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Status	


Group Data Entry/Group Post/Create Report

Concept

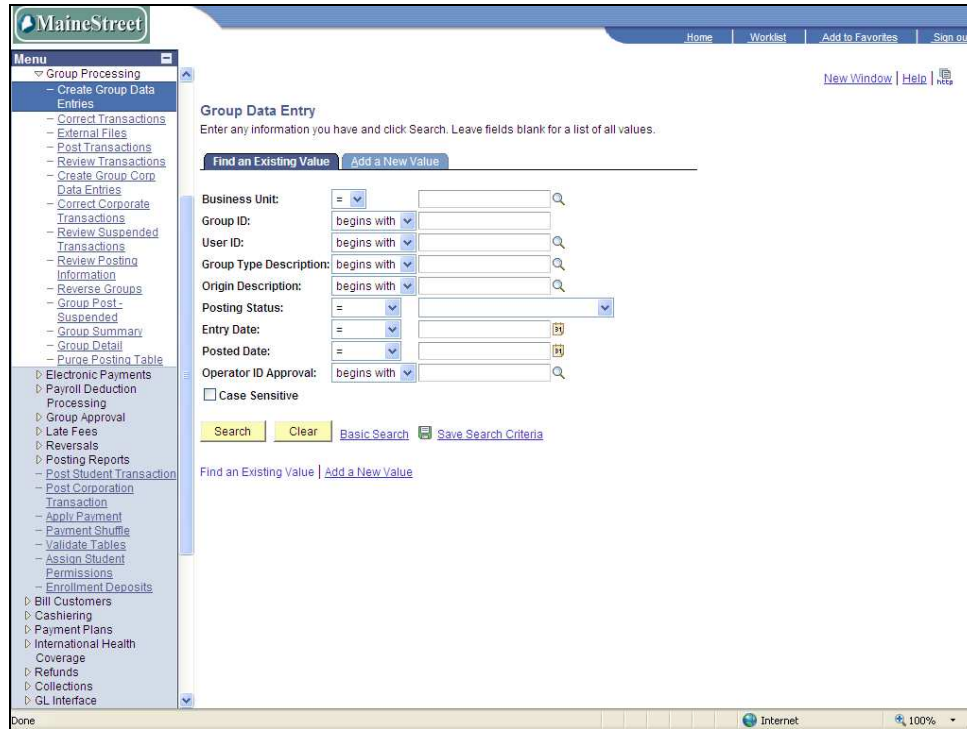
The Student Financials Group Posting process enables you to post transactions for a group of students via a single process. This enables you to quickly and easily post many receivables without having to post and approve each one individually.



Navigation

Step	Action
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.

