



Oracle PeopleSoft Enterprise Accounts Payable 8.9 Fit/Gap Session Findings

UNIVERSITY SYSTEM OF GEORGIA

VERSION 1.7

MARCH 13, 2007

Document Control				
Author	Date	Version	Filename	Changes
Tim Boychuk, Oracle Consulting	14-Nov-2006	1.0	APFitGap_10.doc	Initial draft
Tim Boychuk, Oracle Consulting	15-Nov-2006	1.1	APFitGap_11.doc	Next draft
Tim Boychuk, Oracle Consulting	17-Nov-2006	1.3	APFitGap_13.doc	Completed draft
Tim Boychuk, Oracle Consulting	30-Nov-2006	1.4	APFitGap_14.doc	Final changes
Tim Boychuk, Oracle Consulting	04-Dec-2006	1.5	APFitGap_15.doc	Post changes
Donna Wooddell, OIT	11-Dec-2006	1.6	APFitGap_1.6.doc	Action Items
Donna Wooddell, OIT	13-Mar-2007	1.7	APFitGap_1.7.doc	Action Items Updated

Related Documents			
Author	Date	Version	Title / Filename
Tim Boychuk, Oracle Consulting	09-Nov-06	1.0	AP_Business_Process_Review

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1. Summary

The purpose of this document is to summarize the current Accounts Payable functionality and determine organizational and system impacts of an upgrade to version PeopleSoft FMS 8.9. Fit gap sessions were held on October 16 - 19, 2006, with the following participants:

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The Board of Regents of the University System of Georgia oversees 35 public universities and colleges within the state of Georgia. Each institution has its own PeopleSoft database. Users from one institution cannot access the databases for the other institutions. The University System Office (USO) also has its own database. Throughout this document the word “institution” is used to refer to the individual college, university, USO or respective database. The Office of Information and Instructional Technology (OIIT) maintains 34 Oracle PeopleSoft databases for these institutions. This document focuses on the fit of PeopleSoft 8.9 for the databases maintained by OIIT.

In addition to impacts, risks and opportunities were identified along with required actions.

Identified gaps have been further defined in individual summary documents where necessary.

NOTE – The user experience (pages and navigation) has changed significantly from PeopleSoft 7.5 to PeopleSoft 8.9. From this perspective all system features and functions will impact training.

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
2. Business Unit Structure					<p>Each institution (and their respective PeopleSoft database) has only one AP business unit defined. All activity is booked to this unit. The AP Business Unit will map to the GL Business unit. Any booking in this Business Unit will come from a single PO and EX Business Unit and will map to a single AM business unit. The University System Office (USO) has its own PeopleSoft database with one business unit.</p> <p>Business Unit row level security is not used since each institution's data is maintained in a separate database.</p> <p>Fit: The business unit structure is a fit with PS 8.9.</p> <p>Opportunity: If USG ever combines all institutions within one database instance business unit row level security can be used to limit user data access to their own institution's business unit. (There are many other factors to consider however the functionality exists within PS 8.9 to have many business units, for separate entities, all maintained within the same database.)</p>
3. Vendor Maintenance	Yes	Yes	Yes	Yes	<p>Vendor Maintenance is virtually the same in 8.9 as in 7.5, although pages and navigation is different. There are enhanced search pages for locating vendors, and the ability to check for duplicate vendors when adding or updating a vendor.</p> <p>USG Institutions will continue to maintain separate vendor files per institution (SetID). Some changes will be made to where data is stored on the vendor, such as the vendor TIN. A decision needs to be made with substituting the SSN with the Employee ID for USG Employees. PeopleSoft 8.9 also has enhanced duplicate vendor checking.</p> <p>Fit: Vendor maintenance is virtually the same. Vendor Classifications will continue to be used to identify different types of vendors; International will be added. These values can be added online with version 8.9. Vendor Bank Accounts</p>

Business Process/ Feature Function	Impacts				Notes
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					<p>(for Direct Deposit, EFT, and ACH) are now stored directly within the vendor record. Some USG institutions will continue to use Vendor Approvals. Customizations currently in place for Banner vendors need to be retrofitted for version 8.9.</p> <p>Opportunity: Ability to bring in W8-BEN and W9 status into the vendor record by using values stored within the Vendor table.</p> <p>Opportunity: The use of HCM will be evaluated for vendors that are maintained in the HR environment for garnishing and withholdings.</p> <p>Opportunity: When you want to pay a vendor only once, you now have the ability to create a one-time vendor. The system uses the settings you establish for the single payment vendor to default information such as payment terms on the voucher. There are many limitations. Single Payment Vendors do not retain 1099 information. Prepayments are not allowed. Only one payment per Voucher is allowed. PO invoices and contracts are not available. USG currently uses PeopleSoft to track its Banner vouchers by SSN. Single Payment vouchers for Banner payments would not work unless a separate system was used for tracking. USG will carry forward their current Banner to AP interface.</p>
4. Banking Information	Yes			Yes	<p>Banks and accounts must be defined in the system. This includes the general bank setup, bank detail information (including branch information, payment methods, settlement instructions, account types, and additional functionality. You then connect this information to Vendors and to Accounts Payable to ensure that payments are created and handled appropriately. PeopleSoft 8.9 improvements include the setting of maximum pay cycle and individual payment amounts, and 33 supported EFT layout files.</p> <p>Fit: USG will continue to use its banking structure as it did in Version 7.5. EX, AR (for certain institutions), and AP will be selected. USG will not be using</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					signatures and signature limits. Bank Branch information will be inherited from the account. Monetary tolerances will not be used for Bank Reconciliation tolerances. Bank Account Replacement will continue to be used in order to pay old, cancelled payments out of the current bank accounts.
5. Withholding 1099 Reporting 1042 Withholding and Reporting	Yes	Yes	Yes	Yes	<p>PeopleSoft 8.9 continues to support 1099 Reporting with significant streamlining and processing improvements over Version 7.5. PeopleSoft provides withholding updates every year should the IRS change its reporting requirements. Also supported is the withholding of amounts from Vouchers based on 1042 requirements (for non-resident aliens).</p> <p>Fit: USG will continue to use 1099 Withholding reporting as they did in Version 7.5. Most 1099 customizations should be able to be dropped as the process and reports have improved. The customization for Withholding overrides to change the date calculation will move forward.</p> <p>Opportunity: USG can take advantage of 1042 withholding (actual withholding of a percentage of a vendor payment). USG would need to set up a new withholding type, class, and rule for this withholding type. USG would then setup vendors for Withholding. Once Vouchers are entered, PeopleSoft would complete the appropriate Withholding and create a separate payment to the IRS. While this is not new functionality in Version 8.9, USG is considering the functionality for go-live.</p>
6. Nonmerchandise charges Freight	Yes	Yes	Yes	Yes	<p>Nonmerchandise charges include freight, taxes, and other charges. There are three methods to account for these charges: Prorate, Allocate, and Expense. In the Prorate method, the amounts charged to the distribution lines are added to merchandise amounts. No new accounting lines are created. In the Allocate method, the nonmerchandise charge generates separate accounting lines based on the default distribution in the Accounting Template. In the Expense method, you may expense charges at the header (based on chartfield inheritance and the</p>

