



## Student Financials - Inquiry

*Group Post Entries*

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Finance and Accounting  
Student Accounts

## Table of Contents

<b>Introduction.....</b>	<b>iii</b>
<b>Creating a Group Post Entry.....</b>	<b>1</b>
<b>Posting a Group Post Entry .....</b>	<b>8</b>
<b>Viewing Posted Financial Aid Entries.....</b>	<b>12</b>

## Introduction

### UPK General Information

This course uses a User Productivity Kit (UPK) format. This format uses a choice of playback modes selected from topics in an outline. These playback modes are different methods that you can use to learn about a topic.

### *Outline Levels*

The structured outline upon which this course is built contains three levels.

- **Module** (represented in the outline by a purple book icon) is the highest level.
- **Lessons** (an icon resembling a stack of papers) comprise the second outline level.
- **Topics** (an icon resembling a single sheet of paper) comprise the third outline level.

Use the plus (+) and minus (-) symbols to expand or collapse the levels.

### *Playback Modes*

To begin the course, expand the outline to the topic level. Then, select a topic, which will activate the three playback modes near the top of the screen.

- **See It!** Learn by watching an animated demonstration of the steps needed to perform a task. All activities, such as moving the mouse, will be completed automatically for you.
- **Try It!** Learn interactively in a simulated environment. The system will prompt you with the actions you should perform to complete a task.
- **Do It!** Learn interactively using live data. Test the knowledge you gained from training by completing the task on your own.

Click the icon for the playback mode you selected to launch the UPK Player in a new window. If you need to pause a screen in the See It! mode, click the Pause link in the lower right corner of the text bubble. To resume playback, click the blinking Resume link in the text bubble.

### *Links*

When the instructions in a topic frame say, “Click here,” you must be in either the Try It! mode or the Do It! mode for the link to become active. Links are inactive in the See It! mode.

### *Jump-in Points*

An arrow icon displays to the right of the player modes. Click this icon to open a pop-up window with jump-in points. These points allow you to start a topic at a point other than at the beginning, which is helpful if you need to review a portion of a task.

### *Concept Pane*

The concept pane, which is found at the beginning of the module, lessons, and topics, contains an overview of the particular module, lesson, and topic. Topic concept panes contain additional information about the topic.

### *Introduction Pane*

Each topic's Introduction pane displays a list of the topic's objectives.

### *Exiting the Player*

If you need to return to the outline view before the topic's playback concludes, press the ESC key to terminate the player.

At the conclusion of the topic, the UPK Player window will close automatically and return you to the outline. You can then select another topic from the outline or close the window containing the UPK page.

### **Topics**

This module contains the following topics:

- Creating a Group Post Entry
- Posting a Group Post Entry
- Viewing Posted Financial Aid Entries

### **Sandbox**

The Student Financials training sandbox is available for you to practice what you have learned. To access the sandbox, navigate to <https://he90dev.net.ucf.edu/psp/HE90TRN/?cmd=login>. When the **Oracle PeopleSoft Enterprise** page opens, you will log in just as you log into the myUCF portal. Enter your PID in the **User ID** field and your PID password in the **Password** field.

### *Lookup Icon*

Whenever you see a lookup icon (represented by a small magnifying glass) next to a field, you can click the icon. You can then select a value from the list of available values that displays.

### *Menu*

You can collapse or expand the menu on the left side of the page while you are using the sandbox.

- To collapse the menu, click the **Minimize Menu** icon (represented by a minus symbol) in the upper right section of the menu bar.
- To expand the menu, click the **Expand Menu** icon in the upper left area of the page.

