



ACCOUNTS PAYABLE

RELEASE NOTES – DECEMBER 2016

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

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1. VOUCHER PROCESSING [FIX]

When processing vouchers for payment, once the account number is entered, a “right click” is available on the account number field providing five lookup options. On some sites using “right click” caused an abnormal termination. This was corrected and installed on the affected sites the weekend of December 10. It is mentioned here to document the change.

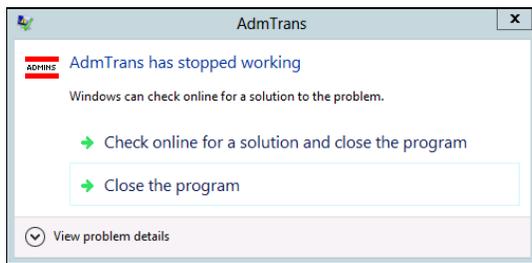


Figure 1 Before

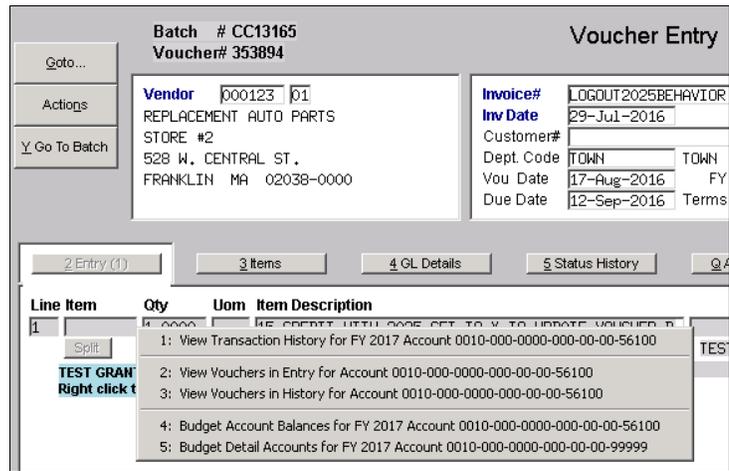


Figure 2 After

[ADM-AUC-AP-822]

2. DISBURSEMENTS [NEW]

The Disbursement Steps menu is accessed via **Accounts Payable ▶ Disbursements (Warrant) ▶ Warrants.**

2.1. Collecting Vouchers–Exclude Departments [NEW]



Municipalities often have grant monies they manage separately from municipal funds. To allow departments responsible for these funds to print checks, a change was introduced in the **Disbursement** process.

When collecting vouchers for payment in a disbursement warrant users have always had to ability to **select** a single department group but now will be able to **exclude** vouchers by department group. This will permit the Finance Office “super-users” to continue to approve and post vouchers for all departments, and allows the Finance Office to exclude vouchers for payment.

The super-user may directly enter the department to be excluded or select it from the lookup. Up to six groups may be excluded at a time.



Collect Voucher Selection

Warrant 004819

Check Date 09-Nov-2016 Bank EAST EASTERN BANK FOR A/P

Select Due Date From [] To []

Select	User Batch =	Voucher =	Vendor =	Department =	# Vouchers
1	[] and []	[] and []	000000 and []	[]	
- OR -					
2	[] and []	[] and []	000000 and []	[]	
- OR -					
3	[] and []	[] and []	000000 and []	[]	
- OR -					
4	[] and []	[] and []	000000 and []	[]	
- OR -					
5	[] and []	[] and []	000000 and []	[]	
- OR -					
6	[] and []	[] and []	000000 and []	[]	
- OR -					
7	[] and []	[] and []	000000 and []	[]	
- OR -					
8	[] and []	[] and []	000000 and []	[]	

Total # Vouchers Selected

[2] Calculate [3] Collect Vouchers

Figure 3 Before

Collect Voucher Selection

Warrant 004819

Check Date 08-Dec-2016 Bank EAST EASTERN BANK FOR A/P

Select Due Date From [] To []

Select	User Batch =	Voucher =	Vendor =	Department =	# Vouchers
1	[] and []	[] and []	000000 and []	[]	
- OR -					
2	[] and []	[] and []	000000 and []	[]	

Exclude these Department Groups

1	[]	4	[]
2	[]	5	[]
3	[]	6	[]

Total # Vouchers Selected

[2] Calculate [3] Collect Vouchers

Figure 4 After

A department processing vouchers may be allowed to run a separate disbursement warrant selecting only the department(s) for which they manage funds.

