


SeniorSystems

Senior Business Office System Release Bulletin

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Accounts Payable

There are a few new features in ACCOUNTS PAYABLE. You can see examples of these changes on page 2.

We added State and State Number fields to the 1099 forms area in **Administration Maintenance**.

Checks now include a Country line, so you can print the vendor's country as part of the address.

There is now an Ending Date field in the **Recurring Invoices Repeating Options**. If you know when the recurring invoice terminates, you can enter the date in that field. You no longer need to remove the invoice when it expires; invoices simply stop generating as of that date.

Finally, we have given you the ability to save settings in the Unpaid and History tabs in **Vendor Maintenance**. For example, you can save the table sorted in descending order by check date.

Custom Columns in Budget Column Sets

Column sets are used for the **Budget Worksheet** report in GENERAL LEDGER and in BUDGET MANAGEMENT'S My Accounts and Budget Entry functions.

When creating budget column sets, you are now able to create your own formulas to make calculations not available in the pre-defined set of options.

Turn to the next page for details.

Print Options for Billing Schedules

You are now able to specify the **Billing Schedule** information you want to print in ACCOUNTS RECEIVABLE.

Turn to page 3 to see the new Print Options dialog.

Sort by Batch ID on Cash Receipts Detail

We added a checkbox to the **Cash Receipts Detail** report that allows you to sort by batch ID.

You can see the position of the new checkbox in our illustration on page 4.

Debit and Cash Receipts Transaction Imports

Using the SENIOR SYSTEMS import feature, you can bring debit charge and cash receipts posting transactions from a delimited, Excel, or XML file into ACCOUNTS RECEIVABLE.

To begin the import, you would click the **Import** button in the **Debit Posting** pending batches dialog or the **Custom Import** button in the **Cash Receipts Posting** pending batches dialog.

When you start a new custom import batch or click the **New** button in the import list, the Debit Import Defaults dialog (page 4) or Cash Receipts Import Defaults dialog (page 5). Use the screen to select the file and import map that you want to use.

Turn to page 4 for a complete walkthrough of these new features.

Accounts Payable

1099 State Fields

There are two new fields in the **Administration Maintenance** 1099 Forms area: State and State Number. Enter this information if you need it to print in Box 17 of the 1099 form.

Vendor Country in Check Addresses

The vendor's country is now included in the check address, making it easy to send payments to vendors in other countries.

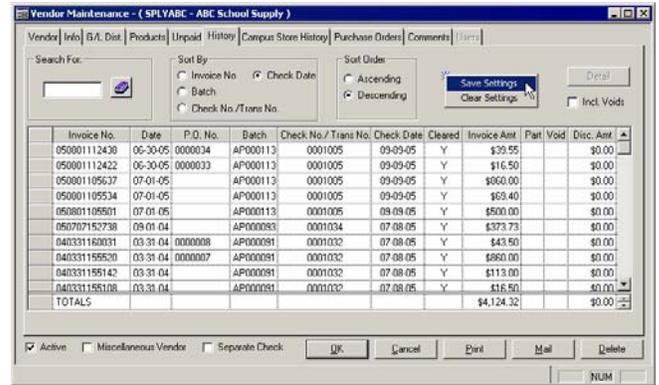


Ending Date in Recurring Invoices

When you create or edit a recurring invoice, you have been able to specify the starting date and repeat period. We now have an Ending Date field in the repeating options dialog so that the invoice will stop automatically.

Save Settings in Vendor Maintenance Unpaid & History Tabs

You can save the settings in the Unpaid and History tabs; choose the sorting options as desired and then right-click on the tab. Select **Save Settings** from the pop-up menu.



General Ledger and Budget Management

When creating budget column sets, you can define custom columns, creating your own formulas to use calculations not available in the pre-defined set of options.

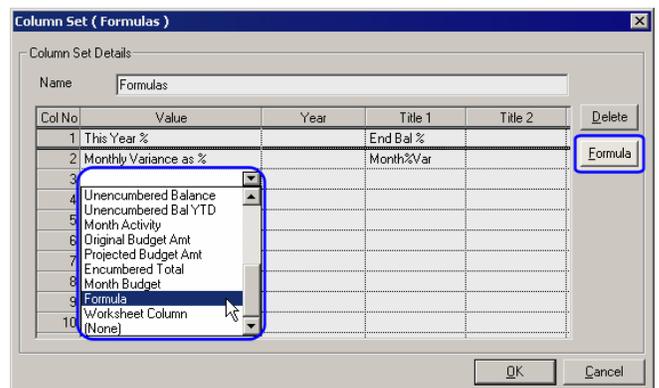
We also added a couple more columns to the list of those available—Month Budget and YTD Activity—which we describe on the next page.

