



Business Office Release Bulletin

August 2015

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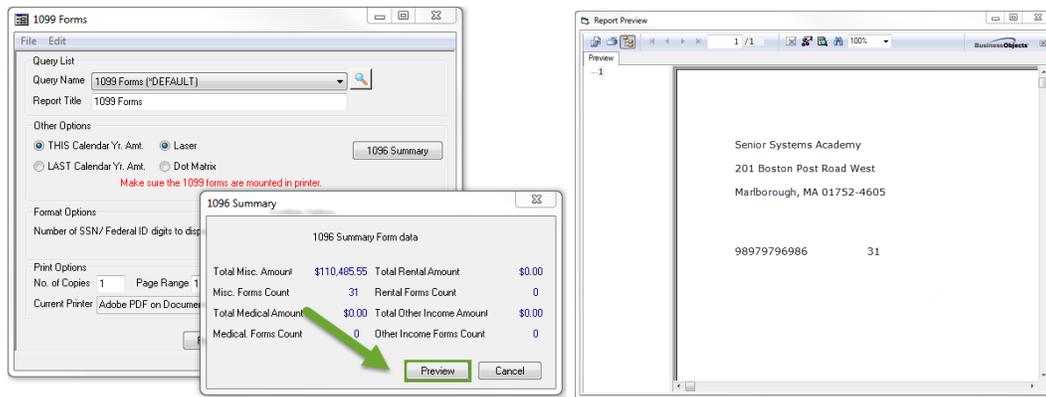
About Release 92_9 for Business Office

Release 92_9 for Advantage Business Office includes several enhancements, including the ability to print 1096 forms and a new tool for reassigning check numbers. Please see the specific topics in this document for more details about all of these changes and enhancements.

Please contact Support@senior-systems.com if you have any questions about any of these new features.

Business Office Enhancements

Printing 1096 Forms - The ability to preview and print 1096 Forms has been added to Accounts Payable. Click the **Preview** button to preview and print the 1096 form.



Reassigning Check Numbers

When printing checks in the Accounts Payable application, sometimes printers jam, checks stick together, there isn't enough check stock in the printer, or the check starting number was not correct to begin with. You can correct these scenarios, if you have not already posted to General Ledger. If you have already posted, 92_9 introduces a new tool to make reassigning check numbers easier.

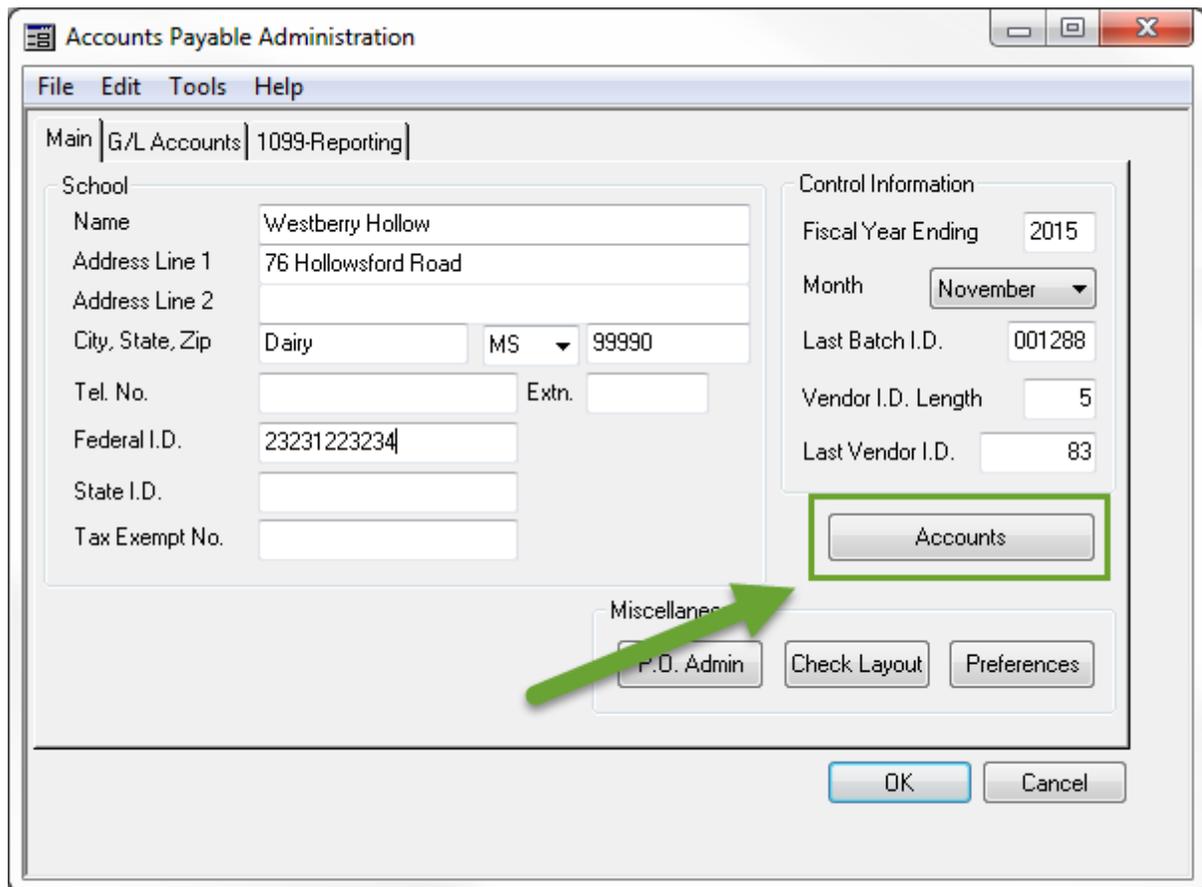
NOTE: This function is not intended for repeated use - it is always best to verify that your checks are correct before completing the posting in General Ledger. This function is only available to the Schema Owner.

