Business Office Release Bulletin

February 2013

In this bulletin...

About Release 92_4 for Business Office

Release 92_4 for Advantage Business Office includes several enhancements. There is also an important change to the Campus Store inventory processing logic which may cause the database update program for schools with Campus Store to run a little longer than it normally does. Please see the specific topics in this document for more details about all of these changes and enhancements.

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

Business Office Enhancements

General Ledger

Lengthened Journal Entry Posting References - Previously, if a user edited a journal entry posting reference and went over 60 characters, the system truncated the text. Now, the posting reference field can accept up to 254 characters.

Accounts Receivable

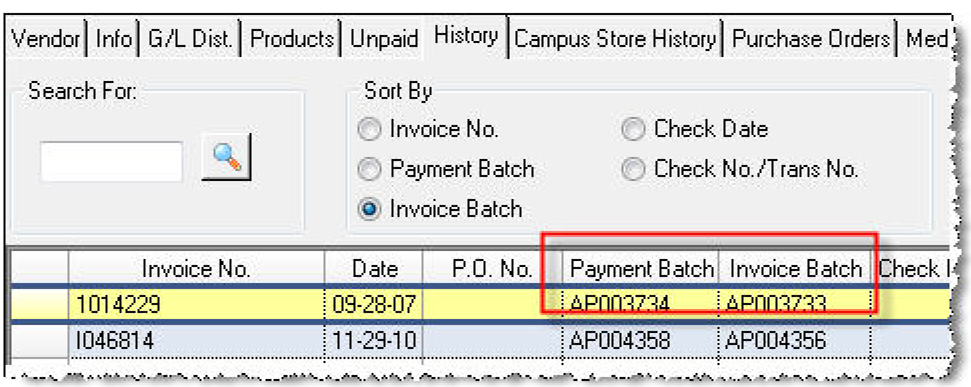
Imported Batch Warning - In addition to the existing warnings when building statements while batches are pending, the system now checks for pending imported batches. If there are pending batches in the imported section, the system will give you a warning so you can post them before building statements.

Statement Changes - Previously, any changes to statements (regular, debit, deferred) required a new Accounts Receivable executable. Senior Systems, Inc. implemented a new method for controlling custom statements, so that now statement changes can be made by replacing a smaller file. Note that because of the way the system reprints statements, the reprint process does not use the new method.

Accounts Payable

Voided Checks - The Check Register Report now lists voided checks, for reference purposes. Voided checks are listed with the word "Void".

Invoice and Payment Batch History - Previously, Vendor History only stored payment batch IDs. Now, vendor history stores both invoice and payment batch IDs.



2012 General Instructions for Special Characters - The IRS has made minor changes to the 2012 General Instructions. These changes impact the 1099 Forms report used by Senior Systems, Inc. customers who file paper returns. This release ensures that the 1099 Forms report is in accordance with the 2012 General Instructions.

> **Note:** These changes only impact those filing paper returns. The changes do NOT apply to those who file electronically.

- **Eliminating Special Characters in Money Amounts** - Previously, special characters appeared in money amount boxes. New standards require that dollar signs ($), ampersands (&), asterisks (*), commas (,), and other special characters do not appear in money amount boxes.
- **Eliminating Special Characters in Payee Names** - Similar to the change above, special characters should not appear on the payee name line of the 1099 form. Advantage Accounts Payable will automatically remove most special characters from the vendor name when printing the 1099 Forms report. If necessary, schools can check vendor names for unusual types of special characters and replace or remove them as needed.

