

QUICK REFERENCE GUIDE

Running the ARUpdate Process

February 5, 2015

Run the ARUpdate Process

This topic covers running the ARUpdate process manually. Running the ARUpdate process updates customer accounts and prepares accounting entries that will be used to update the General Ledger. The ARUpdate process runs automatically 3-4 times a day.

Step 1: Run the Request Receivables Update Process (ARUpdate)

Begin by navigating to the *Request Receivables Update* page.

1. **Navigation Links:** Accounts Receivable, Receivables Update, Request Receivables Update.
2. Select an existing *Run Control ID* or add a new *Run Control ID* for the ARUpdate process.

3. At the *Receivable Update Request* page, enter the request parameters as described below.

Field Name	Field Description
*Group Unit	Accept the default <i>Group Unit</i> or enter a <i>Group Unit</i> . This is usually the same as your <i>Business Unit</i> .
*Process Frequency	WARNING! Select "Always".
High Balance Basis Date	This field is not used in Minnesota.

Field Name	Field Description
*Accounting Date From	Accept the default date of "01/01/1900 or enter a From Date field. If you leave the default date, all transactions that are available will be processed. Generally, you should use the default date. If you enter the <i>Accounting Date From</i> and <i>Accounting Date To</i> fields, only transactions with accounting dates that fall within the range selected in these fields will be included in the ARUpdate process.
*Accounting Date To	Verify the <i>To Date</i> and enter a new date if desired. You should always check the value that defaults in the <i>Accounting Date To</i> field. When you first create a <i>Run Control ID</i> , this field defaults to the current date. If you use a previously created <i>Run Control ID</i> , this field will default to the date used when the existing <i>Run Control ID</i> was last saved. The date in this field determines which transactions will be included when the ARUpdate process runs. Generally you should use the current date
Customer History Options	These options are not being used in Minnesota.
Last Run On Section (display only)	The fields in the Last Run On section indicate the date on which the process was last run using the current <i>Run Control ID</i> and the Process Instance number that was generated when the process was last run.

- Click on the **Save** button.
Note: You will not need to do entries on the **Options** tab.
- Click on the **Run** button to start the processing. The *Process Scheduler Request* page appears.

- Accept the default selection "**PS/AR Receivable Update**" and click the **OK** button.
- Click on the *Process Monitor* Link. The *Process List* page displays.

Favorites | Main Menu > Accounts Receivable > Receivables Update > Request Receivables Update > Process Monitor

Process List | Server List

View Process Request For

User ID: [XXXXXXXX] Type: [] Last: [] [1] Days [] Refresh

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12218357		PSJob	ARUPDATE	00637298	10/30/2014 11:21:26AM CDT	Processing	N/A	Details
<input type="checkbox"/>	12218332		PSJob	BIJOB03K	00637298	10/30/2014 11:10:49AM CDT	Success	Posted	Details

Go back to Request Receivables Update

Save Notify

Process List | Server List

8. Click on the **ARUPDATE** link for the ARUpdate process that you ran.
Note: It is best practice to click on the process link to refresh rather than remaining on this page. That way, if there are any warnings, you will see which job has the problem.
9. At the *Process Detail* page, view whether the process was successful. You can click on the **Refresh** button to refresh the page.

Favorites | Main Menu > People Tools > Process Scheduler > Process Monitor

Process Detail

Process Name: ARUPDATE Refresh

Main Job Instance: 11452028

Left | Right

- [11452028 - ARUPDATE Success](#)
- [11452029 - AR_UPDATE Success](#)
- [11452030 - AR_PGG Success](#)
- [11452033 - AR_PGG1 Success](#)
- [11452031 - AR_POST Success](#)
- [11452034 - AR_POST1 Success](#)
- [11452032 - AR_UPDATE2 Success](#)

Return

10. You should review the messages supplied by the processes to make sure that the ARUpdate process picked up on transactions to process. For example,
 - a. Click on underlying page icon for the AR_POST process to reveal the AR_POST1 process.
 - b. Click on the AR_POST1 link.
 - c. Click on the Message Log link. In this example, one group for one customer was selected and none were rejected.

[Favorites](#) | [Main Menu](#) > [PeopleTools](#) > [Process Scheduler](#) > [Process Monitor](#)

Message Log

Process
Instance: 11452034 **Type:** Application Engine
Name: AR_POST1 **Description:** PS/AR Posting

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Severity	Log Time	Message Text	Explain
10	1:47:37PM	Phase I - Building Work Tables	Explain
10	1:47:37PM	1 Groups Selected	Explain
10	1:47:40PM	1 Row(s) Processed	Explain
10	1:47:43PM	1 Customers will be affected in 1 Business Units	Explain
10	1:47:44PM	1 Transactions Selected(0 Affecting Existing Items, 1 Creating New Items)	Explain
10	1:47:44PM	0 Transactions rejected	Explain
10	1:47:46PM	1 Transactions affecting 1 Items (0 Existing, 1 New, 0 Errs) Selected	Explain
10	1:47:46PM	1 Items to be processed, 1 New, 0 Existing	Explain
10	1:47:47PM	Phase II - Database Update	Explain
10	1:47:52PM	1 Groups with 1 Transactions affecting 1 Items of 1 Customers Processed	Explain

If you receive a "No Success" or "Error" status, contact the SWIFT Helpdesk for assistance.