Group Information – Add a New Value

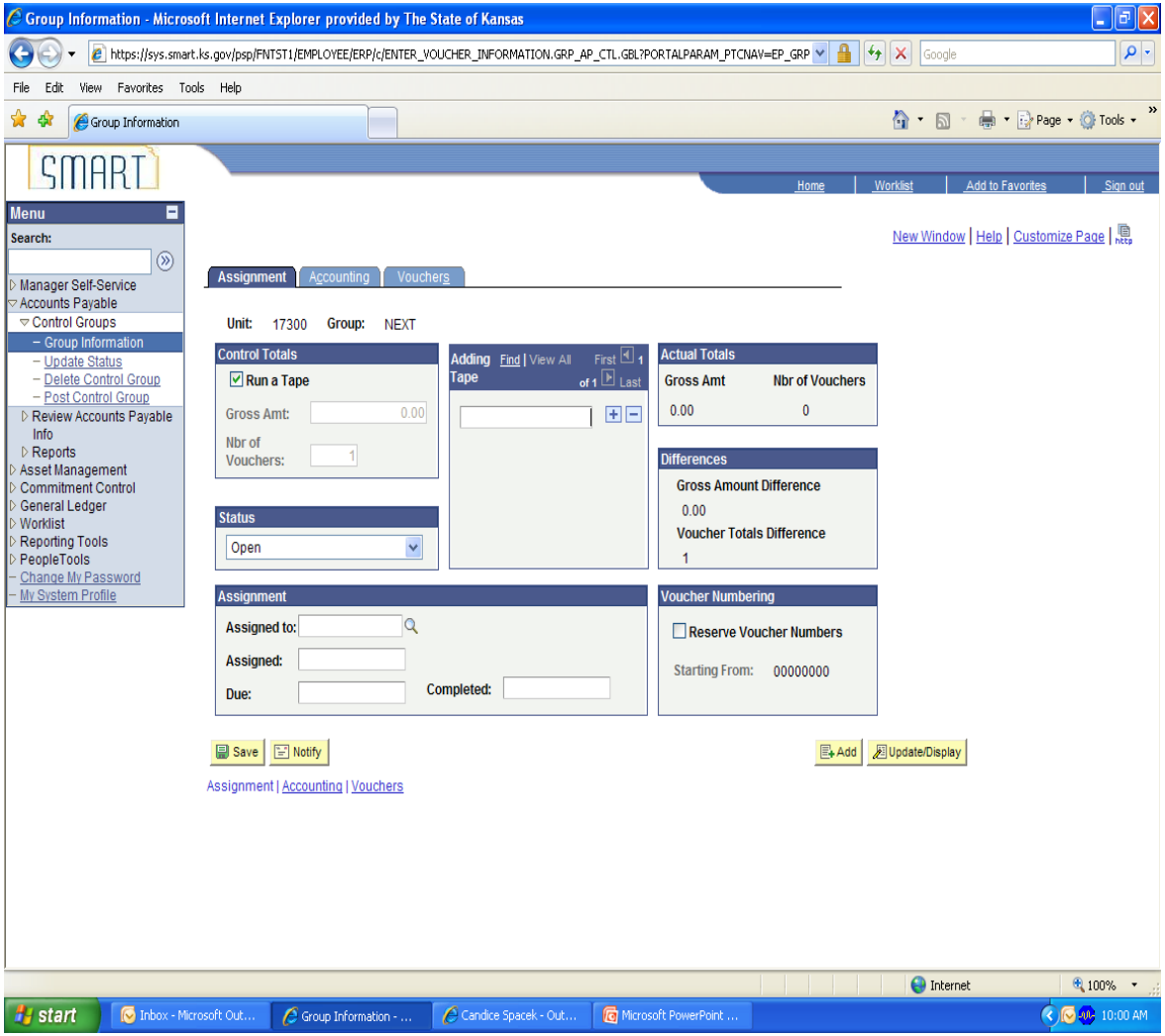
Navigation: Accounts Payable > Control Groups > Group Information > Add a New Value

