



ACCOUNTS PAYABLE

RELEASE NOTES – SEPTEMBER 2014

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

The ADMINS Support staff installed these changes to your system on **September 6, 2014**.

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1. VOUCHER PROCESSING

1.1. Add Check Type to Edit List

The voucher edit list has been changed to print the type of check and if the voucher is marked for a separate check.

2710-APVOUEDT_AUC.REP Printed 02-Sep-2014 at 08:44:08 by THERESA Town of ADMINS Voucher Entry Edit List Page 1

| Batch# | Bank Voucher# | VoucherDate | Vendor# | Name and Address | Check | Type | | |
|--------|---------------|-------------|-----------|---|-------|--------|--------------|--------|
| 12539 | EAST 337644 | 31-Jan-2014 | 004850-03 | GOPHER SPORT NMS24 PO BOX 1450 MINNEAPOLIS, MN 55485-5634 | Check | Type | | |
| | PO# | line | GL# | Account & Description | Qty | Price | \$ to Retain | Amount |
| | PO# 11451/1 | 1 | 1 | PO#9037059 1000-300-2300-600-12-00-54160 | | 1.0000 | 1.0000 | 1.00 |
| 12539 | EAST 337645 | 31-Jan-2014 | 000184-01 | VENDETTI MOTORS INC 411 WEST CENTRAL ST. FRANKLIN, MA 02038-0000 | Check | Type | | |
| | PO# | line | GL# | Account & Description | Qty | Price | \$ to Retain | Amount |
| | PO# 11452/1 | 1 | 1 | PO #9037058 5/31/13 1000-300-2440-502-12-00-52090 | | 1.0000 | 650.0000 | 650.00 |
| 12539 | EAST 337646 | 31-Jan-2014 | 021633-01 | DELTA BECKWITH ELEVATOR CO 115 SHAMMUT ROAD CANTON, MA 02021-1498 | Check | Type | | |

Figure 1 Before

2710-APVOUEDT_AUC.REP Printed 02-Sep-2014 at 08:36:12 by THERESA Town of ADMINS Voucher Entry Edit List Page 5

| Batch# | Bank Voucher# | VoucherDate | Vendor# | Name and Address | Check: | Type: | Printed | Separate Check: |
|---------------------|---------------|-------------|-----------|--|--------|----------------|---------------------|-----------------|
| PR902550 | EAST 351970 | 06-Aug-2014 | 018693-01 | AMERICAN HERITAGE LIFE INSURANCE CO CASE # 89519 1776 AMERICAN HERITAGE LIFE DR. JACKSONVILLE, FL 32224-0000 | Check: | Type: Printed | Separate Check: Yes | |
| | PO# | line | GL# | Account & Description | Qty | Price | Amount | |
| | | 1 | | Payroll for checks dated 06-Aug-2014 Warrant: 902550 Payroll Batch: 1413 | 1.0000 | 3.8800 | | |
| | | 1 | | 1000-000-0000-000-00-00-21520 DISABILITY WITHHOLDING PAYABLE | | | 3.88 | |
| PR902550 | EAST 351971 | 06-Aug-2014 | 018693-03 | AMERICAN HERITAGE LIFE INSURANCE CO CASE # 89524 1776 AMERICAN HERITAGE LIFE DR JACKSONVILLE, FL 32224-0000 | Check: | Type: No Check | Separate Check: Yes | |
| | PO# | line | GL# | Account & Description | Qty | Price | Amount | |
| | | 1 | | Payroll for checks dated 06-Aug-2014 Warrant: 902550 Payroll Batch: 1413 | 1.0000 | 69.6500 | | |
| | | 1 | | 1000-000-0000-000-00-00-21520 DISABILITY WITHHOLDING PAYABLE | | | 69.65 | |
| PR902550 | EAST 351972 | 06-Aug-2014 | 022177-01 | ECMC FBO DONNA M DUBOIS LOCKBOX 7096 PO BOX 16478 SAINT PAUL, MN 55116-0478 | Check: | Type: Wire | Separate Check: Yes | |
| | PO# | line | GL# | Account & Description | Qty | Price | Amount | |
| | | 1 | | Payroll for checks dated 06-Aug-2014 Warrant: 902550 Payroll Batch: 1413 | 1.0000 | 96.7800 | | |
| | | 1 | | 1000-000-0000-000-00-00-21910 OTHER PAYROLL ATTACHMENTS WITHHOLDING | | | 96.78 | |
| *** Grand Total *** | | | | | | | 6,744.14 | |

Figure 2 After

[ADM-AUC-AP-712]



1.2. Due Date Can Not be Older than Invoice Date

Error checking for vouchers was enhanced to test that the Due Date not be older than the Invoice Date.

