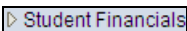
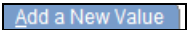
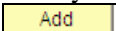


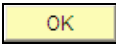
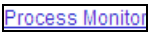
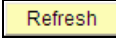

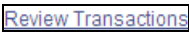




## Group Post\_091908

1.	Click the <b>Student Financials</b> link. 
2.	Click the <b>Charges and Payments</b> link.
3.	Click the <b>Group Processing</b> link.
4.	Click the <b>Post Transactions</b> link.
5.	<p>Before you can run the process to post a group you must create a <b>Run Control ID</b>. A <b>Run Control ID</b> is an identifier that, when paired with your User ID, uniquely identifies the process you are running.</p> <p>The <i>Run Control ID</i> allows for important parameters to be available for a process when the process runs. This ensures that when a process runs in the background it does not have to prompt you for any additional values. All entered parameters are stored within the system and associated with <i>Run Control IDs</i> and <i>User IDs</i>. No one else can view or use the <i>Run Control IDs</i> that you create.</p> <p>Click the <b>Add a New Value</b> tab to create a <b>Run Control ID</b>. </p>
6.	<p>On the <b>Add a New Value</b> page, enter a name for the <b>Run Control ID</b>. Creating a Run Control ID name that is relevant to the process might help you remember it for future use. By creating your own Run Control ID, you can save it and all of the assigned parameters so that you can easily access this report again in the future.</p> <p>After you create the new Run Control ID, the next time you run this process you will select the <b>Find An Existing Value</b> tab, click the <b>Search</b> button and select this Run Control from the list.</p> <p>After you have entered a name for the Run Control, click the <b>Add</b> button. </p>
7.	On the <b>Post Transactions</b> page, enter or lookup the appropriate <b>Business Unit</b> .
8.	Click on the <b>Group Type</b> lookup icon to lookup and select the appropriate application fee payment Group Type.
9.	<p>Click on the <b>Starting Group ID</b> lookup icon. Locate the row that contains <i>today's date</i> and the <b>User ID</b> of the employee who created the group.</p> <p>Click on the row it to select it.</p>
10.	Leave the remaining fields blank.
11.	Click the <b>Run</b> button to open the <b>Process Scheduler Request</b> page. 

12.	<p>Use the <b>Process Scheduler Request</b> page to enter, update, or view general process parameters, such as server name and process output format.</p> <p>You must select a <i>Server Name</i> to identify the server on which to run the process. If you use the same Run Control ID for subsequent processes, the server name that you used last will default in this field.</p> <p>Click on the drop-down arrow in the <i>Server Name</i> field and select <b>PSUNX</b>.</p> 
13.	Place a checkmark next to Group Posting Common ID Create.
14.	Place a checkmark next to <b>Group Posting Process</b> .
15.	<p>Click the <b>OK</b> button to start the process and return to the <b>Post Transactions</b> page.</p> 
16.	<p>On the <b>Post Transactions</b> page, notice that your report has been assigned a <b>Process Instance</b> number. This indicates that the process has been submitted to Process Scheduler.</p> <p>It is a good idea to make a note of the Process Instance number for process monitoring.</p> <p>Click the <b>Process Monitor</b> link to open the <b>Process List</b> page..</p> 
17.	<p>On the <b>Process List</b> page, locate your process in the list and click the <b>Refresh</b> button until the <b>Distribution Status</b> for your process shows <i>Posted</i>.</p> 
18.	<p>Click the <b>Go back to Post Transactions</b> link.</p> 
19.	<p>Now you will review the transaction.</p> <p>From the PeopleSoft menu, click the <b>Review Transactions</b> link (<i>Student Financials &gt; Charges and Payments &gt; Group Processing &gt; Review Transactions</i>).</p> 
20.	On the <b>Review Transactions</b> page, click the Look up <b>Business Unit</b> button to lookup and select the appropriate Business Unit.
21.	<p>Click on the <b>Group Type Description</b> lookup icon to lookup and select the appropriate application fee payment Group Type.</p> <p>Leave the remaining fields blank.</p>
22.	<p>Click the <b>Search</b> button.</p> 
23.	<p>On the <b>Review Transactions</b> page, select the <b>Group Post Details</b> link to review details about the Group Post.</p> 

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24.	Review the information on the <b>Group Post Details</b> page. Notice that the group is now posted.  Click the <i>Return</i> link when finished. <a href="#">Return</a>
25.	<b>End of Procedure.</b>