The Jenzabar® EX Accounts Payable module gives you increased control over your institution’s critical financial information to help you manage cash flow, vendor transactions, and accounts more effectively than ever before. The Accounts Payable module helps you manage transactions every step of the way and verifies compliance with each transaction. You can manage check processing, for example, with the ability to void, reverse, and restart. By enabling more efficient invoice management and check processing, Jenzabar EX Accounts Payable helps you optimize daily cash flow and maintain strong vendor relationships.

Data Management, Maintenance, and Integration
+ Maintain allocations and repeat entries for campus-wide budget charges
+ Maintain multiple batch entries
+ Provide invoice and purchase order information for General Ledger detail through integration with Jenzabar EX General Ledger
+ Manage and track multiple department budget assignments for each invoice

Optimized Cash Flow Management
+ Immediately update the General Ledger as you enter invoices and process checks
+ Process electronic payments with ACH files for student refunds and vendor payments
+ Clear budget encumbrances automatically when entering invoices
+ Create student refund checks based on student account balances from Accounts Receivable
+ Create invoices from existing purchase orders, reducing invoice data entry time, through integration with Jenzabar EX Purchasing
+ If desired, require receipts to be entered into Purchasing prior to invoicing or check processing

Efficient Invoice Management
+ Enter invoices and credits at any time
+ Create multiple line entries for invoices

continued on back
Streamline Operations with Jenzabar EX

Offered on the industry-leading Microsoft® SQL Server® platform, Jenzabar® EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you streamline operations and optimize your business processes.

+ Shared database eliminates duplicate work, increasing administrative productivity and accuracy
+ Powerful reporting tools provide end-user access to essential information and processes
+ Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

A Complete Set of Jenzabar EX Modules

Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

+ Accounts Payable + Accounts Receivable + Admissions
+ Advising + Alumni Development + Budget + Financial Aid
+ Fixed Assets + General Ledger + Continuing Ed + Payroll & Personnel + Purchasing + Registration + Student Life

Build Lifelong Relationships with Jenzabar

You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which provide tight integration between Jenzabar EX and our Web portal, Jenzabar Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX.

Efficient Invoice Management (continued)

+ Edit expense account numbers online, on time, along with vendor and purchase order information
+ Charge invoices to multiple accounts
+ Control payments by payable date
+ Perform encumbrance accounting through integration with Jenzabar EX Purchasing
+ Process manual, immediate, refund and voiced checks
+ Reconcile checks manually, or process with downloaded bank reconciliation data

Additional Functions and Features

+ Vendor profile and summary maintenance and access
+ Check processing, reconciling, and reporting
+ Invoice creation and viewing
+ Open items view and aging reports view
+ Credit memo creation
+ Payables-by-date control
+ Annual vendor reporting
+ 1099-Miscellaneous, 1099-Interest, 1099-Q and 1099-R reporting
+ Export invoice data to Excel
+ Paste from Excel functionality
+ Feedback functionality increases communication between AP clerk and Purchasing agent through attaching Comments and Documents to Invoices and Vendor records

Jenzabar: Innovation for Higher Education

Jenzabar is a leading provider of enterprise software, strategies, and services developed exclusively for higher education. Our integrated, innovative solutions advance the goals of academic and administrative offices across the campus and throughout the student lifecycle.

Jenzabar’s mission is to maximize our clients’ success. Our award-winning software and experienced professionals provide our clients the tools and resources they need to thrive. As a trusted partner on more than 1,000 campuses worldwide, Jenzabar has over four decades of experience supporting the higher education community.
Jenzabar® EX Accounts Receivable provides all the information you need to proactively manage your institution’s cash position. The Accounts Receivable module calculates charges, generates payment plans, sends statements, and manages the collection of overdue accounts, helping you to maximize cash flow through every step in the process. As one module within a fully integrated Business Office suite, Accounts Receivable lets you access account balances quickly and easily so you can build strong constituent relationships by responding promptly to questions and staying in touch. The module is fully integrated with Jenzabar EX Student Registration, Student Housing, Financial Aid, Payroll, and General Ledger modules, helping you create a seamless AR process and sharing up-to-the-minute information across the campus.

**Customized Reports and Automatic Billing**

+ Review anticipated financial aid statements
+ Generate bills by a specific group of students, by individual, or by specific account activity
+ Customize reports using selected criteria, including individuals, groups, time periods, and amounts owed
+ Calculate interest and late fees based on user-defined criteria

**Dynamic Cash Flow Management**

+ Generate and view aging reports and student account summaries
+ Update General Ledger as charges are entered and checks are processed
+ Generate statements for any group of students as needed
+ Determine overdue accounts using Account Aging and Processing
+ Apply priorities, post payments and credits at any time

**Statement and Balance Management**

+ Create numbered receipts
+ Allow exceptions to general billing rules with special waivers
+ Import transactions from outside sources
+ Track and send notices to overdue accounts
+ Tag and process accounts as “Sent to Collections”
+ Generate charges in real time

continued on back
**Efficient Payment Planning**
- Enter and process payment plans and in-house loans
- Collect loans with automatic payroll deduction
- View loan activity and send loan statements

**Additional Functions and Features**
- Customized charge generation based on your policies
- Account balance updates from Accounts Receivable transactions
- Total account balance owed and open or unpaid line item tracking
- Credit balances passed seamlessly to Accounts Payable for refund check processing
- Multiple subsidiary creation for all institutional needs

**Streamline Operations with Jenzabar EX**
Offered on the industry-leading Microsoft® SQL Server® platform, Jenzabar® EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you streamline operations and optimize your business processes.