2.1.1. Report Changes [NEW]

Reports are produced when the [Collect Vouchers] button is clicked in the **Collect Voucher Selection** screen above.

The stale vouchers report includes a new **Dept Group** column.

Town of ADMINS Disbursement Stale Voucher Report											
WARNING: The following Vouchers are over 180 Days prior to the Check Date of this warrant, this indicates the following vouchers maybe stale and should be reviewed prior to continuing with this warrant											
Voucher#	Batch#	Dept Group	Invoice#	Vendor	VoucherDate	Voucher Amt	Net Amt Bank	CheckTyp	Check#	Check Date	SepChk?
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Figure 5 Stale Voucher Report



The Disbursement Edit report now includes a column for Department Group and a legend that shows any Excluded Department Groups.

2118-APDISED.T.REP Printed 08-Dec-2016 at 15:11:50 by THERESA Town of ADMINS Disbursement Edit Report Page 1

For Warrant : 004819 GL Effective Date : 08-Dec-2016 Voucher#

Voucher#	Batch#	Dept Group	Invoice#	Vendor	Line	Voucher Amt	Net Amt	Bank	CheckTyp	Check#	Check Date	SepCh
353236	13116	ADUSER	123	1812 USS CONSTITUTION MARINES	1	150.00	150.00	EAST	Printed		08-Dec-2016	
						150.00	150.00					
353237	13116	ADMIN	3	GYMNASIUM FLOOR REFINIGHERS I	1	4,550.00	4,550.00	EAST	Printed		08-Dec-2016	
						4,550.00	4,550.00					
353238	13116	ARTS	2	GYMNASIUM FLOOR REFINIGHERS I	1	4,450.00	4,450.00	EAST	Printed		08-Dec-2016	
					2	50.00	50.00	EAST	Printed		08-Dec-2016	
						4,500.00	4,500.00					
353239	13116	ADM	WAGES & MILEAGE	GYMNASIUM FLOOR REFINIGHERS I	1	950.00	950.00	EAST	Printed		08-Dec-2016	
					2	50.00	50.00	EAST	Printed		08-Dec-2016	
						1,000.00	1,000.00					
*** Grand Total *** #Vouchers: 6						20,500.01	20,500.01					

DISCLAIMER

Check Date/GL effective date at top of this report apply to printed checks & ACH payments.

Wires/No Checks and Manual checks use the Check Date manually entered on the Voucher.

Selection Legend:

Sorted By : Voucher#
Exclude Departments : TOWN

[ADM-AUC-AP-821]

2.2. Running Steps Out of Order [FIX]

If the [Warrant Report] step was run **AFTER** run the [Build Check File (Assigning Check #s)] step, the warrant report failed. This was corrected and now the [Warrant Report] may be run successfully after the [Build Check File (Assigning Check #s)] step.



The Warrant Report **must** be run prior to the Build Check File step; it **may** be run again before printing the checks – once the checks are printed, the only way to print the warrant report is via the **Retrieve Output Files** process.



Disbursement Process

Warrant: 004817

Description	Date
Restart Disbursement Process	
Collect Vouchers (Build Payment File)	
Optional: Site Reports	
Modify Payment File	
Optional: Discounts Taken report	
Cash Req'mt Report (Verify Cash on Hand)	
Warrant Report	
Build Check File (Assign Check#s)	
Print Checks	
Reprint Checks	
Print ACH Advices	
Generate ACH File	
Check Register	
Print File Copy Checks	
Post Disbursements	

The Warrant Report must be run before the Build Check File Step. Once the Print Checks step is complete you may reprint the warrant report via the Retrieve Output Files feature.

