

ACCOUNTS PAYABLE RELEASE NOTES

DECEMBER 2022

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

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1 Inactivate Batch [Fix]

Before the software update, it was possible to inactivate a batch that contained records. Now, if you try to inactivate a batch with records, the Inactivate Record action will be grayed out and not available.

📼 [AUC] 60-Voucher B	atch Entry						
	V	oucher Batch	Entry	Entry Bega	n		
Goto Batch Default D Voucher I Default T	17898 Default Bank EAST ept TICHSCHOOL HIGH SCHOOL Date 14-Nov-2022 P ppe P Payment. Voucher CheckWire	EASTERN BANK	FOR A/P O Manual Check	Entry Began	3		
Add Batch Remove Batch	uired to Enter Amounts Expected Price Freight Other	Entered 450.0000	Balance -450.0000	Ready for Release Disapproved Ready for Posting			
Inactivate Record		450,00	-450.00	Change Orders Open	ers		
Batch List	tch for Processing OYes No			Closed			
Voucher List	Vendor Type Total/Status 015930-01 AMANDA GHDSTLAW Payment Vouch 75.00 Entry Began E		Edit Voucher	Lines	Up		
Cover Sheet	027854-01 ALEXANDER MACLEOD 025285-01 AKURATE SOLUTIONS	Payment Vouch Payment, Vouch	250.00 Entry Bega 125.00 Entry Bega	an an	Edit Voucher	Lines	
6 Edit List					Luit Voucher	Lines	
Send Batch to							
The Inacti er	vate Record option is atries; remove the rec	not avai ords befc	lable because re inactivating	the bato g the ba	ch conta tch	ains	
							Dn

[ADM-AUC-AP-1195]

2 Voucher Processing [Fix]

Corrected an issue with the voucher checking that was referencing the wrong batch and erroneously reporting an error. The voucher error checking was introduced with the September 2022 Software Update and is described in section 2.2 of the <u>September Release Notes</u>.

[ADM-AUC-AP-1194]

3 Vendor Entry ▶ Report #3800 Address List [Enhancement]

Accounts Payable Vendors Vendor Entry [Reports] Address List

E [AUC] 2000-	-Enter Vendors
Goto	Enter Vendors
Actions	Vendor 200044 BAYBANK NORFOLK COUNTY TR
	Name/Address 2 Addresses 3 Classification 4 Attachments 8 items 9 User Defined
5 Add Vendor	Remittance 01 of 01 Address Type Accounts Payable
7 Reports	1 Name BRYBRAK NORFOLK COUNTY TR Notes 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
0 Change Type Y Copy Address	Address List
	Vendors on Hold
	Vendors by Class
	Vendors by Minority Code
	Vendors on State Bid List
	Vendors with Duplicate Names Type Vendors w/City and State but no Zipcode Type
	Posted POs for this Vendor
	Posted Vouchers for this Vendor
Entered:	General Delivery E-mail

ADMINS redesigned the report so that the Excel® version has one vendor record per line, instead of using four lines per address.

	<u> </u>		<u> </u>	-Autorse-contraction in these only - exect		_	/	Jeone	ar to at	<i>.</i>		
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A	в	С	D	E	F	G	н	1	J	к	L	
Vendor#	Rem#	AdrTy	Name	Address	Entity	Class	Hold	1099	Terms	Minor	1Time	
000082 01 AP MMC INC				P.O. BOX 5-0393	Both	UNCL			DUR		No	
3				WOBURN, MA 01815-0000								
1												
5												
600083	101	AP	PHILIP HERR & ASSOC	447 CENTRE ST	Both	UNCL		Y	DUR		No	
7				NEWTON CORNER, MA 02158-0000								
3												
)												
0 000085	101	AP	F E MORSE ENTERPRISES INC	434 CENTER ST	Both	UNCL			DUR		No	
1				BELLINGHAM, MA 02019-0000								
2												
3												
4 000085	02	AP	F E MORSE ENTERPRISES INC &	200 CENTER ST	Both	UNCL			DUR			
5				BELLINGHAM, MA 02019-0000								
6												
7												
8 000085	03	AP	F E MORSE ENTERPRISES INC	434 CENTER ST	Both	UNCL			DUR			
9				BELLINGHAM MA 02016-0000								
0												

