



ACCOUNTS PAYABLE

RELEASE NOTES – JUNE 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Accounts Payable** system.

TABLE OF CONTENTS

1. CHANGE ORDERS	2
2. DISBURSEMENTS.....	2
2.1. Void Check Process for Credit Card Vouchers	2
2.2. Manual Checks Stamped as VOID	3
3. INTERFACES/IMPORTS	3
3.1. Credit Card Processing	3
3.1.1. Adding a Manual Transaction	3
3.1.2. Changing a Vendor in a Credit Card Batch	5
4. HELP REFERENCE LIBRARY	6



1. CHANGE ORDERS

Prior to the software update, when changing a credit voucher from a type of “printed” to “no check”, if there was a purchase order involved, an error was displayed and the encumbrance was not restored. This was corrected.

[ADM-AUC-AP-807]

2. DISBURSEMENTS

2.1. Void Check Process for Credit Card Vouchers

When credit card vouchers are posted they are immediately closed and assigned a check number; these vouchers do not go through the disbursements check run.

Voucher Check History Closed
THERESA

Batch # CC13147
Voucher# 353702

Vendor 006803 01
CDW GOVERNMENT INC
75 REMITTANCE DR
SUITE 1515
CHICAGO
IL 60675-1515

Invoice# 05436846152300153667323
Inv Date 31-May-2016
Customer#
Dept Code TOWN
You Date 01-Jun-2016 FY 2016
Due Date 01-Jul-2016 Terms DUR

Separate Check **Bank** EAST
Type CP Credit Card Pay

Amount to Pay Vendor 256.70

Line	Bank	Check#	Check Date	Warrant	Clear Date	Cancel Date	Type	Total Check	Net Paid
1	EAST	1000001	31-May-2016	004798			No Check Payment	256.70	256.70

The void check process has changed to stop users from inadvertently selecting credit card checks for void processing. This is the error report they will see if they try to select a credit card check for void processing:

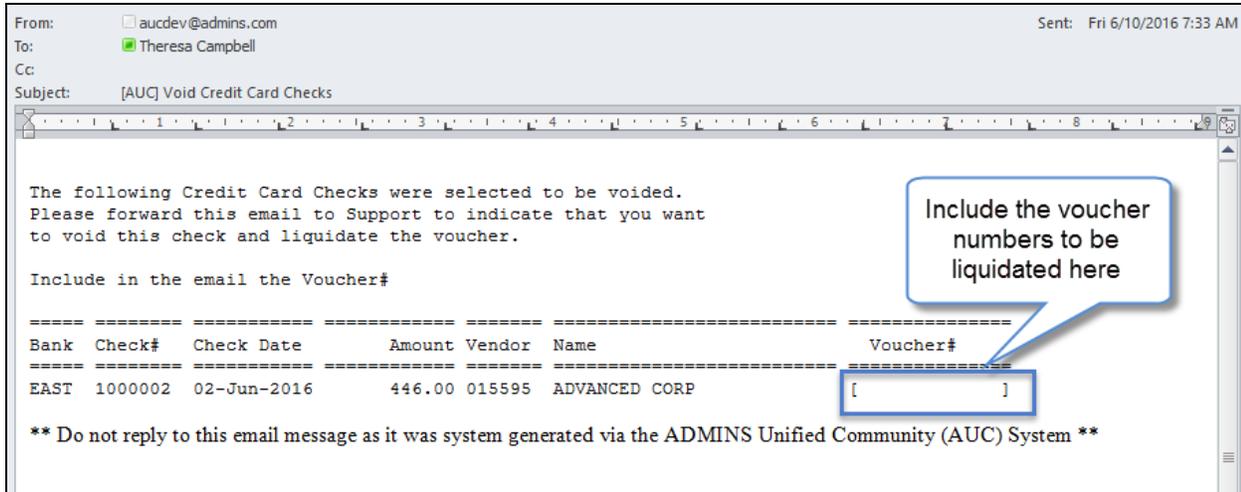
```

2188-APVOIDCHKNOSEL.REP          Printed 09-Jun-2016 at 11:57:41 by THERESA          Page 1
                                Town of ADMINS
                                Void Check No Selection Report

                                ***** THE FOLLOWING CHECKS WERE NOT SELECTED IN VOID CHECK PROCESSING *****
=====
Check   Check Date  Vendor                Error Message                Amount
=====
1000001 31-May-2016  CDW GOVERNMENT INC      Cannot Void Credit Card Check      256.70
                                An email has been sent to support indicating that you want to void a credit
                                card check. They will contact you shortly to verify that you do indeed want
                                to void this check and liquidate the voucher.
=====

