Loans and Receivables

Post to Accounts
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Loans & Receivables

After completing this section, you will have a better understanding of:

- The new Loans & Receivables system
- How charged are submitted to the new L&R system
- The general posting process
The Loans & Receivables System

The Loans and Receivables (L&R) computer systems that collectively support student billing, and the various student and employee loan programs, have moved out of the mainframe environment and into the new client/server architecture developed by the University’s Project 2000 initiative. As a result of this transition, departments that previously submitted transactions to Student Accounts for billing using the IDES mainframe data entry facility will no longer have this as an option. The Post to Accounts facility, which is described in this training manual, will be used as a replacement. Note that the posting process is the same for both graduate and undergraduate charges.

Also, in keeping with the directive to enter data into central systems as close to the source as possible, Post to Accounts is being offered to departments that previously submitted student charges to Loans & Receivables in the form of paper reports. Using the new Post to Accounts, these departments can now submit transactions to the L&R system electronically, and eliminate the need for paper reports.

Loans & Receivables will continue to accept charges from departments that previously submitted student charges through an electronic interface between their system and the L&R system. Support for existing interfaces have been maintained in the new L&R system and new interface formats have been developed.

An Overview of the Process...

Each department is responsible for posting and submitting their charges to Loans & Receivables using Post to Accounts. The system was designed to require minimal data entry and includes a client database search facility—known as Go Look!—to help facilitate the process.

While Post to Accounts is truly an on-line function, the system combines transaction entries made during a posting session into one batch transaction. A department can have multiple sessions during the course of any day and no restrictions have been set to the number of transactions required per session.
When posting transactions, each department uses a unique set of codes, which collectively represent and identify all charges for which the department customarily bills. These *post codes* control how a charge is handled by the L&R system (how the charge appears on a bill) and, most importantly, control accounting behavior.

For charges to be considered valid, the student account being charged must be in an ‘Open’ state, the student being charged must be in an appropriate enrollment status, and the transaction or transactions must be valid.

**Note:**

*There are times during which otherwise valid charges cannot be posted.* For example, charges may not be accepted at year’s end, at the start of an academic year, after an announced deadline for posting charges to the accounts of graduating or withdrawing students, and for accounts that have been temporarily blocked or placed in a ‘Posting Freeze’ state by a Loans & Receivables administrator.

Each batch transaction has an associated batch header and a set of transaction details. Prior to submission, the system validates that the sum of the individual transactions entered in the details equals the total amount stated in the transaction header. Submitting the batch transaction transfers the charges to the Loans & Receivables ‘inbox’ for approval and posting.

A department’s account is credited for submitted charges once the charges have been both posted and Journal Vouched (JV’d) by a staff member of Loans & Receivables. JV'd transactions are sent to submitting departments along with the department’s other financial transactions. Debit transactions are handled in the same fashion as credit transactions.

Since the new L&R system was developed to serve as a central repository for all charges to Student Accounts, all billing and collection becomes the responsibility of the Loans & Receivables department. Loans & Receivables processes tuition bills in August and January. Thereafter, account bills are sent on a monthly basis for all accounts meeting a reasonable billing threshold—typically over $100. Otherwise, all accounts are issued a final bill at year’s end.
After completing this section, you will be able to:

- Identify L&R main menu commands and navigate to the Post to Accounts – Transaction Header option
- Use shortcut keys
- Understand the concepts behind the Go Look! feature
- Identify where important system messages display
- Sign on to L&R Post to Accounts
This section provides an overview of the general navigational techniques and shortcuts used throughout the Loans & Receivables system.

The Main Menu

Posting to Accounts is initiated through the commands available on the Loans & Receivables main menu.

The option you will use, Post to Accounts – Transaction Header, is listed under the General Operations command.

Selecting this option initiates a Post to Accounts session.

Shortcut Keys

The Posting to Accounts windows include several drop-down lists from which values are selected. When choosing a value, you can use either the list’s scroll bar or use shortcut keys.

Shortcut keys enable you to type the first character of the value you wish to select and immediately advance through the list, to the first entry beginning with the character you entered. Repeated keystrokes of the same character move the selection bar to the next value beginning with the character entered.
Go Look!

The button is used to invoke the Go Look! client database search facility. As a feature of the new L&R system, Go Look! was designed to help facilitate the data entry process. On the Post to Accounts – Transaction Details window, Go Look! assistance can be requested from the Receivable Accounts fields.