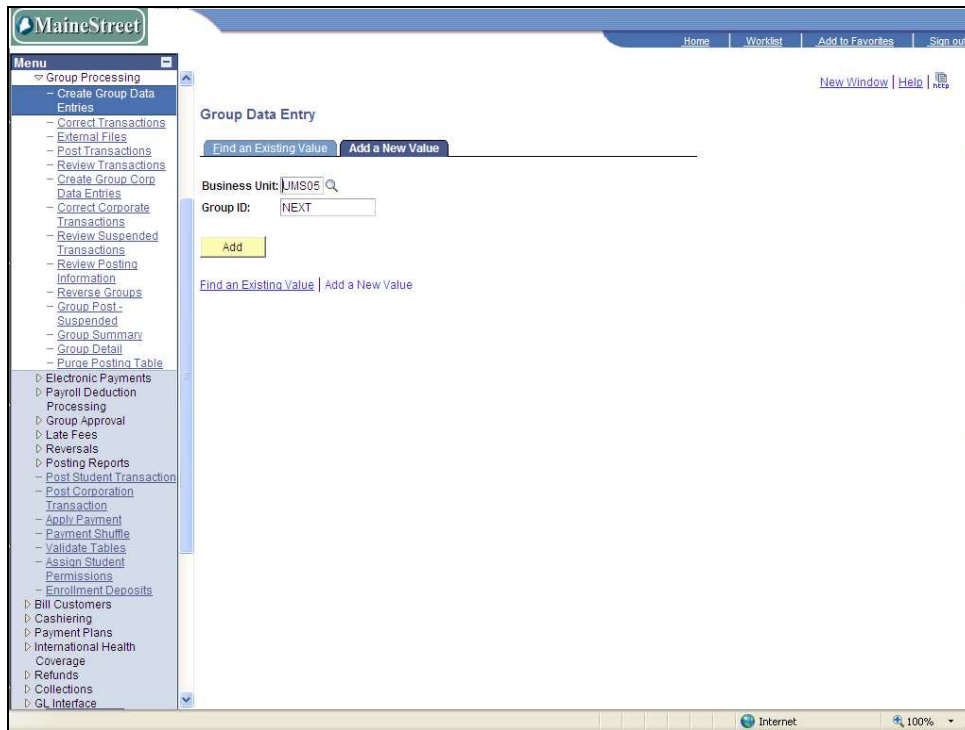
Procedure

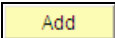


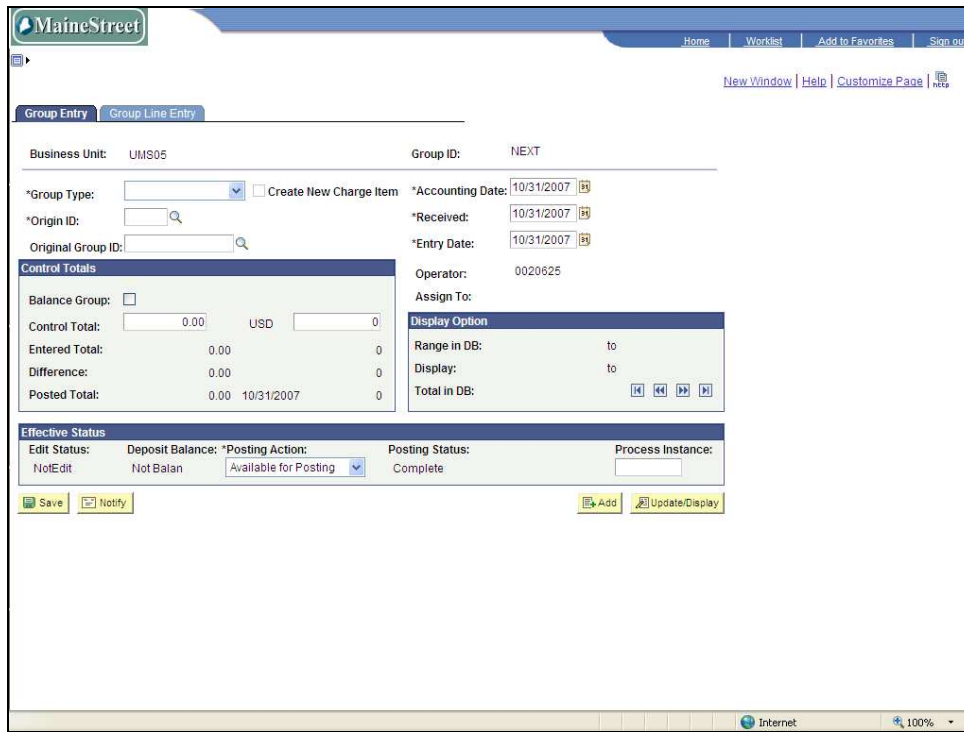
Step	Action
5.	On the Group Data Entry page, if your <i>User Defaults</i> are established, the Business Unit field will be automatically populated. If not, enter the Business Unit, or select it from the lookup option.

Process Document

Group Data Entry/Group Post/Create Report



Step	Action
6.	<p>On the Add a New Value page, the Business Unit will be populated with the Business Unit you indicated from the previous step.</p> <p>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.</p> <p>Click the Add button to open the Group Entry page.</p> <div style="text-align: center;">  </div>




The screenshot shows the 'MaineStreet' web application interface for 'Group Entry'. The page includes a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are tabs for 'Group Entry' and 'Group Line Entry'. The main form area contains several sections:

- Business Unit:** UMS05
- Group ID:** NEXT
- *Group Type:** A dropdown menu with a search icon and a checkbox for 'Create New Charge Item'.
- *Origin ID:** A search field.
- Original Group ID:** A search field.
- *Accounting Date:** 10/31/2007
- *Received:** 10/31/2007
- *Entry Date:** 10/31/2007
- Operator:** 0020625
- Assign To:** A field for assigning the entry.
- Control Totals:** A table showing financial data:

Balance Group:	<input type="checkbox"/>				
Control Total:		0.00	USD		0
Entered Total:		0.00			0
Difference:		0.00			0
Posted Total:		0.00	10/31/2007		0
- Display Option:** A section for 'Range in DB', 'Display', and 'Total in DB' with navigation buttons.
- Effective Status:** A section for 'Edit Status' (NoEdit), 'Deposit Balance' (Not Balan), '*Posting Action' (Available for Posting), 'Posting Status' (Complete), and 'Process Instance'.

