ACCOUNTS PAYABLE

RELEASE NOTES – JUNE 2019

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

CONTENTS

1   PAYING BILLS

ADMINS added a module control value to allow sites the ability to override budgets for credit card vouchers, in the same manner as budget overrides available on regular accounts payable vouchers.

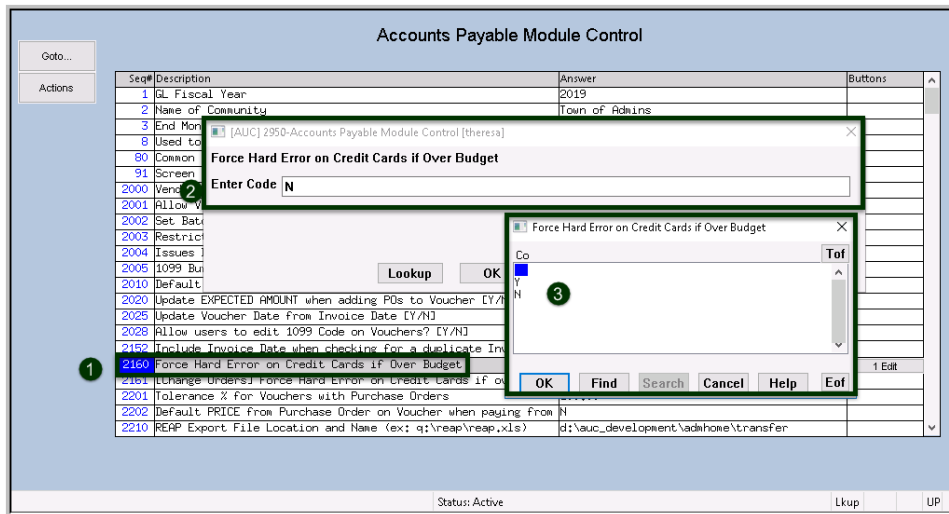## 1.1   Credit Card Batches ▶ Budget Overrides [Enhancement]

Figure 1 Module Control #2160 accepts values of [Y] or [N]

Module control value **#2160** regulates the system behavior when credit card vouchers are over budget.

Prior to the software update, the system displayed the error check report with a "hard" error (***) for accounts over budget as shown in **Figure 2.**
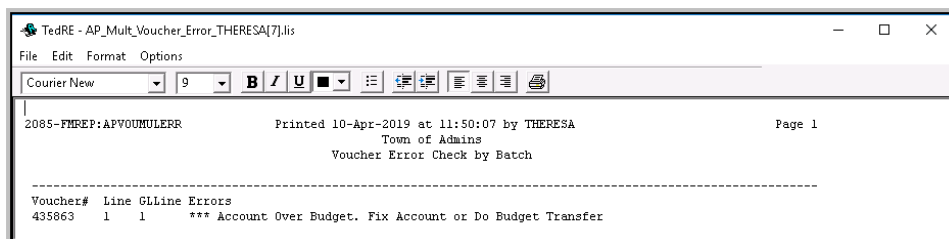

Figure 2 Module Control set to Y – user sees hard error report with instructions to initiate a Budget Transfer
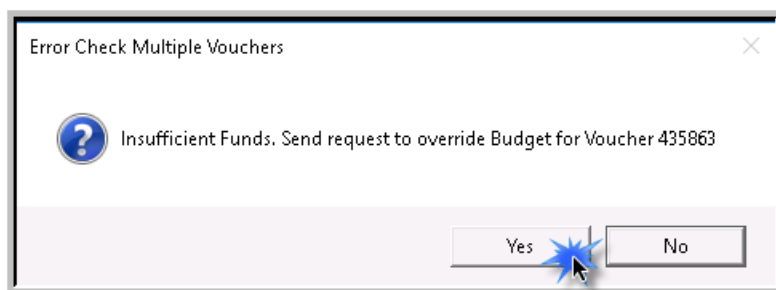

Figure 3 Module Control 2160 set to N – user may click [Yes] to request the budget override

Setting module control #2160 to **[N]** will display a message allowing the user to request an override if an account is over budget.

