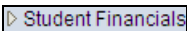



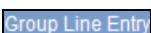





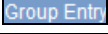


Enrollment Deposit_Group Post

1.	Click the Student Financial's link. 
2.	Click the Charges and Payments link.
3.	Click the Group Processing link.
4.	Click the Create Group Data Entries link.
5.	On the Group Data Entry page, if your <i>User Defaults</i> are established, the Business Unit field will be automatically populated. If not, enter the Business Unit, or select it from the lookup option. Click the Add a New Value tab. 
6.	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. The Group ID 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. Click the Add button to open the Group Entry page. 
7.	Select the Group type from the drop-down menu to describe the transactions.
8.	Select an Origin ID to indicate the source of the transactions. 
9.	<u>Optional:</u> Click the Balance Group 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.
10.	Enter the sum of the transactions in the Control Total field.
11.	Enter the total number of transactions in the USD field. The Entered Total field displays the monetary amount of all transactions that are entered in the batch and the count of the entries. The Difference field displays the difference between the entered totals and the Control Totals. The Posted Total field displays the monetary total, posting date and count of the entries after the batch is posted.
12.	Click the Group Line Entry tab to move to that page. 
13.	Enter the student's emplID in the ID field.

14.	<p>Enter or lookup and select the appropriate <i>Account Type</i>.</p> 
15.	<p>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.</p> <p><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.</p> 
16.	<p>Enter the amount paid for the Enrollment Deposit in the <i>Amount</i> field.</p>
17.	<p>Look up and select or enter the term of acceptance in the <i>Term</i> field. Enter 0910.</p> 
18.	<p>If your institution requires it, enter a free form Reference Number in the <i>Ref Nbr</i> field.</p>
19.	<p>To add additional payment transactions, click the <i>Add Row</i> button.</p> <p>Complete the Group Line Entry page for each additional transaction as previously explained.</p> 
20.	<p>After you have entered all the transactions you wish to post, click the <i>Save</i> button.</p> 
21.	<p>Notice that a <i>Group ID</i> was assigned after you saved the group.</p> <p>Click the Group Entry tab to return to that page.</p> 
22.	<p>On the Group Entry 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 Group Line Entry page.</p> <p>The <i>Difference</i> should be 0.00 and 0, if the transactions balance. If not, review the entries on the Group Line Entry 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.	<p>End of Procedure.</p>