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The browser's address bar shows 'Internet' and a zoom level of '100%'.

Step	Action
7.	On the Group Entry page, click on the Group Type drop-down arrow and look up and select a group type from the drop-down menu to describe the transactions. 

Process Document

Group Data Entry/Group Post/Create Report



MaineStreet

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Group Entry | Group Line Entry

Business Unit: UMS05 Group ID: NEXT

*Group Type: Enrollment Depos Create New Charge Item *Accounting Date: 10/31/2007

*Origin ID: *Received: 10/31/2007

Original Group ID: *Entry Date: 10/31/2007

Operator: 0020625

Assign To:

Control Totals

Balance Group:

Control Total: 0.00 USD 0

Entered Total: 0.00 0

Difference: 0.00 0

Posted Total: 0.00 10/31/2007 0

Display Option

Range in DB: to

Display: to


Total in DB: << >>

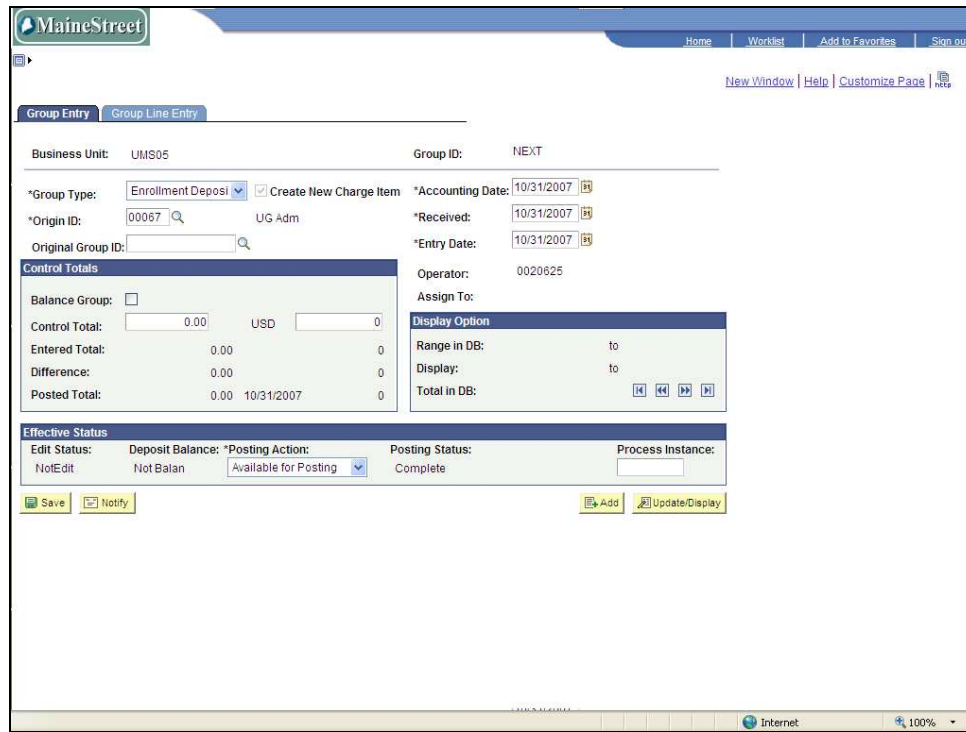
Effective Status

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

Save Notify Add Update/Display

Done Internet 100%

Step	Action
8.	<p>In the <i>Origin ID</i> field, click on the lookup Origin ID icon to look up and select the appropriate Origin ID to indicate the source of the transactions. The Origin IDs you see listed are determined by your security settings.</p> 



The screenshot shows the 'MaineStreet' web application interface for 'Group Entry'. The page includes a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are links for 'New Window', 'Help', 'Customize Page', and 'Help'. The main content area is titled 'Group Entry' and 'Group Line Entry'. It contains several input fields and sections:

- Business Unit:** UMS05
- Group ID:** NEXT
- *Group Type:** Enrollment Deposits (dropdown), Create New Charge Item
- *Accounting Date:** 10/31/2007 (calendar icon)
- *Origin ID:** 00067 (search icon), UG Adm
- *Received:** 10/31/2007 (calendar icon)
- *Entry Date:** 10/31/2007 (calendar icon)
- Original Group ID:** (search icon)
- Operator:** 0020625
- Assign To:** (empty field)

