Oracle's PeopleSoft Enterprise 9.1 Release Notes

PeopleSoft Enterprise Financial Management Solutions 9.1

PeopleSoft Enterprise Asset Lifecycle Management 9.1

PeopleSoft Enterprise Service Automation 9.1

PeopleSoft Enterprise Supplier Relationship Management 9.1

PeopleSoft Enterprise Supply Chain Management 9.1

March 2011

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Release Notes for PeopleSoft Enterprise FMS, ALM, ESA, SRM and SCM 9.1

Contents

Release Notes for PeopleSoft Enterprise FMS, ALM, ESA, SRM and SCM 9.1 Preface

This document provides an overview of the new features and enhancements for PeopleSoft Enterprise FMS, ALM, ESA, SRM, and SCM 9.1. It is a road map that is intended to help you assess the business benefits of Release 9.1 and to plan your information technology (IT) projects and investments. More information about all of our PeopleSoft Enterprise products can be found at http://www.oracle.com/applications/peoplesoft-enterprise.html.

The new features and enhancements included in this release are grouped according to business process to better demonstrate how PeopleSoft solutions help you optimize your business processes. Our goal is to ensure that you leverage technology to its fullest to increase the efficiency and effectiveness of your operations.

PeopleSoft Release Information Publications

This section discusses the publications that provide in-depth technical and functional information that is available at the time of publication:

- Release value proposition

- Prerelease notes

- Release notes

Release Value Proposition

The release value proposition identifies major enhancements and articulates the expected business benefit. This document is designed to help you determine whether new product features warrant upgrading from a previous release or embarking on a new PeopleSoft implementation. With this information, managers can initiate preliminary budget planning and begin organizing a project team to further evaluate specific PeopleSoft products.

Note. Only those products with significant enhancements are discussed in this release document. However, enhancement details for all products will be available in future release notes.

Prerelease Notes

Prerelease notes provide more functional and technical details than the release value proposition. The added level of detail enables project teams to answer the following questions:

- What delivered functionality will change?

- What customizations may be affected?

- How will an upgrade or new implementation affect other systems?

- How will these changes affect the organization?

After the project team has reviewed and analyzed the prerelease notes, business decision makers should be in a position to determine whether to allocate budget and initiate implementation plans.

Release Notes

Release notes are published at GA (general availability) and validate the final scope of the release. The release notes discuss the features and enhancements that are available with the GA release of each product. They describe the finalized functional and technical details that will enable project teams to confirm budgets and complete implementation plans.

Executive Summary

To achieve competitive superiority in business, organizations must often balance the need to maintain predictable levels of productivity and continuity with the desire to extend or evolve existing business processes or to create new processes. These changes come from many sources: mergers and acquisitions, new partnerships, corporate reorganizations and expansions, changes in tax codes, new government regulations, and changes in corporate strategy, tactics, or priorities.

Business operations and information technology now are inextricably linked. The ability to make effective changes to business processes often depends upon the flexibility and adaptability of an organization's information technology. With most enterprises containing thousands of individual hardware and software components, there is an ever-increasing need for applications that can deliver both predictability and responsiveness to change.

For our customers, road maps represent continuity: an upgrade path from the release in production. The road map, grounded in extensive customer interactions as part of advisory boards, user groups, and direct customer contact with Oracle executives, provides visibility into the strategic direction of our solutions. Oracle's PeopleSoft Enterprise Financial and Supply Chain Management 9.1 solutions demonstrate our commitment to continuity and to maintaining customer investments.

The process of determining how to extend the value of your software investments can begin with understanding the logic behind our investment decisions at Oracle. Examining the business drivers that led to Oracle's investments and then the areas in which we extended and added application capabilities will provide you the basis for making your own investment road map.

The following sections discuss in greater detail the value propositions of PeopleSoft Enterprise 9.1 in each of the following key focus areas:

- Flexibility

- Intelligent Business Execution

- Organizational Effectiveness

Flexibility

Software applications must be flexible to adapt to changing business needs. Whether your business is changing due to restructuring, acquisitions, or divestitures or you simply want to stand out from the competition with innovative business practices, you need software applications that can be easily tailored to your unique situation. PeopleSoft Financials and Supply Chain Management 9.1 offer additional flexibility that enables you to configure your applications for the way you do business, seamlessly integrate with other applications, and take advantage of an array of tools, including next-generation technologies.

Intelligent Business Execution

Financial and supply chain activities must be aligned with business objectives. Whether strategic decisions are made by managers, executives, or other professionals, PeopleSoft FSCM 9.1 enables you to put more decision support tools in the hands of the decision makers, enabling them to make informed recommendations and take timely, appropriate action.

Organizational Effectiveness

Maintaining optimal efficiency continues to be an important objective for organizations. In a tightening economy and increasingly competitive environment, organizations must streamline their business operations. With PeopleSoft FSCM 9.1, we have continued our focus on process efficiency and usability. Delivering more intuitive applications will facilitate broader adoption throughout an enterprise, while enhancements to core business process functionality will minimize administrative responsibilities throughout the organization.

With PeopleSoft FSCM 9.1, we are streamlining the approvals and delegation framework in the Financials and Supply Chain products. The approvals and delegations framework provides a flexible approach to delegating user security to a particular process as well as maintaining an audit trail.

PeopleSoft Enterprise FSCM 9.1 Release Notes

PeopleSoft FSCM 9.1 represents Oracle's ongoing commitment to investing in our existing suite of applications, enabling customers to make choices that best fit their business needs. Enhanced functionality in PeopleSoft FSCM 9.1 delivers on that commitment by increasing the value of your existing investment and providing more time to determine the upgrade strategy that makes sense for your organization.

The PeopleSoft FSCM 9.1 Release Notes describe enhancements grouped by business process for the following solutions:

- PeopleSoft Enterprise Financial Management Solutions 9.1

- PeopleSoft Enterprise Asset Lifecycle Management 9.1

- PeopleSoft Enterprise Service Automation 9.1

- PeopleSoft Enterprise Supplier Relationship Management 9.1

- PeopleSoft Enterprise Supply Chain Management 9.1

This document discusses global compliance and cross-pillar enhancements, and presents the features of the aforementioned solutions within the following business process overviews:

- Financial Control and Reporting

- Plan to Retire

- Program and Portfolio Management

- Source to Settle

- Plan to Produce

- Order to Cash

Extending the Global Reach

PeopleSoft Enterprise 9.1 supports several features that impact global customers and their related implementation requirements. Global features can impact several products or be part of the Global Components framework. Please refer to individual product areas for specific global features that affect a specific product.

Global Compliance and Controls

Global compliance and control enhancements for PeopleSoft FSCM Release 9.1 include:

- Value Added Tax (VAT) Enhancements

- Reverse Charge VAT

- VAT Reporting Changes for Legislative Compliance

- Intrastat Nature of Transaction Code

- UK Construction Industry Scheme Withholding

- VAT for AR-Prepaid Accounting

- Single Euro Payment Area (SEPA)

- Payment Layout Catalog Expansion

- Flexible Remittance Advice

- Intrastat Report Conversion to XML Publisher Reports

VAT Enhancements

Customers subject to value added tax (VAT) are registered for VAT internationally, domestically, or both when supporting a certain volume of business. They get a VAT Registration ID from governmental authorities. Currently, the VAT registration ID length and structure is 12 characters as requested within the European Union (EU) community. However, countries such as Canada, Poland, the Czech Republic, and Mexico require a longer VAT Registration ID.

New Functionality

To avoid customizations and meet the regulatory requirement, PeopleSoft Enterprise FSCM 9.1 increases the VAT Registration ID field and the Local Registration ID fields from 12 characters to 20 characters in the Oracle PeopleSoft Enterprise products.

In addition, within PeopleSoft Enterprise products for prior releases, the ISO 3166 two-character country code has been displayed on the pages as a prefix to the VAT Registration ID. However, some countries are not using the ISO 3166 country codes in conjunction with their VAT Registration ID. The codes that are used and required are usually similar to those of the ISO 3166. For some countries, such as Greece, an entirely different code is used. Enterprise Financials 9.1 delivers the required two-character country code on the Country Statistics page to be used with the VAT registration ID.

The Country Stat Rpt Codes page includes the two-character VAT country code definition along with the various other types of country codes (Set Up Financials/Supply Chain, Common Definitions, Location, Country Statistics, Country Stat Rpt Codes):

Country Stat Rpt Codes page

These codes are delivered predefined for this page and should not be changed.

The VAT Entity Identification page shows the increased 20-character field lengths for VAT Registration ID and Local VAT ID (Setup Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Entity):

VAT Entity - Identification page

The two-character country code as defined on the Country Stat Rpt Codes page is displayed by the system in front of the VAT Registration ID field.

Reverse Charge VAT

To combat lost revenue from fraud, the United Kingdom (UK) has introduced Reverse Charge VAT for specified categories of purchased goods, such as cell phones and computer chips. The domestic reverse charge applies to sales of these goods within the UK if the specified goods are purchased by a VAT-registered business for business purposes. Sales to nonbusiness customers are unaffected by the provision, and normal VAT rules apply.

Under the domestic reverse charge procedure, the commercial purchaser of the specified goods is liable to the taxing authority for the tax rather than the seller. However, both seller and purchaser must report the VAT on the sale in the specified manners.

While the seller does not collect VAT, the seller must specify on the sales invoice that the domestic reverse charge applies and state the amount of VAT that applies to the particular sale. The seller must also submit to the taxing authority a domestic reverse charge sales list, which lists purchaser and transaction details of sales for which the reverse domestic charge has been applied.

The purchaser must file a VAT return and is liable for the tax that is due to the taxing authority. If the purchaser has correctly accounted for the VAT under the domestic reverse charge procedure, the purchaser retains the right to enter tax recovery, subject to the normal rules.

To minimize the accounting impact of VAT-registered customers on sellers, there is a de minimus limit of £5000 per invoice, exclusive of VAT, below which the reverse domestic charge does not apply. Normal VAT accounting rules apply to transactions below the £5000 limit.

New Functionality

PeopleSoft Enterprise FSCM 9.1 supports the new requirements to apply a reverse charge treatment in the case of a domestic supply of specific items. You can specify by country whether reverse VAT charges apply and whether specific VAT drivers (such as products, inventory items, vendors, and customers) are subject to the reverse charges.

Additionally, a new VAT report is provided: UK Reverse Charge Sales List. This report lists domestic business sales that are subject to reverse charges and the VAT that is due from the purchasers on these sales.

The de minimus limit is not captured by the PeopleSoft system. The VAT treatment for transactions falling below the reverse charge limit is the same as those within the limit for reverse charge treatment. If the reverse charge should not be applied to the transaction, it must be manually overridden.

Note: This information is not intended as a definitive guide to reporting reverse domestic charge transactions. The reverse domestic charge is subject to change. Please refer to the most recent VAT Information Sheet published by HM Revenue and Customs (HMRC) for details on how to report these transactions. Please also consult your tax advisors to ensure that the domestic reverse charge is being applied, reported, and paid correctly.

To enable the domestic reverse charge, access the VAT Country Options page (Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Country Options):

VAT Country Options page

Select the Apply Domestic Reverse Charge check box to enable the option for countries that require the use of the domestic reverse charge provision for certain goods.

You can define new defaults for specific VAT drivers that are subject to the reverse charge.

New fields on the VAT Defaults Setup page (Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Defaults, VAT Defaults Setup) include:

1. VAT Control Defaults

   - Domestic Reverse Charge - Indicate whether the VAT driver is subject to the domestic reverse charge.

2. VAT Transaction Type Defaults

   - Domestic Reverse Chrg Purchase - Specify a default VAT transaction type to be used for purchases to which the domestic reverse charge applies, if required.

   - Domestic Reverse Charge Sales - Specify a default VAT transaction type to be used for sales to which the domestic reverse charge applies, if required.

These defaults are applied to transaction lines (within PeopleSoft Payables, Asset Management, Billing, Receivables, and so on) to indicate that goods on the line are subject to the VAT reverse charge and to ensure that they are recorded, accounted for, and reported correctly.

Messages relating to the domestic reverse charge are displayed for the applicable transaction lines.

VAT Reporting Changes for Legislative Compliance

Introduced in PeopleSoft FSCM 9.1 Bundle #2, PeopleSoft 9.0 Bundle #15, and PeopleSoft 9.0 Bundles #17 and #18. Included in FSCM 9.1 Feature Pack March 2011.

The European Union Commission has introduced new VAT legislation that includes changes to the European Commission Sales List (ESL) for cross-border services effective January 1st 2010.

New Functionality

PeopleSoft Enterprise Financials 9.1 delivers the following functionality in compliance with the latest VAT legislation:

- Added the new values for the sales list to support legislation.

- Existing reports have been adjusted to allow for the new values.

- Existing ESL reports have also been updated to allow for reporting of services.

- VAT return reports for France, Germany, Belgium, and Switzerland have been updated with the new changes.

These changes are backported to PeopleSoft 9.0 and 8.9.

Intrastat Nature of Transaction Code

Traders in EU member states who either ship goods to or receive goods from VAT-registered traders in other EU member states are required to file Intrastat returns. These returns detail all the goods either shipped to or received from other EU member states. One of the elements on each line of this return is the Nature of Transaction Code (NOTC), which identifies the type of transaction. This code consists of two digits. The list of valid values for the first digit is defined by the EU and must be used consistently by all member states. For the second digit, however, member states have the option to either use the list of values defined by the EU or to use their own set of values.

New Functionality

If you file Intrastat returns for a country that uses its own set of 2nd digit values other than those delivered as system data for the EU and UK, you must create new values. To meet the current EU regulatory requirements and to allow for future changes, PeopleSoft Enterprise 9.1 provides the ability to define multiple sets of values for the 2nd digit of the Intrastat NOTC, and then link the required set of values to the set of Intrastat Country Characteristics for the required country.

Access the Nature of Txn 2nd Digit Usage page (Setup Financials/Supply Chain, Common Definitions, VAT and Intrastat, Intrastat, Nature of Transaction 2nd Digit Usage, Nature of Transaction 2nd Digit Usage):

Nature of Txn 2nd Digit Usage page

Use this page to define the identifiers for each new set of 2nd digit values. The system stores these names in the Nature of Transaction 2nd Digit Usage table. This table is the prompt table that the system uses to enable you to choose the appropriate 2nd digit usage identifier for a particular country in the EU when this field value is required on various Intrastat-related pages.

Access the Nature of Transaction Code – 2nd Digit page (Setup Financials/Supply Chain, Common Definitions, VAT and Intrastat, Intrastat, Nature of Transaction Code, 2nd Digit):

Nature of Transaction Code – 2nd Digit page

Use this page to define the set of 2nd digit values published by that country for the new 2nd digit identifier, along with applicable defaults.

You can then link each set of 2nd digit values to the Intrastat country for which they are to be used.

On the Country Characteristics page (within the Nature of Transaction Code section) you can specify whether the current country requires the use of the 2nd digit, and if so, which set of 2nd digit values to use for the country.

Access the Country Characteristics page (Setup Financials/Supply Chain, Common Definitions, VAT and Intrastat, Intrastat, Country Characteristics, Option a):

Country Characteristics - Option a page

Once this setup is complete, the new Nature of Transaction Code values are available for use on the Intrastat-applicable transaction. When entering a transaction, you are prompted for the first and second digits of the Nature of Transaction Code on the Line Detail page.

The list of values that are available for the 2nd digit depends on the usage identifier that you specify for the Intrastat reporting country, the value that you specify for the first digit, and the set of 2nd digit values that are associated with the first digit for that usage identifier.

UK Construction Industry Scheme Withholding

Legislation in the UK affecting the Construction Industry Scheme (CIS) was effective April 06, 2007. This legislation requires subcontractors to register with the HMRC. Contractors also must verify that subcontractors are registered with HMRC, whether they are to be paid gross or under deduction, and receive a Verification Reference Number. The existing CIS leverages the delivered withholding functionality of PeopleSoft Payables. In Release 9.1, we have enhanced the UK Construction Industry Scheme withholding functionality to satisfy these new requirements.

New Functionality

Contractors and subcontractors will no longer use CIS vouchers. Contractors must send a monthly return to HM Revenue & Customs including details of payments made within the scheme to all subcontractors, details of any deductions they have made from payments to subcontractors, a declaration confirming that employment status has been considered, and a declaration that the verification process has been applied correctly.

The system creates scheduled payments for amounts that are deducted from payments to subcontractors defined under the withholding entity. These payments must be made to the HM Revenue & Customs within 14 days after the end of the tax month. You must create a vendor that represents the Accounts Office of the HM Revenue & Customs to which these deducted amounts can be remitted. To ensure that scheduled payments are made to the HM Revenue & Customs vendor, you enter the vendor details on the Withholding Entity page.

PeopleSoft Release 9.1 provides a flat file conforming to the CIS scheme GFF (generic flat file format) data mapping standards as defined in the EB5/CIS300 message implementation guidelines published by the HMRC.

The U.K. CIS File SQR report (APY8032), which you run from the Withhold Report request page, produces both the flat file and the report output. The PeopleSoft system produces two files:

- Construction Gross Payment Vouchers - This file contains details of payments that are made to contractors. The file that is produced is called APY8032.23E (or APCIS23E.DAT on IBM OS390 servers).

- Tax Payment Vouchers - This file contains details of payments that are made to CIS4 registration card holder's subcontractors. The file produced is called APY8032.25E (or APCIS25E.DAT on IBM OS390 servers). In addition to producing the flat file, you must also print a copy of the Tax Payment Voucher (form CIS25E). This single-part document is sent to the subcontractor to provide a record of the amounts that have been deducted from the subcontractor's payments during the tax month.

To create the files, you must first post the withholding details to the transaction table using the Withholding Posting Application Engine process (AP_WTHD) from the Withhold Transaction Post page. You then need to extract the data from the transaction table into the reporting tables, using the Withhold Report Post page to run the Withholding Reporting Application Engine process (AP_WTHDRPT). On the Withhold Report Post page, you enter your report ID and control ID for CIS reports (the delivered report ID for monthly reports is CIS_NEW, UK Construction Industry Scheme; the delivered control ID is GBR-REPORT, UK Withholding Report). For the monthly returns, you must select the U.K. monthly tax calendar.

After you extract the data into the report files, you create the output files and the CIS25E report by running the withholding reports using the Withhold Report page.

All payments that are made to subcontractors during the tax year must be reported to the HMRC. This can be done by means of preprinted, multipart stationery or through EDI. PeopleSoft Release 9.1 provides for the EDI solution. The system generates a flat file that conforms to the file that is specified in the Inland Revenue Message Implementation Guide. We produce a single file, End of Year Payments. The file that is produced is called APY8032.36E (or APCIS36E.DAT on IBM OS390 servers).

For you to create the files, all the withholding details for the year must have been posted to the transaction table by means of the Withhold Transaction Post page.

Then, you extract the data from the transaction table into the reporting tables using the Withhold Report Post page. For the annual returns, select the U.K. annual tax calendar.

After you extract the data to the report table, you create the output file by running the Withholding Reports program.

VAT for AR-Prepaid Accounting

Customers in France requested changes to the way VAT is accounted for on an advance payment for a sales transaction. Currently, because the AR-Prepaid account records the prepayment without tax, the customer balance accounts (AR and AR-Prepaid) are underestimated. Customers are doing a manual adjustment in GL to regularize the VAT in customer accounts. Release 9.1 provides functionality to fulfill these requirements by including the VAT amount in the accounting entry in the AR-Prepaid account. To balance the transaction, a new accounting entry will be entered in a VAT to Adjust account. Also, when a prepayment is applied against an invoice, or written off, the amounts in the AR-Prepaid account and the VAT to Adjust account will be reversed accordingly.

Single Euro Payment Area

The Single Euro Payments Area (SEPA) initiative for the European financial infrastructure involves the creation of a zone for the euro in which all electronic payments will use the same layout. The goal of this initiative is to improve the efficiency of cross-border payments and turn the fragmented national markets for euro payments into a single domestic one.

The SEPA payment instruments will operate alongside existing national processes. Full migration to the new format is planned for the end of 2011.

In the Cash Management product, the Financial Gateway feature facilitates straight-through payment processing, providing a single platform for seamless communication between banks, financial institutions, and corporations to process all payments and receipts. PeopleSoft plans to support the new requirements for SEPA (SEPA Credit and Direct Debits Transfers, Exception Handling process) through its central payment hub, Financial Gateway.

Payment Layout Catalog Expansion - I

The Payment layout catalog for the Financial Gateway was expanded to support ISO20022 version 2, SEPA Direct debit, SEPA Credit Transfer, and Spanish Electronic Funds Transfer (EFT). This expansion in FSCM 9.0 and 9.1 releases means more support from PeopleSoft.

Payment Layout Catalog Expansion - II

New generic and SEPA payment layouts were also introduced in PeopleSoft FSCM 9.1 Bundle #9 and included in FSCM 9.1 Feature Pack March 2011.
(In addition, these layouts were backported to FSCM 9.0 and 9.1 GA releases.)

The Layout Catalog for Financial Gateway was expanded to support the following new generic payment layouts: ISO 20022 Credit Transfer V3 - Pain.001.001.03 and ISO Direct Debit - Pain.008.001.02.

The Layout Catalog was also expanded to support the following new SEPA payment layouts: SEPA Credit Transfer V3 - Pain.001.001.03, SEPA Direct Debit V2 - Pain.008.001.02, and Payment Reversal - Pain 007.001.02.

Layout ID	Layout Name	Supported Payment Method
ISO_CT_03	ISO 20022 Credit Transfer V3, Pain.001.001.03 This layout is used for generic credit transfers.	ACH EFT WIR
ISO_DD_02	ISO Direct Debit Pain.008.001.02 This layout is used for generic direct debits.	DD
SEPA_CT_03	SEPA Credit Transfer V3, Pain.001.001.03 Adheres to Rulebook version 4.0.	ACH EFT WIR
SEPA_DD_02	SEPA Direct Debit V2, Pain.008.001.02 Adheres to Rulebook version 4.0.	DD
SEPA_RVS_2	Payment Reversal - Pain 007.001.02	This layout is defined with document type Payment Reversal and is used to send payment reversal request to the bank. It is associated with corresponding payment layout through layout property.

Flexible Remittance Advice

The current settlements process does not offer a standard remittance advice outside of the payment file itself. Some payment formats, such as ACH 820 and ISO 20022, do provide a standard remittance advice. Without remittance advices, the reconciliation process can be cumbersome for both the supplier and the buyers.

PeopleSoft 9.1 delivers a Flexible Remittance Advice via the Financial Gateway that enables organizations to realize the full potential of electronic payments. The Remittance Advice layout is configurable to support supplier needs and is delivered via email. Flexible Remittance Advice provides a secure, easy-to-use solution.

The remittance advice functionality saves time, resources, and money for the buyer and the seller by helping the supplier's accounts payable department to efficiently reconcile financial activity.

Advance Payment Notification

Run Control ID: ADV_PMT   Report Manager   Process Monitor   [Run]

Parameters	Find	View All First ◄ 1 of 1 ► Last
*Request Number:	1
*Business Unit:	🔍
As of Date:	📅 Days in Advance:

Remittance Advice: Advance Payment Notification page

Advance payment notifications are sent for future collections to satisfy the SEPA requirement to send prior notification of intended collection instructions to the bank. You can choose to send the notification on a specific date or a specified number of days in advance of payment. The remittance advice functionality also includes a process to resend a notification:

Resend Notification

Run Control ID: ADV_RESEND   Report Manager   Process Monitor   [Run]

Parameters	Find	View All First ◄ 1 of 1 ► Last
*Request Number:	
*Business Unit: 🔍 Payment ID:	Payment Date: 📅
Payee ID:	
Pay Cycle:	Pay Cycle Sequence Number	

Remittance Advice: Resend Notification page

Intrastat Report Conversion to XML Publisher Reports

Introduced in PeopleSoft FSCM 9.1 Bundle #5. Included in FSCM 9.1 Feature Pack March 2011.

To provide customers with more robust and complete reporting solutions, Oracle's PeopleSoft Enterprise now offers many existing reports in the Oracle XML Publisher (XMLP) format. Unlike their predecessor reports, the XMLP reports require no manual changes to support ChartField configuration and use the same criteria as the corresponding Crystal or SQR report.

PeopleSoft Enterprise Financials delivers the following Intrastat reports in XMLP format:

SQR or Crystal Report	New XMLP Report
IST0050 – Intrastat Form N	ISTX0050 – Intrastat Form N
IST0100 – Intrastat Form R	ISTX0100 – Intrastat Form R
IST0150 – Intrastat Form DEB	ISTX0140 – Intrastat Form DEB

To access the new XMLP Intrastat reports, you must set up the VAT Entity ID for each applicable country.

Access the Intrastat Reporting Details page (Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax, VAT Entity, Intrastat Report Details):

Add the XMLP reports needed for each applicable VAT entity.

When running the Report Extract, select a report type of *Other*:

Once the Report Extract has finished successfully, the XMLP reports appear for the VAT entity for which you set them up when you access the Intrastat Reports run control:

For more information about these and other available XMLP reports, see PeopleSoft Enterprise Global Options and Reports 9.1 PeopleBook, Appendix: PeopleSoft Financials Global Reports.

Cross-Pillar Enhancements

The continuing wave of compliance focuses on enforcement. Improved enforcement requires building sustainable technology architecture, streamlining processes, reducing system complexity, and improving performance with reduced staff. PeopleSoft Financials, Asset Lifecycle Management, Enterprise Services Automation, Supplier Relationship Management, and Supply Chain Management offerings provide the tools that you need to build configurable architecture that will achieve your compliance objectives, reduce your costs, and increase your visibility. The cross-pillar enhancements for PeopleSoft FSCM Release 9.1 include:

- ChartField Security

- Financials Audit Framework

- Consistent Combination Editing

- Expanded ChartField Long Description

- Attachments

- Message and Alerts Framework

ChartField Security

Customers have expressed the need to control access to financial data at a more granular level. The PeopleSoft architecture, which provides robust security infrastructure to manage access to specific menus, components, and pages, is complemented by an application security layer that further enables you to manage access to specific control data such as business unit, paycycle, project, and asset book within the applications.

New Functionality

ChartField Security provides a flexible framework for configuring and maintaining data-level security and allows you to:

- Enable or disable ChartField Security by product.

- Control access for up to two ChartFields for specific high-exposure entry functions and most inquiry functions.

- Leverage PeopleSoft tree nodes and ranges, permission lists, and roles to configure security rules.

- Control access by user ID, role, or permission list.

When enabled, ChartField Security prevents access to:

- Online transactions with unauthorized ChartField values.

- Accounting data with unauthorized ChartField values in inquiry components.

- Unauthorized ChartField values during data entry (purchasing entry, voucher entry, Receivables online pending items, treasury accounting entries, and journal entry).

For the following products, you can enable ChartField Security:

Core Financials	Procurement and Other
Asset Management	Contracts
Billing	Cost Management
Commitment Control	Grants Management
Expenses	Inventory
General Ledger	Order Management
Payables	Purchasing
Project Costing	Service Procurement
Receivables	eProcurement
Treasury	

ChartField Security restricts users to authorized ChartField values from the prompt list. This applies to transaction entry components and components used to maintain transaction data. This does not apply to the inquiry components.

To implement ChartField Security:

- Define security options and products in the ChartField Security component.

- Enable or disable components and set component-level options on the Component Registry - Secured Components page.

- Define security rules using the ChartField Security Rules page.

- Assign security rules using the Assign Rules, Exceptions, and Security Values pages.

- Run the Security Build process to populate the security tables from the rule assignments.

For more information, see ChartField Security in General Ledger.

Financials Audit Framework

Customers need visibility into the processing of financial transactions and the user community that has updated that activity. Each industry and organization has a variety of regulatory and corporate requirements that differ but have the same basic need. To increase accountability and visibility for financial transactions, customers need more effective audit trails and controls for various transactions in the system with the ability to track updates by user.

New Functionality

PeopleSoft Release 9.1 introduces the Financials Audit Framework (audit logging), which provides efficient tracking of transaction processing that results in enhanced visibility and detailed audit trails. The framework provides a centralized structure that enables you to identify the statuses of transactions that need to be tracked according to the needs of each organization. Further, the new capability provides online views into the audit log results that can be accessed by source, transaction, and user. The framework also provides archiving for the audit log. The audit logging framework is available for the following transaction flows:

- Billing Invoice Transactions - Introduced in PeopleSoft FSCM 9.1 Bundle #1. Included in FSCM 9.1 Feature Pack March 2011.

- General Ledger Journal Processing.

- Accounts Payable Vouchers, Drafts and Payments.

- Accounts Receivable Items, Drafts and Payments.

- Asset Management Asset Adds, Cost Adjustments and Transfers, Depreciation, Retirements/Reinstatements, Inter-Unit Transfers, Re-categorizations, Asset Copy, and Revaluation.

To activate audit logging capabilities, access the Enable Audit Logging page (Setup Financial/Supply Chain, Common Definitions, Audit Logging, Enable Audit Logging:

Enable Audit Logging page

Select the application name of the product for which you want to enable events for audit logging and select the events that you want to track.

Once events are enabled, you can search for audit logs using the Search Audit Logs page and can delete audit logs using the Purge Audit Logs page.

Access the Search Audit Logs page (Setup Financial/Supply Chain, Common Definitions, Audit Logging, Search Audit Logs, Search Audit Logs):

Search Audit Logs page

You can also access the Search Audit Logs page from links that are provided on the transaction pages themselves, such as the Journal Entry - Lines page. The search result, by default, returns the audit trail for that particular journal:

Journal Entry - Lines page

Click the View Audit Logs link on the transaction page to view the audit log (Search Audit Logs page) of that transaction. A new window opens with the audit log.

Search Audit Logs page (accessed from the transaction page)

Audit log data can be very large. For each document, there are multiple events and one particular document can be edited multiple times, which means that the audit log table may have a huge amount of data. This data will need to be removed from the system from time to time for system maintenance.

Access the Purge Audit Logs page (Setup Financial/Supply Chain, Common Definitions, Audit Logging, Purge Audit Logs):

Purge Audit Logs page

Consistent Combination Editing

Combination editing enforces accuracy of data entry up front, thus reducing the reconciliation efforts between the GL activity and the transaction base. This feature has been enhanced in multiple releases to continually provide additional flexibility, performance, and control. To reduce error review and correction times, information within the error messages across applications should provide consistent and detailed information to aid in the troubleshooting process.

New Functionality

PeopleSoft Enterprise FSCM 9.1 enhances usability and control by providing the same level of detail in error messages as is currently provided within PeopleSoft General Ledger. To facilitate combo edit error resolution, most PeopleSoft Enterprise products now provide information within the error messages to identify the combination group that is violated by the ChartField combination of a transaction or budget line.

The products that provide consistent combination editing and descriptive combination error messages are:

Core Financials	Procurement and Other
Asset Management	Contracts
Billing	Cost Management
Commitment Control	Supplier Contract Management
Expenses	Inventory
General Ledger	Work Order Management
Payables	Purchasing
Project Costing	eSettlements
Receivables	Pay//Bill Management
Treasury	eProcurement
	sPro
	Manufacturing

ChartField combinations for these products are validated prior to posting of the accounting entries. Best practices dictate that these products rely on the existing common setup as established by General Ledger for their combination editing so as to prevent combo edit errors within General Ledger.

For specific information about how ChartField combination editing is used and how errors are researched and corrected within each PeopleSoft application, review the application-specific PeopleBooks.

Expanded ChartField Long Description

Expanded descriptions for ChartField values are particularly helpful for public sector organizations because fund names and descriptions can be quite lengthy.

New Functionality

PeopleSoft Enterprise 9.1 provides an expanded ChartField long description field. This is an informational field only and is effective-dated. You can use it to enter long descriptions and more extensive information about ChartField values.

Access a ChartField value definition page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, ChartField Values):

Fund Code page

Click the Long Description link on a ChartField page when entering a new ChartField value to access the Long Description page:

Long Description page

Enter an extensive description and information about a ChartField value. You can enter separate effective-dated long descriptions when you add a new effective date for the ChartField value. Click the Display Description in Modal Window icon [image] to see and update the entire expanded field.

The Long Description link is available on each of the ChartField entry pages, except for the project-related ChartFields. For the project-related fields, the long descriptions are entered in the Activity Definitions component in Project Costing.

Note: If PeopleSoft Project Costing is not enabled, add a long description using the link on the Project ChartField page.

Attachments

Organizations are required to provide support for financial transactions to auditors and regulatory agencies. Hard-copy formats or spreadsheet files that are technically separated from the financial transactions result in inefficiencies and loss of productivity. ERP systems must provide the ability to view supporting documentation from the same location as the financial transactions.

New Functionality

PeopleSoft Enterprise FSCM Release 9.1 extends the capability of attaching supporting documentation to the following financial transactions:

- General Ledger Standard Budget and Actual Journals

- Payables Vouchers and Payments

- Receivables Payments and Worksheets

- Cash Management Bank Signatories and EFT Transfers

- Asset Management Additions

Click the Attachments link to access the Attachments page (JOURNAL_ATT_SEC), where you can attach any relevant files that are related to the journal entry. The Attachments link on the Journal Header page (or other transaction page with this functionality) displays the number of attachments that are included with the journal entry. Application level details of the attachment are stored in the JRNL_HEADER_ATT record. These details include user ID, name, and date/time stamp. Each attachment is assigned a unique attachment ID and attachment information is stored on a single cross-reference table, PV_ATTACHMENTS.

Journal Entry Attachments

Attachments

Unit: US001   Journal ID: NEXT   Date: 07/11/2009

Details					Customize | Find | View All | 🔲 | 🔲 First 🔲 1-2 of 2 🔲 Last
File Name	**Description**	**User**	**Name**	**Date/Time Stamp**	
BALANCE.xls	Balance Sheet-adjustments				Delete
View					Delete

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK   Cancel   Refresh

Journal Entry Attachments - Attachments page

You can also review the attachments from the Journal Inquiry page; however, the Attachments page is not editable when accessed from the inquiry page:

Journal Inquiry page

Click the View Attachment icon (paper clip) to view the read-only Attachments page and access the supporting file for review.

> **Note:** There is an upgrade impact for components with attachment capability prior to the application of the new attachment architecture for Release 9.1.

Message and Alerts Framework

The Message and Alerts Framework in 9.1 provides the tools to be more proactive in discovering potential problems in the system before they occur. An easy-to-use set of tools enables you to create a new query or use one of your existing queries to monitor conditions in your enterprise. You have the option of scheduling the query to run at intervals and notifying appropriate individuals via email or worklist entries when further action is required. Examples of the Message and Alerts Framework queries are provided as sample data in the FSCM database for many of the applications. The 9.1 Release Notes list the actual delivered queries by application.

Financial Control and Reporting Business Process Overview

Oracle's PeopleSoft Enterprise Financial Management solutions are designed to help our customers address today's challenges and to support their business opportunities. Today's opportunities focus on supporting profitable growth and business expansion. Today's workforce, suppliers, and customers are global. They cross regions and business lines. This creates challenges that revolve around reducing costs at every level and supporting ever increasing compliance requirements, both internal and external, in efficient and effective ways.

To reduce costs, a finance organization can streamline financial processes by supporting best practices, consolidating systems, standardizing charts of accounts, and so on. Supporting compliance and control requirements efficiently involves automating tasks, maintaining organizational policies, and having the tools to audit financial activity against those policies. Supporting profitable growth involves providing the right information to the right people at the right time. Enterprises need real time, actionable data in the context of specific financial tasks to better manage and carry out their business decisions. PeopleSoft Financial Management products help our customers improve efficiencies, comply with regulations, and add value to their enterprise. With today's challenges and opportunities in mind, PeopleSoft Enterprise Financial Management Solutions 9.1 focuses on;

- Streamlining Financial Processes

- Global Compliance and Controls

- Integrated Performance Management

Financial Control and Reporting Business Process

The Financial Control and Reporting business process consists of five phases:

- The Control phase establishes internal controls and standards, manages those controls to account for changing business dynamics, and provides compliance certification and reporting to appropriate authorities and stakeholders. This phase is iterative and self-extending in that the implementation of a base level of controls naturally leads to more effective business and financial management, which most often requires a more focused review of controls.

- The Record phase captures transactions from all operational and support functions, records edits for accuracy, and posts to the ledger for reporting. The record function is a combination of automated processes and interfaces, as well as manual entries from a variety of sources, including applications within the PeopleSoft Enterprise application suite and information captured offline in mediums such as spreadsheets or from third-party industry-specific systems.

- The Transform phase encompasses the allocation of balances across organizational lines, calculation of foreign exchange gains or losses for transactions in a foreign currency, and the presentation of a set of financial statements in a common currency.

- The Close phase involves elimination of intercompany transactions and investments, posting of period-end adjustments, and consolidation of financial balances. The end result of this phase is a holistic view of your organization.

- The Measure phase includes creating and distributing financials results, reviewing and analyzing results, and adjusting plans based on results gathered from the earlier tasks in this phase. The measurement function is critical to all organizations, whether it serves an internal or external audience.

The following sections describe the new Financial Control and Reporting features and enhancements in PeopleSoft Enterprise Financial Management 9.1. They are presented by product as follows:

- General Ledger

- Treasury Management (Cash, Deal and Risk Management)

General Ledger 9.1

Organizations are under increased pressure to control and streamline financial processes to improve their bottom line, efficiently support compliance and control requirements, and enable real-time analysis and reporting. These requirements have created a need for systems that provide efficiencies that result in actual cost savings in the areas of processing, reconciliation, and reporting that will directly reduce the period close process. PeopleSoft Enterprise General Ledger 9.1 delivers enhancements that focus on:

- Streamlining Financial Processes

- Global Compliance and Controls

Streamlining Financial Processes

The following enhancements were added to improve the streamlining capabilities for PeopleSoft General Ledger:

- Enhanced Allocations

- Incremental Consolidations

- Equitization and Consolidation Enhancements

- Enhanced General Ledger to Subsystem Reconciliation

- Enhanced Year End Closing

- Financials Generic Process Initiation Service

- Integration with Hyperion Planning and Budgeting

- Project Costing ChartField Validation Enhancement

Enhanced Allocations

General Ledger Allocations is a robust tool that has provided flexibility, automation, accuracy, and control in distributing costs, revenues, and other metrics across the enterprise. In General Ledger 9.1, the Allocations module provides greater configuration flexibility, maintenance, and processing efficiency.

New Functionality

The following Allocation enhancements are available in General Ledger 9.1:

- Exclusion logic for Pool and Basis when a range of values is selected.

- Allocation Group includes effective-dating and effective status.

Exclusion for Range of Values Within Allocation Pool and Basis

Release 9.1 Allocation supports both inclusion and exclusion in Pool and Basis setup, with an additional exception layer. The following example illustrates the exclusion criteria with an exception to the exclusion:

The pool excludes departments 3xxxx and 5xxxx, except 35000 and 55000.

When you select the Range of Values option within the Pool Fields group box, the Include/Exclude field appears. Select to Include Specified Values or Exclude Specified Values. In the example, the selection is for exclusion of Department ranges 30000 through 39999, and 50000 through 59999. To add exceptions to these exclusions, click the link in the Exceptions column. Initially, this value is 0, until you add exceptions. Then it shows the number of exceptions to each exclusion (or inclusion) that you have defined.

Access the Allocation - Pool page (Allocations, Define and Perform Allocations, Define Allocation Step, Pool):

Allocations - Pool page

The link in the Exceptions column launches the Pool Exceptions page (or Basis Exceptions page, if you are defining the basis), where you define the exceptions to the specified ranges from the Pool or Basis pages. Pictured is the exception to the Exclusion 3xxxx range, which is 35000, as described in this example:

Pool Exceptions page

If you click the Exceptions link from the 5xxxx range on the Allocations – Pool page, it shows the exception of department 55000. This feature enables you to refine the selection criteria, reducing the need for multiple rows or steps.

Allocation Group Enhancements

Enhancements to the Allocation Group include effective-dating and effective status (active or inactive). These improvements to the allocation group allow companies to track the historical basis of the financial data that results from allocation processing in the ledger.

Access the Allocation Group page (Allocations, Define and Perform Allocations, Define Allocation Group, Allocation Group):

Allocation Group page

Provide effective date and status for the allocation group.

Incremental Consolidations

Customers who have multiple entities, lines of business, or global businesses must consolidate their financial results according to GAAP (generally accepted accounting principles) using entity hierarchies that accurately reflect the business activity to meet external (SEC, IAS, and regulatory) and internal reporting requirements. The General Ledger consolidation capability is robust, leveraging PeopleSoft Trees for building hierarchies to manage the consolidation process.

General Ledger 9.1 further enhances the Consolidation functionality by providing incremental processing of entities, thereby reducing processing time during the critical period-end close. Customers can then consolidate each node on the hierarchy and store the results.

New Functionality

Incremental processing of consolidations recognizes lower-level tree nodes that were previously processed when the current consolidation was run. Incremental processing of consolidations enables you to consolidate in stages while avoiding reprocessing of portions of the overall organization that have already been successfully consolidated.

Access the Consolidation Request page (General Ledger, Consolidate Financial Data, Consolidation, Request Consolidation, Consolidation Request):

Consolidation Request page

The Consolidation process uses the consolidation set, as of date, currency, and tree name of the process request to identify the tree nodes that have been processed, thereby enabling processing of only the nodes under a specified higher-level tree node that have not yet been processed.

When reprocessing a consolidation that was previously run (commonly done for late transactions or discovery of errors) and you need to reprocess lower-level nodes, you can select the Undo Previous Process and the Include All Lower Level Nodes check boxes on the Consolidation Request page. When you select the Include All Lower Level Nodes check box, the undo process identifies all previously processed lower-level nodes and reverses the previous process for those nodes. If this option is not selected, the undo process reverses only the entries that were created from a single process by matching consolidation set, as of date, currency, tree name, tree level, and tree node as indicated on the current run control.

Consolidation and Equitization Enhancements

PeopleSoft General Ledger 9.1 enhancements for Consolidations and Equitization enable more efficient processing and increased control.

New Functionality

The following enhancements are added to Consolidations and Equitizations:

- Select TimeSpans for the Consolidation Set and Equitization Group to indicate the type of balances to be posted for consolidation and equitization entries.

- Effective-dated subsidiary ownership sets for Consolidation and Equitization.

TimeSpans in Consolidation and Equitization Processing

TimeSpans have been added to Consolidation and Equitization processing to indicate the type of balances to be posted for consolidation and equitization entries. The ability to use intermediate TimeSpans (other than year-to-date types) generally provides for more efficient processing of consolidation and equitization.

Access the Consolidation Set - Journal Options page (General Ledger, Consolidate Financial Data, Consolidation, Consolidation Set, Journal Options):

Consolidation Set - Journal Options page

Specify a TimeSpan on the consolidation set and the equitization group to indicate the type of balances to be posted for consolidation and equitization. If the TimeSpan is a year-to-date type of TimeSpan (for example, BAL), then a valid Journal Reversal option should be selected; otherwise, there should be no reversal of the consolidation or equitization entries if they are intermediate periods. This is because distinct periods are consolidated that do not include prior periods in the current process. A warning message is issued by the system if the reversal option is selected with a TimeSpan other than a year-to-date type of TimeSpan.

Note: Using quarterly or period TimeSpans for consolidation and equitization processing improves performance. However, when upgrading to 9.1, use the BAL TimeSpan, because the historical consolidation and equitization entries will have been processed by means of cumulative balances.

Effective-Dated Subsidiary Ownership Sets for Consolidations and Equitization

Consolidation and Equitization support the use of multiple effective-dated subsidiary ownership sets. The effective date of the ownership set, along with the process selection on the consolidation set and the equitization group, dictate to which period of the fiscal year that ownership sets are to be applied.

Access the Consolidation Set - Set Options page (General Ledger, Consolidation, Consolidation Set, Set Options):

Consolidation Set - Set Options page

Two options are available for the Effective-Date Ownership Sets field within the consolidation set and equitization group (consolidation set pictured):

- By Period End Date(s) – the (Consolidation or Equitization) process applies the ownership definitions that are effective as of the respective accounting period end dates of the periods that are being processed.

- By Process Request As-Of Date – the (Consolidation or Equitization) process applies the ownership definitions that are effective as of the process request date.

Enhanced General Ledger to Subsystem Reconciliation

Reconciling the ledger to subledgers is a control and audit requirement for all organizations as part of regular financial processing. It is especially critical and time-consuming at period-end. Generally, it is a manual process to ensure that ledger balances agree with the appropriate subledger totals. General Ledger 9.1 provides enhancements to the Subsystem Reconciliation function to support a more efficient, online, and automated balancing of the ledger to Payables and Receivables control accounts.

New Functionality

General Ledger 9.1 provides the following Subsystem Reconciliation enhancements:

- Online views reduce batch processes to create reports with embedded logic that provides the ability to easily tie the ledger control account balances to the subsystems balances.

- Incremental updates from the feeder systems, reducing the volume of data for more efficient processing.

Subsystem Reconciliation includes a reporting and inquiry tool that provides insight into the Payables and Receivables subsystems for documents that have not been fully processed. Subsystem Reconciliation reporting enables you to report on individual documents within a subsystem and review vital status fields that may identify why a document has not been fully processed and posted to the general ledger.

Access the Subsystem Reconciliation page (General Ledger, General Reports, GL Subsystem Reconciliation, GL Reconciliation Inquiry, GL Reconciliation):

GL Reconciliation - Subsystem reconciliation page

Supply the desired reconciliation criteria and click the Search button. This action launches the Reconciliation Overview page:

Reconciliation Overview page

The reconciliation overview displays the subsystem accounting line data amount that is not distributed to the general ledger and corresponding data.

Click the Documents not yet Posted link to access the SubSystem Document page:

SubSystem Document page

This page displays the source documents that have not yet been processed through General Ledger.

The inquiry is based upon data that is loaded through a process (GL_RECN) that maintains a status table. This table keeps a record of the date and time of last processing by business unit, system source, fiscal year, and accounting period. The load process enables you to load data for selected business units, system sources, fiscal periods, and ChartFields. You can also select to increment data from the last process. Allowing this flexibility in the data load process improves performance and reduces redundant output in the reconciliation reports.

Enhanced Year End Closing

Whereas typically profit and loss accounts are closed to earnings accounts directly, some countries require additional steps and accounting entries for closing.

New Functionality

General Ledger 9.1 includes a closing process group that enables you to define more than one closing rule for processing year end close request. This enables you to create closing accounting entries to accounts besides the customary retained earnings accounts.

The new functionality provides:

- Closing Process Group definition.

- Option to select rules to execute.

Closing Process Group Definition

Define a closing process group to be used for a given ledger close request. A closing process group includes one or more closing rules that you define. The closing process group facilitates setup of rules to generate additional accounting entries for a given close request besides those made to retained earnings accounts because you can include more than one step or closing rule.

Access the Closing Process Group Definition page (General Ledger, Close Ledgers, Closing Process Group, Closing Process Group):

Closing Process Group page

You can also create a closing process group from the Closing Rules - Closing Options page. Access the Closing Options page (General Ledger, Close Ledgers, Closing Rules, Closing Options):

Closing Rules – Closing Options page

When creating or updating the closing rules, you can click the Create Closing Group link on the Closing Options page to create or modify a closing group. This opens the Closing Process Group page in a new window.

Note: For PeopleSoft General Ledger 9.1, you must use a closing group for the ledger close request instead of a closing rule.

Access the Ledger Close Request page (General Ledger, Close Ledgers, Request Ledger Close, Ledger Close Request):

Ledger Close Request page

Select the closing group to use for the request. The closing group includes the closing rule or rules that you specified on the Closing Process Group page for that group. Note that the Closing Group field replaces the Closing Rule field on the request page.

Option to Select Rules to Execute

You can select or deselect certain rules within the closing group to execute for the request.

Access the Closing Rules to Execute page (click the Rules to Execute link from the Ledger Close Request page):

Closing Rules to Execute page

Select to execute a given closing rule for the ledger close request process. The closing rules cannot be selected out of sequence. In other words, do not select closing step 1 and closing step 3 while deselecting closing step 2.

Financials Generic Process Initiation Service

Introduced in PeopleSoft FSCM 9.1 Bundle #7 and in FSCM 9.0 Bundle #32. Included in FSCM 9.1 Feature Pack March 2011.

Customers are challenged with reducing the costs of managing various systems. Accepted best practice is to consolidate systems and simplify system integrations to improve performance and reduce costs overall. PeopleSoft Enterprise delivers web services that facilitate integration, including integrations with external partners, making processes more streamlined and efficient.

New Functionality

PeopleSoft General Ledger provides a new generic process initiation web service, PROCESS_INITIATION, which enables third-party applications to launch any PeopleSoft processes for any of the Financials products, such as PeopleSoft General Ledger, Payables, Receivables, Billing, and Asset Management. The third-party application issues the process initiation request to run a PeopleSoft process, and the PeopleSoft system returns a process status notification to the third-party application.

This feature is extended to PeopleSoft Financials 9.0 and requires PeopleTools 8.51 or later.

For more information, see My Oracle Support Note ID 1234623.1.

Integration with Hyperion Planning and Budgeting

Introduced in PeopleSoft FSCM 9.1 Bundle #7 and in FSCM 9.0 Bundle #32. Included in FSCM 9.1 Feature Pack March 2011.

The planning and budgeting cycle is a repetitive one that requires collaboration between varied levels of an organization. The key to the success of this cycle is the accuracy of the financial information that is the basis of the budget plan.

New Functionality

PeopleSoft General Ledger 9.1 provides an automated integration of financial data with Hyperion Planning and Budgeting. This integration provides for the movement of financial data from PeopleSoft General Ledger to Hyperion through Oracle Data Integrator (ODI).

As budget preparation concludes in the Hyperion solution, budget data is integrated back to PeopleSoft General Ledger through Journal Generator using a new delivered Accounting Entry Definition (HYPDEFN) and Journal Generator Template (HYP_STDBUD). A dedicated accounting entry table is provided for the budget data from the Hyperion solution.

This feature is extended to PeopleSoft General Ledger 9.0.

Project Costing ChartField Validation Enhancement

Introduced in PeopleSoft FSCM 9.1 Bundles #1–9. Included in FSCM 9.1 Feature Pack March 2011.

PeopleSoft Financials 9.1 advances the effort to provide efficiency and consistency in its application processes.

New Functionality

The PeopleSoft batch Combination Edit process now performs Project Costing ChartField validation for the following applications:

- Asset Management

- General Ledger

- Grants

- Payables

- Receivables

- Purchasing

- Project Costing

For more information, see My Oracle Support Note ID 1063525.1.

Global Compliance and Controls

The following enhancements are provided to improve the global compliance and control capabilities for PeopleSoft General Ledger:

1. Approval Framework for Journal Processing

2. ChartField Security in General Ledger

   ▪ Spreadsheet Journal Import Enhancement

   ▪ Hyperion Disclosure Management Integration

3. Simplified Project Costing Integration

4. SpeedType Enhancements

5. Componentized TAS/BETC for FSIO Compliance

6. Commitment Control Enhancements (expense analysis and control)

Approval Framework for Journal Processing

Customers are required to support increasing levels of financial statement certification and external audit assessment due to increased regulatory requirements such as Sarbanes-Oxley and others. These regulatory requirements have led to business process changes that support additional layers of control over an increasing percentage of financial activity. In an environment of increasing controls and reduced resources, customers need workflow approval that is configurable so that multiple rules are easy to implement yet flexible so as to accommodate changing business and regulatory conditions. PeopleSoft Financials 9.1 extends the use of the Approval Framework within the Financials applications of Payables, Receivables, Billing, and General Ledger.

New Functionality

General Ledger 9.1 adopts the Approval Framework (AF) for approval of actuals and standard budget journals. In addition to the existing workflow for journal approval, PeopleSoft Release 9.1 delivers new sample rules to provide a frame of reference and to showcase the power of the tool and its enhanced capabilities. Although most of the setup for configurable AF workflow is delivered as sample data, varying degrees of modification are necessary to meet your organizational needs.

The AF functionality does not affect the current process of submitting and approving journals using the Journal Entry component. You continue to submit journals for approval by using the Journal Entry - Lines page, and approvers select the approval action (to either approve or deny) using the Journal Entry - Approval page. You can also submit journals using the Journal Entry - Approval page.

Note: PeopleSoft Enterprise General Ledger does not upgrade approval history data from the existing functionality to the AF approval data. Both the Journal Entry Approval Log table (JRNL_APPR_LOG) and the Journal Approval Worklist Record table (JRNL_APPR_WL) in the prior workflow functionality remain as they are. You must post all approved journals within the existing workflow functionality before upgrading to AF-based workflow approval.

The following flowchart represents the AF approval process:
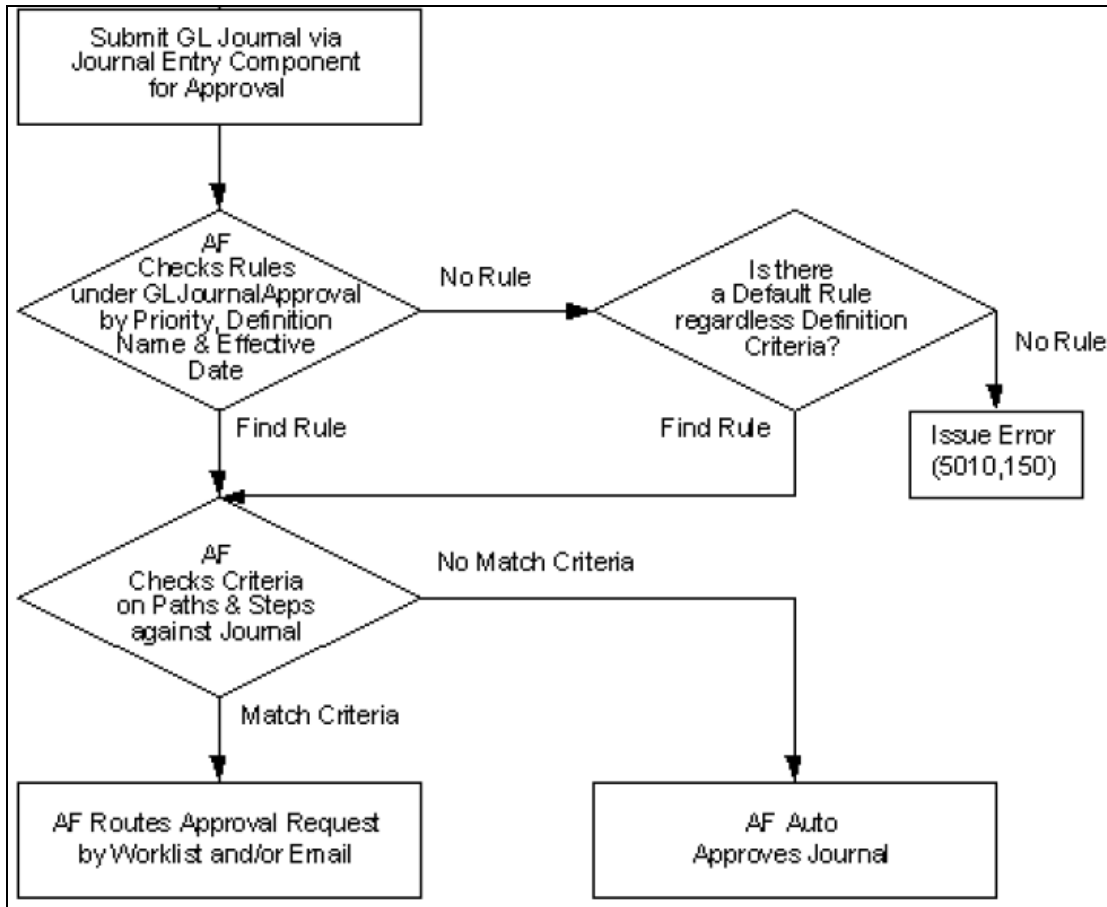
Approval Framework journal approval process flow

When preparing to use AF, verify that the delivered setup meets your requirements or modify accordingly:

• Complete the Approval Transaction Registry and Configuration.

• Modify or create notification template definitions.

• Define user lists for approval framework.

• Set up approval process definitions (rules).

• Enable email approval.

• Define approval options at various levels (business unit, ledgers, source).

To select the journal approval method, access the Installation Options - General Ledger page (Set Up Financials/Supply Chain, Install, Installation Options, General Ledger):

Installation Options - General Ledger page

Select to use either the Virtual Approver method or Approval Framework method for the journal approval process. The selection choices on the Approval Options page depend upon which methodology you select to use within Installation Options.

Access the General Ledger Definition - Approval Options page (Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Approval Options):

General Ledger Definition - Approval Options page

When you use the Virtual Approver method, the Business Process Name and Approval Rule Set fields appear on the Approval Options page. When you use the Approval Framework method, these fields are not visible because the Approval Framework provides its own Business Process and Approval Rule Set to communicate with PeopleTools.

ChartField Security in General Ledger

The PeopleSoft architecture, which provides robust security infrastructure to manage access to specific menus, components, and pages, is complemented by an application security layer that further enables you to manage access to specific control data such as business unit, paycycle, project, asset book, and others within the applications.

New Functionality

ChartField Security provides a flexible framework for configuring and maintaining data-level security. Enable or disable ChartField Security by product. You can also control access by user ID, role, or permission list. When enabled, ChartField Security prevents user access to:

• Online transactions with unauthorized ChartField values.

• Accounting data with unauthorized ChartField values in inquiry components.

• Unauthorized ChartField values during data entry.

Control access for specific high-exposure entry functions and most inquiry functions. You can leverage PeopleSoft tree nodes and ranges, permission lists, and roles to configure security rules.

You can enable ChartField Security for the following components within General Ledger:

GL Component	Description	Type
JOURNAL_ENTRY_IE	Journal Entry	Transaction Entry
DEPT_ENTRY	Detail Budget Maintenance	Transaction Entry
JRNL_SUSPENSE_COR	Journal Suspense Correction	Transaction Entry
JOURNAL_FS	Journal Status	Inquiry
JOURNAL_INQUIRY	Journal Inquiry	Inquiry
JOURNAL_OPEN_ITEMS	Open Item Maintenance	Inquiry
JOURNAL_POST_MARK	Mark Journals for Post	Inquiry
JOURNAL_UNPOST_MRK	Mark Journals for Unpost	Inquiry
AV_DRILL_PNL	Review Contributor Relations Entries	Inquiry
PROJ_ENTRY	Detail Project Maintenance	Transaction Entry
EE_GLADJ_DRILL	GL Adjustment Drill Down	Inquiry
EE_GLBUD_DRILL	Budget Journal Entry Event Drill	Inquiry
ELM_JRNL_DRILL	ELM Acctg Entry Drill Down	Inquiry
F2_STAGE_REV	Review FACTS II Data	Inquiry
GL_OPEN_ITEM_INQ	Open Item Inquiry	Inquiry
INQUIRY_CRITERIA	GL Ledger Inquiry	Inquiry
INQ_COMPARE	Compare Across Ledgers Inquiry	Inquiry
INQ_LED_CMP_PNL	GL Ledger Compare Inquiry	Inquiry
JGEN_ACCTG_DRILL	Generic Accounting Drill	Inquiry
KK_XCP_GEN	Generic Transaction Exceptions	Inquiry
KK_XCP_GL1	GL Journal Exceptions	Inquiry
KK_XCP_GL2	Budget Journal Exceptions	Inquiry

KK_XCP_HR1	HR Payroll Exceptions	Inquiry
MARK_JRNLS_OVERIDE	Budget Exceptions Override	Inquiry
MULTIBOOK_JOURNALS	Multibook Journal Inquiry	Inquiry
PY_DRILL_PNL	Payroll Accounting Entry Drill	Inquiry
SF_DRILL_PNL	Student Financials Accounting Entry Drill	Inquiry

ChartField Security restricts users to authorized ChartField values from the prompt list. This applies to transaction entry components and components used to maintain transaction data. This does not apply to the inquiry components.

ChartField Security is designed so that transactions with one or more lines containing secured ChartField values are not accessible.

For example, ChartField Security is enforced when data is selected from the Journal Entry component search list. The entire component search list is viewable (based on the search criteria) because ChartField Security does not filter the component search list. Although if a transaction containing one or more lines of secured ChartFields is selected from that list, access to the transaction is not allowed and an error message appears, indicating that access in denied due to ChartField Security.

Spreadsheet Journal Import Enhancement

Introduced in PeopleSoft FSCM 9.1 Bundle #6 and in FSCM 9.0 Bundle #32. Included in FSCM 9.1 Feature Pack March 2011.

Organizations are under increased pressure to control and streamline financial processes to improve their bottom line. PeopleSoft Enterprise General Ledger continues to provide opportunities for organizations to streamline financial processes by providing tools that leverage the latest technologies.

New Functionality

PeopleSoft General Ledger provides support for the architectural changes made by Microsoft Excel 2007 as well as the Microsoft Vista operating system by delivering alternative Spreadsheet Journal Import files.

This table lists the files that PeopleSoft General Ledger provides for the spreadsheet journal import user interface.

Files for Microsoft Excel 2007 (and subsequent versions)	
JRNL1.xlsm	This is the journal workbook that you use to create and import journals with Excel 2007 and later versions. You can rename this file.
JRNLMCRO.xlam	This is the Visual Basic code library and dialog control used with Excel 2007 and later versions.
GLLOG.xlt	This is the Message log template.

Copy these files to the same folder on your workstation. No additional .dll files need to be installed on your workstation when you are using this set of files.

Files for Microsoft Excel 2003 (and prior versions)

JRNL1.xls   This is the journal workbook that you use to create and import journals with Excel 2003 and prior versions. You can rename this file using a meaningful name.

JRNLMCRO.xla This is the Visual Basic code library and dialog control used with Excel 2003 and prior versions.

GLLOG.xlt   This is the Message log template.

In addition to these files, the Excel 2003-compliant Spreadsheet Journal online import expects the Microsoft-delivered XML library file MSXML6.dll to be installed on your workstation.

Hyperion Disclosure Management Integration

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

Oracle Hyperion Disclosure Management enables organizations to centralize and effectively manage the development of XBRL-tagged submissions that are now required by many regulatory bodies.

New Functionality

PeopleSoft General Ledger 9.1 seamlessly integrates with Hyperion Disclosure Management to enable graphical XBRL tagging of financial statements in support of external reporting requirements (XBRL reporting to the SEC for publicly traded companies).

The solution lets customers modify or extend taxonomies before the mapping process as well as set up multiple taxonomies. Final XBRL instance documents can be created and validated before submission.

Simplified Project Costing Integration

Project management is a necessity for most organizations. Companies face increasing synchronization and reconciliation issues because of the movement of data through multiple interfaces. Organizations require simplified integrations that provide appropriate controls and ensure accuracy. PeopleSoft's improved integration between Project Costing and General Ledger is simplified for greater efficiency and productivity.

New Functionality

The following improvements increase efficiency between PeopleSoft General Ledger and Project Costing:

- General Ledger to Project Costing Line Level Integration

- SpeedTypes for Project Costing ChartFields

General Ledger to Project Costing Line Level Integration

The Project Costing Distribution Status is available at the journal line level (join PROJ_RESTYPE_FS record to JRNL_LN). The General Ledger to Project Costing integration process (PC_GL_TO_PC) allows for selective processing of journal lines within a journal entry. In prior releases, the PC Distribution flag was maintained at the journal header level. As such, the entire journal entry was either distributed or not distributed. This integration enhancement simplifies the journal entry function by reducing the number of journals to be processed.

Access the Journal Entry - Lines page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries):

Journal Entry - Lines page

The journal presented includes several journal lines with various project IDs. Once the journal is posted, you can run the PC_GL_TO_PC integration process for select project IDs or even select activities within projects.

Access the Cost Collection - General Ledger page (Project Costing, Cost Collection, General Ledger):

Cost Collection - General Ledger page

Select from the following options: All, Business Unit, Business Unit/Project, or Business Unit/Project/Activity. Select to run a specific business unit or all units and a range of journals or all journals with the specified options. Selected journal lines within the same journal entry can be processed on different days.

SpeedTypes for Project Costing ChartFields

The Project Costing ChartFields are added for selection on the SpeedTypes page for ease of entering journal entries with Project Costing information.

SpeedType page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, SpeedTypes, SpeedTypes):

SpeedType page

SpeedType Enhancements

In today's business environment, with less time and fewer resources, efficiency is imperative for success. SpeedTypes provide effective shortcuts for journal entry. SpeedTypes allow setup of common ChartField combinations for reuse when regular and budget journals are entered.

New Functionality

In addition to the aforementioned inclusion of Project Costing ChartFields to SpeedTypes, General Ledger 9.1 provides the following SpeedType functionality improvements:

- Mass deletion of SpeedTypes.

- SpeedType keys for budget journal lines.

Mass Deletion of SpeedTypes

Business needs such as account inactivation or outdated ChartField combinations require that multiple SpeedTypes be deleted in one operation for efficiency and improved performance. PeopleSoft General Ledger 9.1 provides the SpeedType Delete page to search for and delete multiple SpeedTypes in one action.

Access the SpeedType Delete page (Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, Mass Delete SpeedTypes, SpeedType Delete):

SpeedType Delete page

Search for SpeedTypes based on type (Universal (All Users), One User, or One Permission), and by field name. Select those SpeedTypes that you want to delete and click the Delete link.

SpeedType Keys for Budget Journals Lines

SpeedType entry should be consistent between the regular and budget journal. By standardizing this functionality, the application has a consistent look and feel and the time and cost of user training is reduced.

The Budget Journal Entry page is changed to include consistent SpeedType entry as the Journal Entry – Lines page, whereby you can enter the SpeedType value directly in addition to selecting from a prompt list, rather than clicking a hyperlink. This increases productivity by reducing the required effort in keystrokes and page refreshes in order to select the SpeedType.

Access the Budget Journal Entry – Budget Lines page (Commitment Control, Budget Journals, Enter Budget Journals, Budget Lines):

Budget Lines page

Enter a SpeedType directly or select from the SpeedType prompt. An edit is performed on the SpeedType to ensure that it is a valid SpeedType.

TAS/BETC for Financial Systems Integration Office (FSIO) Compliance

Federal agencies are required to begin using new formats for the Treasury Account Symbol (TAS) when reporting cash transactions through the FMS 224 Reports and Intra-governmental Payment and Collection system (IPAC) transactions. Component TAS elements provide federal agencies and Treasury the ability to sort, filter, and analyze data based on each independent piece of the component TAS. The Treasury has adopted a phased approach to the transition from 20-character to 28-character componentized TAS and Business Event Type Codes (BETC).

New Functionality

PeopleSoft GL provides a configurable solution to accommodate the valid combinations of TAS and BETC for FMS 224 reports and when you enter and report IPAC transactions to the Department of Treasury. This configuration also anticipates the handling of valid TAS and BETC combinations to be downloaded in the future from the Treasury SAM website when the U.S. Treasury is ready to make the information available.

To define componentized TAS and BETC elements for FMS 224 reporting and IPAC transactions, PeopleSoft Release 9.1 provides components for the following tasks:

- Define agency identifiers.

- Define main accounts.

- Define Treasury Account Symbols (TAS).

- Associate attributes with the Treasury Account Symbol (TAS).

Once you define the agency identifiers and main accounts in their respective components, define the TAS and associate BETC and Fund Codes.

Access the Treasury Account Symbol Definition – Components page (General Ledger, Federal Reports, TAS/BETC, Define TAS, Treasury Account Symbol Definition, Components):

Treasury Account Symbol Definition - Components page

To add a new componentized treasury account symbol or find an existing value, select an agency identifier and a main account that serve as key fields to identify the TAS. Define the components of the TAS, such as Sub Class, Sub-level Prefix, Allocation Agency, and so on.

Associate the BETC codes and fund codes on the Attributes page. Access the Treasury Account Symbol Definition – Attributes page (General Ledger, Federal Reports, TAS/BETC, Define TAS, Treasury Account Symbol Definition, Attributes):

Treasury Account Symbol Definition - Attributes page

When you click the BETC and Fund Code links, you are directed to the BETC and Fund Code pages, where you define and associate those attributes with the TAS. Click the TAS Formats link to access the TAS Formats page:

TAS Formats

Componentized Treasury Account Symbol		
Agency Identifier:	088	
Main Account:	0001	
Sub-level Prefix Code:	10	
Allocation Transfer Agency Identifier:	555	
Begin Period of Availability:	2009	
End Period of Availability:	2012	
Availability Type Code:		
Sub- Account:	010	
Sub Class:	00	
Description:	SALARIES AND EXPENSES	

TAS Formats		
String	**GWA TAS**	**Partial 224**
(00)555-889/20001.10	555-8809/120001.10	(00)555-882009/20120001.10

TAS Formats page

This page displays the various TAS formats that are required to accommodate the U.S. Treasury's phased approach to the transition from a 20-character to a 28-character componentized TAS:

- String: Displays the 20-character TAS format required for the FMS 224 report.

- GWA TAS: Displays the 26-character component-based GWA TAS representing the agency appropriation in GWA.

- Partial 224: Displays the expanded 27-character concatenated string format that is required for Partial 224 reporting.

Note: Only the String format will be used for FMS 224 reporting.

Commitment Control Enhancements (Expense Analysis and Control)

Organizations must optimize resources across their enterprises to effectively and efficiently manage their bottom line. Real-time expense analysis and control is becoming vital to every organization's financial health. PeopleSoft's best-of-breed solution, Commitment Control, continues to offer opportunities for additional savings and enhanced management of funds. Public entities are continually challenged by inefficiencies in managing capital programs through various systems and methodologies. Organizations can improve their decision-making capabilities through enhanced control, management, and visibility into the spending of funds in Financials and HR.

PeopleSoft Commitment Control 9.1 enhancements include:

- Efficient Budget Maintenance.

- Check only capability (budget pre-check).

- Real-time budget checking for HCM.

- Auto-override for system sources.

- Budget line status for budget bypass.

- Budget flat file import enhancement.

- Enhanced tracking for PO closing entries.

Efficient Budget Maintenance

For some organizations, the budgeting process is an ongoing maintenance challenge that uses valuable analytical resources and time. Organizations need to reduce these time and resource costs, and target the strategic budget planning that is required to successfully execute their business mission.

PeopleSoft Enterprise General Ledger 9.1 enhances the budget maintenance function by reducing the time needed to create budget rules and definitions.

New Functionality

The following functionality is added to Commitment Control 9.1 to enhance budget maintenance efficiency:

- Account ranges for defining account exclusions within budget definitions.

- Ability to copy the entire Budget Definition setup, including the creation of Commitment Control Ledgers, Ledger Groups, and Budget Definitions.

- Selection of optional Value Required field in budget definition to reduce budget setup.

- Budget definition online edits.

- Page to unlock the Commitment Control source header.

Account Ranges for Account Exclusions Within Budget Definitions

The Excluded Account Types page enables you to specify:

- Range of account value exceptions to the account type exclusions.

- Range of account values to be excluded from budget checking.

The Budget Processor marks the source data for exclusion before translations. This enhancement simplifies the setup and provides more flexibility to specify ranges for excluded accounts and account type exclusion.

Access the Budget Definition – Excluded Account Types page (Commitment Control, Define Control Budgets, Budget Definitions, Excluded Account Types):

Budget Definitions - Excluded Account Types page

Enter a setID in the SetIDs for Excluded Accounts group box and define the ranges of accounts that you want to exclude from budget checking that would otherwise be included.

Click the Exceptions link in the Excluded Account Types group box to access the Exclude Account Type Exceptions page:

Exclude Account Type Exceptions page

Add ranges of accounts for the excluded account type that you want to be included for budget checking (exceptions to the exclusions) on the Exclude Account Type Exceptions page.

Copy the Budget Definition Setup

To facilitate the upgrade process, copy the entire Budget Definition setup, including the creation of Commitment Control Ledgers, Ledger Groups, and Budget Definitions.

The combined effect will reduce the time spent on entry, maintenance, and error correction tasks.

Access the Budget Definition – Copy Ledgers page (Commitment Control, Define Control Budgets, Copy Budget Definitions, Copy Ledgers):

Copy Ledgers page

Enter the new ledger group name and ledger names to which you want to copy the budget definitions.

Selection of Optional Value Required Field in Budget Definition

The Budget Processor uses the Value Required option to determine how to handle transactions with blank values. A new Optional option enables you to set up and budget check against budgets with blank key values. This feature helps to reduce the budget setup in the area of rule sets.

Access the Budget Definition – Keys and Translations page (Commitment Control, Define Control Budgets, Budget Definitions, Keys and Translations):

Budget Definition - Keys and Translations page

The Value Required selection in the budget definition can be designated as Optional, Required, or Not Required. When you designate the Value Required field as optional, a blank key ChartField is treated as if a value were present.

Budget Definition Online Edits

A Validation Required link is available in the budget definition that will carry out some of the online edits to validate the budget definition. This enables you to maintain Ruleset and Control ChartField ranges without having to incur the cost of the validation every time the budget definition is saved. You can control when to validate the budget definition.

Access the Budget Definition – Control Budget Options page (Commitment Control, Define Control Budgets, Budget Definitions, Control Budget Options):

Control Budget Options page

Page to Unlock the Commitment Control Source Header

The following page enables you to unlock the Commitment Control Source Header for a failed request. The page will unlock the KK Source Header and will clean up the temporary tables and state records that were used by Budget Processor.

Commitment Control Source Header Unlock page

Check Only Capability (Budget Pre-Check)

PeopleSoft Enterprise General Ledger 9.1 provides enhanced management of spend by allowing customers to check a transaction against budgets using what-if scenarios that do not actually commit the funds against any budget. This capability also provides prevalidation of the transaction data against budget definitions.

New Functionality

You can select to process journals using a budget pre-check option. The budget processor performs the usual budget checking and edits when a budget or transaction is posted, but it does so without committing changes to the Ledger_KK record and other such records.

A check-only of budget entries is especially useful in the work-in-progress stage of your budget development or implementing budget changes. Actuals transactions can also be processed by means of the budget pre-check option.

> **Note:** Budget status for a budget entry or transaction might be valid only for a short time if others have concurrent access to affect the budget and to process transactions. For example, if two individuals do a budget pre-check on a transaction for 1,000 USD and there is a budget of 1,000 USD, both transactions will pass because there is no commitment or posting in the check-only process that reverses the budget for either amount. Because of the transient nature of this feature, it is best used online, even though it is available as a batch process as well.
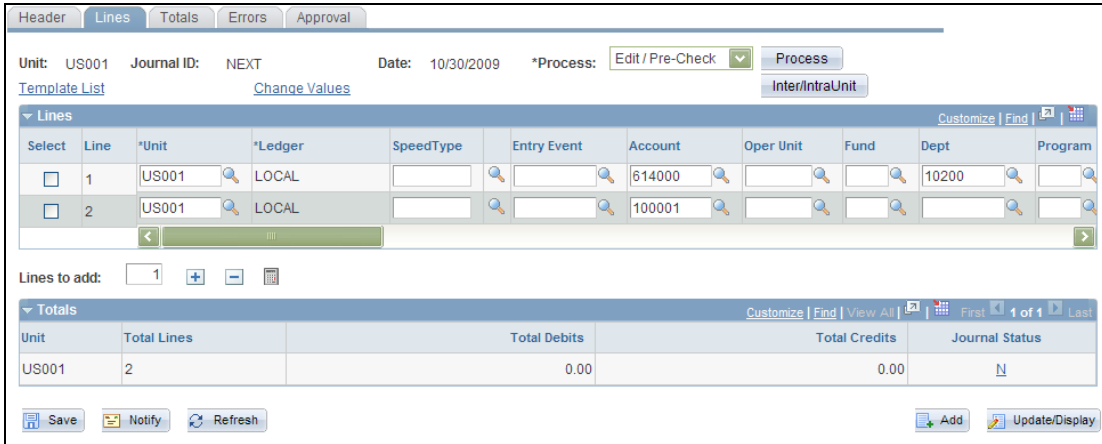
To enable the Check Only (budget pre-check) feature, access the Installation Options - Commitment Control page (Set Up Financials/Supply Chain, Install, Installation Options, Commitment Control):

Installation Options – Commitment Control page

Select the products for which to enable the Check Only feature within the Enable Budget Pre-check group box of the Installation Options - Commitment Control page. This option is available to budget journals, GL journals, Payables, and Purchasing transactions.

Edit Pre-Check can be run from the Process button on the Journal Entry - Lines page or Budget Journal lines page in PeopleSoft Enterprise General Ledger and Commitment Control, respectively.

Access the Journal Entry - Lines page (General Ledger, Journals, Journal Entry, Create/Update Journal Entries, Lines):

Journal Entry – Lines page with Edit / Pre-Check process option

If the Enable Budget Pre-check option was selected for General Ledger within the Installation Options - Commitment Control page, the Edit / Pre-Check process option appears in the Process drop-down list. When you select Edit / Pre-Check, the journal will be edited and run through the Budget Processor. However, the Budget Processor checks only the journal and the funds will not be reserved.

Pre-Check only is also run from various pages in the other PeopleSoft products previously mentioned. See the discussion of Commitment Control and the budget pre-check feature in the PeopleBooks for these products for more details.

Budget pre-check can be run online by means of:

- Budget Journal Entry page using the edit/pre-check option.

- Regular Journal Entry page using the edit/pre-check option.

- Commitment Control Process using Budget Journal Check Only.

- Commitment Control Process using Document Check Only.

Budget pre-check can also be run in batch by means of:

- Budget Journal Post Control Budget run control.

- Budget Check Journals run control.

- Commitment Control process – Cumulative Checking.

A successful check-only budget entry has a Budget Header Status of P to indicate a Provisionally Valid budget check-only. The value P is equivalent to N (not checked). Subsequently, after full processing, a successful budget check is indicated by the Budget Header status V (valid), which indicates a successful budget check and posting to the Ledger_KK record.

Real Time Budget Checking for Human Capital Management (HCM)

Public services organizations are constantly challenged with operating within pre-established budgetary funding levels from public agencies. Public institutions, such as higher education organizations, must recognize the estimated cost of new positions, the salary offering to new employees, and changes in salaries for employees on an ongoing basis, in real time.

New Functionality

General Ledger 9.1 provides real-time budget checking of position data from PeopleSoft HCM as follows:

- Requisitions for positions are validated against budgetary rules in Financials and recorded as pre-encumbrances.

- Position offers are booked as encumbrances.

- Position data changes, such as bonuses and salary changes, are validated and booked against the budget as appropriate.

The major purpose of real-time funds checking is to prevent overdrafts on accounts from occurring by accurately editing transactions before they are entered into the General Ledger. A secondary purpose is to enable departments to immediately see the effects that sourcing (funding) changes will make to the balances of grants and other accounts into the future (effective-dated). The primary outcome is to reduce effort in correcting overdrafts after the errors have been entered into the General Ledger and also to facilitate in properly spending down grant and other accounts.

To implement real-time budget checking for HCM:

- Activate the services that are listed for the GL_BUDGETCHECK queue (PeopleTools, Integration Broker, Integration Setup, Queues).

- For non-PeopleSoft applications, complete the Service Configuration page (Integration Broker, Configuration, Service Configuration).

- Make sure that the application server is active (Integration Broker, Configuration, Quick Configuration).

- Add the HR node to the single sign-on for FMS (PeopleTools, Security, Security Objects, Single Signon).

The request services (for the GL_BUDGECHECK queue) invoke the budget processor and response services (same queue) send validation or error messages to HCM, which you can view (and correct or override) on the HR Enc Exceptions page or the HR Exp Exceptions page.

See *PeopleSoft Enterprise Human Capital Management 9.1 PeopleBook,* "Manage Commitment Accounting."

Auto Override for Source Transactions

In actively managing the bottom line through Commitment Control, customers provide specific users access to override budgetary error conditions. For specific source transactions, such as Payroll, the transactions must be processed, and the continuous need to override error results can be time-consuming.

New Functionality

Commitment Control 9.1 provides an optional Auto Override setting at the source transaction level. If the Auto Override setting is enabled for a particular source transaction type, then the budget processor will process the transaction with a warning.

To enable the Auto Override feature, access the Source Transactions – Options page (Commitment Control, Define Control Budgets, Source Transactions, Options):

Definition	Fields	Page Transfers	Selection Criteria	Status Fields	Referenced Record Keys	Page Events	Options

Source Transaction Type: GL_JOURNAL   **Description:** General Ledger Journal

*Commitment Control Option: Default from Higher Level
*Override Budg Checking Option: Auto Override
Update Transaction Log: Update Log

Source Transactions - Options page

Select the Auto Override option for the Override Budg Checking Option field on the Source Transactions – Options page.

Budget Line Status for Budget Bypass

Additional visibility is needed to understand whether specific transaction lines affect budgets.

New Functionality

Commitment Control 9.1 provides an additional budget line status (new translate value to the budget line status field) to indicate that the transaction line is not subject to budget checking. The Budget Processor sets the budget line status to B for transaction lines that are not subject to budget checking* for any of the Commitment Control ledger groups that are assigned to the GL business unit.

This budget line status means that the transaction line is valid but did not affect any budget.

* Transaction lines do not exist in the KK Source Line record.

Budget Flat File Import Enhancement

Introduced in PeopleSoft FSCM 9.1 Bundle #1 and PeopleSoft 9.0 Bundle #27. Included in FSCM 9.1 Feature Pack March 2011.

New Functionality

PeopleSoft Commitment Control now includes the Journal Class field in the budget flat file for importing Commitment Control budget journals. This enhancement is extended to PeopleSoft General Ledger 9.0.

Enhanced Tracking for PO Closing Entries

Organizations have requested a detailed debit and credit entry for the closing of purchase orders. Commitment Control 9.1 provides the ability to create a credit to the encumbrance ledger for the balance of a purchase order. This functionality provides for complete relief of an encumbrance balance.

New Functionality

The commitment control processor is modified to create closing entries that are separate from the budget check entries. The closing entries are written to the activity log record and the budget check entries are retained.

The purchase order (PO) is budget checked and then closed through the Close Purchase Order process or the Reconciliation Workbench. Regardless of which option is used to close the purchase order, the KK_CLOSE_FLAG is set to Y and the BUDGET_LINE_STATUS = N.

The activity log shows a separate entry for the closing entry. The entry will have the CLOSED_VALUE of Y and will have an amount that reflects the impact of the closing entry alone.

An Unclose to the same accounting period deletes the old closing entries and applies the current values.

An Unclose to a different accounting period leaves the prior period intact, and creates reversal closing entries in the current period, and then current regular activity entries.

The following example shows the change in accounting:

1. Purchase order is booked for 100 USD.

2. Payables invoice is booked for 25 USD.

3. Purchase order is closed at a balance of 75 USD.

Ledger KK balances (activity log):

Transaction	Encumbrance	Expense
1. PO for 100 USD	100	–
2. Voucher for 25 USD	– 25	25
3. PO closed at 75 USD	– 75	–

The enhanced PO closing process created a credit entry to the encumbrance ledger for the balance of the purchase order. The encumbrance balance is relieved of the purchase order balance after the closing.

Treasury Management: Cash, Deal, Risk Management and Banking 9.1

PeopleSoft Enterprise Cash Management enables you to monitor and forecast cash requirements, perform automated bank reconciliations, distribute payments efficiently and securely, and automatically generate accounting entries. The following enhancements were made to Cash Management Release 9.1 within these areas.

Integrated Performance Management

Treasury Management 9.1 provides the following features to enhance integrated performance management:

Cash Sweep

The goal of the treasury function is to provide liquidity for a business while still earning a good return on its cash. To set up efficient liquidity solutions for an entire organization, many treasurers select banks that have wide geographical coverage and are in a position to offer unified cash management structures in multiple countries. This utilization of multiple banks and bank accounts adds to the complexity of cash management.

The Cash Sweep functionality enables customers to transfer funds from one account to another. Treasurers can gain better control and visibility of their liquidity. They can deploy liquidity prudently and take advantage of market opportunities using target balances, threshold controls, or zero balance accounts, and ultimately benefit from higher yields and better management of bank fees.

New Functionality

Cash Sweep enables you to perform a sweep across multiple external bank accounts and cross currencies to manage the liquidity in your organization. Cash Sweep leverages the functionality of these PeopleSoft Enterprise Treasury features:

- External bank accounts.

- Cash position.

- Fund transfers - bank account and EFT (electronic fund transfer) requests.

Before you set up a cash sweep structure you should:

- Set up external bank accounts.

- Set up internal bank accounts.

- Set up bank transfer templates.

- Set up EFT templates.

- Define cash position trees.

This diagram describes the cash sweep process flow:
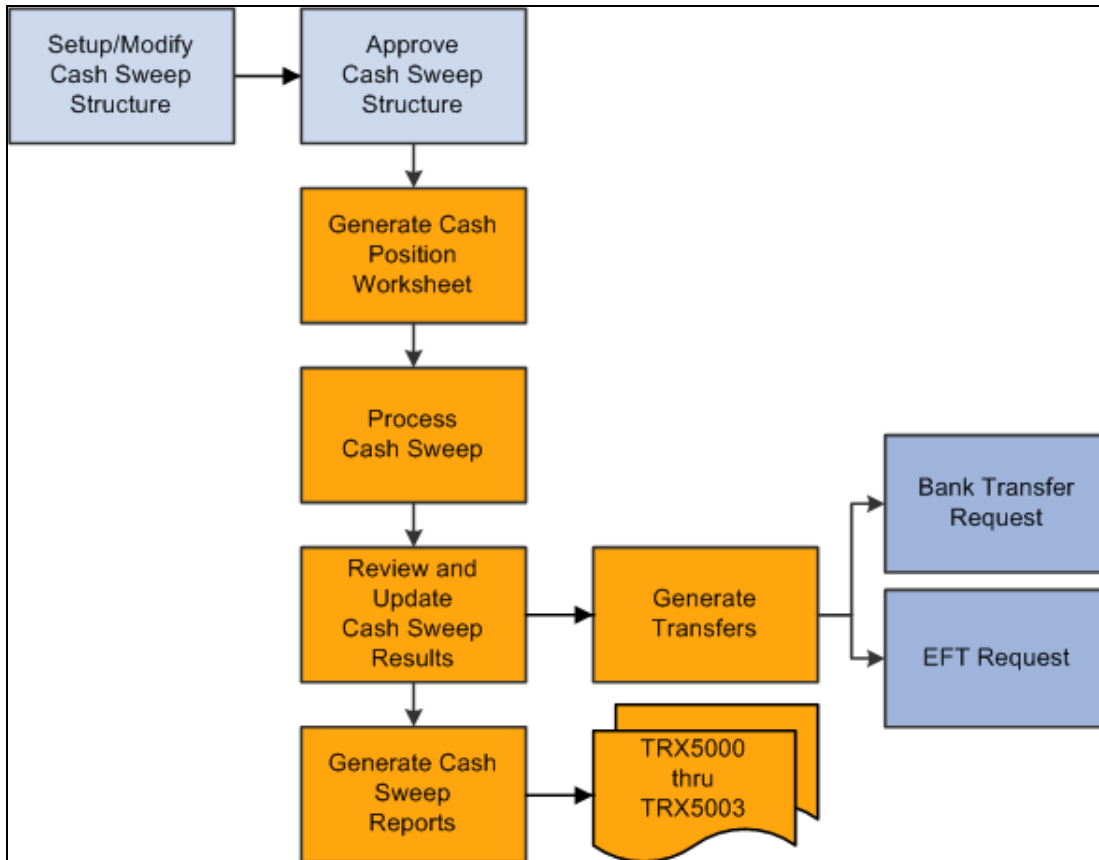
Cash Sweep process flow

The Cash Sweep process flow includes these steps:

1. Set up a cash sweep structure.

2. Approve the cash sweep structure.

3. Generate the Cash Position worksheet.

4. Run the Cash Sweep process (TR_CSH_SWEEP).

5. Review the Cash Sweep Results and update as necessary.

6. Generate EFT, bank transfers, or both.

7. Generate cash sweep reports.

Set Up a Cash Sweep Structure

The cash sweep structure is the foundation for running the Cash Sweep process. You select the master bank account that you want to move the funds either into or out of depending on the activity type that you select, which can be:

- Funding - This activity type moves funds out of the master bank account to the selected sub bank accounts.

- Concentrated - This activity type moves funds out of selected sub bank accounts to the master bank account.

- Bi-Directional - This activity type moves funds into and out of the master bank account depending on whether the calculated transfer amount for the sub account is positive or negative. Negative balances in sub accounts are funded and positive balances in sub accounts are concentrated.

Cash Sweep Definition page

Essential to the determination of the transfer amounts in a cash sweep is the selection of a cash position tree and tree node for the master bank account. You also select a cash position tree node for each sub account that you add to this cash sweep structure. The selected tree nodes for a cash sweep structure's master account and sub accounts must share the same cash position tree.

Cash Sweep Approvals page

A modified cash sweep definition page is introduced in PeopleSoft FSCM 9.1 Bundle #9 and included in FSCM 9.1 Feature Pack March 2011.

Due to its importance, cash sweep account information now appears on the Cash Sweep Structure page. Prior to this enhancement, cash sweep details resided on a separate page. By customer request, sub accounts, amounts, and account information have a more prominent position for easy reference. On the new consolidated Cash Sweep Structure page, you can define the master bank account, currency, and cash position tree and node for a physical cash sweep, as well as set up cash sweep sub accounts.

Cash Sweep Structure page (formerly Cash Sweep Definition page)

Approve the Cash Sweep Structure

Once you have set up a cash sweep structure, an assigned approver must access the Approve Cash Sweep Structure page and approve the structure before you can perform the Cash Sweep process.

An approver can either approve or deny a cash sweep structure. If a cash sweep structure is denied, you can access the denied structure from this page and make any necessary changes. This changes the status of the structure to pending and requires that an approver either approve or deny the structure again. An approver can select multiple cash sweep structures for approval.

Approve Cash Sweep Structure page

Generate a Cash Position Worksheet

For you to accurately perform a cash sweep, the cash position tree nodes must be set up correctly. A cash position worksheet is not generated as part of the Cash Sweep process. You must generate the worksheet prior to running the Cash Sweep process. The system does not determine whether the cash position has been set up.

Run the Cash Sweep Process

Once the cash sweep structure has been approved, you can run the Cash Sweep process (TR_CSH_SWEEP), which drives the data extraction, funds transfer calculation, and funds transfer execution for a cash sweep structure. You can process cash sweep for each cash sweep structure and for a specific date, and run it multiple times during a specified date. You can also select or not select subaccounts for cash sweep processing.

Cash Sweep Request page

Review and Update the Cash Sweep Results

Once the Cash Sweep Process has run, you can access the Cash Sweep Results page to review the results of the cash sweep in detail. If you did not select the Auto Generate Transfers check box on the Cash Sweep Structure Definition page, you can click the Generate Transfers button to perform the EFT or bank transfers.

You can override the default actual amount when you want to transfer an amount other than the actual amount that was calculated. If the activity type selected in the Cash Sweep Structure is bidirectional, you can change the activity type in the results from Concentration to Funding, which changes the direction of the transfer when you want to override the actual transfer amount for a row on the Transfer Detail tab of the grid.

Cash Sweep Results page

Generate Cash Sweep Reports

You can generate these Cash Sweep reports:

- TRX5000 – Cash Sweep Structure report.

- TRX5001 – Cash Sweep Bank Accounts report.

- TRX5002 – Cash Sweep Summary report.

- TRX5003 – Cash Sweep Payments report.

Treasury Dashboard

Organizations face complex challenges in controlling and streamlining financial processes to improve the bottom line. The lack of visibility into cash positions and daily operational tasks on the part of Treasury managers has created a need for a dashboard to efficiently manage their return on cash.

The Treasury Dashboard provides managers with a unique view of the cash position for the organization. The dashboard provides the cash position by bank or by currency, investment mix, debt mix, and payment by source. The Treasury Dashboard is a necessary business intelligence tool that enables managers to effectively manage cash within their organizations, saving them time and money. Dashboards streamline the work of the treasurer by providing enormous value as well as a central place to monitor the cash position, payments, and investments.

New Functionality

The Treasury Dashboard consists of a series of components that display cash management, deal management, and operational data in summary, detail and chart formats. These components enable executives and managers to gain a clear visual concept of the financial state of the organization in order to manage and monitor spending in real time. The Treasury Dashboard consists of:

- Cash Management dashboards:

    - Cash Position by Bank dashboard

    - Cash Position by Currency dashboard

- Deal Management dashboards:

    - Investment Mix dashboard

    - Debt Mix dashboard

    - Fixed vs. Floating Rate Investments dashboard

    - Fixed vs. Floating Rate Debt dashboard

    - Open Foreign Exchange Contracts dashboard

- Operational dashboards:

    - Payments by Source dashboard

    - Payments by Status dashboard

    - Payments by Bank dashboard

    - Payments by Payment Method dashboard

    - Status of Bank Statement Loads dashboard

Cash Management Dashboards

The Cash Management dashboards are:

- Cash Position by Bank

- Cash Position by Currency

You set up a configuration to determine the data that you want to review on each dashboard. You determine the date to apply to the data and whether you want to control the data that appears for cash position in a chart based on bank code, source set, or tree node. You must also select the exchange rate information to apply to the data, and select the method to use to determine the position and amount. If you select tree node or source set, you can indicate that you want to chart the resulting data by bank.

In Treasury Management, a position is the total financial value of a particular set of transactions that are performed on behalf of an enterprise. A cash position analyzes cash flows to determine the amount of cash that is available at a particular time. Once you configure the dashboard and save the page, you can display your organization's cash position summary and detail data in two-dimensional or three-dimensional charts based on the configuration.

Cash Position by Bank Dashboard

You set up the Dashboard Configuration – Cash Position by Bank page by defining the date to apply to the data and whether the chart will be controlled by a selected bank, tree node, or source set. You also define the display currency, the exchange rate information, and the position source attributes.

Dashboard Configuration – Cash Position by Bank Dashboard page

The Cash Position by Bank Dashboard displays the summary and detail cash position amounts for each bank defined in the cash position tree that you selected in your Dashboard Configuration - Cash Position by Bank page.

Cash Position by Bank dashboard chart

Cash Position by Bank dashboard summary information

Detail							
Tree Name	Tree Node	Position Source ID	Position Source Set	Payment Date	Calculation Date	Bank SetID	Bank Code
CASH_SWEEP_EUR	A_CZK_SUB_BBAL	BANK BALANCE	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	B_GBP_SUB_ACCT	BANK BALANCE	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	B_GBP_SUB_ACCT	BAX TRANSACTIONS	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	B_GBP_SUB_ACCT	EFT TRANSACTIONS	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	B_GBP_SUB_ACCT	FEES	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	B_GBP_SUB_ACCT	MANUAL_ENTRY	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	C_CHF_SUB_ACCT	BANK BALANCE	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	C_CHF_SUB_ACCT	BAX TRANSACTIONS	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	C_CHF_SUB_ACCT	EFT TRANSACTIONS	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	C_CHF_SUB_ACCT	FEES	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	C_CHF_SUB_ACCT	MANUAL_ENTRY	CASH SWEEP	11/12/2008	10/05/2009		

Cash Position by Bank dashboard details (1 of 2)

	Customize | Find |	First 1-11 of 11 Last
Original Amt	Weight Amt	Position Currency
1,093.91	1,093.91	CZK
1,093.91	1,093.91	EUR
12,000.00	12,000.00	EUR
-23,298.75	-23,298.75	EUR
-873.98	-873.98	EUR
61,577.97	61,577.97	EUR
1,093.91	1,093.91	CHF
11,884.20	11,884.20	CHF
-23,298.75	-23,298.75	CHF
-873.98	-873.98	CHF
61,577.97	61,577.97	CHF

Cash Position by Bank dashboard details (2 of 2)

Cash Position by Currency Dashboard

You set up the configuration for the Cash Position by Currency dashboard on the Dashboard Configuration – Cash Position by Currency page.

Dashboard Configuration – Cash Position by Currency page

The Cash Position by Currency Dashboard displays the cash position summary and detail amounts based on each type of currency that you set up for each node in the cash position tree that you select on the Dashboard Configuration – Cash Position by Currency page to measure the currency exposure. Along with grids listing the summary and detail data, you can choose to display the data in a two-dimensional or three-dimensional chart.
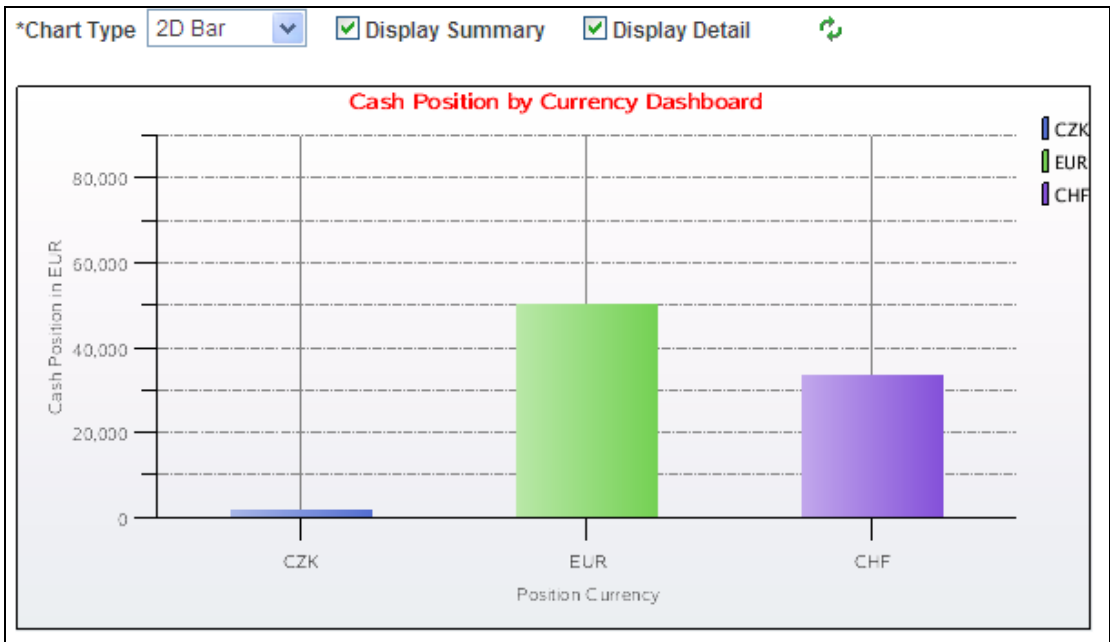
Cash Position by Currency dashboard chart

Summary	Customize | Find | View All | 🔲 | 🖩 First ◄ 1-3 of 3 ► Last
Position Currency	**Amount**
CZK	1,990.00
EUR	50,499.15
CHF	33,624.77

Update configuration

Total Amount   86,113.91   **Currency**   EUR

Cash Position by Currency dashboard summary information

Tree Name	Tree Node	Position Source ID	Position Source Set	Payment Date	Calculation Date	Bank SetID	Bank Code
CASH_SWEEP_EUR	A_CZK_SUB_ACCT	BANK BALANCE	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	A_CZK_SUB_ACCT	BAX TRANSACTIONS	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	A_CZK_SUB_ACCT	EFT TRANSACTIONS	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	A_CZK_SUB_ACCT	FEES	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	A_CZK_SUB_ACCT	MANUAL_ENTRY	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	B_GBP_SUB_ACCT	BANK BALANCE	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	B_GBP_SUB_ACCT	BAX TRANSACTIONS	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	B_GBP_SUB_ACCT	EFT TRANSACTIONS	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	B_GBP_SUB_ACCT	FEES	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	B_GBP_SUB_ACCT	MANUAL_ENTRY	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	C_CHF_SUB_ACCT	BANK BALANCE	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	C_CHF_SUB_ACCT	BAX TRANSACTIONS	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	C_CHF_SUB_ACCT	EFT TRANSACTIONS	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	C_CHF_SUB_ACCT	FEES	CASH SWEEP	11/12/2008	10/05/2009		
CASH_SWEEP_EUR	C_CHF_SUB_ACCT	MANUAL_ENTRY	CASH SWEEP	11/12/2008	10/05/2009		

Cash Position by Currency dashboard details (1 of 2)

Original Amt	Weight Amt	Currency
1,093.91	1,093.91	CZK
12,025.74	12,025.74	CZK
-23,298.75	-23,298.75	CZK
-873.86	-873.86	CZK
61,577.97	61,577.97	CZK
1,093.91	1,093.91	EUR
12,000.00	12,000.00	EUR
-23,298.75	-23,298.75	EUR
-873.98	-873.98	EUR
61,577.97	61,577.97	EUR
1,093.91	1,093.91	CHF
11,884.20	11,884.20	CHF
-23,298.75	-23,298.75	CHF
-873.98	-873.98	CHF
61,577.97	61,577.97	CHF

Customize | Find | | First | 1-15 of 15 | Last

Cash Position by Currency dashboard details (2 of 2)

Deal Management Dashboards

The Deal Management dashboards include the:

- Investment Mix dashboard

- Debt Mix dashboard

- Fixed vs. Floating Rate Investments dashboard

- Fixed vs. Floating Rate Debt dashboard

- Open Foreign Exchange Contracts

You access the Dashboard Configuration - Deals page to identify the type of data that you want to display on Deal dashboards. This configuration requires that you enter a start and end date and then select a previously defined time interval. You select the time interval and apply a previously defined calendar to this interval. You also enter the number of days that would classify an investment/debt as short term, select the currency that you want to display on each of the Deal Management dashboards, and select the exchange rate information.

Dashboard Configuration – Deals page

Investment Mix Dashboard

The Investment Mix Dashboard is used to compare the amounts of an organization's long-term and short-term investments based on the selected time interval, as well as the number of days that classify an investment as short term that you entered when you set up the configuration for this dashboard. An organization's investments may include long-term and short-term investment deals in various forms of securities, equities, and facilities. This data is derived from investments that are set up for an organization in PeopleSoft Deal Management.

Along with grids that display detail and summary investment mix data on the Investment Mix Dashboard, you can choose to display either a two-dimensional or three-dimensional chart of this data.

