

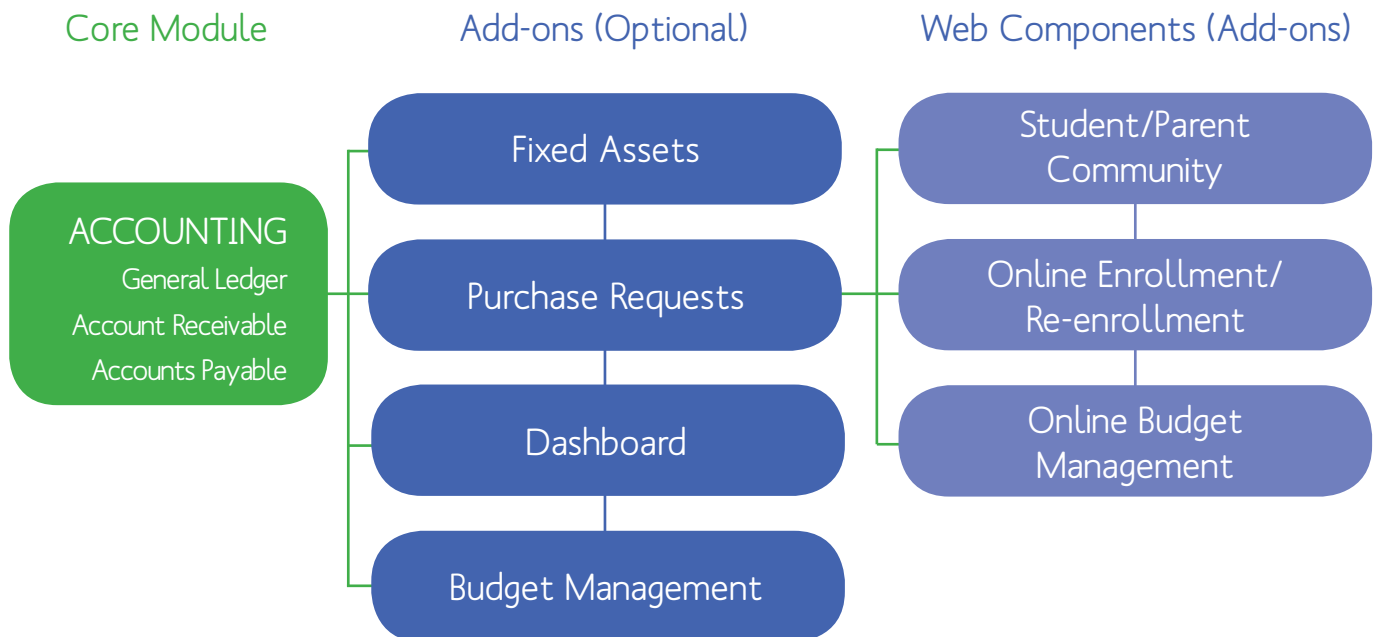
# ACCOUNTING CORE MODULE

AT THE  
**CENTER**  
OF IT ALL

## One School Solution At The Center Of It All...

Senior Systems is at the center of everything. Our single, central database empowers independent schools to manage data effectively and efficiently. In addition, our database allows us to build long-lasting third-party relationships to expand products and services with seamless integration options.

## Accounting Product Map



## Enjoy flexibility and ease of use for your school's accounting system with 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.

### General Ledger Features

- 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 Accounts Receivable, Accounts Payable, Alumni/Development, Campus Store, and 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 Budget Management or Online Budget Management to allow department heads to view and report on their own budget data
- Add Fixed Assets to handle depreciation and asset reporting
- Add Dashboard for Business Office to get graphical analysis and up-to-the-minute reporting

## Efficiently manage your student billing and cash receipts processing with 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.

### Accounts Receivable Features

- 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 Accounts Payable for refunds and charge-backs, and General Ledger for journal entries
- With Admissions, transfer new student data directly to eliminate double-entry
- With 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 **Dashboard for Business Office** to get graphical analysis and up-to-the-minute reporting

## Efficiently manage your school's payment and purchase order processing with 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.

### Accounts Payable Features

- 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 Accounts Receivable for refunds and charge-backs, and General Ledger module for journal entries
- With Campus Store, automate the process for purchases, receiving, and payments for inventory
- With Fixed Assets, create new assets directly from purchases
- Add Purchase Requests or Online Budget Management to create purchase orders directly from staff requests
- Add Dashboard for Business Office to get graphical analysis and up-to-the-minute reporting

## Budget Management | Accounting Add-on

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.

### Features

- 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 **Purchase Requests** to let users enter purchase requests against their departmental budgets
- Add **Dashboard** for Business Office to get graphical analysis and up-to-the-minute reporting

### TRAINING OPTIONS

**Get the greatest productivity out of your tailored solution with training on your own data, wherever and whenever you need it:**

**At your school.** We'll be right there with you after installation, walking you through best practices with minimal disruption to your schedule.

**Online.** Maximum flexibility and spot-training for new hires.

**In our offices.** Dedicated training without distractions in our state-of-the-art training center. Get immediate answers from the experts!

## Purchase Requests | Accounting Add-on

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.

### Features

- 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 Accounts Payable to automatically create purchase orders upon approval
- Receiving can be handled by individual users or as a centralized function
- Add **Dashboard** for Business Office to get graphical analysis and up-to-the-minute reporting

### ONE DATABASE DESIGN

**Allows data to be shared and instantly updated to all school departments, ensuring data integrity.**

The entire school faculty and staff will be able to do their jobs more effectively when they are able to access critical updates in real time, across all departments. Our single, centralized database integrates data from students, parents, applicants, all modules, and any selected third-party vendor that has established a relationship with us.

Get the modules you need now and add more when your school is ready.



## Online Budget Management | Accounting Add-on

If your school is a customer of our Senior Systems Cloud Services and you would like to use all the functionality of the Budget Management and 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.

### Features

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- 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
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- Allow users to select an existing vendor, or enter a new vendor subject to approval
- Integrates with Accounts Payable to automatically create purchase orders upon approval
- Includes **Dashboard** widgets to display budget and actual data in graph form

### THIRD-PARTY INTEGRATION

**We have strengthened our partnerships in the independent school market to better serve our clients.**

We offer two different methods of data integration with other software vendors: Advantage Web Services and the Data Exporter. Schools can use either or both of these methods, depending on their data needs and selected vendor(s).

Web Services is the preferred and most versatile method of data integration, enabling two way data transfer of information. Update frequency varies with the specific implementation and the vendor, but web services can provide almost seamless real-time data integration between the Advantage database and your selected third-party vendor.

## Fixed Assets | Accounting Add-on

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.

### Features

- 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 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 Dashboard for Business Office to get graphical analysis and up-to-the-minute reporting

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