

Business Office Release Bulletin

December 2008

In this release bulletin, the latest enhancements to modules within **Business Office** are described.

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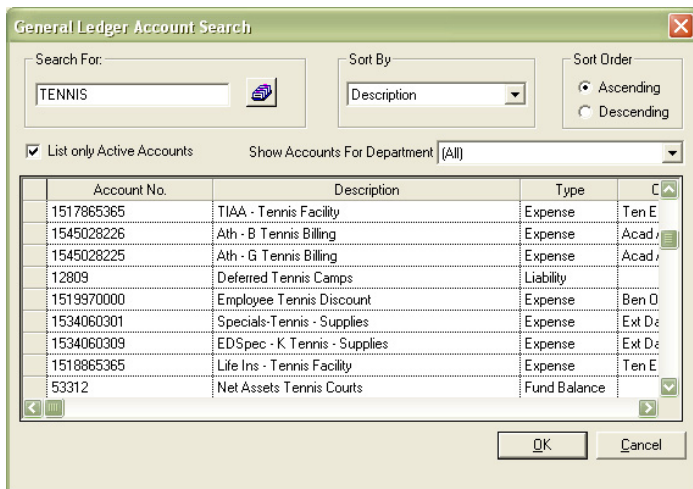
GENERAL LEDGER, ACCOUNTS RECEIVABLE, ACCOUNTS PAYABLE, ALUMNI DEVELOPMENT AND FIXED ASSETS

Searching by G/L Account Description now uses a "Contains" Function

When performing a keyword search, instead of using a "Begins With" function, now a "Contains" function is used that returns all entries containing the word that was searched for.

This meant that, previously, when searching for a G/L account number by description, the system would only search for entries that began with the keyword. For example, if you were searching for the word *tennis*, only descriptions that began with *tennis*, would be returned.

Now that a "Contains" function is used for searches, any entry containing the word *tennis* is returned. In list that is returned, entries that begin with the word *tennis* appear first, followed by those with *tennis* anywhere within the description. See figure 1 for an example of a search.



General Ledger Account Search

Search For: TENNIS

Sort By: Description

Sort Order: ☒ Ascending ☐ Descending

☒ List only Active Accounts

Show Accounts For Department: (All)

| Account No. | Description | Type | |
|-------------|------------------------------|--------------|-------|
| 1517865365 | TIAA - Tennis Facility | Expense | Ten E |
| 1545028226 | Ath - B Tennis Billing | Expense | Acad |
| 1545028225 | Ath - G Tennis Billing | Expense | Acad |
| 12809 | Deferred Tennis Camps | Liability | |
| 1519970000 | Employee Tennis Discount | Expense | Ben O |
| 1534060301 | Specials-Tennis - Supplies | Expense | Ext D |
| 1534060309 | EDSpec - K Tennis - Supplies | Expense | Ext D |
| 1518965365 | Life Ins - Tennis Facility | Expense | Ten E |
| 53312 | Net Assets Tennis Courts | Fund Balance | |

OK Cancel

FIGURE 1. General Ledger Account Search

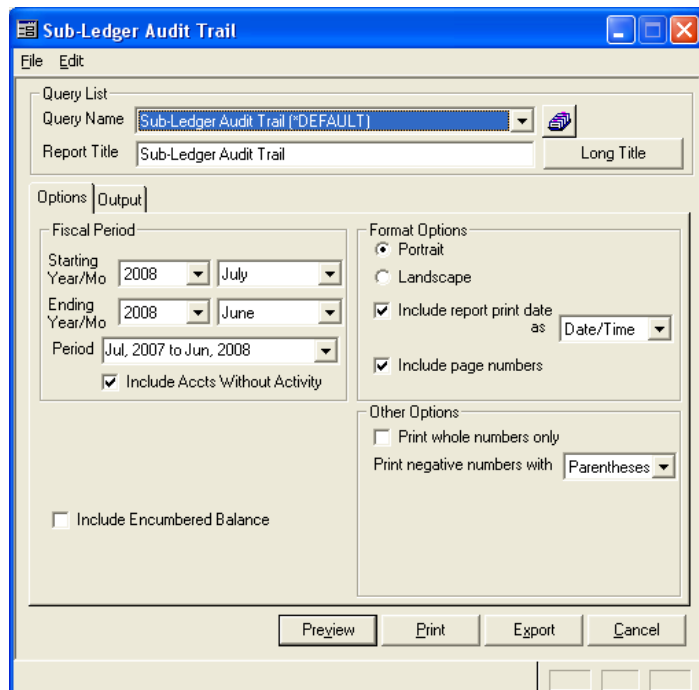
GENERAL LEDGER

Displaying Sub-Ledgers Without Activity in Reports

When creating an audit trail report, sub-ledgers with no fiscal activity during the indicated time period can now be included in the report.

