



Senior Business Office System Release Bulletin

Inside

Vendor Change Report	p.2
Fixed Assets Walk Forward Report	p.2
My Backpack only – Merchant Card Admin	p.3
Edit G/L Posting Refer.	p.4

It is our pleasure to introduce you to the new **Enhancement** features in YOUR **BUSINESS OFFICE APPLICATIONS**.

All Applications

If your school uses the Crystal Reports product to create your own reports, you can now 'launch' those reports directly out of *Senior Systems* and from the appropriate application. For example if you have a GENERAL LEDGER specific Crystal Report it can be set up to 'launch' from the GENERAL LEDGER Reports menu. You can also now create Crystal Reports that use the *Senior Systems* query system. This option will automatically link the correct tables for your report making the initial report set-up much easier to do. Please refer to the **Crystal Reports Integration Supplement** for information on how to activate this feature.

General Ledger

The GENERAL LEDGER and BUDGET MANAGEMENT Department Activity Reports now provide the option for you to include the 'Encumbered' balance for each account printing on the report.

When you enter a batch in GENERAL LEDGER Account Posting the default description for the batch is 'General Ledger Posting'. You can change the batch description to read whatever you would like but previously that change did not appear on the print-out. That has been corrected with this release.

Accounts Payable

A Vendor Change Report has been added to the ACCOUNTS PAYABLE Reports menu. This report should be assigned to managers only and will show when new vendor have been added as well as any 'changes' to vendor names and addresses. The manager can review the 'changes' for a specific date range. Turn to page 2 for more information.

Fixed Assets

There is now an option to include the Date in Service on the Asset List Report.

A new 'Walk Forward' Report has been added to the FIXED ASSETS Reports menu. This report displays Asset value and Accumulated Depreciation totals at the start of the fiscal year, any additions or retirements that occurred during the year and the new Asset value and Accumulated Depreciation totals for the end of the fiscal year. Turn to page 2 for more information.

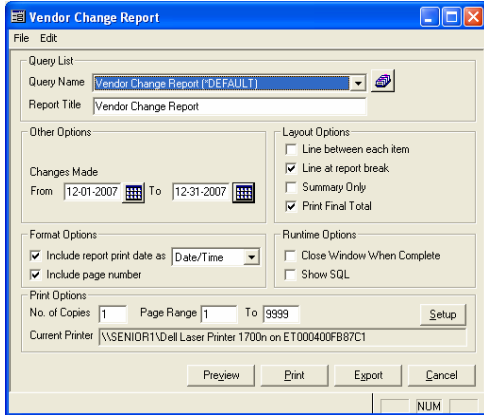
Purchase Requests

If a Purchase Request contains multiple product lines for the same item but each line has a different GL account number, the lines will merge into 1 when the Purchase Requests becomes a PO. The PO will print one line for items that contain the same product #, description and cost. The different GL numbers will appear under MULTIPLE ACCTS.

Accounts Payable

Vendor Change Report

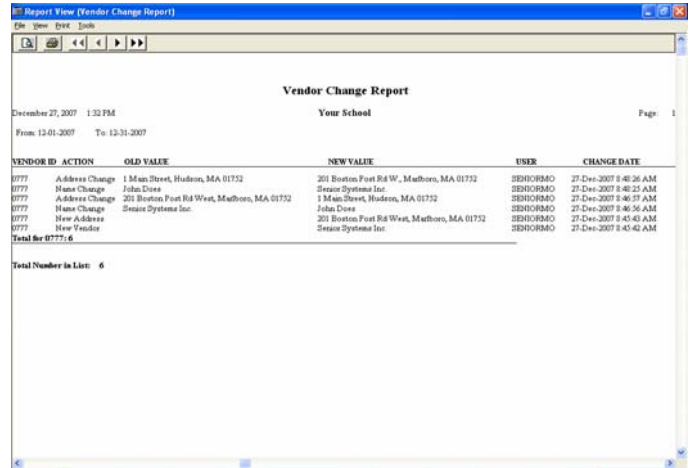
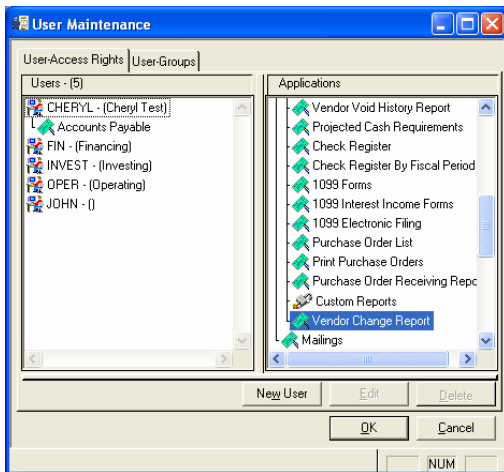
Senior Systems has added a Vendor Change Report to the ACCOUNTS PAYABLE Reports menu.