Figure 1 Before – the report used four lines per vendor, and a blank line before the next vendor

		21															-
				AP_PO_Vendor_Addresses_THERESA[1].xml -	Excel	Search (Alt+Q)						Theresa	Campbell	8			
File	Horr	ne	Insert	Page Layout Formulas Data Review View	Help												් Sha
G54		-	×	√ fx													
		в	с	D	E	F	G	н	1	J	к	L M	N	0	Р	Q	R
1 Vendo	or# R	em#	AdrTy	Name	Address	Address	Address	City, State Zip Code	Entity	FID#	Class	lold 109	/9 Terms	Minor	1Time	Status	Status
2 00008	32 🗴	1	AP	MMC INC	P.O. BOX 5-0393			WOBURN, MA 01815-0000	Both		UNCL		DUR		No		
3 00008	33 🐧	1	AP	PHILIP HERR & ASSOC	447 CENTRE ST			NEWTON CORNER, MA 02158-0000	Both		UNCL	Y	DUR		No		
4 00008	35 🖔	1	AP	F E MORSE ENTERPRISES INC	434 CENTER ST			BELLINGHAM, MA 02019-0000	Both		UNCL		DUR		No		
5 00008	35 🚺	2	AP	F E MORSE ENTERPRISES INC & KELLY O'BRIEN	200 CENTER ST			BELLINGHAM, MA 02019-0000	Both		UNCL		DUR				
6 00008	35 🐧	3	AP	F E MORSE ENTERPRISES INC & RONALD PELOQUIN	434 CENTER ST			BELLINGHAM,, MA 02016-0000	Both		UNCL		DUR				
7 00008	35 🖔	4	AP	F E MORSE ENTERPRISES INC	200 CENTER ST			BELLINGHAM, MA 02019-0000	Both		UNCL		DUR				
8 00008	35 🖔	5	AP	F E MORSE ENT				, 00000-0000	Both		UNCL		DUR				
9 00008	35 🖔	6	AP	FE MORSE & MARY DALLAMORA C/O DALLAMORA	56 JEANNINE RD			BELLINGHAM, MA 02019-0000	Both		UNCL		DUR				
10 00008	35 🖔	7	AP	F E MORSE ENTERPRISES INC & SANDRA PELOQUIN	32 PEARL ST			BELLINGHAM, MA 02019-0000	Both		UNCL		DUR				
11 00008	35 🖔	8	AP	F E MORSE ENTERPRISES INC AND MICHAEL REED	C/O REED	257 MAUREEN DR		BELLINGHAM, MA 02019-0000	Both		UNCL		DUR				
12 00008	35 🖔	9	AP	F E MORSE ENTERPRISES INC AND BOB COCHRANE	200 CENTER STREEET			BELLINGHAM, MA 02019-0000	Both		UNCL		DUR				
13 00008	35 1	0	AP	F E MORSE ENTERPRISES INC				. 00000-0000	Both		UNCL		DUR				
14 00008	35 1	1	AP	F E MORSE ENTERPRISES INC AND				00000-0000	Both		UNCL		DUR				
15 00008	35 1	2	AP	F E MORSE ENTERPRISES INC AND BOB COCHRANE	200 CENTER STREET			BELLINGHAM, MA 02019-0000	Both		UNCL		DUR				
16 00008	85 1	3	AP	E E MORSE ENTERPRISES INC & JOYCE HARMOND & DERRA COMI	READ SPRING STREET			BELLINGHAM MA 02019-0000	Both		LINCL		DUR				

Figure 2 New format for Excel® version of the #3800 Address List Report uses one line per vendor

[ADM-AUC-AP-1180]

4 Year End Processing – 1099 Report

ADMINS added better descriptions for the file names created for the 1099 Electronic Reporting. Now the filename labels indicate which file is for the state and which is for the Federal. In the image below, the filenames are the same, except for the file extension – the *.txt* file is for the Federal filing, and the *.dat* file is for the state filing.