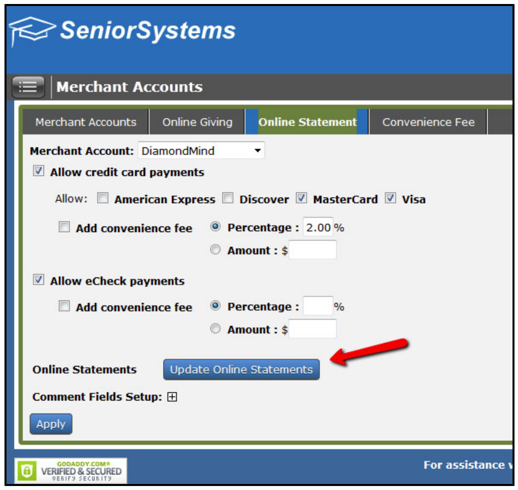
The following special characters will be removed from the payee name on the 1099 Forms report:

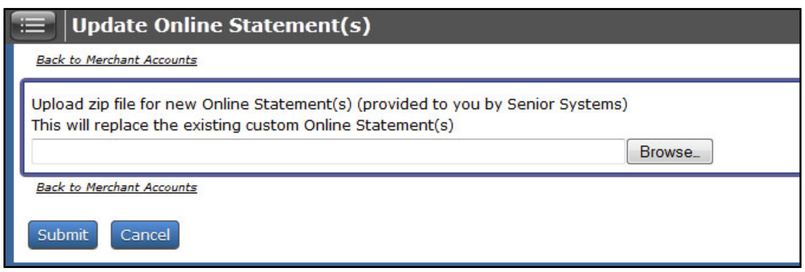
(') , (*), (@), (# - also removed from address lines), ($), (%), (^), and (& - replaced with "and")

> **Note:** Special characters will not be removed from the vendor name on record. Only the 1099 Forms report will reflect these changes.

My BackPack

New Method for Updating Online Statement Forms - Previously, updating Online Statement forms required an update to the entire My BackPack portal. Now, online statements can be updated by uploading a new zip file, similar to the way you can update registration forms. From the Merchant Accounts management page in My BackPack Administration, upload the zip file containing statement changes via the **Update Online Statements** button.





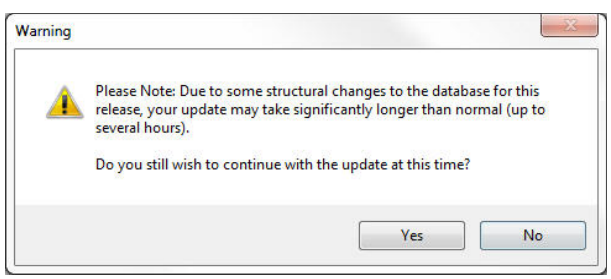
Campus Store Release Bulletin

February 2013

In this bulletin...

About Release 92_4 for Campus Store

Release 92_4 for Advantage Campus Store introduces several important changes to the application, including inventory processing logic and End of Year processing. Please note that there are some significant structural changes being made to sales history. Due to these changes, your database update will run significantly longer than usual. Before beginning your database update, the system will show you a warning, giving you a chance to consider whether or not you may want to schedule your database update for another time. Simply click 'Yes' to continue with the update when you are prepared.



Please see the specific topics in this document for more details about all of these changes and enhancements.

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

Campus Store Inventory

Several schools have had ongoing issues with product inventory records getting out of sync, especially schools that use negative inventory quantities and/or make frequent manual adjustments to the On Hand Quantity. There have been several changes made in this area, to improve both program logic and performance.

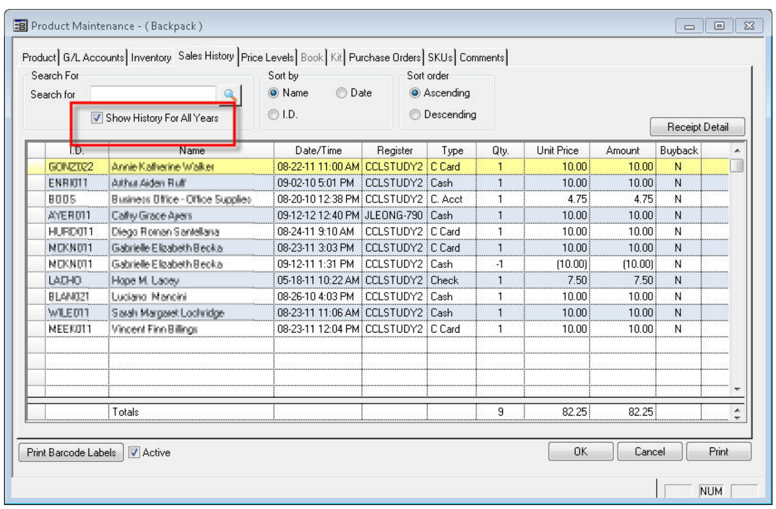
To improve performance, the On Hand Quantity calculation process has been moved from calculating and updating at the point of sale to the End of Day Update. This means that the calculation process does not slow down individual transactions throughout the day. The system also has several new tools to update the on hand quantity of any or every product manually at any point in the day, without necessarily running the End of Day Update.

