SeniorSystems

Alumni/Development
Release Bulletin
April 2010

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About Release 91_7

This release incorporates significant enhancements and new functionality for the **Alumni/Development** application. You can now save multiple versions of report settings templates, and there is a new Template Manager where you can quickly and easily select and run a report using a particular settings template, select and run any of your custom reports, and organize and manage your templates and custom reports. Other changes include enhancements to the G/L transmittal process and accounting for stock sale gains and losses, the ability to paste a list of Constituent IDs from a spreadsheet into a Selected Individuals query, and the ability to enter birth dates for 'other' relationships in Constituent Maintenance.

As always, please contact Senior Systems Product Support if you have any questions about these new and enhanced features!

New Report Settings Templates/Template Manager

On many reports in the Alumni/Development application, where you could previously save the settings for future use, you can now save multiple configurations of report settings as named "templates". As with saved queries, these templates can be shared (public) or private, and can be managed (edited and deleted) as necessary. For public templates, you can indicate whether or not the template is editable by other users. If you are logged in as the schema owner, you can also reassign templates to different owners.

When you select a report to run, the settings will automatically default to those of the template that you have used most recently, if any (when using a template, the Template Name is displayed in the settings screen header). You can select a different template to use (if one exists), use the template as is to run the report, use it as a starting point and make changes prior to running the report, make changes and save the new version as a separate template, or close the template to return to the system default settings for the report.

There are also new tools to help you organize templates. Saved templates can be organized into folders (although report settings templates are unique to the reports for which they were created, the folder structure is shared by all users for an application). Using the **Report Template Manager**, you can find and select a template and immediately run the report with the selected settings, without needing to select the report from the Reports menu or view the report settings screen. For reports that you run frequently, or for which you run multiple variations, naming and organizing your templates allows you to customize your reporting menus around your workflow, and helps to ensure consistency in the format of the output.

New Security Keys

There is a new set of security keys (**Maintain Report Templates**) for the Alumni/Development applications to control access to this new functionality. If needed, you can separately assign the following sub-keys in this set for finer security control:

- Maintain Private Report Templates
- Maintain Public Report Templates
- Maintain Report Template Folders

By default, these security keys are provided to all users with reporting access, so you may need to review and modify user security if you want to limit these capabilities for some users.

Report Settings Templates

There are 5 new options on the File menu for report settings screens that allow you to use and manage templates:
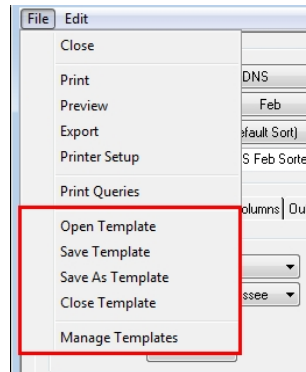
- **Open Template** - allows you to select and use a saved template from the list associated with this report. You can select from your own private saved templates, as well as any public templates. All of your report settings are immediately adjusted to match the template choices.

> **Note:** Any changes to a saved query or sort condition associated with a saved report template will automatically be reflected when the template is next used. If a query or sort condition specified in a template has been deleted since the template was saved, it will automatically be replaced in the saved template by the default query or sort condition.

- **Save Template** - after selecting a template and making changes to the report settings, this option updates and re-saves the template with the new choices.

- **Save As Template** - allows you to save the currently selected settings as a new template. You will assign a unique Template Name, and can optionally enter a description. You can designate the template as private or public, and for public templates, can indicate whether or not the template is editable by other users.

- **Close Template** - returns to the default choices for all report settings (you are prompted to confirm this action before the current selections are reset).

- **Manage Templates** - allows you to edit or delete your private saved templates, and any public templates that were originally saved by you or are designated as publicly editable, for the current report.

How To Save and Use Report Settings Templates

1. **To add a new template:**

   - Set all of the report selection parameters as you would like them to be saved, and then select **File > Save As Template**.

   - Enter a Template Name and, optionally a description. If you are the schema owner, you can select an Owner for the template from the dropdown; otherwise this field will display the current user.

   - If you want to make this a public template, check the 'Visible to Everyone (public)' box, and then, if you want the template to be publicly editable, check the 'Editable' box as well.

   - If you want to store the template in a specific folder, click on the Folder Name in the Location section of the screen. You can expand and contract the folder hierarchy by double-clicking on folder names. If you want to add, rename, delete, re-structure or re-sequence template folders, click **MANAGE FOLDERS** and follow the procedure as described in the box in step 5 below.