Business Process/ Feature Function	Impacts				Notes
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Other miscellaneous charges					<p>accounting entry template) or allocate them to the distribution lines. You can setup each miscellaneous charge as a prorated or non-prorated expense. If it is not prorated, then you select an accounting template account to expense the miscellaneous charge to.</p> <p>Opportunity: USG did not use this functionality in Version 7.5 but they wish to have this available for go-live. USG will prorate all miscellaneous charges.</p>
7. Accounting Entry Templates				Yes	<p>PeopleSoft generates additional accounting lines based on the Accounting Entry Template that you define and associate with vouchers. These additional accounting entry lines include the offset to Accounts Payable (the control account), freight, cash, prepaid expenses, escheatment liabilities, and discounts (earned and lost). In PeopleSoft 8.9, all 32 template values must be complete. You can have multiple Accounting Entry Templates.</p> <p>Fit: USG will use Accounting Entry Templates as they would in Version 7.5. However, the Accounting Issues Committee must decide template values for Discounts (earned and lost), Freight, and Escheatment and whether all institutions will use the same values.</p>
8. Lost Discounts			Yes	Yes	<p>The Procurement Control page contains controls for setting up accounting controls for discounts lost for each Business Unit. You can account for vouchers at gross, with any discounts taken as discounts earned, or you can account for vouchers at net, with any discounts not taken recognized as discounts lost. You can choose to record the discount lost or earned at payment creation by recording the Discount Memo Account. Whether you account for discounts at gross or net, you can choose to allocate, prorate, or expense (if you use the summary control posting method) the discount gained or lost.</p> <p>In Version 7.5, USG was accounting for lost discounts <i>at net</i>.</p>

Business Process/ Feature Function	Impacts				Notes
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					<p>Opportunity: USG has proposed to record the lost discount at Voucher entry, booking it to a separate expense account. If the discount is taken, the lost discount is reversed. If the discount is not taken, the lost discount will be booked back to the distribution on the Voucher. This recommendation still needs to be approved by the Accounting Issues Committee and tested for feasibility within PeopleSoft.</p>
9. Control Groups					<p>PeopleSoft uses Control Groups to maintain control over Vouchers. It enables users to post a group of Vouchers in one step, to establish different processing rules, and to retain centralized control over Voucher processing. User Preferences can force a user to enter Vouchers only as part of a Control Group.</p> <p>Fit: The process is not different in Version 8.9. PeopleSoft now allows the ability to set the assigned and due dates for a Control Group to be the same.</p>
10. Voucher Entry – Regular	Yes	Yes	Yes	Yes	<p>AP in version 8.9 offers many methods to enter invoices. The regular Voucher Entry panel remains close to the same. However, to quicken data entry, PeopleSoft added Quick Invoice functionality for entering non-PO invoices, Summary Invoice entry for PO invoices, and XML invoice functionality. These will be covered in the next two sections.</p> <p>Voucher entry features budget checking, matching, document tolerance, posting, and journal generating online. These “on-demand” processes are secured through User Preferences. You can also save a Voucher as incomplete.</p> <p>Fit: USG will continue to use Voucher Entry to enter the majority of their vouchers. However, USG’s various institutions will also use the Quick invoice and XML invoices. USG will continue to use Adjustment and Template Vouchers, but will not use Third-Party, Reversal, Register, and Journal vouchers. USG will use duplicate invoice checking and will reject duplicates. USG will recycle those invoices that violate Combination Editing rules, and will use the current</p>

Business Process/ Feature Function	Impacts				Notes
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					<p>Accounting Date when entering Vouchers.</p> <p>Opportunity: USG can use Single Payment Vendors. When using a single-pay Vendor, you enter the Vendor address and other payment information directly on the Voucher. The Payment picks up the Vendor address and banking information from the Voucher in order to pay the Vendor.</p> <p>Opportunity: The Mass Voucher Maintenance component allows users to make mass changes to vouchers. Users can make changes to the header, lines, chartfields, or payments. The voucher batch program edits the changed vouchers. USG has decided that this functionality will only be used with the assistance of OIIT staff.</p>
11. Voucher Entry – Quick Invoice	Yes	Yes	Yes	Yes	<p>PeopleSoft 8.9's Quick Invoice features the ability to enter minimal invoice information for quick data entry. The Voucher Build process completes the other required fields for the voucher by using the default control hierarchy (Business Unit, Vendor, Bank, Control Group).</p> <p>There are two configurable templates available: Simple and Complete. The Simple template must be used for non-PO invoices with a single distribution per voucher line. The Complete template allows for multiple distributions per voucher line and connection to PO and Receiver information.</p> <p>Opportunity: USG, in its fit-gap sessions, agreed to use this new functionality in order to speed up data entry. USG is interested in using the Simple template for non-PO Vouchers. This is a new business process.</p>
12. Voucher Entry – XML	Yes	Yes	Yes	Yes	<p>New to version 8.9, the Spreadsheet voucher allows the entry and import of offline vouchers using a delivered template from Microsoft Excel. Multiple templates can be kept for different kinds of data entry. Once data entry is complete, the user will generate and post XML to PeopleSoft. Once in PeopleSoft, the voucher Build</p>

