



# ACCOUNTS PAYABLE

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## 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**.

The image shows a sequence of three screenshots from the ADMINIS system. The top-left screenshot is the 'AP/PO Dashboard' with a blue box around the 'Approvals' section. The top-right screenshot is a zoomed-in view of the 'Approvals' section, with a blue circle around the 'Needs Budget' row and a blue arrow pointing to the 'Needs Budget Override' screenshot below. The bottom screenshot is the 'Needs Budget Override' screen, with a blue box around the 'Budget Check' button in the left-hand menu.

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-APBUCHK.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

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Line	GL#	Account# & Description	Voucher Amount	Summary Account# & Description
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-APBUCHK.REP Printed 05-May-2015 at 14:55:55 by WENDY

Town of ADMINS  
Voucher Budget Check Report

Page 1

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

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Line	GL#	Account# & Description	Voucher Amount	Summary Account# & Description	Available 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.

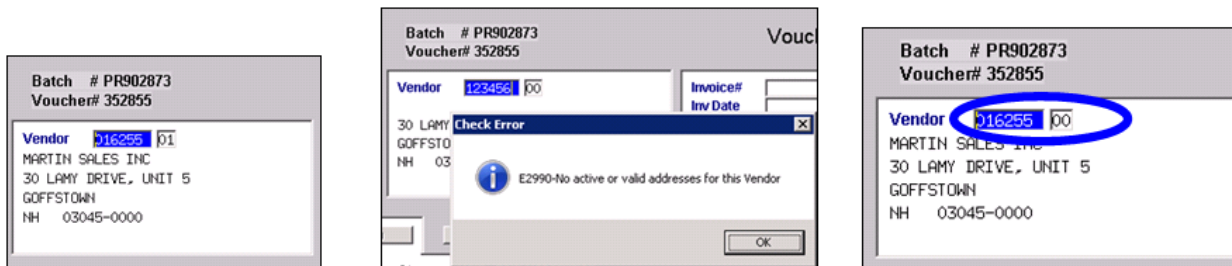


Figure 3 Before

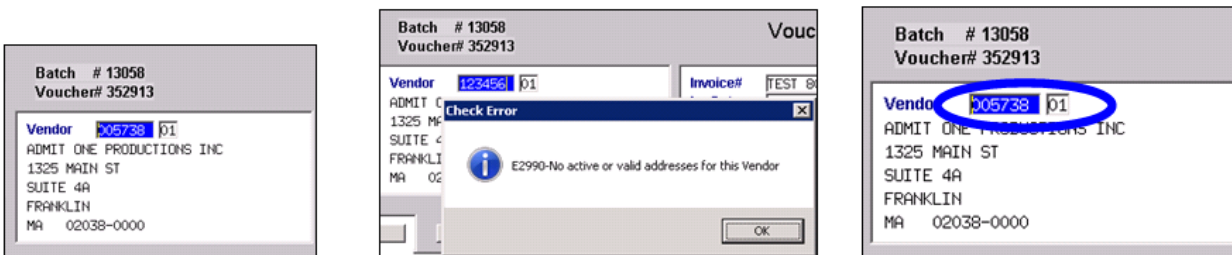


Figure 4 After

[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:

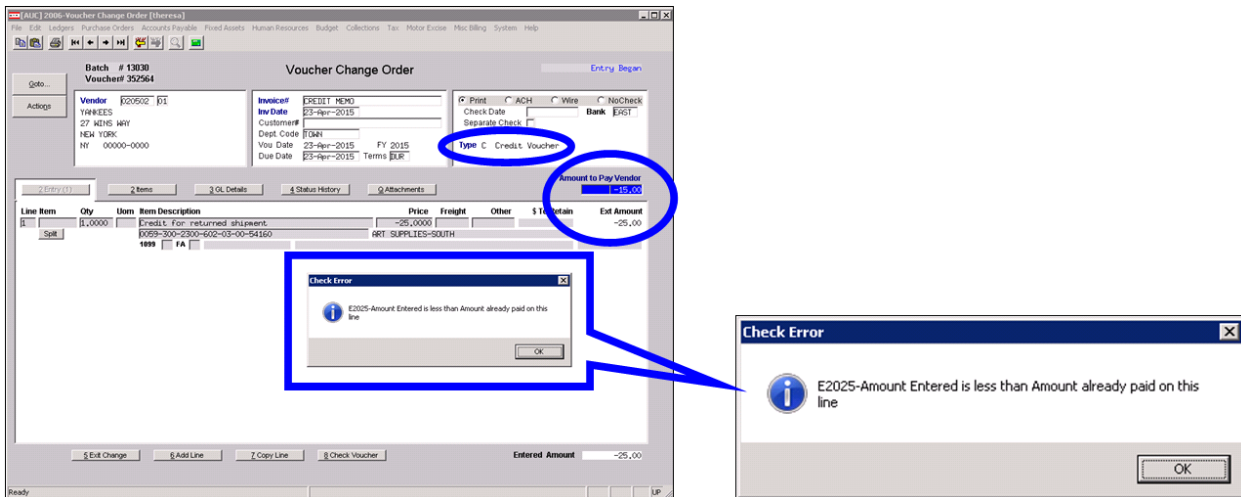


Figure 5 Before

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

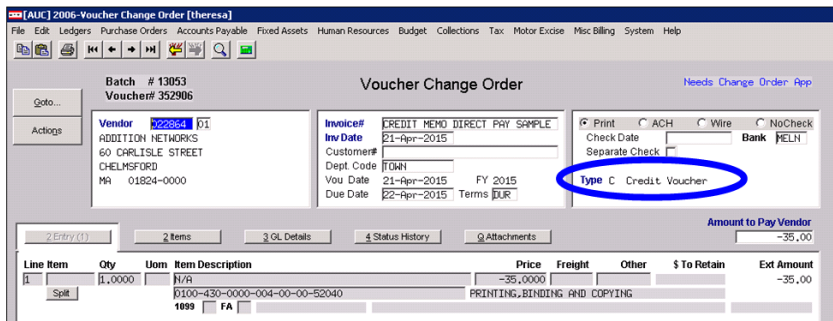


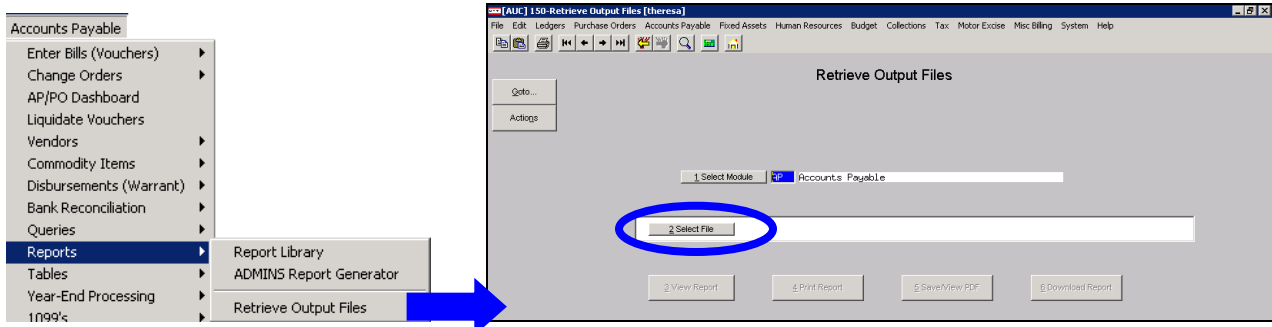
Figure 6 After

[ADM-AUC-AP-736]

