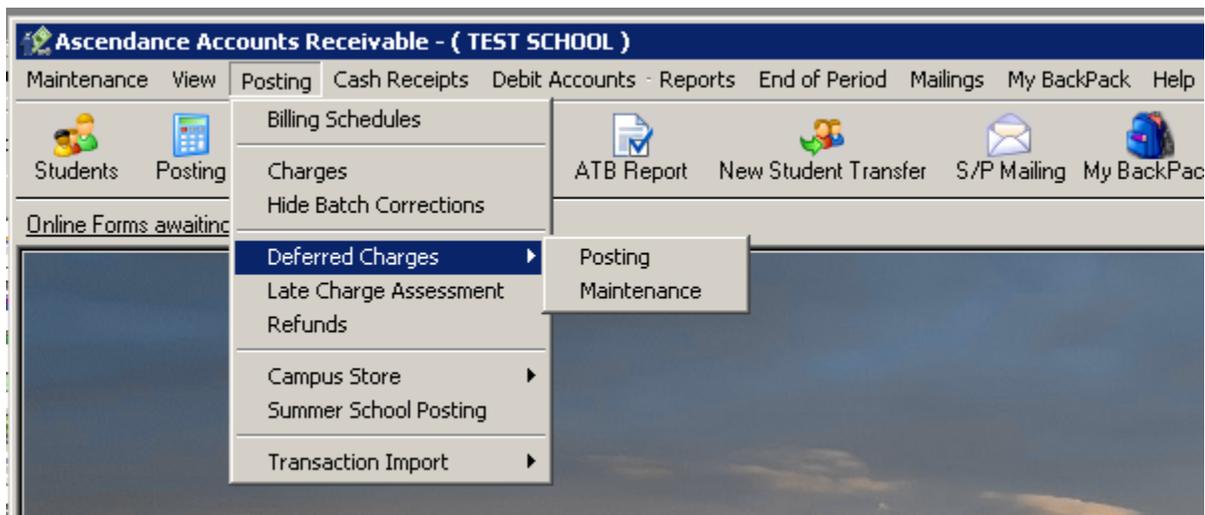
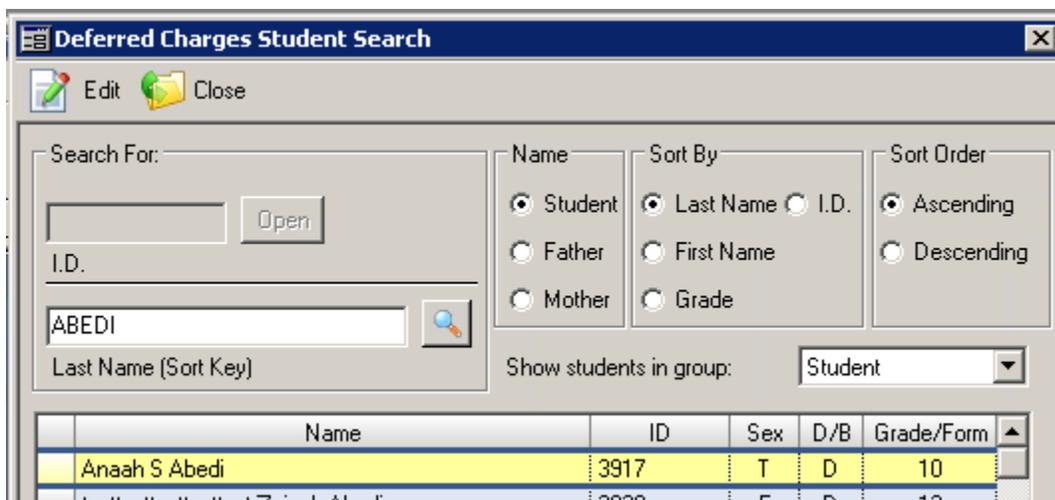


# How to Edit/Adjust Deferred Charges in Accounts Receivables?

Log into Accounts Receivable, go to Posting>Deferred Charges>Maintenance



Look up the student for whom you need to edit a Deferred charge



The Deferred Maintenance Student Search window will appear.... from the list of students, highlight the Student whose Deferred Charges Schedule you wish to adjust and click Edit.

