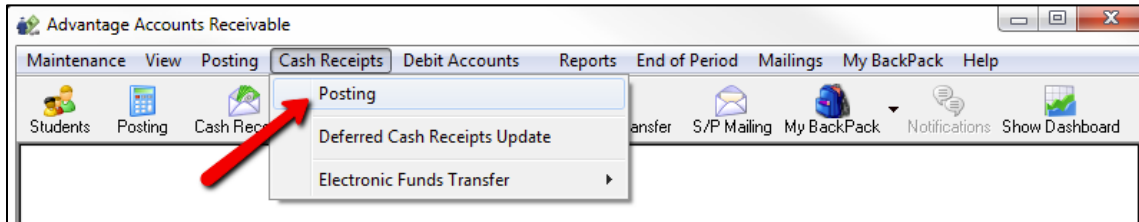


Quick Reference: Processing Enrollment Deposits in Accounts Receivable for Newly Accepted Students

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.



Cash Receipts Posting

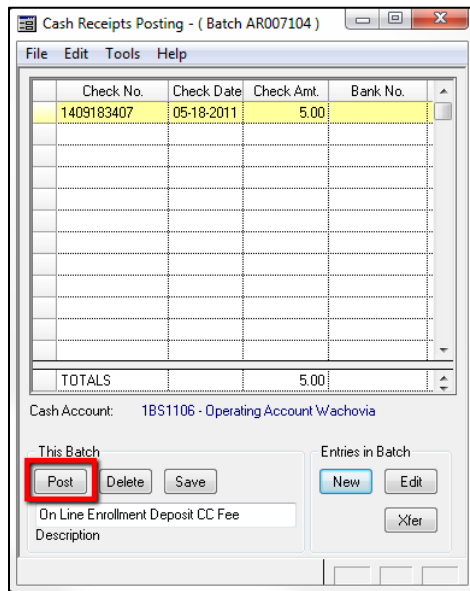
Pending Batches

Batch	Description	Entered By	Enter Date/Time	Total Amt.	MBP
AR007097	A/R Cash Receipts Posting(04-26)	PRODUCT	04-24-2013 12:02 PM	50.00	Y
AR007099	A/R Cash Receipts Posting(04-26)	PRODUCT	05-19-2011 10:45 AM	500.00	Y
AR007104	On Line Enrollment Deposit CC Fee	MBP	05-18-2011 9:45 AM	5.00	Y
AR007120	A/R Cash Receipts Posting(04-10)	MBP	04-10-2012 3:06 PM	75.00	Y
AR007139	Cash Receipt Post - Moved from AR007138	PRODUCT	04-11-2013 5:00 PM	6.00	N
AR007106	A/R Cash Receipts Posting(05-19)	PRODUCT	04-24-2013 2:18 PM	50.00	Y
AR007098	A/R Cash Receipts Posting(04-26)	MBP	04-26-2011 10:01 AM	75.00	Y
AR007119	A/R Cash Receipts Posting(03-26)	MBP	03-26-2012 11:15 AM	50.00	Y
AR007135	A/R Cash Receipts Posting	EMJPRAR	08-22-2012 11:44 AM	200.00	N
AR007081	A/R Cash Receipts Posting(01-24)	PRODUCT	03-21-2012 2:42 PM	10,210.00	Y
AR007095	A/R Cash Receipts Posting(04-13)	PRODUCT	04-13-2011 2:03 PM	275.00	Y
AR007112	A/R Cash Receipts Posting(06-28)	MBP	06-28-2011 10:00 AM	50.00	Y
Totals				30,956.00	

