



Group Post

Introduction:

The group post process enables you to post transactions for a group of students or third party organizations. The process is similar for students and third parties.

We will complete a group post for students. The process enables you to post transactions to many students or organizations without loading an external file. The transactions can be either charges or payments, but you cannot mix charges and payments in the same group.

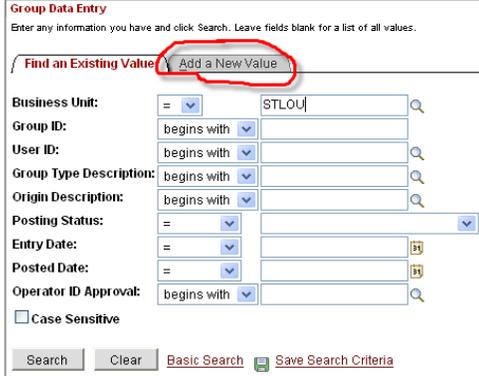
Charge or payment transactions for students are entered in on the Create Group Data Entries page. This page can also be used to modify an existing group to get it ready to post. Follow the path below to the Create Group Date Entries page.

Navigation:

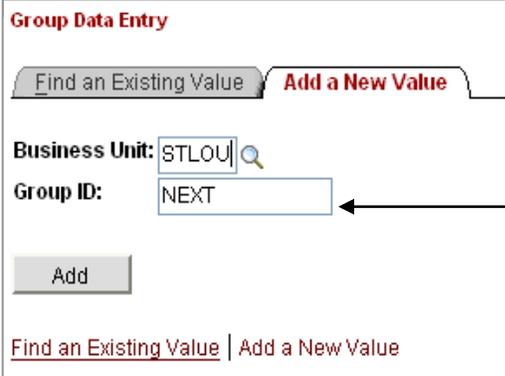
► Menu Path

Student Financials > Charges and Payments > Group Processing > Create Group Data Entries

To create a new group of transactions, select the 'Add a New Value' tab.

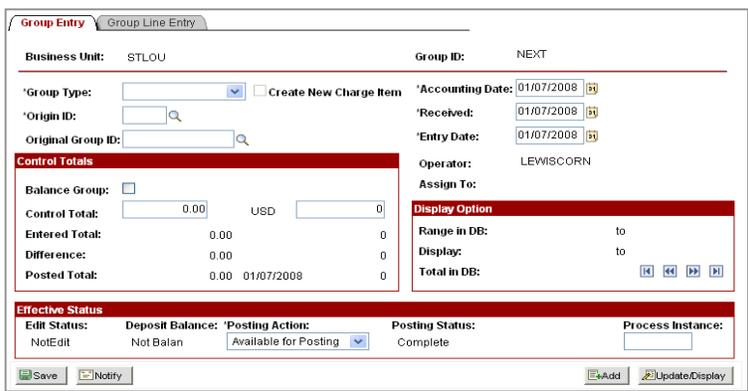


Once on the Add a New Value tab, click the add button.



Do not change the 'Next' that appears in the Group ID field because the system must automatically assign the next number for the group.

After you click the add button, you will be taken to the page below. This is the Group Entry tab where we will begin setting up our group post.



Group Entry | Group Line Entry

Business Unit: STLOU | Group ID: NEXT

*Group Type: [] | Create New Charge Item []

*Accounting Date: 01/07/2008

*Origin ID: [] | *Received: 01/07/2008

Original Group ID: [] | *Entry Date: 01/07/2008

Operator: LEWISCORN

Assign To: []

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	01/07/2008	0

Effective Status

Edit Status: NotEdit | Deposit Balance: Not Balan | Posting Action: Available for Posting | Posting Status: Complete | Process Instance: []

Save | Notify | Add | Update/Display

Our group post will be a \$50 ERDPP application fee for six students.

Notes



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First, we must select the **'Group Type'**. The Group Type describes the type of transactions that we are adding. Click the dropdown arrow to display a list of Group Types. See below.

In this example, we'll set up a group of ERDPP application fee charges for processing. Our Group Type will be Cashiers.