| Code    | Description              | Charge Amt. | Tax Amt. | Total Amt. |
|---------|--------------------------|-------------|----------|------------|
| ATHBANQ | Athletic Banquet         | 50.00       | 0.00     | 50.00      |
| TRI     | Tuition Refund Insurance | 400.00      | 0.00     | 400.00     |
| Totals  |                          | 450.00      | 0.00     | 450.00     |

The record will open, and you will see all the Pending Deferred items. From here, highlight the schedule you would like to adjust and click Edit. The specific schedule will then open.

Charge Code: TRI  Next Year

Tuition Refund Insurance

G/L Acct: 12442  
Tuition Refund Insurance

Sub Ledger

Billing Year: 2019 Starting Month: July

Amount:

| Month     | Charge | Tax  | Total  |
|-----------|--------|------|--------|
| July      | 400    | 0.00 | 400.00 |
| August    | 0.00   | 0.00 | 0.00   |
| September | 0.00   | 0.00 | 0.00   |
| October   | 0.00   | 0.00 | 0.00   |
| November  | 0.00   | 0.00 | 0.00   |
| December  | 0.00   | 0.00 | 0.00   |
| January   | 0.00   | 0.00 | 0.00   |
| February  | 0.00   | 0.00 | 0.00   |
| March     | 0.00   | 0.00 | 0.00   |
| April     | 0.00   | 0.00 | 0.00   |
| May       | 0.00   | 0.00 | 0.00   |
| June      | 0.00   | 0.00 | 0.00   |
| Total     | 400.00 | 0.00 | 400.00 |

To change the amounts or distribution of the existing amount, enter the changes into the Charge column by typing over any existing data....

**Deferred Charges Student Maintenance**

Charge Code TRI  Next Year  
Tuition Refund Insurance

G/L Acct. 12442  
Tuition Refund Insurance

Sub Ledger

Billing Year 2019 Starting Month July

Amount

| Month   | Charge        | Tax         | Total         |
|---|---------------|-------------|---------------|
| <input checked="" type="checkbox"/> July      | 100.00        | 0.00        | 100.00        |
| <input type="checkbox"/> August               | 0.00          | 0.00        | 0.00          |
| <input checked="" type="checkbox"/> September | 100.00        | 0.00        | 100.00        |
| <input type="checkbox"/> October              | 0.00          | 0.00        | 0.00          |
| <input checked="" type="checkbox"/> November  | 200.00        | 0.00        | 200.00        |
| <input type="checkbox"/> December             | 0.00          | 0.00        | 0.00          |
| <input type="checkbox"/> January              | 0.00          | 0.00        | 0.00          |
| <input type="checkbox"/> February             | 0.00          | 0.00        | 0.00          |
| <input type="checkbox"/> March                | 0.00          | 0.00        | 0.00          |
| <input type="checkbox"/> April                | 0.00          | 0.00        | 0.00          |
| <input type="checkbox"/> May                  | 0.00          | 0.00        | 0.00          |
| <input type="checkbox"/> June                 | 0.00          | 0.00        | 0.00          |
| <b>Total</b>                                  | <b>400.00</b> | <b>0.00</b> | <b>400.00</b> |

Click **OK** to save the changes.

A Confirmation message will appear, and the Deferred Posting Change Report will print.

**Update Confirmation Message**

 The information has been successfully sent to the printer. Make sure the data is completely printed BEFORE updating! Select YES to proceed with the Update, otherwise select NO.

