

<b>File Name</b>	<b>Enrollment Deposit_Group Post.doc</b>
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## Enrollment Deposit\_Group Post

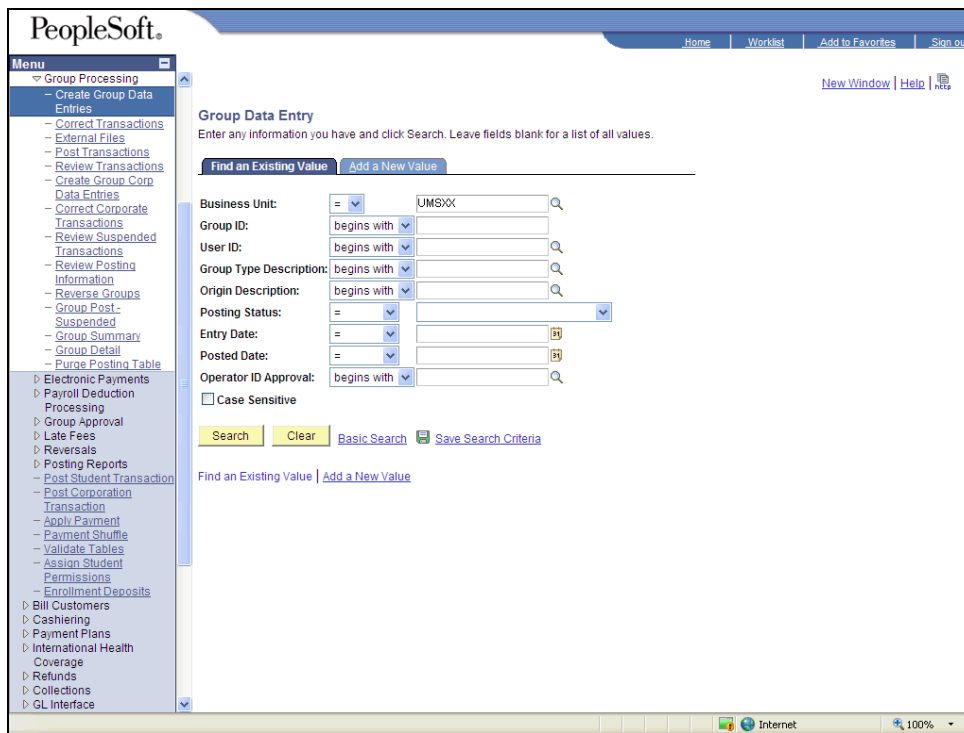
### Concept

When accepting students for admissions, institutions may prefer to request an enrollment deposit as a confirmation of a student's intent to matriculate, submission of which will reserve the student's seat for the upcoming admission class. When enrollment deposits are received (either in the Admissions Office or Business Office) they must be posted to a student's account. Depending on the setup at your institution, the enrollment deposit will interface with the Admission application by inserting a Matriculate or Intention to Matriculate program action row on the Admission Application Program Data page. The action of Matriculate will transfer the Admission Application to Student Records and the student will become Active in an Academic Program at your institution.

This lesson will demonstrate how to process enrollment deposits through the Group Post process.

## Procedure

Step	Action
1.	Click the <b>Student Financial's</b> link. 
2.	Click the <b>Charges and Payments</b> link.
3.	Click the <b>Group Processing</b> link.
4.	Click the <b>Create Group Data Entries</b> link.



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Menu

- Group Processing
  - Create Group Data Entries
  - Correct Transactions
  - External Files
  - Post Transactions
  - Review Transactions
  - Create Group Corp Data Entries
  - Correct Corporate Transactions
  - Review Suspended Transactions
  - Review Posting Information
  - Reverse Groups
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  - Group Summary
  - Group Detail
  - Purge Posting Table
  - Electronic Payments
  - Payroll Deduction Processing
  - Group Approval
  - Late Fees
  - Reversals
  - Posting Reports
  - Post Student Transaction
  - Post Corporation Transaction
  - Apply Payment
  - Payment Shuffle
  - Validate Tables
  - Assign Student Permissions
  - Enrollment Deposits
  - Bill Customers
  - Cashiering
  - Payment Plans
  - International Health Coverage
  - Refunds
  - Collections
  - GL Interface