1. Enter Business Unit.
2. Enter Control Group ID or allow NEXT to assign a Control Group ID.
3. Click 'Add'.

Assignment Tab

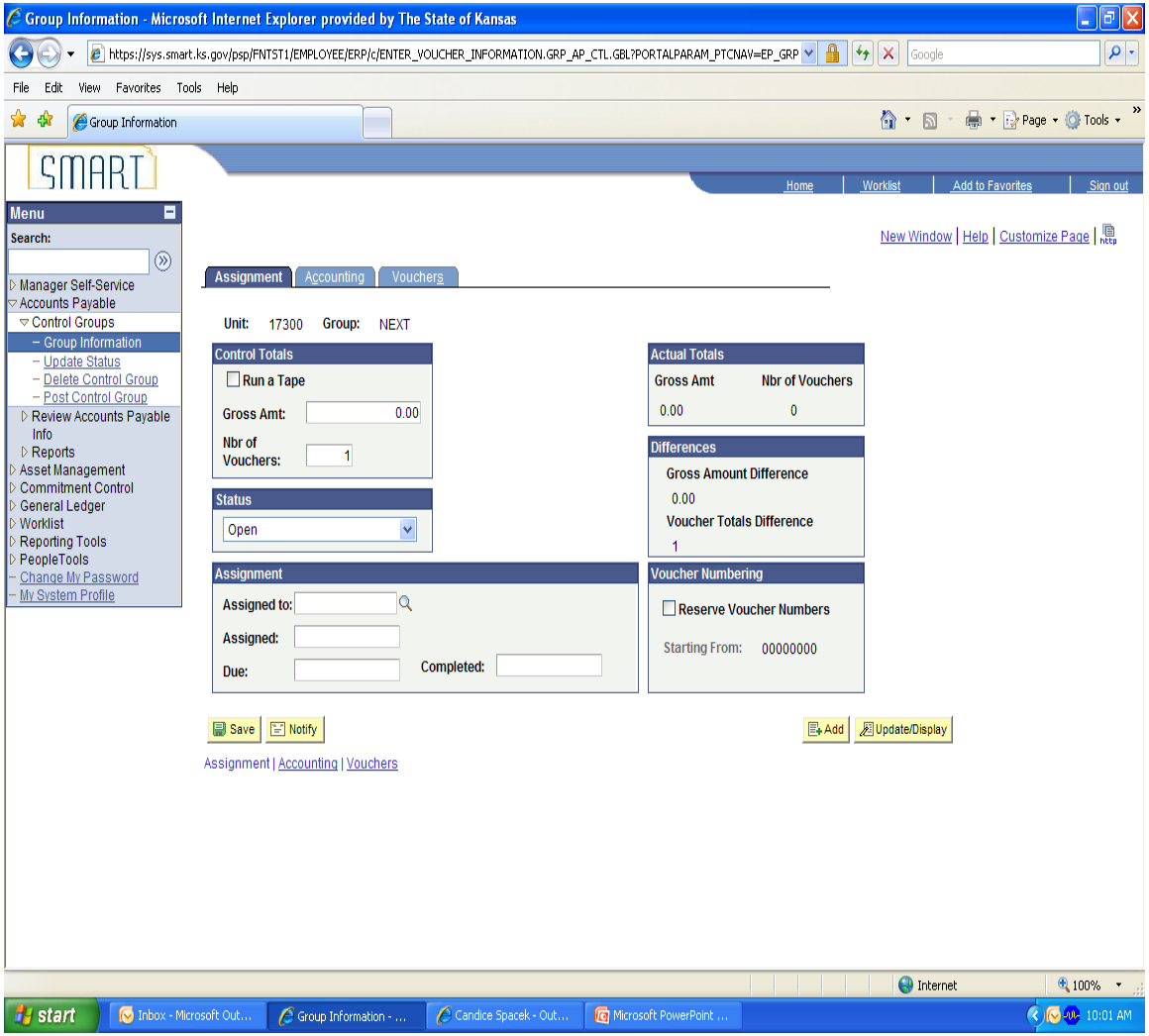
• **Run a Tape** - Select to obtain a running gross amount total and have the system count the number of vouchers. To run the total offline, clear this check box and enter the totals in the Gross Amt (gross amount) and Nbr of Vouchers (number of vouchers) fields.

• **Adding Tape** - Enter values in this group box, which appears after selecting the Run a Tape check box. The total appears in the Gross Amt (gross amount) field.



Assignment Tab (cont.)