The screenshot shows the 'Group Entry' form with the following fields and values:

- Business Unit: STLOU
- Group ID: NEXT
- 'Group Type': A dropdown menu is open, showing options: Bookstore, Cashiers (selected), Financial Aid, Health Services, Insurance, International Admin Fees, Library, Loan Management, Miscellaneous Cost Center, Parking, Quick Post Purge, Residential Life, Telephone, and TPC - Testing.
- 'Accounting Date': 01/07/2008
- 'Received': 01/07/2008
- 'Entry Date': 01/07/2008
- Operator: LEWISCORN
- Assign To: (blank)
- Control Totals table:

Balance Group:		
Control Total:		0
Entered Total:		0
Difference:		0
Posted Total:		0

A callout box points to the 'Accounting Date' field with the text: "The default value for the Accounting Date is the current system date, but you can change it if necessary."

Next, we enter the **'Origin ID'**. The Origin ID indicates the source of the transaction. You will only see Origin ID's that are allowed by your security setup.

For this example, the Origin ID is Cashiers, which is identified by #00010. See below.

The screenshot shows the 'Group Entry' form with the following fields and values:

- Business Unit: STLOU
- Group ID: NEXT
- 'Group Type': Cashiers
- 'Origin ID': 00010 (with a search icon)
- 'Accounting Date': 01/07/2008
- 'Received': 01/07/2008
- 'Entry Date': 01/07/2008
- Operator: LEWISCORN
- Assign To: (blank)
- Control Totals table:

Balance Group:	<input type="checkbox"/>	
Control Total:		0
Entered Total:		0
Difference:		0
Posted Total:		0

A callout box points to the 'Received' field with the text: "The Received Date is the date on which your office received the charge or payment transactions."

The **'Original Group ID'** field can be left blank. This field would be used to specify an original group ID number if this group was being modified after the original group was created.

The screenshot shows the 'Group Entry' form with the following fields and values:

- Business Unit: STLOU
- Group ID: NEXT
- 'Group Type': Cashiers
- 'Origin ID': 00010 (with a search icon)
- 'Original Group ID': (blank, highlighted with a yellow background)
- 'Accounting Date': 01/07/2008
- 'Received': 01/07/2008
- 'Entry Date': 01/07/2008
- Operator: LEWISCORN
- Assign To: (blank)

A callout box points to the 'Entry Date' field with the text: "The Entry Date is the date that you are entering the transactions"



Control Totals Section

The Control Totals section is used to verify that we have entered the correct number of transaction entries and that we have the correct dollar amount for the sum of those entries.

- ✓ Check the 'Balance Group' checkbox and fill in the Control Total fields. See below.

The screenshot shows the 'Group Entry' form with the following details:

- Business Unit:** STLOU
- Group ID:** NEXT
- Group Type:** Cashiers (dropdown), Create New Charge Item
- 'Origin ID:** 00010 (with search icon), Cashier's
- 'Accounting Date:** 01/08/2008 (calendar icon)
- 'Received:** 01/08/2008 (calendar icon)
- 'Entry Date:** 01/08/2008 (calendar icon)
- Original Group ID:** (with search icon)
- Operator:** LEWISCORN
- Assign To:**
- Control Totals Section:**
 - Balance Group:**
 - Control Total:** 300.00 USD, 6
 - Entered Total:** 300.00, 6
 - Difference:** 0.00, 0
 - Posted Total:** 0.00, 01/07/2008, 0
- Display Option Section:**
 - Range in DB:** to
 - Display:** to
 - Total in DB:** (with navigation icons)
- Effective Status Section:**
 - Edit Status:**
 - Deposit Balance:**
 - Posting Action:**
 - Posting Status:**
 - Process Instance:**

The descriptions for the fields in the Control Totals section are below.

Balance Group: Select this option to require that the group be in balance before the system posts it. To determine whether a group is balanced, the system compares the number of transactions and amounts that are entered on the Group Line Entry tab to the Control Total amount and number of entries entered in the control totals fields.

Control Total: Enter the dollar sum of the transactions in the group in the field next to Control Total (in green above). Enter the total number of the transactions in the group to the right of the Control Total field (in blue above).

Note: If an external file load process is used, and the external file setup defines control totals, these fields are populated through the file load process.

Entered Total: These fields display the monetary amount of all transactions that are entered in the batch and the count of the entries. (These fields will be automatically filled in when we enter and save the transaction details on the Group Line Entry tab).

Difference: These fields display the difference between the entered totals and the control totals. Both fields should change to zero after we enter and save our transaction details on the Group Line Entry tab.

