GEORGIA*FIRST*
FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

PeopleSoft 9.2

EX.020.208 – UNSTAGING PAYMENTS

Purpose	• To identify what payments can be unstaged. • To identify what the Unstage Payments process resets. • To unstage payments.
Description	For all previously staged payments that were not 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). When the Staging process runs, it picks up these unstaged payments and restages them with current information. **Warning:** The Staging Payments and Unstaging Payments processes should not be run concurrently.
Security Role	**BOR_EX_BATCH_PRC**
Dependencies/ Constraints	None
Additional Information	None

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Procedure

Below are step by step instructions on how to unstage payments.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** link.
3.	Click the **Travel and Expenses** link.
4.	Click the **Process Expenses** link.
5.	Click the **Expense Processing** link.
6.	Users can run this process by searching for an existing Run Control ID or they can add a new value. Creating a Run Control ID that is relevant to the process may help uses remember it for future use. Click the **Add a New Value** tab.
7.	Enter "**UNSTAGE**" in the **Run Control ID** field.
8.	Click the **Search** button.
9.	Use the **Expense Processes** page to unstage previously staged payments that have not been selected for payment.
10.	Notice that the **Payments** field displays the number of payments that have been previously staged.
11.	Click the **Unstage Payments** checkbox.
12.	Click the **Save** button to record your selection.
13.	Click the **Run** button.
14.	Use the **Process Scheduler Request** page to enter or update parameters, such as the process output format.
15.	Make sure the **Select** checkbox is enabled for the process you are running.
16.	Click the **OK** button.
17.	Notice the Process Instance number appears. This number helps you identify the process you have run when you check the status.
18.	Click the **Process Monitor** link.
19.	Use the **Process List** page to view the status of submitted process requests.
20.	The 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.
21.	The Run Status is now "**Success**" and the Distribution Status is "**Posted**."