



ACCOUNTS PAYABLE

RELEASE NOTES – DECEMBER 2018

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

CONTENTS

1. APPROVALS ► CHANGE TO ERROR MESSAGE [ENHANCED]	2
2. VENDORS	3
2.1. Vendor History ► [4 Vouchers].....	3
2.2. Lookup a Vendor Number [Enhanced].....	4
2.2.1. Lookups #1 through #8 Suppress Cancelled Vendors [Enhanced]	5
2.2.2. Lookup #9 Added for One-Time Vendors [New]	5
2.2.3. Activate a Cancelled Vendor [Instructions]	6
3. DISBURSEMENTS ► VOID AN ENTIRE WARRANT [ENHANCED]	7
3.1. Select Check(s) to Void	7
3.2. Enter the Bank Code (Required Field)	7
3.3. Enter Range (Required Field)	7
3.4. Voiding an Entire Warrant (Optional Field).....	7
3.5. Default Voided on Date (mmddyyyy) [Optional Field].....	8
3.6. Default Void Check Method [Optional Field]	8
4. REPORTS [NEW & ENHANCED]	8
4.1. Access Methods for Item History by Item Edit List [Enhanced]	8
4.1.1. Using Quick Task Selection to Run a Report [Instructions]	9
4.2. Vendors ► Items [New]	9
4.3. By Disbursement ► #2168 Warrant Listing.....	11
5. TABLES ► APPROVAL PATH TABLE ► LOOKUPS	13
6. YEAR END PROCESSING [NEW]	14
7. 1099 PROCESSING	16
7.1. Work File Summary Screen Vendor Lookup [Enhanced]	16
7.2. 1099 Work File Summary Screen	17
7.3. Quick 1099 Code Update on Vouchers	18
8. REPLACING A BANK/INACTIVATING A BANK CODE [INSTRUCTIONS]	18
8.1. Bank Codes Table	18
8.2. User Profile Screen (Multiple Tabs per User).....	18
8.2.1. User Profile Screen ► [3 PO/AP] Tab	18
8.3. Module Control #2010 for AP Voucher Batches	19
9. INTERFACES/IMPORTS ► UPLOAD VOUCHERS [ENHANCED]	19
10. PREVIEW OF COMING ATTRACTIONS	20
10.1. Favorites Screen [New]	20
11. HELP REFERENCE LIBRARY	21
11.1. New or Updated Documentation.....	21



1. APPROVALS ► CHANGE TO ERROR MESSAGE [ENHANCED]

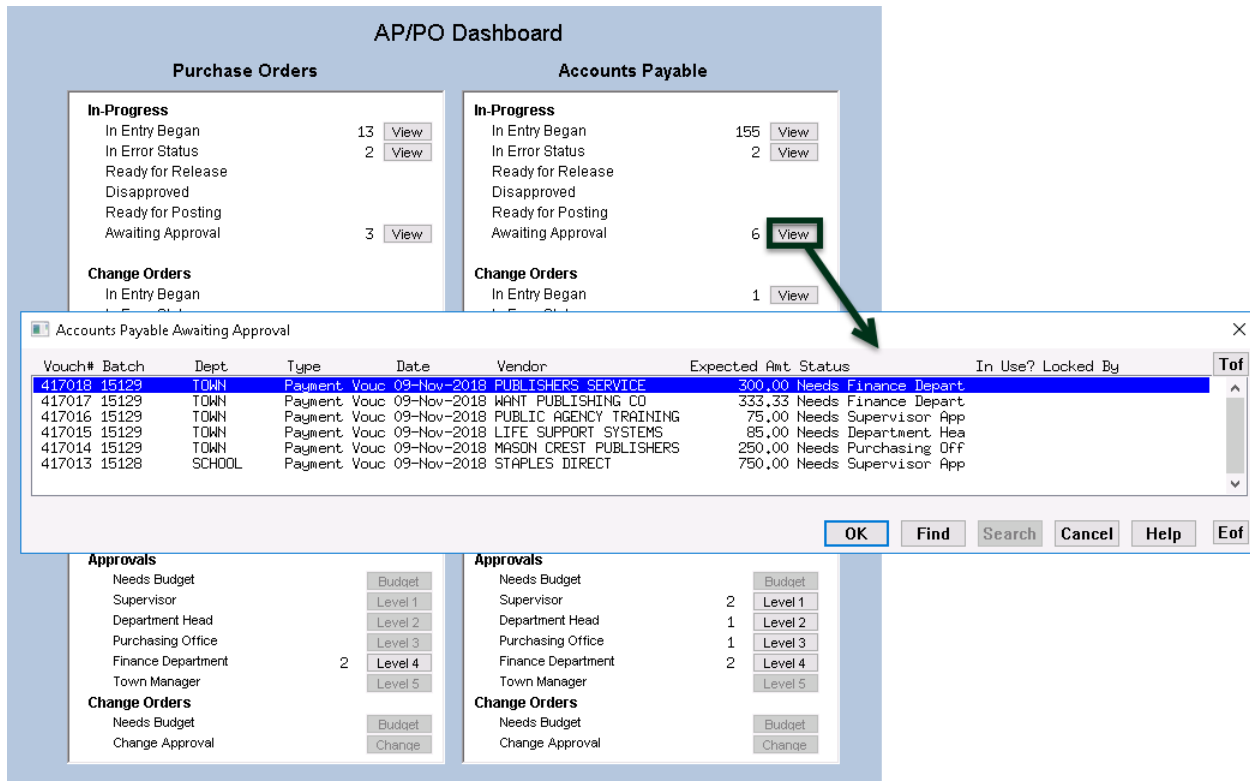


Figure 1 [Level] buttons were clickable and showed the number of records waiting to be approved

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 Dashboard

Purchase Orders

In-Progress

In Entry Began	13	View
In Error Status	2	View
Ready for Release		
Disapproved		
Ready for Posting		
Awaiting Approval	3	View

Change Orders

In Entry Began		
In Error Status		

Accounts Payable

In-Progress

In Entry Began	155	View
In Error Status	2	View
Ready for Release		
Disapproved		
Ready for Posting		
Awaiting Approval	6	View

Change Orders

In Entry Began	1	View
In Error Status		

Accounts Payable Awaiting Approval

Vouch#	Batch	Dept	Type	Date	Vendor	Expected Amt	Status	In Use?	Locked By	Tof
417018	15128	TOWN	Payment Vouch	09-Nov-2018	PUBLISHERS SERVICE	300.00	Needs Finance Depart			
417017	15129	TOWN	Payment Vouch	09-Nov-2018	WANT PUBLISHING CO	333.33	Needs Finance Depart			
417016	15129	TOWN	Payment Vouch	09-Nov-2018	PUBLIC AGENCY TRAINING	75.00	Needs Supervisor App			
417015	15129	TOWN	Payment Vouch	09-Nov-2018	LIFE SUPPORT SYSTEMS	85.00	Needs Department Hea			
417014	15129	TOWN	Payment Vouch	09-Nov-2018	MASON CREST PUBLISHERS	250.00	Needs Purchasing Off			
417013	15128	SCHOOL	Payment Vouch	09-Nov-2018	STAPLES DIRECT	750.00	Needs Supervisor App			