Use this procedure to activate this feature:

1. From the **Reports** menu, select **Sub-Ledgers > Audit Trail**.
2. When the **Sub-Ledger Audit Trail** window (figure 2) appears, on the **Options** tab, select the new **Include Accts Without Activity** checkbox.
3. After you have made your report selections, click **Preview** or **Print** at the bottom of the menu to display the report.



Sub-Ledger Audit Trail

Query List

Query Name: Sub-Ledger Audit Trail (*DEFAULT)

Report Title: Sub-Ledger Audit Trail

Options

Fiscal Period

Starting Year/Mo: 2008 July

Ending Year/Mo: 2008 June

Period: Jul, 2007 to Jun, 2008

☒ Include Accts Without Activity

Format Options

☒ Portrait ☐ Landscape

☒ Include report print date as Date/Time

☒ Include page numbers

Other Options

☐ Print whole numbers only

Print negative numbers with: Parentheses

☐ Include Encumbered Balance

Preview Print Export Cancel

FIGURE 2. Sub-Ledger Audit Trail

Posting Detail from Subsidiary Applications

Traditionally, batches posted from **Accounts Receivable**, **Campus Store**, and **Summer School**, post to the **General Ledger** in summary.

For example, a cash receipts batch would debit the full deposit amount to cash, and the full credit amount to **Accounts Receivable**. You would not be able to see the detail of students or the amounts applied to that batch. Now you can now see details for **General Ledger** audit transactions that were previously not available.

Use this procedure to activate this feature:

1. From the **Maintenance** menu, select **Accounts**.
2. When the **General Ledger Account Maintenance** menu appears, select the **Audit** tab (figure 3). Lines for batches AR031307 and AR031306 are **Accounts Receivable** cash receipt batches as they typically appear in **General Ledger**.

| Period | Batch | Date | Debits | Credits | Posting Reference | Sub-Ledg |
|-----------|----------|------------|----------------|----------------|--|----------|
| Mar. 2006 | AR016221 | 07-29-2005 | | 10.00 | A/R Cash Receipts Posting | |
| Jul. 2005 | AR013654 | 07-29-2005 | 10.00 | | A/R Charge Posting | |
| Sep. 2008 | AR031314 | 10-28-2008 | 75.00 | | A/R Charge Posting | |
| Sep. 2008 | AR031311 | 10-27-2008 | 20,000.00 | | A/R Deferred Charge Posting | |
| Sep. 2008 | AR031308 | 10-16-2008 | 47.50 | | A/R Charge Posting | |
| Sep. 2008 | AR031307 | 10-16-2008 | 6.00 | | Deferred Cash Receipts Update | |
| Sep. 2008 | AR031306 | 10-16-2008 | 7.00 | | A/R Cash Receipts Posting | |
| Sep. 2008 | AR031304 | 10-14-2008 | 4,000.00 | | A/R Deferred Charge Adjustment Posting | |
| Sep. 2008 | AR031303 | 10-14-2008 | 2,000.00 | | A/R Deferred Charge Adjustment Posting | |
| Sep. 2008 | AR031300 | 10-14-2008 | 1,759,695.00 | | A/R Deferred Charge Posting | |
| Sep. 2008 | AR031299 | 10-14-2008 | 4.00 | | A/R Charge Posting | |
| Sep. 2008 | AR031298 | 10-14-2008 | 10.00 | | A/R Charge Posting | |
| Sep. 2008 | AR031305 | 09-30-2008 | 17.00 | | A/R Charge Posting | |
| | | | 150,565,528.60 | 145,266,946.80 | | |

FIGURE 3. General Ledger Account Maintenance

3. A new **Show Posting Details** checkbox has been added to this window that when selected for batches AR031307 and AR031306 (figure 4), expands to show details of each student in the batch, the check number, and amount.

