

Department	
Responsibility/Role	
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Reverse Group Transactions
Trigger:

Required Field(s)	Comments

Output - Result(s)	Comments

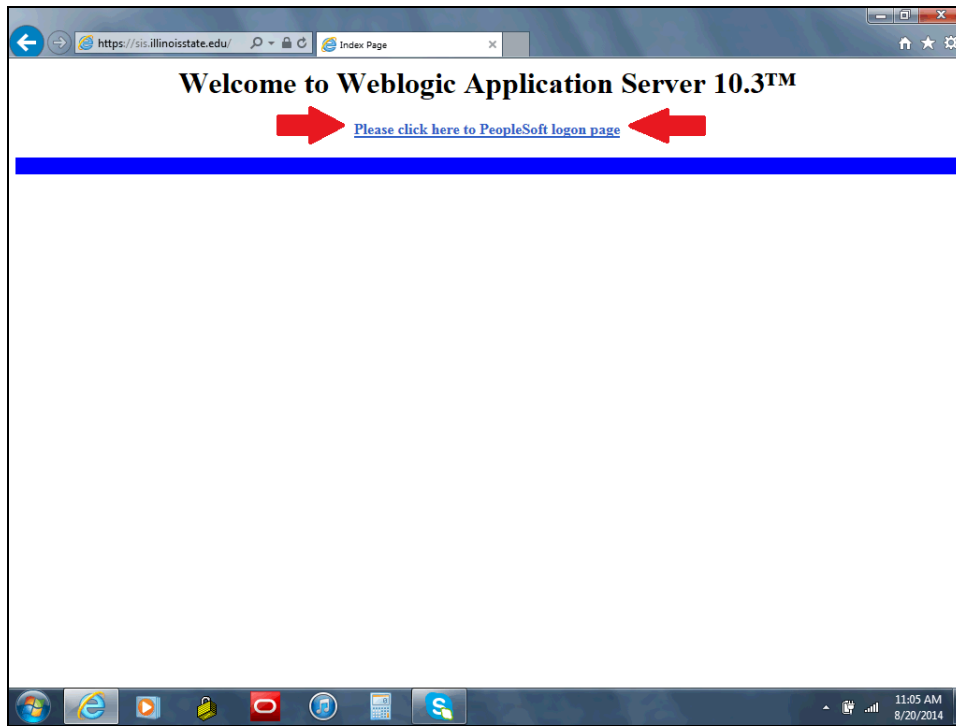
Additional Information

System Process Document

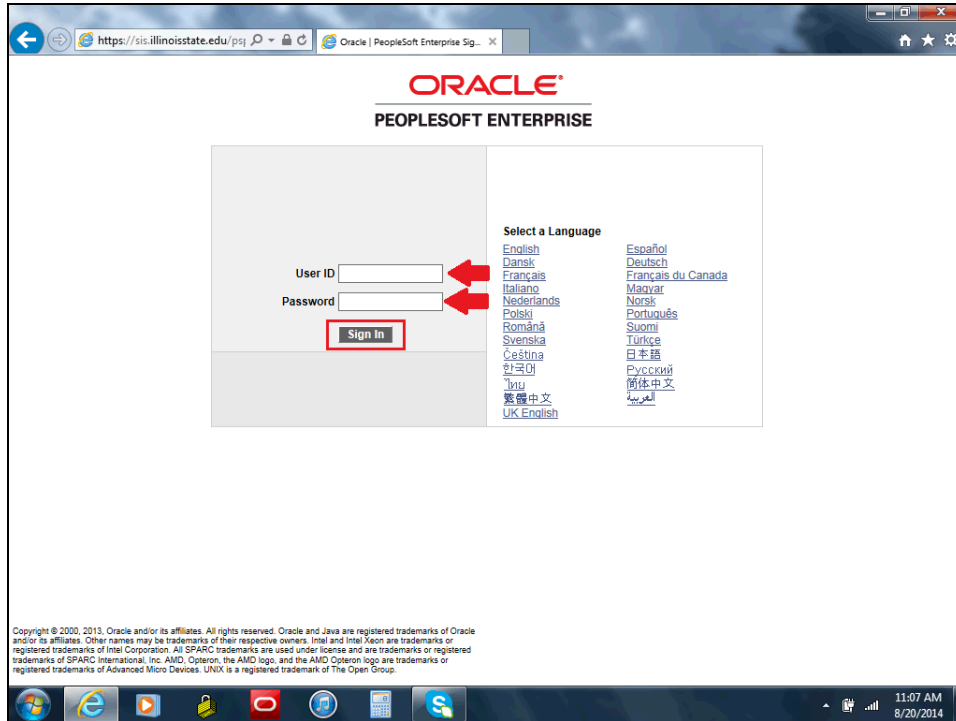
Reverse Group Transactions

Procedure

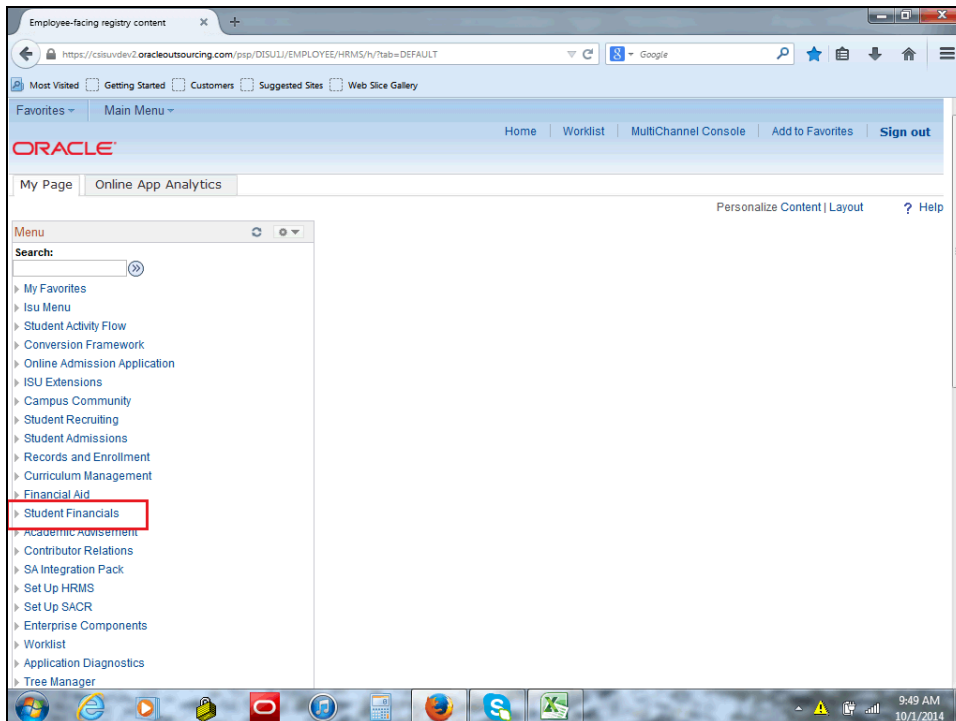
In this topic, you will learn how to **Reverse a Group Transaction, Post the Reversal, and then Review the Reversal results.**



Step	Action
1.	To sign in to Campus Solutions, go to sis.illinoisstate.edu. Click the Please click here to PeopleSoft logon page link.