Group Data Entry

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

Business Unit: = UMSXX

Group ID: begins with

User ID: begins with

Group Type Description: begins with

Origin Description: begins with

Posting Status: =

Entry Date: =

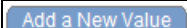
Posted Date: =

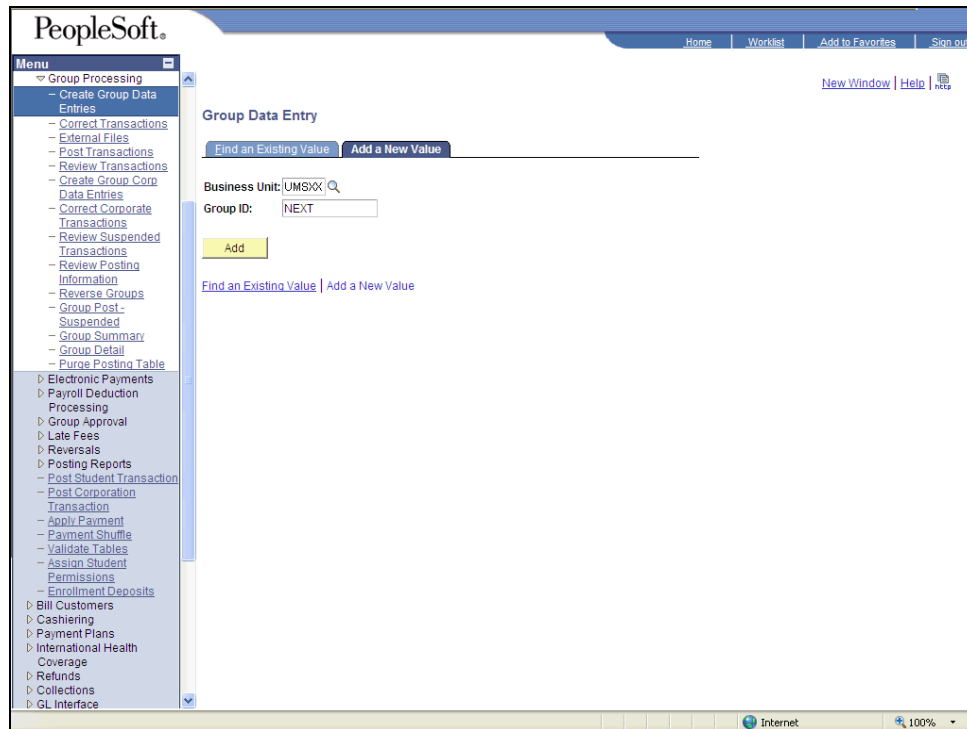
Operator ID Approval: begins with

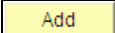
Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value

Step	Action
5.	On the <b>Group Data Entry</b> page, if your <i>User Defaults</i> are established, the <b>Business Unit</b> field will be automatically populated. If not, enter the Business Unit, or select it from the lookup option.  Click the <b>Add a New Value</b> tab. 



Step	Action
6.	<p>The Business Unit will be populated with the Business Unit you indicated from the previous step. You may change the value, if needed, by entering a different Business Unit code or selecting it from the lookup option. You will only be able to select the Business Units in which you have been granted security access.</p> <p>The <b>Group ID</b> will be coded as <i>NEXT</i>. The system will automatically assign the Group ID sequentially when the Group is created and saved. Please do not override this value.</p> <p>Click the <b>Add</b> button to open the <b>Group Entry</b> page.</p> <p></p>

# Process Document Enrollment Deposit\_Group Post



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New Window | Help | Customize Page |

Group Entry Group Line Entry

Business Unit: UMSXX Group ID: NEXT

\*Group Type:   Create New Charge Item \*Accounting Date: 09/24/2007

\*Origin ID:  \*Received: 09/24/2007

Original Group ID:  \*Entry Date: 09/24/2007

Operator: 0020625

Assign To:

Display Option

Range in DB: to

Display: to

Total in DB: [F4] [F5] [F6] [F7]

Control Totals

Balance Group:

Control Total: 0.00 USD 0

Entered Total: 0.00 0

Difference: 0.00 0

Posted Total: 0.00 09/24/2007 0

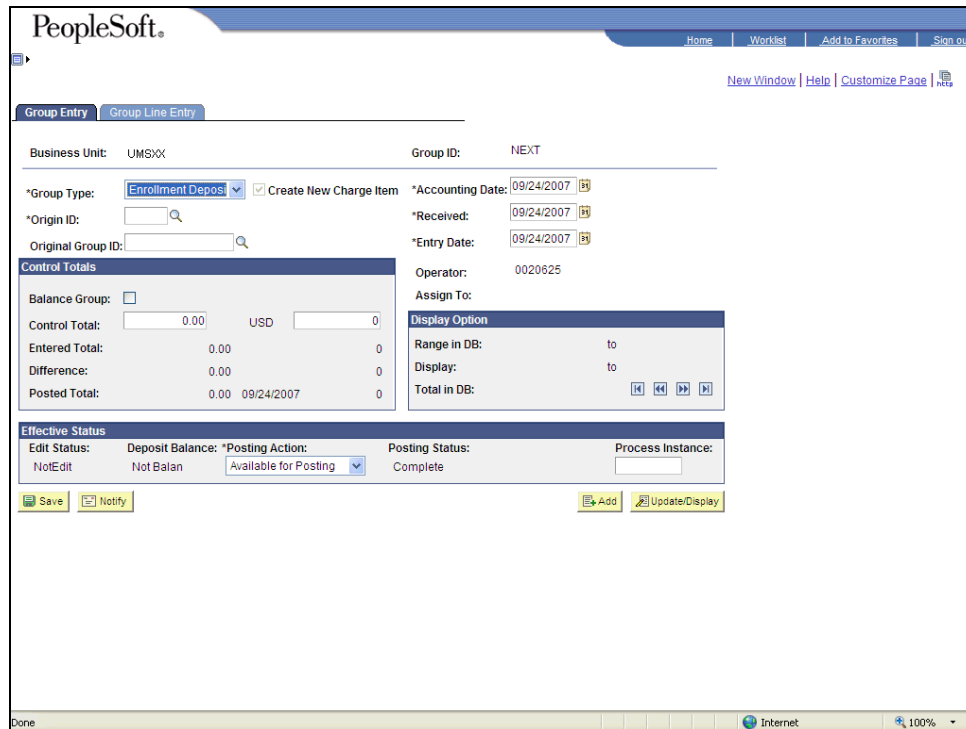
Effective Status

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

Save Notify Add Update/Display

Internet 100%

Step	Action
7.	Select the <i>Group type</i> from the drop-down menu to describe the transactions.



