The University of Texas Rio Grande Valley

Accounts Receivable

Reports –
Payment Accounting Entries

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Updated: 07/20/18

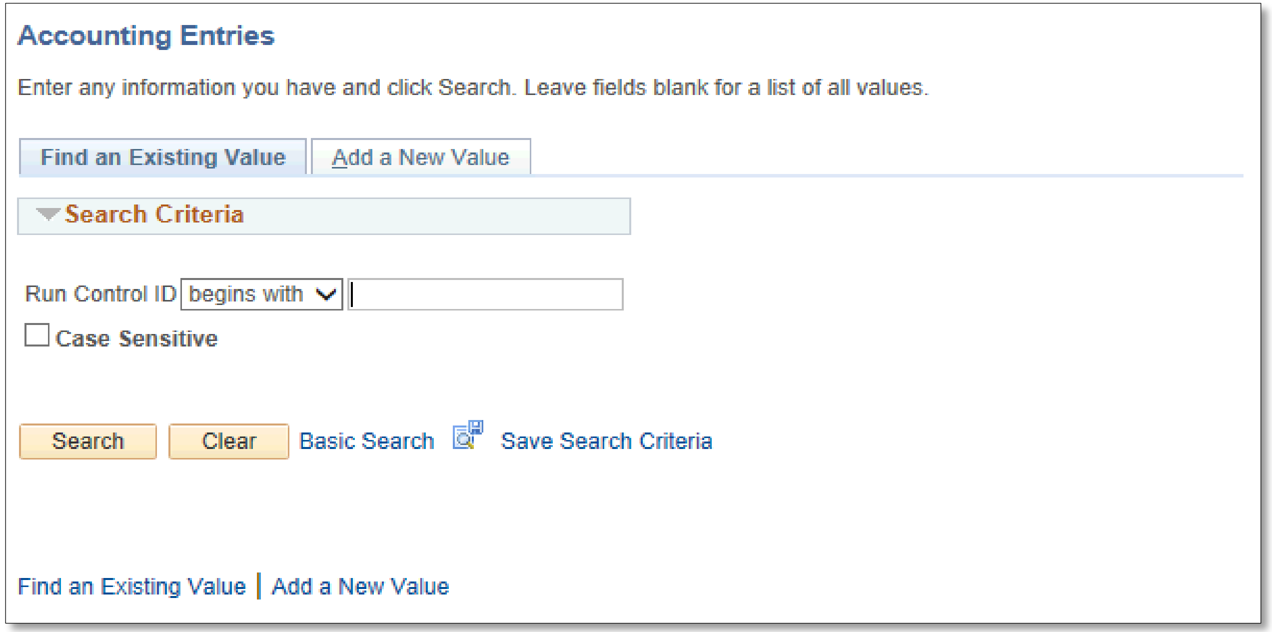
Objective

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

Navigation

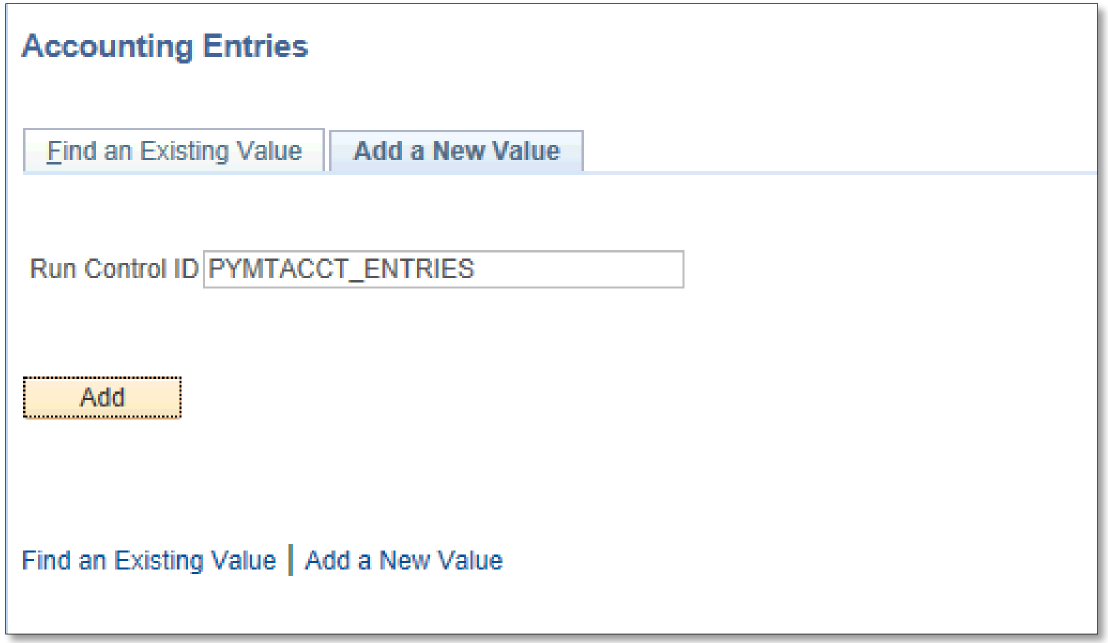
- Fluid Tile:

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



Reports – Payment Accounting Entries

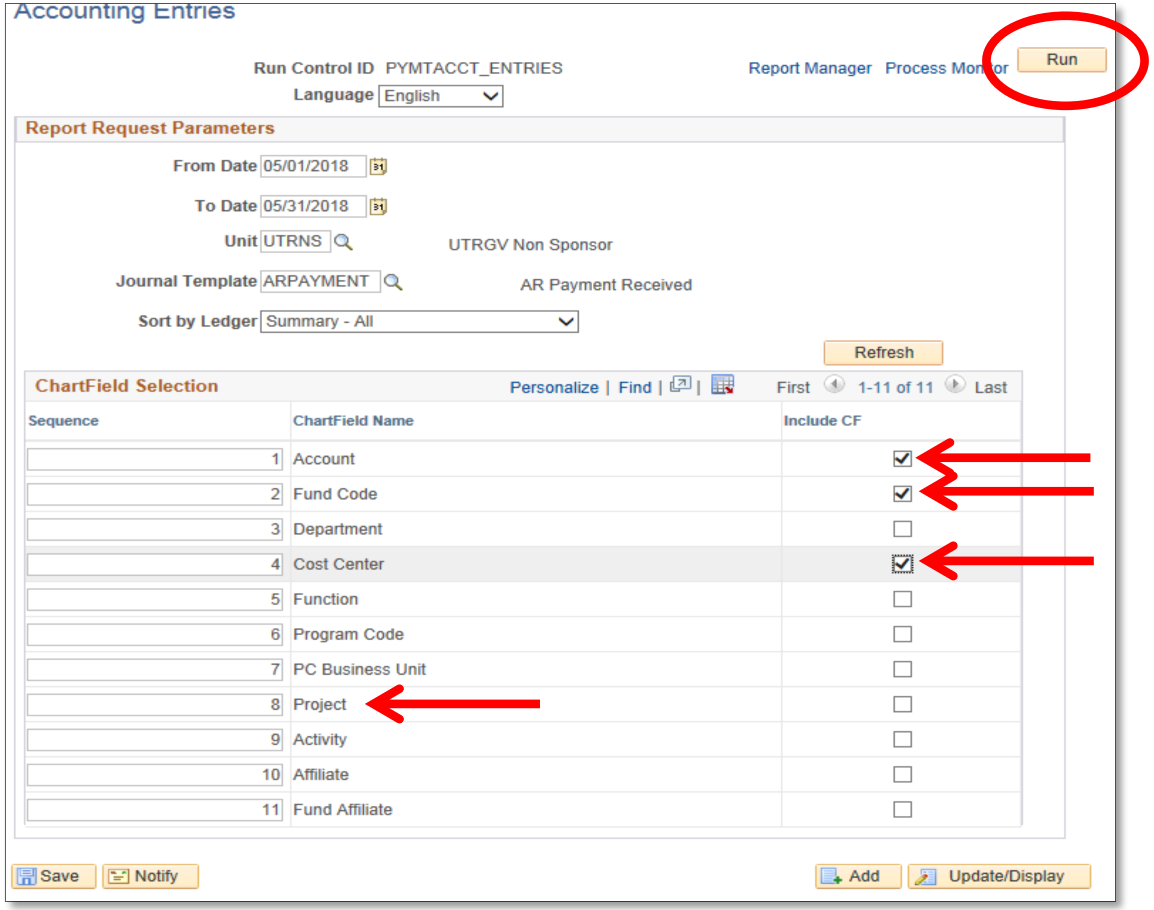
- Find an Existing Value
  - Enter Control ID (if known)
- Add a New Value
  - Run Control ID: **PYMTACCT_ENTRIES** (NO SPACES use dash or underscore)
- Click Add