Instead of one summary line appearing for batches AR031307 and AR031306, there are now two and four, respectively.

| Period | Batch | Date | Debits | Credits | Posting Reference | Sub-Ledg |
|-----------|----------|------------|----------------|----------------|--|----------|
| Mar. 2006 | AR016221 | 07-29-2005 | | 10.00 | A/R Cash Receipts Posting | |
| Jul. 2005 | AR013654 | 07-29-2005 | 10.00 | | A/R Charge Posting | |
| Sep. 2008 | AR031314 | 10-28-2008 | 75.00 | | A/R Charge Posting | |
| Sep. 2008 | AR031311 | 10-27-2008 | 20,000.00 | | A/R Deferred Charge Posting | |
| Sep. 2008 | AR031308 | 10-16-2008 | 47.50 | | A/R Charge Posting | |
| Sep. 2008 | AR031307 | 10-16-2008 | 3.00 | | Anaah S. Abedi (Check: 123) | |
| Sep. 2008 | AR031307 | 10-16-2008 | 3.00 | | Simra Zainab Abedi (Check: 123) | |
| Sep. 2008 | AR031306 | 10-16-2008 | 2.00 | | Abigail Blaine Agesthen (Check: 4) | |
| Sep. 2008 | AR031306 | 10-16-2008 | 1.00 | | Anaah S. Abedi (Check: 1) | |
| Sep. 2008 | AR031306 | 10-16-2008 | 2.00 | | Austin Lux Ablon (Check: 3) | |
| Sep. 2008 | AR031306 | 10-16-2008 | 2.00 | | Simra Zainab Abedi (Check: 2) | |
| Sep. 2008 | AR031304 | 10-14-2008 | 4,000.00 | | A/R Deferred Charge Adjustment Posting | |
| Sep. 2008 | AR031303 | 10-14-2008 | 2,000.00 | | A/R Deferred Charge Adjustment Posting | |
| | | | 150,565,528.60 | 145,266,946.80 | | |

FIGURE 4. General Ledger Account Maintenance

The **Show Posting Details** checkbox remains selected, by default, for all subsequent inquiries until you manually de-select the checkbox.

You can search for a detailed transaction by selecting **Posting Reference** from the **Sort By** drop-down list.

In figure 5, the family name 'ABEDI' is entered into the **Search for:** field. The search by **Posting Reference** uses a 'contains' function, therefore it is able to find all transactions containing the value 'ABEDI'.

| Period | Batch | Date | Debits | Credits | Posting Reference | Sub-Ledg |
|-----------|----------|------------|----------------|----------------|---------------------------------|----------|
| Sep. 2008 | AR031306 | 10-16-2008 | | 2.00 | Simra Zainab Abedi (Check: 2) | |
| Sep. 2008 | AR031307 | 10-16-2008 | | 3.00 | Simra Zainab Abedi (Check: 123) | |
| Sep. 2008 | AR031307 | 10-16-2008 | | 3.00 | Anaah S. Abedi (Check: 123) | |
| Sep. 2008 | AR031306 | 10-16-2008 | | 1.00 | Anaah S. Abedi (Check: 1) | |
| | | | 150,565,528.60 | 145,266,946.80 | | |

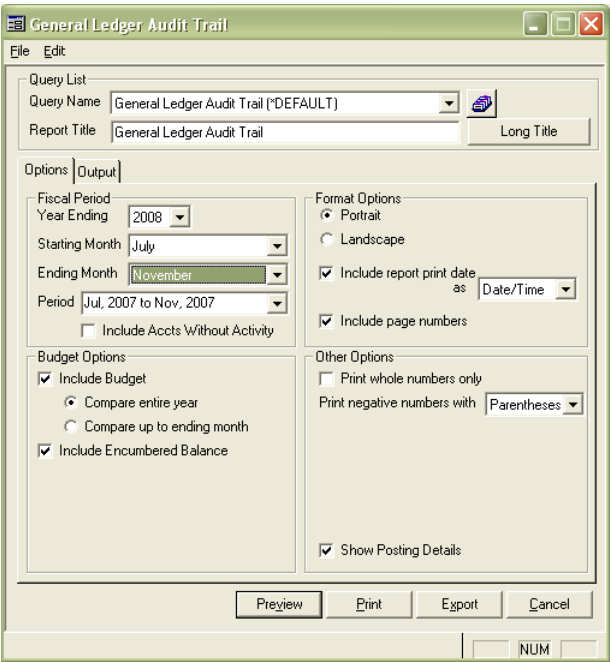
FIGURE 5. General Ledger Account Maintenance

Not all sides of a batch have the posting in detail capability. This table shows which side of a batch has the ability to show details, and which side remains in summary.