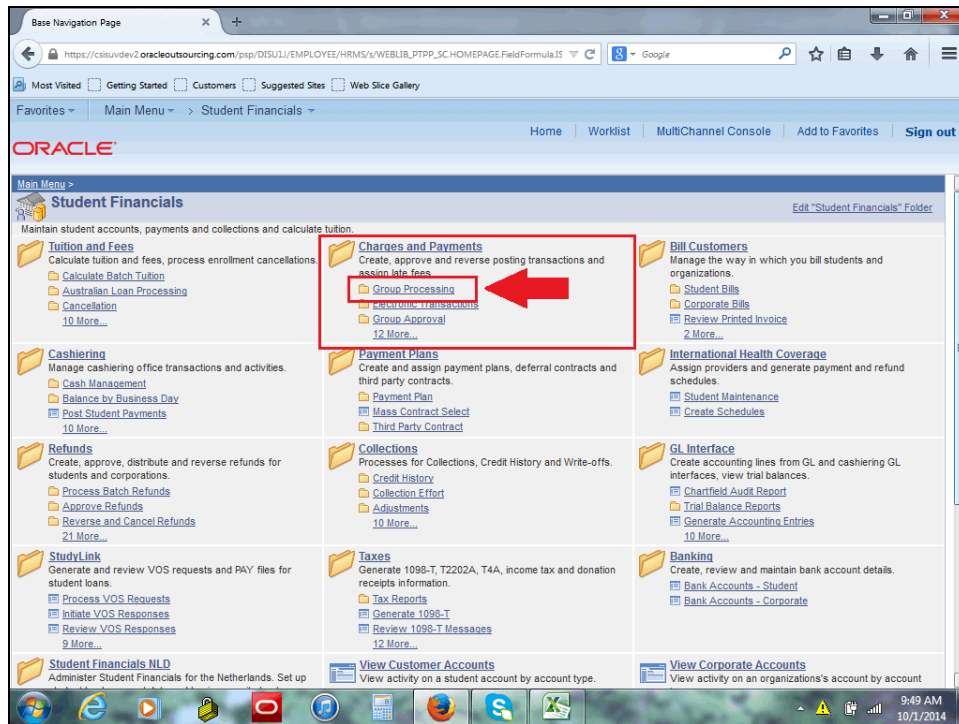
Step	Action
2.	You will be directed to the Campus Solutions logon screen. Enter your User ID and Password then click the Sign In button.



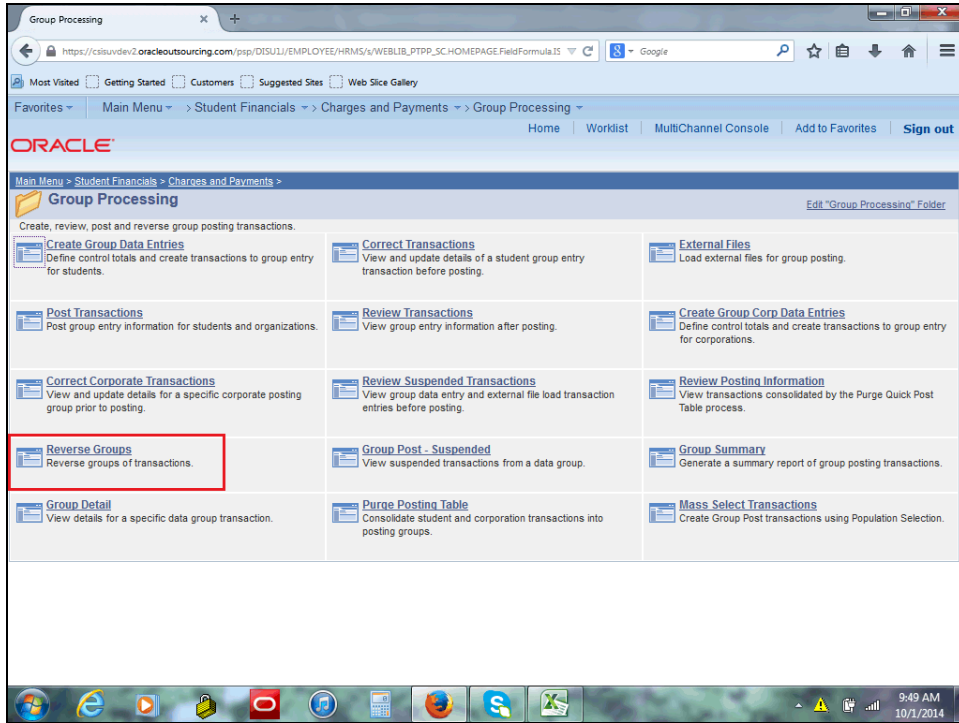
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Reverse Group Transactions

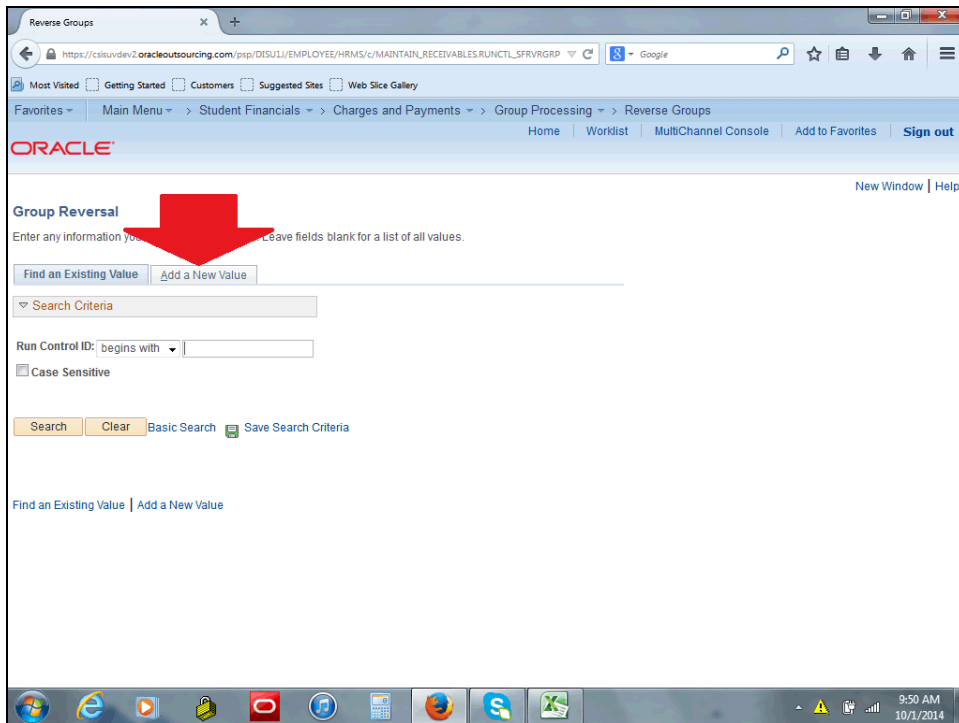
Step	Action
3.	<p>Once you sign in, you will see a list of navigation links that relate to your roles and responsibilities.</p> <p>Charges and Payments is within Student Financials menu.</p> <p>Click the Student Financials link.</p>



