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# Business Office Release Bulletin August 2015

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Business Office Enhancements

### 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 <u>Support@senior-systems.com</u> 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.

1099 Forms		1	B. Report Preview		- 0 %
File Edit				1 /1 🛛 🕵 🖪 🦓 100% -	BusinessObjects
Query List Query Name 1099 Forms (*DEFAULT) Report Title 1099 Forms	-) <u>«</u>		Preview		î
Other Options It IIS Calendar Yr, Amt. I Laser LAST Calendar Yr, Amt. Do t Ma Make sure the 1095	1096 Summary strix Homs are mounted in printer.			Senior Systems Academy 201 Boston Post Road West	
Format Options Number of SSN/Federal ID digits to disp	1096 Summary 1096 Summary Form data			98979796986 31	,
Print Options No. of Copies 1 Page Range 1 Current Printer Adobe PDF on Docume	Total Misc. Amount \$110,485,55 Total Fental Amount   Misc. Forms Count 31 Rental Forms Count   Total Medical Amount \$0.00 Total Other Income A   Medical, Forms Count 0 Other Income Forms (0)	\$0.00 0 moun! \$0.00 Count 0			
	Preview	Cancel			· · ·

#### **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.

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### To Reassign Check Numbers:

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

Accounts Payable	e Administration			
Main G/L Accounts	1099-Reporting			
School Name Address Line 1 Address Line 2	Westberry Hollow 76 Hollowsford Roa	d		Control Information Fiscal Year Ending 2015 Month November 💌
City, State, Zip	Dairy	MS 👻	99990	Last Batch I.D. 001288
Federal I.D.	23231223234			Vendor I.D. Length 5 Last Vendor I.D. 83
State I.D. Tax Exempt No.				Accounts
			Miscellanes P.O. Admin	Check Layout Preferences
				OK Cancel

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

Accounts Payable	Administration				
File Edit Tools I	Help				
Main G/L Accounts	1099-Reporting				
School		Control Inform	ation		
Name	Checking Account Maintenance	1 mar 1 mar 1 mar 1 m			
Address Line 1	7 File Tools Admin Tools Help				
City, State, Zip	D New Reassign Check N	lumbers			
Tel. No.	Account Name	Bank Account No.	GL Acct. No.		
Federal I.D.	2 Jth Grade Account	234232334	112233		
State I.D.	10th Grade Account	23255523	1423234		
Tay Evernot N	11th Grade Account	32331232	2312233		
r an Enomperie	12th Grade Account	32334132	2342312		
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4. On the **Batch ID** field, enter the Batch ID.

eassign Check N	umbers			X
Mak	e sure there are no o IMPORTAN	ther users processir IT! Positive Pay file	ng checks during this will NOT be updated	s reassignment! dl
Batch ID APC	00234	Create Date 0 Posting Date 0	7-29-2015	
Posted by M5N	1ANZO	Amount	91.31	
Vendor ID	Vendor Name	Check Amount	Original Check/Trans. No.	New Check/Trans. No.
Please Preview I	pefore clicking Apply		Preview <sup>×</sup>	Apply Cancel

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

	sure there are no other IMPORTANT! P	users processi Positive Pay file	ng checks during this will NOT be update	s reassignment! d!
atch ID AP00	0234	Create Date (	07-29-2015	
neck Date 07-27	-2015	Posting Date (	07-29-2015	
osted by M5M.	ANZO	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

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

Mak	e sure there are no othe IMPORTANT!	er users processi Positive Pay file	ng checks during th will NOT be updat	iis reassignment! ed!
atch ID AP0	00234	Create Date	07-29-2015	
heck Date 07-2	7-2015	Posting Date	07-29-2015	
osted by M5M	1ANZO	Amount	91.31	
Vendor ID	Vendor Name	Check Amount	Original	New Charlet
ADVAN01	Advanced Berkshire Medical	13.13	3080088	3080088
YANKE01	Yankee Inn Home Comfort	78.18	3080089	3080089
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7. 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.

	Mak	IMPORTANT!	Positive Pay file	will NOT be updat	ed!	
atc	h ID APOC	00234	Create Date	17-29-2015		
heo	ck Date 07-27	7-2015	Posting Date (	17-29-2015		
'ost	ed by M5M	ANZO	Amount	91.31		
	Vendor ID	Vendor Name	Check Amount	Original Check/Trans No	New Check/Trans No	
~	ADVAN01	Advanced Berkshire Medical	13.13	3080088	3080084	
~	YANKE01	Yankee Inn Home Comfort	78.18	3080089	3080087	•
						•
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8. If the changes look correct, click the **Apply** button.

make	IMPORTAN	I. Positive Pay file will NOT be updated!	re.
atch ID AP00	0234	Create Date 07-29-2015	
Check Date 07-27	-2015	Posting Date 07-29-2015	
osted by M5MA	NZO	Amount 91.31	
V ADVAN01 V YANKE01	Reassignment Check/Trans. I	was successful! Please be sure to verify the Starting Number before printing your next check batch.	

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

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