## Creating a Group Post Entry

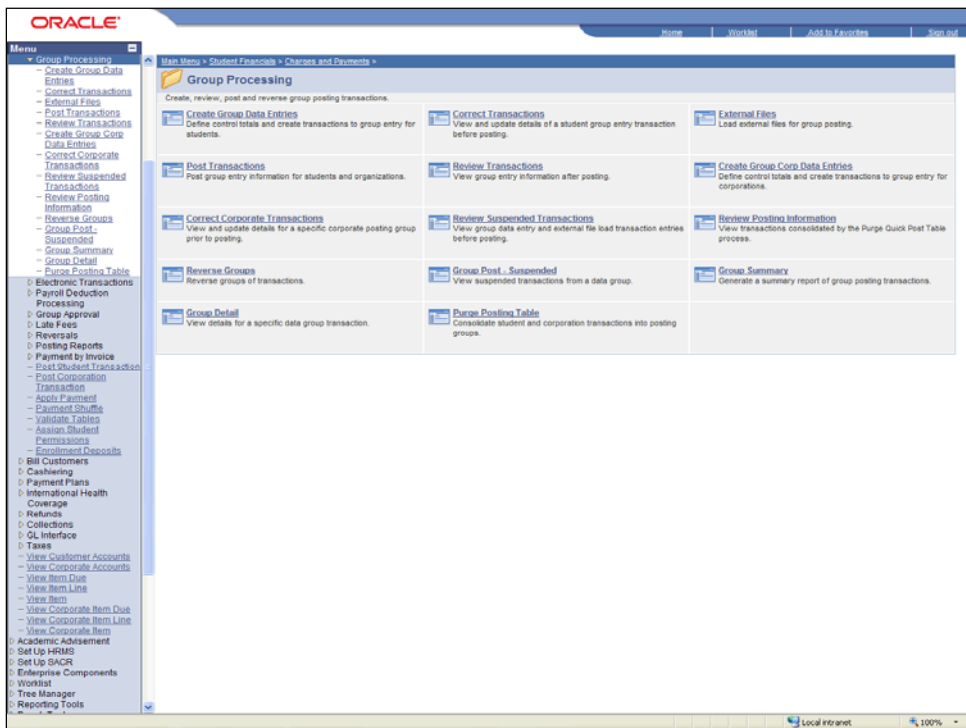
This topic will explain the steps needed to create a group post entry.




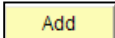
### Procedure


In this topic, you will learn how to:

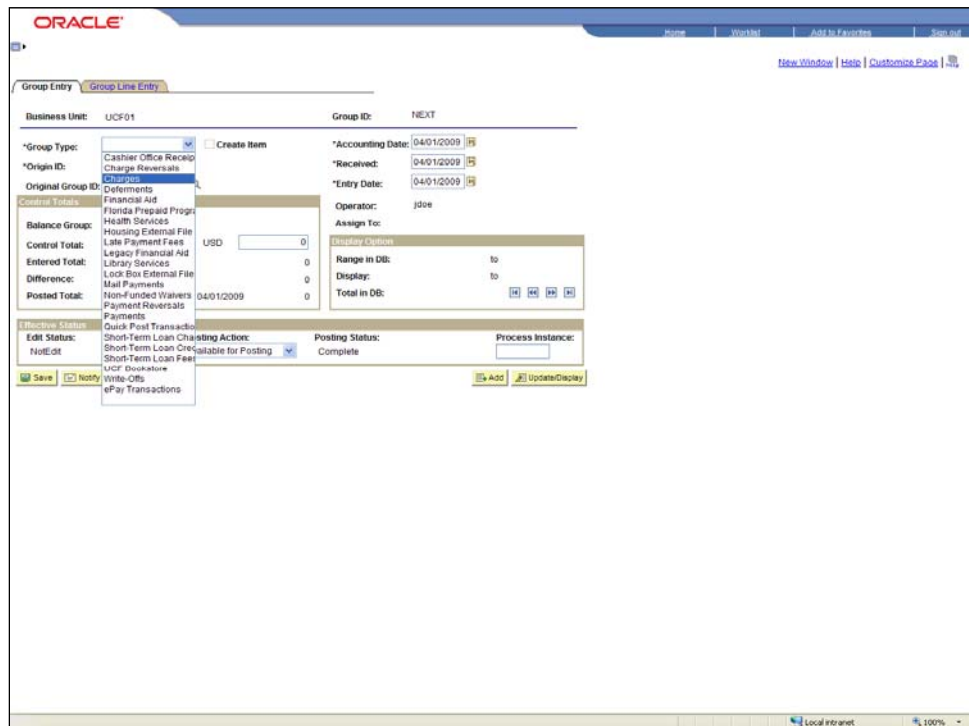
- Create a group post entry.



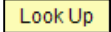



Step	Action
1.	Log into the myUCF portal and navigate to <b>Staff Applications &gt; PeopleSoft SA/HR</b> .
2.	Click the <b>Student Financials</b> link. <a href="#">Student Financials</a>
3.	Next, click the <b>Charges and Payments</b> link. <a href="#">Charges and Payments</a>
4.	<p>The available folders in <b>Group Processing</b> will display. Depending on your security level, the folders that display may vary from the ones in this example.</p> <p>Of the folders in this group, the ones listed below are used the most often. This topic will focus on the <b>Create Group Data Entries</b> folder.</p> <ul style="list-style-type: none"> <li>• <b>Create Group Data Entries</b> – Use the links in this folder for charges and credits made to student accounts, such as late fees or payments.</li> <li>• <b>Post Transactions</b> – Use this folder’s links to apply a set of transactions that have been created to a student’s account.</li> <li>• <b>Reverse Groups</b> – Use the links in this folder to create a group for the purpose of reversing an entry that has already been posted. The group number generated when the entry was created is used to post to the reverse group.</li> <li>• <b>Review Transactions</b> – Use these links to view transactions.</li> <li>• <b>Review Suspended Transactions</b> – After the transactions for a group have posted, use the links in this folder to view any unposted transactions. This information is helpful for navigating to a specific location within the group.</li> <li>• <b>External Files</b> – Use these links to convert data from another format, such as data from housing or the health center, and then use the converted data to populate a Group Data Entry.</li> <li>• <b>Create Group Corp Data Entries</b> – Use the links in this folder when conducting business with an entity outside UCF.</li> </ul>




