ACCOUNTS PAYABLE

RELEASE NOTES – JUNE 2017

This document explains new product enhancements added to the ADMINS Unified Community for Windows **ACCOUNTS PAYABLE** system.

TABLE OF CONTENTS

1. ENTER BILLS

Unused voucher batches sometimes exist when an AUC user terminates employment with the municipality.

1.1.   Transfer Unused Voucher Batches [New]

To allow abandoned voucher batches to be used or deleted, the ability to select unused voucher batches for transfer was added. Select **Accounts Payable ▶ Enter Bills (Vouchers) ▶ Transfer Voucher Batches:**
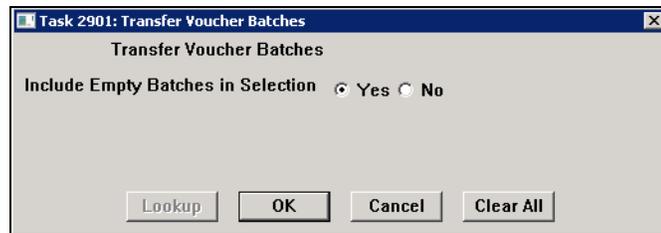
The resulting selection screen will include batches with a status of **Unused** if the **Yes** radio button is selected. Below, the **Unused** batches created by users **KATHYC** and **JASON** may be transferred to a user for subsequent use or deletion.

Figure 1 Select Voucher Batches to Transfer screen with Unused Batches

[ADM-AUC-AP-843]

1.2.   Combine Vouchers on a Single Check [Helpful Information]

Credit vouchers may be entered to offset payments to a given vendor. All vouchers to be paid on the same check must all be of the same payment type, be it **Print, ACH, Wire or No Chk**. For example, if the payment vouchers use the **Print** radio button, the credit voucher must use the **Print** radio button; if the payment vouchers are **ACH** payments, the credit voucher must be **ACH**. If the credit vouchers are not coded properly, they cannot be combined with the other vouchers to offset the payments in the disbursement warrant.

This is subject to line limits and if the site has chosen to not allow checks to use more than one page. This is controlled by Module Control #2100 (number of lines per check) and 2101 (Print multiple pages per printed check).

Figure 2 Payment Voucher

Figure 3 Credit Voucher Entry screen

If a credit voucher is improperly coded and processed in a disbursement warrant, follow these steps to recover:

1. Remove the cleared date for the check in the Bank Account Management screen

2. Void the check, selecting option 3 to cancel check and reopen vouchers for later payment

3. Create and post a change order on the voucher payment type. (When changing from an **ACH, Wire** or **No Check** to a **Printed** check, the check information (date and separate check flag) will be removed from the voucher.)

4. Posting the change order will make the voucher available for collection with a subsequent disbursement warrant.

[ADM-AUC-AP-847]

2. DISBURSEMENTS ▶ WARRANTS [FIX]

The Collect Vouchers process under **Accounts Payable ▶ Disbursements ▶ Warrants** produces a report of vouchers with Inactive or Invalid accounts. The Voucher Date column on the report was misaligned and truncating the last digit of the date. This was corrected.

Figure 4 Before

Figure 5 After

[ADM-AUC-AP-842]

3. VOID CHECK ATTACHMENTS [Fix]

Folders are needed for system-generated attachments at the start of each calendar year. ADMINS added code to the void check process allowing check images to be stored. This only presented an issue if a Void disbursement process was run prior to a regular disbursement process for the first time in the calendar year.

[ADM-AUC-AP-827]

4. REPORTS ▶ Vendors With No Activity (Dormant) [Fix]

To ensure that active vendors are not inadvertently removed, the dormant vendors report was enhanced to include payroll activity in addition to purchasing and accounts payable. Run this report to identify candidates to be inactivated due to no activity since a specified date. Select **Accounts Payable ▶ Reports ▶ Report Library ▶ By Vendor ▶ 2285 Vendors With No Activity (Dormant)**.