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(Excel) Invoice Entry					<p>Process is used to load information as Vouchers.</p> <p>Opportunity: USG, in its fit-gap sessions, identified a strong desire to replace their existing customized Voucher load with the new Spreadsheet functionality. This represents significant business process change. While you can add multiple Voucher lines and distributions and select withholding flags, you cannot use this functionality to add a Vendor.</p>
13. Prepayments	Yes	Yes	Yes		<p>Prepayments allow the ability to pre-pay vendors and then apply the prepayment directly to the Voucher or to the Vendor during the Voucher Post process. Prepayments are flexible. While Prepayments exist in Version 7.5, it has been significantly revamped in version 8.9. You can apply multiple prepayments to a single Voucher, or you can apply a single prepayment to several Vouchers.</p> <p>Opportunity: USG has indicated in their Fit-Gap sessions that they would like to use this functionality, provided that they apply Prepayments automatically via the Voucher Post process. Decisions made in the Expenses fit-gap may affect the use of Prepayments.</p>
14. Voucher Matching	Yes			Yes	<p>PeopleSoft 8.9's matching has been revamped from the Match Manager to the Matching Workbench. New is header-level matching, pre-configured matching rules, and document association (which replaces receipt-aware criteria).</p> <p>The matching process can be run on-demand from the Voucher, or in batch. Vouchers can be unmatched. The Matching Workbench is much easier-to-use than the Match Manager.</p> <p>Fit: The Matching Workbench works with the current business process and is a fit.</p> <p>Opportunity: PeopleSoft 8.9 provides enhanced Matching Workflow. Matching Workflow will send notifications to Buyers or Accounts Payable when the</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					Voucher and PO or Receipt does not match. USG will try to implement this functionality for go-live.
15. Document Tolerance				Yes	<p>Document Tolerance is the ability to controls monetary difference between the PO and the Voucher. The Document Tolerance status is determined during the on-demand Document Tolerance process or in batch. Document tolerances can be overridden.</p> <p>Fit: Document Tolerances are similar to Fund Tolerances in Version 7.5.</p> <p>Opportunity: The model will have a zero amount set for Document Tolerance. Document Tolerance override will be allowed via User Preferences. These tolerances can be increased if institutions want to allow differences between the transactions.</p>
16. Commitment Control	Yes	Yes	Yes		<p>USG uses the PS 7.5 Budget Checking Module to validate and track transactions against the defined control budgets and affect the remaining spending authority. Where defined, transactions that exceed the budgeted amount or transactions that don't have a corresponding budget must be stopped.</p> <ul style="list-style-type: none"> • Purchase Orders create budgetary encumbrances; Payables Vouchers relieve encumbrances and create expenses. <p>Fit: PS 8.9 Commitment Control has budget-checking processes that validate transactions and affect budget balances. Budget Checking can be run as an On-Demand process (setup in User Preferences), in batch, or as part of "lights-out" processing.</p>
17. Banner to AP Interface	Yes	Yes	Yes	Yes	USG has created a customized interface to load Vendors and Vouchers into the PeopleSoft system from the Banner system. A Control Group is established for the vouchers. The BOR Banner to AP Interface (BORIF03A) will create Vouchers and

Business Process/ Feature Function	Impacts				Notes
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					<p>adds and update Vendor Information. Finally, the Voucher Batch process is used to edit and create vouchers.</p> <p>Gap: The BOR customized interfaces will need to change significantly for changes in the 8.9 tables. The Control Group, Voucher Load, and Pre-note processes are the same. However, there are new fields in the Vendor and Voucher tables that will require significant process change. USG's technical group will need to do considerable testing to ensure that this process continues to work, including upgrading to the current technology (XML, Component Interfaces).</p>
18. ERS Functionality					<p>The Voucher Build process creates ERS Vouchers from both Purchase Order and non-Purchase Order receipts where pricing is specified. To use, the Vendor must be used as an ERS Vendor. The packing slip effectively becomes the invoice for payment. Typically, ERS functionality is used for trusted vendors who have multiple, daily shipments.</p> <p>Fit: USG does not have any need for this functionality.</p> <p>Opportunity: USG can setup this functionality for its trusted vendors.</p>
19. Voucher Contracts	Yes	Yes	Yes	Yes	<p>PeopleSoft offers many types of contract, including Recurring Voucher and Prepaid Voucher Contracts. Using these contracts, you can establish and schedule amounts for recurring payments (such as rent, leases, and regular services), and generate Vouchers. As each voucher becomes due according to the Vendor's payment terms, the voucher is paid. You can define retention amounts or percentages on the Contract (the voucher payment is placed on hold).</p> <p>Opportunity: During the AP fit-gap sessions, USG indicated that they would like to implement this functionality. A new business process will be needed to define the contracts and create the recurring payments on a regular basis. This is not</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					required for go-live.
20. Payment Selection		Yes			<p>Pay Cycle creation has been streamlined between version 7.5 and 8.9, but the business process remains the same. Enhancements include a significant reduction in code, the ability to suppress zero amount checks, processing credit vouchers and debit memos, replacing banks based on flexible rules, and setting maximum amount pay cycles and/or payment amounts. Pay Cycle resetting is much easier, as is excluding vouchers from payment processing.</p> <p>Fit: USG’s payment creation process is the same from Version 7.5. However, AP checks (see below) will be changed. Each institution will continue to use their holiday calendar. All institutions will choose to “Select prior” for the holiday date. Any customizations from Banner will be retrofitted to Version 8.9.</p> <p>Opportunity: Rather than completing the Pay Cycle reset, users can exclude individual payments from the pay cycle without having to navigate out of the Pay Cycle Manager.</p>
21. Payment Creation	Yes	Yes	Yes	Yes	<p>You can pay Vendors in a variety of ways: via EFT, Wire, ACH, or System Check. You set the payment method at the vendor but can override the method at the voucher. When payments are created, various files are created, included a check file in Crystal Report format, and various EFT reports based on the layouts that banks provide.</p> <p>Each USG institution has a different process for payments. All use different check formats. Some use a “pressure sealed” check. Therefore, the requirements for check printing is very complex. In version 7.5, USG decided to use a customized SQR to print their checks. As well, a few schools are using third party check printing using the same customized SQR.</p> <p>Gap: USG’s SQR and heavy customization process for printing checks may be</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					<p>applied to the current version of PeopleSoft. However, significant changes are required as the tables and process has changed. As well, the current SQR process does not allow users to upgrade their printers, leading to significantly higher maintenance costs.</p> <p>Opportunity: PeopleSoft offers Crystal Check printing. The Crystal Check program is very robust and allows the customization of checks according to each institution's individual needs. A significant amount of functional and technical work will need to move from the SQR to the delivered process. USG will investigate and compare the SQR customizations with the delivered Crystal Reports and make a decision. As well, the few schools using third party check printing can either use the existing Crystal Report or a pre-existing EFT format to build their files that will print their checks.</p>
22. Positive Pay					<p>The AP Pay Cycle will create a Positive Pay file that is sent to the bank. PeopleSoft also allows the ability to create manual Positive Pay cycles based on previous pay cycle runs.</p> <p>Fit: USG will continue to use Positive Pay. The technical group will need to reexamine their customization and move forward to Version 8.9 if necessary. Three different formats can be selected and can be customized for various file formats.</p>
23. Manual Payments					<p>Using the Manual Payment Creation feature, you create a payment, but apply it to existing vouchers by using manual payment worksheets. Payment posting, reissuing, closing, and voiding work the same as they do for payments created within the pay cycle.</p> <p>Opportunity: USG does not currently use this functionality. USG currently uses the manual payment option from the voucher to pay. USG indicated that they do not want to use this functionality and will continue with their current business</p>

