



ACCOUNTS PAYABLE

RELEASE NOTES

JUNE 2021

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

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1 VOUCHERS [ENHANCEMENT]

To make it easier to process voucher batches and incorporate new features requested by customers, **ADMINS** streamlined voucher processing.

1.1 Voucher Entry Screen Changes

To reduce the time to check the vouchers within a batch, and minimize confusion about the status of vouchers when doing approvals or collecting vouchers for disbursement, **ADMINS** removed the **[Check Voucher]** option from the bottom of the **Voucher Entry** screen. Instead, use the **[4 Check Batch]** button on the Batch entry screen to check all vouchers at one time

Also removed the **Edit List**, **Release Voucher(s)** and **Post Voucher(s)** commands found under the **[GoTo]** button on the Voucher Entry screen, and the **[Check Voucher]** option from the **[Actions]** button. These features are available from the menu and from the Batch Entry Screen.

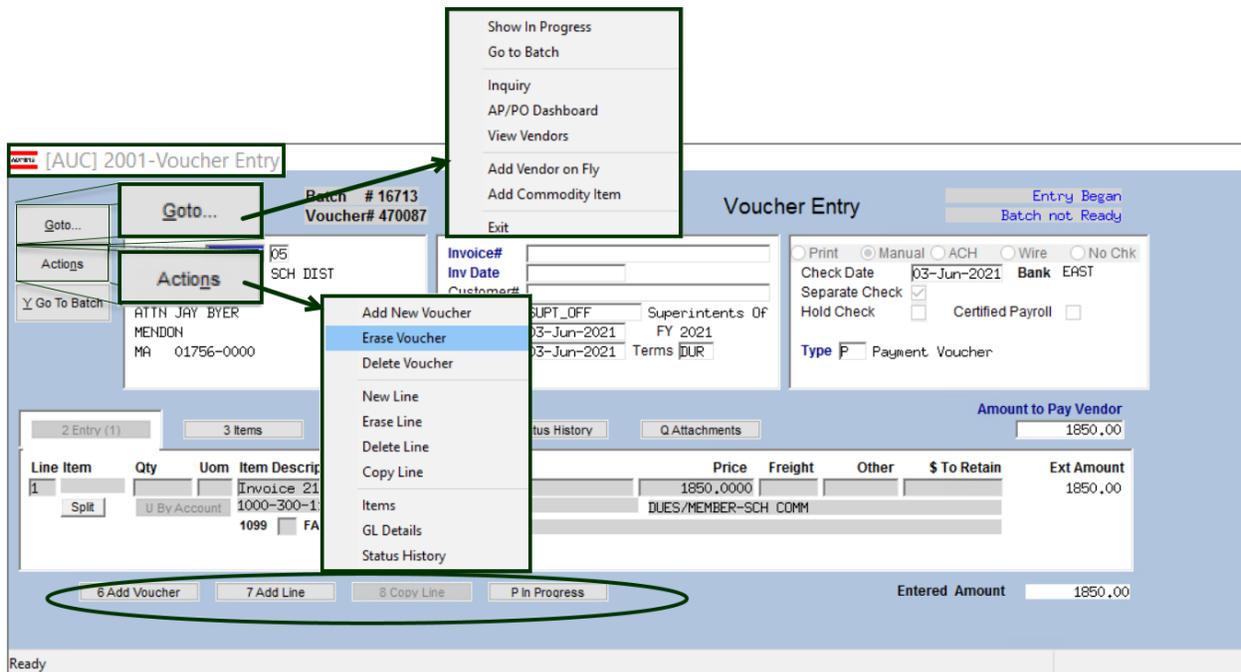


Figure 1 Changes to the Voucher Entry Screen

[ADM-AUC-AP-1077]

1.2 Batch Status on the Voucher Entry Screen [Enhancement]

ADMINS added text on the voucher entry screen to indicate the batch status. This will be helpful when the batch has been checked, but it is not ready for processing due to one or more vouchers in either **“Entry Began”**, **“Error”**, or **“Needs Approval”** status. There are two vouchers in the same batch in Figure 2, showing that some vouchers in a batch may be ready for posting while others are not.

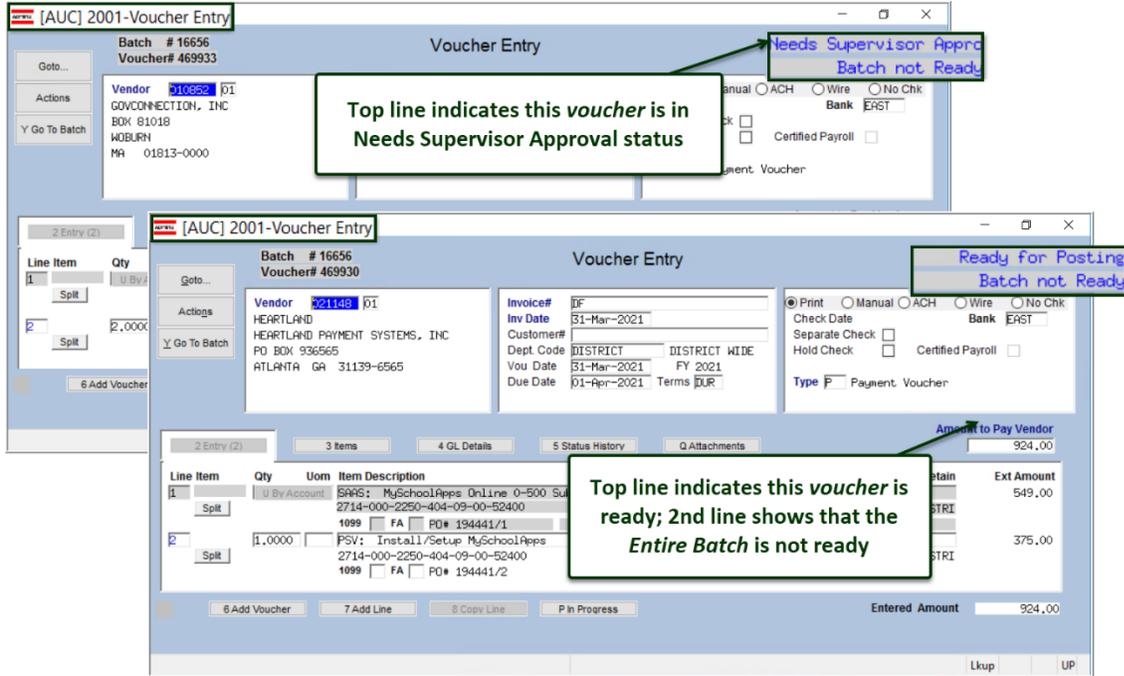
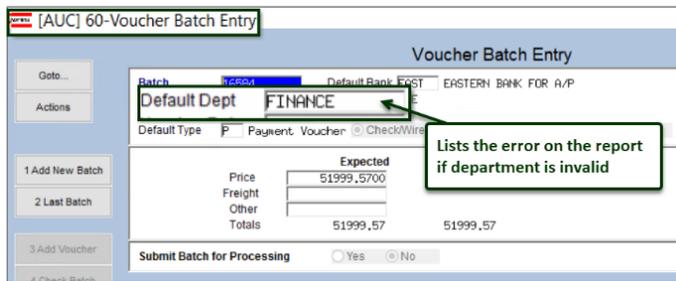


Figure 2 Voucher screen now shows additional information about the status of the batch

[ADM-AUC-AP-1093]

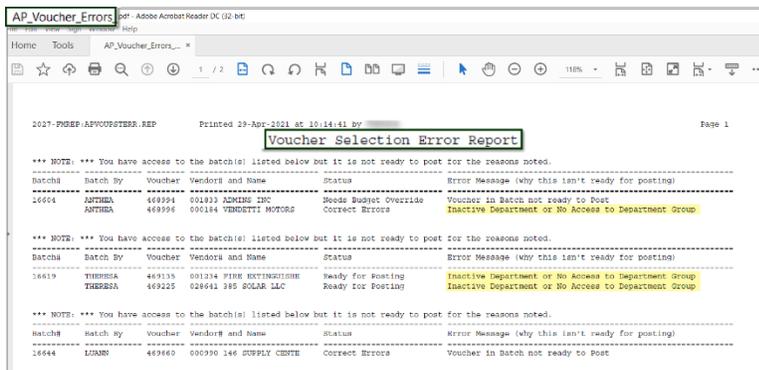
1.3 Voucher Selection Error Report [Enhancement]



ADMINS added a check on the #2027 Voucher Selection Error Report to print an error if the department on the voucher is inactive. The report was enhanced to include any batches that have progressed beyond the "Entry Began" stage.

Run the report by selecting:

Accounts Payable ▶ Enter Bills (Vouchers) ▶ Voucher Selection Error Report



[ADM-AUC-AP-1094]



1.4 Split Lines on Vouchers Created from Purchase Orders

At the end of the Fiscal year departments are eager to spend appropriations down to the penny. Accounts Payable vouchers can pay against Purchase Orders that have been set up with G/L Split lines (viewable via the **[Split | More]** toggle button).

If a PO with G/L Split Lines was paid with multiple vouchers, very small amounts were being dropped to zero on the G/L Split Lines screen. **ADMINS** improved the accuracy of the process to calculate the original PO % split into a field with more decimal places and changed the build of the voucher to accurately calculate the GL line amounts and retainage %.

