


9.2 Group Post a Corporate Payment (Third Party Contract)

Purpose: Use the below process steps in order to post a large quantity of third party contract payments. These steps take place outside of the cashiering module.

Audience: Student Financials staff.

 You must have at least one of these local college managed security roles:

- ZZ SF Group Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Group Post a Corporate Payment

Mass Select Transactions (upload spreadsheet of payments)

1. Often, external organizations such as Veterans Affairs may send a wire as payment for a large batch of students. For this process to work and be efficient, it's necessary to build a spreadsheet with the appropriate data.
 - a. Data fields that are necessary are as follows:
 - I. Student ID/EMPL ID # (Called Contract EMPLid)
 - II. Name
 - III. Payment Amount
 - IV. External ORG ID #
 - V. Contract Name/ID
 - b. Save the file as a CSV (Comma delimited) type

	A	B	C	D	E	F	G	H
1	Institution I.D.	2010	Name	Amount	Reference	External Or	Contract ID	
2	WA110	2010	1 Er	722.14	4/9 EFT	000144922	WA110_2211_USVA	
3	WA110	2010	0 Je	145.13	4/9 EFT	000144922	WA110_2211_USVA	
4	WA110	2015	9 Ca	3967.20	4/9 EFT	000144922	WA110_2211_USVA	
5	WA110	2015	5 Sa	3760.43	4/9 EFT	000144922	WA110_2211_USVA	
6	WA110	2014	3 Ay	2248.53	4/9 EFT	000144922	WA110_2211_USVA	
7								

File name: EXAMPLE VA EFT Group Pay3

Save as type: CSV (Comma delimited)

Authors: Brandon Reed

Tags: Add a tag

Hide Folders

Tools

Save Cancel

Navigation: NavBar > Navigation > Student Financials > Charges and Payments > Group Processing > Mass Select Transactions

We will begin on this ctcLink page with listing out the fields and suggested selections. The **Parameters** section is used to *generally* describe the spreadsheet you are about to upload. The **Line Details** section is for including any common parameters associated with the spreadsheet. It is recommended to use the **Line Details** section as much as possible in order to decrease the quantity of data needed within the spreadsheet.

1. Create a **Run Control ID** original to this third party group payment posting.
2. Consider the below **Parameters section** fields:
 - a. **Business Unit** = Your institution #
 - b. **Group Type** = C
 - c. **Origin ID** = 00001 Cashiering

- d. **Type of Group** = External Org Group
 - e. **Transaction Type** = Corp Payments
 - f. **Balance the Group** = *OPTIONAL* = enter the # of payments (Control Count) and the total amount of payments (Control Total) from the spreadsheet
3. Consider the below **Line Details** section fields:
- a. **Account Type** = TPC
 - b. **Item Type** = Method of external org payment (EFT Wire Transfer in this example)
 - c. **Term** = Term for all payments in the spreadsheet
 - d. **Item Effective Date** = Current Date

Mass Select Transactions

Run Control ID: EX_VA_GROUP_POST Report Manager Process Monitor Run

Parameters

*Business Unit: WA110 ☒ Balance the Group Control Total: 10843.43 USD

*Group Type: C Cashiering Control Count: 5

*Origin ID: 00001 Cashiering

*Type of Group: External Org Group

*Transaction Type: Corp Payments ☐ Create New Charge Item

Population Selection

Selection Tool: External File Upload File Delete File View File

Attached File File Mapping Edit File Mapping Preview Selection Results

Line Details

Account Type: TPC Third Party Contract

Item Type: 700000000500

Description: EFT Wire Transfer

Item Amount: Currency Code: USD

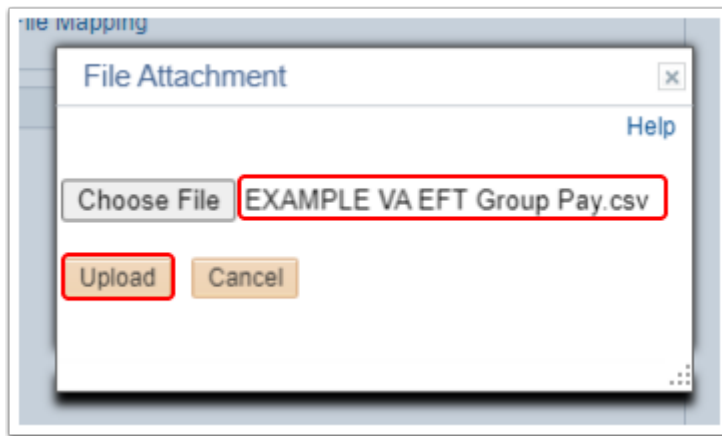
Term: 2211 WINTER 2021

Item Effective Date: 04/09/2021 ☐ Restrict Payment to Account

Reference Nbr:

4. Now that the field parameters have been reviewed, next it's time to upload the spreadsheet.
5. The **Population Selection** section is where the spreadsheet will be uploaded and "explained" to ctcLink.
6. Select *External File* from the **Selection Tool** drop-down.
7. Select the **Upload File** button.
8. The **File Attachment** pagelet displays.
9. Select the **Choose File** button, then choose the CSV spreadsheet to be uploaded.
10. Select the **Upload** button.

