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## EX.030.031 - Processing Expenses - Posting Liabilities

#### Trigger:

#### Concept

This topic demonstrates how to run the Expenses Process of Posting Liabilities. The Post Liabilities process creates the accounting lines for expense transactions that are used to generate journals for posting to the General Ledger. This process uses defaults defined during implementation to generate balanced accounting entries for the appropriate accounting period in the General Ledger. The Post Liabilities process uses the EXACCRUAL Journal Template defined in the Business Unit 2 tab for the Expenses Business Unit Definition.

If you use Commitment Control, all transactions must have a Valid budget status in order to be eligible for the Post Liabilities process.

If you post the liabilities for an expense report and then discover that you need to change the accounting entries, you can unpost the expense report. See business process EX.020.205 for instructions on unposting an expense report, and see business process EX.020.206 for instructions on editing the unposted expense report.

**Topic Objectives:**

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

- Identify the purpose of the Posting Liabilities process.

- Define how to populate the Expenses Processes request parameters page with current transactions.

- Identify what the system does when posting expense report liabilities.

- Identify what the system does when posting liabilities for a cash advance.

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

#### Procedure

For this topic, run the Posting Liabilities process. 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. |
|  | If you have previously saved **Run Control ID**s, you may use the **Find an Existing Value Tab** to search for a listing of these values. If this is the first time you have set-up a run control for your ID, or you need to add a new Run Control ID, you must use the **Add a New Value** tab. |
|  | Click the **Add a New Value** tab to add a new Run Control ID.  Creating a new that is relevant to the process you are running may help you remember it for future use. |
|  | Enter "**Post\_Liabilities**" in the **Run Control ID** field.  **TIP**: This field may not contain any spaces. |
|  | Click the **Add** button. |
|  | This is the main page used to process expense transactions. In production, you may choose to run more than one expense process at a time by clicking the box next to each process you wish to concurrently run.  **CAUTION**: Do not run the Stage Payments and Unstage Payments processes in the same Run Control. These combinations prevent transactions from being staged.  For this exercise, you will only run the **Post Liabilities** process. |
|  | Click the **Post Liabilities** checkbox. |
|  | Since this is a new **Run Control ID**,you must click the **Save** button to record your parameters for this run control.  Click the **Save** button. |
|  | When first viewing this page, there may not appear to be any transactions ready for processing. This is apparent if the **Expense Reports** and **Cash Advances** columns are filled with zeros.  You must click the **Refresh** button to populate the page with applicable transactions. |
|  | Click the **Refresh** button to populate the page with applicable transactions. |
|  | Once the page has been refreshed, the **Expense Reports** and **Cash Advances** columns will be updated with transactions that are ready to be processed. |
|  | When posting expense report liabilities, the system debits actual expenses to the ChartFields you designate on the Expense Report - Accounting Detail page. The expense system then generates an offsetting credit to the expenses accrual account that you specified in the Accounting Entry Template.  For example, here are the results if you post airfare and hotel expenses:  **Debit**: Airfare = 450 USD, Hotel = 100 USD  **Credit**: Expenses Accrual = (550) USD |
|  | When posting liabilities for a cash advance paid from a cash advance source that generates a payment, the system debits the advance to the employee advance account and credits the expenses accrual account. You specify both accounts in the accounting entry template.  For example, here are the results if you post a cash advance that generates a payment:  **Debit:** Employee Advances = 500 USD  **Credit**: Expenses Accrual = (500) USD |
|  | When posting liabilities for a cash advance paid from a cash advance source that ***does not*** generate a payment, the system debits the advance to the Employee Advances account designated in the Accounting Entry Template. The expense system then creates an offsetting credit to the ChartFields that were selected when the cash advance source was created.  For example, here are the results if you post a cash advance that does not generate a payment:  **Debit:** Employee Advances = 500 USD  **Credit:** Traveler's Checks Payable = (500) USD |
|  | The Post Liabilities process generates new accounting entries when an employee pays an outstanding cash advance balance.  **Debit:** Reconciled Cash Advance = 500 USD  **Credit**: System check = (500) USD |
|  | When you are ready to being the post liabilities process, click the **Run** button. |
|  | The **Process List** section on this page displays information concerning the process you are running.  The checkbox in the **Select** column should be checked to indicate that you wish to run this process (EX\_TRAN\_PRCS). |
|  | Click the **OK** button. |
|  | Click the **Process Monitor** link. |
|  | Notice the number in the **Instance** column of the **Process List** section. This is a unique **Process Instance** number which can help you identify this specific process if you need to return to it at a later time. |
|  | The **Run Status** should display **Success** and the **Distribution Status** should display **Posted** when the process has successfully been completed. You may need to click the **Refresh** button several times, depending on the process speed. |
|  | Click the **Refresh** button. |
|  | The **Run Status** should display **Success** and the **Distribution Status** should display **Posted** when the process has successfully been completed. If values other than these appear, you should investigate this process to determine its status and/or reason for failure. |
|  | If you would like more information about the process, you can click the **Details** link.  Click the **Details** link. |
|  | You can click any of the hyperlinked text items in the **Actions** section for additional information on this process. |
|  | Click the **OK** button. |
|  | Click the **Go back to Expense Transactions** link. |
|  | Review the transactions that are listed in the **Post Liabilities** row. If the process ran successfully, there should be zeros in both the **Expense Reports** and **Cash Advances** columns. |
|  | Congratulations. You have just completed the **Processing Expenses – Posting Liabilities** topic. Below is a summary of the key concepts of this topic:  - The Post Liabilities process creates the accounting lines for expense transactions that are used to generate journals for posting to the General Ledger.  - Use the Refresh button to populate the Expenses Processes request parameters page with current transactions.  - When the system posts expense report liabilities, it debits actual expenses to the Chartfields designated on the Expense Report – Accounting Detail page. The expense system then generates an offsetting credit to the expenses accrual account specified in the Accounting Entry Template.  - When posting liabilities for a cash advance paid from a cash advance source that generates a payment, the system debits the advance to the employee advance account and credits the expenses accrual account.  - When posting liabilities for a cash advance paid from a cash advance source that does not generate a payment, the system debits the advance to the Employee Advances account designated in the Accounting Entry Template. The expense system then creates an offsetting credit to the Chartfields that were selected when the cash advance source was created.  **End of Procedure.** |