



Business Office Release Bulletin

August 2012

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About Release 92_3 for Business Office

Release 92_3 for Advantage Business Office is primarily a maintenance release to address some known issues and implement some requested enhancements. Some more extensive enhancements were made to the Online Budget Management optional module, and those are covered in a separate document. There is also an important change to the Campus Store inventory processing logic which may cause the database update program for schools with Campus Store to run a little longer than it normally does. Please see the specific topics in this document for more details about all of these changes and enhancements.

Please contact Support@senior-systems.com if you have any questions about any of these new features.

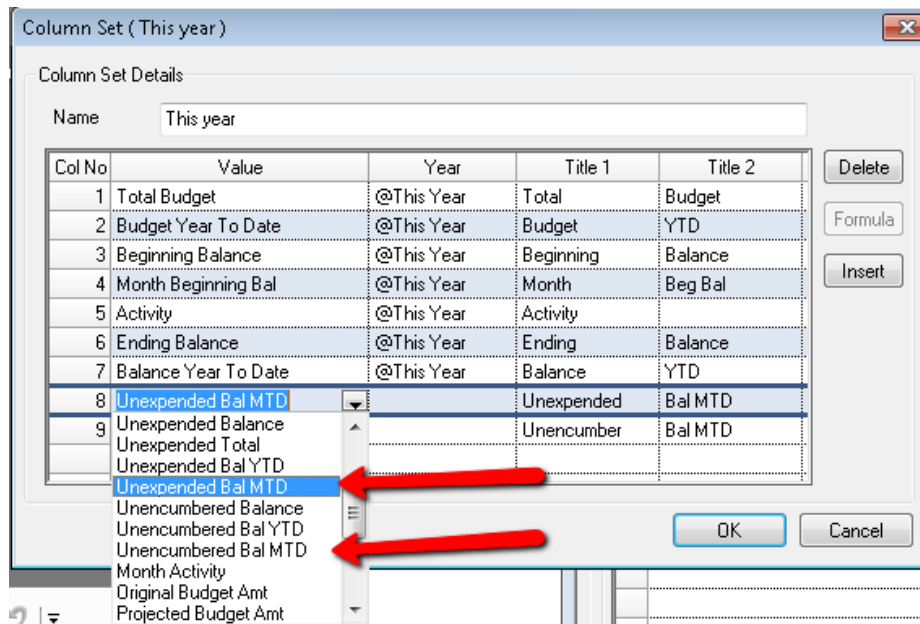
Business Office Enhancements

General Ledger

Bank Reconciliation for Negative Amounts on Checks/Drafts - In some cases where schools use negative check amounts (to process refunds from vendors, for example), there was a problem in Bank Reconciliation because the transaction was showing up on both the Checks and Payments tab and the Deposits tab. Now, these transactions only display on the Deposits tab.

Budget Import for Future Month in Current Fiscal Year and Account Number Validation- Previously the system produced an error if you tried to import a budget for a future month in the current fiscal year. This problem has been fixed to allow these imports to proceed. The process has also been enhanced to display an error if you attempt to import for an account number that does not exist.

New Budget Column Choices - In the Budget Column sets defined in Administration Maintenance, there are two new choices for automatically calculated columns: Unencumbered Bal MTD and Unexpended Bal MTD. These work in a similar fashion to the existing YTD options, but calculate for just the month-to-date.



Accounts Receivable

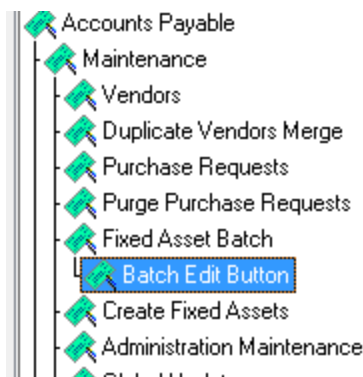
Post EFT 'PRENOTE' Batch With Zero Amounts - Previously it was not possible to post a prenote batch that contained all zeros when sending test transactions to your bank. The system will now allow you to finalize and post the zero total batch.

Post to GL Warning for Summer Divisions - In Summer School posting, there is now a warning message if you select to post to General Ledger for a division that is not marked as 'Post to GL'. If you then select yes to proceed with the posting anyway, the system will still allow it; the warning is just intended to prevent inadvertent posting to GL.

