

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

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### **1. APPROVALS** CHANGE TO ERROR MESSAGE [ENHANCED]

			AP	/PO D	Dashboard							
	Purchase (	Orders			Accounts Paya	able						
Disapp	Began Status or Release		13 Vie 2 Vie		In-Progress In Entry Began In Error Status Ready for Release Disapproved Ready for Posting	155 View 2 View						
· · · ·	g Approval rders		3 Vie	997	Awaiting Approval Change Orders In Entry Began	6 View 1 View						
Accounts Pavab	le Awaiting Appr	oval										
· · · · · · · · · · · · · · · · · · ·	5 11											
Vouch# Batch	Dept	Type		ate -Nou-2	Vendor 018 PUBLISHERS SERVICE	Expected Amt Sta		ce Depart	In Use?	Locked By		ŀ
Vouch# Batch 17018 15129 17017 15129 17016 15129 17015 15129 17014 15129	Dept TOWN TOWN TOWN TOWN TOWN SCHOOL	Payment Payment Payment Payment Payment	Voue 09 Voue 09 Voue 09 Voue 09 Voue 09	) <mark>-Nov-2</mark> )-Nov-2 )-Nov-2 )-Nov-2 )-Nov-2	Vendor 018 PUBLICHERS SERVICE 018 WANT PUBLISHING CO 018 DUBLIC AGENCY TRAINING 018 LIFE SUPPORT SYSTEMS 018 MAGON CREST PUBLISHERS 018 STAPLES DIRECT	300,00 Nee 333,33 Nee 75,00 Nee 85,00 Nee	<mark>ds Finan</mark> ds Finan ds Super ds Depar ds Purch	nce Depart visor App rtment Hea nasing Off	In Use?	Locked By		
Vouch# Batch 417018 15129 417017 15129 417016 15129 417015 15129 417015 15129 417014 15129	TOWN TOWN TOWN TOWN TOWN	Payment Payment Payment Payment Payment	Voue 09 Voue 09 Voue 09 Voue 09 Voue 09	) <mark>-Nov-2</mark> )-Nov-2 )-Nov-2 )-Nov-2 )-Nov-2	018 PUBLISHERS SERVICE 018 WANT PUBLISHING CO 018 PUBLIC AGENCY TRAINING 018 LIFE SUPPORT SYSTEMS 018 MASON CREST PUBLISHERS	300,00 Nee 333,33 Nee 75,00 Nee 85,00 Nee 250,00 Nee	<mark>ds Finan</mark> ds Finan ds Super ds Depar ds Purch	nce Depart visor App rtment Hea nasing Off	In Use?		Help	
Vouch# Batch 417018 15129 417016 15129 417016 15129 417014 15129 417013 15128 417013 15128 Approvals	TONN TONN TONN TONN TONN SCHOOL	Payment Payment Payment Payment Payment	Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09	3-Nov-2 3-Nov-2 3-Nov-2 3-Nov-2 3-Nov-2 3-Nov-2	018 PUBLISHERS SERVICE 018 WANT PUBLISHING CO 018 PUBLIC AGENCY TRAINING 018 LIFE SUPPORT SYSTEMS 018 MAGON CREST PUBLISHERS 018 STAPLES DIRECT Approvals	300,00 Nee 333,33 Nee 75,00 Nee 85,00 Nee 6 250,00 Nee 750,00 Nee	ds Finan ds Finan ds Super ds Depar ds Purch ds Super	nce Depart rvisor App rtment Hea nasing Off rvisor App			Help	
Vouch# Batch 117018 15129 117017 15129 117016 15129 117015 15129 117014 15129 117014 15128	TOWN TOWN TOWN TOWN TOWN SCHOOL	Payment Payment Payment Payment Payment	Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09	9-Nov-2 9-Nov-2 9-Nov-2 9-Nov-2 9-Nov-2 9-Nov-2	018 PUBLISHERS SERVICE 018 PUBLIG AGENCY TRAINING 018 PUBLIG AGENCY TRAINING 018 LIFE SUPPORT SYSTEMS 018 MSGNN CREST PUBLISHERS 018 STAPLES DIRECT Approvals Needs Budget	300.00 Nee 333.33 Nee 75.00 Nee 85.00 Nee 250.00 Nee 750.00 Nee	ds Finan ds Finan ds Super ds Depar ds Purch ds Super	nce Depart rvisor App rtment Hea nasing Off rvisor App			Help	
Vouch# Batch 117013 15129 117014 15129 117014 15129 117014 15129 117014 15129 117014 15129 Approvals Needs Superv	TOWN TOWN TOWN TOWN TOWN SCHOOL	Payment Payment Payment Payment Payment	Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09	9-Nov-2 9-Nov-2 9-Nov-2 9-Nov-2 9-Nov-2 9-Nov-2 9-Nov-2	018 PUBLISHERS SERVICE 018 WANT PUBLISHING CO 018 PUBLIC AGENCY TRAINING 018 LIFE SUPPORT SYSTEMS 018 MAGON CREST PUBLISHERS 018 STAPLES DIRECT Approvals	300,00 Nee 333,33 Nee 75,00 Nee 85,00 Nee 250,00 Nee 750,00 Nee 750,00 Nee 250,00 Nee 250,00 Nee 250,00 Nee	ds Finan ds Finan ds Super ds Depar ds Purch ds Super	nce Depart rvisor App rtment Hea nasing Off rvisor App			Help	
Vouch# Batch 117019 15129 117017 15129 117016 15129 117014 15129 117014 15129 117014 15128 Approvals Needs Superv Departr	TOWN TOWN TOWN TOWN TOWN SCHOOL	Payment Payment Payment Payment Payment	Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09	9-Nov-2 9-Nov-2 9-Nov-2 9-Nov-2 9-Nov-2 9-Nov-2 9-Nov-2 1	018 PUBLISHERS SERVICE 018 WANT PUBLISHING CO 018 PUBLIC AGENCY TRAINING 018 LIFE SUPPORT SYSTEMS 018 MSGN CREST PUBLISHERS 018 STAPLES DIRECT Approvals Needs Budget Supervisor	300,00 Nee 333,33 Nee 75,00 Nee 85,00 Nee 250,00 Nee 750,00 Nee 750,00 Nee 250,00 Nee 250,00 Nee 250,00 Nee	ds Finan ds Finan ds Super ds Depar ds Purch ds Super	nce Depart rvisor App rtment Hea nasing Off rvisor App			Help	
Vouch# Batch 417018 15129 417017 15129 417017 15129 417015 15129 417014 15129 417014 15129 417013 15128 Approvals Needs Superv Depart Purcha Finance	TOWN TOWN TOWN TOWN TOWN SCHOOL Budget isor enent Head sing Office 2 Department	Payment Payment Payment Payment Payment	Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Uoue 09 Level Level Level	et	018 PUBLISHERS SERVICE 018 PUBLIC AGENCY TRAINING 018 PUBLIC AGENCY TRAINING 018 LIFE SUPPORT SYSTEMS 018 STAPLES DIRECT Approvals Needs Budget Supervisor Department Head Purchasing Office Finance Department	300,00 Nee 333,33 Nee 75,00 Nee 85,00 Nee 250,00 Nee 750,00 Nee 750,00 Nee 250,00 Nee 250,00 Nee 250,00 Nee	ds Finan ds Finan ds Super ds Depar ds Purch ds Super	nce Depart rvisor App rtment Hea nasing Off rvisor App			Help	
Vouch# Batch 17013 15129 117017 15129 117015 15129 117015 15129 117013 15129 117013 15128 Approvals Needs Superv Departr Purcha Finance Town M	TOWN TOWN TOWN TOWN SCHOOL Budget isor nent Head sing Office Department Anager	Payment Payment Payment Payment Payment	Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Level	B-Nov-2 B-NOV-2 B-N	018 PUBLISHERS SERVICE 018 PUBLIG AGENCY TRAINING 018 PUBLIC AGENCY TRAINING 018 LIFE SUPPORT SYSTEMS 018 STAPLES DIRECT Approvals Needs Budget Supervisor Department Head Purchasing Office Finance Department Town Manager	300,00 Nee 333,33 Nee 75:00 Nee 85:00 Nee 250:00 Nee 750:00 Nee 750:00 Nee 2 Level 1 1 Level 2 1 Level 3	ds Finan ds Finan ds Super ds Depar ds Purch ds Super	nce Depart rvisor App rtment Hea nasing Off rvisor App			Help	
Vouch# Batch 117018 15129 117017 15129 117015 15129 117015 15129 117014 15129 117014 15129 117014 15128 Approvals Needs Superv Depart Purcha Finance	TOWN TOWN TOWN TOWN SCHOOL Budget isor nent Head sing Office Department danager rders	Payment Payment Payment Payment Payment	Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Voue 09 Level Level Level Level	et 1 2 -Nov-2 -Nov	018 PUBLISHERS SERVICE 018 PUBLIC AGENCY TRAINING 018 PUBLIC AGENCY TRAINING 018 LIFE SUPPORT SYSTEMS 018 STAPLES DIRECT Approvals Needs Budget Supervisor Department Head Purchasing Office Finance Department	300,00 Nee 333,33 Nee 75,00 Nee 250,00 Nee 750,00 Nee 750,00 Nee 750,00 Nee 750,00 Nee 2 Level 1 Level 2 1 Level 3 2 Level 4	ds Finan ds Finan ds Super ds Depar ds Purch ds Super	nce Depart rvisor App rtment Hea nasing Off rvisor App			Help	

