

Post Group Transactions and Review Errors

Purpose: Use this document as a reference to post group transactions to the student accounts in ctcLink.

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.

Post Group Transactions

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

1. The Post Transactions run control search page displays.
2. If you have run this process or report in the past, select the **Find an Existing Value** tab to enter an existing Run Control ID and select the **Search** button. If this is the first time running this process or report, select the **Add a New Value** tab to create a new Run Control ID and select the **Add** button.
 - NOTE: It is important to note that [Run Control IDs](#) cannot be deleted. Do not include spaces in your Run Control. We encourage the Run Control ID to have the same process naming convention but unique to the step; because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA220_ADM_FYR_5 (Admissions Letter, Summer, FYR Admit Type).
3. The Post Transactions page displays.
4. Enter or search for the:
 - A. **Business Unit.**
 - B. **Group Type.**
 - C. **Starting Group ID.**
 - D. **Ending Group ID.**
5. Select the **Run** button and the Process Scheduler Request page displays.
6. In the **Process List** section, select the **Group Posting Process** (*SFPGRPST*) checkbox.
7. Select the **OK** button. Please refer to the [Process Schedule Request](#) steps for further instructions.

8. Process complete.

 You can verify the success of the process by navigating to the Customer or Corporate Account. Please refer to the [View Customer Accounts](#) QRG for verifying student posting.

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.

View Tutorial Via Panopto

View the external link to [Post Group Transaction](#). This link will open in a new tab/window.

Review Group Post Errors

Purpose: Use this document as a reference for reviewing a group post in ctcLink.

Audience: Bursar and Cashier.

Navigation: Student Financials > Charges and Payments > Group Processing > Review Suspended Transactions

1. The Suspended Group Post search page displays.
2. Enter the **Business Unit**.
3. Select the **Search** button and the the Search Results display.
4. Select the **Group ID** link with errors and the Review Suspended Transactions page displays.
5. Select the **Group Post Details** link if you want to review this information and the The Group Post Details displays.
6. Select the **Return** button to return to the Review Suspended Transactions page.
7. Select the **Line Details** link next to each error and the The Group Line Details displays.
8. Review the reason for the error in the **Error** field.

9. 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.

View Tutorial Via Panopto

View the external link to [Review Group Post Errors](#). This link will open in a new tab/window.