# Creating Group Post

After getting access to create group post you will start by going to KSU Group Processing. Choose Add a New Value.

	KSU Group Processing
Group Data Entry	
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	
▼ Search Criteria	
<u>ج</u>	
Business Unit = V KSUNV Q	
Group ID begins with V	
User ID begins with	
Group Type begins with V	
Origin ID begins with 🔻	
Posting Status = v	
Entry Date = 💌 🛐	
Posted Date = •	
Operator ID Approval begins with 🔻	
Case Sensitive	
Limit the number of results to (up to 500): 300	
Search Clear Basic Search Criteria	
Find an Existing Value Add a New Value	

## Click on the Add button.

		KSU Group F	Processing
Group Data Entry	$\searrow$		
<u>F</u> ind an Existing Value	Add a New Value		
Business Unit KSUNV Q Group ID			
Add			
Find an Existing Value Add	a New Value		

# New Charge Created

		K	Group Processing				
Group Entry Group Line Entry							
Business Unit	KSUNV	Group ID NEXT					
*Group Type	3	T		*Accounting Date 01/16/2020			
*Origin ID				*Received 01/16/2020			
Original Group ID	۹.			*Entry Date 01/16/2020 🛐			
	Create New Charge Item			Operator JANM			
				Assign To			
Control Totals				Display Option			
Bala     Control Total	0.00 USD	Control Count	0	Range in DB Display	to to		
Entered Total Difference Posted Total Posted Date 01/16/	0.00 0.00 0.00 2020	Entered Count Difference Count Posted Count	0 0 0	Total in DB Process Instance			
Effective Status							
Edit Status Not *Posting Action Ava		T		posit Balance Not Balanced Posting Status Complete			
Save Notify					E+Add Display		

The Group Type is a dropdown menu. To create a group to post charges to student accounts you will use New Charge Created from that menu.

Origin ID is then selected and you will use the 5-digit ID assigned to your department. An example is 00040 – Operations Admin.

Next are the Control Totals – Balance the Group should be checked the dollar amount of your group if you have it should be entered along with the Control Count.

	KSU Group Processing								
Group Entry Group Line Entry									
Business Unit	KSUNV		Group ID NEXT	-					
*Group Type	New Charge C	reated	T		*Accounting Date 01/16/2020				
*Origin ID	00040 🔍	Oper Adm			*Received 01/16/2020				
Original Group ID		Q			*Entry Date 01/16/2020				
	Create New Charge Item				Operator JANM				
					Assign To				
Control Totals					Display Option				
🗹 Bala	nce the Group		G.		Range in DB	to			
Control Total	500.00	USD	Control Count	1	Display	to			
Entered Total	0.00		Entered Count	0	Total in DB	ŀ			
Difference	500.00		Difference Count	1					
Posted Total	0.00		Posted Count	0					
Posted Date 01/16/2	2020				Process Instance		l		
Effective Status									
Edit Status Not	Edited			De	posit Balance Not Balanced				
*Posting Action Ava		1	•		Posting Status Complete				
rosting Action 744		, ,			oung ound complete				
Save Notify						E+Add	Dpdate/Display		

Go to the tab Group Line Entry – here is where you enter the information to be posted to the student's account. Please not the Group ID is "NEXT". If you do have the student's EMPLID (number starting with 000xxxxxx) this is needed to post. Click on the magnifying glass and you can search by the University's 9-digit WID or by Last Name and First Name.

	KSU Group Processing							
Group Entry Group Line Entry								
Business Unit KSUNV	Group ID NEXT							
Group Line Details		Find   View All First 🚺 1 of 1 🖸 Last						
Group Line Number 999999	1	Mark For Delete						
ID 000305854 Q								
Balance 0.00	Academic Ir	nformation						
Account Type MSC 🔍	Miscellaneous Charges	Item Effective Date 01/16/2020						
Item Type 3000000050	Misc. Debt Repayment	Due Date						
	500.00 Currency Code USD Currency Detail							
Term 2202 Q S20	20							
Reference Number	Application Information	L						
Payment Information								
Payment ID	Payment Details Tender Details	Use Excess Account						
Payment Method	Ŧ	Excess Account						
Charge Priority	Service Indicator							
Restrict Payme	nt to Account							
Save Notify		E-Add Display						

The Account Type is associated with the Item Types. Example – MSC – miscellaneous charges for departments that begin with 3xxxxxxxxx and are 12 digits long. Click on the magnifying glass to see a list of all Account Type individuals would have access to.

Item Types are setup for specific charges. Example shown below is for Misc. Debt Repayment used by the Cashier's Office only.

Amount is a positive is to debit a student account and a negative is to credit an account. Adjustment Item Types (790000000000) are shown as a positive when using Group Post but when posted to the student account are a credit.

Term – if left blank with post to the default term. When crediting a charge in a previous term you will need to put the Term that the original charge to be credited is in.

Reference Number – when posting a charge or adjustment you can leave it blank or put something in it for a specific item. When reversing an original charge that has something in the Ref Nbr field, the reversal will need to have the exact same wording as the original.

Click SAVE in the lower left corner.

