


SeniorSystems

Senior Business Office System Release Bulletin

Inside

Multiple A/P Accounts	p.2
Check Number Field	p.2
Enhanced Billing Schedule Feature	p.3
Expanded Tuition Plan Drop-Down List	p.5

We have enhanced the **ACCOUNTS RECEIVABLE** and **ACCOUNTS PAYABLE** modules.

Multiple A/P Accounts

You can now define A/P, discount, and pre-paid accounts for all of your cash accounts. This gives you the ability to have multiple A/P accounts in each fund.

The fields are described on the next page of this release bulletin.

Longer Check Number Field in Cash Receipt Posting

The Check Number field in **ACCOUNTS RECEIVABLE Cash Receipts** can now hold up to fifteen characters. This enhancement is illustrated on the next page.

Improved Tuition Plan Field

The Tuition Plan field in the Account tab of Student Maintenance has been expanded and improved.

It used to hold only one character, but now it can hold more characters. In addition, it is a drop-down list, so that you can choose a tuition plan for each student without worrying about data entry errors.

Turn to page 5 for details.

Editable Billing Schedules

You can now edit the years and descriptions on Billing Schedules.

This feature was added so that you can update information or make minor corrections without needing to copy and reenter the data for a Billing Schedule.

If your school does not keep historical Billing Schedules for reference, you can simply change the values in these fields for each new fiscal year.

This enhancement is reverse-compatible; that is to say, schools who are content with the original functionality can continue with no changes to their process or use the Copy button.

If your school is interested in this change, please turn to page 3 to read more.

For schools with a large number of Billing Schedules, sorting and filtering options have been added to the search window to make it easier for you to find them. The sorting, arranging, and resizing of columns are described on page 4.

Multiple A/P Accounts

You can use the new G/L Accounts tab in **ACCOUNTS PAYABLE Administration Maintenance** to define the G/L control account numbers that should be automatically updated for specific transaction types related to each of your cash accounts.

This new layout allows you to have multiple Accounts Payable accounts, where you previously could have only one per fund.

Indicates the default G/L account information the system should use when entering invoices or checks

Cash accounts used in Cash Disbursements Posting

Default G/L account number when transactions are credited with Purchase Entry Posting or debited with Cash Disbursements Posting

Default G/L account number for discounts taken during Purchase Entry Posting

Default account for prepaid expense transactions which can be created during Purchase Entry

Default sub-ledger that can be used for prepaid transactions

Cash account description

A/P account description

Discount account description

Prepaid account description

Prepaid sub-ledger description

Default	Cash Acct No.	Accounts Payable	Discounts Taken	Prepaid Expense	Prepaid Sub-Led	Cash Acct Desc.	AP Acct Desc.	Disc Acct Desc.	Prepaid Acct Desc.	Prepaid Sub-Ledger Desc.
<input checked="" type="checkbox"/>	110110000	120110200	110110003	150110511		Checking Account -	Accounts Payable	Home Town Credit U	Prepaid Expenses	
<input type="checkbox"/>	110110001					Cash in Bank - Savin				
<input type="checkbox"/>	110110002					Home Town Credit U				
<input type="checkbox"/>	110110003									

Longer Check Number Field in Cash Receipts Posting

The Check Number field has been increased from eight to fifteen characters. You can now enter those longer check numbers without problems.

Cash Receipts Posting - (New Check)

File Edit Tools Help

Check Information

Amount: 414.53 Date: 02-09-2006 Number: 123456789012345 Bank Number: 922752685954

Distributions:

- A/R (Student)
- A/R (Family)
- Misc.

Buttons: Save, Cancel, New, Edit, Delete

I.D. / Acct. No.	Name / Acct. Desc.	Total Applied
ARG101	Jason Aristos Argonis	414.53
Distribution Total		414.53
Balance		0.00

Enhanced Billing Schedule Feature

The new Billing Schedule Maintenance search screen has been enhanced to allow you to easily manage a large number of schedules.

Billing Schedule Group Search

This screen has been enhanced so that you can sort and filter the information in the screen.

Using the options in the Display area, you can decide which schedules to view by selecting different criteria (billing year, grade/form, etc.). You can select one or more filter criteria.

You can also see more billing schedules at a time because the screen is larger.

