

Viewing Suspended Groups

Purpose: The transaction data that has erred out is put into a suspended status. Run the query to see if you have any transactions that have not been posted. Use **Review Suspended Transaction** to view and revise transaction entries for individual transactions that have not yet posted.

The following instructions describe how you review group charges that are suspended.

Step	Action				
1.	Navigate to the Suspended Group Post page: Select Main Menu > Student Financials > Charges and Payments > Group Processing > Review Suspended Transactions				
	Favorites Main Menu > Student Financials > Charges and Payments > Group Processing > Review Suspended 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 ▼ Posting Status: begins with ▼				
	Search Clear Basic Search E Save Search Criteria				
2.	Enter the desired criteria. (E.g. Group id = 00000000000009). Click the Search button.				
	Result: The Suspended Group Post page displays.				



Step	Action					
3.	Use the Suspended Group Post page to review suspended transactions from a group. Notice the amount in the <i>Suspended</i> field.					
	Suspended Group Post					
	Business Unit: UNICS	Group ID:	000000000000000 Group Post E	etails		
	Origin ID: Conversi	ion Type:	Conversion Items	Items		
	-					
	Posted Total: 2,5	00.00 1	06/13/2011			
	Suspended: 2,0	85				
	Total Group Lines:	85 First Group Line N	Ibr: 1 Last Group Line Nbr	: 86		
			M M Line 1	to 86 🕨 🕅		
	Line Nbr ID	Name Term	Find View All First Item Amt Acct Type Receipt #	▲ 1-4 of 85 Last		
	1 151600	Dunn,Susan Kay 2003	2,000.00 TUT Acad	Info Line Details		
	2 286299	Mireault,Kelly Rae 2003	Acad	Info Line Details		
	3 286565	Reed,Deangela 2003	Acad	Info Line Details		
	4 296700	Lynette Hopkins,Sean 2003 Lawayne	Acad	Info Line Details		
4.	Use the Group Post Details link to view details.					
	Group Post Details					
	Business Unit: UNICS	Operator:	beckerp			
	Group ID: 0000000	00000009 Original Gr	oup ID:			
	Type: V Conve	ersion Assign To:				
	Origin ID: 00001	Conversion	Accounting Date	e: 06/11/2011		
	Balance the Group					
	Control Totals	0.00 1100	Control Informatio	n		
	Control Total:	0.00 USD	0 Received:	06/11/2011		
	Difforence:	4500.00	86 Entry Date:	06/11/2011		
	Difference.	-4500.00	-86 Approval Info	rmation		
		2500.00 06/13/2011	1			
	Edit Status:	Deposit Balance:	Posting Action: Posting	Status:		
	Edited	Not Balan	Available Errors			
	Return					
	Note: The Posted T	otal is different that	n the Entered Total. The I	Posting Action		
	is Available and the Posting Status is NotPosted					
5.	Click the Return lin	ik at the bottom to re	eturn to the Suspended Gr	oup Post page.		



Step	Action					
б.	Click the Line Details link for the first line item.					
	Suspended G	Foup Post				
	Business Unit: (JNICS	Group ID:	000000000	000009 Group Post D	etails
	Origin ID:	Conversion	Type:	Conversion I	tems	
	Posted Total:	2,500.00	1	06/13/2011		
	Suspended:	2,000.00	85			
	Total Group Lines:	85	First Group Lin	e Nbr: 1	Last Group Line Nbr	86
					🚺 📢 Line 1	to 86 🕨 🕨
					Find View All First	1-4 of 85 ▶ Last
	Line Nbr ID	Name	Term	Item Amt Acct 1	Type Receipt # Acad	Info Line Details
	1 151600	Dunn,Susa	an Kay 2003	2,000.00 101	Acad	Info Line Details
	3 286565	Reed Dear	ngela 2003		Acad	Info Line Details
	4 296700	Lynette	ean 2003		Acad	Info Line Details
	4 230700	Lawayne	ean 2005			
	Degulte The C	noun I ino D	ataila na a	dianlaria		
	Group Line	Details	etans page	e displays.		
	Group Enic	Details				
	Business Unit:	UNICS	Group ID:	00000000000	00009 Line Nbr:	1 Update
	ID:	151600	Dunn,Su:	san Kay		
	Balance:	0.00				
	Account Type:	TUT	Tuition, N	landatory Fees		
	Item Type:	50000005050	Refund			
	Item Amt:	2,000.0	00 USD		Effective:	02/27/2001
	Term:	2003	SPRING	2001	Due Date:	02/27/2001
	Reference Nbr:	REFUND CHEC	ж			
	Payment Informat	tion				
	Charge Priority:				Service Ind	icator:
	Payment ID:	Payment Dtls		S	Use Exc Acct	
	Pay Method:		Tender Details		Restric	t to Account
Errors					Find View All Firs	at 🔳 1 of 2 🕨 Last
	Set:	14816	Msg:	210		
	Quick Post failed	on fetch refunds.				
	The Quick Post Program expected to find at least one entry from the refund header and detail record purpose of refunds. It did not.				etail record for the	
	Return					



Step	Action					
7.	Click the Update link in the upper right corner of the page to display the Group Line Entry.					
8.	On the Group Line Entry , make corrections to any of the fields or click the Mark for Delete button to delete the line item.					
	Business Unit: UNICS		Group ID:	00000000000009		
			Find \	/iew All First 💶 1 of 1 🕨 Last		
	Line Nbr: 1		6	Mark For Delete +		
	ID: 151600 Q Dunn,Sus Balance: 0.00	an Kay	Status:	Error		
	Account Type: 101 C Tuition, M Item Type: 50000005050 C Refund	andatory Fees	Charge Priority:			
	Amount: 2,000.00 USE	Currency Detail	Service Indicator:			
	Term: 2003 Q 2001 SPE	Use Excess Account				
	Ref Nbr: REFUND CHECK	Restrict Payment to Account				
	Payment Information Dates					
	Payment ID: Payment I	Item Effective Date:	02/27/2001			
	Pay Method:		Due Date:	02/27/2001		
	Academic Information Application Information Tender Details					
	Save Q Return to Search E Notify					
	If you	Then				
	made corrections	click the Save button at the bottom. To view the				
		corrected entry,	y, click the Review Suspended			
		eadcrumb on the top navigation,				
	clicked the Mark for	Click the Save b	utton at the bo	ttom To confirm		
	Delete button	the entry has bee	en deleted, click the Review			
		Suspended Transactions breadcrumb on the top				
		navigation, click	k the Search button.			