

## Statement Notification Refresh Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounts Receivable</b> link. 
3.	Click the <b>Accounts Receivable Processing</b> link. 
4.	Click the <b>Statement Processing</b> link. 
5.	Click the <b>Statement Notification Refresh</b> link. 
6.	Click the <b>Statement Refresh - by Fund</b> option. 
7.	Click the <b>Select</b> button. 
8.	Click the <b>Data Selection</b> option. 
9.	Click the <b>Submit</b> button. 
10.	Click the <b>Right Operand</b> list of the first row. 
11.	Click the <b>Literal</b> list item. 
12.	Enter the fund number into the <b>Literal Value:</b> field.
13.	Click the <b>OK</b> button. 
14.	Click the <b>OK</b> button. 
15.	Click the <b>Aging</b> tab. 
16.	In the <b>Statement Date</b> field enter the date to print on the Statement.
17.	Click the <b>Update</b> tab. 
18.	In the <b>Date-As Of</b> field enter the as of date of aging.

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19.	Click the <b>OK</b> button. 
20.	Click the <b>OK</b> button. 
21.	Click the <b>Close</b> button. 
22.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics work instructions.  <b>Warning:</b> Three jobs will be generated. R03B500X_NE9990001, which will appear as a blank report if viewed. R03B5005_ZJDE0001, which will give a ude error if viewed. R03B5001_NE999001, which is the report. <b>End of Procedure.</b>