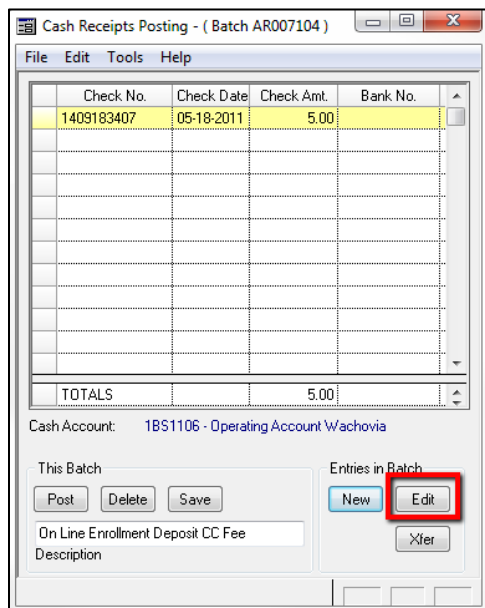
Show In Use Batches

New Edit Preview Print Import Custom Import Close

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**. This displays a screen that lists the Cash Receipt(s). Select the appropriate 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.

Cash Receipts Posting - (Check No. 1409183407)

File Edit Tools Help

Check Information

Amount: 5.00 Date: 05-18-2011 Number: 1409183407 Bank Number: Save Delete

I.D. / Acct. No.	Name / Acct. Desc.	Total Applied
1409183407	On Line Enrollment Deposit CC Fee	5.00
Distribution Total		125.00
Balance		(120.00)

Distributions

A/R (Student)
 A/R (Family)
 Misc.

New Edit Delete

NUM

Do not change the Distributions type.