[ADM-AUC-AP-697]

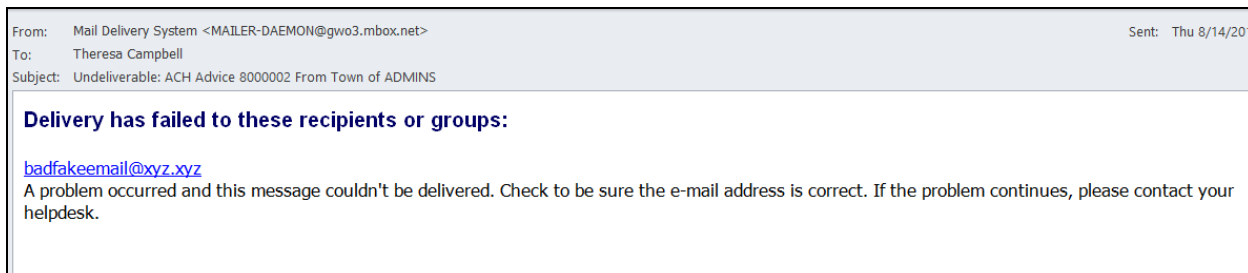
2. DISBURSEMENTS

2.1. ACH Processing

2.1.1. Emailing ACH Advice

The carbon copy email sent to the person running the disbursement warrant has been suppressed. The processing will still allow the user to be notified if an ACH email bounces. The only email(s) the person running the warrant may now receive during ACH processing is one similar to that below.

Should a bounce back occur, the Accounts Payable staffer may then print the deposit advice image from the voucher query and send it on to the vendor with a request that the email address be verified and then make the corrections to the vendor record.



[ADM-AUC-AP-710]

2.2. Voiding a Check

There was an issue with voiding a check if the:

- voucher had a **purchase order attached**
- purchase order was **based on a contract**
- voucher was from the **prior fiscal year** and
- the check and the void were dated in **the current fiscal year**.

This has been corrected and now the void processing is handled properly.

[ADM-AUC-AP-708]



2.3. Prevent the Collection of Vouchers Missing a Vendor Name

There was an issue with checks printing without a vendor name if the remit address field was null or equal to “00”. Error checking was added to the collect voucher step to identify any such voucher. The voucher will be omitted and the disbursement process will continue without that voucher.

The omitted voucher report produced during the selection process will now display the following message.

| Status | Voucher# | Batch# | Bank | Vendor | Department | VoucherDate | Due Date | Invoice# | Voucher Total | Reason |
|---------------------------------|----------|--------|------|--------|------------|-------------|-------------|----------|---------------|-------------------------------|
| OP | 351955 | 13002 | EAST | | ADM | 28-Jul-2014 | 29-Jul-2014 | DFD | 900.00 | Vendor Remit# Invalid - Check |
| OP | 351887 | 13000 | EAST | | SOUTH | 24-Jul-2014 | 16-Jul-2014 | 10783906 | 778.09 | Vendor Remit# Invalid - Check |
| *** Grand Total *** #Vouchers 2 | | | | | | | | | 1,678.09 | |

Figure 3 Vouchers Omitted from Disbursement Due to an Invalid Remit Number

To correct the error, create a change order for the voucher, select the correct remit address, and post the change order. The voucher will then be available for collection in a subsequent disbursement warrant.

[ADM-AUC-AP-709]

3. REPORTS

3.1. Vendor Reports

3.1.1. Highest Paid Vendors

This is perhaps the best report to use when clients are trying to get a list of vendors paid over a certain \$ amount. Oftentimes this is a request from the local media or other organizations. This report was enhanced to allow running the report with Excel output. To run this report, select **Accounts Payable** ▶ **By Vendor** ▶ **#2690 Highest Paid Vendors**.

