Business Office
Release Bulletin
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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.

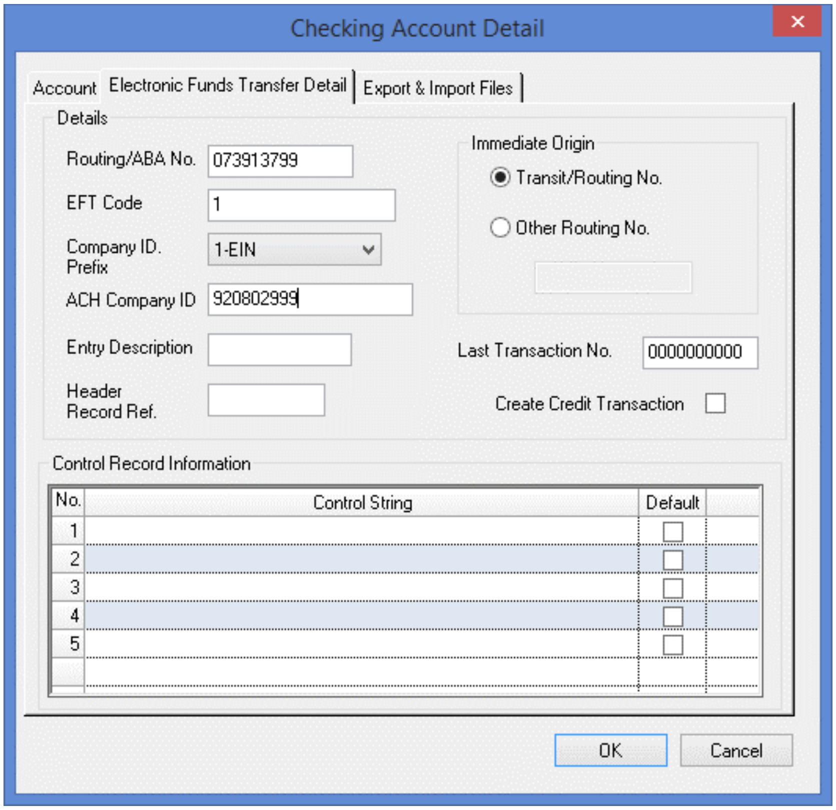
EFT Payments for Vendors in Accounts Payable

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:


Checking Account Detail
Account
Electronic Funds Transfer Detail
Export & Import Files
Details
Immediate Origin
Control Record Information
OK
Cancel

Routing/ABA No. 073913799

EFT Code 1

Company ID. Prefix 1-EIN

ACH Company ID 920802999

Entry Description

Header Record Ref.

● Transit/Routing No.

○ Other Routing No.

