



ACCOUNTS PAYABLE

RELEASE NOTES – DECEMBER 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Accounts Payable** system. The ADMINS Support staff will install these changes to your system on **December 6, 2014**.

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1. VOID CHECKS

1.1. Reviewing Vouchers – Show More Information on Voids

The **Voucher Query** screen now displays more information regarding voided checks. To access the screen, select **Accounts Payable** ► **Queries** ► **View All Vouchers (Bills)**. If a check is void, the system provides a record of this event. However, if the check was voided and the voucher was reversed (i.e., canceled) at the same time, this event was not highlighted on the Voucher.

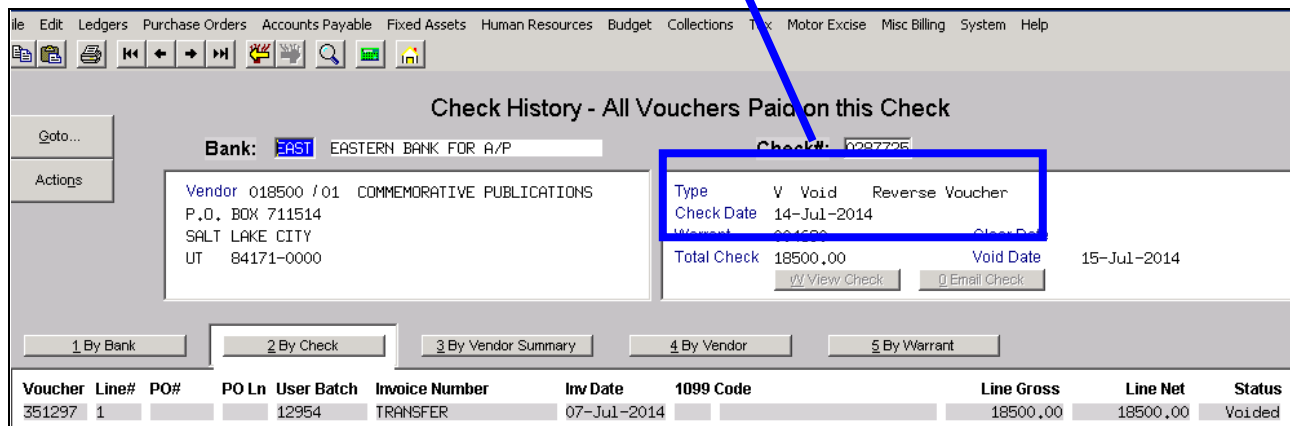
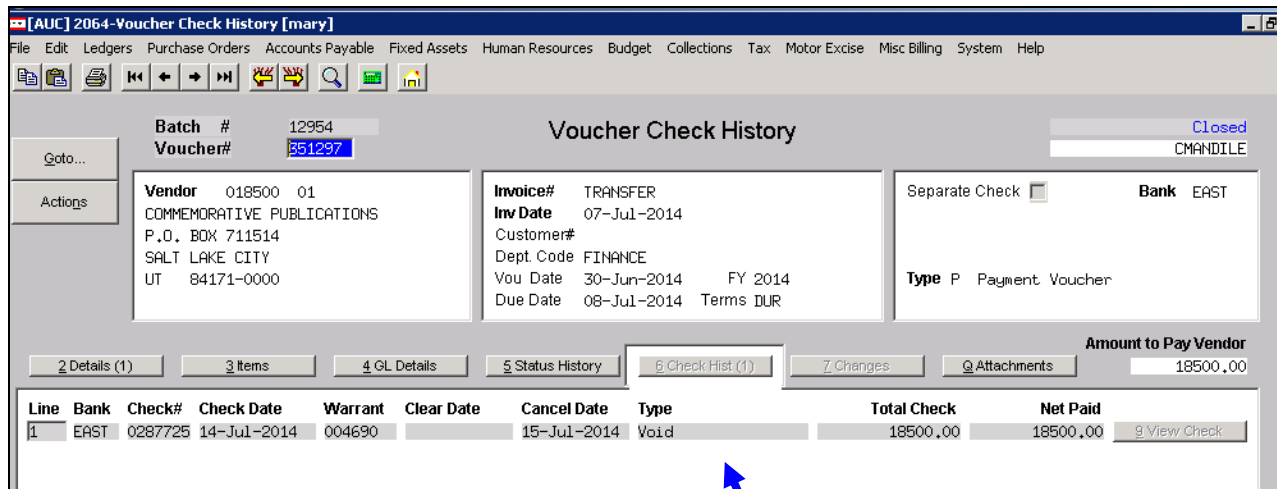


