


**SeniorSystems**

# Senior Business Office System Release Bulletin

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In this release bulletin, we will cover most of the enhancements to the **SENIOR BUSINESS OFFICE SYSTEM**. The exception is the instructions for filing 1099s electronically; we have included those in a separate release bulletin specifically for ACCOUNTS PAYABLE users.

## User Names on Reports

The name of the user who posts a batch of transactions in SENIOR SYSTEMS now prints on the posting register. You can see an example on the next page.

## Accounts Receivable

We have made several enhancements to **ACCOUNTS RECEIVABLE** in this release.

Using a new system preference, your school can determine how the A/R Cash Receipts Posting report should be sorted: by student ID, name, or the order in which the transactions were entered. Turn to page 3 to learn more.

We have made it so that the Next Year checkboxes stay selected in Cash Receipts Posting—even if you save that batch and return to it later. See “Next Year Cash Receipts Posting” on page 3.

We made several changes to Deferred Charges. Turn to page 3 to start reading about these enhancements.

In addition, we have made enhancements to Faculty/Staff Maintenance and the Student and Faculty/Staff List Reports, which you can read about on page 4.

## General Ledger

There are two additional fields in Account Maintenance that your school can use for classification or other uses as needed. See page 2 for details.

## Accounts Payable

We have added the ability to file your Federal and State 1099s electronically. Please refer to the separate release bulletin (AP\_905) to read about these enhancements.

## Scrolling Table Windows

We changed the tables in all SENIOR SYSTEMS modules so that you can use the scroll wheel to move up and down.



Most mouse scroll wheels are located here

You must click in the table, selecting it, to scroll through the records. Also, make sure that the cursor is not in a field.

## Drop-Down List Security

As of this release, security has been applied to the “enter on the fly” drop-down lists (indicated in reference guides with  $\neq$ ). Your school will determine who will be able to enter data in those fields and who will only be able to select from existing values. (Please see the System Administration release bulletin for details.)

The data is still maintained in SYSTEM ADMINISTRATION Code Maintenance.

## User Names Print on Posting Registers

The name of the user who posts a batch of transactions in SENIOR SYSTEMS now prints on reports.

December 21, 2006 2:43 PM Your School Page: 1

POSTING DATE: December 21, 2006 PERIOD: Dec, 2006 BATCH: GL000148  
 USER NAME: DOCDB

JOURNAL NO. ACCOUNT NO. / DESCRIPTION REFERENCE DEBIT CREDIT  
 SUB-LEDGER ID / DESCRIPTION

000078					
140560207	Activities and Trips	Spring Trip	1,500.00		
100-300	French Club				
140560207	Activities and Trips	Spring Trip	1,500.00		
100-320	Spanish Club				
140560207	Activities and Trips	Committee luncheon		250.00	
100-200	Year Book Club				
110110000	Checking Account - HTCU	Club activities		3,250.00	
JOURNAL TOTAL:			3,250.00	3,250.00	
POSTING TOTALS:			3,250.00	3,250.00	

## General Ledger New Categorization Fields in Account Maintenance

We have added two additional fields to Account Maintenance that your school can use for classification or other uses as needed.

For example, you might use these fields for IRS form 990 reporting or audit classifications.

General Ledger Account Maintenance - ( 140440400 - Gift Income )

Account Information

Account No. 140440400 Type Revenue

Description Gift Income Classification Gift Revenue

Net Asset Classification U Unrestricted

Close To

Active Account  Sub-Ledger required for Posting

Budget At Sub-Ledger Level

Group 1

Group 2 Contributions

Program Revenue

Membership Dues

Interest

Dividends

Rent

Investment

Special Events

Sales

Lastr (None)

User DOCDB

Date/Time Dec 21, 2006 12:30 PM

OK Cancel Print Delete

The value lists for these two fields are set up in SYSTEM ADMINISTRATION Code Maintenance. They are named G/L Group 1 and G/L Group 2.

## Budget Worksheet

There is a checkbox in the report options window for the Budget Worksheet. Place a checkmark in the Show Budget Notes checkbox and then use the drop-down list to choose the year for which you want to print budget notes.

Budget Worksheet Report

File Edit

Query List

Query Name Budget Worksheet Report (DEFAULT) Custom

Report Title Budget Worksheet Report Long Title

Options Output

Worksheet Column Set

Set Budget Sheet Columns

Fiscal Period

Year Ending 2006

Ending Month June

Period Jun, 2006

Format Options

Include report print date as Date/Time

Include page numbers

Other Options

Print whole numbers only

Print negative numbers with Parentheses

Include line numbers

Show Budget Notes This Year

Exclude Zero Balances

Preview Print Export Cancel

NUM

When you select the option and a year, and a budget note exists for the account, the note prints below the account number.