### Deferred Posting Change Report

April 29, 2020 6:38 PM  
USER NAME: SUPPORT

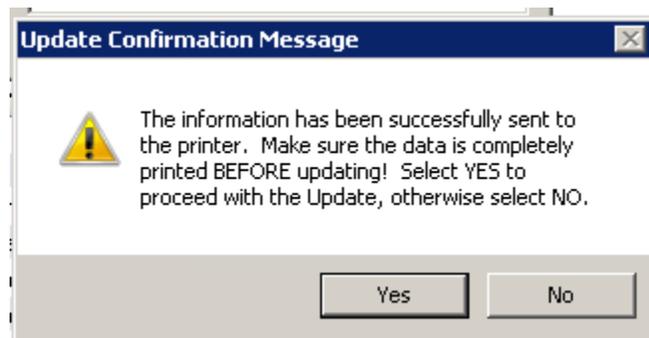
TEST SCHOOL

BATCH: N/A

Page: 1

| STUDENT I.D. / NAME | CHG CODE/DESCRIPTION |                          | CHARGE      | TAX           | TOTAL       |               |
|---------------------|----------------------|--------------------------|-------------|---------------|-------------|---------------|
|                     | G/L ACCT             | DEFER G/L ACCT           |             |               |             |               |
| 3917 Anaah S Abedi  | TRI                  | Tuition Refund Insurance |             |               |             |               |
|                     | 12442                | 12442                    |             |               |             |               |
|                     | From                 | July                     | 400.00      | 0.00          | 400.00      |               |
|                     | To                   |                          | 100.00      | 0.00          | 100.00      |               |
|                     | From                 | September                | 0.00        | 0.00          | 0.00        |               |
|                     | To                   |                          | 100.00      | 0.00          | 100.00      |               |
|                     | From                 | November                 | 0.00        | 0.00          | 0.00        |               |
|                     | To                   |                          | 200.00      | 0.00          | 200.00      |               |
|                     |                      | <b>Old Totals</b>        |             | <b>400.00</b> | <b>0.00</b> | <b>400.00</b> |
|                     |                      | <b>New Totals</b>        |             | <b>400.00</b> | <b>0.00</b> | <b>400.00</b> |
|                     | <b>Difference</b>    |                          | <b>0.00</b> | <b>0.00</b>   | <b>0.00</b> |               |

At this point, if the report is correct, click the **Yes** button on the Confirmation to complete the adjustment. Click **No** to go back to the edited schedule, if corrections need to be made.



**NOTE:** There is a setting in Accounts Receivable Preferences related to this process that will post this change directly to General Ledger if there is an overall amount change and the system is set to do so.

AR>Maintenance>Administration Maintenance>Preferences

The **red** text indicates the only user with access to this permission is the Schema Owner.

If set to N, **whomever is making the adjustments to the Deferred Schedule will need to ALSO post a corrective journal entry in GL, if any balances are changing.**

| App | Description   | Value |
|-----|---|-------|
| AR  | Which type of statements should be used for Deferred Charges?<br>(S=Student,F=Family)                           | S     |
| AR  | When posting deferred billing charges or while editing deferred charges, do you want the system to post to G/L? | N     |
|     |   |       |
|     |   |       |
|     |   |       |
|     |   |       |

Application: Accounts Receivable

If the Preference is set to Y, and the correction is to change the amount of a Schedule, then the system will generate a second report along with the Deferred Posting Charge Report that indicates the correction it is making to the respective GL accounts.

**System Preferences**

Search for:

| App | Description   | Value |
|-----|---|-------|
| AR  | Which type of statements should be used for Deferred Charges?<br>(S=Student,F=Family)                           | S     |
| AR  | When posting deferred billing charges or while editing deferred charges, do you want the system to post to G/L? | Y     |

Application:

Buttons: Definition, Print, OK, Cancel

The difference is seen when saving the changes to the edited Schedule. As you click on the OK option to save the Schedule changes

**Deferred Charges Student Maintenance**

Charge Code: TRI  Next Year

Tuition Refund Insurance

G/L Acct: 12442  
Tuition Refund Insurance

Sub Ledger

Billing Year: 2019 Starting Month: July

Amount:

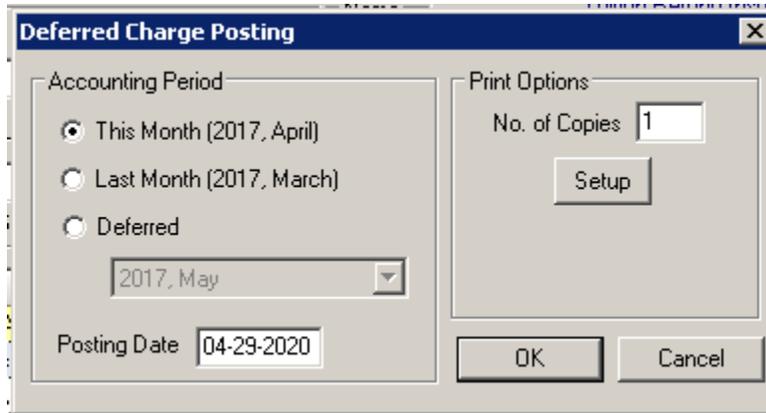
Buttons: Eunits, Apply

| Month        | Charge        | Tax         | Total         |
|--------------|---------------|-------------|---------------|
| ✓ July       | 300.00        | 0.00        | 300.00        |
| August       | 0.00          | 0.00        | 0.00          |
| September    | 0.00          | 0.00        | 0.00          |
| October      | 0.00          | 0.00        | 0.00          |
| November     | 0.00          | 0.00        | 0.00          |
| December     | 0.00          | 0.00        | 0.00          |
| January      | 0.00          | 0.00        | 0.00          |
| February     | 0.00          | 0.00        | 0.00          |
| March        | 0.00          | 0.00        | 0.00          |
| April        | 0.00          | 0.00        | 0.00          |
| May          | 0.00          | 0.00        | 0.00          |
| June         | 0.00          | 0.00        | 0.00          |
| <b>Total</b> | <b>300.00</b> | <b>0.00</b> | <b>300.00</b> |

Posting Reference: A/R Deferred Charge Adjustment Posting

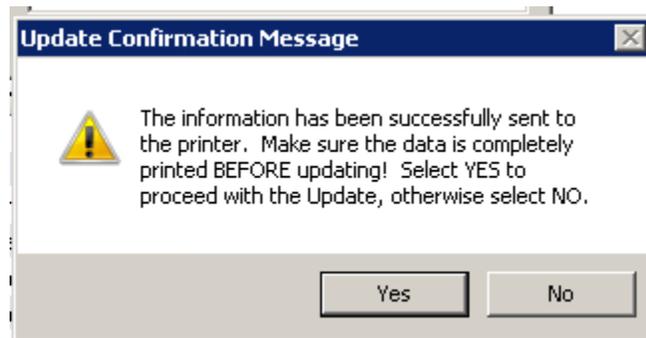
Buttons: OK, Cancel

A Posting window will appear



Choose the Fiscal Period to which you are posing the correction and click OK

A Confirmation message will appear



The system will now generate the Deferred Posting Charge report **AND an AR Deferred Charges Adjustment Posting** report that indicates what accounts will be Debited and Credited as a result of the Balance Change to the Deferred Charge Schedule.

### Deferred Posting Change Report

April 29, 2020 7:01 PM  
 USER NAME: SUPPORT

TEST SCHOOL

Page: 1  
 BATCH: AR086017

| STUDENT I.D. / NAME | CHG CODE/DESCRIPTION<br>G/L ACCT | DEFER G/L ACCT                    | CHARGE          | TAX         | TOTAL           |
|---------------------|----------------------------------|-----------------------------------|-----------------|-------------|-----------------|
| 3917 Anaah S Abedi  | TRI<br>12442                     | Tuition Refund Insurance<br>12442 |                 |             |                 |
|                     | From                             | July                              | 400.00          | 0.00        | 400.00          |
|                     | To                               |                                   | 300.00          | 0.00        | 300.00          |
|                     |                                  | <b>Old Totals</b>                 | <b>400.00</b>   | <b>0.00</b> | <b>400.00</b>   |
|                     |                                  | <b>New Totals</b>                 | <b>300.00</b>   | <b>0.00</b> | <b>300.00</b>   |
|                     |                                  | <b>Difference</b>                 | <b>(100.00)</b> | <b>0.00</b> | <b>(100.00)</b> |