Business Process/ Feature Function	Impacts				Notes
	Business Process	Training	Change Mngt Communications	Config	
					process.
24. Escheatment	Yes	Yes	Yes		<p>New to Version 8.9 to comply with State requirements, PeopleSoft allows you to complete the Escheatment business process, where payments that are not cashed within a set time are reclassified to an escheatment liability account. Users can use the new Payment Escheatment page where a payment may be classified as stale-dated (informational only) or Escheated. When the Payment Posting is completed for Escheated payments, the Accounting Entry template is used to debit the cash account and credit the liability account. You can undo Escheatments.</p> <p>Opportunity: USG has indicated in their Fit-Gap sessions that they would like to use this functionality. The Accounting Issues Committee will need to determine how the Accounting Entry Templates are defined.</p>
25. Bank Reconciliation					<p>Bank Reconciliation functionality in Version 7.5 is similar to version 8.9. If you receive the bank statement file electronically, the bank statement can be loaded and reconciliation can be processed using the Automatic Reconciliation process. Some bank transactions will not perfectly match. You can force the reconciliation of these items automatically or you can manually reconcile the pair of transactions using the Semi Manual Reconciliation page. PeopleSoft 8.9 delivers some enhanced reporting over its 7.5 counterpart.</p> <p>Fit: USG will continue to use the Bank Reconciliation functionality as delivered to reconcile payments. Because Bank Accounts are changing to Version 8.9; USG will need to fully reconcile all payments from the old bank account. USG will carry forward the customization that enables them to cancel/stop payments and marks them as “Reconciled”. As well, USG will investigate the customization to load the bank statement file from the Bank Statement menu. Amount tolerances will be turned off. Some schools have manual bank reconciliation.</p>

Business Process/ Feature Function	Impacts				Notes
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26. Inquiries					<p>PeopleSoft has enhanced its inquiries from Version 7.5 to 8.9 significantly, including document status (which enables you to drill to Purchase Orders and Payments), Journal Drill Down, Matching Workbench, and various Vendor reports.</p> <p>Fit: USG will need to continue to customize the Voucher Inquiry page for the budget status and use the customized Unposted Voucher query to investigate reasons why Vouchers are not posting.</p>

27. Current USG PeopleSoft 7.5 Customizations

The following section lists the documented AP customizations from OIIT. The “Fit/Gap Note” provides comments on the customization regarding its relevance to the upgrade.

Customizations to Retrofit in Version 8.9

- EFT Formatting SQR (FIN2025 AND FIN2025A) modifications for EFT formatting and to be able to use the BOR_EFT_FORMAT panel.
- PPD layout for EFT (FINEFT23) modifications for BOR_EFT_FORMAT panel.
- CCD layout for EFT (FINEFT94) modifications for BOR_EFT_FORMAT panel.
- Payment cancellation modification to mark cancelled payments as reconciled.
- BOR Installation Options and BOR EFT formatting pages.
- Some Voucher Activity Report changes (APS8001.SQR)
- BORRY005.SQR – Prompt Pay (depending on auditor’s feedback)
- BORRY010.SQR – 1099 Reportable Transactions.
- Vendor Information NSI for Continuous Audit (depending on Continuous Audit changes).
- Withholding Voucher and Vendor Matching changes – automatic defaulting for dates.
- BORRY009.SQR – 1099 Potentially Reportable (may become a query).
- Banner to AP Interface – process to load/update vendors and to create an EDI file that is loaded to create vouchers and process student checks (BORIF03A.sqr).
- Process Bank Statement changes for Bank File Load (RUN_BORM048.SQR).
- Positive Pay file should be working correctly in Version 8.9 but the customization (BORIF029.sqr) for positive pay may also need to be brought forward.
- If the decision is made to keep the SQR checks, customizations will need to be carried forward.

Customizations Dropped to Version 8.9

- Payment creation (APY2010.sqr) modifications for ACH prenotes and to correct other errors.
- Add ACH to list of payment methods where payment info should be grayed out after payment made.
- Coding to gray Post Voucher checkbox (Version 8 uses on-Demand processes).
- Budget exception customization (Version 8 uses completely new Commitment Control).
- Voucher Balance by Account/Vendor – fund range option (APY1230).

- Vendor Consolidated Withholding Balances – drop distinct from Query (APY3012)
- AP Remittance advice formatting changes (APY2027.rpt).
- If the decision is made to move to Crystal Check functionality, SQR check printing (BORIF030.sqr) as well as various Pay Cycle changes to accommodate customized SQR Check Printing process will be dropped.
- Payment History by Vendor to include Payment Status <> “R” (APY2000).
- Posted Voucher Listing – Changed sort order to Voucher Line number and Distribution Line number (APY1020).
- Dropped mods to the Open Liability Reports (APY1405 to APY1420 as the process has changed and the reports revamped).
- 1099 Withholding to Send detail prompt (included in Version 8.9) – APY8056.
- Withholding Report Post and to Send Detail Reports cosmetic change to Calendar Year from Fiscal Year. (1099_RPT_POST, RUN_APY8056).
- Vendor Balance Report (APY3020).
- Vendor Information customizations for TIN and orphan records on Location and Contact records.
- Withholding Overrides customizations. Withholding in version 8.9 has changed significantly, and these panels are now obsolete.
- Payment Handling Codes - PeopleSoft fixed the issue of being able to delete a payment handling codes when the voucher was in deleted status.
- 1099 Copy B Reporting changes are updated. (APY1099.rpt, APY8055.sqc).
- Vendor view changes to include TIN on Vendor search record.
- Budget checking fixes in 7.5 (BCM_TRANS_DTL).
- Bank Recon Panel maximum scroll is no longer applicable.
- BORRY001.SQR – Payment Register (to be combined with APY2001).
- BORRY002.SQR – Vendor Payment History (to be combined with APY2000).
- BORRY006.SQR – Payment Register by Accounting Date (use delivered query)
- BORRY007.SQR – AP History (use APY1420 instead of SQR).
- BORRY011.SQR – 1099 Balancing Workpaper.
- BORRP017.SQR – AP Journal Audit
- BORAP01 – Financial Aid Recon Load
- BORAP02 – Financial Aid Recon Report

28. Proposed USG PeopleSoft 8.9 Customizations

- Customization to Crystal Checks for each institution and bank combination (if the decision is made to use Crystal Checks)

29. Accounts Payable Delivered Reports

AP Report Name	Description	Navigation	Run Control Page
APS8001J Federal Voucher Activity	Lists voucher activity by business unit, fund, department, program, class, acct, budget period, project/grant, remaining amount, due date, and location code	Accounts Payable> Reports>Vouchers>Voucher Activity> Voucher Activitiy Report	RUN_APS8001
APY0000 List of Voucher Origins	Lists the voucher origin options by SetID. (Crystal Report)	Set Up Financials/Supply Chain> Product Related> Procurement Options> Reports> Voucher Origins> Voucher Origins	RUN_APY0000
APY0011 Business Unit Options	Lists the Payables business unit options by SetID. (Crystal Report)	Set Up Financials/Supply Chain> Business Unit Related> Reports> Payables Options> Business Unit Options	RUN_APY0011
APY1010 Voucher Register	Lists vouchers by business unit, date entered, and Voucher ID. (Crystal Report)	Accounts Payable> Reports> Vouchers> Voucher Register> Voucher Register	RUN_APY1010
APY1011 Control Group Register	Lists vouchers entered into Payables by business unit, control group ID, date entered, and voucher ID. For each Business Unit and Control Group ID combination, the report lists all the vouchers that meet these criteria. (Crystal Report)	Accounts Payable> Reports> Vouchers> Control Group Register> Control Group Register	RUN_APY1011
APY1020 Posted Voucher Listing	Lists all posted vouchers for a given business unit and date range. (Crystal Report)	Accounts Payable> Reports> Vouchers> Posted Voucher> Posted Voucher Listing	RUN_APY1020
APY1090 Match Exception Report	Lists the match exceptions with voucher data, purchase order data, receiver data, and match error information.	Accounts Payable> Reports> Vouchers> Match Exceptions> Match Exceptions	RUN_APY1090