This report will display the name and address of all new vendors 'added' to the database within the date range you specify. It will also display and vendor name and address changes that have occurred to existing vendor records.

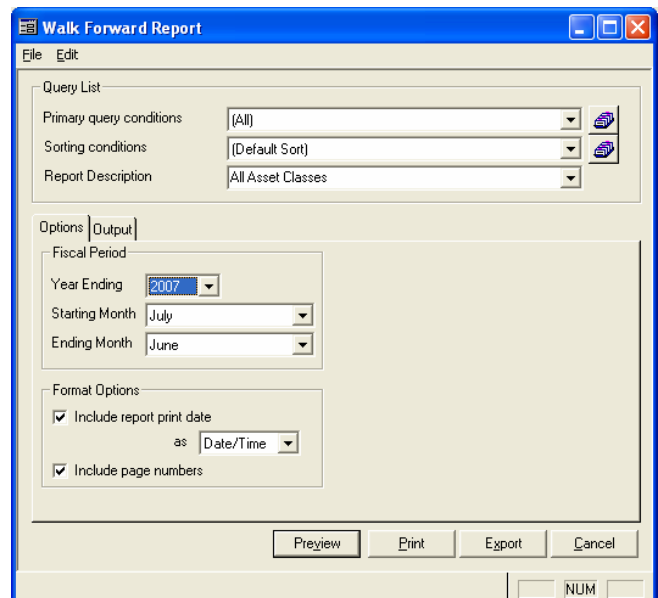
This is a report that several auditors requested we add to the system and it should only be available for the CFO, Business Manager or Controller to run. The managers should run this report monthly and review it for vendor name and address changes that appear to be 'unauthorized'.

Your Senior Systems System Administrator will need to give the appropriate manager(s) access to this menu item via the SYSTEM ADMINISTRATION application's User or Group Maintenance.



Fixed Assets

Walk Forward Report



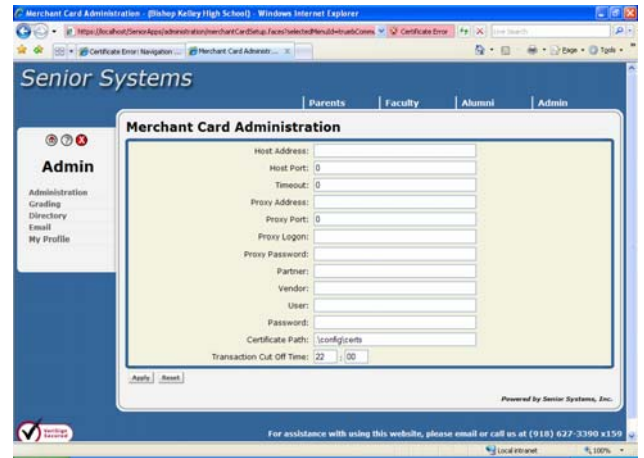
The Walk Forward Report provides information you will need for your Form 990 report. Select the fiscal year you wish to report on then the starting and ending fiscal months for that year.

The report will group by your Asset Classifications and give you the asset value and Accumulated Depreciation totals for the start of that fiscal year, the additions and retirements that occurred during the year and then the new

asset value and Accumulated Depreciation totals for the end of the year.

Note the space for your EIN# to print. If this is blank, then you need to fill in your school's Federal I.D. in ACCOUNTS PAYABLE, Administration Maintenance.

Walk Forward Report					
Your School					
EIN#					
Year Ended 06/30/2007					
Form 990 Page 2 Part II Line 42					
Form 990 Page 3 Part IV Line 57a and 57b					
	07/01/2006	Additions	Retirements	06/30/2007	Depreciation
Furniture & Equipment	204,539.11	9,501.70	(5,566.79)	208,474.02	32,489.82
Technology Equipment	296,601.57	11,383.90	(37,434.44)	270,551.03	26,096.94
Land & Land Improve	573,420.67	1,934.00	0.00	575,354.67	32,738.08
Buildings & Improve	3,304,147.15	19,290.99	(779.30)	3,402,658.84	153,630.02
Total	4,408,738.50	42,110.59	(43,780.73)	4,407,068.36	1,786,562.73



In order to determine the correct cut-off time to enter please refer to the chart below:

Processing Platform	Settlement Time Cutoff
American Express	7PM Pacific Time
FDMS Nashville	9PM Pacific Time
FDMS South	4PM Pacific Time
Global Payments East	10PM Pacific Time
NDCE	10PM Pacific Time
Nova	7PM Pacific Time
Paymentech Salem	3PM Pacific Time
Paymentech Tampa	7PM Pacific Time
Vital	8PM Pacific Time

My Backpack Users Only - Merchant Card Administration

A Transaction cutoff time has been added to this My Backpack setup screen to assist in creating online payment batches that will closer match the dates the transactions appear on your bank statement.

