Previously, a group was created and postings were generated. The completed group was then sent to the student account and from there to the General Ledger (GL).

This module gives an introduction to reviewing a previously created group and its entries to ensure all transactions posted to the student account. If errors occur, they must be corrected and posted to the student account.

**Step 1**
- Review Group to Verify Posting

**Step 2**
- Recognize Posting Errors

**Step 3**
- Correct Data Entry Errors

**Navigation**

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

**Step 1 Review Group to Verify Posting**

The day after completing a Group, it should be reviewed to ensure all entries posted. Corrections to errors should be done in a timely manner to ensure the student account and the GL are correct.
On the Review Transactions screen, there are several ways to pull up a Group to review.

- **Group ID** – enter the Group #.
- **User ID** – enter the User ID of the person who created the group.
- **Posting Status** – click and choose **Errors**.
- **Posted Date** – click and choose the date the group was generated.

Click **Search**.

**Note:**
- Search by **Group ID** and the Review Transactions screen pops up.
- Search by **User ID**, **Posting Status** or **Posted Date** and more than one Group may pop up at the bottom of the screen. Click the correct one and the Review Transactions screen pops up.

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### Review 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**: 
- **User ID**: 
- **Group Type Description**: 
- **Origin Description**: 
- **Posting Status**: 
- **Entry Date**: 
- **Posted Date**: 
- **Operator ID Approval**: 

Options:

- **Search**
- **Clear**
- **Basic Search**
- **Save Search Criteria**
Step 1
Review Group to Verify Posting

Below is an example of a Group that posted successfully.
You know this because Entered Total = Posted Total.
Step 2
Recognize Posting Errors

Below is an example of a Group that did not post successfully.

In this case, **Entered Total ≠ Posted Total**.
In fact, of the 666 entries, 4 did not post.

Click **View All** and all 666 entries for that Group are displayed.
**Note:** It does not single out the errors.

---

**Review Transactions**

<table>
<thead>
<tr>
<th>Unit:</th>
<th>控制总数</th>
<th>金额</th>
<th>数量</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUM</td>
<td>22,541.11</td>
<td>USD</td>
<td>666</td>
</tr>
<tr>
<td>Group ID:</td>
<td>0000000000888888</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type:</td>
<td>M Miscellaneous Cost Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Origin ID:</td>
<td>00033 Student Recreation Center</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Group Lines: 666
First Group Line Nbr: 1
Last Group Line Nbr: 666

<table>
<thead>
<tr>
<th>Line Nbr</th>
<th>ID</th>
<th>Name</th>
<th>Term</th>
<th>Item Amt</th>
<th>Accnt Type</th>
<th>Receipt Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>888888888</td>
<td>Sybil Trelawney</td>
<td>SAR</td>
<td>133.11</td>
<td>Academic Information</td>
<td>Line Details</td>
</tr>
<tr>
<td>2</td>
<td>888888888</td>
<td>Ka</td>
<td>SAR</td>
<td>133.11</td>
<td>Academic Information</td>
<td>Line Details</td>
</tr>
<tr>
<td>3</td>
<td>888888888</td>
<td>Jamal Malik</td>
<td>SAR</td>
<td>133.11</td>
<td>Academic Information</td>
<td>Line Details</td>
</tr>
<tr>
<td>4</td>
<td>888888888</td>
<td>Elmir Dashwood</td>
<td>SAR</td>
<td>133.11</td>
<td>Academic Information</td>
<td>Line Details</td>
</tr>
</tbody>
</table>

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New Window | Help | Customize Page | Close
### Step 3: Correct Data Entry Errors

To see just the errors in a Group and make corrections, click **Review Suspended Transactions** on the navigation panel to the left. The **Suspended Group Post** screen pops up.

**Note:** The **Group ID** automatically fills in with the Group number from the previous **Review Transactions** screen.

Click **Search**.

<table>
<thead>
<tr>
<th>Suspended Group Post</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business Unit:</strong></td>
</tr>
<tr>
<td><strong>Group ID:</strong></td>
</tr>
<tr>
<td><strong>Posting Status:</strong></td>
</tr>
<tr>
<td><strong>Find an Existing Value</strong></td>
</tr>
<tr>
<td><strong>Search</strong></td>
</tr>
</tbody>
</table>
Step 3
Correct Data Entry Errors

The Suspended Group Post screen pops up and shows:
- **Group ID**: 888888
- **Posted Total**: 662
- **Suspended**: 4

The data entries that did not post, sorted by **Line Nbr**. If necessary click **View All** to see additional entries.

To see the error, click **Line Details** across from each entry.
Step 3
Correct Data Entry Errors

The Group Line Details screen pops up and shows:
- **Group ID**: 88888
- **Error** – Invalid Item Type
  - Explanation of the error type.
  - You can see by looking at the **Item Type** that is it incorrect.

To correct this entry, click **Update**.

![Group Line Details screenshot]

- **Item Type**:
  - The Item Type entered is not valid. If this is a
    - invalid item for your institution, make sure that the
      - item has been set up properly in the item table.

- **Acct Type**:
  - SAR Students Accounts Receivable

- **Ref Nbr**:
  - Chrg Priority:
    - Restrict Payment to Account

- **Payment Information**
  - Payment ID:
  - Pay Method:
  - Payment Dates:
    - Item Eff Date: 01/22/2009
    - Due Date:

- **Excess Account**
  - Exc Acct:
  - Use Exc Acct
### Step 3 Correct Data Entry Errors

The **Group Line Entry** screen where you first made the entry pops up.

Make the corrections. You will also have to reenter the **Amount**. Click **Save**.

#### Group Line Entry

<table>
<thead>
<tr>
<th>ID</th>
<th>-622.75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type</td>
<td><strong>SAR</strong></td>
</tr>
<tr>
<td>Item Type</td>
<td>01080003750</td>
</tr>
<tr>
<td>Amount</td>
<td>133.11 USD</td>
</tr>
<tr>
<td>Term</td>
<td></td>
</tr>
<tr>
<td>Ref Nbr</td>
<td></td>
</tr>
</tbody>
</table>

#### Payment Information

- Payment ID: [ ]
- Pay Method: [ ]

#### Dates

- **Item Effective Date**: 01/22/2009
- **Due Date**: [ ]

#### Status

- Error

#### Academic Information

- [ ]

#### Application Information

- [ ]

#### Tender Details

- [ ]
Step 2
Correct Data Entry Errors

The transaction is now ready to post.
This can be verified by clicking Create Group Data Entry on the navigation panel.

The Group Entry screen pops up. Posting Action now says Available for Posting and Posting Status now says Incomplete.

Note: When creating a new Group, the Balance Group box under Control Totals should never be checked. However, when fixing errors, this box will come up as checked.
Congratulations! You have completed “Groups & Group Postings: Review for Errors”