

EX.030.032 – REVIEWING AND UPDATING STAGED PAYMENTS

Purpose	<ul style="list-style-type: none"> • To identify when you are able to review staged Expense Payments. • To identify what the Update Staged Payment function accomplishes. • To review and Update Staged Payments.
Description	<p>Expense transactions are staged for payment in the Expense Module but paid through the Accounts Payable Expense paycycle. Once transactions are staged for payment in Expenses, there is an optional step where to review the expenses that were staged for payment before the paycycle runs. For more information, see EX.030.030 – Processing Expenses – Staging Payments.</p> <p>This Update Staged Payment function also provides an opportunity to hold a payment and/or modify the bank information from where the transactions will be paid. If 'Hold' is selected on a payment, the payment will not be picked up until the next Stage Payment process is run, or until the 'Hold Payment' checkbox is unchecked.</p> <p>For more information, see EX.020.208 – Unstaging Payments.</p>
Security Role	BOR_EX_PROCESSING
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to review and update Staged 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 Update Staged Payments link.
6.	The pages to update staged payments for cash advances and expense reports are identical. From this screen users can either: <ul style="list-style-type: none"> • Select Cash Advance Payments • Select Expense Report Payments
7.	Click the Expense Report Payments link.
8.	Search for staged transactions by either an employee's name (Name) or an employee's ID (EmplID). Users can also have search without specifying a criterion so that all staged expense report payments are selected.
9.	Click the Search button without specifying a criterion to search for all staged expense report payments.
10.	If there are staged expense payments for multiple employees, the search results will include the employee's name and their EmplID. If all the staged payments are for one employee, this screen will be skipped and the user will only see the transactions for that specific employee.
11.	Click an entry in the Name column to view the staged transactions for this employee.
12.	In the Bank Information section, users can review/modify the bank information from which these staged transactions will be paid. Users can also confirm/modify the Payment Method for these transactions.
13.	In the Expense Report Detail section, the individual transactions that are staged for this employee are listed. Users can review the details of a transaction by clicking on the blue text in the Report ID column.
14.	If needed, select the Hold Payment check box to place a transaction on hold. If this action is performed, the "held" transaction will not get selected for payment until the next Stage Payments Process runs or until the Hold Payment checkbox is manually unchecked.
15.	Click the Hold Payment checkbox next to one of the transactions.

Step	Action
16.	Click the Save button.
17.	Click the Return to Search button.
18.	Now, imagine that you have received a call from an employee who regularly receives a direct deposit for his expense reimbursements. He is in the process of changing banks, so he would like to receive a system check instead of his regular EFT payment. Let us see how this is done.
19.	Select the employee's name from the list.
20.	Notice that EFT defaulted as the employee's payment method.
21.	Enter " CHK " in the Payment Method field.
22.	The employee will now receive this reimbursement as a check instead of an EFT payment. Click the Save button.
23.	Click the Return to Search button.
24.	If applicable, continue reviewing staged payments for other employees.