The report will now include columns showing the last Payroll Warrant and Payroll Warrant date. Prior to the software update, these columns were not included on the report.

```
2286-APPORSELVNO.REP          Printed 12-Jun-2017 at 14:46:39 by ANTHEA          Page 1
                                          Town of ADMINS
                                  Vendors with no Activity List


======= ============================== =========== ======= =========== ======= =========== =======
                                            Last     Last       Last     Last       Last     Last
Vendor# Name                             Po Date     PO#    Voucher Dt  Voucher Check Date    Check
======= ============================== =========== ======= =========== ======= =========== =======
000044  BAYBANK NORFOLK COUNTY TR                          21-Aug-1995    1705 21-Aug-1995 0080937
000045  BOSTON SAFE DEPOSIT & TRUST                        31-Jan-2011  288120 07-Feb-2011 0248966
000046  POSTMASTER                      18-Jul-2016   11665 06-Aug-2015  353006 06-Aug-2015 0288233
000047  NYNEX                           12-Aug-2014   11455 06-Aug-2015  353009 06-Aug-2015 0288228
000048  NSTAR                           04-Nov-2016   11691 04-Oct-2016  353899 04-Oct-2016 8000035
000049  MASS ELECTRIC                   04-Nov-2016   11692 04-Oct-2016  353900 04-Oct-2016 8000034
000051  AT&T CREDIT CORP                29-Oct-1996    1778 22-May-1997   27929 02-Jun-1997 0097681
```
Figure 6 Before

```
2286-APPORSELVNO.REP          Printed 16-Jun-2017 at 11:38:08 by THERESA    New Columns   Page 1
                                          Town of ADMINS
                                  Vendors with no Activity List


======= ============================== =========== ======= =========== ======= ======= =========== =========== =======
                                            Last     Last       Last     Last    HR       HR          Last        Last
Vendor# Name                             Po Date     PO#    Voucher Dt  Voucher Warrant Warrant Dt  Check Date    Check
======= ============================== =========== ======= =========== ======= ======= =========== =========== =======
000044  BAYBANK NORFOLK COUNTY TR                          21-Aug-1995    1705 123456  01-Aug-1995 21-Aug-1995 0080937
000051  AT&T CREDIT CORP                29-Oct-1996    1778 22-May-1997   27929                     02-Jun-1997 0097681
000055  TRAFALGAR STATIONERY            08-Jan-1998    3127 13-Apr-1998   41055                     13-Apr-1998 0106456
000056  UNISYS                                               09-Jul-1997   29625                     07-Jul-1997 0098855
000057  OFFICE EQUIPMENT                17-Jul-1996    1532 18-Nov-1996   21079                     25-Nov-1996 0093020
000059  PITNEY BOWES                                       19-Dec-1997   36967                     22-Dec-1997 0103466
```
Figure 7 After

[ADM-AUC-AP-845]

5. INTERFACES/IMPORTS ▶ Credit Card Processing [Enhancement]

To more easily make corrections for missing transactions in credit card batches, a new column, **Finance Review Date**, has been added to the **Maintain Cycle Dates** screen.
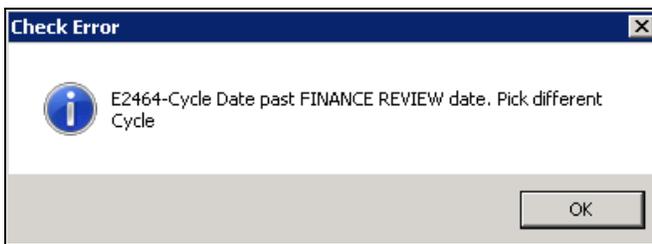
Figure 8 Before

Figure 9 After

**Note: The Finance Review date initially will equal the Last Date to Finance.
The Credit Card Processing manager at the site may change the Finance Review dates.**

In the **Manual Transaction** step, the cycle lookup now includes the Finance Review column. Users may now select any cycle where the **Finance Review Date** is **GREATER THAN or EQUAL to TODAY**. If there is a transaction missing from the last cycle and the **Finance Review Date** has not been reached, then it will allow them to select a prior cycle.

Figure 10 Before

Figure 11 After

If a cycle date is chosen that is in the past, an error message will pop up and a new cycle may be selected. If the transaction needs to be added to a cycle that has a Finance Review date before the current date, the Credit Card Processing manager may update the **Finance Review** date in the **Maintain Cycle Dates** table.

[ADM-AUC-AP-816]

6. SCREEN DELAY [Fix]

Some sites with large data sets experienced a delay when viewing screens using scroll bars. The scroll bars were removed from multi-record screens to improve performance.
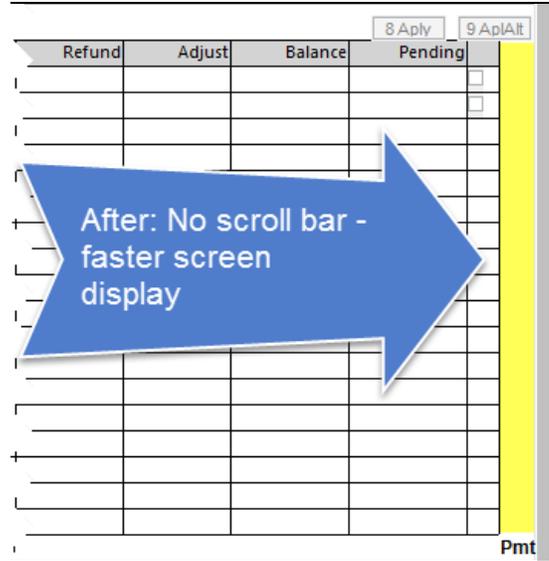

Figure 12 Before　　　　　　　　　　　　　　　　　　　　　　**Figure 13 After**

[ADM-AUC-RC-8369]

7. HELP REFERENCE LIBRARY

7.1.　New or Updated Documentation

- INTERFACES　　　　　　　　　　　　AP–970 Credit Card Processing　　　　　　　　　[Update]