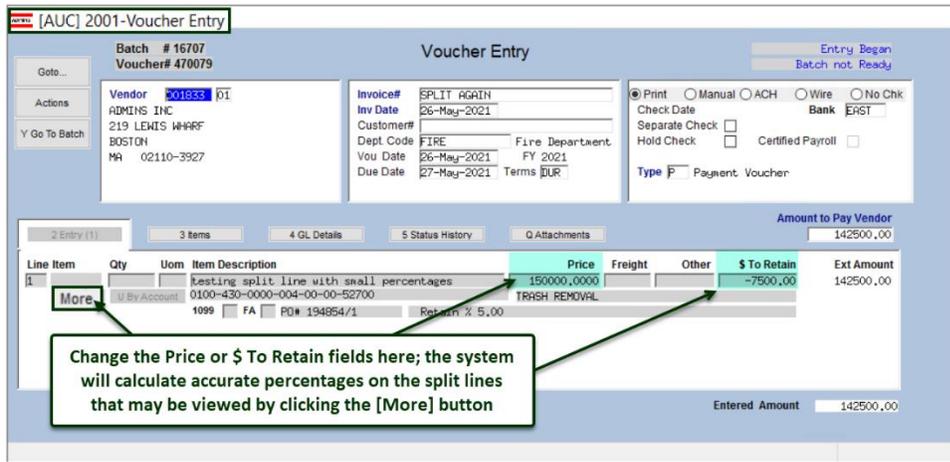


Figure 3 Main Voucher Entry Screen

To reduce errors, no amounts on the **[Split]** screen can be changed; nor can a line be added, deleted, or erased if the voucher is paying on a Purchase Order. Instead, change the total dollar amount on the voucher entry screen. The system will calculate the correct amounts to be split amongst the many G/L accounts. This allows spending down the appropriations without leaving small amounts behind.

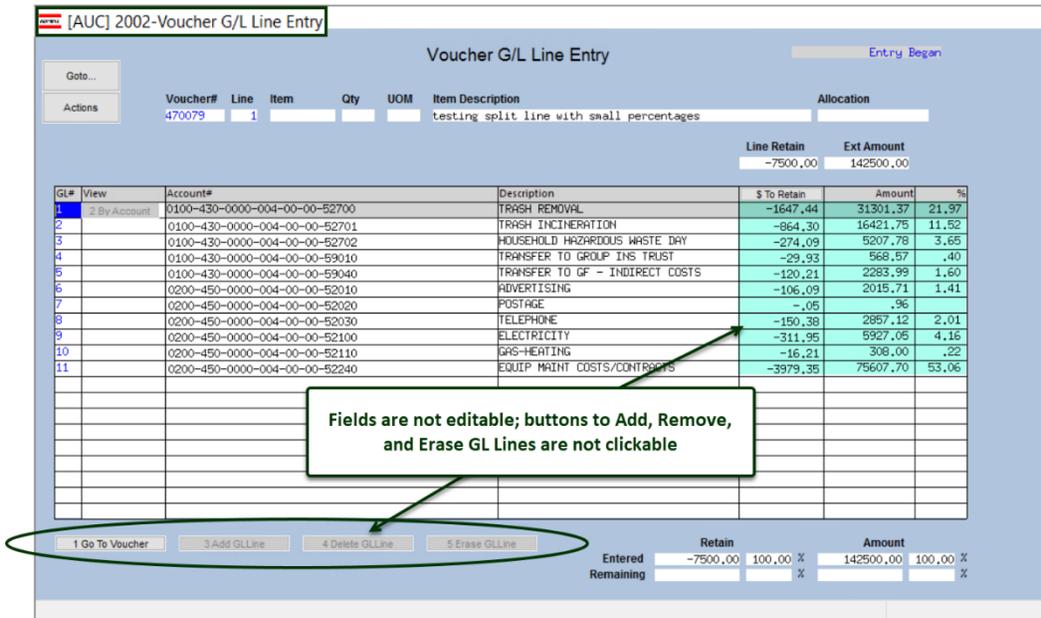


Figure 4 Split screen showing the dollars allocated to many G/L accounts

[ADM-AUC-AP-1095]

[ADM-AUC-AP-1104]



1.5 Multiple Manual Checks in a Voucher Batch [Enhancement]

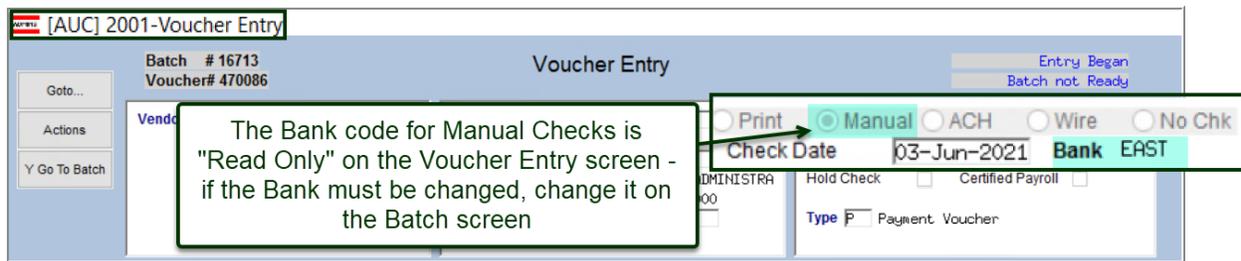
Prior to the software update, only one manual check voucher could exist in a batch at a time. **ADMINS** now allows multiple manual check vouchers to be entered in a manual batch and processed at the same time.



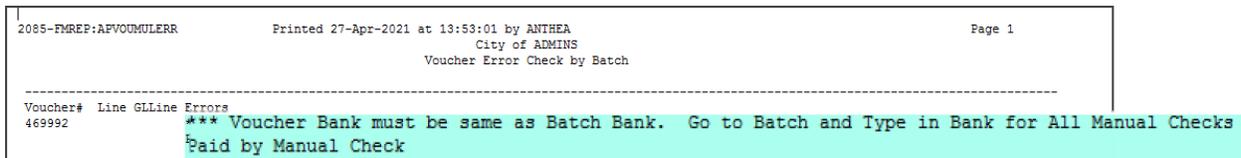
- Cannot add Manual checks to a batch with existing “non-manual” Vouchers.
- The system will check that all vouchers in the manual batch belong to the same bank.

1.5.1 Bank is Controlled on the Batch Entry Screen for Manual Checks

ADMINS added error checking so that **only one bank** can be used in a batch of manual check vouchers. If a batch is setup for Manual Checks, no entry in the bank field will be allowed on the voucher screen. To change the bank, first change the bank on the **Batch Entry** screen, and then the new bank will be displayed on the vouchers.



If the voucher bank is not the same as the bank set on the batch entry screen, the **Voucher Error Check by Batch** will flag it as a hard error, and processing cannot continue until the voucher bank matches the batch bank.



[ADM-AUC-AP-1077]

1.6 Credit Vouchers Processed Against Purchase Orders [Enhancement]

Prior to the software update, there was an issue with processing vouchers and credit vouchers to the same Purchase Order. When checking credits, it was only checking to see if there were posted payments against the PO; it now checks for both **posted** and **in-progress** payments against the purchase order. Vouchers are processed in the order they were entered; there must be a posted payment or in-progress payment vouchers **prior** to the credit voucher to cover the amount of the credit to ensure that the correct amounts are re-encumbered to the PO.

Exception: If a credit that will be processed so that an additional payment can be done. In this case at least one payment against the PO has to have been entered (in-progress or posted) that is equal to or more than the credit being issued.



The Order in which Vouchers are entered is very important.



If processing a credit against a PO that should re-encumber funds or the PO has quantities set, these credits should **always** be done as a separate voucher so that the encumbrance and Quantity balances can be correctly calculated when restoring them to the PO.

Exception: If an invoice is received for \$400 and comes with a \$50 discount, and the PO does not have a quantity, enter the discount amount on the same voucher in the **“Other”** field as a \$-50.

If a credit is entered that is more than the payments against the PO, a warning message will warn that the available **encumbrance to restore is less than payments** against PO.

 **This is critically important for POs that have Quantities.**

If a PO has a Quantity of 100, and voucher(s) are posted for a Quantity of 20, and a credit voucher is processed for a Quantity of 30, a Quantity of 20 **only** will be restored & re-encumbered on the PO.

For Vouchers created from POs that have a QUANTITY specified:

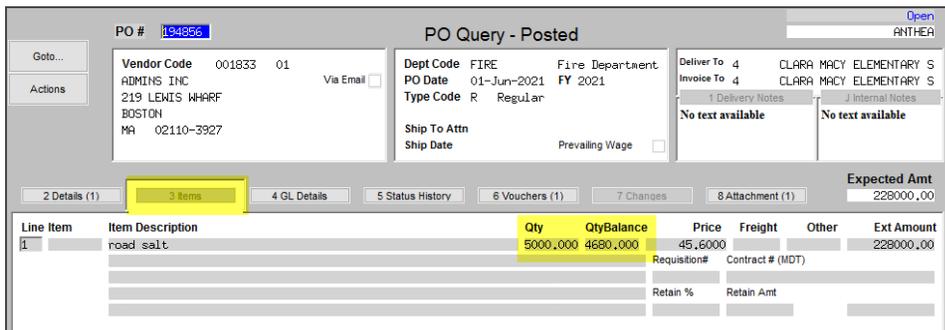
- When creating the credit voucher, if the QUANTITY is left blank and the **price is entered as a negative** – during the posting of the credit voucher – the process will calculate the quantity to reduce the expended quantity on the PO.
- If the QUANTITY is entered, the process will use that QUANTITY on the credit voucher to reduce the QUANTITY expended on the PO.
- Quantity can only be entered as a positive number.

For all credit vouchers processed against POs:

- If no vouchers are posted or in-progress against a PO, a payment voucher must be entered before a credit voucher is entered.
- If one or more vouchers are posted or in-progress against the PO but the amount and/or Quantity is less than the credit, enter any payments first.

1.6.1 Example for Credit Vouchers and Purchase Orders with Quanties Specified

Consider the following example: A Purchase Order is created with a Quantity of 5,000 @ 45.60 = 228,000.00. Voucher # 470083 pays for 320 items (totaling \$14,592.00).



