

Creating a Customer Statement (XML)

Created on 2/19/2013 4:17:00 PM

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In Core-CT 9.1 reports are available to be run as Crystal reports (the form used in Core-CT 8.9) or as XML reports (Process Type, BI Publisher). Both processes appear on the **Process List** on the **Process Scheduler Request** page.

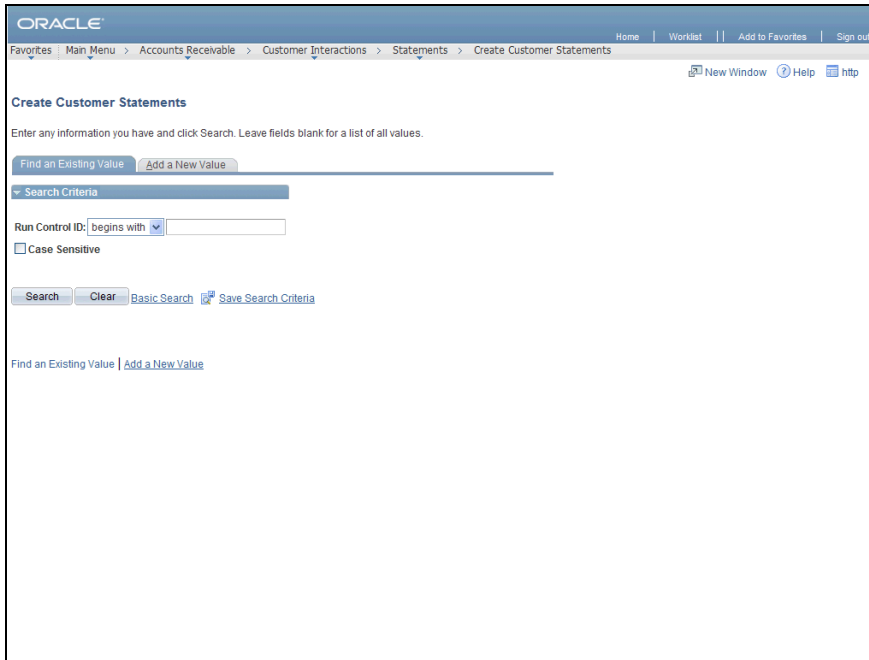
If a report is part of a multi-job process, as is the case with Creating Customer Statements and Extracting Dunning Information, the BI Publisher job for the report is included among the jobs that the multi-job process runs.

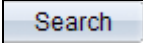

The pdf file for XML reports cannot be viewed from the **View Log/Trace** page. These reports can only be viewed using the **Report Manager** component.

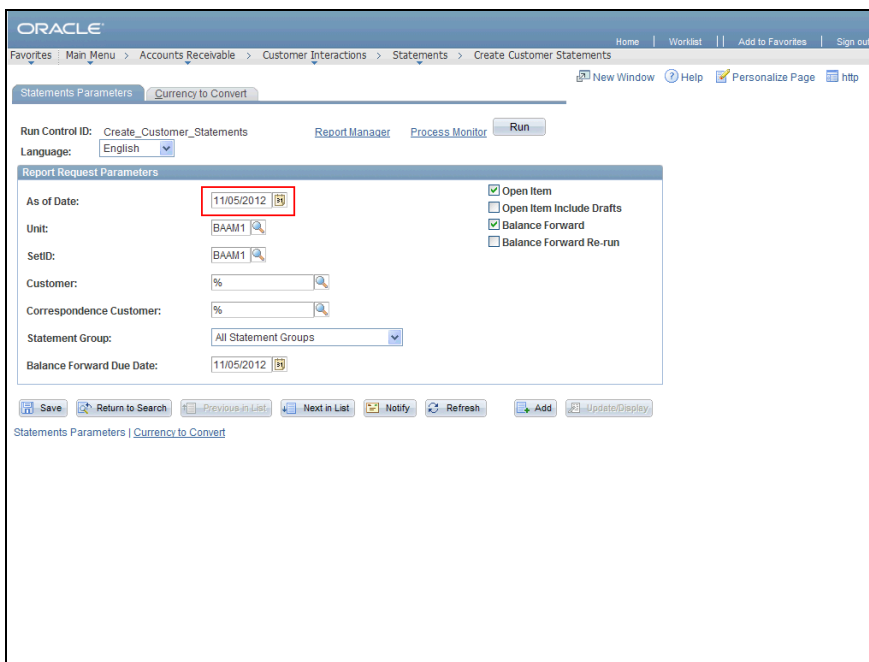
In this example a user creates a customer statement and then views the resulting pdf file from the **Report Manager Administration** tab.


