

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

Accounts Receivable

## Reports – Payment Details

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Updated: 07/20/18

# Objective

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

# Navigation

📌 NavBar: Navigator > Financials > Accounts Receivable > Payments > Reports > Payment Detail

**Payment Detail**

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](#)

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▼ **Search Criteria**

Run Control ID

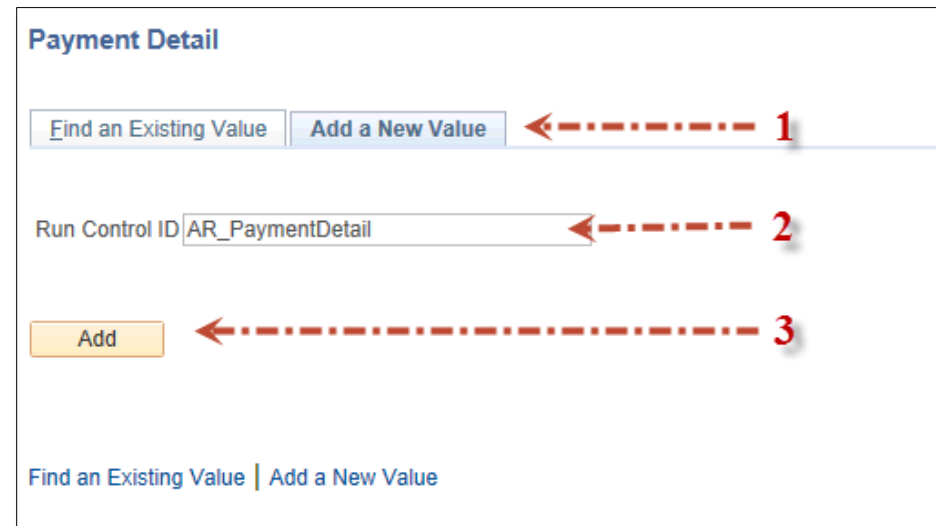
Case Sensitive

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

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

# Reports – Payment Details

- Find an Existing Value
  - Enter Control ID (if known)
- Add a New Value
  - AR\_PaymentDetail  
(no spaces, use dash or underscore)
- Click **Add** button



The screenshot shows a web form titled "Payment Detail". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". A red dashed arrow labeled "1" points to the "Add a New Value" button. Below this, there is a text input field labeled "Run Control ID" containing the text "AR\_PaymentDetail". A red dashed arrow labeled "2" points to the input field. Below the input field, there is an orange "Add" button. A red dashed arrow labeled "3" points to the "Add" button. At the bottom of the form, there are two links: "Find an Existing Value" and "Add a New Value".

# Data Entry

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- **Payment Detail** page opens
- 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:
  - Deposit ID:
  - Posting Status: (for training purposes change **Not Posted** to **All**)
- Click **Save** button
  - The settings you just entered are saved for next time.

# Data Processing

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Payment Detail

Run Control ID AR\_PaymentDetail Report Manager Process Monitor **Run**

Language English

**Report Request Parameters**

From Date 05/01/2018

To Date 05/31/2018

Deposit Unit UTRNS UTRGV Non Sponsor

Amount Type Base Curr

User ID

Deposit ID

Posting Status All

**Save** **Notify** **Add** **Update/Display**

- Click **Run** button

# Data Processing

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- **Process Scheduler Request** page appears center screen
- Ensure **Payment Detail** checkbox is selected

Process Scheduler Request

User ID \_\_\_\_\_ Run Control ID AR\_PaymentDetail

Server Name \_\_\_\_\_ Run Date 06/11/2018 x [b]

Recurrence \_\_\_\_\_ Run Time 9:07:33AM [Reset to Current Date/Time]

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

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payment Detail	AR20002	SQR Report	Web	PDF	Distribution

OK Cancel

- Click **OK** button

# Data Processing

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- Click on **Process Monitor** link





# Data Processing

- Click **Refresh** button (as necessary)
  - Run Status = Success
  - Distribution Status = Posted
  - or content in Process List no longer appears

