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Accounts Receivable

Department of Financial Services/Comptroller

AR WorkCenter Navigation - Queries

Organizer(s): David Guerra, Training Coordinator

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Objective

***How To Properly Review Content & Extract Queried Data
AR WorkCenter
in
PeopleSoft 9.2
Accounts Receivable Module
by Explanation, Demonstration, & Practical Application***

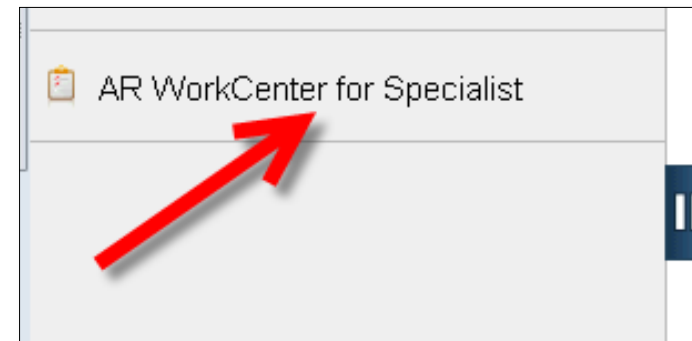
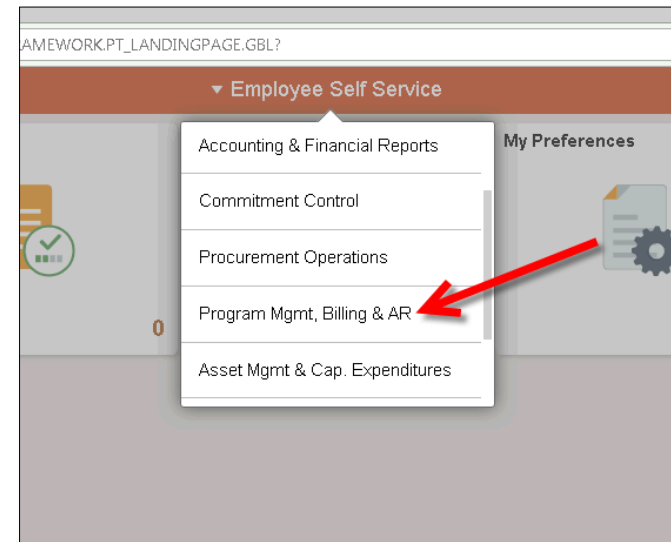
Navigate

- FLUID NAVIGATION:
Employee Self Service >
Program Mgmt Billing & AR

Receivables (tile)

AR WorkCenter for Specialist
(far left side)

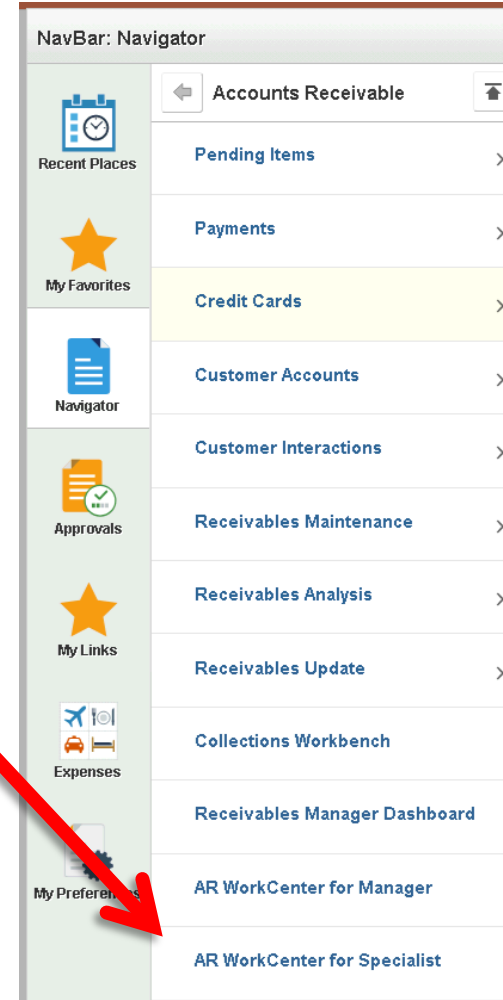
-or you can (next page)