[MDT-SUP-SAPLAUC-1818]

1.2   Restrict Coversheet to Checked, Error-Free Batches [Enhancement]

ADMINS added a feature to prevent printing a coversheet for voucher batches that have not been checked, *or*, have been checked but are not ready for submission. This is controlled by module control **#2055**. To use this feature, select **Accounts Payable ▶ Module Maintenance ▶ #2055** and click on **[Edit]** to set the

value to **"Y"**. The default value will be set to **"N"**, allowing users to continue in the same manner as before the software update.
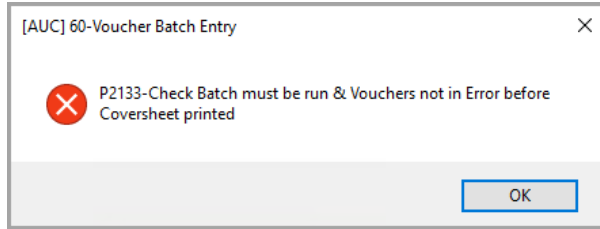
When the value is set to **"Y"**, if a user tries to print a cover sheet for an un-checked batch, this message will be displayed, instructing the user to check the batch before printing a cover

sheet. The batch must be **checked**, and the batch and vouchers must be **error-free** and either **"Ready to Post"** or in a **"Needs Approval"** status (either budget override or the first level of approvals) to print the cover sheet.

[ADM-AUC-AP-959]

1.3   Transfer Voucher Batch Emails [Enhancement]
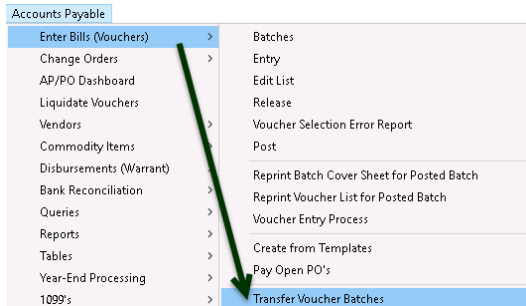
ADMINS added a **Cc:** email to the user *initiating* the transfer of voucher batches between users. When doing a batch transfer, three emails will be sent (as long as each user has an email address set on the user profile tab):

1. **"From:"** is the original owner of the batch
2. **"To:"** is the new owner of the batch
3. **"Cc:"** is the user initiating the transfer

If the **"From:"** and **"Cc:"** are the same user, they will only receive the email once. If the **"To:"** and the **"Cc:"** are the same user, they will only receive the email once.
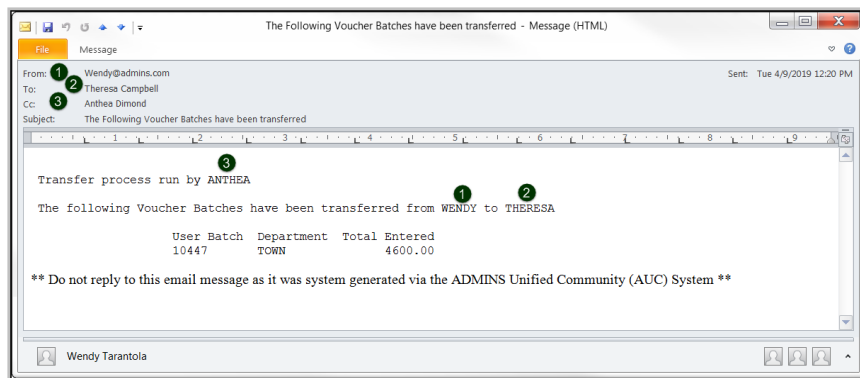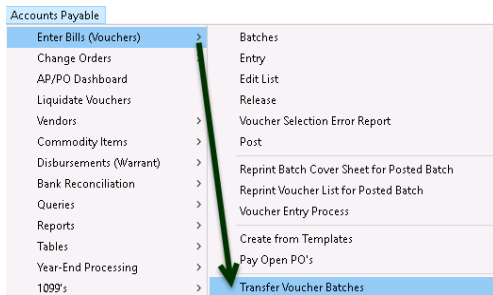

In the sample shown in **Figure 4**, **Wendy (From:)** was the original batch owner, the batch was transferred **(To:) Theresa** and **Anthea (CC:)** initiated the transfer.

Figure 4 Sample email sent when transferring an accounts payable voucher batch

[MDT-SUP-SAPLAUC-1831]

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1.4 Transfer Batches [Fix]

ADMINS corrected an issue with the **Transfer Voucher Batches** screen freezing if a search term was entered that: 1.) had no match, and 2.) was alphabetically beyond the last valid value.

