

AP.030.070 – RUNNING RECEIVABLE UPDATE

Purpose	To run the Receivables Update Process.
Description	None
Security Role	BOR_AR_PROCESSES
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to run the Receivables Update process.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Receivable link.
4.	Click the Receivables Update link.
5.	Click the Request Receivables Update link.
6.	Click the Search button.
7.	Select a Run Control ID .
8.	Select the Group Unit .
9.	Click the Process Frequency list.
10.	Click the Always list item.
11.	Click the Run button.
12.	Click the Select checkbox.
13.	Click the OK button.
14.	Click the Process Monitor link.

Step	Action
15.	Click the Refresh button.
16.	Click an entry in the Process Name column.
17.	Click the 2889 - AR_PGG Success button.
18.	Click the 2890 - AR_POST Success button.
19.	Click the 2892 - AR_POST1 Success link.
20.	Click the View Log/Trace link.
21.	Click an entry in the Name column.
22.	This message indicates the update ran successfully.
23.	Click the Return button.
24.	Click the Go back to Request Receivables Update link.