Budget Worksheet Report

December 28, 2006 3:38 PM Your School Page: 1

PERIOD ENDING: Jun, 2006

ACCOUNT NO. / DESCRIPTION

150110201	Admin Materials & Supplies	This amount has been broken down with appropriate expenses for the administrative offices.
150110202	Admin Tech & Equip Purchases	
150110204	Admin Printing, Binding & Copy	
150110205	Admin Postage	
150110206	Admin Telephone Calls	
150110211	Admin Salaries	
150110213	Admin Professional Fees	
150110200	Miscellaneous Expenses	
150110201	Bank Fees	
150110204	Utilities	
150110205	Depreciation Expense	
150110200	Food Service Purchases	
150220201	Academic Materials & Supplies	
150220202	Academic Bookstore Supplies	
150220203	Academic Tech & Equip Purch	
150440404	Stock Gift Sales	
150440500	Write-Offs	
150550202	Athletic Apparel	
150550203	Athletic Supplies & Equipment	
150560202	Activity Apparel	
150560203	Activity Supplies & Equipment	
150561203	PTSO Supplies & Equipment	
151010200	Campus Store Purchases	

Please note that, due to the special formatting used when creating a Custom Budget Worksheet report, this new feature will not work on custom reports. It only works on the canned Budget Worksheet report using standard query conditions.

## Accounts Receivable

### Sort the Cash Receipts Posting Report

Using the new system preference, "What is the sort order for the AR Cash Receipts Posting Register? (ENTERED,NAME,ID)," your school can specify a sort criteria for the A/R Cash Receipts Posting report: student ID, name, or the order in which the transactions were entered into Cash Receipts Posting.

When you install the 90\_5 update, the value will be ENTERED (because that is how the system currently works). If your school wants to use one of the other sort options, open Administration Maintenance and change the value.

Please note that there is no name or ID on Miscellaneous Cash transactions, so those will be grouped together.

### Next Year Cash Receipts Posting

If you are entering a batch of enrollment deposits for the next year, the Next Year checkboxes will stay selected—even if you save that batch and return to it later. This allows you to enter all of your next year deposits without worrying about occasionally missing the checkboxes.

### Deferred Billing Enhancements

We made several changes to Deferred Charges. (Please note: schools that want to leave the system as it currently works do not need to do anything and can ignore this enhancement.)

### Posting to General Ledger

In the past, Deferred Charges Posting would post the entire batch to GENERAL LEDGER and was typically deferred to a future G/L fiscal period such as July. After that, if users needed to increase, decrease or delete posted deferred charges, they would use Deferred Charges Maintenance but it would not post to G/L...until now! The same was true of Deferred Billing in Charge Posting. This process did not post to G/L either, but we are now offering it as an option.

### Deferred Posting System Preference

If your school would like to have the system post all Deferred Charge Maintenance adjustments and Deferred Billing transactions to G/L, then your system administrator simply needs to turn on the new preference.

This preference is in ACCOUNTS RECEIVABLE Administration Maintenance. It reads:

"When posting deferred billing charges or while editing deferred charges, do you want the system to post to G/L?" You can choose Y or N.

App	Description	Value
AR	What is the default path for the Accounts Receivable import files?	
AR	Can students be deleted with unsummarized imported transactions	N
AR	When posting deferred billing charges or while editing deferred charges, do you want the system to post to G/L?	Y
AR	What is sort order for the AR Refund Posting Register? (ENTERED,NAME,ID)	ENTERED
AR	On Reports that support this option, how should the reports default to printing student name? [A]s Saved, [L]ast, [F]irst, [M]iddle	A
AR	On Reports that support this option, how should the reports default to printing student name if As Saved? [F]ull Name, [A]lternate Name, [S]ort Key	F
AR	On Reports that support this option, should the reports default to printing page numbers?	Y

Application: Accounts Receivable

Buttons: Definition, Print, OK, Cancel

### Effect on the Posting Process

When your school sets it to Y, then each time you process Deferred Billing in Charge Posting you will have the option to post the batch to This Month or Last Month and have it update to GENERAL LEDGER per the distributions that appear on the G/L Distribution report. The posting reference in G/L for this type of transaction will be "A/R Charge Posting (Deferred)."

When you select Deferred Billing Maintenance and enter an increase or decrease amount, or delete the deferred transaction altogether, the system will also post the change to GENERAL LEDGER. This posting option includes This Month, Last Month, and Deferred G/L.

