

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	<u>4</u> Batch	<u>5</u> User	6 Department	Status	Trx Date	Bank	Batch Total				
Ē	REE13123	PLEX.	ETNANCE	Entru Began	17-Eeb-2016	FASTERN BANK FOR A/P	110.00				
	REF13036	ALEX	FIRE	Correct Errors	11-Feb-2015	EASTERN BANK FOR A/P	55.00				
	REF13035	ALEX	FINANCE	Entry Began	13-Jan-2015	EASTERN BANK FOR A/P	400,00				
	REF13034	ALEX	FINANCE	Entry Began	13-Jan-2015	EASTERN BANK FOR A/P	3886,78				
	REF13033	ALEX	FINANCE	Entry Began	13-Jan-2015	EASTERN BANK FOR A/P	75,16				
	REF12625	KATHYC	FINANCE	Unused	10-Jul-2014	EASTERN BANK FOR A/P					
	REF12623	KATHYC	FINANCE	Unused	02-Jun-2014	EASTERN BANK FOR A/P					
	REF12596	THERESA	TOWN	Unused	09-May-2014	EASTERN BANK FOR A/P					
	REF12588	JASON	FINANCE	Unused	27-Feb-2014	EASTERN BANK FOR A/P					
	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 Entry Vendor, remit and payment type must all match Voucher# 354157 Goto. Vendor 000692 TESTING CONTRACT VOUCHER SCREE 🖲 Print 🛛 🔿 Manual 🔿 ACH O Wire nvoice/ O No Chł Actions STAPLES Inv Date 16-Jun-2017 Check Date Bank EAST DEPT 10-00712916 Separate Check 🔲 Customer# Y Go To Batch P.O. BOX 70255 
 Dept. Code
 TOWN
 TOWN

 Vou Date
 16-Jun-2017
 FY 2017

 Due Date
 17-Jun-2017
 Terms DUR
 Dept. Code TOWN CHICAGO IL 60673-0255 Type 🖻 Payment Voucher Amount to Pay Vendo <u>3</u> Items <u>4</u> GL Details 5 Status History Q Attachments 100.00

Figure 2 Payment Voucher

Goto	Batch # 13197 Voucher# 354158	Voucher Entry Vendo	or, remit and payment type must all match		
Actio <u>n</u> s Y Go To Batch	Vendor         000692         01           STAPLES         DEPT 10-00712916	Invoice#         CREDIT         VOUCHER           Inv Date	Print         Manual         CACH         Wire         No Chk           Check Date         Bank         EAST           Separate Check		
2 Entry (5)	<u>3</u> Items <u>4</u> GL Details	5 Status History QAttachments	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

🚥 [AUC] 2840-Bank Ac	count Management [theresa]						- 8 ×
File Edit Ledgers Purc	ihase Orders Accounts Payable Fix	ed Assets Human Resources Budget	Collections Tax Motor Excise	e MiscBilling System H	ielp		
		Bank Accou	int Management				
Qoto	Bank: EAST						
Actions 3 Listing 4 Clear Checks	EASTERN BANK FOR A/P LYNN, MASSACHUSETTS	Last Ck# 0289135	View All Checks C Outstanding Checks C Cleared Checks	Restrict View to Cr From To	eck Date		
5 To Bank		00000-0000	C Voided Checks		_		
1 Check 2 Check	one Type Warrant Payable	То	Amount	Status Voided	Cleared		1
8000044 11-Apr-3	2017 Printed 004838 1812 U 2017 ACH Adv 004838 JUSTIC	S CONSTITUTION MARINES	2400.00	Issued Issued		5 View Detail	
1						MORE	
Ready					J	Lkup	UP

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 Type: Status: Warrant: Lines:	2400.00 R ACH Advice 000000 <u>4</u> View Lines									
Select Method below for Voiding Check 1 C Cancel check and replace with manual check 2 C Cancel check and vouchers 3 C Cancel check and repenvouchers for later payment 4 C Tailing - Cancel check and replace with Manual Check	Enter Void Date 11-Apr-2017	<u>S</u> Clear Void Date									
<u>6</u>	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.)



Goto	Batch # 13176 Voucher# 353958	Voucher Change Order	Entry Began
Actions	Vendor COUSIA DI JUSTICE RESOURCE INSTITUTE DBA/THE ATLEBORO CENTER PROG. 160 GOULD STREET, SUITE 300 NEEDHAM HEIGHTS MA 02494	Invoice#         4522           Inv Date         99-Nov-2016           Customer#	© Print C ACH C Wire C NoCheck Check Dale [11-Rer-2017] Bank EAST Separate Check Ø Type P Pagnent Voucher
<u>2 Entry (1)</u> Line Item	2 Items 3 GL Details Oty Uom Item Description 12,0000 EA Monthly Telecom Charges	4 Status History QA	21-Check information Entered. Are you sure you want to ge types?
Split	0200-450-0000-004-00-00- 1099 FA PO# 11459/	52100 ELE	Yes No

