



# **Business Office Release Bulletin**

## **August 2011**

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### **About Release 92\_0**

Release 92\_0 includes a new spreadsheet-style G/L journal entry screen, the ability to drill down to the entire batch from the audit trail screen, an insert function for editing budget column sets, the ability to calculate historical balances for student charges, debit account funding via Online Enrollment, and new fields to monitor and track W9 status for vendors. There are also a variety of smaller changes and enhancements, as we constantly work to improve the functionality and usability of the Senior Business Office product line.


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





## New G/L Journal Entry Screen

The General Ledger Journal Entry screen and process has been significantly enhanced with a spreadsheet style interface, making it quicker and easier to enter, edit, and view journal transactions. Instead of a pop-up window for each journal entry, you will type directly into the fields on the Journal Entry screen, and new search capabilities make it easier to locate the correct account or sub-ledger. The program logic has also been enhanced to provide defaults for a balancing entry, the screen is larger and re-sizeable, and the Due To/Due From buttons are accessible from all of the journal tabs, so you can easily create these transactions without having to switch to the Fund Totals tab. The use and behavior of Reversing, Future, and Recurring journals has not changed.

### How To Enter Journal Transactions

1. Proceed in the normal fashion to create a new journal or to select an existing journal for editing (**Posting > New or Edit Batch > New or Edit Journal**).
2. Use the Journal Entry screen to enter and/or edit all transactions for the journal. Where possible, default values are pre-filled for you. On this screen, you have the ability to:
  - **Resize/reposition the entry window.** These settings are saved by the system, and will be used each time you return, until you make changes or clear the window settings (right-click on title bar of window and select **Clear Settings**).

- **Customize the table layout** by changing the column sizes and positions, auto-sizing, and/or locking left side columns in place, in the same way that you can customize other table windows in many of the Senior applications. You can also choose to save these settings for future use or clear them. (Right-click in the table header row to access the table layout menu.)
- **Search for an Account Number or Subledger ID** by entering the first part of the number/ID OR any part of the Description. You can then click on the  Search icon, but it's easier to just TAB out of the field. If there is a single match for the data you have entered, the field is filled in and you are automatically advanced to the next field. If there is more than one match, the Search screen is displayed and you can select the correct item from the list by double-clicking on it or clicking to select it and then clicking **OK**.
- **View summary data on the Sub-Ledger Totals tab or Fund Totals tab** at any time.
- **Create Due To/Due From** transactions by clicking on the appropriate button at the bottom of the screen, and then selecting the desired fund or 'All Funds'.
- **Copy a transaction** by right-clicking in any area of the row that is not a data entry field and selecting 'Copy to New Row'. The new transaction is added to the bottom of the screen, at which point you can edit it if necessary. You can also use this method to copy a partial transaction, however, the row must contain at least an Account Number.
- **Delete a transaction** by right-clicking in any area of the row that is not a data entry field and selecting 'Delete Row'.
- **Export transactions to Excel** by right-clicking in any area of the row that is not a data entry field and selecting 'Excel Export'. Enter a file name and click **SAVE**. When the export is complete, you can click **YES** to view the file immediately, or **No** to return to data entry.
- **Delete the ENTIRE journal** by clicking **DELETE** at the bottom of the screen, and then **YES** to confirm. Use this function with care as it immediately deletes all transactions from the journal displayed on the screen!

**Note:** Transactions that have valid data and include all required fields display a  or  icon in the far left column. Any transactions that are invalid or incomplete display a  or  icon in the far left column. You can hover your mouse over the icon to view all errors for the transaction.

All entries require an active G/L Account Number, a Posting Reference, and a non-zero Debit or Credit. Some accounts may also require a Sub-Ledger ID.

3. When you have finished with this journal, click **SAVE**. If you were adding new journals, the screen clears so you can begin the next one; you can click **CANCEL** when you have finished adding new journals, to return to the Journal screen for the batch.

## General Ledger Audit Trail Batch Report Link

On the Audit tab in General Ledger Account Maintenance, there is now a link to a report showing ALL transactions in the batch associated with a particular transaction, which can often help you to better understand the reason for the transaction and potentially direct you to related transactions from the same batch. This report is the same one that is available from the main menu in the General Ledger application under **View > Batches**.

