

Some student transactions are posted immediately, such as student payments taken by the Office of Cashiers front line staff. Other transactions, especially in Cost Centers, are created during the day in a group batch and processed at night to the students' accounts through myZou. After posting to the students' accounts, the transactions are sent to the General Ledger (GL).

This module gives an introduction to creating a group posting and adding data to the group posting.



Navigation

Student Financials → Charges and Payments → Group Processing → Create Group Data Entries

Step 1 Create Group Posting

The **Group Data Entry** screen pops up.
The screen defaults to **Add a New Value**.

Note: The Business Units auto fills with Columbia and the **Group ID** says **NEXT**. Never change NEXT when creating a new group!

Click **Add**.



New Window | Help | nttp

Group Data Entry

Find an Existing Value **Add a New Value**

Business Unit: COLUM 🔍

Group ID: NEXT

Add

Find an Existing Value | Add a New Value


Step 1 Create Group Posting


There are 2 tabs across the top of the screen:

1. **Group Entry** – where a group is created.
2. **Group Line Entry** – where entries for that group are entered.

Note: When creating groups, charge item types and credit item types cannot be combined in one group; a separate group is created for each one.

To create a group in **Group Entry**:


For **Group Type**, click  and click the correct entry. For Cost Centers, it's Miscellaneous Cost Centers.

For **Origin ID**, click  and click the correct entry.

For **Control Total**, both fields must be filled in.

- In the first field, estimate the total \$\$ amount for this group.
 - In the second field, estimate the total entries for this group.
- MyZou tallies the total under **Entered Total**. If what you estimate differs from what you enter, this can be updated later.

Group Entry is complete.

[New Window](#) | [Help](#) | [Customize Page](#) | 

Group Entry
Group Line Entry


Business Unit: COLUM


Group ID: NEXT


*Group Type: ▼ Create New Charge Item

*Origin ID: 🔍

Original Group ID: 🔍

*Accounting Date: 01/28/2009 

*Received: 01/28/2009 

*Entry Date: 01/28/2009 

Operator: GARMANL

Assign To:

Control Totals


Balance Group:

Control Total:	0.00	USD	0
Entered Total:	0.00		0
Difference:	0.00		0
Posted Total:	0.00	01/28/2009	0

Display Option



Range in DB: to



Display: to

Total in DB: 

Effective Status



Edit Status:	Deposit Balance:	*Posting Action:	Posting Status:	Process Instance:
NotEdit	Not Balan	Available for Posting ▼	Complete	

 Save
 Notify

 Add
 Update/Display


Step 2 Add Data to Group Posting

To enter transactions, click **Group Line Entry**.

1. For **ID**, enter student's ID.
2. For **Account Type**, enter SAR.
SAR is always used except when Admissions does application and enrollment fee payments. They use APP.
3. For **Item Type**, click  and click the correct item type.
4. For **Amount**, enter \$\$ amount.
5. For **Term**, click  and click the term you want the charge / credit to go to. Leave this blank and it defaults to current term.
6. For **Ref Nbr**, give the reason for a credit to a student account.

Click **Save**.



Note: When you click **Save**, a group batch # is assigned across from **Group ID**.


[New Window](#) | [Help](#) | [Customize Page](#) | 

Group Entry
Group Line Entry


Business Unit: COLUM
Group ID: 00000000029522


[Find](#) | [View All](#) | First 1 of 1 | Last

Line Nbr: 1 [Mark For Delete](#)  


ID: 

Balance:

Account Type: 

Item Type: 

Amount: USD [Currency Detail](#)

Term: 

Ref Nbr:

Charge Priority:

Use Excess Account

Restrict Payment to Account

Service Indicator:

Payment Information

Payment ID: [Payment Details](#)



Pay Method:



Dates

Item Effective Date: BT

Due Date: BT


[Academic Information](#)
[Application Information](#)
[Tender Details](#)

 Save
  Notify

 Add
  Update/Display




Step 2
Add Data to Group
Posting

To add another entry, click .