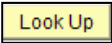



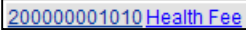
Step	Action
5.	Click the <b>Create Group Data Entries</b> link. 
6.	The <b>Group Data Entry</b> search page will display. To provide more room on your screen, click the <b>Collapse Menu</b> icon located in the upper left area of your screen. 
7.	Click the <b>Add a New Value</b> tab. 
8.	The <b>Group Data Entry</b> page will display. Do <b>not</b> change any of the values on this page.
9.	Click the <b>Add</b> button. 

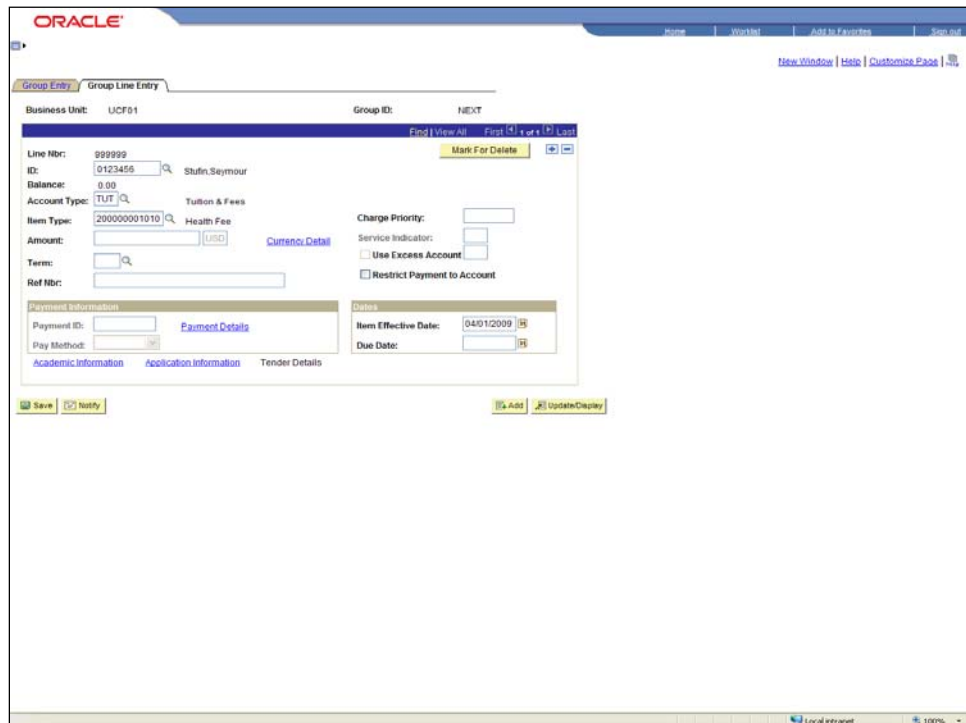
Step	Action
10.	<p>The <b>Group Data Entry</b> header page will display.</p> <ul style="list-style-type: none"> <li>• First, you will first complete the <b>Group ID</b> and <b>Origin ID</b> fields on this page.</li> <li>• Next, you will click the <b>Group Line Entry</b> tab and complete the fields under that tab.</li> <li>• Then, you will return to the <b>Group Entry</b> tab and complete the <b>Control Totals</b> section.</li> </ul>
11.	<p>Begin the first phase of creating your entry process by clicking the down arrow to the right of the <b>Group Type</b> field.</p> 