Figure 1 [Level] buttons were clickable and showed the number of records waiting to be approved

In the example, there are six vouchers in **"Awaiting Approval"** status. The vouchers are all visible to the user in the upper portion of the screen, as shown in Figure 1. If the user had **READ** only access, and clicked on the approval button, in the lower portion of the screen, the following message was displayed:



Figure 2 Before-message appeared when a user had READ access but no WRITE access to the department

This made users think action was required despite there being nothing to approve.

With the software update, **ADMINS** changed the dashboard. Now, if a user has **"READ"** only access, the user will still be able to *query* the records in the *top* portion of the screen. The buttons on the bottom portion where the approvals are selected will only be available to the user if:

- there are records awaiting approval,
- the user has **"FULL WRITE"** access to the department, and



• the user is an approver for the department as defined in the approval path table or as an override approver defined in module control

	AP/PO I	Dashboard		
Purchase Or	ders	Accounts Payabl	e	
In-Progress In Entry Began In Error Status Ready for Release Disapproved Ready for Posting Awaiting Approval Change Orders In Entry Began	13 <u>View</u> 2 <u>View</u> 3 <u>View</u>	In-Progress In Entry Began In Error Status Ready for Release Disapproved Ready for Posting Awaiting Approval Change Orders In Entry Began	155 View 2 View 6 View 1 View	Six vouchers are listed as this user has <i>READ</i> access to the TOWN group and <i>WRITE</i> access to the SCHOOL
Accounts Payable Awaiting Appro	oval		A	×
Ouch         Batch         Dept           17018         15129         TOWN           17017         15129         TOWN           17016         15129         TOWN           17015         15129         TOWN           17015         15129         TOWN           17014         15129         TOWN           17015         15129         TOWN           17014         15129         TOWN           17013         15128         SCHOOL	Payment Vouc 09-Nov Payment Vouc 09-Nov Payment Vouc 09-Nov Payment Vouc 09-Nov	Vendor <u>COIR BUELISHERS SERVICE</u> -2018 WANT PUBLISHING CO -2018 UNELISHING CO -2018 ULTE OUPPORT SYSTEMS -2018 MASON CREST PUBLISHERS -2018 STAPLES DIRECT	Expected Ant Status <u>000 Needs Fin</u> 333.33 Needs Fin 75.00 Needs Sup 85.00 Needs Pun 750.00 Needs Pun 750.00 Needs Pun 750.00 Needs Pun	ance Depart ervisor App artment Hea chasing Off ervisor App V
App tovals Needs Budget Supervisor Department Head Purchasing Office Finance Department Town Manager Change Orders Needs Budget Change Approval	Budget Level 1 Level 2 Level 3 Level 4 Level 5 Budget Change	Approvals Needs Budget Supervisor Department Head Purchasing Office Finance Department Town Manager Change Orders Needs Budget Change Approval	OK Budget 1 Level 2 Level 3 Level 3 Level 4 Level 5 Budget Change	Find Search Cancel Help Eof Only one voucher is available as this user has <i>READ</i> access to the TOWN group and <i>WRITE</i> access to the SCHOOL group.

Figure 3 After – the records are not available for selection, reducing confusion

[ADM-AUC-AP-913]

### 2. VENDORS

The vendor history screen was fixed to display correct data when using a filter on invoice number. The Enter Vendors screen lookup was updated to more easily retrieve vendor numbers.

### 2.1. Vendor History ▶ [<u>4</u> Vouchers]

When using an **Invoice Selection** to filter vouchers on the vendor history screen, the system was displaying the correct batch and voucher for **"In Progress"** vouchers but the data in the remaining columns was incorrect. This was fixed.

	View All Vouchers (Bills)											
3 ∀ou#	2 Batch	4 DeptCode	5 VouchDate	6 Vendor Name	Year	Location	Status	Voucher Total	Balance			
470735	15121	UNCLASSIFIED	12-Nov-2018	POSTMASTER	2019	In-Prog	Entry Began	78,00	78,00			
470734	15130	UNCLASSIFIED	12-Nov-2018	POSTMASTER	2019	In-Prog	Entry Began					
470733	15130	UNCLASSIFIED	12-Nov-2018	POSTMASTER	2019	In-Prog	Entry Began	156.00	156.00			

Figure 4 There are three in progress vouchers for the vendor #46



Vendor History - Vouchers Payable												
Goto Actions	000046 POSTMASTER				Local Vendor 🖸 Yes 💿 No 1099 Code 📕 Class UNCL Unclassified				Entered 12-Nov-2018 THERESA Changed			
Beginning Date     1 Clear the Dates       Ending Date     1 Clear the Dates       Invoice Selection     2 Clear Invoice Select												
3 Purchase Or	ders		4 Vouchers			5 Disbursem	ents	]				
Sel Batch Vou	ucher# Vouch	ier Date	Department	Invoice#		Invoice Date		Amount	Remaining Bal	Status		Check Type
15130 470	0733 12-No	ov-2018	UNCLASSIFIE	STAMPS		12-Nov-2018	3	156,00	156,00	Entry Began		Printed
15130 470	0734 12-No	ov-2018	UNCLASSIFIE	STAMPS		30-Oct-2018	3			Entry Began		Printed
15121 470	0735 12-No	ov-2018	UNCLASSIFIE	STAMPS		24-Oct-2018	3	78,00	78,00	Entry Began		Printed
		-										

Figure 5 The vendor history screen, without any invoice selection, shows the data correctly

On the Vendor History (4 Vouchers) screen, a filter of STAMPS is added on the Invoice Selection.

