



ACCOUNTS PAYABLE

RELEASE NOTES – JUNE 2018

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

TABLE OF CONTENTS

1. PAYING BILLS WITH VOUCHER BATCHES	2
1.1. Select Open Purchase Orders to Create Vouchers [Enhancement]	2
1.2. Voucher Liquidation Restoring Quantity & Dollar Amounts to PO [Fix].....	2
1.3. Re-Using Invoice #s After Voiding a Check [Fix]	2
1.4. Batch Not Ready Prints on Cover Sheets [Enhancement]	3
1.5. Void Check Voucher Liquidations Retainage Error Check Added [Fix]	4
2. POSTING MESSAGES	5
2.1. Voucher Posting [Fix].....	5
2.2. Voucher Change Order Posting [Fix]	6
2.3. AP Disbursement Posting [Fix]	6
2.4. Void Check Posting [Fix]	6
2.5. Voucher Approvals [Fix]	6
3. BANK RECONCILIATION	6
3.1. Bank Account Management [Fix]	6
3.2. Clear Checks [Fix]	7
4. QUERIES	8
4.1. Batch Query Screen Radio Buttons [Fix].....	8
5. REPORTS	9
5.1. 2803 Accounts Paid on Selected Warrants Report [Enhancement]	9
6. 1099 PROCESSING ► CREATE 1099 ELECTRONIC FILE NAME [FIX]	10
7. INTERFACES/IMPORTS ► CREDIT CARD PROCESSING [ENHANCEMENT]	11
8. HELP REFERENCE LIBRARY	11
8.1. New or Updated Documentation	11



1. PAYING BILLS WITH VOUCHER BATCHES

1.1. Select Open Purchase Orders to Create Vouchers [Enhancement]

The process was enhanced to decrease the time required to create vouchers from open purchase orders. To use this feature, follow the instructions to in **AP-160 Pay Open Pos** in the **Accounts Payable ▶ Help Reference Library**.

[ADM-AUC-AP-898]

1.2. Voucher Liquidation Restoring Quantity & Dollar Amounts to PO [Fix]

There was an issue when vouchers on a Purchase Order were liquidated. When a new voucher was created, the liquidated lines were not available for payment. This was corrected and installed on sites in mid-May and is included here to document the change.

[ADM-AUC-AP-896]

1.3. Re-Using Invoice #s After Voiding a Check [Fix]

The system has error checking to prevent an invoice from being paid multiple times. The implementation varies for each site depending on the value of module control #2152. If the value is set to Y, the invoice date will be used in combination with the invoice number to prevent duplicate payments being made. If the value is set to N, only the invoice number is used in the error checking.

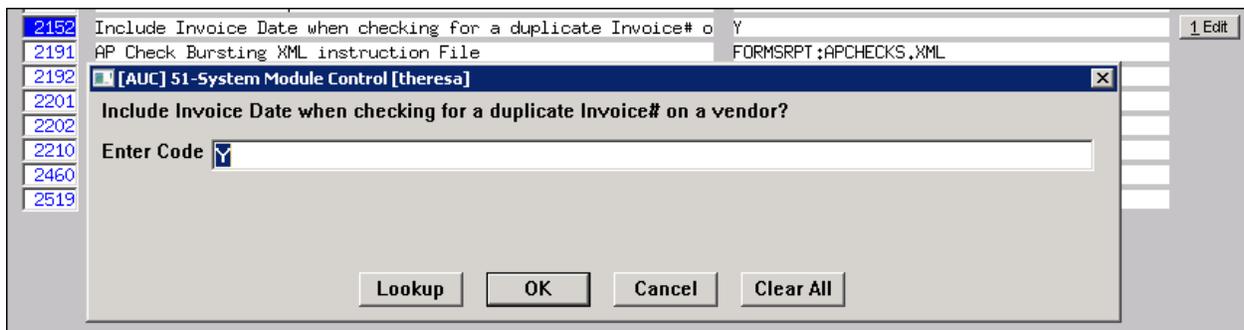


Figure 1 Module Control 2152 controls invoice number duplication

This error checking prevented paying an invoice again when a voucher had been liquidated and a check voided. Now the system will exclude void check invoice numbers and dates in the error checking.

There are some exceptions, noted here:

If any payment (that has not been voided) has been made against a liquidated voucher, then the invoice history will not be removed and the invoice number and date will trigger a warning message if attempted to be re-used on a voucher.