### A/R Deferred Charge Adjustment Posting

April 29, 2020 7:01 PM  
 POSTING DATE: April 29, 2020  
 USER NAME: SUPPORT

TEST SCHOOL

Page: 1

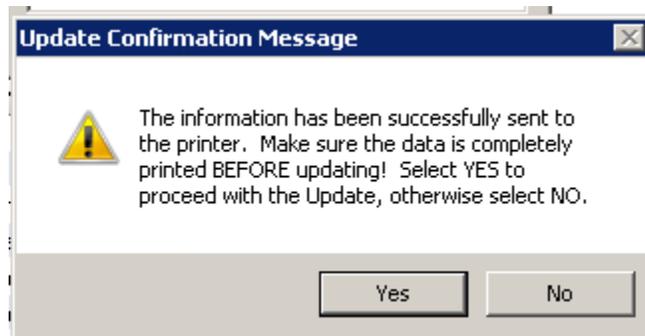
PERIOD: Apr, 2017

BATCH: AR086017

#### GENERAL LEDGER POSTING

| ACCOUNT NO. / DESCRIPTION      | DEBIT         | CREDIT        |
|--------------------------------|---------------|---------------|
| 12442 Tuition Refund Insurance | 100.00        |               |
| 11300 Tuition Receivable       |               | 100.00        |
| <b>POSTING TOTALS:</b>         | <b>100.00</b> | <b>100.00</b> |

At this point, if the reports are correct, click the Yes button on the Confirmation to complete the adjustment. Click No to go back to the edited schedule, if corrections need to be made.



If you wish to completely **remove** a Deferred Charge Schedule, the process is the same, except that for each Fiscal Period, you will change the Charge Amount to 0.00

Deferred Charges Student Maintenance

Charge Code TRI  Next Year

G/L Acct. 12442  
Tuition Refund Insurance

Sub Ledger

Billing Year 2019 Starting Month July

Amount

Eunco Apply

| Month     | Charge | Tax  | Total  |
|-----------|--------|------|--------|
| ✓ July    | 300.00 | 0.00 | 300.00 |
| August    | 0.00   | 0.00 | 0.00   |
| September | 0.00   | 0.00 | 0.00   |
| October   | 0.00   | 0.00 | 0.00   |
| November  | 0.00   | 0.00 | 0.00   |
| December  | 0.00   | 0.00 | 0.00   |
| January   | 0.00   | 0.00 | 0.00   |
| February  | 0.00   | 0.00 | 0.00   |
| March     | 0.00   | 0.00 | 0.00   |
| April     | 0.00   | 0.00 | 0.00   |
| May       | 0.00   | 0.00 | 0.00   |
| June      | 0.00   | 0.00 | 0.00   |
| Total     | 300.00 | 0.00 | 300.00 |

Posting Reference  
A/R Deferred Charge Adjustment Posting

OK Cancel

Deferred Charges Student Maintenance

Charge Code TRI  Next Year

G/L Acct. 12442  
Tuition Refund Insurance

Sub Ledger

Billing Year 2019 Starting Month July

Amount

Eunco Apply

| Month     | Charge | Tax  | Total |
|-----------|--------|------|-------|
| ✓ July    | 0.00   | 0.00 | 0.00  |
| August    | 0.00   | 0.00 | 0.00  |
| September | 0.00   | 0.00 | 0.00  |
| October   | 0.00   | 0.00 | 0.00  |
| November  | 0.00   | 0.00 | 0.00  |
| December  | 0.00   | 0.00 | 0.00  |
| January   | 0.00   | 0.00 | 0.00  |
| February  | 0.00   | 0.00 | 0.00  |
| March     | 0.00   | 0.00 | 0.00  |
| April     | 0.00   | 0.00 | 0.00  |
| May       | 0.00   | 0.00 | 0.00  |
| June      | 0.00   | 0.00 | 0.00  |
| Total     | 0.00   | 0.00 | 0.00  |

Posting Reference  
A/R Deferred Charge Adjustment Posting

OK Cancel

As you click on the **OK** option to save the Schedule change, a Posting window will appear