💡 It may take a moment for the file name to appear next to the **Attached File** field. After the file name appears, the **View File** button may be used to review the raw data on the spreadsheet. The file is loaded if the name appears similar to the two images below.



Population Selection

Selection Tool: External File

Attached File: EXAMPLE_VA_EFT_Group_Pay3.csv

File Mapping: BRTEST3RDPAYMASS

Buttons: Upload File, Delete File, View File, Edit File Mapping, Preview Selection Results

11. Now that the file is loaded, next it's time to "explain" the spreadsheet to ctcLink. This task is accomplished within the **Population Selection File Map** page as imaged below.
12. Select the **Create/Edit File Mapping**.
13. Type in a name for this specific payment file in the **File Mapping** field.
14. Leave the **Public** check box selection unchecked.
15. **File Type** = Delimited.
16. **Field Delimiter** = Comma.
17. **Header Row** = If you named the top row of fields in the CSV spreadsheet, check this box.
18. **Header Row Number** = 1 (the top row of the CSV sheet).
19. Select the **Map from Header** button.
 - a. Notice that the data will rearrange itself and it assigns numbers beneath the Field Number column.
 - b. It is necessary to *match* the Field Number to the Field Name. Much like mapping for students, the only requirement is the external org id.
 - c. Delete the Field Number next to any unused Field Names
 - d. Notice the Field Number's in the Field Mapping match to the above CSV spreadsheet image above in steps 1 & 2.
 - I. **Contract_EMPLID** = Student ID number.
 - II. **ITEM_AMT** = Amount of the payment per student.
 - III. **REF1_DESCR** = Optional = Include any payment associated notation.
 - IV. **EXT_ORG_ID** = the External ORG number (format to include all leading zeros.)
 - V. **CONTRACT_NUM** = Contract number.
20. Select the **OK** button.

Population Selection File Map

File Mapping Definition

*File Mapping: VA GROUP POST ☐ Public Created/Updated History

*File Type: Delimited Field Delimiter: Comma Field Qualifier: "

☒ Header Row Header Row Number: 1 Map from Header

Field Mapping Personalize | Find | First 1-10 of 10 Last

Mapping | Format |

Field Name	Required	File Column Header	Field Number
1 ACCOUNT_TYPE_SF	No	Acct Type	
2 DESCR	No	Descr	
3 INVOICE_ID	No	Invoice	
4 ITEM_TYPE	No	Item Type	
5 STRM	No	Term	
6 CONTRACT_EMPLID	No	Contract ID	2
7 ITEM_AMT	No	Item Amt	4
8 REF1_DESCR	No	Ref Nbr	5
9 EXT_ORG_ID	Yes	Org ID	6
10 CONTRACT_NUM	No	Contract #	7

OK Cancel Apply

21. Select the **Preview Selection Results** link in order to confirm that the data to be loaded is located beneath the proper column.

Preview Selection Results

Return

	EXT_ORG_ID	ACCOUNT_TYPE_SF	ITEM_TYPE	DESCR	ITEM_AMT	STRM	REF1_DESCR	CONTRACT_NUM	CONTRACT_EMPLID	INVOICE_ID
1	000144922				722.14		4/9 EFT	WA110_2211_USVA	201	
2	000144922				145.13		4/9 EFT	WA110_2211_USVA	201	
3	000144922				3967.2		4/9 EFT	WA110_2211_USVA	201	
4	000144922				3760.43		4/9 EFT	WA110_2211_USVA	201	
5	000144922				2248.53		4/9 EFT	WA110_2211_USVA	201	

22. If all looks appropriate within the Preview Selection Results page, select the **Return** button, and then select the **Run** button at the top of the Mass Select Transactions ctcLink page.
23. Confirm the *Pop Select for Group Line* is checked on the **Process Scheduler Request** page and then select the **OK** button.
24. As soon as the **Process Scheduler** reads as *Success* and *Posted*, continue to the **Create Group Corp Data Entries** page.

Process Scheduler Request

User ID CTC_BREED Run Control ID EX_VA_GROUP_POST

Server Name Run Date 04/09/2021

Recurrence Run Time 2:24:28PM

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Pop Select for Group Line	SSF_GRPS_POP	Application Engine	Web <input type="button" value="▼"/>	TXT <input type="button" value="▼"/>	Distribution

Create Group Corp Data Entries (review/approve payments)

So far, the spreadsheet of payments has been produced and it has been loaded into ctcLink. Next, it's time to review the data in ctcLink and confirm that it will indeed be credited properly to the *Corporate Account*.