There are two summary tables:


Control Totals			
Balance Group:	<input type="checkbox"/>		
Control Total:	0.00	USD	0
Entered Total:	0.00		0
Difference:	0.00		0
Posted Total:	0.00	10/31/2007	0

Display Option	
Range in DB:	to
Display:	to
Total in DB:	[<] [=>] [>]

At the bottom, there is an 'Effective Status' section with the following fields:

- Edit Status:** NoEdit
- Deposit Balance:** Not Balan
- *Posting Action:** Available for Posting (dropdown)
- Posting Status:** Complete
- Process Instance:** (empty field)

Buttons at the bottom include 'Save', 'Notify', 'Add', and 'Update/Display'.

Step	Action
9.	<p>Checking the Balance Group option will compare 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.</p> <p>Click the Balance Group option.</p> 

Process Document

Group Data Entry/Group Post/Create Report



MaineStreet

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Group Entry | Group Line Entry

Business Unit: UMS05 Group ID: NEXT

*Group Type: Enrollment Deposits Create New Charge Item *Accounting Date: 10/31/2007

*Origin ID: 00067 UG Adm *Received: 10/31/2007

Original Group ID: *Entry Date: 10/31/2007

Operator: 0020625

Assign To:

Control Totals

Balance Group:

Control Total: USD 0

Entered Total: 0.00 0

Difference: 0.00 0

Posted Total: 0.00 10/31/2007 0

Display Option

Range in DB: to

Display: to

Total in DB: [F] [F] [F] [F]

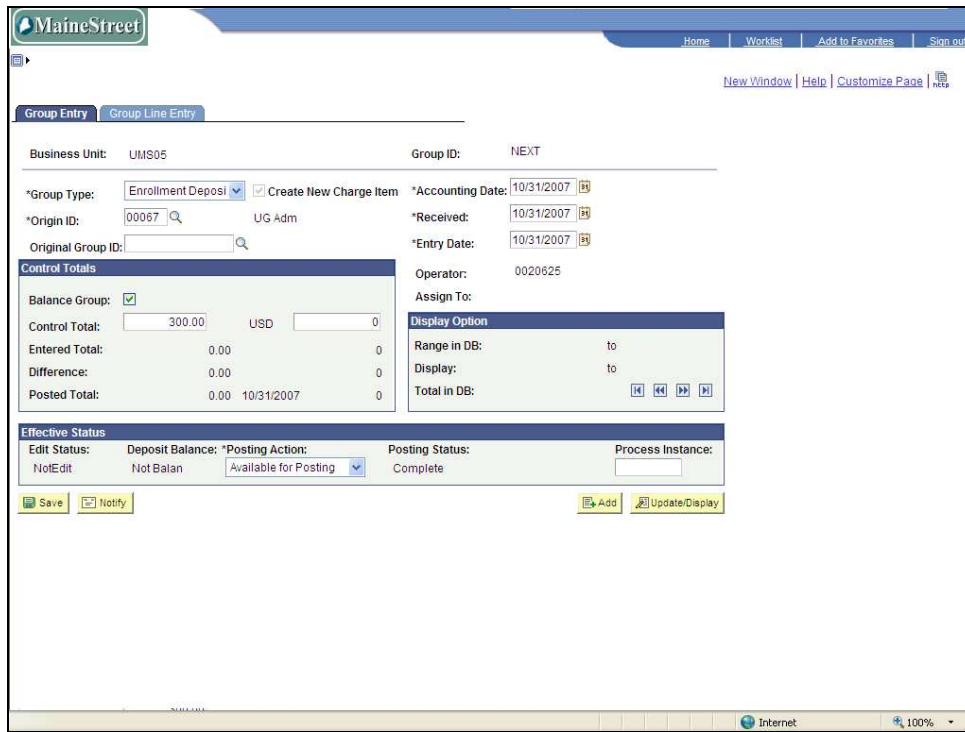
Effective Status

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



The screenshot shows the 'MaineStreet' web application interface for 'Group Entry'. The page includes a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below the navigation bar, there are links for 'New Window', 'Help', and 'Customize Page'. The main content area is divided into several sections:

- Business Unit:** UMS05
- Group ID:** NEXT
- *Group Type:** Enrollment Depositi (dropdown), Create New Charge Item
- *Accounting Date:** 10/31/2007 (calendar icon)
- *Origin ID:** 00067 (search icon), UG Adm
- *Received:** 10/31/2007 (calendar icon)
- *Entry Date:** 10/31/2007 (calendar icon)
- Original Group ID:** (search icon)
- Operator:** 0020625
- Assign To:** (empty field)

The **Control Totals** section contains a table:

Balance Group:	<input checked="" type="checkbox"/>				
Control Total:		300.00	USD		0
Entered Total:		0.00			0
Difference:		0.00			0
Posted Total:		0.00	10/31/2007		0

The **Display Option** section contains:

- Range in DB:** (empty) to (empty)
- Display:** (empty) to (empty)
- Total in DB:** (empty) [Left Arrow] [Right Arrow]

The **Effective Status** section includes:

- Edit Status:** NoEdit
- Deposit Balance:** Not Balan
- *Posting Action:** Available for Posting (dropdown)
- Posting Status:** Complete
- Process Instance:** (empty)

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

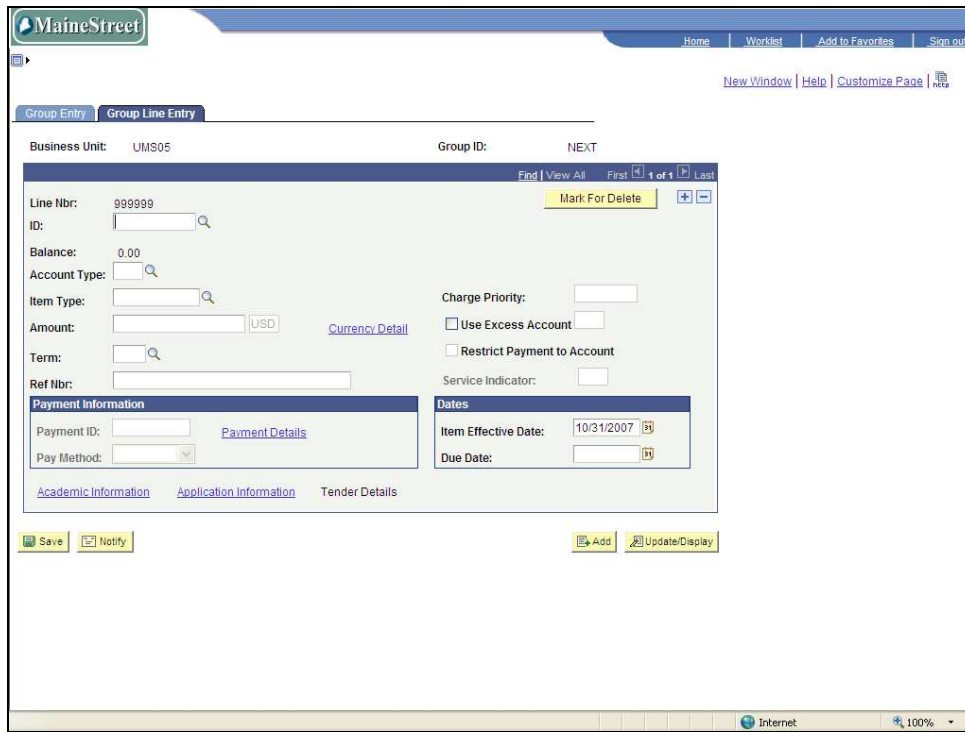
Step	Action
11.	Enter the total number of transactions in the field to the right of the <i>Control Total</i> field.

Process Document

Group Data Entry/Group Post/Create Report



Step	Action
12.	<p>The Entered Total field displays the monetary amount of all transactions that are entered in the batch and the count of the entries.</p> <p>The Difference field displays the difference between the entered totals and the Control Totals.</p> <p>Click the Group Line Entry tab.</p> <p>Group Line Entry</p>

