

The University of Texas Rio Grande Valley™

Accounts Receivable

Generate Aging Report – Aging Summary

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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

Aging Summary by Unit Rpt


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](#)

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

Aging Summary by Unit Rpt

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

Run Control ID

[Add](#)

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

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**

The screenshot shows the 'Aging Summary By Unit' parameters page. At the top, it displays 'Run Control ID ARAGING_SUMMARY' and 'Language English'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this is the 'Report Request Parameters' section, which includes fields for 'As of Date' (05/31/2018), 'SetID' (UTSHR), 'Aging ID' (STD), 'Amount Type' (Base Curr), 'Rate Type' (CRRNT), and '*Display Option' (Include All). There are also checkboxes for 'Use System Date', 'Exclude IU Customers', 'Exclude Customers with Different Aging ID', and 'Print By SubCustomer'. At the bottom, there is a 'System Activity' table with columns for '*Business Unit' and 'Description'. The table shows one entry: 'UTRNS' with description 'UTRGV Non Sponsor'. There are also buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

*Business Unit	Description
UTRNS	UTRGV Non Sponsor

Data Entry

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

Aging Summary By Unit

Run Control ID ARAGING_SUMMARY [Report Manager](#) [Process Monitor](#)

Language English

Report Request Parameters

As of Date 05/31/2018 Use System Date

SetID UTSHR UT Shared Systems

Aging ID STD Standard Aging

Amount Type Base Curr

Rate Type CRRNT Current Rate

*Display Option Include All

Exclude IU Customers

Exclude Customers with Different Aging ID

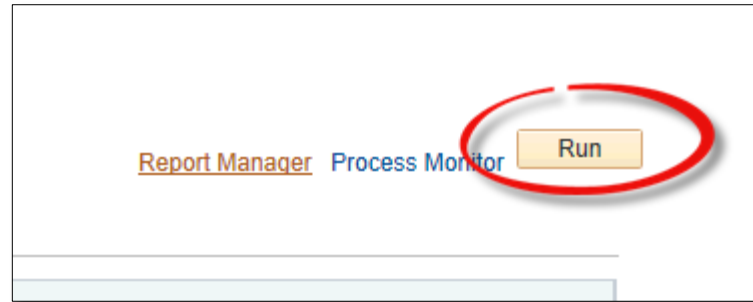
Print By SubCustomer

System Activity [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

*Business Unit	Description		
UTRNS <input type="button" value="Q"/>	UTRGV Non Sponsor	<input type="button" value="+"/>	<input type="button" value="-"/>

