

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

Accounts Receivable

## Reports – Payment Summary

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Updated: 07/20/18

# Objective

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

# Navigation

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Before we begin: Please ENSURE POP-UPS are ENABLED for this server. This will make viewing the INVOICE or other DOCUMENTS in PDF easier during training and practical use of this module.

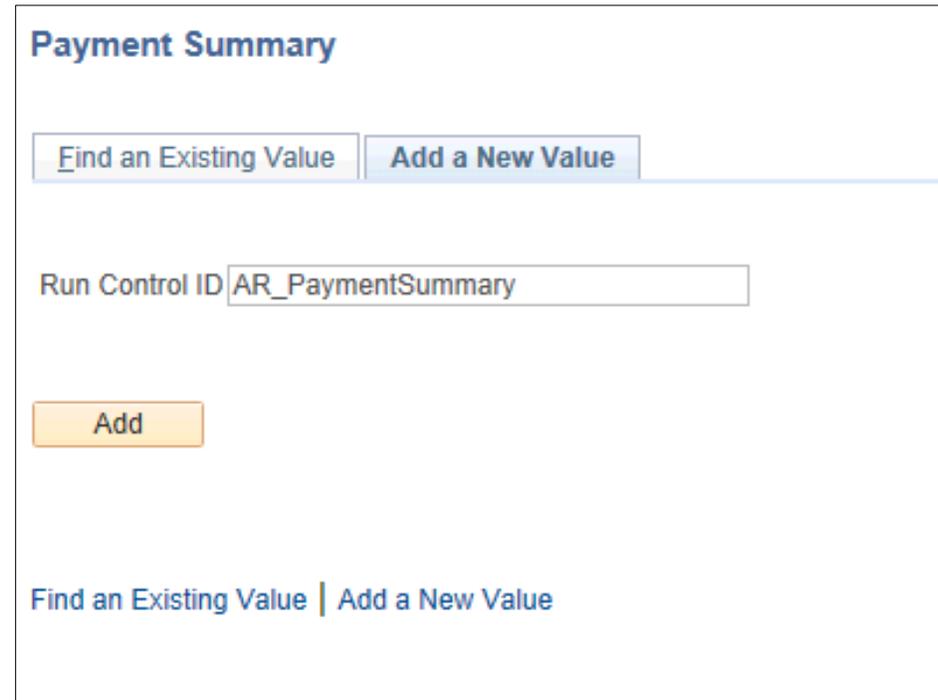
- Log in to PeopleSoft 9.2

 NavBar: Navigator > Financials > Accounts Receivable > Payments > Reports > Payment Summary

# Reports – Payment Summary

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



The screenshot shows a web interface for configuring a report. At the top, the title "Payment Summary" is displayed in blue. Below the title are two buttons: "Find an Existing Value" and "Add a New Value". Underneath these buttons is a text input field labeled "Run Control ID" containing the text "AR\_PaymentSummary". Below the input field is an orange "Add" button. At the bottom of the interface, there are two links: "Find an Existing Value" and "Add a New Value" separated by a vertical bar.

# Data Entry

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- Enter
  - From Date: Beginning of month Date (i.e., 05/01/2018)
  - To Date: End of month Date (i.e., 05/31/2018)
  - Deposit Unit: UTRNS
  - Amount Type: Base Curr
  - User ID: (optional)
  - Deposit ID: (optional)
  - Posting Status: (for training purposes: change from **Not Posted** to **All**)
- Click **Save** button
  - The settings you just saved are now saved for next time

# Data Entry

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**Payment Summary**

Run Control ID AR\_PaymentSummary [Report Manager](#) [Process Monitor](#)

Language  ▼

**Report Request Parameters**

From Date

To Date

Deposit Unit   UTRGV Non Sponsor

Amount Type  ▼

User ID

Deposit ID

Posting Status  ▼

- Click **Run** button

# Data Processing

- **Process Scheduler Request** window pops up

Process Scheduler Request

User ID \_\_\_\_\_ Run Control ID AR\_PaymentSummary

Server Name \_\_\_\_\_ Run Date 06/20/2018

Recurrence \_\_\_\_\_ Run Time 3:39:38PM

Time Zone \_\_\_\_\_

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payment Summary	AR20003	SQR Report	Web	PDF	Distribution