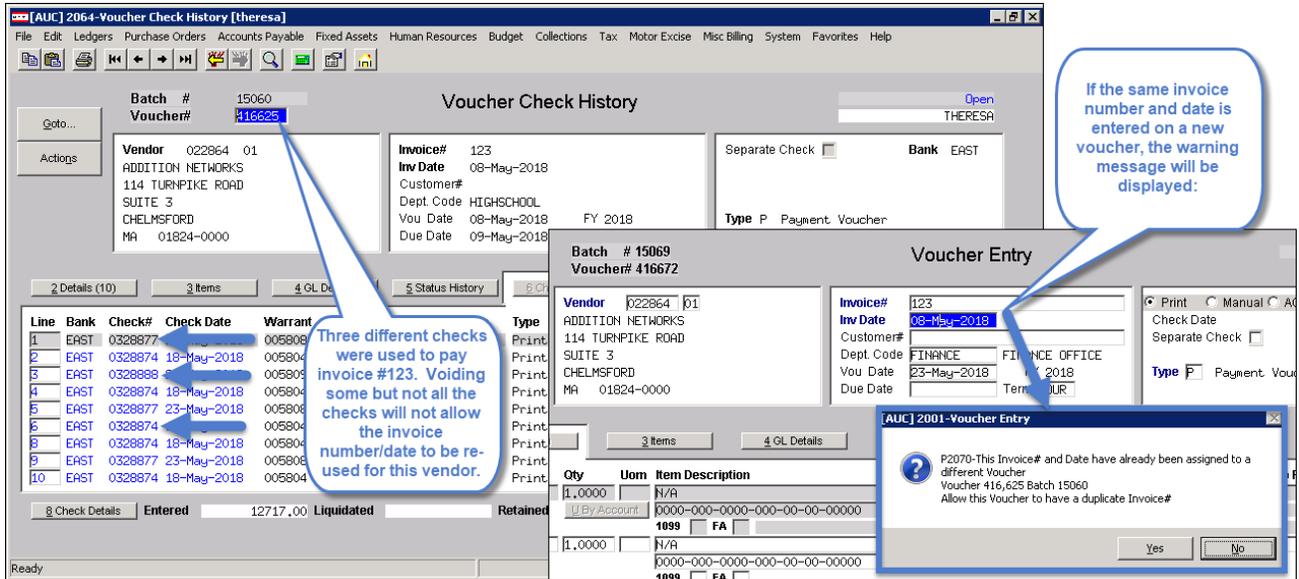


Figure 2 Warning message that the same invoice number is attempting to be re-used

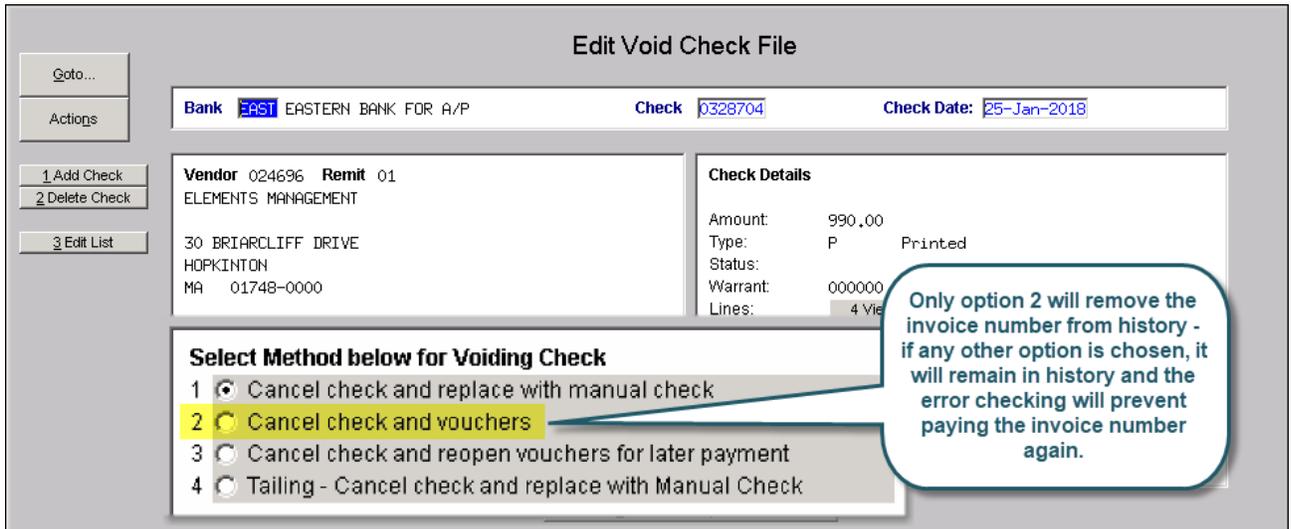


Figure 3 Void Check options – only method #2 releases the invoice number for re-use

To re-use an invoice number / date for a vendor, there must be no remaining checks or open lines on a voucher using the same invoice number / date, or the warning message in Figure 2 will appear.

