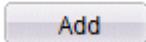# Entering and Posting Charges for Multiple Students (Group Post)

Purpose: Transactions may be posted for a group of students or organizations. This enables you to quickly and easily post many receivables without having to post each one individually.
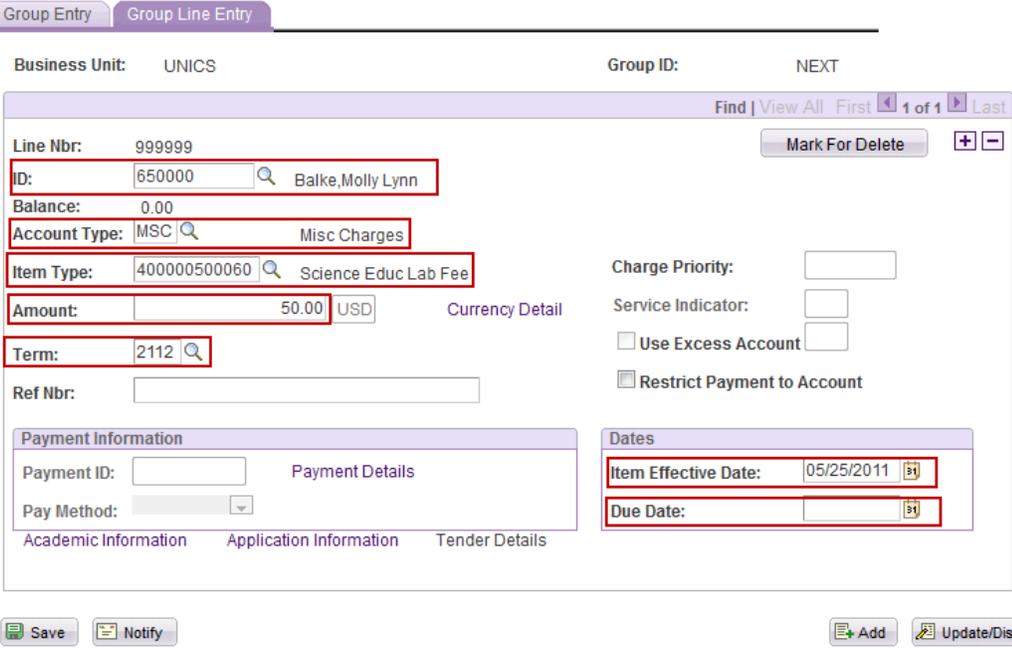
Use the **Group Entry** *(identify the charge)* and **Group Line Entry** *(add the students)* tabs to enter groups of transactions.