PeopleSoft FSCM 9.1 Release Notes
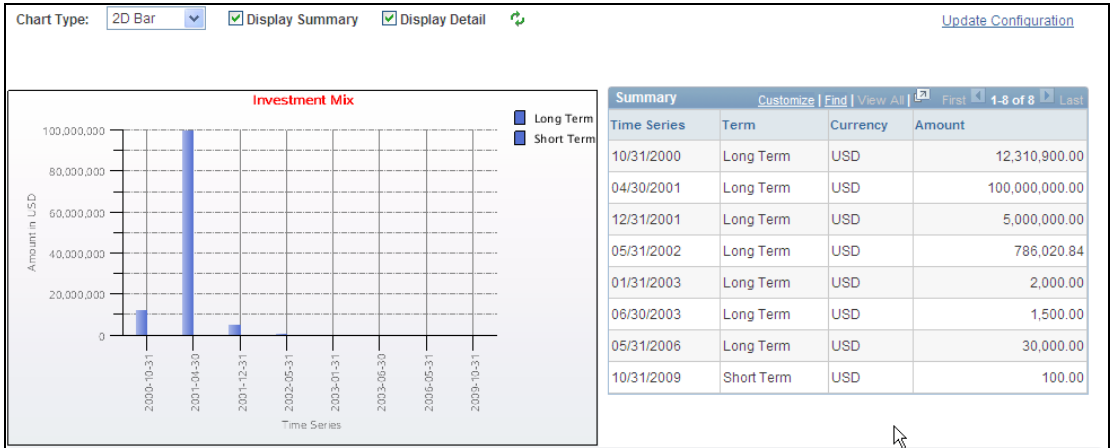
Investment Mix dashboard chart and summary information

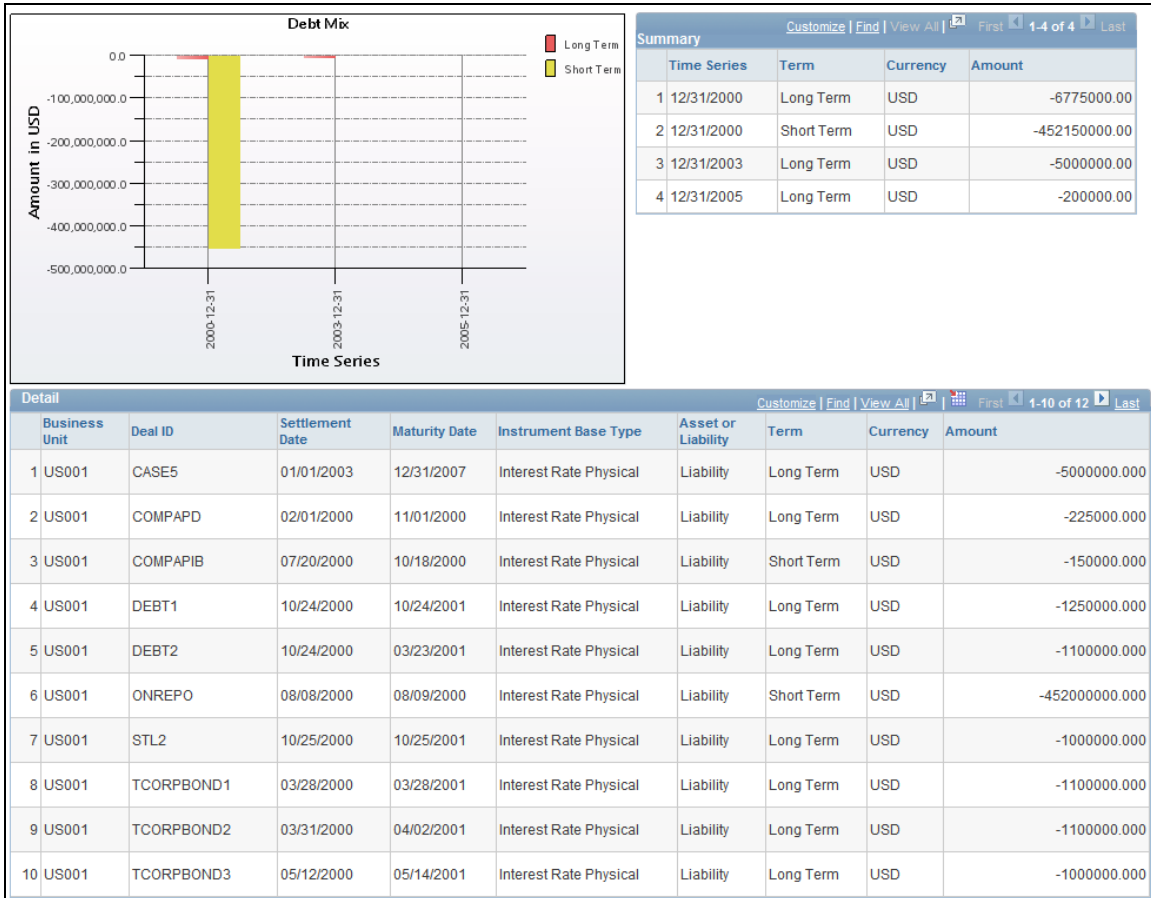Investment Mix dashboard details

Debt Mix

The Debt Mix Dashboard is used to compare the amounts of long-term and short-term debt held by your organization based on a selected time series, as well as the number of days that you enter that qualify a debt as short-term on the Dashboard Configuration – Deals page.

Along with grids that display detail and summary investment mix data on the Debt Mix Dashboard, you can choose to display either a two-dimensional or three-dimensional chart of this data.
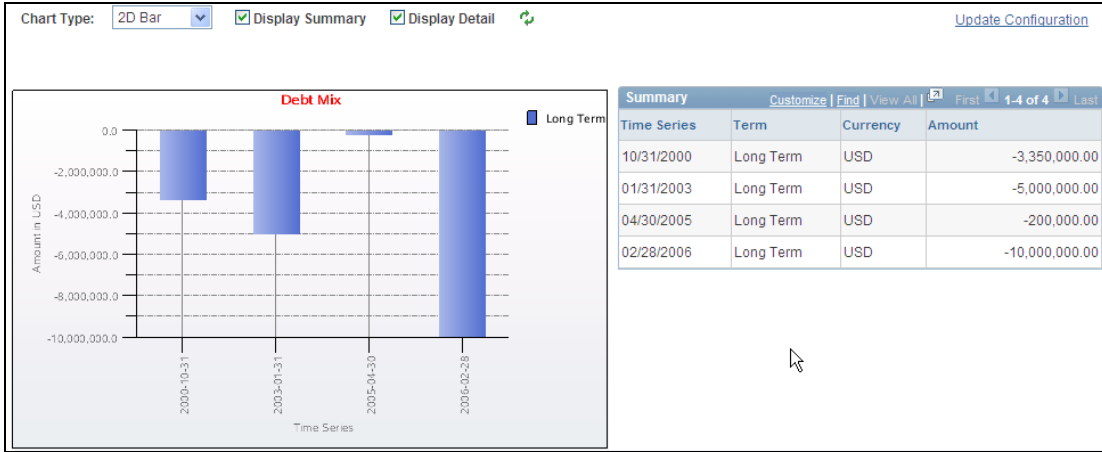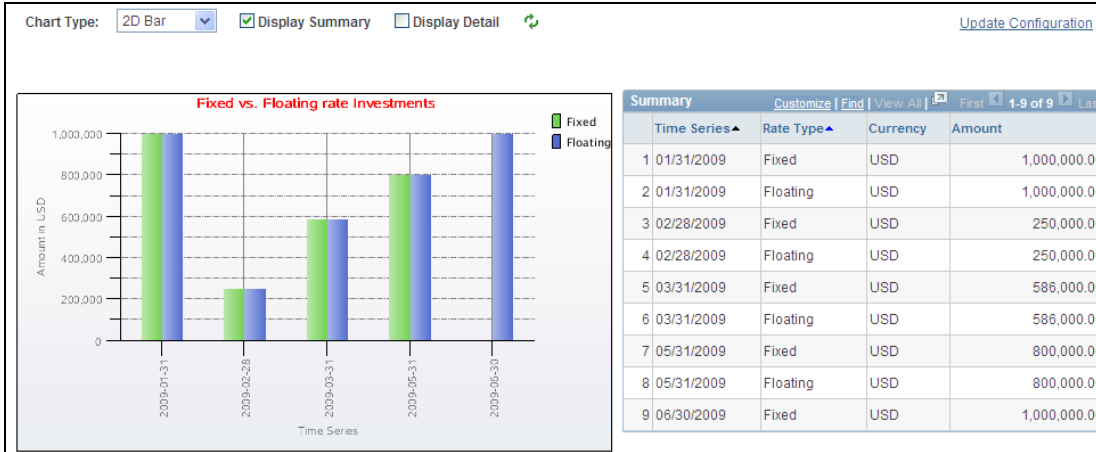
Debt Mix dashboard and summary information

Debt Mix					
	Summary		Customize | Find | View All | 🔲 First ◄ 1-4 of 4 ► Last		
		Time Series	**Term**	**Currency**	**Amount**
	1	12/31/2000	Long Term	USD	-6775000.00
	2	12/31/2000	Short Term	USD	-452150000.00
	3	12/31/2003	Long Term	USD	-5000000.00
	4	12/31/2005	Long Term	USD	-200000.00

Detail										Customize | Find | View All | 🔲 🔲 First ◄ 1-10 of 12 ► Last
	Business Unit	**Deal ID**	**Settlement Date**	**Maturity Date**	**Instrument Base Type**	**Asset or Liability**	**Term**	**Currency**	**Amount**	
1	US001	CASE5	01/01/2003	12/31/2007	Interest Rate Physical	Liability	Long Term	USD	-5000000.000	
2	US001	COMPAPD	02/01/2000	11/01/2000	Interest Rate Physical	Liability	Long Term	USD	-225000.000	
3	US001	COMPAPIB	07/20/2000	10/18/2000	Interest Rate Physical	Liability	Short Term	USD	-150000.000	
4	US001	DEBT1	10/24/2000	10/24/2001	Interest Rate Physical	Liability	Long Term	USD	-1250000.000	
5	US001	DEBT2	10/24/2000	03/23/2001	Interest Rate Physical	Liability	Long Term	USD	-1100000.000	
6	US001	ONREPO	08/08/2000	08/09/2000	Interest Rate Physical	Liability	Short Term	USD	-452000000.000	
7	US001	STL2	10/25/2000	10/25/2001	Interest Rate Physical	Liability	Long Term	USD	-1000000.000	
8	US001	TCORPBOND1	03/28/2000	03/28/2001	Interest Rate Physical	Liability	Long Term	USD	-1100000.000	
9	US001	TCORPBOND2	03/31/2000	04/02/2001	Interest Rate Physical	Liability	Long Term	USD	-1100000.000	
10	US001	TCORPBOND3	05/12/2000	05/14/2001	Interest Rate Physical	Liability	Long Term	USD	-1000000.000	

Debt Mix chart, summary, and dashboard details

Fixed vs. Floating Rate Investments Dashboard

An investment that earns money based on a fixed interest rate means that the amount of interest earned on the investment by the organization is based on an interest rate that typically stays the same over the life of the investment. An investment that earns money based on a floating interest rate means that the amount of interest earned on the investment over the life of the investment changes periodically.

The Fixed versus Floating Rate Investments Dashboard displays the organization's investments in fixed interest rate earning investments and floating interest rate earning investments over a specific period of time. This time period is based on a time series that you select for this dashboard on the Dashboard Configuration – Deals page.

Along with grids that display detail and summary data on the Fixed Rate versus Floating Rate Investment Dashboard, you can choose to display either a two-dimensional or three-dimensional chart of this data.
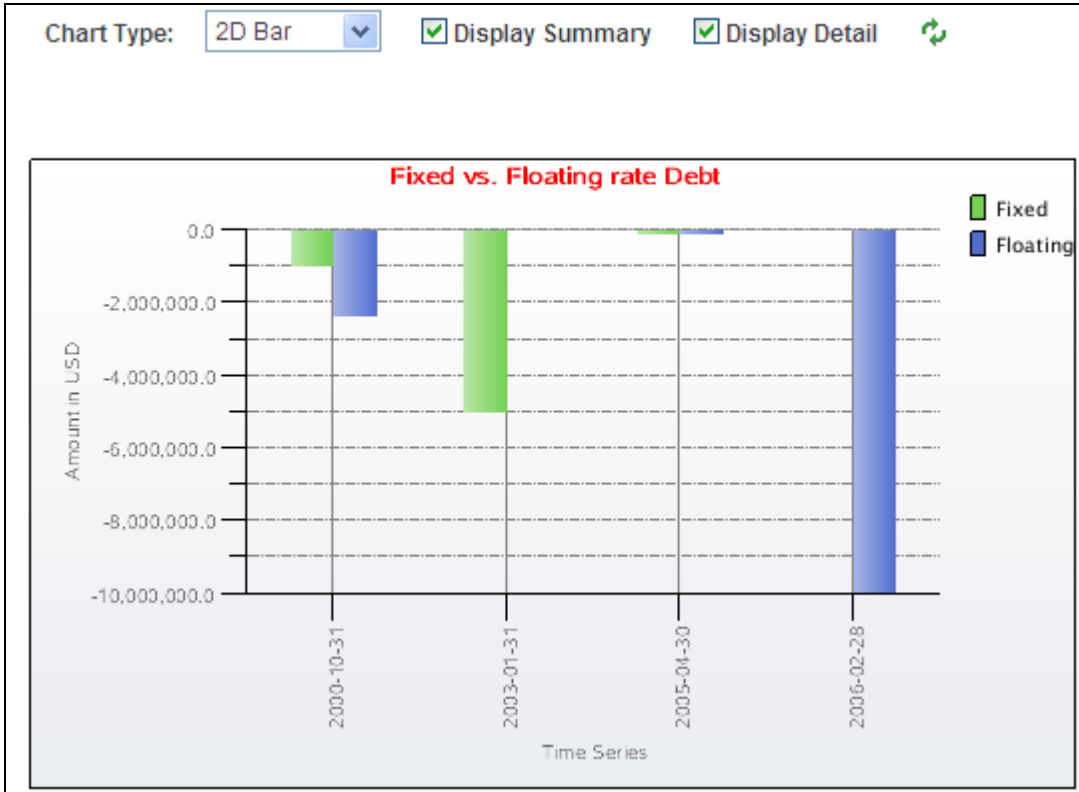
| Chart Type: | 2D Bar | ☑ Display Summary | ☐ Display Detail | ↻ | Update Configuration |

Fixed vs. Floating rate Investments

	Time Series▲	Rate Type▲	Currency	Amount
1	01/31/2009	Fixed	USD	1,000,000.00
2	01/31/2009	Floating	USD	1,000,000.00
3	02/28/2009	Fixed	USD	250,000.00
4	02/28/2009	Floating	USD	250,000.00
5	03/31/2009	Fixed	USD	586,000.00
6	03/31/2009	Floating	USD	586,000.00
7	05/31/2009	Fixed	USD	800,000.00
8	05/31/2009	Floating	USD	800,000.00
9	06/30/2009	Fixed	USD	1,000,000.00

Fixed vs. Floating Rate Investments dashboard chart and summary information

Fixed vs. Floating Rate Debt

A fixed rate is an interest rate that typically stays the same over the life of the debt instrument. A floating rate is an interest rate that changes over the life of the debt instrument. The Fixed versus Floating Rate Debt Dashboard displays an organization's borrowings on a fixed-rate basis and a floating-rate basis over a specified period of time. This time period is based on a time series that you select for this dashboard on the Dashboard Configuration – Deals page.

Along with grids that display detail and summary data on the Fixed Rate versus Floating Rate Debt Dashboard, you can choose to display either a two-dimensional or three-dimensional chart of this data.

Fixed vs. Floating Rate Debt dashboard chart


Fixed vs. Floating Rate Debt dashboard summary information

Detail								Customize | Find | View All	First 1-7 of 7 Last
	Business Unit	Deal ID	Settlement Date	Maturity Date	Instrument Base Type	Asset or Liability	Rate Type	Currency	Amount
1	US001	000000000396	02/22/2006	02/12/2008	Interest Rate Physical	Liability	Fixed	USD	-10000000.000
2	US001	CASE5	01/01/2003	12/31/2007	Interest Rate Physical	Liability	Floating	USD	-5000000.000
3	US001	DEBT1	10/24/2000	10/24/2001	Interest Rate Physical	Liability	Fixed	USD	-1250000.000
4	US001	DEBT2	10/24/2000	03/23/2001	Interest Rate Physical	Liability	Fixed	USD	-1100000.000
5	US001	STL2	10/25/2000	10/25/2001	Interest Rate Physical	Liability	Floating	USD	-1000000.000
6	US001	TR-CP1	04/19/2005	04/19/2006	Interest Rate Physical	Liability	Fixed	USD	-100000.000
7	US001	TR-LOC1	04/21/2005	04/21/2006	Interest Rate Physical	Liability	Floating	USD	-100000.000

Fixed vs. Floating Rate Debt dashboard details

Open Foreign Exchange Contracts

A foreign exchange contract is a commitment to buy or sell a specified amount of foreign currency on a fixed date and rate of exchange. These contracts are normally used by importers as a hedge against exchange rate inflation. The Open Foreign Exchange Contracts Dashboard displays the amounts of open foreign currency exchange contract bought or sold by an organization. You can choose to display the currency amount for either buying contracts or selling contracts.

Along with grids that display detail and summary data on the Open Foreign Exchange Contracts Dashboard, you can choose to display either a two-dimensional or three-dimensional chart of this data.
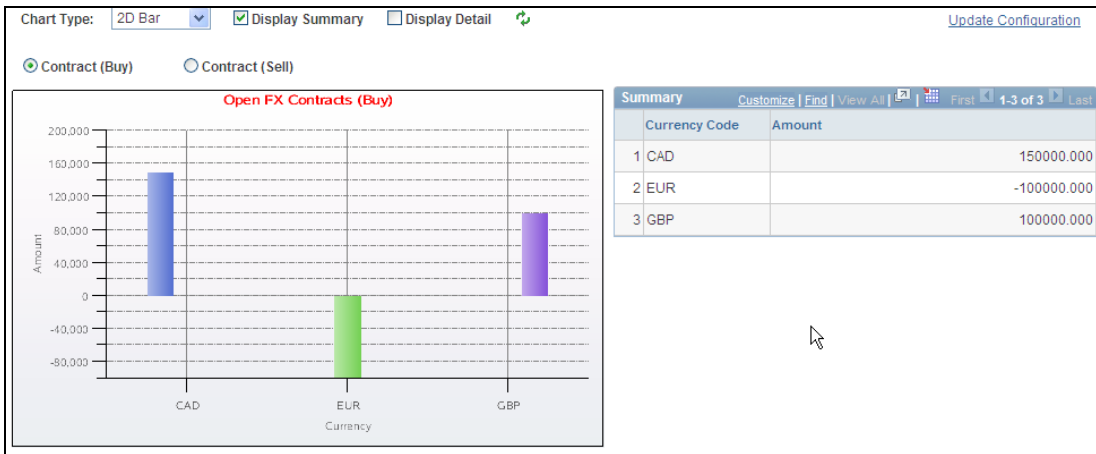
Open Foreign Exchange Contracts dashboard chart and summary information

Operational Dashboards

The Operational Dashboards are:

- Payments by Source dashboard

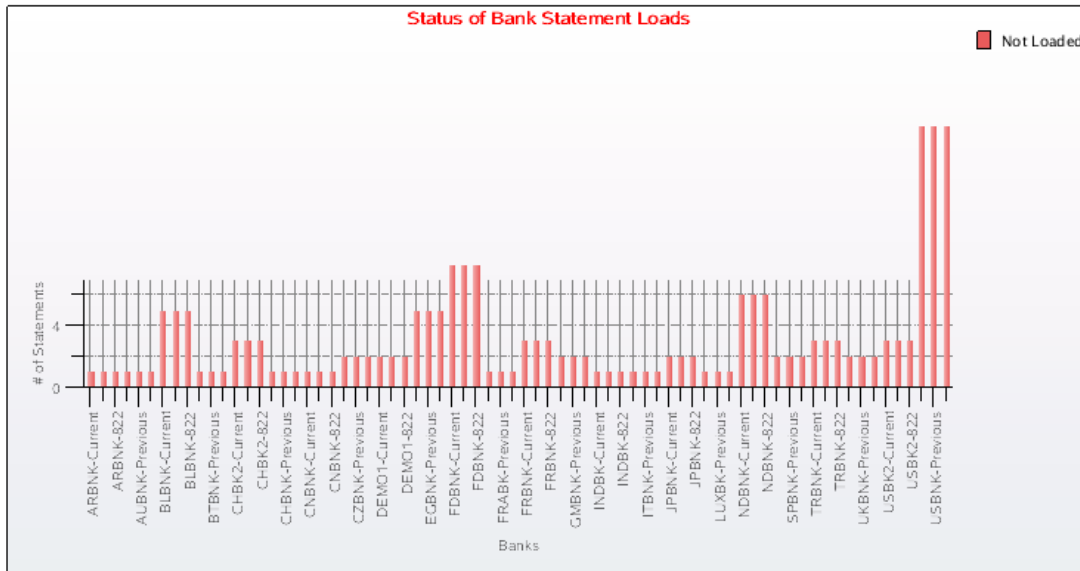- Payments by Status dashboard

- Payments by Bank dashboard

- Payments by Payment Method dashboard

- Status of Bank Statements Load dashboard

Payments by Source Dashboard

On the Payments Dashboard Configuration page for Payment by Source, you select either the current system date or a specific date, which then enables you to select a start and end date for the payment information. You also select a business unit and a payment source and save the selections to display the Payment by Source dashboard.

Dashboard Configuration – Payment by Source page

The Payments by Source Dashboard enables you to select a business unit and specify a date or range of dates on the Dashboard Configuration – Payments by Source page and display the total amount of payments depending on whether the source of the payments in the system is AP (accounts payable), AR (accounts receivable), BPEL (BPEL source), CM (cash management), DM (deal management), or Expenses.

Along with grids that display detail and summary data on the Payments by Source Dashboard, you can choose to display either a two-dimensional or three-dimensional chart of this data.
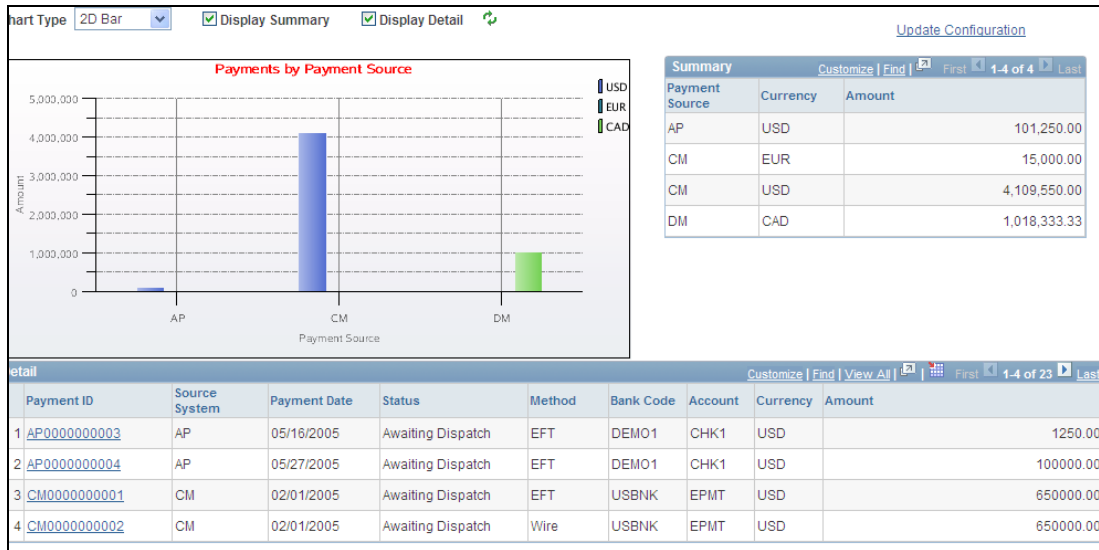
Payments by Source dashboard chart, summary information, and details

Payment by Status Dashboard

The Payments by Status Dashboard enables you to select a business unit and specify a date or range of dates on the page to display the total amount of payments based on the payment status of each payment.

Along with grids that display detail and summary data on the Payments by Bank Dashboard, you can choose to display either a two-dimensional or three-dimensional chart of this data.
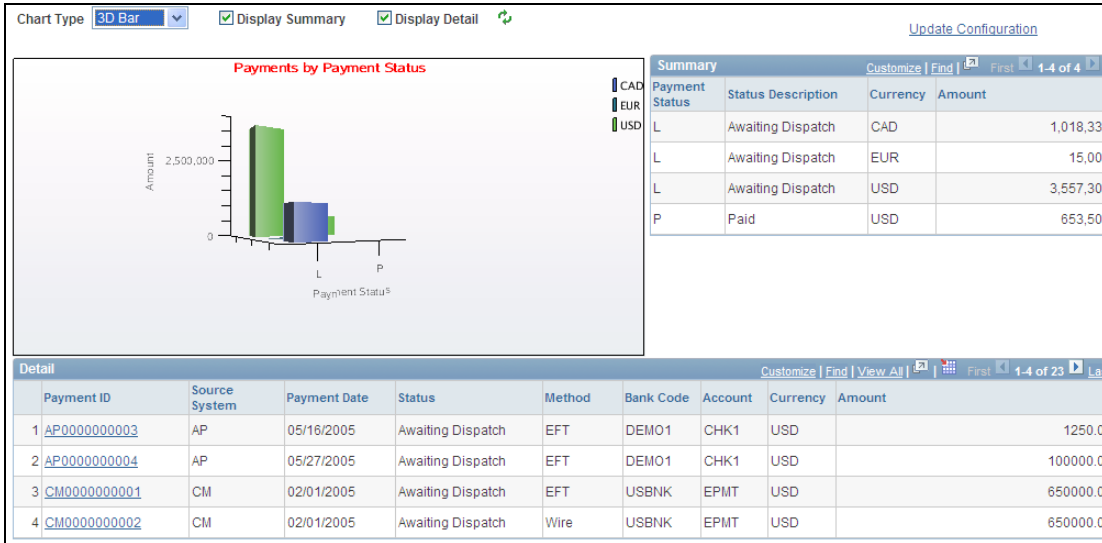
Payment by Status dashboard

Payment by Bank Dashboard

On the Payment Dashboard Configuration page, you select either the current system date or a specific date, which enables you to select a start and end date for the payment information. You then select a business unit and one or more bank codes, save the selections, and display the Payment by Bank dashboard. This dashboard displays the total payment amounts for each selected bank.
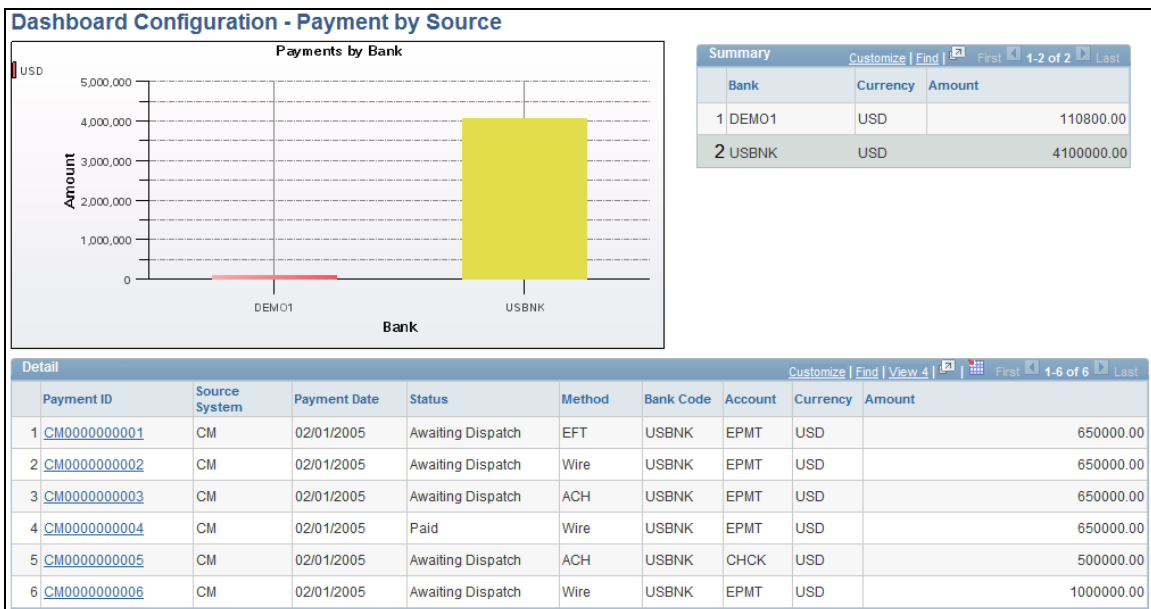
Payment by Bank Dashboard

Payment by Payment Method Dashboard

The Payments by Payment Method Dashboard enables you to select a business unit and a date or range of dates to display the total amount of payments based on the payment method used such as automated clearing house, drafts, EFT (electronic file transfer), and wire transfer.

Along with grids that display detail and summary data on the Payments by Payment Method Dashboard, you can choose to display either a two-dimensional or three-dimensional chart of this data.
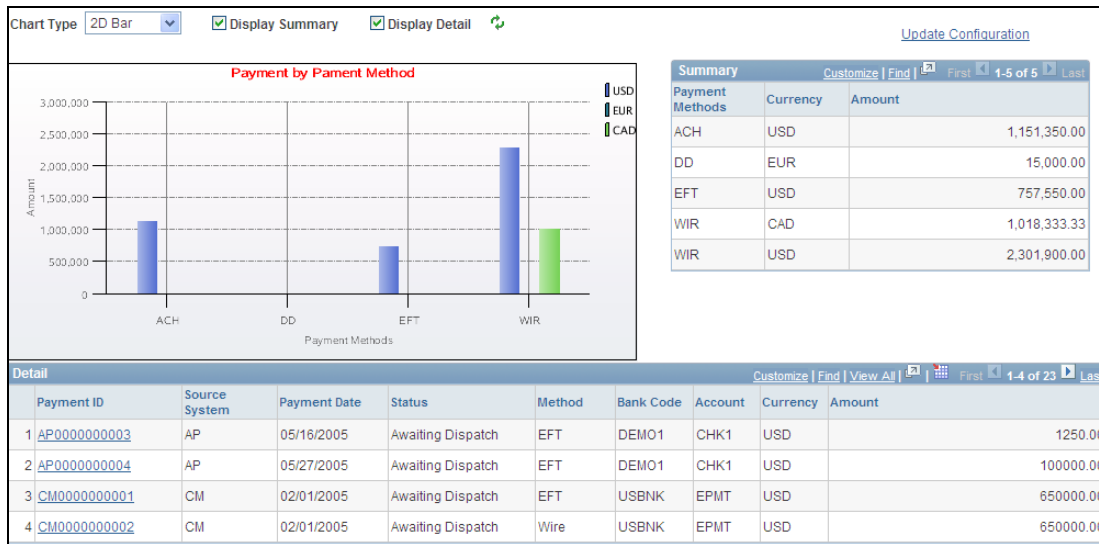
Payment by Payment Method dashboard chart, summary information, and details

Status of Bank Statement Loads Dashboard

Loading bank statement information is an integral part of the reconciliation, bank statement accounting, and cash position processes. The system processes previous day statements that are used for reconciliation and accounting, current day statements for cash position worksheets, and account analysis statements for bank fee analysis. The configuration page enables you to exclude a Bank Statement Type or Bank Information.

Along with grids that display detail and summary data on the Status of Bank Statement Loads Dashboard, you can choose to display either a two-dimensional or three-dimensional chart of this data.

Status of Bank Statement Loads dashboard chart

Update configuration

Summary				Customize | Find | View All | First 1-10 of 72 Last
Bank Code	**Bank Statement Type**	**As Of Date**	**Status**	**# of Statements**
ARBNK	Current	10/07/2009	Not Loaded	1
ARBNK	Previous	10/07/2009	Not Loaded	1
ARBNK	822	10/07/2009	Not Loaded	1
AUBNK	Current	10/07/2009	Not Loaded	1
AUBNK	Previous	10/07/2009	Not Loaded	1
AUBNK	822	10/07/2009	Not Loaded	1
BLBNK	Current	10/07/2009	Not Loaded	5
BLBNK	Previous	10/07/2009	Not Loaded	5
BLBNK	822	10/07/2009	Not Loaded	5
BTBNK	Current	10/07/2009	Not Loaded	1

Status of Bank Statement Loads dashboard summary information

Detail				Customize | Find |
Bank Statement Type	As Of Date	Bank Code	External Bank ID	Bank Account #
Current Day	10/07/2009	BLBNK	320	0347134
Current Day	10/07/2009	FDBNK	121000358	121000358
Current Day	10/07/2009	FDBNK	121000358	985675123
Current Day	10/07/2009	FRBNK	00001	00000000003
Current Day	10/07/2009	JPBNK	2007	7813008
Current Day	10/07/2009	USBNK	121042882	012345AR
Current Day	10/07/2009	CHBK2	00700	115201849175
Current Day	10/07/2009	NDBNK	NLD BANK	6483157924
Current Day	10/07/2009	NDBNK	NLD BANK	9823458561
Current Day	10/07/2009	NDBNK	NLD BANK	4312579660
Previous Day	10/07/2009	CHBNK	0001	112233
Previous Day	10/07/2009	DEMO1	071000039	456789123
Previous Day	10/07/2009	FDBNK	121000358	13145555
Previous Day	10/07/2009	LUXBK	095	112233
Previous Day	10/07/2009	USBNK	121042882	0741-256206

Status of Bank Statement Loads dashboard details

Bi-Lateral Netting

Payment terms that are different in a vendor relationship from those in a customer relationship, even though the customer and the vendor are the same, is a common scenario. This scenario provides challenges in the netting of payments when organizations are not realizing the overall discount terms. Treasury Release 9.1 delivers enhancements to netting functionality that rationalize the payables and receivables discount terms to effectively support bi-lateral netting. Organizations can realize savings and financial value.

New Functionality

In PeopleSoft Receivables 9.1, you can process accounts payable discount terms and accounts receivable discount terms as they are defined on each side to netted transactions. You can select an Apply Discount to Transactions check box on the Netting Contracts - Primary Information page or the Manual Select Netting - Manual Selection page.

Netting Contracts – Primary Information page

Manual Select Netting – Manual Selection page

You can set up Manual Select Netting to manually net the accounts payable and accounts receivable transactions, or you can run the Automatic Netting Selection process (TR_NET_ASEL) to net these transactions for any date that occurs on or before the date that you run the pay cycle. The Netting Auto Selection process stores the discount available amounts related to selected accounts payable vouchers and accounts receivable items based on the selection of the Apply Discount to Transactions check box on the Netting Contracts - Primary Information page.

Manual Selection – Payables page

Manual Selection – Receivables page

Automatic Netting Selection

Run Control ID: 1   Report Manager   Process Monitor   [Run]

*Start Due Date: 07/01/2009   *End Due Date: 08/01/2009

*Schedule SetID: SHARE   *Schedule ID: BTFSCHEDUL   BTF Schedule

*Netting Date: 07/31/2009   *Settlement Date: 08/03/2009

Contracts for this Schedule   Netting Inquiry

Automatic Netting Selection page

When you run the Netting Close process, TR_NET_CLOSE, the Pay Cycle Manager calls the application engine program (TR_NET_DSCNT) to apply the discounts to the netted transactions. This program updates the netted amounts, balance amounts, and discount applied amounts on the netting tables for Netting Reference IDs that have the apply discount option set. The program will then call on accounts payable to provide the amount of discount taken for the selected accounts payable vouchers and will call on accounts receivable to provide the amount of discount taken for the selected accounts receivable items to complete the Netting Close process.

Global Compliance and Controls

Treasury Management 9.1 provides the following features to enhance global compliance and controls:

Single Euro Payment Area (SEPA)

The Single Euro Payments Area (SEPA) initiative for the European financial infrastructure involves the creation of a zone for the euro in which all electronic payments use the same layout. The goal of SEPA is to improve the efficiency of cross-border payments and turn the fragmented national markets for euro payments into a single domestic one.

The SEPA payment instruments will operate alongside existing national processes. Full migration to the new format is planned for the end of 2011.

In the Cash Management product, the Financial Gateway feature facilitates straight-through payment processing, providing a single platform for seamless communication among banks, financial institutions, and corporations to process all payments and receipts. PeopleSoft Release 9.1 supports the new requirements for SEPA (SEPA Credit and Direct Debits Transfers, Exception Handling Process) through its central payment hub, Financial Gateway.

New Functionality

Oracle's PeopleSoft applies SEPA rules and standards to these specific areas of functionality:

- Enforcement of SEPA rules and standards that apply the storage and use the Bank Identifier Code (BIC), which is assigned by the Society for Worldwide Interbank Financial Telecommunication (SWIFT) and is the same as the Swift Code, along with the International Bank Identifier Number (IBAN) in the system.

- Application of SEPA rules and standards to the initiation and processing of SEPA credit transfers used for single, bulk, and repetitive payments.

- Application of SEPA rules and standards to the initiation and processing of SEPA direct debits.

- Cancellation and reversal of SEPA credit transfer and direct debit payments.

- Creation of a Payment Status Report.

BIC Requirements

SEPA usage rules require the use of BIC, which is assigned by the Society for Worldwide Interbank Financial Telecommunication (SWIFT) and IBAN (International Bank Identifier Number) to identify the banks and bank accounts of the creditor and debtor in all euro cross-border payments. It is imperative that the IBAN and BIC codes are correct to avoid repair fees that the bank charges due to processing errors.

The BIC value is defined when you select 02 as the DFI qualifier (Depository Financial Institution Qualifier), which is set up for SWIFT/BIC. Once you select the 02 qualifier, you can enter the BIC code in the DFI ID field, which can be 8 or 11 characters, where positions 5 and 6 must be a valid two-character country code.

The DFI Qualifier and DFI ID fields and the IBAN fields appear on these PeopleSoft Enterprise application pages:

- Cash Management, Fees and Transfers, Enter Transfer Template, Destination page. The DFI Qualifier, DFI ID, and IBAN fields appear only for EFT transfer templates.

Enter Transfer Template – Destination page

- Cash Management, Fees and Transfers, EFT Request, Destination page.

- Banking, Bank Accounts, Settlement Instructions, Beneficiary Bank page.

- Vendors, Vendor Information, Add/Update, Vendor, Location; click the Payables link to access the Payables Options page, and open Vendor Bank Account section.

- Customers, Customer Information, MICR Information, Customer Bank page.

- Travel and Expenses, Manage Employee Information, Update Profile, Bank Accounts page; click the Bank icon to access the Pay to Bank Accounts page.

- eSettlements, Supplier Information, Review Supplier Details, Create a New Supplier, Locations, Add a New Location or Maintain Locations; click the Update Bank Information link in the Payment Terms and Remitting Options group box.

SEPA Credit Transfer and Direct Debit Initiation

To initiate a SEPA Credit Transfer or SEPA Direct Debit, PeopleSoft predefined these layouts in the Layout Catalog:

SEPA credit transfer layout - SEPA_CT

SEPA direct debit layouts - SEPA_DD

SEPA_CT Layout Catalog page

Layout Catalog

Layout: SEPA_DD   Document Type: Payment   [Copy]

*Layout Name: SEPA Direct Debit

Description: SEPA Direct Debit - Pain.008.001.01

Layout Details

*Transformation Program Type: AE Transform

Transformation Program Name: SEPA_DD_XFM

Result Message Name: PMT_FLAT_FILE

Grouping Rule: ISO20022

Default Max Payments per File: 10000   View Grouping Rule

Supported Payment Methods

*Payment Method

Direct Debit   [+] [−]

Layout Properties   Customize | Find | View All | 🗗 | ⊞ First ◀ 1-15 of 18 ▶ Last

Layout Properties | Description

Property Code	*Type	*Property Level	Required	Read Only	Max Length	Allowed Values	Default Value	Sequence		
FILENAME	String	Bank	☐	☐	50	🗹		1	+	−
FILEEXT	String	Bank	☑	☑	8	🗹	xml	5	+	−
FILEPATH	String	Bank	☐	☐	50	🗹		10	+	−
CODE_MAP_GROUP	String	Bank	☐	☐	10	🗹		15	+	−
STD_ID_NUM_QUAL	String	Bank	☐	☐	50	🗹		20	+	−

SEPA_DD Layout Catalog page

These SEPA layouts dispatch payments electronically as XML messages from PeopleSoft Financial Gateway using the Credit Transfer Initiation Message pain.001.001.02 or the Customer Direct Debit Initiation Message pain.008.001.01. The PeopleSoft payment methods ACH (Automated Clearing House), WIR (Treasury Wire), and EFT (Electronic File Transfer) support the SEPA_CT layout, and the direct debit payment method supports the SEPA_DD layout.

To enable PeopleSoft Financial Gateway to perform SEPA credit transfers and direct debits, you must access the Bank Integration Layouts page and associate each of these layouts with an existing bank. Once these layouts are set up for a selected bank, they can be used with any bank accounts associated with that bank. You must access one or more external bank accounts that you want to set up to perform SEPA credit transfers or direct debits and attach the layouts to the bank account.

For example, you might access the Collections page of a bank account associated with a French bank, select Direct Debit as the Payment Method, and select SEPA_DD as the payment layout. This is also where you indicate that want to dispatch the direct debit transaction electronically using PeopleSoft Financial Gateway.

This chart describes the setup needed to enable SEPA credit transfers or SEPA direct debits.
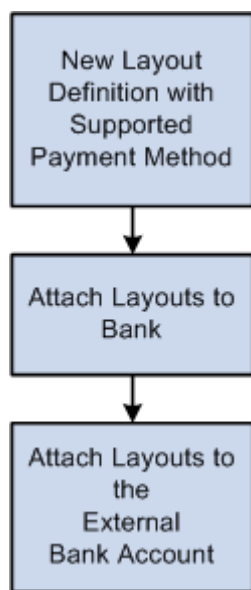
SEPA Layout Process Flow

SEPA Credit Transfers

The SEPA credit transfer scheme defines a common set of rules and processes for credit transfers denominated in euro. The scheme defines a common service level and a time frame under which financial institutions participating in the scheme must, at a minimum, conduct SEPA credit transfers.

To enable a SEPA credit transfer to occur, Oracle's PeopleSoft:

- Predefines a SEPA_CT layout, which adheres to ISO20022 Version 2 credit transfer standards and is in compliance with SEPA rules.

- Provides the functionality to initiate an input message with SEPA compliant information to PeopleSoft Financial Gateway.

- Provides the functionality to accept the SEPA format for rejecting and returning a message and to store the format in PeopleSoft Financial Gateway.

SEPA credit transfers begin with the initiation of SEPA credit transfer payments by the payment originator. To transfer the funds, the payment originator instructs the bank in which the originator holds a bank account to move the funds to the account of the beneficiary. The originator's bank then processes the SEPA credit transfer payment instruction according to the SEPA credit transfer scheme and transfers the funds using clearing and settlement mechanisms to the beneficiary's bank. The beneficiary's bank then credits the account of the beneficiary.

The initiation process of the funds transfer typically impacts PeopleSoft Payables because payments are most often triggered by the purchase of goods and services. However, this process can also be initiated from PeopleSoft Cash Management if funds are transferred between accounts or payments that are made to a Treasury counterparty or from a third-party application.

SEPA Direct Debits

The SEPA direct debit instrument is designed to act as a local collection instrument for SEPA regions that transcend national borders. SEPA implementation guidelines for direct debits are based on the adoption of the ISO20022 or UNIFI standard. A SEPA direct debit pulls funds from the debtor's bank account into the creditor's bank account. The pull is based on a direct debit mandate provided by the debtor to the creditor.

A mandate is a form given by the debtor to the creditor that authorizes the creditor to initiate collections that debit the debtor's specified account and enables the debtor's bank to comply with the instructions in accordance with the SEPA Rulebook. The collections are separate transactions from the underlying contract on which they are based. The underlying contract is agreed on between the creditor and the debtor. PeopleSoft Financial Gateway enables the creditor to print the mandate form with a reference number assigned by the system.

This diagram describes the process for creating, recording, and amending a mandate.

```
┌─────────────────────┬──────────────────────┬─────────────────────┐
│ Collect Mandate     │ Record Mandate       │ Amend/Cancel        │
│ Information         │ in System            │ Mandate             │
├─────────────────────┼──────────────────────┼─────────────────────┤
│                     │                      │                     │
│ Creditor            │ Creditor             │                     │
│ prints Mandate form │ enters Mandate for   │ Cancel Mandate      │
│ and                 │ Treasury Counterparty│                     │
│ sends to            │ or                   │                     │
│ Debtor              │ Customer             │                     │
│ for completion.     │ in                   │                     │
│                     │ Financial Gateway    │                     │
│                     │ for Debtor           │                     │
│                     │                      │                     │
│ Debtor              │ Creditor             │ Cancel Unused       │
│ completes and signs │ sends Mandate        │ Mandates            │
│ Mandate form        │ for approval         │                     │
│ and                 │                      │                     │
│ sends back to       │                      │                     │
│ Creditor            │                      │                     │
│                     │                      │                     │
│                     │ Mandate Approved.    │ Amend Mandate       │
│                     │                      │                     │
│                     │ Direct Debit Initiated│                    │
└─────────────────────┴──────────────────────┴─────────────────────┘
```

Direct Debit Mandate process flow

The debtor can be a Treasury counterparty or a customer. After the debtor completes and signs the mandate form, the debtor must return the completed mandate to the creditor. The creditor must enter the mandate information from the paper form in Financial Gateway on the Direct Debit for Counterparties page if the debtor is a Treasury counterparty, or on the Direct Debit Mandate for Customers page if the debtor is a customer. The mandate must be signed by the debtor.

The debtor can amend the mandate form by informing the creditor of any necessary changes and state the reason for the amendment. The creditor selects a reason code on the amendment section of the form, which appears when the creditor makes the change and saves the change to the form in the system.

The initiating party sends the Customer Direct Debit Initiation message to the forwarding agent or creditor agent using PeopleSoft Financial Gateway. The message requests a single or bulk collection of funds from one or more of the debtor's accounts for a creditor. A prenotification of the collection must be issued fourteen days before the direct debit is initiated.

SEPA direct debits can be initiated from PeopleSoft Receivables or by creating an EFT request in PeopleSoft Cash Management, which treats direct debits as collection items. Both products must identify SEPA_DD and EURO as the currency and capture the BIC/IBAN and mandate information.

SEPA Payment Cancellation and Reversals

PeopleSoft predefined these layouts that handle cancellations and reversals for SEPA credit transfers and direct debits:

- ISO_CNCL

- ISO_RVSL

- SEPA_RVSL

These layout properties will be attached to the existing SEPA layouts to help identify the layouts to use for cancellation or reversal messages electronically as XML messages from PeopleSoft Financial Gateway.

In PeopleSoft Payables you can cancel a SEPA cash transfer payment and reverse the cancellation. However, in PeopleSoft Receivables you can reverse a SEPA direct debit, but you cannot cancel it.

Users can define their own reason codes and reasons for payment cancellation and reversals.
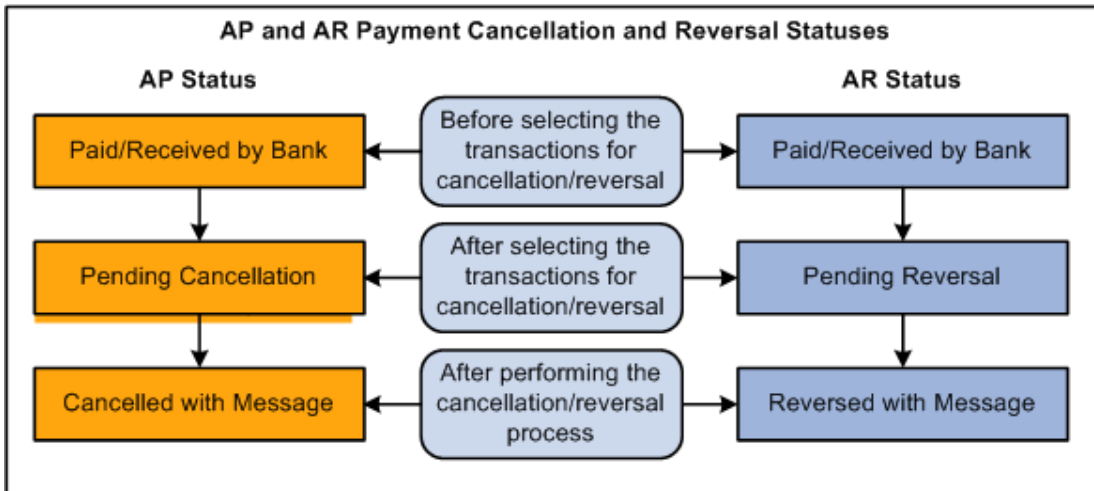
AP and AR Payment Cancellation and Reversal statuses

You must run the Payment Cancellation process to send the cancellation message to the bank, which will change the current status to Cancelled with Message for a PeopleSoft Payables SEPA cash transfer transaction.

You must run the Payment Reversal process, which will change the current status to Reversed with Message for a PeopleSoft Receivables SEPA direct debit transaction.

SEPA Payment Cancellation and SEPA Payment Reversal messages can be sent for payments received from third-party systems into Financial Gateway.

Payment Status Report

PeopleSoft predefined a layout PMT_STATV2 (ISO222 Payment Status Version 2) in the Layout Catalog for the document type Payment Acknowledge. This layout will be used to import the Payment Status report XML file that is sent by the bank. The file that will be imported will be an acknowledgement file sent by the bank adhering to ISO20022 XML standards. The message is PAIN.002.001.002.

The PaymentStatusReport message is exchanged between an agent and a nonfinancial institution customer to provide status information about instructions previously sent. Its usage is governed by a bilateral agreement between the agent and the nonfinancial institution customer.

The PaymentStatusReport message provides information about the status (rejection or acceptance) of the initiation of a SEPA credit transfer, a SEPA direct debit, or other customer instructions, such as a SEPA payment cancellation or reversal request.

Payment Layout Catalog Expansion

The Payment layout catalog for the Financial Gateway has been expanded to support ISO20022 version 2, SEPA Direct Debit, SEPA Credit Transfer, SEPA Payment Cancellation, SEPA Reversal, and Spanish EFT. These layouts enable customers to continue ongoing adherence to SEPA rules and regulations regarding payments and credit transfers. The Spanish EFT payment layout enables customers to create EFT payments in Financial Gateway using a Spanish format.

New Functionality

Each of these new layouts will be used to dispatch payment messages electronically as XML messages from PeopleSoft Financial Gateway.

In addition to the SEPA layouts described in the previously, PeopleSoft predefined another new layout, ESP_EFT that defines a Spanish format for users who choose to associate this layout with their banks and bank accounts. This layout is supported by the existing PeopleSoft payment method EFT. The user will attach the new layout to an existing bank by using the Bank Integration Layouts page and select the layout for any bank accounts associated with the selected bank.

File Attachment

Customers are required to provide support for financial transactions to a variety of regulatory sources. Compliance requirements such as Sarbanes-Oxley have made a systematic approach to providing financial support critical. Organizations maintain the required support in hard-copy format or in spreadsheet files. PeopleSoft Treasury 9.1 extends the capability to attach supporting documentation to financial transactions, such as scanned images of authorized signatories for banks, and EFT transfers.

New Functionality

This feature enables you to click an Attachments link to access a page where you can attach documents.

Treasury Template Attachments

| SetID: | SHARE | Transfer Template ID: | TR WIRE DD | Transfer Class: EFT |

Details   Customize | Find | View All | ⤢ | ▦ First ◀ **1 of 1** ▶ Last

File Name	Description	User	Name	Date/Time Stamp	
FORMS.pdf	UBC Signatory Forms				Delete

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

[Add Attachment]

[OK]   [Cancel]

Treasury Template Attachments page

You can attach documents associated with these components and pages:

Navigation	Page
Cash Management, Fees and Transfers, Bank Account Transfer, Bank Account Transfer page, click Attachment link.	BAX Transfer Attachments (BAX_TR_ATT_SEC)
Cash Management, Fees and Transfers, EFT Request, Origin page, click Attachments link.	EFT Attachments (TR_WIR_PNL_ATT_SEC)
Banking, Bank Accounts, External Accounts, Signatories page, click Attachments link.	Signatory Attachments page (BNKPNLSIGN_ATT_SEC)
Banking, Letters of Credit, L/C for Import, Import Information	Letter of Credit Attachments page (LC_IMPORT_ATT_SEC)
Banking, Letters of Credit, L/C for Export, Export Information	Letter of Credit Attachments page (LC_EXPORT_ATT_SEC)
Banking, Administer Reconciliation, Reconciliation Rules, Reconciliation Rules page	Reconciliation Rules Attachment page (RCN_RULES_ATT_SEC)
Cash Management, Fees and Transfers, Enter Fees, Enter Fees page	Fee Generator Attachment page (FEEGEN_PNL_ATT_SEC)
Cash Management, Fees and Transfers, Enter Transfer Templates, Origin page, click Attachments link.	Treasury Template Attachments page (TR_WR_TMPT_ATT_SEC)
Cash Management, Treasury Accounting, Accounting Entries, Accounting Entries page, click the Attachment link.	Accounting Entries Attachment page (TR_ACCT_ATT_SEC)

Navigation	Page
Cash Management, Investment Pools, Participant Information, Participant Information page, click Attachments link.	Attachments Information page (TRP_POOL_ATT_SEC)

Flexible Remittance Advice

While some PeopleSoft payment formats such as ACH 820 and ISO 20022 provide the capability to send remittance advice information, the current settlements process does not offer a standard method for sending remittance advice. Remittance advice information enhances the reconciliation process for both suppliers and buyers.

PeopleSoft 9.1 delivers a flexible method for sending remittance advice using PeopleSoft Financial Gateway. It enables organizations to realize the full potential of electronic payments. The Remittance Advice layout is configurable to support supplier needs and will be delivered via email as a secure and easy-to-use solution.

The remittance advice functionality saves time, resources, and money for the buyer and the seller by helping the supplier's accounts payable department to efficiently reconcile financial activity.

New Functionality

Remittance advice from subsystems will be sent using email through Financial Gateway (FG) to vendors or suppliers. Using XML Publisher, you can produce your own email message format and select the amount of detail to include in the message. During payment processing by a subsystem, the Payment Dispatch process calls XML Publisher to send an email notification of the payment. If problems occur with the payment remittance when the payment acknowledgement is processed, the Payment Load process uses XML Publisher to send an email notification of these problems.

Enabling PeopleSoft Financial Gateway to Handle Remittance Advice Emails

You can select the Send Remittance Advice check box on the Source Registration page to indicate that PeopleSoft Financial Gateway should send a remittance report based on the entered report ID and the sender's remittance email address for PeopleSoft Payables, Receivables, Cash Management, and Deal Management.

Source Registration

| Source System: | AR |
| *Description: | Receivables |

Integration Details

*Inbound Integration Type:	Application Class	☐ External Source
Inbound Node:		☐ External Publish
*Outbound Integration Type:	Application Class	☐ Financial Sanctions Validation
*Root Package ID:	AR	
*Path:	PAYMENT	
*Application Class ID:	DDPaymentAck	

Status Integration Details

	*Dispatch Status		
1	Canceled	+	−
2	Error	+	−
3	Flagged for Hold	+	−
4	Awaiting Dispatch	+	−
5	Paid	+	−
6	Dispatched to Bank	+	−

☑ Send Remittance Advise

Report Definition ID: REMIT_ADVISE

Remittance Email ID: SMTP-User_us@oracle.com

Payment Numbering Properties

| *Payment ID Prefix: | AR | Last Payment Number: | 0000000000 |

Drill Back Details

| *Drill to Source Transaction: | Component | ☑ Open In New Window |
| Menu Name: | MANAGE_DIRECT_DEBITS | |

Financial Gateway - Source Registration page

After enabling remittance advice to be sent based on each subsystem's source registration, users can set up the Remittance Advice Attributes page for these components:

- Settlement Instructions – Beneficiary Address page.

- Enter Transfer Templates – Destination page.

- EFT Requests – Destination page.

Remittance Advise Attributes

Email ID:	jtjensen@NRBC.com
Email ID 2:	
Report Name:	REMIT_NOTE1
Template ID:	REMIT_ADVICE_1
Language Preference:	English

OK   Cancel

Remittance Advice Attributes page

Enabling PeopleSoft Receivables Direct Debits to Send Remittance Advice

You can also set up direct debits in PeopleSoft Receivables to send remittance advice emails using Financial Gateway by performing these activities:

- Select the Email Notify check box in the Direct Debit Profile.

- To enable a customer to receive an email containing remittance advice, set up a customer contact email address on the Contact page and link that contact with each customer using the Documentation link on the Contact Customer page. Only Primary Bill To customers will receive a remittance advice email.

- Select the new direct debit component Remit to Bank to send remittance advice related to direct debit transactions (EFT SQRs) that were not processed through Financial Gateway.

Remit to Bank – Email Remittance Advice page

- PeopleSoft Financial Gateway automatically creates email notifications for the direct debit transactions that go through Financial Gateway once the bank returns a positive transaction confirmation receipt message to PeopleSoft Financial Gateway.

Cancellation of Payment Request via Flat File

When it comes to payment transactions, companies are faced with multiple source systems for payments (accounts payable, accounts receivable, and legacy systems). Cancelling payments one at a time is a time-consuming and labor-intensive effort.

In PeopleSoft Cash Management, Financial Gateway is designed to be a true Payment Hub for PeopleSoft customers. The customer sends payments using a flat file to Financial Gateway from a source system. PeopleSoft 9.1 enhances this process by enabling the cancellation of a payment via flat file, which streamlines and improves the efficiency of the cancel payment process.

New Functionality

Currently, PeopleSoft Financial Gateway can import payments via flat files. To enhance this capability, PeopleSoft predefines a new layout catalog to enable Financial Gateway to import a flat file to cancel a payment.

This new layout PAYCANEIP is used to import payments. It imports the file to cancel a payment using the message PAYMENT_CANCEL. The transformation uses the PMT_CAN_PMT Application Engine program. A new class, TR_FORMAT.PaymentImport.CancelPaymentFile, takes the payment cancel data and transforms it to the PAYMENT_CANCEL Message structure, which is loaded into Financial Gateway.

Enhance Book to Bank Reconciliation

Reconciliation is critical to an organization's compliance and control structure. Customers need to reconcile the ledger balances to bank balances. Book-to-Bank Reconciliation is a high-volume process that was introduced in PeopleSoft Cash Management 8.8.

Book-to-Bank Reconciliation compares bank-reported balances in the bank statement to the system's general ledger balances for a specified fiscal period. The Book-to-Bank Reconciliation functionality currently integrates with General Ledger, Payables, Receivables, and Treasury. In Release 9.1, the Book-to-Bank Reconciliation functionality includes transactions from the Expenses module through Payables. To improve performance of this high-volume process, we rebuilt the Book-to-Bank process as an Application Engine.

New Functionality

Book-to-Bank reconciliation is an on-line process performing data extraction and calculations for large amounts of data at the component level. Release 9.1 enables you to use the new Book to Bank Reconciliation Details page to compare the bank statement transactions with the system transactions that are derived from the general ledger and its source systems. In addition, the system transactions for reconciling book to bank now include Expense transactions paid through the PeopleSoft Payables PayCycle.

Plan to Retire Business Process Overview

The Plan to Retire business process spans from the initial planning and budgeting for assets to the end-of-life disposal of them. Whether the lifecycle of a particular asset spans three or thirty years of operational life, flexible processes and sophisticated tools are required to manage it. Effective management of the enterprise's portfolio of physical assets requires access to information from the entire lifecycle. The Asset Lifecycle Management (ALM) solution, coupled with the existing PeopleSoft Enterprise Financials and Supply Chain solutions, offer the business analytics, tools, and processes needed to enable intelligent decisions and efficient business process execution.
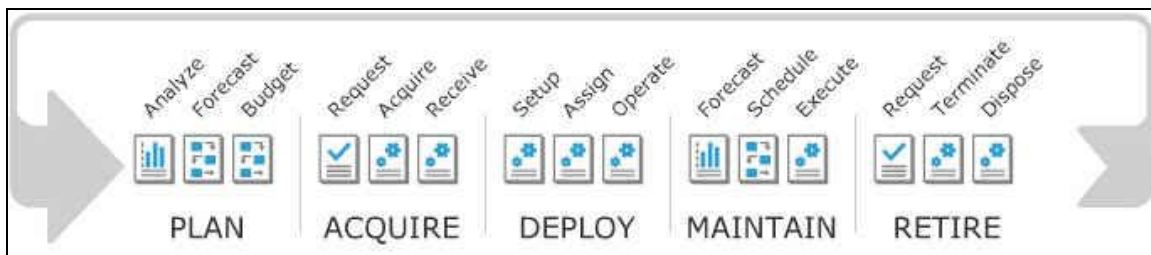
Plan to Retire Business Process

The Plan to Retire business process is composed of five main phases:

- In the Plan phase, the organization prioritizes asset needs and utilization based on corporate objectives. PeopleSoft Enterprise financial and project planning solutions, in conjunction with ALM, enable organizations to collect asset requirements and performance information; forecast asset requirements; assess requirements against current capabilities; and establish plans and budgets for acquiring, building, repairing, and disposing of assets in accordance with the organization's strategic objectives.

- The Acquire phase facilitates different acquisition processes depending upon asset needs defined in the planning process. The PeopleSoft Enterprise ALM solution enables the organization to purchase, lease, construct, repurpose, and renovate assets in the Acquire phase. Combined with PeopleSoft project management and document management tools, PeopleSoft Enterprise ALM delivers comprehensive construction management capabilities.

- The Deploy phase focuses on minimizing startup time and complexity of making assets operational. Whether deployment spans selection of contractors through construction for real estate and facilities, setup, configuration and test verification for IT assets, or rebuilds, insurance certifications, and warranty management for major equipment, ALM, coupled with the PeopleSoft Enterprise Services Automation solution, provides the tools to complete the job. Additionally, the solution enables the assignment of assets to users before deployment, which ensures that users have the tools they need to perform their jobs. This solution also provides insight into the current usage to enable informed decisions about how to allocate assets.

- The Maintain phase includes operating and depreciating assets; planning, scheduling, and executing maintenance activities; capturing and analyzing maintenance and operations data and costs; and forecasting maintenance requirements. The integrated PeopleSoft Enterprise ALM solution enables your organization to establish and manage maintenance budgets, schedules, and work to minimize downtime and optimize the utilization of key assets. Furthermore, the solution addresses the need for efficiently managing property leases, IT software, and IT hardware by offering tools that cater to the unique requirements of real property and IT assets.

- The Retire phase allows the expeditious disposal or sale of assets that no longer meet performance targets that were set in the planning phase for specific asset types.

PeopleSoft Enterprise ALM applications leverage the PeopleSoft Enterprise Asset Management application as their foundation. Asset Management provides a common asset repository, which is a single source of truth for all financial and operations data related to assets.

The ALM solution includes three products that focus on significant asset management categories: IT Asset Management (ITAM), Maintenance Management (MM), and Real Estate Management (REM).

Organizations are realizing significant cost savings and improved planning capabilities through integration of the entire asset lifecycle. ALM applications combine information to integrate planning, acquiring, operating, leasing, maintaining, and renewing assets. From sourcing and procurement through capitalization, financial and operations management, and write-off, out-of-the-box enterprise integration links all business functions for complete asset visibility and control. Numerous 9.1 ALM enhancements deliver on the PeopleSoft Release 9.1 application themes of flexibility, intelligent business execution, and organizational effectiveness.

For the Plan to Retire business process, the following sections describe the new ALM features and enhancements for Release 9.1.

Asset Management 9.1

PeopleSoft Enterprise Asset Management is a critical component of the Plan to Retire business process. It provides enterprise-wide integration across the PeopleSoft application suite to improve asset visibility, facilitate global compliance and reporting, and lower your cost of ownership.

PeopleSoft Asset Management enables you to more effectively track physical and financial assets while meeting reporting requirements. Integrating with other PeopleSoft applications automates the asset lifecycle to reduce processing errors and increase processing efficiencies. You can track physical attributes, calculate depreciation, record tax and insurance requirements, and budget for future acquisitions of organizational assets.

Accurate and efficient processing of capital assets is vital to proper balance sheet presentation and determining the most favorable depreciation schedule for both corporate and statutory reporting. PeopleSoft Asset Management provides a comprehensive framework to track and record an organization's capital or fixed assets. All events affecting the financial recognition of assets are tracked for the entire life of the asset to maintain accurate financial records that are automatically posted to the ledger.

PeopleSoft Asset Management forms the central asset repository for the fully integrated Asset Lifecycle Management solution and integrates with other PeopleSoft Enterprise Financial Management and Supply Chain Management solutions. This creates a single source of truth for all your assets, from IT equipment and software licenses to heavy equipment and machinery, vehicles, and facilities and property data. This information is easily accessible throughout the life of your assets, enabling control and consistency across your business. PeopleSoft Enterprise Asset Management also efficiently leverages your other PeopleSoft applications, delivering accurate, real-time data so that you can truly maximize the return on all your assets.

Streamlined Financial Processes

The following Release 9.1 enhancements focus on streamlining financial processes:

- Retirements Option Enhancements

- Capitalization Thresholds

- Group Asset Enhancements

- Enhanced Interunit Transfers

Retirement Option Enhancements

In prior releases, retirement options were available online only at the time of retirement of an asset. It is important that retirement option setup be more flexible and available for online and batch processing.

New Functionality

PeopleSoft Asset Management 9.1 provides the following retirement option enhancements:

- Retirement option can be configured at the asset profile and asset book level (Asset Profile – Depreciation page, Asset Profile Changes in Mass, and Book Definition - Depreciation page) as well as the asset level.

- Retirement option is available on various online transaction pages (Express Add - Depreciation Information page, Child Asset RET Overrides page, and Define Inventory Occurrence page), batch, and disposal worksheet.

- Allocation of proceeds and removal costs when child assets are disposed together with their parent facilitates more accurate reporting of parent and child asset retirement activity.

Capitalization Thresholds

Automating the classification of expense, capital, and non-capital assets based on their cost is key to streamlining Asset Management financial processes.

New Functionality

The Capitalization Threshold feature enables organizations to automate the categorization of assets as capital, non-capital, or expense based on the cost of an asset. Asset additions and adjustments are validated against conditions that are defined for capitalization, physical tracking and expense. The system automatically catalogs the capitalization status for batch and online asset additions.

Capitalization Thresholds are enabled at the installation and business unit levels and defined by asset profile. PeopleSoft Asset Management 9.1 provides the following functionality with this feature:

- Online and batch processing of capitalization thresholds.

- Processing for adjustments to the asset original cost.

- Balancing of potential clearing account with other feeder systems.

- Reports and audit trails to facilitate the control of these transactions.

Group Asset Enhancements

The Group Asset functionality is commonly used by the energy industry. PeopleSoft Asset Management 9.1 further expands the group asset capability to accommodate a wider range of asset-intensive industries and their business requirements.

New Functionality

PeopleSoft Asset Management 9.1 provides the following group asset enhancements:

- Ability to perform interunit transfers from regular assets to group assets.

- Extension of parent/child functionality to group assets.

- Capability to override the estimated accumulated depreciation at the member level on certain transactions.

- Improvement of net book value storage for member assets.

Enhanced Interunit Transfers

The Interunit Transfer enhancements for Asset Management 9.1 provide greater efficiency.

New Functionality

PeopleSoft Asset Management 9.1 provides the following Interunit Transfer enhancements:

- Interunit transfers across business units with different base currencies when you use the InterUnit Transfer action. The Interunit Transfer Definition and the Asset Cost IU Book Transfer page allow multicurrency transfers. The programs are modified to include the correct accounting entries for these transfers.

- Select the option to use the asset's remaining life (or full life) when performing interunit transfers using the ADD action (RET/ADD).

Global Compliance and Controls

The following Asset Management 9.1 enhancements advance the PeopleSoft global compliance and control initiatives:

- Investment Property – IAS 40

- Fair Value Measurement – FAS 157

- Bonus Depreciation – American Recovery and Reinvestment Act of 2009

- Bonus Depreciation – Small Business Jobs Act of 2010

- Bonus Depreciation Definition

- Japanese Tax Reform

- French Value Added Tax (VAT)

- VAT Reverse Charge

- Financials Audit Framework

- Extended Attachment Capabilities

- ChartField Security

- Combination Editing

Investment Property – IAS 40

In accordance with International Accounting Standards (IAS 40), PeopleSoft Asset Management 9.1 facilitates the administration of investment properties that are stored in the Asset Repository.

New Functionality

To help organizations comply with IAS 40, PeopleSoft 9.1 provides:

- Ease of investment property identification.

- Accounting entry templates for investment property.

- Reporting capabilities.

Ease of Investment Property Identification

To identify investment property, PeopleSoft Asset Management 9.1 provides new fields, Investment Property and Property Interest, on the Category page. Also, new fields are included on the Business Unit/Book Feature page for Investment Property, Inv Property Trans Code, and new value for revaluation method.

Accounting Entry Templates for Investment Property

A new Accounting Entry template and Distribution Type, IX, is used for Investment Property Accum Adjustments for non-depr categories. This replaces PR and DE Distribution Types for this category.

Reporting Capabilities

New fields have been added to the Asset Management Units/Books report (AMBU1000) and Asset Categories report (AMAS1100).

Fair Value Measurement – FAS 157

Financial Accounting Standards (FAS) 157 establishes a framework for measuring the fair values of assets and liabilities and how to disclose them for the financial statements. It is effective for financial statements issued for fiscal years beginning after November 15, 2007.

New Functionality

Asset Management 9.1 continues to support the existing fair value processing for international customers while providing the following solution in compliance with FAS 157:

New standardized parameters for loading and capturing fair values to comply with FAS 157 include:

- New fields and prompts to the Fair Value (formerly FMV) page.

- Modification of existing fair value processing for revaluation, impairment, and leases.

- New setup pages for new fields and fair value template.

- New reports that facilitate the disclosure of fair values:

  - Fair Value Activity report in summary and detail modes.

  - Fair Value Detail report in summary and detail modes.

Bonus Depreciation – American Recovery and Reinvestment Act of 2009

PeopleSoft Asset Management 9.1 accommodates the American Recovery and Reinvestment Act of 2009, which permits a first-year bonus depreciation deduction of 50 percent of the adjusted basis for qualifying property acquired and placed in service after December 31, 2008 and before January 1, 2010 (before January 1, 2011 for certain longer-lived property).

New Functionality

Set up asset profiles (Asset Profiles – Tax page) for the new depreciation by applying the new depreciation bonus to profile IDs or manually apply the new depreciation bonus at the asset level, one at a time, using the Depreciation Bonus field.

This functionality has been extended to PeopleSoft Asset Management releases 9.0 and 8.9. For more detail, refer to "PeopleSoft Enterprise Asset Management 9.0, 8.9, and 8.8 SP1 Documentation Update for Bonus Depreciation: American Recovery and Reinvestment Act of 2009," which is posted on My Oracle Support.

Bonus Depreciation – Small Business Jobs Act of 2010

Introduced in PeopleSoft FSCM 9.1 Bundle #8, FSCM 9.0 Bundle #33, and FSCM 8.9 Bundle #40. Included in FSCM 9.1 Feature Pack March 2011.

PeopleSoft Asset Management 9.1 accommodates the Small Business Jobs Act of 2010, which extends the 50-percent first-year bonus depreciation through December 31, 2010 (which was set to expire at the end of 2009). The extension is retroactive to January 1, 2010, among other provisions.

New Functionality

Set up asset profiles (Asset Profiles - Tax page) for the new depreciation by applying the new Small Business Jobs depreciation bonus option to profile IDs or manually apply the new depreciation bonus at the asset level, one at a time, using the Depreciation Bonus field.

This functionality has been extended to PeopleSoft Asset Management releases 9.0, 8.9, and 8.8 SP1. For details, see My Oracle Support Note ID 1293183.1.

Bonus Depreciation Definition

Introduced in PeopleSoft FSCM 9.1 Bundle #5, FSCM 9.0 Bundle #29, FSCM 8.9 Bundle #37. Included in FSCM 9.1 Feature Pack March 2011.

As new legislation has become more frequent, customers need flexibility in modifying and defining their own bonus depreciation options without having to rely on PeopleSoft Development to issue an update every time a new law is enacted.

New Functionality

PeopleSoft Asset Management delivers a new Depreciation Bonus Info page that enables you to tailor depreciation bonus options for timely implementation of new legislative or statutory requirements without a PeopleSoft Development update.

Access the Depreciation Bonus Info page (Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Depreciation Bonus, Depreciation Bonus Info):

Use the Depreciation Bonus Info page to add new depreciation bonus options or to modify existing options to accommodate new legislation. Use the Depreciation Bonus definitions to update an asset on the Tax Information page when adding assets.

Depreciation Bonus	Select the Depreciation Bonus value to modify or add a new Depreciation Bonus value. The value can be 0 to 9 or A to Z.
Short Description and Description	Add or modify meaningful descriptions for the Depreciation Bonus option.
Use bonus percent range:	Select this check box to use a range of bonus percent values. When this check box is selected, the Bonus Percent To field appears.
Bonus Percent	Enter the percent amount of the depreciation bonus to be applied to the books for a given asset profile. The amount depends on the Depreciation Bonus type and the acquisition date and in-service date of the asset as well as state or local application of the depreciation allowance. For example, if your state adopted the bonus depreciation as a percentage of the Federal percentage, the amount may be calculated as an amount other than the federally allowed percentage.

Acquisition & In-Service Dates

Use same date for both:	Select this check box when the asset acquisition date range is the same as the in-service date range. When selected this check box is selected, only one row appears for Acquisition & In-Service date range.

Once you have added or updated bonus definitions, set up asset profiles (Asset Profiles – Tax page) by applying the new depreciation bonus option to profile IDs or manually apply the new depreciation bonus at the asset level, one at a time, using the Depreciation Bonus field.

This functionality has been extended to PeopleSoft Asset Management releases 9.0, 8.9, and 8.8 SP1. For details, see My Oracle Support Note ID 1293183.1.

Japanese Tax Reform

Japanese companies must comply with new Japanese tax reform legislation.

New Functionality

PeopleSoft Asset Management 9.1 provides:

- New depreciation methods for assets acquired on or after April 1, 2007.

- A new depreciation method, Japan Extended Straight Line, for assets acquired before April 1, 2007 and that are fully depreciated using the J1 or J2 methods.

- A memorandum price that is handled at the business unit level to be used in the calculation for the new depreciation methods.

- An Extended Depreciation Worksheet to apply the extended depreciation calculation after reaching the depreciation limit for existing depreciation methods as well as the ability to identify candidate assets that qualify for extended depreciation.

This functionality has been extended to PeopleSoft Asset Management releases 9.0, 8.9, 8.8, and 8.4. For more detail, refer to "PeopleSoft Enterprise Asset Management 9.0, 8.9, 8.8 and 8.4 Documentation Update: Implementing Japanese Tax Reform Depreciation Changes," which is posted on My Oracle Support.

French Value Added Tax (VAT)

The French legislation, Decrete Nº 2007-566, was effective as of January 1, 2008. French financial services companies use the VAT Use Type and the VAT Apportionment to store the temporary recoverable VAT at asset purchase time. In some cases, the recoverability of VAT is not definite and the final base is unknown until the end of the period.

New Functionality

To comply with the new requirements, PeopleSoft 9.1 provides for the calculation of recoverability adjustments to register the gap between the temporary and final VAT recoverability at the end of the year, as well as access to auditable data. The apportionment represents the product of three recoverability coefficients and the adjustments to the recoverable VAT amounts are recognized when final recoverability data reflects a significant difference from the estimated ratios used to determine recoverability.

This functionality has been extended to PeopleSoft Asset Management releases 9.0 and 8.9. For more detail, refer to "PeopleSoft Enterprise Asset Management 9.0 and 8.9 Documentation Update: French Value Added Tax (VAT)," which is posted on My Oracle Support.

VAT Reverse Charge

The domestic reverse charge applies to sales of certain goods if the specified goods are purchased by a VAT-registered business for business purposes. Sales to nonbusiness customers are unaffected by the provision, in which case normal VAT rules apply.

Under the domestic reverse charge procedure, the commercial purchaser of the specified goods is liable to the taxing authority for the tax rather than the seller. However, both seller and purchaser must report the VAT on the sale in the specified manners.

New Functionality

To comply with the new requirements, PeopleSoft 9.1 Asset Management provides for the calculation of VAT Customer Amount (Reverse Charge) during the retirement by sales process. This VAT Customer Amount is recorded and posted to Billing to generate the Billing invoice.

For more information, see Extending the Global Reach, Global Compliance and Controls, Reverse Charge VAT.

Financials Audit Framework

The introduction of the Financial Audit Framework enables improved audits and controls (audit logging) for transactions related to the AM_ASSET document.

New Functionality

Asset Management audit trails can be registered for events ranging from Asset Adds, Cost Adjustments and Transfers, Depreciation, Retirements and Reinstatements, Interunit Transfers, Re-categorizations, Asset Copy, and Revaluation.

To enable audit logging capabilities for Asset Management events, access the Enable Audit Logging page (Set up Financial/Supply Chain, Common Definitions, Audit Logging, Enable Audit Logging, Enable Audit Logging and select Asset Management for the application name):

Enable Audit Logging page

Select the events that you want to track. Once they are enabled, you can search for audit logs using the Search Audits Logs page and can delete audit logs using the Purge Audit Logs page.

Access the Search Audit Logs page to access the audit log for an asset ID by business unit (Setup Financial/Supply Chain, Common Definitions, Audit Logging, Search Audit Logs, Search Audit Logs):

Search Audit Logs

Application Name: Asset Management   Document Name: AM ASSETS

Search Criteria

* Business Unit	is equal to	US001
* Asset Identification	is equal to	AUTO
Event Code	is equal to	
Event Date	is equal to	
User ID	is equal to	
Process Instance	is equal to	

☑ Include Archive
☑ Include Batch Changes
☐ Include Purge Logs

[Search]   [Clear]

Search Results   Customize | Find | 📄 | 🔢   First ◀ 1 of 1 ▶ Last

Business Unit	Asset Identification	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
US001	AUTO	EXPRESS_ADD	Asset Express Addition	07/20/2009 5:43:10.000000AM	DVP1		This asset was added online through Express Add on Trans Dt 2009-07-20 and Accounting_Dt 2009-07-20 having profile AUTO. Asset Status is In Service

Search Audit Logs page

You can also access the audit log for a given asset by clicking the Audit Logs link on the transaction pages, such as the Basic Add - General Information page. The search result, by default, returns the audit trail for that particular asset.

Extended Attachment Capabilities

Extended attachment capabilities provide the ability to view supporting documentation from the same location as the financial transactions.

New Functionality

PeopleSoft Enterprise FSCM Release 9.1 extends the capability of attaching supporting documentation to Asset Management Additions.

This functionality leverages the SCM attachment architecture, which uses the standard tools attachment built-in functions, provides a server setup and maintenance page for server information, and relies on an Application Class to manage uploading and downloading the attachments using the server information from the setup page.

Access the Basic Add – General Information page (Asset Management, Asset Transactions, Owned Assets, Basic Add, General Information):

Basic Add – General Information page

Click the Attachments link to access the Asset Management - Attachments page:

Asset Management - Attachments page

Note: If a component already has the ability to add attachments prior to the application of the new attachment architecture (such as the Attachments page in the Basic Add component), there will be an upgrade impact.

For more information, consult the PeopleSoft Upgrade documentation located in My Oracle Support.

ChartField Security

ChartField Security provides the means by which to restrict online user access to Asset Management transactions that are associated with unauthorized ChartField values as defined for Asset Management components.

New Functionality

In addition to PeopleSoft PeopleTools security and product-specific security, you can enable another, more specific, layer of security called ChartField Security.

ChartField Security provides a flexible framework for configuring and maintaining data-level security. You can enable or disable ChartField Security by product. You can also control access by user ID, role, or permission list. When enabled, ChartField Security prevents user access to:

- Online transactions with unauthorized ChartField values.

- Accounting data with unauthorized ChartField values in inquiry components.

- Unauthorized ChartField values during data entry.

Control access for up to two ChartFields for specific high-exposure entry functions and most inquiry functions. You can leverage PeopleSoft tree nodes and ranges, permission lists, and roles to configure security rules.

You can enable ChartField Security for the following components within Asset Management:

AM Component	Description	Type
AM_DISPOSAL_WKSHT	Disposal Worksheet	Transaction
AM_EXTENDED_DEPR	Extended Depreciation	Transaction
AM_GL_DRILL	Journal Drilldown	Inquiry
AM_IMPAIR	Impairment Worksheet	Transaction
AM_REPORTING	Cost and Depreciation Summary	Inquiry
AM_REVALUE	Asset Revaluation	Transaction
ASSET_CONSOL	Consolidate Asset Transactions	Transaction
ASSET_DIST	Asset Accounting Entries	Transaction
ASSET_ENTRY	Express Asset Add	Transaction
ASSET_NF_DIST	Review Expense Entries	Inquiry
ASSET_PRINT	Printable View of Asset	Inquiry
ASSET_SEARCH	Search for an Asset	Inquiry
ASSET_UNIT	Unitize Asset Transactions	Transaction
BASIC	Asset Basic Information	Transaction
BASIC_PARENT_CHILD	Parent-Child Basic Update	Transaction
BD_CAP	Capital Acquisition Plans	Transaction
COPY_ASSET	Create Asset Copies	Transaction

COST_BAL	Asset Cost Adjust/Transfer	Transaction
COST_HISTORY	Asset Cost History	Inquiry
DEPR_ACCUM_ADJ	Depreciation Reserve Adjustment	Transaction
DEPR_HISTORY	Asset Depreciation	Inquiry
DEPR_PARCHILD_NBV	Parent-Child Net Book Value	Inquiry
DEPR_SUM_HISTORY	Depr Summary by Cost Type	Inquiry
INF_INQ	Inquire Inflation Information	Inquiry
INTFC_FIN	Load Preview Financial	Transaction
INTFC_FINPHY_SS	Intfc Fin Spreadsheet Software	Transaction
INTFC_PRE_AM	Load Preview Pre_AM	Transaction
LEASE	Asset Leases	Transaction
LEASE_ENTRY	Lease Express Add	Transaction
LEASE_OPER_TFR	Operating Lease Transfer	Transaction
NF_DIST_LN	Non-Financial Distribution	Transaction
NON_CAP_COSTS	Non-Capitalized Costs	Transaction
PEND_TRANS_UPD_DEL	Asset Pending Txns Update/Del	Transaction
RETIRE	Retirement and Reinstatement	Transaction
WHAT_IF_DEPR	What if Depreciation Inquiry	Transaction

For details on ChartField Security setup, see "Cross-Pillar Enhancements, ChartField Security."

Secure specific components within each product using the Component Registry - Secured Components page (Set Up Financials/Supply Chain, Security, ChartField Security, Register Components, Secured Components):

Component Registry - Secured Components page

Combination Editing

PeopleSoft Asset Management 9.1 performs combination editing to identify and correct invalid ChartField combinations within Asset Management before accounting entries are sent to PeopleSoft General Ledger.

New Functionality

Asset Management leverages the existing common setup for valid and invalid ChartField combinations and is consistently applied to all transactions that generate accounting entries for General Ledger. ChartField combination editing is applicable for books that are associated with a GL ledger.

Set ChartField combination editing options at the business unit/book level. These settings are applied when you save certain online components, at which time the ComboEdit processor is invoked (FS_COMBO_EDIT). If the ChartField combination fails validation, an error message is displayed. Depending upon the combo edit options settings, the page may be saved with errors, rejected, or bypass combination editing.

Asset Management transactions that employ combination editing include ExpressAdd, Basic Add, Copy Asset, lease transactions, Update Non-Capitalized Cost, Cost Adjust/Transfer Asset, and Retirements and Reinstatements

A new page displays all the combination edit errors and you can easily return to the transaction information to make necessary changes, if needed. In batch mode, the Transaction Loader Application Engine process (AMIF1000) has been modified to perform Combo Edit validation prior to loading transactions. This check is similar to the error checks that are currently done in AMIF1000 before the loading process is performed.

Integrated Performance Management

The following Asset Management Release 9.1 enhancements advance the PeopleSoft integrated performance management initiatives:

- Enhanced Leased Asset Functionality

- Project Costing ChartFields Tracking

- Asset Allocation Improvements

- Depreciation Calculation Process Improvements

- Enhanced Consolidation Usability

- Physical Inventory Functionality for Non-capitalized Assets

- Transaction Loader Improvements

- Cost and Depreciation Report Enhancements

- Asset Management Reports in XMLP Format

- Navigation Restructuring

Enhanced Leased Asset Functionality

Enhanced leased asset functionality enables the automation of lease payments via PeopleSoft Payables and the generation of accrual payment schedules for regular leased assets.

New Functionality

This feature provides a robust integration between PeopleSoft AM lease payments and PeopleSoft Payables to automatically generate vouchers for lease payments that are calculated in Asset Management, including both capital and operating leases. In addition, the lease payment schedule segregates the principal and interest of each payment and is used by the AMDPCLOS process to generate the payment accounting entries.

Set up new Lease Payments options for the lease integration with Payables at the business unit level. This is accomplished on the Interface Options page of the Asset Management Definition component:

Asset Management Definition - Interface Options page

Select the Lease Interface Processing options to enable the lease payment integration for the AM business unit and enter the default Payables business unit. You can also select to allow automatic approval of lease payments.

New pages for this integration include:

- Payables Integration page within the Leased Assets component – integration information by asset.

- Review Payments page – review payment date, integration status, and AP information for lease payments that are selected for Payables integration. If any information needs modification, you can use the Update Lease Information component.

- Approve Payments page – approve pending lease payments to Payables.

- Lease Payments to Payables page – upload payments to be processed to Payables.

- AM/AP Payment Reconciliation – Reconciliation Report.

Asset Management generates the associated accrual accounting entries and can be allocated monthly, in accordance with GAAP. The Lease Interest Contra and Lease Obligation Contra accounts must be established as clearing accounts, which will be offset by the AP voucher entries.

Project Costing ChartFields Tracking

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

When General Ledger journals are created from Asset Management, the related project information (such as analysis type, resource type, activity ID, and resource category) should be automatically provided rather than requiring manual entry of journal lines.

New Functionality

PeopleSoft Asset Management now tracks all PeopleSoft Project Costing ChartFields. In addition to Project ID, the following Project Costing fields are available in Asset Management:

- PC Business Unit
- Activity ID
- Resource Type
- Category
- Resource Subcategory
- Analysis Type

Accounting entries, online inquiries, and reports have been expanded to include the additional Project Costing ChartFields.

Asset Allocation Improvements

Introduced in PeopleSoft FSCM 9.1 and FSCM 9.0 Bundle #25. Included in FSCM 9.1 Feature Pack March 2011.

Updating Asset Allocation definitions has been a cumbersome and labor-intensive process because users have had to manually add assets to the definitions. The new assets added after the last allocation run should be automatically provided rather than requiring manual entry or creation of new allocation IDs each time.

New Functionality

PeopleSoft Asset Management provides the ability to modify an existing asset allocation ID (same effective date) to automatically include any new assets that have been added to the repository since the last allocation run that meet the desired criteria.

This enhancement alleviates the need to create a new allocation ID each time to include new assets or manually update. Access the allocation ID in correction mode and refresh the asset list with the Search button. This feature has been extended to Asset Management 9.0.

Depreciation Calculation Process Improvements

The Depreciation Calculation program (AMDPCALC SQR) is extremely large, which can cause performance issues. Improvements to the depreciation calculation process for Asset Management 9.1 provide performance gains.

New Functionality

PeopleSoft Asset Management 9.1 modifies the Depreciation Calculation program as follows:

- Local Depreciation Methods and Global Depreciation Methods are split into two separate processes.

- Reduced number of PROGLINEPARS are processed at once to avoid exceeding the processing limit.

Enhanced Consolidation Usability

Enhanced consolidation usability improvements offer more flexibility when interface rows are selected for consolidation.

New Functionality

Search criteria are expanded to include business unit and permit the use of combined key selection. This means that the data retrieval understands combined keys; for example, to select by receiver line, you specify first the business unit and the receiver ID.

Physical Inventory Functionality for Non-capitalized Assets

Physical inventory functionality is extended to include non-capitalized assets. It is also enhanced to allow integration with third-party physical inventory tools by means of web services.

New Functionality

The Asset Management Physical Inventory feature uses flat files to exchange data with the third-party vendor. The SQR program AMPI1000 extracts, in a flat file, the details of the assets that need to be inventoried. It receives the results of the physical inventory in a flat file. This flat file is then loaded into the database table by means of the same SQR.

This feature is expanded to include the following improvements:

- Extends the capability to non-capitalized assets, namely, non-capital assets and operating lease assets.

- Provides the ability to transfer and retire non-capital assets and operating lease assets.

- Provides more filtering criteria to limit the inventory size to more manageable levels. Filtering criteria include profile, cost, category, class, asset type, and asset subtype (in addition to the usual department and location criteria).

- Provides the ability to enter the scanned inventory data into PeopleSoft Asset Management through component interface.

Access the Physical Inventory Control - Definition page (Asset Management, Physical Inventory, Define Inventory Occurrence):

Physical Inventory Control - Definition page

The Physical Inventory Control page extends the process to include non-capital and operating lease assets.

The book name that you supply on this page is used to process assets for physical inventory that were added to a book other than the one that is designated as the current default book value on the AM Business Unit Definition page. If you leave the Book Name field blank, the system uses the current default book value from the AM Business Unit Definition page. This way, if you change your designated default book value, you can create a separate Physical Inventory ID to process those assets in physical inventory that were added with the old default book value.

See "PeopleSoft Enterprise Asset Management 9.0, 8.9, and 8.8 Documentation Update: Physical Inventory."

Transaction Loader Enhancement

PeopleSoft Asset Management 9.1 provides more control over the interface rows that are processed by the Transaction Loader.

New Functionality

Improvements to the Transaction Loader process include business unit as a selection criterion on the Transaction Loader run control page. For InterUnit Transfers, if you filter by business unit, both sides of the transfer are selected because AMDPCALC needs the two parts to run properly.

Cost and Depreciation Report Enhancements

Many of the standard reports provided by Asset Management have historically been predefined and inflexible with respect to length of description fields and cost and amounts fields as well as field placement. PeopleSoft Asset Management 9.1 provides the ability to control the formatting and layout of the standard reports.

New Functionality

PeopleSoft Asset Management 9.1 provides the following cost and depreciation report enhancements:

- ChartField Format Template - Specify ChartField order, display length, label override, and print subtotals by selected ChartFields.

- Report Fields Format Template - Specify cost and information fields to print.

- Report Print Options group box for cost and depreciation report request pages.

Access the Cost and Depreciation reports run control pages (Asset Management, Financial Reports, Cost and Depreciation):

Cost and Depreciation - Cost Activity run control page

Use the Report Print Options group box to override the report title, specify the amount length and the Report By ChartField, and create and select the ChartField Format Template and the Report Formats Template.

The following reports are modified to incorporate the new Fields Report Print Options Template:

- Cost Activity Report (AMAS2000)

- Depreciation Activity Report (AMDP2000)

- Asset New Book Value Report (AMDP2100, AMFR2120)

- Asset Reclassifications Report (AMAS2400)

- Asset Transfer Report (AMAS2300)

- Asset Acquisitions Report (AMAS2100, AMAS2110)

Asset Management Reports in XMLP Format

Introduced in PeopleSoft FSCM 9.1 Bundle #3. Included in FSCM 9.1 Feature Pack March 2011.

To provide customers with more robust and complete reporting solutions, PeopleSoft offers many existing reports in the Oracle XML Publisher (XMLP) format. PeopleSoft delivers XML Publisher (XMLP) reports that can be used in place of Crystal or SQR reports. The XMLP format supports configured ChartFields and flexibility to adopting future technology for smoother transitions.

New Functionality

In PeopleSoft Asset Management, the new XMLP reports have the same report name as the Crystal counterpart. When you navigate to the run control, you select the format that you want to run.

The following table displays the Asset Management reports that have been converted to XMLP format:

Asset Management Report	Navigation
AMGL1000 AM to GL Reconciliation by Department	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports
AMGL1010 Reconciles AM to GL by Category	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports
AMNB1000 Asset NBV by ChartField	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports
AMNB1010 Asset NBV by Category	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports
AMNB1030 Asset NBV by Location	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports
AMDE5001 Reconciliation AP/AM	Asset Management, Financial Reports, Cost and Depreciation, Reconciliation AP/AM
AMDE5001 Reconciliation AP/AM	Asset Management, Financial Reports, Cost and Depreciation, Reconciliation AP/AM

See also XML Publisher (XMLP) Reports.

Navigation Restructuring

Asset Management 9.1 delivers a more intuitive and efficient portal registry structure. Some descriptions and parent folders are changed from prior release to provide more meaningful classification.

New Functionality

The following table displays the Asset Management 9.1 portal registry changes for each component as compared with the prior release. Some are navigation changes, some merely description changes, some are both:

AM Component	9.1 Portal	9.0 Portal
AGENCIES	Set Up Financials/Supply Chain, Product Related, Asset Management, Physical Definitions	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles
ACCOUNTING ENTRY TEMPLATE IDs ACCOUNTING ENTRY TEMPLATES ACCOUNTING TEMPLATES IN MASS ACCT TEMPLATE BOOK CODE UPDATE ALLOCATION BASIS DEFINTION BOOK CODE DISTRIBUTION GROUP CHARTFIELD MAPPING TEMPLATE DOCUMENT TYPE TEMPLATE	Set Up Financials/Supply Chain, Product Related, Asset Management, Accounting	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials
AREA DEFINITION	Set Up Financials/Supply Chain, Product Related, Asset Management, Physical Definitions	Set Up Financials/Supply Chain, Product Related, Asset Management
CAPITALIZATION SUMMARY REPORT	Asset Management, Financial Reports	Asset Management, Asset Transactions, Financial Transactions
CGU DEFINITION	Cash Generating Unit Definition	CGU Definition
CGU IMPAIRMENT	Cash Generating Unit Impairment	CGU Impairment
CLEARING RECONCILIATION	Asset Management, Accounting Entries	Asset Management, Asset Transactions, Financial Transactions
CRITICALITY CODES	Criticality Codes	Criticality Code
FAIR VALUE	Fair Value	Fair Market Value
FERC CODE	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials	Set Up Financials/Supply Chain, Product Related, Asset Management
	Asset Management, Asset Definitions Center, Financing Information	Asset Management, Asset Definitions Center, Asset Controls
LOCATION DEFINITION	Set Up Financials/Supply Chain, Product Related, Asset Management, Physical Definitions	Set Up Financials/Supply Chain, Product Related, Asset Management
HAZARDOUS CODES	Set Up Financials/Supply Chain, Product Related, Asset Management, Physical Definitions	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials
ASSET UNIT AGGREGATE RD - AUS	Set Up Financials/Supply Chain, Product Related, Asset Management, Taxes	Set Up Financials/Supply Chain, Business Unit Related, Assets
	Set Up Financials/Supply Chain, Product Related, Asset	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles

CAPITAL ACQUISITION PLAN TYPES	Management, Financials	
	Asset Management, Asset Definitions Center, Financing Information	Asset Management, Asset Definitions Center, Asset Controls
PAYMENT SCHEDULES	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials	Set Up Financials/Supply Chain, Product Related, Asset Management
INSURANCE TYPES	Insurance Types	Insurance Type
INTERUNIT TRANSFER DEFINITION	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles
OWNER INFORMATION DEFN. - JPN RETURN INFORMATION DEFN. - JPN	Set Up Financials/Supply Chain, Product Related, Asset Management, Taxes	Set Up Financials/Supply Chain, Product Related, Asset Management
QUALIFIED INVESTMENTS	Set Up Financials/Supply Chain, Product Related, Asset Management, Taxes	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials
RESIDUAL RATE DEFINITION	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials
	Asset Management, Asset Definitions Center, Depreciation Options	Asset Management, Asset Definitions Center, Tax Information
TRANSACTION CODES	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials	Set Up Financials/Supply Chain, Product Related, Asset Management
	Asset Management, Asset Definitions Center, Financing Information	Asset Management, Asset Definitions Center, Asset Controls
TRANSACTION GROUPS	Set Up Financials/Supply Chain, Product Related, Asset Management, Accounting	Set Up Financials/Supply Chain, Product Related, Asset Management

IT Asset Management 9.1

PeopleSoft Enterprise IT Asset Management streamlines and automates the physical, financial, and contractual management of technology assets. PeopleSoft IT Asset Management helps you:

- Control IT costs for licenses, hardware, and service.

- Project and manage the financial impact of reconciling assets.

- Facilitate compliance with Sarbanes-Oxley, Business Software Alliance, HIPPA, and other regulations.

- Align IT help desk (PeopleSoft Enterprise CRM IT Help Desk) and software service resources with industry best practices.

Whether your organization is a corporation, private business, government entity, or educational institution, PeopleSoft IT Asset Management offers a comprehensive solution for reducing hardware and software costs, controlling service expenses and automating software and regulatory compliance.

PeopleSoft IT Asset Management is a fully integrated solution for the management of distributed IT assets including software, servers, laptops, desktops, and PDAs. PeopleSoft IT Asset Management integrates with the PeopleSoft Financial Management System, PeopleSoft CRM IT Help Desk, and third-party discovery tools to automatically reconcile physical and financial IT inventory and report the associated financial impact, redeploy underutilized software, and help organizations meet growing compliance requirements. PeopleSoft IT Asset Management also leverages PeopleSoft Human Capital Management for employee and organizational information so that you can ensure the employee data that is associated with an asset is the same data that resides in your human resources system.

Global Compliance and Controls

The following IT Asset Management 9.1 enhancements advance the PeopleSoft global compliance and control initiatives:

- Manage Exceptions Enhancements

- Audit History for Manage Exceptions and Assets Not Reporting

- Software Effective-dating

- Capture Nonfinancial IT Assets

- Workflow Enhancements

Manage Exceptions Enhancements

IT asset managers need to be able to handle the most pressing exceptions quickly. Some exceptions may not be as material or time-sensitive as others. In these cases, an IT asset manager may want to ignore certain exceptions for a designated period of time and be alerted with those exceptions requiring more immediate action.

New Functionality

The Manage Exceptions enhancements for IT Asset Management 9.1 include:

- Automatic Reconciliation Option

- Exclusion of User-specified Exceptions

Automatic Reconciliation Option

ITAM provides an automatic reconciliation option that enables you to customize the existing business rules at the action level to automatically execute. This alleviates the work required to review the exceptions with low impact while allowing the most important exceptions to receive immediate attention.

Access the Business Rules - Definition page (Set Up Financials/Supply Chain, Product Related, IT Asset Management, Business Rules, Definition):

Business Rules - Definition page

Select the Execute check box to enable automatic reconciliation of selected actions for a given business rule at reconciliation time, thus eliminating the need to review the related exceptions on a regular basis.

Note: The Execute check box is disabled when the Reconcile Attribute is Serial_ID_ARM and the rule action Option is Update ARM. If an automatically-executed action ends in failure, it is available to be executed again. Otherwise, the action is not available from Manage Exceptions.

Actions such as Update ARM or Add Asset correct the exception directly, whereas actions such as Route to Role or the Email options do not directly correct the exception. The actual correction in these cases depends upon whether the recipient of the routing or email takes corrective action. It is considered best practice to occasionally disable the Execute check box and to review the exceptions that are generated by the comparison process.

Select the Trend Analysis check box to enable tracking of the number of exceptions that are recorded for each business rule for which the Trend Analysis feature has been enabled. The Manage Exceptions Over Time page provides a graphical representation of the number of business rule exceptions over time.

See Trend Analysis for more information.

Exclusion of User-specified Exceptions

ITAM provides the option to ignore designated exceptions for a specified time to lessen the workload and place focus on those exceptions that are most pressing. For example, a financial asset manager may not want to continue to see exceptions that require their attention while they are on vacation. Additionally, some exceptions may not have a high priority, especially at implementation time. Those asset exceptions can be ignored, that is, placed on an "ignore list" until a specified date, at which time they are dropped from the ignore list and returned to the regular presentation of exceptions.

This option is available for exceptions that are generated from Inventory Exceptions (Manage Exceptions page) as well as Assets Not Reporting.

Note: You should not ignore software exceptions. If the software exceptions are ignored, it could present you with a lower count of the licenses that you have distributed, thereby subjecting you to potential license compliance issues.

To implement this feature:

- Select assets with exceptions from the Manage Exceptions component or the Assets Not Reporting component for which to ignore exception processing.

- Use the Ignore Exception Inquiry page to review ignored exceptions, modify the expiration and begin dates, or remove ignored exceptions from the ignore list for inclusion in routine exception processing.

Access the Manage Exceptions page (IT Asset Management, Asset Discovery and Validation, Manage Exceptions, Manage Exceptions):

Manage Exceptions page – Device Data tab

Select the assets with exceptions to ignore and click the Ignore Exceptions button. This launches the Ignore Exceptions page:

Ignore Exceptions

Expiration Date	08/18/2009	Set

☑ Select All   ☐ Clear All

Exceptions to Ignore   Customize | Find | View All | 🗗 | 🎛 | First ◄ 1-3 of 3 ► Last

	Select	Begin Date	Expiration Date	Serial ID	Rule ID	ARM Manufacturer	ARM Model	Custodian EmplID	Log
1	☑	07/17/2009	08/18/2009	1920487407	Dept ID	SUN	SPARCstation-20	KUTZ486	🗒
2	☑	07/17/2009	08/18/2009	1920487407	Empl ID	SUN	SPARCstation-20	KUTZ486	🗒
3	☐	07/17/2009		1920487407	Model	SUN	SPARCstation-20	KUTZ486	🗒

☑ Select All   ☐ Clear All

Added By   DVP1

[Save]   [Return]

Ignore Exceptions page

All rule exceptions for the selected asset are presented on the Ignore Exceptions page. Select those exceptions that you want to ignore (add to an ignore list) and supply an expiration date after which the selected exceptions will no longer be ignored. Click the Set button to set the expiration date for all selected exceptions.

This icon ⚠ appears on the Manage Exceptions page when all exceptions have been designated as ignored exceptions for an attribute of a given asset. This icon is displayed until the next run of the comparison process. Ignored exception actions are not included for selecting actions on the Manage Exceptions (or ANR) page.

