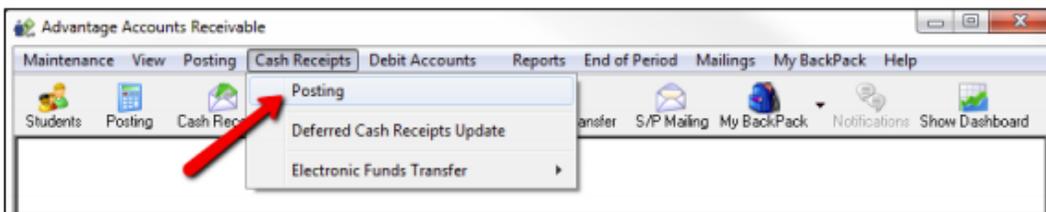


How do I Process Enrollment Deposits in Accounts Receivable for Newly Accepted Students

When your school receives a payment from My BackPack for a newly accepted student, the payment is entered as a miscellaneous cash receipt in Accounts Receivable, even if a student record does not currently exist in Accounts Receivable. The information is then held on file by the system, and as soon as the new student is successfully transferred from Admissions into Accounts Receivable, their student account record will reflect their payment in the **Next Year** tab.

Example following of Enrollment Deposit in Accounts Receivable for a newly accepted student:

1. The Parent submits a payment from My BackPack, which is automatically added to a cash receipts batch, even if the Student record does not currently exist in Accounts Receivable.
2. The Cash Receipts batch is posted in Accounts Receivable following the normal posting process.



A screenshot of the 'Cash Receipts Posting' window. It displays a table of pending batches with columns: Batch, Description, Entered By, Enter Date/Time, Total Amt., and MBP. The row for batch AR007104 is highlighted in yellow.

Batch	Description	Entered By	Enter Date/Time	Total Amt.	MBP
AR007097	A/R Cash Receipts Posting(04-26)	PRODUCT	04-24-2013 12:02 PM	50.00	Y
AR007099	A/R Cash Receipts Posting(04-26)	PRODUCT	05-19-2011 10:45 AM	500.00	Y
AR007104	On Line Enrollment Deposit CC Fee	MBP	05-18-2011 9:45 AM	5.00	Y
AR007120	A/R Cash Receipts Posting(04-10)	MBP	04-10-2012 3:06 PM	75.00	Y
AR007139	Cash Receipt Post - Moved from AR007138	PRODUCT	04-11-2013 5:00 PM	6.00	N
AR007106	A/R Cash Receipts Posting(05-19)	PRODUCT	04-24-2013 2:18 PM	50.00	Y
AR007098	A/R Cash Receipts Posting(04-26)	MBP	04-26-2011 10:01 AM	75.00	Y
AR007119	A/R Cash Receipts Posting(03-26)	MBP	03-26-2012 11:15 AM	50.00	Y
AR007135	A/R Cash Receipts Posting	EMJPRAR	08-22-2012 11:44 AM	200.00	N
AR007081	A/R Cash Receipts Posting(01-24)	PRODUCT	03-21-2012 2:42 PM	10,210.00	Y
AR007095	A/R Cash Receipts Posting(04-13)	PRODUCT	04-13-2011 2:03 PM	275.00	Y
AR007133	A/R Cash Receipts Posting(05-20)	MBP	05-20-2011 10:38 AM	50.00	Y
Totals				30,956.00	

3. From the Cash Receipts Posting screen, click Post to post receipts.

Cash Receipts Posting - (Batch AR007104)

Check No.	Check Date	Check Amt.	Bank No.
1409183407	05-18-2011	5.00	
TOTALS			5.00

Cash Account: 1851106 - Operating Account Wachovia

This Batch: **Post** Delete Save

Entries in Batch: New Edit

On Line Enrollment Deposit CC Fee Description

NOTE:
Before posting a Cash Receipt, you may need to locate the name of the person who is associated with the account, for your own knowledge. To do this, select the Cash Receipt, and click Edit. This displays a screen that lists the Cash Receipt(s). Select the appropriate Cash Receipt, and click Edit to view the name associated with the Cash Receipt.

