

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

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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.

2152	Include Invoice Date when checking for a duplicate Invoice# o Y	<u>1</u> Edit									
2191	AP Check Bursting XML instruction File FORMSRPT:APCHECKS.XML										
2192	[AUC] 51-5ystem Module Control [theresa]										
2201 2202	lude Invoice Date when checking for a duplicate Invoice# on a vendor?										
2210	Enter Code 🝸										
2460		- 11									
1 2013											
	Lookup OK Cancel Clear All										

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.



ADMINS Unified Community Accounts Payable

[AUC] 2064-Voucher Check His	story [theresa]	ute Uteres Deserves Dudette Co	llashinga Tau Mahar Fusia M	in Dillion Custom Course		X
	S Accounts Payable Pixed Ass	ats Human Resources Budget Co	liections Tax Motor Excise M	isc billing bystem Havon	tes Help	
Batch # <u>Goto</u>	15060 416625	Voucher Che	eck History		Open THERESA	If the same invoice number and date is entered on a new
Actions Vendor 02 ADDITION NE 114 TURNPIK SUITE 3	2864 01 TWORKS E ROAD	Invoice# 123 Inv Date 08-May-2018 Customer# Dept. Code HIGHSCHOOL		Separate Check 📕	Bank East	voucher, the warning message will be displayed:
CHELMSFORD		Vou Date 08-May-2018	FY 2018	Type P Payment \	/oucher	
MA 01824-	0000	Due Date 09-May-2018	Batch # 15069 Voucher# 416672		Voucher Entry	4
Z Details (10) 3 it Line Bank Check# Check 1 EAST 0328877 2 2 EAST 0328874 18-Ma 3 EAST 0328888 3	Date Warrant Three 9-2018 005808 we 005808 invoid	different checks re used to pay ce #123. Voiding	Vendor 022864 01 ADDITION NETWORKS 114 TURNPIKE ROAD SUITE 3 CHELMSFORD		Invoice# 123 Inv Date 08-Mbu-2018 Customen# Dept. Code FINANCE FII You Date 23-May-2018 Tage Tage	Print Manual C / Check Date Separate Check Separate Check Type P Payment Vo
4 ERST 0328874 18-ms 5 ERST 0328874 23-Ms 6 ERST 0328874 18-ms 7 ERST 0328874 18-ms 9 ERST 0328874 18-ms 10 ERST 0328874 18-ms	y=2018 005804 som y=2018 005804 chec 005804 005804 y=2018 005804 used y=2018 005804	e but not all the ks will not allow the invoice per/date to be re- for this vendor.	MH 01824-0000 3 tems 3 tems Qty Uom tem Desc 1.0000 N/A N/A	d GL Details	AUC J 2001-Voucher Entry AUC J 2001-Voucher Entry different Voucher Allow this Voucher	UUK ⇒# and Date have already been assigned to a Batch 15060 r to have a duplicate Invoice#
Ready	12/17,00 Liquidat	ea Ketained	1000-000 1099 1.0000 N/A 0000-000 1099	FA	000	Yes No

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

<u>G</u> oto	Edit Void Check File
Actions	Bank EAST EASTERN BANK FOR A/P Check 0328704 Check Date: 25-Jan-2018
<u>1</u> Add Check <u>2</u> Delete Check <u>3</u> Edit List	Vendor 024696 Remit 01 ELEMENTS MANAGEMENT 30 BRIARCLIFF DRIVE HOPKINTON MA 01748-0000 Output Check Details Amount: 990.00 Type: P Printed Status: Warrant: 0000000 Lines: 4 Vie
	 Select Method below for Voiding Check Cancel check and replace with manual check Cancel check and reopen vouchers for later payment Cancel check and reopen vouchers for later payment Tailing - Cancel check and replace with Manual Check

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]

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

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.



