## Posting Transfer Credit in Batch

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
</table>
| 1.   | Begin by navigating to the **Transfer Credit Batch** page.  

Click the **Records and Enrollment** link. |
| 2.   | Click the **Transfer Credit Evaluation** link. |
| 3.   | Click the **Batch Posting** link. |
| 4.   | You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use.  

Click the **Add a New Value** tab. |
| 5.   | A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.  

Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "BP1". |
| 6.   | Click the **Add** button. |
| 7.   | Use the **Transfer Credit Batch** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run. |
| 8.   | Click in the **Description** field. |
| 9.   | This batch of transfer credit comes from Santa Monica Community College.  

Enter the desired information into the **Description** field. Enter a valid value e.g. "Summer credit from SMCC". |
| 10.  | The **Apply Agreement** check box enables the Transfer Credit process to use the agreement equivalency rule selected for the specified academic program, academic plan, and source combination on the **Rules Specification** page.  

Clear this check box to ignore the specified agreement equivalency rule. By default, the system selects this check box. |
<p>| 11.  | Select the <strong>Overlay Unposted Models</strong> check box if you are rerunning the batch process and you want to overlay any unposted models. By default, the system selects this check box. |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>12.</td>
<td>Click in the <strong>External Org ID</strong> field.</td>
</tr>
<tr>
<td>13.</td>
<td>Enter the desired information into the <strong>External Org ID</strong> field. Enter a valid value e.g. &quot;000010147&quot;.</td>
</tr>
<tr>
<td>14.</td>
<td>Click in the <strong>ID</strong> field.</td>
</tr>
<tr>
<td>15.</td>
<td>Enter the first of three students for this batch. Enter the desired information into the <strong>ID</strong> field. Enter a valid value e.g. &quot;SR11004&quot;.</td>
</tr>
<tr>
<td>16.</td>
<td>Click in the <strong>Academic Career</strong> field.</td>
</tr>
<tr>
<td>17.</td>
<td>Enter the desired information into the <strong>Academic Career</strong> field. Enter a valid value e.g. &quot;UGRD&quot;.</td>
</tr>
<tr>
<td>18.</td>
<td>Click in the <strong>Academic Institution</strong> field.</td>
</tr>
<tr>
<td>19.</td>
<td>Enter the desired information into the <strong>Academic Institution</strong> field. Enter a valid value e.g. &quot;PSUNV&quot;.</td>
</tr>
<tr>
<td>20.</td>
<td>Click in the <strong>Academic Program</strong> field.</td>
</tr>
<tr>
<td>21.</td>
<td>Enter the desired information into the <strong>Academic Program</strong> field. Enter a valid value e.g. &quot;LAU&quot;.</td>
</tr>
<tr>
<td>22.</td>
<td>Click in the <strong>Articulation Term</strong> field.</td>
</tr>
<tr>
<td>23.</td>
<td>Enter the desired information into the <strong>Articulation Term</strong> field. Enter a valid value e.g. &quot;0590&quot;.</td>
</tr>
<tr>
<td>24.</td>
<td>Click the <strong>Add Row</strong> button.</td>
</tr>
<tr>
<td>25.</td>
<td>You can add more than one row at once. Enter the desired information into the field. Enter a valid value e.g. &quot;2&quot;.</td>
</tr>
<tr>
<td>26.</td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>27.</td>
<td>Enter the desired information into the <strong>ID</strong> field. Enter a valid value e.g. &quot;SR11006&quot;.</td>
</tr>
<tr>
<td>28.</td>
<td>Enter the desired information into the <strong>Academic Career</strong> field. Enter a valid value e.g. &quot;UGRD&quot;.</td>
</tr>
<tr>
<td>29.</td>
<td>Enter the desired information into the <strong>Academic Institution</strong> field. Enter a valid value e.g. &quot;PSUNV&quot;.</td>
</tr>
<tr>
<td>30.</td>
<td>Enter the desired information into the <strong>Academic Program</strong> field. Enter a valid value e.g. &quot;LAU&quot;.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>31.</td>
<td>Enter the desired information into the <strong>Articulation Term</strong> field. Enter a valid value e.g. &quot;0590&quot;.</td>
</tr>
<tr>
<td>32.</td>
<td>Enter the desired information into the <strong>ID</strong> field. Enter a valid value e.g. &quot;SR11011&quot;.</td>
</tr>
<tr>
<td>33.</td>
<td>Enter the desired information into the <strong>Academic Career</strong> field. Enter a valid value e.g. &quot;UGRD&quot;.</td>
</tr>
<tr>
<td>34.</td>
<td>Enter the desired information into the <strong>Academic Institution</strong> field. Enter a valid value e.g. &quot;PSUNV&quot;.</td>
</tr>
<tr>
<td>35.</td>
<td>Enter the desired information into the <strong>Academic Program</strong> field. Enter a valid value e.g. &quot;LAU&quot;.</td>
</tr>
<tr>
<td>36.</td>
<td>Enter the desired information into the <strong>Articulation Term</strong> field. Enter a valid value e.g. &quot;0610&quot;.</td>
</tr>
<tr>
<td>37.</td>
<td>At this point, you would continue to run the <strong>Transfer Credit Batch</strong> process just as you would any other PeopleSoft Enterprise Process Scheduler process. Refer to the Running Reports module for examples of running a process.</td>
</tr>
<tr>
<td>38.</td>
<td>When the process completes successfully, view the results. Click the <strong>Process Results</strong> tab.</td>
</tr>
<tr>
<td>39.</td>
<td>Use the <strong>Process Results</strong> page to view information related to the process that you ran on the <strong>Transfer Credit Batch</strong> page.</td>
</tr>
<tr>
<td>40.</td>
<td>You can move through the three rows created for the three student records you included in the batch process. Click the <strong>Next Row</strong> button.</td>
</tr>
<tr>
<td>41.</td>
<td>Click the <strong>Next Row</strong> button.</td>
</tr>
<tr>
<td>42.</td>
<td>If you rerun the process, click the <strong>Refresh</strong> button to view the messages and descriptions from the most recent run. The system populates this page with the most recent message log information.</td>
</tr>
<tr>
<td>43.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>44.</td>
<td>You have successfully posted transfer credit for a batch of students. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>