- Shared database eliminates duplicate work, increasing administrative productivity and accuracy
- Powerful reporting tools provide end-user access to essential information and processes
- Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

**A Complete Set of Jenzabar EX Modules**
Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

- Accounts Payable + Accounts Receivable + Admissions
- Advising + Alumni Development + Budget + Financial Aid
- Fixed Assets + General Ledger + Continuing Ed + Payroll & Personnel + Purchasing + Registration + Student Life

**Build Lifelong Relationships with Jenzabar**
You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which provide tight integration between Jenzabar EX and our Web portal, Jenzabar Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX.

---

**Jenzabar: Innovation for Higher Education**
Jenzabar is a leading provider of enterprise software, strategies, and services developed exclusively for higher education. Our integrated, innovative solutions advance the goals of academic and administrative offices across the campus and throughout the student lifecycle.

Jenzabar’s mission is to maximize our clients’ success. Our award-winning software and experienced professionals provide our clients the tools and resources they need to thrive. As a trusted partner on more than 1,000 campuses worldwide, Jenzabar has over four decades of experience supporting the higher education community.
In today’s competitive higher education environment, building strong relationships from the beginning of the search and application process is essential. Jenzabar® EX Admissions enables your Admissions office to keep a clear focus on identifying and recruiting the best candidates for your institution. Jenzabar EX Admissions streamlines, simplifies, and automates your admissions processes—including prospect-tracking, importing student search data, and analyzing and generating candidate information reports—so your staff can operate more efficiently and effectively.

Flexible, powerful tools let you organize workflow, track recruiting visits and interviews, create personalized correspondence, and send communications to the right candidates at the right time. Jenzabar EX Admissions helps you make the most of new relationships that could last a lifetime.

Admissions Communications Management
+ Create personalized letters and email communications for prospects and candidates; customize your correspondence to match each applicant’s interests
+ Track incoming and outgoing correspondence
+ Maintain applicant address, email, and contact information

Candidate Information Organization
+ Assign each candidate an automatically-generated unique identification number
+ Maintain and track a full range of application data, including candidate information for freshmen, transfer, international, non-degree seeking and multiple program applicants
+ Monitor applicants throughout the application process with user-configurable candidate stage tracking
+ Organize application requirement data including test scores, transcript/grade information, and recommendation letters
+ Identify received and missing application components by candidate
+ Track candidate interaction throughout the application process


Recruitment Visit and Interview Scheduling
+ Track candidate interview and campus visit requests and times
+ Produce visit and interview schedules for individual recruiters

Candidate Data Analysis and Reports
+ Maintain unlimited biographical information on prospects and candidates
+ Track detailed academic information on your applicants
+ Identify major feeder schools, trends and target markets
+ Update and store applicant information for future sessions
+ Review financial activity candidate status and awards
+ Produce a variety of standard reports for analysis

Recruitment Data Management
+ Import student search information
+ Manage prospective student inquiries by source
+ Target interested prospects using communication management strategies

Additional Functions and Features
+ Organizes and maintains recruitment and application data
+ Transitions candidates from one applicant stage to the next (admit, waitlist, deny)
+ Tracks students from admissions to registration in a fully integrated environment

Streamline Operations with Jenzabar EX
Offered on the industry-leading Microsoft® SQL Server® platform, Jenzabar® EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you streamline operations and optimize your business processes.
+ Shared database eliminates duplicate work, increasing administrative productivity and accuracy
+ Powerful reporting tools provide end-user access to essential information and processes
+ Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

A Complete Set of Jenzabar EX Modules
Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.
+ Accounts Payable
+ Accounts Receivable
+ Admissions
+ Advising
+ Alumni Development
+ Budget
+ Financial Aid
+ Fixed Assets
+ General Ledger
+ Continuing Ed
+ Payroll & Personnel
+ Purchasing
+ Registration
+ Student Life

Build Lifelong Relationships with Jenzabar
You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which provide tight integration between Jenzabar EX and our Web portal, Jenzabar Internet Campus solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX.
With the help of rapid, reliable access to comprehensive student data, students can work more closely with their academic advisors and take control of planning for the future. Jenzabar® EX Advising positively impacts academic performance and student retention by effectively managing student and advisor information, facilitating a stronger relationship between students and faculty. The flexible Advising module gives both advisors and students all the information and planning tools they need to manage academic progress. Advisors have a complete, up-to-date picture of each student’s academic history to help them plan tailored curricula, while administrators can project future course offerings quickly and accurately by evaluating current course offerings and enrollment.