(The Deferred GL option is available because, if it is May or June and you posted the original Deferred Charge Posting batch to future July and are now making an adjustment in May or June, that adjustment should also be deferred to July.)

Users must be careful when posting an adjustment and should know which period it should be posted to, depending on the time of year.

## General Ledger Distributions

The following chart displays the G/L distribution that will be calculated in Deferred Charges Maintenance.

Transaction Type	Amount Change	Debit	Credit
Charge	Increase	Accounts Receivable	Deferred Income
Charge	Decrease	Deferred Income	Accounts Receivable
Credit	Increase	Deferred Income	Accounts Receivable
Credit	Decrease	Accounts Receivable	Deferred Income

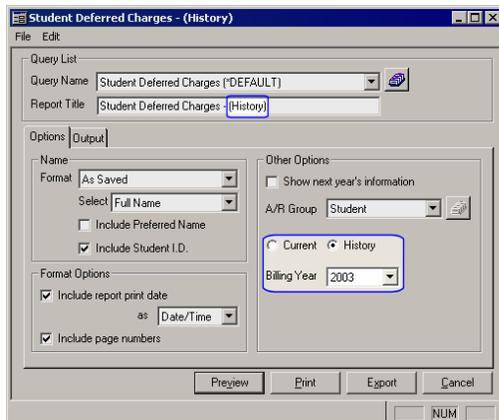
Note that the Deferred Income is read from the Charge Code associated with the Charge or Credit you are adjusting.

The posting reference in G/L for this type of transaction will be "A/R Deferred Charge Adjustment Posting."

## Historical Reporting

You can now see the deferred charges history for students on the Deferred tab in Student Maintenance and print a historical Deferred Charges Report. This allows you to compare the information with billing and deferred adjustments performed after the fact.

On the report, the word "History" will be added to the report title, and you can choose to print one billing year or all.



In Student Maintenance, you can also choose one billing year or all. When you select History, the text in the table is blue. The transactions that come from Deferred Charge Posting are assigned the type "Original," while those that come from Deferred Charge Maintenance have the type "Correction."

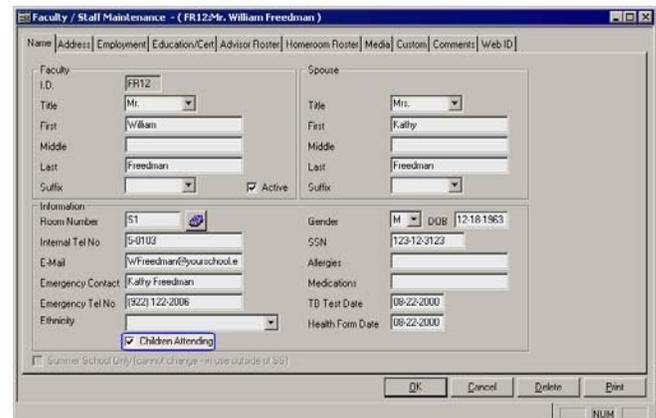


## Faculty/Staff Maintenance Changes

We have made some changes to Faculty/Staff Maintenance for all modules.

## Children Attending Checkbox

Use the Children Attending checkbox to indicate whether the faculty/staff member's children are students at your school.



You can query on this checkbox using the Faculty/Staff List report.

## Employment History

A Service History table has been added to the Employment tab. When Hire Date field has a date, the system creates the "Type" of Current in the table and fills in the date.

If a faculty member used to work at the school previously, the user can enter New and fill in their past hire and leave dates.

The system sums all Current entries in the Service History table and calculates years of service.

Faculty / Staff Maintenance - ( FR12-Mr. William Freedman )

Current Information:

Hire Date: 06-07-1995 Type: Faculty  
 Leave Date: Status: Tenured  
 Background Check Date: 05-07-1995 Exp. Level: Senior  
 Job Title: Art Teacher Major Teaching Area: Studio Arts  
 Location: Classroom Minor Teaching Area:  
 Department: ART

Comments:

Service History:

Type	Hire Date	Leave Date	New
Current	06 07 1995		

11 Years and 6 Months

## Father and Mother E-Mail Addresses on Student List Report

Both e-mail addresses from Address Maintenance will now print on the Student List Report.

## Report

The Faculty/Staff List report now has an option for displaying the years of service. If you select this option, you can also choose to calculate the years of service based on a specific date.

