ACCOUNTS PAYABLE

RELEASE NOTES – JUNE 2020

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

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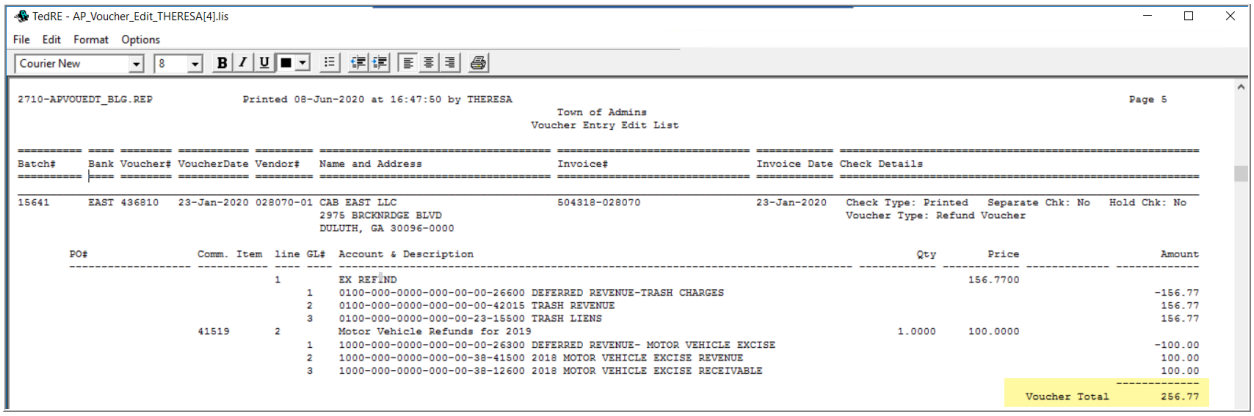
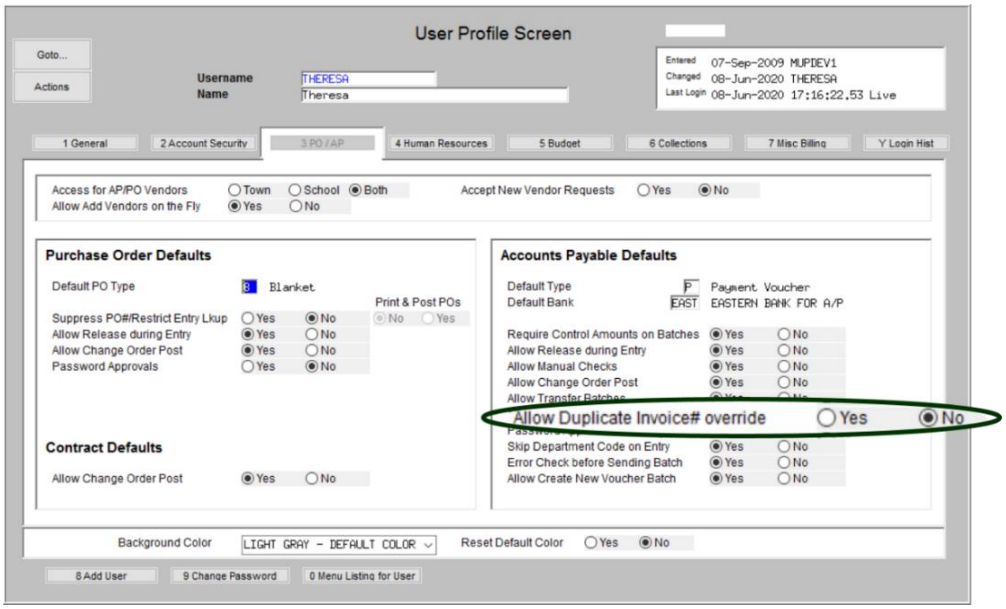
1 ENTER BILLS – Edit List includes Total $$ per voucher

Vouchers may contain multiple lines. Prior to the software update, the site-specific voucher edit list printed a grand total for the batch but did not provide a total for each voucher. **ADMINS** added a per voucher total to the site-specific voucher edit list. If desired, contact support@admins.com to request that the same be implemented on site.



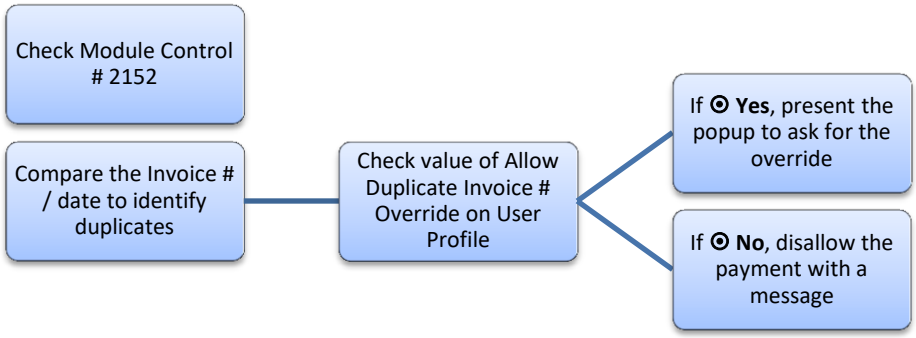
[ADM-AUC-AP-1009]

1.1 Preventing Duplicate Payments [Enhancement]



An **"Allow Duplicate Invoice # overide"** radio button on the **User Profile Screen** provides precise control over who is allowed to enter vouchers with duplicate invoice numbers.

This way, "super-users" with the radio button set to ⊙ **Yes** can override duplicate invoice numbers, when necessary, and the users with the radio button set to ⊙ **No** will be prevented from processing a duplicate payment.



The system first checks if that invoice # has already been used; depending on the value of module control # 2152, the system will either test for just the invoice number or the invoice number on the same date.

