

RELEASE NOTES

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.

Goto Goto Betch # 16713 Voucher# 470087	Show In Progress Go to Batch Inquiry AP/PO Dashboard View Vendors Add Vendor on Fly Add Commodity Item Exit	Voucher Entry	Entry Began Batch not Ready
Actions Actions OS SCH DIST Y Go To Batch ATTN JAY BYER Add New V MENDON Erase Vouc Delete Vou	Invoice# Inv Date Oucher SUPT_OFF Supe her 03-Jun-2021 FY 03-Jun-2021 Terms	Print Manual ACH Check Date 03-Jun-2 Separate Check Hold Check Cer 2021 DUR Type Pagment Vouch	Wire No Chk 021 Bank EAST tified Payroll er
2 Entry (1) 3 items New Line Line Item Qty Uom Item Descrip Delete Line Line Item Qty Uom Item Descrip Copy Line I Spit U By Account 1000-300-12 1099 FA GL Details Status Hist	tus History Q A DUES	ttachments Price Freight Other \$To Re 1850,0000 /MEMBER-SCH COMM	Amount to Pay Vendor 1850,00 tain Ext Amount 1850,00
6 Add Voucher 7 Add Line 8 Copy L	P In Progress	Entered Am	ount 1850.00



[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 procesing 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.



Goto	001-Voucher Entry Batch # 16656 Voucher# 469933	Vouche	r Entry	- a × Needs Supervisor Appro Batch not Readu
Actions Y Go To Batch	Vendor 210852 01 GOVCONNECTION, INC BOX 81018 WOBLEN MA 01813-0000	Top line indica Needs Supervi	tes this <i>voucher</i> is in isor Approval status	ACH Wire No Chk Bank ErST Certified Payroll
2 Entry (2 Line Item I Spit Spit 6 A	Qty Qeto 2,0000 Actions 2,0000 Y Go To Batch	D01-Voucher Entry Batch # 16656 Voucher# 469930 Vendor 12:1148 Vendor 12:1148	Voucher Entry Invoice# DF Invoice# 01 Customer# 01 Dept Code 0151R1CT Dept Code 0151R1CT Vou Date 01-Ren-2021 FY 2021 Due	
	2 Entry (2) Line Item 1 Spit 2 Spit 6 Ac	3 items 4 GL Details Oty Uom Item Description UBVACcount SP465: MySchoolAppe Dr.Li 2714-000-2250-040-09-00-00 1999 FA P.Or. 1934431 1.0000 PSV: Install /Setup MySc 2714-000-2250-040-09-00-00 1999 FA P.Or. 1934431 3d Voucher 7 Add Line B CoorU 1999 TA P.Or. 1934431	S Status History Q Atlachments Ine 0-500 Su Status Phool Repe Status Phool Repe Status Top line indicates ready; 2nd line sh Entire Batch is Pin Progress	Ameriatio Pay Vendor 924,00 this voucher is hows that the s not ready Entered Amount 324,00

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]

-00 [AUC]	oucher Batch Entry		
		,	Voucher Batch Entry
Goto Actions	Batch 16594 Default Dept FIN	Default Bank For	EASTERN BANK FOR A/P
1 Add New Batch	Default Type P Payment Price	Expected	Lists the error on the report if department is invalid
2 Last Batch	Other Totals	51999,57	51999,57
3 Add Voucher	Submit Batch for Processing	⊖Yes ⊚No	

