

AP.040.010 – RUNNING BENEFITS BILLING TO GL_AR INTERFACE

Purpose	<ul style="list-style-type: none"> To run the Benefits Billing to GL/AR Interface. To identify what happens if the customer has not been added to the system.
Description	When running this interface, if any of the customers in the Benefits Billing file are not in the AR system, the process will abort. The customer should be added (AR.010.010), and then the process can be re-run.
Security Role	BOR_AR_PROCESSES
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to run the Benefits Billing to GL/AR Interface. Use the file AR9829052009.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR Accounts Receivable link.
5.	Click the Benefits Billing to AR link.
6.	Click the Add a New Value tab.
7.	Enter " BEN_BILL " in the Run Control ID field.
8.	Click the Add button.

Step	Action
9.	Click the Look up Business Unit (Alt+5) button. The user's Business Unit ID should default in this field.
10.	Click the Add button.
11.	Press the left mouse button on the Browse... object. Use this Browse button to navigate to and upload the Benefits Billing Interface file from ADP.
12.	Click the Open button. Note: When users receive the Benefits Billing Interface file, user will need to rename it to meet the following naming convention requirements: ARXXDDMMYYYY, where XX is the first two digits in the Business Unit ID for the user's institution.
13.	Click the Upload button.
14.	Click the Save button.
15.	Click the Run button.
16.	Click the OK button.
17.	Click the Process Monitor link.
18.	Click the Refresh button.
19.	Press the left mouse button on the Details object.
20.	Click the View Log/Trace link.
21.	Click the borif023_43735.PDF link.
22.	Click the Maximize/Restore button.
23.	NOTE: If any customers are not in the system the process will abort and the printout given will show which customer is not in the AR customer file. The customer should be added (AR.010.010) and the process run again. This process does not update any tables until it runs to successful completion. Click the Close button.
24.	Click the Browse... button.
25.	Click the AR9829052009 list item.
26.	Click the Upload button.
27.	Click the Run button.
28.	Click the OK button.
29.	Click the Process Monitor link.

Step	Action
30.	Click the Refresh button.
31.	Click an entry in the Details column.
32.	Click the View Log/Trace link.
33.	Click an entry in the Name column.
34.	Click the Maximize/Restore button.
35.	Review the report. Click the Close button.
36.	Click the Return button.