

The University of Texas  
Rio Grande Valley™

*Accounts Receivable*

*View/Update Item Details*

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Updated: 11/09/18

Created: 07/20/18

# Objective

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***To Properly View and/or Update  
Item Details in Customer Accounts  
in  
PeopleSoft 9.2  
Accounts Receivable Module  
by Explanation, Demonstration, & Practical Application***

# Navigation

## Fluid Tile Navigation:

- Program Mgmt, Billing & AR
- Receivables
- AR WorkCenter for Specialist
- Main (tab left side of screen)
  - - Links
  - - Items
  - - View/Update Item Details



## NavBar Navigation:

- Navigator >
- Financials >
- Accounts Receivable >
- Customer Accounts >
- Item Information >
- View/Update Item Details

**View/Update Item Details**


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"/>	🔍
Customer ID	begins with	▼	<input type="text"/>	🔍
Item ID	begins with	▼	<input type="text"/>	
Item Line	=	▼	<input type="text"/>	
Item Status	=	▼	<input type="text"/>	▼
Credit Analyst	begins with	▼	<input type="text"/>	🔍
Collector	begins with	▼	<input type="text"/>	🔍
Purchase Order Reference	begins with	▼	<input type="text"/>	🔍
Document ID	begins with	▼	<input type="text"/>	
Bill of Lading	begins with	▼	<input type="text"/>	
Contract	begins with	▼	<input type="text"/>	🔍

Case Sensitive

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

# View/Update Item Details

- Find an Existing Value
- Enter
  - Business Unit: **UTRNS**
  - Customer ID: (optional) (NSP00008)
  - Item ID: (optional)  
**(no Lookup icon present)**
- Click **Search** button
  - Select an Invoice (**Item ID**)

**View/Update Item Details**

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 =

Customer ID begins with

Item ID begins with

Item Line =

Item Status =

Credit Analyst begins with

Collector begins with

Purchase Order Reference begins with

Document ID begins with

Bill of Lading begins with

Contract begins with

Case Sensitive

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

**Search Results**

View All First 1-6 of 6 Last

Business Unit	Customer ID	Item ID	Item Line	Item Status	Credit Analyst	Collector	Purchase Order Reference	Document ID	Bill of Lading	Contract
UTRNS	NSP00008	NS-0000009-CR	0	Closed	CA	COL01	(blank)	NS-0000009-INV	(blank)	(blank)
UTRNS	NSP00008	NS-0000009-INV	0	Closed	CA	COL01	(blank)	(blank)	(blank)	(blank)
UTRNS	NSP00008	NS-0000010-CR	0	Closed	CA	COL01	(blank)	NS-0000010-INV	(blank)	(blank)
UTRNS	NSP00008	NS-0000010-INV	0	Closed	CA	COL01	(blank)	(blank)	(blank)	(blank)
UTRNS	NSP00008	NS-0000011-CR	0	Closed	CA	COL01	(blank)	NS-0000011-INV	(blank)	(blank)
UTRNS	NSP00008	NS-0000011-INV	0	Closed	CA	COL01	(blank)	(blank)	(blank)	(blank)

# Review Data

- Review content displayed in Detail 1, 2, 3 tabs

Detail 1 | **Detail 2** | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

Unit UTRNS      Customer NSP00008      Region One.ESC.....  
Item ID NS-0000011-INV      Line      Days Late -26      Status Closed

Balance 0.00 USD

**Reference Information**

Related Unit <input type="text" value="UTRNS"/>	Document <input type="text"/>
Related Invoice <input type="text" value="NS-0000011-INV"/> Detail	OM Business Unit <input type="text"/>
Related Invoice Date <input type="text" value="09/07/2018"/>	Order Number <input type="text"/>
Claim Date <input type="text"/>	Purchase Order <input type="text"/>
Claim Number <input type="text"/>	Contracts BU <input type="text"/>
Letter of Credit	Contract <input type="text"/>
AG Number	Contract Line <input type="text"/>
Service Purchase ID	Reference Reason <input type="text" value="NSP"/>
Subrog Case No	

**Contacts & Shipping**

Sales Person 2 <input type="text"/>	Carrier ID <input type="text"/>
Broker <input type="text"/>	Proof of Delivery <input type="text"/>
Ship From Site <input type="text"/>	Bill of Lading <input type="text"/>
Sold To Customer <input type="text"/>	Location <input type="text" value="1"/>
Ship To Customer <input type="text"/>	

**Product Information**

Family <input type="text"/>	Trade <input type="text"/>
Class <input type="text"/>	Division <input type="text"/>

Split      Add Conversation

Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

# Data Entry

- Select **Item Activity** tab
  - Shows all Item Activity for this item.  
For sequence 1 the info is on the creation of the item  
For sequence 2 the information is on a payment applied to this item.

Detail 1	Detail 2	Detail 3	Item Activity	Item Accounting Entries	Item Audit History				
Unit:	UTRNS	Customer:	NSP00008	Region One ESC					
Item ID:	NS-000011-INV	Line:		Days Late:	-26	Status:	Closed		
Balance	0.00	USD							
<b>Item Activities</b>						Find   View All	First	1-2 of 2	Last
Sequence	1	Accounting Date	09/07/2018	Posted Date	09/10/2018				
Entry Type	INV	Reason	NSP	Worksheet Reason	Voucher ID				
Document					Amount	3,750.00	USD		
Group Unit	UTRNS	Group ID	91	Billing					
Sequence	2	Accounting Date	09/11/2018	Posted Date	09/11/2018				
Entry Type	MT	Reason		Worksheet Reason	Voucher ID				
Document					Amount	-3,750.00	USD		
Group Unit	UTRNS	Group ID	116	MAINT	Match Group ID	99999			
Split		Add Conversation		View Audit Logs					
Save	Return to Search	Previous in List	Next in List	Notify	Refresh				
Detail 1   Detail 2   Detail 3   Item Activity   Item Accounting Entries   Item Audit History									