Approvals

Needs Budget	Budget
Supervisor	Level 1
Department Head	Level 2
Purchasing Office	Level 3
Finance Department	Level 4
Town Manager	Level 5

Change Orders

Needs Budget	Budget
Change Approval	Change

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 ▶ [4 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 Vouch#	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... [000046] Local Vendor Yes No
 Actions POSTMASTER 1099 Code [] Entered 12-Nov-2018 THERESA
 Class UNCL Unclassified Changed

Beginning Date [] 1 Clear the Dates
 Ending Date [] Invoice Selection [] 2 Clear Invoice Select

3 Purchase Orders 4 Vouchers 5 Disbursements

Sel	Batch	Voucher#	Voucher Date	Department	Invoice#	Invoice Date	Amount	Remaining Bal	Status	Check Type
<input type="checkbox"/>	15130	470733	12-Nov-2018	UNCLASSIFIE	STAMPS	12-Nov-2018	156.00	156.00	Entry Began	Printed
<input type="checkbox"/>	15130	470734	12-Nov-2018	UNCLASSIFIE	STAMPS	30-Oct-2018			Entry Began	Printed
<input type="checkbox"/>	15121	470735	12-Nov-2018	UNCLASSIFIE	STAMPS	24-Oct-2018	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.

Vendor History - Vouchers Payable

Goto... [000046] Local Vendor Yes No
 Actions POSTMASTER 1099 Code [] Entered 12-Nov-2018 THERESA
 Class UNCL Unclassified Changed

Beginning Date [] 1 Clear the Dates
 Ending Date [] Invoice Selection STAMPS 2 Clear Invoice Select

3 Purchase Orders 4 Vouchers 5 Disbursements

Sel	Batch	Voucher#	Voucher Date	Department	Invoice#	Invoice Date	Amount	Remaining Bal	Status	Check Type
<input type="checkbox"/>	15130	4	12-Nov-2018	UNCLASSIFIE	STAMPS	24-Oct-2018	78.00	78.00	Entry Began	Printed
<input type="checkbox"/>	15130	4	12-Nov-2018	UNCLASSIFIE	STAMPS	24-Oct-2018	78.00	78.00	Entry Began	Printed
<input type="checkbox"/>	15121	4			STAMPS					Printed

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

Vendor History - Vouchers Payable

Goto... [000046] Local Vendor Yes No
 Actions POSTMASTER 1099 Code [] Entered 01-Mar-1995
 Class UNCL Unclassified Changed 06-Aug-2007 CONVERT

Beginning Date [] 1 Clear the Dates
 Ending Date [] Invoice Selection STAMPS 2 Clear Invoice Select

3 Purchase Orders 4 Vouchers 5 Disbursements

Sel	Batch	Voucher#	Voucher Date	Department	Invoice#	Invoice Date	Amount	Remaining Bal	Status	Check Type
<input type="checkbox"/>	15130	417035	12-Nov-2018	SCHOOL	STAMPS	12-Nov-2018	156.00	156.00	Entry Began	Printed
<input type="checkbox"/>	15130	417036	12-Nov-2018	SCHOOL	STAMPS	30-Oct-2018			Entry Began	Printed
<input type="checkbox"/>	15121	416915	24-Oct-2018	FIRE	STAMPS	24-Oct-2018	78.00	78.00	Entry Began	No Check P
<input type="checkbox"/>	14926	412851	05-Oct-2017	FINANCE	STAMPS	05-Oct-2017	196.00		Closed	Printed
<input type="checkbox"/>		31-Jul-2017				03-Aug-2017			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



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.

The lists for lookups one through eight exclude vendors with a status of "Cancelled"; both "Active" and "Inactive" Vendors are included

Name	Vendor#	Remit	1Address	City	St	Zip	Class	Status	Tot
WEST ACADEMIC	022779	01	444 CEDAR STREET, SUITE 700	SAINT PAUL	MN	55101	UNCL	Active	
WEST ACADEMIC	022779	02	P.O. BOX 83379	CHICAGO	IL	60691	UNCL	Active	
WEST BAY COLLABORATIVE	019425	01	144 BIGNALL ST.	WARWICK	RI	02888	UNCL	Active	
WEST BAY RECOVERY, INC	021972	01	FILE #09-7879	CRANSTON	RI	02910	UNCL	Active	
WEST GROUP	004980	01	P.O. BOX 64833	SAINT PAUL	MN	55164	UNCL	Active	
WEST GROUP PAYMENT CTR	010466	01	PO BOX 6292	CAROL STREAM	IL	60197	UNCL	Inactive	
WEST INFORMATION PUBL	004948	01	P.O. BOX 6187	CAROL STREAM	IL	60197	UNCL	Active	
WEST MUSIC	006916	01	1212 5TH STREET	CORALVILLE	IA	52241	UNCL	Active	
WEST NEWTON HEARING CENTER	011221	01	1298 WASHINGTON STREET	WEST NEWTON	MA	02465	UNCL	Active	
WEST PAYMENT CENTER	000117	02	P.O. BOX 6292	CAROL STREAM	IL	60197	UNCL	Active	
WEST PUBLISHING COMPANY	000117	01	620 OPPERMAN DR.	SAINT PAUL	MN	55164	UNCL	Active	
WEST SUBURBAN IMAGING CENTER	003169	01	366 WASHINGTON ST	WELLESLEY	MA	02181	UNCL	Active	
WEST VIRGINIA UNIVERSITY	007005	01	P O BOX 6064	MORGANTOWN	WV	26506	UNCL	Active	
WEST WARWICK HOLDING INC	024647	01	970 MAIN ST	WEST WARWICK	RI	02893	UNCL	Active	
WESTBORO MOTORS	005366	01	271 TURNPIKE RD	WESTBOROUGH	MA	01581	UNCL	Active	
WESTBOROUGH POLICE DEPT.	012695	01	P.O. BOX 1123	WESTBOROUGH	MA	01581	UNCL	Active	
WESTBOROUGH SCHOOL DEPT.	003741	01	45 WEST MAIN STREET	WESTBOROUGH	MA	01581	UNCL	Active	
WESTERN DATALYNX INC.	017310	01	2055 PROSPERITY LANE	PLACERVILLE	CA	95667	UNCL	Active	
WESTERN ENVIRONMENTAL SERV.,INC	004368	01	P.O. BOX 9035	SCOTTSDALE	AZ	85252	UNCL	Active	

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.

