Senior Business Office System Release Bulletin

In this release bulletin, we cover the latest improvements to the **SENIOR BUSINESS OFFICE SYSTEM**.

Inside

Pre-Fill 1099 Amount

We have enhanced Recurring Purchase Entry to populate the 1099 amount for recurring invoice vendors. See page 2.

Phone Number for 1099s

In ACCOUNTS PAYABLE Administration Maintenance, we have added a field where your school can enter the telephone number to be used on 1099 forms. Turn to page 2.

P1 Telephone Number on Aged Trial Balance Report

Users are now able to include the Parent 1 Address' primary telephone number on the ACCOUNTS RECEIVABLE Aged Trial Balance Report. This will help when making collection calls. To read more and see examples, see page 2.

Queries in Billing Schedule

You are now able to use a query to include students in a billing schedule. Turn to page 3 for details.

Custom Student Comments on Statements

In addition to the statement comments that are included for all recipients, you can use queries to select certain people for targeted comments. These comments will then be saved on the student records. Read more on page 4.

Show Active Only filter in Account Search Window

You are now able to filter out inactive accounts in the GENERAL LEDGER Account Maintenance search window. Turn to page 5.

Encumbered Amounts on Audit Trail Report

You now have the option to include encumbered amounts on the GENERAL LEDGER Audit Trail Report; see page 5.

View Bank Statement and Reconciliation Report by Fiscal Period

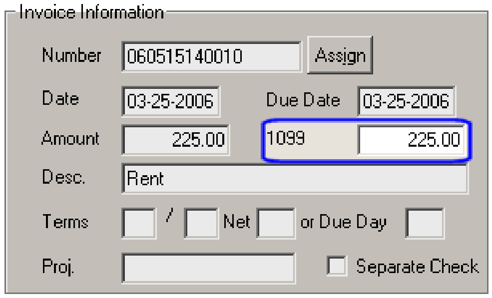
We have added a field that allows you to reconcile statements and print the report using the fiscal period. See page 5 for more information.

Accounts Payable

Pre-Fill 1099 Amount

It used to be that, when you posted a recurring invoice, you still had to enter the 1099 amount manually in the invoice. With this enhancement, the amount of the invoice automatically populates that field.

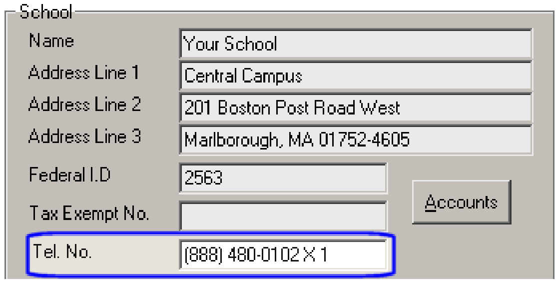
When you generate a recurring Purchase Entry batch, the 1099 vendors’ invoices will pre-fill with the amount of the recurring invoice.



School Phone Number Field in Administration Maintenance for 1099 Forms

We have added an additional address field to Administration Maintenance for schools to use for the phone number that should print on 1099 forms. (Previously, schools used the Address Line 3 field.)

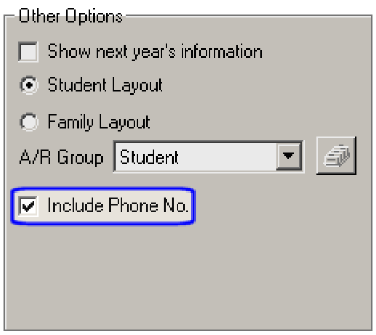
Open the Maintenance menu and then select Administration Maintenance. Enter the telephone number that should appear on 1099 forms in the Tel. No. field.

