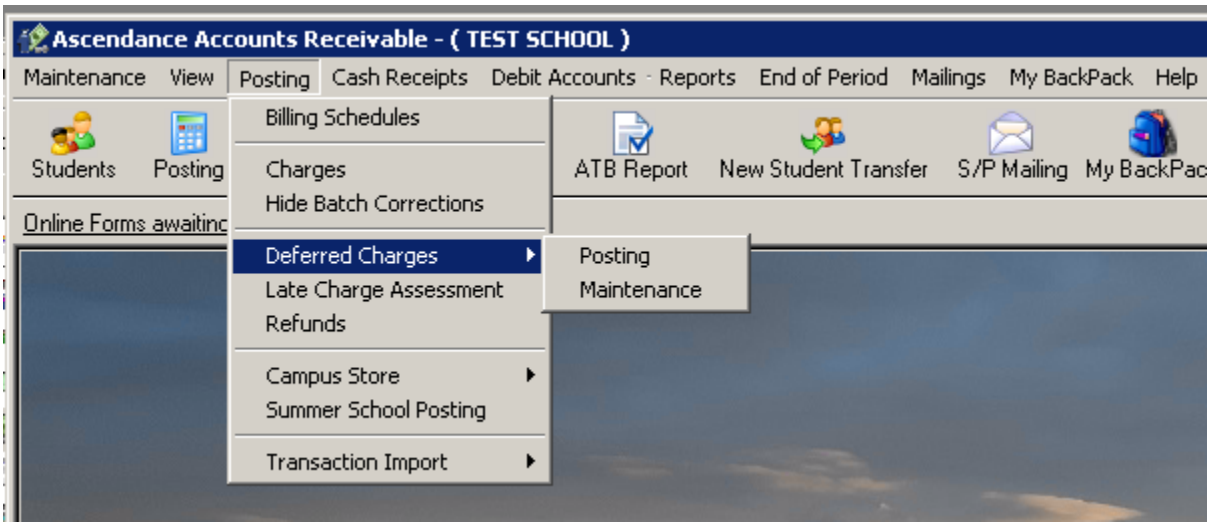
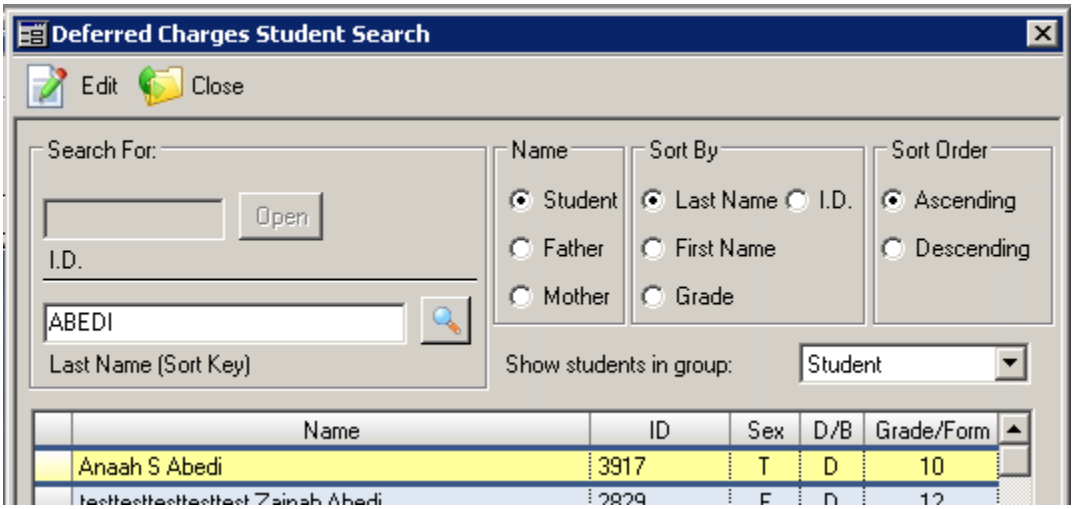
How to Edit/Adjust Deferred Charges in Accounts Receivables?