AP Report Name	Description	Navigation	Run Control Page
APY1099 1099-MISC Copy B	(USA) IRS Form 1099-MISC for your vendors. (Crystal Report)	Vendors> 1099/Global Withholding> 1099 Reports> Print 1099 Copy B> Run 1099 CopyB Report	RUN_1099_COPYB_RPT
APY1104 Vchr/Adjstment Voucher Cross Ref.	Lists vouchers and their associated debit memo adjustment vouchers.	Accounts Payable>Reports>Debit Memos>Voucher/Debit Memo Cross Ref>Voucher/Debit Memo Cross Reference	RUN_APY1104
APY1400 Summary AP/GL Open Liability Account Reconciliation Report	Compares the AP Open Liability balance to the GL Open Liability balance. (Crystal Report)	Accounts Payable> Reports> Voucher Reconciliation> Open Liability Reconciliation> Payables Open Liability Reconciliation	RUN_APY1405
APY1405 Detail AP/GL Open Liability Account Reconciliation Report	Shows all accounting activity for accounts payable transactions for each voucher. Use the detail report to validate the AP Open Liability balance to the General Ledger. (Crystal Report). See APY1400.	Accounts Payable> Reports> Voucher Reconciliation> Open Liability Reconciliation> Payables Open Liability Reconciliation	RUN_APY1405
APY1406 Payables Open Liability Report	Lists all open liabilities by business unit. (Crystal Report)	Accounts Payable> Reports> Voucher Reconciliation> Payables Open Liability> Payables Open Liability	RUN_APY1406
APY1408 Vendor Liability Aging Data & Report	Lists all vouchers that have not been paid by the As of Date, in summary or detailed format for specific vendors. The report excludes vouchers that are in the <i>Recycled</i> status and categorized scheduled payments on hold or on hold for withholding. (Crystal Report).	Accounts Payable> Reports> Voucher Reconciliation> Vendor Liability Aging.	RUN_APY1406
APY1410 AP/GL Journal Reconciliation Report	Lists totals by journal line and journal ID. (Crystal Report).	Accounts Payable> Reports> Voucher Reconciliation> AP/GL Journal Recon Request> AP/GL Journal Reconciliation	APGL_REC�N_REQ1

AP Report Name	Description	Navigation	Run Control Page
APY1420 AP/GL Account Reconciliation Report	Lists account totals by Journal ID and Account. (Crystal Report).	Accounts Payable> Reports> Voucher Reconciliation> AP/GL Account Recon Request> AP/GL Account Reconciliation	APGL_REC_N_REQ2
APY2000 Detailed (Summary) Payment History by Vendor	Provides a Detailed or Summary register of payments for a vendor from the Payment History by Vendor page. (Crystal Report)	Accounts Payable> Reports> Vendor> Payment History by Vendor> Payment History by Vendor	RUN_APY2000
APY2001 Detailed (Summary) Check Register	Provides a Detailed or Summary register of payments by Pay Cycle, run date, and payment method from the Payment Register by Payment page. (Crystal Report)	Accounts Payable> Reports> Payments> Payment History by Payment> Payment History by Payment	RUN_APY2001
APY2004 Detail (Summary) Payment History by Bank	Provides a register of the payments for a bank. Using the Detail/Sum field on the Pymnt Control Rpt page, you can generate either a Detail, or a Summary version of this report. (Crystal Report)	Accounts Payable> Reports> Payments> Payment History by Bank> Payment History by Bank	RUN_APY2004
APY2021 Check Overflow Payment Advice	Produced only from the Pay Cycle Manager, generates the overflow payment advice for payment forms Check1, Check2, Check3, and LC1. You do not access a report page to generate this or other payment advices. (Crystal Check)	Accounts Payable> Payments> Pay Cycle Processing> Pay Cycle Manager> Pay Cycle Manager	N/A
APY2027 EFT/Giro/Wire Advice	Produced only from the Pay Cycle Manager, creates checks, letters of credit, and payment advice when you run the pay cycle. (Crystal Check)	Accounts Payable> Payments> Pay Cycle Processing> Pay Cycle Manager> Pay Cycle Manager	N/A
APY2030 AP Trial Payment Register	Provides a printable summary of payments by bank account, after payment selection and creation, but before you print checks or create EFT or ACH files.	Accounts Payable> Reports> Payments> Trial Register> Register	RUN_APY2030

AP Report Name	Description	Navigation	Run Control Page
	(Crystal Report)		
APY2040 Payment Forecast	List of your payment forecasts. (Crystal Report)	Accounts Payable> Reports> Forecast> Forecast Report Request> Forecast Report Request	PYFRCST_RQST
APY2050 Payment History by Payment Method - Detail or Summary	Provides a history of payments by payment method. (Crystal Report)	Accounts Payable> Reports> Payments> Payment History by Pay Method> Payment Hist by Pymnt Method	RUN_APY2050
APY2100 Open Prepayments	Lists unapplied prepaid vouchers. (Crystal Report)	Accounts Payable> Reports> Prepayments> Open Prepayments> Open Prepayments Report	RUN_APY2100
APY2101 Prepayment Settlements	Lists regular voucher payment schedules that have been fully applied. (Crystal Report)	Accounts Payable> Reports> Prepayments> Prepayment Settlements> Prepayment Settlements Report	RUN_APY2101
APY3012 Vendor Withholding Balances Control Report	Lists withholding activity for internal audits. We recommend that you run the report on a regular basis to check the withholding summaries. (Crystal Report)	Vendors> 1099/Global Withholding> General Reports> Withhold Control Report	RUN_APY3012
APY3020 Outstanding Balance by Vendor	Lists the gross amount of all the outstanding vouchers for the specified vendor. (Crystal Report)	Accounts Payable> Reports> Vendor> Vendor Balance> Outstanding Balance by Vendor	RUN_APY3020
APY3215 Duplicate Vendors	Shows potential duplicate vendors. These vendors may share duplicate TINs, withholding names, withholding addresses, vendor names, vendor short names, or vendor addresses, depending on your	Vendors> Vendor Information> Maintain> Duplicate Vendor Report> Duplicate Vendor Request	DUP_RPT_POST

