

The University of Texas Rio Grande ValleyTM

Accounts Receivable

Item Information Inquiries

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Objective

***How To Properly Generate
Item Information Inquiries
in
PeopleSoft 9.2
Accounts Receivable Module
by Explanation, Demonstration & Practical Application***

Navigation

📌 NavBar: Financials > Accounts Receivable > Customer Accounts > Item Information > Item Activity Summary

Item Activity Summary

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](#)

Item Information Inquiries

- Find an Existing Value
- Enter
 - Business Unit: **UTRNS**
 - Customer ID: (i.e., NSP00002)
 - Item ID: (i.e., NS-0000017-INV)
- Click **Search** button

Item Activity Summary

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	
Customer ID	begins with	▼	NSP00002	
Item ID	begins with	▼	NS-0000017-INV	
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

Data Entry

- Item Activity Summary page provides details for the item with balance, status, days aging, accounting and posted date etc.

Item Activity Summary

Unit: UTRNS Customer: NSP00002 Rio Grande Regional Hospital

Item ID: NS-0000017-INV Line: Days Late: -7 ★ Status: Closed

Item Activity Find | View All First ◀ 1-2 of 2 ▶ Last

Item Balance 0.00 USD *Display Amount Switch

Seq	Entry Type	Reason	Document ID	Accounting Date	Balance	Currency	Posted
1	INV	NSP		05/16/2018	135,750.00	USD	05/18/2018
2	MT			06/08/2018	-135,750.00	USD	06/08/2018

[Return to Search](#) [Notify](#)

Navigate

- **Item Billing Data Inquiry**


 Accounts Receivable > Customer Accounts > Item Information > Item Billing Data


Item Billing Data

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 ▼ 

Bill Status = ▼ ▼

Contract begins with ▼ 

Case Sensitive

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

Data Entry

- Enter
 - Business Unit: UTRNS
 - Invoice: (i.e., NS-0000017-INV)

- Click **Search** button

Item Billing Data

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 🔍

Invoice begins with ▼ NS-0000017-INV 🔍

Bill Status = ▼

Contract begins with ▼

Case Sensitive

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

Data Entry

- AR Billing Inquiry page appears
- Review ALL content on page including links

AR Billing Inquiry

Invoice

Unit	UTRNS	Invoice	NS-000017-INV	Invoice Date	05/16/2018		
Bill Type	D31	Source	ONL	Status	INV	Billing Currency	USD
Customer	NSP00002	Rio Grande Regional Hospital			Invoice Amount	135,750.00	
Location	2	Accounting Office			Total Sales/Use Tax	0.00	
Terms	N30				Total VAT Amount	0.00	

Invoice Lines [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Refresh](#) | First 1 of 1 Last

Line	Identifier	Description	Quantity	UOM	Unit Price	Gross Extended	Net Plus Tax
1	REV_RGV_DES31	TEST Fund 3100 - Sales -TEST	16.0000	UNT	8,484.3750	135,750.00	135,750.00

[Bill Header Notes](#) [Bill To Address](#) [Bill Header - Projects Information](#)