Figure 1 Before

The following methods are available when voiding a check:

Select Method below for Voiding Check

- 1 Cancel check and replace with manual check
- 2 Cancel check and vouchers
- 3 Cancel check and reopen vouchers for later payment
- 4 Tailing - Cancel check and replace with Manual Check



Line	Bank	Check#	Check Date	Warrant	Clear Date	Cancel Date	Type	Total Check
1	EAST	0288120	02-Sep-2014	004719		03-Sep-2014	Void-Manual Check	26,00
1	EAST	0288152	03-Sep-2014	004735			Manual	26,00

Figure 2 Method 1 - Void and Replace with a Manual

Line	Bank	Check#	Check Date	Warrant	Clear Date	Cancel Date	Type	Total Check
1	EAST	0288117	02-Sep-2014	004718		10-Sep-2014	Void-Reverse Vouche	50,00

Figure 3 Method 2 – Cancel Check and Cancel Vouchers

Line	Bank	Check#	Check Date	Warrant	Clear Date	Cancel Date	Type	Total Check
1	EAST	0288118	02-Sep-2014	004718		12-Sep-2014	Void-Reopen Voucher	500,00

Figure 4 Cancel Check and Re-open Vouchers

Line	Bank	Check#	Check Date	Warrant	Clear Date	Cancel Date	Type	Total Check
1	EAST	0288147	20-Nov-2014	004732		25-Nov-2014	Void-Tailing Unclai	1000,00
1	EAST	0288153	25-Nov-2014	004737			Manual	1000,00

Figure 5 Method 4 - Void and set as a Tailing

[ADM-AUC-AP-721]

1.2. Void Checks Edit List

The **Void Checks Edit List** now shows the checks that will **NOT** be processed at the top. If the Void Date is not set on the checks then they will be ignored and discarded from the work file when the posting is run. Prior to this update, these checks were listed at the bottom of the report and users were not aware that they would be discarded from the work file during the process.

In order to void the discarded/unprocessed checks, run the void checks process and select the checks.



2138-APCHVOIDEDT.REP Printed 25-Nov-2014 at 13:52:53 by ANTHRA Page 1
Town of ADMINS
Void Checks Edit List

***** THE FOLLOWING CHECKS DO NOT HAVE A VOID DATE AND WILL NOT POST *****

Check	Check Date	Void Date	Vendor	Void Method	Amount	FY Conflict Check-Void
0288022	28-Jul-2014		DHA COURIER	Cancel check and replace with manual check	45.00	
0288023	28-Jul-2014		DIRECT ENERGY SERVICES, LLC	Cancel check and replace with manual check	90.20	
0288024	28-Jul-2014		DIRECT ENERGY SERVICES, LLC	Cancel check and replace with manual check	146.55	
0288025	28-Jul-2014		EARTHLINK BUSINESS	Cancel check and replace with manual check	289.95	
0288026	28-Jul-2014		ELECTRICAL INSTALLATIONS, INC.	Cancel check and replace with manual check	2,455.25	
0288027	28-Jul-2014		F. W. WEBB COMPANY	Cancel check and replace with manual check	120.66	
0288028	28-Jul-2014		FACTOR SYSTEMS INC.	Cancel check and replace with manual check	765.68	
0288029	28-Jul-2014		FRANCIS BOROSKI	Cancel check and replace with manual check	377.96	
0288030	28-Jul-2014		G & L ELECTRIC INC	Cancel check and replace with manual check	367.00	
0288031	28-Jul-2014		GATHOUSE MEDIA	Cancel check and replace with manual check	1,125.65	
0288032	28-Jul-2014		GERALDINE LEWIS	Cancel check and replace with manual check	668.64	
0288033	28-Jul-2014		GUERRIERE & HALNON, INC	Cancel check and replace with manual check	713.00	
0288034	28-Jul-2014		HI-WAY SAFETY SYSTEMS, INC.	Cancel check and replace with manual check	803.36	
0288035	28-Jul-2014		HOME DEPOT CREDIT SERVICES	Cancel check and replace with manual check	305.75	
Totals for Bank EAST EASTERN BANK FOR A/P					Check Count: 14	8,275.65

