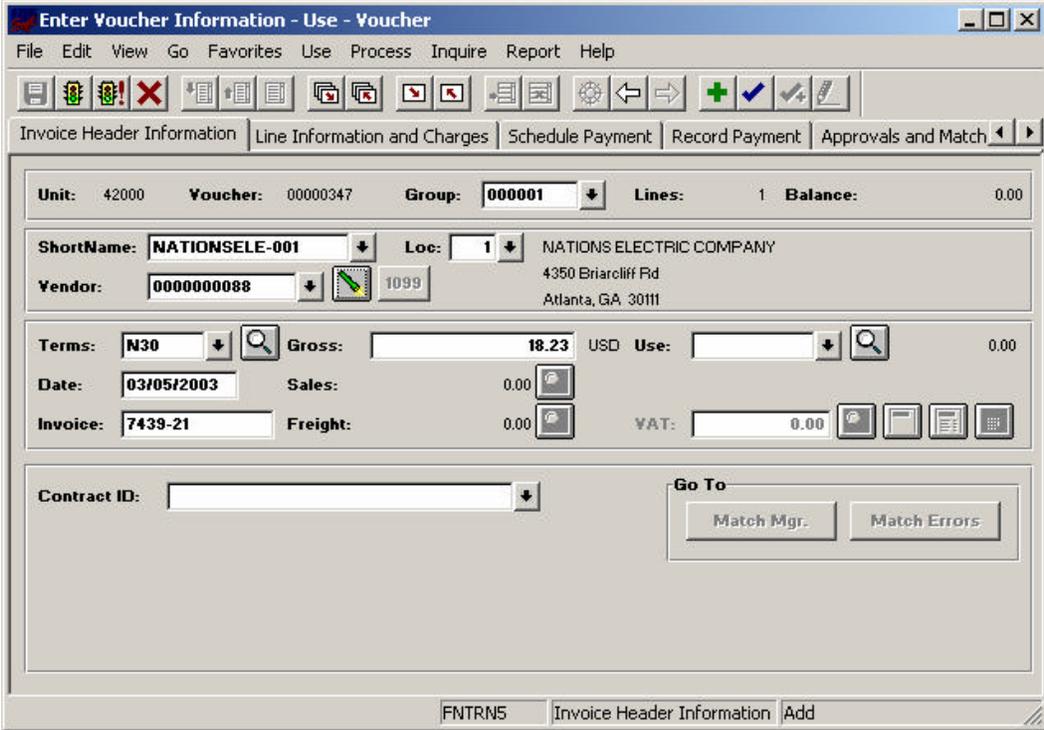
Step 14	<p>Click:  to save.</p>
Expected Results:	The new information is saved.

Exercise 2 (continued)

Check Results	
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Step 15	<p>Compare your Line Information and Changes panel with the panel shown below:</p>  <p style="text-align: center;">Note: The voucher ID will differ.</p>
Expected Results:	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

Exercise 2 (continued)

<p>Step 16</p>	<p>Compare your Invoice Header Information panel with the panel shown below:</p>  <p>Note: The voucher ID and invoice number will differ.</p>
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

<p>Step 17</p>	<p>Click  to cancel.</p>
<p>Expected Results:</p>	<p>The panel is cancelled.</p>

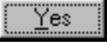
Exercise 2 (continued)

<p>Step 18</p>	<p>Follow steps 5 through 13 to create the third voucher for the voucher control group. Use these values to create the voucher:</p> <p>Group: Use the number from the voucher control group that you created in Exercise 1</p> <p>Vendor: Holiday Inn</p> <p>Date: Current Date</p> <p>Invoice Number: 7504-XX</p> <p>Gross: 90.88</p> <p>Description: Conference Room Rental</p> <p>Account: 627003</p> <p>Fund: A1</p> <p>Organization Code: 4201100270</p> <p>Program Code: 01</p> <p>Sub-Class: 301</p> <p>Budget Year: Current Budget Year</p> <p>Project: 20105</p>
<p>Expected Results:</p>	<p>The Control Group Balance dialog box displays.</p>

<p>Step 19</p>	<p>Click:  to save.</p>
<p>Expected Results:</p>	<p>The new information is saved.</p>

Exercise 2 (continued)

<p>Step 20</p>	
<p>Expected Results:</p>	

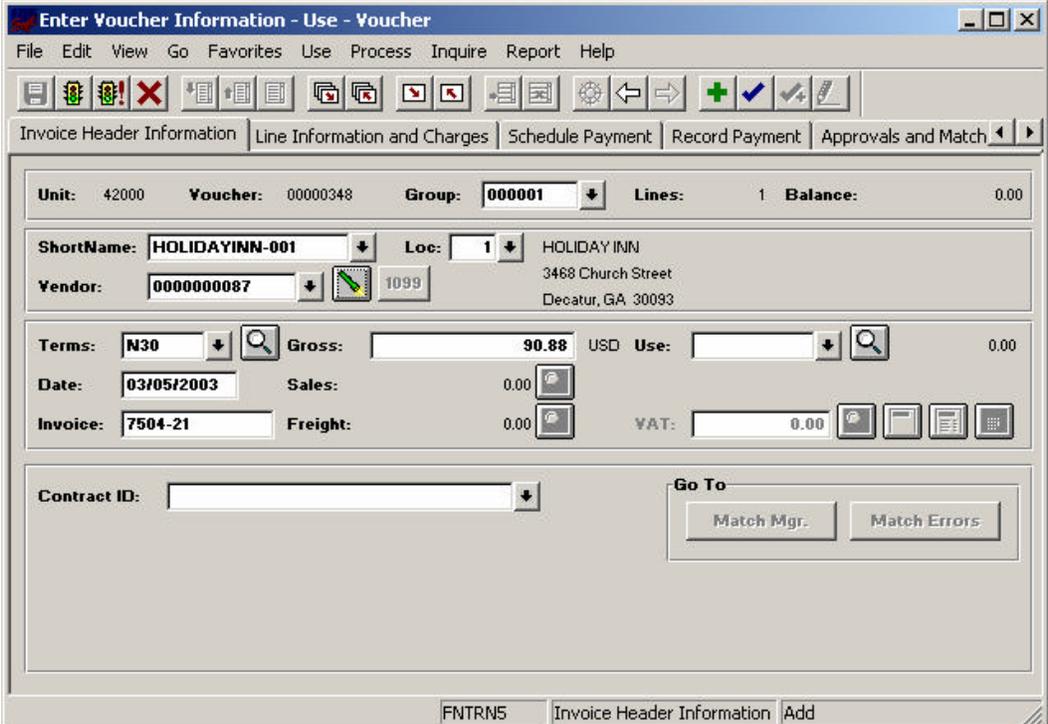
<p>Step 21</p>	<p>Click: </p> <p>Note: By clicking “Yes”, the system will calculate the completed timeframe of the entered vouchers. Click Yes even if no other controls groups are assigned to you.</p>
<p>Expected Results:</p>	<p>The Line Information and Charges panel displays.</p>

Exercise 2 (continued)

Check Results	
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Step 22	<p>Compare your Line Information and Changes panel with the panel shown below:</p> <p style="text-align: center;">Note: The voucher ID will differ.</p>
Expected Results:	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

Exercise 2 (continued)

<p>Step 23</p>	<p>Compare your Invoice Header Information panel with the panel shown below:</p>  <p>Note: The voucher ID and invoice number will differ.</p>
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

<p>Step 24</p>	<p>Click  to cancel.</p>
<p>Expected Results:</p>	<p>Panel is cancelled.</p>

Exercise completed.

Exercise 3 – Review a voucher control group status

Scenario: As Accounts Payable personnel, you must ensure that your voucher control group is ready for review by your supervisor. Perform this function in Phoenix.

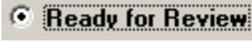
Step 1	Select: Go → Administer Procurement → Enter Voucher Information
Expected Results:	The Enter Voucher Information window displays.

Step 2	Select: Use → Update Status - EntryPeople
Expected Results:	A dialog box displays.

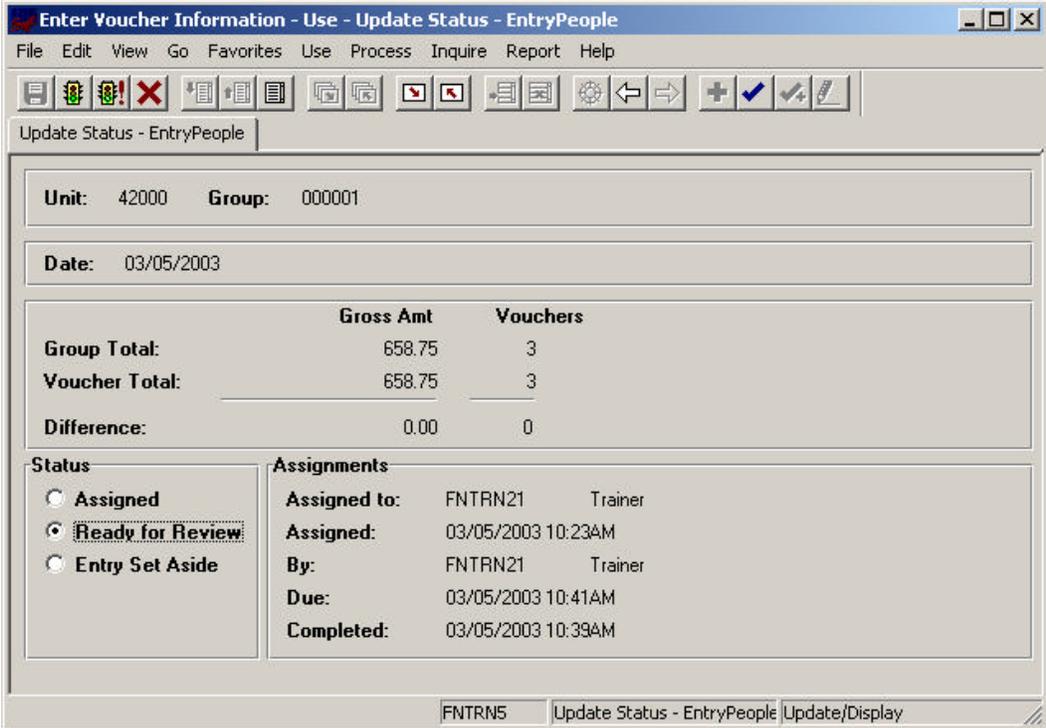
Step 3	<p>Enter or select the following:</p> <p>Operator ID: FNTRNXX Replace XX with the number assigned to you by your instructor.</p> <p>Business Unit: 42000</p> <p>Click: OK</p>
Expected Results:	The control group list appears.

Step 4	<p>Select: The control number which you created in Exercise 1.</p> <p>Double-click.</p>
Expected Results:	The Update Status – EntryPeople panel appears.

Exercise 3 (continued)

<p>Step 5</p>	<p>In the Status frame, Verify that the group is Ready for Review.</p> <div style="text-align: center;">  </div>
<p>Expected Results:</p>	<p>The status is changed to Ready for Review.</p>

<p>Check Results</p>	
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<p>Step 6</p>	<p>Compare your Update Status - EntryPeople panel with the panel shown below:</p> <div style="text-align: center;">  </div> <p style="text-align: center;">Note: The group number will differ.</p>
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p>

Exercise 3 (continued)

Step 7	Click  to cancel.
Expected Results:	Panel is cancelled.

Exercise completed.

Exercise 4 – Verify a voucher control group

Scenario: As an Accounts Payable supervisor, you must verify the vouchers that were created in a voucher control group. Verify the vouchers that were added to the voucher control group that was created in Exercise 1.

Step 1	Select: Go → Administer Procurement → Enter Voucher Information
Expected Results:	The Enter Voucher Information window displays.

Step 2	Select: Use → Group Information → Total and Assignment Entry → Update/Display
Expected Results:	A dialog box displays.

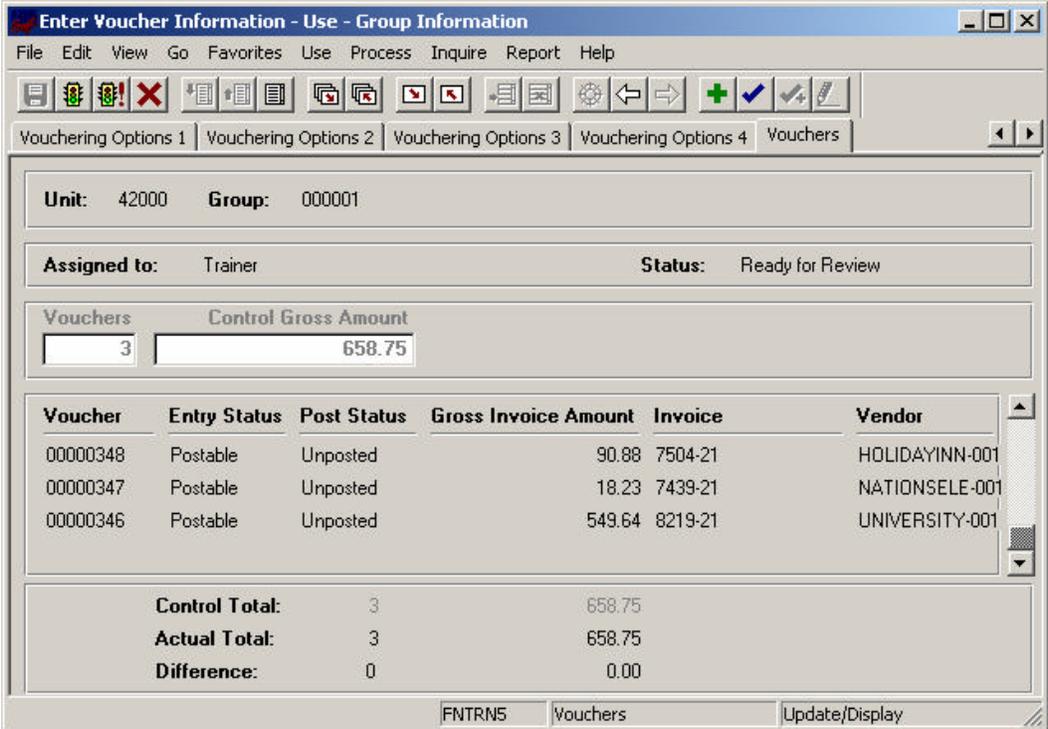
Step 3	Enter or select the following: Business Unit: 42000 Click: OK
Expected Results:	The control group list appears.

Step 4	Select: The number of the voucher control group which you created in Exercise 1. Double-click.
Expected Results:	The Total and Assignment Entry panel appears.

Exercise 4 (continued)

Step 5	Click on the Vouchers tab.
Expected Results:	The Vouchers panel displays.

Check Results	
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Step 6	<p>Compare your Vouchers panel with the panel shown below:</p>  <p style="text-align: center;">Note: The voucher numbers will differ.</p>
Expected Results:	The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.

