AP.020.200 – CREATING AND USING CONTROL GROUPS

Purpose	• Navigate to the Control Group pages and enter the appropriate information to create a Control group. • Use the Accounting page to record accounting, posting, and payment options for the Control Group. • Assign the Control Group to a user to process the vouchers designated for this group.
Description	Control groups are an optional mechanism for checking on the accuracy of voucher entry. Control groups can be used in a variety of ways. • Use control groups to enhance control over when specified groups of vouchers should be posted or paid. • The options in the control group pages enable organizations to determine if vouchers need be balanced and/or verified before they can be posted or paid. • Control Groups can be used to establish separate processing rules for groups of vouchers. Control groups are used for Banner to AP student refund processing. For more information, see AP.040.020 - Processing Banner to AP Transactions.
Security Role	**BOR_AP_CNTRL_GRPS_MAINT**
Dependencies/ Constraints	Vouchers within a verified control group cannot be modified. To modify, the control group status must be changed to Assigned.
Additional Information	None

Procedure

Below are step by step instructions on how to create and use Control Groups.

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Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Accounts Payable** link.
4.	Click the **Control Groups** link.
5.	Click the **Group Information** link.
6.	On the Add a New Value tab, enter Business Unit**.** Control Groups may be created for the standard Business Units non-student suppliers), or for the Banner Business Units (student suppliers). When creating or searching for a control group for use with Banner Business Unit, use "XXXXB" (e.g., 2700B) as the Business Unit option.
7.	Click the **Add** button.
8.	Click in the **Gross Amt** field and enter the Gross Amount. (Optional) Select the **Run a Tape** check box to obtain a running gross amount total and have the system count the number of vouchers. *Note: For Banner processing, enter "****Gross Amt: $1.000****" since multiple control groups may be created by the Banner to AP Interface.*
9.	Click in the **Nbr of Vouchers** field and enter the number of vouchers in the control group. *Note: For Banner control groups, enter "**1**" for the Number of Vouchers, since multiple control groups may be created by the Banner to AP Interface.*
10.	Click the **Status** dropdown button to activate the menu to Assign to a user, by selecting the **Assigned** option.
11.	Click in the **Assigned to** field and enter the User ID of the employee to whom the Control Group will be assigned. *Note: For Banner control groups, this is the operator who will initiate the Banner to AP Interface and complete the voucher processing.*
12.	Click the **Accounting** tab. Use the Accounting page to record accounting, posting, and payment options for the control group.

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Step	Action
13.	In the Actions section, click the **Post Group** checkbox. The Post Group checkbox must be selected for the control group to post. If control needs to be maintained of when the vouchers will get posted, leave this box unselected.
14.	In the Actions sections, click the **Only Pay Verified Groups** to ensure only verified Control Groups are paid.
15.	Click the **Vouchering Options** tab. Use the Vouchering Options page to establish approval option, currency, and balancing for vouchers. Users can also establish matching options, document sequencing, chartfield editing, and duplicate invoice checking at the control group level.
16.	Click the **Vouchers** tab. Use the Vouchers page to review vouchers and change control totals.
17.	Click the **Save** button.
18.	After creating the Control Group, the assigned employee can now begin entering the vouchers. The control group ID will automatically populate the **Control Group** field during voucher entry. *Note: If this is a Banner control group, refer to AP.040.020 - Processing Banner to AP Transactions.*
19.	Once the vouchers have been created within the Control Group, the appropriate person should return to the Control Group and confirm the Gross amount and Number of Vouchers.
20.	Once the vouchers have been created and Control group totals are correct, the Control Group Status must be updated to Verified for the vouchers to be selected within a pay cycle.