

Chapter 12 - Accounts Payable

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12.1 Vendors

Vendor records will facilitate the payment of invoices and track any requirements for federal reporting via 1099 based on the circumstances of our payments to vendors.

12.1.1 Find an Existing Vendor

Navigate to the Vendor Information page on the menu system

The screenshot shows the 'Vendor Information' search interface. At the top is a breadcrumb trail: Favorites > Main Menu > Vendors > Vendor Information > Add/Update > Vendor. Below this is the 'Vendor Information' title and a prompt: 'Enter any information [1] above and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (highlighted with a blue box and callout 1) and 'Add a New Value'. Below the tabs is a 'Limit the number of results to (up to 300):' field with the value '300'. The search criteria section includes: 'SetID:' with a dropdown set to '=' and a text input field containing 'L' (highlighted with a yellow box and callout 2); 'Vendor ID:' with a dropdown set to 'begins with' and a text input field; 'Persistence:' with a dropdown set to '='; 'Short Vendor Name:' with a dropdown set to 'begins with' and a text input field; 'Our Customer Number:' with a dropdown set to 'begins with' and a text input field; and 'Name 1:' with a dropdown set to 'begins with' and a text input field. Below these fields are three checkboxes: 'Include History', 'Correct History', and 'Case Sensitive' (highlighted with a blue box and callout 4). At the bottom of the search section are buttons for 'Search' (highlighted with a blue box and callout 5), 'Clear', 'Basic Search', and 'Save Search Criteria'. A red box on the right contains the text: 'To Search for a Vendor enter Vendor ID or Short Vendor Name.' with callout 3. Below the search section are two links: 'Find an Existing Value' and 'Add a New Value'.

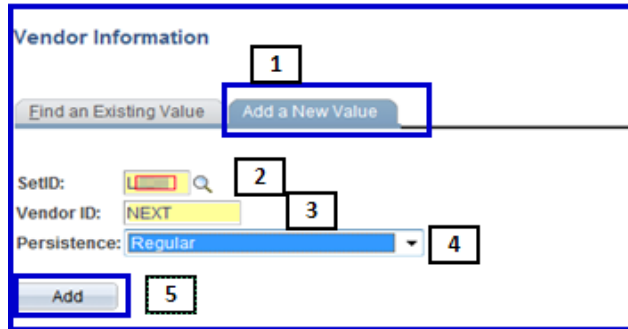
1. Click the “Find an Existing Value” tab.
2. **SetID** – Enter your business unit.
3. **Search Options** – Enter part of the “Vendor ID”, or “Short Vendor Name” (may be typed in or use the search symbol  to see a list) or use the other options to narrow your search.
4. **OPTIONS:** Check boxes to include history, correct history or search case sensitive.
5. Click “Search”

At this point some vendor information may be updated such as to add a new vendor contact name or address.

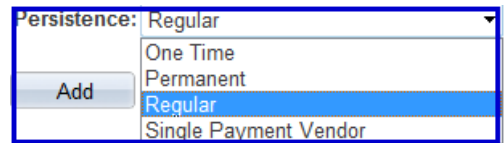
12.1.2 Adding Vendors

Navigate to the Vendor Information Screen

The screenshot shows the breadcrumb trail: Favorites > Main Menu > Vendors > Vendor Information > Add/Update > Vendor.



1. Click on the “Add a New Value” tab
2. SetID –Enter your business unit
3. Vendor ID – Accept “NEXT” to have the system assign a number or Set up your own unique ID.
4. Persistence – Select from one of the options.



- **One Time:** After use, the status changes to “Inactive”
- **Permanent:** Will not be removed by a purge process.
- **Regular:** If not used over a long period it may be purged by a process the council can run.
- **Single Payment Vendor:** Useful for refunds. Under a single vendor you may pay one-time refunds etc. The invoice process requests the name and address of the payee but will not create a new vendor record.

Click “Add”

Favorites | Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Identifying Information | Address | Contacts | Location | Custom

SetID: 1

Vendor ID: 3

*Vendor Short Name: 3

*Classification: 4

HCM Class:

*Persistence: 6

*Vendor Status:

*Vendor Name 1: 2

Vendor Name 2:

Withholding 7

Open For Ordering

Check this box for a 1099 vendor

5

8

Vendor Relationships

Corporate Vendor

Corporate SetID:

Corporate Vendor ID:

InterUnit Vendor

InterUnit Vendor ID:

Create Bill-To Customer

Create Bill To Customer

Additional ID Numbers

Duplicate Invoice Settings

Government Classifications

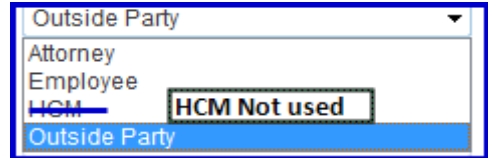
Standard Industry Codes

Additional Reporting Elements

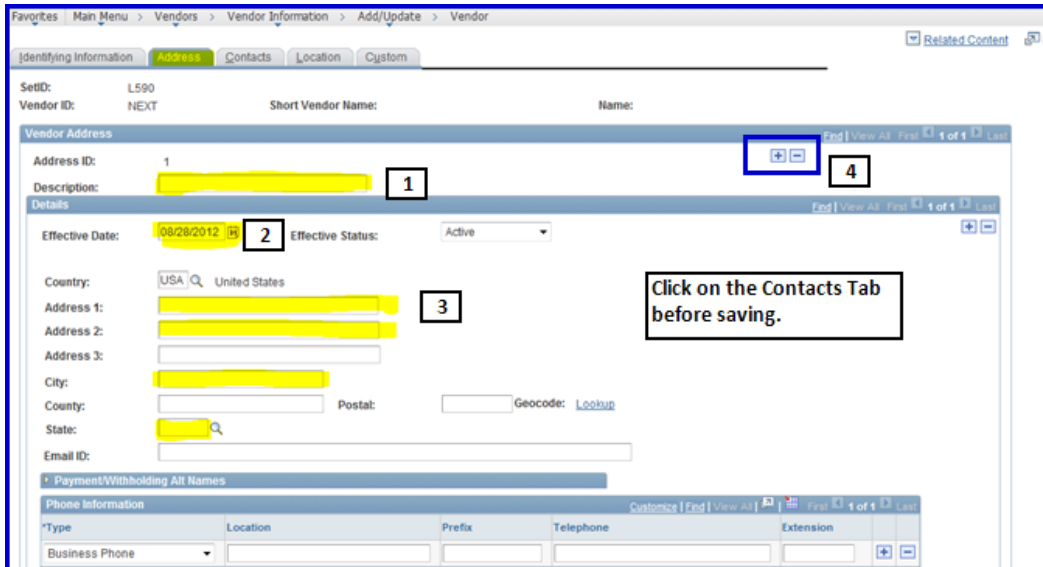
Comments

1. Start on the “Identifying Information” tab.
2. Enter the Vendor Name (two lines if needed)

3. Classification – Select from list of options →
4. **Vendor Short Name** - Used for lookups
5. **Click the “Check for Duplicate” button.**
6. **Vendor Status** – Select “Approved” if you have authority to do so.
7. **Withholding** – Check the box if this is a 1099 vendor.
8. **Attachments** – Scan and attach documents such as contracts, agreements etc.
9. **Options** - These other sections are only used in you have a need.



NOTE: Click on the “Address” tab before trying to save.