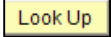










Step	Action
12.	<p>Select an item from the drop-down menu that displays.</p> <p>Financial Aid entries involving short-term loans require specific values be selected. These entries will be discussed in a later topic.</p> <p>For this example, which does not involve a Financial Aid entry for a short-term loan, select <b>Charges</b>.</p> <p></p>
13.	<p>The <b>Origin ID</b> field is used to determine the originator of the group.</p> <p>Click the lookup icon beside the <b>Origin ID</b> field.</p> <p></p>
14.	<p>Click the <b>Look Up</b> button.</p> <p></p>
15.	<p>Select a value from the list that displays.</p> <p>For this example, select <b>Student Accounts</b>.</p> <p></p>
16.	<p>After completing the <b>Group Data Entry</b> header page, begin the second phase of creating your entry by clicking the <b>Group Line Entry</b> tab.</p> <p></p>
17.	<p>The <b>Group Line Entry</b> tab fields that display are used for entering the transaction data.</p> <p>When you enter the data, to reduce the possibility of making an incorrect entry, do <b>not</b> enter payments and charges in the same group.</p> <p></p>
18.	<p>Note the following items pertaining to the <b>Group Line Entry</b> tab fields:</p> <ul style="list-style-type: none"> <li>• <b>Academic Information</b> – This link is used to view information about the student’s enrollment, such as enrollment dates and current status.</li> <li>• <b>Charge Priority</b> – This field is used for certain charges and certain terms. For example, the FAALLTIV code is used for payments and indicates a payment should be applied to all items that Financial Aid allows to be paid.</li> <li>• <b>Restrict Payment to Account</b> – This box is selected when the payment needs to be restricted to a specified account, such as Abandoned Property.</li> </ul>
19.	<p>Enter the student’s seven-digit ID in the <b>ID</b> field, or click the lookup icon and select the ID from the list that displays.</p> <p>For this example, enter <b>0123456</b>.</p>



Step	Action
20.	The student's name will populate beside his or her name in the <b>ID</b> field.  Notice the <b>Account Type</b> and <b>Item Type</b> fields. The values entered in these fields should complement each other and should not conflict.
21.	Click the lookup icon beside the <b>Account Type</b> field. 
22.	Click the <b>Look Up</b> button. 
23.	Select a value from the list that displays.  For this example, select <b>TUT - Tuition &amp; Fees</b> . 
24.	Click the lookup icon beside the <b>Item Type</b> field. 
25.	Click the <b>Look Up</b> button. 
26.	Select an item from the list that displays.  For this example, select <b>200000001010 - Health Fee</b> . 



Step	Action
27.	Enter an amount in the <b>Amount</b> field.  For this example, enter <b>25.00</b> .
28.	Click the <b>Term</b> field lookup icon. 
29.	Click the <b>Look Up</b> button. 
30.	Payments will be applied according to the value entered in the Term field.  Select a term from the list that displays.  For this example, select <b>1350 – Spring 2009</b> . 
31.	The optional <b>Due Date</b> field is used to specify when payment for a charge is due; for example, a date 14 days from a charge.  Click the calendar icon in the <b>Due Date</b> field. 
32.	Select a date from the calendar that displays.  For this example, select April 3. 
33.	Finish the second phase of your posting by clicking the <b>Save</b> button. 
34.	As soon as you press the <b>Save</b> button, the <b>Group ID</b> field will display a <b>Group ID</b> number.  Record this number, as you will use it later. 
35.	To begin the third phase of creating your entry, click the <b>Group Entry</b> tab. 
36.	In this phase, you will complete three items in the <b>Control Totals</b> section, the <b>Balance Group</b> selection and the amount and quantity <b>Control Total</b> fields.
37.	Before you begin, however, notice that the <b>Entered Total</b> field displays negative values.  After you complete your entries in the <b>Control Totals</b> section, these fields will both display 0.

Step	Action
38.	<p>First, select the box for <b>Balance Group</b>.</p> <p>When this box is selected, the <b>Deposit Balance</b> field will show “Balanced” when the entry is posted, if the items balance.</p> <p>In this example, no entries have been made and the posting status is incomplete, so the field displays "Not Balanced."</p>
39.	<p>Second, enter an amount in the <b>Control Total</b> field. The amount you enter should match the amount in the <b>Entered Total</b> field.</p> <p>For this example, enter <b>25.00</b>.</p>
40.	<p>Notice that the <b>Difference</b> field now displays 0.00 instead of -25.00.</p> <p><input data-bbox="467 695 532 726" type="text" value="0.00"/></p>
41.	<p>Third, enter the amount of data records. Like the <b>Control Total</b> field, this amount should match the amount shown in the <b>Entered Total</b> field.</p> <p>For this example, since one item was entered, enter the number <b>1</b>.</p>
42.	<p>Finish by clicking the <b>Save</b> button.</p> <p></p>
43.	<p>Notice that the <b>Difference</b> field now displays 0.</p> <p><input data-bbox="467 1020 500 1052" type="text" value="0"/></p>
44.	<p>Click the <b>Home</b> link.</p> <p></p>
45.	<p>Choose an option from the main menu, or click the <b>Sign out</b> link to terminate your session.</p>
46.	<p>In this topic, you learned how to:</p> <ul style="list-style-type: none"> <li>• Create a group post entry.</li> </ul> <p><b>End of Procedure.</b></p>

## Posting a Group Post Entry

This topic will explain the steps needed to post a group post entry and how to confirm that the entry balanced.