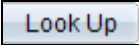

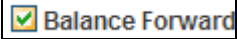
Procedure

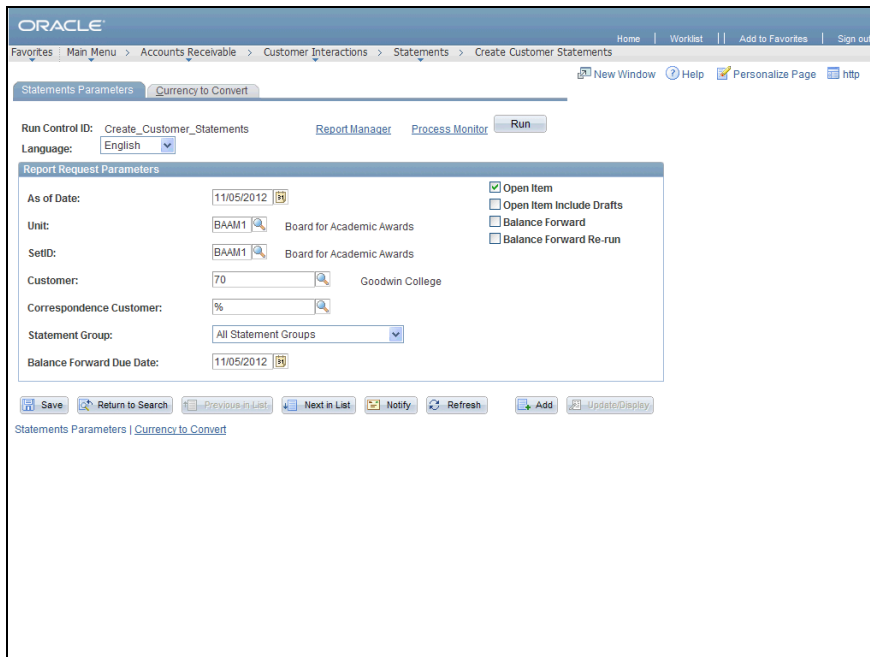
Navigation: Accounts Receivable > Customer Interactions > Statements > Create Customer Statements



Step	Action
1.	Click the Search button to see if there is a Run Control ID to Create Customer Statements. 
2.	Click the Create_Customer_Statements link. 



Step	Action
3.	Any date can be used in the As of Date field. Usually the last day or the first day of the month is used. In this example the date that defaults will be used.
4.	If the Run Control ID is saved, the previous information will default. Any information can be changed. The Unit and SetID remain the Agency Business Unit. If a specific Customer is desired, enter the Customer ID . If all Customers will be receiving Statements, use the % sign, which is the wildcard to return all values. The Correspondence Customer is always entered as %. The Open Item checkbox should be selected to return all Open Items.
5.	Click the Look up Customer button. 
6.	Enter Goodwin into the Name 1 field.
7.	Click the Look Up button. 
8.	Click the Goodwin College link. 
9.	Core-CT does not use Balance Forward statements. Click the Balance Forward option to deselect this option. 



ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

Statements Parameters | Currency to Convert

Run Control ID: Create_Customer_Statements | Report Manager | Process Monitor | Run

Language: English

Report Request Parameters

As of Date: 11/05/2012

Unit: BAAM1 Board for Academic Awards

SetID: BAAM1 Board for Academic Awards

Customer: 70 Goodwin College

Correspondence Customer: %

Statement Group: All Statement Groups

Balance Forward Due Date: 11/05/2012

Open Item

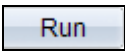
Open Item Include Drafts

Balance Forward

Balance Forward Re-run

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Statements Parameters | Currency to Convert

Step	Action
10.	Click the Run button. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

Process Scheduler Request

User ID: COREReynoldsDave Run Control ID: Create_Customer_Statements


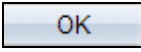
Server Name: [dropdown] Run Date: 11/05/2012 [calendar icon]

Recurrence: [dropdown] Run Time: 3:07:18PM [Reset to Current Date/Time]

Time Zone: [dropdown]

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

OK Cancel Refresh

Step	Action
11.	The PS/AR Statements-Preprocessor job extracts the information for the Statements but does not print them. They would have to be printed in another process. The PS/AR Statements job extracts and prints the Statements in XML format. This is the job used in this example. Core-CT recommends using this job.
12.	Click the Select option. The Statement information will be extracted and the Statement printed in the same job. 
13.	Click the OK button. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

Statements Parameters | Currency to Convert

Run Control ID: Create_Customer_Statements | Report Manager | Process Monitor | Run

Language: English | Process Instance: 6792378

Report Request Parameters

As of Date: 11/05/2012 | Open Item
 Open Item Include Drafts
 Balance Forward
 Balance Forward Re-run

Unit: BAAM1 | Board for Academic Awards

SetID: BAAM1 | Board for Academic Awards

Customer: 70 | Goodwin College

Correspondence Customer: %

Statement Group: All Statement Groups

Balance Forward Due Date: 11/05/2012

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

Statements Parameters | Currency to Convert

Step	Action
14.	<p>The Process Instance is 6792378.</p> <p>Click the Process Monitor link.</p> <p>Process Monitor</p>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

Process List | Server List

Actions

User ID: COREReynold | Type: | Last: | 1 Days | Refresh

Server: | Name: | Instance: to

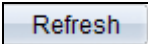
Run Status: | Distribution Status: | Save On Refresh

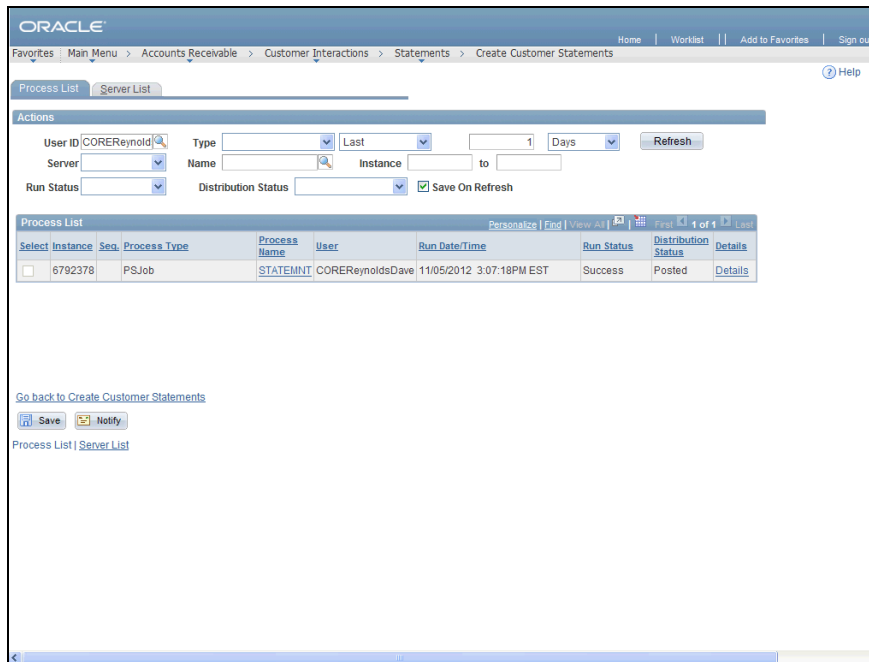
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6792378		PSJob	STATEMNT	COREReynoldsDave	11/05/2012 3:07:18PM EST	Processing	N/A	Details

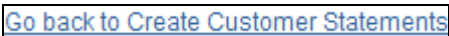
Go back to Create Customer Statements

Save | Notify

Process List | Server List

Step	Action
15.	Click the Refresh button until the Run Status is Success and the Distribution Status is Posted. 