Cash Receipts Posting - (Batch AR007104)

Check No.	Check Date	Check Amt.	Bank No.
1409183407	05-18-2011	5.00	
TOTALS			5.00

Cash Account: 1851106 - Operating Account Wachovia

This Batch: Post Delete Save

Entries in Batch: New **Edit**

On Line Enrollment Deposit CC Fee Description

Cash Receipts Posting - (Check No. 1409183407)

File Edit Tools Help

Check Information

Amount: 5.00 Date: 05-18-2011 Number: 1409183407 Bank Number: Save Delete

I.D. / Acct. No.	Name / Acct. Desc.	Total Applied
1409183407	On Line Enrollment Deposit CC Fee	5.00
Distribution Total		125.00
Balance		(120.00)

Distributions

A/R (Student)
 A/R (Family)
 Misc.

New Edit Delete

NUM

Do not change the Distributions type.

WARNING:
 It is important that you DO NOT change the Distributions type from A/R (Student) because this indicates that the Cash Receipt has come from My Backpack.

Misc. Cash Receipts Posting

Account No. 1409183407 On Line Enrollment Deposit CC Fee Revenue

Sub-Ledger ID

Posting Amt. 5.00 Balance

Reference **Waldorf, Mark**

OK Cancel

- After posting the Cash Receipts, the Cash Receipts Posting reports appear. These reports display the details of the Cash Receipt transactions and indicate the affected General Ledger account numbers. (These are the standard account numbers that have been previously configured for enrollment deposit payments in **Accounts Receivable > Administration Maintenance.**)

GLDIST.pdf - Adobe Acrobat

File Edit View Window Help

April 25, 2013 2:28 PM Page: 1

POSTING DATE: April 25, 2013 PERIOD: Jan. 2012 BATCH: AR007104

USER NAME: PRODUCT

GENERAL LEDGER POSTING

ACCOUNT NO. / DESCRIPTION	DEBIT	CREDIT
1BS1105 Operating Account Wachovia	5.00	
1BS1200 Student Tuition Receivables		5.00
POSTING TOTALS:	5.00	5.00

- Whenever the school chooses to do so, the student record is transferred from Admissions into Accounts Receivable, which creates the new student account.

New Students - Accounts Receivable

File Edit Tools Help

A/R Group Graduate Schools (All) Enroll Status

Name	I.D.	Adm. Yr.	Sch. Applying	Grade Entering	Gender	RG	AR	AL	Status
Mark Waldorf		2012	UPPER	V	M				Now

Set Transfer

Never Later Now Only Show Now

Transfer Cancel

- Once the Student record is established in Accounts Receivable, this payment is automatically displayed on the Student's Next Year screen. Open the Student Maintenance record and click the Next Year icon to view the Student Maintenance Next Year screen.

Student Maintenance - (Mark D Waldorf)

Name | Address | Info1 | Info2 | Account | All Accts. | Charges | Pending | Deferred | Debit | Store | Store Hist. | Medical | Custom | * Comments

Name / I.D.
 Mark D Waldorf
 First Middle Last Suffix
 150032 Mark WALDORF, MARK D Full Names Portrait
 I.D. Preferred Sort Key

General Information
 School I.D. Student Group Student D.O.B. 03/14/1997
 Current Grade 10 Repeating A/R Group Student Age 16
 Type Enrollment Status Current SSN
 Admiss Yr. 2011 Mid Year Board/Day D Gender M
 Class Yr. 2015 Tel. No. Email MV/aldorf@Test.org
 Next Yr School Alert
 Next Yr Grade 11

Next Year OK Cancel Print Delete

- The Student Maintenance Next Year screen appears. To review details about the Enrollment Deposit, click the Account tab, click the Enroll. Dep. Bal. magnifying glass icon, and then click the Enrollment Deposit radio button.

Student Maintenance - (Mark Waldorf) (Next Year)

Name | Info | Account | Custom

Miscellaneous
 Acct. Type
 Tuition Plan
 Service Plan
 Service Plan I.D.
 Tuition Refund Ins.
 Accident Ins.

Financial Aid

Type	Amount
Loan	0.00
Fin. Aid	0.00
Fin. Aid Pct	0.00
Enroll. Dep. Bal.	5.00
Enroll. Other Dep. Bal.	0.00

OK Cancel

Enrollment Deposit Next Year Amounts Detail

Show
 Prepaid
 Enrollment Deposit Next Year
 Other Enrollment Deposit Next Year

Batch ID	Date	Check No.	Amount	User ID
SYSDJ	03/15/2013		5.00	SPRZZO
Total			5.00	

Enrollment Deposit Next Year Balance 5.00 Adjust

Close