The University of Texas Rio Grande Valley™

Accounts Receivable

Generate Aging Report – Aging Summary

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Updated: 07/20/18

Objective

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

Caveat

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

Aging Process needs to run first in order to generate Aging reports

Navigation

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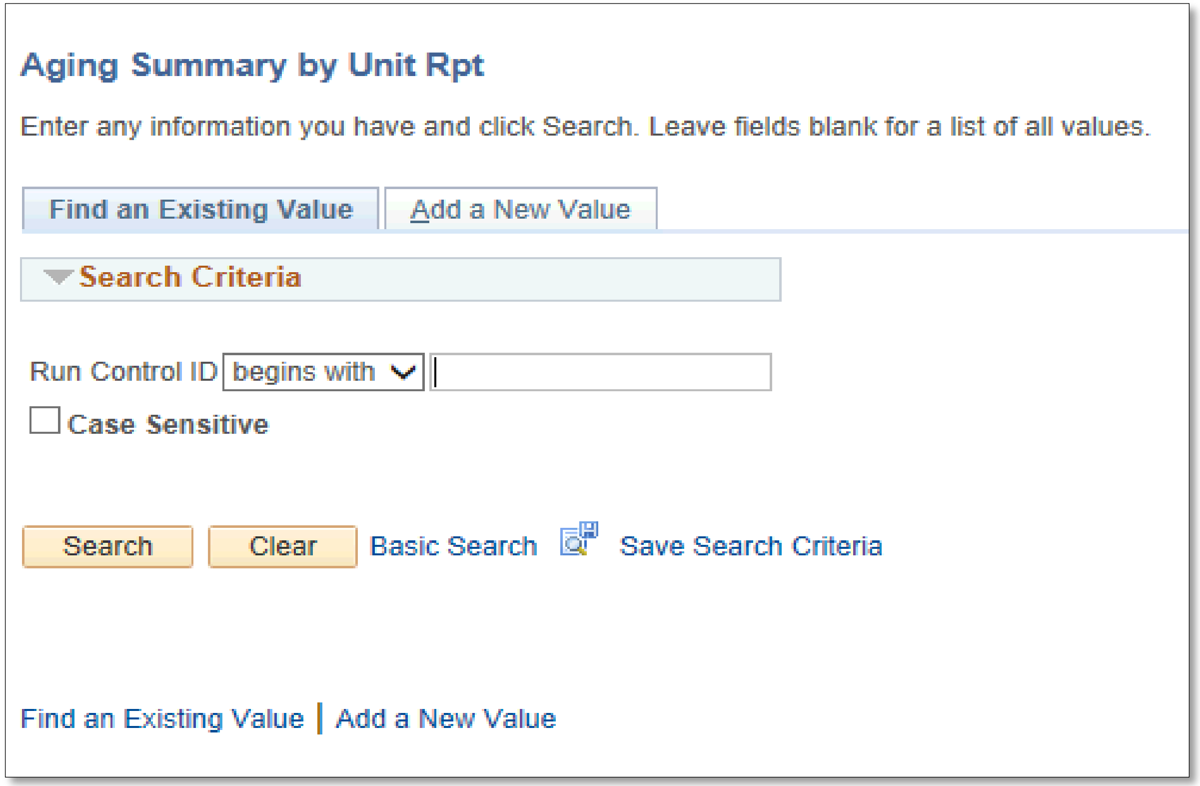
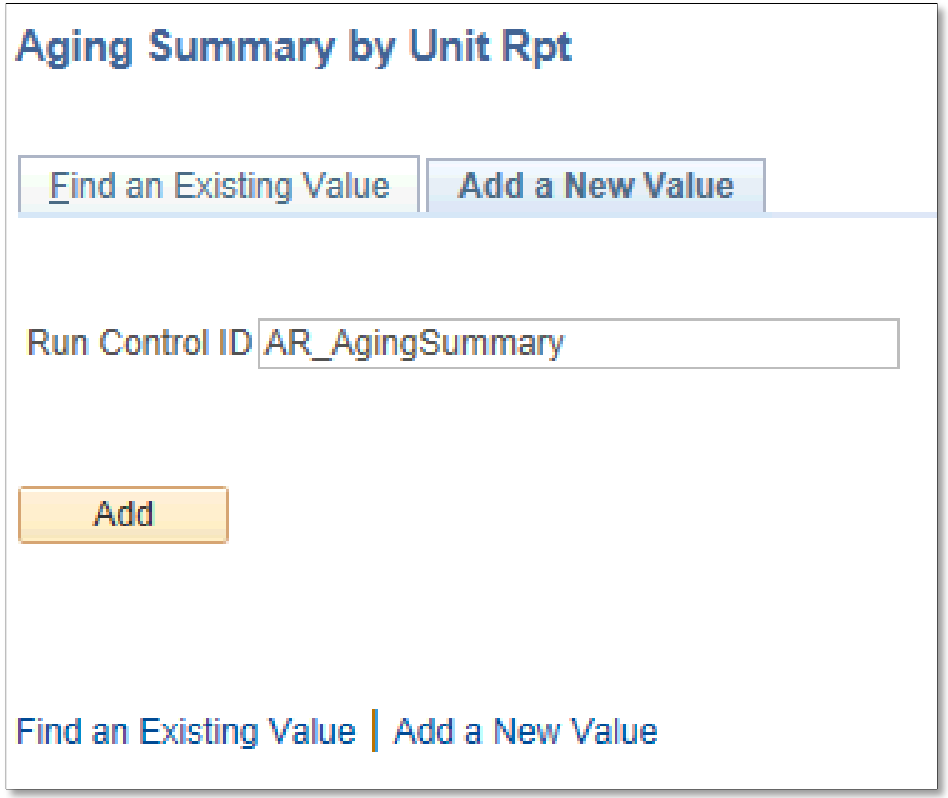
- Log in to PeopleSoft 9.2
- NavBar: Navigator > Financials > Accounts Receivable > Receivables Analysis > Aging > Aging Summary by Unit Rpt