To view ignored exceptions, access the Ignore Exception Inquiry page (IT Asset Management, Asset Discovery and Validation, View Ignored Exceptions, Ignore Exception Inquiry):

Ignore Exception Inquiry

▼ **Search**

Use Saved Search		🔍

🗗 Save Search Criteria   🗑 Delete Saved Search

Serial ID	=	▾		🔍
Business Unit	=	▾		🔍
Asset ID	=	▾		🔍
ITAM Source	=	▾	Manage Except ▾	
Manufacturer Name	=	▾		🔍
Custodian EmplID	=	▾		🔍
Expiration Date	=	▾		📅
Last Updated By	=	▾		🔍

[Search]   [Clear]

Search Results

Ignore Exceptions   Customize | Find | View All | 🗗 | 🎛 | First ◄ 1-5 of 5 ► Last

Detail | Device Data | 🎛

	Serial ID	ITAM Source	Rule Description	Begin Date	Expiration Date	Last Updated	Last Updated By	Log	
1	1920487407	Manage Exceptions	Custodian DeptID Differ	07/17/2009	08/18/2009	07/17/09 4:45AM	DVP1	🗒	☐
2	1920487407	Manage Exceptions	Custodian Differ	07/17/2009	08/18/2009	07/17/09 4:45AM	DVP1	🗒	☐
3	1920684859	Manage Exceptions	Custodian DeptID Differ	07/17/2009	08/18/2009	07/17/09 4:58AM	DVP1	🗒	☐
4	1920684859	Manage Exceptions	Custodian Differ	07/17/2009	08/18/2009	07/17/09 4:58AM	DVP1	🗒	☐
5	1920684859	Manage Exceptions	Model Differ	07/17/2009	08/18/2009	07/17/09 4:58AM	DVP1	🗒	☐

[Save]

Ignore Exception Inquiry page

Use the Ignore Exception Inquiry page to review ignored exceptions, modify the begin dates and expiration dates, or remove ignored exceptions from the ignore list for inclusion in routine exception processing.

The Rule Description column displays the rule that was ignored for each asset.

Click the Log icon to access the Asset Comment page. Include any relevant comments, such as the reason for modification of this exception. Comments that are saved using this page can be viewed from the View Asset Log page.

See View Asset Log/Enhanced Search.

Audit History for Manage Exceptions and Assets Not Reporting

Reliability and security of audit history is imperative. In prior releases, ITAM has provided an audit trail for actions that are carried out by Manage Exceptions and Assets Not Reporting; however, you can modify or remove the notes that were made for each transaction. Additionally the audits were saved as free text, and as such, it was not possible to search for the actual actions or rules that were applied to a given transaction.

New Functionality

In addition to the current action log, PeopleSoft Enterprise ITAM 9.1 provides a more comprehensive and reliable audit trail for actions that are carried out from Manage Exceptions (ME) and Assets Not Reporting (ANR) with more efficient audit history search capabilities.

The new audit trail is similar to the ME Action Log process in that it can log the actions that are taken by the system. The new Action Log Inquiry page provides an inquiry for completed actions from ME and ANR; however, this is an inquiry page that supports only review and inquiry of actions. A new record is created, IT_ACTN_LOG, which is the Audit for IT system actions.

Access the Action Log Inquiry page (IT Asset Management, Asset Discovery and Validation, View Action Log, Action Log Inquiry):

Action Log Inquiry page

Select the desired criteria and click Search to review a comprehensive history of actions that are carried out from Manage Exceptions and Assets Not Reporting. You can select to filter data by ITAM Source for either Manage Exceptions or Assets Not Reporting.

Click the Serial ID link to access a printable view of the Asset page.

Click the Log icon to access the Asset Comment page. Enter relevant details. You can view these comments from the View Asset Log page.

See View Asset Log/Enhanced Search,

Software Effective-Dating

Software effective-dating empowers IT asset managers by providing an audit trail of the software definition history as it pertains to authorizations as well as the underlying device and employee groups.

New Functionality

PeopleSoft IT Asset Management 9.1 leverages the standard effective-dating functionality to enable you to capture all changes made to Software Authorizations as well as to Employee and Device Groups.

Pages that are impacted are:

• Software Titles/Users (Authorizations) page

• Employee Groups page

• Define Software Device Groups page

• Discovered Software Inventory page

Access the Define Software Device Groups page (IT Asset Management, IT Asset Definitions Center, Resource Settings, Device Groups, Define Software Device Groups):

Define Software Device Groups page

Enter an effective date and click the Display button to view the current effective-dated rows as of the date supplied. The default value is the current date.

Note. The Display Effective Date field and Display button are available only for the Define Software Titles/Users page, the Employee Groups page, and the Define Software Device Groups page and only when the page is accessed in Include History or Correct History modes; otherwise, those fields are hidden.

Capture Nonfinancial IT Assets

For a more complete depiction of IT assets, organizations need to be able to capture and process nonfinancial IT assets. An asset's physical use is kept separate from its financial status.

New Functionality

PeopleSoft ITAM 9.1 provides the following in order to capture nonfinancial IT assets:

- A physical use indicator, In Physical Use check box, is added to the Asset record. This check box is available through the Basic Add page, the Define Asset Operational Info page, the ExpressAdd page, and the Retire Assets page.

- A new field is added to the Manage Exceptions page to alert you when assets are not found in the asset repository. The alert indicates that an asset is in the asset repository; however, the asset is not in physical use or has a duplicate serial ID that is in physical use and, therefore, is not included in the asset reconciliation set.

- A new page is added to facilitate the display and maintenance of the new physical use flag. The page is primarily display-only with the one option to update the physical use of the asset. The page is supported by a new view that retrieves the information for display. Any changes made to the Physical Use page are incorporated back to the main asset record. The page acts not only as a way to maintain the physical use for partially transferred assets but also presents a way to track assets that have duplicate serial IDs, regardless of their transfer history.

Workflow Enhancements

The Workflow enhancements for ITAM 9.1 prevent duplicate workflow entries for the same asset for Manage Exceptions additions, retirements, and transfers. If a workflow entry has previously been added and not worked, then the system is prevented from adding the same workflow entry again.

See Manage Exceptions page.

Integrated Performance Management

Integrated performance management within Financials focuses on analysis and reporting capabilities that support the organization in efficiently managing the business process performance.

The following IT Asset Management 9.1 enhancements advance the PeopleSoft integrated performance management initiatives:

- Integration Data Load Error Resolution Enhancements

- Trend Analysis

- Usability Improvements

Integration Data Load Error Resolution Enhancements

IT asset managers need to identify errors quickly to resolve them in an efficient and timely manner.

New Functionality

IT Asset Management 9.1 provides the following enhancements to meet this objective:

- Integration Data Load Errors pagelet

- Code Mappings Option

Integration Data Load Errors Pagelet

This pagelet displays all of the errors produced by the most recent load batch process (IT_LOAD_PROC) for the latest discovery request.

Click the Personalize Content link on the PeopleSoft homepage. Select the Integration Data Load Errors check box from the list of IT Asset Management pagelets, click Save and then Return to Home:
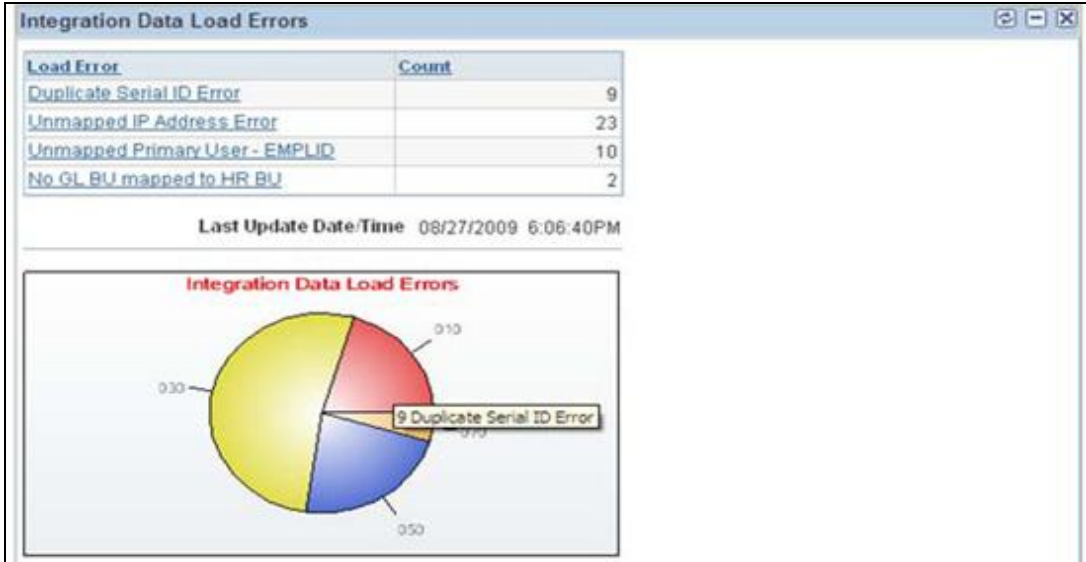
Integration Data Load Errors pagelet

Review summarized totals and graph of the data mapping errors that are encountered during integration of data from third-party discovery vendors and drill down to the Integration Data Load Errors detail page for additional information.

Note: This pagelet does not reflect errors that are encountered from loading the pre-staging tables from the web service (IT_LOAD_PRE: process for agnostic integration.) For more information, see Auto-discovery Tool: Agnostic Integration.

See also Usability Improvements.

Code Mappings Option

PeopleSoft ITAM 9.1 provides an option to insert all the unmapped manufacturer errors that are detected in the IT load process (IT_LOAD_PROC) into the Code Mappings page.

Access the Code Mappings page (Set Up Financials/Supply Chain, Product Related, IT Asset Management, Code Mappings):

Code Mappings page

When you select the Manufacturers field value for the IT Map Type field, the new option, Include Map Errors from Load, becomes visible.

Select Yes in this field and click the Search button to include the Manufacturer Mapping errors that are detected from the IT Load process (IT_LOAD_PROC) in the search results grid.

Add a setID and Manufacturer value for the PeopleSoft Map ID field to correct the error. Mapping rows without a setID and PeopleSoft Map ID will not be saved.

Trend Analysis

Trend Analysis is a valuable management tool that can help managers more effectively plan and perform exception resolution.

New Functionality

Trend Analysis can be enabled to track the number of exceptions that are recorded for each business rule for which the Trend Analysis feature has been enabled. Enable Trend Analysis by selecting the Trend Analysis check box on the Business Rules – Definition page for the selected rule. See Business Rules – Definition page.

The Manage Exceptions Over Time page provides a graphical representation of the number of business rule exceptions over time. You can select to view data as either a two-dimensional bar graph or a line graph. Additionally, you can select to view data as daily, monthly, or quarterly totals within a time span.

Access the Manage Exceptions Over Time page (IT Asset Management, Manage Exception Trend Chart, Manage Exceptions Over Time):
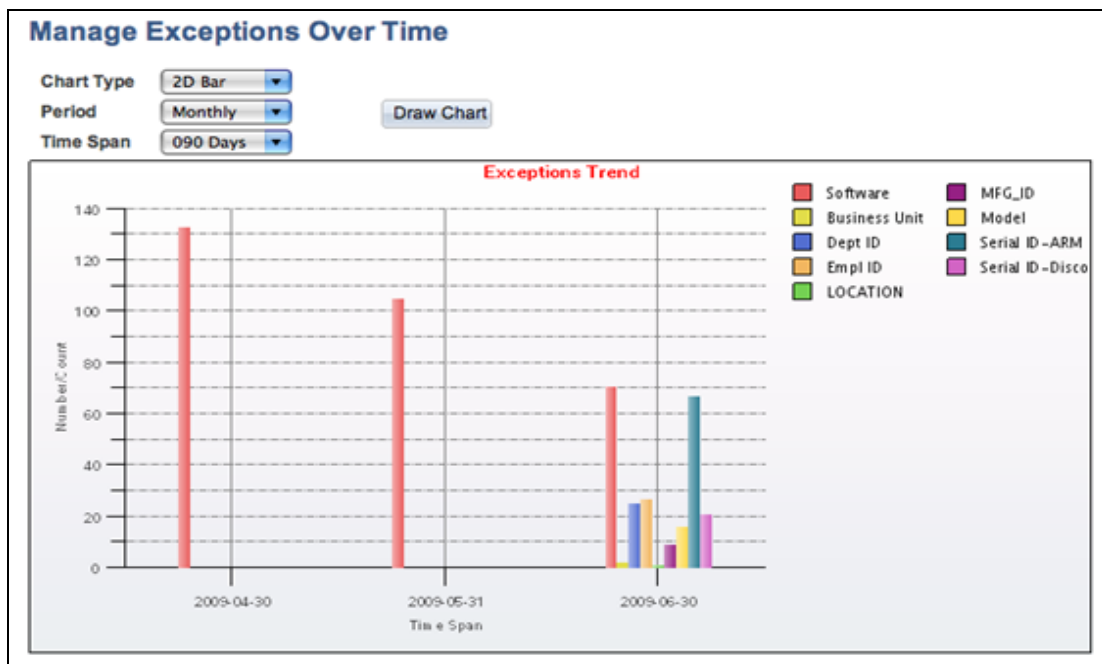
Manage Exceptions Over Time page (2-dimentional bar graph, monthly, 90 days)

You can choose a chart type of 2D Line or 2D Bar (default). Select to graph Manage Exceptions trend data points as Daily, Monthly, or Quarterly (default) periods. Select a time span of 7 days, 30 days, 90 days, 180 days, or 365 days (default) in which to view the period data.

When the Inventory Exceptions Metric process is run, the number of exceptions is recorded for each business rule for which the Trend Analysis feature is enabled (Business Rule key pictured in the upper right corner). As you resolve the business rules exceptions from the Manage Exceptions page, the trend chart reflects a reduced count of exceptions. In the trend chart pictured, all of the delivered business rules are enabled during the month of June 2009, whereas the Software business rule is the only one enabled for previous periods.

Usability Improvements

The ITAM 9.1 usability improvements enable greater productivity when business processes are run. A few of the enhancements are:

- Enhanced Charting Functionality

- Progress Report Detail

- View Asset Log/Enhanced Search

- IP Address/IP Locations

- Display of Employee ID-related Information

Extended Charting Functionality

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

PeopleSoft IT Asset Management extends charting functionality for the following pagelets:

- Integration Data Load Errors

- Assets Not Reporting

- Software Pending Requisitions

- Hardware Inventory

This functionality gives IT Managers a graphical representation of the information that resides in the corresponding record. These charts are included with the pagelets when you select to display the pagelet on your PeopleSoft Home page. Additionally, when you position your mouse over a portion of the chart, text appears that displays the value and corresponding description of the data representation:
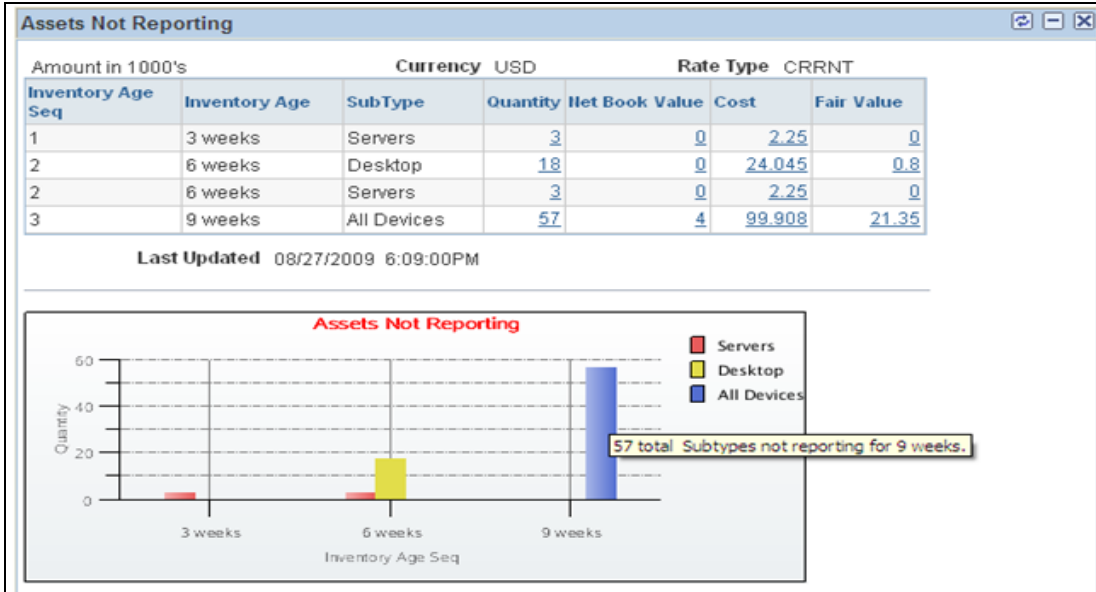
For more information, see Note ID: 1278010.1 posted to My Oracle Support.

Progress Report Detail

To improve the functionality, ITAM 9.1 leverages Asset Management's common search functionality and displays additional hardware attributes within the results that are shown on the Progress Report Detail page. For attribute values that were not retrievable in prior releases (for example, Software Titles for Software Progress Reports), this enhancement displays the Report Parameters so that you can see what the value is from the Report's defined parameters.

Access the Progress Report Detail page (IT Asset Management, Inventory, Views, Progress Report Detail) or (Hardware or Software Progress Report metrics pagelets):

Progress Report Detail – Search page (enhanced)

> **Note**: Although there is no upgrade impact to the records for this modification, you need to resubmit the progress report request to get the IP address value from Discovery. Otherwise, any data existing in the IT_PRGS_DTL record prior to the upgrade to R9.1 will have a null value for the IP address after the table alter.

When you select a report template ID, the report parameters are displayed along with the search results:

Progress Report Detail

▶ Search

▼ Report Template Parameters

Third Party Parameters — Customize | Find | View All | First 1-2 of 2 Last

	Parameter Field ID	Compare Operator	SetID	Value	Value
1	IT_SUBTYPE	=		LAPTOP	
2	MFG_ID	=	SHARE	TOSHIBA	

Organizational Parameters — Customize | Find | View All | First 1 of 1 Last

	Area Scope	Compare Operator	SetID	Value	Value
1					

Assets — Customize | Find | View All | First 1-3 of 3 Last

Template ID	Serial ID	IT Subtype	Manufacturer ID	Model	Name	Empl ID	IP Address from Third Party
HARDWARE-DEMO	00C0D010401F	MULTI-CPU	DELLCOMP	Latitude C400	Avery,John	IXHEEE199	
HARDWARE-DEMO	109RMP2AY	LAPTOP	TOSHIBA	TECRA M1	Unger,Randy	IXHEEE111	
HARDWARE-DEMO	1J1CJMWZM276	LAPTOP	COMPAQ	Evo N400c	Vincent,Andrew	IXHEEE214	

Progress Report Detail – Report Parameters and Results

View progress report details, including report parameters, serial ID, IT Subtype, manufacturer, model, custodian name and employee ID, as well as the IP address from the third party.

View Asset Log and Enhanced Search

Search for ITAM comments added through the log icon on assets by business unit, asset ID, or serial ID. Access the View Asset Log page (IT Asset Management, Asset Discovery and Validation, View Asset Log, View Asset Log):

View Asset Log

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Business Unit: begins with US001

Asset Identification: begins with

Serial ID: begins with

Search   Clear   Basic Search   Save Search Criteria

Search Results

View All   First   1 of 1   Last

Business Unit	Asset Identification	Serial ID
US001	ITZ039	EU1006LRQ

View Asset Log

Business Unit: US001   Asset ID: ITZ039   TOSHIBA TECRA 8000

Serial ID: EU1006LRQ   Tag: In Service

View Asset Log	Customize	Find	View All	First 1 of 1 Last
Date/Time	Name	Comment
1 07/17/09 8:52:57PM	Angelini,Gina	Comment

View Asset Log page

IP Address/IP Locations

The setup of VPN locations is streamlined so that you can use only one page to set up the VPN location. The VPN flag is located on the Maintain IP Addresses page rather than the Map Physical IP Locations to Financial Locations page.

Access the Maintain IP Addresses page (Set Up Financials/Supply Chain, Product Related, IT Asset Management, IP Address, Maintain IP Addresses):

Maintain IP Addresses

IP Address Ranges			Customize	Find	First 1-29 of 29 Last
*IP Address From	*IP Address To	*IP Physical Location	IP Address for VPN
172.16.19.1	172.16.19.255	LONDON LON4C ROOM Q	☑
172.17.31.1	172.17.31.255	NEW YORK NY1020 CAB 1	☐
192.168.2.139	192.168.2.150	NEW YORK NY1020 CAB 2	☐
192.168.2.183	192.168.2.191	NEW YORK NY333 CAB 3	☐
192.168.2.151	192.168.2.164	NEW YORK NY333 CAB1	☐

Maintain IP Addresses page

Select the IP Address for VPN check box if the IP address range is assigned to devices using Virtual Private Networking (VPN). When the check box is selected, the LOCATION business rule ignores the comparison of the location for that asset. The location cannot be inferred from the IP address because the IP address is issued by the VPN. If the setID and location are specified, they will be ignored.

Note: For upgrade to release 9.1, review the Maintain IP Addresses page and verify that VPN Locations have the flag selected following data conversion.

Display of Employee ID-Related Information

Wherever an employee ID or custodian ID is displayed within ITAM pages, ITAM 9.1 provides a link to additional employee-related information:

Custodian Information

Empl ID:	KUTZ495	Name:	Robson,Paul
Email Address:	KUTZ495@university.edu		
Int'l Prefix:		Telephone:	888/555-1212

Return

Custodian Information page

Streamlined System Processing

The Agnostic Integration feature provides flexibility and efficiency for integration processing options.

Auto-Discovery Tool: Agnostic Integration

The purpose of the new Agnostic Integration feature is to provide alternative options to integrate inventory data from third-party auto-discovery applications to PeopleSoft Enterprise ITAM without employing the Request/Response model. However, the Request/Response model remains an option for the integration, and the functionality is not affected by Agnostic Integration.

New Functionality

Agnostic Integration is designed to leverage open interface tables called pre-staging tables. This feature eliminates the need to build a tightly coupled XML connector, which is required for the existing Request/Response model. This new feature provides efficiency for those organizations that are implementing ITAM as well as flexibility for those organizations that currently rely on a third party's connector. The data still needs to be integrated into the new web service or directly into the pre-staging tables.

The following diagram represents the process flow for Agnostic Integration:
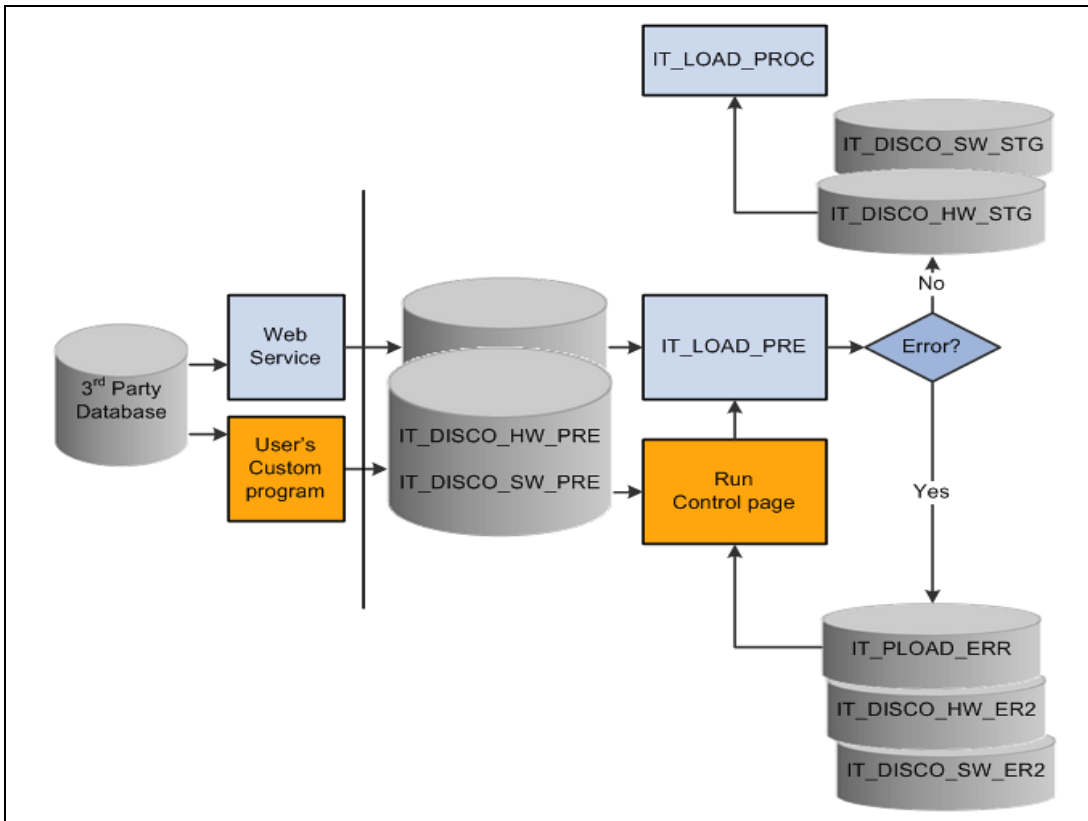
Agnostic Integration process flow

> **Note:** The current Request/Response model remains an option for the integration and is unchanged as a result of Agnostic Integration.

The Agnostic Integration feature provides two options for third-party discovery vendors to integrate their inventory data into PeopleSoft ITAM:

- Manual – Directly load new pre-staging interface tables for hardware and software discovery data (IT_DISCO_HW_PRE and IT_DISCO_SW_PRE). The user is responsible for populating these pre-staging tables (for example, through use of a custom program).

- Web Service – The new pre-staging interface tables for hardware and software discovery data (IT_DISCO_HW_PRE and IT_DISCO_SW_PRE) are populated by means of an asynchronous inbound XML message (web service). This method does not require a tightly coupled XML connector nor rely upon a pre-existing partnership with a particular discovery vendor.

A new run control page, Integrate Discovery Data, is available to submit the new IT_LOAD_PRE Application Engine process when the manual option is used to load the pre-staging tables. Otherwise, when the web service (PROCESS_DISCOVERYDATA) is used, the IT_LOAD_PRE (batch process) is launched (or submitted) automatically.

To review errors resulting from the IT_LOAD_PRE process, run the delivered query, AM_IT_PRE_LOAD_ERRORS, to retrieve a report that lists the serial IDs of the devices that fail any of the preload (pre-stage) error edits. The report includes the following fields:

- Serial ID

- IT Load Error Code

- Third Party Value

- Source Key ID

If no errors occur from the IT_LOAD_PRE process, the discovery data is loaded into the staging tables, IT_DISCO_HW_STG and IT_DISCO_SW_STG.

Once the discovery data is loaded into the staging tables, the IT_LOAD_PRE Application Engine process calls the IT_LOAD_PROC to perform data validation and transformation using the staging tables as input. If discovered assets pass the edits in the IT_LOAD_PROC, the data is written to the IT_HRDWR_CACHE and IT_SFTWR_CACHE tables, as in prior releases.

Maintenance Management 9.1

PeopleSoft Enterprise Maintenance Management completes the Enterprise Asset Management (EAM) total solution. EAM provides the ability to control costs and improve visibility across the asset lifecycle. From capital planning and budgeting through project management and operations to maintenance and retirement, EAM provides the tools necessary to control and fully exploit your asset infrastructure.

At the center of the EAM solution, PeopleSoft Maintenance Management enables organizations to streamline operations, facilitate compliance, and eliminate costly, inadequate custom integrations to third-party systems.

When organizations combine PeopleSoft Maintenance Management with other applications, such as PeopleSoft Project Costing, Asset Management, Purchasing, and Inventory, they gain a solution that enables them to prioritize assets and ensure that they are administering the right level of investment to meet utilization and financial goals. PeopleSoft Maintenance Management also supports the PeopleSoft Real Estate Management and IT Asset Management applications with self-service requests for facilities and IT service work.

Maintenance Management 9.1 includes the following enhancements:

Personal Time Entry on the Technician Workbench

The Technician Workbench time entry enables you to enter and track personal time, such as vacation and jury duty.

New Functionality

PeopleSoft Maintenance Management 9.1 enables technicians or an authorized maintenance administrator to enter personal (non-work order time) such as sick time, jury duty, vacation, and more using the Time Entry component on the Technician Workbench. The user enters personal time using time reporting codes, which are set up in PeopleSoft Expenses.

Personal time is always entered as elapsed time and will not be affected by your selection of a time entry method in User Preferences. However, if you select the punch time method on the User Preferences, Maintenance Management page, and you select the Both Time Grids option on the PeopleSoft Expenses Business Unit Definition – Project 2 page, a punch time formatted grid appears on the Time Entry page of the Technician Workbench and enables an authorized user to enter work order time entry, and an elapsed time formatted grid appears on the same page to enable an authorized user to enter personal time.

Technician Workbench – Work Order Task Punch Time Entry page

If you select the elapsed time method in User Preferences for work order labor time entries, both an elapsed time formatted grid appears for work order time entry and an elapsed time formatted grid appears for personal time entry on the Time Entry page of the Technician Workbench.

Work Order Task Elapsed Time Entry page

Once the time entries are entered and posted, the time keeper accesses the Stage Time Entries component (Maintenance Management, Work Order Management, Work Order Processing).

Stage Time Entries page

- Stage Work Order/Project Time to Project Costing (Used only for staging labor time entries.)

  When you select this check box, the EX_TRAN_PRWM Application Engine stages all work order time entries to the EX_PROJ_RES_STG table. Users then run the Project Costing Cost Collection process PC_EX_TO_PC to move the work order time entry data to PeopleSoft Project Costing. The calculated cost is updated in the PeopleSoft Project Costing PROJ_RESOURCE table. The PeopleSoft Project Costing pricing engine (PC_PRICE) either marks up or discounts the costs for applicable chargebacks. When you run the PeopleSoft Maintenance Management Cost Summarization process (WM_SUMMCOST) or close the work order, these actual labor costs, which are calculated by PeopleSoft Project Costing, are updated on the Cost page of the work order.

- Publish Personal Time to Time and Labor

  When you select this check box, the system publishes personal hours (non-work order) to PeopleSoft Time & Labor, which calculates the employee's actual time and typically sends it on to a payroll application.

  Note: If you select this check box, the system automatically selects the Stage Work Order/Project Time to Project Costing check box, even if you did not select it. However, if you select the Stage Work Order/Project Time to Project Costing check box and do not select the Publish Personal Time to Time and Labor check box, the system will process only the work order time entries using the Stage Work Order/Project Time to Project Costing option and will not process any personal time (non-work order) entries.

- Publish Work Order/Project Time and Personal Time to Time and Labor

  If you select this check box, the previous two check boxes that appear in the Staging/Publishing Options group box become inactive, and the system publishes work order time entries and personal (non-work order) hours to PeopleSoft Time and Labor. You would normally select this check box if you wanted to publish both the work order time and the personal time hours to PeopleSoft Time and Labor, which will calculate the actual costs for the hours, stage the work order entries in Project Costing, and typically send them on to a payroll application.

Note: If PeopleSoft Time and Labor and PeopleSoft Payroll are not installed, then personal time is used for information only.

Service Request Usability Enhancements

Service request and work order usability enhancements offer increased flexibility and improve end-user productivity. Service request usability enhancements include:

- Ability to create a service request directly from the Service Request Inbox

- Case-insensitive search for assets by description

- Filtering of eligible assets by tag number smart coding

- Additional asset search criteria

New Functionality

PeopleSoft Maintenance Management adds these features to the Service Request functionality:

- The capability to add a new service request directly from Service Request Inbox.

- The capability to search using an asset description field that is no longer case-sensitive for service requests on the Service Request Inbox search page, the Advanced Asset Search page, and numerous places in the work order.

- The capability to set up Asset Search Criteria by Problem Tree levels in the form of *smart tags.*

   Users can use smart tag number coding (smart tags) when selecting each level of a problem tree to narrow down the list of eligible service request assets.

   A *smart tag* is a tag number that is used to identify assets and is subdivided into groups of characters in which each group represents a particular attribute of an asset

   C4BFGMTR0002 is an example of a smart tag, where C4 represents *combustion turbine 4,* BFG represents *boiler flue gas system,* MTR represents *motor,* and 0002 represents a sequential equipment number.

Top Node Smart Tag Problem Tree page

Middle Node Smart Tag Problem Tree page

Bottom Node Smart Tag Tree page

As successive levels of the problem tree are selected while a service request is being entered, the string of codes that make up the tag number are narrowed down. The user invokes an asset search from the service request and the coded string is passed to the tag number search field, which returns a small number of relevant assets. This enables users to quickly find the assets that are relevant to the problem being reported.

While a method already exists to narrow down assets using the asset classification (asset type, subtype, manufacturer, model), smart tags add more flexibility and fine-tuning. Both methods are optional and can be used alone or in combination. Unlike asset classification, which carries much functionality across service requests and work orders, smart tag functionality is restricted to service requests.

Smart Tag – Service Request Fulfillment Detail page

Service Request functionality provides the Additional capability to search by the following fields on the Service Request Inbox:

- Date range (Date Required, to)

- Asset ID

- Tag Number

- Serial ID

- Asset Description

- Subject

Work Order Usability Enhancements

Work order usability improvements include:

- Tracking of work order durations by fractions of an hour.

- Ability to view and update work order and task descriptions from the express work order.

- Ability to display work order and task descriptions on the work order, crew scheduling, technician, and labor assignment workbenches

- Hyperlink to the Project/Activity page from a work order.

New Functionality

PeopleSoft Maintenance Management 9.1 enables you to view the work order description along with the task description on these pages:

- The Express Work Order component, Express Work Order (WM_WO_WR) page.

- The Technician Workbench component, Technician Workbench page (WM_WOE_WB), Work Order Tasks grids, Full Description tab (new).

- The Work Order Workbench component, Work Order Workbench (WM_WOTSK_WORKBENCH) page, Work Order Tasks grid, Full Description tab (NEW).

- The Crew Scheduling Workbench component, Crew Scheduling Workbench (WM_CREW_SCHD_WB) page, Full Description tab (new).

- The Labor Assignment Workbench component, Labor Assignment Workbench (WM_LABOR_ASSIGN_WB) page, Full Description Tab (new).

Express Work Order page

Technician Workbench - Gina Angelini

Business Unit: US001   You have 4 Service Request(s)   Use View: [▼] [Search] [View]

My Calendar   **Workbench**   Time Entry   Materials   Tool Usage   Meter Readings   Procedures   Causal Parts   Report Crew Assignment Time

☑ Select all   ☐ Clear all   [Print]   [Mass Change]   Change Status To: [▼] [GO]

Work Order Tasks   Customize | Find | View All | 🗗 | 🇠   First ◄ 1-6 of 56 ► Last

Details | Details 2 | Details 3 | **Full Description** | Task Actual Dates/Times | Failure Reporting | 🖼

X	Work Order ID	Task	Work Order Description	Task Description
☐	0000000001	1	Perform component changeout on fan motor on A/C unit MMFACLTY0009	Remove faulty fan motor from A/C unit MMFACLTY0009.
☐	0000000001	2	Perform component changeout on fan motor on A/C unit MMFACLTY0009	Install fan motor into A/C unit MMFACLTY0009
☐	0000000002	1	Replace coolant in vehicle	Replace coolant in vehicle
☐	0000000004	1	PM WO : Minor Service: Every 32 weeks or 7,500 miles	Replace 5qt engine oil
☐	0000000004	2	PM WO : Minor Service: Every 32 weeks or 7,500 miles	Flush-Fill Radiator / Coolant
☐	0000000004	3	PM WO : Minor Service: Every 32 weeks or 7,500 miles	Rotate Tires

☑ Select all   ☐ Clear all   [Print]   [Mass Change]   Change Status To: [▼] [GO]

My Calendar   **Workbench**   Time Entry   Materials   Tool Usage   Meter Readings   Procedures   Causal Parts   Report Crew Assignment Time

Work Order Tasks Full Description tab – Technician Workbench page

In addition, for Project Costing work orders, PeopleSoft Maintenance Management 9.1 enables you to click an icon next to the Project Activity field to access the Resources by Activity in PeopleSoft Project Costing, or in PeopleSoft Program Management if this product is installed.

This link appears next to the Project Activity field on the:

- Work Order (WM_WO_HDR) page.

- Work Order - Requirements (WM_WO_TASK_RQMT) page.

- The Express Work Order component.

- The Schedule, Loop Schedule, and Location Schedule component pages, The Technician Workbench component, Technician Workbench page, Work Order Tasks grids, Details 2 tab.

Asset Hierarchy Search Capability

Asset searches initiated from the service request and work order provide the ability to search for components within an asset hierarchy.

New Functionality

PeopleSoft Maintenance Management 9.1 enables users to search for an asset to repair or maintain in PeopleSoft Maintenance Management by clicking a Hierarchy icon, which appears on the Asset Search (WM_ASSET_SRCH_SEC) page and the Asset Information (WM_WO_ASSET_SEC) page and links to the Asset Component Hierarchy page. The Asset Component Hierarchy page, which appears in PeopleSoft Maintenance Management, is based on the AM Asset Component Hierarchy page in PeopleSoft Asset Management. Both pages display the component hierarchy in a graphical format and enable you to expand or collapse the hierarchy view.

MMFACLTY0004				US001		YTG1A4E1-CNH
MMFACLTY0005				US001		CP-45-FC
MMFACLTY0006				US001		1510
MMFACLTY0007				US001		3294
MMFACLTY0008				US001		G-14-B
MMFACLTY0009	Air Conditioner Unit		US001	PARKING A	US001	FH-529C
MMFACLTY0010				US001		HP1.5
MMFACLTY0011				US001		HP1.6
MMFACLTY0012				US001		C-750

Asset Hierarchy Icon - Asset Search page

Asset Component Hierarchy page

The difference between these pages is that users cannot update or move components within the hierarchy on the Asset Component Hierarchy page in PeopleSoft Maintenance Management. PeopleSoft enables you to select an asset from the hierarchy and apply it to the work order, service request, or various other components in PeopleSoft Maintenance Management to search for an asset.

Capability to Create eProcurement Requisitions from a Work Order

If PeopleSoft eProcurement is installed, individual business units can enable eProcurement instead of Purchasing to create requisitions for any combination of non-inventory material items, tools, and labor services for a work order task.

New Functionality

PeopleSoft Enterprise Maintenance Management enables users who have installed PeopleSoft eProcurement (ePro) to create eProcurement requisitions and load eProcurement requisitions for scheduled Purchase/On-Hand items to staging tables for processing.

You set up PeopleSoft eProcurement security and functional access to enable users to create ePro requisitions for work orders, perform item catalog searches, and create work orders from an ePro requisition.

To purchase items for a work order task from the work order, you set up one or more work order business units. On the Integration page of the work order business unit, you select ePro requisition as the Work Order Procurement option.

Work Order Business Unit – Integration page

When you create a work order with one of these business units, and click the Purchase/On-Hand link on the Schedules page of the work order, you can:

- Click the Add Requisition button.

  This provides a convenient way to add a requisition based on the work order by eliminating the need to exit the work order and select the options separately in PeopleSoft eProcurement. The work order fields are not copied to the requisition by this method.

- Click the Load Requisitions button.

  You select the scheduled resource rows and click the Load Requisitions button, which stages these rows. This process is the same for PeopleSoft Purchasing and PeopleSoft eProcurement. These rows are processed and a requisition is created for each row. Once a requisition is created, system security determines whether you access the requisition through PeopleSoft Purchasing or PeopleSoft eProcurement.
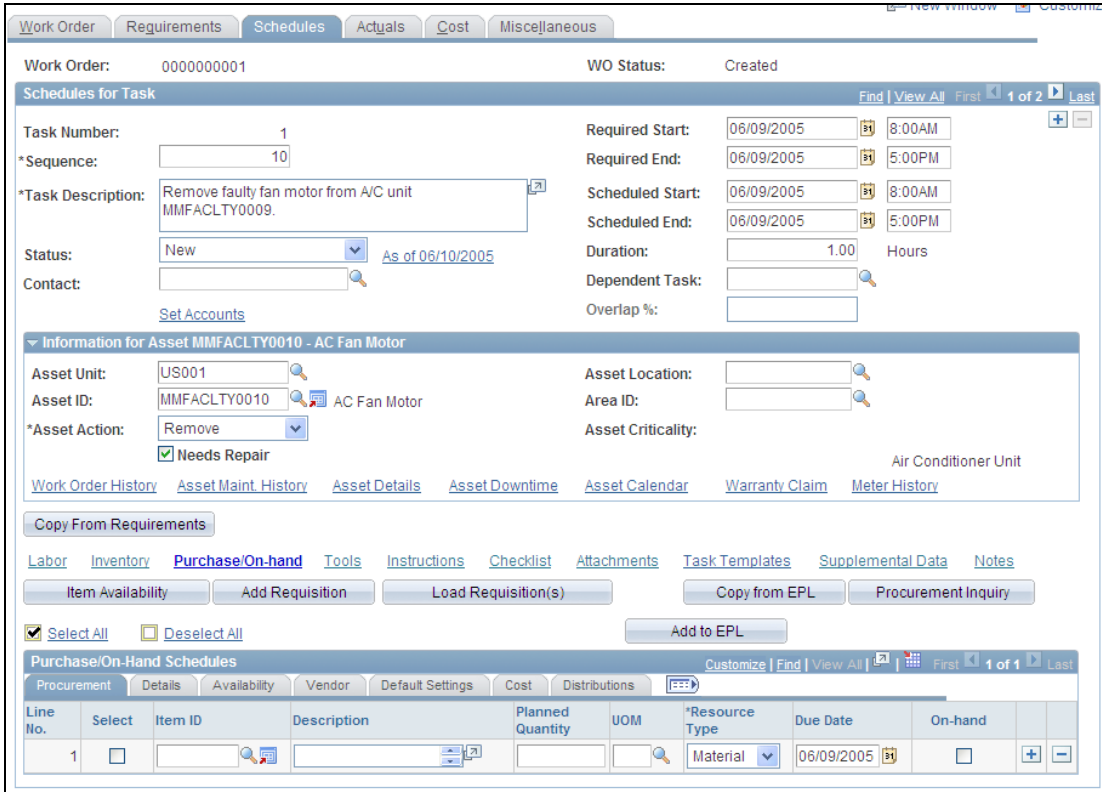
Work Order Purchase On-Hand Schedules – Schedules page

Enhancements to the Equipment Parts List (EPL)

Authorizing maintenance personnel will enable you to add to equipment parts lists from the work order, express work order, or work order task template and will facilitate the ongoing update of equipment parts lists based on actual asset maintenance and repair demands.

New Functionality

PeopleSoft Maintenance Management 9.1 enables you to optionally copy selected inventory and purchase/on-hand items that are associated with an Equipment Parts List (EPL) to a work order, express work order, or work order task template. Authorized users can also add new inventory or purchase/on-hand items to one or more Equipment Parts Lists (EPL) associated with an asset from a work order, express work order, or work order task template.

Two different categories of EPLs exist:

- Asset-default EPL

  This is the designated default EPL template for an asset, which is specified on the asset's main repository definition record.

- Nonspecific EPL

This is any EPL template that is not the designated default template for the selected asset. When you search for EPL templates from PeopleSoft Maintenance Management, your search results will include any EPL templates that have characteristics (asset type, asset subtype, manufacturer ID, and model) that match the asset selected in the PeopleSoft Maintenance Management display along with the asset-default EPL.

The new Add to EPL button is visible and enabled in the Work Order, Express Work Order, and Work Order Task Template components based on the setup for this feature.

Add To and Copy EPL buttons on Work Order Schedules page

You can copy from and add to EPLs from these components:

- Work Order Task Template.

    - Inventory Requirements group box.

    - Purchase/On-Hand group box.

- Work Order.

    - Requirements page, Inventory Requirements group box.

    - Requirements page, Purchase/On-Hand group box.

    - Schedules page, Inventory Schedules group box.

    - Schedules page, Purchase/On-Hand group box.

- Express Work Order.

- Inventory Requirements group box.

- Purchase/On-Hand group box.

When you select the Copy from EPL button, you copy an inventory or purchase/on-hand item to a work order task template, work order, or express work order from an EPL template. You can copy from only one EPL template at a time.

Copy from Equipment Parts List

AM Business Unit:	US001	Asset ID:	MMFACLTY0010	AC Fan Motor

EPL Template Selection

SetID:	SHARE	Parts List Template:	PUMP_IMPELLER	☐ Default for Asset
Asset Type:	Facility	Asset Subtype:	HVAC/HEATING	
Manufacturer ID:		Model:		
Product Version:				

☑ Select All   ☐ Deselect All   [Copy Selected Items]   [Cancel]

EPL Item Selection

Customize | Find | View All | 🔄 | 🔢   First ◀ 1 of 1 ▶ Last

	Select	Item ID	Description	Supplier Reference	Quantity Required	UOM
1	☐	30010	Single Row Radial Ball Bearing	USA0000024	2.0000	EA

Copy from Equipment Parts List page

Failure Tracking and Analysis

Failure tracking and analysis extends problem reporting and asset downtime functionality to provide organizations with the capability to define and evaluate asset failures to minimize the impact of future incidents, reduce associated downtime and repair costs, and measure and track asset reliability.

New Functionality

PeopleSoft Maintenance Management 9.1 enables you to track and analyze equipment failure incidents for various operational and regulatory needs, such as health, safety, and environmental compliance.

Users can analyze these asset failures to:

- Help prevent recurrence or minimize the number of future incidents.

- Reduce associated downtime and repair costs.

- Measure and track both asset reliability and maintenance and repair effectiveness.

- Support repair versus replace decisions.

- Support related planning and budget allocation activities for constrained maintenance resources.

To accomplish these goals, PeopleSoft Maintenance Management enables you to:

- Set up failure severity and failure impact codes.

Failure Severity page

Failure Impact page

- Define data that describes, quantifies, and qualifies asset failure events from various perspectives from the Work Order, Work Order Completion, or Technician Workbench components.

Work Order Failure Tracking

Business Unit:	US001	US001 NEW YORK OPERATIONS		**Problem Reporting**	
Work Order ID:	0000000103	HQ Fleet-1 -- 2 vehicles out-of-service, misc. problems		Problem Group:	AUTOMOTIVE
				Problem:	OVERHEAT
Task Number:	2	Toyota Prius - runs hot		Cause:	THERMOSTAT
Task Status:	Complete	As of 09/21/2009		Resolution:	RR_THERMO
Asset Unit:	US001	US001 NEW YORK OPERATIONS			
Asset ID:	000000000003	Gas/elec car - fleet vehicle 2			
Criticality:	Medium	⚠			

▼ Failure Information

Failure ID:	0000000004	*Failure Start:	06/28/2009 🗓 1:10PM
*Failure Severity:	3 - Medium	Failure End:	06/29/2009 🗓 12:00PM
Description:	Toyota Prius - runs hot - replace thermo, change oil + coolant	Time to Repair:	22.830 Hours
		Total Actual Downtime:	22.830 Hours

	Labor	Inventory	Purchasing	Tools	Totals	
Cost to Repair:	400.00	71.95	337.50	0.00	809.45	USD
Task Actuals:	400.00	69.45	0.00	0.00	469.45	USD

Failure Impacts   Asset Downtime   Causal Parts   Meter Readings   Warranty Claim

Failure Impacts   Customize | Find | View All | 🔲 | 🖽   First ◄ 1 of 1 ► Last

Line	*Impact Type	Notes	Last Update	Last Updated By	
1	Production	Every time this fleet car has	10/13/2009 9:44PM	Smith,Jane	➕ ➖

Work Order Failure Tracking page

- Analyze failure events based on specific detail or summary criteria through the Failure Analysis inquiry. Users can discover trends and relationships affecting future failure occurrence, asset reliability, and maintenance and repair effectiveness measures.

Failure Analysis

Step 1: Search for Failure Event data which you want to analyze by entering one or more search criteria field values -- additional criteria can be inserted by clicking the row insert (+) button. When ready, click the Search button to view the failure incidents that meet your search criteria.

▼ Search Criteria   1 of 1

1   'Field Name: [Business Unit   ▼]   Equal To: [US001 - US001 NEW YORK OPERATIONS ▼]   [+] [−]

     ⦿ Single Value   ◯ Range of Values

[Search]   Reset Criteria   Save / Restore Criteria

7 failure event(s) matching search criteria found.

Step 2: Unselect any search results you do not want to include in your primary analysis, then click Show Totals to further analyze your selections. You may also select a different analysis option to change how the failure data is summarized.

'Analyze By: [0 - Failure Events (Detail)   ▼]   [Show Totals]

☑ Select All   ☐ Clear All

▼ Search Results   Customize | Find | View All | 🔲 | 🔢   First ◀ 1-7 of 7 ▶ Last

| Failure Event | Work Order Task | Asset Information | Problem Reporting | Shop-Crew | 🔲▶ |

	Sel	Failure ID	Failure Date	Severity Code	Failure Description	Days Between Failure	Total Repair Hours	Total Repair Cost
1	☑	0000000006	01/28/2009	Critical	HELP	926	0.000	0.000
2	☑	0000000007	01/29/2009	Critical	Bldg 2 East Generator will not cycle up.	856	0.000	0.000
3	☑	0000000001	06/21/2006	Critical	A/C down in BLDG 7-WEST - possible health impact as temp exceeds 90F	842	20.500	0.000
4	☑	0000000002	07/17/2006	Medium	Chiller unit 7-WEST - won't turn on	746	12.750	0.000
5	☑	0000000003	07/17/2006	Medium	A/C 7-WEST - unit is very hot	746	10.500	0.000

Failure Analysis Search page

Total of	Record Count	Failure Count	Mean Time Betw Failure (Days)	Mean Time to Repair (Hrs)	Mean Cost to Repair
Selected Details	7	7	719	11.090	0.000
Unselected Details	0	0	0	0.000	0.000
All Details	7	7	719	11.090	0.000

Step 3: To graphically represent your selected data, specify a Chart Type and a particular Failure Metric you wish to focus on. You may also choose whether to include or exclude the total of unselected items in your chart analysis.

▼ Chart Analysis Selections

'Chart Type: Pie Chart (Percent)   'Failure Metric: Days Between Failure

☐ Include Unselected as 'Other'

Failure ID - Days Between Failure

0000000007 (17.01%)
0000000006 (18.4%)
0000000001 (16.73%)
0000000005 (2.01%)
0000000002 (14.82%)
0000000004 (16.23%)
0000000003 (14.82%)

Show Totals - Failure Analysis page

Failure Analysis

Step 1: Search for Failure Event data which you want to analyze by entering one or more search criteria field values -- additional criteria can be inserted by clicking the row insert (+) button. When ready, click the Search button to view the failure incidents that meet your search criteria.

Search Criteria   1 of 1

| 1 | *Field Name: | Business Unit | Equal To: | US001 - US001 NEW YORK OPERATIONS | + − |

⦿ Single Value   ○ Range of Values

[Search]   Reset Criteria   Save / Restore Criteria

Step 2: Choose an analysis option to control how the search results are displayed -- summary options 2-6 allow you to toggle off or on the various key fields used to group the failure data. Unselect any rows you do not want to include in your primary analysis, then click the Show Totals button to further analyze your selections.

*Analyze By: [3 - Asset Classification]   [Show Totals]

Summarize By: ● Asset Type   ● Asset Subtype   ● Manufacturer ID   ● Model

☑ Select All   ☐ Clear All

Search Results   Customize | Find | View All | | First ◄ 1-4 of 4 ► Last

	Sel	Asset Type	Asset Subtype	Manufacturer ID	Model	Failure Count	Mean Time Betw Failure (Days)	Mean Time to Repair (Hrs)	Mean Cost to Repair (USD)
1	☑	060	AUTO	FORD	Escape 2003	1	1602	25.500	1,639.50
2	☑	060	AUTO	TOYOTA	Prius	1	1602	22.830	809.45
3	☑	090	HVAC/HEATING	CARRIER	40 Ton Air Conditioner	2	1018	12.900	601.45
4	☑	090	HVAC/HEATING	YORK	Millenium	2	935	8.725	2,046.42

Analyze by Asset Type – Failure Analysis page

Failure Analysis

Step 1: Search for Failure Event data which you want to analyze by entering one or more search criteria field values -- additional criteria can be inserted by clicking the row insert (+) button. When ready, click the Search button to view the failure incidents that meet your search criteria.

▼ Search Criteria   1 of 1

1 *Field Name: [Business Unit ▼]   Equal To: [US001 - US001 NEW YORK OPERATIONS ▼] [+] [−]

   ⦿ Single Value   ○ Range of Values

[Search]   Reset Criteria   Save / Restore Criteria

Step 2: Choose an analysis option to control how the search results are displayed -- summary options 2-6 allow you to toggle off or on the various key fields used to group the failure data. Unselect any rows you do not want to include in your primary analysis, then click the Show Totals button to further analyze your selections.

*Analyze By: [4 - Problem Classification ▼] [Show Totals]

Summarize By: ● Problem Group   ● Problem Code   ● Cause Code   ● Resolution Code

☑ Select All   ☐ Clear All

▼ Search Results   Customize | Find | View All | 🗗 🗒 First ◄ 1-6 of 6 ► Last

	Sel	Problem Group	Problem Code	Cause Code	Resolution Code	Failure Count	Mean Time Betw Failure (Days)	Mean Time to Repair (Hrs)	Mean Cost to Repair (USD)
1	☑	AUTOMOTIVE	NOSTART	IGNITION	RR_IGNITION	1	1602	25.500	1,639.50
2	☑	AUTOMOTIVE	OVERHEAT	THERMOSTAT	RR_THERMO	1	1602	22.830	809.45
3	☑	MECHANICAL	CONSTANTRUN	THERMOSTAT	RR_THERMO	1	1897	7.750	798.75
4	☑	MECHANICAL	COOLANTLEAK	HOSE	RR_HOSE	1	1798	8.750	3,292.52
5	☑	MECHANICAL	NOSTART	THERMOSTAT	RR_THERMO	1	138	18.050	404.14
6	☑	MECHANICAL	SPARKING	FUSE	RR_FUSE	1	71	8.700	800.32

Problem Classification – Failure Analysis page

Failure tracking and analysis is not required to create and maintain work orders in PeopleSoft Maintenance Management. However, it is an extremely valuable and easy-to-use tool and will enable supervisors and managers to comprehensively manage each of their organization's assets.

Asset Maintenance Cost Analysis

The Asset Maintenance Cost Analysis feature provides the capability to summarize maintenance costs by various dimensions, such as asset type, subtype, shop, and location for a specified analysis period. These maintenance costs can be viewed by meter type, asset, asset component, maintenance type, and work order. Charting capabilities facilitate the analysis of total maintenance costs by period or by analysis dimension. Additionally, charts can be generated to evaluate estimated, total, and unit cost by asset or period.

New Functionality

The Asset Maintenance Cost Inquiry in PeopleSoft Enterprise Maintenance Management 9.1 enables you to analyze work order-related and nonwork order-related asset maintenance costs for assets based on a specified time frame. The work order related costs will be based on work orders that are closed.

The Asset Maintenance Cost Analysis divides the unit of usage, such as runtime hours or miles driven into the maintenance cost to obtain the maintenance cost per unit of usage. This cost per unit of usage enables you to compare which assets are costing more or less than others to maintain. The maintenance planner can examine other factors, such as the manufacturer, the location, the region in which the asset is operated, the skill level of the maintenance technicians repairing the vehicles, and the way the vehicles are operated, and can determine various methods for lowering the cost of maintenance. More specifically, the Asset Maintenance Cost Inquiry enables you to:

- Create one or more asset cost groups.

- Perform an asset search based on numerous asset characteristics.

- View a summary of the asset analysis and drill down to the asset details.

- Analyze asset costs based on various dimensions.

- Analyze asset cost per unit of usage.

- View the asset cost per unit of usage by meter.

- View the asset cost by asset.

- View the asset cost by maintenance type.

- View asset cost by work order.

- View the component cost for assets that have components associated with them.

The Cost Summary tab displays a sum of the asset costs based on the selected cost dimension and search criteria and includes the:

- Estimated Asset Cost

- Estimated Component Cost

- Total Estimated Cost

- Actual Asset

- Actual Component Cost

- Total Actual Cost

- Variance Amount

- Variance Percent

Search Criteria on Cost Analysis tab

Asset Cost by Specified Dimension, Cost Summary tab - Cost Analysis page

The Cost Detail tab contains a summary of the estimated and actual costs at the labor, materials, purchasing, tool, and other cost levels.

Asset Cost by Specified Dimension, Cost Detail tab – Cost Analysis page

The Currency tab displays the currency specified in the ASSET_MAINT table.

Asset Cost by Specified Dimension, Currency tab – Cost Analysis page

The Cost Analysis Chart enables you to view the summary costs in a two-dimensional line or bar chart by specifying the Cost Chart Type (Cost by Analysis Dimension or Cost by Period).
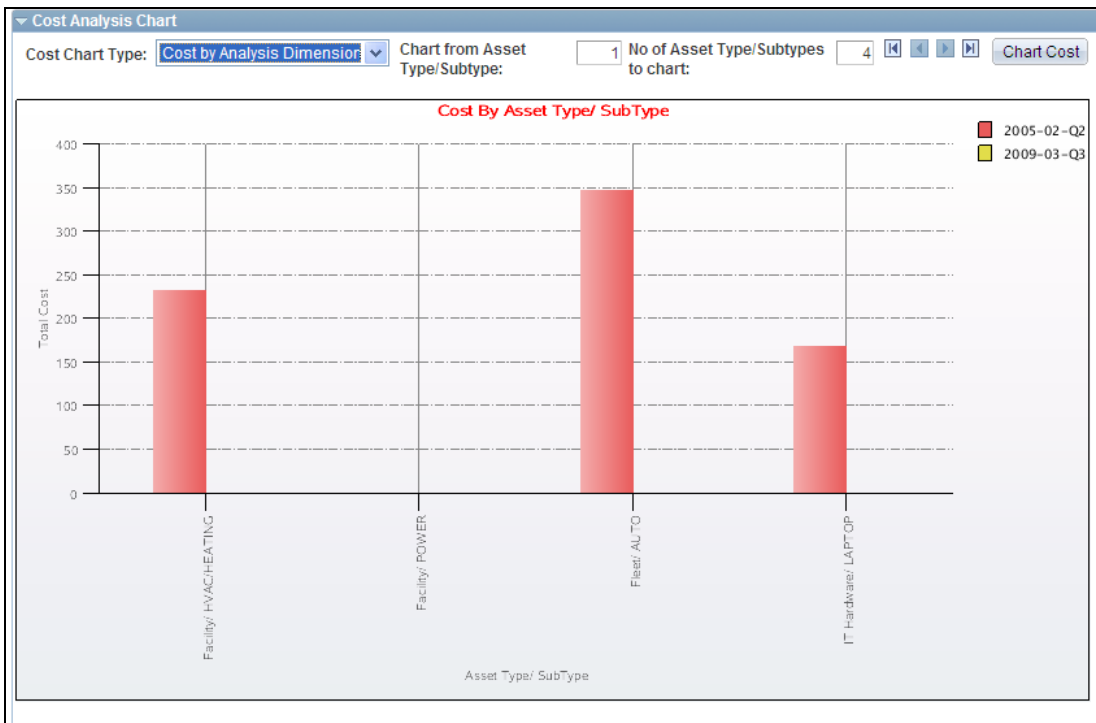
Cost Analysis Chart

You can drill down to view the unit cost by meter type and the cost by asset for each individual asset, the maintenance cost by asset, and the maintenance cost by work order.

Specified Dimension Row Icon Selection

Cost by Asset page

Return to Cost by Asset

Search Criteria

AM Business Unit: US001   ☐ Consider Only Assets in Group
Analysis Timeframe: Specific Period
Date From: 01/01/2000   To   08/31/2009
Asset ID: ITZ051

Max Row Displayed: 300   Total Rows: 4

WO Task Cost   Customize | Find | View All | [🖼] | [⊞] First ◄ 1-4 of 4 ► Last

Cost Summary | Cost Detail | Downtime | Currency | Full Description | [▦►]

	Business Unit	Work Order ID	Task No.	Date Closed	Asset Description	Component Asset	Maintenance Type	Work Type	Shop	Total Estimated Cost	Total Actual Cost	Variance Amount	Variance Percent
1				10/05/2005	US001/ ITZ00000510 - MS Visio	☑	UPGRADE			200.00	100.00	100.00	50.00
2				01/05/2006	US001/ ITZ00000520 - Microsoft Office 2000	☑	UPGRADE			3,300.00	1,650.00	1,650.00	50.00
3				10/05/2006	US001/ ITZ00000500 - Microsoft Office 2003	☑	UPGRADE			500.00	250.00	250.00	50.00
4				09/05/2007	US001/ ITZ00001008 - Microsoft Visual Studio .NET	☑	UPGRADE			360.00	225.00	135.00	37.50

Specified Work Order Row Icon Selection

Cost by Work Order page

Web Service Integration with Mobile Devices and PeopleSoft Maintenance Management 9.1

Availability of web services integration with mobile devices grants maintenance organizations the flexibility of entering and retrieving work order data from a handheld device. Real-time mobile device integration fosters accuracy and efficiency in managing work order data and reporting from the field.

New Functionality

With the increased availability and capability of wireless networks and mobile technologies, mobile devices are becoming more prominent and common in the workplace. Mobile devices can be equipped with various user interfaces that enable a user to enter and retrieve data using his or her mobile device and can interface that data with the PeopleSoft Maintenance Management application. The user interfaces on mobile devices are often simplified versions of existing user interfaces in Maintenance Management, which provide key data elements and enterable fields that can be either real-time or right-time synchronized. Mobile devices are valuable in managing the assets of an organization by providing a simple process for capturing data and enabling the support and execution of maintenance activities. This encourages preventive maintenance, streamlined data acquisition, and accounting and promotes an increase in overall data accuracy and a decrease in costs.

A number of mobile device vendors are available who provide user interfaces that can be set up to integrate with web services. PeopleSoft Maintenance Management provides a set of dedicated web services (APIs) that enable integration with mobile devices that are designed for use by technicians and can be purchased from third-party vendors.

PeopleSoft Maintenance Management supports these capabilities and transactions for mobile technician devices:

- Retrieve Work Order Task details based on Technician Workbench Task Search Views:

  - Work Order Header

  - Work Order Tasks

  - Valid Task status transitions

  - Checklists

  - Instructions

  - Materials

  - Purchase Orders

  - Tools

  - Task Notes

  - Asset Downtimes

  - Scheduled Labor

- A technician using a mobile device can add or update this work order information:

  - Work order header (add only)

  - Work order tasks, such as failure reporting via the problem, cause, resolution hierarchy, and completing work orders

  - Work order task status (update only)

  - Checklists

  - Inventory materials

  - Purchase orders/on-hand materials

  - Tools asset actuals (update only)

  - Task notes (add only)

  - Asset downtime

  - Unscheduled labor (add only)

  - Labor actuals (update only)

- A technician using a mobile device can access an Inventory issue regarding a work order.

- A technician using a mobile device can retrieve this asset information:

  - Assets

  - Meter Readings

  - Meter Types

  - Hazardous codes

  - Comments

- A technician using a mobile device can enter new meter readings.

- A technician using a mobile device can download all necessary prompting and supporting tables to support the preceding capabilities.

These web services were developed to be generic and standards-based to enable easy integration with PeopleSoft Maintenance Management. While the focus of the integration is with mobile handheld devices, you can use the developed web services to integrate with any external system of any type (not just mobile) that supports the necessary web service integration standards.

Preventive Maintenance Schedule Linking

By linking major and minor preventive maintenance schedules, the Preventive Maintenance process can generate work orders for these maintenances at the same time. When the PM process runs, it generates maintenance schedules for the asset, asset loop, or location's maintenance identified in the primary schedule and for the asset, asset loop, or location identified in one or more linked secondary scheduled maintenances with the same due date. In addition, secondary preventive maintenance schedules can be suppressed, merged, or separated from work orders related to major maintenance events. This synchronization reduces equipment downtime and lessens the possibility of performing unnecessary maintenance.

New Functionality

In PeopleSoft Maintenance Management 9.1, after setting up maintenance types and associating them with primary and secondary schedules, you can access a primary preventive maintenance schedule for a single asset, loop schedule, or location schedule, select the PM Linking tab, and associate this primary schedule with one or more secondary schedules. You assign an effective date and status to the list of secondary schedules that you can associate with the primary schedule so that you can track any changes that you make to this setup. You can link multiple secondary PM schedules to a single primary schedule, as well as link a single secondary schedule to multiple primary schedules. However, you cannot select a primary PM schedule as a secondary schedule and link it to another primary PM schedule.

You can add the secondary schedules to a Secondary Schedules grid. You select either the Days Tolerance or the Linking by Cycle linking method for each secondary schedule, as well as a linking action, which determines whether the Preventive Maintenance process generates one or more work orders for the linked schedules.

PM Linking page

Whether you select the linking method Days Tolerance or Linking by Cycle, you have to select a linking action on the Secondary Schedules - General tab to determine whether the Preventive Maintenance process generates a single work order or multiple work orders based on the linked schedules. The linking actions are:

- Merge

  The Preventive Maintenance process merges secondary schedule tasks with the primary schedule tasks in a single work order.

- Separate

  The Preventive Maintenance process creates a separate work order for the primary and secondary schedules with the same due date. The system does not reserve duplicate parts assigned to tasks on the primary and the secondary schedules.

- Suppress

  The Preventive Maintenance process lists only the primary schedule tasks in the work order and will suppress the secondary tasks. No work order will be created for the secondary schedule tasks. However, the system will create a PM record transaction for the secondary schedule, which will point to the work order created for the primary schedule.

You can select one of these linking methods:

- Days Tolerance Linking Method

  You select the day's tolerance linking method to indicate when the system can link the primary and selected secondary preventive maintenance schedules based on a specified difference in the dates. Selecting the Days Tolerance method also displays a Days Tolerance field, where you enter the number of days tolerated (allowed) between the date on the primary PM schedule and the date on the secondary PM schedule. The Preventive Maintenance process looks at the schedule dates and tolerance, and schedules the maintenance for the primary PM schedule and the secondary PM schedule at the same time.

- Linking by Cycle Method

  You select linking by cycle as the linking method and the Preventive Maintenance process links the selected secondary schedules to the primary schedule based on cycles, which are determined by meter reading intervals or date intervals. The linking of a secondary schedule to a primary schedule depends on the number of times the secondary schedule's cycle occurs within the primary schedule's cycle.

Once you have set up your linking, you can run the Preventive Maintenance process to generate work orders for linked primary and secondary schedules. You can also run the Preventive Maintenance Projection process to generate work orders and projected due dates for linked primary and secondary schedules.

Once preventive maintenance primary and secondary schedules are set up and saved, they are listed on the Preventive Maintenance Schedule Workbench. Users can click a link to edit each schedule. Once the Preventive Maintenance process runs and generates work orders with linked schedules and the PM log is generated, the PM Inquiry component indicates that the schedules have been linked.

Preventive Maintenance Work Order Generation Based on Lead Days

In addition to the existing percent threshold feature, the option to generate preventive maintenance work orders with a future due date is available based on a specified number of lead days.

New Functionality

PeopleSoft Maintenance Management 9.1 enables users to generate a preventive maintenance work order with a future due date by entering a specific number of lead days in the Lead Days field on the PM Schedule. This information also appears on the Preventive Maintenance Schedule Workbench. The Preventive Maintenance process ensures that the current date plus the number of lead days is equal to or greater than the calculated due date for the preventive maintenance work order and then creates the work order. If the lead days entered does not trigger the creation of a work order, the threshold percentage, if applicable, generates the work order.

Lead days are based on a 7-day per week calendar instead of a business calendar.

Preventive Maintenance Mass Schedule Updates

Preventive maintenance mass updates enable the update of multiple preventive maintenance schedules by business unit.

New Functionality

PeopleSoft Maintenance Management 9.1 enables you to perform a mass update to the PM (preventive maintenance) schedules that fall under a specified business unit and any additional search criteria that you select. A list of PM schedules appears based on your search criteria. You select the schedules that you want to update, and select the values that you want to update for these selected schedules on the Update page. The PM Schedule Mass Update process updates the:

1. PM Schedule.

2. PM Blackout Period Schedule.

3. PM Meter Schedule.

4. PM Linking.

Mass Schedule Update Search page

Mass Schedule Update Search Results – Search page

Mass Schedule Update – Update page

The values that you select are updated on each of the selected schedules when you run the PM Schedule Mass Update (WM_PMSCH_UPD) process. This process uses the current date as the effective date. The system automatically creates a new effective revision if it does not already exist. If a revision exists, the system updates the revision. When a new revision is created, the system copies the current version and applies the requested update.

Accelerated Work Order Completion Labor Time Entry

Work Order Completion usability enhancements streamline data entry to accelerate the process of capturing work order information.

Work Order Completion page

To reduce duplicate entry of data and to improve accuracy, the Copy Actuals to Task button supplies task actuals based on the labor actuals entered. The earliest labor actuals are copied to the task start actuals and the latest labor actuals are copied to the task end actuals, as illustrated previously.

Work Order Completion Mass Change

Work Order Completion page

The Apply to Labor Actuals check box has been added to Work Order Completion Mass Change, allowing the actual start and end dates and times entered to be copied to the labor actuals, in addition to the task actuals. If the fields are available for data entry, the mass change actuals will overwrite any existing labor actuals.

Work Order Completion page

The Labor Actuals grid now displays all labor actuals rows and indicates the time entry source, even those that were entered in the Technician Workbench. This enhancement increases visibility to time entered against a work order task.

Improved Data Processing

If a task status is changed to Complete and labor actuals have been entered but not yet submitted for posting to PeopleSoft Project Costing, a new reminder message appears to prompt users to indicate whether the labor actuals should be submitted for posting. This enhancement reduces processing errors by informing users when labor actual rows for completed tasks are available and pending submission for posting.

Preventive Maintenance Schedule Approvals

With the PeopleSoft Approval Framework, the administration of approval setup, rules, and routings are maintained within the same setup pages across PeopleSoft applications. PeopleSoft Maintenance Management leverages the Approval Workflow Framework to enable Preventive Maintenance Schedule approvals.
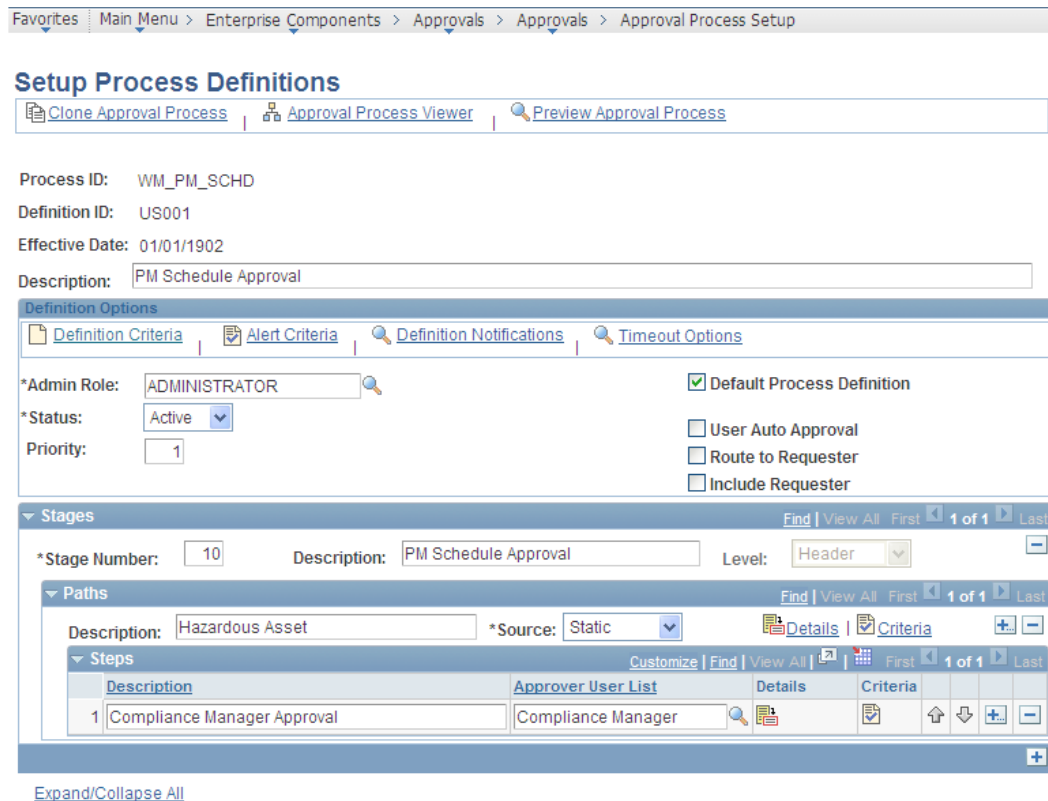
Approval process setup

As delivered, the Preventive Maintenance Schedule approval is associated with hazardous assets. However, this Approval Framework criterion can be modified during implementation to satisfy additional business requirements.

Work Order business unit – Preventive Maintenance Options

Preventive Maintenance Schedule approval workflow is enabled by the Work Order business unit.

Preventive Maintenance Schedule showing approval status and buttons

If the Preventive Maintenance Schedule Approval Workflow is activated, any new Preventive Maintenance Schedule created will remain inactive until it is approved.

Flexible Configuration of Blackout Days

Blackout days of the week may apply to preventive maintenance events. For example, an organization might indicate that preventive maintenance can be scheduled to occur monthly but can never be performed on a Saturday or a Wednesday. The Calendar field has been added to the Preventive Maintenance Schedule, Location Schedule, and Maintenance Loop to permit flexible configuration of blackout days of the week.

Preventive Maintenance schedule with Calendar setting

Simplified Work Order Print and Attachment Printing

Work order print has been enhanced to provide easy and flexible selection of output destinations, as well as the ability to print all work order attachments at one time.

Flexible Selection of Output Destinations

Output destination options have been added to the Work Order Task Detail Report Options page, streamlining work order print so that users can specify output device for work orders with fewer clicks.

Work Order Task Detail Report Options page: Output Destination settings

Server	The Process Scheduler server on which to run the report processes. If this field is left blank, the default Process Scheduler server will be used.
Output Type	Specify the output type for the work order print, for example, web, printer, and so on.
Format	Select the output format. Options vary depending on output type.
Destination	Depending on the selected Output Type, enter the appropriate Destination. For example, when Output Type of Printer is selected, specify a printer.

Work Order Attachment Printing

Maximize productivity by using Oracle Open Office Enterprise Edition to print many types of attachments associated with work orders and work order tasks.

Work Order Task Detail Report Options page: Print Attachments Setting

Print Attachments	Enable option to print all attachments associated with the selected work orders and work order tasks.
Server	The Process Scheduler server with Oracle Open Office installed.
Destination	Printer name.
Submit	Select to send work order task detail reports and all attachments directly to the destination printer.

Integration with ESRI ArcGIS Online

Integration with ESRI ArcGIS Online enables display of assets and work orders on a map to facilitate work planning. The integration uses JavaScript to embed maps in the PeopleSoft system.

Technician Workbench page

View of a work order's physical location on a map provided via integration to ESRI ArcGIS Online from the Technician Workbench

Assets can be viewed on a map from Basic Add, Work Order, and the new Asset Map Dashboard. Work orders can be viewed on a map via the Work Order and Technician

Workbenches. Hyperlinks to create an express work order are available when you view assets on a map from Basic Add and the Asset Map Dashboard.

Real Estate Management 9.1

PeopleSoft Enterprise Real Estate Management streamlines and automates lease administration and space management. Whether your organization is a corporation, a public service provider, an educational institution, or a retail/franchise operation, PeopleSoft Real Estate Management offers a comprehensive solution for reducing costs and minimizing contractual and financial risk.

PeopleSoft Real Estate Management is a fully integrated solution for the management of properties. It integrates with the PeopleSoft Financial Management and Supply Chain Management solutions to ensure that leases are managed according to the terms of the agreements; cost and space utilization are captured for performance management; and divisions comply with property and financial regulatory requirements. PeopleSoft Real Estate Management also leverages PeopleSoft Human Capital Management solutions for employee and organizational information used in space management. To further streamline processes and reduce workplace costs, Real Estate Management can be combined with Maintenance Management for facilities maintenance and IT Asset Management for tracking and managing software and hardware.

Real Estate Release 9.1 includes the following enhancements:

- Property Site Selection and Acquisition

- Configurable Lease Monitoring

- Dynamic ChartField Overrides

- Additional Percent Rent Calculation Methods

- Common Area Maintenance (CAM) Audit/reconciliation Automation Enhancements

- Multiple Custodians Per Real Estate Asset

Property Site Selection and Acquisition

Support for a completely new business process, Property Site Selection and Acquisition, provides the ability to manage the identification, comparison, and negotiation of candidate properties to add to an organization's real estate portfolio. Site acquisition is primarily centered on transaction management, which uses a new centralized site repository to identify and create site-specific data. Once the site repository portal is established with sufficient sites for selection, site acquisition requests can be submitted to document each property site under consideration for acquisition. The functionality is further enhanced with full document management (file attachments) functionality to store documents, notes, and conversations, and a new contacts address book for quick access to all relevant contacts. Comparisons of sites (with weighted scorings and rankings) are made based on defined attributes to facilitate the selection of the most appropriate site for the business requirements. Once the appropriate site candidates are selected, approval workflow can be generated to indicate preferences for which sites are the most appropriate. Once a site is acquired, the application can automatically generate an asset (in PeopleSoft Asset Management), a project (in PeopleSoft Project Costing), or a lease (in PeopleSoft Real Estate Management).

New Functionality

The site acquisition process uses the following sequence:

- Set up site types that enable the user to predefine the types of sites that are to be acquired. Site types can be Retail, Commercial, Residential, and so on.

- Create attributes for each site type.

- Create or mass upload of sites under consideration.

- Contacts Address Book for quick retrieval of contacts.

- Create a Site Acquisition Request. Attach sites, contacts, documents relevant to this transaction.

- Generate Comparison Matrix.

- Level 1 approval to select the finalized list of sites.

- Level 2 approval to select sites from the finalized list.

- Option to create any combination of Asset, Lease, and Project from the final sites selected.

For each site type and business unit combination, users can access a setup page where they can select among the delivered site acquisition fields for inclusion in the SAR Comparison Matrix chart. By default, all fields are selected. When selected, the weighting field enables the users to assign a numerical value, which will be used in the calculations for the total weighted score of each site. Users assign a score of 1–5 (5 being best) and the system calculates the score by multiplying the two numbers.

The page is broken into grids that match the Site Repository tabs and the SAR Comparison Matrix grids. Based on BU and site type, the page contains effective date and effective status fields and essentially has three fields per row:

- The particular field attribute (location type, manager rating, and so on).

- A check box to indicate whether to display it on the SAR Comparison Matrix (selected by default).

- A weighting field that is a required field when the check box is selected.

The weightings and fields defined here will drive the grids in the SAR Comparison Matrix page, based on BU and site type.

Site Attributes page

Sites can be created based on the different site types set up by the user. When a site is assigned a site type, the supplemental data sheet displays the supplemental data fields related to the site type. The contacts and documents related to a particular site are also attached to the site.

Contacts can also be selected from the Contacts Address Book, which is a new feature for Real Estate Management.

Providing a contacts address book enables the user to maintain a list of users and simply select from the list. The page for entry of contacts should reside within Real Estate setup navigation, and could potentially be a clone of Customer Contacts setup, along with subpage inheritance of international globalization features.

Once the data for each contact is entered, you can access the contact via the modal search box when you click the Select Contacts from Address Book button on the Site Contacts tab. Any contacts selected from the address book are displayed in the Site Contacts grid.

When selecting contacts from the address book, you can select from their address book, or from a pre-existing vendor or customer. If a vendor or customer is chosen, the contacts attached to that vendor or customer automatically appear in the Site Contacts list.

Search for Contacts page

The typical flow is that the RE project manager would, after approving a new site acquisition project, assign team members to carry out this project. The PM or the Real Estate specialist would create a new SAR and enter the beginning data. When enough of the SAR's data has been entered, the attempt to activate it would take place. If the RE specialist does not have the appropriate security level to activate, then he or she can only validate and correct errors. The specialist can submit the SAR for activation, which is left to the PM to accomplish. If the specialist does have the appropriate security level to activate, then he or she can do so immediately. SAR activation does not use Approval Framework-based roles.

Once activated, the SAR is still open for editing. You can add sites to or delete sites from the SAR up until the approval submission stage, when the final list of candidates should be selected.

The Requestor or Approver field represents the customer who actually requested the SAR project. They, or the project manager, also serve as approver for the SAR.

Site Acquisition - General Information page

The site comparison matrix displays all the sites and attributes for the given SAR in the form of multiple grids categorized per the Site Repository component.

The list of sites forms the columns (Y axis) and the attributes forms the X axis (rows). The user can rate each attribute on a scale of 1 to 5, 1 being the least compatible and 5 being the best suited. After the user enters the ratings for all the attributes, the system calculates the best-suited site by multiplying the score by the weighting for that row, then summing up the attributes for each site (total score). Each grid (category) has an individual total listed, as well as a final summarization box at the bottom of the page providing grand totals.

The weightings for each attribute needs to be set up in advance, and is driven by business unit and site type so that different weightings can exist for each site type. The weightings for each field are displayed on each row in display-only format, and are pulled from the setup table.

For each grid, a total possible score is calculated by the system, essentially the sum of all the fields in that grid with the weighting value multiplied by 5.

Any fields that are defined in Supplemental Data are displayed on the Comparison Matrix, regardless of site type. You cannot select or deselect these values in the Site Type field and weighting setup page, nor can you assign individual weightings to each of the user-defined fields. However, one field is available on the setup page, which is the weighting for ALL supplemental data fields. Once this value is set for the site type, then all comparison matrix supplemental data fields for that site type and BU combination use the same weighting in the calculations.

Although setup of the weightings and field selection by site type page is required, the use of the weightings to generate the scores is optional. If a customer does not choose to assign weightings, the default weighting value for all fields is 1.0, which essentially means no additional weight.

The Comparison Matrix grid has all the generic and supplemental fields defined for the site. The attributes are displayed in individual grids categorized based on functionality as they were defined on the site in the site repository. The categories and individual grids are:

- General Information

- Location Details

- Physical Attributes

- Site Value

- Operation/Maintenance

- Schedule

- Supplemental Data

Comments can also be entered for each row, as well as in a large comments box in the bottom final summarization box. The Last Modified field records a user and date/time stamp anytime this field is modified and saved.

When the SAR is in a Pending state, all of the data fields are open, and an Activate Site Acquisition Request button is available on the page. This button duplicates the Activate functionality in the Action drop-down list box on the SAR Details page. The system can calculate the scores and display a ranking of high to low scores based on the data entered. However, while the status is Pending, you cannot update which sites should be finalists.

| SAR Details | Comparison Matrix | Options and Critical Dates | SAR Notes | SAR Analytic | SAR Contact |

Unit: US001   **Status:** Evaluating Finalists

SAR ID:	Site Type:	Site Acquisition Request Name:
000000000000001	Residential	SAR with 2 Sites

You can assign a score (1 through 5, 5 being best) for each of the site comparison data fields below. The individual scores, combined with the Weighting listed for each field(defined at Setup), will determine a total score summarized at bottom, with a rank listed based on the highest to lowest scores. The approver will be able to specify their own ranking irrespective of the system-generated totals, which should be considered a desired override of the score-based rankings.

General Attributes

Attributes	Weighting	Site 000000000000015 Site-11	Rating	Site 000000000000016 Site-12	Rating
Offered By	1.00	SMITH	3	SMITH	3
Property Owner	1.00	SCHUMACHER	1	SCHUMACHER	1
Site Name	1.00	Site-11	2	Site-12	4
Total Score for General Attributes:	**15.00 (Possible)**		**6.00**		**8.00**

Location Attributes

Attributes	Weighting	Site 000000000000015 Site-11	Rating	Site 000000000000016 Site-12	Rating
Address Line 1	1.00	Whitefield	3	Whitefield	3
Location Rating	1.00	Good	4	Good	1
Location Type	1.00	R3	1	R3	5
Total Score for Location Attributes:	**15.00 (Possible)**		**8.00**		**9.00**

Maintenance Attributes

Attributes	Weighting	Site 000000000000015 Site-11	Rating	Site 000000000000016 Site-12	Rating
Construction Year	1.00	2005	2	2005	1
Property Age	1.00	36	2	36	3
Property Condition	1.00	Excellent	1	Excellent	4
Total Score for Maintenance Attributes:	**15.00 (Possible)**		**5.00**		**8.00**

SAR Request – Comparison Matrix page

Once a SAR is activated, it enters the Active status. The Activation process allows another user to review the data entered for accuracy. If the specialist did not have the security needed to activate, that task is left to the project manager. They would receive notification that they need to activate, then would open the SAR, review the data, modify if needed, and then activate. Activation does not use Approval Framework roles.

Once the SAR is active, the user can check which sites in the Comparison Matrix are being proposed as finalists, and a new button is available for submitting the SAR for review and approval. In addition, the Action drop-down list box on the SAR Details page has the following selections:

• Cancel Site Acquisition Request

• Submit for Approval

At submission, the submitter can on this page identify the finalists he or she is proposing for acquisition; however, the submitter cannot choose the Adjusted Ranking. That is left to the approver.

The approval step enables the project team to proceed with acquiring the sites under consideration, based on the rankings in the Comparison Matrix. The Approval Framework is used for this approval, and can be configured to require one or many approvers based on customer needs.
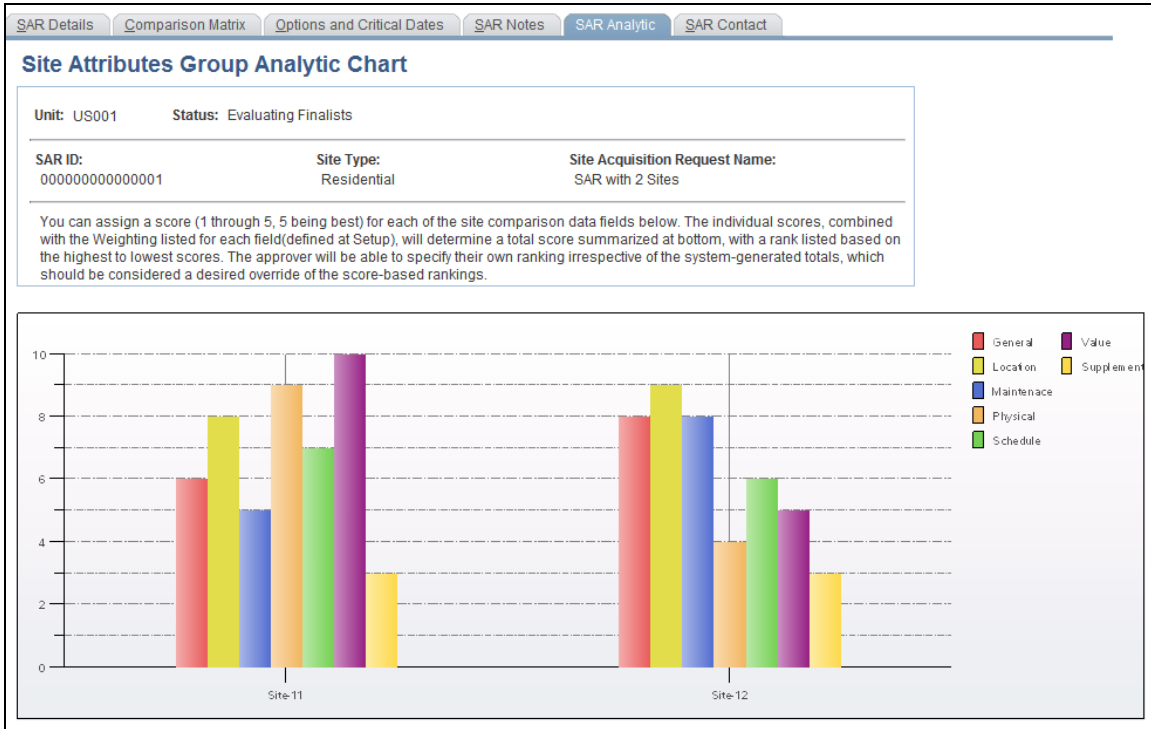
SAR – SAR Analytic page

Both the project manager and the individual selected as the requestor or approver can approve the SAR for acquisition.

This functionality is delivered with a basic Approval Framework template, by which the requestor or approver is the individual to whom the SAR would be routed to for approval. The approvers defined in Approval Framework roles receive a notification and task list entries. The approvers are redirected to an approval page from the task list. The approval process leverages all the features provided by Approval Framework including ad hoc approvals, escalations, reassignment, and so on.

Once the finalists are researched and documented, the rankings of the sites to be acquired can be adjusted so that the final order of sites to be acquired can be identified. Based on the Adjusted Ranking and the comments field below it, the approver can identify the order in which the sites are to be acquired, whether the team should acquire one or all of the sites, or both.

All fields in the Evaluating Finalists status remain open for editing. In addition, the approver can override the finalists as proposed by the submitter. Any finalists with the check box selected make the Adjusted Ranking field available for entry and allow the approver to indicate the priority order of the rankings, effectively overriding the system-generated overall ranking (which primarily serves as a guide).

When the SAR is in the Evaluating Finalists status, the Action drop-down list box on the SAR Details page will have the following selections:

• Approve Site Acquisition Request

• Deny Site Acquisition Request

If the approver denies the SAR, the system requires the approver to enter a comment indicating why he or she is returning the SAR to the submitter. In addition, the SAR goes back to the Active status so that the submitter can enter additional information.

On approval, the SAR status changes to Site(s) Selected. At this point the SAR is read-only. In this status, the options available in the Action drop-down list box on the SAR Details tab are:

- Cancel Approval – Return to Evaluating Finalists

- Approve – Generate Workflow to Finalize Site(s) Acquired

Once the sites have been selected for acquisition, the project team attempts final negotiations and acquires one or many sites as defined in the SAR. This negotiation and final acquisition process occurs outside the system. Once confirmation is received that a site, or sites, have been actually acquired, then the finalization process takes place.

During finalization, the user can create an asset in Asset Management, a lease with basic information in Lease Administration, and a project with basic information in Project Costing. Any data that can be transferred from the Site record (in the site repository), or from the SAR is copied to the asset definition, lease, or project.

Configurable Lease Monitoring

Configurable Lease Monitoring uses the Approval Workflow Framework (part of PeopleTools 8.48 and later) to track specific clauses in a lease and whether the contract's legal parties are in compliance with lease terms. Monitoring of each lease clause can be activated, with status and deadline fields, along with an action selection (that is, Notify Only, Notify & Hold Payments/Invoices, Notify & Dispute Lease) to drive the response to compliance issues.

New Functionality

The transactions that are supported in release 9.1 via the SCM Approval Framework are:

- Lease Transactions - Lease transactions should trigger workflows based on events setup on the workflow configuration. Tasklists are created for the lease administrator or portfolio manager based on the role which would enable them to review the lease.

- Critical Dates – The existing Critical Dates functionality is enhanced to be used in conjunction with the Approval Framework to generate workflows along with the existing mailing feature provided by the Critical Dates module. The reviewer of the Critical Date notification is directed to the Lease Abstract worksheet to review the cause of the notification to take appropriate action based on the upcoming event.

- Transaction Queue Monitoring - Financial transactions that are sent to the TQM manually, as in the case of Operating Expense, Security Deposit, or Percent Rent, or recurring transactions such as Base Rent or miscellaneous rent are created for the entire life of a lease when a lease is activated. If Auto Approval is not enabled, the portfolio manager or lease administrator should manually approve each transaction to enable it to be further interfaced with Billing or Payables. A batch process identifies all the transactions in the queue that are beyond a threshold setup in BU level and send notifications to the lease administrator or portfolio manager about the pending approval.

- Lease Clause Monitoring – Clauses attached to a lease can be monitored based on deadlines and subsequent actions can be taken on the lease. A batch process identifies any clauses that are not completed by the specified deadline. The actions are Notification, Notify and Dispute Lease, and Notify and Hold Transactions.

- Sales Amount Monitoring - When the sales amount exceeds the amount from the previous period by a certain percentage, a warning is issued. The user then can proceed with the transaction or cancel the transaction. This functionality is enhanced via Approval Framework to create tasklists if the sales billing amount exceeds tolerance. The approver will be directed to an approval page from the tasklist. The transactions are sent to the Transaction Queue only after approval.

- Operating Expense Monitoring – When the operating expense exceeds the expense from the previous period by a certain percentage, a warning is issued. The user can then proceed with the transaction or cancel the transaction. This functionality is enhanced via Approval Framework to create tasklists if the operating expense amount exceeds tolerance. The approver will be directed to an approval page from the tasklist. The transactions are sent to the Transaction Queue only after approval.

- Approval is available at the header level.

Approval Framework can be used to create tasklists for notifying reviewers of Lease events described previously.

The basic Approval Framework configuration—including roles, paths and rerouting options—is provided as system data.

Dynamic ChartField Overrides

For all financial transactions generated by Real Estate Management, you can book the transactions to appropriate accounting entries based on accounting rules. The new Dynamic ChartField Overrides functionality enables you to override the default setup for accounting rules if a specific transaction in a lease needs a different accounting treatment. Any recurring or ad hoc payment or invoice can be configured to override the standard setup and break down the entries by percent, amount, square foot or meter, and so on.

New Functionality

The interface application engines to Payables and Billing and the application engine that posts straight-line entries to General Ledger have been modified to use the accounting distribution setup on the lease financial term. If you do not set up the accounting distribution on the lease financial term, the accounting distribution at the business unit level is used.

Users can now set up accounting distribution for the financial terms on the lease. The user can add multiple distribution lines and also specify the method for distributing the rent. The user can split the rent based on percentages, amounts, or ratio of areas.

All ChartFields except PC Business Unit, Project, Activity, Resource Type, Resource Category, and Resource Subcategory are supplied by default from the LA accounting rules that are set up at the business unit level. The user can override these values and also add multiple distribution lines. This is an optional setup and if the user does not set up the distribution at the lease financial terms level, then the accounting distribution at the business unit level is used.

Additional Percent Rent Calculation Methods

Existing percent rent sales reporting functionality (for variable rent based on revenues) has been enhanced with the following seven additional percent rent calculation methods: Weekly Sales, Each Period, Cumulative, Cumulative Pro Rata, Modified Cumulative, Partial Year Pro Rata, and Lease Pro Rata. The calculation methodology is the same as Cumulative Pro Rata. In addition, the percent rent terms setup has been enhanced to accommodate effective-dating of the percent rent breakpoints for situations in which the breakpoint charge amounts and percentages change over the life of the lease.

New Functionality

In Release 9.1, the system supports seven new computation methods. The system uses these methods to calculate the percent rent based on the sales reported.

Weekly Sales: The system uses the sales amount of a week to calculate the percent rent.

Each Period: The system annualizes the sales amount. It applies the lease breakpoints and deannualizes to calculate the percent rent.

Cumulative: The system applies breakpoints on Year-to-Date (YTD) sales amount and deducts prior YTD percent rent charges to calculate the current period percent rent.

Cumulative Pro Rata: The system annualizes the YTD sales amount. The system applies breakpoints, deannualizes, and subtracts previous YTD rent to get the current period percent rent.

Modified Cumulative: The system applies the highest breakpoint on YTD sales that exceeds the first breakpoint. The system deducts the prior YTD percent rent to get the current percent rent.

Partial Year Pro Rata: This method is used along with the other methods if a tenant has moved in or out within a fiscal year that is specified in the system.

Lease Pro Rata: The system uses lease breakpoints to determine a billable amount and then distributes the percent rent among sales categories to prorate the billable amount. The calculation methodology is the same as Cumulative Pro Rata.

The existing calculation method is named Category Based Method. This provides backward compatibility to releases 8.9 and 9.0. The lease administrator selects a computation method on the Percent Rent setup page of the Lease Maintenance component before activating the lease information. The lease administrator needs an amendment to change the existing calculation method.

For all methods, sales reporting categories breakpoints should be set up to be used for entering and importing sales reports.

For the following two methods, the user can add multiple sales categories:

Category based method: The rent amount for the category is calculated by breakpoints defined for sales reporting categories and the rent amount for all categories summed up to calculated overall percent rent. This method does not use lease-level breakpoint.

Lease Pro Rata Method: For this method, both lease-level and category-level breakpoints are required. Lease level breakpoints are used to calculate the total percent rent charge. The calculation methodology is the same as the cumulative pro rata method. The category level breakpoints are used to distribute the total rent amount among different sales categories. If this method is selected, the page displays both lease and sales reporting category-level breakpoints details.

For the following methods, the user can set up only one category for reporting:

- Weekly Method

- Each Period Method

- Cumulative Method

- Cumulative Pro Rata Method

- Modified Cumulative Method

For most of the calculation methods, the percent rent is based on the sales reporting category breakpoints. Only for the lease pro rata method, lease-level breakpoints are used for calculating percent rent.

Lease-level breakpoints are editable only when the lease is in a pending or amendment status.

The system enables entering multiple breakpoint levels.

The Operator field enables the property owner to bill the tenant either a fixed bill amount or a percentage of the reported sales or both.

The system validates required values based on the operator selected:

- The Percent Rent calculation is a positive percentage when Percent is selected.

- The system needs a positive value when Amount is selected.

- The system needs both positive percentage and amount when Both is selected.

Because the lease is a contractual agreement between two parties, any changes that are fundamental to the lease agreement should be performed only through a lease amendment. In case of percent rent terms, any changes to percentage rent (including calculation method) require a lease amendment. The amended terms are applicable to all new sales reports, existing pending sales reports, and sales reports revisions. The effect of the amendment to all other fields is the same as it was in release 9.0. For new fields, the effect of amendment is as follows:

- Partial Year Proration check box: If the user selects or deselects the Proration check box, then all new sales reports, existing pending sales reports, and new revisions of the old report are calculated per new percent rent terms.

- Calculation Method: It is advisable to complete sales report processing for all the past periods of the year and then activate the lease amendment for a change in the percent rent calculation method. After an amendment, all new sales reports, existing pending sales reports, and new revisions of the old reports are calculated per the new percent rent terms. A limitation exists if the calculation method is changed by amendment during the year; if the sales categories on the amended setup and the old setup do not match, then the calculations will not be correct.

Financial Terms – Percent Rent page with Lease Pro Rata selected as the calculation method

The Lease Abstract and Lease Abstract worksheet have been modified to include the Sales Computation method and the Partial Year proration fields. The Lease Abstract and Lease Abstract worksheet should also include the lease breakpoints.

Common Area Maintenance (CAM) Audit/reconciliation Automation Enhancements

Further Common Area Maintenance (CAM) audit / reconciliation automation enhancements for complex calculations were added to provide a comprehensive solution to fully automate the process of CAM audits/reconciliation. Included are determination of the tenant's pro rata share of expenses, adjustments for building occupancy, adjustments for anchor tenant contributions, advanced methods of applying caps, additional methods of charging administration fees, and improved catch-up payment functionality.

New Functionality

In Release 9.1, the CAM Audit/reconciliation feature has been enhanced to include all complex calculations to provide a comprehensive solution for fully automating the process of CAM audits/reconciliation. This includes:

- Calculation of the tenant's pro rata share of expenses using any of the following methods:
  - Fixed Percentage
  - Gross Leasable Area
  - Occupied Area
  - Occupied Area with floor

- Adjustment of the tenant's share of expenses for building occupancy (expense gross up).

- Advance methods of applying caps to either landlord total expense or to the tenant's prorata share. In addition to amount based caps, the following three methods are supported:
  - Percent
  - Indexed
  - Lesser of Percent or Indexed

- Two new methods of charging administration fees in addition to the existing amount-based method.
  - Cash
  - Accrual

- CAM adjustments for anchor tenant's contributions.

- Catch-up payments functionality based on revised estimated payments.

Multiple Custodians Per Real Estate Asset

The system can now support multiple custodians per real estate asset to support multiple people in the same space, such as a shared office or cubicle. This enables tracking and reporting of the occupants of a property.

New Functionality

In release 9.1, a new component was created to capture the occupant's information for a property.

The Occupants information page captures the occupant's details such as employee ID and user ID (depending on the occupant type that may be Employee or User), name, department, move-in date, move-out date, and occupant's employment status.

The Property Occupants Report is a new online report that enables the user to search and list all the occupants of a property. The results grid on the page displays the occupants by property based on the report parameters entered by the user.

VAT/SUT Enhancements – Enabling Ship To Location for Vendors

PeopleSoft Real Estate Management shares the VAT/SUT calculation engine that is triggered by AP Voucher Build when any lease payments are generated and transferred to PeopleSoft Payables for payment. The entry of any payment on the lease allows a ship to location to be selected, an optional field that can be left blank. If the field is left blank, PeopleSoft Payables provides a default location based on vendor setup and calculates VAT/SUT based on that default value. However, if a location is entered on the payment term at the transaction level in PeopleSoft Real Estate Management, the VAT/SUT calculation is taken into account so that the proper amount can be calculated based on the actual location.

New Functionality

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

In release 9.1, the Ship To Location override field has been added to all recurring rent transactions within the lease, including base and miscellaneous rent, percent rent setup, operating expense (CAM) setup, and security deposit processing. It is available for both lease definition and amendments, as well as on reports such as lease abstracts and pending lease payables.

Landlord (vendor) ship to location override for VAT/SUT calculation

Percent Rent Billing Calendar

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

A new Billing Calendar selection has been added to the Percent Rent terms setup pages in the lease. This selection is in addition to the existing Reporting Calendar field. The availability of both provides the ability to accrue sales reporting on a more frequent basis than the actual billing of percent rent variable rent charges.

The Reporting Calendar field indicates a frequency of sales reporting, that is, how often the property lessee needs to report sales to the lessor. The Billing Calendar refers to the frequency of bills generated, that is, how often a percent rent bill or payment is to be generated based on the reported sales.

Percent rent lease terms setup – billing calendar versus reporting calendar frequency

In many cases, the reporting and billing calendars are on the same schedule, so sales reports are produced and bills/payments are generated regularly based on that data. But in other cases, sales reports can be produced more frequently than variable rent bills/payments. For example, a retailer could report monthly clothing sales to their property landlord, but the percent rent bill is generated only on a quarterly basis.

Additional scenarios for this difference in reporting and billing frequencies can include situations in which the variable rent calculation is based on a cumulate sales value for the quarter; that is, if the total amount for the quarter exceeds a certain threshold, then variable rent is assessed. However, if the first month is unusually strong in sales, but the next two are weak, the total cumulative threshold is not reached for the quarter, and thus, no variable rent assessment is needed.

Program and Portfolio Management Business Process Overview

PeopleSoft defines the business process associated with managing projects and services as Program and Portfolio Management. This business process, enabled by the PeopleSoft Enterprise Service Automation (ESA) solution, helps your organization optimize and manage resources and projects for both internal departments such as information technology (IT) and external customers. The key to optimizing resources and projects is to intelligently plan your project investments by comparing and contrasting initiatives to select the right portfolio mix. Using planning and analysis tools, you are assured that your initiatives align with company objectives while monitoring financial impact and risk. When the time comes to resource your project investments, you can efficiently find the right people, whether they are internal employees or external contractors. You can maximize the utilization of your employees' time and skills, which leads to greater project success, productivity, and employee satisfaction.

