



This document explains new product enhancements added to the **ADMINS** Unified Community (AUC) for Windows ACCOUNTS PAYABLE system, focusing on paying freight or other costs from purchase orders, duplicate invoice error checking, year-end IRS credential links, and updates to the Help Reference Library & ADMINS website.

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1 Paying “Freight” or “Other” from a PO with a Quantity [Fix]

Purchase orders are typically issued with a price (and $\text{Quantity} \times \text{Price} \pm \text{Freight} \pm \text{Other} = \text{Extended Amount}$).

Occasionally, a user may issue a purchase order solely for “Freight” or “Other” and include a quantity.

PO # 340006

Vendor: ABC OFFICE, P.O. BOX 829, KAYSVILLE, UT 84037-0000

Line Item 1: Qty 1.0000, UOM, Item Description: testing just Freight, Price, Freight: 426.35, Other, Ext Amount: 426.35, Retained, Balance: 419.15

Callout: This PO was issued for a quantity of 1 and nothing in the Price field. The only \$\$ are in the Freight field.

Prior to the software update, if a user paying against such a purchase order (PO) entered a voucher and placed a dollar amount in the “Price” field instead of the “Freight” or “Other” field, it would close the line even if the amount entered on the voucher was less than the amount on the PO. This occurred because the system is quantity-based, and the quantity was set to 1.

Batch # 18603, Voucher# 523995

Vendor: ABC OFFICE, P.O. BOX 829, KAYSVILLE, UT 84037-0000

Line Item 1: Qty 1.0000, UOM, Item Description: testing just Freight, Price: 308.1500, Freight, Other, \$ To Retain, Ext Amount: 308.15

Callout: The voucher was issued for a quantity of 1 and all the \$\$ in the Price field and zero \$\$ in the Freight field.

Now, an error report will be issued if a price is entered on a voucher with a PO that has no price but has a quantity.



2085-FMREP:APVOUMULERR Printed 11-Nov-2024 at 10:35:12

Town of Admins
Voucher Error Check by Batch

UserBatch Expected Amount Entered Amount Batch Errors:
18603 308.15 308.15

Voucher# Line GLLine Errors
523995 1 *** PO has QTY. No Price set on PO. Chg Order to remove Qty from PO

Message Le *** PO has QTY. No Price set on PO. Chg Order to remove Qty from PO

[Warning:] This is a warning of a possible issue, no action is required and the Voucher will continue with the approval process.

[***] Indicates this is a HARD ERROR and will stop any further approval processing of this Voucher until the issue has been corrected and will be marked as Correct Errors.

Remove the voucher (because a Change order cannot be done to a PO with a voucher in progress) post a change order for the purchase order to remove the Quantity on the line, and then enter the voucher.



If the invoice is charging for freight only, enter a zero in the **“Price”** field to clear it out and enter the amount to be paid into the **“Freight”** field.

This works the same way if the **“Other”** field is used instead of **“Freight”**.

If no quantity is set on the original purchase order, this error will not be reported when checking the voucher batch.

The purchase order stays open until all funds are used or the voucher type is **“F”** or **“L”**. This enables payment of multiple invoices for **“freight”** or **“other”** over time.



Note: When creating a PO only for **“freight”** or **“other”**, when the PO is checked, the system will print a note on the error checking report asking if the user wants to set the Qty to zero if a Qty is set with no price. See the December 2024 PO Release notes for more information.

[ADM-AUC-AP-1255]

2 Duplicate Invoice Error Checking [Enhancement]

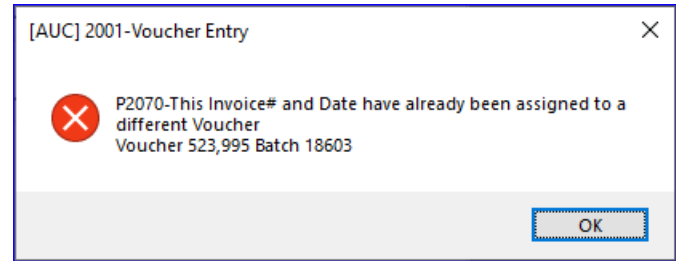
Some sites use a combination of the invoice number and invoice date to identify duplicate invoices and prevent overpayments. Users have been altering the invoice date on the voucher to bypass this error check.

A superuser sets the Duplicate Invoice override permission in the User Profile table for each user.