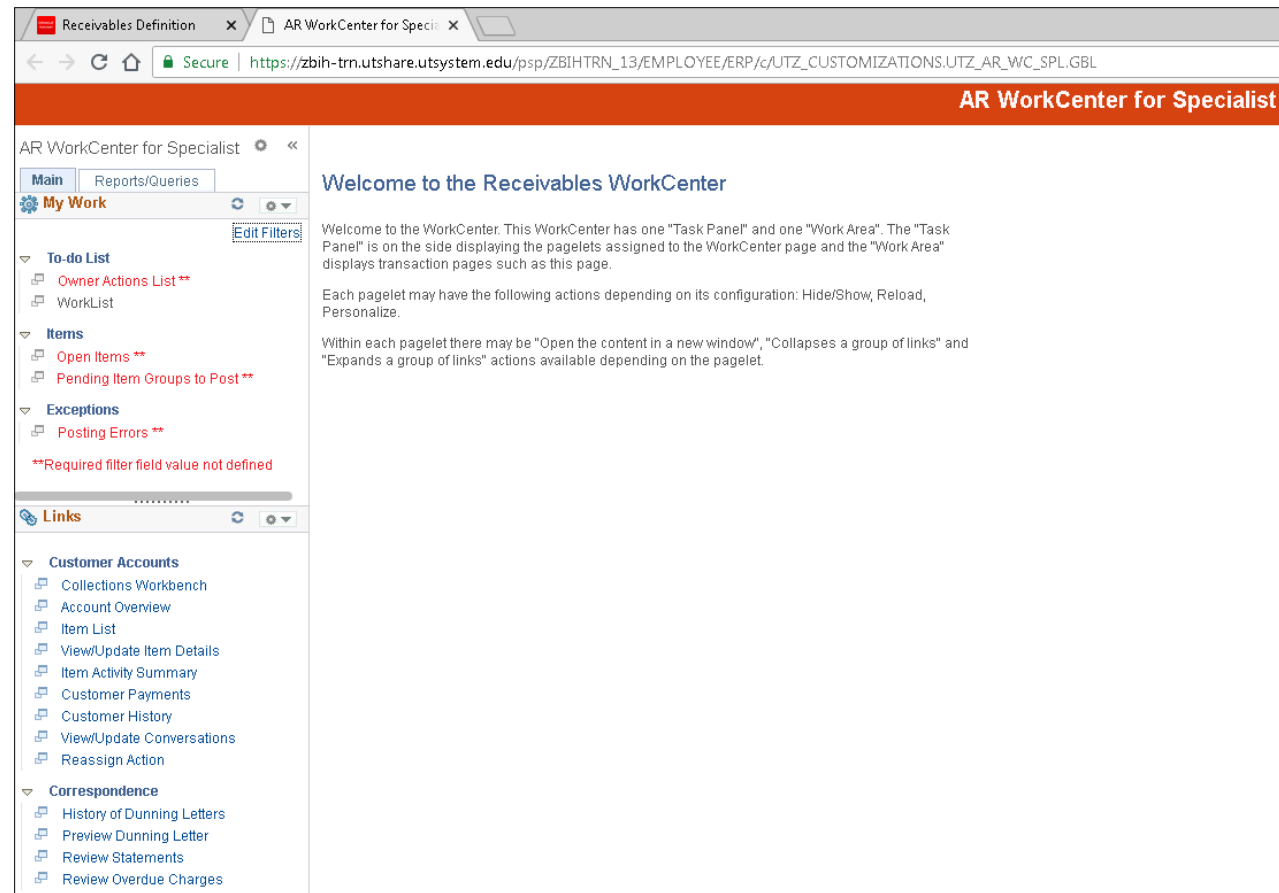
Navigate



NAVBAR:
Navigator >
Financials >
Accounts Receivable >
AR WorkCenter for Specialist

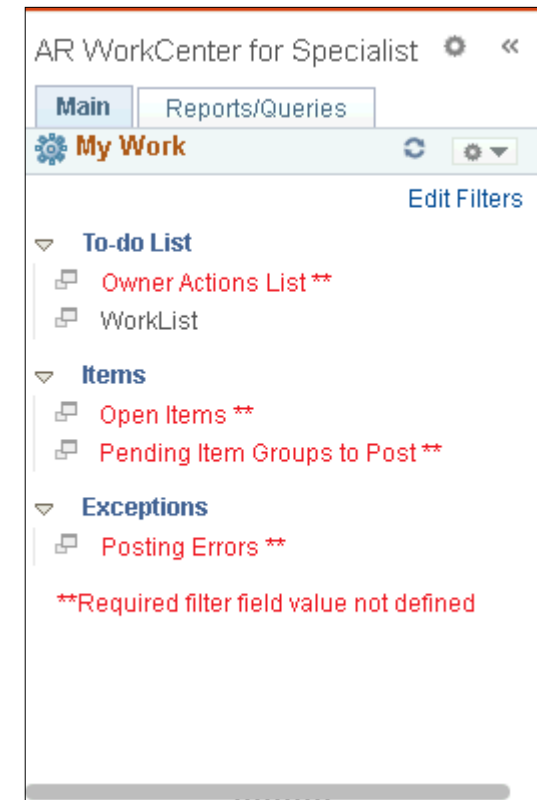


- a **NEW** browser tab will open: “AR WorkCenter for Specialist”