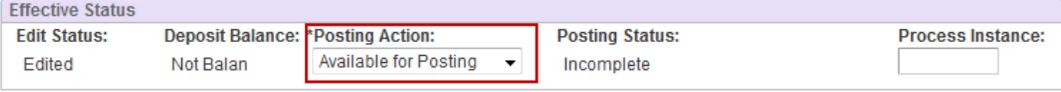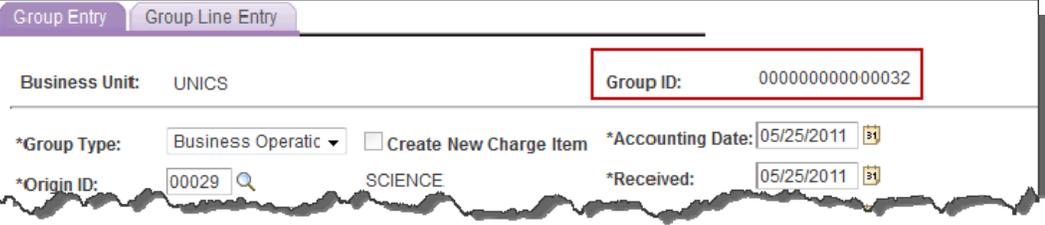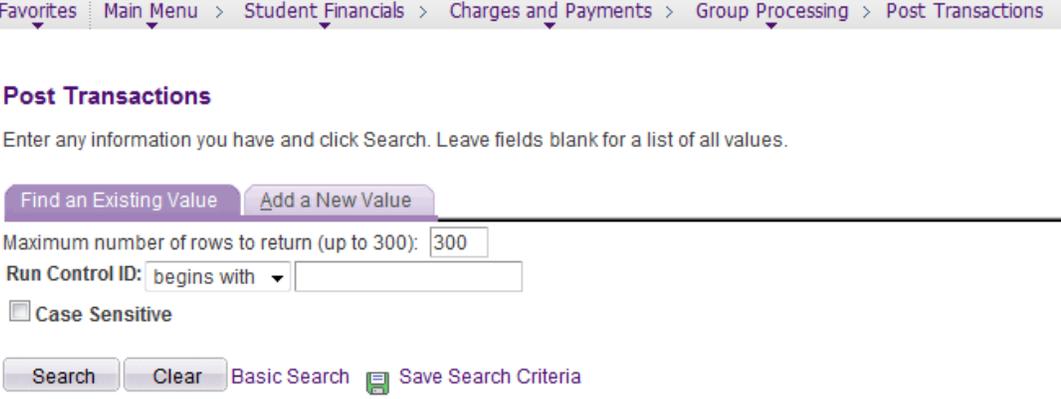The following instructions describe how to enter and post a charge for multiple students, using the example of adding a science lab fee of $50.00 to three student accounts.
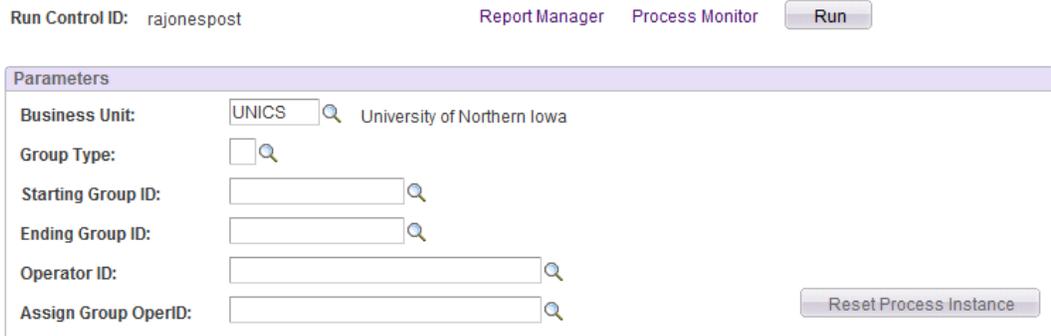
Step	Action
1.	Navigate to the **Group Entry** page: Select **Main Menu > Student Financials > Charges and Payments > Group Processing > Create Group Data Entries** Click the *Add a New Value* tab Favorites | Main Menu > Student Financials > Charges and Payments > Group Processing > Create Group Data Entries **Group Data Entry** Find an Existing Value | Add a New Value Business Unit: UNICS Group ID: NEXT Add
2.	The system adds the NEXT value. After you save the **Group Data Entry** page, NEXT will be changed into system generated a Group ID number. Click the **Add** button. Add

UNIVERSITY OF NorthernIowa

Step	Action
3.	On the **Group Entry** define source information and control totals for group transactions.

Complete the following:

- **Group Type** – Select the appropriate group type. Values: *Admissions, Business Operations, Conversion Items, External Files, Registrar, Student Post Purge.*
- **Origin ID** – Select the appropriate source of the transactions.
- **Original Group ID** – Leave blank. This field populates after the Reverse Groups process has run.
- **Accounting Date** - The default value is today's date, it may be changed.
- **Received** – Date payment or charge transactions were received.
- **Entry Date** - Date the transactions are being entered.

Step	Action
4.	

Control Totals

Balance Group: ☑

Control Total: 50.00   USD   3

Entered Total: 0.00   0

Difference: 50.00   3

Posted Total: 0.00   05/25/2011   0

Complete the following in *Control Totals*
- **Balance Group checkbox -** Select to require that the group be in balance before the system posts it. To determine whether a group is balanced, the system compares the number of transactions and amounts to information in the control totals fields.
- **Control Total -** Enter the monetary sum of the transactions in the group.
- **USD –** Enter the total number of transactions in the group.
- **Entered Total -** Displays the monetary amount of all transactions that are entered in the batch and the count of the entries.
- **Difference** - Displays the difference between the entered totals and the control totals.
- **Posted Total** - Display the monetary total, posting date and count of the entries after the batch is posted.

Note: If the external file load process is used, and the external file setup defines control totals, these fields are populated through the file load process.