				Ve	ndor l	History - V	ouchers Pa	yable	e			
Goto Cotons C						Local Vendor 1099 Code Class	© Yes ເ No UNCL Unclass			Entered Changed	12-Nov-2018	THERESA
	Beginning Date     1 Clear the Dates       Ending Date     1 Clear the Dates       Invoice Selection     STAMPS											
3 Purchas	3 Purchase Orders 4 Vouchers 5 Disbursements											
Sel Batch	Voucher#	Voucher Date	Department	Invoice#		Invoice Date	Amo	unt f	Remaining Bal	Status		Check Type
15130	4	12-Nov-2018	UNCLASSIFIE	STAMPS		24-Oct-2018	78.	00	78,00	Entry Began		Printed
	4	12-Nov-2018	UNCLASSIFIE	STAMPS		24-Oct-2018	78.	00	78,00	Entry Began		Printed
15121	4			STAMPS								Printed

Figure 6 Before - using a filter on Invoice Selection misrepresented the data

				Ve	ndor History - Vo	uchers Paya	ble				
Goto Actions		<mark>200046</mark> Postmast	ER		1099 Code	)Yes ⊚No JNCL Unclassifie	Entered 01–Mar–1995 Changed 06–Aug–2007 CONVERT				
Beginning Date     1 Clear the Dates       Ending Date     1 Clear the Dates											
3 Pu	rchase Orders		4 Vouchers		5 Disbursemer	ts					
Sel Batch	Voucher#	Voucher Date	Department	Invoice#	Invoice Date	Amount	Remaining Bal	Status	Check Type		
15130	417035	12-Nov-2018	SCHOOL	STAMPS	12-Nov-2018	156,00	156,00	Entry Began	Printed		
15130	417036	12-Nov-2018	SCHOOL	STAMPS	30-Oct-2018			Entry Began	Printed		
15121	416915	24-Oct-2018	FIRE	STAMPS	24-Oct-2018	78,00	78,00	Entry Began	No Check P		
			ETHONOF	OTAMOO	OF 0-+ 0047	196.00		01	Due ( units and		
14926	412851	05-0ct-2017	FINANCE	STAMPS	05-0ct-2017	156.00		Closed	Printed		

Figure 7 After - the vouchers payable screen with the invoice selection shows the correct data

[ADM-AUC-AP-920]

### 2.2. Lookup a Vendor Number [Enhanced]

**ADMINS** offers the option to create "one-time" vendors when processing refunds. After use, the system stamps these vendors with a status of "Cancelled". Over time, these vendors can clutter the vendor



OK Find Search Cancel Help Eof

lookups. **ADMINS** changed the way that the vendor lookup works in the Enter Vendors and View Vendors screens.

#### 2.2.1. Lookups #1 through #8 Suppress Cancelled Vendors [Enhanced]

As shown, the first eight selections will list both Active and Inactive Vendors.



What is the difference between an "Inactive" vendor and a "Cancelled" vendor? Inactive vendors are set to be inactive as a result of a merge process or if a vendor is no longer to be used in processing purchase orders and vouchers. Cancelled vendors are assigned a vendor number during refund processing for a single use and marked as cancelled once the payment is processed.

1: By Name and Address 2: By Overall Name 4: By 2nd Name and Address	Attachments		The lists fo	r lookups on	e through	)
i: By Classification i: By Address (line 1) i: By Address (line 2)	$\mathbf{i}$		eight exclue of "Cancelle	de vendors w ed"; both "Ac	ith a status tive" and	
By Date Entered			"Inactive" V	endors are ir	ncluded	)
	By Name and Address					
	Name WEST ACADEMIC WEST ACADEMIC WEST BAY COLLABORATIVE WEST BAY RECOVERY, INC	Vendor# Rem: 022779 01 022779 02 019425 01 021972 01	444 CEDAR STREET, SUITE 700 P.O. BOX 83378 144 BIGNALL ST. FILE #09-7879	City SAINT PAUL CHICAGO WARWICK CRANSTON	MN 55101 UNCL A IL 60691 UNCL A RI 02888 UNCL A RI 02910 UNCL A	itatus ctive ctive ctive ctive
	WEST GROUP WEST GROUP PAYMENT CTR WEST INFORMATION PUBL WEST MUSIC WEST NEWTON HEARING CENTER WEST PAYMENT CENTER	004980 01 010466 01 004345 01 005916 01 011221 01 000117 02	P.O., BOX 64833 PO BOX 6292 P.O. BOX 6187 1212 STH STREET 1298 WASHINGTON STREET P.O. BOX 6292	SAINT PAUL CAROL STREAM CAROL STREAM CORALVILLE WEST NEWTON CAROL STREAM	IL 60197 UNCL I IL 60197 UNCL A IA 52241 UNCL A MA 02465 UNCL A IL 60197 UNCL A	ctive nactive ctive ctive ctive ctive
	WEST PUBLISHING COMPANY WEST SUBURBAN IMAGING CENTER WEST VIRGINIA UNIVERSITY WEST MARNICK WELDING INC WESTBORO MOTORS WESTBOROUGH POLICE DEPT.	000117 01 003169 01 007005 01 024647 01 005366 01 012695 01	620 OPPERMAN DR. 366 WASHINGTON ST P D BOX 6064 970 MAIN ST 271 TURNPIKE RD P D BOX 1127	SAINT PAUL WELLESLEY MORGANTOWN WEST WARWICK WESTBOROUGH WESTBOROUGH	MA 02181 UNCL A WV 26506 UNCL A RI 02893 UNCL A MA 01581 UNCL A	ctive ctive ctive ctive ctive ctive
	WESTBOROUGH PULICE DEPT.	012695 01 003741 01	P.O. BOX 1123 45 WEST MAIN STREET	WESTBURUUGH		ctive ctive

Figure 8 The enhanced lookup excludes Cancelled, One Time vendors

#### 2.2.2. Lookup #9 Added for One-Time Vendors [New]

A ninth lookup option was added to the available lookup methods to present only vendors with a status of "Cancelled". As such, the same vendor name and address may appear in the **"cancelled"** list multiple times, with a different vendor number each time.

		Enter Vendors			View Vendors
Vendor	000000			Vendor <mark>200000</mark>	
	1: By Name and Address			1: By Name and Address	
1 Narr	2: By Sort Name	Attachments	1 Nam	2: By Sort Name	Attachments
_	3: By Overall Name		Ť	3: By Overall Name	
Re	4: By 2nd Name and Address		Re	4: By 2nd Name and Address	
	5: By Classification			5: By Classification	
	6: By FID#			6: By Address (line 1)	
	7: By Address (line 1)			7: By Address (line 2)	
	7: By Address (line 1) 9: By Name and Address -	One Time Vendors		7: By Address (line 2) 9: By Name and Address - (	One Time V

Figure 9 New lookup available on both the Enter Vendors and View Vendors screen



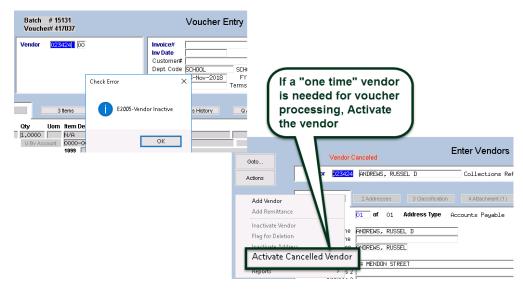
ADMINS Unified Community Accounts Payable

