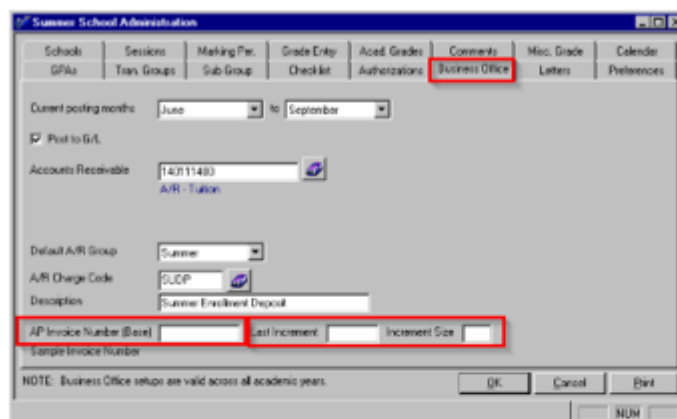


## How do I set up my Summer School to automatically post Refunds to the Account Payable module?

In Administration Maintenance for the Division, go to the Business Office tab and fill in the AP Invoice Number (Base), Last Increment and Increment Size.

Please see the example below.



The screenshot shows the 'Business Office' tab in the 'Summer School Administration' software. The 'Business Office' tab is highlighted in red. The 'AP Invoice Number (Base)' field is also highlighted in red, along with the 'Last Increment' and 'Increment Size' fields. The 'Accounts Receivable' field is set to '1401148' and the 'Description' is 'Summer Enrollment Deposit'. The 'Default A/R Group' is set to 'Summer' and the 'A/R Charge Code' is 'SUDP'. The 'Current posting months' are set to 'June' to 'September'. The 'Post to G/L' checkbox is checked. The 'NOTE' at the bottom states: 'Business Office setup are valid across all academic years.' Buttons for 'OK', 'Cancel', and 'Print' are visible at the bottom right.

Figure 3-35. Business Office Tab.

**Default A/R Group.** Select the A/R Group to which your program is attached from this drop-down list. \*

**A/R Charge Code.** The A/R charge code used by your program. Use the **Search** button  to access the **Charge Code Search** screen to search for the right account. \*

**Description.** A description of the charge code.

**AP Invoice Number (Base).** Characters entered in this field (*e.g.*, Deposit) will appear in front of all invoice numbers. A sample invoice number will appear beneath this field after you save your specifications on the *Business Office* Tab.

**Last Increment.** Use this field to specify the last increment to be used for invoice numbers.

**Increment Size.** Use this field to specify the number of increments to be used for invoice numbers.

Example:

AP Invoice Number (Base) SSREF Last Increment 1 Increment Size 8  
Sample Invoice Number SSREF00000001

You will also edit the Refund Payment Type in the Division, making it Active if it isn't already, filling in the Liability and checking off the Transactions of this type should create AP Invoices:

The screenshot displays two overlapping 'Payment Type Maintenance' dialog boxes. The background dialog shows a table of payment types:

Payment Type	Active
Credit Card	<input type="checkbox"/>
Deferred Payment	<input type="checkbox"/>
Discount	<input checked="" type="checkbox"/>
eCheck	<input type="checkbox"/>
Fee	<input checked="" type="checkbox"/>
Payroll Deduction (Deferred)	
Payroll Deduction (On Account)	
On Account	
Refund	


The 'Refund' row is highlighted in yellow. A secondary dialog box is open over it, showing configuration for the 'Refund' type:

- Type: Refund
- Sort Number: 2
- Active:
- Default Payment Reference: Refund
- G/L Account Numbers: Liability (with a search icon)
- Transactions of this type should create AP Invoices (Checks)

Buttons for 'OK' and 'Cancel' are visible at the bottom of the secondary dialog.

Lastly in Administration Maintenance > Preferences, you'll need to verify you have a Misc Vendor set up unless you prefer having a new vendor setup for each Refund.

This preference is only accessible by a user with the Super User credentials.

Schools	Sessions	Marking Per.	Grade Entry	Acad. Grades	Comments	Misc. Grade	Calendar	
GPA's	Tran. Groups	Sub Group	Checklist	Authorizations	Business Office	Letters	Preferences	
Search for: <input type="text" value="refund"/> 								
App	Description						Value	
AR	What is sort order for the AR Refund Posting Register? (ENTERED.NAME.ID)						ENTERED	
AR	Miscellaneous Vendor I.D. to be used for refund Posting						MISCPAR	