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## **Business Office Release Bulletin January 2016**

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### **In this bulletin...**

<b>EFT Payments for Vendors in Accounts Payable .....</b>	<b>2</b>
Bank Accounts Setup for EFT .....	2
Vendors Payment Method Setup .....	3
Generate EFT Pre-Note files .....	4
Pay Invoices via EFT .....	5
<b>View Financial Aid Award Information in AR .....</b>	<b>8</b>

### **About Release 93\_1 for Business Office**

Please contact [Support@senior-systems.com](mailto:Support@senior-systems.com) if you have any questions about any of these new features.

## EFT Payments for Vendors in Accounts Payable

In order to pay vendors via EFT, you will need to setup the Checking Account(s) with the EFT details, setup the Vendors EFT information, and then generate and validate an EFT Pre-Note file with your bank. Once the setup is completed, you will be able to mark invoices to be paid via EFT and generate the EFT transactions file.

Follow the steps below to setup your Checking Account(s) and Vendor Records:

### **Bank Accounts Setup for EFT**

To setup the bank checking account for EFT payments, go to the Checking Account Maintenance screen (from the Accounts Payable Administration screen) and setup the EFT details for the bank account:

The screenshot shows a 'Checking Account Detail' window with the following fields and sections:

- Account:** Electronic Funds Transfer Detail | Export & Import Files
- Details:**
  - Routing/ABA No.: 073913799
  - EFT Code: 1
  - Company ID. Prefix: 1-EIN
  - ACH Company ID: 920802999
  - Entry Description: [Empty]
  - Header Record Ref.: [Empty]
  - Immediate Origin:
    - Transit/Routing No.
    - Other Routing No.
  - Last Transaction No.: 0000000000
  - Create Credit Transaction:
- Control Record Information:**

No.	Control String	Default
1		<input type="checkbox"/>
2		<input type="checkbox"/>
3		<input type="checkbox"/>
4		<input type="checkbox"/>
5		<input type="checkbox"/>

Buttons: OK, Cancel

## **Vendors Payment Method Setup**

Open the Vendor records that will be paid via EFT and enter the Bank Account information on the Info tab:

Vendor Maintenance - ( 00257 - Senior Systems Inc. )

Vendor **Info** | G/L Dist. | Products | Unpaid | History | Campus Store History | Purchase Orders | Media | Comments | Users

1099 Information

1099 Type: [Dropdown] Federal I.D.: [Text Box]

This Cal. Year Amt.: \$0.00

Last Cal. Year Amt.: \$0.00

1099 Name: Senior Systems Inc.

Misc. Information

Class Code: [Dropdown]

Usage Type: [Dropdown]

Ship Via: [Dropdown]

W9 Status

W9 Received

Date Received: [Text Box]

Vendor Information

Terms: [Text Box] / [Text Box] Net 30 Due Day [Text Box]

Acct. No.: [Text Box]

Temporary Vendor

Employee

**Disbursement Information**

Payment Method:  Check  EFT  EFT Pre-Note

Bank Name: Bank Of America

Bank Routing No.: 000123456

Bank Account No.: 999999

Bank Account Type:  Checking  Savings

Active  Miscellaneous Vendor  Separate Check

OK Cancel Print Mail Delete

NUM

When setting up a vendor for EFT for the first time or when you modify the Bank account information for a Vendor, the record will be marked as "EFT Pre-Note". This will trigger the record to be included in the EFT Pre-Note test file that you can then validate with your bank (see the "Generate EFT Pre-Note files" step below).

**Note:** Setting the Vendor payment method as "EFT" will allow you to pay the vendor using EFT or paper checks. The payment method can be changed when entering the invoice.



## **Pay Invoices via EFT**

Once the Vendor EFT settings are completed, you will be able to mark Invoices to be paid via EFT:

The screenshot shows the 'Purchase Entry' application window. The 'Invoice Information' section is active, displaying the following details:

- Number: 160105105455
- Date: 01-05-2016, Due Date: 01-05-2016
- Amount: 150.00
- Desc: Test EFT Invoice
- Terms: / Net 30 or Due Day
- Proj. (empty)
- Media (empty)
- Payment: EFT (highlighted in a red box)

The 'Vendor Information' section shows:

- I.D.: 00257
- Name: Senior Systems Inc.
- Address: 201 Boston Post Rd West
- City: Marlboro, State: MA, Zip: 01752