If you have not done so recently, you may want to perform a physical inventory to establish correct starting points for inventory going forward. We also recommend that you avoid entering negative inventory quantities or making frequent manual adjustments unless you have carefully researched the inventory and sales history for a product.

Sales History & On Hand Quantity Calculation

Previously, on hand quantity calculations occurred at the point of sale. This meant that the system performed a complex calculation every single time an item was sold. Combined with other necessary changes to program logic, this calculation process caused significant performance degradation in some cases. In order to improve performance, the on hand quantity calculation process no longer occurs with each individual transaction. **On hand quantity calculation now occurs as part of the End of Day Update.**

In a further effort to improve performance, there is a new element to End of Year processing in Campus Store. End of Year now creates a 'stopping point' for all transactions. All on hand quantity calculations will be based on the ‘stopping point’ created by End of Year. This means that the application will no longer be required to look at potentially thousands of historical transactions to calculate OHQ. Instead, the application will look no further than the latest EOY numbers. Historical data will still be available in the application. Users can view all receipts, sales history, and transactions. There is a new 'Show history for all years' checkbox. Enable the checkbox to view all sales history for a product.

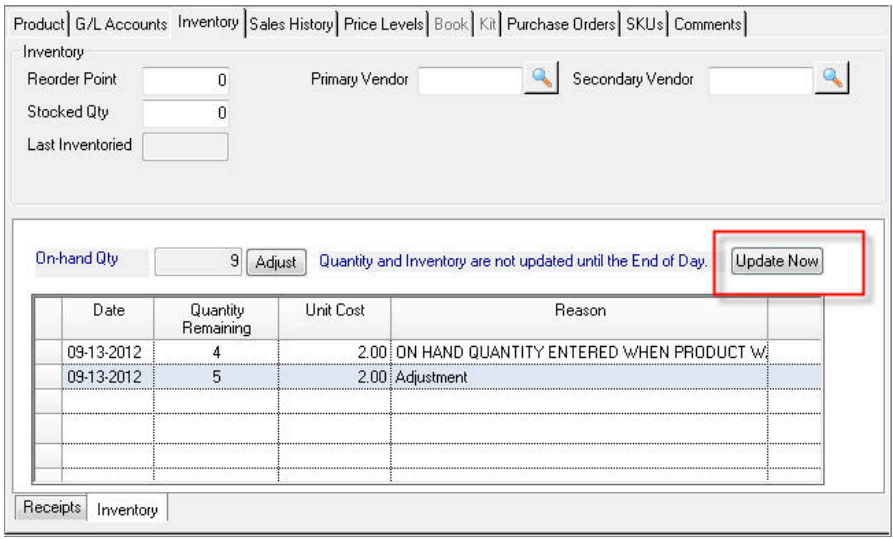


There are some situations in which it is necessary to have an up to date on hand quantity number before running the End of Day Update. To address this need, there are several new functions in Advantage Campus Store that allow you to force on hand quantity calculation manually. You can choose to calculate on hand quantity on a product by product basis, or you can calculate for all products that have uncalculated sales in queue.

Note: If you receive inventory for a certain product or products, the system will automatically perform the on hand quantity calculation process. This is to ensure that your on hand quantity numbers are maintained correctly.

To update on hand quantity for an individual product:

1. In the Advantage Campus Store application, open Product Maintenance.
2. Open the record for the product whose on hand quantity you want to update.
3. Click to view the Inventory tab, then click the Inventory sub-tab.
4. To force the on hand quantity calculation, click **UPDATE NOW**.