4. 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.RE	Printed 14-Apr-2017 at 11:5 Town Collec				2140-APDISPERFY.REP Printed 14-Apr-2017 at					-2017 at 12:0 Town Collec		
		Th Fiscal	e fol: Year:	lowing s based	Vouchers hav 1 on Disburse				The Fiscal	e fol Year	lowing s base(	Vouchers hav 1 on Disburse
UserBatch Vouch 	er# FY === ==== 1 2018	VoucherDate 01-Jul-201	==== Line ==== 1	===== GLLin ===== 1	 0200-450-000	 UserBatch  13191	 Voucher#  354151	FY F2 2018	VoucherDate 01-Ju1-2017	==== Line ==== 1	===== GLLin ===== 1	 0200-450-000
Element A Defense					**** Gran		P4					**** Gran

Figure 4 Before

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) 06302000										
Run as  Preview  Print  PDF If Printing use Duplex  Yes  No										
Lookup OK Cancel Clear All										

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	rinted 12-Jun-2017 at 14:46:39 by ANTHEA Page										
	Town of ADMINS											
Vendors with no Activity List												
	La	ast Las	t Last	Last	Last	Last						
Vendor# Name	Po	Date PO	# Voucher	Dt Voucher	Check Date	Check						
000044 BAYBANK NORFOLK COUNTY T	ર		21-Aug-	1995 1705	21-Aug-1995	0080937						
000045 BOSTON SAFE DEPOSIT & TR	JST		31-Jan-	2011 288120	07-Feb-2011	0248966						
000046 POSTMASTER	18-Ju	1-2016 11	665 06-Aug-	2015 353006	06-Aug-2015	0288233						
000047 NYNEX	12-A1	ıg-2014 11	455 06-Aug-	2015 353009	06-Aug-2015	0288228						
000048 NSTAR	04-Ne	ov-2016 11	691 04-Oct-	2016 353899	04-0ct-2016	8000035						
000049 MASS ELECTRIC	04-N	ov-2016 11	692 04-Oct-	2016 353900	04-0ct-2016	8000034						
000051 ATCT COEDTT CODD	20_0/	-+_1006 1	778 22_Mext_	1007 27020	02_Jun_1007	0097681						
Figure 6 Before												

2286-AP	PORSELVNO.REP Pr:	nted 16-Jun-20 Vendors	17 at 13 Town of with no	1:38:08 by T ADMINS Activity Li	HERESA st	New	Columns	Page 1		
 Vendor#	Name	Last Po Date	Last PO#	Last Voucher Dt	Last Voucher	HR Warrant	HR HR Warrant Dt	Last Check Date	Last Check	
000044 000051 000055 000056 000057 000059	BAYBANK NORFOLK COUNTY TR AT&T CREDIT CORP TRAFALGAR STATIONERY UNISYS OFFICE EQUIPMENT PITNEY BOWES	29-Oct-1996 08-Jan-1998 17-Jul-1996	1778 3127 1532	21-Aug-1995 22-May-1997 13-Apr-1998 09-Jul-1997 18-Nov-1996 19-Dec-1997	1705 27929 41055 29625 21079 36967	123456	01-Aug-1995	21-Aug-1995 02-Jun-1997 13-Apr-1998 07-Jul-1997 25-Nov-1996 22-Dec-1997	0080937 0097681 0106456 0098855 0093020 0103466	

**Figure 7 After** 

[ADM-AUC-AP-845]

# 5. INTERFACES/IMPORTS > Credit Card Processing [Enhancement]

Accounts Payable			
Interfaces/Imports 🔷 🕨	VMS Voucher Batches	Credit	: Card Processing
Site Specific	Create Deduction Vouchers (3rd party payroll)	Description	Date
Help Reference Library	Create Refund Vouchers	Credit Card Upload History	
	Credit Card Processing	Maintain Cy	cle Dates

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.