```

In addition, an email will be sent to the user attempting to void the transaction, if the user has a valid email address set in their user profile in the AUC system.



In the event that a credit card transaction must be voided and the voucher liquidated, send support@admins.com the email along with the voucher #s to be liquidated.

[ADM-AUC-AP-804]

2.2. Manual Checks Stamped as VOID

There was an issue when doing a void/replace with manual if the check contained a credit voucher. Manual checks that included a credit voucher with a negative line amount were sometimes printing with **VOID** stamped on the face of the check. This was corrected and patched to sites in early April and is included here to document the change.

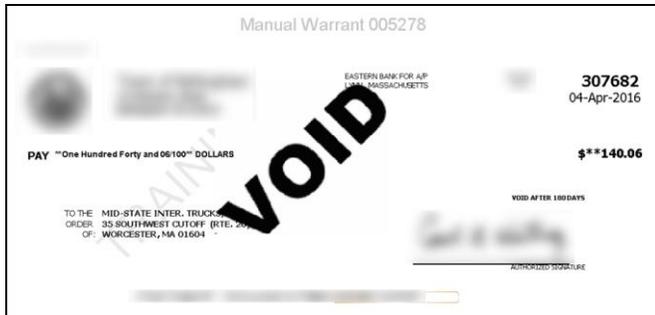


Figure 1 Before

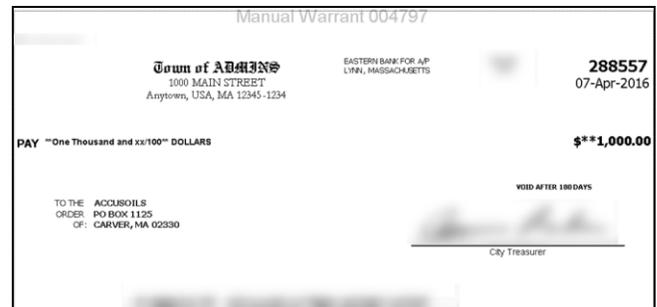


Figure 2 After

[ADM-AUC-AP-800]

3. INTERFACES/IMPORTS

3.1. Credit Card Processing

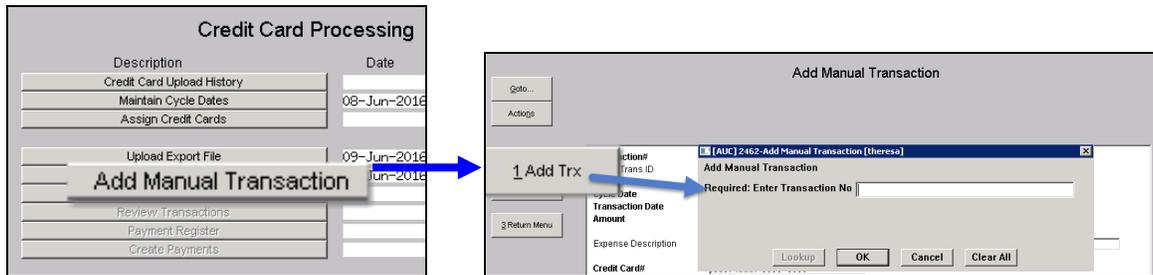
Several enhancements were made to the site-specific **Credit Card Process**.