Exercise 4 (continued)

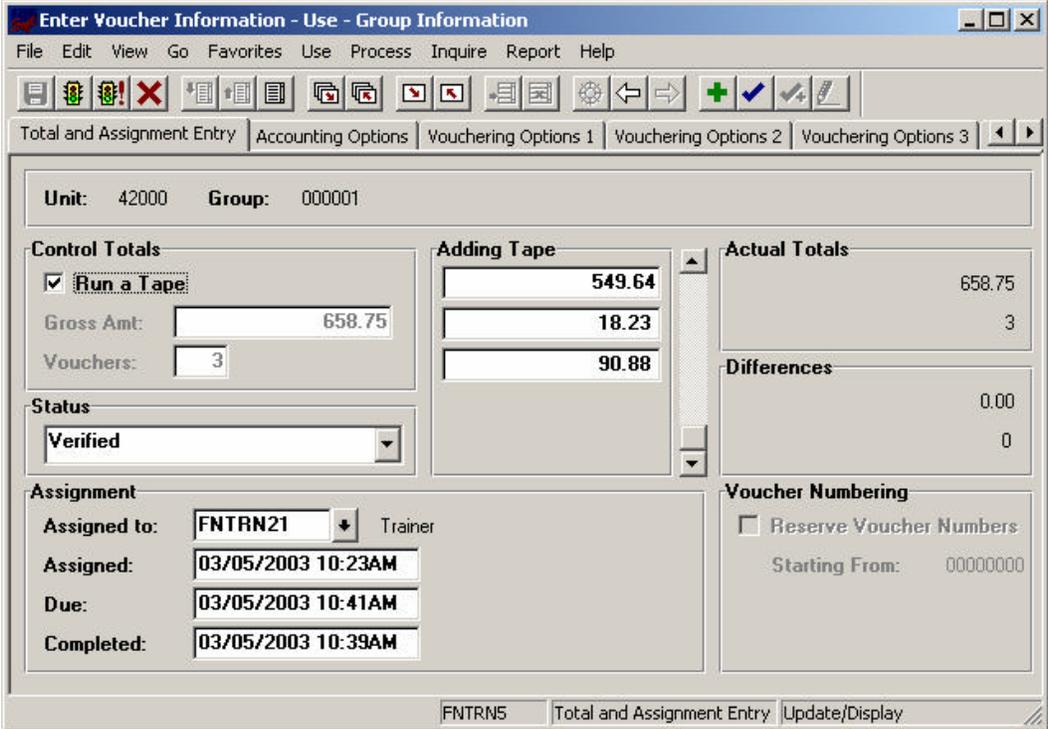
Step 7	Review the vouchers to ensure that they were entered correctly. Click on the Total and Assignment Entry tab.
Expected Results:	The Total and Assignment Entry panel displays.

Step 8	In the Status frame: Select: Verified
Expected Results:	The Total and Assignment entry panel displays.

Step 9	Click:  to save.
Expected Results:	The control group is updated.

Exercise 4 (continued)

Check Results	
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Step 10	<p>Compare your Total and Assignment Entry panel with the panel shown below:</p>  <p style="text-align: center;">Note: The group number will differ.</p>
Expected Results:	<p>The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p>

Step 11	<p>Click  to cancel.</p>
Expected Results:	<p>Panel is cancelled.</p>

Exercise completed.

Exercise 5 – Delete a voucher control group

Scenario: As an Accounts Payable supervisor, you have been asked to delete the voucher control group which was created in Exercise 1 as well as the vouchers which were added to this voucher control group in Exercise 2.

Step 1	Select: Go → Administer Procurement → Enter Voucher Information
Expected Results:	The Enter Voucher Information window displays.

Step 2	Select: Use → Delete Control Group
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: Business Unit: 42000 Click: OK
Expected Results:	The control group list displays.

Step 4	Select: The number of the voucher control group which you created in Exercise 1. Double-click.
Expected Results:	The Delete Control Group panel displays.

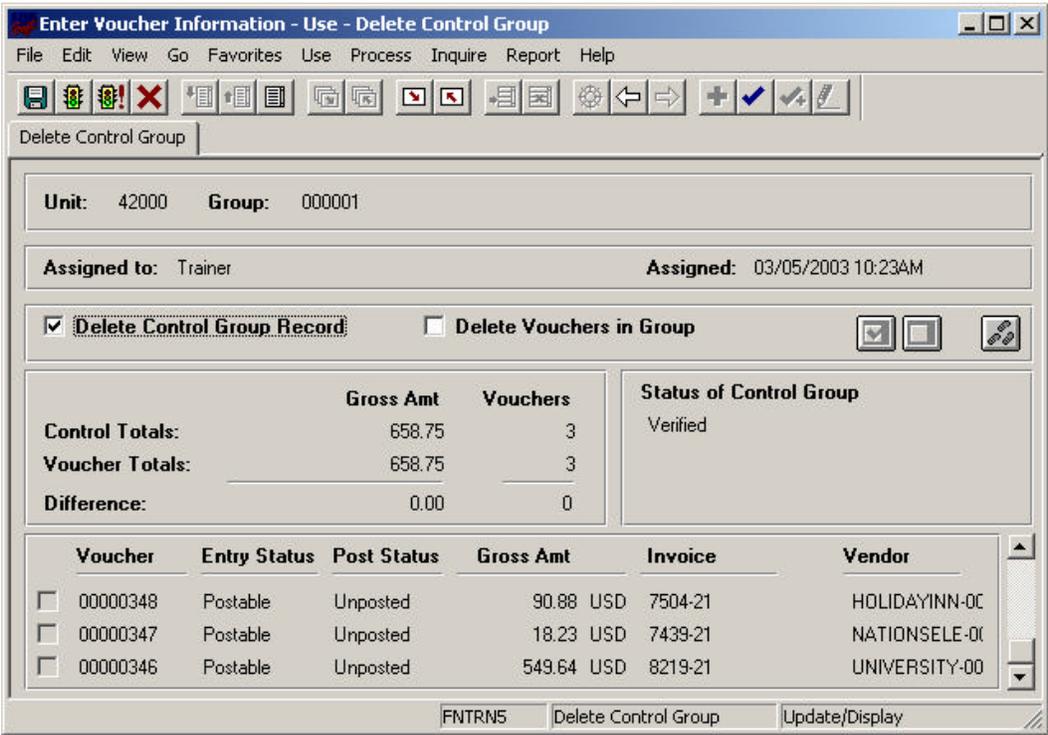
Exercise 5 (continued)

Step 5	CLICK <input checked="" type="checkbox"/> Delete Control Group Record
Expected Results:	The voucher control group is selected for deletion.

Step 6	Click:  to save.
Expected Results:	The voucher control group and all associated vouchers are deleted.

Exercise 5 (continued)

Check Results	
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Step 7	<p>Compare your Delete Control Group panel with the panel shown below:</p>  <p>Expected Results: The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.</p>
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Exercise completed.

D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives Review:

1. Add a voucher control group
2. Add vouchers to a voucher control group
3. Review a voucher control group status
4. Verify a voucher control group
5. Delete a voucher control group

Discuss the following questions:

6. How will you use voucher control groups in your agency?
7. What will be the process for managing the flow of voucher control group vouchers in your agency?
8. What will you do if you find an error when you are verifying a voucher control group?
9. Why would you delete a voucher control group?



Phoenix End-User Training

SECTION 3:

VOUCHER INFORMATION

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
APRIL 2003

Section Contents



VOUCHER INFORMATION

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A. Introduction

Voucher Information



Welcome to the Voucher Information section! This section contains the tools needed to learn all the concepts and procedures for vouchers.

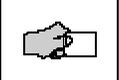
Goal To acquire the skills and knowledge necessary to create vouchers in PeopleSoft.

Participant

Objectives At the end of this section you will be able to:

1. Create a Speedchart
2. Create a voucher using a Speedchart
3. Create Recurring Vouchers

B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes:

1. AP-012 – Recurring Voucher
2. AP-068 – Recurring Voucher Run Control

C. Exercises

Exercise 1 – Create a Speed Chart

Scenario: You have a grant for Budget Year 2004. The grant needs to be set up 75 percent federal funds and 25 percent state funds. When a SpeedChart is created, it is available for all operators in your Business Unit to use on purchase orders or vouchers.

Step 1	Select: Go→Define Business Rules→Structure Procurement Options
Expected Results:	The Structure Procurement Options window displays.

Step 2	Select: Use S-Z→Speed Chart→Add
Expected Results:	A dialog box displays.

Step 3	Enter the following: SetID: 42000 SpeedChart: XX - PINETREES (Limited to 15 characters) Operator ID: (Optional) Operator Class: (Optional) Effective Date: Current Date (Defaults) Date funds are available CLICK:
Expected Results:	A dialog box displays.

Step 4	Enter the following comments: This grant covers the cost of planting pinetrees along Georgia's highways. Federal funds @ 75% and State Funds @ 25%.
Expected Results:	A new distribution line appears.

Exercise 1 (continued)

Step 5	<p>Enter the following:</p> <p>Description: SEEDLINGS</p> <p>Security: Universal (All Operators)</p> <p>Percent: 75.00</p> <p>Account: 614015</p> <p>Fund: A1 (Optional)</p> <p>Org: 4201100270 (Optional)</p> <p>PROGRAM:</p> <p>SUB-CLS:</p> <p>BY:</p> <p>PRJ/GRT:</p>
Expected Results:	Special Note: Must enter account number field all other distribution fields are optional.

Step 6	Click: Cursor in Percent field  insert a row or (F7)
Expected Results:	A new distribution line appears.

Step 7	<p>Enter the following:</p> <p>Percent: 25.00</p> <p>Account: 614015</p> <p>Fund: A1</p> <p>Org: 4203100201</p> <p>PROGRAM:</p> <p>SUB-CLS:</p> <p>BY:</p> <p>PRJ/GRT:</p>
Expected Results:	A new distribution line displays. Special Note: Enter one field or all on the distribution line

Step 8	Click:  to save.
Expected Results:	The new information is saved.

Exercise 1 (continued)

Step 9 Compare **Dx Speedchart** panel with the panel shown below:

Percent	Weight	Account	Fund	Org	Program	Sub-Cls	BY	Prj/Grt	Stat
75.00	0.00000	614015	A1	4203100	18273	308	2004	15208001	
25.00	0.00000	614015	A1	4203100	01	308	2004	01	

Note: After the ‘Grant’ has been fully expensed, the SpeedChart can be inactivated. Change Status to Inactive and this SpeedChart will no longer be listed as a valid value for selection.

Expected Results: The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Exercise completed.

Exercise 2 – Create a Regular Voucher – Speed Chart

Scenario: You have received an invoice from *Smith's Consulting*. Create a voucher for this invoice using a regular voucher. It does not have a purchase order, and the vendor is already on the statewide vendor file. Enter the invoice into the system using the SpeedChart feature.

Step 1	Select: Go→Administer Procurement→Enter Voucher Information
Expected Results:	The Enter Voucher Information window displays.

Step 2	Select: Use→Voucher→Invoice Header Information→Add
Expected Results:	A dialog box displays.

Step 3	Enter or select the following search criteria: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK
Expected Results:	The Invoice Header Information window displays.

Exercise 2 (continued)

Step 4	<p>Enter or select the following:</p> <p>Short name: SMITH (Shift F4 or Double-click)</p> <p>Select: SMITH'S CONSULTING</p> <p>Date: Current Date (For more explanation see Business Process AP007)</p> <p>Invoice: 4482-XX Replace XX with the number assigned to you by your Instructor.</p> <p>Gross: 1000.00</p>
Expected Results:	Correct data entry

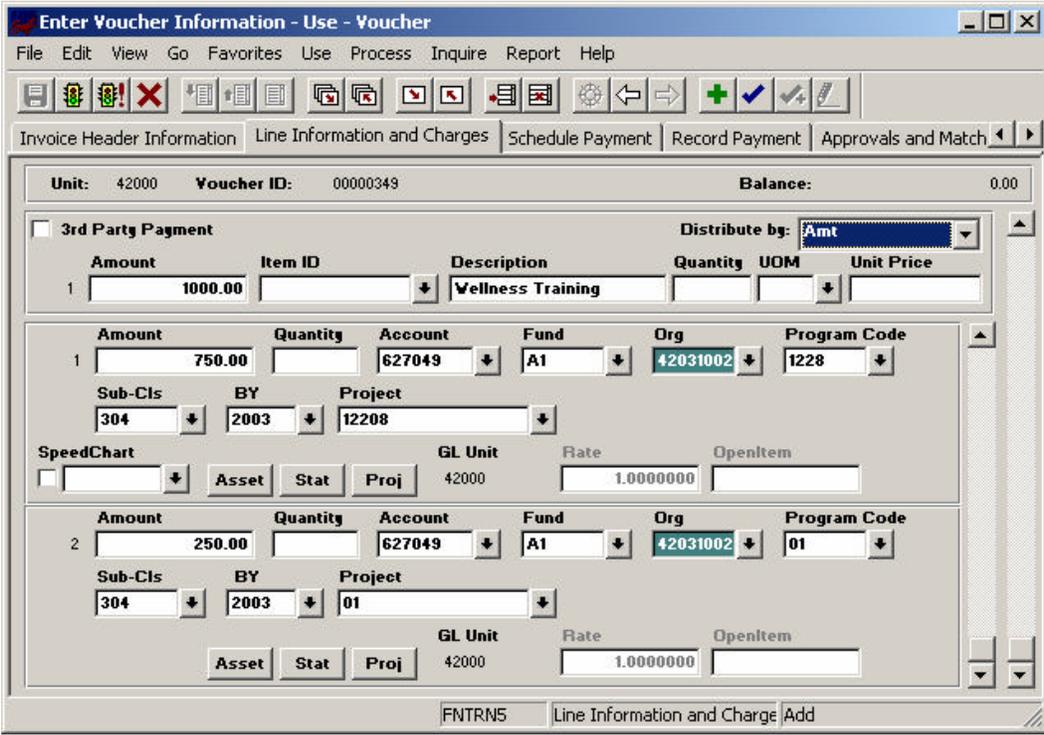
Step 5	Click: Line Information and Charges
Expected Results:	The Line Information and Charges Panel displays.

Step 6	<p>Enter following:</p> <p>Voucher Line 1: Description: Wellness Training</p> <p>Distribution Line 1: Click: SpeedChart (ON)</p> <p>From the drop down listing select: Select: 10207 "Wellness Training" (Double-click)</p> <p>Tab</p>
Expected Results:	Correct data entry. Should have two separate lines of distribution, one at 75% and one at 25%.