To access the batch data for a transaction, just click on the link in the Batch column on the Audit tab in General Ledger Account Maintenance (the link becomes visible when you hover over the Batch ID with the mouse):

Period	Batch	Date	Debits	Credits	Posting Reference	Sub-Ledger
Oct, 2008	AP00350	10-30-2008	466.48		#0015546 WORLD BOOK SCHOOL AND LIBRARY	
Oct, 2008	AP00498	10-28-2008	3,708.00		#0015392 GALE GROUP (#15989438) - LIBRARY	
Oct, 2008	AP003498	10-28-2008	395.00		#0015409 TEACHING BOOKS.net, LLC (#2008-24	

The associated Posting Register for the selected batch opens in Preview mode, where you can optionally choose to print or save the report.

JOURNAL NO.	ACCOUNT NO. / DESCRIPTION	REFERENCE	DEBIT	CREDIT
000000	Bookstore Inventory	#0015137 AMERICAN EXPRESS (#081	40.00	
11590	AP Miscellaneous	ASHLEY CIVELLO (#08102916457) -	180.00	
12202	Financial Aid Sales			
147	Library - Online Database	#0015546 WORLD BOOK SCHOOL AN	466.48	
1515820020	Library-Books	AMERICAN EXPRESS (#081029095330	25.61	
1521020020	Library-Books	AMERICAN EXPRESS (#081029095232	25.60	
1521020020	Library-Books	AMERICAN EXPRESS (#081029094308	25.60	
1521020020	Library-Books	AMERICAN EXPRESS (#081029094238	8.97	
1521020020	Library-Books	AMERICAN EXPRESS (#081029094639	59.15	
1521020020	Library-Books	AMERICAN EXPRESS (#081029095741	53.63	
1522574076	Annual Gr-Donor Recog Awards	#0015575 SPRCE OF LIFE CATERING (	7,100.00	
1523051152	Bookstore - Dues/Memberships	AMERICAN EXPRESS (#081029094139	350.00	
1527074078	Comm PR - Postage/Shipping	#0014922 RIDGWAY MAILING COMP	6,483.31	
1528111011	US - Prof Dev Ground Travel	WARREN FREDRICH (#081030080744)	281.97	
1528351152	Bookstore - Prof Dev Incidentals	AMERICAN EXPRESS (#081029095950	13.50	
1528411011	US - Prof Dev Lodging	WARREN FREDRICH (#081030080744)	255.06	
1528511011	US - Prof Dev Meals/Entertainm	WARREN FREDRICH (#081030080744)	111.97	
1531212119	Fine Arts-Student Trips-Bus	WYNNI MOTORCOACHES (#0810291	2,548.00	
1534052152	Bookstore - Supplies	#0015135 AMERICAN EXPRESS (#081	31.76	
1534052152	Bookstore - Supplies	AMERICAN EXPRESS (#081029095414	4.24	
1534052152	Bookstore - Supplies	#0015288 AMERICAN EXPRESS (#081	163.35	
1534052152	Bookstore - Supplies	#0015337 AMERICAN EXPRESS (#081	64.70	
1535011027	Computer US-Teaching Aids	NANCY PINNOW (#081029172221) - R	24.96	
1535022120	Fine A Stamps-Teaching Aids	AMERICAN EXPRESS (#081029095006	73.97	
1535022120	Fine A Stamps-Teaching Aids	AMERICAN EXPRESS (#081029095005	73.98	
1535022130	Fine Arts 3-D Art-Teaching Aids	#0014951 TEXAS ART SUPPLY COMP	417.73	
1535022132	Film/Video-Teaching Aids	AMERICAN EXPRESS (#081029095142	12.99	
1536055157	Mount-Plumbing-Repair/Maint	#0015553 ISI REFRIGERATION (#1982	127.13	
1536055157	Mount-Plumbing-Repair/Maint	#0015553 STATE CHEMICAL MANUF	241.67	
1536055150	Cafeteria - Ann Serv Contract	SAGE DINING SERVICES, INC. (#3113	73,342.67	
1537071000	PERM	COMMERCIAL BUILDING CONCEPT	5,210.00	
212	Maintenance Equipment/Perum			
12201	Accounts Payable	A/P Purchase Entry		97,786.03
1535022120	Fine A Stamps-Teaching Aids	AMERICAN EXPRESS (#081029095518		73.97
JOURNAL TOTAL:			97,860.00	97,860.00
POSTING TOTALS:			97,860.00	97,860.00
GRAND TOTAL:			97,860.00	97,860.00

