

The University of Texas Rio Grande ValleyTM

Accounts Receivable

Reports – Payment Accounting Entries

Organizer(s): David Guerra, Training Coordinator


Updated: 07/20/18

Objective

***To Properly Generate Report for
Payment Accounting Entries
in
PeopleSoft 9.2
Accounts Receivable Module
by Explanation, Demonstration, & Practical Application***

Navigation

- Fluid Tile:

 NavBar: Navigator > Financials > Accounts Receivable > Payments > Reports > Accounting Entries

Accounting Entries


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

[Find an Existing Value](#) | [Add a New Value](#)

▼ **Search Criteria**

Run Control ID |

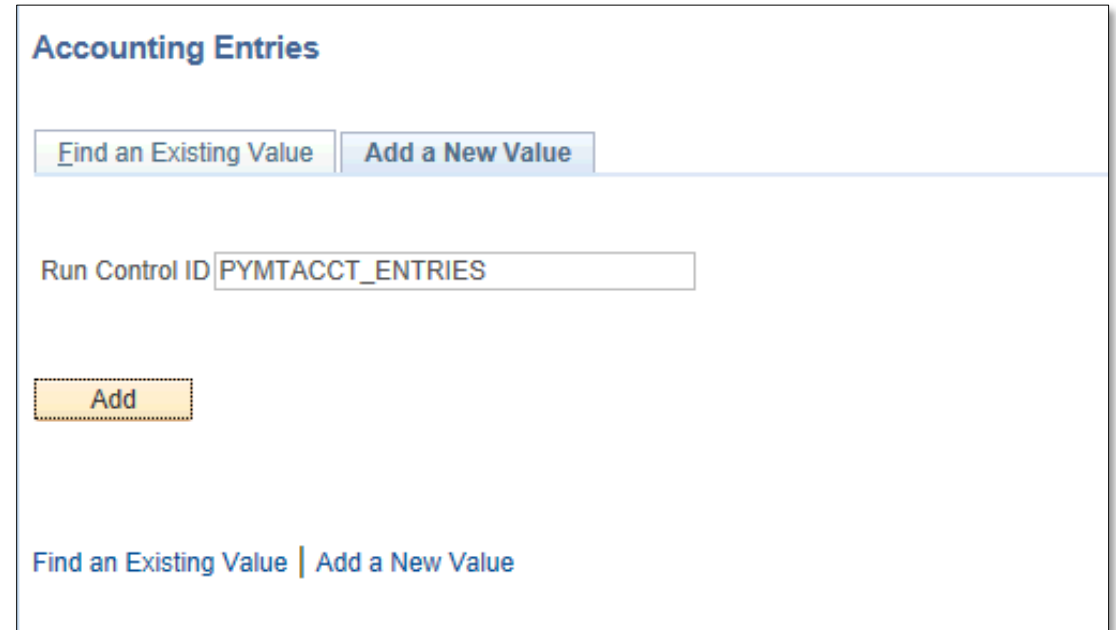
Case Sensitive

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

[Find an Existing Value](#) | [Add a New Value](#)

Reports – Payment Accounting Entries

- Find an Existing Value
 - Enter Control ID (if known)
- Add a New Value
 - Run Control ID: **PYMTACCT_ENTRIES**
(NO SPACES use dash or underscore)
- Click Add



The screenshot shows a web interface titled "Accounting Entries". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being the active tab. Below the tabs is a text input field labeled "Run Control ID" containing the text "PYMTACCT_ENTRIES". Below the input field is a yellow button with a dashed border labeled "Add". At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value", separated by a vertical bar.

Data Entry

- Accounting Entries criteria entry page displays
- Enter
 - From Date: (i.e., 05/01/2018)
(Beginning of month date)
 - To Date: End of month Date (i.e., 05/31/18)
 - Unit: **UTRNS**
 - Journal Template: **ARPAYMENT**
- Click the 'Refresh' button (if it the refresh does not initiate)
- Sort by Ledger: **Summary - All**
- Click the 'Refresh' button (if it the refresh does not initiate)
- In Chartfield Selection, check boxes for: Account, Fund Code, Project or Cost Center