Step	Action
4.	<p>Group Processing is within the Charges and Payments folder.</p> <p>Click the Group Processing folder.</p>



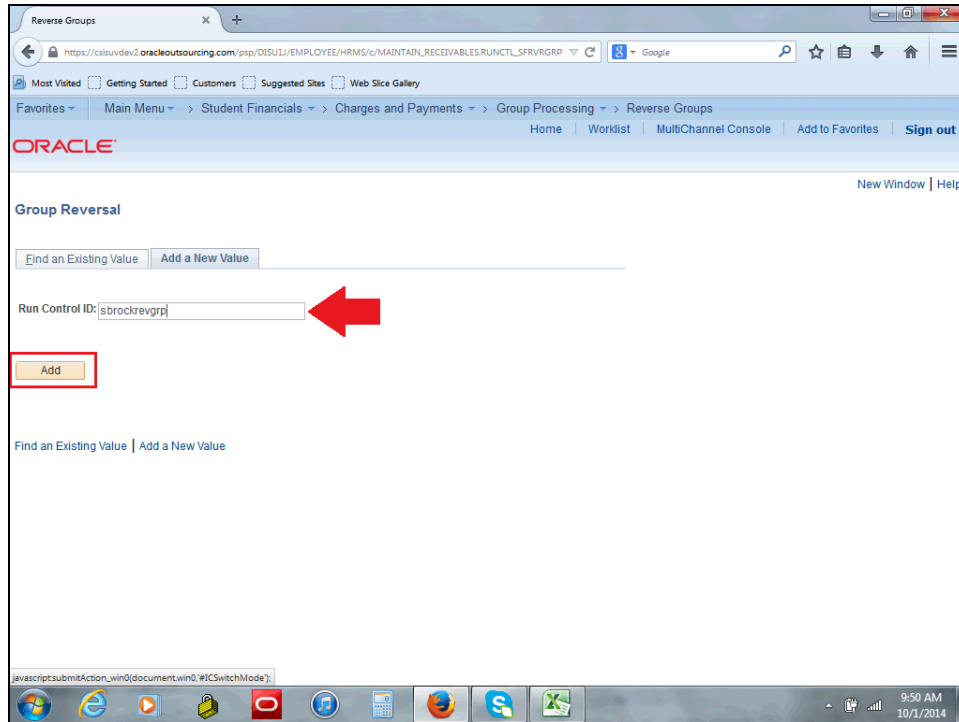
Step	Action
5.	Click the Reverse Groups link.



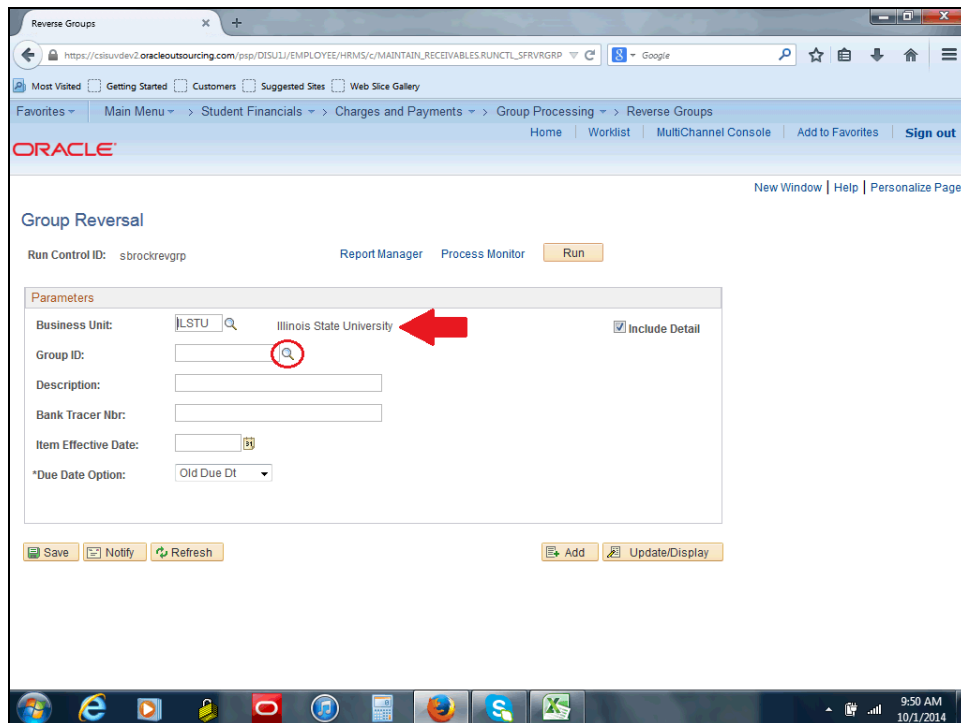
System Process Document

Reverse Group Transactions

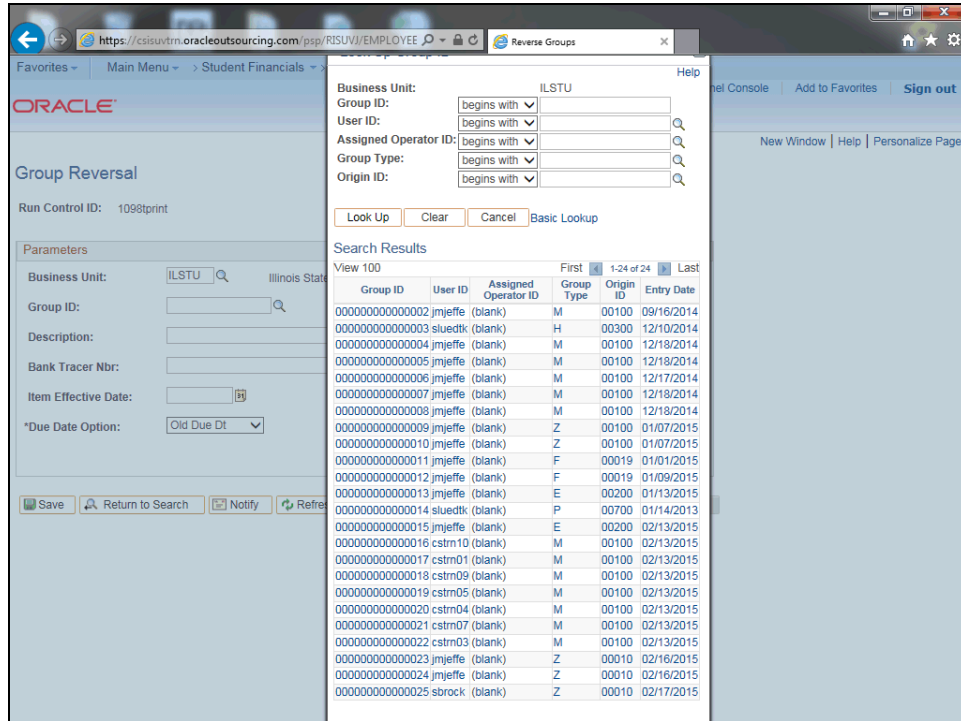
Step	Action
6.	Click the Add a New Value tab.