AP Report Name	Description	Navigation	Run Control Page
	search criteria. (Crystal Report)		
APY6000 Payment Archive Selection	Shows payment transactions selected for archiving by Payment ID, Payment ID Reference, Name, and other fields, so you can check that the correct payments have been selected. (Limit Access)	Accounts Payable>Reports>Archiving>Payment Archive Report	PYMNT_ARCH_REPT
APY6001 Voucher Archive Selection	Lists vouchers selected for archiving by Voucher ID, Vendor ID, Invoice ID, Invoice Date, and other fields, so you can check that the correct vouchers have been selected for archiving. (Limit Access)	Accounts Payable>Reports>Archiving>Voucher Archive Report	VCHR_ARCH_REPT
APY6002 Vendor Archive Selection	Lists vendors selected for archiving by Vendor ID, Short Name, Name, and other fields so you can check that the correct vendors have been selected. (Limit Access)	Accounts Payable>Reports>Archiving>Vendor Archive Report	VNDR_ARCH_REPT
APY7010 Withholding Rules	Shows the information entered on the withholding rule page for each As of Date (Crystal Report)	Set Up Financials/Supply Chain> Product Related> Procurement Options> Withholding> Rules Report> Withhold Rule	RUN_APY7010
APY7020 Withholding Types	Shows the information from the Withholding Type page. For each Withholding Type, the report lists Class and Description. (Crystal Report)	Set Up Financials/Supply Chain> Product Related> Procurement Options> Withholding> Types Report> Withhold Type	RUN_APY7020
APY7040 Withholding Codes	Shows information entered on the Withholding Code page. For each code, the report lists entity, type, jurisdiction, and class. (Crystal Report)	Set Up Financials/Supply Chain> Product Related> Procurement Options> Withholding> Codes Report> Withhold Code	RUN_APY7040
APY7050 Withholding Calculations	Shows calculations made during the pay cycle that pertain to withholding for each voucher ID. (Crystal Report)	Accounts Payable> Reports> Payments> Withhold Calculation> Withholding Calculation Report	RUN_APY7050

AP Report Name	Description	Navigation	Run Control Page
Verification Report			
APY8056 1099 Withholding to Send Detail Report	Lists all the information created by the 1099 reporting process and is a replica of the data in the file you are sending to the IRS. (Crystal Report)	Vendors> 1099/Global Withholding> 1099 Reports> 1099 to Send Detail> 1099 to Send Report	TO_SEND_RPT
APY9010 Withholding Mismatch Report	Identifies all voucher lines on which the withholding applicable flag does not match the withholding flag on the vendor. The report does not compare the withholding code on the vendor to the withholding code on the voucher lines. (Crystal Report)	Vendors> 1099/Global Withholding> General Reports> Wthd Voucher/Vendor Mismatch> Withhold Mismatch Request	WTHD_MISMTCH_RQST
WTP2_001 Withholding Record	Corresponds to the year-end Withholding report (APY8025), which is printed per vendor. The summary sheet has both detailed and summarized information for withholding transactions. (Crystal Report)	Vendors> 1099/Global Withholding> Global Withholding Reports> Withholding Report by Class> Withholding Report by Class	WTP2_RUN_WTP2_001

30. Excluded from discussions

The following features/functions were not included in discussions. These features are not relevant:

Feature/Function	Description
Auto Pilot Processing	The Auto pilot feature provides added flexibility to the PeopleSoft Process Scheduler, which is used for performing batch processing. While PeopleSoft Process Scheduler provides a means of scheduling processing using a <i>batch window</i> , for example, scheduling a specific batch process to run daily at a given time, with Autopilot you can set up <i>recurring processing</i> based on the user-defined range of transaction count for transactions that are ready to be processed.
Entry Events	Via predefined codes linked to source definitions, processes and steps – the processor generates additional balancing entries. This functionality is relative to Federal customers only.
Federal Reporting	Reports specific to Federal agencies
Value Added Tax (VAT)	Under many different names VAT is in use in over 130 countries around the world. VAT is a governmental sales tax, a straight percentage that is added to the cost of a good or service. USG does not use VAT.
Taxes	USG is tax exempt, all set up was skipped.
Receipt Accrual	The receipt accrual process allows users to create accounting entries for Receipts that have not been matched. Many companies choose to recognize goods as expenses when they are received. Educational and Government institutions are not bound by these requirements as they use Commitment Control accounting to adhere to budgets and spending.
Voucher Approval	USG will not be using Voucher Approval functionality. Vouchers will be entered as approved.
Security	Security roles will dramatically change with version 8.9. Follow up meetings with Institution user groups will be held to redesign security.
Archiving	Peoplesoft PeopleTools 8.44 and above offers new archiving tools for the entire PeopleSoft Financials application. Archiving should be part of a general implementation strategy. Vouchers, Vendors and payments should be archived according to retention requirements and business requirements.
Return to Vendor	Return to Vendor allows users to return a receipted good to the Vendor and to reverse the Receipt. USG will not use this functionality.

31. Impact Summary

The impacts listed here are a summary of the impacts identified in the “business process - feature function” section above.

Business Process Changes	
Ref #	Description
Vendor Maintenance	Bank setup now completed within the Vendor; more robust duplicate error checking; possible substitution of Employee ID from SSN
Banking Information	Bank branch information is inherited from the Bank Account.
Withholding	If USG decides to use 1042 withholding, this will require a new business process. The process of creating end of year 1099 reports has improved substantially as it is more streamlined.
Nonmerchandise charges	USG will start charging for freight and other miscellaneous charges on the voucher. Charges will be prorated directly to the distribution lines on the voucher.
Voucher Entry – Regular	Users can use the single vendor functionality to pay vendors. Prepayment vouchers will be entered with the prepayment applied at Voucher Post or within the voucher. Freight and non-merchandise charges will be entered at the voucher header. From the Voucher, users can post, budget-check, and journal generate (based on their security). Mass Voucher maintenance is available but will only be used by OIIT staff.
Voucher Entry – Quick Invoice	This is a new business process. Users will enter non-PO vouchers using the Simple template with default information being populated from Business Unit, Vendor, Session and Control Group defaults. The Vouchers will then be built using the Voucher Build process.
Voucher Entry – XML (Excel) Invoice Entry	The current customized process to load Vouchers (and create/update Vendors) will be replaced with the provided Excel templates.
Prepayments	Prepayments can be applied to multiple Vouchers or several Prepayments to be applied to a single Voucher.
Voucher Matching	The Matching Workbench is much different than the Match Manager. It is more intuitive. Header and Line level matching is available. You can unmatch Vouchers from the Matching Workbench. The business process will also need to change if Matching Workflow is implemented.
Commitment Control	This is new in Version 8.9. Data structures for query and review and managing exceptions have completely changed.
Banner to AP Interface	The business processes surrounding this interface will likely change significantly for Version 8.9, depending on the final technical solution.
Voucher Contracts	This is a new business process that USG would like to implement on go-live. Users will need to create a Voucher Contract, complete the releases, and build the Vouchers.