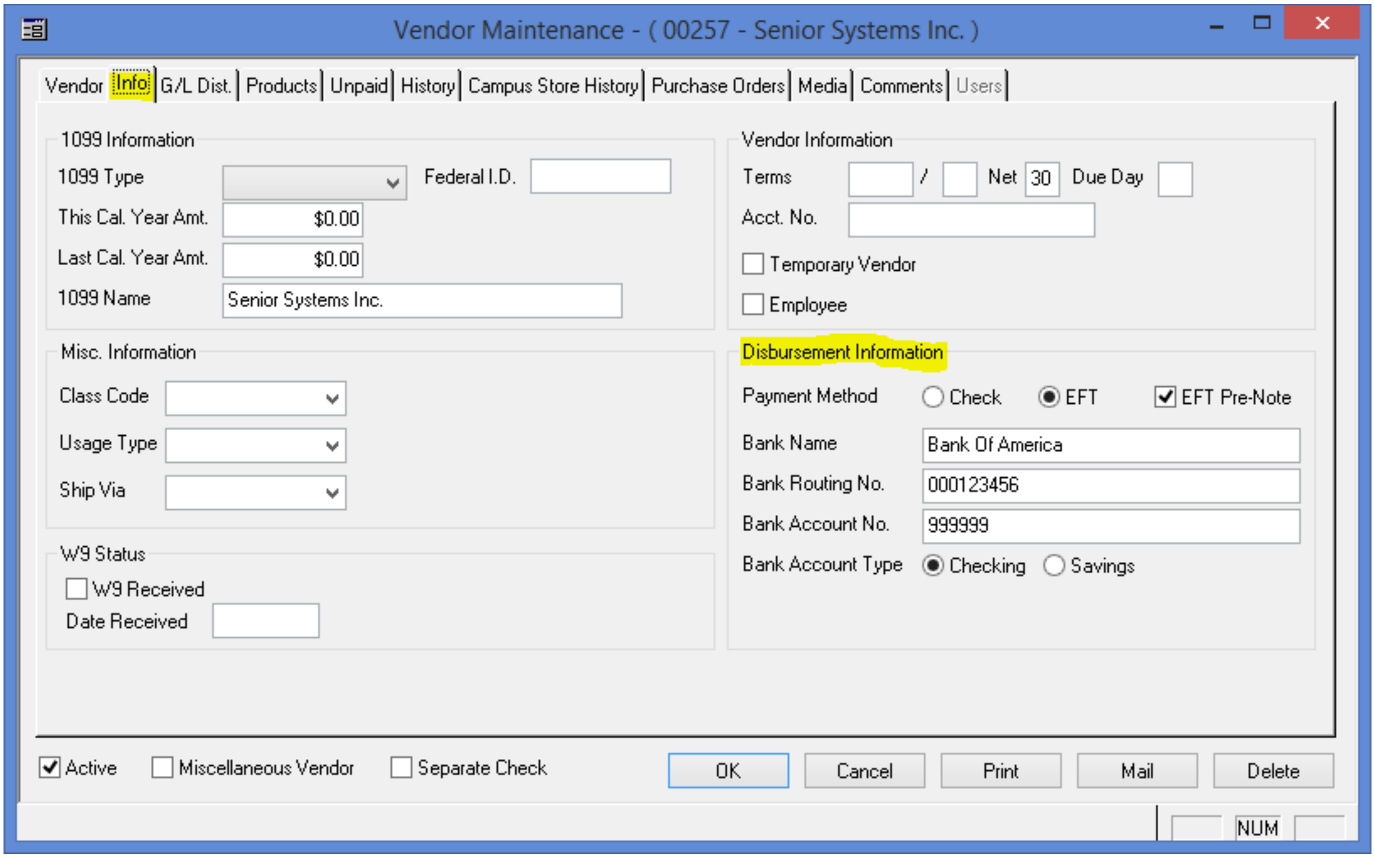
Last Transaction No. 0000000000

Create Credit Transaction ☐

No.	Control String	Default
1		☐
2		☐
3		☐
4		☐
5		☐

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
Vendor Information
Misc. Information
Disbursement Information
W9 Status
Class Code
Usage Type
Ship Via
Federal I.D.
Terms
Due Day
Acct. No.
OK
Cancel
Print
Mail
Delete
NUM

1099 Type
This Cal. Year Amt. $0.00
Last Cal. Year Amt. $0.00
1099 Name Senior Systems Inc.
Net 30
☐ Temporary Vendor
☐ Employee
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
☐ W9 Received
Date Received
☑ Active ☐ Miscellaneous Vendor ☐ Separate Check