Now the system will display the last record of the file. For example, users with batches on this screen are:

Anthea	**LuAnn**
Theresa	**Wendy**

Searching for **"Zelda"** will display the screen shown in **Figure 5**. Searching for **"Emily"** will display the next record, **"LuAnn"**. Searching for **"Vanessa"** will display the **"Wendy"** record.
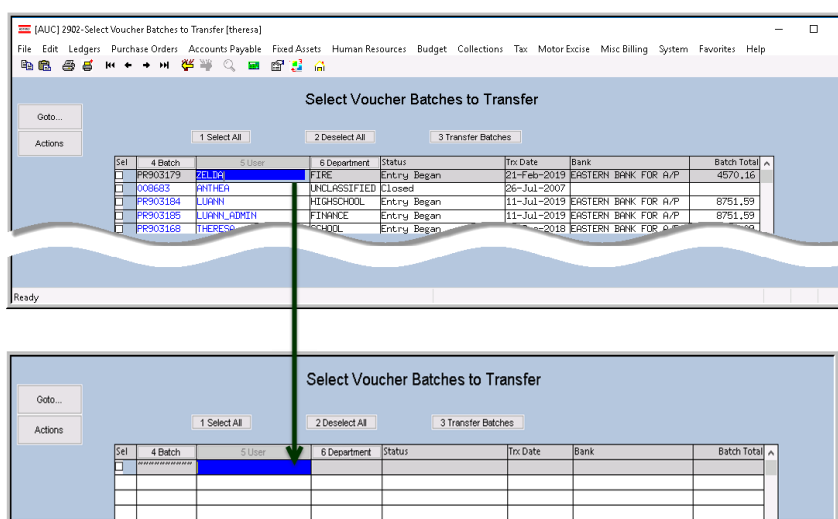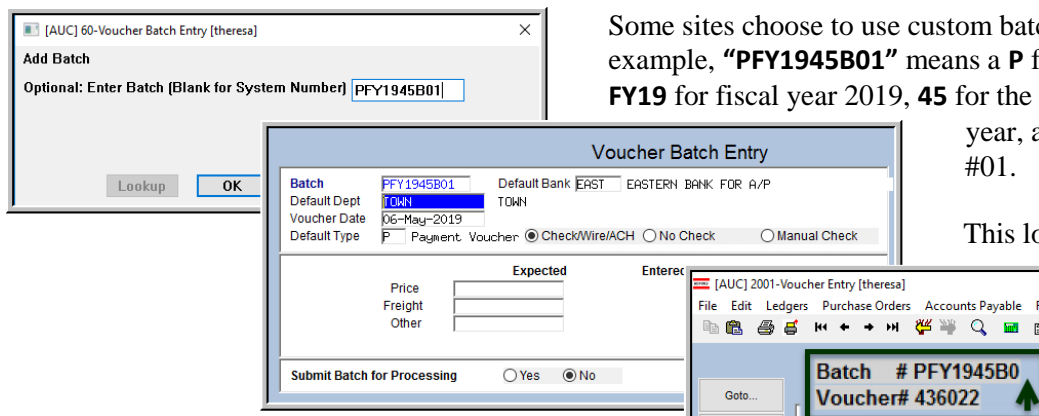

Figure 5 Select Voucher Batches to Transfer Screen showing no matches to the search term
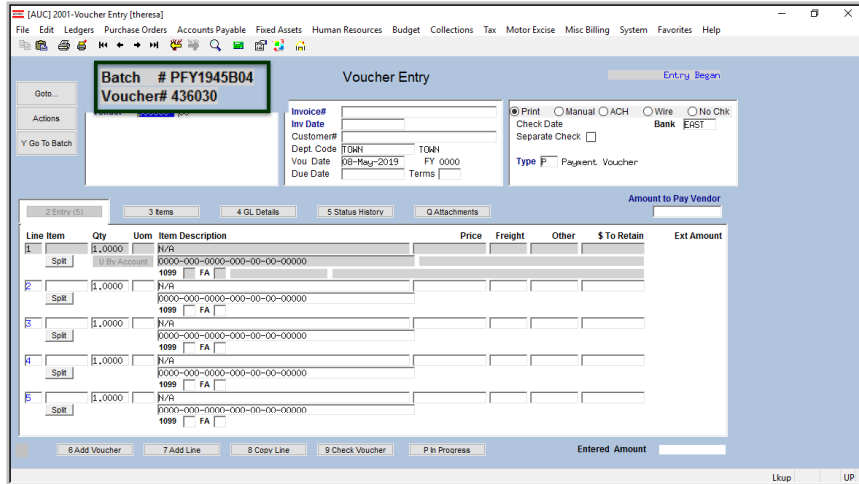
[ADM-AUC-AP-957]

1.5 Long Batch Numbers [Fix]

Some sites choose to use custom batch numbers, for example, **"PFY1945B01"** means a **P** for Payment batch, **FY19** for fiscal year 2019, **45** for the 45th week of the year, and **B01** for Batch #01.

