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.

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
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
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