Data Entry

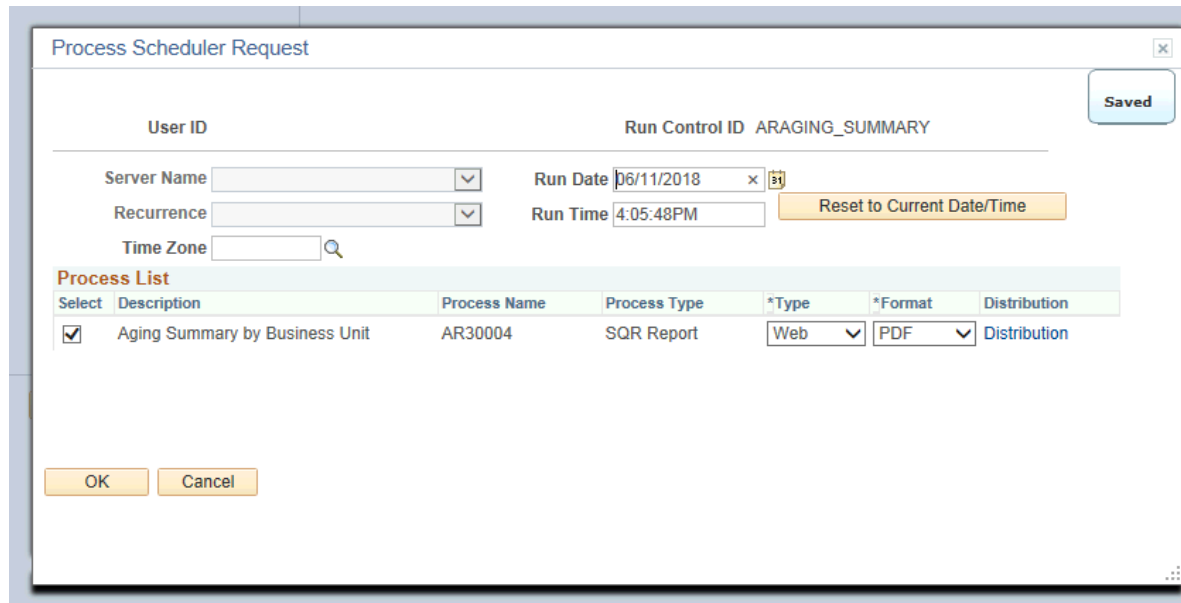
- Click **Run** button



- **Process Scheduler Request** window pops up

Data Processing

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



The screenshot shows a 'Process Scheduler Request' dialog box. At the top right is a 'Saved' button. Below it are fields for 'User ID' and 'Run Control ID' (ARAGING_SUMMARY). There are also fields for 'Server Name', 'Run Date' (06/11/2018), 'Recurrence', 'Run Time' (4:05:48PM), and 'Time Zone'. A 'Reset to Current Date/Time' button is next to the Run Time field. Below these fields is a 'Process List' table with the following data:

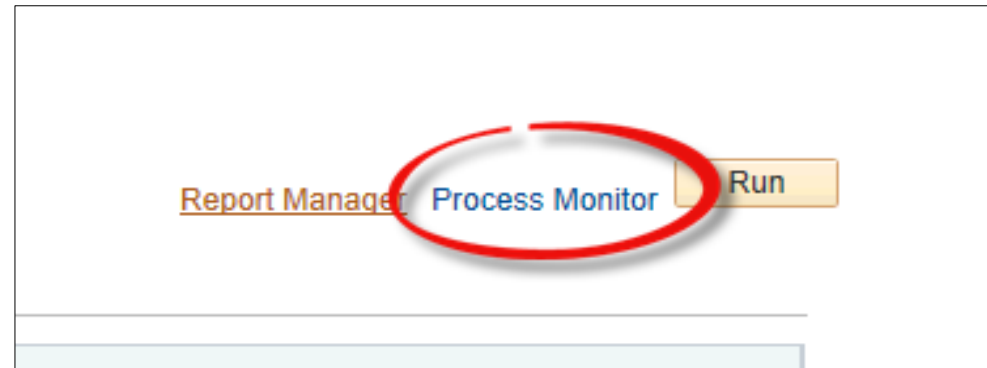
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Summary by Business Unit	AR30004	SQR Report	Web	PDF	Distribution

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- Click **OK** button

Data Processing

- Click on **Process Monitor** link



Data Processing

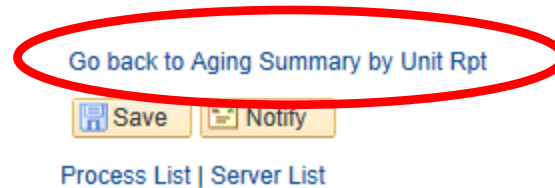
- Process List page appears
- Press **Refresh** button (as necessary) until
- Run Status = Success
- Distribution Status = Posted

The screenshot displays the 'Process List' page. At the top, there are tabs for 'Process List' and 'Server List'. Below the tabs is a search and filter section titled 'View Process Request For'. This section includes fields for 'User ID', 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status' (set to 'Success'), and 'Distribution Status'. A 'Refresh' button is located to the right of the search filters. Below the search section is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains five rows of data, all with 'Success' in the Run Status column and 'Posted' in the Distribution Status column. Below the table are checkboxes for 'Select All' and 'Deselect All', and buttons for 'Delete Request', 'Cancel Request', 'Hold Request', and 'Restart Request'. At the bottom of the page, there are links for 'Go back to Aging Summary by Unit Rpt', 'Save', and 'Notify', and a footer with 'Process List | Server List'.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	118679		SQR Report	AR30004		06/11/2018 4:05:48PM CDT	Success	Posted	Details
<input type="checkbox"/>	118540		PSJob	ARAGE		06/11/2018 2:48:56PM CDT	Success	Posted	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

Data Processing

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

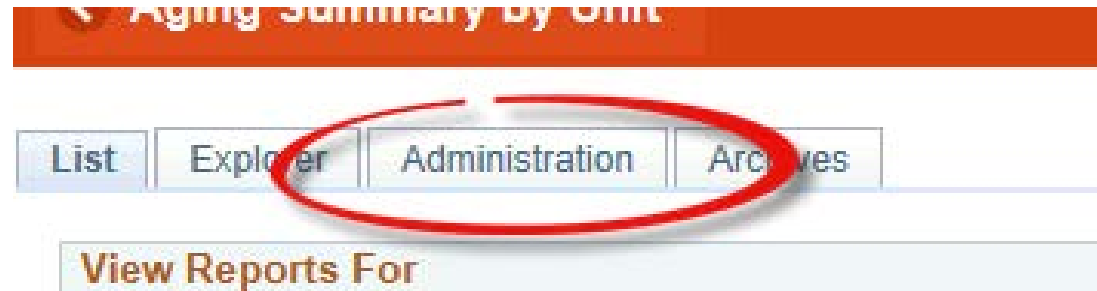


- Click on the **Report Manager** link



Data Processing

- Click on the **Administration** tab



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



A screenshot of a report list table. The table has columns for "Select", "Report ID", "Prce Instance", "Description", "Request Date/Time", "Format", "Status", and "Details". The row for "Aging Summary by Business Unit" is highlighted with a red circle. The table also includes navigation controls at the top: "Report List", "Personalize", "Find", "View All", "First", "1-7 of 7", and "Last".