2222-AP1099DSKTOT.REP	Printed 1: 1099 :	1-Oct-2022 at 09:54: Town of Admi Electronic Reporting	05 by THERESA ns Summary Report	Page 1
Year: 2022 Location of Transfer Files: Federal Transfer F: State Transfer F:	D:\AUC Develop ile Name: ile Name:	ment\admhome\1099\Fo irstax_1_2022 irstax_1_2022	derTestingAFolderNameThat 202210119545.txt 202210119545.dat	tExceedsEightyCharact
Entit Payer Control Nam Adres City/State/Zi Entit City/State/Zi	y: 1 TOWN O e: ADMI C: 31005 e: TOWN OF ADM s: 219 LEWIS W p: BOSTON, MA c: AU	F ADMINS INS HARF 02110-0000 Liman Liman 4 1005) alder in alderName	The compared with the trace

[ADM-AUC-AP-1074]

4.1 Updated 1099 Forms

All backers for the 1099 forms were updated. The IRS has adopted a new "Continuous-Use" form backer that points to the current year general instructions instead of referencing specific dates on the backers.

[ADM-AUC-AP-1190]

4.1.1 1099-MISC FATCA Box #13

The 1099-MISC form was updated to assign a box number for the FATCA checkbox; all the subsequent boxes on the form were renumbered as a result.

[ADM-AUC-AP-1190]

5 Module Control #2048 to Control Voucher Approvals

ADMINS added module control #2048 to allow sites to decide how error checking will behave regarding approvals. The allowable values are **"N"**, **"B"**, and **"A"**.



"N" is the default value and the approvals lists will look the same as they did before the software update.

N – The entire batch must be error checked (with no errors remaining) before it will allow approvals to be done (*this is the default.*)

B – Will allow any voucher in **"Needs Budget"** to be approved to the next level (but will not allow further approvals until the entire batch is ready.) E.g., if the voucher has advanced in the process to **"Needs Level 1 Approval"**, it will not be available to be approved until the entire batch is ready. The budget override vouchers will be available for checking but any vouchers that need further approval will not be available to check until the batch is checked and **no vouchers are in "Entry Began"** status for the batch, *leaving a voucher within the batch in "Entry Began"* status.

A – Will allow any voucher that has been error-checked to be approved up to "Ready For Posting".



Accounts Payable Module Maintenance Accounts Payable Module Control #2048

	Acco	ounts Payable Mode	ule Control				
Goto							
Antinan	Seq# Description		Answer		Buttons	^	
ACIOIIS	2048 Allow AP Approvals when Batch is not Rea	dy [N]o [B]udgetOver	N		1 Edit		
	2050 Allow AP Approvals when Batch is not Ready [N]o	[B]udgetOverride or [A]II	DUR				
	2055 Stop Print Coversheet before all Voucher	s have been checked?	Y			_	
	2060 A1 EI [AUC] 2950-Accounts Payable Module Control	ol [theresa]			×	-	
	2082 St Allow AP Approvals when Batch is not R	eady [N]o [B]udgetOver	ride or [A]II				
	2110 51						
	2150 De Enter Code N						
	2151 De						
	2152 Ir						
	2160 Fo	Co.		Tof			
	2161 CC			101			
	2201 To Lookup	N					
	2202 De	B					
	2210 REAP Export File Location and Name (ex:	H		sfer		_	
	2460 Directory location of Credit Card import			SFER		_	
	2519 # of Item prefix digits specifying Item					_	
						_	
		OK Find S	earch Cancel H	telo Fof			
						_	
						_	
						~	

Note: for all options – the batch cannot be posted until ALL vouchers are error checked and have gone through approvals so they are all at "Ready For Posting".

This applies ONLY to new vouchers within a batch. It does not apply to voucher change orders as the posted vouchers are no longer contained in a batch.

