Business Office
Release Bulletin
January 2016

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About Release 93_1 for Business Office

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

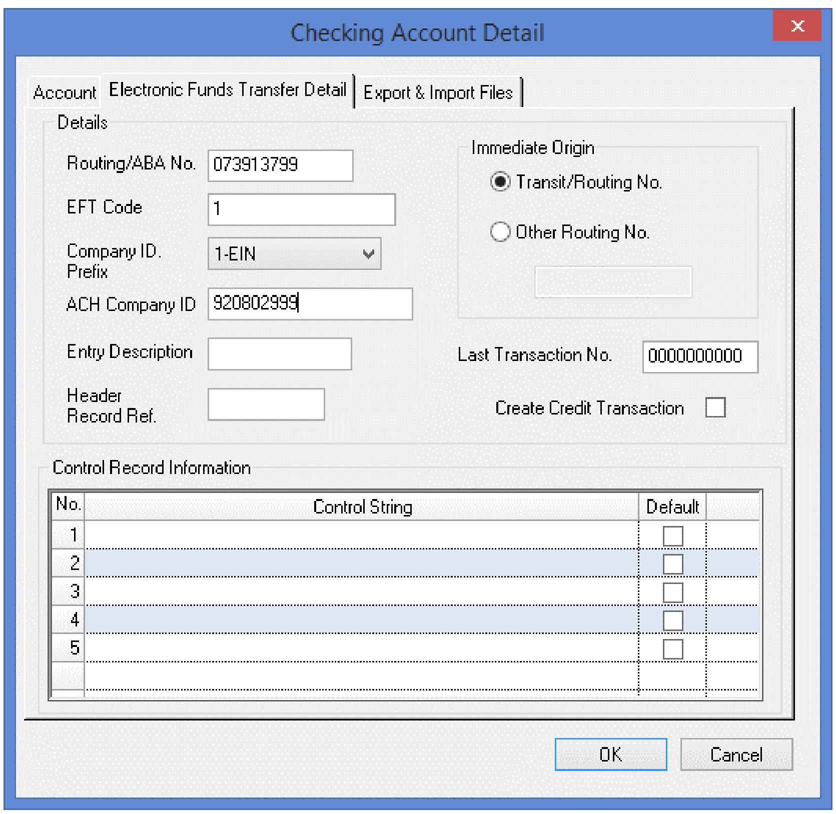
EFT Payments for Vendors in Accounts Payable

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:

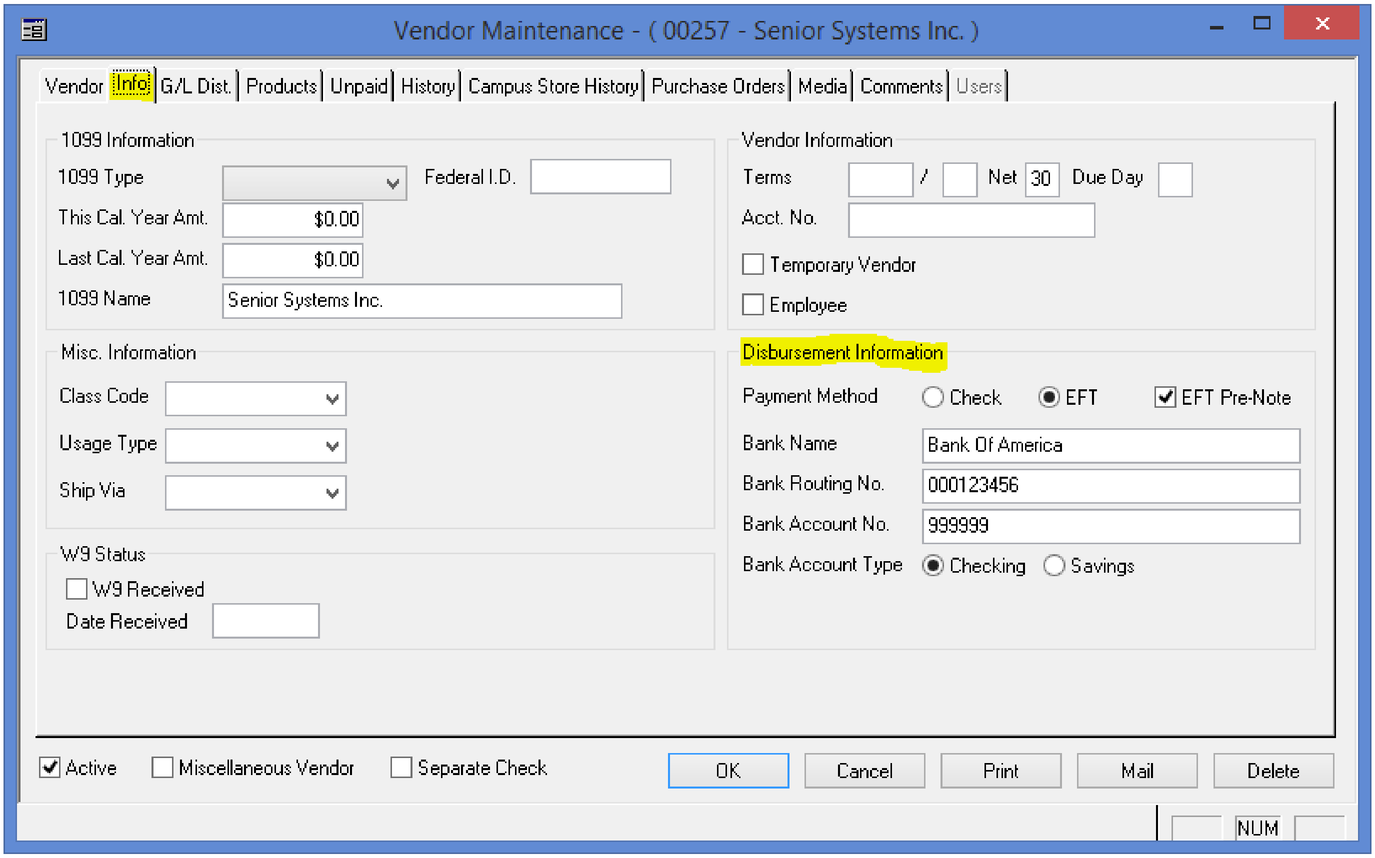
Bank Accounts Setup for EFT

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:



Vendors Payment Method Setup

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



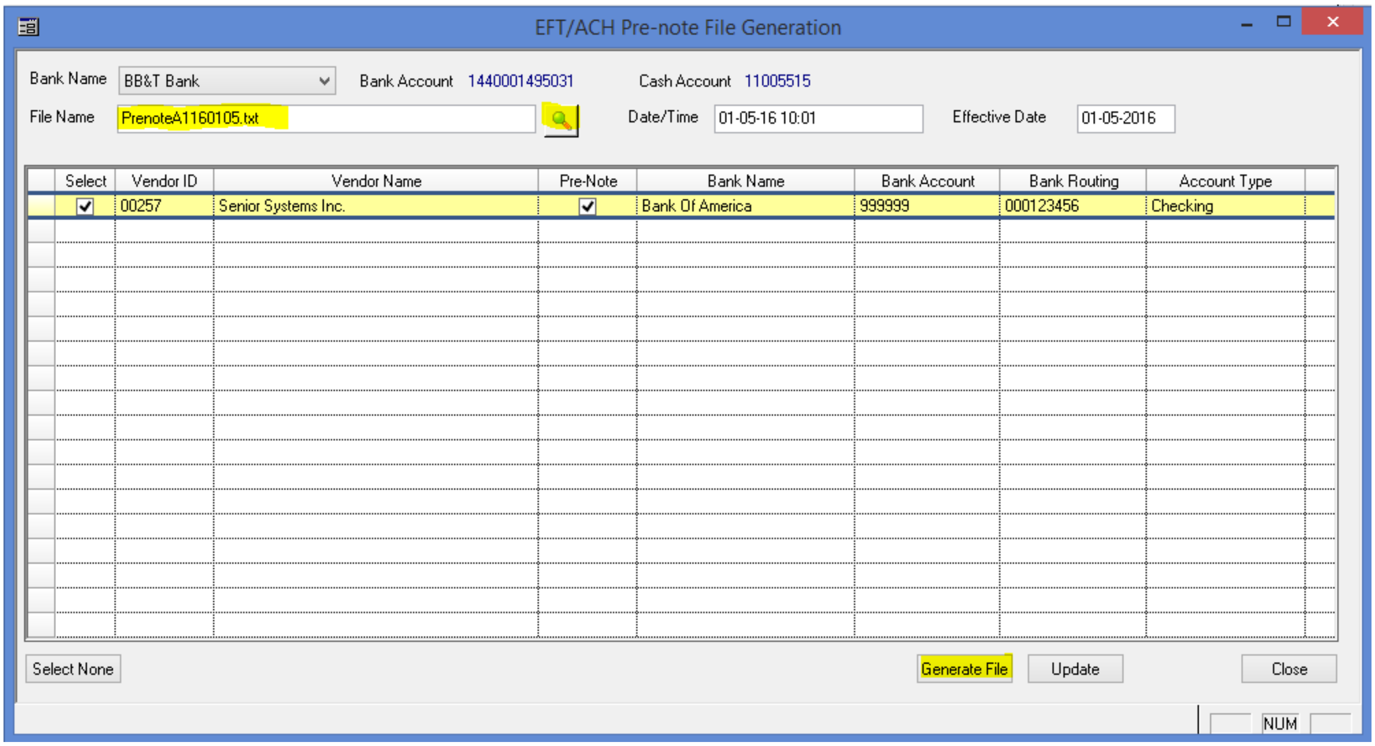
When setting up a vendor for EFT for the first time or when you modify the Bank account information for a Vendor, the record will be marked as “EFT Pre-Note”. This will trigger the record to be included in the EFT Pre-Note test file that you can then validate with your bank (see the “Generate EFT Pre-Note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

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

Generate EFT Pre-Note files

Before you can pay a vendor via EFT, you have to verify the EFT details by generating the EFT Pre-Note file and validating it with your bank.

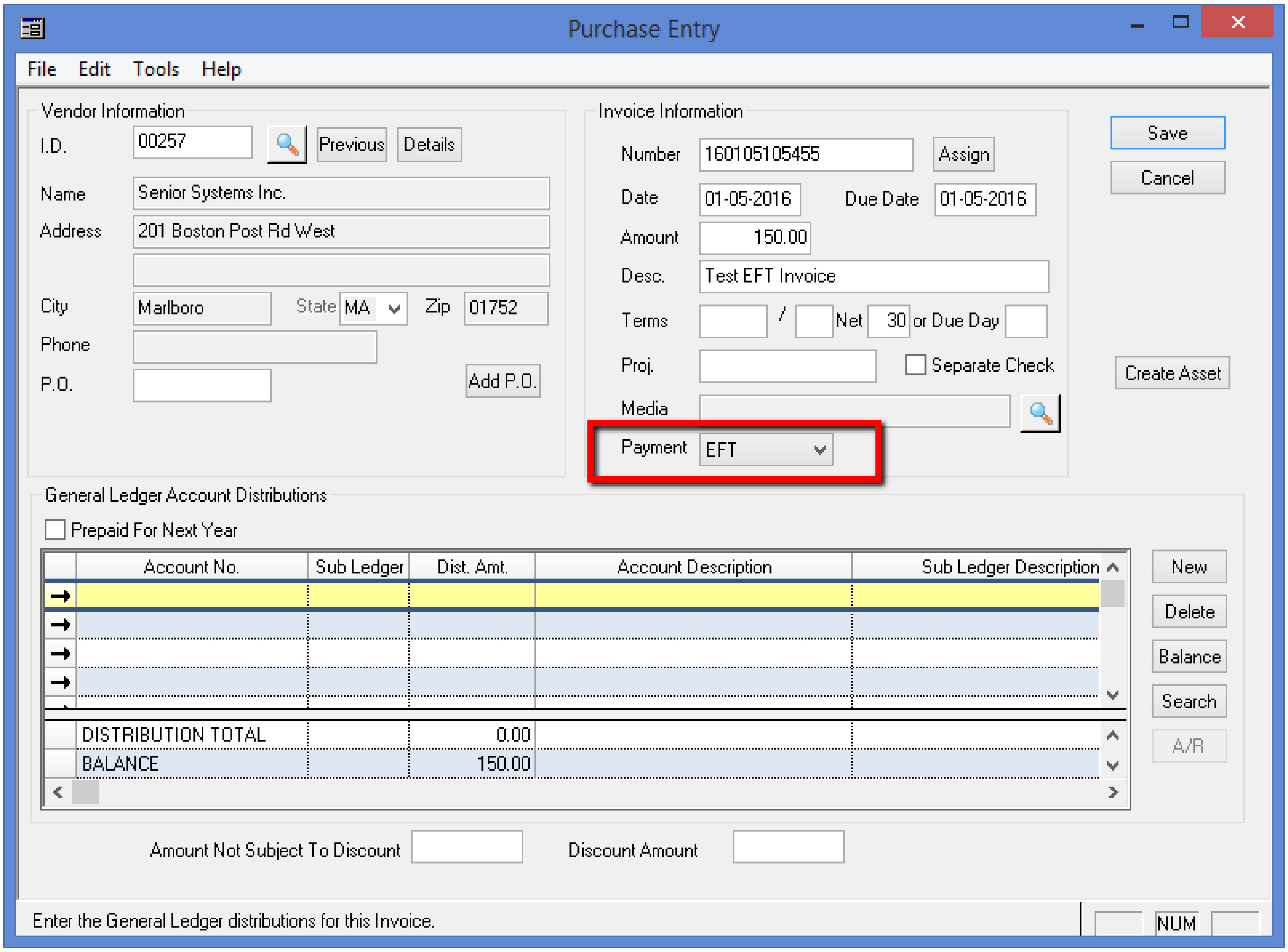
In order to generate the Pre-Test file, go to the Checks -> Create Electronic Files -> ACH/EFT Pre-Note File menu. All the Vendors that are setup for EFT payments and are still in the "EFT Pre-Note status will be in this list. You can select the vendors you want, set the file location and create the file by clicking the "Generate File" button:



After the file is validated with the bank, from the same screen select the Vendors that were validated and click the "Update" button. This will clear the "EFT Pre-Note" status and you will be able to pay the Vendor via EFT.