To query the client database for account information, you have the option of either:

• entering a complete value in Account #, Name, or SSN and clicking the Go Look! button

• entering a partial name in the Name field and clicking the Go Look! button

If a single entry matches the search criteria (which should always be the case when supplying account numbers and Social Security Numbers), the Receivable Account fields are automatically populated with the remainder of the account details.

If multiple entries exist, the Name/Account Search window opens displaying a list of all student accounts that match the specified search criteria. You can either select a student account from the list of matches, or search the database again based on new search criteria, including account and client status.

For more information about the features and defaults of the Name/Account Search window, refer to discussion about the Name/Account Search Window, on page 14.
The Status Area

The status areas of both the Post to Accounts – Transaction Headers and Post to Accounts – Transaction Details windows relay verification and error information about a requested action. In most cases, verification status messages pertain to an Insert request. If a request to insert a transaction header or a transaction and its details is successful, the following verification message is displayed.

Insertion Successful

If, on the other hand, the system detects a problem with a request, an error status message is displayed identifying the error needing correction. For example:

Transaction Amount must be specified.

An appendix of status messages that you may encounter while Posting to Accounts is provided at the conclusion of this manual. In addition to listing the actual message content, the reasons for the status messages, and steps to a resolution, are also offered.
When posting to accounts, you will access two main windows and possibly use the Name/Account Search utility. The two main windows are the Post to Accounts - Transaction Headers window—used to define the summary totals for the batch of transactions you are creating—and the Post to Accounts - Transaction Details window—used to define the details of the transactions in your batch. The Name/Account Search window is used to query the client database for a client or an account.

**Post to Accounts – Transaction Headers**

The Post to Accounts – Transaction Headers window is used to:

- define a header for the batch of transactions you are entering; and
- submit the batch transaction upon completion, to Loans & Receivables for posting

As illustrated in the sample window shown below, the window contains three main areas: the *Batch* header area, the *Filter* area and the *Transaction Headers List*. 
The Batch Header area provides a summary of the batch of transactions. The header identifies the total number of records being posted and the total amount of all transactions being posted.

The values in the Filter area of the screen determine which headers are displayed in the Transaction Headers List. Transaction headers can be sorted by header type, status, and date.

When entering new transaction headers, Transaction Header Type is set to On-Line Data Entry and Transaction Header Status is set to Incomplete.

The Transaction Headers List displays a list of transaction headers based on the criteria set in the Filter area of the screen. By changing the value of the Transaction Header Status field, you can view a list of:

- ‘Incomplete’ transaction headers:
  - by date generated, date submitted, or date posted; and
  - by date range
- transaction headers that have been ‘Submitted’ to Loans & Receivables for posting to accounts
- transaction headers ‘Posted with Errors’
- approved and ‘Posted’ transaction headers

By leaving the Transaction Header Status field blank and using only the Date Criteria radio buttons and date fields, you can view a list of all transactions headers, regardless of status, from a particular date or within a specific date range by date generated, submitted, or posted.
Post to Accounts – Transaction Details

The Post to Accounts – Transaction Details window is used to:

- enter transaction details for a new batch transaction; and
- add or modify transaction details for a batch transaction in progress

As with the Post to Accounts – Transaction Headers window, this window also contains three main areas: the Filter area, the Name/Accounts Record list, and the Data Entry area.

Figure 3: Post to Accounts - Transaction Details

Filter Area

Typically, the Filter area is used to view the details for batches that have already been processed.

The settings in the Filter area of the screen determine whether all or only transactions in error are displayed in the Transactions List on this screen. By setting the value of Start With Record Number, you can also display a range of records beginning with a record number other than record 1.

In most cases, you would keep the system values and view all transactions, beginning with the first record.

Transactions List

The Transactions List lists the inserted transactions that comprise the current batch. Below the list are fields which display the accumulative total of transaction records and the student charge amount for the batch.
transaction. Highlighting a transaction in this list causes the selected transaction’s details to display in the Data Entry portion of the screen.

The Data Entry area is where a transaction’s details can be entered, viewed, or modified. In this area, you define, for each transaction, the type of charge being posted, the amount of the charge, and to whom or to which account the charge is being posted. The Data Entry fields are also used to view or modify the details of a previously defined transaction.