Misc. Cash Receipts Posting

Account No. 1409183407 On Line Enrollment Deposit CC Fee Revenue

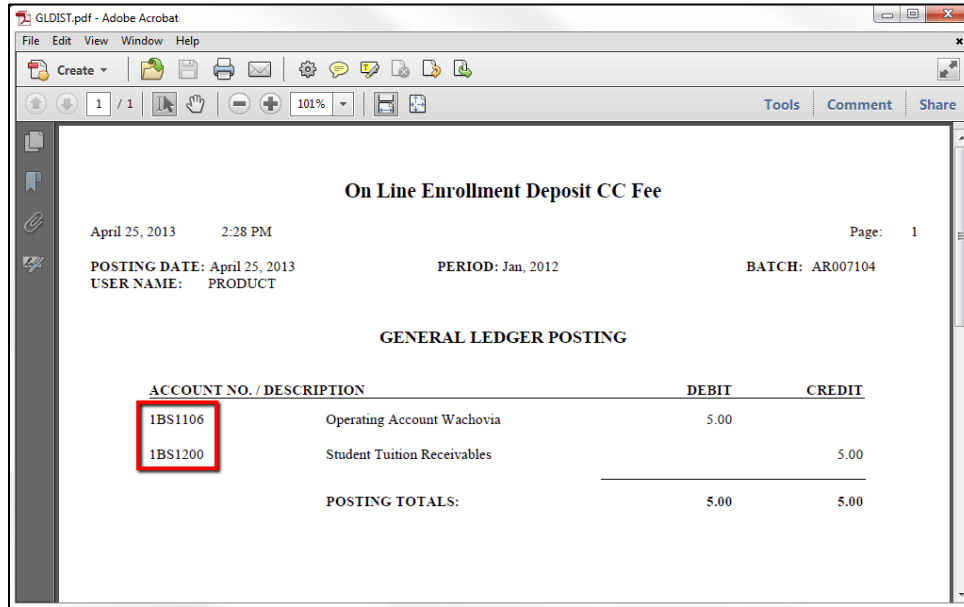
Sub-Ledger ID

Posting Amt. 5.00 Balance

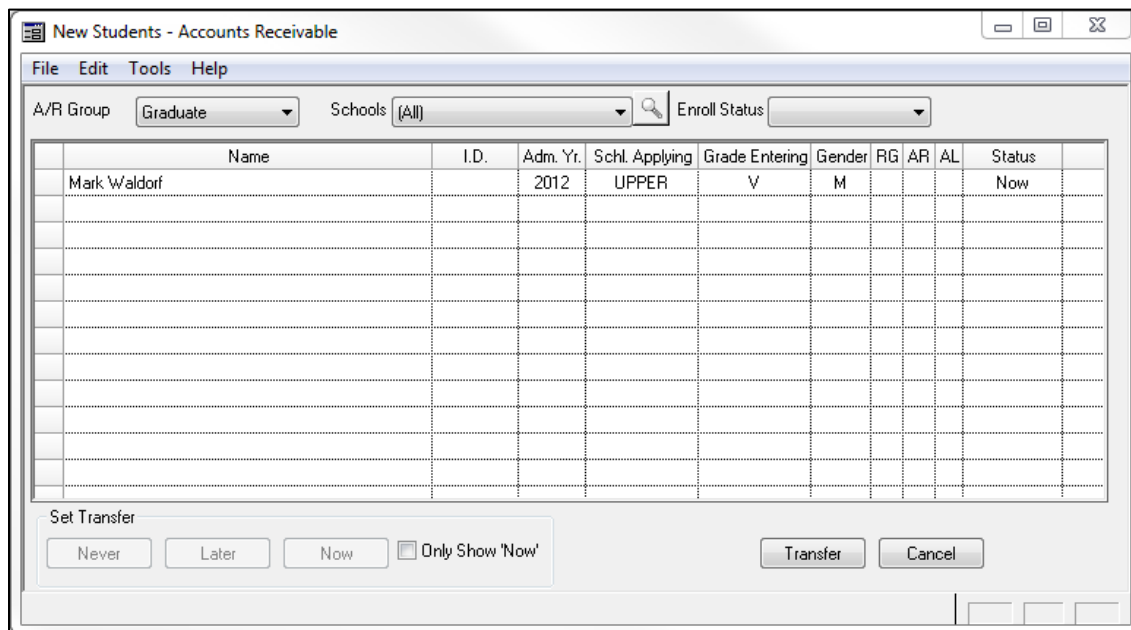
Reference **Waldorf, Mark**

OK Cancel

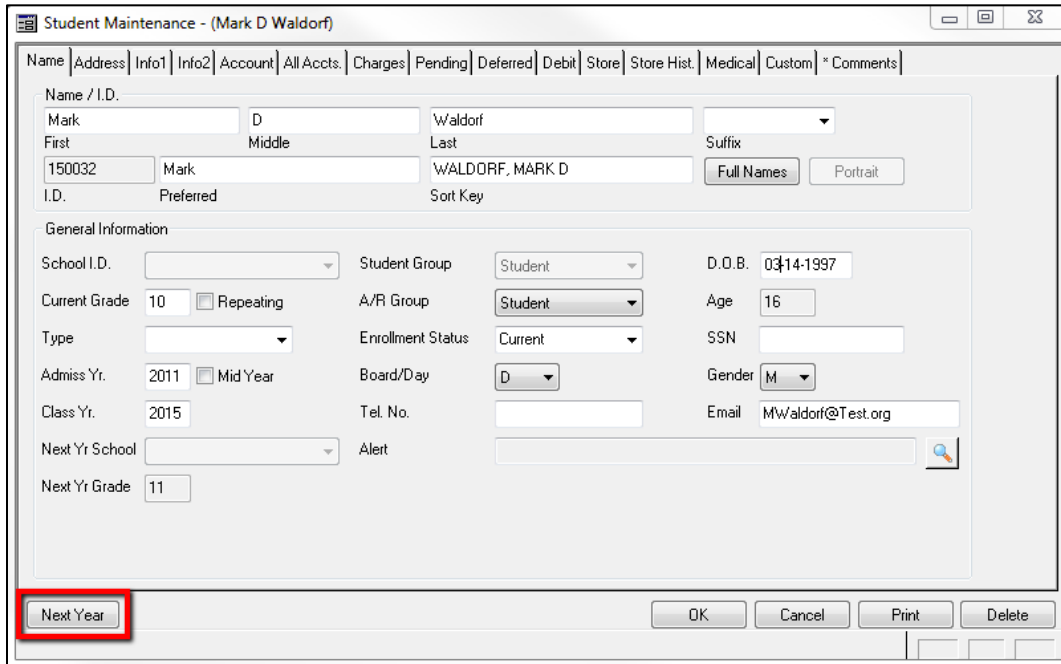
4. After posting the Cash Receipts, the Cash Receipts Posting reports appear. These reports display the details of the Cash Receipt transactions and indicate the affected General Ledger account numbers. (These are the standard account numbers that have been previously configured for enrollment deposit 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.