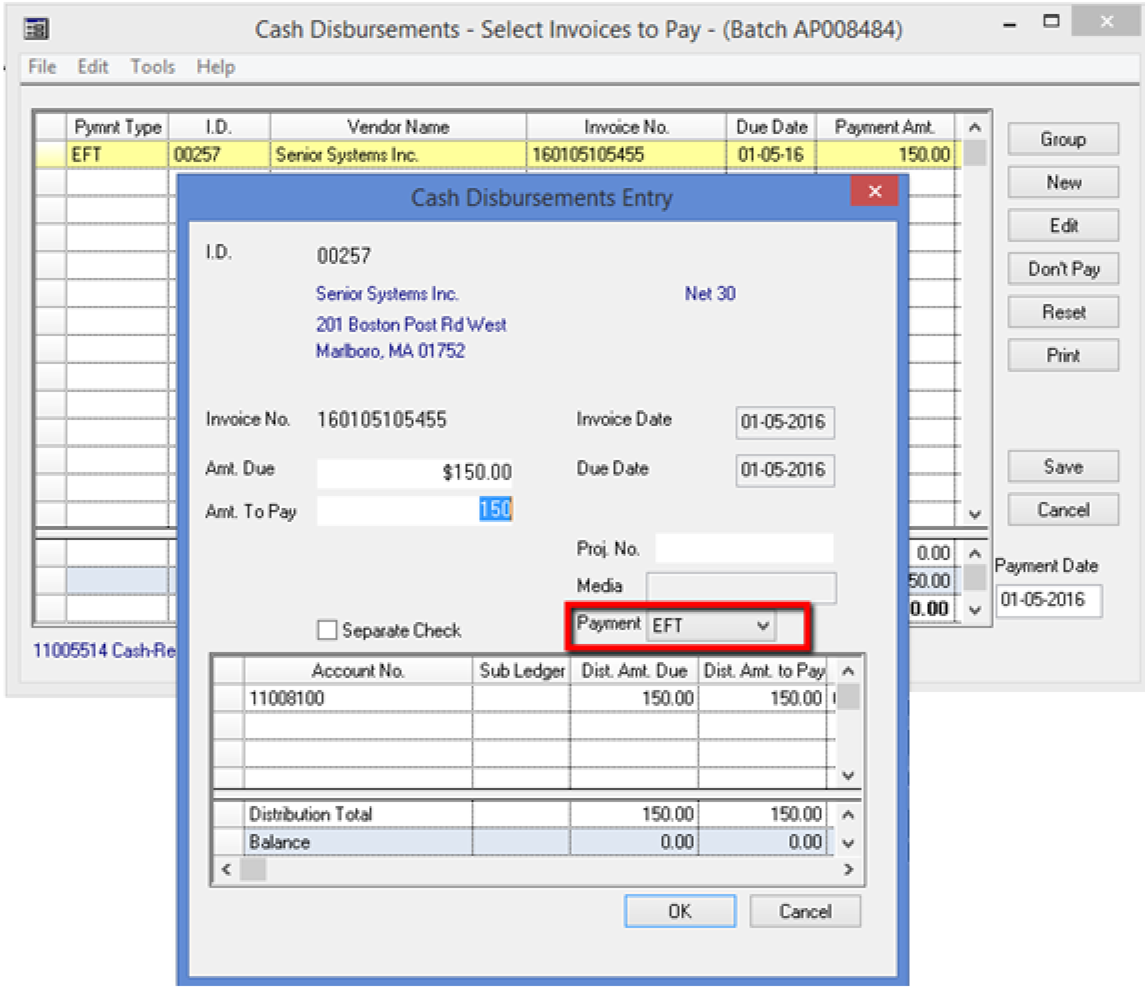
Pay Invoices via EFT

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



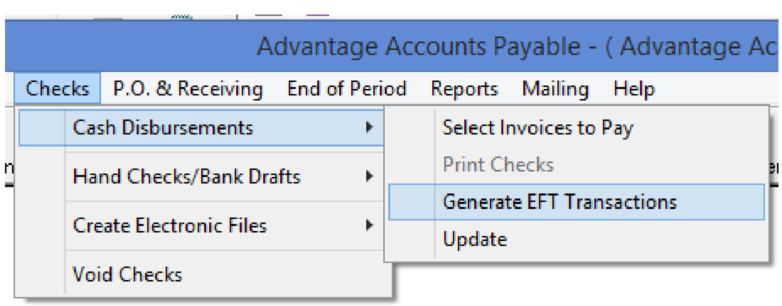
Note: The EFT Payment method will only be available for vendors that were previously set to accept EFT payments.

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.

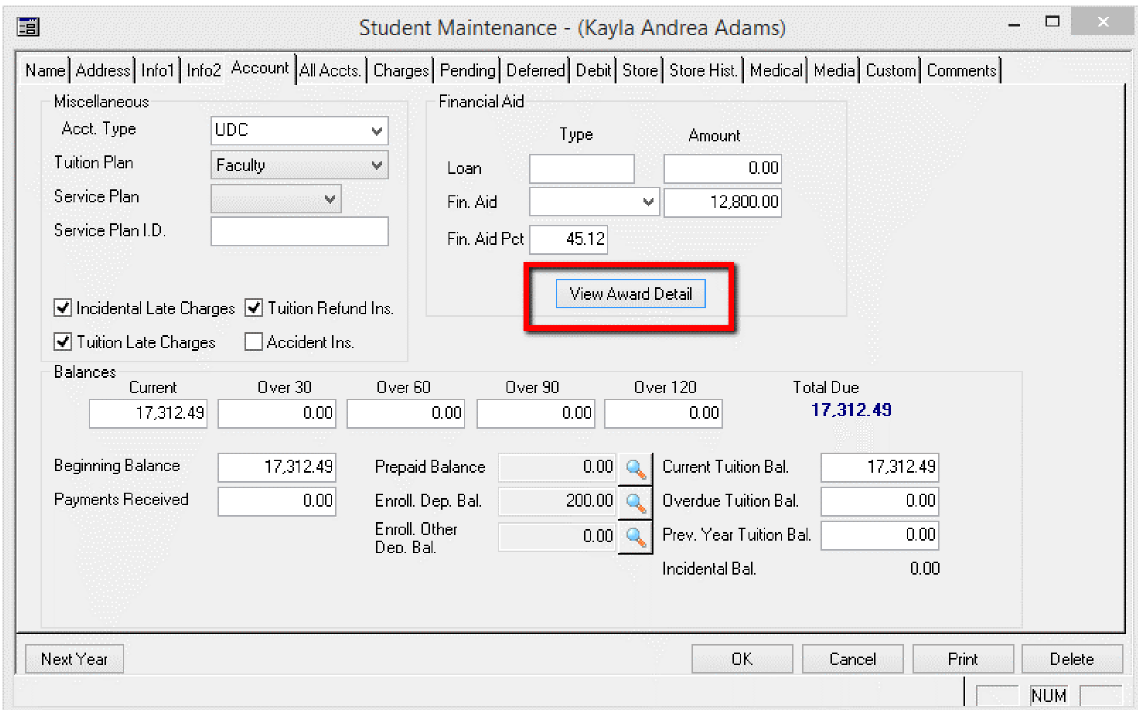
To generate the EFT transactions file, select the "Generate EFT Transactions" menu item:



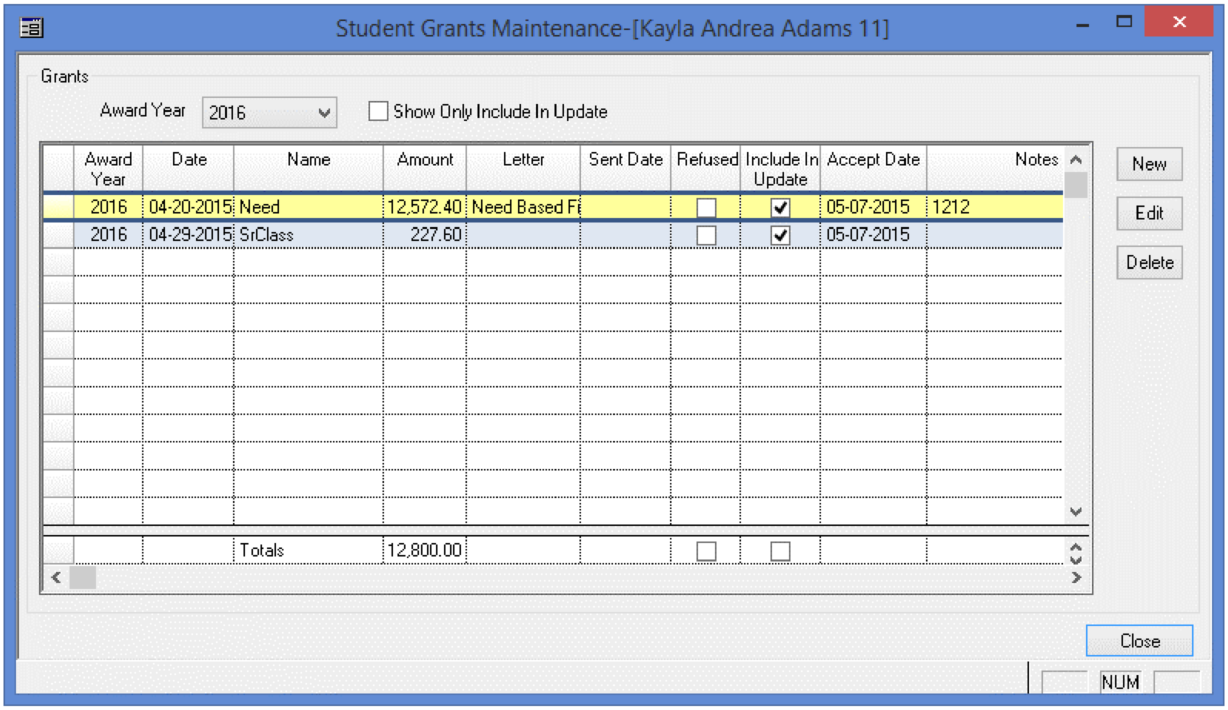
After the checks are printed and/or the EFT file is generated, you have to complete the payments process by executing the "Cash Disbursements Update" step.

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:



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 Fi 05-07-2015 1212
2016 04-29-2015 SrClass 227.60 05-07-2015
Totals 12,800.00
New
Edit
Delete
Close
NUM

MyBackpack
Release Bulletin
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In this bulletin...