***** VOID CHECKS TO BE PROCESSED *****

Check	Check Date	Void Date	Vendor	Void Method	Amount	FY Conflict Check-Void
0288020	28-Jul-2014	25-Nov-2014	CTS SERVICES INC.	Cancel check and replace with manual check	415.00	
0288021	28-Jul-2014	25-Nov-2014	DEMCO	Tailing - Cancel check and replace with Manual Check	284.11	
Change To Vendor: 001265-01 TOWN OF BELLINGHAM						
Totals for Bank EAST EASTERN BANK FOR A/P					Check Count: 2	699.11

*** Grand Total *** 8,974.76

Checks shown at the top of the list without a void date will not post in this process. They will be discarded from the work file.

1.3. Void Warrant Check Register

The Check Register for the Void Warrant now shows an expanded description of the void type.

2112-APCHKREG.REP Printed 24-Nov-2014 at 20:38:41 by MARY Page 1
Town of ADMINS
Check Register Report

for Void Warrant: 004736 GL Effective Date : 10-Sep-2014

Bank: EAST EASTERN BANK FOR A/P ABA#: 0113-0179-8 Account#: 10087195

Check#	Warrant	Check Type	Sep Ck?	Vendor#	Name	Check Date	Check Amount	
0288117	004718	Void		000154	ATLANTIC PLOW BLADE	02-Sep-2014	-50.00	Voided
0288118	004718	Void		012589	KARIN MUELLER	02-Sep-2014	-500.00	Voided
0288120	004719	Void		003455	HOPE RICCIARDI	02-Sep-2014	-26.00	Voided
0288152	004735	Manual		003455	HOPE RICCIARDI	03-Sep-2014	26.00	

Bank Totals	Count	Amount
Computer Printed (P):		
Manuals (M):	1	26.00
Wire Transfers (W):		
ACH (A):		
Other (O):		
No Check (N):		
Voids (V):	3	-576.00
Bank Total:	4	-550.00

Figure 6 Before



2112-APCHKREG.REP Printed 25-Nov-2014 at 14:00:44 by ANTHEA Page 1
Town of ADMINS
Check Register Report
for Warrant: 004744

Check#	Warrant	Check Type	Vendor#	Name	Check Date	Check Amount		
0288020	004710	Void	003154	CTS SERVICES INC.	28-Jul-2014	-415.00	Voided	
0288158	004743	Manual-Replace Ck# 0288020	003154	CTS SERVICES INC.	25-Nov-2014	415.00		
0288021	004710	Void	000245	DEMCO	28-Jul-2014	-284.11	Voided	
0288159	004743	Manual-Tailing Ck# 0288021	001265	TOWN OF BELLINGHAM	25-Nov-2014	284.11		
						Bank Totals	Count	Amount
						Computer Printed (P):		
						Manuals (M):	2	699.11
						Wire Transfers (W):		
						ACH (A):		
						Other (O):		
						No Check (N):		
						Voids (V):	2	-699.11
						Bank Total:	4	