The Reference Date, Reference Nbr. and Remarks fields provide an area where details about the charge are entered. The details entered should help both you and the Loans & Receivables department identify the specific nature of the charge. For example, Reference Date can be the actual date of the occurrence; Reference Nbr. can be a number associated with the violation, such as a ticket number; and Remarks can include narrative details about the charge.

The Insert, Modify, Remove, and Clear buttons at the bottom of the Post to Accounts – Transaction Details window are used to manage the transactions that make up the batch, as well as the details for each transaction.

The Insert button is used to add new transactions to the current batch. When clicked, Insert creates a new transaction, which is based on the current transaction details, and ‘inserts’ the new transaction in the batch transaction list.

Unlike the Insert button, the Modify button is used to change or ‘modify’ existing transaction details, rather than create new transactions. To enable the Modify button, a transaction must first be selected from the Transaction List and then the cursor placed in one of the fields in the Data Entry area of the screen. After making the necessary changes, clicking the Modify button saves the current transaction with all details currently listed in the Data Entry fields, thus replacing the original transaction values.

The Remove button is used to remove the transaction that is currently selected, from the batch.

The Clear button is used to clear the Data Entry area, thus preparing all the Data Entry fields for entirely new input.
The Name/Account Search window is used to look up and select the appropriate account to post a charge to, and is invoked by clicking any of the Go Look! buttons located next to the account-related fields of the Post to Accounts application windows.

The focus of the search depends on the criteria set in the Search Area of the screen; the records listed in the Name/Accounts Record List are those that match the specified criteria. The following screen is an illustration of the Name/Account Search window.

*Figure 4: Name/Account Search Window*

The **Search** area is used to specify the criteria with which to limit the scope of the client database query. By default, all open accounts for active students are queried, unless you specify otherwise.

Once the **Search** fields of the area are set, click the **Apply** button to query the database for all records matching the specified criteria.

The **Name/Accounts Record List** displays all records in the database that satisfy the search criteria specified in the window’s **Search** area or specified in the Receivable Account fields of the invoking window.
Take Back...
The **Take Back** button is used to copy the details of the record currently selected in the *Name/Accounts Record List* and ‘take back’ or populate the fields of the invoking window with the associated account information.

**User Tip!** Double-clicking a record in the *Name/Accounts Record list* works the same as highlighting a record and clicking **Take Back**.

**No Records Found?**

If the Go Look! request returns no records, no match was found. In this situation, you should check the client account status fields (the right column of fields in the Search area of the screen) and ensure that they are set to the appropriate values. The account you are charging may be an account:

- that is in a state other than Open
- belonging to a new student not yet defined to the database
- belonging to a student who has since graduated, and whose account is therefore in an inactive state
- which has been temporarily placed in ‘blocked’ status by the Loans & Receivables department, which permits posting to the account, but prohibits the viewing of the account record.
Before signing on to the Loans & Receivables system, you must obtain a valid userid and password. The userid to which you are assigned will provide department-specific ‘user’ access to the Loans & Receivables system and client database.

For the purposes of this training class, you will use a variant of the Training userid and password. For example, Training01, Training02, and Training03.

**How To… Sign on to L&R**

1. Click the icon on your desktop. The Login dialog displays.

2. In the Login Name field, type your userid and in the Password field enter your password.

3. Click the OK button.

Two Loans & Receivables system components are initiated: the main Loans & Receivables application and the Integrated Application Processing (IAP) component. For now, close the IAP session; this tutorial focuses on the Posting to Accounts portion of the L&R system.
Exiting Loans & Receivables

How To… Exit the L&R Application

1. If the Post to Accounts – Transaction Details window is open, click the Close button to close the window and return to the Post to Accounts – Transaction Headers window.

2. If the Post to Accounts – Transaction Headers window is open, click the Close button to close the window, exit Post to Accounts, and return to the main menu.

3. Select File, Exit from the main menu to exit the L&R system.
After completing this section, you will be able to:

✓ Post batch transactions
✓ Check on the status of a posting
✓ Initiate the setting of department-specific transaction attributes
✓ Identify transaction components on a student account bill
When posting to accounts, it is recommended that you develop a schedule for posting your department’s transactions. For example, to accommodate the number of transactions your department generally charges over the course of a month you can establish a schedule to post transactions on a weekly, bi-weekly, or monthly schedule. For system performance reasons, it is recommended that you limit the number of transactions per batch to 25 - 30 transactions.