Disbursement Process

Warrant: 004817

Description	Date
Restart Disbursement Process	
Collect Vouchers (Build Payment File)	31-Oct-2016
Optional: Site Reports	
Modify Payment File	
Optional: Discounts Taken report	
Cash Req'mt Report (Verify Cash on Hand)	31-Oct-2016
Warrant Report	31-Oct-2016
Build Check File (Assign Check#s)	31-Oct-2016
Print Checks	31-Oct-2016
Reprint Checks	
Print ACH Advices	
Generate ACH File	
Check Register	
Print File Copy Checks	
Post Disbursements	

[ADM-AUC-AP-819]

3. WARRANT HISTORY QUERY

The Warrant History screen lists the **required** reports issued during a check run, making it easier to do historical analysis. Access the screen by selecting **Accounts Payable ▶ Queries ▶ Warrant History**.

3.1. Account # On Vouchers Paid Report [New]

The reports on this screen now include the **Account Number on Vouchers Paid Report**, which will be included on warrants processed after the software update.

2141-APDISACCTPAY.REP Printed 31-Oct-2016 at 14:25:34 by THERESA Town of ADMINS Page 1
Account# on Vouchers Paid Report

Warrant#: 004816
GL Effective Dates: 31-Oct-2016
Check Date: 31-Oct-2016

Account Number	Vendor	Voucher#	Item Description	Invoice#	InvoiceDate	PO#/Line	Net Amount	Check#
1000-000-0000-000-00-20115	002322 AERIAL SURVEY PHOTO INC	353953	N/A	1	31-Oct-2016		1,000.00	
1000-138-0000-001-00-00-52010	002322 AERIAL SURVEY PHOTO INC	353954	N/A	3	31-Oct-2016		1,125.00	
0200-450-0000-004-00-00-52100	002322 AERIAL SURVEY PHOTO INC	353954	N/A	3	31-Oct-2016		1,350.00	
0100-001-0000-000-00-52016	002322 AERIAL SURVEY PHOTO INC	353954	N/A	3	31-Oct-2016		2,025.00	
							5,500.00	0288653
1000-000-0000-000-00-21520	005020 AFLAC NEW YORK	353861	Payroll for checks dated 29-Apr-2 PR 910022 005020 01		29-Apr-2016		40.52	
							40.52	0288654
1000-000-0000-000-00-21520	009629 AFLAC- DIS/DENTAL GA	353862	Payroll for checks dated 29-Apr-2 PR 910022 009629 01		29-Apr-2016		25.55	
							25.55	0288655

[ADM-AUC-AP-818]



4. YEAR END PROCESSING

The IRS announced a date change affecting year-end processing.

4.1. Filing Date for 1099 MISC [New]

The following is excerpted from the General Instructions for Certain Information Returns document found at <https://www.irs.gov/pub/irs-pdf/i1099gi.pdf>.



New filing date. Public Law 114-113, Division Q, section 201, requires **Form 1099-MISC to be filed on or before January 31, 2017**, when you are reporting nonemployee compensation payments in box 7. Otherwise, file by February 28, 2017, if you file on paper, or by March 31, 2017, if you file electronically. The due dates for furnishing payee statements remain the same.

[ADM-AUC-AP-820]

5. 1099 PROCESSING

The 1099 Steps Menu includes an optional report that allows the user to check for errors prior to printing and issuing 1099s.

5.1. Report Change [Fix]

1099 Menu	
Description	Date
Restart 1099 Process	13-Dec-2016
1099 Vendor Proofing Report	
Create 1099 Work File	14-Dec-2016
Optional 1099 Error Checking - All Errors	
1099 Error Checking - Hard Errors on Forms to be Printed	
List of 1099s to be Printed	

The [Optional 1099 Error Checking–All Errors] report was showing “no records selected” when there were errors on the Vendor 1099 records. The issue was that this report was only showing hard errors or those with merged vendors. The report now shows all errors.

