



# ACCOUNTS PAYABLE

## RELEASE NOTES – JUNE 2014

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This document explains new product enhancements added to the ADMINS Unified Community for Windows **Accounts Payable** system. The ADMINS Support staff installed these changes to your system on **June 21, 2014**.

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# 1. VOUCHER PROCESSING

## 1.1. Inactive Department Code on Voucher Batch

Error trapping was added to the voucher batch checking to identify when an inactive department code is used on the batch screen. In the example below, the ABS department was used for the default in this batch. (Inactive codes may not be selected – this only happens if the *department group is inactivated after the batch is created*).

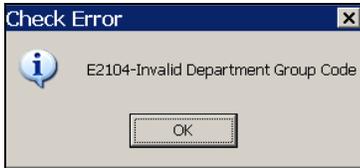
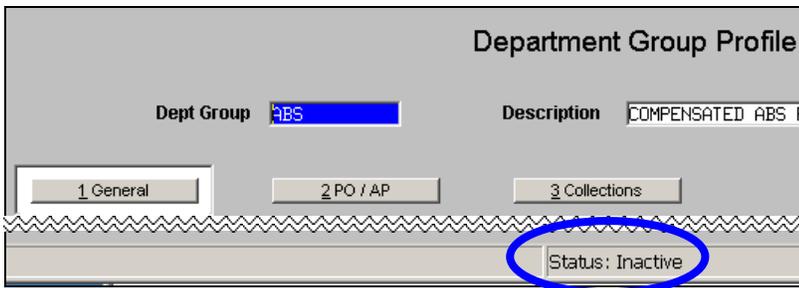


Figure 1 Message when entering invalid code

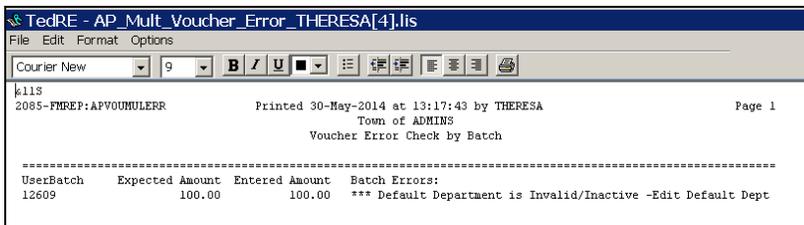


Figure 2 Entering a valid department code

Subsequent to the creation of the batch, the ABS department was inactivated in the Department Group Profile screen.



When the batch is checked, this message will be displayed notifying the user that the Department code is not valid:



To fix this error, change the default department on the batch screen and the department code on any vouchers to a valid code and re-check the batch.

[ADM-AUC-AP- 695]

## 1.2. Voucher Error Check – Paying Retainage

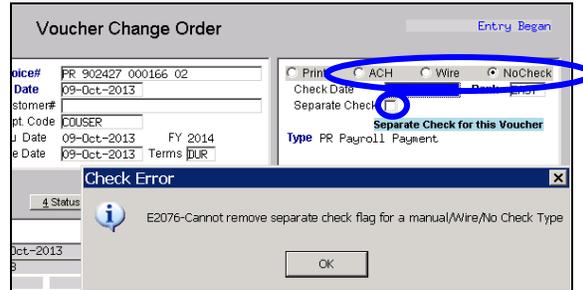
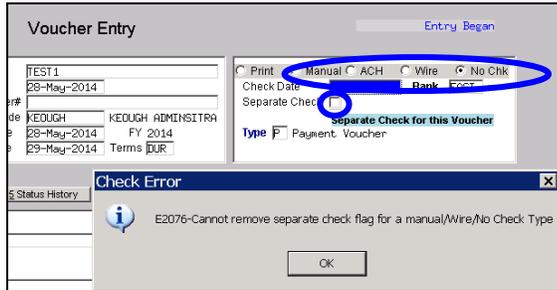
The voucher error check was allowing overpayment on a purchase order attached to a contract. This was due to the error check ignoring the retainage in the Purchase Order work-in-progress amount. This has been corrected.

