S ACCOUNTS PAYABLE RELEASE NOTES – JUNE 2014

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 <u>June 21, 2014</u>.

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1. VOUCHER PROCESSING

Inactive Department Code on Voucher Batch 1.1.

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:

🚸 TedRE - A	& TedRE - AP_Mult_Voucher_Error_THERESA[4].lis							
File Edit Form	nat Options							
Courier New	Courier New 🔻 9 🔹 🖪 🖊 🖳 💷 🗐 🗐 🗐 🖉							
6115								
2085-FMREP:AP	VOUMULERR	Printed 30-Ma	y-2014 at 13:17:43 by THERESA	Page 1				
			Town of ADMINS					
		Vouch	er Error Check by Batch					
			-					
UserBatch	Expected Amount	Entered Amount	Batch Errors:					
12609	100.00	100.00	*** Default Department is Invalid/Inactive	-Edit Default Dept				
1								

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]

Voucher Error Check – Paying Retainage 1.2.

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.

Voucher Entry Entry Began	Voucher Change Order Entry Began
TEST1 C Print Manual C ACH C Wire No Chk 28-Mag-2014 Check Date Bank Ecc: r# Check Date Bank Ecc: g 28-Mag-2014 FY 2014 Separate Check for this Voucher g 28-Mag-2014 FY 2014 Type P	oice# PR 902427 000166 02 Date 09-0ct-2013 stomer# C ACH Wire C NoCheck pt Code COUSER Date J Date 09-0ct-2013 FY 2014 e Date 09-0ct-2013 FY 2014
Status History Check Error E2076-Cannot remove separate check flag for a manual/Wire/No Check Type CK	Check Error 4 Status Det-2013 3 CK CK

[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

Check History Account Detail Report 3.1.

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.

	Report Library	Report Library I
F	Report Name	Report Name
2	2685-Check History - List of Checks by Bank	2685-Check History - List of Checks by Bank
2	2686-Check History - Voucher Details by Check	2686-Check History - Voucher Details by Check
2	162-Check History - List of Checks by Warrant	2162-Check History - List of Checks by Warrant
2	160-Check History - Vouchers paid on checks by I	2160-Check History - Vouchers paid on checks by B
2	2161-Check History by Vendor	2161-Check History by Vendor
2	2688-Register of O/S Uncleared Checks	2688-Register of O/S Uncleared Checks
2	168-Warrant Listing	2168-Warrant Listing
2	2689-Tailing Report - Unclaimed Checks	2689-Tailing Report - Unclaimed Checks
2	2693-Check History - Account Detail by Warrant	 2693-Check History - Account Detail by Check Date

Figure 3 Before



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

Task 2693: Check History - Account Detail by Warrant	Task 2693: Check History - Account Detail by Check Date
Posted Vouchers Account Detail - By Warrant	Posted Vouchers Account Detail - By Warrant
Required: Enter up to 9 Warrant#'s Edit 0 values:	Required: Check Date Range (mmddyyyy) From: To:
Run as © Pre <u>v</u> iew C <u>P</u> rint C P <u>D</u> F C <u>E</u> xcel	Run as © Preview © Print © PDF © Excel
	If Printing use Duplex 💿 Yes 🔿 No
Lookup <u>O</u> K <u>Cancel</u> Clear <u>A</u> ll	Lookup OK Cancel Clear All
Figure 5 Before	Figure 6 After