Note: Information from the previous entry auto fills in the new entry fields.

Note: As a precaution, click **Save** after each entry to prevent loss of information.

To delete an entry, click .

Note: Mark For Delete button prevents an entry from being posted to the student account and General Ledger. The fields gray out, but the entry is still visible. This is useful, for example, if you know there is a problem with the entry, and you will return later to correct it. When the group is posted, that entry is not processed.

To post that entry, click **Unmark For Delete**. Click **Save** and that entry is picked up and posted. The rest of the group won't be posted again.

Step 2
Add Data to Group
Posting

Additional information on Groups:

- At most Cost Centers, credits to a student account are entered as 'negative charges' (ex. a \$20 credit is entered as a -\$20 charge.)

There is an exception. If the original charge was created before May 2007 in Legacy, the credit entry is done as a credit.


- When entering a credit / negative charge, the term you enter is the term of the original charge.

Step 3 Post Group

Once all entries have been entered for the particular group, click **Group Entry** tab at top of screen.

1. Check the **Control Total** against the **Entered Total**. The numbers should be the same. If the fields match, click **Save**. If the numbers differ, compare actual entries against myZou entries and make corrections. When finished, click **Save**.
2. **Posting Action** says Available for Posting and **Posting Status** says Incomplete.

The group is ready to be posted to the student account.

[New Window](#) | [Help](#) | [Customize Page](#) | 


Group Entry


Group Line Entry


Business Unit: COLUM


Group ID: 000000000029522


***Group Type:** Miscellaneous Cos Create New Charge Item

***Accounting Date:** 01/28/2009 

***Origin ID:** 00005  Summer Wel

***Received:** 01/28/2009 

Original Group ID: 

***Entry Date:** 01/28/2009 

Control Totals

Balance Group:

Control Total:	25.00	USD	7
Entered Total:	25.00		7
Difference:	0.00		0
Posted Total:	0.00	01/28/2009	0





Operator: GARMANL

Assign To:

Display Option

Range in DB: 1 to 7

Display: 1 to 7

Total in DB: 7    

Effective Status

Edit Status:	Deposit Balance:	*Posting Action:	Posting Status:	Process Instance:
Edited	Not Balan	Available for Posting 	Incomplete	<input style="width: 50px;" type="text"/>

Save
Notify

Add
Update/Display

Congratulations! You have completed "Groups & Group Postings"

ATTACHMENT A

Group Entry & Group Line Entry Screens

Defines the fields used on the Group Entry and Group Line Entry Screens

<u>Group Entry Screen</u>	
Group Type	Identifies the different campus entities authorized to post transactions in groups.
Origin ID	The location of the campus entities making the group post.
Control Total	1 st Field: The total \$\$ of the posted transactions.
Control Total	2 nd Field: The total # of posted transactions
Posting for Action	<p>The status of the group post:</p> <ul style="list-style-type: none"> • Available for Posting • Do Not Post • Posted • Waiting for Approval <p>The posting action should not be changed by the user unless the user does not want the group to post.</p>
Posting Status	<p>Feedback after group was posted to the student account:</p> <ul style="list-style-type: none"> • Incomplete • Complete • Error

<u>Group Line Entry Screen</u>	
ID	Student's ID
Account Type	<p>The account the charges / credits are put against:</p> <ul style="list-style-type: none"> • APP – Application Fees • SAR – Student Accounts Receivables <p>SAR is always used except when Admissions does application and enrollment fee payments.</p>
Item Type	A 12-digit code that stands for a charge, credit, deposit or refund. Each Cost Center has its own unique list of Item Types.
Amount	The \$\$ amount of the transaction
Term	Term defaults to the current term unless otherwise specified.
Ref Nbr	A brief description of the reason for the negative charge / credit is given here. This field is visible on the student account.