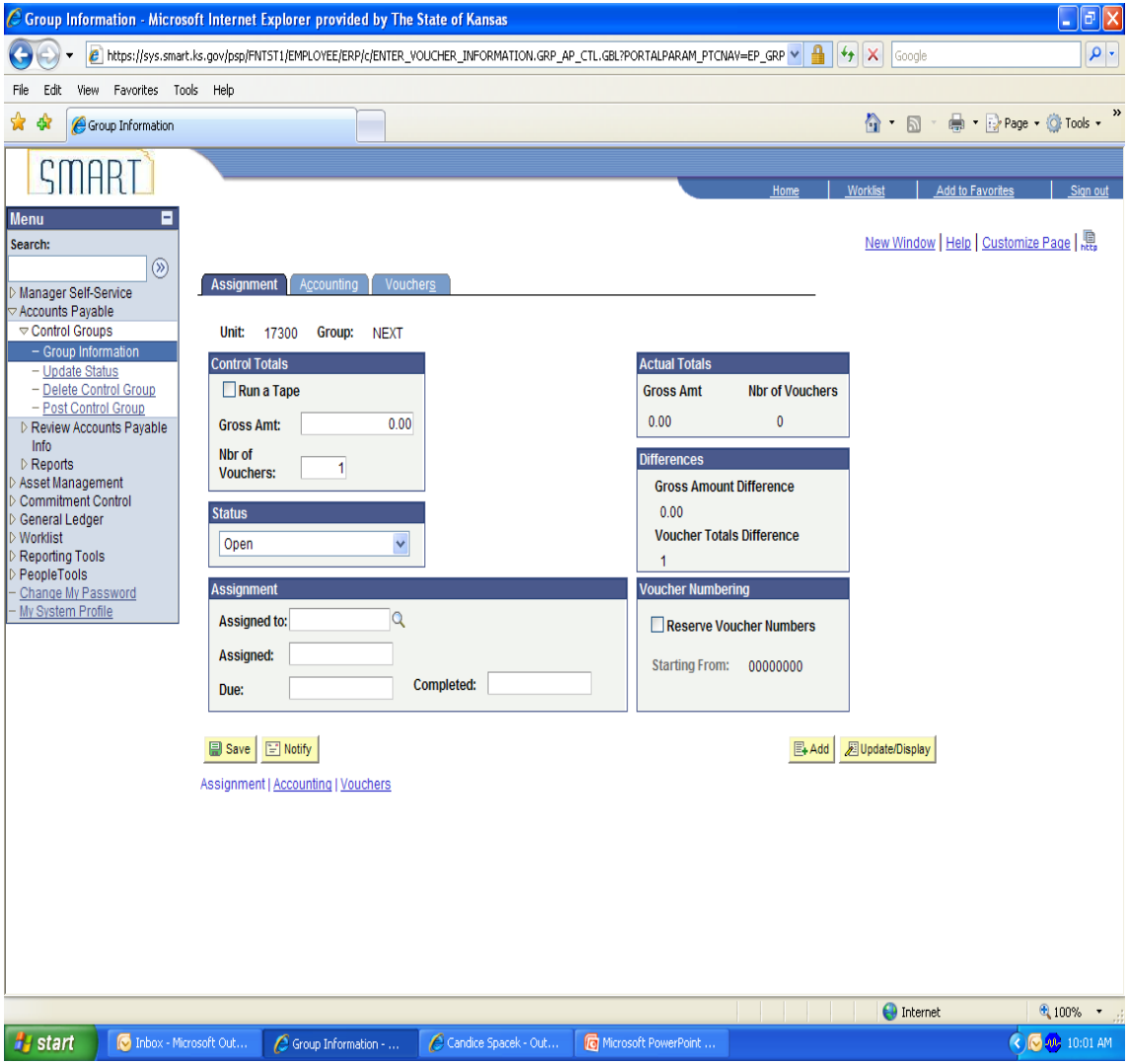
- **Note.** If you select the Run a Tape check box, you cannot access the Nbr of Vouchers and Gross Amt fields on the Group Information - Vouchers page. After you total all the vouchers for the group, you can clear the Run a Tape check box and the Gross Amount and Nbr of Vouchers will remain. Clearing the Run a Tape check box will delete the detail entries in the tape and enables the Control Totals edit boxes. To run the voucher amounts again, you can erase the existing totals by clearing the Run a Tape check box and then reselecting it.



Assignment Tab (cont.)

Control groups can have the following **Status** values:

- ***Assigned:*** The control group is ready for the assigned user to enter vouchers. For a user to enter vouchers into the control group, you must set the status of the control group to Assigned.
- ***Entry Set Aside:*** The assigned user has placed the group on standby to work on other groups in the queue.
- ***Open:*** The control group is in the process of being created, and it can be assigned.
- ***Ready for Review:*** The group is ready to be reviewed.
- ***Supervisor Set Aside:*** The supervisor has placed the group on standby so that the assigned user can work on other groups in the queue.
- ***Verified:*** The supervisor has verified that the group has been entered correctly.



Accounting Tab

- **Post Vouchers Individually -** posted as soon as each one is complete.

- **Post Only when Group Balanced -** can be posted once the entire group is balanced.

- **Pay Vouchers Individually -** paid as soon as each one is complete.

- **Pay Only when Group Balanced -** can be paid after the entire group is balanced.

- **Post Group -** Clear to prevent the system from posting this control group.

