



Business Office Release Bulletin

September 2013

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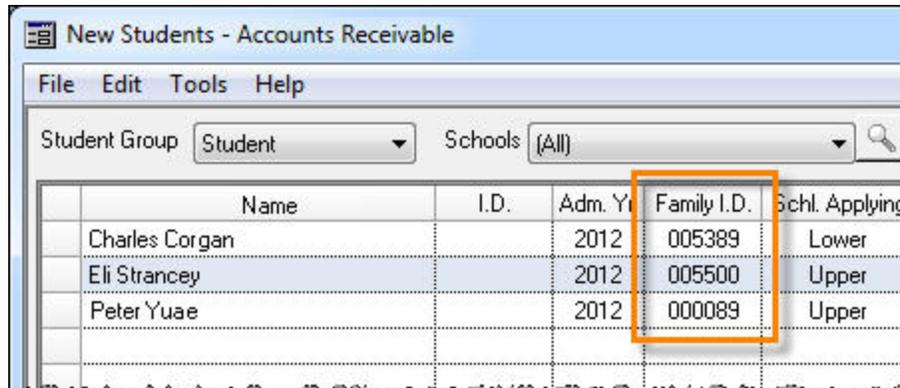
About Release 92_5 for Business Office

Release 92_5 for Advantage Business Office includes several enhancements, including a new Cash Flow report, changes in My Backpack to accommodate new Visa Credit card surcharge rules, and the ability to budget on asset accounts. 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.

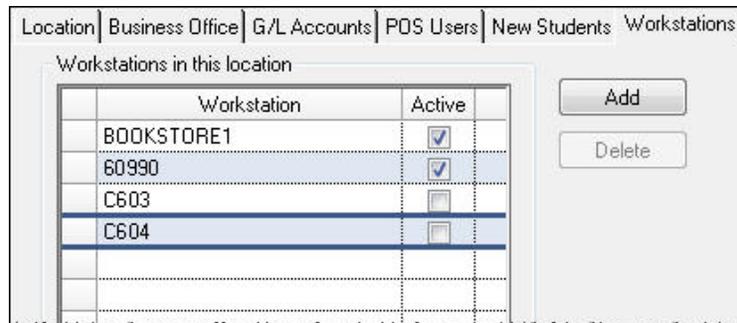
Business Office Enhancements

New Student Transfer Grid - A column to display Family I.D. has been added to the New Student Transfer window, available in both Registrar and Accounts Receivable.



Name	I.D.	Adm. Yr	Family I.D.	Schl. Applying
Charles Corgan		2012	005389	Lower
Eli Strancey		2012	005500	Upper
Peter Yuae		2012	000089	Upper

Active/Inactive flag for Campus Store Workstations - An Inactive flag has been added for Campus Store workstations. This allows users to set unused and/or out of date workstations as inactive rather than deleting them. This prevents the workstation from being used, but retains the workstation's history for tracking and auditing purposes. Point of Sale login is limited to active workstations only.



Workstation	Active
BOOKSTORE1	<input checked="" type="checkbox"/>
60990	<input checked="" type="checkbox"/>
C603	<input type="checkbox"/>
C604	<input type="checkbox"/>

New Departments 'Active' by Default - In the Campus Store application, new departments are automatically set to 'Active' when they are created.

Budget on Asset Accounts - Budgeting is now available for asset-type accounts. This enhancement applies to both Advantage Budget Management and Online Budget Management. Previously, budgeting was not available for this account type.

The screenshot shows a 'Next Year Budget' dialog box for account '11000000 - Cash Drawer'. On the left, there are configuration options: 'Assign To' is set to 'Next Year', 'Of' is 'An Amount', 'Applied' is 'evenly across months', 'Start' is 'Sep', 'End' is 'May', and 'Zero other months' is checked. A table on the right compares budgets for 2011, 2012, and 2013. The 2013 budget is highlighted in yellow. At the bottom, the 'Original Budget Amount' is 4,900.00 and the 'Projected Budget Amount' is 0.00.