[ADM-AUC-AP-897]

1.4. Batch Not Ready Prints on Cover Sheets [Enhancement]

The Accounts Payable Batch cover sheets now will display the words “***Batch Not Ready***” at the top left when the user prints a cover sheet for a batch that has errors or has not been error checked. This will assist both the data entry users and the finance department with processing only batches that are checked and ready for submission.



```

2760-APBCHCOVERSHEET_AUC          Printed 30-May-2018 at 14:56:14 by THERESA
                                     Town of Admins
                                     Batch Cover Sheet
                                     Page 1

Entered by: THERESA                Batch Date: 29-May-2018
Batch#: 15073                      # Vouchers: 5
Department: HIGHSCHOOL

*** BATCH NOT READY ***

Price                Expected      Entered      Variance
Freight             21,980.9600    21,980.9600
Other
Total                21,980.96      21,980.96

=====
Voucher# VoucherDate Vendor#  Name and Address          GL#  Account # and Description          Retain  Amount  Check# Typ
=====
416699   29-May-2018  010257-01 ADTECH SYSTEMS, INC.
                P.O. BOX 984001
                BOSTON, MA 02298-4001
                PO# 11444/1          1    1000-300-4220-440-06-00-52200 BLDG MAINT SERVICES-HS          4,685.00
416700   29-May-2018  018920-01 AMY REMY
                C/O HIGH SCHOOL
                , 00000-0000
                PO# 11465/1          1    1000-300-2210-891-06-00-54160 HS NATL HONOR SOCIETY          329.00
416701   29-May-2018  023848-01 VOCABULARY SPELLING CITY
                6300 NE 1ST AVE.
                SUITE 203
                FORT LAUDERDALE, FL 33334-0000
                PO# 11470/1          1    1000-300-2300-610-05-00-54160 LANG ARTS ED MAT-STALL          239.96
    
```

Figure 4 Batch Coversheet with additional error message for batches that are not ready

```

2760-APBCHCOVERSHEET_AUC          Printed 30-May-2018 at 15:09:19 by THERESA
                                     Town of Admins
                                     Batch Cover Sheet

Entered by: THERESA                Batch Date: 29-May-2018
Batch#: 15073                      # Vouchers: 5
Department: HIGHSCHOOL

Price                Expected      Entered      Variance
Freight             21,980.9600    21,980.9600
Other
Total                21,980.96      21,980.96

=====
Voucher# VoucherDate Vendor#  Name and Address          GL#  Account # and Description          Retain  Amount  Check# Typ
=====
416699   29-May-2018  010257-01 ADTECH SYSTEMS, INC.
                P.O. BOX 984001
                BOSTON, MA 02298-4001
                PO# 11444/1          1    1000-300-4220-440-06-00-52200 BLDG MAINT SERVICES-HS
    
```

Figure 5 Batch is ready- no ***Batch Not Ready*** message will print

Depending on the site, the report will show some variation of the example in Figure 4.

[TOC-SUP-SAPLAUC-2863]

1.5. Void Check Voucher Liquidations Retainage Error Check Added [Fix]

The void check process when a voucher and check are cancelled was not setting the liquidated retainage amount. The error check was not including liquidated retainage in the calculated total. This resulted in the voucher list from the PO query screen not displaying the correct total. This was corrected.

Consider the following example.

- PO #15093 for \$68,330 is issued with a 5% retainage.
- A voucher is created for the full amount less the \$3,416.50 in retainage.
- The voucher is paid with check #0328938.
- The check and voucher are voided using option 2 in the void check process.



Prior to the software update, the retainage would not be set properly when the check was voided and the voucher was cancelled. Now, the retainage is restored and the full amount of the Purchase Order is reflected on the query screen and available to be paid with a subsequent voucher.

PO # 15093

Associated Vouchers

Vendor Code 026156 01
Via Email

P.O. BOX 662
MEDFIELD
MA 02052-0000

Dept Code HIGHSCHOOL HIGH SCHOOL
PO Date 06-Jun-2018 FY 2018
Type Code R Regular

Ship To Attn
Ship Date

Deliver To 6
Invoice To 14

1 Delivery Notes
No text available

J Internal Notes
No text available

Expected Amt 68330,00

Line	UserBatch	Voucher#	VLN	Item Description	Invoice#	Vendor Paid	Check#	Check Date	Status	Ext Amount
1	15077	416731	1	PO#45746 ROOF REPLACEMENT PHASE II	456TEST				Liquidated	64913,50
PO Balance w/ WIP					68330,00	Pay WIP			Paid	Total

Encumbered 68330,00 Liquidated Relieved Paid Balance 68330,00
Retained Liquidated Relieved Paid

Figure 6 Associated Vouchers on the PO Query screen

[ADM-AUC-AP-899]

2. POSTING MESSAGES

When posting a large number of transactions, users would sometimes get logged off of the AUC server and see this message:

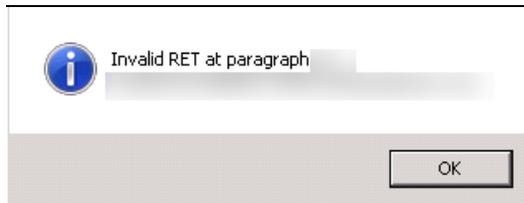
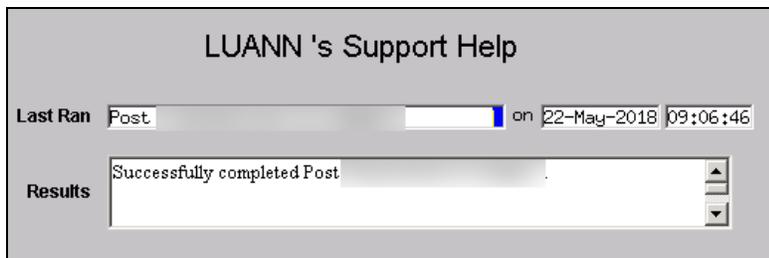


Figure 7 Before

This has been fixed and the user may now see a “Successfully completed” message like this one once the process has completed.



[ADM-AUC-GL-8920]

2.1. Voucher Posting [Fix]

A similar change was made for posting Accounts Payable Vouchers; the user will no longer see the error message in Figure 7.

[ADM-AUC-AP-888]



2.2. Voucher Change Order Posting [Fix]

A similar change was made for Change Order Posting; the user will no longer see the error message in Figure 7.

[ADM-AUC-GL-8290]

2.3. AP Disbursement Posting [Fix]

A similar change was made for posting Accounts Payable Disbursements; the user will no longer see the error message in Figure 7.

[ADM-AUC-GL-8290]

2.4. Void Check Posting [Fix]

A similar change was made for Void Check postings; the user will no longer see the error message in Figure 7.

[ADM-AUC-GL-8290]

2.5. Voucher Approvals [Fix]

A similar change was made to the voucher approvals screen. The approval user will no longer see the error message in Figure 7.

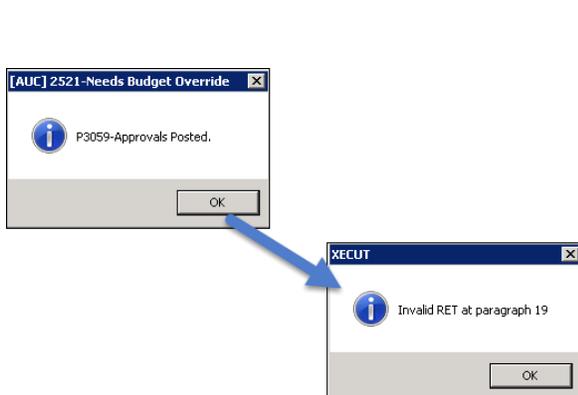


Figure 8 Before – Approvals Posted message sometimes displayed the Invalid RET at paragraph 19 message

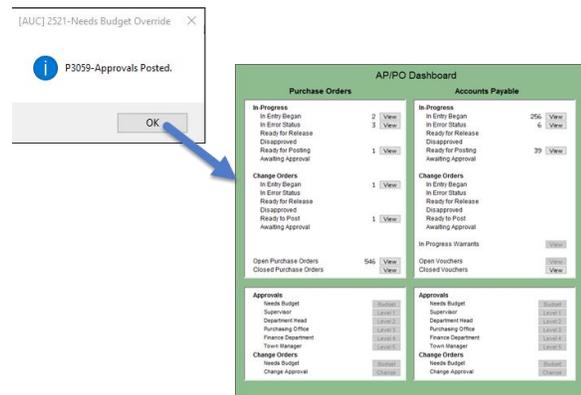


Figure 9 After–Once [OK] is clicked, the system will display the AP/PO dashboard screen

[ADM-AUC-AP-903]

3. BANK RECONCILIATION

3.1. Bank Account Management [Fix]

Users encountered errors when clearing checks due to typographical errors on the cleared date. This would cause the Excel[®] report to fail and require ADMINS intervention. Error checking was added to limit the date to within five years of the current date.



Bank Account Management

Bank: **BSDT**

BOSTON SAFE DEPOSIT & TRUST Last Ck# 0000789
1 BOSTON PLACE
POBOX 2145
BOSTON 02106 00000-9966

View
 All Checks
 Outstanding Checks
 Cleared Checks
 Voided Checks

Restrict View to Check Date
 From: To:

1 Check	2 CheckDate	Type	Warrant	Payable To	Amount	Status	Voided	Cleared
0208940	03-Aug-2007	Void	002817			Voided	03-Aug-2007	03-Aug-2007
0208941	03-Aug-2007	Void	002817			Voided	03-Aug-2007	03-Aug-2007
0208942	03-Aug-2007	Printed	002817	AMERICAN INDUSTRIAL SUPPLY	382.96	Issued		03-Aug-2007
0208943	03-Aug-2007	Printed	002817	BELL, POLICE FIRE & EMS SUPPLY	56.00	Issued		
0208944	03-Aug-2007	Printed	002817	BELLINGHAM LUMBER	266.88	Iss		
0208945	03-Aug-2007	Printed	002817	BEVILACQUA ASPHALT LLC	650.25	Iss		
0208946	03-Aug-2007	Printed	002817	CARQUEST AUTO PARTS	73.90	Iss		
0208947	03-Aug-2007	Printed	002817	CIGNA HEALTHCARE	85.38	Iss		
0208948	03-Aug-2007	Printed	002817	COLLINS, LOUGHRAN &	8075.00	Iss		
0208949	03-Aug-2007	Printed	002817	COMM.NEWSPAPER CO	195.00	Iss		
0208950	03-Aug-2007	Printed	002817	COMMONWEALTH IRRIGATION, LLC	1646.50	Iss		
0208951	03-Aug-2007	Printed	002817	COMMONWEALTH OF MASS	750.00	Iss		
0208952	03-Aug-2007	Printed	002817	COMMONWEALTH OF MASS.	418.75	Issued		
0208953	03-Aug-2007	Printed	002817	COMMONWEALTH POLICE SVC INC	660.80	Issued		

[AUC] 2840-Bank Account Management
 Date must be within 5 years of today

Figure 10 Error Message when date exceeds five year limit.

Now, an error message indicates that the clear date must be within 5 years of today’s date, prompting the user to adjust the date.

[ADM-AUC-AP-883]

3.2. Clear Checks [Fix]

Clear Checks

Description	Date	Start	End	Success
Restart Clearing Process				
Build Work File	07-Jun-2018	16:05:49.56	16:05:53.63	
Edit Work File				
Register of Checks				
Post Clearing				

Task 2823: Build Work File

Build Work File

Required: Enter Bank Code EAST EASTERN BANK FOR A/P

Required: Enter Check Range First: 328920 Last: 328927

Required: Enter Cleared Date (mmddyyyy) 07082018

Optional: Check Date Range (mmddyyyy) From: To:

Buttons: Lookup, OK, Cancel, Clear All

Figure 11 Setting the check range and cleared date in the [Build Work File] step

To use this feature, select **Accounts Payable** ► **Bank Reconciliation** ► **Clear Checks**.

There was an issue when running the clear checks process that caused all the clear dates to be blanked out on the Edit Work File screen when using the Select All button.

The same error was seen when selecting the checks one at a time using the **Sel** check box on each record. This was resolved with the software update.

Sel	Bank	4 Check#	5 Check Date	Vendor Name	Amount	T	6 Type	Clear Date
<input checked="" type="checkbox"/>	WEB	0015979	06-Apr-2018	CRANSTON POLICE DEPARTMENT	211.02	P	Printed	
<input checked="" type="checkbox"/>	WEB	0015985	06-Apr-2018	KATRINA MARSDEN	230.00	P	Printed	
<input checked="" type="checkbox"/>	WEB	0016003	09-Apr-2018	RI ATTORNEY GENERAL'S OFFICE	7000.00	P	Printed	
<input checked="" type="checkbox"/>	WEB	0016007	11-Apr-2018	ECONOMIC DEVELOPMENT	254.52	P	Printed	

Figure 12 Before – when selected, the Clear Dates would vanish

Edit Work File

Buttons: 1 Select All, 2 Deselect All

Sel	Bank	4 Check#	5 Check Date	Vendor Name	Amount	T	6 Type	Clear Date
<input checked="" type="checkbox"/>	EAST	0328926	06-Jun-2018	ADDITION NETWORKS	12317.00	P	Printed	08-Jun-2018
<input checked="" type="checkbox"/>	EAST	0328926	06-Jun-2018	ADMINS INC	1000.00	P	Printed	08-Jun-2018
<input checked="" type="checkbox"/>	EAST	0328927	06-Jun-2018	ADTECH SYSTEMS, INC.	4685.00	P	Printed	08-Jun-2018

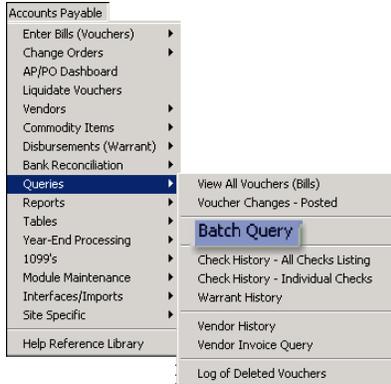
Figure 13 After – the clear date persists when clicking on the [1 Select All] button or selecting one at a time

[ADM-AUC-AP-900]



4. QUERIES

4.1. Batch Query Screen Radio Buttons [Fix]



Before the update, the radio buttons for the selection of batch status was not accessible on the batch query screen. This was corrected and now selecting on status to filter and sort batches is working.

