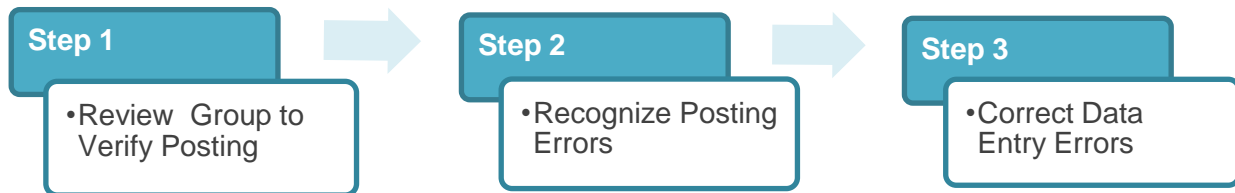




Previously, a group was created and postings were generated. The completed group was then sent to the student account and from there to the General Ledger (GL).

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.



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.

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

Review Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:	=	COLUM
Group ID:	begins with	<input type="text"/>
User ID:	begins with	<input type="text"/>
Group Type Description:	begins with	<input type="text"/>
Origin Description:	begins with	<input type="text"/>
Posting Status:	=	
Entry Date:	=	<input type="text"/>
Posted Date:	=	<input type="text"/>
Operator ID Approval:	begins with	<input type="text"/>

Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)



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.**

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Review Transactions

Unit:	COLUM	Control Total:	10.00	USD	Count	4
Group ID:	000000000088888	Entered Total:	40.00			4
Type:	M Miscellaneous Cost Center	Difference:	-30.00			0
Origin ID:	00005 Summer Welcome	Posted Total:	40.00	01/30/2009		4

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

[Group Post Details](#) Line 1 to 4

Line Nbr	ID	Name	Term	Item Amt	Acct Type	Receipt Nbr	
1	88888888	Truman Tiger	3727	10.00	SAR		Academic Information Line Details
2	88888888	Esme Cullen	3727	10.00	SAR		Academic Information Line Details
3	88888888	Beth Cooper	3727	10.00	SAR		Academic Information Line Details
4	88888888	Jane Eyre	3727	10.00	SAR		Academic Information Line Details

[Return to Search](#) [Notify](#) [Refresh](#)



Step 2
Recognize Posting
Errors

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

In this case, **Entered Total \neq 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.

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

Review Transactions

Unit: COLUM	Control Total: 22,541.11 USD	Count: 666
Group ID: 00000000088888	Entered Total: 22,541.11	666
Type: M Miscellaneous Cost Center	Difference: 0.00	0
Origin ID: 00033 Student Recreation Center	Posted Total: 22,541.11 04/22/2009	662

Total Group Lines: 666 **First Group Line Nbr:** 1 **Last Group Line Nbr:** 666

[Group Post Details](#) Line 1 to 50

Line Nbr	ID	Name	Term	Item Amt	Acct Type	Receipt Nbr	
1	88888888	Sybill Trelawney		133.11	SAR		Academic Information Line Details
2	88888888	Ka		133.11	SAR		Academic Information Line Details
3	88888888	Jamal Malik		133.11	SAR		Academic Information Line Details
4	88888888	Elinor Dashwood		133.11	SAR		Academic Information Line Details

[View All](#) First 1-4 of 50 Last

[Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#)



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**.

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

Suspended Group Post
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: =

Group ID: begins with

Posting Status: begins with

Search Clear [Basic Search](#) [Save Search Criteria](#)



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.

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

Suspended Group Post

Business Unit: COLUM **Group ID:** 00000000088888 [Group Post Details](#)
Origin ID: Student Recreation Center **Type:** Miscellaneous Cost Center

Posted Total: 22,541.11 → **662** 01/22/2009
Suspended: 0.00 → **4**

Total Group Lines: 4 **First Group Line Nbr:** 268 **Last Group Line Nbr:** 271
 ⏪ ⏩ Line 268 to 271 ⏪ ⏩

Line Nbr	ID	Name	Term	Item Amt	Acct Type	Receipt #
268	88888888	Ipek			SAR	Acad Info Line Details
269	88888888	Ely Road			SAR	Acad Info Line Details
270	88888888	Walt Kowalski			SAR	Acad Info Line Details
271	88888888	Tao			SAR	Acad Info Line Details

[Return to Search](#) [Notify](#) [Refresh](#)



Step 3
Correct Data Entry
Errors

The **Group Line Details** screen pops up and shows:

- **Group ID:** 88888
- **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**.

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

Group Line Details

Business Unit: COLUM **Group ID:** 00000000088888 Update **Seq. #:** 268

ID: 88888888 **Ipek:** **Balance:** -622.75

Errors [Find](#) | [View All](#) First 1 of 2 [Last](#)

Set: 14816	Msg: 25	The Item Type you entered is not valid. If this is a valid Item for your institution, make sure that the item has been set up properly in the item table.	↑ ↓
Invalid Item Type.			

Acct Type: SAR Students Accounts Receivable **Item Type:** 000020.00N

Item Amt: USD **Term:** **Srv Ind Cd:** [Tender Details](#)

Ref Nbr: **Chrg Priority:** **Restrict Payment to Account**

Payment Information	Dates	Excess Account
Payment ID: Payment Dtls	Itm Eff Dt: 01/22/2009	Exc Acct:
Pay Method:	Due Date:	Use Exc Acct <input type="checkbox"/>

[Return](#)