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

AP	Voucher	Errors pdf - A	dobe Acrobat	Reader DC (32-b	pit)															
ne a	on New Sign	window Help																		
Hor	ne Tools	AP_Vouch	er_Errors	×																
B	☆ ゆ	🖶 ପ୍	1	/ 2	G 🖬	n l	4 🗅		2 =	k	0	Θ	\oplus	118%	· 🛱			B -	*	
	2027-FMRRF	APVOUPSTERE	REP	Printed	29-Apr-20	21 at 10	14:41 8	w										Page	e 1	
					Vo	uche	r Sel	lecti	on E	ror	Repo	rt								
	*** 10077.	*** You have	access to	the batch (al listed	below b	at 11 10	not res	dy to p	at for	the rea	0000	noted							
	Depeka	Databan Data		verdent en																
	Baccui	Batch By	voucher	vendor# an	ia mane		scatus			BIIG	r Messa	ge (w	ny enits	s Isu.c i	ready to	r post	ing)			
	16604	ANTHEA	468994 468996	001833 ADM 000184 VEN	INS INC DETTI MOT	DRS	Needs E Correct	Errors	erride	Vouc	her in tive De	Batch partm	not re ent or	No Accer	Post 38 to De	partme	nt Gro	oup		
ŀ	*** NOTE:	*** You have	access to	the batch(s) listed	below b	ut it is	not rea	dy to p	et for	the rea	sons 1	noted.							
	Batch#	Batch By	Voucher	Vendor# an	d Name		Status			Brro	r Messa	ge (w)	hy this	s isn't :	ready fo	r post	ing)			
	16619	THERESA	469135	001234 FIR	E EXTINGU	ISHE	Ready f	or Posti	ng	Inac	tive De	partm	ent or	No Acces	ss to De	partme	nt Gro	DUD		
		THERESA	469225	029641 385	SOLAR LL	2	Ready 1	or Posti	ng	Inac	tive De	partm	ent or	No Acces	as to De	partme	nt Gro	oup		
	*** NOTE:	*** You have	access to	the batch(s) listed	below b	ut it is	not rea	dy to p	st for	the rea	sons 1	noted.							
	Batch#	Batch By	Voucher	Vendor# an	d Name		Status			Rrrg	r Messa	ge (v)	hy this	isn't	ready fo	r post	ing)			
	16644	LUANN	469660	000330 146	SUPPLY C	NTR	Correct	Brrora		Vouc	her in	Batch	not re	adv to 1	Post					
														,						

[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.

Actions	Voucher# Line Item Qty UOM Item 470079 1 test	Description	A	location	
			Line Retain -7500,00	Ext Amount 142500.00	
L# View	Account#	Description	S To Retain	Amount	%
2 By Account	0100-430-0000-004-00-00-52700	TRASH REMOVAL	-1647,44	31301.37	21.97
L D J PRODUIN	0100-430-0000-004-00-00-52701	TRASH INCINERATION	-864.30	16421.75	11.52
	0100-430-0000-004-00-00-52702	HOUSEHOLD HAZARDOUS WASTE DAY	-274.09	5207.78	3.65
	0100-430-0000-004-00-00-59010	TRANSFER TO GROUP INS TRUST	-29,93	568,57	.40
	0100-430-0000-004-00-00-59040	TRANSFER TO GF - INDIRECT COSTS	-120,21	2283.99	1.60
	0200-450-0000-004-00-00-52010	ADVERTISING	-106.09	2015.71	1.41
	0200-450-0000-004-00-00-52020	POSTAGE	05	.96	
	0200-450-0000-004-00-00-52030	TELEPHONE	-150.38	2857.12	2.01
	0200-450-0000-004-00-00-52100	ELECTRICITY	-311.95	5927.05	4.16
0	0200-450-0000-004-00-00-52110	GAS-HEATING	-16.21	308.00	.22
1	0200-450-0000-004-00-00-52240	EQUIP MAINT COSTS/CONTRACTS	-3979.35	75607.70	53,06
	Fields are not e and Eras	ditable; buttons to Add, Remove, e GL Lines are not clickable			

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 at 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.

[AUC] 2	001-Vo	oucher Entry						
Goto	Bato Vou	h # 16713 cher# 470086	Voucher Entry			Entry Beg Batch not Rea	an Idy	
Actions Y Go To Batch	Vendo	The E "Read C if the Ba	Bank code for Manual Checks is Only" on the Voucher Entry screen - ank must be changed, change it on the Batch screen	DMINISTRA 00	Manual O Ck Date 03-Ju Hold Check Type P Payment V	ACH Wire un-2021 Bank Certified Payroll	O No EAST	Chk

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.

2085-FMREP:AFVOUMULERR	Printed 27-Apr-2021 at 13:53:01 by ANTHEA City of ADMINS Voucher Error Check by Batch	Page 1	
	^{Errors} *** Voucher Bank must be same as Batch Bank. ¹ Paid by Manual Check	Go to Batch and Type in Bank for All Manua	l Checks

[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).