**Student and Advisor Information Management**
- Determine the appropriate level of security for your institution
- Manage institutional requirements
- Schedule student-advisor meetings and track outcomes and discussion
- Assign students to advisors
- Monitor student progress toward graduation
- Administrators can view and approve alterations of course requirements made by advisors

**Greater Student Participation**
- Students become active partners in the advising process by viewing degree requirements and completion status, 24x7
- Students can generate a complete list of courses required to graduate, showing complete or incomplete status

**Planning Tools for Advisors**
- Easily access important information about student academic progress
- Review comprehensive student information to prepare for counseling sessions with advisees
- Record notes, phone calls, and student meetings with students with faculty advising window

**Course Curriculum Projection**
- Define equivalent courses from another organization for transfers
- Calculate the number of students who have taken courses or may need to take courses to support planning of future course offerings
Streamline Operations with Jenzabar EX
Offered on the industry-leading Microsoft® SQL Server® platform, Jenzabar® EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you streamline operations and optimize your business processes.

+ Shared database eliminates duplicate work, increasing administrative productivity and accuracy
+ Powerful reporting tools provide end-user access to essential information and processes
+ Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

A Complete Set of Jenzabar EX Modules
Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

+ Accounts Payable + Accounts Receivable + Admissions + Advising + Alumni Development + Budget + Financial Aid + Fixed Assets + General Ledger + Continuing Ed + Payroll & Personnel + Purchasing + Registration + Student Life

Build Lifelong Relationships with Jenzabar
You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which provide tight integration between Jenzabar EX and our Web portal, Jenzabar Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX.

Jenzabar: Innovation for Higher Education
Jenzabar is a leading provider of enterprise software, strategies, and services developed exclusively for higher education. Our integrated, innovative solutions advance the goals of academic and administrative offices across the campus and throughout the student lifecycle.

Jenzabar’s mission is to maximize our clients’ success. Our award-winning software and experienced professionals provide our clients the tools and resources they need to thrive. As a trusted partner on more than 1,000 campuses worldwide, Jenzabar has over four decades of experience supporting the higher education community.
Designed specifically to manage alumni development and advancement activity, Jenzabar® EX Alumni Development can help you cultivate and leverage important relationships, strengthen alumni communications, and broaden your constituent reach. Jenzabar EX Alumni Development allows you to network with alumni more effectively; identify and generate lists of family, colleague, and employment relationships; generate and track personalized correspondence; and follow through with prospects to turn pledges into donations. Generate the best possible solicitation programs and planned giving proposals with the help of strategic campaign planning, and development research. Gain insight into your fundraising progress with in-depth reporting that lets you analyze your results. And, because the module is part of Jenzabar’s fully integrated enterprise software solution, alumni information is readily available. From managing constituent relationships to processing gifts, Jenzabar EX Alumni Development gives you the tools you need to achieve your institutional advancement goals.

Alumni and Constituent Record Management
+ Manage biographical and relationship data
+ Access contact information
+ Track scholarship patrons and recipients
+ Locate connections to build strong relationships
+ Search education and employment history
+ Manage corporate, foundation or organization affiliations
+ Track all communications with constituents

Strategic Campaign Planning and Management
+ Access information necessary for creating effective gift-giving campaigns
+ Track ongoing campaign progress
+ Identify and canvass highest-qualifying prospects first so you reach your goal faster
+ Generate lists of potential donors

Records Management
+ Track profiles, donor histories, promises, and gifts, as well as feedback and comments
Records Management (continued)
+ Track how a gift was generated and record the means used to solicit funds
+ Define codes and measure your success at campaign conclusion for each method of solicitation

Pledge and Gift Management
+ Track individual and organizational pledges and gifts
+ Send thank-you letters, receipts and promise reminders using Microsoft® Word mail merge

All-Inclusive Gift Entry and Processing
+ Enter gifts, including name, giving relationship, amount, and gift class (cash gifts, planned gifts, matching gifts, grants, non-cash, and promises) and campaign
+ Manage soft credits based on any type of relationship and matching gifts

Streamline Operations with Jenzabar EX
Offered on the industry-leading Microsoft® SQL Server® platform, Jenzabar® EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you streamline operations and optimize your business processes.

+ Shared database eliminates duplicate work, increasing administrative productivity and accuracy
+ Powerful reporting tools provide end-user access to essential information and processes
+ Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

A Complete Set of Jenzabar EX Modules
Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

+ Accounts Payable + Accounts Receivable + Admissions + Advising + Alumni Development + Budget + Financial Aid + Fixed Assets + General Ledger + Continuing Ed + Payroll & Personnel + Purchasing + Registration + Student Life

Build Lifelong Relationships with Jenzabar
You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which provide tight integration between Jenzabar EX and our Web portal, Jenzabar Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX.
Jenzabar EX Budget is a comprehensive, secure and integrated approach to budgeting. Designed to empower your staff, EX Budget lets you build efficiency and transparency into your financial planning—and reach your institutional goals. By allowing integrated and collaborative budget creation and consolidation, EX Budget makes it easier than ever to manage your budget. You can set up access and workflow as desired, and automated notifications keep everyone connected, all in a secure environment. Working within a familiar spreadsheet application, you can drill down to the transaction level for visibility into spending; monitor and track your budget with data visualization; and easily spot trends.

