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## EX.030.032 - Reviewing and Updating Staged Payments

#### Trigger:

#### Concept

This topic covers reviewing and updating staged payments in the Expenses module.

Expense transactions are staged for payment in the Expense Module, but paid through the Accounts Payable Expense paycycle. For instructions on how to stage payments in Expenses see business process EX.030.030.

Once transactions have been staged for payment in Expenses, there is an optional step where you can review the expenses that have been staged for payment before the paycycle is run. This Update Staged Payment function also provides an opportunity for you to select to hold a payment and/or modify the bank information from where the transactions will be paid.

If you wish to unstage all payments review the Unstaging Payments business process at EX.020.208.

**Topic Objectives:**

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

- Identify when you are able to review staged Expense Payments.

- Identify what the Update Staged Payment function accomplishes.

- Review and Update Staged Payments.

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

#### Procedure

Imagine that you have already run the Staging process in Expenses and now you wish to review which transactions have been staged for payment. Also, you want to place an expense transaction on hold and change the payment method for an employee's reimbursement. Let's see how this is done.

| Step | Action |
| --- | --- |
|  | Click the **Travel and Expenses** link. |
|  | Click the **Process Expenses** link. |
|  | Click the **Update Staged Payments** link. |
|  | The pages to update staged payments for cash advances and expense reports are identical. From this screen you can either select **Cash Advance Payments** or **Expense Report Payments** depending on which transaction type you wish to review. |
|  | Click the **Expense Report Payments** link. |
|  | You can search for staged transactions by either an employee's name (**Name**) or an employee's ID (**EmplID**). You also have the option to search without specifying a criteria so that all staged expense report payments are selected. |
|  | Click the **Search** button without specifying a criteria to search for all staged expense report payments. |
|  | If you have staged expense payments for multiple employees, your search results will include the employee's name and his/her EmplID. If all of your staged payments are for one employee, this screen will be skipped and you will only see the transactions for that employee. |
|  | Click an entry in the **Name** column to view the staged transactions for this employee. |
|  | In the **Bank Information** section, you have the opportunity to review/modify the bank information from which these staged transactions will be paid. You can also confirm/modify the **Payment Method** for these transactions. |
|  | In the **Expense Report Detail** section, the individual transactions that are staged for this employee are listed. You can review the details of a transaction by clicking on the blue text in the **Report ID** column. |
|  | You can select the **Hold Payment** check box to place a transaction on hold. If this action is performed, the "held" transaction will not get selected for payment until the next **Stage Payments Process** is run, or until you return to this page and manually uncheck the **Hold Payment** box. |
|  | Click the **Hold Payment** checkbox next to one of the transactions. |
|  | Click the **Save** button. |
|  | Click the **Return to Search** button. |
|  | Now, imagine that you have received a call from an employee who regularly receives a direct deposit for his expense reimbursements. He is in the process of changing banks, so he would like to receive a system check instead of his regular EFT payment. Let's see how this is done. |
|  | Select the employee's name from the list. |
|  | Notice that EFT defaulted as the employee's payment method. You have been asked to change this to system check for this employee. |
|  | Enter "**CHK**" in the **Payment Method** field. |
|  | The employee will now receive this reimbursement as a check instead of an EFT payment.  Click the **Save** button. |
|  | Click the **Return to Search** button. |
|  | If applicable, you can continue reviewing staged payments for other employees. |
|  | Congratulations. You have just completed the **Reviewing and Updating Staged Payments** topic. Below is a summary of the key concepts of this topic:  - Expense Transactions are staged for payment in the Expenses module, but paid through the Accounts Payable Expense Pay Cycle.  - You can review staged payments before the pay cycle is run. You can also hold a payment and/or modify the bank information from where the transactions will be paid.  - If you select to ‘Hold’ a payment, it will not be selected for payment until the next Stage Payment process is run, or until you manually deselect the ‘Hold Payment’ checkbox.  **End of Procedure.** |