The University of Texas Rio Grande Valley™

Accounts Receivable

Run Aging Process

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Objective

**To Properly Prepare To
Run Aging Process
in
PeopleSoft 9.2
Accounts Receivable Module
by Explanation, Demonstration, & Practical Application**

Caveat

Before we begin:

AR Update Process needs to run to update all Pending Items, Payments and Adjustments before running Aging Process.

Navigation

- Log in to PeopleSoft 9.2

NavBar: Navigator > Financials > Accounts Receivable > Receivables Analysis > Aging > Request Aging Process

Run Aging Process

- Click **Add A New Value** tab

- Enter Control ID:
  AR_AgingProcess

- Click **Add** button

Request Aging Process

| Find an Existing Value | Add a New Value |

Run Control ID AR_AgingProcess   x

Add

Find an Existing Value | Add a New Value

Data Entry

- Aging Request Parameter page appears

- Enter *Unit: **UTRNS**

- Select *Process Frequency: **Always** (default)

- Click **Save** button
  - These parameters are now ready for next time

Data Entry

- Click **Run** button
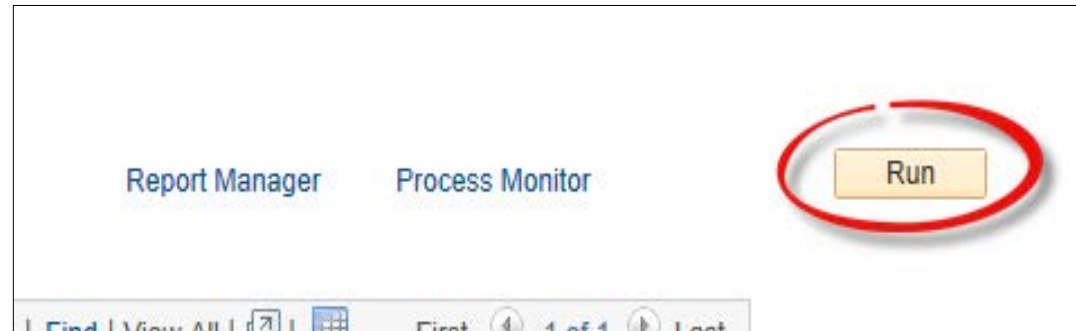
Data Processing

- **Process Scheduler Request** page opens

- Review content
- Click **OK** button

Data Processing

- Click **Process Monitor** link
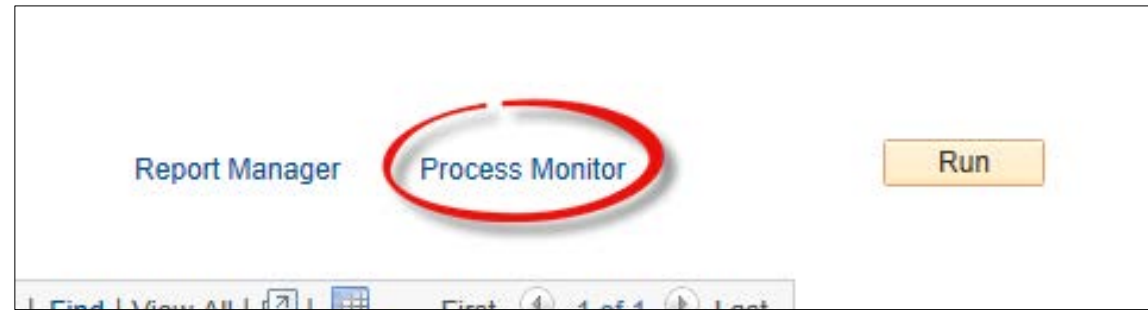
Data Processing

- **View Process Request For** page appears

- Press **Refresh** button (as necessary)

- Until Run Status = Success

- Distribution Status = Posted

Data Processing

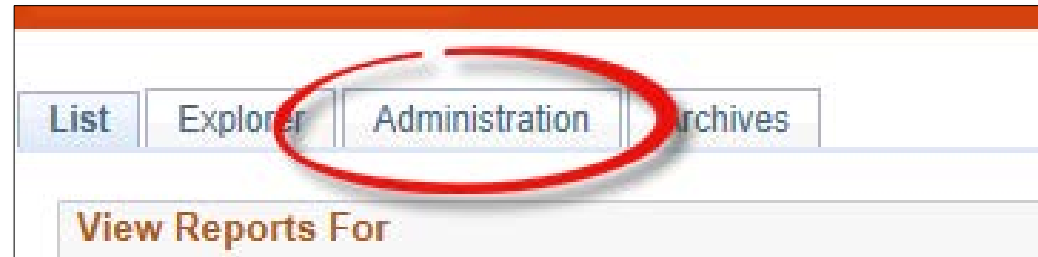- Click **Go back to Request Aging Process** link
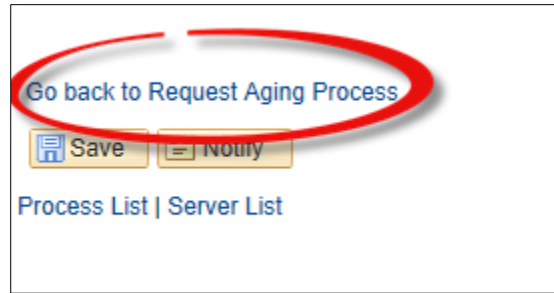
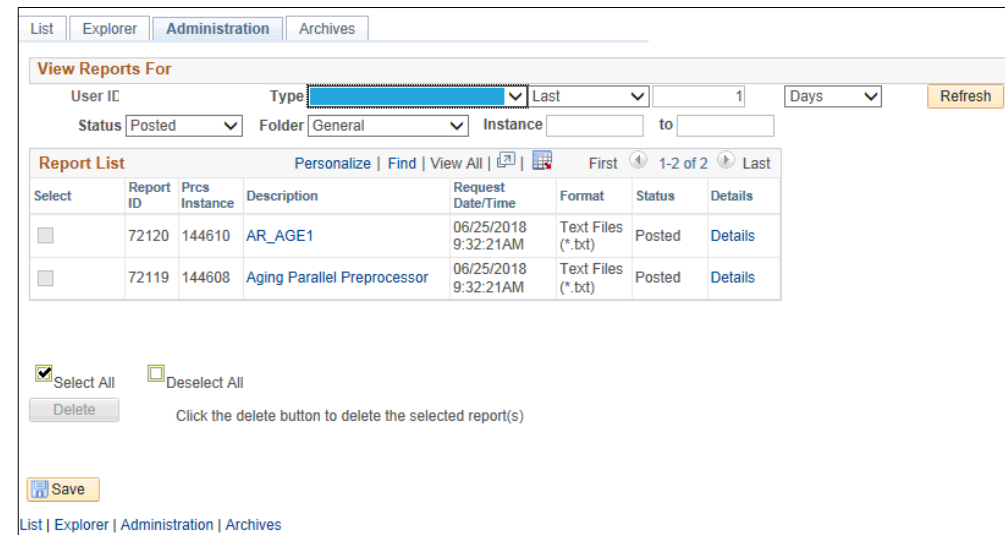- Click **Report Manager** link

Data Processing

- Click **Administration** tab

- NOTE:
  - The CUST_AGING table is up-to-date (as of the run time).
  - All inquiry aging pages are up-to-date, as well.

This Process Is Now Complete

Contact us at:

- If you have questions please contact: AccountsReceivable@utrgv.edu

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