



# 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.

**Voucher Batch Entry**

Batch: 17898    Default Bank: EAST    EASTERN BANK FOR A/P  
 Default Dept: HIGH SCHOOL    HIGH SCHOOL  
 Voucher Date: 14-Nov-2022  
 Default Type:  Payment Voucher     Check/Wire/ACH     No Check     Manual Check

Required to Enter Amounts	Expected	Entered	Balance
Price		450,0000	-450,0000
Freight			
Other		450,00	-450,00

Vendor	Type	Total	Status
015890-01 AMANDA GHOSTLAW	Payment Vouch	75,00	Entry Began
027864-01 ALEXANDER MACLEOD	Payment Vouch	250,00	Entry Began
028285-01 AKURHTE SOLUTIONS	Payment Vouch	125,00	Entry Began

**The Inactivate Record option is not available because the batch contains entries; remove the records before inactivating the batch**

[ADM-AUC-AP-1195]

# 2 Voucher Processing [Fix]

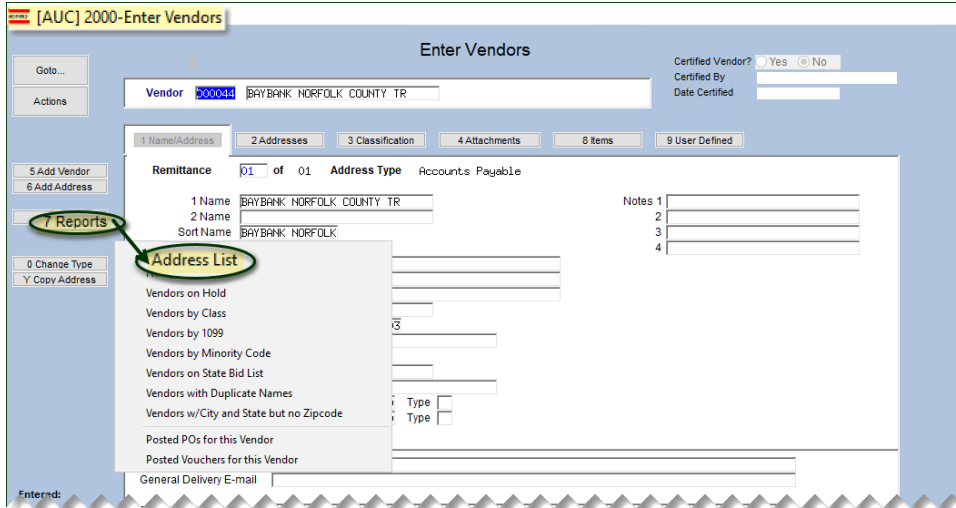
Corrected an issue with the voucher checking that was referencing the wrong batch and erroneously reporting an error. The voucher error checking was introduced with the September 2022 Software Update and is described in section 2.2 of the [September Release Notes](#).

[ADM-AUC-AP-1194]



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

Accounts Payable ▶ Vendors ▶ Vendor Entry ▶ [Reports] ▶ Address List



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

Vendor#	Rem#	AdrTy	Name	Address	Entity	Class	Hold	1099	Terms	Minor	1Time
000082	01	AP	MMC INC	P.O. BOX 5-0393 WOBURN, MA 01815-0000	Both	UNCL			DUR		No
000083	01	AP	PHILP HERR & ASSOC	447 CENTRE ST NEWTON CORNER, MA 02158-0000	Both	UNCL		Y	DUR		No
000085	01	AP	F E MORSE ENTERPRISES INC	434 CENTER ST BELLINGHAM, MA 02019-0000	Both	UNCL			DUR		No
000085	02	AP	F E MORSE ENTERPRISES INC &	200 CENTER ST BELLINGHAM, MA 02019-0000	Both	UNCL			DUR		
000085	03	AP	F E MORSE ENTERPRISES INC	434 CENTER ST BELLINGHAM, MA 02016-0000	Both	UNCL			DUR		