Figure 7 After

[ADM-AUC-AP-722]

1.4. Work in Progress Not Removed

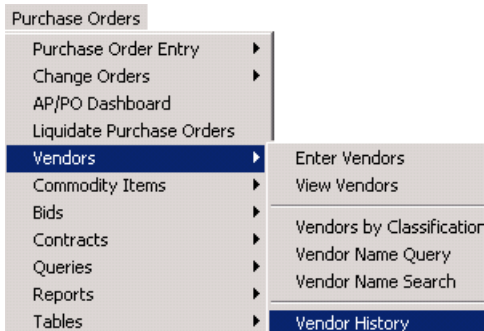
When voiding a check attached to a PO where the PO was re-opened, there were occasions where the work in progress record was not removed. This has been corrected.

[ADM-AUC-FM-8111]

2. VENDORS

2.1. Vendor History

The Vendor History screen now limits the Vouchers Selection tab to one (1) checkmark at a time.





Vendor History - Vouchers Payable

Goto... Actions

000046 POSTMASTER Local Vendor Yes No
 1099 Code 1099 Class UNCL Unclassified
 Entered 01-Mar-1995 MARILYN Changed 06-Aug-2007 CONVERT

Beginning Date Ending Date Invoice Selection

3 Purchase Orders **4 Vouchers** 5 Disbursements

Sel	Batch	Voucher#	Date	Department	Invoice#	Invoice Date	Amount	Remain Bal	Status	Check Type
<input checked="" type="checkbox"/>	12-20	352458	15-Oct-2014	HIGHSCHOOL	TRY LIQUIDATIN	15-Oct-2014	400,00		Closed	Printed
<input checked="" type="checkbox"/>	12-39	350622	26-Jun-2014	FINANCE	PERMIT FEE HIS	24-Jun-2014	220,00		Closed	Printed
<input checked="" type="checkbox"/>	12-39	350635	26-Jun-2014	FINANCE	STAMPS	26-Jun-2014	245,00		Closed	Printed
<input checked="" type="checkbox"/>	12-63	348415	14-May-2014	FINANCE	POSTAGE	15-May-2014	170,00		Closed	Printed
<input checked="" type="checkbox"/>	12-23	347245	23-Apr-2014	FINANCE	STAMPS	17-Apr-2014	98,00		Closed	Printed
<input checked="" type="checkbox"/>	12-64	345809	18-Mar-2014	FINANCE	STAMPS	18-Mar-2014	147,00		Closed	Printed
<input checked="" type="checkbox"/>	12-59	345459	13-Mar-2014	FINANCE	STAMPS	11-Mar-2014	298,00		Closed	Printed
<input type="checkbox"/>	12-27	344587	25-Feb-2014	FINANCE	BOX 204	25-Feb-2014	64,00		Closed	Printed

Figure 8 Before

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Help

Vendor History - Vouchers Payable

Goto... Actions

000046 POSTMASTER Local Vendor Yes No
 1099 Code 1099 Class UNCL Unclassified
 Entered 01-Mar-1995 MARILYN Changed 06-Aug-2007 CONVERT

Beginning Date Ending Date Invoice Selection

3 Purchase Orders **4 Vouchers** 5 Disbursements

Sel	Batch	Voucher#	Date	Department	Invoice#	Invoice Date	Amount	Remain Bal	Status	Check Type
<input checked="" type="checkbox"/>	12-20	352458	15-Oct-2014	HIGHSCHOOL	TRY LIQUIDATIN	15-Oct-2014	400,00		Closed	Printed
<input checked="" type="checkbox"/>	12-39	350622	26-Jun-2014	FINANCE	PERMIT FEE HIS	24-Jun-2014	220,00		Closed	Printed
<input type="checkbox"/>	12-39	350635	26-Jun-2014	FINANCE	STAMPS	26-Jun-2014	245,00		Closed	Printed
<input type="checkbox"/>	12-63	348415	14-May-2014	FINANCE	POSTAGE	15-May-2014	170,00		Closed	Printed

