

QUICK REFERENCE GUIDE

November 1, 2019

Run Overdue Charge Process

Overview

WARNING! Before an agency can use the Overdue Charges process, a ticket must be entered with the SWIFT help desk. There is set up that must be done centrally by MMB staff and there are configuration issues that must be discussed prior to implementing this feature.

You can also contact the SWIFT Help Desk and request that Overdue Charges be processed for your agency during the nightly batch processing.

This guide covers how to run the Overdue Charges process. The Overdue Charges process will post overdue charges to customer accounts for the entire Business Unit unless you select a specific customer. When creating Customer Statements, the overdue charges will be included. You will need the appropriate security to run this process.

Note:

- If you know that a customer should NEVER be assessed overdue charges, you can update the customer record so that no overcharges will be assessed for the customer. Refer to the steps in the [“Prevent Overdue Charges From Being Assessed to a Customer”](#) guide.
- When you place an Item in dispute or collection, overdue charges will no longer be calculated for the item. Refer to the [“Update Item Details to Place Items in Dispute or Collection”](#) guide.

Steps to complete:

Step 1: Run the Overdue Charges Process

1. Navigate to the *Process Overdue Charges* page using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Customer Interactions, left-menu, Overdue Charges, Process Overdue Charges.
WorkCenter	Accounting, Accounts Receivable, Receivables WorkCenter, left-menu, Reports/Processes section, Customer Interactions, Process Overdue Charges.

2. Use an existing *Run Control ID* or add a new *Run Control ID*.
3. At the *Overdue Charges* page, select the options as described below.

Overdue Charges

Run Control ID: NEWG10 Report Manager Process Monitor

Language: English

Report Request Parameters

As of Date: Use System Date

SetID: Minnesota Management & Budget

Business Unit: Minnesota Management & Budget

Customer ID: TRAINING CUSTOMER1

Correspondence Customer:

Overdue Charge Group:

Group Unit: Minnesota Management & Budget

Prime Rate:

Field	Description
As of Date	The <i>As of Date</i> defaults to the current date. It is important to enter the date you want to use to run the Overdue Charges process. If you don't change the date, the process will run for the date entered in the field. Overdue charges are calculated based on this date and the due date.
SetID	Enter your <i>Business Unit</i> or use the Lookup icon to select your <i>Business Unit</i> . The <i>SetID</i> is where the customer exists. In most cases the <i>Business Unit</i> and the <i>SetID</i> are the same unless a <i>Business Unit</i> shares customers with a different business unit.
Business Unit	Accept the default <i>Business Unit</i> or click on the Lookup icon and select a <i>Business Unit</i> . (The <i>Business Unit</i> is where the receivable exists.)
Customer ID	Optionally, select a specific Customer. If you do not enter a Customer, you will create overdue charges for all Customers in the selected Business Unit.
Correspondence Customer	Optionally, select a specific <i>Correspondence Customer</i> . If you do not enter a <i>Correspondence Customer</i> , you will create overdue charges for all <i>Correspondence Customers</i> in the selected Business Unit.
Overdue Charge Group	Accept the default "All Overdue Charge Groups".

Field	Description
Group Unit	Select a <i>Group Unit</i> (the same as your Business Unit.)
Prime Rate	Leave this field blank. Minnesota has no overdue charges based on prime rate.

- Click on the **Save** button.
- Click on the **Run** button. The *Process Scheduler Request* page displays.
- WARNING!** In the **Process List** section, make sure to select the **PS/AR Overdue Charges (AR_OVRDUE)** process name.

Process Scheduler Request

User ID 0115 Run Control ID NEWG10

Server Name [dropdown] Run Date 09/13/2018 [calendar icon]

Recurrence [dropdown] Run Time 8:36:56AM [Reset to Current Date/Time]

Time Zone [dropdown]

Process List

Select	Description	Process Name	Process Type	+Type	+Format	Distribution
<input type="checkbox"/>	Overdue Charges	AROVRDUE	PSJob	(None) [dropdown]	(None) [dropdown]	Distribution
<input checked="" type="checkbox"/>	PS/AR Overdue Charges	AR_OVRDUE	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

OK Cancel

- Click the **OK** button.
- You are returned to the *Overdue Charges* page. Click on the *Process Monitor* link. The *Process List* page appears.
- Monitor the process to ensure that the process is successful. Click on the **Refresh** button to refresh the screen.

