



# Business Office Release Bulletin

## April 2010

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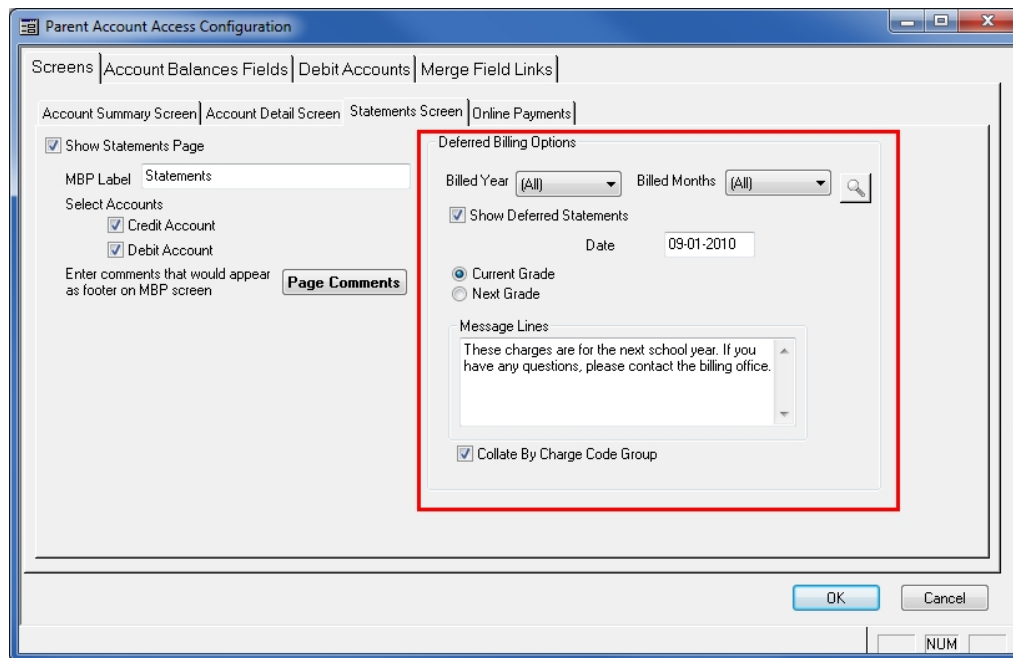
This release includes changes and enhancements in multiple applications. In **Accounts Receivable**, you now have the ability to enable 'Next Year Statements' for parents in **My BackPack**, and there is an enhanced recipient selection for statement broadcast emails. In **Accounts Payable**, new features have been added to increase security for vendor federal ID and social security numbers. In the **Budget** application, improvements have been made to the Account Details audit trail screen and report in My Accounts, to sort and sub-total by sub-ledger. And throughout the **Business Office** applications, you now have the ability to save report settings without saving the fiscal period.

As always, please contact Senior Systems Product Support if you have any questions about these new and enhanced features!

## New Deferred Statements in My Backpack

You can now allow parents to view and print "Next Year Statements" in My Backpack, displaying deferred charges that have been posted for the next fiscal year. This function can be enabled or disabled based on the time of year (or for any other reason), and can be configured to show only charges for a specific time period.

Deferred statement access is controlled via the My Backpack Configuration function in the Accounts Receivable application, on the Screens tab, Statements Screen sub-tab, where a new section for Deferred Billing Options has been added to the screen:



**To enable deferred statements in My Backpack**, you must check the 'Show Deferred Statements' box on this screen, which causes the 'Next Year Statements' option to be added to the My Accounts menu in the Parent Community of My Backpack. To disable this function for the Parent Community, simply un-check the 'Show Deferred Statements' box and click **OK**.

The specific charges to be included on the deferred statements are controlled by the Billed Year and Billed Months dropdowns on this screen. Even if you don't want to display deferred statements for parents, but do allow them to pay online, these fields are used to control which charges are included in the Balance Due for the deferred charges payment item on the Pay Online screen. This balance is calculated as the total of all deferred charges with a non-prepaid charge code minus the Prepaid Balance.

