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## EX.020.208 - Unstaging Payments

#### Trigger:

#### Concept

This topic demonstrates how to unstage payments. For all previously staged payments that have not been selected for payment (pymnt\_select\_status=N), the Unstage Payments process will reset the Approved for Payment flag and will change the header and lines status back to APY (Approved for Payment). It then inserts a row on a new table for Unstaging (so that the staging process picks these up in subsequent runs) and then deletes the row from EX\_SHEET\_PYMNT or EX\_ADVNCE\_PYMNT. When the Staging process runs, it picks up these unstaged payments and restages them with current information.

**Warning:** Do not run the stage payments and unstage processes concurrently.

**Topic Objectives:**

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

- Identify what payments can be unstaged.

- Identify what the Unstage Payments process resets.

- Unstage payments.

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| Assumptions |
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| --- |
| Dependencies/Constraints |
|  |

#### Additional Information

#### Procedure

For this topic, we need to unstage all payments that have not yet been selected for payment. Let’s see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Process Expenses** link. |
|  | Click the **Expense Processing** link. |
|  | A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values. |
|  | You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use.  Click the **Add a New Value** tab. |
|  | Enter "**UNSTAGE**" in the **Run Control ID** field. |
|  | Click the **Search** button. |
|  | Use the **Expense Processes** page to unstage previously staged payments that have not been selected for payment. |
|  | Notice that the **Payments** field displays the number of payments that have been previously staged. |
|  | Click the **Unstage Payments** checkbox. |
|  | Click the **Save** button to record your selection. |
|  | Click the **Run** button. |
|  | Use the **Process Scheduler Request** page to enter or update parameters, such as the process output format. |
|  | Make sure the **Select** checkbox is enabled for the process you are running. |
|  | Click the **OK** button. |
|  | Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status. |
|  | Click the **Process Monitor** link. |
|  | Use the **Process List** page to view the status of submitted process requests. |
|  | The current status of the process is Queued. The process is finished when the status is **Success**. Continue to click the **Refresh** button until the Status is **Success** and the Distribution Status is **Posted**.  Click the **Refresh** button. |
|  | The **Run** **Status** is now **Success** and the **Distribution Status** is **Posted**. |
|  | Congratulations. You have just completed the **Unstaging Payments** topic. Below is a summary of the key concepts of this topic:  - You can unstage all previously staged payments that have not yet been selected for payment.  - The Unstage Payments process resets the “Approved for Payment” flag and changes the header and lines status back to “APY” (Approved for Payment). When the Staging process is run again, it will pick up these unstaged payments and restages them with current information.  - The Staging Payments and Unstaging Payments processes should not be run concurrently.  **End of Procedure.** |