This long batch number was being truncated on screens that display the batch number.

Figure 6 Before – the ten place batch number was truncating the last character on the display field

Figure 7 After – ten character batch # appears in the Batch # display field

ADMINS corrected this issue on all screens that *display* a Batch number – all ten characters will be shown.

[ADM-AUC-AP-964]

2   DISBURSEMENTS ▶ VOID PROCESSING [Enhancement/Fix]

Checks are voided using the **Accounts Payable ▶ Disbursements ▶ AP Check Void Processing** menu.


Figure 8 Void Processing Selection Prompt
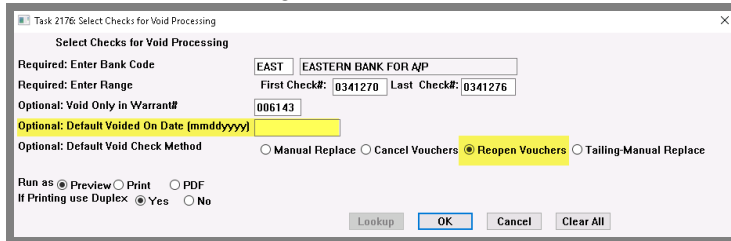
ADMINS corrected an issue with the **Default Void Check Method** not being set as requested if a **Default Voided on Date** was not entered.

[ADM-AUC-AP-953]

## 2.1   "No Records Selected" Reports Suppressed [Enhancement]

Reports are produced when selecting checks for void processing. The first is a report of checks not selected with a legend describing why the check(s) were not included. The second is a Void Check Warning Report, listing checks that are included in the set to be voided but may require further scrutiny.

Figure 9 Before – The Void Check No Selection report

Figure 10 Before – The Void Check Warning Report
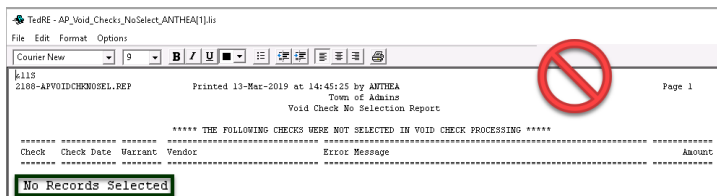
If no checks met the criteria, reports were produced with the note **"No Records Selected"**.

To simplify the process, if there are no errors and no records selected, the reports will *not* be displayed on the screen.
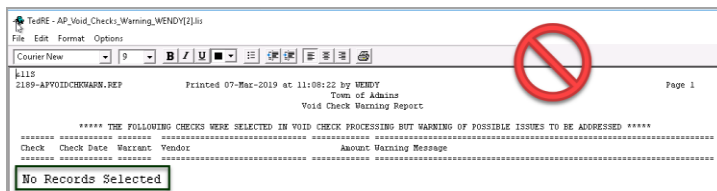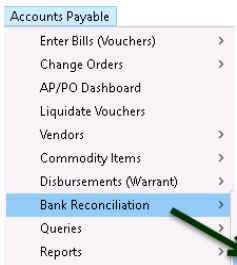
The process will still produce the reports if *errors exist* for the selected checks.

[ADM-AUC-AP-947]

3 CREATE AP CHECK DOWNLOAD FILE [Enhancement]

The **Create AP Check Download File** may be run by different users. Every user responsible for creating the file must have **reliable** access to the file folder specified in the reconciliation setup. If the user creating the file cannot access folder, the file will not be created.