If there is a large number of batches, it may take a few seconds to filter the selection due to the volume of records to sift through.

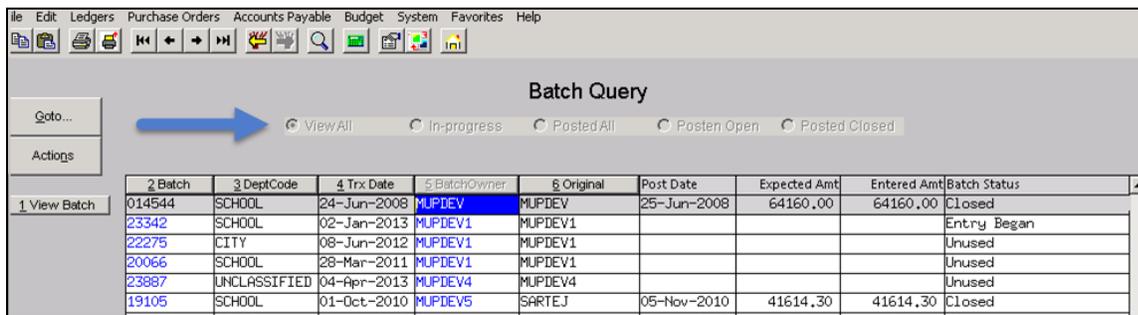


Figure 14 Before – the radio buttons were grayed out and not usable

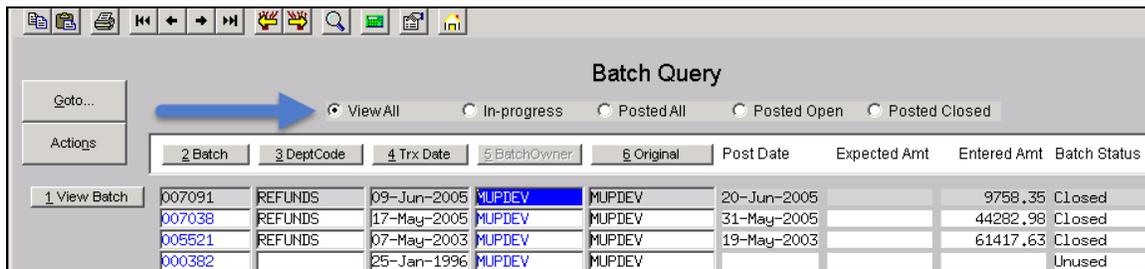


Figure 15 After – Batches to be viewed may be restricted via the radio button

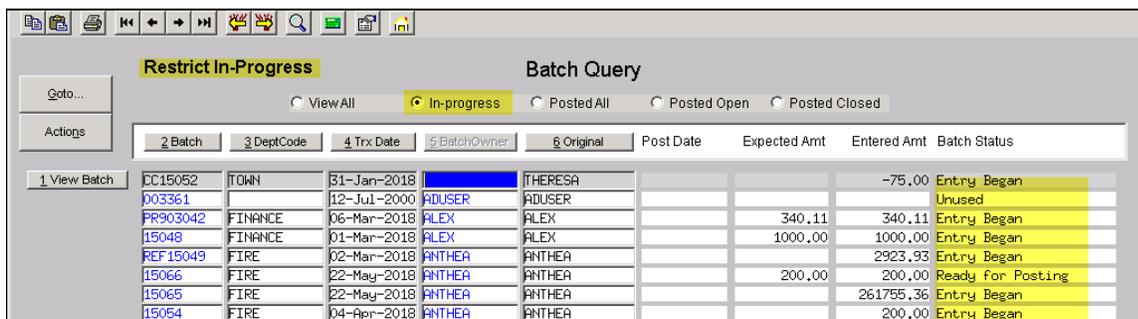


Figure 16 Using the “In Progress” radio button to restrict the batches shown on the Batch Query screen

[ADM-AUC-AP-895]



5. REPORTS

5.1. 2803 Accounts Paid on Selected Warrants Report [Enhancement]