OK Cancel

Saved

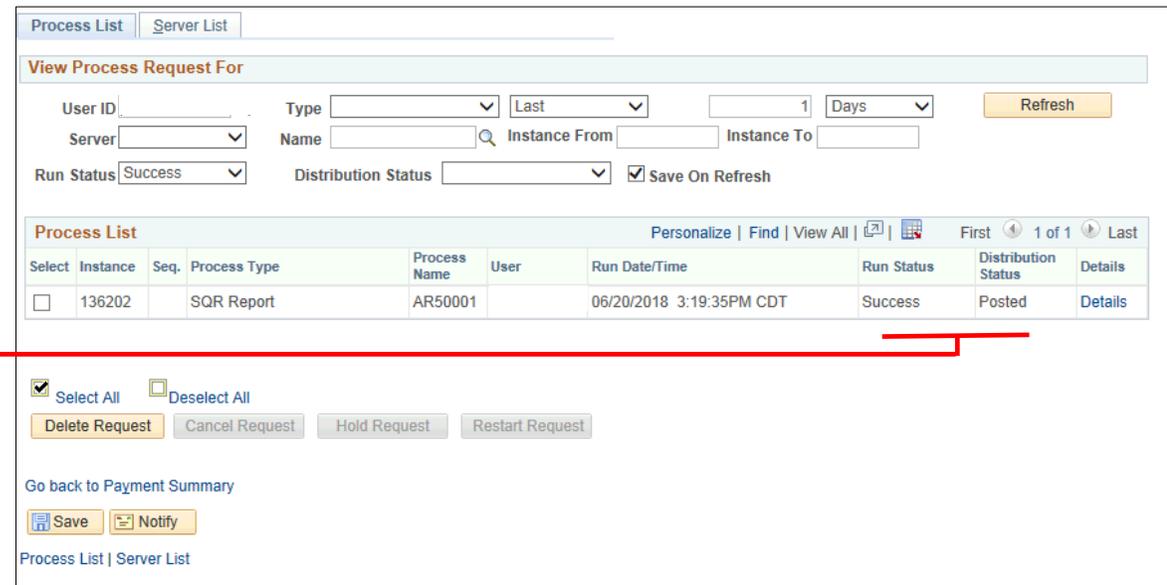
- Select **Payment Summary** process (if not already selected)
- Click **OK** button

# Data Processing

- Click Process Monitor link



- REFRESH button as necessary
  - Run Status = SUCCESS
  - Distribution Status = Posted



Process List | Server List

View Process Request For

User ID: \_\_\_\_\_ Type: \_\_\_\_\_ Last: \_\_\_\_\_ 1 Days Refresh

Server: \_\_\_\_\_ Name: \_\_\_\_\_ Instance From: \_\_\_\_\_ Instance To: \_\_\_\_\_

Run Status: Success 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"/>	136202		SQR Report	AR50001		06/20/2018 3:19:35PM CDT	Success	Posted	Details

Select All  Deselect All

Delete Request Cancel Request Hold Request Restart Request

Go back to Payment Summary

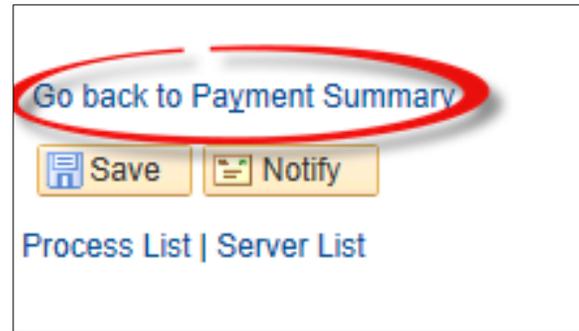
Save Notify

Process List | Server List

# Data Processing

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- Click **Go back to Payment Summary** link