- 1- **Description** Such as “Home Office”
- 2- **Effective Date** – Make sure this is earlier than your first invoice date.
- 3- **Address detail fields**
- 4- **Secondary addresses** can be added with the “+” button.

Click on the “Contacts” tab before trying to save.

Click on the “Locations” tab.

1. **Enter Location Number** – Start with 01.
2. **Save** - Click the save button.
3. **For 1099 Vendors** – click on the “1099” link and complete the information in the highlighted fields as shown below.

Note: Enter Taxpayer Identification Numbers in the following sequence:

TIN Type F (Federal ID) 00-000000 TIN Type S (Social Security Number) 000-00-0000

Favorites Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Withholding Vendor Information

SetID: L556 Location: 01
Vendor ID: 0000002123 Description:
Short Vendor Name: XYZ PRINT XYZ PRINT-001
Name: XYZ Printing

1099 Options

1099 Information Customize | Find | View All | First 1 of 1 Last

*Entity	*Type	*Jurisdiction	Default Jurisdiction	*Default Class	*1099 Status	Withhold Type Description
IRS	1099	FED	<input checked="" type="checkbox"/>	07	RPT	Reporting Only

1099 Reporting Information Customize | Find | View All | First 1 of 1 Last

*Entity	*Address	TIN Type	Taxpayer Identification Number
IRS	1	F	00-0000000

OK Cancel

Click "OK"
Click the "SAVE" Button.

12.1.3 Inactivating Vendors

A vendor may be made "Inactive" but not deleted.
Navigate to the Vendor Information page:

Favorites Main Menu > Vendors > Vendor Information > Add/Update > Vendor

Vendor Information

Click: "Find an Existing Value" Tab

Vendor Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300):

SetID: =

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

Find an Existing Value | Add a New Value

To Search for a Vendor enter Vendor ID or Short Vendor Name.

IDENTIFYING INFORMATION TAB:

Summary | Identifying Information | Address | Contacts | Location | Custom [Related](#)

SetID:

Vendor ID: 119

*Vendor Short Name: MELOD-001

*Classification: Outside Party

HCM Class: Regular

*Persistence: Approved

*Vendor Status: **Inactivated**

*Vendor Name 1:

Vendor Name 2:

Withholding Open For Ordering

Attachments (0)

Vendor Relationships

Corporate Vendor InterUnit Vendor

Corporate SetID:

Corporate Vendor ID: 119 Melody D. Caldwell

InterUnit Vendor ID:

Create Bill-To Customer Create Bill To Customer

Additional ID Numbers

Duplicate Invoice Settings

Government Classifications

Standard Industry Codes

Additional Reporting Elements

Comments

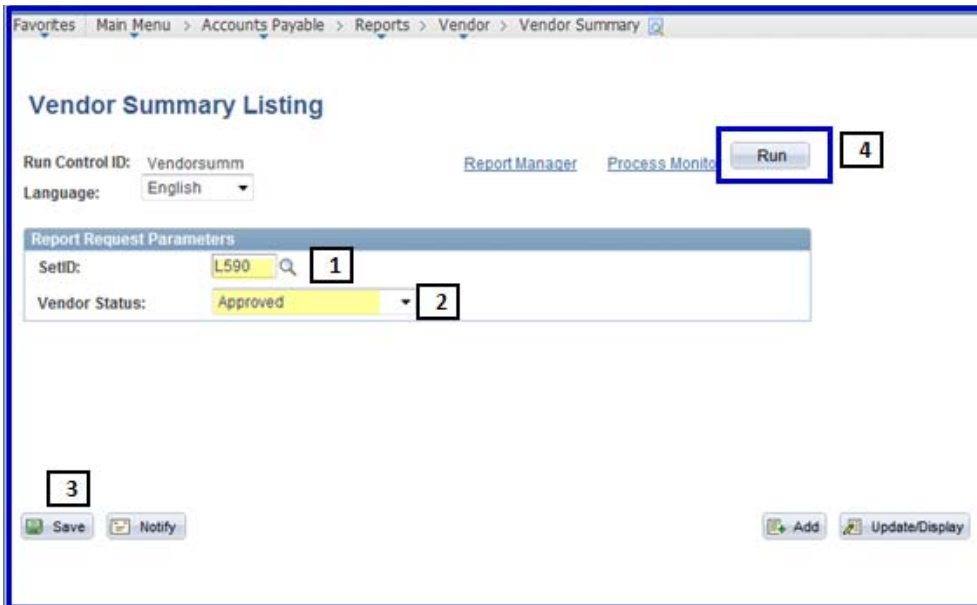
Note. Since archiving a vendor is similar to inactivating a vendor—users cannot enter new vouchers for this vendor—you must have the authority to inactivate vendors or to set the status to Archive.

You have successfully inactivated a Vendor.

12.2 Vendor Reports

12.2.1 Vendor Summary Listing:

Navigate to the Vendor Summary Listing Page:



1. Business Unit
2. Select Vendor Status Filter
3. Click "Save"
4. Click "Run"

Select a Server and Click "OK" on the next screen.

Go to "Report Manager" to view report

Click on the "Administration" tab.

Click on your report

ORACLE		Report ID: APY3001	PeopleSoft Accounts Payable				Page No.	AP VENDOR SUMMARY		Run Date	8/31/2011
		Set ID:					Run Time			8:12:00	
		Vendor Status:									
ID	Name	Class	Persistence	Remit	Corporate	AR Customer #	Entered By	Withholding	Customer ID		
000000001	REPMAN-001	Supplier	Regular	000000001	000000001			N			
000000002	PROGRAM-001	Supplier	Regular	000000002	000000002			N			
000000003	SMITH, RH-001	Supplier	Regular	000000003	000000003			N			
000000004	NATIONAL S-001	Supplier	Regular	000000004	000000004			N			
000000005	LINGWAL-001	Supplier	Regular	000000005	000000005			N			
000000006	US FOODS-001	Supplier	Regular	000000006	000000006			N			
000000007	JORDAN 4TH-001	Supplier	Regular	000000007	000000007			N			
000000008	SALT LAKE-014	Supplier	Regular	000000008	000000008			N			
000000009	TURNER, TO-001	Supplier	Regular	000000009	000000009			N			
000000010	VALLEY PAR-001	Supplier	Regular	000000010	000000010			N			
000000011	RICHARD'S-001	Supplier	Regular	000000011	000000011			N			
000000012	FLOYD'S-001	Supplier	Regular	000000012	000000012			N			
000000013	GATEWAY WA-001	Supplier	Regular	000000013	000000013			N			
000000014	JENSEN, M-001	Supplier	Regular	000000014	000000014			N			
000000015	MCEWEN, ER-001	Supplier	Regular	000000015	000000015			N			
000000016	PLAZIER, 001	Supplier	Regular	000000016	000000016			N			
000000017	BOY SCOUTS-011	Supplier	Regular	000000017	000000017			N			
000000018	CROWFORD-001	Employee	Regular	000000018	000000018			N			
000000019	HARPER, K-001	Supplier	Regular	000000019	000000019			N			
000000020	AIKENS, L-001	Supplier	Regular	000000020	000000020			N			
000000021	GOLDEN COR-001	Supplier	Regular	000000021	000000021			N			
000000022	TAGGE, BRV-001	Supplier	Regular	000000022	000000022			N			
000000023	BRUNNER-001	Supplier	Regular	000000023	000000023			N			
000000024	BRADLEY-001	Supplier	Regular	000000024	000000024			N			
000000025	FWLER, LI-001	Supplier	Regular	000000025	000000025			N			
000000026	WOLFGRAMM-002	Supplier	Regular	000000026	000000026			N			
000000027	WATTS, EL-001	Supplier	Regular	000000027	000000027			N			
000000028	TOBLE TRO-001	Supplier	Regular	000000028	000000028			N			
000000029	SERVICE-001	Supplier	Regular	000000029	000000029			N			