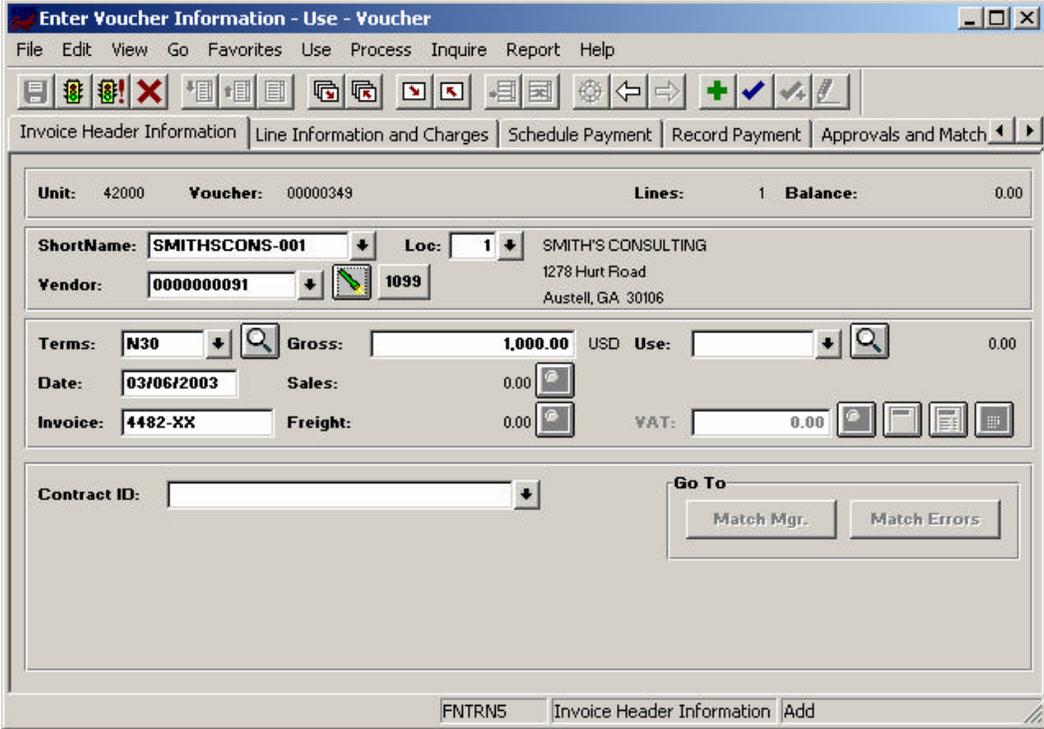
Exercise 2 (continued)

Step 7	Click: Remaining tabs to verify defaults.
Expected Results:	Correct data entry

Step 8	Click:  to save.
Expected Results:	The new information is saved.

Step 9	<p>Compare your Line Information and Changes panel with the panel shown below:</p>  <p style="text-align: center;">Note: The voucher ID will differ.</p>
Expected Results:	The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.

Exercise 2 (continued)

<p>Step 10</p>	<p>Compare your Invoice Header Information panel with the panel shown below:</p>  <p>Note: The voucher ID and invoice number will differ.</p>
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

Exercise completed.

Exercise 3 – Change or Correct a SpeedChart

Scenario: You created a SpeedChart for Budget Year 2003 and you need to change it to Budget Year 2004.

Step 1	Select: Go→Define Business Rules→Structure Procurement Options
Expected Results:	The Structure Procurement Options window displays.

Step 2	Select: Use S-Z→SpeedChart→Correction
Expected Results:	A dialog box displays

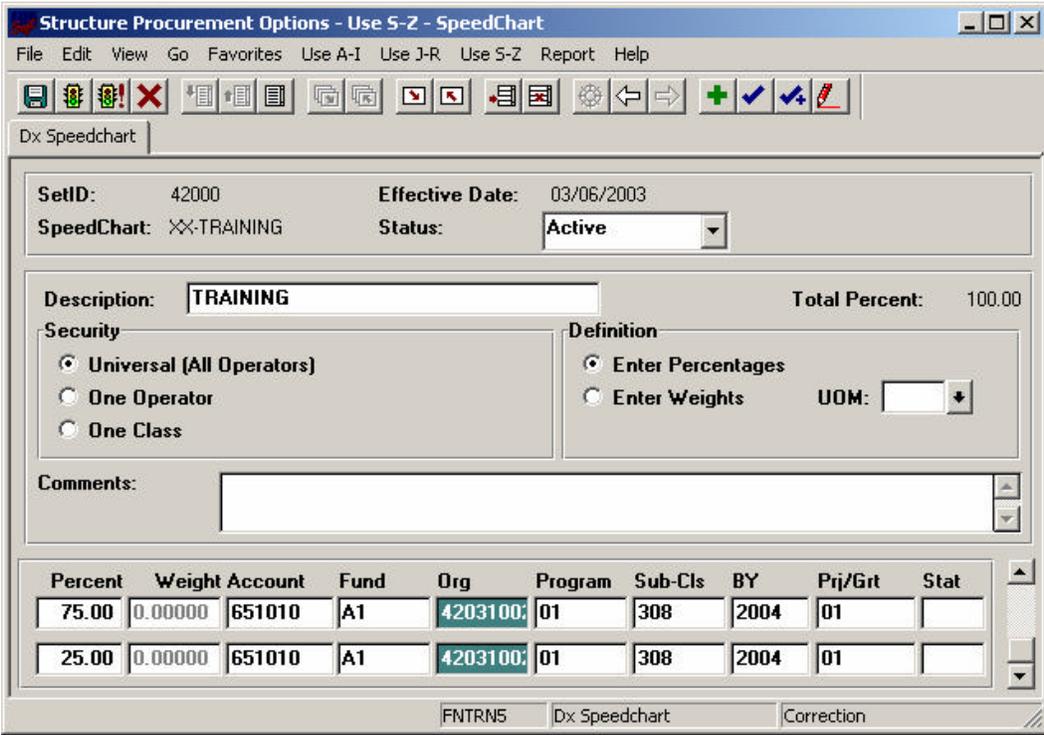
Step 3	Enter the following: SetID: 42000 SpeedChart Key: XX-TRAINING Replace XX with the number assigned to you by your Instructor. Operator ID: Optional Operator Class: Optional Effective Date: Optional (Date funds are available) CLICK: OK
Expected Results:	A dialog box displays.

Step 4	Select: XX – Training CLICK:
Expected Results:	A dialog box displays.

Exercise 3 (continued)

Step 5	<p>Change the following:</p> <p>BY: 2004</p> <p>Note: Ensure that the budget year is changed on both distribution lines</p>
Expected Results:	Budget year is changed.

Step 6	<p>Click:  to save.</p>
Expected Results:	The new information is saved.

Step 7	<p>Compare Dx Speedchart panel with the panel shown below:</p> 
Expected Results:	<p>The panel matches. Congratulations!</p> <p>If these elements do not match, review the steps and consult your Instructor.</p>

Exercise completed.

Exercise 4 – Establish a Recurring Voucher Run Control

Scenario: You have been asked to set up a recurring voucher. The system will require a run control for this action. Your goal is to set up a run control to be used repeatedly for this process.

Business

Process: AP-068 Recurring Voucher Run Control

Step 1	Select: Go → Administer Procurement → Enter Voucher Information
Expected Results:	The Edit Run Controls dialog box displays.

Step 2	Select: Process → Voucher Edit Request → Add
Expected Results:	The Add-Voucher Edit Request dialog box displays.

Step 3	Enter the following: Run Control ID: XXRECURR_VCHR Click: OK
Expected Results:	THE VOUCHER EDIT REQUEST PANEL DISPLAYS.

Step 4	Enter the following: Request ID(first box): VCHREDIT Request ID(second box): VOUCHER EDIT Process Frequency: Always Process Extent: Unit Unit: 42000
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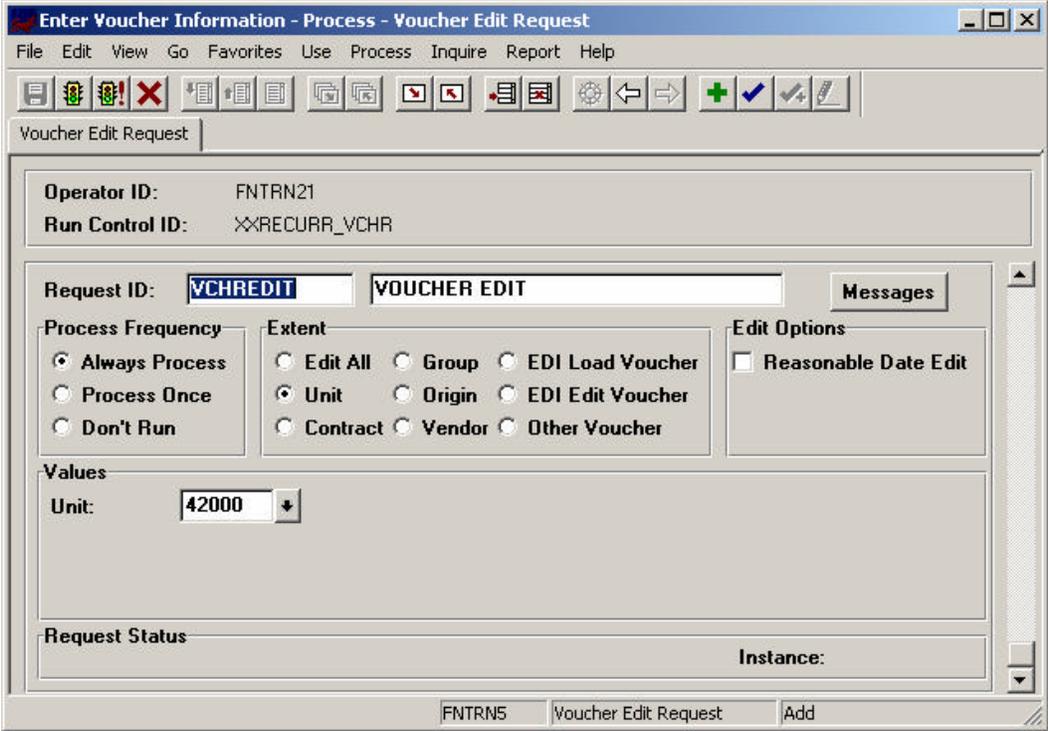
Step 4	Enter the following: Request ID(first box): VCHREDIT Request ID(second box): VOUCHER EDIT Process Frequency: Always Process Extent: Unit Unit: 42000
Expected Results:	The run control is established.

Exercise 4 (continued)

Step 5	Click:  to save.
Expected Results:	The run control is saved.

Check Results	
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Step 6 Compare **Voucher Edit Request** panel with the panel shown below:



Note: The run control ID will differ.

Expected Results:	The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.
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Exercise completed.

Exercise 5 – Establish a Recurring Voucher

Scenario: You have received an invoice from *Tidwell Generator Supply, Inc.*, for a monthly rental fee for a generator. It is due the first of the month and is the same amount every month. You have been asked to set up a recurring voucher contract.

Business

Process: AP-012 Recurring Vouchers

Step 1	Select: Go→Administer Procurement→Administer Contracts
Expected Results:	The Administer Contracts window displays.

Step 2	Select: Use→Recurring Voucher Contracts→Enter Contract Voucher→Add
Expected Results:	A dialog box displays.

Step 3	Enter or select the following: Business Unit: 42000 Contract ID NEXT (Default Value – Do Not Change) Click: OK
Expected Results:	The Recurring Voucher Contracts panel displays.

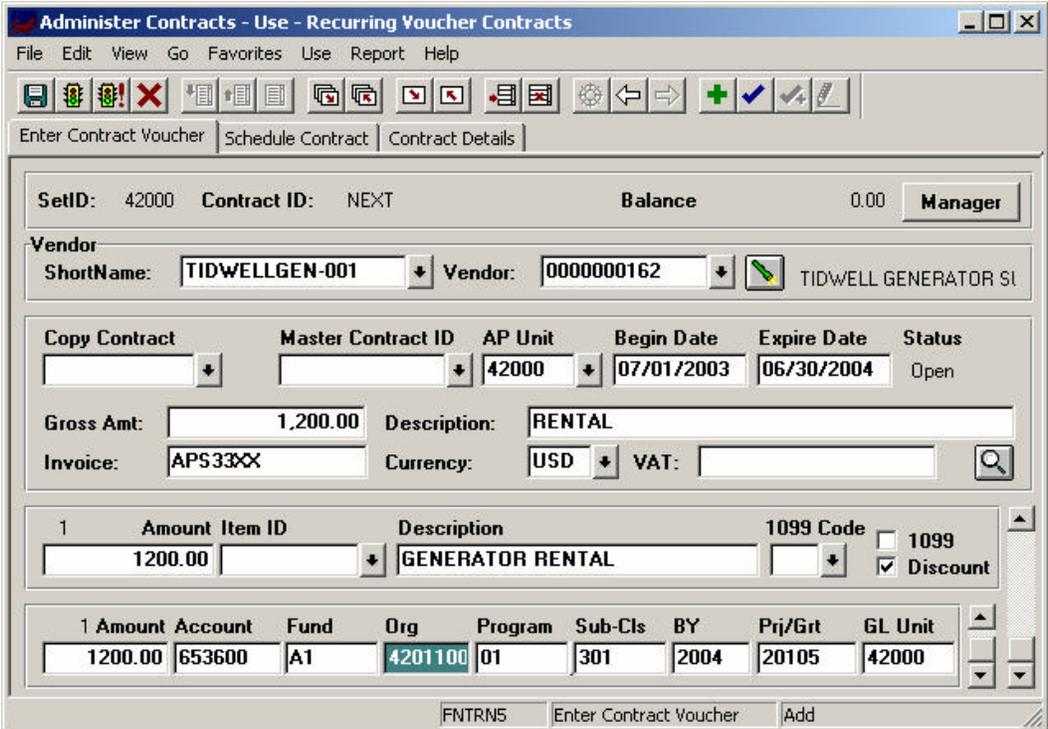
Exercise 5 (continued)

Step 4	Enter or select the following: Vendor Shortname: TIDWEL (Shift F4) Select: Tidwell Generator Supply, Inc. TAB
Expected Results:	Vendor information is populated in the panel.

Step 5	Enter or select the following: AP Unit: 42000 Begin Date: 07/01/03 Expire Date: 06/30/04 Gross Amt: 1200.00 Note: Gross Amt should equal amount to be paid per period (i.e. monthly, quarterly) Description: Rental (Optional) Invoice: APS33XX Distribution Description: Generator Rental Account: 653600 Fund: A1 Org: 4201100270 Program: 01 Sub-Cls: 301 BY: Current Budget Year Prj/Grt: 20105
Expected Results:	Correct data entry

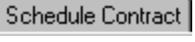
Exercise 5 (continued)

Step 6 Compare  panel with the panel shown below:



Note: Contract ID has not been established until all information is entered and saved.

Expected Results: Panel shot of data entry..