While carrying out your project initiatives, Program and Portfolio Management provides full visibility into the time, expenses, budgets, and forecasts related to project delivery. By monitoring your projects throughout their lifecycle, you have the insight needed to control project cost, duration, and success. When the time comes to charge another department, external client, or just manage the accounting for your projects and resources, ESA completes the process by handling all the accounting to get full financial control over your projects and resources.

Program and Portfolio Management Business Process

The Program and Portfolio Management business process consists of five phases:

- The Evaluate phase identifies and catalogs project investment requests, prioritizes new and existing projects, and performs what-if analysis for various portfolios of projects to determine where to invest resources to achieve maximum business value.

- The Plan phase enables the development of detailed project plans including scope, deliverables, tasks, milestones, resources, estimates, schedule, and contract, and allows for the review and approval of project budgets.

- The Source phase procures the required labor, material, and asset resources necessary to successfully complete the project, assigns the resources to projects and activities, and optimizes the resource plan.

- The Execute phase captures and costs project transactions, tracks project status, manages issues, forecasts remaining work, and allows for the adjustment of a project according to changes to resource, scope, or schedule.

- The Complete phase reviews project costs, authorizes billing or internal chargeback to the organization for whom the project was performed, generates appropriate accounting transactions, capitalizes project costs when an asset is created or maintained, and provides an overall assessment of project performance.

The PeopleSoft Enterprise Service Automation (ESA) solution enables project-centric organizations and departments to establish core operational processes that support full project lifecycle management—across operations and finance—from project selection, planning, and staffing through execution, cost control, and analysis. ESA provides a single, accurate view of all project-related activities so that you can choose and prioritize the right projects, assign the right resources, proactively streamline execution, account for project work, and track performance. ESA is intended to be your platform for driving the project lifecycle of planning, budgeting, executing, accounting, and closing, regardless of whether the projects are for-profit, grant-funded, or internally focused.

The following sections describe the Program and Portfolio Management features and enhancements, by product, for PeopleSoft Enterprise Service Automation 9.1.

Program Management 9.1

PeopleSoft Enterprise Program Management provides project managers the visibility and control they need to deliver projects successfully, improve profitability, and operate more efficiently. In one repository, organizations can consolidate all of their project information: work plans, progress, issues, changes, documents, costing information, budgets, actuals and forecasts, performance, and status reports. To ensure that project and program managers can manage the most complex of massive projects with ease in Program Management, Release 9.1 focuses on usability, integration options to third-party scheduling tools, and information visibility.

Program Management 9.1 includes these enhancements:

- An updated integration to Microsoft Project 2007 including support for the new features contained in the current version of Microsoft® Project.

- Several usability enhancements, including a more comprehensive search feature, allow searching by project or activity descriptions rather than only project or activity IDs.

- More flexibility that allows a customer-definable number of levels to the Work Breakdown Structure (WBS). The existing limitation of no more than 9 levels to the WBS has been increased to 26 levels, which should enable coverage of the most complex project plans.

- The visual Gantt chart display of the project plan has been enhanced to determine and display the critical path of activities, and a new Gantt chart filter view provides the user with the ability to view all tasks, critical path tasks, and milestone tasks.

- The PeopleSoft Enterprise Program Management, Project Costing, and Resource Management applications are thoroughly web service enabled to lower the cost of integrating the PeopleSoft ESA suite of applications to other project-scheduling tools, such as Oracle's Primavera P6.

New Functionality

The work breakdown structure (WBS) is a visual representation of a project that shows project activities. The WBS is typically displayed in a hierarchical view or Gantt chart view on the Project Activities page, where you can view all summary and detail activities. The WBS level is stored in the PROJ_ACTIVITY table.

You determine the number of WBS levels for the business unit on the Project Costing Options page. The maximum number of levels is 26. You can create a structure on the Project Activities page up to the number of levels that you enter on the Project Costing Options page. The maximum number of levels is also available when you use the Expand option on the Project Activities page.

New Functionality

The Project Activities – Gantt Chart page has a new option to view the critical path. Critical path activities appear in orange.

The critical path identifies each activity path in the project by using the activity hierarchy as well as the chain of dependencies plus their constraints. It then determines the activity path that has the latest end date. The activity path that has the latest end date is the critical path.

Resource Management 9.1

Success in delivering projects with a limited pool of resources depends on finding the right resources for the job, balancing resource supply with demand and empowering employees. PeopleSoft Enterprise Resource Management helps you identify and deploy resources in the most effective way. Easy access to resource schedule information, and support for ever-changing personnel schedules, are critical to enabling effective resource management. The following enhancements for PeopleSoft Resource Management 9.1 are designed to improve the quality and speed of decision making for those charged with optimally deploying resources:

- From the Staffing Workbench, an option is provided on the Manage Utilization page to have an alternative display view of the resources in a grid format that shows the resource utilization and availability through time (daily, weekly, monthly). The change enables users to scroll to the left (previous weeks) or right (subsequent weeks), moving the timeline displayed in the grid. A Go To link is also provided to select a date to allow skipping several days, weeks, or months without having to scroll in the page several times.

- In addition, users also can change the granularity of the columns displayed in the grid and can choose whether the cells display a number of man-hours or man-days.

Several enhancements to the Resource Profile have been made including the ability to change future eligibility while a resource is not active and assignment status is Cancellation or Complete on the prior day of separation. This feature allows a resource to be assigned to future projects even when he or she is currently ineligible (or Employee Status is L (Leave of Absence), P (Leave with Pay), W (Short Work Break), Q (Retired with Pay), R (Retired), or X (Retired-Pension Administration), by considering his or her future reinstatement. It also enables assignment creation while skipping the ineligible days during the assignment period with the Skip Ineligible option selected, and it compares the future availability of the resource against the service request date ranges to ensure complete assignment coverage.

New Functionality

Introduced in PeopleSoft FSCM 9.1 Bundle #3. Included in FSCM 9.1 Feature Pack March 2011.

The system considers employees who have gone on leave or are retired, that is, employees whose employee status is L (Leave of Absence), P (Leave with Pay), W (Short Work Break), Q (Retired with Pay), R (Retired), or X (Retired-Pension Administration) for modifying future eligibility. The staffing administrator can change the employee's status back to eligible based on when they return from leave or retirement. The staffing administrator cannot set the resource to active prior to the return date. Once the future eligibility is set, the staffing administrator can then create an assignment on or after the date that the resource is back to work.

The cancelation date (DATE_IN_EFFECT) on the Assignment status record (RS_ASSIGN_STS) is one date before the termination date. When Resource Management employees are terminated from HRMS or from the Job details page in the Update Employee Data component, their assignments are canceled as of the date prior to the termination date.

The system enables assignment creation while skipping the ineligible days during the assignment period if the Skip Ineligible Days feature is enabled; otherwise, the system ensures that assignments cannot be saved for the dates when the resource's employee status is I (Inactive), D (Deceased), S (Suspended), T (Terminate), U (Terminate with Pay), V (Terminated Pension Pay Out) or ineligible to be staffed.

When you search for dates that include dates on which the resource is ineligible, the Staffing Workbench search results return the resource with the availability score properly reflecting the availability within the date range.

An option on the Manage Utilization page provides an alternate display view of the resources in a grid format that shows the resource utilization and availability through time (daily, weekly, and monthly). On the top of the grid, you can scroll to the left (previous weeks) or right (subsequent weeks), moving the timeline displayed on the grid. A Go To link is also available that enables you to select a date and skip several days, weeks, or months without needing to scroll several times.

Manage Utilization page with resource grid displayed

You can also change the granularity of the columns displayed on the grid. An option enables you to choose whether each column represents a day, a week, or a month. You can also choose whether the cells display a number of man-hours or man-days. These options are set up on the My Workbench user options page.

Availability Calculation now considers hours per day from the (PS_JOB) Job table based on the Resource Request Date range or Express Search Date range. This enables staffing coordinators or practice managers to search based on future effective-dated rows and effectively plan for the future for their available resources in the most efficient way.

You can now search for resources by resource region and limit the number of rows returned in your search.

Expenses 9.1

Travel and Expense (T&E) management solution is a critical component for an organization's business strategy to control costs, increase employee satisfaction, and improve the bottom line. Despite new technologies to improve processing, the challenge in most organizations is that of limited resources, limited budget spend, and compressed timelines.

The implementation of best practices is helping organizations take control of their fragmented T&E spend by reducing cost and time to manage expenses. PeopleSoft Expenses Release 9.1 includes the following enhancements:

• Integrated performance management

• Global compliance and controls

• Streamlined financial processes

Integrated Performance Management

Reporting Enhancements

Organizations are looking for ways to optimize processes, increase profit by reducing costs, and improve compliance to corporate policies. Customers can gain benefits from visibility into who is spending and how money is being spent. PeopleSoft Expenses 9.1 provides a new set of reports that enable customers to better control their largest indirect cost. Some of the delivered reports are Expense Sheet/Travel Authorization versus Budget Report, Merchant Report, Average Expense by Employee Report, Credit Card versus Other Spend Report, Employee Trend Report, Top Spenders Report, and Violators Report. The additional visibility through these reports helps organizations understand their spend versus budget, versus policy leading to better cost controls as well as improved contract negotiations with preferred vendors.

New Functionality

Expenses 9.1 adds nine new reports using the XML Publisher tool. Application engines were created to extract the report data from the respective tables and populate a temporary table. PeopleCode is used to create an XML document data file. This file is used by the BI Publisher (formerly XML publisher) template to generate the respective reports. New run control pages have been added to run these reports.

Global Compliance and Controls

Enable Approvals from Email

For a company to remain competitive during this era of globalization, its business systems must keep pace with its corporate and financial goals. Managers are working around the globe with the need to work not only on a computer but also phones. PeopleSoft Expenses 9.1 delivers a new feature to approve expense reports via email. This streamlines the approval process by reducing the time and the cost associated with approval.

New Functionality

PeopleSoft Expenses 9.1 enables you to approve expense reports, time reports, time adjustments, cash advances, and travel authorizations using email. You can use email approvals to access PeopleSoft Expense transactions through your email system without requiring the user to sign in to the PeopleSoft Expenses system. An approver can receive an email that contains the detail of a transaction and can approve, deny, or send back the transaction.

This is accomplished through PeopleSoft Expenses email collaboration within the approval framework to send, receive, and process emails with interactive content using HTML.

Email approvals can be sent to a handheld mobile device or any email application capable of handling HTML or HTML attachments.

New Functionality

PeopleSoft Expenses 9.1 adds the ability to define risk templates. Risk templates can be used to control spending and enforce corporate policy for expenditures. Risk templates define risk levels that are associated with an expense transaction. This provides approvers the information they need to make an informed decision during the approval process.

You can define up to five levels of risk for each risk template ID and transaction type. You can then select risk criteria for each level of risk. Risk criteria are assigned:

- At the header and line levels for expense reports and travel authorizations.

- At the header level for time reports, time adjustments, and cash advances.

- At the line level for time reports and time adjustments only for billable hours.

When defining risk templates, you select the setID and transaction type, assign a template ID, and then select criteria that tell the system when to display a risk indicator on approval pages.

You also determine how an expense transaction that has risk is routed to an approver. An expense transaction is routed to an approver by one of these methods:

- Through email, whereby the approver has access to all of the information that needs to be approved.

- Through an email notification, whereby the approver can sign in to the Expenses system to approve the transaction.

Approval Risk Template page

Streamlined Financial Processes

Automated Accrual Processing

Creating accrual accounting entries is a critical part of period closing to properly reflect the activity in the financial results. It is a manual process that takes time and resources. To further automate the tasks of the closing process and improve the timeliness of the process, PeopleSoft Expenses 9.1 provides for the automatic accrual of expense reports and cash advances that have not been fully processed in Expenses. Customers can accrue for My Wallet transactions that have not been selected on expense reports. Reversals are supported within Expenses. The accounting entries created by the new process can be viewed within the source and corrected before they are sent to the PeopleSoft General Ledger. Commitment Control is supported in the new period end accrual process. Accrual documents created in the new functionality that affect encumbrance and expense budgets are budget checked, and balances will be reflected against the Commitment Control ledgers.

New Functionality

PeopleSoft Expenses 9.1 adds the ability to process period end accruals. The Period End Accrual process enables you to accrue for liabilities that have not been fully processed. This enables you to post a liability to the general ledger and account for expenses in the next fiscal period.

The transactions that can be accrued at period end are:

- Expense transactions that match the criteria defined on the Period End Accrual Options - Document page.

- My Wallet transactions that are not attached to an expense report.

This diagram illustrates the process of creating an expense report to processing entries through the journal generator:
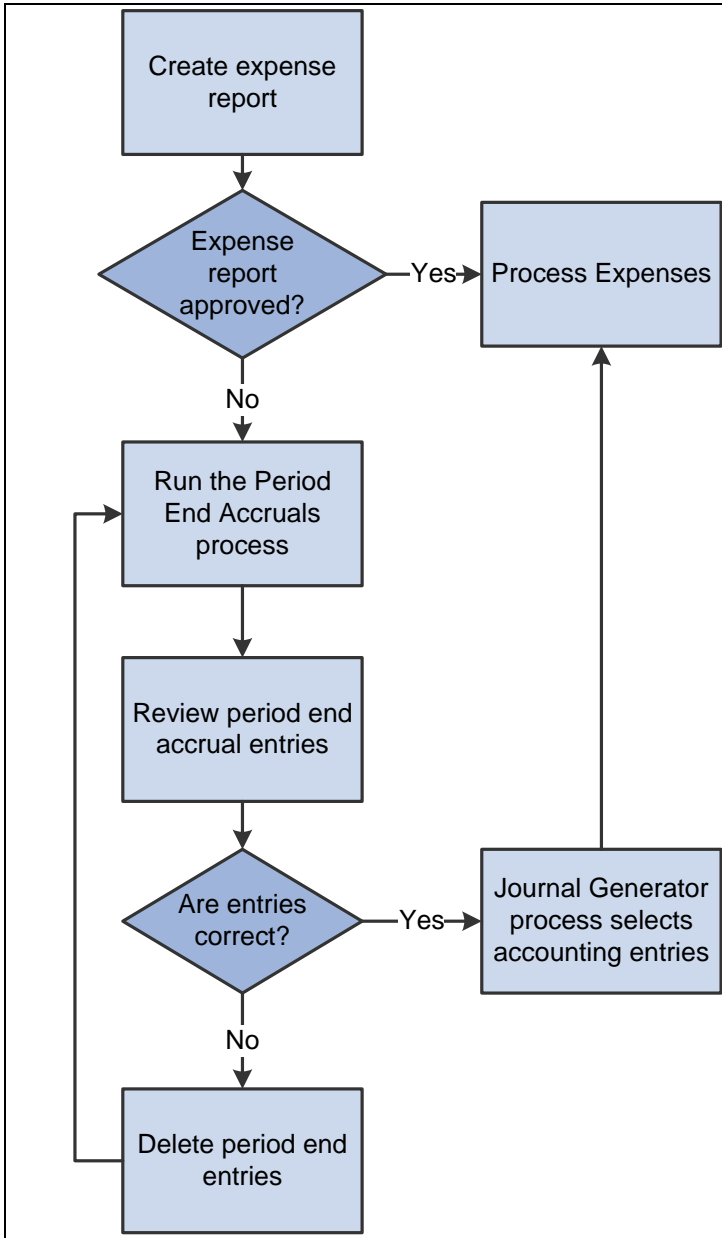
The Period End Accruals process

Currently, when an expense report is created and approved it is ready to be processed to the general ledger. If the expense report is not approved, you can process it through the Period End Accrual process.

The run control page of the Period End Accrual process enables you to review the period end accrual entries. You can remove entries from the process or initiate the process.

The accounting entries that result from the Period End Accrual process can be reviewed by a user. If the user determines that the accounting entry was created in error, he or she can delete the entry. If the user determines that the accounting entry is correct, the Journal Generator selects the entry and the entry is ready to be posted to the general ledger.

The Period End Accrual Inquiry page enables you to view and inquire on existing accruals.

Privilege Template for Users

The Expenses function is used by almost about everybody in a company, from the casual user to the power user. Users need a simplified interface to reduce entry time. PeopleSoft Expenses 9.1 enables you to limit access and actions to end users by providing a Privilege Template. The privilege template is enhanced so that accounting data appears based on expense processing roles. This enhancement simplifies usability for the many roles in the organization.

PeopleSoft Expenses 9.1 adds the ability to define employee privilege templates. Employee privilege templates enable an organization to limit access to Expenses General Ledger and Project Costing ChartFields by user. Employee privilege templates can be used during on-line entry for expense report, travel authorization, and time report transactions.

You can define an employee privilege template for all transaction types except cash advances. You can assign an employee privilege template to an employee at the business unit level or at the employee role level.

Approval Privilege Template page

Level Three Processing for External Data Sources

Corporations have requested that their users itemize the detail costs of certain expense types such as hotel and car rental. Itemization is a time-consuming process. PeopleSoft Expenses 9.1supports receipt of level-three data, providing a breakdown of the hotel charge through the credit card feeds. The user does not need to manually itemize expense details. This enhancement dramatically reduces the time to create an expense report and improve the user's experience.

New Functionality

PeopleSoft Expenses 9.1 supports importing level-three detail data for hotel expense transactions that are charged on a Visa or MasterCard credit card. This data can be transferred into expense reports using My Wallet functionality.

The Expenses Load External Data process loads the credit card vendor file that contains the main transaction and the level three data in the same file. However, the main transaction may come in a file prior to the level-three data. For example, the main transaction might be sent in a file that a credit card vendor sends on Monday, and the level-three information might be sent in a file that the same credit card vendor sends on Thursday. In this case, the system incorporates delay days to connect the main transaction with the level three data.

If the delay days are greater than zero, all hotel transactions are loaded into staging tables. This includes the main transaction data, the lodging summary data, and the lodging detail data. The system retrieves the data from the staging table when the delay days are met. If the detail or summary data equals the total amount of the main transaction record, the data is moved and appears on the My Wallet Detail page. If the detail or summary amounts do not match, only the main transaction data is moved into My Wallet.

When the system loads transactions into My Wallet, the transactions are divided into new expense lines. The Load External Data process takes the summary or detail lines and breaks them into individual expense lines. The level-three mapping table is used to determine what expense type to assign to the new expense lines. The amounts that are in the appropriate fields are mapped into transaction amount and transaction currency.

Credit Card Member Listing

Providing credit card data is a necessary task. The automation of this activity reduces the risk of fraud. In PeopleSoft Expenses 9.1, we have enhanced this process by providing you the option to update employee profiles for credit card account changes received from the issuer (for example, new account number, canceled account, new expiration date, and so on). This feature provides additional value to the upload of credit card information into the ERP system.

New Functionality

PeopleSoft Expenses 9.1 enables you to add new accounts to existing profiles and update corporate card information for employee profiles. This is performed during the Load External Data process.

When running the Load External Data process, you can:

- Load external transaction data.

- Load external maintenance data from American Express, MasterCard, and Visa such as:

  - New account information.

  - New employee profile information.

- Reprocess corporate card transaction errors.

- Reprocess corporate card maintenance errors.

The Load External Data process loads valid data into the Expenses transaction table and loads invalid data into vendor-specific error tables. The data that is in error can be corrected manually.

The Load External Data process has a reprocess corporate card errors option. The reprocess corporate card errors option:

- Loads data that has been corrected from the error tables.

- Updates an existing account with the corrected data.

- Creates a new account if the account does not exist.
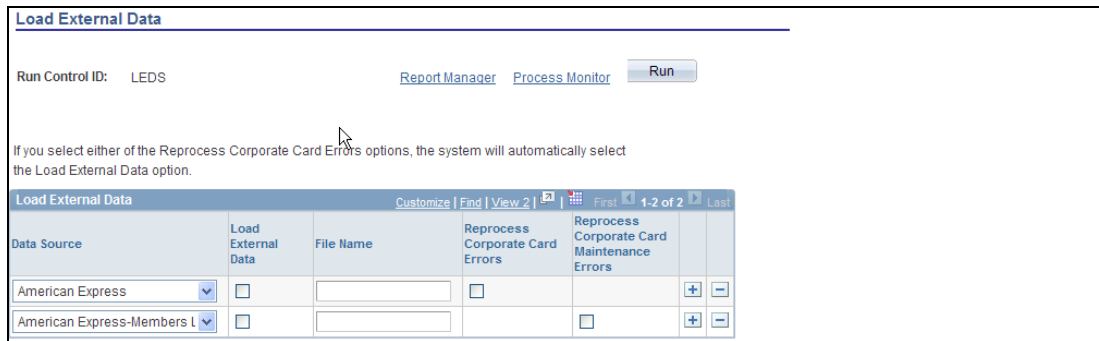
Load External Data page

Project Costing 9.1

Project-centric organizations depend on having an accurate, timely picture of their project costs, budgets, revenue, and margin information. In PeopleSoft Enterprise Project Costing 9.1, Oracle maintains its focus on providing powerful financial control tools; expanding its support for long-term, complex services engagements and capital projects; and continuing to deliver easy-to-use system performance boosting capabilities for the world's largest of project-driven enterprises. Project Costing 9.1 delivers the following enhancements:

- While the current PeopleSoft Project Costing and Program Management budgeting components permit budgeting for up to 36 periods, Release 9.1   enables your organization to define the number of project budgeting periods you need*. The Budget Detail pages for PeopleSoft Project Costing and Program Management have been modified to enable the user to scroll horizontally through all budget periods within the budget details grid. The budget period column labels will change to reflect the new budget periods being displayed. Arrow paging buttons will be enabled when the page has more periods than can be viewed at one time.

- In today's economy, having an accurate understanding of an organization's performance is more important than ever. Every day, project managers are tasked with determining how to make their organizations more profitable. Project profitability and online analytics are now available with PeopleSoft Enterprise Project Costing to monitor project performance. These are the new features and metrics included in Release 9.1:

- Ability to configure the revenue and cost analysis groups for calculating actual and forecast profitability.

- Ability to show actual profitability trend in a graph.

- Ability to review profitability details including the revenue, cost, budget, margin, and margin percentage at the project level and drill down to activity details.

- Ability to view the top 10 profitable projects.

- The ability to capture and charge payroll costs to projects via the full set of Project Costing ChartFields is a key business requirement of project-driven enterprises. While recording direct and indirect payroll costs to a project occurs outside of PeopleSoft Project Costing, users and administrators of the Project Costing application should be aware that PeopleSoft North American Payroll 9.1 enables you to record direct payroll costs and payroll adjustments to the full set of Project Costing ChartField values. Furthermore, it offers validation of Project Costing ChartFields on the PeopleSoft Time and Labor application pages. This increased consistency in the usage of delivered ChartFields between PeopleSoft Human Capital Management and Financials applications streamlines the flow of business data and improves the granularity of reporting and analysis.

- Because many of the world's largest project-driven enterprises use PeopleSoft Project Costing to budget, capture, track, burden, invoice, and capitalize costs, the application provides options for handling massive data volumes. A new capability planned offers significant advancements in how organizations can control and store data. The enhancements made to the Project Compression utility offer more flexibility in how organizations maintain a high-performing system. They:

  - Allow additional filtering options on the Project Compression Run Control, which includes filtering by analysis group, contract, and customized SQL.

  - Enable you to determine the level of detail to keep in summarized rows.

  - Enable you to determine the rollup level for dates (monthly, quarterly, or annually).

  - Track compression history.

  - Allow compression to be reversed, which means that after rows are compressed and transferred to history, the application can restore all the details to the Project transaction table and remove the summarized rows.

  - Allow selective deletion from history tables.

  - Allow seamless integration with the Data Archive Manager.

- When the current General Ledger to Project Costing integration process (PC_GL_TO_PC) runs, the entire journal is distributed because the PC Distribution flag is maintained at the journal header level. However, some organizations prefer not to distribute journal data to Project Costing for all projects at the same time. The GL to PC Line Level Integration process moves the PC Distribution flag from the journal header to the journal line. Because of this, selected journal lines may be processed one day, while other journal lines within the same journal entry may be processed another day. Each journal line has its own PC Distribution flag to indicate whether the line has been distributed.

- Although the PeopleSoft Project Costing subsystem feeder processes and the Pricing process store, transmit, and price every single transaction row, many organizations find that moving, maintaining, and calculating values against the lowest level of detail is not necessary. PeopleSoft FSCM 9.1 Feature Pack March 2011 enables you to summarize subsystem and target pricing transactions before they are written to the project transaction table (PROJ_RESOURCE), thereby reducing the number of rows in the project transaction table and improving system performance.

- Variance Pricing enables organizations to implement new rates and generate incremental transactions. New rates can be retroactively applied to unprocessed and previously processed transactions. Prior to PeopleSoft FSCM 9.1 Feature Pack March 2011, Variance Pricing applied only to projects associated with revenue contracts classified as Government. Now, the Variance Pricing process can reprice transactions for any project, making it a powerful tool to quickly correct user errors, address renegotiated contracts, and balancing billing and revenue amounts that had previously been calculated with provisional rates.

- Rate sets enable the creation of transaction rows when you are costing, billing, recognizing revenue, or reporting from incoming or existing transactions in the project transaction table (PROJ_RESOURCE). The rate definition type that is assigned to the rate set controls the type of rows created by the Pricing process by restricting the analysis types that can be selected for target rows on the rate set.

New Functionality

PeopleSoft Project Costing 9.1 removes the restriction of having a maximum of 36 budget periods. The Budget Detail and the Program Budget Detail pages have a horizontal scroll bar to view all budget periods.

You can import more than 36 periods of data from Microsoft Projects.

You can create more than 36 periods of budget details from a Microsoft Excel spreadsheet when using the Load From Excel page.

New Functionality

PeopleSoft Project Costing 9.1 enables you to analyze profit margins for individual projects. You can view actual profitability trends, profitability details, and the top 10 profitable projects.

Actual profitability trends can be displayed in a graph format and in a grid. You can enter two periods to compare and analyze values such as the actual revenue amount, the actual cost amount, the actual margin, and the actual margin percent for the period.

Actual Profitability page (1 of 2)

Actual Profitability page (2 of 2)

Profitability details include revenue, cost, budget, margin, and margin percent at the project level, and you can drill down to details at the activity level.

Project Profitability Details page

The top 10 profitable projects can be displayed in a graph format and in a grid. You can display the 10 projects with the highest actual margin percent in descending order.
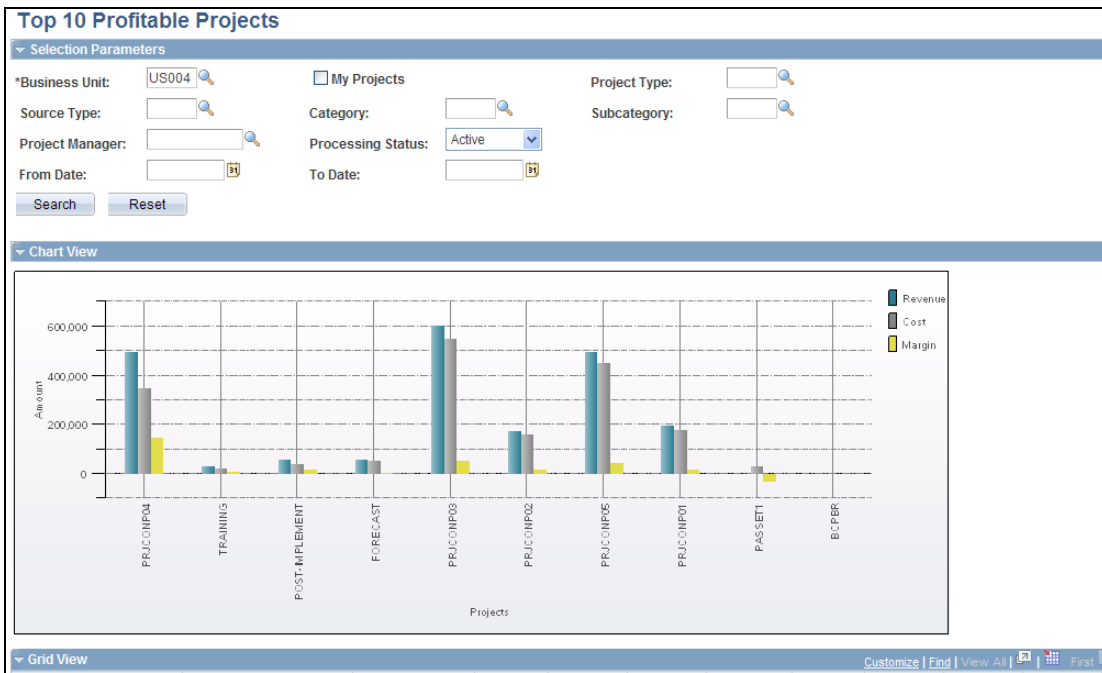
Top 10 Profitable Projects page (1 of 2)

Project	Description	Project Manager	Project Type	Start Date	End Date	Processing Status	Currency Code	Revenue Amount	Cost Amount	Margin
PRJCONP04	Consulting Services			10/21/2003	10/21/2003	Active	USD	497,500.00	350,000.00	147,500.00
TRAINING	Training	Jennifer Luis	00000	05/14/2002	06/11/2002	Active	USD	29,595.55	20,575.00	9,020.55
POST-IMPLEMENT	Post-Implement	Jennifer Luis	00000	05/14/2002	06/11/2002	Active	USD	58,300.00	41,607.00	16,693.00
PRJCONP03	ESA INSTALLATION			10/21/2003	10/21/2003	Active	USD	605,000.00	550,000.00	55,000.00
PRJCONP05	Post Install Consulting			10/21/2003	10/21/2003	Active	USD	495,000.00	450,000.00	45,000.00
PRJCONP01	ALLOCATION			10/21/2003	10/21/2003	Active	USD	198,000.00	180,000.00	18,000.00
PRJCONP02	CUSTOMIZE			10/21/2003	10/21/2003	Active	USD	176,000.00	160,000.00	16,000.00
FORECAST	Forecasting Project			01/01/2002	12/31/2005	Active	USD	56,650.00	51,500.00	5,150.00
BCPBR	BCP - Branch offices	Nicola Hill	INTER	09/01/2005	08/31/2006	Active	USD	0.00	1,700.00	-1,700.00
PASSET1	Manual Cap Rule			01/01/2003	12/31/2006	Active	USD	0.00	30,000.00	-30,000.00

Top 10 Profitable Projects page (2 of 2)

New Functionality

PeopleSoft Project Costing 9.1 enhances the Project Data Compression process and the PeopleSoft Archive process, and adds the ability to restore data that was previously compressed.

The Project Data Compression process can be used to summarize project data into history tables and to restore data from the history tables back to the transaction table.

A compression template can be used to define how project transactions are to be summarized during the process. The template enables users to choose the dates they want to roll up, provides a rollup calendar, and allows up to 32 fields of detail.

The Project Data Compression process summarizes transaction data based on run control parameters, such as date, analysis group, contract, or customized SQL.

The system logs each compression run in the PC_COMPRESS_LOG table. The log retains compression details such as run date, parameters used, and status. Additional details, such as date option, analysis group, contract, and SQL, can be logged if used. The compression log enables you to perform actions such as viewing history or archiving, purging, restoring, and rolling back data.

The PeopleSoft Archive process is used to archive data from the history tables.

New Functionality

PeopleSoft Project Costing 9.1 maintains the Project Costing Distribution Status field (PC_DISTRIB_STATUS) on the journal line. If a journal entry contains multiple project business units, projects, and activities, and you distribute to Project Costing only a subset of the data, you can distribute the remaining data for that journal entry at a later date.

New Functionality

PeopleSoft Project Costing 9.1 enhances the Funds Distribution process.

The Funds Distribution process enables you to process source transactions that have not been distributed, or reprocess transactions that were previously distributed. The Funds Distribution process optionally budget checks distributed transactions.

When the Project Costing to Commitment Control process is called from the Funds Distribution process, the system identifies all related target distribution rows if one row in the group fails the budget checking process. If one or more of the target distribution rows fail the budget checking process, then the entire group of rows is held from further processing until all the rows pass budget checking.

The Funds Distribution – Source page enables you to identify the types of transactions that are eligible for distribution.

Funds Distribution – Source page

The Funds Distribution – Target page enables you to set up rules that determine how target distributions are generated. This includes ChartField values that are assigned and the percentage of the cost that each target receives.

Funds Distribution – Target page

New Functionality

The decision and degree to which to summarize data can be defined for many of the major subsystems. The Summarization is provided for these subsystem interfaces:

- Expenses

- General Ledger

- Third-Party Loader

- Time and Labor

Each subsystem integration process, such as PC_EX_TO_PC for Expenses, uses a summarization template to determine the level to which data will be aggregated. While the summarized rows are inserted into the project transaction table (PROJ_RESOURCE), the transaction details are stored in new tables, providing drillback to detail when you are viewing transactions on the Transaction List page.

With subsystem summarization, organizations can drastically reduce the number of rows that load to PROJ_RESOURCE and thus the amount of computing resources and time that the Pricing Engine and other Project Costing processes need to spend on calculations

Summarization Template page

In addition to summarizing transactions from subsystems as they load to PROJ_RESOURCE, the ability to summarize the target row's output from the Pricing Engine further reduces the volume of data in PROJ_RESOURCE. Essentially, it provides the option to eliminate excessive target transactions, and this can be particularly valuable when rate stacking for the calculation of overhead and other burden costs is performed.

The Pricing process (PC_PRICING) uses summarization templates to determine summarization rules, create target rows, and update the project transaction table (PROJ_RESOURCE).

This diagram illustrates the process flow of the Project Costing pricing summarization process when pricing is called separately from the feeder interface process:
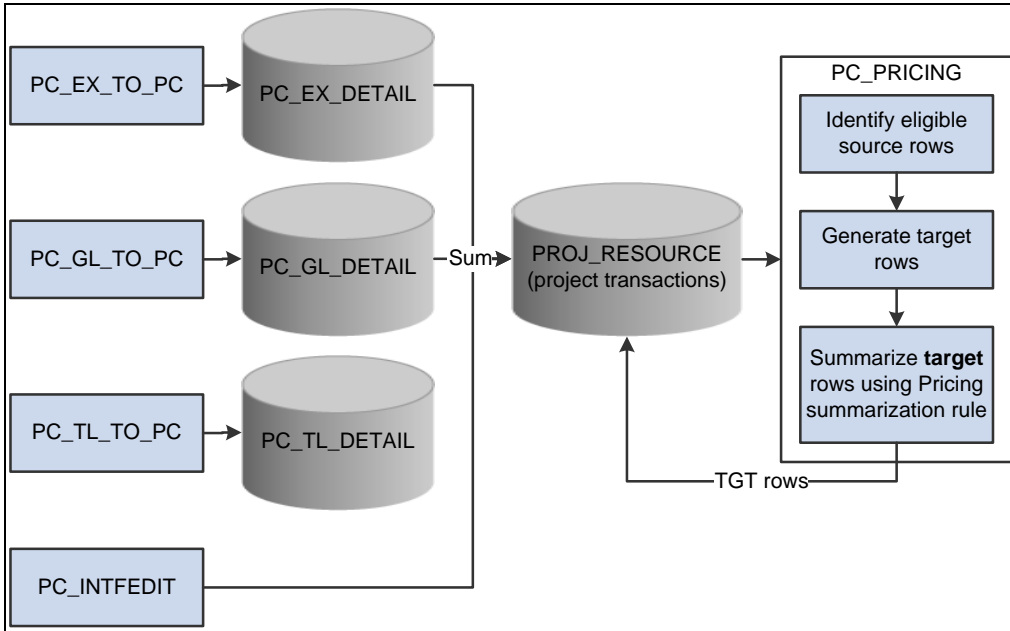
Pricing Summarization (separate from Feeder Interface) process flow

This diagram illustrates the process flow of the Project Costing pricing summarization process when pricing is called from an individual feeder interface process:
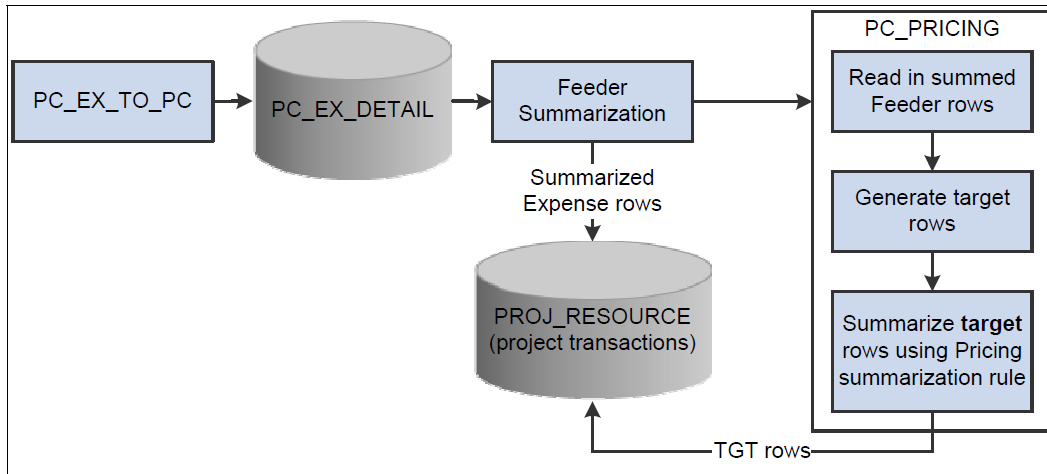
Pricing Summarization (called from Feeder Interface) process flow

The Pricing target rows can be summarized before they enter PROJ_RESOURCE, which minimizes the volume of data that loads to PROJ_RESOURCE.

New Functionality

Variance Pricing has been enhanced to process all rate set types (cost, billing, cost/billing, and revenue). In addition, Variance Pricing Summarization can be enabled to generate summarized variance output rows and reduce the volume of data as well as the time required to run the Variance Pricing process.

The run control parameters for Variance Pricing have been expanded to enable you to better manage the variance pricing transactions created. Processing can be restricted by business unit, project, activity, accounting date, or transaction date. Variance Pricing can be run for individual rate sets, rate plans, or rate set categories, as well as for specific contracts or customers.

Variance Pricing run control page

Finally, Variance Pricing now includes an optional review page to enable users to examine the output of a rate change and decide whether to accept the new calculations before proceeding.

New Functionality

Rate sets have been enhanced to include a rate set category and a cost/billing rate definition type.

- Rate set categories can be used to group related rate sets during the Variance Pricing process. When a rate set category is selected on the Variance Pricing run control, all rate sets that are part of that rate set category and have the Enable Variance check box selected are processed.

- The rate definition type of Cost/Billing has been added to create cost and billing target rows, reduce the number of rate sets required, and accelerate the Pricing process.

Using these new features can reduce the use of rate plans and improve the speed of the Pricing process. Rate plans will typically remain necessary only when rate stacking is needed.

Rate Sets page (showing a Rate Set Category of *PROVISIONAL*)

When the rate definition type of Cost/Billing is selected, the target row analysis types selected correspond to either the PSWKS (Billing Worksheet Grouping) analysis group, the analysis group specified in the Actual Cost field on the Installation Options – Project Costing page, or both. Variance pricing can be enabled for all rate definition types.

Rate Sets page (showing a Rate Definition Type of *Cost/Billing*)

Source to Settle Business Process Overview

Oracle's PeopleSoft Enterprise Supplier Relationship Management (SRM) is an integrated suite that dramatically reduces all supply management costs across the complete Source-to-Settle business process. It enables customers to reduce spend on goods and services, streamline procurement processes, and enforce policy procurement. This is accomplished through an integrated suite of applications that provides flexible spend analysis, collaborative sourcing, contract lifecycle management, self-service requisitioning, complete procure-to-pay automation with embedded terms and conditions, and supplier enablement. Only by negotiating the best value and lowest total cost for your organization, managing all categories of spend, and ensuring that negotiated savings are realized can you transform your procurement function into a value creating, strategic tool.

Source to Settle Business Process

The Source-to-Settle business process consists of four phases:

- The Source phase includes the necessary assessment and negotiations that are required to identify the suppliers who are committed to providing the most value to an organization. The process includes streamlined requests for quotes or requests for proposals (RFx), and real-time auctions that target the right supplier for the right product or service. The Source phase also includes the need to translate the results of a sourcing event into a negotiated contract or purchase order or a contract that ensures profitable use of the supplier relationship.

- The Enable phase encompasses everything that is necessary to engage with the entire supply base from posting transactions such as purchase orders and order acknowledgements to collaborating online with suppliers by sharing production plans, catalog content, and performance review scores. Effective enablement steadily improves supplier relationships through real-time visibility of all supplier interactions.

- The Procure phase incorporates the efficient transaction of requests or production plans into purchase orders and contracts. It includes procurement of all spend including direct, indirect, assets, and services. Before any purchase order is transmitted, the appropriate level of approvals and often budget checks must occur. Only then is the order authorized for submission to the supplier. By leveraging the power of the Internet, the procurement process empowers organizations to experience an unprecedented level of profitability, control, and efficiency when buying goods and services.

- The Settle phase includes timely and accurate payment for goods and services that are rendered to the organization. The process needs to ensure that payments are in accordance with purchase order terms, recorded receipts and, in some cases, quality inspection criteria. Effective settlement also requires a smooth process for the settlement of disputed invoices by both the buyer and supplier. By ensuring that suppliers are paid on time and within written terms, buyers can be assured of uninterrupted flow of required goods and services to support the organization.

Strategic Sourcing 9.1

PeopleSoft Enterprise Strategic Sourcing enables your organization to streamline its RFx (request for bids) processes, conduct real-time auctions when appropriate, and strategically award contracts or purchase orders. The RFx process consists of formulating requirements, selecting and inviting bidders, receiving bids, scoring and analyzing the results, negotiating terms, and awarding the contract. PeopleSoft Strategic Sourcing Release 9.1 offers customers enhancements in the following areas:

- Line Groupings

- Third Party Event Notification Integration

- Bidder-to-Vendor Conversion Enhancement

- Usability Enhancements

- Categorization Enhancements

- Miscellaneous Enhancements

Significant additional enhancements in the areas of Event Create, Bidder Usability, and Analysis are added in the FSCM 9.1 Feature Pack March 2011.

Line Groupings

PeopleSoft Strategic Sourcing enables users to create multiline events and bidders can submit responses for the lines of their choice (if allowed by the buyer). However, this behavior may not always be acceptable. PeopleSoft Strategic Sourcing Release 9.1 enables event creators to purchase a subset, or group of lines, from one vendor. In such cases, he or she may want to specify the items within the group and have the system treat each group as a single unit for bidding purposes in the hope of receiving better pricing from the supplier. For example, a buyer may want to buy a PC, mouse, monitor, and personal printer as a unit. In such a case, the buyer creates four line items on the event, but he or she makes each item part of a group. Thus, a supplier may not quote only the PC and monitor, but must provide bids for all lines, or none at all.

Sometimes, a buyer does not group lines on event creation, but the supplier proposes a group because, in so doing, he can offer the buyer a better deal. For example, a buyer may want to buy a PC, mouse, monitor, and printer and not care who supplies which items. However, a supplier might be able to provide the buyer a better price if he can sell the PC and monitor together. PeopleSoft Strategic Sourcing Release 9.1 provides the ability for the supplier to create a line grouping consisting of the PC and monitor, and offer pricing contingent on the two items being purchased together as a unit. When an event line grouping is awarded to a vendor, the line grouping will be carried forward to the subsequent Procurement Contract or Purchase Order, providing full visibility into line grouping usage and pricing. Group Price applies regardless of whether all items within the line grouping are on the same purchase order.

New Functionality

The line grouping functionality will impact all areas of the product from event creation, through bid response, to analysis and award. In addition, the event PDF and XML files have been updated, as have various notifications. This list describes the high-level features:

- Enable event creators to create line groupings within an event.

- Enable event creators to specify the line unit quantity per group. For example, the user would indicate that a computer group consists of 1 CPU, 1 monitor, and 2 speakers per unit group.

- Enable events creators to specify bid parameters such as indicating whether bids are required on the group, and indicating whether bidders must bid on the entire group requested quantity. For auction events, enable the event creator to specify a group bid increment or decrement.

- Provide price-break functionality at the group level for RFx events.

- Enable users to specify whether a line item can be bid only as part of a group. If this is selected, bidders cannot provide an individual bid for the line (meaning outside any group.)

- Enable event creators to specify whether bidders can define their own line groupings for RFx events. Auction events do not allow bidder-initiated groups.

- When copying lines into an event, enable the event creator to copy the selected lines as a group.

- Track line group changes made by event collaborators and enable the event owner to accept or reject the changes.

- For RFx events, enable bidders to provide line-level and group pricing for line groupings created by the event creator. Bidders can also create their own line groupings, if permitted for the RFx event.

- Enable bidders to offer alternative responses to line bid factors if grouped. This means that a bidder can offer a 2-year warranty for a CPU and a 1-year warranty for a monitor if priced separately, but when grouped, the bidder can offer to provide a 2-year warranty on the monitor.

- On the Event Creation PDF, display line grouping information and enable bidders to provide line-level and group pricing information. If permitted, provide a new appendix where bidders can define their own line groupings for RFx events.

- On the bid response XML, enable bidders to provide line-level and group-pricing information for RFx events. You can also enable bidders to define their own groups, if permitted. For auction events, enable bidders to enter group prices, without requiring them to provide line-level pricing.

- On the bid response PDF, display the individual and group line pricing information entered by the bidder. Add a new appendix to display the bidder-defined groups.

- For outbid notifications, notify bidders for each of the line groups that they were outbid.

- Modify the line price and score graphs so that internal users can view the real-time bidding by line group.

- Modify the Bid History page for line groups so that users can view line group details using the current List by Line page.

- Update the analysis export XML to display the line group pricing details.

- When the optimization engine is being used to determine an ideal award allocation, send over the group pricing information. The optimization engine should factor the individual and group pricing quotes to determine the ideal award allocation.

- If awarding an auction event that has line groups, provide a way for the awarded bidders to provide line-level pricing prior to the award being posted. This can be done either by the bidder or on behalf of the bidder.

- Provide a new email notification to the bidder, requesting that the line-level quotes be provided for auction events where the bidder was selected for award.

- Provide a new email notification to the event creator when the bidder has posted his or her line-level pricing related to the awarded line groups.

- When awarding a line for an event, the pricing associated with the award will be based on whether the line is being awarded as part of a group or is being awarded individually. For example, if a bidder offers free keyboards if the CPU and monitor are also awarded, but otherwise will charge $40 per keyboard, the award amount should be based on whether the CPU and monitor are also being awarded to the bidder.

Event Line Details page with line grouping information shown

Third Party Event Notification Integration

In the pubic sector, many organizations use third-party systems for managing bidders and bids. Some organizations may require that anyone be allowed to bid on published events. Third-party providers of bid management services take some of the burden off the organizations in managing bidders and events. Most third-party providers register bidders. If bidders have questions about the registration process, they contact the bid management provider; they do not contact the organization directly. Third-party agencies also manage the bidder lists, removing bidders who have not bid for some time, and following up on returned bid notifications to determine whether a bidder wants to remain on the bidder list. These services enable agencies to focus their efforts on procurement activities, not user support for the bidder community.

PeopleSoft Strategic Sourcing Release 9.1 provides the integration to help organizations leverage the capabilities of third-party event notification systems with their PeopleSoft Strategic Sourcing solution by providing a set of integration points for organizations to communicate between PeopleSoft Strategic Sourcing and third-party bid management systems. PeopleSoft Strategic Sourcing users can continue to benefit from all of the features within Strategic Sourcing by using the product to create the Sourcing event when leveraging a third-party system, such as adding bid factors and bid factor defaults, creating events from Microsoft Excel, collaborating, and many others. Once Sourcing events are posted, they are automatically sent to the third-party bid management system. Changes and cancellations to a posted event are also sent to the bid management system, ensuring that bidders are kept abreast with all of the latest changes. Bidders respond to events directly within the third-party event notification system, giving bidders one central location for managing their bidder information and responding to events, thereby broadening the number of bidders bidding on your events. Once bidders respond to an event, a subscription service receives the bid results from the third-party system. Buyers and collaborators can use all of the analysis and collaboration tools within Strategic Sourcing even though the events were bid on in the third-party system. Once the event is awarded, a publication service can optionally send the appropriate bid award information to the third-party system so that bidders can compare their bids to the winning bid.

PeopleSoft Strategic Sourcing third-party event notification integration provides the framework to work with any third-party event notification system. As a result, any necessary data transformations to meet specific third-party messaging and service requirements, as well as specific PeopleSoft Strategic Sourcing requirements, can be addressed during implementation.

New Functionality

The feature comprises:

- Publishing service to post events and subsequent changes to a third-party system.

- Publishing service to send event cancellation notice to a third-party system.

- Subscription service to create bidders as sourcing bidders.

- Subscription service for bid responses.

- Publishing service to post award information for those events originally posted to a third-party system.

Bidder-to-Vendor Conversion Enhancement

In Strategic Sourcing, when a bidder is awarded for the first time, PeopleSoft automatically converts the bidder to a vendor at the time of award so that the application has all of the vendor information for downstream processing to a purchase order and voucher. For some organizations, sourcing buyers do not have authority to create and approve vendors. Strategic Sourcing Release 9.1 provides organizations the option to allow for others, such as the Purchasing department that manages vendor maintenance, to create and approve the vendor before award. The Bidder-to-Vendor Conversion enhancement helps ensure policy compliance and controls within your organization. For organizations wanting to use this control, buyers are required to supply an approved vendor ID on the Award Details page prior to awarding the event to a contract or purchase order. This approval ensures that the vendor is created and approved by the appropriate group prior to award.

New Functionality

Users can grant permission to have the bidder automatically converted to a vendor on the Strategic Sourcing Business Unit Definitions page. If the user is not allowed to automatically convert the bidder, then they must enter a vendor ID before the award can be posted. If they are allowed to automatically create a vendor during award post, then they can optionally enter a vendor ID on the Award Details page. If a vendor ID is entered, then that vendor ID is used to convert the bidder to a vendor.

Business Unit Definition page (1 of 2)

Auction Event Default Options

☐ Allow Proxy Bidding

☑ Display Winning Bid to Bidders

Rank Options: `Do Not Rank ▾`

Bid History Display: `Display but Hide Identi▾`

Event Will Be: ○ Price Based
● Score Based

Bidders Compete At: ● Event Level
○ Line Level

Bidders Must Beat: ○ Own Bid
● Winning Bid

RFI Event Default Options

☑ Respond to all Bid Factors

☐ Score RFI Event

☑ Allow Edit of Posted Bids

☑ Display Bid Factor Weightings

Event Control Settings

☑ Allow Line Groups

☑ Allow Price Breaks

☑ Allow Constraints

☑ Allow Price Components

☑ Allow Cost Contribution

Integration Options

External PO Integration: `No External Integration ▾`

Business Unit Definition page (2 of 2)

Buyer-Side Usability Enhancements

PeopleSoft Strategic Sourcing offers cost-saving features that streamline business processes to help organizations broaden the usage of Strategic Sourcing within their organizations. PeopleSoft Strategic Sourcing Release 9.1 introduces several new usability enhancements.

Strategic Sourcing improves event analysis performance and user security by splitting the functionality into multiple logical components. Event Analysis will be separated into three separate components: Analyze Header and Lines, Award Optimization, and Event Award. Strategic Sourcing 9.1 offers new Hide and Unhide check boxes to enable reviewers to selectively choose which bid responses they want to see.

Although the robust award analysis tools that PeopleSoft Strategic Sourcing provides buyers with include several options for scoring bids and optimizing award allocations, buyers sometimes prefer to perform their analysis offline. PeopleSoft Strategic Sourcing 9.1 introduces the ability to upload awards from the analysis export, providing users the option to export large events into a spreadsheet and upload awarded quantities and percentages.

PeopleSoft Strategic Sourcing 9.1 includes enhancements that improve the user experience for analyzing events online. For example, the number of bidders displayed in the event header and line have been expanded from three to five to enable you to easily scan and analyze bidders. However, many organizations still prefer to analyze events offline, downloading to Microsoft® Excel, and sharing with others. Strategic Sourcing 9.1 provides the capabilities for Offline Analysis by allowing Offline Event Analysis and upload capabilities. Events are more easily downloaded and, once analyzed, can be uploaded back into the system for award. Strategic Sourcing Offline Event Analysis provides buyers and collaborators additional options and flexibility for analyzing events.

PeopleSoft Strategic Sourcing 9.1 introduces Dashboard Analytics for Live Events. Users can access bid history charts directly from the dashboard.

Release 9.1 provides the capability for Line Defaults Enhancements during event creation to allow defining bid factors to be provided by default to all lines. This enhancement complements the current bid factor defaulting rules that are driven from bid factor setup and streamlines the event creation process by easily and automatically applying a set of chosen bid factors to all event lines, reducing errors and time for setting up events with a large number of lines.

Strategic Sourcing 9.1 improves the current Bidder Search functionality to optionally return only those bidders and vendors of a specific contact type. On the bidder search page, the event creator can specify one of the following options when returning the bidder search results list: Display Bidder ID Only, Display All Contacts, and Display Contacts of Type. These options give buyers the flexibility to search for specific contacts for a bidder and to send invitations to the appropriate contact.

New Functionality

In addition to the usability enhancements, we added a pagelet that shows live events. The list is ordered by the end date and time with the earlier end times listed first. Selecting the Event Name link transfers you to the bid history charts page.

Live Sourcing Events		
Events	Customize	Find	View All	First ◄ 1-5 of 6 ► Last	
Event Name	**Type**	**End Date/Time:**
Depreciated Truck	Auction	Event Completed
Promo T-Shirts	Auction	Event Completed
Camping Equipment Proxy Auction	Auction	Event Completed
Bicycle Accessories	RFx	Event Completed
Computer Equipment Request for Quote	RFx	Event Completed

Live Sourcing Events pagelet

Supplier-Side Usability Enhancements

PeopleSoft Strategic Sourcing provides a collaborative environment for suppliers to access and respond to sourcing events in real time, improving collaboration, participation, and employee productivity. Bidders should be able to bid within Strategic Sourcing with little to no assistance. The user interface should be intuitive and instructions should be available to the supplier when needed in the process. To help increase the usability for the bidder, PeopleSoft Strategic Sourcing introduces several new supplier-side usability enhancements.

Strategic Sourcing 9.1 provides a new Bidding Home page that lists the most likely actions bidders take within the supplier-side of Strategic Sourcing. This page is the first page that bidders access after being invited to an event. It is not meant to completely replace existing response Start pages (for example, Event Details & View Events and Place Bids search pages). Rather, it complements them by providing limited choices that help bidders determine the appropriate first step they should take when responding to an event. It also helps them navigate to less common tasks, such as updating their bidder profile. When the supplier chooses an option, subchoices are presented as appropriate. Bidders can easily download the bid package and all attachments associated with the event directly from the Bidding Home page.

PeopleSoft Strategic Sourcing 9.1 provides more robust in-application Explanation Text to help guide bidders through the bidding process. Explanation text is visible below buttons and links to help bidders better understand their options. Explanation text also provides guidance with regard to viewing, editing, and copying bids.

PeopleSoft Strategic Sourcing 9.1 provides a synopsis view of the supplier's bid while it is in process. The Event Completion Status within the General Event Questions section gives bidders visibility into the number of header-level questions completed or not completed. Within the Line Bid Response section, the Line Completion Status shows the number of line responses the user has prepared.

New Functionality

The feature comprises:

- A new Bidding homepage that is the first page bidders see when they are invited to bid on events. Bidders can access lists of the most likely actions they would take when in the system. Based on those decisions, new links appear to enable bidders to take further actions.

Welcome, Kenneth Schumacher
User: Kenneth Schumacher

Kenneth Schumacher Bidding Home Page

Click here for other inquiries or other events

Click here for administrative items such as updates to your profile or categorizations

There are currently no events open for bid. Please review the other options available to you.
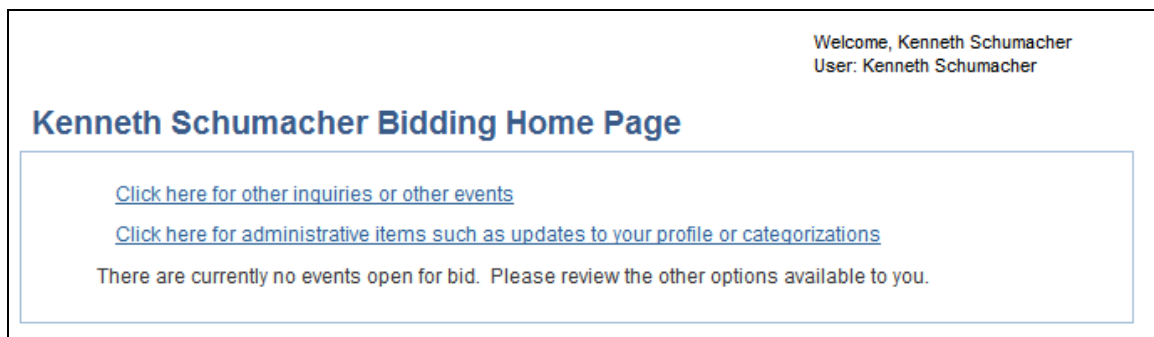
Bidding Home page

- Enhancements to bid response page explanations.

  - Page AUC_RESP_BID_MNU in AUC_RESP_COMP component (start page) – We moved the bid instructions found at the bottom of the page up to the top, above the page buttons.

  - Page AUC_RESP_INQ_DTL – We added explanation text below button choices and links to help bidder understand better what the options are.

- ▪ Page AUC_RESP_BID_NULN – We placed navigation buttons that are found at the top of the page (that is Save, Go to) at the bottom too, so the bidder does not need to scroll up to the top of the line details page when he or she is done answering the line questions.

- Help navigation links on bid response pages.

- Attachment type bid factor for bid factor responses. Suppliers can associate an attachment with a line bid factor response.

- Additional status fields on bid response pages to help bidders see the completeness of their bids.

Categorization Enhancements

Strategic Sourcing reduces the time required for buyers to identify potential suppliers by letting suppliers self-categorize the items and item categories they supply. This categorization enables you to create a quote list for a particular category based on information provided by the supplier.

Many times, items can be classified under multiple categories. For example, within your organization, you may refer to a category of LAPTOP items, while your bidder may categorize these items as COMPUTERS. Buyers and bidders often search for events to bid based on categories of goods to be supplied. The challenge lies in identifying all of the bidders and vendors who may be interested in bidding for laptops. To address this, PeopleSoft Strategic Sourcing Release 9.1 enables buyers to allow for the association of multiple categories for an event, thereby expanding the number of bidders and vendors who will become aware of the event line. Even though the category for the event line item may be LAPTOP, the buyer may add COMPUTERS as an additional category to the event for the purpose of searching for bidders. Strategic Sourcing Release 9.1 also enhanced the Bidder search by allowing bidders to search for events they might want to bid using multiple categories in a single search, again increasing the number of events for which the bidder may want to bid.

Strategic Sourcing Release 9.1 makes it easier and faster for bidders and suppliers to maintain the list of item categories they supply through the Self-Categorization Tree Enhancement. For organizations with a large number of commodities in the tree, it can be configured to return only parent-level commodities, and to retrieve child nodes when parent is selected. Alternatively, the categorization tree can be used as before by expanding the entire tree.

Miscellaneous Enhancements

PeopleSoft Strategic Sourcing 9.1 introduces Header level and Line level Attachment Bid Factor types. Bidders and vendors can include an attachment as part of a bid response. This feature is useful when buyers are requesting additional information such as item specifications and drawings, or certifications related to the bid factor.

In addition to being able to add attachments during the bidding process, PeopleSoft Strategic Sourcing adds the ability for bidders to add attachments during bidder registration in profile factors/questions. Organizations may require bidders to submit diversity forms, certificates, and other documents. You can configure Strategic Sourcing to request for this information during bidder registration, streamlining the process and helping to ensure compliance.

PeopleSoft Strategic Sourcing Release 9.1 enables vendors to enter a no-bid response for an event line. While an event manager can allow no-bid responses on a line, bidders and vendors do not always know how to elect not to bid. Sometimes they enter a price of zero, which is considered a low bid. Adding a no-bid check box to the line will clarify the bidder's intent.

PeopleSoft Strategic Sourcing 9.1 expands on the methods by which buyers can communicate with vendors and bidders outside of a particular event. Release 9.1 provides buyers the flexibility to send a custom notification to a selected bidder group. Notifications are useful for reminding bidders and vendors to update their contact information, for notifying bidders and vendors of company policy changes, and other activities outside the realm of a specific event.

Event Create Enhancements

Improved Event Collaboration Security

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack March 2011.

Many customers have expressed a desire to have tighter controls over which events a collaborator can view within the Event Create component. Therefore, PeopleSoft Strategic Sourcing introduces a new Event Collaboration menu item, granting event collaborators access to the Create Events folder only for events to which the event collaborator has been invited.

New Functionality

After the event creator has routed an event for collaboration, the event collaborators can log in to their sourcing accounts to access events. Event collaborators have restricted access to view only the events to which they were invited to collaborate.

As an event collaborator, you access the Event Summary page using the new menu: Sourcing, Create Events, Event Collaboration. On the Event Collaboration search page, results show events for which you are an invited event collaborator.
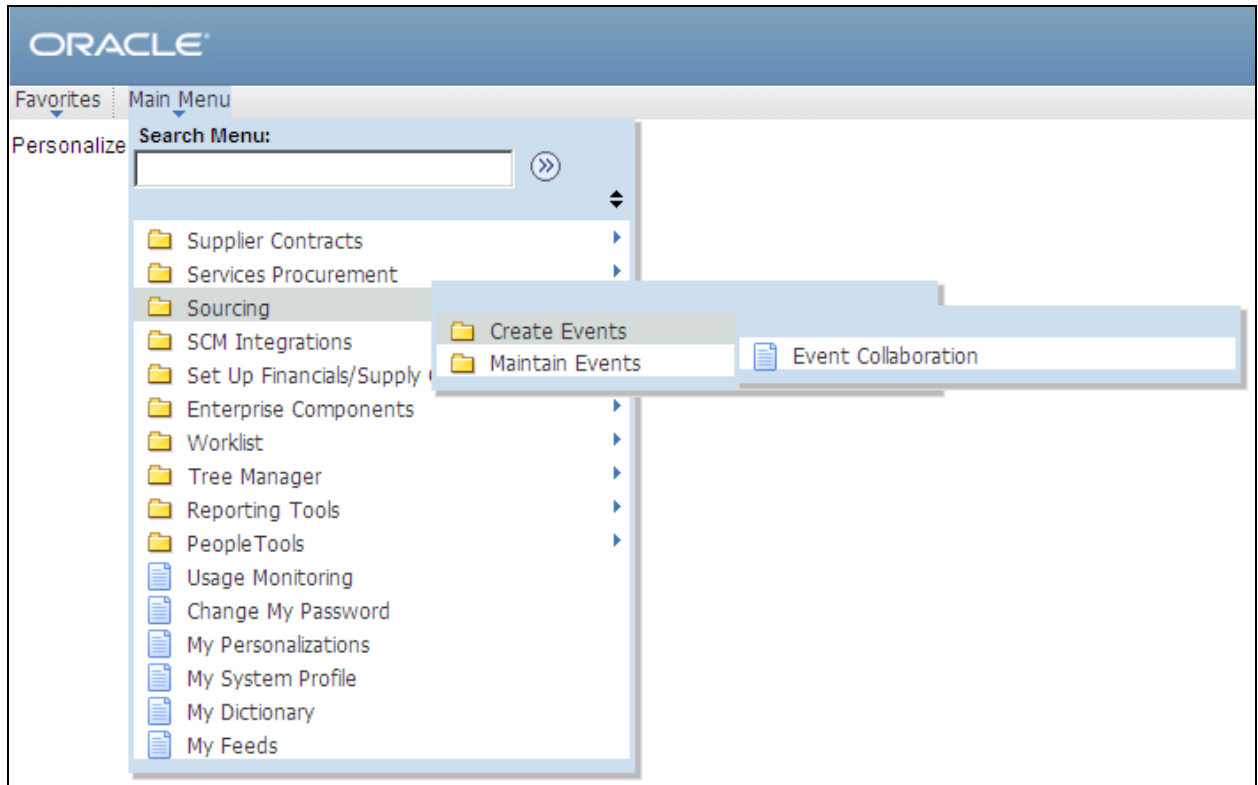
New Sourcing Event Collaboration menu

Centralized Event Documents and Attachments for Buyer and Collaborator

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack
March 2011.

Similar to the event attachments page, which was added to the Bidder Home page in
Release 9.1, PeopleSoft Strategic Sourcing introduces a new page for event creators
and buyers that displays all of the attachments and documents related to an event.
The bid package files and header attachments are consolidated within one access
link.

New Functionality

You can now access all documents related to an event through a link on the Event
Summary page. Click the View All Attachments for Event link. The new Event Files
page displays all header attachments and bid package files for an event. To view a
file, select the magnifying glass next to the desired document. The file will open in
your browser. To download a copy, use the File, Save As option found on your
browser toolbar.

Modify an Event

Event Files

You can view the attachment by selecting the magnifying glass icon. No additions or changes can be made from this page.

Header Attachments and Bid Package Files

Customize | Find | 🔳 | 🔢   First ◀ 1-2 of 2 ▶ Last

View	Description	Filename
🔍	Event Bid Package	Printer_Accessories.xml
🔍	Event Details	Printer_Accessories.pdf

No other file attachments exist for this event.

All documents for an event appear on the Event Files page

New Next Line, Previous Line, and GoTo Line Options Within Event Create

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack March 2011.

PeopleSoft Strategic Sourcing adds new Next Line, Previous Line, and GoTo Line options for traversing between event lines and bid factors within the Create Event component. Improved navigation reduces the number of clicks required to create and maintain sourcing events.

New Functionality

You can now scroll through all lines of a multiple-line event when reviewing details and bid factors for a line. Using new navigation, scroll to the next line, go back to the previous line, or jump to a desired line.

Modify an Event

Line Details

GoTo Line: [2 - DSS_PRINTER_CABLE PC Serial/Macintosh Printe ▼]   [Next]   [Previous]

Event ID:	0000000069	Requested Quantity:	1000.0000
Line:	2	Start Price:	24.9900
Item ID:	DSS_PRINTER_CABLE	Physical Nature:	Goods
Description:	PC Serial/Macintosh Printer Cable; 10 ft		

☐ Item Biddable Only if Grouped

▼ Shipping Information   Find | View All First ◀ 1 of 1 ▶ Last

Schedule:	1				
Quantity:	1000.0000	Due Date:	08/17/2011	Freight Terms:	
Ship Via:		Ship To:	US001	Ship From:	

▼ Bid Parameters

☐ Bid Required

Reserve Price:	[ ]	Min Quantity:	0.0000	Max Quantity:	1000.0000
Bid Quantity Rule:	Requested Quantity Required				
Alternate UOM:	Not Allowed				

☐ User Defined Price Breaks   ☐ Bidder Defined Price Breaks

New Navigation Options on the Line Details page

Configurable Bidder Search Criteria

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack March 2011.

During event creation and creation of a bidder, PeopleSoft Strategic Sourcing enables you to search for bidders based on additional organization criteria. Information that is available for search includes vendor master attributes, Small Disadvantaged Business Program, Veteran Owned Small Business, HUBZone Program, and others. Also available are all registration questions captured during the Strategic Sourcing Bidder Registration process. The expanded search criteria facilitate searching for and inviting bidders that meet an organization's sourcing and diversity requirements.

Configurable Bidder Search Criteria on Bidder Search page

Option to Suppress Creation of Event PDF File

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack March 2011.

Many customers do not require both the Event PDF and XML file to be sent to the bidders. Because PDF files require additional storage, especially for larger events or events with a high volume of invited bidders, PeopleSoft Strategic Sourcing delivers a new option to suppress the creation and submission of the PDF file that gets created during the Event Post process. A simple Yes/No option is introduced at the sourcing business unit level and will be set for all events created under the business unit. Buyers can optionally override the defaulted option on the event for final control as to whether the specific event will generate a PDF.

New Functionality

When defining a Strategic Sourcing business unit, you can now choose to suppress event PDF file creation for all events under that business unit. The new Create PDF on Event Post option is selected by default. When the option is selected, the event PDF file is created and submitted during the Event Post process.

Option to Create (or Suppress) PDF Creation upon Event Post – business unit level

The same option appears on the Event Settings and Options page for an event. The value is supplied by default from the business unit definition, but you can override the option for the event.

Option to create (or suppress) PDF creation upon event post – event level

Bidder Usability Enhancements

Bidder Contact Security

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack March 2011.

When buyers invite a bidder to bid on a sourcing event, the default contact will be associated with that bidder on the invite. However, buyers can manually choose to invite a different contact for the bidder. Previously on the bidder-facing pages of PeopleSoft Strategic Sourcing, all the contacts for the bidder could view the event. This enhancement restricts access to allow only the contact of the bidder specified on the invite to view the event, place bids, and view bidding activity.

New Functionality

While creating an event and inviting bidders, you can invite the bidder company, the default contact for which will be invited. Or you can invite another contact associated with the bidder company. To restrict event access to only the contact of the bidder you choose, you can access the Bidder Search page (click the Search for Bidders link on the Invite Bidders page). Search for the bidder type by contact name. In the search results, select the Invite check box for the bidder ID that you want to invite. Only the contact of the bidder company you specified can view the event, place bids, and view bidding activity.

Event Forum Privacy

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack March 2011.

On the bidder-facing pages of PeopleSoft Strategic Sourcing, the Event Forum enables bidders and customers to post messages related to an event. Previously, all posted comments were public and available to the buyer as well as all bidders of the event. With the addition of the Event Forum Privacy enhancement, the buyer can choose for a specific posted message to be private and available only for the bidder or customer to view. None of the other bidders will be able to view the message. Bidders and customers can now send only private messages. In addition, the event creator must reply to the bidder or customer in private as well. Privacy among messages ensures that confidential information is not shared with others and reduces the need to use methods external to PeopleSoft Strategic Sourcing for communicating sensitive material.

New Functionality

Event discussions in the Event Forum now are private by default. In the supplier portal, bidders can send only private messages so that other bidders and customers are not allowed to view the comments. In the employee portal, the event creator can disable the Private Message option to post public messages to all invited bidders. If a bidder replies to the event creator's public post, the bidder response is private. Likewise, an event creator response to a bidder is private and the option to deselect the Private Message option is disabled.

Event discussions now are private by default, with a message security option for event creators

Performance Improvement on Bidder Homepage

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack March 2011.

Bidders use the Bidder Homepage to keep track of their event activity. In PeopleSoft Strategic Sourcing, the Bidder Homepage provides centralized access to a bidder's events and events that are open to the bidder. Now, even when active event volume is high, a bidder can quickly inquire on events, manage their profiles, or view events open for bidding. A new nested link structure retrieves only the information that you need, when you need it.

New Functionality

The Bidder Homepage lists links for frequently used bidder activities. Only tasks or events that a bidder can access are available for selection. The page now loads event information only after the bidder clicks the Auctions Winning link or the Auctions Outbid link. If you want to see your bidding status on auctions, you can click the Show Auctions Winning/Outbid link, then choose from two links (Auctions Winning and Auctions Outbid). The Auctions You are Winning page and Auctions You have been Outbid on page display a filtered list of events and link access to the details of each event.

Filter Criteria for Event Workbench

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack March 2011.

The Strategic Sourcing Event Workbench provides a listing of sourcing events and event details based on a wide range of search criteria. PeopleSoft Strategic Sourcing introduces a new Only Show Active Events option on the Event Workbench. This option, when selected, filters out all events with a status of Awarded, Not Awarded, or Cancelled. By default, this option will be selected on the search criteria. If the user wants to include events that are not active in the search results, the user simply deselects this option and performs another search. By viewing only active events within the Event Workbench, users will not need to filter through as many events to find the one they are looking for. In addition, users will experience improved online performance when retrieving their search results.

New Functionality

The Only Show Active Events option is selected by default on the Event Workbench, and Awarded, Not Awarded, or Cancelled events are not displayed in the search results. If the option is deselected, a search yields all of the events. There is no separate status for event completed. If the event time ends, the status is displayed as Event Completed on the Workbench. You can use the Posted event status to filter the completed events. Deselect the Only Show Active Events option, and select Posted in the Event Status field to search for and display all completed events.

Event Workbench with new filter

Vendor Item ID in Supplier Pages

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack March 2011.

PeopleSoft Strategic Sourcing adds visibility to the vendor item ID on the online bidder pages. The Vendor Item ID field appears next to the item description for all items that are not order-by-description. In addition, the Vendor Item ID field is also visible on the Event PDF and XML. The addition of the vendor item ID on bidder-facing pages and documents makes identifying the items on the event easier for the bidder.

Create Bid Response page shows vendor item ID

Vendor Registration to Bid Online

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

In PeopleSoft Strategic Sourcing, bidders and vendors are maintained separately. Both bidders and vendors can be invited to events and bid on events. Once an event is awarded to a bidder, the bidder will become inactive and that bidder is converted into a vendor. In the User Profile component, the bidder is converted to vendor type and a vendor ID will be assigned. If the buyer invites the same vendor to a future event, the vendor can bid online using the same bidder user ID.

With the new Vendor Registration enhancement, existing vendors can bid on sourcing events. When a vendor is converted into a bidder, the bidder profile questions will carry forward from the bidder registration pages and be available for the vendor to answer on the supplier portal. The vendor can add and modify the profile responses as needed. This helps ensure that the buying organization can capture and maintain accurate vendor organization and diversity information over time.

Existing vendors can bid online and answer bidder profile questions

Analysis Enhancements

New Next Line and Previous Line Options for Analyzing Events

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack March 2011.

PeopleSoft Strategic Sourcing adds new Next Line and Previous Line options for traversing between event lines when you are analyzing sourcing events, as well as for navigating among line groupings. Improved navigation reduces the number of clicks required to view and analyze lines on a multiline sourcing event.

Analyze Line page with new Previous Line and Next Line options

Restrict Award Transaction Types

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack March 2011.

PeopleSoft Strategic Sourcing introduces configurable options for awarding and posting events. This enhancement restricts user access to create only the transaction documents for which the user has been given permission. Within the User Preferences - Sourcing page, users can be set up with access to award events using Purchase Order, PO Contract, General Contract, and Single Release PO Contract award types.

New Functionality

The types of award available for users to post are determined by selections on the User Preferences - Sourcing page (Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences and then click the Strategic Sourcing link on the User Preferences page). Award types include Purchase Order, PO Contract, General Contract, and Single Release PO Contract. When the user awards the event, the award type list box shows only the values selected in the user preferences. For example, if Purchase Order is selected and the other options are deselected in the user preferences, the user sees only Purchase Order in the Award Type field on the Award Details page. The user can post the award to create a purchase order only and not the other transaction documents.

Strategic Sourcing User Preferences with new Award Type options

Vendor Approval

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

Many organizations require that new vendors added to the vendor master go through an approval process. Therefore, PeopleSoft Strategic Sourcing adds the ability to require approval for new vendors that are created when a bidder is converted to a vendor at time of award. The Sourcing – Business Unit Definition includes an option to specify whether vendor approval is required. When vendor approval is required, the posting process adds the new vendor to the vendor master in an *Unapproved* status. The sourcing event can be awarded only after the vendor is approved.

New Functionality

An option at the business unit level determines whether a vendor can be created at the time of award. Based on this setting, the vendor can be created directly during award post or routed through the approval process. When the option to Allow Vendor Creation at Award is selected, the posting process creates the vendor with an *Unapproved* status and the posting process stops, overriding award notification settings if necessary. After the user changes the Vendor Status to *Approved* on the Vendor – Identifying Information page, the posting process resumes. The event is then posted to the vendor and an award transaction document is created for the vendor.

New option to create a vendor upon awarding the event

Award Notification to Vendors

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

PeopleSoft Strategic Sourcing introduces a new option to control the timing of when award notifications are sent to the vendors or bidders. Prior to this enhancement, posting an award to a vendor or a bidder always triggered an immediate notification email to the vendor and nonawarded bidders. Now after an award is posted, notification emails are sent to the bidders at the time of the award, after a specified number of days, or once the event is fully awarded.

New Functionality

Users set the option for award notification on the Sourcing – Business Unit Definition page. The vendor and bidder contact email addresses must be entered in the Contact pages. After an award is posted, notification emails are sent to the bidders based on one of the following selected options:

- Immediate: Email notification is sent to the bidder immediately (at time of award).

- Date: Email notification is sent to bidders after a specified number of days past awarding the event.

- When Fully Awarded: Email notification is sent to bidders once the event is fully awarded.

Business unit definition - vendor notification setup

Improved Analysis Collaboration Security

Introduced in PeopleSoft FSCM 9.1 Bundle #8. Included in FSCM 9.1 Feature Pack March 2011.

PeopleSoft Strategic Sourcing introduces a new Analysis Collaboration menu item, granting collaborators access to the Maintain Events folder only for collaborator events to which the collaborator has been invited.

New Functionality

After the event creator has routed an event for collaboration, the collaborators can log in to their sourcing account to access collaborator events. Collaborators have restricted access to view only the collaborator events to which they were invited.

As an analysis collaborator, you access the Analyze Total page for an event using the new menu: Sourcing, Maintain Events, Analysis Collaboration. On the Analysis Collaboration search page, results show events to which you have been invited as an event collaborator.
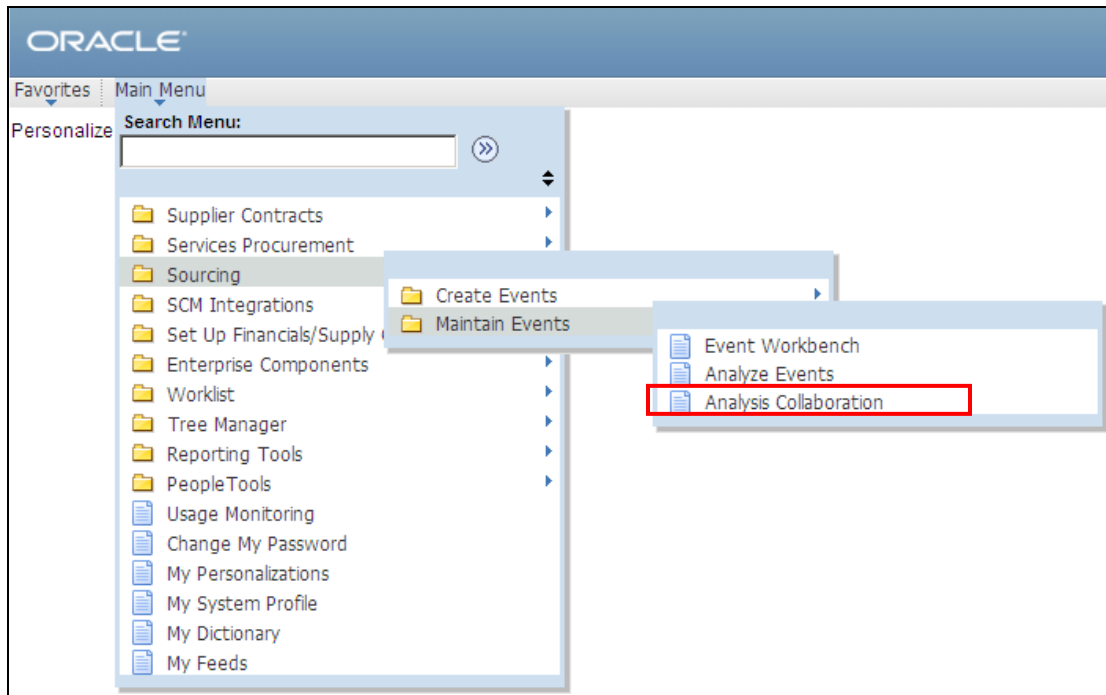
New Sourcing Analysis Collaboration menu item

Supplier Contract Management 9.1

As the pace of global business operations accelerates, the need for contractual documents that form the legal basis for protecting business transactions increases. In response to these challenges, Oracle delivered PeopleSoft Enterprise Supplier Contract Management in Release 8.9 to help customers manage the entire supplier contract lifecycle, from authoring, collaboration, and negotiation to execution, status tracking, and compliance. To continue to improve the capacity to meet the challenges facing organizations, PeopleSoft Supplier Contract Management Release 9.1 introduces enhanced supplier collaboration by providing contract lifecycle access to suppliers through the supplier-side facing portal. Supplier Contract Management Release 9.1 provides online supplier-side functionality in the following areas:

- Supplier collaboration for authored contracts using Microsoft® Word

- Simplified digital signatures using a free Adobe® PDF reader

- Notifications and the ability to update service-level agreement deliverables

- Notifications and the ability to review service-level agreement metrics, such as on-time delivery of purchases that are under contract

Streamline and Automate Electronic Collaboration and Digital Signature Approvals

The following example illustrates how Supplier Side Access streamlines and automates electronic collaboration and capturing digital signature. A contract specialist begins the process by entering a new proposed contract into the application and creates a draft contract document using the organization's standard clauses. The document is then routed to internal collaborators, such as the corporate legal counsel and CFO. The contract specialist finalizes the internal collaboration and then prepares to have the supplier review the draft contract before approvals.

With PeopleSoft Supplier Contract Management Release 9.1, the contract administrator can invite the supplier to collaborate on the contract. The supplier can view and if allowed edit the latest version of the contract within the supplier portal. This version is free of all internal collaboration comments to preserve privacy and confidentiality between the parties. Release 9.1 enables suppliers to check out the contract documents and use Microsoft® Word to make the appropriate changes and upload the changes and comments for the contract manager to review.

After supplier collaboration is complete, the contract is staged for the contract specialist to automatically compare and review the contract, accept or decline the supplier changes, and route the contract for additional internal collaboration so that the specialist can review the supplier's edits if accepted. After all changes are reviewed and approved, using Release 9.1, the contract specialist can prepare and send the contract to the supplier and the supplier can digitally sign the contract. Digital signatures can then be captured using Adobe PDF functionality. You can capture supplier signatures before or after internal signatures and approvals depending on the organization's requirements. After the contract is approved and all internal and external digital signatures have been captured, the contract specialist can execute the contract.

Contracts can also include Service Level Agreements (SLAs) with verification steps. For example, a contract might have an SLA with a verification step mandating that the supplier submit a certificate as part of contract initiation stating that they are ISO certified. PeopleSoft Supplier Contract Management Release 9.1 provides functionality so that the supplier can be notified when a deliverable such as a certificate is required. The supplier can then access the SLA verification step within the supplier-side facing portal to update the agreement verification, which could include uploading an attachment, comment, date time, or yes/no type value depending on the deliverable requirements that you define. This eliminates the need for suppliers to contact the contract administrator or other internal party, and gives suppliers responsibility for and control over maintaining their SLAs. Internally, the contract administrator for agreements can monitor the current status and set compliance as needed for each of the contract agreements.

New Functionality

Installation options have been updated to incorporate enhancements to contract collaboration and signatures. With PeopleSoft Supplier Contract Management 9.1, you use installation options to determine collaboration and signature methods as shown in the next example:

Collaboration and Approval and Signatures installation options fields

Separate settings are now available for internal and external collaboration with different notifications and templates for each collaboration method. Internal collaboration is always active, but you must enable external collaboration by selecting the Enable External Collaboration check box.

Using the Enable Internal Signatures and Enable External Signatures check boxes, you can define whether to route an Acrobat Adobe PDF file or a Microsoft Word document for internal signatures, external signatures, or both. When you enable signatures, the system makes the external signature templates available. These are generic templates that you can use to define the content of emails for certain actions between document approvers.

When you enable internal signatures, the Prepare Document for Signing button appears on the Document Management page. The button enables you to convert a document to a .pdf file, stage it for signing, and signal to the system that the document is available for signing.

The Document Type page has also been updated so that you can select or deselect collaboration and signature methods. Using the page you can override installation option settings for collaboration and signatures for each document type. The next example illustrates the new fields:

Life Cycle Options grid available on the Document Type page

In addition to defining collaboration and signature settings, you can define when internal signers can sign documents. You use the Prior to Approvals, During Approvals, and After Approvals check boxes to define when the system makes the document available for signing internally.

Also to support streamlined collaboration and signatures, the Document Management page was updated with a variety of links and buttons to facilitate the flow of contract document approvals. The page appears later in this document.

Supplier Collaboration

During the authoring lifecycle of a contract, many parties in an organization might need to access or modify it. Requesters, procurement, legal, information management, finance, program offices, and compliance personnel, as well as many others can contribute to an authored contract. Before Release 9.1, collaboration with suppliers was managed by sending the contract file to and from the supplier using email.

To streamline electronic processing for reviewing and managing contract changes and approvals between internal and external parties, Release 9.1 delivers Supplier Document Authoring Collaboration. This feature enables supplier access to the authored contract using the supplier-side facing portal. Suppliers have several options for accessing the contract document for collaboration from the portal, including email notification with a link to the contract, or from within either the supplier's worklist or Contract Collaboration Search page within the supplier-facing portal.

Internal and external contract collaboration provides a variety of benefits that enable you to:

- Start with an authored or imported document for supply-side collaboration.
  In addition, you can start with an ad hoc document type and perform a one-time change to a valid internal source when needed to better support supply-side paper negotiations.

- Track all internal communication and communication with suppliers within the application.

- Make all documentation pertaining to a contract immediately available to the supplier for online updates, which serves to speed contract lifecycle turns.

- Stage supplier changes for contract manager review and easy comparisons with versions sent out before being accepted into version control.

- Identify and retrieve discussions and communications pertaining to a contract.

- Configure access to executed documents and amount of collaboration and history details through the supplier-facing portal.

New Functionality

External collaboration on documents is initiated by the PeopleSoft system contract administrator using the enhanced Document Management page. After new installation options for 9.1 have been established for external reviews, this page serves as the central control page for managing internal and external reviews:

Document Management page with new supplier collaboration options

During external collaboration, you send contract documents to external users (suppliers) for review and updates who can then upload the document through the portal for contract administrators to review and accept changes into version control.

Each document has its own external contact list that can be supplied by default from vendor master information. External collaboration on documents is initiated by the PeopleSoft system contract administrator, who first reviews and updates the list of external collaborators using this page:

External Contacts page for use with external collaboration

One new field for release 9.1 on the External Contacts page is the Primary Document Owner field. This field indicates that the external user is designated as the primary document owner. This is the external user who is responsible for coordinating the document's review with other external users and then uploading the reviewed document back to the PeopleSoft system. Only one external user can be the primary document owner. The new Required to Sign Document field is used for contract signatures.

After you complete the External Contacts page, the external contacts become the default values when you select the Route Externally button on the Document Management page to send the document, as shown in the next example:

Route for External Collaboration

Any person is who is specified as an external contact with view access or designated as the primary owner is displayed in the grid below. You can override who the owner should be for this particular collaboration if you wish. (If you wish to change the owner permanently please use the External Contacts Link.)

| SetID: | SHARE | Contract ID: | 00000000000000000000000050 |
| Vendor: | CAMPER'S WAREHOUSE | | |

External Users   Customize | Find | View All | 📄 | 🖩 First ◀ **1 of 1** ▶ Last

External User	Description	Allow Document View Access	Primary Document Owner	Owner for this Collaboration	Can Edit During Collaboration
SVP1	Mary Lewis	☑	☑	☑	☑

Collaboration Instructions

▶ Collaboration Comments

[Route Externally]   Return to Document Management

Route for External Collaboration page

You can add collaboration comments and define additional attributes for the collaboration, such as selecting the Owner for this Collaboration check box, which indicates whether the external user is designated as the primary document owner for this collaboration cycle. This enables you to assign an owner other than the primary document owner to be responsible for the collaboration of the document and for coordinating the document review with other external users and then uploading the reviewed document back to the PeopleSoft system.

After routing a document to external users for collaboration, external users can access the document, edit and upload it, add comments, and mark it as reviewed. The next example shows how the page appears:

Maintain Contract Documents

Document Management   Return to Document Search

This document is currently pending your review/feedback. You have been granted Edit capabilities. Use the Open/Edit Document buttons to launch the files and make any changes within the document. Use the Upload Revised Document button to load the modified document back into the system. When complete use the Mark as Reviewed button to return the document back to the contract administrator.

Contract ID:	00000000000000000000000050
Description:	Multisource Contract
Document Administrator:	Kenneth Schumacher
Created On:	06/29/2009 7:47AM
Begin Date:	06/29/2009 Expire Date:
Document Status:	Pending Review Owner: Kenneth Schumacher

▼ Collaboration Comments

[Open/Edit Main Document]   [Save Comments]

[Upload Revised Document]   [Mark as Reviewed]

Add Additional Attachments

View Document History

Send E-Mail

Supplier-side Document Management page

Supplier users make collaboration responses using collaboration comments, marking the document as reviewed, or uploading the revised document. Upon editing the document and adding comments, supplier users can click the Mark as Reviewed button to return the collaboration back to the PeopleSoft system contract administrator.

Supplier users can also add attachments, view document history, and send emails to either the PeopleSoft system contract administrator or to other external users who have access to this document. The document history details available to an external user are defined by means of the External History Settings field on the Installation Options page.

After receiving the returned collaborations, system administrators can perform a number of actions as shown in the next example:

Document Management page with system administrator collaboration options

The Accept Supplier's Revision & Finalize button enables you to accept supplier updates and finalize the collaboration and move the document and any related attachments to its next status or round of collaboration or approval. For external collaboration, when you click the Finalize Collaboration button, the system disregards any supplier or external user changes and continues using the current version of the document.

Before accepting the supplier's updates, you can view the changes and compare a suppliers' revised document with the current version of the document. When you accept supplier changes, the system applies version control and captures the history. Subsequent external or internal collaborations can occur as required.

Digital Signatures

After a contract is negotiated, it must be approved and signed before it goes into effect. The flexible PeopleSoft Approval Framework internally routes contracts for approval. Beginning in Release 9.1, Supplier Contract Management provides the ability to route contract documents, both internally and externally, for digital signatures. A digital signature, like a hand-written signature, shows that a person created or otherwise agreed to the document containing the signature. A digital signature verifies that the message originated from a specific person and was not altered either intentionally or accidentally.

PeopleSoft Supplier Contract Management leverages Adobe Acrobat 8 Professional and Lifecycle™ Reader Extensions for Specialists to render PDF server side and to Prepare and Enable PDF for signing. All other internal and external users sign the PDF using the readily available Acrobat Reader (Version 6 or later). Each user uses his or her own Digital Certificate for signing the documents (see the Adobe site for digital signature partners). The needed signature fields stored in the clause library are automatically included in the Microsoft® Word document when created and rendered within the PDF for end-user signing. Internal and external signatures can then be captured and tracked depending on your collaboration and approval requirements.

As an alternative to Adobe Acrobat 8, PeopleSoft Supplier Contract Management also supports the rendering of a separate Microsoft Word 2007 .docx file for signature purposes only in addition to the .xml file used for the editable Microsoft Word contract. Using a .docx format requires that all internal and external signers use Microsoft Word 2007 for signing.

Enabling Digital Signature capability within Release 9.1 enables you to lock down the Microsoft® Word document and prepare a digitally signable document that uses encryption techniques that ensure that the document was not tampered with, enable nonrepudiation for those signing the document, and enable you to check the validity of the signatures as they happen using built-in Adobe® capabilities.

New Functionality

To support Release 9.1, PeopleSoft Supplier Contract Management digital signatures, a number of pages have been updated for the collaboration and signing of contract documents by suppliers.

Along with establishing document rendering and comparisons using installation options, in Release 9.1, you can also define options for collaborating on documents and for digital signatures. The next example illustrates the updated Internal Collaboration and External Collaboration group boxes for defining collaboration templates:

Supplier Contract Management Installation Options page

You use the Approvals and Signatures group box to indicate whether workflow approvals are required for clauses and documents and whether internal and external users can electronically sign a document. You also use this section to select the method for signing a contract document. Signature Method field values include:

- **Adobe** to sign documents using Adobe Systems software. To use this signature method, you must have Adobe Distiller 8 on the Windows application server that is defined in the Document Compares and Rendering section.

- **Word** to sign documents using Microsoft Word. To use this signature method, you must have Microsoft Word 2007 on the Windows application server that is defined in the Document Compares and Rendering section.

After a PDF version of the document is prepared by means of Acrobat 8 Professional, you render a version of the PDF that is then certified and enabled for signing so that any user needing to sign the document can do so with only the commonly used Acrobat Reader and a digital certificate.

Contract specialists can also visibly or invisibly sign the document during this initial step. Visible signers are those signers whose signature labels appear on a contract document. You can see an invisible signature only in the signature properties of the document, and not in the document itself.

This example shows the new button for preparing a document for signature:

Document Management page digital signature document preparation

When a document is prepared, the main Microsoft Word version of the document is then locked for any further editing. This example illustrates system-supplied actions that are available for use with the locked document:

Document Management page digital signature document preparation

You can cancel the signature process, view the document, or upload the prepared version using this page.

After the document is uploaded, you can send it for signature using the page shown in this example:

Send to Contacts page

You select the Email and Online Signatures value in the Delivery Method field to send a document for digital signature. This enables suppliers to sign the documents using an established portal or by an attachment. When signing through the portal, suppliers are presented with a link in the email that directs them to a page to open, sign, and upload the final document. The system tracks the signature status for each contract.

Suppliers can access Document Management pages using a new Manage Contracts menu option that enables supply-side users to access and sign and return documents back to the PeopleSoft system.

You can also route the document manually for internal signatures before or after approvals or route the document for signatures during the approval process if you use the Approval Framework for document approvals for both approving and signing documents. This example shows the Route for Internal Signatures page:

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Route for Internal Signatures page

After all signatures have been collected and the document is approved and executed, you can redispatch the document to the supplier as needed. At this point, suppliers can access to the document based on how the system is configured for external access to executed documents. For example, you can completely prevent online document access by external users or executed versions of the contract, or provide a full history of the contract where suppliers can view all collaborations.

Service Level Agreement Verification Updates

PeopleSoft Supplier Contract Management Release 9.1 enhances the Service Level Agreement verification process by enabling suppliers to update the contract agreement's verification steps through a self-service page on the supplier-side facing portal. Using the portal, agreements are called deliverables. The contract administrator can indicate that, for a given contract agreement's verification step, a supplier or external user is the owner of the step.

An assigned supplier directly accesses the verification steps assigned to them and updates the information in the same manner as internal users. Planned agreement capabilities include a notification feature that enables users to schedule initial, reminder, and past-due notifications for each agreement step (deliverable). Another capability is a mechanism to track the progress of each deliverable within the agreement, as well as the overall compliance of the agreement itself.

For example, in addition to agreements to provide certificates or general sign-off for a deliverable, the product includes a system metric-generated agreement by which you can define acceptable thresholds for on-time deliveries (95% and above acceptable, 90-95% warning) and automatically notify your suppliers of unacceptable and warning conditions. Suppliers receive these notifications with URLs taking them to the supplier portal for summary graphic views by period. They can access performance details to see which items and receipts are causing the warning or unacceptable performance.

New Functionality

To support supplier-side updates to contract agreements, PeopleSoft Supplier Contract Management 9.1 provides a new menu that suppliers use to update and review contract deliverables and maintain contract documents. This example illustrates the menu that is available when suppliers sign in to the supplier-side PeopleSoft system:

Manage Contracts menu for Release 9.1 supply-side users

To begin using deliverables, suppliers can search for deliverables to update or review. The Search Deliverables page, shown next, provides a listing of header, line, and category deliverables for a contract:
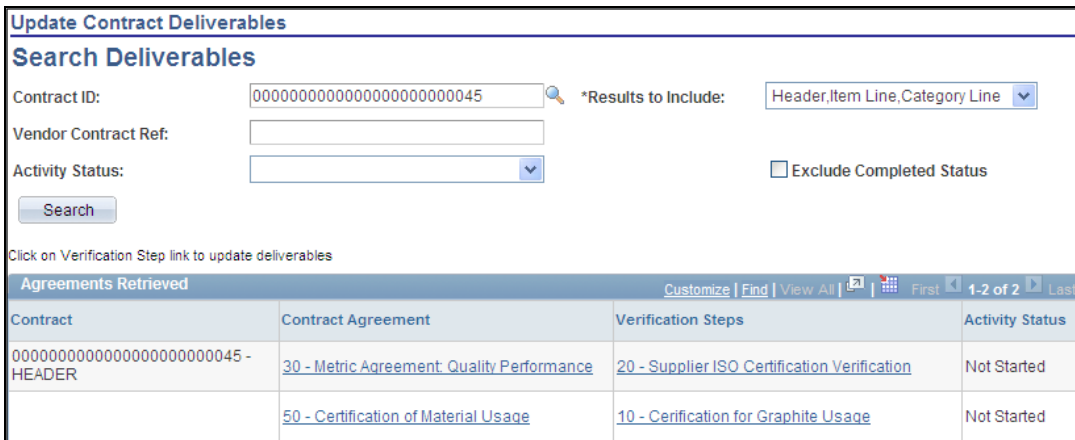
Update Contract Deliverables – Search Deliverables page

The example displays contract header deliverables. The agreement information includes the contract to which the agreement belongs, the agreement definition, verification steps, and the agreement activity status. Only those agreements for which the supplier user is authorized as a verification step owner appear in the list.

Supply-side users can click the Contract Agreement link to view details about the deliverable as shown in the next example:

Review Agreement page for supplier-side users

The Update Contract Deliverables - Review Agreement page displays the details about the specific agreement that you selected in the Agreements Selected grid on the Search Deliverables page. The header provides basic information about the contract and vendor while the Contract Agreements group box displays the current agreement status, result types, target dates, and other agreement details. Depending on the type of agreement verification for the deliverable, fields on the page will vary.

Suppliers click the Cumulative Performance link to access the supplier portal for summary graphic views by period and from where you can drill down to the details to see which items and even receipts are causing the problem.

Supply-side verification step owners use the Update Verifications page to update the activity status. The next example illustrates how the page appears:

Update Verifications page for supplier-side users

As external step owners, suppliers use this page to update verification details. Also, they can view the contract document if they have the authority, upload a file to support the verification, and send an email to the system administrator if they have the authorization to access the system. The body of the email message contains the link that you use to access the PeopleSoft system.

In Release 9.1, for scenarios in which you want to start with supplier paper, such as a legacy .doc formatted document, the contract administrator first creates the document as an ad hoc document type and collaborates to allow the external supplier user to upload the supplier document. After doing so, when the external user marks the document as reviewed, the contract administrator receives notification.

As part of the review process, the contract administrator optionally can do a one-time change of the source transaction from the ad hoc to another source such as a purchase order or purchasing contract. This enables a contract under negotiation that has been initiated from supplier paper to result in a purchase order or purchasing contract after the supplier paper document has been supplied.

The contract administrator creates the first shell of a document (which can be a blank template imported .doc). Then, the supplier edits the document and replaces it with the document with the supplier paper.

Purchase Order as Source Transaction

While using the transactional procurement contract component as the source of all authored contracts may be preferable, some customers prefer to use the purchase order as an alternative source when procurement contracts are not used, but a formal contract document is required. PeopleSoft Supplier Contract Management Release 9.1 introduces integration with PeopleSoft Purchasing purchase orders. Enhancements planned for purchase order integration include:

- The capability to author a purchase order-based contract document that includes the full life-cycle tracking capabilities, collaboration, approvals, and so on that are provided for authored contracts within PeopleSoft Supplier Contract Management.

- The capability to tie in a request for contract capabilities to contracts that are purchase-order based, similar to the 9.0 request for contract flow that exists between purchasing requisitions and the procurement contract source transaction flow.

- The combination of additional features such as Document Import and PO Authored Document Copy functionality with PO-based authored contracts.

- Supply-side access to PO-based authored contracts.

> **Note:** The authored documenting capability for purchase order documents is not intended to be a replacement for the PO Dispatch process itself, which has very specific formatting and inline calculations that you might require.

New Functionality

To support using purchase order transactional information for contracts, PeopleSoft Supplier Contract Management 9.1 enables the creation of a contract that is based on a purchase order. This process begins with Supplier Contract Management installation options by which you select to enable the use of purchase orders as transactional sources.

Purchase order contract documents enable you to author contract documents based on PeopleSoft Purchasing purchase orders and express purchase orders as the source. This is an alternative to using the transactional purchasing contract as a source. This example shows the Create Document button that is available in Release 9.1 for you to create a document based on purchase order transactional information:

Purchase Order page with the Create Document button in the top right of the page

When you create a purchase order document, you can also copy or import a document.

When you use a purchase order as the transaction source, the system processes the document through a lifecycle similar to purchasing contract documents. Among the tasks that you can perform are:

- Verity searches that use purchase order search criteria and reports that provide purchase order-based contract information.

- Supply-side access to source transaction documents for purchase orders.

- Version control for purchase order documents.

- The use of purchase order workflow, document management workflow, or both.

- The copying of a purchase order authored document along with copying of a purchase order.

- The dispatch of attachments for purchase order documents.

You can also use a related request document tied to requisitions to capture wizard responses for use with a purchase order contract document that you will create later.

Table Widgets

PeopleSoft Supplier Contract Management Release 9.1 enables the display of repeating objects in a Microsoft Word tabular format to authored contract documents. These Table Widgets capture and organize data from the source document (procurement contract or purchase order) in an easy-to-read layout within the contract. Using a clause object designated as a table widget, users can create a table in Microsoft Word, and insert the repeating binds in the table columns as wanted. During contract creation, the table is expanded within the clause with appropriate repeating rows of data such as item list. Clause titles, clause text, and alternate clause can also be associated with the table.

New Functionality

New for PeopleSoft Supplier Contract Management 9.1 is the use of table clauses. Table clauses enable you to create a table using Microsoft Word and then populate that table with transactional information during document generation. Table clauses also enable the summing of columns in the table using a simple SUM pseudo bind format.

A pseudo bind is an existing bind with the $$ symbols before and after the bind instead of the typical %% bind symbols. You use the pseudo bind to instruct the document generator to provide a sum of all table rows in which that same bind name occurs as a regular bind. The next example illustrates how bind variables might appear in a Microsoft Word document before they are resolved:

Item ID	Shipto	Due Date	Quantity	Price	Amount	Tax	Freight	Total Amount
%%ITEM%%	%%SHIP%%	%%DUEDT%%	%%QTY%%	%%PRC%%	%%AMT%%	%%TAX%%	%%FRT%%	%%SCHSUM%%
TOTALS	$$SHIP$$		$$QTY$$	$$PRC$$		$$TAX$$	$$FRT$$	
					$$AMT$$			$$SCHSUM$$

Table clause bind variables

To support table clause, several new fields have been added to the Clause Definition page. The Suppress Duplicate Keys and Last Key Field Column fields shown in the next example assist you in defining tables:

Clause Definition page with new check boxes for table clauses

You can use other clause features including a title and clause text both before and after the table. The system displays the repeating objects in a tabular format. The next example illustrates how a table clause might appear after binds have been resolved for a Microsoft Word contract document:

Item ID	Ship to	Due Date	Quantity	Price	Amount	Tax	Freight	Total Amount
10000	US001	04/15/07	10.000	5.000	50.00	3.50	1.00	54.50
		04/28/07	10.000	5.000	50.00	3.50	1.00	54.50
	US004	04/28/07	100.000	5.000	500.00	35.00	5.00	540.00
10007	US004	04/28/07	20.000	35.000	700.00	49.00	15.00	764.00
	US005	04/20/07	2.000	500.000	1000.00	70.00	10.00	1080.00
TOTALS			142.000		2300.00	161	32.00	2493.00

An authored table clause in a created Microsoft Word document

The completed table illustrates how you use the Suppress Duplicate Keys check box and Last Key Field Column field to suppress duplicate values. In the example, the Item ID and Ship to columns have been suppressed. This table was defined by selecting the Suppress Duplicate Keys check box and entering 3 in Last Key Field Column field. Starting with the Due Date column, table values are not suppressed. When you define the table, you can make fields bold, such as the Totals row in the example. You can apply formatting on the fixed part of the table. If you format a bind, the system applies the same formatting when it resolves the bind.

