



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.

Batch#	Bank Voucher#	VoucherDate	Vendor#	Name and Address	Invoice#	Invoice Date	Check Details	
15641	EAST 436810	23-Jan-2020	028070-01	CAB EAST LLC 2975 BRCKNRIDGE BLVD DULUTH, GA 30096-0000	504918-028070	23-Jan-2020	Check Type: Printed Separate Chk: No Hold Chk: No Voucher Type: Refund Voucher	
							Voucher Total	256.77

[ADM-AUC-AP-1009]

1.1 Preventing Duplicate Payments [Enhancement]

User Profile Screen

Entered: 07-Sep-2009 MUPDEV1
Changed: 08-Jun-2020 THERESA
Last Login: 08-Jun-2020 17:16:22.53 Live

1 General | 2 Account Security | **3 PO / AP** | 4 Human Resources | 5 Budget | 6 Collections | 7 Misc Billing | Y Login Hist

Access for AP/PO Vendors: Town School Both
 Allow Add Vendors on the Fly: Yes No
 Accept New Vendor Requests: Yes No

Purchase Order Defaults

Default PO Type: Blanket
 Suppress PO#/Restrict Entry Lkup: Yes No
 Allow Release during Entry: Yes No
 Allow Change Order Post: Yes No
 Password Approvals: Yes No

Contract Defaults

Allow Change Order Post: Yes No

Accounts Payable Defaults

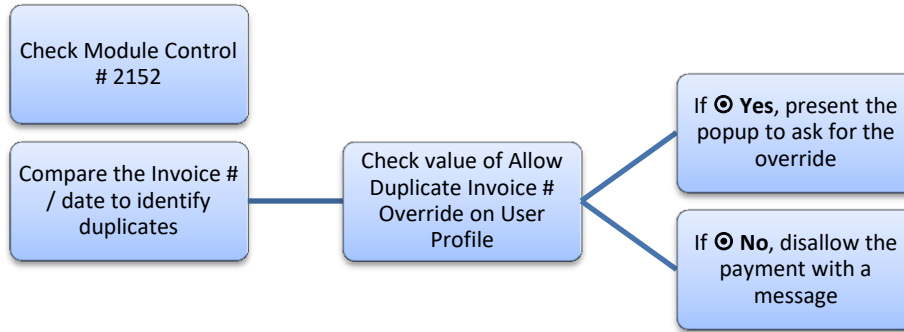
Default Type: Payment Voucher
 Default Bank: EAST EASTERN BANK FOR A/P
 Require Control Amounts on Batches: Yes No
 Allow Release during Entry: Yes No
 Allow Manual Checks: Yes No
 Allow Change Order Post: Yes No
 Allow Transfer Batches: Yes No
Allow Duplicate Invoice# override: Yes No
 Skip Department Code on Entry: Yes No
 Error Check before Sending Batch: Yes No
 Allow Create New Voucher Batch: Yes No

Background Color: LIGHT GRAY - DEFAULT COLOR | Reset Default Color: Yes No

8 Add User | 9 Change Password | 0 Menu Listing for User

An **“Allow Duplicate Invoice # override”** 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.

2152	Include Invoice Date when checking for a duplicate Invoice# on a vendor?	N
2160	Include Invoice Date when checking for a duplicate Invoice# on a vendor?	Y

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.

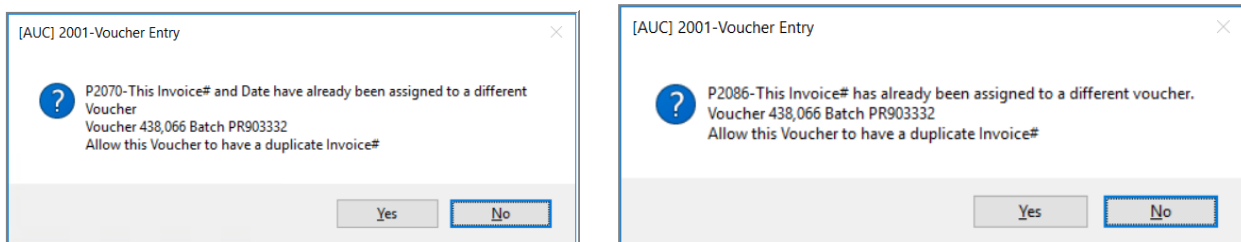


Figure 2 The “allow a duplicate invoice #” messages – with or without the date

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.

