

The University of Texas Rio Grande ValleyTM

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

Request Aging Process


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](#)

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 ×

[Add](#)

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

Data Entry

- Aging Request Parameter page appears

Aging

Run Control ID AR_AgingProcess Report Manager Process Monitor Run

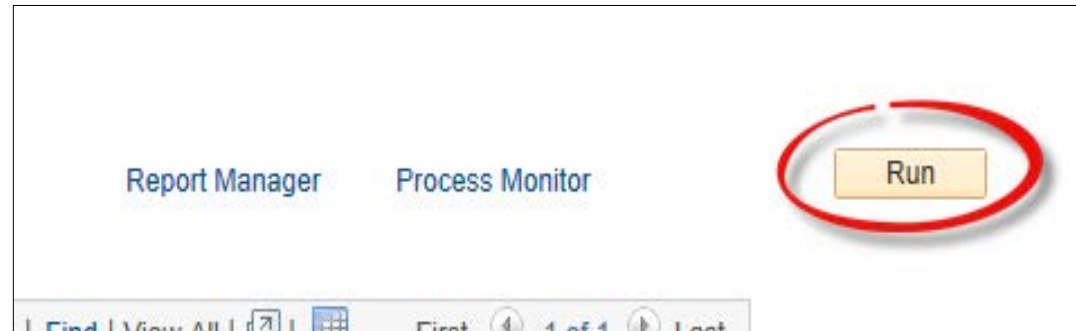
Aging Request Parameters					Personalize	Find	View All	First	1 of 1	Last
*Unit	*Process Frequency	Process Sub Customer	Last Run On	Process Instance						
1 UTRNS	Always	<input type="checkbox"/>								

Save Notify Add Update/Display

- 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

Process Scheduler Request

User ID _____ Run Control ID AR_AgingProcess

Server Name _____ Run Date 06/11/2018 x [x]

Recurrence _____ Run Time 2:29:26PM Reset to Current Date/Time

Time Zone _____

Process List

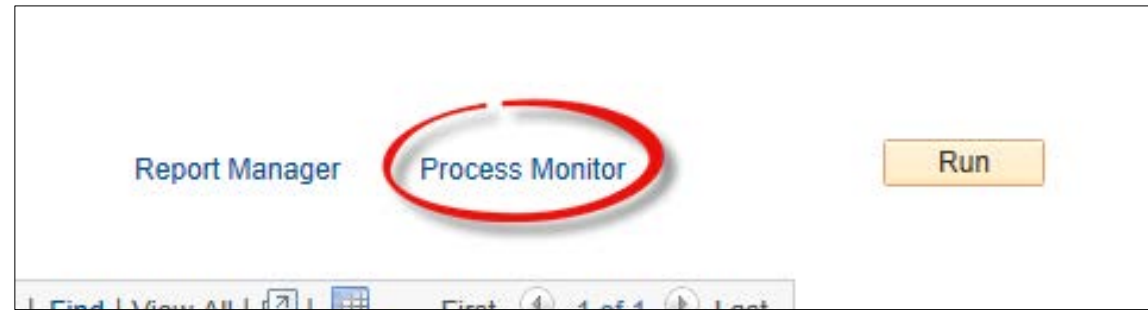
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Aging - Preprocessor	ARAGE	PSJob	(None) v	(None) v	Distribution

OK Cancel

- 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

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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	118497		PSJob	ARAGE		06/11/2018 2:29:26PM CDT	Success	Posted	Details
<input type="checkbox"/>	117878		SQR Report	AR20002		06/11/2018 9:07:33AM CDT	Success	Posted	Details
<input type="checkbox"/>	117815		SQR Report	AR20003		06/11/2018 8:28:25AM CDT	Success	Posted	Details