Budget Column Sets

Budget column sets are maintained in **GENERAL LEDGER Administration Maintenance** and the **Budget Worksheet** report. Column sets are also used in **BUDGET MANAGEMENT** to display information in **My Accounts** and **Budget Entry**.

Column Set

To add a column with your calculation to a column set, select Formula from the Value drop-down list; the **Formula Editor** will open automatically. To edit the formula later, highlight the row and then click the **Formula** button.



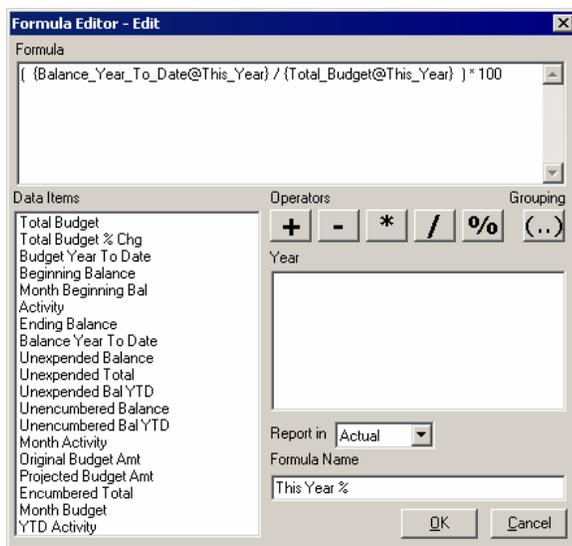
Formula Editor

If no pre-defined column type meets your needs, you can use the **Formula Editor** to create your own column. Use the Data Items and Year fields with the operator buttons to create a formula. You can also type operators and numbers in the Formula field.

- Select an item in the Data Items area. If a specific year applies to that item (next year, this year, etc.), those values appear in the Year area and you have to select one of those for the formula. Otherwise, you will select the value in the Data Items area.

Double-click on the appropriate item to add it to the formula; it will appear at the insertion point, but you can move it at any time.

- Use the Operator buttons to add, subtract, multiply, divide, or figure the percentile. The operator will appear at the point where the flashing cursor was located.
- To group items, highlight them and then click the **Grouping** button (...); the system places parentheses before and after the selection.



- To move items around in the Formula area, double-click the item to select it. You can then cut, paste, or drag the item as needed.
- You can also type in the Formula area to add values. In our illustration, we entered 100 into the field.

- The drop-down list below the Year area allows you to determine whether the system will display the number as it is actually or in the hundreds, thousands, or millions.
- In the Formula Name field, you can name the formula. This appears in the Value column of the **Column Set** for your reference. It can also be the default for the title.

Additional Columns

We have also added two other columns.

Month Budget displays the budget for the current month. It is like the Month Activity column, except that it pulls information from the BUDGET table.

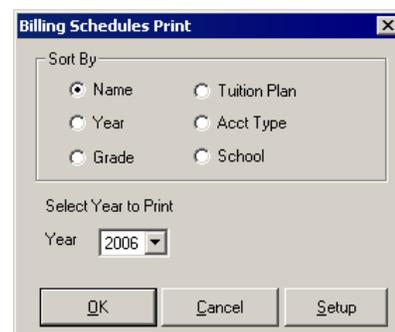
There is also a YTD Activity column now, which displays the year-to-date activity for the accounts. This gives you a total of three activity columns: Month Activity, Activity, and YTD Activity. Let's review each activity column:

- If your fiscal month is October, but you are running a report for September, Month Activity will display the activity only for September.
- YTD Activity prints the activity for the year up to and including September.
- The Activity column displays the sum of all activity through the current fiscal month, which is October in our example.

Accounts Receivable

Print Options for Billing Schedules

When you use the **Print** button in the **Billing Schedule Group Search**, the print options dialog allows you to select one year or all. You can also specify a sorting criterion.



Sort by Batch ID on Cash Receipts Detail check report

There is now an option to sort by batch ID. The report is accessed by opening the **Reports** menu and then selecting **Check Reports > Cash Receipts Detail**. Placing a checkmark in the Sort by Batch ID checkbox will sort and subtotal by batch ID.

ACCOUNTS RECEIVABLE Cash Receipts transactions post to GENERAL LEDGER in summary. Using this new option produces a report showing the transactions that make up the total for each batch. (The Cash Receipts Detail report options window and a sample report can be found on the next page.)