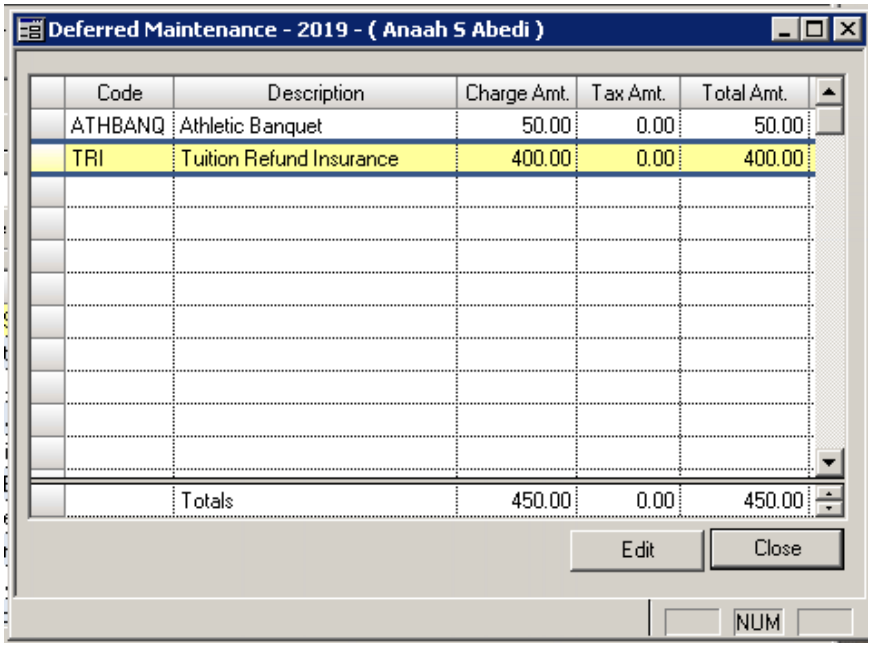
Log into Accounts Receivable, go to Posting>Deferred Charges>Maintenance



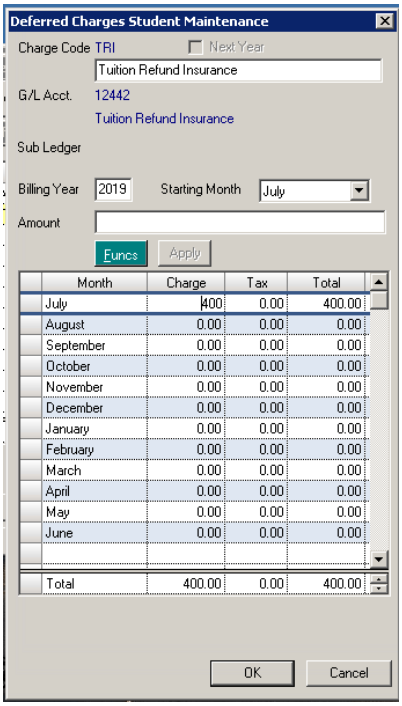
Look up the student for whom you need to edit a Deferred charge



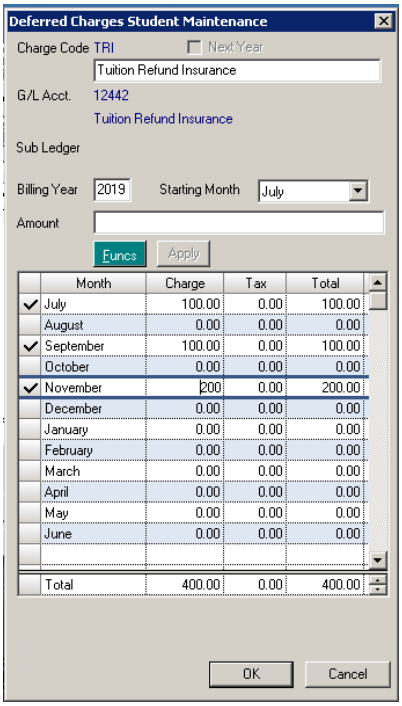
The Deferred Maintenance Student Search window will appear…. from the list of students, highlight the Student whose Deferred Charges Schedule you wish to adjust and click Edit.