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 New Window | Help | Customize Page |

Group Entry Group Line Entry

Business Unit: UMSXX Group ID: NEXT

\*Group Type: Enrollment Deposits  Create New Charge Item \*Accounting Date: 09/24/2007

\*Origin ID:  \*Received: 09/24/2007

Original Group ID:  \*Entry Date: 09/24/2007


**Control Totals**  
 Balance Group:   
 Control Total: 0.00 USD 0  
 Entered Total: 0.00 0  
 Difference: 0.00 0  
 Posted Total: 0.00 09/24/2007 0

Operator: 0020625  
 Assign To:

**Display Option**  
 Range in DB: to  
 Display: to  
 Total in DB:

**Effective Status**  
 Edit Status: Not Edit Deposit Balance: Not Balan \*Posting Action: Available for Posting Posting Status: Complete Process Instance:

Save Notify Add Update/Display

Step	Action
8.	Select an <i>Origin ID</i> to indicate the source of the transactions. 

# Process Document

## Enrollment Deposit\_Group Post

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Group Entry Group Line Entry

Business Unit: UMSXX Group ID: NEXT

\*Group Type: Enrollment Deposits  Create New Charge Item \*Accounting Date: 09/24/2007

\*Origin ID: 00067 UG Adm \*Received: 09/24/2007

Original Group ID: \*Entry Date: 09/24/2007

Operator: 0020625

Assign To:

Display Option

Range in DB: to

Display: to

Total in DB: [F4] [F5] [F6] [F7]

Control Totals

Balance Group:

Control Total:	0.00	USD	0
Entered Total:	0.00		0
Difference:	0.00		0
Posted Total:	0.00	09/24/2007	0

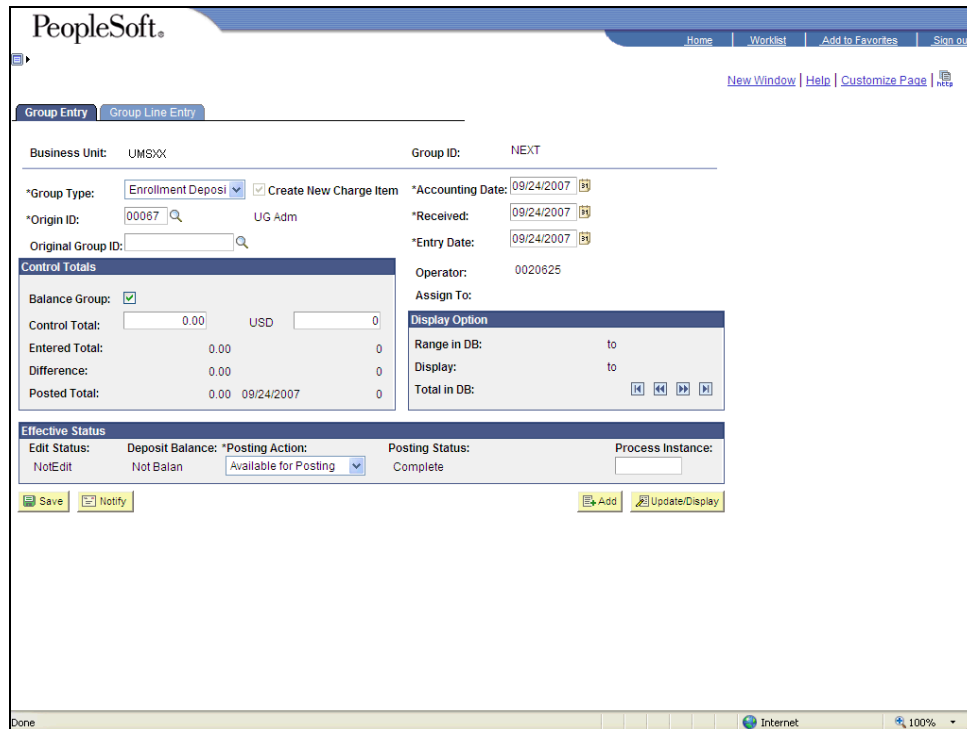
Effective Status

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

Save Notify Add Update/Display

Done Internet 100%

Step	Action
9.	<u>Optional:</u> Click the <b>Balance Group</b> option. This option compares the <i>Control Totals</i> you indicate you are posting with the transactions you actually enter. When the group is posted, the system will let you know if the group is balanced or not.



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 New Window Help Customize Page

Group Entry Group Line Entry

Business Unit: UMSXX Group ID: NEXT

\*Group Type: Enrollment Deposits  Create New Charge Item \*Accounting Date: 09/24/2007  
 \*Origin ID: 00067 UG Adm \*Received: 09/24/2007  
 Original Group ID: \*Entry Date: 09/24/2007  
 Operator: 0020625  
 Assign To:

Control Totals			
Balance Group:	<input checked="" type="checkbox"/>		
Control Total:	0.00	USD	0
Entered Total:	0.00		0
Difference:	0.00		0
Posted Total:	0.00	09/24/2007	0

Display Option  
 Range in DB: to  
 Display: to  
 Total in DB:

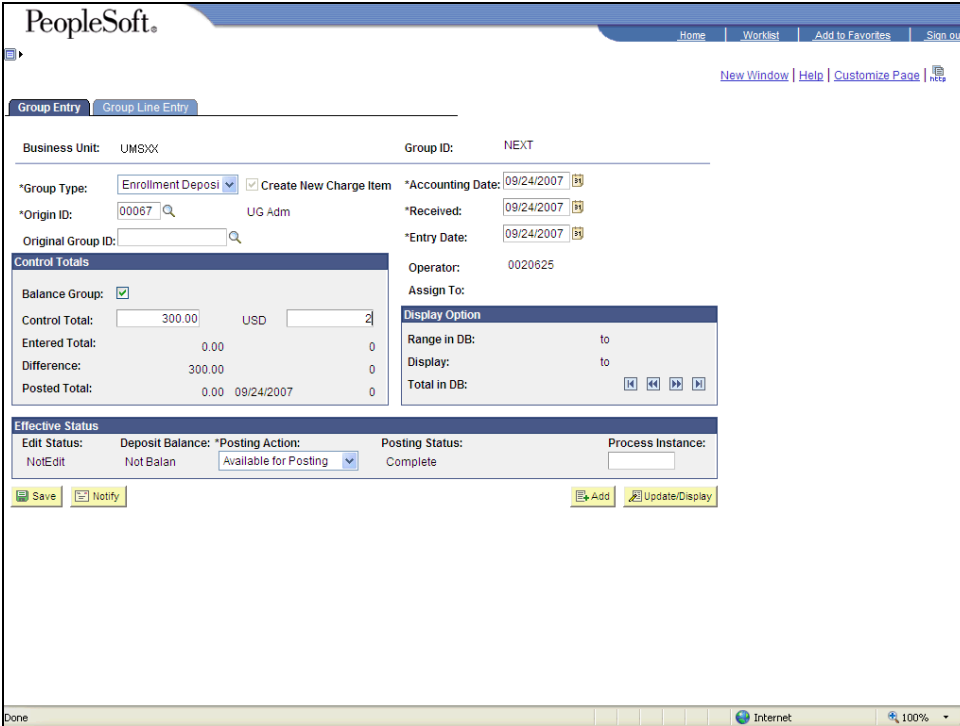
Effective Status  
 Edit Status: Not Edit Deposit Balance: Not Balan \*Posting Action: Available for Posting Posting Status: Complete Process Instance:

Save Notify Add Update/Display

Step	Action
10.	Enter the sum of the transactions in the <i>Control Total</i> field.

# Process Document

## Enrollment Deposit\_Group Post



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New Window | Help | Customize Page |

Group Entry | Group Line Entry

Business Unit: UMSXX Group ID: NEXT

\*Group Type: Enrollment Deposits  Create New Charge Item \*Accounting Date: 09/24/2007

\*Origin ID: 00067 UG Adm \*Received: 09/24/2007

Original Group ID: \*Entry Date: 09/24/2007

Operator: 0020625

Assign To:

Display Option

Range in DB: to

Display: to

Total in DB: [F4] [F5] [F6] [F7]

Control Totals

Balance Group:

Control Total: 300.00 USD 2

Entered Total: 0.00 0

Difference: 300.00 0

Posted Total: 0.00 09/24/2007 0

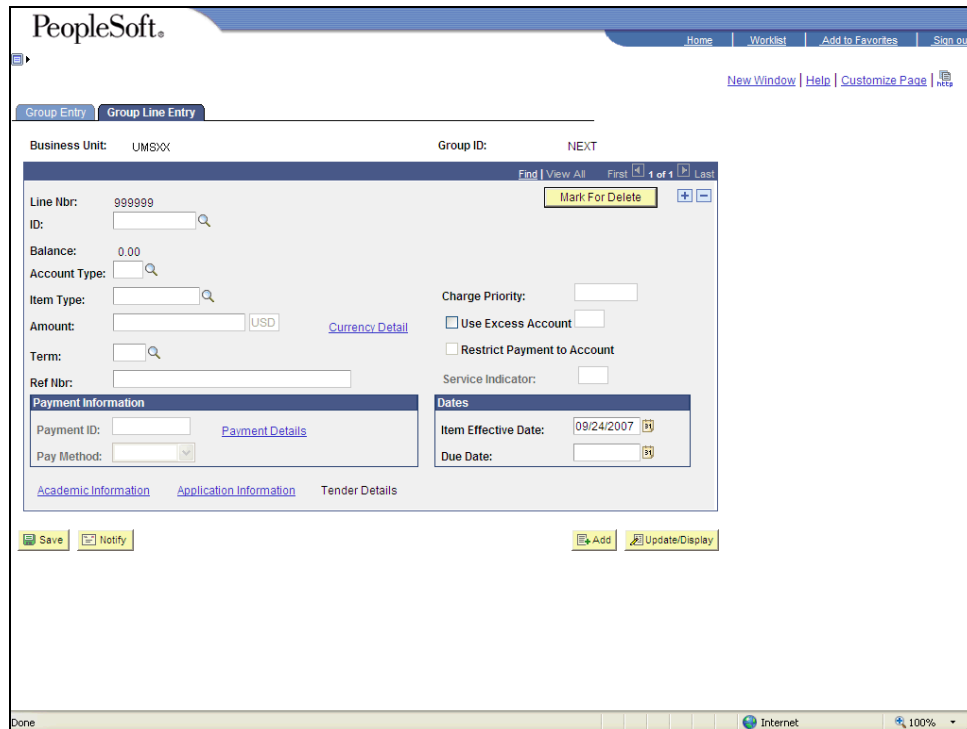
Effective Status

Edit Status: Deposit Balance: \*Posting Action: Posting Status: Process Instance:

Not Edit Not Balan Available for Posting Complete

Save Notify Add Update/Display

Step	Action
11.	<p>Enter the total number of transactions in the field to the right of the <b>Control Total</b> field.</p> <p>The <b>Entered Total</b> field displays the monetary amount of all transactions that are entered in the batch and the count of the entries.</p> <p>The <b>Difference</b> field displays the difference between the entered totals and the Control Totals.</p> <p>The <b>Posted Total</b> field displays the monetary total, posting date and count of the entries after the batch is posted.</p>
12.	<p>Click the <b>Group Line Entry</b> tab to move to that page.</p> <p><a href="#">Group Line Entry</a></p>



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 New Window Help Customize Page

Group Entry Group Line Entry

Business Unit: UMSXX Group ID: NEXT  
 Find View All First 1 of 1 Last

Line Nbr: 999999 Mark For Delete  
 ID:

