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.

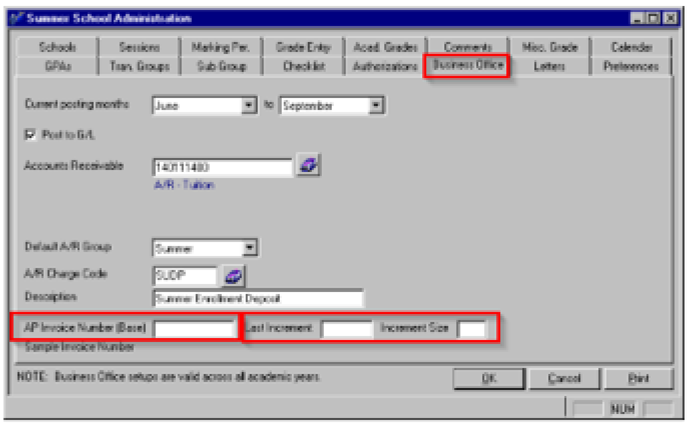


Figure 3-35. Business Office Tab.

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.

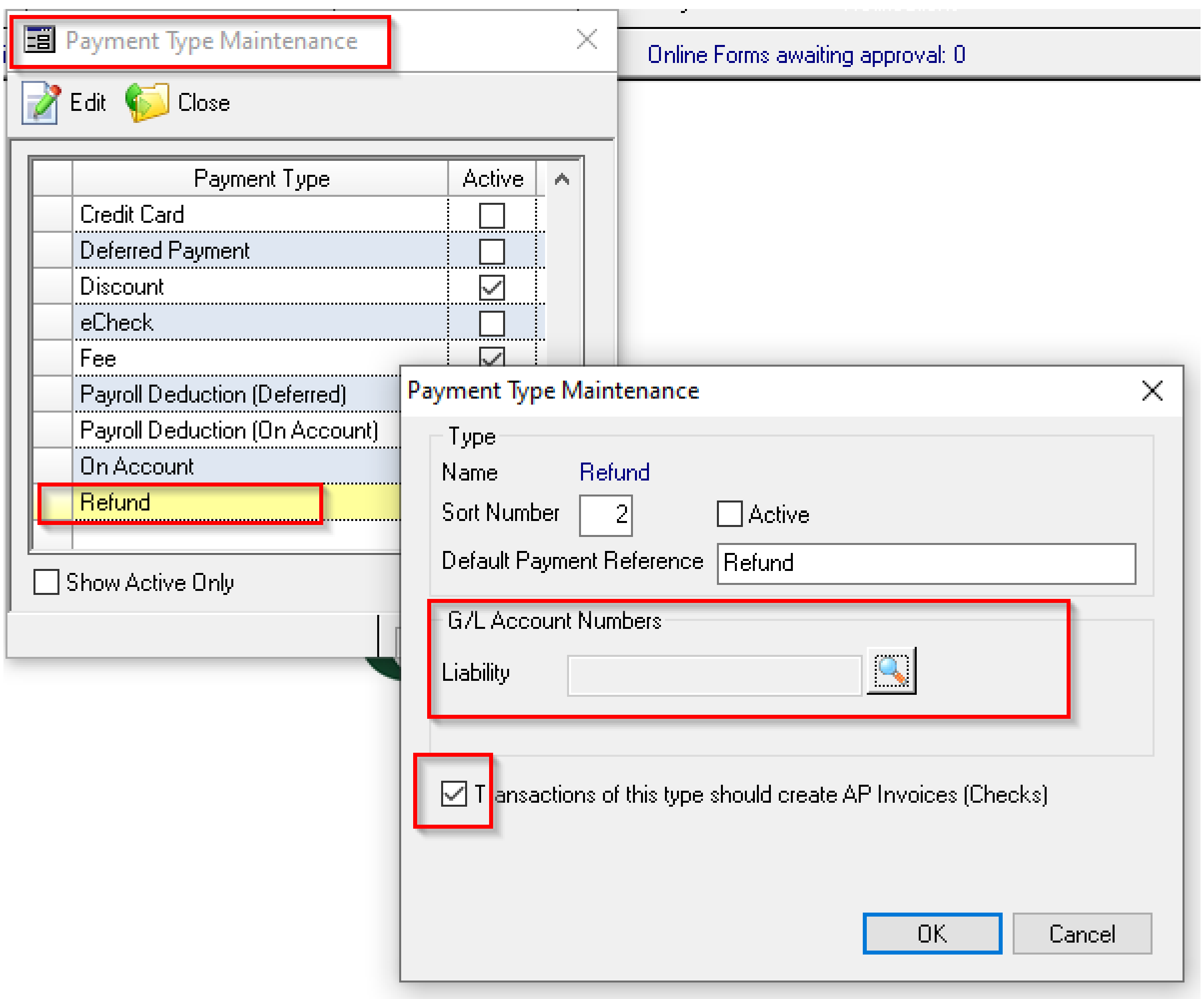
AP Invoice Number (Base). Characters entered in this field (*e.g.*, Deposit) will appear in front of all invoice numbers. A sample invoice number will appear beneath this field after you save your specifications on the *Business Office* Tab.

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:

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:



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.