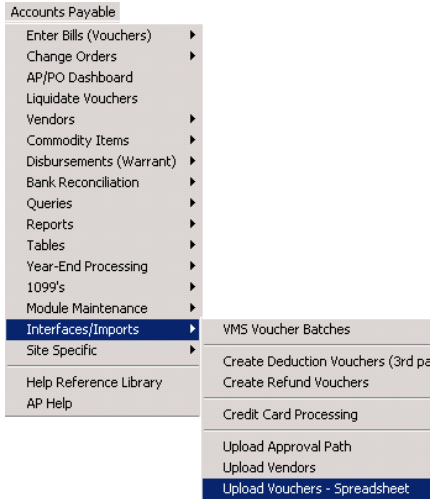
Figure 9 After

[ADM-AUC-AP-723]



3. VOUCHERS

3.1. Upload Vouchers via CSV – New Features in the Template



Enhancements made to the Upload Vouchers via a CSV file include:

- ▶ Fields are now included to address Separate Check functionality. If you wish to issue separate checks for each payment made to a single vendor then you may set Column R to “Y”.

Q	R	S	T	U
Type (Optional) =Wire/A=ACH/N=No Check]	18. Separate Check (Optional) [Y/N]	19. One Time Vendor (Required) [Y/N]	20. Account# (Required) (e.g. 100-000-666-000-52010)	21. Commodity (Optional) ITEM
	SEPCHK	ONETIM	XACTNUM	
		N	1000-300-4230-441-12-00-52240	
		N	1000-300-4230-441-12-00-52240	

- ▶ Federal ID# is no longer a numeric field; therefore the entry of hyphens and leading zeroes is now allowed:

J	K	L	M
10. 9 Digit Zip Code (Required) [no dashes]	11. Country - Full Name (Optional) [Max 40]	12. Federal ID (Required)	13. ACH Bank Code (Optional)
ZIPCODE	COUNTRY	FEDID	BANK
017010000		04-2504	
015880149		04-2845	

- ▶ The Vendor Name is now set properly on the posted voucher:



1	3 Vouch#	2 Batch	4 DeptCode	5 VouchDate	6 Vendor Name	Year	Lo
ct	352515	09840	FINANCE	26-Oct-2014		2015	In
	352514	09840	FINANCE	26-Oct-2014		2015	In
	352513	FR902555	FINANCE	30-Oct-2014	FRANCOIS, HEPTAGE	2015	In
	352512	FR902555	FINANCE	30-Oct-2014	GREAT WEST RETIREM SV	2015	In

Figure 10 Before

1	3 Vouch#	2 Batch	4 DeptCode	5 VouchDate	6 Vendor Name	Year	Lo
select	352524	09844	FINANCE	26-Oct-2014	OLD COLONY	2015	Po
	352523	09844	FINANCE	26-Oct-2014	ALC	2015	Po

Figure 11 After

These changes are taken into consideration when you run the process to import the vouchers from a .CSV file. An example is shown below. The prompt was updated to include an optional check date for Non-Printed checks.

Task 2341: Upload Spreadsheet/Create Vouchers

Upload Spreadsheet

Required: Enter Username: MARY (Mary MacKinnon)

Required: Enter Department Group: FINANCE (FINANCE OFFICE)

Required: Enter Bank Code: EAST (EASTERN BANK FOR A/P)

Required: Voucher Date (mmddyyyy): 11152014

Required: Enter Import File Path and Name (ex: FMLS:FILENAME.CSV): D:\AUC_Development\admhome\FilesToTestUploads\AP\Upload_SnowFlowPayments.csv