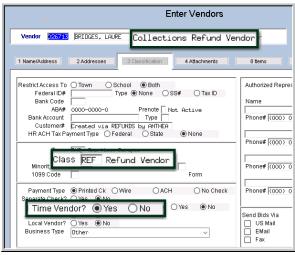
ame		Vendor# Remit	. 1Address	City	St Zip Class	Status	Т
	RUSSEL D VINCENT C OHN M MULA J ULA DIANE T DIANE T DIANE T PHILIP M PHILIP M IRENE	023424 025540 020402 020094 023673 016802 017919 017979 020727 017923 020728 025015	DON STREET A VEDUE NA RD R ST PLE ST AGANT ST AGANT ST AGANT ST AGANT ST AGANT ST PER BLVD	BELLINGHAM BELLINGHAM BELLINGHAM BELLINGHAM Bellingham Bellingham Bellingham BELLINGHAM BELLINGHAM	MA 02019 REF MA 02019 REF MA 02019 REF MA 02019 REF MA 02019 UNCL MA 02019 UNCL MA 02019 MA 02019 MA 02019 MA 02019 REF MA 02019 REF MA 02019 REF	Cancelled Cancelled Cancelled Cancelled Cancelled Cancelled Cancelled Cancelled Cancelled Cancelled Cancelled	- hos
	RUSSELL L JR RUSSELL L SR RUSSELL L SR RUSSELL L SR RUSSELL L SR RYAN R CALTY TRUST	019717 021624 022667 023396 024506 024448 025716	AWK ST AWK ST AWK ST AWK ST AWK ST AWK ST CHE RD	BELLINGHAM BELLINGHAM BELLINGHAM BELLINGHAM BELLINGHAM BELLINGHAM BELLINGHAM	MA 02019 REF MA 02019 REF MA 02019 REF MA 02019 REF MA 02019 REF MA 02019 REF MA 02019 REF	Cancelled Cancelled Cancelled Cancelled Cancelled Cancelled Cancelled	

Figure 10 Choosing this lookup shows only vendor numbers used for a "one-time" vendor

#### 2.2.3. Activate a Cancelled Vendor [Instructions]

If a "one-time" cancelled vendor is needed for voucher processing, activate the vendor in the Enter Vendors screen by selecting [Actions] > Activate Cancelled Vendor. Only users with access to the Enter Vendors screen may activate a Cancelled vendor.





After activating a cancelled vendor, the vendor will still be classified as a **"Refund"** vendor. Change the **"Class"** to be something other than **"REF"** for refund vendor. Select the value from the lookup; classes are maintained in the **Tables >** Vendor Classification screen.

Change the **"One Time Vendor Flag"** to **"No"** to ensure that the vendor will be available for future use.

The vendor will remain an "Active" vendor.

[ADM-AUC-AP-930]

### 3. DISBURSEMENTS > Void an Entire Warrant [Enhanced]

Click Accounts Payable > Disbursements > AP Void Check Processing to access the steps menu.

AP Void Check	Processin	g
Description	Date	
Restart Void Check Process		
Select Checks for Void Processing	02-Nov-2018	13
Edit Void Check File	02-Nov-2018	13
Void Checks Edit List		
Voids - Print Manual Checks		
Voids - Reprint Manual Checks		
Post Void Checks		



### 3.1. Select Check(s) to Void

AP Void Check	Process	ing		
Description	Date	Start	End	Success
Restert Void Check Process				
Select Checks for Void Pro	cessina	8 13:41:55.20	13:42:18.4	12 🗹
Lak Yold Ohook Hio		8 13:42:17.35	13:42:17.3	35 🗹
Void Checks Edit List				
Voids - Print Manual Checks				
Voids - Reprint Manual Checks				
Post Void Checks				

Click "**Select Checks for Void Processing**" to start the cycle. The following prompt will be displayed. The required bank and check numbers may be entered directly or selected from the lookup.

### 3.2. Enter the Bank Code (Required Field)

The required bank code may be entered directly or selected using the lookup.

		_
📧 Task 2176: Select Checks for Void Processing		×
Select Checks for Void Processing		
Required: Enter Bank Code	EAST BANK	
Required: Enter Range	First Check#: Last Check#:	
Optional: Void Only in Warrant#		
Optional: Default Voided On Date (mmddyyyy)		
Optional: Default Void Check Method	$ullet$ Manual Replace $\bigcirc$ Cancel Vouchers $\bigcirc$ Reopen Vouchers $\bigcirc$ Tailing-Manual Replace	
Run as  Preview  Print  PDF If Printing use Duplex  No		
S Tes ONU	Lookup OK Cancel Clear All	
	Luokup OK Calicel Clear All	

### 3.3. Enter Range (Required Field)

Enter the check numbers to be voided. The numbers may be entered directly or selected using the lookup. Wire, ACH, and No-Check numbers are in a different number range than printed checks. Review these to see what the check dates were. If these types of checks are to be voided, remove the cleared date in the **Task 2840**, **Bank Account Management Screen**. Run the **[Select Checks for Void Processing]** step again to include them in void processing. Refer to the <u>AP-250 Voiding Checks</u> document for details.

### 3.4. Voiding an Entire Warrant (Optional Field)

To efficiently void an entire warrant, with an audit trail and without intervention from **ADMINS**, a warrant number may be specified in the prompt. Only checks within the specified check number range will be collected for void processing if they are part of the selected warrant.



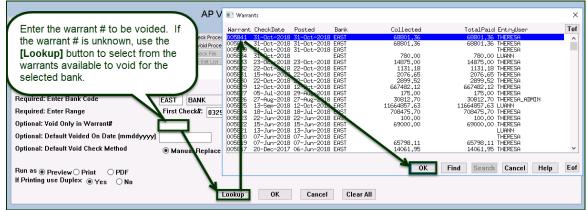


Figure 11 Entering the warrant number directly or using the lookup to select it

### 3.5. Default Voided on Date (mmddyyyy) [Optional Field]

Enter a date directly or select it from the lookup. This date will be used on all the checks to be voided.

### 3.6. Default Void Check Method [Optional Field]

Select the radio button for the default void check method. The methods are described in detail in AP-250 Void Processing.. The method may be overridden for any checks in the **Edit Void Check File** entry screen.



When voiding an entire warrant, fill in the optional fields on the prompt. The default date and methods will be used for all the checks selected for void processing, eliminating the need to enter a date and void method on **Edit Void Check File** screen. The defaults may be overridden for individual checks in the **Edit Void Check File** screen if required.

Once all of the parameters are entered, click the **[OK]** button to run the selection process. The system will display a notice when the selection process has been completed: Complete instructions are available in <u>AP-250 Voiding Checks</u> in the Accounts Payable Help Reference Library.

[ADM-AUC-AP-868]

### 4. REPORTS [NEW & ENHANCED]

ADMINS added a new report and enhanced the access method for an existing report.

### 4.1. Access Methods for Item History by Item Edit List [Enhanced]

Goto	Report Library by Com	modity li	tem
A. 11	Report Name	View	Report
Actions	3760-Items Used on Purchase Order Report	Sample	Run
	3770-Items that Differ from PO to Voucher	Sample	Run
	3765-Items Used On Vouchers Report	Sample	Run
	2559-Item History	Sample	Run
Report Categori	es		
1 By Vend	or		
2 By Commodi	y Item		
3 By Purchase	Order		

Previously the Item History by Item report was available as an edit list from the Item History screen. The report may now be run from the Accounts Payable > Reports > Report Library by Commodity Item screen as well.

Figure 12 Before – the Item History report was only available from the Item History by Item screen

#### 4.1.1. Using Quick Task Selection to Run a Report [Instructions]

File	Edit	Ledger	s F	urcha:	e Ord	lers	Accou	nts Paya	able	Fixed A	ssets	Human Resources	Budget	Collections	Tax	Motor Excise	Misc Billing	System	Favorites	Help
	Ê	85	ю	٠	+ H	н Қ	<b>~</b>	Q	p S	a 🔡	a									
	ề®⊜ăĸ++»♥₩₩♀<Ì▆▋▋â																			
	Quick Task Selection																			
					_		nter R	eport	/ I asi	<b>(#</b>										
						25	59	Item	Hist	ory										
												1 Run P	rocess							

Figure 13 Running the Item History report from the Quick Task Selection screen

To make it easier to identify and retrieve the report, the task # was added to the output filename. This report is also available now as a **Quick Task** selection. Select **#2559, Item History** to run the report. The **September 2017 Release Notes, section 8**, provides a detailed description of the **Quick Task Selection feature**.