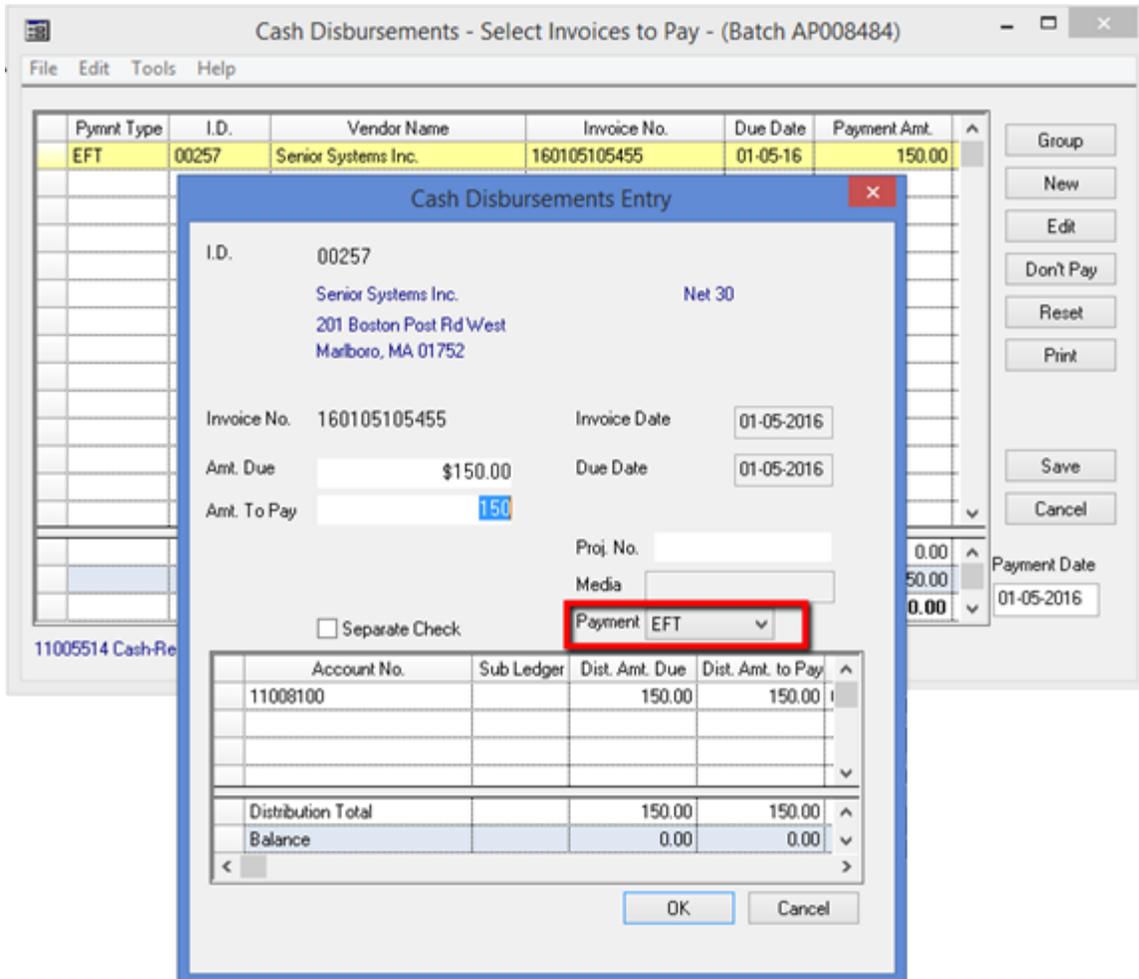
The 'General Ledger Account Distributions' section includes a table with the following data:

Account No.	Sub Ledger	Dist. Amt.	Account Description	Sub Ledger Description
DISTRIBUTION TOTAL		0.00		
BALANCE		150.00		

Buttons for 'Save', 'Cancel', 'Assign', 'Create Asset', 'New', 'Delete', 'Balance', 'Search', and 'A/R' are visible. The 'Amount Not Subject To Discount' and 'Discount Amount' fields are empty.