Posted Total: These fields display the monetary total, posting date and count of the entries after the batch is posted.

Notes

We are posting an ERDPP application fee of \$50 for six students.

\$50 x 6 students = \$300



Notes

Display Option Section

The display option section tells us about the number of transaction entries that we have. These fields will be automatically filled in when we enter and save our transaction details on the Group Line Entry tab.

Group Entry		Group Line Entry	
Business Unit:	STLOU	Group ID:	NEXT
'Group Type:	Cashiers <input type="checkbox"/> Create New Charge Item	'Accounting Date:	01/08/2008
'Origin ID:	00010 Cashier's	'Received:	01/08/2008
Original Group ID:		'Entry Date:	01/08/2008
Control Totals		Operator:	LEWISCORN
Balance Group:	<input type="checkbox"/>	Assign To:	
Control Total:	300.00 USD 6	Display Option	
Entered Total:	0.00 0	Range in DB:	to
Difference:	300.00 6	Display:	to
Posted Total:	0.00 01/08/2008 0	Total in DB:	<input type="text"/> <input type="button" value="H"/> <input type="button" value="←"/> <input type="button" value="→"/> <input type="button" value="I"/>
Effective Status			
Edit Status:	Deposit Balance:	'Posting Action:	Posting Status:
NotEdit	Not Balan	Available for Posting	Complete
		Process Instance:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Notify"/>		<input type="button" value="Add"/> <input type="button" value="Update/Display"/>	

Range in DB: This field displays the range of sequence numbers within the group ID.

Display: This field displays the range of sequence numbers that are currently displayed. The display range is the viewable "chunk."

Total in DB: This field displays the total number of transactions within the group ID.



Notes

Effective Status Section

The screenshot shows the 'Effective Status' section of a financial software interface. The section is highlighted with a red border and contains the following fields:

- Edit Status:** NotEdit
- Deposit Balance:** Not Balan
- Posting Action:** Available for Posting (dropdown menu is open showing options: Available for Posting, Do Not Post, Posted, Waiting for Approval)
- Posting Status:** Complete
- Process Instance:** [Empty field]

Below the 'Effective Status' section are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Edit Status: This field displays *NotEdit* if no group line entries have been made. Once we enter our transactions on the 'Group Line Entry' tab it will display the word *Edited*.

Deposit Balance: This field displays whether the batch is balanced. You must select the Balance Group check box and the batch must balance for this field to display Balanced.

Posting Action:

Available for Posting - If this entry is selected, the group will automatically be posted during the nightly batch processing.

Do Not Post – This entry is for a group that should not be posted for some reason. This option can also be selected if there are errors in the group that were not found until the group had been created.

Posted – This entry is automatically filled in once the group has been posted.

Waiting for Approval – This entry is for a group that has been entered but must be checked or approved by someone else before it can be converted to 'Available for Posting'.

Posting Status: This field displays the posting status. The valid values for this field are Balance, Complete, Error, Incomplete, Not Posted, and Reversed.

Process Instance: This field displays the process instance number assigned by the post transactions process. This field is only populated if the post transactions process is not successful. Transactions on an unsuccessful post must be corrected and this process instance number must be removed before the post transactions process can be rerun. The process instance number can be removed by clicking the Reset Process Instance button on the Post Transactions page.