[ADM-AUC-AP-914]

#### 4.2. Vendors ▶ Items [New]

**BIDS** module users assign commodity items to vendors to identify candidate vendors that supply the commodity items. These assignments are made on **the Enter Vendors** > [8 Items] tab.

<u>G</u> oto	Enter Vendo	Certified Vendor? Yes No Certified By
Actions	Vendor 0000058 HARTFORD OFFICE SUPPLY	Date Certified
	1 Name/Address         2 Addresses         3 Classification         4 Attachment	s 8 Items 9 User Defined
5 Add Vendor	Item# Description	
6 Add Address	AIDTECH LIBRARY: TECHNOLOGY EQUIPMENT	0 Delete Item
	GIFT LIBRARY: OTHER SUPPLIES AND MATERIALS	
, 	JANIT LIBRARY: JANITORIAL SUPPLIES	
9 Add Item	LIBRARY: OFFICE SUPPLIES	

Figure 14 Assigning a commodity item to a vendor



📧 Task 2618: Vendor Assigned Commodity Items

Optional: Enter up to 9 Vendor#'s Edit

Optional: Enter up to 9 Item Codes Edit

Run as O Preview O Print O PDF

If Printing use Duplex 
Yes ONo

Optional: Vendor Class Optional: Enter Item Class

Vendor assigned Commodity Items

Goto	Report Library by Ve	əndor	
	Report Name	View	Report
Actions	3800-Vendor Address Listing	Sample	Run
	3803-Vendors missing City, State or Zipcode	Sample	Run
	3805-Vendor Name Listing	Sample	Run
	3806-Vendors – by Hold Codes	Sample	Run
Report Categories	2565-Vendors - by Classification	Sample	Run
1 By Vendor	3808-Vendors - by 1099 Codes	Sample	Run
2 By Commodity Item	3807-Vendors - by Minority Codes	Sample	Run
3 By Purchase Order	3809-Vendors – on State Bid List	Sample	Run
4 By Voucher	2094-Vendors - Duplicate Federal Tax ID Numbers	Sample	Run
5 By Disbursement	2615-Vendors with Duplicate Name Listing	Sample	Run
6 By Bids	2690-Highest Paid Vendors	Sample	Run
7 By Contracts	2621-Vendors - REAP Reporting	Sample	Run
8 Audit Reports	2164-Vendor Discounts About to Expire	Sample	Run
	2600-Merged Vendor History List	Sample	Run
	3810-Vendor Labels - CSV Output File	Sample	Run
	2616-Vendor Used Report	Sample	Run
	2617-One Time Vendors paid during a specified time period	Sample	Run
	2161-Check History by Vendor	Sample	Run
	2285-Vendors with no Activity Report (Dormant)	Sample	Run
	2603-Vendor ACH Setup	Sample	Run
	2618-Vendor Assigned Commodity Items	Sample	Run

Excel

OK

Lookup

**ADMINS** added a report to list these vendor assigned commodity items. The report output is available as Print/Preview/PDF<sup>®</sup> and Excel<sup>®</sup> formats. Excerpts are shown in Figure 15 and Figure 16.

Х Four optional filters may be applied to the report: 0 values: 0 values:

- 1. Up to nine vendor numbers
- 2. Up to nine item codes
- 3. A Vendor Class
- 4. An Item Class

lit view w	Vindow Help				
an 🛛 🚱 '	🔁 🖉 🖨 😁 🗟 🖲 💶	/11 - + 146%	9 🐶 🛃		Tools Fill & Sign Comm
2618-AP	VENITMLST.REP Printed	12-Nov-2018 at 14:10:58 by THERE	ISA		Page 1
				Town of Admins	
			Vendor	Assigned Commodity Items	
	Name	Vendor Class	Item	Description	Item Class
Vendor	Name	Tendor Crabb			Item Class
Vendor					
Vendor			gas	LIBRARY: GAS AND HEATING	
******					
000053	COLUMBIA GAS	UNCL-Unclassified	gas	LIBRARY: GAS AND HEATING	LIB-LIBRARY DEFT
000053	COLUMBIA GAS	UNCL-Unclassified	gas Aidtech	LIBRARY: GAS AND HEATING LIBRARY: TECHNOLOGY EQUIPMENT	LIB-LIBRARY DEFT LIB-LIBRARY DEFT
000053	COLUMBIA GAS	UNCL-Unclassified	GAS AIDTECH GIFT	LIERARY: GAS AND HEATING LIERARY: TECHNOLOGY EQUIPMENT LIERARY: OTHER SUPPLIES AND MATERIALS	LIB-LIBRARY DEFT LIB-LIBRARY DEFT LIB-LIBRARY DEFT

Clear All

Figure 15 Vendor Assigned Commodity Items Report run to Preview/Print/PDF®

Cancel

X				Vendor_I	tems_2618_THERESA[1].xml - Microsoft Excel				
F	ile Hon	ne Insert Page Layout Formulas	Data Review	View Add	i-Ins				$\otimes$
	128	✓ (* f <sub>x</sub> )							
1	Α	В	С	D	E	F	G	Н	
1	Vendor	Name	Vendor-Class	Item	Description	Description-2	Description-3	Item-Class	
2	000053	COLUMBIA GAS	UNCL-Unclassified	GAS	LIBRARY: GAS AND HEATING			LIB-LIBRARY DEPT	
3									
4	000058	HARTFORD OFFICE SUPPLY	UNCL-Unclassified	AIDTECH	LIBRARY: TECHNOLOGY EQUIPMENT			LIB-LIBRARY DEPT	
5				GIFT	LIBRARY: OTHER SUPPLIES AND MATERIALS			LIB-LIBRARY DEPT	
6				JANIT	LIBRARY: JANITORIAL SUPPLIES			LIB-LIBRARY DEPT	
7				OS	LIBRARY: OFFICE SUPPLIES			LIB-LIBRARY DEPT	
8									
9	000070	BELLINGHAM LUMBER	UNCL-Unclassified	AIDSUPPL	LIBRARY: SUPPLIES AND MATERIALS			LIB-LIBRARY DEPT	
10									
1	000084	BRODART INC	UNCL-Unclassified	OS	LIBRARY: OFFICE SUPPLIES			LIB-LIBRARY DEPT	
-				REVFND	LIBRARY: SUITE ALS			PARY DEPT	

Figure 16 Vendor Assigned Commodity Items Report run to Excel®

This report is also available from the Quick Task selection screen described in section 4.1.1.

[ADM-AUC-AP-915]

### 4.3. By Disbursement ▶ #2168 Warrant Listing

There was an error with the warrant listing report when it included an exception warrant. The system was not calculating the totals correctly for a void warrant if there were *multiple vouchers on the voided check* when a *void and replace with manual check* was done. As a result, when the warrant listing was printed, the void warrants were showing incorrect amounts. This issue has been corrected during the posting of void warrants.

Goto	Report Library by Disbu	irseme	nt	
A - 1'	Report Name	View	Report	~
Actions	2685-Check History - List of Checks by Bank	Sample	Run	
	2686-Check History - Voucher Details by Check	Sample	Run	
	2162-Check History - List of Checks by War	rant	Run	
	Z100 CHECK HISCORY - YOUCHERS PAID OF CHECKS by Dark	Sample	Run	
Report Categories	2161-Check History by Vendor	Sample	Run	
1 By Vendor	2688-Perister of 0/S Upcleared Checks	Sample	Run	
2 By Commodity Item	2168-Warrant Listing	Sample	Run	
3 By Purchase Order	2000 railing Report Onclaimed Checks	Sample	Run	
4 Bv Voucher	2693-Check History - Account Detail by Check Date	Sample	Run	
5 By Disbursement				
6 By Bids				
7 By Contracts				
8 Audit Reports				

Figure 17 The two reports are found in the Accounts Payable > Reports > [5 By Disbursement]

The #2168 Warrant Listing report amounts will now match the detail shown on **#2162 Check History–List** of Checks by Warrant.