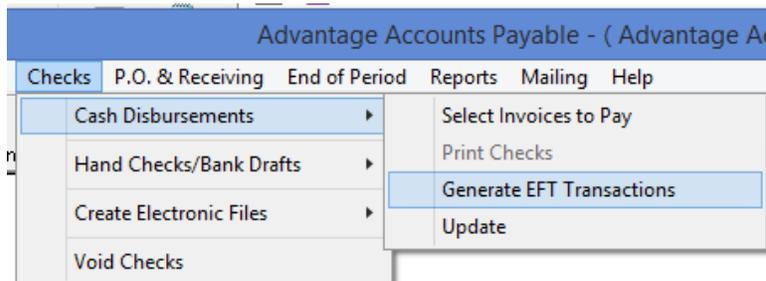
**Note:** The EFT Payment method will only be available for vendors that were previously set to accept EFT payments.

The Payment method for the invoice can also be changed **after** the Batch is posted, when the Invoice is selected for payment in Cash Disbursements:



Once the Invoices are selected for payment, you can print the checks for the ones that will be paid via paper checks and generate the EFT file for the invoices that will be paid via EFT.

To generate the EFT transactions file, select the "Generate EFT Transactions" menu item:



After the checks are printed and/or the EFT file is generated, you have to complete the payments process by executing the "Cash Disbursements Update" step.

## View Financial Aid Award Information in AR

In Accounts Receivable, in the Student Maintenance screen, you can now view the details for Financial Aid Awards granted. This will only display information if you are using the *Senior Systems*, Financial Aid application:

The screenshot shows the 'Student Maintenance - (Kayla Andrea Adams)' window. The 'Financial Aid' section is active, displaying a table with columns 'Type' and 'Amount'. The table contains one row for 'Fin. Aid' with an amount of 12,800.00. Below the table, the 'View Award Detail' button is highlighted with a red box. The 'Balances' section shows a 'Total Due' of 17,312.49. The 'Next Year' button is visible at the bottom left, and 'OK', 'Cancel', 'Print', and 'Delete' buttons are at the bottom right.

Balances						Total Due
Current	Over 30	Over 60	Over 90	Over 120		
17,312.49	0.00	0.00	0.00	0.00		17,312.49

Beginning Balance	17,312.49	Prepaid Balance	0.00	Current Tuition Bal.	17,312.49
Payments Received	0.00	Enroll. Dep. Bal.	200.00	Overdue Tuition Bal.	0.00
		Enroll. Other Dep. Bal.	0.00	Prev. Year Tuition Bal.	0.00
				Incidental Bal.	0.00

Clicking the "View Award Detail" button, will open the "Students Grants Maintenance" window from the Financial Aid application, where you can see the Award details:

Student Grants Maintenance-[Kayla Andrea Adams 11]

Grants

Award Year: 2016  Show Only Include In Update

Award Year	Date	Name	Amount	Letter	Sent Date	Refused	Include In Update	Accept Date	Notes
2016	04-20-2015	Need	12,572.40	Need Based F		<input type="checkbox"/>	<input checked="" type="checkbox"/>	05-07-2015	1212
2016	04-29-2015	SrClass	227.60			<input type="checkbox"/>	<input checked="" type="checkbox"/>	05-07-2015	
Totals			12,800.00			<input type="checkbox"/>	<input type="checkbox"/>		

Buttons: New, Edit, Delete, Close

NUM



# MyBackpack Release Bulletin

January 2016

**In this bulletin...**

<b>Online Payments in Form Builder .....</b>	<b>11</b>
Merchant Account Setup for Online Forms .....	11
Creating Online Forms with Payments .....	13
Submitting an Online Form .....	14
Online Payment Transactions Batch .....	16
<b>New Data Fields Available in Online Forms .....</b>	<b>16</b>
<b>Read-only Option for Data Fields .....</b>	<b>16</b>
<b>Export of Forms Data to Excel .....</b>	<b>17</b>
<b>Print All the Submitted PDFs at One Time.....</b>	<b>17</b>
<b>Define Phone Number Format for Online Forms .....</b>	<b>18</b>
<b>Change Division Option for Faculty .....</b>	<b>19</b>
<b>Enhance the Copy Assignments Options .....</b>	<b>20</b>
<b>Additional Recipients for Gradebook Progress Reports and Emails. ....</b>	<b>20</b>

## About Release 93\_1 for MyBackpack

Please contact [Support@senior-systems.com](mailto:Support@senior-systems.com) if you have any questions about any of these new features.

## Online Payments in Form Builder

You can now create Online Forms that will allow you to collect a fee from the user submitting the form. This feature can be used for ticket sales, event tickets, day trip fees, etc.