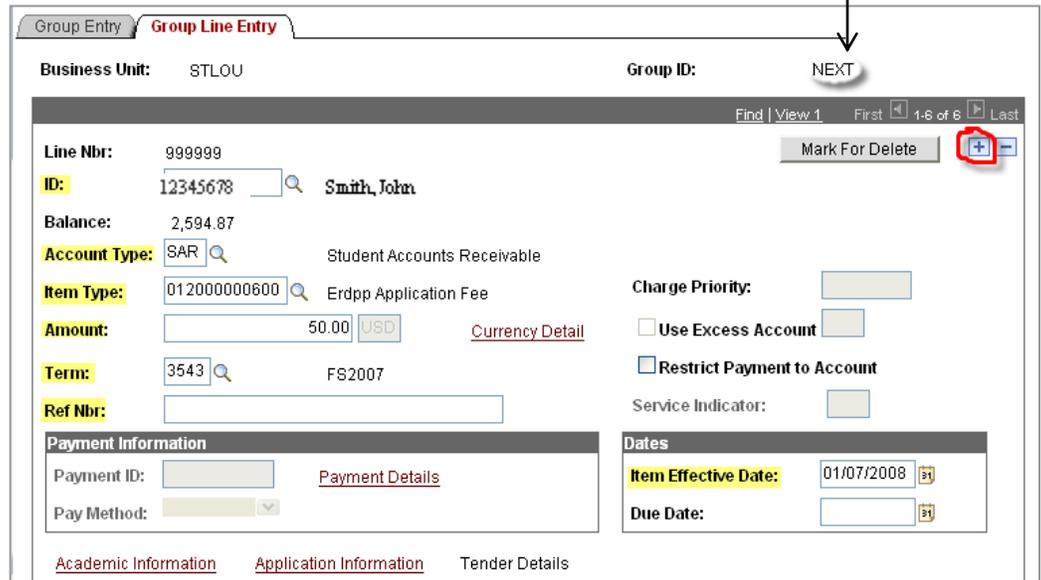


Notes

Group Line Entry tab

Now we can move to the Group Line Entry tab where we will enter the details for the transactions that we are posting. Use the lookup function  if you need to.

Note: Notice that the Group ID field is still displaying the word 'NEXT'. When the page is saved, the system will assign a Group ID number based on the next number in the sequence.



The screenshot shows the 'Group Line Entry' tab. At the top, 'Business Unit' is STLOU and 'Group ID' is NEXT. Below this, there are several fields: Line Nbr (999999), ID (12345678), Balance (2,594.87), Account Type (SAR), Item Type (012000000600), Amount (50.00 USD), Term (3543), and Ref Nbr. There are also checkboxes for 'Use Excess Account' and 'Restrict Payment to Account'. At the bottom, there are sections for 'Payment Information' and 'Dates'. A red circle highlights a plus sign button in the top right corner of the form area.

The 'Charge Priority', 'Use Excess Account' and 'Restrict Payment to Account' fields have been set up specifically for the Item Type you are using. Leave these fields the way they are.

We will not be using the Payment Information fields.

ID: Enter the ID for the student that you are adding to the group.

Account Type: Select the account type for the entry you are making.

Item Type: Select the item type for the entry that you are making.

Amount: Enter the amount of the charge or payment transaction.

Term: Enter the term for which you want to post this transaction.

Ref Nbr: (reference number) Enter any optional reference number to use to reference the transaction.

Item Effective Date: Enter the item effective date on which the transaction becomes active. The default value for the item effective date is the current date.

Now we can enter the ERDPP application fee for the rest of the students in our group. Click the  button to enter the next one. The system automatically fills in all fields with the information you've already entered, except "ID" and "Ref Nbr".

When you are done entering transactions for all students in the group, click .



When you have saved all of your entries on the Group Line Entry tab, go back to the Group Entry tab. Notice that the system has assigned a Group ID number.

The screenshot shows the 'Group Entry' tab with the following details:

- Business Unit:** STLOU
- Group ID:** 00000000000109 (circled in red)
- Group Type:** Cashiers
- Accounting Date:** 01/08/2008
- Origin ID:** 00010
- Received:** 01/08/2008
- Entry Date:** 01/08/2008
- Operator:** LEWISCORN

Control Totals:

Balance Group:	<input type="checkbox"/>		
Control Total:	300.00 (circled in red)	USD	6 (circled in red)
Entered Total:	300.00 (circled in blue)		6 (circled in blue)
Difference:	0.00		0
Posted Total:	0.00	01/07/2008	0

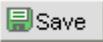
Effective Status:

Edit Status:	Deposit Balance:	Posting Action:	Posting Status:	Process Instance:
Edited	Not Balan	Available for Posting	Errors	

Notes

Write down or keep a note of the Group ID number; you will need it to reference your group post later on.

The total dollar amount and total number of group transactions that you entered earlier (circled in red) should match the totals that show next to 'Entered Total' (circled in blue). Because the Control Total = the Entered Total, the Difference is zero.

If everything matches as shown above then click . The transaction entries are now ready to be posted to the student accounts.

If your Control Total does not equal your Entered total then a mistake has been made.

Correct Transactions

If either or both fields do not match then you may have:

- ❖ entered some date incorrectly on the Group Line Entry tab
- ❖ mis-counted the dollar amount and/or the number of transactions
- ❖ entered some data more than once on the Group Line Entry tab

If after checking your entries, you find that your 'Entered Total' is correct and your 'Control Total' is not, then just change the Control Total to match the Entered Total.