You can configure the following fields on this screen to control which charges are displayed and the format of the printed statement:

Field	Usage/Remarks
<b>Billed Year</b>	Used to filter which deferred charges are displayed and printed; it is the (calendar) year of the Bill Date for the deferred charge (or you can select 'All').
<b>Billed Months</b>	Used to filter which deferred charges are displayed and printed; it is the (calendar) month of the Bill Date for the deferred charge (or you can select 'All').
<b>Show Deferred Statements</b>	Controls the parent access to deferred statements in My BackPack. Check to enable the 'Next Year Statements' option on the My Accounts menu in the Parent Community; un-check to disable the option.
<b>Date</b>	Statement Date shown on the printable version of the statement.
<b>Current/Next Grade</b>	You can select whether to show a student's current or next year grade on the printable version of the statement.
<b>Message Lines</b>	Any message that you want to display at the bottom of the Next Year Statements screen, and on the printable version of the statement.
<b>Collate By Charge Code Group</b>	Check this box to group charges by Charge Code Group on the statement.

The Next Year Statements screen in My BackPack displays deferred charges for the selected time-frame:

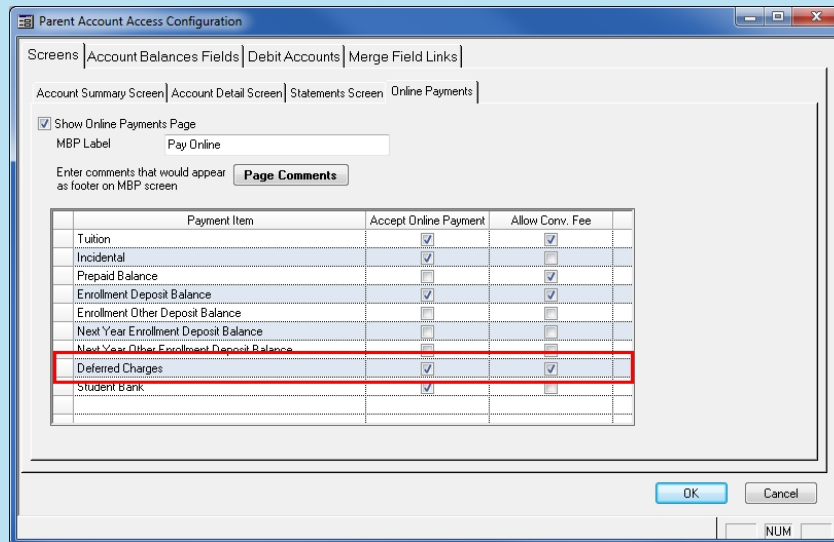
Charge Date	REF.	Description	Charges	Credits
Oct 2010	AR033838	Athletics - Boys Basketball	\$350.00	
<b>Total Due</b>				\$350.00

These charges are for the next school year. If you have any questions, please contact the billing office.

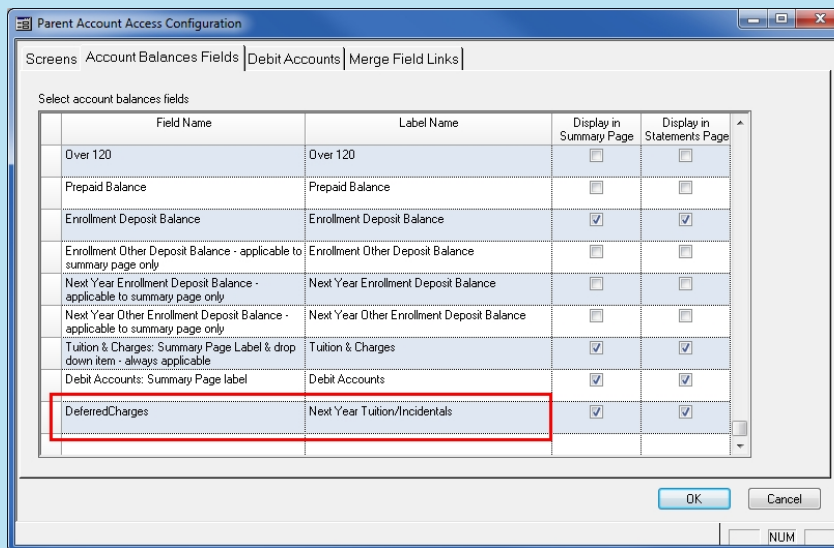
View Printable Statement

Powered by Senior Systems, Inc.