Step 7 Click: 

Enter or select the following:

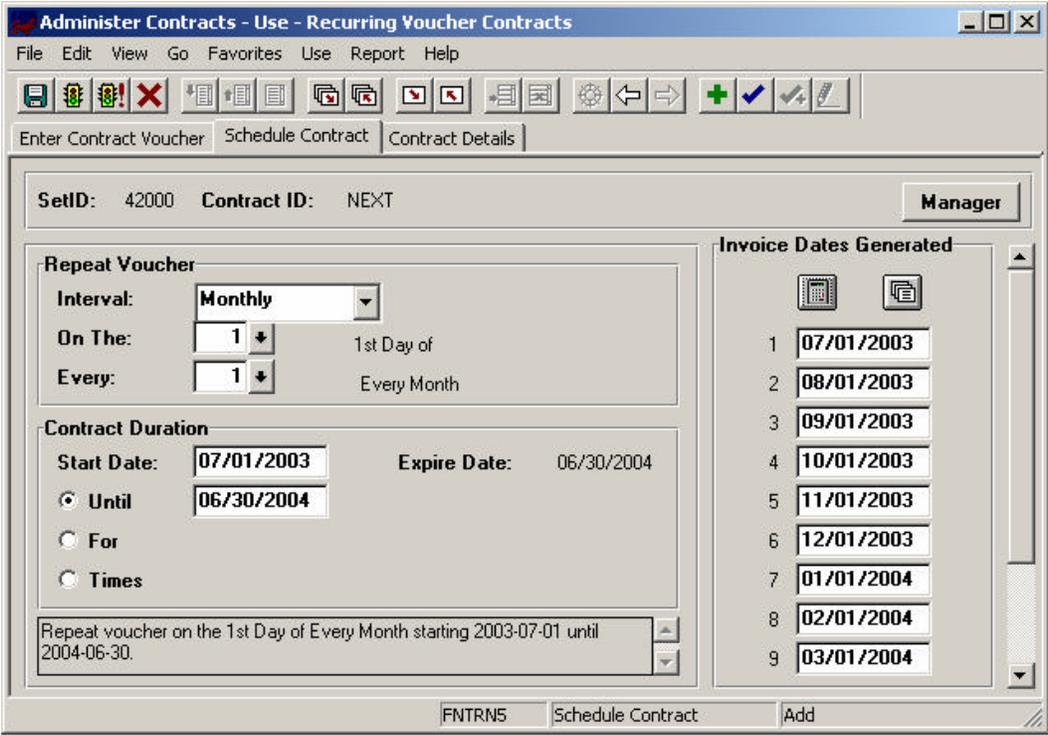
Until date: **06/30/04**

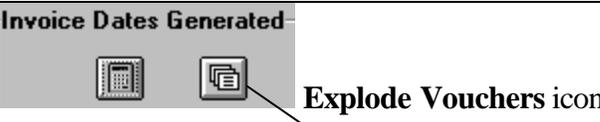
Invoice Dates Generated

Click:   **Calculator icon**

Expected Results: Vouchers will display.

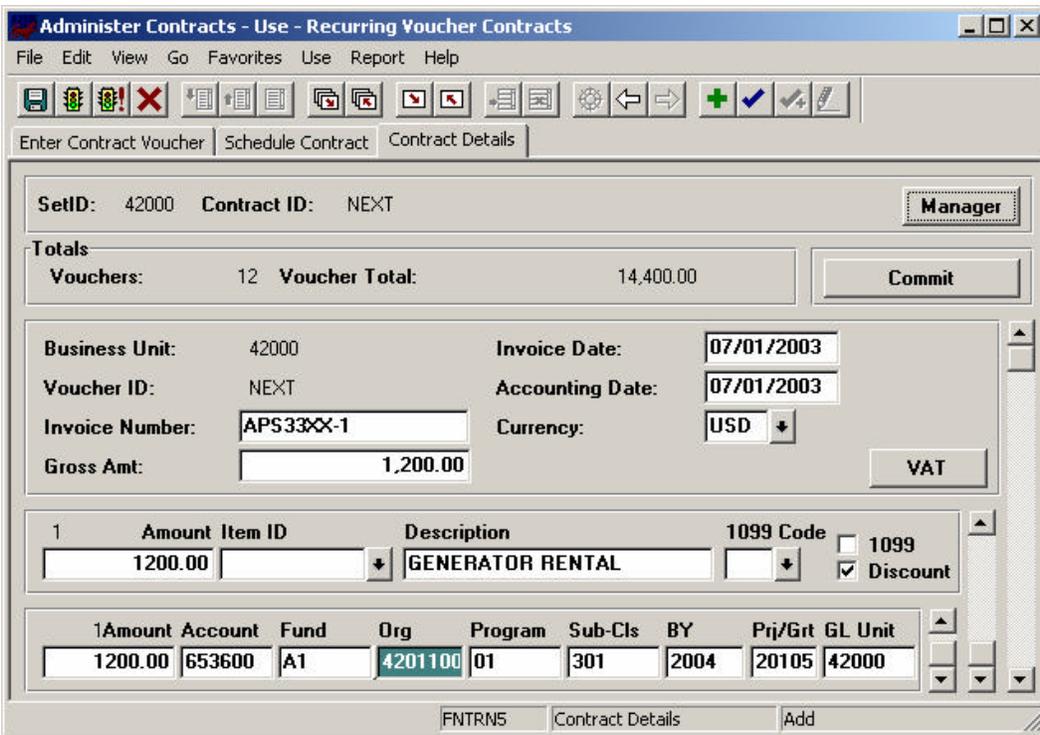
Exercise 5 (continued)

<p>Step 8</p>	<p>Compare Schedule Contract panel with the panel shown below:</p>  <p>Note: Contract ID has not been established until all information is entered and saved.</p>
<p>Expected Results:</p>	<p>Panel shot of data entry.</p>

<p>Step 9</p>	<p>Click: </p>
<p>Expected Results:</p>	<p>The Contract Details panel displays.</p>

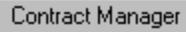
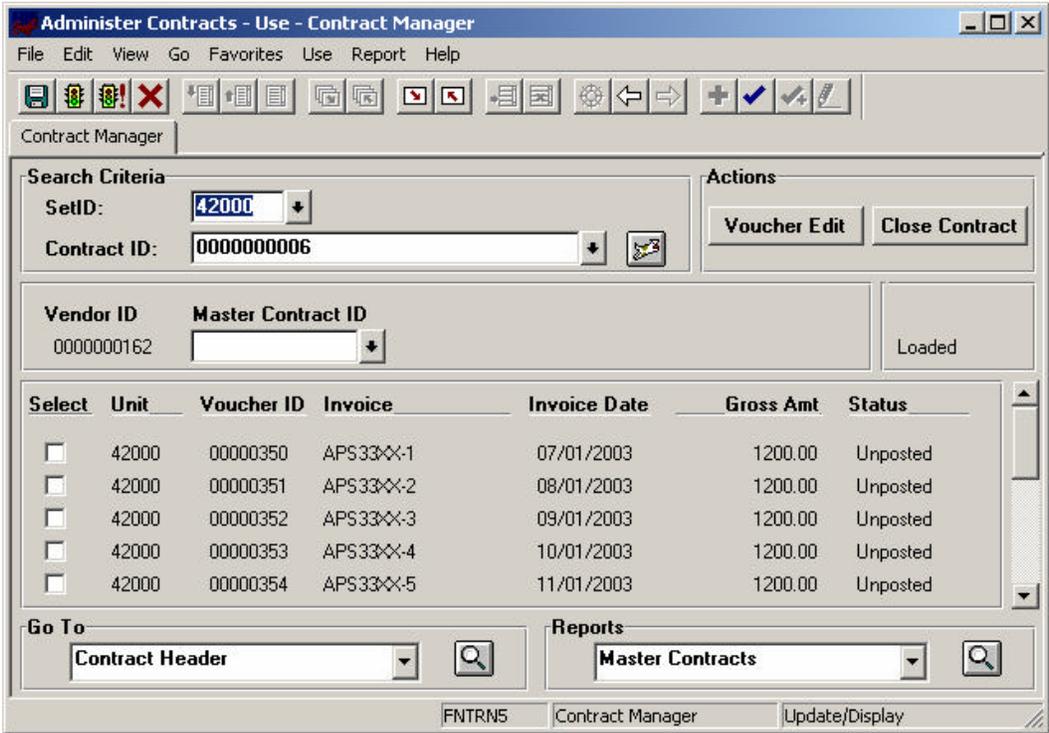
Exercise 5 (continued)

<p>Step 10</p>	<p>Using the scroll bar, on each voucher enter or select:</p> <p>Accounting Date: 07/01/03</p> <p>Note: New vouchers are created in a temporary worktable. At this time, the voucher fields can still be changed. Update Accounting Date for each exploded voucher to current date or a date the voucher should post to budget. If the Accounting Date is not changed, it will default to the date of invoice and will not pass budget until that accounting period is open.</p>
<p>Expected Results:</p>	<p>The Accounting dates on the recurring vouchers are changed</p>

<p>Step 11</p>	<p>Compare Contract Details panel with the panel shown below:</p>  <p>Note: Contract ID has not been established until remaining process has been completed.</p>
<p>Expected Results:</p>	<p>Panel shot of data entry.</p>

Exercise 5 (continued)

Step 12	Click:  button
Expected Results:	The Contract Manager panel displays.

Step 13	<p>Compare  panel with the panel shown below:</p>  <p>Note: Contract ID has been established. The contract number will differ for each user.</p>
Expected Results:	Panel shot of data entry.

Exercise 5 (continued)

Step 14	<p>Important Note:</p> <p>1. Write down the <u>Contract number</u> displayed on the Contract Manager panel.</p> <p style="text-align: center;">_____</p> <p>2. Write down the <u>Voucher numbers</u> displayed on the Contract Manager panel.</p> <p style="text-align: center;">_____</p> <p>Click: Voucher Edit button.</p>
Expected Results:	A dialog box appears for the Voucher Edit Run Control ID.

Step 15	<p>Enter or select the following:</p> <p>Run Control ID: XXRECURR_VCHR</p> <p>Click: OK</p> <p>Message Received: Panel has changed, Save?</p> <p>Click: No</p> <p>Note: If Yes is checked, the run control that was set up in Exercise 2 will not display in Run Control box.</p>
Expected Results:	The Voucher Edit Request panel displays.

Exercise 5 (continued)

<p>Step 16</p>	<p>Enter or select the following:</p> <p>Extent: Contract</p> <p>Contract: The contract number you wrote down in step 13</p> <div data-bbox="487 556 1323 1144" style="border: 1px solid gray; padding: 5px;"> </div> <p>Click: </p>
<p>Expected Results:</p>	<p>The Process Scheduler displays. Voucher edit process APPBVCHR will run successfully.</p>

Exercise 5 (continued)

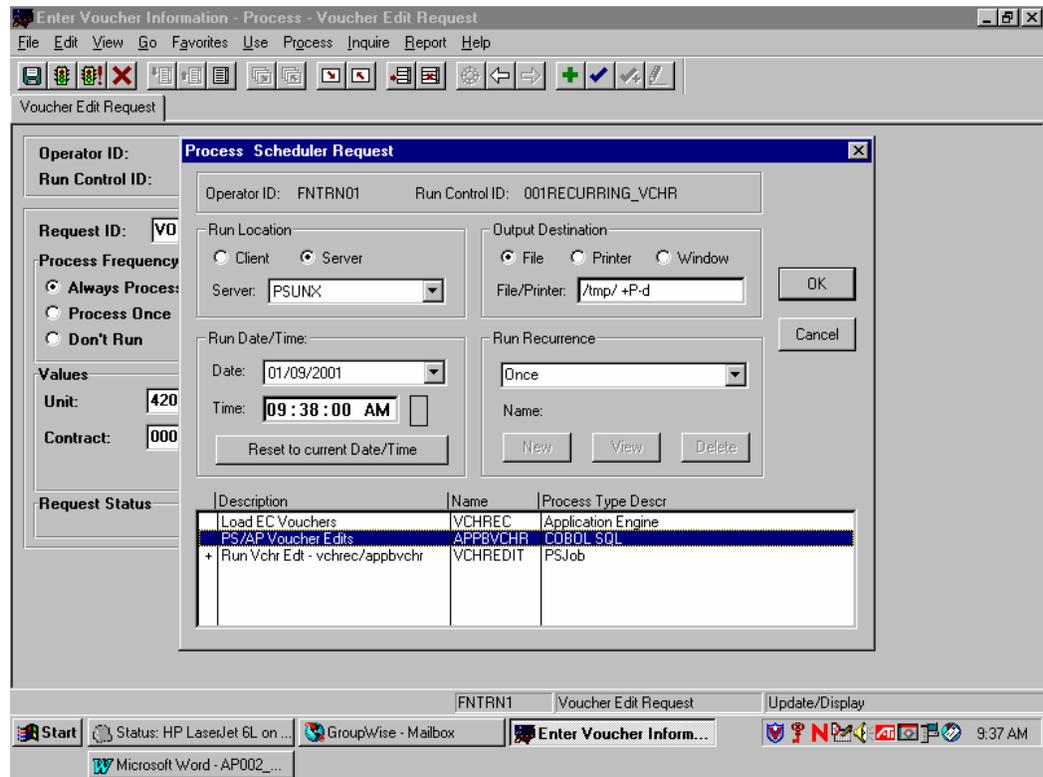
Step 17

Enter or select the following:

Run Location: **Server**
 Server: **PSUNX**

Output Destination: **File**
 File/Printer: **/tmp/ +P-d**

From the list of programs
 Select: **PS/AP Voucher Edits**
 Click: **OK**



Expected Results:

The Voucher Edit Request panel will display.

Exercise 5 (continued)

Step 18	Select: Go→Administer Procurement→Enter Voucher Information
Expected Results:	The Enter Voucher Information window displays.

Step 19	Select: Use→Voucher→Invoice Header Information→Update/Display
Expected Results:	A dialog box displays.