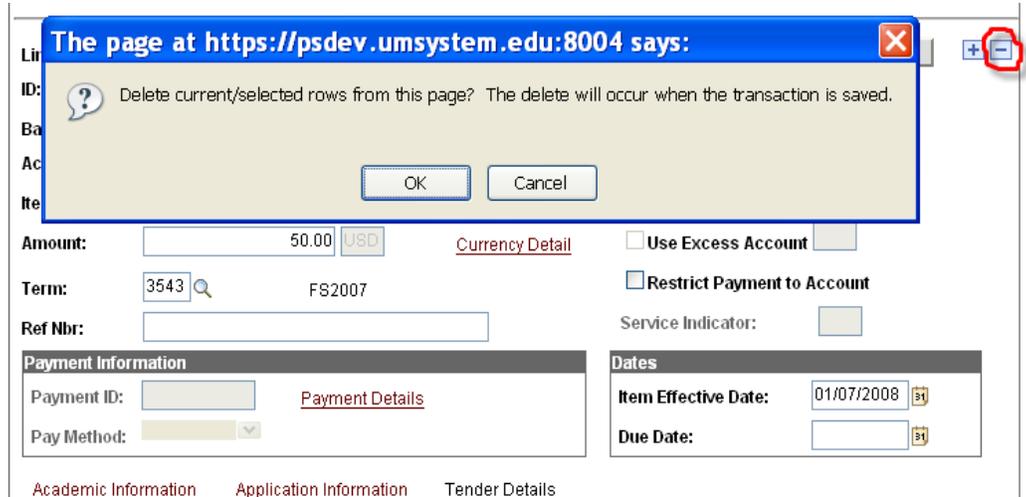
If you find that there is an error in what you have entered on the Group Line Entry tab, then just click on that tab, select the View All option, find and correct your entry.



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If you have entered a transaction twice on the Group Line Entry tab, then just click on the  button to delete one of the entries. Then click "OK" in the popup message box.



The page at <https://psdev.umssystem.edu:8004> says:

Delete current/selected rows from this page? The delete will occur when the transaction is saved.

OK Cancel

Amount: 50.00 USD [Currency Detail](#) Use Excess Account

Term: 3543 FS2007 Restrict Payment to Account

Ref Nbr:

Service Indicator:

Payment Information

Payment ID: [Payment Details](#)

Pay Method:

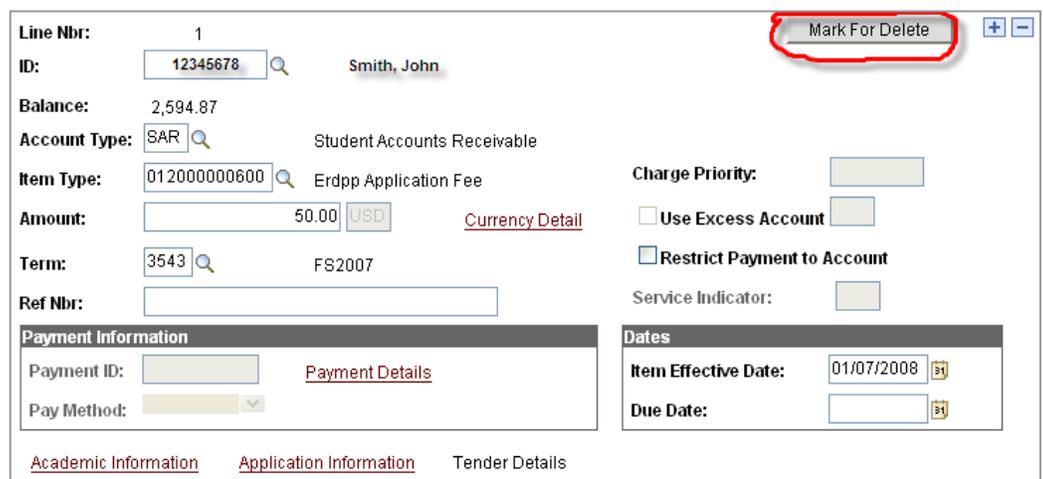
Dates

Item Effective Date: 01/07/2008

Due Date:

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

If you need to review a transaction while the rest of the group posts, click on the **Mark For Delete** button. The button will change to display **Unmark For Delete**. When the group is processed, this transaction will not be processed with it. If you want this transaction to be processed in the next batch that runs, click on the 'Unmark For Delete' button, then click the 'Save' button and that transaction will be picked up and posted. The rest of the group will not be posted again.



