Creating Outstanding Check Letters from the RF Outstanding Check Register

Effective Date: May 9, 2017

Function: Accounts Payable

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Basis for Procedure

Procedure Summary

The following procedure outlines the steps required to produce Outstanding Check Letters and replacement Check Requests for outstanding checks.

Procedure

Outstanding Check Register Mail Merge Process

The following table outlines the process for merging data from the RF Outstanding Check Register with a Word document to create individual Outstanding Check Letters and Replacement Check Requests.

Step	Action
1	Run the concurrent process for RF Outstanding Check Register (XML) with completion options to export into Excel
2	Create Word file and merge Excel data.
3	Preview and print letters.

Each step is described in the following sections.

Step 1 - Run Concurrent Processes for RF Outstanding Check Register
Setting Report Parameters

The following table describes the required and optional parameters to use to run the report:
Parameter Description

Parameter	Description (click in the field to see the List of Values)

Required Parameters	
Type	The default is the Location. Campus users should use the default value. Central office staff uses other values, e.g., All and State, when reporting abandoned property to individual states.
Date Range From	The beginning date of the checks to be reviewed. The earliest date you can enter is 01-JAN-01, the "go live" date for the Research Foundation's Oracle applications. Legacy system check information is not in Oracle.
Date Range To	The ending date of the checks to be reviewed. The earliest date you can enter is 01-JAN-01, the "go live" date for the Research Foundation's Oracle applications. Legacy system check information is not in Oracle.
Optional Parameters	
State	The state name on the address of the check. Central office uses this for reporting abandoned property to individual states.
Location	The operating location. Campus users are only allowed to enter their own location in this field. Central office uses this to retrieve lists of checks made out of the General Ledger accounts.

Setting Report Completion Options to Export Output into Excel

An XML report may be submitted with the format of the output set to excel and then opened in a spreadsheet application.

Step	Action
1	Select AP Inquiry in Responsibility screen. Select Other, Requests, Run.
2	Select Single Request.
3	Click OK to go to the Submit Request form.
4	Complete the following field: Name (name of the report to be run) Select from the List of Values.
5	The Parameters form will be displayed if you select a request that requires parameter values. As required, enter the parameters.
6	Click OK to return to the Submit Request form.
7	Click Completion Options to return the Upon Completion Options form. Change the Format to Excel (Select from the List of Values).
8	Click OK to go to the Submit Request form.
9	You have successfully exported the data into Excel. You can now adjust and manipulate the data. Some column widths may need to be increased for the data to be fully displayed. Select File > Save As to name the file and save it with the spreadsheet extension.
10	Click Submit to go to the Requests form. Submitted requests are queued and run in the order in which they are received. Your current request may appear in a list of all of your requests in the Requests form.
11	Click Refresh Data until the Phase field displays completed.
12	Click View Output. You will then be prompted to either save or open the report in excel.

Prepare Excel Report for Mail Merge

The following table describes the steps required to prepare the Excel report for mail merge.

Step	Action
1	Save the file in excel with a meaningful name such as, "Outstanding Checks Quarter 1 2008."
2	Go the bottom right most cell that contains data in the spreadsheet. Begin at this cell and drag your mouse to

	the top most left cell in the spreadsheet so that every data cell is highlighted. With the data highlighted go to Insert =>Name=>Define. You will now name the table of data. This table will be used to insert data in the mail merge process.

Step 2 - Create Word File and Merge Excel Data
The following table describes the steps required to create the Word file and merge Excel data.

Step	Action
1	Open the Word document created for the outstanding check review. Go to Tools => Letters and Mailings => Mail Merge Wizard.
	Note: Campuses can use the form letter "Outstanding Check Letter" (includes a Replacement Check Request form) created by RF central office or create their own Word document. The [Outstanding Check Letter]().
2	First select the document type. Select Letter, then use your mouse to click the link to proceed to the next step. Select "Use the current document" and click the link to proceed to the next step.
3	This is step 3 of 6. Select the recipients for the letters you are sending out. To use the table from the Excel spreadsheet, select "Use an Existing List"
4	Select "Browse" Most likely, the window where you saved the Excel file will appear, but if not, use the window that does appear to navigate to the Excel file, then open the file. Select the table created from the Excel file. Make sure there is a check in the box indicating that the first row of the data contains the column headers. Select OK.
5	This step will prompt you to sort the recipients list. Click on one of the column headings that contains data for each row of information. When a menu appears, select "non-blanks." This will eliminate all rows which contain unnecessary data.
6	Scroll through the list making sure all the rows contain data. Uncheck the box next to each of the rows that you do not need. Then select OK and then Next to proceed.
7	Now insert the data from the Excel table. Place the cursor of the mouse where you would like to insert the data from column A into the document. The mail merge wizard on the right side of your screen will list choices to insert into the letter. Click on the link titled "More items" This will display a menu of the labels you gave to each column. Choose column A's label.
8	Repeat step 3 for all of the information you need in the letter. Note: You can use a column as many times as you need.
9	When finished, click on the "Next: Preview your letters."

Step 3 - Preview and Print Letters
The following table describes the steps required to preview and print letters.

Step	Action
1	Using the printed copy of the "RF Outstanding Check Register," the first supplier on the printout should be the letter displayed. If it is not, use the arrows around "Recipient #" in the Wizard to find that recipient. Compare the printout to the recipient information and adjust the letter if necessary. Note: Some numbers may have been rounded or some of the address may have been truncated during the merge process.
2	When the letter is correct, print the letter and click the arrows next to "Recipient #" to move to the next record.
3	Repeat steps 1 and 3 until you have printed all letters.

Definitions

None.

Related Information

None.

Forms

[Outstanding Check Letter](#)

Change History

Date	Summary of Change
May 9, 2017	Removed "Bank Name" from the list of "required Parameters" under "Setting Report Parameters" and updated Step 1 of "Setting Report Completion Options to Export Output into Excel"
December 28, 2016	Format updated
February 15, 2008	Updated instructions used to include new report format.
August 24, 2004	Updated Inserted hyperlink to Outstanding Check Letter form, and changed RFCUST: to RF in report name.
October 9, 2003	New document.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.