Navigation: NavBar > Navigator > Student Financials > Charges and Payments > Group Processing > Create Group Corp Data Entries

1. The **Corporate Group Data Entry** search page displays.
2. Enter **Search Criteria**.
3. Select the **Search** button.
4. Find the file that was uploaded.
 - a. This page will only display external org data. The most recent external org file will be displayed with the highest Group ID and most recent Entry Date. Feel free to experiment with combining other criteria which will help to locate the file.
 - b. Select the row of data which indicates the file to review.

Corporate 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

Business Unit = WA110

Group ID begins with

User ID begins with

Group Type begins with

Origin ID begins with

Posting Status =

Entry Date =

Posted Date =

Operator ID Approval begins with

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Business Unit	Group ID	User ID	Group Type	Group Type Description	Origin ID	Origin Description	Posting Status	Entry Date	Posted Date	Operator ID	Approval
WA110	000000000001839	CTC_BREED	C	Cashiering	00001	Cashiering	Balance	04/09/2021	(blank)	(blank)	
WA110	000000000001733	JOBS_CS_SF	Q	Quick Post	00001	Cashiering	Complete	01/22/2021	01/22/2021	(blank)	

5. The **Corporate Group Data Entry** page displays.
6. You will see a page with two tabs of data that will need to be reviewed.
7. The first tab titled "Group Corp Entry" displays general information pertaining to the file.
 - a. The **Business Unit** and **Group ID** are located towards the top of the page, this Group ID # will come in handy when it comes to the following posting process.
 - b. Also, notice the several date types and operator on the right side of the page. These dates may be edited.
 - c. In the **Control Totals** section displays data associated with the uploaded spreadsheet.
 - d. The **Display Option** area may be of use if your spreadsheet contains more than 100 entries. The *Group Corp Line Entry* tab can only display 100 entries at a time, use the arrows in this section to forward to the next hundred to view and so on.
 - e. At the bottom of this tab is the **Edit Status** and **Posting Action** fields. The **Posting Action** should read *Available for Posting*.
8. Select the **Group Corp Line Entry** tab.

Group Corp Entry | Group Corp Line Entry

Business Unit WA110 Group ID 00000000001842

*Group Type Cashiering *Accounting Date 04/13/2021

*Origin ID 00001 Cashiering *Received 04/13/2021

Original Group ID *Entry Date 04/13/2021

☒ Create New Charge Item Operator CTC_BREED

Assign To

Approval Information

Control Totals		Display Option	
<input type="checkbox"/> Balance the Group		Range in DB	1 to 5
Control Total 0.00 USD	Control Count 0	Display	1 to 5
Entered Total 10,843.43	Entered Count 5	Total in DB	5
Difference -10,843.43	Difference Count -5		
Posted Total 0.00	Posted Count 0		
Posted Date			

Process Instance

Effective Status

Edit Status Not Edited Deposit Balance Not Balanced

*Posting Action Available for Posting Posting Status Not Posted

Save Return to Search Notify Add Update/Display

8. The second tab, **Group Corp Line Entry**, displays.
9. Within this page is where the detail of your file resides. Each entry is represented by a Group Line Number. The total number of entries in your spreadsheet should be included unless there are more than 100 entries. When ready to review the next 100 entries, return to the Group Corp Entry page and select the next arrow within the **Display Option** section.
 - a. The name of your external organization should be listed next to the External Org ID field.
 - b. The total balance owed for that external org should also be listed beneath the name.
 - c. Beneath that data is the per student payment information like Account Type, Item Type, Item Amount, Term, Reference Number and Item Effective Date.
 - d. Within the Payment Information section is where the Student ID number may be found. Select the **Payment Details** link and confirm the appropriate student information is present. Be sure to select the **Use Excess Account** check box in case a payment is more than what a student owes - in that case, any excess credit will then be credited to the TUT account type within the Corporate Account.

i The fields within each **Group Line Number** may be adjusted/edited. If you find a *Group Line Number* should not be within this document, select the *Mark For Delete* button. This is also a time to update/edit any of the other fields, including fields within the **Payment Details** section.

