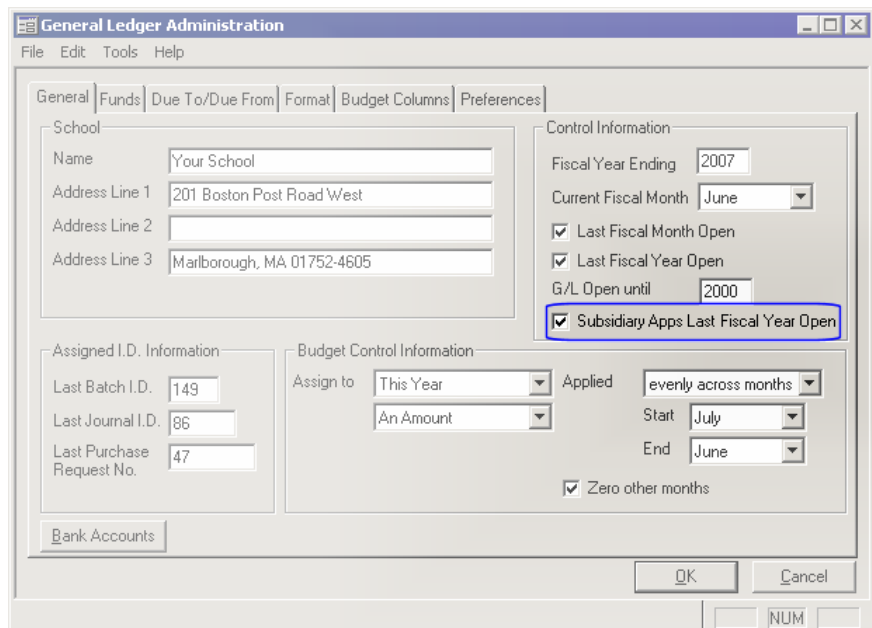# Senior Business Office System Release Bulletin

In this newsletter, we present the enhancements made to the **SENIOR BUSINESS OFFICE SYSTEM** for May 2007.

Post to Last Year from Accounts Payable and Accounts Receivable

Schools that need to be able to post **ACCOUNTS PAYABLE** and **ACCOUNTS RECEIVABLE** transactions to the previous fiscal year (for auditing purposes) can enable that by placing a checkmark in the new checkbox in **GENERAL LEDGER** Administration Maintenance.

The posting features that would then allow users to post to the previous fiscal year (if open) are: Cash Receipts, EFT Posting, Debit Posting, Charge Posting, Refund Posting, Cash Disbursements, Hand Checks/Bank Drafts, and Void Check Posting.
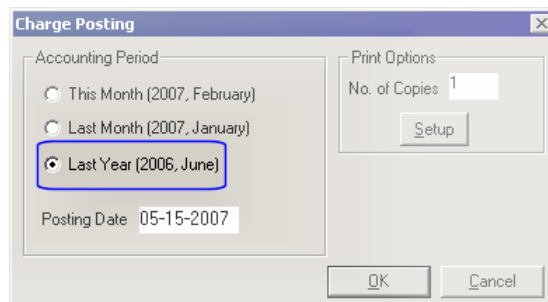
Accounts Receivable

Hide Correction Transactions

In the Student Maintenance Charges and Debit tabs, there is a new checkbox called "Hide." This allows your office to keep parents from seeing correction or offsetting transactions on statements, allowing you to hide transactions posted in error.

Please note that the hidden transactions must total zero and cannot have appeared on a statement. If you try to save the student record when the charges and credits do not balance, the system will remind you. You cannot select transactions that have appeared on a statement.

Use this checkbox to hide transactions

Use this checkbox to show only the charges/ credits that have not appeared on statements

Student Charges Report

When you choose to print the Student Charges and/or Debit Charges report from Student Maintenance, you can choose whether to exclude hidden transactions.

Student Statement

When you print the statement for the student with hidden charges, those charges do not appear. Remember that you cannot hide or unhide transactions after the statements have been updated, so be sure that the options are set correctly before proceeding.

Hide Batch Corrections

There is a new feature in the **Posting** menu called **Hide Batch Corrections**. Select this item to hide all transactions for all students in two offsetting batches. For example, if we posted a batch of tuition charges before realizing that we used last year's numbers by mistake, we could create a "reversing" batch in **ACCOUNTS RECEIVABLE** and then hide all of the transactions in both batches.

Use this feature when you correct an entire batch of transactions with another batch. Follow the procedure below to hide batches of transactions.

1. Open the **Posting** menu and then select **Hide Batch Corrections**.

2. In the Batch field, enter the ID of the original or correcting batch of transactions.

3. The system will search batches that have the same students as the original batch and checks that those students have transactions which offset the amounts from the original batch. Batches meeting these criteria are listed in the Offset Batch drop-down list.

4. Select the correction batch.

5. Click the **Hide on Statement** button. The transactions will be hidden for all students as described in the previous sections.

Remember that you can only hide transactions that have not appeared on a statement.

Deactivate Addresses from Address Tab in Student Maintenance

There is a new button in the **Student Maintenance** Address tab: **Deactivate/ Activate**. Before this update, you had to edit a record to remove the checkmark from the Active checkbox (or vice versa). Now you can simply select the address in the table and then click this new button. The system will automatically make the change. You can see inactive checkboxes by removing the checkmark from the Active Only checkbox.

Place a ✓ in this checkbox to view only Active addresses. Without a ✓, the table displays active and inactive addresses.

To deactivate an active address, highlight the address and then click this button. You can also reactivate addresses by highlighting an inactive address and then clicking the Activate button.

The Misc area shows Constituent IDs if the address record is linked to a record in ALUMNI/ DEVELOPMENT

Swap E-Mail Address Positions in Address Maintenance

There is a new button in the **Address Maintenance** Address tab: Swap E-Mails.

This feature was added because sometimes when you link to a record from Constituent Maintenance in ALUMNI/DEVELOPMENT some of the information may not appear the way you want. Rather than moving the address manually, you can simply click the **Swap E-Mails** button.

In our example, Adria's e-mail address is in the Name 1 position because she is the alumna and therefore the primary constituent, so her information is stored in the name 1 position in Constituent Maintenance. In ACCOUNTS RECEIVABLE, however, we want to display her e-mail address in the Mother/Name 2 field.

Accounts Payable

Post Unpaid Invoice Corrections/Deletions to Another Period

For auditing reasons, we have enhanced the Unpaid Invoice Corrections feature so that you can correct and delete unpaid invoices from the previous year and choose to post the correction to the current or previous year. (Prior to this enhancement, corrections and deletions posted to the prior year, even if it was closed.) Invoices posted to the current year and corrected or deleted in the current year will still only reverse out of the original posting period.

To learn more about using this feature, see Chapter 4: Purchase Order and Invoice Processing in the Accounts Payable reference guide.

General Ledger

Export to Excel

Using the **Export** button, you can save Custom **GENERAL LEDGER** reports as Excel files, retaining the format, columns, and fields established in the report.

When you click the **Export** button, the Save Export File dialog opens. Select the file type from the Save As Type drop-down list. (You can also change the location and File Name if you want.)

Sample custom Balance Sheet printed from GENERAL LEDGER

Sample report as exported to MS Excel