

Creating Control Groups

Control Groups are used to set up Accounts Payable batches in PeopleSoft. AP Techs establish each control group by entering the sum of the vouchers along with the number of vouchers in each group.

PeopleSoft. Home | Worklist | Add to Favorites | Sign out

Group Information

Find an Existing Value | **Add a New Value** **2**

Business Unit: **3**

Control Group ID:

Add **4**

Find an Existing Value | Add a New Value

1. Navigate to: **Accounts Payable**→**Control Groups**→**Group Information**.
2. Select the **Add a New Value** tab.
3. Enter **SDUSD** as the **Business Unit**.
4. Click the **ADD** button to create a new control group.

Assignment | Accounting | **7** | SUT Options | VAT Options | Vouchers

Unit: SDUSD Group: NEXT

Control Totals

Plan a Tape

Gross Amt: **5**

No of Vouchers:

Actual Totals

| Gross Amt | No of Vouchers |
|-----------|----------------|
| 0.000 | 0 |

Differences

| Gross Amount Difference | Voucher Totals Difference |
|-------------------------|---------------------------|
| 1,000,000 | 5 |

Assignment

Assigned to: **6**

Assigned:

Date: Completed:

Voucher Numbering

Reserve Voucher Numbers

Starting From: 00000000

Save | Query

Assignment | Accounting | Vouchering Options | SUT Options | VAT Options | Vouchers

5. Enter the **Gross Amount** and the **Number of Vouchers**.
6. In the Assignment box, click the **Search Icon** to assign this control group to an AP Tech.
7. Select the **Accounting** tab.

Assignment | Accounting | Vouchering Options | SUT Options | VAT Options | Vouchers

Unit: SDUSD Group: 000000013

Accounting Date

Default

Use Current Date

Use Specific Date:

Posting Timing

Post Vouchers Individually

Post Only when Group Balanced **8**

Payment Timing

Pay Vouchers Individually

Pay Only when Group Balanced **9**

Accounting Entry Template

Default

Copy

Actions

Post Group

Only Pay Verified Groups **10**

Save | Query

Assignment | Accounting | Vouchering Options | SUT Options | VAT Options | Vouchers

8. In the Posting Timing box, verify that the **Post Only when Group Balanced** radio button is selected.
9. In the Payment Timing box, verify that the **Pay Only when Group Balanced** radio button is selected.
10. In the Actions box, turn on the **Only Pay Verified Groups** check box.
11. Click **Save**.

Do you want to update the status to 'Assigned'? (7035,14)

Do you want to update the status to 'Assigned'?

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12. A message appears asking if you want to update the status to *Assigned*. Click **Yes**.
13. The control group has now been created and has a number. This number will be used later when the vouchers are entered.