To assist sites in understanding how this file location is set, **ADMINS** changed the format of the screen where the file folder is set up.
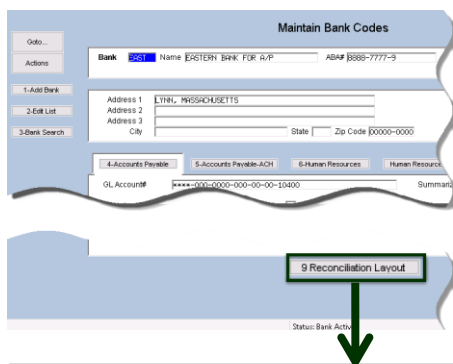
The **AP Check Download File** (also knows as a **positive pay** or **"recon"** file) location is identified in the **Ledgers ▸ Bank Codes ▸ [9 Reconciliation Layout]** screen. **ADMINS** changed the format of the screen to accommodate viewing long file names. This will make file locations more clear when setting up the system for creating the **AP Check Download File**.
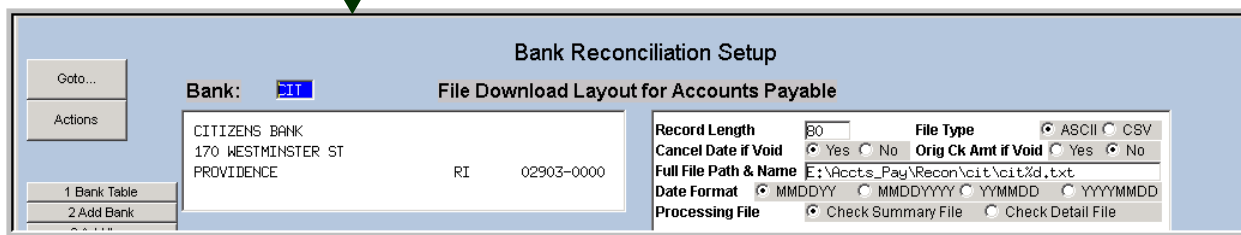
Figure 11 Before – Full File Path & Name sometimes required scrolling in the field to view the entire entry
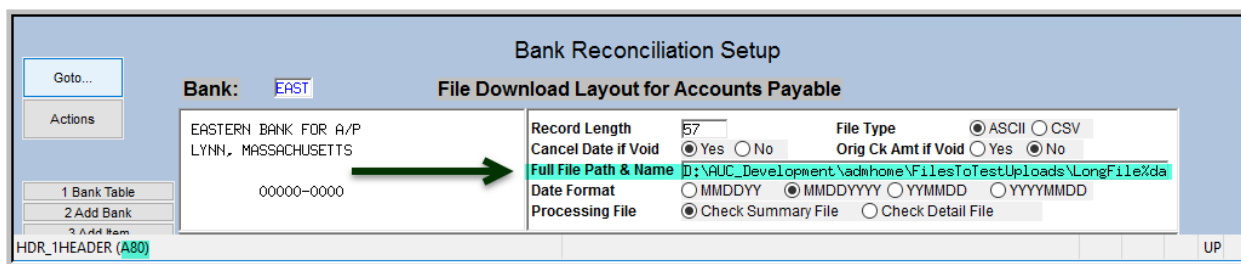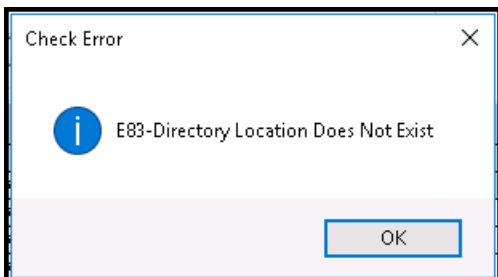
Figure 12 After – more room for the Full File Path & Name (up to 80 characters)

When setting up the **Full File Path & Name**, if an invalid entry is made, the system will display an error message:

Check Error
E83-Directory Location Does Not Exist
OK

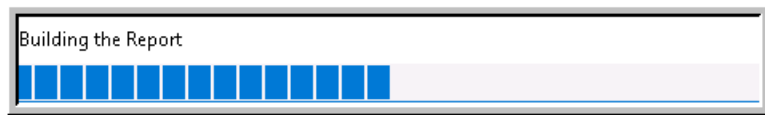**Exercise care if editing the file name. Enlist the support@admins.com team to assist.**

Always check that *all* users who will create the file have *consistent* access to the specified folder, particularly if this file location is located somewhere *other* than the AUC server.

[ADM-AUC-AP-955]

4   REPORTS ▶ PROGRESS BAR

Building the Report

ADMINS reinstated the progress bar feature that indicates a report is running.

[ADM-AUC-SY-8093]

4.1   Email Reports [Tip]

The support team frequently receives emails containing **scanned** images of **ADMINS** reports (we love pictures!). Any **ADMINS** report may be emailed via the **Reports ▶ Retrieve Output** function. This saves time and paper (no need for printing) and ensures accuracy when sending reports spanning multiple pages to *support@admins.com*. There is a document, **AP–850 I forgot to print my reports**, that gives instructions on how to use the **Reports ▶ Retrieve Output Files** feature to email reports.