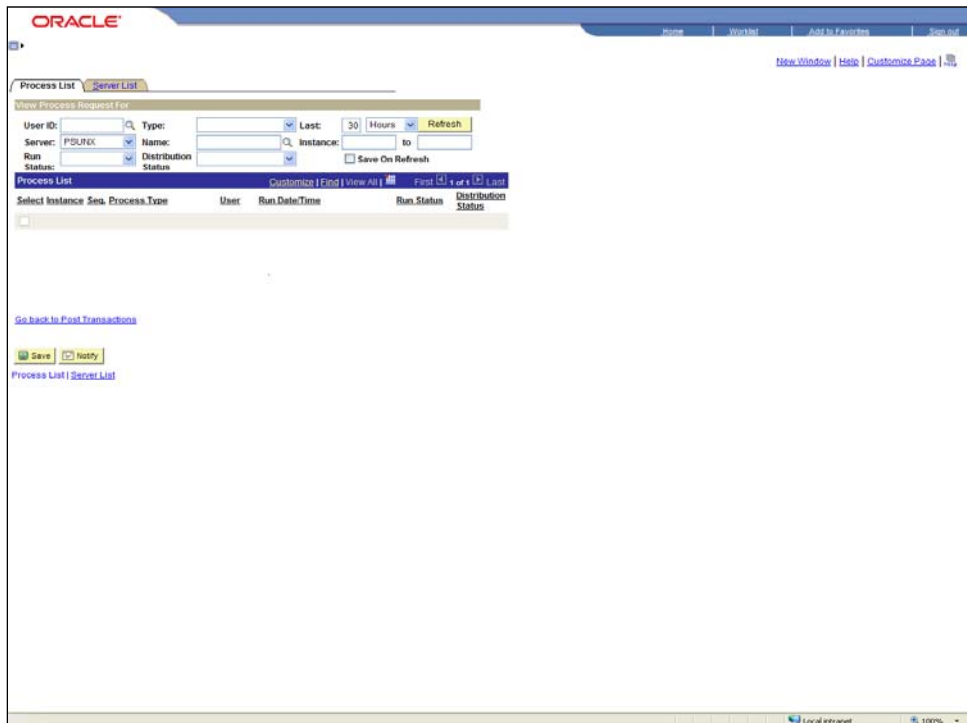
### Procedure

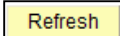


In this topic, you will learn how to:

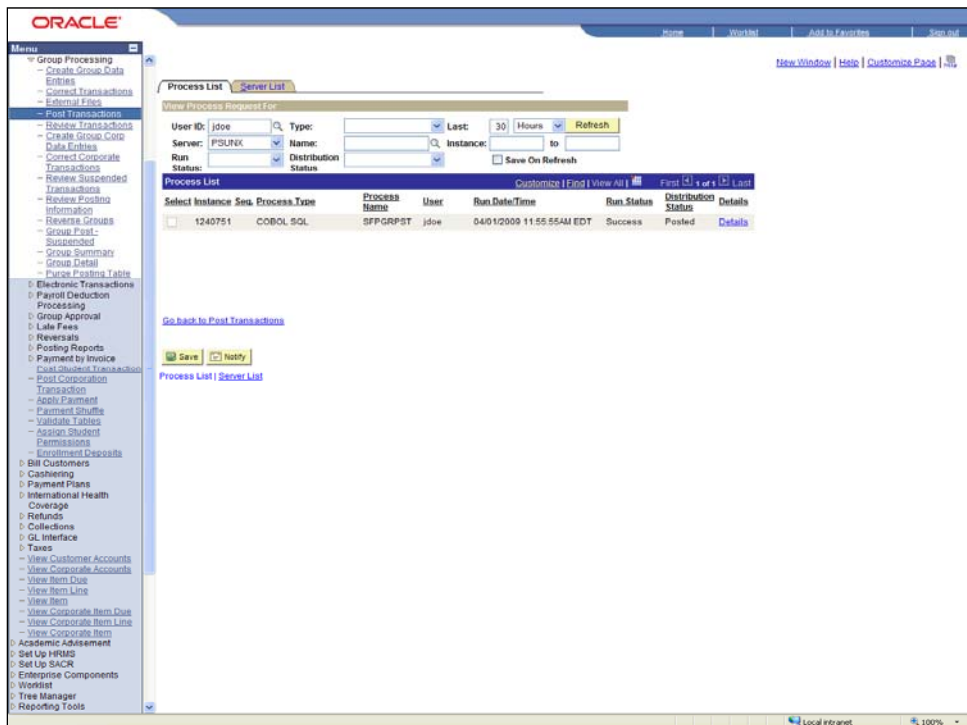
- Post a group post entry.
- Confirm that the posted entry balanced.



