



Business Office Release Bulletin

December 2010

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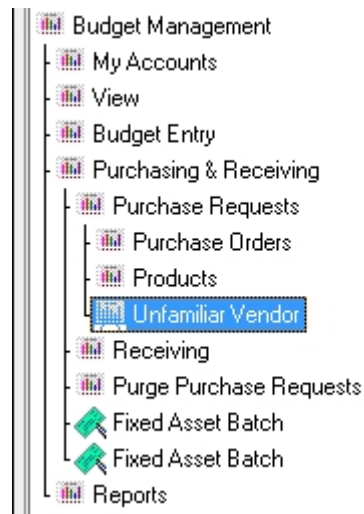
In this release are some new import functions--a custom import for cash receipts in the Accounts Receivable application, and a new G/L budget import. You can also now prevent Purchase Requests users from adding new vendors, page break by Subledger ID on certain budget reports, and enter cash receipts with distributions to multiple funds. For Campus Store, details for suspended sales have been added to the End of Day Update processing and reporting.

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

Lock Down Vendor ID in Purchase Requests

There is a new 'Unfamiliar Vendor' security key which controls whether or not users may create new vendors when entering or editing purchase requests. This new key is located under **Budget Management > Purchasing and Receiving > Purchase Requests** in the security key hierarchy.

Users who have this security key may add new vendors as necessary; those without the security key may only choose from the list of existing vendors for purchase requests. Upon database update, the new key is NOT added for any users, so you must assign this security key to those users whom you wish to allow to add new vendors.



New G/L Budget Import

There is a new G/L Budget Import function which allows you to import budget amounts from a spreadsheet, including an option to select between putting the entire amount(s) into a single fiscal month (of your choosing), or spreading the amount(s) out evenly across all months of the fiscal year.

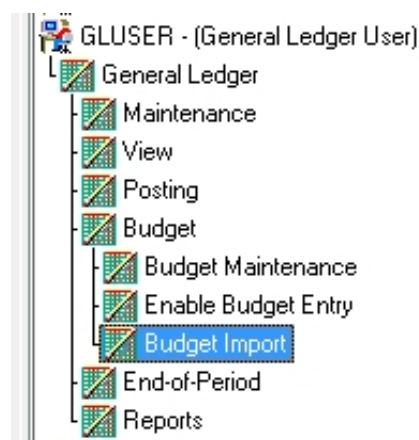
In order to use this function you must have a correctly formatted file for the import data:

- Column 1 contains the Account Number
- Column 2 is blank or contains any other data for your own use, such as the Account Description (this column is NOT actually used for the import)
- Column 3 contains the Budget Amount

The file may optionally include a first row header for field names, in which case you must be sure that the box is checked to indicate this during the import process. You must save this file as a Tab Delimited (.txt) file, or, for Mac users, as a Windows Formatted Text file.

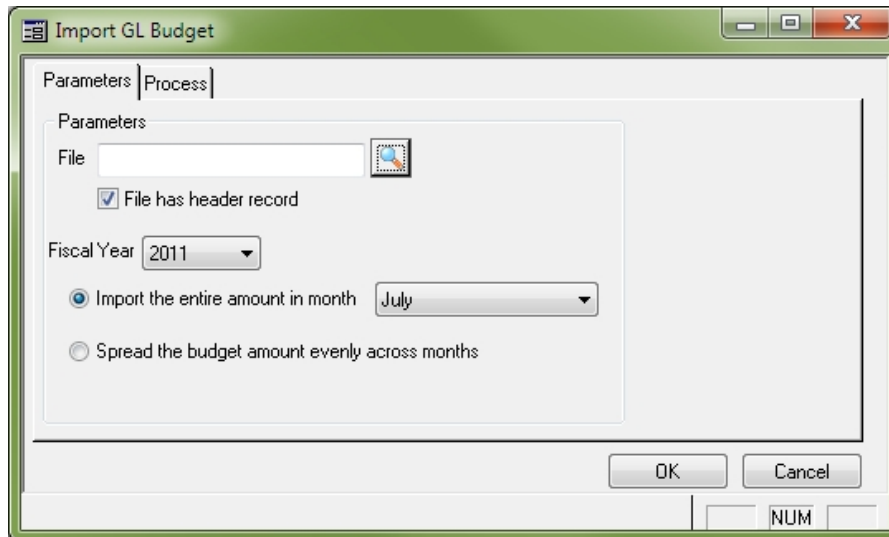
Important: Use this function with care! Importing into a single month replaces the existing value for that month only. Importing with the amount spread evenly across all months replaces the existing values for all months.


