

Senior Business Office™

Keep your private or independent school business office running smoothly with *Senior Business Office™*.

Though often behind the scenes, your business office is a critical component of the school. You need to provide accurate and timely information to many different stakeholders—parents need accurate and easy to read billing statements, department heads need to check the status of purchase orders and budgets, administrators need management reports, and board members and other parties need professional financial statements. To keep from drowning in the paperwork, you need efficiency and productivity, you need accurate, real-time information, and you need to be able to connect detailed data in a variety of ways. All the components of your accounting software have to be completely integrated for accuracy and efficiency.

Senior Business Office™ is a tightly integrated set of modules that is designed specifically for the unique needs of the private/independent school environment and includes:

Senior General Ledger™
Senior Accounts Receivable™
Senior Accounts Payable™

You can further extend functionality and integration with these add-on modules for Senior Business Office™:

Senior Budget Management™
Senior Purchase Requests™
Online Budget Management

Senior Fixed Assets™
Senior Student Loans™
Senior Dashboard™ for Business Office

Senior Business Office™ also integrates with other components of the Senior product line:

Senior Admissions™
Senior Academic Office™
Senior Alumni/Development™

Senior Summer School™
Senior Campus Store™
My Backpack™ Web Portal

Included In This Module

- ✓ *Senior General Ledger™*
- ✓ *Senior Accounts Receivable™*
- ✓ *Senior Accounts Payable™*

Optional Add-Ons For This Module

- ✓ *Senior Budget Management™*
- ✓ *Senior Purchase Requests™*
- ✓ *Online Budget Management*
- ✓ *Senior Fixed Assets™*
- ✓ *Senior Student Loans™*
- ✓ *Senior Dashboard™ for Business Office*

My Backpack™ Web Portal

- ✓ *Student/Parent Community*

Senior General Ledger™

Included As Part Of *Senior Business Office™*

Enjoy flexibility and ease of use for your private or independent school accounting system with *Senior General Ledger™*.

The general ledger is the core of your accounting system. You need software that is robust yet easy to use. You need a system that has been specifically designed for the non-profit sector, but is flexible enough to adapt to the unique needs of your school. You need automated entry of data from your transactional systems—accounts receivable, accounts payable, campus store, development/gift processing, summer school/camp/extended programs—as well as budgeting, financial reporting, and analysis to help you make informed decisions.

Senior General Ledger™, as part of *Senior Business Office™*, is specifically designed to handle all the accounting needs of an independent school, to help you manage and communicate your financial information.

- ✓ Custom format for account numbers to facilitate classifications by department or area
- ✓ Manage and track up to 9 funds and unlimited accounts and sub-ledger accounts
- ✓ Integrates with *Senior Accounts Receivable™*, *Senior Accounts Payable™*, *Senior Alumni/Development™*, *Senior Campus Store™*, and *Senior Summer School™* to collect transactional data
- ✓ Import journal entries from Excel, payroll data from ADP
- ✓ Extensive reporting, analysis, and data export capabilities
- ✓ Easily create single or multi-fund financial reports
- ✓ Add *Senior Budget Management™* or *Online Budget Management* to allow department heads to view and report on their own budget data
- ✓ Add *Senior Fixed Assets™* to handle depreciation and asset reporting
- ✓ Add *Senior Dashboard™ for Business Office* to get graphical analysis and up-to-the-minute reporting

Senior Accounts Receivable™

Included As Part Of *Senior Business Office™*

Efficiently manage your private or independent school student billing and cash receipts processing with *Senior Accounts Receivable™*.

Your billing office has to manage a lot of details. You need to maintain up-to-date student account data, post charges for tuition and incidentals, produce clear and readable statements for parents, and manage multiple billing schedules, payment plans, and financial aid awards. On the cash receipts side, you need to accurately apply payments received to student account balances, enrollment deposits and other prepaid charges, and perhaps maintain various types of debit account balances as well. You need reports to summarize and age receivables, access to transaction history, and the ability to make easy corrections. And, of course, you need complete integration with your student information system, general ledger, accounts payable system (for refunds and charge-backs), admissions system (for new student data) and campus store software.