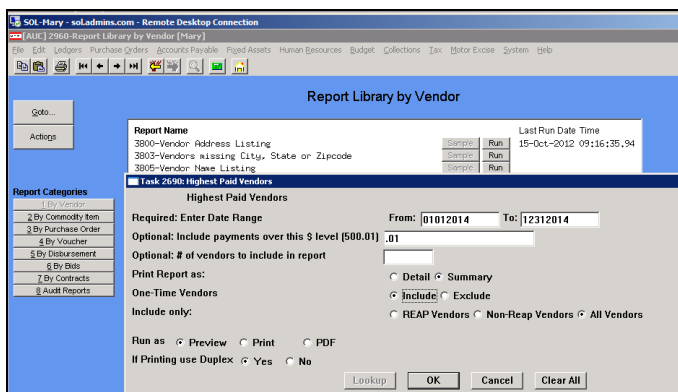


Figure 4 Before

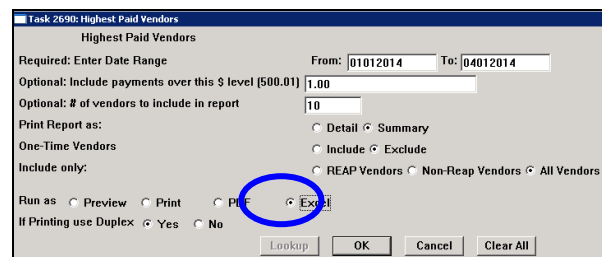


Figure 5 After



Figure 6 Before

The existing print style layout has not been modified. The new Excel version includes new fields (columns) in the output for additional filtering capabilities.

| 1 | A | B | C | D | E | F | G | H | I | J | K | L | M |
|-----|----------|----------------------------|--------------------------------------|--------------------|---------------------------|---------|--------------|----------------|--------------------|----------|------------|--------------------|--------|
| 1 | Vendor# | Name | Address1 | Address2 | City State Zip | #Checks | Total Paid | Classification | Minority Business? | On Hold? | 1099 Code? | Business Type | Local? |
| 800 | 009801 | ERIAN BORU PIPE BAND INC. | 22 BATES ROAD SUITE313 | | MASHPEE, MA 02649-0000 | 1 | 1,000.00 | Unclassified | | | | Other (O) | No |
| 801 | 014795 | QUABOAG HIGHLANDERS | 170 MAIN ST | C/O BARBARA WELDON | MONSON, MA 01057-0000 | 1 | 1,000.00 | Unclassified | | | | Other (O) | No |
| 802 | 015895 | BLACKSTONE-MILLVILLE MUSIC | 175 LINCOLN STREET | | BLACKSTONE, MA 01504-0000 | 1 | 1,000.00 | Unclassified | | | | Sole Prop/Individu | No |
| 803 | 018584 | COMMONWEALTH OF MA | OFFICE OF EMERGENCY MEDICAL SERVICES | 99 CHAUNCY STREET | BOSTON, MA 02111-0000 | 1 | 1,000.00 | Unclassified | | | | Sole Prop/Individu | No |
| 804 | 022376 | NICOLE REMY | 315 BLACKSTONE STREET | | BELLINGHAM, MA 02019-0000 | 1 | 1,000.00 | Unclassified | | | | Sole Prop/Individu | No |
| 805 | 022377 | AVERY KRESS | 70 MAPLE STREET | | BELLINGHAM, MA 02019-0000 | 1 | 1,000.00 | Unclassified | | | | Sole Prop/Individu | No |
| 806 | 022382 | CELINA COLLINS | 16 FARM STREET | | BELLINGHAM, MA 02019-0000 | 1 | 1,000.00 | Unclassified | | | | Sole Prop/Individu | No |
| 807 | 022383 | MICHAELA BLISS | 44 RENE COURT | | BELLINGHAM, MA 02019-0000 | 1 | 1,000.00 | Unclassified | | | | Sole Prop/Individu | No |
| 808 | 022437 | COREY LMLALUF | 34 FLAGG DRIVE | | BELLINGHAM, MA 02019-0000 | 1 | 1,000.00 | Unclassified | | | | Sole Prop/Individu | No |
| 809 | 022438 | EMLY BRADLEY | 90 PINE GROVE | | BELLINGHAM, MA 02019-0000 | 1 | 1,000.00 | Unclassified | | | | Sole Prop/Individu | No |
| 810 | | | | | Grand Total | | 8,594 | | | | | | |
| 811 | | | | | | | | | | | | | |
| 812 | | | | | | | | | | | | | |
| 813 | Filters: | | | | | | | | | | | | |
| 814 | Begin: | 01-Jul-2013 | | | | | | | | | | | |
| 815 | End: | 30-Jun-2014 | | | | | | | | | | | |
| 816 | Over\$: | 1,000.00 | | | | | | | | | | | |

New columns H thru M (Classification, Minority Business, On Hold, 1099, Business Type, Local, are now in Excel output only.