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

Vendor#	Rem#	AdrTy	Name	Address	Address	Address	City, State Zip Code	Entity	FID#	Class	Hold	1099	Terms	Minor	1Time	Status	Status
000082	01	AP	MMC INC	P.O. BOX 5-0393			WOBURN, MA 01815-0000	Both		UNCL			DUR		No		
000083	01	AP	PHILIP HERR & ASSOC	447 CENTRE ST			NEWTON CORNER, MA 02158-0000	Both		UNCL		Y	DUR		No		
000085	01	AP	F E MORSE ENTERPRISES INC	434 CENTER ST			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR		No		
000085	02	AP	F E MORSE ENTERPRISES INC & KELLY O'BRIEN	200 CENTER ST			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR				
000085	03	AP	F E MORSE ENTERPRISES INC & RONALD PELOQUIN	434 CENTER ST			BELLINGHAM, MA 02016-0000	Both		UNCL			DUR				
000085	04	AP	F E MORSE ENTERPRISES INC AND BOB COCHRANE	200 CENTER ST			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR				
000085	05	AP	F E MORSE ENT				00000-0000	Both		UNCL			DUR				
000085	06	AP	FE MORSE & MARY DALLAMORA CIO DALLAMORA	56 JEANNINE RD			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR				
000085	07	AP	F E MORSE ENTERPRISES INC & SANDRA PELOQUIN	32 PEARL ST			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR				
000085	08	AP	F E MORSE ENTERPRISES INC AND MICHAEL REED	C/O REED	257 MAUREEN DR		BELLINGHAM, MA 02019-0000	Both		UNCL			DUR				
000085	09	AP	F E MORSE ENTERPRISES INC AND BOB COCHRANE	200 CENTER STREET			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR				
000085	10	AP	F E MORSE ENTERPRISES INC				00000-0000	Both		UNCL			DUR				
000085	11	AP	F E MORSE ENTERPRISES INC AND				00000-0000	Both		UNCL			DUR				
000085	12	AP	F E MORSE ENTERPRISES INC AND BOB COCHRANE	200 CENTER STREET			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR				
000085	13	AP	F E MORSE ENTERPRISES INC & JOYCE HARMOND & DEBRA COMIRI	80 SPRING STREET			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR				

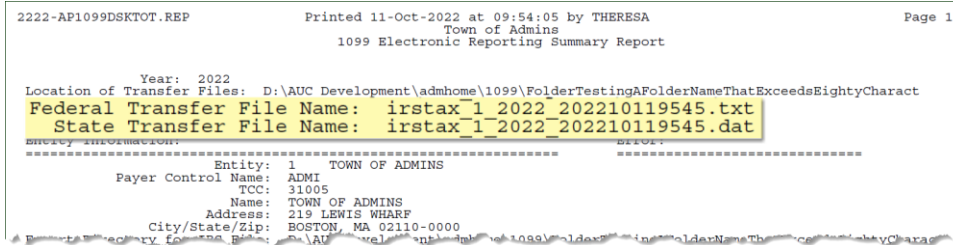
Figure 2 New format for Excel® version of the #3800 Address List Report uses one line per vendor

[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.



[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.**

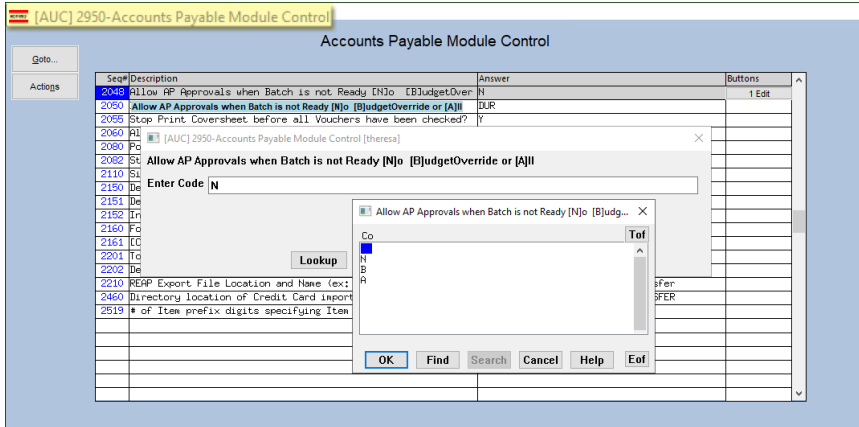
**N** – The entire batch must be error checked (with no errors remaining) before it will allow approvals to be done (*this is the default.*)

**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. *This might happen if the owner of the batch edited a voucher within the batch but has not yet checked 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



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

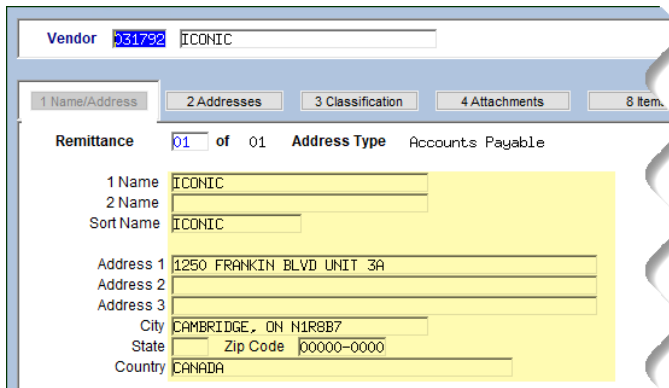


Figure 3 Setting up an address outside the United States

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.

