ACCOUNTS PAYABLE

RELEASE NOTES – JUNE 2015

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

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1. VOUCHER PROCESSING

1.1.   Budget Check Approvals Report

Vouchers needing a budget override due to insufficient funds are managed via the **AP/PO Dashboard Approvals**.

When printing the **Budget Check** report it did not fit on the printed page. The format of the report was changed from portrait to landscape to print properly.

```
2080-APBUDCHK.REP              Printed 05-May-2015 at 13:47:28 by WENDY
                                                          Town of ADMINS
                                                     Voucher Budget Check Report


   Batch: 09846
  Vouch#: 352,549
    Date: 15-Nov-2014
  Vendor: 022870  JOHN DOE


==== ==== ======================================================== ============ ==============================
                                                                   Voucher
Line GL# Account# & Description                                      Amount Summary Account# & Descripti
==== ==== ======================================================== ============ ==============================
1    1    1000-300-4230-441-12-00-52240 GENL EQ MAINT-MIDDLE           303.00    1000-300-0000-003-00-00-50
                                                                   ------------
                                                    Voucher Total:    303.00
                                                                   ============

                                                    Note:  This available balance includes both
                                                           work in progress and entries posted
                                                           to the General and Subsidiary Ledgers.
```

Figure 1 Before

```
2080-APBUDCHK.REP              Printed 05-May-2015 at 14:55:55 by WENDY                                                              Page 1
                                                          Town of ADMINS
                                                     Voucher Budget Check Report


   Batch: 09846
  Vouch#: 352,549
    Date: 15-Nov-2014
  Vendor: 022870  JOHN DOE


==== ==== ======================================================== ============ =============================================================== ================
                                                                   Voucher                                                                     Available
Line GL# Account# & Description                                      Amount Summary Account# & Description                                      Account Balance
==== ==== ======================================================== ============ =============================================================== ================
1    1    1000-300-4230-441-12-00-52240 GENL EQ MAINT-MIDDLE           303.00    1000-300-0000-003-00-00-50001 SCHOOL DEPARTMENT BUDGET          $21,668,028.90
                                                                   ------------                                                                 ----------------
                                                    Voucher Total:    303.00                                                                      21,668,028.90
                                                                   ============                                                                 ================

                                                    Note:  This available balance includes both
                                                           work in progress and entries posted
                                                           to the General and Subsidiary Ledgers.
```

Figure 2 After

[ADM-AUC-AP-738]

1.2. Vendor Remit Number

Prior to the update, if a valid vendor code and remit # was present on a voucher, and the vendor number was typed over with an invalid vendor number, the system would reset the vendor code to the original code, but the remit was being set to "00". This was corrected. This feature is on the **Accounts Payable ▶ Enter Bills/Vouchers ▶ Batches ▶ Add Vouchers ▶ Voucher Entry** screen.
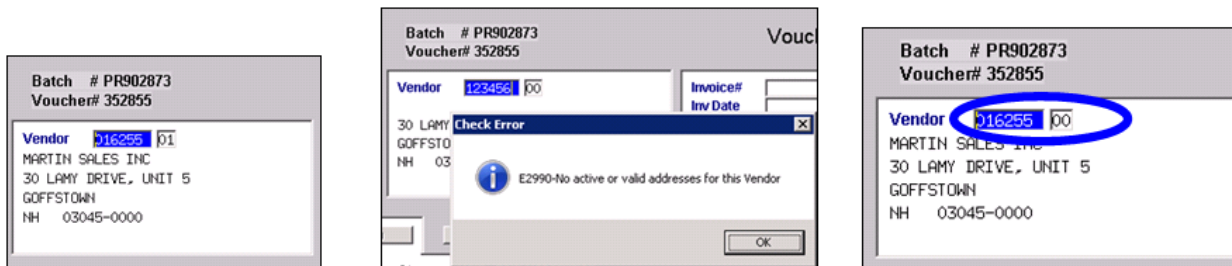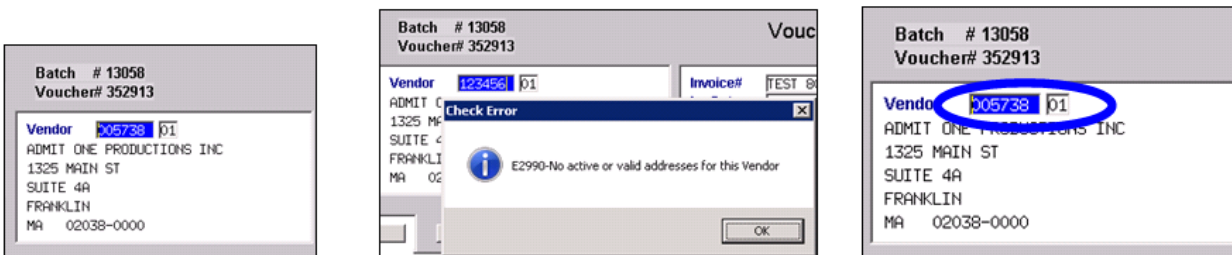