## Insert Button for Editing Budget Column Sets

When editing the column set details in a Budget Column Set, it was previously difficult to insert a new column somewhere in the middle of an existing list. Now, there is an Insert button that moves all remaining rows down and creates a new blank row in the table.

To insert a new column definition for an existing column set:

1. Select **Maintenance > Administration Maintenance** from the main menu in the General Ledger application.
2. Click to select the **Budget Columns** tab, click on a row to select the column set to work with, and then click **EDIT**.
3. Click in the left margin to select the row where you want to insert a new column and then click **INSERT**.

Column Set (Comparative YTD)

Column Set Details

Name: Comparative YTD

Col No	Value	Year	Title 1	Title 2
1	Balance Year To Date	@This Year	Balance	YTD
2	Beginning Balance	@Last Year	Beginning	Balance
3				
4	Total Budget	@This Year	Total	Budget
5	Balance Year To Date	@Last Year	Balance	Last YTD
6				
7				
8				
9				

Buttons: Delete, Formula, Insert, OK, Cancel

4. You can then proceed in the normal fashion to enter the details for the new column. When you have finished all edits, click **OK** to save.

## Historical Balance for Student Charges

A new Balance field has been added to the data table on the Charges tab in Accounts Receivable Student Maintenance (as well as on similar tabs in View > Students and View > Families). This field calculates a "running balance" that can be used to determine what was owed for the student as of any particular date.

Student Maintenance

Name | Address | Info1 | Info2 | Account | All Accts. | Charges | Pending | Deferred | Debit | Medical | Media | Custom | Comments

Search For: [ ] Sort By: ☐ Code ☒ Date Sort Order: ☒ Ascending ☐ Descending

☐ Display only charges not yet billed

Code	Description	Batch	Check No.	Charge Amt.	Sales Tax	Total Amt.	Balance	Hide
0023	Financial Aid - Plan C - 10 Mo	AR006571		(2,350.00)	0.00	(2,350.00)	422.50	
PYMT	Payment Received - Thank You	AR006661	00019543			(466.25)	(43.75)	31C
0003	Tuition - Plan C - 10 Month	AR006736		2,825.00	0.00	2,825.00	2,781.25	
0023	Financial Aid - Plan C - 10 Mo	AR006736		(2,350.00)	0.00	(2,350.00)	431.25	
PYMT	Payment Received - Thank You	AR006789	00019752			(466.25)	(35.00)	31C
0003	Tuition - Plan C - 10 Month	AR006854		2,825.00	0.00	2,825.00	2,790.00	
0023	Financial Aid - Plan C - 10 Mo	AR006854		(2,350.00)	0.00	(2,350.00)	440.00	
PYMT	Payment Received - Thank You	AR006919	00020096			(466.25)	(26.25)	31C
0003	Tuition - Plan C - 10 Month	AR006960		2,825.00	0.00	2,825.00	2,798.75	
0023	Financial Aid - Plan C - 10 Mo	AR006960		(2,350.00)	0.00	(2,350.00)	448.75	
PYMT	Payment Received - Thank You	AR007032	00020439			(466.25)	(17.50)	31C
Totals				6,440.35	0.00	(17.50)		

Next Year OK Cancel Print Delete NUM

This running balance has also been added to the Student Charges report that is created when you click **PRINT** from the Charges tab for a student.