For example if one parent submits an online application fee at 9:35PM and another submits a fee at 10:05PM, both these fees will appear in 1 Senior Systems Cash Receipts batch. Your credit card processing company might use 10:00PM as their daily cutoff time which means these 2 transactions will appear separately on your bank statement with 2 different dates, yet in Senior Systems, they will post as 1 with 1 date.

If you enter your merchant card processor's cutoff time here, then in the above mentioned scenario, the 9:35PM transaction will post to one batch and the 10:05PM transaction will start a new batch for the next day. This should make reconciling these transactions a little easier.

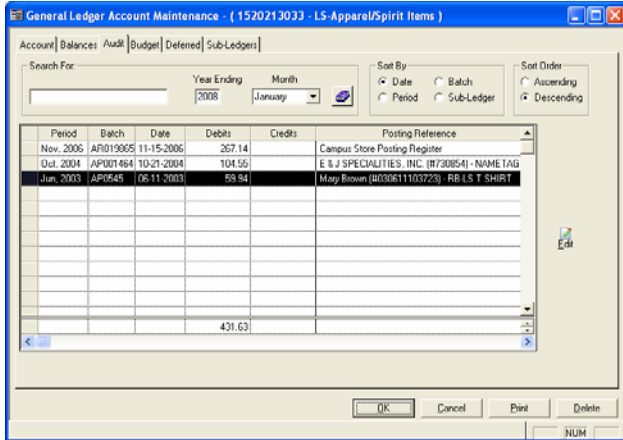
To set the transaction cut-off time you must log into My Backpack as the Administrator and open Merchant Card Administration:

Since all these times are Pacific time you need to translate the listed time to your time zone. For example if your school uses 'Vital' and your are located in the Central time zone, your daily transactions actually cutoff at 10PM. 10PM should then be translated to military time and entered into the *Senior Systems* fields as 22 00. If your time zone calculates to a midnight cutoff then you need to enter hour 23 and minutes 60, it will not accept 24 00.

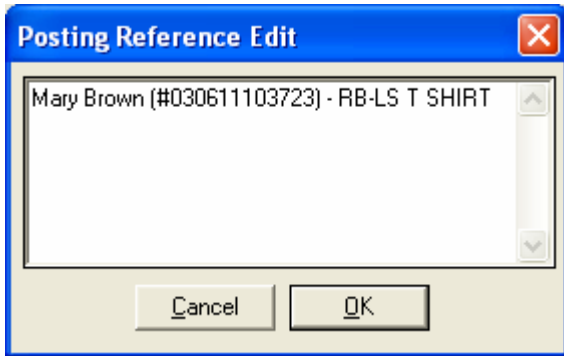
General Ledger

Edit Audit Trail Posting Reference

You can now edit the audit trail posting reference on any posted batch in GENERAL LEDGER. Go into G/L Account Maintenance, select your account and select the Audit tab. Find the transaction posting reference you wish to change. Click on the row and an EDIT button appears on the right.

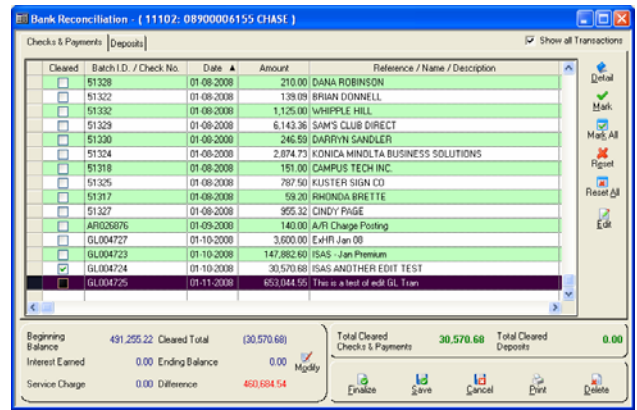


Select the EDIT button and a window pops up that allows you to change the posting reference.



Changing the posting reference only affects the General Ledger transaction. If you end the posting reference on a batch that came over from ACCOUNTS PAYABLE or ACCOUNTS RECEIVABLE, it will not alter the transaction description in the subsidiary applications.

This feature will also be useful in Bank Reconciliation. You can alter the posting reference in Bank Reconciliation as well and upon 'Save' the new reference will update back to the Audit tab.



Highlight the row in Bank Reconciliation and select the EDIT button. In the pop-up window, overwrite the posting reference with your new description.