

The University of Texas Rio Grande ValleyTM

Accounts Receivable

Generate Aging Report – Aging Detail

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Objective

***How To Properly Generate Aging Report for
Aging Detail
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 the REPORT 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

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

- Log in to PeopleSoft 9.2

 NavBar: Navigator > Financials > Accounts Receivable > Receivables Analysis > Aging > Aging Detail by Unit Rpt

Running The Aging Detail by Unit Report

Aging Detail By Unit

Run Control ID AR_AgingProcess Report Manager Process Monitor **Run**

Language English

Report Request Parameters

As of Date 06/11/2018 Use System Date

SetID

Aging ID

Amount Type Base Curr

Rate Type

Customer ID

*Display Option Include All

Exclude IU Customers

Exclude Customers with Different Aging ID

Print By SubCustomer

Business Unit

*Business Unit	Description		
<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

Running The Aging Detail by Unit Report

- Add A New Value
- Enter CONTROL ID:
AR_AgingDetail
- Click **Add** button

The screenshot shows a web interface titled "Aging Detail by Unit Rpt". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is highlighted in blue. Below these buttons is a text input field labeled "Run Control ID" containing the text "AR_AgingDetail". Below the input field is a yellow "Add" button. At the bottom of the interface, there are two links: "Find an Existing Value" and "Add a New Value", separated by a vertical bar.

Data Entry

- **Aging Detail By Unit Report Parameters** page appears

Aging Detail By Unit

Run Control ID ARAGING_DETAIL Report Manager Process Monitor **Run**

Language **English** ▼

Report Request Parameters

As of Date 06/11/2018 Use System Date

SetID 🔍

Aging ID 🔍

Amount Type Base Curr ▼

Rate Type 🔍

Customer ID 🔍

*Display Option Include All ▼

Exclude IU Customers

Exclude Customers with Different Aging ID

Print By SubCustomer

Business Unit

*Business Unit	Description		
<input type="text"/> 🔍		+/-	

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

Data Entry

- Enter
 - As of Date: End of month date
 - SetID: **UTSHR**
 - Aging ID: **STD**
 - Amount Type: **Base Curr**
 - Rate Type: **CRRNT**
 - Customer ID: blank
 - Display Option: Include All
 - In Business Unit section under *Business Unit enter **UTRNS**
- Click **Save** button
 - This saves the parameters you just entered for next time.

Aging Detail By Unit

Run Control ID ARAGING_DETAIL Language English English Run

Report Request Parameters

As of Date 05/31/2018 [a] Use System Date

SetID UTSHR [m] UT Shared Systems

Aging ID STD [m] Standard Aging

Amount Type Base Curr [v]

Rate Type [m]

Customer ID [m]

*Display Option Include All [v]

Exclude IU Customers

Exclude Customers with Different Aging ID

Print By SubCustomer

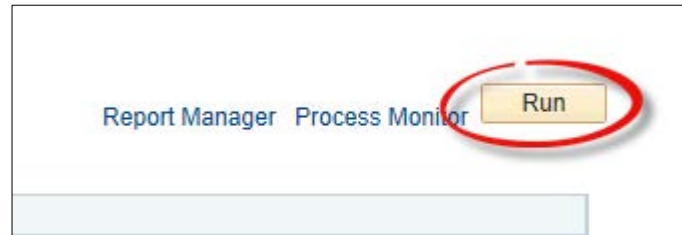
Business Unit

*Business Unit	Description
UTRNS [m]	UTRGV Non Sponsor [m]

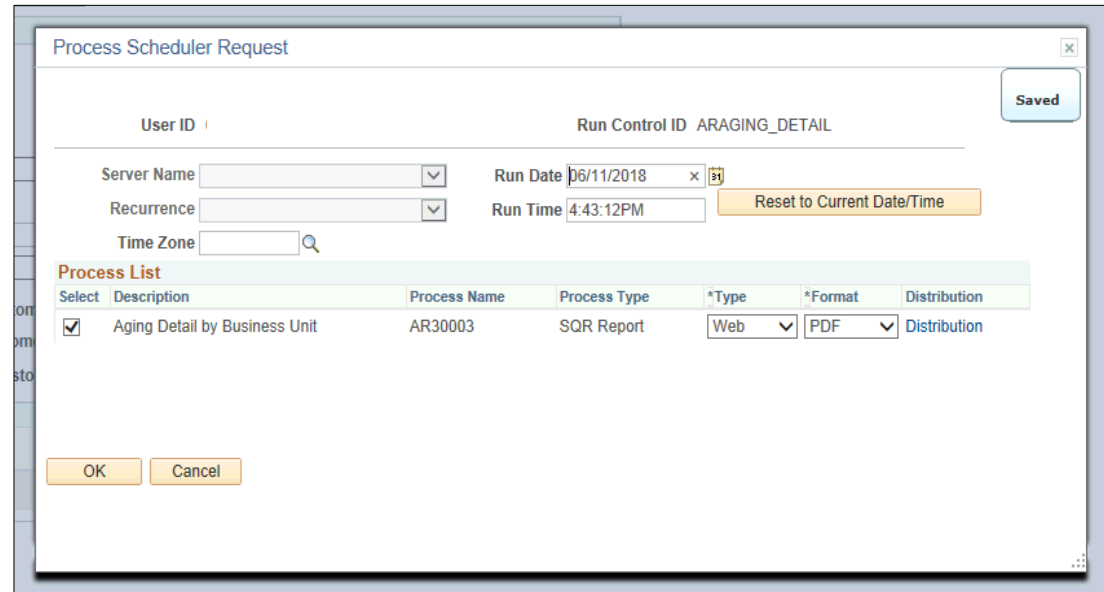
Save Notify Add Update/Display

Data Entry

- Click Run button



- **Process Scheduler Request** page opens



A screenshot of a 'Process Scheduler Request' dialog box. The dialog has a title bar with a close button. It contains several input fields and a table. A 'Saved' button is in the top right corner. At the bottom are 'OK' and 'Cancel' buttons.