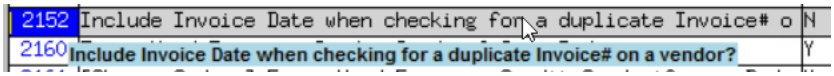


Figure 1 Module control #2152 determines if the invoice date is included when checking for duplicates

Next, the system checks the **Allow Duplicate Invoice# override** value on the user profile screen, and if set to ⊙ **Yes**, prompts the user if duplicate should be allowed.

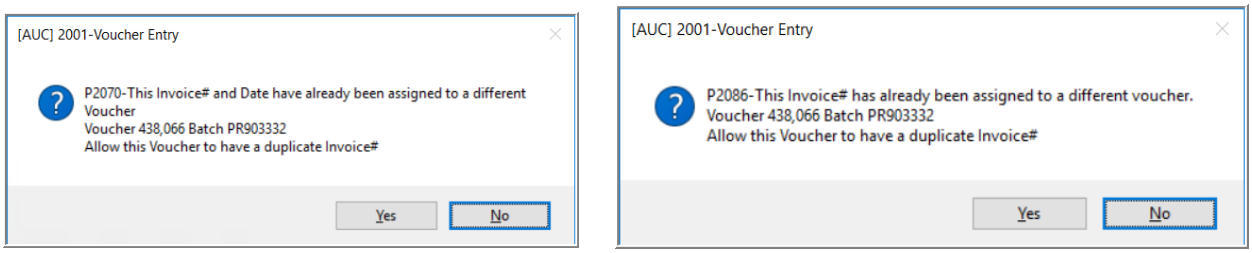


Figure 2 The "allow a duplicate invoice #" messages – with or without the date

If the user profile **Allow Duplicate Invoice# override** value is set to ⊙ **No,** one of the following error messages will be displayed. Enter a correct invoice number or check to compare the vouchers.

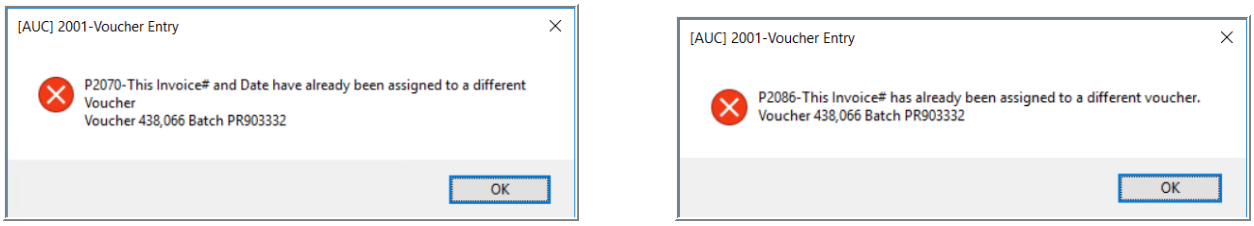


Figure 3 The "duplicate invoice #" messages – with or without the date

[ADM-AUC-AP-1011]

2 QUERIES

There are many ways to view an image of the checks presented to a vendor for payment within **AUC**. Several are described below to provide context on how the check images may be viewed. The **Voucher Query** screen has two tabs that show attachments – the **[6 Check Hist]** tab and the **[Q Attachments]** tab.

2.1 Voucher History – Check History and Attachments Tabs [Fix]

Prior to the software update, the attachments screen only showed the check on a single voucher if a check provided payment for multiple vouchers. Now, all vouchers on the check will include a link to the attached check via the attachments tab of the voucher history screen.

For example, as shown in the below, check **#342456** paid multiple vouchers:

two lines on voucher #437704,
two lines on voucher #432807,
one line on voucher #437823, and
one line on voucher 437860.

ADMINS

Town of ADMINS
219 LEWIS WHARF
BOSTON MA 01742

025689-01
CAFETERIA PLAN ADVISORS, INC.
420 WASHINGTON STREET, SUITE 100
BRAINTREE, MA 02184

CHECK# 0342456
Disbursement #: 006186
Check Date: 05-08-2020
Check Total: $11,175.05

For questions regarding this payment, please contact Accounts Payable 617.494.5100

Invoice #	Date	Description	Voucher & Line #	Amount
PR 903315 025689 01	04-24-2020	Payroll for checks dated 24-Apr-2020 Warrant: 903315 Payroll Batch: 2918	437704-1	4,002.11
PR 903315 025689 01	04-24-2020	Payroll for checks dated 24-Apr-2020 Warrant: 903315 Payroll Batch: 2918	437704-2	1,467.25
PR 903318 025689 01	04-09-2020	Payroll for checks dated 09-Apr-2020 Warrant: 903318 Payroll Batch: 2924	437807-1	4,002.11
PR 903318 025689 01	04-09-2020	Payroll for checks dated 09-Apr-2020 Warrant: 903318 Payroll Batch: 2924	437807-2	1,467.25
PR 903324 025689 01	04-28-2020	Payroll for checks dated 28-Apr-2020 Warrant: 903324 Payroll Batch: 2928	437823-1	157.35
TEST AP 1007 WITH PAYROLL	05-08-2020	voucher created to test ap 1007' Warrant: 903324 Payroll Batch: 2928	437860-1	78.98