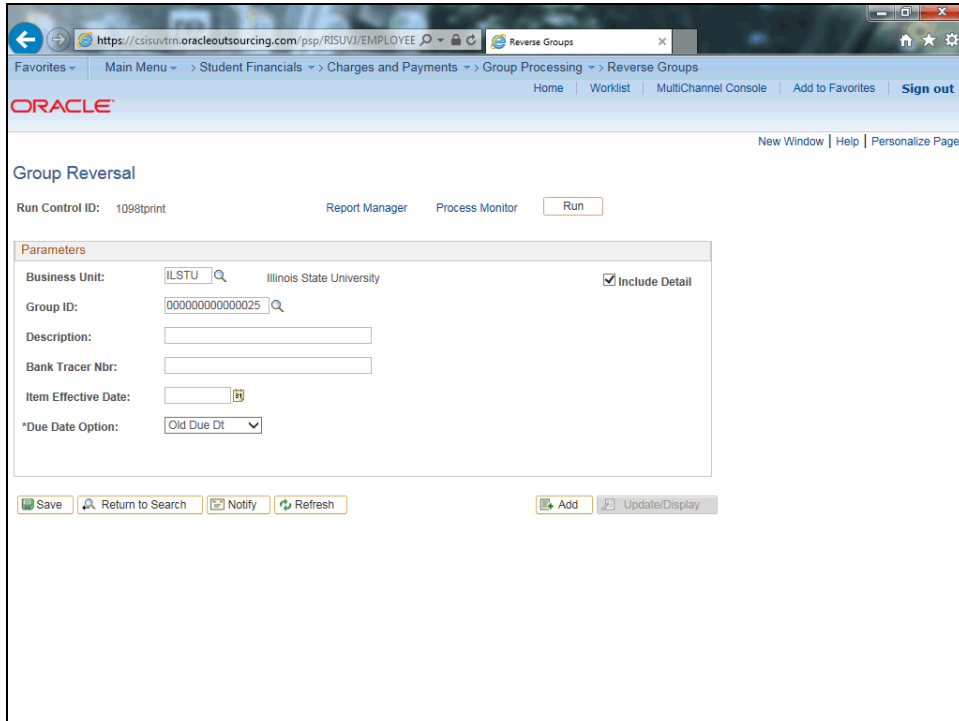
Step	Action
7.	Enter a Run Control ID . Click the Add button.



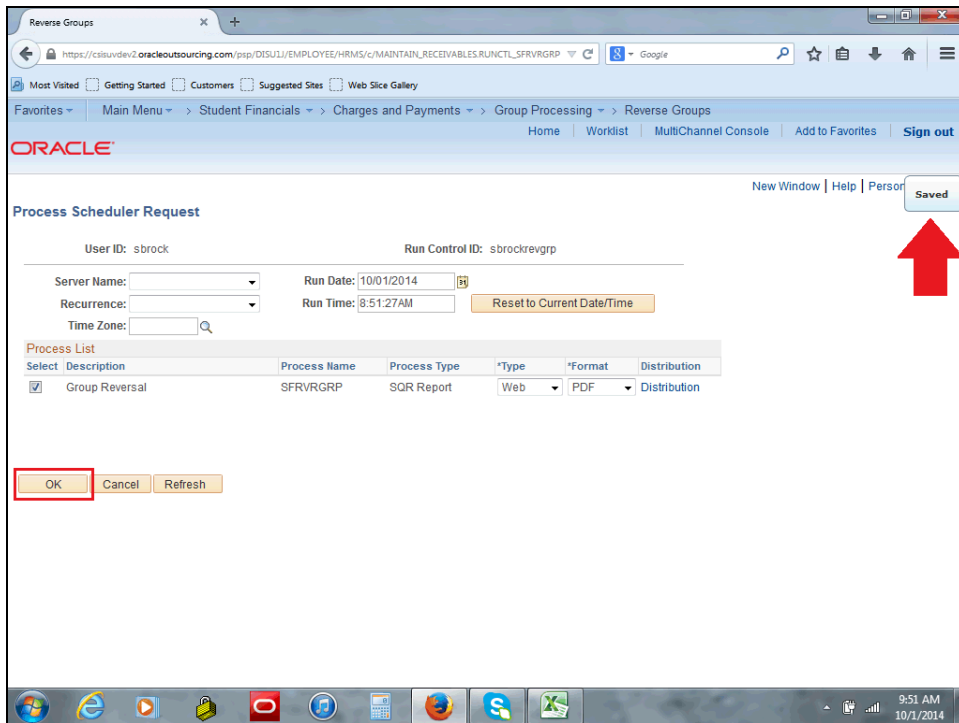
Step	Action
8.	<p>Enter the Business Unit <i>ILSTU</i> or click the Look Up button and select from the list.</p> <p>Click the Group ID Look Up button and select an ID from the list.</p>



Step	Action
9.	<p>From the Group ID search screen, select a group ID from the list.</p> <p>To narrow your search results, enter information in the search fields and click the Look Up button.</p>



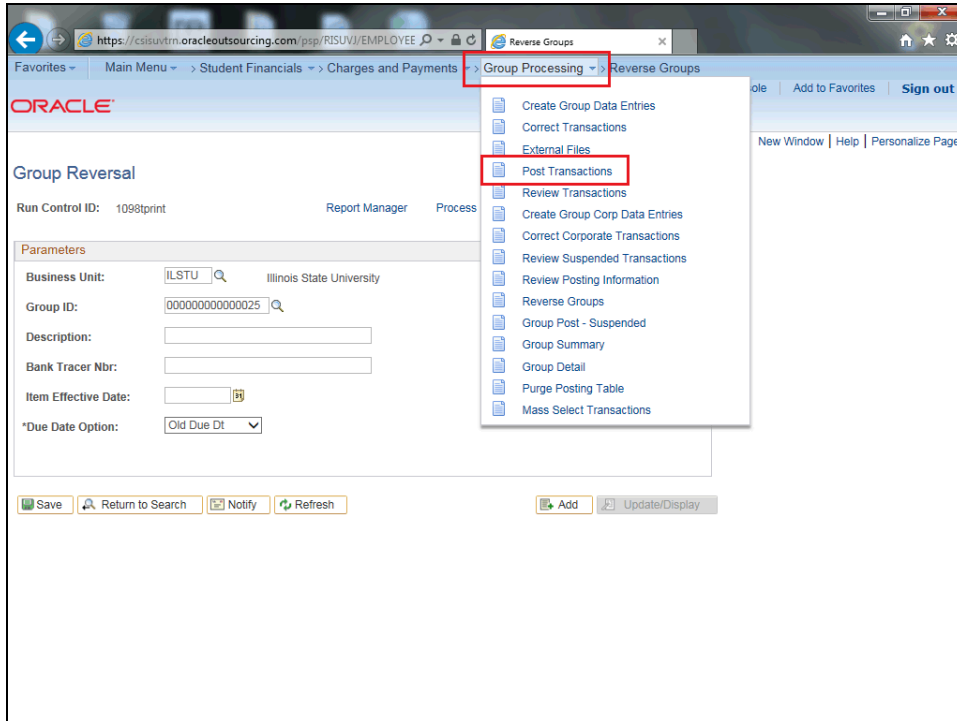
Step	Action
10.	Click the Run button.



