

Purchasing & Accounts Payable Tips and Tricks

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11:15am 9/13/18

Agenda

- Discuss submitted questions/tips & tricks suggestions
- Q&A

This session is meant to be interactive. Please ask questions!

Purchasing

Question: What is the purpose of having multiple schedules for a PO Line versus multiple distributions?

Answer:

- Use the Maintain Purchase Order - Schedules page to specify ship to, quantities, due dates, comments, SUT, miscellaneous charges, price adjustments, and multiple distributions per schedule within a purchase order line.
- Use the Maintain Purchase Order - Distributions for Schedule page to define multiple distributions for each purchase order schedule.
- If you do not have the need for multiple schedules for a single PO line, but do need to split between multiple distributions, then you should just use 1 Schedule and multiple distribution lines.

eProcurement & Purchasing

Question: Why would I choose “Override” instead of “Default” on the Purchase Order Defaults box (or Requisition Settings)?

Purchase Order Defaults

Business Unit 98000

PO ID NEXT

Supplier STAPLE-CAT-001

Default Options ?

Default

If you select this option, the default values entered on this page are treated as part of the defaulting logic and are only applied if no other default values are found for each field. If default values already exist in the hierarchy, they are used, and the values on this page are not used.

Override

If you select this option, all default values entered on this page override the default values found in the default hierarchy.

Line

Category

Unit of Measure

Schedule

Ship To

Ultimate Use Code

Due Date

Original Promise Date

Ship Via

Freight Terms Code

Arbitration

Freight Charge Method

*Distribute By

[One Time Address](#)

Distribution

SpeedChart

Distributions

[Personalize](#) | [Find](#) | [View All](#) | | First 1 of 1 Last

[Chartfields](#) | [Asset Information](#)

Dist	Percent	GL Unit	Account	Fund	Dept	Program	Class	Bud Ref	Project	Budg
1	<input type="text"/>	98000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	09/10

OK

Cancel

Refresh

Answer:

- Use the Purchase Order Defaults page to override the defaults set at the business unit, buyer, or Supplier level and set defaults when none exist.
 - **Default Options:**
 - **Default:** If you select this option, the new default value that you enter on this page is assigned to the given field if no other value is assigned from prior defaults.
 - **Override:** If you select this option, the new value that you enter on this page overrides any value that is assigned from prior defaults. Only non-blank values are assigned.

If you make changes or add values to the defaults on this page, when you exit the page, you are prompted with the Retrofit field changes to all existing PO line, schedule, and distribution page.

Accounts Payable

Question: What are the different Voucher Styles available and when should we use them?

Answer:

- **Regular vouchers** – Used to pay Suppliers for goods and services. May be entered from multiple sources for PO or non-PO purchases.
- **Adjustment vouchers** – Used to adjust existing vouchers or to relate two vouchers to each other. Enter adjustment vouchers to capture credits or to increase the initial voucher.
- **Single Payment vouchers** – Used to make a payment for a one-time Supplier without having to store the Supplier in the system. The system uses settings established for the Single Payment Supplier for default information such as Payment Terms and Payment Method.
- **Template vouchers** – Used as a model for other vouchers that will be entered for the same Supplier. A template voucher is never paid or posted; it is used only as a model for other vouchers. Once saved, a Template Voucher can be copied into a Regular voucher using the Worksheet Copy Option.

Accounts Payable

Question: What is the best way to handle recurring monthly invoices from a Supplier?

Answer:

- **Template voucher**

If you regularly receive similar vouchers from a Supplier, you can set up a Template Voucher to improve data entry efficiency. Once you have saved the Template Voucher, you may use it to create Regular vouchers by selecting Template in the Worksheet Copy Option field.

- **Purchase Order**

Advantages of using a PO:

- Funds are already encumbered for the specified Supplier.
- PO may be vouchered multiple times until Amount or Qty is Matched.
 - Amount Only PO – Use if the amount on the Supplier invoice may vary.
 - Quantity PO – Use if the same amount will be vouchered each time.