Contract Reports

Using XML Publisher (XMLP) reporting capabilities and query tools within PeopleSoft applications, you can easily enhance reports for specific layouts or use them as examples of how to create additional XMLP reports that you might require. Release 9.1 introduces the following new reports using XMLP:

- Document Status Summary summarizes contract information using administrator, status, department, source transaction, document type, and date range selection criteria.

- Document Status Detail details contract information using administrator, status, department, source transaction, document type, and date range selection criteria.

- Unused Contract Content lists unused selected contract content (clauses and sections) using class, approval type, and date range selection criteria.

- Contract Content Usage details the usage of selected contract content (clauses and sections) using class, approval type, and date range selection criteria.

- Contract Content Deviations provides contract content deviations (such as manual additions, changes, and deletions to contracts) from standard clause and section definitions for documents within a document type and creation date range. You can limit a report to classes of clauses and the approval types being modified to pinpoint deviations based on critical verbiage only. You can also report on individual clauses and sections when identifying deviations.

New Functionality

PeopleSoft Supplier Contract Management 9.1 provides easy-to-use reports that you can tailor to meet your contract document information needs. The reports provide summary and detailed document information and information about where clauses and sections are used, whether they have been changed, or whether they have not been used since a date that you specify.

To enable contract document reports, a new menu is available that contains the reports along with links to other procurement contract reports. The next example shows the reports:
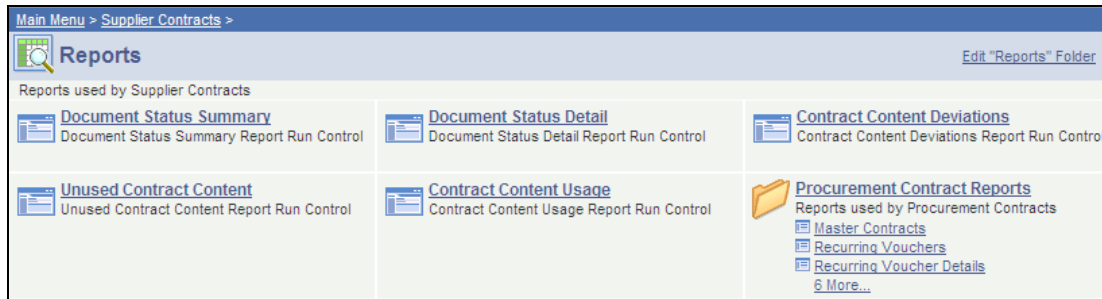
Reports menu

To run a report, you click the report and define the attributes to include in the report. The next example illustrates how the Document Status Detail report page appears:

Document Status Detail report page

A wide range of selection criteria is available for running the report.

The system builds the reports using XML Publisher. To create the reports you do not need to use PeopleCode, and no custom pages are required to run the reports. This example illustrates how the Document Status Detail report appears:

Document Status Detail (CS_DOC_STAT2) report page

You use the Reporting Tools option on the Main Menu to access contract document reports.

User-Defined Fields

Many companies are required to extend the provided fields for contract document headers. Sometimes the user-defined information is visible information, such as an important set of values, and may be specific to an industry, for example, user-defined legal entities, or dates. PeopleSoft Supplier Contract Management Release 9.1 introduces user-defined fields to capture your most important document header-related fields that the system may not already track. User-defined values are not intended to replace the more unlimited amount of wizard question and answer responses you need to capture for a contract, but will enable you to extend the contract header attributes outside of wizard responses, which can then be more easily used for workflow, searching, or reporting.

You can prompt for user-defined values, store them, use them for workflow processing, and use them as search criteria in main pages. Release 9.1 delivers a series of user-defined fields of various types without having to customize anything within Application Designer. Contract administrators select which fields they want to enable and the labels to use. This feature also enables user-defined fields to be set up as searchable within document management and Verity searches.

New Functionality

User-defined fields are available through the PeopleSoft Supplier Contract Management Setup menu. Using the page you can tailor user-defined fields to meet your organization needs. The system provides a fixed list of 10-, 30-, and 60-character fields, date fields, integer fields, and decimal fields that you can implement and label yourself. You can use user-defined fields only when document types are enabled at the installation level. The system displays a warning if you set up user-defined fields without having document types enabled.

The next example shows how you select to enable user-defined character fields:

User Defined Fields

Character User Defined Fields		Customize | Find | 🗗 | 🏿 First 🟦 1-10 of 10 🟦				
User Fields Additional Settings ▦▶						
Field Name	Description	Enable	Use in Searching	Visible to Supplier	Label to Display	
CS_CHAR_USER1	Character 10 User Field	☑	☑	☐	Third Party	
CS_CHAR_USER2	Character 10 User Field	☑	☑	☑	Product	
CS_CHAR_USER3	Character 10 User Field	☑	☑	☑	Mfg Product Item	
CS_CHAR_USER4	Character 10 User Field	☐	☐	☐		
CS_CHAR_USER5	Character 30 User Field	☐	☐	☐		

User Defined Fields grid for character fields

Select the Enable check box to make the user-defined field available for use in a document type. You can also select to include the field in Verity searches and make the field visible to supply-side users. You use the Label to Display field to define the name that you want to use for the field.

You use the Additional Settings tab to extract the field value from a contract wizard. This enables you to indicate that the value should come from an answer in the wizard. You select the wizard bind variable that you want to use as the value to populate the field when the wizard is invoked. You also can indicate that the list of values for a field should come from a prompt table.

Also, the Document Type page provides a group box that displays user-defined fields that have been enabled using the User Defined Fields page. For each document type, you can specify to not use any user-defined fields, use all of them, or use selected user-defined fields. The next example illustrates how the selections that have been enabled on the User Define Fields page appear for the document type:

▼ User Defined Fields						
Option for User Defined Fields:	Select User Defined Fields ⌄					
Character User Defined Fields				Customize | Find | 🗗 🎚	First ◁ 1-3 of 3 ▷ Last	
Label to Display	Enabled	Required	Use in Searching	Visible to Supplier	Set from Wizard	Tie to Prompt Table
Third Party	☐	☑	☑	☐	☐	☑
Product	☐	☐	☑	☑	☐	☐
Mfg Product Item	☐	☐	☑	☑	☐	☐

Document Type page

You use the Option for User Defined Fields field to select how you want to apply the user-defined fields for this document type, such as selecting fields to use from the list of available fields or using all fields defined using the User Defined Fields page.

User-defined fields are available within Verity searches. Fields that have been designated for use in searching appear for the search. When you search for user-defined fields, you can use any of the predefined field labels, prompt tables, wizard values, and date and decimal range to limit the search. User-defined fields are only available for document searches.

Wizard Enhancements

The PeopleSoft Supplier Contract Management wizard provides the ability to capture domain experience by capturing the logic associated with best practices in managing contracts and documents. The Supplier Contract Management wizard and library content provide the basic building blocks to solve many of the issues associated with contracts and agreements. Groups of subject-specific questions are used to ask users specific details about the contract and document. The responses to these questions are used by rules in the document configurator and clauses to directly control the composition and content of the document. Release 9.1, introduces several new enhancements to the wizard, as discussed next.

You can now use simple Prompt Tables on a bind variable by specifying predefined tables that can then be assigned to a specific bind and then accessed from the contract wizard. These prompt tables are meant to be used primarily for ad hoc document generation for which certain values cannot be easily derived from a source transaction, and thus the user must be prompted for them. After the value is stored in the bind, it can be used in rules just like any other variable.

You can now use Long Character binds to add large paragraphs to be added in an ad hoc fashion to a contract document through the wizard. The maximum string-character value allowed on bind variables is now extended from 254 to LONG characters. The length of a long character is determined by the database platform and version that you have implemented.

Release 9.1 supports a new Checkbox bind variable field type for use with wizards. The Checkbox type enables you to specify a general information-only header-type question, and place a series of related check box questions below it to speed the entry of wizard information.

Release 9.1 also provides wizard format options, which allow for a specified format using special characters so that when the bind is resolved within a document it is formatted as you want. The following options are available:

- Currency format for numerics: Enables you to specify a currency indicator for a transactional numeric bind that automatically uses the source transactions currency code for decimal formatting.

- Decimal formatting: Enables you to specify the number of decimal places to be formatted for decimal binds within the authored document.

- Masking string format: Enables you to enter a mask on the string value bind variables to better support the needed input format, such as phone numbers Social Security numbers and so on. In the bind definition @=any character, A=Alpha, 9=numeric, and other characters such as '-' for the dash in a phone number, are constants.

- Informational only questions and URL drilldowns for end users: Within the wizard question group, you can include informational question text as well as insert your own URLs to various internal or external sites to assist the end user in responding to wizard questions.

New Functionality

With PeopleSoft Supplier Contract Management 9.1, you can create a variety of wizard binds for use in question groups and wizards. You use the Binds page to create bind values. For example, you can create a bind that provides a list of values from which an author can select when using a wizard to create a document. The next example illustrates how you create a Prompt Table field type for use in wizards:

Binds page with a prompt table value

In addition to prompt tables, you can set a mask on a bind variable that ensures that when you enter data into the bind variable using the wizard, you enter the data in the proper format. Masking ensures that numeric values and alpha characters are used where they are required and that any special constants are included.

A final new bind type is the Checkbox type. This example illustrates how a check box bind appears during a test of a wizard:

Check box bind question example

You can use the binds to set up multiple choices for answers to wizard questions. After you define a check box bind within a question group, you can create a wizard that uses the question group. In the previous example, the questions provide check boxes to indicate additional content (clauses) that should appear in a contract. The system uses rules that use each check box bind variable to determine whether a clause should appear based on whether it was selected when the wizard was invoked.

Cycle-Time Tracking and Improvements in Document Search

To support internal departmental deliverable agreements for contract turnaround, Release 9.1 provides the ability to incorporate expected turnaround times for original contract creation and contract amendments. This feature enables you to associate a business calendar with a document type, and to target cycle time turnarounds for the document from a Draft status to a selected status, such as Executed. Next, you can associate X number of days from the calculated due date such that when a contract is created you can track actual times for the contract against target times, and you can flag specific contracts that are within a red or yellow X days from the committed date.

New Functionality

Cycle-time tracking is enabled for PeopleSoft Supplier Contract Management 9.1 using Installation Options setup. You use the Installation Options page as shown in the next example to define cycle-time settings:

Cycle Time Settings installation options grid

The settings that you define on this page apply to this installation of PeopleSoft Supplier Contract Management; however, you can override these settings for specific document types using the Document Type feature.

You can set the number of days before the target cycle time that you want the system to display indicators within the Document Management search page. You use the Red: Number of Days Prior to Due Date and Yellow: Number of Days Prior to Due Date fields to set the indicators for documents and amendments.

Within PeopleSoft Supplier Contract Management 9.1, the Document Management search results, administrators can review overall status based on status red, yellow, and green indicators as calculated by cycle start and due date versus the current date. In addition, the days in status and the awaiting user appear that help you to facilitate contracts that may be stalled in the process. The next page illustrates the Search Results section:

Delete	Document Keys	Amendment	Document Status	Days In Status	Internal Signature Status	Awaiting User	Checked Out	Cycle Start Date	Cycle Due Date	Status
☐	SHARE / ZPURCH2	0	Draft	0		Kenneth Schumacher		07/08/2009	07/14/2009	●
☐	SHARE / ZPURCH1	0	Pending External Collaboration	1		External Primary User				
☐	SHARE / 0000000000000000000000048	0	Draft	2	All Signatures Entered	Kenneth Schumacher	Yes	07/06/2009	07/10/2009	▽
☐	SHARE / 0000000000000000000000045	0	Draft	2	Prepared/Awaiting Signatures	Kenneth Schumacher		07/06/2009	07/10/2009	▽
☐	SHARE / 0000000000000000000000044	0	Draft	1	Prepared/Awaiting Signatures	Kenneth Schumacher	Yes	07/07/2009	07/13/2009	●
☐	SHARE / 0000000000000000000000041	0	Draft	1	Prepared/Awaiting Signatures	Kenneth Schumacher	Yes	07/07/2009	07/13/2009	●
☐	SHARE / 0000000000000000000000038	0	Draft	1		Kenneth Schumacher		07/06/2009	07/10/2009	▽

Document Management page search results

Other improvements within document search help administrators to:

- Save a default set of values for searching to help you more quickly identify commonly used documents. A Save Search Criteria button is available for this function.

- Better filter documents that may be in a range of status or signature sub statuses by using status indicators. This improves the capability to identify all pending actions for a document.

- Identify documents more than X days in a status and documents awaiting a specific user.

- View checked out status within search results.

- Better monitor and manage document from- and to-cycle status, start, and due dates by using filter criteria.

- Search on any enabled user-defined fields that are included for search filtering.

This example shows the search criteria available in PeopleSoft Supplier Contract Management Release 9.1:

Find an Existing Document page

Click the Expand or Collapse button for the Additional Search Criteria and User Defined Fields sections to view or hide the sections.

Executive Summary

Release 9.1 provides an executive summary feature as a means of generating a single, secondary-summary document along with the authored document for the purpose of initial contract executive review. The executive summary document has its own separate configurator that can be maintained similar to the main document configurator, and it can include wizard and transactional responses used in the main contract creation to populate executive summary documents. The executive summary document can be edited separately from the main contract document and can be recreated or refreshed similar to the main document.

New Functionality

To support the use of an executive summary for release 9.1, the PeopleSoft Supplier Contract Management system provides a configurator that builds an executive summary document to go along with the regular contract document.

This example displays the Use for Executive Summary check box that was included for release 9.1:

Document Configurator Definition page example

When you create a document type, the system provides the configurators available for use with executive summaries. The next example illustrates the Life Cycle Options grid of the Document Type page, where you can assign an executive summary configurator to a document type:

The document type Life Cycle Options grid used to select an executive summary configurator

Then, when you create a document that also includes an executive summary configurator, the system displays the Create Executive Summary button on the Document Management page. When you click the button, the Executive Summary page appears for you to create the summary:

Executive Summary page

After creating the summary, you can use the Document Management page to view, update, re-create, or refresh the separate executive document as you would with the regular contract document.

View and Edit Options:	Review and Approval:	Other Document Actions:
View Document	Route Internally	Send to Contacts
Edit Document	Route Externally	Refresh Document
View Executive Summary	Preview Approval	Recreate Document
Add Attachments/Related Documents	Submit for Approval	Compare Documents
Document Modification Summary	Bypass Approvals	Prepare Document for Signing
Document Version History	Internal Contacts/Signers	Maintain Executive Summary
	External Contacts/Signers	Deactivate Document
	Document View Access	Generation Log

Document Management page with executive summary

New buttons are available in Release 9.1 to maintain executive summaries. Click the View Executive Summary button to access the summary. Click the Maintain Executive Summary button to access the Executive Summary page which also enables you to re-create and refresh the summary.

Note: The system allows only one current executive summary per document because it does not support individual version control as it does with the main contract document.

Auto Create Amendment

Release 9.1 provides an auto create amendment feature that enables you to make amendment edits to the last executed contract and have the system automatically compare your edits with the last executed document and extract them and place them within a location that you specify (amendment placeholder section) in the separate amendment file. This process speeds the amendment creation process and reduces the chances for data-entry errors when you are creating amendments. The auto-created amendment document can then be edited separately, as is, with amendment processing that was available prior to Release 9.1.

New Functionality

Before you can use the automatic update of amendment files feature in PeopleSoft Supplier Contract Management 9.1, you must click the Enable Compare Functionality button on the installation options Supplier Contract Management page. This enables the system to compare your main amended contract with the last executed version.

You must also define an amendment placeholder section using the Section Definition page. Use the Section Type field to select the Amendment Placeholder value as the type of section as illustrated in this example:

Section Definition

SetID:	SHARE	Section ID:	AMENDMENT COMPARISON	
*Description:	Contract Amendment			Delete
Section Type:	Amendment Placeholder			
Notes:	Use with inserting amendment data into a document and compare later.			

Section Definition page with amendment placeholder section

You must also include the amendment placeholder section in the amendment document configurator. The location where you place the amendment placeholder section in the amendment configurator determines where in the document to place the compare results between the last executed contract and recent edits to the main amended contract.

After you complete the set up and when you check in the main amended contract, the system verifies that the amendment configurator being used is appropriate for automatic updates. During amendment processing, the system generates a separate amendment file as an appendix or addendum and a copy of the last executed main contract document that you can revise or automatically update to include the changes specified in the amendment.

The Document Management page displays edit and view buttons for both files. You use the Edit Amended Document button to revise the last executed main contract. Use the Edit Amendment File button to control updates to the separate amendment file and include summary changes for the amendment.

When you create amendments and use the auto create amendment functionality, the system detects changes identified by Microsoft Word comparisons that include the additions, changes, and deletions of text within the amendment file. The comparisons in the document appear below the amendment placeholder section position that you define for the amendment configurator.

Miscellaneous Enhancements

PeopleSoft Supplier Contract Management Release 9.1 provides enhancements to improve usability and setup in the following areas:

- In the document configurator to identify the relationships between included rules, bind-value presence for the wizard configurator, and which clause/section is to be included based on the bind value present during authoring.

- In the capability to embed binds within headers and footers. Bind variables, such as the document version number, can be embedded within the templates header row or footer row, and the system maintains the value upon document creation and refresh. An additional installation setting is provided to automatically allow update of document version and amendment binds during the check-in process because these values can change during check in.

- New functionality that enables you to compare any two Microsoft® Word versions of a contract from the document history page within document management. This compare capability is also provided when reconciling supplier changes submitted using the supplier portal during collaboration.

- A capability to delete library objects, such as clauses and sections from the system.

- An installation option enables you to define document retention. When you set the retention option to Keep only Executed Versions, the system purges previous versions of the contract when the contract is executed and legal requirements are met.

- Additional functionality was added to the document configurator that enables it to be related to multiple source transactions (Multi Source Configurator). For example, you can specify that a single configurator be used for ad hoc as well as for purchasing contract sources. This feature provides a method to share configurators and also allows for certain copies of source documents into target documents when the configurator is the same. An example is taking an approved ad hoc document and copying it as the starting point for an authored purchasing contract document while retaining as much as possible the initial edits made while it was an ad hoc document.

- An option was added for transactional bind variables to indicate that it is a currency-related value. The currency code used within the source transaction (purchasing contract or purchase order) is used to determine the formatting (decimal places, but not code) for the bind value as it is maintained within the document.

- Enhance the clause import functionality to support the creation of sections and an initial configurator from a Microsoft® Word document. Using this feature makes it easier for you to start with the existing legacy Microsoft® Word contract templates, tag them, save them as .xml files using Microsoft® Word, and then use clause import to create initial library elements as a starting point.

New Functionality

As part of the new functionality that supports miscellaneous enhancements in PeopleSoft Supplier Contract Management 9.1, a new page is available to review the details of a rule associated with the document configurator. The page displays the relationship between wizard bind values and the clause or section to be included in the document based on the bind value present during authoring. The next example illustrates the Rule page that you access through the document configurator:

Rules

SetID:	SHARE	Rule:	INSPECTION_REQUIRED	Rule Type:	Standard
Description:	Inspection Required				
Effective Date:	01/01/2000	Status:	Active		

Criteria   Customize | Find |

Bind Variable	Operator	Value	And or Or	Question/Mapping	Question Group
INSPECTION_REQUIRED	Equal To	Yes		Will product inspection be required for this contract?	CONTRACT_SPECIALIST_PART1

Content Elements   Customize | Find | First 1 of 1

Sequence	Content Type	Content ID	Description	Content Format
10	Clause	CL_ACCEPTINSP01	Acceptance and Inspection of Product Clause	Full

| Return |

Rules drill-down page

The rule can be associated directly with the document configurator or be associated with a section. The system uses the effective date based on the value in the As of Date field on the Document Configurator Definition page.

Another enhancement for Release 9.1 is the ability to delete a library object before it has been used in conjunction with another object in the document library. A delete button was added for these objects:

- Bind Variables

- Clauses

- Sections

- Rules

- Question Groups

- Wizards

- Configurator IDs

This example shows the Delete button on the Clause Definition page:

Clause Definition page with Delete button

The PeopleSoft Supplier Contract Management 9.1 system provides a new Multiple Sources source transaction option. When you select the Multiple Source value when creating a document configurator, the system provides the Applicable Sources grid. The grid enables you indicate that you want to share a configurator among multiple sources. It is also useful when you want the selected contents in one document such as an ad hoc document to be the starting point for the second document such as a purchase order contract document.

After you add a configurator using multiple sources as the source transaction, you can use the Applicable Sources grid to select which source transactions to use with the configurator. The next example shows the grid:

Document Configurator Definition page for Multiple Sources transaction source

You can select all three sources, and you must select at least one source if you are using multiple sources as the transaction type. When you save the configurator, the system validates the objects that you have linked to the configurator and the applicable sources that you selected. You can only attach common clauses, sections, and rules to the configurator.

Rules are useful for use with multiple source configurators. You can use rules to first evaluate the document's source transaction. Then, depending on the configurator's source, when you create the configurator, the system adds content that is specific to the source being generated.

In PeopleSoft Supplier Contract Management Release 9.1, the page for importing clauses was updated to enable you to import sections and create a document configurator when importing clauses and sections. This example shows the updates to the page:

Import Clauses/Sections page

If you select Section as the import type to be created, the system enables an option for you to create an entire section with the intent of adding child clauses below it as part of the import process. This is useful with reusable sections in the library.

You use the Create Document Configurator section to create a document configurator after you import objects to the system but before navigating away from the Import Clauses/Sections page. When the page initially appears, the Create button is not available for use. After you import objects and upload them to the contract library, the button becomes available.

You can continue to import and upload objects that will be a part of the configurator. You can only create the configurator only once, so ensure that you've included all the objects for use with the configurator. After you create the configurator, you can maintain it and add additional objects using the Document Configurator Definition page.

eSupplier Connection

PeopleSoft eSupplier Connection is an external-facing application that makes strategic information from back-end ERP systems available, in real time, to your suppliers. It enables you to improve business collaboration, supplier response, and employee productivity. You can collaborate with suppliers and share the same view of data using a web-enabled interface so that both buyers and sellers can make faster and more accurate decisions effortlessly.

Enhanced eSupplier Connection Registration Security

If your company has large numbers of suppliers to whom you need to provide user accounts and external access, having an administrator register many users is not efficient. You can set up the system to enable supplier users to create accounts individually by defining a registration code that can be sent manually to external users to create their own account. Suppliers need to know the registration code and their vendor ID to create a supplier user accounts. In PeopleSoft eSupplier Connection Release 9.1 the supplier registration has been made more secure. Organizations can require that specific suppliers enter a pre-determined ID number, such as a Taxpayer Identification Number, when registering.

New Functionality

To support supplier registration in PeopleSoft eSupplier Connection 9.1, the Supplier Registration page was updated to include a new field as shown in this example:

Supplier Registration Setup page

The registration setup enables suppliers to self register. As part of the setup process, the ID Number Verification field provides additional security during the registration. The system uses the ID number in addition to the vendor ID to validate that the supplier guest user has the authority to create an external supplier user that is associated with the vendor.

If an ID number verification has been defined on the Registration Setup page, the system validates that the ID number (and type) recorded against the vendor master matches with the number that the external guest user enters when creating a supplier user.

Navigation Improvements

Suppliers can view recently dispatched POs, confirm the details on the PO such as price, quantity, and delivery date; and make updates such as changes to quantity or date, as well as to backorders, automatically informing the buyer of these changes, so there's no delay in communication. Buyers are then able to process the messages to update the purchase orders. Many organizations have a high volume of dispatched purchase orders for a single vendor.

PeopleSoft eSupplier Connection Release 9.1 improves the ability for suppliers to navigate through large volumes of purchase orders and PO acknowledgments, allowing a supplier to more easily traverse the set of POs and Acknowledgments being viewed and acted upon. Suppliers can select the number of POs they would like to view per page, and easily move to the other pages.

New Functionality

To support navigation improvements, a new PeopleSoft eSupplier Connection installation option has been added on the employee (internal) side. This option enables you to select the default value for the number of orders per page. The default value, as shown in this example, is All, but you can change it to a default value of 12, 25, 50, or 100:

eSupplier Connection installation options

Then, on the supplier side (external), when supplier users select Manage Orders on the main menu and either the Purchase Orders or Acknowledge Purchase Orders component, they now see a chunking user interface that facilitates navigating larger sets of purchase orders. This example shows the Purchase Order List page with its chunking fields:

Purchase Order List page

New fields on the page include the Orders Per Page field with the value received from the installation setting. The remaining chunking fields enable you to scroll through purchase orders and view scrolling values and the total value.

eProcurement 9.1

As a component of the comprehensive PeopleSoft Enterprise Supplier Relationship Management integrated suite, PeopleSoft eProcurement helps many organizations streamline employee ordering, enforce spending policy, and reduce procurement costs. With PeopleSoft eProcurement, organizations can control employee spending, enable employee self-service, and leverage their supply base. The results are lower costs, improved supplier relationships, and dynamic information to make better, faster buying decisions.

Dispatching Purchase Orders

It is common for you to make minor formatting or layout modification to a print/fax/email purchase order to suit your company's specific needs. Before Release 9.1, you made these cosmetic-only changes to printed documents via a customization to the underlying dispatch program. In PeopleSoft eProcurement Release 9.1, we incorporate fusion technology within the applications. PO Dispatch via XML Publisher allows you to easily configure the layout of your dispatched purchase orders to meet the needs of your organization and suppliers. The XML Publisher technology can be leveraged to provide a configurable way to manage format changes. When format or layout changes are required on a purchase order, users can create the layout template in XML Publisher.

Before Release 9.1, both Purchasing and eProcurement had functionality for dispatching purchase orders. However, depending on the dispatch type of the purchase orders, a user may be required to navigate to different pages in either application to initiate the dispatch. In Release 9.1, these mechanisms are consolidated so that dispatched functionality is transparent to the user. Organizations have the option to use the new XML Publisher in conjunction with the new Application Engine process or to continue using the existing POPO005.sqr report for dispatching purchase orders.

New Functionality

XML Publisher is a template-based reporting solution that separates the data extraction process from the report layout and enables the reuse of extracted application data into multiple report layouts. You can change the format or layout of a purchase order report without changing the underlying program that controls the business logic. Change the purchase order formats by selecting different report template IDs for different types of purchase orders. PeopleSoft is delivered with sample data already set up to generate an XML Publisher purchase order that uses the same format as the SQR report. Use this data as a starting point to create your own layout for purchase orders using the XML Publisher. The template ID for dispatched purchase order can be defined at the system-level, the business unit level, the run control for the dispatch process, or the individual purchase order. To use the XML Publisher for purchase orders in both PeopleSoft eProcurement and PeopleSoft Purchasing, you select the new Enable XML Publisher check box on the Purchasing page of the Installation Options component.

If the Enable XML Publisher check box is selected, then you can use the Online Dispatcher page or the Purchase Orders run control page to dispatch purchase orders using any dispatch method: print, fax, email, phone, EDX with linked suppliers, and EDX without linked suppliers. In previous releases, these pages would dispatch only EDX purchase orders.

Online Dispatcher page

The Online Dispatcher page contains a Dispatch Method field that you use to select any dispatch type or leave blank to select all dispatch types. A new Linked Supplier(s) Only check box enables you to limit the selection to purchase orders with linked suppliers.

If SQR is used to format your purchase orders (that is, the Oracle XML Publisher is not enabled), then the Online Dispatcher page will be limited to purchase orders using the EDX dispatch method with a linked supplier.

Dispatch POs run control page

The Dispatch POs run control page was named the Batch Dispatcher run control page in previous releases. In release 9.1, this run control page is redesigned to enable you to dispatch purchase orders with any dispatch type. In addition, the new run control page provides many more selection criteria. Use the new Template ID field to select or override the report format used by the XML Publisher.

If you format purchase orders using SQR, then this run control page dispatches only purchase orders using the EDX dispatch method with a linked supplier. If you are formatting purchase orders using Oracle XML Publisher (select the Enable XML Publisher check box on the Purchasing page of the Installation Options component), then use this run control page to dispatch purchase orders with any dispatch method.

Procurement Contract Enhancements for eProcurement

For eProcurement organizations that use PeopleSoft Purchasing Procurement Contracts, several new Release 9.1 Procurement Contract enhancements benefit eProcurement requisition ordering and processing. They help to ensure that the correct contract is referenced and that the accurate contract pricing is applied to the requisition. Please see the PeopleSoft Purchasing section for more details on all of the Procurement Contract enhancements.

Sometimes contracts are negotiated for many items in the same category. With Release 9.1, the Contracts by Category feature enables you to simply enter the category of the line items on the procurement contract. Instead of defining and maintaining each item individually in the contract, the Contracts by Category feature enables you to specify the category, along with price adjustments and item exceptions, thus saving time and reducing errors. eProcurement Requisitions can reference Contracts by Category.

PeopleSoft PO Sourcing automatically searches for contracts to use on purchase orders, reducing the need for some organizations to know the contract at the time of requisitioning. Other organizations benefit by having the system automatically default the contract. In Release 9.1, we provide a new business unit level option Default Contract on Req that provides the option to automatically default a contract on to the requisition line, while giving requesters the opportunity to override the contract if necessary. Streamlining this process by automatically supplying a default contract helps ensure consistent funds and amount approvals.

Release 9.1 provides capabilities so that when a contract is referenced on a requisition line, the system automatically applies contract pricing and price adjustments. Using the contract price on the requisition line helps ensure accurate pre-encumbrance recording and more accurate approval processing.

Release 9.1 features for enhanced contract search on requisitions and purchase orders expands the search criteria and search results providing visibility into Master Contract information, contract description, expiration dates, and remaining amounts and quantities. This information helps buyers and requesters select the appropriate contract for their transaction.

Before Release 9.1, non-item ID Contract line items were available for reference on purchase order lines. Release 9.1, expands this functionality to the requisition, giving requesters the option to manually select non-item ID Contract line items for association with their non-item Requisition lines. This feature relieves the buyer of manually associating the lines on the purchase order, which will save time and prevent contract leakage. This feature helps expand the usage of Procurement Contracts to services and goods not maintained in the item master.

New Functionality

When creating a new requisition, new and enhanced contract fields are added to the Line Details page of the Review and Submit component.

The Contract section of the Line Details page

In previous releases, the Line Details page only contained the Contract ID field and the Line field with a basic search.

In release 9.1, the Line Details page includes:

- Automatic insertion of a default contract ID matching the requisition line information. To apply a default contract, select the Default Contract On Req check box on the Purchasing Definition – Business Unit Options page.

- An icon to link to the new Contract Search page, where you can perform advanced searches for contracts to be applied to this requisition line.

- The Use Contract if Available check box to have the sourcing process find the best contract for this requisition line when you have left the Contract ID field blank or to have the system use the contract ID that you have entered in the Contract ID field.

- The Category Line field to apply a contract category to the line item.

In the Requisitions Details page of the Manage Requisitions component, the Contract Information group box appears if a contract ID is assigned to the requisition line.

Requisition Details page

Budgetary Enhancements

For organizations using Commitment Control, in PeopleSoft eProcurement Release 9.1, provides visibility to remaining pre-encumbrance balances on the Manage Requisitions page. Encumbrance balances also appear at the distribution line level. Quick access to remaining balances improves the user experience for organizations that use Commitment Control.

New Functionality

The Manage Requisitions page displays the budget status for each requisition that was budget checked. In addition, expand the triangle on the left of the requisition ID to see the pre-encumbrance balance information added to this page.

Manage Requisitions page

The Requisition Schedule and Distribution page within the Manage Requisitions component displays budget data under the Budget Information tab.

Requisition Schedule and Distribution page

Requisition Change Tracking

Requester requirements can change frequently, and requesters must be able to communicate the changed requirements easily and effectively through the procurement system. To manage this requirement they need the ability to change requisitions after they are sourced to purchase orders, track the changes within the system, and have these changes go through the appropriate approvals.

eProcurement Release 9.1 introduces an enhanced change request process. Requesters may not be aware that their requisitions have been sourced and dispatched when they make changes to the requisition, nor do they need to be. In Release 9.1, requesters can initiate their changes directly within the requisition. The application automatically initiates a PO Change Request if the requisition is already sourced. The Change Request processing ensures that changes initiated from the requester, such as an increase in the order quantity, are synchronized with the purchase order. The purchase order reflects the correct quantity associated with the requisition.

In eProcurement Release 9.1, introduces Requisition Change tracking to capture and track all header, line, and schedule changes made to eProcurement requisitions. Tracking of changes will begin once the requisition is Approved, Budget Checked, or Sourced, whichever option is appropriate. Buyers, requesters, and managers can view the audit trail of changes to eProcurement requisitions at any time. Users can view what changes were made, when the changes were made, and who made the changes. Optionally, organizations can capture the reason for the change using the new Change Reason Enhancement. Change Reason codes are user defined and may include free form comments by the user. Change reasons can be configured to be Required, Optional, or Not Used within the organization.

eProcurement Release 9.1 gives organizations the flexibility to control which fields, when changed on the eProcurement requisition, trigger re-approval. Your organization can determine which header, line, schedule, and distribution fields, when changed, initiate the Approval Framework for reapproval. For example, re-approval may be necessary for Price changes, but not required for changes to the delivery location.

The Enhanced Change Template in PeopleSoft eProcurement Release 9.1 gives organizations the flexibility to put in place better control over requisition changes. From the same Change template, users can specify (1) which fields, when changed, are tracked in the change history; (2) which fields, when changed, initiate a change request to the PO; and (3) which fields, when changed, require re-approval.

New Functionality

The Edit Requisitions page enables you to change an existing requisition that has been approved, sourced to a purchase order, or sourced to a dispatched purchase order. Make your changes on the Edit Requisition page. Based on your setup, the system performs the following actions when you save the page:

- Updates the requisition with your changes. If you change a requisition where no requisition lines have been sourced, then the system updates the requisition. If you change a requisition that has one or more lines that have already been sourced to a purchase order, then the system updates the requisition and creates a change request.

- Displays a pop-up window where you can enter a reason code and comments. A reason code or comment can be required or optional based on your settings on the Procurement Change Reason Codes page.

- Invokes the Change Tracking feature based on the status of your requisition, your requisition change template, and the setting in the Change Option field of the Purchasing Definition-Req Change Options page. The Change Tracking feature includes changes to any fields marked for track change on the template, the user who modified the requisition, and the date and time of each change.

- Initiates the approval framework for any fields that changed and are marked as needing re-approval on the requisition change template. The changed requisition must complete the approval process from the beginning. Role actions take precedence over template settings in determining whether re-approval is required.

Edit Requisition page enables you to change the requisition

Change Reason page

Based on your setup, the Change Reason page displays when a user changes a requisition. The user enters the reason code and a comment.

Requisition Change Tracking History page

The Requisition Change Tracking History page provides you with an audit trail of key transactional information including, changes to any fields marked for track changes on the change template, the user who modified the requisition, and the date and time of each requisition change request.

Usability Enhancements

PeopleSoft eProcurement Release 9.1 continues to deliver usability improvements. Expanded fields lengths for Ship-To, Location, and Department make it easier to quickly view all information on a page, thereby increasing user productivity.

Before Release 9.1, functionality for printing the eProcurement requisition existed only on the Confirmation page. However, requisition approvers often want to print the requisition details before approving the transaction. PeopleSoft eProcurement Release 9.1 delivers Enhanced Requisition Reports, leveraging XML Publisher for viewing and printing requisitions from the confirmation and approval pages. XML Publisher makes it easier for organizations to configure the reports to display the requisition information that is most important to their users.

We also improved the user experience by providing requesters more detailed information in warning messages. For example, if the requester's order quantity does not meet the vendor's minimum requirements, then the system will presents the vendor's minimum ordering requirements so that the user can adjust the quantities online. The buyer does not have to manage the error when creating the purchase order.

Release 9.1 eProcurement adds improved visibility to One-time Ship-To Address. Buyers and requesters can view One-time Ship-To Address information on the eProcurement Requisition Summary and Manage Requisitions pages. Requesters with the new "No One-time Ship-To" role action are prohibited from creating a One-time Ship-To address, which provides organizations more security and control.

New Functionality

Modify Line/Shipping/Accounting page

The Ship To field, Location field, and Department field are expanded in Release 9.1.

Business Unit: US100		Requester: VP1			Status: Approved	
Requisition: 0000000060		Requested By: Kenneth Schumacher			Currency: USD	
Requisition Name: Office supplies for office 523		Entered Date: 7/8/09			Requisition Total: 140.00	
Line: 1 Item Description: 4 Season Convertible Tent			Quantity: 1.0000	UOM: EA Price: 140.00	Line Total: 140.00	
					Line Status: Approved	

Ship Line: 1		Ship To: US001		Address:	Shipping Quantity: 1.0000
Attention: Kenneth Schumacher		Due Date:		144 North Street New York NY 10168 United States	Shipping Total: 140.00

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	US001	1.0000	100.00	140.00	US005	212020

Dept	Fund	Program
11000	F900	P7000

Open QTY	Open Amt
1.0000	0.000

GL Base Amount	Currency	Sequence	Capitalize
140.00	USD	0	N

Example of new requisition report

Select the View Printable Version link from the Confirmation page or the Requisition Approval page to view an online requisition that shows the layout of the printed version. You can display or print the requisition with or without the distribution details.

Enhanced Vendor Search for Special Requests

eProcurement enhances the method by which requesters can search for vendors when using special requests. Release 9.1 provides a new Vendor Name Search enhancement that enables requesters to search for vendors based on their name, making it easier and quicker for users to find their supplier.

New Functionality

Create Requisition

| | 1. Define Requisition | | 2. Add Items and Services | | 3. Review and Submit |

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [   ] [🔍 Search]

Catalog Favorites Templates Forms Web Special Request

Special Item

*Item Description: [   ]

*Price: [   ]   *Currency: [USD 🔍]

*Quantity: [   ]   *Unit of Measure: [🔍]

*Category: [🔍]   Due Date: [📅]

Vendor ID: [🔍]   Suggest New Vendor

Vendor Name: [🔍]

Vendor Item ID: [   ]

Mfg ID: [🔍]

Manufacturer:

Mfg Item ID: [   ]

Additional Information   **Request New Item**

[   ]   ☐ Request New Item

☐ Send to Vendor   ☐ Show at Receipt   ☐ Show at Voucher

[Add Item] [Cancel] [Add or Start New Type]

Special Item page

The Vendor Name field was added to the Special Item page, Special Request - Fixed Cost Service page, Special Request - Variable Cost Service page, and the Special Request - Time and Materials page.

Saving Direct Connect Items to Favorites

PeopleSoft eProcurement offers organizations the option to procure items from a direct connect supplier, including both PunchOut and RoundTrip direct connect suppliers. Requesters can add direct connect items as a special order item, include them on an order, and add the special order items to a Favorites list or template. Release 9.1, provides the option for requesters to save direct connect items to their list of Favorite items. Preventing direct connect items from being saved as favorites ensures that the users connect to the direct connect supplier each time they order to get the most current item and pricing information.

For organizations that allow users to save direct connect items to Favorites, PeopleSoft eProcurement captures the direct connect attributes needed to allow the saved items to be ordered and dispatched again to the direct connect suppliers. Also, when ordering direct connect item from favorites, eProcurement provides PunchOut integration to the vendor site to get the current pricing. This new feature allows requesters to retrieve items from a direct connect supplier one time and then be able to order the items repeatedly without connecting to the supplier's website and searching for the item.

New Functionality

On the eProcurement Installation Options page select the Allow Saving Direct Connect Items in Favorites and Templates check box to allow direct connect items to be saved as favorites or as items on a template.

eProcurement Installation Options page

To add direct connect items to a favorites list:

- Place direct connect items on an eProcurement requisition by using the Web page of the Create Requisition component. The Web page enables you to access the supplier's online catalog.

- On the Review and Submit page of the Create Requisition component, select the direct connect item and click the Add to Favorites button.

To use a direct connect item that is already saved as a favorite:

- When creating a new requisition, go to the Favorites page of the Create Requisition component and select the desired direct connect item.

- Click the item description of the direct connect item or the Add button:

  - For PunchOut items, you can enable the system to access the supplier's website in edit mode. After you check out from the supplier's website, the item is added to the requisition with the latest price and item description.

  - For RoundTrip items, the item price and description can be validated in the background against the supplier's online catalog.

- Once you have completed your requisition, access the Review and Submit page and click the Save button. The requisition is now saved and, in addition, any new information obtained from the supplier's website, such as a price change, is used to update the direct connect item in the Favorites list.

Verity Performance Improvement

The Verity search engine offers fast eProcurement requisition item searches and advanced search options, including the use of Boolean operators. Requesters can use the Verity search engine to search the PeopleSoft item master tables, express catalogs, express forms, direct connect suppliers, and business templates. eProcurement Release 9.1 introduces Verity Chunking Logic for creating and building new collections. This feature improves indexing performance, which should reduce the overall time spent creating new collections.

Support for Trade-ins

Organizations occasionally track and record trade-in information on purchase orders when they request a new or replacement item. Release 9.1 provides Support for Trade-ins by allowing users to enter a negative amount line for special request requisitions. The negative amount line will automatically flow through to a purchase order and invoice.

New Functionality

You can create a special request item or service with a negative price. This feature enables you to record trade-in items or special discount offers such as instant rebates and special coupon offers. You can enter a negative price item within PeopleSoft Purchasing and PeopleSoft eProcurement; however, negative prices cannot be entered in PeopleSoft Services Procurement.

Using the Special Requests pages in PeopleSoft eProcurement, you enter the negative value in the following fields:

- The Price field on the Special Item page.

- The Value of Service field on the Special Request - Fixed Cost Service page.

- The Rate field on the Special Request - Variable Cost Service page.

- The Rate field and the Price field on the Special Request - Time and Materials page.

Create Requisition

| 1. Define Requisition | 2. Add Items and Services | 3. Review and Submit |

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search: [_____] 🔍 Search

| Catalog | Favorites | Templates | Forms | Web | Special Request |

Special Item

*Item Description: [_____]

*Price: [_____]   *Currency: USD 🔍

*Quantity: [_____]   *Unit of Measure: [____] 🔍

*Category: [_____] 🔍   Due Date: [____] 📅

Vendor ID: [_____] 🔍   Suggest New Vendor

Vendor Name: [_____] 🔍

Vendor Item ID: [_____]

Mfg ID: [_____] 🔍

Manufacturer:

Mfg Item ID: [_____]

Additional Information

[_____] 🔗✔

☐ Send to Vendor   ☐ Show at Receipt   ☐ Show at Voucher

Request New Item

☐ Request New Item

[Add Item] [Cancel] [Add or Start New Type]

Special Item page

A requisition with a negative price item is sourced to a purchase order and dispatched to a vendor. The item can be received into PeopleSoft eProcurement or PeopleSoft Purchasing.

Negative price items can be added to the favorites list or a personal template to be used again on another requisition. In addition, you can copy a requisition with one or more negative price items using the copy action on the Manage Requisition page.

Oracle Supplier Network and Exchange

PeopleSoft Procurement Release 9.1 leverages the Oracle Supplier Network (OSN), exchange.oracle.com (Exchange), PeopleSoft eSupplier Connection, and PeopleSoft eSettlements to provide an integrated supplier network solution. Combining OSN and Exchange with eSupplier Connection and eSettlements further streamline processing, reduce errors and shorten processing time. Suppliers can view message errors, and monitor their transactions and activities.

OSN is a hosted service offering from Oracle that functions as a hub between the supplier and the procurement system. It handles transactions such as purchase orders, change orders, advance shipping notices (ASNs), and invoices between the two. It lowers costs by integrating suppliers into procure-to-pay processes, enables machine-to-machine messaging in hours with minimal IT involvement, and extends internal efficiencies driven by your existing Oracle PeopleSoft applications. Customers register for OSN and receive free hosting. Hundreds of suppliers currently transact using OSN. The OSN solution is supported by Oracle OnDemand, and it offers customers 24/7 support. OSN provides suppliers an easy way to transact with Oracle customers, a single connection point with all Oracle customers, and a single message format and mapping template. Buyers benefit from standardized supplier integration. OSN is particularly useful for an organization's high volume indirect goods and services. Along with the OSN, PeopleSoft customers can use Exchange for hosted content. PeopleSoft customers can use OSN and Exchange in conjunction eSupplier Connection and eSettlements for quick access to a buyer's site.

PeopleSoft customers obtain many benefits from having an integrated supplier network. Without a supplier network, customers need to maintain one-to-one integrations with their suppliers. OSN uses one format for all integrations. The Supplier Enablement Offerings provides distributed search across catalogs, or to individual hosted supplier sites. Any supplier can become part of the OSN. PeopleSoft customers can invite suppliers to register and, for PeopleSoft customers and OSN suppliers, the process is easy and registration is free.

New Functionality

You can add items from Exchange.oracle.com to an eProcurement requisition using the PunchOut feature.

PunchOut using the Web page of the Create Requisition component

Direct connect enables PeopleSoft eProcurement requisition users to interact directly with a supplier's website. The Exchange.oracle.com is a website containing supplier-hosted item catalogs. Using PunchOut, PeopleSoft users can go from an eProcurement requisition to Exchange.oracle.com where they can search the item catalogs of one or multiple suppliers and then select items to be placed on their requisition. The requisition is eventually converted to a purchase order, which can be dispatched to the Oracle Supplier Network.

Purchase orders and change orders can be sent to OSN suppliers using the dispatch process in PeopleSoft eProcurement or PeopleSoft Purchasing.

Dispatch POs process in PeopleSoft eProcurement

Purchase orders and change orders can be sent to OSN suppliers using the following steps:

- The purchase orders are created and approved in either PeopleSoft eProcurement or PeopleSoft Purchasing. Attachments can be included with the purchase orders at either the header level or line level.

- The purchase orders are dispatched to an OSN supplier using the electronic data exchange (EDX) method in either PeopleSoft eProcurement or PeopleSoft Purchasing.

- The dispatch process places the purchase orders in the PeopleSoft outbound staging tables.

- The PeopleSoft Integration Broker picks up the purchase order data in the outbound staging tables and uses the service operation PV_ORDER to create the message.

- The OSN receives the purchase order and passes it to the OSN supplier.

Purchase order acknowledgements (POAs) can be sent from OSN suppliers to PeopleSoft.

Manage PO Acknowledgements page in PeopleSoft Purchasing

Purchase order acknowledgements (POAs) can be sent from OSN suppliers to PeopleSoft using the following steps:

- The Oracle Supplier Network transmits the POAs from the OSN supplier.

- PeopleSoft Integration Broker receives the data using the PURCHASE_ORDER_ACKNOWLEDGEMENT service operation and places the data in the POA tables in PeopleSoft.

- POAs can be reviewed on the Manage PO Acknowledgements page in PeopleSoft.

Advanced shipping notifications (ASNs) can be sent from OSN suppliers to PeopleSoft.

Advanced Shipment Receipts page in PeopleSoft Purchasing

Advanced shipping notifications (ASNs) are sent from OSN suppliers to PeopleSoft where they are received as advanced shipping receipts (ASRs). The following steps are used:

- The Oracle Supplier Network transmits the advanced shipping notifications from the OSN supplier.

- PeopleSoft Integration Broker receives the data using the ADVANCED_SHIPPING_RECEIPT service operation and places the data in the Receipt Load tables in PeopleSoft.

- The Receipt Loader process is then executed to create a receipt, which may then be approved by an administrator.

- ASRs can be reviewed on the Advanced Shipment Receipts page in PeopleSoft.

Invoices are transmitted from OSN suppliers to PeopleSoft where they are received as vouchers in PeopleSoft Payables. The following steps are used:

- The Oracle Supplier Network transmits the invoice from the OSN supplier.

- PeopleSoft Integration Broker receives the data using the EM_VOUCHER_IN service operation and places the data in the voucher staging tables in PeopleSoft.

- The Voucher Inquiry page can be used to review vouchers.

Comments and Attachments

eProcurement requisitions need to capture more than simply the requested items. Sometimes, requesters add specific instructions, include attachments, or include item specifications or Ship-To comments. eProcurement Release 9.1 provides the ability to capture and share comments and attachments on a requisition, purchase order, receipt, supplier, and voucher. Release 9.1 enhancements to eProcurement Comments and Attachments include:

- Capture and maintain multiple comments and attachments for eProcurement requisition headers and lines, and provide the ability to delete these comments.

- Capture and maintain multiple Ship-To comments for eProcurement requisitions.

- Access Standard Comments for quick copy or reference to a comments repository.

- Provide item specifications from item master tables by default to a requisition.

- Enter multiple comments for the eProcurement receipt header and receipt line

- Access comments and attachments on the Manage Requisitions page.

New Functionality

On the Review and Submit page of the Create Requisition component, you can create a header comment or access pages to add multiple header, line, and ship to comments.

Review and Submit page

In the Requisition Lines group box, use the Comment icon to access the Line Comments page, where you can record a comment or attach a file to this requisition line.

In the Requisition Lines group box, you can expand the line and then click the Add Shipto Comments link to access the Requisition Ship To Comments page where you can enter comments and attachments for the Ship To level of this requisition.

In the Comments group box, add one header comment or use the More Comments link to access the Header Comments page where you can add multiple header-level comments and attachments.

The Header Comments page, the Line Comments page, and Requisition Ship To Comments have the same format.

Line Comments page

The Use Standard Comments link accesses the Standard Comments page where you can select a standard comment to be applied as a comment to this requisition.

On the Line Comments page only, click the Use Item Specifications link to access the Include Item Specifications page where you can select to include the item's specifications as a line comment.

Use the Add a New Row icon (plus sign) to add a new comment field. Comments are numbered as you add them.

Click the Add Attachments button to access the File Attachments window where you can browse and select a file to be attached to this comment.

In the Manage Requisitions component, the Requisition Details page displays the header comments, line comments and contains a link (paperclip icon) to the Header Attachments page and the Line Attachments page.

Requisition Details page in the Manage Requisitions component

In the Manage Requisitions component, the Requisition Schedule and Distribution page displays ship to comments and contains a link (paperclip icon) to the ShipTo Attachments page where you can view the attachments to this requisition at the Ship To level.

Requisition Schedule and Distribution page in the Manage Requisitions component

The Receive Items page allows you to add receipt header comments, and receipt line comments, and to view comments from the purchase order.

Receive Items
New Receipt
*Business Unit: US100
Receipt Status: Open
*Received Date: 03/12/2009

Add Header Comments   Reject Shipment

Customize | Find | View All | | First 1 of 1 Last

Line	Item Id	Item Description	Received Qty		*UOM	Accept Qty	Receive Comments	PO Comments
1	EX2007	White Board, 3 x 4	5.0000		EA	5.0000		

Save Receipt

Add New Receipt   Inquire Return to Vendors   Inquire Receipts

Receive Items page

Manage Requisitions Enhancements

The eProcurement Requisition Lifespan in the Manage Requisitions component is a powerful tool for giving users quick visibility and access to all activities related to their requisition lifecycle, from request through payment. Release 9.1 introduces several new Requisition Lifespan Enhancements. The PO Acknowledgment (POA) and Advanced Shipping Notification (ASN) icons will be visible only when they are enabled for the requisition related business unit, and only when the related purchase order has been dispatched. Organizations not using this functionality can hide additional complexity from their users.

If a Purchase Order Acknowledgement is associated with the requisition's purchase order, requesters can click on the POA icon to drill into a view of the PO Acknowledgment Summary page. Likewise, if an Advanced Shipping Notification (ASN) is associated with requisition's purchase order receipt, the new ASN History Summary displays ASN information to the requester via the ASN icon. When a requisition is sourced to Inventory, the MSR icon, when clicked, provides the requester a detailed listing of all MSRs associated with the requisition and further drill down capability into the Stock Request details. New requester views into the details of PO Acknowledgments, Advanced Shipping Notices, and Material Stock Requests improve user satisfaction and help decrease the number of calls to the buyer.

Release 9.1 enhances the Manage Requisition Status functionality to improve the status description in the Manage Requisitions component so that it better represents the status of the requisition. This feature is especially useful for requisitions with multiple lines at different statuses. Requesters can quickly and accurately assess where their requisition is in the lifecycle without viewing each line.

New Functionality

Requisition Lifespan within the Manage Requisitions page

Manage Requisitions page

The Status field for both header and line includes more options to accurately reflect the status of the requisition.

Enhanced eProcurement Default Options

PeopleSoft eProcurement header defaults allow requesters to easily establish default values for their requisition for fields such as Ship-To, Vendor, and Account. Before Release 9.1, the requisition header defaults applied only if no value was found in the default hierarchy.

PeopleSoft eProcurement Release 9.1 provides requesters with an option to Override Default Values for all lines in a requisition, after the requisition lines are created. For example, if a requester needs to use a different account on their requisition than the default value from the hierarchy, then a requester can override the account on all distributions of her requisition without drilling into each distribution. This enhancement save requesters time because they do not have to make changes individually, and help reduce errors by ensuring that values are applied consistently across the transaction.

New Functionality

The default option is available on the Define Requisition page.

Create Requisition page

New Default Options determine how your entries in the Line Defaults group box are applied. The options are:

- Default: The values that you enter in the Line Defaults group box are applied to the requisition only if there is no default value from the item default hierarchy in PeopleSoft eProcurement and Purchasing. When a value comes from the default hierarchy, it is displayed in this group box and any change to this value is ignored.

- Override: The values that you enter in the Line Defaults group box are applied to the requisition. When a value comes from the item default hierarchy, it is displayed in this group box and any change to this value override the default value for this requisition.

The Override option is only available if your user ID is linked to the
ALLOW_DEFAULT_OPTIONS eProcurement role action.

Approving a Changed Requisition Line

When a requisition line is changed during or after the approval process, the Approval
Framework can require re-approval of the changes using the same approval
component as the original requisition. However, in Release 9.1, if changes are only
made at the requisition line level, then re-approval is only required for the line level,
not the entire requisition.

Hold Option for Requisition Approval

During the requisition approval process, an approver can now place a requisition or
requisition line on hold. This action gives the approver time to research any issues
and prevents the approval process from going to the next approval step until the
approver releases the hold on the requisition or requisition line. When an approver
uses the hold action, the system inserts the requisition's originator (requester) as an
ad hoc reviewer at the current approval step and the approver can add a comment
requesting more information from the requester.

The hold option does not display unless the approver has the eProcurement role
action of *ALLOWHOLD* attached to his user role.

Global Enhancements

To address Missing Trader Intra-Community (MTIC) Fund Fraud, HM Revenue and
Customs (HMRC) in the UK is introducing the Reverse Charge VAT procedure for
specified categories of goods being traded between businesses. Under this
procedure, the purchaser of the goods, rather than the seller, is liable to account for
VAT on the sale. The supplier does not charge VAT but has to specify on the sales
invoice that the reverse charge applies and state the amount of VAT that would have
been accounted for. If the purchaser has correctly accounted for the VAT under the
reverse charge procedure, then he will retain the right to enter tax recovery subject
to normal VAT rules. eProcurement Release 9.1 introduces a VAT Reverse Charge
check box on requisitions that enables the system to recognize those transactions to
which the new rules apply.

Attention To and Requisition Name Fields

Buyers and Receiving personnel rely on their respective documents to identify the
person requesting goods or service. Before Release 9.1, the Attention To and
Requisition Name fields were available in PeopleSoft eProcurement product. In
Release 9.1, this information is available on the Purchasing Requisition as well. The
Attention To and Requisition Name fields will flow through to the PeopleSoft purchase
order and receipt, so the receiver is able to easily identify the final recipient of the
order.

ChartField Security

The PeopleSoft Release 9.1 ChartField security enhancement provides a flexible mechanism for configuring and maintaining data level security. ChartField security prevents user access to online transactions containing unauthorized ChartField values; access to accounting data that contain unauthorized ChartField values in the inquiry components; and access to unauthorized ChartField values during data entry.

Pre-Check Budget Option

PeopleSoft eProcurement customers who use Commitment Control will be able to check whether a budget exists for their order before they commit amounts to a pre-encumbrance or encumbrance. Release 9.1 provides an option on the Budget Processor to Pre-Check Budget, without reserving funds. This option is available directly on the eProcurement requisition. The statuses of Provisionally Valid or Error on the eProcurement requisition, Confirmation page, and Manage Requisitions components will indicate whether budget is available. When called to check only, the Budget Processor performs all of the budget checking and edits that it currently does, but it will do so without committing changes to the LEDGER_KK, or similar records. This option allows users to validate their documents while their work is in progress without affecting budget balances.

New Functionality

Installation Options- Commitment Control page

To budget check without reserving funds, you select the Purchasing check box in the new Enable Check without Reserve group box. This check box applies to PeopleSoft eProcurement as well as PeopleSoft Purchasing.

Create Requisition page

The new Pre-Check Budget button allows you to budget check without creating a pre-encumbrance or encumbrance.

Purchasing 9.1

Efficient, cost-effective procurement of raw materials, goods, and services is key to the success of any organization. This fundamental objective is central to the design of PeopleSoft Purchasing. The system streamlines your procurement process by using automated sourcing of requisitions, workflow approvals, exception-based workflow notifications, and electronic commerce.

Purchasing Contracts

PeopleSoft Purchasing Release 9.1 enhances procurement contracts by providing improved capabilities for handling large volume contracts, extended default options to better control when contracts are automatically referenced on transactions, and a flexible framework for audit tracking and version control. Enhancements to procurement contracts improve transactional performance and ensure contract compliance.

Sometimes, contracts are negotiated for many items in the same category. Release 9.1 provides Contracts by Category feature that enables you to enter a category of the line items on the procurement contract. Instead of defining and maintaining each item individually in the contract, the Contracts by Category feature enables you to specify the category, along with price adjustments and item exceptions, thus saving time and reducing errors. This functionality, which automatically searches for and references contracts at the category level on requisitions and purchase orders, streamlines the process and ensures that the correct contract is used.

The Change Tracking enhancement provides an audit trail of key contract transactional information that enables management to clearly identify who made what change and when they made it. Using the Contract Change Tracking template, you can easily configure the fields on the contract that you want to track. You can select different change templates for different Procurement Contract process options. For example, the fields that organizations want to track for Purchase Order contracts may include price changes, but Recurring Vouchers users may be more interested in tracking changes to the merchandise amount and distribution. The change history is accessible directly from the contract transaction to allow visibility of all changes made to a contract, who made the changes, and when the changes were made. A change reason can be captured and tracked as well.

Changes to contracts are common, and you may need to track all iterations of a contract during the negotiation and life cycle of a Contract. Release 9.1 provides Contract Versioning that enables contract administrators to create and maintain multiple versions of a contract in the system. Users can view all historical versions of a contract. Contract versioning supports forward looking (draft) versions of a contract, allowing organizations to modify draft versions while keeping the current version active and available for system transactions. This feature is useful if a modification does not affect existing contract information, such as when new line items are being negotiated to add to the contract. Procurement contract versioning also improves integration to PeopleSoft Supplier Contract Management.

This enhancement enables users to create a draft version of a contract for Supplier Contract Management document refreshing, creation of amendments, collaboration with suppliers, and execution, all while the current contract version is active and available for system transactions. Organizations can determine when a new version of the contract will be created. For transacting against versioned contracts, the system refers to the most current active version at the time the transaction is created, thus ensuring that the correct contract pricing and terms are carried to the purchase order. The contract version number on a purchase order may be adjusted to reference the most current version if one is available.

Contract price compliance is a key issue within organizations. Even though contract specific pricing may be established with suppliers, the benefit relies on ensuring that this price is actually used for payment. Release 9.1 provides robust Contract Defaulting Options by introducing several new options to help ensure that the contract and contract pricing is correctly referenced on requisitions and purchase orders. This feature helps ensure that you pay the negotiated price.

The Purchasing PO Sourcing process automatically looks for and references contracts on purchase orders so that buyers and requesters do not need to remember to manually reference the contract. Purchasing Release 9.1 has a new business unit level option Default Contract on PO to give organizations the option to automatically default a contract into a manually entered or updated PO Line. Automating this process frees the buyer's time, helps prevent contract leakage, and helps control procurement spend.

Purchasing PO Sourcing automatically searches for contracts to use in purchase orders, eliminating the need for organizations to know the contract at the time of requisitioning. However, some organizations benefit from having the contract default automatically to the requisition. The new business unit level option Default Contract on Req gives organizations the option to automatically default a contract to the requisition line. Requesters can override the default contract if necessary. In Release 9.1, when a contract is referenced on a requisition line, contract pricing and price adjustments are automatically applied. Budget checking can more accurately record pre-encumbrances, and requisitions that may have otherwise been denied are approved using the lower contract price.

Although procurement contracts can be automatically referenced in requisitions and purchase orders, some organizations do not want this automation. They want requesters or buyers to control contract usage, such as when a contract is for a specific project. For these organizations, their users know which contract to use and whether to use it. For other organizations, multiple contracts may exist for the same Item Vendor, and no automated means of determining which contract to use may exist. Or a contract may be usable for some transactions but not others. These organizations systems have too many exceptions. For these organizations, the new PeopleSoft Purchasing 9.1 Auto Default option on the Procurement Contract transaction controls whether a contract should auto-default into transactions or whether the user must manually select the appropriate contract.

The 9.1 Enhanced Contract Search feature for requisitions and purchase orders expands the search criteria and search results, providing visibility into Master Contract information, contract description, expiration dates, and remaining amounts and quantities to help buyers and requesters select the appropriate contract for their transaction. Before Release 9.1, non-item ID contract line items were available for reference on purchase order lines. Release 9.1 expands this functionality to the requisition, giving requesters the option to manually select non-item ID Contract line items for association with their non-item ID Requisition lines, which will relieve the buyer of manually making the association on the purchase order. This feature saves time and prevents contract leakage. This feature also helps expand the usage of Procurement Contracts to services and goods not maintained in the Item Master.

Procurement Contract transactions frequently contain tens of thousands of line items. The ability to maintain these high-volume contracts can become unwieldy and take a significant amount of time. For Release 9.1, extensive improvements to the Purchasing Procurement Contract transaction component improve performance and make it easier and faster to manage high-volume contracts.

In PeopleSoft Purchasing Release 9.1, we introduce Chunking and High-Performance Search capabilities on the Procurement Contract. Organizations can establish a maximum number of lines (chunk size) to load into the component at a time, and they can scroll through to other chunks. If the number of lines on the contract exceeds the Max Scroll Number, then users are presented with selection criteria to filter the lines they want to view before they load the lines into the buffer. These new capabilities improve the efficiency of managing large-volume contracts.

Managing price adjustments have become easier with the Price Adjustment Template provided in Release 9.1. By defining a price adjustment in a template, you can apply the defined template adjustment to all open items, line items, or category items in your contract.

The Contract Process option of the contract transaction helps define how the contract will be used. This feature has been available since Release 8.4. In Release 9.1, a default Contract Process Option is available to help ensure that they are using the correct option, thereby reducing errors. In addition, you can specify whether to initially display sections collapsed or in open format in the contract.

Security is always important especially when the need for SARBOX compliance is foremost in everyone's mind. With Release 9.1, Contract Release pages reside in a separate component from the contract transaction. Security for buyers, who manage the manual creation of contract releases but who do not have authority to manage contract transactions, will be easier to maintain.

Contract administrators need to be aware of approaching contract expiration dates and when the contract is approaching the maximum amount allowed against it. These capabilities exist in previous releases; however, it is also beneficial for contract administrators to be aware of the date by which a contract should be approved or renewed. PeopleSoft Purchasing Release 9.1 has Date and Threshold Enhancements that:

- Enable users to specify a date by which the contract should be approved. This notification reminds contract administrators, who may be in the process of negotiating and finalizing the contract and contract document with the supplier, of the approaching date by which the contract should take effect.

- Enable organizations to specify a date for contract renewal, and to be notified beforehand to remind the contract administrator to review and renew the contract before it expires. This helps prevent contract savings from being missed. This feature works well with the new contract transaction versioning capability, as renewed contracts can optionally be setup as a new version of the contract in the system.

- Support contract expiration notification for recurring vouchers.

- All date and threshold notifications are configurable so they can be sent using email or worklist to one or multiple users.

Before Release 9.1, PeopleSoft Purchasing provided an audit trail for changed purchase orders and requisitions. Starting in Release 9.1, change tracking is also available for Procurement Contract Transactions. With this release, we provide organizations with the option to capture a change reason from the person initiating the change for each set of changes made to a purchase order, requisition, or procurement contract. Change reason codes are user defined and can optionally include free form comments by the user. Change reasons can be set to be required, optional, or not used within the organization. Capturing a change reason enables users and managers to quickly identify, in the change history inquiries, why a particular change was made and to enable further analysis about the change, such as the frequency of price changes by a supplier or which buyers have the most changes.

New Functionality

Contracts by Category: To support this new 9.1 feature, PeopleSoft Purchasing links categories to contracts. Category type contracts enable you to create a contract based on a category of items. Category contracts are typically used to set up a percentage off list price that applies to any item within the category. Item categories can provide transaction information for requisitions and requests for quotes, contracts, and purchase orders and can serve as the organizational unit for item catalogs. With categories tied to contracts, requisitions and purchase orders can reference the contract with any items within those categories.

The system automatically searches for and references contracts at the category level on requisitions and purchase orders. This streamlines the contract reference process and ensures that the correct contract is used. The next example illustrates the Contract Categories grid for a contract:

Contract page: Contract Categories grid

For each contract category line, you can make price adjustments, define contract category deliverable agreements at the header and category-line level and define item exclusions by which you remove category items that you don't want included on the contract.

In Release 9.1, you have the capability to define pricing settings for a category of items, define the maximum amount that can be released against the contract for a contract category line, and define the spend threshold. You also can notify users when spending on a contract crosses the threshold amount.

After you define a category, select the Notify on Spend Threshold check box to notify the buyer when a contract reaches or exceeds the spend threshold as shown in this example:

Spend Threshold tab in the Contract Categories grid

Change Tracking and Version Control: With this release PeopleSoft Purchasing introduces several new features related to procurement contracts. For release 9.1, the Contract and Vendor Rebate Controls page have been updated to include options for use with change tracking and version control. The next example illustrates how the new page appears:

Contract and Vendor Rebate Controls page for defining version control and change tracking

Select the Use Version Control check box to indicate that you want to use contract versions. This enables you to create and maintain multiple versions of a contract in the procurement system. You select the Track Changes check box to indicate that you want to track contract changes for this setID in the procurement system. Change tracking provides an audit trail of key contract transactional information so that you can identify who made what change and when the change was made.

For PeopleSoft Purchasing 9.1, you can select to track changes on a contract version and define a default change template for use when you select to track changes. You also can select a reason code for the system to use as a default value when contracts within this setID are changed. When you make a change on the contract, this reason code appears as the reason on the contract Reason Code page. You can override the default reason code when you update a contract.

After establishing the use of version control and change tracking, the system includes fields related to the enhancements on the Contract page. This example shows those fields:

Contract page containing version control and change tracking features

You use the Contract Version section to manage and review versions of a contract. You can modify a forward-looking version (Draft version) of the contract while keeping the Current version active and available for transactions in the system. You can add and delete versions and define the date on which this contract version should be approved. Contract approval is available when the contract status is Open and the version has never been approved.

The View Changes and Current Change Reasons links are available after changes have been made to fields defined for change tracking. Click the View Changes link to access the contract history to view changes that have been made to a contract. Click the Current Change Reason to access the Change Reason page, where you can view the most recent reason change code used to update the contract. Reason codes are available when the system is tracking contract changes.

To support change tracking, Release 9.1 also provides an updated change template. You use the Change Template page to define fields against which you want to track changes. You can define change templates for requisitions, purchase orders, and contracts using the same template component. This example shows a Contracts type template:

Change Template page

You use this page to select records and fields within a record to track for each type of template. Depending on the template type that you select, the system makes the appropriated records available for selection.

You can control change tracking for requisitions at the business-unit level by setting the Change Track Changes field for the PeopleSoft Purchasing business unit. You can define when to track changes for requisitions using the Change Track Options field as shown next:

Change Track Options field

Use this page to select a specific status of requisitions that are eligible for change order tracking. You can select to track requisitions after they are approved, sourced, or budget checked. You can also select not to track requisition changes.

To support Release 9.1 change tracking, the system also provides a Change Tracking History component that enables you to view tracked changes for modified contracts. This example shows available search values and contract header search results for tracked changes:

Contract header change history search results

You use this page to define search criteria that limits the number of contract header history records returned for the search. After searching for changed records, you select a tab to view history for contracts and contract agreements at the header, line, and category level.

Note: Agreement history is available when you use PeopleSoft Supplier Contract Management 9.1.

Contract Defaulting Options: For Release 9.1, PeopleSoft Purchasing provides the capability to default contract values and prices to requisitions and purchase orders. This capability begins with the PeopleSoft Purchasing Business Unit Options page shown in the next example:

Purchasing Business Unit Options page

In PeopleSoft Purchasing 9.1 at the business-unit level, you can select the Default Contract on Req check box to have the system search for and ensure that the correct contract is selected for use with the requisition. When you select this check box, the system verifies that the Auto Default check box is selected on the Contract page. This makes the contract available to automatically default onto requisition and purchase order transactions.

You also are able to select the Default Contract on PO check box on the Purchasing Business Unit Options page to indicate that the system should automatically search for appropriate contracts for purchase order lines. This automates the process of selecting the most appropriate contract for use with manually created purchase orders, but not those created during batch processing. If multiple contracts exist, the system selects the one with the most recent (but not future) contract begin date.

This example shows the Auto Default check box on the Contract page that enables the automatic defaulting of the contract to requisition and purchase order transactions:

Auto Default check box for procurement contracts

If you deselect the Auto Default check box, the system does not provide default values in this contract to requisitions or purchase orders. When a contract is defaulted to a transaction, the system validates the contract and updates released amounts and quantities, creates a contract event, and updates the transaction with contract information.

Enhanced Contract Search: To assist buyers and requesters in finding the most appropriate contract for their transactions, PeopleSoft Purchasing 9.1 provides a Contract Search button for lines on the Requisition and Purchase Order maintenance pages. When you click this button, you access the Contract Search page as shown in this example:

Contract Search page

You use this page to find a contract and to use its prices to populate requisition and purchase order values. The page for requisitions and purchase orders is similar.

The system automatically applies the contract price to the requisition or purchase order. You can search for individual contracts by contract ID or limit your search to only those contracts for a specific contract process option. The system searches for active, effective contracts based on the search criteria that you enter. It displays the results with the most recent contract first.

Chunking and High-Performance Search Capabilities: Chunking is the process whereby the system places a small subset of transaction lines in a buffer. To improve the performance, the Installation Option page has been updated to include a grid in which you define the maximum number of lines to return for searches for a number of Purchasing transactions. The next example shows the update:

Installation Options page with the Max Rows to Retrieve For grid

When the system implements the values that you enter, the number of lines that appear for a transaction is limited to the numbers that you enter in this grid. During the search, the system selects that number of rows to display, but provides a warning message to the user if more than that number of rows are retrieved in the search. For example, sample data delivered with PeopleSoft Purchasing sets chunking at the maximum rows in contracts to 50.

Price Adjustment Template: PeopleSoft Purchasing 9.1 introduces an easier price adjustment tool. You use the new template to apply template adjustment to all open items, line items, or category items in your contract. This example illustrates the new link on the Contract page:

Order Contract Options grid containing the Price Adjustment Template link

When you click the Price Adjustment Template link, the system accesses the Template Price Adjustments page as shown in this example:

Contract Price Template page

You use the page to define a set of standard price adjustment that you can copy to the contract line item, open item, and category levels. Price adjustment templates are available for contracts with Purchase Order, General, and Release-to-Single PO Only processing options. The contract must be in an Open status to make updates to the template and you must be in Correct History mode to make changes.

You use the Price Adjustments section to define conditions for price adjustments including the effective date and calculation rules. You use price rules to set pricing criteria and define the adjustment method, restrictions, and details. The system processes these values according to how you define the calculation method.

You use the Copy Template Actions grid to copy the values that you enter for the header price adjustment template to the open item, category, and line levels for this contract. When you click the Copy Template button, the system validates that you can apply the rules and adjustments to the selected open item, categories, and contract line items. You can select any or all of the check boxes.

The system records changes that are applied using the template in the open item, line item, or category price-adjustment change history.

Default Contract Process and Display Options: To provide users with a more accurate contract process option for Release 9.1, PeopleSoft Purchasing provides user preferences that enable administrators to specify which contract process option the user should use and whether to initially display sections collapsed or in open format in the contract.

This example shows the Contract Process page in User Preferences that you use to set the default values:

Contract Process page

You use this page to set the display option for each section on the Contract page, such as the Header Information and Category Lines sections. Valid field values are Open and Collapsed.

Separate Contract Releases from the Contract Transaction: To support this change for Release 9.1, the Contract page was updated to remove the Create Releases and Review Releases tabs. A new link to release information is available as shown in this example:

Contract page

When you click the Contract Release link, the system displays a page with the Create Releases and Review Releases tab. You use the tabs to process releases as with previous PeopleSoft Purchasing releases.

Date and Threshold Enhancements: The Thresholds & Notifications page was updated in PeopleSoft Purchasing 9.1 to include notifications for contract approvals and renewals, as shown in this example:

Date Notification section on the Thresholds & Notifications page

The Renewal Date and Approval Due Date fields appear as default values from the Contract page. If the contract is in an Open status, enter the renewal or approval due dates on this page and the system updates the dates on the Contract page. Use the Notify Days Before Renewal and Notify Days Before Approval fields to define the number of days that you want the system to notify users before a contract should be renewed or approved.

Based on the values that you define, the system determines and displays the notification dates. When a contract reaches the notification date, the system notifies defined users through workflow or email that the contract needs to be renewed or approved.

Purchase Order as Source Transaction for Supplier Contract Management

While it may be preferable to use the transactional procurement contract component as the source of all transactional contracts, some customers prefer to use the purchase order for the transactional execution of an authored contract document. Using authored contract documents against purchase orders is ideal when you require formal contract negotiations, but are using purchase orders instead of the procurement contract capabilities of the system.

Purchasing Release 9.1 introduces integration with PeopleSoft Supplier Contract Management 9.1. Enhancements to the purchase orders include:

- The ability to author a PO-based contract document including binding into purchase order information to fill in the blanks for the contract and ensuring the correct content for the authored document. All of the full life-cycle tracking capabilities of an authored document are also available for purchase order documents, such as collaboration, document approvals, and digital signatures.

- The ability to tie in request for contract capabilities to contracts that are PO based similar to the Release 9.0 Request for Contract flow that exists between purchasing requisitions and the procurement contract source transaction flow. This flow enables the capture of responses from requisition users in a wizard format that can be used later for contract document authoring.

- The tie in of additional features such as Document Import and PO authored document Copy functionality with PO-based authored contracts.

- Supply-side access to purchase orders based on authored contracts.

New Functionality

To expand the use of contract documents that are available using PeopleSoft Supplier Contract Management, PeopleSoft Purchasing 9.1, provides authored document capabilities for purchase orders. Supplier Contract Management works in conjunction with the transactional contract element functionality in PeopleSoft Purchasing, buy-side events in PeopleSoft Strategic Sourcing, and requisition request-related documents in PeopleSoft eProcurement to assist an organization in obtaining goods and services at reduced contract prices.

The system accomplishes purchase order documents by linking Microsoft Word-based authored contracts to the source transactional elements. You can author contract documents using the purchase order transaction as the source to link and bind information into authored contracts.

The purchase order authored document update includes a new installation option that enables transactional sources. This example shows the two source transactions that are available:

PeopleSoft Supplier Contract Management Installation Option page

Select the Purchase Order check box to make the Create Document button available on the Purchase Order page. The button appears in the upper right corner of the next example:

Purchase Order page with the Create Document button

To create a contract document based on purchase order transactional information, you click the Create Document button. The system then navigates to the PeopleSoft Supplier Contract 9.1 Create Document page where you can define authored document attributes for the contract, as shown in this example:

Create Document page for use with purchase orders

The purchase order information appears as a default value for the document creation. Depending on the system configuration, you can invoke a wizard to navigate through a series of questions that will capture information pertinent to completing authored document content and filling in data values.

After creating the document, the PeopleSoft Purchasing system provides the Document Attributes section on the Purchase Order page, as shown in this example:

Maintain Purchase Order				
Purchase Order				
Business Unit:	US001		PO Status:	Approved ✖
PO ID:	0000000205			
Copy From:	▢ ▾		☐ Hold From Further Processing	
▾ Document Attributes				
Status:	Draft	Version: 0.00		Maintain Document

Purchase Order page with the Maintain Document button

You click the Maintain Document button to access and maintain the document and its attributes on PeopleSoft Supplier Contract Management 9.1 pages.

After creating the purchase order document, you can access the document to perform a variety of collaboration, approval, and signature tasks and to review and update attributes associated with the document. This example shows how a purchase order document header appears:

Document Management				Return to Document Search
Business Unit:	US001	PO ID:	0000000205	
Vendor:	Plant Insulation Company			
Document Type:	Purchase Order Document			
Description:	0000000205			
Administrator:	Kenneth Schumacher			
Sponsor:		Department:		
Version:	0.00	Created On:	07/05/09 2:05PM	Document Details
Status:	Draft	Last Modified On:	07/05/09 2:04PM	

View and Edit Options:	Review and Approval:	Other Document Actions:
View Document	Route Internally	Send to Contacts
Edit Document	Preview Approval	Refresh Document
Add Attachments/Related Documents	Submit for Approval	Recreate Document
Document Modification Summary	Bypass Approvals	Compare Documents
Document Version History	Internal Contacts/Signers	Deactivate Document
	External Contacts/Signers	Generation Log
	Document View Access	

Document Management page for a purchase order document

Using the page, you can add attachments and related documents, view document history and modification summaries, and refresh or re-create the document to update it for changes to the purchase order. You can also perform other document-related tasks. You can route the authored document for internal or external collaboration and prepare it for signatures so that you capture digital signatures from users online.

The system supports full life-cycle contract document tracking, including initial execution and dispatch of the authored document. It also supports creating subsequent contract document amendments which can be created in coordination with or independent of change orders made to the transactional purchase order as needed.

Note: Authored documents are designed to support a more formal contract document with embedded terms and conditions and are not intended to be a replacement for the purchase order dispatch document in terms of layout and detailed dispatch calculations.

Approval Framework

You may already be leveraging the Approval Framework (formerly known as Approval Workflow Engine) for PeopleSoft eProcurement, PeopleSoft Expenses, and other applications throughout PeopleSoft Supply Chain Management, Financials, and Human Capital Management. With the Approval Framework, setup and administration over approval setup, rules, and routings are maintained within the same setup pages across PeopleSoft applications. Standardizing approvals throughout your business processes helps lower information technology costs.

With PeopleSoft Purchasing Release 9.1, we have leveraged the robust and flexible Approval Framework throughout the Procure to Pay business process, including purchasing requisitions and purchase orders. The Approval Framework can be easily configured by business and functional users, thereby reducing information technology and training costs. The Approval Workflow Engine (AWE) originated in PeopleSoft eProcurement and beginning with Release 8.9 was incorporated into PeopleTools so that other applications could uptake the Approval Framework. Business unit managers can either leverage the Approval Framework for their purchasing requisitions and purchase orders or continue to use PeopleTools Virtual Approval.

A few of the features available with the Approval Framework for Purchasing requisitions and purchase orders include:

- Email-based approvals (including Microsoft Outlook and Lotus Notes) without logging into the application.

- Line-level approvals for requisitions, allowing approved lines to be sourced when other lines are pending or denied.

- Approval routings based on commodity, amount, department and so on.

- Full visibility into approval routings.

- Approval workbench with mass approval capability.

- Notifications and delegations.

New Functionality

Release 9.1 PeopleSoft Purchasing provides two types of workflows. The first is the standard PeopleTools Workflow Technology (Virtual Approval) that has been used in previous releases to approve transactions and generate workflow notifications.

The second is a new PeopleSoft Approval Framework. You will use this method to approve requisition and purchasing transactions. The framework requires fewer technical skills than the PeopleTools technology. For example, all of the steps in the Approval Framework are defined by means of PeopleSoft pages rather than the underlying PeopleSoft PeopleCode, so functional users can design and maintain workflow using these online PeopleSoft pages without technical developers having to create workflow rules. In addition, the Approval Framework enables you to approve transactions at the line level and use several additional approval features.

PeopleSoft Purchasing Release 9.1 enables you to approve requisition and purchase orders using the Approval Framework. Most of the work is already done for you and is delivered with your PeopleSoft system. You activate the workflow and adjust the approval setup to identify individual user profiles and user lists, approvers and dynamic roles, templates, and servers.

Included in the setup of the Approval Framework are definitions of transaction registries, approval processes and transactions, approval monitors, and the creation of ad hoc notification templates and change templates.

You activate the framework for requisitions and purchase orders at the business unit level. This example shows the Req Change Options page for defining requisition approvals:

Req Change Options page

To approve requisitions in PeopleSoft Purchasing, you can choose one of two workflow methods; the Approval Workflow Engine or the Virtual Approver.

You use the Approval Framework Control group box to enable the Approval Framework for approving requisitions at the header level, line level, or both. You select the Workflow Approval Required check box to indicate that you want to use the Approval Framework for requisition approvals. When you select this check box, you initiate the framework and end the use of Virtual Approval. Any current pending requisition transactions will finish the approval process using the Virtual Approver. From this action forward, the system uses the Approval Framework for new requisitions.

After initiating the Approval Framework, you cannot activate Virtual Approver again. You can select the Resubmit Workflow for Quantity or Price Decrease check box to indicate that requisitions require re-approval after a quantity or price decreases.

You use the Virtual Approver Control group box to select settings for approving purchase orders using the Virtual Approver feature. Selecting the Req Amount Approval Needed or Req ChartField Approval Needed check box forces requisition transactions to flow through the approval process before continuing through the purchasing life cycle.

You use the PO Change Options page to define approvals for purchase orders. The page is similar to the requisition setup page and appears in this example:

PO Change Options page

You use the Buyer Accepted POA Source (buyer accepted purchase order acknowledgements source) field to automatically approve change order requests that are generated by online purchase order acknowledgements (POAs) that a supplier enters directly into the system. This check box is selected by default. To use this option, the installation must include PeopleSoft eSupplier Connection.

The All Other Sources check box enables the system to automatically approve change order requests that are generated by other change order sources such as the Close Backorders process, PeopleSoft Supply Planning, PeopleSoft Order Management (direct shipment), PeopleSoft eProcurement (change requests), and PeopleSoft Manufacturing.

The Workflow Approval Not Required group box only appears when you select to use the Approval Framework for purchase order approvals. You define the purchase order input sources that do not require approval by selecting the Not Required check box for the row.

After the Approval Framework is in place and when a purchase order or requisition is created, you begin to use the Approval Framework. The system automatically applies approval information based on the framework settings.

Using the Approval Framework for requisition and purchase orders, you can:

- Approve entire requisitions or purchase orders at the header level or the line level.

- Deny the approval at the header level or for individual lines.

- Push back an approval to return the transaction to the previous approval step.

- Add or remove ad hoc approvers or reviewers.

- Review the details of the approval using online XMLP printable reports.

- Make comments about the approval.

- Approve a changed requisition or purchase order.

- Perform mass approvals.

- Approve or deny requisitions and purchase orders using email.

- Make self approvals.

- Assign alternate approvers.

To review approvals, you click the View Approvals link on requisition or purchase order pages. The button is available when you select to approve requisitions or purchase orders using the Approval Framework. The next example shows the View Approvals link as it appears on the Requisition page:
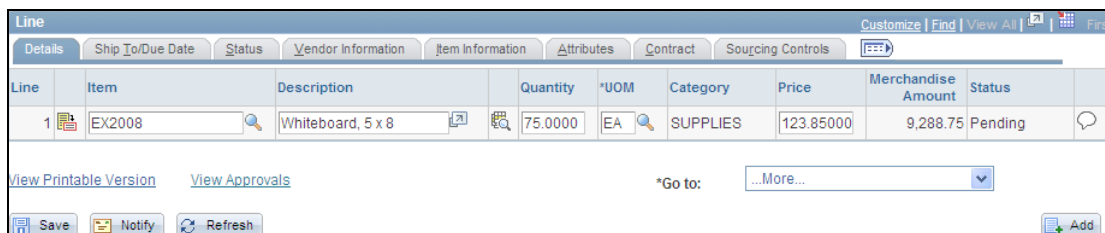
Requisition page with the View Approvals link

When you click the View Approvals link, you can review who will approve the purchase order or requisition. This example shows the requisition View Approvals page for header approvals in PeopleSoft Purchasing 9.1:

View Approvals for a requisition

Along with viewing basic requisition information, this page provides a graphical flow of the approval for each approval stage and path. You are able to insert approvers and reviewers. For example, if you want input from an inventory analyst, you can add the analyst as an approver. This action only applies to the approval instance in which the addition occurs and does not affect the underlying process definition used for other requests.

To insert ad hoc approvers and reviewers, click the plus + symbol for a pending requisition. In the example Chris Baker was added as an ad hoc approver. You also can use this page to remove any ad hoc approvers or reviewers that you added and to initiate a new approval path.

The next example shows how the View Approvals page appears for PeopleSoft Purchasing Release 9.1 purchase order approvals:

View Approvals

Business Unit:	US006				

PO ID: 0000000006   View Printable Version   PO Status: Pend Appr

PO Total: 3,700.00 USD   PO Date: 07/09/2009

Vendor ID: SCM0000002 CAMPER'S WAREHOUSE   Budget Status: Not Chk'd

Buyer: VP1   Justification:

PO Reference: *No justification entered by buyer.*

Edit PO

▼ Review Lines

Line Details   Customize | Find | View All | First ◄ 1-2 of 2 ► Last

Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Currency
☐	1	Long Sleeve Biking Jersey, Men's	100.0000	EA	20.00000	2,000.00	USD
☐	2	Long Sleeve T-Shirt, Mens	100.0000	EA	17.00000	1,700.00	USD

☐ Select All / De-select All   View Lines Details

▼ Review / Edit Approvers

Line Level

─ **Line 1:Pending**   ⊕ View/Hide Comments
Long Sleeve Biking Jersey, Men's   ➕ Start New Path

Line Amount > $500.00

Pending   **Not Routed**
🕐 Michael Buhler   → ➕ →   Susan Young   → ➕
Supervisor by UserID   Supervisor by UserID

▷ Comment History

View Approvals page for purchase orders

For purchase orders you can view the purchase order details and a graphical flow for approvals. You use the Review Lines group box to select a purchase order line to view. Click the View Lines Details link to review an online purchase order report. This report shows the layout of the printed version. The purchase order opens in a second window and can be printed as shown in this example:

Purchase Order

Page: 1 of 1

US006 OREGON OPERATIONS
123 Main Street
Portland OR 97201
United States

Pending Approval/Approved			Print
Purchase Order	Date	Revision	
US006-0000000004	2009-07-09		
Payment Terms	Freight Terms	Ship Via	
Net 30	Destinatn	Common	
Buyer	Phone	Currency	
Kenneth Schumacher	5555555555	USD	

Vendor: 0000000045   Ship To: 144 North Street   Attention: Not Specified   Bill To: 123 Main Street
Robert Half   New York NY 10168   Portland OR 97201
101 Main St   United States   United States
San Francisco CA 93821
United States

Tax Exempt? N   Tax Exempt ID: Replenishment Option: Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	Long Sleeve T-Shirt, Mens		100.00	EA	17.00		07/19/2009

DIST: 1

Chartfields

status	Percentage	PO Qty	Amount
Open	100.0000	100.0000	1700.000

GLUnit	Account	Dept	Product
US006	131000	11000	ALLPRD

Details/Tax

BaseAmt	BaseCurrency	Currency	Location	Consigned
1700.000	USD	USD	US001	N

Schedule Total	1700.00
Item Total 10002	1700.00
Total PO Amount	1700.00

Purchase Order review details

Using the View Approvals page, you can review the approval history. When you save a requisition or purchase order, the system automatically routes the approval to the first approver and sets the status to Pending.

Upon receiving an approval, approvers can access a listing of their requisitions or purchase order approvals and then open individual requisitions or purchase orders to take approval actions or mark multiple pending approvals for an approval action. This example illustrates the Approve Purchase Orders page with multiple purchase orders awaiting review:

Approve Purchase Orders page for approvers

To approve individual requisitions or purchase orders or lines, change the Approval Status field from Pending to Approve. You click the Expand button in the Purchase Orders group box to view details about individual lines for approval. To approve all purchase orders shown in the search results, use the mass approval feature by selecting Mark All.

In addition to using the Approve Purchase Order page, you can use the Purchase Order Approval page to manage purchase order approvals. The Purchase Order Approval page displays a single purchase order. You can select one or more lines from the purchase order that are pending approval. You can only approve lines that are pending approval. This example shows the page with the Review/Edit Approvers group box collapsed:

Purchase Order Approval page for approvers

The Purchase Order Approval page enables you to view the approval flow for the purchase order lines and header. Using the Setup Process Definition component to define approval definition processes you can define the routing of an approval. This definition is made up of the stages, paths, steps, and criteria that build a workflow.

You can review and approve requisitions and purchase orders at the line level or the header level. Click the Review/Edit Approvers Expand button to view the approval flow for the approval as shown in this example:

Review / Edit Approvers group box for purchase order line and header approvals

You can define an approval process definition with different stages for different types of approval. Within a stage, the system processes paths in parallel. As in the previous example, with multiple approvers, the system sends the approval to both approvers at the same time.

After an approver approves a purchase order, and submits it, it is routed to the next approver. The system updates the graphical flow with different colors to illustrate that one approver has completed the approval as shown in this example:

Purchase Order Approval page with line approvals

The previous example shows that the first approver approved the purchase order and that the approval is pending for the next approver. At this point, the next approver can add ad hoc approvers and start a new path.

After a purchase order line is approved by at least one person, the next approver can push back the purchase order line to have the previous approver reconsider the approval. To pushback a purchase order line, you use either the Approve Purchase Orders page or the Purchase Order Approval page.

Through the Approval Framework process, the system tracks all aspects of approvals. After the final approver submits the final line for approval, the system updates the purchase order or requisition status to Approved if there are no other approval requirements.

Core Purchasing Enhancements

With PeopleSoft Purchasing Release 9.1, we continue to incorporate Fusion technology within the applications. PO Dispatch using XML Publisher enables you to easily configure the layout of dispatched purchase orders to meet the needs of the organization and its suppliers. Before Release 9.1, you made these cosmetic-only changes using a customization to the underlying dispatch program. In PeopleSoft Purchasing Release 9.1, you can use the new XML Publisher in conjunction with the new Application Engine process, or continue to use the POPO005.sqr report for dispatching purchase orders.

Release 9.1 provides the capability to affix the correct signature to dispatched purchase orders. The Buyer PO Dispatch signature file feature enables buyers to automatically append their signature to purchase orders.

Organizations occasionally track and record trade-in information on purchase orders when requesting a new or replacement item. Support for trade-ins is enhanced in Purchasing Release 9.1 by enabling users to enter a negative amount line in requisitions. The negative line and amount automatically flow through to a purchase order.

The configurable purchase order and requisition change tracking provides organizations the flexibility to control which fields, when changed on the transaction, are tracked. This ensures audit compliance within the organization. Release 9.1 also tracks changes One Time Ship-To change tracking records for all location detail changes within requisitions and purchase orders.

PeopleSoft Purchasing streamlines the PO Sourcing process by enabling requisitions to be sourced automatically to purchase orders. Buyers only need to review the purchase orders in the Sourcing Workbench if there are errors. Otherwise, the system creates the purchase orders and continues the sourcing process. In Purchasing Release 9.1, further streamlining of the PO Sourcing process is provided by tools that make it easier and faster for buyers to manage exceptions and errors in the Sourcing Workbench. Buyers can now select to recycle or purge multiple transactions at one time. To further streamline PO Sourcing, budget checking and PO Dispatch have been added as an option on the PO Sourcing run control. The PO Dispatch option is available if you use the new PO XMLP Dispatch.

Spend analytics is one of the highest priority objectives for chief procurement officers. However, to have useful analytics, data needs to be accurate. PeopleSoft improvements help users easily update procurement data to correctly reflect real-life situations. With close short processing, open purchase orders can easily be identified and quantities can be reduced to match the amount received. Buyers can use the new Close Short Workbench to identify the purchase orders for which they want the quantity to be reduced to the received quantity. Alternatively, the Receiving Putaway process can automatically close short those purchase orders for which you selected to close short at the time of the purchase order or receipt creation. The Close Short Workbench also enables users to adjust the Close Under Quantity % value for their purchase orders. The close short enhancements will result in more accurate data and minimized liability.

Buyers and receiving personnel rely on their respective documentation to identify the person requesting the goods or service. Prior to Release 9.1, the Attention To and Requisition Name fields were available in PeopleSoft eProcurement. In Release 9.1, we make this information available on the purchasing requisition as well. The Attention To value will flow through to the PeopleSoft purchase order and receipt, so the receiver is able to easily identify the final recipient for the order.

PeopleSoft Purchasing Release 9.1 leverages the new PeopleSoft Strategic Sourcing Line Groupings enhancement within the procurement contract and the purchase order. In PeopleSoft Strategic Sourcing Release 9.1, we enabled event creators to purchase a group of lines from one vendor, specify what the groups are, and have the system treat each group as a unit for bidding purposes. Likewise, sometimes a buyer does not group lines on event creation, but a supplier proposes a group because, in doing so the supplier can offer the buyer a better deal.

When Price List Load transmissions are received, sometimes vendors do not send in the PeopleSoft System item ID. In many cases they send in their own vendor item ID, or catalog number, such as a UPC or UID number. In PeopleSoft Purchasing Release 9.1, we introduce the capability of the Price List Load (EDI 832) data mapping to recognize alternate item keys other than a PeopleSoft system item ID for mapping to existing items within the item master. Other item keys include vendor item ID, manufacturer item ID, and UPN numbers.

We improved the Group Purchasing Organization (GPO) Item Selection page in Release 9.1 by standardizing the interface and by giving users the ability to apply an item category to many rows at once. Expanded selection criteria enables users to filter criteria based on the manufacturer item ID as well as an individual IDs or range of item IDs. Users have more flexibility in narrowing the list of items they receive from a GPO.

In PeopleSoft Purchasing Release 9.1, we incorporated several enhancements to more closely enforce rules for adjusting purchase orders to help prevent matching or invoicing errors. We provide buyers with the ability to edit the due date on a PO schedule if a return to vendor (RTV) for replacement exists for the purchase order schedule. This helps to accurately capture the due date for the replacement item.

New Functionality

This section describes the new PeopleSoft Purchasing 9.1 functions that support Release 9.1 core Purchasing enhancements.

Purchase Order Dispatch Using XML Publisher: For Release 9.1, purchase order dispatch is available using Oracle XML Publisher through PeopleSoft Purchasing and eProcurement. This functionality provides a seamless interface and consistent reporting format between Purchasing and eProcurement dispatches. You can print, email, or fax the report as an attachment.

To enable the use of Oracle XML Publisher, select the Enable XML Publisher check box on the Purchasing Installation Options page as shown in this example:
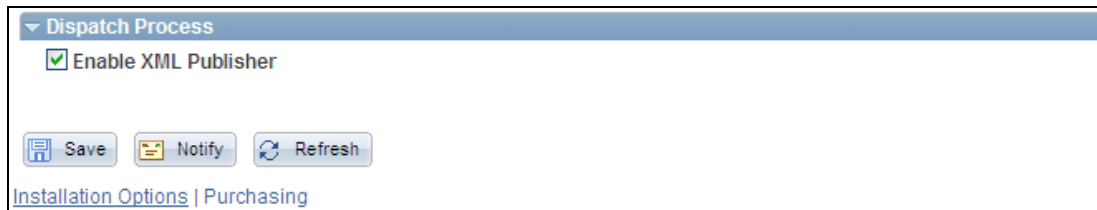
Purchasing Installation Options page to enable XML Publisher

Select the check box to use Oracle's XML Publisher to format and print purchase orders during the dispatch process. The Enable XML Publisher check box affects the dispatch processes within PeopleSoft Purchasing. If this check box is not selected, then the system uses SQR to format and print purchase orders.

When you dispatch purchase orders, the Template ID field is available for XML Publishing on the Dispatch POs page as shown in the next example:

Dispatch POs page

If the Template ID field on this page is blank, then the system uses the default template on the XML Publisher Report Definition page in the Reporting Tools component. The Template ID field appears only if you selected the Enable XML Publisher check box for Purchasing in the installation options.

Close Short Processing: The Close Short job enables you to close short both stockless and nonstockless line items on a purchase order. For PeopleSoft Purchasing 9.1, the close short functionality is available for any line on the purchase order. In addition, the system enables close short to be initiated at receipt time.

This example shows the Close Short All Lines button that is available on purchase orders:

Close Short All Lines button

Closing a line short enables you to close future receiving for purchase order lines. When you select to close a purchase order line short and the close short processing requirements are met, the system reduces the quantity on the schedules for the purchase order line to the quantity already received.

This example shows the new Close Short Workbench, which is part of the 9.1 Close Short feature:

PO Close Short Workbench page

The Close Short Workbench provides a way to review purchase orders and determine whether outstanding purchase order lines should be set to close short. Using the PO Close Short Workbench, you can run both the PO_CLSSHORT AE process and the PO_POCHNG AE process so that the purchase order is updated to reflect the Close Short processing.

Carry Over from eProcurement: New for PeopleSoft Purchasing in Release 9.1 are the Requisition Name and Attention To fields for Purchasing requisitions. These fields identify PeopleSoft eProcurement-related fields that have been carried onto the requisition, purchase order, and receipt transactions in PeopleSoft Purchasing. This example shows the Attention To field that is now available for 9.1:

Maintain Requisitions Schedule page

The Attention To field displays the person to whom or the place to where the services or goods for this requisition should be delivered. Attention to information is derived from PeopleSoft eProcurement requisitions for use with Purchasing requisitions.

Line Groupings: With PeopleSoft Purchasing Release 9.1 line groupings, buyers can use PeopleSoft Strategic Sourcing to obtain better pricing for items. For example, a buyer might want to buy a computer, mouse, monitor, and printer as a unit. In this case, the buyer creates four line items, but makes each item part of a group. The system applies the lowest price regardless of whether the item is ordered as a standalone item or as part of the group.

A new Line Groupings tab is available for Purchasing contracts. The tab provides information about line groups that you can copy to a contract or that exist for a contract. This example shows the new tab:

Contract page Line Groups tab

When a PeopleSoft Strategic Sourcing event is awarded to a contract, the system establishes a line grouping reference for the contract line. You can also create the line grouping manually by selecting a single or multiple contract lines to add to a new group. After creating a line group, you can add items to the line group or remove items from the group. When you select items against which to perform a line group action, the Add Selected Lines to New Group field appears. Using this field, you can select the type of action that you want to perform for the contract's line items.

Group Purchasing Organization Item Selection: You use GPO contract pricing to negotiate contracts by group purchasing organizations on behalf of an organization. As part of PeopleSoft Purchasing Release 9.1, the Group Purchasing Organization feature was moved to the Purchasing menu. Also, to make the update of existing item records easier, alternate item keys that can be recognized by the 832 Price Load process were added.

The GPO Item Selection page was standardized to enable the application of an item category code to multiple items at once. The page appears in this example:

GPO Item Selection page

You use the Sel column or Select All link to select items to which you want to apply the category code you select in the Category field. Item ID, Manufacturer Item ID, and Description also are available as selection criteria. You use the Approve button to set the selected lines to Approved in the GPO_ITM_EC table.

We added a Current Price column for the Price tab. If this item/vendor combination already exists, then this field is populated with the current item vendor price for the UOM, providing you a quick comparison of the price change.

Commitment Control Enhancements

For organizations using PeopleSoft Commitment Control, PeopleSoft Purchasing Release 9.1 provides visibility to remaining encumbrance balances on purchase orders and requisition accounting entry pages. Encumbrance balances appear at the header and distribution line level for both purchase orders and requisitions transaction and inquiry pages. Quick access to remaining balances improves the user experience for organizations using PeopleSoft Commitment Control.

For PeopleSoft Purchasing customers that use Commitment Control, Release 9.1 provides an option to check whether a budget exists for an order before the amount is committed to the pre-encumbrance or encumbrance. The Budget Processor has a new processing option to Pre-Check the budget, without reserving funds. This option is available on the requisition and purchase order pages. The statuses of Provisionally Valid or Error on the transaction pages indicate whether a budget is available. This option enables users to validate their documents in work in progress mode without affecting budget balances.

With Release 9.1 we improved the visibility of received, voucher, and matched amounts for purchase orders. We added the PO total merchandise amount, total received amount, total vouchered amount, and total matched amount to the PO Activity Summary page.

The Requisition and Purchase Order Reconciliation Workbenches were renamed Requester's Workbench and Buyer's Workbench respectively, to reflect the fact that users can do more than simply reconcile transactions using the workbenches. Users can also review, perform simple approvals, dispatch, and now, starting in Release 9.1, organizations that use Commitment Control can also budget check selected transactions in the Requester's and Buyer's Workbenches.

New Functionality

This section describes functions that support updates made for commitment control in PeopleSoft Purchasing 9.1.

To enable budget checking without reserving funds for Release 9.1, the Commitment Control Budget Processor has a new processing option that checks a budget without reserving funds. When performing the check only, the Budget Processor performs budget checking and editing as before, but it does not commit changes to the ledger or other records. The new Enable Check without Reserve section appears in this example:

Commitment Control page

To establish budget checking without reserve for PeopleSoft Purchasing, you click the Purchasing check box in the Enable Budget Pre-check section. A new button is available on a number of Purchasing pages including requisition and purchase order pages. This new Budget Pre-Check button, shown on the right in the bottom row of buttons in this example, enables you to validate documents in work-in-progress mode without affecting budget balances:

Budget Pre-Check button on the Purchase Order page

Click the Budget Pre-Check button to perform a pre-budget check against the Budget Journal. This button is visible only if the Commitment Control check box and the Enable Budget Pre-Check for Purchasing check box are selected for PeopleSoft Purchasing. This button is not visible if the budget status is Valid.