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.

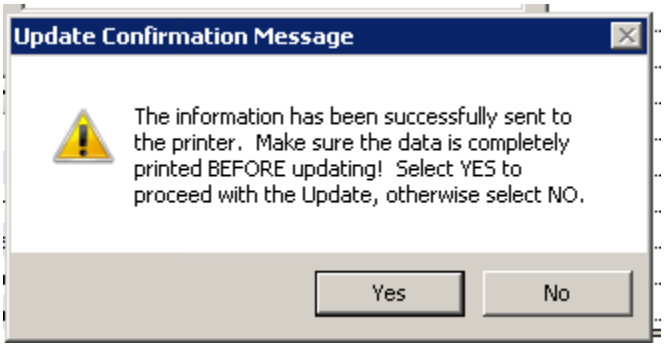


To change the amounts or distribution of the existing amount, enter the changes into the Charge column by typing over any existing data….



Click **OK** to save the changes.

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

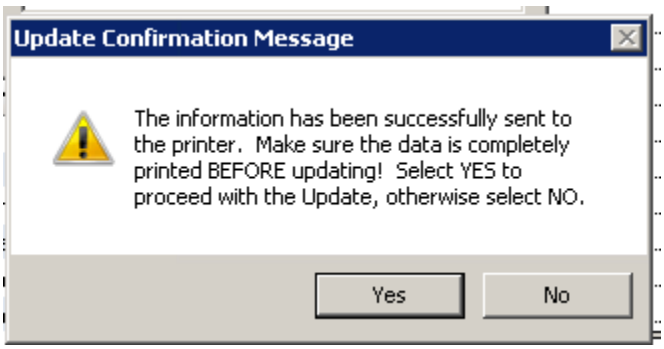


Deferred Posting Change Report

April 29, 2020 6:38 PM **TEST SCHOOL** Page: 1
USER NAME: SUPPORT **BATCH:** N/A

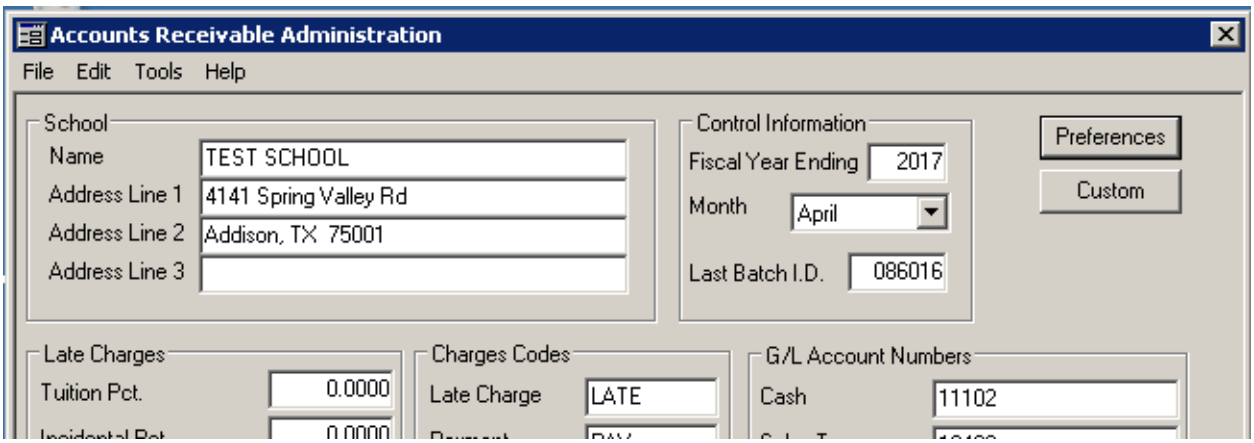
STUDENT I.D. / NAME		CHG CODE/DESCRIPTION G/L ACCT	DEFER G/L ACCT		CHARGE	TAX	TOTAL
3917	Anaah S Abedi	TRI 12442	Tuition Refund Insurance 12442				
				From	July	400.00	0.00	400.00
				To		100.00	0.00	100.00
				From	September	0.00	0.00	0.00
				To		100.00	0.00	100.00
				From	November	0.00	0.00	0.00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

