

QUICK REFERENCE GUIDE

November 1, 2019

Print a Dunning Letter

You can print Dunning Letters after reviewing and editing them. You will navigate to the *Dunning Letter Print* page and enter the *Dunning Number (Dunning ID)* that you made note of when running the Dunning Letter Process. You'll then run the Print Letter process, making sure to select the "Dunning Letters -- All Levels – ARX33000 – BI Publisher" process.

Steps to complete:

- Step 1: Run the Dunning Letter Print Process
- Step 2: Navigate to the Report Manager to View and Print the Dunning Letters

Step 1: Run the Dunning Letter Print Process

1. Navigate to the *Print Letter* 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. At 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/enter the *Dunning Number (Dunning ID)* for the Dunning Letter you want to print.

Note: From the *Dunning Number Lookup* page, you are able to see if this Dunning Letter has been printed before.

Dunning Letter Print

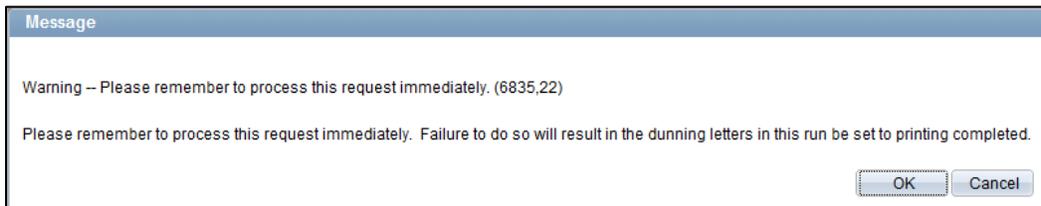
Run Control ID: NEWG10 [Report Manager](#) [Process Monitor](#)