ADMINS Unified Community Accounts Payable

2760-APB	CHCOVERSHEET	_AUC	Printed 30-1	May-2018 at 14	ł:56:14 by T	HERESA T Bat	own of Admins ch Cover Sheet				Page 1
				Entered by: 5 Batch#: 5 Department: 1	fheresa 15073 Highschool		Batch Date: # Vouchers:	29-May-2018 5			
*** BATC	H NOT READY	***		Price Freight Other	Expect 21,980.96	ed 00	Entered 21,980.9600	Variance			
				Total	21,980.	96	21,980.96				
Voucher#	VoucherDate	Vendor#	Name and Addres:		GL#	Accou	nt # and Descriptior		Retain	Amount	Check# Typ
416699	29-May-2018	010257-01	ADTECH SYSTEMS, P.O. BOX 984001 BOSTON, MA 02298	INC. 3-4001 PO# 11444/1	1	1000-3	300-4220-440-06-00-5	2200 BLDG MAINT SERVICES	-H8	4,685.00	
416700	29-May-2018	018920-01	AMY REMY C/O HIGH SCHOOL , 00000-0000	PO# 11465/1	1	1000-3	300-2210-891-06-00-5	4160 HS NATL HONOR SOCIE	ŦY	329.00	
416701	29-May-2018	023848-01	VOCABULARY SPEL 6300 NE 1ST AVE SUITE 203 FORT LAUDERDALE,	LING CITY . FL 33334-000 PO# 11470/1	00 1	1000-3	300-2300-610-05-00-5	4160 lang arts ed mat-31	ALL	239.96	

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

2760-APB	CHCOVERSHEET	AUC	Printed 30-1	Mav-2018 at 3	15:09:19 by TH	IERESA			
	-	-				Town	of Admins		
						Batch	Cover Sheet		
				Entered by:	THERESA		Batch Date:	29-May-2018	
				Batch#:	15073		# Vouchers:	5	
				Department:	HIGHSCHOOL				
				•					
					Expecte	ed	Entered	Variance	
				Price	21,980.960)0	21,980.9600		
				Freight					
				Other					
				Total	21,980.9	96	21,980.96		
=======									
Voucher#	VoucherDate	Vendor#	Name and Addres	s	GL#	Account	# and Description		
416699	29-May-2018	010257-01	ADTECH SYSTEMS,	INC.					
			P.O. BOX 984001						
			BOSTON, MA 0229	3-4001					
				PO# 11444/	1 1	1000-300	-4220-440-06-00-5	2200 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 # <u>15093</u>	Asso	ociated V	ouchers				<mark>Open</mark> THERESA		
Goto Vendor Code 026156 01 Dept Code HIGH SCHOOL HIGH SCHOOL Deliver To 6 Actions Do an and the second										
Excel	P.O. BOX 662 MEDFIELD MA 02052-0000	lype Code R Regular Ship To Attn Ship Date				No text available		J Internal Notes - No text available		
2 Details (1)	2 Details (1) 3 Items 4 GL Details 5 Status History 6 Vouchers (2) 7 Changes 8 Attachment (1) 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 P	HASE II	456TEST				Liquidated	64913,50		
	PO Balance w/- WIP	68330	.00 Pay W	P	. I	Paid	Tota	al		
X More K Pre	Vious Encumbered 68330,00 Liquidated Retained Liquidated		Relieve Relieve	ed ed		Paid Paid	Balan	ce 68330.00		

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.

	LUANN 's Support Help									
Last Ran	Post	on 22-May-2018	3 09:06:46							
Results	Successfully completed Post									
TUSUIIS			•							

[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]



Voucher Change Order Posting [Fix] 2.2.

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]

AP Disbursement Posting [Fix] 2.3.

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]

Void Check Posting [Fix] 2.4.

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Accounts Payable

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]

256 Vew 6 Vew

2 View 3 View

Voucher Approvals [Fix] 2.5.

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

> AUC1 2521-Needs Budget Override P3059-Approvals Posted.

> > ОК



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

[AUC] 2521-Needs Budget Override

P3059-Approvals Posted

OK

[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.





