


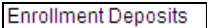








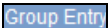


## Group Data Entry/Post

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.
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. You may change the value, if needed, by entering a different Business Unit code or selecting it from the lookup option. Your security settings will determine which Business Units you will only be able to view and process enrollment deposits for.
6.	On the <b>Add a New Value</b> page, the <b>Business Unit</b> will be populated with the Business Unit you indicated from the previous step.  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.  Click the <b>Add</b> button to open the <b>Group Entry</b> page. 
7.	On the <b>Group Entry</b> page, click on the <b>Group Type</b> drop-down arrow and look up and select a group type from the drop-down menu to describe the transactions. 
8.	
9.	In the <b>Origin ID</b> field, click on the lookup Origin ID icon to look up and select an Origin ID to indicate the source of the transactions. 
10.	The Origin IDs you see listed are determined by your security settings. Click on the appropriate Origin ID to select it.
11.	Checking the <b>Balance Group</b> 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.  Click the <b>Balance Group</b> option. 
12.	You will enter the sum of the transactions in the <b>Control Total</b> field.
13.	Enter the total number of transactions in the field to the right of the <b>Control Total</b> field.

14.	<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>Click the <b>Group Line Entry</b> tab.</p> 
15.	<p>On the <b>Group Line Entry</b> page, enter the applicant's emplID in the <b>ID</b> field.</p>
16.	<p>Enter or lookup and select the appropriate <b>Account Type</b>.</p> <p>Click the look up <b>Account Type</b> icon.</p> 
17.	<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 <b>Item Type</b> icon.</p> 
18.	
19.	<p>Enter the amount paid in the <b>Amount</b> field.</p>
20.	<p>Look up and select or enter the term of acceptance in the <b>Term</b> field.</p> <p>You can use the <b>Ref Nbr</b> field to note additional information about the charge.</p>
21.	<p>To add additional payment transactions.</p> <p>You will complete a <b>Group Line Entry</b> page for each additional transaction as previously explained.</p> <p>Click the <b>Add a new row (+)</b> button.</p> 
22.	<p>Notice that the selections you entered on for the first transaction carries through to the second.</p> <p>Enter the applicant's emplID for the second transaction in the <b>ID</b> field.</p>
23.	<p>After you have entered all the transactions you need to post, click the <b>Save</b> button.</p> 
24.	<p>Notice that a <b>Group ID</b> was assigned after you saved the transactions.</p> <p>Click the <b>Group Entry</b> tab to return to that page.</p> 



25.	<p>On the <b>Group Entry</b> page, review the <b>Control Totals</b> group box.</p> <p>The <i>Entered Total</i> is 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 00.00 and 0 because the transactions have not been posted at this point.</p>
26.	<b>End of Procedure.</b>