To support remaining encumbrance balances in Release 9.1, the system was updated in numerous areas to provide pre-encumbrance and encumbrance balance details. The updates:

- Provide visibility to pre-encumbrance and encumbrance balances for requisitions and purchase order accounting entry pages.

- Add the remaining encumbrance balances to account entry inquiries.

- Improve visibility to received, vouchered, and matched amounts for purchase orders at the header level and on the PO activity summary.

- Provide budget checking functionality from the purchasing and requisition workbenches.

For Release 9.1 pre-encumbrance values were added to a variety of pages including those for requisitions, purchase orders, workbenches, and inquiries. The next example illustrates how the new Pre-Encumbrance Balance and Pre-Encumbered Base Balance columns look on the requisition Distribution page:

Maintain Requisitions - Distribution page

The system displays the Pre-Encumbrance Balance field only when commitment control is selected and the document was budget checked at least once. When you generate a requisition, a pre-encumbrance is created in budget records by the budget-checking process.

If the pre-encumbrance balance is greater than zero, the system enables the inquiry link. If the pre-encumbrance balance is less than zero, the link is not available. Pre-encumbrance balances are updated each time you budget check the requisition.

Drilling down into the pre-encumbrance amounts provides access to the PO Accounting Entries Inquiry, where you can view the details that make up the amount.

As part of commitment control updates for PeopleSoft Purchasing 9.1, the Reconciliation Workbench was renamed to Requester's Workbench as shown in this example:

Requester's Workbench page

You click the Budget Check button to initiate the Commitment Control Budget Processor process for the selected requisitions. This button is available if commitment control is enabled for PeopleSoft Purchasing. When you click the button, the Processing Results page appears where you can review the selected requisitions and select to proceed with processing for the requisitions.

For Release 9.1, the Purchase Order Reconciliation Workbench was updated to the Buyer's Workbench. The next example shows the new page:

Buyer's Workbench page

As with the Requester's Workbench, when you click the Budget Check button, the system initiates the Commitment Control Budget Processor process for the selected purchase orders.

If a purchase order has an authored contract document created through PeopleSoft Supplier Contract Management associated to it, certain changes here could affect the authored document. You should contact the contract specialist or the buyer in case they need to update the document.

Receiving Enhancements

Serial IDs can be assigned on the Receipt Putaway page for inventory related transactions, on the receipt manufacturing page for subcontract related last operation transactions, on the receipt device tracking page for device tracked items, and on the receipt asset management page for asset related receipt lines. Prior to Release 9.1, only when entering asset related serial IDs were edits performed for duplicate IDs. For PeopleSoft Release 9.1, we provide similar edits within receiving on serial IDs assigned to inventory related, subcontract related, and receipt device tracking transactions.

Lot IDs can be assigned on the Receipt Putaway page for inventory related transactions, on the receipt manufacturing page for subcontract related last operation transactions, and on the receipt device tracking page for device tracked items. Prior to Release 9.1, in the case of the receipt manufacturing page, a lot ID prompt was only available for assigning existing inventory Lot IDs to the receipt of the subcontract's last operation. In Release 9.1 we provide similar prompts for lot IDs for inventory related receipts. This enhancement is especially valuable when an inventory business unit does not allow the automatic adding of new Lots.

Prior to Release 9.1, when a purchase order was received the date used for the currency exchange rate was the purchase order header date. For non-PO receipts, the receipt header date is used for the currency exchange rate date. This works well for some customers performing currency conversion. Others need the receipt date to be used for the currency exchange rate date for PO receipts as well as non-PO receipts. Release 9.1 enables you to set business units options to use either the Receipt Date value or the PO Date value when creating receipts.

Prior to Release 9.1, only one Pro number could be assigned to each receipt line, even though multiple Pro numbers could be assigned to a return to vendor line. With Release 9.1, receiving users have the ability to assign multiple Pro numbers on receipt lines for multiple boxes being received for each line.

Prior to Release 9.1, on the receipt line details pages (add/update and inquiry) the receipt quantity displays in the various pertinent units of measure. In addition, the receipt line amount and the purchase order schedule amount display. In Release 9.1, we improved the visibility into additional information for quick reference. This removes the need to drill down to the details. The additional information displayed includes the purchase order schedule quantity, total receipt quantity, purchase order schedule open quantity, total receipt amount, and purchase order schedule open amount.

Release 9.1 also provides the ability to view and access comment attachments on the receiving and return to vendor inquiry pages, saving users from having to drill down to the transactional component.

PeopleSoft Purchasing return to vendor processing requires a multi-step approach, incorporating both online and batch processes, to perform several of the key procurement business functions. In Release 9.1, we streamlined the RTV Express and Fulfillment processing for inventory-related transactions. This helps customers execute tasks more efficiently, reduces the number of failure points in the process, and provides more real time access to data. Users can automatically issue (if the RTV disposition is Ship) or automatically adjust (if the RTV Disposition is Destroy) inventory when creating a return to vendor. This provides an inventory reduction option for customers with simplified return to vendor procedures and does not require multiple steps by the user.

New Functionality

In PeopleSoft Purchasing 9.1, you can enter the tracking number assigned to a shipment in which the material arrived. This progressive number appears by default from the receipt header as shown in this example:

Receiving page: Optional Input tab

If multiple progressive numbers exist for this receipt line, then you cannot change the value in the field. Click the Multiple Pros link to access the Maintain Receipts-PRO Numbers for Line page where you can change the numbers. This example shows the page:

Maintain Receipts-PRO Numbers for Line page

You can enter a starting value for progressive numbers. The system assigns this value to the progressive number row that you specify in the Start Row field. When you click the Apply button, the system applies the values that you define to the rows in the Pro Numbers grid box.

The Business Unit Option page has been updated to support streamlined vendor returns in PeopleSoft Purchasing 9.1. The RTV Dispatch Option, RTV Inventory Ship Option, RTV Inventory Destroy Option, and Notify Inventory Manager fields have been added as they appear in this example:

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Business Unit Options page

You use the RTV Inventory Ship Option field to select the value that you want to use as this business unit's default value for the Inventory Process field on the RTV line. Values include:

- Manual to indicate that the RTV ship transaction must be completed manually.

- Express to use the RTV express option to process purchasing and inventory data collection transactions at the same time.

- Fulfillment to set the user's preference to perform Inventory fulfillment processing for RTV transactions.

You use the Notify Inventory Manager check box to notify the inventory manager that goods are ready to be shipped back to the vendor. The system generates an email notification to the manager when the Disposition field is set to Ship or Destroy Inventory RTVs and the Inventory Process is Manual.

User preferences were updated for procurement users. You define user preference options for RTV Streamline processing on the Procurement - Receiver Setup page. This example shows the updated RTV user preferences for the page:

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Receiver Setup page

You use the Return To Vendor page to define the Inventory process by which you want to process a return to vendor item. This example illustrates how the Source Information tab appears on the page with the Inventory Process field:

Return to Vendor page

You select the inventory process by which you want to issue or adjust inventory for a RTV line. Inventory process values include:

- Manual - You can either use the Inventory Express Issue component to issue inventory returns that are being shipped to the vendor or the Inventory Adjustment component to adjust balances for inventory returns that are to be destroyed.

- Express – You can perform RTV Streamline processing for this RTV line. When you use express processing, the system initiates the PeopleSoft Inventory issue (automatic issue) or adjustment (automatic adjustment) when you create data-collection transactions.

- Fulfillment - You can perform RTV fulfillment processing for this RTV line. This enables you to stage RTV fulfillment processing requests for the PeopleSoft Inventory functionality to process and deplete return quantities. When you use fulfillment processing, the system creates and saves a material stock request transaction in Inventory when you dispatch the RTV.

- Re-Send - You can send this transaction to PeopleSoft Inventory again. This value is only available when the Inventory status value is Processing.

PO Rollover Enhancements

With PeopleSoft Release 9.1, we included several PO Rollover enhancements to streamline the year-end budget rollover process for organizations that use Commitment Control.

When determining which purchase orders to roll, users requested the ability to select based on the existence or lack of existence of particular ChartField range or list. For example users might want to include only those purchase orders where the department ChartField falls within a specified range, or they may want to exclude purchase orders where the project ChartField is populated. In Purchasing Release 9.1, we provide extended PO Rollover selection criteria that include the use of operation qualifiers and range of values to enhance flexibility.

Because of the complexity of the purchase order and its interdependence with PeopleSoft Payables, Receiving and Commitment Control, many business rules exist that require that the purchase order be in a pristine state before being eligible to roll. Purchase orders that are not pristine, when selected into the Purchase Order Workbench, are identified as not qualified, and the user can drill down to identify the reason. Identifying the exceptions so that they can be resolved across a large data set is an arduous task. As a solution, in Release 9.1 we provide a new PO Rollover Exception Report that you can use to manage the list of exceptions.

When users are in the PO Rollover Workbench, they can identify any purchase orders that they do not want to roll, and they can filter these purchase orders out in future iterations of the POROLLVIEW process. A new Hold from Roll action is available for the workbench. A new Hold from Roll check box on the PO Rollover Workbench filters these purchase orders from the PO Rollover process.

New Functionality

Purchase order rollovers occur when you make mass updates that enable you to extend the accounting life cycle of purchase orders to match the operational life cycle. For PeopleSoft Purchasing 9.1 the PO Rollover feature was updated to hold purchase orders from rollover. This example shows the selections that you make to hold purchase orders from rolling over:

Request PO Roll View partial page

The Request PO Roll View page enables you to limit the information contained in a data set. You use the page to define selection criteria for the PO_POROLLVW process. Along with limiting basic information, such as a business unit, a buyer, or a purchase order, you can limit the data set to ChartField values. For example, you can limit the data set to a specific ChartField or a range of ChartFields.

You use the Hold from Rollover check box to hold the selected purchase orders from rolling over when you know that the order requires additional work. For purchase orders to be eligible to set to Hold from Rollover, they should be in a roll status of None or Pending. You can also use the Exception Report grid to indicate that you want to run the PO Rollover Exceptions report and to define the sort method for the report.

As part of the PO Rollover Workbench, another enhancement for Release 9.1 is that you can identify purchase orders that will not be rolled so that you can filter these out in future iterations of the POROLLVIEW process. The next example shows the Hold From Rollover button:

PO Rollover Workbench page

You click the Hold From Rollover button to hold the selected purchase orders from rolling over. Purchase orders eligible to be set to Hold From Rollover should be have a roll status of None or Pending. After you click the button, the system places the selected purchase orders in a Hold status.

In addition to the Hold From Rollover button, the workbench displays the encumbrance balance when commitment control is installed. When you create a purchase order, commitment control liquidates the pre-encumbrance balance from the requisition and establishes an outstanding encumbrance for the purchase order.

Click the PY Encum Open button to keep the prior year remaining encumbrances open for the selected purchase orders. Click the PY Encum Close button to close the prior year remaining encumbrances for the selected purchase orders.

Also as part of PeopleSoft Purchasing 9.1, you can run the PO Rollover Exceptions report. The next example shows the Non Qualified PO Listing page used to create the report:

Non Qualified PO Listing page

This report provides the nonqualified purchase orders and their associated documents. To populate the tables that produce the report, you need to run the PO Rollover View process to create a data set on which to run the report. The report is also available as an XML Publisher report.

You can sort the PO Rollover Exceptions report by exception type. Exception types are the kinds of errors that prevent purchase orders from rolling over. An example of an exception type is when a budget status on the purchase order is not valid.

Global Enhancements

To address Missing Trader Intra-Community (MTIC) Fund Fraud, HM Revenue and Customs (HMRC) in the United Kingdom is introducing the Reverse Charge VAT procedure on specified categories of goods being traded between businesses. Under this procedure, the purchaser of the goods, rather than the seller, is liable to account for the VAT on the sale. The supplier does not charge VAT but has to specify on the sales invoice that the reverse charge applies and state the amount of VAT that would have been accounted for.

If the purchaser has correctly accounted for the VAT under the reverse charge procedure, she retains the right to input tax recovery, subject to the normal VAT rules. PeopleSoft Purchasing 9.1 introduces a VAT Reverse Charge setting on requisitions, purchase orders, vendor rebates, and procurement cards that enables the system to recognize those transactions to which the new rules apply.

New Functionality

For Release 9.1, when a country requires the use of the domestic reverse charge provision, you can select to indicate that the goods on transaction lines associated with the VAT driver are domestic reverse charge goods. The Domestic Reverse Charge fields only appear on Purchasing 9.1 pages after you define the settings that are appropriate for the VAT country and item VAT defaults.

This example shows the Apply Domestic Reverse Charge check box that you use to define VAT country options:

VAT Country Options page

You use the Vat Defaults Setup page in the Common Definitions setup component to define that a reverse charge is applicable for an item. The new field appears in this example:

VAT Defaults Setup page (1 of 2)

VAT Defaults Setup page (2 of 2)

In PeopleSoft Purchasing 9.1, for procurement transactions, VAT defaults set the VAT Treatment Domestic Reverse Charge Goods, Record Output VAT settings on the VAT Information for Schedule page. This enables the VAT amount for the reverse charge goods to be self-assessed. The next examples show the page:

Maintain Purchase Order

VAT Information for Schedule 1

Unit:	GBR01	Vendor:	BLUESTONE-001
PO ID:	NEXT	Item:	10002 Long Sleeve T-Shirt
Line:	1		
Sched:	1	Status:	Active
VAT Entity:	GBR01V		

Return To Schedules Page

[Expand All Sections]   [Collapse All Sections]

▼ **Physical Nature**

Physical Nature: Goods

▼ **VAT Locations**

Ship From Country:	GBR 🔍	Ship From State:	🔍
Ship to Country:	GBR	Ship to State:	

VAT Defaults

▼ **VAT Registrations**

Reporting Country:	GBR 🔍	Defaulting State:	🔍
Vendor Registration Country:	GBR 🔍	Vendor Registration ID:	GB 679371976
Exception Type:	None ▼	Certificate ID:	

▼ **VAT Controls**

Calculate at Gross or Net:	Net ▼	☐ Include Freight
☐ Recalculate at Payment		☐ Include Miscellaneous
Declaration Point:	Invoice ▼	☑ Domestic Reverse Charge Goods
Rounding Rule:	Nat Rnd ▼	
Use Type:	TAX 🔍	

VAT Information for Schedule page (1 of 2)

▼ **VAT Treatments**

Treatment: Domestic Reverse Chrg Pur ▼

▼ **VAT Details**

Applicability:	Taxable ▼	
VAT Code:	UK1 🔍	☑ Record Output VAT
Tax Rate:	17.5000	
Transaction Type:	URCG 🔍	

▼ **Adjust/Reset VAT Defaults**

[Adjust Affected VAT Defaults] ⓘ   Click this button if you want the system to adjust the VAT Defaults on this page affected by changes you have made to this page. All changes you have made to VAT Defaults that affect other VAT Defaults will be retained.

*Levels: [This and all lower levels ▼]   [Reset All VAT Defaults]   Click this button if you want the system to reset all the VAT Defaults. All changes you have made to VAT Defaults will be lost.

VAT Information for Schedule page (2 of 2)

The next example illustrates the VAT Details for Distribution page where you can view VAT details for a distribution line:

VAT Details for Distribution page

In addition to the recovery percentage and amount that appears on the VAT Details for Distribution page, the page also indicates that the Domestic Reverse Charge Purchase treatment has been applied.

ChartField Security

The PeopleSoft Release 9.1 ChartField security enhancement provides a flexible mechanism for configuring and maintaining data level security. ChartField security restricts user access to online transactions containing unauthorized ChartField values, access to accounting data containing unauthorized ChartField values in the inquiry components, and access to unauthorized ChartField values during data entry. ChartField security restricts user access to sensitive or unauthorized transactions. Security is based on the selection of two ChartFields of your choice by which to control access to transactions. Users can select Project ID as one of the two ChartFields.

ChartField security is available for PeopleSoft Purchasing transactional and inquiry pages. Organizations can enable ChartField security for pages where data entry security is critical but allow open access to other features. For example, you may want to allow an administrative assistant to enter requisitions for several departments but only have access to their own department's spending.

New Functionality

To facilitate ChartField Security functionality in Release 9.1, we deliver PeopleSoft Purchasing with components that are already set up for use with ChartField security. You can deactivate the settings, modify the settings, or add security for components. PeopleSoft Purchasing 9.1 enables you to secure specific accounts to prevent unauthorized users from viewing or editing financial information.

You setup ChartField security using the Set Up Financials/Supply Chain component. The selections that you make on the Security Options page determine the ChartField security method, secured fields, and records. The example shows the ChartField Security Options page:

Security Options page

You use the Products tab to include the Purchase product for ChartField security. You can define ChartField security for PeopleSoft Purchasing inquiry and transaction pages.

The system provides a basic message when a user attempts to access a page or component for which they don't have authority. Message content is based on the type of security that is applied to a ChartField. For Release 9.1, the PeopleSoft Purchasing actions for which ChartField security is available include:

- Contract entry and release.

- Purchase order entry, inquiries, and workbench.

- Requisition entry, inquiries, and workbench.

- Distributions maintenance.

- Receipts.

Services Procurement 9.1

PeopleSoft Enterprise Services Procurement provides control and oversight over both resource-based and deliverables-based services. Resource-based services consist of standard contingent labor reporting time against an agreed-to rate. Deliverables-based services are requests for a project or assignment rather than for an individual person to perform a project. Deliverables-based services are typically paid on a milestone basis as different components of the project are delivered.

Multi-Resource Services

As the market for services procurement becomes more sophisticated, the need for managing more types of services becomes greater. To better manage complex work in PeopleSoft Services Procurement, Release 9.1 introduces a new type of service method to manage multi-resource services. This new service method combines the capabilities of the existing resource and deliverable service methods, providing a hierarchical relationship between a fixed-amount, parent-level service and multiple resource services at a child level.

New capabilities allow multiple unique service providers to be sourced to individual work orders, filling all the required services for a multiple assignment engagement. These multiple unique service providers report time against individual work orders for maximum tracking and visibility, but all consumption is subject to the overall amount designated at the parent level for maximum control.

For example, your organization is working on a small IT development project that requires three service providers for a total cost of 100,000 USD. Within PeopleSoft Services Procurement, you can request, source, and invoice the three services providers against one not-to-exceed amount of 100,000 USD. This capability gives organizations a way to easily track and report time, expenses, and performance of all service providers against one overall total.

PeopleSoft Services Procurement Release 9.1 provides enhancements across the business process to support multi-resource services. This includes fiscal approval for both requisitions and work orders based on the top-line fixed-price amount, separate approval of each individual chosen to fill a child work order, and the completion of logistical tasks at both the parent and unique service provider level.

New Functionality

In PeopleSoft Services Procurement Release 9.1, multiresource services support a grouping of multiple unique services and service providers for Services Procurement transactions. Each service represents a part of the overall multi-resource service. The overall amount for a service or set of services is independent of the number of service providers associated with the service.

In previous releases, Services Procurement provided resource-based and deliverable-based service methods. For Release 9.1, a new multi-service method is provided that you can use to create a service type for a more complex type of transaction. When you create a service type, the new value is available in the Service Method field as shown in this example:

Service Types page with the new Multi Resource service type

Setup requirements for multiresource services include defining suppliers as multi-resource suppliers. This example illustrates how you define suppliers for use with the Release 9.1 multi-resource feature:

Services Supplier Info page

You select the Multi Resource Supplier check box to indicate that this supplier is included for multi-resource transactions. These transactions support multiple, unique services and service providers for Services Procurement.

Also, as part of the setup, you can define default values for use with multi-resource services. You use the Service (Project Role) Setup component to access the Assign Individual Services to Multi-Resource Service page shown in this example:

Assign Individual Services to Multi-Resource Service page

The header information on this page displays the multi-resource service type and service. The system uses information that you define as default values when you create requisitions and work orders. You can associate only resource-based service type/services to multi-resource service types/services.

Multi-resource requisition lines support multiple unique services and service providers for PeopleSoft Services Procurement 9.1 transactions. The overall agreed upon amount for a service or set of services is independent of the number of service providers associated with the service. This example illustrates how you select the Multi Resource service method for use with a requisition:

Create Requisition page with new Multi Resource service method selected (1 of 2)

Create Requisition page with new Multi Resource service method selected (2 of 2)

You use this page to define information for individual services related to a multi-resource service requisition or work order. The services identified here are automatically associated to a transaction for the specified multi-resource service. When you add individual services to the Create Requisition page, the system displays the Individual Services Information grid.

As part of the multi-resource enhancement updates, the Manage Sourcing functionality has been updated to provide a single page that becomes the central location for accessing and maintaining sourcing information for both requisitions and work orders. When you initially access the page, the system displays the Manage Requisition Sourcing tab. You select the Manage Work Order Sourcing tab to view and access work orders for child services associated to a multi-resource service after the parent service has been filled. You can enter search criteria to limit the search results as illustrated in this example:

Manage Sourcing page for requisitions

The combination of the requisition and work order sourcing in PeopleSoft Services Procurement 9.1 enables you to better manage the maintenance and sourcing of requisitions and work orders. The previous example and the next example show the Service Method column with the new multi-resource requisition and work order:

Manage Work Order Sourcing page

In addition to updating work order management and sourcing, Release 9.1 also provides a new Service Summary tab on the work order for use with multi-resource work orders. When you create a top-line, multi-resource work order, you can access the lower-level service information by selecting the Service Summary tab. Header information on the Service Summary page provides basic details about the work order as shown in this example:

Service Summary page

You click the Add New Service button to access the Identify Work Order Services page where you can add a lower-level service. The Associated Individual Services grid displays the lower-level work orders and enables the sourcing process on lower-level service work orders before you release the top-line work order. The Related Work Orders grid provides information about work orders in which multi-resource service positions were filled.

Bid assessment and submittal have also been updated for Release 9.1 to include multi-resource requisition and work order bidding processes. You use the Submit Bid and Multi Resource Submit Bid pages to submit bids that meet requisition and work order requirements. The Multi Resource Submit Bid page is shown next:

Multi Resource Submit Bid page

You use this page to view individual services associated with a parent work order. If the work order was created from a requisition, the page displays the requisition with a top-line fixed amount for labor and expense. The individual work order services have been sourced to fill the requisition. You access the Submit Bid page by clicking the Submit Another Bid button. You use that page to submit a bid for an individual service on a work order.

Enhanced Requisition Change Requests

Requester requirements can change frequently and they need the capability to manage changes in an easy and effective manner. To do so requesters need to be able to track requisition changes in the system, have the changes go through the appropriate approvals, and capture the reason for the changes.

In PeopleSoft Services Procurement Release 9.1, the new requisition change tracking functionality enables you to capture and track all header, line, and distribution changes made to Services Procurement requisitions. Change tracking begins after the requisition is approved. Requesters and managers can view the audit trail of requisition changes at any time. Users can view the changes that were made, when the changes were made, and who made the changes.

Organizations have another option for capturing the reason for a change by using the change reason enhancement that leverages reason types for change tracking. As with existing reason types, it's now possible to optionally include free-form comments by the user. You can configure reason codes by business unit to set them to be required, optional, or not used. Capturing a change reason enables you to quickly identify on change history inquiries why a change was needed. Common uses for analyzing change reasons include determining frequency of rate changes, determining whether a change should be approved, identifying the most common types of changes, and so on.

PeopleSoft Services Procurement Release 9.1 provides organizations the flexibility to control which fields, when changed in a requisition, trigger re-approval. Organizations can determine which header, line, and distribution fields initiate PeopleSoft Approval Framework for re-approval when they are changed. For example, re-approval may be necessary for rate changes, but not required for changes to competencies.

New Functionality

To support change tracking, PeopleSoft Services Procurement Release 9.1 provides a change template. You use the Change Template page to define fields against which you want to track changes. You can define change templates for requisitions, purchase orders, and contracts using the same template component. This example shows e requisition type template:

Change Template

Template:	STANDARD		Type:	Requisition
*Description:	Standard		Short Description:	Standard
Copy Template:		🔍		

Record   Find | View 1   First ◄ 1-4 of 4 ► Last
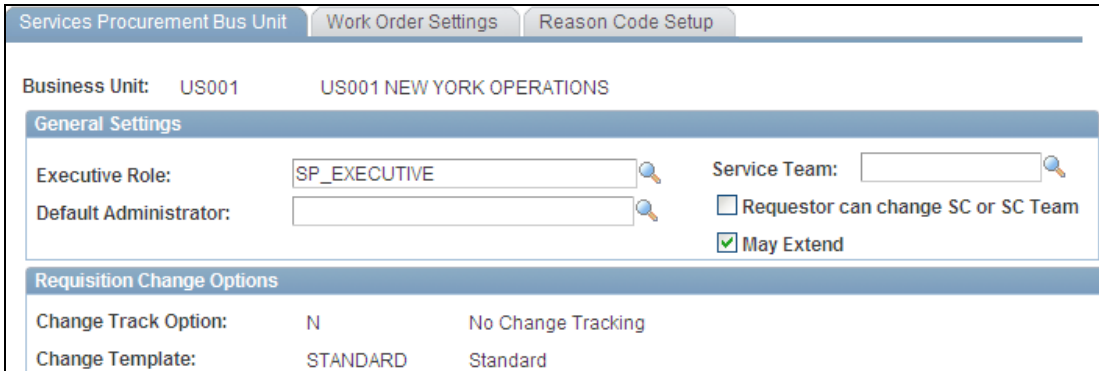
| *Record: | REQ_HDR | 🔍 | Description: | Requisition Header | ➕ ➖ |

Record Fields   Customize | Find | View All | 📄 | ▦   First ◄ 1-10 of 13 ► Last

Track Change	Reapprove	Update PO	Field Name	Description	*Label Type
☐	☐	☐	ACCOUNTING_DT	Accounting Date	Rec Long ▼
☐	☐	☐	BUDGET_HDR_STATUS	Budget Checking Header Status	Rec Long ▼
☑	☐	☐	BUDGET_HDR_STS_NP	Budget Ch'k Hdr Sts NonProrate	Rec Long ▼
☑	☐	☐	BUDGET_HDR_STS_PR	Budget Ch'k Hdr Sts Prorated	Rec Long ▼
☐	☐	☐	CC_SECURITY_ID	Procurement Card Number	Rec Long ▼
☑	☐	☐	CURRENCY_CD	Currency Code	Rec Long ▼
☐	☐	☐	HOLD_STATUS	Hold From Further Processing	Rec Long ▼
☐	☐	☐	ORIGIN	Origin	Rec Long ▼
☐	☐	☐	POST_DOC	Post Document	Rec Long ▼
☑	☐	☐	REQUESTOR_ID	Requester	Rec Long ▼

Change Template page

You use this page to select records and fields within the record to track for each type of template. Depending on the template type that you select, the system makes the appropriate records available for selection.

You can control change tracking for requisitions for a PeopleSoft Services Procurement business unit by setting the Change Track Option field as shown in this example:

Services Procurement Bus Unit page with requisition change option

When both PeopleSoft eProcurement and Services Procurement are installed, the settings on this page are based on the eProcurement set up. In this example, the change fields that appear in the Requisition Change Options grid are display-only fields. You can edit them using the eProcurement Business Unit page. If the system you are using does not have PeopleSoft eProcurement installed, you can edit the change fields using this page.

Requisition change options are available to indicate when the system should begin tracking changes include:

- When the requisition is approved.

- When the budget check is in a Valid status.

- When the requisition is sourced.

- Not to use change tracking.

When making changes to requisitions, you can also define reasons for the change. You use reason codes to track why requesters, service coordinators, approvers, and service coordinators perform certain actions. Reason types correspond to transaction actions and reason codes indicate the reasons given for the action. You can add a reason code that provides more specific reasons for performing an action.

You can assign a default change request reason code for requisition change requests. You use the Reason Code Setup page shown in this example to define default reason codes and to indicate if they are required:

Reason Code Setup page (1 of 2)

You use the page to define the use of reason codes at the business unit level. This includes making the code required when you use the associated reason type and requiring comments when a negative transaction occurs.

The new reason type appears on the Services Procurement Business Unit Reason Code Setup tab. To define a default code, click the Change Reason Code link at the bottom of the page to access the Purchasing Options page. This example shows the new link on the PeopleSoft Services Procurement Reason Code Setup page:

Reason Code Setup page (2 of 2)

After clicking the link, you can click the Change Reason Codes link to access the PeopleSoft Purchasing Procurement Change Reason Codes page. Use that page to select a change reason type and a default change reason code for the type. Then make the combination available for use with PeopleSoft Services Procurement.

As part of tracking changes, PeopleSoft Services Procurement 9.1 provides a history of changes that have been made to requisitions. A new Change Tracking History option has been added to the General Setup menu for easy access to the requisition change history. You can also access the history when viewing a requisition with tracked changes.

Release 9.1 provides requisition change history for header, line, and distribution levels. This example shows the change history of an expanded requisition line:

Requisition Change Tracking History page

The history shows all the changes tracked for the service requisition information sections including header changes, line changes, distribution changes, competencies, bid factors, and preferred supplier changes.

Expanded Use of Approval Framework

PeopleSoft Services Procurement enforces the policies required to maintain effective and cost efficient services procurement. One key mechanism is the robust, highly scalable and flexible Approval Framework which enables an organization to define and enforce approvals rules based on your organizational model and the types of services requested. This enables you to strike a balance between improved controls and streamlined processes.

Approval workflows vary widely by customer, business unit, transaction value, and so on. They are sensitive to role changes, have many exceptions to the norm and, in general, vary widely from one request to the next. Prior to Release 9.1, the Approval Workflow Engine (AWE) was available for the PeopleSoft Services Procurement requisition and work order transactions. In Release 9.1, we expanded approval workflow functionality to time, expenses, and progress logs.

The system provides a centralized way of approving and denying these documents and also provides flexibility in the way approval and denials are routed. You can easily see a graphical representation of workflow for all of these transactions. Approvers can graphically display and view the approval workflow for a transaction. For the convenience of approvers, one central mass approval page provides approvers, who use the PeopleSoft Approval Framework, access to all pending transactions waiting for their approval.

For organizations using line-level approval, in Release 9.1 we introduce the capability to deny a line and have only one line be rerouted for approvals, and not force the entire header to be rerouted.

In PeopleSoft Services Procurement Release 9.1, we provide approvers the capability to approve any of the transactions based on the Approval Framework directly within email (including Microsoft Outlook and Lotus Notes attachments) without logging into the application. Email-based approvals significantly improve the user experience and save time while continuing to enforce approvals.

New Functionality

PeopleSoft Services Procurement Release 9.1 expands the use of the PeopleSoft Approval Workflow Framework. You can now use this method to approve timesheet, progress log, and expense transactions. In addition to the requisitions and work orders, the Approval Framework enables you to approve transactions at the line level and use several additional approval features such as adding ad hoc approvers.

The Approval Framework is delivered with your PeopleSoft system. You need to activate the approval workflow and adjust the approval setup to identify individual user profiles and user lists, approvers and dynamic roles, templates, and servers. The framework setup includes the definition of transaction registries, approval processes and transactions, approval monitors, and the creation of ad hoc notification templates and change templates.

To support the Approval Framework feature, PeopleSoft Services Procurement 9.1 provides business unit settings for implementing the Approval Framework. The next example shows how the page appears:
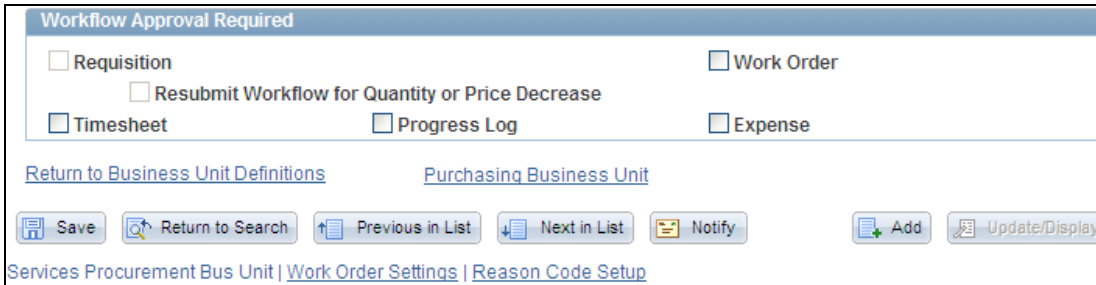
Services Procurement Bus Unit page with Approval Framework check boxes

When the PeopleSoft eProcurement application is installed, the Requisition check box setting for Services Procurement is determined by the eProcurement setting. If eProcurement is not installed, then you can change the values of the Requisition and the Resubmit Workflow for Quantity or Price Decreases check boxes. You select the corresponding check box for those transactions that you want to approve through the Approval Framework.

For each transaction, a set of buttons is available for reviewing the Approval Framework. The next example shows the buttons and links that you can use to submit a timesheet for approval and to preview its approvals:

Review Timesheet page with Approval Framework options

Before you submit a transaction, you can preview the approval routings using the Preview Timesheet Approver(s) link. This example shows how the timesheet approval preview appears:

Approval Status page indicating a timesheet not routed for approval

When you click a submittal button, such as the Submit Timesheet button for timesheets, the system sends the transaction to the first approver and sets the transaction approval status to Pending. This example shows a pending approval timesheet:

Pending timesheet approval for Yolanda Sanchez

When the approver accesses an approval, the system provides details about the transaction along with approval options. This example shows a time line approval options for approvers:

Time line approval options

After the initial approver approves the timesheet, the system updates the graphical representation for the approval as shown in the next example:

Approved timesheet for Yolanda Sanchez

When an approver denies the approval of a transaction, the system also provides a confirmation to the user indicating that the approval was denied. The system uses graphics and colors to highlight the status of an approval for individual approvers. After a transaction is fully approved, it is removed from the reviewer's to do list whether or not it actually was reviewed.

The work order Approval Framework for PeopleSoft Services 9.1 provides a view of the Approval Monitor on the Approvals and Alerts tab of the Manage Work Orders page. You use the page to review and manage Approval Framework work order routings and to review approvers for timesheets, progress logs, and expenses. This example illustrates the Approval Framework routings:

Approvals and Alerts page

You use the Review/Edit Work Order Approver group box the same as other approval preview pages. You can insert approvers and start new paths for example. After making changes to approvals, you click the Save button to apply the updates.

Along with providing basic work order information, the Work Order Approval page enables you to approve, deny, or push back a parent or individual services work order during the workflow approval process. You use this page similarly to the way you use the Work Order parent approval page.

The Approval Framework is similar across all transactions and can include multiple approval paths, as shown in this timesheet approval example:

Timesheet approver preview page with multiple paths

You can define an approval process definition with different stages for different types of approval. Within a stage, the system processes paths in parallel. Therefore, as in the previous example, with multiple approvers, the system sends the approval to the first approver at the same time. After an approver has approved a transaction, and submits it, it is routed to the next approver. The system updates the graphical flow.

To illustrate the similarities in the Approval Framework feature, the next example shows how an approver reviews and approves an expense report for approval:

Services Expense Report Details page

Using this page, you review and adjust expenses along with approving or denying the expense. To view the workflow, you click the Preview Expense Approver(s) link.

The Approval Framework feature also enables you to send timesheets, progress logs, and expenses for approval using email.

Based on system definitions for the Approval Framework and email setup, you can provide approvers access directly within email without having them log into the application. The use of email approvals requires the setup of a number of elements within Enterprise Components Approvals. For example, the system provides the SP_EMAIL_TS_APPROVAL message that is used for timesheet email approvals.

In the Email Collaboration component, you can use the EMC Layout and EMC Form menu options to tailor the message for your organization's use. The message appears in this example:

Form Element Designer page for the timesheet approval message

Along with messages that define the email contents, you can setup Approval Framework components, such as the transaction registry, where email approvals have to be selected to implement the feature.

The Use Email Approvals check box appears in this example of setting up the progress log transaction registry:

Register Transactions page with Use Email Approvals check box

After you define the settings, the system routes progress logs for approval using email. Alternatively, when a provider reports time and submits time for approval for a business unit that uses email approvals, the approver receives an email. The next example shows a possible email format when header-level approvals are applicable to the timesheet:

Timesheet Approval email

Approvers use the Action field to select whether to approve or deny a timesheet. After the approver makes a selection, adds comments, and clicks the Submit button, the approval routing is sent to the next user in the workflow.

Improved Integration with HCM and Talent Acquisition Manager (TAM)

PeopleSoft Services Procurement integration with Human Capital Management (HCM) allows customers, with both Services Procurement and HCM, to use HCM as their system of record for all personnel, including contingent workers brought in to fill Services Procurement requisitions. Services Procurement integration with the Talent Acquisition Manager (TAM) application enables customers to take advantage of Services Procurement to search for contingent workers as an alternate source of filling job postings when an employee search is not successful. PeopleSoft Release 9.1 Services Procurement improves the integration when both HCM and TAM are used with Services Procurement by ensuring that information flows efficiently among all three products when tracking and sharing person and employee information.

Prior to Release 9.1, PeopleSoft Services Procurement communicated with PeopleSoft Talent Acquisition Manager and Human Resources Core separately. Beginning in Release 9.1, we provide a combined information flow whereby TAM initiates the request to HCM to obtain a person ID and employee record for the servicer provider after candidate information is received by TAM for a service request filled by Services Procurement. HCM then passes this information to both TAM and Services Procurement, keeping all three products synchronized. Services Procurement initiates the request to add assignments for service providers that already exist within Human Resources.

New Functionality

To support the integration of PeopleSoft HCM Human Resources and TAM with Services Procurement, Release 9.1 introduces two new messages. These messages enable you to use the same HCM person and employment record for all three applications.

One message (HCR_ADD_USER_PROFILE) passes hiring information from Services Procurement to Human Resources. This message goes through TAM. The second message (HCR_ADD_USER_PROFILE _ACK) provides an acknowledgement from Human Resources to Services Procurement. This message also goes through TAM and is a response to the completion of hiring.

User profile integration enables you to hire PeopleSoft Services Procurement service providers using the PeopleSoft Human Resources application through the TAM application. When Services Procurement receives a message about a contingent worker and applicant information from TAM, it now sends a new message through TAM to Human Resources to request the creation of a user profile for the newly hired person. Then, the system sends an acknowledgement message back to Services Procurement.

As in previous releases, you use the Services Procurement Installation Options page to indicate usage of integration to HCM features. This example shows the settings for integration with PeopleSoft HCM applications:

Services Procurement Installation Options page with HCM check boxes

The next example illustrates the information flow between PeopleSoft Services Procurement 9.1 and PeopleSoft HCM 9.1 applications:
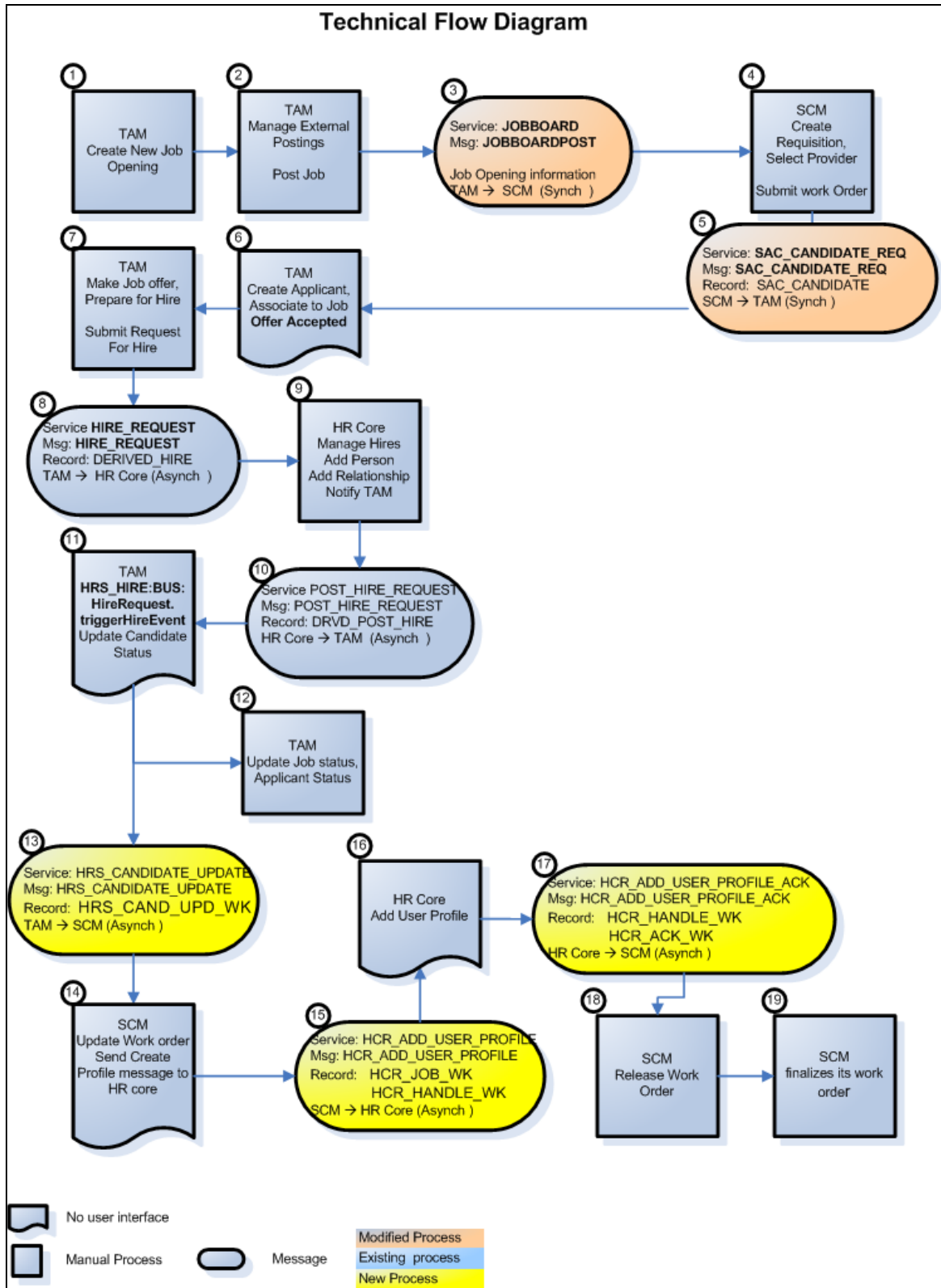
Technical flow of information among the three PeopleSoft applications

The previous example uses color coding to indicate existing, modified, and new processes for Release 9.1. Yellow indicates a new process.

Using enhanced integration between PeopleSoft Services Procurement 9.1 and the TAM application enables you to post job-related information to Services Procurement when you post a job from within PeopleSoft TAM. Highlights of the process include:

- When the system sends the candidate message from Services Procurement, it is processed in TAM and an applicant is created. The system then sends a notification to the job opening's recruiter to inform him that he can begin the Prepare for Hire process.

- When a PeopleSoft Services Procurement candidate is hired, the system sends the HRS_CANDIDATE_UPDATE message to Services Procurement that contains the employee ID, the employee record number, and a setting indicating to Services Procurement that the candidate was hired.

- When a Services Procurement candidate, who is not yet hired, is withdrawn, the system sends the HRS_CANDIDATE_UPDATE message to Services Procurement indicating that the candidate was withdrawn from hiring.

- If a candidate sent by PeopleSoft Services Procurement is already a TAM applicant, then Services Procurement sends the TAM applicant ID and employee ID along with the candidate message. This indicates to TAM that the candidate is an existing applicant.

Retract Submittal

Prior to Release 9.1, service provider contacts could withdraw a candidate only after a service coordinator responded to a submitted bid. Services Procurement Release 9.1 introduces the capability to retract submittals before a service coordinator responds. This eliminates the need to communicate outside of the system if a candidate becomes unavailable after submittal. This also eliminates the inefficiencies that may occur if service coordinators are spending time evaluating candidates who are no longer available to fill a position.

New Functionality

New in the bid process for PeopleSoft Services Procurement 9.1 is a Retract Bid button that enables suppliers to withdraw a bid before a service coordinator or requester responds to it.

To withdraw a bid, select the Retract Bid value in the Action field on the Supplier Bid Response page. This example shows the Action field:

Supplier Bid Response

▶ Work Order Requirements

Bid Information

Previous Bid Information

Service Provider:	Provider,Perry	Attach Resume
Supplier Location:	01	Main
Action:	0004	Fill Bid
Comments:		

▶ Rate Details

Current Bid Response

*Action: [   ] 🔍

▶ Rate Details

Supplier Bid Response page with Action field

When a supplier withdraws a bid before a service coordinator responds to it, the system issues warning messages to confirm that she wants to retract the bid submission and then sends an email to inform the service coordinator or service coordinator team. The system also sends an email to the requester if a service coordinator has forwarded the bid to the requester.

The withdrawn bid is removed from worklist entries and is not available in the service coordinator's or requester's inbox.

Service Provider Eligibility

At times, an enterprise might want to prevent selection of a particular service provider for new assignments. This situation may occur for many reasons. Perhaps performance on a previous assignment was unacceptable, and the customer wants to ensure that the individual is not considered for a new assignment. It could also occur as a result of background checks or other information obtained prior to accepting the service provider for an initial assignment.

While timesheet ratings and work order surveys can assist in tracking performance information for a service provider with previous assignments, service coordinators should be warned during the bidding and selection process if a potentially ineligible service provider is submitted. Such a warning is even more critical when the ineligible service provider is submitted by a different supplier. In this case, a different user ID can be used and any existing bad timesheet ratings or survey results associated with the other user ID might not be recognized as being for the same person.

To address these issues, PeopleSoft Services Procurement Release 9.1 provides a mechanism to identify service providers who should not be used on any future assignments. Service provider identifiers provide a mechanism for uniquely identifying an individual. The type of information that will be tracked is completely up to each organization to determine. Some examples of identifiers that could be used are passport number, driver's license number, or Social Security number. When a candidate has similar identifying information to an ineligible provider, a potential match is recognized and the service coordinator must determine whether there is an actual match. Only if the match is recognized as an actual match, will the system prevent the service provider from selection.

New Functionality

To facilitate the use of service provider eligibility in PeopleSoft Services Procurement 9.1, a new check box, shown in the next example, was added to the Services Procurement Bus Unit page to indicate that eligibility tracking will be used for the business unit to determine service provider eligibility to fill requisitions and work orders:

Services Procurement Bus Unit page with the Track SP Eligibility check box

Selecting the Track SP Eligibility check box enables the system to place into operation service provider tracking mechanisms, such as vendor identifiers, bidding, and alerts. These new 9.1 features enable service coordinators to better determine when a provider may not be eligible to render a service.

For example, if a new provider has not yet completed the necessary background checks or a previously used provider has performed poorly on an assignment, then the enterprise can prevent the selection of that service provider for new assignments. The system uses global information that you define, such as Social Security numbers, passport numbers, and tax ID numbers, to determine specific identification for suppliers.

Along with tracking eligibility for service providers, the system also provides you reason codes that you can use when a service provider's eligibility status changes. The next example shows how a new candidate is entered into the system using the New Candidate page to define additional identifying information:

New Candidate

Candidate Information

*First Name: Frank

Middle Name: W.

*Last Name: Wilson

Email Address Type Business

Email Address frank.wilson@rodeo.com

Work Status US Citizen

Experience 4

☐ Travel

☐ Telecommute

Role: DBA   Database Administrator

▼ **Provider Competencies**   Customize | Find | 🗗 | ⊞ First ◄ 1-2 of 2 ► Last

	*Competency	Description	Proficiency	Experience		
1	0101	Analytical thinking	3-Good		+	−
2	0110	Ability to manage own time	4-Very Goo		+	−

Service Provider Eligibility   Customize | Find | View All | 🗗 | ⊞ First ◄ 1 of 1 ► Last

	Person ID	Country	Identifier (ID)	Value		
1					+	−

OK   Cancel

New Candidate page

You use the Service Provider Eligibility grid box to manage service provider details. This grid box is available for service provider identification information entry and validation when the Track SP Eligibility check box on the Services Procurement Bus Unit page is selected for the business unit that you are using. When a service provider contact submits a new candidate, the contact can optionally enter candidate information related to unique identifiers when submitting a candidate to fill requisitions or work orders.

If you implement eligible service provider functionality, any match or potential matches of the identifier ID against an ineligible service provider produces a system warning for administrators and service coordinators when the service provider is selected to fill an opening.

This example shows the new check box and the Service Provider Identifiers grid box added to the Maintain Service Provider page:

Maintain Service Provider page

You use this page to view service provider eligibility status and to access potential ineligible matches to the service provider. When the Eligible check box is deselected, the service provider is not eligible to fill assignments.

You click the Potential Ineligibility Match link to verify the service provider against known ineligible providers. The next example shows a page with potential ineligibility matches for a service provider:

Service Provider Eligibility Review page

You use this page to display a list of service providers that are identified as not currently eligible to fill work orders and that are a potential match to the specified service provider. The Ineligible Service Providers with Potential Matching Information group box displays possible matches.

Along with tracking eligibility for service providers, the system provides an option to require the use of reason codes when a service provider is marked as not eligible for assignment. The next example shows the options for using eligibility status reason codes:

Services Procurement Installation Options page

The Service Provider Eligibility Status Reason Codes field enables you to select how you want to apply the use of reason codes with eligibility status. You have the options to make the reason codes mandatory, optional, or not use them at all. You also can require comments for changes to eligibility status.

Also, as part of PeopleSoft Services Procurement 9.1 service provider eligibility tracking, the system also provides a history of a service provider's eligibility. The next example shows how the history appears:

Service Provider Eligibility History

Person ID: PAUL   Provider,Paul

	SetID	Vendor ID	Reason Code	Created By	Creation Date	Comment
1	SHARE	USA0000023		DAVIDMORGAN	01/04/08 2:21PM	
2	SHARE	USA0000023		DAVIDMORGAN	01/04/08 2:21PM	
3	SHARE	USA0000023	SUBSTANCE	DAVIDMORGAN	01/04/08 3:10PM	Reported to work under the influence

Service Provider Eligibility History page

The history includes the reason codes for the update to the provider's eligibility.

Timesheet Adjustment History

Introduced in PeopleSoft FSCM 9.1 Bundle #4. Included in FSCM 9.1 Feature Pack March 2011.

PeopleSoft Enterprise Services Procurement can maintain a history of adjustments made to a timesheet by approvers. One or many adjustments can be made to a timesheet subsequent to submittal by a provider. This enables the manager of an engagement (where a provider is working on assignment) to access a full history of changes to the timesheet.

New Functionality

The following example shows a timesheet being adjusted during review in the approval process:

Adjusting a timesheet during review/approval

A new View Timesheet Adjustments page is available for users to search on any adjustments made on previous timesheets. This page provides a history of all past adjustments:

View Timesheet Adjustments for Provider page

Hold Approvals for Timesheets, Progress Logs, and Expenses

Introduced in PeopleSoft FSCM 9.1 Bundle #4 and PeopleSoft FSCM 9.1 Bundle #6. Included in FSCM 9.1 Feature Pack March 2011.

When timesheets, progress logs, and expenses are submitted against PeopleSoft Services Procurement work orders, the transactions are routed via the Approval Workflow Framework for review and approval. As an extension of the expansion in Release 9.1 of approval workflow functionality to time, expenses, and progress logs, a new feature enables approvers to place a transaction on hold so that the approver can request additional information from the submitter prior to approval.

This is similar to existing functionality for requisitions, whereby users can place a requisition on hold so that the originating requester can provide additional details.

New Functionality

The following timesheet, progress log, and expenses approval pages each has a new Hold button, which enables the approver to place the transaction on hold so that the submitter can provide additional information. Based on receiving the additional information, the approver can release the hold and approve the transaction.

Approve Timesheet page

Progress Log Summary page

Services Expense Report page

The following example illustrates the Approval Workflow Framework update to the timesheet approval, which indicates that the approver has placed this timesheet on hold, pending further information:

Graphical approval path for timesheet approvals

SOA – Inbound Timesheets Integration

Introduced in PeopleSoft FSCM 9.1 Bundle #7. Included in FSCM 9.1 Feature Pack March 2011.

When on-site at a customer workplace, contractors sometimes need to record their time worked in two separate systems, which is inefficient and time-consuming. The customer often requires the contractor to enter time in their own time reporting system for tracking and payment purposes, and the services firm (supplier) that the contractor works for requires the contractor to enter his or her time so that they can pay the worker and capture information related to customer billings for services rendered.

PeopleSoft Services Procurement now can accept time data electronically from an external system (via a web service following HR-XML standards) so that the contingent worker can enter time in the supplier's system and have that system integrate the time data into Services Procurement, essentially feeding the customer's time entry database. When the worker enters his or her time into the supplier's internal system, the worker can get paid by the supplier. Feeding that data into Services Procurement enables the billing to take place.

The data that is integrated via the web service simulates a timesheet that is manually entered and submitted in Services Procurement and processed as usual for approvals (if Services Procurement is not set to auto-approve), history, editing, and so on. The data is validated against the configured business rules, and the system sends a response message to the external system for any invalid data, including rejections.

In addition, email notifications are sent to cover multiple scenarios that could occur in Services Procurement (once the data has been integrated), such as denied timesheets, adjustments, and so on. The integration also accepts resubmitted time data that was rejected previously, as well as any time information that was changed after submission and integration.

Work Order Logistical Tasks – Integration to Microsoft Outlook 2007

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

PeopleSoft Services Procurement can integrate tasks from a work order into the Microsoft Outlook 2007 task list, which eliminates the need for occasional users to sign in to the PeopleSoft system to review, update, or carry out their tasks. Four types of tasks are available: Pre-Approval, Post-Approval, Off-Board, and Terminate. These correspond to differing processes throughout the Services Procurement business process flow. For example, Post-Approval tasks include actions that need to be taken to onboard contingent workers who are about to start work on a project. This could include obtaining security access to the building, setting up a computer workstation and cubicle, running a background check, and so on.

Many of these tasks can be both unrelated to and handled outside of the PeopleSoft system, so the user does not need to sign in to the PeopleSoft system to complete them, other than to update the status of the task. With tasks being integrated into Microsoft Outlook, which many users would already be using on a daily basis, users can perform their work and update the tasks directly in Outlook and work more efficiently without having to access multiple systems.
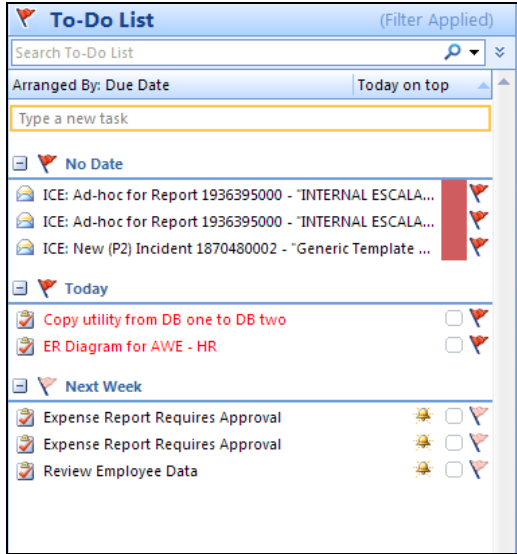
Microsoft Outlook tasks – To-Do List

From the standpoint of IT security exposure, the ability to reduce security administration needs in the PeopleSoft system by lowering the number of users accessing the system is compelling because many users can now manage their tasks exclusively in Microsoft Outlook. For example, service coordinators, as well as VMS (staffing companies) providing this service on behalf of customers, could keep track of the entire onboarding process within the PeopleSoft system, ensuring that their contingent workforce program is running as efficiently as possible.

New Functionality

The following functionality has been added for this feature.

Configuration of Desktop Integration for Microsoft Outlook 2007

The integration from PeopleSoft Services Procurement to Microsoft Outlook uses the Desktop Integration framework, a new feature from Enterprise Components (available to all PeopleSoft applications) in application release 9.1. Desktop Integration enables Microsoft Outlook 2007 applications to interact directly with PeopleSoft applications and allows data to be shared and manipulated in the familiar Outlook environment.

Configuration of the Desktop Integration framework entails establishing the transaction types to be integrated, as well as installation of a Microsoft Outlook plug-in to each user workstation, which facilitates the connection to the server and synchronizes the data.
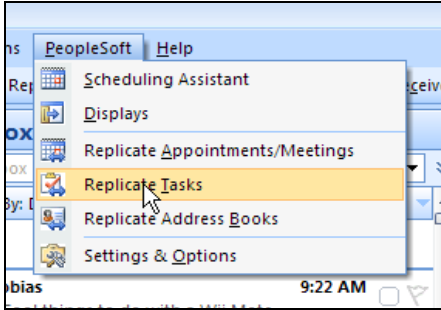
Microsoft Outlook plug-in for PeopleSoft Desktop Integration

Desktop Integration uses web services via the PeopleSoft Integration Broker, and in the case of PeopleSoft Services Procurement, queues and synchronizes work order tasks with Microsoft Outlook tasks.
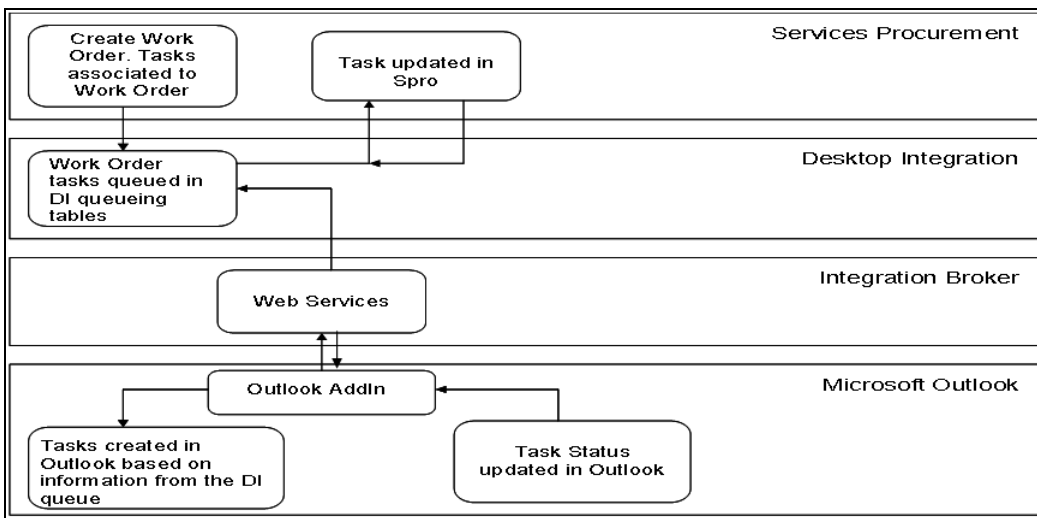
Services Procurement task integration processing flow

Work Order Task Integration Flow

The tasks stemming from a work order in PeopleSoft Services Procurement to create tasks in Microsoft Outlook follow this process flow:

- A work order is created in Services Procurement, which associates the required tasks with the work order.

- When the work order is saved, the Services Procurement task information is queued into the Desktop Integration staging tables for integration to Outlook.

- The Outlook plug-in checks the queue for new tasks, pulls the staged information from the queue, and creates the tasks in Outlook.

- The Outlook plug-in checks for local changes to Services Procurement tasks and synchronizes those changes in the Desktop Integration staging tables.

- The Desktop Integration framework calls the appropriate Services Procurement application class to update the appropriate tasks.

- The task status can be updated in Outlook or in Services Procurement, which is synchronized in the respective systems.

Four Types of Work Order Tasks

Four types of tasks are available for PeopleSoft Services Procurement: Pre-Approval, Post-Approval, Off-Board, and Terminate. When a work order is created and saved, the Pre-Approval tasks are queued in the Desktop Integration staging tables. After a work order is approved, the Post-Approval tasks are queued in the Desktop Integration staging tables.

Off-Board tasks are queued in the Desktop Integration queuing tables when the user clicks the Close or Cancel work order button. Terminate tasks are queued to the Desktop Integration staging tables when the user clicks the Terminate button and the work order status changes to Pending Terminate.

Within the work order, the user can manage his or her task checklist, or do so in Microsoft Outlook. The task statuses will match, and the user can update the status on either side. PeopleSoft Services Procurement does not allow task deletion; rather, tasks can be marked completed (and thus closed), while the task remains for historical purposes.

Task checklist for a work order

The possibility exists, however, that a task might be deleted in Microsoft Outlook. In that case, the Deleted in Outlook check box is selected (see the preceding sample page), and if the task is not yet complete, the user can still update or complete the task in PeopleSoft Services Procurement.
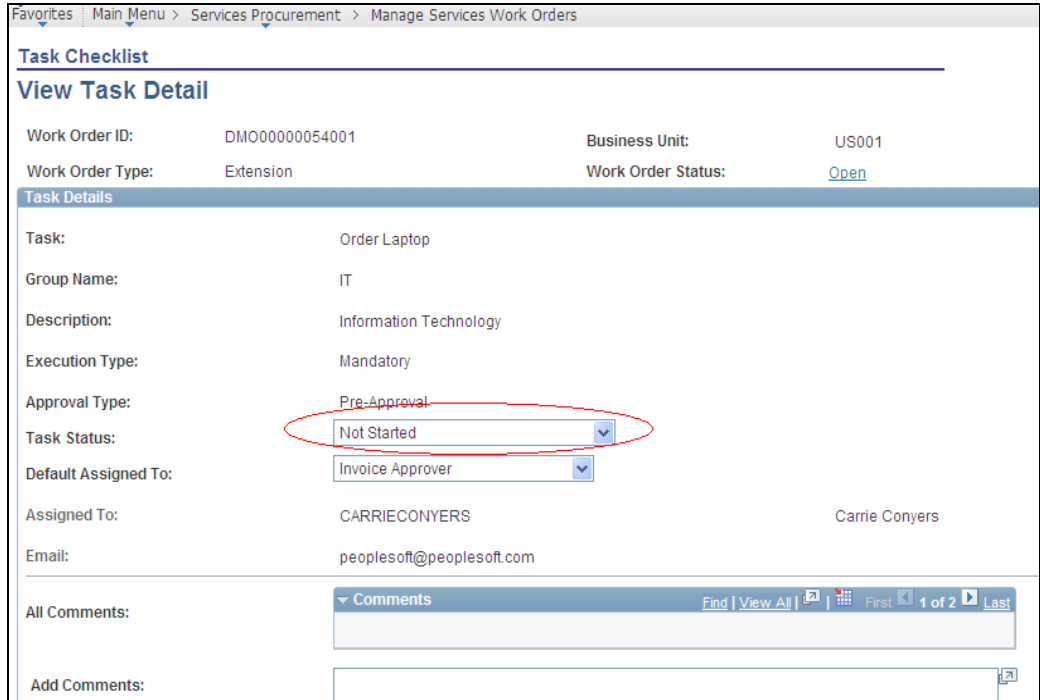
Task details

The preceding sample page illustrates the task in further depth. The user can update his or her task status in either the detail or the summary view.

Miscellaneous Enhancements

PeopleSoft Services Procurement Release 9.1 includes these miscellaneous enhancements:

- A Do Not Extend option for requisitions and work orders.

- For the Project Costing integration, a new analysis type for assignment incidents that enables greater visibility of the true origin from within Project Costing.

- For requisitions and work orders, the ability to enter multiple comments for issues such as visibility to a supplier at a lower level of granularity, and allowing users to associate attachments with a specific individual comment.

- Oracle XML Publisher reporting for printed requisitions and PO dispatch.

New Functionality

Do Not Extend option: To support miscellaneous enhancements for Release 9.1, the Services Procurement Bus Unit page was updated to include a May Extend check box, as shown in this example:

May Extend check box for the PeopleSoft Services Procurement 9.1 business unit

You can select the May Extend check box to enable a requester or a service coordinator to extend a requisition or a work order. If this check box is deselected, you cannot extend a requisition or work order. Extending a requisition or work order enables a service to be assigned to a fixed-price requisition or multiple unique service providers that can be sourced to a requisition to fill the required services.

Project Costing integration: A new enhancement for PeopleSoft Services Procurement 9.1 sends time data to PeopleSoft Project Costing using an analysis type of Incident for assignment incidents. Project Costing can then use the Incident analysis type to process existing transactions.

When you run the SPA_PROJ_EXP process, the system processes and populates the staging table with only those work order distribution rows that have a business unit PC, project ID, and activity ID.

Multiple comments: Another Release 9.1 enhancement is the capability to enter and review multiple comments for requisitions and work orders. A new MULTI_COMMENTS role action is available for service coordinators and requesters. Users who have the role assigned to them are authorized to enter and review multiple comments. This example shows the Work Order Comments grid box that is available on the Work Order Comments page:

Comments page with multiple comments

Oracle XML Publisher reporting: In PeopleSoft Services Procurement 9.1, you can print an XML Publisher view of requisitions from the Manage Requisition page. To support this feature, a Print View option is available in the Select Action field list of values. After you select a value, the system displays the requisition in report format, as shown in this example:

Business Unit: US001		Requester: VP1			Status: Approved	
Requisition: 0000000195		Requested By: Kenneth Schumacher			Currency: USD	
Requisition Name: 0000000195		Entered Date: 6/30/09			Requisition Total: -534.00	
Line: 1	Item Description: Mountain Bike Gloves, Women's		Quantity: 10.0000	UOM: EA	Price: 9.00	Line Total: -94.00
						Line Status: Approved

Ship Line: 1		Ship To: US001		Address:		Shipping Quantity: 6.0000
Attention: Kenneth Schumacher		Due Date:		144 North Street		Shipping Total: -54.00
				New York NY 10168 United States		

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
1	Open	US001	3.0000	50.00	-27.00	US005	682000

Dept
14000

Open QTY	Open Amt
3.0000	0.000

GL Base Amount	Currency	Sequence	Capitalize
-27.00	USD	0	N

Dist	Status	Location	Qty	PCT	Amount	GL Unit	Account
2	Open	US001	3.0000	50.00	-27.00	US005	682000

Dept
14000

Open QTY	Open Amt
3.0000	0.000

GL Base Amount	Currency	Sequence	Capitalize
-27.00	USD	0	N

Print view of requisition

The report contains all the information about the requisition. This includes all requisition lines and details. When you select to view the requisition, the system displays the message: Do you want to print the requisition with distribution details? You click Yes to include the distribution details for the requisition.

Payables 9.1

More than ever, organizations are pressured to control and streamline financial processes in order to improve the bottom line and efficiently support compliance. This expectation has created a need for systems that manage transactional work and streamline processes, thus allowing accounts payable staffs to perform strategic tasks that add value to their organizations. PeopleSoft Enterprise Payables 9.1 provides the following enhancements.

Streamlined Financial Processes

Automated Accrual Processing

Creating accrual accounting entries to properly reflect the activity in the financial results is a critical part of period closing. It is a manual process that takes time and resources. To further automate the closing process tasks and improve the timeliness of the process, PeopleSoft Payables 9.1 provides for the automatic accrual of activity that was not fully processed in the Payables sub-ledger. New Accrual functionality enables the user to determine which transaction status should be accrued and how the accounting entries are created. Additionally, reversals are supported within Payables. The accounting entries created by the new process can be viewed within the source and corrected before they are sent to PeopleSoft General Ledger. Commitment Control is supported in the new period end accrual process. Accrual documents created in the new functionality includes checking against inactive vendors and also checks that affect encumbrance and expense budgets will be budget checked and balances will be reflected against the Commitment Control ledgers.

New Functionality

A new Setup option allows customers to set the selection options for fields in source documents.

The options should be used for selecting source documents based on the Application Business Unit that is being processed.

These fields can be selected:

- Approval Status (VCHR_LINE_APPR)

- Budget Checking Header Status (BUDGET_HDR_STATUS)

- Budget Checking Miscellaneous Status (BUDGET_MISC_STATUS)

- Document Tolerance Status (DOC_TOL_HDR_STATUS)

- Match Status (MATCH_STATUS_VCHR)

The run control component launches the Accruals program. The user defines the accounting date they want to process.

Users elect their process options for processing business units. They can elect to process all business units or select individual business units. If they elect to process by particular business units then the user selects the GL business units they want to process.

Period End Accrual Processing page

Before running the process, the Review Period End Accruals Selection page displays selection criteria and possible processing issues before running the process.

The page shows the accounting date and period in which the accruals were created. The reversal date and period is also shown.

The page shows the selected transaction types and GL business units.

The page lists any known errors that may be encountered, such as:

- No journal generator template is setup in the business unit setup.

- Control check box at the BU is not selected and does not allow period end accruals.

- Periods for the applications are still open.

Document type counts are shown for each GL business unit.

Review Period End Accruals Selection page

Vendor History

Vendor Management is an essential part of any Accounts Payable operation. A name change of the supplier can contribute to the risk of creating redundant vendors. An additional challenge is that users have no place in the system to track the history of the name of a vendor. To reduce redundancy and facilitate the searching for suppliers, PeopleSoft Payables Release 9.1 provides the ability to track changes made to the Vendor Short Name, the Vendor Name, the time and date the changes were made and the individual who made the changes to the Vendor record. Additionally, the feature provides the ability to record future date and name changes. This functionality reduces the intensive work required to create suppliers, enables you to record vendor history, and helps organizations run more efficiently and reduce erroneous payments.

New Functionality

This alternative provides an effective dated child record (Vendor Name History) to the Vendor record to capture name changes. The Vendor Name History record supports effective dated logic, for tracking changes to the Vendor Short Name, Vendor Name 1, and Vendor Name 2 fields. The date and time of the change and the user who made the change are also recorded on the Vendor Name History record.

Users can manually insert a new row into the new Vendor Name History record using a future effective date. The system automatically updates the vendor name on the Vendor record based on the effective date on the Vendor Name History record. If the change on the Vendor History Name record is effective as of the date the change was made, then the Vendor Record is updated with the new name. If the change is future dated then a separate process (Vendor Name History Update) needs to be run on a scheduled basis to update the Vendor Record.

Vendor Name History page

Vendor Name History Inquiry page

Payment Advices to Vendors

To streamline the reconciliation process, the banking industry normalizes remittance advices per payment type (ACH 820, ISO 20022). Without remittance advices, the reconciliation process becomes a labor-intensive work for the supplier and the buyers. The absence of remittance increases: the reconciliation process, the risk of errors, and the need for the supplier to call the payable department to get the information. This feature provides the ability in Payables to send email remittance advices to the suppliers. This feature streamlines the reconciliation process and reduces its cost through automation. We also support the ability to resend an advice in case a vendor does not receive the advice via email.

New Functionality

An option has been added, Email Payment Advice, on the Pay Cycle Selection Criteria page, Preferences tab. When this option is deselected, the pay cycle process skips the Email Payment Advice feature at the very beginning, so that the system can avoid checking each vendor involved in the pay cycle.

The other new field added on this tab is Payment Advice User ID. When the user selects the Email Payment Advice option on this tab, the current user ID populates as the Payment Advice User ID, and the user can select a different user ID from dropdown list to fill in, if needed.

The Payment Advice User ID value tells the process where to find the pay cycle default email from address. When generating the payment advice and sending out an email, the system needs a From ID and a To ID for the email. The To ID is entered on the Vendor page, and the From ID is entered on the User Preference page.

The Payment Advice User ID field cannot be blank if the Email Payment Advice checkbox is selected.

Simplified Purchasing Contract Integration

In today's economy, businesses must do more with less; therefore, they need more information available to facilitate search and reconciliation processes. Payables users need more data elements to connect an associated PO or receipt to a voucher. PeopleSoft Payable 9.1 delivers search criteria that includes contract information such as contract ID, contract line number, and so on, to enhance the user experience and reduce the back and forth navigation between Payables and procurement applications. The additional search criteria saves time and more accurately ensures that the clerks are vouchering the correct transactions.

New Functionality

Payables added the following information as search criteria and to the search results when searching for a purchase order or receipt on the voucher:

- Contract ID

- Contract Line Number

- Release Number

On vouchers created from Recurring vouchers, the system displays the Contract ID, Contract Line Number, Release Number, and Version Number. There is also a View Contract ID Line link added to a new page that displays these fields. You can also search by these fields on the Copy Worksheet page.

Enhance Excel Upload

Introduced in PeopleSoft FSCM 9.1 Bundle #7. Included in FSCM 9.1 Feature Pack March 2011.

Improving invoice entry time will help your payables department decrease overall processing costs. For Release 9.1, the Spreadsheet Invoice Upload will now include the ability to enter remit bank and payment information.

Extend FMS Auto Pilot

Introduced in PeopleSoft FSCM 9.1 Bundle #2 and 7. Included in FSCM 9.1 Feature Pack March 2011.

In today's economic conditions organizations must use system resources more efficiently to achieve 24/7 operations with improved performance in a cost-effective manner. To provide organizations with greater processing flexibility and efficiency, the FMS Auto Pilot was introduced in release 8.8. Payables 9.1 leverages the FMS Auto Pilot in Payables processing for Voucher Build, Matching, Voucher Posting, and Payment Posting. The FMS Auto Pilot can be set up to run a process based on the number of transactions that are ready for processing rather than just on a scheduled basis.

Viewing Bank Account Details from the Voucher Page

Introduced in PeopleSoft FSCM 9.1 Bundle #6. Included in FSCM 9.1 Feature Pack March 2011.

PeopleSoft 9.1 continues to improve usability by enabling the user to see Bank ID displayed on the Voucher Payment page. This enhancement will save navigation time from an end-user perspective.

Global Compliance and Controls

Approval Framework for Invoices and Vendors

Customers are required to support increasing levels of financial statement certification and external auditor attestation due to increased regulatory requirements like Sarbanes-Oxley and others. This has required business process changes that support additional layers of control over an increasing percentage of financial activity. In the current environment of increasing controls and reduced resources, customers need to adopt a configurable workflow approval so that multiple rules can be implemented easily and are changeable to accommodate changing business and regulatory conditions.

PeopleSoft Payables 9.1 adopts the Approval Framework for voucher processing and vendor approval. The Approval Framework is a graphical tool supporting configurable rules, delegation and parallel approval streams to support changing regulatory and organization policies.

New Functionality

While the system awaits an approval action, the Approval Framework maintains the overall state of the transaction, starts routings, and interacts with the application classes.

During the approval process, these actions take place:

- The system notifies approvers and reviewers that there is a pending transaction that needs their attention.

- Approvers and reviewers access the transaction details, provide comments, and take action (approve, deny, or push back) the transaction.

- The system checks for additional routings in the same routing path.

  - If all steps are completed for the stage, then the next step is started in the next stage. If multiple routing paths exist, the system routes them in parallel.

- Once all approvers have approved the transaction, the Approval Framework notifies the Payables application. The transaction then can proceed with additional processing.

Using workflow approval processes, you can:

- Approve and deny multiple transactions one at a time.

- Include multiple approvers for individual steps.

- Assign additional approvers and reviewers during the approval process.

- Escalate approvals.

- Approve, deny, push back, and delegate approvals.

- Reassign approval tasks to another approver.

- Use worklist and email notifications.

Approval page

Approval Workflow Framework Enhancement

Introduced in PeopleSoft FSCM 9.1 Bundles #2, #4, #6, and #9. Included in FSCM 9.1 Feature Pack March 2011.

An efficient and cost-effective accounts payable department is critical for keeping organizational costs down. PeopleSoft Financials release 9.1 leveraged the Approval Workflow Framework in Payables to provide more flexibility to your organization. Release 9.1 Feature Pack March 2011 provides enhancements to approvals.

The approver will be able to assign additional approvers and reviewers on an ad hoc basis during the approval process. Additionally, the approver can add comments without taking any action on the approval page. Users will also be able to approve invoices via email.

Duplicate Vendor Checking

Vendor management is an essential part of any accounts payable operation. Reducing duplicate supplier information is critical for reducing unnecessary processing and overall costs. With PeopleSoft Payables 9.1, we continue to strengthen this capability. Previously, duplicate vendor checking functionality did not check the address, city, and state as part of the duplicate vendor validation process. Vendors may have the same name, but have different addresses, or be located in different cities or states. The new functionality checks independently for duplicate active and inactive vendors at the field option value level. This enhancement improves the accuracy of the duplicate vendor checking process reducing the creation of supplier and the risk associated with it.

New Functionality

We provide the option to use the vendor address, city and state as part of the duplicate vendor validation process for both online additions and batch processes.

Providing the Vendor ID as part of the duplicate vendor warning or rejecting message aids the user in identifying the potential duplicate vendor or vendors. When a potential duplicate vendor is identified, the user can research the vendor information by selecting the View button and accessing more detail information about the vendor.

New functionality provides the capability to independently check for duplicate vendors on the field option values for both active and inactive vendors. The duplicate vendor validation is independent of the vendor's active or inactive status, and you can set it differently for each field option.

Vendor Set Control page

File Attachment Capability

Introduced in PeopleSoft FSCM 9.1 Bundles #1, #5, #6. Included in FSCM 9.1 Feature Pack March 2011.

Customers are required to provide support for financial transactions. Compliance requirements such as Sarbanes Oxley have made the need for a systematic approach to providing financial support mission critical. Organizations are maintaining the required documentation support in hard-copy format or in spreadsheet files; however, the document support has been technically separated from the source financial transactions, resulting in inefficient processing and a lack of auditing and control. ERP systems must enable customers to view supporting documentation from its source, which is the financial transactions themselves. PeopleSoft Payables 9.1 enables the user to attach supporting documents at the voucher level.

New Functionality

With PeopleSoft Financials Release 9.1, new capability of attaching supporting documentation for Payables is available as follows:

- Voucher - A new Attachment page is available from the Voucher component.

- Vendor - Users can attach a document at the header and at the vendor location in the vendor component.

- Quick Invoice - Users can attach documents to the Quick Invoice entry page at the header level. They will additionally be able to create comments at the header level as well.

- Voucher Inquiry - The user experience is improved by provision of a direct view of the attachments and comments directly from the Voucher Inquiry page without the need to drill down to the invoice transaction, saving time.

Users can attach as many documents as needed. The system uses the standard tools attachment built-in functions, provides a server setup and maintenance page for server information, and relies on an Application Class to manage uploading and downloading the attachments using server information from the setup page. Each attachment is assigned a unique attachment ID, and all other attachment information is stored in a single cross-reference table, PV_ATTACHMENTS.

Asset Lease Management Vouchers

A new inbound voucher interface is available for Voucher Build processing. A new voucher source value was created to identify and to selectively process Payables vouchers that have originated from the new Asset Management Lease Payment feature.

This new interface is available in the Voucher Build run control page, in the drop down list of available interfaces, and the Lease number attribute is displayed in the Payables Voucher component and Voucher Inquiry pages.

eSettlements 9.1

In economically challenging times, organizations must find ways to manage costs and reduce the liabilities on the balance sheet to drive short and long term growth. This has created a need for efficient systems that provide actual cost savings. PeopleSoft eSettlements, a global electronic invoice presentation and payment (EIPP) solution, enables you to optimize the settlement process with electronic invoices and payments, matching, online approval and dispute resolution, and email notifications. You can streamline invoice processing, dispute resolution, and take advantage of early payment discounts. In addition, by extending self-service and collaborative tools to your suppliers, you improve your organization's relationship with them as well as reduce the number of disruptive inquiries.

Integrated Performance Management

Dynamic Discounting

Organizations are looking for ways to increase their working capital and improve their bottom line. They have been focused on recognizing discounts on liabilities. Suppliers are now making this even more attractive by offering more discounts for early payments. PeopleSoft eSettlements 9.1 provides Dynamic Discounting, which enables suppliers to offer automated discounts for buyers who elect to pay their invoices early. Dynamic Discounting is designed to provide a more flexible discount concept than is traditionally used by most companies.

Both suppliers and buyers can benefit from the new feature. Suppliers have the option to sell receivables to factoring companies or other lenders. Dynamic Discounting eliminates the need for third-party intermediaries, giving suppliers more direct access to funds. Suppliers gain greater control over their invoicing policy and can better manage their receivable-based working capital by reducing their day sales outstanding (DSO) and ensuring on-time payment by giving buyers an incentive to pay invoices sooner. From a buyer perspective, Dynamic Discounting offers the ability to recognize additional discount rates thus reducing the liabilities on the balance sheet and costs on the P&L.

PeopleSoft eSettlements 9.1 delivers a Discount Analysis tool for suppliers and buyers. This analysis tool is designed to assist the supplier and buyer in searching for scheduled payments and creating or accepting offers with the least discount for the capital required by a given date. This capability allows the supplier or buyer the ability to analyze their working capital and to create better offers and accept offers that support their working capital objectives.

New Functionality

Dynamic Discounting supports the following high level features:

- Supplier driven discounting allows the supplier/vendor the ability to create proposals for a group of invoices with discount terms that the buyer can accept or deny. Suppliers can gain control over their invoicing policy, better manage receivable based working capital, reduce DSO, and ensure on-time payment by giving buyers an incentive to pay invoices early.

- Buyer driven discounting allows the buyer to select one or more invoices in an

offer and to propose new terms and due dates to the supplier. Organizations can make better use of their working capital by accepting proposals as well as making offers for better discounts. They can define the discounts they want to receive to ultimately improve working capital.

- Discount analysis allows a supplier and a buyer to analyze invoices based on existing discounts, accepted proposals/offers, new discounts/due dates, and so on, and to determine which choices are advantageous to them in improving their working capital.

- Ability to send emails to suppliers and buyers to indicate the status of proposals and offers.

Manage Proposals page

Streamlined Financial Processes

cXML Electronic Invoices

It is a recognized best practice to utilize electronic invoicing; however, customers need to work with many different suppliers who may use different formats. The ability to support a diverse catalog of Invoice formats is critical. In order to facilitate best practices using the latest technology, eSettlements 9.1 supports the cXML format. This format provides customers more flexibility to work with all their suppliers using standard electronic invoices.

New Functionality

To load a cXML file, suppliers can either do an http post via Integration Broker Gateway or attach a cXML file to the eSettlements system. Buyers can schedule a job to launch a process (EM_XML_LOAD) to read the cXML file and load data into the voucher build table. This process will also clean up the cXML file after it successfully loads.

Online 1099 Report

The process to declare the 1099 is labor intensive and time consuming. It can take months between the interaction with the suppliers and the correction after the declaration. eSettlements 9.1 delivers an online 1099 report for suppliers, which allows real time review and correction with the accounts payable department. This new online report simplifies the 1099 process by reducing administrative costs and helping to get the job right the first time.

New Functionality

PeopleSoft provides a detailed date/time stamped report that provides information about the amounts for 1099MISC, 1099I, 1099G IRS forms. The report contains the following fields at a minimum:

- Vendor ID

- Vendor Name

- Voucher ID

- Voucher Date

- Voucher line amounts

- Voucher line descriptions

- Invoice ID

- Payment number

- Payment Date

- Total for each Class

- Manual Adjustments

The report provides the detail information that aggregates to each Class amount on the 1099 forms listed previously. The report has an option to include all voucher lines not already reported to the IRS to assist in resolving discrepancies in the 1099 reports.

The report can be run for individual vendors or for all vendors. The report reflects any changes made in the Adjusting Withholding Manual program.

Global Compliance and Controls

Attachments

Customers are required to provide support for financial transactions to a variety of regulatory sources. Compliance requirements such as Sarbanes Oxley have made the need for a systematic approach to providing financial support mission critical. To reduce paper-based transaction and streamline the process, eSettlements 9.1 enables the supplier to attach document to the invoice, at the vendor page, and location (for example, warranty, contract, email and so on). This simplifies the process and provides supporting documents to the electronic invoices.

New Functionality

Sometimes suppliers create invoices by copying a partial purchase order or receipt. In such cases, the supplier wants to inform the AP clerk on the buyer side as to why he did not create an invoice from the entire purchase order or receipt. We added a location on the eSettlements Self Service Invoice page where the supplier can attach such a document. The same document is carried forward and can be viewed by the buyer after the voucher is created in the buyer's payables system.

Miscellaneous Enhancements

eSettlements 9.1 also delivers the following enhancements:

- Enhanced search criteria:

    - Ability to search for purchase orders based on the procurement buyer.

    - Display of the serialized numbers for purchase order lines in the PO Inquiry results grid.

    - Ability to search based on the PO line number. The user can enter a range or search for a single line number.

    - Display of the procurement buyer on the PO Inquiry results grid.

    - Display of the item ID on the PO Inquiry results grid.

- A new withholding check box is provided on the Installation Options page that will allow users to enter withholding information for suppliers. There is also a new check box on the Supplier page that allows users to enter additional withholding information for the supplier after selecting the check box.

- A new report is available that lists details related to credit vouchers.

- Ability to search for adjustment vouchers on the Voucher Inquiry page.

- Ability to enter multiple fax numbers for a vendor at the address level.

- Ability to access related vouchers from the Review Payment page through a new voucher ID link.

- PeopleSoft Approval Framework is available at voucher header level. After completing setup, the system will generate emails and create worklist items for voucher approvals, based on setup information.

Plan to Produce Business Process Overview

Your manufacturing and planning should not be founded on speculation, and production processes should not be based on guesswork. To make the right decisions every day, you need real-time visibility across your entire supply chain. With real-time data and a complete view of operations, you can identify and address issues as they arise. PeopleSoft Enterprise Manufacturing and PeopleSoft Supply Chain Planning deliver a complete solution for the Plan to Produce business process. When you forecast and plan, coordinate production, monitor quality and cost, and analyze results, everyone in the process can access the same information at the same time. Using the information, you can manage your manufacturing operations and all of its interdependences cohesively and connect all participants in the process from beginning to end.

The PeopleSoft Plan to Produce business process combines the Supply Chain Planning and Manufacturing solutions into one complete process that helps to more accurately align operations around key business drivers. From demand forecast creation and supply planning to production management and quality control, the Plan to Produce process provides synchronized linkage across your enterprise to help you manage variability, increase velocity, and drive value.

Plan to Produce Business Process

The Plan to Produce process consists of five phases:

* The Plan phase includes demand forecasting, supply planning, and balancing the variability across these activities. Achieving a superior demand plan requires thorough and reliable information from many sources both within and beyond the organization—internal departments, trading partners, market indicators—and it requires a system to unify these disparate perspectives and transform them into a usable forecast, which can be used to plan supply. Supply planning requires an enterprise-wide model of procurement, distribution, and production resources. Balance is achieved when all points of supply are optimized to meet demand. Optimization is achieved only when all constraints, exceptions, and options are analyzed, scored, and planned for maximum responsiveness.

- The Deploy phase includes plan commitment, plan adjustment, and plan release. Well-conceived plans are meaningless until they are turned into action on the production floor. Each plant receives its new or changed production requirements ready for release to the production floor. These orders match and support their plant's manufacturing strategy. The plant must adjust to the daily events and fluctuations in labor, material, and machine capacity. Deviations such as material substitutions, alternative production methods, scrap, teardown, and rework must be handled smoothly and fit within the framework of the overall production plan. Scheduled work is released to the floor, and the production schedules and documents are produced just before production is to begin. This process limits the time required by production changes, limiting interruptions, expediting, and other non-value-add work.

- The Produce phase, or actual production process, includes dispatching the work orders, staging necessary materials to produce the orders, and making the products. Finally, the details and priority of the work to be done must be communicated in a coordinated fashion to each area of the plant and kept up to the minute so that work flows smoothly. One key to overall plant efficiency is quick production change over. Components, tooling, and other materials needed must be readied in the work area. This needs to be implemented in a flexible manner that balances simplicity with the need for control. The manufacturing system must keep pace. The requirement to control the factory and provide the needed product information varies dramatically from industry to industry, from lean production systems to closely monitored and serialized production processes. Either by itself, or through industry specific extensions, the manufacturing system must fill a wide range of requirements.

- The Assess phase is the critical stage of the process and includes measurement of products and processes and correction of discovered issues. Measurement goes beyond the status, efficiency and use of the assets employed in production. Monitoring the quality and costs of products and processes is critical as well as alerting management of trends before they become full-blown problems. Problems within manufacturing processes require flexibility for trying various corrective actions—communicating these actions throughout the production environment, and verifying the impact on performance. The ongoing measure, react and verify process is the key to continuous manufacturing improvement. However, persistent process or product problems may mandate changes in other areas of the enterprise. The manufacturing system must accommodate this so that the right engineering changes can be produced.

- The Measure phase is a culmination of process monitoring and real-time analytics. Throughout the production cycle, inventory levels and costs must be monitored and compared with plans so that correction actions can be made in a timely manner to offset internal or external pressures. Tracking planned versus actual is a key analytic for manufacturers to monitor this behavior. Additionally, tracking vendor quality and performance is essential to optimal supply planning. Vendor quality ratings and on-time delivery tracking provide management and planners with key indicators for decision support. Complete process analysis provides management with visibility into causal information that provides them with opportunities for process improvements and cost savings, all aimed at impacting process performance.

The following sections preview the new Plan to Produce features and enhancements by product that are included in PeopleSoft Release 9.1.

Manufacturing 9.1

Whether you are converting ingredients through a recipe into food or beverage, electronic components and assemblies through bills of material (BOMs) and routings into computer or telecommunications products, raw materials through formula into compounds, sheet metal, castings and molding parts through complex drawings, schematics and test specs into complex industrial machinery, or configured components into unique finished goods, PeopleSoft Enterprise Manufacturing assists you in designing and controlling the products and processes that contribute maximum value to your business.

Production Readiness Report

Production Readiness Report "What can I make today?" Production planners and supervisors have asked this question and want to determine which production has all its material available and which production has material shortages. Production with all material available can be released to the shop floor. Production with shortages needs to be investigated to determine when it can be released to the shop floor. Release 9.1 provides a Production Readiness Report that displays production and the status, ready or not ready, and the component readiness status and quantities.

New Functionality

The new Material Readiness Report can help you determine if the production ID or production schedule is ready to release. It also lets you view the quantities and readiness status of the components.

The Material Readiness Report includes two or three sections:

- Report Criteria section: This section details the options you selected on the run control pages for the Material Readiness Report.

- Production Detail section: This section displays production readiness by production ID or production schedule. You produce this section by selecting the Production Report check box on the Material Readiness Report run control page.

- Component Summary section: This section displays time-phased demand and supply quantities by component item ID, enabling you to determine if there is enough available quantity to meet the demand. You produce this section by selecting the Summarized Component Report check box on the Material Readiness Report run control page.

ORACLE	**Material Readiness Report**
Enterprise Production Control	Report Date 7/6/09 3:52 PM
US008 COLORADO BIKE MFG/OUTDOOR	Page 1 of 4

Report Criteria

Report Instance ID	9396
Account for Order Time	No
Production Report	Yes
Readiness State	Ready, Unready
Component Detail	Yes
Unready Components Only	No
Component Sort	Op Sequence, Component
Sort Order	Readiness Ascending Break: No
Summarized Components Report	Yes
Report Demand	Yes
Report Supply	Yes
Report Pegs	Yes
Sort Order	Component ID Ascending Break: No
Production IDs Selected	Yes
Production ID	PRD00232 - PRD00233
Schedules Selected	No
Through Date	7/26/09
Production Status	Firmed, Released
Demand Options	
Include Demand	Yes
Date Range	6/21/09 - 7/26/09
Priority Order	Sales Order, Stock Request, Transfer, Production
Supply Options	
Include Supply	Yes
Date Range	6/26/09 - 7/26/09
Approved Requisitions	Yes
Include Null Dates	Yes
Include WIP in QOH	Yes
Entered Production	No
Co-Products/By-Products	Yes

Example of the Report Criteria section of the Material Readiness report

Example of the Production Detail section of the Material Readiness report

Example of the Component Summary section of the Material Readiness report

Automatic Lot Consumption During Backflush

Users have requested the need for rules-based logic to determine which lot IDs to consume during backflushing. Release 9.1 provides the option to create rules that determine the lot IDs to consume, which speed up data entry when you are backflushing during completions and scrapping transactions.

New Functionality

The backflush lot selection rule enables you to determine which lot IDs are automatically selected for consumption when a backflush is performed. The backflush lot selection rule can be defined at:

- The business unit level using the MFG BU Prnd Options page. The options for the backflush lot selection rule are located in the Backflush Lot Option group box and include:

  - Manual: (default) Select this option to require the user to enter the specific lot IDs consumed during backflushing. The system does not automatically select any lot IDs.

  - Earliest Expiration Date: Select this option to have the system select the lot IDs for consumption based on the lot expiration date. The system first selects the lots with the earliest expiration dates.

  - Earliest Available Date: Select this option to have the system select the lot IDs for consumption based on the available date. The system first selects the lots with the earliest available dates.

- The business unit and item level using the Define Business Unit Item - Manufacturing: General page. The options for the backflush lot selection rule are located in the Backflush Lot Option group box and include:

  - Default from BU: (default) Select to use the backflush lot selection rule defined at the manufacturing business unit level on the MFG BU Prnd Options page.

  - Manual

  - Earliest Expiration Date

  - Earliest Available Date

The backflush lot selection rule defined at the business unit and item combination (the Define Business Unit Item - Manufacturing: General page) overrides the option selected at the business unit level (the MFG BU Prnd Options page).

The backflush lot selection rule is applied during backflush and impacts the following components.

- Record Completions and Scrap (Production Control, Process Production, Complete Production, Record Completions and Scrap).

- Edit/Issues Components (Production Control, Process Production, Issue Materials, Edit/Issue Components).

- Receive Subcontract Assembly (Production Control, Process Production, Subcontract Production, Receive Subcontract Assembly).

The above components can be used in online or deferred mode. If you are using the online mode (PID Completion Option on the MFG BU Prdn Options page), the online pages display the results of the backflush lot selection rule; that is, the lot ID and quantity to be consumed from the work in process (WIP) location. You can view and override the selected lot IDs and quantities. If you are using the deferred mode (PID Completion Option on the MFG BU Prdn Options page), the system does not consume the components until later; however, you can use the online pages to enter override lot IDs and quantities.

Using the online mode, if the backflush process has completed and then a field is changed that causes the pending quantities field to be recalculated, a recalculation of backflush lot selection rule occurs.

Backflush Lot Option on the MFG BU Prdn Options page

Backflush Lot Option on the Define Business Unit Item - Manufacturing: General page

Record Completions and Scrap-Edit/Issue Express page

The Record Completions and Scrap-Edit/Issue Express page is one location where you can see the results of the backflush lot selection rule.

Generating Production Orders Using Pegging

To provide excellent customer service, your in-process production becomes an integral part of your supply visibility. However, if that product is not in production, and its production is not yet planned, then you need a mechanism to kick-start that process in order to fulfill your customer demand. If you are using the pegging functionality in PeopleSoft Order Management, with Release 9.1 you can generate new production orders as a source of supply from PeopleSoft Order Management. In previous releases, we allowed this only with configured products. With Release 9.1, authorized users can generate production orders as a source of supply for sales order demand.

New Functionality

In previous releases, you could peg a sales order to an existing production ID using a soft peg. In Release 9.1, you can create a new production ID to fulfill the sales order demand.

This process flow diagram illustrates pegging a sales order to a new production ID. The sequence of events in the process flow is explained following the diagram:
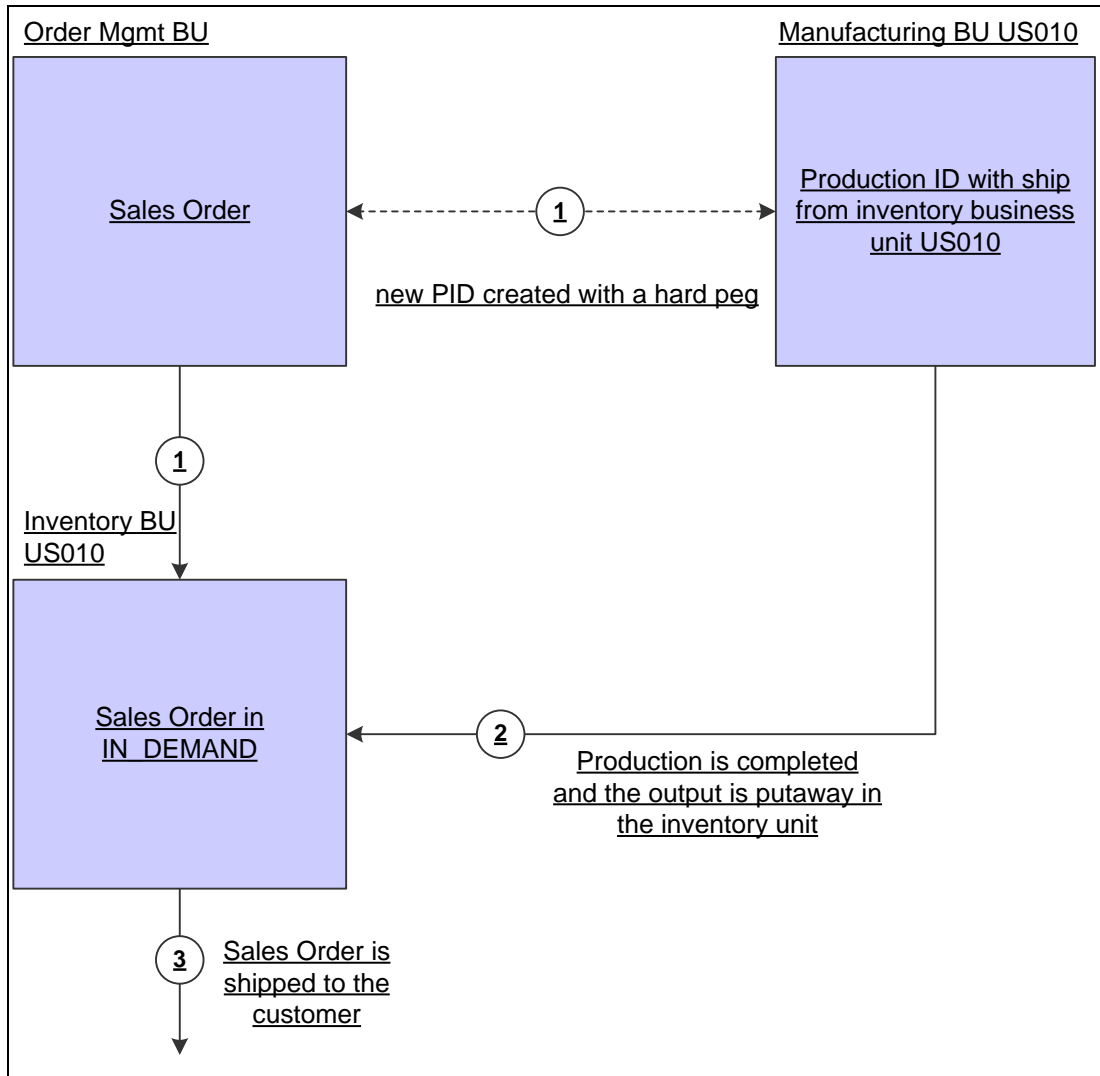
Pegging a sales order to a new production ID

The process flow to peg a sales order to a new production ID is:

1. Peg a sales order by using the Alternate Sources of Supply page in PeopleSoft Order Management to create a new production ID to fulfill the sales order. This is a hard peg between the sales order and production ID. The production ID is created when the sales order is saved. When the sales order is saved, it is inserted into the IN_DEMAND table in PeopleSoft Inventory.

2. The production is completed, and the output is placed in the inventory business unit. During putaway, the stock is soft-reserved or optionally allocated to the sales order. The peg status changes to complete in the IN_PEGGING record and in the supply and demand transactions if either:

   ▪ The production order is closed.

   ▪ All the pegged quantity has been received and putaway. If the notification framework has been defined for the Message Dashboard, then a notification can be sent to the owner of the peg when the stock completes putaway in the Inventory business unit.

3. The sales order is fulfilled in PeopleSoft Inventory and shipped to the customer.

In addition, you can peg a sales order to a production ID when the ship from inventory business unit is different between the sales order and the production ID. In previous releases, this option applied only to configured products.

This process flow diagram illustrates pegging a sales order to a production ID in PeopleSoft Manufacturing when the ship from inventory business unit is different between the sales order and the production ID. In other words, the stock is shipped to the customer from a different warehouse or distribution center than the manufacturing finished goods warehouse. The sequence of events in the process flow is explained following this diagram:
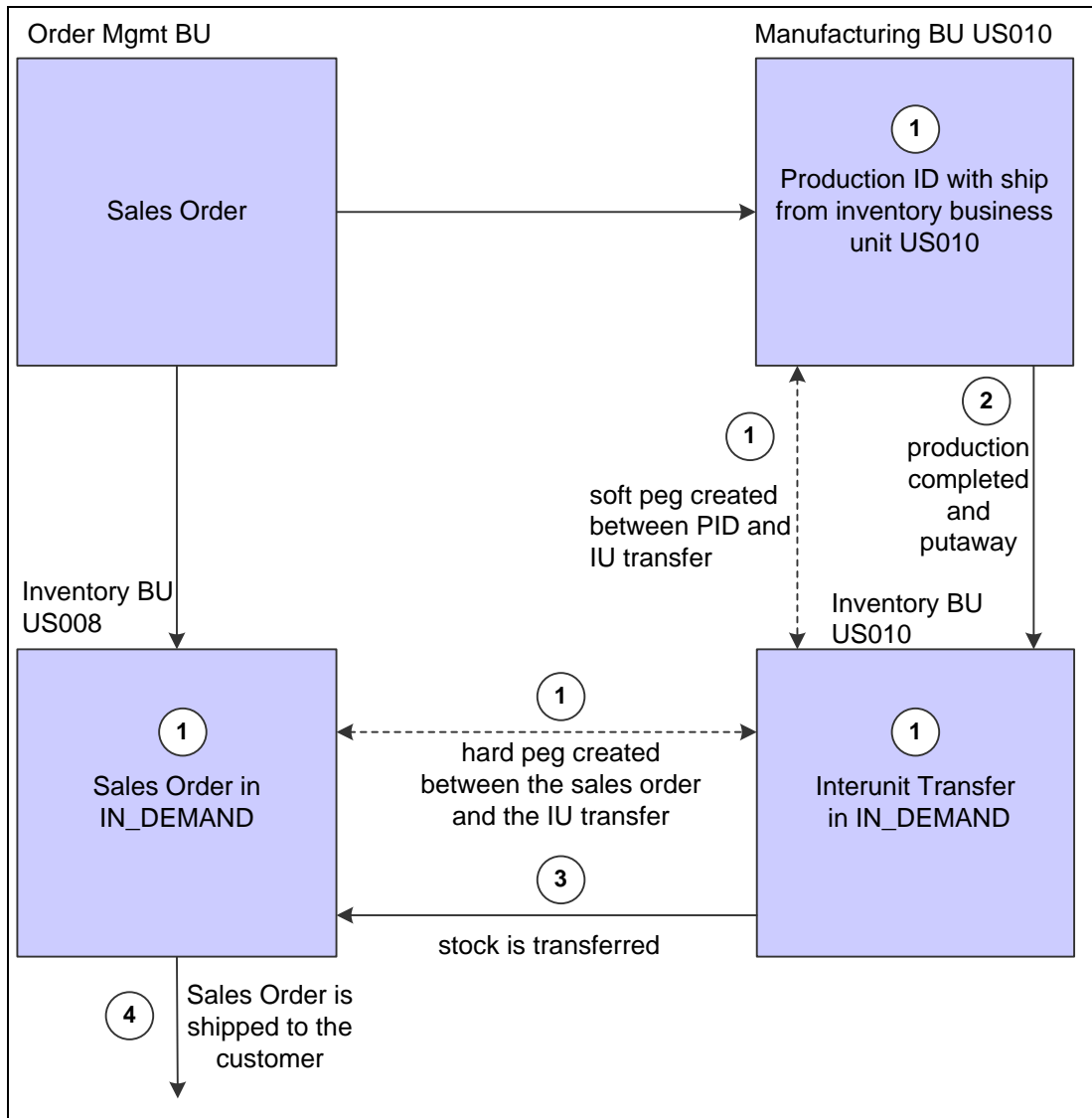
Pegging a sales order to a production ID with a distribution center

The process flow to peg a sales order to a new production ID when the ship from inventory business units are different between the demand and supply transactions:

1. Use the Alternate Sources of Supply page in PeopleSoft Order Management to create and peg to a new production ID. When the sales order is saved, the PeopleSoft system:

   - Inserts the sales order into the IN_DEMAND table in PeopleSoft Inventory.