Student Maintenance - (Mark D Waldorf)

Name / I.D. Mark D Waldorf

First Middle Last Suffix

I.D. Preferred Sort Key

General Information

School I.D. Student Group Student D.O.B. 03-14-1997

Current Grade 10 Repeating A/R Group Student Age 16

Type Enrollment Status Current SSN

Admiss Yr. 2011 Mid Year Board/Day D Gender M

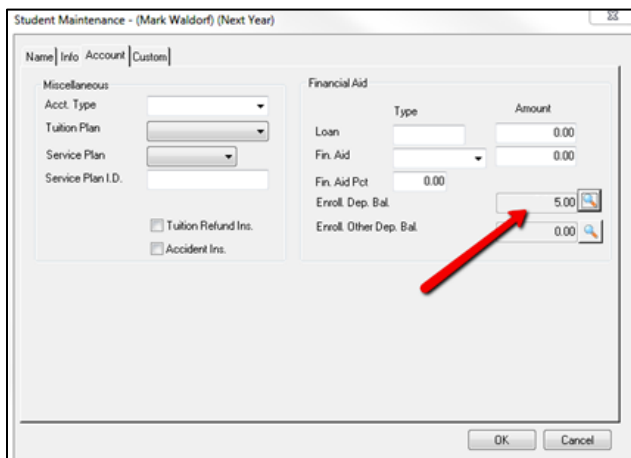
Class Yr. 2015 Tel. No. Email MWaldorf@Test.org

Next Yr School Alert

Next Yr Grade 11

Next Year OK Cancel Print Delete

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.



Student Maintenance - (Mark Waldorf) (Next Year)

Name Info Account Custom

Miscellaneous

Acct. Type Tuition Plan Service Plan Service Plan I.D.

Financial Aid

Loan Type Amount

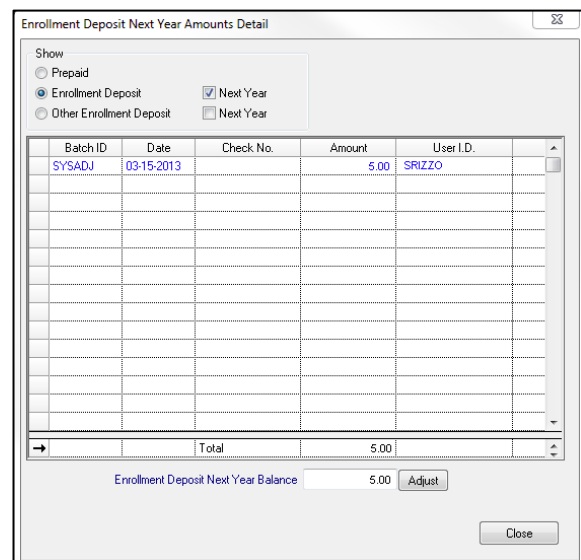
Fin. Aid 0.00

Fin. Aid Pot 0.00

Enroll. Dep. Bal. 5.00

Enroll. Other Dep. Bal. 0.00

OK Cancel



Enrollment Deposit Next Year Amounts Detail

Show

Prepaid

Enrollment Deposit Next Year

Other Enrollment Deposit Next Year

Batch ID	Date	Check No.	Amount	User I.D.
SYSADU	03-15-2013		5.00	SRIZZO
Total			5.00	

Enrollment Deposit Next Year Balance 5.00 Adjust

Close