The Loans & Receivables department typically processes billing during the last week of the month. When establishing a posting schedule, you may want to take this into consideration. Submitting batch transactions before the last week of the month will help ensure that your transactions are included in the monthly processing, and ensure that your account is credited as quickly as possible.

The general procedure for posting transactions to the Loans & Receivables system includes:

- Creating a Transaction Header for the batch of transactions you are processing
- Defining the details of each transaction included in the batch transaction
- Submitting the batch of transactions to Loans & Receivables

A Transaction Header summarizes the transactions of your posting session or batch job and provides a total transaction amount and the total number of transaction records you will be posting. This header information is then used to perform system checks and balances.

After defining a header for the batch process, you define the details of the transactions that comprise the batch on the Post to Accounts-Transaction Details window.

**Exercise Scenario**

In the following exercise, you will post a batch transaction that contains three transactions totaling $73.67 in student charges.
How To… Define a Header

The steps in this section walk you through the process of defining a header for the batch of transactions you will enter and submit to Loans & Receivables through the online-entry interface.

1. Click the icon on your desktop and log on to the Loans & Receivables system, if you have not already done so.

2. From the Main Menu, choose General Operations and then Post to Accounts – Transaction Header from the resulting pull-down menu.

The Post to Accounts – Transaction Headers window displays.

3. In the Batch area of the screen, identify the total transaction amount and number of transactions you will be posting during this session.

   - The total dollar amount for all transactions for this month is $73.67. Enter **73.67** in the **Header Amount** field.

   - Your batch transaction will consist of 3 separate transactions. Enter **3** in the **Header Nbr. Of Records** field.

Remember, the system uses the totals you provide in the header for verification purposes before your transactions are submitted to batch. Although a total for **Header Nbr. of Records** is optional, it is recommended that you provide one.

4. In the filter area of the screen, verify that the following filter information is set to the system defaults:

   - Verify that **Transaction Header Type** is set to **On-Line Data Entry**.

   - Since you are posting a new batch transaction, verify that the **Transaction Header Status** field is set to **Incomplete**.
5. Click the **Insert** button to add the transaction header to the Batch Transaction Headers List at the bottom of the screen.

How To... Post the First Transaction

Once a transaction header is defined and added to the system, the system is ready for you to define the individual transactions of the batch. The steps in this section walk you through the process of defining the transaction details for the first transaction of your batch.

1. Ensure that the batch header you created in the previous step is selected in the Header List and click the **Details** button.

The Post to Accounts-Transaction Details window displays. The fields of this window are used to identify each of the transactions in the batch, the type of charge being posted, the amount of the charge, and to whom or to which account the charge is being applied.
Notice that the header information that you entered in the previous screen is carried over to the Header fields of this screen. The accumulated values in Total Detail Amount and Nbr of Transactions fields must agree with these header values before the system will accept the batch transaction for posting to L&R.

2. From the Receivable Type drop-down list, enter the type of receivable you are posting. The default is **Student Account**.

3. In the three Name (L,F,M) fields, enter the last name, first name, and middle initial of the account holder to which you are posting a charge.

   Enter **Chang Angela K** and click the Go Look! button.

Notice that the Account #, SSN and PU Id fields are automatically populated with the rest of Angela Chang’s account information, which is required to post a transaction.

**User Tip!** The Account #, Name and SSN fields work together; if one complete value is entered and Go Look! is initiated, the remaining fields are populated with the associated client account information, as long as duplicates are not found in the client database. If you know none of the account values, pressing Go Look! initiates the Name/Search window, where you can query the client database for the information you need.
4. By specifying a Post Category, you limit the post codes listed in the Post Code drop-down list to only those post codes that belong to the specified Post Category. From the Post Category drop-down list, select Housing.

5. From the Post Code drop-down list, select Rm Dam 1 from the list of Housing post codes.

6. The amount of the room damage charge is $39.50. In the Trans Amount field, enter 39.50.

7. Now, provide information that differentiates this transaction from the others in the batch by identifying details about the violation or charge:

   - The violation was recorded on April 1st of this year. Enter 4/1/01 in the Reference Date field.
   - The inspector’s ticket includes a violation number. Enter the violation number, 01-4456798, in the Reference Nbr field.
   - In the Remarks field, enter narrative details about the violation. Type Wallboard repair – tack holes.

