



Add or verify clearing accounts

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[District Administration](#) > [Maintenance](#) > [User Profiles](#) > [Permissions](#)

Under **Accounts Receivable**, add or verify the following:

- **Offset Obj**
- **Offset Sobj**
- **Offset Org**

The screenshot shows the 'Permissions' tab for 'Accounts Receivable'. The 'Global Access' checkbox is checked. The 'Offset Obj', 'Offset Sobj', and 'Offset Org' fields are currently blank. A black arrow points to the 'Offset Org' field.

The above fields are used as the default account codes for the user when creating invoices on the [Accounts Receivable > Maintenance > Create/Modify Invoice](#) page. If these fields are blank, then the **Offset Obj** and **Offset Sobj** fields default to the values in the **Accounts Receivable** field on the [Finance > Tables > District Finance Options > Clearing Fund Maintenance](#) tab and the **Offset Org** field is set to 000.

[Finance](#) > [Tables](#) > [District Finance Options](#) > [Clearing Fund Maintenance](#)

Under **Finance Automatic Posting Defaults**, add or verify the following:

- **Accounts Receivable**
- **Overpayment Account**