Process List | Server List

View Process Request For

User ID:  Type:   Days

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"/>	117878		SQR Report	AR20002		06/11/2018 9:07:33AM CDT	Queued	N/A	<a href="#">Details</a>

Select All  Deselect All

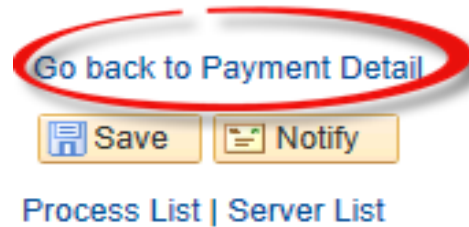
[Go back to Payment Detail](#)

Process List | Server List

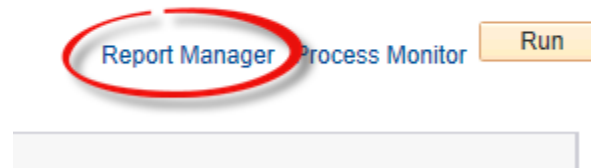
# Data Processing

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- Click on **Go back to Payment Detail** link



- Click on the **Report Manager** link



# Data Processing

- Click **Administration** tab

View Reports For

Folder:  Instance:  to  Refresh

Name:  Created On:  Last  1 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 AR20002	PAYMENT DETAIL	General	06/11/18 9:10AM	45672	117878
2 AR20003	PAYMENT SUMMARY	General	06/11/18 8:31AM	45609	117815

Go back to Payment Detail

Save

List | Explorer | Administration | Archives



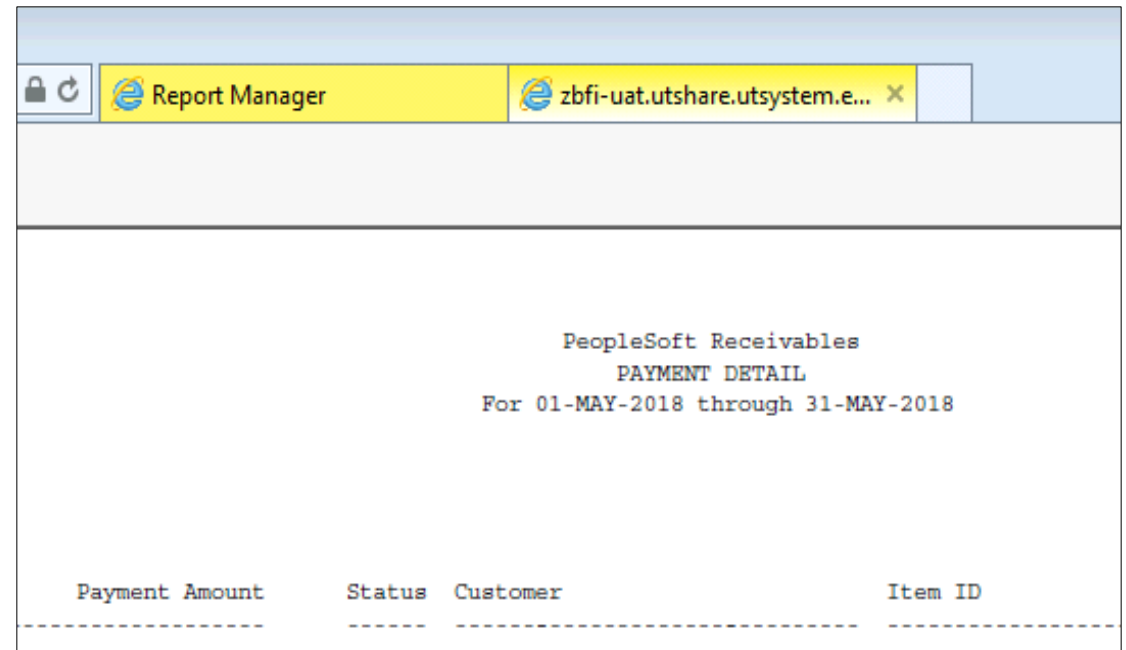
# Viewing Report

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- 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.



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# This Process Is Now Complete

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 Detail information.

Contact us at:

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

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