



Senior Business Office System Release Bulletin

In this release bulletin, we introduce you to the latest enhancements to several modules of the **SENIOR BUSINESS OFFICE SYSTEM**.

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Accounts Receivable

Grant Parent Account Access

Schools using the MY BACKPACK Student/Parent Community can grant access to parents so that they can view their account information online. You can even allow your parents to receive an electronic statement rather than (or in addition to) a printed one.

If your school has the Student/Parent Community in MY BACKPACK, you can schedule a demo of this feature and learn more about what you will need to do to implement it. Contact Chad Hildal (888.480.0102 x349) to arrange a WebEx demonstration.

Account Summary

Student: Student Account:

My Tuition & Charges

[View My Account Details](#)
[View Statements](#)

| | |
|----------|------------|
| Past Due | Total Due |
| \$0.00 | \$9,180.00 |

| | | | | |
|------------|------------|-----------------|----------------------------|----------------------------------|
| Tuition | Incidental | Prepaid Balance | Enrollment Deposit Balance | Enrollment Other Deposit Balance |
| \$9,180.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

My Debit Accounts

Balance

| | | | |
|-------------------|-----------|---|---------------------------------|
| Debit Account | \$60.50 | View My Account Details | View Statements |
| Debit account two | (\$50.00) | View My Account Details | View Statements |

If you have questions, please e-mail us at embarlow@yourschool.edu

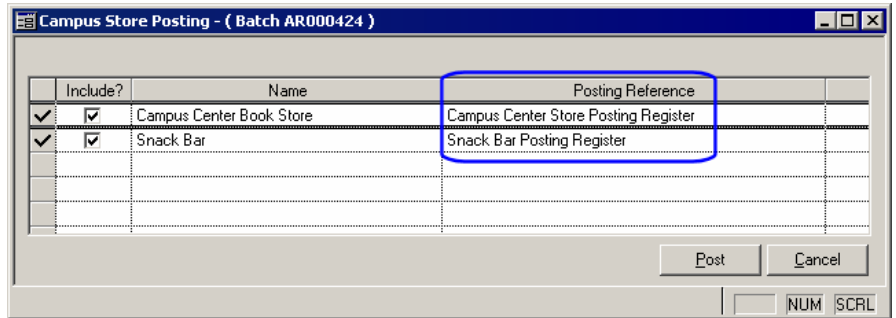
[Printable version](#)

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Change Campus Store Posting Reference

We have enhanced the ACCOUNTS RECEIVABLE Campus Store Posting feature. Schools using CAMPUS STORE for multiple locations can change the posting reference so that they can track what transactions came from which locations.

When the ACCOUNTS RECEIVABLE user opens the **Posting** menu and selects Campus Store > Posting, the Campus Store Posting window opens. There is a new column, Posting Reference, where the user can enter a custom posting reference.



Once the transactions are posted to student accounts, the location posting references default to what users entered in this window so that they do not need to enter them again.

These references are used in the GENERAL LEDGER Audit Trail and Detail General Ledger Reports. The location names have also been added to the ACCOUNTS RECEIVABLE Campus Store Posting Register.

View Summer School Divisions on Transaction Register

When you use Summer School Posting, the transaction register now includes the names of the divisions if you choose to print that report.

| Summer School Posting Register | | | |
|---------------------------------------|---|------------------|--|
| August 15, 2007 1:24 PM | <div style="border: 1px solid blue; padding: 2px; display: inline-block;"> Summer School Your School </div> | Page: 1 | |
| POSTING DATE: August 15, 2007 | PERIOD: Sep, 2004 | BATCH: AR000390 | |
| USER NAME: DOCBSB | | | |
| GENERAL LEDGER POSTING | | | |
| ACCOUNT NO. / DESCRIPTION | DEBIT | CREDIT | |
| 140111400 A/R - Tuition | 13,216.25 | | |
| 140557400 Summer Athletic Camp Income | 44.45 | | |
| 120110200 Accounts Payable | | 4,071.25 | |
| 140111406 Incidentals | | 1,245.00 | |
| 140117400 A/R Summer Tuition | | 7,944.45 | |
| POSTING TOTALS: | 13,260.70 | 13,260.70 | |

Include Other Telephone Numbers on Student List

The Student List in ACCOUNTS RECEIVABLE now has a checkbox that allows you to include the four additional telephone numbers on the report.