- For an exception warrant (voids-the report will show the total of any *physical* (manual) check issued.
- For regular disbursement warrants the warrant total on the report will include all checks (printed, wire, ach and no checks) that have not been voided as part of the disbursement process (for example, if the reprint checks step was used during regular processing).

2168 PWAR	LIST.R	EP	Printed 26	-Nov-2018 at 16 Warran	:37:07 by THERES	5A	р	age l	
Warrant	Bank	Start Date	Check Date	GL Effective	Posted	Warrant Total	Total Paid	Status	Туре
				26-Nov-2018 26-Nov-2018		89.52 1,230.15	1,230.15	Closed Closed	Exception
UU5845 EA	.51 ∠b-	NOV-2018 26-NO	V-2018 26-NOV-2 *** Grand	2018 25-NOV-201 Total ***	8 25.0  1,344.6		tiosen Exception	warrant	
Selection	 Legend	:							
Check Da	te: 11	262018 to 1126	2018						

Figure 18 The 2168 Warrant List report shows two warrants with a Warrant Total and the Total Paid.



Town of Admins Check History - List of Checks by Warrant \_\_\_\_\_ \_\_\_\_ ----- ----------...... Warrant# Bank Check# Check\_Date Type Vendor Amount Status Cleared Canceled 005847 EAST 0329399 26-Nov-2018 Manual BOSTON MUTUAL LIFE INS. CO.-G 89.52 Issued Total This Bank: #Cks 89.52 Manual 1 89.52 ACH No Check Void Other \_\_\_\_\_ 1 89.52 Total This Warrant: #Cks:

Figure 19 #2162, List of Checks by Warrant # for warrant 5847, exception warrant total matches Figure 18

2162-APCE	HKHISW)	AR. REP		Printed	26-Nov-2018 at		by TH of A							Page 1
					Check H:			f Checks by	Warrant					
						-		-						
							=====							
Warrant#	Bank		Check_Date		Vendor					Amour		Status	Cleared	Canceled
005846			26-Nov-2018		BOSTON MUTUAL					89.5	-	Voided		26-Nov-2018
005046					BOSTON MUTUAL					25.3		Issued		
005846 005846					BOSTON MUTUAL BOSTON MUTUAL					22.0 10.0		Issued Issued		
JU5846 305846					BOSTON MUTUAL BOSTON MUTUAL					10.0		Issued Issued		
005846 005846					BOSTON MUTUAL					10.0		Issued		
005846					BOSTON MUTUAL					10.0		Issued		
005846					BOSTON MUTUAL					10.0		Issued		
05846					LIFE SUPPORT S			2		85.0		Issued		
005846					MASON CREST PU					250.0		Issued		
005846					PUBLIC AGENCY		COUNC	ГL		75.0		Issued		
005846					PUBLISHERS SEI					300.0		Issued		
005846	EAST	0329398	26-Nov-2018	Printed	WANT PUBLISHIN	IG CO				333.3	3	Issued		
							- 6		1		1.40	60		
					Tot	al This B	ank:	Printed	1	2 1	,140	.63		
								Manual						
								Wire						
								ACH						
								No Check						
								Void		1	89	. 52		
								Other		_				
								ooner						
								<i>«</i>						
					Total	. This War	rant	#Cks:	1:	3 1	,230	.15		
							_		======					

Figure 20 #2162, List of Checks by Warrant for the original warrant, #5846, warrant total matches Figure 18

[BLG-SUP-SAPLAUC-1134]



### 5. TABLES Approval Path Table Lookups

Prior to the software update, using the lookup presented all of the approval paths. **ADMINS** modified the lookup so that users could restrict the view to only active records.

	Mainta	ain Approval Pat	ths
Approval Path	AAA_PO Description Tra	iple A Purchase Orc	er Approvals
All		×	Secondary
Path	Description	Status Tof	
	Triple A Voucher Approvals Triple A Purchase Order Approvals COMPENSATED ABS FUND_AP	I I A	WENDY
ABS_PO ADM_AP	COMPENSATED ABS FUND_PO TOWN ADMINISTRATOR_AP	A A	1
ADM_PO ADMIN_AP	TOWN ADMINISTRATOR_PO	Ä	
ADMIN_PO ADUSER_AP	TOWN ADMINISTRATOR_PO TOWN ADMINISTRATOR_AP	A A	-
ADUSER_PO AFFORD_AP	TOWN ADMINISTRATOR_PO AFFORDABLE HOUSING_AP	A A	
AFFORD_PO ANIMAL_AP	AFFORDABLE HOUSING_PO ANIMAL CONTROL_AP	A	-
ANIMAL_PO ARCAND_AP	ANIMAL CONTROL_PO ARCAND PARK_AP	A	
ARCAND_PO ARTS_AP ARTS_PO	ARCAND PARK_PO ARTS COUNCIL_AP ARTS COUNCIL PO	A A A	р <b>к</b>
HKIS_PU	HKI2 COONCIL_FO	н	
	OK Find Search Cance	Help Eof	

Figure 21 Before – only the "All" lookup was available, and included inactive and active paths

		Mai	ntain Approva	l Paths
Approval Path	ABS_AP	Description	COMPENSATED ABS	FUND_AP
	1: Active 2: All	Minimum	Primary	Secondary
	3: Inactive			
Budget Override	•		ANTHEA	

Figure 22 After – Filtering allows selection of only "Active" paths, "All" paths or only "Inactive" paths



		Maintain Ap	pro∨al	Paths
Approval Pat	h <mark>AAA_PO Desc</mark>	ription Triple A	Purchase	Order Approvals
🔳 Inactive			×	Secondary
Path AAA_AP	Description Triple A Voucher Approvals	Sta	tus Tof	
AAA_PO TEST_AP	Triple A Purchase Order Appro Test approval path for accoun	vals I tspauable I		WENDY
TEST_PO	testing inactive paths	nts payable I I		
			~	
	OK Find Search	Cancel Help	Eof	

Figure 23 Selecting only Inactive paths

[ADM-AUC-PO-495]

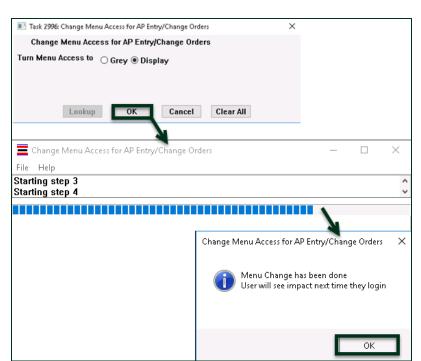
## 6. YEAR END PROCESSING [NEW]

Enter Bills (Vouchers) >
Change Orders >
AP/PO Dashboard
Liquidate Vouchers
Vendors >
Commodity Items >
Disbursements (Warrant) >
Bank Reconciliation >
Queries >
Reports >
Tables >
Year-End Processing > One-Time Vendor Process
1099's Change Menu Access for AP Entry/Change Or

Prior to the software update, the **"super user"** could disable access to Accounts Payable voucher and change order processing by restricting each group on the menu maintenance screen. To automate the task, **ADMINS** now adds the same ability via a command run from the Accounts Payable menu. This will prevent users from processing data while the Year End close is underway. (The per-menu option is still available.)

# Select Accounts Payable > Year End Processing > Change Menu Access for AP Entry/Change Orders to access the feature. Select the "Grey" radio button.

This will not stop users from approving in-progress vouchers on the dashboard-it will just prevent users from creating new vouchers.