Balance: 0.00  
 Account Type:

Item Type:  Charge Priority:   
 Amount:  USD Currency Detail  Use Excess Account  
 Term:   Restrict Payment to Account  
 Ref Nbr:  Service Indicator:

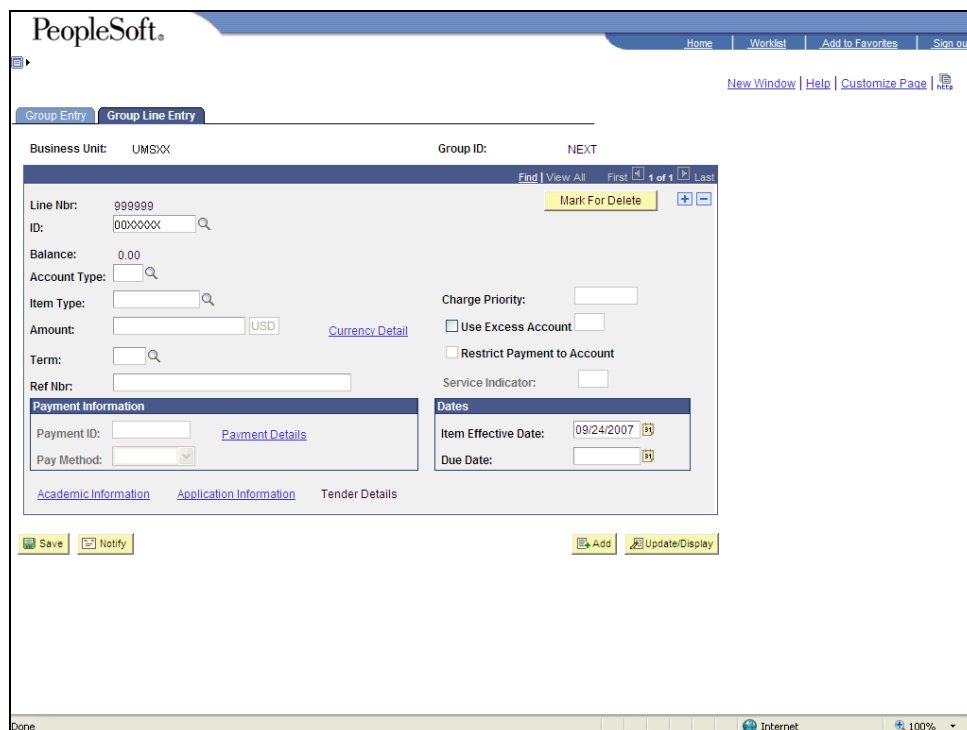
**Payment Information** **Dates**  
 Payment ID:  Payment Details  
 Pay Method:  Item Effective Date: 09/24/2007  
 Due Date:

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

Save Notify Add Update/Display

Done Internet 100%

Step	Action
13.	Enter the student's emplID in the <b>ID</b> field.



PeopleSoft. Home Worklist Add to Favorites Sign out  
 New Window Help Customize Page

Group Entry Group Line Entry

Business Unit: UMSXX Group ID: NEXT  
 Find View All First 1 of 1 Last

Line Nbr: 999999 Mark For Delete  
 ID: 00XXXXXX

Balance: 0.00  
 Account Type:

Item Type:  Charge Priority:   
 Amount:  USD Currency Detail  Use Excess Account  
 Term:   Restrict Payment to Account  
 Ref Nbr:  Service Indicator:

**Payment Information** **Dates**  
 Payment ID:  Payment Details  
 Pay Method:  Item Effective Date: 09/24/2007  
 Due Date:


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

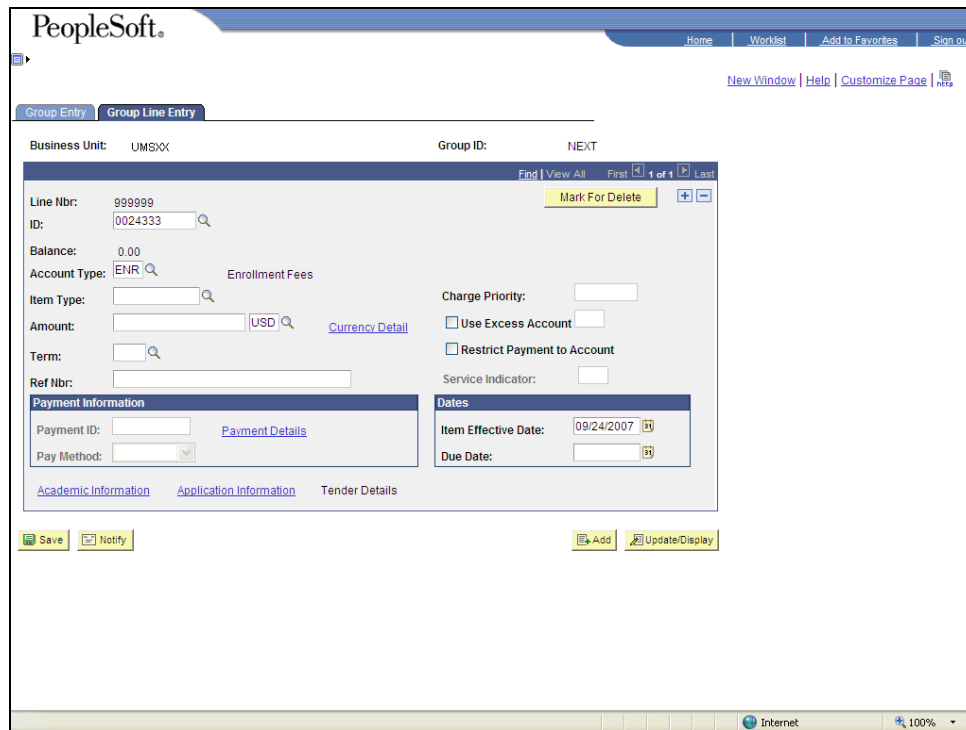
Save Notify Add Update/Display

Done Internet 100%

# Process Document

## Enrollment Deposit\_Group Post

Step	Action
14.	Enter or lookup and select the appropriate <i>Account Type</i> . 