   - Click **OK** to save the template.

2. **To use an existing template:** Select **File > Open Template**. Click on the Template Name that you want to use and click **OK**. (You can use the filter and search options at the top of the screen if needed to locate the correct template.)

3. **To save settings changes to an existing template:** Open an existing template as described above, set or change all of the report selection parameters as you would like them to be saved, and then select **File > Save Template**.

4. **To return to the default settings for the report:** Select **File > Close Template**, and then click **OK** to confirm.

5. **To manage the templates for this report:** Select **File > Manage Templates**. Click on the Template Name that you want to work with. (You can use the filter and search options at the top of the screen if needed to locate the correct template.)

   Note: Unless you are logged in as the schema owner, you can only edit and delete private templates or public templates that you have created.

- **To edit the template**, click **EDIT**. Make any changes to the template data, and/or select a new folder for the template and then click **OK**.

 If you want to add, rename, delete, re-structure or re-sequence template folders:

- Click **MANAGE FOLDERS**. You can expand and contract the folder hierarchy by double-clicking on folder names.

- To add a new folder, click on the higher level folder in which you want to create a new sub-folder and click **NEW** (or just click **NEW** with My Template Folders selected to create a top-level folder). Type the Folder Name and click **OK**.

- To rename a folder, click on the folder and then click **RENAME**. Type the New Folder Name and click **OK**.

- To delete a folder, click on the folder, click **DELETE**, then **YES** to confirm.

- To re-sequence folders, click on a folder name and then click **MOVE UP** or **MOVE DOWN** to re-arrange.

- To adjust the folder hierarchy, click on a folder name and then click **PROMOTE** or **DEMOTE** to re-structure.

- **To delete the template**, click **DELETE**, then **YES** to confirm.

The Report Template Manager

The Report Template Manager incorporates all of your saved report settings templates and all of your custom reports into a single "reporting center", where you can quickly and easily run reports (preview, print, or export), modify template settings, and search, organize, and manage templates and folders.

> **Note:** Unless you are the schema owner, you can only view and use private templates that you have created or templates that are designated as public, and you can only modify private templates or public templates that you have created.

The Report Template Manager screen is divided into two main sections:

The left pane displays the navigation, with three List Options at the bottom to select your navigation method:

- **By Folder** displays the folder structure for report templates and custom reports. You can click on a folder to view the associated report templates in the right pane, and you can double-click on a folder to expand or contract the hierarchy.

- **By Report Name** displays an alphabetical list of report names that have templates. You can click on a report name to view all templates for the report in the right pane.

- **Search** displays a search box that you can use to search template names and descriptions for specific text. Enter your search string and click the 🔍 Search icon to view templates matching the search in the right pane.

