SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

QUICK REFERENCE GUIDE

November 1, 2019

View Item Dunning Status

This guide covers reviewing an Item Dunning Status. The *Dunning Status* page enables you to review the dunning status for items.

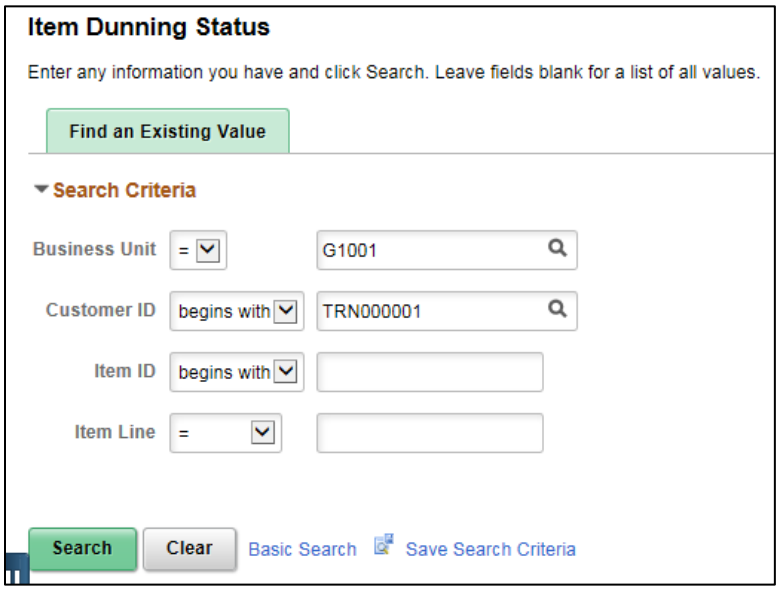
Step 1: Review Item Dunning Status

1. Navigate to the *Item Dunning Status* page following the instruction below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivables, Customer Interactions, left-menu, Dunning letters, Item Dunning Status.

2. At the *Item Dunning Status* page, enter your search criteria for the Item you want to view.

Field Name	Field Description
***Business Unit**	Enter a *SetID* (usually the same as your Business Unit).
Customer ID	Enter a *Customer ID* or search for and select a *Customer ID*.
Item ID	Enter an *Item ID* or search for and select an *Item ID*.
Item Line	Enter an *Item Line* or search for and select an *Item Line*.



3. Click the **Search** button. The *Item Dunning Status* page displays.

Item Dunning Status

Unit	G1001		
Customer	TRN000001		
Item ID	TRAIN000001	Line	1
Item Balance	250.00 USD		

Dunning Date	09/15/2018	Sequence	1	Letter Code	1
Acctg Date	07/01/2018	Entry Type	IN		
Due Date	07/31/2018				
Days Late	43				
Finance Charge Date		Overdue Charges			
Dispute Date		Dispute Reason			

Save | Return to Search | Previous in List | Next in List | Notify

4. View the Status information for each Item Line including Customer ID, Line number, Item Balance, Dunning Date, Accounting Date, Due Date, Days Late, Finance Charge Date, Overdue Charges. The Sequence number, Letter Code and Entry Type are also displayed.
5. Click on the **Next in List** button to view the Item Status for the next Line numbers.