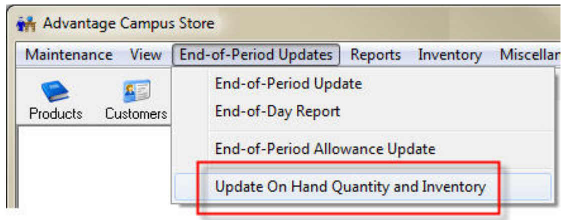
Note: The **UPDATE NOW** button only appears if there are transactions that have not yet been calculated for the product's on hand quantity.

5. The system will calculate the on hand quantity for the product, up to the minute.

To update on hand quantity for all products with current sales:

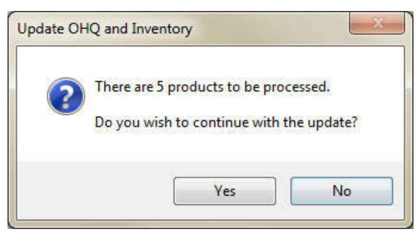
1. Log into Advantage Campus Store.

2. Click End-of-Period Updates, then select **Update On Hand Quantity and Inventory**.



3. The system will warn you to be sure that no sales are currently in process. Click **OK**.

4. The system will tell you how many products will be processed. Click **YES** to continue.

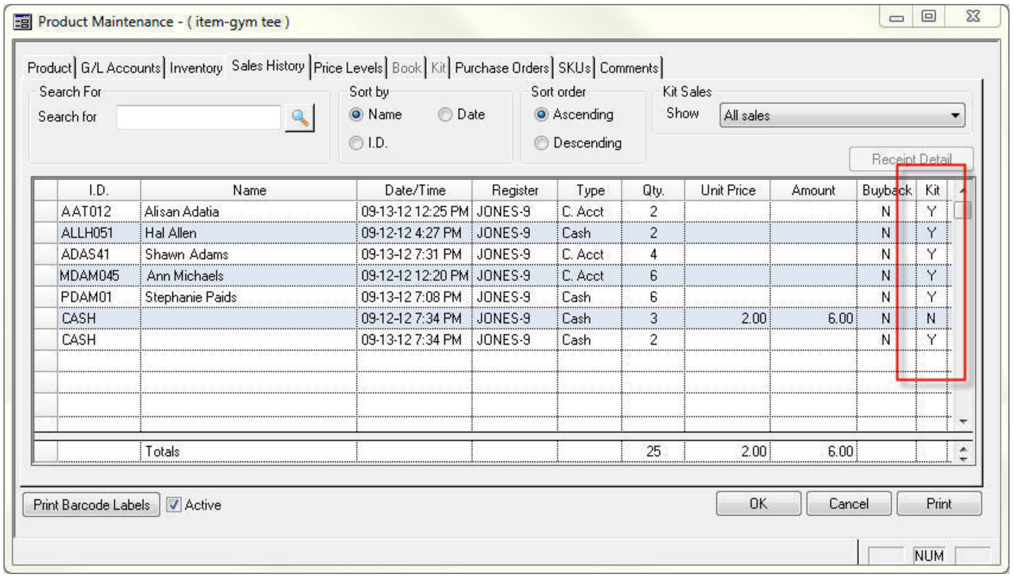


5. Once the update is performed, you will see the latest on hand quantity calculations on all product records.

Note: It is not necessary to perform these manual processes every day. They can be performed on an as-needed basis. Running the End of Day Update will synchronize all on hand quantity calculations after a day of transactions.

Kit Calculation and Tracking

Kit & Kit Item Sales History - To improve tracking and the ability to verify sales, kit sales logic has changed. Previously, sales history for kit transactions only appeared on the Sales History tab of the kit record. This made it difficult to reconcile transactions, inventory, and on hand quantity for products that were sold as part of a kit. Now, you can see kit sales history on both the kit record and the product record. You will also notice a new 'Kit' column to the far right, indicating whether the sales history record is related to a kit.



New Sales History Filter - If a product has been sold as part of a kit, you will see a new filter option on the Sales History tab of the product record. You can use the filter to view only product sales (which is the same screen you saw prior to this update), only kit sales, or both product and kit sales.