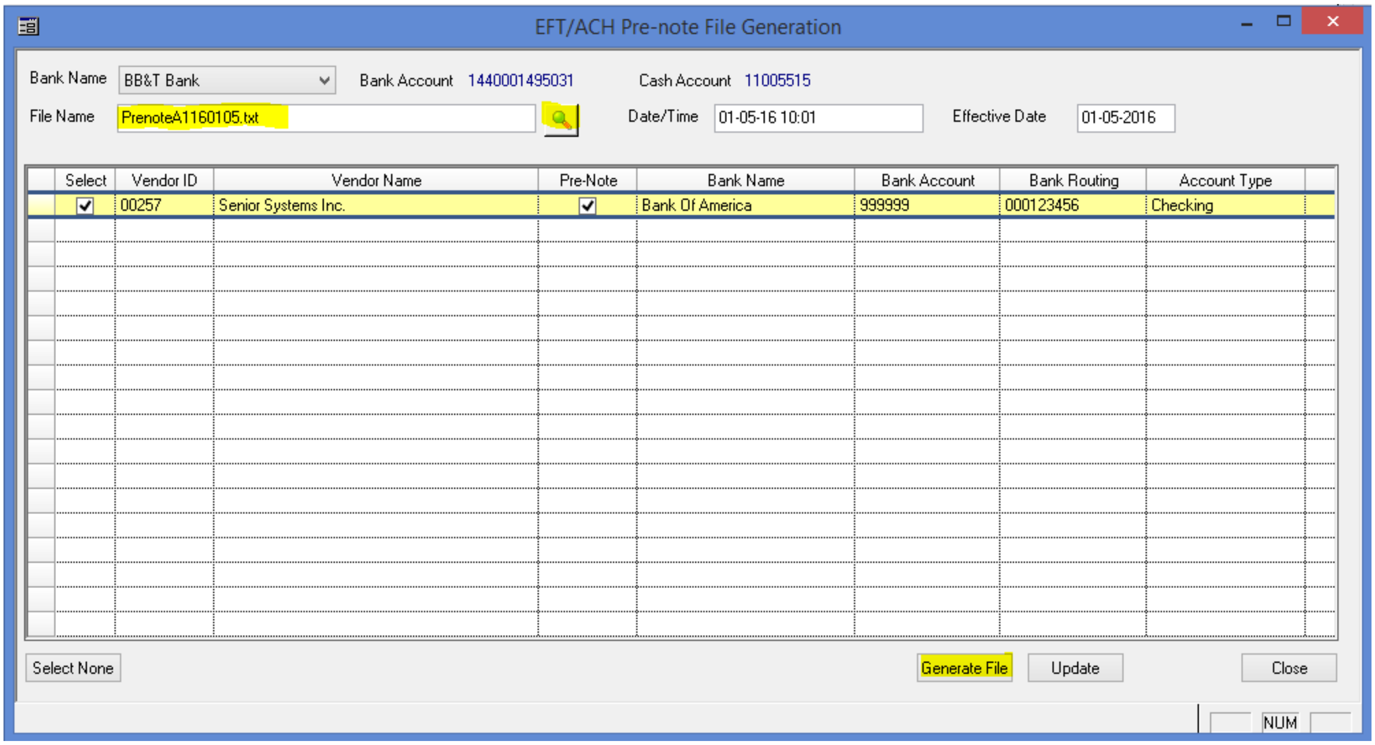
When setting up a vendor for EFT for the first time or when you modify the Bank account information for a Vendor, the record will be marked as "EFT Pre-Note". This will trigger the record to be included in the EFT Pre-Note test file that you can then validate with your bank (see the "Generate EFT Pre-Note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

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:



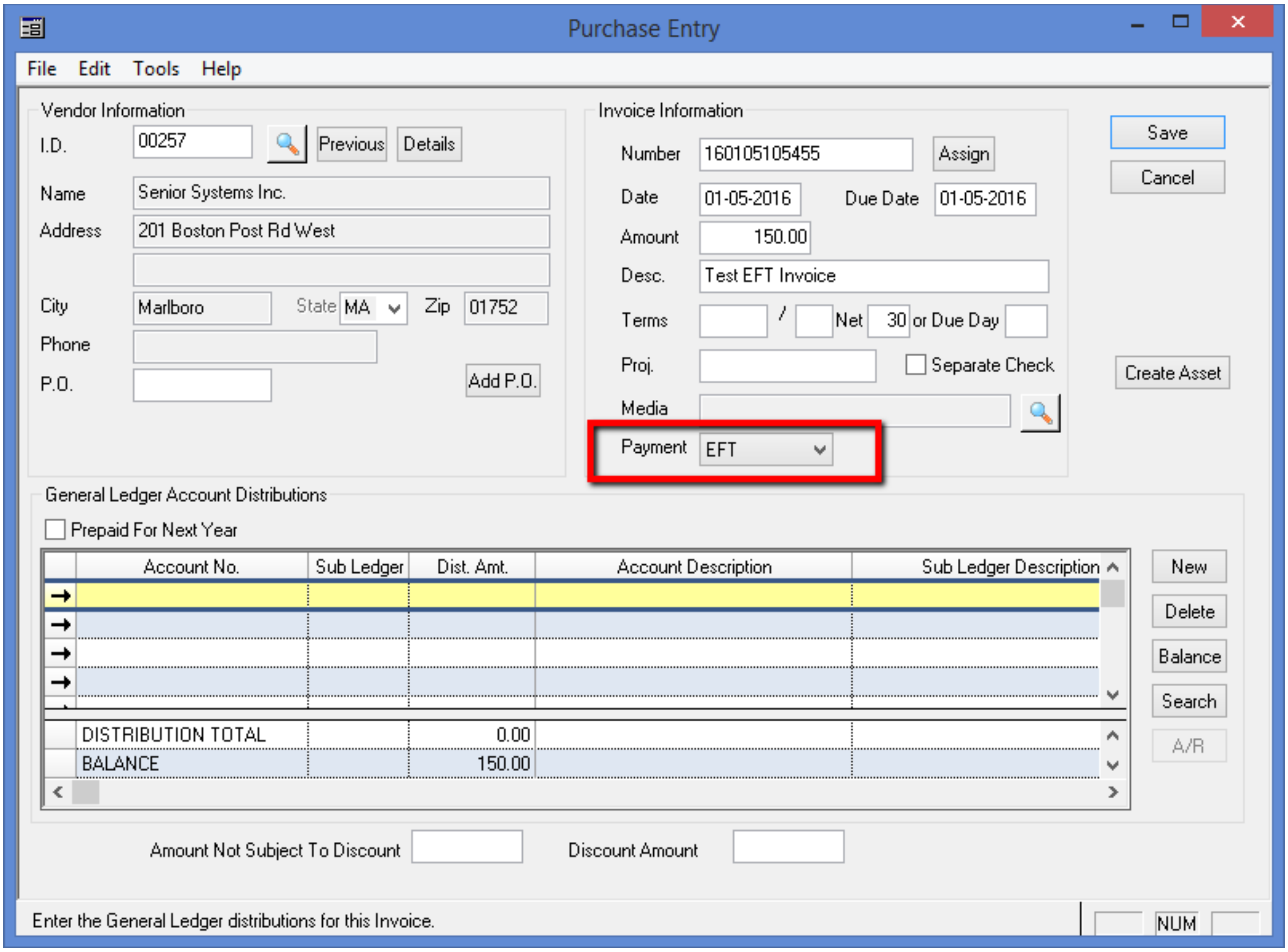
Bank Name: BB&T Bank
Bank Account: 1440001495031
Cash Account: 11005515
File Name: PrenoteA1160105.txt
Date/Time: 01-05-16 10:01
Effective Date: 01-05-2016

Select	Vendor ID	Vendor Name	Pre-Note	Bank Name	Bank Account	Bank Routing	Account Type
☑	00257	Senior Systems Inc.	☑	Bank Of America	999999	000123456	Checking

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:


Purchase Entry
File
Edit
Tools
Help
Previous
Details
Add P.O.
Assign
Save
Cancel
Create Asset
New
Delete
Balance
Search
A/R
NUM

Vendor Information

I.D. 00257

Name Senior Systems Inc.

Address 201 Boston Post Rd West

City Marlboro State MA Zip 01752

Phone

P.O.