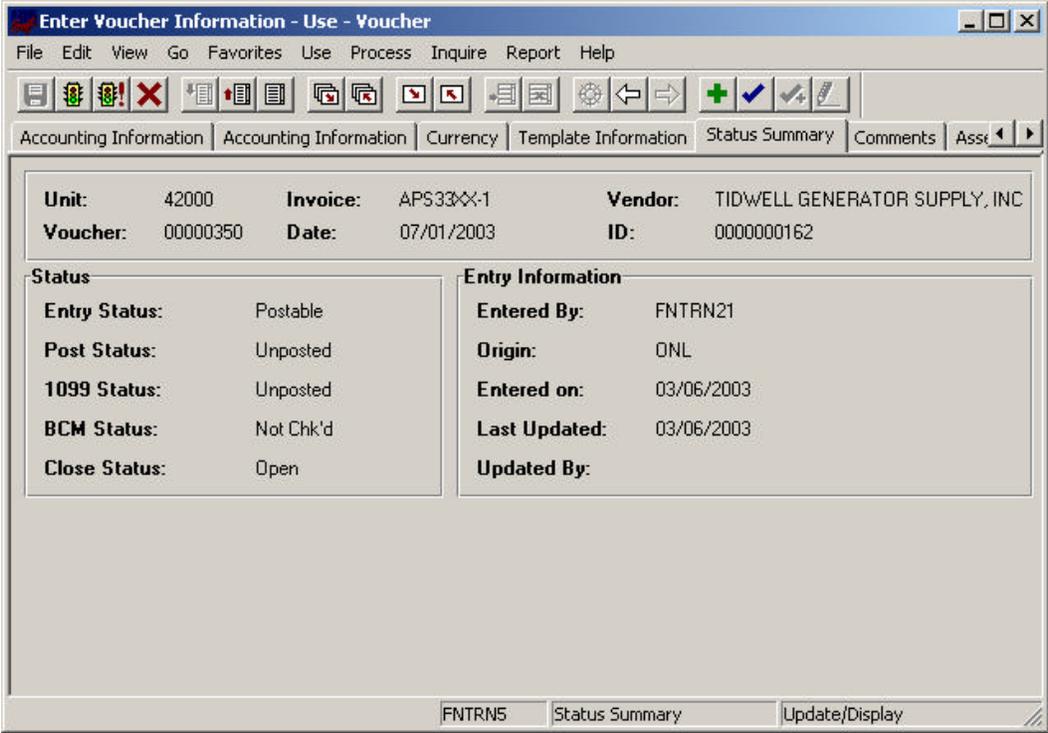
Step 20	Enter or select the following: Business Unit: 42000 Voucher ID: First recurring voucher number you wrote down in Step 13 Click: OK
Expected Results:	The voucher panel displays.

Step 21	Click: Status Summary tab.
Expected Results:	The Status Summary panel displays.

Step 22	Verify voucher Entry Status: Postable
Expected Results:	The voucher can be paid.

Exercise 5 (continued)

Check Results	
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Step 23	<p>Compare Status Summary panel with the panel shown below:</p>  <p>Note: The voucher number & date will differ.</p>
Expected Results:	The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.

Step 24	<p>Click:  to cancel.</p> <p>Repeat steps 23 thru 26 to ensure that your remaining- recurring vouchers are postable.</p>
Expected Results:	The screen is cancelled.

Exercise completed.

Exercise 6 – Set up Run Control and Close a Recurring Voucher Contract

Scenario: You have cancelled *Tidwell Generator Supply, Inc.*, for monthly generator rental. Go back and close out the unpaid and unposted vouchers.

Step 1	Select: Go → Administer Procurement → Administer Contracts
Expected Results:	The Administer Contracts window displays.

Step 2	Select: Report → Master Contracts → Add
Expected Results:	The Add-Master Contracts Run Control ID dialog box displays..

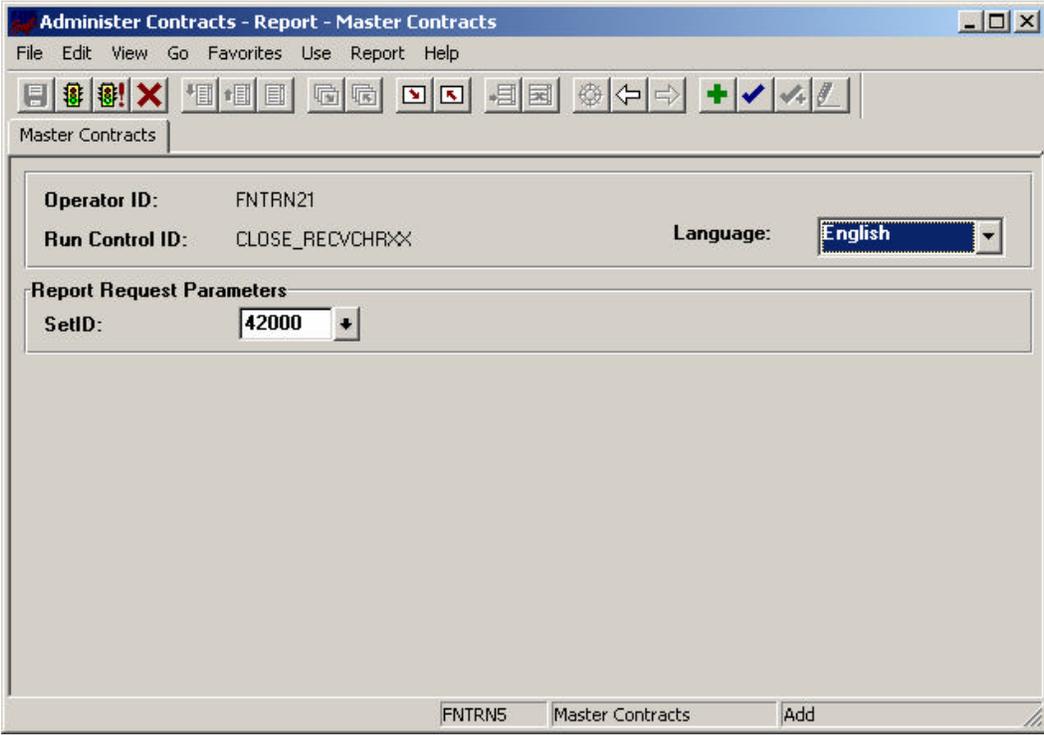
Step 3	Enter the following: Run Control ID: CLOSE_RECVCCHRXX Click: OK
Expected Results:	The Master Contract panel displays.

Step 4	Enter or select the following: SetID: 42000
Expected Results:	The Master Contract panel displays.

Exercise 6 (continued)

Step 5	Click:  to save.
Expected Results:	The run control is saved.

Check Results	
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Step 6	<p>Compare Master Contracts panel with the panel shown below:</p>  <p>Note: The run control ID will differ.</p>
Expected Results:	The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.

Exercise 6 (continued)

Step 7	Click:  to cancel.
Expected Results:	The screen is cancelled.

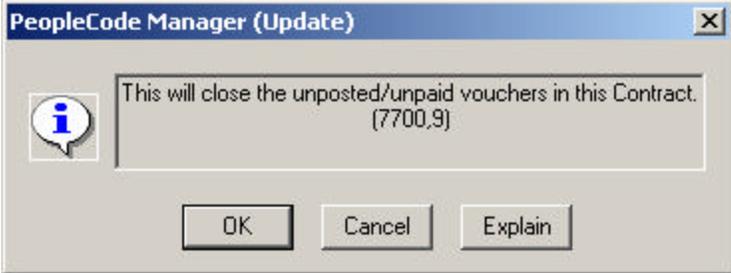
Step 8	Select: Go → Administer Procurement → Administer Contracts
Expected Results:	The Administer Contracts window displays.

Step 9	Select: Use → Contract Manager
Expected Results:	The Contract Manager panel displays.

Step 10	Enter or select the following: Business Unit: 42000 Contract ID: The Contract ID you wrote down in Exercise 3. Click:  pull in the vouchers for the contract.
Expected Results:	The vouchers display at the bottom of the panel.

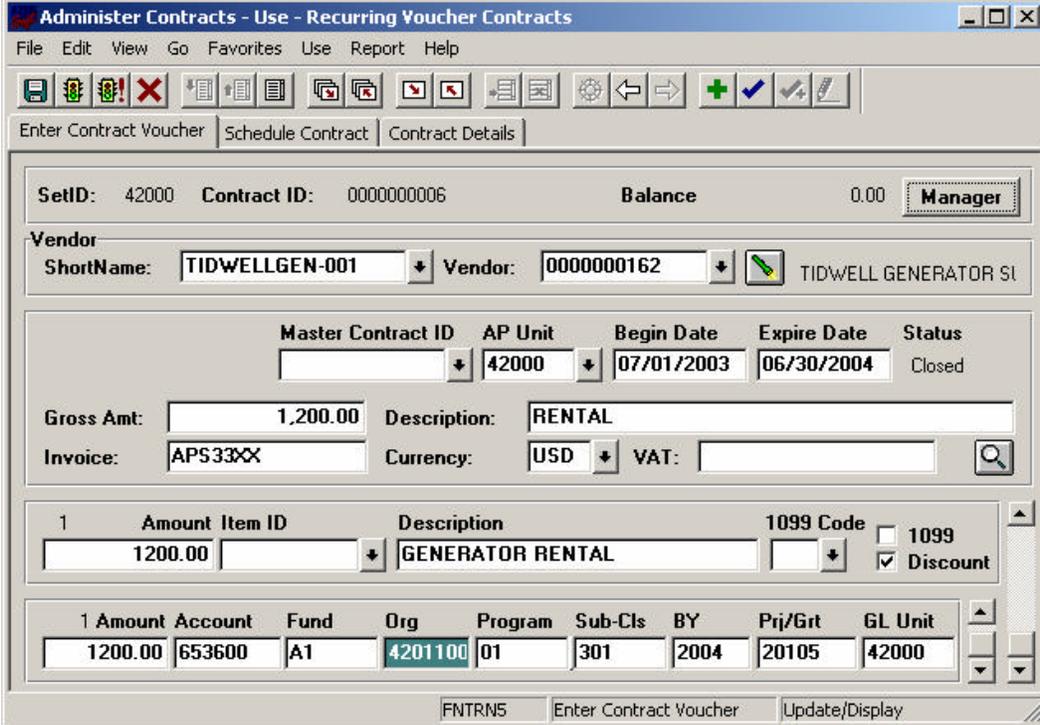
Step 11	Click:  button.
Expected Results:	The following message appears: “This will close the unposted/unpaid vouchers in this Contract.”

Exercise 6 (continued)

Step 12	User will receive this message:  Click: OK
Expected Results:	The Enter Contract Voucher panel displays.

Exercise 6 (continued)

Check Results	
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Step 13	<p>Compare  panel with the panel shown below:</p>  <p style="text-align: center;">Note: The contract status is closed.</p>
Expected Results:	The panel matches. Congratulations! If the elements do not match, review the steps and consult your Instructor.

Step 14	Click:  to cancel.
Expected Results:	The screen is cancelled.

Exercise completed.

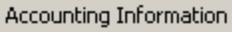
Exercise 7 – Update Regular Voucher – Online Budget Checking

Scenario: You have received approval to run budget checking online for a voucher. Perform this process in Peoplesoft

Note: You must have the correct Security access in order to perform this function. If you have the correct security access, you will have two Accounting Information panels in your panel group. Budget Checking is performed on the second Accounting Information panel in the group.

Step 1	Select: Go→Administer Procurement→Enter Voucher Information
Expected Results:	The Enter Voucher Information window displays.

Step 2	Select: Use→Voucher→Accounting Information #2→Update/Display
Expected Results:	A dialog box displays.

Step 3	Enter or select the following search criteria: Business Unit: 42000 Voucher ID: 000003XX Replace XXX with the number assigned to you by your instructor.
Expected Results:	Click: OK The  panel displays.

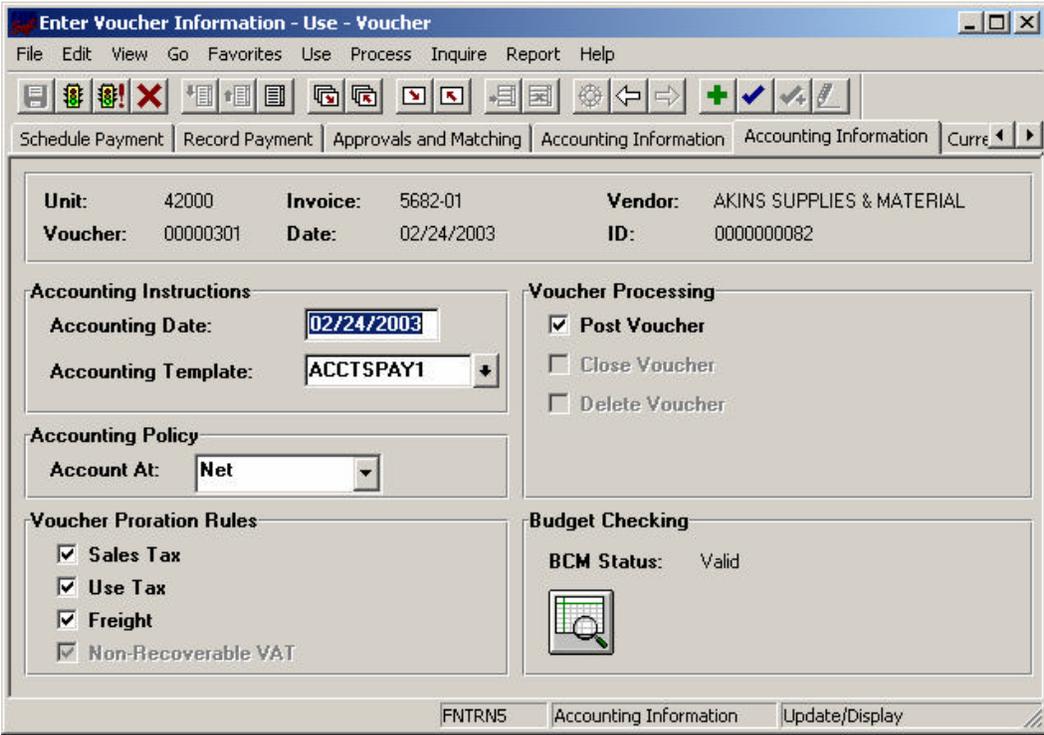
Exercise 7 (continued)

<p>Step 4</p>	<p>Enter or select the following:</p> <p style="text-align: center;">Click: Budget Checking Button </p>
<p>Expected Results:</p>	<p>The “Successful” Budget checking dialog box appears</p>

<p>Step 5</p>	<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p>Budget Check Process ✕</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>The Voucher successfully met Budget Checking requirements. Do you want the panel refreshed?</p> </div> <div style="text-align: center; margin-top: 5px;"> <input type="checkbox"/> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> <input type="button" value="Cancel"/> </div> </div> <p>Click: <input type="button" value="Yes"/></p>
<p>Expected Results:</p>	<p>Budget Checking status is “Valid”</p>

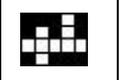
<p>Step 6</p>	<p>Click:  to save.</p>
<p>Expected Results:</p>	<p>The new information is saved.</p>

Exercise 7 (continued)

<p>Step 7</p>	<p>Compare your Accounting Information panel with the panel shown below:</p>  <p>Note: The voucher ID will differ.</p>
<p>Expected Results:</p>	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

Exercise completed

D. Summary and Review

Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives review:

1. Create recurring vouchers
2. Create vouchers using a Speedchart
3. Create a Speedchart
4. Perform On-Line Budget Checking

Discuss the following questions:

1. Is a Speedchart to be used by only one Vendor?
2. What is the difference between a speedchart and a voucher template?
3. For what type of payments would you use Recurring Vouchers?