12.2.2 REVIEW VENDORS LISTING

This report will give a list of Vendors with the Vendor ID, Name 1, Short Name, Address etc.
Navigate to the Review Vendors page:

Review Vendors

Search Criteria

*SetID: [L] [1]

Name: [Equal to] [2]

Withholding Name: [Equal to]

Vendor Status: [3]

Address: [Equal to]

Customer Number: []

ID Type: [Tax Identification Number]

VAT Registration ID: []

Withholding Tax ID: []

Vendor ID: [2]

ShortName: [Equal to]

Classification: []

Type: []

Persistence: []

City: []

Country: []

State: []

Postal: []

Bank Account #: []

[5] [4] Search Clear Add Vendor

- 1- Enter your Business Unit
- 2- Select a Single Vendor here – Leave blank to see all.
- 3- Select various filters to narrow your search. – Leave blank to see all.
- 4- Click the “Search” button
- 5- Scroll down to see results.

Search Results

Personalize | Find | View 100 | First | 1-10 of 2787 | Last

Main Information Additional Vendor Info Audit Information [1]

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
L [2]	0000000144	Veronica Frontone-DO NOT USE	VERONICAF-001	444 Airport Road	Bartonville	IL	USA	Active
L	0000000097	Marcy Fry Troop 0777	TROOP 0777-001	3001 Main St	Normal	IL	USA	Active

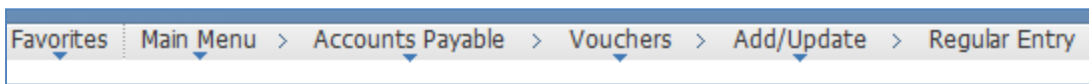
- 1- Click on the “Show All Columns” icon
- 2- Click on the “Download to Excel®” icon to move the data.

SetID	Vendor ID	Name 1	ShortName	Address	City	State	Country	Effective Status
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active
0000	0000000000	APL Vendor	APL Vendor	1000 Pennsylvania St	Philadelphia	PA	USA	Active

12.3 VOUCHERS

12.3.1 Adding a Voucher

Navigate to the Voucher page below:



Click "Add a New Value" Tab

- 1- Enter your business unit
- 2- Accept NEXT or assign your own unique Voucher ID.
- 3- Select Voucher Style (List below)
- 4- Search for Vendor – or enter name
- 5- Invoice Number
- 6- Invoice date – Drives due date based on terms.
- 7- Gross Amount – Include freight and taxes
- 8- Click "Add"

Regular Voucher

- Adjustments
- Journal Voucher
- Prepaid Voucher
- Register Voucher
- Regular Voucher
- Reversal Voucher
- Single Payment Voucher
- Template Voucher
- Third Party Voucher

Voucher

Find an Existing Value | **Add a New Value**

Business Unit: [1]

Voucher ID: [2]

Voucher Style: [3]

Short Vendor Name: [4]

Vendor ID:

Vendor Location:

Address Sequence Number:

Invoice Number: [5]

Invoice Date: [6]

Gross Invoice Amount: [7]

Freight Amount:

Misc Charge Amount:

Estimated No. of Invoice Lines:

Add [8]

These will default to the vendor.

These are not recommended at this point.

Voucher Styles: Most Commonly Used

Adjustments – Credit or Debit memos or to relate one voucher to another

Journal Voucher – To adjust accounting entires

Prepaid Voucher – Deposits, prepayments etc.

Register Voucher – Accrue voucher where cost and distribution is not known (rarely used)

Regular Voucher – Normal Voucher entry

Reversal Voucher – To reverse previous voucher and remove encumbrances

Single Payment Voucher – One time payment – does not enter the vendor into system.

Template Voucher – Not used

Third Party Voucher – Not used

1- "Invoice Information" tab

2- Attachments / Comments – Scan and attach invoice or other documentation or recored comments.

3- Enter Terms

3- Enter distribution on "Lines" below – Calculate will compare for full distribution.

Use the "+" and "-" buttons to add or remove lines as needed.

"Calculate" will check your line totals with the Gross Amount above.

Save your work.

**NOTE: IF YOU WISH TO PAY FROM OTHER THAN THE “DEFAULT” BANK,
Click on the “Payments” tab.**

- Update Invoice information if needed.
- Update “Pay Terms” if needed – Select from Search List.
- Change bank if needed.
- Save your work.

12.3.2 POSTING A VOUCHER

Select “Add a New Value” Tab (if this is first time adding a Run Control ID)
Add a value in “Run Control ID”:
Click “Add”

If the Run Control ID is set up, go to “Find an Existing Value” Tab
Enter “Run Control ID” in space.

Click "Search"

Find an Existing Value Tab:

Favorites | Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Posting

Voucher Posting Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300):

Run Control ID: begins with

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All | First | 1-3 of 3 | Last

Run Control ID	Language Code
Voucherpost	English
Vouchreqis	English
vendordelis	English

Find an Existing Value | [Add a New Value](#)

Voucher Posting Request:

Favorites | Main Menu > Accounts Payable > Batch Processes > Vouchers > Voucher Posting

Voucher Posting Request

Run Control ID: **Voucherpost** | Report Manager | Process Monitor | Run

Process Request Parameters

*Request ID:
*Description:
*Process Frequency:
*Post Voucher Option:
*Prepayment Application Method:

Post Voucher List | Customize | Find | View All | First | 1 of 1 | Last

Business Unit	Voucher ID	Control Group ID	Contract ID	SetID	Origin		
L590						+	-

Autopilot Run Control

Save | Notify | Refresh | Add | Update/Display

Fill in the following fields:

- Request ID:** Give a name to the Request.
 - Description:** Give a description of the Request ID.
 - Process Frequency:** Select Always Process
 - Post Voucher Option:** Post Business Unit
 - Prepayment Application Method:** Make a selection.
 - Under Post Voucher List:** Select Business Unit
- Click: "Save"

Click: "Run"

Watch "Process Monitor" for completion.

12.3.3 Correcting Vouchers

Correcting Vouchers that have been "POSTED."



Search for the Voucher you wish to change:

Find an Existing Value

Limit the number of results to (up to 300):

Business Unit: =

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Voucher Style: =

Voucher Source: =

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-6 of 6 Last

Business Unit	Voucher ID	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1	Voucher Style	Voucher Source
L	MY CHOIC	1234567	04/17/2012	ALEXON-001	0000002152	ALEXON	Regular	Online
L	00003455	Yet659	07/11/2012	COPPER-001	0000000186	COPPER CREEK 3RD WARD	Regular	Online
L	00003454	poi569	07/17/2012	BOY SCOUTS-010	0000004930	BOY SCOUTS OF AMERICA	Regular	Online
L	00003453	P69587	07/13/2012	ALPHAGRAPH-003	0000004372	ALPHAGRAPHICS	Regular	Online
L	00003452	wer54367	07/10/2012	CHILDS-001	0000000081	CHILDS, LANE	Regular	Online
L	00002730	4060025MAR12	04/02/2012	ROCKY MOUN-001	0000002201	ROCKY MOUNTAIN POWER	Regular	Online

Summary | Invoice Header | Invoice Lines | Chartfields | Scheduled Payments | Error Summary