	PO # <u>194856</u>		PO Query -	Posted					Open ANTHEA
Goto Actions	Vendor Code 001833 ADMINS INC 219 LEWIS WHARF BOSTON MA 02110-3927	01 Via Email 🗌	Dept Code FIRE PO Date 01-Jun- Type Code R Reg Ship To Attn Ship Date	Fir 2021 FY : ular Prev	e Departmen 2021 ailing Wage	t. Deliver To Invoice To No text :	4 CLA 4 CLA elivery Notes wailable	RA MACY RA MACY No te	ELEMENTARY S ELEMENTARY S Internal Notes xt available
2 Details (1)	3 items	4 GL Details 5 St	atus History 6 Vou	chers (1)	7 Chan	qes 8	Attachment (1)		Expected Amt 228000.00
Line Item	Item Description			Qty	QtyBalance	Price	Freight	Other	Ext Amount
1	road salt			5000.000	4680,000	45,6000)		228000.00
						Requisition#	Contract # (MDT)	
						Retain %	Retain Amt		

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.



Batch # 16711 Voucher# 470084 Entry Began Batch not Ready Voucher Entry Goto Vendor 001833 01 ADMINS INC Print OManual OACH
 Check Date OWire ONo Chk Bank EAST Invoice# Inv Date CREDIT VOUCHER Actions 01–Jun–2021 219 LEWIS WHARF Separate Check Customer# Y Go To Batch BOSTON MA 02110-3927
 Dept. Code
 FIRE
 Fire
 Department

 Vou
 Date
 01-Jun-2021
 FY 2021

 Due Date
 02-Jun-2021
 Terms
 DUR
 Certified Payroll Type C Credit Voucher 1 Int to Pay Vendor -7980.00 Am 3 Items 4 GL Details 5 Status History Q Attachments Line Item 2 Qty Uom Item Description Price Freight \$ To Retain Other Ext Amount 1 road salt -7980.00 0100-430-0000-004-00-00-52701 Split TRASH INCINERATION 1099 FA PO# 194856/1

This restores the quantity of 175 (7980 \div 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 # <u>194856</u>		PO Query	- Posted	I				<mark>Open</mark> ANTHEA
Goto Actions	Vendor Code 001833 ADMINS INC 219 LEWIS WHARF BOSTON MA 02110-3927	; 01 Via Email 🗌	Dept Code FIRE PO Date 01-Jun Type Code R Re Ship To Attn Ship Date	Fir 1-2021 FY sgular Prev	e Department 2021 /ailing Wage	Deliver To Invoice To 1 D No text a	4 Cl 4 Cl elivery Notes vailable	ARA MACY	ELEMENTARY S ELEMENTARY S J Internal Notes ext available
2 Details (1)	3 items	4 GL Details 5 S	itatus History 6 V	ouchers (2)	7 Change	8	Attachment (1)	Expected Amt 228000,00
Line Item	Item Description road salt			Qty 5000,000	QtyBalance 4855.000 R	Price 45,6000 equisition#	Freight Contract # (M	Other DT)	Ext Amount 228000,00

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

Goto	Batch # 16712 Voucher# 470085	Voucher Entry		Entry Began Batch not Ready
Actions	Vendor 001833 01 ADMINS INC	Invoice# PAYMENT VOUCHER Inv Date 01-Jun-2021	Print OManual OACH (Check Date	Wire ONo Chk Bank EAST
Y Go To Batch	219 LEWIS WHARF BOSTON MA 02110-3927	Customer# Dept Code FIRE Fire Departmen Vou Date 01-Jun-2021 FY 2021	Separate Check	i Payroll
		Due Date 02-Jun-2021 Terms DUR	Type P Payment Voucher	
2 Entry (1)	3 Items 4 GL Details	5 Status History Q Attachments	Amo	bunt to Pay Vendor
Line Item	Qty Uom Item Description	Price	Freight Other \$ To Retain	Ext Amount
1	300.000 road salt	45.6000		13680.00
Split	U By Account 0100-430-0000-004-00-00-	52701 TRASH INCINER	ATION	
	1099 FA PO# 194856	5/1		