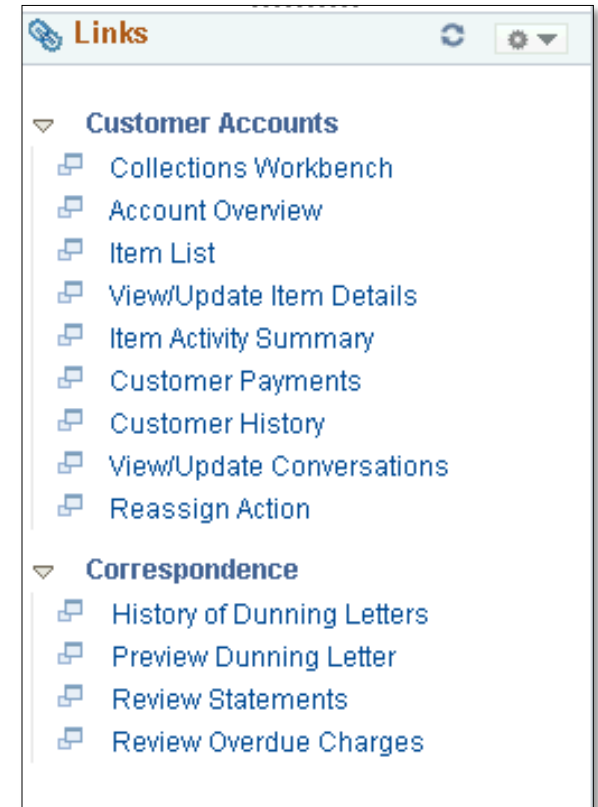
SECTION 1 of 3

- My Work
 - Shows Events Needing Attention
 - To-do List
 - Items
 - Exceptions
 - Action Items in red are NOT linkable and will require you to change screens to address the notifications.
- You will have MORE or LESS depending on your actions and results of those actions




SECTION 2 of 3

- Links
 - Most Commonly used AR Links
There may be more or less depending on user roles and responsibilities.
 - Customer Accounts
 - Correspondence
 - Results by clicking on links will appear in the “Work Area”



SECTION 3 of 3

- Work Area
 - Processing of Data, Query Results, other activities & actions take place in the Work Area



The screenshot shows a web interface for the AR WorkCenter for Specialist. At the top, there is a dark orange header bar with the text "AR WorkCenter for Specialist" in white. Below the header, the main content area has a white background. It starts with a blue heading "Welcome to the Receivables WorkCenter". This is followed by a paragraph of introductory text, then a paragraph listing actions available for each pagelet, and finally a paragraph listing actions available within each pagelet.

AR WorkCenter for Specialist

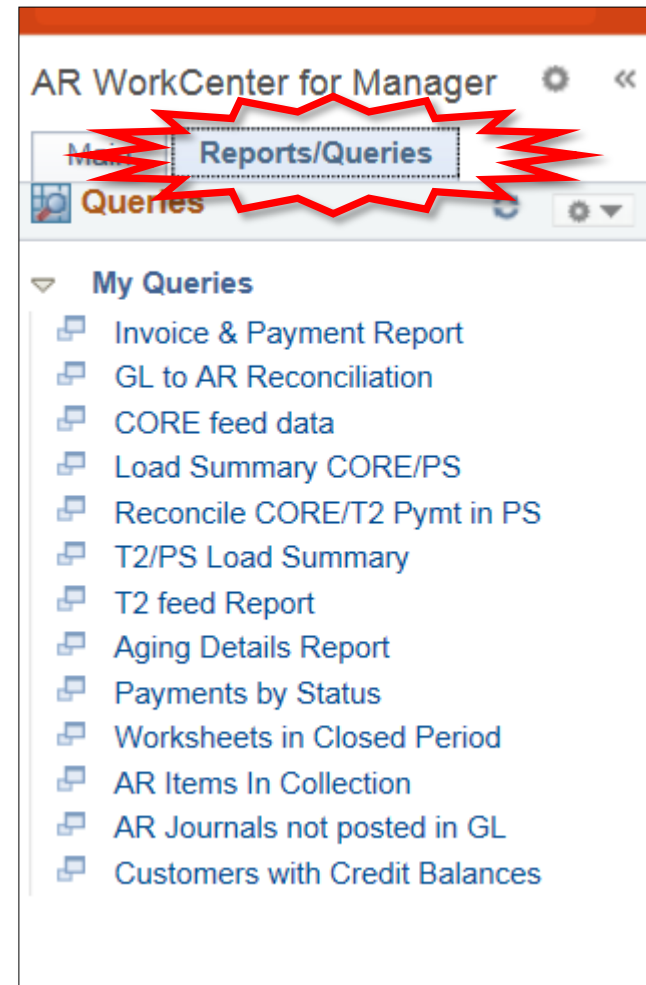
Welcome to the Receivables WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