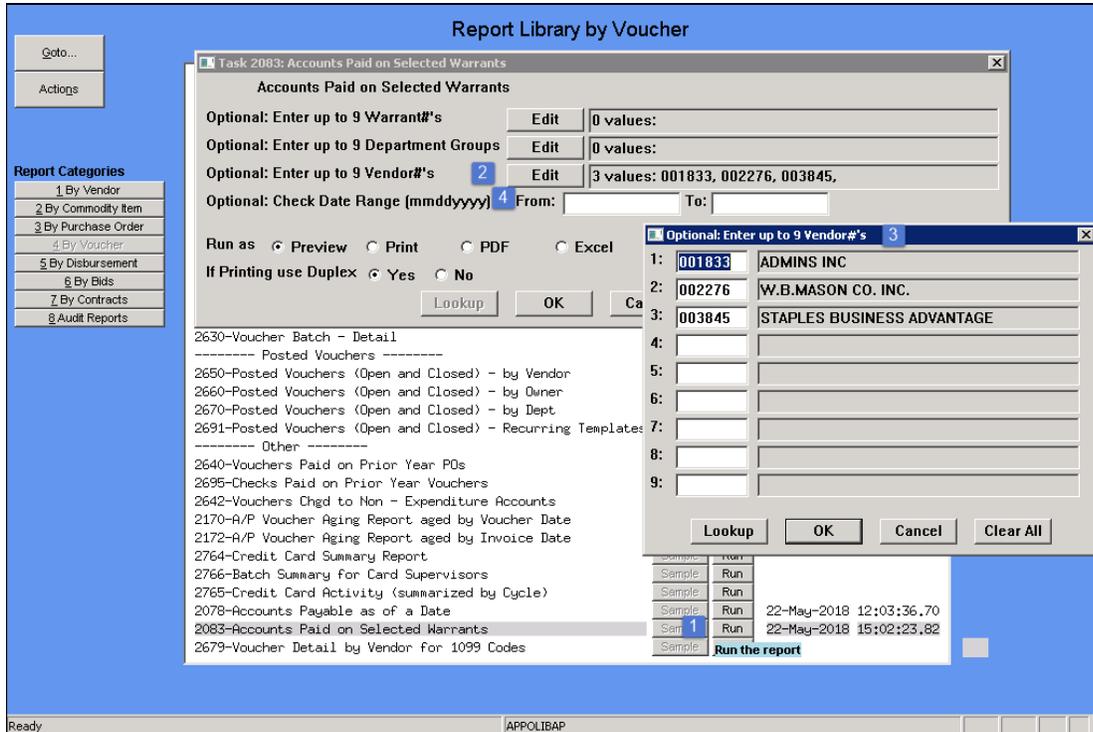


Figure 17 Running the Accounts Paid on Selected Warrants Report with New Options

1. Select **Accounts Payable** ► **Reports** ► **Report Library** ► **By Voucher** ► **2083 Accounts Paid on Selected Warrants**
2. Enter up to nine vendors at a time to restrict the report to just those vendors
3. Enter each vendor number directly or select it from the lookup
4. An option was added to filter the report for a date range



Adding a restriction by date range, though optional, will make the report run faster.



2083-APWARRANTPAY.REP Printed 22-May-2018 at 15:36:16 by THERESA Town of Admins Accounts Paid on Selected Warrants Page 1

Account Number	Vendor	Voucher#	Item Description	Invoice#	InvoiceDate	PO#/Line	Check#	Amount
Warr# 005789 CkDate 25-Jan-2018								
Dept TOWN TOWN								
1000-122-0000-001-00-00-52400	001833 ADMINS INC	416,282	NON-FIXED ASSET VOUCHER IN THE MI 1833-01-01		27-Nov-2017		0328700	1,000.00
Total for Account 1000-122-0000-001-00-00-52400 PROFESSIONAL SERVICES								1,000.00
Total for Dept TOWN TOWN								1,000.00
Total for Warrant 005789								1,000.00
Warr# 005798 CkDate 27-Mar-2018								
Dept MIDDLE MIDDLE SCHOOL								
1000-300-2300-600-12-00-54160	002276 W.B.MASON CO. INC.	416,547	PO#45889	12	15-Mar-2018	45889/1	0328853	3,000.00
1000-300-2300-600-12-00-54160	002276 W.B.MASON CO. INC.	416,547	PO#45890	12	15-Mar-2018	45890/1	0328853	2,000.00
Total for Account 1000-300-2300-600-12-00-54160 GENERAL SUPPLY-BMS								5,000.00
Total for Dept MIDDLE MIDDLE SCHOOL								5,000.00
Total for Warrant 005798								5,000.00
*** Grand Total ***								6,000.00

Selection Legend:
 Selected vendors: 001833
 Selected vendors: 002276
 Selected vendors: 003845
 Date range: 01012018 to 05222018

For this example, three vendors were selected (only two of them had activity for the dates entered) and a date range of January 1, 2018 through May 22, 2018 was entered.

Figure 18 Report showing filtering on vendor and check date range

[ADM-AUC-AP-887]

6. 1099 PROCESSING ▶ Create 1099 Electronic File Name [Fix]

The date and time of when the 1099 electronic file was created has been added to the file name. This will help identify the version of the file in case there were multiple versions with corrections or errors.