Figure 4 Check # 342456 pays multiple lines on multiple vouchers

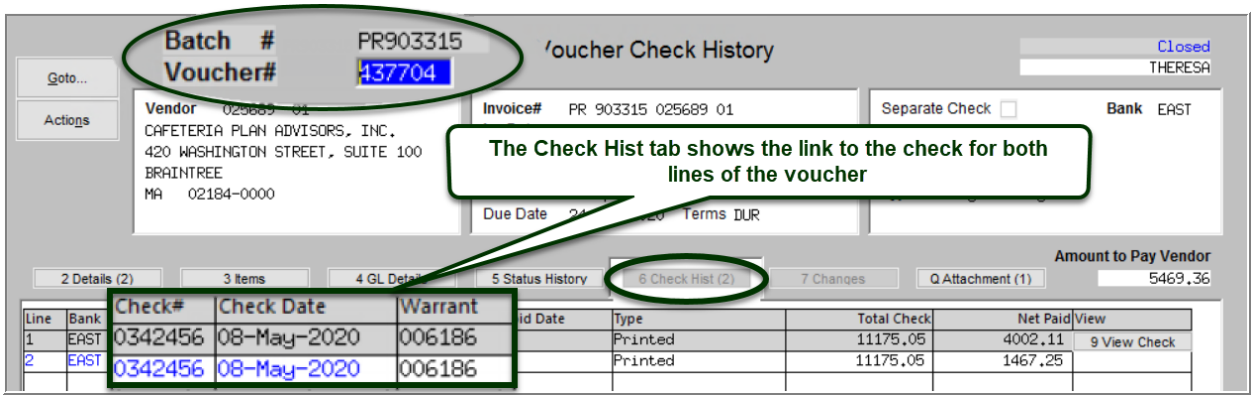


Figure 5 The [2 Check Hist] tab shows the link to the check image on each line of the voucher

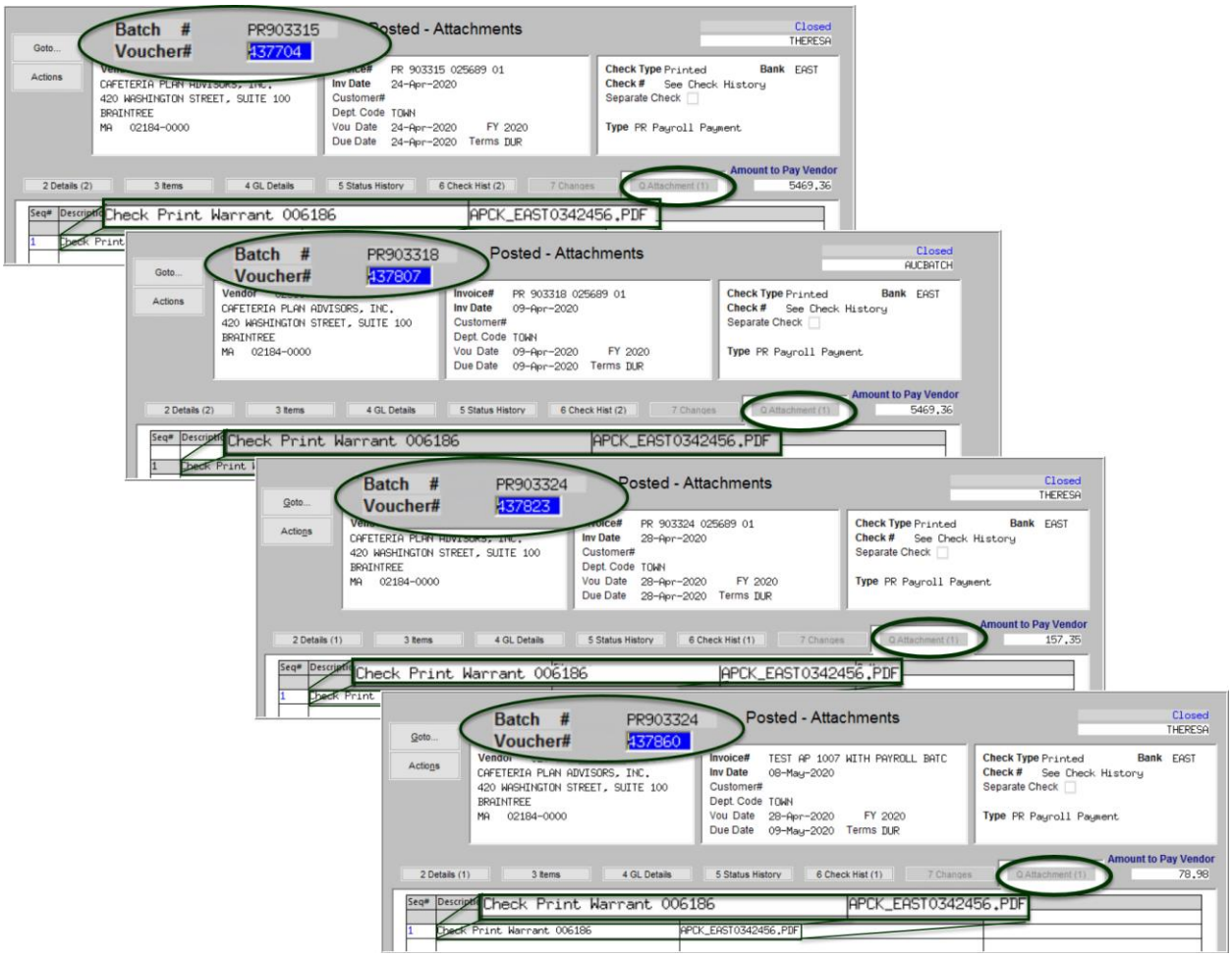


Figure 6 Each of the four vouchers now has a link to the attached check

The **Vendor History ▸ [5 Disbursements]** tab lists the most recent checks first:

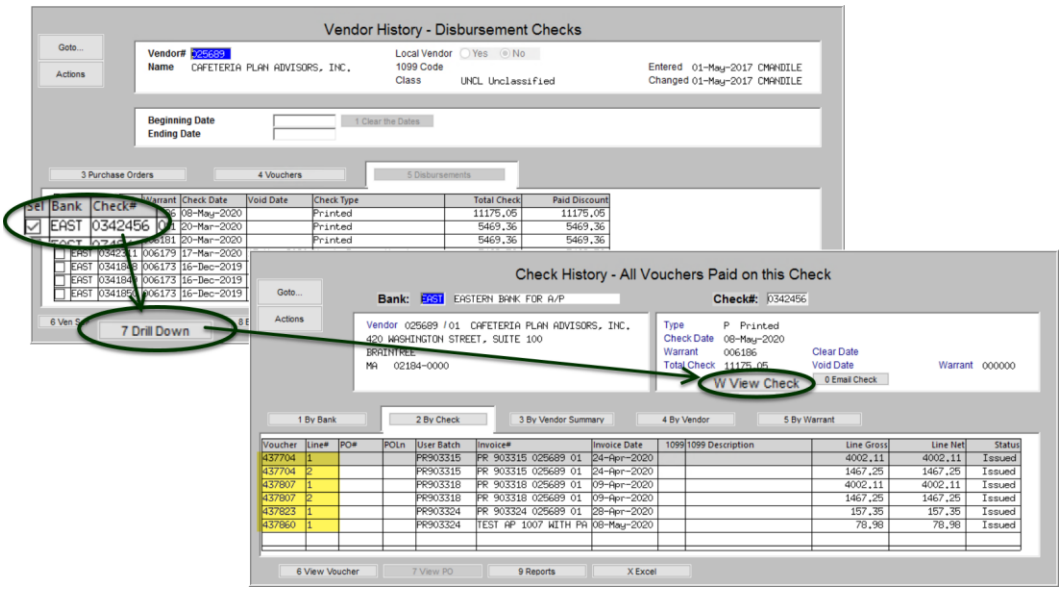


Figure 7 The Vendor History Screen facilitates drilling down to the check History screen

The **Vendor** screen also has an attachments tab that shows each check, with the most recent checks at the bottom of the list.

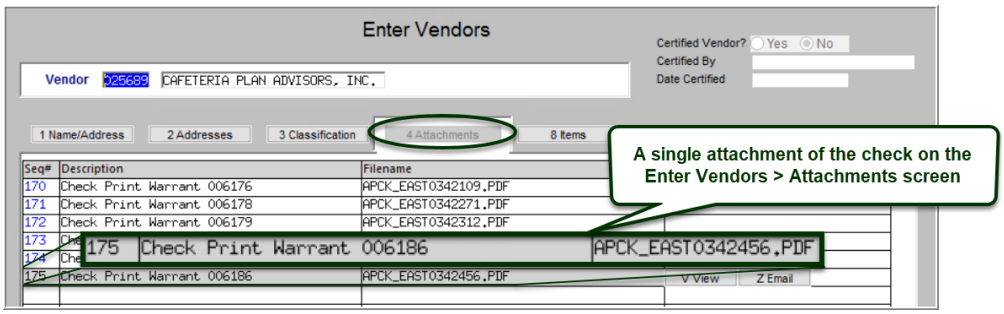
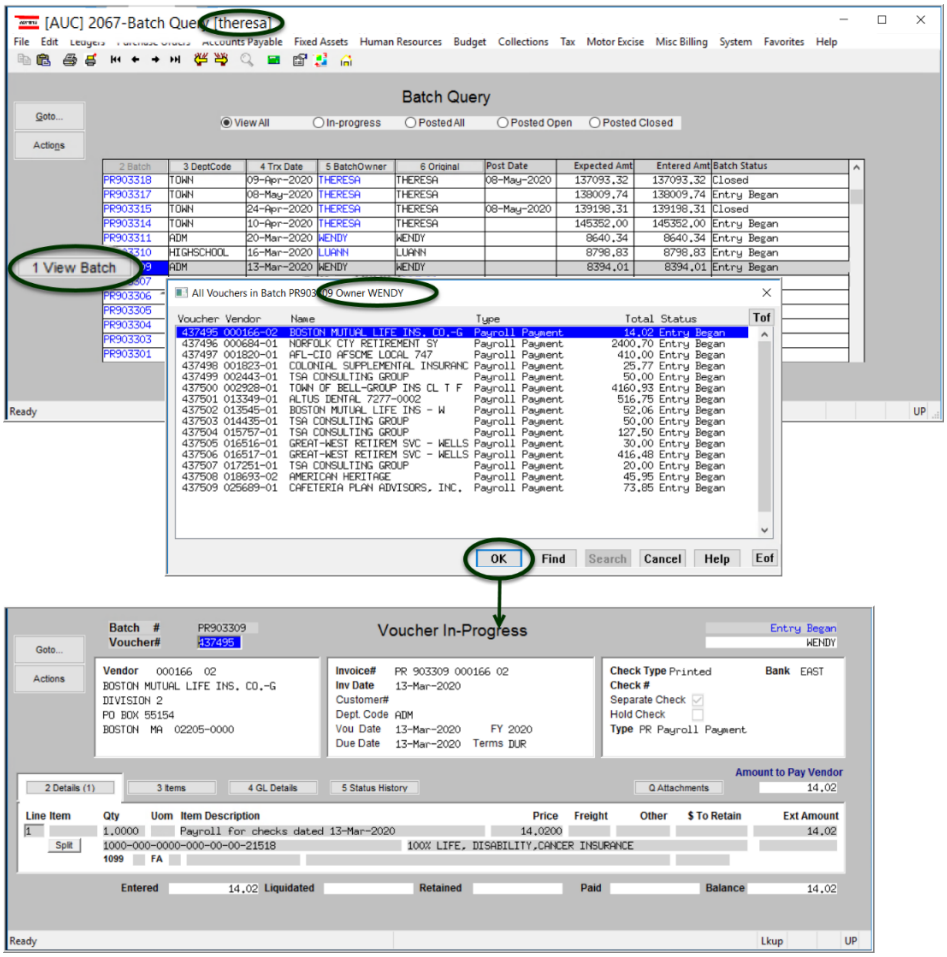


Figure 8 The Vendor screen [4 Attachments] tab shows all the links to checks paid to the vendor

[ADM-AUC-AP-1007]