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



😐 [AUC] 30	54-Associated Vouchers		0
	PO # 194856	Associated Vouchers	ANTHEA
Goto Actions	Vendor Code 001833 01 ADMINS INC Via Em 219 219 LENIS WHARF BOSTON NA MA 02110-3927 Via Em	Dept Code FIRE Fire Department PO Date 01-Jun-2021 FY 2021 Type Code R Regular Ship To Attn	CLARA MACY ELEMENTARY S CLARA MACY ELEMENTARY S Notes J Internal Notes No text available
Excel		Ship Date Prevaiing Wage	
			Expected Amt
2 Details (1)	3 Items 4 GL Details	5 Status History 6 Vouchers (3) 7 Changes 8 Attack	hment (1) Expected Amt 228000,00
2 Details (1) Line UserBatch	3 Items 4 GL Details	5 Status History 6 Vouchers (3) 7 Changes 8 Attact	tatus Ext Amount
2 Details (1) Line UserBatch 1 16710 1	3 Items 4 GL Details	5 Status History B Vouchers (3) 7 Chances 8 Attact Invoice# Vendor Paid Check# Check Date 8 EVXPPLE C	tatus Ext Amount Iden 14592,00
2 Details (1) Line UserBatch 1 16710 1 1 16711	3 tems 4 GL Detais Voucher# VLN Tyltem Description 470083 1 2/470084 1 C moad salt	5 Status History 6 Vouchers (3) 7 Changes 8 Attact Invoice# Vendor Paid Check# Check Date S EXAMPLE OF CREDIT VOU	Expected Amt 228000.00 itatus Ext Amount joen 14592.00 joen -7980.00
2 Details (1) Line UserBatch 1 16710 1 1 16711 1 1 16712 3	3 tems 4 GL Details Voucher# VIN Tyltem Description 470083 1 P road salt 2470084 1 C road salt 470085 1 P road salt	S Status History (S Vouchers (3) 7 Chances 8 Attact Invoice Vendor Paid Checke Check Date S EVGMPLE OF CREDIT VOU C PAYMENT V0 C	Expected Amt 226000,00 itatus Ext Amount pen 14592,00 pen -7980,00 pen 13680,00
2 Details (1) Line UserBatch 1 16710 1 1 16711 1 16712 3	3 tems 4 GL Details Voucher# VLN Ty/tem Description 470083 1 2 470084 1 C road salt 470085 1 P road salt	S Status History B Vouchers (3) 7 Changes 8 Attact Invoice# Vendor Paid Check# Check Date S EXMPPLE OF CREDIT VOU PRYMENT VO CREDIT VOU CREDIT VOU CREDTT VOU CREDTT VOU CREDTT VOU CREDTT VOU CREDTT VOU CREDTT V	Expected Amt 228000,00 itatus Ext Amount lpen 14592,00 -7380.00 lpen 13680,00
2 Details (1) Line UserBatch 1 16710 1 1 16711 1 16712 3	3 tems 4 GL Details Voucher# VLN Tyl tem Description 470083 1 P road salt 2 470084 1 C road salt 470085 1 P road salt 9 Proad salt Proad salt	S Status History B Vouchers (3) 7 Changes 8 Attact Invoice# Vendor Paid Check# Check Date S EXVMPLE C C CREDIT VOU C PAYMENT VO C VIIP 207708,00 Pay WIP Paid 20232	Expected Amt 228000,000 tatus Ext Amount pen -14592,000 pen -7580,000 pen 13680,000

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 <u>https://www.mass.gov/prevailing-wage-program</u> 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 <u>June 2021 Purchase Order Release Notes</u> 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.

MININI [AUC] 20	01-Voucher Entry		
Goto	Batch # 16713 Voucher# 470093	Voucher Entry	Entry Began Batch not Ready
Actions Y Go To Batch	Vendor 010316 01	Invoice# Inv Date Customer# Dept Code ADM Vou Date 03-Jun-2021 FY 2021 Due Date 03-Jun-2021 Terms DUR	Print Manual ACH Wire No Chk Check Date 08-Jun-2021 Bank EAST Separate Check C Certified Payroll Type P Payment Voucher
2 Entry (1)	3 items 4 GL Details	5 Status History Q Attachments	Amount to Pay Vendor
Line Item	Qty Uom Item Description Bertine St Retaining Wa 0200-450-0000-004-00-00- UBy Account 0200-450-0000-004-00-00- 1099 FA PD# 194860	Price Fm 11, Engineering Services i 2000,0000 -54140 5/1 Ctr# 13/1 Exp:01-Jul-2029	eight Other STo Retain Ext Amount 2000.00
6 Ad	d Voucher 7 Add Line 8 Copy I	ine P In Progress	Entered Amount 2000,00
Ready			

Figure 7 The contract refenced 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
- \odot No Message Ignore the value on the voucher