Template Voucher

Invoice Information | Payments | Voucher Attributes

Business Unit 98000
Voucher ID NEXT
Voucher Style Template Voucher
Invoice Date 09/10/2018
Invoice Received
A T & T Corp
Supplier ID 0000000169
ShortName AT&T-001
Location MAIN
*Address 1

Invoice No September 2018
Accounting Date 09/10/2018
*Pay Terms N30 Net 30
Basis Date Type Inv Date
Control Group
 Incomplete Voucher

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
<hr/>	
Total	100.00
Difference	0.00

Non Merchandise Summary
Session Defaults
Comments(0)
Attachments (0)
Template List
Template
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Save Save For Later Action Run Calculate Print

Template Voucher Details

Help

Save as a Template Voucher

Template ID AT&T
Description Monthly phone bill

OK Cancel Refresh

Purchasing

Question: On the PO Distributions page, Req Detail tab – what is the purpose of the Clear Requisition Info icon? Is this different than Finalize requisition?

Distributions for Schedule 1

Unit PO ID 0000514833 Supplier IBMCORPO-001 Item IBM SPSS Custom Tables Academic Authorized User Term License Subscription and Support 12 Mo

Line 1 Schedule 1 Status Active

*Distribute By Quantity

SpeedChart Multi-SpeedCharts

Schedule Qty 11.0000
Merchandise Amount 439.78 USD
Doc. Base Amount 439.78 USD

Distribution Personalize | Find | View All | First 1 of 1 Last

Dist	Status	Percent	Req BU	Req ID	Req Line	Req Sched	Req Dist	Open Qty	Requester	Requester Name
1	Open	100.0000		0000503923	3	1	1		Gracier	Read

OK Cancel Refresh

Answer:

- Click the Clear Requisition Info button to clear the requisition information from the purchase order distribution without changing the purchase order quantity.
- Information cleared from the purchase order distribution line includes the requisition business unit, requisition ID, requisition line number, requisition schedule number, and requisition distribution line number.
- The purchase order distribution remains, but is no longer sourced from the requisition. If you take this action, the system will increase the open quantity on the requisition by the quantity on this distribution.
- If you increase the open quantity on the requisition, you can source the quantity to another purchase order.

Finalizing a Purchase Order

- Select Finalize* on voucher if in the open accounting period.
- Finalize at the header or distribution line level.
- Finalizing a PO does NOT automatically close the PO. The PO is closed when the PO Close process is run, or when closed on the Buyer's Workbench.
- Undo Finalize* is an option that can only be taken on the voucher where Finalize was initiated.

*button is not available if accounting period is closed.

Purchasing

Question: What is the PO Distribution Worksheet used for?

Distributions for Schedule 1

Unit :
PO ID 0000514833

Supplier IBMCORPO-001
Item IBM SPSS Custom Tables Academic Authorized User Term License Subscription and Support 12 Mo

Line 1
Schedule 1

Status Active

*Distribute By

Schedule Qty 11.0000
Merchandise Amount 439.78 USD
Doc. Base Amount 439.78 USD

SpeedChart Multi-SpeedCharts

Distribution Personalize | Find | View All | First 1 of 1 Last

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses	Budget Information					
Dist	Status	Percent	Req BU	Req ID	Req Line	Req Sched	Req Dist	Open Qty	Requester	Requester Name
1	Open	<input type="text" value="100.0000"/>		0000503923	3	1	1		Gracier	Read

OK Cancel Refresh

Answer: Use the PO Distribution Worksheet when you need to split a distribution line on a PO and want to carry the requisition information to the newly split distribution line.