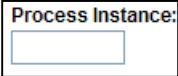

Step	Action
1.	Log into the myUCF portal and navigate to <b>Staff Applications &gt; PeopleSoft SA/HR</b> .
2.	Click the <b>Student Financials</b> link. <a href="#">Student Financials</a>
3.	Next, click the <b>Charges and Payments</b> link. <a href="#">Charges and Payments</a>
4.	Then, select <b>Group Processing &gt; Post Transactions</b> . <a href="#">Post Transactions</a>
5.	<p>The <b>Post Transactions</b> page will display.</p> <p>To begin the process of posting an entry, you will need a Run Control.</p> <p>If you do not have a Run Control:</p> <ul style="list-style-type: none"> <li>• First, click the <b>Add a New Value</b> tab.</li> <li>• Second, enter a name for your Run Control in the <b>Run Control ID</b> field. Choose a name carefully, because the system will not allow you to change or delete the name after it is saved. Run Control IDs are case-sensitive and should be entered without using spaces.</li> <li>• Last, click the <b>Add</b> button.</li> </ul> <p>If you have already created a Run Control, on the <b>Post Transactions</b> search page that displays, click the <b>Search</b> button.</p> <p><a href="#">Search</a></p>
6.	<p>Select a Run Control ID from the list that displays.</p> <p>For this example, select <b>SA_GROUP_POST</b>.</p> <p><a href="#">SA_GROUP_POST</a></p>

Step	Action				
7.	<p>On the <b>Post Transactions</b> page that displays, substitute the <b>Group ID</b> number, which you recorded earlier, for the number that appears in the <b>Starting Group ID</b> and <b>Ending Group ID</b> fields.</p> <p>For this example, substitute 0000000000<b>53253</b> for 0000000000<b>41673</b> in both of these two fields.</p> <table border="1"> <tr> <td>Starting Group ID:</td> <td>000000000041673</td> </tr> <tr> <td>Ending Group ID:</td> <td>000000000041673</td> </tr> </table>	Starting Group ID:	000000000041673	Ending Group ID:	000000000041673
Starting Group ID:	000000000041673				
Ending Group ID:	000000000041673				
8.	After entering the <b>Group ID</b> number in the <b>Starting</b> and <b>Ending</b> fields, click the <b>Run</b> button.				
9.	<p>On the <b>Process Scheduler Request</b> page that displays, select the <b>Group Posting Process</b> box.</p> <input type="checkbox"/>				
10.	Click the <b>OK</b> button.				
11.	<p>The <b>Post Transactions</b> page will display with a <b>Process Instance</b> number.</p> <p>Process Instance:1240751</p>				
12.	Click the <b>Process Monitor</b> link.				



Step	Action
13.	Enter your <b>User ID</b> in the <b>User ID</b> field.  For this example, enter <b>jdoe</b> .
14.	Click the <b>Refresh</b> button. 
15.	The screen will redisplay to show the process information. If your process ran successfully, the <b>Run Status</b> field will display <b>Success</b> . 
16.	In the next phase, you will confirm that your posted entry balanced.  Click the <b>Expand Menu</b> icon. 



Step	Action
17.	<p>The main menu will redisplay.</p> <p>Click the <b>Create Group Data Entries</b> link.</p> 
18.	<p>The <b>Group Data Entry</b> search page will display.</p> <p>Click the <b>Collapse Menu</b> icon to collapse the menu.</p> 
19.	<p>Enter the <b>Group ID</b>, which you recorded earlier, in the <b>Group ID</b> field and then click the Search button.</p>
20.	<p>The <b>Group Entry</b> tab fields will display.</p> <p>Notice the <b>Deposit Balance</b> and <b>Posting Status</b> fields now both display “Balanced.”</p>
21.	<p>If an error had occurred during the posting process, the <b>Process Instance</b> field would display a number.</p> <p>For this example, the process ran without errors, so no number displays.</p> 
22.	<p>Click the Home link.</p> 
23.	<p>Choose an option from the main menu, or click the <b>Sign out</b> link to terminate your session.</p>
24.	<p>In this topic, you learned how to:</p> <ul style="list-style-type: none"> <li>• Post a group post entry.</li> <li>• Confirm that the posted entry balanced.</li> </ul> <p><b>End of Procedure.</b></p>

