

AR.070.020 – PROCESSING STATEMENTS

Purpose	<ul style="list-style-type: none"> To process a customer statement. To identify the steps in processing customer statements.
Description	The Aging process generates the data related to the dates payments are received against the dates the payments were due. Once the Aging process has run, users can generate various reports to display the Aging information, such as the Aging Detail by Unit Report and Aging Summary by Tree Report.
Security Role	BOR_AR_PROCESSES
Dependencies/ Constraints	None
Additional Information	There are two steps in Processing Customer Statements. The first is to create the customer statement. The second step involves generating the newly created statement and printing it.

Procedure

Below are step by step instructions on how to process statements. The statement should include information as of 06/30/2007 and include a Balance Forward Due Date of 07/30/2007.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Receivable link.
4.	Click the Customer Interactions link.
5.	Click the Statements link.
6.	Click the Create Customer Statements link.
7.	Click the Add a New Value tab.
8.	Enter " CREATE_STMTS " in the Run Control ID field.
9.	Click the Add button.
10.	Enter " 06302007 " in the As of Date field.
11.	Enter " 07302007 " in the Balance Forward Due Date field.
12.	Click the Save button.
13.	Click the Run button.
14.	Click the Select checkbox.
15.	Click the OK button.
16.	Click the Process Monitor link.
17.	Click the Refresh button.
18.	Click the Refresh button.
19.	Click the Print Statements link.
20.	Enter " PRINT_STMTS " in the Run Control ID field.
21.	Click the Add Button.
22.	Click the Look up Statement Number (Alt+5) button.
23.	Click an entry in the Statement Number column.
24.	Click the Run button.
25.	Click the OK button.
26.	Click the Select checkbox.
27.	Click the OK button.
28.	Click the Report Manager link.
29.	Click the Refresh button.

Step	Action
30.	Click an entry in the Report column.
31.	Click an entry in the Name column.
32.	Click the Maximize/Restore button.
33.	Click the Close button.