Senior Accounts Receivable™, as part of *Senior Business Office™*, is specifically designed to handle all the unique needs of an independent school billing office, to help you keep everything running smoothly.

- ✓ Quickly enter charges by student or by group, with separate balances for tuition and incidentals
- ✓ Produce clear, understandable statements by student or by family
- ✓ Handles multiple billing addresses for students
- ✓ Easy to set up and administer tuition billing schedules and payment plans
- ✓ Summary and detailed reports to review aging, overdue amounts, and student account data
- ✓ Integrates with *Senior Accounts Payable™* for refunds and charge-backs, and *Senior General Ledger™* for journal entries
- ✓ With *Senior Admissions™*, transfer new student data directly to eliminate double-entry
- ✓ With *Senior Financial Aid™*, transfer and apply financial aid amounts to student accounts
- ✓ Add the *Student/Parent Community for My Backpack™* to allow parents to view charges and statements and to make payments online
- ✓ Add *Senior Dashboard™ for Business Office* to get graphical analysis and up-to-the-minute reporting

Senior Accounts Payable™

Included As Part Of *Senior Business Office™*

Efficiently manage your private or independent school payment and purchase order processing with *Senior Accounts Payable™*.

Your payables and purchasing department keeps track of a wide assortment of purchases and outgoing funds. You need to maintain up-to-date vendor account data, post invoices, print checks, and manage the entire purchase order process, from creation to receiving to payment. You also need to handle special cases like refunds and charge-backs for students and parents, print 1099s for vendors, and account for miscellaneous cash disbursements. You need reports to help you manage your cash flow, access to transaction history, and the ability to make easy corrections. And, of course, you need complete integration with your general ledger, accounts receivable system (for refunds and charge-backs), purchase request system, and campus store software.

Senior Accounts Payable™, as part of *Senior Business Office™*, is specifically designed to handle all the unique needs of an independent school payables office, to help you keep everything running smoothly.

- ✓ Quick and easy entry for invoices and purchase orders
- ✓ Handles standard or blanket purchase orders
- ✓ Produce customized checks, with remittance details and check register
- ✓ Easy access to vendor and payment history
- ✓ Summary and detailed reports to manage cash flow, produce 1099s, and review purchase order status
- ✓ Integrates with *Senior Accounts Receivable™* for refunds and charge-backs, and *Senior General Ledger™* module for journal entries
- ✓ With *Senior Campus Store™*, automate the process for purchases, receiving, and payments for inventory
- ✓ With *Senior Fixed Assets™*, create new assets directly from purchases
- ✓ Add *Senior Purchase Requests™* or *Online Budget Management* to create purchase orders directly from staff requests
- ✓ Add *Senior Dashboard™ for Business Office* to get graphical analysis and up-to-the-minute reporting

Senior Budget Management™

Enhance the collection and communication of your private or independent school budget information with *Senior Budget Management™*.

Optional Add-On Module For
Senior Business Office™

Optional Add-Ons For This Module
Senior Purchase Requests™

Budgets are most useful when they are coordinated with and communicated to the people who are making decisions. You want department heads and other selected staff to be able to view and report on their own budgets, drilling down into the details where necessary. You may also want department heads and others to enter their desired budget figures for the following year, to dramatically reduce your effort in collecting and entering detailed budget data. And you want to coordinate and compare all of this with past budgets and data on revenues and expenditures from your general ledger.

Senior Budget Management™ is an add-on module for *Senior Business Office™*, which extends the budgeting capabilities of *Senior General Ledger™* to inform and empower users beyond accounting personnel.