**Setup: Create visibility throughout the process**

- Automate pre-loaded notification events to keep everyone informed of budget changes including: budget officer assignments, submissions, adjustments, and approvals
- Build complex budget roll-ups and approval hierarchies by creating worksheets supporting unlimited budget officers
- Build budget profiles to track how your budget is prepared and performing against institutional objectives

**Prepare: Get decision makers’ buy-in & ownership**

- Collect budget requests in a secure environment accessed from anywhere
- Expedite the budget build with electronic approvals and instant notifications, and a clear audit trail

Jenzabar EX

+ Create alternate names for your budget line items
+ Personalize instructions on budget worksheets via comments or attachments
+ Empower budget officers to set up portions of the budget themselves and assign others as needed
+ Quickly begin the budget process each year by copying the prior year budget roll-ups, approval hierarchies and budget officer assignments

---

**Operating Budget Worksheet**

| Overall | Available now | Future dollars | Already used | Total budget
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>$149,797</td>
<td>$0</td>
<td>$67,068</td>
<td>$216,865</td>
</tr>
<tr>
<td>Worksheet</td>
<td>$67,188</td>
<td>$0</td>
<td>$43,066.68</td>
<td>$71,740</td>
</tr>
<tr>
<td>Supplies 1-5000-0001</td>
<td>now has $67,703</td>
<td>$0</td>
<td>$11,990.61</td>
<td>$71,740</td>
</tr>
<tr>
<td>1-5000-0001-2 Technology</td>
<td>over by ($516)</td>
<td>$0</td>
<td>$11,990.61</td>
<td>$71,740</td>
</tr>
<tr>
<td>Worksheet Biology</td>
<td>$34,710</td>
<td>$0</td>
<td>$15,750</td>
<td>$20,460</td>
</tr>
<tr>
<td>1-5000-0000-3 Technology</td>
<td>now has $4,710</td>
<td>$0</td>
<td>$15,750.19</td>
<td>$20,460</td>
</tr>
<tr>
<td>Worksheet Salaries</td>
<td>$77,900</td>
<td>$0</td>
<td>$35,290</td>
<td>$113,190</td>
</tr>
<tr>
<td>Salaries 1-5000-0005-1</td>
<td>now has $56,599</td>
<td>$0</td>
<td>$35,290</td>
<td>$113,190</td>
</tr>
<tr>
<td>Multi Act Admin Salaries</td>
<td>$21,301</td>
<td>$0</td>
<td>$21,929.20</td>
<td>$43,230</td>
</tr>
</tbody>
</table>

May need to shift from supplies to technology to get student mobile initiative going sooner.
from Chris Janson, 2/19/2013 1:50 AM

*Add a comment* *Add a file*
Prepare: Get decision makers’ buy-in & ownership (continued)

+ From anywhere, see all the budget worksheets, their current request numbers, status and who currently has them—all at a glance
+ View the proposed budget through multiple lenses with budget profiles, to see the big picture and meet your Board's institutional objectives
+ Send worksheets back to multiple budget officers at once with bulk feedback when similar changes are needed
+ Empower and create a sense of ownership with your budget officers with a bottom-up collaborative approach
+ Export all or portions of budget to Microsoft Excel®
+ Empower budget officers to drill down into actual spending in historical years to find one-time spending and redirect funds to other budget line items

Monitor & Adjust: Easily adapt to change

+ Review spending against the budget, from anywhere
+ Review and approve all budget adjustments centrally, or decentralize some authority and assign approval rights to key budget officers
+ Empower some budget officers to transfer funds within their budget areas; assign others only request rights
+ Enable budget officers to easily request budget changes, via simple-to-use budget adjustment request form
+ Generate automated notifications for adjustment requests and approvals, with audit trail, making redirecting budget funds fast and easy
+ Make global modifications to the entire budget or sections based on available, current or original budget amounts
+ Create unlimited report variations with budget profiles and export to Excel

Streamline Operations with Jenzabar EX

Offered on the industry-leading Microsoft® SQL Server® platform, Jenzabar® EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you streamline operations and optimize your business processes.

+ Shared database eliminates duplicate work, increasing administrative productivity and accuracy
+ Powerful reporting tools provide end-user access to essential information and processes
+ Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

A Complete Set of Jenzabar EX Modules

Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

+ Accounts Payable + Accounts Receivable + Admissions + Advising + Alumni Development + Budget + Financial Aid + Fixed Assets + General Ledger + Continuing Ed + Payroll & Personnel + Purchasing + Registration + Student Life

Build Lifelong Relationships with Jenzabar

You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which provide tight integration between Jenzabar EX and our Web portal, Jenzabar Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX.

Jenzabar: Innovation for Higher Education

Jenzabar is a leading provider of enterprise software, strategies, and services developed exclusively for higher education. Our integrated, innovative solutions advance the goals of academic and administrative offices across the campus and throughout the student lifecycle.

Jenzabar’s mission is to maximize our clients’ success. Our award-winning software and experienced professionals provide our clients the tools and resources they need to thrive. As a trusted partner on more than 1,000 campuses worldwide, Jenzabar has over four decades of experience supporting the higher education community.
The Jenzabar® EX Fixed Assets module delivers asset management, depreciation, and reporting in a fully integrated accounting and management environment. The Fixed Assets module integrates seamlessly with Jenzabar EX Accounts Payable and Jenzabar EX General Ledger modules, so that administrators can easily transfer asset information from Accounts Payable invoices and transfer depreciation entries to General Ledger accounts. Fixed asset reporting provides the visibility into your asset inventory you need to reconcile, manage and prepare your budget. Jenzabar EX Fixed Assets lets you manage the fixed asset lifecycle from acquisition to disposal, while efficiently maintaining and processing depreciation of assets.

