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Introduction

Lesson 1: Suppliers

As mentioned in the AP video, vendors are now referred to as Suppliers in PSFIN v9.2. Just about everywhere you used to see the term "vendor," you will now see "supplier." The exception is the

Add a Direct Deposit Supplier and Edit Supplier Payment Notification

1. Navigation: **Suppliers** > **Supplier Information** > **Add/Update** > **Supplier**
2. Select **Add a New Value** tab
3. In the **Persistence** drop down menu, select the appropriate persistence for this supplier (i.e., Regular)
4. Click the **Add** button
5. In the **Supplier Short Name** field, enter the Supplier's short name
6. In the **Supplier Name** field, enter the Supplier's name
7. In the **Classification** drop down menu, select the appropriate classification for this supplier
8. Expand the **Additional ID Numbers** section by clicking its **expand** icon
    a. For **Type**, enter or select the appropriate ID number type (i.e., TIN)
    b. Enter the ID number in the **ID Number** field (9 digits only, no characters)
9. Expand the **Additional Reporting Elements** section by clicking its expand icon
    a. Select the Supplier's W8BEN and W9 Status can be selecting through the **Type of Contractor** drop down list
10. Towards the top of the page, select the **Check for Duplicate** button
    a. Click **OK** to clear the message
11. Select the **Address** tab
12. In the **Description** field, enter the address description (i.e., MAIN)
13. In the **Address 1, 2, and 3** fields (as necessary), enter the street address
14. Populate the **City** field
15. Populate the **State** field
16. Populate the **Postal** field with the zip code
17. In the **Phone Information** section, select the **Type** drop down list and choose the phone type (i.e., Main)
18. Enter the area code in the **Prefix** field
19. Enter the phone number in the **Telephone** field
20. Click the **Location** tab
21. In the **Location**

Lesson 2: Vouchers

Creating vouchers in PSFIN v9.2 is similar, but with some new added features.

Create a Regular Voucher and Attach a File

1. Navigation: Accounts Payable Vouchers Add/Update Regular

Lesson 3: Workflow in Accounts Payable

Voucher approval is new in PSFIN V9.2. All online vouchers must be submitted for approval. Banner, Catalog, and Spreadsh2IJ3 f(lt)-2.1( )10.U5(p)2.I3(o)-6.a3(d)2.2v(n)5.aloh.h2IJ6(r)13(s)-4.3(ad)2.o os 2IJ3(d)2.2tGeh2lsdos

5. Click the **Submit Approval** button
6. On the **Approval Comments** screen, you can enter comments for the approver if necessary
7. Go to the **Summary** tab to see the **Approval Status**
    a. If the Approval Status is Approved, the voucher is available for budget checking and further processing
    b. If the Approval Status is Pending Approval, the voucher has entered workflow for approval
8. For vouchers that have entered Workflow, go to the **Invoice Information** tab
    a. Select the