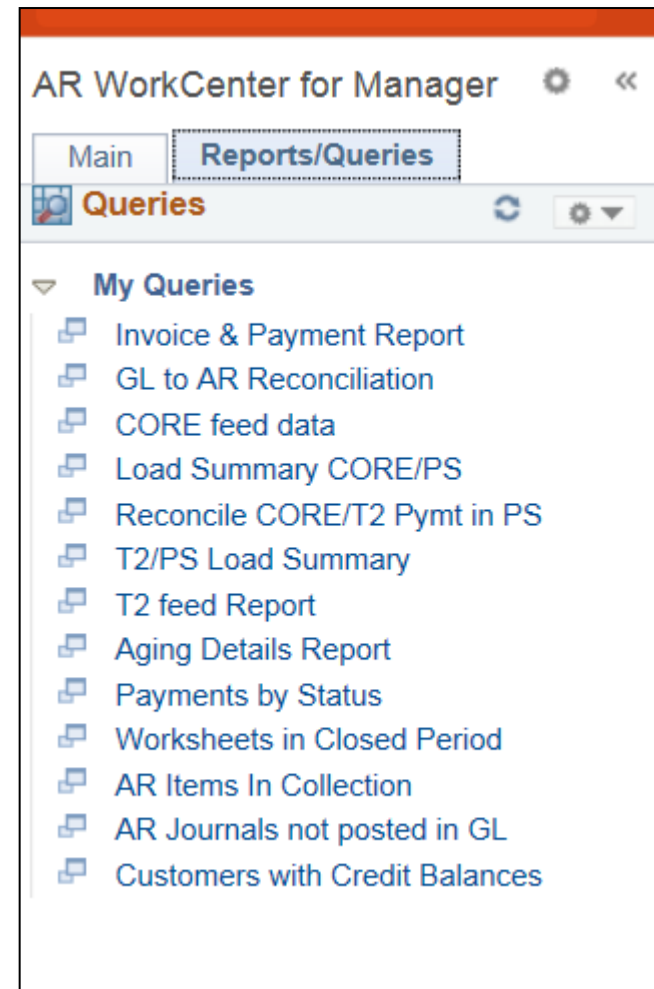
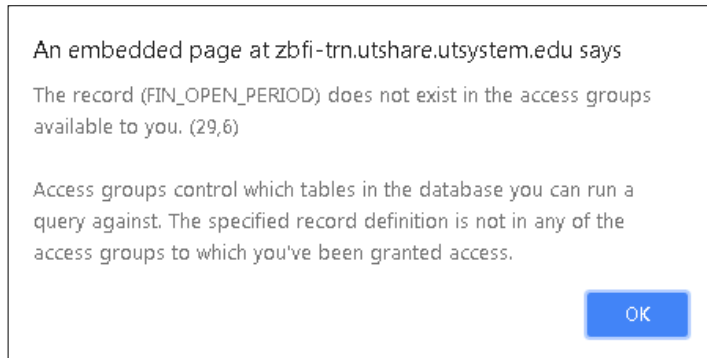
Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

