

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.

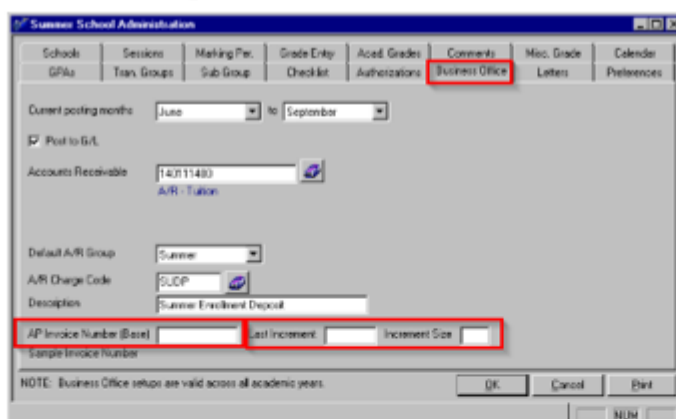

The screenshot shows the 'Summer School Administration' window with the 'Business Office' tab selected. The 'Business Office' tab is highlighted with a red box. Below the tabs, there are several input fields: 'Current posting months' (June to September), 'Post to G/L' (checked), 'Accounts Receivable' (14011480), 'Default A/R Group' (Summer), 'A/R Charge Code' (SUOP), and 'Description' (Summer Enrollment Deposit). At the bottom, there are three fields: 'AP Invoice Number (Base)', 'Last Increment', and 'Increment Size', which are grouped together with a red box. A 'Sample Invoice Number' field is also present. At the bottom right, there are 'OK', 'Cancel', and 'Print' buttons. A note at the bottom states: 'NOTE: Business Office setups are valid across all academic years.'

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) Last Increment Increment Size
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 the 'Payment Type Maintenance' window. The main window has a title bar with a red box around the 'Payment Type Maintenance' text. Below the title bar are 'Edit' and 'Close' buttons. A table lists various payment types with an 'Active' checkbox column. The 'Refund' row is highlighted with a yellow background and a red box around it. Below the table is a 'Show Active Only' checkbox. A secondary dialog box, also titled 'Payment Type Maintenance', is open over the main window. It contains the following fields: 'Type' (set to 'Refund'), 'Name' (set to 'Refund'), 'Sort Number' (set to '2'), 'Active' checkbox (unchecked), 'Default Payment Reference' (set to 'Refund'), 'G/L Account Numbers' section with a 'Liability' field (containing a red box and a magnifying glass icon), and a checkbox labeled 'Transactions of this type should create AP Invoices (Checks)' which is checked and also has a red box around it. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

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	

☐ Show Active Only

Payment Type Maintenance

Type
Name: Refund
Sort Number: 2 ☐ Active
Default Payment Reference: Refund

G/L Account Numbers
Liability:

☒ Transactions of this type should create AP Invoices (Checks)

OK Cancel

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: refund <input type="text"/>							
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	