Business Unit: Invoice Date: 07/17/2012

Voucher ID: 00003454 Invoice No: poi569

Voucher Style: Regular Invoice Total: 58.00 USD

Contract ID:

Vendor Name: BOY SCOUTS OF AMERICA Pay Terms: Due Now
IVIAN SKINNER S421 Voucher Source: Online
IRVING, TX 75038-0000

Entry Status: Postable Origin: ONL

Match Status: No Match Created: 08/29/2012

Approval Status: Approved Created By: CELLIS

Post Status: Unposted Modified: 08/29/2012

Modified By: CELLIS

Budget Status: Valid ERS Type: Not Applicable

Budget Misc Status: Valid Close Status: Open

*View Related

Summary | Invoice Header | Invoice Lines | Chartfields | Scheduled Payments | Error Summary

On the **“Invoice Header Tab”**, change the posted voucher terms or date due:

Summary | Invoice Header | Invoice Lines | Chartfields | Scheduled Payments | Error Summary

Voucher Style: Regular Business Unit: L660 Group:
 Entry Status: Postable Voucher ID: 00003454 Budget Status: Valid

The voucher contains 1 invoice line.

Vendor	Invoice
Vendor ID: 0000004930 Name: BOY SCOUTS-010 Vendor Location: 1 Address Seq: 1 BOY SCOUTS OF AMERICA IVIAN SKINNER S421 PO BOX 152079 IRVING, TX 75038-0000	Invoice No: poi569 Invoice Date: 07/17/2012 *Pay Terms: Due Now Misc Amt: Frght Amt: Gross Amt: 58.00 Currency: USD

Save Return to Search Previous in List Next in List Refresh

Summary | Invoice Header | Invoice Lines | Chartfields | Scheduled Payments | Error Summary

Click on the **“Scheduled Payments Tab”** To change the due date on a posted voucher:

Favorites Main Menu > Accounts Payable > Vouchers > Maintain > Voucher Maintenance

Summary | Invoice Header | Invoice Lines | Chartfields | Scheduled Payments | Error Summary

Voucher Style: Regular Business Unit: L660 Group:
 Entry Status: Postable Voucher ID: 00002961 Budget Status: Valid

Search Criteria

Search for voucher scheduled payments using one of the following search types.
 After entering your search criteria, click Go to view the results.

The voucher contains 1 scheduled payment.

Go To ... Scheduled Payment: 1 Go
 From Scheduled Payment: Go
 To Scheduled Payment: Go
 All schedules with an error Go
 All scheduled payments Go

Schedules that contain the following values... Go

Remit Vendor: SetID: Handling: Scheduled:
 Vendor Location: Bank Code: Pay Group: Due Date:
 Address: Account: Method: Hold Payment:

Correct Scheduled Payments

Payments	Gross Amount	Discount	Discount Due	Discount Denied	Net Due	Scheduled Due	Late Charge
1	82.79	0.00			06/07/2012	06/07/2012	

Save Return to Search Refresh

Click on the **“Chartfields Tab”** - to change the account number the posted voucher was distributed to.

Summary Invoice Header Invoice Lines **Chartfields** Scheduled Payments Error Summary

Voucher Style: Regular Business Unit: L590 Group:
 Entry Status: Postable Voucher ID: 00003454 Budget Status: Valid

Search for voucher distribution lines using one of the following search types. After entering your search criteria, click Go to view the results.

The voucher contains 1 distribution line.

Go To ... Invoice line: [] Go
 From invoice line: [] To invoice line: [] Go
 All distribution lines with an error Go All distribution lines Go

Distribution lines that contain the following values...

Chartfield Details						
GL Chart						
Merchandise Amount	GL Unit	Account	Fund Code	Class	Project	
	L590					

Save Return to Search Previous in List Next in List Refresh

Summary | Invoice Header | Invoice Lines | Chartfields | Scheduled Payments | Error Summary

Click on the "GO" next to the Invoice line. The below line will appear.

Summary Invoice Header Invoice Lines **Chartfields** Scheduled Payments Error Summary

Voucher Style: Regular Business Unit: L590 Group:
 Entry Status: Reviewed through Maintenance Voucher ID: 00003454 Budget Status: Valid

Search for voucher distribution lines using one of the following search types. After entering your search criteria, click Go to view the results.

The voucher contains 1 distribution line.

Go To ... Invoice line: [1] Go
 From invoice line: [] To invoice line: [] Go
 All distribution lines with an error Go All distribution lines Go

Distribution lines that contain the following values...

Chartfield Details						
GL Chart						
Merchandise Amount	GL Unit	Account	Fund Code	Class	Project	
	L590	8405	1	00	009	

Correct Distribution Lines												
GL Chart [EFF]												
Line	Distrib	Extended Amount	Quantity	GL Unit	*Account	Fund Code	Department	Class	Product	Project	Affiliate	Fund
1	1	58.00	0.0000	L590	8405	1		00		009		

Save Return to Search Previous in List Next in List Refresh

Summary | Invoice Header | Invoice Lines | Chartfields | Scheduled Payments | Error Summary

Click on "Save".

12.3.4 Delete Vouchers

Delete an invoice which has “NOT BEEN POSTED”:

If the voucher has **NOT BEEN POSTED**, you can delete the voucher:


Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Delete Voucher 

Voucher Delete

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):


Business Unit: = 

Voucher ID: begins with

Entry Status: =

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with 

Name 1: begins with

Case Sensitive

[Basic Search](#)
 [Save Search Criteria](#)

Search Results

View All First 1-4 of 4 Last

Business Unit	Voucher ID	Entry Status	Invoice Number	Invoice Date	Short Vendor Name	Vendor ID	Name 1
	00003455	Postable	Yet659	07/11/2012	COPPER-001	0000000186	COPPER CREEK 3RD WARD
	00003454	Postable	poi569	07/17/2012	BOY SCOUTS-010	0000004930	BOY SCOUTS OF AMERICA

Delete Voucher Voucher Details

Business Unit: Voucher: 00003454

Vendor

Vendor: 0000004930 BOY SCOUTS OF AMERICA

ShortName: BOY SCOUTS-010

Voucher information

Invoice:	poi569	Origin:	ONL	Header Budget Status:	Valid
Date:	07/17/2012	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	58.00 USD	Entry Status:			Postable
Related Voucher					

Click the “Save”

Delete an invoice which was "POSTED":

If the voucher is posted, you will have to "Close" the voucher.

Close Voucher:

Favorites Main Menu > Accounts Payable > Vouchers > Add/Update > Close Voucher

Voucher Close

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Business Unit: =

Voucher ID: begins with

Invoice Number: begins with

Short Vendor Name: begins with

Vendor ID: begins with

Name 1: begins with

Close Status Indicator: =

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-3 of 3 Last

Business Unit	Voucher ID	Invoice Number	Short Vendor Name	Vendor ID	Name 1	Close Status Indicator
L	00000070	0235191832	XO COM-001	2312	XO COMMUNICATIONS	Open
L	00000069	297688	METALMART-001	0000001430	METALMART INC	Open
L	00000068	1329	LEONHARDT-001	0000001239	LEONHARDT BEVERAGES	Open

Close Voucher Tab:

Close Voucher Voucher Details

Business Unit: L Voucher: 00000069

Vendor

Vendor: 0000001430 METALMART INC
ShortName: METALMART-001

Voucher Information

Invoice:	297688	Origin:	ONL	Header Budget Status:	Valid
Date:	02/01/2012	Group:		Non-Prorated Budget Status:	Valid
Gross Amount:	-89.40 USD	Entry Status:		Postable:	
Related Voucher		Close Status:		Open	

Process Manual Close

Manual Close Date: Mark Voucher for Closure

Close Voucher | [Voucher Details](#)

Click "Save" and Post the voucher again.