The right pane displays the list of templates for the folder, report, or search string selected in the left pane, including the Template Name, Template Description, Report Name, Owner, run statistics, Public and Editable flags, and Folder Location. You can sort by any field by clicking on the field name; click again to reverse the sort. You can also re-size, re-arrange, hide, and lock columns as with many other tables in the Senior Systems applications.
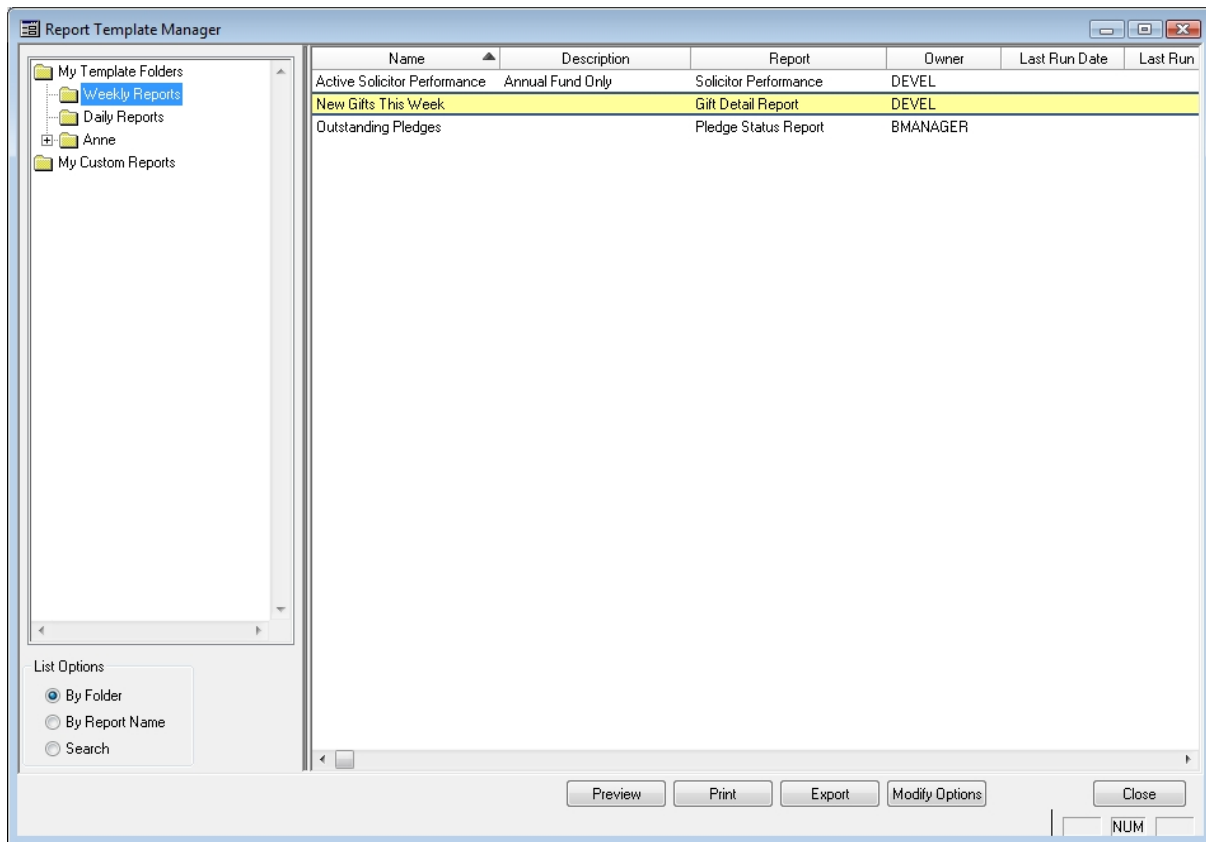
Once you have located the desired report template, click on it to select. You can then:

- Click **MODIFY OPTIONS** (or just double-click on the report template) to view and optionally change the report settings prior to running the report.

- Click **PREVIEW** to view the report on the screen (from which you can subsequently print, if desired).

- Click **PRINT** to send the report to the printer selected in the report template.

- Click **Export** to create and save an excel file with the report output.

- Click **Close** to exit.

Note: If you want to move a template to a different folder or delete a template, select it and then click **MODIFY OPTIONS**. From the report settings screen, you can then select **File > Manage Templates**, select the template, and then click **EDIT** (to change the folder location) or **DELETE** to remove it.

New Soft Credit Letters

There is a new letter type associated with gifts and pledges for the specific purpose of acknowledging and thanking (non-spousal) soft credit recipients. These work for mailings in the same manner as the existing acknowledgement and thank you letters. Once you have defined at least one soft credit letter type on the Letters tab in Administration Maintenance, you can then select a letter to be sent to a specific soft credit recipient for a gift or pledge (on the Soft Credit tab of gift details) during the entry or editing process.
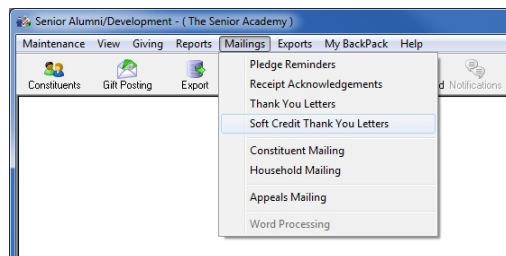
There is a new task on the Mailings menu to generate the merge file for soft credit letters and update the Print Date for the letter in the gift details. The merge file contains the same fields as a normal thank you letter, except that it includes fields related to both the donor and the soft credit recipient. As with other mailings, you will need to use your word processor to create the letter template(s) that you wish to use with the merge file, and to create the finished letters for mailing.

New Security Key

There is a new 'Soft Credit Thank You Letters' security key in the Mailing group for Alumni/Development, which must be assigned for any users who will be creating mailings for this type of letter (this key is NOT assigned by default to existing users).