Step	Action
16.	Once the Run Status is Success and the Distribution Status is Posted click the Go back to Create Customer Statements link. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

Statements Parameters | Currency to Convert

Run Control ID: Create_Customer_Statements | Report Manager | Process Monitor | Run

Language: English

Report Request Parameters

As of Date: 11/05/2012

Unit: BAAM1 Board for Academic Awards

SetID: BAAM1 Board for Academic Awards

Customer: 70 Goodwin College

Correspondence Customer: %

Statement Group: All Statement Groups

Balance Forward Due Date: 11/05/2012

Open Item

Open Item Include Drafts

Balance Forward

Balance Forward Re-run

Save | Return to Search | Notify | Refresh | Add | Update/Display

Statements Parameters | Currency to Convert

Step	Action
17.	<p>The pdf for an xml report must be viewed from the Report Manager, not from the View Log/Trace page.</p> <p>Click the Report Manager link.</p> <p>Report Manager</p>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements

List | Explorer | Administration | Archives

View Reports For

Folder: | Instance: | to: | Refresh

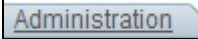
Name: | Created On: | Last | 1 | Days

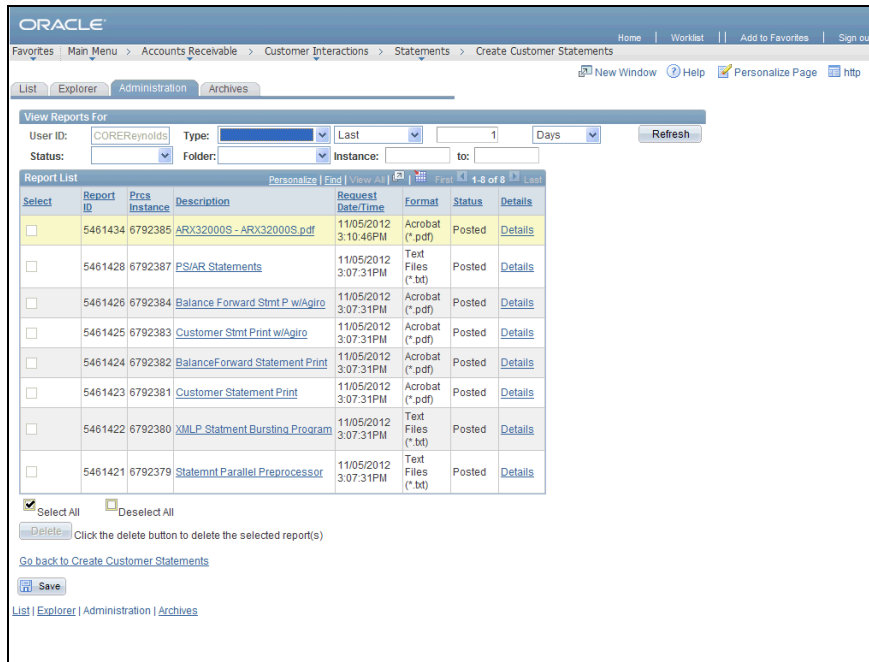
Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 ARX32000S - ARX32000S.pdf	ARX32000S - ARX32000S.PDF	General	11/05/12 3:10PM	5461434	6792385
2 AR32A01-	BALANCE FORWARD STMT F WAGIRO	General	11/05/12 3:10PM	5461426	6792384
3 AR32A00-	CUSTOMER STMT PRINT WAGIRO	General	11/05/12 3:10PM	5461425	6792383
4 AR32001-	BALANCE FORWARD STATEMENT PRINT	General	11/05/12 3:09PM	5461424	6792382
5 AR32000-	CUSTOMER STATEMENT PRINT	General	11/05/12 3:09PM	5461423	6792381
6 AR_STMTS_XML	XMLP STATEMENT BURSTING PROGRAM	General	11/05/12 3:08PM	5461422	6792380
7 AR_STMT1	PS/AR STATEMENTS	General	11/05/12 3:08PM	5461428	6792387
8 AR_STMTPP	STATEMENT PARALLEL PREPROCESSOR	General	11/05/12 3:07PM	5461421	6792379

Go back to Create Customer Statements

Save

List | Explorer | Administration | Archives


Step	Action
18.	Click the Administration tab to view reports. 