About Release 93_1 for MyBackpack

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

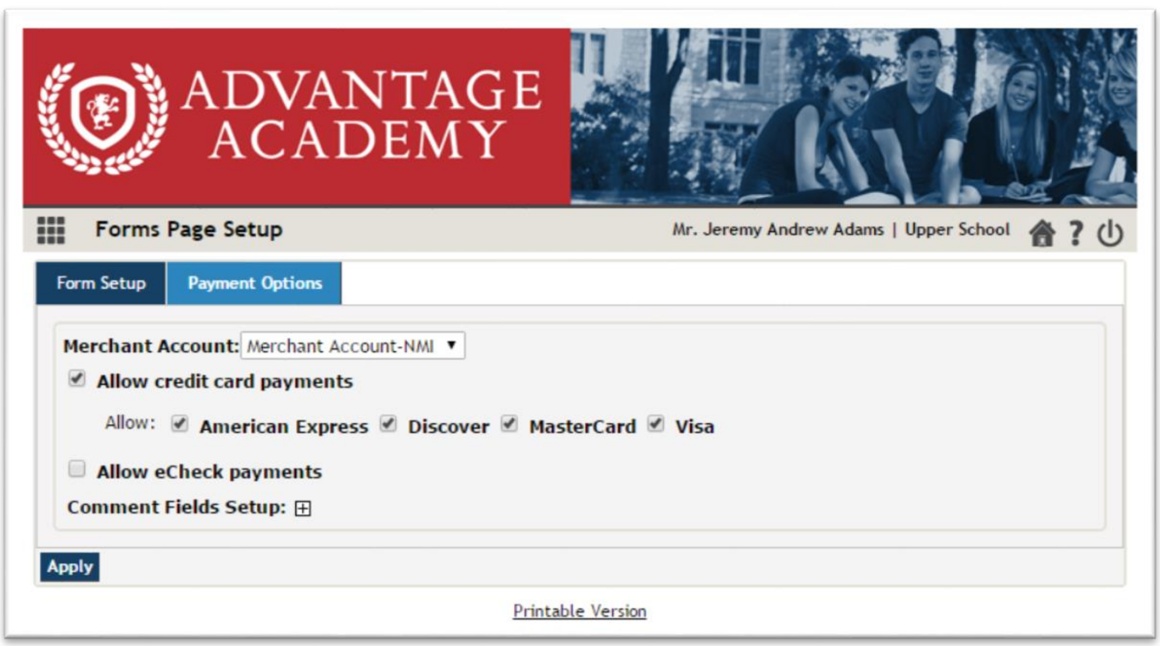
Online Payments in Form Builder

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

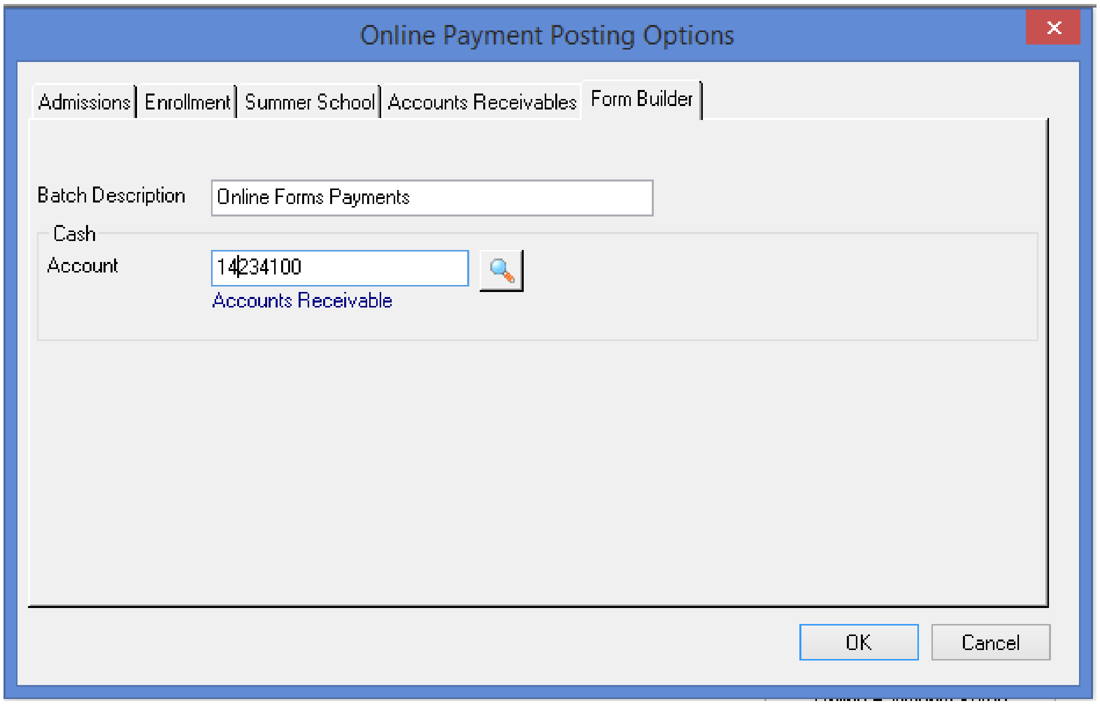
To setup the Merchant Account that will be used to process the Form payments, go to the Forms Page Setup in MyBackpack. On the Payment Options tab you can setup the Merchant Account to be used for payments processing as well as the type of payments that will be allowed:



Accounts Receivables Setup

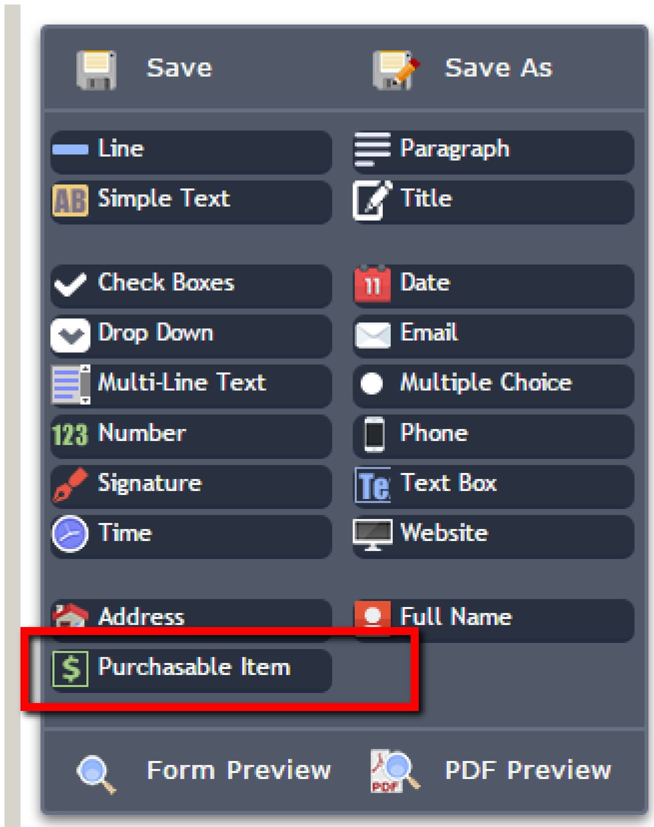
In order to be able to create Online Forms that allows payments, you also need to setup the GL account that will be used for posting the transactions as well as the AR Batch description.

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

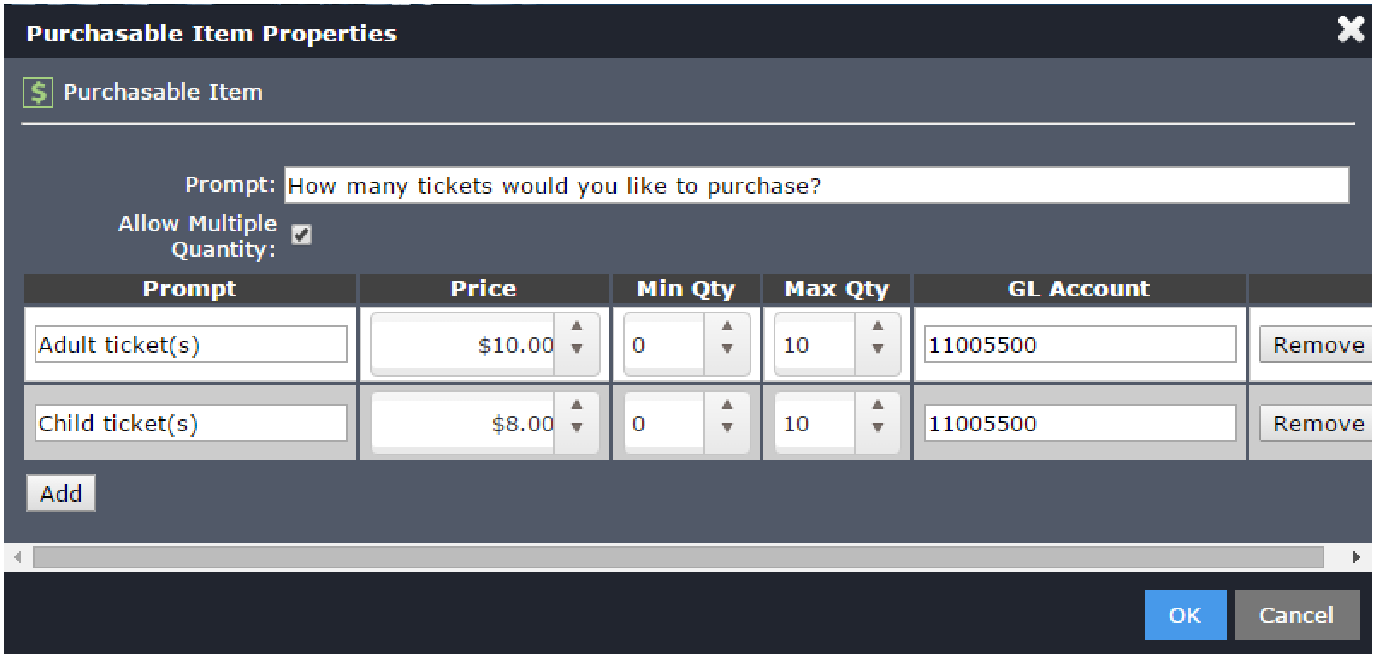


Creating Online Forms with Payments

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.

