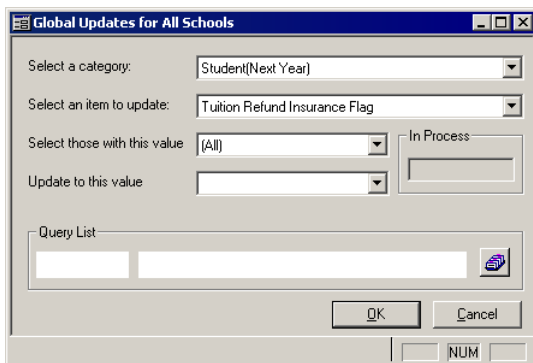# Senior Business Office System Release Bulletin

Accounts Receivable

Global Update of Next Year Tuition Refund Field

You are now able to update the tuition refund insurance flag for Next Year Student Maintenance from **SYSTEM ADMINISTRATION Global Updates**.

Student/Parent Mailing Debit Balance Mail Merge Fields

In the **Student/Parent Mailing**, the Save All Data mail merge source file now includes the debit balances: BalDebit01 through BalDebit05. They are found after the Enrollment Deposit and before Birth Country:

FIELD NUMBER	FIELD ID	FIELD DESCRIPTION
67	BalIncidental	Balance Incidental
68	BalPrepaid	Balance Prepaid
69	EnrollmentDep	Enrollment Deposit
70	BalDebit01	Debit account 1 balance
71	BalDebit02	Debit account 2 balance
72	BalDebit03	Debit account 3 balance
73	BalDebit04	Debit account 4 balance
74	BalDebit05	Debit account 5 balance
75	BirthCountry	Birth Country
76	Birthplace	Birthplace

Budget Management and Accounts Payable

Enter Credit in Purchase Request

You can now enter a purchase request product line as a credit. For example, if your state offers a credit for sales tax collected, you can enter the sales tax and credit allocations.

Step 1: Go to the Products tab

Open the **Purchasing & Receiving** menu and then select Purchase Requests (or click the **Purch Req** button).

Create a new or edit an existing purchase request. In **Purchase Request Maintenance**, select the Products tab.

Step 2: Enter the credit amount

Click the **Add** button to create a new line.

Enter the product number, description, and quantity. Skip the Unit Cost field and then, in the Total Cost field, enter the credit as a negative amount.

| Description	Quantity	Unit Cost	Total Cost	Account No.
Credit	0	0.000	-100	150220201

Credits in Purchase Orders

You can also do this in ACCOUNTS PAYABLE Purchase Orders with Products: enter a product line with a negative total amount.

General Ledger

Select Active Accounts for Custom Reports

In **GENERAL LEDGER**, the Select Accounts tab in Custom Reports now allows you to filter out inactive accounts.
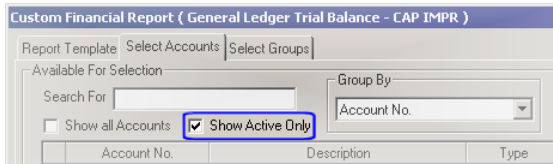
When the All Accounts checkbox is not selected and the Show Only Active checkbox is selected, the Select Accounts tab will display active accounts not yet included in the report.

When All Accounts and Active Only are both selected, only Active accounts will appear, regardless of whether they are already in the report template.

Edit Transactions in Bank Reconciliation

An enhancement has been added to allow you to edit a bank reconciliation transaction and note the amount that has been cleared for this reconciliation. You can leave a remaining balance on the transaction to be reconciled next month.

This option is only available on non-check transactions. You cannot edit a transaction that originated from a check.

Step 1: Edit the transaction

In our example, we have a payment transaction for $8303.50, but only $2000 has cleared on this statement. We need to account for the $6303.50 amount that is outstanding.
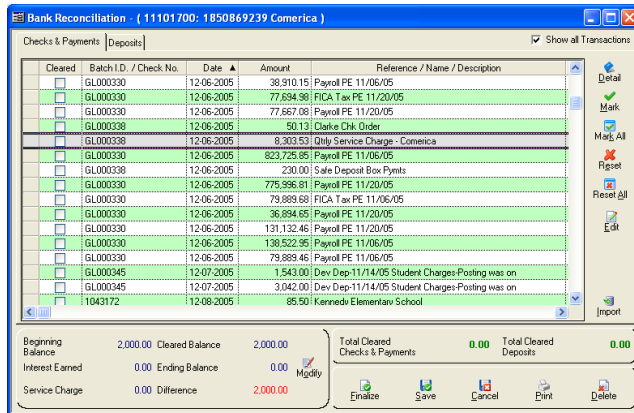
First, we highlight the row and then click the **Edit** button . The Reconcile Amount dialog box opens.

Enter the amount to clear for this bank statement

When you have transactions that were partially reconciled, you will see the previous amount in this field

The difference between the original amount and the first two fields appears in this field

The original amount of the transaction is shown here

In our example, we entered 2000 in the first field and then clicked the **OK** button.

Step 2: Amounts reduced

In our example, the transaction now appears in the Bank Reconciliation window as $2000. The row itself is labeled "MODIFIED" to indicate that the amount was changed. Using the **Edit** button, you can see the specifics.

The Difference is reduced by the reconciliation amount we entered.
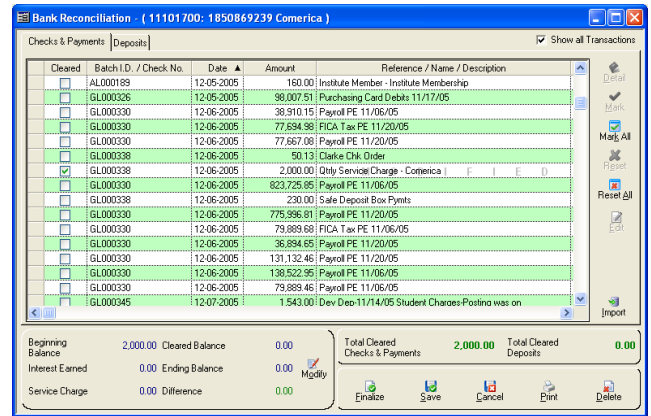
Step 3: Finalizing this reconciliation

When we finalize our reconciliation, the $2000 portion will appear on the report in the Cleared section, and the remaining $6303.50 is listed in the Uncleared section.

If, on the next reconciliation, the item were still not fully cleared, we would edit it again. Transactions can be edited multiple times until the full amount clears.