

In this release bulletin, the latest enhancements to several modules of the **SENIOR BUSINESS OFFICE** are described.

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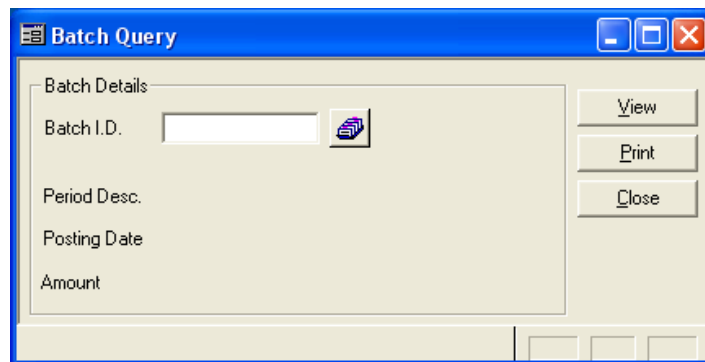
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## Fixed Assets

### View Batches from Fixed Assets

A new **Batch Query** window is available for **Fixed Assets**. By searching on the **Batch ID**, you can pull up a reprint of the **Fixed Assets** Depreciation Asset List that prints out when the school does their monthly depreciation.

When you select **View > Batches**, the **Batch Query** window appears.



Use the **Search** button to find the required batch I.D., and then select **View**. The batch is displayed as follows:

Report View (Depreciation Asset List)

File View Print Tools

August 11, 2008 10:50 AM

Your School

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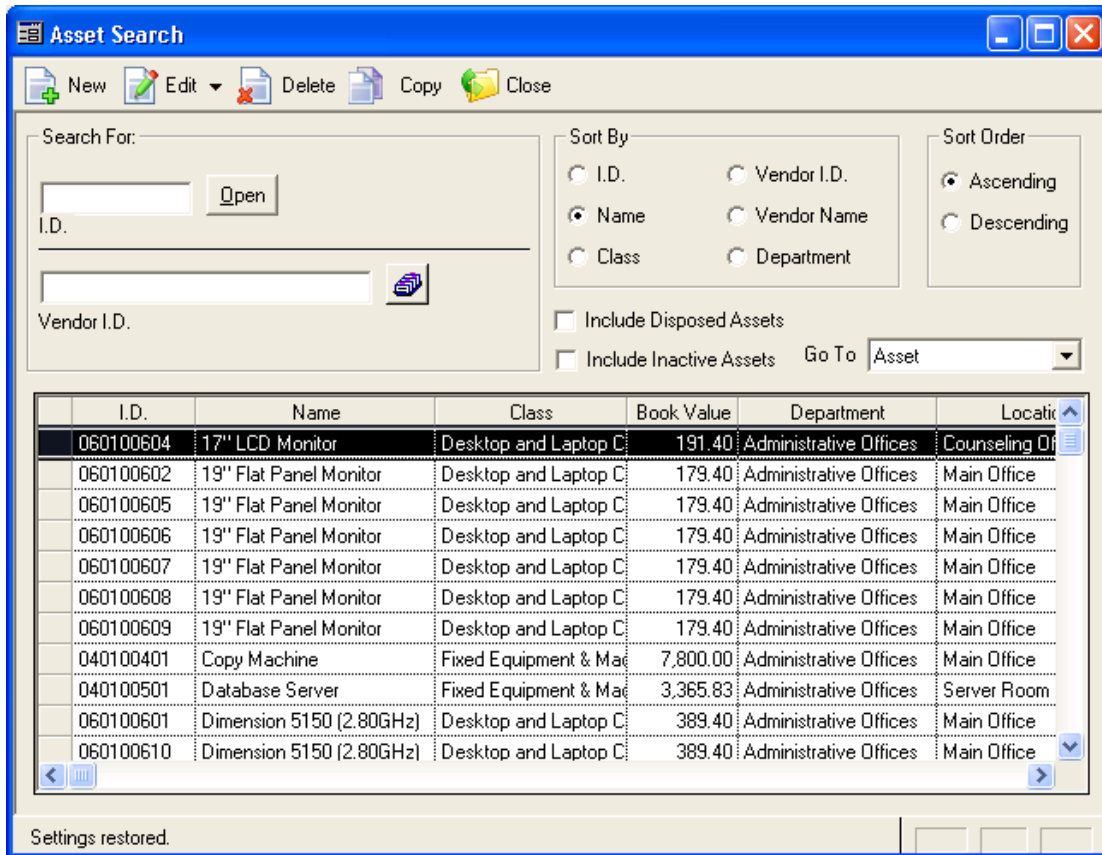
Fixed Assets Batch View