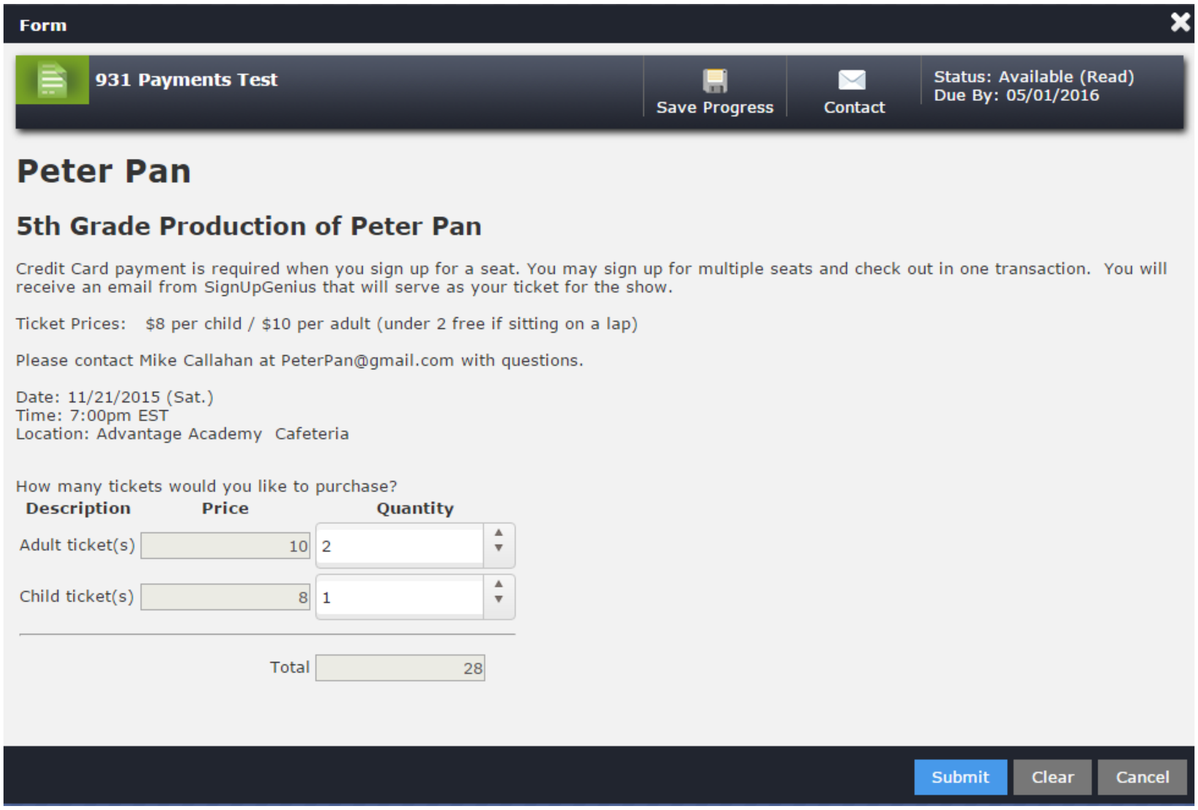


Note: You can set the General Ledger Cash Account to be used for Online Forms, in Accounts Receivable. Go to the Administration Maintenance screen and select the Online Payments Setup option.

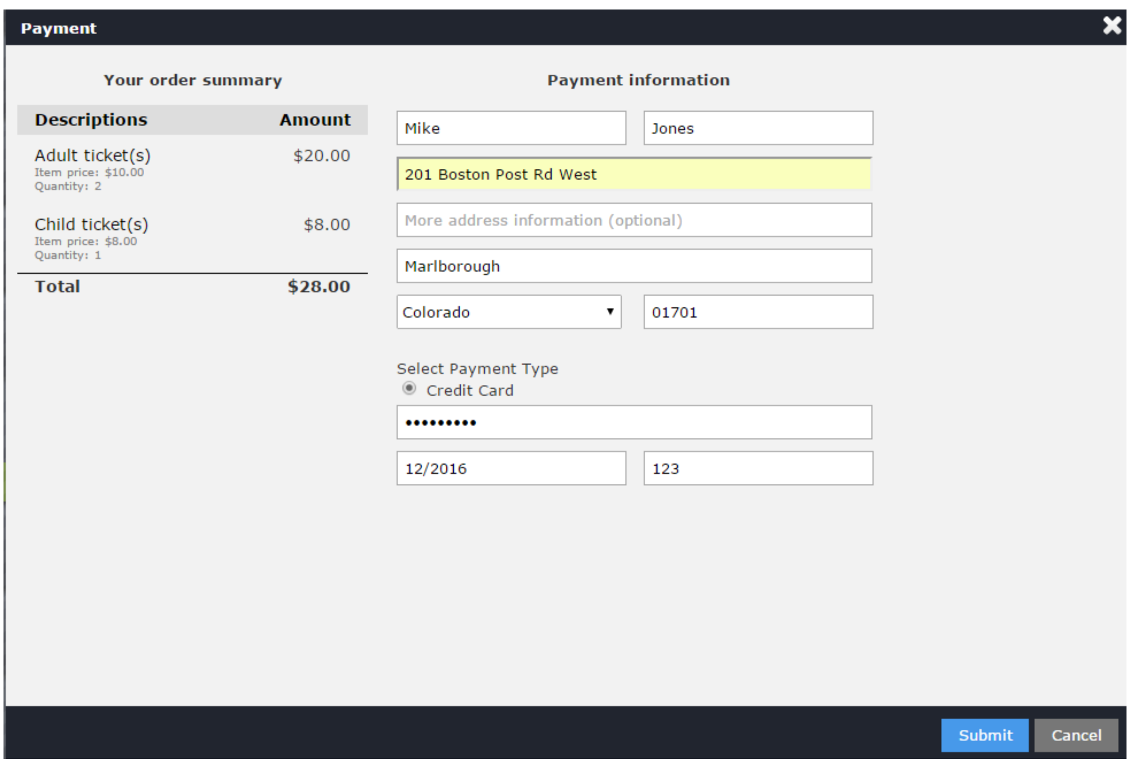
After completing this step, publish the form to the desired audience.

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):



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



<u>Online Payment Transactions Batch</u>

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:

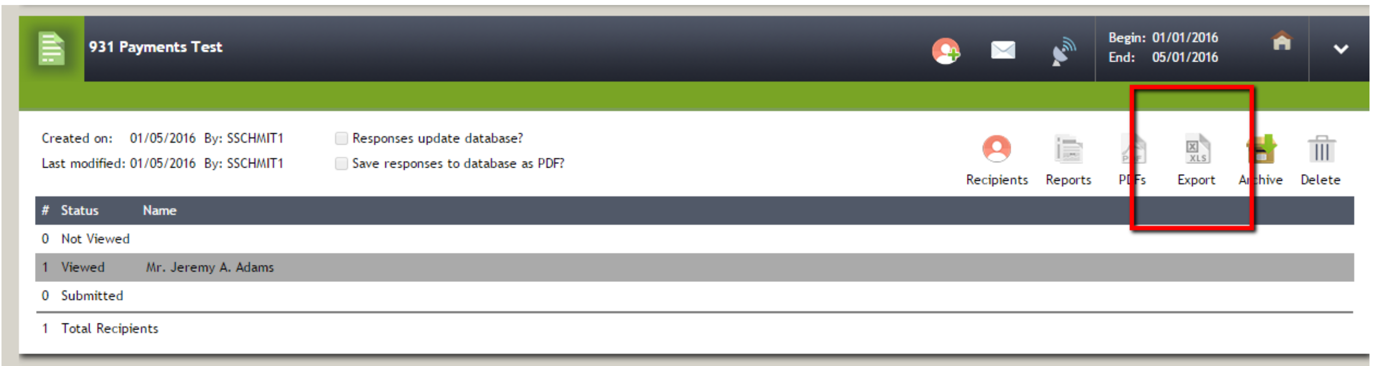
- Student biographical info for the current year and next year
- Student homeroom, advisor, and transportation information
- Parent addresses and biographical information
- Applicant's biographical information
- Applicant's visits
- Applicant's financial aid data