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	A	В	С	D	E	F	G	Н		J	К	L	М	N	0	P
1	Warrant	Warrant Type	Warrant Total	<u>Bank</u>	Check#	CheckDate	<u>Status</u>	CkType	Voucher# V	/endor#	VendorName	Check Amount	Voided On	<u>Cleared On</u>	Line	<u>GLLi</u> (
86	004393	Regular		EAST	0276220	03-Jul-2013	Issued	Printed	332,603 0	17251	TSA CONSULTING GROUP	20.00			1	19
87	004393	Regular		EAST	0276220	03-Jul-2013	Issued	Printed	332,628 0	17251	TSA CONSULTING GROUP	425.00			1	19
88	004393	Regular		EAST	0276221	03-Jul-2013	Issued	Printed	332,607 0	19551	U.S. DEPT. OF EDUCATION	89.06			1	19
89	004393	Regular		EAST	0276222	03-Jul-2013	Issued	Printed	332,630 0	19551	U.S. DEPT. OF EDUCATION	221.35			1	1
90	004393	Regular		EAST	0276223	03-Jul-2013	Issued	Printed	332,617 0	02437	UNUM LIFE INS CO OF AMERICA	76.45			1	1
91																
92	004394	Regular	8,742.96	EAST	9001449	03-Jul-2013	Issued	Printed	332,765 0	01039	INTERNAL REVENUE SERVICE	8,742.96		02-Jul-2013	1	1
93																
94	004395	Regular	140,642.27	EAST	0276224	08-Jul-2013	Issued	Printed	332,672 0	017132	ACME BOOKBINDING CO., INC.	48.30			1	1 0
95	004395	Regular		EAST	0276225	08-Jul-2013	Issued	Printed	332,813 0	01833	ADMINS INC	8,640.00			1	1 4
96	004395	Regular		EAST	0276225	08-Jul-2013	Issued	Printed	332,813 0	01833	ADMINS INC	3,566.95			2	19
97	004395	Regular		EAST	0276226	08-Jul-2013	Issued	Printed	332,650	03099	ANNE MATTHEWS	39.03			1	19

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.

	A	В	E	F	G	Н	1	J
1	<u>Bank</u>	Name	AP-Cash	HR-Cash	TR-Cash Override	DirDep?	<u>CashBk?</u>	<u>Status</u>
2	0001	BANK OF AMERICA	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	****-000-0000-000-00-00-10400		Y	A
3	0002	HR DIRECT DEPOSIT	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	Y	Y	A
4	0003	HR DIRECT DEPOSIT	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	Y		A
5	AFCU	AFFINITY FED CR UN	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	Y		A
6	AM	AMERICAN EXPRESS	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000			A
7	APCO	APCO EMPLOYEE CREDIT UNION	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	Y		A
8	AUBN	AUBURNDALE CO-OP BK	0000-000-0000-000-00-00-00000	0000-000-0000-000-00-00-00000	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.

Maintain Bank Codes							
Bank <mark>AFCU</mark>	Name AFFINITY FED CR UN	ABA# 2212-8351-2	ABA Numerator ABA Denominator				
Address 1 Address 2			Direct Deposit Only • Yes • No				
Address 3 City		State Zip Code 00000-0000					

Figure 8 Before

	Maintain Ba			
Bank <mark>EAST</mark>	Name EASTERN BANK FOR A/P	ABA# 0113-0179-8	ABA Numerator 53–179 ABA Denominator 113	
Address 1 Address 2 Address 3 City	LYNN, MASSACHUSETTS	State Zip Code 00000-0000	Direct Deposit Only C Yes C No Cash Book Bank Imprest Account C Yes C No C Yes C No	The system will create deposits equal to the withdrawals to net to \$0.

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.

Task 2561: Bank Code Table				
Bank Code Table				
Sort By:	• Bank Code C	Bank Nam	ie	
Name and address list Only?:				
Run as	C PDF	○ <u>X</u> ML	○ C <u>S</u> V	C Excel
If Printing use Duplex \odot Yes	C <u>N</u> o			
Lookup	<u>0</u> K	Cancel	Clear <u>A</u> ll	

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.

Task 2561: Ban Bank Co	k Code T de Table	able				×
Sort By: Include Banks set as	⊙ Bank (⊖ All ⊖ I	Code O Bank I Direct Deposit	Name • Cash Book	c 🔿 Imprest		
Run as © Preview If Printing use Duplex	C Print • • Yes Lookup	© PDF © № 	C XML Cancel	C CSV	C Excel	

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 · DANK OF AMEDICA	Contact Name:
ABA# 1234-5678-0	Phone# 4 Type: (000) 000-0000
	Web Address:
	E-mail Address:
00000-0000	Last Check# Used: 0000000
DirDep: No CashBook: Yes Imprest: No	Recon Report:
	•
0002 : HR DIRECT DEPOSIT	Contact Name:
ABA# 2113-8178-3	Phone# & Type: (000) 000-0000
	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:
	B-mail Address: n.tittmanngeasternbang
, 00000-0000	Check Ver Report:
DirDep: No CashBook: Yes Imprest: Yes	Recon Report:
*** Grand Total *** # of Bank Codes: 3	
<i>n</i>	
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



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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