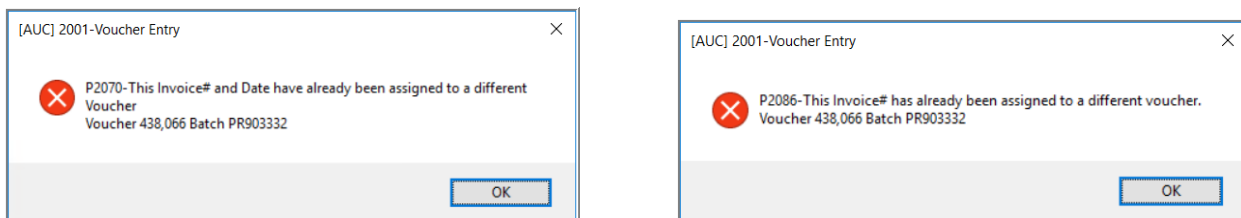


Figure 3 The “duplicate invoice #” messages – with or without the date

[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

Batch # PR903315
Voucher # 437704

Vendor CAFETERIA PLAN ADVISORS, INC.
420 WASHINGTON STREET, SUITE 100
BRAINTREE MA 02184-0000

Invoice# PR 903315 025689 01

Bank EAST

Amount to Pay Vendor 5469.36

Line	Bank	Check#	Check Date	Warrant	Print Date	Type	Total Check	Net Paid	View
1	EAST	0342456	08-May-2020	006186		Printed	11175.05	4002.11	View Check
2	EAST	0342456	08-May-2020	006186		Printed	11175.05	1467.25	