Cash Receipts Detail									
October 5, 2006 3:57 PM		Your School				Page: 2			
FISCAL PERIOD: Jul, 2006 to Oct, 2006									
CASH ACCOUNT: 110110001									
CHECK NO. LD./ACCT.	DATE	BANK NO. NAME / REFERENCE	AMOUNT TUITION	BATCH LD. OTHER DEPOSIT	CHECK DISTRIBUTIONS			TOTAL	
					PREPAID	OTHER DEP.	DEBIT		
1034	09/26/06	092620061034	16,404.00	AR000412					
COV064	Neal Devnet Cove		16,000.00	404.00				16,404.00	
1037	09/26/06	092620061037	5,500.00	AR000412					
CRE201	Sara Emily Crewe		5,298.00	202.00				5,500.00	
1038	09/26/06	092620061038	2,500.00	AR000412					
DON144	Michael Scott Donovan		2,298.00	202.00				2,500.00	
1035	09/26/06	092620061035	3,500.00	AR000412					
DON144	Michael Scott Donovan		3,298.00	202.00				3,500.00	
1039	09/26/06	092620061039	4,500.00	AR000412					
DUN203	Malcolm Donald Duncan		4,298.00	202.00				4,500.00	
TOTAL FOR AR000412:								\$109,808.00	

Transaction Imports

We have added the transaction import functionality to **Cash Receipts** and **Debit Posting**.

To begin the import, you would click the **Import** button in the **Debit Posting** pending batches dialog or the **Custom Import** button in the **Cash Receipts** pending batches dialog.

Debit Charges Import Defaults

In the **Debit Charges Import** defaults dialog, you select the account information for posting, the import file, and the import map.

- Select the debit account from the drop-down list. The default charge code, description, and G/L account populate, but you can change them as needed for the circumstances.

These defaults are used only for records that do not have values for the charge code, description, or G/L account number.

- Use the **Search** button to select the import file. It can be delimited text, Excel, or XML format.
- Click the **Search** button adjacent to the Import Map field to open the **Import Map List**. You can create your import maps from there.

Cash Receipts Import Defaults

When you are importing cash receipts, you specify default information. This dialog is slightly different from the import defaults for posting debit transactions.

- Use the Cash Account field to select the G/L account number. If debit accounts are associated with it, they will populate the table once you click out of the Cash Account field.
- The value in the Pay Ref field will be applied to any imported transactions that do not have a payment reference.
- The Reference field will typically be blank, but you can enter a comment or note too apply to any transactions that do not have a value.
- If the cash receipts should be posted to a debit account, you must highlight the appropriate row in the Debit Charge Codes table. You can change the charge code and description in the table if necessary.

Cash Receipts Import

File

Import Defaults

Cash Account: 110110000

Checking Account - HTCUI

Debit Charge Codes

Debit Account	Code	Description
Allowances	MISC	Allowance Deposit Received
Keys and Damages	MISC	Key and Damage Deposit

Reference: Debit Cash Receipts

Pay Ref.: Payment Received - Thank You

File: c:\Import_Files\Cash_Receipts_Posting.xls

Import Map: Cash Receipts Posting - (Excel)

OK Cancel NUM

- Use the **Search** button to select the import file. It can be delimited text, Excel, or XML format.
- Click the **Search** button adjacent to the Import Map field to open the **Import Map List**. You can create your import maps from there.

Import Mapping

To import the cash receipts or debit posting transactions, you need to use an import map so that the system knows which values are associated with what **ACCOUNTS RECEIVABLE** fields.

When you are in the import defaults dialog (please refer to the preceding sections), you can select the import map that you want to use with the file that you have selected for the import.

Click the **Search** button adjacent to the Import Map field to open the **Import Map List**. You can choose from three import formats: Delimited Text, Excel, and XML.

When you click the **Search** button to choose the import map, the **Import Map List** will show you a list of the available maps based on the file type that has been selected in the File field.