Phoenix End-User Training

SECTION 4:

1099 PROCESSING

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
APRIL 2003

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A. Introduction

Entering Vouchers/1099 Vendor



Welcome to the 1099 Processing section! This section contains the tools needed to learn all the concepts and procedures involved in entering vouchers and 1099 vendor information.

Goal To acquire the skills and knowledge necessary to perform all the procedures required in 1099 Processing.

Participant Objectives At the end of this section you will be able to

1. Create a regular voucher – vendor 1099 applicable.
2. Create a 1099 adjustment.
3. Inquiry on 1099 balance.

B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes:

- AP005 – Enter 1099 Vendor Information
- AP007 – Regular Voucher
- AP030 – 1099 Processing

C. Exercises

Exercise 1 – Enter 1099 Vendor

Scenario: You have received an invoice from *Williamson Consulting*. The vendor is not on the statewide vendor file. Your goal is to successfully enter the vendor information into Phoenix.

Step 1	Select: Go →Administer Procurement→ Maintain Vendors
Expected Results	The Maintain Vendor window displays.

Step 2	Select: Use →Vendor Information→ Identifying Information →Add
Expected Results	A dialog box displays.

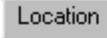
Step 3	Enter or select the following: Business Unit: STATE Voucher ID: NEXT (Default Value - <u>Do not type in this field</u>) Click: OK
Expected Results:	The Invoice Header Information panel displays.

Step 4	Enter or select the following: Name 1: WILLIAMSON CONSULTING - XX Shortname: WILLIAMSON Classification: Supplier - Minority Status: Unapproved Persistence: Regular (Default value) 1099: ON Note: Indicator must remain clicked on for vendor to be recognized as a 1099 vendor.
Expected Results:	Correct data entry Note: Status will be Unapproved in Production until approved by Security

Exercise 1 (continued)

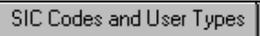
Step 5	<p>Click:  (1099 Information button) to proceed to the 1099 Vendor Information panel.</p> <p>Enter or select the following:</p> <p>Effective Date: Current system date (Default value) Status: Active (Default value)</p> <p>ID: 583221239 Type: Fed ID</p> <p>1099 Code: 07</p> <p>Control ID: WILL Name 1: WILLIAMSON CONSULTING Address: 1011 LYNNE CT CITY: LAWRENCEVILLE STATE: GA ZIP: 301475847</p>
Expected Results:	Correct data entry

Step 6	<p>Click:  (Return to Previous Panel button)</p>
Expected Results:	The Identifying Information panel displays.

Step 7	<p>Click:  to proceed to the Location panel.</p> <p>Enter or select the following:</p> <p>Descr: LOCAL Effective Date: Current system date (Default value) Status: Active (Default value) Address1: 1011 LYNNE CT City/Twn1: LAWRENCEVILLE St/Prov: GA Postal: 301475847 Country: USA (Default value) Phone Main: 404-362-1234</p>
Expected Results:	Correct data entry

Step 7	Click: Location to proceed to the Location panel. Enter or select the following: Descr: LOCAL Effective Date: Current system date (Default value) Status: Active (Default value) Address1: 1011 LYNNE CT City/Twn1: LAWRENCEVILLE St/Prov: GA Postal: 301475847 Country: USA (Default value) Phone Main: 404-362-1234
Results:	

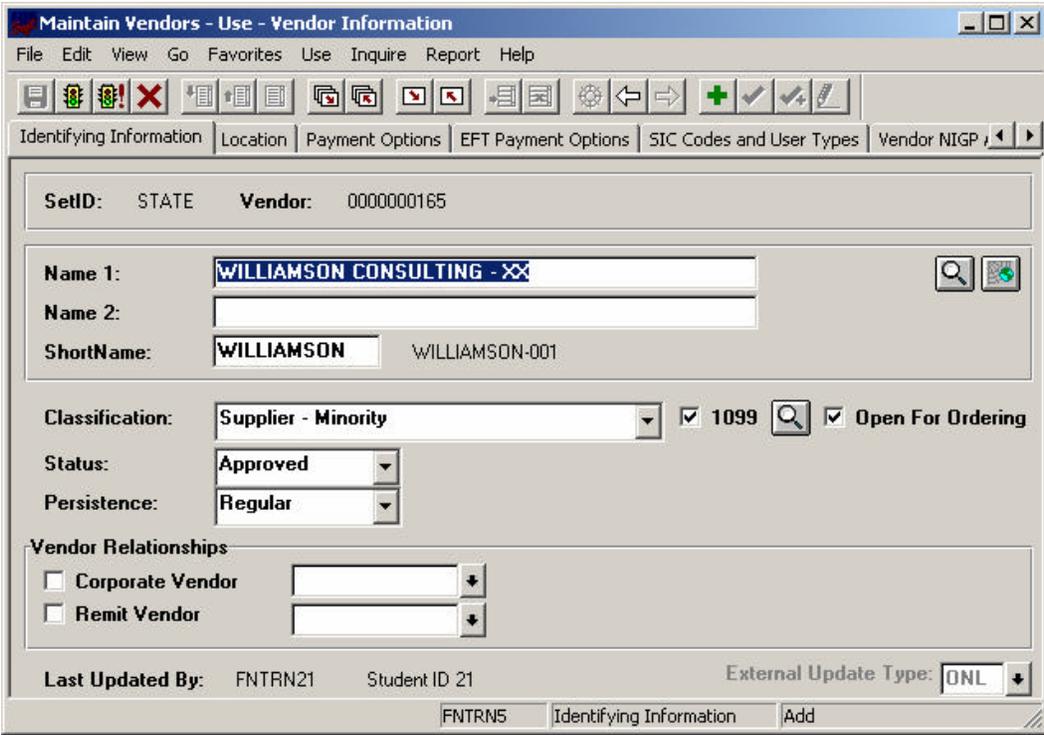
Exercise 1 (continued)

Step 8	<p>Click:  to proceed to the SIC Codes and User Types panel.</p> <p>In the User Classification section of the panel:</p> <p>Select Minority – Asian American</p>
Expected Results:	Correct data entry
Step 9	<p>Click:  to save.</p>
Expected Results:	The new information is saved.

Exercise 1 (continued)

Check Results	
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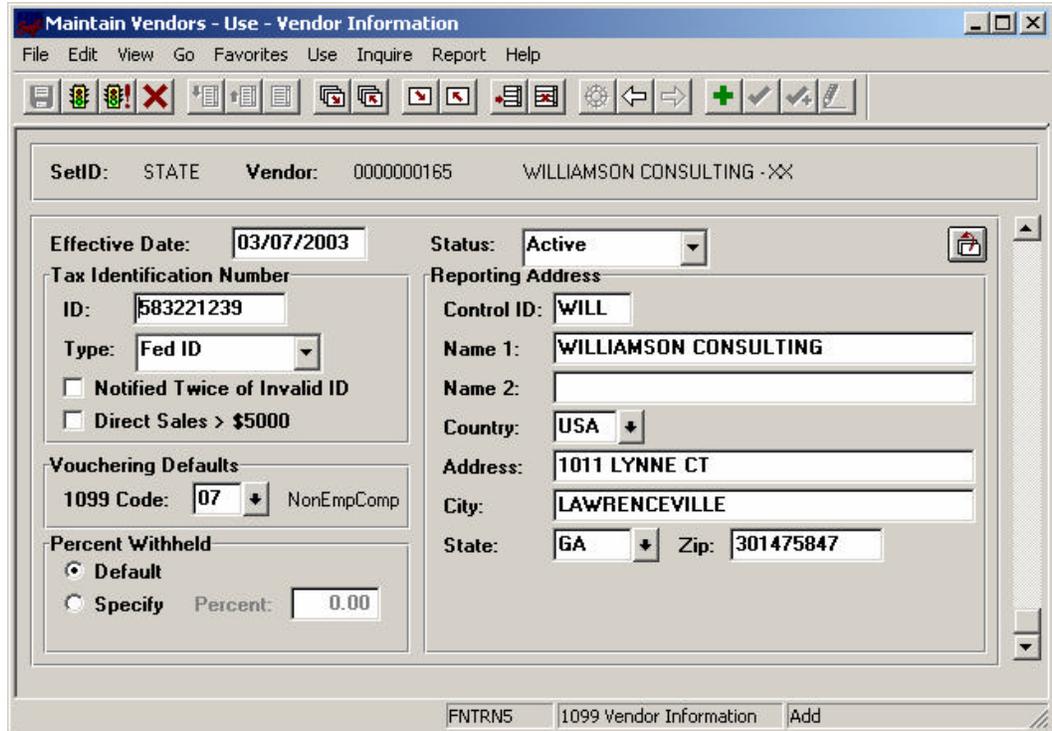
Step 10	Click: 
Expected Results:	The Identifying Information panel displays.

Step 11	<p>Compare Identifying Information panel to the panel shown below:</p> 
Expected Results:	<p>If the panel matches, click:  (1099 Information button) to proceed to the 1099 Vendor Information panel.</p> <p>Note: The Vendor number may vary from the number shown here.</p>

Exercise 1 (continued)

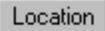
Step 12

Compare **1099 Vendor Information** panel to the panel shown below:



Expected Results:

If these elements do not match, review the steps and consult the Instructor.
Note: The Vendor number may vary from the number shown here.

If the panel matches, click:  to proceed to the Identifying Information panel.
 Click:  to proceed to the Location panel.

Exercise 1 (continued)

Step 13

Compare **Location** panel to the panel shown below:

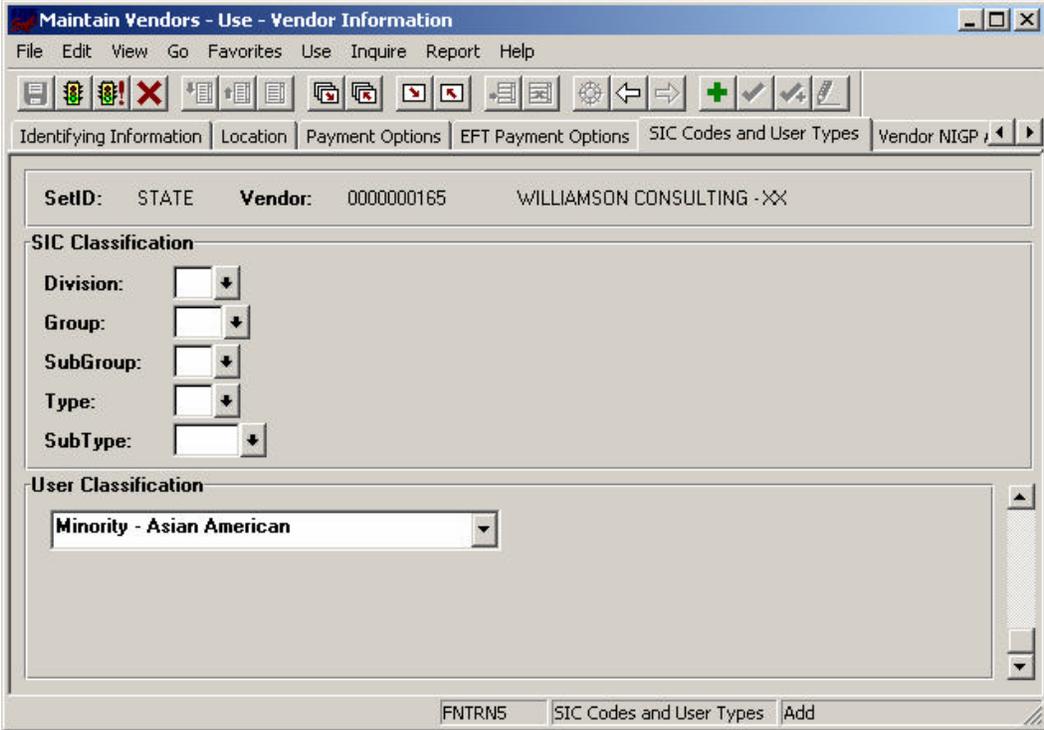
Expected Results:

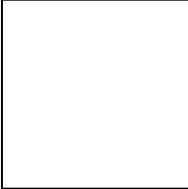
If these elements do not match, review the steps and consult the Instructor.

Note: The Vendor number may vary from the number shown here .

If the panel matches, click: **SIC Codes and User Types** to proceed to the SIC Codes and User Types panel.

Exercise 1 (continued)

<p>Step 14</p>	<p>Compare SIC Codes and User Types panel to the panel shown below:</p> 
<p>Expected Results:</p>	<p>If these elements do not match, review the steps and consult the Instructor.</p> <p>Note: The Vendor number may vary from the number shown here.</p> <p>The panel matches. Congratulations!</p>

<p>Step 15</p>	<p>Click:  to close the panel.</p>
<p>Expected Results:</p>	<p>The panel is closed. Proceed to the next exercise.</p>

Exercise completed.

Exercise 2 – Create a regular voucher - Vendor 1099 applicable

Scenario: You have received an invoice from *Smith's Consulting*. Create a voucher for this invoice using the Standard voucher panel group. It does not have a purchase order, and the vendor is already on the statewide vendor file. Your goal is to successfully enter the voucher information into Phoenix.

Step 1	Select: Go →Administer Procurement→ Enter Voucher Information
Expected Results:	A dialog box displays.
Step 2	Select: Use →Voucher→ Invoice Header Information →Add
Expected Results:	A dialog box displays.
Step 3	Enter or select the following: Business Unit: 42000 Voucher ID: NEXT (Default Value - Do Not Change) Click: OK
Expected Results:	The Invoice Header Information panel displays.
Step 4	Enter or select the following: Short name: SMITH (Shift F4 or double-click) Double-click: SMITH'S CONSULTING Click: TAB
Expected Results:	Smith's Consulting vendor information and terms are populated.

