



ACCOUNTS PAYABLE

RELEASE NOTES – DECEMBER 2019

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

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1 ENTER BILLS (VOUCHERS) [Enhancements]

ADMINS added a run as Excel® option to the Check Register, included error checking on the Voucher Selection Error Report, fixed an error with retainage, and added columns to the Voucher Entry Edit List.

1.1 Check Register – Run as Excel® [Enhancement]

ADMINS enhanced the check register to run in Excel® format. This will allow sorting, filtering, and computation using standard Excel® features.

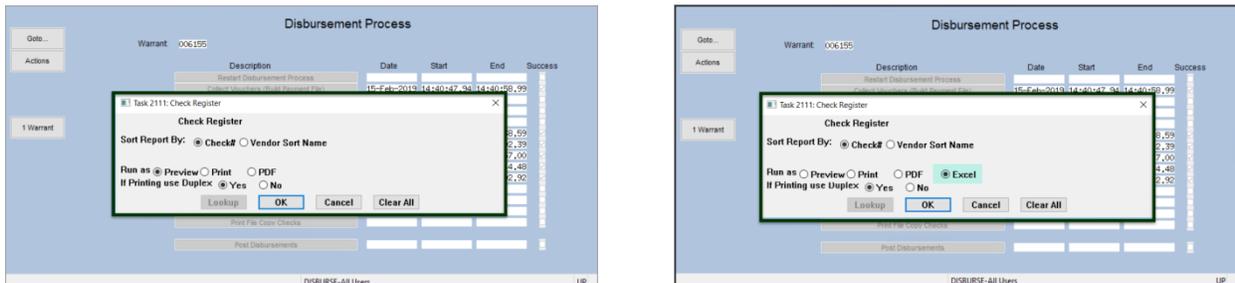
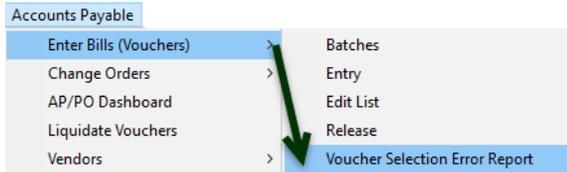


Figure 1 Before & After – Check Register now available in Excel®

Check#	Check-Type	Sep-Ck?	Vendor#	Name	Check-Date	Check-Amount	Message
98	0341673	Printed	027483	AMAZON CAPITAL SERVICES	2/15/2019	36.87	
99	0341674	Printed	014174	AMY MCMAHON	2/15/2019	510.00	
100	0341675	Printed	027474	ANNE BENINGHOF	2/15/2019	6,000.00	
101	0341676	Printed	000412	BRIAN'S COUNTRY GREENERY	2/15/2019	100.00	
102	0341677	Printed	001278	CENTRAL PAPER CO	2/15/2019	927.65	
103	0341678	Printed	020734	DITUCCI, GLORIA M	2/15/2019	100.98	
104	0341679	Printed	026858	EI US, LLC.	2/15/2019	72.00	
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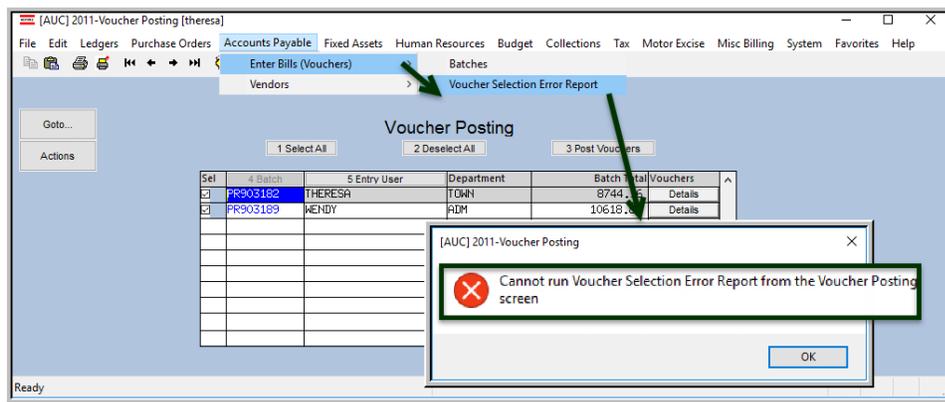


1.2 Voucher Selection Error Report [Enhancement]

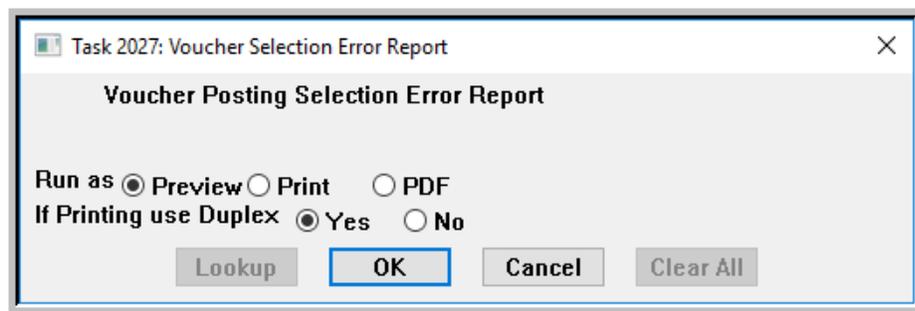


When processing accounts payable vouchers, a report is available to show vouchers with errors that will prevent the batches from being posted. Run the report by selecting **Accounts Payable** ▶ **Enter Bills (Vouchers)** ▶ **Voucher Selection Error Report**.

Prior to the software update, this report was getting “stuck” if it was run from the **Voucher Posting** screen. Now the system will issue a notification if the report is selected from the Voucher Posting screen:



Move to the home screen or another screen to run the report.



[ADM-AUC-AP-979]

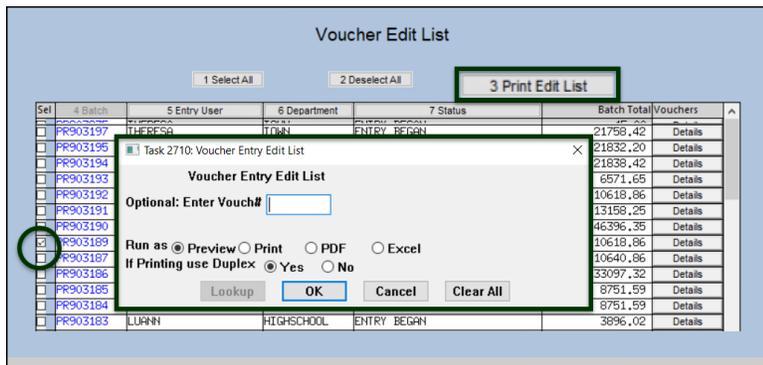
1.3 Liquidated Vouchers and Retainage [Fix]

ADMINS corrected an issue with Purchase Order balances being understated when a voucher was liquidated that paid and referenced the purchase order **with retainage**.

[ADM-AUC-AP-978]



1.4 Voucher Entry Edit List [Enhancement]



ADMINS added the **voucher type** to the Voucher Edit List. This was done so that the user can quickly see if it was designated as a Credit Voucher, a Final Payment Voucher or a regular Payment Voucher. Run the edit list by selecting **AP ▶ Enter Bills (Vouchers) ▶ [3 Print Edit List]**.



Select a batch or batches and click on the **[3 Print Edit List]** button. The report is available as **Print/Preview/PDF®** format or in **Excel®** format.

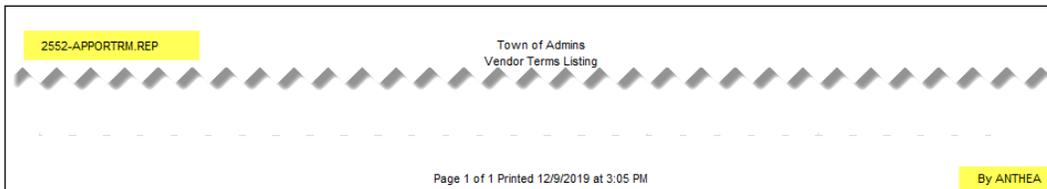
Batch#	Bank Voucher#	VoucherDate	Vendor#	Name and Address	Invoice#	Invoice Date	Check Details
15625	EAST 496915	21-Nov-2019	003059-01	ALL STATES ASPHALT, INC. PO BOX 91 SUNDERLAND, MA 01375-0000	333	21-Nov-2019	Check Type: Manual Separate Check: Yes Voucher Type: Payment Voucher
	PO#	Comm.	Item	line	GL#	Account & Description	Qty Price Amount
			1	1		stuff	1.0000 100.0000 100.00
			1	1		0100-960-0000-000-00-70014 TRASH ENCUMBRANCE	
PR903189	EAST 496001	25-Apr-2019	000166-02	BOSTON MUTUAL LIFE INS. CO.-G DIVISION 2 PO BOX 56154 BOSTON, MA 02205-0000	PR 903189 000166 02	25-Apr-2019	Check Type: Printed Separate Check: Yes Voucher Type: Payroll Payment Voucher
	PO#	Comm.	Item	line	GL#	Account & Description	Qty Price Amount
			1	1		Payroll for checks dated 25-Apr-2019 Warrant: 903189 Payroll Batch: 2843	1.0000 13.0000 13.00
			1	1		1000-000-0000-000-00-21518 100% LIFE, DISABILITY,CANCER INSURANCE	

Figure 3 Voucher Entry Edit List with the Voucher Type information shown in Print/Preview/PDF® format

[COVENTRY-SUP-SAPLAUC-290]

2 EXCEL® REPORTS [Enhancement]

Users frequently ask for assistance to re-run an **Excel®** report – and provide an image or photocopy



sample that was produced around the same time last year. To

help support@admins.com staff provide quicker answers, many **AUC Excel®** reports will now include the **report number and name** in the upper left corner of the report, similar to what is shown on reports run as **Print/Preview/PDF®**. **ADMINS** also now includes the **username** at the bottom right of the reports.

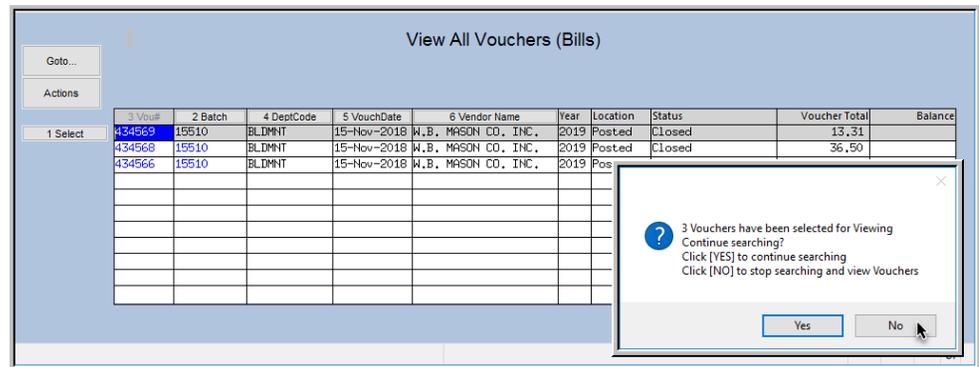
To see this information while working on the **Excel®** spreadsheet, select **View ▶ Page Layout** view. This information is also available on the **preview or printed Excel®** output.

[ADM-AUC-SY-8133]



3 QUERIES [Enhancement]

The voucher query screen is accessed via **Accounts Payable** > **Queries** > **View All Vouchers (Bills)**. For users with very limited departmental access to only a few vouchers, the system would appear to not respond, when, in fact, the system was reading hundreds of thousands of records to find the vouchers the user could access.



ADMINS added messages to alert users when more than 5000 records have been read without a match. The system will read 5000 records, and if the screen is still not full, will display a message with the number of records currently selected and the options to **[Yes]** to **continue searching** or to **[No]** to **view the current selection**.

If no records are found in the first 5000 records, the message **“No Vouchers have been selected for Viewing”** will be displayed and the option will be to click **[Yes]** to **continue searching** or to **[No]** to **view the current selection**. These messages will allow users with only a few records to access their data more quickly, and not require them to wait until an entire screen of records is available.

[ADM-AUC-PO-514]

3.1 Querying Contract History [Enhancement]

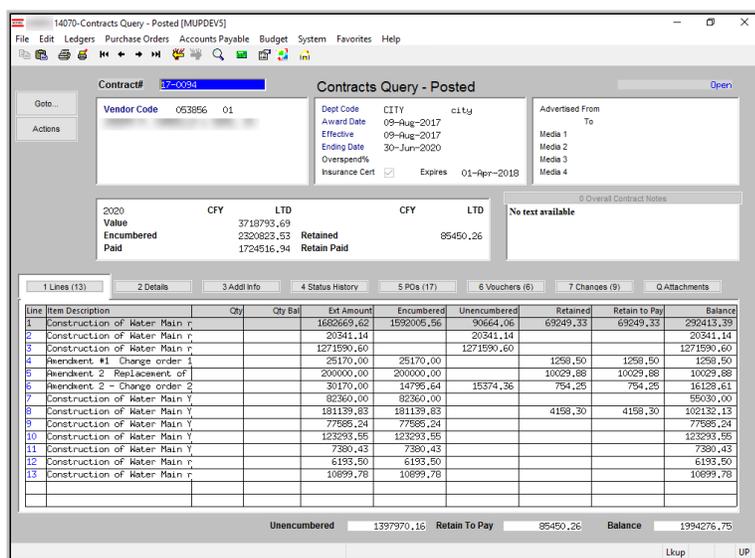


Figure 4 Before Contracts Query – Posted screen – no “Paid” column

A purchase order is used to encumber funds from a contract. That PO is then used to create and pay accounts payable vouchers on those Purchase Orders.

To view activity on contracts, select **Purchase Orders** > **Contracts** > **View all Contracts** > **[Select]** the contract. Samples are shown in **Figure 4** and **Figure 5**.

ADMINS added a **“Paid”** column to make it easier to understand payment activity on contracts.



The **Paid** column is the voucher extended amount for both **Posted** and **In-Progress** vouchers for this contract/line.

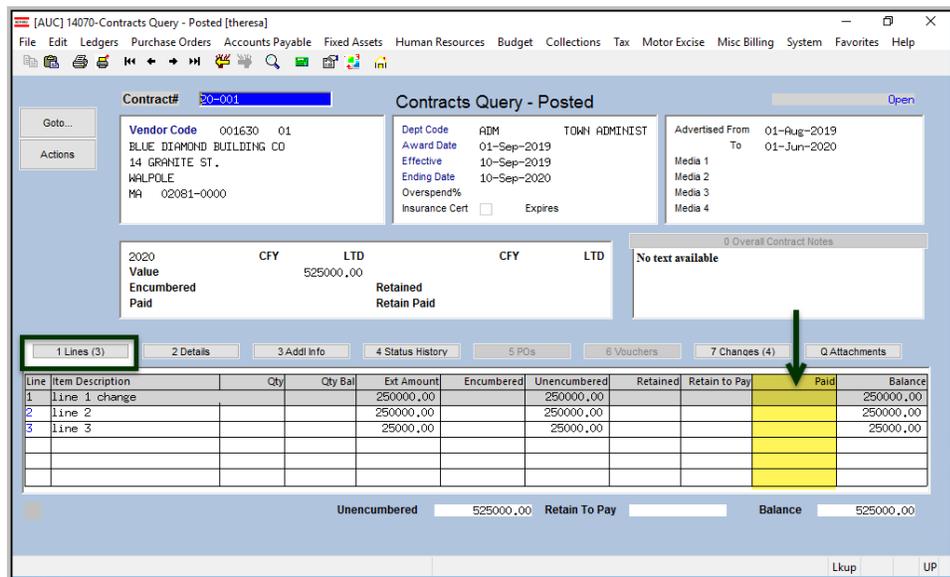


Figure 5 After-Contracts Query – Posted Screen with the new “Paid” column

The screen shows how much has been entered on a voucher, regardless of whether or not the voucher has been paid. If the contract/PO line is overpaid (e.g. the PO line was for \$500 but paid \$600 on the voucher), the **Paid** column will show the actual amount paid on the voucher, not the encumbered amount.

To see full details on the vouchers - click the **[6 Vouchers]** tab, then click on the **[X Excel®]** button. The Excel spreadsheet will show columns for what was paid on the voucher, relieved on the PO, etc.

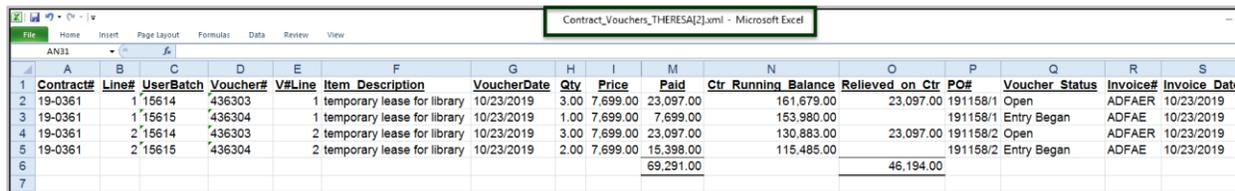


Figure 6 Excel® spreadsheet showing voucher details (some columns hidden)

[ADM-AUC-BID-7]

4 YEAR END PROCESSING ▶ Quick 1099 Code Update on Vouchers [Fix]

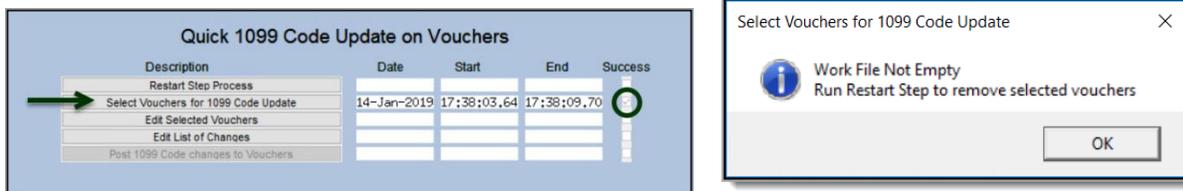


Figure 7 Steps Menu for 1099 Voucher Updates

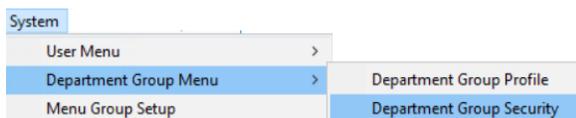
This process is used to review the codes used on vouchers and if necessary, assign new codes. The steps menu was not resetting the success flag when the **[Restart Step Process]** was run. This was corrected and



installed with the March 2019 software update and is included here to document the change and remind users of the feature.

[ADM-AUC-AP-941]

5 DEPARTMENT GROUP SECURITY [Enhancement]



The **Department Group Security** screen controls access to departments on a per-user basis.

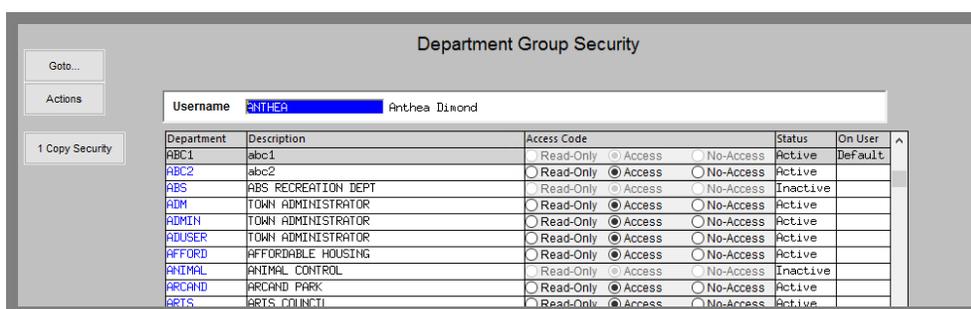


Figure 8 Before – the Department Group Security Screen without the [2 Set Access] button

ADMINS added a [2 Set Access] button to the **Department Group Security** screen to allow changing **ACTIVE** departments that are not the user's **Default** department. We do not allow the users default department to be changed on this screen to prevent a situation where a user would have access to no departments.



Note: if the User is inactive – the Set Access button will be grayed out. The user security may be *copied* to another user, but access cannot be *changed* on an inactive user.

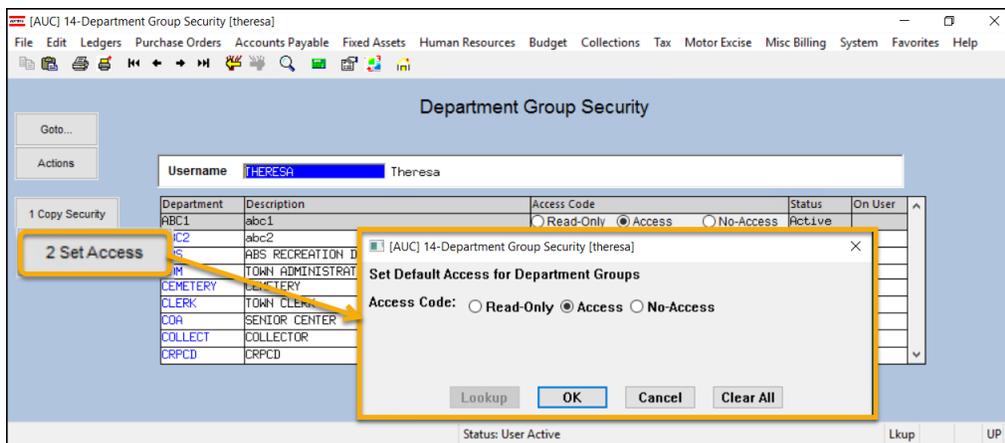
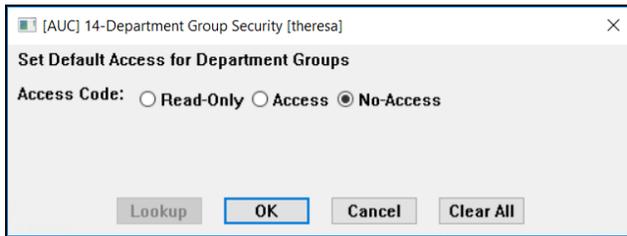


Figure 9 Using the [2 Set Access] button for a user on the Department Group Security screen



Click on **[2 Set Access]** to set the access for the user to **Read Only, Access, or No-Access**. Inactive departments will be ignored; the user’s default department will be ignored.

This process will only change **ACTIVE** departments that are not the users default

department. In **Figure 10** the highlighted lines will **not** change:

- 1 because it is the selected user’s default record
- 2 because the department is inactive.

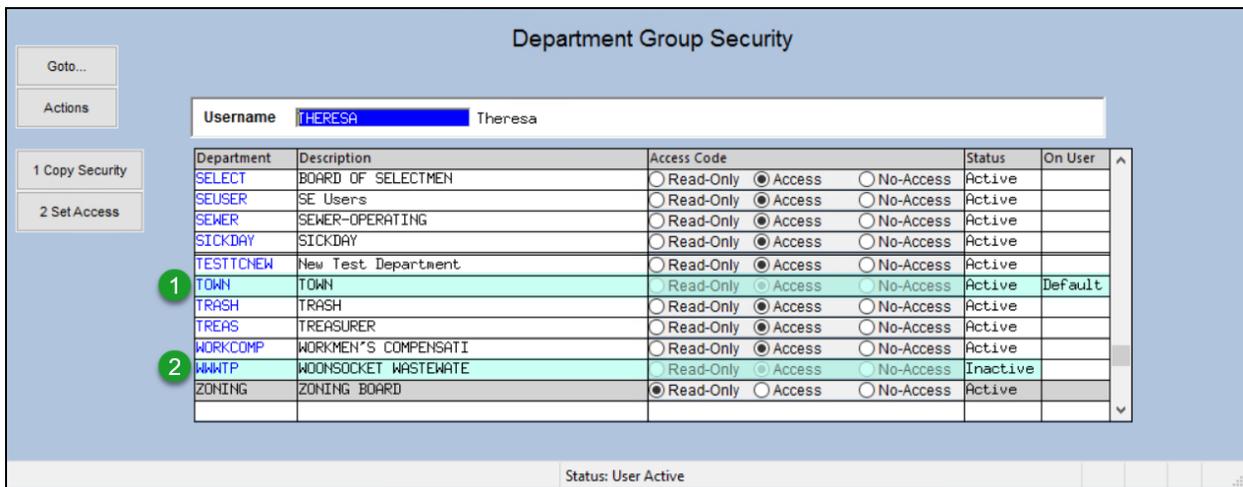


Figure 10 Department Group Security screen examples of what will and will not change

To change access for a user for an inactive department, first **activate** the department, change the user’s access, and **inactivate** the department again.

[ADM-AUC-SY-8123]

6 HELP REFERENCE LIBRARY

The following new or updated documents were added to the Help Reference Library.

6.1 New or Updated Documents

- SYSTEM AP–1110 System Administration Kit [Updated]
- YEAR END PROCESSING AP–730 General Instructions for Forms 1099 [Updated]
- AP–740 Application for Filing Information (FIRE System 4419) [Updated]
- AP–750 Instructions for Form 1099–INT [Updated]
- AP–770 Instructions for Form 1099–S [Updated]
- INTERFACES AP–970 Credit Card Processing [Updated]