2.2 Batch Query Screen – Direct Access to View Vouchers [Enhancement]



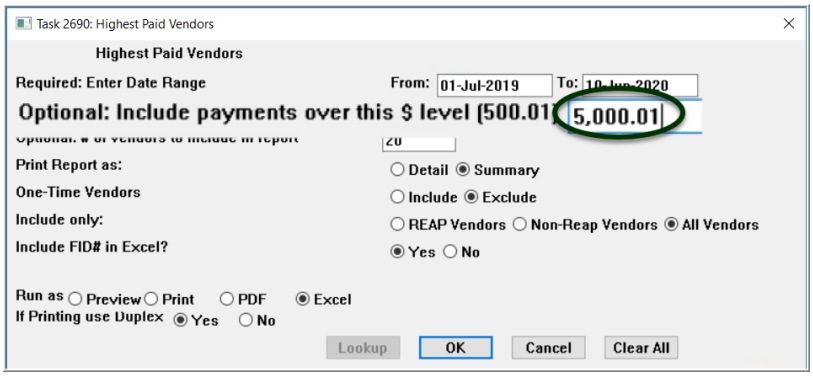
Prior to the software update, users were unable to view another user's voucher directly from the batch query screen.

ADMINS activated the **[OK]** button on the lookup to allow viewing the voucher.

Select **Accounts Payable ▶ Queries ▶ Batch Query ▶ [1 View Batch]** and use the up ⇧ and down ⇩ arrows on the keyboard to select the desired record. Click **[OK]** to go to the **Voucher Query** screen. The **Voucher Query Screen** will open to display the selected voucher. In the example shown, the batch is owned by the user **WENDY**; the user viewing the batch is **THERESA**. If the user **WENDY** selected the batch, the button label would be **[1 Select Batch]** instead of **[1 View Batch]**.

[ADM-AUC-AP-1008]

3 REPORTS [Enhancement]



ADMINS updated the prompt on the **Highest Paid Vendors** report to allow entering a comma in the dollar amount threshold. Prior to the software update, if a user entered a comma in the **"Optional: Include payments over this $ level"** field, the report would not run.

Select **Accounts Payable ▶ Reports ▶ [1 By Vendor] ▶ # 2690 Highest Paid Vendors** to run the report.

[ADM-AUC-AP-992]

3.1 Held Checks [Enhancement]

ADMINS added a checkbox to the voucher entry screen to identify checks that are to be held. For example, the finance office may be asked to hold a check for pickup rather than mailing the check to the vendor.

3.1.1 Voucher Entry

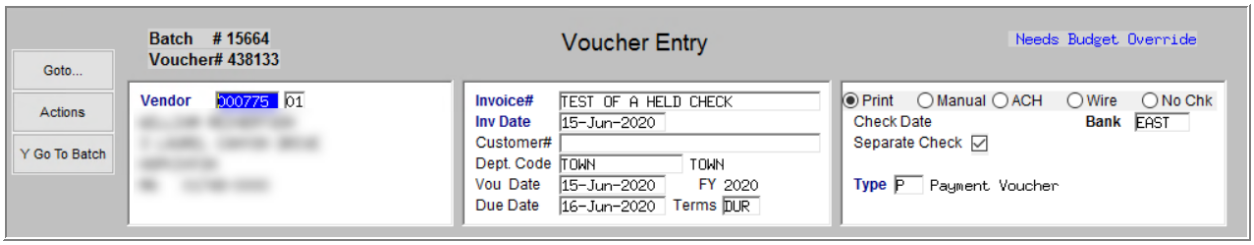


Figure 9 Before

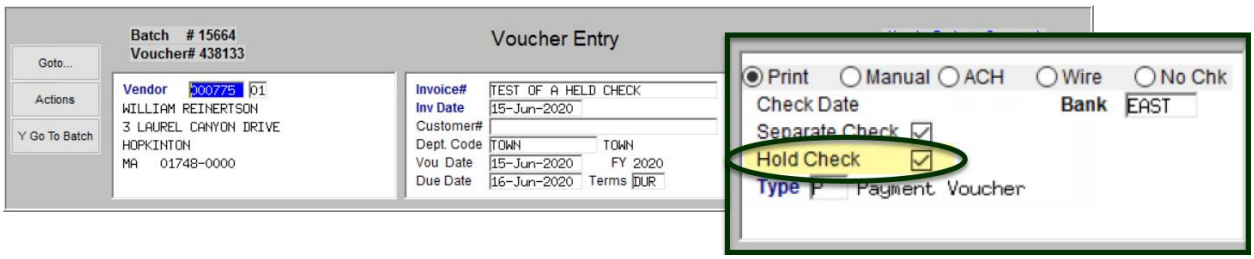


Figure 10 New checkbox for printed checks to be held in the finance office

Notes:

- **Hold Check** ☑ can only be used if the check type is printed
- When the **Hold Check** ☑ is checked it will automatically set the check as a separate check ☑, if the separate check box is unchecked ❑, the system will uncheck the **Hold Check** ❑ box.