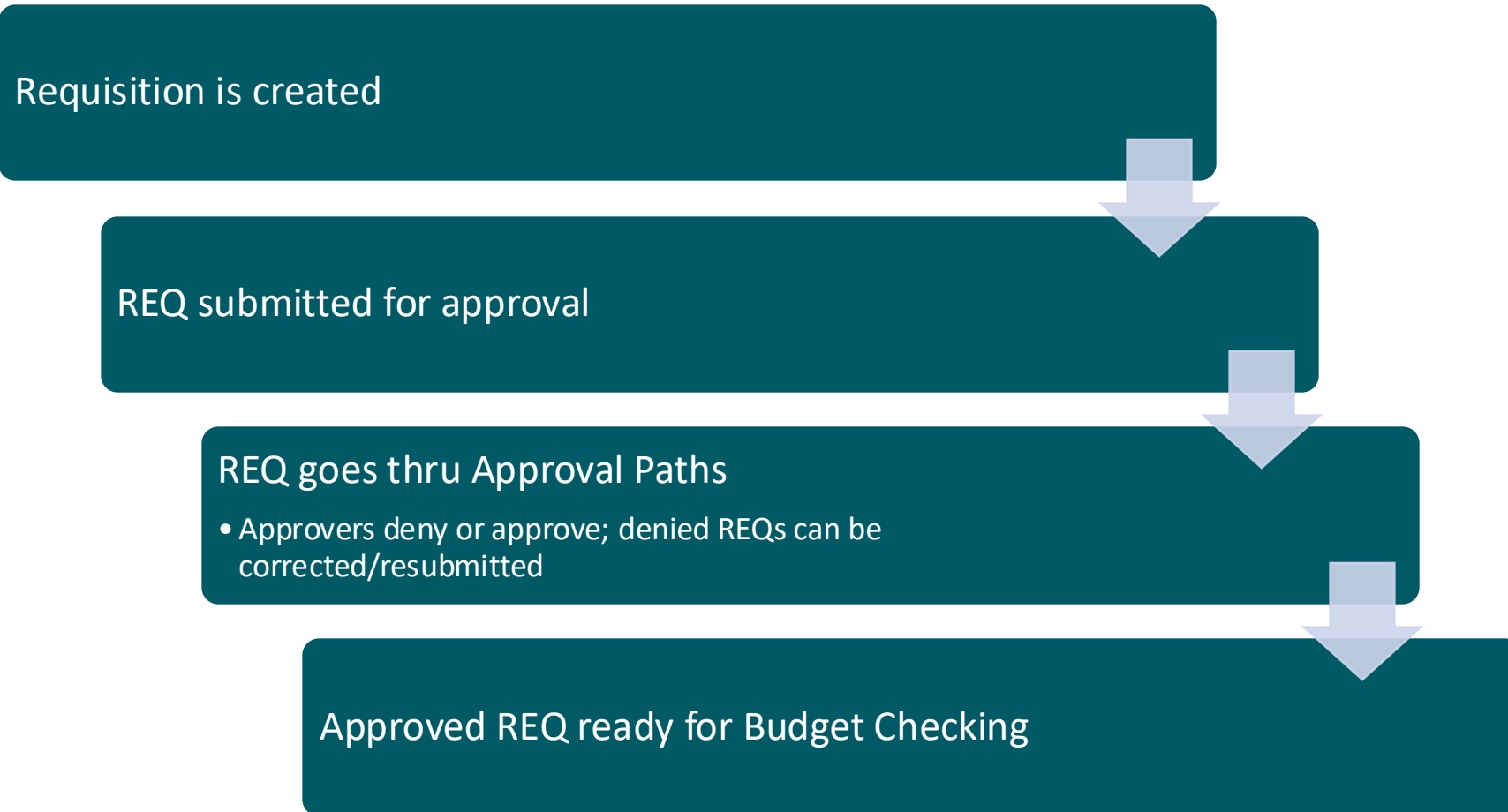
See the 'Using the PO Distribution Worksheet' Job Aid for additional information.

eProcurement & Purchasing

Question: I would like to better understand the flow of requisition to PO. Specifically, at what stage does the requisition close (when sourced to the PO or when the PO closes)?

