



ACCOUNTS PAYABLE

RELEASE NOTES – JUNE 2017

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

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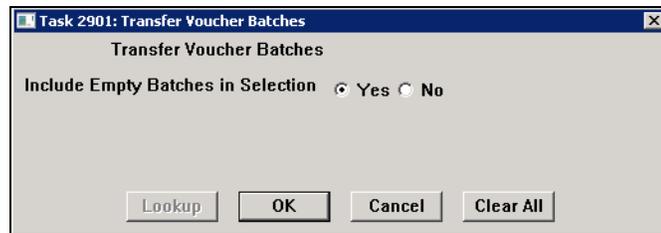


1. ENTER BILLS

Unused voucher batches sometimes exist when an AUC user terminates employment with the municipality.

1.1. Transfer Unused Voucher Batches [New]

To allow abandoned voucher batches to be used or deleted, the ability to select unused voucher batches for transfer was added. Select **Accounts Payable** ► **Enter Bills (Vouchers)** ► **Transfer Voucher Batches**:



The resulting selection screen will include batches with a status of **Unused** if the **Yes** radio button is selected. Below, the **Unused** batches created by users **KATHYC** and **JASON** may be transferred to a user for subsequent use or deletion.

Select Voucher Batches to Transfer							
1 Select All		2 Deselect All		3 Transfer Batches			
Sel	4 Batch	5 User	6 Department	Status	Trx Date	Bank	Batch Total
<input type="checkbox"/>	REF13123	ALEX	FINANCE	Entry Began	17-Feb-2016	EASTERN BANK FOR A/P	110,00
<input type="checkbox"/>	REF13036	ALEX	FIRE	Correct Errors	11-Feb-2015	EASTERN BANK FOR A/P	55,00
<input type="checkbox"/>	REF13035	ALEX	FINANCE	Entry Began	13-Jan-2015	EASTERN BANK FOR A/P	400,00
<input type="checkbox"/>	REF13034	ALEX	FINANCE	Entry Began	13-Jan-2015	EASTERN BANK FOR A/P	3886,78
<input type="checkbox"/>	REF13033	ALEX	FINANCE	Entry Began	13-Jan-2015	EASTERN BANK FOR A/P	75,16
<input checked="" type="checkbox"/>	REF12625	KATHYC	FINANCE	Unused	10-Jul-2014	EASTERN BANK FOR A/P	
<input checked="" type="checkbox"/>	REF12623	KATHYC	FINANCE	Unused	02-Jun-2014	EASTERN BANK FOR A/P	
<input type="checkbox"/>	REF12596	THERESA	TOWN	Unused	09-May-2014	EASTERN BANK FOR A/P	
<input checked="" type="checkbox"/>	REF12588	JASON	FINANCE	Unused	27-Feb-2014	EASTERN BANK FOR A/P	
<input checked="" type="checkbox"/>	REF12547	JASON	FINANCE	Unused	25-Feb-2014	EASTERN BANK FOR A/P	

Figure 1 Select Voucher Batches to Transfer screen with Unused Batches

[ADM-AUC-AP-843]

1.2. Combine Vouchers on a Single Check [Helpful Information]

Credit vouchers may be entered to offset payments to a given vendor. All vouchers to be paid on the same check must all be of the same payment type, be it **Print, ACH, Wire or No Chk**. For example, if the payment vouchers use the **Print** radio button, the credit voucher must use the **Print** radio button; if the payment vouchers are **ACH** payments, the credit voucher must be **ACH**. If the credit vouchers are not coded properly, they cannot be combined with the other vouchers to offset the payments in the disbursement warrant.

This is subject to line limits and if the site has chosen to not allow checks to use more than one page. This is controlled by Module Control #2100 (number of lines per check) and 2101 (Print multiple pages per printed check).



Batch # 13197
Voucher# 354157

Vendor: 000692 01
STAPLES
DEPT 10-00712916
P.O. BOX 70255
CHICAGO
IL 60673-0255

Invoice# TESTING CONTRACT VOUCHER SCREEN
Inv Date 16-Jun-2017
Customer#
Dept. Code TOWN TOWN
You Date 16-Jun-2017 FY 2017
Due Date 17-Jun-2017 Terms DUR

Print Manual ACH Wire No Chk
Check Date Bank EAST
Separate Check
Type Payment Voucher