[ADM-AUC-AP-823]

6. Identifying Current Year Expenses In A Multiple Fiscal Year Warrant [?]

Occasionally someone asks a question that we want to share with our customers. This time, the question was how to provide a list of vouchers paid for the **current** fiscal year on warrants that mingled expenses for both the current and past fiscal year. The **Cash Requirements Report** that is created for each warrant and available via **Accounts Payable** ▶ **Queries** ▶ **Warrant History** screen segregates vouchers by Fiscal Year.



Warrant History		
Warrant#	004815	
Bank	EAST EASTERN BANK FOR A/P	
Check Date	31-Oct-2016	
Posted Date	31-Oct-2016	
Seq#	Description	Filename
1	Disbursement Approval List (Warrant)	AP_Warrant_THERESA_004815.PDF
2	Cash Requirements Report	AP_Cash_Reqd_THERESA_004815.PDF
3		AP_Check_Register_2112_THERESA_004815.PDF
4	Disbursement GL Posting Report	AP_Warrant_Post_to_GL_THERESA_004815.PDF
5	Disbursement Posting Report	AP_Warrant_Posting_THERESA_004815.PDF
6	Account # on Vouchers Paid Report	AP_Accts_On_Warr_004815_THERESA.pdf
7	Disbursement Stale Voucher Report	AP_DtdVoucher_THERESA_004815.PDF

2110-APCSHREQ.REP Printed 31-Oct-2016 at 14:10:07 by THERESA

Town of
Cash Requirements

For Warrant: 004816

Bank: EAST EASTERN BANK FOR A/P
Account#: 1000-000-0000-000-00-10400 CASH, UNRESTRICTED CHECKING

Year	Voucher#	Check Date	Check#	Ck Type	SepCk	Vendor
2016	353850	31-Oct-2016		Printed		BOSTON MUTUAL LIFE INS. CO. -
2016	353851	31-Oct-2016		Printed		NORFOLK CTY RETIREMENT SY
2016	353852	31-Oct-2016		Printed		MASS TEACHERS RETIREMENT SYS
2016	353861	31-Oct-2016		Printed		AFLAC NEW ENGLAND
2016	353862	31-Oct-2016		Printed		AFLAC- DIS/DENTAL GA
2016	353863	31-Oct-2016		Printed		BOSTON MUTUAL LIFE INS - W
2016	353864	31-Oct-2016		Printed		GREAT-WEST RETIREM SVC - WEL
2017	353953	31-Oct-2016		Printed		AERIAL SURVEY PHOTO INC
2017	353954	31-Oct-2016		Printed		AERIAL SURVEY PHOTO INC

Total Needed for this Bank
1000-000-0000-000-00-10400 Balance

Computer Printed (P):
Manuals (M):
Wire Transfers (W):
ACH (A):
No Check (N):

[ADM-ADM-ADM-3034]



7. HELP REFERENCE LIBRARY [NEW]

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.

7.1. Numbering Added to Help Reference Libraries [NEW]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 6 shows a sample of the new numbering scheme. For example, a question may be asked on how to add a vendor while creating a voucher. Support staff will refer the user to the help document **AP-390 Adding a Vendor “on the Fly”**, and the document is found in numerical order in the Help Reference Library.