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



Name	Vendor #	Remit 1	Address	City	St	Zip	Class	Status	Tof
RUSSEL D	023424		DDN STREET	BELLINGHAM	MA	02019	REF	Cancelled	
VINCENT C	025540		N COURT	BELLINGHAM	MA	02019	REF	Cancelled	
OHN M	020402		AVENUE	BELLINGHAM	MA	02019	REF	Cancelled	
AUL J	020094		NA RD	BELLINGHAM	MA	02019	REF	Cancelled	
IULA	023673		R ST	BELLINGHAM	MA	02019	UNCL	Cancelled	
NANCY M	016802		PLE ST	Bellingham	MA	02019		Cancelled	
DIANE T	017919		ASANT ST	Bellingham	MA	02019		Cancelled	
DIANE T	017979		ASANT ST	Bellingham	MA	02019		Cancelled	
DIANE T	020727		ASANT ST	BELLINGHAM	MA	02019	REF	Cancelled	
PHILIP M	017923		ASANT ST	Bellingham	MA	02019		Cancelled	
PHILIP M	020728		ASANT ST	BELLINGHAM	MA	02019	REF	Cancelled	
IRENE	025015		PER BLVD	BELLINGHAM	MA	02019	REF	Cancelled	
RUSSELL L JR	019717		AWK ST	BELLINGHAM	MA	02019	REF	Cancelled	
RUSSELL L SR	021624		AWK ST	BELLINGHAM	MA	02019	REF	Cancelled	
RUSSELL L SR	022667		AWK ST	BELLINGHAM	MA	02019	REF	Cancelled	
RUSSELL L SR	023396		AWK ST	BELLINGHAM	MA	02019	REF	Cancelled	
RUSSELL L SR	024506		AWK ST	BELLINGHAM	MA	02019	REF	Cancelled	
RYAN R	024448		AWK ST	BELLINGHAM	MA	02019	REF	Cancelled	
ALTY TRUST	025716		CHE RD	BELLINGHAM	MA	02019	REF	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.

The image shows two screenshots from the ADMINS software. The top screenshot is the 'Voucher Entry' screen, showing a 'Check Error' dialog box with the message 'E2005-Vendor Inactive'. The bottom screenshot is the 'Enter Vendors' screen for vendor 023424 (ANDREWS, RUSSEL D). A callout bubble points to the 'Activate Cancelled Vendor' option in the 'Actions' menu.

The image shows the 'Enter Vendors' screen for vendor 026718 (BRIDGES, LAURE). The 'Class' is set to 'REF Refund Vendor' and 'Time Vendor?' is set to 'No'.

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.



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

Description	Date	Start	End	Success
Restart Void Check Process				
Select Checks for Void Processing	13:41:55,20	13:42:18,42		
Edit Void Check File	13:42:17,35	13:42:17,35		
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 BANK

Required: Enter Range First Check#: Last Check#:

Optional: Void Only in Warrant#

Optional: Default Voided On Date (mmddyyyy)

Optional: Default Void Check Method Manual Replace Cancel Vouchers Reopen Vouchers Tailing-Manual Replace

Run as Preview Print PDF

If Printing use Duplex Yes No

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 [AP-250 Voiding Checks](#) 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.

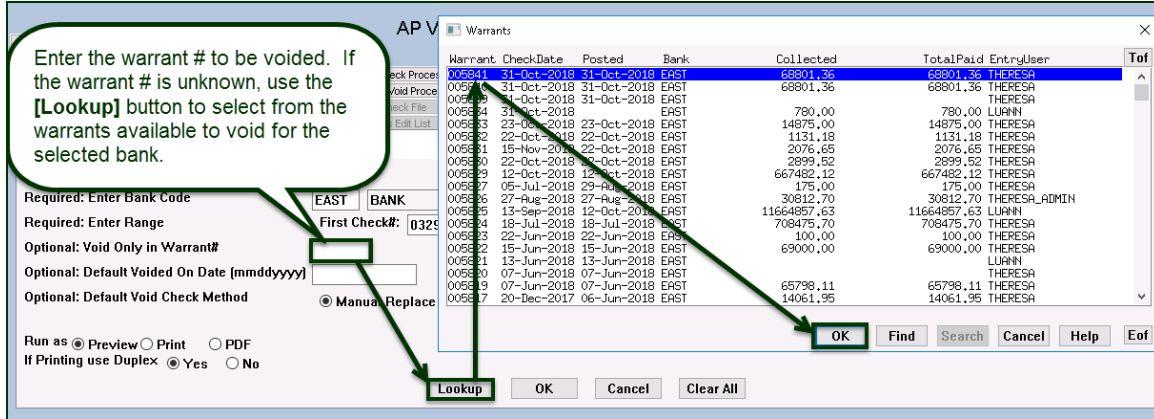


Figure 11 Entering the warrant number directly or using the lookup to select it

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.

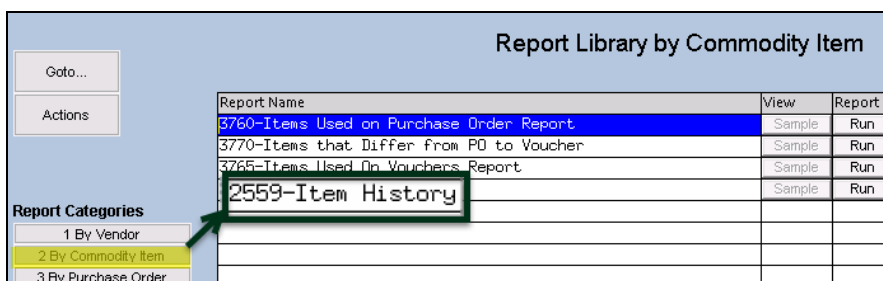
Once all of the parameters are entered, click the **[OK]** button to run the selection process. The system will display a notice when the selection process has been completed: Complete instructions are available in **AP-250 Voiding Checks** in the **Accounts Payable Help Reference Library**.

[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]



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]

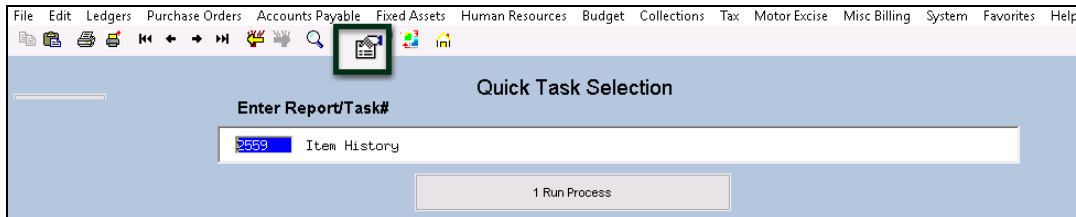


Figure 13 Running the Item History report from the Quick Task Selection screen

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.

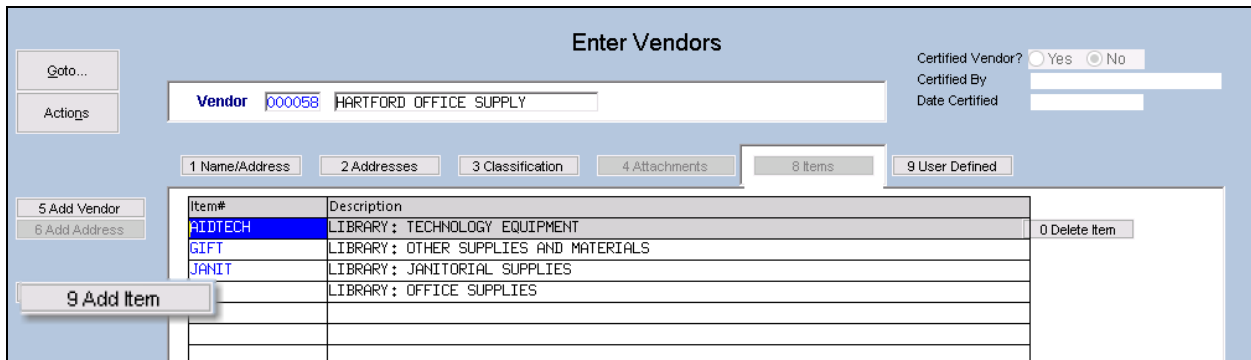


Figure 14 Assigning a commodity item to a vendor



Report Library by Vendor

Goto...
Actions

Report Name	View	Report
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
2565-Vendors - by Classification	Sample	Run
3808-Vendors - by 1099 Codes	Sample	Run
3807-Vendors - by Minority Codes	Sample	Run
3809-Vendors - on State Bid List	Sample	Run
2094-Vendors - Duplicate Federal Tax ID Numbers	Sample	Run
2615-Vendors with Duplicate Name Listing	Sample	Run
2690-Highest Paid Vendors	Sample	Run
2621-Vendors - REAP Reporting	Sample	Run
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