- Click **Report Manager** link



# Data Processing

- Click Administration tab

List | Explorer | **Administration** | Archives

**View Reports For**

Folder  Instance  to  Refresh

Name  Created On  Last  1 Days

**Reports** Personalize | Find | View All |  |  First 1 of 1 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 AR20003	PAYMENT SUMMARY	General	06/11/18 8:31AM	45609	117815

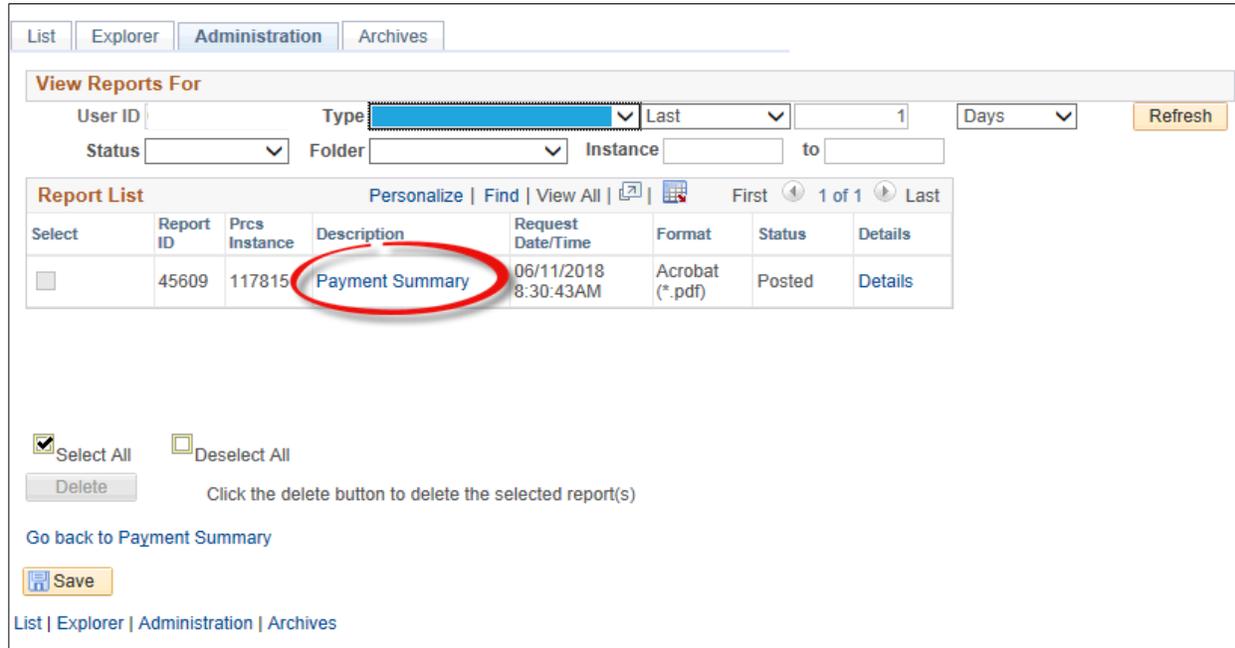
[Go back to Payment Summary](#)

Save

List | Explorer | Administration | Archives

# Data Processing

- Click in Description field “Payment Summary” to view content in PDF format



The screenshot displays a web application interface for viewing reports. At the top, there are navigation tabs: List, Explorer, Administration, and Archives. Below this is a section titled "View Reports For" with several filters: User ID, Type (dropdown), Last (dropdown), 1 (input), Days (dropdown), Status (dropdown), Folder (dropdown), Instance (input), and to (input). A Refresh button is also present. Below the filters is a "Report List" section with a table. The table has columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The first row contains a checkbox, 45609, 117815, "Payment Summary", 06/11/2018 8:30:43AM, Acrobat (\*.pdf), Posted, and Details. The "Payment Summary" text in the Description column is circled in red. Below the table are "Select All" and "Deselect All" checkboxes, a "Delete" button, and a message: "Click the delete button to delete the selected report(s)". There is also a link "Go back to Payment Summary" and a "Save" button. At the bottom, there are navigation links: List | Explorer | Administration | Archives.