[ADM-AUC-AP-685]



### 1.3. Separate Checks for “No Check” Vouchers & Voucher Change Orders

Error checking was added to the Voucher entry and Voucher Change Order screens to enforce the separate check flag for any “no check” (Wire or No Chk) voucher. If a voucher is marked as a no check voucher, and the user unchecks the separate check box, the Check Error message shown below will be displayed. The separate check flag is enforced for manual checks on the voucher entry screen as well.



[ADM-AUC-AP-694]

### 1.4. Voucher Batch Entry – Send Batch To – Verify Active User

Error checking was added to the Voucher Batch Entry screen for the Send Batch To process to verify that only **ACTIVE** users in the system can accept transferred batches. If a user name entered is currently set to **inactive** in the user profile table you will see the following error message displayed on the screen:



### 1.5. Transfer Batches – Verify Active User

Error checking was added to the Voucher Transfer Batch process to verify that only **ACTIVE** users in the system can accept transferred batches. If a user name entered is currently set to **inactive** in the user profile table you will see the following error message displayed on the screen. In the example below, the user named “ALL\_ACCESS” is currently **inactive** and therefore not eligible to have a batch transferred to them.



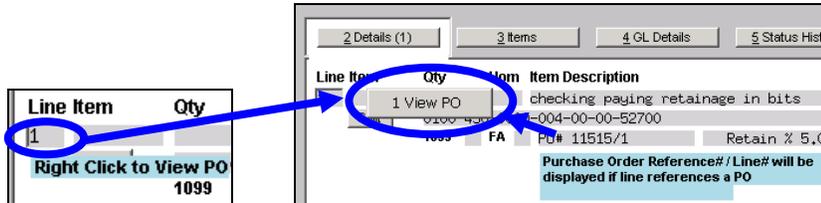
[ADM-AUC-698]



## 2. QUERIES

### 2.1. Voucher Query Screen

A feature was expanded on the **Posted Vouchers Query Screen** to allow a user to right click on the Purchase Order # field to display a push button that will bring you to the purchase order. This feature was available when right clicking on the line number. The behavior is the same if you right click on the Line # field or the PO# field.



[ADM-AUC-AP-688]

## 3. REPORTS

### 3.1. Check History Account Detail Report

To provide a more flexible method for reporting on check history, a change was made to the Check History Report. The report now allows selection by check date range instead of by Warrant. The name was changed in the Reports Library to reflect this change.

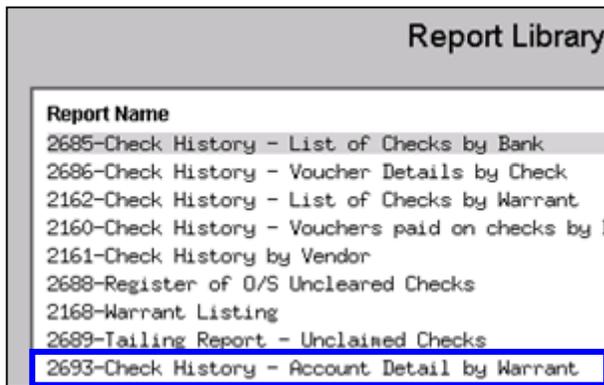


Figure 3 Before

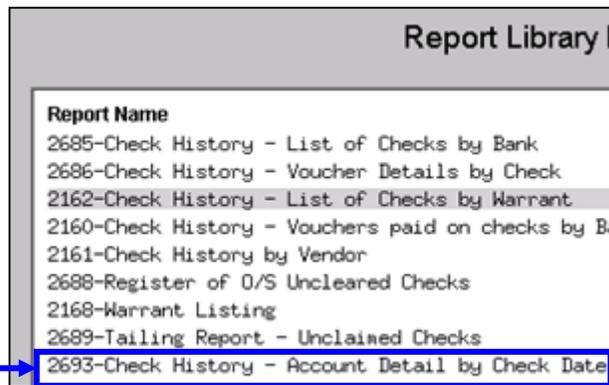


Figure 4 After

The prompt was changed to require From and To dates instead of a Warrant number:



Figure 5 Before

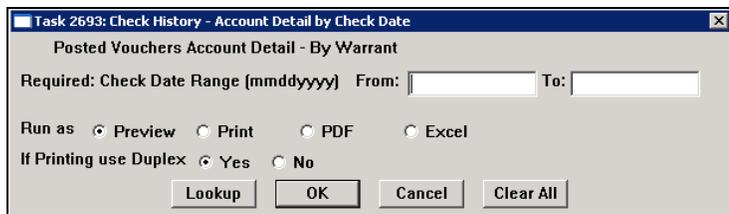


Figure 6 After



Warrant	Warrant Type	Warrant Total	Bank	Check#	CheckDate	Status	CkType	Voucher#	Vendor#	VendorName	Check Amount	Voided On	Cleared On	Line	GLLi
86	004393	Regular	EAST	0276220	03-Jul-2013	Issued	Printed	332,603	017251	TSA CONSULTING GROUP	20.00			1	1
87	004393	Regular	EAST	0276220	03-Jul-2013	Issued	Printed	332,628	017251	TSA CONSULTING GROUP	425.00			1	1
88	004393	Regular	EAST	0276221	03-Jul-2013	Issued	Printed	332,607	019551	U.S. DEPT. OF EDUCATION	89.06			1	1
89	004393	Regular	EAST	0276222	03-Jul-2013	Issued	Printed	332,630	019551	U.S. DEPT. OF EDUCATION	221.35			1	1
90	004393	Regular	EAST	0276223	03-Jul-2013	Issued	Printed	332,617	002437	UNUM LIFE INS CO OF AMERICA	76.45			1	1
91															
92	004394	Regular	EAST	0001449	03-Jul-2013	Issued	Printed	332,765	001039	INTERNAL REVENUE SERVICE	8,742.96		02-Jul-2013	1	1
93															
94	004395	Regular	EAST	0276224	08-Jul-2013	Issued	Printed	332,672	017132	ACME BOOKBINDING CO.,INC.	48.30			1	1
95	004395	Regular	EAST	0276225	08-Jul-2013	Issued	Printed	332,813	001833	ADMINS INC	8,640.00			1	1
96	004395	Regular	EAST	0276225	08-Jul-2013	Issued	Printed	332,813	001833	ADMINS INC	3,566.95			2	1
97	004395	Regular	EAST	0276226	08-Jul-2013	Issued	Printed	332,850	003089	ANNE MATTHEWS	39.03			1	1

Figure 7 Check History Report

The excerpt above shows that the report format remains the same; it is still grouped and totaled by warrant number.

[ADM-AUC-AP-691]

## 4. TABLES

### 4.1. Maintain Bank Codes

On April 16, 2014 AUC conducted a focus group webinar to introduce a new feature called “CASH BOOK”. This software update includes changes to the system in preparation for implementing this new functionality. Throughout this document are references to changes made to be used with the new Cash Book feature. The CASH BOOK will be released in the second half of 2014.

#### 4.1.1. Edit List Enhanced

The edit list now offers the option to create XML, CSV and excel output. The excel option includes a column to show if the account listed is a Cash Book account.

Bank	Name	AP-Cash	HR-Cash	TR-Cash Override	DirDep?	CashBk?	Status
0001	BANK OF AMERICA	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	****-000-0000-000-00-00-10400		Y	A
0002	HR DIRECT DEPOSIT	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y	Y	A
0003	HR DIRECT DEPOSIT	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y		A
AFCU	AFFINITY FED CR UN	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y		A
AM	AMERICAN EXPRESS	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000			A
APCO	APCO EMPLOYEE CREDIT UNION	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y		A
ALBN	AUBURNDALE CO-OP BK	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y		A

[ADM-AUC-SY-7902]

#### 4.1.2. Cash Book Bank Radio Button

To identify banks that are to be included in the new Cash Book process, a radio button was added to the Maintain Bank Codes screen, accessed via **Accounts Payable Tables ▶ Bank Codes**.