-
- Click on the **Reports/Queries** tab

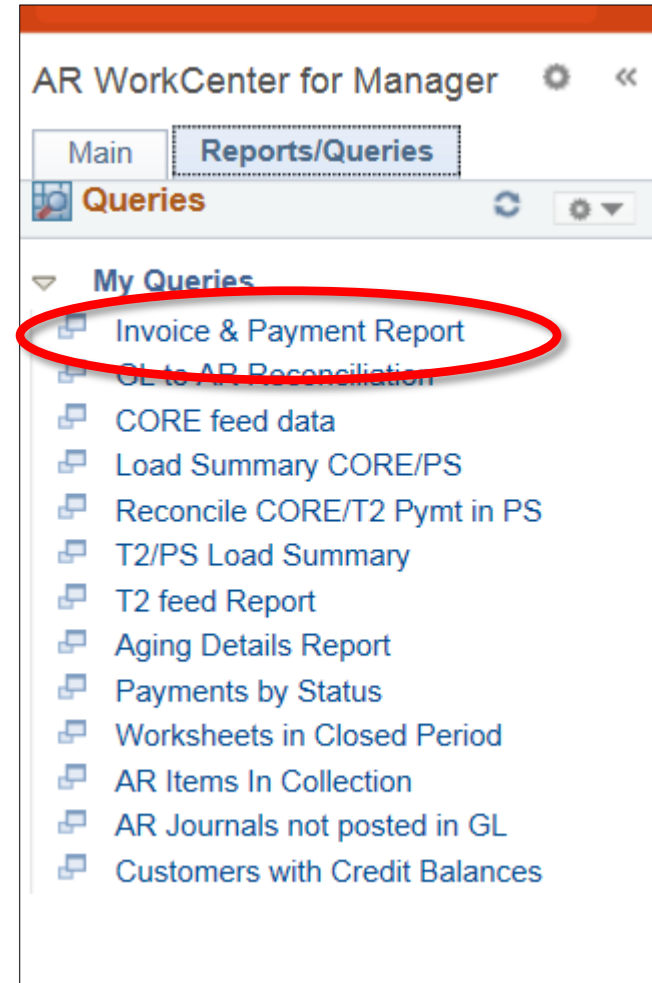


• My Queries

- Various Queries exist
 - DEPENDING on Role & Responsibility
 - Some links will allow you access
 - Some links will not allow you access




-
- My Queries
 - Click on the link:
Invoice & Payment Report
 - Information populates in the
“Work Area”





• INVOICE & PAYMENT REPORT


is the PeopleSoft 9.2 equivalent of the monthly
Oracle Receivable Invoice Report


UTZ_GM_ITEM_ACTIVITY_AR - UTZ_GM_ITEM_ACTIVITY_AR


Business Unit 


Invoice Start Date 


Invoice End Date 


Fund Code Start 


Fund Code End 


Dept Id Start 

Dept Id End 

Cost Centre Start 

Cost Centre End 

Project Start 

Project End 

Item ID


[View Results](#)


Business Unit	Account Manager(of Cost Centr)	Invoice/Entry Type	Item ID(Invoice Number)	Document	Invoiced Amount	Invoice Date	Invoice Posted Date	Deposit ID	Payment ID	Check #	Payment Amount	Payment/Receipt Date	Payment/Receipt Posted Date	Item Balance	Customer ID	Customer Name	Created by(Billing Socialist)	Account	Fund	Function	Department	Cost Center	Project	Invoice Status
---------------	--------------------------------	--------------------	-------------------------	----------	-----------------	--------------	---------------------	------------	------------	---------	----------------	----------------------	-----------------------------	--------------	-------------	---------------	-------------------------------	---------	------	----------	------------	-------------	---------	----------------


Data Entry

- Enter
 - Business Unit: UTRNS
 - Invoice Start Date: 01/02/2023
 - Invoice End Date: 01/31/2023
 - Fund Code: %
 - Dept ID: %
- FOR TRAINING PURPOSES
 - Leave Remaining Fields Blank
- Click on the **View Results** button

UTZ_GM_ITEM_ACTIVITY_AR - Invoice & Payment Report


*Business Unit 


*Invoice Start Date 


*Invoice End Date 


Fund Code (%)

Dept Id (%)

Cost Centre Start 

Cost Centre End 

Project Start 

Project End 

Item ID (%)

NOTE

- **HOMEWORK**
 - Come back to this Query and populate as many of the remaining fields that you can.
 - Remember: The more content you add in the entry fields the more specific and drilled down your results will be.

Back To The Results

- All results for the specified Start and End Dates appear.

Item ID:

[View Results](#)

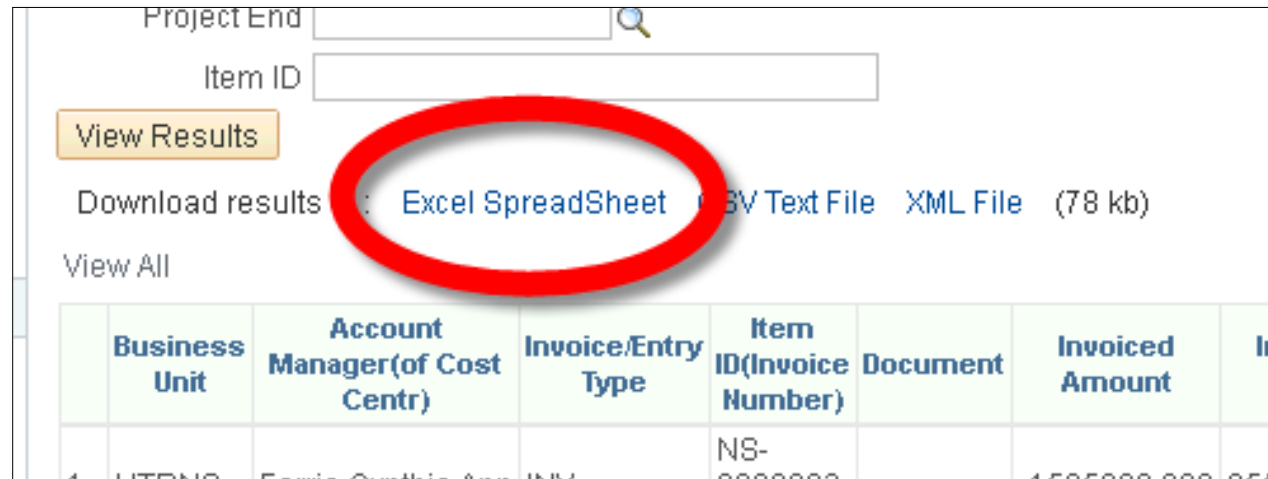
Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (78 kb)

