

# 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

**Currency**  
 Control      Format USD

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

**Control Data**

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

**Group Status**

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

Save

Return to Search

Previous in List

Next in List

Notify

Group Control | [Options](#) | [Action](#)

7. The **Options** tab displays. Use it to specify a reason for unposting a group or to change the accounting date.
8. Select your reason from the **Unpost Reason** drop-down menu:
  - CHGBACK - Chargeback.
  - NSF - Non-Sufficient Funds.
  - WRGCUST - Wrong Customer.
  - WRGINV - Wrong Invoice.
9. Select the **Edit Accounting Date** checkbox.
10. In the **Accounting Date** field, enter a date in the current Open Accounting Period.
11. Select the **Action** tab.

Group Control | **Options** | Action

Unit WA130      Group ID NEXT      Description Unpost

Keep Original Document Type

Unpost Reason   Wrong Invoice

Accounting Date    Edit Accounting Date

Assign

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**

     Action:       

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 Control Options Action

  

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