

The University of Texas
Rio Grande 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

Accounting Entries by Journal

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	=	▼	<input type="text"/>	
Journal ID	begins with	▼	<input type="text"/>	
Journal Date	=	▼	<input type="text"/>	
GL Journal Line Number	=	▼	<input type="text"/>	
Ledger	begins with	▼	<input type="text"/>	

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

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

Accounting Entries by Journal

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	=	▼	UTRGV	
Journal ID	begins with	▼		
Journal Date	=	▼		
GL Journal Line Number	=	▼		
Ledger	begins with	▼		

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

Data Entry

- Multiple Results are displayed
- Select by Journal ID
 - pay attention to GL Journal Line Number

Find an Existing Value

▼ Search Criteria

Business Unit = ▾ UTRGV × 🔍

Journal ID begins with ▾

Journal Date = ▾

GL Journal Line Number = ▾

Ledger begins with ▾

Search Clear 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	Journal ID	Journal Date	GL Journal Line Number	Ledger
UTRGV	BBI0000557	07/07/2017	1	ACTUALS
UTRGV	BBI0000557	07/07/2017	2	ACTUALS
UTRGV	BBI0000558	08/02/2017	1	ACTUALS
UTRGV	BBI0000558	08/02/2017	2	ACTUALS
UTRGV	BBI0000559	08/09/2017	1	ACTUALS
UTRGV	BBI0000559	08/09/2017	2	ACTUALS

Data Processing

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

Review Entries by Journal

Journal ID

Business Unit UTRGV Journal BBI0000655 Date 05/08/2018 GL Journal
Ledger ACTUALS Line 7 Line Descr Billing

Chartfields Personalize | Find | View All | First 1 of 1 Last

Account	Fund Code	Department	Cost Center	Function	Program	PC Business Unit	Project	Activity	Analysis Type	Affiliate	Fund
44451	3200	205060	32000009	999							

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Base Currency USD Base Amount
Currency USD Transaction Amount
Statistics Code Statistic Amount

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

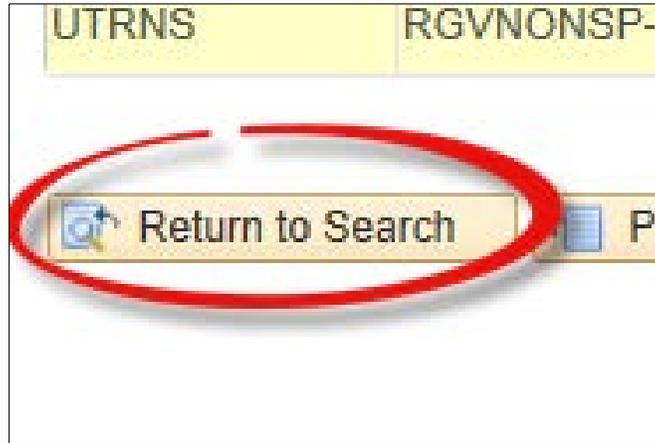
Jnl Information | Transaction Amts | Reference Information |

BI Unit	Invoice	Sequence	Account	Fund	Dept	Cost Center	Function	Program	Project	Affili
UTRNS	NS-0000010-INV		144451	3200	205060	32000009	999			

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Return to Search Notify

-
- Click **Return to Search** button



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- Search for a different Accounting Entry by Journal or

The screenshot shows a web application interface titled "Accounting Entries by Journal". Below the title is a subtitle: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a button labeled "Find an Existing Value". Below this is a section titled "Search Criteria" with a dropdown arrow. The search criteria include: "Business Unit" with a dropdown menu and a search icon; "Journal ID" with a "begins with" dropdown and a search icon; "Journal Date" with a dropdown menu and a search icon; "GL Journal Line Number" with a dropdown menu and a search icon; and "Ledger" with a "begins with" dropdown and a search icon. At the bottom of the form are buttons for "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria" (with a save icon).

- 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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