



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 'Offset Obj', 'Offset Sobj', and 'Offset Org' fields are highlighted with a black arrow. The 'Global Access' checkbox is checked.

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**



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