

How to Use GL Real-Time Posting (Version 8.4.1 and higher)

This support note assumes that you have licensed and installed this program. If you have not installed this program, start with the installation instructions provided in Technical Note # 153, titled GL Real Time Posting Installation Guide.

This program requires a rights record for the program id G3URP. This should have been created during the installation process. However, if you are receiving the 'no run permission' error message, it is because this step was missed. Please have your system administrator add this record using the **Expandable Rights Editor**.

Explanation of Program

This program runs the GL Journal Batch Registers for AP, AR, IC, PO, JC, LD, and GL and updates the Ledger Balances Table. A configuration option can be set to update the FRx Datamart. This is accomplished during the installation and configuration process. Refer to Technical Note # 153, titled GL Real Time Posting Installation Guide.

This program is designed to run from a workstation. Though it can be run from the server, we do not recommend this practice. Installing it in this manner would require involvement from your IT staff to start and stop the program. It is designed for one person to start the program when they log in, and stop the program when they shut down their PC for the evening. The person who starts the program must be the person who stops the program.

GL Real-Time Posting can be run as often as you would like sub-ledger data posted to the General Ledger. As an example, you may only want to see data in the General Ledger at mid month. You only need to start the program at that time. The program will post all eligible data. The data will be posted to the General Ledger in Detail only. This program does not provide the option for Summary.

Data eligible for posting is as follows:

- ❖ Current Month and Current Year data as specified in the Financial Settings Table
- ❖ GL Flags = N
- ❖ APFVB, APFAB, JCFJV, ARFIB, ARFAB, ARFRB Batch Statuses must be equal to "C"
- ❖ GL Journals with a report flag of 'Y' (Running the Journal Voucher Audit Report is required)

While **GL Real-Time Posting** is running, you will not be able to run the following programs:

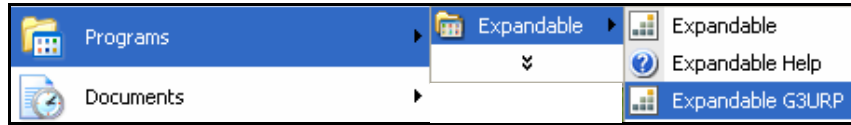
- ❖ Financial Settings Editor
- ❖ GL Month End Update
- ❖ GL Prior Months Posting
- ❖ Month End Update Programs for IC, PO, LD, JC, AP*, AR*

**You must stop GL Real-Time Posting prior to running all month end procedures.
Please follow your normal month end close process.**

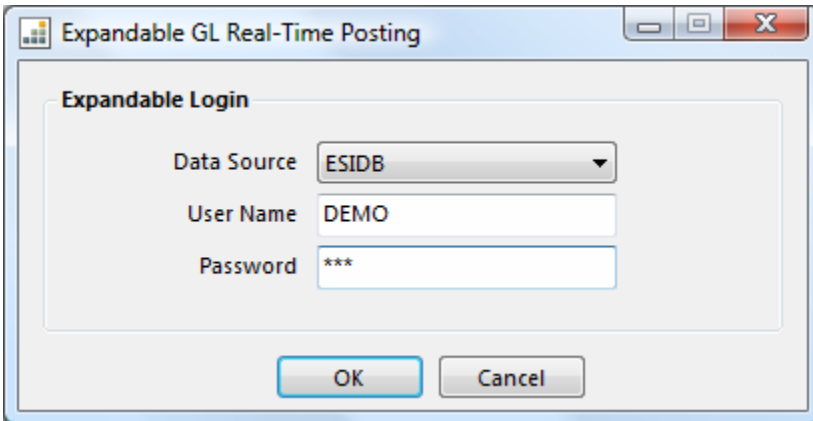
* AP & AR Month End Updates can be run with the purge button unchecked.

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To open the program, click **Start | Programs | Expandable | Expandable G3URP** to start the Expandable GL Real-Time Posting Service.

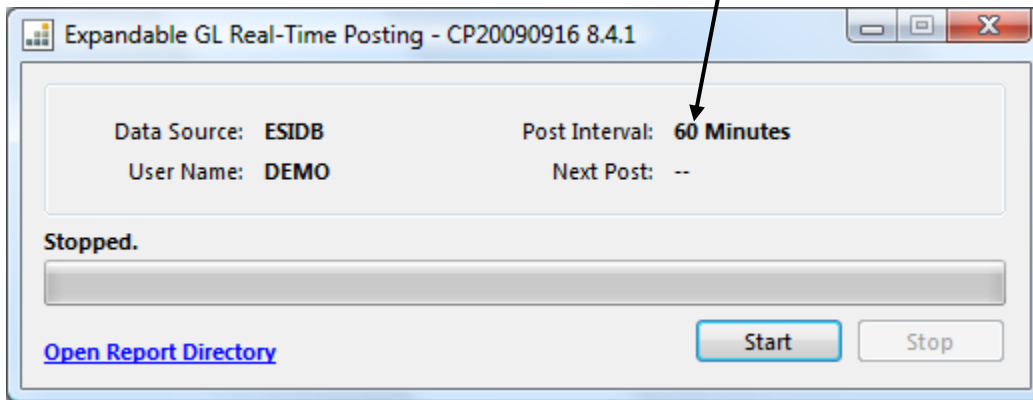


1. Log in to the application by selecting a data source and providing a valid Expandable user name and password. Click the **OK** button.