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

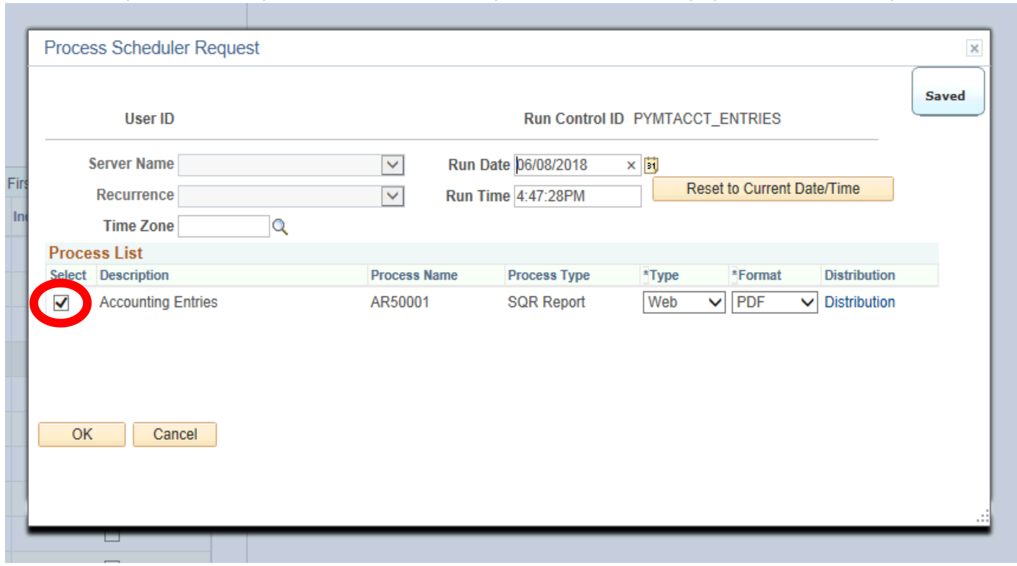
Data Processing



- Click **Run** button

Data Processing

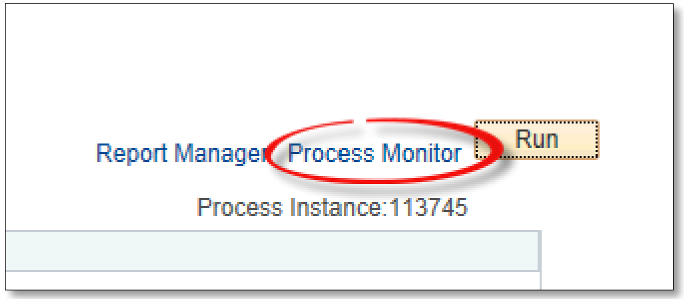
- Process Scheduler Request pops up in center of screen
  - NOTE: For this to get a result you will have to have applied payments that have been posted. You may need to run the ARUPDATE process to post Payments that you have applied in a previous test script.