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New Window | Help | Customize Page |

Group Entry | Group Line Entry

Business Unit: UMSXX Group ID: NEXT

Find | View All | First | 1 of 1 | Last

Line Nbr: 999999 Mark For Delete + -

ID: 0024333

Balance: 0.00

Account Type: ENR Enrollment Fees

Item Type: Charge Priority:

Amount: USD Currency Detail  Use Excess Account

Term:  Restrict Payment to Account

Ref Nbr: Service Indicator:

Payment Information Dates

Payment ID: Payment Details


Pay Method: Item Effective Date: 09/24/2007

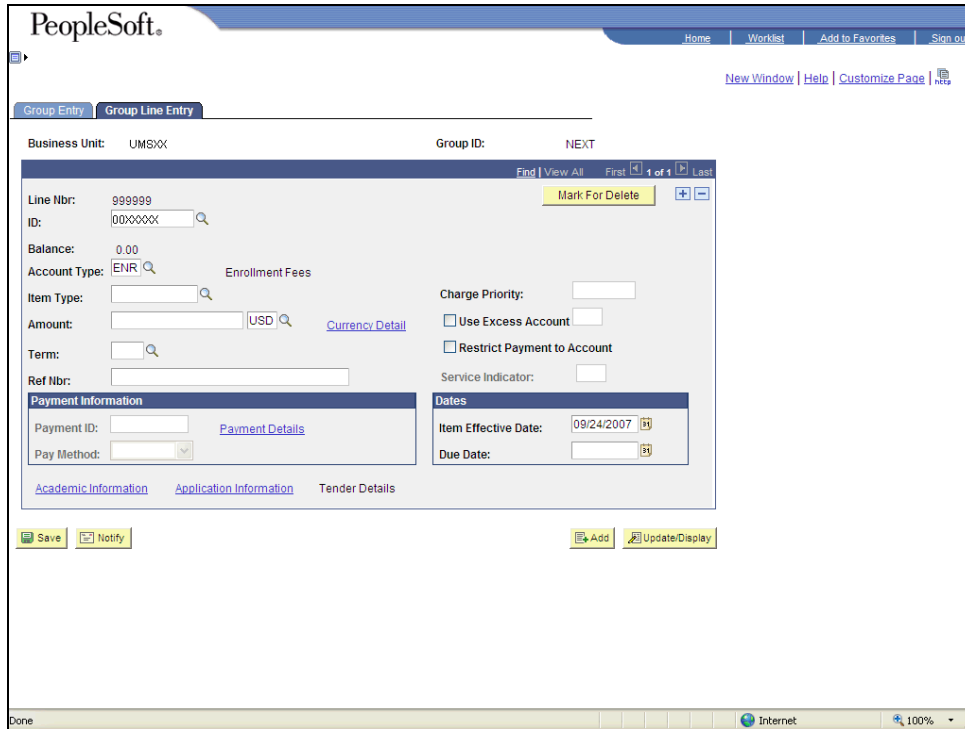
Due Date:

Academic Information Application Information Tender Details

Save Notify Add Update/Display

Internet 100%

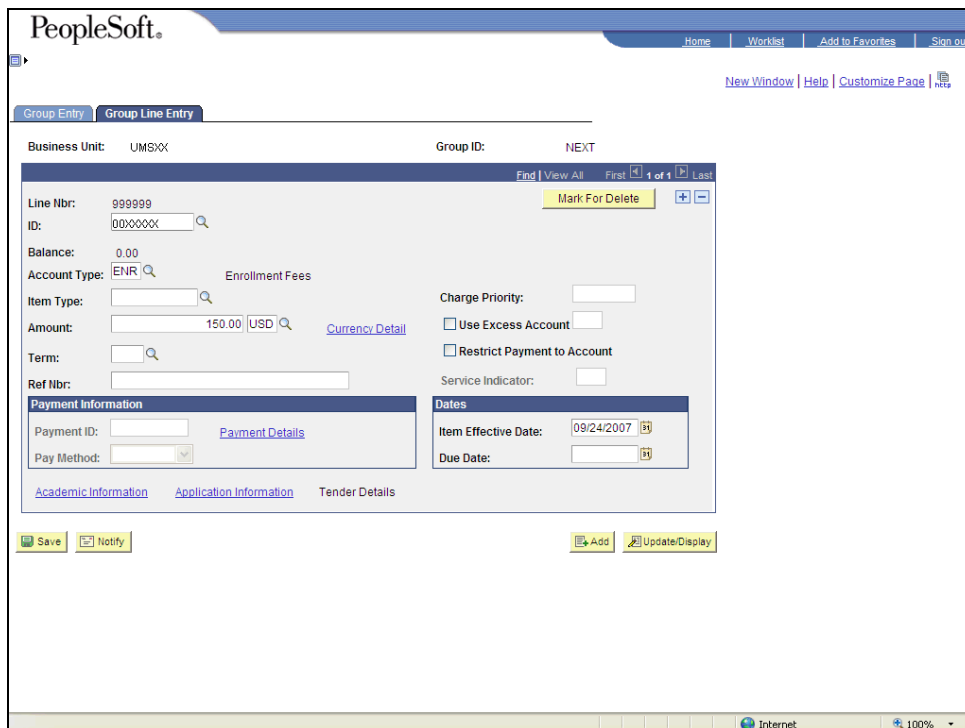
Step	Action
15.	Enter the appropriate <i>Item Type</i> for the student transaction in the <i>Item Type</i> field. You will have access to Item Types in which you have been granted security.  <u>Optional:</u> If your Item Types have been identified as Tender Specific (Check) an additional sub page will open and you will have the option of entering in a check number, account holder name and other relevant information. 