3.1.1. Adding a Manual Transaction

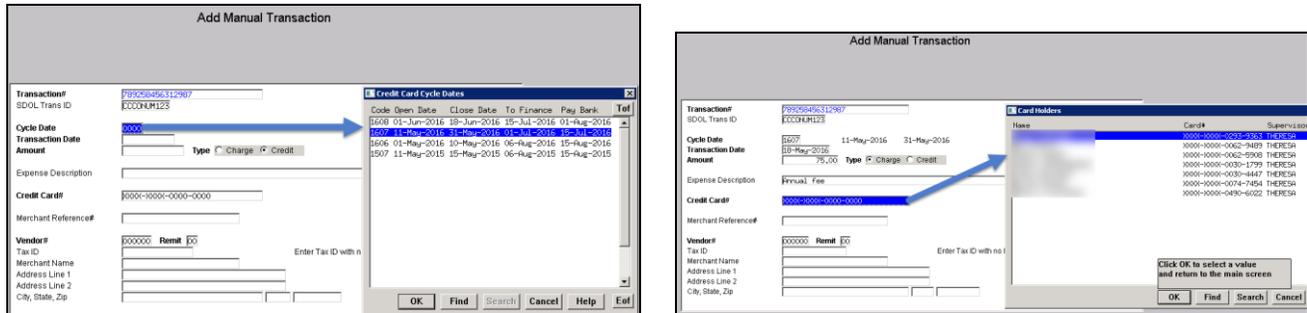
To allow for missing transactions or transactions that have not been included in the export file from the Credit Card Company, a manual transaction may now be added to an uploaded batch. This feature is found on the Credit Card



Processing Steps menu. Once an export file has been uploaded, select **[Add Manual Transaction]**, and then click on **[Add Trx]**.



Begin by entering a transaction number and clicking on **OK**; then fill in the remaining fields. All fields that are labeled in **Bold** are required; the other fields are optional but should be populated with available data. There are lookups available on **Cycle Date**, **Transaction Date**, **Credit Card #**, and **Vendor # / Remit**.



- TRANSACTION#** The long string of numbers that identify this transaction.

- CYCLE DATE** Use the current cycle – before it reaches the **“To Finance”** cut off date. Do not use an OLD cycle even if the transaction is from a previous cycle.

- TRANSACTION DATE** Date that the transaction occurred. Dates outside the start and end of the cycle range are allowed.

- AMOUNT** Enter the amount of the transaction. Only positive number entries are allowed

- TYPE** Charge or Credit. This radio button controls how the transaction will be treated once the voucher is created

- CREDIT CARD#** Identifies the credit card holder

- VENDOR#/REMIT#** AUC vendor# and Remit#. *Although this is a required field, it may be left blank if the Tax ID, Name and address are supplied instead.

- TAX ID/Merchant Name/Address** If an AUC vendor is used – it will automatically fill in the Tax ID, Name and address of the vendor. If an AUC vendor does not currently exist in the database, then enter the Tax ID, Name and Address.



These fields are not required – but should be filled in if data is available.

- SDOL Trans ID This is the transaction number assigned by the credit card company.
- Expense Description Description of what was purchased or why the credit is being applied.
- Merchant Reference# If the merchant supplied a reference number



Manual transactions may be processed without a batch upload in progress. If adding a transaction without uploading a batch, use the current cycle. If a batch is uploaded, add any manual transactions *after* the batch is uploaded; else the manual transactions will be discarded when the batch is uploaded.

The **edit list** provides a list of just the **Manual Transactions** present in the batch. In the data entry screen, only positive amounts are allowed in the transaction amount field, and a radio button indicates if the transaction is a **Charge** or a **Credit**. On the edit list, the **credit amounts** are shown as a negative number.

