ACCOUNTS PAYABLE

RELEASE NOTES – SEPTEMBER 2016

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

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1. REPORTS

1.1. 2620 Voucher Batch Summary Report [Optional Posting User Filter]

The Voucher Batch – Summary report was enhanced to allow a posting user to be specified. This lets a user optionally restrict the report to only the batches posted by a specific user. Run the report by selecting **Accounts Payable ▶ Reports ▶ Report Library ▶ 2620 Voucher Batch – Summary**.

Figure 1 Before

Figure 2 After

```
2620-FMREP:APBCHVOU_SUM.REP        Printed 30-Sep-2016 at 11:44:40 by THERESA                           Page 1
                                              Town of ADMINS
                                           Voucher Batch - Summary


========== ========== ==== ===== ================================ ================ ================ ========================
User Batch GL Batch#  FY   Bank  Name                                       Amount            Total Status
========== ========== ==== ===== ================================ ================ ================ ========================
13114         8846397 2016 EAST  EASTERN BANK FOR A/P                       140.00           140.00 Closed
13124         8846395 2016 EAST  EASTERN BANK FOR A/P                       100.00           100.00 Closed
13125         8846397 2016 EAST  EASTERN BANK FOR A/P                       300.00           300.00 Closed
13127         8846406 2016 EAST  EASTERN BANK FOR A/P                       417.10           417.10 Closed
13129         8846410 2016 EAST  EASTERN BANK FOR A/P                       357.16           357.16 Closed
13135         8846426 2016 EAST  EASTERN BANK FOR A/P                       229.90           229.90 Closed
13136         8846427 2016 EAST  EASTERN BANK FOR A/P                       680.00           680.00 Closed
13137         8846436 2016 EAST  EASTERN BANK FOR A/P                       700.00           700.00 Closed
13138         8846438 2016 EAST  EASTERN BANK FOR A/P                       350.00           350.00 Closed
13139         8846440 2016 EAST  EASTERN BANK FOR A/P                       600.00           600.00 Closed
13141         8846445 2016 EAST  EASTERN BANK FOR A/P                     1,000.00         1,000.00 Closed
                                                                  ---------------- ----------------
                           *** Grand Total ***                          4,874.16         4,874.16
                                                                  ================ ================


---------------------------------------------------------
Selection Legend:
---------------------------------------------------------
 Select Voucher Dates: 01012016 to 06302016
     Select Post User: WENDY
```

Figure 3 Run with optional posting user "Wendy" filter

```
2620-FMREP:APBCHVOU_SUM.REP       Printed 30-Sep-2016 at 11:44:07 by THERESA                                    Page 1
                                              Town of ADMINS
                                          Voucher Batch - Summary


========== ========== ==== ===== ============================== ================ ================ =========================
User Batch GL Batch#  FY   Bank  Name                                     Amount           Total Status
========== ========== ==== ===== ============================== ================ ================ =========================
13114         8846397 2016 EAST  EASTERN BANK FOR A/P                     140.00           140.00 Closed
13117         8846390 2016 MELN  BANK OF NEW YORK MELLON                1,822.95         1,822.95 Closed
13124         8846395 2016 EAST  EASTERN BANK FOR A/P                     100.00           100.00 Closed
13125         8846397 2016 EAST  EASTERN BANK FOR A/P                     300.00           300.00 Closed
13126         8846400 2016 EAST  EASTERN BANK FOR A/P                  13,148.01        13,148.01 Closed
13127         8846406 2016 EAST  EASTERN BANK FOR A/P                     417.10           417.10 Closed
13128         8846409 2016 EAST  EASTERN BANK FOR A/P                     728.75           728.75 Closed
13129         8846410 2016 EAST  EASTERN BANK FOR A/P                     357.16           357.16 Closed
13133         8846421 2016 EAST  EASTERN BANK FOR A/P                     100.00           100.00 Closed
13134         8846422 2016 EAST  EASTERN BANK FOR A/P                     857.50           857.50 Closed
13135         8846426 2016 EAST  EASTERN BANK FOR A/P                     229.90           229.90 Closed
13136         8846427 2016 EAST  EASTERN BANK FOR A/P                     680.00           680.00 Closed
13137         8846436 2016 EAST  EASTERN BANK FOR A/P                     700.00           700.00 Closed
13138         8846438 2016 EAST  EASTERN BANK FOR A/P                     350.00           350.00 Closed
13139         8846440 2016 EAST  EASTERN BANK FOR A/P                     600.00           600.00 Closed
13140         8846443 2016 EAST  EASTERN BANK FOR A/P                     600.00           600.00 Closed
13141         8846445 2016 EAST  EASTERN BANK FOR A/P                   1,000.00         1,000.00 Closed
13142         8846464 2016 EAST  EASTERN BANK FOR A/P                     750.00           750.00 Closed
13143         8846466 2016 EAST  EASTERN BANK FOR A/P                  30,000.00        30,000.00 Closed
13144         8846467 2016 EAST  EASTERN BANK FOR A/P                 -28,000.00       -28,000.00 Closed
13151         8846481 2016 EAST  EASTERN BANK FOR A/P                     -14.56           -14.56 Open
13152         8846488 2016 EAST  EASTERN BANK FOR A/P                      20.00            20.00 Closed
13153         8846488 2016 EAST  EASTERN BANK FOR A/P                      25.00            25.00 Closed
CC13147       8846470 2016 EAST  EASTERN BANK FOR A/P                     734.55           734.55 Closed
CC13150       8846471 2016 EAST  EASTERN BANK FOR A/P                     -27.93           -27.93 Closed
CC13160       8846541 2016 EAST  EASTERN BANK FOR A/P                   3,172.25         3,172.25 Closed
REF12491      8846402 2016 EAST  EASTERN BANK FOR A/P                     113.23           113.23 Closed
                                                                ---------------- ----------------
                                 *** Grand Total ***               28,903.91        28,903.91
                                                                ================ ================


---------------------------------------------------------
Selection Legend:
---------------------------------------------------------
 Select Voucher Dates: 01012016 to 06302016
```