12.4 VOUCHER REPORTS

12.4.1 Payables Open Liability

Favorites Main Menu > Accounts Payable > Reports > Voucher Reconciliation > Payables Open Liability

Payables Open Liability

Run Control ID: PayablopeLia [Report Manager](#) [Process Monitor](#)

Language: English

Report Request Parameters

*As of Date: 08/31/2012

*As Of Date Type: Accounting Date

Aging Basis Date: Scheduled Pay Date

Include Unrecorded Liabilities
 Include Prepayment
 Include Unmatured Drafts Paid
 Include Available Discount

*Business Unit Option: Value

Business Unit
L590

*Vendor Select Option: Select All Vendors

setID	Vendor ID

Currency Options

*Currency Options: Base Currency

Currency: USD

Rate Type:

Currency Effective Date:

Report Format Options

Changing any of these options does not require rerunning the Application Engine program to load the data. You may just run the report process to regenerate the report.

*Report Vendor By: Invoice Vendor

*Report Group By: Business Unit / Vendor

*Detail or Summary: Detail

Enter the information:

As of Date: Enter the Date
As of Date Type Accounting Date or
Aging Basis Date Scheduled Pay Date or
Business Unit Option: Value
Report Vendor By: Invoice Vendor
Report Group By: Business Unit/Vendor
Detail or Summary: Detail or Summary

Click the "Save" button.

Click the "Run" button to run the Process Scheduler Request.

Select a Server

Select "Open Liability Data & Reports" – Do not check other options.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	XMLP:Payables Open Liability	APX1406	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Open Liability Data & Reports	APY1406	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Open Liability Report Only	APY1406-	Crystal	Web	PDF	Distribution

Click "OK"
Check for completion on "Report Manager"

Oracle PeopleSoft Accounts Payable

Report ID: APY1406

PAYABLES OPEN LIABILITY REPORT
As of Accounting Date: 8/31/2012

Page No. 1
Run Date 9/3/2012
Run Time 7:40:47 PM

Liability : Only Recorded Liability
Prepayment : Not Included
Unmatured Draft Payment : Not Included
Available Discount : Not Included
Currency : Base Currency
Vendor : Invoice Vendor

Group by : BUSINESS UNIT
Base Currency : USD
Detail Report

Business Unit Option: Value
Vendor Option: Select All

Vendor	Voucher ID	Invoice ID	Invoice	Schedule Date	Accounting Date	Document	Unpaid Amount	Net
0000001238								
LEONHARDT BEVERAGES								
	00000068	1329	2/1/2012	2/23/2012	2/23/2012	Credit	-490.00	-490.00
Total for Vendor							-490.00	-490.00
0000001430								
METALMART INC								
	00000069	297688	2/1/2012	2/23/2012	2/23/2012	Credit	-89.40	-89.40
Total for Vendor							-89.40	-89.40
2912								
XO COMMUNICATIONS								
	00000070	0235191832	2/1/2012	2/23/2012	2/23/2012	Credit	-82.74	-82.74
Total for Vendor							-82.74	-82.74
Total for BUSINESS UNIT							-872.14	-872.14

12.4.2 Voucher Register

Favorites Main Menu > Accounts Payable > Reports > Vouchers > Voucher Register

Voucher Register

Run Control ID: Vouchregis Report Manager Process Monitor **Run**

Language: **English**

Report Request Parameters

Business Unit:

Date Range

From Date: [BT]

Through Date: [BT]

Print Options

Print Voucher Line

Print Distribution Line

Check the box to print the Distribution Line.

Check the box to print the Voucher Line.

Save Return to Search Notify Add Update/Display

- Fill in desired options and dates
 - Click "Save"
 - Click "Run"
 - Choose a Server
 - Click "OK"
 - Retrieve report on "Report Manager"
- Sample - Voucher Register:**

ORACLE	Report ID: APY1010	PeopleSoft Accounts Payable VOUCHER REGISTER	Page No. 542 Run Date 9/3/2012 Run Time 7:28:09 PM									
Business Unit: <input type="text"/>												
For the period: 01.Apr.2012 through 31.Aug.2012												
Voucher Header Information												
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acclg Dt	Post Stat	Dist Cntrl ID	
Aug/29/2012	00003452	wer54367	Jul/10/2012	0000000061	<input type="text"/>	ONL	CELLIS	Postable	Aug/29/2012	Unposted	STANDARD	
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discnt Due Dt	
Approved	USD	CRRNT	1.000000000	150.00	0.00	0.00	0.00	0.00	0.00	Jul/10/2012		
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Pronate	S	U	F	M	Pay Terms
				0.00			N	N	N	N		Due Now
Voucher Line Information												
Line #	Description	Merch Amt	Inv Item ID	Unit Price	WTHD	Disc A						
1		150.00		0.00	N	Y						
	Sales/Use Tax	Sales/Use Tax Exception Type	Exception Certificate	Intrastat Nature of Transaction	VAT Code	VAT Amount						
		None				0.00						
Distribution Line Information												
Line #	Sus Ref #	Account	Alt Account	Operating Unit	Fund Code	Dept ID	Open Item ID	Status	Merch Amt			
1	0	2361		1					150.00			
		00		012					0.00			
Voucher Header Information												
Entered Dt	Voucher ID	Invoice ID	Invoice Dt	Vendor ID	Vendor Name	Origin	Operator	Entry Stat	Acclg Dt	Post Stat	Dist Cntrl ID	
Aug/29/2012	00003453	P69587	Jul/13/2012	0000004372	<input type="text"/>	ONL	CELLIS	Postable	Aug/29/2012	Unposted	STANDARD	
Approval Stat	Currency	Rate Type	Exchange Rate	Gross Amt	Discount Amt	Use Tax	Sales Tax	Freight Amt	Misc Amt	Net Due Dt	Discnt Due Dt	
Approved	USD	CRRNT	1.000000000	25.00	0.00	0.00	0.00	0.00	0.00	Jul/13/2012		
Document Type	Document Date	Document Sequence	VAT Trans Type	VAT Amount	VAT Exception Type	VAT Certificate ID	Pronate	S	U	F	M	Pay Terms
				0.00			N	N	N	N		Due Now

The Account Number.

12.5 Process Payments

NOTE: Remember to run "Voucher Posting Request" before running the "Payment Selection Criteria"

12.5.1 Payment Selection Criteria

Favorites Main Menu > Accounts Payable > Payments > Pay Cycle Processing > Payment Selection Criteria

If you have not added a new value select the "Add a New Value Tab" or Click on the "Find an Existing Value" tab.

STANDARD: Only one "Pay Cycle" is needed. Use "LXXXRE" where XXX is Council Number. Such as L999RE, or L998RE.

In the "Pay Cycle" field enter the name or look up the value.