Figure 7 After

[ADM-AUC-AP-706]

3.2. REAP Reporting Format Change (Massachusetts Sites Only)

The REAP (Annual Provider Information Form – APIF) report was restructured to adhere to the current standards as provided by the Massachusetts Department of Revenue. The format is:

| Column # | Data Required |
|----------|------------------------|
| 1 | Business Name |
| 2 | Mail Address Line 1 |
| 3 | Mail Address City |
| 4 | Mail Address State |
| 5 | Mail Address Zip Code |
| 6 | Identification Type |
| 7 | Identification |
| 8 | Provider Amount |
| 9 | Individual Last Name |
| 10 | Individual First Name |
| 11 | Business DBA |
| 12 | Individual middle Name |
| 13 | Provider Account |
| 14 | Mail Address Line 2 |
| 15 | Mail Address Country |

[BLG-SUP-SAPLAUC-488]



3.3. Voucher Reports

3.3.1. Accounts Payable as of a Date

| Report Library by Voucher | | |
|--|--------|-----|
| Report Name | Sample | Run |
| ----- Other ----- | | |
| 2640-Vouchers Paid on Prior Year POs | Sample | Run |
| 2695-Checks Paid on Prior Year Vouchers | Sample | Run |
| 2642-Vouchers Chgd to Non - Expenditure Accounts | Sample | Run |
| 2170-A/P Voucher Aging Report aged by Voucher Date | Sample | Run |
| 2172-A/P Voucher Aging Report aged by Invoice Date | Sample | Run |
| 2764-Credit Card Summary Report | Sample | Run |
| 2766-Batch Summary for Card Supervisors | Sample | Run |
| 2765-Credit Card Receiving (summarized by Card#) | Sample | Run |
| 2078-Accounts Payable as of a Date | Sample | Run |
| 2083-Accounts Paid on Selected Months | Sample | Run |
| 2917-Posted Vouchers Tagged for Fixed Assets | Sample | Run |

This report was changed to suppress open recurring templates from appearing on the report. To run this report, select **Accounts Payable ▶ Reports ▶ By Voucher ▶ 2078 Accounts Payable as of a Date**.

This prompt will appear; note that A/P Object code is a required field:

The resulting report now will suppress any open recurring templates, as these do not impact the general ledger.

[ADM-AUC-AP-707]

3.3.2. A/P Voids – Vouchers Re-Opened Report

Modified the Vouchers Re-Opened report to format the batch# without commas. This change was made for consistency and legibility purposes.

2183-APCKVOIDVOU.REP Printed 19-Dec-2012 at 11:33:26 by THERESA Page 1
Town of ADMINS
AP Voids - Vouchers Re-opened

| Voucher# | Vou Date | Vendor# | Name and Address | Department | Voucher Total | Batch# |
|----------|-------------|-----------|--|------------|---------------|-----------|
| 322079 | 15-Nov-2012 | 000046-01 | POSTMASTER 111 MECHANIC ST BELLINGHAM, MA 02019-0000 | TOWN | 87.86 | 8,838,330 |

Figure 8 Before

2183-APCKVOIDVOU.REP Printed 07-Jul-2014 at 12:41:55 by MARY Page 1
Town of ADMINS
AP Voids - Vouchers Re-opened

| Voucher# | Vou Date | Vendor# | Name and Address | Department | Voucher Total | Batch# |
|-----------------------------|-------------|-----------|---|------------|---------------|----------|
| 338148 | 30-Jun-2014 | 012589-01 | KARIN MUELLER C/O SCHOOL DEPT. , 00000-0000 | FIRE | 5,000.00 | 8843289 |
| *** Total vouchers reopened | | | | | 1 | 5,000.00 |

Figure 9 After

[ADM-AUC-AP-615]



4. INTERFACES/IMPORTS

4.1. Upload Credit Cards

| | |
|------------------------|---|
| Interfaces/Imports | VMS Voucher Batches |
| Site Specific | Create Deduction Vouchers (3rd party payroll) |
| Help Reference Library | Create Refund Vouchers |
| AP Help | Credit Card Processing |

The upload credit card process has been enhanced to set the Separate check flag on all vouchers in a credit card batch.

[ADM-AUC-AP-699]

5. HELP REFERENCE LIBRARY

5.1. New or Updated Documentation

The following new or updated documentation was added to the Accounts Payable Help Reference Library.

- ENTER VOUCHERS Entering a Credit Voucher