## Viewing Posted Financial Aid Entries

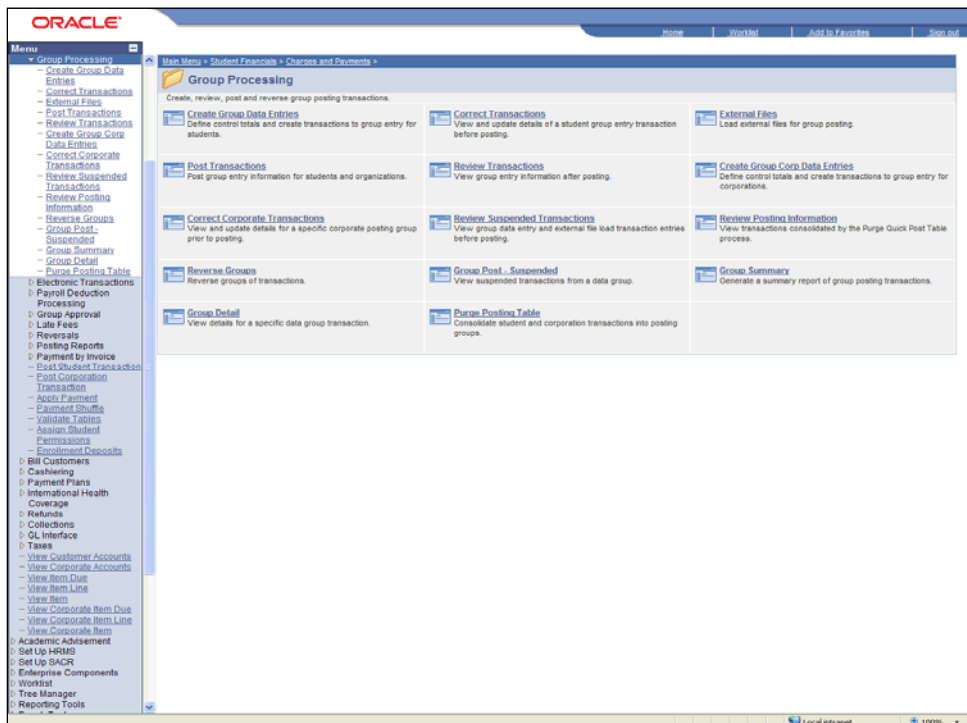
Financial aid entries for short-term loans have specific requirements. Distinct values must be entered in designated fields. This topic will teach you how to view a financial aid entry and complete the required fields for this type of entry.

### Procedure




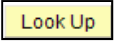

In this topic, you will learn how to:

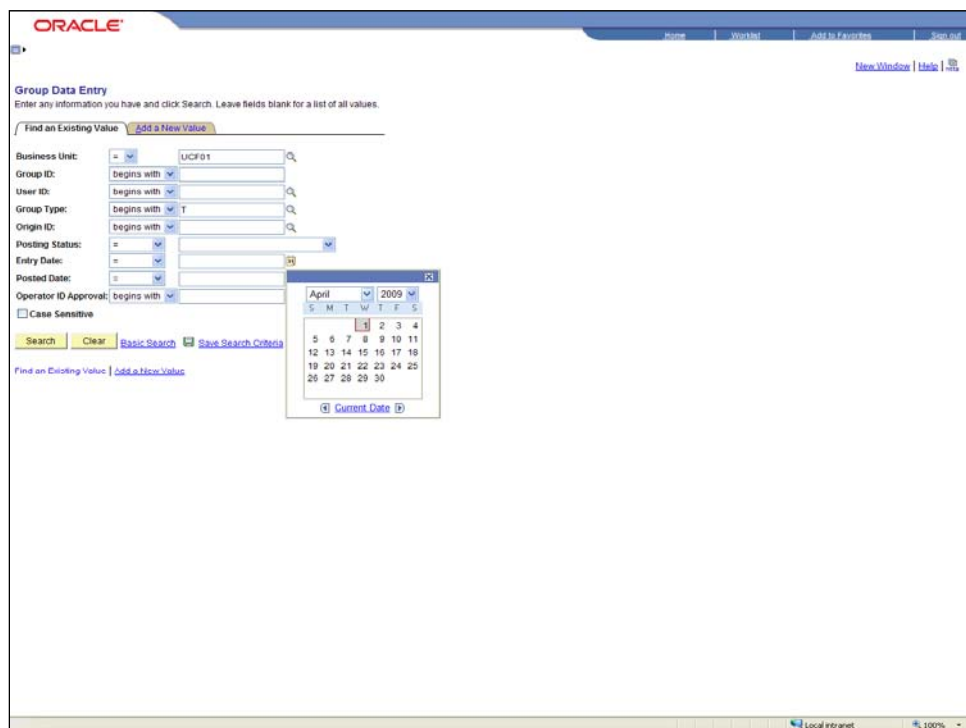
- View a posted financial aid entry for a short-term loan.
- Complete the required fields for this type of entry.





