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

PeopleSoft 9.2

EX.030.030 – PROCESSING EXPENSES – STAGING PAYMENTS

Purpose	• To identify the purpose of the Expenses Staging Process. • To identify the staging tables used in the process. • To identify where you can see the combined total of Expense Report transactions and Cash Advance transactions if the Staging Process was successful. • To run the Expenses Staging Process.
Description	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 Accounts Payable pay cycle then can pick up the transactions from the staging tables (cash advance and expense) when the expenses pay cycle runs. If the Staging Payments process ran successfully, users should see the combined total of Expense Report transactions and Cash Advance transactions appear in the Payments column of the Stage Payments row. After staging a payment, there is one other opportunity to place a payment on hold or review the staged payment before it is paid. For more information, see EX.030.032 - Reviewing and Updating Staged Payments.
Security Role	**BOR_EX_BATCH_PRC**
Dependencies/ Constraints	None
Additional Information	None

![Georgia FIRST logo — Financial, Information & Reporting Systems for Tomorrow. University System of Georgia • Information Technology Services]

![PeopleSoft 9.2 logo]

Procedure

Below are step by step instructions on how to run the Expenses staging process.

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.	Enter or search for the **Run Control ID**.
7.	Once the Main Expense Processing page loads you are presented with the following pop up message: "Due to Security setup, please select Business Unit before running any process. (10502,395) User level ID security was setup by Business Unit. You must select any Business Unit by clicking on Business Unit prompt button in "Selected Business Units" tab."
8.	Click OK
9.	Click the **Selected Business Unit** Tab
10.	Enter your Business Unit in the **Business Unit** field
11.	Click **Save**
12.	Click the **Expense Processing** Tab
13.	Click the **Refresh** button
14.	Click the **Stage Payments** checkbox. **Warning**: Do not run the Stage Payments and Un-stage Payments processes in the same Run Control. These combinations prevent transactions from being staged.
15.	Click the **Save** button.
16.	To begin the staging process, click the **Run** button.
17.	The Process List section on this page displays information concerning the process running. Verify the checkbox in the **Select** column is checked to to run this process (EX_TRAN_PRCS).

![GEORGIA FIRST - FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW - University System of Georgia • Information Technology Services]

![PeopleSoft 9.2]

Step	Action
18.	Click the **OK** button.
19.	Click the **Process Monitor** link.
20.	Notice the number in the **Instance** column of the **Process List** section. This is a unique **Process Instance** number which can help identify this specific process if users need to return to it at a later time.
21.	The **Run Status** should display "**Success**" and the **Distribution Status** should display "**Posted**" when the process has successfully been completed.
22.	Click the **Refresh** button. You may need to click the Refresh button several times, depending on the process speed.
23.	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.
24.	If you would like more information about the process, click the **Details** link.
25.	Click any of the hyperlinked text items in the **Actions** section for additional information on this process.
26.	Click the **OK** button.
27.	Click the **Go back to Expense Transactions** link.
28.	Review the transactions that are listed in the **Stage Payments** row. If the process ran successfully, users should see the combined total of Expense Report transactions and Cash Advance transactions now appearing in the Payments column of the Stage Payments row.
29.	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 runs. After staging a payment(s) there is one other opportunity to place a payment on hold during an optional review process. For more information, see EX.030.032 – Reviewing and Updating Staged Payments.