

9.2 Posting Online Group Entry

Purpose: Use this document as a reference for posting group entries online in ctcLink.

Audience: Accounts Receivable staff

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

- ZZ AR Item Entry

You must also set these User Preference Definitions:

- [User Preferences: Accounts Receivable](#)

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

Posting Online Group Entry

Navigation: NavBar > Navigator > Accounts Receivable > Pending Items > Online Items > Group Entry

1. The **Group Entry** search page displays.
2. Enter **Group Unit**.
3. Select **Search**.

Group Entry

Group 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

Group Unit =

Group ID begins with

User ID begins with

Assigned Operator ID begins with

Origin ID begins with

Entered Date =

Posting Status =

Case Sensitive

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

[Find an Existing Value](#) | [Add a New Value](#)

4. The **Search Results** portion of the page populates.
5. Select the **Group ID** you wish to work with.

< Accounting Entries
Group Entry

Group 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

Group Unit =

Group ID begins with

User ID begins with

Assigned Operator ID begins with

Origin ID begins with

Entered Date =

Posting Status =

Case Sensitive

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

Search Results

View All First 1-2 of 2 Last

Group Unit	Group ID	User ID	Assigned Operator ID	Origin ID	Entered Date	Posting Status	Posted Date
WA220	3674	CTC_BRAMIREZ	CTC_BRAMIREZ	OBILL	02/27/2019	Not Posted	(blank)
WA220	3675	CTC_BRAMIREZ	CTC_BRAMIREZ	OBILL	02/27/2019	Not Posted	(blank)

[Find an Existing Value](#) | [Add a New Value](#)

6. The **Group Control** tab displays.
7. Select the **Pending Item 1** tab.

Manager Self Service **Group Entry**

Group Control **Pending Item 1** Pending Item 2 Pending Item 3 Accounting Entries Group Action

Group Unit WA220 Group ID 3674 View Audit Logs

*Accounting Date 02/27/2019

*Group Type B Billing

*Origin ID OBILL OnlineBill

Currency
Control USD *Format USD

Control Totals			Control Data		
Control	100.00	*Count 2	*Received	02/27/2019	*Entered 02/27/2019
Entered	100.00	Count 2	Posted		
Difference	0.00	Count 0	Assign	CTC_BRAMI	User CTC_BRAMIREZ
Posted	0.00	Count 0			

Group Status

Edit Status Edited Accounting Entries Balanced

Balanced No Posting Action Do Not Post

Posting Status Not Posted

Save Return to Search Previous in List Next in List Notify Add Update

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

8. The **Pending Item 1** tab displays. Review it.

9. Select the **Accounting Entries** tab.

Manager Self Service **Group Entry**

Group Control Pending Item 1 Pending Item 2 Pending Item 3 **Accounting Entries** Group Action

Group Unit WA220 Group ID 3674

Pending Item Entry Find | View All First 1 of 2 Last

*Acctg Date 02/27/2019 *As Of Date 02/27/2019 Sequence 1

*Item ID BRUSHES Line 1 Copy Line

*Business Unit WA220 *Customer 001000005 Red Dot Co

Amount 75.00 *Currency USD

*Entry Type DR Reason ARCC1 *AR Dist AR

Rate Type Revalue Flg

Exchange Rate 1.00000000 Attachments (0) View Audit Logs

Payment Terms

Terms MMED Due Date Due Days

Disc Amt Disc Date Disc Days

Disc Amt 1 Disc Date 1 Always Allow Discount

Reference Information

PO Ref PO Line BOL

Order No Document Line Item

Contract L/C ID Case No

SP ID

Item Creation/Update Details

Created On 02/27/2019 7:55AM Last Modified On 02/27/2019 8:00AM

Created By CTC_BRAMIREZ Modified By CTC_BRAMIREZ

Save Return to Search Previous in List Next in List Notify Add Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

10. The **Accounting Entries** tab displays. Review it.

11. Select the **Group Action** tab.

Note: There will be several actions to choose from: Group Actions, Posting Action, and Accounting Entry Actions

Manager Self Service **Group Entry**

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | **Group Action**

Group Unit WA220 Group ID 3674

Accounting Entries Find | View All First 1 of 2 Last

Item ID BRUSHES Line 1 Entry Type DR Reason ARCC1
 Bus. Unit WA220 Customer 001000005
 Amount 75.00 Currency USD

Accounting Entries Complete Display Totals Entry

Distribution Lines Personalize | Find | View All | First 1-2 of 2 Last

ChartFields | Currency Details | Additional Details | Journal Reference Information | Item Creation/Update Details

Line	GL Unit	Ledger Grp	Ledger	*Type	Amount	*Account	Oper Unit	Fund	Dept
2	WA220	ACTUALS	LOCAL	User	-75.00	000000			
102	WA220	ACTUALS	LOCAL	AR	75.00	101330			

Lines 2 DR 75.00 Currency USD CR 75.00 Currency USD Net 0.000

Save | Return to Search | Previous in List | Next in List | Notify Add | Update/Display

Group Control | Pending Item 1 | Pending Item 2 | Pending Item 3 | Accounting Entries | Group Action

12. The **Group Action** tab displays.
13. In the **Group Actions** section, select **Balance**.

< Manager Self Service
Group Entry

Group Control
Pending Item 1
Pending Item 2
Pending Item 3
Accounting Entries
Group Action

Group Unit WA220 Group ID 3674

Entered 02/27/2019 Status Do Not Post Cash Drawer Receipt

Group Actions

Balance

Delete Group

Posting Action

Action: Do Not Post OK

Accounting Entry Actions

Create Entries

Delete Entries

Save
Return to Search
Previous in List
Next in List
Notify

Add
Update/D

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

14. In the **Posting Action** section, select the appropriate **Action**. The typical selection will be "Batch Standard".
15. Select **Save**.

i **Note:** When AR update runs, the entries will be posted to the Customer's Account.

< Manager Self Service **Group Entry**

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

Group Unit WA220 **Group ID** 3674

Entered 02/27/2019 **Status** Do Not Post **Cash Drawer Receipt**

<p style="text-align: center;">Group Actions</p> <p style="text-align: center;">Balance</p> <p style="text-align: center;">Delete Group</p>	<p style="text-align: center;">Posting Action</p> <p>Action: Batch Standard OK</p>	<p style="text-align: center;">Accounting Entry Actions</p> <p style="text-align: center;">Create Entries</p> <p style="text-align: center;">Delete Entries</p>
--	---	--

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) [Add](#) | [Update/Display](#)

[Group Control](#) | [Pending Item 1](#) | [Pending Item 2](#) | [Pending Item 3](#) | [Accounting Entries](#) | [Group Action](#)

16. Process complete.