BATCH ID: FX000034

LD. / NAME	CLASS	DATE IN SERVICE	DEPRECIATION BASIS	DEPR. THIS RUN	BOOK VALUE	ACCUM. DEPR.	
070001	Top Dresser	1655 - Equipment	06/15/2007	\$9,995.00	\$555.28	\$6,385.68	\$3,609.32
060001	Light Tower Relocation	1655 - Equipment	06/30/2006	\$3,880.00	\$215.54	\$1,185.57	\$2,694.43
060002	Bus	1655 - Equipment	08/14/2006	\$50,530.00	\$1,667.32	\$30,428.59	\$20,101.41
070002	Cafeteria Equipment	1631 - Cafeteria	06/14/2007	\$29,076.00	\$1,592.96	\$18,319.24	\$10,756.76
070003	Cafeteria Equipment	1631 - Cafeteria	05/24/2007	\$11,250.00	\$625.00	\$6,875.00	\$4,375.00
070004	Cafeteria Equipment	1631 - Cafeteria	05/24/2007	\$26,134.99	\$1,451.94	\$15,971.40	\$10,163.59
070005	Nikon D200 camera	1655 - Equipment	04/19/2007	\$2,562.70	\$144.48	\$1,481.12	\$1,081.58
060003	Items for Projector in GI	1655 - Equipment	12/31/2006	\$4,663.72	\$259.08	\$2,202.33	\$2,461.39
060004	Projector in Globe	1655 - Equipment	12/31/2006	\$3,449.95	\$191.66	\$1,629.16	\$1,820.79
060005	Eleptical machine	1655 - Equipment	09/02/2006	\$2,499.99	\$133.74	\$936.22	\$1,563.77
060006	John Deere Mower	1655 - Equipment	08/31/2006	\$2,567.00	\$142.60	\$926.98	\$1,640.02
060007	Harrison Alarm	1655 - Equipment	08/23/2006	\$28,170.00	\$1,565.00	\$10,172.50	\$17,997.50
070006	Latitude D620 Laptop	1664 - Computer Eq	06/30/2007	\$29,660.16	\$1,647.78	\$18,949.56	\$10,710.60
070007	Laptop for Head of Scho	1664 - Computer Eq	06/30/2007	\$2,331.96	\$129.54	\$1,489.88	\$842.08
070008	Latitude D620 Laptop	1664 - Computer Eq	06/30/2007	\$7,415.04	\$411.94	\$4,737.40	\$2,677.64
070009	Precision 390 Mini Tow	1664 - Computer Eq	06/30/2007	\$2,295.61	\$127.52	\$1,466.66	\$828.95
070010	Precision Computer	1664 - Computer Eq	06/30/2007	\$5,019.20	\$278.84	\$3,206.72	\$1,812.48
070011	16 Port Keyboard/Video	1664 - Computer Eq	06/30/2007	\$1,851.10	\$102.84	\$1,182.64	\$668.46
070012	Precision 490 Mini Tow	1664 - Computer Eq	06/30/2007	\$4,012.51	\$222.90	\$2,563.57	\$1,448.94
070013	Optiplex 740 Computer	1664 - Computer Eq	06/27/2007	\$1,304.75	\$72.48	\$833.60	\$471.15
070014	Optiplex 740 Mini Towe	1664 - Computer Eq	06/27/2007	\$2,730.64	\$151.70	\$1,744.59	\$986.05
070015	Optiplex 740 Computer	1664 - Computer Eq	06/27/2007	\$52,419.36	\$2,912.18	\$33,490.16	\$18,929.20
070016	Virtual CD School Licen	1664 - Computer Eq	06/27/2007	\$1,439.73	\$79.98	\$919.84	\$519.89
070017	Optiplex 740 Computer	1664 - Computer Eq	06/27/2007	\$18,565.19	\$1,031.40	\$11,861.09	\$6,704.10
070018	Server	1664 - Computer Eq	06/27/2007	\$3,204.66	\$178.02	\$2,047.44	\$1,157.22
070019	Phone System	1664 - Computer Eq	06/21/2007	\$202,561.72	\$11,253.44	\$129,414.42	\$73,147.30
070020	Summer School Module	1664 - Computer Eq	06/21/2007	\$8,000.00	\$444.44	\$5,111.12	\$2,888.88

## New Sort Options Added to Asset Search Windows

In the **Asset Search** window, in addition to the **I.D.**, **Name**, **Class** sort options, you can now sort by **Vendor I.D.**, **Vendor Name**, and **Department**.