Business Process Changes	
Ref #	Description
Payment Selection	The payment selection process is streamlined. It is much easier to exclude Payments. Resetting Pay Cycles do not have the technical issues that existed in Version 8.5. Banner customizations will be retrofitted.
Payment Creation	USG is considering scrapping the heavily customized SQR process to create payments in favor of Crystal Checks. This will require the installation of Crystal on payment workstations, as well as a significant change to the way checks, EFTs, and ACHs are created.
Escheatment	Payment Escheatment is new to Version 8.9. This functionality will be used to credit stale-dated checks to a liability account.
Bank Reconciliation	USG may scrap the customized functionality to load the bank statement directly from the Bank Statement menu.

The user experience (pages and navigation) has changed significantly from PeopleSoft 7.5 to PeopleSoft 8.9. From this perspective all system features and functions will impact training. The impacts identified here reflect requirements that go beyond navigation changes.

Training Impacts	
Ref #	Description
Vendor Maintenance	The Vendor Maintenance pages have significantly changed. Single Payment Vendor functionality and the ability to store the W8/W9 information will require training.
Withholding	1042 reporting and Withholding, if implemented, will require training. The 1099 reporting process has significantly changed.
Nonmerchandise charges	New business process for entering Freight and other Miscellaneous Charges.
Voucher Entry – Regular	Though the voucher remains basically the same, new Single Payment vendor functionality, Freight and Miscellaneous Charges, Prepayment vouchers, and 1042 withholding training all stem from this page. As well, users have the ability to Post and Journal Generate from the voucher.
Voucher Entry – Quick Invoice	New functionality.
Voucher Entry – XML (Excel) Invoice Entry	New functionality may replace the customized template. New functionality will replace the customized voucher load template.
Prepayments	Prepayments can be processed automatically via the Voucher Post process.
Commitment Control	New feature. New process for query and review of exceptions has completely changed.
Banner to AP Interface	The interface will likely change with Version 8.9 and will require training for the changes.

Training Impacts	
Ref #	Description
Voucher Contracts	New business process.
Payment Selection	Slight training change so that users complete the pay cycle reset less frequently in favor of canceling individual payments from the pay cycle. Both processes have improved.
Payment Creation	If USG decides to use the delivered functionality for Crystal Checks and other forms of payments, training will be required for the new business process.
Escheatment	This is a new business process.

Change Management and Communications Impacts	
Reference	Description
Vendor Maintenance	Field entry required for W8-BEN and W9 tracking. Employee ID may be tracked instead of SSN.
Withholding	New 1042 withholding process, if the decision to implement is made.
Nonmerchandise charges	New business process.
Lost Discounts	New accounting for Discount processing.
Voucher Entry – Regular	Voucher entry has on-demand processing, and different voucher templates. The ability to change Voucher using the Mass Voucher Maintenance page. Single pay is a new process.
Voucher Entry – Quick Invoice	New business process.
Voucher Entry – XML (Excel) Invoice Entry	Change from the customized load process in 7.5 to the Excel upload process.
Prepayments	New business process.
Commitment Control	Commitment Control has changed substantially from Version 7.5.
Banner to AP Interface	The process to create Vouchers and Vendors from the Banner to AP status will likely change significantly.
Voucher Contracts	New business process.
Payment Creation	The possible switch to the delivered process or the retrofit of the customized SQR process involves significant change.
Escheatment	New business process.

Configuration Changes	
Reference	Description
Vendor Maintenance	Bring in W8-BEN and W9 status into the vendor record, either on custom page or by creating government sources and classifications. For privacy purposes, SSNs may be replaced with Employee ID.
Banking Information	Bank branch information is inherited from the account.
Withholding	1042 reporting required new setup in the Withholding rules and on the Vendor.
Nonmerchandise charges	Freight and miscellaneous charges require setup.
Accounting Entry Templates	Accounting entry templates need to be completely filled out. Chartfield Inheritances must be properly set.

Configuration Changes	
Reference	Description
Lost Discounts	Lost discounts need to be setup properly on the Business Unit's Procurement Accounting Controls.
Voucher Entry – Regular	User Preference setup must be completed to allow On-Demand processing.
Voucher Entry – Quick Invoice	Session defaults must be set.
Voucher Entry – XML (Excel) Invoice Entry	This is a new business process. The Excel templates must be configured.
Voucher Matching	Matching Rules must be considered and reviewed for the Matching Workbench. User Preferences must be set for on-demand processing.
Document Tolerance	Document tolerances must be set up.
Banner to AP Interface	The Banner to AP Interface must be retrofitted for Version 8.9 and will require significant configuration.
Voucher Contracts	User Preferences must be set for users to use Contracts.
Payment Creation	Since the business process for creating Payments might change, configuration settings will need to change based on the customizations required.

32. Gaps

Reference	Description
Banner to AP Interface	The BOR customized interfaces will need to change significantly for changes in the 8.9 tables. The Control Group, Voucher Load, and Pre-note processes are the same. However, there are new fields in the Vendor and Voucher tables that will require process changes. USG's technical group will need to do considerable testing to ensure that this process continues to work, including upgrading to the current technology (XML, Component Interfaces).
Payment Creation	USG's SQR and heavy customization process for printing checks may be applied to the current version of PeopleSoft. However, significant changes will be required as the tables and process has changed. As well, the current SQR process does not allow users to upgrade their printers, leading to significantly higher maintenance costs.

33. Future Considerations/Opportunities

Identified future considerations and opportunities are not recommendations. These are identified here so USG is aware of the options and features that exist within PeopleSoft 8.9. The opportunities may or may not be applicable to USG. Each of these was discussed during the fit/gap sessions.

Reference	Opportunity / Future Consideration
Business Unit Structure	<p>If USG ever combines all institutions within one database instance business unit row level security can be used to limit user data access to their own institution's business unit. (There are many other factors to consider however the functionality exists within PS 8.9 to have many business units, for separate entities, all maintained within the same database.)</p>
Vendor Maintenance	<p>Ability to bring in W8-BEN and W9 status into the vendor record by using values stored within the Vendor table.</p> <p>The use of HCM will be evaluated for vendors that are maintained in the HR environment for garnishing and withholdings.</p> <p>When you want to pay a vendor only once, you now have the ability to create a one-time vendor. The system uses the settings you establish for the single payment vendor to default information such as payment terms on the voucher. There are many limitations. Single Payment Vendors do not retain 1099 information. Prepayments are not allowed. Only one payment per Voucher is allowed. PO invoices and contracts are not available. USG currently uses PeopleSoft to track its Banner vouchers by SSN. Single Payment vouchers for Banner payments would not work unless a separate system was used for tracking. USG will carry forward their current Banner to AP interface.</p>
Withholding	<p>USG can take advantage of 1042 withholding (actual withholding of a percentage of a vendor payment). USG would need to set up a new withholding type, class, and rule for this withholding type. USG would then setup vendors for Withholding. Once Vouchers are entered, PeopleSoft would complete the appropriate Withholding and create a separate payment to the IRS. While this is not new functionality in Version 8.9, USG is considering the functionality for go-live.</p>
Nonmerchandise charges	<p>USG did not use this functionality in Version 7.5 but they wish to have this available for go-live. USG will prorate all miscellaneous charges.</p>
Lost Discounts	<p>USG has proposed to record the lost discount at Voucher entry, booking it to a separate expense account. If the discount is taken, the lost discount is reversed. If the discount is not taken, the lost discount will be booked back to the distribution on the Voucher. This recommendation still needs to be approved by the Accounting Issues Committee and tested for feasibility within PeopleSoft.</p>