System
Site Specific Error Checks
AP

Goto		ite Specific Error Checks		
Actions	Task Cod CAP Accour	ts Payable Entry Error Che		
	SeattDescription	ârtion Code	Value	Buttons
	1 Vendor on Hold	Owarning Hard Error ONo Message		1 Edit
	2 Remit Address not AP	Warning OHard Error ONo Message		
	3 Allow Voucher Terms different to Vendor	O Warning O Hard Error O No Message		
	5 Voucher Account Different to Item Acct	Warning O Hard Error O No Message		
	6 1099 Vendor with no FID	Warning O Hard Error O No Message		
	7 PO In Different Fiscal Year	O Warning O Hard Error No Message		
	8 Allow Personal Services Accounts	O Warning O Hard Error No Message	9	
	9 Wire Transfer to have Blank Check Date	O Warning Hard Error O No Message	9	
	10 Allow No-Print Checks to have blank Dat	• O Warning • Hard Error O No Message	9	
	11 Allow Assets Account Types	Warning OHard Error ONo Message		
	12 Allow Liability Account Types	O Warning O Hard Error No Message	9	
	13 Allow Fund Equity Account Types	○ Warning ○ Hard Error ● No Message	•	
	14 Allow Expenditure Account Types	OWarning OHard Error ONo Message	9	
	15 Allow Revenue Account Types	Warning O Hard Error O No Message	9	
	16 Allow Inv Date to differ from Vouch Dat	OWarning OHard Error ONo Message	9	
	17 Allow 1099 Code different to Vendor	○Warning ○Hard Error ●No Message	9	
	18 Allow Retainage to be Liquid on "L" Typ	Warning O Hard Error O No Message	9	
	19 Allow Voucher Date less than Invoice Dt	Warning O Hard Error O No Message	9	
	20 Check same Vendor, Inv Date & Amount	○Warning ○Hard Error ●No Message	9	
	21 Check for Missing Allocation Code (MDF)	○ Warning ○ Hard Error	9	
	22 PO has Qty. Freight/Other is a Credit	Warning O Hard Error O No Message		
	23 PO has Qty. Continue from Previous Error	Warning O Hard Error O No Message	9	
	24 Noucher date cannot be after today	O Warning O Hard Error No Message		
25	Certified Payroll not checke	d (From PO) 💿 Warning 👘	O Hard Error	O No Message
				~

-- Added 24-Feb-2003 By ANTHEA Changed by

Status: Site Check Active

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

ĺ	2085-FMREP: APVOUMULERR	Printed 08-Jun-2021 at 10:19:09 by THERESA	Page 1
		City of ADMINS	
I		Voucher Error Check by Batch	
I			
	The share the states		
I	voucher# Line GLLine	LTIOIS	
I	470093	Paid by Manual Check from Bank EAST	
I		Warning: P2129-Voucher Date cannot be less than Invoice Date	
1	Warning: P	2151-PO Marked for Prevailing Wages. Certified Payroll documents not ch	ecked
I	Harming. 1	ror to marked for freeding mages. Scrottice region documents not on	.coxea

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

2085-FMREP:AFVOUMULERR	Printed 08-Jun-2021 at 10:28:40 by THERESA City of ALMINS	Page 1
	Voucher Error Check by Batch	
	_	
Voucher# Line GLLine	Errors	
470093	Paid by Manual Check from Bank EAST	
	Warning: P2129-Voucher Date cannot be less than Invoice Date	
*** P2151	-PO Marked for Prevailing Wages. Certified Payroll documents not checke	d
1		

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

2085-FMREP:AFVOUMULERR	Printed 08-Jun-2021 at 11:01:07 by THERESA City of ADMINS Voucher Error Check by Batch	Page 1
Voucher# Line GLLine E 470093 Pa	rrors nid 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.

	014-Vouchers - Posted		
Goto	Batch # 16713 Voucher# 470095	Vouchers - Posted	Open THERESA
Actions	Vendor 010816 01 BETA GROUP, INC. 6 BLACKSTONE VALLEY PLACE LINCOLH RI 02865-0000	Invoice# 13-13-1 Inv Date 08-Jun-2021 Customer# Dept Code ADM Vou Date 09-Jun-2021 FY 2021 UR Vou Date 09-Jun-2021 Terms DUR	Check Type Printed Bank ERST Check # Separate Check Hold Check Certified Payroll
2 Details (* Line Item	3 items 4 GL Details Qty Uom Item Description	If the Prevailing Wage box is Yes, Certified Payroll Check ☑ box on Voucher Query Screen is editab	the Amount to Pay Vendor the 0 Attachments 1000,00 bther \$ To Retain Ext Amount
1 Split	Bertine St Retaining Wal 0200-450-0000-004-00-054140 1099 FA PO# 194865/1	n# 13/1 Exp:01-Jul-2029 Prevai.	1000,00
	Entered 1000.00 Liquidated	Retained Pai	d Balance 1000,00