Accounts Payable

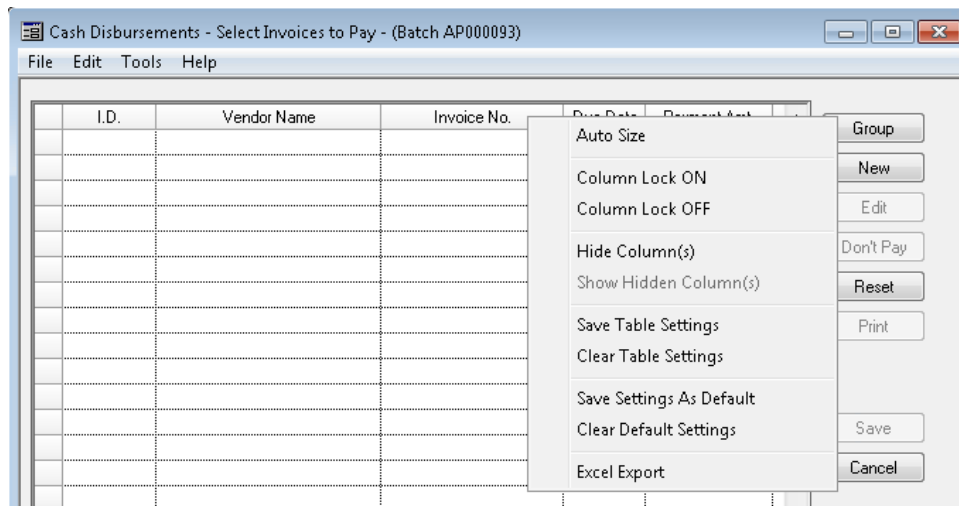
Default Terms for Recurring Invoices - Previously, the system was not always consistent in how it populated the defaults for the Terms when setting up recurring invoices and creating the actual transactions. Some minor fixes were made to ensure that the Terms (if any) in the Vendor record are used as the defaults when setting up a recurring invoice, and the Terms from the setup template are used as the defaults when creating the actual invoice.

New Asset Editing Security Key - There is a new **Accounts Payable > Maintenance > Fixed Asset Batch > Batch Edit Button** security key that controls the ability to edit or delete pending asset records. This makes it possible to set access to "view only" or "view and edit/delete" for these records in the Fixed Assets Batch function. Upon database update, this security key is automatically given to any users or groups who currently have the **Fixed Asset Batch** key.



Note: If you do not want users to edit or delete pending asset records, you will need to remove this new security key for the appropriate users or groups. Users who have the Fixed Asset Batch key but do not have the Batch Edit Button key will be able to view pending asset records, but will not be able to edit or delete.

New Options for Select Invoices to Pay Window - In the Checks > Cash Disbursements > Select Invoices to Pay window, you can now sort by any of the columns, re-arrange the columns, and save settings in a similar fashion to other search screens in the system. This can make it easier to locate the invoices you wish to pay if you have a long list. Click on a column name to sort, or right-click on the header to get the table settings menu:



My Backpack

Debit Account Filtering on Statements Screen - For schools that create debit account statements, the drop-down on the Statements screen in My Backpack now allows parents to filter for a specific debit account. (Note that all statements associated with the selected account will display in the list, so if your school produces a combined debit account statement, this filtering may not produce noticeably different results.)

Student: George Larson Ackerman, II	Student Account: Student	Account Number: ACKE011	View Account: Student Bank	Pay Your Tuition Online
Statement Dates				
07/19/2012				
Charge Date	Account	Description	Charges	Deposits
1/1/2012	Student Bank	Balance Forward		\$0.00
1/19/2012	Student Bank	Athletics	\$12.00	
6/26/2012	Student Bank	Advance Tuition		\$5.00

Customer Name Transmission to Customer Vault/Authorize.Net - For schools that use a Network Merchants or Authorize.Net gateway account, the system was previously storing the full customer name in the First Name field, which caused problems for some schools when accessing the data in their merchant account. This has now been changed so that the customer First Name and Last Name are transmitted to the correct fields.

Budget Management/Purchase Requests Enhancements

Several features were added or enhanced for Budget Management and Purchase Requests:

Re-Use of Never Entered Purchase Request Numbers - Previously, if a user entered a purchase request and assigned a number but then canceled before saving it, the number would never be used, leaving unexplained gaps in the sequence that some auditors were not comfortable with. Now, in this situation, the purchase request number is available for re-use.

Vendor Contact and Phone Fields Required for New Vendors - For users who are permitted to add new vendors when creating a purchase request, a new Vendor Contact field has been added to the screen, and both the Vendor Contact and Phone Number field are required at the time a purchase request is submitted (only). This will ensure that the school's business office has the information needed to contact the new vendor for a W-9 form and/or to confirm other billing and payment data. For existing vendors, the Vendor Contact field displays the Vendor Contact (1) from the primary vendor address record, if available.

Purchase Request Maintenance - (New)

Request | Products | Comments

Purchase Request

Request No. 0000308 Assign Status Pending

Department AR Art Requested By Sally Jones - (SALLY)

Request Date 07-27-2012 Send To

Date Rec'd By Approved By

Ship Via FedEx Ship To Elementary Campus Manager Approved By

Request Type Buyer

Description T-shirts for craft fair

Vendor T-Shirt Emporium

Line 1 123 Main St. Project No.

Line 2 Tel. No. 555-555-5555 Contact Tony Brackland

Line 3 Fax No.

City/St/Zip Marlborough MA 01752 Website

Request Total

Blanket Purchase Active Date To Next Fiscal Year

OK Cancel Print Delete

NUM

Purchase Request Maintenance - (New)

Request | Products | Comments

Purchase Request

Request No. 0000308 Assign Status Pending

Department AR Art Requested By Sally Jones - (SALLY)

Request Date 07-27-2012 Send To

Date Rec'd By Approved By

Ship Via FedEx Ship To Elementary Campus Manager Approved By

Request Type Buyer

Description T-shirts for craft fair

Vendor 0015 Academic Supplies R' Us

Line 1 Suite A110 Project No.