The additional telephone numbers are listed under all of the other numbers associated with the address (primary, work, and fax).

| Student List by Grade | | | | |
|-------------------------|--|--|---|-------------------------|
| August 7, 2007 12:44 PM | | Your School | | Page: 1 |
| STUDENT I.D. | NAME AND ADDRESS | TEL. NO. FATHER WORK MOTHER WORK FAX NO. OTHER TEL. | A/R GROUP ACCOUNT TYPE E-MAIL E-MAIL2 | CLASS / GRADE GENDER |
| BRE212 | Caroline Maria Brent Mr. and Mrs. Dustin Brent 638 Adams Road Quincy, MA 02169 | (617) 824-8500 (617) 727-1806 | Student Standard | 2007 4 F |
| KEE102 | Alexa Prudence Keeton Mr. and Mrs. Nicholas A. Keeton 1831 Salem Rd. Lakeland, FL 33801-2549 | (941) 646-9693 U (941) 682-8800 (941) 682-0088 (941) 646-8862 | Student FA Scholar nicholask@aol.com malloryk@aol.com | 2006 4 F |
| Total for : 2 | | | | |
| MIC101 | Hermione Daphne Michaelidis Mr. and Dr. Troy P. Michaelidis 530 South State Street Ann Arbor, MI 48109 USA | (734) 622-8233 (734) 668-2445 | Student adriam@aol.com troym@aol.com | 2014 4 1 F |
| Total for 4: 1 | | | | |
| VIR112 | Jennifer Denise Virgil Mrs. Deborah A. Virgil 8 Cold Spring Road Syosset, NY 11791 USA | (516) 677-0031 (516) 677-0301 (516) 687-0331 (516) 678-3001 (516) 687-3010 | Student Standard Virgill123@aol.com DebbyV@aol.com Cellular Pager Mother Cell | 2012 5 1 F |
| Total for 5: 1 | | | | |
| STU104 | Ackerley Stuart, Jr. Mrs. Elaine Stuart CT | (508) 480-0101 | Student | 2007 7 2 M |
| Total for 7: 1 | | | | |

Budget Management

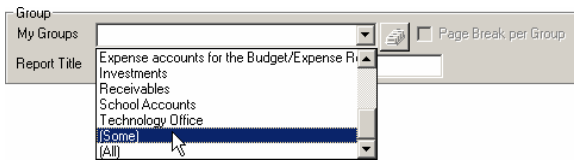
Pick Some Budget Groups

In BUDGET MANAGEMENT, you can now choose to display Some budget groups (as well as one or all) in some screens and reports.

We have added this feature to the My Accounts and Budget Entry windows as well as the Budget Worksheet, Account List, Account Detail Report, and Department Activity Report.

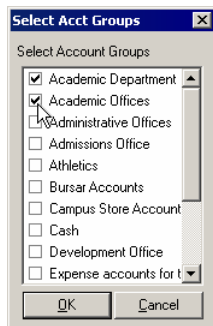
Selecting Account Groups in Budget Management Reports


To use the Some feature in reports, first select Some from the My Groups drop-down list.



When you select Some, the **Select Acct Groups** dialog opens. Place ✓'s in the checkbox of each account group you want to include.

Click the **OK** button when you have selected all the groups you want.

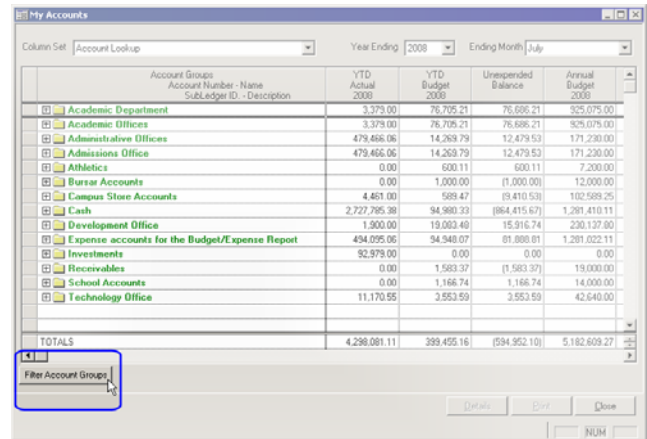


Later, you can use the **Search** button  to reopen the Select Acct Groups dialog to change the groups.



Choosing Groups in My Accounts Window

To select account groups in the **My Accounts** or **Budget Entry** window, click the **Filter Account Groups** button. The same **Select Acct Groups** dialog opens.



Campus Store

Make Notes about SKU and Vendor

CAMPUS STORE users can enter notes with the SKU/vendor combinations on the SKU Tab in Product Maintenance.

| Vendor I.D. | Vendor Name | SKU | Notes |
|-------------|------------------------------------|--------|---|
| ✓ SPLYART | Art Supplies - Beauchamps and Char | 235561 | This is a note. A what? A note. Oh, a note! |
| | | | |
| | | | |