ADMINS Unified Community	Release Notes – Version 18.2
Accounts Payable	June 2018
Bank Account Management	
Goto Bank: BSDT	
Actions BOSTON SAFE DEPOSIT & TRUST Last Ck# 0000789 View Restrict View	w to Check Date
1 BOSTON PLACE GAIL Checks From	То
3Listing POBOX 2145 C Outstanding Checks	
4 Clear Checks	
1 Check 2 CheckDete Type Warrant Payable To Arnount Status	foided Cleared
0208940 03-Hug-2007 Void 00281/ Voide0 03-Hug-2007	-2007 03-Aug-2007
0200341 03-Hug 2007 Vota 002817 AMERTOAN TNILISTETAL SUPPLY 382 96 Tsued	30-9ux-2007 6 View Detail
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 TAUC 2820	-Bank Account Management
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	Date must be within 5 years of today
0203948 03-Hug-2007 Printed 002817 CULLINS, LUUGHKHN & 8075,00 15s	
200349 03 Hog 2007 Frinted 002817 COMPLEX Reliance LCCC 156.00 135	
0208951 03-Aug-2007 Printed 002817 COMMONWEALTH OF MASS 750.00 Iss	(COK
0208952 03-Aug-2007 Printed 002817 COMMONWEALTH OF MASS. 418,75 Issaed	
0208953 03-Aug-2007 Printed 002817 COMMONWEALTH POLICE SVC INC. 660.80 Issued	

Figure 10 Error Message when date exceeds five year limit.

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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]

	Description		Date	Start	End	Success	
	Restart Clearing Proces	s					
	Build Work File		07-Jun-2018	16:05:49.56	16:05:53.63	8 🖂	
	Edit Work File						
	Register of Checks						
	Post Clearing						
📧 Task 2823: Bi	uild Work File						
	Build Work File						
Required: Ent	er Bank Code	EAST EA	STERN BANK I	OR A/P			
Required: Ent	er Check Range	First: 328	920 Last: 3;	8927			
Required: Ent	er Cleared Date (mmddyyyy)	07082018					
Optional: Che	ck Date Range (mmddyyyy)	From:	1	o:			
•							

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.

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

Sel	Bank	4 Check#	5 Check Date	Vendor Name	Amount	Т	6 Type	Clear Date	•
	WEB	0015979	06-Apr-2018	CRANSTON POLICE DEPARTMENT	211.02	Ρ	Printed		
N	WEB	0015985	06-Apr-2018	KATRINA MARSDEN	230.00	Ρ	Printed		1
N	WEB	0016003	09-Apr-2018	RI ATTORNEY GENERAL'S OFFICE	7000.00	Ρ	Printed		1
N	WEB	0016007	11-Apr-2018	ECONOMIC DEVELOPMENT	254.52	Ρ	Printed		1

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

	Edit Work File								
1 Select All				Select All 2 Deselect All					
Sel	Bank	4 Check#	5 Check Date	Vendor Name	Amount	Т	6 Type	Clear Date	^
	EAST	0328925	06–Jun–2018	ADDITION NETWORKS	12317.00	Ρ	Printed	08-Jun-2018	
	EAST	0328926	06-Jun-2018	ADMINS INC	1000.00	Ρ	Printed	08-Jun-2018	
2	EAST	0328927	06-Jun-2018	ADTECH SYSTEMS, INC.	4685.00	Ρ	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.

lle Edit Ledgers Purchase Orders Accounts Payable Budget System Favorites Help Bale SS H + + → H K III Q = BI III III									
	Batch Query								
Goto	Coto C								
Actions									
	2 Batch	3 DeptCode	4 Trx Date	5 BatchOwner	<u>6</u> Original	Post Date	Expected Amt	Entered Amt	Batch Status
1 View Batch	014544	SCHOOL	24-Jun-2008	MUPDEV	MUPDEV	25-Jun-2008	64160.00	64160.00	Closed
	23342	SCHOOL	02-Jan-2013	MUPDEV1	MUPDEV1				Entry Began
	22275	CITY	08-Jun-2012	MUPDEV1	MUPDEV1				Unused
	20066	SCHOOL	28-Mar-2011	MUPDEV1	MUPDEV1				Unused
	23887	UNCLASSIFIED	04-Apr-2013	MUPDEV4	MUPDEV4				Unused
	19105	SCHOOL	01-Oct-2010	MUPDEV5	SARTEJ	05-Nov-2010	41614.30	41614.30	Closed