Follow the steps below to setup an Online Form that will require a payment with the form submission.

### Merchant Account Setup for Online Forms

To setup the Merchant Account that will be used to process the Form payments, go to the **Forms Page Setup** in MyBackpack. On the **Payment Options** tab you can setup the Merchant Account to be used for payments processing as well as the type of payments that will be allowed:

The screenshot shows the 'Forms Page Setup' interface for Advantage Academy. The header features the Advantage Academy logo and a navigation bar with 'Forms Page Setup' and 'Mr. Jeremy Andrew Adams | Upper School'. The 'Payment Options' tab is active, displaying settings for 'Merchant Account' (Merchant Account-NMI), 'Allow credit card payments' (checked), and 'Allow eCheck payments' (unchecked). Under 'Allow credit card payments', there are checkboxes for 'American Express', 'Discover', 'MasterCard', and 'Visa'. A 'Comment Fields Setup' field is also visible. An 'Apply' button is at the bottom left, and a 'Printable Version' link is at the bottom center.

### Accounts Receivables Setup

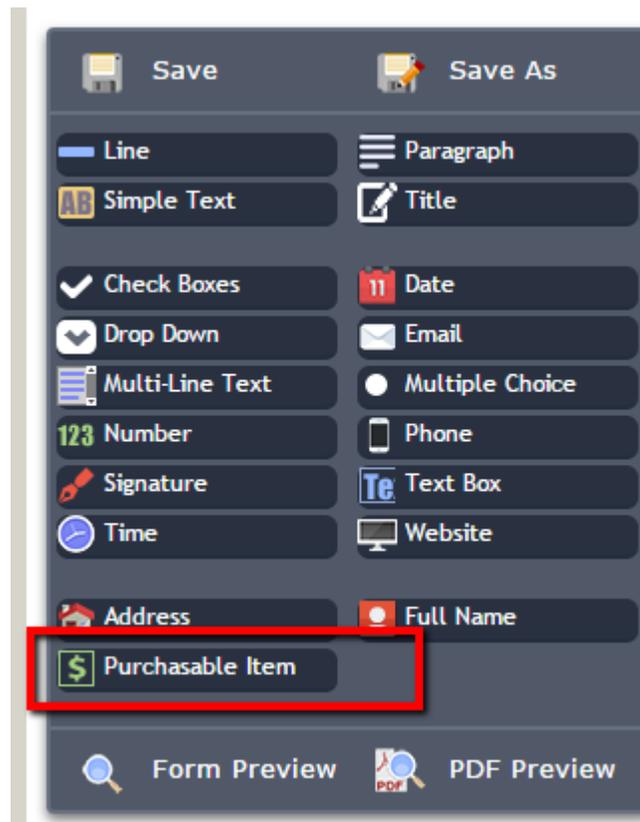
In order to be able to create Online Forms that allows payments, you also need to setup the GL account that will be used for posting the transactions as well as the AR Batch description.

This setting is in Accounts Receivables, Administration Maintenance window under the Form Builder tab.

The screenshot shows a dialog box titled "Online Payment Posting Options" with a close button (X) in the top right corner. The dialog has a tabbed interface with the following tabs: "Admissions", "Enrollment", "Summer School", "Accounts Receivables", and "Form Builder". The "Form Builder" tab is currently selected. Inside the dialog, there are two main input fields: "Batch Description" and "Cash Account". The "Batch Description" field contains the text "Online Forms Payments". The "Cash Account" field contains the number "14234100" and has a magnifying glass icon to its right. Below the "Cash Account" field, the text "Accounts Receivable" is displayed in blue. At the bottom right of the dialog, there are two buttons: "OK" and "Cancel".

## **Creating Online Forms with Payments**

When creating an Online Form, a new control is now available that allows you to setup the form for Online Payments:



Drag a Purchasable Item control onto the form and setup the payment options. Enter a descriptive Prompt for the purchase, the price, minimum & maximum quantities and the General Ledger account number to credit for the purchase.

**Purchasable Item Properties** ✕

\$ Purchasable Item

---

Prompt:

Allow Multiple Quantity:

Prompt	Price	Min Qty	Max Qty	GL Account	
<input style="width: 150px;" type="text" value="Adult ticket(s)"/>	<input style="width: 80px;" type="text" value="\$10.00"/>	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 40px;" type="text" value="10"/>	<input style="width: 150px;" type="text" value="11005500"/>	<input type="button" value="Remove"/>
<input style="width: 150px;" type="text" value="Child ticket(s)"/>	<input style="width: 80px;" type="text" value="\$8.00"/>	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 40px;" type="text" value="10"/>	<input style="width: 150px;" type="text" value="11005500"/>	<input type="button" value="Remove"/>

**Note:** You can set the General Ledger Cash Account to be used for Online Forms, in Accounts Receivable. Go to the Administration Maintenance screen and select the Online Payments Setup option.