| | | |
|----------------------------|--|---|
| AR Cash Receipts | Debit to CASH in Summary | Credit to ACCTS. RECEIVABLE has Details |
| AR Charge Posting | Debit to ACCTS. RECEIVABLE in Summary | Credit to TUITION, FEES, etc. has Details |
| AR Deferred Charge Posting | Debit to ACCTS. RECEIVABLE in Summary | Credit to DEFERRED REVENUE. has Details |
| AR Debit Charge Posting | Debit to LIABILITY in Summary | Credit to INCIDENTAL ACCTS. Has Details |
| AR Late Charge Posting | Debit to ACCTS. RECEIVABLE in Summary | Credit to LATE FEE INCOME has Details |
| AR Refund Posting | Debit to ACCTS. RECEIVABLE or ENROLLMENT DEPOSIT has Details | Credit to ACCTS. PAYABLE in Summary |
| Campus Store Posting | Debit to CASH or ACCTS. RECEIVABLE in Summary | Credit to REVENUE and SALES TAX has Details |
| Summer School Posting | The Debit side of all transactions will have Details | The Credit side of all transactions will have Details |

Please note that transactions existing before this update will not display any detail. Only transactions created after the installation of this update have the details display capability.

The **Detailed General Ledger, Audit Trail** and **Department Activity** reports have also been modified for you to print the new posting details. To print the expanded posting details for accounts, on the **General Ledger Audit Trail** window (figure 6), select the **Show Posting Details** checkbox.



The General Ledger Audit Trail window displays various options for generating the report. It includes fields for Query Name, Report Title, and Long Title. The Options section has tabs for Output and Format. The Output tab shows Fiscal Period (Year Ending 2008, Starting Month July, Ending Month November, Period Jul. 2007 to Nov. 2007) and Budget Options (Include Budget, Compare entire year, Include Encumbered Balance). The Format Options section includes Portrait/Landscape orientation, Include report print date, Include page numbers, and Show Posting Details (checked). Other Options include Print whole numbers only and Print negative numbers with Parentheses. Buttons for Preview, Print, Export, and Cancel are at the bottom.

FIGURE 6. General Ledger Audit Trail

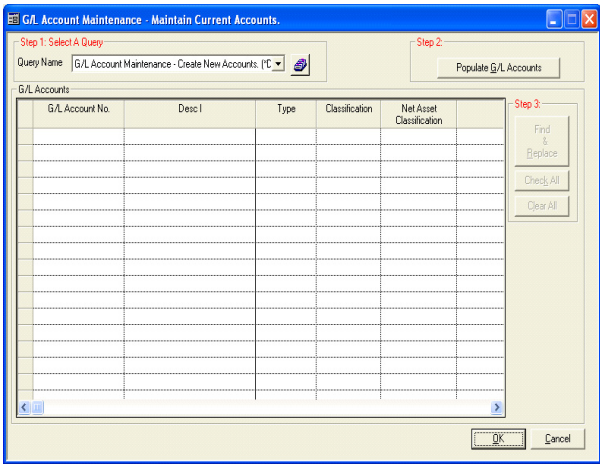
To always display posting details when you run these reports, select the **Show Posting Details** checkbox, then click **Save Settings** under the **File** menu.

Clearing Projected Budget Amounts

Before entering next year's projected budget amounts, schools can now run a utility to clear the entries that had been previously posted for the current year.


Use this procedure to clear entries:

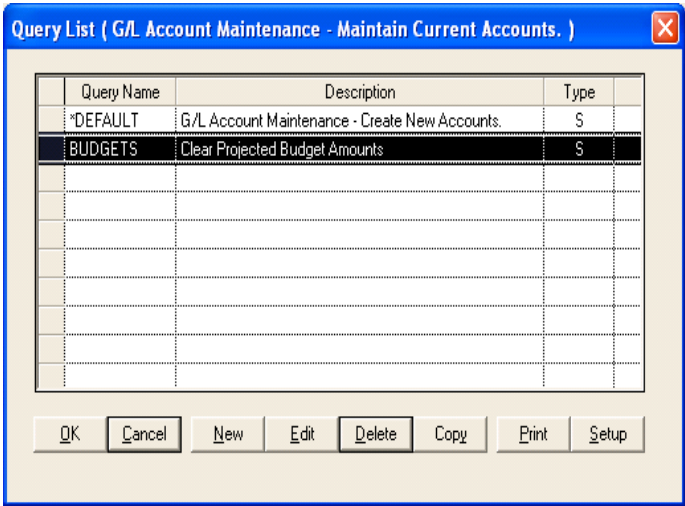
1. From the **Maintenance** menu, select **Global Updates for G/L Accounts**. The **G/L Account Maintenance** window (figure 7) appears.