PeopleSoft. Home Worklist Add to Favorites Sign out  
 New Window Help Customize Page

Group Entry Group Line Entry  
 Business Unit: UMSXX Group ID: NEXT  
 Find View All First 1 of 1 Last  
 Line Nbr: 999999 Mark For Delete  
 ID: 00000000  
 Balance: 0.00  
 Account Type: ENR Enrollment Fees  
 Item Type: Charge Priority:  
 Amount: USD Currency Detail  Use Excess Account  
 Term:  Restrict Payment to Account  
 Ref Nbr: Service Indicator:  
 Payment Information Dates  
 Payment ID: Payment Details Item Effective Date: 09/24/2007  
 Pay Method: Due Date:  
 Academic Information Application Information Tender Details  
 Save Notify Add Update/Display

Step	Action
16.	Enter the amount paid for the Enrollment Deposit in the <i>Amount</i> field.




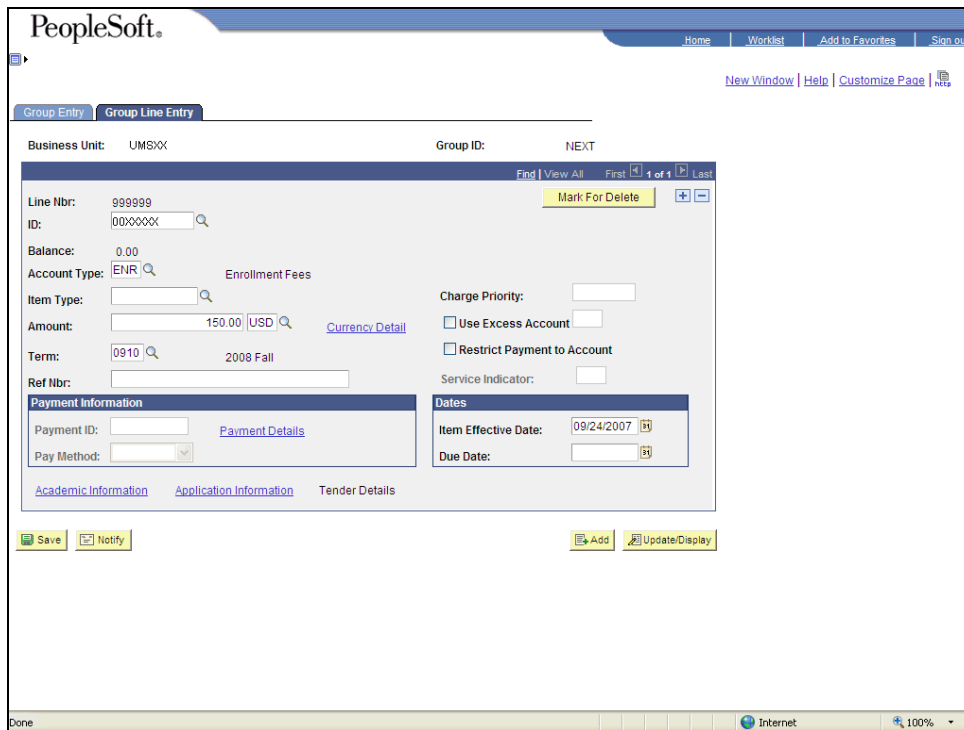
PeopleSoft. Home Worklist Add to Favorites Sign out  
 New Window Help Customize Page

Group Entry Group Line Entry  
 Business Unit: UMSXX Group ID: NEXT  
 Find View All First 1 of 1 Last  
 Line Nbr: 999999 Mark For Delete  
 ID: 00000000  
 Balance: 0.00  
 Account Type: ENR Enrollment Fees  
 Item Type: Charge Priority:  
 Amount: 150.00 USD Currency Detail  Use Excess Account  
 Term:  Restrict Payment to Account  
 Ref Nbr: Service Indicator:  
 Payment Information Dates  
 Payment ID: Payment Details Item Effective Date: 09/24/2007  
 Pay Method: Due Date:  
 Academic Information Application Information Tender Details  
 Save Notify Add Update/Display


# Process Document

## Enrollment Deposit\_Group Post

Step	Action
17.	Look up and select or enter the term of acceptance in the <b>Term</b> field. Enter <b>0910</b> . 





PeopleSoft. Home | Worklist | Add to Favorites | Sign out


New Window | Help | Customize Page | 

Group Entry | Group Line Entry


Business Unit: UMSXX Group ID: NEXT


Find | View All | First | 1 of 1 | Last


Line Nbr: 999999 Mark For Delete  


ID: 00XXXXX 

Balance: 0.00

Account Type: ENR  Enrollment Fees

Item Type: 

Amount: 150.00 USD  [Currency Detail](#)

Term: 0910  2008 Fall

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: 09/24/2007 

Due Date:  

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

 Save  Notify  Add  Update/Display

Done Internet 100%

Step	Action
18.	If your institution requires it, enter a free form Reference Number in the <b>Ref Nbr</b> field.
19.	To add additional payment transactions, click the <b>Add Row</b> button.   Complete the <b>Group Line Entry</b> page for each additional transaction as previously explained.

