

The University of Texas Rio Grande ValleyTM

Accounts Receivable

Review Receivables Information


Organizer(s): David Guerra, Training Coordinator

Updated: 07/20/18

Objective

***To Properly Review
Receivables Information
in
PeopleSoft 9.2
Accounts Receivable Module
by Explanation, Demonstration, & Practical Application***

Navigation


- Log in to PeopleSoft 9.2
-  NavBar: Navigator > Financial > Accounts Receivable > Receivables Update > Out of Balance Customers


Out of Balance Customers

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 = 

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

Out of Balance Customers

- Find an Existing Value
- Enter
 - Business Unit: **UTRNS**
- Click **Search** button

Out of Balance Customers

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 = ▼ UTRNS 🔍

Search

Clear

Basic Search



Save Search Criteria

Data Entry


The Out of Balance Customer inquiry is used to review customer balances in a business unit and verifies if the sum exceeds open AR items. Usually the return is **'No matching values were found.'**

Find an Existing Value

▼ Search Criteria

Business Unit = ▼ UTRNS 🔍

Search Clear Basic Search 📄 Save Search Criteria


No matching values were found. 


Navigate


Unit Activities Inquiry


- Accounts Receivable > Receivable Analysis > Review Receivables Information > Unit Activities

System Activity


*Unit 

Activity Type 

From Date 

To Date 

Entry Type

*Display Amount Switch 

Data Entry

- Enter
 - Unit: **UTRNS**
 - Activity Type: **Entry Type** (default)
 - From Date: (i.e., 01/01/2018)
 - To Date: (i.e., CURRENT DATE)

System Activity

*Unit

Activity Type

From Date

To Date

USD USD

Entry Type *Display Amount Switch

- Click **Search** button

Data Entry

- System Activity by Entry Type for specified period displays

System Activity

*Unit

Activity Type

From Date

To Date

Beginning 4,491,083.210 USD Ending 8,049,580.970 USD

Entry Type *Display Amount Switch

Unit Activity					
Personalize Find View All <input type="button" value="Print"/> <input type="button" value="Grid"/>					
First <input type="button" value="Left Arrow"/> 1-4 of 4 <input type="button" value="Right Arrow"/> Last					
Description	Short Descr	Bank Account	Amount	Currency	
1 Credit Memo			-1,615,360.00	USD	
2 Invoice			6,232,158.26	USD	
3 Match Customer DR and CR			0.00	USD	
4 Payment			-1,058,300.50	USD	
Group Amount			3,558,497.76	Currency USD	

Navigate

Unit Aging Inquiry

- 📄 Accounts Receivable > Receivables Analysis > Review Receivables Information > Unit Aging

The screenshot shows a web application interface for 'Unit Aging Inquiry'. At the top, there are two tabs: 'Unit Aging' (selected) and 'Unit Aging Chart'. Below the tabs is a search area with a text input field labeled '*Unit |' followed by a magnifying glass icon and a yellow 'Search' button. A horizontal line separates the search area from the main content area, which is currently empty and labeled 'Item Balance'. At the bottom of the interface, there are three buttons: 'Notify' (yellow), 'Previous tab' (grey), and 'Next tab' (yellow). Below the buttons is a breadcrumb trail: 'Unit Aging | Unit Aging Chart'.

Data Entry

- Enter
 - Unit: **UTRNS** (or use Look Up icon)

The screenshot shows a web application interface with two tabs: 'Unit Aging' (selected) and 'Unit Aging Chart'. Below the tabs is a search bar with the text '*Unit UTRNS' and a magnifying glass icon, followed by a yellow 'Search' button. Below the search bar is a table with one row: 'Item Balance' followed by '8,099,780.970 USD'. At the bottom of the interface are three buttons: 'Notify' (yellow), 'Previous tab' (grey), and 'Next tab' (yellow). The footer text reads 'Unit Aging | Unit Aging Chart'.

Unit Aging	
*Unit	UTRNS
Search	
Item Balance	8,099,780.970 USD

Notify Previous tab Next tab

Unit Aging | Unit Aging Chart

- Click **Search** button

Data Entry

- Aging balances by aging category. Shown here are the results from the last Aging run. If you want this page to be up to date then run the Aging process

Unit Aging | Unit Aging Chart

*Unit

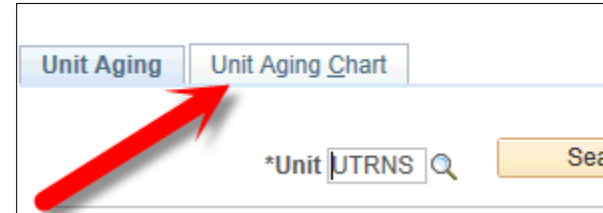
Item Balance 8,099,780.970 USD

Unit Aging						
Personalize Find View All First 1-4 of 7 Last						
Aging ID	Aging Category	Description	Amount	Currency	Count	
1 STD	01	Future	3,158,250.50	USD	15	
2 STD	02	Current	155.00	USD	2	
3 STD	03	31-60 Days	8,356.00	USD	8	
4 STD	04	61-90 Days	269,832.51	USD	101	