3.1.2 Voucher Query (both in-progress and history)

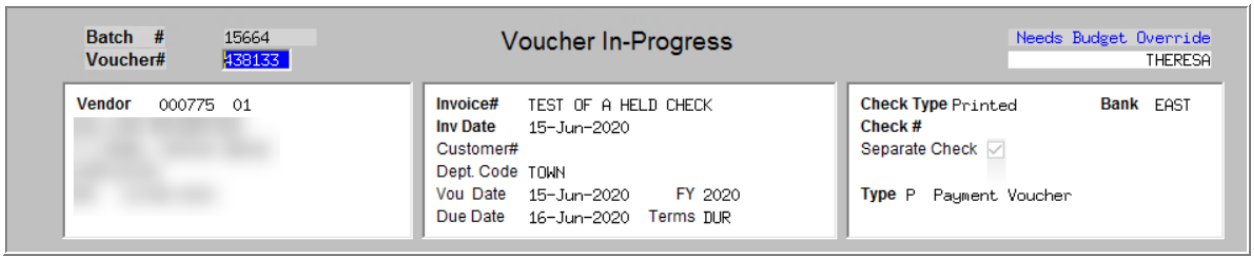


Figure 11 Before – Voucher Query Screen

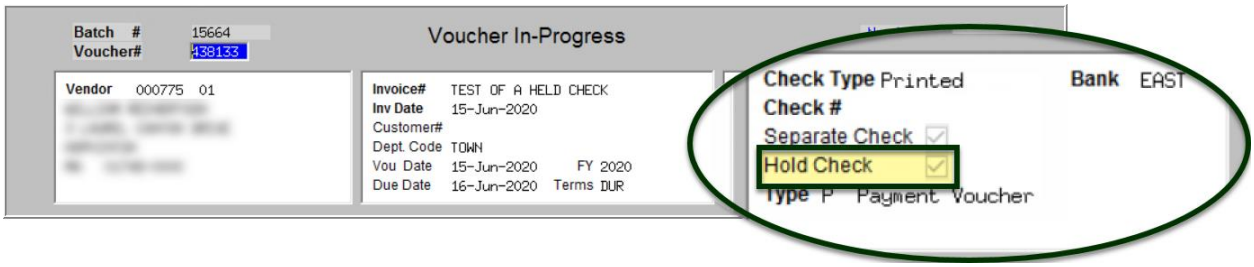


Figure 12 After – Voucher Query Screen

3.1.3 Voucher Change Order

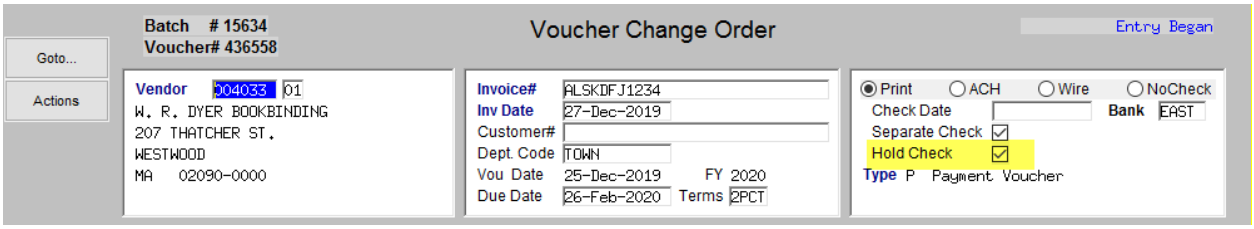
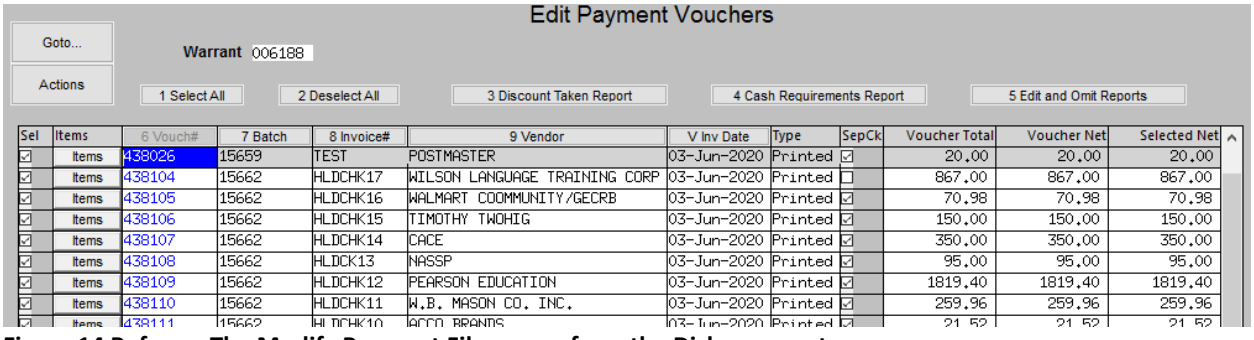


Figure 13 Voucher Change Order Screen shows the Hold Check ☑

3.1.4 Disbursement Process

If the voucher was not marked for hold check during creation of the voucher or change order, the finance office can mark the check to be held on the modify payment file screen.



Sel	Items	6 Vouch#	7 Batch	8 Invoice#	9 Vendor	V Inv Date	Type	SepCk	Voucher Total	Voucher Net	Selected Net
☑	Items	438026	15659	TEST	POSTMASTER	03-Jun-2020	Printed	☑	20.00	20.00	20.00
☑	Items	438104	15662	HLDCHK17	WILSON LANGUAGE TRAINING CORP	03-Jun-2020	Printed	☐	867.00	867.00	867.00
☑	Items	438105	15662	HLDCHK16	WALMART COOMMUNITY/GECRB	03-Jun-2020	Printed	☑	70.98	70.98	70.98
☑	Items	438106	15662	HLDCHK15	TIMOTHY TWOHIG	03-Jun-2020	Printed	☑	150.00	150.00	150.00
☑	Items	438107	15662	HLDCHK14	CACE	03-Jun-2020	Printed	☑	350.00	350.00	350.00
☑	Items	438108	15662	HLDCK13	NASSP	03-Jun-2020	Printed	☑	95.00	95.00	95.00
☑	Items	438109	15662	HLDCHK12	PEARSON EDUCATION	03-Jun-2020	Printed	☑	1819.40	1819.40	1819.40
☑	Items	438110	15662	HLDCHK11	W.B. MASON CO. INC.	03-Jun-2020	Printed	☑	259.96	259.96	259.96
☑	Items	438111	15662	HLDCHK10	ACCO BRANDS	03-Jun-2020	Printed	☑	21.52	21.52	21.52