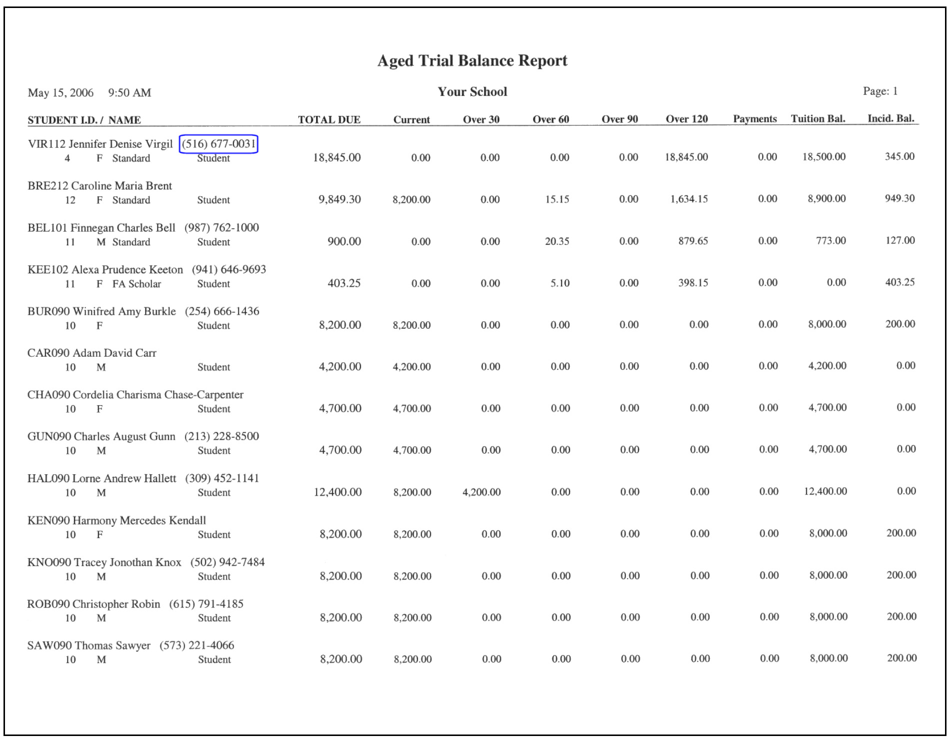


Accounts Receivable

Include Phone Number on Aged Trial Balance Report

We have added an option to print the P1 phone number on the Aged Trial Balance Report. You can use this option for either the Student or Family layout. It will be useful when making collection calls.





Aged Trial Balance Report

May 15, 2006 9:50 AM

Your School

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STUDENT I.D. / NAME	TOTAL DUE	Current	Over 30	Over 60	Over 90	Over 120	Payments	Tuition Bal.	Incid. Bal.
VIR112 Jennifer Denise Virgil (516) 677-0031 4 F Standard Student	18,845.00	0.00	0.00	0.00	0.00	18,845.00	0.00	18,500.00	345.00
BRE212 Caroline Maria Brent 12 F Standard Student	9,849.30	8,200.00	0.00	15.15	0.00	1,634.15	0.00	8,900.00	949.30
BEL101 Finnegan Charles Bell (987) 762-1000 11 M Standard Student	900.00	0.00	0.00	20.35	0.00	879.65	0.00	773.00	127.00
KEE102 Alexa Prudence Keeton (941) 646-9693 11 F FA Scholar Student	403.25	0.00	0.00	5.10	0.00	398.15	0.00	0.00	403.25
BUR090 Winifred Amy Burkle (254) 666-1436 10 F Student	8,200.00	8,200.00	0.00	0.00	0.00	0.00	0.00	8,000.00	200.00
CAR090 Adam David Carr 10 M Student	4,200.00	4,200.00	0.00	0.00	0.00	0.00	0.00	4,200.00	0.00
CHA090 Cordelia Charisma Chase-Carpenter 10 F Student	4,700.00	4,700.00	0.00	0.00	0.00	0.00	0.00	4,700.00	0.00
GUN090 Charles August Gunn (213) 228-8500 10 M Student	4,700.00	4,700.00	0.00	0.00	0.00	0.00	0.00	4,700.00	0.00
HAL090 Lorne Andrew Hallett (309) 452-1141 10 M Student	12,400.00	8,200.00	4,200.00	0.00	0.00	0.00	0.00	12,400.00	0.00
KEN090 Harmony Mercedes Kendall 10 F Student	8,200.00	8,200.00	0.00	0.00	0.00	0.00	0.00	8,000.00	200.00
KNO090 Tracey Jonothan Knox (502) 942-7484 10 M Student	8,200.00	8,200.00	0.00	0.00	0.00	0.00	0.00	8,000.00	200.00
ROB090 Christopher Robin (615) 791-4185 10 M Student	8,200.00	8,200.00	0.00	0.00	0.00	0.00	0.00	8,000.00	200.00
SAW090 Thomas Sawyer (573) 221-4066 10 M Student	8,200.00	8,200.00	0.00	0.00	0.00	0.00	0.00	8,000.00	200.00

