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## EX.030.033 - Processing Expenses - Posting Payments

#### Trigger:

#### Concept

This topic demonstrates how to run the Posting Payments process. The Posting Payments process generates the accounting entries to cash accounts to record payments and updates the expense transaction status from staged (STG) to paid (PD) status. These accounting entries are then used to generate journals for the General Ledger.

In posting expense payments, the system credits the cash account you indicate in an external account when you define banks. The system also generates an offsetting debit to the expenses accrual account that you specified in the accounting entry template.

For example, here are the results if you post expense payments:

Debit: Expenses Accrual = 550 USD

Credit: Cash = 550 USD

**Topic Objectives:**

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

- Identify the purpose of the Posting Payments process.

- Identify what the system credits and debits when posting payments.

- Run the Posting Payment process.

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

#### Additional Information

#### Procedure

For this topic, we need to run the Posting Payments 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. |
|  | 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 "**Post\_Pay**" in the **Run Control ID** field. |
|  | Click the **Add** button. |
|  | Click the **Post Payments** checkbox.  The Application Engine process populates the EX\_ACCTG\_LINE table with data staged for posting to the general ledger. |
|  | Click the **Update Paid Statuses** checkbox. |
|  | Since this is a new Run Control ID, you must click the **Save** button for the system to remember your criteria for the Run Control ID.  Click the **Save** button. |
|  | There may appear to be zero transactions in the **Expense Reports** and **Cash Advances** columns in the **Post Payments** row. If you click the **Refresh** button, the applicable transaction counts should appear. |
|  | Click the **Refresh** button. |
|  | Notice that the transaction counts have been updated in the **Post Payments** row. |
|  | Click the **Run** button. |
|  | Use the **Process Scheduler Request** page to enter or update parameters, such as the process output format. |
|  | The Select checkbox should be checked next to the process are running (EX\_TRAN\_PRCS). |
|  | 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. |
|  | Depending on the speed of the application engine, your transaction may at first be Queued, Processing, N/A, or Success. The process is finished when the **Status** is **Success** and the **Distribution Status** is **Posted**. |
|  | Click the **Refresh** button. |
|  | The process is finished when the **Status** is **Success** and the **Distribution Status** is **Posted**. |
|  | Click the **Go back to Expense Transactions** link. |
|  | Click the **Refresh** button. |
|  | Notice that if the process ran successfully, there are no transaction counts listed in the **Post Payments** row. |
|  | Congratulations. You have just completed the **Processing Payments – Posting Payments** topic. Below is a summary of the key concepts of this topic:  - The Posting Payments process generates the accounting entries to cash accounts to record payments and updates the expense transaction status from staged (STG) to paid (PD) status. These accounting entries are then used to generate journals for the General Ledger.  - When posting expense payments, the system credits the cash account you indicate in an external account when you define banks. The system also generates an offsetting debit to the expenses accrual account that you specified in the accounting entry template.  **End of Procedure.** |