Payment Selection Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Pay Cycle: = [L999RE] 🔍

Search Clear Basic Search Save Search Criteria

Dates Preferences Source / BU Bank / Method Pay Group / Netting Draft Options

Pay Cycle: L025RE Regular Check Run [Pay Cycle Manager](#)

Pay Cycle Selection Dates

Pay From Date:	01/09/1900	Tue	*Next Pay Through Date:	07/31/2012	Tue
Pay Through Date:	07/31/2012	Tue	*Next Payment Date:	07/31/2012	Tue
Payment Date:	06/28/2012	Thu			

Change Selection Dates: 1 Week(s) Increment Decrement

Accounting Date

*Accounting Date: 06/28/2012 Current Date

Withholding Date

*Withholding Date: 06/28/2012 Payment Date

Business Day Validation

No Validation Validate Pay Through Dates
 Use Standard Week Validate Payment Dates
 Use Holiday Calendar: 🔍

Save Return to Search Notify Refresh Add Update/Display

IMPORTANT ITEMS:

- Pay From and Pay Through dates set the range to find vouchers due.
- Payment Date will be the Check date

- **Accounting Date determines the period in GL.** (should normally match Payment date)
- Click “Save”

Click on the “Bank / Method” tab.

Pay Cycle Selection Dates:

Pay From Date	Enter the beginning date of the pay cycle. The system compares this date to the scheduled pay date for the voucher payment schedule. If the scheduled pay date is equal to or greater than the pay from date, the voucher payment schedule can be paid in the current pay cycle if the schedule meets the other payment selection criteria.
Pay Through Date	Enter the ending date of the pay cycle. The system compares this date to the scheduled pay date for the voucher payment schedule. If the scheduled pay date is on or before the pay through date, the voucher payment schedule can be paid in the current pay cycle if the schedule meets the other payment selection criteria.
Payment Date	Enter the payment date. The system tags all payments created in the pay cycle with this date and prints it on checks or shows it on other payment methods. It can differ from the pay through date. The scheduled pay date has to be between the pay from date and the pay through date so that it is included in the pay cycle.
Next Pay Through Date	Enter the estimated end date for the next pay cycle payment period. This estimate is used to help determine whether discounts will be, lost if a payment is made in the next pay cycle.
Next Payment Date	Enter the estimated payment date for the next scheduled pay cycle. This estimate is used to help determine whether discounts will be, lost if a payment is made in the next pay cycle.
Change Selection Dates	Change the specified payment dates by <i>Day(s)</i> , <i>Month(s)</i> or <i>Week(s)</i> . Click Increment to advance all dates by that amount or click Decrement to decrease all dates by that amount.

Accounting Date and Withholding Date:

Accounting Date	Determines the fiscal year and period to which the payment accounting entries are posted. Three options are available for the date that the system uses as the accounting date for the payments created in the pay cycle: Current: The current date. Payment: The value in the Payment Date field. Specific: The specific value that you enter. When you select this option, the date field next to the Accounting Date field is activated. Enter the specific date in the date field.
Withholding Date	Enter the date that determines the reporting period in which a withholding amount is reported for a vendor. Three options are available for the date that the system uses as the withholding date for withholdings associated with payments created in the pay cycle: Current: The current date. Payment: The value in the Payment Date field. Specific: The specific value that you enter. When you select this option, the date field next to the Withholding Date field is activated. Enter the specific date in the date field. For example, you could be running a pay cycle for December 31 but actually want the withholdings to be reported for the following year. To accomplish this, you would specify January 1 as the

Withholding Date and the withholdings would be declared the following year. This date is also used on period-based withholdings to determine which period is going to be used to properly calculate withholdings.

Bank /Method Tab:

The screenshot shows the 'Bank / Method' tab in a software application. The interface includes several tabs: 'Dates', 'Preferences', 'Source / BU', 'Bank / Method', 'Pay Group / Netting', and 'Draft Options'. The 'Bank / Method' tab is selected. The main area displays the following information:

- Pay Cycle:** L (dropdown), Regular Check Run
- Pay From Date:** 01/09/1900
- Pay Through Date:** 07/31/2012
- Payment Date:** 06/28/2012

Below this, there are two main sections:

- Bank Account:** A section with a 'Process' checkbox checked. It contains a list of bank accounts. The first entry has a '1' next to it, indicating one bank is selected. There are also '+' and '-' buttons for adding or removing banks.
- Pay Method:** A table with columns 'Process' and '*Payment Method'. The first row shows 'System Check' with a checked checkbox.

At the bottom of the window, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update'.

The first time you create a new Pay Cycle select the Bank and Account information. The next time you select the Pay Cycle it will default to the previous Bank information.

1- Business Unit

2- Add multiple banks if needed – NOTE: 1 of 1 indicates only one. 1 of 2 would mean two were added. If you have multiple banks added, only those checked will pay on this cycle.

3- Bank Search for Bank

Account: Search for Bank Account

Then Click **“Save”** and Click the **“Date”** tab.

Click **“Pay Cycle Manager”**

12.5.2 Pay Cycle Manager

Pay Cycle: L590_W Weekly Pay cycle

Selection Criteria 5 Approve Trial Register Reference Confirmation Draft Staging Approval

Pay Cycle Status

Status: No work Refresh Process Monitor

Pay From Date: 01/08/1900

Pay Through Date: 11/29/2011

Payment Date: 11/22/2011

Schedule Payments Selected: 0

Summary Details

Details

Process Server Step Name

Process Payment Selection

Process Payment Selection & Creation

Pay Cycle Reset

Server: Reset

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Bank Replacement Financial Sanctions Exception

Pay Cycle Results

Main Information Additional Info

Description	Bank	Account	Status	Server Name	*Output Type	Output Destination
-------------	------	---------	--------	-------------	--------------	--------------------

- 1- Pick the server from the list.
- 2- Click on the top "Process" button for "Payment Selection" (NO NOT CLICK ANY OTHER PROCESSES YET)
- 3- The "Status" should indicate processing – Press "Refresh" on occasion until complete.
Status should change to "Selected" and indicate below how many invoices it found. NOTE: If it reads "No Work", click on the Selection Criteria link and modify your dates – then repeat the process to this point.
- 4- Click on "Details" to see the list
Click on "Search" to find the list of details.

Pay Cycle Details

Pay Cycle Data

Pay Cycle: Great Salt Lake Check Run Pay Cycle Summary Pay Cycle Manager

Business Unit: Advice ID: Invoice:

Vendor SetID: Remit Vendor: Address: Location:

Bank SetID: Bank Code: Bank Account: Method:

Payment Handling: Payment Currency: Search Clear

Pay Cycle Details

Scheduled Payments Payment Details Additional Details

Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Vendor	Short Vendor Name	Address	Paid Amount	Currency
None		VCHR	L	00003382	1	2012-65	0000000000	Great Salt Lake Check	1	USD	
None		VCHR	L	00003383	1	1040212	0000000000	Great Salt Lake Check	1	USD	
None		VCHR	L	00003384	1	74425	0000000000	Great Salt Lake Check	1	USD	
None		VCHR	L	00003385	1	IN00886663	0000000000	Great Salt Lake Check	1	USD	
None		VCHR	L	00003386	1	A-788971	0000000000	Great Salt Lake Check	1	USD	
None		VCHR	L	00003387	1	3149	0000000000	Great Salt Lake Check	1	USD	
None		VCHR	L	00003388	1	3282	0000000000	Great Salt Lake Check	1	USD	

- You can download the list to excel with the yellow link above.
- You can then "exclude" any vouchers you do not want to pay now in the Action column. They will be available for the next pay cycle.

Select the Icon to run in Excel.



The excel download looks like this. It is good place to get a signature approval.