The screenshot shows a 'PO Query - Posted' window. At the top, it displays 'PO # 194856' and 'Open ANTHEA'. The vendor information includes 'Vendor Code 001833 01', 'ADMIINS INC', '219 LEWIS WHARF BOSTON MA 02110-3927', and 'Via Email'. The department is 'FIRE' (Fire Department) for 'FY 2021'. The PO date is '01-Jun-2021'. The ship-to address is 'CLARA MACY ELEMENTARY S'. The 'Expected Amt' is 228000,00. A table below shows one item: 'road salt' with a quantity of 5000,000 and a quantity balance of 4680,000. The price is 45,6000. There are tabs for '2 Details (1)', '3 Items', '4 GL Details', '5 Status History', '6 Vouchers (1)', '7 Changes', and '8 Attachment (1)'. The '3 Items' tab is highlighted.

Line Item	Item Description	Qty	QtyBalance	Price	Freight	Other	Ext Amount
1	road salt	5000,000	4680,000	45,6000			228000,00

Figure 5 Voucher #1 effect on the purchase order

In a subsequent voucher batch, a credit memo is received and entered as credit voucher #470084 for \$7,980.00.



Voucher Entry

Batch # 16711
Voucher# 470084

Vendor: 001833 01
ADMINS INC
219 LEMIS WHARF
BOSTON
MA 02110-3927

Invoice# CREDIT VOUCHER
Inv Date 01-Jun-2021
Customer#
Dept Code FIRE Fire Department
Vou Date 01-Jun-2021 FY 2021
Due Date 02-Jun-2021 Terms DUR

Print Manual ACH Wire No Chk
Check Date Bank EAST
Separate Check
Hold Check Certified Payroll
Type Credit Voucher 1

Amount to Pay Vendor: -7980,00

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	175		road salt	-7980,0000				-7980,00
			0100-430-0000-004-00-00-52701	TRASH INCINERATION				
			1099 FA PO# 194856/1					

This restores the quantity of 175 (7980 ÷ 45.60) to the Purchase Order, re-encumbering the funds. The system calculated the change to the quantity balance based on the price per unit.

PO Query - Posted

PO # 194856

Vendor Code 001833 01
ADMINS INC
219 LEMIS WHARF
BOSTON
MA 02110-3927

Dept Code FIRE Fire Department
PO Date 01-Jun-2021 FY 2021
Type Code R Regular

Ship To Attn
Ship Date
Prevailing Wage

Deliver To 4 CLARA MACY ELEMENTARY S
Invoice To 4 CLARA MACY ELEMENTARY S

Expected Amt: 228000,00

Line Item	Item Description	Qty	QtyBalance	Price	Freight	Other	Ext Amount
1	road salt	5000,0000	4855,0000	45,6000			228000,00

A third voucher, #470085 is entered for a payment of \$13680.00.

Voucher Entry

Batch # 16712
Voucher# 470085

Vendor: 001833 01
ADMINS INC
219 LEMIS WHARF
BOSTON
MA 02110-3927

Invoice# PAYMENT VOUCHER
Inv Date 01-Jun-2021
Customer#
Dept Code FIRE Fire Department
Vou Date 01-Jun-2021 FY 2021
Due Date 02-Jun-2021 Terms DUR

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

Amount to Pay Vendor: 13680,00

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	300,0000		road salt	45,6000				13680,00
			0100-430-0000-004-00-00-52701	TRASH INCINERATION				
			1099 FA PO# 194856/1					

The results of this activity can be seen on the PO Query screen:

Purchase Orders ▶ Queries ▶ View All Purchase Orders ▶ [Select] ▶ [6 Vouchers]

[AUC] 3054-Associated Vouchers

PO # 194856

Vendor Code 001833 01
ADMINS INC
219 LEMIS WHARF
BOSTON
MA 02110-3927

Dept Code FIRE Fire Department
PO Date 01-Jun-2021 FY 2021
Type Code R Regular

Deliver To 4 CLARA MACY ELEMENTARY S
Invoice To 4 CLARA MACY ELEMENTARY S

Expected Amt: 228000,00

Line	UserBatch	Voucher#	VLN	Qty	Item Description	Invoice#	Vendor Paid	Check#	Check Date	Status	Ext Amount
1	16710	470083	1	P	road salt	EXAMPLE OF				Open	14592,00
1	16711	470084	1	C	road salt	CREDIT VOU				Open	-7980,00
1	16712	470085	1	P	road salt	PAYMENT VO				Open	13680,00

PO Balance w/ WIP: 207708,00 Pay WIP: Paid: 20292,00 Total: 20292,00

Encumbered: 228000,00 Liquidated: Relieved: 20292,00 Paid: 20292,00 Balance: 207708,00

Figure 6 Summary showing the 1. Payment Voucher, 2. Credit Voucher, and 3. Payment Voucher

[ADM-AUC-AP-1106]



2 CERTIFIED PAYROLL CHECKBOX [Enhancement]

The following is excerpted from the <https://www.mass.gov/prevaling-wage-program> web page:

“The Department of Labor Standards (DLS) issues prevailing wage information for construction projects and other types of public work.

*DLS issues prevailing wage schedules to cities, towns, counties, districts, authorities, and state agencies. **Workers must receive these hourly wage rates when working on a public project.** Prevailing Wage rate schedules vary by region, type of work and other factors...”*

ADMINS added a **“Prevailing Wage”** checkbox to several screens in the PO module. The checkbox indicates that prevailing wage is required on the work and the contractor must submit a **“Certified Payroll”** document at the time of invoicing. These boxes are checked on POs and / or Contracts. If the Contract has the box checked, any POs created based on the contract will be checked. Vouchers that pay against the POs will have extra error checking during processing. See the **June 2021 Purchase Order Release Notes** for more information about the **Prevailing Wage** checkbox on the PO module screens.

Certified payroll documents can be scanned in and attached to the voucher record using the **[Q Attachments]** tab of the Voucher Entry screen; the user can check the flag once the certified payroll documents are in hand, either during voucher entry or on the Voucher Query screen. Vouchers that pay against the POs will have extra error checking during processing, depending on the value of the Site Specific Error check.

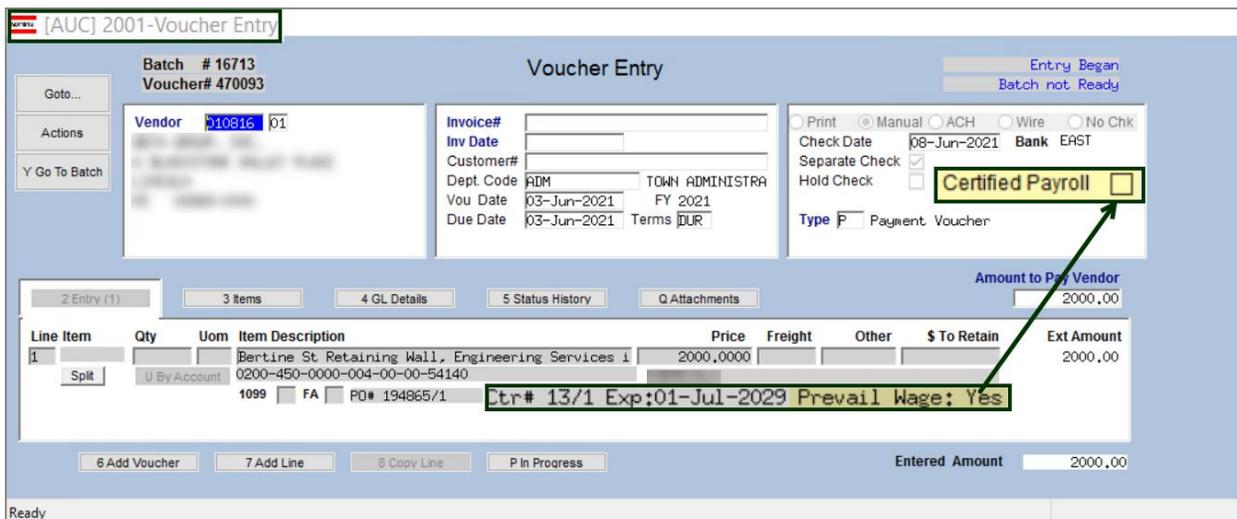


Figure 7 The contract referenced has the Prevail Wage set to Yes

2.1 Error Checking

If the voucher is created from a Purchase Order (PO) that has the Prevailing Wage box checked, the process will evaluate the value of the Certified Payroll checkbox based on the Site Specific Error Check Task AP Sequence #25. As shown, the value can be set to:

- ⦿ Warning – Issue a message on the error check, but allow the process to continue
- ⦿ Hard Errors – Issue a ***message*** and stop the process until corrected
- ⦿ No Message – Ignore the value on the voucher



System ▶ Site Specific Error Checks ▶ AP

Seq#	Description	Action Code	Value	Buttons
1	Vendor on Hold	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		1 Edit
2	Res:it Address not AP	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
3	Allow Voucher Terms different to Vendor	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
5	Voucher Account Different to Item Acct	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
6	1099 Vendor with no FID	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
7	PO In Different Fiscal Year	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
8	Allow Personal Services Accounts	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
9	Wire Transfer to have Blank Check Date	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
10	Allow No-Print Checks to have blank Date	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
11	Allow Assets Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
12	Allow Liability Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
13	Allow Fund Equity Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
14	Allow Expenditure Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
15	Allow Revenue Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
16	Allow Inv Date to differ from Vouch Date	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
17	Allow 1099 Code different to Vendor	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
18	Allow Retainage to be Liquid on "L" Type	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
19	Allow Voucher Date less than Invoice Dt	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
20	Check same Vendor, Inv Date & Amount	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
21	Check for Missing Allocation Code (MDF)	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
22	PO has Qty, Freight/Other is a Credit	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
23	PO has Qty, Continue from Previous Error	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
24	Voucher date cannot be after today	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
25	Certified Payroll not checked (From PO)	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		

Figure 8 The Site Specific Error Checks ▶ AP screen with the new Sequence #25 for Certified Payroll Box

2085-FMREP:APVOUMULERR Printed 08-Jun-2021 at 10:19:09 by THERESA
City of ADMINS
Voucher Error Check by Batch

Voucher# Line GLLine Errors
470093 Paid by Manual Check from Bank EAST
Warning: F2129-Voucher Date cannot be less than Invoice Date

Warning: P2151-PO Marked for Prevailing Wages. Certified Payroll documents not checked

Figure 9 Voucher error check with PO marked for Prevailing Wages and Seq #25 marked as a “Warning”

2085-FMREP:APVOUMULERR Printed 08-Jun-2021 at 10:28:40 by THERESA
City of ADMINS
Voucher Error Check by Batch

Voucher# Line GLLine Errors
470093 Paid by Manual Check from Bank EAST
Warning: F2129-Voucher Date cannot be less than Invoice Date

***** P2151-PO Marked for Prevailing Wages. Certified Payroll documents not checked**

Figure 10 Voucher error check with PO marked for Prevailing Wages and Seq #25 marked as a “Warning”

2085-FMREP:APVOUMULERR Printed 08-Jun-2021 at 11:01:07 by THERESA
City of ADMINS
Voucher Error Check by Batch

Voucher# Line GLLine Errors
470093 Paid by Manual Check from Bank EAST

Figure 11 Voucher error check with PO marked for Prevailing Wages and Seq #25 marked as a “Warning”

As shown in the figures above, the system will behave differently depending on how the site specific error check is marked.