To enable this new feature, use Administration Maintenance to define one or more soft credit letter types:

1. Select **Maintenance > Administration Maintenance** from the main menu in the Alumni/Development application. Then select the Letters tab, and select 'Soft Credit Letter' from the Letter Type dropdown.
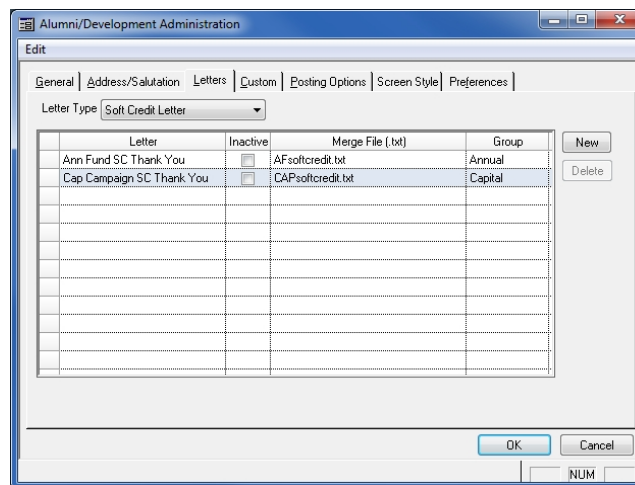
2. Click **NEW** to add a new letter type. Then enter a description and file name for the merge file, and optionally select a Group from the dropdown. Repeat this step to add as many soft credit letter types as you require, and then click OK to save changes.

To initiate a soft credit letter for a gift or pledge:

1. Select the Soft Credits tab during gift/pledge entry or editing. In the Letter field for the desired recipient, select a soft credit letter type from the dropdown.
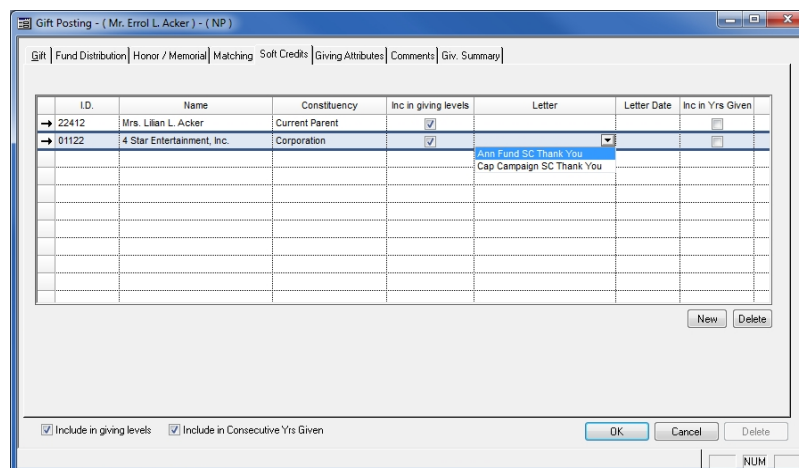
2. Save the transaction and post the batch normally to add the letter request to the queue.

To generate the merge file and create the soft credit letters:

1. Select **Mailings > Soft Credit Thank You Letters** from the main menu in the Alumni/Development application.

2. Proceed in the same fashion as you would for normal thank you letters to set format and merge file options, select one or more letters from the table, build the merge file, and create the letters, labels, and/or envelopes. When you click **UPDATE**, the Print Date from this screen will automatically update the Soft Credits tab for the gift or pledge details, as well as the Mailings tab in Constituent Maintenance for the soft credit recipient.

New G/L Account For Stock Gain/Loss

You can now specify a separate G/L account to accumulate gains and/or losses on sales of gifted stock for each fund. Previously, the gains and losses simply affected the Receipt G/L Account as specified for stock gifts, and to ensure consistency, the new G/L Account field will initially default to that value for all existing funds. If desired, you can now change this field to specify a different G/L account for each fund on the Gift (Stock) Tab for G/L Account Numbers in Fund Maintenance:

Note: The Stock Gain/Loss G/L account must be in the same G/L fund as the Stock Sales debit account.

Enhanced G/L Transmittal Function

Several related enhancements give you greater control over exactly which transactions are posted to the General Ledger during the transmittal process. There is a new flag <u>at the transaction level</u> that controls posting to G/L, and a single batch can include transactions of both types if desired. For transactions that are <u>not</u> flagged to post to G/L, you can still select at the time of transmittal (or at the time of any future transmittal) to include them, as they remain available indefinitely.

