

Business Office Release Bulletin

August 2009

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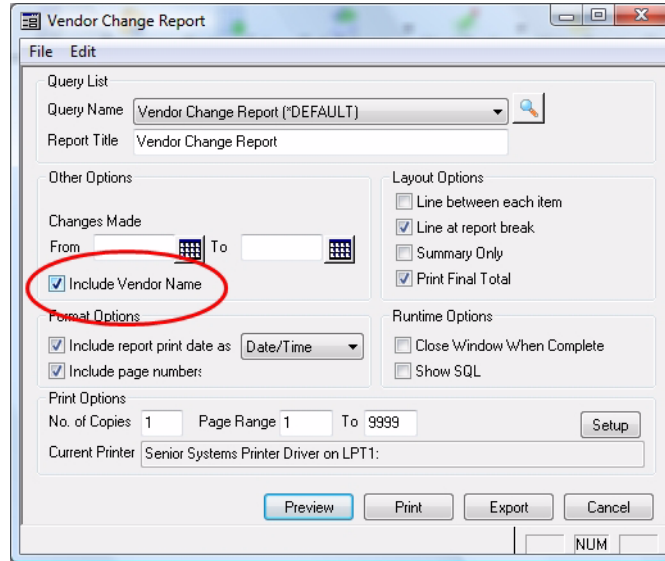
About Release 91_4

Several changes have been made in the latest release of Senior Systems Business Office applications to add new features and modify the behavior of certain functions, including new printing options for the Vendor Change and G/L Budget Expense reports, a new warning message when changing the budget method for an account during Account Maintenance, and the ability to transfer entries between cash receipts batches.

As always, if you have any questions about these new and enhanced features, be sure to contact Senior Systems Product Support for assistance!

New Vendor Change Report Option (A/P)

There is a new option when printing the Vendor Change report to include the full Vendor Name for each change listed on the report. Some schools may find this helpful in their efforts to monitor changes to vendor information, detect errors, and prevent fraud. If you choose to include the full Vendor Name, it prints on the line directly above the Vendor ID for every change. To include this field on your report, simply check the new checkbox to Include Vendor Name under the Other Options section of the report selections screen.



Report View (Vendor Change Report)

File View Print Tools

Vendor Change Report

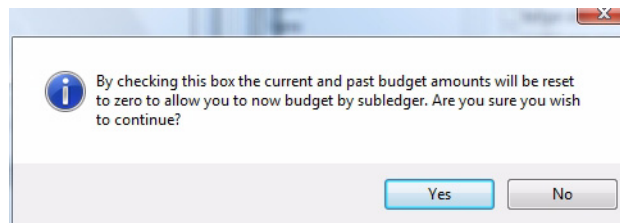
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VENDOR ID	ACTION	OLD VALUE	NEW VALUE	USER	CHANGE DATE
The FIFTY Degree Company					
50 DEGR	Name Change	The 50 Degree Company	The FIFTY Degree Company	STEVE	01-Jun-2009 4:31:59 PM
01 ACCU	Accuracy Backflow				
01 ACCU	New Address		1200 Bunbarton, Marlborough, TX 75081	DOCSHORT	20-Mar-2009 8:46:31 AM
MOONSEED, Inc.					
MOONSE	Address Deleted	Go Team Spirit, P.O. Box 8058, Anaheim, CA 92802		NEWSALES	06-Mar-2009 2:01:07 PM
MOONSH	Merge/Deleted	Moon Shine Inc.		NEWSALES	06-Mar-2009 2:00:09 PM
Parent Refund					
MISC	New Vendor		Parent Refund	NEWSALES	06-Mar-2009 1:52:45 PM
A TEACHERS	Aide				
ATEACH	New Address		3 Main St, Huson, TX 20202	NEWSALES	06-Mar-2009 1:19:48 PM
ECLIPSE	Eclipse Entertainment, Llc				
ECLIPSE	New Vendor		ECLIPSE ENTERTAINMENT, LLC	JONEST	22-Jan-2009 4:08:44 PM
ECLIPSE	Eclipse Entertainment, Llc				
ECLIPSE	New Address		P.O. BOX 120443, 2205 W DIVISION ST., STE A-8, ARLINGTON, TX 76012	JONEST	22-Jan-2009 4:08:44 PM

New Warning Message When Changing Budget Method (G/L, Budget)

If you decide to change your budgeting method for an account from creating the budget amounts directly at the account level to the method where you build the account level budget amounts by totalling the amounts from the budgets for associated sub-ledgers (by checking Budget At Sub-Ledger Level on the Account Maintenance screen), the system automatically clears out all of your current and past budget amounts for that account so that you can start fresh with a clean slate to build your budget from the sub-ledgers. This is not a reversible change.