[ADM-AUC-SY-8093]

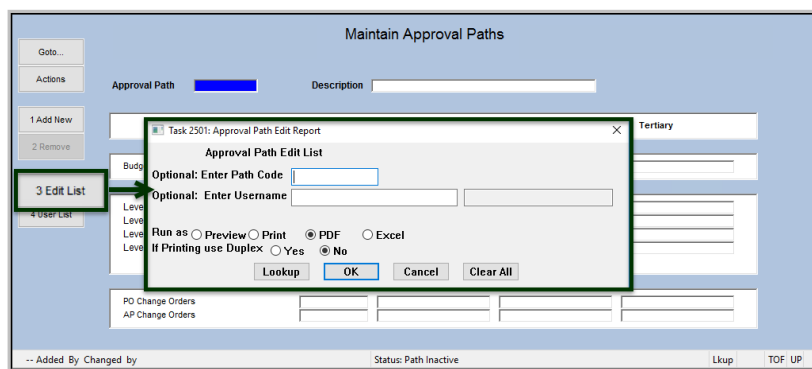# 5   TABLES ▶ APPROVAL PATH SETUP ▶ EDIT LIST [ENHANCEMENT]

Figure 13 Before – Edit List reported on all approval paths, whether inactive or active

Figure 14 After – Edit List allows filtering by status –"All" is the default

ADMINS enhanced the **Approval Path Table ▶ Edit List** by adding the option to filter by approval path status. This allows sites with many **unused** approval paths to only view the active paths.
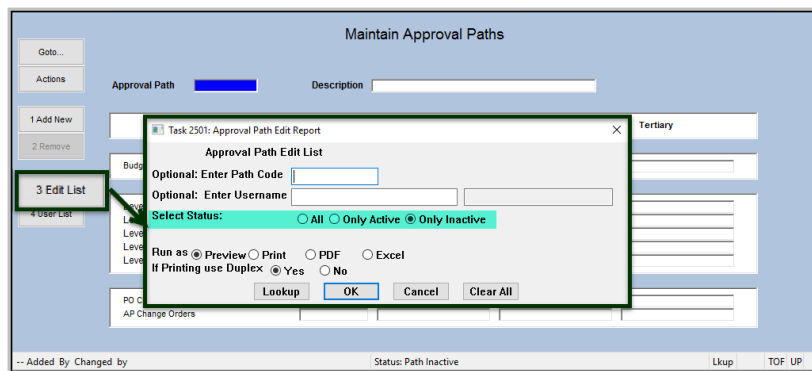
This status filter works in conjunction with the optional **Path Code** and **Username** filters. The default selection will report on **"All" Approval Paths**.

The **Select Status** value will be saved for the next time the edit list is run.

[ADM-AUC-PO-510]

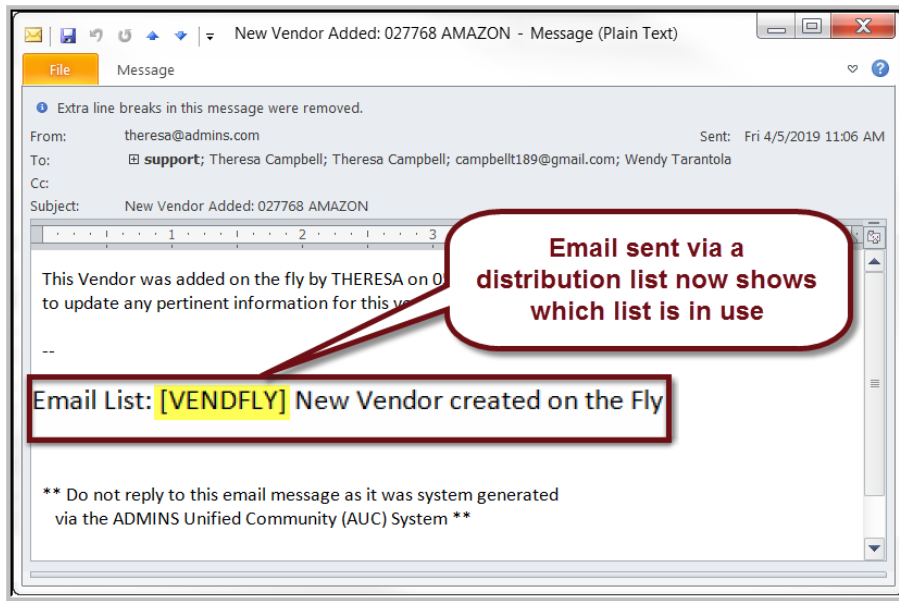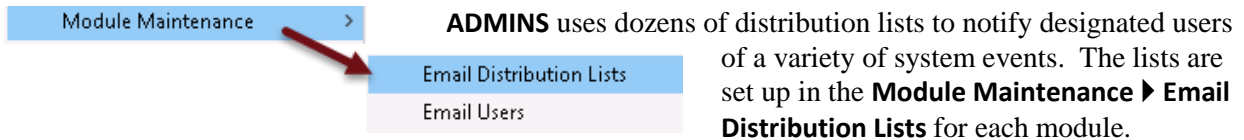# 6   DISTRIBUTION LIST EMAILS [Enhancement]