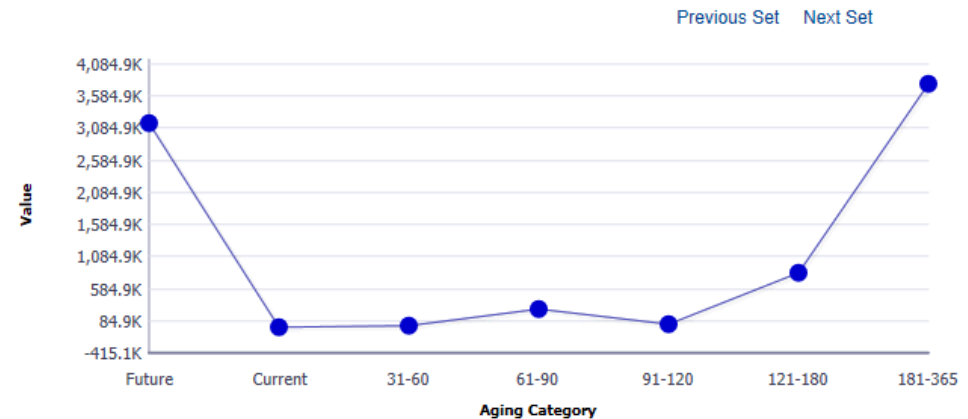
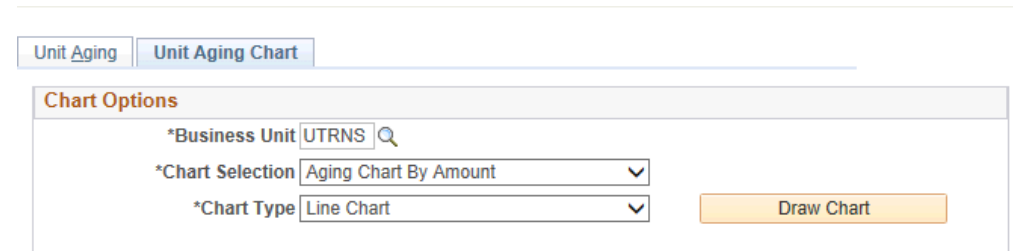
Unit Aging | Unit Aging Chart

Data Entry

- Click on **Unit Aging Chart** tab



- Aging Line Chart displays
 - Use Chart Options fields to modify the chart display
 - Line Chart
 - Pie Chart
 - Horizontal Bar Chart
 - Stacked Bar Chart






Navigate

Unit Cash Inquiry

 Accounts Receivable > Receivables Analysis > Review Receivables Information > Unit Cash

Unit Cash

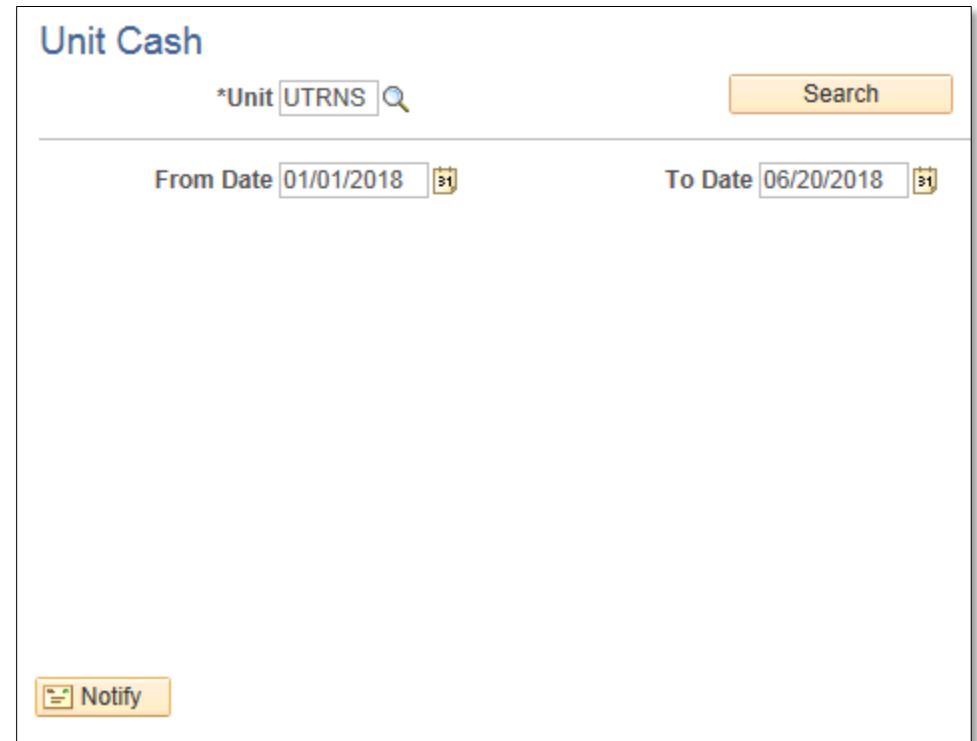
*Unit 

From Date  To Date 

Data Entry

- Enter
 - Unit: UTRSP
 - From Date: (i.e., 01/01/2018)
(current date defaults)
 - To Date: (i.e., CURRENT DATE)
(current date defaults)

- Click **Search** button



The screenshot shows a web interface titled "Unit Cash". At the top, there is a search bar with the text "*Unit UTRNS" and a magnifying glass icon. To the right of the search bar is an orange "Search" button. Below the search bar, there are two date input fields: "From Date" with the value "01/01/2018" and "To Date" with the value "06/20/2018". Both date fields have a small calendar icon to their right. At the bottom left of the interface, there is an orange "Notify" button with a bell icon.

Data Entry

- Cash totals appears for UNIT for the time period specified

Unit Cash

*Unit

From Date To Date

Cash Snapshot

Cash Applied to This Unit	-1,058,300.500
Cash Directly Journalled	-1,900.000
Cash Applied to Other Units	0.000
Total Cash Received	-1,060,200.500
Cash Applied from Other Units	0.000
Total Cash Applied	-1,058,300.500

This Process Is Now Complete

Contact us at:

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

The University of Texas
Rio Grande ValleyTM

Accounts Receivable