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



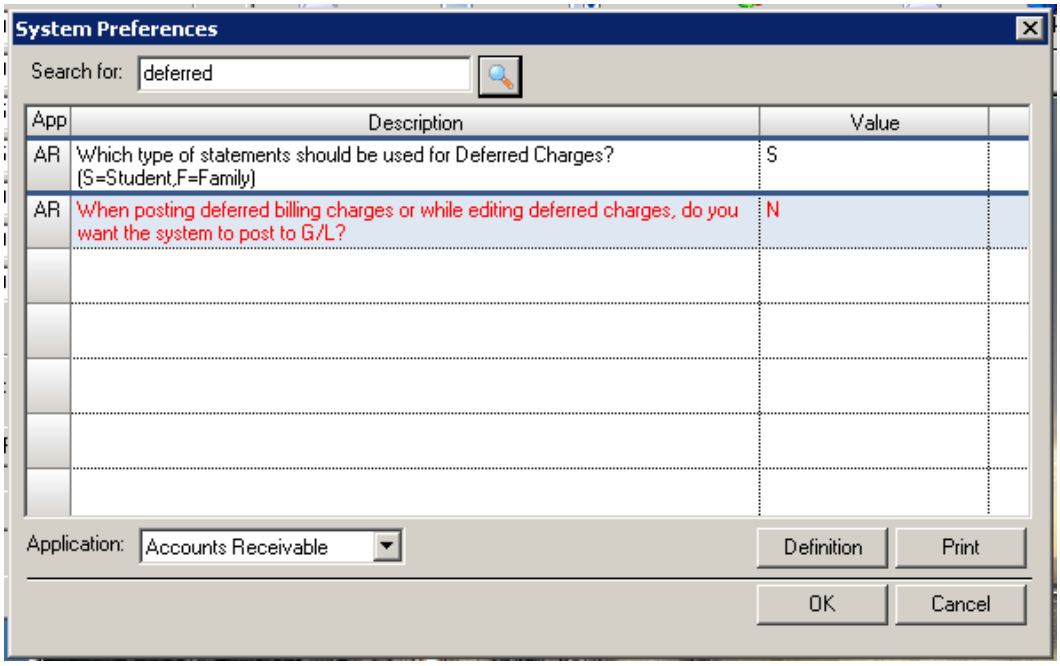
NOTE: There is a setting in Accounts Receivable Preferences related to this process that will post this change directly to General Ledger if there is an overall amount change and the system is set to do so.