8. Click the Insert button to add the transaction to the list of records included in the batch process; ensure that the transaction appears in the Name/Accounts Record List at the top of the screen.
Notice that the Header information in the Total Detail Amount field changes to reflect the transaction amount you just entered. Also notice that the Nbr. of Transactions shows record 1 of 3.

**How To… Post the Remaining Transactions**

Since the remaining transactions of your batch are variants of the first transaction you entered, you will modify the data in the fields that are unique to the additional transactions, instead of re-entering all new details.

1. For the second transaction, you know a part of the name of the individual whose account is being charged. You begin the entry by typing the portion of the name that you know in the Name fields, and clearing the others.

   - Enter Chang in the first box of the Name field.
   - Clear the values in the next, two Name boxes.
   - Click the Go Look! button.

2. The Name/Account Search window displays, listing all account holders having the last name of Chang. Since the second transaction is being charged to a Caroline Chang, select her account from the Name/Account Record List.
3. Click the **Take Back** button. Notice that the Receivable Account fields are automatically populated with the rest of Caroline Chang’s account information.

4. From the *Post Category* drop-down list, select **Key Charges**.

5. From the *Post Code* drop-down list, select **Key Replace 1**.

6. The key replacement charge is set at $10.25. Enter **10.25** in the *Trans Amount* field.

7. Now, provide information about the violation or charge that differentiates this transaction from the others in the batch:
• The violation was recorded on April 7th of this year. Enter 4/7/01 in the Reference Date field.

• The service ticket includes a service number. Enter the number, 01-9040112, in the Reference Nbr. field.

• In the Remarks field, enter narrative details about the violation. Type Dorm room key replacement.

8. Click the Insert button to add this transaction to the batch. Verify that the system accepted the second transaction and added it to the list of transactions at the top of the screen.

If you look at the Total Detail Amount and Header fields now, you’ll see the totals have changed to include both transactions.

9. For the last transaction, you are posting a second charge to the same student account, so you need only change the values that are pertinent to the second transaction.

From the Post Category drop-down list, select Housing.

10. From the Post Code drop-down list, select Room Damage 1.

11. The room damage charge in this case is $23.92. Enter 23.92 in the Trans Amount field, typing over the amount you entered for the previous transaction.

12. Now, provide details about the last transaction:
13. The date of the occurrence is the same as the previous transaction date. Keep the current value of 4/7/01 in the Reference Date field.

14. Enter the violation document number, which is 01-555-0407, in the Reference Nbr field.

15. In the Remarks field enter Damage to door lock and door.

16. Click the Insert button to add the transaction to the list of records included in the batch process.

You’ve completed entering the details for all three transactions. To verify the batch transaction, compare the Total Detail Amount and Nbr. of Transactions fields against the totals in the Header fields.

17. Click the Close button to close the Post to Accounts-Transaction Details window and return to the Post to Accounts-Transaction Header window.

User Tip! Clicking the Validate Batch button performs a system validation of the batch transaction you entered.
How To… Submit a Batch for Posting

Once you have completed entering all of the transactions in your batch, submitting the batch to Loans & Receivables is a simple matter of closing the Post to Accounts-Transaction Details window, selecting the header for the batch transaction from the Post to Accounts-Transaction Headers window, and clicking the **Submit Batch** button. However, in order to submit a batch, you must have the authority to do so.

> **Important!**
> Be aware that once you submit a batch transaction, you can no longer modify the contents of the batch transaction.

If you are not authorized to submit batches, the individual in charge of submitting batches for you will do so.

Submitting Your Batches

As mentioned in the introduction, if you have the authority to submit batches, you simply click the **Submit Batch** button at the bottom of the Post to Accounts – Transaction Headers window, after entering all transaction details for your batch on the Accounts – Transaction Details window.

If the submission is successful, the status area of the screen will display the following status message:

**BATCH SUBMITTED SUCCESSFULLY**

Submitting Batches Created by Others

If your position requires you to approve batches entered by others in your department, you will most likely start the system, locate the transaction header for the batch, and verify the transaction details before submitting the batch. The following steps outline this procedure.

1. If the L&R system has not been started, click the icon, and choose *General Operations* from the main menu and then *Post to Accounts – Transaction Header* from the resulting pull-down menu.