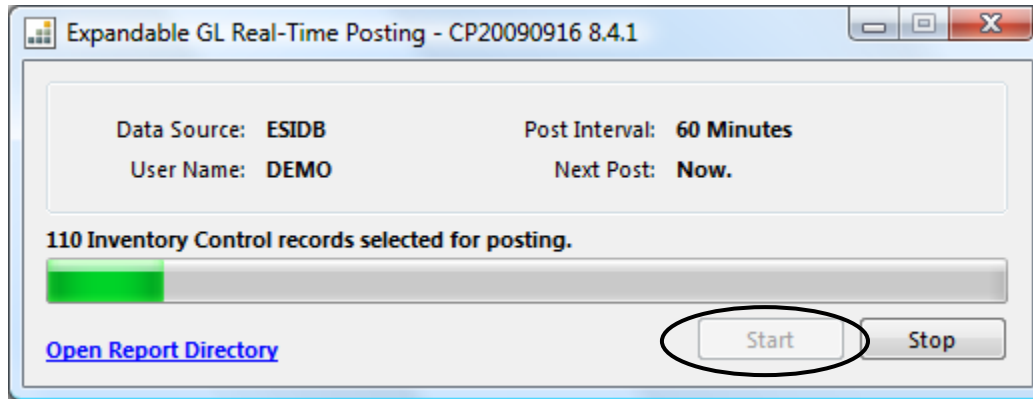
The **Post Interval** displays the frequency for the data to be posted. The frequency was defined during the installation and configuration process. Refer to Technical Note # 153 for further information.

The main application window will be displayed.

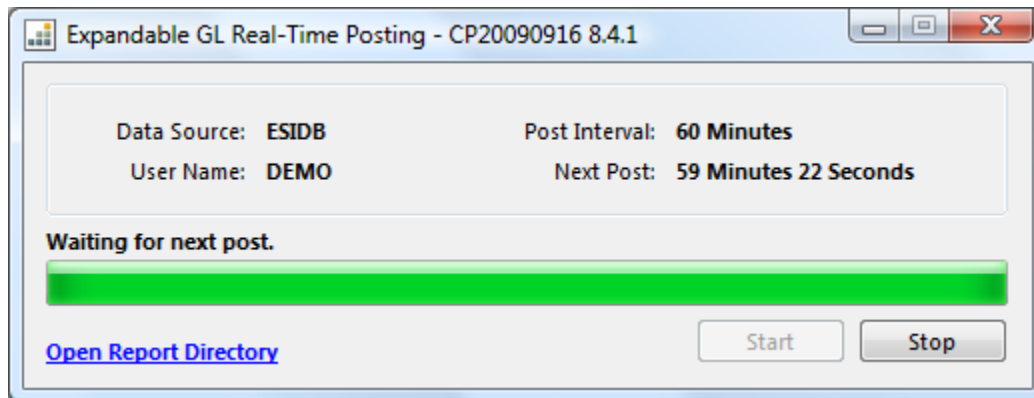


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2. Start the posting process by clicking the **Start** button.



3. After the first post completes, the application will enter a waiting period. A countdown to the next post is displayed.



4. If records are selected for processing, the Journal Batch Register Report/s will be generated in the report directory. Click the **Open Report Directory** link to open the report directory and view the reports. Below is a sample of the reports generated. The first 2 letters of the report will be the module acronym.

Name	Type	Size
LDUJB 20091019 200946.pdf	Adobe Acrobat Document	66 KB
ARUJB 20091019 200944.pdf	Adobe Acrobat Document	69 KB
POUJB 20091019 200942.pdf	Adobe Acrobat Document	63 KB
JCUJB 20091019 200941.pdf	Adobe Acrobat Document	65 KB
APUJB 20091019 200939.pdf	Adobe Acrobat Document	78 KB
GLUJB 20091019 200935.pdf	Adobe Acrobat Document	68 KB
ICUJB 20091019 200937.pdf	Adobe Acrobat Document	76 KB

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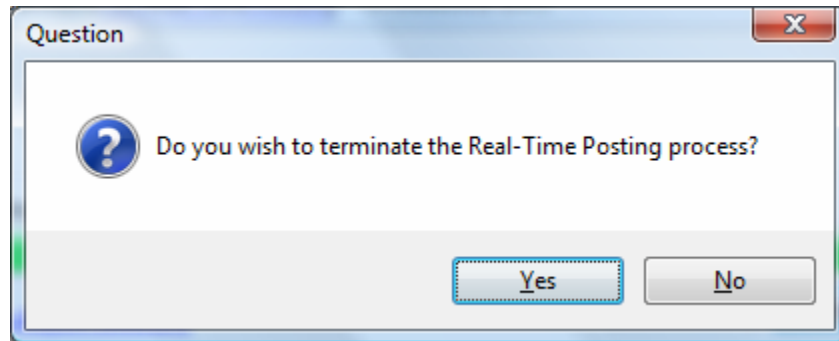
The Journal Batch Registers are named using the following convention and are stored in the folder specified when the program is installed and configured. See Technical Note # 153.


XXUJB YYYYMMDD HHMMSS.pdf

Where:

- XX** Module [GL = General Ledger, IC = Inventory Control, AP = Accounts Payable, JC = Job Costing, PO = Purchase Order, AR = Accounts Receivable, LD = Labor Distribution]
- YYYY** Year of report generation
- MM** Month of report generation
- DD** Day of report generation
- SS** Second of report generation

5. To stop the posting process, click the **Stop** button. The following dialog box will be displayed.



6. To exit the application, click the **Close** button  in the upper right corner of the main application window. If the posting process is currently running, you will be presented with a confirmation dialog box.