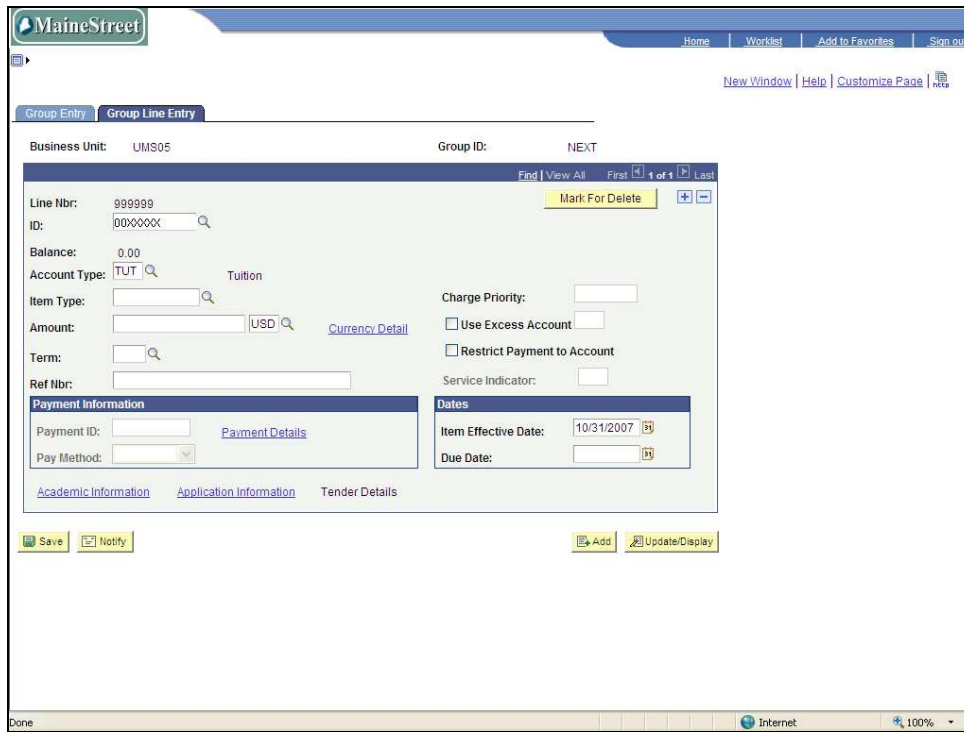



The screenshot shows the 'Group Line Entry' form in the MaineStreet application. The form is titled 'Group Line Entry' and includes the following fields and sections:

- Business Unit:** UMS05
- Group ID:** NEXT
- Line Nbr:** 999999
- ID:** (Field with magnifying glass icon)
- Balance:** 0.00
- Account Type:** (Field with magnifying glass icon)
- Item Type:** (Field with magnifying glass icon)
- Amount:** (Field with USD dropdown and Currency Detail link)
- Term:** (Field with magnifying glass icon)
- Ref Nbr:** (Field)
- Payment Information:**
 - Payment ID: (Field with Payment Details link)
 - Pay Method: (Dropdown menu)
- Dates:**
 - Item Effective Date: 10/31/2007 (Calendar icon)
 - Due Date: (Calendar icon)
- Charge Priority:** (Field)
- Use Excess Account:** (Checkbox)
- Restrict Payment to Account:** (Checkbox)
- Service Indicator:** (Field)

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The browser's address bar shows 'Internet' and a zoom level of '100%'.

Step	Action
13.	On the Group Line Entry page, enter the student's MaineStreet ID in the ID field.



Step	Action
15.	<p>Look up the appropriate Item Type for the student transaction in the Item Type field. You will only have access to Item Types in which you have been granted security.</p> <p><u>Note:</u> If your Item Types have been identified as tender specific (i.e. check), an additional sub-page might open where you will have the option of entering a check number, account holder name and other relevant information.</p> <p>Click the look up Item Type icon.</p> 

Process Document

Group Data Entry/Group Post/Create Report



MaineStreet

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Group Entry | **Group Line Entry**

Business Unit: UMS05 Group ID: NEXT

Line Nbr: 999999 [Mark For Delete](#) [+](#) [-](#)

ID: 00000000

Balance: 0.00

Account Type: TUT Tuition

Item Type: 000002010010 Deposit Admissions Check 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: 10/31/2007

