## Post Group Transactions

1. Click the **Student Financials** link.
2. Click the **Group Processing** link.
3. Click the **Post Transactions** link.
4. Click the **Add a New Value** tab.

**NOTE:** You will only do this the first time you run a **Group Post**.

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.

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 Group ID**.

    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.

12. Click the **OK** button.

13. Click the **Process Monitor** link.

14. Click the **Refresh** button until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

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.

16. Click the **Create Group Data Entries** page.

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.**