



Add or verify clearing accounts

Table of Contents

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

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

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

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**



Back Cover