



Customization Review Session: Accounts Payable

August 27, 2014

Changes in Accounts Payable (AP)

Changes to the AP module are considered a “technical upgrade” from PeopleSoft version 9.0 to 9.2.

Changes are a result of:

- **Contract Re-Architecture**
 - Tracking Master or Statewide Contracts (known as Corporate Contracts in version 9.2) at the line level instead of the header level.
 - Ability to properly effect contract balances under specified conditions.
- **Implementation of eSettlements**
 - Approved vendors (referred to as Suppliers in eSettlements) may submit electronic invoices into the SFS via eSettlements.
 - Approved suppliers may enter invoices directly in the SFS.
 - Invoices entered into the SFS via the eSettlements module may be built into AP vouchers.
- **Commitment Control Re-Architecture**
 - Additional Payment Schedule Projection (PSP) Budget Check.
- **Use of Delivered Accounts Payable Workflow**

Changes to Vouchers: Contract Related

Changes to AP Vouchers Related to Contract Re-Architecture

Customizations Today	Future Customizations	What Does This Mean to Me?
Master Contract Field is on the Voucher Header .	<p>Master Contract data will be tracked at the Voucher Line Level.</p> <p>The customization will include displaying the contract fields that are available in PeopleSoft version 9.2 (but are not displayed on the pages as delivered).</p>	Contract ID and Contract Line will display on the AP Voucher Line.

Changes to *Regular* Vouchers

Changes to *Regular* AP Vouchers Related to Contract Re-Architecture

Customizations Today	Future Customizations	What Does This Mean to Me?
<p>There are validations to help ensure that the header and line information are in synch:</p> <ul style="list-style-type: none">The Master Contract entered on the Header ID must be consistent with the contract related to any Purchase Orders (POs) entered on the Voucher Line.	<p>There will be validations on regular vouchers to ensure that Contract ID and Contract Line are only editable:</p> <ul style="list-style-type: none">Voucher is not associated to a PO ANDContract ID is a Master Contract.	<p>Users may enter Contract ID and Contract Line associated with a Master Contract on AP Voucher Lines if the voucher is directly related to a Master Contract (no PO).</p>

Changes to *Adjustment* Vouchers

Changes to *Adjustment* AP Vouchers Related to Contract Re-Architecture

Current Customizations	Future Customizations	What Does This Mean to Me?
Not Applicable.	Contract ID and Contract Line will display on the AP Voucher Line of <i>Adjustment</i> Vouchers.	<p>Users may enter Contract ID and Contract Line on Adjustment Vouchers when the related (original) voucher is associated to a <i>closed PO</i>.</p> <p>This will help ensure the accuracy of contract balances and that agencies may spend up to the maximum amount of a contract without overspending it.</p>

Changes to *Adjustment* Vouchers

Changes to *Adjustment* AP Vouchers Related to Contract Re-Architecture

Current Customizations	Future Customizations	What Does This Mean to Me?
Not Applicable.	Contract ID and Contract Line will display on the AP Voucher Line of <i>Adjustment</i> Vouchers.	<p>Contract ID and Contract Line will be defaulted into an Adjustment Voucher when the related (original) voucher was a Standalone Voucher (no PO) directly associated to a Master Contract.</p> <p>This will help ensure the accuracy of contract balances and that agencies may spend up to the maximum amount of a contract without overspending it.</p>

New Voucher Source: eSettlements

Invoices entered via eSettlements will be built into AP vouchers via the Voucher Build Process

Current Customizations	Future Customizations	What Does This Mean to Me?
Prompt Payment Customization (including a custom field for recording Invoice Received Date).	The Prompt Payment Customization remains in place. Invoice Received Date will need to be populated into vouchers built by the SFS as a result of the receipt of an electronic invoice.	A value determined by the Office of State Comptroller (OSC) Legal Department will be defaulted into the custom Invoice Received Date field for vouchers built from invoices entered into eSettlements. As with other AP vouchers, the Invoice Received Date will be editable under specified conditions outlined in the OSC Guide to Financial Operations (GFO).
Not Applicable.	Custom pre- and post-processor programs will be developed to accommodate invoices built into vouchers from the eSettlements module.	AP vouchers will be built successfully from invoices entered via eSettlements (which will include electronic invoices and invoices entered directly into the SFS by approved vendors).

Changes to Vouchers: Commitment Control (KK)-Related

Current Customizations	Future Customizations	What Does This Mean to Me?
<p>Not applicable.</p>	<p>Using PSP:</p> <p>All vouchers will be recorded as an “expenditure” at the time of budget checking against the Division of Budget (DOB) Financial Plan Budget Definition similar to any other ledger group.</p> <p>If the voucher does not reference a PO, there is no impact on the Planned Ledger or the Encumbrance Ledger.</p> <p>If the Voucher references a PO, the Planned Ledger Balance (created from the PSP budget check of the PO) will be liquidated in the same manner as the Encumbrance.</p>	<p>There will be an additional field on vouchers to record the status of the PSP budget check.</p> <p>AP vouchers will be subject to an additional PSP budget check. Please see KK presentation for details.</p> <p>Vouchers must pass a PSP budget check in addition to the regular budget check in order to progress through the AP lifecycle (approval and payment).</p>

Accounts Payable Workflow

Current Customizations	Future Customizations	What Does This Mean to Me?
Custom 5 Level Workflow.	Minimal customizations due to use of delivered workflow (see Workflow presentation for details).	<ul style="list-style-type: none">• Delivered ad hoc approval functionality.• Three levels of approval.• All levels are pooled.