### Student Charges

July 5, 2011 2:27 PM

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STUDENT ID. / NAME				GROUP	ACCT. TYPE	GRADE	GEN.	CLASS	
DATE	CODE	DESCRIPTION	BATCH	CHECK NO.	CHARGE AMT	SALES TAX		TOTAL	BALANCE
				Student		II	M	2015	Beginning:
11/01/10	0003	Tuition - Plan C - 10 Month	AR006736		\$2,825.00	\$0.00		\$2,825.00	(\$43.75)
11/01/10	0023	Financial Aid - Plan C - 10 Mo	AR006736		(\$2,350.00)	\$0.00		(\$2,350.00)	\$2,781.25
11/15/10	PYMT	Payment Received - Thank Yo	AR006789	00019752				(\$466.25)	\$431.25
12/01/10	0003	Tuition - Plan C - 10 Month	AR006854		\$2,825.00	\$0.00		\$2,825.00	(\$35.00)
12/01/10	0023	Financial Aid - Plan C - 10 Mo	AR006854		(\$2,350.00)	\$0.00		(\$2,350.00)	\$2,790.00
12/15/10	PYMT	Payment Received - Thank Yo	AR006919	00020096				(\$466.25)	\$440.00
01/03/11	0003	Tuition - Plan C - 10 Month	AR006960		\$2,825.00	\$0.00		\$2,825.00	(\$26.25)
01/03/11	0023	Financial Aid - Plan C - 10 Mo	AR006960		(\$2,350.00)	\$0.00		(\$2,350.00)	\$2,798.75
01/18/11	PYMT	Payment Received - Thank Yo	AR007032	00020439				(\$466.25)	\$448.75
Total Due: (\$17.50)								\$26.25	(\$17.50)

Total Number in List: 9

\$26.25

## Debit Account Funding Through Online Enrollment

You can now allow parents to fund student debit accounts by a preset amount at the time of Online Enrollment, as long as your Online Enrollment payment setup is configured to allow for custom types of payments (i.e. is not set to just use the Deposit Amount from Enrollment Management) and as long as you use the same cash account for both debit accounts and all online enrollment deposits. At the bottom of the Online Payment tab for Online Enrollment Setup (accessed via the Admin Community of My BackPack), the Type field dropdown now includes at the bottom of the list any eligible debit accounts that you have enabled for use in My BackPack:

☐ Use the deposit amount from Enrollment Management

**Payment Amounts**

Type	From Grade	To Grade	Name	Amount	Action
Debit Account - Student Bank			Student Bank (Replenish)	250	
Enrollment Deposit					
Other Enrollment Deposit					
Tuition Amount					
Other Charges					
Prepay Amount					
Debit Account - Student Bank					

[Add Amount](#)

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For assistance with using this website, please email us at [support@senior-systems.com](mailto:support@senior-systems.com) or call us at (888) 480-0102 ext. 1.

If you want to set up multiple preset funding amounts for the same debit account, you can just add multiple payment items to the list, and parents will be able to select the one they prefer at the time of payment.

**Note:** You will only see a specific debit account available in the Type dropdown IF all of your divisions use the same cash account for online enrollment deposit payments (as set in Accounts Receivable **Maintenance > Administration Maintenance > Accounts Receivable, Online Payments Setup button, Enrollment tab**), AND IF this is the same cash account that is defined for the debit account.



## Configuration for Online Payments and Deferred Statements in My Backpack

Some changes have been made to the configuration options and calculations related to online payments and deferred statements in My Backpack:

### New Configuration Options For My Backpack Pay Online Screen

You now have more control over the balances and default payment amounts displayed on the Pay Online screen for tuition and incidentals. These settings are accessed via a new **TUITION AND INCIDENTAL DISPLAY OPTIONS** button on the Online Payments sub-tab of the Screens tab in My Backpack Configuration (in the Accounts Receivable application):

Parent Account Access Configuration

Screens | Account Balances Fields | Debit Accounts | Merge Field Links

Account Summary Screen | Account Detail Screen | Statements Screen | Online Payments

☒ Show Online Payments Page

MBP Label:  Make Online Payments:

Enter comments that would appear as footer on MBP screen:

Payment Item	Accept Online Payment	Allow Conv. Fee
Tuition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Incidental	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The Tuition and Incidentals Display Options screen allows you to set whether you show the Current Balance and/or Balance from Last Statement, and to optionally enter a different label for each of these columns in My Backpack. You can also set the default Payment Amount for each type of payment to be 'Current Balance', 'Balance From Last Statement', or 'None' (to have the amount default to 0). After setting these options, click **OK** to save changes.