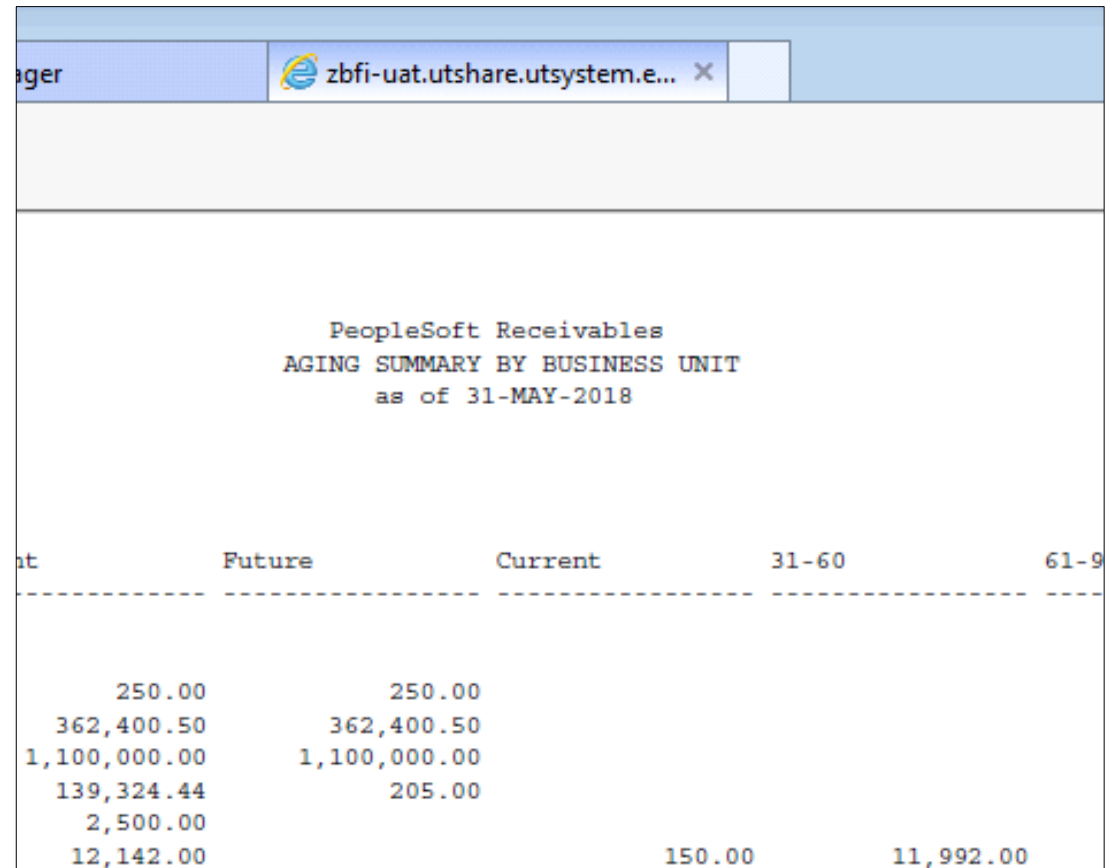
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	46451	11867	Aging Summary by Business Unit	06/11/2018 4:07:20PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	40330	440540	AD 1054	06/11/2018	Text File	Posted	Details

Viewing Report

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

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The screenshot shows a web browser window with a single tab titled "zbfi-uat.utshare.utsystem.e...". The main content area displays a report titled "PeopleSoft Receivables AGING SUMMARY BY BUSINESS UNIT as of 31-MAY-2018". The report is presented in a table format with columns for "Future", "Current", "31-60", and "61-90". The data is as follows:

	Future	Current	31-60	61-90
250.00		250.00		
362,400.50		362,400.50		
1,100,000.00		1,100,000.00		
139,324.44		205.00		
2,500.00				
12,142.00			150.00	11,992.00

This Process Is Now Complete

Contact us at:

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

The University of Texas
Rio Grande ValleyTM

Accounts Receivable