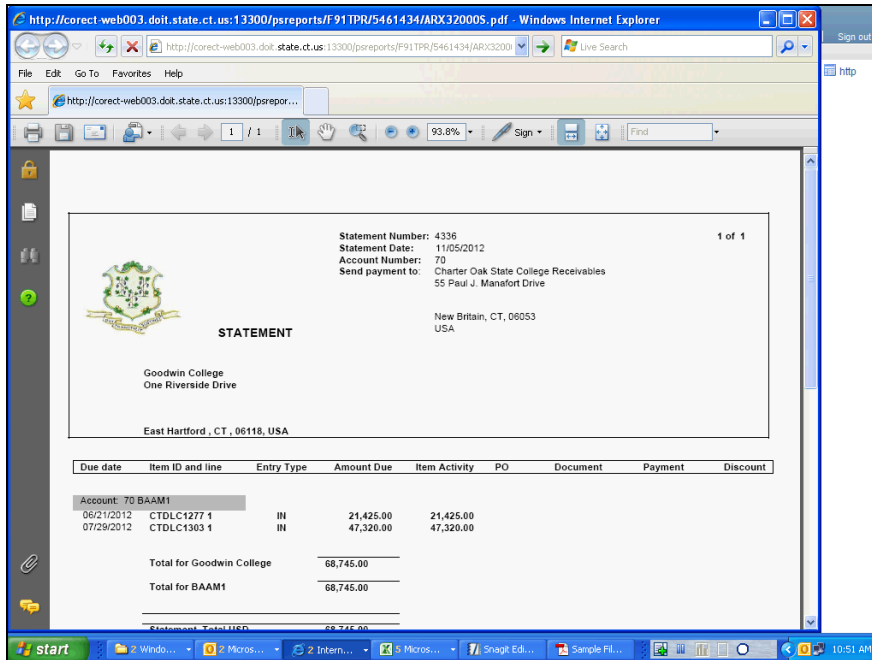


The screenshot shows the Oracle Reports Administration web interface. The breadcrumb trail is: Favorites | Main Menu > Accounts Receivable > Customer Interactions > Statements > Create Customer Statements. The 'Administration' tab is selected. The 'View Reports For' section shows User ID: COREReynolds, Type: Last, and 1 Days. A 'Report List' table is displayed with the following data:

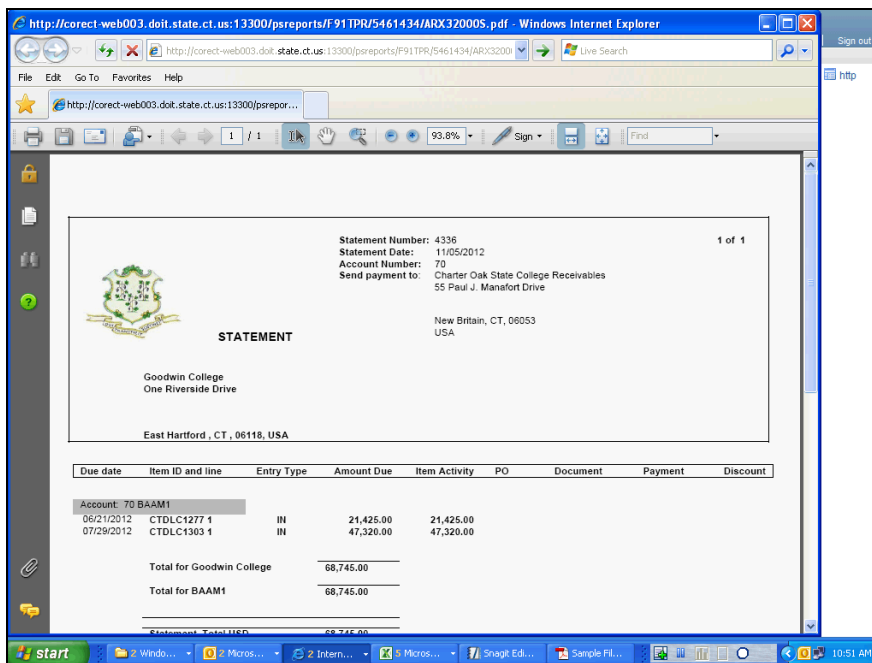
Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	5461434	6792385	ARX32000S - ARX32000S.pdf	11/05/2012 3:10:46PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5461428	6792387	PS/AR Statements	11/05/2012 3:07:31PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5461426	6792384	Balance Forward Stmt F. w/Agro	11/05/2012 3:07:31PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5461425	6792383	Customer Stmt Print w/Agro	11/05/2012 3:07:31PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5461424	6792382	BalanceForward Statement Print	11/05/2012 3:07:31PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5461423	6792381	Customer Statement Print	11/05/2012 3:07:31PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	5461422	6792380	XMLP Statment Burstina Program	11/05/2012 3:07:31PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	5461421	6792379	Statemnt Parallel Preprocessor	11/05/2012 3:07:31PM	Text Files (*.txt)	Posted	Details

Below the table are controls for 'Select All', 'Deselect All', and 'Delete'. A 'Save' button is also present.

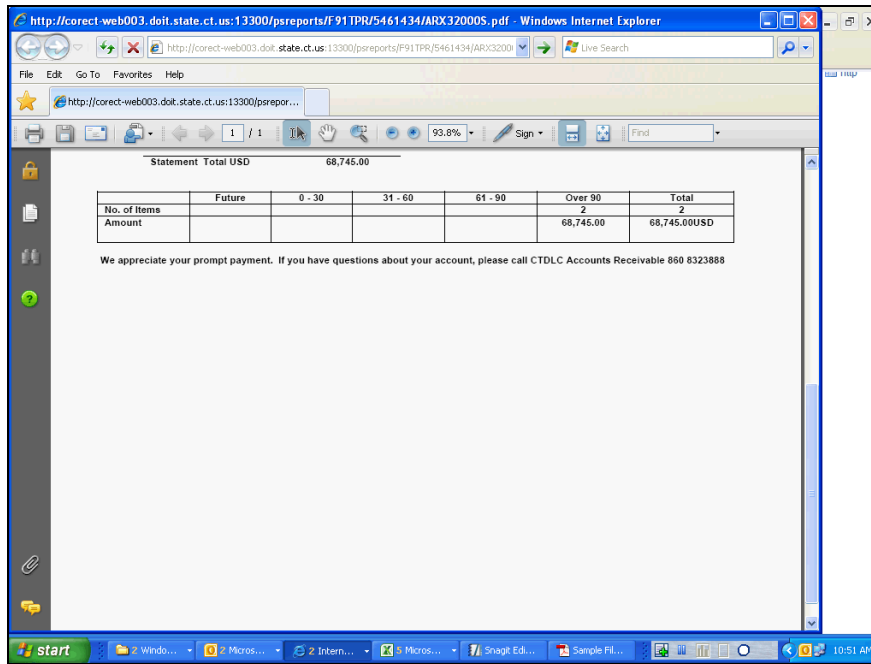
Step	Action
19.	The report for the Open Item Statement is ARX32000S. Click the ARX32000S - ARX32000S.pdf link. 




Step	Action
20.	The Customer Statement displays the Customer, Due Date, Item ID, Amount Due, PO Information, and any Payments applied if partial payments were made. There is also a section on the bottom of the page that shows the aging of these items.



Step	Action
21.	Click the scrollbar to move to the bottom of the page.



Step	Action
22.	Click the Close button. 
23.	End of Procedure.