Amount to Pay Vendor: 100.00

Figure 2 Payment Voucher

Batch # 13197
Voucher# 354158

Vendor: 000692 01
STAPLES
DEPT 10-00712916
P.O. BOX 70255
CHICAGO
IL 60673-0255

Invoice# CREDIT VOUCHER
Inv Date
Customer#
Dept. Code TOWN TOWN
You Date 16-Jun-2017 FY 2017
Due Date Terms DUR

Print Manual ACH Wire No Chk
Check Date Bank EAST
Separate Check
Type Credit Voucher

Amount to Pay Vendor: -50.00

Figure 3 Credit Voucher Entry screen

If a credit voucher is improperly coded and processed in a disbursement warrant, follow these steps to recover:

1. Remove the cleared date for the check in the Bank Account Management screen

Bank Account Management

Bank: EAST
EASTERN BANK FOR A/P
LYNN, MASSACHUSETTS
Last Ck# 0289135
00000-0000

View: All Checks, Outstanding Checks, Cleared Checks, Voided Checks
Restrict View to Check Date: From To

Check	Check Date	Type	Warrant Payable To	Amount	Status	Voided	Cleared
0288690	11-Apr-2017	Printed	004838 1812 USS CONSTITUTION MARINES	150.00	Issued		
8000044	11-Apr-2017	ACH Adv	004838 JUSTICE RESOURCE INSTITUTE	2400.00	Issued		

2. Void the check, selecting option 3 to cancel check and reopen vouchers for later payment

Edit Void Check File

Bank: EAST EASTERN BANK FOR A/P
Check: 8000044
Check Date: 11-Apr-2017

Vendor: 000514 Remit 01
JUSTICE RESOURCE INSTITUTE
DBA/THE ATTLEBORO CENTER PROG,
160 GOULD STREET, SUITE 300
NEEDHAM HEIGHTS
MA 02494-2300

Check Details:
Amount: 2400.00
Type: R ACH Advice
Status:
Warrant: 000000
Lines: 4 View Lines

Select Method below for Voiding Check:
 1 Cancel check and replace with manual check
 2 Cancel check and vouchers
 3 Cancel check and reopen vouchers for later payment
 4 Tailing - Cancel check and replace with Manual Check

Enter Void Date: 11-Apr-2017
Clear Void Date

Return to Steps Menu

3. Create and post a change order on the voucher payment type. (When changing from an ACH, Wire or No Check to a Printed check, the check information (date and separate check flag) will be removed from the voucher.)



- Posting the change order will make the voucher available for collection with a subsequent disbursement warrant.

[ADM-AUC-AP-847]

2. DISBURSEMENTS ► WARRANTS [FIX]

The Collect Vouchers process under **Accounts Payable ► Disbursements ► Warrants** produces a report of vouchers with Inactive or Invalid accounts. The Voucher Date column on the report was misaligned and truncating the last digit of the date. This was corrected.

```

2140-APDISPERFY.REP          Printed 14-Apr-2017 at 11:5
                               Town
                               Collec

                               The following Vouchers hav
                               Fiscal Years based on Disburse

=====
UserBatch  Voucher#  FY  VoucherDate  Line  GLLin  =====
-----
13191      354151    2018  01-Jul-201  1    1    0200-450-000
=====
***** Gran
    
```

Figure 4 Before

```

2140-APDISPERFY.REP          Printed 14-Apr-2017 at 12:00
                               Town
                               Collec

                               The following Vouchers hav
                               Fiscal Years based on Disburse

=====
UserBatch  Voucher#  FY  VoucherDate  Line  GLLin  =====
-----
13191      354151    2018  01-Jul-2017  1    1    0200-450-000
=====
***** Gran
    
```

Figure 5 After

[ADM-AUC-AP-842]

3. VOID CHECK ATTACHMENTS [Fix]

Folders are needed for system-generated attachments at the start of each calendar year. ADMINS added code to the void check process allowing check images to be stored. This only presented an issue if a Void disbursement process was run prior to a regular disbursement process for the first time in the calendar year.

[ADM-AUC-AP-827]

4. REPORTS ► Vendors With No Activity (Dormant) [Fix]

To ensure that active vendors are not inadvertently removed, the dormant vendors report was enhanced to include payroll activity in addition to purchasing and accounts payable. Run this report to identify candidates to be inactivated due to no activity since a specified date. Select **Accounts Payable ► Reports ► Report Library ► By Vendor ► 2285 Vendors With No Activity (Dormant)**.



Task 2285: Vendors with no Activity (Dormant)

Vendors with no Activity (Dormant)

Required: Enter Cut off Date (mmddyyyy)

Run as Preview Print PDF

If Printing use Duplex Yes No

The report will now include columns showing the last Payroll Warrant and Payroll Warrant date. Prior to the software update, these columns were not included on the report.

