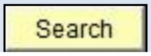
Post Group Transactions

1.	Click the **Student Financials** link. ▷ Student Financials
2.	Click the **Group Processing** link. Group Processing
3.	Click the **Post Transactions** link. Post Transactions
4.	Click the **Add a New Value** tab. **NOTE:** You will only do this the first time you run a **Group Post**. Add a New Value
5.	Enter the desired information into the **Run Control ID** field.
6.	You will be able to use this **Run Control ID** each time you run the **Post Transactions** process by searching for it on the **Find an Existing Value** tab. Click the **Add** button. Add
7.	Click the **Look up Group Type** button.
8.	To select a **Group Type**, you will click the **Look Up** button and select the appropriate item from the list.
9.	Enter the desired information into the **Starting Group ID** field. (This is a 15 digit field.)
10.	Press the **Tab** key to populate the **Ending Group ID** field with the **Starting GroupID**. If only one group is being processed, the **Starting** and **Ending** values should be the same. If more than one group is being posted at the same time, the **Ending Group ID** value should be changed.
11.	Click the **Run** button to start the **Post Transactions** process. Run
12.	Click the **OK** button. OK
13.	Click the **Process Monitor** link. Process Monitor
14.	Click the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**. Refresh
15.	To verify the process posted all transactions with no errors, you will need to navigate back to the **Group Data Entry** page. Click **Group Processing** in the bread crumb trail at the top of the page. Group Processing
16.	Click the **Create Group Data Entries** page. Create Group Data Entries
17.	Enter the **Group ID** number for the group you posted into the **Group ID** field. (This is a 15 digit field.)

18.	Click the **Search** button. 
19.	The **Effective Status** of the **Group ID** is displayed at the bottom of the page.
20.	**End of Procedure.**