Month	Next Year Budget 2013	This Year Budget 2012	Last Year Budget 2011
Jul	0.00	0.00	0.00
Aug	0.00	0.00	0.00
Sep	1,225.00	1,225.00	0.00
Oct	1,225.00	1,225.00	0.00
Nov	1,225.00	1,225.00	0.00
Dec	1,225.00	1,225.00	0.00
Jan	0.00	0.00	0.00
Feb	0.00	0.00	0.00
Mar	0.00	0.00	0.00
Apr	0.00	0.00	0.00
May	0.00	0.00	0.00
Jun	0.00	0.00	0.00
TOTAL	\$4,900.00	\$4,900.00	\$0.00

'ACH Company ID' Field - A new field for ACH Company ID has been added to Checking/Bank Account Detail. In Accounts Receivable, the logic for the EFT File Generation tool now reads the number in this new field. Previously, the file used the Fed ID number in Administration Maintenance. This new functionality gives schools the flexibility to use different IDs for this file, based on each bank's requirements. Upon database update, this field is auto-populated with the Fed ID number for all accounts, to maintain current functionality. Users can go into each account individually to make any necessary changes.

The screenshot shows the 'Bank Account Detail' form for 'Electronic Funds Transfer Detail'. The 'Details' section includes fields for 'Routing/ABA No.', 'EFT Code', 'Company ID. Prefix', and 'ACH Company ID'. The 'ACH Company ID' field is highlighted with a red rectangle.

My BackPack

New Visa and Mastercard Surcharge Policies - Visa and Mastercard have changed their policies so that now you can surcharge online payments made with Visa credit cards. In support of the new policies, My BackPack allows you to set up more types of convenience fees for the affected payment types.

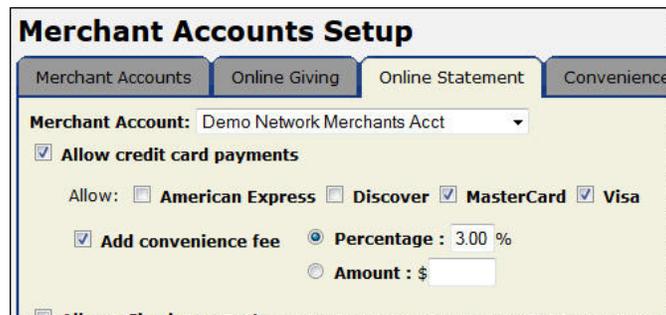
Be sure you understand the restrictions and requirements around these new policies before implementing. There are a number of requirements that you should be aware of before implementing new online payment policies. Details about these changes can be found here: http://usa.visa.com/merchants/operations/surcharging.html?ep=v_sym_merchantsurcharging

The two key restrictions to understand before implementing these changes are:

1. Surcharges should be applied to Visa **credit card** transactions, **not Visa debit cards**.
2. You must notify Visa and/or Mastercard of your intent to begin adding convenience fees **at least 30 days** prior to accepting the first fee.

Implementing the Surcharge

- New on-screen options allow you to add a percentage-based convenience fee for the affected payment types. Previously, the fee option was unavailable when Visa was selected.



Merchant Accounts Setup

Merchant Accounts | Online Giving | Online Statement | Convenience

Merchant Account: Demo Network Merchants Acct

Allow credit card payments

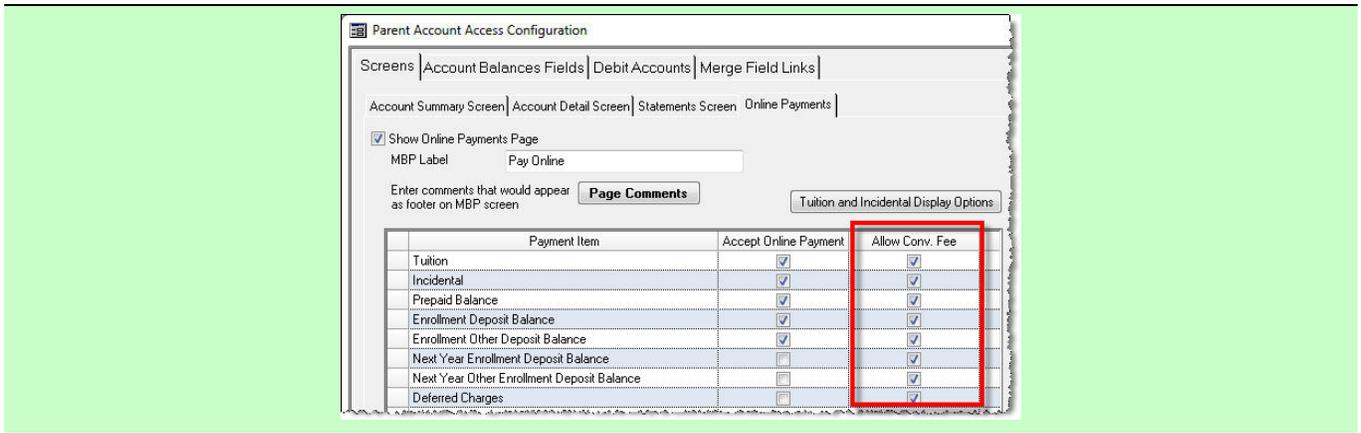
Allow: American Express Discover MasterCard Visa