**Note:** The Balance From Last Statement option refers to the last statement displayed in My Backpack.

Tuition and Incidental Charges Display Options

If you choose to accept online payments for Tuition and/or Incidental Charges, you have a few options as to what amount(s) to display to parents and what amount to automatically fill in the Payment field.

The Current Balance column will display the student's balance as of the moment the parent goes to the Pay Online page. This is the Current Tuition Balance and Incidental Balance that appears on the student's Account Tab.

The Balance as of Last Statement column will display the students Tuition and Incidental balance that appeared on the most recent statement built and updated.

You may show one or both of the balances to parents and you can choose which amount should appear in the Payment field.

You can customize the column labels the parents will see for these 2 amount fields.

☒ Show Current Balance      ☒ Show Balance from Last Statement      Default Payment Amount to:

MBP Column Label:       MBP Column Label:

## **Changes To Deferred Statements Configuration in My Backpack**

You now have the ability to add page comments to the Deferred Statements screen in My Backpack Configuration. The text entered here appears at the bottom of the screen, in a similar fashion to the page comments for other My Accounts screens. To enter this text, click **PAGE COMMENTS** at the bottom of the Deferred Billing Options pane of the Statements Screen sub-tab of the Screens tab in My Backpack Configuration (in the Accounts Receivable application). Enter or edit the text and click **OK**.

The screenshot shows the 'Parent Account Access Configuration' window with the 'Screens' tab selected. The 'Statements Screen' sub-tab is active. On the left, under 'Show Statements Page', there is a text field for 'MBP Label' containing 'Statements', and checkboxes for 'Credit Account' and 'Debit Account'. Below these is a text area for 'Enter comments that would appear as footer on MBP screen' and a 'Page Comments' button. On the right, under 'Deferred Billing Options', there are dropdowns for 'Billed Year' (2011) and 'Billed Months' ((All)), a 'Show Deferred Statements' checkbox, a 'Date' field (05-18-2011), radio buttons for 'Current Grade' and 'Next Grade', a 'Message Lines' text area, and a 'Collate By Charge Code Group' checkbox. At the bottom of this pane is another 'Enter comments that would appear as footer on MBP screen' text area and a 'Page Comments' button, which is highlighted by a red rectangle. At the bottom of the window are 'OK', 'Cancel', and 'NUM' buttons.

Also, for deferred statements, the Deferred Balance on the Pay Online screen is now calculated using the total from the Billed Months selected on this configuration screen less any prepaid amount(s).

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## My Backpack Online Payment Batch Consolidation

Due to recent program enhancements in a previous release, allowing online payments from My Backpack to be configured differently by division, some schools with multiple divisions who previously had only a single online payment batch of a given type to process each day were finding that they now had to process multiple batches with identical batch posting details (i.e. Cash/Revenue Account Numbers, Sub-ledgers, and Batch Descriptions). To simplify the posting process and reduce confusion, the system will now automatically consolidate online payment batches for multiple divisions that have identical batch posting details into a single batch for each day.

Batches will be combined based on the following rules:

- For **Online Admissions**, batches for multiple divisions will automatically be combined if they have the same Batch Description, Cash Account, Revenue Account, and Revenue Account Sub-ledger.
- For **Online Enrollment**, batches for multiple divisions will automatically be combined if they have the same Batch Description and Cash Account.
- For **Online Summer/Program Registration**, batches for multiple divisions will automatically be combined if they have the same Batch Description, Cash Account, and Summer Receivables Account.

If for some reason you wish to maintain separate batches for each division, even though you are posting to the same accounts, just make a small change to the Batch Description for each division. This will cause the system to continue creating separate batches by division.

**Tip:** New batches are started based on the Cutoff Time for your merchant account gateway. If there is already an existing batch for the day when you make a change to the configuration to force separate batches, it will not take effect until AFTER the Cutoff Time, when a new batch begins.

