

FIND GROUP ID

Using a UFID (User ID) you can find all the Groups Transactions entered by an individual. Then you can select one Group ID and view the details of the group.

1. Log in to [myUFL](#)
2. Navigate to: [NavBar](#) > [Main Menu](#) > [Student Financials](#) > [UF Campus Solutions](#) > [Student Financials](#) > [Charges and Payments](#) > [Review Transactions](#)
3. Click in the [User ID](#) field and enter the [User ID](#) of the user who entered the charges
4. Click the [Search](#) button

Review Transactions

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Business Unit: [= ▼] UFLOR 🔍

Group ID: [begins with ▼] []

User ID: [begins with ▼] 11111111 🔍

Group Type: [begins with ▼] [] 🔍

Origin ID: [begins with ▼] [] 🔍

Posting Status: [= ▼] [] ▼

Entry Date: [= ▼] [] 📅

Posted Date: [= ▼] [] 📅

Operator ID Approval: [begins with ▼] [] 🔍

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) 📄 [Save Search Criteria](#)

5. Click on an entry in the [Group ID](#) Column
6. Click the [Group Post Details](#) link

Review Transactions

Unit UFLOR
Group ID 000000000000001
Type N New Charge Items
Origin ID 00110 Housing

Group Post Details

First Group Line Nbr 1 Last Group Line Nbr 134

| Control Information | | | |
|---------------------|------------|-----|-----------------------|
| Control Total | 28,200.73 | USD | Control Count 134 |
| Entered Total | 41,011.73 | | Entered Count 122 |
| Difference | -12,811.00 | | Difference Count 12 |
| Posted Total | 41,011.73 | | Posted Count 122 |
| Posted Date | 06/11/2018 | | Total Group Lines 134 |

Group Line Details View All First 1-4 of 100 Last

| Line Nbr | ID | Name | Term | Item Amt | Account Type | Receipt Number | |
|----------|----------|-------------------------|------|-----------|--------------|----------------------|------------------------------|
| 1 | 89569248 | Pardeep, Kumwar Pardeep | 2181 | 25.00 | HAL | Academic Information | Line Details |
| 2 | 19976124 | Ennis, Thomas A | 2188 | 225.00 | HAL | Academic Information | Line Details |
| Deleted | 45151798 | Mattson, Ryan Thomas | 2185 | -1,306.00 | HAL | Academic Information | Line Details |
| 4 | 45151798 | Mattson, Ryan Thomas | 2185 | 225.00 | HAL | Academic Information | Line Details |

Return to Search Previous in List Next in List Notify Refresh

7. Click the **Home** icon to go back to the main page

ADDITIONAL RESOURCES

For assistance with technical issues, please contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu

For assistance within Student Financials, please contact the University Bursar at