View All First 1-76 of 7

	Business Unit	Account Manager (of Cost Centr)	Invoice/Entry Type	Item ID (Invoice Number)	Document	Invoiced Amount	Invoice Date	Invoice Posted Date	Deposit ID	Payment ID	Check #	Payment Amount	Payment/Receipt Date	Payment/Receipt Posted Date	Item Balance	Customer ID	Customer Name	Created by (Billing Specialist)	Account	Fund	Function	Department	Cost Center	Project
1	UTRNS	Farris, Cynthia Ann	INV	NS-0000002-INV		-1595000.000	05/07/2018	05/07/2018				0.000			0.000	NSP293104	Doctors Hospital at Renaissance	Mariana Guerra, Manager	42306	3100	999	300110	36000401	
2	UTRNS		INV	NS-0000002-INV		1595000.000	05/07/2018	05/07/2018				0.000			1595000.000	NSP293104	Doctors Hospital at Renaissance	Mariana Guerra, Manager	11680	3100				
3	UTRNS	Mendoza, Jose E	INV	NS-0000003-INV		-1000000.000	05/07/2018	05/07/2018				0.000			0.000	NSP007558	City of Edinburg	Mariana Guerra, Manager	42209	3100	999	300110	31000077	
4	UTRNS		INV	NS-0000003-INV		1000000.000	05/07/2018	05/07/2018				0.000			1000000.000	NSP007558	City of Edinburg	Mariana Guerra, Manager	11680	3100				
5	UTRNS	Rodriguez-Nieto, Juan A	INV	NS-0000004-INV		-5000.000	05/07/2018	05/07/2018				0.000			0.000	NSP00002	Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	42306	3100	999	420450	31000211	
6	UTRNS		INV	NS-0000004-INV		5000.000	05/07/2018	05/07/2018				0.000			0.000	NSP00002	Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	11680	3100				

The Results

- Export/Download to EXCEL SPREADSHEET
 - Click on the Excel SpreadSheet link



The screenshot shows a web application interface with search filters and download options. At the top, there are input fields for "Project End" and "Item ID", each with a search icon. Below these is a "View Results" button. Underneath, the text "Download results" is followed by a list of download options: "Excel SpreadSheet", "CSV Text File", and "XML File (78 kb)". The "Excel SpreadSheet" link is circled in red. Below the download options is a "View All" link. At the bottom, a table is visible with the following headers: "Business Unit", "Account Manager(of Cost Centr)", "Invoice/Entry Type", "Item ID(Invoice Number)", "Document", "Invoiced Amount", and "In". The first row of the table contains the following data: "HTENS", "Eman", "INV", "NS-0000000", and "1,500,000.000".

Business Unit	Account Manager(of Cost Centr)	Invoice/Entry Type	Item ID(Invoice Number)	Document	Invoiced Amount	In
HTENS	Eman	INV	NS-0000000		1,500,000.000	05/0