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

					Batch Quer	ý		
<u>G</u> oto		🚽 🔍 Vie	ew All 🛛 🤇) In-progress	C Posted All	C Posted Op	en C Posted	Closed
Actions	2 Batch	<u>3</u> DeptCode	4 Trx Date	5 BatchOwner	<u>6</u> Original	Post Date	Expected Amt	Entered Amt Batch Status
1 View Batch	007091	REFUNDS	09-Jun-2005	MUPDEV	MUPDEV	20-Jun-2005		9758,35 Closed
	007038	REFUNDS	17-May-2005	MUPDEV	MUPDEV	31-May-2005		44282.98 Closed
	005521	REFUNDS	07-May-2003	MUPDEV	MUPDEV	19-May-2003		61417.63 Closed
	000382		25-Jan-1996	MUPDEV	MUPDEV			Unused

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

	Restrict I	n-Progress			Batch Quer	4				
<u>G</u> oto		O Vi	ew All	In-progress	C Posted All	C Posted Op	en C Posted	Closed		
Actions	2 Batch	3 DeptCode	4 Trx Date	5 BatchOwner	<u>6</u> Original	Post Date	Expected Amt	Entered Amt	Batch Status	
1 View Batch	CC15052	TOWN	31-Jan-2018		THERESA			-75,00	Entry Began	
	003361		12-Ju1-2000	ADUSER	ADUSER				Unused	
	PR903042	FINANCE	06-Mar-2018	ALEX	ALEX		340,11	340,11	Entry Began	
	15048	FINANCE	01-Mar-2018	ALEX	ALEX		1000.00	1000,00	Entry Began	
	REF15049	FIRE	02-Mar-2018	ANTHEA	ANTHEA			2923,93	Entry Began	
	15066	FIRE	22-May-2018	ANTHEA	ANTHEA		200,00	200,00	Ready for Posting	
	15065	FIRE	22-May-2018	ANTHEA	ANTHEA			261755,36	Entry Began	
	15054	FIRE	04-Apr-2018	ANTHEA	ANTHEA			200,00	Entry Began	

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]

	Report Library by Voucher
<u>G</u> oto	T Task 2083: Accounts Paid on Selected Warrants
Actions	Accounts Paid on Selected Warrants
	Optional: Enter up to 9 Warrant#'s Edit 0 values:
	Optional: Enter up to 9 Department Groups Edit 0 values:
Report Categories	Optional: Enter up to 9 Vendor#'s 2 Edit 3 values: 001833, 002276, 003845,
1 By Vendor	Optional: Check Date Range (mmddyyyy) 4 From: To:
3 By Purchase Order	🔲 Optionals Father up to 0. Mandau W. 🧠 🚬 🕅
4 By Voucher	Run as © Preview C Print C PDF C Excel
5 By Disbursement	If Printing use Duplex C Yes C No.
<u>5</u> By Bids	2: 002276 W.B.MASON CO. INC.
8 Audit Reports	LOOKUP UK Ca 3: DO3845 STAPLES BUSINESS ADVANTAGE
	2630-Voucher Batch - Detail
	Posted Vouchers 4:
	2650-Posted Vouchers (Open and Closed) - by Vendor 5:
	2660-Posted Vouchers (Open and Closed) - by Owner
	2670-Posted Vouchers (Open and Closed) - by Dept
	2691-Posted Vouchers (Open and Closed) - Recurring Template: 7:
	Other 8.
	2640-Vouchers Paid on Prior Year POs
	2695-Checks Paid on Prior Year Vouchers 9:
	2642-Vouchers Chgd to Non - Expenditure Accounts
	2170-A/P Voucher Aging Report aged by Voucher Date
	21/2-H/P Voucher Hging Report aged by Invoice Date
	2764-Lrealt Land Summary Report
	2765-Datterist Care object/Isurs Sample Run 2765-Datterist Care object/Isurs Bun
	2739-Concepts Paushie as of a Data Same Same Same 22-Mau-2019 12:03:726 70
	2013 - Accounts Pagaute as of a back provide the second se
	2679-Voucher Detail by Vendor for 1099 Codes Semple Run the renord
Ready	APPOLIBAP
T! 15 D	

