******State of Kansas**

**Print Statement – Report AR32000**

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

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| **Date Created:** | 10/29/2015 |
| **Version:** | 1.1 |
| **Last Updated Date:** | 03/26/2019 |
| **Purpose of the Job Aid:** | To assist SMART User in printing a statement. |
| **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 the print statements for their agency’s business unit. |
| **Process** | 1. Navigate to: NavBar>Navigator>Accounts Receivable>Customer Interactions>Statements>Print Statements |
|  | 1. Select the 'Add a New Value' tab and enter a Run Control ID; Click 'Add' button. |
|  | 1. Select the Statement Number to be printed. |
|  | 1. Select the Customer ID or enter ‘%’ in the Customer ID box. |
|  | 1. Click Run. |
|  | 1. Put a check in 'Customer Statement Print ' (ARX32000) box and click OK. |
|  | 1. Click on the 'Process Monitor' link. Click the 'Refresh' button until the 'ARX32000-' job runs to 'Success'. |
|  | 1. Navigate to the Accounts Receivable Homepage>Utilities>Report Manager then click on the ARX32000S.pdf report link to view the report. |