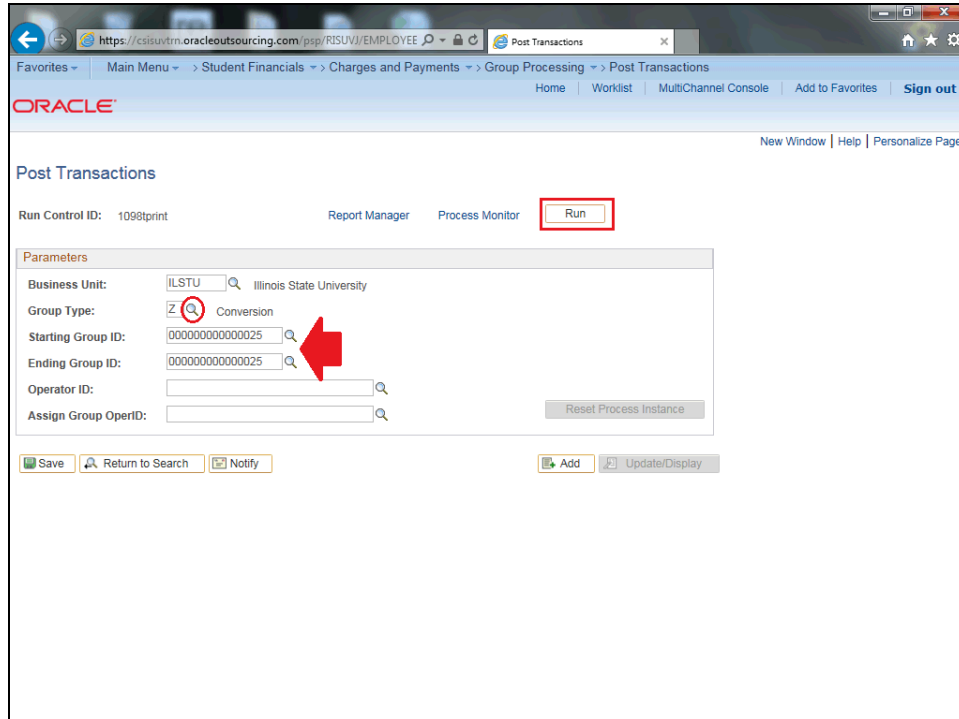
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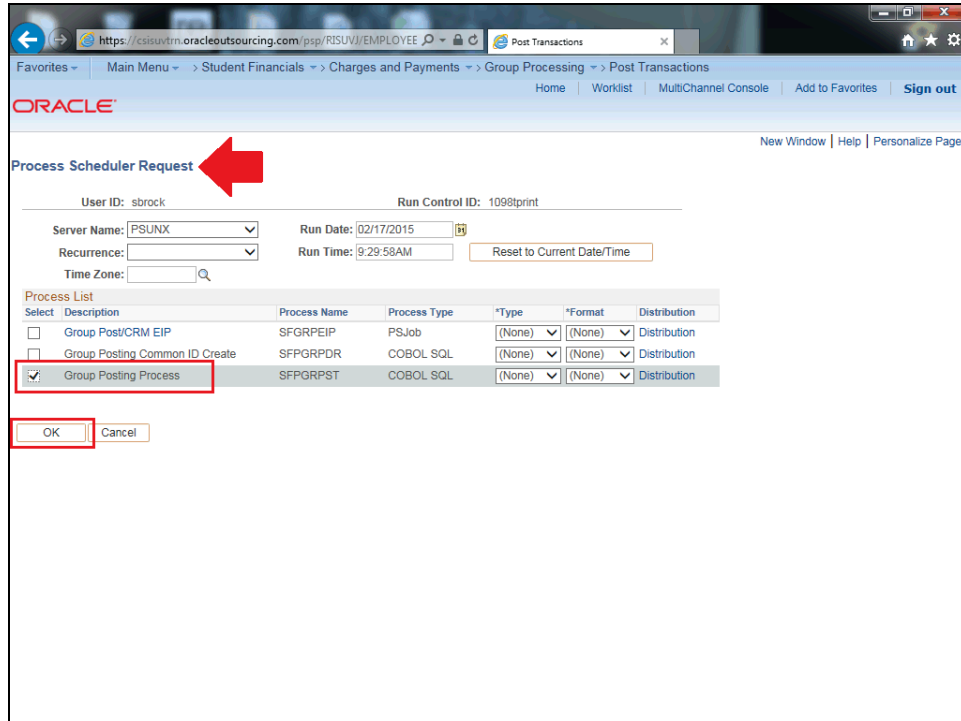
Step	Action
11.	The request will auto save. Click the OK button to return to the Group Reversal screen.



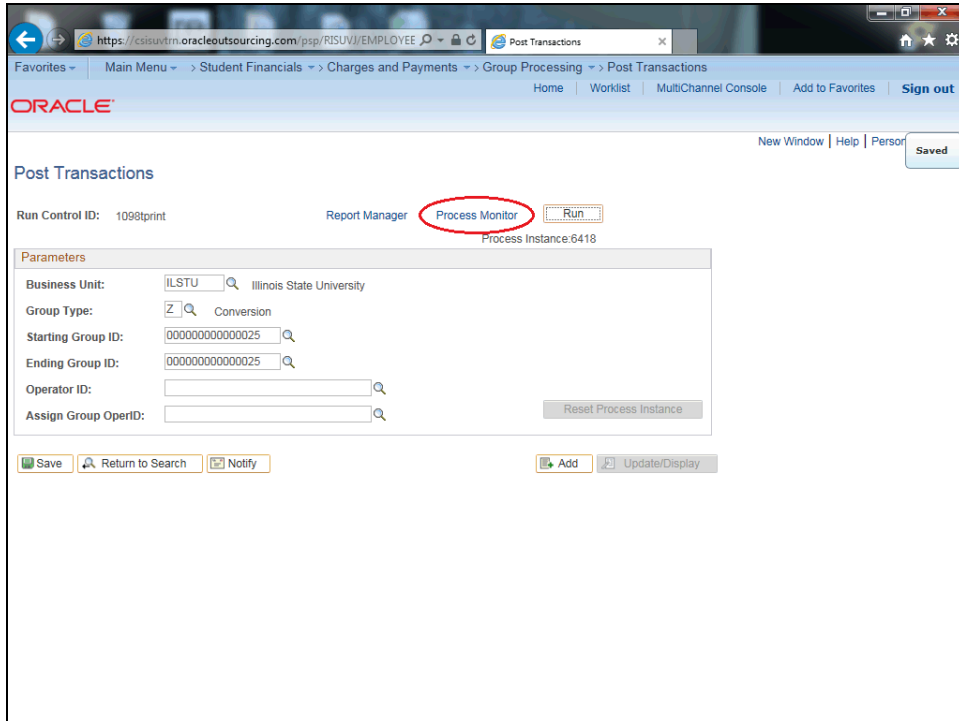
Step	Action
12.	Once you complete the reversal process, you must post the Reversal . From the Navigation path, click Group Processing , then click the Post Transactions link.