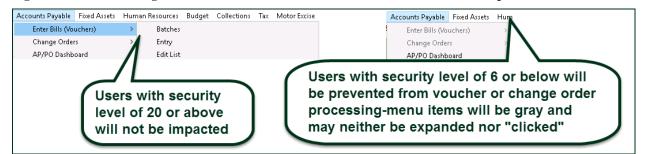
ADMINS Unified Community

Accounts Payable

This will not affect users with a security level of 20 (system administrator). If required, the restriction for those users may still be made via menu maintenance.

Users with any security level (who have the privilege) will be able to liquidate existing vouchers.

Figure 24 Notice of change to menu with instructions on when users will notice the impact



uch# ]	Batich	Dent	Bank	Tune	Date	V.e	endor	F	vpected Omt	Ociainal	Oup Current	Oune 1	In Hee? La	ocked Bu	Tot
	PR903082	FINANCE	Enor 1	Ggrore r	ug V2 nug	2010 11	L-CIO AFSCME		230.00		Own Current	OWINE 3		itch not R	
6997 F	PR903082	FINANCE	EAST F	Payroll F	ay 09-Aug	-2018 MA	ISS TEACHERS R	ETIRE S	325,94	LUANN	LUANN		Ba	tch not R	le l
	PR903082 PR903082	FINANCE FINANCE	EAST F	Payroll F Payroll F	2ay 09-Aug 2au 09-Aug	-2018 NC -2018 BC	)RFOLK CTY RET. )STON MUTUAL L	IREMENT	6029,20 32.00		LUANN			itch not R itch not R	
6994 F	PR903081	TOWN	EAST F	Payroll F	ay 26-Jul	-2018 CA	FETERIA PLAN	ADVISOR	187.34	THERESA	THERESA		Ba	itch not R	le
2223 1	PR903081	TOWN	CH21 1	rayroll r	ay 26-Jul	-2018 GR	EAT-WEST RETI	KEN SVL	193.00	THERESA	THERESA		Ва	itch not R	e
										0K	Find Se	earch	Cancel	Help	E
		a user									Find Se			Help	E
	vo th	a user oucher le AP/F	for e PO Da	editin ashbo	g fror oard, a	n a					C] 2520-AP/PO	Dashbo			

To turn access back on, run the same command, selecting the **"Turn Menu Access to Display"** radio button.

[ADM-AUC-AP-904]

### 7. 1099 PROCESSING

The 1099 process was enhanced to help users identify the forms in use via the vendor lookup. The 1099 Work File Summary entry screen Sale Tax Closing date field was changed.

### 7.1. Work File Summary Screen Vendor Lookup [Enhanced]

The work file summary screen lookup on vendor now has an additional column that shows the form in use for each vendor.

1099 Work Fi	ile Summary
Vendor 000443 01 AMBLER & AMBLER, PC, ATTYS Address & MENDON ST. BELLINGHAM MA 02019-0000	Entity 1 TOWN OF ADMINS Federal ID# 04-3268081 1099 Flag A ATTORNEY Address Type AP Accounts Payable
Phone# (508) 966-1951         Image: Second	Total Paid       1850.00       Reportable       1850.00         Vendors in 1099 Work File       X         Vendor Name       Entl St 1099 Form       Tof         1000445 RNBLER & MBLER, PC, ATTYS       1       A       INT         0004779 BLACKSTONE GAS COMPANY       1       A       INT         000478 RNBLER & MBLER, PC, ATTYS       1       A       INT         000479 BLACKSTONE GAS COMPANY       1       A       INT         010558 AL WHEELER       1       A       INT         010543 BUREAU OF EDUCATION & RESEARCH       1       A       INT         0283 BUREAU OF EDUCATION & RESEARCH       1       A       INT         0283 BUREAU OF EDUCATION & RESEARCH       1       A       INT         02837 CDM GOVERNMENT INC       1       A       INT         030549 ALBERT R, MASON       1       A       MISC         010549 ALBERT R, MASON       1       A       MISC         010549 ALBERT R, MASON       1       A       MISC         010549 ALBERT R, MASON       1       A       MISC         01531 PIXIE REALTY TRUST       1       A       S         014545 ROBERT GURGAS & JEANNEE ING CORP.       1       A       S
1 Add Vendor/Check 2 Delete Vendor 3 Get Name/Addr	from Vendor File 4 Verification Report 5 Exit to Menu

Figure 25 Vendor lookup enhanced with a column for forms

This makes it easier to select vendors using forms that require additional information be entered in each form, for example, **1099S**, **Proceeds from Real Estate Transactions**.



Address 1211 F				Entity Federal ID# 1099 Flag Address Type	1 TOWN OF 27-6274065 S PROCEEDS AP Accounts	FROM REAL ESTAT	e tran	
BELLIN Phone# (508)		MA 02019	9-0000	Total Paid	2500.00	Reportable	2500,00	
Amounts Rep Box Code Descrip			Form		eck Amount	Arr a web Day	Click Bu portable Edit	
	DS FROM REAL ESTATE TRA	И	S		2500.00		i00.00 Det	ail
Additional Information for Form: S Box 1: Date of Closing Box 3: Address or Legal Description of Property (incl city, state and ZIP code) Box 4: Property or Services Received?								

Figure 26 Forms 1099S require additional information

[ADM-AUC-AP-924]

#### 7.2. 1099 Work File Summary Screen

When editing the work file, if an existing date was cleared without supplying a new date in the **Box 1**: **Date of Closing** field, the system was displaying an error message that the "Closing Date must be within the tax year".

Additional Information for Form: S Box 1: Date of Closing Box 3: Address or Legal Description of Pro	1 Box 5: Transferor is a Foreign Person C Yes C No perty (incl city, state and ZIP code)
Box 4: Property or Services Received? Box 6: Buyers Part of Real Estate Tax	C Yes © No
1 Add Vendor/Check 2 Dele	Box 1: Date of Closing Box 5: Transferor is a Foreign Person C Yes C No Check Error
	Box 4: Property or Services Received? Box 6: Buyers Part of Real Estate Tax E2603-Closing Date must be within the tax year E2603-Closing Date must be within the tax year
	1 Add Vendor/Check 2 Delete Vendor 3 Get Name/Addr from Vendor File 4 Verification

Figure 27 Before – the error message was displayed when clearing out the field using {spacebar|enter}

-								
	) Work File Summary [theresa]							
File Ealt Leager	s Purchase Urders Accounts Payable Fixed Assets Human Resources E R4 ← → >> W 🊝 🎬 🔍 🖬 😭 🛃 🎧	udget Collections Tax Motor Excise Misc Billing System Favorites Help						
	1099 Work F	ïle Summary						
Goto		· · · · · · · · · · · · · · · · · · ·						
Actions	Vendor 016434 01 AL MARSHALL	Entity 1 TOWN OF ADMINS						
ACIONS	Address 116 BUMBLE BEE CIRCLE	Federal ID# 014-64-1507 1099 Flag						
		Address Type AP Accounts Payable						
	SHREWSBURY MA 01545-0000							
	Phone# (508) 845-3022	Total Paid 3500.00 Reportable 3500.00 Onitted						
	Amounts Reportable Box Code Description Form	Click Button to Check Amount Amount Reportable Edit						
	2 S PROCEEDS FROM REAL ESTATE TRAN S	3500,00 3500,00 Detail						
4 Edit List								
	Additional Information for Form: S							
	Box 1: Date of Closing	or is a Foreign Person 🔿 Yes 💿 No						
	~							
	Box 4: Property or Services Received? O Yes  No							
	Box 6: Buyers Part of Real Estate Tax							
	1 Add Vendor/Check 2 Delete Vendor 3 Get Name/Addr	from Vendor File 4 Verification Report 5 Exit to Menu						

Figure 28 After - the error message is not displayed if the field is cleared without supplying a new date



This change allows the field to be cleared, for example, while researching other information. A date must ultimately be supplied in the field to produce a valid **1099S Proceeds from a Real Estate Transaction**.

