

## PeopleSoft Purchasing / Payables Accelerated Rel 9.2

**Duration: 5 Days**

### What you will learn

This PeopleSoft Purchasing / Payables Accelerated Rel 9.2 training explores both applications, beginning with the process of setting up a Purchasing business unit and its installation options. Expert Oracle University instructors will then describe how you use the business unit with locations, buyers, items, and suppliers to complete Purchasing processes. This 9.2 course has been updated through Update Image 14.

### Learn To:

Work with vouchers.

Create, approve, and source requisitions.

Define suppliers.

Manage purchase orders and receipts.

Create purchasing contracts.

Set up control tables.

Manage data through mass updates and inquiries.

Process Supplier Onboarding.

Create Payment Requests.

Understand the basics of Journal Generator and how to send accounting entries to the general ledger.

Dispatch purchase orders, generate purchase order contracts and receive items processes.

Understand miscellaneous charges that can be combined with items on a purchase order, supplier setup and maintenance information, items, sales and use tax and supplier price adjustments.

### Benefits to You

You'll learn how to use the major features of both PeopleSoft Purchasing and PeopleSoft Payables, which you can apply and build on when you return to your own business environment. Activities throughout the course provide step-wise examples that simulate scenarios in businesses like yours. These processes include creating and sourcing requisitions, running purchase order calculations and creating purchase orders.

### Managing the PeopleSoft Payables Application

The Payables portion of the course helps you develop a basic understanding of implementing and managing the PeopleSoft Payables application. From setting up system tables to running Payables reports, you'll learn about the different voucher types and how to copy information into vouchers using purchase orders. You'll be introduced to contract vouchers and recurring vouchers and how to process vouchers through PayCycle and posting payments

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## **Review Accounting Entries**

Expert Oracle University instructors also teach you how to review accounting entries and other Payables information. See how to define rules for entering and processing payables transactions and follow the flow of external and internal invoices from supplier to voucher to payment to general ledger accounting entries.

## **Audience**

End Users

Functional Implementer

## **Related Training**

Required Prerequisites

Run processes and reports

Understand basic navigation and PeopleSoft concepts

Use control tables to enforce business rules

Intro to PeopleSoft for FMS and SCM

## **Course Objectives**

Analyze PeopleSoft Payables data

Describe the business process flow and basic functionality of the Enterprise PeopleSoft Purchasing system

Process Supplier Onboarding

Enter Payment Requests

Set up basic purchasing transactions and run processes

Construct PeopleSoft Payables transactions

Describe PeopleSoft Payables

Explain PeopleSoft reporting tools

Identify the way PeopleSoft stores data

Set up commonly used advanced features

Set up the basic structure for using PeopleSoft Purchasing

Manage PeopleSoft Payables processes

Set up Payables data

## **Course Topics**

### **Business Process Overview**

Understanding the PeopleSoft Purchasing Business Process Flow and Functionality

Understanding the Integration Points between PeopleSoft Purchasing and other PeopleSoft Applications

Understanding the Default Hierarchy

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Buyer WorkCenter

Buyer WorkCenter and Dashboard

### **Establishing Business Units and Processing Options**

Defining Installation Parameters

Creating PeopleSoft Purchasing Business Units

Creating PeopleSoft Purchasing Processing Options

### **Setting Up Required Table Information**

Creating Locations

Adding Ship to Locations

Setting Up User Preferences

Setting Up Requesters

Setting Up Buyers

### **Determining Supplier Basics**

Configuring the Supplier Set Control Page

Establishing Supplier Processing Authority

Searching for a Supplier

Adding a New Supplier

### **Using the Approval Framework**

Describing the Approval Framework

Setting Up Purchasing for Use with the Approval Framework

Setting Up Workflow Approvals

### **Creating Requisitions**

Explaining the Requisition Business Process Flow

Describing Requisitions

Creating Requisitions Online

Managing the Requester's Workbench

Describing the Process to Load Requisitions from Other PeopleSoft Applications

### **Sourcing Requisitions and Creating Purchase Orders**

Describing Sourcing

Sourcing Requisitions Online

Sourcing Requisitions by Using the Auto-select Requisitions Process

Building Inventory Demand

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Using the Sourcing Workbench Component  
Identifying Sourcing Methods  
Configuring the PO Calculations and the Create PO Process  
Explaining the Purge Stage Tables Process

### **Managing Purchase Orders**

Explaining the Purchase Order Business Process and Structure  
Creating and Updating Purchase Orders  
Creating a Purchase Order by Copying from Another Document  
Using the Buyer's Workbench  
Evaluating Options to Dispatch Purchase Orders  
Performing Mass Buyer Changes  
Advance Search on PO and Purchasing Requisition

### **Demonstrating Receiving**

Describing the Receiving Business Process  
Identifying Receiving Setup Information  
Understanding the Receiver Workbench  
Defining Receipt Statuses  
Creating a Receipt with a Purchase Order  
Creating a Receipt Without a Purchase Order  
Describing How Purchasing Receipts Interface with Other PeopleSoft Applications  
Describing the Receipt Accrual Process

### **Demonstrating the Change Order and Delete Functionality**

Describing Change Templates  
Creating Change Orders for Purchase Orders  
Viewing Purchase Order Change Order History  
Describing the Change Order Request Process  
Distinguishing Between Purchase Order Cancellations and Deletions  
Deleting a Purchase Order  
Describing Requisition Change Tracking  
Describing Requisition Deletion

### **Configuring Additional Procurement Options**

Describing Distribution Networks  
Setting Up Miscellaneous Charges/Landed Cost Templates  
Combining Miscellaneous Charges with Items on Purchase Orders

## **Setting Up Core Tables**

- Setting Installation Options
- Establishing User Preferences
- Defining ChartFields
- Securing ChartFields
- Creating Locations
- Setting Up Sales and Use Tax Defaults and Options

## **Setting Up PeopleSoft Payables Business Units**

- Identifying PeopleSoft General Ledger Business Units
- Creating a PeopleSoft Payables Definition
- Modifying PeopleSoft Payables Options
- Utilizing TableSets

## **Defining Banks**

- Identifying Common Banking Terms
- Identifying the Basic Steps of Bank Setup
- Defining Banks
- Setting up Bank Branches
- Defining External Accounts

## **Setting up Payment Data**

- Entering Payment Terms
- Setting up Additional Payment Data
- Defining Bank Replacement Rules

## **Adding Suppliers**

- Explaining Suppliers
- Establishing Supplier Information
- Adding Suppliers
- Explaining Supplier Conversations

## **Approving, Updating, and Inactivating Suppliers**

- Approving Suppliers
- Updating and Reviewing Supplier Name History
- Defining Supplier Audit

Inactivating Suppliers  
Using the Supplier Administration Center

### **Processing Supplier Onboarding**

Configuring Supplier Registration  
Registering, Managing, and Approving Suppliers  
Registering Online  
Managing Invitations  
Managing Approvals  
Reviewing Registration History

### **Defining Miscellaneous Data**

Entering Miscellaneous Data  
Setting up On-Demand Processing

### **Creating Vouchers**

Identifying Voucher Basics  
Identifying Voucher Types  
Creating Quick Invoice Entries  
Uploading Vouchers Manually  
Related Procurement Documents  
Personalizing Inquiries

### **Creating Payment Requests**

Explaining Payment Request  
Setting Up the Payment Request Template  
Using the Payment Request Center

### **Processing Vouchers**

Creating Accounting Entry Templates  
Posting, Closing, Unposting, and Deleting Vouchers  
Correcting Voucher Errors  
Approving Vouchers  
Viewing Open Liabilities