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-APWARACCTPAY. REP	Printed 22-May-2018 at 15:36:16 by TH	ERESA							Page 1
		Accou	Town o nts Paid or	of Admins n Selected Warrants					
Account Number	Vendor	Voucher#	Item Desci	ription	Invoice#	InvoiceDate	PO#/Line	Check#	Anount
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 M	I 1833-01-01	27-Nov-2017	o	13 28 7 00	1,000.00
				Total for Account 100	0-122-0000-001-00-00-5	2400 PROFESSIO	NAL SERVICES		1,000.00
					Total for Dept TOWN	TOWN			1,000.00
					Total for Warrant OC	5789			1,000.00
Warr# 005798 CkDate 27-Mar-2018									
Dept MIDDLE MIDDLE SCHOOL									
1000-300-2300-600-12-00-54160 1000-300-2300-600-12-00-54160	002276 W.B.MASON CO. INC. 002276 W.B.MASON CO. INC.	416,547 416,547	P0#45889 P0#45890		12 12	15-Mar-2018 15-Mar-2018	45889/1 0 45890/1 0	13 28 8 53 13 28 8 53	3,000.00 2,000.00
				Total for Account	1000-300-2300-600-12-0	10-54160 GENERA	L SUPPLY-BMS		5,000.00
					Total for Dept MIDDI	E MIDDLE SCHOO	L		5,000.00
	For this example, three vendors were selected (only two of them had activity for the dates entered) and a date range of								5,000.00
	Sandary 1, 2018 th	ntered.	iay 22, 20	To Was	*** Grand Total *	**			6,000.00
Selection Legend:									
Selected vendors: 001833 Selected vendors: 002276 Selected vendors: 003845 Date range: 01012018 to	05222018								
Figure 18 Report chay	ving filtering on vende	r and	check	data ranga					

Figure 18 Report showing filtering on vendor and check date range

[ADM-AUC-AP-887]

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

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).

Card Supervisor	THERESA	Theresa		_	
Alternate Notify	First ALEX	Second	Third ANTHEA		
Seq# Credit C	ard#	Card Holder Nam	e as on Card	Associate	d Item
1 XXXX-X	XXX-2345-6789	THERESA CAMPBE	LL	BOOK	1000-610-0000-006-00-00-54100
2 XXXX-X	XXX-0640-0503	JEFFREY DANIEL	S	ВООК	1000-610-0000-006-00-00-54100
3 XXXX-X	KXX-0090-9427	JOHN LOCKWOOD		ADV	1000-610-0000-006-00-00-52010
4 XXXX-X	KXX-0640-0503	JEFFREY DANIEL	S	ADV	1000-610-0000-006-00-00-52010
6 XXXX-X	KXX-1234-5678	ALEX KETABI		AIDSUPPL	4020-000-0000-000-00-00-54150
7 XXXX-X	KXX-0091-1092	DEB STANLEY		AIDSUPPL	4020-000-0000-000-00-00-54150
B XXXX-X	KXX-0115-7240	BRIAN YOUNG		ВООК	1000-610-0000-006-00-00-54100
9 XXXX-X	KXX-0305-4865	ROBERTMILES		CUSTOD	8060-000-0000-000-00-00-51540

Figure 20 Before

			Assign C	redit Cards				
Card Su	Ipervisor	THERESA	Theresa					
Alterr	nate Notify	First Alex	Second LUANN	Third Anthea	Em	nail 💿 Reminder 🔿 Original	0) Both
Seq#	Credit Card	1#	Card Holder Name	as on Card	Associa	ated Item		
1	XXXX-XXXX	(-2345-6789	THERESA CAMPBELI	-	BOOK	1000-610-0000-006-00-00-54100		
2	XXXX-XXXX	(-0640-0503	JEFFREY DANIELS		BOOK	1000-610-0000-006-00-00-54100		
3	000X-X000	(-0090-9427	JOHN LOCKWOOD		ADV	1000-610-0000-006-00-00-52010		
4	XXXX-XXXX	(-0640-0503	JEFFREY DANIELS		ADV	1000-610-0000-006-00-00-52010		
6	0000-000	(-1234-5678	ALEX KETABI		AIDSUP	PL 4020-000-0000-000-00-00-54150		
7	XXXX-XXXX	(-0091-1092	DEB STANLEY		AIDSUP	PL 4020-000-0000-000-00-00-54150		
8	хххх-хххх	(-0115-7240	BRIAN YOUNG		BOOK	1000-610-0000-006-00-00-54100		1
9	XXXX-XXXX	(-0305-4865	ROBERTMILES		CUSTOD	8060-000-0000-000-00-00-51540		1

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
- o 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]