The G/L Account Maintenance window shows a table for G/L Accounts with columns: G/L Account No., Desc I, Type, Classification, and Net Asset Classification. It includes buttons for Step 1: Select A Query, Step 2: Populate G/L Accounts, Step 3: Find, Replace, Check All, and Clear All. There are also OK and Cancel buttons at the bottom right.

FIGURE 7. G/L Account Maintenance

2. Under **Step 1: Select A Query**, use the search button  to display the **Query List** window (figure 8), or select the **query** from the drop-down list.



The Query List window displays a table with columns: Query Name, Description, and Type. It lists two queries: *DEFAULT (G/L Account Maintenance - Create New Accounts, S) and BUDGETS (Clear Projected Budget Amounts, S). Buttons for OK, Cancel, New, Edit, Delete, Copy, Print, and Setup are at the bottom.

FIGURE 8. Query List

3. Create a query similar to the one displayed in figure 9.

| And/Or | Table Name | Field / Formula Name | Operator | Value |
|--------|------------|----------------------|----------|------------------|
| OR | GL_ACCT | ACTIVE_ACCT | = | Y |
| AND | GL_ACCT | ACCT_TYPE | in | EXPENSE, REVENUE |

FIGURE 9. Query Parameters

- Click **OK** to save settings.
- On the **Account Maintenance** menu (figure 10), under **Step 2**, click **Populate G/L Accounts**.

| G/L Account No. | Desc I | Type | Classification | Net Asset Classification |
|-----------------|--------------------------------|---------|----------------|--------------------------|
| 1441170000 | Tuition | Revenue | Tuition | Unrestricted |
| 1441189099 | Tuition/New Orleans Relief | Revenue | Tuition | Unrestricted |
| 1441270000 | New Student Fee | Revenue | New Stud Fee | Unrestricted |
| 1441370000 | Deferral Fees | Revenue | Def Fee | Unrestricted |
| 1441470000 | Non Return Deposit | Revenue | For Dep | Unrestricted |
| 1441570000 | Senior Assessment Fees | Revenue | Acad Grad Inc | Unrestricted |
| 1441580000 | Tuition Bad Debt/Write-Offs | Revenue | Tuition | Unrestricted |
| 1442150150 | Board Plan Sales - Cafeteria | Revenue | Cafe Inc | Unrestricted |
| 1442250150 | Daily Sales - Cafeteria | Revenue | Cafe Inc | Unrestricted |
| 1442252152 | Bookstore Sales | Revenue | Bk Inc | Unrestricted |
| 1442350150 | Employee Meals - Cafeteria | Revenue | Cafe Inc | Unrestricted |
| 1442450150 | Function/Catering Sales - Cafe | Revenue | Cafe Inc | Unrestricted |
| 1442550150 | Breakfast Cash Sales-Cafeteria | Revenue | Cafe Inc | Unrestricted |
| 1442589099 | Lunch Income-New Orleans | Revenue | Cafe Inc | Unrestricted |
| 1442652152 | Bookstore Used Book Sales | Revenue | Bk Inc | Unrestricted |
| 1442711135 | US Tournament Ad Sales | Revenue | SS Acad | Unrestricted |
| 1442792162 | Bookstore Supplies Sales | Revenue | Bk Inc | Unrestricted |

FIGURE 10. G/L Account Maintenance

- Under **G/L Accounts**, use the right scroll arrow at the bottom of the window to view the **Proj Budget Amt** column.
- Click on the column to select it. See figure 11.
- Click **Clear All** under **Step 3**.