To assist in the decision and management process, the transmittal screen now displays all batches containing any transactions marked for posting, and allows you to display those individual trans-actions within each batch. From this list, you can select which batches you wish to post to G/L at this time. There is also a separate, similar screen for all batches that contain ineligible (non-post-ing) transactions, and from which you can optionally select one or more transactions and change the flag to now include them for posting.

Default Post to G/L Value By Payment Type

Code Maintenance for the Payment Types used in Gift Entry has been enhanced to include a new **Default Post to GL** field. This field sets the default value for each payment type for the 'Post To General Ledger' checkbox when a gift or payment transaction is created. For payment types that typically post to G/L, this box should be checked; for non-posting payment types, you will want to un-check this box. Regardless of the default value, this field can always be changed for individual transactions of any payment type.

> **Note:** Initially this box is checked (Post to General Ledger) for ALL payment types, since that reflects the current condition. After updating to version 91_7, you will want to review your list of Payment Types in Code Maintenance (via the System Administration application), and un-check the box for any payment types that you do not want to default to posting to G/L. Then click **OK** or **APPLY** to save your changes.

New Post to General Ledger Checkbox in Gift Entry

When you enter or edit a gift or pledge transaction in Gift Entry, there is a new **'Post to General Ledger' checkbox** in the Payment section of the screen to indicate whether or not the transaction should post to the General Ledger. The default value for this field is set based on the Payment Type selected from the dropdown (as described above).

> **Note:** Editing ability for this field when entering or editing gift details is controlled by a new **'Post To GL'** security key. Initially, this security key is NOT assigned to Alumni/Development users, so to enable the ability to edit this field, you will need to assign the Post To GL security key to the appropriate user(s).

New Transmittal Screens and Options

You now have batch and transaction level detail and enhanced control over the transmittal to G/L process, and the Transmittal Report/Update screen has been expanded to provide more information and options:

All batches which contain any transactions that are eligible to post to G/L (but have not yet been posted) are listed, along with a 'Post to GL' checkbox to select whether or not to post the batch at this time. By default, all eligible batches are selected, but you can un-check any that you do NOT wish to transmit at this time (or use the **SELECT ALL** and/or **CLEAR ALL** buttons to quickly select all or none and then modify individual checkboxes).

You can also expand or contract any batch row to view or hide the transaction detail for all eligible transactions in the batch. Note that the same batch may contain other, ineligible (non-posting) transactions that are not displayed on this screen.

> **Note:** If after reviewing the detail, you find a transaction that should NOT be posting to G/L, you must return to the Gift Detail screen for that transaction to uncheck the 'Post to General Ledger' box for the transaction, save the change, and then return again to this screen.

If you wish to view non-posting transactions (and possibly add one or more of them to the list for transmittal), click **INELIGIBLE TRANSACTIONS**. A new window displays all batches that contain any transactions that have NOT been flagged to post to G/L. The display defaults to transaction dates within the past year; you can modify the date range at the bottom of the window to filter differently. As with the Transmittal Report/Update screen, you can expand and contract batches to view the individual transactions. If you wish to now make any of the listed transactions eligible for posting, you can check the 'Post to GL' box for the transaction(s), and when you click **OK**, they will be transferred to the list on the Transmittal Report/Update screen.

Selected Individuals Query Enhancement

When creating or editing a query that uses the 'Selected Individuals' command, you can now paste a list of Constituent IDs from a spreadsheet into the Selected Individuals section of the screen, to add them to the list. This alleviates the need to find and select these records from the All Individuals section of the screen, and makes it easier to use the results of an export or other data manipulation task as the basis for a query.

You can use this new feature in addition to the ability to select individuals from the screen, and you can paste multiple times to include lists from different spreadsheets or data sets, until you have compiled the exact list that you need. After you paste in the list of Constituent IDs, the other fields (such as Name, Constituency, etc.) automatically display so you can confirm that the data is correct. Once the new individuals have been added to the list, you can also remove one or more of them in the same manner as previously (select one or more from the list and click **DELETE**).

When you paste in a new list, no records are duplicated, so if the individual is already on the list, then no change is made. If you paste one or more invalid Constituent IDs, the invalid ID displays in red, and is not saved with the query.

To use this new feature:

1. Choose to create or edit the selected individuals query as you normally do, to access the Selected Individuals screen.