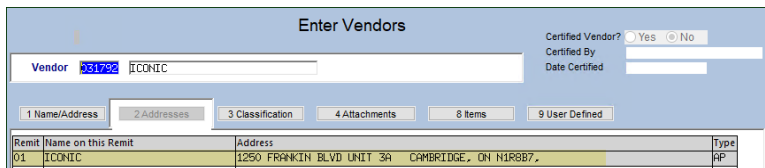


Figure 4 The vendor address tab shows the address without the country



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

Batch # 17890  
Voucher# 505397

Vendor: 31792 01  
ICONIC  
1250 FRANKIN BLVD UNIT 3A  
CAMBRIDGE, ON N1R8B7

Invoice# [ADM-AUC-AP-1186] TEST  
Inv Date 19-Oct-2022  
Customer#  
Dept Code HIGHSCHOOL HIGH SCHOOL  
Vou Date 19-Oct-2022 FY 2023  
Due Date 20-Oct-2022 Terms [DUR]

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-APVOUEDT\_AUC\_REP Printed 19-Oct-2022 at 09:34:57 by THERESA Town of Admins Page 1  
Voucher Entry Edit List

Batch#	Bank Voucher#	VoucherDate	Vendor#	Name and Address	Invoice#	Invoice Date	Check Details
17890	EAST 505397	19-Oct-2022	031792-01	ICONIC 1250 FRANKIN BLVD UNIT 3A CAMBRIDGE, ON N1R8B7, CANADA	(ADM-AUC-AP-1186) TEST	19-Oct-2022	Check Type: Manual Separate Chk: Yes Hold Chk: No Voucher Type: Payment Voucher Cert Pay: No

PO#	Comm.	Item	line	GL#	Account & Description	Qty	Price	Amount
		1			testing foreign address on edit list	1.0000	100.0000	100.00
					0400-490-0000-004-00-00-53500 STORMWATER EDUCATION			
*** 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

031792 ICONIC 1250 FRANKIN BLVD UNIT 3A CAMBRIDGE, ON N1R8B7, CANADA	# 383286 Warrant #: 000000 Check Date: 19-Oct-2022 Check Total: \$100.00
--	---

EASTERN BANK FOR A/P LYNN, MASSACHUSETTS	53-179 113	<b>383286</b>
		<b>19-Oct-2022</b>
**One Hundred and xx/100** Dollars		<b>\$\$\$100.00</b>
TO: <b>ICONIC</b> THE <b>1250 FRANKIN BLVD UNIT 3A</b> ORDER <b>CAMBRIDGE, ON N1R8B7,</b> OF: <b>CANADA</b>		Two Signatures Required

Figure 7 The country is shown on the printed check in the header and the pay to field that shows in the window envelope

### 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\_Voucher\_History\_Edit\_THERESA[1].pdf - Adobe Acrobat Reader (64-bit)

2711-APVOUHISEDIT\_AUC.REP Printed 19-Oct-2022 at 11:09:35 by THERESA Page 1

Town of Admins  
Reprint Voucher Edit List for Posted Batch

Batch#	Bank Voucher#	Voucher Date	Vendor#	Name and Address	Invoice#	Invoice Date	Check Details
17890	BAST 505397	19-Oct-2022	031792-01	ICONIC 1250 FRANKIN BLVD UNIT 3A CAMBRIDGE, ON N1R8B7, CANADA	[ADM-AUC-AP-1186] TEST	19-Oct-2022	Check: 0383286 Type: Manual Separate Check: Yes Voucher Type: Payment Voucher Hold Check: No Cert Pay: No

PO#	Comm.	Item	line	GL#	Account & Description	Qty	Price	Amount
			1		testing foreign address on edit list	1.0000	100.0000	
			1		0400-490-0000-004-00-00-53500 STORMWATER EDUCATION			100.00
*** Grand Total ***								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  
[SY-170 System Administration Kit](#)

[Updated & Renamed]  
[Updated]