   - Creates a new production ID.

   - Create an interunit transfer (material stock request) to move the finished stock from the production ID's inventory business unit to the sales order's ship from inventory business unit.

   - Creates two pegs. One peg between the production ID and the interunit transfer and another peg between the interunit transfer and the sales order.

2. The production is completed and the output placed in the inventory business unit with the same name as the manufacturing business unit; this is the production ID's inventory business unit. During putaway, the stock is reserved or allocated to the outgoing interunit transfer. The status of the first peg will be changed to complete if either:

   - The production order is closed.

   - All the pegged quantity has been received and putaway.

3. The interunit transfer is used to ship the stock from the sending business unit to the destination business unit. When the stock is putaway in the sales order's ship from inventory business unit, the stock is reserved or allocated to the outgoing sales order. The status of the second peg is changed to complete in the IN_PEGGING record.

4. The sales order is fulfilled and shipped to the customer.

Inserting Negative Quantities into PHYSICAL_INV for Issue Transactions

PeopleSoft Manufacturing allows negative inventory quantities to be recorded in PHYSICAL_INV rows that did not previously exist. This enables you to backflush a component quantity to a WIP location even though the transaction recording the WIP quantity has not yet been processed. To use this enhancement, you must select the Allow Negative Inventory check box on the Inventory Definition - Business Unit Options page. This enhancement is applied only to non-serial controlled items.

New Functionality

This enhancement affects component issues, kit issues, and completions in the following menus, components and processes in PeopleSoft Manufacturing:

- Edit/Issue Components

- Issue/Return Kit Components

- Record Completions and Scrap (component consumption and negative completions)

- Receive Subcontract Assembly (negative)

- Review Plan page

- Component Issues wedge page

- Kit Issues wedge page

- Production Picking wedge page

- Transaction Maintenance wedge page

- Maintain Serial Genealogy component

Note: The system prevents inserting a new physical inv row if any of the item's cost books has a deplete cost method that is perpetual average and a perpetual average cost is not defined. If a perpetual average cost is not defined, then the item has never been putaway into the business unit and PeopleSoft Cost Management cannot cost the issue transaction.

Supply Planning 9.1

Using a powerful analytic calculation engine, Oracle's PeopleSoft Supply Planning simultaneously balances material requirements, capacity limits, target inventory levels, forecasts, and customer commitments to craft feasible supply chain schedules in manufacturing and distribution environments. For release 9.1, we selected enhancements logged by the members of the Distribution and Manufacturer's User Group. The recurring themes for these requests were around the ease of setup and flexibility in modeling and editing planning results.

Many times, you need to interact with the sourcing template on the planning instance without having to access the master template. It is a time-consuming effort to go back and forth editing the template to attain the results that you want. Release 9.1 enables users the option of editing the template within the planning instance so that you can model the results. If the changes result in the wanted outcome, you can copy the changes back to master template and vice-versa.

You sometimes need to identify various priority vendors by region for purchasing purposes. Previously, Supply Planning didn't recognize this hierarchy. For Release 9.1, we added the regional vendor hierarchy in the purchasing option selection.

Currently, vendor lead times are only at the purchase item level. For Release 9.1, we recognize the lead-time hierarchy of ship to locations, regional vendors and item vendors.

We also provide the ability to use the minimum and maximum order modifier identified within the PeopleSoft Purchasing hierarchy instead of requiring that users enter this information manually.

At times, users may not want to include the supply from one-time or temporary vendors, and in the past you had no way to exclude them from consideration by Supply Planning. In Release 9.1, we added a flag that enables you to exclude certain vendors as a valid source of supply. We also made this new functionality apply to transfer order relationships.

In certain cases, the Supply Planning system would suggest creation of new sources of supply when existing supply may have existed to address the demand. For PeopleSoft Supply Planning Release 9.1, we extended our current late supply logic in Feasible Solver to consider existing sources of supply such as production IDs and transfer orders. Additionally, we provide an option to create planned transfers with the available planned on-hand quantity if quantities exist in the source business unit.

Currently, the Planning Cycle run control has only six fixed process steps. Users can pick processes only from those six steps, or multiple iterations of these steps in a planning cycle to be able to generate a workable plan. Release 9.1 provides more process options for each planning cycle step and you can control how many steps and what processes to run and the order in which they should be run.

Some users have requested more flexibility in the handling of quantity changes to actual production and purchase orders. Currently, these types of changes must be handled manually in the transactional systems. Release 9.1 enables you to make changes to existing supply in Supply Planning instead of requiring you to manually carry out the recommended changes in the transaction system.

Additionally, we enable the Post process to consider vendor lead times. If planned or changed purchase order messages are within the vendor lead-time, we flag those items appropriately with a new option on the run control.

Numerous repetitive purchase orders for the same item and vendor combination resulted from Supply Planning messages not taking advantage of consolidation. Release 9.1 enables you to consolidate requests so that a different purchase order isn't generated for each purchase order recommendation from Supply Planning.

Currently, when planned, production, transfer, or purchase orders are frozen, you cannot reschedule or cancel them. Release 9.1 provides the capability to make the cancellation of planned, production, transfer, and purchase orders optional in solvers including frozen orders.

An online version called Capacity Workbench enables the user to query for capacity utilization for a given business unit, resource code, and time duration in PeopleSoft Supply Planning. Release 9.1 provides the ability to produce the capacity utilization report in batch, using Oracle XML Publisher.

New Functionality

To support editing sourcing templates within the planning instance so that you can model the results, PeopleSoft Supply Planning 9.1 enables you to maintain sourcing templates within each planning instance, and copy changes made to planning-instance sourcing templates directly back to the business unit sourcing template. You can also protect sourcing template changes copied to the business unit level from being overwritten when sourcing template regeneration is run for the business unit.

The next example illustrates the Define Sourcing Templates page used in Release 9.1:

Define Sourcing Templates page

You can use this planning instance page to maintain sourcing templates within a planning instance and to copy changes made to planning instance sourcing templates directly back to the business unit (master) sourcing template. You can reset the Manually Maintained check box at the business unit sourcing template.

To support the need for more process options for each planning cycle step, PeopleSoft Supply Planning 9.1 provides an updated Planning Cycle page as shown in the next example:

Planning Cycle page

You use this page to better control how many steps and what processes to run in the planning cycle and the order in which they should be run. For example, you can insert planning-cycle steps using the Planning Process field, or you can delete steps from the process using the Delete button. You click the Default button to generate the steps of a planning cycle based on default values. You also can add planning cycle steps to the Start Planning Engine or the Shutdown Planning Engine for each Application Engine job that requires the optimization engine to be started or shutdown.

Additionally, Load Planning Instance and Post Update give the user the option to shut down the planning engine before running the job and restart the engine after the system completes the job.

You can define when to start the optimization engine job using the Load Planning Instance component, as the next example illustrates:

General: Common page for loading a planning instance

In PeopleSoft Supply Planning 9.1, you can select the Pre-Load Auto-Shutdown check box to start the optimization engine before you run the Load Planning Instance and have the engine stop after the process runs. Or, you can select the Post-Load Auto-Startup check box to run the Load Planning Instance after you load the planning instance.

You use the URL field to specify the location of a planning server where you want to start the planning engine after the Load Planning Instance has finished. If you do not specify a URL here, the system uses the default URL.

To obtain a URL, the system uses the domain that you use to run the solver if the planning instance is running. If the planning instance is not running and you did not specify a domain, or if the planning instance fails to start on the domain that you specify, then the system uses the default domain that you define on the Planning Engine Domains page.

In release 9.1, you can change the quantity for production orders. Purchase order and production order quantity changes are recognized for approval in Post Updates. Approved quantity changes are applied to the transactional system. This example illustrates the posting options:

Post Update page

Vendor Lead Time or the Planning Time fence is used in the expedite calculation for planned purchases or purchase orders. You also have the option to post by the plan unit group for planning instance or by a single business unit within the plan unit group for the planning instance.

To support a more flexible and uniform selection criteria for message searches in PeopleSoft Supply Planning 9.1, additional selection criteria is available to reduce the number of returned search results for Inventory, Purchasing, and Production Approval pages. This example illustrates the new Search page for Approve Inventory Updates messages:

Search page for approved PeopleSoft Inventory updates

When you enter search criteria, if a default value planning instance has been associated with a user, then the system automatically displays the business unit group assigned to that planning instance. If no default business unit group exists, then the system uses the business unit defined as the user's preference. Other selection criteria includes, for example, source planner, category, and item group. You can also limit the search to specific schedule start dates and arrival dates. The retrieved results for this type of search provide you a range of inventory updates.

You use the Feasible Solver and Material Solver pages to cancel frozen planned orders, production, transfer, and purchase orders in solvers. The solvers can cancel frozen orders if the orders are in excess. You also are able to disallow the cancellation of nonfrozen orders. This example shows the Feasible Solver page:

Feasible Solver page

A final update for PeopleSoft Supply Planning for Release 9.1 is the introduction of a Capacity Report. Planners normally define the planning instance and load it into the system. Next, they run either the material plan to determine material requirements or the Feasible Solver to resolve material feasibility for resolvable material violations. Finally, planners run the Capacity Report, after which they can review the report using Oracle's XML Publisher.

This example shows the new Capacity Report page:

Capacity Report page

You use the Planning Capacity Report (PL_CAP_RPT) process to view capacity usage for work center resources for a production period. This view helps you determine whether the resource is over or under used and whether it is available for new or future production.

Demand and Inventory Policy Planning 9.1

With the release of PeopleSoft 9.1, we begin using Oracle's Demantra Demand Management instead of the previous Demand Planning forecasting system. Oracle's acquisition strategy has been to acquire the best of the best in many application areas. The acquisition of the Demantra Demand Management product brought a best-of-breed demand planning product as a robust planning option for PeopleSoft customers.

PeopleSoft Release 9.1 provides existing PeopleSoft customers with the option to integrate to the Oracle Demantra Demand Management application. We provide a process to load demand data from PeopleSoft into the Demantra Planning system and then to import forecast data from Demantra for publishing to other PeopleSoft applications including Inventory Policy Planning, Supply Planning, and Inventory.

The PeopleSoft Enterprise Inventory Policy Planning application enables you to balance your inventory policy and customer service levels strategically throughout the supply chain. The application also calculates time-phased order quantities and safety stock using selected inventory strategies, conducts what-if analyses, compares your current inventory policy with simulated inventory scenarios, and improves your return on inventory investment.

Performing maintenance on policy items has sometimes been an arduous task because of the lack of mass maintenance capabilities in PeopleSoft Inventory Policy Planning. Release 9.1 provides the ability to perform mass maintenance of policy item fields, including the option to update the item's control group.

New Functionality

To support the evolution of Oracle Demantra Demand Management, this release of PeopleSoft Supply Chain Planning products provides the capability to integrate to the Demantra Planning system.

Oracle Demantra Demand Management is a configurable, web-based product that can help an organization perform demand planning and forecasting. The product provides access to historical and other reference data. The PeopleSoft system generates flat files and .xml files to export to Demantra and imports data in flat files from Demantra.

Using the Advanced Planning, Demantra component, you can manage the integration of data between PeopleSoft and Demantra Demand Management. You can establish and maintain demand history data and export this data to the Demantra planning system using an Oracle Process Integration Package (PIP). The system can then generate forecasts using the Demantra Demand Management application and its forecasting calculations.

A new Advanced Planning menu as shown in the next example was added to the SCM Integrations component:
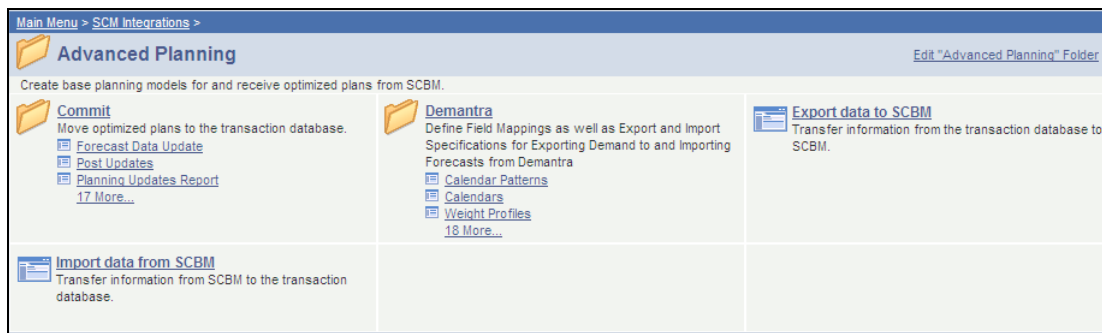
Advanced Planning menu

Using the menu, you can manage all aspects of integrating Demantra with other PeopleSoft applications. As part of the Demantra Demand Management integration implementation, we:

- Created a new component that maps PeopleSoft fields to Demantra integration file fields. This new routine defines which data is passed from PeopleSoft to Demantra Demand Management to be used for generating forecasts.

- Created new routines to extract PeopleSoft data that is used by a PIP to load data into Demantra Demand Management.

- Created a new routine to import Forecast data from Demantra. This data is used for publishing to other PeopleSoft applications, including PeopleSoft Inventory Policy Planning, Supply Planning, and Inventory. A new routine is provided to import the Demantra forecasts and populate the existing publish tables.

- As part of the Demantra integration, removed former PeopleSoft Demand Planning links from PeopleSoft Inventory Policy Planning pages.

- Finally, as part of Demantra integration, ensured that PeopleSoft Supply Planning and Inventory are minimally affected by the integration to Demantra.

Basic information for integrating with Oracle Demantra Demand Management is defined and maintained using the Demantra menu. Available functions are shown in this example:

Demantra planning system menu

Using the Demantra Planning menu, you can establish and maintain demand history data similar to the way the data was maintained using the PeopleSoft Demand Planning application. This data is then sent to Demantra Demand Management using a PIP. The system generates forecasts using the Demantra Demand Management application and its forecasting calculations. After forecasts are generated, you can bring the forecast back into PeopleSoft using the PIP and the Import Forecast option on this menu.

Inventory Policy Planning Enhancements: To support PeopleSoft Enterprise Inventory Policy Planning Release 9.1 mass maintenance improvement, the system provides new pages that enable you to apply item changes to multiple items at the same time. For example, you can add five percent to the price values for all items that are in the policy set, or you can update the average cost for a certain group of items in the policy set.

Mass change specifications control how the system makes mass changes to inventory policy items. Within the specification, you create data subsets that are made up of records. You use the Mass Change page that appears in the next example to begin the creation of a mass change specification:

Mass Change page

This page provides a way for you to define which policy items will be updated.

You use the Update Operations page to add and update mass maintenance group parameters for the specification. This example shows the page:

Update Operations page

You use this page to define how you want the system to apply changes to target fields.

An Edit Operation button enables you to access the Define Update Operation page where you can update values for operators, operands, and source fields to define the update of selected target fields. The page appears in this example:

Define Update Operation page

Use this page to add and change update operations for a mass change specification. An update operation determines how the system processes individual fields within a mass maintenance group. Available fields on this page depend on the value that you selected on the Mass Change page.

Order to Cash Business Process Overview

The Order to Cash process is the most visible component of your supply chain and the most rapidly evolving. You can no longer rely on disparate order entry, fulfillment, invoicing and reporting systems if you want to achieve global order visibility and world class customer service. Order to cash solutions connects all stages of your sales order lifecycle, creating real-time customer demand visibility, profitability analysis and operational control across the enterprise. The PeopleSoft Order to Cash solution ensures that all facets of the customer relationship are addressed in a collaborative, efficient, and accurate manner — a key success factor for customer retention and profitability in today's business world.
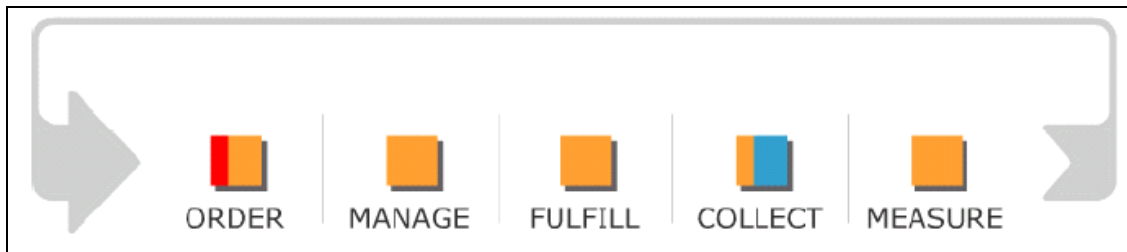
Order to Cash business process

Only Oracle's PeopleSoft delivers a comprehensive Order to Cash solution that provides everything necessary to manage the entire order to cash process from order entry, pricing and promotions management, and inventory management to order promising and collection.

The Order to Cash business process consists of five phases:

- The Order phase includes order capture/entry, order confirmation and reserving product to fulfill orders.

- The Manage phase includes tracking the order through its lifecycle, changing the order when necessary, and measuring the effectiveness of your order management activities.

- The Fulfill phase involves the sourcing of those goods required to fill the order, delivering the right goods to the right place at the right time, and replenishing that inventory as needed.

- The Collect phase includes invoicing the customer in a timely manner, collecting payment on that invoice, and quickly resolving any issues that may arise.

- The Measure phase includes collecting the appropriate data for running required reports, identifying trends in the customer buying patterns, and analyzing fulfillment data as well as customer profitability.

The following sections preview the new Order to Cash features and enhancements by product that are included in PeopleSoft Release 9.1.

Order Management 9.1

Whether customer expectations are met or missed has a serious impact on your customer service, and ultimately customer loyalty. Traditionally, customer service tasks revolved around the management of orders—the convergence of the sales and fulfillment cycles. With so much riding on this key process, your organization must continuously look for ways to revolutionize order management.

PeopleSoft Enterprise Order Management is a robust system that effectively connects sales and sales order entry with the process of fulfillment and total order status visibility. This flexible system provides a central order entry point for all sales channels to declare and validate products, options, kits, prices, and additional fees, product configurations, buying agreements, and preferred fulfillment sources. Additionally, it provides visibility into planned and existing supply, expected shipment dates, and order status throughout the life of the order.

Order Management Strategy and Development listened to their installed base of customers and heard areas where improvements were needed. Working with the Distribution and Manufacturers User Group (DMUG), the Strategy organization chose their top enhancement requests to concentrate on for Release 9.1:

- Credit Checking Enhancements

- Return Material Authorizations

- Quote/Sales Order Entry

Credit Checking Enhancements

In this time of fiscal uncertainty, you need to use care when extending credit terms to customers. You need to be certain that your customers can pay invoices within terms and ensure that they are not overextended.

Release 9.1 offers an option for organizations to include backlog days, deposits and payments for credit checking at the corporate customer level. Also planned is an option to include non-Order Management (non-OM) invoices in the credit checking algorithm. Non-OM invoices could be invoices that come from the PeopleSoft CRM system that are bills for service orders or service agreements. This feature is the number two item on the prioritized list of enhancements from the DMUG.

New Functionality

Visibility to your customer's credit exposure is important when making a decision about their credit worthiness. Release 9.1 improves the Credit Availability page to include more information such as draft balances, details around the corporate customer backlog, pending payments and aged AR information similar to what is displayed for a bill-to customer.

Customer Credit			
SetID: SHARE **Customer ID:** 0000050035		Staffing Customer	

Bill To Customer			
Credit Limit:	None	Date:	
Currency Code:	USD	Rate Type:	OFFIC
Total Backlog Amount:	0.00	Backlog Days:	0
Pending Payments:	0.00	Deposits:	0.00
Total Aged AR:	0.00	Credit Available:	Unlimited

Hold If Outstanding Credit

Aging ID:	
Aging Category:	
Aging Amount:	0.000

Corporate Customer			
SetID: SHARE **Corporate ID:** 0000050035		Staffing Customer	
Credit Limit:	None	Date:	
Total Aged AR:	0.00	Credit Available:	Unlimited

Draft Balances

Actual Debt Amounts

Approved Actual Debt:	0.00
Remittted Actual Debt	0.00
Dishonored Actual Debt:	0.00
Total Actual Debt Amount:	0.00

Remitted Amounts

Remittted Actual Debt	0.00
Remitted Grace Days	0.00
Total Remitted Amount:	0.00
Total Actual and Remitted:	0.00

In-Progress

Total In-Progress Draft Amount:	0.00

Customer Credit page

Return Material Authorizations

Returns are a fact of life for any organization that provides goods to their customers. Goods are returned for many reasons, and many different processes exist to handle these returns. In the past, we provided basic returned material functionality, and now our customers are asking for more, especially in the area of usability. The Return Material Authorization (RMA) enhancements for Release 9.1 cover basic user experience changes, as well as provide the customers with flexibilities for credit card chargeback for returned items, value-added tax (VAT) defaulting, and more flexible ways of populating the RMA form with returned goods information.

Further, customers want more assistance in determining what price to credit back on a return when an invoice or sales order is no longer present to pull prices from. For Release 9.1 an enhancement enables calling the Enterprise Pricer to at least get a price close to what the customer may be charged rather than the list price from the Product Master table. This was one of the higher priority enhancement requests logged from the DMUG.

PeopleSoft Enterprise Pricer is being enhanced to enable users to indicate whether price rules that are setup for the parent application can be used in child applications. This allows setting up sales order price rules that are not applicable to RMAs. If an RMA line is created without using the Customer Shipment History, then PeopleSoft Enterprise Pricer is called from the RMA to calculate the price.

New Functionality

When you create an RMA line without using shipment history, you can either enter the net price manually or allow the system to calculate the price for you. The RMA uses Enterprise Pricer arbitration plans and rules to determine the RMA credit price if the RMA line is not created from shipment history. RMA price adjustment audit records are created to capture the derivation of an RMA price. The Customer Service Representative (CSR) can review these price adjustment audit records. If tiered pricing is used, the RMA line price is set to the weighted average of the pricing schedules for the line. Any order level adjustments are prorated to the RMA lines being priced.

At times, logging a return is frustrating because a customer may not know the order number associated with the product being returned. Shipment History is enhanced to allow additional search fields, such as Customer PO and Invoice Number.

Customer Shipment History										
Business Unit: US001										
▼ **Shipment History Search**										

Source Bus Unit: _____ **Ship Bus Unit:** _____

Sold To Customer: 1000 **Shipping ID:** _____

Ship Date From: 01/14/2009 **To:** 07/14/2009 **Billing Unit:** _____

Order No: _____ **Bill To Customer:** _____

Product Source: System **ID:** _____ **Invoice:** _____

Description: _____ **Customer PO:** _____

☐ Contracts Shipments   [Search] [Clear] Wild card Search (Use '%')

▼ **Shipment History Details**   Customize | Find | View All | | First ◄ 1-3 of 3 ► Last

Product | Shipping/Billing

Return	Source Unit	Order No, Line, Sched	Product Source	Product ID	Description	Quantity	Quantity Shipped	Quantity Returned	UOM	Customer PO
☐	US001	9000018, 1, 1	System	10004	Long Sleeve T-Shirt, Women's	8.0000	8.0000		EA	
☐	US001	9000019, 1, 1	System	10004	Long Sleeve T-Shirt, Women's	8.0000	8.0000		EA	
☐	US001	9000020, 1, 1	System	10020	Hand Pump, Frame Attachment	5.0000	5.0000		EA	

Select All Products   Deselect All Products

Return To RMA

Customer Shipment History page

Crediting a customer's account is not always applicable when a product is returned. For a customer who paid for an order with a credit card or the customer whose default payment method is credit card, we now supply the credit card information by default onto the RMA. The Customer Service Representative (CSR) then can review and change the credit card information before it is passed to Billing to refund the payment to the customer's payment card.

In a fast-moving ordering environment, the CSR must be able to log returns quickly to ensure the highest level of customer service. To that end, we made improvements to the RMA form to enhance the user experience. The changes include:

- A display of totals on the RMA form for stock, non-stock, and RMA totals.

- Allowing the user to drill down to more information for the original order schedule or invoice from the RMA line.

- A display of the Parent Kit Product ID on the RMA Line.

- Allowing navigation via links to other related pages on the RMA while you are in inquiry mode.

Quote/Sales Order Enhancements

The fast-paced quote and order entry environments require flexibility for CSRs to respond quickly to customer requests. The tools for accomplishing rapid response to inquiries and working efficiencies are critical for companies wanting to remain lean in the current challenging economic environment.

For Order Management Release 9.1, we implemented the following Quote and Sales Order processing enhancements:

Use of the Customer Alias has been a key customer accommodation, enabling your customers to identify your products by their own nomenclature. We allow identification of an additional customer-specific product description for the Product Alias and have that description flow though to the Billing system. The customer's description, if one is available, appears on pages and documents where appropriate. If no customer-specific Product Alias description is available, the standard product description is used.

New Functionality

The Customer PO Number has been added to the Order Release page so that the PO Number is passed to the Sales Order when releases are generated.

The current ability to allow mass updates to all schedules is a key bit of Quote and Sales Order functionality that provides efficiencies for making order changes that affect many order schedules. Release 9.1 allows the user to synchronize schedule changes to the order lines when a one-to-many relationship exists between lines and schedules as well as to the order header.

In fast-moving quote and order environments, closing expired quotes and RMAs individually is tedious. Order Management Release 9.1 provides the option in the OMCLOSE process to close expired quotes and RMAs that are fully received in addition to the SOs that it currently does.

New Functionality

The Close Orders/Quotes process (OM_CLOSE) checks the status of sales and quote orders, lines, and schedules, and closes them when appropriate. Orders and quotes cannot be closed online.

Payments by credit cards are becoming more common for purchases, and sometimes given long product lead times, the pre-authorizations for these purchases become "stale". Release 9.1 provides a background process that uses the Credit Card Expiration Days attribute on the credit card setup to determine when a transaction is "stale" and to automatically resubmit the transaction for a new authorization.

Concerns around data and credit card security are foremost in the minds of customers who allow credit cards as a form of payment. Adherence to Payment Card Industry Best Practices is a priority for PeopleSoft and to that end, the following enhancements were made in Order Management credit card processing to make our software failsafe and secure.

- Capturing of the CVV2, CVC2, and CID Code on all credit card "card not present" transactions. This information is passed to the Credit Card Vendor during online authorizations.

- Initial fraud screening to ensure secure transactions when an amount of .01 is passed to the credit card provider to ensure the credit card data is correct on the sales order and pending transaction components.

- Allowing the CSR to select which address (Bill-To or Ship-To) to pass to the credit card provider for verification.

- Exposing detailed credit card transaction history within the sales order component so a user can see when an authorization is submitted, denied, reversed or reauthorized and then can see eventual settlement details.

- Currently, if the order total increases, a new authorization is requested for the new order total, but the previous authorization is not canceled. This causes the card to reserve additional funds that are not needed to cover the order transaction. This can be problematic for customers who are ordering large dollar amount items as their credit limits can get maxed out unnecessarily. Release 9.1 reverses prior authorizations and submits a new authorization when total order values have increased. There is also an option to reverse prior authorizations for total order value decrements that exceed a user-specified amount.

- To ensure that only those users who should be maintaining and viewing customer credit card data have access to the component for capturing Contact credit card data, we set up the credit card fields in our contact components so that page level security can be used to determine what users and roles can access credit card data associated with a customer contact.

To provide excellent customer service, your in-process production becomes an integral part of your supply visibility. However, if you do not have that product in production, and nothing is yet planned, you need a mechanism to "kick-start" that process in order to fulfill your customer demand. If you are using the Pegging functionality in Order Management, with Release 9.1 you are able to generate new production orders as a source of supply from Order Management. Currently, we allow this only with configured products. With Release 9.1, authorized users can generate production orders as a source of supply for sales order demands.

Lower freight capacity, rising freight costs, and increasing service level pressures are forcing enterprises to rethink their transportation strategies. PeopleSoft Order Management and Inventory 9.1 provide you with the necessary tools to do shipment planning and freight management from the Order Management and Inventory pages. We provide the ability to shop for freight rates and the best method of shipment based on freight cost or best date to meet your commitment for on-time delivery. Please see the Inventory 9.1 section discussing Freight Management and Shipment Planning for more details about this enhancement.

When you send free or promotional items to your customers, in some states you are liable for sales tax. This tax is not charged to your customers but rather it is accrued and should be based on the cost of the item. Prior to Release 9.1, free or promotional items had no taxes calculated, as their extended amount is zero. Release 9.1 provides functionality that allows you to indicate for states that require this calculation, an accrual of the sales tax for subsequent payment on 0.00 priced lines when taxes are filed. Both Order Management and Billing have added functionality to handle this situation in their applications.

Miscellaneous Enhancements

To address Missing Trader Intra-Community (MTIC) Fund Fraud, HM Revenue and Customs (HMRC) in the United Kingdom is introducing the VAT Reverse Charge procedure on specified categories of goods being traded between businesses. Under this procedure, the purchaser of the goods, rather than the seller, will be liable to account for the VAT on the sale. The supplier will not charge VAT but will have to specify on the sales invoice that the reverse charge applies and state the amount of VAT that would have been accounted for. If the purchaser has correctly accounted for the VAT under the reverse charge procedure, she will retain the right to input tax recovery, subject to the normal VAT rules. Release 9.1 introduces a VAT Reverse Charge check box that enables the system to recognize those transactions to which the new rules apply.

To be more proactive in discovering potential problems in the system, a new framework is provided that uses user-defined queries to generate messages and alerts delivered to users. With the Message and Alerts Framework Release 9.1 provides you with the tools to be more proactive in discovering potential problems in the system before they occur. An easy-to-use set of tools enables you to create a new query or use one of your existing queries to monitor conditions in your enterprise. You have the option of scheduling the query to run at intervals and notifying appropriate individuals via email or worklist entries when further action is required. The following new alerts were added for Order Management Release 9.1:

- Due Shipments (OM_PASTSHIP_ORD) - Notifies the CSR of any unshipped order schedules that are past their scheduled shipment date.

- EDI Orders Stuck (OM_EDI_STUCK) - Notifies the user of any EDI transactions that are stuck in the staging tables and need to be processed.

- RMAs Requiring Approval (RMA_REQUIRE_APPROVAL) - Notifies the user of any RMAs over a specified dollar amount that is awaiting approval.

Inventory 9.1

Current market forces—competition, shareholder value and inventory reduction—are driving new advances in how you manage inventory. These advances include greater efficiencies in item maintenance, flexible responses to customer requests, and the management of freight and shipments to customers. PeopleSoft Enterprise Inventory 9.1 was enhanced with these trends in mind. Again, we listened to our customers and polled them to find the most requested enhancements and created solutions in PeopleSoft Inventory 9.1 to solve these business issues.

PeopleSoft Inventory 9.1 delivers functionality in the following areas:

- Item Maintenance Enhancements

- Fulfillment Enhancements

- Return to Vendor Efficiencies

- Freight Management and Shipment Planning

- Inter-Unit Transfer Visibility

Item Maintenance Enhancements

PeopleSoft Inventory 9.1 delivers the following item maintenance enhancements:

- Configurable Item Templates

- Inventory Item Types Enhancement

Configurable Item Templates

The PeopleSoft item setup process is inherently detailed because of the multitude of attributes that can be assigned both at the setID level and at the business unit level. While this setup process is helpful for downstream transactions because the more attributes that are assigned during the item definitions process, the less interaction is needed later on, setup can be time-consuming. Release 9.1 provides configurable templates, which are a flexible way to assign default values to attributes that are needed when you are setting up new items. Unlike the existing static Item Template, the configurable template allows the user to decide which attributes be assigned, both at the setID level and at the business unit level. The configurable template enables you to quickly and easily design a single item creation page that prompts for only those attributes you require for your items or groups of items. This functionality is available for entering items both online and using the Item Loader.

New Functionality

Configurable templates enable you to identify the fields and default field values to be populated on a new item based on the user-defined template list.

Configurable templates can be used to add items:

- Using the Item Add component to manually add items one at a time.

- Using the Item Loader process to load a batch of new items. To populate the item loader staging tables you can:

  - Use the Item_Sync service operation within the PeopleSoft Integration Broker.

  - Use the IN_MST_ITM_XLS component interface to load a batch of new items from a Microsoft Excel spreadsheet.

Inventory Item Types Enhancement

You often deal with items that are expensed, and do not need to be tracked in PeopleSoft Inventory. Sometimes the costs associated with keeping track of inventory levels are not necessary for low-cost items, or items that are not requested on a regular basis. However, business conditions often change. You may want to change the item to a non-Inventory item, and just expense it. Likewise, it may have formally been an expensed non-Inventory item that has become too expensive, and you now want to track it in PeopleSoft Inventory. Release 9.1 improves the mechanism to facilitate switching an item from non-inventory to inventory and vice versa.

New Functionality

After you use an item ID in the PeopleSoft system, you may want to change the item from an inventory item type to a non-inventory item type or conversely, change from a non-inventory to an inventory item type. An inventory item can be physically stocked and tracked in one or more PeopleSoft Inventory business units and used on MSRs within the Inventory business units. A non-inventory item is not used within the PeopleSoft Inventory business units and cannot be added to an MSR.

An item is defined as an inventory item by the value of Y (yes) in the INVENTORY_ITEM field of the MASTER_ITEM_TBL record. The item is defined as a non-inventory item when the value is N (no). In Release 9.1, you can change the inventory item type setting of an item ID by:

- Selecting or deselecting the Inventory Item check box on the online Define Item - General: Common page. This method is best for changing a few items.

- Using the Item Loader process with a catalog maintenance template to change the value in the INVENTORY_ITEM field of the selected items. This method is best for changing many items at one time.

You cannot change the item type of an item until all transactions against the item are complete. PeopleSoft provides you with the Item Type Errors page that lists all the transactions that need to be resolved before the item type change can be made. This page includes links to the appropriate PeopleSoft pages where you can make the necessary changes to complete or cancel transactions.

Item Type Error page within the Define Items component

The Item Type Errors page only appears if transactions exist that prevent the item ID from changing item types. To access the Item Type Errors page:

- For online inventory item type changes, go to the Define Item - General: Common page (Items, Define Items and Attributes, Define Item, General). Select or deselect the Inventory Item check box and save the page.

- For inventory item type changes using the Item Loader process, go to the Data Definition Maintenance – Errors page (SCM Integrations, Transaction Error Handling, Maintain Data Definitions). Select the Transaction Type of ITEM and click the Search button. Click the Show Detail Entry icon and then select the Item

Type Errors link.

Fulfillment Enhancements

PeopleSoft Inventory 9.1 delivers the following enhancements to the demand fulfillment functions:

- Improved Pegging Functionality

- Material Stock Requests from Third-Party Data

- Defer Depletions Enhancement

- Undo Fulfillment Enhancement

- Pick Plan Location Summary Enhancement

- Preallocation of Stock

- Transfer of Allocated Stock

Improved Pegging Functionality

For users of the inventory pegging functionality, you can view the total quantity pegged at the business unit level for an item and drill down on the details of that total.

New Functionality

To provide greater visibility of pegs within a PeopleSoft Inventory business unit, the following inquiry pages display pegged quantities for the Inventory business unit:

- Item Balance By Unit page

- Allocated Items by Location page (new page)

Item Balance By Unit

Unit:	US010
Item ID:	10002
	Long Sleeve T-Shirt, Mens
Std UOM:	EA

Quantity On Hand:	8195.0000	Qty Owned:	8195.0000
Qty Available:	5195.0000	Qty Reserved:	3000.0000
Qty Open Peg:	260.0000		
Replenish Lead (Days):	0.00		

History Information

Last Adjustment:		Last Putaway:	06/25/2009
Last Order Date:		Last Order:	

Item Balance By All Units   Item Balance By Location   Item Fulfillment Status

Return to Review Inventory Balance Info

Item Balance By Unit page

You use the Item Balance By Unit page to view the total quantity pegged at the business unit level for an item. The user can drill down on the detail of that total.

The Qty Open Peg field displays the total peg quantity less any completions for this business unit and item ID combination. A completion is a peg quantity that has been received and putaway into the Inventory business unit. The open peg quantity in this field displays the amount of incoming stock that is currently pegged to fulfill existing demand.

Allocated Items by Location

Business Unit:	US010	
Item ID:	10002	Std UOM: EA
Storage Location: Storage Area: AREA2 1 1		

Customize | Find | View All | | First 1-2 of 2 Last

Quantity Details | Lot/Serial/Container | Pick Batch/ WIP Location

Source	Src BU	Order No	Line	Sched	Demand	Seq #	Qty Reserved	Qty Reserved Base	QTY Pegged	Qty Pegged Complete
IN	US010	MSR0000011	2	1	1	1	5.0000	5.0000		
OM	US001	CEN1091	1	1	1	1	5.0000	5.0000		

The Allocated Items by Location inquiry page

You use the new Allocated Items by Location inquiry page to view the demand and supply that sourced the peg quantity at a location, if the pegs created a hard allocation at the time of receipt into the inventory business unit. Access this new page by clicking the Qty Reserved link on the Item Balance by Location page or the Inventory Inquiry by Location Details page.

Material Stock Requests from Third-Party Data

For customers with third-party logistics systems, MSRs are often created in the third-party system and need to be transferred to PeopleSoft Inventory. Release 9.1 provides enterprise integration points (EIPs) to create material stock requests based on data from a third-party source.

These EIPs can create a new MSR or add a new demand line to an existing MSR in PeopleSoft Inventory. The MSR can be created as any order type; an External Order, an Inter-Unit Transfer (including an Inter-company Transfer), an Internal Issue (including an Inter-Unit Expensed Issue) or a Vendor Return. You also can immediately advance these externally-created stock requests to the released, shipped, or depleted fulfillment state (using either direct or automatic processing), so that functionality in the PeopleSoft Inventory system can be used to complete the fulfillment process for those requests.

New Functionality

The following service operations can create a new MSR or add a new demand line to an existing MSR in PeopleSoft Inventory:

- Inventory_Create_Stock_Request: Using transaction code 0360 (Create Stock Request), your message transaction can create an MSR in the unfulfilled state. For non-soft reserve, non-ATP items, you can have the new MSR demand line placed in the releasable state by:

  - Selecting the Auto Stock Approval check box on the Setup Fulfillment page.

  - Selecting the value of releasable in the Non-Soft Reserved State field of the Setup Fulfillment page.

- Inventory_Front_End_Shipping: Using the transaction code 0365 (Front-end Ship), your message transaction can create an MSR and then place it in the shipped state. This EIP is commonly used to move existing MSRs from the unfulfilled or releasable states to the shipped state. To use this EIP to create an MSR, you must enter Y (yes) in the Create Demand field (IN_CREATE_DMD_FLG) of your transaction. In addition you can enter 70 (advance to depleted) in the Auto Release Option field (AUTO_RELEASE_OPT) of your transaction to move your new MSR to the depleted state.

- Inventory_Shipping: Using the transaction code 0366 (Ship), this message transaction can create an MSR and then place it in the shipped state. This EIP is commonly used to move existing MSRs from the unfulfilled, releasable, or confirmed states to the shipped state. To use this EIP to create an MSR, you must enter Y (yes) in the Create Demand field (IN_CREATE_DMD_FLG) of your transaction. In addition you can enter 70 (advance to depleted) in the Auto Release Option field (AUTO_RELEASE_OPT) of your transaction to move your new MSR to the depleted state.

The PeopleSoft Integration Broker receives an inbound XML message into the INVENTORY_FULFILLMENT queue. The Fulfillment Request Handler, a PeopleTools application class, formats the incoming data and populates the staging tables. For each request, the Fulfillment Request Handler assigns a unique ID called the EIP_CTL_ID. The Fulfillment Requests process (IN_FUL_BCT) retrieves the transaction requests from the staging tables, processes them, and applies them to the PeopleSoft Inventory demand tables.

Defer Depletions Enhancement

Many organizations need to ship orders within PeopleSoft Inventory but delay the billing and costing of a shipment until all of the internal procedures are complete. To support this requirement, PeopleSoft Inventory 9.1 provides deferred depletion functionality which gives customers control over when order lines are processed for billing and costing.

New Functionality

To delay costing or revenue recognition, you must delay the running of the Deplete On Hand Quantity (Depletion) process in PeopleSoft Inventory. When the Depletion process is complete, the demand lines are eligible to be picked up by PeopleSoft Billing for invoice creation (revenue recognition) and by PeopleSoft Cost Management for costing calculations (generation of accounting entries for inventory costs).

The ability to delay the billing and costing processes is controlled by the Defer Depletions field that is located on each demand line within a sales order or MSR. A value of N (no) enables the demand line to be processed by the Deplete On Hand Quantity (Depletion) process; a value of Y (yes) prevents the Depletion process from picking up the demand line so that it remains in the Shipped state and cannot be processed by PeopleSoft Billing or PeopleSoft Cost Management.

After setting up the PeopleSoft Inventory system to use the deferred depletions feature, you can process your inventory shipments as follows:

- Process your orders or MSRs up to the fulfillment state of shipped. During the shipping process, the system applies the default value to the Defer Depletions field from your system setup or the system applies your override value that you can enter on many pages within demand fulfillment, including;

  - The Material Picking Feedback page.

  - The Picking Confirmation process page.

  - The Shipping/Issues - Order Summary page.

  - The Shipping Requests process page.

  - The Front-end Shipping Requests process page.

  - The Express Issue-Detail Override/Exceptions page.

  - The header, group, and detail sections of the Fulfillment Workbench.

  - The messages used by PeopleSoft Integration Broker for shipping.

- Complete your non-system related shipment processing, such as completing paperwork, obtaining signed delivery receipts, and so on. If the Depletion process is run during this time period, it only selects demand lines with a value of N in the Defer Depletions field.

- Use the Defer Depletions component to mark the completed demand lines to be processed by the Depletion process. You change the Defer Depletions field on each demand line to N (no). You can select each individual demand line or you can change a group of demand lines at one time.

- Run the Deplete On Hand Quantity (Depletion) process in PeopleSoft Inventory. Placing the demand lines in the depleted fulfillment state enables the PeopleSoft Billing and PeopleSoft Cost Management processes to pick up the lines for invoice creation and costing.

Defer Depletions

Business Unit: US010   Search for Shipped Demand

Demand Lines for Update   Customize | Find | View All | First 1-2 of 2 Last

Defer	Order No	Line	Sched	Item ID	Description	State	Details
☐	MSR0000012	1	1	10002	Long Sleeve T-Shirt, Mens	Shipped	Details
☐	MSR0000012	3	1	10008	Switchback Mt. Biking Shorts,	Shipped	Details

The Defer Depletions component

Use the Defer Depletions component to change the value of the Defer Depletions field for the selected demand lines. You can use this component in two ways:

- Online Method: View the individual demand lines on the Defer Depletions page and change the Defer Depletions field per line. This method is useful when you are working with a few demand lines and need closer supervision of the changes.

- Batch Method: Use the Defer Depletions-Shipment Selection Criteria page to enter search criteria and change the Defer Depletions value without viewing the individual demand lines. This method is especially useful when you are handling a large number of demand lines.

The following inquiry pages enable you to monitor the demand lines that are using the Defer Depletions feature:

- The Stock Request inquiry page displays the Defer Deplete check box. If this check box is selected on the displayed demand line, then the Defer Depletions field has the value of Y (yes). If the check box is deselected, then the value is N (no) and the demand line can be moved to the depleted fulfillment state by the Depletions process.

- The Fulfillment Status inquiry page includes:

  ▪ The Defer Deplete Lines Only check box which enables you to search for

demand lines that are using the Defer Depletions feature. When this check box is selected the search results only include demand lines with the value of Y in the Defer Depletions field. When this check box is deselected, the search results include all demand lines meeting the search criteria, regardless of the value in the Defer Depletions field.

▪ The Nbr of Deferred column in the search results page displays the number of demand lines within the order number that have the value of Y in the Defer Depletions field.

Undo Fulfillment Enhancement

In a fast-paced warehouse environment, mistakes happen. It's a fact of life that sometimes things are marked as shipped when they really aren't and if it's a big order or shipment, reversing this unit of work is tedious. In Release 9.1, we provide a mechanism that enables you to easily unship or unconfirm a group of demand lines.

New Functionality

PeopleSoft Inventory enables you to move an order or a demand line to a previous fulfillment state. There are several places in PeopleSoft Inventory where you can undo the fulfillment state by using the Undo Fulfillment process. This process moves the demand lines to a previous fulfillment state, adjust quantities, and change many fields in order to reverse a fulfillment step. The following components and processes can call the Undo Fulfillment process in order to reverse an order or order line:

• The Undo Fulfillment Request process page (run control) moves orders and demand lines to any previous fulfillment state. This process can be used to handle a large group of demand lines. Work orders from PeopleSoft Maintenance Management cannot use the Undo Fulfillment process.

• The Order Release process returns orders to the unfulfilled or releasable fulfillment states. You can select whether or not to keep an allocation or a reservation.

• The Shipping/Issues component can unship an order or exclude a demand line or container from the shipment. This method is recommended only for a few orders or lines that you want to handle individually.

• The Kit Re-Explode process can automatically undo the fulfillment states of demand lines in the course of changing an order to match the latest kit definition. Demand lines can be moved from the fulfillment states of confirmed, released, or shipped.

• The Work Order Pick Plan process page removes the allocation, pre-allocation, or reservation from a work order demand line by using the Cancel Allocation option. Keep in mind that the work orders from PeopleSoft Maintenance Management are kept in the pending fulfillment state during the entire demand fulfillment process.

Run control for the Undo Fulfillment process

Pick Plan Location Summary Enhancement

When picking inventory, you need to have the right road map through the warehouse to make efficient trips without retracing steps. Release 9.1 provides additional sort options for the Location Summary to the Pick Plan (INS6010). With these additional sort options, you can generate pick plans based on where items are located in your warehouse.

New Functionality

You can print a Location Summary report with or without a full Picking Plan report. The Location Summary report sorts the demand lines according to where the items are physically stocked within the warehouse (Inventory business unit), enabling your personnel to fulfill all orders on the picking plan without revisiting locations.

You can generate the Location Summary report from:

- PeopleSoft Inventory using the Additional Options page within the Order Release Request process page.

- PeopleSoft Inventory using the Report Options page within the Work Order Pick Plan process page.

- PeopleSoft Maintenance Management using the Process/Output Options page within the Inventory Schedules - Schedules page of a work order.

In Release 9.1, the Location Summary report includes two different sort types with a total of five sort fields. The two sort types are:

- A physical location sort based on the inventory business unit.

- A detail sort based on the orders to be picked.

Additional Options page within the Order Release Request process page (partial screen shot)

Physical Location Sort Options

This sort is under the title Sort Order and is based on the physical location table (PHYSICAL_INV) that contains the location, quantity, and other details about every item stocked within each inventory business unit. You can select up to three sort levels related to the physical location table. For example, if you select Area, as the highest-level ascending sort order, the Location Summary report groups together all demand lines to be picked from storage area A, and then groups all lines to be picked from storage area B, and so on. In addition to the layout of the business unit (for example, zones, storage areas, material storage locations), you can also select sort order values based on the stock stored within the business unit, including; item ID, lot ID, serial ID, staged date, and so on. For each level, you can indicate whether the sort is in ascending or descending order and whether a page break should occur.

Detail Sort Options

This sort is under the title Location Detail Sort Option and is based on the demand fulfillment tables (IN_DEMAND and its child records) that contain information on the order itself, such as, order number, customer, or carrier. This sort occurs within the higher-level Sort Order. For example, if you select Area, as the highest-level ascending sort order and Order No as the highest-level ascending location detail sort option, then the Location Summary report groups together all demand lines to be picked from storage area A and, within storage area A, sorts the demand lines by order number; next, it groups all lines to be picked from storage area B, and within B sorts the demand lines by order number; and so on.

Preallocation of Stock

MSRs are a quick and easy means of pulling material from stock for a variety of different reasons. Once a stock request is created, it can go through the fulfillment process of reserve, allocate, pick, pack and ship. However, many times you may want to actually reserve specific stock immediately for that request. Release 9.1 enables you to allocate stock from a specific location during material stock request creation without using serial or lot control flags on the item. In previous releases, this capability was available only if you were using lot or serial control.

New Functionality

A pre-allocation occurs when a demand line is allocated to inventory stock while the demand line is still in the unfulfilled or releasable fulfillment state. A pre-allocation can be created by:

- The pegging feature.

- The Allocation Workbench.

- The Create/Update Stock Request component.

- The Shortage Workbench.

- For sales orders, the Order Entry Form component within PeopleSoft Order Management.

- The Inventory Create Stock Request EIP (Enterprise Integration Point).

Using the Pegging Feature to Create Pre-Allocations

Pegging links demand to incoming supply. Based on your settings in the Pegging Item Setup page and the Pegging Setup page, a pre-allocation can be created during putaway. When the incoming supply is put away into the inventory business unit, the Complete Putaway (INPPPTWY) process can allocate the incoming supply to the corresponding outgoing demand. Outgoing demand can be MSR, sales order, or work order. When the entire pegged quantity is received, then the peg status is complete and the order displays a pre-allocation.

Using the Allocation Workbench

The Allocation Workbench enables you to create, update, or remove a pre-allocation or lot allocation and to create a standard allocation. The Allocation Workbench will be used for:

- MSRs originating from PeopleSoft Inventory, PeopleSoft Supply Planning, or PeopleSoft Purchasing.

- Sales orders created in PeopleSoft Order Management.

- Work orders created in PeopleSoft Maintenance Management that have been committed to the PeopleSoft Inventory demand fulfillment table (IN_DEMAND).

Using the Create/Update Stock Request Component

After you add the lines to a MSR, you can use the Create/Update Stock Request component to:

- Automatically create a pre-allocation to all the demand lines in the order by clicking the Pre-Allocate button on the Stock Request Summary page. The system selects the material storage locations to allocate to the demand lines.

- Manually create a pre-allocation for one demand line using the Allocation Workbench. On the Stock Request Summary page, select the line and select Allocations in the Line Menu field to access the Allocation Workbench-Summary page. Using the Allocation Workbench, you can create a pre-allocation or lot allocation, or move the demand line to the Released state and create a standard allocation.

- Create a lot allocation using the Allocate Lots (LOT_ALLOC_ORDR_INV) component. On the Stock Request Summary page, select the line and select Allocate Lot in the Line Menu field.

Using the Shortage Workbench

On the Shortage Workbench, select Pre-Allocate in the Header Action field or the Detail Action field to automatically create a pre-allocation to the selected demand lines. The system selects the material storage locations to allocate to the demand lines.

Pre-Allocating Sales Orders in PeopleSoft Order Management

The Order Entry Form component within PeopleSoft Order Management can be used to pre-allocate or lot allocate sales orders by accessing the Allocation Workbench. Using the Allocation Workbench, you can create a pre-allocation or lot allocation, or move the demand line to the Released state and create a standard allocation. From the Order Entry Form, access the Allocation Workbench by:

- Selecting Allocations or Lot Allocation in the Header Menu field. All lines on the sales order are displayed on the workbench.

- Selecting a line of the sales order and then selecting Allocations or Lot Allocation in the Line Menu field. Only the selected line appears in the workbench.

Pre-Allocating Stock Requests Using the Inventory Create Stock Request EIP

Within the PeopleSoft Integration Broker, the Inventory_Create_Stock_Request service operation enables you to send data from a third-party source into the PeopleSoft Inventory system and create a new material stock request (MSR) or a new demand line on an existing MSR, including external orders, internal orders, interunit transfers, and RTV orders. When the new MSR is created in the unfulfilled or releasable fulfillment state, you can choose to pre-allocate using the LLS (location, lot, serial) level of the message where the ALLOCATE_SOURCE field and the material storage location can be defined.

Transfer of Allocated Stock

At times, inventory sitting in a container or in a holding location must be moved to another location before shipment. In the past, once this inventory had been reserved it could not be moved without unreserving and then doing the transfer. Release 9.1 enables you to do bin-to-bin transfers of allocated material, even inventory already in containers.

New Functionality

PeopleSoft Inventory enables you to transfer stock within the business unit that was hard-allocated to a MSR, sales order, production transfer order, or work order. This includes:

- Stock that is pre-allocated to a demand line. This pre-allocation may have occurred due to pegging, lots, or just general pre-allocations. You can transfer stock allocated to all pre-allocated demand lines that do not have a pick batch ID, including;

  - The demand lines of MSRs in the fulfillment states of Unfulfilled or Releasable.

  - Work order demand lines from PeopleSoft Maintenance Management.

- Stock that was allocated to a demand line that has a pick batch ID assigned. These demand lines that are in the middle of the picking stage, including:

  - The demand lines of MSRs with a pick batch ID and in the fulfillment state of Released.

  - Work order demand lines from PeopleSoft Maintenance Management that have a pick batch ID.

  - Production order demand lines from PeopleSoft Manufacturing (the SF_ISS_TRANSFER record) with a pick batch ID.

Allocated stock can be transferred to another material storage location within the Inventory business unit using:

- The Transfers component

- The Inventory Transfer EIP (INVENTORY_TRANSFER service operation within the PeopleSoft Integration Broker).

- The Storage Location Transfer page (transaction page)

The Online Transfers Component

For online transfers, you can use the Transfers component to find and move allocated stock that is:

- Loose stock quantities within the business unit.

- An entire storage container that includes some or all allocated stock.

The EZ Transfers page cannot be used to transfer allocated stock.

Transfers component for online transfers within a business unit

Select the Include Pre-Released Allocations check box to display and enable the transfer of stock that has been hard-allocated to demand lines before the picking process

Select the Include Released Allocations check box to display and enable the transfer of allocated stock when the demand lines have already entered the picking stage and a pick batch ID has been assigned.

Inventory Transfer EIP

The Inventory Transfer EIP is an asynchronous service operation that receives material storage location transfers staged by third-party applications; such as, electronic data collection systems and warehouse management systems. The Inventory Transfer EIP can use the transaction codes of 0601 (item transfer) or 0602 (container transfer) to transfer allocated stock. The message used by the INVENTORY_TRANSFER service operation has the following fields:

- INCLUDE_ALLOC_FLG: Enter Y in this field to transfer the selected stock even if the stock has been pre-allocated.

- INCLUDE_RELSD_FLG: Enter Y in this field to transfer the selected stock even if the stock has been allocated to a demand line with a pick batch ID.

Storage Location Transfer Transaction Page

The Storage Location Transfer transaction page under the SCM Integrations menu can be used to collect transfer transactions from an electronic data collection system. Allocated stock can be transferred using the transaction codes of 0601 (item transfer) or 0602 (container transfer).

Storage Location Transfer page

Select the Include Pre-Allocated Qty check box to transfer the selected stock even if the stock has been pre-allocated.

Select the Include Released Qty check box to transfer the selected stock even if the stock has been allocated to a demand line with a pick batch ID.

Transaction Maintenance Component

For both the Inventory Transfer EIP and the Storage Location Transfer transaction page, the Transaction Maintenance component can be used to adjust data within the staging tables. The Transaction Maintenance- Inventory Transfer page can be used to adjust the allocation transfer settings in a transaction row.

Transaction Maintenance- Inventory Transfer page (partial screen shot)

Viewing the Allocated Stock of a Demand Line

A new inquiry page has been added to display the allocated quantity for an item within a specific material storage. Access the Allocated Items by Location page by clicking the Qty Reserved link on the Item Balance by Location page or the Inventory Inquiry by Location Details page.

Allocated Items by Location

| Business Unit: | US010 | | | | | Std UOM: | EA | | | |

| Item ID: | 10002 |
| Storage Location: | Storage Area: AREA2 1 1 |

Customize | Find | View All | 🔁 | 🎛 | First ◀ 1-2 of 2 ▶ Last

| Quantity Details | Lot/Serial/Container | Pick Batch/ WIP Location | 🎛 |

Source	Src BU	Order No	Line	Sched	Demand	Seq #	Qty Reserved	Qty Reserved Base	QTY Pegged	Qty Pegged Complete
IN	US010	MSR0000011	2	1	1	1	5.0000	5.0000		
OM	US001	CEN1091	1	1	1	1	5.0000	5.0000		

Allocated Items by Location page

Return to Vendor Efficiencies

In previous releases, PeopleSoft Purchasing Return to Vendor functionality requires a multi-step approach, incorporating both on-line and batch processes, in both PeopleSoft Purchasing and Inventory. Inventory Release 9.1 allows you to complete the entire Return to Vendor (RTV) transaction in one step from the Purchasing RTV page without having to manually access the Inventory transaction pages. Optionally, you can take the RTV demand line through the fulfillment steps to generate a pick plan to trigger warehouse personnel to pick and ship goods back to the vendor. In addition, you can allocate precise stock to be returned, down to the serial number or lot, by specifying it on the RTV page instead of accessing a PeopleSoft Inventory page to complete this task.

New Functionality

After you create an RTV ID in PeopleSoft Purchasing, steps are taken in PeopleSoft Inventory to remove any stock that has already been put away and update the inventory quantity balances. The RTV transaction (Purchasing, Return To Vendor, Add/Update RTV) determines what actions are taken in PeopleSoft Inventory:

- When the RTV line disposition is Ship, inventory personnel retrieve the stock from the current material storage location and ship the stock back to the vendor. A MSR is created to record this action.

- When the RTV line disposition is Destroy, inventory personnel retrieve and destroy the stock. An inventory adjustment is used to record this action.

If the RTV line disposition is Ship, then an MSR is created in PeopleSoft Inventory using the Request Type of Vendor Returns. The RTV Inventory Ship Option field, also on the RTV transaction in PeopleSoft Purchasing, determines how the MSR is created in PeopleSoft Inventory. The RTV Inventory Ship Option field includes the following options:

- Express: When the RTV is saved on the Return to Vendor page, the system creates an MSR in the shipped state using the INVENTORY_SHIPPING EIP.

- Fulfillment: When the RTV is saved on the Return to Vendor page, the system creates an MSR in the unfulfilled state using the INVENTORY_CREATE_STOCK_REQUEST EIP. If you specified the exact location, then a pre-allocation also is created. After the MSR has been created, your warehouse personnel follow your organization's standard routine for warehouse shipments, such as generating a pick plan, confirming picking, generating shipping documents, and so on.

- Manual: You must create the RTV transaction in PeopleSoft Purchasing and then manually create the MSR to ship the rejected stock back to the vendor using either the Express Issue component or the Create/Update Stock Request component.

If the RTV line disposition is Destroy, then an inventory adjustment is recorded. Based on your organization's needs, select an RTV Inventory Destroy Option:

- Express: When the RTV is saved on the Return to Vendor page, the system creates an adjustment transaction using the INVENTORY_ADJUSTMENT EIP.

- Manual: You must create the RTV transaction in PeopleSoft Purchasing and then manually create the adjustment transaction for the rejected stock using the Adjustments component (Inventory, Manage Inventory, Adjustments).

Delivery Management

Delivery management is an important area for many organizations looking to reduce shipping costs by proper planning and efficient packaging. PeopleSoft Inventory Release 9.1 provides enhanced shipment planning by creating a new concept of Delivery to replace the existing Estimated Shipments functionality. Deliveries are logical groupings of demand lines that can be shipped together. Deliveries can be created and maintained automatically by the system or manually by a user. PeopleSoft Inventory and Order Management can use these groupings for:

- Efficiently grouping demand lines together to reduce the number of shipments to one customer location or internal department.

- Performing fulfillment activities in PeopleSoft Inventory.

- Packing shipping containers (both material stock requests and sales orders).

- Calculating weight and volume pricing for sales orders using PeopleSoft Order Management and PeopleSoft Enterprise Pricer.

- Calculating freight charges for sales orders.

New Functionality

Based on your setup, deliveries can be created:

- Manually by a user with access to the Delivery Management Workbench component.

- Automatically by the system when a sales order is saved or changed.

- By the Order Completion process in PeopleSoft Order Management.

- Automatically, in the Shipping/Issues component in PeopleSoft Inventory.

- By selecting the automatic delivery management option in the Fulfillment Workbench, Material Picking Feedback component, Picking Confirmation process page, Front End Shipping Requests process page, or Shipping Requests process page.

- By running the Process Deliveries/Freight process (IN_FUL_DEL).

The new Delivery Management Workbench enables you to create deliveries, change existing deliveries, and assign demand lines, shipping containers and packages to the deliveries. In addition, you can perform freight calculations for the delivery.

Delivery Management Workbench – Manage Delivery page (1 of 2)

Delivery Management Workbench - Manage Delivery page (2 of 2)

The new Process Deliveries/Freight process page enables you to create delivery IDs or calculate freight charges.

Process Deliveries/Freight process page (1 of 2)

Process Deliveries/Freight process page (2 of 2)

Freight Calculations

The freight calculation features in PeopleSoft Inventory enable you to apply freight charges to sales orders and quotes from PeopleSoft Order Management. In prior releases, freight could be manually entered by the user or calculated by the system using the PeopleSoft internal freight calculator. PeopleSoft Inventory Release 9.1 enables integration with a third-party freight system to provide freight charges for sales orders and quotes. For example, using ConnectShip, you can receive freight data from package carriers such as Federal Express, DHL and UPS.

Using PeopleSoft enterprise integration points (EIPs), you can send deliveries to a third-party freight provider and receive back freight amounts, carriers, dates for shipment and arrival, and other freight information. In addition to providing freight charges to the delivery, the external freight provider can also provide the following services:

- Creating, maintaining, and printing shipping manifests for individual carriers. The manifest information is sent to the PeopleSoft system and maintained with the shipping history information.

- Printing shipping labels. A link to the shipping labels stored at the third-party provider site is maintained with the PeopleSoft delivery tables.

- Generating tracking numbers. The tracking numbers are sent to the PeopleSoft system and maintained with the delivery tables.

- Printing specialized shipping documents such as bill of ladings and export documentations.

Note: Whether the preceding services are provided by the third-party freight system depends on your agreement with the external freight provider. Oracle is not responsible for the specific services delivered by a third-party freight provider.

New Functionality

PeopleSoft provides a number of ways to communicate with the third-party freight provider system, including:

- PeopleSoft allows the request for freight calculations to be initiated within the PeopleSoft system or within the third-party freight provider system. You can request freight calculations if you are using a workstation with the third-party freight application or a workstation with PeopleSoft.

- Using a synchronous service operation, you can receive an immediate response to a freight request so that you can immediately communicate shipping costs or even choose from a selection of shipping choices.

- Using an asynchronous service operation, you can request freight calculations in background processing. This feature is especially useful for a large volume of orders.

The PeopleSoft external freight feature provides the following methods to request freight:

- Rate Shopping: Rate shopping is an optional feature that enables a user to preview and choose which freight carrier and charges to use on the delivery based on the choices retrieved from the third-party freight provider. This method displays the Freight Rate Shopping page for users to view, evaluate, and select the best freight carrier for their needs.

- Specified Carrier: The PeopleSoft system sends a request with a specific carrier ID to the third-party provider system, and the third-party provider returns only freight choices from the specified carrier. The user can preview these choices.

- Best Way: The PeopleSoft system sends a best way request to the third-party provider system, and the third-party provider returns only one freight choice per delivery ID. The user can preview this choice. The best way options are:

  - Least Cost: The third-party freight system selects and returns the freight service with the least cost.

  - By Commit Date: The third-party freight system selects and returns the freight service that best matches the scheduled ship date.

When integrating with a third-party freight provider, the PeopleSoft system uses enterprise integration points (EIPs) within the PeopleSoft Integration Broker. To exchange information with the external freight provider, PeopleSoft demand lines must be grouped into delivery IDs. The following service operations are used:

- Inventory Freight Rate Request: This synchronous (two-way) service operation is used to send a freight transaction request and receive an immediate response from the third-party freight system. Using these online pages, a user can request rate shopping, best way, or a specified carrier.

- Inventory Freight Request: This asynchronous (one-way) service operation is used to send a freight transaction request to the third-party system. The delivery can use best way or specified carrier. This method is used when an immediate response is not needed, such as requesting freight through a background process or for a batch of orders.

- Inventory Freight Response: This asynchronous (one-way) service operation is used by the external third-party system to respond to the Inventory Freight Request service operation transaction request. In addition, the third-party freight system can use the Inventory Freight Response service operation by itself to initiate the data transfer to PeopleSoft. This data from an Inventory Freight Response transaction request is received into PeopleSoft using the Inbound Freight process which updates the sales order and delivery tables in PeopleSoft.

- Inventory Freight Ship Request: This synchronous (two-way) service operation will send a freight request message and receive an immediate response from the third-party freight system. A user can request rate shopping, best way, or a specified carrier. In addition, this service operation enables you to request and receive manifest information. The third-party freight system can create, maintain, and print the shipping manifests, then send the manifest information to PeopleSoft to be stored in the shipping history tables. This service operation can only be initiated when the delivery is ready for shipment.

Transaction requests can be sent to an external third-party freight system using the following PeopleSoft page and processes:

- The Order Entry Form in PeopleSoft Order Management can launch the Inventory Freight Rate Request service operation. Using this online component, a user can receive an immediate response from the third-party freight system.

- The Delivery Management Workbench in PeopleSoft Inventory can launch the Inventory Freight Rate Request service operation (for freight data only) or launch the Inventory Freight Ship Request service operation (for freight and shipping manifest data). Using this online component, a user can receive an immediate response from the third-party freight system.

- The Order Completion process in PeopleSoft Order Management can launch the Inventory Freight Request service operation. This process can create deliveries by grouping sales order demand lines and then send the batch of deliveries to the third-party freight system. This process provides an efficient way to request freight for a large number of sales orders.

- The Process Deliveries/Freight process in PeopleSoft Inventory can launch the Inventory Freight Request service operation. Like the Order Completion process, this process page enables you to create deliveries and then send the deliveries to the third-party freight system.

- The Shipping / Issues component in PeopleSoft Inventory can launch the Inventory Freight Ship Request service operation for freight and shipping manifest data. The Shipping / Issues component also provides a link to the Delivery Management Workbench.

- The Shipping Request process page and the Inventory Shipping EIP in PeopleSoft Inventory can launch the Inventory Freight Ship Request service operation for freight and shipping manifest data.

- The Front End Shipping Request process page and the Inventory Front End Shipping EIP in PeopleSoft Inventory can launch the Inventory Freight Ship Request service operation for freight and shipping manifest data.

The new Freight Management page enables you to select deliveries, change freight options and then initiate a transaction request to the third-party freight provider.

Freight Management page

The following page shot displays the results of the rate shopping method. The third-party freight provider returned several freight options. You choose one freight option to be applied to the delivery.

Freight Results page

Inter-Unit Visibility Enhancements

You're expecting a shipment of items from another business unit, but it hasn't arrived yet. You suspect some of the stock has been received, but you aren't sure and you need a place where you can see all activity against your MSR. Release 9.1 enhances three areas to increase visibility for interunit transfer orders. We provide a new secondary page to the Interunit Stock Status page to allow users to view receipts. In addition, we added new fields to the search pages of the Fulfillment Status inquiry component and the Stock Request inquiry component to allow you to filter demand on interunit transfer orders. Also is the addition of the interunit ID and interunit line number fields to the Review Transaction History page to enable users to view interunit information for transactions.

New Functionality

Three areas have been enhanced to increase visibility for interunit shipments:

- The new Associated Receipts page was added to the Interunit Stock Status page to allow users to view receipts.

- New fields were added to the Fulfillment Status Order Selection page and the Stock Requests-Order Details page to allow users to view interunit information.

- The Interunit ID and Interunit Line fields were added to the Review Transaction History page to allow users to view interunit information for transactions.

The new Associated Receipts page enables you to view receipts into the destination Inventory business unit for an interunit transfer order. This page can be accessed by clicking the new Receipt List icon on the InterUnit Stock Status page.

The Associated Receipts page for InterUnit Transfers

The search criteria page of the Fulfillment Status inquiry component now contains fields to search for interunit transfers. To search for a specific interunit order or a specific line in an interunit order use the InterUnit Order ID field and the Interunit Line field.

Fulfillment Status Order Selection page

Within the Stock Request inquiry component, the Stock Requests- Order Details page has been enhanced to include the interunit ID and the interunit line number.

Order Details page of the Stock Request inquiry component

The interunit fields have been added to the Review Transaction History page to allow users to view interunit information for transactions. In the five dynamic column headings available in the scroll area, you can choose the transaction attributes that you want to display and the order in which you want them arranged. For interunit transfers, you can now choose to display the interunit ID and interunit line number.

Review Transaction History page displaying interunit information

Mobile Inventory Management 9.1

PeopleSoft Mobile Inventory Management is a new application that enables automated mobile user operations. You perform tasks using handheld Microsoft Windows-enabled devices, and handheld scanners. The use of mobile devices results in improved data accuracy, increased mobility, and convenience, thereby streamlining movement, counts, and inquiries while reducing human errors.

Mobile Inventory Management works directly with its parent application, PeopleSoft Inventory and operates in a real-time connected mode. The benefit of the new application is that you no longer need to maintain a separate third party bolt-on mobile solution. Oracle PeopleSoft can be the single provider for both the Inventory and Mobile solution.

PeopleSoft Mobile Inventory Management is an example of the direction in which Oracle's Fusion applications are headed. Oracle PeopleSoft used new Oracle Fusion technology to develop the Mobile Inventory Management application. You receive immediate benefits using the new Fusion capabilities that complement and extend the existing PeopleSoft ERP Inventory and Purchasing applications.

You can use PeopleSoft Mobile Inventory Management on any rugged mobile device that uses a WinMobile browser. Device manufacturers, such as Motorola/Symbol and Intermec, use the WinMobile browser technology with their most popular devices used in warehouse data-collection environments.

The healthcare industry is the initial focus industry for the Mobile Inventory Management application. Additional inventory transaction task flows are under consideration for future development to expand the focus by supporting light warehousing capability for additional industries.

Benefits

Improve Inventory Accuracy with Reduced Data Entry by Barcode Scanning

Using barcode scanning rather than manual data entry to record transaction data improves data accuracy and reduces data entry time. Mobile devices increase productivity through reduced data entry and streamlined user time-motion activities, and they enable process automation, which increases throughput and decreases material cycle times.

Improve Transaction Accuracy with Real-Time Data Validation

Inventory accuracy improves two-fold through the reduction of data-entry errors as well as the capability to identify inventory inaccuracies faster. Inventory accuracy techniques such as cycle counting are more efficient when they are performed with real-time barcode scanning capabilities. The benefits of improved inventory accuracy include having the right material on hand when needed, optimizing replenishment and fulfillment plans, and decreasing the carrying costs of excess materials.

Reduce Latency Using Mobile Devices

Mobile devices enable you to enter transactions and perform queries in real time at the point of use. Transaction validation takes place online, identifying valid data immediately. Real-time inventory information improves the quality of supply chain collaboration, enables more accurate requests for replenishment orders, and optimizes warehouse and supply site scheduling activities and resources.

You have access to current and accurate information for resolving exceptions. Batch control tables (BCT) were not used with the Mobile Inventory Management application. New component interfaces were written to provide real-time communication to the PeopleSoft Inventory host application.

Technology

Mobile Application Development Framework (Mobile ADF), an Oracle Fusion technology, was used to develop the PeopleSoft mobile application. Mobile ADF runs on the application server and is the intermediary for communication between the mobile device and the host Inventory application. Java code running on the application server drives the data collection applications on mobile devices.

The Mobile ADF environment is flexible so that you can easily add or change the user interface that appears on the mobile screen while at the same time send modular transaction services back to the host application. The application collects data from mobile devices, formats it into XML messages, and communicates to the PeopleSoft Integration Broker.

The PeopleSoft Integration Broker Library of Services is the gateway to the PeopleSoft Enterprise Inventory system, which provides prebuilt services to communicate transactions to and from mobile devices. The Integration Broker works in real-time mode to communicate with both the application server and to update the host PeopleSoft application.

Mobile Inventory Management Transactions

Mobile Inventory Management provides the following transaction task flows.

- Par Inventory Count (2 flows)

- Item Stock Inquiry (1 flow)

- Inventory Counts (4 flows)

- Express Issue (1 flow)

- Purchase Order Receiving (2 flows)

- Deliveries based on receipts (1 flow)

Each transaction flow area is discussed in the next sections.

Security and Menus

Mobile Inventory Management leverages the existing PeopleSoft security setup. You enter the PeopleSoft user ID and password on the mobile device which is authenticated directly against the PeopleSoft system. It is not necessary to replicate PeopleSoft users to new security repositories.

User authorization is also defined in the PeopleSoft system, first by identifying the contents of the startup menu (same as the PeopleSoft system menu) and then with permissions granted to the web services and component interfaces used to access and update the data. The menu options are filtered for display based on the user ID access rights defined in the PeopleSoft system.

PeopleSoft Mobile Inventory Management uses many of the fields within the PeopleSoft system to determine the default values or features available on a mobile page. You enter these options and default settings at the installation level or the individual user level. The PeopleSoft system Installation Options page enables you to customize PeopleSoft Mobile Inventory Management to your specific needs for each task flow at the installation level. You can select a user preference to override an installation option setting.

New Functionality

Using authorizations defined in the PeopleSoft system, you can sign in with mobile devices using these pages to access the Mobile Inventory menu:

Sign in page

Mobile Inventory menu

After signing in, select the transaction task flow that you want to use.

Par Count Task Flows

With Mobile Inventory Management, the base ERP functionality has been extended by providing two par count transaction flows instead of the one flow in the base ERP which uses a printed par count sheet. The next section describes the Par Count Ad Hoc task flow.

The Par Count flow enables you to enter counts at the individual par location. Mobile Inventory Management has also extended the par count functionality by requiring counts to be entered for item or locations defined as mandatory counts. You must enter a count value for the mandatory count items before the system accepts the par count.

The Par Count Ad Hoc flow provides the same par count transaction flows but enables a supervisor to perform selected par locations counts without being required to count all mandatory required items.

The following diagram illustrates the par location counting process for Par Count and Par Count Ad Hoc task flows when using mobile devices and PeopleSoft Mobile Inventory Management:
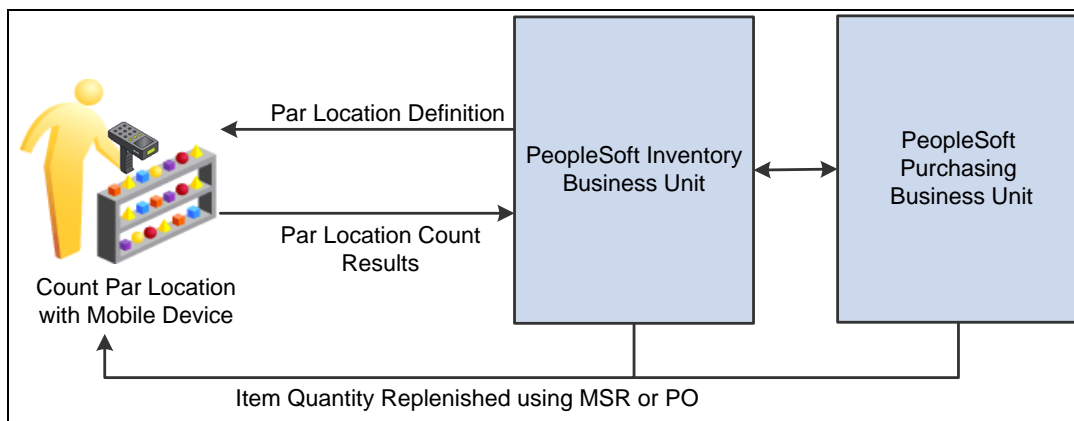
The process flow for counting the stock in a par location using a mobile device

New Functionality

The par location count functions in PeopleSoft Inventory enable you to establish stock locations that can be replenished without tracking item on-hand quantities and material movement transactions. The next examples illustrate the two ways to enter par counts:

Par Count single item page   Par Count display all page

The Par Count single item page provides for count entry one item at a time at the par count location. To use the page, you first scan the par count location to set the location being counted and then enter or scan each item at the location. After you enter an item quantity, the page displays the Prior Entry table in the lower part of the page to confirm that you entered the correct count quantity. As you count an item, the system updates the Prior Entry table with information about that item count.

The Par Count display all page provides a different entry method where all items at the par location are displayed. You can then view the items on the par location shelves and compare their quantity to the expected quantities displayed on each row on the mobile device. The asterisk indicates that the item on that row is a mandatory par count item. You can toggle between the single item and display all pages as needed to conduct the par count.

You can expand (show) item information for the display all items by clicking the right arrow next to the item. If a count is not required, you can select to not include the item in the count. Click the Save button to send the count to the PeopleSoft Inventory system.

Par Count Task Flow Display Options

All task flows in the Mobile Inventory Transaction provide quick efficient entry and the pages are designed to minimize entry and key stokes. The system provides multiple methods of entry to support the different business needs of the customer.

The display options vary from task flow to task flow but are processed in a similar manner for all Mobile Inventory task flows. This discussion uses the Par Count task flow to illustrate how you use the options. The initial options are provided by default from the PeopleSoft system. When you access a task flow and change the options, the options remain changed until you exit the task flow. Upon returning to the task flow, the system uses the default settings again.

The next page example displays the Par Count Options page:

Par Count Options page

The Mobile Inventory Management pages are not static display pages. You can configure the transaction pages to align to the way that you want to do par count by using the Options selections.

For example, the item description is displayed on the Par Count page when you select the Display Description check box as shown in the next examples:

Par Count option example 1

Par Count option example 2

The previous Par Count pages are actually the same page with different display options selected. Example 1 does not display the filter or item description. After using the Options link to select the Display Description check box and Display Filter check box, example 2 does display the filter field and item description. You benefit from these display options by being able to align the page display to the way you need to do a par count. You use only the Option page selections to make the updates without the need for customization.

Receiving Task Flows

Mobile Inventory Management provides two purchase receiving task flows: Receiving and Receiving Ad Hoc.

The Receiving flow provides for mobile entry of Purchase Order Receipts. You find the PO number using the PO search using the information available from the packing list or other information available to that particular receipt. You then verify the received quantity against the expected quantity. After verification, you save the receipt to update the PeopleSoft ERP system, real-time.

The Receiving Ad Hoc flow provides for receiving packages and shipments that were ordered outside the PeopleSoft ERP system. For example, Federal Express packages with literature or doctor samples can be ordered by departments without a traditional purchase order. The common carriers deliver the packages to the receiving department. These receipts are recorded as ad hoc receipts in the PeopleSoft ERP system for visibility and subsequent delivery to the department that ordered the sample.

New Functionality

When a purchase order is defined and the shipment arrives at the receiving location, you use a mobile device to enter or scan the purchase order ID if the purchase order ID is bar coded on the packing slip. Upon reading the purchase order, the mobile device displays the purchase order receipt line information including the vendor item description ID and default quantity if it exists.

The next pages illustrate the Receiving PO task flow:

Receiving PO search page   Receiving PO Search Criteria page

You use the Receiving PO page to select the business unit for receipt and use the Receiving PO Search Criteria page to find the purchase order based on available information found on the packing slip or other information provided with the delivery.

After locating and selecting the purchase order, the next examples illustrate the purchase order lines that are returned from the search:

Receipt - Lines page   Receipt - Header Details page

The Receipt - Lines page displays the purchase order lines and the expected receipt quantities. You verify the quantities received against the expected quantity. Blind receipts are also supported. The configuration determines what type of receipt process the system uses. You also use the page to save the receipt and update the PeopleSoft Host ERP system. The system displays a confirmation message to indicate the purchase order receipt was successfully saved. The Receipt Confirmation page displays the purchase order receipt confirmation.

The Receipt - Header Details page provides for entering receipt header information to be supplied by default to the receipt lines. When you complete the fields, the system applies these default values to lines that have blank fields for the carrier, Pro number, packing slip, and invoice.

Receiving Ad Hoc

The Receiving Ad Hoc task flow enables you to receive shipments without a purchase order. After you enter receipt information and select to add an item to the receipt, the Receiving Ad Hoc page appears as shown next:

Receiving Ad Hoc page

Using ad hoc receipts, you can provide basic information about the receipt, add multiple items to the receipt, and save the receipt into the PeopleSoft system, where you can review and update the receipt. The receipt is also available to a mobile device with Mobile Delivery to complete the delivery of the receipt items.

Deliveries Based on Receipt

PeopleSoft Mobile Inventory Management provides the capability to deliver received items to users who ordered the items. The system creates a delivery confirmation to record the delivery details and who received the delivery.

You can inquire on delivery status using the host PeopleSoft Purchase Delivery Inquiry function. The PeopleSoft Purchasing system is the single system used to receive, deliver, and inquire on purchase order and ad hoc receipts. You benefit because you go to only one system to manage and inquire on receipts and deliveries.

New Functionality

As part of the Mobile Delivery task flow, you begin with a search page that also provides advanced search criteria so you can better define the receipt lines that you want to deliver. The advanced search criteria enable you to enter additional search criteria that refine the search for receipt lines. For example, if you enter a business unit and a delivery document, and then you enter an item ID, the search results provide only receipt distribution lines that match all three criteria.

You can search for deliveries based on:

- Receipt number

- Purchase order number

- Tracking number (progressive number) that is stored as a child table of the receipt line (RECV_LN_PRO).

The next examples illustrate the basic pages for selecting items to deliver and then performing a delivery and obtaining delivery feedback:

Selecting items for delivery page

Perform delivery page with feedback

The Delivery page for selecting items is used to indicate the items to be included in a particular delivery. You can use the Select All and Deselect All icons to select or deselect all items for the delivery. Click the right arrow next to the Sel check box to view receipt information, such as the number, distribution, due date, and ship to location.

The Perform Delivery page is used to record the delivery confirmation. Comments can be recorded at the time of delivery to indicate who received the material or the location where the boxes were left at an office. You can inquire on the status of a delivery using the host PeopleSoft Deliver Inquiry function.

Item Stock Inquiry

You use the Item Stock Inquiry page on a mobile device to check the stock quantities of items within a PeopleSoft Inventory business unit. Using the Item Stock Inquiry page, enter the PeopleSoft Inventory business unit and the item ID to display the stock quantities within the material storage locations of the business unit.

You can view the same balance quantities as shown on the host PeopleSoft ERP pages. The Mobile Inventory Management inquiry has been enhanced to also show the total quantity within the business unit. The host ERP system displays only the quantities by location and not total quantity. Mobile Inventory Management also concatenates the physical inventory fields to save space in the display.

Additional information can also be displayed on the mobile device including; serial IDs, lot IDs, any storage containers that hold the stock, the item status of the stock (Open, Restricted, Hold, or Rejected), staged date, nettable status, and if the stock is non-owned.

New Functionality

The Item Stock Inquiry page provides for the lookup of inventory quantities from the mobile device. After accessing the initial Item Stock Inquiry page, you can select to lookup an item. The Lookup Item ID page provides multiple search values to find an item.

The next examples illustrate how you can look up an item ID to query:

Look Up Item ID page   Item Stock Inquiry page after search

The Look Up Item ID page provides a listing of items that met the search criteria that you entered. Select an item link to view stock quantities for that item in the business unit you entered.

The Item Stock Inquiry page displays the total item quantity within the PeopleSoft Inventory business unit expressed in the standard unit of measure for the item. The total quantity will vary based on the filtered locations. You use the Filter feature to limit your existing search results to rows that meet your criteria. This feature reduces the original search results to a smaller number of rows so that you can focus on your area of interest.

In the preceding example, the location levels have been combined into a common field and separated by the key concatenation separator symbol **\.** This value is defined at the installation level, not for each individual mobile page. The separator is used to display storage levels as one field. For updates to the host PeopleSoft system, the location field values are separated back to the original physical location fields for the update process.

Inventory Counts

Counting inventory stock within a location is a common use for mobile devices. Inventory stock is item stock that is currently recorded in a PeopleSoft Inventory business unit. Counting items can involve counting an entire business unit (such as a warehouse) or a section of a business unit (such as a stockroom on a hospital floor).

After the stock count quantities are recorded, PeopleSoft Inventory can produce a reconciliation report showing the differences between the counted item quantities and the item quantities currently recorded in the inventory business unit. After you have analyzed your count results, you can recount items as needed. When an inventory count is complete, you can run the Stock Quantity Update process in PeopleSoft Inventory to adjust your item quantities within the business unit to match your count results.

The following diagram illustrates the inventory stock counting process when using mobile devices and PeopleSoft Mobile Inventory Management:
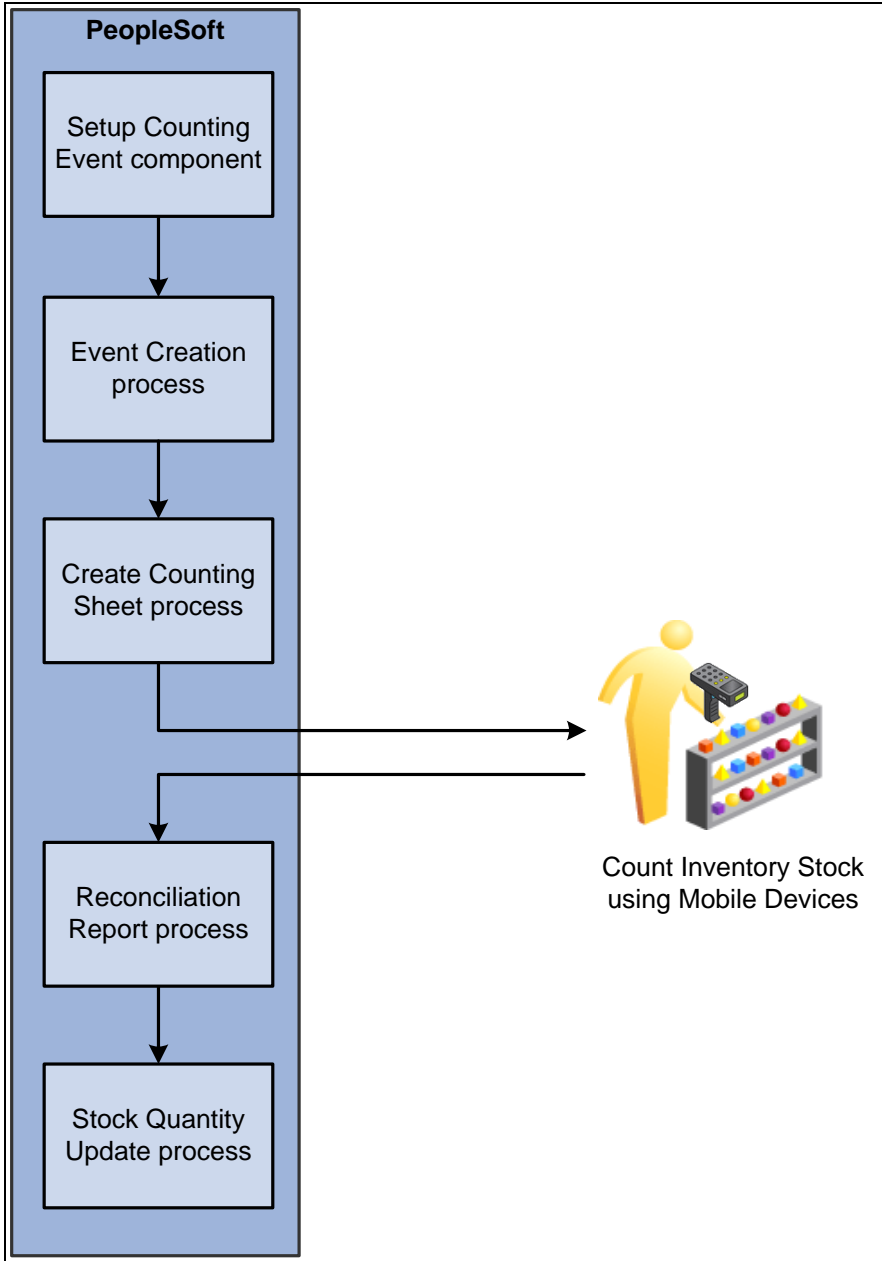
The inventory stock counting process with PeopleSoft Mobile Inventory Management

Mobile Inventory Management provides four different Physical Count Inventory transaction flows: Guided Count, Count by Location, Count by Item, and Manual Count. These four count methods are extensions to the standard PeopleSoft ERP physical count capabilities to provide multiple flows to do efficient Physical Counts.

New Functionality

Guided Counts

Using guided counts, the system provides you a list of items and locations to be counted. You use the list to count each item in the order they are given. You can perform physical inventory counts or cycle counts using a system-defined (guided) count.

You can choose a counting event and group ID to perform from a list of business units that have a count header status of Open. The system enables you to file locations and items based on the item's status, sort location and items, view additional item information, and use default values defined in the PeopleSoft Inventory system.

The next pages illustrate the guided count pages used to record counts:

Guided Count page for a single item

Guided Count page for all items

The Guided Count single item page navigates you through each location and item combination to be counted. The system displays the last counted item quantity for verification accuracy. You can toggle between the single and display all item pages.

The Guided Count page displays all pages that you use to view and work with all event detail items in the guided count. This page provides you an overview of count items. You can update count quantities, display additional item information, update the count status for an item, or, if necessary, delete the item from the count. The page header provides the business unit, event ID, and group ID for the guided count.

PeopleSoft Mobile Inventory Management uses a new concept to filter the displayed rows for viewing. The filter value provides for quick direct access to the needed records based on the filters that you enter. The filter logic checks across many fields and filters the rows to display and return rows that contain the entered filter value.

The Guided Count filter uses both the location and item fields in its filter selection.

Count by Location

You use the Count by Location task flow to count items based on their locations and then send the count information back to the PeopleSoft Inventory system.

The system provides a unique list of locations that exist in the count, and you then manually enter the items for a given location and their counts. Counting by location is a mixed approach between a guided count and a manual count. You are guided through the locations to be counted, and then for each location you perform a manual count.

If an item is serial controlled, part of the counting event and pre-load serials are selected, then the serials are loaded when that item is selected.

This application can be used to perform either a physical inventory count or a cycle count, depending on how the selected counting event ID was defined. The Count by Location transaction flows provides two pages to enter counts.

The next examples illustrate count by location pages:
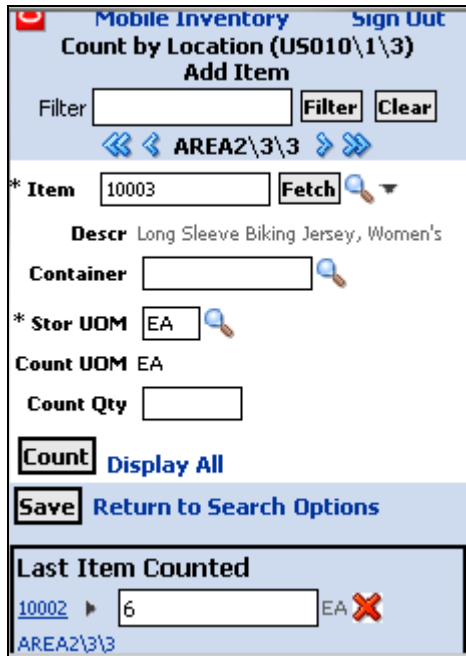
Count by Location single item page
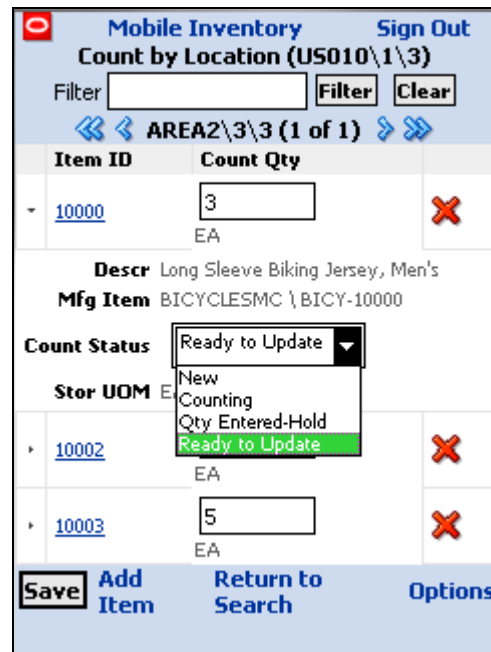
Count by Location all items page

The Count by Location single item page displays the location at the top of the page and you can then scan the item number and enter the quantity counted. After you finish with the first location, click the arrow next to the location to advance to the next location to start the count at the next location.

The Count by Location all items page is an alternate page that displays all counted rows for the selected location. You can toggle between the two pages as the count is conducted. Using the page, you can expand the item ID to view additional details about the item, and its count status.

You use the Count Status field to update the count status of the counting event detail line. When you save the event detail line, the system applies your updates to the PeopleSoft Inventory system. The Count Status feature is available for all counts.

Count by Item

Count by Item is the third task flow provided for Physical counts. This flow displays the item to be counted at the top of the page and you can enter or scan the location and enter the count quantity. After all locations for the item are counted, you advance to the next item to be counted. This transaction task flow supports both single item and all item pages.

You use the Count by Item task flow to count items and send the information back to the PeopleSoft Inventory system. The system provides a unique list of items that exist in the count. Counting by item is a mixed approach between a guided count and a manual count. You are guided through the items to be counted, and then for each item, you perform a manual count.

This example illustrates the Count by Item page after you have counted an item:

Count by Item single item page   Count by Item display all page

After defining count information for the required fields for an item, click the Count button to add the item to the location count. As each item is added, the system provides a table with the last item that was counted. After all items have been added, you can select the Display All to view and item counts.

Click the Save button to add the item counts for the location to the PeopleSoft Inventory system. When you save the count, the system verifies the count data and displays any errors associated with the count. If errors occur, you can resolve them and save the count again.

Manual Count

Use the Manual Count flow to manually count items at a location and send the information back to the PeopleSoft Inventory system.

Using manual counts, you can select the business unit in which to perform the count. You can enter count quantities for an item ID, storage location and unit of measure,

container, lot ID, serial ID, and count unit of. You can save the counting event data at any time during the mobile transaction.

Using the Mobile Count application, you can count zero quantities; whereas, with other count applications, the system displays an error for zero count quantities.

The next examples illustrate manual count display options and how the Manual Count page appears with a counted item:

Manual Count - Options page   Manual Count - Add Item page

Click the Options link on the Manual Count page to view and update mobile device display options. Using fields on the page, you can select sort and group options and using check boxes, define display options. After you define display options, click the Return button to immediately apply any updates that you made to the page.

On the Manual Count - Add item page, use the Lookup icon to retrieve event detail lines that meet the criteria that you enter and are displayed in the options that you select. After you perform the first count, the system makes the Unit field unavailable for entry for the remaining manual counts. Required fields are marked with an asterisk.

To count an item, enter a count quantity and click the Count button. The system updates the Last Item Counted table with the item you just counted. During the count, you can click the Display All link to view counted items and make updates to their counts or delete an item from the count. After you are complete with the count, click the Save button to enter the count in the PeopleSoft Inventory system.

Express Issue

Mobile Inventory supports an internal express issue where you create an internal order online and reserve, pick, and ship the stock in one step. Internal orders are orders for a department or location within an organization. The mobile Express Issue task flow leverages the functionality of the Express Issue component in PeopleSoft Inventory.

New Functionality

To support Express Issues in Mobile Inventory Management, a Mobile Inventory menu option is available for selection. When you access the Express Issue page, the system provides default values from the PeopleSoft Inventory system installation or user preferences set up pages.

This example displays the initial page for Express Issue:

Express Issue page

Use the Express Issue page to initiate an internal express issue. Depending on how user preferences and installation options are defined for the Express Issue task flow, the header can display as collapsed or expanded.

Click the Header link if you want to view and maintain header information. In the previous page example, the header is collapsed and the system, instead, displays the business unit and the order number for the issue. If an order number is not defined, Next appears.

To view all of the default settings, click the Options link. When multiple lines exist for the express issue, click the Display All link to view them.

After you save the transaction, the system:

1. Displays a message on the mobile device with the new order number.

2. Displays a message indicating that depletions have been submitted if the system has been set up to submit the depletions at save time.

3. Displays the initial Express Issue page for input of a new transaction.

Cost Management 9.1

PeopleSoft Enterprise Cost Management provides the control and flexibility you need to manage costs throughout your supply chain. With powerful features that support multiple methods of costing, comprehensive analysis, flexible overhead allocation, and accurate accounting and reporting, our cost management system enables you to model your business exactly as you require it. For Release 9.1 we concentrated on improvements to the interunit costing functionality.

PeopleSoft Cost Management 9.1 delivers functionality in the following areas:

- Interunit Costing Enhancements

- Rounding and Precision Improvements

Interunit Costing Enhancements

You often transfer goods between entities within your organization or issue goods to or on behalf of different entities within your organization. Complex rules often are associated with how these transactions are priced and costed. Release 9.1 provides an option to specify a percentage markup, transfer price, and additional fee based on the source and destination inventory business unit pair.

In some environments, profit from the transfer of material from various PeopleSoft Manufacturing business units to the distribution business unit varies depending on the site that manufactured it. In previous releases, companies have no visibility into the manufacturing cost and break-out of item cost into material cost, conversion cost and more. PeopleSoft Cost Management Release 9.1 provides options for tracking true costs in their pristine form at the cost element level through the interunit transfer process.

In addition, it provides an option that allows destination business units to write off profit in inventory before rolling that into the item's cost at the destination. Today there is no way to stratify the profit portion of the item's transfer price from the cost portion. This is critical for organizations that do not want the value of inventory in destination business units to be increased because of the rolled-up profit.

New Functionality

The new interunit costing enhancements can be used with:

- Interunit transfers

- Shipment On Behalf Of transactions.

- Interunit Expensed Issue transactions.

A transfer of stock between two inventory business units is known as an interunit transfer. To create an interunit transfer, add a MSR with the request type of Interunit Transfer. The MSR includes a destination (receiving) inventory business unit. During demand fulfillment, the MSR is located in the IN_DEMAND table. Once the transfer price has been calculated by the Deplete On Hand Qty (depletions) process, the transfer price is located in a child table, IN_DEMAND_TPRC, where it is broken out into several parts by cost elements. Cost elements can be created for material costs, landed costs, and, for release 9.1 new cost elements are created for additional transfer costs. Estimated transfer price details can be viewed using the new Transfer Price Inquiry component. While the stock is in the intransit account, the material, landed, and additional transfer costs are all included in the total transfer price. The transfer price details are retained when the stock is received by the destination business unit. During putaway, the additional transfer costs can be included in the material cost of the stock or the additional transfer costs can be expensed.

The Deplete On Hand Qty process uses a default hierarchy to determine the transfer price for each line of an interunit MSR. In the default hierarchy, the more specific information overrides the more general information. You derive transfer prices from:

- Override values entered on the MSR line. If you selected the Allow Price/Markup Overrides check box on the Setup Fulfillment page of the source business unit, then you can change the transfer price on the line.

- The new Transfer Pricing (CM_TRAN_PRICE) table. This table includes the material portion of the transfer price and the additional transfer costs. The new Calculate Transfer Price process (CM_TRANS_PRC) populates this table based on your setup in the new Transfer Pricing Definition component. The Deplete On Hand Qty process looks for a transfer price specified for the item ID. This transfer price can be broken up into multiple cost elements. The setup and use of the Transfer Pricing table is optional.

- The new Transfer Pricing Definition component. If the Transfer Pricing table contains no entry for a specific item ID, then the Deplete On Hand Qty process calculates a transfer price using the data in the Transfer Pricing Definition component.

- A value based on the cost of the item. If the transfer price cannot be derived from the transfer pricing definition, then the Deplete On Hand Qty process uses a value based on the item cost.

The following example shows a simplified MSR with an interunit transfer price (transfer cost):

IN_DEMAND Table (simplified):

Business Unit	Order No & Lines	Item ID	Quantity	Transfer Price
US010	MSR003 / 1 / 1 / 1	20001	1 EA	28.00 USD

IN_DEMAND_TRPC Table (simplified):

Cost Element	Transfer Price
100 (Material – General)	11.00 USD
200 (Material – Overhead)	2.00 USD
601 (Landed – Duty)	5.00 USD
750 (Addl Trans – Handling)	6.00 USD
751 (Addl Trans – Freight)	4.00 USD

Example of a MSR a with transfer price

A new cost category has been added for additional transfer costs.

Cost Elements

SetID: SHARE   CORPORATE SETID

Cost Elements   Customize | Find | View All | | First   25-28 of 28   Last

*Cost Element	Description	Short Description	*Cost Category		
750	Handling Cost	Handling	Addl Trans	+	−
751	Air Freight	Air Freigh	Addl Trans	+	−

Cost Element page displaying cost elements for additional transfer costs

The new Transfer Pricing Definition component enables you to specify the calculation of the material and additional transfer costs portions of a transfer price.

Transfer Pricing Definition component

The new Transfer Pricing Definition component enables you to specify transfer prices based on:

- Inventory business unit pairs (a combination of the source business unit, destination business unit, and pricing effective date)

- The source business unit only (a combination of the source business unit and pricing effective date)

Multiple options are available for determining the material portion and the additional transfer cost portion of the transfer price. The new Transfer Pricing Definition component replaces the Item Transfer Price page and the Item Transfer Markup page.

You can decide to use a static transfer price for all interunit transactions with the same data by populating the Transfer Price table (CM_TRAN_PRICE).