Figure 14 Before – The Modify Payment File screen from the Disbursements menu

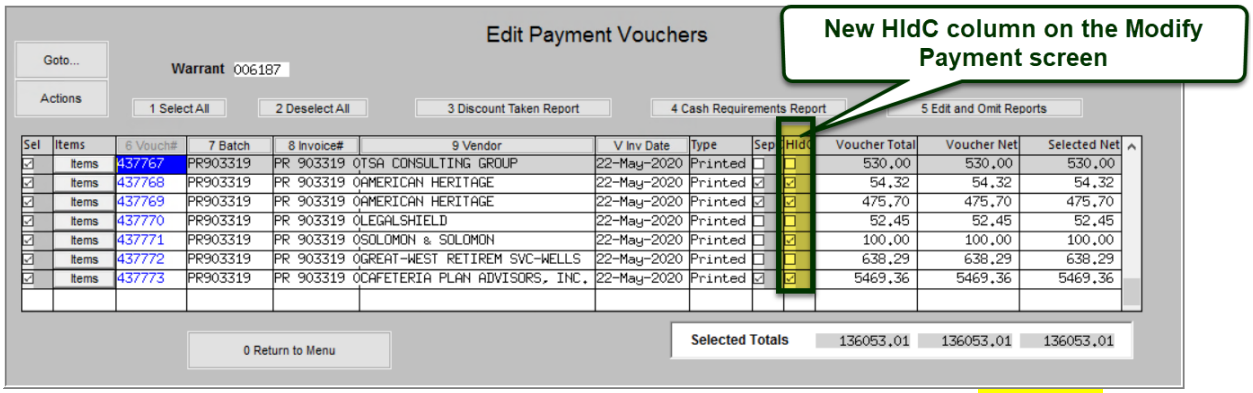


Figure 15 After – The Disbursements menu ▶ Modify Payment File with the new column highlighted

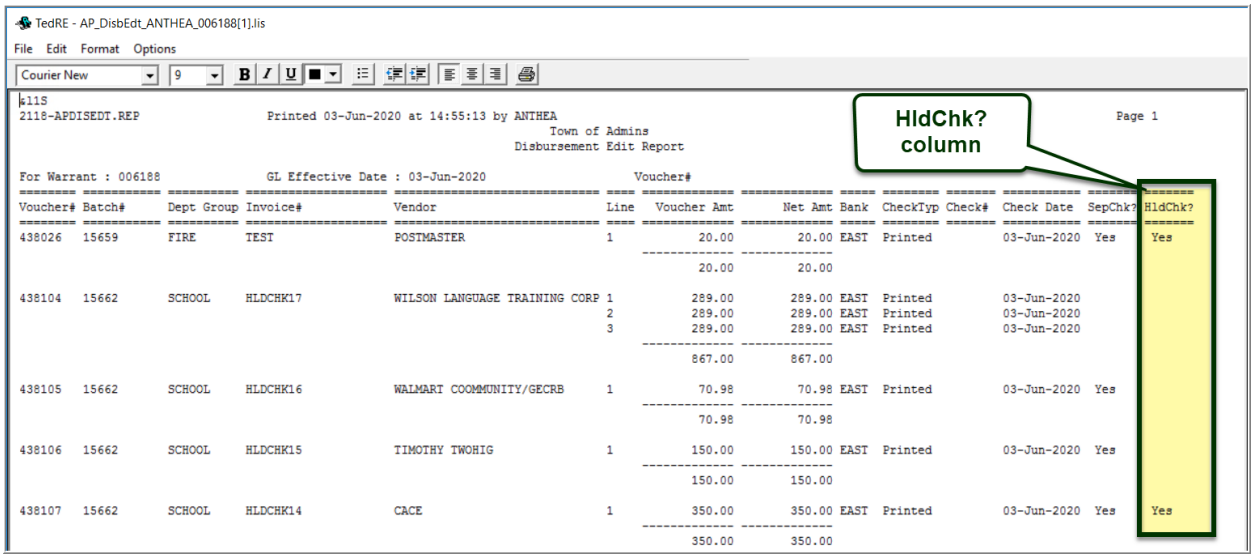
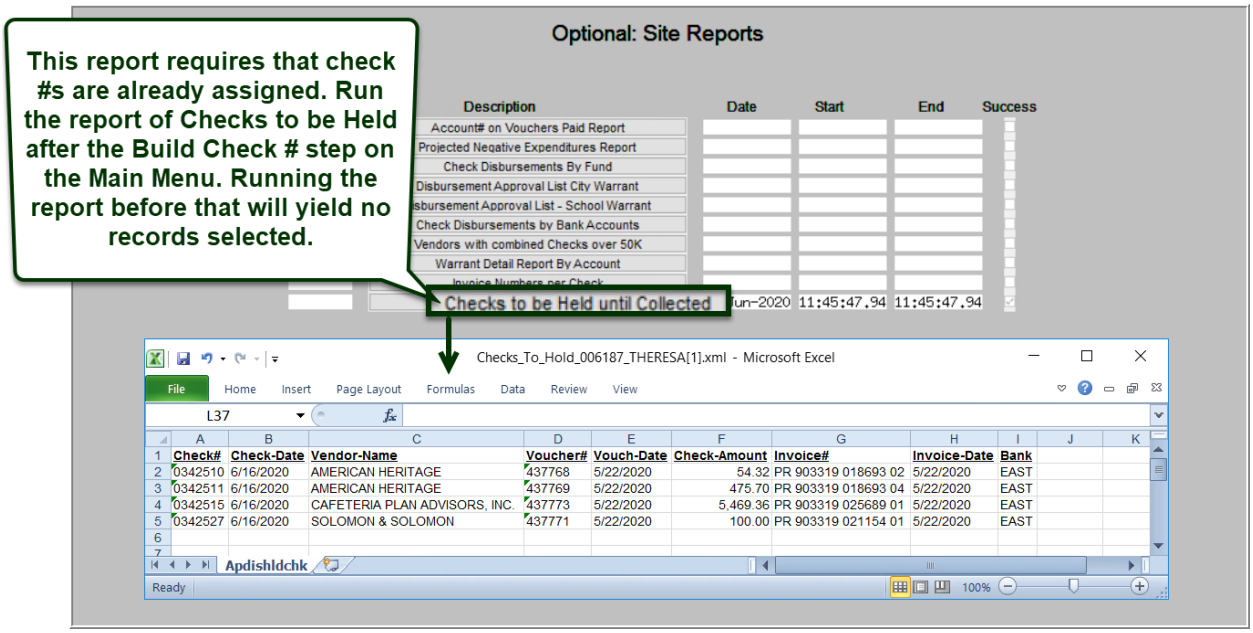