Go To

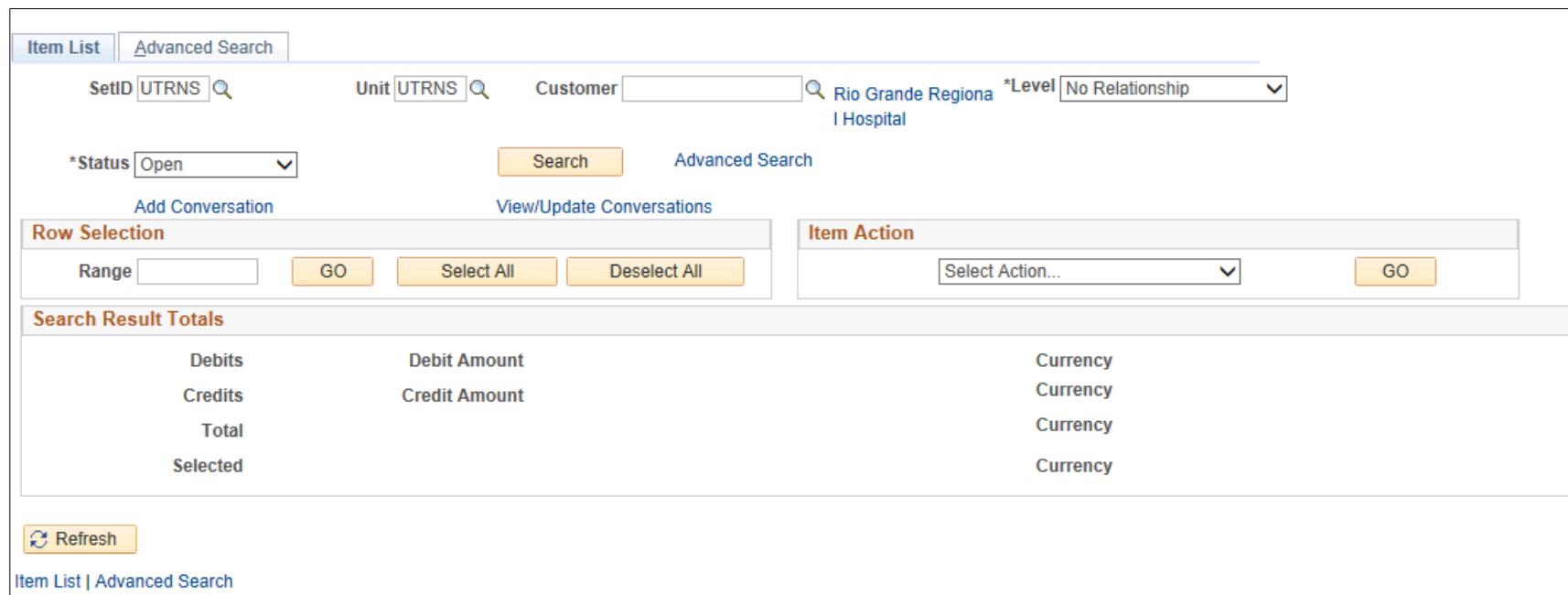
View in Base Currency

[Return to Search](#) [Notify](#)

Navigate

- **Billing Activity**

 Accounts Receivable > Customer Accounts > Item Information > Item List



Item List | Advanced Search

SetID Unit Customer *Level

*Status Search Advanced Search

Add Conversation View/Update Conversations

Row Selection

Range GO Select All Deselect All

Item Action

Select Action... GO

Search Result Totals

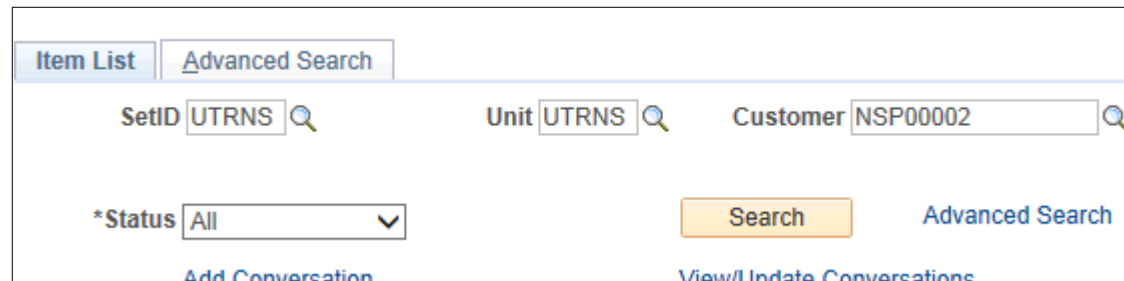
Debits	Debit Amount	Currency
Credits	Credit Amount	Currency
Total		Currency
Selected		Currency

Refresh

Item List | Advanced Search

Data Entry

- Enter
 - SetID: UTRNS
 - Unit: UTRNS
 - Customer: (i.e., NSP00002)
 - Status: Change to 'All'



The screenshot shows a software interface with two tabs: "Item List" and "Advanced Search". The "Advanced Search" tab is active. Below the tabs, there are three search fields: "SetID" with the value "UTRNS", "Unit" with the value "UTRNS", and "Customer" with the value "NSP00002". Each field has a magnifying glass icon to its right. Below these fields, there is a dropdown menu for "*Status" with the value "All" and a downward arrow. To the right of the dropdown is an orange "Search" button and a blue "Advanced Search" link. At the bottom of the interface, there are two blue links: "Add Conversation" and "View/Update Conversations".

- Click **Search** button

Data Entry

- List of ALL items for the Customer specified appears
- User can select different “**Status**” to review items for specific customer (e.g. Open, Closed, Past Due)

Item List | Advanced Search

SetID UTRNS | Unit UTRNS | Customer NSP00002 | Rio Grande Regiona *Level No Relationship | Hospital

*Status All | Search | Advanced Search

Add Conversation | View/Update Conversations | Account Overview

Row Selection: Range | GO | Select All | Deselect All | Item Action: Select Action... | GO