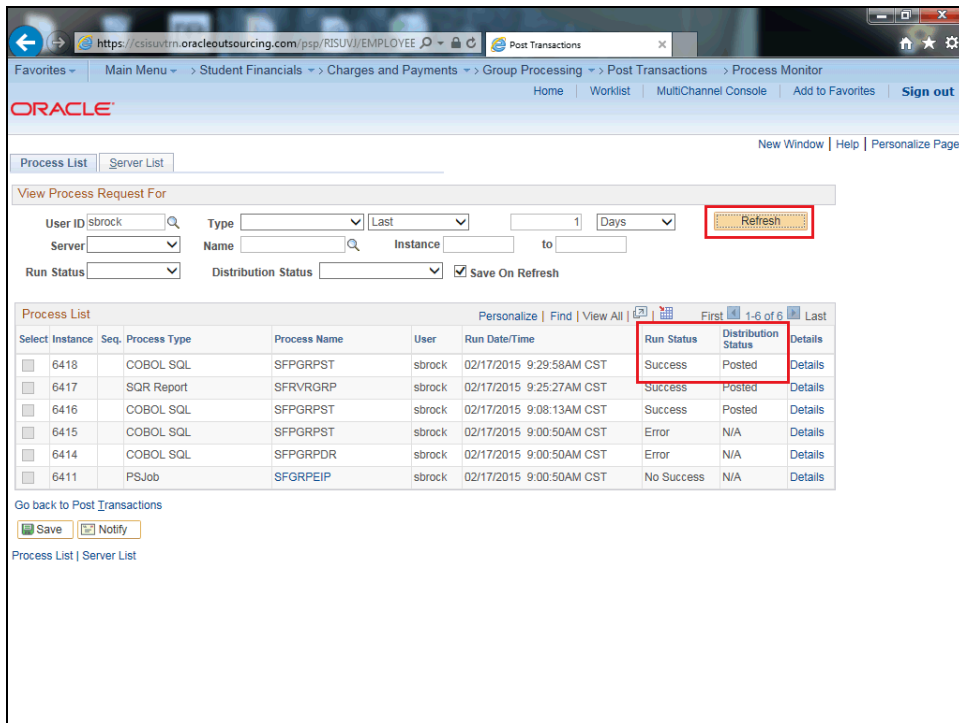
Step	Action
13.	<p>Verify the Business Unit is <i>ILSTU</i>.</p> <p>The Group Type selected must match the Group Type selected on the original Group Data Entry.</p> <p>For this example, the original group type selected during entry was conversion.</p> <p>Click the Look Up button to select a Group Type.</p> <p>Enter the Starting Group ID or click the Look Up button to select a value from the list.</p> <p>The Ending Group ID will default as same value, if you are posting a range of Group ID's, click the look up button to select an Ending Group ID from the list.</p> <p>Click the Run button.</p>



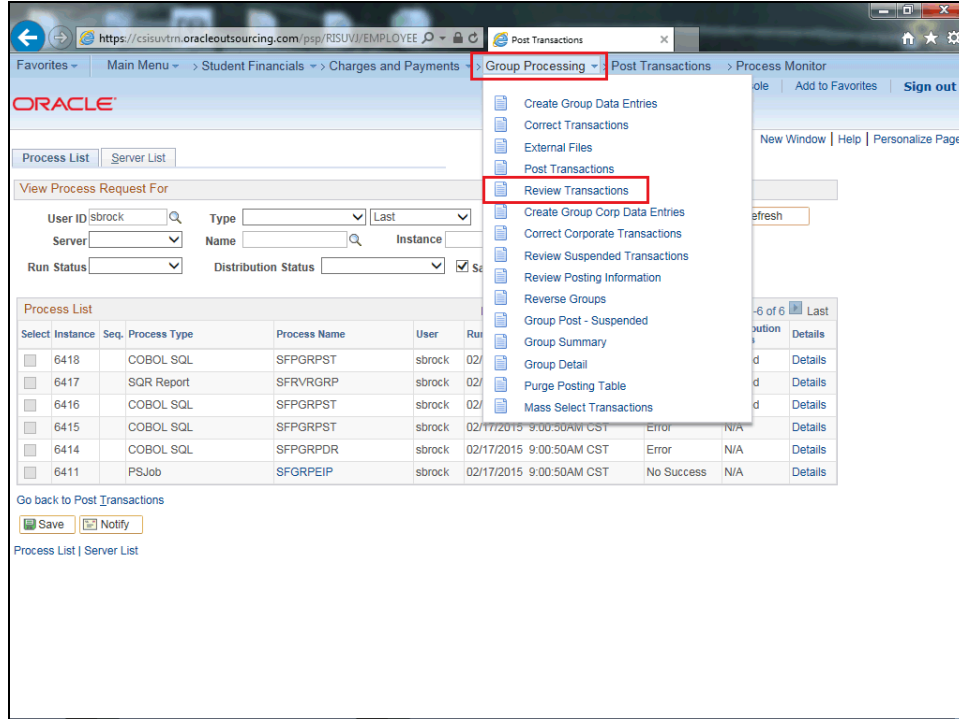
Step	Action
14.	<p>From the Process Scheduler Request screen, click the Group Posting Process checkbox.</p> <p>Click the OK button.</p>



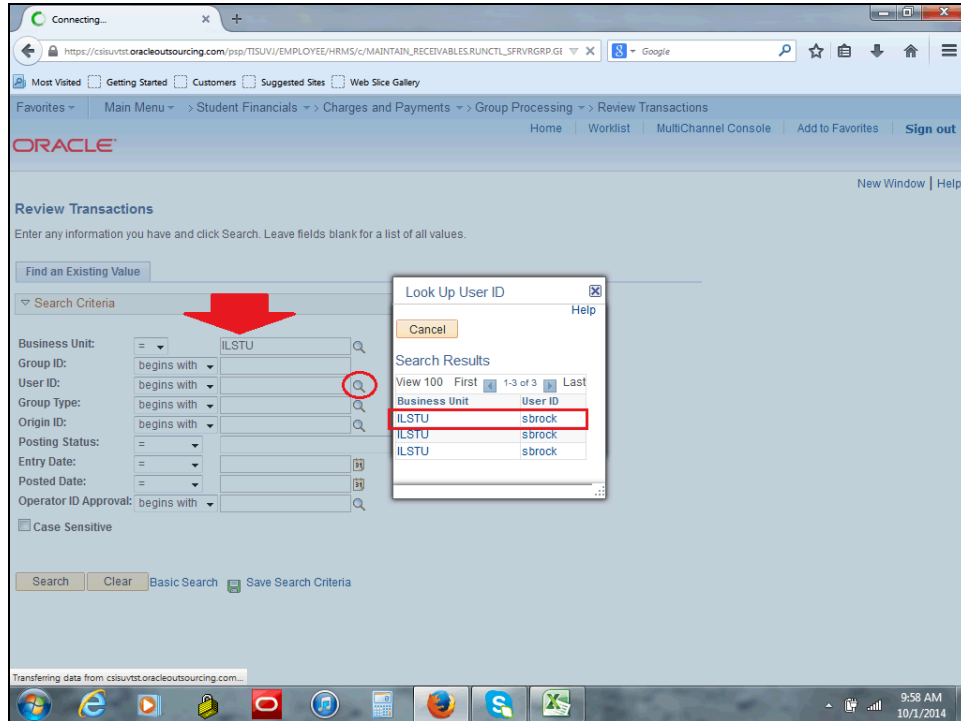
Step	Action
15.	To monitor the progress of the process, click the Process Monitor link.



