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 Enrollmemt 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								
📄 New 📝 Edit 👻 📄 Copy 🍙 Delete 👹 Options 👻 Export 👻 Close									
Search By	Search By Additional Criteria								
Enter <u>I</u> .D. Open						[Display:	This Year	
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<u>Filter Results</u> <u>ID</u> <u>V</u> Show Addresses <u>Parent 1</u> <u>V</u>			U Lontain	Refresh List			Students in group: (All)		(All)
Student Name ID 🔺			Grade	Enroll. Dep Balance	Family ID	Parent Na Name	Parent Name 1 Addres Name		ddress
John E Ondaspot ONDA01			2	5,000.00	ONDA01	A01 Dr. Stabtrob Ondaspot		4 Whe	el Drive
Dot Ondaspo	Dot Ondaspot ONDA02 1 0.00 ONDA02 Dr. Stabtrob Onda						pot	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]



1	Cash Receipts Posting - (New Ch	eck)
File Edit Tools H	elp	
0.00 10 Amount Da	te Number Bank Number	Save Cancel
I.D. / Acct. No.	Name / Acct. Desc. Total A	pplied Distributions A/R (Student)
		O A/R (Family)
		Edit
	Distribution Total	Delete
	Balance	0.00 V

This is where you need to consider 3 things:

- 1. Where was the payment posted originally?
- 2. Where SHOULD it have been applied?
- 3. Lastly, remember that normally, cash receipts where the money goes is always a positive amount.

Since in this example, \$5,000.00 went to John E Ondaspot's enrollment deposit bucket and \$2,500.00 should have been applied to his sister's enrollment deposit bucket.

So we will enter a positive \$2,500.00 to student id ONDA02 (After coding Reference and Pay Ref. fields, click [OK]

A/R Cash Receipts Posting								
I.D. OND/ Dot 0 Stude	NO2	Current Grade 1						
Arn Accounts [Debi		[
Tuition Amt.	0.00	Balance						
Other Charges	0.00	Balance						
Enrollment Dep.	2,500.00	Balance Next Year						
Other Enrollment Dep	0.00	Balance Next Year						
Prepay Amt.	0.00	Balance						
Total Applied	\$2,500.00							
Previous Balances Tuition \$0.00) Other \$	0.00						
Reference Move \$25	500.00 from ONDA0	1						
Pay Ref. Move \$25	500.00 from ONDA0	1						
		OK Cancel						

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. A/R Accounts	ONDA01 John E Ondaspot Student Debit Accounts	Current Grade 2						
Tuition Amt.	0.00	Balance						
Other Charges	0.00	Balance						
Enrollment Dep	o. (2,500.00)	Balance Next Year						
Other Enrollme	nt Dep 0.00	Balance Next Year						
Prepay Amt.	0.00	Balance						
Total Applied	(\$2,500.00)							
 Previous Bala Tuition 	ances \$0.00 Other ::	\$0.00						
Reference Mo	ve \$2500.00 To ONDA02							
Pau Pot								
raynei. Mo	IVE \$2000.00 TO UNDAU2	l						
		OK Cancel						

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 H	elp		
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I.D. / Acct. No.	Name / Acct. Desc.	Total Applied 🔥	Distributions
ONDA02	Dot Ondaspot	2,500.00	 A/R (Student)
ONDA01	John E Ondaspot	(2,500.00)	○ A/R (Family)
			O Misc.
			New
			Edit
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	Distribution Lotal Balance	0.00 ~	
			NUM

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



==	Cash Receipts Posting - (Batch AR030820)								
File	e Edit Tools Help								
	Check No.	Check Date	Check Amt.	Bank No.	~				
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Th	is Batch		F	ntries in Batch					
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De:	Description								
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Now, the brother and sister's Enroll Deposit balances are as they should be.

==	Student Maintenance Search										
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	Dot Ondaspot ONDA02 1 2,500					ONDA02	Dr. Stabtrob Onda	aspot	pot 4 Wheel Drive		
	John E Ondaspot ONDA01			2	2,500.00 ONDA01 Dr. Stab		Dr. Stabtrob Ondaspot		4 Wheel Drive		
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