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

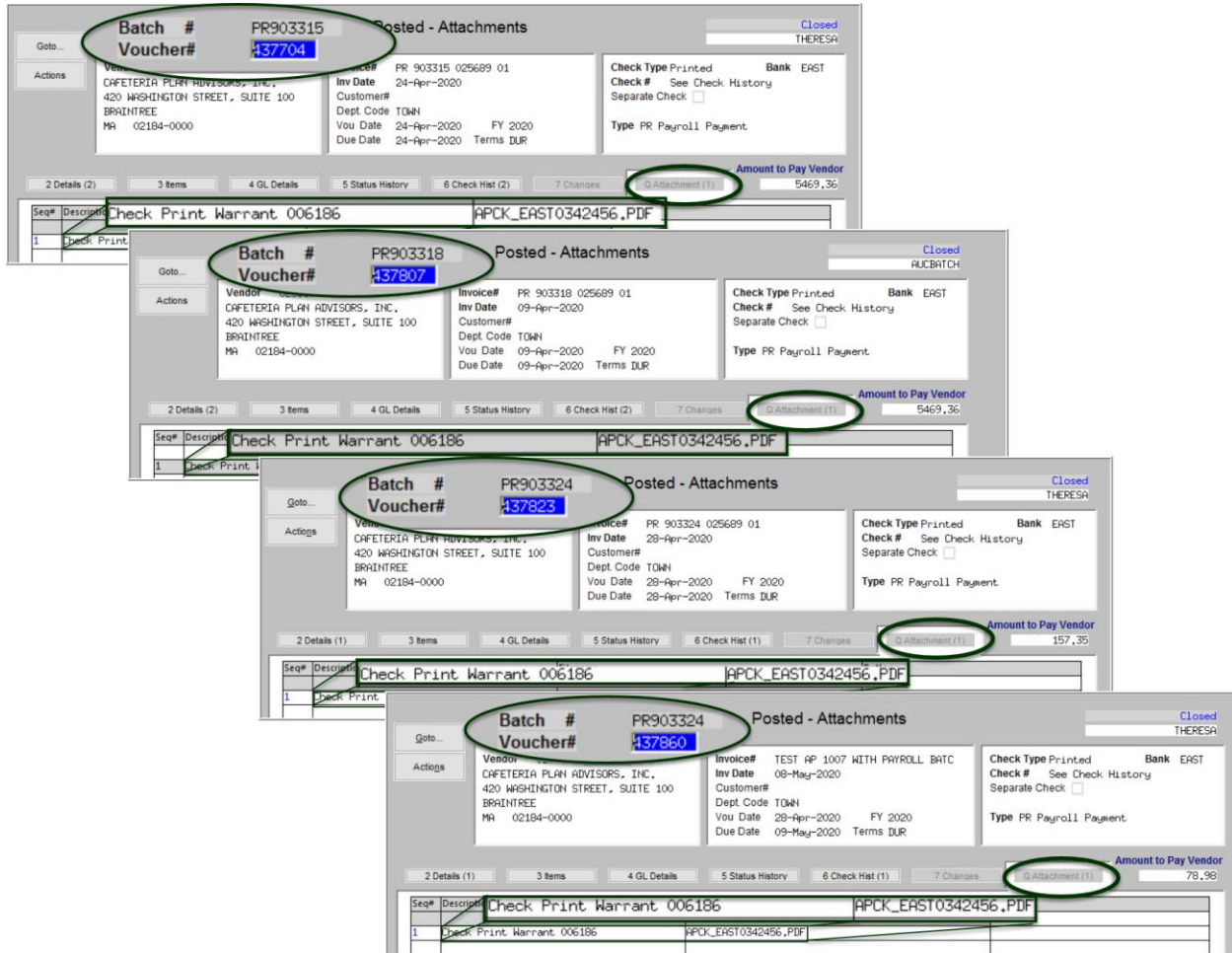


Figure 6 Each of the four vouchers now has a link to the attached check
The Vendor History ▶ [5 Disbursements] tab lists the most recent checks first:

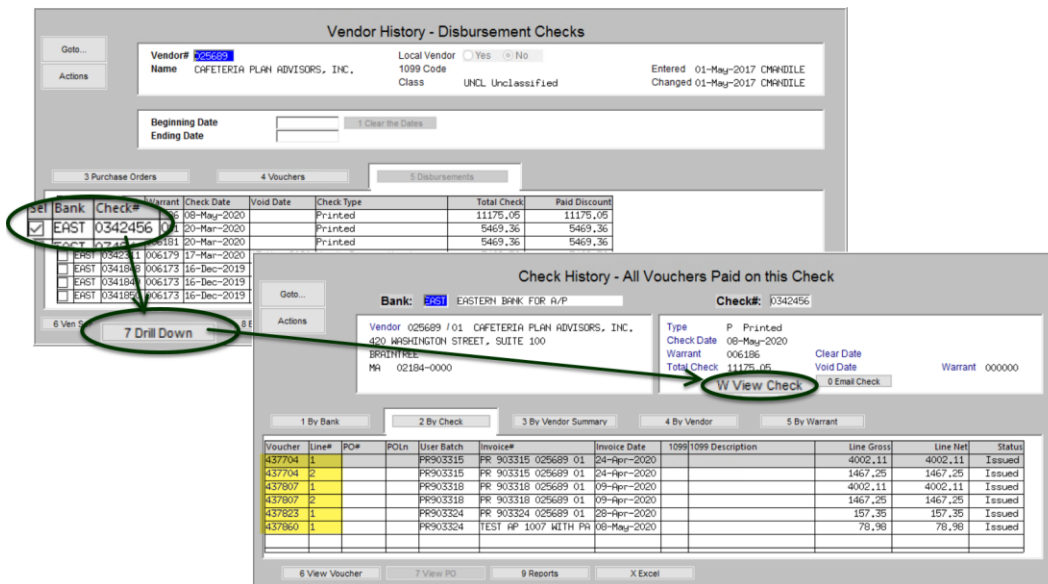


Figure 7 The Vendor History Screen facilitates drilling down to the check History screen