Invoice Information

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. ☐ Separate Check

Media

Payment EFT

General Ledger Account Distributions

☐ Prepaid For Next Year

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

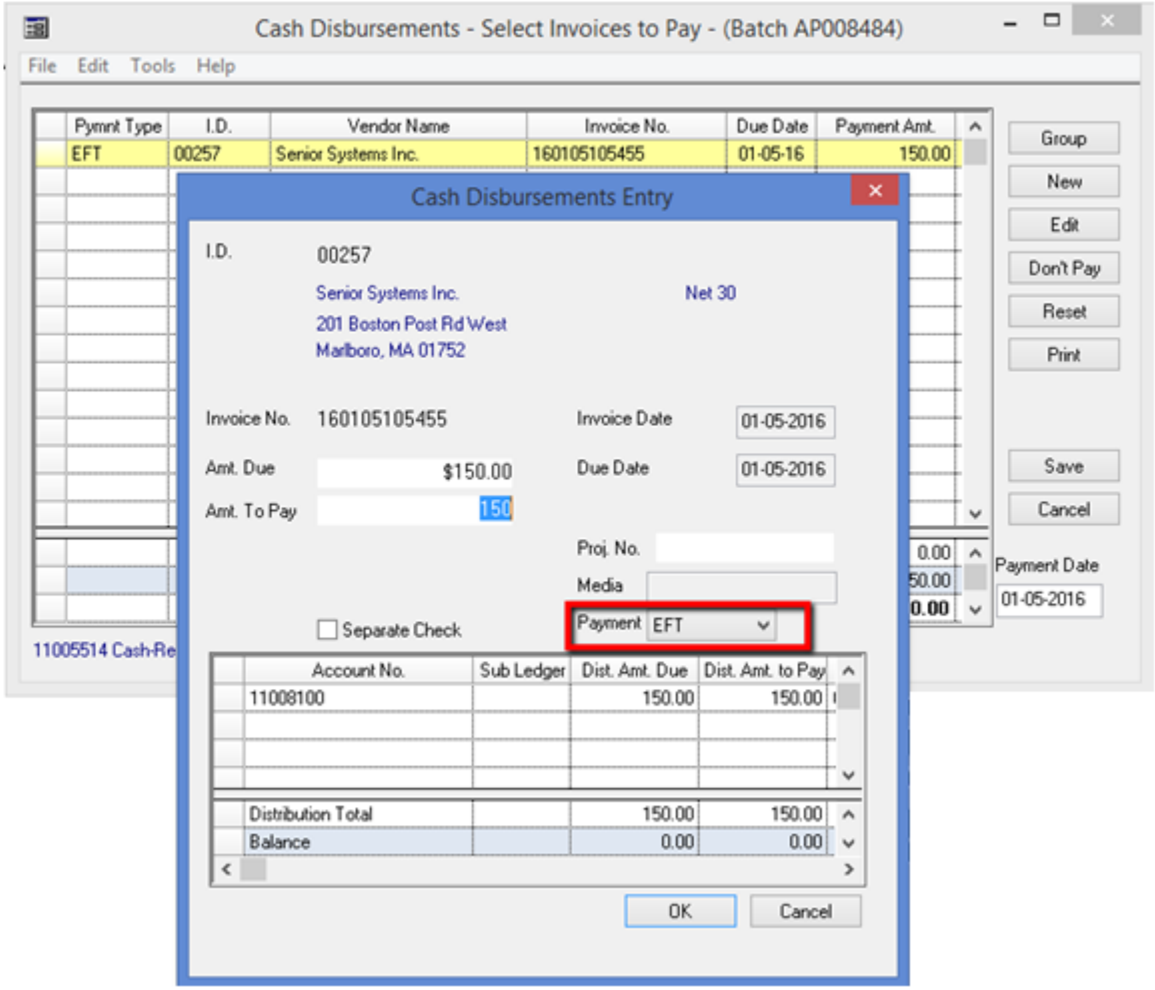
Amount Not Subject To Discount

Discount Amount

Enter the General Ledger distributions for this Invoice.

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:


Cash Disbursements - Select Invoices to Pay - (Batch AP008484)
File
Edit
Tools
Help
Group
New
Edit
Don't Pay
Reset
Print
Save
Cancel
Cash Disbursements Entry
OK
Cancel
11005514 Cash-Re

Pymnt Type	I.D.	Vendor Name	Invoice No.	Due Date	Payment Amt.
EFT	00257	Senior Systems Inc.	160105105455	01-05-16	150.00

Payment Date 01-05-2016

I.D. 00257

Senior Systems Inc.
201 Boston Post Rd West
Marlboro, MA 01752

Net 30

Invoice No. 160105105455

Invoice Date 01-05-2016

Amt. Due $150.00

Due Date 01-05-2016

Amt. To Pay 150

Proj. No.