2. In the filter area of the Post to Accounts – Transaction Header screen:
   - **Set Transaction Header Type to On-Line Data Entry.**
• Since you are posting an existing batch transaction that has not yet been submitted for posting, set the Transaction Header Status field to Incomplete.

• Set Date Generated to the date on which the batch transaction was generated or specify an open-ended date.

• Click the Apply button.

3. Select the batch header from the resulting Header List at the bottom of the Post to Accounts – Transaction Header list and click the Submit Batch button to submit the transactions for validation and then batch processing.

   **User Tip!** To view the transaction details associated with a particular batch header, select the batch header from the Header List and click the Details button. The Post to Accounts – Transaction Details window displays, showing the details for the transactions that comprise the batch transaction.

Clicking the Submit Batch button submits the batch transaction for posting, after validation. If no errors are detected during validation, the Transaction Header status for the batch transaction is changed to ‘Submitted’ and remains in ‘Submitted’ status until a Loans & Receivables representative approves and posts the transactions. Upon approval, the status then changes to ‘Posted’.

**What Have You Learned?**

You’ve learned how to post a batch of transactions to the Loans & Receivables system, which involves:

- creating a Transaction Header for the batch of transactions you are processing
- defining the details of each transaction included in the batch transaction
- submitting the batch of transactions to Loans & Receivables
Checking on a Transaction’s Status

Once you’ve submitted a batch of transactions to the Loans & Receivables department, you can check on the status of its approval from the Post to Accounts – Transaction Headers window. The Transaction Header List at the bottom of this screen includes a column for the status indicator, which changes as the batch of transactions you create goes through the necessary stages to final approval and posting by the Loans & Receivables department.

Status values that may be assigned to your batch transactions include:

- **Incomplete**: When a transaction header has a status of Incomplete, the batch has not yet been submitted to Loans & Receivables and may also be incomplete. The transactions that comprise a batch in Incomplete status are modifiable up until the time of submission.

- **Submitted**: When a transaction header has a status of Submitted, the batch has been submitted and is in the Loans & Receivables ‘inbox’ for processing, approval, and credit. Changes cannot be made to the transactions of a batch in Submitted status.
### Checking on a Transaction’s Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posted</strong></td>
<td>When a transaction header is in a Posted state, the submitted batch transaction has been approved by a member of the Loans &amp; Receivables department and your department account has been credited for the total batch transaction amount. The credit applies to the next Journal Vouchers (JVs) to the General Ledger (GL).</td>
</tr>
<tr>
<td><strong>Posted with Errors</strong></td>
<td>A status of Posted with Errors indicates that the batch included errors and, therefore, has not been approved. In this situation, the Loans &amp; Receivables department will make the appropriate corrections. In most cases, transaction headers with a status of Posted with Errors are a result of a batch sent through an electronic interface to the L&amp;R system, rather than a manual submission using Post to Accounts.</td>
</tr>
<tr>
<td><strong>Discarded</strong></td>
<td>A Discarded status is assigned to transaction headers that have been discarded. In this event, a member of Loans &amp; Receivables will contact you to discuss the reason for the rejection. Transactions that have been discarded must be re-entered and submitted for approval.</td>
</tr>
</tbody>
</table>
How To... View ‘Submitted’ Transactions

The Post to Accounts – Transaction Headers window provides an area where the transaction headers for batch transactions are listed. The content of this list is controlled by criteria set in the Filter area of this same screen.

In the following set of steps, you will view a list of batch transactions that have been submitted to Loans & Receivables and are currently in a state of Submitted, for a specific time period.

1. Navigate or switch to the L&R Post to Accounts – Transactions Header window, if it is not already the active window on your screen.

2. In the filter area of the Post to Accounts – Transaction Header screen:
   - Set Transaction Header Type to On-Line Data Entry.
   - Set the Transaction Header Status field to Submitted, to view a list of batch transactions that are currently in a submitted state.
   - Specify the Date Criteria:
     - Click the Submitted radio button, to search for transactions based on their date of submission, and;
     - Set the beginning and end dates in the Date fields. For example, enter 9/28/01 and 10/09/01.

   **User Tip! By clicking the Generated radio button, you can optionally search for batch transactions based on the date the transaction headers were generated.**

3. Click the Apply button to apply the filters and search the database for all transaction headers submitted during the specified period.