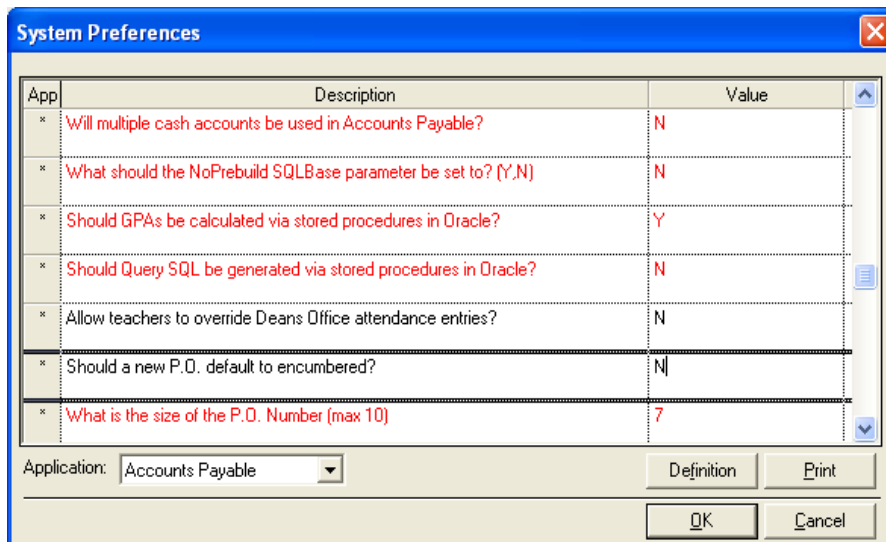


These additional sort options have also been added to the **Asset Import Batch** window.

## Accounts Payable

### Change Default Setting for Purchase Orders

Previously, in the **Purchase Order Maintenance** window, the **Encumber** checkbox was automatically selected by default. Now, under **Administration Maintenance > System Preferences**, by changing the value to **N** next to **Should a new P.O. default to encumbered?** you can reset the default for your system.



Once this value has been changed to **N**, when the **Purchase Order Maintenance** window displays, the **Encumber** checkbox is unchecked.

**Purchase Order Maintenance - ( 0005348 - Vendor: 0009214 - A & D Animal Control )**

**P.O. Main** | **Comments**

**Vendor**

I.D. 0009214

Address A & D Animal Control  
957 Pinetree Road, W.

City/State/Zip Lake Orion, MI 48362

Phone 248-693-7966

Fax

**Order**

P.O. No. 0005348

P.O. Date 08-05-2008

P.O. Type

Requested By

Approved By

Buyer

**Status**

Status OPEN

Delivery Date

Terms Upon Receipt

F.O.B.

Ship Via

Ship To

Description

Project No.

Blanket Purchase

**G/L Distribution** | **Invoice History**

Account No.	Sub Ledger	Amount	Account Description	Sub Ledger Description	Status	Di
		0.00			OPEN	
		0.00			OPEN	
		0.00			OPEN	
		0.00			OPEN	
		0.00	Totals			

Encumber  Next Fiscal Yr

NUM

## Purchase Orders Now Contain a Delivery Date Field

Previously, purchase requests created in **Budget Management** contained a **Date Requested By** field; however, once the request became a purchase order, the **Date Requested By** field didn't appear on the purchase order. Now, the **Date Requested By** now appears as the **Delivery Date** field and is visible on the **Purchase Order Maintenance** window.

**Purchase Order Maintenance - ( New )**

P.O. Main | Products | Comments

Vendor: SPLYGSP

Address: Green Strawberry Publishing  
1307 Florin Road

City/State/Zip: Sacramento, CA 95831  
Phone: (916) 422-7557  
Fax: (916) 446-9200

Description: Magazines  
Project No.

Distribution Summary | Invoice History

Order: P.O. No.