Import Map List (Cash Receipts Import) - cash_receipts_import.xls: Excel

Import Mappings

Name	Description
Cash Receipts	Generic Cash Receipts Import

New Edit Delete Copy

OK Cancel

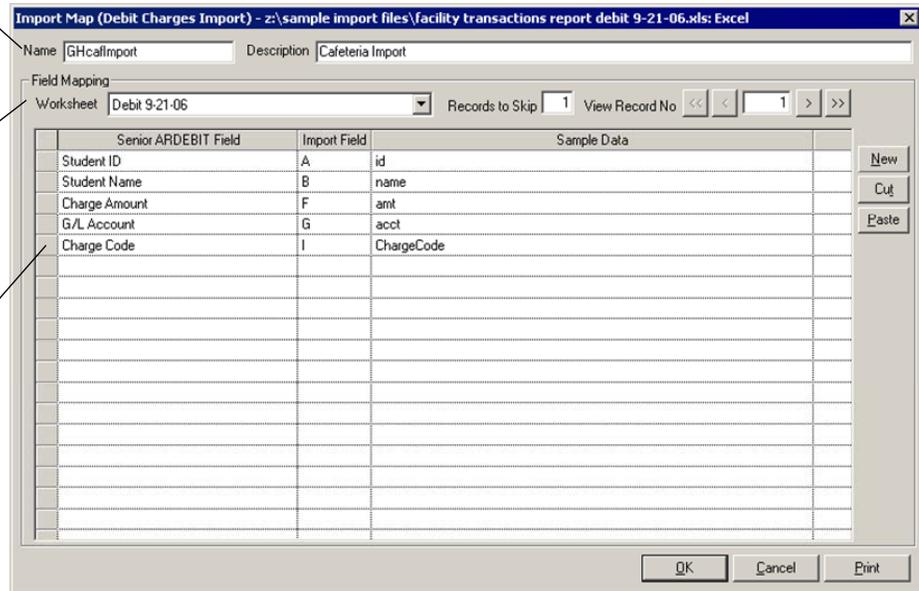
- Click the **New** button to create a new import map.
- To make changes to an existing import map, highlight the row and then click the **Edit** button.

For details about creating import maps, please refer to Chapter 9: Transaction Import in the [Senior Accounts Receivable System Reference Guide](#). The fields vary, but the method for creating an import map is always the same.

Each import map needs a unique name. You can also enter a description.

The fields above the table vary by file type, but they are always used to delineate the fields so that you can choose them.

Use the drop-down lists in the table to select the target fields in the database and the source fields in the import file.



When you enter a cash receipt in SENIOR SYSTEMS, it is important to apply the check to the appropriate category: Tuition, Other, Enrollment Deposit, Other Enrollment Deposit, or Prepaid. Make sure your import map links to the correct field (see list on page 7). The same is true of debit accounts.

Import List

The Import Lists allow you to edit a batch of imported debit charge or cash receipt transactions. You must correct any errors before you can post the import. You can also edit items in the batch to ensure the quality of the data in the import.

Code	Description
\$\$	Invalid Total/Charge Amount
ID	Invalid Student ID
CC	Invalid Charge Code
DA	Invalid Debit Account
ED	Enrollment deposit has values in both This Year and Next Year columns
GL	Invalid G/L Account
OD	Other enrollment deposit has values in both This Year and Next Year columns

To edit a transaction, highlight the row that you want to edit and then click the **Edit** button. The editor is similar to the transaction editors in **Cash Receipts** and **Debit Posting**.

Post the Import

After you have imported and edited the imported transactions, you can do one of two things:

- Click the **Save** button. You can continue to import transactions into the batch and correct any errors at your convenience.
- Add these transactions to your database by clicking the **Post** button. This opens the posting dialog.



When the posting is successful, the system will tell you the ID of **Debit Posting** or **Cash Receipts** batch, which you can open and post as usual. See the appropriate chapters of the [Senior Accounts Receivable System Reference Guide](#) to review the posting features.

Import Fields

Cash Receipts Import Fields

The following cash receipt fields are available for import.

Field	Description	Required?
Student ID	A/R account ID	✓
Student Name	Name of the student	
Reference	Reference that will appear on Cash Receipts Journal	
Payment Reference	Transaction reference that will appear on statements	
Tuition Amount	Amount to apply to tuition	
Other Charges Amount	Amount to apply to incidental balance	
Bank No	Bank number on check/transaction	
Check Date	Date on the payment check/transaction	
Enrollment Deposit Amt.	Amount to be applied to student's enrollment deposit	
Next Yr. Enrollment Deposit Amt.	Amount to apply to student's enrollment deposit for the next fiscal year	
Other Enrollment Deposit Amt.	Amount to apply to student's other enrollment deposit	
Next Yr. Other Enrollment Dep. Amt.	Amount to apply to student's other enrollment deposit for the next fiscal year	
Prepay Amount	Prepaid cash for next year	
Debit Account Name	If the appropriate cash account was selected, you can choose the name of one of your debit accounts	

Debit Charge Posting Import Fields

The following debit charge posting fields are available for import.

Field	Description	Required?
Student ID	A/R account ID	✓
Student Name	Name of the student	
Charge Amt.	Amount of the debit charge	✓
Tax Amount	Amount of tax	
Debit Account	Account to which charge will be posted	
Charge Code	Charge code	
Charge Description	Description for transactions posted to debit account	
G/L Account	G/L account number	