A list of transaction headers that satisfies the filter criteria you specified is displayed. In the example, one match was found.
From this list, you can access and view the transactions associated with any of the transactions headers in the list. To do so, select the transaction header from the list, and then click Details.

**User Tip!** By changing the value in the Transaction Header Status field to another status type, you can generate lists of batch transactions that are ‘Incomplete,’ ‘Posted,’ ‘Posted with Errors,’ or ‘Discarded’.

### How To… View All Transactions for a Date Range

In the following set of steps, you will view the transaction headers for all batch transactions, regardless of status, for a particular time period.

1. **Navigate or switch to the L&R Post to Accounts – Transactions Header window, if it is not already the active window on your screen.**

2. **In the filter area of the Post to Accounts – Transaction Header screen:**
   - Set **Transaction Header Type** to **On-Line Data Entry**.
   - Set the **Transaction Header Status** field to blank, to generate a list of all batch transactions, regardless of status.
   - Specify the Date Criteria:
     - Click the Generated or Submitted radio button, to search for transactions based on date generated or date submitted, respectively; and
     - In the Date fields, enter the beginning and ending dates for range of dates during which to search for transactions.
3. Click the **Apply** button to apply the filters, search the database, and display all transaction headers meeting the specified criteria in the Transaction Header List.

| Transaction Type | Date Verified | Approved | Status | Total | Posted | Amount To Post | Other Source
|------------------|--------------|----------|--------|-------|--------|---------------|--------------|
| Online Data Entry | 9/27/2000    | Yes      | Posted | $5,000| $0.00  | $0.00         | Bank
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| Online Data Entry | 9/27/2000    | Yes      | Posted | $5,000| $0.00  | $0.00         | Bank
| Online Data Entry | 9/27/2000    | Yes      | Posted | $5,000| $0.00  | $0.00         | Bank
| Online Data Entry | 9/27/2000    | Yes      | Posted | $5,000| $0.00  | $0.00         | Bank

**What Have You Learned?**

You’ve learned how to view a list of batch transactions that you’ve submitted to Loans & Receivables. You’ve also learned how to use the filters to search for:

- transactions having a particular status (such as incomplete, submitted, posted, posted with errors and discarded).
- transactions from a specific date or date range
The following steps are the *Quick Steps* for defining a header for batch transactions, for posting a transaction, and for viewing the transactions online:

### Defining a Header

1. Select **General Operations, Post to Accounts – Transaction Header** from the main menu.

2. Summarize the transactions of your batch:
   - Enter the total transaction amount in the *Header Amount* field.
   - Enter the total number of transactions in the *Header Nbr. Of Records* field.

3. Verify that the filter fields are set to the following system defaults:
   - *Transaction Header Type* = **On-Line Data Entry**
   - *Transaction Status* = **Incomplete**
Posting a Transaction

1. Select the specified batch from the Header List and click the Details button.

2. From the Receivable Type drop-down list select the type of receivable you are posting.

3. In the three Name (L,F,M) fields enter the last name, first name and middle initial of the account holder to which you are posting a charge, and click the Go Look! button.

   The Account #, Social Security # and PU Id fields for the holder of the account will be automatically populated.

4. Select the post category, and post code from the Post Category and Post Code drop-down lists.

5. Enter the dollar amount of the charge in the Trans Amount field.

6. Enter the charge details:
   - In the Reference Date field enter the date of the charge.
   - In the Reference Nbr. field enter a number associated with the charge.
   - In the Remarks field enter a description for the charge.

7. Click the Insert button to add the transaction to the batch process.

8. Repeat steps 4 through 8 for each transaction in the batch you wish to process.
**Quick Steps**

**Viewing Transactions**

1. Navigate to the L&R Post to Accounts – Transactions Header window.

2. Choose **On-Line Data Entry** from the *Transaction Header Type* drop-down list.

3. Choose the appropriate status from the *Transaction Header Status* drop-down list.

4. Enter a specific date or date range in the *Date* fields for the transaction or group of transactions you wish to view.

5. Click the **Apply** button.

A list of transaction headers that satisfies the filter criteria you specified displays in the Header list at the bottom of the window.
Appendix A: Departmental Post Codes

This appendix provides an overview of the departmental post code handout. It explains how the information is arranged within the columns of the table and explains where to enter the information on the Post to Accounts - Transactions Details window.
Every department is assigned a unique set of posting categories and codes, which are used to post department-specific charges to student accounts. A department is authorized to use only those codes to which they are assigned.