P.O. Date: 08-05-2008

P.O. Type: Campus Store Supplies

Requested By: John Carter - (JCARTER)

Approved By: Alyssa Blake - (ABLAKE)

Buyer: Henry Deegan - (HDEEGAN)

Status: Status: OPEN

Delivery Date: 09-01-2008

Terms: Upon Receipt

F.O.B.:

Ship Via: USPS

Ship To:

Budget

Account No.	Sub Ledger	Order Amt.	Invoiced	Balance	Account Description	Sub Ledger Desc
151016500		7.50	0.00	7.50	Campus Store Purchases	

Requests  Encumber  Next Fiscal Yr

If multiple purchase requests merge into one purchase order, the delivery date from the first purchase order will be the one to carry over as the **Delivery Date**.

## Accounts Receivable

### **New Features to Facilitate EFT Data Entry**

EFT Maintenance in **Accounts Receivable** now has new features that allow data entry to be easier. When adding a payment schedule for a student, you can now see **Tuition** and **Incidental** balances. We have also added **Save Settings** option so that if you are doing repetitive data entry for multiple students with the same schedule criteria, the screen can retain the choices you have selected for the **Schedule Type** and **Payment Schedule**. You can right-click anywhere within the gray background of the window to activate the **Save Settings**.

**EFT Payment Schedule For Student**

Schedule Details

Student I.D.

Schedule No.

Description

Schedule Type:  Tuition  Debit Account  Incidental

Tuition Bal. 1,850.00 Incidental Bal. 12.00

Save Settings Clear Settings

Payment Schedule

Add an Amount of  In  Installments

Starting On

Frequency

On Day

Roll forward Sat/Sun to Monday

Add To Schedule

Due Date	Amount	Prepaid	Batch ID.	Process Date	Receipt I
→ 08-15-2008	1,200.00	<input type="checkbox"/>			
→ 09-15-2008	1,200.00	<input type="checkbox"/>			
→ 10-15-2008	1,200.00	<input type="checkbox"/>			
→ 11-17-2008	1,200.00	<input type="checkbox"/>			
→ 12-15-2008	1,200.00	<input type="checkbox"/>			
→ 01-15-2009	1,200.00	<input type="checkbox"/>			
→ 02-16-2009	1,200.00	<input type="checkbox"/>			
→ 03-16-2009	1,200.00	<input type="checkbox"/>			
→ 04-15-2009	1,200.00	<input type="checkbox"/>			
→ 05-15-2009	1,200.00	<input type="checkbox"/>			
	12,000.00	<input type="checkbox"/>			

OK Cancel Delete

## E-mail Addresses Can Now Appear Unlisted

Similarly to how telephone numbers are displayed as unlisted, now e-mail addresses appear in the same fashion. On the **Address** tab of **Student Maintenance**, when editing a student's address, select the **DNP** checkbox next to the e-mail.

**Address Maintenance - ( Mr. and Mrs. Jasper Argonis )**

Parent/Guardian Address General Comments

Mailing Address

Name

Line 1

Line 2

Line 3

City/St/Zip

Country

Region

Sort Key

Reporting City/Town

Telephone Numbers

Tel. No.

Fax No.

Cellular

E-Mails

Father / Name 1 E-Mail

Send Household E-Mails

Mother / Name 2 E-Mail

Send Household E-Mails

Do Not Publish this Address record  Do Not Display in My BackPack

Paper Statement  Electronic Statement

Parent 1  Do Not Publish flags are used to determine whether to publish the corresponding field's data in Reports, Mail Merge and Export data files.

OK Cancel Delete

Then, when the e-mail address appears in the **Student Maintenance** window, a **U** indicating that the e-mail address is unlisted now appears next to the e-mail.

Student Maintenance - (Penelope Adria Argonis)

Name Address Info1 Info2 Account All Accts. Charges Pending Deferred Debit Store Store Hist. Medical Media Custom Comments Web ID

Display Options:  Active Only  All Applications  This Application

Family Options: Family I.D. ARG10 Parent Web Accounts

EC	Name	Code	Address Type	Statement	Stmt (Loans)	Active	In Use	Grade	New
Parent 1	Mr. and Mrs. Jasper Argonis	Parent 1		Original	Original	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit
Parent 1 Father Work	Argonis Fishing Company	Parent 1 Father Work		Original		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Deactivate
Parent 1 Mother Work	Designs by Marcy	Parent 1 Mother Work				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Copy
Other	Mr. and Mrs. Owen Argonis	Other	Grandparent			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Print

Address: 1771 East Apple Avenue, Muskegon, MI 49442  
 Telephone Numbers: Tel No: (616) 777-7272, Fax No: , Cellular: (231) 737-5847  
 E-Mail: Father: argo@aol.com, Mother: , Misc: Send Mail, Send Grades, A/R Stmt, Loans Stmt (all checked)  
 Comments:   
 Web IDs: Jasper: ARGONIS\_RED, Marcia: ARGONIS\_MARCY  
 Emergency Contact: EMERGENCY CONTACT

Buttons: Next Year, OK, Cancel, Print, Delete

## Campus Store Receiving Window Displays New Fields

In the **Receiving** window, the **Received to Date Cost** and **The Receipt Cost** are now reported.