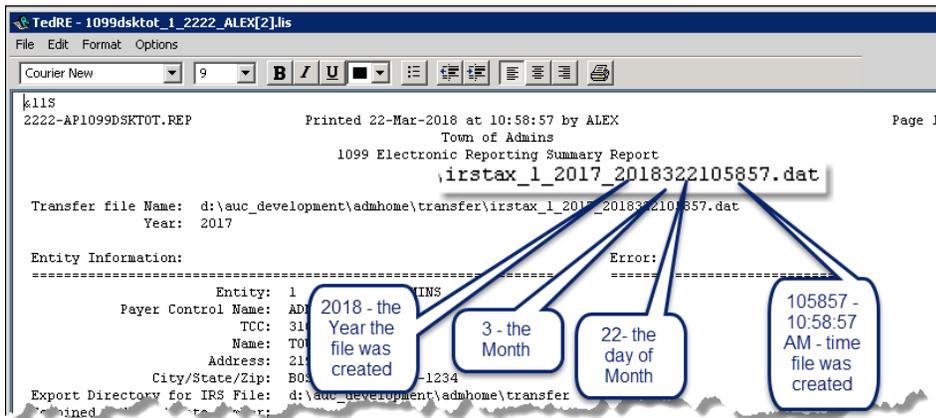
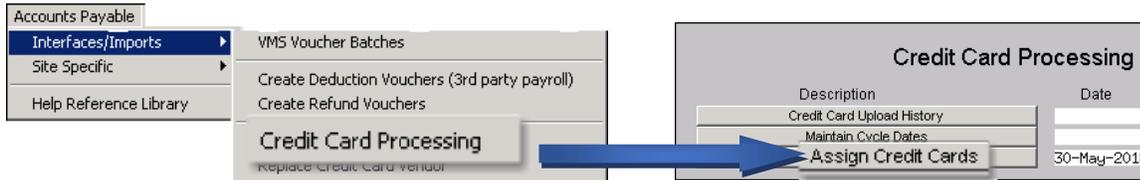


Figure 19 Date and time have been added to the 1099 Electronic File

[ADM-AUC-AP-884]



7. INTERFACES/IMPORTS ▶ Credit Card Processing [Enhancement]



The **Credit Card Processing ▶ Assign Credit Cards** screen has been enhanced. Now the super user may choose the notification option for each card's first, second & third alternate approvers (when applicable).

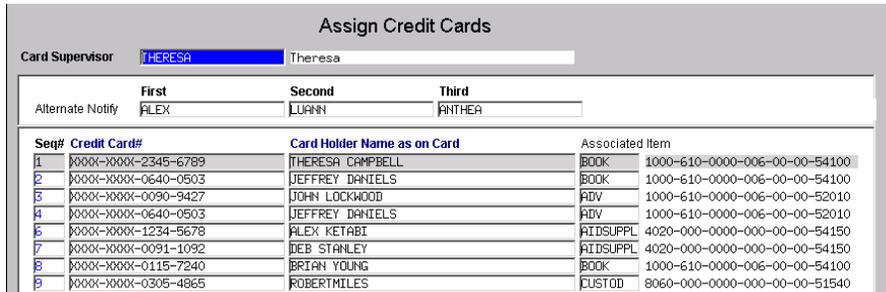


Figure 20 Before

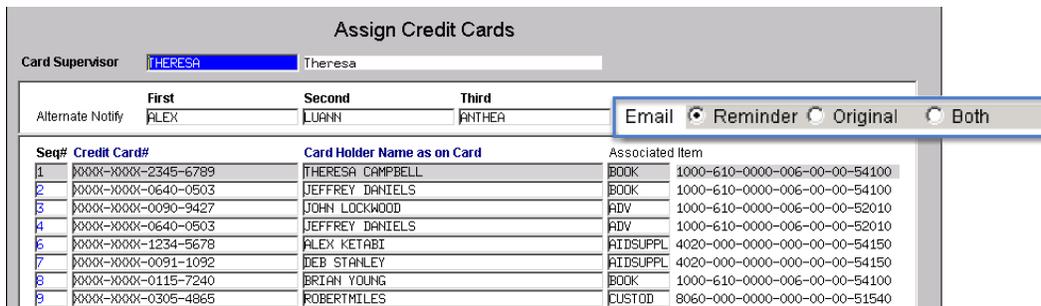


Figure 21 After–Email Radio Buttons added for Reminder, Original or Both

- **Reminder** – The Card Supervisor and the alternates will be notified that the batch is the specified # of days from being due to finance via the overnight job
- **Original** – The Card Supervisor and the alternates will be notified that the batch has been created
- **Both** – will send the reminder email and the origination email

The **card supervisor** will always receive both the original and the reminder as long as they have an email address set in their user profile.

[MDT-AUC-AP-33]

8. HELP REFERENCE LIBRARY

8.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- . AP-100 AP User Help Documents Index [Updated]
- OTHER AP-885 How to Exit from AUC [New]
- AP-890 The Best Way to Contact Support [New]