

The University of Texas Rio Grande Valley™

Accounts Receivable

Generate Aging Report – Aging by Chartfield

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Updated: 07/20/18

Objective

***To Properly Generate Aging Report for
Aging By ChartField
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 application 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 by ChartField

Generate Aging Report – Aging by Chartfield

Aging by Chartfield 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

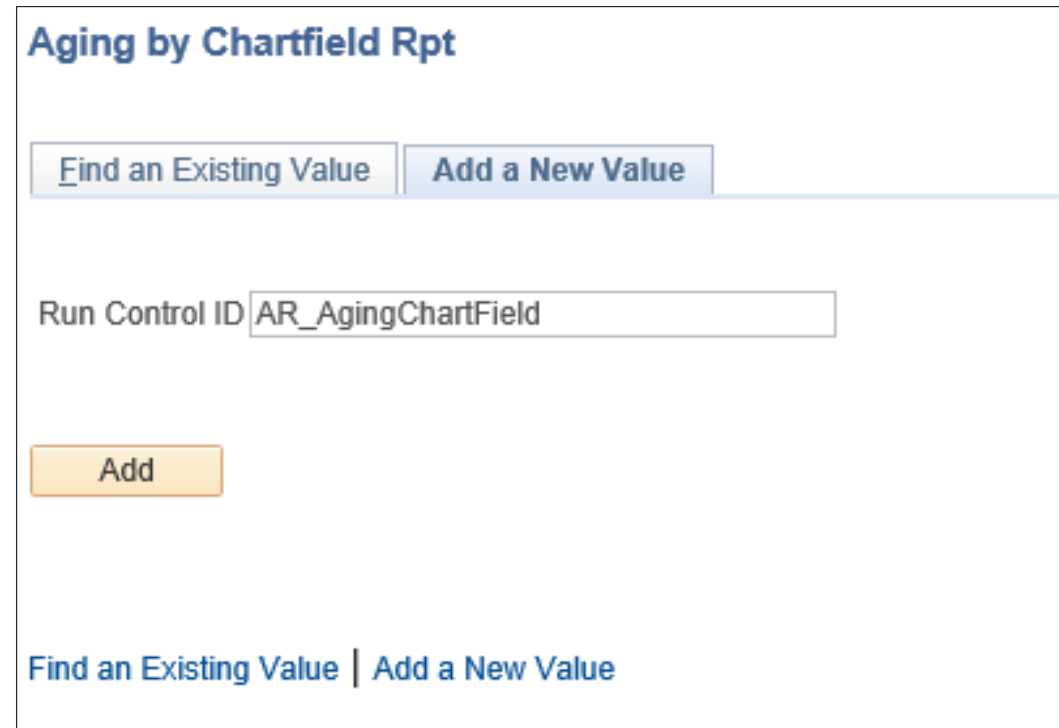
Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

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

Generate Aging Report – Aging by Chartfield

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



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

Data Entry

- Enter
 - As of Date: End of month date (i.e., 05/31/2018)
 - Business Unit: UTRNS
 - Default SetID: UTSHR
 - Aging SetID: UTSHR
 - Aging ID: STD
 - Customer ID: blank
 - *Display Option: Include All
 - Click 'Refresh' button

Aging By Chartfield

Run Control ID ARAGING_CHARTFIELD Report Manager Process Monitor Run

Language English

Report Request Parameters

*As of Date 05/31/2018 Use System Date Business Unit UTRNS **Aging ID** *Aging SetID UTSHR **Report Option**
Customer ID Exclude IU Customers *Default SetID UTSHR *Aging ID STD Detail
 Exclude Customers with Different Aging ID Summary
*Display Option Include All

Refresh

ChartField Selection Personalize | Find | First 1 of 1 Last

ChartField Name	Subtotal	Value	To Value
	<input type="checkbox"/>		

Save Notify Add Update/Display

Data Entry

- Enter
 - In **Chartfield Selection** select
 - Account
 - Fund
 - Project
 - Enter valid values for
 - Account (40208)
 - Fund (3100)
 - Project

Refresh

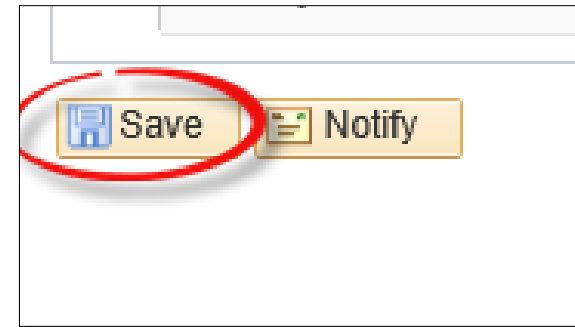
Personalize | Find | First 1-8 of 8 Last

ChartField Name	Subtotal	Value	To Value
Account	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Fund Code	<input checked="" type="checkbox"/>	3100	3100
Department	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Cost Center	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Function	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Program Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Project	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
Currency Code	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