# Data Entry

- Select Item Accounting Entries tab

Detail 1 | Detail 2 | Detail 3 | Item Activity | **Item Accounting Entries** | Item Audit History

Unit UTRNS      Customer NSP00008      Region One ESC

Item ID NS-0000011-INV      Line      Days Late -26      Status Closed

Balance      0.00      USD

Item Activity Find | View All      First 1 of 2 Last

Seq 1      Entry Type INV      Acctg Date 09/07/2018      Amount 3,750.00      Revenue Estimate

Accounting Lines Personalize | Find | View All      First 1 of 1 Last

Accounting Information	Line Information	Document	Journal Reference Information	Item Creation/Update Details						
Line	Ledger Group	Ledger	GL Unit	Account	Fund Code	Department	Cost Center	Function	Program Code	PC Bus
1	ACTUALS	ACTUALS	UTRGV	11680	2200					

use horizontal scroll bar to view more

Split      Add Conversation      View Audit Logs

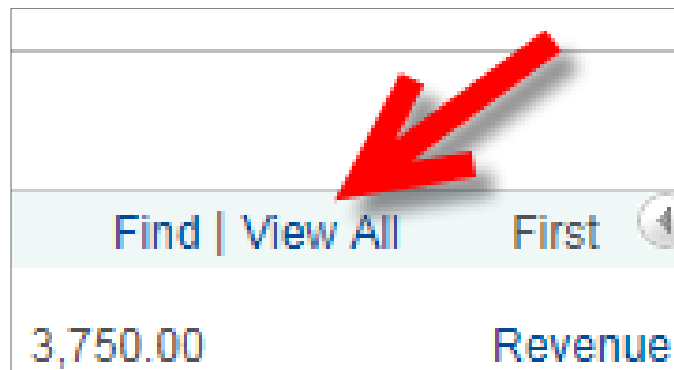
Save    Return to Search    Previous in List    Next in List    Notify    Refresh

Detail 1 | Detail 2 | Detail 3 | Item Activity | **Item Accounting Entries** | Item Audit History

# Data Entry

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- Click **View All** link (if available)
  - For each of the item activities, the corresponding accounting entries are shown.



A screenshot of a table interface. The table has a light blue header row and a white data row. The header row contains the text 'Find | View All' and 'First' followed by a circular arrow icon. The data row contains the value '3,750.00' and the word 'Revenue'. A large red arrow points from the top right towards the 'View All' link in the header.

Find   View All	First
3,750.00	Revenue



# Data Review

- Review **All** shown *Sequence* Content

Detail 1 | Detail 2 | Detail 3 | Item Activity | **Item Accounting Entries** | Item Audit History

Unit UTRNS      Customer NSP00008      Region One ESC

Item ID NS-0000011-INV      Line      Days Late -26      Status Closed

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Balance      0.00      USD

Item Activity      Find | View 1      First 1-2 of 2 Last

Seq 1      Entry Type INV      Acctg Date 09/07/2018      Amount 3,750.00      Revenue Estimate

**Accounting Lines**      Personalize | Find | View All | First 1 of 1 Last

Accounting Information | Line Information | Document | Journal Reference Information | Item Creation/Update Details

Line	Ledger Group	Ledger	GL Unit	Account	Fund Code	Department	Cost Center	Function	Program Code	PC Bu
1	ACTUALS	ACTUALS	UTRGV	11680	2200					

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Seq 2      Entry Type MT      Acctg Date 09/11/2018      Amount -3,750.00      Revenue Estimate

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

Accounting Information | Line Information | Document | Journal Reference Information | Item Creation/Update Details

Line	Ledger Group	Ledger	GL Unit	Account	Fund Code	Department	Cost Center	Function	Program Code	PC Bu
2	ACTUALS	ACTUALS	UTRGV	11680	2200					
100	ACTUALS	ACTUALS	UTRGV	11680	2200					

Split      Add Conversation      View Audit Logs

Save      Return to Search      Previous in List      Next in List      Notify      Refresh

Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History

# Data Review

- Select **Item Audit History** tab
  - View any changes made for the item with last update, field change, previous value, user ID and source of change.

The screenshot displays the 'Item Audit History' tab within a software interface. At the top, there are navigation tabs: 'Detail 1', 'Detail 2', 'Detail 3', 'Item Activity', 'Item Accounting Entries', and 'Item Audit History'. Below these, the following information is shown: Unit UTRNS, Customer NSP00008, Region One ESC, Item ID NS-0000011-INV, Line, Days Late -26, and Status Closed. A balance of 0.00 USD is also indicated. The main section is titled 'Item Audit History Information' and includes a table with the following columns: Last Update, Field Changed, Previous Value, Updated Value, User ID, and Source of Change. The table is currently empty. Below the table are buttons for 'Split' and 'Add Conversation'. At the bottom, there are several utility buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', and 'Refresh'. The footer shows the current tab selection: 'Detail 1 | Detail 2 | Detail 3 | Item Activity | Item Accounting Entries | Item Audit History'.

Last Update	Field Changed	Previous Value	Updated Value	User ID	Source of Change

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***This Process Is Now Complete***

Contact us at:

- If you have questions please contact: [AccountsReceivable@utrgv.edu](mailto:AccountsReceivable@utrgv.edu)

**The University of Texas**  
**Rio Grande Valley**<sup>TM</sup>

*Accounts Receivable*