After completing this step, publish the form to the desired audience.

### **Submitting an Online Form**

When the users open the form, they will see the items available for purchase and the unit price. The user can then select the Quantity they wish to purchase (if enabled):

Form
✕

931 Payments Test

Save Progress

Contact

Status: Available (Read)  
 Due By: 05/01/2016

## Peter Pan

### 5th Grade Production of Peter Pan

Credit Card payment is required when you sign up for a seat. You may sign up for multiple seats and check out in one transaction. You will receive an email from SignUpGenius that will serve as your ticket for the show.

Ticket Prices: \$8 per child / \$10 per adult (under 2 free if sitting on a lap)

Please contact Mike Callahan at PeterPan@gmail.com with questions.

Date: 11/21/2015 (Sat.)  
 Time: 7:00pm EST  
 Location: Advantage Academy Cafeteria

How many tickets would you like to purchase?

Description	Price	Quantity
Adult ticket(s) <input style="width: 80px;" type="text" value="10"/>	10	<input style="width: 60px;" type="text" value="2"/>
Child ticket(s) <input style="width: 80px;" type="text" value="8"/>	8	<input style="width: 60px;" type="text" value="1"/>
Total		<input style="width: 60px;" type="text" value="28"/>

Submit
Clear
Cancel

After entering the payment information (credit card or eCheck), the form can be submitted:

Payment
✕

#### Your order summary

Descriptions	Amount
Adult ticket(s) <small>Item price: \$10.00 Quantity: 2</small>	\$20.00
Child ticket(s) <small>Item price: \$8.00 Quantity: 1</small>	\$8.00
<b>Total</b>	<b>\$28.00</b>

#### Payment information

201 Boston Post Rd West

More address information (optional)

Marlborough

Colorado ▾

01701

Select Payment Type

Credit Card

••••••••

12/2016

123

Submit
Cancel

## **Online Payment Transactions Batch**

The payments collected from Online Forms submission will be posted to Accounts Receivable. They will appear in a Cash Receipts batch as a Miscellaneous Cash Receipt.

## **New Data Fields Available in Online Forms**

Some new data fields were added to Form Builder and are now available to be used when creating new forms. The new fields added are in the areas below:

- Student biographical info for the current year and next year
- Student homeroom, advisor, and transportation information
- Parent addresses and biographical information
- Applicant's biographical information
- Applicant's visits
- Applicant's financial aid data

## **Read-only Option for Data Fields**

A new "Allow Editing" option is available when setting up fields in Form Builder. If a data field is **not** set as editable, the users cannot modify the field value when submitting the forms:



## Export of Forms Data to Excel

A new option was added that will allow you to export the data collected through Online Forms to Excel:



931 Payments Test

Begin: 01/01/2016  
End: 05/01/2016

Created on: 01/05/2016 By: SSCHMIT1  Responses update database?  
Last modified: 01/05/2016 By: SSCHMIT1  Save responses to database as PDF?

Recipients Reports PDFs **Export** Archive Delete

#	Status	Name
0	Not Viewed	
1	Viewed	Mr. Jeremy A. Adams
0	Submitted	
1	Total Recipients	

The Excel file will contain one line per submission and the form's fields and data will be available as columns.

## Print All the Submitted PDFs at One Time

A new option was added that allows you to save all the forms submitted as .PDF.

Form Manager Mr. Jeremy Andrew Adams | Upper School

Add Form Show Forms Add Dropbox Show Dropboxes

Search Created on (asc) Expand All

Release of Records Form Begin: 02/10/2015 End: 12/31/2016

Created on: 09/23/2014 By: MIKE  Responses update database?  
Last modified: 10/25/2015 By: FACULTY  Save responses to database as PDF?

