

1. Budget Check the Control Group
 - a. Navigation
 - i. AP
 - ii. Batch Processes
 - iii. Voucher
 - iv. CSU Budget Check by Ctrl Grp
 - b. Run Control: Budget Check
 - c. Fill in appropriate Business Unit and Control Group ID
2. Verify the Control Group
 - a. Navigation
 - i. AP
 - ii. Control Group
 - iii. Group Information
 - b. Fill in appropriate Business Unit and select the appropriate Control Group ID.
 - c. Select the Account tab and under Posting Timing make sure that the following are selected:
 - i. Posting Timing:
 1. Post Only when Group Balanced
 - ii. Payment Timing:
 1. Pay Only when Group Balanced
 - iii. Actions:
 1. Post Group,
 2. Only Pay Verified Groups
 - d. Select the Assignment tab and verify that the Actual Totals (Gross Amt and Nbr of Vouchers) agrees to the CSU Control Group Report.
 - e. Change the status of the Control Group to verified and save.