## **SeniorSystems**

# **Business Office Release Bulletin**

August 2009

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#### About Release 91\_4

Several changes have been made in the latest release of Senior Systems Business Office applications to add new features and modify the behavior of certain functions, including new printing options for the Vendor Change and G/L Budget Expense reports, a new warning message when changing the budget method for an account during Account Maintenance, and the ability to transfer entries between cash receipts batches.

As always, if you have any questions about these new and enhanced features, be sure to contact Senior Systems Product Support for assistance!

#### New Vendor Change Report Option (A/P)

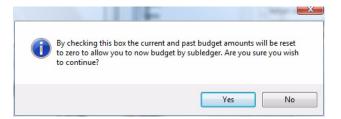
There is a new option when printing the Vendor Change report to include the full Vendor Name for each change listed on the report. Some schools may find this helpful in their efforts to monitor changes to vendor information, detect errors, and prevent fraud. If you choose to include the full Vendor Name, it prints on the line directly above the Vendor ID for every change. To include this field on your report, simply check the new checkbox to Include Vendor Name under the Other Options section of the report selections screen.

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#### New Warning Message When Changing Budget Method (G/L, Budget)

If you decide to change your budgeting method for an account from creating the budget amounts directly at the account level to the method where you build the account level budget amounts by totalling the amounts from the budgets for associated sub-ledgers (by checking Budget At Sub-Ledger Level on the Account Maintenance screen), the system automatically clears out all of your current and past budget amounts for that account so that you can start fresh with a clean slate to build your budget from the sub-ledgers. This is not a reversible change.

Because you might not realize that the current and past budget data for the account will be lost during this process, the system now displays a warning message whenever this checkbox is selected for an account that has any budget data at the account level, to make sure that you understand the consequences of the action before proceeding:



At this point, you can click Yes to proceed and zero out all current and past budget amounts for the account, or click No if that is not the action that you intended. Note that the budget amounts are not actually cleared until you click OK in Account Maintenance to save changes.

## New G/L Budget Expense Report Option (G/L, Budget)

There is a new option when printing the G/L Budget Expense report to exclude lines from the report where the This Month, YTD Balance, and YTD Budget amounts are ALL equal to zero. This helps to make the report more readable when you are only concerned with accounts that have an amount in one or more of these fields. To exclude the printing of these zero lines on the report, simply check the new checkbox to Exclude Zero Balances and Budgets on the report selections screen.

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<ul> <li>View Print Tools</li> <li>View Print Tools</li> <li>View Print Tools</li> <li>View Print Tools</li> <li>July 6, 2009 12:52 PM</li> <li>PERIOD ENDING: Jan, 2009</li> <li>ACCOUNT NO. / DESCRIPTION</li> <li>1510670000 Salaries - Staff</li> <li>1510870000 Salaries - Stard Day</li> <li>1510850150 Salaries - Strend Day</li> <li>1510370000 Overloads</li> <li>151327000 Overloads</li> <li>151327000 Overloads</li> </ul>	Last Year         This           Expended         Budg           1,253,078.94         1,345,80           534,997.84         581,31           60,033.28         258,81           29,086.61         236,81           0.00         2,450,000           83,220.00         85,77           5,591.11         3,00           0.00         0.00	Year         This Month           geted         Expended           60.00         (1,000.00)           82.02         595.00           50.00         450.00           0.00         3,200.00           0.00         600.00           1.00         7,143.00	This Year         Unexpended           604,640.39         741,219.6           729,182.31         302,199.5           103,731.66         133,083.3           3,200.00         (3,200.00           600,000         35,720.00	Unencumbered Balance 1 741,219.61 1 300,199.71 3 20,580.33 4 133,038.34 9) (3,200.00) 9) (600.00) 0) 35,720.00 9) (35.00.01) 9) (35.00.01) 9) (35.00.01) 9) (35.00.01)	This Year 96 44.93 48.02 20.39 43.80 0.00 0.00 0.00 0.00 0.58.33	Last Yea 96 98.84 97.11 116.15 102.19 0.00 0.00 100.00	: 1 Proposed	-

## New Transfer Entries in Cash Receipts Batch (A/R)

There is now a button on the Cash Receipts Posting screen (in the Entries in Batch section) that allows you to transfer specific entries from one batch to another existing batch or to a new batch that is created for them, eliminating the need to delete and re-enter them. This is particularly helpful when processing online payments from credit cards and eChecks, where the batch is automatically generated based on payments made through My BackPack, but not all of the transactions should post together, due to differing processing times.

#### To transfer entries between cash receipts batches:

Acccess the batch that you want to work with in Cash Receipts Posting in the Accounts Receivable application (Cash Receipts > Posting, or click Cash Receipts in the A/R screen header). Click on the batch to select it, and click Edit. Then click Xfer to access the Transfer Cash Receipts Between Batches screen.

	Check No.	Check Date	Check Amt.	Bank No.	Xfer
	V19A1E256E04	06-24-2009	25.00		
/	V18A1E25BAE8	06-24-2009	25.00		<b>V</b>
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				Transfer	Cancel

Check the Xfer box for each entry that you want to transfer to a different batch. Then adjust the Transfer Details if necessary (this defaults to creating a new web batch, with a Batch Description referencing the original Batch ID), and click Transfer. If you are creating a new batch, you can optionally select a different Cash Account, then click OK.

The selected entries are removed from the current batch and added to the newly created or existing batch as specified.

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