Generate Aging Report – Aging Summary



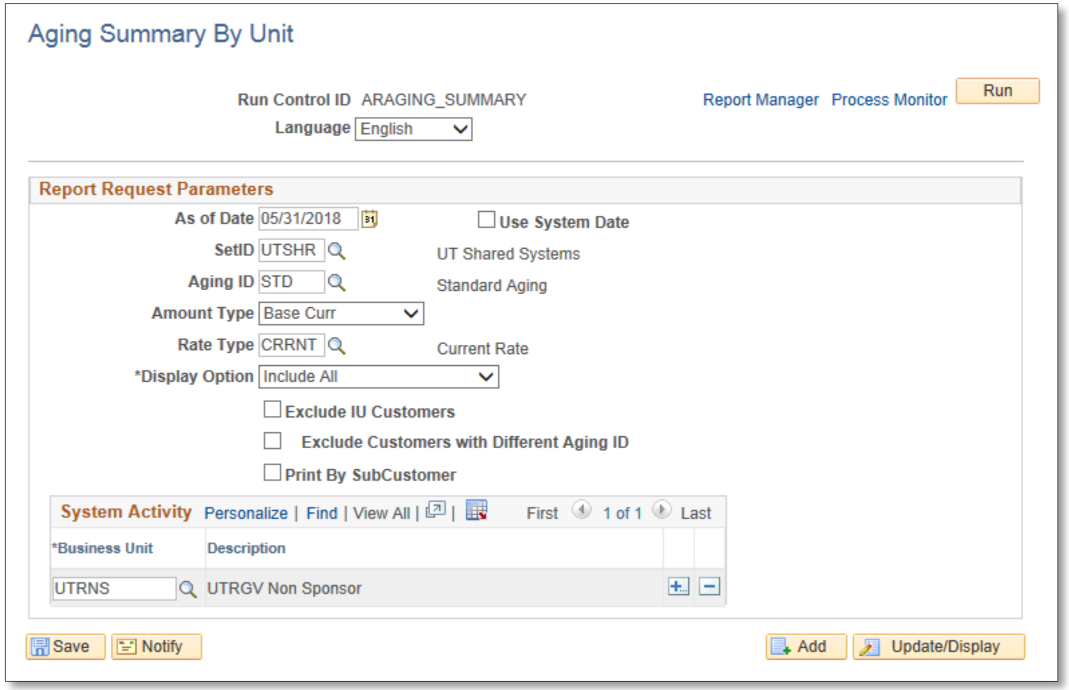
Generate Aging Report – Aging Summary

- Add A New Value
- Enter CONTROL ID: AR_AgingSummary
- NOTE: if you previously created a process (for a different invoice that process shell will appear in you click SEARCH)
  - (i.e., **AR_AgingSummary**)
- Click **Add** button



