

QUICK REFERENCE GUIDE

March 13, 2024

Print a Dunning Letter

You can print Dunning Letters after reviewing and editing them. Navigate to the Dunning Letter Print page and enter the Dunning Number (Dunning ID) that you want to print. Next run the Dunning Letter Print process.

Step 1: Run the Dunning Letter Print Process

1. Navigate to the Dunning Letter Print page to print Dunning letters using one of the options listed below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Customer Interactions, left menu, Dunning Letters, Print Letter.
WorkCenter	Accounting, Accounts Receivable, Receivables WorkCenter, left menu, Reports/Processes section, Customer Interactions, Print Dunning Letters.

2. From the Print Letter page, enter an existing Run Control ID or add a new Run Control ID.
3. At the Dunning Letter Print page, make sure to update or enter the Dunning Number (Dunning ID) for the Dunning Letter you want to print.
4. A warning message may display requesting that you run this process immediately.

Warning -- Please remember to process this request immediately. (6835,22)

Please remember to process this request immediately. Failure to do so will result in the dunning letters in this run be set to printing completed.

5. Select the **OK** button.
6. Select the **Run** button.

7. Accept the default “Dunning Letters - All Levels” (ARX33000) BI Publisher process.
8. Select the **OK** button.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Dunning Letters - All Levels	ARX33000	BI Publisher	Web	PDF	Distribution

9. You are returned to the Dunning Letter Print page. Select the **Process Monitor** link.
10. From the Process Detail page, monitor the success of the process. Select the **Refresh** button to refresh the page.
11. When you see “Success” in the Run Status and “Posted” in the Distribution Status, select the **Report Manager** link.

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	44857783		Default	BI Publisher	ARX33000		03/13/2024 11:19:38AM CDT	Success	Posted	Details	Actions

12. The List page of the Report Manager displays. Select the **Administration** tab.

13. Select the “ARX33000_ARX33000.pdf” link in the Description column for the process you ran.

List Explorer **Administration** Archives

View Reports For

User ID Type Last 1 Days Refresh

Status Folder Instance to

Report List

1-1 of 1 View All

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	40839271	44857783	ARX33000 - ARX33000.pdf	03/13/2024 11:20:29AM	Acrobat (* .pdf)	Posted	Details

1. The Dunning Letter displays in a new window. Print or save the file as you would normally. Close the browser window when you are done.

mn **Invoices Subject To Collection** Notice Id: 2631
Date: Sep 02, 2022
Page: 1 of 1

RAMSEY, MN 55303

Dear _____,

Our records show you owe for invoices listed below. If we do not receive payment in full within 20 days of the date of this letter, we are referring the debt to the Minnesota Department of Revenue, pursuant to MN Statute 16D. Once your debt is placed with Revenue, a collection fee of up to 25% is added to the balance. You may request cancellation of the collection cost as provided by MN Statute 16D.11, subdivision 3. Interest bearing debts will accrue interest in accordance with MN Statute 16D.13. Revenue is authorized by law to take the following actions to collect this debt through: a)File a lien. B)Obtain a judgment against you. C)Garnish your wages. D)Levy your bank account. E)Issue subpoenas. F)Seize your property. G)Offset your: State tax refunds or Lottery winnings or Eligible federal or state payments. H)Revoke or deny renewal of a business license. I)Report you to a credit bureau. J) Access non-public government data on you. K)Refer your debt to a private collection agency.

Business Unit B4201 Customer 0000054103

Seq	Item	Line	Entry Type	Balance	Due Date	Acct Date	Days Late
1	00000697157	1	Invoice	12,500.00 USD	05/11/22	04/11/22	114
1	00000697157	1	Invoice	12,500.00 USD	05/11/22	04/11/22	114
1	00000697157	1	Invoice	12,500.00 USD	05/11/22	04/11/22	114
1	00000697157	1	Invoice	12,500.00 USD	05/11/22	04/11/22	114
				50,000.00 USD			

Please call 651/284-5028 if you have any questions regarding your account.

Sincerely,