ADMINS uses dozens of distribution lists to notify designated users of a variety of system events. The lists are set up in the **Module Maintenance ▶ Email Distribution Lists** for each module.

The **Email List Name** and **Description** is now included in the body of the email to identify the origin of the email.

This will help when users are receiving emails but are not sure where the email originates or why a particular user is receiving the email. In Figure 15, the **Email Distribution List** named **"VENDFLY"** was used by the system to notify users that a new vendor was created.

Figure 15 System generated email identifies the Email List [Name] & Description

If the distribution needs to change, the list may be edited. Detailed instructions are available in the Help Reference Library for each module, for example, **AP–860 Email Distribution Lists**.

[ADM-AUC-SY-8102]

7 1099 PROCESSING ▶ Merged Vendor Reports [Enhancement]

Figure 16 1099 Vendor Payment Report shows "Melanie" has payments for vendor #016895 & #025349

Vendor **"Melanie"** has two different vendor numbers assigned **#016895 & #025349** – and needs a single 1099 with the merged vendor data.

Prior to the software update, when merging vendor records for 1099 reporting, the **1099 Verification Report – Detail** presented data by the *original* vendor number for each check, requiring manual calculation to verify the new amounts under the merged vendor.

Figure 17 Before – the 1099 Verification Report–Detail showed separate totals

ADMINS added a **"Check Vendor"** column to the **1099 Verification Report** show in **Figure 18** to indicate the vendor number used when the check was issued. Now all amounts are listed under the single merged vendor.
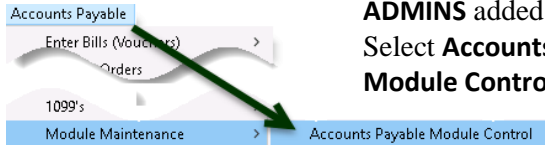
The total is available at a glance to be compared with the **1099 Vendor Payment Report** as shown in **Figure 16**.

Figure 18 After – 1099 Verification Report–Detail with added column and combined totals for merged vendors
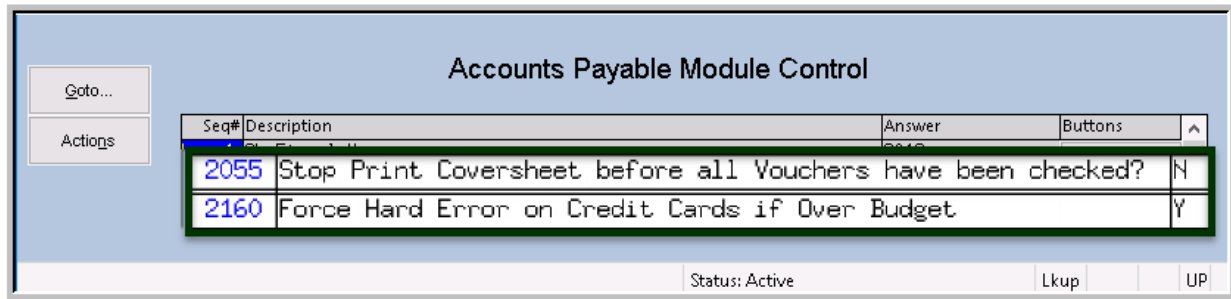
[ADM-AUC-AP-954]

8   MODULE MAINTENANCE ▶ Module Control Values [Enhancement]

ADMINS added two new module control values with this software update. Select **Accounts Payable ▶ Module Maintenance ▶ Accounts Payable Module Control** to view and edit the values.

The two new values are **"#2055 Stop Print Coversheet before all Vouchers have been checked?"** and **"#2160 Force Hard Error on Credit Cards if Over Budget"**. #2055 is described in section 1.1; #2160 is described in section 1.2. Each accepts either a **"Y"** or **"N"** value.