Calculate Transfer Price process page

The new Calculate Transfer Price process (CM_TRANS_PRC) populates the Transfer Price table (CM_TRAN_PRICE) with the transfer prices (material and additional transfer costs) that are used by the system when an MSR transfers stock. The Calculate Transfer Price process (CM_TRANS_PRC) populates this table based on your setup in the Transfer Pricing Definition component. Populating the Transfer Price table is optional, you can have the system create the transfer price based on the currently available data and setup rather than using the values in this table.

The new Transfer Price Inquiry page enables you to view the transfer pricing setup for an item.

New Transfer Price Inquiry page

Rounding and Precision Improvements

Exact precision where unit costs are concerned is important, especially when the cost of the item is small and the stocking unit of measure is smaller than the ordering unit of measure. In previous releases, unit costs were rounded or truncated, which resulted in incorrect variances. For Release 9.1, we addressed some of the inconsistency issues for all costing methods by improving the cost rounding precision.

New Functionality

For the following fields, the field size was increased from 10.4 to 10.15:

- CM_UNIT_COST (Unit per Cost field)

- CM_UNIT_COST_STD (Standard Cost per Unit field)

- CM_UNIT_COST_VSUM (Cost per Unit Variance Sum field)

- CM_UNIT_COST_OLD (Old Cost per Unit field)

This change improves the precision of cost calculations, especially variances.

Contracts 9.1

To be effective, your contract management system should reflect the way you run your business. With PeopleSoft Enterprise Contracts, revenue recognition and billing are independent decisions that enable you to satisfy your customers' demands while adhering to proper revenue recognition. Increased visibility into any contract's financial status allows better decision-making relative to customer issues and provides insight into the revenue generation of your organization. The following enhancements were made to the Contracts module:

- The Revenue Reconciliation Workbench (RRW) is a tool that aids revenue accountants and contract administrators in identifying revenue, billing, and project concerns and exceptions. This feature addresses the critical need to provide better insight into all processes pertaining to revenue and billing management. Better insight also facilitates compliance with legislative requirements, such as Sarbanes-Oxley and the numerous regulations put forth by the United States Government's Office of Management and Budget. The RRW helps organizations identify discrepancies among revenue, billings, and costs so that they can maximize the time spent analyzing and fixing discrepancies and minimize the time and effort spent locating them.

- Amendments can now be used to update prepaid amounts after you change the prepaid status to ready. The software changes enable modification of prepaids in amendment mode if the associated bill plan has been processed or utilization has begun for that prepaid. This increased flexibility of allowing modification of the contract prepaid amounts eliminates the need for making manual adjustments in subsystems such as Billing and General Ledger to account for any unutilized amounts either in the form of a reduction or a write-off.

- With an increased number of organizations performing work for the United States government, PeopleSoft Contracts 9.1 enhances the flexibility offered in support of invoicing for government contracts. Both tracking of life-to-date amount in excess balances and billing via the SF-1034/1035 invoice format become easier with PeopleSoft Contracts 9.1. You can find more information about this topic later in this document in the subsection titled Industry-Specific Solutions - Government Contracting.

New Functionality

PeopleSoft Contracts 9.1 enables you to view a reconciliation summary. The Reconciliation Summary page was added which displays results from the Reconciliation Summary process. This page provides the difference between billing and revenue at the detail level. This page also displays attributes that are related to retainages, withholdings, limits, and fees. The information provided on this page enables you to determine where to complete the remaining process, or to make an adjustment.

New Functionality

PeopleSoft Contracts 9.1 provides the ability to make amendments to prepaid amounts. Users can make changes on the Prepaids page when the prepaid status is Ready and either the prepaid bill plan is processed or prepaid utilization has begun. Users can reduce the prepaid amount up to the unused prepaid amount. No limit exists if users increase the prepaid amount.

If the prepaid Purchased Amount is modified and the amendment is processed, the prepaid bill plan has to be processed for the modified difference amount. Uses must review the bill plan if the status of the bill plan is set to Action Required.

If the modified prepaid amount is inclusive, then you must include it in the negotiated amount of a contract by allocating the difference on the Amendment Amount Allocation page. Before changing the amendment status to Ready, you should allocate the modified inclusive prepaid amount on the Amendment Amount Allocation page and set the allocation to Complete.

The Deferred Revenue Distribution ChartFields remain open until the prepaid is closed. Any changes made to the deferred revenue distribution fields are applicable to processing performed after the change is saved.

New Functionality

PeopleSoft Contracts for Government Contracting 9.1 provides the ability to summarize and report on the amount in excess and reclaimed amount in excess for government contract lines. Users select the Summary Limits for Government Contracts option on the Contracts – Installation options page. This option allows the limits process to summarize the amounts in excess that are passed to PeopleSoft Billing. This option applies only to government contracts.

When a transaction is over the limit specified for a transaction ID, or a contract line, an excess amount occurs. The net amount in excess appears on the Excess tab of the Review Limits page and on the Limit Details page. When the contract line amount is billed, the costs are summarized and categorized on the invoice. If a contract amount is exceeded for a contract line or transaction, then the amount in excess prints on the invoice.

If additional funding is received for a contract line and the contract is amended, you can reclaim the additional amount from the previously billed amount in excess bill, and print the reclaimed amount on the invoice. For a specified period of service, the invoice prints the current charges, cumulative YTD amounts, amount in excess, and reclaimed amount in excess in a categorized and summarized format.

Billing 9.1

Organizations need the ability to have a flexible and robust billing system that allows them to customize, calculate, and submit customer invoices in multiple currencies and languages. PeopleSoft Enterprise Billing continues to provide solutions to manage bill cycles and streamline processes to create a billing system that reflects the way organizations do business.

Streamlined Financial Processes
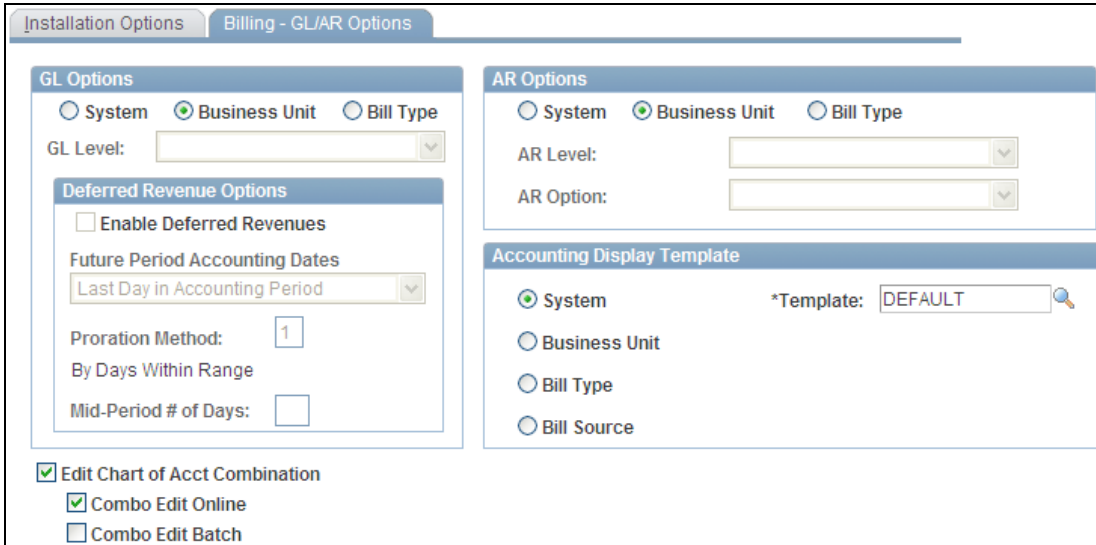
Enhanced Credit Re-bill Process

To ensure segregation of duties and enable tightened internal controls, customers need the ability to increase the security of the credit generation process. Customers also want the re-bill process to take new combination editing rules and GL/AR options into consideration when a re-bill is created. Improvements during the generation of a bill during the credit and re-bill process result in better security, fewer errors and reduce the time spent to correct such errors. Release 9.1 introduces tighter controls around the Credit and Re-bill process and a configurable approval process to help control the creation of invoice transactions. Billing also uses the Approvals Workflow Framework for the approval of credits and re-bills created. This configurable approval process allows credits and re-bills to be sent to users for approval and ensures that users with proper authority approve these items. Rebilled items now go through the ChartField combination editing process. In addition, we implemented credit controls to track a reason for credit entry, thresholds for credit entry, and a lockdown on header information changes. Users have the flexibility to configure for approval of credit generation only, or they can choose to control invoice creation for certain type of billing activities.

New Functionality

PeopleSoft Billing uses a common approval framework that is owned by Enterprise Components to implement invoice approvals. A sample approval process is delivered which mimics an approval process for credit invoices which is based on amounts. But because of the flexibility of the approval framework, it is possible for you to implement invoice approvals using any criteria you wish, not just amounts. For example, criteria could be set up to route approvals based on bill type or some other criteria that fits your business needs.
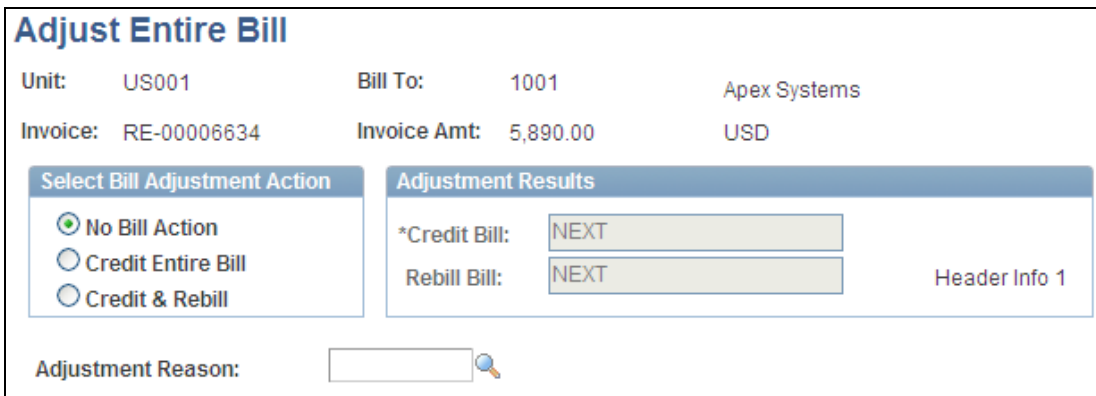
Invoices in PeopleSoft Billing are approved at the bill header level and not at the line level. The invoice approval process definition is set at the billing business unit level. This means that each business unit can have a different approval process if necessary.

All credits and re-bills can be combo edited online when the online combination edit installation option is enabled. This prevents combo edit errors from being detected in the preload process, after a credit/re-bill has been finalized and printed, due to changes in the combo edit rules that have occurred since the original bill was created. When you save the credit/re-bill, combo edits take place and any errors that occur will be flagged. Errors can be corrected using the bill entry transaction pages. To allow customers to change their GL/AR options and customer information, and have that information reflected on re-bills the current GL/AR options and the customer information is copied to the new bills. There is an option to do a batch combo edit where all the entries are sent through combo edit.

Billing - GL/AR Options

Select an appropriate value from a list of valid reason codes that is available to the user via a prompt list. The reason code is mandatory when issuing a credit.

Adjust Entire Bill page

Enhanced RMA Process

Returns are a fact of life for any organization that provides goods to their customers. It is a challenge to manage many different processes for the handling of these returns, to accurately charge back credit cards for returned items and to properly calculate VAT and U.S. based taxes on the credit invoice. To do this you need to be able to capture credit card information when creating an RMA from an existing order, invoice or both. Release 9.1 allows the credit card information captured in the RMA to be passed to Billing to credit the proper credit cards. To properly calculate the VAT and U.S. based taxes, the system retrieves VAT and U.S. based taxes information from shipping history (invoice or sales order schedule) to accurately calculate the credit.

New Functionality

The credit card information is captured and made available to the Billing RMA Adjustment process when an RMA is created in Order Management. The Billing RMA adjustment process then passes this information to the Billing Interface process. All bills created through the interface are grouped based on the payment method, credit card details and VAT information.

Online Invoice Rendering

As part of the billing process, customers need the ability to view an official-looking invoice document online. This online invoice will serve as an advance copy of the final invoice and enable billing users to make changes if needed. Release 9.1 provides customers the ability to render a pro forma invoice online from the Standard Bill Entry, Express Bill Entry, Bill Summary, and Bill Inquiry components. The online pro forma invoice is temporary and users can change the information as often as necessary.

New Functionality

Additional processing is available for invoices with an XML publisher format. If the invoice format is an XML publisher format, the user can render a pro forma invoice online by clicking the pro forma button, and the pro forma invoice can be printed without accessing the report manager component. Access the Billing Installation page to enable online invoice rendering.

Retain Invoice Image

The Billing system has been enhanced to give customers the ability to retain an image of an invoice for future viewing.

When invoices are finalized, the invoice image is attached to the invoice and stored for future viewing. The attached image can be viewed from within the Billing and eBill Payment products. Access the Billing Definition - Business Unit 4 page (Set Up Financials/Supply Chain, Business Unit Related, Billing, Billing Definition, Business Unit 4) to enable the corresponding options at the Business Unit level. Alternatively, this option can be enabled at the Bill Type or Bill Source level.

Billing Definition - Business Unit 4 page

Email Invoice Image as Attachment

Customers need the ability to email an invoice as an attachment. This capability saves time and money spent sending hard copies of invoices, and improves collections by reducing DSO. In Release 9.1, users can email an invoice as an attachment to customers. A new invoice media option for email invoice allows the user to email a PDF of the invoice as an attachment. Also, with the addition of this new email feature as well as the existing Email Notification feature, the menu item to run the Invoice Notification process is hidden in Release 9.1. Customers who were previously using the Invoice Notification feature should now use the Email Notification feature.

Enhanced Credit Card Processing

A growing segment of customers use credit cards as a method of payment for transactions and they have asked for additional controls for credit card processing. Security enhancements in this area make the software more compliant with security standards. Release 9.1 includes credit card processing enhancements to add support for card verification value (CVV) by adding prompts to existing pages and logic to pass this value to the third party processor in batch processing. Also, credit card processing has been enhanced to support authorization reversal transactions. Authorization reversals release a hold that an authorization has placed on a customer's credit card funds. Authorization reversals are used in exceptional situations to free up funds that are being held on a credit card. Customers who are currently using Integration Broker to perform credit card integrations with third-party credit card processors will need to modify their existing transformation programs to support the new CVV field and auth reversal transactions.

Additionally credit card history was made available for viewing in Bill Entry. The *Review Prior Card Transactions* menu option that was used to track the history of credit card transactions prior to release 8.0 has been removed in Release 9.1.

In Release 9.1, a new option is provided to the user to copy the bill-to or ship-to address from an invoice to the credit card address fields of an invoice. This gives the customer the advantage of not having to re-enter the data if it is not provided by default from the bill-to contact.

The Business Interlink solution for credit card processing is no longer supported. Customers who are currently using the Business Interlink solution should use the Integration Broker solution for their implementation. Customers should build their transformation programs to interface with their third-party credit card processor since these are not delivered with PeopleSoft.

Effective Date Enhancements in Bill Entry

Customers frequently enter past and future invoices through Billing entry and need other dates, in addition to the system date, to retrieve accurate pricing and accounting information. Allowing the use of more than the system date on Billing Entry enhances the user's ability to correctly price invoices and create accurate accounting entries. Release 9.1 provides the user added flexibility in managing their effective dated prompts in Billing entry. Billing entry now supports the current behavior of using the system date in addition to using the invoice date to drive identifier lookup and the accounting date to drive ChartField prompting.

Billing - General Options page

Express Bill Entry Enhancements

The fields from the Header Secondary, Address and Line List pages have been consolidated onto the Header Primary page for the Express Bill Entry component. This facilitates bill creation since now header and line data can be entered on a single page. Because the line information is now available on the Header Primary page, the existing Line List page is deprecated and therefore is hidden. The Bill Entry Express Template menu option (component BI_LINE_CNFG_TMPLT) is also not viewable and is deprecated.

Invoice Approval Pushback

To ensure segregation of duties and enable tightening of internal controls, customers must be able to increase the security of the invoice creation through a configurable approval process. In Release 9.1, we have introduced tighter controls on the approval of invoice and credit—rebill generation through a configurable process to help control creation of invoice transactions. In PeopleSoft Billing Release 9.1 Feature Pack March 2011, the approval process has been further enhanced to allow for invoice approval pushback. When an invoice has to go through multiple levels of approvals, the approval can possibly be pushed back by an approver, and the previous approver in the approval chain is required to rereview his or her action and resubmit the invoice.

Financials Audit Framework (Audit Logging) in Billing

Customers must be able to view the processing of financial transactions and the user community who has updated such activities. Each industry and organization has a variety of regulatory and corporate requirements that differ but share the same basic auditing and internal control needs. To increase accountability and visibility for financial transactions, PeopleSoft Billing Release 9.1 Feature Pack March 2011 has enhanced audits and controls for various Billing Invoice transactions in the system with the ability to track updates by user.

Release 9.1 introduced the Financials Audit Framework, which provides efficient tracking and auditing of transaction processing. The framework provides a centralized structure that allows customers to identify the statuses of transactions. Further, the new capability provides online views into the audit results, which can be accessed by source, transaction, and user. As with the other applications that enable Audit Logging, you can use PeopleSoft Data Archive Manager to archive the Billing Audit Log for more efficient processing. In PeopleSoft Billing Release 9.1 Feature Pack March 2011, the framework has been extended to billing invoice flow from invoice creation through adjustments and finalization.

Global Compliance and Controls

Tax on Free Goods

As companies work to expand their revenue base, they take advantage of free promotional items. A tax requirement exists in certain localities that requires the selling company to pay use tax on the free items sent to customers. Currently, free promotional items have zero taxes calculated because their extended amount is zero. Release 9.1 includes functionality for calculating tax of free goods by enabling users to specify whether taxes are calculated by the seller on free items on customer invoices. If users select this option, PeopleSoft Billing passes the tax basis amount to a third party tax application that saves the calculated tax amount. For invoices that are generated in PeopleSoft Order Management or Inventory, Billing receives the cost of the item and uses that value to calculate the use tax amount.

VAT Reverse Charge

To address Missing Trader Intra-Community (MTIC) Fund Fraud, HM Revenue and Customs (HMRC) in the United Kingdom is introducing the VAT Reverse Charge procedure on specified categories of goods being traded between businesses. Under this procedure, the purchaser of the goods, rather than the seller, is liable to account for the VAT on the sale. The supplier does not charge VAT but must specify on the sales invoice that the reverse charge applies and state the amount of VAT that would have been accounted for. If the purchaser has correctly accounted for the VAT under the reverse charge procedure, she retains the right to input tax recovery, subject to the normal VAT rules. Release 9.1 introduces a VAT Reverse Charge check box that enables the system to recognize those transactions to which the new rules apply. VAT reverse charge is also called customer VAT. Billing invoices will not include the customer VAT on the invoice amount due, but they will indicate the amount that the customer must account for. Likewise, self-service pages will indicate the customer VAT amount separate from the invoice amount due.

Delayed Billing

The Cash Management Improvement Act requires agencies doing business with the Federal government to prevent billing for a reimbursable cost until the cost is actually paid by the state and has cleared by the bank or payroll deposited. In Release 9.1, we allow agencies and other customers with similar requirements to delay billing until paid by specifying hold days on customer bill-to options and holding them until the date on the billing header components. After the current date is equal to or later than the hold until date, the bill status can be changed to *Ready,* making the bill available to be finalized.

Miscellaneous Enhancements

Invoice Maintenance

With PeopleSoft Project Costing, Contracts, and Billing 9.1, Oracle continues to demonstrate its commitment to the Public Sector by providing Multiple Funding Support for projects that require the distribution of costs across several funding sources based on complex contract terms. Release 9.1 provides a new Invoice maintenance component to correct specific erroneous project fields when creating the FHWA extract file. This component supports mass maintenance of projects related ChartFields.

Spreadsheet Invoice Upload

Organizations that have legacy billing systems need a way to centralize management of their invoices for consistency, accounting, and collections purposes. They also need the ability to quickly upload invoice data into the billing system from source systems that are external to PeopleSoft applications. For PeopleSoft Billing Release 9.1 Feature Pack March 2011, a new Spreadsheet Invoice Upload process will enable users to use an Excel interface to upload invoice data into PeopleSoft Billing.

eBill Payment 9.1

PeopleSoft Enterprise eBill Payment gives your customers the convenience of paying their bills online—24 hours a day, seven days a week. Delivering electronic bills through the internet with eBill Payment provides a truly paperless experience and improves customer service. PeopleSoft eBill Payment enables you to strengthen your customer relationships while reducing processing costs and improving the health of your collections by reducing DSO.

Streamlined Financial Processes

Organizations need to reduce the time and money spent in managing their customer invoices. Enhanced self-service capabilities for bill presentment will significantly reduce the time required to get payments from customers and at the same time offers convenience to customers of paying their bills online—24 hours a day, seven days a week.

For Release 9.1, we provide various usability and functional enhancements for bill presentment and self service capabilities. Users can make changes to credit card and address data, as well as render a precise copy of the invoice they received while online in the eBill Payment module.

Integrated Performance Management

PeopleSoft Enterprise eBill Payment customers need robust capabilities with payment options that enable them to further automate their quote-to-cash process and reduce the time and effort needed to get payments for outstanding customer invoices. In Release 9.1, we introduce capabilities for eBill Payment self-service users to partially pay items with direct debit, apply debits and credits for a direct debit payment, schedule future payments, save Payment Cart for future, and render a statement image.

Receivables 9.1

Accounts Receivables is often the largest asset on a company's balance sheet and is critical to its financial health. While extending credit to your customers helps boost sales, it also increases your cost of working capital and financial risk, especially in challenging economic times. PeopleSoft Receivables enables you to streamline your accounts receivable processes to accelerate collections, reduce credit risk, resolve exceptions quickly, and ultimately decrease your cost of working capital.

Integrated Performance Management

Credit and Collections Workbench

Customers face several challenges in managing their credit and collections process that include high administrative costs and quick access to relevant data. PeopleSoft Receivables users need tools that can help them manage their workload and perform their collection management job efficiently and effectively. Release 9.1 provides a Credit and Collections Workbench that is a central point for PeopleSoft Receivables users to review action items, analyze customer information, and perform appropriate actions. By incorporating the existing receivables data into a central workbench, customers can leverage receivables functionality to increase the efficiency of their collections. Using risk-based scoring on collection for customers and items enables the users to work the highest priority or risk items first to maximize their results.

New Functionality

The PeopleSoft Receivables Collections Workbench is a central workspace that presents a complete view of each customer. Collectors can perform their day-to day activities, including accessing and completing action items directly from the Collections Workbench. Before contacting a customer or completing an action, a collector can use the Collection Workbench to review a customer's history, such as the average days it takes a customer to pay, the number of days any sales are outstanding (DSO), any past due balances, and any previous broken promises. With this information at hand, the collector can contact the customer and hopefully work out a plan for payment and indicate on the Collections Workbench that the customer will pay by direct debit, credit card, or a check.

If the customer does not make a commitment to pay, the collector can use the Collections Workbench to place the customer on credit hold and add an action to follow up in a specified number of days. If the customer agrees to pay within a certain number of days and does not pay, the collector can use the Collections Workbench to send a dunning letter. The collector can continue to follow-up with this customer, and, after reviewing several broken promises, can use the Collections Workbench to mark the customer in collections and refer the customer to a collection agency. The Collections Workbench provides the collector with all of the information and metrics needed to diligently track and manage customer data from the days the customer receives a statement until it is paid or referred to a collection agency.

A collections manager can use the Collections Workbench to complete day-to-day management activities, which may include reviewing the current payment promises, reviewing any outstanding broken promises, reassigning action items to different members of his or her team, or completing his or her own assigned action items.

Specifically, the Collections Workbench enables an authorized user to:

- Easily access and populate the workbench data.

- Navigate to and from multiple pages and levels of data.

- Personalize the workbench.

- Access an enhanced owner action list and view action lists across customers.

- Access specific levels of customer detail.

- Display the credit profile information of a customer.

- Display and work the item list associated with a customer.

- Display the payment status and payment history of a customer.

- Review customer promises.

- Review, add, and update conversations with a customer.

- Review the correspondence history of a customer.

- Review customer aging and open credit information.

- Calculate a credit risk score for a customer.

- Review and update items.

- Pay selected items by credit card or by direct debit.

- Select credit and debit items and create a maintenance worksheet.

- Create Dunning Letters or Open Item reports.

- Reprint invoices.

Header, Action List, and Customer Details on Collection Workbench page

| Credit Profile | Payments | Items | Conversations | Correspondence | Aging | Customer Hierarchy |

Balance:	1,775,120.40	USD	**Past Due:**	1,773,844.64	USD
Credit Limit:	100,000.00	USD	**Risk Score:**	0	
Collector:	CBB		**Risk Level:**	M	
Credit Class:	A		**D+B Rating**		

☐ Credit Hold   Customer Messages

Promises: Fiscal Year to Date

	This Year	Last Year
Open	0	0
Kept	1	0
Broken	2	0

Breakdown Balances   Customize | Find | View All | 🔲 | ▦   First ◀ **1 of 1** ▶ Last

	SetID	Unit	Customer	Name	Item Balance	Currency
1	SHARE	US001	1000	Alliance Group	1,674,294.90	USD

History ID: [   ] 🔍 History: [All   ▼] [Search] Aged Date: Posted Date:

Customer History   Customize | Find | View All | 🔲 | ▦   First ◀ **1-8 of 15** ▶ Last

Year	Period	History ID	Description	Amount	Currency	Count	Overall Weighted Average Days	Weighting Amt
2009	9	CURRENTDUE	Current Due	400,700.00	USD	1	0.00	0.000
2009	9	FUTUREDUE	Future Due	2,551.50	USD	2	0.00	0.000
2003	10	HI_BAL_AMT	High Balance Amount	-3,710.00	USD	1	0.00	0.000
2006	8	HI_BAL_AMT	High Balance Amount	1,074,290.00	USD	1	0.00	0.000
2008	3	HI_BAL_AMT	High Balance Amount	1,192,504.43	USD	1	0.00	0.000
2009	4	HI_BAL_AMT	High Balance Amount	1,271,043.40	USD	1	0.00	0.000
2009	9	HI_BAL_AMT	High Balance Amount	1,674,294.90	USD	1	0.00	0.000
2009	9	HI_CURRENT	High Current Balance	400,700.00	USD	1	0.00	0.000

Credit Profile tab - Collections Workbench

Payments tab – Collections Workbench (1 of 2)

Payments tab – Collections Workbench (2 of2)

Items tab – Collection Workbench

Conversations tab – Collections Workbench

Correspondence tab – Collections Workbench

Aging tab – Collections Workbench

Credit Profile	Payments	Items	Conversations	Correspondence	Aging	Customer Hierarchy

Corporate Credit Limit:		$0.00	Display Currency:	USD	Corporate Credit Currency

Corporate Balances   Customize | Find | 🗗 | 🏢 First ◁ **1-7 of 7** ▷ Last

Customer Hierarchy	Item Balance	Past Due	Credit Limit
⊟ 1 - 1000 - Alliance Group	$1,775,120.40	$1,773,677.43	
1.1 - 1000 - Alliance Group	$1,674,294.90	$1,673,019.15	$100,000.00
⊟ 1.2 - CWB101 - Alliance Drilling Inc.	$100,825.50	$100,658.28	
1.2.1 - CWB101 - Alliance Drilling Inc.	$99,784.09	$99,720.48	$0.00
⊟ 1.2.2 - CWB2001 - Alliance Directional Services	$1,041.41	$937.80	
1.2.2.1 - CWB2001 - Alliance Directional Services	$-1,986.71	$-2,031.12	$0.00
1.2.2.2 - CWB3001 - Alliance Directional Consulting	$3,028.12	$2,968.92	$0.00

Customer Hierarchy tab – Collections Workbench

Streamlined Financial Processes

Multi Level Hierarchy for Customers

Collections activities are often ineffective due to lack of visibility to the whole customer relationship. Collectors see only the one subsidiary or division rather than the many entities that can be involved in the overall relationship. PeopleSoft Receivables users need the ability to view multi-tiered customer relationships in a hierarchy and leverage this data to manage their credit and collections processes. Release 9.1 provides a graphic representation to show the multi level hierarchy for customers as defined in the customer records. This hierarchy appears as the single source of truth for customer relationships. To further leverage this graphical tool, the graphical representation is context-sensitive and reusable for the collections workbench and customer general information entry. The graphical hierarchy enables the user to view a customer relationship and drill down to collection activities for a specific customer.

New Functionality

PeopleSoft delivers the Hierarchy Display Options on the Installation Options, Install, Customer page as system data with some basic setup. This page enables you to indicate the number of customers to include in the hierarchy and whether you want the default hierarchy that appears in the Customer Hierarchy to be Corporate, Remit From, or Correspondence. You also can indicate whether you want to show the SetID on the hierarchy and Customer Counts or the number of customers associated with each level of the hierarchy.

When you add or update a customer (Customer, General Information), you can create a multiple level customer hierarchy from the Customer's General Info page without using PeopleTools Tree Manager.

You can indicate that a customer is a parent customer for the selected customer roles of Correspondence Customer, Remit From Customer, and Corporate Customer. However when you create a new customer, the Corporate Customer check box is selected by default.

You have the option to select one, two, or all three of these customer roles as parents. After you create a parent customer, you can create the hierarchy easily by entering the parent customer of the child customer you are maintaining. When you select the link next to one of the customer roles, the Customer Hierarchy page displays the multiple levels that you selected to comprise the hierarchy.

Customer hierarchy setup – Customers General Info page

Note: With Release 9.1, the previous limit of a 2-level customer hierarchy where one parent can have one or multiple children is changed. In Release 9.1, no limit exists for the number of hierarchies allowed for corporate, correspondence, or remit-from customers.

You can access the Customer Hierarchy in three locations and view the data in different ways depending on the component:

1. Customers, Customer Information, General Information, General Info page. This page only displays the hierarchy with no values.

Customer Hierarchy page accessed from the Customer – General Info page

2. Accounts Receivables, Customer Accounts, Customer Information, Customer Hierarchy, Customer Hierarchy page.
   This page displays the different hierarchies, as well as the Customer Balance and Item Balance, Past Due, and Credit Limit with currency and balances based on the selected business unit defaults

Accounts Receivables - Customer Hierarchy page

3. Accounts Receivable, Customer Accounts, Collections Workbench, select the Customer Hierarchy tab.
   This page displays the different hierarchies, as well as the Item Balance, Past Due, and Credit Limit amounts in the default currency of the selected business unit for the customer.

Customer Hierarchy tab – Collections Workbench page

Enhanced Payment Worksheet

Customers need efficiency in managing payments to support their collections process. Payment disputes are normally handled at the time an unapplied payment is applied towards an open item. Release 9.1 enhancements to the Payment Worksheet enable the AR Specialist to add the reason code, disputed amount, and date and apply them to a disputed item. A new copy function allows an item to be copied independent of whether the item is selected on the payment worksheet. This enables the AR specialist to create deductions and other adjustments to lines that already are selected for payment. In addition, usability enhancements to the Payment Worksheet enable users to select and deselect all rows or a range of rows for applying discounts. Another new option displays duplicate rows and changes.

New Functionality

Capability to Add, Update, and Delete Dispute Information on the Payment Worksheet

PeopleSoft Receivables 9.1 enables you to add, update, and delete dispute information on the payment worksheet. For users to use this functionality, you must define component level security in PeopleSoft Security for the View/Update Item Maintenance component. A user with access to the Item Maintenance page can update dispute fields in the payment worksheet. These fields are display only for users without access to this page.

You set up and update the dispute check box, dispute reason code, dispute amount and dispute date in the Customer Relations group box on the View/Update Item Details - Detail 1 page for a selected customer.

View/Update Item Details – Detail 1 page

These dispute values appear as default values in the Item List group box, Detail 5 tab on the Payment Worksheet Applications page. You can add, update, or delete the dispute reason, dispute amount, and dispute date on the Detail 5 tab of the payment worksheet and can search for predefined dispute reason values.

When you apply a partial payment to an item based on a dispute in the payment worksheet, as long as every item row appears once, you can enter dispute information for each item.

Detail 5 tab – Payment Worksheet Application page

PeopleSoft Receivables 9.1 also adds auditing capabilities to the payment worksheet. You can perform audits on multiple rows of items selected while building a worksheet, as well as to new items added to the worksheet after it is built. When you make changes to a Dispute Reason on the payment worksheet, the system will track these changes in the Audit History record. You can view a history of any changes on the Item Audit History page.

New Copy Functionality for the Payment Worksheet

You can click the Copy button on the Worksheet Application Detail View page and copy unselected or selected items on the payment worksheet. You can also create deductions and other adjustments to lines that are already selected for payment.

Worksheet Application Detail View

Copy button on the Work Sheet Application Detail View page

Payment Predictor – Partial #DETAIL Algorithms

Currently, when the Payment Predictor process (ARPREDCT) runs, the PeopleSoft Receivables #DETAIL algorithm processes every item that is matched with payment lines. If a payment has 10 item detail references and 9 of them match exactly and 1 remains unmatched, the 9 matched item detail references are processed, while the unmatched item detail reference is not processed and remains untouched. In this case, an overpayment is usually created and the detail reference is lost.

When the payments and their item references are loaded from an external system, the system usually does not verify that the items exist. These unmatched items may be off by a letter or two, which prevents the payments from being applied.

PeopleSoft Receivables 9.1 provides two new algorithms, #DTL_PM (partial match) and #DTL_TPM (tolerance partial match) that will identify items to be matched with a payment using the detail reference information in the first pass, just like the #DETAIL algorithm. The identified customer will not matter. If, after this initial pass, an underpayment item still needs to be created because the entire payment was not applied, and items were referenced in the payment that were not matched by the #DETAIL algorithm method, then a second payment predictor pass will occur to try to match more items. For the second pass, the payment amount considered will be the remaining payment amount from the first pass, and the items that were not matched in the first pass will be searched with a Like construct. Again, the identified customer will not matter. The algorithm will only use the item as a reference. All items that match in the second pass will be added to the ones found in the first pass. From that point on, these items will be treated as if they were all found in a single pass.

Applying the #DTL_PM Algorithm in Payment Predictor

When Payment Predictor runs the #DTL_PM (partial match) algorithm:

- It selects open items that match, exactly or not, the item detail reference supplied with a payment. The customer reference is not used.

- In the first pass, it selects all open items identified exactly by matched references, as well as WS-08 deduction references.

- In the second pass, when an overpayment is about to be created, and there are unmatched items referenced in the payment, the algorithm matches these open items by applying these rules:

  - FIRST8: All open items identified by the first eight characters of the reference will be selected.

  - MIDDLE7: All open items identified by the seven characters after the first four characters in the reference will be selected.

Payments that are handled by this algorithm method should balance. However, if they do not balance, the #DTL_PM method creates an Adjust Remaining Underpayment item (WS-07) for underpayments or an Adjust Remaining Overpayment item (WS-06) for overpayments.

For example, there are ten payment lines with detail reference information. The item ID of one of the payment lines is off by a letter. The first nine payment lines are matched, but not closed. The algorithm tries to match the tenth payment line by approximation using the FIRST8 or MIDDLE7 methods. If the match is successful, the ten items will be in the same location and all of the items will be processed and closed.

If the algorithm is unable to match the tenth item, then the nine items are closed, and the tenth item remains untouched. The algorithm creates an adjustment payment (underpayment or overpayment) for the remaining payment amount. The system places this adjustment item either on a worksheet or on a customer account, depending on the setup.

Applying the #DTL_TPM Algorithm in Payment Predictor

The #DTL_TPM algorithm works the same way as the #DTL_PM during the first and second passes through Payment Predictor. However, if an underpayment exists, #DTL_PM checks the tolerances and rules set up on the Predictor Detail Options page. If an underpayment exceeds the tolerances, then the system checks whether the Bill To customer allows partial payments. If partial payments are allowed, the system creates a partial payment of the item.

Tracking Customer Promises

Collectors and receivable managers are challenged with keeping track of outstanding customer payments and automating the follow up on unfulfilled promises. Streamlining this business process enables users to identify risk for future promises and also indicates that preemptive follow up is required for any new promises. In Release 9.1, the user has the ability to track promises to pay an item or multiple items by customer. Unfulfilled promises will become new action items for further follow up. Users can track the number of unfulfilled promises over time and compare them with the total number of promises. Users can configure a tolerance level for a promise, so that a promise is considered met based on the actual amount paid, the number of items paid, or the actual date paid.

New Functionality

PeopleSoft Receivables 9.1 enhances conversations to enable the collections analyst to enter a customer's promise of payment and to track and manage that promise within the Conversations component.

PeopleSoft Receivables modifies the Condition Monitor program to automatically process promised payments. A new condition of CPDR – Customer Promise Date Review was added to the Condition Monitor program to select and process promised payment conversations that required a review and to create action list items.

PeopleSoft Receivables also modifies the Condition Monitor program to automatically process promised payments that have broken promises. The Customer Promise Date Broken program closes promise date conversations that have a status of Broken, do not have a promise date action, and do not have a review scheduled after the promise date. This program closes promise date conversations when the user selects the Done check box on the Conversations page, which indicates that the broken promise was reviewed and a review after the promise date is not required. The existing condition monitor process CFLU– Conversations Follow Up was also be modified to not select promise date conversations.

Conversations	References	Attachments

SetID: SHARE   Business Unit: US001   Customer: 1001   Apex Systems

*Status: New   Description: Financial Crisis

Subject: DELAYED PAYMENTS   Sub-Topic:

☑ Promise of Payment

Promise of Payment

Promise Date: 09/30/2009   Promise Amount: 500.00   Currency: USD

Tolerance Days: 3   Payment Tolerance: 5 %   Confidence: Medium

Broken Promise Action: PRBK   User ID: APA1   ☐ Done

☐ Override Promise Status   Override Reason: Promise Status: Open

Promise Review

Date: 09/26/2009   Action: RECEIVABLE   User ID: DVP1   ☑ Done

☑ Supervisor Review   Status: New   **Follow Up**

Letter: Date: ☐ Done

Keywords

Keyword1:   Keyword2:   Keyword3:

Add Conversation Entry

Conversation Entries   Find | View All   First ◄ 1 of 1 ► Last

Edit Entry

DateTime: 09/25/09 9:03PM   User: DVP1   ☑ Visible

Contact ID: 25   Mary Lewis   Telephone: 18005551212   Extension:

Comments: Talked to Mary on 9/24/09 and she assured me that she would send the payment by 9/30/09.

Conversations page

When a collections analyst creates a new conversation on the Conversations page and selects the Promise of Payment check box, the conversation is considered a promise date conversation and the promise status is set to Open. As part of the promise to pay, you can indicate the number of days past the promise to pay date that you are willing to wait to take further action, and what percentage of the promised payment amount you will accept. You can select a Broken Promise Action, which is predefined as a customer action in PeopleSoft Receivables.

Promise Date Options page

Depending on the promise made by the customer and a review of this promise, the system assigns a Promise Status of:

- Open

- Kept

- Broken

- Cancelled

- None

The Promise Status typically is set and updated by Condition Monitor processing. When a promise date conversation is created, the promise status is set to open. Condition Monitor updates the status to either Kept or Broken.

Promise date conversations are closed manually by the user or automatically by the Condition Monitor program. A user can exclude a promise from being included in the metrics, mark a promise as fulfilled, or override an unfulfilled promise as fulfilled.

You can change the promise status and change the reason code multiple times, but you cannot override the status unless the Override Promise Status check box is selected for the user. Selecting this check box indicates that the promise status was overridden by a user and was automatically changed.

A broken promise action is based on a valid action, which you will set up in the system. The user ID for a broken promise action is the user who receives an action item based on the broken promise action. If the user ID assigned to the broken promise action reviews the broken promise and selects the Done check box, the promise status will change to broken and the conversation is closed.

If a payment is received, the system can set the action items for review or a broken promise to Completed and the action no longer appears on the user's action list.

Metrics are reported for each customer based on a promise to pay status of Kept, Broken, or Open.

Promise Review

You can select a review date, the review action required, which is usually an action performed prior to the promise date, and the user ID of the individual who you want to perform a review to ensure that the promise action will be performed appropriately. The reviewer performs the review action and can, if necessary, indicate that a supervisor needs to review the promise. The reviewer also can indicate any follow-up action required and indicate the date the action was completed. The promise date does not affect this date, because the conversation may need reviewing after the promise date.

Conversations Tab on the Collections Workbench

You select the Conversations tab on the Collections Workbench to display details about selected conversations. You can click links to:

- Filter conservations.

- Add conversations.

- Update contacts.

- Access the Promises Inquiry.

Unit	Cust ID	Description	Conversation Date	Status	Number of Entries	Attachments	Subject	Subject Topic	Amount Referenced	Pro Dat
US001	1000	PROM-B	04/10/2009	Closed	1	N	PRODUCTS			04
US001	1000	NONE	04/10/2009	Open	1	N	PRODUCTS			04
US001	1000	KEPT	04/10/2009	Closed	1	N	ORDER			04
US001	CWB101	Reminder	09/28/2009	Open	1	N	DELAYED PAYMENTS			
US001	CWB101	Promise of Payment	09/28/2009	Open	1	N	PAYMENT			09
US001	CWB101	ref-item	04/09/2009	Open	1	N	PAYMENT	SHORT-PAY		04
US001	CWB101	OPEN PROMISE 1	12/05/2008	Open	1	N	PRODUCTS	RECALL		12
US001	CWB101	OVR PROMISE	12/05/2008	Open	1	N	ORDER			12
US001	CWB2001	close cancel	12/05/2008	Closed	1	N	PRODUCTS	QUESTION		12

Conversations tab – Collections Workbench page

Direct Debits Prenotes

Companies incur charges due to incorrect account information in a direct debit payment. They need to reduce these charges and improve days that sales are outstanding. The ability to prenote the direct debit payment method in Receivables enables the confirmation of the account information prior to making an actual payment and reduces the administrative costs associated with resolving direct debit account errors and associated bank charges.

In PeopleSoft Receivables 9.1, the customer can generate a zero dollar prenote payment for the direct debit payment method and process it through Financial Gateway, a single payment platform for PeopleSoft that is part of the Cash Management solution. This enables users to set a realistic waiting period for each customer.

New Functionality

A direct debit prenote is a zero dollar electronic payment that is sent to the customer's bank to confirm the accuracy of customer's bank information. Prenotes help eliminate additional processing or handling fees due to the transmission of incorrect customer account information to the customer's bank, and they reduce delays in receivables collections. After setting up various components to enable prenote processing, the Create Direct Debit Application Engine (AR_DIRDEBIT) process creates the prenote transactions. These prenotes are sent to the creditor's bank, which sends them to the customer's bank. After receiving confirmation of the prenote information from the bank, any associated direct debit transactions are processed.

If the bank sends a positive confirmation, the system updates the prenote status to Confirmed, and the related Direct Debits are processed the next time that the Create Direct Debits process runs. If the bank does not send a confirmation, after a specified number of days the pending prenote is confirmed automatically.

Note: Normally the bank only sends a response if the prenote is incorrect.

Various components enable the use of direct debit prenotes. You can activate direct debit prenotes in these components:

- Direct Debit Profile

- Customer Information

- External Accounts

- eBill Payment, My Preferences

- Bank Integration Layout

Prenote Required check box selected - Direct Debit Profile

You can select the Prenote Required check box on the Profile page of the Direct Debit Profile component (Set Up Financials/Supply Chain, Product Related, Receivables, Payments, Direct Debit Profile). You must also select an EFT Layout. The system runs an edit on the EFT Layout that you select to ensure that you selected an EFT Layout that can be used for transmitting direct debit prenotes.

These EFT layouts are used for transmitting direct debit prenotes manually or through third-party integration.

EFT File Layout Code	Description	Country
BACS	Use for outbound transmissions.	United Kingdom
CPA005	Use for outbound transmissions. Canada Pay Association.	Canada
UFF	Use the Universal File Format for outbound transmissions.	United States
SEPA	Use for Single European Payment	Europe

These EFT layouts are used for transmitting direct debit prenotes using the Financial Gateway option in PeopleSoft Cash Management.

Format ID	Format Name
PPD	NACHA PPD payment format
CCD	NACHA CCD payment format
CCD+	NACHA CCD+ payment format
CTX	NACHA CTX payment format
PAYMENTEIP	PeopleSoft XML Format, PAYMENT_DISPATCH EIP Message

Direct Debit Prenote Reason Codes

PeopleSoft creates a new reason type for prenotes as system data, which enables users to define the error messages. Reason codes help users better describe the reason for a prenote status change. You select reason codes on the Bill To Options page.

Payment Method Options and Prenote for Direct Debit options on Customer – Bill to Options page

Processing Direct Debits with Prenotes

After setting up for direct debit processing and indicating that prenotes are required, you can run the Create Direct Debit process (AR_DIRDEBIT) to create prenotes, which will be sent to your bank by generating an EFT file using one of these methods:

1. Generate an EFT file in PeopleSoft Receivables and send the prenote to your bank manually, or use a third-party integration.

2. Send the prenote to the bank automatically using PeopleSoft Financial Gateway.

Your bank sends these prenotes to the customer's bank and may inform you of a confirmation of the prenote from the customer's bank.

Important! The Create Direct Debit process does not pick up the associated direct debit transactions when a prenote is required and not confirmed. The required prenotes must be sent to the bank and confirmed before the direct debit transactions associated with the prenotes can be processed.

After prenotes are confirmed, the Create Direct Debit Application Engine process creates the direct debit transactions associated with the confirmed prenotes, and assigns one of these statuses to each direct debit:

- Accepted

- Remitted

- Pending

You can run the Receivable Update process (ARUPDATE) to post the direct debit groups, update the item and customer balances, update item activity, and generate accounting entries.

Note: ARUPDATE processes only the direct debit transactions and does not process prenotes, because prenotes are not associated with any accounting entries.

You remit the direct debit to the bank by running either the Create EFT through the Financial Gateway System Application Engine process (AR_FG_PROC) or the Format EFT Files SQR process (FIN2025).

Note: When the prenote status is changed either manually by the user or by the Create Direct Debit process, the prenote history is updated.

Prenote Reporting and Customer Updates

After prenotes are processed, an exception report provides a list of direct debit prenotes that failed due to incorrect bank details based on your receipt of an error notification from your bank. You can cancel the prenote depending on its status.

The customer record contains information that indicates whether a direct debit prenote was sent and the status of the prenote. The customer can view the status of the direct debit by clicking the View Prenote History link on the eBill Payment – My Preferences page and the Bill To Options page.

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Global Compliance and Controls

VAT for AR-Prepaid Account Entries

Customers in France have requested changes in how VAT is accounted for on an advance payment for a sales transaction. Currently, because the AR-Prepaid account records the prepayment without tax, the customer balance accounts (AR & AR-Prepaid) are understated. Customers in France are doing a manual adjustment in GL to regularize the VAT in customer accounts. Release 9.1 provides functionality to fulfill these requirements by including the VAT amount in the accounting entry in the AR-Prepaid account. To balance the transaction, a new accounting entry is made in a VAT to Adjust account. Also, when the prepayment is applied against an invoice or written off, the amounts in the AR-Prepaid and VAT to Adjust accounts are reversed accordingly.

New Functionality

PeopleSoft Receivables 9.1 adds this functionality to accommodate the needs and requirements of customers in France. However, this PeopleSoft Receivables 9.1 functionality also accommodates the needs of customers who want to calculate prepayments without VAT. The accounting examples included in this section will demonstrate both of these capabilities.

Before you can enter a prepayment to a customer's account in PeopleSoft Receivables with VAT amount included in the accounting entry to the AR Prepaid account, you must:

- Select the VAT Adjustment on Advance Pymt check box on the Accounting Options 2 page for a PeopleSoft Receivables business unit.

VAT Adjustment on Advance Pymt check box selected on the Accounting Options 2 page of the Receivables business unit

- Set up a new Output with Advancement VAT account for the appropriate French VAT code. (Set Up Financials/Supply Chain / Common Definitions / VAT and Intrastat / Valued Added Tax / VAT code)

Output Advance Payments account for French VAT code on Vat Code page

Payment Worksheet Accounting Entries

These examples are the expected accounting entries when you match a prepayment and an open invoice in a Payment Worksheet using:

- PeopleSoft Receivables 9.0 advance payment (prepayment) and VAT functionality

- PeopleSoft Receivables 9.1 advance payment (prepayment) and VAT functionality with the VAT Adjustment on Advance Pymt check box selected in the business unit.

- PeopleSoft Receivables 9.1 advance payment (prepayment) and VAT functionality with the VAT Adjustment on Advance Pymt check box NOT selected in the business unit.

This new 9.1 functionality for advance payment (prepayment) and VAT works the same way throughout the prepayment entry and processing steps, which include:

- Entering the prepayment (advance payment) on the payment worksheet.

- Applying the prepayment on the maintenance worksheet

- Transferring the prepaid (advance payment) items.

- Unposting transactions involving prepaid (advance payment) items.

In these examples, for simplicity, the prepayment has the same amount as the amount of the invoice. Typically, these amounts would be different, but the functionality is the same.

1. Invoice has Declaration Point = Delivery/Invoice

> **Important:** The prepayment has the same accounting regardless of what is selected for the declaration point.

CURRENT FUNCTIONALITY

Prepayment Declaration Point: (Delivery/Invoice) or (Payment)
Invoice Declaration Point: Delivery/Invoice

	Cash Control Deb	Cash Control Cred	Adv Payment Receipt Deb	Adv Payment Receipt Cred	AR Deb	AR Cred	User Deb	User Cred	VO Deb	VO Cred	VOI Deb	VOI Cred
Prepayment Receipt	1196			1000						196		
Invoice					1196			1000		196		
Prepayment Applied		1196	1000						196			
Invoice Applied	1196					1196						
Saldo Final	1196	0	0	0	0	0	0	1000	0	196	0	0

Example 1a: Release 9.0 Functionality

PROPOSED NEW FUNCTIONALITY - With Adjustment flag = Y

Prepayment Declaration Point: (Delivery/Invoice) or (Payment)
Invoice Declaration Point: Delivery/Invoice

	Cash Control Deb	Cash Control Cred	Adv Payment Deb	Adv Payment Cred	AR Deb	AR Cred	User Deb	User Cred	VO Deb	VO Cred	VOI Deb	VOI Cred	VAT to Adjust Deb	VAT to Adjust Cred
Prepayment Receipt	1196			1196						196			196	
Invoice					1196			1000		196				
Prepayment Applied		1196	1196						196					196
Invoice Applied	1196					1196								
Saldo Final	1196	0	0	0	0	0	0	1000	0	196	0	0	0	0

Example1b: Release 9.1 Functionality - VAT Adjustment on Advance Pymt = Y

PROPOSED NEW FUNCTIONALITY - With Adjustment flag = N

Prepayment Declaration Point: (Delivery/Invoice) or (Payment)
Invoice Declaration Point: Delivery/Invoice

	Cash Control Deb	Cash Control Cred	Adv Payment Deb	Adv Payment Cred	AR Deb	AR Cred	User Deb	User Cred	VO Deb	VO Cred	VOI Deb	VOI Cred	VAT to Adjust Deb	VAT to Adjust Cred
Prepayment Receipt	1196			1000						196				
Invoice					1196			1000		196				
Prepayment Applied		1196	1000						196					
Invoice Applied	1196					1196								
Saldo Final	1196	0	0	0	0	0	0	1000	0	196	0	0	0	0

Example 1c: Payment Worksheet - Release 9.1 Functionality - VAT Adjustment on Advance Pymt = N

2. Invoice has Declaration Point = Pay

Important: The Prepayment has the same accounting no matter its Declaration Point

CURRENT FUNCTIONALITY

Prepayment Declaration Point: (Delivery/Invoice) or (Payment)
Invoice Declaration Point   Payment

	Cash Control		Adv Payment Receipt		AR		User		VO		VOI	
	Deb	Cred	Deb	Cred	Deb	Cred	Deb	Cred	Deb	Cred	Deb	Cred
Prepayment Receipt	1196			1000						196		
Invoice					1196			1000				196
Prepayment Applied		1196	1000						196			
Invoice Applied	1196					1196				196	196	
Saldo Final	1196	0	0	0	0	0	0	1000	0	196	0	0

Example 2a: Payment Worksheet - Release 9.0 Functionality

PROPOSED NEW FUNCTIONALITY - With Adjustment flag = Y

Prepayment Declaration Point: (Delivery/Invoice) or (Payment)
Invoice Declaration Point   Payment

	Cash Control		Adv Payment		AR		User		VO		VOI		VAT to Adjust	
	Deb	Cred	Deb	Cred	Deb	Cred	Deb	Cred	Deb	Cred	Deb	Cred	Deb	Cred
Prepayment Receipt	1196			1196						196			196	
Invoice					1196			1000				196		
Prepayment Applied		1196	1196						196					196
Invoice Applied	1196					1196				196	196			
Saldo Final	1196	0	0	0	0	0	0	1000	0	196	0	0	0	0

Example 2b: Payment Worksheet - Release 9.1 Functionality VAT Adjustment on Advance Pymt = Y

PROPOSED NEW FUNCTIONALITY - With Adjustment flag = N

Prepayment Declaration Point: (Delivery/Invoice) or (Payment)
Invoice Declaration Point   Payment

	Cash Control		Adv Payment		AR		User		VO		VOI		VAT to Adjust	
	Deb	Cred	Deb	Cred	Deb	Cred	Deb	Cred	Deb	Cred	Deb	Cred	Deb	Cred
Prepayment Receipt	1196			1000						196				
Invoice					1196			1000				196		
Prepayment Applied		1196	1000						196					
Invoice Applied	1196					1196				196	196			
Saldo Final	1196	0	0	0	0	0	0	1000	0	196	0	0	0	0

Example 2c: Payment Worksheet - Release 9.1 Functionality VAT Adjustment on Advance Pymt = N

Approval Workflow for Receivable Amount Write-Off

In today's economic conditions, organizations must manage the health of the balance sheet by enforcing tighter controls of receivable write-off item amounts and by ensuring that users with the correct authority approve any write-off transactions. Without a valid approval chain for write-offs, organizations stand to loose money on valid receivables resulting in lower collections. Receivable 9.1, adopts the Approval Framework for the approval of write-offs and are delivering new sample rules, in addition to existing workflows. This provides customers with a frame of reference as well as showcases the power of the tool and its enhanced capabilities. This feature is enabled on the Payment, Credit Card, Maintenance, and Draft Worksheets.

New Functionality

PeopleSoft Receivables incorporates the PeopleSoft Enterprise Components Approval Framework to approve or deny write-offs on the Payment Worksheet, Credit Card Worksheet, Maintenance Worksheet, and Draft Worksheet.

You must select the Enable Write-off Workflow check box on the Receivables Options – Payment Options page. After the write-off workflow approval is enabled, when you select one or more items to write off on the worksheet and save the worksheet, you can click the Worksheet Action link to submit the write-offs for approval.

For PeopleSoft Receivables Release 9.1 Feature Pack March 2011, we have introduced the use of email collaboration within the approval framework to receive emails with interactive content. The email contains detail of the write-off, and the approver can approve or deny write-off directly on the email, bypassing the need to sign in to the PeopleSoft Receivables system. New email templates are also provided for route for approval, approved, denied, or review. This feature is not turned on by default and additional setup steps are required to enable email approval.

Also with 9.1 Feature Pack March 2011, we have introduced a pushback option for approvers. Pushback is enabled for a write-off approval that has a chain of approvers. The current approver can question the prior approver's approval by initiating a pushback. When a pushback is initiated, approval control is transferred to the previous approver and the previous approver is also notified of the pushback.

Approval Write-Off Workflow selected on Receivables Options – Payment Options page

When the Approval Framework is enabled, you use PeopleSoft Receivables write-off approval to perform a number of approval tasks.

Submit the write-off for approval.

Bottom of the Draft Worksheet Application page with Submit for write-off Approval button

Worksheet Action page after the Submit for write-off Approval button is clicked

Note: The requester can include a comment with the submission only when the email approval is enabled.

Approve or deny a write-off.

Worklist displays worksheet that requires approval

Bottom of worksheet with Approve and Deny buttons

Click the Approved Write-Off link or the Denied Write-Off link to access the Writeoff Approver Stage page shown next:

Writeoff Approver Stage page

You can use this page to:

• Add or remove ad hoc approvers or reviewers.

• View comments made by requestor, reviewers or approvers.

Additional tasks, such as enabling self-approval or the selection of alternate approvers to substitute in case of the designated approver's absence or unavailability, can be established in PeopleSoft Enterprise Components Approval Framework.

The validations on workflow amounts that are currently in place are not affected by this feature. If the write-off amounts on the worksheet are below the maximum write-off amounts defined at the customer and organizational levels, but above the thresholds defined at the Approval Framework level, then a workflow notification is generated. However, if the write-off amounts are above the maximum write-off amounts defined at the customer and organizational levels, an error message appears and the worksheet is not saved until the amount is changed or the write-off item is removed.

When the Approval Framework is enabled, the worksheet must be approved before you can post it. Only a user who is set up as an approver can approve the worksheet. However, the designated approver or the user who submitted the worksheet for approval can post the worksheet after it is approved.

Approval is based only on write-off amounts. A business unit or customer cannot be used as criteria for approvals. This means that workflow approval is required and can be set to post if the total write-off amount for a worksheet is greater than zero, in spite of whether the write-off applies to any customers and business units.

Enhanced Attachments

Customers are required to provide support for financial transactions to a variety of regulatory sources. Compliance requirements such as Sarbanes Oxley have made the need for a systematic approach to providing financial support mission critical. ERP systems must enable customers to view supporting documentation from the same location as financial transactions themselves. With Financials Release 9.1, we have extended the capability of attaching supporting documentation to financial transactions. With PeopleSoft Receivables Release 9.1 Feature Pack March 2011, this capability has been further enhanced as follows:

- Attachment in Write-off workflow – Provides an option for the requestor to select which attachments are visible to the approver of the write-off. When approvers or reviewer open the approval page, they can view the attachments for which they have been given visibility.

- Attachment on Payment Status Inquiry page – Allows users to add attachments on the page.

Enhanced Performance for Credit Card Upgrade Process

Customers need to run a conversion process during upgrade to convert credit card numbers for stronger encryption. In PeopleSoft Receivables Release 9.1 Feature Pack March 2011, this conversion process has been enhanced to improve performance and speed the process of credit card encryption. The FS_CC_CNVRT has been enhanced to use set-based processing for encrypting credit card data as opposed to doing it row by row. This should result in significant performance improvement.

New TROR Report for Public Sector

In Release 9.1 Feature Pack March 2011, the Treasury Report on Receivables and Debt Collection Activities has been updated based on new Treasury requirements.

Industry Specific Solutions

Oracle is committed to meeting our customers' unique industry needs. PeopleSoft Enterprise 9.1 continues to demonstrate this commitment by delivering deep industry functionality for key industries.

Public Sector

State and local governments as well as educational institutions need to distribute costs associated with a particular project to several funding sources such as federal, state and local funds for billing purposes. A common example is a large-scale state government-managed highway construction project in which U.S. Federal Department of Transportation (Federal Highway Administration) grant funds that are committed to cover a portion of every dollar spent on the project and state operating funds are expected to make up the difference. The distribution of these cost transactions can be subject to complex rules in which costs are distributed to the funding sources based on percentages and priorities. To date, state and local governments have been challenged to handle this complex scenario. With PeopleSoft Project Costing, Contracts, and Billing 9.1, Oracle continues to demonstrate its commitment to the Public Sector by providing Multiple Funding Support for projects that require the distribution of costs across several funding sources based on complex contract terms.

U.S. Federal Government

PeopleSoft FSCM 9.1 enhances the Intra-governmental Payment and Collection (IPAC) functionality to further support Government Wide Accounting (GWA) Reporter requirements. We provide new componentized Treasury Account Symbol setup with defined Business Event Type codes and you can prompt on these values when entering IPAC transactions into PeopleSoft Enterprise Payables and Receivables. In addition, we improved the usability of the IPAC entry pages by streamlining data entry.

In Release 9.1, we also developed a new Federal Registry inbound interface to PeopleSoft that uploads Business Partner Network (BPN) data. The BPN is the government's central repository of Federal entities trading partner information. The interfaced BPN data can be used to create vendors as well as customers for those Federal entities you engage as trading partners. In addition, the inbound interface updates vendor and customer data with their current information as it changes.

The Central Contractor Registration file specifications was also be updated from a fixed length file to variable. The CCR functionality is enhanced to support the new variable file format in Release 9.1.

Government Contracting

When billing the U.S. Government, contractors are required to adhere to the Federal Acquisition Requisitions (FAR) and use the SF-1034 and accompanying invoice detail (SF-1035) invoice forms. PeopleSoft Enterprise Contracts, Project Costing, and Billing offer more summarization and cost categorization options as well as enhance the ability of the software to track costs in excess of billing to fully support the generation of invoices (SF-1034) and accompanying invoice detail (SF-1035) to comply with the Federal Standard invoice formats. This enhancement lowers the cost of ownership and system complexity for organizations performing government contracts with the U.S. Government.

Higher Education (Grants)

Please refer to the Grants 9.1 section below for more information about solutions tailored for higher education institutions.

Information Technology (Internal IT)

IT organizations have been asked to implement technology to automate and streamline the operations of business units. Today, the spotlight has shifted from the factory floor and call center to focus on the IT organization itself. It's no longer enough to deliver functionality quickly. Now you must develop investment strategies, collaborate with business owners, adjust to changes in priorities, and provide real-time status.

To be successful—to transform the IT organization from a cost center to a value center—you must accomplish three objectives: align IT to the company's overall business objectives, manage project spend, and increase the use of your resources.

The PeopleSoft ESA for IT comprehensive suite of products combines control of your projects with performance analytics and reports that are delivered to business and project leaders. With our performance management technology and integrated architecture, customers appreciate the ease of implementation and the access to real-time information—which maximize the value of IT.

From an IT asset perspective, PeopleSoft Enterprise applications help you to monitor what's really happening in the enterprise. In most organizations, IT assets are as critical as production equipment is in a manufacturing company. Mismanaged IT assets can lead to embarrassing security breaches, costly litigation, service degradation, and economic loss. As part of a complete IT asset management strategy, PeopleSoft Enterprise applications can help prevent these types of business disruptions.

Please refer to the Enterprise Service Automation and Asset Lifecycle Management sections above for more information on solutions tailored for IT management.

Staffing

Please refer to the Staffing Front Office 9.1 section below for more information on solutions tailored for professional services and resource staffing organizations.

Industry Enhancements

PeopleSoft Financial Management Solutions and Enterprise Service Automation 9.1 provide specific enhancements for these industries:

- Grants

- Staffing Front Office

- Pay/Bill Management

Grants 9.1

PeopleSoft Enterprise Grants application focuses on providing comprehensive support for managing the entire grant lifecycle. The release of tremendous volumes of stimulus funding into the world economy by governments around the globe and the accompanying regulations for reporting on the use of these funds underscore the importance of a complete, integrated grant management suite. PeopleSoft Grants 9.1 continues to evolve and advance support of the grants life cycle with particular focus on supporting proposal generation, achieving regulatory compliance, driving fiscal accountability, and improving an organization's ability to analyze and monitor awards. The following enhancements are planned for Release 9.1:

- Institutions have identified that investigators, project managers, department administrators, and the other staff members that participate in grant-funded projects require more information to make informed decisions regarding sponsored project efforts. These individuals need a central place to access and manage all of the various facets of grants, especially their awards, grant projects, and resources associated with those projects. For Grants 9.1, we plan for the Grants Portal to provide information in a user friendly and simple layout. It is an intuitive interface and acts as a central launch point to navigate the PeopleSoft Grants solution. In addition to offering links to other key features in PeopleSoft Grants 9.1 and providing the capability to drilldown into the detail of transactions and documents, the Grants Portal plans to provide a host of budget, commitment, and actual financial statistics and balances by award, project, and resource; flexible saved search criteria that each user can personalize; and an entirely new self-service security layer to control access to the vital information provided by the Grants Portal. With this extensive new feature, the tools and essential information can be put into the hands of the staff that are closest to sponsored projects and have fiscal responsibility for valuable grant-funded initiatives.

- In 2006, the National Institutes of Health (NIH) implemented a Federal-wide policy to formally allow more than one Principal Investigator (PI) on individual research awards. To accommodate this requirement, in PeopleSoft Grants 9.1, we added the ability to designate multiple PIs on the Grants Proposal, and this feature is available in previous releases of the software as well.

- Within PeopleSoft Enterprise Grants, functionality exists in the proposal and award to track organizations that receive a sub-award associated with the primary award. From a PeopleSoft Enterprise applications perspective, these subrecipients are represented as a sub-set of the vendors stored in the system, and a purchase order is typically issued to engage a subrecipient in research. In PeopleSoft Grants 9.1, we plan for the PO ID, PO reference, total amount of the subrecipient's PO, and currency code appear on the proposal and award Resources tabbed pages if a subrecipient PO is set up. Additionally, a link from Grant Subrecipient information to the procurement contract detail is provided on the Resources tab. The link provides the user access to the Review PO Information pages. From these pages, detailed subrecipient purchasing, voucher, and receipt information is available.

New Functionality

PeopleSoft Grants 9.1 adds the Grants Portal.

The Grants Portal is a central navigation page in PeopleSoft Enterprise Grants for award and project pages. The portal is a central launching point to navigate through the PeopleSoft Grants solution. It provides links to key grant management-related features and enables users to drill down to the details of transactions and documents.

The portal enables principal investigators (PIs) and project managers (PMs) to access information about sponsored project efforts. The portal provides PIs and PMs immediate insight into essential information regarding awards so that they can manage fiscal responsibilities and work more productively when interacting with the PeopleSoft Grants solution. The portal provides access to financial (budget, commitment, actual), compliance, resource, and schedule information that is related to proposals and awards.

The Grants Portal has multilevel security to ensure that your sensitive data is safe.

Grants Portal – Award Summary page

Grants Portal – Project Detail page

New Functionality

PeopleSoft Grants 9.1 enables you to allow multiple principle investigators for proposals. You can allow multiple PIs for a proposal if you indicate that the sponsor allows multiple PIs.

The multiple PI information is carried from the proposal to the award during the Generate Award process. If the proposal contains multiple PIs, then the Award Profile – Award page displays the field label Contact PI instead of Award PI.

New Functionality

PeopleSoft Grants 9.1 added the Federal Financial Report (FFR). This report replaces four existing financial reports: SF 269, SF 269A, SF 272, and SF 272A.

The FFR provides a standard format that is used by federal agencies. It determines the data elements that recipients must complete to report on the cash management and financial status of single awards. Consistent with government-wide streamlining objectives, the FFR uses the standard reporting period end dates and due dates for the submission of cash management and financial information.

Staffing Front Office 9.1

You know how competitive the staffing industry is today. High-caliber talent is scarce, contractors want more flexibility, and clients increasingly demand single-source vendors able to staff global operations and deliver value-added services like contingency recruiting, retained search, outplacement, and contract project staffing. To succeed in this competitive environment, you need to continue delivering high-quality service and demonstrating value to your clients while reducing costs and maximizing profitability. This means changing the way you currently do business by reengineering cumbersome systems, automating business processes, and integrating front and back office activities.

PeopleSoft Enterprise Solution for Staffing helps users reach this new level of success, seamlessly managing their entire business—front to back. By combining industry best practices, automated processes, global functionality, and internet capability, PeopleSoft Enterprise Solution for Staffing enables you to drive efficiencies, leverage client relationships, and capitalize on worldwide growth opportunities. And that's key to profitability.

PeopleSoft Enterprise Staffing Front Office automates the time-consuming aspects of client, applicant, and order management so your employees can focus on filling more job orders and better serve clients. It also streamlines the pay-to-bill process, improving efficiency and reducing errors so that you can decrease DSO and increase cash flow. As a result, your employees are empowered to work more efficiently and effectively to grow the business.

PeopleSoft Enterprise Staffing Front Office was designed specifically for you—the staffing industry. It incorporates industry best practices developed in conjunction with staffing experts, and leverages PeopleSoft Enterprise strengths in managing human capital, customer relationships, and financial operations to deliver a solution that empowers you to grow your business and maximize profitability.

Success in the staffing industry depends on your ability to continually fill the pipeline with new clients and job orders, recruit the best talent, and effectively match the two. This is even more evident as contingent labor becomes a more substantial and permanent part of the workforce mix. Yet, manual paper-based processes and inadequate homegrown systems may be getting in the way of your true potential for success. In an industry that relies on speed to find top talent and fill job orders, manual processes and cumbersome legacy systems make it challenging to manage and grow your business profitably.

In an industry with increasing demand for quick, accurate results, usability is a key factor in helping staff deliver on ever higher expected levels of service. We have therefore made several enhancements to the user experience that minimizes confusion and the clicks required to perform a task, as well as provide an overall more efficient solution. In several areas, we open a new window rather than using the current window. This allows the user to view additional details while remaining within their current Staffing page. An example of this is when clicking on a candidate's name from the results of a PeopleMatch search. Instead of opening candidate details within the current PeopleMatch results window, a new window opens, allowing the user to retain the current search results. After you access the candidate overview page, you see only the view resume link if a resume exists, saving you time by helping you work more efficiently. Finally, when transferring between HCM and Staffing Front Office we provide the user with a more efficient way to return to the originating application.

Additional enhancements for Staffing Front Office Release 9.1 are:

- A new Recruiting Funnel component.

- The ability to create master contracts.

- Resume parsing tool integration.

- Several applicant management tools such as:

  - Pending Applicants page and pagelets

- - Applicant Hotlist pagelets

- Communication and Time Management tools such as:

  - Task List

  - User preferences flexibility

  - Email Flexibility

Recruiting Funnel

Before a candidate can be assigned to a Resource Request, a series of activities need to be completed as part of the onboarding process. The required steps often depend on the customer for which the user is trying to fill the order. These activities are typically negotiated ahead of time with each customer and must be completed before a candidate can be placed on the job and start charging time and expenses. Staffing coordinators and recruiters need to be able to view the status of all candidates being considered for an order at a quick glance and make updates as necessary without having to navigate elsewhere in the system. Our new Recruiting Funnel streamlines essential staffing functions by minimizing menu navigation and providing better visibility into orders. Quick access to well-organized data allows your staff to respond to their customers quickly and accurately to provide quality customer service.

New Functionality

The three new pages (Resource Request Summary, Event Summary and Candidate Summary) are available when the user selects an existing order from the search page.

The new features include:

- Ability to define recruitment events.

  Event types define all the steps required to complete a recruitment process. They are typically unique to a customer and the type of job order request. Sometimes customers define additional steps unique to contractual obligations, worksite location or department. Examples of event types include: background check (credit, criminal and employment), candidate interview, candidate presentment, offer, or withdrawal.

  We also provide a way to identify the statuses of event types and process events.

- Ability to set up event lists.

  After all event types are configured users can combine them to create an event list that identifies the order in which each event type should be executed within the overall recruitment process.

- Ability for customers to choose an event list from the Job Order page.

  We updated the Customer Information component to allow users to configure a default event list, and to choose an event list from the Job Order page. There is a checkbox available on the Customer Event List page (allow recruiting funnel list) which is used to indicate whether users can choose an event list or not on the order page.

- Ability to view candidates considered for an order and their status.

  We provide a new summary page that contains some of this information at a glance and the ability to drill down to additional details if necessary. In addition, we provide recruiters with the ability to make updates directly from this page rather than navigating to each underlying component.

- Ability to update event type statuses from the Candidate Overview page.

- Provide a 360' view to Candidate Overview Page.

  We added a grid to the existing Candidate Overview Page that displays all job orders and lines where the candidate is in a considering status. We provide information, including the current event phase for the candidate, for each job order or line in this grid.

- Ability to select candidates for consideration.

  Users can select candidates from the results of their People Match search and identify them as being currently used by the user, or under consideration for the job order.

Select	Line	Requested	Considering	Assigned	Needed	Job Title	Start Date	Address	City
☐	1	4	5	0	4	Nurse-Reg	11/16/2009	1800 Santa Rita Rd	Pleasanton
☐	2	2	3	0	2	Nurse-Hea	11/16/2009	1800 Santa Rita Rd	Pleasanton
☐	3	2	2	0	2	Registere	11/16/2009	1800 Santa Rita Rd	Pleasanton

Service Order ID RF01 Customer Mercy Medical Center of Pleasanton

☑ Select All   Apply Filter

Resource Request Summary page

Service Order ID RF01 Customer Mercy Medical Center of Pleasanton

First 1-8 of 8 Last

Line	Select	Event Type		Completed	Pending	In Progress	Partially Complete
1	☐	BCKGRND	Background Check	1	0	2	1
1	☐	CALL	Call	2	0	0	0
1	☐	HIPDB	Healthcare Integrity&Protect.	1	1	0	0
1	☐	INT	Interview	4	0	0	0
1	☐	OFFER	Offer Letter	1	0	0	0
2	☐	BCKGRND	Background Check	0	0	2	0
2	☐	HIPDB	Healthcare Integrity&Protect.	1	1	0	0
2	☐	INT	Interview	1	1	0	0

☑ Select All   Apply Current Event Filter   Apply Event Type Filter   Candidate Summary (No Filter)

Event Summary page

Candidate Summary page

Master Contracts

Staffing companies supporting national accounts that typically establish contractual agreements identifying complex pay and bill rates need the ability to capture and report on master contract information at the customer level and then to appear by default in temporary orders at the time of entry. For example, in the Office Services and Light Industrial practices, one typically sees markup-driven contracts. In the IT and Professional Staffing business common rate structures are either bill rate or markup, with the predominance going to the bill rate by job title. In addition, when rates are established at the branch level, there may not be an established pricing sheet documenting the pay and bill rates at a given level in the organization. Populating this pricing sheet in the software provides enhanced continuity, and potential analytic capabilities. With high turnover rates and a host of processes, staffing companies are challenged to maintain the knowledge associated with these often manual processes. This 9.1 feature helps to minimize data entry errors up front in the process and reduce the time required to audit, identify and manage exceptions after the fact.

We provide users with the ability to capture and report on master contract information at the customer level and then to populate temporary orders at the time of entry in order to minimize data entry errors and reduce the time required to audit, identify, and manage exceptions.

New Functionality

The new Master Contract functionality provides users with the following:

• Ability to define pay and bill rates by customer.

   The goal for this requirement is to enable the staffing system user to capture pay rate, bill rate and markup %, which have been negotiated and agreed upon by the staffing company and the customer. Ultimately, the rates entered here are used to default on assignments. A new page and related objects need to be developed in order to capture this data.

• Ability to validate the job code against the master contract.

• Ability to define and enforce maximum tolerance rules.

This feature is designed to give the administrator the ability to define and enforce a maximum markup % or a maximum bill rate for a customer. This feature adds the ability to capture maximum upper limits for bill rate and markup %, for a customer. The new maximum bill rate and the maximum markup % fields are captured and maintained on the new Master Contract Rates page.

- Ability to automatically default pay and bill rates.

  If a Customer Master Contract Rate was established for a specific customer ID, job code and worksite or job location, then the Customer Master Contract Rates and associated rate elements populates the appropriate matching fields on the Service Order for a resource request.

- Ability to warn a user if the override bill rate and /or markup % exceed the maximum allowed per customer contract.

  New business logic was added to the Order>Billing tab to warn the user whenever the Maximum Bill Rate, Maximum Markup % or both are being exceeded. If the maximums are being exceeded, a warning message appears, indicating that the user has exceeded the maximum limitations agreed upon.

- Ability to require a reason from the user for not complying with contract rates.

  If it was the correct intention of the user to override either or both of the maximum values, a reason code is required.

- Ability to copy a rate set to a new rate set.

  The staffing administrator can clone an existing Customer Master Contract Rate set to serve as a starting point for a new rate set.

- Ability to load pricing sheets from Microsoft Excel.

  We developed a Component Interface (CI) and the Excel to CI template spreadsheet, which interfaces with this new CI. The Excel to CI spreadsheet contains data fields within the Master Contract Rate Header and the Master Contract Rate grid.

- Compliance and exception report.

  This real-time audit report identifies active assignments for which the pay and bill rates are not in compliance with contract rates that have been previously negotiated. This report easily and quickly identifies any orders or assignments for which the pay and bill rates fall outside the range as agreed upon with the customer, along with the reason entered by the Staffing Coordinator.

Contracts Rates page

PeopleSoft Enterprise Financials Supply Chain Management 9.1 Feature Pack March 2011 provides resume parsing, applicant management, and communication and time management tools to raise recruiter productivity and improve order fill rates.

Resume Parsing Tool Integration

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

Part of a staffing organization's primary business process is attracting and retaining high-quality talent so that it can fill customer job orders quickly and effectively. Advertising job openings on websites or job boards can return huge quantities of applications submitted in a wide range of formats. All of this incoming data can pose significant challenges to a recruiter, such as:

- Managing a variety of applicant submission methods as well as the associated data entry challenges of each (for example, fax, email, postal mail, and apply online applications).

- Transferring the high volume of data into a staffing front office solution to facilitate appropriate searching for open job orders.

- Coordinating other administrative burdens on recruiters while ensuring responses to applicants in a timely manner with high quality.

The PeopleSoft Staffing Front Office solution can accept incoming applications from a variety of sources in a variety of formats. This expanded support for resume parsing facilitates integration with any vendor while introducing efficiencies along the entire staffing process. Some efficiencies include accelerating the time to hire and fill while reducing the time and expense of applicant and recruiter manual data input; reducing costs by providing a single point of entry for all resume processing requirements; and increasing user acceptance by leveraging the latest technologies to provide tools that enhance the user interface while streamlining the process.
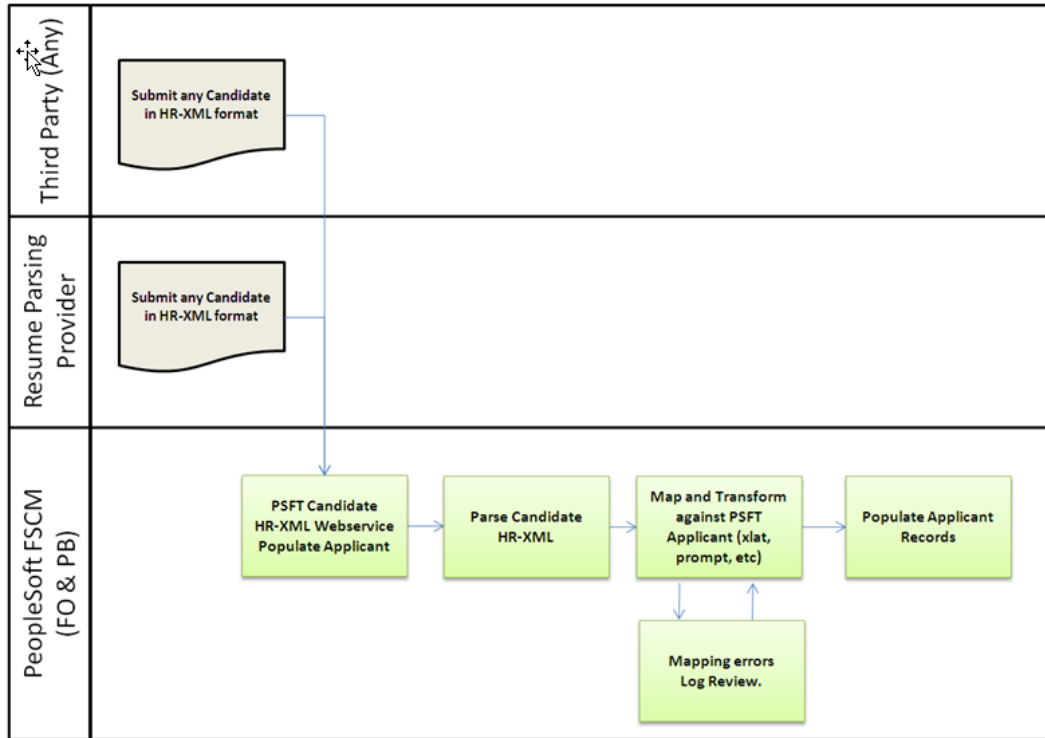
Figure 1: Resume Parsing Integration tool web service business process

Applicant Management

Staffing recruiters are challenged with managing multiple customers with potentially many job requisitions and hundreds of applicants at any one time. Customers may submit the same job request to multiple staffing organizations to attract a richer applicant pool, while at the same time applicants typically apply to multiple jobs at any one time that may be managed by the same or different staffing organizations. This trend makes it increasingly important for recruiters to manage their applicant pool efficiently. Any delay in matching an applicant for a job order could mean the difference between a filled order and a lost revenue opportunity.

Pending Applicants

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

By providing a single view of all applicants along with the ability to act on one or many of those applicants, this feature reduces the response time of the staffing recruiter to the applicants, thereby optimizing the sourcing process and enhancing productivity. To support the various preferences of recruiters, PeopleSoft Staffing Front Office 9.1 delivers three interfaces for managing pending applicants:

- Pending Applicants page - This interface enables you to interact with all pending applicants as well as a user-defined set of applicants.

Pending Applicants page

- Pending Applicants pagelet - This interface enables you to interact with pending applicants based on user-configurable timeline criteria from within a homepage, dashboard, or related content area.

Pending Applicants pagelet

- Pending Applicants Aging pagelet - This interface enables you to view pending applicant counts based on user-configurable time periods from within a homepage, dashboard, or related content area.

Pending Applicants Aging pagelet

Applicant Hot List

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

Applicant hot lists address the organization and tracking challenges that recruiters typically face on a daily basis. Recruiters can organize applicants into user-defined groups and easily view the groups' content as well as update the applicant status. This enables you to view a talent pool categorized by skill, qualifications, or any other user-defined criteria. Because this group has already been vetted, categorized, and potentially incorporated into the internal onboarding process, the recruiter can minimize or eliminate any potential loss of revenue that might have been realized due to typical delays.
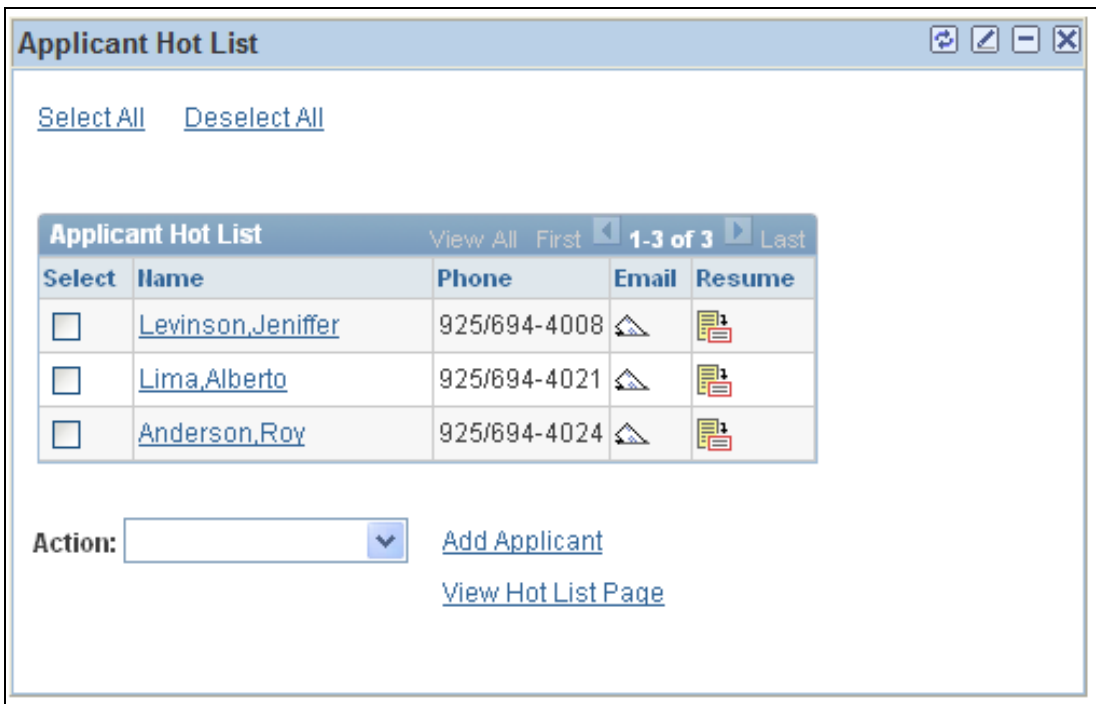
Applicant Hot List pagelet

Communication and Time Management

A large part of a staffing branch's daily activities includes performing administrative tasks; communicating with customers, applicants, and other contacts; logging these interactions; and incorporating numerous nonplanned tasks into their business process.

Task List

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

To manage these tasks more efficiently, Staffing Front Office 9.1 enhances the existing My Agenda capabilities to include user-level and branch-level summary interactive lists. The summarized data is displayed in user-configurable aging formats and helps recruiters identify time-sensitive tasks and take appropriate action in a timely manner. This serves both as a to-do list and an alert to upcoming deadlines, missed deadlines, or both. In addition, users can trigger the logging of future tasks and tracking of historical tasks from various places in the application, while retaining the context of their current transaction focus.

My Agenda pagelet

User Preferences Flexibility

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

The PeopleSoft Staffing Front Office industry solution provides configurable preferences for each user to define default values. A variety of fields are available that currently provide default values to active transaction pages. The Staffing Front Office 9.1 release adds more user preference fields to minimize manual data entry processes so that the staffing branch user works more efficiently.

Email Flexibility

Introduced in PeopleSoft FSCM 9.1 Bundle #9. Included in FSCM 9.1 Feature Pack March 2011.

Phone and email are primary forms of communication, with email enabling users to include required information such as resumes, profiles, contracts, and so on. Because most of these email communications may be similar in messaging and format, Staffing Front Office 9.1 adds capabilities to gain efficiencies through role-level and activity-level configurable email templates. In addition, by providing easy access to create individual or mass email communications from various places in the application, you have the flexibility to generate these communications with minimal effort and overhead.

Pay/Bill Management 9.1

An efficiently run financial back office (that is Payroll, Accounts Payable, Billing, Accounts Receivable) is the foundation for growing a business and maximizing profitability. But for a staffing organization, obstacles that stand in the way of realizing a truly optimized back office can be overwhelming. Disparate, decentralized systems prevent you from gaining real insight into your business performance. Manual, paper-based processes inhibit the speed of how you run your business. Processes that vary by office, business unit, and country impede your ability to manage efficiently in today's fast-moving staffing industry.

PeopleSoft Enterprise Pay/Bill Management integrates and streamlines back-office functions and continues to evolve so that you can enable and enforce consistency in a highly productive way. Pay/Bill Management Release 9.1 delivers key customer-driven enhancements, such as the ability to reactivate closed assignments.

Regular business cycles sometimes require companies to make the same rate changes to a large group of assignments. An example of this would be yearly pricing updates. Companies managing this process via queries, reports, and manual entry of adjusted amounts into Time and Labor find it to be very time consuming and see an increased opportunity for introducing errors. The ability to apply mass changes to rates enables users to select multiple assignments for rate change, specify a new pay rate and bill rate, and then apply these rates to the assignments. Reducing the need for manual intervention greatly improves productivity and minimizes errors.

New Functionality

Two new fields were added to the Staffing Installation Options page, Allow Reopening Assignments and Allow Additional Assignments. Administrators can decide, at setup, whether their organization allows the reopening of closed assignments or if it allows additional assignments to be created. You can choose one or the other.

Staffing Installation Options (1 of 2)

Staffing Installation Options page (2 of 2)

The Mass Assignment Rate Change feature provides the user with the ability to update rates for several assignments at once. Also, if those updates are done to assignments that already have transactions entered in the system, then you can start a process to create retroactive transactions to address such updates, reducing the need for manual intervention.

The Mass Assignment Rate Change feature allows the user to enter search criteria and select the assignments to be updated. The selected assignments are then listed and users are able to create, update and delete rates, rate elements, and markups for the assignments. The user is presented with the list of affected assignments and then they can decide which of the assignments should be updated. When the updates are done, the user is able to record the change in history and add a reason to justify the change of the rates.

Request Mass Assignment Rate Changes - Search page (1 of 2)

Request Mass Assignment Rate Changes - Search page (2 of 2)

Request Mass Assignment Rate Changes – Update page

Enhancements Common to Multiple Applications

This section discusses new enhancements that are common to multiple applications. Oracle's PeopleSoft continues to deliver enterprise-wide features and frameworks that enhance your ownership experience and help you run your business more efficiently and profitably. With PeopleSoft Enterprise Portal Release 9.1, Oracle's PeopleSoft delivers:

- XML Publisher (XMLP) Reports

- Application Integration Framework

- Approval Framework

- Desktop Integration

- Find Object Navigation

- Events and Warnings

- Upgrade Framework

- Attachment Framework

- Forms and Approval Builder

XML Publisher (XMLP) Reports

In order to provide customers with more robust and complete reporting solutions, Oracle's PeopleSoft Enterprise offers many existing reports in the Oracle XML Publisher (XMLP) format. XMLP reports require no manual changes to support configured ChartFields. The XMLP format also provides flexibility for adopting future technology with smoother transitions.

For information on the existing reports that are available in XMLP format, refer to the PeopleBook Report Appendix for each PeopleSoft application.

Application Integration Framework

Application Integration Framework extends PeopleSoft Integration Broker functionality to provide a standard way to represent, classify, store, query, publish, acquire, and invoke data that maps element names, structures, and values between PeopleSoft Messages and external system messages. Two important features of Application Integration Framework include Domain Value Mapping (Static Cross-references) and Dynamic Cross-referencing. These two mappings enable PeopleSoft Values to be mapped to other applications. Also, various APIs are being provided as part of this framework to access the Domain Value Mappings and Dynamic Cross-references, such as PeopleCode APIs, XSLT Extensions Functions, and also WebService calls. These APIs can be used together with PeopleSoft Integration Broker to send and receive messages with other PeopleSoft systems or third-party systems. If the message structure differs between systems, transformation programs are used to transform the incoming or outgoing message to a message format that the PeopleSoft system understands.

The primary purpose of Application Integration Framework is to create integrations with other Oracle Applications using the Application Integration Architecture without requiring an application upgrade. The framework is generic enough that it can be used for PeopleSoft integrations with any external system or with other PeopleSoft systems.

See Also

Application Integration Framework PeopleBook

Approval Framework

Approval Framework is a user-configurable tool that uses Pure Internet Architecture and PeopleTools Workflow to create dynamic approval processes that fit the needs of each organization. Approval Framework replaces Virtual Approver and puts most configuration control in the hands of the business analyst.

In the PeopleSoft Enterprise 9.1 release, we plan for Approval Framework to focus on flexibility, configurability, and control.

These planned enhancements help streamline configuration tasks and provide additional details and functionality for approvers.

- Flexibility. Three areas were the main focus: notification, timeout and user lists.

- Additional configuration options:

  - The administration monitor adds a layer of configurability that allows actions to be enabled or disabled for each Transaction Registry.

  - The Monitor Configuration page controls both the Search and the Actions page of the Monitor Approvals.

  - The information displayed on the page can now be specified. In previous releases, only the transaction keys were displayed.

- Control: Two new features are meant to provide control to the user:

- The first one is a new user monitor. It is intended to be a one-stop shop for the user to review transactions that he either initiated or is a designated approver on.

- The other new area of control is in reporting. Approval Framework provides an audit report that gives details about approval transactions.

See Also

Approval Framework PeopleBook

Desktop Integration

Desktop Integration is a completely new feature providing seamless integration between your organization's ability to schedule and track appointments, meetings, tasks, and corresponding documentation.

The Desktop Integration framework enables PeopleSoft applications to extend functionality into the Microsoft® Office 2007 suite. This enables users the ability to launch Microsoft® Outlook from a PeopleSoft web page and pass the application data to Outlook (Calendar or email). A two-way communication is established between the PeopleSoft application and Microsoft® Outlook, with Outlook pulling the information from and pushing updates to the PeopleSoft application. Oracle delivers this functionality as part of the PeopleSoft Enterprise Components that are available with all PeopleSoft applications.

Powerful integration scenarios include interview scheduling or creating a shared address book that is kept up to date with changes as they are added to PeopleSoft applications.

Oracle uses the Integration Broker to connect Microsoft Outlook and Word to the PeopleSoft applications. Oracle delivers predefined interfaces and security classes.

Find Object Navigation

Use the Find Object Navigation utility with any PeopleSoft Pure Internet Architecture page to locate the navigation path for a component, page, content reference, or portal. When you select your search criteria and click the Find Navigation button, the resulting navigation paths appear with links that enable you to navigate directly to the page that you specified in your search. Frequently, several ways are available to access a page. Reviewing all of the navigation paths may help you find the page in a more intuitive way.

Additionally, when used as an internal tool, this utility can be very helpful during PeopleTools and application upgrades.

Events and Warnings

Events and Notifications is a framework that enables you to define, implement, and run business logic for business events. The Notification Dashboard is a central location to view information related to notifications, warnings, and errors that occur within many batch or online processes throughout the system. You can receive notifications using email, worklist, or XML messages when an event occurs. PeopleSoft Query can be used in combination with the Events and Notifications Framework feature to generate alert messages based on data within one or more PeopleSoft table.

The Events and Warnings framework was created to combine existing Event functionality from HCM and events, warnings, and notifications in SCM to be a common framework that can generate multiple kinds of notifications. This requires a very light API to implement and had a minimal set of required registry data. This combined framework is available in all PeopleSoft applications.

See Also

Events and Notifications Framework PeopleBook

Upgrade Framework

The Upgrade Data Conversion Analyzer is a new Application Engine (AE) program. For a given upgrade path, the Analyzer gathers a list of AE sections required for data conversion and stores these in a new repository. Each SQL statement (including SQL statements within PeopleCode) is then analyzed to derive a list of tables that can be manipulated or queried during the execution of the SQL. After all the SQL is analyzed, the information is used to derive section dependency information, which is then saved in the repository.

The Upgrade Data Conversion Runtime is a new Application Engine program. The Runtime uses the information generated by the Upgrade Data Conversion Analyzer to improve the execution of the data conversion. Optimization is achieved through increased parallelism at runtime. Execution timing data is written to the repository, and it can be used for analysis and further optimization of subsequent runtimes.

Attachment Framework

The Attachment feature enables you to attach files to a PeopleSoft Enterprise application. An administrator can add URLs or common files to a component or page. Attachments include PDF files, spreadsheet files, document files, URLs, and so on. You can also define the types of attachments that users can add to a specific row of application data, such as medical or adoption certificates, fitness for duty forms, and so on.

Although the types of attachments you can add to a page are essentially unlimited, you must categorize an attachment as one of the following:

- Attachments are any previously created electronic files that the administrator wants users to be able to download.

- URLs are links to dynamic files or web sites.

- Document definitions are types of files that users can upload to the system, for example, various medical certificates or evidence of class completion.

Because many uploaded attachments should not be visible to all users, the system enables an administrator to restrict access to the attachments. The administrator defines the context of the attachment functionality using roles to define who can add, modify, or delete their own attachments for a specific row of application data.

Forms and Approval Builder

PeopleSoft Enterprise Forms and Approval Builder was included in FSCM 9.1 Feature Pack March 2011.

This feature is a business analyst-configurable tool that enables you to design forms to support you organization's business processes. PeopleSoft Forms and Approval Builder enables organizations to eliminate paper and email-based forms. By choosing to manage your organization's various forms your PeopleSoft applications, your organization gains the ability to query, analyze, and archive the information captured on these forms efficiently and in a manner consistent with how the rest of you enterprise business information is controlled.

Form Design

Every organization employs a variety of forms to document and conduct daily business processes. PeopleSoft Forms and Approval Builder, part of Common Components 9.1, enables your business analysts to create these forms through the PeopleSoft Internet Architecture without having to use Application Designer. No coding is involved. A typical form can be designed and in use within 30 minutes.

The easy-to-navigate wizard guides you step by step through establishing a form. Options include adding instructions to the form, similar to what you would find on the back of a paper form; adding attachments to the form for users to read, submit, or both; and being able to create your own fields on the form.

Adding fields to the form

When creating forms, you can select plain text fields, number fields, fields that prompt against existing PeopleSoft records, date and time fields, yes/no fields, and code fields. The code field type enables you to build a list of items that a person who is filling in the form can select from when perusing the drop-down list. You can create these user prompt values in the code fields without having to enter them in a standard PeopleSoft record beforehand.

Creating the code type values

Fields can be organized into one or two columns on the screen, and every field on the form has the option of being made required to ensure that users thoroughly complete the forms.

You specify the location of the form in the PeopleSoft Main Menu through an easy-to-navigate folder hierarchy, and you select the flow of approvers that the form will follow using the approvers from within the Approval Workflow Framework.

You can also make forms available for only specific periods of time.

Form Management

Knowing how many of each type of form are in the system and their approval status is essential in monitoring your business processes. PeopleSoft Forms and Approval Builder comes with its own summarization table, enabling you to see at a glance how many forms of each type have been created and how many forms are in each approval status.

This central Form Management repository also enables you to activate and deactivate your forms within the system in one place, eliminating the need to go back into the design of each form and activate it.

The ability to find a particular form in an instant is also important for the efficient running of your business. Forms are searchable by subject, form type, priority, due date, and approval status to eliminate the need for searching through piles of paperwork.

Form Use

Any given form can be accessed through either the central forms repository or the link that you designate for it within the PeopleSoft Menu navigation. Users open a blank form; enter the required information; download, read, complete, and upload attachments; and submit their form for approval.

Completing a form

Forms are available to the approver instantly, and approvals are also available as soon as they are granted.
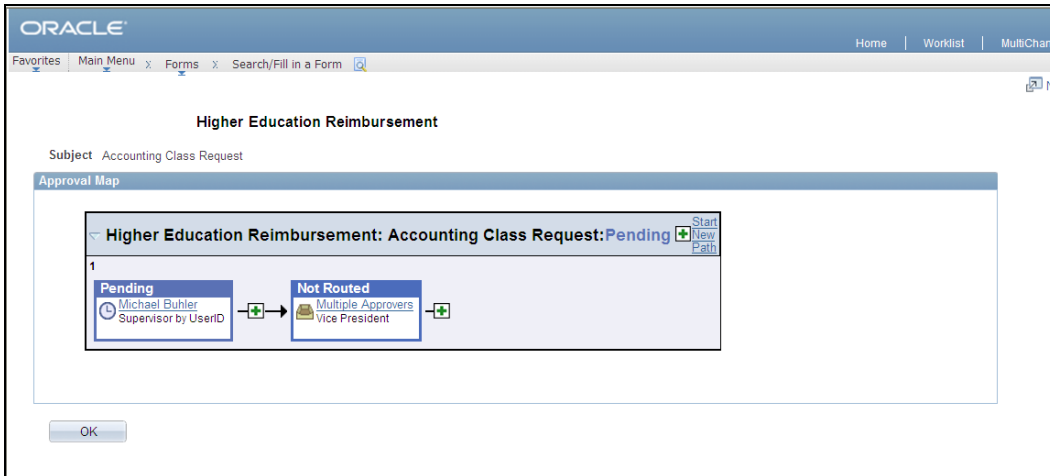
Form approval preview

Finally, because the PeopleSoft Forms and Approval Builder uses the existing infrastructure of the Approval Workflow Engine and the Supplemental Data Framework, your forms and approvals are migrated the same as other application data during an upgrade between PeopleSoft releases.

Enhanced Product Information

Oracle's PeopleSoft Enterprise software continues to enhance the user experience with our products by improving the quality and ease of access to vital information.

> **Note.** The links provided in this section may change over time. If a link does not take you to the proper location, oracle.com should produce a more current link.

New Information Portal

The PeopleSoft Enterprise Information Portal provides customers with a single entry point to locate the documentation, training, and other useful information they need to help with their implementation process and improve their daily experience with our products.

PeopleSoft Enterprise software offers many information solutions to help our customers succeed. By using our popular PeopleSoft Enterprise Information Solution data sheets, customers can easily access information and links to PeopleBooks, Documentation Updates, Instructor-Led Training, Online Classes, User Productivity Kits (UPK), Self Study CDs, Certification Programs, and other helpful information.

PeopleBook Improvements

We made the following improvements to PeopleBooks documentation to enhance content breadth, organization, and usability.

- **Hosted PeopleBooks.** Starting with this release, our new Hosted PeopleBook solution provides you the option to access your context sensitive PeopleBook help directly from our hosted server. The hosted documentation is updated regularly to ensure that you have access to the most current documentation. This reduces the need to view separate maintenance documentation postings on My Oracle Support because that documentation is now incorporated into the hosted PeopleBooks content. We also offer updated installable HTML PeopleBook Libraries for those who prefer to have the documentation installed on their local servers. Updated PDF versions of PeopleBooks are posted on OTN, based on the content update schedule. The hosted and updated installable PeopleBooks are available in English only. Translated PeopleBooks are still offered in their original GA state via ePD.

- **Installed PeopleBook Organization.** You notice a big change as soon as you install PeopleBooks. We now deliver PeopleBooks logically grouped by product line and functional area so that books are easier to find when accessing them online.

- **Improved Application Page Navigation Documentation.** Navigation to an application page now appears wherever a page is defined in our documentation.

In addition to the navigation being listed in the Page Introduction Table, the navigation is also listed at each location in the PeopleBook where the application page is discussed in detail. This enhancement eliminates the need for customers to look elsewhere in the book for the page navigation.

- **More Examples.** Throughout our documentation, we are adding real-life examples of application setup or business process tasks to help customers envision the documentation in our PeopleBooks. When an example is more extensive or does not easily fit into a suitable section of the documentation, we may also include a Scenarios Appendix that contains standalone examples of how our products are best implemented and used.

- **Helpful Hints.** Sometimes a useful bit of information or troubleshooting advice can mean a big difference in how easily a product is setup or used. In certain situations, we include such information in a note or warning within the documentation itself. If the information is too lengthy to include in a note or warning, it may be included in a Helpful Hints appendix.

Research in PeopleBooks

We created a free, short, online course titled Researching in PeopleBooks that gives our customers:

- A better understanding of our documentation structure and organization.

- Techniques for finding information more quickly and easily by using search functionality, best practice search strategies, and indexes.

Take this brief course to help you more quickly find the information you need in PeopleBooks.

User Productivity Kits (UPK)

The User Productivity Kit (UPK), UPK Developer and content, is the PeopleSoft end-user training solution. It provides a single source development and customization tool to enable rapid content creation and customization. UPK may also provide system process documentation, user acceptance test scripts, training materials, role-based performance support, and documentation.

For this release, we broadened our UPK footprint with more UPK content offerings than ever before. Leverage this powerful end-user training solution to improve your organization's productivity in a highly cost-effective manner.

ORACLE

Oracle PeopleSoft Enterprise FSCM 9.1 Release Notes
March 2011

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