2286-APPORSELVNO.REP Printed 12-Jun-2017 at 14:46:39 by ANTHEA Page 1
Town of ADMINS
Vendors with no Activity List

Vendor#	Name	Last Po Date	Last PO#	Last Voucher Dt	Last Voucher	Last Check Date	Last Check
000044	BAYBANK NORFOLK COUNTY TR			21-Aug-1995	1705	21-Aug-1995	0080937
000045	BOSTON SAFE DEPOSIT & TRUST			31-Jan-2011	288120	07-Feb-2011	0248966
000046	POSTMASTER	18-Jul-2016	11665	06-Aug-2015	353006	06-Aug-2015	0288233
000047	WYNEX	12-Aug-2014	11455	06-Aug-2015	353009	06-Aug-2015	0288228
000048	NSTAR	04-Nov-2016	11691	04-Oct-2016	353899	04-Oct-2016	8000035
000049	MASS ELECTRIC	04-Nov-2016	11692	04-Oct-2016	353900	04-Oct-2016	8000034
000051	AT&T CREDIT CORP	29-Oct-1996	1778	22-May-1997	27929	02-Jun-1997	0097681

Figure 6 Before

2286-APPORSELVNO.REP Printed 16-Jun-2017 at 11:38:08 by THERESA Page 1
Town of ADMINS
Vendors with no Activity List

Vendor#	Name	Last Po Date	Last PO#	Last Voucher Dt	Last Voucher	HR Warrant	HR Warrant Dt	Last Check Date	Last Check
000044	BAYBANK NORFOLK COUNTY TR			21-Aug-1995	1705	123456	01-Aug-1995	21-Aug-1995	0080937
000051	AT&T CREDIT CORP	29-Oct-1996	1778	22-May-1997	27929			02-Jun-1997	0097681
000055	TRAFALGAR STATIONERY	08-Jan-1998	3127	13-Apr-1998	41055			13-Apr-1998	0106456
000056	UNISYS			09-Jul-1997	29625			07-Jul-1997	0098855
000057	OFFICE EQUIPMENT	17-Jul-1996	1532	18-Nov-1996	21079			25-Nov-1996	0093020
000059	PITNEY BOWES			19-Dec-1997	36967			22-Dec-1997	0103466

Figure 7 After

[ADM-AUC-AP-845]

5. INTERFACES/IMPORTS ► Credit Card Processing [Enhancement]

Accounts Payable

- Interfaces/Imports ►
 - VMS Voucher Batches
 - Create Deduction Vouchers (3rd party payroll)
 - Create Refund Vouchers
 - Credit Card Processing**
- Site Specific
- Help Reference Library

Credit Card Processing

Description Date

To more easily make corrections for missing transactions in credit card batches, a new column, **Finance Review Date**, has been added to the **Maintain Cycle Dates** screen.



Code	Open Date	Close Date	Last Date to Finance	Payment to Bank
1806	16-Dec-2017	15-Jan-2018	29-Jan-2018	09-Feb-2018
1805	16-Nov-2017	15-Dec-2017	29-Dec-2017	09-Jan-2018
1804	17-Oct-2017	15-Nov-2017	29-Nov-2017	11-Dec-2017
1803	16-Sep-2017	16-Oct-2017	30-Oct-2017	10-Nov-2017
1802	16-Aug-2017	15-Sep-2017	29-Sep-2017	10-Oct-2017
1801	18-Jul-2017	15-Aug-2017	29-Aug-2017	11-Sep-2017
1712	16-Jun-2017	17-Jul-2017	31-Jul-2017	11-Aug-2017

Figure 8 Before

Code	Open Date	Close Date	Last Date to Finance	Finance Review	Payment to Bank
1806	16-Dec-2017	15-Jan-2018	29-Jan-2018	29-Jan-2018	09-Feb-2018
1805	16-Nov-2017	15-Dec-2017	29-Dec-2017	29-Dec-2017	09-Jan-2018
1804	17-Oct-2017	15-Nov-2017	29-Nov-2017	29-Nov-2017	11-Dec-2017
1803	16-Sep-2017	16-Oct-2017	30-Oct-2017	30-Oct-2017	10-Nov-2017
1802	16-Aug-2017	15-Sep-2017	29-Sep-2017	29-Sep-2017	10-Oct-2017
1801	18-Jul-2017	15-Aug-2017	29-Aug-2017	29-Aug-2017	11-Sep-2017
1712	16-Jun-2017	17-Jul-2017	31-Jul-2017	31-Jul-2017	11-Aug-2017

