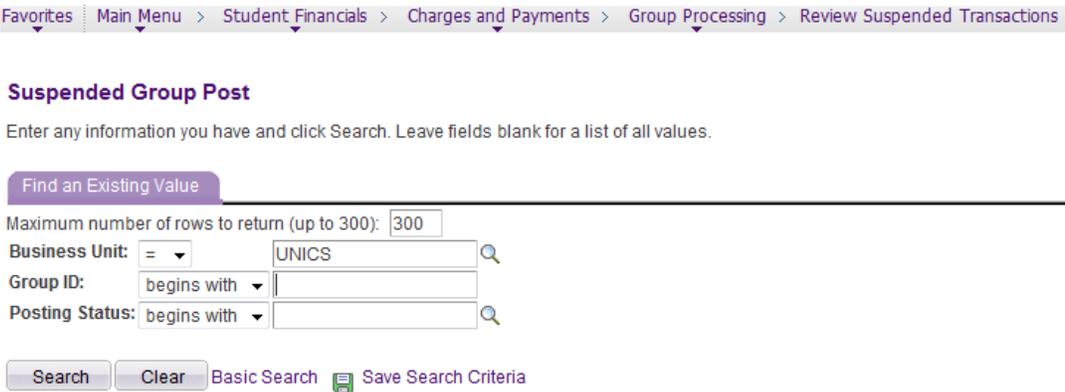


Viewing Suspended Groups

Purpose: The transaction data that has erred out is put into a suspended status. Run the query to see if you have any transactions that have not been posted. Use **Review Suspended Transaction** to view and revise transaction entries for individual transactions that have not yet posted.

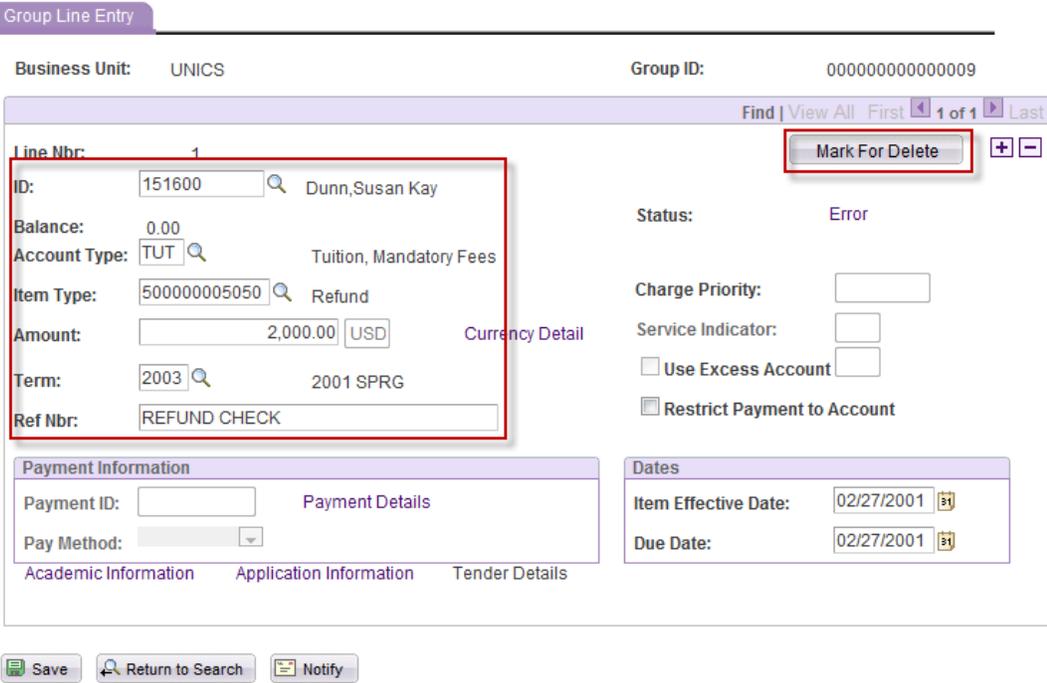
The following instructions describe how you review group charges that are suspended.

Step	Action
1.	<p>Navigate to the Suspended Group Post page: Select Main Menu > Student Financials > Charges and Payments > Group Processing > Review Suspended Transactions</p> 
2.	<p>Enter the desired criteria. (E.g. Group id = 000000000000009). Click the Search button.</p> <p>Result: The Suspended Group Post page displays.</p>