Select the billing year of schedules to view, or select All to view schedules for all billing years

Select the grade/form to view, or select All to view schedules for all grades/forms

Select the tuition plan to view, or select All to view schedules for all tuition plans

Select the account type to view, or select All to view schedules for all account types

Select the school/division to view, or select All to view schedules for all schools/divisions

Group Name	Year	Grade	Tuit Plan	Acct Type	School
09th Gr. Monthly 2006	2006	9	Monthly	(All)	(All)
09th Gr. Tuition - 2 pymt 2006	2006	10	Semester	(All)	(All)
09th Gr. Tuition 2006	2006	9	Annual	(All)	(All)
10th Gr. Monthly 2006	2006	10	Monthly	(All)	(All)
10th Gr. Tuition - 2 pymt 2006	2006	10	Semester	(All)	(All)
10th Gr. Tuition 2006	2006	10	Annual	(All)	(All)
11th Gr. Monthly 2006	2006	11	Monthly	(All)	(All)
11th Gr. Tuition - 2 pymt 2006	2006	11	Semester	(All)	(All)
11th Gr. Tuition 2006	2006	11	Annual	(All)	(All)
12th Gr. Monthly 2006	2006	12	Monthly	(All)	(All)
12th Gr. Tuition - 2 pymt 2006	2006	11	Semester	(All)	(All)
12th Gr. Tuition 2006	2006	12	Annual	(All)	(All)
Lower School Monthly 2006	2006	All	Monthly	(All)	Lower School

Names of the billing schedules

Billing year

Grade/form

Tuition plan

Account type

School/division

New

Edit

Copy

Copy Year

Delete

Print All

Close

Copy Year

We have added a **Copy Year** button to copy multiple schedules at once, rather than one at a time. This allows you to copy all of the schedules from one year (e.g., 2006) to another year (e.g., 2007).

First, select all the rows that you want to copy. Second, click the **Copy Year** button. The From Year populates based on the selected rows.

Next, enter the billing year to which you are copying the schedules in the To Year field.



Finally, click the **OK** button. The system creates the schedules, which you can edit as needed.

Sort, Resize and Arrange Columns

You can resize and rearrange the columns in the Billing Schedule Group Search window. With this feature you can make sure that the information you often need is most accessible.

Sorting

To sort the contents of a column in ascending or descending order, click on the column heading. By default, the first click sorts that column in ascending order and a ▲ will appear next to the column label. The second click sorts the data in descending order (▼).

Group Name	Year	Grade	Tuit Plan	Acct Type	School
12th Gr. Tuition - 2 pymt 2006	2006	11	S	(All)	(All)
09th Gr. Tuition - 2 pymt 2006	2006	10	S	(All)	(All)
10th Gr. Tuition - 2 pymt 2006	2006	10	S	(All)	(All)
11th Gr. Tuition - 2 pymt 2006	2006	11	S	(All)	(All)
11th Gr. Monthly 2006	2006	11	M	(All)	(All)
12th Gr. Monthly 2006	2006	12	M	(All)	(All)
10th Gr. Monthly 2006	2006	10	M	(All)	(All)
Lower School Monthly 2006	2006	All	M	(All)	Lower School
09th Gr. Monthly 2006	2006	9	M	(All)	(All)
11th Gr. Tuition 2006	2006	11	A	(All)	(All)
10th Gr. Tuition 2006	2006	10	A	(All)	(All)
09th Gr. Tuition 2006	2006	9	A	(All)	(All)
12th Gr. Tuition 2006	2006	12	A	(All)	(All)

Resizing

To resize a column, hover the cursor over the line between columns until it looks like this: ↔. Click and drag to size the column as desired.

Group Name	Year	Grade	Tuit Plan	Acct Type	School
09th Gr. Monthly 2006	2006	9	M	(All)	(All)
09th Gr. Tuition - 2 pymt 2006	2006	10	S	(All)	(All)
09th Gr. Tuition 2006	2006	9	A	(All)	(All)
10th Gr. Monthly 2006	2006	10	M	(All)	(All)
10th Gr. Tuition - 2 pymt 2006	2006	10	S	(All)	(All)
10th Gr. Tuition 2006	2006	10	A	(All)	(All)
11th Gr. Monthly 2006	2006	11	M	(All)	(All)
11th Gr. Tuition - 2 pymt 2006	2006	11	S	(All)	(All)
11th Gr. Tuition 2006	2006	11	A	(All)	(All)
12th Gr. Monthly 2006	2006	12	M	(All)	(All)
12th Gr. Tuition - 2 pymt 2006	2006	11	S	(All)	(All)
12th Gr. Tuition 2006	2006	12	A	(All)	(All)
Lower School Monthly 2006	2006	All	M	(All)	Lower School

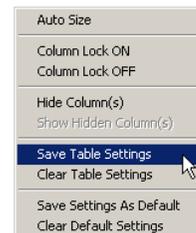
Arranging

To move a column, place the cursor at the bottom of the header until it looks like this: ☰. Press and hold the mouse button, then drag the column to the left or right—an outline will show you where the column will move—and release the mouse button to drop the column.