Group Corp Entry | Group Corp Line Entry

Business Unit WA110 | Group ID 00000000001842

Group Line Details

Group Line Number 1 | Mark For Delete

External Org ID 000144922 | U.S. Dept Of Veterans Affairs

Balance 152,544.63

Account Type TPC | Third Party Contract | Item Effective Date 04/13/2021

Item Type 700000000500 | EFT Wire Transfer | Due Date

Item Amount 722.14 | Currency USD | Currency Detail

Term 2211 | 2021 WINTR

Reference Number 4/9 EFT

Payment Information

Payment ID | Payment Details | Tender Details | ☒ Use Excess Account

Payment Method | Excess Account TUT

Charge Priority PAYALL | Service Indicator

☐ Restrict Payment to Account

Save | Return to Search | Notify | Add | Update/Display

Payment Details

Amount Encumbered | Application Number

Encumbrance Date | Reason

Student ID | Contract Number WA110_2211_USVA

Contract ID 201 1

Tracer Number

Deposit ID

Billing Date

Career | Student Career Nbr 0 | Academic Year

Term 2211 | Session | Class Number

Aid Year | Disbursement Date

OK | Cancel

- After confirming the data looks appropriate (copy out the entire Group ID # for use in the Post Transactions process) and you are ready to post, select the **Save** button.

Group Corp Entry Group Corp Line Entry

Business Unit WA110 Group ID 000000000001839

*Group Type Cashiering *Accounting Date 04/09/2021

*Origin ID 00001 Cashiering *Received 04/09/2021

Original Group ID *Entry Date 04/09/2021

☒ Create New Charge Item Operator CTC_BREED

Assign To

Approval Information

Control Totals		Display Option	
<input checked="" type="checkbox"/> Balance the Group		Range in DB	1 to 5
Control Total 10,843.43 USD	Control Count 5	Display	1 to 5
Entered Total 10,843.43	Entered Count 5	Total in DB	5
Difference 0.00	Difference Count 0		
Posted Total 0.00	Posted Count 0		
Posted Date 04/09/2021			

Effective Status

Edit Status Edited Deposit Balance Not Balanced

*Posting Action Available for Posting Posting Status Incomplete

Save Return to Search Notify Add Update/Display

Post Transactions

The last and final step is to Post the group of transactions.

Navigation: NavBar > Navigator > Student Financials > Charges and Payments > Group Processing > Post Transactions

1. The **Post Transactions** run control page displays.
2. Enter the **Business Unit**.
3. Enter *C* for *Cashiering* in the **Group Type** field.
4. Paste the *Group ID* # into the **Starting** and **Ending Group ID** fields.
5. Select the **Run** button.

Post Transactions

Run Control ID BR_OST_TRANS

Report Manager

Process Monitor

Run

Parameters

Business Unit WA110

Pierce College

Group Type C

Cashiering

Starting Group ID 000000000001839

Ending Group ID 000000000001839

Operator ID

Assigned to Operator ID

Reset Process Instance

6. The Process Scheduler Request page displays.
7. Select the **Group Posting Process** row.
8. Select the **OK** button.
9. Wait for the process scheduler to indicate *Success* and *Posted*.

Process Scheduler Request

User ID CTC_BREED

Run Control ID BR_OST_TRANS

Server Name

Run Date 04/09/2021

Recurrence

Run Time 2:32:13PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Group Post/CRM EIP	SFGRPEIP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Group Posting Common ID Create	SFPGRPDR	COBOL SQL	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	Group Posting Process	SFPGRPST	COBOL SQL	(None)	(None)	Distribution

OK

Cancel

10. Visit the *Corporate Account* page to review that the payments posted as expected.

View Corporate Account

! You must have at least one of these local college managed security roles:


- ZZ SF Corporate Accounts

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Student Financials > View Corporate Accounts

Third Party Charge Item Details	2021 WINTR	Active	2,248.53	2,248.53	02/24/2021	WA110_2211_USVA 201 3	O
Third Party Charge Item Details	2021 WINTR	Active	2,447.80	0.00	01/19/2021	WA110_2211_USVA 201 3	Ca
Third Party Charge Item Details	2021 WINTR	Active	3,760.43	3,760.43	02/24/2021	WA110_2211_USVA 201 6	Ca
Third Party Charge Item Details	2021 WINTR	Active	3,967.20	3,967.20	02/24/2021	WA110_2211_USVA 201 9	Ch
Third Party Charge Item Details	2021 WINTR	Active	1,458.61	20.08	02/24/2021	WA110_2211_USVA 201 2	Ri
Third Party Charge Item Details	2021 WINTR	Active	1,575.08	115.30	03/14/2021	WA110_2211_USVA 201 9	B
Third Party Charge Item Details	2021 WINTR	Active	1,665.35	145.13	02/24/2021	WA110_2211_USVA 201 0	Jo
Third Party Charge Item Details	2021 WINTR	Active	722.14	722.14	02/24/2021	WA110_2211_USVA 201 1	An

1. Process complete.

 KUDOS to Katie at Olympic for troubleshooting and building out this process...thanks again Katie!!

Create Group Post PDF Instructions



DEMONSTRATION_Create_Group_Corp_Data_Entries.pdf