EX.030.033 – PROCESSING EXPENSES – POSTING PAYMENTS

Purpose	• To identify the purpose of the Posting Payments process. • To identify what the system credits and debits when posting payments. • To run the Posting Payment process.
Description	The Posting Payments process generates the accounting entries to cash accounts to record payments and updates the expense transaction status from staged (STG) to paid (PD) status. These accounting entries are then used to generate journals for the General Ledger. When posting expense payments, the system credits the cash account indicated in an external account when defined in banks. The system also generates an offsetting debit to the expenses accrual account specified in the accounting entry template. For example, here are the results of posted expense payments: • Debit: Expenses Accrual = 550 USD • Credit: Cash = 550 USD
Security Role	**BOR_EX_PROCESSING**
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to run the Posting Payments 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 **Post Payments** checkbox. The Application Engine process populates the EX_ACCTG_LINE table with data staged for posting to the general ledger.
15.	Click the **Update Paid Statuses** checkbox.
16.	Click the **Save** button.
17.	Click the **Refresh** button.
18.	Verify the transaction counts were updated in the **Post Payments** row.
19.	Click the **Run** button.
20.	Use the **Process Scheduler Request** page to enter or update parameters, such as the process output format.

Step	Action
21.	The Select checkbox should be checked next to the process are running (EX_TRAN_PRCS).
22.	Click the **OK** button.
23.	Notice the Process Instance number appears. This number helps identify the process when you check the status.
24.	Click the **Process Monitor** link.
25.	Use the **Process List** page to view the status of submitted process requests.
26.	Depending on the speed of the application engine, the transaction may at first be Queued, Processing, N/A, or Success. The process is finished when the Status is "**Success**" and the Distribution Status is "**Posted**".
27.	Click the **Go back to Expense Transactions** link.
28.	Click the **Refresh** button.
29.	Notice that if the process ran successfully, there are no transaction counts listed in the Post Payments row.