Exercise 2 (continued)

<p>Step 5</p>	<p>Enter or select the following: Date: Current Date <i>(For more explanation see Business Process AP007)</i></p> <p>Invoice number: 1598-xxx Replace XXX with the number assigned to you by your Instructor.</p> <p>Gross amount: 3500.00</p>
<p>Expected Results:</p>	<p>Correct data entry</p>

<p>Step 6</p>	<p>Click: Line Information and Charges panel</p> <p>Enter or select the following:</p> <p>Voucher Line 1: Amount: 3000.00 Description: Management Training</p> <p>Distribution Line 1: Account: 627003 Fund A1 Organization Code: 4201100270 Program Code: 01 Sub-Class: 301 Budget Year: Current Budget Year Project: 20105</p>
<p>Expected Results:</p>	<p>Correct data entry</p>

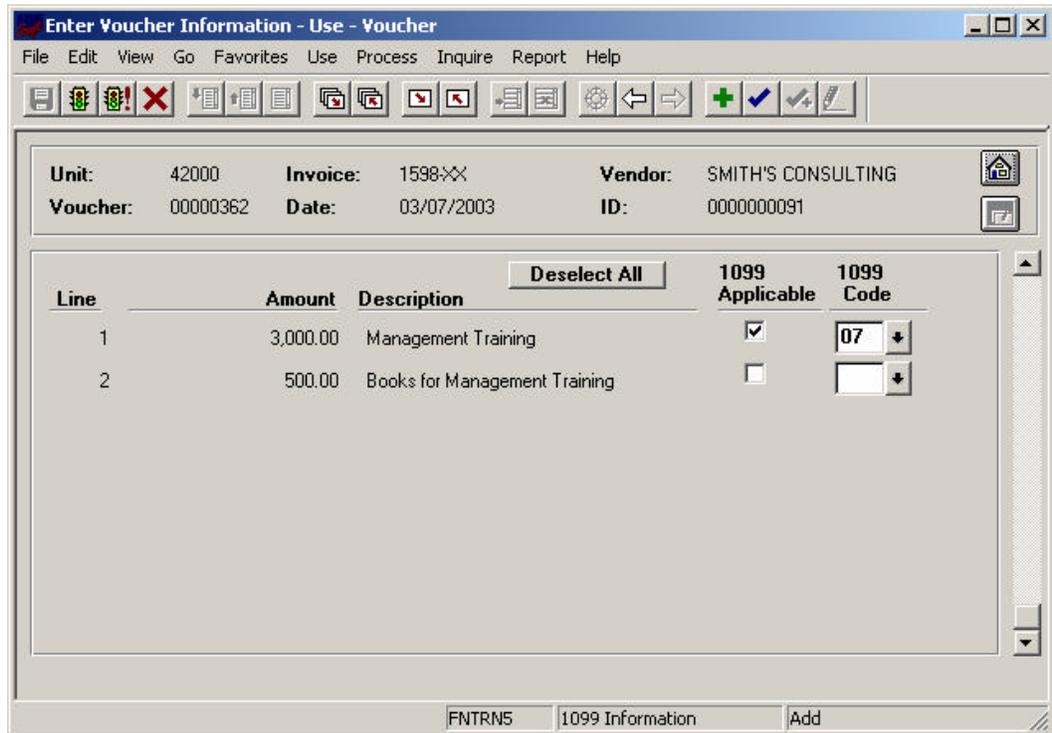
Exercise 2 (continued)

Step 7	<p>Cursor in Description field:  or F7 to insert a line</p> <p>Enter or select the following:</p> <p>Voucher Line 2: Amount: 500.00 Description: Books for Management Training</p> <p>Distribution Line 1: Account: 627003 Fund: A1 Organization Code: 4201100270 Program Code: 01 Sub-Class: 301 Budget Year: Current Budget Year Project: 20105</p>
Expected Results:	Correct data entry

Exercise 2 (continued)

Step 8

- Click: **Invoice Header Information Panel**
- Click: **(1099 button) located beside the vendor ID No.**
Determine if the lines of the voucher should be charged as 1099 applicable.
- Click: **Uncheck line 2**



Expected Results:

The Invoice Header Information panel displays.

Exercise 2 (continued)

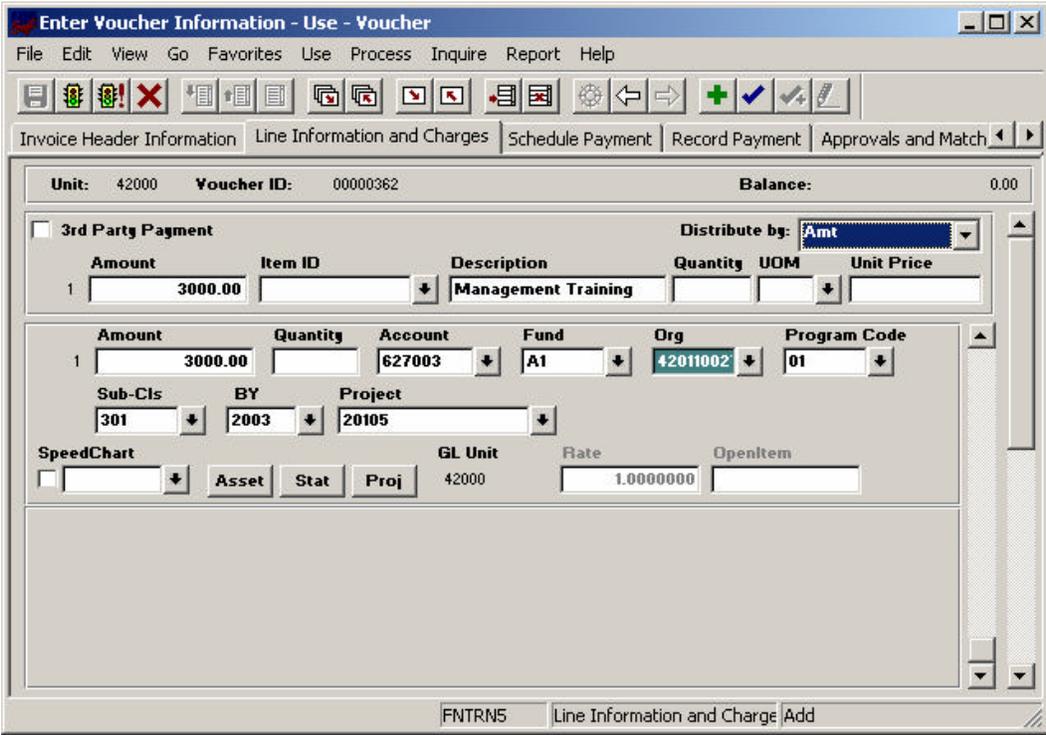
<p>Step 9</p>	<p>Click on the 1099 applicable check box to deselect lines for 1099 processing</p> <p>The 1099 code defaults on the voucher based on the 1099 code set up for the vendor.</p> <p>If necessary, 1099 code can be changed.</p> <p>If the voucher line is deselected, it will not be selected for 1099 processing.</p> <p>If the voucher line is selected, it will be selected for 1099 processing.</p> <p>If the voucher line is selected and grayed out, the line has been updated to 1099 Ledger. Therefore a 1099 adjustment has to be created to correct the 1099 Ledger.</p> <p>Note: Detail Report (APXXX0413) 1099 applicable vouchers before update to Ledger.</p> <p>Summary Report (APXXX0412) 1099 vouchers after posting to 1099 Ledger.</p>
<p>Expected Results:</p>	<p>1099 Procedures</p>

<p>Step 10</p>	<p>Click:  return to Invoice Header Information panel.</p> <p>Click: Schedule Payment tab to verify defaults.</p> <p>Click: Record Payment tab to verify defaults.</p> <p>Click: Approvals & Matching tab to verify defaults.</p> <p>Click: Accounting Information tab to verify defaults.</p> <p>Click: Status Summary tab to verify defaults.</p> <p>Click: Comments tab to verify defaults</p>
<p>Expected Results:</p>	<p>Verification of default values</p>

Exercise 2 (continued)

Step 11	Click:  to save.
Expected Results:	The new information is saved.

Check Results	
----------------------	--

Step 12	<p>Compare Line Information and Changes (Line 1) panel with the panel shown below:</p>  <p>Note: The voucher ID may differ.</p>
Expected Results:	The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.

Exercise 2 (continued)

Step 13

Compare **Line Information and Changes (Line 2)** panel with the panel shown below:

Note: The voucher ID may differ.

Expected Results:

The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Exercise 2 (continued)

Step 14

Compare **Invoice Header Information** panel with the panel shown below:

Note: The voucher ID and invoice number may differ.

Expected Results:

The panel matches. Congratulations!
If these elements do not match, review the steps and consult your Instructor.

Exercise completed.

Exercise 3 – Create a 1099 Adjustment

Scenario: You requested a *1099 Summary Report (APXXX0412)* and after reviewing the report you discovered that Smith’s Consulting had been flagged as a 1099 for materials on voucher.

Step 1	Select: Go →Administer Procurement→ Maintain Vendors
Expected Results:	The Enter Voucher Information window displays.

Step 2	Select: Use →1099 Adjustments→ Add Note: If an adjustment was created previously for this vendor go i
Expected Results:	A dialog box displays.

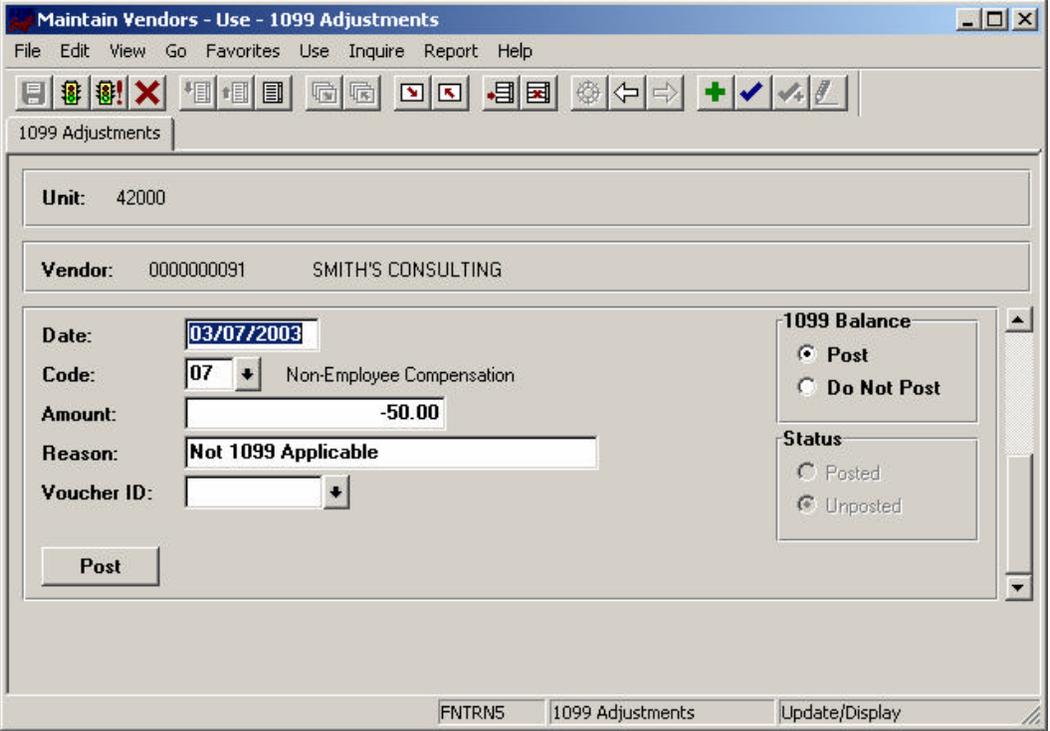
Step 3	Enter or select the following: Business Unit: 42000 Vendor ID: 0000000091 Click: OK
Expected Results:	A dialog box displays.

Step 4	Enter or select the following; DATE: Code: 07 Amount: -50.00 Reason: Not 1099 applicable Voucher ID: (Optional) Click: <input type="button" value="Post"/>
Expected Results:	A dialog box displays.

Step 4	Enter or select the following; DATE: Code: 07 Amount: -50.00 Reason: Not 1099 applicable Voucher ID: (Optional) Click: <input type="button" value="Post"/>
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Exercise 3 (continued)

Step 5	Click:  to save.
Expected Results:	The new information is saved.

Step 6	<p>Compare 1099 Adjustment panel with the panel shown below:</p>  <p style="text-align: center;">Note: Date may differ.</p>
Expected Results:	<p>The panel matches. Congratulations!</p> <p>If these elements do not match, review the steps and consult your Instructor.</p>

Exercise 3 (continued)

<p>Step 7</p>	<ul style="list-style-type: none"> • The adjustment amount will add to or subtract from the 1099 Ledger amount. • Only one 1099 adjustment for a given vendor may be entered per day. The date field may be changed as needed. • If additional 1099 adjustments are necessary for a vendor, a line should be inserted and 1099 adjustment information entered (adjustment history will be there for each year). <p>In order to post a 1099 adjustment; click on the Post button. The 1099 Balance Post radio button will default to post.</p> <ul style="list-style-type: none"> • The 1099 adjustment will be reflected on the 1099 Summary Report (APXXX0412) and 1099 Balance Inquiry, if the 1099 adjustment has been posted. • After reviewing the 1099 Summary Report, a 1099 adjustment can be unposted immediately by clicking on the Unpost button. • Unposting reverses the 1099 adjustment from the 1099 Ledger. • If an adjustment is unposted in error, you simply post the adjustment again in order to record the adjustment to the 1099 Ledger. • If a 1099 adjustment has been posted and is not required, unpost, select the Do Not Post Option and Save.
<p>Expected Results:</p>	<p>1099 Procedures.</p>

Exercise completed.

Exercise 4 – 1099 Balance Inquiry

Scenario: How to review the 1099 balance by vendor.

Step 1	Select: Go → Administer Procurement → Review Vendor Information
Expected Results:	The Enter Voucher Information window displays.

Step 2	Select: Inquire → 1099 Balances
Expected Results:	A dialog box displays.

Step 3	SetID: STATE Vendor ID: 0000000091 Fiscal Year: Current Budget Year Click: OK
Expected Results:	A dialog box displays.

Step 4	<ul style="list-style-type: none"> • The 1099 Balance displays 1099 balance by vendor for all business units. You must scroll to your business unit to obtain the 1099 balance for your agency. • Click on the checkbox ‘Include Business Unit’ in order for all of the 1099 code amounts to be displayed for the given vendor for your agency.
Expected Results:	1099 INQUIRY PROCEDURES.

Exercise 4 (continued)

Step 4	<p>Compare M1099 Bal Vndr panel with the panel shown below:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> </div> <p style="text-align: center;">Note: Date and Vendor ID may differ.</p>
Expected Results:	<p>The panel matches. Congratulations! If these elements do not match, review the steps and consult your Instructor.</p>

Exercise completed.

Exercise 5 – Discuss 1099 Processing Schedule

PeopleSoft 1099 Overview

The first step in 1099 processing is to establish appropriate vendors as 1099 applicable. 1099 information specific to each vendor is captured on Maintain Vendor panels. If a vendor is marked as 1099 applicable, then all lines for a voucher to that vendor will be marked as 1099 applicable. The system uses this information during voucher processing and 1099 reporting. A voucher can be recorded as 1099 applicable via the 1099 button on the Invoice Header Information Panel only if the vendor is 1099 applicable. A voucher line can also be deselected as 1099 applicable. 1099 amounts are posted to a 1099 Ledger, summarizing vendors' 1099 transactions by calendar year for each business unit. The 1099 transactions are based on amounts paid from vouchers that have voucher lines marked as 1099 applicable. Once the 1099 balance is posted for a voucher, any changes in the balance must be done via a 1099 Adjustment panel. Then, the 1099 Adjustment transaction is posted to the 1099 ledger. The final 1099 ledger is the basis for vendor reporting and IRS file creation.