Language: English

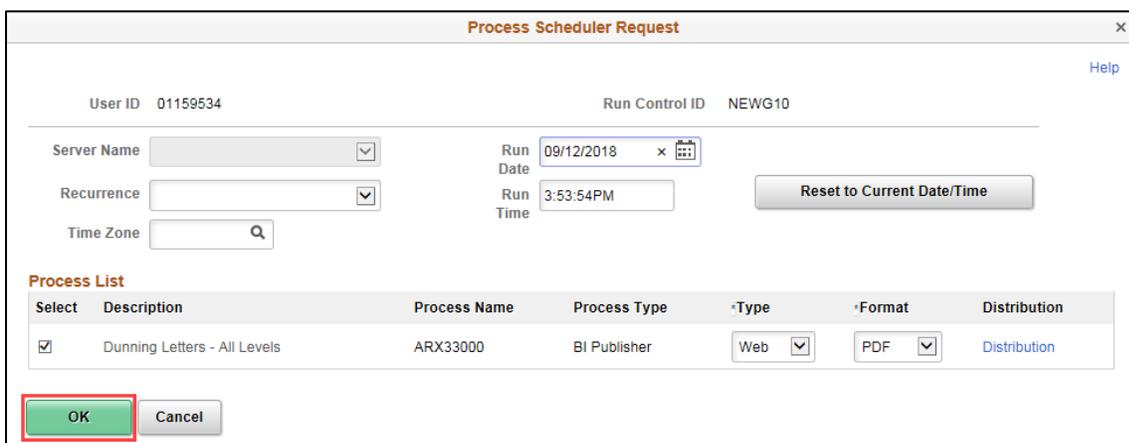
Report Request Parameters

Dunning Number: 1843

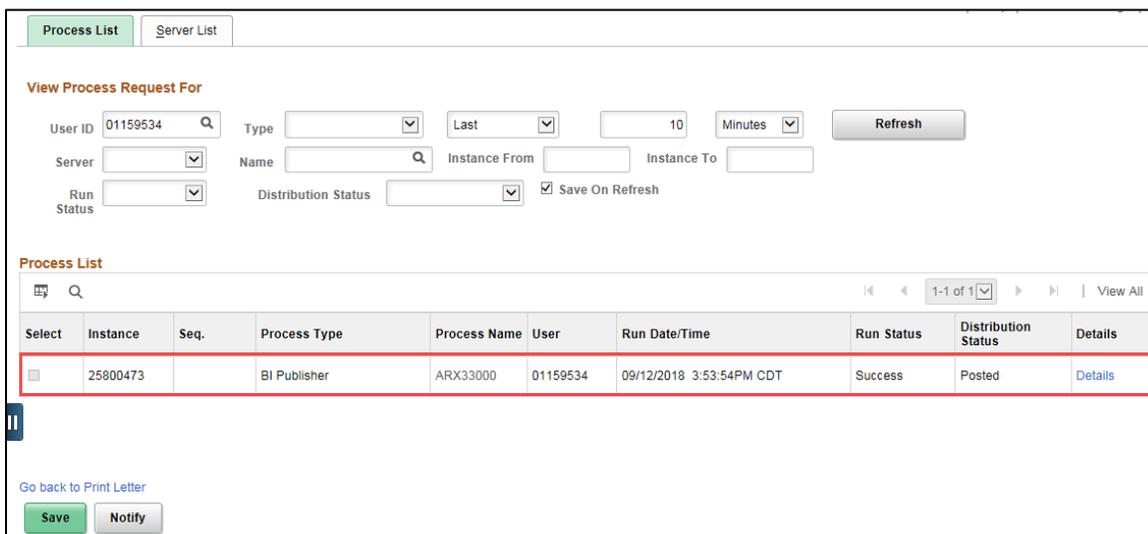
- Click the **Save** button. A warning message displays requesting that you run this process immediately.



- Click the **OK** button.
- Click on the **Run** button.
- Accept the default "**Dunning Letters -- All Levels -- ARX33000 -- BI Publisher** process.



- Click the **OK** button. You are returned to the *Dunning Letter Print* page.
- Click the *Process Monitor* link.
- At the *Process Detail* page, view whether the process was successful. You can click on the **Refresh** button to refresh the page.



SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

11. Click on the **Go Back to Print Letter** link. You are returned to the *Dunning Letter Print* page.
12. Click on the *Report Manager* link.
13. Click on the **Administration** tab of the Report Manager.

The screenshot shows the 'Administration' tab in the Report Manager interface. At the top, there are tabs for 'List', 'Explorer', 'Administration' (selected), and 'Archives'. Below the tabs is a 'View Reports For' section with various filters: 'User ID' (01159534), 'Type' (dropdown), 'Last' (dropdown), a page number '5', 'All' (dropdown), and a 'Refresh' button. There are also 'Status' and 'Folder' dropdowns, and an 'Instance' field with '25806554' and a 'to' field.

The 'Report List' section contains a table with the following data:

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	23517658	25806554	ARX35000 - ARX35000.pdf	09/21/2018 3:21:37PM	Acrobat (*.pdf)	Posted	Details

Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Save' button. A message says 'Click the delete button to delete the selected report(s)'.

14. Click the **“ARX33000_ARX33000.pdf”** link in the **Description** column for the process that you ran.
15. The *Report* page displays. Click on the **“ARX33000.pdf”** file in the File List.

The screenshot shows the 'Report' page. It displays the following information:

- Report ID: 23512085
- Name: XMLP
- Run Status: Success
- Process Instance: 25800473
- Process Type: XML Publisher
- ARX33000 - ARX33000.pdf
- Message Log (link)

The 'Distribution Details' section shows:

- Distribution Node: fmsap
- Expiration Date: 09/19/2018

The 'File List' section contains a table with the following data:

Name	File Size (bytes)	Datetime Created
ARX33000.pdf	7,704	09/12/2018 3:55:17.286448PM CDT

The 'Distribute To' section shows a table with the following data:

Distribution ID Type	Distribution ID
User	01159534

16. The Dunning Letter displays in a new window.



**State of Minnesota
Invoices Subject To Collection**

Notice Id: 1843
Date: Sep 15,
2018
Page: 1 of 1

TRAINING CUSTOMER1
2243 Dairyland Avenue
St. Paul, MN 55119

Dear TRAINING CUSTOMER1,

This is to inform you that the items listed below are past due. Please remit payment within the next ten days to avoid penalty.

Business Unit	Customer TRN000001						
Sequence	Item	Line	Entry Type	Balance	Due Date	Accounting Date	Days Late
1	TRAIN0000 01	1	Invoice	250.00 USD	7/31/2018	7/1/2018	46
				250.00 USD			

Please call 651/259-3744 if you have any questions regarding your account.

17. Print or save the file as you would normally and close the window when you're done.