There is a new security key to control access to this function, located in the hierarchy as **General Ledger > Budget > Budget Import**. Upon database update, this security key is NOT assigned to any existing users, so you must assign the new security key to those users or groups for whom you wish to make this function available.



How To Import Budget Amounts

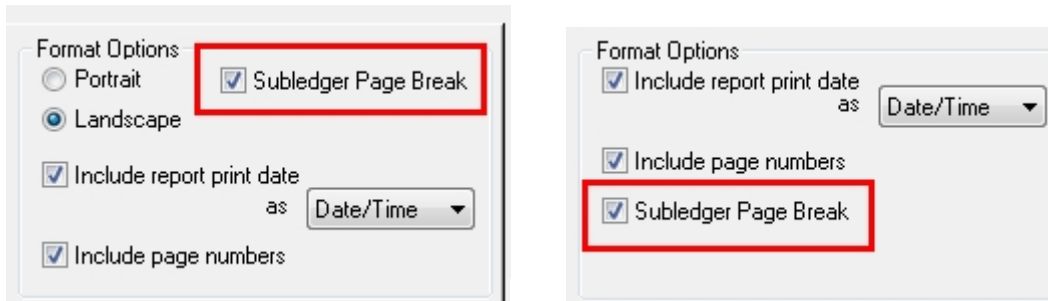
1. Select **Budget > Budget Import** from the main menu in the General Ledger application.



2. Click the  Search icon to navigate to the tab delimited import file, and then click **OPEN**. Uncheck the 'File has header record' box if your file does NOT include a header row. Select the desired Fiscal Year from the dropdown, and indicate whether you want the amount(s) to be inserted into a single month (if so, select the desired Month as well) or to be spread evenly across months. Then click **OK**.
3. The import process begins and displays a process window. In most cases, any rows in the import file that do not contain valid account numbers are simply ignored, but there may be some situations where errors are detected, in which case a message will appear and NO values will be imported. When the process completes successfully, click **OK** to acknowledge the message.

Page Break By Subledger on Budget Reports

On the Account Detail Report and the Department Activity Report in the Budget Management application, there is a new choice in the Format Options section of the report parameters to select page breaks by subledger:



Cash Receipts For Multiple Funds

In the Accounts Receivable application, it is now possible to post cash receipts with a distribution to an account in another fund. The system will then create the appropriate Due To/Due From transactions. This is useful in situations where a single check is deposited to a cash account in one fund, but part of the amount is to be applied to a revenue or expense account in another fund.

New Campus Store Suspended Sales Reporting

The End of Period Update/End of Day processing in Campus Store now includes reporting on any suspended sales for the day. These transactions are automatically deleted during the end of day process, and this reporting provides an audit trail for later follow up if needed. The Suspended Receipt Detail report includes whatever transaction details are available for each suspended sale, and prints after all other end of day reports have completed.

Suspended Receipt Detail List

December 23, 2010 9:29 AM

Page: 1

Receipt No.: 0000206472 **Date:** 11-05-2010 **Location:** The Senior Academy Bookst
Customer I.D./Name: CASH **Register:** STEVE960
Clerk ID: DOCSHORT

Quantity	Description	Unit Price	Amount	Taxable	Buyback
1	ABRIENDO PUERTAS I USED	14.25	14.25	Y	N
1	501 FRENCH VERBS	16.99	16.99	Y	N
	Subtotal Taxable		31.24		
	Tax		2.58		
	Total		33.82		
2	Total Quantity Purchased				