3. Click the **Search** button
4. Enter the appropriate date in the **Pay From Date** field
    a. Use the **Pay From Date** field to enter or select the beginning date of the pay cycle. The system compares this date to the scheduled pay date for the voucher payment schedule.
5. Enter the appropriate date in the **Pay Through Date** field
    a. Use the **Pay Through Date** field to enter or select the ending date of the pay cycle. The system compares this date to the scheduled pay date for the voucher payment schedule.
6. Enter the appropriate date in the **Payment Date** field
    a. Use the **Payment Date** field to enter or select a date to be compared against the voucher scheduled pay 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**
7. Enter the appropriate date in the **Next Pay Through Date** field
8. Enter the appropriate date in the **Next Payment Date** field
9. In the **Accounting Date** section, select **Payment Date** in the drop down menu.
10. In the **Withholding Date** section, select **Payment Date** in the drop down menu.
11. Select the **Use Holiday Calendar** option to use both business days and holidays to determine valid discount and payment dates. If you select this option, you must specify an appropriate holiday business calendar.
12. Select the **Preferences** tab
13. Be sure **NOT** to select any of the following (should not be used by USG Institutions):
    a. Print LC Advice
    b. Process Bank Charges
    c. Calculate Value Date
    d. Use Recipient's Pref. Lang.
14. For **Banner** pay cycles, select the **Use Supplier Pay Group** option
15. For ACH or EFT pay cycles, select the **Email Payment Advice** option
    a. This enables the payment advices to be emailed to those suppliers set up to receive email payment advices
16. Select the **Include Lost Discount** checkbox
    a. Use the **Include Lost Discount** field to process scheduled payments automatically if you earn a discount for the payment in the current pay cycle, but might lose it if the payment is processed in the next pay cycle, as indicated by the next pay through date and the next payment date specified on the Dates page.
17. Recommendation: **DO NOT** select the option to **Suppress Zero Amount Check** at this time. There is a known issue with this option and we recommend not using this feature.
18. In the **Approval** drop down, select **User Approval**
19. In the **Bank Replacement Rules** section, select the appropriate rule. There are two different types of replacement options used by the BOR:

        a. Replace All Payments: Replace the original bank accounts for all payments in a pay cycle with one alternate bank account. This option also allows all payments to be reassigned to an alternate payment method.

        b. Replace Bank with Another Bank: Replace a particular original bank account or payment method with an alternate bank account or payment method.

20. In the **Check Payment Message** section, enter the message that you want to appear on all payment advices within this pay cycle in the **Message** field

21. Select the **Source/BU** tab

22. If source transaction needs to be changed, select the **Source Transaction** icon and select the appropriate source transaction

23. If Business Unit needs to be changed, select the **Business Unit** icon and select the appropriate Business Unit

        a. If you are running a Banner pay cycle, the Business Unit option must be set to your "B" business unit

24. Select the **Bank/Method** tab

25. Use this page to select the bank and payment methods

        a. Only one payment method should be included within the pay cycle

26. Click **Save**

Run Check Pay Cycle and Retrieve Checks

In PSFIN v9.2, you will no longer need SwiftView for your check files. The check file is now a BI Publisher file that is printed as a PDF file. You will now retrieve your checks from Report Manager instead of Process Monitor.

1. Navigation: **Accounts Payable** > **Payments** > **Pay Cycle Processing** > **Pay Cycle Manager**

2. Select the **Look up Pay Cycle** icon

3. Select a check pay cycle and click **Search**

4. In the **Details** section, ensure that **PSUNX** is selected as the **Server** for the **Payment Selection** step

5. Select the **Process** button for the **Payment Selection** step.

        a. This initiates the pay cycle and determines the vouchers available for payment based on your payment selection criteria

        b. The **Status** updates to "**Running**"

6. Periodically select the **Refresh** button to update Pay Cycle Manager until the status is **Selected** and the number of scheduled payments is displayed.

7. In the **Details** section, ensure that **PSUNX** is selected as the **Server** for the **Payment Creation** step

8. Select the **Process** button for the **Payment Creation** steps

        a. The **Status** updates to "**Running**"

9. Periodically select the **Refresh** button to update **Pay Cycle Manager** until the status is **Created**

10. The next step is to create the check file. In the **Pay Cycle Results** section, ensure that **PSUNX** is selected as the **Server** name for the **Print Checks** process.