User ID: [] Run Control ID: ARAGING_DETAIL

Server Name: [] Run Date: 06/11/2018 [x] [B]

Recurrence: [] Run Time: 4:43:12PM [Reset to Current Date/Time]

Time Zone: []

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web [v]	PDF [v]	Distribution

OK Cancel

Data Processing

- In Process List, ensure the **Aging Detail by Business Unit** is selected

Process Scheduler Request

User ID _____ Run Control ID ARAGING_DETAIL

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

Recurrence _____ Run Time 4:43:12PM Reset to Current Date/Time

Time Zone _____

Process List

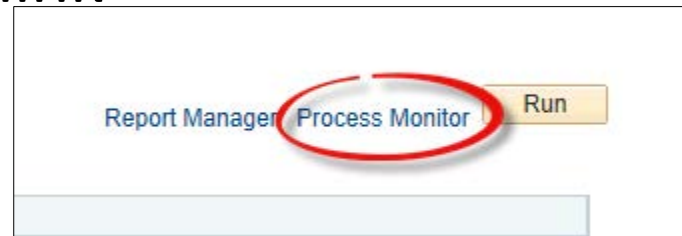
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Aging Detail by Business Unit	AR30003	SQR Report	Web	PDF	Distribution

OK Cancel

- Click **OK** button

Data Processing

- Click **Process Monitor** link



- View Process Request For page appears

Process List | Server List

View Process Request For

User ID: Type: Last: 1 Days

Server: Name: Instance From: Instance To:

Run Status: Success Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First 1-6 of 6 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	118739		SQR Report	AR30003		06/11/2018 4:43:12PM CDT	Success	N/A	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

Select All Deselect All

Data Processing

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

Process List

View Process Request For

User ID: Type: Last: 1 Days

Server: Name: Instance From: Instance To:

Run Status: Success Distribution Status: Save On Refresh

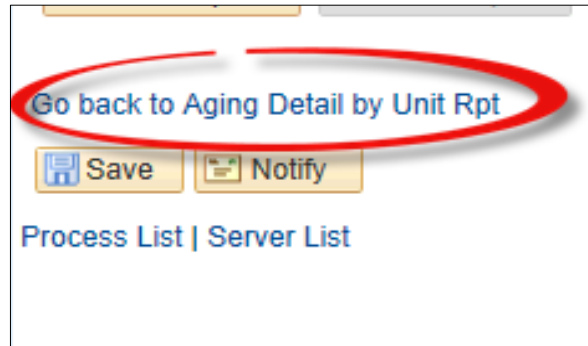
Process List [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1-6 of 6](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	118739		SQR Report	AR30003		06/11/2018 4:43:12PM CDT	Success	N/A	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

Select All Deselect All

Data Processing

- Click **Go back to Aging Detail by Unit Rpt** (link)



- Click on **Report Manager** link



Data Processing

- **View Reports For** page appears

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

Folder: Instance: to

Name: Created On: Last Days

Reports [Personalize](#) | [Find](#) | [View All](#) | | First 1-8 of 8 Last

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 AR30003	AGING DETAIL BY BUSINESS UNIT	General	06/11/18 4:44PM	46510	118739
2 AR30004	AGING SUMMARY BY BUSINESS UNIT	General	06/11/18 4:07PM	46451	118679
3 AR_AGE1	AR_AGE1	General	06/11/18 2:50PM	46320	118543
4 AR_AGEPP	AGING PARALLEL PREPROCESSOR	General	06/11/18 2:50PM	46319	118541
5 AR_AGE1	AR_AGE1	General	06/11/18 2:30PM	46282	118500
6 AR_AGEPP	AGING PARALLEL PREPROCESSOR	General	06/11/18 2:30PM	46281	118498
7 AR20002	PAYMENT DETAIL	General	06/11/18 9:10AM	45672	117878
8 AR20003	PAYMENT SUMMARY	General	06/11/18 8:31AM	45609	117815

[Go back to Aging Detail by Unit Rpt](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

Data Processing

- Click on the **Administration** tab



- Click **Aging Detail by Business Unit** report to view in PDF format

View Reports For

User ID Type Last Day

Status Folder Instance to

Report List Personalize | Find | View All | First Last

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	46510	118639	Aging Detail by Business Unit	06/11/2018 4:44:04PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	46451	118679	Aging Summary by Business Unit	06/11/2018 4:07:20PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	46320	118543	AR_AGE1	06/11/2018 2:49:58PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	46319	118541	Aging Parallel Preprocessor	06/11/2018 2:49:58PM	Text Files (*.txt)	Posted	Details
				06/11/2018	Text		

Report Invoice

- 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.

Save the CONTROL ID to ensure that it is ready for the next time you need to run this report.

Cur Amount	Future	Current	31-60	61-90	91-120
Dallas	Richardson	TX			

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