Select All Deselect All

Delete Request Cancel Request Hold Request Restart Request

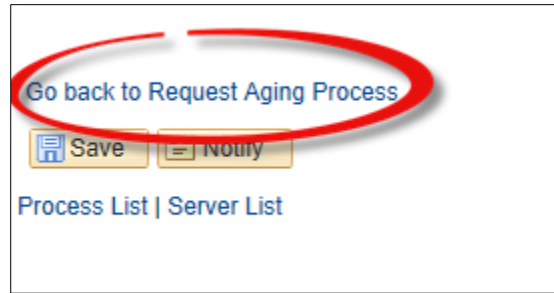
Go back to Request Aging Process

Save Notify

Process List | Server List

Data Processing

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

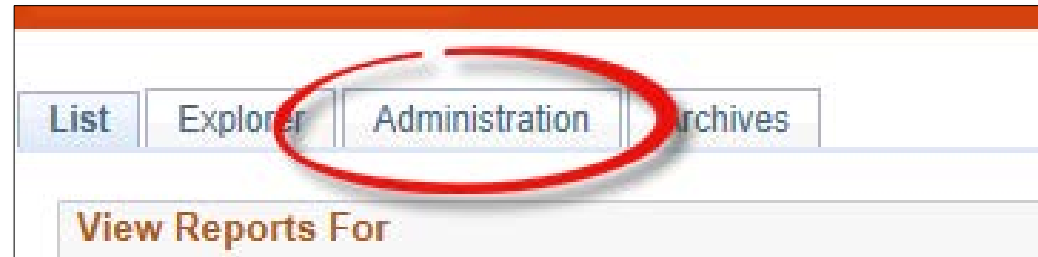


- Click **Report Manager** link



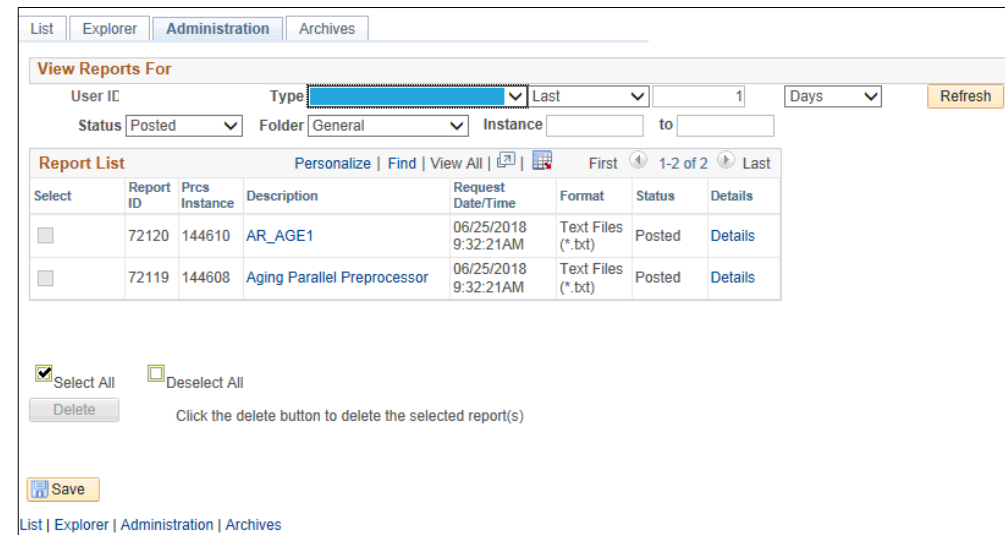
Data Processing

- 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.

A screenshot of the 'View Reports For' page in a web application. The page has a navigation menu with 'List', 'Explorer', 'Administration', and 'Archives' tabs. Below the tabs is a section titled 'View Reports For' with a search form. The search form includes fields for 'User ID', 'Type', 'Last', 'Status', 'Folder', 'Instance', and 'Days', along with a 'Refresh' button. Below the search form is a 'Report List' table with columns for 'Select', 'Report ID', 'Prce Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The table contains two rows of data. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Save' button. The footer of the page shows the navigation menu again.

This Process Is Now Complete

Contact us at:

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

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