[ADM-AUC-SY-7900]

#### 4.1.3. Imprest Fund Radio Button

In addition to adding the cash book account radio button an additional radio button indicates if the cash book account is an imprest account.



This is only used in cash book processing to create reversing transactions for all transactions that flow into an imprest account.

Figure 8 Before

Figure 9 After

[ADM-AUC-SY-7903]

### 4.1.4. Edit List

The prompt for the edit list was changed to include options to filter on some of the characteristics of the bank.

Figure 10 Before

Users may now create an edit list of banks marked as Cash Book, Imprest, or Direct Deposit. The option to select all banks was retained. The Name and Address List Only prompt was removed as it was not used in the report.

Figure 11 After

Here is an example when selecting only Cash Book Accounts:



```

2561-SYBANK.REP          Printed 06-Jun-2014 at 11:19:02 by THERESA
                                Town of ADMINS
                                Bank Code Table
=====
Bank Name and Address          Accounts Payable
=====
0001 : BANK OF AMERICA        Contact Name:
ABA# 1234-5678-0              | Phone# & Type: (000) 000-0000
                              | Web Address:
                              | E-mail Address:
                              | Last Check# Used: 0000000
, 00000-0000                  | Check Ver Report:
DirDep: No  CashBook: Yes  Imprest: No | Recon Report:
-----
0002 : HR DIRECT DEPOSIT      Contact Name:
ABA# 2113-8178-3            | Phone# & Type: (000) 000-0000
                              | Web Address:
                              | E-mail Address:
                              | Last Check# Used: 0000000
, 00000-0000                  | Check Ver Report:
DirDep: Yes  CashBook: Yes  Imprest: No | Recon Report:
-----
EAST : EASTERN BANK FOR A/P   Contact Name: HEATHER TITTMAN
ABA# 0113-0179-8            | Phone# & Type: (781) 598-7585 Business
LYNN, MASSACHUSETTS         | Web Address:
                              | E-mail Address: h.tittmann@easternbank
                              | Last Check# Used: 0279257
, 00000-0000                  | Check Ver Report:
DirDep: No  CashBook: Yes  Imprest: Yes | Recon Report:
-----
*** Grand Total *** # of Bank Codes: 3
-----
Selection Legend:
-----
Sorted By: Bank Code
Banks set as: Cash Book Only

```

[ADM-AUC-SY-7904]

## 5. OVERNIGHT JOBS

### 5.1. Budget Checks

A feature of the overnight jobs will re-check Accounts Payable vouchers held due to insufficient funds, and if funds were made available after checking the voucher but before the overnight job runs, the voucher will be advanced to the next level. In the event that an account was being used for budget check that normally has a negative balance, the checking was not working properly and vouchers were being advanced in the process despite the insufficient funds due to the negative balance. This has been corrected and the vouchers will remain in the needs budget override status.



When establishing summary accounts to use for budget checks, it is best to use the same account type as the posting account. If a fund equity account normally carries a negative balance and is used to budget check an expenditure account, the automated process will never move the voucher through and it will have to be checked and approved manually.

[ADM-AUC-FM-8108]

## 6. INTERFACES

### 6.1. Upload Vouchers from Spreadsheet

A new interface has been added to allow uploading vouchers from an excel spreadsheet. You may use this process to upload any type of voucher such as one created to upload snowplow invoices or to upload one-time payments from another system that is not integrated with AUC such as a third party payroll system. This process is described



in detail in the document **Upload Vouchers from Spreadsheet** found in the **Interfaces** section of the **Accounts Payable Help Reference Library**.

[ADM-AUC-AP-686]

## 7. HELP REFERENCE LIBRARY

### 7.1. New or Updated Documentation

- Voucher Processing      Entering a Credit Voucher
- Disbursements:        Implementing a New Bank Account
- Interfaces:              Upload Vouchers From Spreadsheet