2.2 Changing the Certified Payroll Box on the Voucher Query Screen

Typically, query screens are “Read Only”. An exception was made to accommodate marking vouchers that are:

- paying against a PO with the Prevailing Wage box checked
- in the Posted, “Open” or “Closed” status (*not* in Entry, Approvals, Disbursements or Change Orders)



This will allow quickly updating the voucher record if the Certification is received after the voucher is processed, without requiring a change order.

[AUC] 2014-Vouchers - Posted

Batch # 16713
Voucher# 470096

Vendor: 010816 01
BETA GROUP, INC.
6 BLACKSTONE VALLEY PLACE
LINCOLN
RI 02865-0000

Invoice# 13-13-1
Inv Date 08-Jun-2021
Customer#
Dept Code ADM
You Date 09-Jun-2021 FY 2021
Due Date 09-Jun-2021 Terms DUR

Check Type Printed Bank EAST
Check #
Separate Check
Hold Check

Certified Payroll

Type P Payment Voucher

Amount to Pay Vendor 1000,00

Q Attachments

Other \$ To Retain Ext Amount 1000,00

Entered 1000,00 Liquidated Retained Paid Balance 1000,00

Line Item Qty Uom Item Description Price Freight Other \$ To Retain Ext Amount
1 1 BerLine St Retaining Wall 2500,0000 2500,00
Split 0200-450-0000-004-00-00-54140
1099 FA PO# 194865/1
Ctr# 13/1 Exp:01-Jul-2023 Prevail Wage: Yes

Figure 12 This voucher will allow the Certified Payroll box to be checked on the Voucher Query screen

Since the voucher shown in Figure 12 above is Posted and Open, the checkbox may be edited. Click with the mouse to set the checkbox; click again to unset the checkbox.

[AUC] 2014-Vouchers - Posted

Batch # 16676
Voucher# 459978

Vendor: 019325 01

Invoice# FROM PO WITH PREVAILING WAGE
Inv Date 21-Apr-2021
Customer#
Dept Code FIRE
You Date 21-Apr-2021 FY 2021
Due Date 22-Apr-2021 Terms DUR

Check Type Printed Bank EAST
Check #
Separate Check
Hold Check

Certified Payroll

Type P Payment Voucher

Amount to Pay Vendor 2500,00

Q Attachments

Entered 2500,00 Liquidated Retained Paid Balance 2500,00

Line Item Qty Uom Item Description Price Freight Other \$ To Retain Ext Amount
1 1 checking PO prevailing wage no contract 2500,0000 2500,00
Split 0100-430-0000-004-00-00-52701
1099 FA PO# 194844/1 TRASH INCINERATION
PO Prevail Wage: Yes

Figure 13 This voucher will not allow the Certified Payroll box to be checked on the Voucher Query screen

As shown in the Figure 13, the voucher is in Change Order status and the Certified Payroll box cannot be edited.

2.3 Weekly – #2614 Outstanding Certified Payroll Documentation

[AUC] 2975-Report Library by Voucher [theresa]

Report Library by Voucher

Report Name	View	Report
2033-Accounts Paid on Selected Warrants (by Dept. Group)	Sample	Run
2097-Accounts Paid on Selected Warrants (by Fund)	Sample	Run
2679-Voucher Detail by Vendor for 1099 Codes	Sample	Run
2917-Posted Vouchers Tagged for Fixed Assets	Sample	Run
2609-Vendor with same Invoice Date/Amount	Sample	Run
2614-Outstanding Certified Payroll Documentation	Sample	Run
2614-Outstanding Certified Payroll Documentation		

Report Categories

- 1 By Vendor
- 2 By Commodity Item
- 3 By Purchase Order
- 4 By Voucher
- 5 By Disbursement
- 6 By Bids
- 7 By Contracts
- 8 Audit Reports

APPOLIBAP

The **CONRPT** Distribution list will receive a weekly report on any vouchers where a PO is attached that has the Prevailing Wage checkbox checked but the Voucher Certified Payroll is not checked. See **SY-150 AUC Email Distribution Lists** for instructions on how to maintain a distribution list.

The same report may be produced on demand in the AP Reports menu:



Reports ▶ Report Library ▶ 4 By Voucher ▶ {Page Down} ▶ #2614 Outstanding Certified Payroll Documentation

Task 2614: Outstanding Certified Payroll Documentation

Vouchers with POs where Certified Payroll unchecked

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

2614-APVOUCERTPAY.REP Printed 08-Jun-2021 at 12:02:49 by THERESA Page 1
City of ADMINS
Outstanding Certified Payroll Documentation

Vouchers with Purchase Orders that have Prevailing Wage checked, but Voucher Certified Payroll unchecked

Voucher#	VoucherDate	Vendor	PO#	PO Date	Contract#
469978	21-Apr-2021	019325/01 ABC OFFICE	194844	21-Apr-2021	
470095	09-Jun-2021	010816/01 BETA GROUP, INC.	194865	08-Jun-2021	13

Grand Total # Vouchers 2

Figure 14 #2614 Outstanding Certified Payroll documentation report lists vouchers that require a certification

[MDF-SUP-SAPLAUC-1082]

3 DISBURSEMENTS BANK ERROR REPORT #2155 [Enhancement]

ADMINS added the #2155 Disbursements Bank Error Report to trap errors. Each bank used in Accounts Payable processing is associated with a cash account. This cash account is determined from the Maintain Bank Codes screen setup, (which may use **** for ² account elements, which tells the system to substitute any **** with the element from the expense account used on the vouchers).



3.1 Bank Code Table

To see this table, click on:

Accounts Payable ▶ Tables ▶ Bank Codes

[AUC] 2517-Maintain Bank Codes

Maintain Bank Codes

Bank: Name: EXTERNA BANK FOR A/P ABA#: 0113-0292-01 ABA Numerator: E3-179 ABA Denominator: I13

Address 1: LYNN, MASSACHUSETTS

GL Account#: ****-000-0000-000-00-10400

Bank Account#: 10007195 Last Check Used: 0362301

Accounting Purpose: Cash Account? Yes No

[AUC] 1000-Maintain Chart of Accounts

Maintain Chart of Accounts

Account Description: E3SH, TRSH

Account Type: Asset Sub Type: P

Special Revenue? Yes No

Cash Account? Yes No

Interfund Transfer? Yes No

Select for Int Dist? Yes No

Copy to Next FY? Yes No

Ledgers ▶ Account Maintenance ▶ Chart of Accounts



3.2 Module Control #2082

Sites now have the option to stop the collection of vouchers in the disbursement process if there are any bank errors. **Module Control #2082** was added to control how the system will behave if a voucher being collected has an error on the cash account. The process checks for two errors; depending on the value of #2082, the disbursement process will **either** terminate **or** just produce report **#2155 Disbursements Bank Error Report** if:

- 1 the bank account used is missing the ABA # or
- 2 the account used as the Cash account for any voucher is not set as a cash account

Set the value by going to:

Accounts Payable ▶ Module Maintenance ▶ Accounts Payable Module Control ▶ #2082

3.2.1 Value Set to “Y”

Seq#	Description	Answer	Actions
2082	Stop Collection of Vouchers if Bank/Cash Account Errors [Y/N]	Y	

If the value is set to [Y], and errors on the account or bank table exist, **the process will stop**, display the error report and release any collected vouchers from the disbursement process. The system checks for these errors during the **[Collect Vouchers (Build Payment File)]** step of the Disbursement Process:

Disbursement Process
Warrant: 006678
Description: Restart Disbursement Process, **Collect Vouchers (Build Payment File)**, Optional Site Reports, Modify Payment File, Optional Discounts Taken Report, Cash Req'mt Report (Verify Cash on Hand), Warrant Report, Build Check File (Assign Check#s), Print Checks, Reprint Checks, Print ACH Advices, Generate ACH File, Check Register, Print File Copy Checks, Post Disbursements
DISBURSE-All Use UP

Collect Voucher Selection
Warrant: 006678
Check Date: 30-Mar-2021, Bank: ERST EASTERN BANK FOR A/P
GL Effective Date: 30-Mar-2021
Select Due Date From: To:
Select User Batch = Voucher = Vendor = Department = # Vouchers
1 LV10731 and and 000000 and 6
2 - OR - and and 000000 and
3 - OR - and and 000000 and
4 - OR - and and 000000 and
5 - OR - and and 000000 and
6 - OR - and and 000000 and
7 - OR - and and 000000 and
8 - OR - and and 000000 and
Exclude these Department Groups
1 4
2 5
3 6
Total # Vouchers Selected 6
2 Calculate **3 Collect Vouchers**
--- Added By: Changed %CHGDAT% by %CHGUSR%

The system will display this message and an error report:

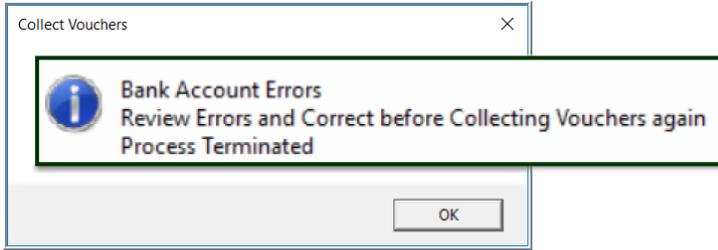


Figure 15 Error Message that will pop up if errors are present and module control #2082 is set to “Y”

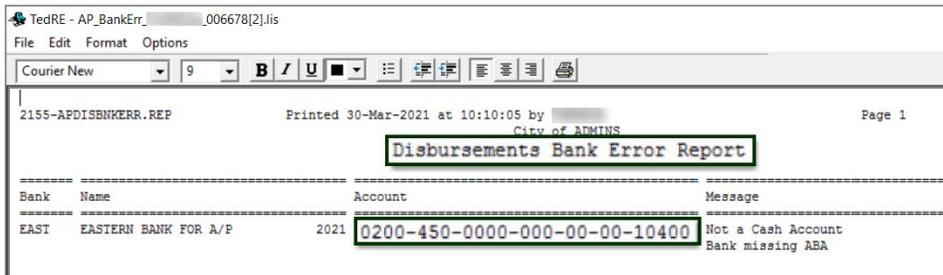
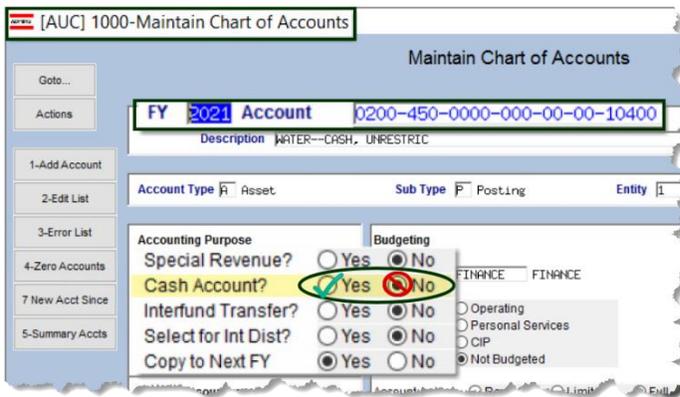


Figure 16 Example of #2155 Disbursements Bank Error Report



To fix the “Not a Cash Account” error, go to the **Maintain Chart of Accounts** screen, go to the cash account shown on the error report, and select the **Cash Account?** Yes radio button.

Ledgers ▶ Account Maintenance ▶ Chart of Accounts

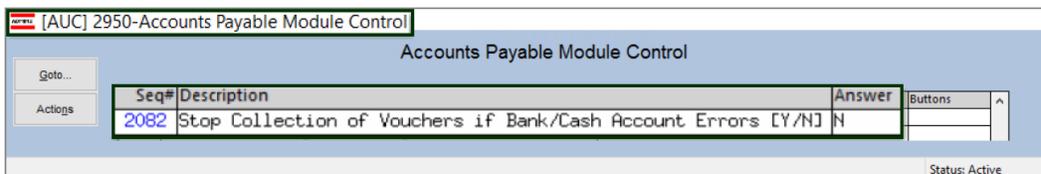
Figure 17 Set the Cash Account Yes Radio Button

To fix the “Bank Missing ABA” error, go to the Bank Table screen, select the bank, and enter the ABA #.

Accounts Payable ▶ Tables ▶ Bank Codes



3.2.2 Value Set to “N”





If the value of **Module Control #2082** is set to **[N]**, and errors are reported, the process will display the **#2155 Disbursements Bank Error Report** as shown in **Figure 16** and *continue to collect vouchers*.

These errors still must be corrected before the **[Build Check File (Assign Check #s)]** step.

[ADM-AUC-AP-1088]

4 MERGE VENDORS [ENHANCEMENT]

Merging vendors is a process where multiple instances of a single vendor can be combined to form one vendor record. This can be done if the same vendor is entered into the system under different names.

ADMINS enhanced the **Merge Process** with a warning that will be displayed if a vendor is set to merge with another vendor, and the Taxpayer Information Numbers (**TINs**—either Federal Identification Numbers or Social Security Numbers) for the vendors do not match.

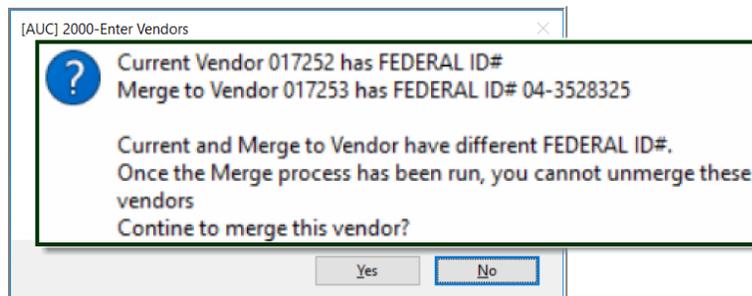


Figure 18 Example of the message that pops up if the current and merge to vendor TINs do not match

Click on **[Yes]** to continue; the vendor will be added to the work file of vendors to be merged. Click on **[No]** to stop the merge for this vendor. Once the **Merge Process** is complete (it runs in the overnight job), it cannot be reversed. See the instructions in **AP-370 PO-360 Duplicate Vendor Merge** in the Help Reference Library for details on how to run the entire process.

[ADM-AUC-AP-1082]

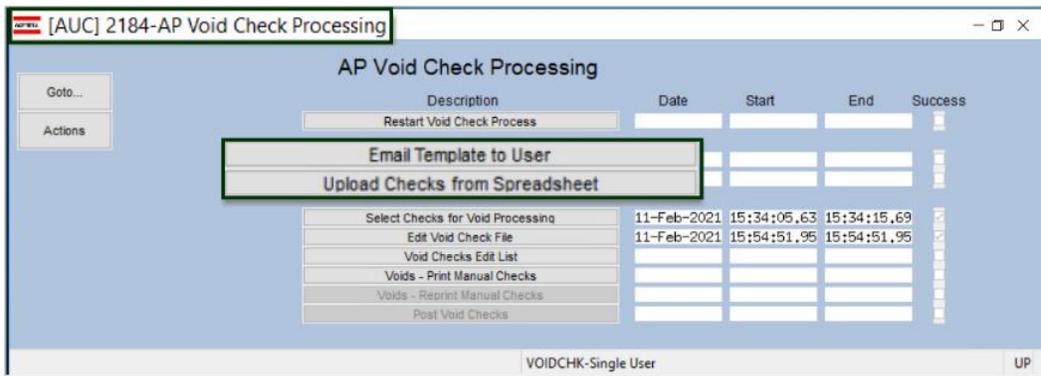


5 VOID PROCESSING [ENHANCEMENT]

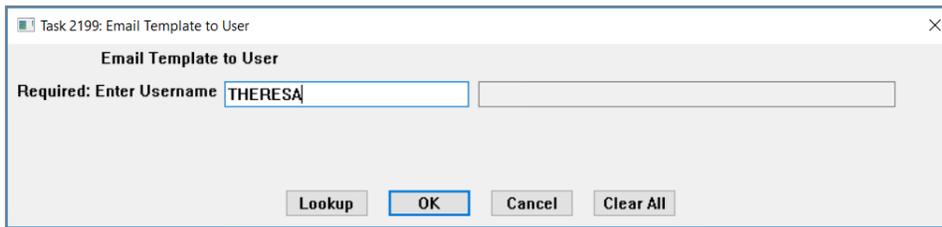
ADMINS added a feature to Void Check processing to allow uploading a random series of checks via a spreadsheet. There are two new steps in the menu, **[Email Template to User]**, and **[Upload Checks from Spreadsheet]**. This will help when recovering unclaimed property in the form of uncashed checks.

This process can be used to upload several checks, where the check numbers are not sequential. The first step is to email the spreadsheet to create the list of checks to be created in the void process.

Once the spreadsheet has been populated, save the spreadsheet as a CSV file and upload it into the void check process. The checks will then be available in the **[Edit Void Check File]** step for further processing.



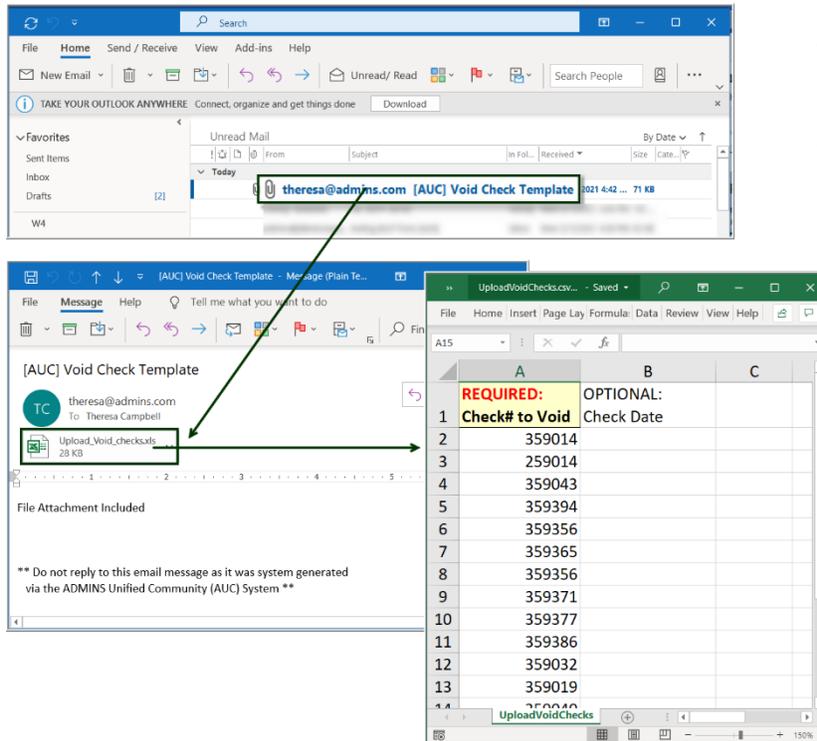
5.1 Email Template to User



The system will present a prompt, requiring that an **AUC** username or **AUC Email Users** username be entered directly or selected from the lookup. (see **SY-155 Email Users**).