Data Entry

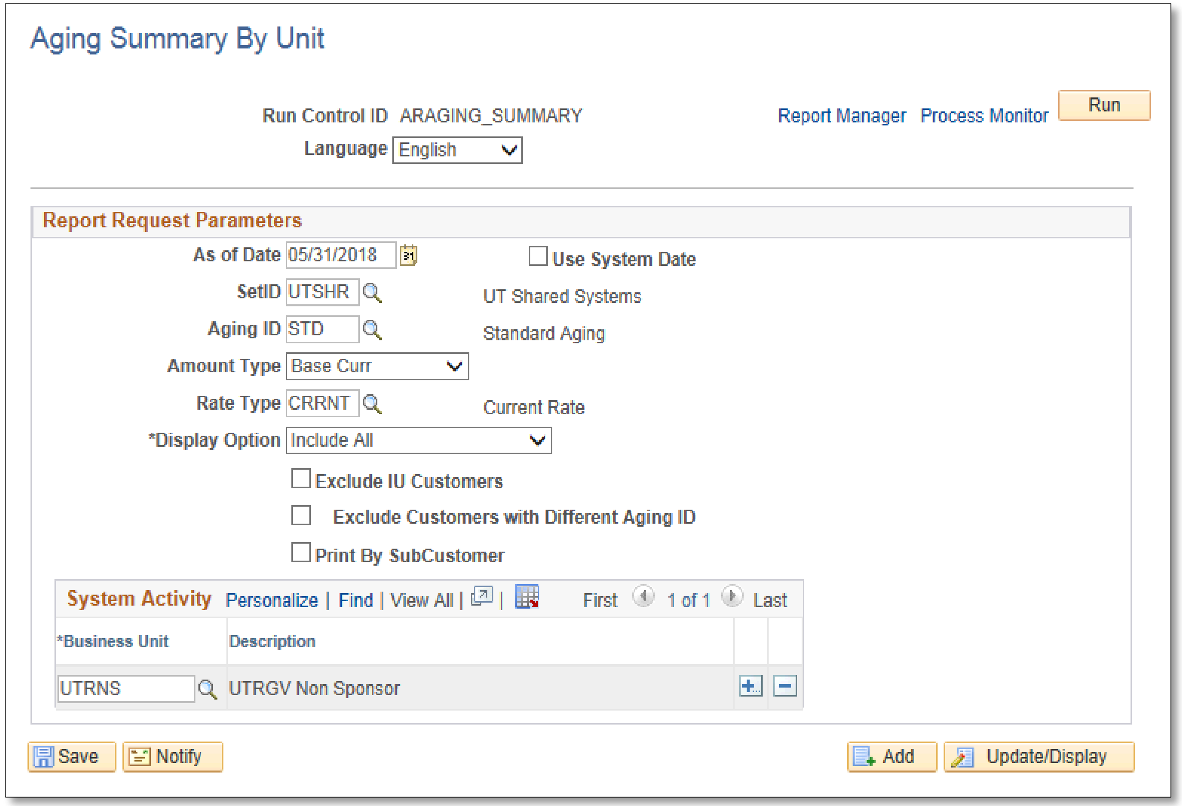
- ‘Aging Summary by Unit’ parameters page appears



- Enter
  - As of Date: End of month date (05/31/2018)
  - SetID: **UTSHR**
  - Aging ID: **STD**
  - Amount Type: **Base Curr**
  - Rate Type: **CRRNT**
  - Display Option: Include All
  - In System Activity under *Business Unit enter **UTRNS**