Line Nbr: 1 **Mark For Delete**

ID: 12345678 Smith, John

Balance: 2,594.87

Account Type: SAR Student Accounts Receivable

Item Type: 012000000600 Erdpp Application Fee

Amount: 50.00 USD [Currency Detail](#) Use Excess Account

Term: 3543 FS2007 Restrict Payment to Account

Ref Nbr:

Service Indicator:

Payment Information

Payment ID: [Payment Details](#)

Pay Method:

Dates

Item Effective Date: 01/07/2008

Due Date:

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



Transactions entered on the 'Create Group Data Entries' page can not only be corrected on the 'Create Group Data Entries' page itself, but also on the 'Correct Transactions' page.

Navigation:

▶ Menu Path
Student Financials > Charges and Payments > Group Processing > Correct Transactions

It is helpful to have the 'Group ID' number when looking up your group post from this page. Remember that you can enter just the last few digits of the 'Group ID' without the preceding zeros. See below.

Correct Transactions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

Group ID:

Group Line Number:

[Basic Search](#) [Save Search Criteria](#)

Once you have looked up your group post, you will see a screen like the one below. Notice that the entire 'Group ID' number has been filled in even though we only entered the last few digits. Also notice that the six transaction entries that we entered on the 'Create Group Data Entries' page are listed 1-6 by group line number.

Correct Transactions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

Group ID:

Group Line Number:

[Basic Search](#) [Save Search Criteria](#)

Search Results
View All First ◀ 1-6 of 6 ▶ Last

Business Unit	Group ID	Group Line Number	Posting Status	Description
STLOU	000000000000109	1	!	Incomplete
STLOU	000000000000109	2	!	Incomplete
STLOU	000000000000109	3	!	Incomplete
STLOU	000000000000109	4	!	Incomplete
STLOU	000000000000109	5	!	Incomplete
STLOU	000000000000109	6	!	Incomplete

Click on an entry to be taken to the 'Group Line Entry' page to make your changes.

Notes



Notes

Post Transactions

Transactions entered on the 'Create Group Data Entries' page can be posted to student accounts through a nightly process that has been set up or through the Post Transactions page.

Navigation:

► Menu Path

Student Financials > Charges and Payments > Group Processing > Post Transactions

To post transactions onto student accounts from the 'Post Transactions' page, we need to first create a *Run Control ID* that we can use to run the process.

Note: To run any process in Peoplesoft, you must tell the system when and where you want the process to run. A Run Control ID does exactly that. Instead of entering settings each time you run a process, you create and save a Run Control ID with those settings. The next time you run the process, you select the Run Control ID that you have created, and the system can run the process.

A Run Control ID is associated with the user ID of the person that created it.

Once a Run Control ID is created and saved, the user can enter it in or search for it on the 'Find an Existing Value tab'.

To create a new Run Control ID, select the 'Add a New Value' tab. To use an existing ID, enter the ID or click search and select the ID.

To create a new Run Control ID we must first select a name for it. Call it 'grouppost' so that you can easily identify it later.

Post Transactions
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**

Run Control ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Post Transactions

Find an Existing Value | **Add a New Value**

Run Control ID:

Add

Find Existing Value | Add a New Value

Next we will be taken to the screen below where we will fill in the fields and

Post Transactions

Run Control ID: grouppost Report Manager Process Monitor Run

Parameters

Business Unit: Univ. of Missouri-St. Louis

Group Type: Cashiers

Starting Group ID:

Ending Group ID:

Operator ID:

Assign Group OperID:

Reset Process Instance

Save Notify Add Update/Display



You will be taken to the Post Transactions screen whether you create a new Run Control ID or use an existing Run Control ID.

Post Transactions

Run Control ID: grouppost [Report Manager](#) [Process Monitor](#)

Parameters

Business Unit:	<input type="text" value="STLOU"/> <input type="button" value="Q"/> Univ. of Missouri-St. Louis
Group Type:	<input type="text" value="C"/> <input type="button" value="Q"/> Cashiers
Starting Group ID:	<input type="text" value="000000000000109"/> <input type="button" value="Q"/>
Ending Group ID:	<input type="text" value="000000000000109"/> <input type="button" value="Q"/>
Operator ID:	<input type="text"/> <input type="button" value="Q"/>
Assign Group OperID:	<input type="text"/> <input type="button" value="Q"/>

Business Unit: Select STLOU if it does not default into the field.