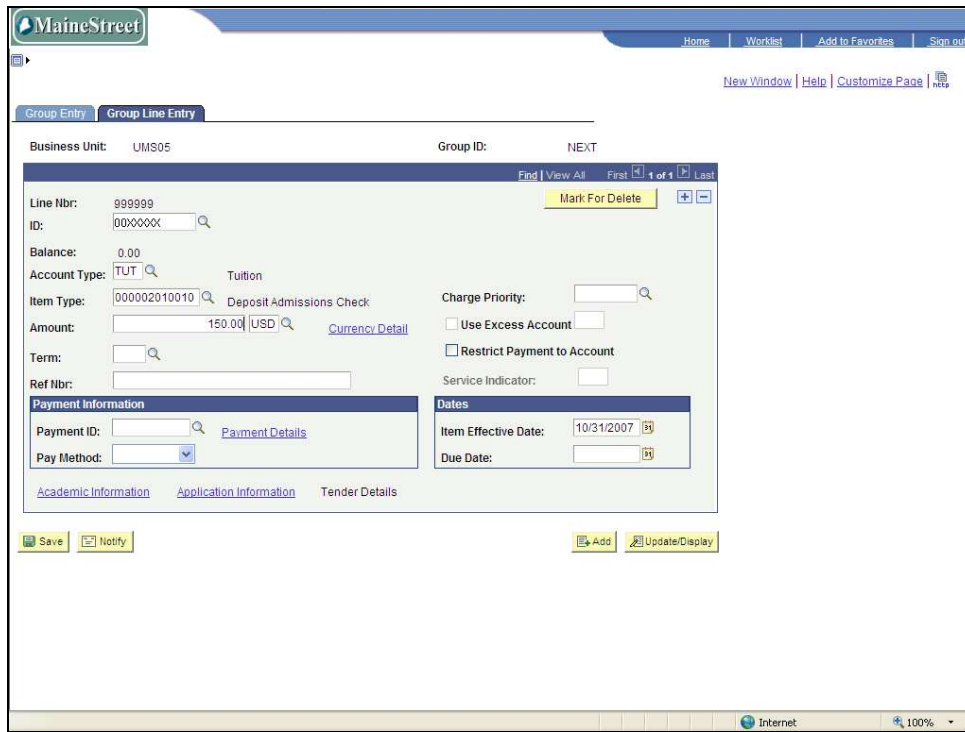
Pay Method: Due Date: [+](#) [-](#)

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

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Internet 100%

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



The screenshot displays the 'MaineStreet' Group Line Entry interface. At the top, there are navigation links: Home, Worklist, Add to Favorites, and Sign out. Below this, there are links for New Window, Help, Customize Page, and a help icon. The main form area is titled 'Group Line Entry' and contains the following fields and sections:

- Business Unit:** UMS05
- Group ID:** NEXT
- Line Nbr:** 999999 (with a 'Mark For Delete' button)
- ID:** 00XXXXX
- Balance:** 0.00
- Account Type:** TUT (with a search icon)
- Item Type:** 000002010010 (with a search icon)
- Amount:** 150.00 (with a search icon and 'USD' currency indicator)
- Term:** (empty field with a search icon)
- Ref Nbr:** (empty field with a search icon)
- Payment Information:**
 - Payment ID:** (empty field with a search icon)
 - Pay Method:** (dropdown menu)
- Dates:**
 - Item Effective Date:** 10/31/2007 (calendar icon)
 - Due Date:** (empty field with a calendar icon)


At the bottom of the form, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The browser's status bar at the bottom shows 'Internet' and '100%' zoom level.

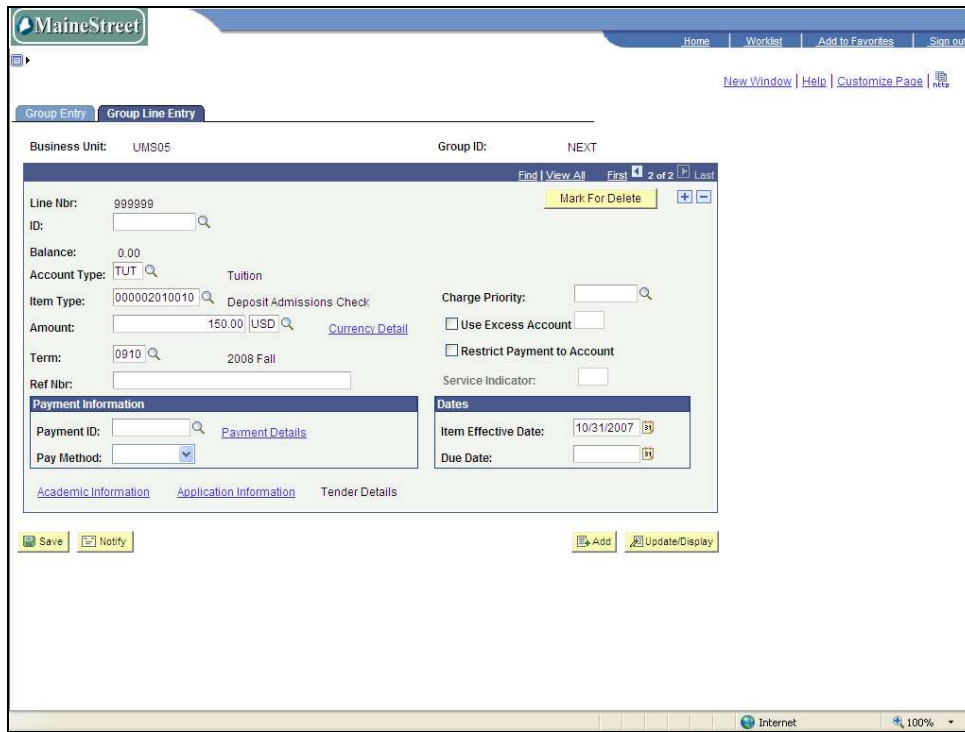
Step	Action
17.	Look up and select or enter the term of acceptance in the <i>Term</i> field.
	You can use the <i>Ref Nbr</i> field to note additional information about the charge.

