


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

=

WA220

Group ID

begins with

User ID

begins with

Assigned Operator ID

begins with

Origin ID

begins with

Entered Date

=

Posting Status

=

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Find an Existing Value

Add a New Value

- The **Search Results** portion of the page populates.
- 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

=

WA220

Group ID

begins with

User ID

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Origin ID

begins with

Entered Date

=

Posting Status

=

☐ Case Sensitive

Search

Clear

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

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

9.2 Posting Online Group Entry

Page 2

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	Entered	Difference	Posted	*Count	Count
100.00	100.00	0.00	0.00	2	2
				0	0
				0	0

Control Data

*Received 02/27/2019 *Entered 02/27/2019

Posted Assign CTC_BRAMI User CTC_BRAMIREZ

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

*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 IMMED 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

- The **Group Action** tab displays.
- 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**.

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

Group Actions

Balance

Delete Group

Posting Action

Action: Batch Standard OK

Accounting Entry Actions

Create Entries

Delete Entries

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.