To perform the Reassign Check Numbers process, the schema owner enters the Batch ID that contains the checks that need to be changed. Information for the batch, and for each check in the batch, is displayed for reference. Once the checks are populated in the table, you can assign check numbers as necessary. When you have successfully completed this process, the check numbers in the original batch are replaced with the correct check numbers.

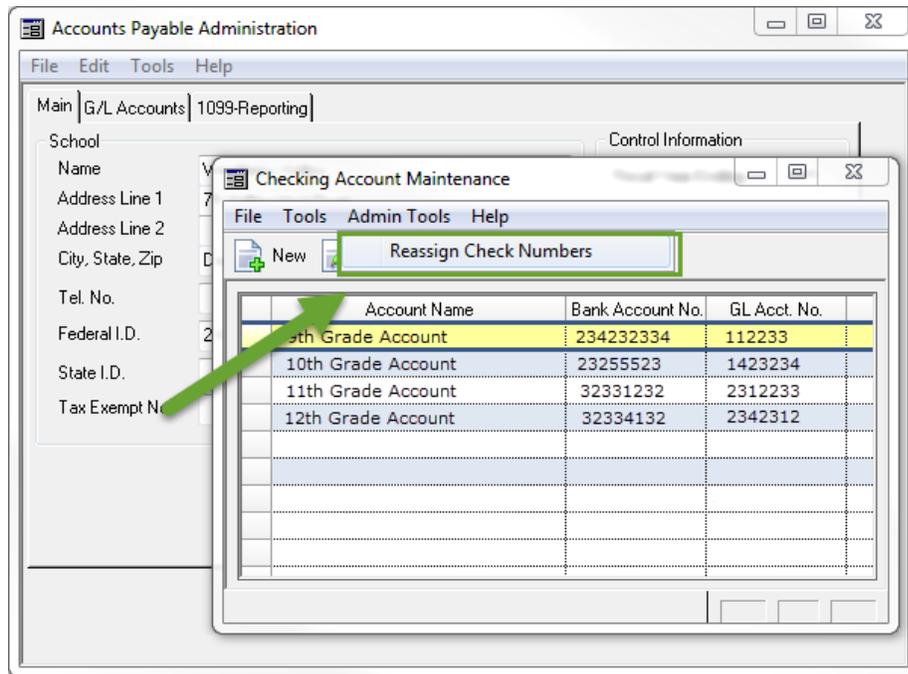
NOTE: This function can be used for any AP checks batch: Regular Check Run, Hand Checks or Bank Drafts. Bank Drafts will display Transaction Numbers rather than Check Numbers.

