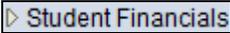
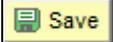


Group Data Entry

Step	Action
1.	Click the Student Financials link. 
2.	Click the Charges and Payments link. 
3.	Click the Group Processing link. 
4.	Click the Create Group Data Entries link. 
5.	To create a new group of IDs for group posting, click the Add a New Value tab. 
6.	Never attempt to enter a value in the Group ID field. NEXT is the correct value at the start of the procedure. Click the Add button. 
7.	Click the Group Type list. 
8.	Click the appropriate item from the list.
9.	Click the lookup icon for the Origin ID field and select the appropriate item from the Look Up Origin ID list.
10.	Click the Balance Group option. 
11.	The Control Total is the total amount of the entire group (number of IDs X the charge per ID.) Enter the desired information into the Control Total field.
12.	Enter the total number of IDs being processed into the Balance Group field.
13.	Click the Group Line Entry tab. 
14.	Enter the first ID into the ID field.
15.	Select the correct Account Type from the dropdown list.

Step	Action
16.	<p>Enter the Item Type associated with the charge you are posting into the Item Type field.</p> <p>If you have questions/requests regarding Item Types, you should send them to DESSFPS@smu.edu.</p>
17.	<p>Enter the charge amount into the Amount field.</p>
18.	<p>Select the appropriate Term from the dropdown list. The Term should be the current term or the term to which the charge is related.</p>
19.	<p>The Ref Nbr: field is an informational field for your use. Since there can be many entries on an account with the same item type, you should enter any information that will allow you to identify a specific charge. An example would be the ticket number for a parking citation. This is especially helpful when reversing a charge.</p> <p>For this example, "Faculty parking lot F" was entered.</p> <p>The Item Effective Date defaults to the current date and should not be changed unless the incident occurred at an earlier date. Examples are health center visits or library fines which should be entered with the date they occurred. Since the Item Effective Date that was entered on the first row defaults to all additional rows, you may need to change the Item Effective Date on the individual rows.</p> <p>The Item Effective Date should NEVER be changed to a future date.</p> <p>NOTE: Do NOT change the Due Date or other fields on this page.</p>
20.	<p>To add additional IDs to the group, click the Add a new row at row 1 button to insert a new row.</p> <p>All data except the ID will be carried over from the previous page.</p> <p>The Item Type may be changed but it must be related to the same Account Type.</p> 
21.	<p>Enter the next ID into the ID field.</p>
22.	<p>Continue inserting new rows and entering IDs.</p> <p>When all IDs have been entered, click the Save button.</p> 
23.	<p>End of Procedure.</p>