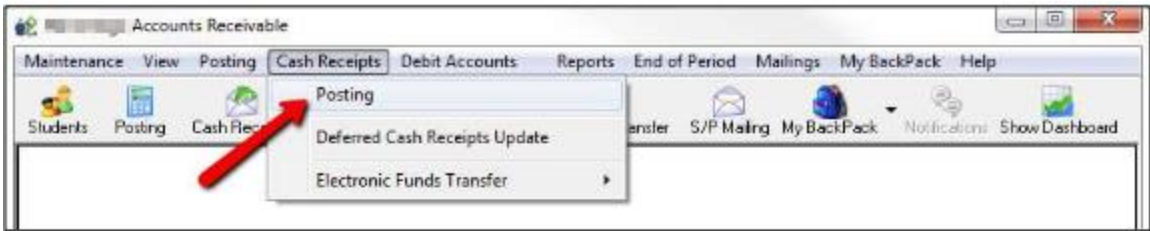# How do I process Enrollment Deposits in Accounts Receivable for newly accepted students?

When your school receives a payment from My BackPack for a newly accepted student, the payment is entered as a miscellaneous cash receipt in Accounts Receivable, even if a student record does not currently exist in Accounts Receivable. The information is then held on file by the system, and as soon as the new student is successfully transferred from Admissions into Accounts Receivable, their student account record will reflect their payment in the **Next Year** tab.

Example following of Enrollment Deposit in Accounts Receivable for a newly accepted student:

1. The parent submits a payment from My BackPack, which is automatically added to a cash receipts batch, even if the Student record does not currently exist in Accounts Receivable.

2. The Cash Receipts batch is posted in Accounts Receivable following the normal posting process.

3. From the Cash Receipts Posting screen, click **Post** to post receipts.

NOTE: Before posting a Cash Receipt, you may need to locate the name of the person who is associated with the account, for your own knowledge. To do this, select the Cash Receipt, and click **Edit** to view the name associated with the Cash Receipt.
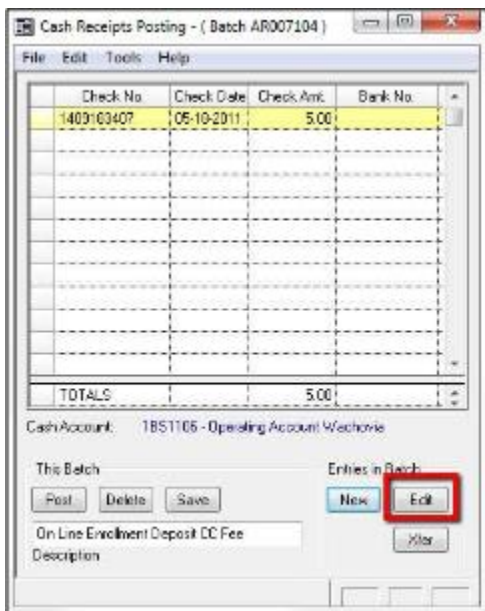
WARNING: It is important that you **DO NOT** change the **Distributions** type from **A/R (Student)** because this indicates that the Cash Receipt has come from My BackPack.