Figure 9 After



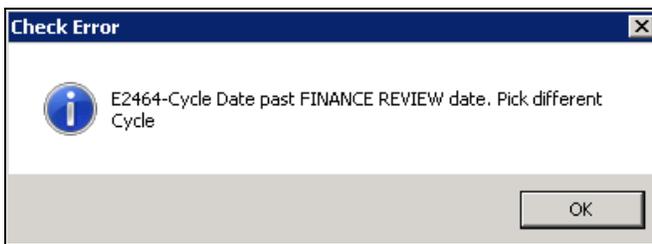
Note: The Finance Review date initially will equal the Last Date to Finance. The Credit Card Processing manager at the site may change the Finance Review dates.

In the **Manual Transaction** step, the cycle lookup now includes the Finance Review column. Users may now select any cycle where the **Finance Review Date** is **GREATER THAN or EQUAL to TODAY**. If there is a transaction missing from the last cycle and the **Finance Review Date** has not been reached, then it will allow them to select a prior cycle.

Code	Open Date	Close Date	To Finance	Pay Bank
1806	16-Dec-2017	15-Jan-2018	29-Jan-2018	09-Feb-2018
1805	16-Nov-2017	15-Dec-2017	29-Dec-2017	09-Jan-2018
1804	17-Oct-2017	15-Nov-2017	29-Nov-2017	11-Dec-2017
1803	16-Sep-2017	16-Oct-2017	30-Oct-2017	10-Nov-2017
1802	16-Aug-2017	15-Sep-2017	29-Sep-2017	10-Oct-2017
1801	18-Jul-2017	15-Aug-2017	29-Aug-2017	11-Sep-2017
1712	16-Jun-2017	17-Jul-2017	31-Jul-2017	11-Aug-2017
1711	16-May-2017	15-Jun-2017	29-Jun-2017	10-Jul-2017
1710	18-Apr-2017	15-May-2017	30-May-2017	09-Jun-2017
1709	16-Mar-2017	17-Apr-2017	01-May-2017	12-May-2017
1708	16-Feb-2017	15-Mar-2017	29-Mar-2017	10-Apr-2017
1707	17-Jan-2017	15-Feb-2017	01-Mar-2017	13-Mar-2017
1706	16-Dec-2016	16-Jan-2017	30-Jan-2017	10-Feb-2017
1705	16-Nov-2016	15-Dec-2016	29-Dec-2016	09-Jan-2017
1704	18-Oct-2016	15-Nov-2016	29-Nov-2016	12-Dec-2016
1703	16-Sep-2016	17-Oct-2016	31-Oct-2016	14-Nov-2016

Figure 10 Before

Figure 11 After



If a cycle date is chosen that is in the past, an error message will pop up and a new cycle may be selected. If the transaction needs to be added to a cycle that has a Finance Review date before the current date, the Credit Card Processing manager may update the **Finance Review** date in the **Maintain Cycle Dates** table.

[ADM-AUC-AP-816]



6. SCREEN DELAY [Fix]

Some sites with large data sets experienced a delay when viewing screens using scroll bars. The scroll bars were removed from multi-record screens to improve performance.



Figure 12 Before

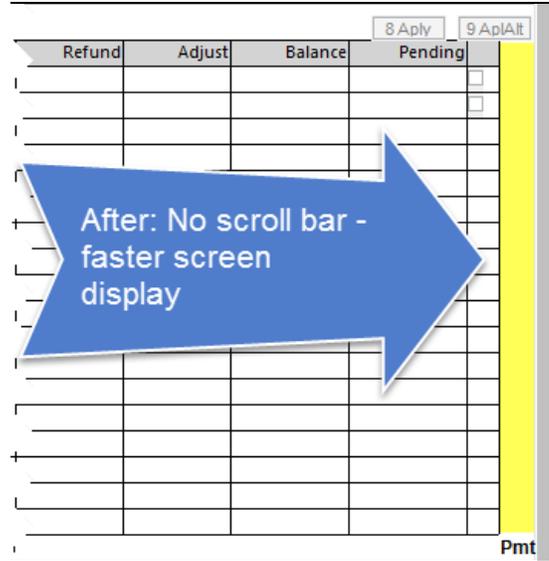


Figure 13 After

[ADM-AUC-RC-8369]

7. HELP REFERENCE LIBRARY

7.1. New or Updated Documentation

- INTERFACES AP-970 Credit Card Processing [Update]