

QUICK REFERENCE GUIDE

November 1, 2019

Groups Set to Post

This guide covers how to view the *Groups Set to Post* page. This page displays pending items that are ready to be processed by the ARUpdate process. The bills and maintenance worksheets displayed on this page have been set to the “Batch Standard” posting action. When the ARUpdate process runs, it which will post the transactions to the customer accounts.

Step 1: Search for Groups Set to Post

First, you’ll navigate to the *Groups Set to Post* page. This page will show all group Types that are set to post, including bills, maintenance worksheets, overdue charges, and transfers.

1. Navigate to the *Groups Set to Post* page by using one of the options below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Pending Items, left-menu, Groups Set To Post.
Navigation Collection	Accounting, Accounts Receivable, Process Accounts Receivable, left-menu, Pending Items, Groups Set To Post.

2. At the *Groups Set To Post* page, enter the search criteria provided below.

Field Name	Field Description
*Business Unit	Accept the default Business Unit or select a different Business Unit.
*Post Action	Accept the default “Batch Priority and Standard”.
User ID	By default, your User ID is automatically entered. Remove the User ID so that the search results will include all groups set to post for the Business Unit.
*Group Amount Switch	Accept the default “To Be Posted”.

3. Click on the **Search** button. The **Groups Set to Post** section displays entries matching your criteria.

Groups Set To Post

Business Unit User

*Post Action

*Group Amount Switch

Group Set to Post

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Group ID	Action	Assigned	Type	Accounting Date	Origin ID	To Be Posted	Currency
21239	Batch Standard	0115	B	01/16/2019	PS_BI	3,750.00	USD
21241	Batch Standard	0115	M	01/16/2019	PS_AR	0.00	USD

Totals

Total	2	Total Amount	3,750.00	Currency	USD
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- This example includes a group of bills (Type B) that have been processed through the Single Action Invoice Process. It also includes a maintenance transaction (Type M) that has a *To Be Posted* amount of “0.00” because it was created to apply a full credit to an invoice.
- Both transaction have been set to “Batch Standard” posting action. When the ARUpdate process is ran, these transactions will be posted to the customer accounts.

4. Review the **Groups Not Set to Post** section. The fields are described below.

Field Name	Field Description
Group ID	The <i>Group ID</i> assigned to the transaction(s) when they were processed by SAIP or the ARUpdate process.
Action	The Posting Action set for the group. The “Batch Standard” posting action is used in Minnesota.
Assigned	The User ID for the person who processed the transaction.
Type	The most common group <i>Types</i> include: B (Billing), and M (Maintenance). You may also see: F (Overdue Charges), T (Transfer), and U (Unpost).
Accounting Date	The Accounting Date of the transaction.
Origin ID	The module where the transaction originated: PS_BI = Billing PS_AR = Accounts Receivable
To Be Posted	The total amount for that group to be posted.
Currency	USD is the currency used by SWIFT.