Maintain Cycle Dates										Mainta	ain Cycle D	ates	
Code	Open Date	Close Date	Last Date to Finance	Payment to Bank			Code	Open Date	Close Date	Last Date to Finance	Finance Review	Payment to Bank	Dr
1806 1805 1804 1803 1802 1801	16-Dec-2017 16-Nov-2017 17-Oct-2017 16-Sep-2017 16-Aug-2017 18-Jul-2017	15-Jan-2018 15-Dec-2017 15-Nov-2017 16-Oct-2017 15-Sep-2017 15-Aug-2017	29-Jan-2018 29-Dec-2017 29-Nov-2017 30-Oct-2017 29-Sep-2017 29-Aug-2017	09-Feb-2018 09-Jan-2018 11-Dec-2017 10-Nov-2017 10-Oct-2017 11-Sep-2017			1806 1805 1804 1803 1802 1801	16-Dec-2017 16-Nov-2017 17-Oct-2017 16-Sep-2017 16-Aug-2017 18-Ju1-2017	15-Jan-2018 15-Dec-2017 15-Nov-2017 16-Oct-2017 15-Sep-2017 15-Aug-2017	29-Jan-2018 29-Dec-2017 29-Nov-2017 30-Oct-2017 29-Sep-2017 29-Aug-2017	29-Jan-2018 29-Dec-2017 29-Nov-2017 30-Oct-2017 29-Sep-2017 29-Aug-2017	09-Feb-2018 09-Jan-2018 11-Dec-2017 10-Nov-2017 10-Oct-2017 11-Sep-2017	ь. Ope Ср. Qr
1712	16-Jun-2017	17-Jul-2017	31-Jul-2017	11-Aug-2017			1712	16-Jun-2017	17-Jul-2017	31-Jul-2017	31-Jul-2017	11-Aug-2017	€

**Figure 8 Before** 





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.

Credit Card Processing		Add Manual Transaction
Description         Date           Credit Card Upload History         21–Jun–2017           Maintain Cycle Dates         21–Jun–2017           Assign Credit Cards         21–Jun–2017	Traps out	<u>657419840961</u>
Add Manual Transaction	Cycle Date Transaction Date Amount	Code         Description         XI           Code         Open         Date         Lose         Date         Fin Review         Pay         Bark         Tof           1005         16-Dec-2017         15-Jan-2018         29-Jan-2018         D9-Feb-2018         A           1005         16-Dec-2017         45-Jan-2018         29-Jan-2018         D9-Feb-2018         A
Credit Card Cycle Dates X Code Open Date Close Date To Finance Pay Bank Iof	Expense Description Credit Card#	Lood Lt-net-2017 JS-bue-2017 23-bue-2017 23-bue-2017 JS-bue-2017 JS-bue-2017 JS-bue-2017 JS-bue-2017 23-bue-2017 JS-bue-2017 J
1806 15-Dec-2017 15-Jen-2018 29-Jen-2018 09-Feb-2018 1805 16-Nov-2017 15-Dec-2017 29-Dec-2017 09-Jen-2018 1804 17-Oct-2017 15-Nov-2017 29-Nov-2017 11-Dec-2017	Merchant Reference#	1901 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 1711 16-Mag-2017 15-Jun-2017 29-Jun-2017 29-Jun-2017 10-Jul-2017
1803 16-5ep-2017 16-0ct-2017 30-0ct-2017 10-Nov-2017 1802 16-Aug-2017 15-5ep-2017 20-5ep-2017 10-0ct-2017 1801 18-Jul-2017 15-Aug-2017 29-Aug-2017 11-5ep-2017 180 10-0017 17 10-Aug-2017 29-Aug-2017 11-5ep-2017	Tax ID Merchant Name	00000 1710 18-Paper-2017 15-Mag-2017 30-Mag-2017 30-Mag-2017 30-Jun-2017 1709 16-Mar-2017 17-Paper-2017 01-Mag-2017 12-Mag-2017 1708 16-Feb-2017 15-Mar-2017 29-Mar-2017 29-Mar-2017 10-Paper-2017
1711 16-Marg2017 15-Jun-2017 31-Jun-2017 11-Marg2017 1711 16-Marg2017 15-Jun-2017 29-Jun-2017 10-Jun-2017 1709 16-Marg2017 15-Marg-2017 30-Marg-2017 12-Marg2017 1709 16-Feb-2017 15-Marg2017 29-Marg2017 12-Marg2017 1708 16-Feb-2017 15-Marg2017 29-Marg2017 12-Marg2017	Address Line 1 Address Line 2 City, State, Zip	1/0/ 1/-Jan-201/ 15+eb-201/ 01-Mar-201/ 01-Mar-201/ 15-Mar-201/ 1706 16-Dec-2016 16-Jan-2017 30-Jan-2017 30-Jan-2017 10-Ceb-2017 1705 16-Mov-2016 15-Dec-2016 29-Dec-2016 29-Dec-2016 09-Jan-2017 1704 18-Oct-2016 15-Dec-2016 31-Oct-2016 31-Oct-2016 14-Mov-2016 1703 16-Sec-2016 17-Oct-2016 31-Oct-2016 31-Oct-2016 14-Mov-2016
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		OK Find Search Cancel Help Eof
1703 16-Sep-2016 17-Oct-2016 31-Oct-2016 14-Nov-2016 💌		





OK <u>Find</u> <u>Search</u> <u>Cancel</u> <u>H</u>elp

**Figure 10 Before** 

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



[ADM-AUC-RC-8369]

## 7. HELP REFERENCE LIBRARY

#### 7.1. New or Updated Documentation

• INTERFACES

AP-970 Credit Card Processing

[Update]