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## EX.030.030 - Processing Expenses - Staging Payments

#### Trigger:

#### Concept

This topic demonstrates how to run the Expenses staging process. The first step in processing payments is to execute a staging process that selects payments with a status of “Approved for Payment”. This process loads approved payments into the cash advance staging table (EX\_ADVNCE\_PYMNT) or the expense report staging table (EX\_SHEET\_PYMNT). The staging process will not select employee payments if, in the employee’s profile, the Hold Payments checkbox is selected on the Employee Profile – Bank Accounts page.

The Accounts Payable pay cycle picks up the transactions from the staging tables (cash advance and expense) when the expenses pay cycle is run.

After staging a payment, you have one other opportunity to place a payment on hold or review the staged payment before it is paid. See business process EX.030.032 (Reviewing and Updating Staged Payments) for information on reviewing staged payments.

Additionally, you can unstage payments through the optional Unstaging Payments Process (business process EX.020.208).

**Topic Objectives:**

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

- Identify the purpose of the Expenses Staging Process.

- Identify the staging tables used in the process.

- Identify where you can see the combined total of Expense Report transactions and Cash Advance transactions if the Staging Process was successful.

- Run the Expenses Staging Process.

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

#### Procedure

For this topic, run the Expenses Staging 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 IDs**, 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 **Run Control ID** that is relevant to the process you are running may help you remember it for future use. |
|  | Enter "**Staging\_Pymts**" 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 Stage Payments process. |
|  | Click the **Stage Payments** 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 you are ready to begin the staging 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. |
|  | 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 **Stage Payments** row. If the process ran successfully, you should see the combined total of **Expense Report** transactions and **Cash Advance** transactions now appearing in the **Payments** column of the **Stage Payments** row. |
|  | When transactions appear in the Payments column of the Stage Payments row, they are ready to be picked up for payment the next time the AP Expenses paycycle is run.  After staging a payment(s), you have one other opportunity to place a payment on hold during an optional review process. This is done through the **Updating Staged Payments** process which is discussed in ***EX.030.032***. |
|  | Congratulations. You have just completed the **Processing Expenses – Staging Payments** topic. Below is a summary of the key concepts of this topic:  - The Expenses Staging Process loads approved payments into the Cash Advance and/or Expense Report Staging Tables. The Accounts Payable pay cycle then can pick up the transactions from the staging tables (cash advance and expense) when the expenses pay cycle is run.  - The cash advance staging table is EX\_ADVNCE\_PYMNT, and the expense report staging table is EX\_SHEET\_PYMNT.  - If the Staging Payments process ran successfully, you should see the combined total of Expense Report transactions and Cash Advance transactions appear in the Payments column of the Stage Payments row.  **End of Procedure.** |