Process Document

Group Data Entry/Group Post/Create Report



Step	Action
18.	<p>To add additional payment transactions.</p> <p>You will complete a Group Line Entry page for each additional transaction as previously explained.</p> <p>Click the Add a new row (+) button.</p> 




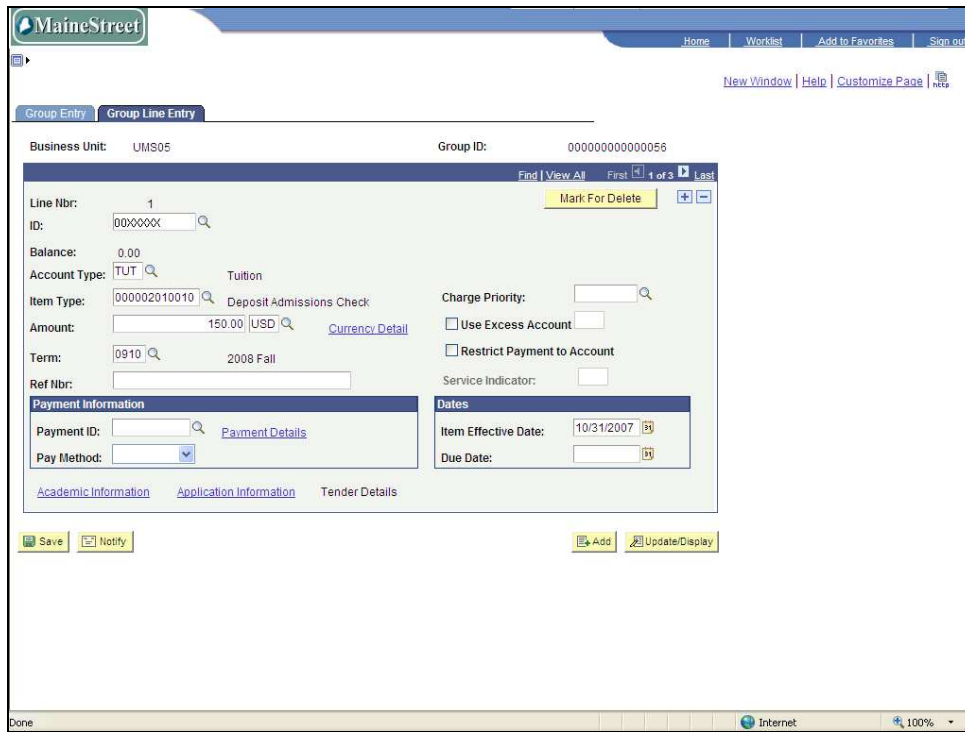
Step	Action
19.	<p>Notice that the selections you entered on for the first transaction carries through to the second.</p> <p>Enter the MaineStreet ID for the second transaction in the ID field.</p>

Process Document

Group Data Entry/Group Post/Create Report



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



Step	Action
21.	<p>Notice that a Group ID was assigned after you saved the transactions.</p> <p>Click the Group Entry tab to return to that page.</p> <p>Group Entry</p>

Process Document

Group Data Entry/Group Post/Create Report



Step	Action
22.	<p>On the Group Entry page, review the Control Totals group box.</p> <p>The Entered Total is now updated based on what you entered on the Group Line Entry page.</p> <p>The Difference should be 0.00 and 0, if the transactions balance. If not review the entries on the Group Line Entry page.</p> <p>The Posted Total should be 00.00 and 0 because the transactions have not been posted at this point.</p>
23.	End of Procedure.