

The University of Texas Rio Grande ValleyTM

Accounts Receivable

Review Accounting Entries by Invoice

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Objective

***To Properly View
Accounting Entries by Invoice
in
PeopleSoft 9.2
Accounts Receivable Module
by Explanation, Demonstration, & Practical Application***

Navigation

- Log in to PeopleSoft 9.2

- Fluid Tile:


 NavBar: Navigator > Financials > Billing > Review Billing Information > Review Entries By Invoice


Accounting Entries by Invoice


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

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit = 

Invoice begins with 

[Basic Search](#)  [Save Search Criteria](#)

Review Accounting Entries by Invoice

- Find an Existing Value
- Enter
 - Business Unit: UTRNS
 - INVOICE (i.e., NS-0000017-INV)
- REVIEW ENTRIES BY INVOICE page will appear

Accounting Entries by Invoice

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

[Find an Existing Value](#)

Search Criteria

Business Unit

Invoice begins with

[Basic Search](#) [Save Search Criteria](#)

Search Results

Only the first 300 results can be displayed.

[View All](#) [First](#) 1-100 of 300 [Last](#)

Business Unit	Invoice
UTRNS	NS-0000001-INV
UTRNS	NS-0000002-INV
UTRNS	NS-0000003-INV
UTRNS	NS-0000004-INV
UTRNS	NS-0000005-INV
UTRNS	NS-0000006-INV
UTRNS	NS-0000007-INV
UTRNS	NS-0000008-INV
UTRNS	NS-0000009-CR

Data Entry

- Review Content on page and “Accounting Entries” tabs

Review Entries by Invoice

Unit UTRNS Bill To NSP00002 Invoice Amt 135,750.00 USD
Invoice NS-0000017-INV Rio Grande Regional Hospital

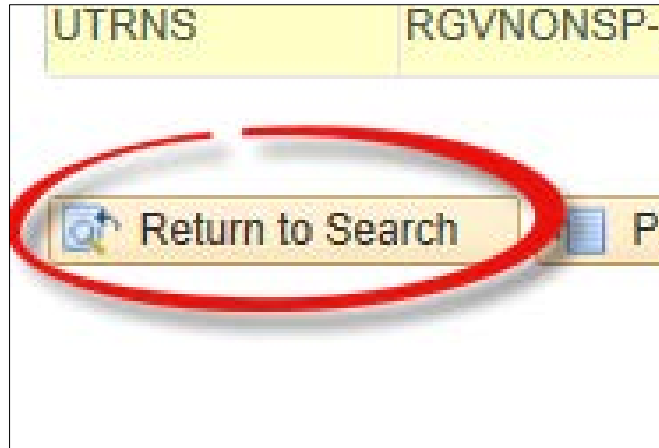
Accounting Entries Personalize | Find | View All | First 1-2 of 2 Last

Acctg Information	Transaction Amounts	Discounts/Surcharge	Journal Information	Reference Information						
GL Unit	Acctg Date	Type	Account	Fund	Dept	Cost Center	Function	PC Business Unit	Project	Activity
UTRGV	05/16/2018	Accounts Receivable	11680	3100						
UTRGV	05/16/2018	Recognized Revenue	42306	3100	104030	31000001	999			

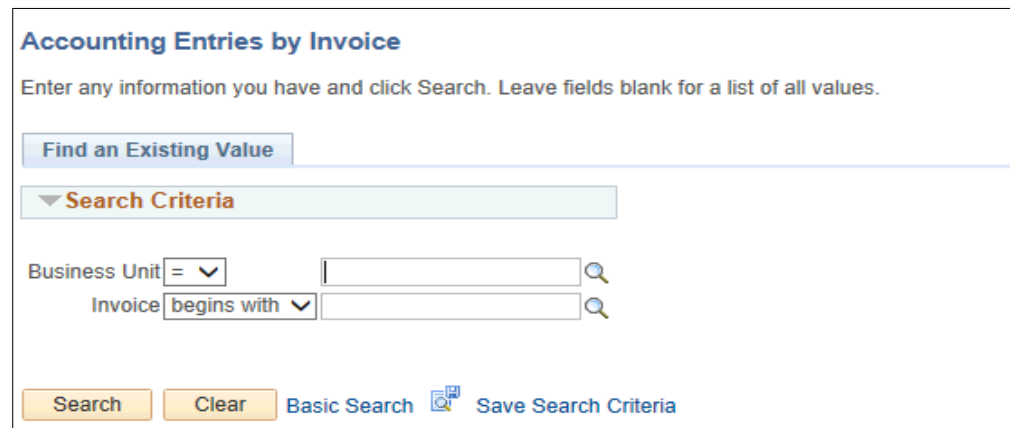
Total Debits 135,750.00 USD Total Credits -135,750.00 USD

Return to Search Previous in List Next in List Notify

-
- Click **Return to Search** button



-
- Search for a different Accounting Entry by Invoice or



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

Find an Existing Value

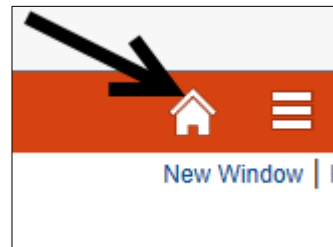
▼ Search Criteria

Business Unit

Invoice begins with

Search Clear Basic Search Save Search Criteria

- Return **HOME** to start a new process



This Process Is Now Complete

Contact us at:

- If you have questions please contact: AccountsReceivable@utrgv.edu

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