Data Processing

Accounting Entries

Run Control ID PYMTACCT_ENTRIES Report Manager Process Monitor **Run**

Language English

Report Request Parameters

From Date 05/01/2018

To Date 05/31/2018

Unit UTRNS UTRGV Non Sponsor

Journal Template ARPAYMENT AR Payment Received

Sort by Ledger Summary - All

Refresh

ChartField Selection Personalize | Find | First 1-11 of 11 Last

Sequence	ChartField Name	Include CF
1	Account	<input checked="" type="checkbox"/>
2	Fund Code	<input checked="" type="checkbox"/>
3	Department	<input type="checkbox"/>
4	Cost Center	<input checked="" type="checkbox"/>
5	Function	<input type="checkbox"/>
6	Program Code	<input type="checkbox"/>
7	PC Business Unit	<input type="checkbox"/>
8	Project	<input type="checkbox"/>
9	Activity	<input type="checkbox"/>
10	Affiliate	<input type="checkbox"/>
11	Fund Affiliate	<input type="checkbox"/>

Save Notify Add Update/Display

- Click **Run** button

Data Processing

- Process Scheduler Request pops up in center of screen
 - NOTE: For this to get a result you will have to have applied payments that have been posted. You may need to run the ARUPDATE process to post Payments that you have applied in a previous test script.

Process Scheduler Request

User ID _____ Run Control ID PYMTACCT_ENTRIES

Server Name _____ Run Date 06/08/2018

Recurrence _____ Run Time 4:47:28PM

Time Zone _____

Process List

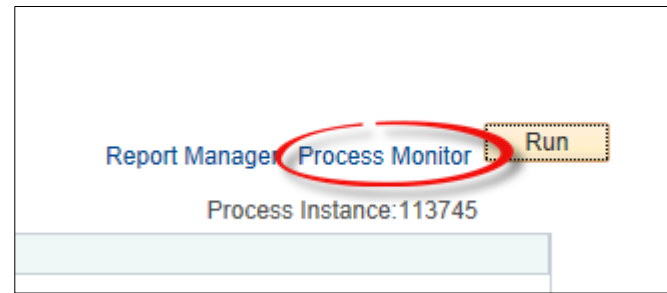
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Accounting Entries	AR50001	SQR Report	Web	PDF	Distribution

OK Cancel

- “Accounting Entries” process should be selected by default. If not, ensure the box is checked.
- Click **OK** button

Data Processing

- Click on **Process Monitor** link



- **View Process Request For** page opens

Process List [Server List](#)

View Process Request For

User ID Type Last 1 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	196822		SQR Report	AR50001		07/12/2018 3:44:28PM PDT	Queued	N/A	Details

Go back to Accounting Entries

Data Processing

- Press Refresh button as necessary
 - Run Status = Success
 - Distribution Status = Posted
 - or content in PROCESS LIST disappears (depends on system usage)
- Click on **Go back to Accounting Entries** link

Process List | Server List

View Process Request For

User ID: Type: Last: 1 Days Refresh

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

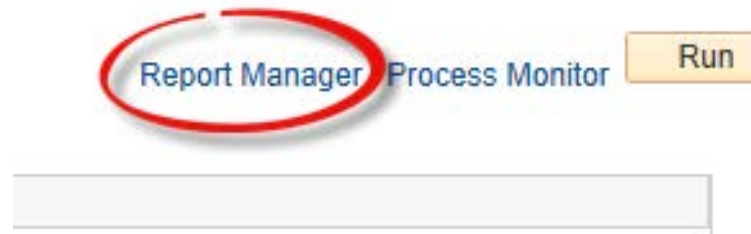
Select	Instance	Seq.	Process Type	User	Run Date/Time	Run Status	Distribution Status
<input type="checkbox"/>							

[Go back to Accounting Entries](#)