Reference	Opportunity / Future Consideration
Voucher Entry – Regular	<p>USG can use single payment Vendors. When using a single-pay Vendor, you enter the Vendor address and other payment information directly on the Voucher. The Payment picks up the Vendor address and banking information from the Voucher in order to pay the Vendor.</p> <p>The Mass Voucher Maintenance component allows users to make mass changes to vouchers. Users can make changes to the header, lines, chartfields, or payments. The voucher batch program edits the changed vouchers. USG has decided that this functionality will only be used with the assistance of OIIT staff.</p>
Voucher Entry – Quick Invoice	<p>USG, in its fit-gap sessions, agreed to use this new functionality in order to speed up data entry. USG is interested in using the Simple template for non-PO Vouchers. This is a new business process.</p>
Voucher Entry – XML (Excel) Invoice Entry	<p>USG, in its fit-gap sessions, identified a strong desire to replace their existing customized Voucher load with the new Spreadsheet functionality. This represents significant business process change. While you can add multiple Voucher lines and distributions and select withholding flags, you cannot use this functionality to add a Vendor.</p>
Prepayments	<p>USG has indicated in their Fit-Gap sessions that they would like to use this functionality, provided that they apply Prepayments automatically via the Voucher Post process. Decisions made in the Expenses fit-gap may affect the use of Prepayments.</p>
Voucher Matching	<p>PeopleSoft 8.9 provides enhanced Matching Workflow. Matching Workflow will send notifications to Buyers or Accounts Payable when the Voucher and PO or Receipt does not match. USG will try to implement this functionality for go-live.</p>
Document Tolerance	<p>The model will have a zero amount set for Document Tolerance. Document Tolerance override will be allowed via User Preferences. These tolerances can be increased if institutions want to allow differences between the transactions.</p>
ERS Functionality	<p>USG can setup this functionality for its trusted vendors.</p>
Voucher Contracts	<p>During the AP fit-gap sessions, USG indicated that they would like to implement this functionality. A new business process will be needed to define the contracts and create the recurring payments on a regular basis. This is not required for go-live.</p>
Payment Selection	<p>Rather than completing the Pay Cycle reset, users can exclude individual payments from the pay cycle without having to navigate out of the Pay Cycle Manager.</p>
Payment Creation	<p>PeopleSoft offers Crystal Check printing. The Crystal Check program is very robust and allows the customization of checks according to each institution's individual needs. A significant amount of functional and technical work will need to move from the SQR to the delivered process. USG will investigate and compare the SQR customizations with the delivered Crystal Reports and make a decision. As well, the few schools using third party check printing can either use the existing Crystal Report or a pre-existing EFT format to build their files that will print their checks.</p>

Reference	Opportunity / Future Consideration
Manual Payments	USG does not currently use this functionality. USG currently uses the manual payment option from the voucher to pay. USG indicated that they do not want to use this functionality and will continue with their current business process.
Escheatment	USG has indicated in their Fit-Gap sessions that they would like to use this functionality. The Accounting Issues Committee will need to determine how the Accounting Entry Templates are defined.

34. Action Items and Outstanding Issues

Item No.	Description	Assigned To	Target Date	Resolution
1	<p>Accounting Entry Template (AET) – In PS 8.9, new values must be defined for new functionality that did not exist in 7.5. All 32 template values must be populated even if functionality not being used. USG must determine:</p> <ol style="list-style-type: none"> 1. Will the AET remain a standard model template or if changes will be allowed? 2. What new functionality we plan use in 8.9 and what accounts must be defined for these? <ul style="list-style-type: none"> • Escheatment Liability • Miscellaneous Charges • Expense Accrual • Employee Advances • Prepaid Airfare • Prepaid Expense • Prepaid Hotel 3. What dummy account number will be used for the remaining values that we do not plan to use? 	Accounting Issues Committee	Completed	<ol style="list-style-type: none"> 1. Decision made by AIC 12/07/2006 that AET will remain model with no changes allowed. 2. Decisions made by AIC 12/07/2006 and 2/27/2007: <ul style="list-style-type: none"> • 241500 * • (Not using-799990) • 211500 • 132300 • 132100 • 132100 • 132100 3. 799990 – Expense Error <p>* Escheatments will be charged to Fund 60000, Dept ID E1000000, Program 00000, Class 00000, Account 241500.</p>

Item No.	Description	Assigned To	Target Date	Resolution
2	Lost Discounts – in 7.5, USG was accounting for lost discounts at net which recorded the lost discount at payment creation. USG would like to review this functionality in 8.9 and determine if this is still the recommended configuration. If a change is recommended, it will need to be forwarded to the AIC.	Functional	Completed	Keep current 7.5 configuration to account at Gross and create discount lost entries at payment post.
3	AP Check Printing – USG will investigate and compare the delivered Crystal Reports and the SQR customizations. An impact analysis will be needed to determine the impact to the institutions, deployment of crystals and support before this decision can be made.	Architecture, Development and Functional	Completed	Bring forward current check printing customizations.
4	Prompt Pay Report (BORRY005) – Need to determine if this is still a required report in order to determine if customization is still needed.	Debbie Lasher (Auditors)	In Process	
5	Positive Pay – Need to compare current mods with delivered 8.9 format and determine if customization is still needed.	Development and Functional	Completed	<ul style="list-style-type: none"> • Bring forward custom Transmittal Codes page • Bring forward custom Positive Pay sq (BORIF029)
6	Workflow for Matching – 8.9 has the ability to so send email notification of match errors. Need to determine if USG can implement.	Architecture and Security	In Process	
7	Budget Exceptions Workflow – AP fit/gap participants would like to see this enabled.	Architecture and Functional	In Process	

Item No.	Description	Assigned To	Target Date	Resolution
8	Voucher Mass Maintenance – 8.9 Voucher Mass Maintenance component enables you to search for vouchers by a number of voucher fields and then update specific fields across all of the vouchers that meet your criteria. Due to the high risk of impacting production data, we need to restrict access and control the use of this functionality.	Security and Functional	In process	
9	Customized settings – can these be saved and then used by other campus users (like exporting and importing a config file)?	Architecture	In Process	
10	Matching error messages – determine if messages can be changed (Rule Definitions) to give the user more information and the most probable course of action instead of basic delivered messages.	Functional	Assigned	
11	1099 Processing – analysis will be needed to determine if enhanced 8.9 processing will eliminate the need for customizations and reports.	Development and Functional	In process	
12	1042 Withholding – investigate if USG can take advantage of 1042 withholding in 8.9 by setting up a new WH type, class and rule without impacting 1099 processing.	Functional	Not started	