[ADM-AUC-AP-1090]

6 Foreign Addresses [Enhancement]

Some vendors used in accounts payable have foreign addresses. The country name was not shown on the voucher edit list (it appeared properly on the check). **ADMINS** updated the edit list to show the country. Here is how this works:

6.1 Set up a Vendor with a Foreign Address

Vendor 031792	ICONIC	
1 Name/Address	2 Addresses 3 Classification 4 Attachments	8 Item.
Remittance	01 of 01 Address Type Accounts Payable	
1 Name	ICONIC	
2 Name		
Sort Name	ICONIC	
Address 1	1250 FRANKIN BLVD UNIT 3A	
Address 2		
Address 3		
City	CAMBRIDGE, ON N1R8B7	
State	Zip Code 00000-0000	
Country	CANADA	- 6

Figure 3 Setting up an address outside the United States



Figure 4 The vendor address tab shows the address without the country

The "ICONIC" sample vendor is #31792. The name and address fields used are shown in **Figure 3**. The **Address 1** field shows the street address.

The **City** field shows the city, province, and postal code.

The **Country** field shows the country.

For foreign addresses, leave the **State** and **Zip Code** fields empty.

6.2 Create a Voucher to Pay the Vendor – Country not Shown on Screen



When using the vendor number for a voucher, the country is not shown on the voucher entry screen.

Figure 5 How the "ICONIC" vendor #31792 with a foreign address looks on the #2001 Voucher Entry screen

6.2.1 Voucher Edit List Shows the Country

2710-A	PVOUE	DT_AU	C.REP	P	rinted 19-	Oct-2022 at 09:34:57 by THERESA				Page 1
l I	Town of Admins									
	Voucher Entry Edit List									
Batch#	1	Bank	Voucher#	VoucherDate	Vendor#	Name and Address	Invoice#	Invoice Date	Check Details	
17890		EAST	505397	19-000-2022	031/92-01	TCONIC	(ADM-AUC-AP-1186) TEST	19-000-2022	check type: Manual Separate thk: res	HOID CHK: NO
						1250 FRANKIN BLVD UNIT 3A			Voucher Type: Payment Voucher	Cert Pay: No
						CAMBRIDGE, ON N1R8B7, CANADA				
	PO#			Comm. It	em line G	L# Account & Description			Qty Price	Amount
Ĺ										
					1	testing foreign address on edit 1	ist		1.0000 100.0000	
					1	0400-490-0000-004-00-00-53500 STO	RMWATER EDUCATION			100.00
*** Grand Total ***								*** Grand Total ***	100.00	

Before the software update, the country was not shown with the name and address of the vendor on the Voucher Entry Edit LIst.

Figure 6 The voucher edit list #2710 shows the country

6.2.2 Printed Check Shows the Country





6.2.3 Reprint Voucher Edit List Shows the Country

Occasionally, an edit list for a posted batch must be generated; now it will show the country. From the menu, select:



Accounts Payable Enter Bills (Vouchers) Reprint Voucher Edit List for Posted Batch

🛃 AP_	oucher_Histor	y_Edit_T	HERESA[3].pdf - A	Adobe Acrobat Reader (64-bit	t)						-	ð	×
	2711-AP	VOUHIS	SEDT_AUC.RE	P Printe	ed 19-0	Dct-2022 at 11:09:35 by THERESA Reprint Vou	Town of Admins Icher Edit List for Posted Batch			Page 1			^
	Batch#	Ba	ank Voucher	# VoucherDate Vend	dor#	Name and Address	Invoice#	Invoice Date	Check Details				
	17890	EJ	AST 505397	19-Oct-2022 0317	792-01	ICONIC 1250 FRANKIN BLVD UNIT 3A CAMBRIDGE, ON N1R8B7, CANADA	[ADM-AUC-AP-1186] TEST	19-Oct-2022	Check: 0383286 Type: Manual Voucher Type: Payment Voucher	Separate Check: Yes Hold Check: No Cert Pay: No			
		PO#		Comm. Item 1	line GI	L# Account & Description			Qty Price	Amount			
				1	1	testing foreign address on edit 0400-490-0000-004-00-00-53500 S	: list STORMWATER EDUCATION		1.0000 100.0000	100.00			1
•										100.00			

[ADM-AUC-AP-1186]

7 Help Reference Library

The following new or updated documents were installed in the Help Reference Library and new videos or content were added to **ADMINS**.com.

7.1 New or Updated Documents

Disbursements System AP–220 Requirements for AP Checks <u>SY–170 System Administration Kit</u> [Updated & Renamed] [Updated]