17. Transmit your Positive Pay file to the bank per your bank's instructions

Lesson 6: Accounts Payable

Version 9.2 Report Name	Description	Report Type	Old v8.9 Name (if different)
Payables Open Liability Reconciliation– Detail (APX1405)	Detail AP/GL Open Liability	BI Publisher	
Payables Open Liability Reconciliation– Summary (APX1400)	Summary AP/GL Open Liability	BI Publisher	
Payment Aging by Bank (APX2051)	Payment Aging by Bank	BI Publisher	
Payment Aging by Supplier (APX2052)	Payment Aging Report – Supplier	BI Publisher	Payment Aging by Vendor
Payment Disbursement Report (APSX8002)	Payment Disbursement	BI Publisher	
Payment Forecast Report Request (APX2040)	Payment Forecast	BI Publisher	
Payment History by Bank (APX2004)	Payment History by Bank	BI Publisher	
Payment History by Pay Method (APX2050)	Payment History by Method	BI Publisher	
Payment History by Payment (APX2001)	Payment Register	BI Publisher	
Payment History by Supplier (APX2000)	Payment History by Supplier	BI Publisher	Payment History by Vendor
Payment Trial Register (APX2030)	Trial Register	BI Publisher	
Posted Voucher Listing (APX1020)	Posted Voucher Listing	BI Publisher	
Prompt Pay Report (APS2001)	Prompt Pay Report	SQR Report	
Registered Voucher Listing (APXVR_LC)	Registered Voucher Listing	BI Publisher	

Version 9.2 Report Name	Description	Report Type	Old v8.9 Name (if different)
Withholding EntitiesReport (APX7030)	Withholding Entities	BI Publisher	
Withholding Rules Report (APX7010)	Withholding Rules	BI Publisher	
Withholding Types Report (APX7020)	Withholding Types	BI Publisher	
Withholding Voucher/Supplier Mismatch (APX9010)	Withholding Mismatch Report	BI Publisher	Withholding Voucher/Vendor Mismatch

Accounts Payable v9.2 Queries

- x BOR_AP_1099_ADJUST
    - o 1099 Manual Balance Adjusts
- x BOR_AP_1099_DSL_REPORTABLE
    - o Reptbile Disc Lost
- x BOR_AP_1099_JE
- x BOR_AP_1099_MISMATCHED
    - o 1099 Mismatched Transactions
- x BOR_AP_1099_MISSING_WH_CD
    - o Vouchers with Missing WH Code
- x BOR_AP_1099_NONRPT_CONSISTENT
    - o Not 1099 Rptd but Consistent
- x BOR_AP_1099_PMNTS
    - o BOR 1099 Payments
- x BOR_AP_1099_SND_DTL_TOT
    - o 1099 Wthd to Snd Detail Totals
- x BOR_AP_1099_SUPPLIERS
    - o AP 1099 Suppliers
    - o Old v8.9 Name: BOR_AP_1099_VENDORS
- x BOR_AP_DUE
    - o AP Scheduled through Selected Dt
- x BOR_AP_OPEN_LIAB
    - o Net AP Liabilities
- x BOR_AP_OPEN_LIAB_CK_FIGURES
    - o Check Figures 211000

- x BOR_AP_OPEN_LIAB_MISC_JE
  - o Non AP Jrnls posted to 211000
    - o

Accounts Payable Security Roles

Online Security Documentation

You can find all Security Role Changes at http://www.usg.edu/gafirst-fin/documentation/job_aids/category/security. Make sure to look for the documents beginning with "9.2 Security Role Changes."

Summary of Security Roles

Below is a summary of the roles needed for users in the module. Please be sure to reference the online document for detailed instructions and additional setup required outside of the security roles.

Payables 1099 User

PAYABLES 1099 users maintain setup related to 1099 Reporting. They also handle 1099 processing and reporting to the IRS.

Security Roles:
- x BOR_AP_1099_RPTS
- x BOR_AP_1099_PRC
- x BOR_FN_CONFIG_SETUP
- x BOR PeopleSoft User
- x BOR_FN_ADMIN_REPORTING
- x BOR_PT_QRY_PRIVATE
- x BOR_-1.4eE 6T_QORDBTID 37 7 >>0 Td(_)9.a5jEMF/7 Tc.9(4

	x ReportSuperUser
	x BOR_PT_QRY_PRIVATE
	x BOR_PT_QRY_ALLACCGRPS