In order to produce a 1099 MISC Form, the vendor must be established in PeopleSoft as a 1099 vendor. Therefore, any vendors, beneficiaries or individuals for whom you need to produce a 1099 MISC Form must be setup as a vendor.

1099 Adjustments:

If a vendor's 1099 reporting has been overstated or understated, corrections to the vendor's 1099 balance can be made via the 1099 Adjustment panel [Go- Administer Procurement – Maintain Vendors – Use – 1099 Adjustments]. The 1099 Adjustments panel allows users to adjust the overall 1099 balance for a vendor at the business unit level, or to apply an adjustment to a specific voucher. See the attached 'Posting a 1099 Adjustment' instructions.

1099 Reporting:

Applicable 1099 vendors with payments totaling \$600.00 or more are required to receive a 1099 MISC Form. The 1099s will be printed on laser forms and will be folded and sealed.

The 1099 block numbers are the same as previous years 1- Rents, 6- Medical and Health Care Payment, and 7 – Non-Employee Compensation. Wages paid to an estate or beneficiary should be entered as code 3 – Prizes, etc., using a 1099 Adjustment.

The following 1099 Reports are on-request reports available any time in PeopleSoft:

- **1099 Detail Report** (APXXX0413,) – This report provides a list of 1099 applicable vouchers in vendor name order. Vouchers that have been updated to the 1099 Ledger will no longer appear on this report. The 1099 Detail Report will be produced automatically before each 1099 Ledger Update. (See Attachment C)

Exercise 5 (continued)

- **1099 Summary Report** (ApXXX0412) – This report provides a list of the vendors in vendor name order and the 1099 codes/amounts from the 1099 Ledger. The 1099 Summary Report will be produced after each 1099 Ledger Update (See Attachment C).

1099 Balance Inquiry:

This inquiry displays the 1099 Balance for a vendor. Since vendors are defined at the STATE level, the inquiry displays 1099 Balances for all business units. Once a 1099 Adjustment has been posted, the amount will be reflected on the 1099 Balance Inquiry. (Navigation: Go – Review Vendor Information – Inquire – 1099 Balance)

Exercise 5 (continued)

Attachment B – 1099 Processing Schedule for 2003

Year Round – Agencies should request and review the APXXX0413 1099 Detail report to analyze 1099 applicable vouchers.

Wednesday, April 30, 2003 – 1099 Ledger Update #1 for 1099 applicable vouchers in Peoplesoft for the months of January 2003 – April 2003. The 1099 Detail Report will be automatically produced before the 1099 Ledger Update. The 1099 Summary Report will be automatically produced after the 1099 Ledger Update for agencies to review.

After the 1st 1099 Ledger Update (April 30, 2003) - Agencies should begin entering 1099 Adjustments and requesting the APXXX412 1099 Summary Report as tools for correcting 1099 vendor balances prior to creation of the 1099 forms and IRS file. The Adjustments can be POSTED immediately to the 1099 Ledger (See the attached instructions ‘Posting a 1099 Adjustment’) or automatically posted during the next scheduled FSS 1099 Ledger Update.

Friday, August 29, 2003 – 1099 Ledger Update #1 for 1099 applicable vouchers in PeopleSoft (January 2003 – June 2003 1099 Data). The 1099 Detail Report will be automatically produced before the 1099 Ledger Update. The 1099 Summary Report will be automatically produced after the 1099 Ledger Update for agencies to review.

Monday, January 5, 2004 – 1099 Ledger Update #2 for 1099 applicable vouchers and adjustments in PeopleSoft (July 2003 – December 2003 1099 Data). The 1099 Detail Report will be automatically produced before the 1099 Ledger Update and the 1099 Summary Report will be automatically produced after the 1099 Ledger Update for agencies to review. The 1099 Ledger Update will occur in overnight processing so users will have the entire working day to complete their adjustments.

Monday, January 5, 2004 – Update the 1099 Adjustment table and the 1099 Ledger files from agency with offline interface. A 1099 Interface Error Report and query of loaded 1099 Offline Adjustments will be produced for agency to review.

Tuesday, January 6- Tuesday, January 13, 2004 – Agencies enter 1099 Adjustments as needed for balances updated to the 1099 Ledger from vouchers and offline adjustments. During this time, agencies can POST and UNPOST Adjustments as needed.

Tuesday, January 13, 2004 –Final 1099 Ledger Update from 1099 Adjustments entered from January 6 – January 13, 2004. The 1099 Detail Report will be automatically produced before 1099 Ledger Update and 1099 Summary Report will be automatically produced with 1099 Ledger Update

for agencies to review. The 1099 Final Ledger Update will occur in overnight processing so users will have the entire working day to complete their adjustments.

Exercise 5 (continued)

Wednesday, January 14, 2004– Last Chance Day- Agencies will receive final 1099 Detail and Summary Reports produced from the January 13th Final Update. The APXXX0412 Summary Report reflects the vendors and amounts that will be printed on the 1099 MISC form. Agencies can use this day to review and correct their data. To make any necessary 1099 adjustments, users must Post or Unpost adjustments and then can verify changes are made by requesting another 1099 Summary Report. User posting is necessary because FS will not run another update before the 1099 forms are printed.

Thursday, January 15, 2004 – Users should not make any 1099 Adjustments or Posting on this day. Financial Systems will be processing 1099 information in preparation to print the next day.

Friday, January 16, 2004 –The 1099 MISC Forms will be printed.

Monday, January 19- Friday, March 5, 2004 - 1099 Adjustments can be done and they will be reflected on the IRS file but a new 1099 form **will not** be printed by PeopleSoft. Corrected forms must be typed by the agency. We may have extra laser forms, but the block size is small and may require a special size-typing element. You may want to request blank forms from the IRS.

Monday, March 8, 2004 – Create Electronic IRS file containing 1099 vendor balances for all agencies and transmit to the IRS.

Exercise completed.

D. Summary and Review

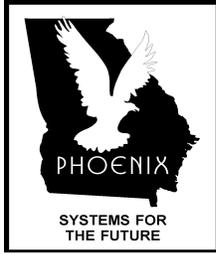
Activity	Materials	
 LECTURE	 GUIDE	 REVIEW

Objectives review:

- Create a 1099 vendor.
- Create a voucher and vendor is a 1099 applicable.
- Create a 1099 adjustment.
- Inquiry on 1099 balances.

Discuss the following questions:

- What is a 1099 vendor?
- When is a vendor 1099 applicable?
- How do you post and unpost 1099 voucher lines?
- How do you change a vendor's 1099 history?



Phoenix End-User Training

SECTION 5:

REPORTS/QUERIES

PARTICIPANT GUIDE

PEOPLESOFT FINANCIALS FOR PUBLIC SECTOR 7
PEOPLESOFT ACCOUNTS PAYABLE
APRIL 2003



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Appendix - Reports

A. Introduction

Reports/Queries



Welcome to the Report/Queries module! This module contains the tools needed to learn all the concepts and procedures involved in Reports/Queries.

Goal To acquire the skills and knowledge necessary to perform all the procedures of Reports/Queries section of Peoplesoft.

Participant Objectives At the end of this module you will be able to:

1. Request an AP report
2. Perform AP Query

B. Business Processes

Activity	Materials	
 LECTURE	 GUIDE	 HANDOUT

Relevant Business Processes:

There are no relevant business processes for this module.

C. Exercises

Exercise 1 – Discuss Accounts Payable Queries

Scenario: Review and discuss Accounts Payable Queries

Note: Queries are run in Peoplesoft and can contain extremely valuable information about Purchase Orders, Vouchers, Voucher Payments, and Vendors. Queries are run using the path: View, Navigator Display, Query

Note: Queries are run using the path: View, Navigator Display, Query
(Security access needed to run queries in Peoplesoft)

Accounts Payable queries begin with 0APXXX (XXX=Query Number)

Following is a listing of Accounts Payable Queries:

Exercise 1 (continued)

Query #	Query Name	Required Fields
0AP001	M1099 Adjustments	Business Unit
0AP002	All Recycled Transactions	Business Unit
0AP003	Vouchers w/o Vendors	Business Unit
0AP004	Verify Cash Disbursement	Bank Set ID Bank Code Bank Account Acct Period From Acct Period Thru Fiscal Year From Fiscal Year Thru
0AP005A	Verify Exp. For Paid Vchr	Business Unit Fiscal Year From Fiscal Year Thru Acct Period From Acct Period Thru Account From Account Thru
0AP005B	Verify Exp. By Origin	Business Unit Fiscal Year From Fiscal Year Thru Acct Period From Acct Period Thru Account From Account Thru Origin
0AP005C	Verify Exp. For Paid Voucher by Vendor	Business Unit Fiscal Year From Fiscal Year Thru Acct Period From Acct Period Thru Vendor ID
0AP005D	Verify Exp by Sub-Class	Business Unit Fiscal Year From Fiscal Year Thru Acct Period From

Acct Period Thru
Sub-Class From
Sub-Class Thru

Exercise 1 (continued)

0AP005E Verify Exp by Organization Business Unit
 Fiscal Year From
 Fiscal Year Thru
 Acct Period From
 Acct Period Thru
 Organization From
 Organization Thru

0AP005F Verify Exp by Program Business Unit
 Fiscal Year From
 Fiscal Year Thru
 Acct Period From
 Acct Period Thru
 Program From
 Program Thru

0AP005G Verify Exp by Project Business Unit
 Fiscal Year From
 Fiscal Year Thru
 Acct Period From
 Acct Period Thru
 Project From
 Project Thru

0AP005 Verify Expense Business Unit
 Fiscal Year From
 Fiscal Year Thru
 Acct Period From
 Acct Period Thru
 Account From
 Account Thru

0AP006 Unposted Vouchers/Valid Business Unit
 BCM

0AP007 Deleted Vouchers Business Unit

0AP008 Match Exceptions Business Unit

0AP009 Bank Reconciliation/ Bank Set ID
 Payment Reference Bank Code
 Bank Account
 Payment Date From
 Payment Date Thru

0AP010 Reconciliation Voucher Business Unit
 by Vendor Invoice Date From
 Invoice Date Thru

0AP011 Vendor Locations Vendor ID

Exercise 1 (continued)

0AP012	Voucher Accounting Line	Business Unit	
	Voucher From		
	Voucher Thru		
0AP013	Vouchers by Remit Vendor	Business Unit	
	Remit Vendor		
	Invoice Date From		
	Invoice Date Thru		
0AP014	Vouchers on Hold	Business Unit	
0AP016	Expended Amount by	Business Unit	
	Sub-Class	Sub-Class	
	Budget Year		
	Account From		
			Account Thru
0AP018	Closed Vouchers	Business Unit	
	Fiscal Year From		
	Fiscal Year Thru		
0AP020	Payments not Applied	Bank Set ID	
0AP021B	Adjustment Vouchers by Period	Business Unit	
	Fiscal Year		
	Acct Period From		
	Acct Period Thru		
0AP021	Adjustment Voucher	Business Unit	
	Fiscal Year		
	Acct Period From		
	Acct Period Thru		
0AP022	Outstanding Payments	Bank Set ID	
	Bank Code		
	Bank Account		
	Fiscal Year From		
	Fiscal Year Thru		
	Acct Period From		
	Acct Period Thru		
0AP023	Balancing Year End	Business Unit	
	Account		
	Budget Year From		
	Budget Year Thru		
0AP024	Balancing Travel	Business Unit	
	Account From		
	Account Thru		
	Acct Period From		

Acct Period Thru
Year

Exercise 1 (continued)

0AP025 Different Vendors/Void-Reissue Business Unit

Account From
Account Thru
Acct Period From
Acct Period Thru
Fiscal Year
Budget Year

0AP026 Travel Voucher without Business Unit
Recipient Vendor Id

Acct Period From
Acct Period Thru
Year

0AP027 Negative Vouchers Bank Set ID

Bank Code
Bank Account
Acct Period From
Acct Period Thru
Fiscal Year From
Fiscal Year Thru

0AP028 1099 Vendors

Since all vendors are at the 'State' level, there is no prompt dialog box

0AP029B Outstanding PY Vouchers w/o \$ Business Unit

Account From
Account Thru

0AP029 Outstanding PY Vouchers w/o \$ Business Unit

Account From
Account Thru

0AP030 AP/PO Operator Origins Business Unit

0AP032 Payables with Discounted Business Unit
Amount

0AP033 Outstanding PY with Inactive Business Unit
Vendor

0AP034 Paid Voucher by Vendor Business Unit
Vendor ID

Payment Date From
Payment Date Thru

0AP034B Paid Voucher by Vendor Business Unit
w/dist lines Payment Date From

0AP035 Payment Date Thru
 Budget Override by User ID Business Unit
 0AP036 1099 Voucher Line Info Business Unit
 Payment Date From
 Payment Date Thru

Exercise 1 (continued)

0AP037 Vouchers Created w/0\$ Amt Business Unit
 Fiscal Year
 Acct Period From
 Acct Period Thru

0AP040 Unreconciled Bank Statements Bank Set ID
 0AP042 Vouchers Not Posted Business Unit
 Accting Date From
 Accting Date Thru

0AP042A Vouchers Not Posted w/Dist. Business Unit
 Accting Date From
 Accting Date Thru

0AP043 Payments not Posted Business Unit
 Accting Date From
 Accting Date Thru

0AP045 Voids by Period Bank Set ID
 Bank Code
 Bank Account
 Payment Date From
 Payment Date Thru
 Date Cancelled From
 Date Cancelled Thru

0AP046 Payment Amts differ from Bank Set ID
 Voucher Amt Bank Code
 Bank Account

Acct Period

From
 Acct Period Thru

0AP047 Vouchers with Split Payments Business Unit

0AP048 Outstanding Pay Bal. Errors 1 Business Unit
 Acct Period From
 Acct Period Thru
 Account From
 Account Thru
 Fiscal Year From
 Fiscal Year Thru

0AP049 Outstanding Pay Bal Errors 2 Business Unit
 Acct Period From
 Acct Period Thru
 Account From
 Account Thru
 Fiscal Year From
 Fiscal Year Thru

Exercise 1 (continued)

0AP050 Voucher w/Future Budget Year Business Unit
 0AP051 Payment Cancellation Bank Set ID
 0AP052 Vouchers by Payment Reference Business Unit
 Payment Reference
 Bank Code
 Bank Account
 0AP053 Vendors Ranked by Payments Business Unit
 Beginning Pay Date Ending Pay
 Date

Exercise 2 – Discuss Accounts Payable Reports

Scenario: Review and discuss Accounts Payable Reports

Note: Accounts payable reports are ordered online using the Vendor, Voucher and Create Payments panel groups. Most reports will appear in Document Direct within a few hours. Some reports run during overnight batch processing.

APPENDIX