**Note:** If you want parents to be able to pay deferred charges online, be sure that you also have the Online Payment tab configured to show a line for Deferred Charges:



The label displayed for this field is taken from the Label Name for Deferred Charges on the Account Balances tab:



## Enhanced Recipient Selection For Statement Broadcast Emails

The Recipient Selection section of the Online Billing tab for the My BackPack Broadcast Email function has been enhanced to better support the use of broadcast emails to notify parents that online statements are now available, or for other statement-related emails. The first level of selection logic is now based on the A/R Bill Code in the parent address record (rather than the address type), so that only address records that are marked to receive statements or copies can be included in the list of recipients (regardless of whether it is a home, work, or other address type). The layout and wording for the some of the other recipient selection options has also been modified slightly for clarity, although the selection logic for those choices has not changed.

**Note:** For broadcast emails to parents that are not directly related to statements, you can use the Student/Parent tab, which includes more general recipient selection options.

**\* Recipient Selection Options**

**\* Select email recipients**

Original only   
  Original and Copy

Only send emails to parents who receive electronic statements  
 Only send emails to parents who receive paper statements  
 Send emails to parents who receive electronic or paper statements

Select parent type Both Father and Mother ▾

For families with multiple children, generate One email per family ▾

Check this box to override the 'Send Household Email' option on addresses

Check here to override the 'Billing Access' value on the addressee

Option	Remarks
<b>Original Only/Original and Copy</b>	Select the correct radio button to send emails: <ul style="list-style-type: none"> <li>only to addresses with an A/R Bill Code of 'Original'</li> <li>to addresses with an A/R Bill Code of 'Original' OR 'Copy'</li> </ul>
<b>Statement Type</b>	Select the correct radio button to send emails: <ul style="list-style-type: none"> <li>only to parents marked to receive electronic statements</li> <li>only to parents marked to receive paper statements</li> <li>to parents who receive either or both forms of statements</li> </ul>
<b>Parent Type</b>	Select the appropriate Parent Type(s) from the dropdown.
<b>Families With Multiple Children</b>	Select whether families with multiple children should receive one or multiple emails.
<b>Override 'Send Household Email'</b>	Check this box if you would like to override the 'Send Household Email' field on the parent address record (i.e. include the parent

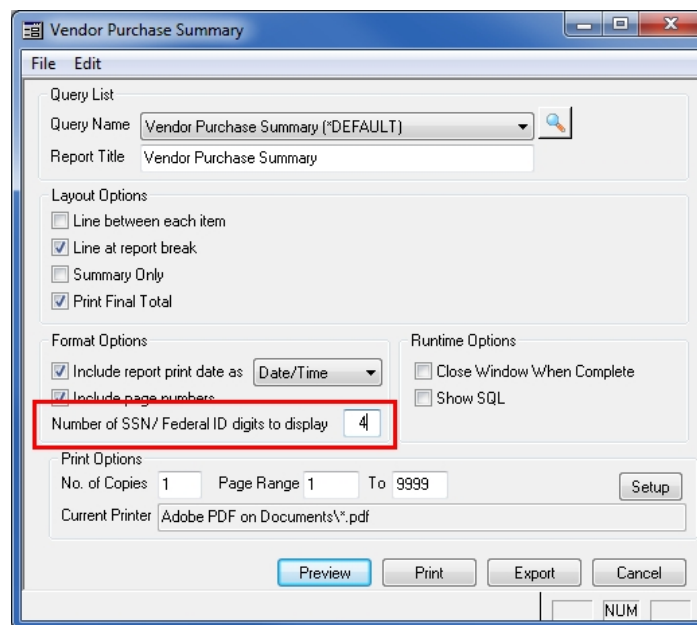
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<b>Option</b>	<b>Remarks</b>
	even if his/her email address is not designated for 'Send Household Email').
<b>Override 'Billing Access'</b>	Check this box if you would like to override the 'Billing Access' field for the parent web user (i.e. include the parent even if he/she does not have online billing access for the student).