| G/L Account No. | Desc I | S | 2 Years Ago | Proj Budget Amt |
|-----------------|--------------------------------|---|-------------|-----------------|
| 1441170000 | Tuition | | | 0 |
| 1441189099 | Tuition/New Orleans Relief | | | 0 |
| 1441270000 | New Student Fee | | | 0 |
| 1441370000 | Deferral Fees | | | 0 |
| 1441470000 | Non Return Deposit | | | 0 |
| 1441570000 | Senior Assessment Fees | | | 0 |
| 1441580000 | Tuition Bad Debt/Write-Offs | | | 0 |
| 1442150150 | Board Plan Sales - Cafeteria | | | 0 |
| 1442250150 | Daily Sales - Cafeteria | | | 0 |
| 1442252152 | Bookstore Sales | | | 0 |
| 1442350150 | Employee Meals - Cafeteria | | | 0 |
| 1442450150 | Function/Catering Sales - Cafe | | | 0 |
| 1442550150 | Breakfast Cash Sales-Cafeteria | | | 0 |
| 1442589099 | Lunch Income-New Orleans | | | 0 |
| 1442652152 | Bookstore Used Book Sales | | | 0 |
| 1442711135 | US Tournament Ad Sales | | | 0 |
| 1442792162 | Bookstore Supplies Sales | | | 0 |

FIGURE 11. G/L Account Maintenance

- Click **OK**.

Copying Column Sets

On the **Budget Worksheet**, you can now create a new column set by copying an existing one, renaming it, then modifying it to suit your needs.

Use this procedure to activate this feature:

- From the **Reports** menu, select **Budget Worksheet**, then click **Columns**.
- When the **Column Sets** menu (figure 12) appears, highlight a column set from the list, then click **Copy**.

| Description |
|---|
| 2 Month Comparison |
| 2Y LY TY Budget and Actual |
| 3 Year Ending Balance |
| Actuals Last/This Year |
| Balance & Unencumbered Balance |
| Beg Bal, YTD Activity, End Bal |
| Budget |
| LY TY Actual/Budget NY Requested Budget |
| LY TY Act,Budg |
| Monthly |
| Monthly Budget |
| Next Year |
| YTD Actual, YTD Budget, Annual Budget |
| YTD Actual, YTD Budget, Total Budget |

FIGURE 12. Column Sets

- When the **Column Set (Copy)** menu (figure 13) appears, assign a new name to the column set.

| Col No | Value | Year | Title 1 | Title 2 |
|--------|----------------------|------------|------------|---------|
| 1 | Balance Year To Date | @This Year | YTD | Actuals |
| 2 | Budget Year To Date | @This Year | Budget | YTD |
| 3 | Unexpended Bal YTD | | Unexpended | Bal YTD |
| 4 | | | | |
| 5 | Total Budget | @This Year | Total | Budget |
| 6 | Unexpended Balance | | Unexpended | Balance |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

FIGURE 13. **Column Set Copy**

Now you can edit the existing column set values with whatever changes you wish to make.

ACCOUNTS RECEIVABLE

Changing the Default Billing Year for Deferred Charges

From the **Posting** menu, select **Deferred Charges > Posting**. In the **Deferred Charge Posting** menu, click **Deferred Billing**. In the **Billing Year** field, there is a default entry displayed. This value is calculated to be the current fiscal year plus one. For example, if the current fiscal year is 2009, the billing year defaults to 2010.

Depending on the time of year, you may not yet be ready to work on the next billing year, or you may need to continue in the current, or prior billing year. If you manually post deferred charges, you can change the default billing year by entering the billing year you wish to work with in the **Billing Year** field. Then, right-click on the gray background of the window to activate and apply **Save Settings** (figure 14).

| Month | Charge | Tax | Total |
|-----------|--------|------|-------|
| January | 0.00 | 0.00 | 0.00 |
| February | 0.00 | 0.00 | 0.00 |
| March | 0.00 | 0.00 | 0.00 |
| April | 0.00 | 0.00 | 0.00 |
| May | 0.00 | 0.00 | 0.00 |
| June | 0.00 | 0.00 | 0.00 |
| July | 0.00 | 0.00 | 0.00 |
| August | 0.00 | 0.00 | 0.00 |
| September | 0.00 | 0.00 | 0.00 |
| October | 0.00 | 0.00 | 0.00 |
| November | 0.00 | 0.00 | 0.00 |
| December | 0.00 | 0.00 | 0.00 |
| Total | 0.00 | 0.00 | 0.00 |


FIGURE 14. **Deferred Charge Posting**

Now, each time that you log into the **Deferred Charges Posting**, the window defaults to the billing year of choice.

To again change the default billing year, you can apply **Clear Settings**, or type in the new billing year and apply **Save Settings** again.

View Enrollment Deposits and Prepaid Checks Detail from Student Maintenance

Accounts Receivable now allows you to view the enrollment deposit and prepaid check history directly from the **Student Maintenance** menu.