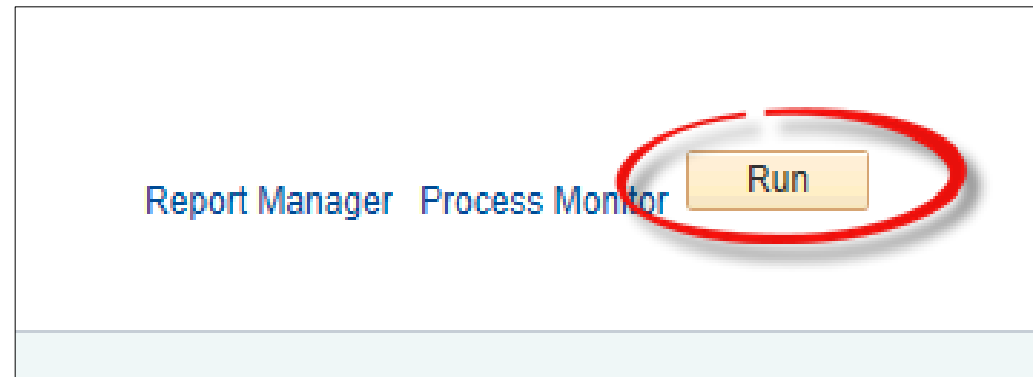
Save Notify Add Update/Display

Data Entry

- Click **Save** button
 - The data parameters you entered are now saved and ready for next time.



- Click **Run** button



Data Processing

- **Process Scheduler Request** page opens
- Ensure **AR30006 (example)** process description is selected

Process Scheduler Request

User ID _____ Run Control ID ARAGING_CHARTFIELD

Server Name _____ Run Date 06/12/2018 x [calendar icon]

Recurrence _____ Run Time 9:01:14AM [Reset to Current Date/Time]

Time Zone _____ [search icon]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AR30006	AR30006	SQR Report	Web	PDF	Distribution

OK Cancel

- Click **OK** button

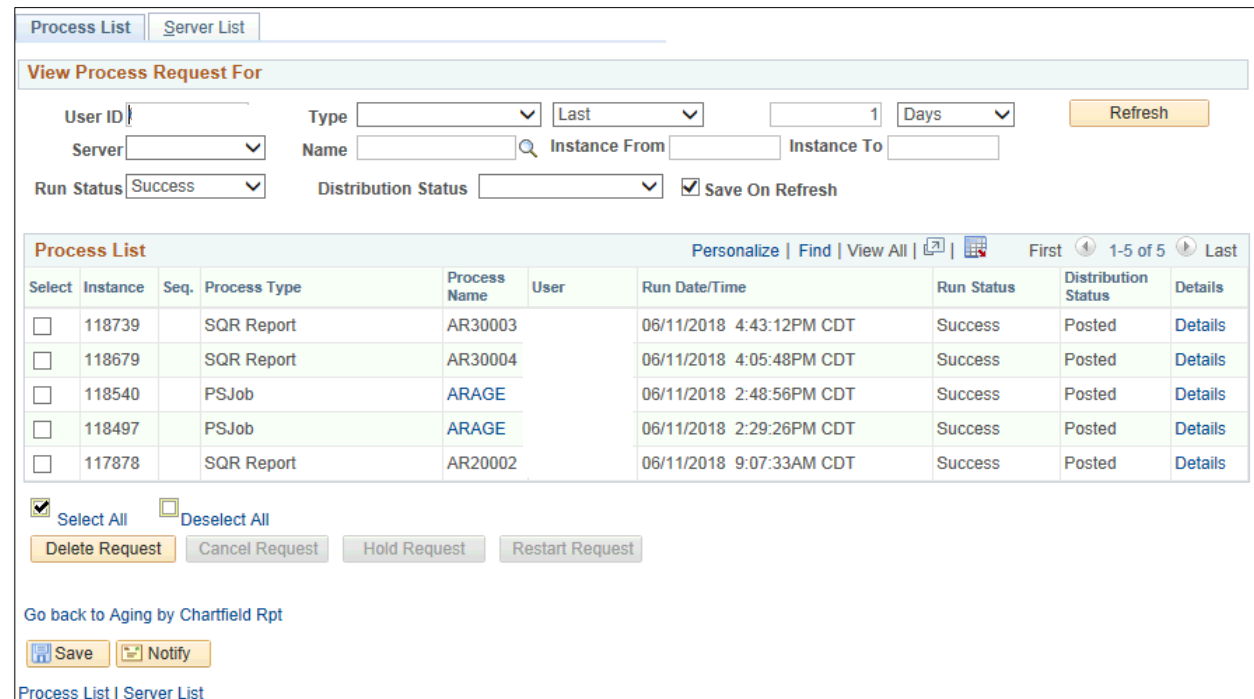
Data Processing

- Click **Process Monitor** link



Data Processing

- Process List page opens
- Click 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 this is a search and filter section titled 'View Process Request For'. It includes fields for 'User ID', 'Server', 'Run Status' (set to 'Success'), 'Type', 'Name', 'Instance From', 'Instance To', 'Distribution Status', and a 'Refresh' button. A 'Save On Refresh' checkbox is also present.