Group Type: Select the group type to which the group ID is associated. (For most departments the group type will be 'Miscellaneous Cost Center').

Starting Group ID and Ending Group ID: This is the number that was generated by the system when you completed and saved the Group Date Entry pages. It appeared in the top, right corner of the page. If you are posting one group of transactions, then enter that Group ID for both the Starting and Ending Group ID.

Note: You can enter the last few digits of your Group ID number into the 'Starting Group ID' field and hit tab. The entire Group ID number will be populated into both fields.

Both the Operator ID field and Assign Group OperID fields are optional.

Note: The Reset Process Instance button is used to remove the process instance number assigned by the system when a posting process is not successful.

The above note was changed for the create group post

Next, click the button.

Notes



After you have clicked the **Run** button you will be taken to the page below where you will run the process to post the transactions. Select PSUNX for the Server Name.

✓ Check the box next to 'Group Posting Process and click **OK**.

Process Scheduler Request

User ID: LEWISCORN Run Control ID: grouppost

Server Name: **PSUNX** Run Date: 01/09/2008

Recurrence: Run Time: 2:39:26PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Group Posting Common ID Create	SFPGRPDR	COBOL SQL	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Group Posting Process	SFGRPST	COBOL SQL	(None)	(None)	Distribution

OK **Cancel**

Next, you will be directed back to the 'Post Transactions' page where you can click on 'Process Monitor' (as shown below) to check the progress of the posting process.

Post Transactions

Run Control ID: grouppost [Report Manager](#) [Process Monitor](#) **Run**

Parameters

Business Unit: Univ. of Missouri-St. Louis

Group Type: Cashiers

Starting Group ID:

Ending Group ID:

Operator ID:

Assign Group OperID: [Reset Process Instance](#)

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

Keep clicking the 'Refresh' button until the process shows **Success Posted**. See below.

Process List **Server List**

View Process Request For

User ID: LEWISCORN Type: Last: 25 Days **Refresh**

Server: Name: Instance: to Save On Refresh

Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	503635		COBOL SQL	SFGRPST	LEWISCORN	01/09/2008 9:50:10AM CST	Success	Posted	Details
<input type="checkbox"/>	503634		COBOL SQL	SFPGRPDR	LEWISCORN	01/09/2008 9:50:10AM CST	Success	Posted	Details

Notes

Check the student accounts to verify that the transactions have been posted.



Notes

Review Transactions

To review the transaction entries that you entered on the 'Create Group Data Entries' page, look up your group post with your Group ID number. The Group ID number is the easiest way to look up your group post. If you do not have it, then use the other search options that are provided.

Navigation

► Menu Path

Student Financials > Charges and Payments > Group Processing > Review Transactions

The Review Transactions screen is shown below.

Review Transactions		Amount	Count			
Unit:	STLOU	Control Total: 300.00 USD	6			
Group ID:	000000000000109	Entered Total: 300.00	6			
Type:	C Cashiers	Difference: 0.00	0			
Origin ID:	00010 Cashier's Office	Posted Total: 0.00 01/07/2008	0			
Total Group Lines:	6	First Group Line Nbr: 1	Last Group Line Nbr: 6			
Group Post Details						
View All First 1-4 of 6 Last						
Line Nbr	ID	Name	Term	Item Amt	Acct Type	Receipt Nbr
1	10240554	Smith, John	3543	50.00	SAR	Academic Information Line Details
2	08405230	Jones, James	3543	50.00	SAR	Academic Information Line Details
3	08407133	Brown, Sandy	3543	50.00	SAR	Academic Information Line Details
4	02110532	Jackson, Bob	3543	50.00	SAR	Academic Information Line Details

Click on the [Group Post Details](#) link to see the entries that you made on the Group Entry tab of the 'Create Group Data Entries' page.

Click on the [Line Details](#) link to see the entries that you made on the Group Line Entry tab of the 'Create Group Data Entries' page.

Click the [Return](#) link in the bottom left corner of the page to return to the previous page.