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

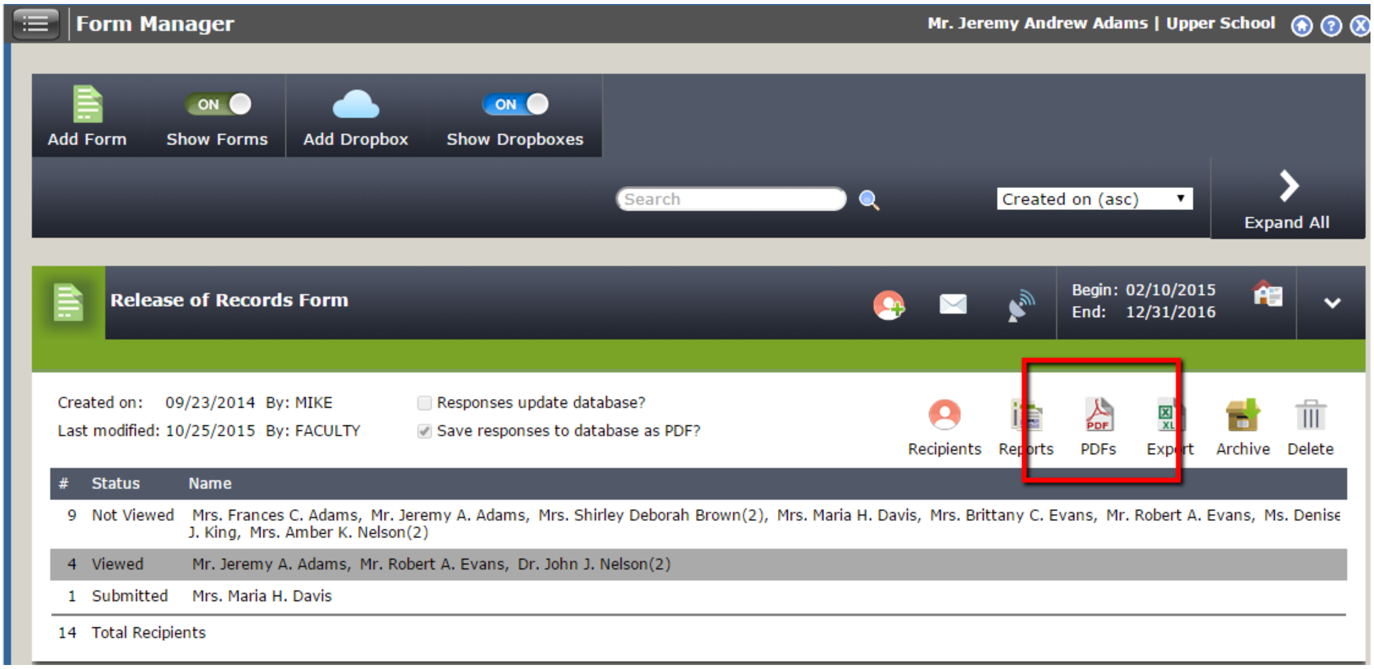
A new option was added that will allow you to export the data collected through Online Forms to Excel:



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

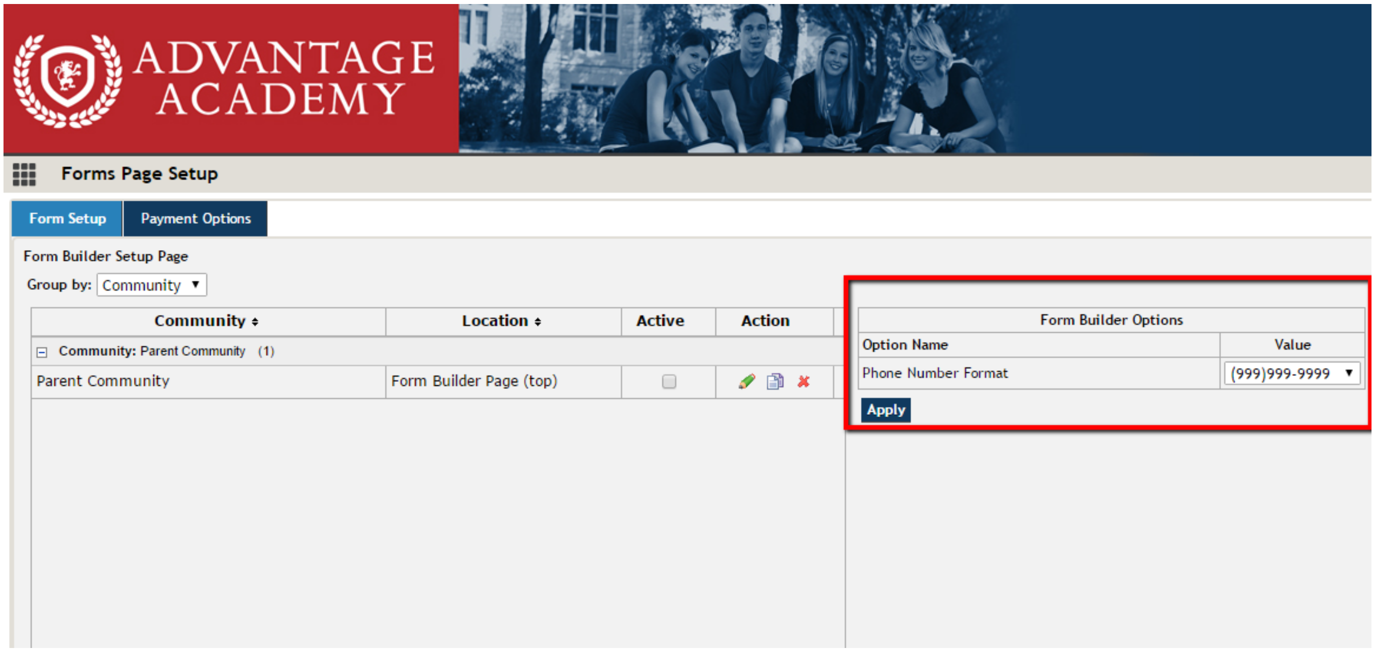
Print All the Submitted PDFs at One Time

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



Define Phone Number Format for Online Forms

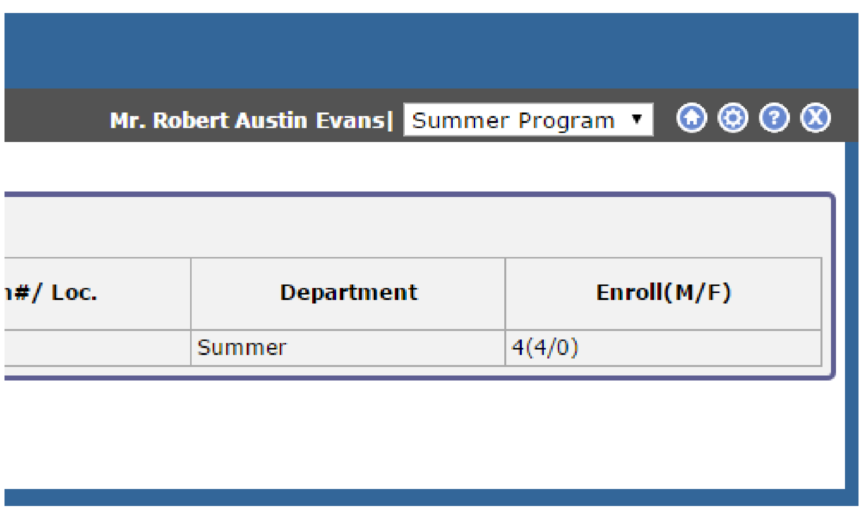
A new setting was added to Form Builder that allows you to control the format used for displaying phone numbers. The setting is found on the “Forms Page Setup” page in MyBackpack.



