

QUICK REFERENCE GUIDE

November 1, 2019

Create Customer Statements

This guide covers creating customer statements. The Statements process generates customer statements for customers who have open items on their account. The statements reflect all open activity on a customer account in Accounts Receivable, including overdue charges.

Steps to complete:

- Step 1: Run the Create Customer Statements Process
- Step 2: Navigate to the Report Manager to View and Print the Statements

Step 1: Run the Create Customer Statements Process

Use the *Statements Parameters* page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.

1. Navigate to *Create Customer Statements* page using the options below.

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

2. Select an existing *Run Control ID* or add a new *Run Control ID*.

Create Customer Statements

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Run Control ID

Case Sensitive

[Basic Search](#)

3. At the *Statements Parameters* page, select the options as described below.

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 Create Customer Statements process. If you don't change the date, the process will run for the date entered in the field. Note: The Customer Statements will include Open Items posted to the Customer's account as of this date.
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.)
Location ID	Accept the default <i>Location ID</i> or click on the Lookup icon and select a <i>Location ID</i> . This is the return address that will be printed on the customer statement.
SetID	Select the <i>SetID</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.
Customer	Optionally, select a specific customer. If you do not enter a <i>Customer</i> , you will create statements for all Customers with open items in the selected <i>Business Unit</i> .

Field	Description
Correspondence Customer	Optionally, select a specific <i>Correspondence Customer</i> . If you do not enter a <i>Correspondence Customer</i> , you will create statements for all <i>Correspondence Customers</i> in the selected Business Unit.
Statement Group	Accept the default. Statement Group is not used by the State of MN.
Balance Forward Due Date (display only)	Minnesota does not use the Balance Forward options.
Statement Note Code	Optionally, select a <i>Statement Note Code</i> . Statement Notes are determined by the agency and set up behind the scenes. If you select a <i>Statement Note Code</i> , the corresponding note text will be printed on the Statement. Refer to the " Create Customer Statement Notes " guide to learn how to set up notes.
Open Item	Produces statements that show the open items for each customer.
Open Item Includes Drafts	The <i>Open Item Include Drafts</i> option is not used by the State of MN.
Balance Forward	WARNING! Minnesota does not use the Balance Forward options. Do not select.
Balance Forward Re-run	WARNING! Minnesota does not use the Balance Forward options. Do not select.

Statements Parameters
Currency to Convert

Run Control ID NEWG10
Report Manager Process Monitor
Run

Language English

Report Request Parameters

As of Date Use System Date

Unit Minnesota Management & Budget

Location ID

SetID Minnesota Management & Budget

Customer TRAINING CUSTOMER1

Correspondence Customer

Statement Group

Balance Forward Due Date

Statement Note Code

Open Item

Open Item Include Drafts

Balance Forward

Balance Forward Re-run

Save
Return to Search
Previous in List
Next in List
Notify

Add
Update/Display

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

4. Click the **Save** button.
5. Click the **Run** button.
6. Accept the default process **“PS/AR Statements - Preprocessor”** and click the **OK** button. You are returned to the *Statements Parameters* page.

Process Scheduler Request

User ID 01159534 Run Control ID NEWG10

Server Name [dropdown] Run Date 09/13/2018
 Recurrence [dropdown] Run Time 10:26:11AM
 Time Zone [dropdown]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Statements	STATEMNT	PSJob	(None)	(None)	Distribution

OK Cancel

7. Note the Process Instance number and click on the *Process Monitor* link to ensure the process is successful.
8. Once the Run Status displays **“Success”** and the Distribution Status displays **“Posted”** navigate to the Report Manager to view and print the report. Click on the **“Go back to Create Customer Statements”** link.

Process Monitor

View Process Request For

User ID 01159534 Type [dropdown] Last [dropdown] 5 Minutes [dropdown] Refresh

Server [dropdown] Name [dropdown] Instance From [dropdown] Instance To [dropdown]

Run Status [dropdown] Distribution Status [dropdown] Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25800894		PSJob	STATEMNT	01159534	09/13/2018 10:26:11AM CDT	Success	Posted	Details

Go back to Create Customer Statements

Save Notify

9. Click on the **“Report Manager”** link.
10. Click on the **Administration** tab of the *Report Manager* page.

View Reports For
 User ID:
 Type:
 Last:

Status:
 Folder:
 Instance: to

Report List

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	23512543	25800953	ARX32000S - ARX32000S.pdf	09/13/2018 11:03:12AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	23512527	25800954	PS/AR Statements	09/13/2018 11:00:48AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	23512525	25800952	XMLP Statment Bursting Program	09/13/2018 11:00:48AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	23512524	25800950	Statemnt Parallel Preprocessor	09/13/2018 11:00:48AM	Text Files (*.txt)	Posted	Details

- Click on the "ARX32000S – ARX32000S.pdf" link in the Description column for the process you ran. The PDF file displays in a new window.
- View and print the PDF report as you would normally. In this example, the "Open Items" option was selected. Close the window when you're done.
 - The Statement displays information including: Statement Date, Account Number, and Statement Total and Open Items, including the Invoice Date, Due Date, ID, Entry Type, Amount Due, Activity, Payment, and Purchase Order number. Aging information, including Current, 0-30, 31-60, 61-90, and Over 90 days.

MINNESOTA MANAGEMENT & BUDGET

G1001 001
G100000000-001
400 CENTENNIAL BLDG
ST PAUL, MN 55155



**State of Minnesota
Statement**

Statement Number: 3895
Statement Date: September 13, 2018
Account Number: TRN000001
Page: 1 of 2

Bill To:
TRAINING CUSTOMER1
2243 Dairyland Avenue
St. Paul, MN 55119

Statement Total: 700.91 USD

We appreciate your business. If you have questions about your account, please call 651/259-3744

Trans Date	Due Date	Item ID	Line	Entry Type	Amount Due	Item Activity	Payment	P Order Num
Account: TRN000001								
09/12/18	07/31/18	TRAIN000001	1	Invoice	250.00	250.00		
09/12/18	08/31/18	TRAIN000002	1	Invoice	300.00	300.00		
09/13/18	09/01/18	TRAIN000001	2	Overdue	0.88	0.88		
09/13/18	09/01/18	TRAIN000002	2	Overdue	0.03	0.03		
09/12/18	10/01/18	TRAIN000003	1	Invoice	150.00	150.00		
Total for TRAINING CUSTOMER1					700.91 USD			
Total For G1001					700.91 USD			
Statement Total					700.91 USD			

	Current	0 - 30	31 - 60	61 - 90	Over 90	Total
No. of Items	1	3	1			5
Amount	150.00	300.91	250.00			700.91 USD