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FACULTY LD. / NAME ADDRESS	TEL. NO OTHER ADDRESS	DEPARTMENT NAME	YEARS OF SERVICE ETHNICITY
AR10 Mr. Thomas Abbot 48 Monument Square Concord, MA 01742 T (978) 369-9200 F	5-0101	Fine Art	10 Years 4 Months
BY34 Mr. Alan Boylen 65 Loemus Street Bedford, MA 01730 T (781) 275-3858 F	5-0055	Physical Education	7 Years 6 Months
CT11 Mrs. Brenda Catanese 28 Main Street Concord, MA 01742 T (978) 369-2243 F	5-0011	English	21 Years 7 Months
CH12 Mr. John Chateaufeuf 25 Stow Road Bosborough, MA 01719 T (978) 263-1108 F	5-0013	English	7 Years 5 Months
CL08 Mr. Paul Clark 310 Great Road Bedford, MA 01730 T (781) 275-4400 F	5-0062	Social Sciences	17 Years 7 Months
CN200 Mr. James Connor 13 Linden Street Worcester, MA 01604 T (508) 798-6591 F	5-1122	Administration and Staff	5 Years 1 Month
DU10 Mr. Gerald Duggan 906 Elm Street Concord, MA 01742 T (978) 369-5849 F	5-0035 Mr. Gerald Duggan 245 Tully Road Orange, MA 01364 T(978) 575-0777 F	Mathematics	11 Years 10 Months
FT49 Mr. Riley Finn 74 Great Road Bedford, MA 01730 T (781) 275-9515 F	5-0065	Social Sciences	2 Years 8 Months
FI11 Mrs. Rebecca Fishman 99 Nickles Lane Carlisle, MA 01741 T (978) 369-9697 F	5-0036	Mathematics	22 Years 6 Months

(If you select this option, the Gender column will not be included on the report.)

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STUDENT LD. NAME AND ADDRESS	TEL. NO. FATHER WORK MOTHER WORK FAX NO.	Your School ACCOUNT TYPE E-MAIL E-MAIL2	CLASS / GRADE GENDER
ARG101 Jason Arvisio Argonis Mr. and Mrs. Jasper Argonis 1771 East Apple Avenue Muskegon, MI 49442	(616) 777-7272 (616) 755-3535 (616) 737-7200	Student FA Scholar Argo@aol.com	2007 12 3 M
ARG102 Penelope Adria Argonis Mr. and Mrs. Jasper Argonis 1771 East Apple Avenue Muskegon, MI 49442	(616) 777-7272 (616) 755-3535 (616) 737-7200	Student FA Scholar Argo@aol.com	2009 10 3 F
ARG103 Theodore Perseus Argonis Mr. and Mrs. Jasper Argonis 1771 East Apple Avenue Muskegon, MI 49442	(616) 777-7272 (616) 755-3535 (616) 737-7200	Student FA Merit Argo@aol.com	2010 9 3 M
BAK001 Joshua Aaron Baker Dr. and Mrs. Adam Baker 2 West Street Northborough, MA 01532-1217 (508) 393-1933 (508) 393-6113 (508) 856-2790 (508) 856-2790	(508) 393-1933 (508) 393-6113 (508) 856-2790 (508) 856-2790	Student Standard	2009 10 3 M
BAT119 Susan Cecilia Bates Mr. and Mrs. Steven Boviard 23 South Street Reading, MA 01867-3761	(781) 942-3888 (617) 327-0898	Student FA Merit stevb@aol.com stacyb@aol.com	2007 12 3 F
BEL101 Finnegan Charles Bell Mr. and Mrs. Cameron Bell 35 Village Road Middleton, MA 01949	(987) 762-1000 (781) 395-0304	Student Standard	2008 11 3 M
BEN090 Julie Darlene Benz Mr. and Mrs. Mather Benz 210 Spring Street Charleston, SC 29403 (843) 824-9761 (843) 225-5200 (843) 795-0957	(843) 824-9761 (843) 225-5200 (843) 795-0957	Student Loan matherb@aol.com mabelb@aol.com	2009 10 3 F
BAT118 Charles William Boviard Mr. and Mrs. Steven Boviard 23 South Street Reading, MA 01867-3761	(781) 942-3888 (617) 327-0898	Student FA Scholar stevb@aol.com stacyb@aol.com	2008 11 3 M
BRE212 Caroline Maria Brent Mr. and Mrs. Dustin Brent 638 Adams Road Quincy, MA 02169 (617) 824-8500 (617) 727-1806	(617) 824-8500 (617) 727-1806	Student Standard	2007 12 3 F
BRJ201 Joseph Robert Briggs Mr. Robert Briggs 407 South 3 Notch Street Andalusia, AL 36420 (334) 427-1060 U (334) 493-2072	(334) 427-1060 U (334) 493-2072	Student FA Merit	2009 10 3 M