Previously, a group was created and postings were generated. The completed group was then sent to the student account and from there to the General Ledger (GL).

This module gives an introduction to reviewing a previously created group and its entries to ensure all transactions posted to the student account. If errors occur, they must be corrected and posted to the student account.

---

**Step 1**
- Review Group to Verify Posting

**Step 2**
- Recognize Posting Errors

**Step 3**
- Correct Data Entry Errors

**Navigation**

Student Financials ➔ Charges and Payments ➔ Group Processing ➔ Review Transactions

**Step 1 Review Group to Verify Posting**

The day after completing a Group, it should be reviewed to ensure all entries posted. Corrections to errors should be done in a timely manner to ensure the student account and the GL are correct.
Step 1
Review Group to Verify Posting

On the **Review Transactions** screen, there are several ways to pull up a Group to review.

- **Group ID** – enter the Group #.
- **User ID** – enter the User ID of the person who created the group.
- **Posting Status** – click ▼ and choose **Errors**.
- **Posted Date** – click ▼ and choose the date the group was generated.

Click **Search**.

**Note:**
- Search by **Group ID** and the **Review Transactions** screen pops up.
- Search by **User ID**, **Posting Status** or **Posted Date** and more than one Group may pop up at the bottom of the screen. Click the correct one and the **Review Transactions** screen pops up.
Step 1
Review Group to Verify Posting
Below is an example of a Group that posted successfully.
You know this because **Entered Total = Posted Total**.

```
Review Transactions

<table>
<thead>
<tr>
<th>Unit</th>
<th>Group ID</th>
<th>Type</th>
<th>Origin ID</th>
<th>Entered Total</th>
<th>Posted Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUM</td>
<td>00000000008888</td>
<td>Miscellaneous</td>
<td>Summer Welcome</td>
<td>$40.00 USD</td>
<td>$40.00 USD</td>
</tr>
</tbody>
</table>

**Total Group Lines:** 4  
**First Group Line Nbr:** 1  
**Last Group Line Nbr:** 4

<table>
<thead>
<tr>
<th>Line Nbr</th>
<th>ID</th>
<th>Name</th>
<th>Term</th>
<th>Item Amt</th>
<th>Acct Type Receipt Nbr</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88888888</td>
<td>Truman Tiger</td>
<td>3727</td>
<td>10.00</td>
<td>SAR</td>
<td>Academic Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>88888888</td>
<td>Esme Cullen</td>
<td>3727</td>
<td>10.00</td>
<td>SAR</td>
<td>Academic Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>88888888</td>
<td>Beth Cooper</td>
<td>3727</td>
<td>10.00</td>
<td>SAR</td>
<td>Academic Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>88888888</td>
<td>Jane Eyer</td>
<td>3727</td>
<td>10.00</td>
<td>SAR</td>
<td>Academic Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```
Step 2
Recognize Posting Errors

Below is an example of a Group that did not post successfully.

In this case, **Entered Total ≠ Posted Total**.
In fact, of the 666 entries, 4 did not post.

Click **View All** and all 666 entries for that Group are displayed.
**Note:** It does not single out the errors.
Step 3  
Correct Data Entry Errors

NOTE: A posting error can be corrected in the original group. It is not necessary to delete the posting error from the group and re-enter the corrected transaction in a new group!

To see just the errors in a Group and make corrections, click Review Suspended Transactions on the navigation panel to the left. The Suspended Group Post screen pops up.

**Note:** The Group ID automatically fills in with the Group number from the previous Review Transactions screen.

Click Search.
Step 3
Correct Data Entry Errors

The Suspended Group Post screen pops up and shows:
- **Group ID**: 88888
- **Posted Total**: 662 and **Suspended**: 4
- The data entries that did not post, sorted by **Line Nbr**. If necessary click View All to see additional entries.

To see the error, click **Line Details** across from each entry.
Step 3  
Correct Data Entry Errors

The **Group Line Details** screen pops up and shows:
- **Group ID**: 888888
- **Error** – Invalid Item Type
- Explanation of the error type.
You can see by looking at the **Item Type** that it is incorrect.

To correct this entry, click **Update**.

---

**Group Line Details**

- **Business Unit**: COLUM
- **Group ID**: 8888888888
- **Seq. No.**: 268
- **Error** – Invalid Item Type

**Item Type**: 000020.00N

**Acct Type**: SAR  Students Accounts Receivable

**Item Amt**: USD

**Term**: 

**Serv Ind Cd**: 

**Chrg Priority**: 

**Payment Information**

- **Payment ID**: 
- **Pay Method**: 

**Dates**

- **Pay Date**: 01/22/2009
- **Due Date**: 

**Excess Account**

- **Exc Acct**: 
- **Use Exc Acct**: 

**Return**
Step 3  
Correct Data Entry Errors

The **Group Line Entry** screen where you first made the entry pops up.

Make the corrections. You will also have to reenter the **Amount**. Click **Save**.
Step 2: Correct Data Entry Errors

The transaction is now ready to post.

This can be verified by clicking **Create Group Data Entry** on the navigation panel.

The **Group Entry** screen pops up. **Posting Action** now says **Available for Posting** and **Posting Status** now says **Incomplete**.

**Note:** When creating a new Group, the **Balance Group** box under Control Totals should never be checked. However, when fixing errors, this box will come up as checked.
Congratulations! You have completed “Groups & Group Postings: Review for Errors”