Seq Nbr	Select	Item	Line	Activities	Conv	Conversation Exists?	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	<input type="checkbox"/>	NS-000004-INV			4		UTRNS	NSP00002	Closed	N30	INV	NSP	06/06/2018	-19		USD
2	<input type="checkbox"/>	NS-000006-INV			1	Y	UTRNS	NSP00002	Open	N30	INV	NSP	06/06/2018	2	40,000.00	USD
3	<input type="checkbox"/>	NS-000008-INV			2	Y	UTRNS	NSP00002	Open	N30	INV	NSP	06/07/2018	1	4,900.00	USD
4	<input type="checkbox"/>	NS-000009-CR			2		UTRNS	NSP00002	Closed	N30	CR	NONSP	06/09/2018	-30		USD
5	<input type="checkbox"/>	NS-000009-INV			2		UTRNS	NSP00002	Closed	N30	INV	NSP	06/07/2018	-28		USD
6	<input type="checkbox"/>	NS-000011-INV			4		UTRNS	NSP00002	Closed	N30	INV	NSP	06/07/2018	-30		USD
7	<input type="checkbox"/>	NS-000012-INV			1		UTRNS	NSP00002	Open	N30	INV	NSP	06/07/2018	1	46,000.50	USD
8	<input type="checkbox"/>	NS-000014-INV			2		UTRNS	NSP00002	Closed	N30	CR	NONSP	06/10/2018	-23		USD

Search Result Totals

Debits	10	Debit Amount	362,400.50	Currency	USD
Credits	1	Credit Amount	-135,750.00	Currency	USD
Total	11	Total Amount	226,650.50	Currency	USD
Selected				Currency	

Refresh

Item List | Advanced Search

Navigate

Item Activity From a Group

- ▶ Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Group

Item Activity From a Group

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

[Find an Existing Value](#)

▼ **Search Criteria**

Group Unit = ▾ 🔍

Group ID begins with ▾ 🔍

Business Unit = ▾ 🔍

Customer ID begins with ▾ 🔍

Posted Date = ▾ 📅

Group Type begins with ▾

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

Data Entry

- Enter
 - Group Unit: **UTRNS**
 - Group ID: (optional)
 - Business Unit: **UTRNS**

- Click **Search** button

Item Activity From a Group

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

[Find an Existing Value](#)

▼ **Search Criteria**

Group Unit = ▼ 🔍


Group ID begins with ▼

Business Unit = ▼ 🔍

Customer ID begins with ▼ 🔍

Posted Date = ▼ 📅

Group Type begins with ▼

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

Data Entry

- Search Results display below the Search button

Item Activity From a Group

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

[Find an Existing Value](#)

Search Criteria

Group Unit =

Group ID begins with

Business Unit =

Customer ID begins with

Posted Date =

Group Type begins with

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

Search Results

View All First 1-100 of 243 Last

Group Unit	Group ID	Business Unit	Customer ID	Posted Date	Group Type
UTRNS	10	UTRNS	NSP00002	05/07/2018	B
UTRNS	11	UTRNS	NSP007558	05/07/2018	B
UTRNS	12	UTRNS	NSP00002	05/07/2018	B
UTRNS	13	UTRNS	NSP007805	05/08/2018	B
UTRNS	14	UTRNS	NSP00002	05/08/2018	B
UTRNS	15	UTRNS	NSP00002	05/08/2018	B

Data Entry

- Select Customer ID or Post Date

Item Activity From a Group

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

[Find an Existing Value](#)

Search Criteria

Group Unit =

Group ID begins with

Business Unit =

Customer ID begins with

Posted Date =

Group Type begins with

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

Search Results

[View All](#) First 1-100 of 243 Last

Group Unit	Group ID	Business Unit	Customer ID	Posted Date	Group Type
UTRNS	10	UTRNS	NSP00002	05/07/2018	B
UTRNS	11	UTRNS	NSP007558	05/07/2018	B
UTRNS	12	UTRNS	NSP00002	05/07/2018	B
UTRNS	13	UTRNS	NSP007805	05/08/2018	B
UTRNS	14	UTRNS	NSP00002	05/08/2018	B
UTRNS	15	UTRNS	NSP00002	05/08/2018	B

Data Entry

- Item Activity From a Group page displays.
 - Review all content posted for this activity

Item Activity From A Group

Group Unit UTRNS Posted Date 05/07/2018

Group ID 10

*Display Customer Switch *Display Amount Switch

Item Activities [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

Unit	Customer ID	Item ID	Item Line	Entry Type	Reason	Entry	Currency
1 UTRNS	NSP00002	NS-0000004-INV		INV	NSP	5,000.00	USD

Total Items 1 Group Amount 5,000.00 Currency USD

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Navigate

Item Activity From a Payment








- ▶ Accounts Receivable > Customer Accounts > Item Information > Item Activity From a Payment


Item Activity From a Payment

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

[Find an Existing Value](#)