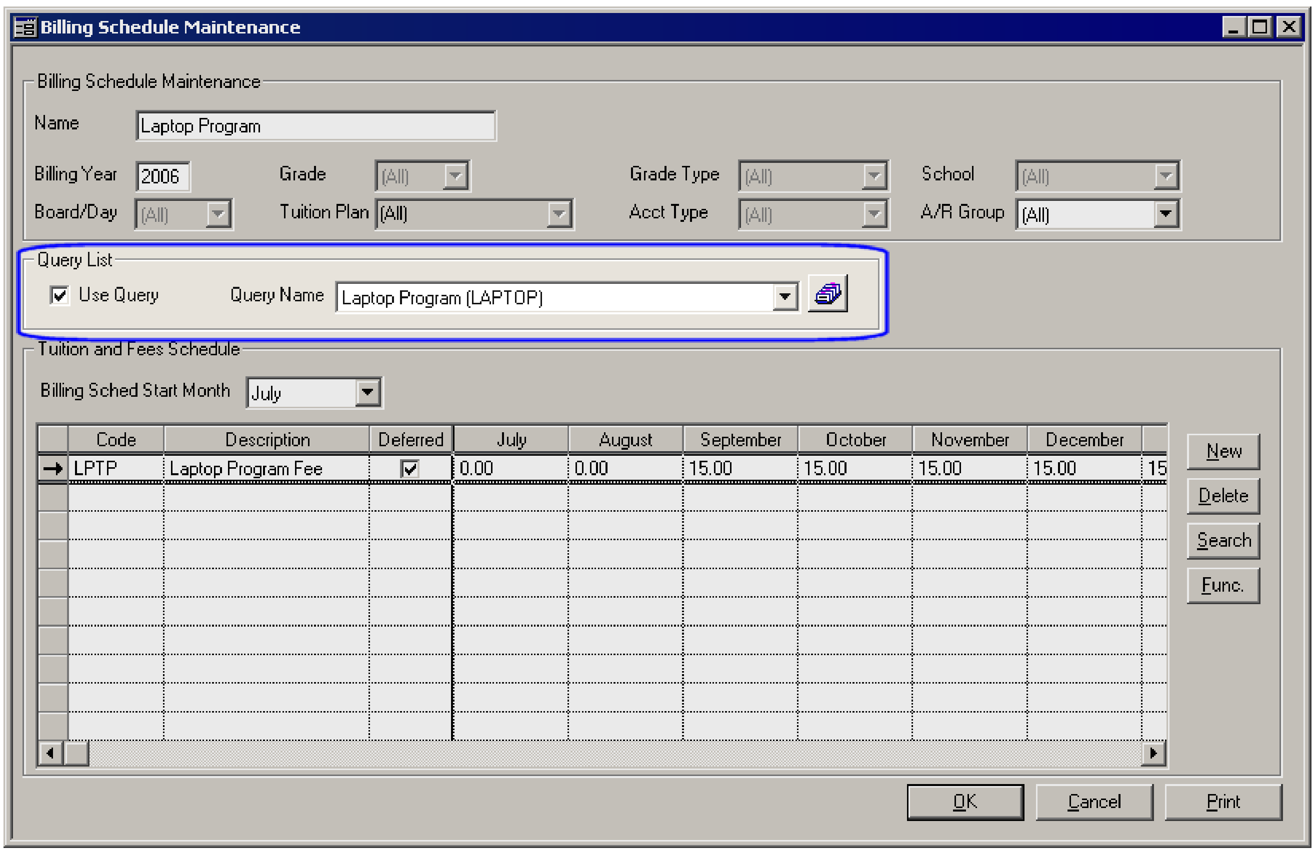
Use Queries on Billing Schedules

To give schools more flexibility in creating their billing schedules, a query has been added to Billing Schedule Maintenance. For example, you could use a custom field to determine which accounts should be billed.

If you want to use a query instead of the fields in the Billing Schedule Maintenance area, place a checkmark in the Use Query checkbox. All of the fields except for the Name, Billing Year, and A/R Group are disabled.

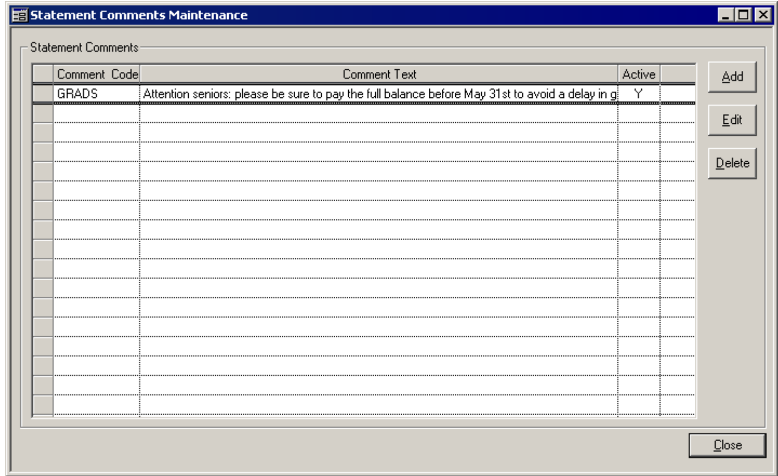
Create a new query or select an existing one. (To learn about creating your own queries, please refer to Appendix A: Building Queries in the Senior Accounts Receivable System Reference Guide.)