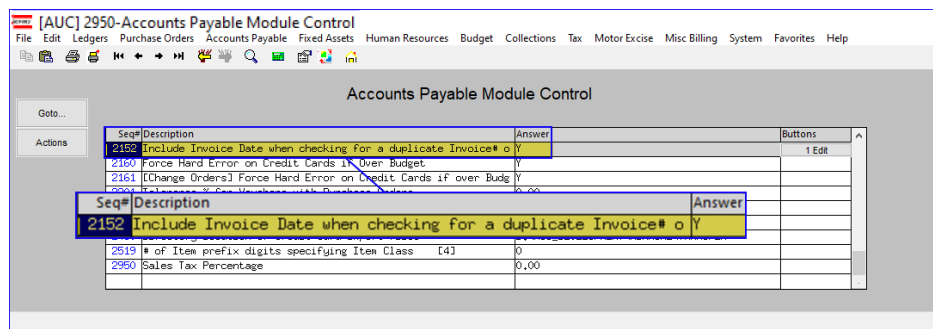




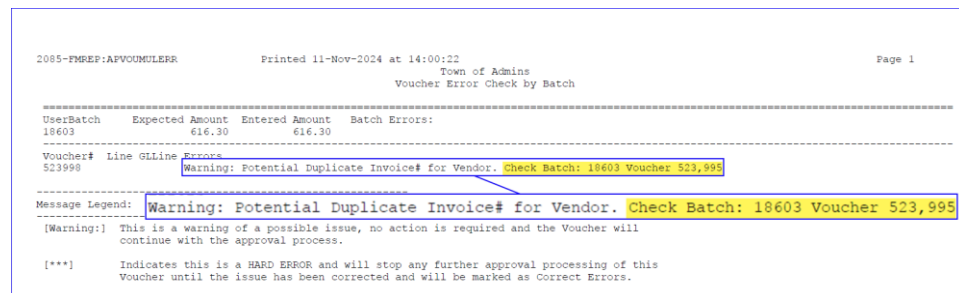
When the duplicate is detected, (*on entry of the same invoice number and date in the voucher entry screen*), this message is displayed. Some users without the permission to override the duplicate invoice check were entering different dates for the same invoice to bypass this verification.



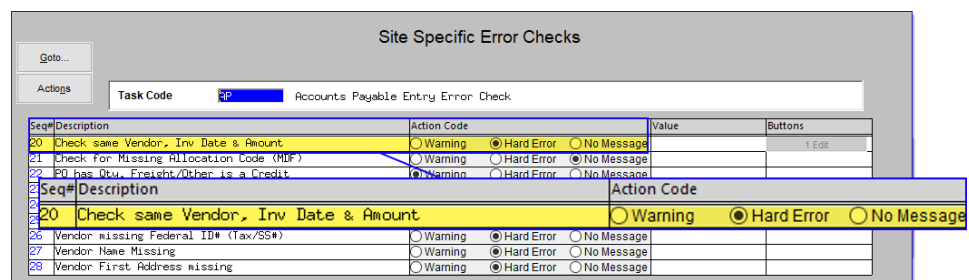
For sites where module control sequence number 2152 is set to “Y” to include the date in the duplicate invoice check, potential duplicate invoices will be identified by the batch and voucher number during the voucher error check.



Any duplicates will be displayed on the Voucher Error Check report #2085 produced when checking the batch. This is a warning, and the batch can be processed.



Also consider site-specific error check #20. This enables defining the presence of a duplicate vendor and date combination to be classified as either a **Warning**, a **Hard Error**, or **No Message**.



With module control # 2152 set to “Y” to include the date in the duplicate invoice check, and Site-Specific Error check #20 set to **Ⓢ Hard Error**, the error check report will look like this: (showing the warning on the duplicate invoice number, and the hard error that there is a duplicate Vendor, Inv Date and Amount).

P085-FMREP:APVOLUMEERR Printed 11-Nov-2024 at 14:32:50 by THEBESA Town of Admin Page 1

Voucher Error Check by Batch

```

=====
UserBatch      Expected Amount Entered Amount   Batch Errors:
18603          616.30      616.30
=====
Voucher# Line GLLine Errors
521395          *** P2134-Duplicate Vendor, Inv Date & Amount. Run Report 2609 for Duplicates
=====
Voucher# Line GLLine Errors
521398          *** P2134-Duplicate Vendor, Inv Date & Amount. Run Report 2609 for Duplicates
=====
Warning: Potential Duplicate Invoice# for Vendor. Check Batch: 18603 Voucher 523,995
*** P2134-Duplicate Vendor, Inv Date & Amount. Run Report 2609 for Duplicates
=====
Message: Warning: Potential Duplicate Invoice# for Vendor. Check Batch: 18603 Voucher 523,995
*** P2134-Duplicate Vendor, Inv Date & Amount. Run Report 2609 for Duplicates
[Warning: This is a warning or a possible issue, no action is required and the voucher will
continue with the approval process.

[***] Indicates this is a HARD ERROR and will stop any further approval processing of this
Voucher until the issue has been corrected and will be marked as Correct Errors.
=====

```

Site Specific error check AP 20 set to hard error

The batch will remain in error status and cannot be processed until the error (*in this case the duplicate invoice number & date*) is resolved.