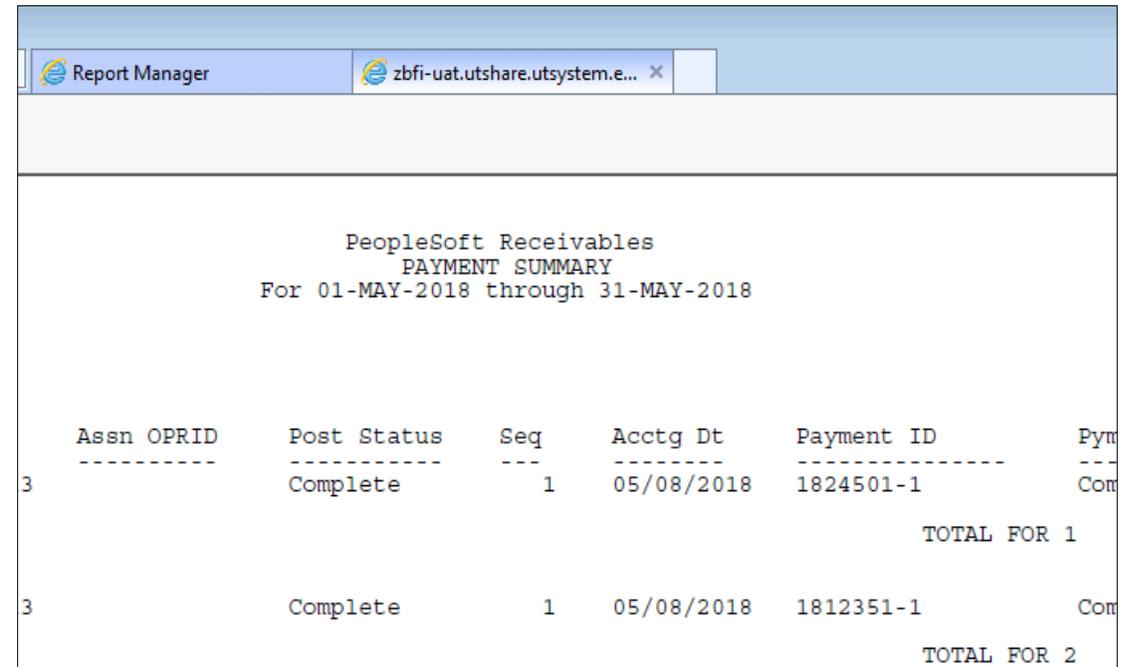
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	45609	117815	Payment Summary	06/11/2018 8:30:43AM	Acrobat (*.pdf)	Posted	Details

# 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 REPORTS or other DOCUMENTS in PDF easier during training and practical use of this module.



The screenshot shows a web browser window with two tabs. The active tab is titled "Report Manager" and the address bar shows "zbfu-uat.utshare.utsystem.e...". The main content area displays a report titled "PeopleSoft Receivables PAYMENT SUMMARY For 01-MAY-2018 through 31-MAY-2018". The report is a table with columns: Assn OPRID, Post Status, Seq, Acctg Dt, Payment ID, and Pymt. There are two rows of data, each followed by a "TOTAL FOR" line.

Assn OPRID	Post Status	Seq	Acctg Dt	Payment ID	Pymt
3	Complete	1	05/08/2018	1824501-1	Com
TOTAL FOR 1					
3	Complete	1	05/08/2018	1812351-1	Com
TOTAL FOR 2					

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# This Process Is Now Complete

REMINDER: When you are ready to proceed, you will be prompted to save the changes you made to the CONTROL ID. Please do so.

Once saved this report will be ready for use the next time you need to access the Payment Summary information.

Contact us at:

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

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Accounts Receivable