- ✓ Department heads and selected staff can independently view and report on their own budgets
- ✓ Drill down provides details about how funds were spent
- ✓ Provides historical data for comparisons
- ✓ Optionally enable staff to enter budget requests for next year
- ✓ Limit users to relevant accounts only, while allowing directors and supervisors to access multiple areas
- ✓ Easy to run reports are selected and configured by business office staff
- ✓ Add *Senior Purchase Requests™* to let users enter purchase requests against their departmental budgets
- ✓ Add *Senior Dashboard™ for Business Office* to get graphical analysis and up-to-the-minute reporting

Senior Purchase Requests™

**Optional Add-On Module For
*Senior Budget Management™***

Tie your private or independent school purchase requests to specific budgets and automate purchase order creation with *Senior Purchase Requests™*.

A good purchasing process provides flexibility and control, while eliminating duplicate data entry. You need a system that ties purchases to budget line items, but pushes much of the data entry process out to the front lines. You need an automated workflow that provides for controls and approvals, yet lets users track the progress of their requests. And you need complete integration with your accounts payable software, to automatically generate purchase orders and facilitate the receiving and invoice payment processes.

Senior Purchase Requests™ is an add-on module for *Senior Budget Management™*, which provides automated workflow and control for the purchasing process.

- ✓ Let users create standard or blanket purchase requests against their authorized budget accounts
- ✓ Provides controls for approval by supervisors and/or business office personnel
- ✓ Generates warnings when budgets are exceeded and makes it easy to see the funds left to spend in an account
- ✓ Allow users to select an existing vendor, or enter a new vendor subject to approval
- ✓ Integrates with *Senior Accounts Payable™* to automatically create purchase orders upon approval
- ✓ Receiving can be handled by individual users or as a centralized function
- ✓ Add *Senior Dashboard™ for Business Office* to get graphical analysis and up-to-the-minute reporting

Online Budget Management

Optional Add-On Module For
Senior Business Office™

Provide browser-based access to both budgeting and purchase request functions for an unlimited number of users among your school staff with *Online Budget Management*.

If your school is a customer of our School Software Hosting Services and you would like to use all the functionality of the *Senior Budget Management™* and *Senior Purchase Requests™* modules without having to purchase additional Citrix licenses for a large number of staff, we offer a web-based application as an alternative to those two modules. You get the same ability for non-accounting staff to view, enter, or edit budgets, and to enter, review, and approve purchase requests, but this functionality is accessed via an easy-to-use web browser interface that can accommodate as many users as you need, and which does not require any Citrix licensing.

Online Budget Management is an alternative add-on module for *Senior Business Office™* which provides a web-based application for *Senior Budget Management™* and *Senior Purchase Requests™* functions. Online Budget Management is available to hosted customers only.

- ✓ Department heads and selected staff can independently view and report on their own budgets
- ✓ Drill down provides details about how funds were spent
- ✓ Provides historical data for comparisons
- ✓ Optionally enable staff to enter budget requests for next year
- ✓ Limit users to relevant accounts only, while allowing directors and supervisors to access multiple areas
- ✓ Let users create standard or blanket purchase requests against their authorized budget accounts
- ✓ Provides controls for approval by supervisors and/or business office personnel
- ✓ Generates warnings when budgets are exceeded and makes it easy to see the funds left to spend in an account
- ✓ Allow users to select an existing vendor, or enter a new vendor subject to approval
- ✓ Integrates with *Senior Accounts Payable™* to automatically create purchase orders upon approval
- ✓ Includes Dashboard widgets to display budget and actual data in graph form

Senior Fixed Assets™

Simplify your private or independent school fixed assets accounting and management with *Senior Fixed Assets™*.

Optional Add-On Module For
Senior Business Office™

Fixed assets require special processes for accounting and management. You need to record new assets at the time of acquisition, calculate depreciation, and record disposals, sales and retirements. For some assets, you may need to track warranty and service information. You also need to create a variety reports to summarize assets by category, project future depreciation, and provide end-of-year documentation such as Form 990. And you want your fixed assets management software to integrate with your accounts payable and general ledger systems, to track asset values, post depreciation, and minimize data entry.

