**State of Kansas**

**New Reporting System Date Parameter**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | 2/01/2016 |
| **Version:** | 1.0 |
| **Last Updated Date:** | 2/01/2016 |
| **Purpose of the Job Aid:** | To communicate the new AR reporting ‘system date’ parameter that can be used to generate aging and customer statements. This enables users to set a recurrence for processes and have them run for the current date without any user intervention. |
| **Security:** | * Role Security: Only those individuals with one of the following roles will have access to print a statement: Agency AR Maintainer

BU Security: Business Unit Security is applied. Agencies will only have access to run aging and statement reports for their agency’s business unit.  |
| **Process** | 1. Navigate to: Accounts Receivable>Customer Interactions>Statements>Create Customer Statements to set parameter on a statement.
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|  | 1. Select the 'Add a New Value' tab and enter a Run Control ID; click 'Add' button.
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|  | 1. Notice the ‘Use System Date’ field. When selected, the ‘As of Date’ field will be greyed out.
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|  | 1. Navigate to: Accounts Receivable>Receivables Analysis>Aging>Aging Summary by Unit Rpt to set parameter on an aging report.
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|  | 1. Notice the ‘Use System Date’ field. When selected, the ‘As of Date’ field will be greyed out.
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