Step	Action																																								
3.	<p>Use the Suspended Group Post page to review suspended transactions from a group. Notice the amount in the <i>Suspended</i> field.</p> <p>Suspended Group Post</p> <p>Business Unit: UNICS Group ID: 000000000000009 Group Post Details Origin ID: Conversion Type: Conversion Items</p> <p>Posted Total: 2,500.00 1 06/13/2011 Suspended: 2,000.00 85</p> <p>Total Group Lines: 85 First Group Line Nbr: 1 Last Group Line Nbr: 86 ⏪ ⏩ Line 1 to 86 ⏪ ⏩</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Line Nbr</th> <th>ID</th> <th>Name</th> <th>Term</th> <th>Item Amt</th> <th>Acct Type</th> <th>Receipt #</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>151600</td> <td>Dunn,Susan Kay</td> <td>2003</td> <td>2,000.00</td> <td>TUT</td> <td></td> <td>Acad Info Line Details</td> </tr> <tr> <td>2</td> <td>286299</td> <td>Mireault,Kelly Rae</td> <td>2003</td> <td></td> <td></td> <td></td> <td>Acad Info Line Details</td> </tr> <tr> <td>3</td> <td>286565</td> <td>Reed,Deangela Lynette</td> <td>2003</td> <td></td> <td></td> <td></td> <td>Acad Info Line Details</td> </tr> <tr> <td>4</td> <td>296700</td> <td>Hopkins,Sean Lawayne</td> <td>2003</td> <td></td> <td></td> <td></td> <td>Acad Info Line Details</td> </tr> </tbody> </table>	Line Nbr	ID	Name	Term	Item Amt	Acct Type	Receipt #		1	151600	Dunn,Susan Kay	2003	2,000.00	TUT		Acad Info Line Details	2	286299	Mireault,Kelly Rae	2003				Acad Info Line Details	3	286565	Reed,Deangela Lynette	2003				Acad Info Line Details	4	296700	Hopkins,Sean Lawayne	2003				Acad Info Line Details
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4.	<p>Use the Group Post Details link to view details.</p> <p>Group Post Details</p> <p>Business Unit: UNICS Operator: beckerp Group ID: 000000000000009 Original Group ID: Type: V Conversion Assign To: Origin ID: 00001 Conversion Accounting Date: 06/11/2011</p> <p><input type="checkbox"/> Balance the Group</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">Control Totals</th> <th colspan="2">Control Information</th> </tr> </thead> <tbody> <tr> <td>Control Total:</td> <td>0.00</td> <td>USD</td> <td>0</td> <td>Received:</td> <td>06/11/2011</td> </tr> <tr> <td>Entered Total:</td> <td>4500.00</td> <td></td> <td>86</td> <td>Entry Date:</td> <td>06/11/2011</td> </tr> <tr> <td>Difference:</td> <td>-4500.00</td> <td></td> <td>-86</td> <td></td> <td></td> </tr> <tr> <td>Posted Total:</td> <td>2500.00</td> <td>06/13/2011</td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Approval Information</p> <table style="width: 100%;"> <tr> <td>Edit Status: Edited</td> <td>Deposit Balance: Not Balan</td> <td>Posting Action: Available</td> <td>Posting Status: Errors</td> </tr> </table> <p>Return</p> <p>Note: The Posted Total is different than the Entered Total. The Posting Action is <i>Available</i> and the Posting Status is <i>NotPosted</i></p>	Control Totals				Control Information		Control Total:	0.00	USD	0	Received:	06/11/2011	Entered Total:	4500.00		86	Entry Date:	06/11/2011	Difference:	-4500.00		-86			Posted Total:	2500.00	06/13/2011	1			Edit Status: Edited	Deposit Balance: Not Balan	Posting Action: Available	Posting Status: Errors						
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7.	Click the Update link in the upper right corner of the page to display the Group Line Entry .						
8.	<p data-bbox="349 409 1422 478">On the Group Line Entry, make corrections to any of the fields or click the Mark for Delete button to delete the line item.</p> <div data-bbox="349 514 1422 1197">  </div> <table border="1" data-bbox="349 1234 1422 1564"> <thead> <tr> <th data-bbox="349 1234 748 1276">If you...</th> <th data-bbox="748 1234 1422 1276">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="349 1276 748 1423">made corrections</td> <td data-bbox="748 1276 1422 1423">click the Save button at the bottom. To view the corrected entry, click the Review Suspended Transactions breadcrumb on the top navigation, click the Search button.</td> </tr> <tr> <td data-bbox="349 1423 748 1564">clicked the Mark for Delete button</td> <td data-bbox="748 1423 1422 1564">Click the Save button at the bottom. To confirm the entry has been deleted, click the Review Suspended Transactions breadcrumb on the top navigation, click the Search button.</td> </tr> </tbody> </table>	If you...	Then...	made corrections	click the Save button at the bottom. To view the corrected entry, click the Review Suspended Transactions breadcrumb on the top navigation, click the Search button.	clicked the Mark for Delete button	Click the Save button at the bottom. To confirm the entry has been deleted, click the Review Suspended Transactions breadcrumb on the top navigation, click the Search button.
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