Process List | Server List

Data Processing

- Click on the REPORT MANAGER link

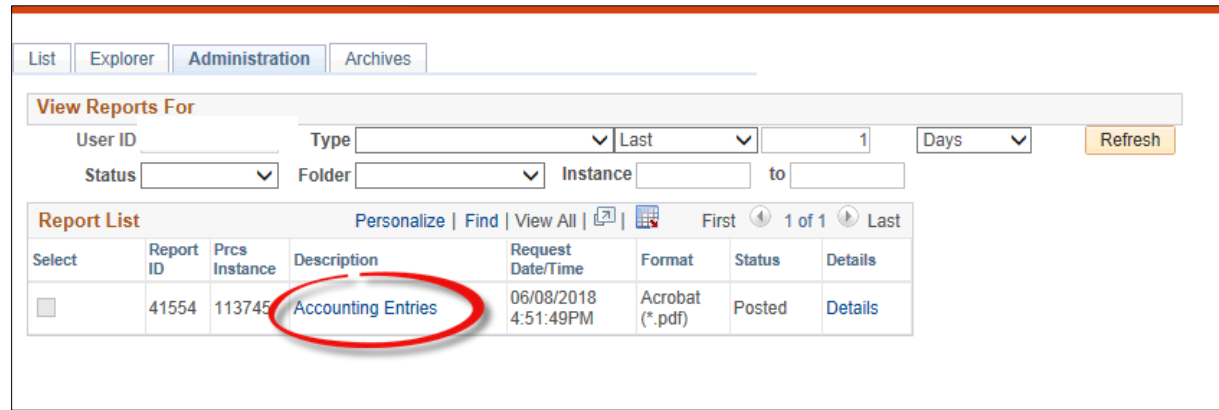


- Click on the Administration tab



Data Processing

- Click on PDF version Accounting Entries Report itself



The screenshot shows a web application interface with a navigation menu at the top containing 'List', 'Explorer', 'Administration', and 'Archives'. Below the menu is a 'View Reports For' section with several filters: 'User ID', 'Type', 'Last', '1', 'Days', 'Refresh', 'Status', 'Folder', 'Instance', and 'to'. Below this is a 'Report List' section with a table of reports. The table has columns for 'Select', 'Report ID', 'Prs Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The 'Accounting Entries' report is highlighted with a red circle.

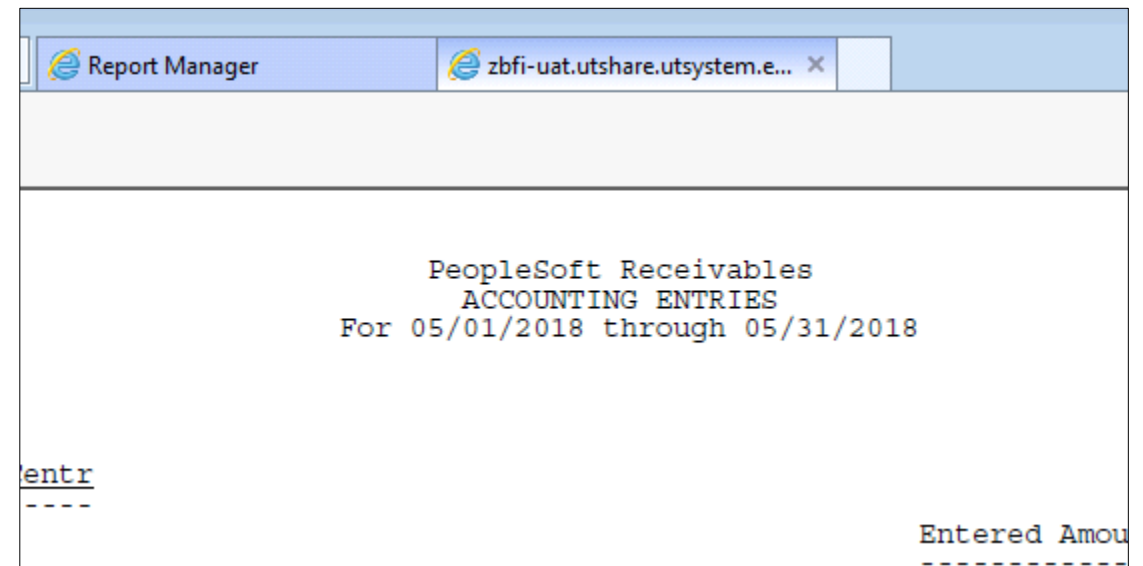
Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	41554	113745	Accounting Entries	06/08/2018 4:51:49PM	Acrobat (*.pdf)	Posted	Details

Viewing Report

- Report will appear in NEW browser window or tab of your browser

REMINDER: Please ENSURE POP-UPS are ENABLED for this server.

This will make viewing the REPORT or other DOCUMENTS in PDF easier during training and practical use of this module.



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