Accounts Payable Help Reference Library

Reference Card	View	Email	Last Run	Time
AP-100 Accounts Payable User Help Documents Index	View	Email	29-Nov-2016	13:22:47.90
----- ENTER VOUCHERS -----				
AP-120 Entering a Credit Voucher	View	Email	14-Oct-2016	12:37:53.12
AP-130 Pay a Bill - Direct Payments	View	Email	28-Nov-2016	13:16:18.86
AP-150 Creating A Voucher Template	View	Email	14-Oct-2016	12:38:06.79
AP-160 Pay Open POs	View	Email	28-Nov-2016	12:15:44.92
AP-170 Manual Checks	View	Email	14-Oct-2016	12:39:19.57
AP-180 ACH Payments to Vendors	View	Email	14-Oct-2016	12:39:23.33
AP-190 Liquidate Vouchers	View	Email	14-Oct-2016	12:39:54.21
----- DISBURSEMENTS -----				
AP-210 Implementing a New Bank Account	View	Email	14-Oct-2016	12:39:59.58
AP-220 Disbursements	View	Email	28-Nov-2016	10:37:03.08
AP-230 Warrants	View	Email	28-Nov-2016	10:36:54.61
AP-240 Clear Checks en mass	View	Email	14-Oct-2016	12:40:12.78
AP-250 Voiding Checks	View	Email	14-Oct-2016	12:40:21.21
AP-260 AP Check Run	View	Email	28-Nov-2016	10:36:21.04
AP-270 Changing Signatures on Checks	View	Email	28-Nov-2016	13:58:40.89
AP-280 Unclaimed Property - Tailings	View	Email	14-Oct-2016	12:41:22.53
----- VENDORS -----				
AP-320 Vendor - Name Search	View	Email	14-Oct-2016	12:41:40.52
AP-330 Vendor History	View	Email	14-Oct-2016	12:41:45.72
AP-340 Vendor Terms	View	Email	14-Oct-2016	12:41:49.85
AP-350 Put a Hold on a Vendor	View	Email	14-Oct-2016	12:41:54.61
AP-360 Vendor Minority Codes	View	Email	14-Oct-2016	12:42:00.77
AP-370 Merge Vendors	View	Email	28-Nov-2016	13:37:01.34
AP-390 Adding Vendors on the Fly	View	Email	28-Nov-2016	13:34:33.10
AP-400 Foreign Addresses	View	Email	14-Oct-2016	12:42:46.95
AP-410 Finding, Printing, and Emailing Check Copies	View	Email	28-Nov-2016	13:24:20.18
----- QUERIES -----				
AP-490 Warrant History	View	Email	02-Nov-2016	17:20:31.74

[More]

Figure 6 New Numbering System for the Help Reference Library

7.2. Alphabetical Index for Help Documents [NEW]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document.



 AUC ACCOUNTS PAYABLE (VOUCHERS)	
USER HELP DOCUMENTS INDEX	
-A-	
ACH Payments	AP-180
Adding A Vendor	PO-310
Adding a Vendor “on the Fly”	AP-390
Adding Commodity Items	AP-510
Address Table	PO-710
Allocation Codes (Upload)	GL-250
AP Accounting Transactions	GL-1030
APIF (Massachusetts Annual Provider Information Form)	AP-830
Approval Levels – One through Five	PO-230
Approving a Voucher	PO-210
ARG (ADMINS Report Generator)	AP-870
-F-	
Finding Vendor Check Copies	AP-410
FIRE (Filing Information Returns Electronically) Application	AP-740
Foreign Addresses	AP-400
-G-H-	
Hold on a Vendor	AP-350
How To: Setup Email Addresses For Non-AUC Users	AP-860
-I-	
Interest Distribution	GL-830

Figure 7 Help Documents Alphabetical Index with Clickable Links

Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. If the reference is to a Release Note, the **Month** and **Year** of the release note will be referenced.

-C-	
Controlling Access to the Budget	BU-130
Cost Breakdown Reports	DEC-2016 ¹
Create CSV Files from Excel Templates	BU-310

¹ Refers to a Release Note, for the cited month and year – in this case, Budget Release Notes for December of 2016.

Figure 8 Index Referring to a Release Note

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to support@admins.com so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

7.3. New or Updated Documentation [NEW]

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

- AP-100 Accounts Payable (Vouchers) Help Documents Index [New]
- QUERIES AP-490 Warrant History [New]