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

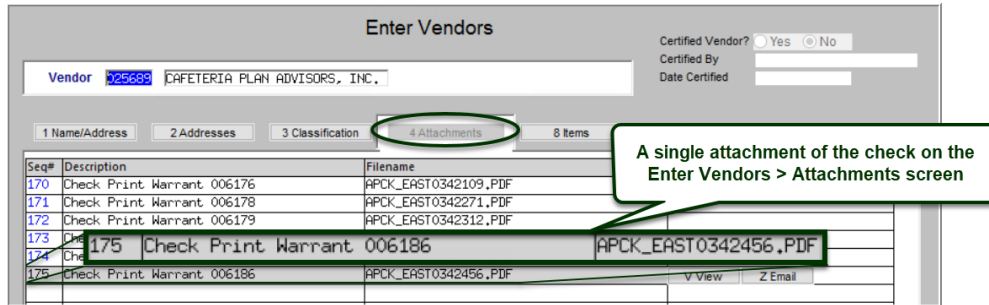
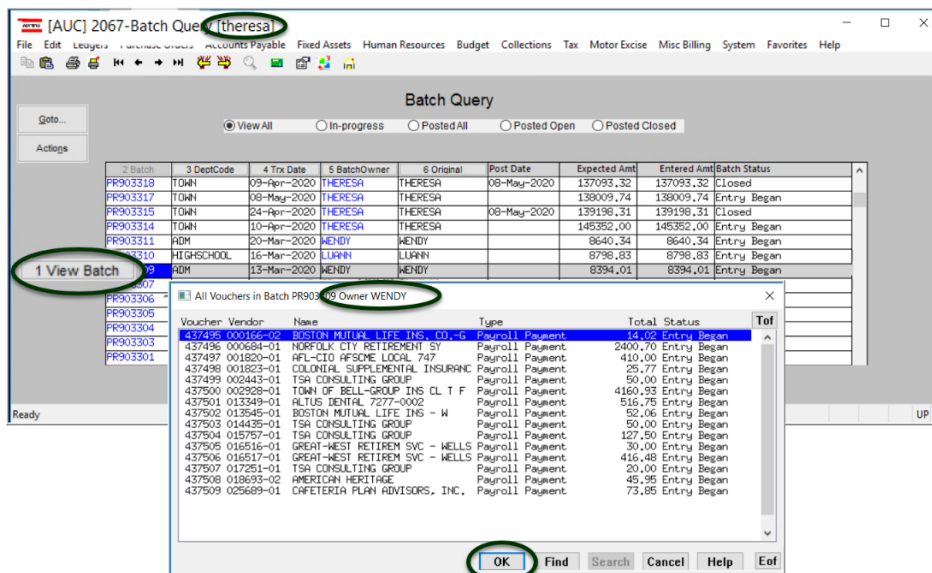


Figure 8 The Vendor screen [4 Attachments] tab shows all the links to checks paid to the vendor

[ADM-AUC-AP-1007]

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

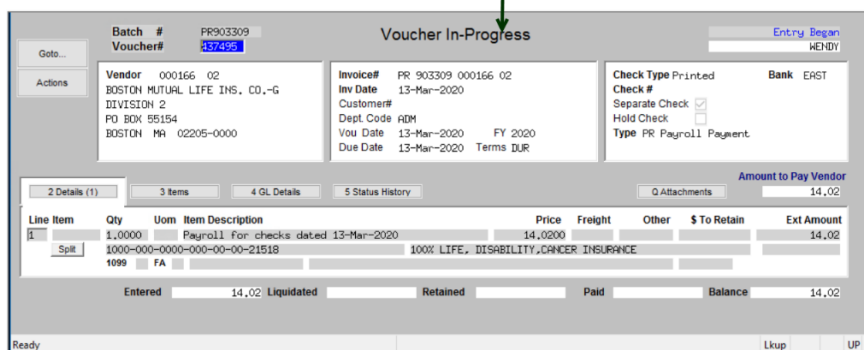


Prior to the software update, users were unable to view another user's voucher directly from the batch query screen.