Figure 4 Run without any posting user filter

[ADM-AUC-AP-817]

2. DISBURSEMENT PROCESSING

2.1. Vendor Payment Emails

During disbursement processing, some vendors paid via ACH are sent emails to notify them of the payment details. When the disbursement posting process was changed with the last software update, these emails were using a **"From"** email address of **mupdev4@admins.com**. To ensure that any bounced emails are seen promptly, this was changed and now the emails will use the email address of the user posting the warrant.
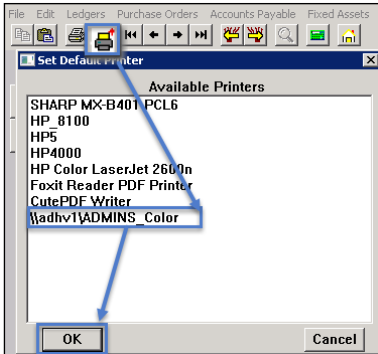
[ADM-AUC-AP-811]

3. 1099 PROCESSING

An internal change was made to 1099 processing which should have no impact on the user creating the 1099s. This is included here to document the change. In the event that any problems arise with processing 1099s, contact support@admins.com.

[ADM-AUC-AP-770]

4. SETTING DEFAULT PRINTERS (V9.2 SITES ONLY)

To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**. Find this button next to the [Print] button on the toolbar; click to display the available printers. Click on the desired printer and click on **[OK]** to set the default printer for use in your AUC session.

If you do not see this icon, then this option is not available on your site.

ADM-AUC-SY-7792]

5. MENU AND TOOLBAR TIPS
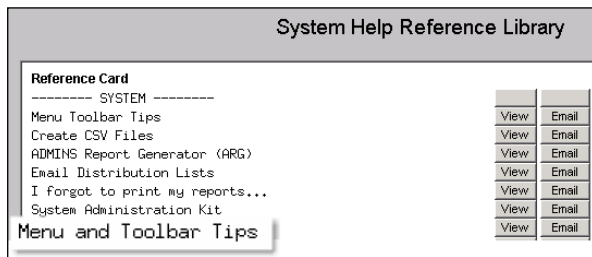
A reference card was updated to help acquaint the user with the menus and toolbars included in the AUC system. This reference card is available in all the Help Reference Libraries.

[ADM-AUC-SY-7991]

6. HELP REFERENCE LIBRARY

6.1.   New or Updated Documentation

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

- INTERFACES/IMPORTS   Credit Card Processing
- SYSTEM   Menu and Toolbar Tips