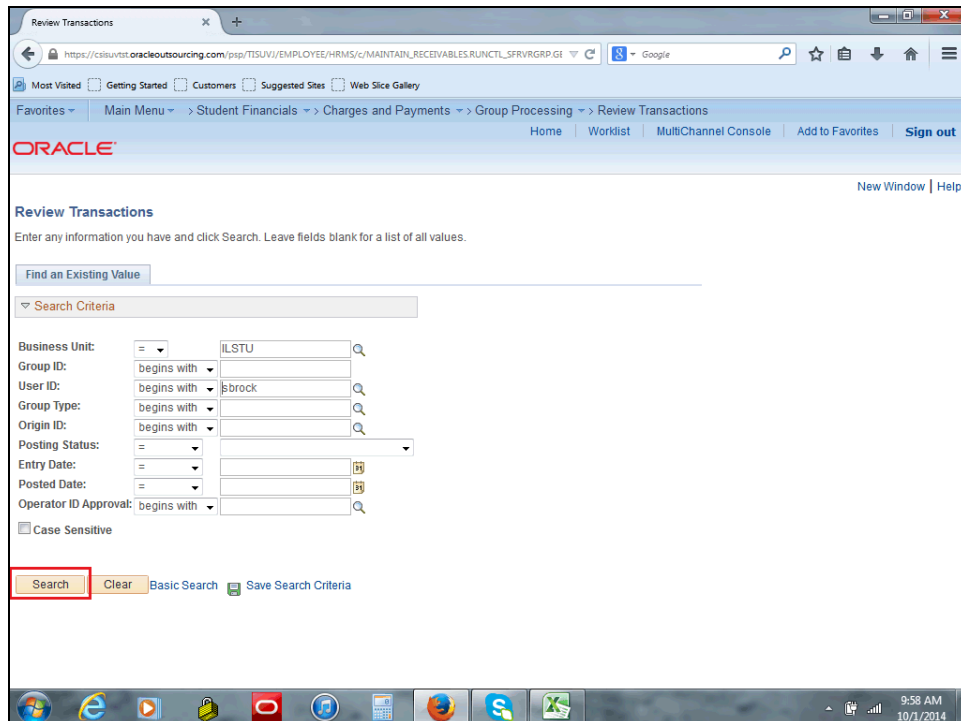
Step	Action
16.	Click the Refresh button until the Run and Distribution Statuses are Success and Posted .



Step	Action
17.	To review the reversal, from the Navigation path, click the Group Processing link and then click the Review Transactions link.



Step	Action
18.	Enter the Business Unit <i>ILSTU</i> or click the Look Up button to select from the list. Click the User ID Look Up button.



Step	Action
19.	Click the Search button.

Review Transactions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit: [ILSTU] [Q]

Group ID: [begins with] [Q]

User ID: [sbrock] [Q]

Group Type: [begins with] [Q]

Origin ID: [begins with] [Q]

Posting Status: [] [Q]

Entry Date: [] [Q]

Posted Date: [] [Q]

Operator ID Approval: [begins with] [Q]

Case Sensitive

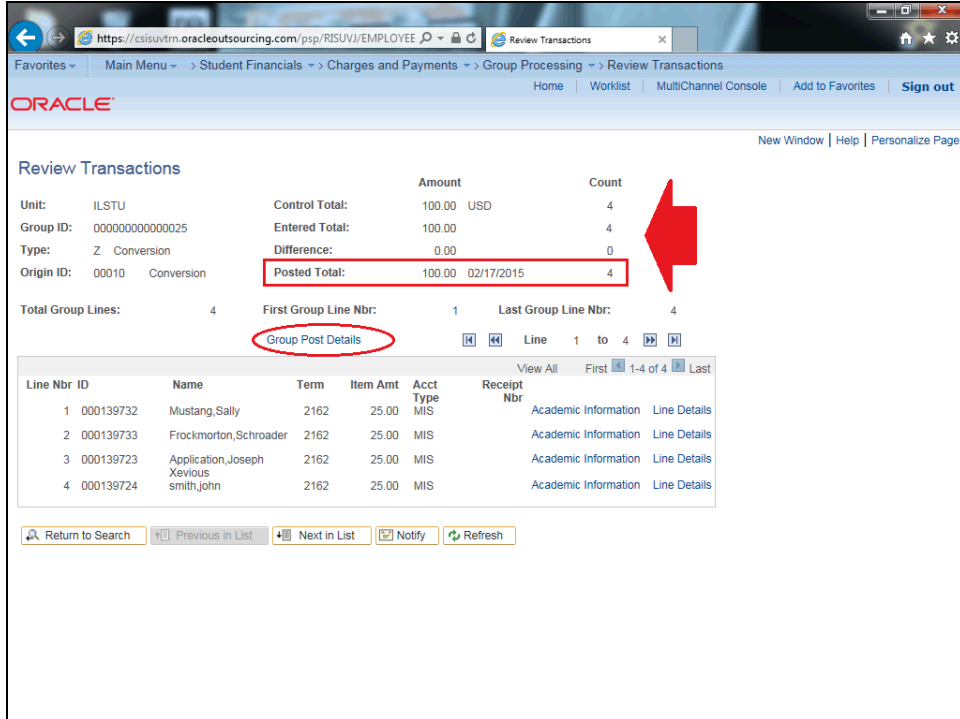
Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Group ID	User ID	Group Type	Group Type	Description	Origin ID	Origin Description	Posting Status	Entry Date	Posted Date	Operator ID	Approval
ILSTU	000000000000025	sbrock	Z		Conversion	00010	Conversion	Reversed	02/17/2015	02/17/2015	(blank)	