5.1.1 Enter Check Numbers to be Voided in the Spreadsheet

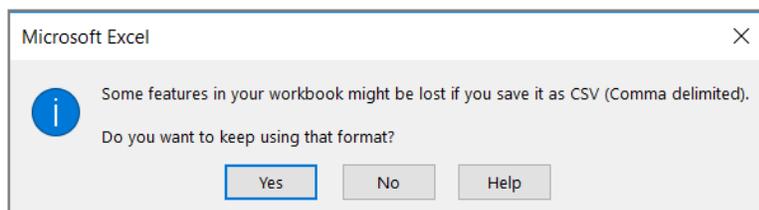
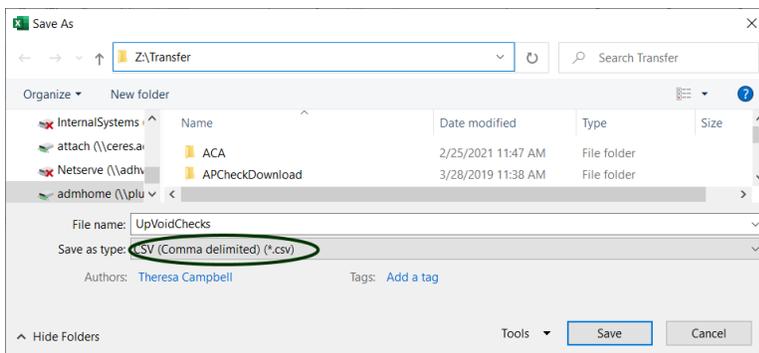


Open the email; and open the attached spreadsheet template. Enter each check number to be voided. Original check dates may be entered but are not **required** for this process.

Save the file as a .csv file in a folder that is accessible from the server. **ADMINS** recommends using the common transfer directory. See example in section 5.2 below.

Figure 19 Populating the spreadsheet with non-contiguous check numbers to be voided.

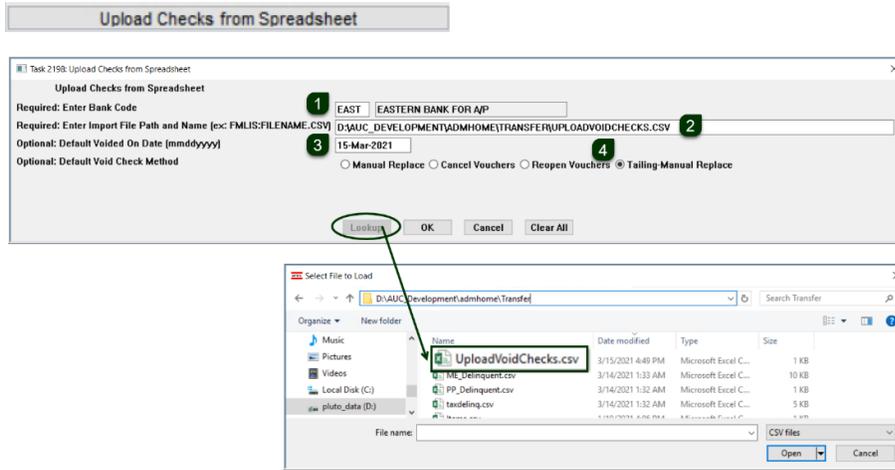
5.2 Edit and Save the Data in a .csv file Accessible from the Server



The system will prompt to confirm when saving an **Excel®** sheet as CSV; click on **[Yes]** to save the file as CSV and then close the file to make it available for the upload.



5.3 Upload Checks from the Spreadsheet

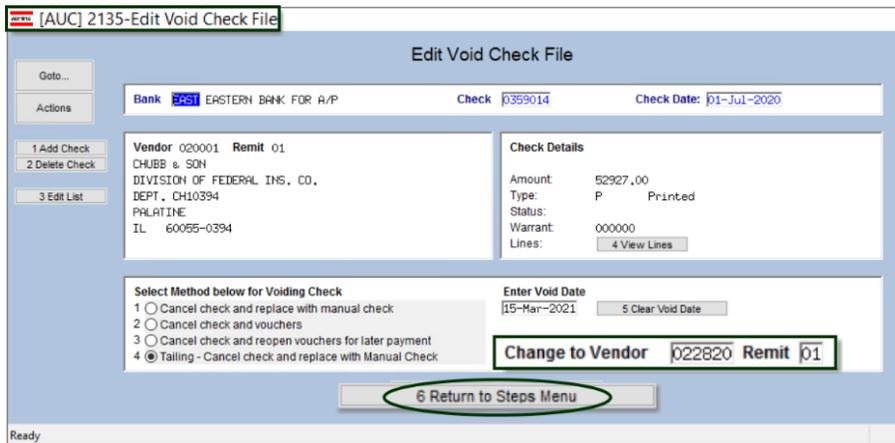


The next step uploads the checks from the spreadsheet. Duplicates are discarded; invalid check numbers will be displayed on the error report; duplicates & invalid numbers will not prevent the upload of the remaining valid checks for voiding.

1. The bank code must be entered; if checks to be voided were issued from more than one bank, create an upload spreadsheet for each bank.
2. Use the lookup to select the spreadsheet.
3. Enter a default “**Voided On Date**” (optional but recommended if there are many checks, as this date will be applied to all checks as the Void default date).
4. If these are tailing checks, select **Tailing – Manual Replace** (see also **AP-280** in the **AP Help Reference Library**)



5.3.1 Edit the Void Check File for Each Check



Run an edit list from this screen to identify errors and match the edit list with the source documents.

Are these tailings?



If these are tailings, the tailing vendor must exist as a valid vendor in the vendor database. Enter the tailing vendor number on the first record in the “**Change to Vendor**” field; page down to the next record; click in the “**Change to Vendor**” field and use **Ctrl|C** to add the same tailing vendor to each void.

Continue with the void process as described in the **AP-250 Void Processing Document Section 4.6.**

[ADM-AUC-AP-1084]



2626-FRREP:APPOINTMSED.REP Printed 06-Jun-2021 at 14:02:50 by THERESA City of ADMINS Page 1

Commodity Item Last Used Report

Commodity Item Last Used Report
Leave Date Blank for all records

Optional: Enter Minimum Last Used Date **14-Dec-2017**

Include Items not used? Yes No Only Not used

Run as @ Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Item	Description	Voucher#	Date	Vendor
ADV	LIBRARY: ADVERTISING	294281	08-Jun-2008	003191-TECHPRO P
ALDOBOOKS	LIBRARY: BOOKS AND PERIODICALS	294461	13-Jul-2011	017700-INGRAM LI
AUDITRAIN	LIBRARY: SEMINARS/TRAINING			Item not used
BOARD	LIBRARY: APPOINTED BOARD SALARIES			Item not used
CELL	Cell Phone Charges			Item not used
CUSTOD	LIBRARY: EXTRA WORK DETAIL			Item not used
Diesel	Diesel Fuel			Item not used
EARLYVOTE	EARLY VOTING (ADDL EXPENSES)			Item not used
Electc	Electricity			Item not used
Gasoline	Gasoline			Item not used
Ngaz	Natural Gas			Item not used
PAPER	Copier and Printer Paper			Item not used
PAPER117	11 x 17 printer and copier paper			Item not used
Flowing	Contract Flowing Services			Item not used
PRINT	LIBRARY: PRINTING AND COPYING	250410	05-Mar-2009	003191-TECHPRO PUBLICATIONS
PROTOSA	PROTOTYPE .5A			Item not used
PROT07	PROTOTYPE .7			Item not used
PROT08A	PROTOTYPE .8A	236698	14-Jul-2008	014598-BAND IN HAND CHILDREN'S CENTER
PROT09	PROTOTYPE .9	385162	21-Apr-2016	008947-TRAVELERS TRANSIT, INC.
PROT0E	PROTOTYPE EVALUATIONS			Item not used

Selection Legend:
Select Min Last Date: 14-Dec-2017
Type: Only Not Used Items

Enter a date and select the "Only Not Used" Radio button to list commodity items that have **not been used** on a Purchase Order or Voucher **since that date**. The report will show information on when the item was last used on a voucher or PO.

See the [AP-510 & PO-610 Adding Commodity Items](#) documents in the Help Reference Libraries for basic information on setting up and using commodity items.

[ADM-AUC-AP-1085]

7 ATTACHMENTS TO VENDOR FILES [ENHANCEMENTS]

[AUC] 2044-View Vendors

View Vendors

Goto...

Vendor **000048** POSTMNGSTER

1 Name/Address 2 Addresses 3 Classification 4 Attachments 0 Items U User Defined 9 Emails

Seq#	Description	Filename	Buttons
1	Original Check Print	RPCK_ERST0242235_PDF	W View
2	Original PO Print	PO_30123_PDF	
3	Original Check Print	RPCK_ERST0243090_PDF	
4	Original Check Print	RPCK_ERST0243193_PDF	
5	Original Check Print	RPCK_ERST0243454_PDF	
6	Original PO Print	PO_29242_PDF	
7	Original Check Print	RPCK_ERST0243923_PDF	
8	Original Check Print	RPCK_ERST0244027_PDF	
9	Original Check Print	RPCK_ERST0244250_PDF	

X Goto Last

More

Status: Vendor Active : Address Active

Purchase order and check copies are attached to the vendor record and are available in the **Enter Vendors and View Vendors** screens. Users can also add attachments. Attachments are listed in the screen in chronological order, starting with the earliest attachments.

7.1 Added [X Goto Last] Button [Enhancement]

For vendors with many attachments, pressing page down repeatedly to get to the most recent attachment takes time. **ADMINS** added a button to move the display to the most recent records.

