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**.

TABLE OF CONTENTS

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.

Figure 1 Before

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.
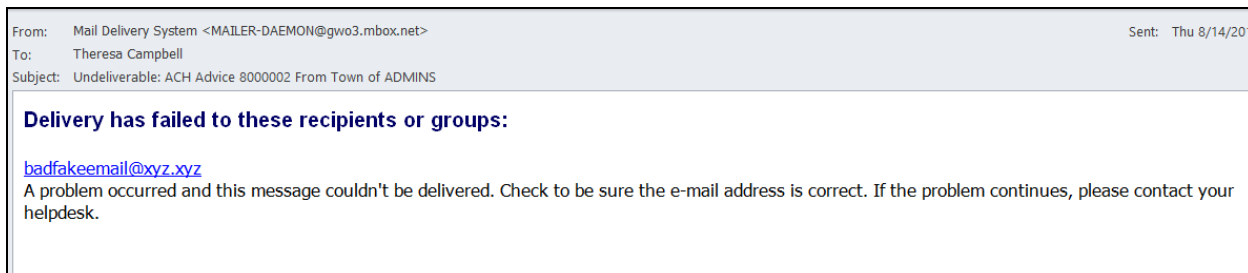
[ADM-AUC-AP-710]

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.

```
2132-APDISOMI.REP            Printed 14-Aug-2014 at 10:09:56 by THERESA                          Page 1
                                                Town of ADMINS
                                         Disbursement Omitted Vouchers

For Warrant: 004717  Check Date: 14-Aug-2014    Bank: EAST
====== ======== =========== ====  ====================  =========== =========== ===========  ===================  ============= ============================
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**.
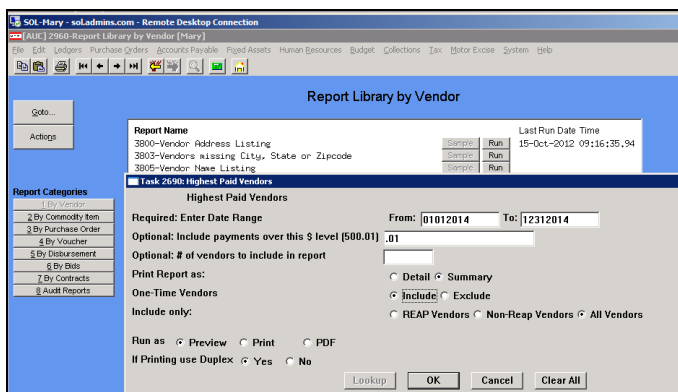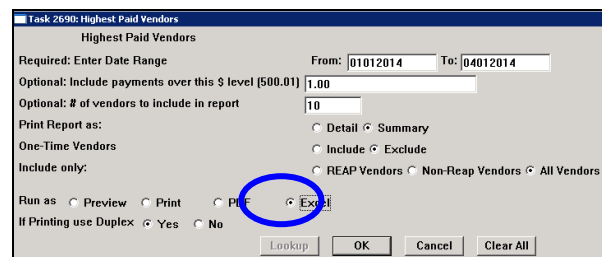

Figure 4 Before

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.

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

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                           TOWN                         87.86       8,838,330
                                 111 MECHANIC ST
                                 BELLINGHAM, MA 02019-0000
```
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                        FIRE                      5,000.00         8843289
                                 C/O SCHOOL DEPT.
                                 ,   00000-0000


                                                                                           ---------------
         *** 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