1. Open a student in **Student Maintenance**, then select the **Account** tab (figure 15). There is a search button  next to **Prepaid Balance**, **Enroll. Dep. Bal.** and **Enroll. Other Dep. Bal.** fields.

Note: You can also select **Next Year**, then select the **Account** tab.

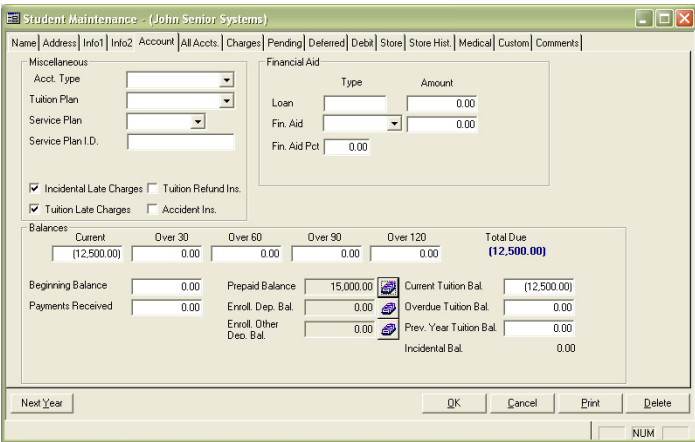

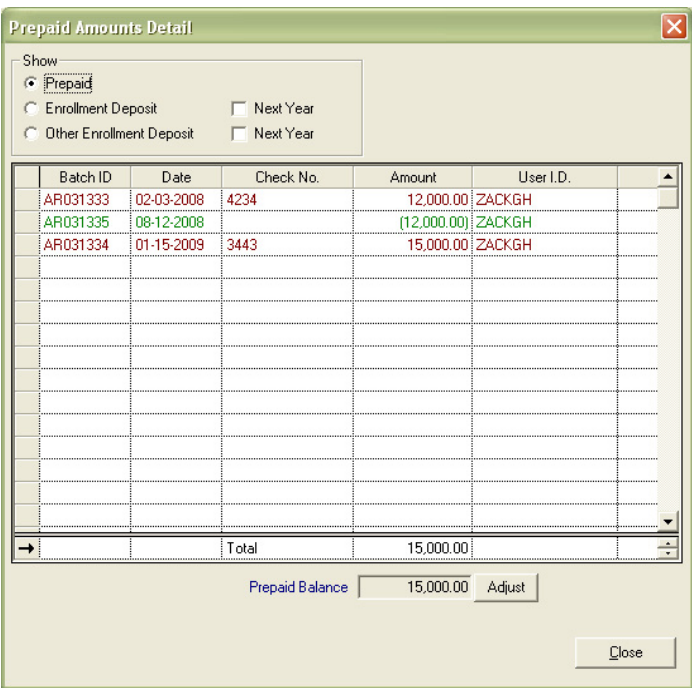


FIGURE 15. Student Maintenance

2. Under **Balances**, select  next to the **Prepaid Balance** field. The **Prepaid Amounts Detail** window (figure 16) opens.




| Batch ID | Date | Check No. | Amount | User I.D. |
|----------|------------|-----------|-------------|-----------|
| AR031333 | 02-03-2008 | 4234 | 12,000.00 | ZACKGH |
| AR031335 | 08-12-2008 | 3443 | (12,000.00) | ZACKGH |
| AR031334 | 01-15-2009 | 3443 | 15,000.00 | ZACKGH |
| Total | | | 15,000.00 | |

FIGURE 16. Prepaid Amounts Detail

All prepaid cash that has been received, along with the date and check number, is displayed. These amounts appear as positive figures. Alternate color lines display the application of the cash to the student's balance and appear as negative amounts.

The total displayed at the bottom of the window should match the student's current prepaid balance amount.

3. To analyze the student's enrollment deposit balance for this year, select the **Enrollment Deposit** radio button at the top of the window.
4. The system defaults to the current year, unless the **Next Year** checkbox is selected. If you want to analyze the enrollment deposit balance for next year, select the **Next Year** checkbox.