_		
(FROM D	Procee	eina
	Proces	_

Group Entry Group Line Entry	
Business Unit KSUNV	Group ID NEXT
Group Line Deta.	Find   View All First 🚺 1 of 1 🚺 Last
Group Line Number 999999	Mark For Delete
Balance 0.00	Academic Information
Account Type MSC Q Miscellaneous Item Type 30000000050 Q Misc. Debt Re	-
Item Amount 500.00	Currency Code USD Currency Detail
Reference Number LOAN REPAYMENT	Application Information
Payment Information	
Payment ID Payment Detail Payment Method	Tender Details     Use Excess Account     Excess Account
Charge Priority Si	ervice Indicator
Save Notify	E+Add

You will see that after clicking save the Group ID is filled in. When looking up using the Group ID all you need are the last 5 digits.

	KSU Group Proce	essing
Group Entry Group Line Entry		
Business Unit	KSUNV Group ID 000000008078	8
Group Line Details		Find   View All First 🚺 1 of 1 🕨 Last
Group Line Number	1 [	Mark For Delete + -
D	000305854 Q Stroot,Aaron M	
Balance	0.00 Academic I	nformation
Account Type	MSC Q Miscellaneous Charges	Item Effective Date 01/16/2020
Item Type	30000000050 🔍 Misc. Debt Repayment	Due Date
Item Amount	500.00 Currency Code USD Currency Detail	
Term	2202 Q S2020	
Reference Number L	OAN REPAYMENT Application Information	1
Payment Information		
Payment ID	Payment Details Tender Details	Use Excess Account
Payment Method	Ψ	Excess Account
Charge Priority	Service Indicator	
	Restrict Payment to Account	
Save Notify		Add Display

This shows the Line Entry after it is posted.

	Prococcing
	Processing

Group Entry Group Line Entry

Rusiness Unit KSUNV

Business Unit KSUNV		Group ID 00000000081496	i
Group Line Details			Find View All First 🖬 1 of 1 D Last
Group Line Number 1 ID 000305854 Balance 500.00	Stroot,Aaron M	Academic Ir	formation
Account Type MSC Item Type 30000000050 Item Amount Term 2202	Miscellaneous Charges Misc. Debt Repayment 500.00 Currenc 2020	y Code USD <u>Currency Detail</u>	Item Effective Date 01/16/2020 Due Date
Reference Number LOAN REPAYME	NT	Application Information	
Payment Information			
Payment ID	Payment Details	Tender Details	Use Excess Account
Payment Method Charge Priority	• Service Indi	cator	Excess Account
Restrict Pay	ment to Account		
Errors			
Posted Date 01/16/2020			
Save Return to Search TEPrevious in List	↓ Next in List Notify		E-Add ZUpdate/Display

Always make sure the Control Totals are completed and equal and that Balance the Group is check marked.

Your group will have Posting Action as – Available for Posting and once it is posted with no errors the action will say Posted.

Below shows the group is ready to be posted.

### **KSU Group Processing**

Group Entry Group Line E	Entry											
Business	ess Unit KSUNV Group ID 0000000081497											
	Type Reversal: No f	New Charge Oper Adm	T				ting Date 01/16/202 Received 01/16/202					
Original Grou	ID ID	Q					ntry Date 01/16/202					
_	Create New	Charge Item	ş				Operator JANM					
						Α	ssign To					
Control Totals						Display Optio	n					
	Balance the Group					R	ange in DB	1	to			1
Control Total	-500.00	USD	Cont	trol Count	1		Display	1	to			1
Entered Total	-500.00		Er	ntered Count	1		Total in DB	1		K	•	M
Difference	0.00		Diffe	rence Count	0							
Posted Total	-500.00		P	osted Count	1							
Posted Date 0	1/16/2020						Process Inst	ance				
Effective Status												
Edit Status	Edited				De	posit Balance	Balanced					
*Posting Action	Posted		Ŧ		F	osting Status	Balance					
Save Return to Search	↑ Previous in List	↓ ■ Next in List	E Notify						E.	Add	<b>胆Updat</b>	e/Display

This page shows that you can search for a group by the Entry Date, Group ID (last 5 digits) or Origin ID.

**KSU Group Processing** 

of 2

#### **Group Data Entry**

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

Find an Exi	isting Value	Add	d a Nev	w Value						_		
Search Cri	teria											
	ness Unit =			KSUNV		2						
	Group ID be	egins wi	th 🔻									
	User ID be	egins wi	th 🔻		(	2						
Gr	oup Type be	egins wi	th 🔻		(	2						
	Origin ID be	egins wi	th 🔻		(	2						
Postir	ng Status =		•			Ŧ						
E	ntry Date =		• (	01/16/2020		ej.						
Pos	sted Date =		•			ej.						
Operator ID	Approval be	egins wi	th 🔻		(	2						
Case Sen	sitive											
Limit the num	ber of results	to (up t	o 500):	300								
Search	Clear	Basic	Search	E 📑 Save S	earch Criteria							
Search Re	esults											
View All											First	t 🚺 1
Business Unit	Group ID		User ID	Group Type	Group Type De	scription	Origin ID	Origin Description	Posting Status	Entry Date	Posted Date	Opera
KSUNV	00000000000	81497	JANM	M	Reversal: No I	New Charge	00040	Operations Admin	Balance	01/16/2020	01/16/2020	(blank
KSUNV	0000000000	81496	JANM	N	New Charge C	created	00040	Operations Admin	Balance	01/16/2020	01/16/2020	(blank

Find an Existing Value | Add a New Value