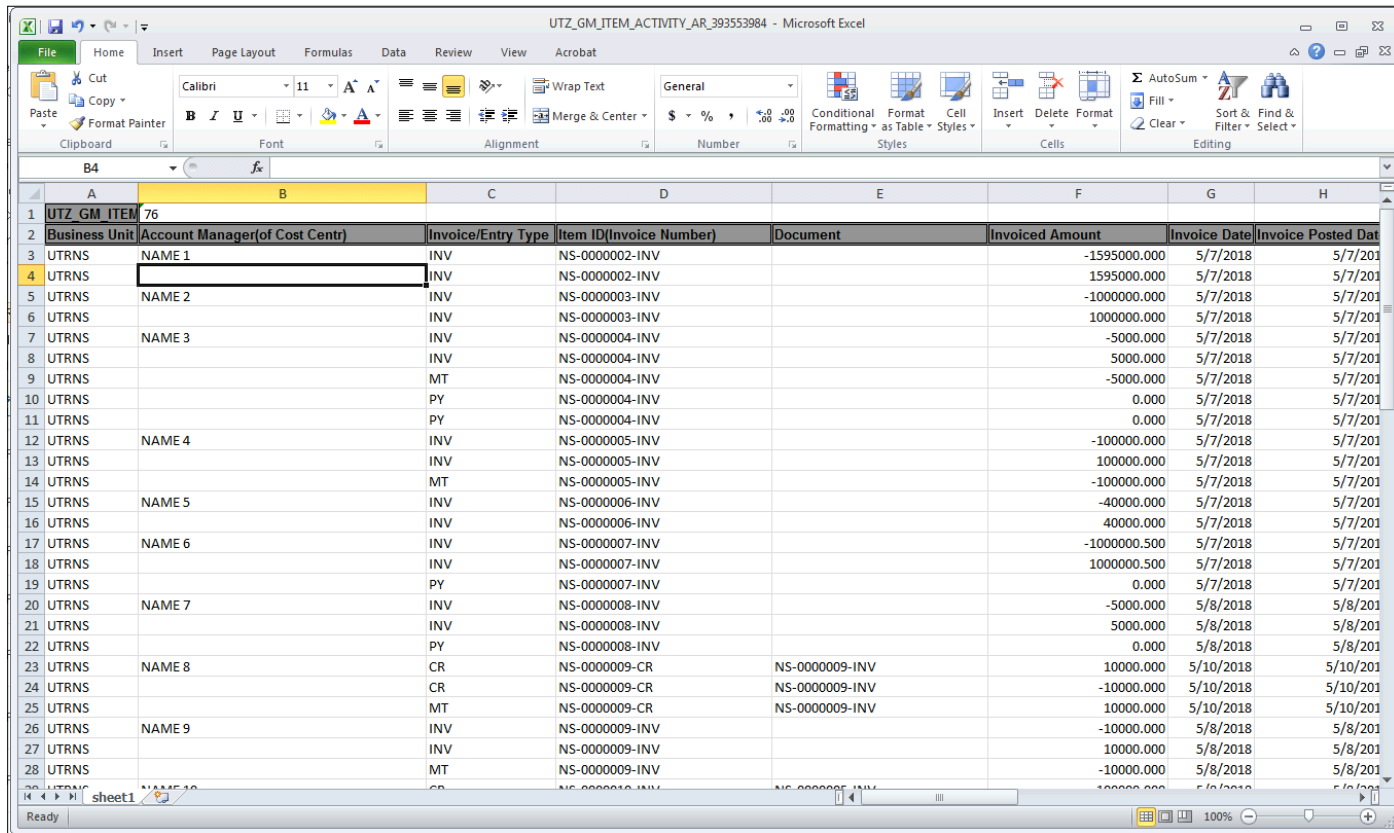
Exporting the Results

- Depending on your browser the Excel SpreadSheet document is now downloaded.
 - See lower left corner of Chrome Browser.
 - Click on the downloaded .XLSX file



The SpreadSheet

- Microsoft Excel will start and the SpreadSheet will load



The screenshot displays a Microsoft Excel spreadsheet titled "UTZ_GM_ITEM_ACTIVITY_AR_393553984". The spreadsheet is organized into columns with the following headers: Business Unit, Account Manager (of Cost Centr), Invoice/Entry Type, Item ID (Invoice Number), Document, Invoiced Amount, Invoice Date, and Invoice Posted Date. The data rows show various transactions for different business units and account managers, including invoice types like INV, MT, and PY, and amounts ranging from -1595000.000 to 10000.000. The status of each invoice is also indicated as either CR (Credit) or INV (Invoice).