Optional: Enter Check Date to apply to Non-Printed checks (mmddyyyy): 11152014

Run as: Preview Print PDF

If Printing use Duplex: Yes No

Buttons: Lookup, OK, Cancel, Clear All

2343-APVOULODEDT.REP Printed 25-Nov-2014 at 19:48:28 by MARY

Tom of ADMINS
Voucher Load Edit List

Batch Username: MARY
Batch Department Group: FINANCE
Batch Bank: EAST
Voucher Date: 11152014
Import File: D:\AUC_Development\admhome\FilesToTestUploads\AP\Upload_SnowFlowPayments.csv

Line	Vendor	Permt	Spreadsheet Name/Address	Federal ID	Account	SepChk	CkType	QTY	Price	Freight	Other	Amount
3	000000	00	JOHN DOE 123 MAIN STR PO BOX 123 BOSTON MA 02138-0000	12-3456789	1000-300-4230-441-12-00-52240 GENL EQ MAINT-MIDDLE	Y	P	20.0000	15.1500			303.00
4	000000	00	JANE DOE 456 ELM ST SUITE 23 BOSTON MA 02138-0000	23-4567899	1000-300-4230-441-12-00-52240 GENL EQ MAINT-MIDDLE	N	P	15.0000	15.1500			227.25
5	000000	00	TOMMY TWOTONE 10 FINE ST BOSTON MA 02138-0000	23-4567877	1000-300-4230-441-12-00-52240 GENL EQ MAINT-MIDDLE	N	P	10.0000	15.1500			151.50
6	000000	00	LINDA SKYTRD 3 WILDWOOD CIR BOSTON MA 02138-0000	23-4567845	1000-300-4230-441-12-00-52240 GENL EQ MAINT-MIDDLE	N	P	8.0000	15.1500			121.20
7	000000	00	CLAUDE BOUTIN 47 REDWOOD LN BOSTON MA 02138-0000	23-4567800	1000-300-4230-441-12-00-52240 GENL EQ MAINT-MIDDLE		P	24.0000	15.1500			363.60
Total # Vouchers to be loaded											5	1,166.55

The batch of vouchers is then created and available for standard processing:



Voucher Batch Entry

Ready for Posting

Batch	09846	Default Bank	EAST EASTERN BANK FOR A/P
Default Dept	FINANCE		FINANCE OFFICE
Voucher Date	15-Nov-2014		
Default Type	<input type="radio"/> Payment Voucher <input checked="" type="radio"/> Check/Wire/ACH <input type="radio"/> No Check <input type="radio"/> Manual Check		

	Expected	Entered	Balance
Price	1166,5500	1166,5500	
Freight			
Other			
Totals	1166,55	1166,55	

Submit Batch for Processing
 Yes
 No

Voucher#	Vendor	Type	Total	Status		
352553	022874-01 CLAUDE BOUTIN	Payment Vouch	363,60	Ready for Posting	Edit Voucher	Lines
352552	022873-01 LYNRD SKYNRD	Payment Vouch	121,20	Ready for Posting	Edit Voucher	Lines
352551	022872-01 TOMMY TWOTONE	Payment Vouch	151,50	Ready for Posting	Edit Voucher	Lines
352550	022871-01 JANE DOE	Payment Vouch	227,25	Ready for Posting	Edit Voucher	Lines
352549	022870-01 JOHN DOE	Payment Vouch	303,00	Ready for Posting	Edit Voucher	Lines

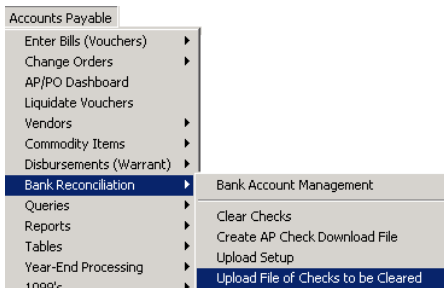
View All Vouchers (Bills)