Answer: See next slides

eProcurement & Purchasing



eProcurement & Purchasing

Source to Purchase Order

- SCIQEST batch job (Marketplace REQS) or Expedite Process (Special REQS)

Purchase Order is processed

- Budget Checked, Document Tolerance Checked, Dispatched

Vendor completes order fulfillment

- Vendor sends item and invoice

Receipt created in system

- Desktop Receiving or Regular Receiving



eProcurement & Purchasing

Accounts Payable create Vouchers

- E-Invoices are built through Voucher Build process

Voucher is Processed and Payment created

- Includes Matching, Budget Checking, Doc Tolerance, Posting

Purchase Order is reconciled and closed

Requisition is reconciled and closed



Purpose of Matching

- Matching is the process used to compare Vouchers with Purchase Orders and, when required, Receipts to ensure that your institution pays for only the goods and services that have been ordered and received
- Two-Way Match: Voucher and Purchase Order
- Three-Way Match: Voucher, Purchase Order and Receipt

Purchasing Responsibilities

- Quantity PO or Amount Only PO?
- Receiving Options (default defined by NIGP code):
 - Receiving is Required
 - Receiving is Optional
 - Do Not Receive
- Matching Options (tolerance defines by NIGP code):
 - Full Match
 - No Match
 - All lines on PO should have same Matching requirement.

Accounts Payable Responsibilities

- Understand how creating a PO Voucher can affect Matching results.
- Understand what the Match Exception means before deciding to override it, and what the effect will be if choice is to override.
- AP user can navigate to **Purchasing > Purchase Orders > Review PO Information > Purchase Orders** to review PO.
- If necessary, request that Purchasing Dept correct PO: Quantity vs Amount Only, Matching and/or Receiving settings.

Accounts Payable Responsibilities

Which option should I choose?

- Use the Copy PO option if you are FULLY vouchering all PO lines without making any changes.
- Use the Copy Worksheet option if:
 - The Invoice amount or quantity is different than on the associated PO.
 - You only want to voucher certain lines of a PO.
 - If copying in multiple POs to one voucher.

Purchasing

Question: We shy away from using auto close because inevitably POs that should not close, do. Please explain what the criteria are for auto close so that we can ensure we set the POs up correctly to avoid erroneous closures.

Purchasing

Answer: The Close Purchase Order process checks the settings and statuses of several criteria to determine if a purchase order is ready to be closed. Each of the criteria must be met in order for the process to close a purchase order.

Some Purchase Orders will not meet the criteria – this is when you would need to use the Buyers Workbench to close a PO.

See Handout for the list of criteria.

eProcurement & Purchasing

Question: Is there a date field on the requisition that if the requisition is in budget error at the close of the accounting period it can be changed to the new period?

Answer: No, there is not a date field on the eProcurement requisition. However, you can update the accounting date on the Purchasing Requisition (Purchasing > Requisition > Add/Update Requisition). *No other information should be changed from the Purchasing Requisition page, when the req was created from the eProcurement module*

eProcurement & Purchasing



Maintain Requisitions

Requisition

Business Unit 98000


Requisition ID 0000504054


Requisition Name


Status Approved  


Budget Status Valid

Hold From Further Processing


▼ Header 

*Requester  White, Jean L

*Requisition Date  [Requester Info](#)

Origin  Catalog

Currency Code USD Dollar



Tips and Tricks


To populate today's date, enter a "T" or "t" in any date field in PeopleSoft Financials

Click Save and today's date will populate


Pay Cycle Selection Dates


Pay From Date 10/01/2008  Wed

Pay Through Date T|  Mon

Payment Date 07/30/2018  Mon

Pay Cycle Selection Dates

Pay From Date 10/01/2008  Wed

Pay Through Date 09/12/2018  Wed

Payment Date 07/30/2018  Mon