Business Unit	Account Manager (of Cost Centr)	Invoice/Entry Type	Item ID (Invoice Number)	Document	Invoiced Amount	Invoice Date	Invoice Posted Date
UTRNS	NAME 1	INV	NS-000002-INV		-1595000.000	5/7/2018	5/7/2018
UTRNS	NAME 2	INV	NS-000003-INV		1595000.000	5/7/2018	5/7/2018
UTRNS	NAME 3	INV	NS-000004-INV		-1000000.000	5/7/2018	5/7/2018
UTRNS	NAME 4	INV	NS-000005-INV		1000000.000	5/7/2018	5/7/2018
UTRNS	NAME 5	INV	NS-000006-INV		-5000.000	5/7/2018	5/7/2018
UTRNS	NAME 6	INV	NS-000007-INV		5000.000	5/7/2018	5/7/2018
UTRNS	NAME 7	MT	NS-000008-INV		-5000.000	5/7/2018	5/7/2018
UTRNS	NAME 8	PY	NS-000009-INV		0.000	5/7/2018	5/7/2018
UTRNS	NAME 9	PY	NS-000010-INV		0.000	5/7/2018	5/7/2018
UTRNS	NAME 10	INV	NS-000011-INV		-1000000.000	5/7/2018	5/7/2018
UTRNS	NAME 11	INV	NS-000012-INV		100000.000	5/7/2018	5/7/2018
UTRNS	NAME 12	MT	NS-000013-INV		-100000.000	5/7/2018	5/7/2018
UTRNS	NAME 13	INV	NS-000014-INV		-100000.000	5/7/2018	5/7/2018
UTRNS	NAME 14	INV	NS-000015-INV		-40000.000	5/7/2018	5/7/2018
UTRNS	NAME 15	INV	NS-000016-INV		40000.000	5/7/2018	5/7/2018
UTRNS	NAME 16	INV	NS-000017-INV		-1000000.500	5/7/2018	5/7/2018
UTRNS	NAME 17	INV	NS-000018-INV		1000000.500	5/7/2018	5/7/2018
UTRNS	NAME 18	PY	NS-000019-INV		0.000	5/7/2018	5/7/2018
UTRNS	NAME 19	INV	NS-000020-INV		-5000.000	5/8/2018	5/8/2018
UTRNS	NAME 20	INV	NS-000021-INV		5000.000	5/8/2018	5/8/2018
UTRNS	NAME 21	PY	NS-000022-INV		0.000	5/8/2018	5/8/2018
UTRNS	NAME 22	CR	NS-000009-CR	NS-000009-INV	10000.000	5/10/2018	5/10/2018
UTRNS	NAME 23	CR	NS-000009-CR	NS-000009-INV	-10000.000	5/10/2018	5/10/2018
UTRNS	NAME 24	MT	NS-000009-CR	NS-000009-INV	10000.000	5/10/2018	5/10/2018
UTRNS	NAME 25	INV	NS-000009-INV		-10000.000	5/8/2018	5/8/2018
UTRNS	NAME 26	INV	NS-000009-INV		10000.000	5/8/2018	5/8/2018
UTRNS	NAME 27	INV	NS-000009-INV		-10000.000	5/8/2018	5/8/2018
UTRNS	NAME 28	MT	NS-000009-INV		10000.000	5/8/2018	5/8/2018

The SpreadSheet Content

- Scroll to the right to review the entire content in the Excel document

The screenshot displays a Microsoft Excel spreadsheet with the following data:

	Q	R	S	T	U	V	W	X	Y	
1										
2		Customer Name	Created by(Billing Specialist)	Account	Fund	Function	Department	Cost Center	Project	Invoice Status
3		Doctors Hospital at Renaissance	Mariana Guerra, Manager	42306	3100	999	300110	36000401		Open
4		Doctors Hospital at Renaissance	Mariana Guerra, Manager	11680	3100					Open
5		City of Edinburg	Mariana Guerra, Manager	42209	3100	999	300110	31000077		Open
6		City of Edinburg	Mariana Guerra, Manager	11680	3100					Open
7		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	42306	3100	999	420450	31000211		Closed
8		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	11680	3100					Closed
9		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	11680	3100					Closed
10		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	11680	3100					Closed
11		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	11680	3100					Closed
12		City of Edinburg	Mariana Guerra, Manager	44451	3200	999	205060	32000009		Closed
13		City of Edinburg	Mariana Guerra, Manager	11680	3200					Closed
14		City of Edinburg	Mariana Guerra, Manager	11680	3200					Closed
15		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	42306	4100	999	102000	41000013		Open
16		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	11680	4100					Open
17		Rio Bank	Mariana Guerra, Manager	45100	5500	999	410505	55000550		Closed
18		Rio Bank	Mariana Guerra, Manager	11680	5500					Closed
19		Rio Bank	Mariana Guerra, Manager	11680	5500					Closed
20		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	42306	3100	999	104030	31000001		Open
21		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	11680	3100					Open
22		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	11680	3100					Open
23		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	42306	3100	999	420450	31000211		Closed
24		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	11680	3100					Closed
25		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	11680	3100					Closed
26		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	42306	3100	999	420450	31000211		Closed
27		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	11680	3100					Closed
28		Rio Grande Regional Hospital	UTRGV Conversion - Non Grants	11680	3100					Closed

The SpreadSheet Content

- You can save, print, or email the SpreadSheet.
- This query can be run at any time.

THIS PROCESS IS NOW COMPLETE

Contact us at:

- Email Accounts Receivable at AccountsReceivable@utrgv.edu

The University of Texas
Rio Grande ValleyTM

Accounts Receivable