

# SeniorSystems

## *Accounts Receivable Features*

The Accounts Receivable application handles your entire student billing and cash receipts processing. Charges can be entered individually or as a group. The billing schedules for tuition can be set-up for unlimited payment plans and next years tuition can appear on a current year statement with out affecting your current year receivable total. Once per family charging is also a 'snap'.

Cash Receipts is easy to use and allows you to apply the cash to outstanding tuition or incidental balances, debit accounts, enrollment deposit or advance tuition for next year. You can even apply the check to a miscellaneous cash receipts, within the same deposit.

Comprehensive student records are maintained that allow for unlimited billing addresses per student. Payment plans, enrollment deposits and financial aid information is maintained for the current year as well as next year. Each student account shows full aging of their receivables and over-due balances. Transaction history gives you the details and is only purged or summarized when you want it to be.

Along with integrating to General Ledger for all standard transactions Accounts Receivable integrates with our Summer School application (*for on-account charges*), Campus Store (*for on-account and debit charges*), Accounts Payable (*charge backs to students, refunds to parents*), and Admissions for newly enroll student information.

## General Features

- Set up an unlimited number of student/receivable accounts.
- Transactions are entered in a batch and post to General Ledger after your review. Transactions contain a batch number and Accounts Receivable identifier to aid in easy reconciliation.
- Accounts Receivable refunds can automatically update to Accounts Payable for payment.
- An Accounts Payable invoice that needs to be charged back to a student can be created and the charge will appear on the student's next billing statement.
- Students in Summer School and Campus Store can be set up for on-account charging. These charges will then appear on the student next billing statement.
- With My Backpack, parent's can view their student's account balances and view/reprint statements. You can also offer them the option to opt-out of receiving a paper statement each month.
- Automatic due-to due-from transaction created for inter-fund postings.

## Student Features

- A complete student biographical database containing grade, matriculation, payment plan, financial aid and much more.
- Student can have multiple billing accounts yet share the same biographical and address information.
- Each student can have multiple receivable and debit accounts established.
- Each student can have multiple billing addresses including work and custodial addressees.
- A student's historical transactions are never purged or summarized unless you want them to be.
- Easy look-up of the student account balance and statement history. You can also view the family's balance if more than one sibling attends.
- Ability to attach any type of document to each student's record (i.e. newspaper articles, images, movie clips, word processing document, spreadsheet etc.

## **Billing Features**

- Bill individually, by group or payment plan. Easy to use once per family billing is also available.
- Bill for next year's tuition in the current fiscal year without affecting the current year's receivable.
- Create unlimited billing codes that update to the appropriate revenue or deferred revenue accounts.
- Import charges from Excel.
- On-Account charges from the Summer School or Campus Store application will appear on the student account balance and statement.
- Post Debit charges directly from Accounts Receivable or through Summer School or Campus Store. You can also import debit charges from Excel.
- User-defined finance charge calculation and the ability to override who receives a finance charge.

## **Cash Receipts Features**

- Post Cash receipts for tuition, incidental, debit accounts, enrollment deposits and advanced tuition all in one area. You can also include miscellaneous cash receipts.
- Import of data from the major tuition service plans (KEY, FACTS, TMS etc.) or from Excel.
- Maintain EFT payment schedules for parents and auto-generate an ACH file for your bank
- Apply a check individually to a student or by family.

## Reporting Features

- Over 40 standard reports
- User-definable query system allows for the easy selecting and sorting of records
- Student reports by grade, account type, tuition plan, enrollment status and many more
- Parent/Guardian reporting including (billing, custody and mailing preference)
- Detailed transaction history reports
- Student loan/financial aid reporting
- Aged Trial Balance by student or family
- Enrollment deposit tracking report
- Tuition analysis reporting
- Charge analysis reporting in detail or summary
- Easy to use Statement printing
- Complete online statement history with reprinting option
- Debit account reports and statements