In our example, we are retrieving only those students who have a value in the custom field for our new laptop program. Students who are leasing a laptop through the school will be retrieved for this billing schedule.



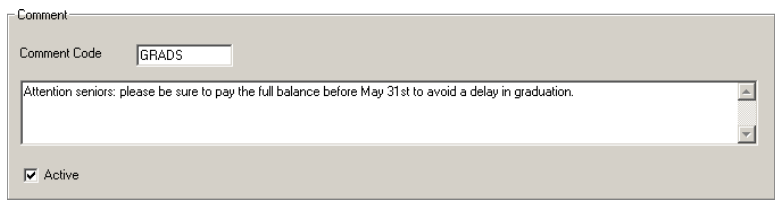
Custom Student Comments on Statements

This feature allows you to target a specific statement comment to a select group of students. For example, in March, you may want to add a statement comment just for seniors, reminding them that their outstanding balances must be paid prior to graduation.



Statement Comments List

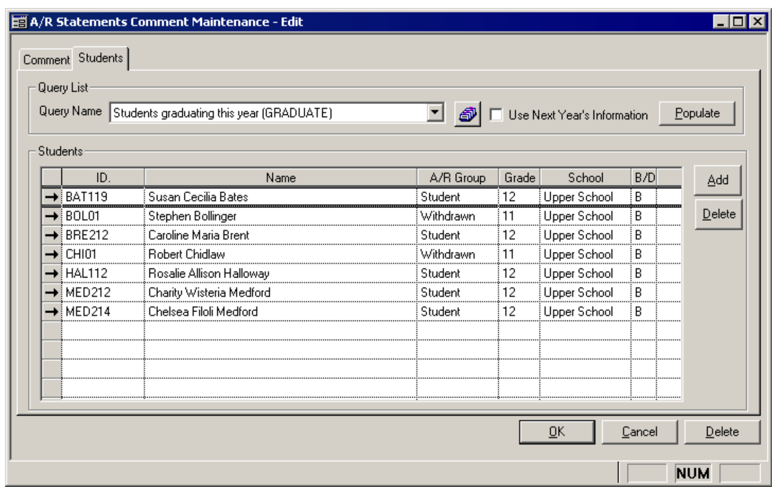
To begin, open the Reports menu and then select Statements > Statement Comments. Here you can create an inventory of reusable comments.



Statement Comments Maintenance

In the first tab, you enter an identification code for the comment and the text of the comment.

Then, in the Students tab, assign the students who should see the comment on their statements (using a query). You can assign the comment to as many or as few students as you need.



Create a new query or select an existing one and then use the **Populate** button to retrieve the students for the targeted comment.

Once a comment is assigned, you can view the comment in the Student Maintenance Comments Tab, but you cannot change it there. You can only edit comments using Comment Maintenance.

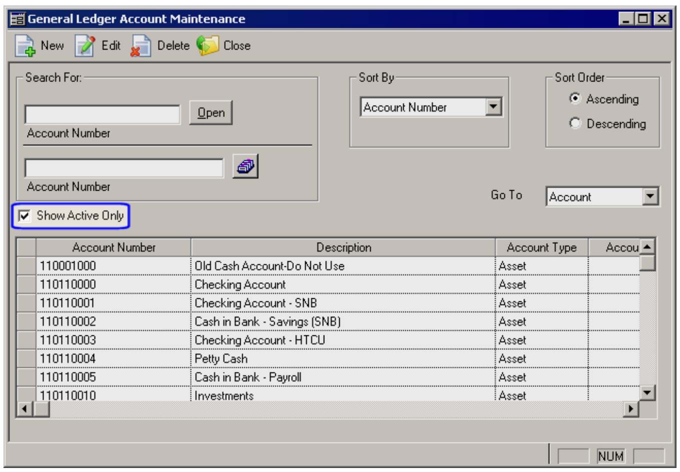
When you generate statements, this comment will print only for those students assigned. Next month, prior to your running statements, be sure to review Comment Maintenance. As needed you should alter the comment, remove the student if the comment no longer applies, or make the comment inactive.