In figure 17, information is presented in the same format as if you had selected the search button  next to the **Enroll. Dep. Bal.** field on the **Account** tab.

| Batch ID | Date | Check No. | Amount | User I.D. |
|----------|------------|-----------|----------|-----------|
| AR031331 | 09-08-2008 | 5345 | 1,200.00 | ZACKGH |
| Total | | | 1,200.00 | |

Enrollment Deposit Next Year Balance: 1,200.00 [Adjust]

[Close]

FIGURE 17. Enrollment Deposit Next Year

Adjusting the Prepaid and Enrollment Detail

Some schools have expressed difficulty reconciling amounts that appear on the **Student Maintenance** menu in the current year **Enroll. Dep. Bal.** field, and the **Enroll. Dep. Bal.** field that appears when you select **Next Year**. To address this issue, we have made the following enhancements.

Enrollment deposit balances will now be aligned with their detail. If the enrollment deposit this year and **Next Year** amounts are exactly the same, **Next Year** will be set to 'zero'.

If the current year **Enrollment Deposit** differs from the **Next Year Enrollment Deposit** amount, then the **Next Year** amount will not be adjusted unless it also contains the same amount as this year. In that case, the current year amount will be removed from **Next Year**.

For example, before this update, this year deposit shows \$1.00 and **Next Year** deposit shows \$41.00. After the update, this year's deposit will show \$1.00 and **Next Year** deposit will show \$40.00.

Some schools manually enter data in the enrollment deposit balance fields. This may be necessary when converting a new school from another system, but should not be done by an existing school.

Because of this issue, you could find that when you look under **Balances** at the **Enroll. Dep. Bal.** or **Prepaid Balance** fields, the sum of the transactions does not match the balance remaining in the field.

At the bottom of the **Enrollment Deposit Next Year Amounts Detail** window (figure 18), you can now select **Adjust** to enable the tool that synchronizes the balance and transaction totals.

The System Administrator has the ability to enable or disable specified users with the **Adjust** feature. To provide specified users access to the **Adjust** feature, refer to **Enrollment Deposit** on page 10.

In the example in figure 18, the next year enrollment deposit total displays as \$1200, but the **Enrollment Deposit Next Year Balance** displays as \$800. If you determine that \$1200 is the correct amount, click **Adjust**.

[illegible]

On the **Next Year Enrollment Deposit Balance Adjustment** window (figure 19), next to **New Next Year Enrollment Deposit Balance**, enter 1,200 in the provided field. Select the **Do not insert supporting adjustment transaction** checkbox.

By selecting this, you are agreeing that the current list of transactions is correct and should not be altered. Instead, you are altering the balance to match the transactions.

Enrollment Deposit Next Year Amounts Detail

Show

☐ Prepaid

☒ Enrollment Deposit ☒ Next Year

☐ Other Enrollment Deposit ☐ Next Year

| Batch ID | Date | Check No. | Amount | User I.D. |
|----------|------------|-----------|--------|-----------|
| SYSADJ | 06-30-2009 | | 800.00 | ZACKGH |
| Total | | | 800.00 | |

Enrollment Deposit Next Year Balance 800.00

FIGURE 21. Enrollment Deposit

Providing Users Access to the Adjust Feature

When logging into **Accounts Receivable** as **SENIORDB**, you are given access to the **Adjust** button on the **Prepaid** and **Enrollment Deposit** details screen. However, if you log in as a specific user, you must be given security access rights to use the **Adjust** feature or the **Adjust** button will be grayed out, and unavailable.

Your System Administrator must go into **System Administration > User Maintenance > Edit User Profiles** (figure 22) to verify if the user has the *Edit Current Year Account Balance* and *Edit Next Year Account Balances* security keys. In this example, the user does have these keys, and is thereby allowed access to the **Adjust** feature.

If the user did not have these keys, from under **Applications**, the System Administrator would have to click and drag these keys under the appropriate user.

User Maintenance

User-Access Rights | User-Groups

Users - (338)

- TEST - (Test)
- TESTING - (Testing)
- Accounts Receivable
- Maintenance
 - Students
 - Name
 - Address
 - Info1
 - Info2
 - Account
 - Edit Current Year Account Bal
 - Edit Next Year Account Balan
 - All Accounts

Applications

- Academic History
- Accounts Payable
- Accounts Receivable
- Admissions
- Alumni Development
- Budget Management
- Campus Store
- Campus Store POS
- College Placement
- Deans Office
- Enrollment Management
- Events
- Financial Aid

1 items selected. NUM

FIGURE 22. User Maintenance

Caution: Senior Systems recommends that you allow users to edit current or next year account balances only under limited and controlled conditions. Account balances are audited fields and should be reconciled with **General Ledger** on a regular basis. Allowing a user to edit these fields without specific reason can jeopardize your reconciliation efforts.