Recipients Reports PDFs Export Archive Delete

#	Status	Name
9	Not Viewed	Mrs. Frances C. Adams, Mr. Jeremy A. Adams, Mrs. Shirley Deborah Brown(2), Mrs. Maria H. Davis, Mrs. Brittany C. Evans, Mr. Robert A. Evans, Ms. Denise J. King, Mrs. Amber K. Nelson(2)
4	Viewed	Mr. Jeremy A. Adams, Mr. Robert A. Evans, Dr. John J. Nelson(2)
1	Submitted	Mrs. Maria H. Davis
14	Total Recipients	

## Define Phone Number Format for Online Forms

A new setting was added to Form Builder that allows you to control the format used for displaying phone numbers. The setting is found on the "Forms Page Setup" page in MyBackpack.

**Forms Page Setup**

Form Setup | Payment Options

Form Builder Setup Page

Group by: Community

Community	Location	Active	Action
Community: Parent Community (1)			
Parent Community	Form Builder Page (top)	<input type="checkbox"/>	

Form Builder Options	
Option Name	Value
Phone Number Format	(999)999-9999

Apply

### Change Division Option for Faculty

A new option was added for faculty to be able to change the current division they are viewing, in the following screens:

- View Attendance
- Class Attendance
- My Schedule

Mr. Robert Austin Evans | Summer Program

id# / Loc.	Department	Enroll(M/F)
	Summer	4(4/0)

## Enhance the Copy Assignments Options

When creating new Gradebook assignments, an option was added to connect assignments to sections and set the due dates:

**Gradebook:** 132 Algebra IB [C]

Assignment	Description and Attachments																									
<p>* <b>Name:</b> <input type="text"/></p> <p>* <b>Abbrv:</b> <input type="text"/></p> <p><b>Assigned Date:</b> <input type="text"/> <input type="button" value="Calendar"/></p> <p>* <b>Due Date:</b> <input type="text"/> <input type="button" value="Calendar"/></p> <p>* <b>Group:</b> <input type="text"/></p> <p><b>Max Points:</b> <input type="text" value="0.0"/></p> <p>* <b>Count As:</b> <input type="text" value="1.0"/> Assignments. Edit</p> <p><input type="checkbox"/> Count as Extra Credit. <input type="checkbox"/> Use as Check Period grade.</p> <p><input type="checkbox"/> Publish this assignment as a homework assignment.</p> <p><b>Publish to Students/Parents as:</b> Upcoming ▾</p>	<div style="border: 2px solid red; padding: 5px;"> <p><b>Connect to sections</b></p> <p>Apply these dates to all selected sections. Assigned Date <input type="text"/> <input type="button" value="Calendar"/> Due Date <input type="text"/> <input type="button" value="Calendar"/> <input type="button" value="Apply Dates"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Copy to</th> <th style="width: 20%;">Section Name</th> <th style="width: 10%;">Section Id</th> <th style="width: 15%;">Assigned Date</th> <th style="width: 15%;">Due Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>132 Algebra IB [D]</td> <td>202-02</td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>132 Algebra IB [F]</td> <td>202-01</td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>C102 Pre-Calculus [B]</td> <td>207-01</td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>C102 Pre-Calculus [G]</td> <td>207-02</td> <td><input type="text"/> <input type="button" value="Calendar"/></td> <td><input type="text"/> <input type="button" value="Calendar"/></td> </tr> </tbody> </table> </div>	Copy to	Section Name	Section Id	Assigned Date	Due Date	<input checked="" type="checkbox"/>	132 Algebra IB [D]	202-02	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input checked="" type="checkbox"/>	132 Algebra IB [F]	202-01	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input checked="" type="checkbox"/>	C102 Pre-Calculus [B]	207-01	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>	<input type="checkbox"/>	C102 Pre-Calculus [G]	207-02	<input type="text"/> <input type="button" value="Calendar"/>	<input type="text"/> <input type="button" value="Calendar"/>
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Back to Admin User / Gradebooks / Grading Grid \* - required field

[Printable Version](#)

## Additional Recipients for Gradebook Progress Reports and Emails.

An option was added allowing you to cc Advisors, Homeroom Teachers, and Dorm Parents when sending out Gradebook Progress Reports and Emails.

**Send Email - Compose Email**

[Back to Admin User](#) / [Select Classes to Email](#) / [Select Recipients](#)

Select template

\* From

CC the Following: Homeroom  Advisor  Dorm Parent

BCC

Send only the first e-mail from this broadcast to the BCC recipients.

Attachment: [Add a File](#)

HTML **B** *I* U ABC | | Normal line sp | Paragraph | Font Family | Font Size | Merge