Media

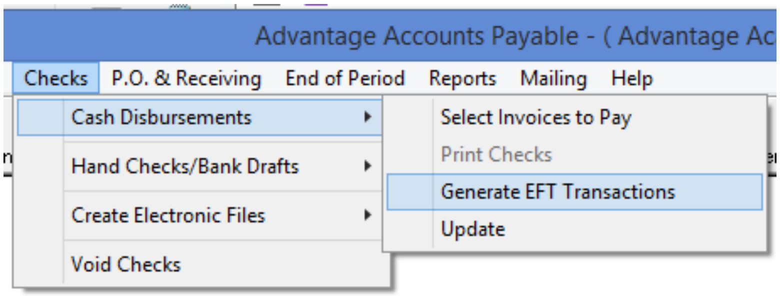
☐ Separate Check

Payment EFT

Account No.	Sub Ledger	Dist. Amt. Due	Dist. Amt. to Pay
11008100		150.00	150.00
Distribution Total		150.00	150.00
Balance		0.00	0.00

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.

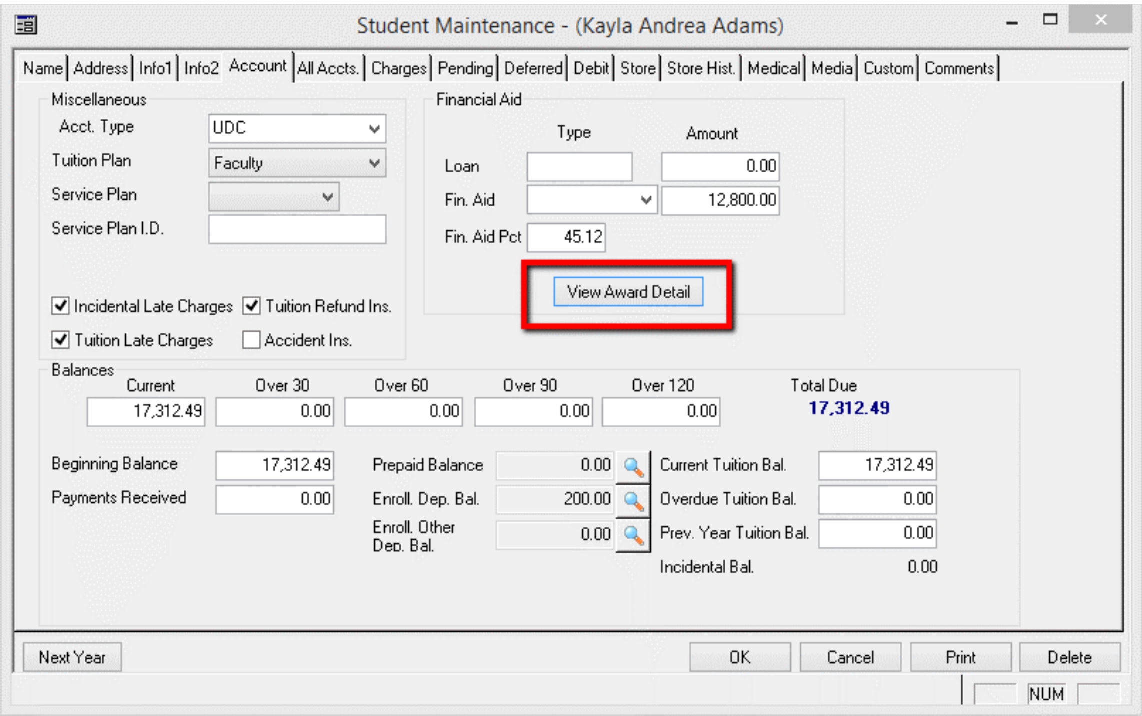
To generate the EFT transactions file, select the "Generate EFT Transactions" menu item:


Advantage Accounts Payable - (Advantage Ac
Checks
P.O. & Receiving
End of Period
Reports
Mailing
Help
Cash Disbursements
Hand Checks/Bank Drafts
Create Electronic Files
Void Checks
Select Invoices to Pay
Print Checks
Generate EFT Transactions
Update