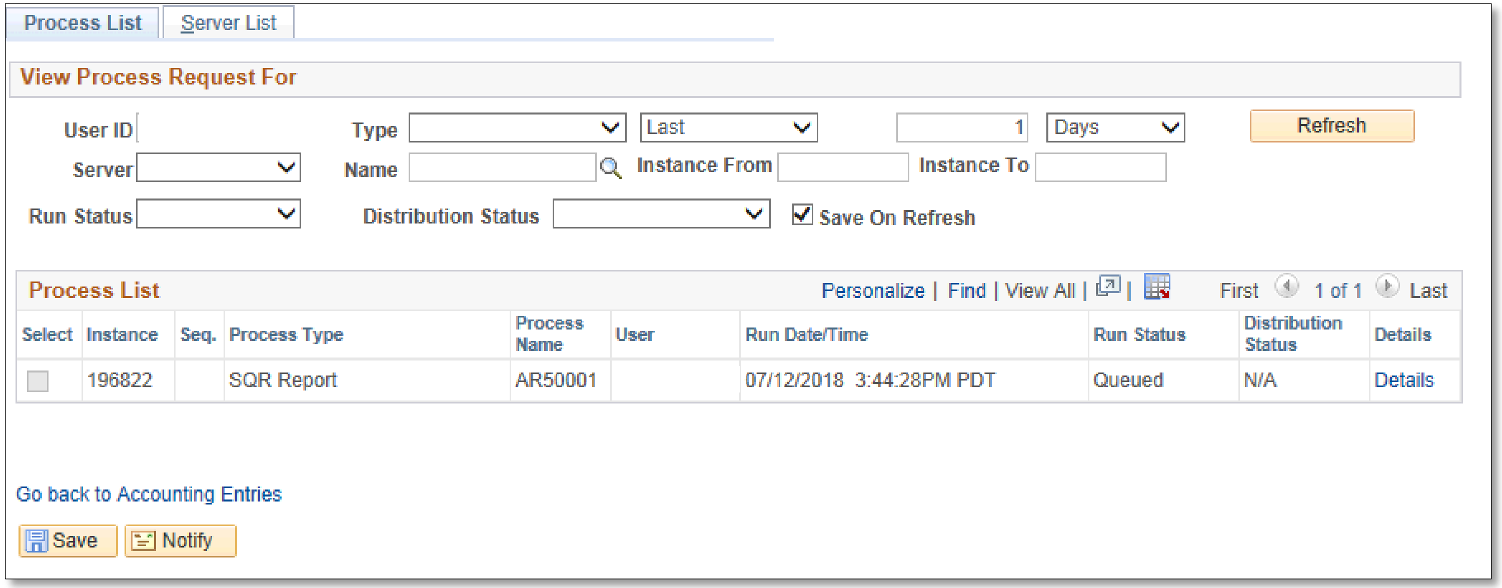
- “Accounting Entries” process should be selected by default. If not, ensure the box is checked.
- Click **OK** button