Purchase Orders ▶ Vendors ▶ Enter Vendors ▶ [4 Attachments]

Click on the **[X Goto Last]** button to view the ten most recent records. The cursor will be positioned on the last record. This works on both the **Enter Vendors** and **View Vendors** screens.

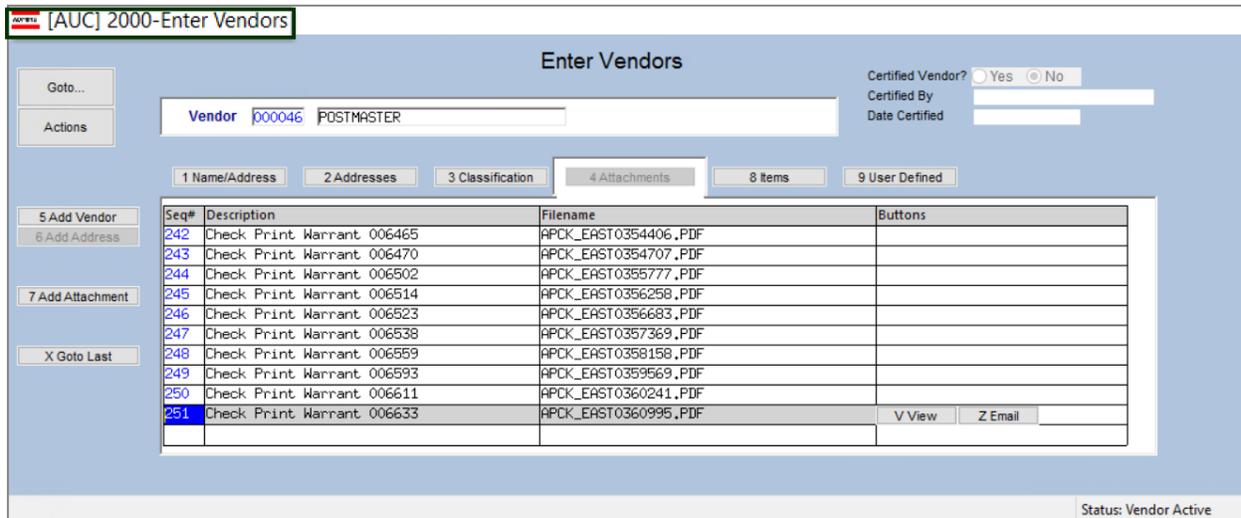
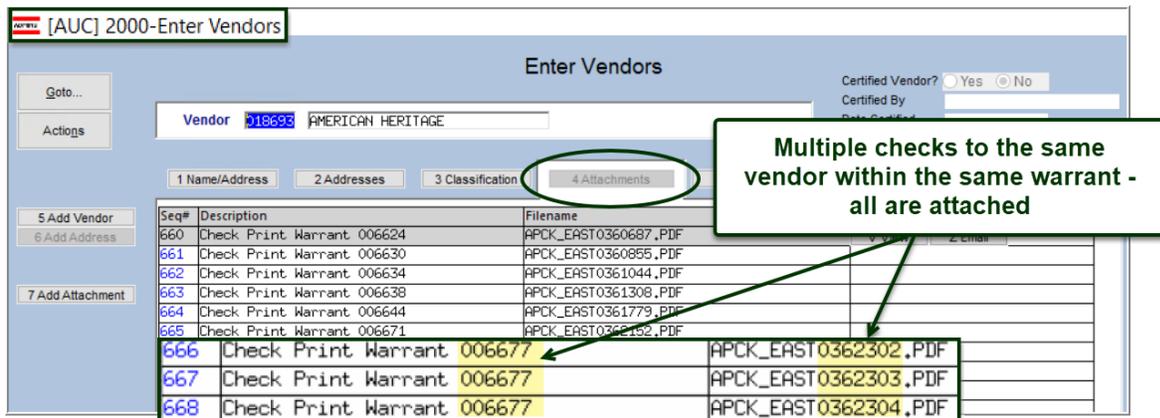


Figure 21 Result of clicking the [X Goto Last] button

[ADM-AUC-AP-1089]

7.2 Multiple Checks, Same Vendor [Fix]

Prior to the software update, if **multiple checks to the same vendor were produced within a single disbursement warrant**, the check copies were created and available in the **Check History** screen, but the link was not established to the **Vendor** records.



The check copies were attached neither to the **#2000 Enter Vendors ▶ [4_Attachments]** screen nor to the **#2058 Vendor History – [5_Disbursements]**. ADMINS corrected this and now all checks will be attached in these screens.



[AUC] 2058-Vendor History - Disbursement Checks

Vendor History - Disbursement Checks

Vendor# 018693 Local Vendor Yes No
 Name AMERICAN HERITAGE 1099 Code
 Class Entered 24-Dec-2009 GDEVITT
 Changed 23-Jul-2013 CMANDILE

Beginning Date
 Ending Date 1 Clear the Dates

3 Purchase Orders 4 Vouchers 5 Disbursements

Sel	Bank	Check#	Warrant	Check Date	Void Date	Check Type	Total Check	Paid Discount
<input type="checkbox"/>	EAST	0362302	006677	19-Mar-2021		Printed	193,51	193,51
<input type="checkbox"/>	EAST	0362303	006677	19-Mar-2021		Printed	66,00	66,00
<input type="checkbox"/>	EAST	0362304	006677	19-Mar-2021		Printed	44,65	44,65
<input type="checkbox"/>	EAST	0362150	006671	08-Mar-2021		Printed	102,72	102,72
<input type="checkbox"/>	ERST	0362151	006671	08-Mar-2021		Printed	6,88	6,88

[ADM-AUC-AP-1083]

8 ATTACHMENTS HOVERTEXT [Enhancement]

ADMINS added more information to the hovertext on attachments indicating when the attachment was made and by whom. If the Special Note begins with "BURST", it identifies this as a System-Created attachment, which cannot be removed by the user. Attachments without a "Special Note" are user-supplied and may be detached using the [Remove] button. To see this feature, available on several screens in the Accounts Payable Module, go to the following screens.

[AUC] 2066-Posted - Attachments

Posted - Attachments

Batch # LV10725
 Voucher# 469809

Vendor 010549 01
 ALBERT P. WISDA
 145 SPRINGFIELD ST.
 CHECOPEE
 MA 01013-0000

Invoice# 19-Feb-2021
 Inv Date 19-Feb-2021
 Customer#
 Dept. Code TGMH
 Vou Date 16-Mar-2021 FY 2021
 Due Date 16-Mar-2021 Terms DUR

Check Type Printed Bank EAST
 Check # See Check History
 Separate Check
 Hold Check
 Type P Payment Voucher

Amount to Pay Vendor 56,50

Seq#	Description	Filename	Buttons
1	Check Print Warrant 106677	BPCK_F66T0302997.PDF	
2	User Supplied attachment	PLUTOInfo.txt	7 View 0 Email 8 Remove

File Location
 D:\AUC_Development\admhome\Transfer\PLUTOInfo.txt

Entry User: THERESA
 Entry Date: 01-Apr-2021
 Entry Time: 16:59:20.58
 Special Note:

Additional hovertext shows the Entry User, Entry Date, Entry Time, and any special notes. If the Special Note is "BURST", this is a system generated attachment and cannot be removed.

8.1 #2059 Voucher In Progress Attachments Screen

Accounts Payable ▶ Queries ▶ View All Vouchers (Bills) ▶ Select In-Progress Voucher ▶ [Attachments]

[AUC] 2059-In Progress - Attachments

In Progress - Attachments

Batch # REF16637
 Voucher# 469870

Vendor 030114 01
 MA 02019-0000

Invoice# REF 000140-00 MB 2021 168
 Inv Date 19-Feb-2021
 Customer#
 Dept. Code SCHOOL
 Vou Date 19-Feb-2021 FY 2021
 Due Date 20-Feb-2021 Terms DUR

Check Type Printed Bank EAST
 Check #
 Separate Check
 Hold Check
 Type R Refund Voucher

Amount to Pay Vendor 5,00

0 Attachment (1)



8.2 #2066 Posted Vouchers Attachments Screen

Accounts Payable ▶ Queries ▶ View All Vouchers (Bills) ▶ Select Posted Voucher [Q Attachment]

[AUC] 2066-Posted - Attachments

Batch # LV10717
Voucher# 469686

Posted - Attachments Closed

Goto...
Actions

Vendor 030109 01 WOZNIK LAW GROUP AS ATTORNEYS 3273 STATE ST 88460000 MIDDLESEX NJ 08846-0000	Invoice# 11-Jan-2021 Inv Date 11-Jan-2021 Customer# Dept Code TOWN You Date 08-Mar-2021 FY 2021 Due Date 08-Mar-2021 Terms DUR	Check Type Printed Bank EAST Check # See Check History Separate Check <input type="checkbox"/> Hold Check <input type="checkbox"/> Type P Payment Voucher
---	---	---

Amount to Pay Vendor 768.10

2 Details (1) 3 Items 4 GL Details 5 Status History 6 Check Hist (2) 7 Changes **Q Attachment (3)**

Seq#	Description	Filename	Buttons

8.3 #2192 Add Attachments to Posted Batches

Accounts Payable ▶ Enter Bills (Vouchers) ▶ Add Attachments to Posted Batches

[AUC] 2192-Add Attachments to Posted Batches

Add Attachments to Posted Batches Closed

Goto...
Actions

Batch 16586
Batch Owner CHANDILE
Voucher Date 23-Sep-2020 Department FINANCE

7 Add Batch
8 Delete Batch

Seq#	Description	Filename	Buttons
1		AUC_Function_Table_01152019.csv	7 View 8 Email 9 Remove
		File Location D:\AUC_Development\admhome\Transfer\OpenGov\AUC_Function_Table_01152019.csv	
		Entry User: THERESA Entry Date: 04-Nov-2020 Entry Time: 15:51:46.83 Special Note:	