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]

Task 2690: Highest Paid Vendors

Highest Paid Vendors

Required: Enter Date Range From: 01-Jul-2019 To: 10-Jun-2020

Optional: Include payments over this \$ level [500.01] **5,000.01**

Optional: # of vendors to include in report: 20

Print Report as: Detail Summary

One-Time Vendors: Include Exclude

Include only: REAP Vendors Non-Reap Vendors All Vendors

Include FID# in Excel? Yes No

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

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

Batch # 15664
Voucher# 438133

Needs Budget Override

Vendor: 000775 01

Invoice# TEST OF A HELD CHECK
Inv Date 15-Jun-2020
Customer#
Dept. Code TOWN TOWN
Vou Date 15-Jun-2020 FY 2020
Due Date 16-Jun-2020 Terms DUR

Print Manual ACH Wire No Chk
Check Date Bank EAST
Separate Check
Type P Payment Voucher

Figure 9 Before

Batch # 15664
Voucher# 438133

Vendor: 000775 01
WILLIAM REINERTSON
3 LAUREL CANYON DRIVE
HOPKINTON
MA 01748-0000

Invoice# TEST OF A HELD CHECK
Inv Date 15-Jun-2020
Customer#
Dept. Code TOWN TOWN
Vou Date 15-Jun-2020 FY 2020
Due Date 16-Jun-2020 Terms DUR

Print Manual ACH Wire No Chk
Check Date Bank EAST
Separate Check
Hold Check
Type P Payment Voucher

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
<input checked="" type="checkbox"/>	Items	438026	15659	TEST	POSTMASTER	03-Jun-2020	Printed	<input checked="" type="checkbox"/>	20.00	20.00	20.00
<input checked="" type="checkbox"/>	Items	438104	15662	HLDCHK17	WILSON LANGUAGE TRAINING CORP	03-Jun-2020	Printed	<input type="checkbox"/>	867.00	867.00	867.00
<input checked="" type="checkbox"/>	Items	438105	15662	HLDCHK16	WALMART COMMUNITY/GEGRB	03-Jun-2020	Printed	<input checked="" type="checkbox"/>	70.98	70.98	70.98
<input checked="" type="checkbox"/>	Items	438106	15662	HLDCHK15	TIMOTHY TWOHIG	03-Jun-2020	Printed	<input checked="" type="checkbox"/>	150.00	150.00	150.00
<input checked="" type="checkbox"/>	Items	438107	15662	HLDCHK14	CACE	03-Jun-2020	Printed	<input checked="" type="checkbox"/>	350.00	350.00	350.00
<input checked="" type="checkbox"/>	Items	438108	15662	HLDCHK13	NASSP	03-Jun-2020	Printed	<input checked="" type="checkbox"/>	95.00	95.00	95.00
<input checked="" type="checkbox"/>	Items	438109	15662	HLDCHK12	PEARSON EDUCATION	03-Jun-2020	Printed	<input checked="" type="checkbox"/>	1819.40	1819.40	1819.40
<input checked="" type="checkbox"/>	Items	438110	15662	HLDCHK11	W.B. MASON CO., INC.	03-Jun-2020	Printed	<input checked="" type="checkbox"/>	259.96	259.96	259.96
<input checked="" type="checkbox"/>	Items	438111	15662	HLDCHK10	LEON BRANDS	03-Jun-2020	Printed	<input checked="" type="checkbox"/>	91.52	91.52	91.52