	A	B	C	D	E	F	G	H	I	J	K	L
1	*Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Vendor	Short Vendor Name	Address	Paid Amount	Currency
2	None		VCHR		253	1	0273	516	PEGLE-001	1	7910.49	USD
3	None		VCHR		254	1	0677	516	PEGLE-001	1	6212.42	USD
4	None		VCHR		255	1	0767	516	PEGLE-001	1	2613.08	USD

Close the “Details” page.
After you have confidence in your final list,

- 1- Click on “Process” to Create Checks. Status should change to “Approved”
- 2- The “Trial Register” will become active. Click on it.

If you have not added a new value select the “Add a New Value Tab” or Click on the “Find an Existing Value” tab.

Register

Run Control ID: TrialRegis [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

Pay Cycle: [Pay Cycle Manager](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#) [Update/Display](#)

Enter the "Pay Cycle" (example - LxxxRE) or Look up information.
 Click on the "Run" button.
 Select a Server
 Check the box for "Trial Register – Crystal"
 Check the "Report Manager" for your report.

ORACLE Report ID: APY2030 PeopleSoft Accounts Payable AP TRIAL PAYMENT REGISTER Page No. 1
 Run Date 5/14/2012
 Run Time 2:13:57 PM

Payment Cycle: LXXXX

Bank Account: BK001 CHK1 Swift Code

CHK Amount: 90.00

Advice ID	Invoice	Payment Ref	Advice Date	Due Date	Disc. Due Date	Amount	Discount	Late Charges	Net Amount	Curr.
00000082	Jump 4/11/12	000108	Apr/11/2012	Apr/11/2012		90.00	0.00	0.00	90.00	USD

Total Requirements for Bank Account: 00010297214 90.00 0.00 0.00 90.00 USD

Return to the Pay Cycle Manager and run the Payment Creation process below. This will create the checks and be ready to print them.

NOTE: Make sure the check printer has check stock loaded properly. Make sure the server is selected and press the "Process" button. checks should print.

Pay Cycle Results [Customize](#) [Find](#)

Main Information [Additional Info](#)

Process	Description	Bank	Account	Status	Server Name	*Output Type
Process	Print Checks	BK001	CHK1	Approved	PSNT	Printer

Select a Server on the right – Click on Process to print checks.

**NOTE: If checks print alright, you can leave the screen.
If not, you may recreate and specify the checks that need reprinting and whether you want a new check number for them.**

The screenshot shows a software interface for payment processing. At the top, it displays the status as 'Completed' with a 'Refresh' button and a 'Process Monitor' link. Below this, several dates are listed: 'Pay From Date: 01/22/1900', 'Pay Through Date: 04/30/2012', and 'Payment Date: 04/30/2012'. A 'Schedule Payments Selected' section shows a count of '0' and links for 'Summary' and 'Details'. A 'Details' panel on the right shows a table with columns for 'Process', 'Server', and 'Step Name', with entries for 'Payment Selection' and 'Payment Selection & Creation'. Below this is a 'Pay Cycle Navet' section with a 'Server' dropdown set to 'PSNT' and a 'Run/Refresh' button. A 'Pay Cycle Exceptions' section lists various error types like 'Discount Lost' and 'Bank Replacement'. At the bottom, a 'Pay Cycle Results' section includes a 'Main Information' tab and a table with columns: 'Process', 'Recreate', 'Description', 'Bank', 'Account', 'Status', 'Server Name', '*Output Type', and 'Output Destination'. A single row is visible with values: 'Process', 'Recreate', 'Print Checks', 'B001', 'CHKG', 'Completed', 'PSNT', 'Printer', and '\\ntlwebp010\QA-NAT-2'.

12.6 Payment Reports

12.6.1 Detailed & Summary Check Register

Navigate to the “Payment History by Payment page:

The screenshot shows the 'Payment History by Payment' report configuration page. The breadcrumb trail at the top reads: 'Favorites | Main Menu > Accounts Payable > Reports > Payments > Payment History by Payment'. The main heading is 'Payment History by Payment'. Below the heading, there are fields for 'Run Control ID: payment-register', 'Language: English', and a 'Run' button. A 'Report Manager' and 'Process Monitor' link are also present. The 'Report Request Parameters' section includes a 'Pay Cycle' search field, a '*Payment Method' dropdown set to 'System Check', and a 'Date Range' section with 'From Date' and 'Through Date' both set to '09/21/2012'. A 'Print Options' section has two radio buttons: 'Summary' (selected) and 'Detail'. At the bottom, there are 'Save' and 'Notify' buttons on the left, and 'Add' and 'Update/Display' buttons on the right.

Fill in the Pay Cycle
Payment Method and date range, you wish to produce.
Determine if you want Summary or Detail.
Click “Save”
Click “Run”

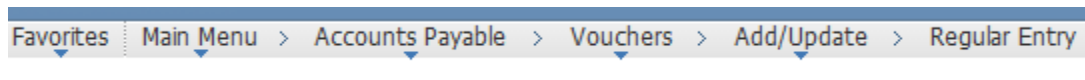
On the Next Page – Select a Server and Click “OK”

ORACLE		Report ID: APY2001	PeopleSoft Accounts Payable DETAILED CHECK REGISTER				Page No. 1		
Pay Cycle: L2009R01		Pay Cycle Sequence: 2	Pay Cycle Run Date: May/09/2012		Run Date: 7/10/2012	Run Time: 4:49:57 PM			
Bank Account: BK001 CHK1 66004016									
Payment Ref	Date	Handling	Status	Remit To	Routing	Remit Bank Account	Payment Amt	Document Sequence	
027556	May/09/2012	RE	Overflow	190 BOY SCOUTS OF AMERICA ---VOID VOID VOID VOID VOID--- ---VOID Overflow Check VOID--- ---VOID VOID VOID VOID VOID--- United States	Not applicable		0.00 USD		
				Unit	Voucher ID	Invoice Number	Invoice Date	Discount Taken	Net Amount
					00000073	NS-0033497	Apr17/2012	0.00 USD	100.00 USD
					00000074	OB-0000618	Apr17/2012	0.00 USD	1,630.00 USD
					00000097	OC-0000314	Apr17/2012	0.00 USD	370.00 USD

12.7 Manual Payments Using Online Voucher Entry

When you record manual payments in the online voucher entry component you create a voucher for the payment just as you would for a normal invoice and select *Record* as the payment Action on the Payments page. Basically, you create a voucher and a payment for that voucher simultaneously, but the system does not generate a check or other payment form.

Payment posting, reissuing, closing, and voiding all work the same as they do for payments created with the pay cycle.



Look at instructions at **Adding a new Voucher** and search for the voucher. Select it.

On the **Payments tab** under **Schedule Payment** enter the following information:

Action: Record Payment

Payment Date: Today's date is populated.

Reference: When Recording a Payment, the Payment Reference is necessary. Please fill in the reference number.

Invoice Information | Payments | Voucher Attributes

Business Unit: L Invoice No: TD432
 Voucher ID: NEXT Invoice Date: 08/01/2012
 Voucher Style: Regular Voucher
 Total Amount: 450.00
 Vendor Name: AMERICAN RED CROSS *Pay Terms: 00 Due Now [Schedule Payments](#)

Payment Information Find | View All | First | 1 of 1 | Last

Payment: 1
 *Remit to: 0000002798 Gross Amount: 450.00 USD
 Location: 1 Discount: 0.00 USD
 *Address: AMERICAN RED CROSS
 AMERICAN RED CROSS
 Payment Inquiry
 Discount Denied
[Late Charge](#)
 Express Payment
[Payment Comments\(0\)](#)
 Holiday/Currency

Scheduled Due:
 Net Due:
 Discount Due:
 Accounting Date: 09/12/2012

Payment Options

*Bank: B001 Pay Group: Vendor Bank
 *Account: 001 *Handling: RE Messages
 *Method: MAN Manual *Netting: Not Applicable
 L/C ID: Hold Reason:
 Hold Payment
 Separate Payment
 Message:
 Message will appear on remittance advice.