Post Date	Purch Date	Transaction#	Vendor	Card Holder	Amount	Sales Tax	Message	
Card Supervisor : Theresa Campbell								
09-Jun-2016	18-May-2016	789258456312987	013150 ISABELLA'S DELI Merchant: ISABELLA'S DELI 61 MECHANIC ST #A BELLINGHAM MA 020190000 Tax ID:	XXXXXXXX02939363	75.00			
09-Jun-2016	15-Apr-2016	88885552223333	001670 AMERICAN ALLIAN/HLTH PE REC D Merchant: AMERICAN ALLIAN/HLTH PE RE 1900 ASSOCIATION DR. RESTON VA 220910000 Tax ID: S20886491	XXXXXXXX04906022	-11.73			
Debits:		75.00	Credits:	11.73	*** Card Supervisor Total # 2			63.27
Debits:		75.00	Credits:	11.73	*** Grand Total # 2			63.27

[ADM-AUC-AP-805]

3.1.2. Changing a Vendor in a Credit Card Batch

A new feature was added to allow a vendor to be replaced once a batch is uploaded and vouchers are created. This may be used for vouchers in progress only. Closed vouchers may not be changed in this way.

For example, voucher # 353705 is currently using the vendor “APPLE BOOKS” but should really be “ABS TEXT BOOKS”.

View All Vouchers (Bills)										
1 Select	3 Vouch#	2 Batch	4 DeptCode	5 VouchDate	6 Vendor Name	Year	Location	Status	Voucher Total	Balance
	353702	CC13147	TOWN	01-Jun-2016	EDW GOVERNMENT INC	2016	Posted	Closed	256.70	
	353703	CC13147	TOWN	03-Jun-2016	ADVANCED CORP	2016	Posted	Closed	446.00	
	353704	CC13147	TOWN	03-Jun-2016	UMMC REGOT CREDIT CCD	2016	Posted	Closed	71.00	
	353705	CC13148	TOWN	09-Jun-2016	APPLE BOOKS				60.00	93.98

Figure 3 Before Changing the Vendor

Select **Accounts Payable** ▶ **Interfaces/Imports** ▶ **Replace Credit Card Vendor**.



Task 2467: Replace Credit Card Vendor

Replace Credit Card Vendor

Required: Enter Entry Batch

Required: Enter Voucher#

Required: Enter New Vendor#

Required: Vendor Remit#

Run as Preview Print PDF

If Printing use Duplex Yes No

Fill in the batch and voucher number, and the new vendor and remit #, and click on [OK].

View All Vouchers (Bills)

3 Voucher#	2 Batch	4 DeptCode	5 VouchDate	6 Vendor Name	Year	Location	Status	Voucher Total	Balance
353705	CC13148	TOWN	09-Jun-2016	ABS TEXT BOOK	2016	In-Prog			

Figure 4 After Changing the Vendor

If an attempt is made to change the vendor on a non-credit card batch, the following report will be displayed and no change will be made.

2467-FMREP:APCCREPLVEN.REP Printed 09-Jun-2016 at 13:22:22 by THERESA_ADMIN Page 1
Town of ADMINS
Replace Credit Card Vendor

Error Report

Batch	Voucher#	Vendor	Remit	Batch Owner	Error Message
PR910019	353618	000166	02	THERESA	Batch is not a Credit Card Batch and cannot be updated Make sure the batch selected is a credit card batch. Batch should start with CC

If an attempt is made to change the vendor on a voucher that is being edited by the owner, the following information message will be displayed and report will be produced; no change will be made.

2467-FMREP:APCCREPLVEN.REP Printed 09-Jun-2016 at 13:17:43 by THERESA_ADMIN Page 1
Town of ADMINS
Replace Credit Card Vendor

Error Report

Batch	Voucher#	Vendor	Remit	Batch Owner	Error Message
CC13148	353705	002087	01	THERESA	Voucher Locked by Batch owner and cannot be updated at this time Contact Batch Owner to have them exit the Voucher so that you can run the replace vendor process again

Replace Credit Card Vendor

Review Error Report

[ADM-AUC-AP-806]

4. HELP REFERENCE LIBRARY

Not applicable for this software update.