The University of Texas RioGrande Valley™

Accounts Receivable

Review Entries by Journal

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Objective

How To Properly Review
Entries by Journal
in
PeopleSoft 9.2
Accounts Receivable Module
Billing Component
by Explanation, Demonstration, & Practical Application

Navigation

- Log in to PeopleSoft 9.2
- Fluid Tile:

NavBar: Navigator > Financials > Billing > Review Billing Information > Review Entries by Journal

Review Entries By Journal

- Find an Existing Value

- Enter
  - BUSINESS UNIT [=]: **UTRGV**
  - JOURNAL ID [begins with]: (if known) (optional)
  - JOURNAL DATE [=]:
  - GL JOURNAL LINE NUMBER [=]: (if known) (optional)
  - LEDGER [begins with]:

- Click **Search** button

Data Entry

- Multiple Results are displayed

- Select by Journal ID
  - pay attention to GL Journal Line Number

Data Processing

- **Review Entries by Journal** page is displayed
- Review ALL Content on page including Journal ID, Chartfields, Accounting Journal Entries, etc.

- Click **Return to Search** button
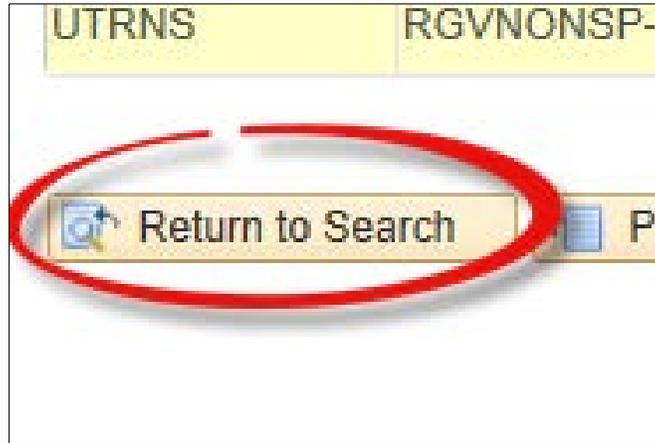
- Search for a different Accounting Entry by Journal or

- 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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