2. Open the spreadsheet containing the Constituent IDs, highlight to select the desired range of cells in the Constituent ID column, and press **CTRL-C** to copy.

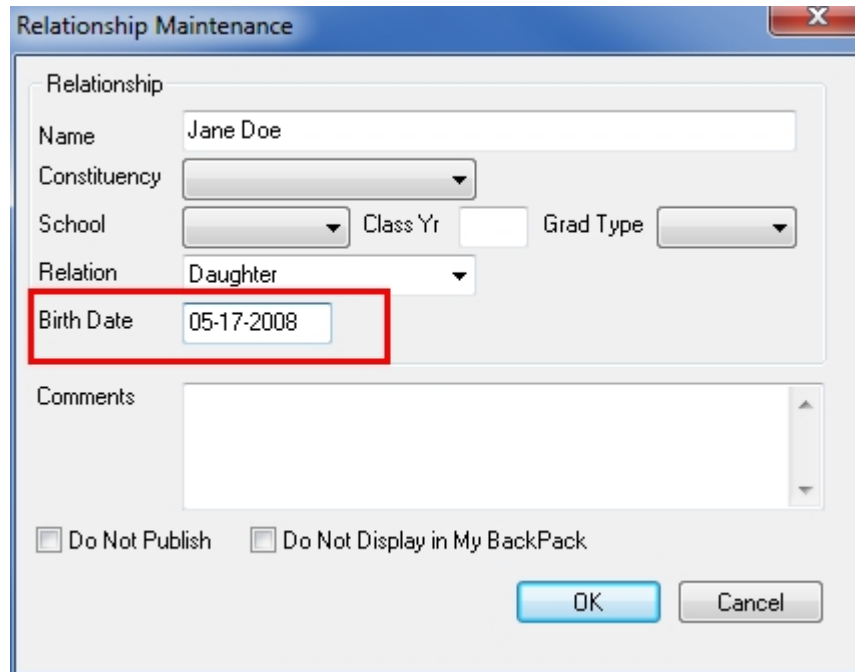3. Right-click anywhere in the Selected Individuals table and select **PASTE ID COLUMN**.
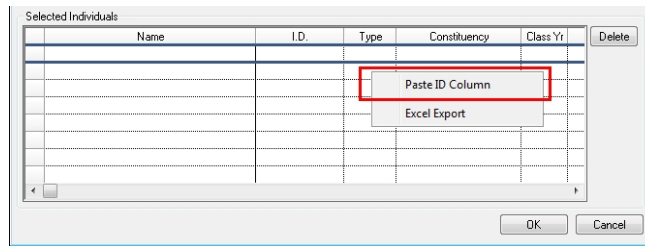
4. The list is added to any individuals already selected, and you can now paste additional IDs, delete selected rows, or continue to create/edit the query.
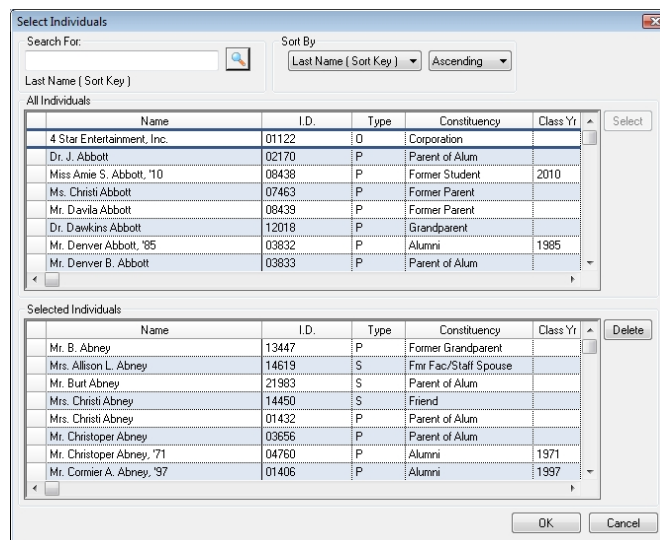
New Birth Date Field For 'Other' Relationships

You now have the ability to enter and maintain a Birth Date field for "other" (non-constituent, non-student) relationships in the Alumni/Development application. This information can be useful for sending birthday cards to siblings who do not attend your school, and/or to estimate when siblings might be old enough to be interested in applying. This field is maintained on the Relationship Maintenance screen for Other Relationships (accessed via the Relation tab in Constituent Maintenance).