**Maintain and Control Assets**
- Manage construction in progress (CIP) by tracking invoices and vendor information, while accumulating expenses over multiple fiscal years
- Assign assets to various locations on campus and track employees who are using assets
- Analyze detailed transactions for invoices posted to assets and reconcile costs in the Fixed Assets module with the invoice details from Accounts Payable

**Record and Customize Assets**
- Dispose of assets and calculate gain or loss
- Set custom security groups to control access to assets using asset classes and departments
- Create and customize asset depreciation types, departments, and classes
- Create assets based on pre-existing General Ledger departments
- Generate asset transactions manually or while entering invoices into Accounts Payable

+ **Review accumulated depreciation detail for assets**
+ **Enter, track and review information for each asset, including service history, improvements, purchase information and notes**
+ **Designate fields with site-specific values and track those fields for each asset**
+ **Manage assets through lifecycle stages, including review, CIP, depreciation, non-depreciation, asset sale and retirement**
+ **Transfer depreciation to the General Ledger module for review and posting to depreciation expense accounts**

continued on back
Record and Customize Assets (continued)
+ Evaluate new assets submitted from Accounts Payable prior to assets being accepted into Fixed Assets module
+ Re-classify assets that should not be capitalized

Depreciation Processing
+ Straight-line and declining balance methods with multiple conventions, including whole month, half or whole year
+ Distribute assets to one or more depreciation expense accounts and allocate percentages for each account
+ Send depreciation batches to the General Ledger module to be posted

Comprehensive, Ready-to-Use Reports
+ Summaries for General Ledger Fixed Assets, Depreciation Expenses, Accumulated Depreciation, and Construction in Process
+ Asset Disposition
+ Fixed Asset Information

Streamline Operations with Jenzabar EX
Offered on the industry-leading Microsoft® SQL Server® platform, Jenzabar® EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you streamline operations and optimize your business processes.

+ Shared database eliminates duplicate work, increasing administrative productivity and accuracy
+ Powerful reporting tools provide end-user access to essential information and processes
+ Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

A Complete Set of Jenzabar EX Modules
Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

+ Accounts Payable + Accounts Receivable + Admissions + Advising + Alumni Development + Budget + Financial Aid + Fixed Assets + General Ledger + Continuing Ed + Payroll & Personnel + Purchasing + Registration + Student Life

Build Lifelong Relationships with Jenzabar
You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which provide tight integration between Jenzabar EX and our Web portal, Jenzabar Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX.

Jenzabar: Innovation for Higher Education
Jenzabar is a leading provider of enterprise software, strategies, and services developed exclusively for higher education. Our integrated, innovative solutions advance the goals of academic and administrative offices across the campus and throughout the student lifecycle.

Jenzabar’s mission is to maximize our clients’ success. Our award-winning software and experienced professionals provide our clients the tools and resources they need to thrive. As a trusted partner on more than 1,000 campuses worldwide, Jenzabar has over four decades of experience supporting the higher education community.
Jenzabar® EX General Ledger gives you complete control over all of your institution’s financial activity. Track and manage your budget easily with fast, simple access to invoice and purchase order numbers, audit trails, forecasting, bank statement reconciliations, and a summary budget sorted by department. The General Ledger module lets you record and analyze your financial information to help improve efficiency and reduce costs. And to further streamline your financial data management, it is fully integrated with other financial modules in Jenzabar EX, including Accounts Payable and Receivable, Financial Aid, Fixed Assets, Alumni Development, Payroll & Personnel, and Purchasing.

Maintain Financial Information
- Update General Ledger balances immediately
- Record financial activity anywhere on your campus
- Automatically generate recurring journal entries
- Maintain sub-ledgers to track student account details
- Maintain unlimited number of prior fiscal years for comparative analysis
- Calculate subsidiary accounts as needed
- Process and compound complex journal entries

Create Budgets and Simulated Scenarios
- Simulate up to five budgetary scenarios
- Create requested, projected, or approved amounts
- Open and test closed accounting periods
- Review summarized or detailed budget transactions
- Encumber requisitioned amounts at the time of requisition
- Assign individuals to various sections of the budget

Maintain Financial Information
- Continue session balance totals
- Create year-end closing and balance forward entries

Customize Reporting and Data Validation
- Create customized reports to meet your requirements
- Provide data validation to maintain the integrity of your records

Efficient Payment Planning
- Create financial reports, including: Trial Balance, General Ledger, Budget Reports, Statement of Activities, and Statements of Financial Position

General Ledger: Accounts Inquiry Window

continued on back
Efficient Payment Planning (continued)
+ Graphics transactions for journal entries into the General Ledger
+ Automatically accrues and reverses journal entries
+ Supports opening multiple periods and fiscal years for simultaneous processing
+ Closes period processing after reconciliations have been performed and adjustments have been recorded
+ Tracks projects and monitors expenses over project lifecycles
+ Uses existing account number structure or converts to a new structure
+ Complies with state and federal accounting standards
+ Complies with FASB, NACUBO, and AICPA reporting regulations

Additional Functions and Features
+ Export and paste from Excel to save time on data entry
+ Enhanced communication with attachments and notes at the transaction level
+ Conforms with Generally Accepted Accounting Principles (GAAP)
+ Provides flexible account set-up to meet your institution’s internal reporting requirements
+ Provides external reports for FASB, GASB and IPEDS

Streamline Operations with Jenzabar EX
Offered on the industry-leading Microsoft® SQL Server® platform, Jenzabar® EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you streamline operations and optimize your business processes.