Figure 3 Before

Figure 4 After

[ADM-AUC-AP-739]

2. VOUCHER CHANGE ORDERS

2.1. Credit Vouchers

Change orders may now be created for credit vouchers. Prior to the software update, users were unable to make any change to an existing credit voucher amount. This error message appeared when attempting to change the Amount to Pay Vendor:
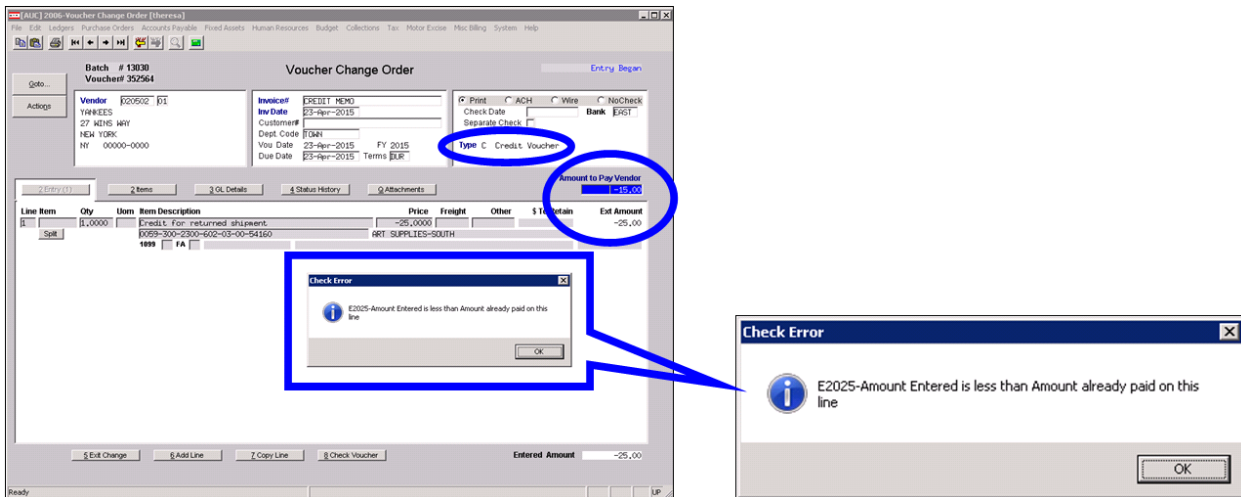