View Process Request For

User ID:
 Type: Last: Minutes

Server: Name:
 Instance From: Instance To:

Run Status: Distribution Status: Save On Refresh

Process List

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Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25800526		Application Engine	AR_OVRDUE	01159534	09/12/2018 4:18:44PM CDT	Success	Posted	Details

[Go back to Process Overdue Charges](#)

10. Click on the *Details* link for the process.

11. At the *Process Detail* page, click on the message link. The Overdue Charge number is listed, along with the process detail information.

Message Log

[Help](#)

Process

Instance: 25800928 Type: Application Engine
 Name: AR_OVRDUE Description: PS/AR Overdue Charges

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Severity	Log Time	Message Text	Explain
10	10:47:45AM	Overdue Charge ID: 1536	<input type="button" value="Explain"/>
10	10:47:45AM	Selected Customers: As of Date =2018-09-01, SetID=G1001, Corresp Cust=TRN000001, Cust=TRN000001, Business Unit=G1001	<input type="button" value="Explain"/>
10	10:47:47AM	Selected 2 Items from 1 Customers	<input type="button" value="Explain"/>
10	10:47:48AM	Overdue Charge 2 Items from 1 Customers	<input type="button" value="Explain"/>
10	10:47:49AM	Group Business Unit=G1001, Group ID=21159	<input type="button" value="Explain"/>
10	10:47:59AM	Report Repository URL is: http://g10pw1856reports01.mnapps.state.mn.us:7010/SchedulerTransfer/fmsap (63,68)	<input type="button" value="Explain"/>
10	10:48:00AM	Transferred file: /opt/oracle/psreports/FMS/FMSAP/20180913/23512507/AE_AR_OVRDUE_25800928.stdout file size: 0KB (63,53)	<input type="button" value="Explain"/>
10	10:48:00AM	File transfer successful. Success (63,52)	<input type="button" value="Explain"/>
10	10:48:00AM	Successful Http Reply Code: 200 - OK (63,57)	<input type="button" value="Explain"/>
10	10:48:00AM	Published message with ID 643dee2a-b76c-11e8-bb15-ab65dfbbb938 to create entry in folder GENERAL.	<input type="button" value="Explain"/>
10	10:48:00AM	Successfully posted generated files to the report repository	<input type="button" value="Explain"/>

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

- After the ARUpdate process is run, the overdue charges will be posted to your customer accounts as a new line for the Item. A print screen of the Item List for the customer used in this example is shown below. If the process must be run additional times for the customer, the new overdue charges will be added to the same overdue charge line.
- To view the overdue charges, refer to the instructions in the “[View Overdue Charges](#)” guide.
- When creating Customer Statements, the overdue charges will be included.

Note: The ARUpdate process runs automatically several times a day but can be ran manually if you have the role. Refer to the “[Run the ARUpdate Process](#)” guide for instructions.

The screenshot displays the 'Item List' interface with the following components:

- Search Filters:** SetID (G1001), Unit (G1001), Customer (TRN000001), *Level (No Relationship), *Status (Open).
- Row Selection:** Range input, GO, Select All, Deselect All buttons.
- Item Action:** Select Action... dropdown, GO button.
- Item List Table:**

Seq Nbr	Select	Item	Line	Unit	Customer ID	Activities	Status	Item Balance	Terms	Entry Type	Entry Reason	Due	Days Late
2	<input type="checkbox"/>	TRAIN000001	2	G1001	TRN000001		1 Open	0.88		OC	FIN	09/01/2018	12
1	<input type="checkbox"/>	TRAIN000001	1	G1001	TRN000001		1 Open	250.00	NET30	IN		07/31/2018	44
4	<input type="checkbox"/>	TRAIN000002	2	G1001	TRN000001		1 Open	0.03		OC	FIN	09/01/2018	12
3	<input type="checkbox"/>	TRAIN000002	1	G1001	TRN000001		1 Open	300.00	NET30	IN		08/31/2018	13
5	<input type="checkbox"/>	TRAIN000003	1	G1001	TRN000001		1 Open	150.00	NET30	IN		10/01/2018	-18
- Search Result Totals:**

Debits	5	Debit Amount	700.91	Currency	USD
Credits		Credit Amount		Currency	USD
Total Selected	5	Total Amount	700.91	Currency	USD