AR>Maintenance>Administration Maintenance>Preferences

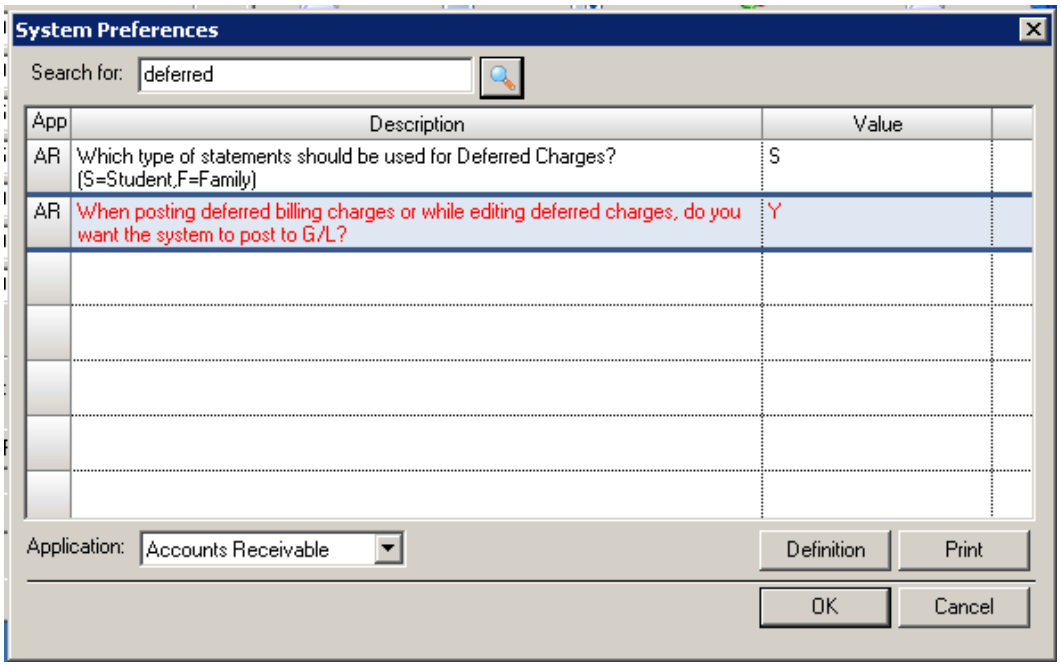


The **red** text indicates the only user with access to this permission is the Schema Owner.

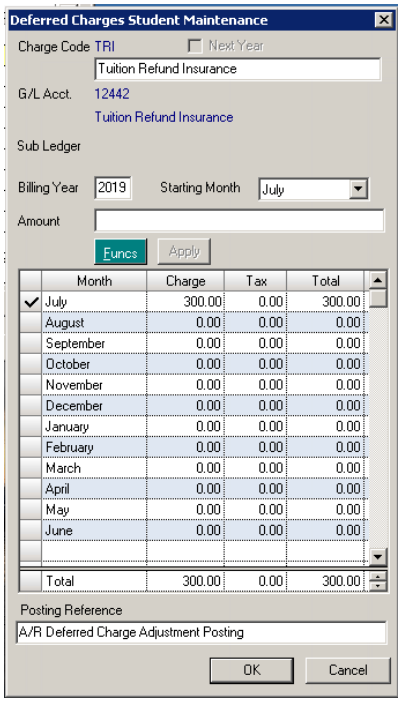
If set to N, **whomever is making the adjustments to the Deferred Schedule will need to ALSO post a corrective journal entry in GL, if any balances are changing**.



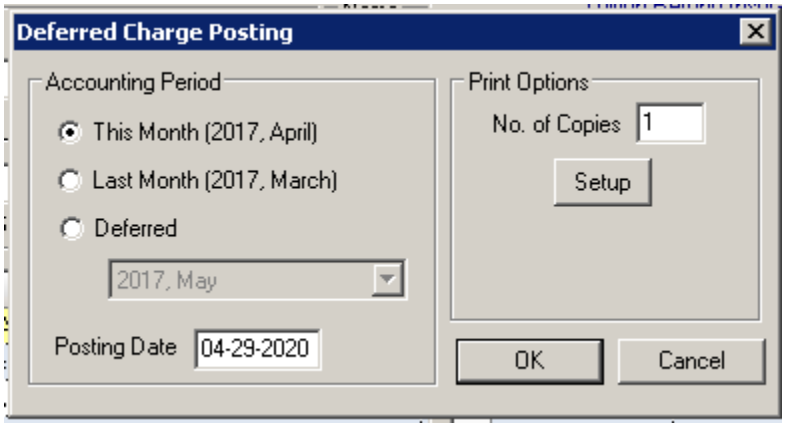
If the Preference is set to Y, and the correction is to change the amount of a Schedule, then the system will generate a second report along with the Deferred Posting Charge Report that indicates the correction it is making to the respective GL accounts.