Figure 5 Before

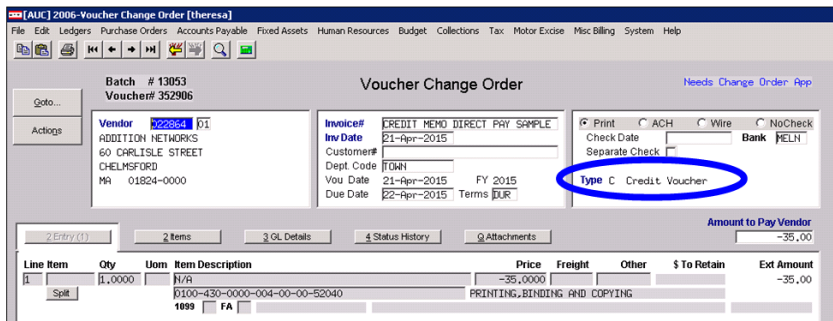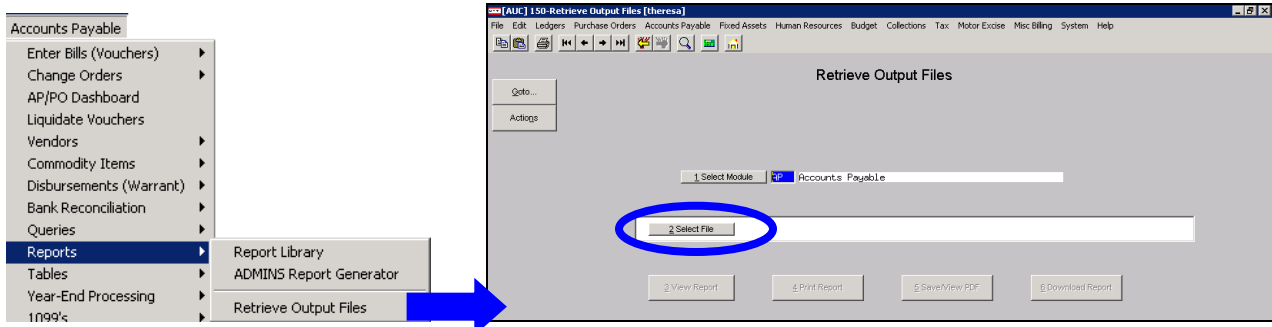A change order may now be processed for a credit voucher:
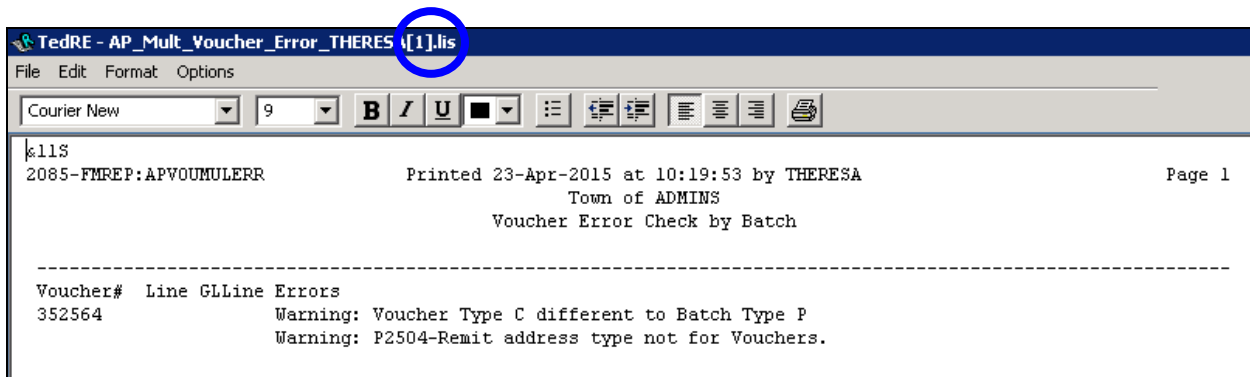

Figure 6 After

[ADM-AUC-AP-736]

3. REPORTS

3.1. Retrieve Output Files

To facilitate research on vouchers and batches, the number of report versions saved for the voucher batch error check and voucher error check was increased from 30 to 99.

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In the image, five report versions are shown – one for Anthea, and two each for Theresa and Wendy. Each user will have up to 99 of each of these reports available in the Retrieve Output files screen. Users will continue to see only their own output when using the Retrieve Output Files feature.
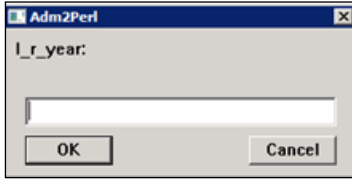

Once the maximum number of versions (99) is reached, the prior reports will be over-written.

[ADM-AUC-AP-737]

4. YEAR END PROCESSING

4.1.   1099 Electronic File

There was an issue with creating the 1099 Electronic File. It was experienced as either a frozen process or an unexpected prompt was appearing. This was corrected and patched to sites on March 24, 2015.

[ADM-AUC-AP-728]

5. HELP REFERENCE LIBRARY

5.1.   New or Updated Documentation

Not applicable for this software update.