Group Name	Year	Grade	Tuit Plan	Acct Type	School
09th Gr. Monthly 2006	2006	9	M	(All)	(All)
09th Gr. Tuition - 2 pymt 2006	2006	10	S	(All)	(All)
09th Gr. Tuition 2006	2006	9	A	(All)	(All)
10th Gr. Monthly 2006	2006	10	M	(All)	(All)
10th Gr. Tuition - 2 pymt 2006	2006	10	S	(All)	(All)
10th Gr. Tuition 2006	2006	10	A	(All)	(All)
11th Gr. Monthly 2006	2006	11	M	(All)	(All)
11th Gr. Tuition - 2 pymt 2006	2006	11	S	(All)	(All)
11th Gr. Tuition 2006	2006	11	A	(All)	(All)
12th Gr. Monthly 2006	2006	12	M	(All)	(All)
12th Gr. Tuition - 2 pymt 2006	2006	11	S	(All)	(All)
12th Gr. Tuition 2006	2006	12	A	(All)	(All)
Lower School Monthly 2006	2006	All	M	(All)	Lower School

Saving the Settings

You can save the table settings by right-clicking on the table and selecting Save Table Settings from the popup menu.



Billing Schedule Maintenance

If users make a simple mistake when they create a billing schedule, they no longer need to start over. The basic fields are now editable (the Billing Schedule's name, year, etc.).

Billing Schedule Maintenance

Billing Schedule Maintenance

Name: 09th Gr. Monthly 2006

Billing Year: 2006 Grade: 9 Grade Type: (All) School: (All)

Board/Day: (All) Tuition Plan: Monthly Acct Type: (All) A/R Group: Student

Tuition and Fees Schedule

Billing Sched Start Month: July

Code	Description	Deferred	July	August	September	October	November	December
TUIT	Tuition	<input checked="" type="checkbox"/>	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00
DEP	Enrollment Deposit	<input checked="" type="checkbox"/>	@DEPOSIT/1	@DEPOSIT/1	@DEPOSIT/1	@DEPOSIT/1	@DEPOSIT/1	@DEPOSIT/1
FA	Financial Aid	<input checked="" type="checkbox"/>	@FINAID/10	@FINAID/10	@FINAID/10	@FINAID/10	@FINAID/10	@FINAID/10
FEES	Student Fee	<input type="checkbox"/>	125.00	0.00	0.00	0.00	0.00	0.00
ATHL	Athletic Fee	<input type="checkbox"/>	75.00	0.00	0.00	0.00	0.00	0.00
TEST	Testing Fee	<input type="checkbox"/>	25.00	0.00	0.00	0.00	0.00	0.00

Buttons: New, Delete, Search, Func., OK, Cancel, Print

Expanded Tuition Plan Drop-Down List

Before the 90_0 upgrade, the Tuition Plan was a one-character data entry field, so users had to make sure they typed a valid code for a plan. Customers requested that this be changed to be a drop-down list as well as expanded to more than one alphanumeric character.

We have added this functionality, so now your school can use more descriptive codes for tuition plans, up to fifteen characters.

Miscellaneous

Acct. Type: FA Scholar

Tuition Plan: Annual

Service Plan: Annual

Service Plan I.D.

Incidental Late Charges Tuition Refund Ins.

Tuition Late Charges Accident Ins.

To ensure that users select a valid tuition plan, they cannot enter plan codes on the fly. The A/R Tuition Plans are maintained in SYSTEM ADMINISTRATION Code Maintenance, and then users can only choose one of those.

Code Maintenance

Codes

Select a code: A/R Tuition Plans

Code	Description
	Tuition Plan
	Annual
	Biannual
	Monthly
	Semester

Buttons: New, Delete, Print, OK, Apply, Cancel, NUM

All of your school's plans that existed before the upgrade are listed in Code Maintenance. You can expand the descriptions in Code Maintenance and they will appear in all student records the next time the program is launched.