## Vendor Federal ID and SSN Security

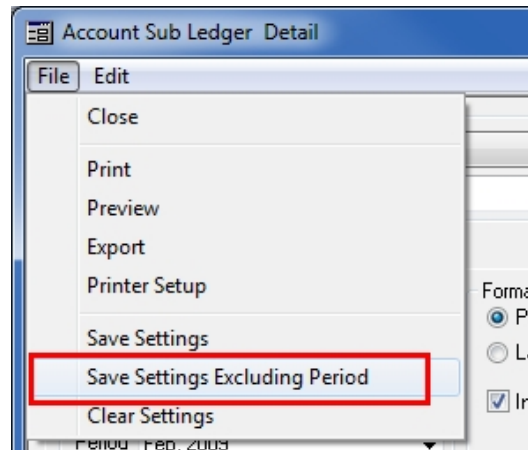
Two enhancements have been made to the Accounts Payable application to increase security for sensitive vendor Federal IDs (which in some cases may also be individual Social Security Numbers):

- A new **1099 Fed ID security key** has been added for Vendor Maintenance that controls whether or not to display the 1099 Federal ID on the Info tab, giving you user-level control over who may view and edit this field. Users who do not have this new security key will not be able to view or edit this field. As part of the database update process, existing users who currently have the Maintenance > Vendors security key will automatically be assigned this new key as well, so if you want to remove this capability for any existing users or groups, you will need to use System Administration to remove the 1099 Fed ID security key, which is located under Maintenance > Vendors for the Accounts Payable application.
- A new Format option has been added to the Vendor Sheet, Vendor Purchase Summary, 1099 Forms, and 1099 Interest Income Forms reports which allows you to **specify the 'Number of SSN/Federal ID Digits to Display'**. The resulting report or form will display the last 'N' digits of the Federal ID number, with 'N' being the number that you enter in this field. The remaining digits will be masked with XX's. For example, if you specify 4 digits to display, the report or form will show XXX-XX-6789 instead of 123-45-6789. As previously, you can use the security keys for individual reports to control who can create or print the report.



## Business Office Reports Save Settings Excluding Period

For Business Office reports that allow you to save settings, there is a new option on the File menu that works in the same way to save your settings, but DOES NOT save any settings relating to the selected fiscal period. This 'Save Settings Excluding Period' option is helpful when you usually run reports for the current fiscal period (and don't want to have to change the period each time) and similar situations. The existing 'Save Settings' option remains for those cases where you DO want to save the fiscal period settings along with your other choices.



Note that if you have previously used the 'Save Settings' option to save settings for a report (including the fiscal period), and you then select to 'Save Settings Excluding Period', the previously saved period will continue to be the default, since it was the last setting saved. To remove this default, you will need to use the 'Clear Settings' option to clear all previously saved settings, re-select your other (non-fiscal period) choices, and then re-save the settings using the 'Save Settings Excluding Period' option.



## Budget Account Detail Audit Trail Enhancements

In the Budget application My Accounts function, when you click in one of the 'actual' columns for an account which has sub-ledgers, and then click **DETAILS** to view the audit trail, there are several enhancements that have been made to the Account Detail screen:

- The screen has been made wider, and the list of transactions can now be sorted (and will total), by sub-ledger.
- The report that can be printed from this screen now has sub-ledger sorting and totals.
- You can adjust and re-arrange columns, and then save the settings for this table by right-clicking anywhere in the title bar and selecting **Save Settings**, to save time when returning to this screen in the future.

Account Detail for 253026549 - Special Events

Beginning Balance as of Jul, 2008 0.00  
 Activity 638.39  
 Ending Balance as of Jun, 2009 0.00

Comments

Period	Date	Description	Amount	Sub-Ledger ▲	Sub-Ledger Description	Sub-Ledger Total
Feb, 2009	04-13-10	Balloons For Spring Fair	45.00	301	1st Grade Departmental Exp	74.50
Feb, 2009	04-13-10	Coffee For Parents Day	29.50	301	1st Grade Departmental Exp	74.50
Feb, 2009	04-13-10	Science Fair Posters	156.00	302	2nd Grade Departmental Exp	156.00
Feb, 2009	04-13-10	Party Refreshments	87.66	303	3rd Grade Departmental Exp	136.89
Feb, 2009	04-13-10	Party Invitations	49.23	303	3rd Grade Departmental Exp	136.89
Feb, 2009	04-13-10	Professional Photographer	240.00	304	4th Grade Departmental Exp	271.00
Feb, 2009	04-13-10	International Day Decorations	31.00	304	4th Grade Departmental Exp	271.00

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