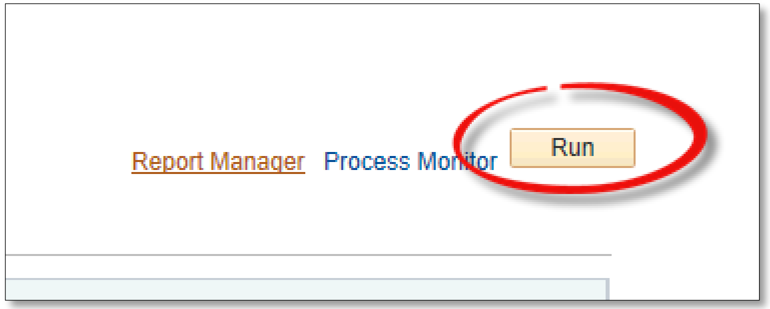
Data Entry

- Click **Save** button
  - The parameters you just set are ready for next time



Data Entry

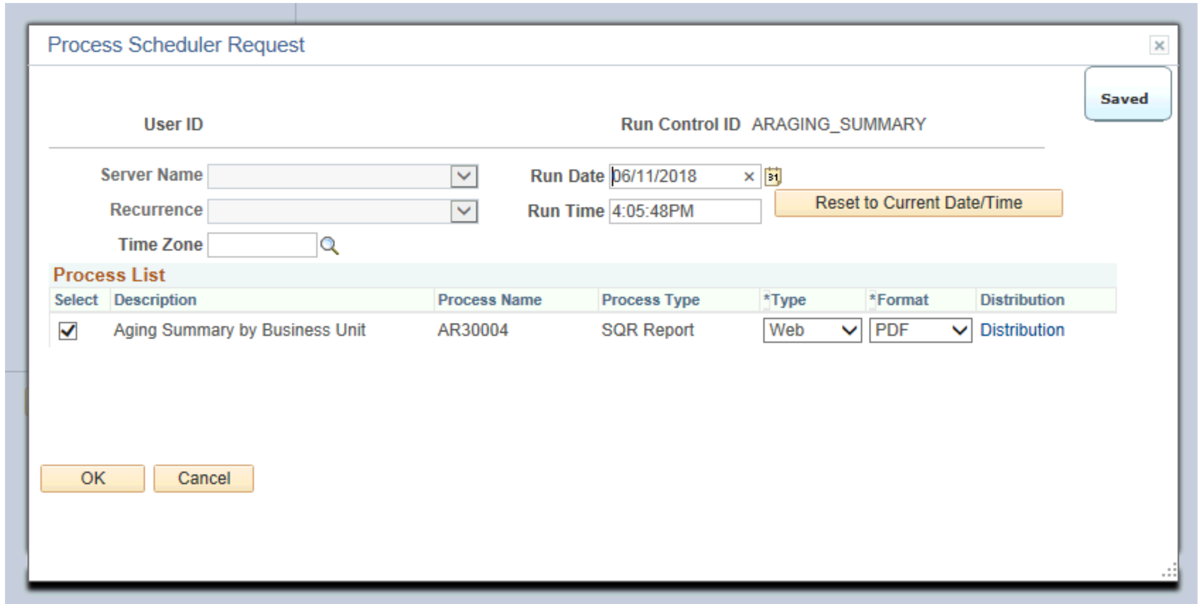
- Click **Run** button



- **Process Scheduler Request** window pops up

Data Processing

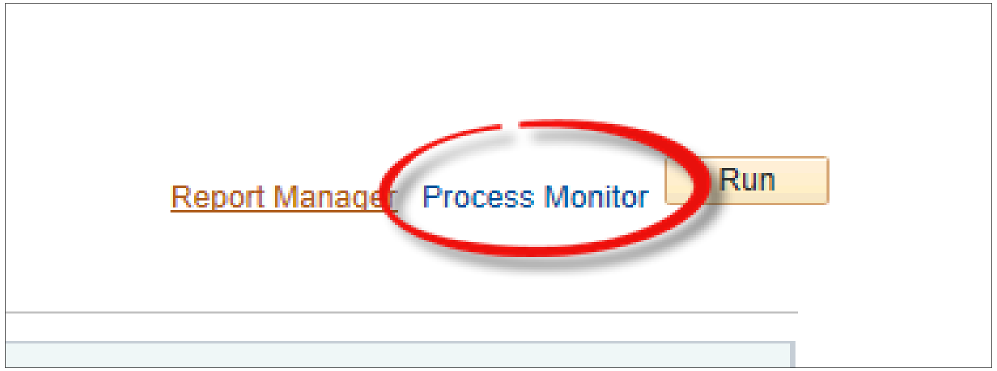
- In Process List ensure **Aging Summary by Business Unit** is selected