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



Edit Payment Vouchers

Goto... Warrant 006187

Actions: 1 Select All 2 Deselect All 3 Discount Taken Report 4 Cash Requirements Report 5 Edit and Omit Reports

Sel	Items	6 Vouch#	7 Batch	8 Invoice#	9 Vendor	V Inv Date	Type	Sep	HldC	Voucher Total	Voucher Net	Selected Net
<input checked="" type="checkbox"/>	Items	437767	PR903319	PR 903319	OTSA CONSULTING GROUP	22-May-2020	Printed	<input type="checkbox"/>	<input type="checkbox"/>	530,00	530,00	530,00
<input checked="" type="checkbox"/>	Items	437768	PR903319	PR 903319	AMERICAN HERITAGE	22-May-2020	Printed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	54,32	54,32	54,32
<input checked="" type="checkbox"/>	Items	437769	PR903319	PR 903319	AMERICAN HERITAGE	22-May-2020	Printed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	475,70	475,70	475,70
<input checked="" type="checkbox"/>	Items	437770	PR903319	PR 903319	OEGALSHIELD	22-May-2020	Printed	<input type="checkbox"/>	<input type="checkbox"/>	52,45	52,45	52,45
<input checked="" type="checkbox"/>	Items	437771	PR903319	PR 903319	OSOLOMON & SOLOMON	22-May-2020	Printed	<input type="checkbox"/>	<input type="checkbox"/>	100,00	100,00	100,00
<input checked="" type="checkbox"/>	Items	437772	PR903319	PR 903319	OGREAT-WEST RETIREM SVC-WELLS	22-May-2020	Printed	<input type="checkbox"/>	<input type="checkbox"/>	638,29	638,29	638,29
<input checked="" type="checkbox"/>	Items	437773	PR903319	PR 903319	CAFETERIA PLAN ADVISORS, INC.	22-May-2020	Printed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5469,36	5469,36	5469,36

Selected Totals 136053,01 136053,01 136053,01

0 Return to Menu

New HldC column on the Modify Payment screen

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

TedRE - AP_DisbEdt_ANTHEA_006188(1).lis

File Edit Format Options

Courier New 9

#115
2118-APDISSED.T.REP Printed 03-Jun-2020 at 14:55:13 by ANTHEA
Town of Admins
Disbursement Edit Report

For Warrant : 006188 GL Effective Date : 03-Jun-2020 Voucher#

Voucher#	Batch#	Dept Group	Invoice#	Vendor	Line	Voucher Amt	Net Amt	Bank	CheckTyp	Check#	Check Date	SepChk?	HldChk?
438026	15659	FIRE	TEST	POSTMASTER	1	20.00	20.00	EAST	Printed		03-Jun-2020	Yes	Yes
						20.00	20.00						
438104	15662	SCHOOL	HLDCHK17	WILSON LANGUAGE TRAINING CORP	1	289.00	289.00	EAST	Printed		03-Jun-2020		
					2	289.00	289.00	EAST	Printed		03-Jun-2020		
					3	289.00	289.00	EAST	Printed		03-Jun-2020		
						867.00	867.00						
438105	15662	SCHOOL	HLDCHK16	WALMART COOMUNITY/GEGRB	1	70.98	70.98	EAST	Printed		03-Jun-2020	Yes	
						70.98	70.98						
438106	15662	SCHOOL	HLDCHK15	TIMOTHY TWHIG	1	150.00	150.00	EAST	Printed		03-Jun-2020	Yes	
						150.00	150.00						
438107	15662	SCHOOL	HLDCHK14	CACE	1	350.00	350.00	EAST	Printed		03-Jun-2020	Yes	Yes
						350.00	350.00						

HldChk? column

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



Optional: Site Reports

Description	Date	Start	End	Success
Account# on Vouchers Paid Report				
Projected Negative Expenditures Report				
Check Disbursements By Fund				
Disbursement Approval List City Warrant				
Disbursement Approval List - School Warrant				
Check Disbursements by Bank Accounts				
Vendors with combined Checks over 50K				
Warrant Detail Report By Account				
Invoice Numbers per Check				
Checks to be Held until Collected	Jun-2020	11:45:47,94	11:45:47,94	

This report requires that check #s are already assigned. Run the report of Checks to be Held after the Build Check # step on the Main Menu. Running the report before that will yield no records selected.