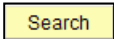
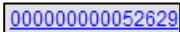
Step	Action
1.	Log into the myUCF portal and navigate to <b>Staff Applications &gt; PeopleSoft SA/HR</b> .
2.	Click the <b>Student Financials</b> link. <a href="#">Student Financials</a>
3.	Next, click the <b>Charges and Payments</b> link. <a href="#">Charges and Payments</a>

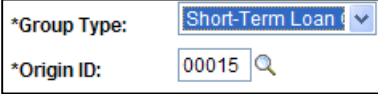






Step	Action
4.	Then, click the <b>Create Group Data Entries</b> link. 
5.	The <b>Group Data Entry</b> search page will display.  To provide more room on your screen, click the <b>Collapse Menu</b> icon located in the upper left area of your screen. 
6.	On the <b>Group Data Entry</b> search page that displays, click the <b>Group Type</b> lookup icon. 
7.	Click the <b>Look Up</b> button. 
8.	Select <b>Short-Term Loan Credits</b> from the <b>Look Up Group Type</b> list. 
9.	The letter T will populate the <b>Group Type</b> field.  Click the <b>Entry Date</b> field calendar icon.



Step	Action
10.	<p>Select a date from the calendar that displays.</p> <p>For this example, click the down arrow beside the month.</p> 
11.	<p>Select a month from the list that displays and then select a day.</p> 
12.	<p>The date you selected will populate in the <b>Entry Date</b> field.</p> <p>Click the down arrow beside the <b>Entry Date</b> field.</p> 
13.	<p>As you may have noticed, many search pages contain operator fields. These fields contain a list of drop-down predefined values, which help define a specific range or value and work in conjunction with a value that you specify.</p> <p>The drop-down list that displays contains the following operators:</p> <ul style="list-style-type: none"> <li>• = (equal to the specified value)</li> <li>• not = (not equal to the specified value)</li> <li>• &lt; (less than the specified value)</li> <li>• &lt;= (less than or equal to the specified value)</li> <li>• &gt; (greater than the specified value)</li> <li>• &gt;= (greater than or equal to the specified value)</li> <li>• between (falls between the specified range of values)</li> <li>• in (value appears in a list of items)</li> </ul> <p>For this example, select the &gt; operator (greater than the specified value).</p> 
14.	<p>Click the <b>Search</b> button.</p> 
15.	<p>Select a <b>Group ID</b> from the list that displays.</p> <p>For this example, select 000000000052629.</p> 

Step	Action
16.	<p>The <b>Group Entry</b> tab fields will display.</p> <p>When financial aid entries for short-term loans are created, the <b>Group Entry</b> tab fields listed below <b>must</b> always contain these values:</p> <ul style="list-style-type: none"> <li>• <b>Group Type:</b> Short-Term Loan Credit (an advance)</li> <li>• <b>Origin ID:</b> 00015 – Short-Term Loans</li> </ul>  <p>*Group Type: <input type="text" value="Short-Term Loan Credit"/> </p> <p>*Origin ID: <input type="text" value="00015"/> </p>
17.	<p>Click the <b>Group Line Entry</b> tab.</p> 
18.	<p>The <b>Group Line Entry</b> tab fields will display.</p> <p>When a Financial Aid entry for a short-term loan is created, the fields below must be completed as follows:</p> <ul style="list-style-type: none"> <li>• <b>Account Type:</b> STL</li> <li>• <b>Item Type:</b> 271000002010</li> <li>• <b>Charge Priority:</b> STLREFND. This code designates that the payment is to be applied to the short-term loan account.</li> </ul>
19.	<p>When the entry is made, the <b>Amount</b>, <b>Term</b>, and <b>Due Date</b> fields must also be completed.</p> <p>The <b>Ref Nbr</b> field in this example contains the <b>FINA</b> code. This code, which is frequently used in this field, indicates how the short-term loan will be paid back.</p>
20.	<p>Click the <b>Home</b> link.</p> 
21.	<p>Choose an option from the main menu, or click the <b>Sign out</b> link to terminate your session.</p>
22.	<p>In this topic, you learned how to:</p> <ul style="list-style-type: none"> <li>• View a posted financial aid entry for a short-term loan.</li> <li>• Complete the required fields for this type of entry.</li> </ul> <p><b>End of Procedure.</b></p>