## 3. REPORTS

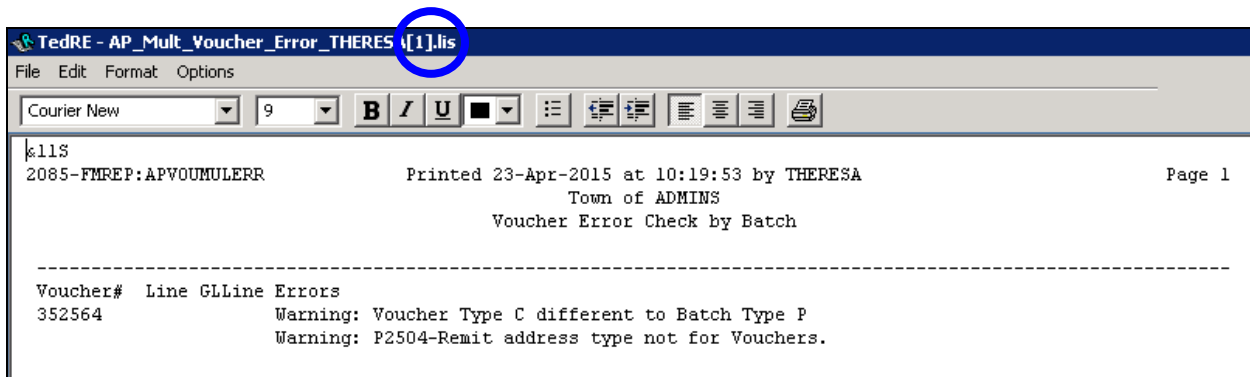
### 3.1. Retrieve Output Files

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.



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.

AP_Mult_Voucher_Error_ANTHEA[1].lis	17-Apr-2015 10:45 AM	LIS File	1 KB
AP_Mult_Voucher_Error_THERESA[1].lis	21-Apr-2015 4:41 PM	LIS File	1 KB
AP_Mult_Voucher_Error_THERESA[2].lis	23-Apr-2015 11:23 AM	LIS File	1 KB
AP_Mult_Voucher_Error_WENDY[1].lis	14-Apr-2015 2:33 PM	LIS File	1 KB
AP_Mult_Voucher_Error_WENDY[2].lis	16-Apr-2015 4:49 PM	LIS File	1 KB



AP_Voucher_Errors_THERESA[6].lis	23-Apr-2015 12:29 PM	LIS File	2 KB
AP_Voucher_Errors_THERESA[5].lis	23-Apr-2015 12:29 PM	LIS File	2 KB
AP_Voucher_Errors_THERESA[4].lis	23-Apr-2015 12:29 PM	LIS File	2 KB
AP_Voucher_Errors_THERESA[3].lis	23-Apr-2015 12:29 PM	LIS File	2 KB
AP_Voucher_Errors_THERESA[2].lis	23-Apr-2015 12:29 PM	LIS File	2 KB
AP_Voucher_Errors_THERESA[1].lis	23-Apr-2015 12:28 PM	LIS File	2 KB
AP_Voucher_Errors_THERESA[99].lis	23-Apr-2015 12:28 PM	LIS File	2 KB
AP_Voucher_Errors_THERESA[98].lis	23-Apr-2015 12:28 PM	LIS File	2 KB
AP_Voucher_Errors_THERESA[97].lis	23-Apr-2015 12:28 PM	LIS File	2 KB
AP_Voucher_Errors_THERESA[96].lis	23-Apr-2015 12:28 PM	LIS File	2 KB
AP_Voucher_Errors_THERESA[95].lis	23-Apr-2015 12:28 PM	LIS File	2 KB
AP_Voucher_Errors_THERESA[94].lis	23-Apr-2015 12:28 PM	LIS File	2 KB

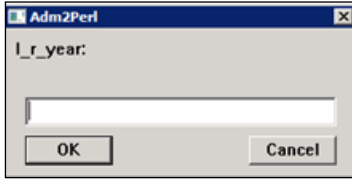
Once the maximum number of versions (99) is reached, the prior reports will be overwritten.

[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.*