Report Categories

- 1 By Vendor
- 2 By Commodity Item
- 3 By Purchase Order
- 4 By Voucher
- 5 By Disbursement
- 6 By Bids
- 7 By Contracts
- 8 Audit Reports

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

Task 2618: Vendor Assigned Commodity Items

Vendor assigned Commodity Items

Optional: Enter up to 9 Vendor #'s 0 values:

Optional: Enter up to 9 Item Codes 0 values:

Optional: Vendor Class

Optional: Enter Item Class

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Four optional filters may be applied to the report:

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

Vendor_Items_2618_THERESA[1].pdf - Adobe Reader

Printed 12-Nov-2018 at 14:10:58 by THERESA

Town of Admins
Vendor Assigned Commodity Items

Vendor Name	Vendor Class	Item	Description	Item Class
000053 COLUMBIA GAS	UNCL-Unclassified	GAS	LIBRARY: GAS AND HEATING	LIB-LIBRARY DEPT
000058 HARTFORD OFFICE SUPPLY	UNCL-Unclassified	AIDTECH	LIBRARY: TECHNOLOGY EQUIPMENT	LIB-LIBRARY DEPT
		GIFT	LIBRARY: OTHER SUPPLIES AND MATERIALS	LIB-LIBRARY DEPT
		JANIT	LIBRARY: JANITORIAL SUPPLIES	LIB-LIBRARY DEPT
		OS	LIBRARY: OFFICE SUPPLIES	LIB-LIBRARY DEPT
000070 BELLINGHAM LUMBER	UNCL-Unclassified	AIDSUPPL	LIBRARY: SUPPLIES AND MATERIALS	LIB-LIBRARY DEPT

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

Vendor_Items_2618_THERESA[1].xml - Microsoft Excel

Vendor	Name	Vendor-Class	Item	Description	Description-2	Description-3	Item-Class
000053	COLUMBIA GAS	UNCL-Unclassified	GAS	LIBRARY: GAS AND HEATING			LIB-LIBRARY DEPT
000058	HARTFORD OFFICE SUPPLY	UNCL-Unclassified	AIDTECH	LIBRARY: TECHNOLOGY EQUIPMENT			LIB-LIBRARY DEPT
			GIFT	LIBRARY: OTHER SUPPLIES AND MATERIALS			LIB-LIBRARY DEPT
			JANIT	LIBRARY: JANITORIAL SUPPLIES			LIB-LIBRARY DEPT
			OS	LIBRARY: OFFICE SUPPLIES			LIB-LIBRARY DEPT
000070	BELLINGHAM LUMBER	UNCL-Unclassified	AIDSUPPL	LIBRARY: SUPPLIES AND MATERIALS			LIB-LIBRARY DEPT
000084	BRODART INC	UNCL-Unclassified	OS	LIBRARY: OFFICE SUPPLIES			LIB-LIBRARY 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.

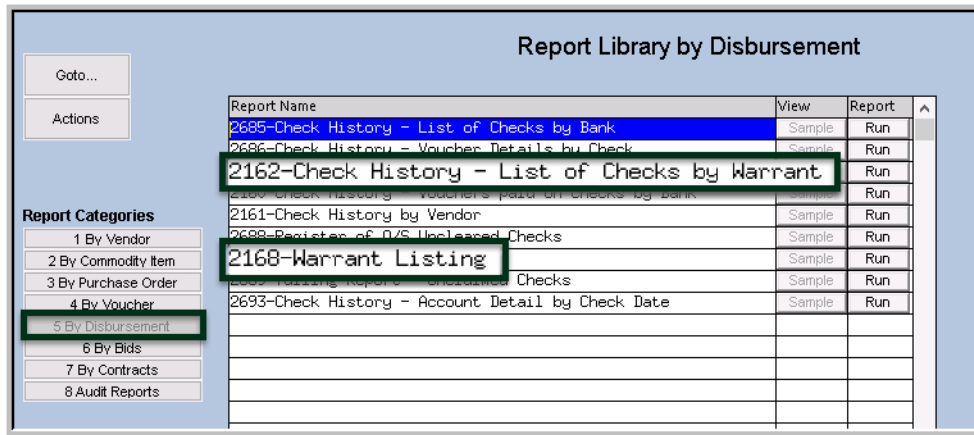


Figure 17 The two reports are found in the Accounts Payable ▶ Reports ▶ [5 By Disbursement]

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).

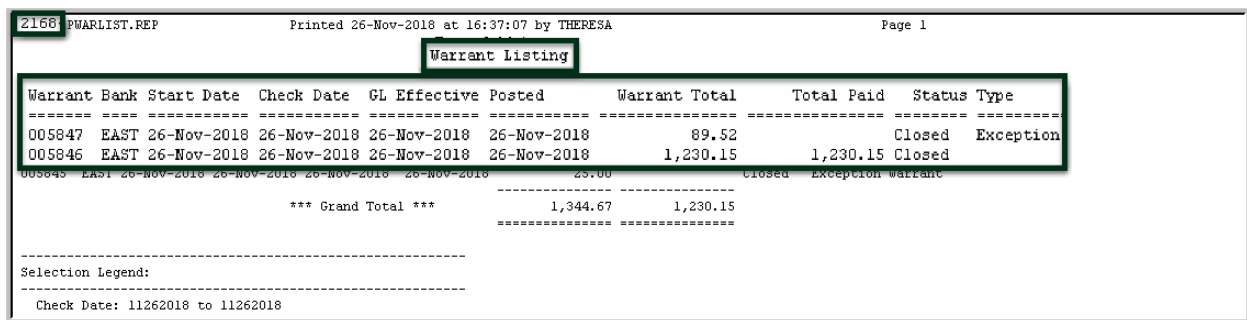


Figure 18 The 2168 Warrant List report shows two warrants with a Warrant Total and the Total Paid.



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:						1	89.52			
Printed										
Manual						1	89.52			
Wire										
ACH										
No Check										
Void										
Other										
Total This Warrant: #Cks:						1	89.52			

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

2162-APCHRHSWAR.REP Printed 26-Nov-2018 at 16:50:00 by THERESA Town of Admins Check History - List of Checks by Warrant										
Warrant#	Bank	Check#	Check_Date	Type	Vendor	Amount	Status	Cleared	Canceled	
005846	EAST	0329386	26-Nov-2018	Void	BOSTON MUTUAL LIFE INS. CO.-G	89.52	Voided			26-Nov-2018
	EAST	0329387	26-Nov-2018	Printed	BOSTON MUTUAL LIFE INS. CO.-G	25.30	Issued			
005846	EAST	0329388	26-Nov-2018	Printed	BOSTON MUTUAL LIFE INS. CO.-G	22.00	Issued			
005846	EAST	0329389	26-Nov-2018	Printed	BOSTON MUTUAL LIFE INS. CO.-G	10.00	Issued			
005846	EAST	0329390	26-Nov-2018	Printed	BOSTON MUTUAL LIFE INS. CO.-G	10.00	Issued			
005846	EAST	0329391	26-Nov-2018	Printed	BOSTON MUTUAL LIFE INS. CO.-G	10.00	Issued			
005846	EAST	0329392	26-Nov-2018	Printed	BOSTON MUTUAL LIFE INS. CO.-G	10.00	Issued			
005846	EAST	0329393	26-Nov-2018	Printed	BOSTON MUTUAL LIFE INS. CO.-G	10.00	Issued			
005846	EAST	0329394	26-Nov-2018	Printed	LIFE SUPPORT SYSTEMS	85.00	Issued			
005846	EAST	0329395	26-Nov-2018	Printed	MASON CREST PUBLISHERS	250.00	Issued			
005846	EAST	0329396	26-Nov-2018	Printed	PUBLIC AGENCY TRAINING COUNCIL	75.00	Issued			
005846	EAST	0329397	26-Nov-2018	Printed	PUBLISHERS SERVICE	300.00	Issued			
005846	EAST	0329398	26-Nov-2018	Printed	WANT PUBLISHING CO	333.33	Issued			
Total This Bank:						Printed	12	1,140.63		
						Manual				
						Wire				
						ACH				
						No Check				
						Void	1	89.52		
						Other				
Total This Warrant						#Cks:	13	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.

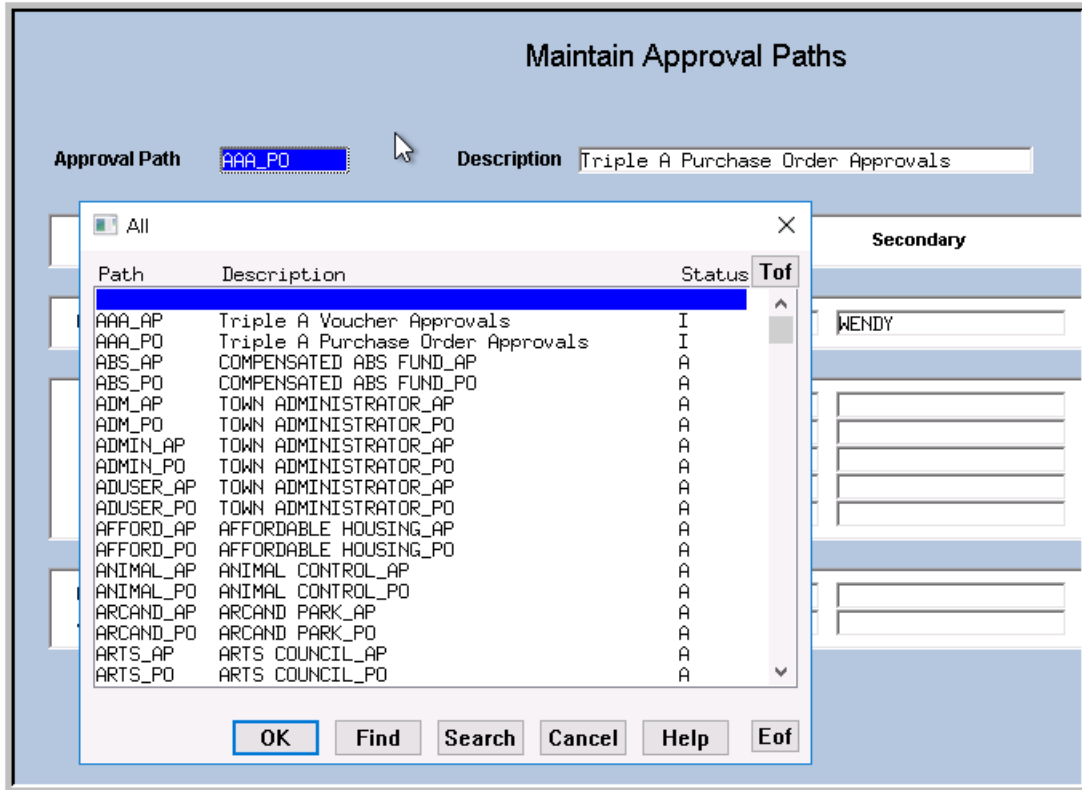


Figure 21 Before – only the “All” lookup was available, and included inactive and active paths

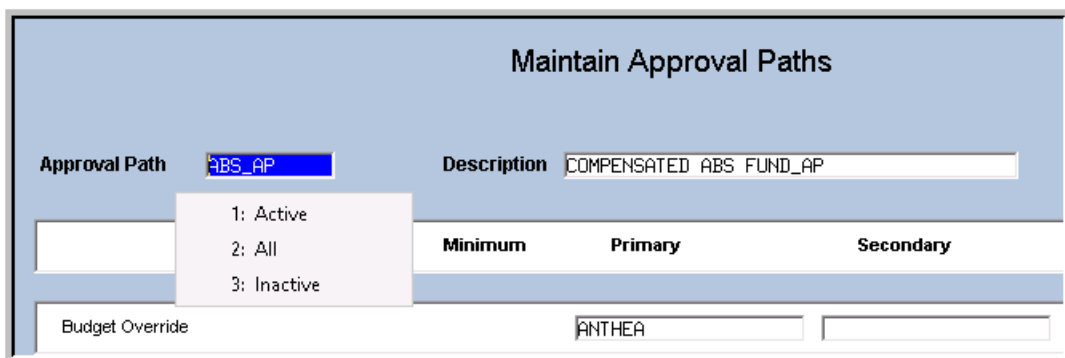


Figure 22 After – Filtering allows selection of only “Active” paths, “All” paths or only “Inactive” paths

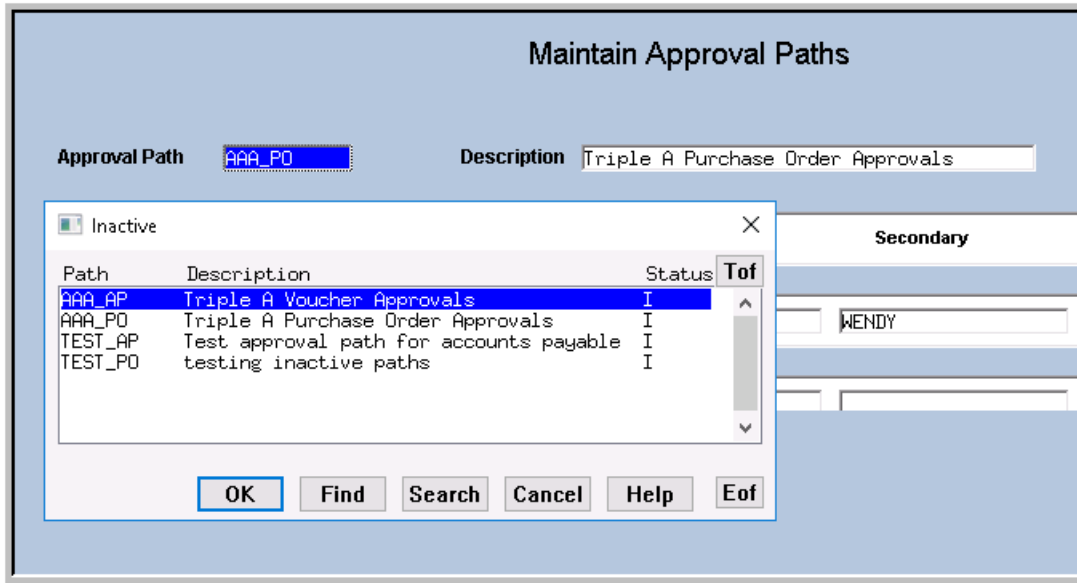
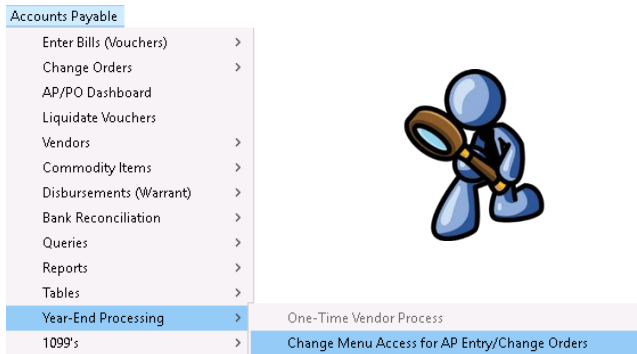


Figure 23 Selecting only Inactive paths

[ADM-AUC-PO-495]

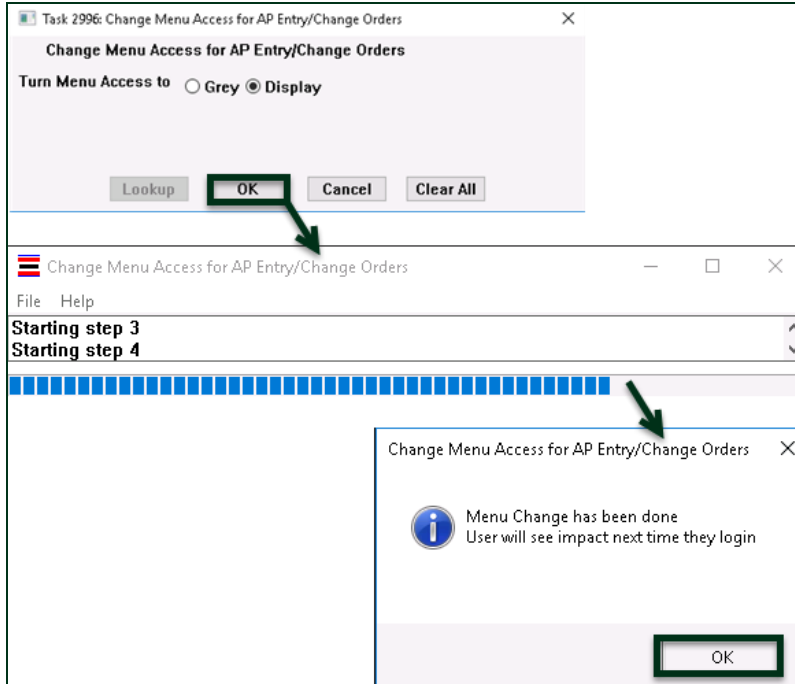
6. YEAR END PROCESSING [NEW]



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.

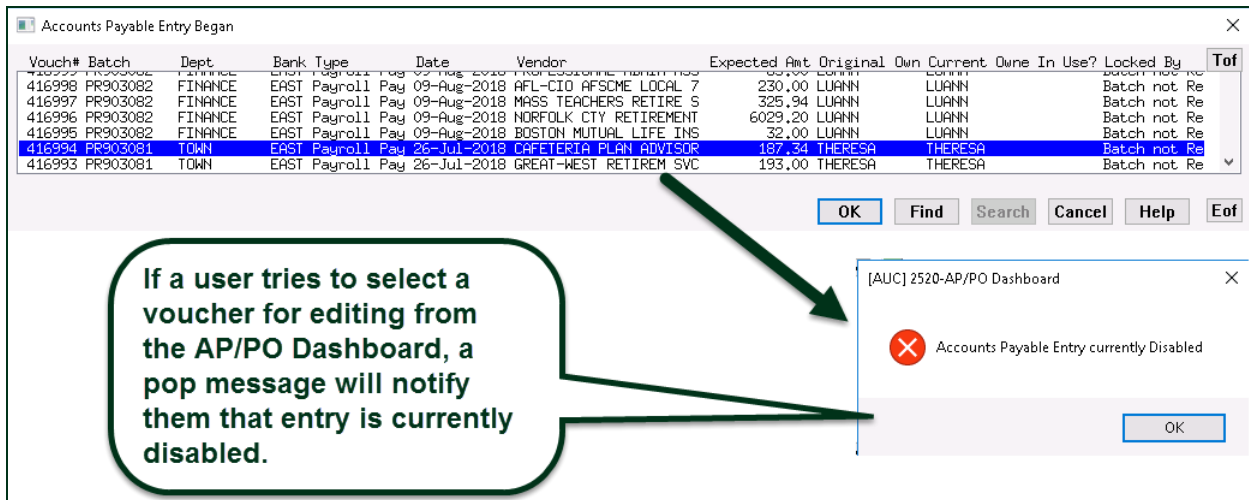
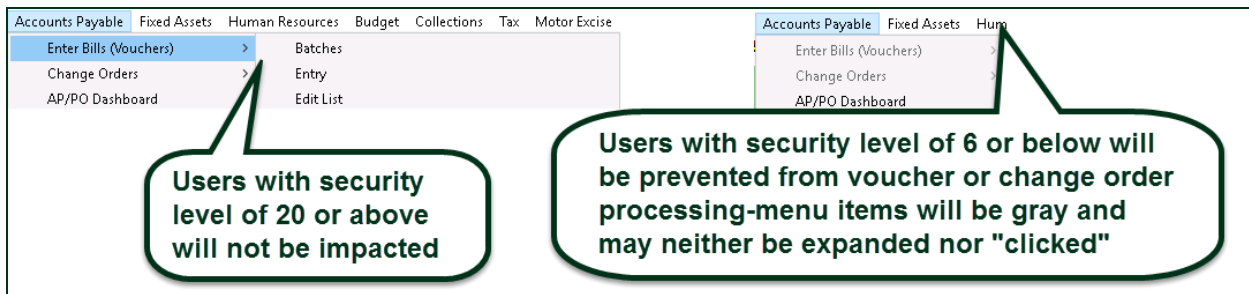
This will not stop users from approving in-progress vouchers on the dashboard—it will just prevent users from creating new vouchers.



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



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.

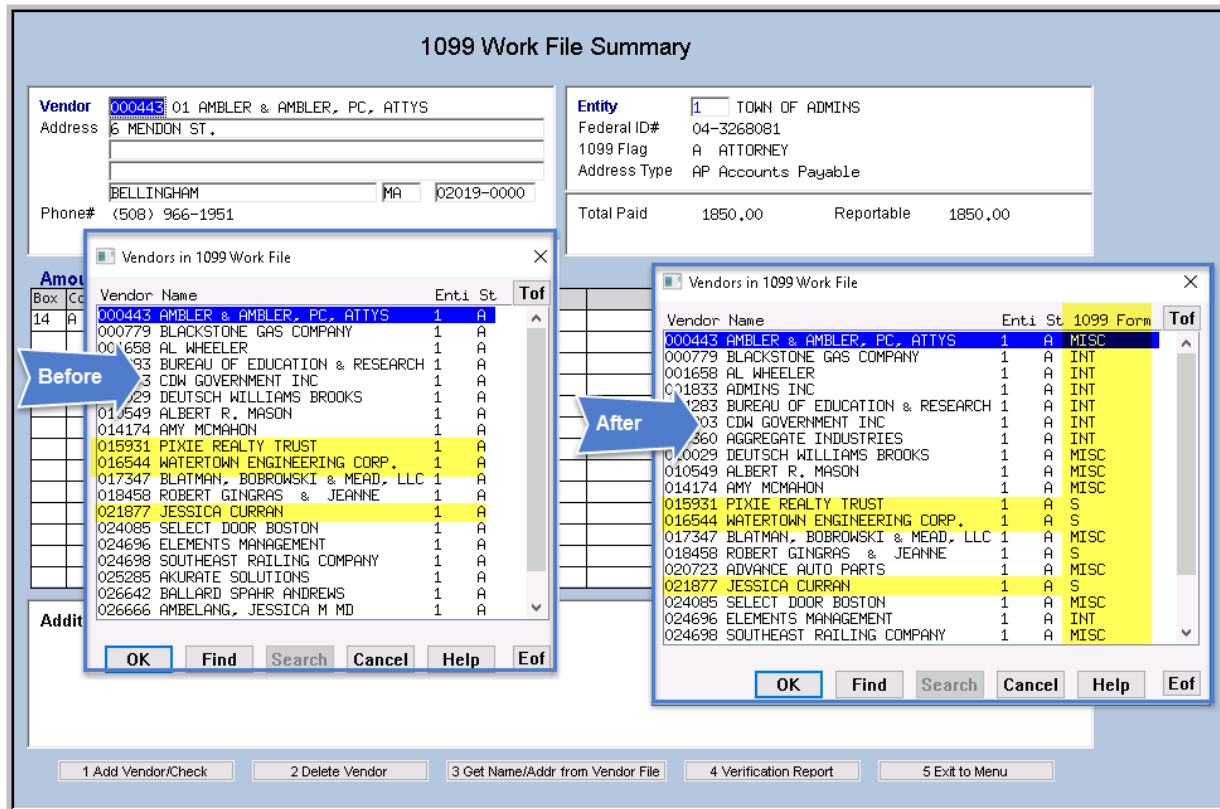


Figure 25 Vendor lookup enhanced with a column for forms

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**.



1099 Work File Summary

Vendor: 015231 01 PIXIE REALTY TRUST / ROLAND R CARRIER-T
Address: 1211 PULASKI BLVD., BELLINGHAM MA 02019-0000
Phone#: (508) 561-6883

Entity: 1 TOWN OF ADMINS
Federal ID#: 27-6274065
1099 Flag: S PROCEEDS FROM REAL ESTATE TRAN
Address Type: AP Accounts Payable

Total Paid: 2500,00 Reportable: 2500,00

Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
2	S	PROCEEDS FROM REAL ESTATE TRAN	S	2500,00	2500,00	Detail

Additional Information for Form: S

Box 1: Date of Closing: [] Box 5: Transferor is a Foreign Person Yes No

Box 3: Address or Legal Description of Property (incl city, state and ZIP code): []

Box 4: Property or Services Received? Yes No

Box 6: Buyers Part of Real Estate Tax: \$ []

Buttons: 1 Add Vendor/Check, 2 Delete Vendor, 3 Get Name/Addr from Vendor File, 4 Verification Report, 5 Exit to Menu

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 1

Box 1: Date of Closing: 15-Jan-2018 Box 5: Transferor is a Foreign Person Yes No

Box 3: Address or Legal Description of Property (incl city, state and ZIP code): []

Box 4: Property or Services Received? Yes No

Box 6: Buyers Part of Real Estate Tax: \$ []

Buttons: 1 Add Vendor/Check, 2 Delete Vendor, 3 Get Name/Addr from Vendor File, 4 Verification Report

Check Error 3

E2603-Closing Date must be within the tax year

OK

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

1099 Work File Summary

Vendor: 016434 01 AL MARSHALL
Address: 116 BUMBLE BEE CIRCLE, SHRENSBURY MA 01545-0000
Phone#: (508) 845-3022

Entity: 1 TOWN OF ADMINS
Federal ID#: 014-64-1507
1099 Flag: S
Address Type: AP Accounts Payable

Total Paid: 3500,00 Reportable: 3500,00

Box	Code	Description	Form	Check Amount	Amount Reportable	Edit
2	S	PROCEEDS FROM REAL ESTATE TRAN	S	3500,00	3500,00	Detail

Additional Information for Form: S

Box 1: Date of Closing: [] or is a Foreign Person Yes No

Box 4: Property or Services Received? Yes No

Box 6: Buyers Part of Real Estate Tax: \$ []

Buttons: 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

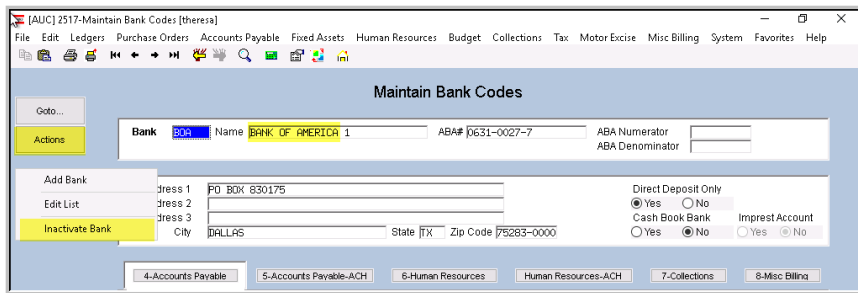


Figure 29 Inactivate a bank on the Bank Code table

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

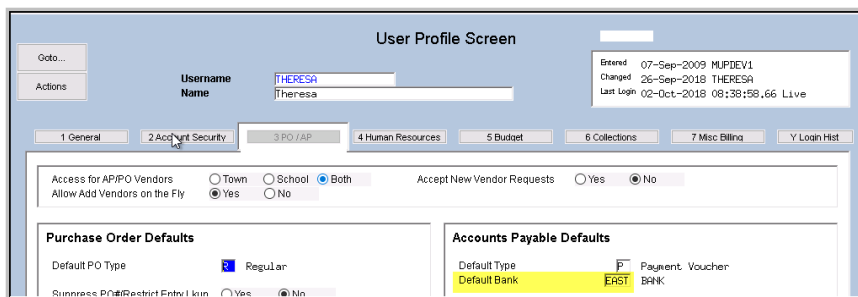


Figure 30 Accounts Payable default bank for each user on the User Profile screen



8.3. Module Control #2010 for AP Voucher Batches

Seq#	Description	Answer	Edit Button
2010	Default Bank for Voucher Batches		EAST

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	Success
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.

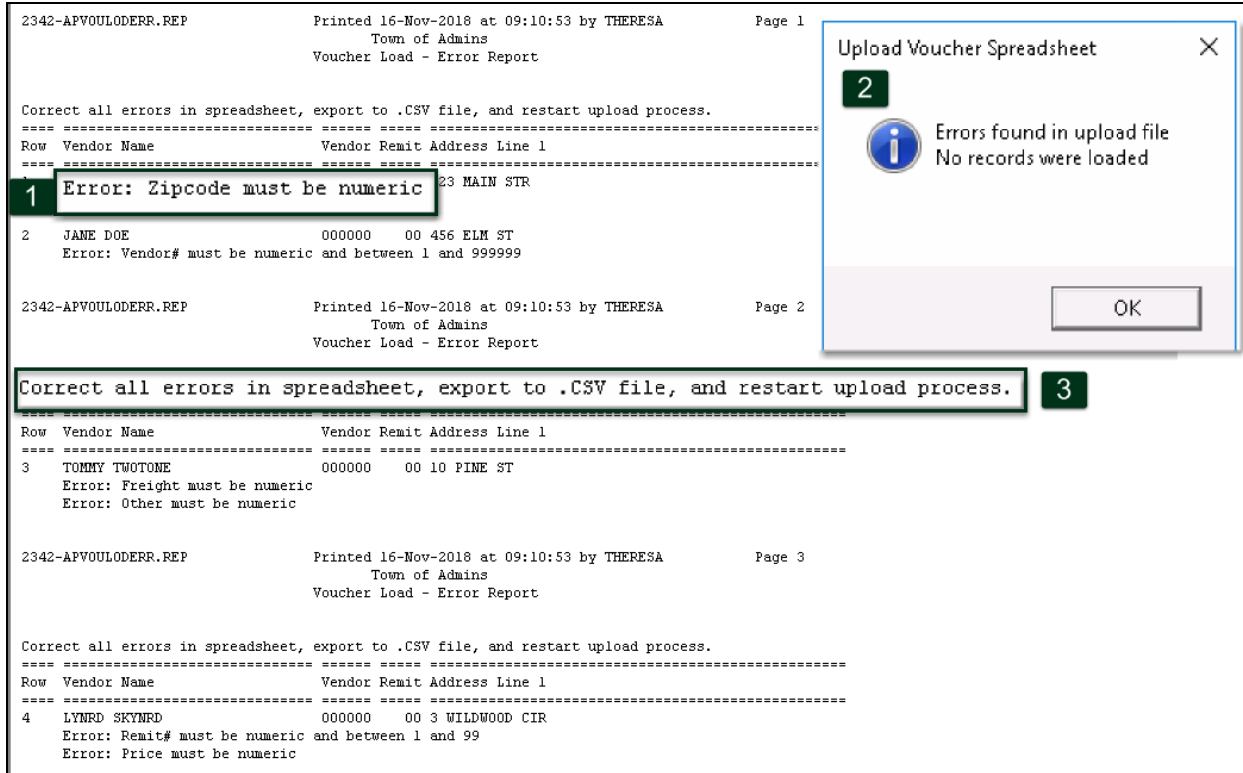


Figure 33 Voucher Load–Error report

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.

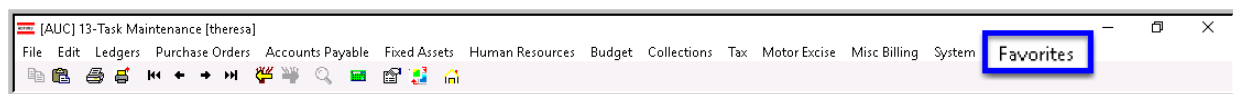


Figure 34 Select Favorites ► User Favorites to access the screen and make selections.

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.

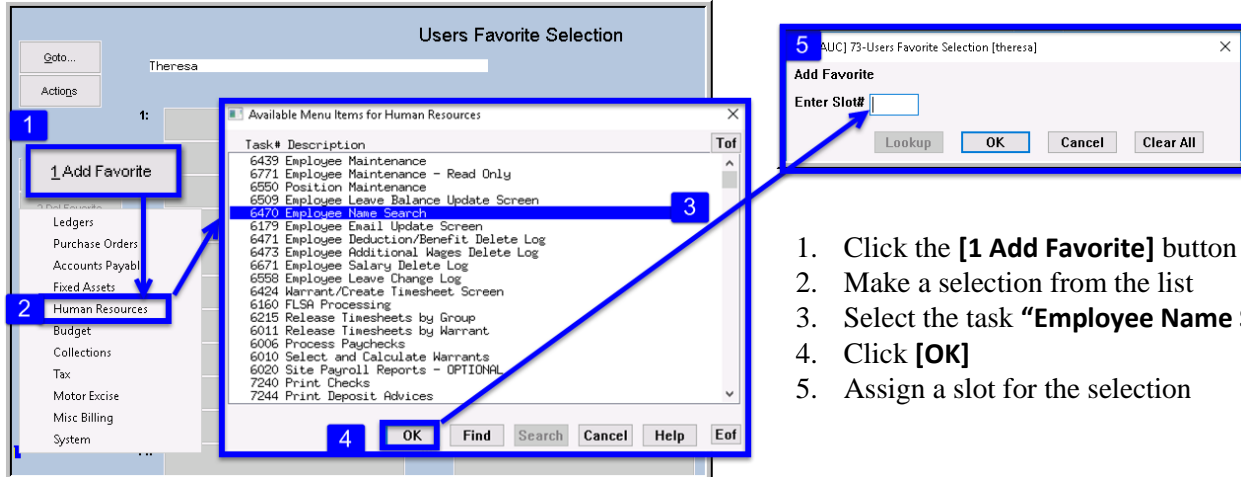


Figure 35 Steps to create a favorites screen

1. Click the [1 Add Favorite] button
2. Make a selection from the list
3. Select the task “Employee Name Search”
4. Click [OK]
5. Assign a slot for the selection

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

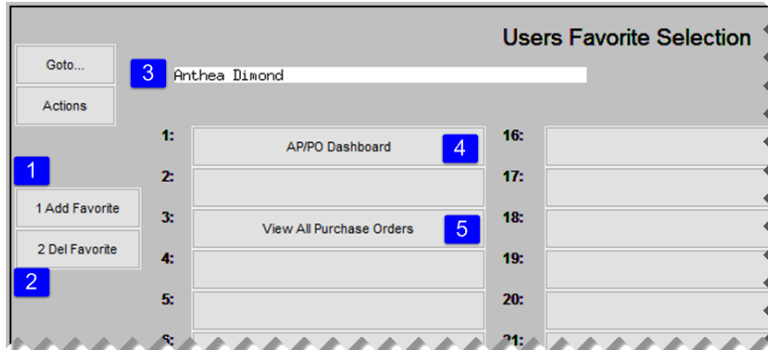


Figure 36 A user’s selections

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

[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 | [Updated] |
| | AP–250 Void Processing | [Updated] |
| • YEAR END PROCESSING | AP–710 1099 Processing | [Updated] |
| | AP–720 Year End Processing Slides | [Updated] |
| • INTERFACES | AP–980 Upload Vouchers–Spreadsheet | [Updated] |
| • SYSTEM | AP–1110 System Administration Kit | [Updated] |