Step	Action
5.	Next, click the *Group Line Entry* tab to add the students that have charges (in this example, Science fee) Group Entry Group Line Entry Business Unit: UNICS Group ID: NEXT Find | View All First ◄ 1 of 1 ► Last Line Nbr: 999999 Mark For Delete + – ID: 650000 🔍 Balke,Molly Lynn Balance: 0.00 Account Type: MSC 🔍 Misc Charges Item Type: 400000500060 🔍 Science Educ Lab Fee Charge Priority: [ ] Amount: 50.00 USD Currency Detail Service Indicator: [ ] Term: 2112 🔍 ☐ Use Excess Account [ ] Ref Nbr: [ ] ☐ Restrict Payment to Account Payment Information Dates Payment ID: [ ] Payment Details Item Effective Date: 05/25/2011 📅 Pay Method: [▾] Due Date: [ ] 📅 Academic Information Application Information Tender Details 🖫 Save 📄 Notify 🖳 Add 📝 Update/Display Complete the following: • **ID** – Enter the first student's ID • **Account Type** – Select appropriate account type • **Item Type** – Select item type • **Amount** – Enter amount of the charge per student • **Term** – Enter appropriate term • **Item Effective Date** - Enter the date the transaction becomes active. The default value for the item effective date is the current date. • **Due Date** - Enter an optional due date for charge transactions. If you leave this field blank, the billing program populates the field on the student's account.
6.	To add another student, click the **Add Row** button. ⊞ *Note:* The fields will populate based on values entered on the first student. Enter the new student. Continue to use the **Add Row** button to add all of the students. Click **View All** to display all the students. Click the **Save** button.

Date Created: 1/26/2012

Step	Action
7.	To check that the group balanced. Go back to the *Group Entry* tab and check the *Effective Status*. Disregard the **Deposit Balance**. The **Posting Action** should display *Available for Posting*. **Posting Status** will be *Incomplete* until you post. Effective Status Edit Status: Edited Deposit Balance: Not Balan *Posting Action: Available for Posting Posting Status: Incomplete Process Instance:
8.	Click the **Save** button. *Note:* After you save, the system assigns a GROUP ID number. You will need this number to post transactions. COPY THIS NUMBER. Group Entry Group Line Entry Business Unit: UNICS Group ID: 000000000000032 *Group Type: Business Operatic Create New Charge Item *Accounting Date: 05/25/2011 *Origin ID: 00029 SCIENCE *Received: 05/25/2011
9.	Next, you will post these transactions. Navigate to **Main Menu > Student Financials > Charges and Payments > Group Processing > Post Transactions** Favorites Main Menu > Student Financials > Charges and Payments > Group Processing > Post Transactions **Post Transactions** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Add a New Value Maximum number of rows to return (up to 300): 300 Run Control ID: begins with Case Sensitive Search Clear Basic Search Save Search Criteria *Note:* The first time you post transactions you will add a new run control. In the future, you may use the run control you have created. A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.

Step	Action
10.	Click the **Add a New Value** tab.
11.	Type a name for your Run Control ID and click the **Add** button. *Tip:* The name cannot contain spaces.
12.	On the **Post Transactions** page enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run. Complete the following: • **Group Type** – Select the group type for the transaction you wish to post • **Starting Group ID** – Enter the group id that the system generated after you saved the Group Entry charges (e.g. 000000000000032). There are 15 digits in the group id. • **Ending Group ID** – Enter the group id for the last transaction if you want to post multiple groups of charges at one time. In this example, you are entering a single group of transactions, so enter the same as Starting Group ID (000000000000032).

Step	Action
13.	Click the **Run** button to access the **Process Scheduler Request** page. **Process Scheduler Request** User ID: rajones Run Control ID: rajonespost Server Name: _____ ▾ Run Date: 05/25/2011 📅 Recurrence: _____ ▾ Run Time: 1:33:16PM Reset to Current Date/Time Time Zone: _____ 🔍 **Process List** Select Description Process Name Process Type *Type *Format Distribution ☐ Group Post/CRM EIP SFGRPEIP PSJob (None) ▾ (None) ▾ Distribution ☐ Group Posting Common ID Create SFPGRPDR COBOL SQL (None) ▾ (None) ▾ Distribution ☐ Group Posting Process SFPGRPST COBOL SQL (None) (None) ▾ Distribution OK Cancel
14.	Select the process you wish to run. Select **Group Posting Process.** Click the **OK** button. **Process Scheduler Request** User ID: rajones Run Control ID: rajonespost Server Name: _____ ▾ Run Date: 05/25/2011 📅 Recurrence: _____ ▾ Run Time: 1:33:16PM Reset to Current Date/Time Time Zone: _____ 🔍 **Process List** Select Description Process Name Process Type *Type *Format Distribution ☐ Group Post/CRM EIP SFGRPEIP PSJob (None) ▾ (None) ▾ Distribution ☐ Group Posting Common ID Create SFPGRPDR COBOL SQL (None) ▾ (None) ▾ Distribution ☐ Group Posting Process SFPGRPST COBOL SQL (None) (None) ▾ Distribution OK Cancel

Step	Action
15.	On the **Post Transactions** page, notice the process instance below the run button. Click the Process Monitor link. *Result:* The Process List displays.
16.	On the Process List tab, if needed, click the **Refresh** button until the Run Status = *Success* and the Distribution Status = *Posted*.

