# Running the AR Rebate Notification Process

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to the <strong>Receivables Rebate Notification</strong> page. Click the <strong>vertical</strong> scrollbar.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Accounts Receivable</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Receivables Update</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Request Rebate Process</strong> link.</td>
</tr>
<tr>
<td>5.</td>
<td>You can run this process by searching for an existing <strong>Run Control ID</strong> or you can add a new value.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Add a New Value</strong> tab.</td>
</tr>
<tr>
<td>7.</td>
<td>A <strong>Run Control ID</strong> is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.</td>
</tr>
<tr>
<td>8.</td>
<td>Creating a Run Control ID that is relevant to the process may help you remember it for future use. Enter the desired information into the <strong>Run Control ID</strong> field. Enter a valid value e.g. &quot;REBATE&quot;.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Add</strong> button.</td>
</tr>
<tr>
<td>10.</td>
<td>Use the <strong>Receivables Rebate Notification</strong> page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.</td>
</tr>
<tr>
<td>11.</td>
<td>Click in the <strong>Business Unit</strong> field.</td>
</tr>
<tr>
<td>12.</td>
<td>Enter the desired information into the <strong>Business Unit</strong> field. Enter a valid value e.g. &quot;US001&quot;.</td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>Run</strong> button.</td>
</tr>
<tr>
<td>14.</td>
<td>Use the <strong>Process Scheduler Request</strong> page to enter or update parameters, such as server name and process output format.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>15.</td>
<td>You must select a <strong>Server Name</strong> to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field. Click the <strong>Server Name</strong> list.</td>
</tr>
<tr>
<td>16.</td>
<td>Click an entry in the list. <strong>PSNT</strong></td>
</tr>
<tr>
<td>17.</td>
<td>Use the <strong>Type</strong> field to select the type of output you want to generate for this job. Your four choices are File, Printer, Email, or Web.</td>
</tr>
<tr>
<td>18.</td>
<td>Use the <strong>Format</strong> field to define the output format for the report. The values are dependent upon the Process Type you have selected. In this example, the default value is TXT.</td>
</tr>
<tr>
<td>19.</td>
<td>Click the <strong>OK</strong> button. <strong>OK</strong></td>
</tr>
<tr>
<td>20.</td>
<td>Notice the <strong>Process Instance</strong> number appears. This number helps you identify the process you have run when you check the status.</td>
</tr>
<tr>
<td>21.</td>
<td>Click the <strong>Process Monitor</strong> link. <strong>Process Monitor</strong></td>
</tr>
<tr>
<td>22.</td>
<td>Use the <strong>Process List</strong> page to view the status of submitted process requests.</td>
</tr>
<tr>
<td>23.</td>
<td>The current status of the process is Queued. The process is finished when the status is Success. Continue to click the <strong>Refresh</strong> button until the status is Success.</td>
</tr>
<tr>
<td>24.</td>
<td>Click the <strong>Refresh</strong> button. <strong>Refresh</strong></td>
</tr>
<tr>
<td>25.</td>
<td>The <strong>Run Status</strong> is now Success.</td>
</tr>
<tr>
<td>26.</td>
<td>You have successfully run the AR rebate notification process. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>