EX.030.031 – PROCESSING EXPENSES – POSTING LIABILITIES

Purpose	• To identify the purpose of the Posting Liabilities process. • To define how to populate the Expenses Processes request parameters page with current transactions. • To identify what the system does when posting expense report liabilities. • To identify what the system does when posting liabilities for a cash advance.
Description	The Post Liabilities process creates the accounting lines for expense transactions used to generate journals for posting to 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 the institution uses Commitment Control, all transactions must have a Valid budget status to be eligible for the Post Liabilities process. If users post the liabilities for an expense report and then discover that they need to change the accounting entries, users can un-post the expense report. For more information, see EX.020.205 – Unposting an Expense Report and EX.020.206 - Updating an Unposted Expense Report for instructions on editing the unposted expense report. - Use the Refresh button to populate the Expenses Processes request parameters page with current transactions.
Security Role	**BOR_EX_BATCH_PRC**
Dependencies/ Constraints	None
Additional Information	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.

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| | 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. |
|---|---|

Procedure

Below are step by step instructions on how to run the Post Liabilities process.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** link.
3.	Click the **Travel and Expenses** link.
4.	Click the **Process Expenses** link.
5.	Click the **Expense Processing** link.
6.	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.
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 |

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Step	Action
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 **Post Liabilities** checkbox.
15.	Click the **Save** button.
16.	When posting expense report liabilities, the system 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 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
17.	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. Users 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
18.	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 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

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Step	Action
19.	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
20.	Click the **Run** button to begin the post liabilities process.
21.	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 to run this process (EX_TRAN_PRCS).
22.	Click the **OK** button.
23.	Click the **Process Monitor** link.
24.	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 later.
25.	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.
26.	Click the **Refresh** button.
27.	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.
28.	For more information about the process, click the **Details** link.
29.	Click any of the hyperlinked text items in the **Actions** section for additional information on this process.
30.	Click the **OK** button.
31.	Click the **Go back to Expense Transactions** link.
32.	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.