Line 2 1475 West Spring Street Tel. No. 111-111-1111 Contact Mr. Welsh

Line 3 Bldg A Fax No. 222-222-2222

City/St/Zip Marlborough MA 01752 Website www.senior-systems.com

Request Total

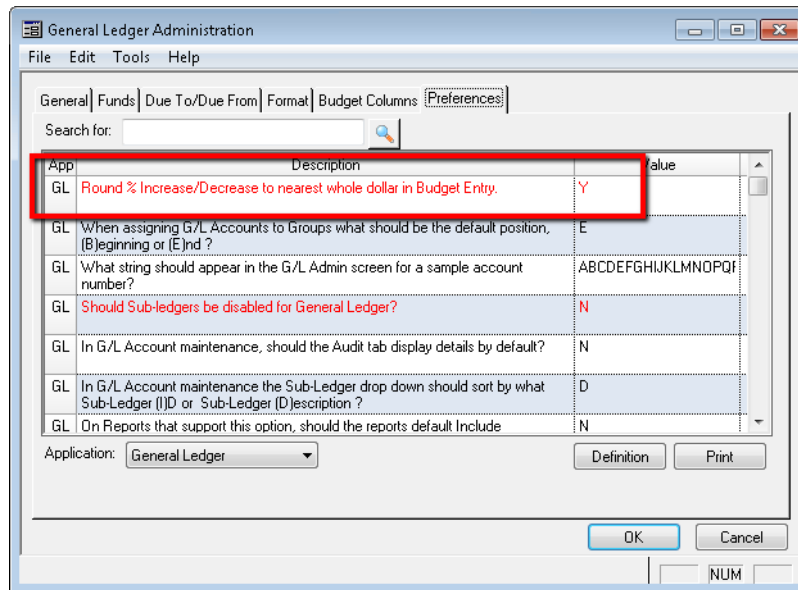
Blanket Purchase Active Date To Next Fiscal Year

OK Cancel Print Delete

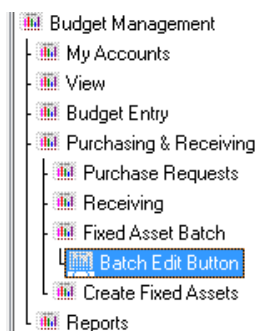
NUM

Locate an existing vendor by clicking the search button or enter a new vendor in the Name Field

New System Preference for Rounding on % Increase/Decrease - There is a new 'Round % Increase/Decrease in Budget Entry' system preference (set in General Ledger Administration Maintenance) to determine whether or not the system should round to the nearest dollar when calculating a percentage increase or decrease based on a previous year or actual or budget amount. This preference is set to "Y" by default to follow the current system logic, but schools who do not wish to round to the nearest dollar on these types of calculations can set the preference to 'N' (for rounding to the nearest cent). Note that you must log in as the schema owner to view or change this preference setting.



New Asset Editing Security Key - There is a new **Budget Management > Purchasing & Receiving > Fixed Asset Batch > Batch Edit Button** security key that controls the ability to edit or delete pending asset records. This works for both Online Budget Management and Advantage Budget Management. This makes it possible to set access to "view only" or "view and edit/delete" for these records in the Fixed Assets Batch function. Upon database update, this security key is automatically given to any users or groups who currently have the **Fixed Asset Batch** key.



Note: If you do not want users to edit or delete pending asset records, you will need to remove this new security key for the appropriate users or groups. Users who have the Fixed Asset Batch key but do not have the Batch Edit Button key will be able to view pending asset records, but will not be able to edit or delete in either Advantage Budget Management or Online Budget Management.

Online Budget Management

Several enhancements have been made to Online Budget Management (some of them in conjunction with corresponding changes in Advantage Budget Management). Please see the Online Budget Management 92_3 Release Notes for more details. After the update, the easiest way to access these notes is to log into Online Budget Management and select 'View The Latest Release Notes' from the Budget Management menu on the Dashboard.

Campus Store Inventory

Several schools have had ongoing issues with product inventory records getting out of sync, especially schools that use negative inventory quantities and/or make frequent manual adjustments to the On Hand Quantity. There have also been some performance issues related to previous fixes that we have implemented in this area.

Changes have now been made to the program logic to improve both synchronization and performance. Because of these changes, users may notice that End-Of-Day runs longer than previously. You may find that inventory is still not correct for some items, due to past manual adjustments that have been made. If you have not done so recently, you may want to perform a physical inventory to establish correct starting points for inventory going forward. We also recommend that you avoid entering negative inventory quantities or making frequent manual adjustments unless you have carefully researched the inventory and sales history for a product.

Note: For schools that have used Campus Store for many years and/or have a very large number of locations and products, the database update for version 92_3 may run longer than a typical database update, due to the need for the program to process all product inventory records. For a few schools, this step could run as much as 30 extra minutes or so. The system provides an on-screen counter during this step, so you will know how it is progressing:

