

ACCOUNTS PAYABLE

RELEASE NOTES – DECEMBER 2019

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

CONTENTS

1	ENTE	ER BILLS (VOUCHERS) [ENHANCEMENTS]	2
	1.1	Check Register – Run as Excel [®] [Enhancement]	2
	1.2	Voucher Selection Error Report [Enhancement]	3
	1.3	Liquidated Vouchers and Retainage [Fix]	3
	1.4	Voucher Entry Edit List [Enhancement]	4
2	EXCE	L [®] REPORTS [ENHANCEMENT]	4
3	QUEI	RIES [ENHANCEMENT]	5
	3.1	Querying Contract History [Enhancement]	5
4	YEAR	R END PROCESSING 🕨 QUICK 1099 CODE UPDATE ON VOUCHERS [FIX]	6
5	DEPA	ARTMENT GROUP SECURITY [ENHANCEMENT]	7
6	HELP	PREFERENCE LIBRARY	8
	6.1	New or Updated Documents	8

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®

🔀 🛃 🖻 + (° -		AP_Che	ck_Register_2112_THERESA_006155[1].xml - Micros	oft Excel		- >	<
File Home Insert Pag	je Layout	Formulas	Data Review View				đ	23
A2 🗸 🦷	f_x (0341562						×
A B	С	D	E	F	G	Н		
1 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			
105								-
	~	5	nan Tota	ai +	4n.	~		
118			Grand Totals	Count	Amount			
119								
120			Computer Printed (P)	32	173,551.60			
121			Manuals(M)					
122			Wire Transfers (W)					
123			ACH (A)					
124			Other (O)					
125			No Check (N)					
126			Voids (V)					
127			Grand Total	32.00	173,551.60			
128								
129								
130								
131 DISCLAIMER								
132								
133 Check Date/GL effective date at	t top of this	report app	ly to					
134 printed checks & ACH payments	s.							
135								
136 Wires/No Checks and Manual cl	hecks use t	the Check I	Date manually					=
137 entered on the Voucher.								
138								
139 Note: Void Reprints are not inclu	uded in tota	als						
140								
141								
142 Selection Legend:								
143								
144 Sort By : Check#								-
Apchkreg		· · · · · · · · · · · · · · · · · · ·			1	ш		
Ready						100% (9) .

Figure 2 Check Register run as Excel®

[ADM-AUC-AP-983]

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:

End [AUC] 2011-Voucher Posting [theres	sa]			– 🗆 X
File Edit Ledgers Purchase Orders	Accounts Payable Fixed Assets	Human Resources Budget	Collections Tax Motor Excise	Misc Billing System Favorites Help
🖻 🛍 🎒 🥁 кч 🔶 א	Enter Bills (Vouchers)	Batches		
	Vendors	> Voucher Selection	Error Report	
Goto	1 Select All	Voucher Posting 2 Deselect All	3 Post Vouciers	
l lise	4 Batch 5 Entry U	Ser Department	Batch Total Vouchers	
	PR903182 THERESA	TOWN	8744. 6 Details	
	PR903189 WENDY	ADM	10618. Details	
		[AUC] 2011-Vouche	r Posting	×
		Canno	ot run Voucher Selection Erro	r Report from the Voucher Posting
				ОК
Ready				

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

Task 2027: Voucher Selection Error Report	×
Voucher Posting Selection Error Report	
Run as Preview Print OPDF If Printing use Duplex Yes No Lookup OK Cancel Clear All	

[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.

2710-APVOU	EDT_AU	JC.REP	P	rinted 2	1-Nov-201	9 at 10:04:52 by WENDY	Y					Page 1		
							Voucher Entry Edit Lis	t						
Batch#	Bank	Voucher:	VoucherDate	Vendor#	Name a	and Address	Invoice#	Invoice Date	Check Details					
15625	EAST	436315	21-Nov-2019	003059-	01 ALL ST PO BOX SUNDER	TATES ASPHALT, INC. (91 RLAND, MA 01375-0000	333	21-Nov-2019	Check Voucher	Type: Type:	Manual Payment	Separate Voucher	Check:	Yes
PO			Comm. It	em line	GL# Acc	count & Description			Qt	7	Price	Am	ount	
				1	stu 1 010	ff 00-950-0000-000-00-00-7	70014 TRASH ENCUMBRANCE		1.000	100	.0000	10	0.00	
PR903189	EAST	436001	25-Apr-2019	000166-	02 BOSTON DIVISI PO BOX BOSTON	MUTUAL LIFE INS. CO CON 2 55154 1, MA 02205-0000	-G PR 903189 000166 02	25-Apr-2019	Check Voucher	Type: Type:	Printed Payroll	Separate Payment Vou	Check: icher	Yes
PO	:		Comm. It	em line	GL# Acc	count & Description			Qt:	7	Price	λm	ount	
				1	Pay War 1 100	yroll for checks dated rrant: 903189 Payroll E 00-000-0000-000-00-00-2	25-Apr-2019 Batch: 2843 21518 100% LIFE, DISABILITY,CANCER	INSURANCE	1.000	13	.0000	1	3.00	

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



help <u>support@admins.com</u> 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

				١	/iev	All Vou	chers	(Bills	3)			
Goto												
Actions												
	3 Vou#	2 Batch	4 DeptCode	5 VouchDate		6 Vendor Nar	ne	Year	Locatio	n Status	Voucher Total	Bala
1 Select	434569	15510	BLDMNT	15-Nov-2018	W.B.	MASON CO.	INC.	2019	Postec	d Closed	13.31	
	434568	15510	BLDMNT	15-Nov-2018	W.B.	MASON CO.	INC.	2019	Postec	d Closed	36,50	
	434566	15510	BLDMNT	15-Nov-2018	W.B.	MASON CO.	INC.	2019	Pos			
										• • • • • •		
										2 3 Vouchers have t	een selected for View	ing
										Click [YES] to con	tinue searching	
					<u> </u>			-		Click [NO] to stop	searching and view	/ouchers
								-	_		-	
										Г	Yes	No No
										L .		

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]

14070-Contracts Query - Posted (MUPDEVS)	wable Budget	Surtem Envoiter	Help				- 0	×
B B A A K + + H K → H	🖬 🛱 📑	ini	riep					
Contractil 12 contr								
Contract# 17-0094		Contracts	Query - Po	sted			Upen	
Goto Vendor Code 053856	1	Dept Code	CITY	city	Advertised From	1		
Actions		Award Date	09-Aug-2017		To Media 1			
		Ending Date	30-Jun-2020		Media 2			
		Overspend%			Media 3			
		Insurance Cert	Expires	01-Apr-2018	Media 4			
					0.00	oral Contract Naton		
2020 CFY	LTD		CFY	LTD No 1	ext available	erail contract notes		
Value	3718793.69							
Encumbered	2320823.53	Retained	85	5450.26				
Paid	1724516.94	Retain Paid						
1 Lines (13) 2 Details	Addunto	4 Status History	5 POs (17)	6 Vouchers /	6) 7 Chanc	04	Attachments	
Line Item Description	Qty Qty Ba	Ext Amount	Encumbered	Unencumbered	Retained	Retain to Pay	Balance	
1 Construction of Water Main r		1682669.62	1592005.56	90664.06	69249.33	69249.33	292413.39	
2 Construction of Water Main r		20341,14		20341,14			20341.14	
3 Construction of Water Main r		12/1590.60	05150.00	12/1590.60	1050 54	1050 50	12/1590.60	
4 Hmendment #1 Lhange order 1		251/0.00	251/0.00		1258.50	1258.50	1258.50	
5 Harridaent 2 Reptacement of		200000,00	200000.00	45774 70	754.05	754.05	10025,00	
Construction of Veter Main V		92760.00	99760.00	103/4,36	704.20	/04.20	10120.01 EE070.00	
Construction of Mater Main V		101179.07	191179.97		4169 70	4159 70	102172.17	
9 Construction of Water Main Y		77585.24	77585.24		4130,30	4100,00	77585 24	
10 Construction of Water Main Y		123293 55	123293 55				123293 55	
11 Construction of Water Main Y		7390.47	7380.43				7380.43	
12 Construction of Water Main r		6193.50	6193.50				6193.50	
13 Construction of Water Main r	-	10899.78	10899.78				10899.78	
	-						2.335110	
	Unence	umbered	1397970.16 Ret	ain To Pay	85450.26	Balance	1994276,75	
							Lkup l	JP

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.

Figure 4 Before Contracts Query – Posted screen – no "Paid" column

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

Contract# 20-001 Contracts Query - Posted Goto Vendor Code 001630 01 Actions Pet Code ADM T0kH ADMINIST Actions Pet Code ADM T0kH ADMINIST MALPOLE Pet Code ADM T0kH ADMINIST MALPOLE Pet Code ADM T0kH ADMINIST	Open Idvertised From 01-Aug-2019 To 01-Jun-2020 fedia 1 fedia 3 fedia 4
Goto Vendor Code 001630 01 Dept Code AIDM TURN ADMINIST A Actions BLUE DIAMONE BUILDING CO Award Date 01-Sep-2019 M H4 GRANTE ST. HMLPDLE Ending Date 10-Sep-2019 M MeLPDLE Discovered Discovered M	Advertised From 01-Rug-2019 To 01-Jun-2020 Iedia 1 Iedia 2 Iedia 3 Iedia 4
Insurance Cert Expires	
2020 CFY LTD CFY LTD Value 525000.00 Encumbered Retained Paid Retain Paid Retain Paid Retain Paid	0 Overal Contract Notes
1 Lines (3) 2 Details 3 Addl Info 4 Status History 5 POs 6 Vouchers	7 Changes (4) Q Attachments
Line Item Description Qty Qty Bal Ext Amount Encumbered Unencumbered Retained	Retain to Pay Paid Balance
1 line 1 change 250000.00 250000.00	250000.00
2 line 2 250000.00 250000.00	250000,00
3 line 3 25000,00 25000,00	25000.00
Unencumbered 525000,00 Retain To Pay	Balance 525000,00

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.

×	File	7 • (°4 • ∓ Home I	nsert i	Page Layout Fr	ormulas Data	Review	View		Cont	ract_Vouche	rs_THERESA[2]	xml - Microsoft Excel					
	4	AN31	• (n	f _x													
		Α	в	С	D	E	F	G	н	1	M	N	0	Р	Q	R	S
	Co	ontract#	Line#	UserBatch	Voucher#	V#Line	Item Description	VoucherDate	Qty	Price	Paid	Ctr Running Balance	Relieved on Ctr	PO#	Voucher Status	Invoice#	Invoice Date
	2 19	-0361	1	15614	436303	1	temporary lease for library	10/23/2019	3.00	7,699.00	23,097.00	161,679.00	23,097.00	191158/1	Open	ADFAER	10/23/2019
	3 19	-0361	1	15615	436304	1	temporary lease for library	10/23/2019	1.00	7,699.00	7,699.00	153,980.00		191158/1	Entry Began	ADFAE	10/23/2019
-	19	-0361	2	15614	436303	2	temporary lease for library	10/23/2019	3.00	7,699.00	23,097.00	130,883.00	23,097.00	191158/2	Open	ADFAER	10/23/2019
1	5 19	-0361	2	15615	436304	2	temporary lease for library	10/23/2019	2.00	7,699.00	15,398.00	115,485.00		191158/2	Entry Began	ADFAE	10/23/2019
	6										69,291.00		46,194.00				
	7																

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]

	Quick 1099 Code	Update on \	/ouchers			Select Vo	uchers for 1099 Co
	Description	Date	Start	End	Success		Work File Not Em
	Restart Step Process						Run Restart Sten
_	Select Vouchers for 1099 Code Update	14-Jan-2019	17:38:03.64	17:38:09.7	70 💽		num nesture step
	Edit Selected Vouchers				$\mathbf{\nabla}$		
	Edit List of Changes						
	Post 1099 Code changes to Vouchers			-			

Select Vouchers for 1099 Code Update ×

Work File Not Empty
Run Restart Step to remove selected vouchers

OK

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]

System		
User Menu	>	
Department Group Menu	>	Department Group Profile
Menu Group Setup		Department Group Security

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

		Departme	nt Group Security			
Goto						
Actions	Username	Anthea Dimond				
	Department	Description	Access Code		Status	On User
Copy Security	ABC1	abc1	Read-Only Access	No-Access	Active	Default
	ABC2	abc2	Read-Only Access	O No-Access	Active	
	ABS	ABS RECREATION DEPT	Read-Only Access	No-Access	Inactive	
	ADM	TOWN ADMINISTRATOR	Read-Only Access	O No-Access	Active	
	ADMIN	TOWN ADMINISTRATOR	Read-Only Access	O No-Access	Active	
	ADUSER	TOWN ADMINISTRATOR	Read-Only Occess	O No-Access	Active	
	AFFORD	AFFORDABLE HOUSING	Read-Only Access	O No-Access	Active	
	ANIMAL	ANIMAL CONTROL	Read-Only Access	No-Access	Inactive	
	ARCAND	ARCAND PARK	Read-Only Access	O No-Access	Active	
				0	A	1

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.

EAUC] 14-Department G	roup Security [t	heresa]									-	٥	\times
File Edit Ledgers Purc	chase Orders	Accounts Payable Fi	xed Assets	Human Resources	Budget	Collections	Tax	Motor Excise	Misc Billing	System	Favorite	s Help	
🖻 🛍 🎒 🧲 🛤 🖣	⊢ → н 🎇	≝ 🞬 🔍 🖬 🖆	វី 🚼 🖷										
Goto				Department	Group	Security	1						
Actions	Username	THERESA	The	resa									
	Department	Description			Access C	ode			Status	On Us	er 🔨		
1 Copy Security ABC1 abc1				Read-Only Access No-Access Active									
2 Set Access	102	abc2 ABS RECREATION :] 14-Department Gro	oup Securi	ty [theresa]				× -	= [
	IM	TOWN ADMINISTRA	Set Def	ault Access for D	epartme	ent Groups							
	CEMETERY	LE. STERY											
	CLERK	TOWN CLERN	Access	Code: O Read-	Only 🖲	Access 🔾	No-A	ccess					
	COA	SENIOR CENTER	1										
	COLLECT	COLLECTOR									_		
	CRPCD	CRPCD									~		
				Lookup	0	КС	ance	l Clear	All				
Status: User Active Lkup								Lkup		UP			

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:

because	it is	the	selected	user's	default	record
	because	because it is	because it is the	because it is the selected	because it is the selected user's	because it is the selected user's default

2 because the department is inactive.

Department Group Security											
Goto											
Actions		Username	THERESA Theresa								
		Department	Description		Access Code			Status	On User	^	
1 Copy Security		SELECT	BOARD OF SELECTMEN		Read-Only	Access	No-Access	Active		1	
2.5-14		SEUSER	SE Users		Read-Only	Access	O No-Access	Active		1	
2 Set Access		SEWER	SEWER-OPERATING		Read-Only	Access	No-Access	Active]	
		SICKDAY	SICKDAY		Read-Only	Access	No-Access	Active			
		TESTICNEW	New Test Department		O Read-Only	Access	○ No-Access	Active		1	
		TOWN	TOWN		Read-Only	Access	No-Access	Active	Default	1	
	-	TRASH	TRASH		Read-Only	Access	No-Access	Active		1	
		TREAS	TREASURER		Read-Only	Access	No-Access	Active		1	
		WORKCOMP	WORKMEN'S COMPENSATI		O Read-Only	Access	No-Access	Active			
	2	WWWTP	WOONSOCKET WASTEWATE		Read-Only	Access	No-Access	Inactive		1	
	-	ZONING	ZONING BOARD		Read-Only	Access	No-Access	Active			
										~	
Status: User Active											

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]