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

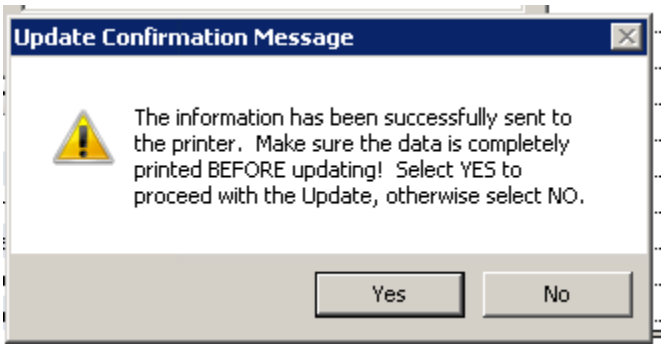


A Posting window will appear



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 **TEST SCHOOL** Page: 1
USER NAME: SUPPORT **BATCH:** **AR086017**

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

A/R Deferred Charge Adjustment Posting

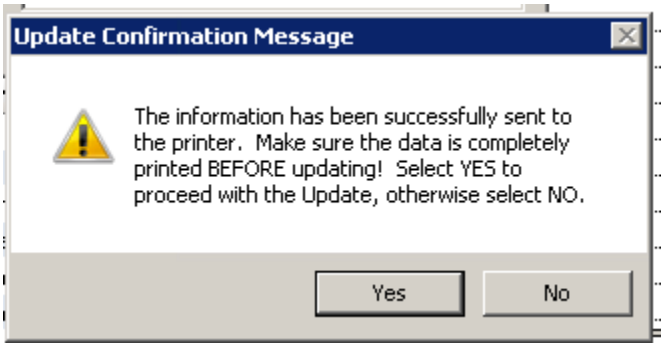
April 29, 2020 7:01 PM **TEST SCHOOL** Page: 1

POSTING DATE: April 29, 2020 **PERIOD:** Apr, 2017 **BATCH:** AR086017
USER NAME: SUPPORT

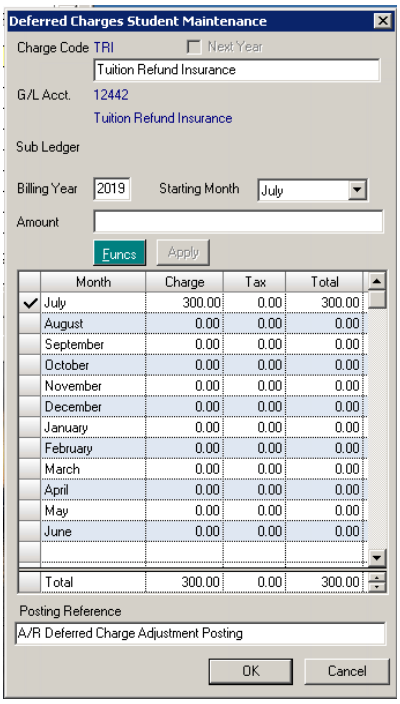
GENERAL LEDGER POSTING

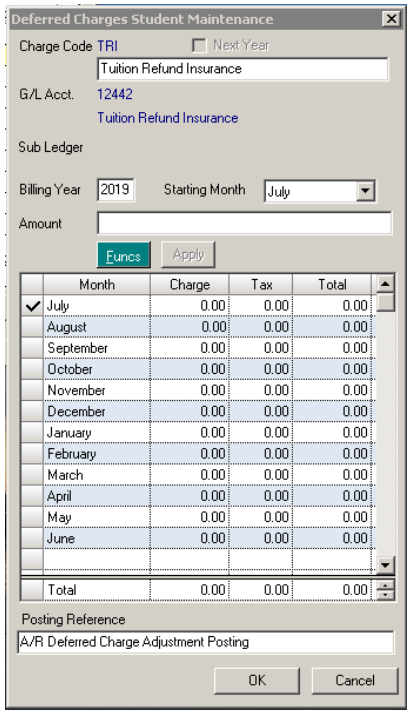
ACCOUNT NO. / DESCRIPTION		DEBIT	CREDIT
12442	Tuition Refund Insurance	100.00	
11300	Tuition Receivable		100.00
	POSTING TOTALS:	**100.00**	**100.00**