+ Shared database eliminates duplicate work, increasing administrative productivity and accuracy
+ Powerful reporting tools provide end-user access to essential information and processes
+ Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

A Complete Set of Jenzabar EX Modules
Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

+ Accounts Payable + Accounts Receivable + Admissions + Advising + Alumni Development + Budget + Financial Aid + Fixed Assets + General Ledger + Continuing Ed + Payroll & Personnel + Purchasing + Registration + Student Life

Build Lifelong Relationships with Jenzabar
You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which provide tight integration between Jenzabar EX and our Web portal, Jenzabar Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX.
Jenzabar® EX Payroll & Personnel enables you to collect and maintain critical Human Resources information, so you can easily access vital statistics and manage all of your HR processes with maximum efficiency, from hiring to benefit tracking, from payroll processing to compensation. Payroll & Personnel facilitates relationship tracking via the fully integrated Jenzabar EX database, which delivers a seamless interface with Jenzabar EX Financial Aid and Jenzabar EX Accounts Receivable.

**Collect and Maintain Critical HR Information**

+ Monitor time and attendance
+ Process payroll
+ Manage positions
+ Define and manage benefits
+ Manage and track compensation

**Monitor Time and Attendance**

+ Record actual hours worked, benefit accrual and use, and defaults for regular hour employees
+ Accrue, reduce, and maintain benefit time based on an unlimited number of accrual tracks
+ Record and report performance review and salary history data

**Process Payroll**

+ Process payments to employees in a timely matter
+ Use default times for hourly employees to minimize workload
+ Process direct deposits and check-based payrolls
+ Manage federal and state wage and tax reports
+ Maintain master information, including position and salary history
+ Handle multiple work shifts, including rates and differentials

**Define and Maintain Benefits**

+ Define and track accrued benefits and accrued time, such as vacation time, sick time, and personal time
+ Maintain an unlimited number of benefits

**Manage Positions**

+ Maintain data on interested and qualified applicants
+ Enter new position rates prior to actual effective dates
+ Track open and filled positions, and classifications

continued on back
**Track, Manage, and Maintain Compensation**
+ Manage and track each employee’s compensation adjustments
+ Maintain a history of compensation changes
+ Track multiple accrual methods, rates, and limits

**Comprehensive Reporting**
+ Distribution reports
+ Deduction reports
+ Tax reports
+ Quarterly reports (federal and state)
+ Benefits reports
+ Check registers by department, payroll, and employee
+ Performance and salary reviews
+ Staff directory
+ EEOC, IPEDS, and CUPA reports
+ Applicant diversity report
+ Applicant position and employee list by position

**Additional Functions and Features**
+ Offers unlimited number of pay codes, deductions, benefits, and local taxes
+ Updates the General Ledger as a summary by account or by payroll detail
+ Produces annual W-2 forms
+ Provides electronic filing and reporting
+ Generates employment contracts

**Streamline Operations with Jenzabar EX**
Offered on the industry-leading Microsoft® SQL Server® platform, Jenzabar® EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you streamline operations and optimize your business processes.

+ Shared database eliminates duplicate work, increasing administrative productivity and accuracy
+ Powerful reporting tools provide end-user access to essential information and processes
+ Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

**A Complete Set of Jenzabar EX Modules**
Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

+ Accounts Payable + Accounts Receivable + Admissions + Advising + Alumni Development + Budget + Financial Aid + Fixed Assets + General Ledger + Continuing Ed + Payroll & Personnel + Purchasing + Registration + Student Life

**Build Lifelong Relationships with Jenzabar**
You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which provide tight integration between Jenzabar EX and our Web portal, Jenzabar Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX.

**Jenzabar: Innovation for Higher Education**
Jenzabar is a leading provider of enterprise software, strategies, and services developed exclusively for higher education. Our integrated, innovative solutions advance the goals of academic and administrative offices across the campus and throughout the student lifecycle.

Jenzabar’s mission is to maximize our clients’ success. Our award-winning software and experienced professionals provide our clients the tools and resources they need to thrive. As a trusted partner on more than 1,000 campuses worldwide, Jenzabar has over four decades of experience supporting the higher education community.
Jenzabar® EX Purchasing tracks all purchases within any department and throughout your institution. Full integration between the Purchasing module and Jenzabar EX Accounts Payable and Jenzabar EX General Ledger allows for a secure and accurate tracking process and ensures that there is a budget allocation for any given purchase. Jenzabar EX Purchasing decreases the window of error by preventing payment on invoices that have not yet been received. It also charges purchase orders and requisitions to various departments and tracks those orders—freeing staff to focus on other assignments and thus increase productivity.

**Collaborative Purchasing Workflow**
- Create purchase requisitions from scratch or from order profiles
- Automatically create purchase orders upon final requisition approval for more efficient transactions
- Automatically release encumbrances upon requisition denial to manage your budget
- Ensure that the right people review and approve requisitions with role-based workspace workflow
- Stay up-to-date with the approval progress of your requisition with enhanced notifications

**Purchase Control and Tracking**
- Control tracking, allocation, and orders for all purchases
- Block specified purchases and allocate purchases and expenses to appropriate departments
- Paste from Excel functionality
- Email purchase orders to vendors to expedite delivery
- Attach documents to your line items and requisitions for streamlined workflow
- Use comments to track and manage your requisition process
- Check requisition status on demand, with the ability to quickly email requestors and approvers
- Automatic PDF generation of Purchase Orders

---

[Data Sheet]
Purchase Order Tracking and Assignment
+ Record multiple purchase order types
+ Automate purchase order process from requisition to approval, or enter purchase orders manually
+ Enter purchase order line items and comments
+ Record encumbrances
+ Assign buyers to purchase orders
+ Finalize invoices to close purchase order
+ Track vendor information, including emails and payment terms
+ Define various shipping locations
+ Assign standard commodity codes to purchase order line items
+ Alternate purchase order approvers
+ Charge purchase order and requisition items to department accounts
+ Prevent payment of invoices for items not marked as received

Budget Checking
+ Check available budgets when entering requisitions or purchase orders
+ Receive warnings whenever a requisition or purchase order causes an expense line to exceed its budget
+ Perform budget checks against the entire year’s budget or a year-to-date budget

Requisition Approval and Transfer
+ Establish an approval process using predefined sets of approvers
+ Transfer requisitions to purchase orders

Interface with Accounts Payable and General Ledger
+ Select purchase order information as invoices are entered in Jenzabar EX Accounts Payable
+ Create budget encumbrances for Jenzabar EX General Ledger when requisitions and purchase orders are created
+ Remove budget encumbrances when invoices are paid

Streamline Operations with Jenzabar EX
Offered on the industry-leading Microsoft® SQL Server® platform, Jenzabar® EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you streamline operations and optimize your business processes.

+ Shared database eliminates duplicate work, increasing administrative productivity and accuracy
+ Powerful reporting tools provide end-user access to essential information and processes
+ Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

A Complete Set of Jenzabar EX Modules
Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

+ Accounts Payable + Accounts Receivable + Admissions + Advising + Alumni Development + Budget + Financial Aid + Fixed Assets + General Ledger + Continuing Ed + Payroll & Personnel + Purchasing + Registration + Student Life

Build Lifelong Relationships with Jenzabar
You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which provide tight integration between Jenzabar EX and our Web portal, Jenzabar Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX.

Jenzabar: Innovation for Higher Education
Jenzabar is a leading provider of enterprise software, strategies, and services developed exclusively for higher education. Our integrated, innovative solutions advance the goals of academic and administrative offices across the campus and throughout the student lifecycle.

Jenzabar’s mission is to maximize our clients’ success. Our award-winning software and experienced professionals provide our clients the tools and resources they need to thrive. As a trusted partner on more than 1,000 campuses worldwide, Jenzabar has over four decades of experience supporting the higher education community.
Jenzabar® EX Registration eliminates the problem of time wasted on manual tracking of student records. The Registration module manages all of your vital enrollment data quickly and efficiently, allowing you to easily determine space availability, course conflicts, course prerequisites, and non-course prerequisites. You can track students who are withdrawing and returning from leaves with complete up-to-the-minute information, including reactivation data such as return eligibility date, current address, effective departure date, and billing adjustments and holds. With the ability to verify and update Registration, Advising, and Student Records, Jenzabar EX Registration provides the accurate student data you need to deliver more responsive student service.

**Course Catalog Maintenance**
- Roll over new catalogs based on existing catalogs
- Manage cross-listed courses tracking total enrollments
- Provide single class roster for faculty
- Offer courses operating under various academic calendars
- Manage course schedules using terms, subterms or individual begin and end dates
- Permit courses with variable credit
- Locate classrooms or other facilities for class meetings

**Course Checking, Tracking, and Definition**
- Check for time and capacity conflicts within student schedules
- Track course equivalency for in-house and transfer courses
- Define courses, schedules, faculty, and prerequisites, including courses and non-course requirements
- Manage course co-requisites

**Student Information Management**
- Track student course details, including division, add/ drop dates, grades, grade scale, and credit type
- View comprehensive student information, including academic standing, graduation year and term, credit hours earned, program, and leaves of absence
- View students registered for each course
- Supports unlimited holds and warnings, with appropriate security to view and update
- Calculate student classification, honors, and probation using a rules-based update
- Maintain grades and grade change history, provide mid-term and final grade reports to students, including courses and GPA
- Print watermarked transcripts and unofficial transcripts

DATA SHEET

+ View students registered for each course
+ Supports unlimited holds and warnings, with appropriate security to view and update
+ Calculate student classification, honors, and probation using a rules-based update
+ Maintain grades and grade change history, provide mid-term and final grade reports to students, including courses and GPA
+ Print watermarked transcripts and unofficial transcripts

Continued on back
Student Registration
+ Register walk-in students
+ Produce up-to-the-minute class lists at any time
+ Add, drop, or cancel a course
+ Produce student data sheets
+ Generate registration audits flagging prerequisites, repeats, wait lists, and schedule conflicts
+ Bill third parties

Comprehensive Reporting
+ Academic standing
+ Campus directory
+ Catalog listing
+ Class list and rank
+ Schedules including courses, instructors, and rooms

Streamline Operations with Jenzabar EX
Offered on the industry-leading Microsoft® SQL Server® platform, Jenzabar® EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you streamline operations and optimize your business processes.