Schedule Payment

*Action: Record a Payment Payment Date: 09/12/2012
 Pay: Reference:

Save Notify Refresh Add Update/Display

Scroll down to the "Schedule Payment" ribbon.
 Click on the drop down in "Action" and select "Record a Payment"

Other possible payment action values are:

- **Cancelled:** Indicates that this payment has been canceled. This value is display-only; you cannot select it.
- **Escheated:** Indicates that this payment has been escheated. **Not Used.**
- **Prepaid:** Indicates that this payment schedule was paid by a prepayment. **Not Used**
- **Record a Payment:** Select to record a manual payment.
- **Schedule:** This is the default value for scheduled payments by pay cycle.

Scheduled Due:
 Net Due:
 Discount Due:
 Accounting Date: 09/12/2012 [Payment Comments\(0\)](#)
 Holiday/Currency

Payment Options

*Bank: B001 Pay Group: Vendor Bank
 *Account: 001 *Handling: RE Messages
 *Method: MAN Manual *Netting: Not Applicable
 L/C ID: Hold Reason:
 Hold Payment
 Separate Payment
 Message:
 Message will appear on remittance advice.

Schedule Payment

*Action: Record a Payment Payment Date: 09/12/2012
 Pay: Full Amount Reference:

Save Notify Refresh Add Update/Display

When the Action field is changed to Record Payment this changes to Manual.

Select Record a Payment in the Action field.

Click on the Save button.

12.8 Posting Payments

This following process is posting Payments or you can leave this process and it will automatically run each night.

Favorites | Main Menu > Accounts Payable > Batch Processes > Payment > Payment Posting

Payment Posting Request

Find an Existing Value | Add a New Value

Run Control ID: PAYPOSTRE

Add

Find an Existing Value | Add a New Value

If you have not added a new value select the "Add a New Value Tab" or Click on the "Find an Existing Value" tab.

Payment Posting Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Run Control ID: begins with P

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-8 of 8 Last

Run Control ID	Language Code
----------------	---------------

Payment Posting Request:

Payment Posting Request

Run Control ID: Payrepayment

[Report Manager](#) [Process Monitor](#)

Run

Process Request Parameters

Request ID: PAYPOSTRE

Description: Payment Posting Request

*Process Frequency: Always Process

*Post Payment Option: Post Bank Account Autopilot Run Control

Post Payment List Customize | Find | View All | First 1 of 1 | Last

SetID	Bank Code	Bank Account	Payment Method	Payment Reference		
					+	-

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Enter the following information: Request ID:, Description, Process Frequency, and Post Payment Option. Under the Post Payment List put in Council number (Lxxx), Bank Code and Bank Account. You the look up, if you do not know the information. Click Save and then run.

Payment Posting Request

Run Control ID: Payrepayment [Report Manager](#) [Process Monitor](#)

Process Request Parameters

Request ID:

Description:

*Process Frequency:

- Always Process
- Don't Run
- Process Once

*Post Payment Option: Autopilot Run Control

Post Payment List | Find | View All | First | 1 of 1 | Last

The Process Frequency: Always Process. Don't Run and Process Once. Best to Select "Always Process"

On the next Screen:
Select the Server and Click "OK"
Retrieve the report from "Report Manager"

12.9 Voiding a Check

To void a check(s) that you wish to re-issue navigate to the "Payment Cancellation" page:

Favorites | Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation

Payment Cancellation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300):

Bank SetID: =

Bank Code: begins with 1

Bank Account: begins with

Payment Reference: begins with 2

Payment Method: = 3

[Basic Search](#)

- 1- Enter Business Unit, Bank and Account
- 2- Enter Check Number or leave blank for all.
- 3- Filter by method if needed.
- 4- Click "Search"

Payment Cancellation

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Bank SetID:

Bank Code: begins with

Bank Account: begins with

Payment Reference: begins with

Payment Method:

Search Results

Only the first 300 results of a possible 888 can be displayed.

[View All](#) First 1-100 of 300 Last

Bank SetID	Bank Code	Bank Account	Payment Reference	Payment Method	Payment Amount	Payment Currency	Payment Date	Name 1	Remit SetID	Remit Vendor
001	159			Check		USD	02/22/2012	BOY SCOUTS OF AMERICA	000000204	000000204
001	159			Check		USD	02/22/2012	BOY SCOUTS OF AMERICA	000000294	000000294
001	159			Check		USD	02/22/2012		000000570	000000570
001	159			Check		USD	02/22/2012		000000450	000000450
001	159			Check		USD	02/22/2012		000000002	000000002
001	159			Check		USD	02/22/2012		0000002105	0000002105

Cancel Payment

Enter Cancel Payment

Bank Set ID: Reference ID: 159466 Creation Date: 02/22/2012

Bank: Payment Date: 02/22/2012

Account: 001 073003469 Payment Amount: 5.00 USD

Payment Method: System Check Cancel Post Status: Not Applicable

Remit Vendor: 0000000204 BOY SCOUTS OF AMERICA Settle By: Pay Cycle

Settlement Status: None

Date Cancelled:

Payment Status: Void

Stopped

Undo Cancel

Cancel Action: Re-Open Voucher(s)/Re-Issue

Re-Open Voucher(s)/Put on Hold

Do Not Reissue/Close Liability

Hold Reason:

Description:

Enter the Date to Cancel – usually the same as the check date.
Select Payment Status (See List below).
Select your action (See below).

Payment Status:

Void: Select to void the payment. You void a payment when it has not been released.

Stop: Select to stop the payment. You stop a payment when it has been released.

Undo Cancel: You can undo any cancellation until you post the canceled payment.

Cancel Action:

Re-Open Voucher(s)/Re-Issue: Use to reselect the scheduled payments and reissue them the next time that you run a pay cycle, assuming that the vouchers meet the selection criteria for that pay cycle.

Re-Open Voucher(s)/Put on Hold: Use to reopen the scheduled payments but places the reopened scheduled payments on hold for your review. Select this option if you need to perform additional investigation or revise voucher information before proceeding with payment. A pay cycle process does not select the scheduled payments until the hold is removed on the Payments page of the Voucher component.

If you select this value, you must also select a reason code in the Hold Reason field.

Do Not Reissue/Close Liability: Use to cancel the payment and close any liabilities associated with it. The amount of the liability to close is calculated as the amount of unpaid liability remaining. The system takes into account whether the business unit is accounting at gross or net. The Payment Posting process identifies the voucher as process manual close, and the amount of the outstanding liability is reversed the next time the Voucher Posting process runs.

Hold Reason: Specify a hold reason for payment cancellations placed on hold. The system defaults this hold reason onto the cancelled payment's new payment schedule. Select from the following: *Accounting*, *Amount*, *CCR Expire* (Central Contractor Registry vendor expiration), *Cntrct Ret* (contract return), *Goods*, *IPAC* (Intra-Governmental Payment and Collection System), *Other*, *Quantity*, and *Wthd hold* (withholding hold).

Click "**Save**";

NOTE: After your void vouchers, you need to run "**Payment Posting**" process. See process above