Senior Fixed Assets™ is an add-on module for *Senior Business Office™* that helps you to track, depreciate, and manage your fixed assets.

- ✓ Define unlimited asset classifications such as land, building, equipment, vehicle, etc. for summary reporting
- ✓ Integrates with *Senior Accounts Payable™* to create new asset records directly from vendor invoices (subject to review and approval)
- ✓ Record extensive asset details where needed, including dates, serial numbers, purchase data, location, even a photo
- ✓ Record warranty data and even set up maintenance schedules with automatic reminders
- ✓ Use any of several standard depreciation methods, or create your own
- ✓ Depreciate monthly, quarterly, or annually, and post directly to *Senior General Ledger™* after review
- ✓ Disposal wizard walks you through the steps to remove assets via retirement, sale, or exchange
- ✓ Flexible reporting to summarize and track asset values, depreciation, and other details
- ✓ Add *Senior Dashboard™ for Business Office* to get graphical analysis and up-to-the-minute reporting

Senior Student Loans™

Streamline your private or independent school student loan processing with *Senior Student Loans™*.

Optional Add-On Module For
Senior Business Office™

Student loans help you to offer exciting opportunities for students, but also require additional effort to administer. You need a system that streamlines this process as much as possible, yet is flexible enough to handle different types of loans, fees, and payments for multiple accounts per student. You need to create statements and mailings, calculate and process payments, and provide aging and management-level reporting. And, of course, you also want the payment process to fully integrate with your general ledger to give you real-time financial data.

Senior Student Loans™ is an add-on module for *Senior Business Office™* that helps you to process, track, and report on student loans.

- ✓ Set up loans as ‘mortgage’, ‘declining balance’, or ‘accrued interest’ types
- ✓ Allows multiple loan accounts per student, with full account history
- ✓ Easy to create statements and mailings
- ✓ Process payments, waive fees, adjust past transactions, handle pre-payments, and write off loans as necessary
- ✓ Integrates with *Senior General Ledger™* to post transaction data
- ✓ Aged Trial Balance and other summary and detail-level reports to analyze loans and payments by grade, tuition plan, enrollment status and more
- ✓ Add *Senior Dashboard™ for Business Office* to get graphical analysis and up-to-the-minute reporting

Explore the entire Senior product line:**Admissions Office Software**

Senior Admissions™

Add-On Optional Components:

Senior Enrollment Management™

Senior Financial Aid™

My BackPack™ Options

Online Admissions

Online Enrollment/Re-Enrollment

Academic Office Software

Senior Academic Office™ includes:

Senior Registrar™

Senior Dean's Office™

Senior Scheduling™

Add-On Optional Components:

Senior Teacher Administration™

Senior Placement™

Senior Master Schedule Builder/Loader™

My BackPack™ Options:

Student/Parent Community

Faculty/Staff Community

Daily Gradebook

Business Office Software

Senior Business Office™ includes:

Senior General Ledger™

Senior Accounts Receivable™

Senior Accounts Payable™

Add-On Optional Components:

Senior Enrollment Management™

Senior Fixed Assets™

Senior Student Loans™

Senior Budget Management™

Senior Purchase Request™

Online Budget Management

My BackPack™ Options:

Student/Parent Community

Alumni/Advancement Office Software

Senior Alumni/Development™

Add-On Optional Components:

Senior Events™

My BackPack™ Options:

Alumni Community

Summer School/Extended Programs Software

Senior Summer School™

My BackPack™ Options:

Student/Parent Community

Faculty/Staff Community

Online Summer School Registration

Dashboard Software

Senior Dashboard™ for Admissions

Senior Dashboard™ for Academics

Senior Dashboard™ for Business Office

Senior Dashboard™ for Alumni/Development

Campus Store Software

Senior Campus Store™

My BackPack™ Web Portal Software

Student/Parent Community

Faculty/Staff Community

Alumni Community

Add-On Optional Components:

Daily Gradebook

Online Admissions

Online Enrollment/Re-Enrollment

Online Summer/Program Registration

Web Services