

## QUICK REFERENCE GUIDE

November 1, 2019

### Run the ARUpdate Process

The posting process in SWIFT Accounts Receivables is called Receivable Update (ARUpdate). Running this process updates customer balances in the system for transactions involving customer accounts. It updates customer balances for items charged, adjustments, and payments. This process also creates the accounting entries that the Journal Generator uses to transfer information to the General Ledger in the overnight batch.

The ARUpdate process runs automatically 3-4 times a day. This guide covers running the ARUpdate process manually.

Steps to complete:

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

1. Navigate to the *Request Receivables Update* page using one of the options below.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Accounts Receivable, Process Accounts Receivable. The Request Receivables Update page will display by default.
<b>WorkCenter</b>	Accounting, Accounts Receivable, Receivables WorkCenter, left-menu, Reports/Processes section, General, Request Receivables Update.

2. Select an existing *Run Control ID* or add a new *Run Control ID* for the ARUpdate process.

### Request Receivables Update

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value
Add a New Value

**▼ Search Criteria**

Run Control ID begins with NEWG10

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

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

The screenshot shows the 'Receivable Update Request' form. At the top, there is a 'Run Control ID' of 'NEWG10' and a 'Run' button. Below this is the 'Process Request Parameters' section, which includes a search bar and navigation controls. The form contains several input fields: '\*Group Unit' (G1001), 'Process Frequency' (Always), '\*High Balance Basis Date' (Run Date), and '\*Accounting Date From' (01/01/1900). The '\*Accounting Date To' field is set to 09/06/2018. There are also sections for 'Transaction Types' (with checkboxes for ALL, Direct Debits, Overdue Charges, Pending Items, Drafts, Payments, Transfers, Maintenance Transactions, and Unpost Transactions) and 'Customer History Options' (with checkboxes for User Defined, Payment Performance, DSO, and SubCustomer). A 'Last Run On' section shows the last run on 09/06/18 at 2:31:02PM with process instance 25796976. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

Field Name	Field Description
<b>*Group Unit</b>	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> .
<b>*Process Frequency</b>	<b>WARNING!</b> Select "Always".
<b>High Balance Basis Date</b>	This field is not used in Minnesota.
<b>*Accounting Date From</b>	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.

Field Name	Field Description
<b>*Accounting Date To</b>	<p>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.</p> <p>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.</p> <p>The date in this field determines which transactions will be included when the ARUpdate process runs. Generally you should use the current date.</p>
<b>Customer History Options</b>	These options are not being used in Minnesota.
<b>Last Run On Section (display only)</b>	The fields in the <b>Last Run On</b> 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.

- Accept the default selections in the **Transaction Type** section to run the ARUpdate process for all transactions submitted for posting or change these selections to run the process for specific types of AR transactions.
- 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.

**Process Scheduler Request**

User ID 01159534 Run Control ID NEWG10

Server Name [dropdown] Run Date 09/07/2018 [calendar icon]

Recurrence [dropdown] Run Time 9:07:32AM [Reset to Current Date/Time]

Time Zone [search]

**Process List**

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PS/AR Receivable Update	ARUPDATE	PSJob	(None)	(None)	Distribution

OK Cancel

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

Process List
Server List

**View Process Request For**

User ID   Type  Last   Hours

Server  Name   Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

**Process List**

1-2 of 2 | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	25797306		PSJob	ARUPDATE	01159534	09/07/2018 9:07:32AM CDT	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	25797273		PSJob	BIJOB03K	01159534	09/07/2018 8:48:12AM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Request Receivables Update](#)

9. 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.
10. At the *Process Detail* page, view whether the process was successful. You can click on the **Refresh** button to refresh the page.

Process Detail
x

Process Name ARUPDATE

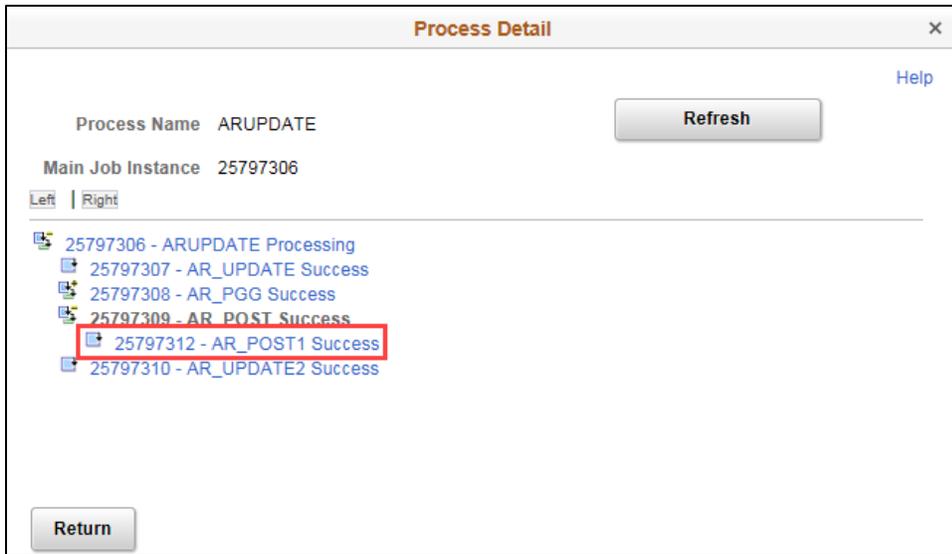
Main Job Instance 25797306 [Help](#)

[Left](#) | [Right](#)

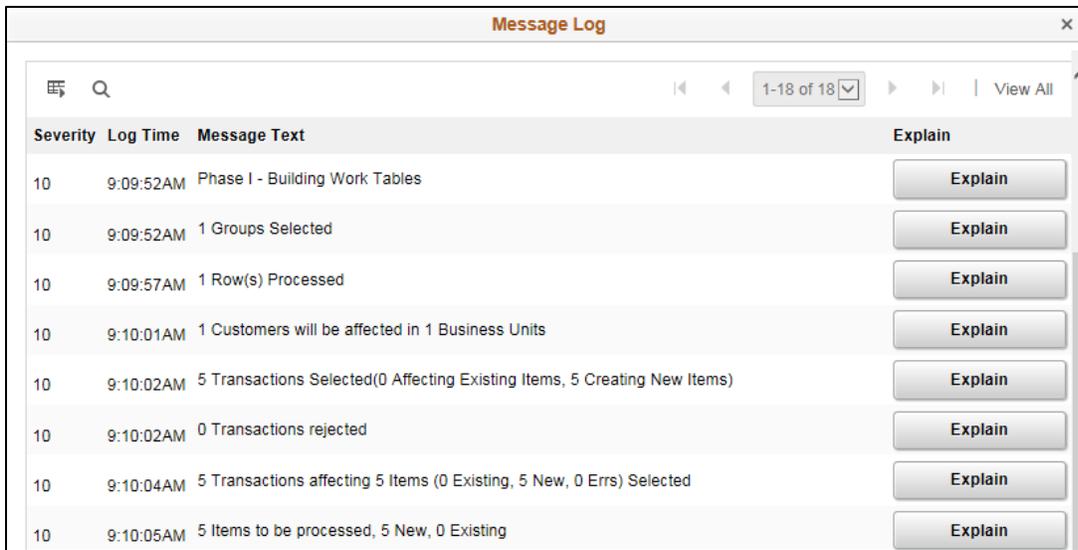
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- 25797306 - ARUPDATE Processing
  - 25797307 - AR\_UPDATE Success
  - 25797308 - AR\_PGG Success
  - 25797309 - AR\_POST Success
  - 25797310 - AR\_UPDATE2 Success

11. 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 the 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.



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