Change Division Option for Faculty

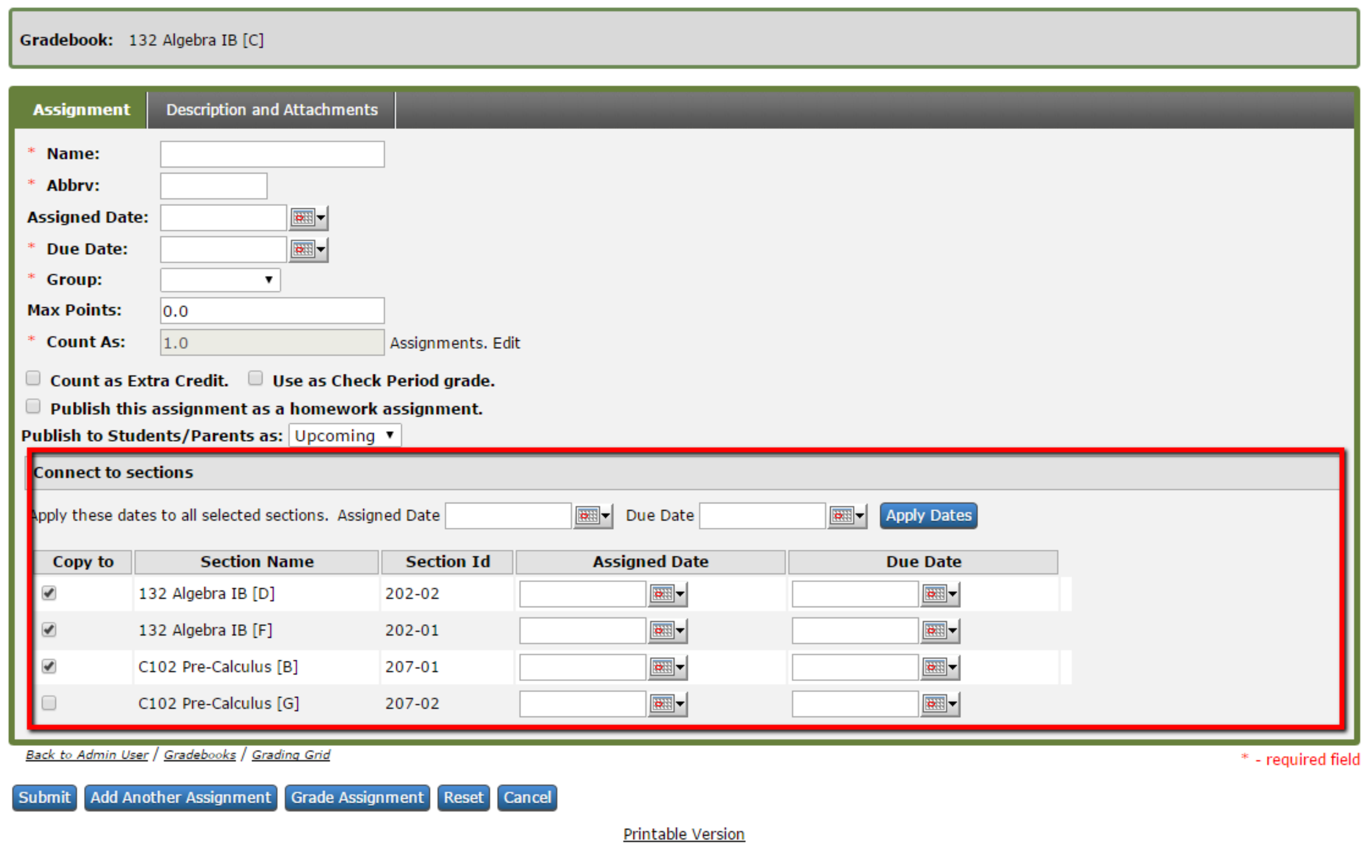
A new option was added for faculty to be able to change the current division they are viewing, in the following screens:

- View Attendance
- Class Attendance
- My Schedule



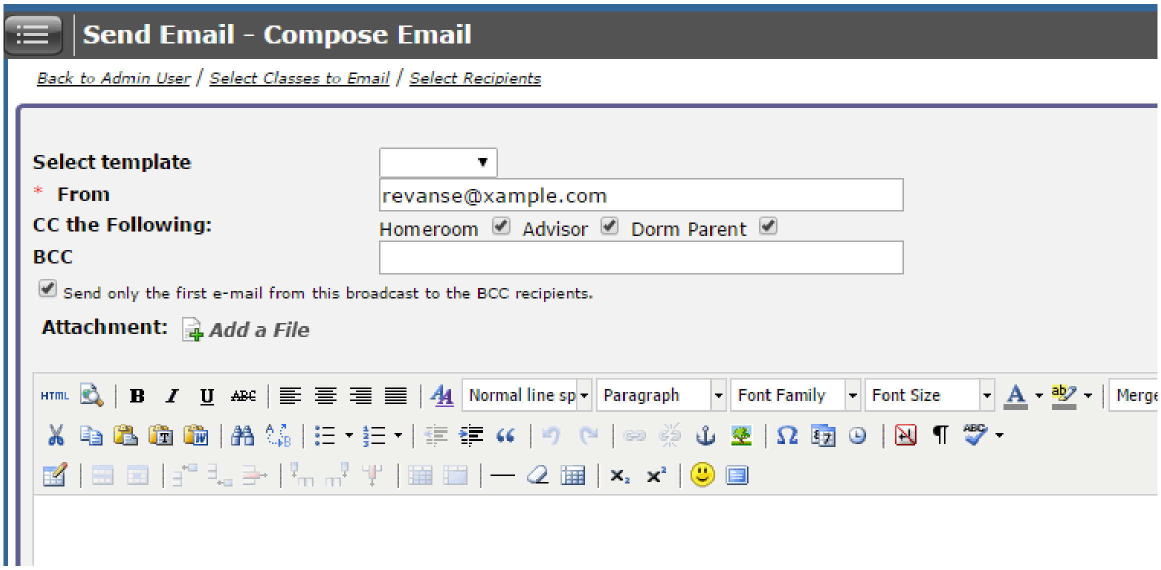
Enhance the Copy Assignments Options

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



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
revanse@xample.com
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
Normal line sp
Paragraph
Font Family
Font Size
Merge