



Peoplesoft Financial Course Content:35-40hours

Course Outline

PURCHASE ORDER

- Overview of Purchasing
- Purchasing Table setup
- Establishing a PO Business unit
- Creating a PO Business unit
- Purchasing processing options
- Defining general options

Setting installation options

- setting user preferences
- entering locations
- state code
- overview of chartfields
- shipping codes
- unit of measurement
- freight terms
- sales and use tax codes
- Structuring procurement options
- Inspection instructions
- ship to Locations
- Requesters
- Buyers
- Reasons for return
- Manufacturers
- speed charts
- change order templates
- Dispatch Configuration
- Requisition Loader
- Mischallaneros charge/Landed cost
- PO Origin codes



- set controls vendors
- set controls contracts
- Maintaining vendor information
- vendor address/locations
- procurement options
- Matching
- sales and use tax options
- vendor approval
- Maintaining items/item categories
- purchasing attributes
- item approvals
- BU item definition
- item ship to locations
- UOM
- Default payout locations for items
- Assigning serial numbers automatically
- Sourcing requisitions
- creation of requisitions
- approving requisitions
- Purchase order header defaults
- create a po online
- express po
- dispatch po
- create PO change orders
- Receiving purchase shipments
- Process receipts
- Return to vendor processing

PAYABLES

- Setting Installation Options
- Utilizing TableSets
- Establishing User Preferences
- Creating Locations
- Identifying Currency Options
- Defining ChartFields
- Creating Accounting Entry Templates
- Setting Up Sales and Use Tax Options
- Setting Up Payables Business Units
- Identifying General Ledger Business Units
- Defining Banks
- Identifying Common Banking Terms

- Identifying the Basic Steps of Bank Setup
- Setting up Bank Branches
- Defining External Accounts
- Setting up Payment Data
- Entering Payment Terms Setting up Additional Payment Data
- Adding Vendors
- Explaining Vendors
- Establishing Vendor Information
- Adding Vendors
- Explaining Vendor Conversations
- Deactivating Vendors
- Entering Miscellaneous Data
- Enabling Entry Events
- Defining Landed Costs
- Processing Vouchers
- Identifying Voucher Basics
- Identifying Voucher Types
- Creating Quick Invoice Entries
- Closing, Unposting and Deleting Vouchers
- Updating Open Items
- Correcting Voucher Errors
- Approving Vouchers
- Utilizing Control Groups
- Creating Control Groups
- Deleting a Control Group
- Running the Control Group Register
- Processing Batch Vouchers
- Creating a Pay Cycle
- Identifying Payment Creation Steps
- Running the Pay Cycle
- Viewing Payment References
- Creating a Manual Positive Payment
- Posting Payments
- Matching
- Explaining Matching
- Entering Match Rules and Tolerances
- Creating Debit Memos
- Viewing Matching Reports
- Creating and Managing Payments
- Using Express Checks
- Creating Manual Payments
- Canceling Payments

- Running Batch Processes
- Running Journal Generator
- Running Payables Reports

BILLING

- Billing overview
- Billing business process
- Understanding BI business units
- Establish BI Bus
- Structure Billing
- Define customer billing contacts
- Enter billing information/authorities
- Team member/collectors//credit analysts
- Define chart field reporting options
- Define billing cycles
- Define billing types
- Define bill sources
- setting up bill summarization
- Establishing invoice formatting, sorting and print options
- define sort by criteria
- define invoice page orientation/format
- create new layout formats
- setting up discount / surcharge and tax print options
- setting up distribution codes
- setting up group types/ids
- establishing timing for payment terms
- setting up billing charge codes
- setting up discounts/surcharges
- define accumulations
- using workflow process in billing
- Entering bills online
- Express billing
- Understanding invoice processing
- preprocessing steps
- Printing steps
- Understanding invoice forms
- Generating invoices
- Understanding Billing reports

RECEIVABLES

- Describe PeopleSoft Enterprise Receivables

- Establishing PeopleSoft Receivables Business Units
- Defining SetIDs
- Establishing Installation Options and User Preferences
- Setting Up Payment Terms
- Establishing Reference Qualifier Codes
- Setting Up Detail Calendars
- Setting Up Receivables Options
- Setting Up Customers
- Entering and Maintaining Customer Information
- Modifying Customer Credit Profiles
- Establishing Customer Contacts Defining Item Processing Tables
- Setting Up Origin IDs
- Setting Up Distribution Codes
- Identifying System Functions
- Identifying Entry Types and Entry Reasons
- Establishing Item Entry Types
- Entering Items
- Entering Items Online
- Receiving External Pending Items
- Performing the Receivable Update Process
- Managing Item and Customer Inquiries and Maintenance
- Reviewing Item Information
- Updating Item Details
- Using Conversations
- Defining Payment Processing
- Setting Up Deposit Types
- Defining Bank Account Information
- Establishing Automatic Entry System Functions
- Entering Payments
- Entering Regular Deposits
- Entering Express Deposits
- Journaling Payments Directly Managing Payment Worksheets
- Building Payment Worksheets
- Applying Payments Across Business Units
- Analyzing Overpayments
- Applying Underpayments
- Inquiring on Payments Set to Post
- Applying Payments to Items Using Multiple Currencies
- Running the Journal Generator Process
- Performing Payment Inquiries
- Using Payment Predictor
- Using the Payment Predictor Process

- Analyzing Payment Predictor Reports
- Unposting a Payment
- Using Transfer Worksheets
- Aging Receivables
- Defining History Elements
- Setting Up Aging Control Tables
- Creating History Inquiries and Aging Requests
- Generate Aging Reports Setting Up Exception and Collection

Processing

- Reviewing Customer and Item Information

GENERAL LEDGER

- Basic Elements of PeopleSoft General Ledger
- Establishing General Ledger Business Units
- Setting Installation Options and Common Definitions
- Setting Up Installation Options
- Establishing User Preferences
- Establishing Account Types Creating Detail Calendars
- Defining Business Calendars
- Defining ChartFields and ChartField Values
- Preparing for Journal Processing
- Defining Ledger Templates
- Defining Ledgers and Ledger Groups
- Associating Ledgers with a Business Unit
- Maintaining Accounting Periods
- Defining Journal Entry Templates
- Defining Journal Sources, Classes and Speed Types
- Defining ChartField Combination Edits
- Link Combination Edits to Business Units

Maintaining Combination Edits

- Describing the Journal Process Flow
- Processing PeopleSoft General Ledger Data
- Reviewing Journals and Determining their Status
- Editing and Posting Journals
- Maximizing PeopleSoft General Ledger Processing
- Setting Up Suspense Error Handling
- Performing Year End Close
- Defining PeopleSoft Year End Close

- Defining ChartField Value Sets
- Defining Closing Rules
- Processing PeopleSoft Year End Close
- Running the Closing Trial Balance Report
- Defining Interunit and Intraunit Transactions
- Performing Required Interunit and Intraunit Setup
- Implementing Documenting Sequencing for General Ledger Defining
- Document Sequencing

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