4. After posting the Cash Receipts, the Cash Receipts Posting reports appear. These reports display the details of the Cash Receipt transactions and indicate the affected General Ledger account numbers. (These are the standard account numbers that have been previously configured for enrollment deposit payments in **Accounts Receivable > Administration Maintenance**.)
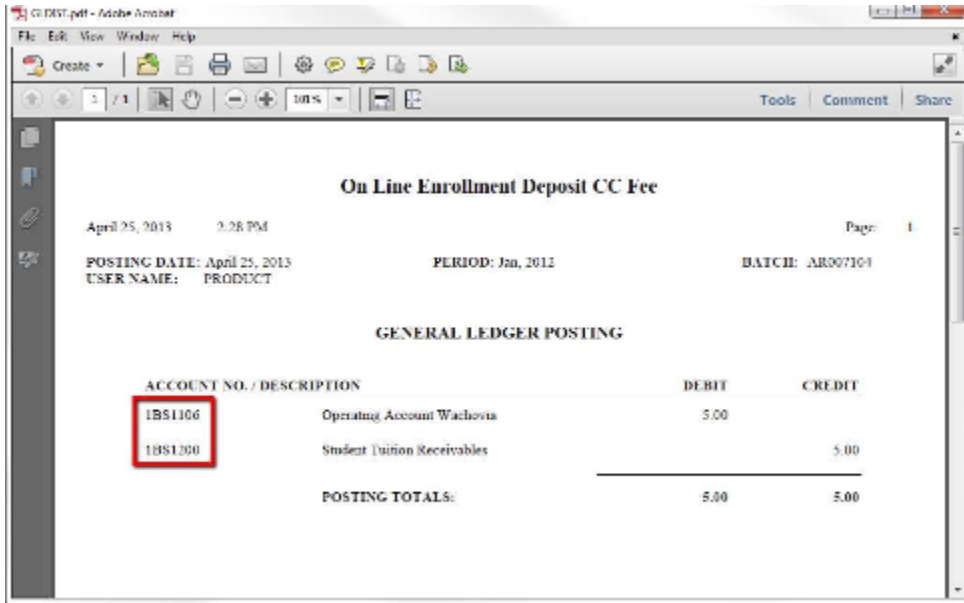
5. Whenever the school chooses to do so, the student record is transferred from Admissions into Accounts Receivable, which creates the new student account.
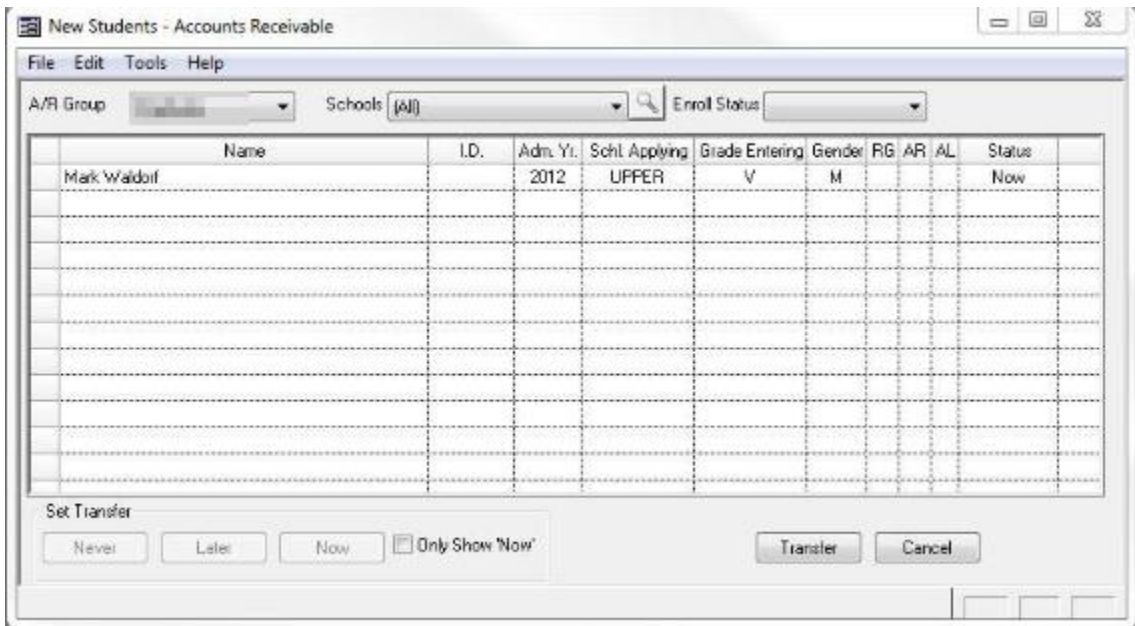
6. Once the Student record is established in Accounts Receivable, this payment is automatically displayed on the Student's Next Year screen. Open the Student Maintenance record and click the **Next Year** icon to view the Student Maintenance Next Year screen.

7. The Student Maintenance Next Year screen appears. To review details about the Enrollment Deposit, click the **Account** tab, click the **Enroll. Dep. Bal.** magnifying glass icon, and then click the **Enrollment Deposit** radio button.