Add convenience fee

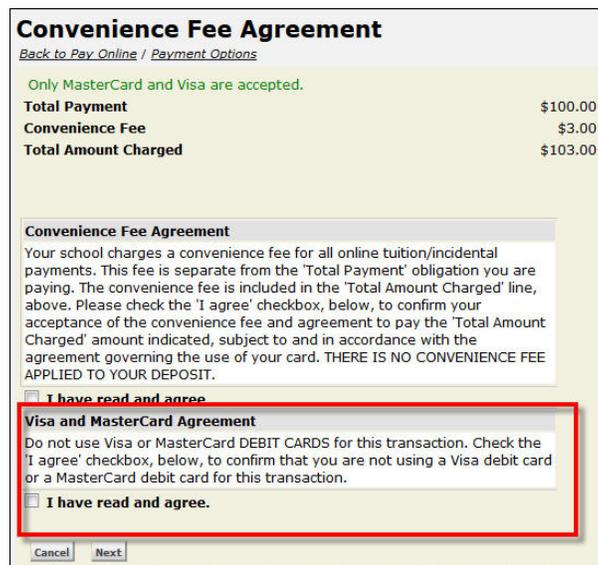
Percentage : 3.00 %

Amount : \$

Tip: If you are setting up convenience fees for the first time, you may need to enable them in both My BackPack and Accounts Receivable (in Accounts Receivable, navigate to My BackPack > Configuration > Online Payments tab).

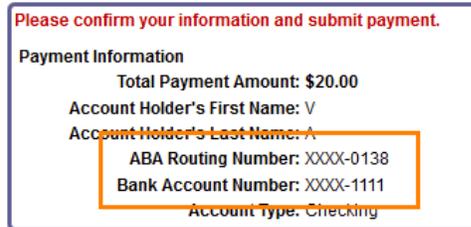


- As part of implementing convenience fees on certain types of transactions, you can use the Convenience Fee tab of Merchant Accounts Setup to require verification that customers are using CREDIT and not DEBIT cards. When My BackPack users make payments, they will be required to verify their card type.



Online Payment Security - Several updates have been made to the way My Backpack processes online payments.

- When paying by eCheck, Online Payment Confirmation masks all but the last 4 digits of bank account and routing numbers.



- Credit Card information entered into the Credit Card Number field is fully masked.
- CVV information is not collected.

Updated Online Payment Prepaid Message - A change was made so that the following message only displays to parents when the item 'Prepaid Balance' is open for online payments. Previously, it was possible for the message to appear when it was not applicable to the parent's current payment options.

Olivia				Account: Student
Payment Item	Balance Due	Last Statement	Payment	
Tuition	\$0.00	\$0.00	<input type="text"/>	0.00
Incidental	\$147.42	\$147.42	<input type="text"/>	147.42
The 'Payment Items' listed below show the amounts you have already paid. Enter any additional amounts you wish to pay, to increase the 'Balance'.				
Payment Item	Balance	Payment		
Next Year Tuition/Incidentals	\$1,895.00	<input type="text"/>	1,895.00	
TOTAL			2,042.42	

Cash Flow Report

A standard cash flow report is now available in Advantage General Ledger. This report is designed to be highly customizable, with numerous text and account selection options. The calculations for this report are based on the following:



Setup and Options

- The data that appears on this report is controlled by the account groups you select on the report setup screen. You may use existing account groups, or create new ones specifically for the cash flow report.

Tip: The report respects account group security, so a user must have some level of access to an account group in order to include it in the report.