Data Processing

- Click on **Process Monitor** link

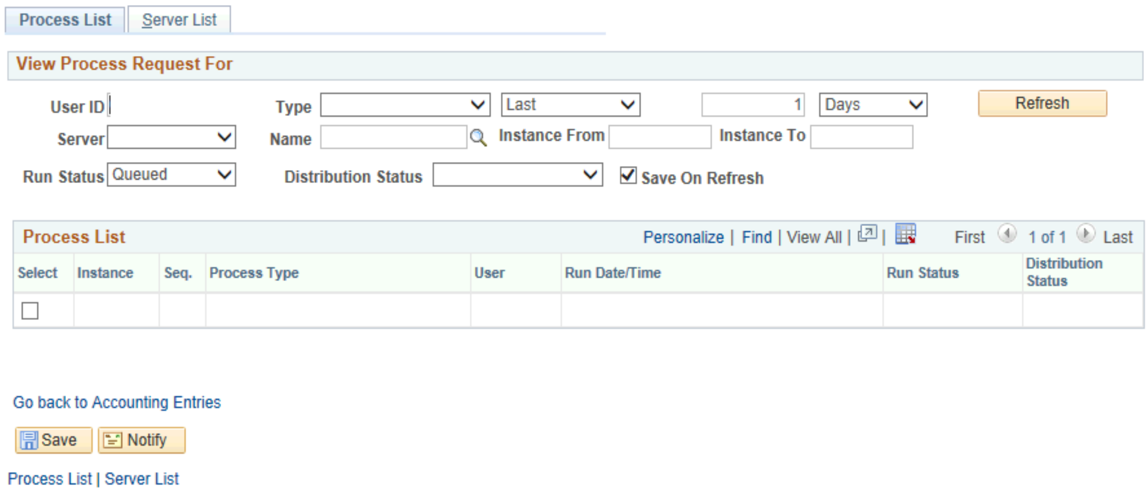


- **View Process Request For** page opens



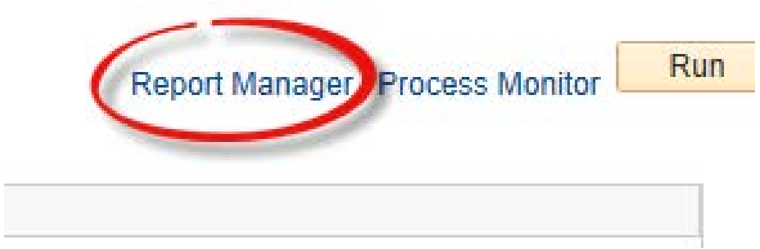
Data Processing

- 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



Data Processing

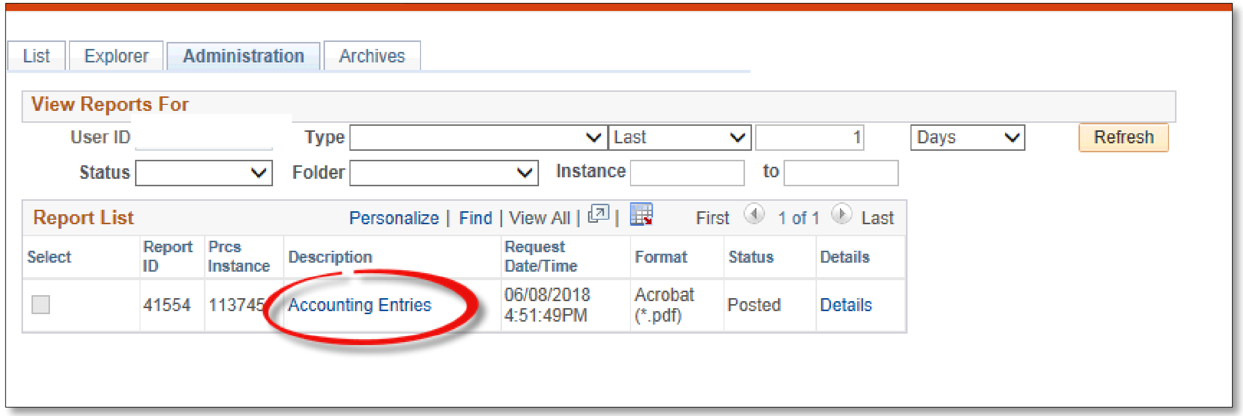
- Click on the REPORT MANAGER link



- Click on the Administration tab

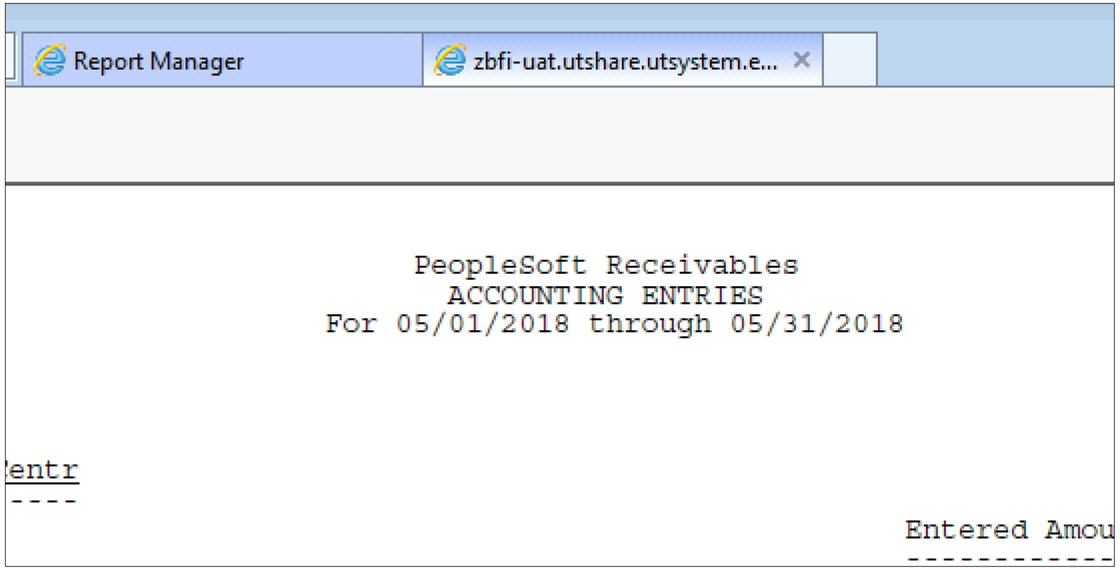
Data Processing

- Click on PDF version Accounting Entries Report itself



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

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