Check#	Check-Date	Vendor-Name	Voucher#	Vouch-Date	Check-Amount	Invoice#	Invoice-Date	Bank
0342510	6/16/2020	AMERICAN HERITAGE	437768	5/22/2020	54.32	PR 903319 018693 02	5/22/2020	EAST
0342511	6/16/2020	AMERICAN HERITAGE	437769	5/22/2020	475.70	PR 903319 018693 04	5/22/2020	EAST
0342515	6/16/2020	CAFETERIA PLAN ADVISORS, INC.	437773	5/22/2020	5,469.36	PR 903319 025689 01	5/22/2020	EAST
0342527	6/16/2020	SOLOMON & SOLOMON	437771	5/22/2020	100.00	PR 903319 021154 01	5/22/2020	EAST

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

3.1.6 Warrant History

Warrant History

Goto...	Warrant# 006188	Check Date 03-Jun-2020	Warrant Closed
Actions	Bank EAST EASTERN BANK FOR A/P	Posted Date 03-Jun-2020	

Seq#	Description	Filename	Buttons
1	Disbursement Approval List (Warrant)	AP_Warrant_ANTHEA_006188_PDF	
2	Cash Requirements Report	AP_Cash_Reqd_ANTHEA_006188_PDF	
3	Check Register Report	AP_Check_Register_2112_ANTHEA_006188_PDF	
4	Disbursement GL Posting Report	AP_Warrant_Post_to_GL_ANTHEA_006188_PDF	
5	Disbursement Posting Report	AP_Warrant_Posting_ANTHEA_006188_PDF	
6	Account# on Vouchers Paid Report	AP_Accts_On_Warr_006188_ANTHEA_.pdf	
7	Checks to be Held until Collected	Checks_To_Hold_006188_ANTHEA.xml	7 View 8 Email

[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]

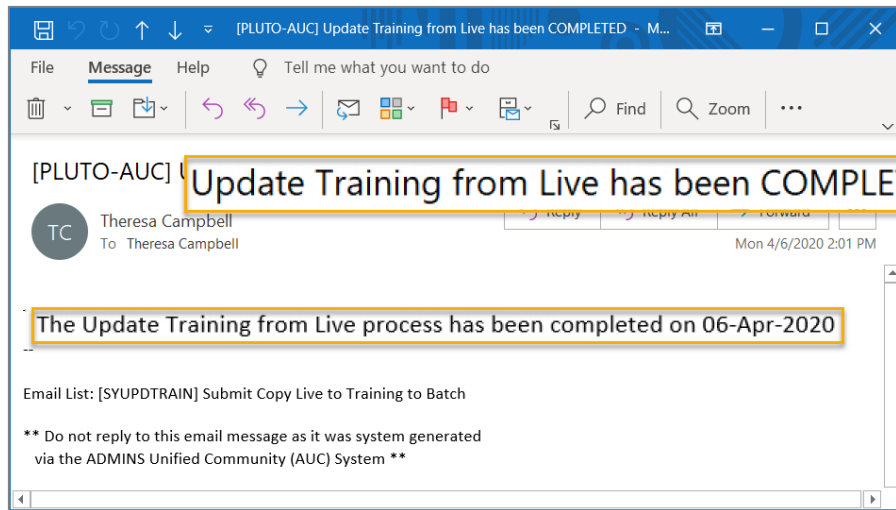


Figure 17 Email notification that the update of the training area is complete

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.

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]