3 Vou#	2 Batch	4 DeptCode	5 VouchDate	6 Vendor Name	Year	Location	Status	Voucher Total	Balance	
1 Select	352553	09846	FINANCE	15-Nov-2014	CLAUDE BOUTIN	2015	In-Prog	Ready for Posting	363,60	363,60
	352552	09846	FINANCE	15-Nov-2014	LYNRD SKYNRD	2015	In-Prog	Ready for Posting	121,20	121,20
	352551	09846	FINANCE	15-Nov-2014	TOMMY TWOTONE	2015	In-Prog	Ready for Posting	151,50	151,50
	352550	09846	FINANCE	15-Nov-2014	JANE DOE	2015	In-Prog	Ready for Posting	227,25	227,25
	352549	09846	FINANCE	15-Nov-2014	JOHN DOE	2015	In-Prog	Ready for Posting	303,00	303,00
	352548	13028	HIGH SCHOOL	24-Nov-2014	RTSO, INC	2015	In-Prog	Entry Bezan	450,00	450,00

[ADM-AUC-AP-715]

4. BANK RECONCILIATION

4.1. Upload File of Checks to be Cleared



The check clearing upload routine now eliminates any extraneous blank lines, which if present, would cause the upload to fail. If you do not upload a file of cleared checks from your bank then this change does not apply to your site. If you do upload a file of cleared checks and you experience any issues, then please contact ADMINS Support at support@admins.com.

[ADM-AUC-SY-7930]



5. TABLES

5.1. Bank Table

A new **Miscellaneous Billing Module** is currently under development, and to accommodate its use, the bank code table now has a new tab. The new tab is on the right side of the **Bank Codes Table** which is accessed via any of the following methods:

- Ledgers ▶ Account Maintenance ▶ Bank Codes
- Accounts Payable ▶ Tables ▶ Bank Codes
- Human Resources ▶ Tables ▶ Bank Codes

This table allows the user to designate a specific bank account number and type. The screen also displays the last check # used.

Maintain Bank Codes

Bank Name ABA# [0000-0000-0] ABA Numerator
 ABA Denominator

Address 1 Direct Deposit Only Yes No
 Address 2 Cash Book Bank Yes No Imprest Account Yes No
 Address 3 State Zip Code [00000-0000]

Navigation:

Figure 12 Before

Navigation:

Figure 13 After

8-Misc Billing

Misc Billing Category Account Used

Bank Account# Type

Last Check Used 0000000

[ADM-AUC-SY-7829]

6. VOUCHER PROCESSING

6.1. Paying Against a Purchase Order

6.1.1. Retainage on a Contract

When paying the last retainage payment on a line, the amount already paid to retainage was incorrectly calculated. This has been corrected.

[ADM-AUC-AP-719]



7. 1099 PROCESSING



Reminder that 1099's will need to be issued soon. A Webinar will be conducted in January 2015 to provide additional training on the process. However, you should have received notification regarding the forms to be purchased for this process. You will need to have your forms on hand by January 2015 in order to successfully issue 1099's via the AUC system.

7.1. Modify Work File

The edit work file screen was updated to match the layout of the printed form. This change applies only to monies reported on Forms 1099S, for the Sale of Real Estate.

Additional Information for Form: S	
Box 1: Date of Closing	01-Jul-2014
Box 3: Address or Legal Description of Property	12 TWELFTH STEET
Box 4: Property or Services Received?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Box 5: Buyers Part of Real Estate Tax	\$

Figure 14 Before

Additional Information for Form: S	
Box 1: Date of Closing	01-Jul-2014
Box 3: Address or Legal Description of Property (incl city, state and ZIP code)	12 TWELFTH STEET, ANYTOWN MA 12345
Box 4: Property or Services Received?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Box 5: Buyers Part of Real Estate Tax	\$ 100.00

Figure 15 After

[ADM-AUC-AP-725]

8. HELP REFERENCE LIBRARY

8.1. New or Updated Documentation

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

- YEAR END PROCESSING General Instructions for Forms 1099
 Instructions for Form 1099-MISC
 Instructions for Form 1099-S
 Instructions for Form 1099-INT