Figure 16 New HldChk? Column on the Disbursement Edit Report

3.1.5 Optional Reports

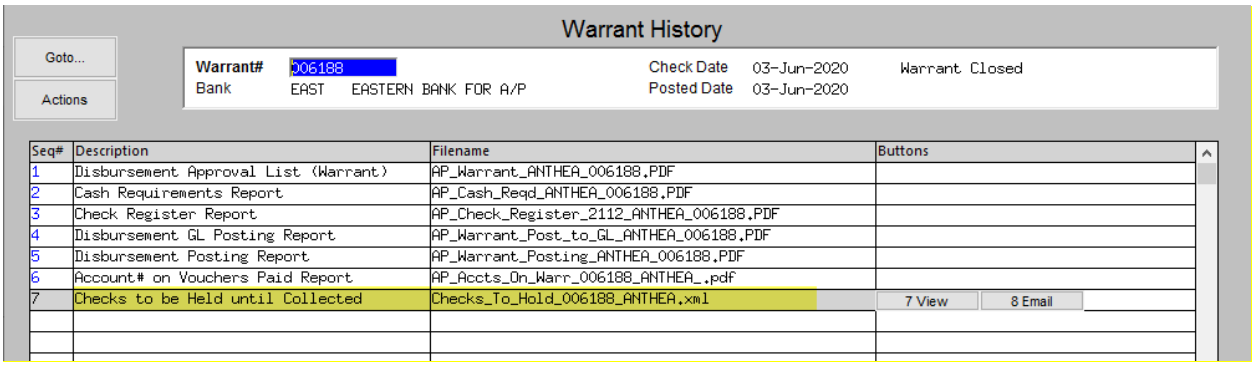
This report should be run ***AFTER*** the Build Check# step has been run. For sites that elect to do so, during the **DISBURSEMENT** posting, this report will be run as part of the posting and will display on the screen for them to review.

To include this report as part of the disbursement posting, contact support@admins.com and request that change. Otherwise, run it interactively via the optional site reports



If the report is run, and has records, it will be attached to the warrant history screen.

3.1.6 Warrant History



[MDF-SUP-SAPLAUC-1024]

4 INTERFACES/IMPORTS ▸ Upload Vouchers – Spreadsheet [Enhancement]

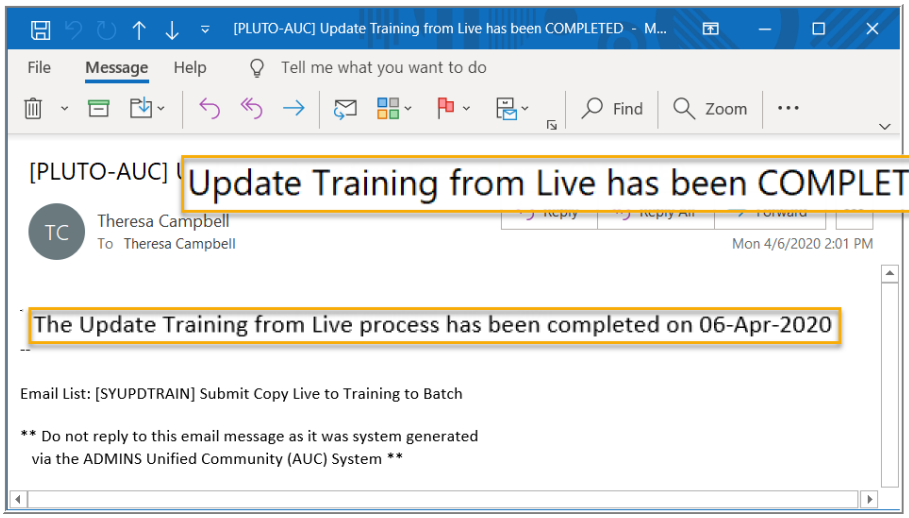
ADMINS added error checking to the **Upload Vouchers** process.

This error checking will be evident in the **Upload Spreadsheet** command if errors are made when specifying Username, Department Group, Bank Code, or Voucher Date.

See **AP–980 Upload Vouchers – Spreadsheet** for details on the process.

[ADM-AUC-AP-1013]

5 COPY LIVE TO TRAINING [ENHANCEMENT]



The process was enhanced to send an email to the members of the **SYUPDTRAIN** Distribution List on completion.

This change was installed on sites in April 2020 and is included here to document the change.

Figure 17 Email notification that the update of the training area is complete

Anyone submitting the process should check the **SYUPDTRAIN** Distribution List to make sure their username is in the **SYUPDTRAIN** list.

See **SY–175 Copy Live to Training (Batch)** for details on this feature.

[ADM-AUC-SY-8114]

6 HELP REFERENCE LIBRARY

The following new or updated documents were added to the **Help Reference Library**.

6.1 New or Updated Documents

• DISBURSEMENTS	AP–145 Preventing Duplicate Payments	[New]
	AP–175 Report of Held Checks	[New]
• YEAR END	AP–705 Restrict Access to Accounts Payable for Fiscal Year End	[New]
• OTHER	AP–825 Open, View, and Edit .CSV files for AUC Uploads	[New]
	AP–875 Pivot Tables - Analyze AUC Data in **Excel®**	[New]
	AP–980 Upload Vouchers – Spreadsheet	[Updated]
	SY–175 Copy Live to Training (Batch)	[Updated]