The codes that are assigned to your department are listed in a handout separate from this manual. The posting codes—and associated data—are arranged into several table columns; the following illustration describes the type of information listed in each column.

<table>
<thead>
<tr>
<th>Post Category</th>
<th>Old Code</th>
<th>Post Code</th>
<th>Project Grant #</th>
<th>Bill Description</th>
</tr>
</thead>
</table>
| Post Category codes are selected from the Post Category drop-down list on the Post to Accounts—Transaction Details window; the post codes are selected from the Post Code drop-down list on the same window.

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Codes used in the past to post charges

Project grant number charged

How a charge appears on a billing statement

Codes for all department charges; codes are grouped by Post Category

Posting Categories for your department
The purpose of the post category is to limit the post codes in the Post Code drop-down list to only those codes belonging to the specified category. Note that selecting an invalid Post Category (a Post Category not defined to your department and userid) returns an empty list of post codes in the Post Code drop-down list.
Appendix B: Troubleshooting

This appendix provides an overview of the:

✓ Errors that you may encounter while posting transactions
✓ Reasons the errors were received
✓ Steps to take to a resolution
MESSAGE TEXT GENERATED BY THE SYSTEM

What Happened? Describe the incident that caused the system to generate the message.

What Should I Do? Provide the action to take to correct the incident, if applicable.

RECEIVABLE ACCOUNT COULDN'T BE DERIVED FROM THE FOLLOWING INFORMATION PROVIDED

What Happened? The transaction contains invalid receivable account information. Usually, either the Social Security Number or PU Id is invalid.

What Should I Do? Check the Receivable Account data entry area for incorrect values. If you are manually typing in the account values, you must use the Go Look! client database search facility to locate the account and populate the fields with the correct account information.

RECEIVABLE ACCOUNT MUST BE IN OPEN OR SALVAGED STATE

What Happened? You are attempting to post to an account that is either in a ‘Frozen’ or ‘Closed’ state.

What Should I Do? No corrective action applies; postings are only accepted for Open or Salvaged accounts.

RECEIVABLE TYPE COULDN'T BE DERIVED FROM THIS SCAN LINE NUMBER

What Happened? A receivable type was not specified as part of the Receivable Account details and it is required.

What Should I Do? To correct the error, select a receivable type from the Receivable Type drop-down list (usually Student Account) for the transaction having the error.

STUDENT ACCOUNT IS FROZEN OR CLOSED

What Happened? You are attempting to post to an account that is either in a ‘Frozen’ or ‘Closed’ state.

What Should I Do? No corrective action applies; postings are only accepted for Open or Salvaged accounts.
TOO MANY RECORDS WERE RETURNED – PLEASE REFINE SEARCH CRITERIA

What Happened?  This message usually displays as a result of a Go Look! or Name/Account search request. The criteria specified resulted in more matches than could be displayed.

What Should I Do?  To correct the error, refine your search by specifying more exact search criteria. If the name or account information you needed is displayed, you can ignore the message, but be aware that a complete list of matches was not returned.

TOTAL DOLLAR AMOUNT HAS TO BE EQUAL TO THE TOTAL DOLLAR AMOUNT ON THE DETAIL LINES

What Happened?  This message displays when attempting to submit a batch that has transaction detail totals that do not match the totals defined in the transaction header. In order for batches to pass the validation phase of the submission process, these totals must equal.

What Should I Do?  To correct the error, determine whether the discrepancy occurs between the batch amounts or in the number of transactions included in the batch. Then, based on your findings, either verify the transaction amounts that you entered for each transaction in the batch or check that all transactions have been entered and entered only once.

WHILE REVIEWING AN EXISTING ITEM YOU PRESSED INSERT. THIS WILL CREATE A NEW ITEM. OK?

What Happened?  This message is displayed more for verification purposes than to point out an occurrence of an error. If you use an existing transaction as a basis for the details of a new transaction, and click Insert after changing some of the details, the system prompts you to verify that you wish to create a new transaction, instead of modifying the existing transaction.

What Should I Do?  If you do wish to create a new transaction with the current details and add it to the batch, click OK. If you intended to modify the existing transaction, click Cancel and then click Modify.