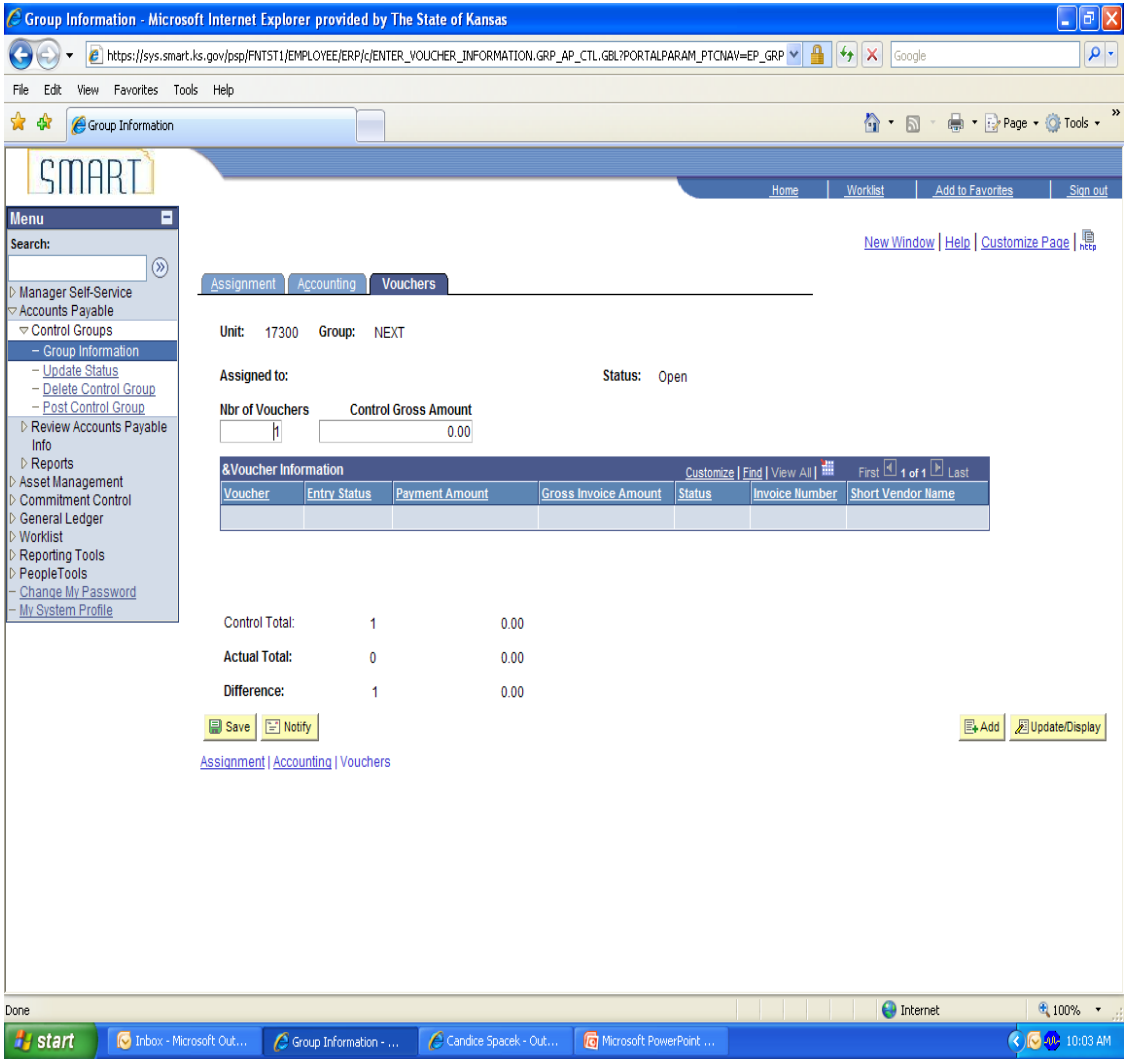
- **Only Pay Verified Groups -** Select to have the vouchers paid in this control group only if they have been verified on the Group Information - Assignment page.

Vouchers Tab

• **Nbr of Vouchers -** Enter the correct total number of vouchers in the control group, if necessary. If you select the Run a Tape check box on the Group Information - Assignment page, this field is not available for entry.

• **Control Gross Amount -** Enter the correct control group totals, if necessary. If you select the Run a Tape check box on the Group Information - Assignment page, this field is not available for entry.

• **Voucher -** Displays the voucher ID included in the control group.

• **Entry Status -** Displays the voucher entry status. Quick invoice vouchers always have the entry status of blank

• **Payment Amount -** Displays the scheduled payment amount on this voucher. Quick invoice vouchers always have the payment amount of blank.