## Expanded Student Alert Field

The student Alert field, previously limited to 60 characters and displayed only on the Name tab in Student Maintenance, has been expanded to allow multiple lines of text with up to 2000 characters, so you can include more extensive information and/or multiple alerts. It is also now displayed in the Faculty/Staff Community of My BackPack on the Student tab of the Student Directory Details screen (for groups who have the appropriate security key). In situations where the full text is not visible in the text box without scrolling, you can hover the cursor over the field to view the entire contents, and editing the field in Student Maintenance now requires you to explicitly click a button, to help prevent inadvertent changes to the data.

Student Maintenance - (George Allen Ball)

Name | Address | Info1 | Info2 | All Accts. | Registrar | Schedule | Grades | History | GPA/Rank | Attendance | Program | Medical | Media | Custom | Comments | Web ID


Name / I.D.

George Allen Ball  
First Middle Last Suffix  
BALL021 George BALL, GEORGE ALLEN  
I.D. Preferred Sort Key Full Names Portrait

General Information

School I.D. Lower School Student Group Student D.O.B. 03-25-2002  
Current Grade 3 Repeating A/R Group Student Age 9  
Type Enrollment Status Enrolled SSN  
Admiss Yr. 2007 Mid Year Board/Day D  
Class Yr. 2020 Tel. No.  
Next Yr School Lower School Alert Allergic to Peanut Butter - Epipen available in Nurse's ...  
Next Yr Grade 4

Next Year OK Cancel Print Delete NUM

**Note:** To edit the Alert field, click the  button to the right of the field. Edit the field contents in the Dialog box and click **OK**.

Edit Alert Information

Alert  
Allergic to Peanut Butter - Epipen available in Nurse's Office

OK Cancel

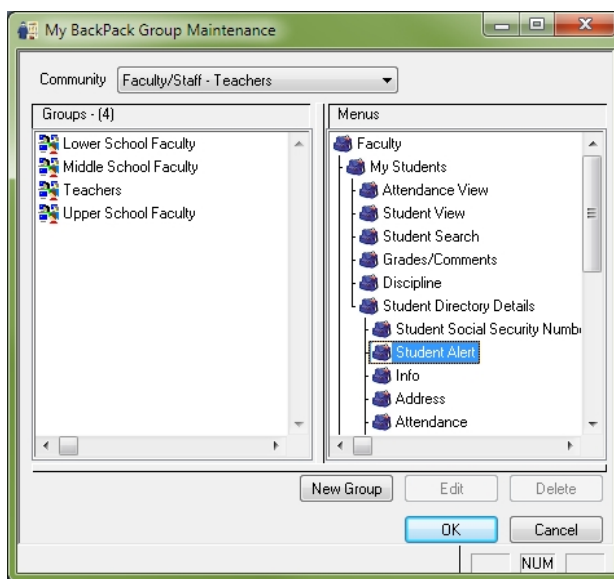
The student Alert field has also been expanded in the Summer School application. Keep in mind that the Alert field in a Summer School student record is not shared with any other linked student records, however, when adding a new student in Summer School and linking to an existing student record, the contents of the Alert field will be copied to the new Summer School student record, where it can then be modified or deleted if necessary.

## **My BackPack**

Student    Family    Schedule    Attendance    Discipline    Grades    Daily Assignments and Comments					
ID:	BALL021	Grade:	3	Gender:	Male
D.O.B.:	03-25-2002	SSN:		Board/Day:	Day
Student Group:	Student		Enrollment Status:	Enrolled	
Entry Date:		Entry Grade:	K		
Re-Entry Date:		Diploma Date:			
Admission Year:	2007	Class Year:	2020		
E-Mail:					
Alert:					
Allergic to Peanut Butter - Epipen available in Nurse's Office					

This display and edit of this field in My BackPack is also now controlled via security key, in a fashion similar to the Social Security Number field. For My BackPack Faculty/Staff Community security groups, this new Student Alert key is found under My Students > Student Directory Details.

**Note:** Upon database update, this security key is NOT automatically included for any existing security groups, so you will need to add this key for any faculty/staff groups who should be able to view or edit this data.



