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## EX.030.042 - Running the Expenses Pagelet Process

#### Trigger:

#### Concept

This topic demonstrates how to run the Expenses Pagelet process. The Expenses Module is comprised of transactions that are in various stages. Expenses provides a tool for executives, managers, and auditors to easily identify and track transactions in progress so that they can gain insight into potential problem areas.

**Expense Reports**: Transactions in Process (TIP) data focuses attention on what needs to be resolved with regards to Expense Reports to ensure that your expenses system runs smoothly.

**Travel Authorizations:** Total Predicted Expenses (TPE) data focuses attention on what needs to be resolved with regards to Travel Authorizations to ensure that your expenses system runs smoothly.

**Expenses Pagelets**: Expenses Pagelets are an optional way for interested employees to see Real-Time Analysis figures on their initial log-in page to the Core Application.

The Real-Time Analysis functionality is covered in 6 separate topics.

1. EX.010.040 - Setting up Real-Time Analysis Defaults

2. EX.010.043 - Setting up Transactions in Progress methods

3. EX.010.041 - Setting up Expenses Pagelets

4. EX.030.042 - Running the Update Expenses Pagelet Info Process

5. EX.030.500 - Reviewing Transactions in Progress (Expense Reports)

6. EX.030.501 - Reviewing Total Predicted Expenses (Travel Authorizations)

This process, Running the Expenses Pagelet Process, populates the Real Time Analysis tools (Transactions in Progress, Total Predicted Expenses, and Expenses Pagelets) with current information.

This process needs to be run at least daily so that Real-Time Analysis information is accurately displayed.

**Topic Objective:**

Upon completion of this topic, you will be able to:

- Identify the steps required to run the Expenses Pagelet Process

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| Assumptions |
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| Dependencies/Constraints |
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#### Additional Information

#### Procedure

In this topic, you will run the Expenses Pagelet Process. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Before this process is run, ensure that the employee who will be running this process has completed the set-up for Transactions in Progress (TIP) covered in business process EX.010.043. |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Real-Time Analysis** link. |
|  | Click the **Update Expenses Pagelet Info** link. |
|  | If you wish to use an existing Run Control, you can search for this value on the **Find an Existing Value** tab.  For this exercise, we will add a new Run Control. |
|  | Click the **Add a New Value** tab. |
|  | Enter "**UPDATE\_PAGELET**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Click the **Run** button. |
|  | Click the **OK** button. |
|  | Click the **Process Monitor** link. |
|  | You may need to click the **Refresh** button several times until the Run Status is **Success** and the Distribution Status is **Posted**. |
|  | When the Run Status is **Success** and the Distribution Status is **Posted** you have completed running this process. |
|  | Congratulations. You have just completed the **Running the Expenses Pagelet Process** topic. Below is a summary of the key concepts of this lesson:  - This process populates the Real Time Analysis tools with current information.  - This process needs run at least daily so that Real-Time Analysis information is accurately displayed.  **End of Procedure.** |