Step	Action
17.	To review the transactions you posted, navigate to Review Transactions: Select **Main Menu > Student Financials > Charges and Payments > Group Processing > Review Transactions** Favorites | Main Menu > Student Financials > Charges and Payments > Group Processing > Review Transactions **Review Transactions** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 Business Unit: = ▾ UNICS Group ID: begins with ▾ User ID: begins with ▾ Group Type: begins with ▾ Origin ID: begins with ▾ Posting Status: = ▾ Entry Date: = ▾ Posted Date: = ▾ Operator ID Approval: begins with ▾ ☐ Case Sensitive Search Clear Basic Search Save Search Criteria
18.	Enter the Group ID. In this example, enter 000000000000032.
19.	Click the **Search** button. Result: The **Review Transactions** page displays. **Review Transactions** |		Amount		Count | Unit: UNICS Control Total: 150.00 USD 3 Group ID: 000000000000032 Entered Total: 150.00 3 Type: B Business Operations Difference: 0.00 0 Origin ID: 00029 Science Posted Total: 150.00 05/25/2011 3 Total Group Lines: 3 First Group Line Nbr: 1 Last Group Line Nbr: 3 Group Post Details Line 1 to 3 View All First 1-3 of 3 Last | Line Nbr	ID	Name	Term	Item Amt	Acct Type	Receipt Nbr		
1	650000	Balke,Molly Lynn	2112	50.00	MSC		Academic Information	Line Details
2	650001	Fang,Jing Jing	2112	50.00	MSC		Academic Information	Line Details
3	650002	Parsons,Katelyn Yvonne	2112	50.00	MSC		Academic Information	Line Details	

Step	Action
20.	Click the **Group Post Details** link (in the middle of the page) to review greater detail for this group post. **Review Transactions** Unit: UNICS Control Total: 150.00 USD Count 3 Group ID: 000000000000032 Entered Total: 150.00 3 Type: B Business Operations Difference: 0.00 0 Origin ID: 00029 Science Posted Total: 150.00 05/25/2011 3 Total Group Lines: 3 First Group Line Nbr: 1 Last Group Line Nbr: 3 Group Post Details Line 1 to 3 View All First 1-3 of 3 Last <table><thead><tr><th>Line Nbr</th><th>ID</th><th>Name</th><th>Term</th><th>Item Amt</th><th>Acct Type</th><th>Receipt Nbr</th></tr></thead><tbody><tr><td>1</td><td>650000</td><td>Balke,Molly Lynn</td><td>2112</td><td>50.00</td><td>MSC</td><td>Academic Information Line Details</td></tr><tr><td>2</td><td>650001</td><td>Fang,Jing Jing</td><td>2112</td><td>50.00</td><td>MSC</td><td>Academic Information Line Details</td></tr><tr><td>3</td><td>650002</td><td>Parsons,Katelyn Yvonne</td><td>2112</td><td>50.00</td><td>MSC</td><td>Academic Information Line Details</td></tr></tbody></table>
21.	Click the **Return** link to go back to the **Review Transactions** page.

Errors

If your transaction does not post, there will be a **Group Error Message** link on the *Group Entry* tab. The **Posting Status** will also be *Incomplete*.

Group Entry | Group Line Entry

Business Unit: UNICS   Group ID: 000000000000033

*Group Type: Business Operatio ▾   ☐ Create New Charge Item   *Accounting Date: 05/25/2011
*Origin ID: 00029 🔍   SCIENCE   *Received:
Original Group ID: 🔍   *Entry Date:

Control Totals

Balance Group: ☑   Group Error Message   Operator:
Control Total: 100.00 USD 2   Assign To:
Entered Total: 100.00 2   **Display Option**
Difference: 0.00 0   Range in DB:
Posted Total: 0.00 05/25/2011 0   Display:
   Total in DB:

Click the link to view details.

Message ✕

Group 000000000000033 failed the same Item Type test. (14816,606)

One of the current requirements of a group is that all items (group lines) must belong to the same item_type_code (Category). The process checks the category of the first item in the group, and requires that all other items in the group have the same category code. For example, if the first item in the group is a charge, then all items in the group must be charges.

[OK]

Effective Status

Edit Status: Edited   Deposit Balance: Not Balan   *Posting Action: Available for Posting ▾   Posting Status: Incomplete   Process Instance: _____ Error

💾 Save   🔍 Return to Search   📧 Notify   ➕ Add   📝 Update/Display

Correct the issue and try posting again.