

## How do I move money posted to the wrong place?

Sometimes, payments received are posted incorrectly.

Situations, include but are not limited to:

- Tuition payment was applied to an incorrect student record.

- Enrollment deposit applied to Prepaid or directly to to the student's charges tab.

- Prepaid tuition applied to Next year's Enrollment Deposit "Bucket".

Regardless of Who, Where or How, Payments misapplied can be moved to the intended spot via a

### **Zero Dollar Cash Receipt**

The following example will address a situation where a payment of \$5,000.00 was applied to one student's Enrollment Deposit Bucket, but should have been applied "50/50" to this student's (and his sister's) enrollment deposit buckets.

John E. Ondaspot's, This Year Enrollment Deposit Bucket has the \$5,000.00 but the payment should have been split between John E and Dot's Enrollment deposit bucket.

Since the funds had already been received and simply misapplied, we will do a **Zero Dollar** (amount) **Cash Receipt** to move money to the intended student record.

**Student Maintenance Search**

Search By: Enter I.D.

Filter Results: ID  Contains  ONDA

Show Addresses: Parent 1

Additional Criteria:  
 Display:   
 Go To:   
 Students in group:

| Student Name    | ID     | Grade | Enroll. Dep Balance | Family ID | Parent Name 1         | Address       |
|-----------------|--------|-------|---------------------|-----------|-----------------------|---------------|
|                 |        |       |                     |           | Name                  |               |
| John E Ondaspot | ONDA01 | 2     | 5,000.00            | ONDA01    | Dr. Stabtrob Ondaspot | 4 Wheel Drive |
| Dot Ondaspot    | ONDA02 | 1     | 0.00                | ONDA02    | Dr. Stabtrob Ondaspot | 4 Wheel Drive |

In Accounts Receivable, Select “Cash Receipts” icon - then click [New] (Bottom left of the Cash Receipts Posting Window)

The system will prompt you to select a cash account then click [OK]

(It won't really matter which cash account you select because a Zero Dollar Cash Receipt will debit and credit the cash account for the same \$ amount)

From the now open, Cash Receipts Posting window click [New].

For the check information, Amount is 0.00 and Number can be Transfer or Xfer.

Then click [New]



**A/R Cash Receipts Posting** X

I.D.   Current Grade 1

Dot Ondaspot  
Student

A/R Accounts | Debit Accounts

|                      |                                       |         |                                    |
|----------------------|---------------------------------------|---------|------------------------------------|
| Tuition Amt.         | <input type="text" value="0.00"/>     | Balance |                                    |
| Other Charges        | <input type="text" value="0.00"/>     | Balance |                                    |
| Enrollment Dep.      | <input type="text" value="2,500.00"/> | Balance | <input type="checkbox"/> Next Year |
| Other Enrollment Dep | <input type="text" value="0.00"/>     | Balance | <input type="checkbox"/> Next Year |
| Prepay Amt.          | <input type="text" value="0.00"/>     | Balance |                                    |

Total Applied \$2,500.00

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Previous Balances

|         |        |       |        |
|---------|--------|-------|--------|
| Tuition | \$0.00 | Other | \$0.00 |
|---------|--------|-------|--------|

Reference

Pay Ref.

and a negative to ONDA01 You can click the [Balance] button which will enter the negative amount for you

Alter the Reference and Pay Ref. fields then click [OK]

**A/R Cash Receipts Posting** ✕

I.D.   Current Grade 2

John E Ondaspot  
Student

A/R Accounts | Debit Accounts

|                       |   |         |                                    |
|-----------------------|---|---------|------------------------------------|
| Tuition Amt.          | <input type="text" value="0.00"/>       | Balance |                                    |
| Other Charges         | <input type="text" value="0.00"/>       | Balance |                                    |
| Enrollment Dep.       | <input type="text" value="(2,500.00)"/> | Balance | <input type="checkbox"/> Next Year |
| Other Enrollment Dep. | <input type="text" value="0.00"/>       | Balance | <input type="checkbox"/> Next Year |
| Prepay Amt.           | <input type="text" value="0.00"/>       | Balance |                                    |

Total Applied (\$2,500.00)

Previous Balances

|         |        |       |        |
|---------|--------|-------|--------|
| Tuition | \$0.00 | Other | \$0.00 |
|---------|--------|-------|--------|

Reference

Pay Ref.

Now the Cash Receipts Posting screen will display the student ids and amounts being moved.

And then click [Save]

**Cash Receipts Posting - ( New Check )**

File Edit Tools Help

Check Information

Amount: 0.00    Date: 10-29-2020    Number: Transfer    Bank Number: [ ]    **Save**    Cancel

| I.D. / Acct. No. | Name / Acct. Desc. | Total Applied |
|------------------|--------------------|---------------|
| ONDA02           | Dot Ondaspot       | 2,500.00      |
| ONDA01           | John E Ondaspot    | (2,500.00)    |
|                  |                    |               |
|                  |                    |               |
|                  |                    |               |
|                  |                    |               |
|                  |                    |               |
|                  |                    |               |
|                  |                    |               |
|                  |                    |               |
|                  | Distribution Total | 0.00          |
|                  | Balance            | 0.00          |

Distributions

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

New    Edit    Delete

NUM

You can then [Post] the batch changing the Description if you wish





# Student Maintenance Search

New
 Edit
 Copy
 Delete
 Options
 Export
 Close

Search By

Enter I.D.

Filter Results: Last Name  Contains  ONDA

Show Addresses: Parent 1

Additional Criteria

Display:

Go To:

Students in group:

| Student Name    | ID     | Grade | Enroll. D<br>Balance | Family ID | Parent Name 1         | Address       |
|-----------------|--------|-------|----------------------|-----------|-----------------------|---------------|
|                 |        |       |                      |           | Name                  |               |
| Dot Ondaspot    | ONDA02 | 1     | 2,500.00             | ONDA02    | Dr. Stabtrob Ondaspot | 4 Wheel Drive |
| John E Ondaspot | ONDA01 | 2     | 2,500.00             | ONDA01    | Dr. Stabtrob Ondaspot | 4 Wheel Drive |
|                 |        |       |                      |           |                       |               |
|                 |        |       |                      |           |                       |               |