PeopleSoft. Home | Worklist | Add to Favorites | Sign out  
 New Window | Help | Customize Page |

Group Entry | **Group Line Entry**


Business Unit: UMSXX Group ID: NEXT  
 Find | View All | First | 2 of 2 | Last

Line Nbr: 999999 Mark For Delete  
 ID: 00XXXXXX  
 Balance: 0.00  
 Account Type: ENR Enrollment Fees  
 Item Type: Amount: 150.00 USD Currency Detail  
 Term: 0910 2008 Fall Charge Priority: Use Excess Account Restrict Payment to Account  
 Ref Nbr: Service Indicator:

**Payment Information** Dates  
 Payment ID: Payment Details Item Effective Date: 09/24/2007  
 Pay Method: Due Date:

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

Save Notify Add Update/Display

Step	Action
20.	After you have entered all the transactions you wish to post, click the <i>Save</i> button. 

# Process Document

## Enrollment Deposit\_Group Post



PeopleSoft. Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page | [icon]

Group Entry | Group Line Entry

Business Unit: UMSXX Group ID: 00000000000021

Find | View All First 1 of 2 Last

Line Nbr: 1 Mark For Delete

ID: 00XXXXX

Balance: 0.00

Account Type: ENR Enrollment Fees

Item Type: Amount: 150.00 USD Currency Detail

Term: 0910 2008 Fall

Ref Nbr:

Charge Priority:

Use Excess Account

Restrict Payment to Account

Service Indicator:

Payment Information Dates

Payment ID: Payment Details

Pay Method:

Item Effective Date: 09/24/2007

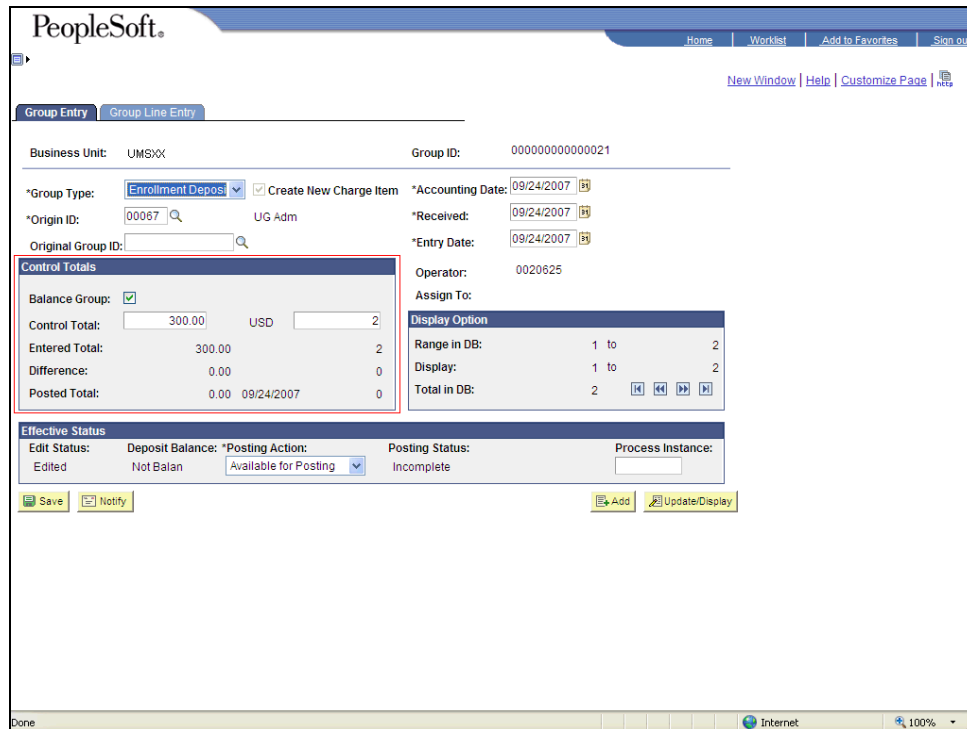
Due Date:

Academic Information Application Information Tender Details

Save Notify Add Update/Display

Internet 100%

Step	Action
21.	<p>Notice that a <b>Group ID</b> was assigned after you saved the group.</p> <p>Click the <b>Group Entry</b> tab to return to that page.</p> <p><a href="#">Group Entry</a></p>



PeopleSoft. Home Worklet Add to Favorites Sign out  
 New Window Help Customize Page

Group Entry Group Line Entry

Business Unit: UMSXX Group ID: 000000000000021

\*Group Type: Enrollment Deposits  Create New Charge Item \*Accounting Date: 09/24/2007

\*Origin ID: 00067 UG Adm \*Received: 09/24/2007

Original Group ID: \*Entry Date: 09/24/2007

**Control Totals**

Balance Group:	<input checked="" type="checkbox"/>		
Control Total:	300.00	USD	2
Entered Total:	300.00		2
Difference:	0.00		0
Posted Total:	0.00	09/24/2007	0

Operator: 0020625  
 Assign To:

**Display Option**

Range in DB:	1 to	2
Display:	1 to	2
Total in DB:	2	

**Effective Status**

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

Save Notify Add Update/Display

Step	Action
22.	<p>On the <b>Group Entry</b> page, review the <i>Control Totals</i> group box.</p> <p>The <i>Entered Totals</i> are now updated based on what you entered on the <b>Group Line Entry</b> page.</p> <p>The <i>Difference</i> should be 0.00 and 0, if the transactions balance. If not, review the entries on the <b>Group Line Entry</b> page.</p> <p>The <i>Posted Total</i> should be 0.00 and 0 because the transactions have not been posted at this point.</p>
23.	<b>End of Procedure.</b>