Receiving - ( P.O. No. 0000110 - Vendor: SPLYART - Art Supplies - Beauchamps and Chambliss )

Receipt Details

Date: 02-08-2007 Receipt No. / Tracking No.: 2082007450

Notes: Pencils

Product Description	Quantity Ordered	Received To Date	This Receipt	Unit Cost
Graphite Pencils - 12 Degree Set	5	5	5	7.99
Teacher's Choice Beginners Drawing Set	5	5	5	15.99
Watercolor Pencils - 12 Color Set	5	5	5	9.99
Totals	15	15	15	

Buttons: Receive All, Show All Products

Product Code Qty. on hand % Markup This Receipt Cost 169.85  
 Product No./SKU New Qty. Received to Date Cost 604.70

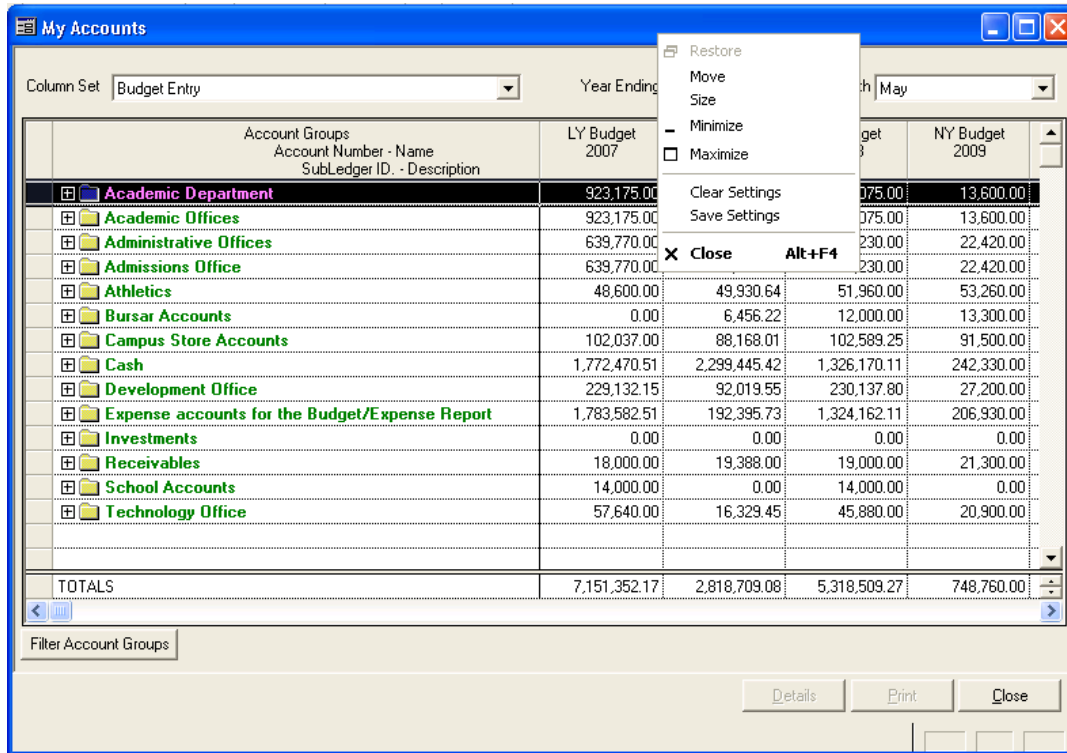
Last Update: User: DDCDB Date/Time: Feb 8, 2007 4:53 PM

Buttons: OK, Cancel, Delete

# Budget Management

## Save Settings Option Now Available for My Accounts

At the top of the **My Accounts** window, **The Column Set**, **Year Ending** and **Ending Month** fields can all be set. Now, settings can be saved for these fields by using the **Save Settings** option.



To use the **Save Setting** feature, right-click anywhere in the blue bar at the top of the window.