



ACCOUNTS PAYABLE

RELEASE NOTES – DECEMBER 2015

This document explains new product enhancements added to the ADMINIS Unified Community for Windows **Accounts Payable** system and installed on your site in December 2015.

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1. PAYING BILLS

1.1. Voucher Release Approval Paths

Corrected an issue with the voucher release process. When a voucher with a PO number was released, it was not sent via the correct approval path. For example: a voucher with a PO was going to “needs department head approval” instead of going to “ready to post”.

[ADM-AUC-AP-764]

1.2. Batch Query Screen

Occasionally, users would report that a **Closed** Batch would appear in the batch screen as **Unused**. This was due to a counter in the screen that was set incorrectly. This was corrected and patched to sites in September and is included here to document the change.

[ADM-AUC-AP-759]

1.2.1. Approval Status

When a batch was transferred from one user to another, the batch query screen was not being refreshed with the new status when processing approvals. This was corrected. Now the batch query screen will display the correct status and will match the status in the voucher posting screen.

[MBE-AUC-AP-12]

2. DISBURSEMENTS

2.1. Disclaimer Text Added to Disbursement Reports

Added a disclaimer to all disbursement reports that display the **check date** and **gl effective date** in the header section. This will help remind the user that Wire, No Check and Manual checks may use a different date than the one listed in the report header. The disclaimer text and the list of affected reports are below:

<p>----- DISCLAIMER ----- Check Date/GL effective date at top of this report apply to printed checks & ACH payments. Wires/No Checks and Manual checks use the Check Date manually entered on the Voucher.</p>
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Cash Requirement Report
 Disbursement Posting Report
 Disbursement Approval List – City Warrant
 Account # on Vouchers Paid Report
 Disbursement GL Posting Report
 Disbursement Approval List – School Warrant

Check Register Report
 Warrant Detail Report By Account
 Check Disbursements By Fund
 Disbursement Edit Report
 Projected Negative Expenditures Report
 Disbursement Omitted Vouchers

[ADM-AUC-AP-766]



3. VENDORS

3.1. Viewing 1099s Restricted

Access to viewing vendor 1099 copies is now restricted to users with access to the **Enter Vendors** screen. Users with **View-only** access to vendors will no longer be able to view the 1099 copies. This will ensure that no unauthorized users may access vendors' social security and federal ID numbers.

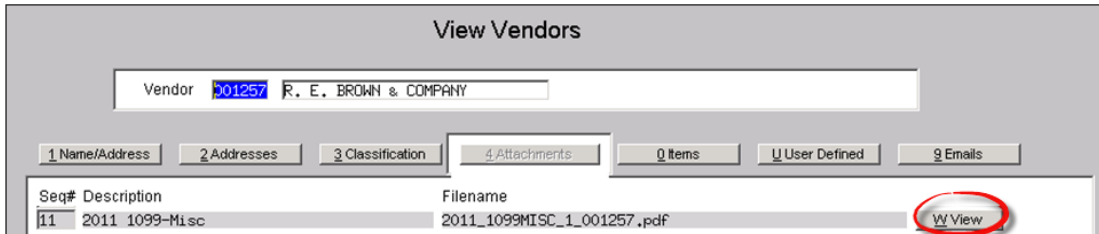


Figure 1 Before

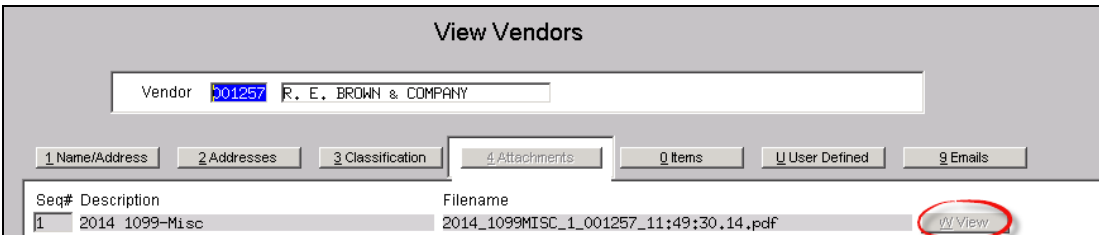
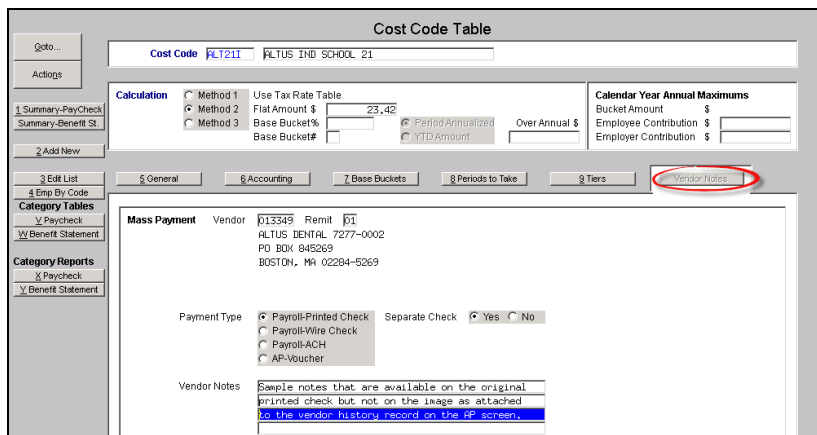


Figure 2 After

[ADM-AUC-AP-763]

3.2. Vendor Notes Now Hidden on Attachments

Payroll vendor check attachments currently contain the notes from the vendor screen. This may be sensitive information and since the attachment is available from the **Accounts Payable** vendor screen, the notes are now suppressed from the attachment copy available on the **Vendors ▶ View ▶ Attachments** screen. For example, a note is set here on **Cost Code ALT211**:





This note appears on the printed check #013349:

TOWN OF ADMINS
ANYTOWN, MASSACHUSETTS

VENDOR STATEMENT #013349

Check #: 080281
Issue Date: 01-Oct-2015
Period Ending: 23-Sep-2015
Warrant #: 902883
Employee #: 999999

Sample notes taht are available on the original printed check but not on the image as attached to the vendor history record on the AP screen.

ALTUS DENTAL 7277-0002
PO BOX 845269
BOSTON MA 02284-5269

Figure 3 Before

When accessing the attachment copy from the **Vendors ▶ View ▶ Attachments** screen, the note is suppressed:

TOWN OF ADMINS
ANYTOWN, MASSACHUSETTS

VENDOR STATEMENT #013349

Check #: 080281
Issue Date: 01-Oct-2015
Period Ending: 23-Sep-2015
Warrant #: 902883
Employee #: 999999

ALTUS DENTAL 7277-0002
PO BOX 845269
BOSTON MA 02284-5269

Figure 4 After

This change is not retroactive. Only images generated as of December 1,2015 will have the notes suppressed.

[ADM-AUC-HR-9638]

4. HELP REFERENCE LIBRARY

Not applicable for this software update.