- The new Cash Flow Report security key should be added to all users (or user groups) who will run this report.



- Report Title - The report title is fully customizable, with an option to use a 'Long Title'. By default, the title will display your query and fiscal period selections.
- Fiscal period - Set the fiscal period you want to view on the Options tab. You can run the report for the month, quarter, or year to date.
- Negative numbers - Choose whether you want negative numbers to display with parentheses or a minus sign on the Options tab.
- In addition to the standard print options, this report can be exported as a TXT or PDF file.

Report Sections

The Cash Flow Report is divided into three major sections: operating activities, investing activities, and financing activities, with the first section divided into three sub-sections. The title and account groups for each section can be controlled individually.

- Use the filters on the Report Sections tab to select the section and sub-section you want to edit, then enter the desired text in the 'Label' fields.



By default, the section titles are:

- I. Cash Flows from Operating Activities
 - i. Changes in net assets
 - ii. Adjustments to reconcile change in net assets to net cash provided by operating activities
 - iii. Changes in assets and liabilities
 - II. Cash Flows from Investing Activities
 - i. Investing Activities
 - III. Cash Flows from Financing Activities
 - i. Financing Activities
- Using the same filters, select a section and sub-section to view and edit the account group(s) that will appear in that section. Use the arrows to make your selections from the available account groups.
 - The 'Available' account groups depend on the user's Account Group Security settings.
 - Red text in the 'Available' list indicates that the account group has been 'Selected'.

Options | Report Sections | Output

Current Section: Investing Activities Section Label: Cash Flows from Investing Activities

Sub Section: Investing Activities Sub Section Label: Investing Activities

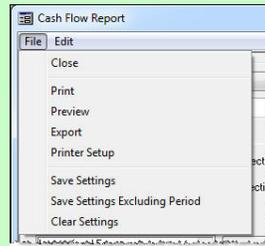
Available

- Total Expense
- Academic Exp
- Deferred Income
- Tuition
- Instructional
- General Exp
- Cash
- Investment Holdings
- Total Revenue
- Total Expense
- General Expense
- Investment Income

Selected

- Investment Income
- Investment Holdings

Tip: Once you configure the report for the first time, you can save your settings by selecting **File > Save Settings**. You also have the option to 'Save Settings Excluding Period'. Next time you open the report, the system will remember your label and account group selections.



Cash Flow Report			
System Generated: October 1, 2013 11:04 AM		The Senior Academy	
		Report from 08/01 - 08/31	
		CURRENT	LAST
Account Group		08/12	07/12
		Change (Amount)	Change (Amount)
Cash Flows from Operating Activities			
Changes in net assets:			
Technology Transportation		(\$78,867.82)	(\$274,315.81)
Total for Changes in net assets		(\$78,867.82)	(\$274,315.81)
Adjustments to reconcile change in net assets to net cash provided by operating activities:			
Peers Academics		(\$5,723.85)	(\$66,983.28)
Academics		(\$5,723.85)	(\$66,983.28)
Total for Adjustments to reconcile change in net assets to net cash provided by operating activities		(\$11,447.70)	(\$133,966.56)
Changes in assets and liabilities:			
Transportation		(\$34,557.86)	(\$449,651.20)
Cash		(\$34,557.86)	(\$449,651.20)
Total for Changes in assets and liabilities		(\$69,115.72)	(\$899,302.52)
Net Cash provided by Operating Activities		(\$159,431.34)	(\$1,307,584.89)
Cash Flows from Investing Activities:			
Investing Activities:			
Vs03 Accounts		\$1,972,879.94	\$336,468.08
All Accounts		\$1,972,879.94	\$336,468.08
Total for Investing Activities		\$3,945,759.88	\$672,936.16
Net Cash provided by (Used in) Investing Activities		\$3,945,759.88	\$672,936.16
Cash Flows from Financing Activities:			
Financing Activities:			
Financing Activities		(\$10,225.40)	(\$67,489.75)
Wholesale Financing Activities		(\$10,225.40)	(\$67,489.75)
Total for Financing Activities		(\$20,450.80)	(\$134,979.50)
Net Cash provided by Financing Activities		(\$20,450.80)	(\$134,979.50)
FINAL TOTALS:		\$3,765,877.94	(\$769,628.03)