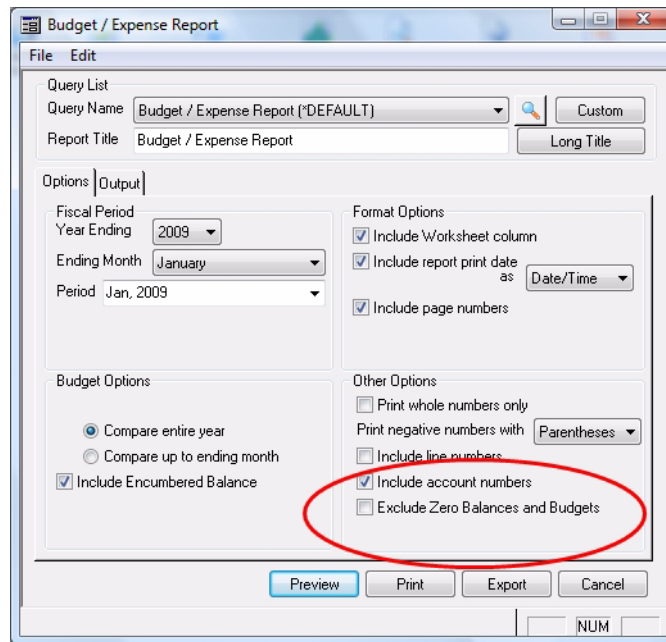
Because you might not realize that the current and past budget data for the account will be lost during this process, the system now displays a warning message whenever this checkbox is selected for an account that has any budget data at the account level, to make sure that you understand the consequences of the action before proceeding:



At this point, you can click Yes to proceed and zero out all current and past budget amounts for the account, or click No if that is not the action that you intended. Note that the budget amounts are not actually cleared until you click OK in Account Maintenance to save changes.

New G/L Budget Expense Report Option (G/L, Budget)

There is a new option when printing the G/L Budget Expense report to exclude lines from the report where the This Month, YTD Balance, and YTD Budget amounts are ALL equal to zero. This helps to make the report more readable when you are only concerned with accounts that have an amount in one or more of these fields. To exclude the printing of these zero lines on the report, simply check the new checkbox to Exclude Zero Balances and Budgets on the report selections screen.



Report View (Budget / Expense Report)

File View Print Tools

Budget / Expense Report

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PERIOD ENDING: Jan, 2009

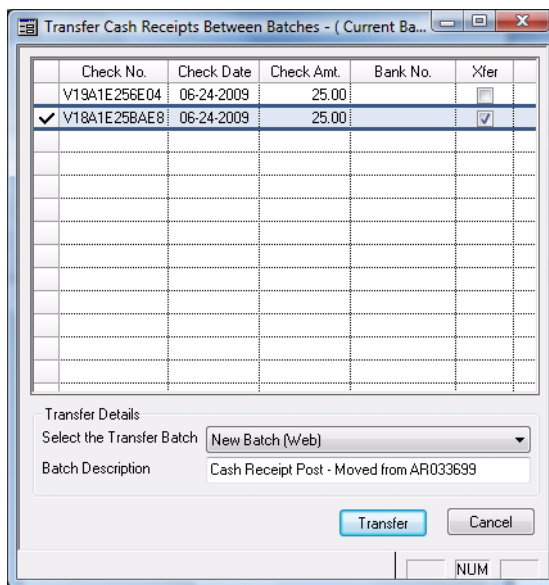
ACCOUNT NO. / DESCRIPTION	Last Year Expended	This Year Budgeted	This Month Expended	This Year Expended	Unexpended Balance	Unencumbered Balance	This Year %	Last Year %	Proposed Amount
1510670000 Salaries - Staff	1,253,078.94	1,345,860.00	(1,000.00)	604,640.39	741,219.61	741,219.61	44.93	98.84	
1510770000 Salaries - Maintenance	534,997.84	581,382.02	595.00	279,182.31	302,199.71	302,199.71	48.02	97.11	
1510850150 Salaries - Cafeteria	60,033.28	25,850.00	450.00	5,269.67	20,580.33	20,580.33	20.39	116.15	
1510860300 Salaries - Extend Day	229,086.91	236,815.00	333.00	103,731.66	133,083.34	133,083.34	43.80	102.19	
1511328217 Stipends-Misc - SPC	0.00	0.00	3,200.00	3,200.00	(3,200.00)	(3,200.00)	0.00	0.00	
1511570000 Overloads	2,450.00	0.00	600.00	600.00	(600.00)	(600.00)	0.00	0.00	
1513270000 Contract Labor	83,220.00	85,721.00	7,143.00	50,001.00	35,720.00	35,720.00	58.33	100.00	
1513366366 Overtime - CDC	5,591.11	3,000.00	450.00	6,477.81	(3,477.81)	(3,477.81)	215.93	279.56	
1513670000 Severance	0.00	0.00	550.00	550.00	(550.00)	(550.00)	0.00	0.00	
1513770000 Fulton Retirement	4,860.00	4,860.00	405.00	2,835.00	2,025.00	2,025.00	58.33	100.00	

New Transfer Entries in Cash Receipts Batch (A/R)

There is now a button on the Cash Receipts Posting screen (in the Entries in Batch section) that allows you to transfer specific entries from one batch to another existing batch or to a new batch that is created for them, eliminating the need to delete and re-enter them. This is particularly helpful when processing online payments from credit cards and eChecks, where the batch is automatically generated based on payments made through My BackPack, but not all of the transactions should post together, due to differing processing times.

To transfer entries between cash receipts batches:

Access the batch that you want to work with in Cash Receipts Posting in the Accounts Receivable application (Cash Receipts > Posting, or click Cash Receipts in the A/R screen header). Click on the batch to select it, and click Edit. Then click Xfer to access the Transfer Cash Receipts Between Batches screen.



Check the Xfer box for each entry that you want to transfer to a different batch. Then adjust the Transfer Details if necessary (this defaults to creating a new web batch, with a Batch Description referencing the original Batch ID), and click Transfer. If you are creating a new batch, you can optionally select a different Cash Account, then click OK.

The selected entries are removed from the current batch and added to the newly created or existing batch as specified.