

# Unposting Maintenance Groups

**Purpose:** To unpost a maintenance group using ctcLink.

**Audience:** Accounts Receivables 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.

ctcLink enables you to unpost maintenance groups only after they have been successfully processed by the Receivables Update process.

## Unposting Maintenance Groups

**Navigation:** Accounts Receivable > Receivables Update > Unpost Groups > Maintenance Group

1. The **Maintenance Group** search page displays. You may enter as much information as you have to narrow your search results. If your business unit does not auto-populate, you may need to enter that first.
2. Enter the **Group Unit**.
3. Enter or lookup the **Group ID**.
4. Select **Search**.
5. The **Group Control** tab displays. Use it to add a group and enter control totals and data.
6. Select the **Options** tab.

< Group Control
Maintenance Group

Group Control

Options

Action

|                 |            |             |      |  |
|-----------------|------------|-------------|------|--|
| Group Unit      | WA130      | Group ID    | 4126 |  |
| Accounting Date | 08/02/2023 | Approved By | 1010 |  |
| Group Type      | M          | Maint       |      |  |
| Origin ID       | PS_AR      | ExtBill     |      |  |

**Totals**

|            |      |        |   |
|------------|------|--------|---|
| Control    | 4.66 | *Count | 1 |
| Entered    | 4.66 | Count  | 1 |
| Difference | 0.00 | Count  | 0 |
| Posted     | 4.66 | Count  | 1 |

**Currency**

|         |        |     |
|---------|--------|-----|
| Control | Format | USD |
|---------|--------|-----|

**Group Status**

|                |          |                    |             |
|----------------|----------|--------------------|-------------|
| Edit Status    | Edited   | Accounting Entries | Balanced    |
| Balanced       | Yes      | Posting Action     | Do Not Post |
| Posting Status | Complete |                    |             |

**Control Data**

|          |            |
|----------|------------|
| Received | 08/02/2023 |
| Entered  | 08/02/2023 |
| Posted   | 08/02/2023 |
| Assign   | 1010       |
| User     | 1010       |

Save

Return to Search

Previous in List

Next in List

Notify

Group Control | Options | Action

Group Control
Options
Action

Unit WA130
Group ID NEXT
Description Unpost

☒ Keep Original Document Type

Unpost Reason WRGINV  Wrong Invoice

Accounting Date 09/07/2023  ☒ Edit Accounting Date

Assign

Save Return to Search Previous in List Next in List Notify

Group Control | Options | Action

⚠ A warning message may display: "Warning -- Accounting Date will be changed to the new accounting date entered. Accounting date of the Transaction will be changed to the new accounting date entered." Select **OK**.

Group Control
Options
Action

Unit WA130
Unpost Group ID NEXT
Description Unpost
Accounting Date 09/07/2023

Action Do Not Post

Group Action Posting Action Accounting Entry Actions

Delete Unpost Action: Do Not Post  Review Unpost Now

Save Return to Search Previous in List Next in List No

Group Control | Options | Action

Warning -- Accounting date will be changed to the new accounting date entered. (6045,6)  
Accounting date of the Transaction will be changed to the new accounting date entered.

12. The **Action** tab displays. Use it to select an action for an unpost group.
13. From the Posting Action **Action** drop-down menu, select 'Batch Standard'. Doing so ensures that the unpost group will be posted by the next scheduled Receivables Update process.
14. Select **OK**.

Group ControlOptionsAction

UnitWA130

Unpost Group IDNEXT

DescriptionUnpost

Accounting Date09/07/2023

ActionDo Not Post

Group Action

Delete Unpost

Posting Action

Action:Batch Standard

OK

Accounting Entry Actions

Review Unpost Now

Save

Return to Search

Previous in List

Next in List

Notify

Group Control | Options | Action

15. Process complete.

## Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial Via Panopto

View the external link to Unposting Maintenance Groups. This link will open in a new tab/window.