6 Add Attachment 0 Post Attachments to Batch



8.4 #2081 Voucher Entry Screen Attachments

Accounts Payable ▶ Enter Bills (Vouchers) ▶ Voucher Entry ▶ [Q Attachments]

Batch # PR903445
Voucher# 468951

Vendor 015584 01
AMERICAN HERITAGE 89519
LIFE INSURANCE CO
1776 AMERICAN HERITAGE LIFE DR
JACKSONVILLE FL 32224-00

Invoice# PR 903445 015584 01
Inv Date 14-Oct-2020
Customer#
Dept Code TQNH
Vou Date 14-Oct-2020 FY 2021
Due Date 14-Oct-2020 Terms DUR

Print Manual ACH Wire No Chk
Check Date Bank CI
Separate Check
Hold Check
Type PR Payroll Payment

Amount to Pay Vendor 159,75

Seq#	Description	Filename	Buttons
1	Sample of a user supplied attachment	PLUTOInfo.txt	7 View Attachment 8 Remove Attachment

File Location
D:\AUC_Development\admhome1\Transfer\PLUTOInfo.txt

Entered Amount 159,75

Entry User: THERESA
Entry Date: 02-Apr-2021
Entry Time: 09:59:30.72
Special Note:

EOF UP

8.5 #2000 Enter Vendors Screen Attachments

Accounts Payable ▶ Vendors ▶ Enter Vendors ▶ [4 Attachments]

Vendor 000044 BRYBANK NORFOLK COUNTY TR

Certified Vendor? Yes No
Certified By
Date Certified

1 Name/Address 2 Addresses 3 Classificat 4 Attachments 5 Items 9 User Defined

Seq#	Description	Filename	Buttons
1	2020_1099-NEC	2020_1099NEC_1_000044_1215.pdf	V View Z Email

File Location
d:\auc_development\admhome\auc_doc_mgmt\fmmod\2020\2020_1099NEC_1_000044_1215.pdf

Entry User: THERESA
Entry Date: 15-Dec-2020
Entry Time: 11:54:50.66
Special Note: BURST1099

Status: Vendor Active

8.6 #2044 View Vendors Attachments Screen

Accounts Payable ▶ Vendors ▶ View Vendors ▶ [4 Attachments]

Vendor 000045 BOSTON SAFE DEPOSIT & TRUST

1 Name/Address 2 Addresses 3 Classificat 4 Attachments 5 Items U User Defined 9 Emails

Seq#	Description	Filename	Buttons
------	-------------	----------	---------

Status: Vendor Active : Address Active



8.7 #2054 Voucher Change Order Attachments Screen

Accounts Payable ▶ Change Orders ▶ Entry

[AUC] 2054-Change Order Attachments

Batch # 16650
Voucher# 469816

Change Order Attachments Entry Began

Vendor 000514 01
JUSTICE RESOURCE INSTITUTE
160 GOULD STREET, SUITE 300
ATTN: ACCTS REC
NEEDHAM HEIGHTS
MA 02494-2300

Invoice# CHANGED PRICE BY -.10 EACH
Inv Date 19-Mar-2021
Customer#
Dept. Code SPED
Vou Date 19-Mar-2021 FY 2021
Due Date 20-Mar-2021 Terms DUR

Print ACH Wire NoCheck
Check Date Bank EAST
Separate Check
Hold Check
Type P Payment Voucher

Amount to Pay Vendor 1849,74

2 Entry (2) 3 Items 4 GL Details 5 Status History 6 Attachment (1)

Seq#	Description	Filename	Buttons
1	dues agreement	PLUTOInfo.txt	7 View Attachment 8 Remove Attachment
		File Location D:\AUC_Development\admhome\Transfer\PLUTOInfo.txt	
Entry User: THERESA Entry Date: 12-Apr-2021 Entry Time: 15:33:22.34 Special Note:			

5 Exit Change 6 Add Attachment Entered Amount 1849,74

8.8 #2224 Warrant History Screen

Accounts Payable ▶ Queries ▶ Warrant History Screen

[AUC] 2224-Warrant History

Warrant History

Warrant# 006677
Bank EAST EASTERN BANK FOR A/P
Check Date 19-Mar-2021 Warrant Closed
Posted Date 19-Mar-2021

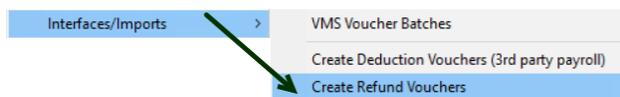
Seq#	Description	Filename	Buttons
1	Disbursement Approval List (Warrant)	AP_Warrant_THERESA_006677.PDF	
2	Cash Requirements Report	AP_Cash_Reqd_THERESA_006677.PDF	
3	Check Register Report	AP_Check_Register_2112_THERESA_006677.xml	
4	Disbursement GL Posting Report	AP_Warrant_Post_to_GL_THERESA_006677.PDF	
5	Disbursement Posting Report	AP_Warrant_Posting_THERESA_006677.PDF	
6	Account# on Vouchers Paid Report	AP_Accts_On_Warr_006677_THERESA_.pdf	
7	Testing new attachment hover text	PLUTOInfo.txt	7 View 8 Email 9 Remove
		File Location D:\AUC_Development\admhome\Transfer\PLUTOInfo.txt	
Entry User: THERESA Entry Date: 13-Apr-2021 Entry Time: 14:43:14.69 Special Note:			

6 Add Attachment

Figure 22 Warrant History screen also shows the additional hover text

[ADM-AUC-SY-8171]

9 INTERFACES ▶ CREATE REFUND VOUCHERS

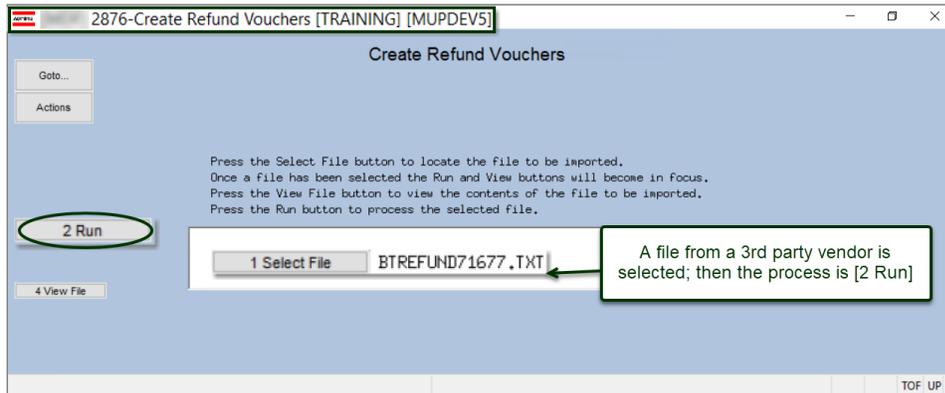


This process imports refund vouchers from 3rd party software. **ADMINS** enhanced the error checking on the process, and included an Allocation Code column and

expanded legend on the error report.



Interfaces/Imports ▶ Create Refund Vouchers



9.1 Error Report [Enhancement]

Now, if an Allocation Code, Account Number, or Vendor is not found in the file supplied by the 3rd party software, the **ADMINS** system will identify the errors so that they may be corrected and the process re-run.

Vendor	Allocation	Account	InvoiceDate	Voucher Amount	Error
R-Vendor will be created as one-time vendor	02XXXXEP	1	24-May-2021	70.00	A
		2		70.00	
		3		70.00	
Vendor will be created as one-time vendor	02097EP	1 010-000-2641-0000-0000-0000-0000-DEFERRED REV-BOAT EXCISE	24-May-2021	-38.00	
		2 010-145-4150-0000-0000-0000-2020-BOAT EXCISE-2020		38.00	
		3 010-000-1270-0000-0000-0000-2020-BOAT EXCISE - 2020		38.00	
endor will be created as one-time vendor	02177EP	1		100.00	A
		2		100.00	
		3		100.00	
J-Vendor will be created as one-time vendor	02222EP	1		37.50	A
		2		37.50	
		3		37.50	
**** Total Vouchers				20	
**** Total Amount				1,009.63	

Error Legend:

Error Code	Description/Action
A	Invalid Allocation Code: Check the allocation code exists in Allocation Table Ledgers -> Account Maintenance -> Allocation Codes If Allocation in Table, make sure code is active If Allocation not in Table, check code being used and create new allocation
G[1,2,3]	Invalid Account Number. The account number specific for this procedure is inactive, or invalid for the fiscal year. Either activate the account number, or add it to the current fiscal year.
V	Invalid Vendor. The default vendor number specified for town refund amount is not valid. If the vendor number specified is correct, add the vendor to AUC and rerun the process to import.

Current users of the process will benefit immediately from this change. Contact support@admins.com to request more information (file layouts, advice on allocation code setup, accounts, etc.) to begin using this process to import refund vouchers from a 3rd party software. See also AP-960 Create Refund Vouchers in the Help Reference Library.

[ADM-AUC-AP-1100-

10 ADMINS.COM TRAINING VIDEOS

The **ADMINS** training videos were converted to benefit from **YouTube** features, such as pause, rewind, fast forward, closed captions, and playing at a faster speed. This training is restricted to "Customers Only". Need credentials? Go to: [Contact Us | ADMINS, Inc.](#) and follow the instructions in the quick start guide. Then, use the link to access the [Videos | ADMINS, Inc.](#)

[ADM-AUC-WEB-2]



11 HELP REFERENCE LIBRARY

The following new or updated documents were installed in the Help Reference Library.

11.1 New or Updated Documents

- | | | |
|----------------------|----------------------------------|-----------|
| • DISBURSEMENTS | AP-250 Voiding Checks | [Updated] |
| • VENDORS | AP-370 Merge Vendors | [Updated] |
| • INTERFACES/IMPORTS | AP-960 Create Refund Vouchers | [Updated] |
| • SYSTEM | SY-170 System Administration Kit | [Updated] |