[ADM-AUC-AP-929]

#### 7.3. Quick 1099 Code Update on Vouchers

The select quick update for 1099 codes screen had an error when entering new 1099 codes. This was corrected and patched to sites November 2, 2018 and is mentioned here to document the change.

[ADM-AUC-AP-927]

## 8. REPLACING A BANK/Inactivating A Bank Code [Instructions]

To inactivate a bank code, for example when changing to a new bank, go to Ledgers > Account Maintenance > Bank Codes, select the code for the bank to inactivate, and select Actions > Inactivate Bank.

### 8.1. Bank Codes Table

🌄 [AUC] 2517-Maintain File Edit Ledgers P 🗈 🛍 🖨 🖨 📢	urchase Orders	Accounts Payable		Human Resources	Budget	Collections	Tax	Motor Excise	Misc Billing	System		D Help	×
Goto				Maintain E	Bank C	odes							
Actions	Bank <mark>BOA</mark>	Name <mark>BANK O</mark>	F AMERICA 1	/	4BA#  063	1-0027-7		ABA Num ABA Den			]		
Add Bank Edit List	dress 1 dress 2 dress 3	PO BOX 830175						۲	irect Deposit ( ) Yes O N ash Book Ban	0	nprest Acco	unt	
Inactivate Bank	City	DALLAS	counts Pavable-A		Zip Cod	e (75283-000			)Yes  N 7-Collectio	• 0	Yes  N	10	

Figure 29 Inactivate a bank on the Bank Code table

### 8.2. User Profile Screen (Multiple Tabs per User)

Go to the **System** User Menu User Profile to set the Default Bank for users to something other than the old bank: (If there is no bank on the user, leave it blank so that it will "fall through" and use the system default).

8.2.1. User Profile Screen ▶ [3 PO/AP] Tab



Figure 30 Accounts Payable default bank for each user on the User Profile screen



#### 8.3. Module Control #2010 for AP Voucher Batches

				-0					
	Seq# Description				Answer	Edit Button	~		
	2010 Default	Bank	for	Voucher	Batches	3	<b>TE</b> A	ĥS	Т
- 1									

Figure 31 Accounts Payable Module Maintenance Module Control

[ADM-AUC-DOC-156]

### 9. INTERFACES/IMPORTS > Upload Vouchers [Enhanced]

ADMINS enhanced the process for uploading vouchers from a spreadsheet to provide the user with an error report when uploading data. Select Accounts Payable Interfaces/Imports Upload Vouchers – Spreadsheet to access the process steps menu.



Upload Vouchers - Spreadsheet					
Description Date Start End Succes					
Email Template to User					
Upload Spreadsheet/Create Vouchers 16-Nov-2018 09:10:50.47					

Figure 32 Upload Vouchers from a Spreadsheet steps menu

The process checks the **"Zipcode"**, **"Vendor #"**, **"Remit #"**, **"Invoice Date"**, **"Quantity"**, **"Price"**, **"Freight"** and **"Other"** fields. If the type of data being uploaded does not match the field type, the process will stop, issue a report of the error(s), and display a message that errors were found and no records were uploaded. The numbered items in Figure 32 are described below:

- 1. Field error "Zipcode must be numeric" the system found alpha characters in the zipcode field.
- 2. At the top of each page of the report will be the text: "Correct all errors in spreadsheet, export to .CSV file, and restart upload process".
- 3. Popup message notifying the user that errors were found and no records were uploaded.

ADMINS Unified C	ommunity	Release Notes – Version 18.4
Accounts Payable		December 2018
	inted 16-Nov-2018 at 09:10:53 by THERESA Page 1 Town of Admins ccher Load - Error Report	Upload Voucher Spreadsheet X
Row Vendor Name Ve	00000 00 456 ELM ST	Errors found in upload file No records were loaded
	inted 16-Nov-2018 at 09:10:53 by THERESA Page 2 Town of Admins acher Load - Error Report	ОК
Correct all errors in sprea	adsheet, export to .CSV file, and restart	upload process. 3
	endor Remit Address Line 1 100000 00 10 PINE ST	
	inted 16-Nov-2018 at 09:10:53 by THERESA Page 3 Town of Admins acher Load - Error Report	
Row Vendor Name Ve	port to .CSV file, and restart upload process. endor Remit Address Line 1 	

Figure 33 Voucher Load–Error report

Review the report, make the necessary changes, save the file as a .csv file, and try again.

[ADM-AUC-AP-926]

#### 10. **PREVIEW OF COMING ATTRACTIONS**

**ADMINS** conducts annual customer site visits. These visits provide the opportunity to solicit customer recommendations on new features. As a result, the ADMINS team is enthusiastically working on a "User Favorites" feature to be implemented in the coming months.

#### 10.1. Favorites Screen [New]

AUC has hundreds of processes and screens and thousands of reports. To provide ease of use for infrequent users and to allow regular users to customize working with AUC, a "Favorites" screen is in development. This screen may be set as the user's home screen that is displayed when accessing AUC.

			intenance [theresa]											-	đ	×
File	Edit	Ledgers	Purchase Orders	Accounts Payable	Fixed Assets	Human Resources	Budget	Collections	Tax	Motor Excise	Misc Billing	System	Favorites			
				🕊 🮬 🔍 📷												
	_			•												

Figure 34 Select Favorites > User Favorites to access the screen and make selections.

The screen will allow the selection of up to 45 items to be available on the **Favorites** screen. The available screens will be limited to those to which each user is allowed access. All menu, department, and account security will remain in effect. Users will make selections from menus.

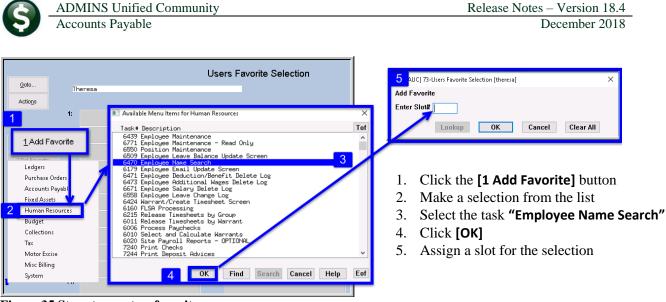


Figure 35 Steps to create a favorites screen

In the example shown a user has chosen the AP/PO Dashboard and also the PO Query screen.

			Users	Favorite Selection
Goto	3 Antl	hea Dimond		
Actions				
	1:	AP/PO Dashboard 4	16:	•
1	2:		17:	
1 Add Favorite	3:	View All Purchase Orders 5	18:	
2 Del Favorite	4:		19:	•
2	5:		20:	
	<b>R</b>	*******	~1:	

- 1. The **[1 Add Favorite]** button displays a menu of available tasks
- 2. The **[2 Del Favorite]** button allows the removal of a favorite from a slot
- 3. The user's name as entered in the user profile screen
- 4. A favorite task in slot #1
- 5. A second favorite task in slot #3

Figure 36 A user's selections

[ADM-AUC-SY-8067]

### **11. HELP REFERENCE LIBRARY**

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

#### 11.1. New or Updated Documentation

•	DISBURSEMENTS	AP–210 Implementing a New Bank Account AP–250 Void Processing	[Updated] [Updated]
٠	YEAR END PROCESSING	AP-710 1099 Processing	[Updated]
		AP–720 Year End Processing Slides	[Updated]
٠	INTERFACES	AP–980 Upload Vouchers–Spreadsheet	[Updated]
•	SYSTEM	AP-1110 System Administration Kit	[Updated]