▼ **Search Criteria**

Deposit Unit	=	▼	<input type="text"/>	
Deposit ID	begins with	▼	<input type="text"/>	
Payment Sequence	=	▼	<input type="text"/>	
Payment ID	begins with	▼	<input type="text"/>	
Business Unit	=	▼	<input type="text"/>	
Customer ID	begins with	▼	<input type="text"/>	
Posted Date	=	▼	<input type="text"/>	
Payment Type	=	▼	<input type="text"/>	▼

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

Data Entry

- Enter
 - Deposit Unit: **UTRNS**
 - Deposit ID: (optional)
 - Payment ID: (optional)
 - Business Unit: **UTRNS**

- Click **Search** button

Item Activity From a Payment

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

[Find an Existing Value](#)

▼ **Search Criteria**

Deposit Unit	=	▼	UTRNS	
Deposit ID	begins with	▼		
Payment Sequence	=	▼		
Payment ID	begins with	▼		
Business Unit	=	▼	UTRNS	
Customer ID	begins with	▼		
Posted Date	=	▼		
Payment Type	=	▼		▼

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

Data Entry

- Search Results displays with Payment ID, Customer ID, Posted date

Item Activity From a Payment

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

[Find an Existing Value](#)

Search Criteria

Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

Business Unit =

Customer ID begins with

Posted Date =

Payment Type =

[Basic Search](#)

Search Results

View All First 1-10 of 10 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Business Unit	Customer ID	Posted Date	Payment Type
UTRNS	1	1	1824501-1	UTRNS	NSP00002	05/08/2018	Payment
UTRNS	11	1	1236489-2	UTRNS	NSP007644	06/06/2018	Payment
UTRNS	123	1	12131415-1	UTRNS	NSP319759	06/06/2018	Payment
UTRNS	2	1	1812351-1	UTRNS	NSP00002	05/08/2018	Payment
UTRNS	2	1	1812351-1	UTRNS	NSP00002	05/09/2018	Payment
UTRNS	2	1	1812351-1	UTRNS	NSP00002	05/10/2018	Payment
UTRNS	4	1	1812562-1	UTRNS	NSP007805	05/10/2018	Payment
UTRNS	6	1	1845879-1	UTRNS	NSP00002	05/10/2018	Payment
UTRNS	6	1	1845879-1	UTRNS	NSP00002	05/11/2018	Payment
UTRNS	9	1	TEST RECEIPT ID	UTRNS	NSP007805	05/18/2018	Payment

Data Entry

- Select Payment ID or Customer ID or Payment Type to Review

Item Activity From a Payment

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

[Find an Existing Value](#)

Search Criteria

Deposit Unit =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

Business Unit =

Customer ID begins with

Posted Date =

Payment Type =

Search Results

View All First 1-10 of 10 Last

Deposit Unit	Deposit ID	Payment Sequence	Payment ID	Business Unit	Customer ID	Posted Date	Payment Type
UTRNS	1	1	1824501-1	UTRNS	NSP00002	05/08/2018	Payment
UTRNS	11	1	1236489-2	UTRNS	NSP007644	06/06/2018	Payment
UTRNS	123	1	12131415-1	UTRNS	NSP319759	06/06/2018	Payment
UTRNS	2	1	1812351-1	UTRNS	NSP00002	05/08/2018	Payment
UTRNS	2	1	1812351-1	UTRNS	NSP00002	05/09/2018	Payment
UTRNS	2	1	1812351-1	UTRNS	NSP00002	05/10/2018	Payment
UTRNS	4	1	1812562-1	UTRNS	NSP007805	05/10/2018	Payment
UTRNS	6	1	1845879-1	UTRNS	NSP00002	05/10/2018	Payment
UTRNS	6	1	1845879-1	UTRNS	NSP00002	05/11/2018	Payment
UTRNS	9	1	TEST RECEIPT ID	UTRNS	NSP007805	05/18/2018	Payment

Data Entry

- **Item Activity From a Payment** page displays.
 - Shows that payment ID ___ for \$___ was applied to X number of invoices:
 - In some cases it will show that the rest was placed on account

Item Activity From a Payment

Deposit Unit: UTRNS Deposit ID: 1

Acctg Date: 05/08/2018 Posted Date: 05/08/2018

Payment ID: 1824501-1 Payment Amount: -100.00 Currency: USD

*Display Amount Switch:

Item Activity Personalize | Find | View All | First 1 of 1 Last

Activity 1 | Activity 2

Unit	Customer	Name	Group ID	Item ID	Line	Type	Reason	Payment ID	Payment Amount	Currency
UTRNS	NSP00002	Rio Grande Regional Hospital	19	NS-0000008-INV		PY		1824501-1	-100.00	USD

Totals

Total:	1	Total Amount:	-100.00	Currency:	USD
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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