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

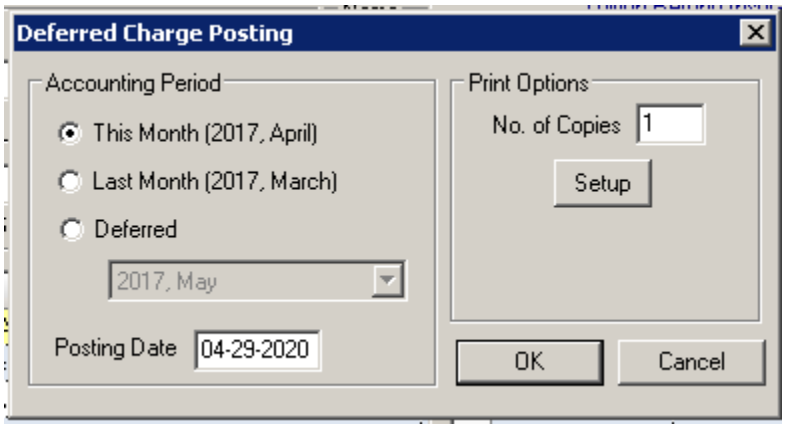


If you wish to completely **remove** a Deferred Charge Schedule, the process is the same, except that for each Fiscal Period, you will change the Charge Amount to 0.00



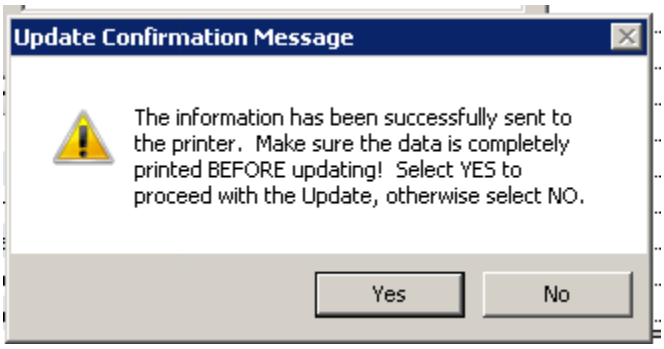


As you click on the **OK** option to save the Schedule change, a Posting window will appear



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 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 7:20 PM **TEST SCHOOL** Page: 1
USER NAME: SUPPORT **BATCH: AR086018**

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

A/R Deferred Charge Adjustment Posting

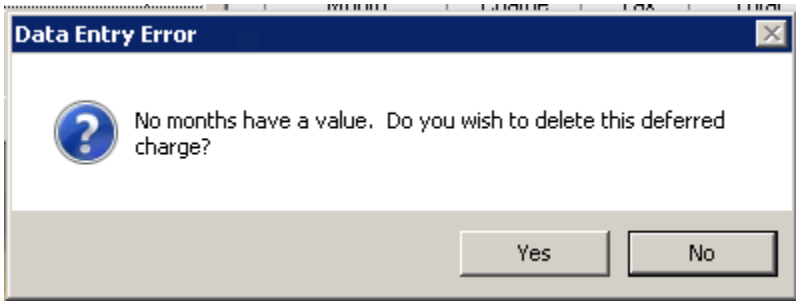
April 29, 2020 7:20 PM **TEST SCHOOL** Page: 1

POSTING DATE: April 29, 2020 **PERIOD:** Apr, 2017 **BATCH:** AR086018
USER NAME: SUPPORT

GENERAL LEDGER POSTING

ACCOUNT NO. / DESCRIPTION		DEBIT	CREDIT
12442	Tuition Refund Insurance	400.00	
11300	Tuition Receivable		400.00
	POSTING TOTALS:	**400.00**	**400.00**

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.