To Reassign Check Numbers:

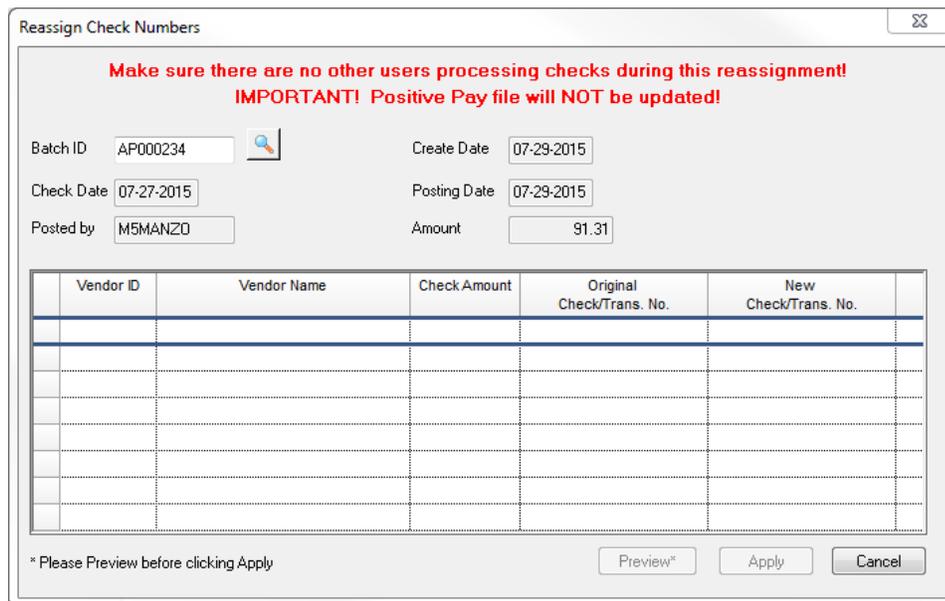
1. Log into Accounts Payable as schema owner.
2. Click **Maintenance>Administration Maintenance>Accounts.**



3. On the Checking Account Maintenance screen, go to **Admin Tools > Reassign Check Numbers.**



4. On the **Batch ID** field, enter the Batch ID.



- Once the header information is populated, click the **Search** icon to display the Vendors in the table below.

Reassign Check Numbers

Make sure there are no other users processing checks during this reassignment!
IMPORTANT! Positive Pay file will NOT be updated!

Batch ID: AP000234  Create Date: 07-29-2015
 Check Date: 07-27-2015 Posting Date: 07-29-2015
 Posted by: M5MANZO Amount: 91.31

Vendor ID	Vendor Name	Check Amount	Original Check/Trans. No.	New Check/Trans. No.
ADVAN01	Advanced Berkshire Medical	13.13	3080088	3080088
YANKE01	Yankee Inn Home Comfort	78.18	3080089	3080089

* Please Preview before clicking Apply

Preview* Apply Cancel

- Once the Vendors are populated in the table, you can change the check numbers in the **New Check/Trans. No.** column as necessary:

Reassign Check Numbers

Make sure there are no other users processing checks during this reassignment!
IMPORTANT! Positive Pay file will NOT be updated!

Batch ID: AP000234  Create Date: 07-29-2015
 Check Date: 07-27-2015 Posting Date: 07-29-2015
 Posted by: M5MANZO Amount: 91.31

Vendor ID	Vendor Name	Check Amount	Original Check/Trans. No.	New Check/Trans. No.
ADVAN01	Advanced Berkshire Medical	13.13	3080088	3080088
YANKE01	Yankee Inn Home Comfort	78.18	3080089	3080089

* Please Preview before clicking Apply

Preview* Apply Cancel

- Once you have updated the check numbers, click the **Preview*** button to review the changes. Note that you must preview your changes before they can be applied.

Make sure there are no other users processing checks during this reassignment!
IMPORTANT! Positive Pay file will NOT be updated!

Batch ID: Create Date:

Check Date: Posting Date:

Posted by: Amount:

	Vendor ID	Vendor Name	Check Amount	Original Check/Trans. No.	New Check/Trans. No.
<input checked="" type="checkbox"/>	ADVAN01	Advanced Berkshire Medical	13.13	3080088	3080084
<input checked="" type="checkbox"/>	YANKE01	Yankee Inn Home Comfort	78.18	3080089	3080087

* Please Preview before clicking Apply

- If the changes look correct, click the **Apply** button.

Make sure there are no other users processing checks during this reassignment!
IMPORTANT! Positive Pay file will NOT be updated!

Batch ID: Create Date:

Check Date: Posting Date:

Posted by: Amount:

	Vendor ID	Vendor Name	Check Amount	Original Check/Trans. No.	New Check/Trans. No.
<input checked="" type="checkbox"/>	ADVAN01	Advanced Berkshire Medical	13.13	3080088	3080084
<input checked="" type="checkbox"/>	YANKE01	Yankee Inn Home Comfort	78.18	3080089	3080087

Reassign Check Numbers

⚠ Reassignment was successful! Please be sure to verify the Starting Check/Trans. Number before printing your next check batch.

* Please Preview before clicking Apply

Your check numbers have now been reassigned. Be sure to verify the starting check/transaction number before printing your next batch.