Voucher Batch Entry

Batch: 18603

Default Dept: HIGHSCHOOL

Voucher Date: 11-Nov-2024

Default Type: P

Default Bank: EAST

HIGH SCHOOL

BANK OF AMERICA

☒ Check/Wire/ACH
 ☐ No Check
 ☐ Manual Check

Correct Errors

Entry Begun

Error Status: 2

Ready for Release

Error Status: 2

Awaiting Approval

Change Orders

Open

Closed

Expected Entered Balance

Price	308,1500	308,1500	
Freight	308,15	308,15	
Other			
Totals	616,30	616,30	

Submit Batch for Processing

☐ Yes
 ☒ No

Voucher#	Vendor	Type	Total	Status
523998	019325-01 ABC OFFICE	Payment Vouch	308,15	Correct Errors
523995	019325-01 ABC OFFICE	Payment Vouch	308,15	Correct Errors

Edit Voucher

Lines

Up

For maximum security, if the module control #2152 is “Y”:



- set the user profile **"Allow Duplicate Invoice Override"** to **"⓪No"**,
- the **site-specific error check AP #20** to **"⓪Hard Error"**

to ensure that any duplicates detected are detected.

This will not prevent a user without override privileges from entering a date to circumvent the controls, but it will provide notice of the duplicate on the error checking report.

[ADM-AUC-AP-1256]



3 Year End IRS Credential Links

Here is an excerpt from LuAnn's November letter with links for government websites used for filing information returns.

IRS IRIS* – Forms 1099 (G, Int, MISC, NEC, S, and R).

If you have credentials, [Sign in to validate your account](#)

If you don't have credentials, complete the [IRIS application for TCC | Internal Revenue Service \(PDF Instructions\)](#)

More information can be found here: [E-file information returns with IRIS | Internal Revenue Service](#)

OR

IRS FIRE – Forms 1099 (G, Int, MISC, NEC, S, and R):

If you have filed in past years, validate your login credentials [here](#)

If you are new to filing the above forms for your organization, file on the **IRIS platform.*

[ADM-AUC-AP-1257]

4 Email Notice of Intent to Suspend an Account [Enhancement]

Users are inactivated if they have not logged in before their expiration date.

For instance, on sites with a six month expiration window, users who haven't logged in since 20-May-2024 would be “suspended” or “marked inactive” on 20-November-2024.

The notification period is 14 days from the suspension date, in this example, from 05-November-2024 through 20-November-2024.

Up to two reminder emails are sent: the first ~14 days before account expiration, and the second ~5 days before. If users do not log in when reminded, their accounts will be deactivated.

The notification is sent if there is an email address present on the User Profile screen:

The screenshot shows the 'User Profile Screen' for a user named Theresa. The 'Last Login' field is highlighted with a blue circle and a callout box stating 'This user account is currently active.' The 'Email Address' field is also highlighted with a blue circle. The 'Receive Approval Email' option is set to 'Yes'.

Two emails are sent to allow for users on vacation, etc., to have time to respond.

The emails include expiration dates, steps to prevent suspension, and instructions for requesting reactivation after suspension.

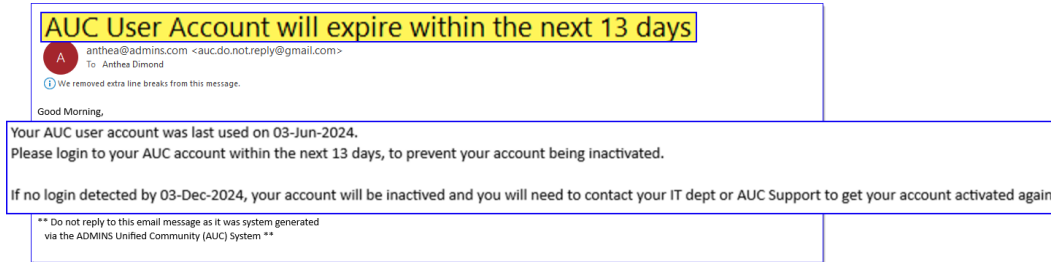


Figure 1 Email example sent two weeks before the username expiration date

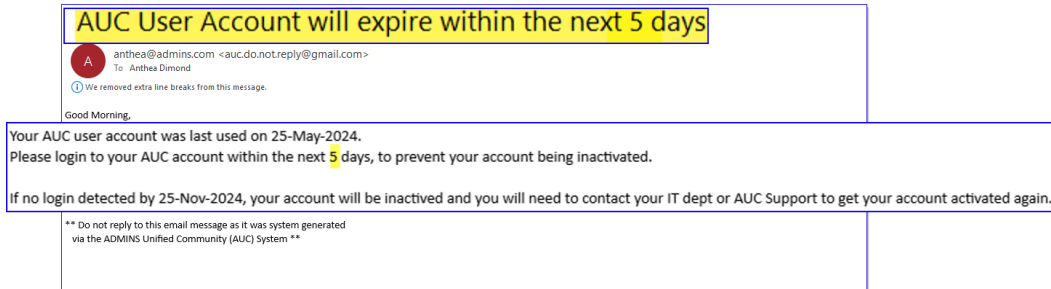


Figure 2 Email example sent the following week

[ADM-AUC-SY-8356]

5 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

5.1 New & Updated Documentation in the Help Reference Library

Enter Vouchers/Process Payments AP-145 Preventing Duplicate Payments [Updated]

5.2 New Content on ADMINS.com

[User Account Security Inquiry Screen \(2:38\)](#)

[Create New Voucher from Posted Voucher Video \(3:08\)](#)