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:


Name
Address
Info1
Info2
Account
All Accts.
Charges
Pending
Deferred
Debit
Store
Store Hist.
Medical
Media
Custom
Comments
View Award Detail
Next Year
OK
Cancel
Print
Delete
NUM

Student Maintenance - (Kayla Andrea Adams)

Miscellaneous

Acct. Type: UDC
Tuition Plan: Faculty
Service Plan:
Service Plan I.D.:

☑ Incidental Late Charges ☑ Tuition Refund Ins.
☑ Tuition Late Charges ☐ Accident Ins.

Financial Aid

	Type	Amount
Loan		0.00
Fin. Aid		12,800.00

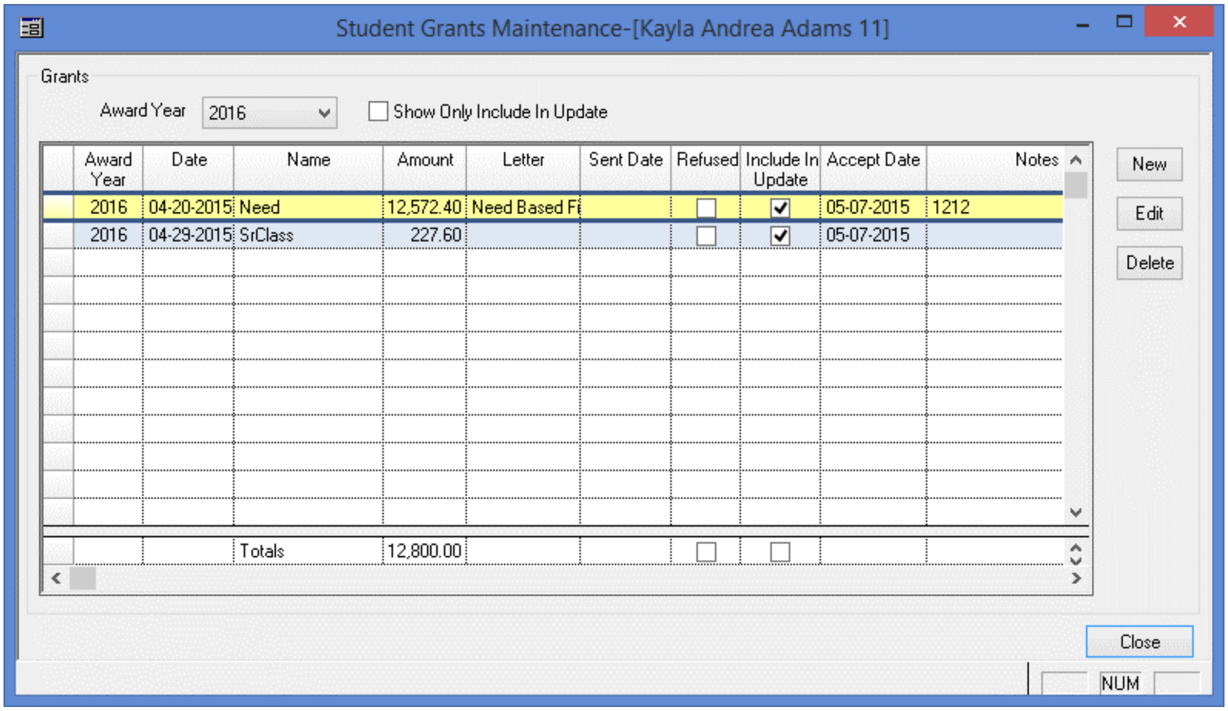
Fin. Aid Pct: 45.12

Balances

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

Beginning Balance: 17,312.49
Payments Received: 0.00
Prepaid Balance: 0.00
Enroll. Dep. Bal.: 200.00
Enroll. Other Dep. Bal.: 0.00
Current Tuition Bal.: 17,312.49
Overdue Tuition 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
New
Edit
Delete
Close
NUM

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			☐	☐		