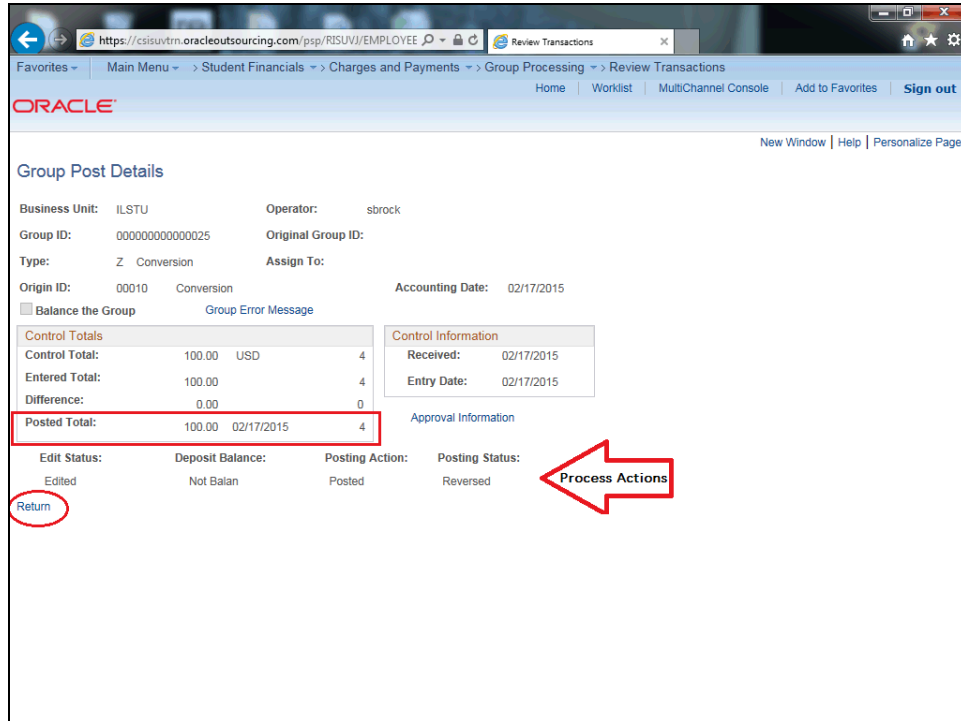
Step	Action
20.	Scroll down to the Search Results section. Click the link for the reversal Group ID . The Posting Status should display Reversed .



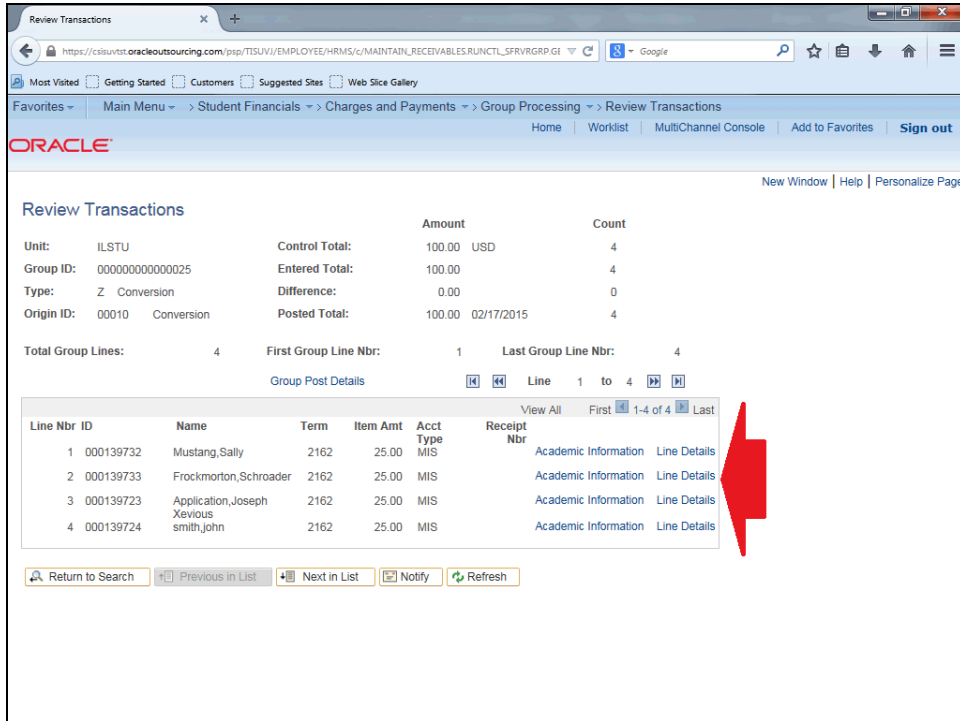
Step	Action
21.	<p>Review the Reversal Header information.</p> <p>The Posted Total Amount and Count should equal the total line amount and line count.</p> <p>Click the Group Post Details link.</p>

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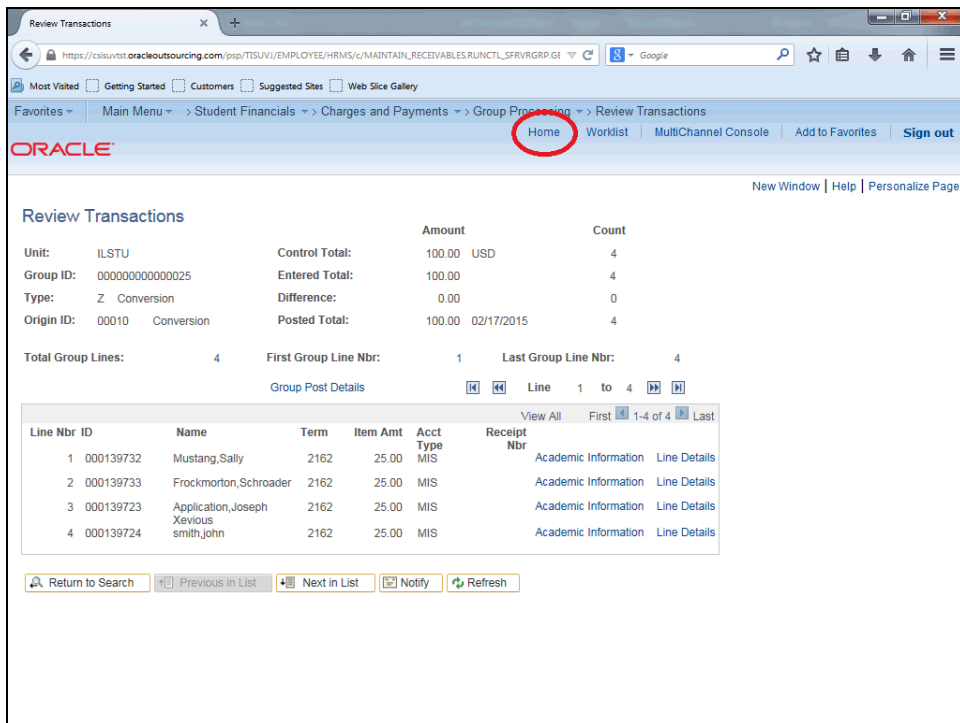
Reverse Group Transactions



Step	Action
22.	<p>From the Group Post Details screen, verify the Posted Total Amount and Count should equal the total line amount and line count.</p> <p>Verify the Posting Action is Posted.</p> <p>Click the Return link to return to the Review Transactions screen.</p>



Step	Action
23.	Click the Academic Information and Line Details links to view additional information.



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Reverse Group Transactions

Step	Action
24.	To return to the Navigation Menu screen, click the Home link at the upper right of the screen.
25.	Congratulations, you have completed Reversing a Group Transaction, Positing the Reversal, and then Reviewing the Reversal results. End of Procedure.