	Accounts Payable Module Control		
Goto...			
Actions	Seq# Description	Answer	Buttons
	2055	Stop Print Coversheet before all Vouchers have been checked?	N
	2160	Force Hard Error on Credit Cards if Over Budget	Y
	Status: Active	Lkup	UP

[ADM-AUC-AP-959] & [MDT-SUP-SAPLAUC-1818]

9   EXCEL® TEMPLATES [Fix]

ADMINS provides **Excel®** spreadsheets used for a variety of upload purposes. Prior to the software update, when accessing a template, if a user tried to open a second copy of the template, the process terminated, bringing the user to the support page.
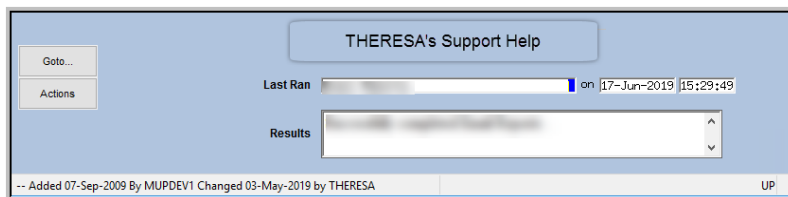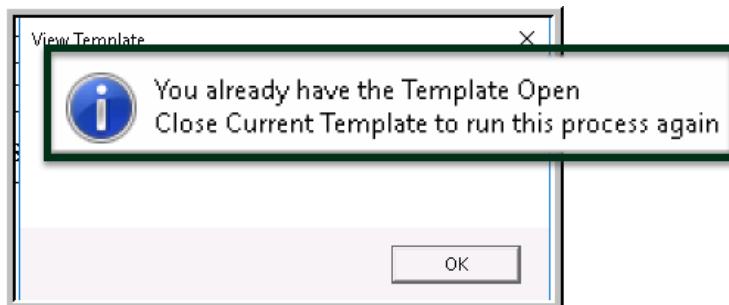
Figure 19 Before – if the template was already open, process brought the user to the support page

This was corrected and users will instead be informed that the template is already open.

Figure 20 After – message instructing the user to close the open template prior to running the process again
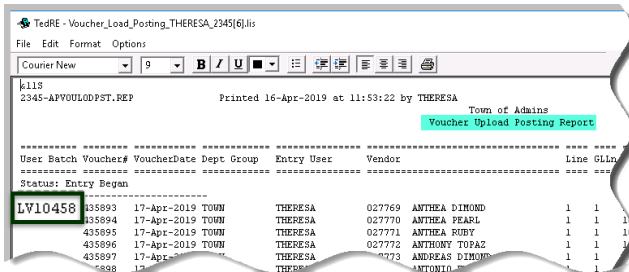
Changes affected templates available by selecting **Accounts Payable ▶ Help Reference Library**:

AP–910 Upload Vouchers Excel Template
AP–920 Approval Paths Template
AP–930 Commodity Items Template
AP–940 Vendors Template

[TOC-SUP-SAPLAUC-2966]

10 INTERFACES/IMPORTS ▶ Upload Vouchers – Spreadsheet

Interface/Imports ▶ Upload Vouchers – Spreadsheet

ADMINS corrected an issue with the ***numbering*** of uploaded voucher batches. Now, all voucher batches created via upload will begin with the prefix **"LV"** signifying that this batch was created via the **"Load Vouchers"** process. In addition, the documentation **"AP–980 Upload Vouchers – Spreadsheet"** was updated to address using Commodity Items in the upload spreadsheet.

[ADM-AUC-AP-956]

10.1 Voucher Upload Error Report [Fix]

Prior to the software update, if there was an error found in the upload file, the line with the error was being reported incorrectly. **ADMINS** corrected the error report in the **Upload Vouchers – Spreadsheet** process and now the line with the error will be identified properly.

[ADM-AUC-AP-962]

11 HELP REFERENCE LIBRARY

11.1 New or Updated Documents

- OTHER   AP–850 I forgot to print my reports   [Updated]
                                 AP–867 Favorites Screen   [Updated]
- TEMPLATES   AP–910 Upload Vouchers Excel Template   [Updated]
                                 AP–920 Approval Paths Template   [Updated]
                                 AP–930 Commodity Items Template   [Updated]
                                 AP–940 Vendors Template   [Updated]
- INTERFACES/IMPORTS   AP–980 Upload Vouchers – Spreadsheet   [Updated]
- SYSTEM   AP–1110 System Administration Kit   [Updated]