The main section is a table titled 'Process List'. The table has columns for 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains five rows of data:

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	Posted	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

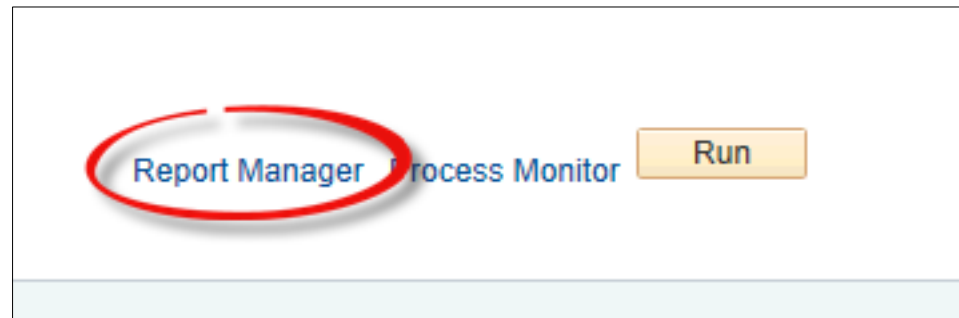
Below the table, there are checkboxes for 'Select All' (checked) and 'Deselect All'. Action buttons include 'Delete Request', 'Cancel Request', 'Hold Request', and 'Restart Request'. At the bottom, there are links for 'Go back to Aging by Chartfield Rpt', 'Save', and 'Notify' buttons. The page footer shows 'Process List | Server List'.

Data Processing

- Go back to Aging by Chartfield Rpt link



- Click on **Report Manager** link



Data Processing

- **View Reports For** page appears

View Reports For

Folder: Instance: to Refresh

Name: Created On: Last 1 Days

Reports Personalize | Find | View All | | First 1-8 of 8 Last

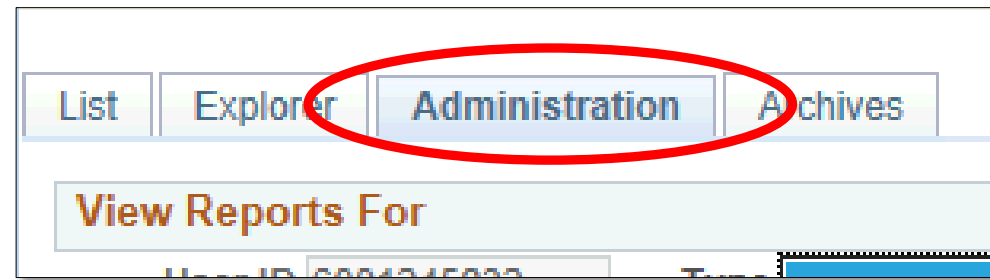
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 AR30006	AR30006	General	06/12/18 9:02AM	47732	119973
2 AR30003	AGING DETAIL BY BUSINESS UNIT	General	06/11/18 4:44PM	46510	118739
3 AR30004	AGING SUMMARY BY BUSINESS UNIT	General	06/11/18 4:07PM	46451	118679
4 AR_AGE1	AR_AGE1	General	06/11/18 2:50PM	46320	118543
5 AR_AGEPP	AGING PARALLEL PREPROCESSOR	General	06/11/18 2:50PM	46319	118541
6 AR_AGE1	AR_AGE1	General	06/11/18 2:30PM	46282	118500
7 AR_AGEPP	AGING PARALLEL PREPROCESSOR	General	06/11/18 2:30PM	46281	118498
8 AR20002	PAYMENT DETAIL	General	06/11/18 9:10AM	45672	117878

[Go back to Aging by Chartfield Rpt](#)

List | Explorer | Administration | Archives



Data Processing

- Click on the **Administration** tab



Data Processing

- Click on **AR3000#** file to view report in PDF format

Report List							
Personalize Find View All  							
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	47732	119973	AR30006	06/12/2018 9:01:43AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	46510	118739	Aging Detail by Business Unit	06/11/2018 4:44:04PM	Acrobat (*.pdf)	Posted	Details

Viewing Report

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

REMINDER: Please ENSURE POP-UPS are ENABLED for this server.

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NOTE: The aging on this report is independent of the normal aging process. This report can be run for any point in time while the aging process is always as of the run date and time.

This report shows invoice level detail. The Aging Summary by Unit report shows aging at the customer (sponsor) level. Other useful aging reports are the: Aging by Detail Aging by Summary report

Report Manager | zbf-uat.utshare.utsystem.e... X

PeopleSoft Receivables
AGING BY CHARTFIELD
31-MAY-2018

Page No. 1
Run Date 31-MAY-2018
Run Time

Future	Current	31-60	61-90	91-120	121-180	181-365

Customer Name: Rio Grande Regional Hospital

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