## W9 Status For Vendors

The Info tab of Vendor Maintenance now has two new fields to track the receipt of forms W9 from vendors. There is a 'W9 Received' checkbox and a corresponding Date Received field. These fields are independent of each other, so you can choose to use either or both to track W9 receipts.

The screenshot shows the 'Vendor Maintenance' window for vendor '0019 - ACME School Supplies'. The 'Info' tab is selected. The 'W9 Status' section, located at the bottom left of the main form area, is highlighted with a red rectangular box. Inside this box, the 'W9 Received' checkbox is checked, and the 'Date Received' field contains the text '01-31-2011'. Other visible fields include '1099 Type' (Miscellaneous), 'Federal I.D.' (empty), 'This Cal. Year Amt.' (\$0.00), 'Last Cal. Year Amt.' (\$562.34), '1099 Name' (ACME School Supplies), 'Vendor Information' (Terms, Acct. No., Temporary Vendor, Employee), 'Misc. Information' (Class Code, Usage Type, Ship Via), and a bottom row of checkboxes for 'Active', 'Miscellaneous Vendor', and 'Separate Check'.

These two fields have been added to the Vendor Search screen for optional display/search, making it easy to find which vendors have submitted or not (and when), and the fields are available for export from that screen as well. These fields have also been added to queries, the Vendor Mailing, and the Vendor Sheet report.

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## **Misc. Enhancements to Business Office**

The following minor enhancements and changes are also included in the 92\_0 release for Business Office:

### **Multiple Applications**

- The Account Group 1 and Group 2 fields are now available for display and/or search on the Account search screens throughout the Business Office applications.

### **General Ledger**

- The FASB Statement of Activities report now has an option to include Last Year totals.
- In General Ledger Posting, you can now use multi-select to pull multiple recurring batches at once into a new journal.
- The Posting Reference field has been expanded to a maximum of 254 characters. The full field size is not visible on all screens, but you can hover over an entry to pop up a tool tip with the entire contents of the field, and reports also include the entire entry.

### **Accounts Receivable**

- The wording of the system preference "Will multiple cash accounts be used in Accounts Receivable?" has been changed to "Do you only use one cash account in Accounts Receivable?" to clarify how the preference functions. When this preference is set to "N" (No), you can pick multiple cash accounts when posting. When set to "Y" (Yes), you can pick only one. This preference is normally set at the time of installation, and will not change unless you make changes to your accounting methods.
- For online payment transactions processed through the Network Merchants payment gateway, the IP address of the payer is now passed through as part of the transaction, and should be available via your merchant account interface.
- The Payment Detail screen for eCheck payments in My Backpack now includes a "What's This?" link next to the routing number and account number; clicking the link displays a popup image of a check, with the coding labeled, to assist users who are making eCheck payments.
- Debit Posting can now handle Charge Codes that require a sub-ledger account, and the Sub-Ledger field (with search capability) has been added on the Debit Posting screen for both individual and group entry transaction entry.

- On the Family Distribution screen for Cash Receipts, there is a new 'Apply Oth Deposit to Next Yr' checkbox, to be used when you want to apply the Other Deposit amount to Next Year. (A 'Next Year' checkbox for Other Enrollment Deposit was already present on the Student screen for Cash Receipts.)
- The Online Billing tab for Student/Parent Broadcast Email in My Backpack now includes Summer School/Extended Programs divisions as well as Academic divisions (as part of the 'Advanced Selection Options'), to facilitate mailings for those schools who bill on account for summer or extended programs.
- The Recipient's Preferred Name fields is now available as a merge field for Online Billing and Student/Parent Broadcast Emails in My Backpack.
- The Street Address is now displayed on the Company Search screen when maintaining parent work addresses, to help in identifying the correct record for companies with multiple addresses.
- All of the fields relating to student vehicles (except Notes) are now available for display and/or search on the Student Maintenance search screen.

### **Fixed Assets**

- The Date in Service field has been added to the Asset search screen, and this screen now has the ability to customize the fields visible and searchable (in the same fashion as many other search screens throughout the Business Office applications), using the Options button in the header bar.