Deferred Charge Posting

Accounting Period

- This Month (2017, April)
- Last Month (2017, March)
- Deferred

2017, May

Posting Date 04-29-2020

Print Options

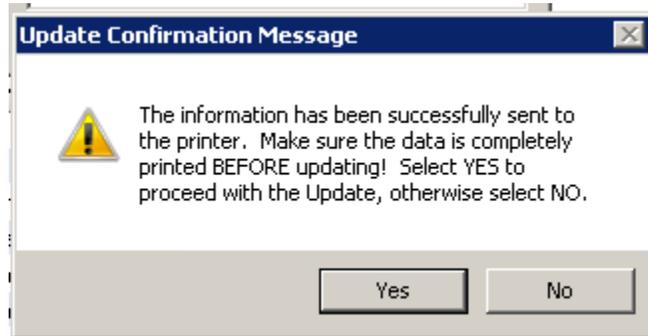
No. of Copies 1

Setup

OK Cancel

Choose the Fiscal Period to which you are posing the correction and click OK

A Confirmation message will appear



The system will now generate the Deferred Posting Charge Report AND an AR Deferred Charges Adjustment Posting that indicates what accounts will be Debited and Credited as a result of the Balance Change to the Deferred Charge Schedule.

| <b>Deferred Posting Change Report</b> |                                  |                                   |                 |             |                 |
|---------------------------------------|----------------------------------|-----------------------------------|-----------------|-------------|-----------------|
| April 29, 2020 7:20 PM                |                                  | TEST SCHOOL                       |                 | Page: 1     |                 |
| USER NAME: SUPPORT                    |                                  | BATCH: AR086018                   |                 |             |                 |
| STUDENT I.D. / NAME                   | CHG CODE/DESCRIPTION<br>G/L ACCT | DEFER G/L ACCT                    | CHARGE          | TAX         | TOTAL           |
| 3917 Anaah S Abedi                    | TRI<br>12442                     | Tuition Refund Insurance<br>12442 |                 |             |                 |
|                                       | From                             | July                              | 400.00          | 0.00        | 400.00          |
|                                       | To                               |                                   | 0.00            | 0.00        | 0.00            |
|                                       |                                  | <b>Old Totals</b>                 | <b>400.00</b>   | <b>0.00</b> | <b>400.00</b>   |
|                                       |                                  | <b>New Totals</b>                 | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b>     |
|                                       |                                  | <b>Difference</b>                 | <b>(400.00)</b> | <b>0.00</b> | <b>(400.00)</b> |

### A/R Deferred Charge Adjustment Posting

April 29, 2020 7:20 PM

TEST SCHOOL

Page: 1

POSTING DATE: April 29, 2020  
USER NAME: SUPPORT

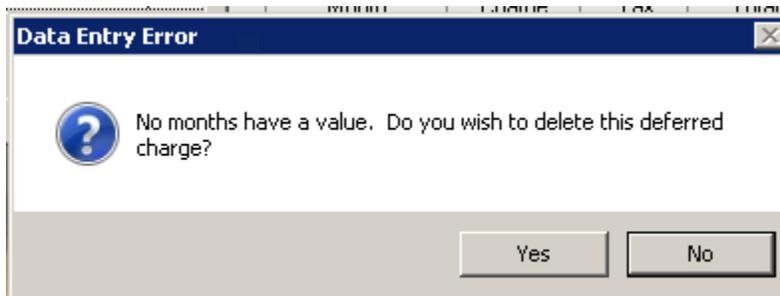
PERIOD: Apr, 2017

BATCH: AR086018

#### GENERAL LEDGER POSTING

| <u>ACCOUNT NO. / DESCRIPTION</u> | <u>DEBIT</u>  | <u>CREDIT</u> |
|----------------------------------|---------------|---------------|
| 12442 Tuition Refund Insurance   | 400.00        |               |
| 11300 Tuition Receivable         |               | 400.00        |
| <b>POSTING TOTALS:</b>           | <b>400.00</b> | <b>400.00</b> |

Once the reports are generated, you will then see a Data Entry Error screen confirming that you are posting a change resulting in NO MONTHS HAVING A VALUE.



If this is correct, and you are truly deleting the charge, click Yes. Click No to “cancel” the adjustment and return to the Deferred Charges Student Maintenance window.