- Click **OK** button

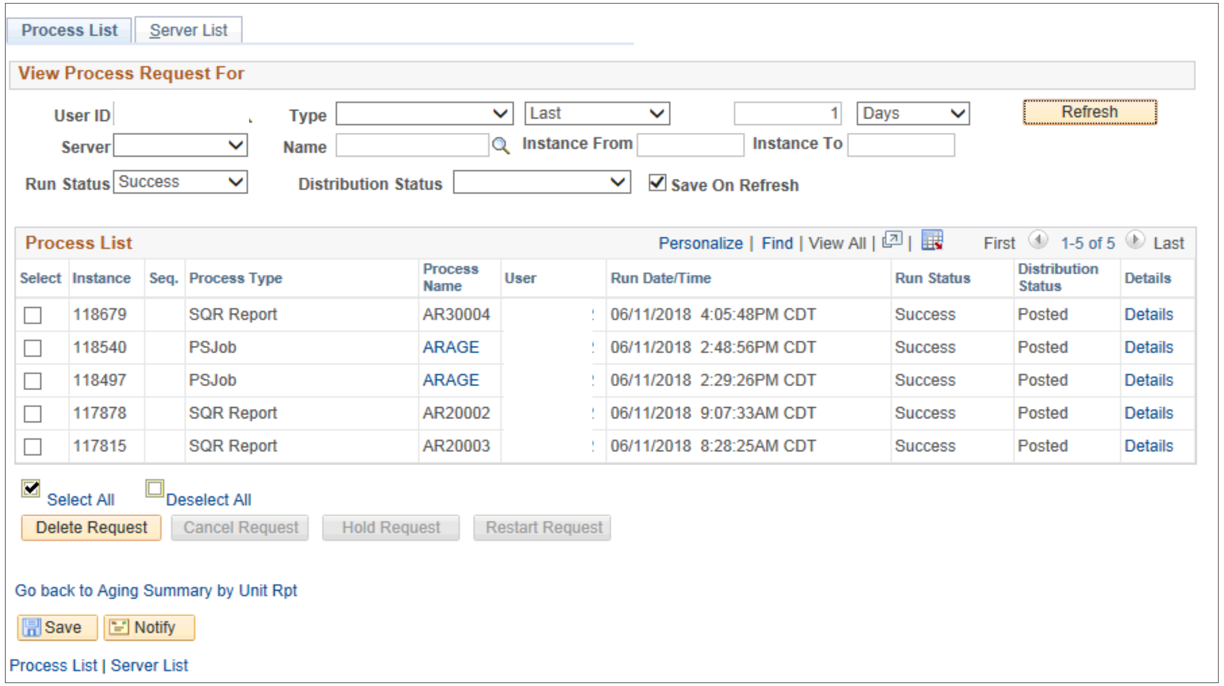
Data Processing

- Click on **Process Monitor** link



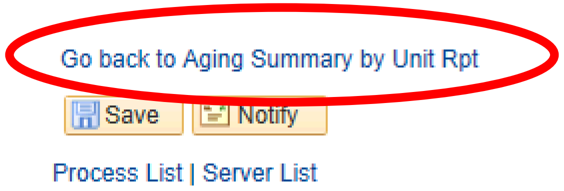
Data Processing

- Process List page appears
- Press **Refresh** button (as necessary) until
- Run Status = Success
- Distribution Status = Posted



Data Processing

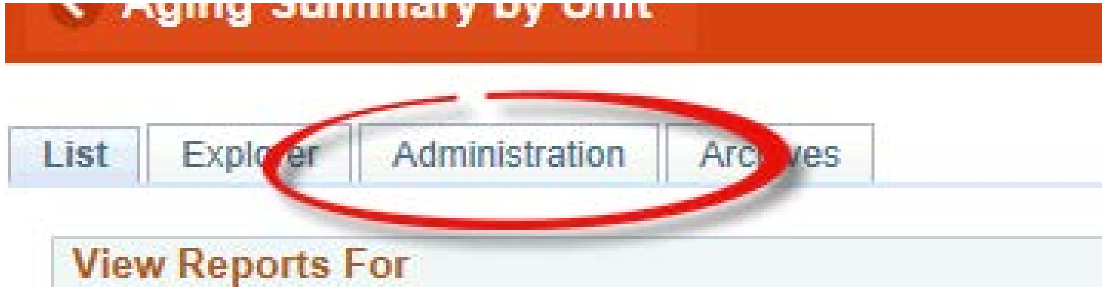
- Click **Go back to Aging Summary by Unit Rpt** link