+ Shared database eliminates duplicate work, increasing administrative productivity and accuracy
+ Powerful reporting tools provide end-user access to essential information and processes
+ Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

Additional Functions and Features
+ Generates Satisfactory Academic Progress reports
+ Allows GPA calculation based on a selection of courses across multiple divisions

A Complete Set of Jenzabar EX Modules
Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

+ Accounts Payable + Accounts Receivable + Admissions + Advising + Alumni Development + Budget + Financial Aid + Fixed Assets + General Ledger + Continuing Ed + Payroll & Personnel + Purchasing + Registration + Student Life

Build Lifelong Relationships with Jenzabar
You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which provide tight integration between Jenzabar EX and our Web portal, Jenzabar Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX.

Jenzabar: Innovation for Higher Education
Jenzabar is a leading provider of enterprise software, strategies, and services developed exclusively for higher education. Our integrated, innovative solutions advance the goals of academic and administrative offices across the campus and throughout the student lifecycle.

Jenzabar's mission is to maximize our clients' success. Our award-winning software and experienced professionals provide our clients the tools and resources they need to thrive. As a trusted partner on more than 1,000 campuses worldwide, Jenzabar has over four decades of experience supporting the higher education community.
Jenzabar® EX Student Life saves your administrative staff time and effort by providing fast, easy access to a broad range of student records, student activity, student profiles, and student data, including health information, housing assignments, vehicle registration, and violations and sanctions. Track, manage, and store up-to-the-minute student information at your fingertips, in summary or in detail. By simplifying routine processes and eliminating duplicative data entry, Jenzabar EX Student Life helps your institution provide more effective student service—and enhance your most vital relationships.

**Manage Residence Assignments**
- Design, generate, and store matched student grouping surveys for residence assignments
- View student residences
- Define available facilities (locations, buildings, rooms)
- Add students to sessions via a customizable query in mass quantity
- Create student room preferences, student roommate requests, and survey information
- Assign students to residence halls and specific rooms
- Assign groups of students to rooms based on results generated from student surveys

**Record and Track Violations and Sanctions**
- Honor roommate requests, building preferences, and room preferences
- Generate assignments in remaining vacant room slots
- Issue keys, track histories of returned and/or lost keys
- Record, search and track incidents and violations of institutional policy, including persons involved and sanctions
- Track user-defined violation types, including categories and fine amounts
- Track user-defined violation categories, such as violent crimes, non-violent crimes, and parking violations
- Set involvement types, such as victim, perpetrator, and witness
- Automatically generate charges in Accounts Receivable from sanction fines created for violation and vehicle violations
- Automated Campus Crime Reporting

**Purchasing: Requisition Window**
Manage Vehicles on Campus
+ Register vehicles and define vehicle permit types, violation types, categories, and fine amounts
+ Track vehicle/traffic incidents, persons involved and involvement types, and sanctions

Define and Track Student Activities
+ Track attendance information for activities, meetings, clubs, intramurals, fraternities and sororities, annual events, and chapel attendance
+ Access session activity detail or summary information
+ Define available activities and organizations
+ Track activity and organizational involvement histories
+ Define activity details
+ Track activity participation, meetings, and schedules
+ Maintain activity attendance and schedule history

Record and Track Student Health Information
+ Track student health profiles, forms, insurance, and requirements
+ Maintain student emergency contact information
+ Define health requirements based on specific student type (athlete, nursing student, general, etc.) and track needed forms and immunizations by type

Streamline Operations with Jenzabar EX
Offered on the industry-leading Microsoft® SQL Server® platform, Jenzabar® EX enables every office on campus to access, update, and store crucial data more easily and efficiently. Authorized users share real-time information across administrative and academic departments, helping you streamline operations and optimize your business processes.

+ Shared database eliminates duplicate work, increasing administrative productivity and accuracy
+ Powerful reporting tools provide end-user access to essential information and processes
+ Student information is tracked from applicant stage through alumni/ae stage, supporting student success

From Admissions to Advancement, Jenzabar EX helps you deliver prompt, personalized service to prospects, students, alumni, families, and friends.

A Complete Set of Jenzabar EX Modules
Jenzabar EX offers a complete set of fully integrated modules to help manage your student information and business office data—each sharing a common database and standard user interface.

+ Accounts Payable + Accounts Receivable + Admissions + Advising + Alumni Development + Budget + Financial Aid + Fixed Assets + General Ledger + Continuing Ed + Payroll & Personnel + Purchasing + Registration + Student Life

Build Lifelong Relationships with Jenzabar
You can further extend the functionality of Jenzabar EX through our constituent relationship modules (CRMs), which provide tight integration between Jenzabar EX and our Web portal, Jenzabar Internet Campus Solution. From applicants to alumni, your constituents can access administrative and academic data anytime, anywhere via the portal—and the data they enter into any Jenzabar CRM is integrated with Jenzabar EX.