General Ledger

Show Only Active Accounts in Account Maintenance Search Window

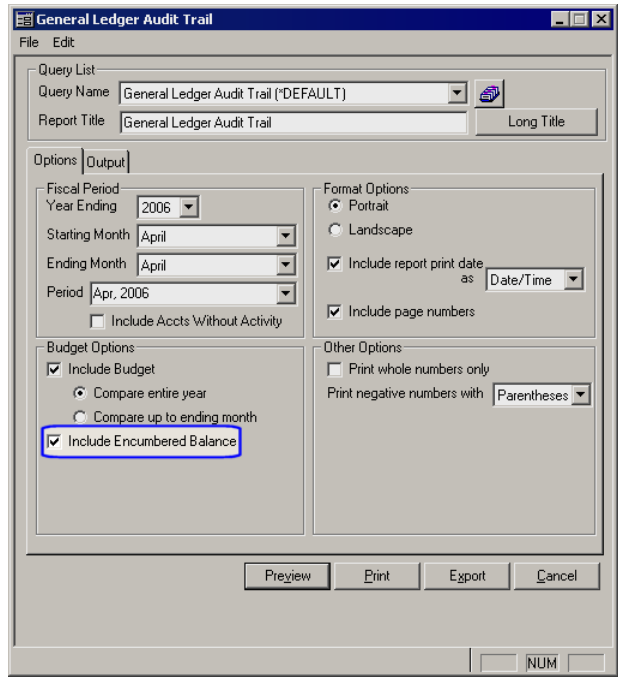
The Account Maintenance search window allows you to filter out inactive accounts. Place a ✓ in the Show Active Only checkbox to see only active G/L accounts.

You can use the Save Settings feature (see Chapter 2: System Concepts in the Senior General Ledger System Reference Guide) to save this as the default for the search.



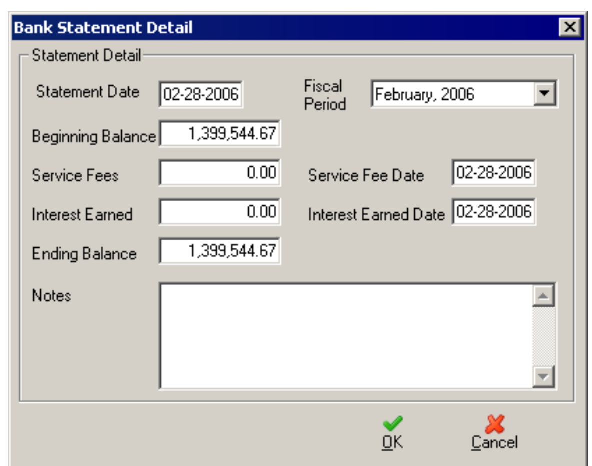
Display Encumbered Amounts on the Audit Trail Report

You now have the option to include encumbered amounts on the GENERAL LEDGER Audit Trail Report.

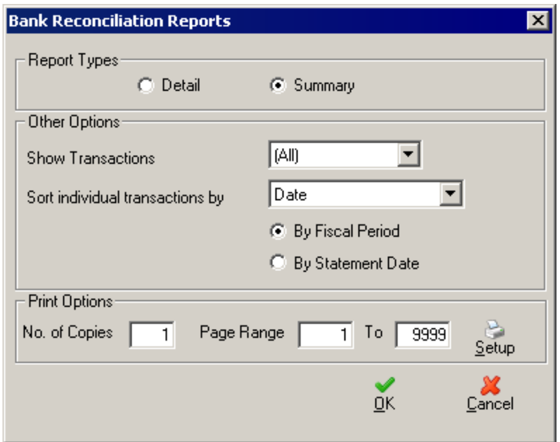


View Bank Statement and Reconciliation Report by Date or Fiscal Period

The Bank Statement Detail has been updated so that you can select a fiscal period instead of the statement date. We made this enhancement because if a school dated a check on March 2, 2006 but posted it in February, it would not be factored into the February totals (if the report was being run by the February statement date).



When you use the Print button in the Bank Reconciliation window, you will see a window where you can choose to sort the report by fiscal period or statement date. If your school occasionally posts transactions with a date that does not match the posting period, select the By Fiscal Period option.



In the Report menu, you will now find a report called "Bank Reconciliation Report - by Fiscal Period" (in addition to the original Bank Reconciliation Report).