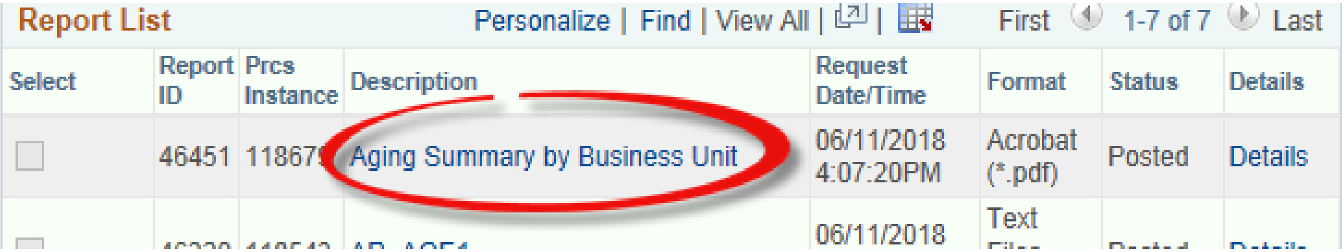
- Click on the **Report Manager** link

Data Processing

- Click on the **Administration** tab

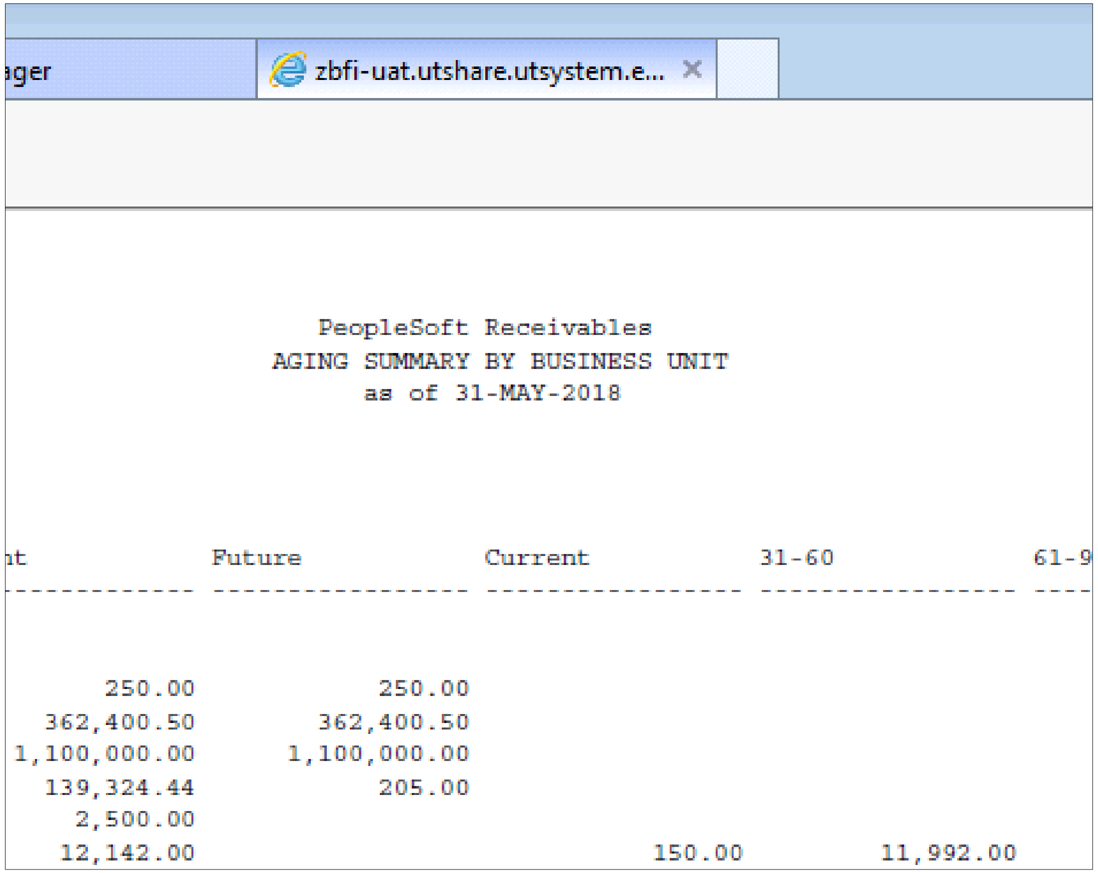


- Click "Aging Summary by Business Unit" file link to review content in PDF format



Viewing Report

- REPORT will appear in NEW browser window or tab of your browser



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This Process Is Now Complete

Contact us at:

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

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