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 Goto 169978	Vouchers - Posted	Change Order in Progre ANTHEA
Actions Vendor 019325 01	Invoice# FROM PO WITH PREVAILING WAGE Inv Date 21-Apr-2021 Customer# Dept Code FIRE Vou Date 21-Apr-2021 FY 2021 Due Date 22-Apr-2021 Terms DUR	Check Type Printed Bank EAST Check # Separate Check Hold Check Hold Check Fragment Type P Pagment Voucher Pagment Voucher Hold Check Pagment Hold Check Hold Check <td< td=""></td<>
2 Details (1) 3 items 4 GL Details	5 Status History 6 Check History 7 Changes	Amount to Pay Vendor Q Attachments 2500,00
Line Item Oty Uom Item Description	Price Freig Jage no contract 2500,0000 TRNSH INCINERATION Prevail Wage: Yes	ht Other \$To Retain Ext Amount 2500,00

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

	Report Library by Vo	oucher			
Goto					
	Report Name	View	Report	^	
Actions	2083-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		
Report Categories	2609-Vendor with same Invoice Date/Amount	Sample	Run		
1 By Vendor	2614-Outstanding Certified Payroll Documentation	Sample	Run		
2 By Commodity Item	2614-Outstanding Certified Pauroll Docu	mentati	ion		
3 By Purchase Order	Lori odostanaring con arrisa nagrarri bosa				
4 By Voucher					
5 By Disbursement					
6 By Bids					
7 By Contracts					
8 Audit Reports				_	

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 Report Page Down Reports Reports Report Library Report Libra

Task 2614: Outstanding Certified Payroll Documentation X			
Vouchers with POs where Certified Payroll unchecked			
Run as Preview Print PDF Excel If Printing use Duplex Yes No Lookup OK Cancel Clear All			
2614-APVOUCERTPAY.REP Printed 08-Jun-2021 at	12:02:49 by THERESA		Page 1
City of Outstanding Certified	ADMINS Payroll Documentation		
Vouchers with Purchase Orders that have Prevailing Wage of	hecked, but Voucher Certi:	fied 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:

Goto	Maintain Bank Codes	ist be present	
Actions	Bank BRST Name EASTERN BANK FOR A/P ABA# 0113-0292-0 ABA Denominator 13-179 ABA Denominator 113		
1-Add Bank	Address 1 EVNN, MKSSACHUSETTS Direct Deposit Only		
2-Edit List -Bank Search	Address 2 OYes ● No Address 3 Cash Book Bank City StateZip Code (00000-00000 OYes ● No	Imprest Account	
Z-Copy Bank	4.Accounts Pavable 5.Accounts Pavable-ACH 6-Human Resources Human Resources-ACH 7.Collections	C. Marc Differe	
	GL Account# ****-000-0000-000-00-00-10400 Summarize Posting ® No O Yet Bank Account# [20097395 Type F] Checking Last Check Used 0962381	Goto	Maintain Chart of Accounts
9-Send Email View Website	Using **** substitutes the fund from the voucher account. This can result in errors if the resulting account is not marked as a cash account in the General Ledger Chart of Accounts	1-Add Account	Description CASH, TRASH
	Website Address	2-Edit List 3-Error List	Accounting Purpose
	9 Recenciliation Laviout	4-Zero Accounts 7 New Acct Since	Special Revenue? Yes No
		5.Summary Annte	Cash Account? Yes No Interfund Transfer? Yes
			Interiorid Hansler Ores Ono

Accounts Payable > Tables > Bank Codes

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:



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"



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:

[AU	JC] 2130-Disbursement Process	×	Collect Voucher Selection GeteWarrant 006678
Warrant:	006678		Actions Check Date <u>Bank ExST</u> EASTERN BANK FOR A/P GL Effective Date <u>Select Due Date From</u> To
	Description		Falert Hars Bilth - Marchara Mandara Brandmard - Bilterabara
	Restart Disbursement Process		1 LV10731 and and 000000 and 6
	Collect Vouchers (Build Payment File)		- 0R - 2 and and 000000 and
	Optional: Oito Reputs		0 Menu - OR -
	Modify Payment File		1 Edit List - OR -
	Optional: Discounts Taken Report		4 and and 000000 and - 0R -
	Cash Regimt Report (Verity Cash on Hand)		5 and and 000000 and
	Warrant Report		6 and and 000000 and
	Build Check File (Assign Check#s)		- 0R -
	Print Checks		- OR -
	Reprint Checks		8 and and 000000 and
	Consiste A CH File		Exclude these Department Groups
	Check Pagietar		2 5
	Print File Conv Checks		3 6
			Total # Vouchers Selected 6
	Post Disbursements		2 Calculate 3 Collect Vouchers
	DISBURSE-AILU		
	DISBORSE-All O	e or	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"

ile Edit	Format Options			
Courier I	New 🗸 9 🖌 🗜	▮◢◾◾≡≡≡≣⊜		
155-AF	DISBNKERR.REP	Printed 30-Mar-2021 at 10:10:05 by		Page 1
		CILV DI ADMINS		
		Disbursements Bank Error	Report	
ank	Name	Disbursements Bank Error	Message	

Figure 16 Example of #2155 Disbursements Bank Error Report

Goto		Maintain Chart of Ac	counts
Actions	FY 2021 Account	0200-450-0000-000-00-	00-10400
	Description WATER	-CASH, UNRESTRIC	
1-Add Account			
2-Edit List	Account Type A Asset	Sub Type P Posting	Entity 1
3-Error List	Accounting Purpose	Budgeting	
4-Zero Accounts	Special Revenue?	Yes No	-
4-Zero Accounts	Special Revenue? Cash Account?	Yes No FINANCE FINANCE	E
4-Zero Accounts 7 New Acct Since	Special Revenue? Cash Account?	Yes No Yes No Yes No	E
4-Zero Accounts 7 New Acct Since 5-Summary Accts	Special Revenue? Cash Account? Interfund Transfer? Select for Int Dist?	Ves No Ves No Ves No Ves No Ves No Ves No	E

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 park, and enter the ABA #.

Accounts Payable > Tables > Bank Codes



3.2.2 Value Set to "N"



	006678
	Description
	Restart Disbursement Process
	Collect Vouchers (Build Payment File)
	Optional: Site Reports
	Modify Payment File
	Optional: Discounts Taken Report
C	ash Regimt Report (Verify Cash on Hand)
	Warrant Report
Build	Check File (Assign Check#'s)
	Reprint Checks
	Print ACH Advices
	Generate ACH File
	Check Register
	Check Register Print File Copy Checks

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 (**TIN**s–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.

	AP Void Check Processing				
to	Description	Date	Start	End	Success
ions	Restart Void Check Process				
	Email Template to User		-	-	
	Upload Checks from Spreadsheet				
	Select Checks for Void Processing	11-Feb-2021	15:34:05.63	15:34:15.69	. 2
	Edit Void Check File	11-Feb-2021	15:54:51.95	15:54:51.95	i 🖂
	Void Checks Edit List				
	Voids - Print Manual Checks				
	Volds - Reprint Manual Checks				
	Post Void Checks				

5.1 Email Template to User

Email Template to User

Task 2199: Email Template to User	The system will present
Email Template to User Required: Enter Username THERESA	an AUC username or AUC Email Users
	username be entered directly or selected
Lookup OK Cancel Clear All	from the lookup. (see



File Home Send / Receive View Add-ins Help \square New Email \vee \square \square \neg \square \square \square \vee \square \square \square \square \square Unread/ Real	d 🏭 v 🍋 v 🛃 v Search People 🖉 🚥 y	Open the email; and open the attache spreadsheet template. Enter each
TAKE YOUR OUTLOOK ANYWHERE Connect, organize and get things done Downly	oad x	check number to be voided. Original
✓ Favorites Sent Items Inbox Drafts W4 Unread Mail Unread Mail ! © Iteresa@admins.com	By Date v ↑ in Fol. Received v Size Cate	check dates may be entered but are not required for this process.
Image: Solution of the state of the sta	N Upload/indichecks.cv. Saved + P Image: Constraint of the constr	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

🚺 Save As		×
$\leftarrow \rightarrow \lor \uparrow$ 📜 Z:\Transfer	 ン シ Search Transf 	er
Organize • New folder) · · · · · · · · · · · · · · · · · · ·
Name	Date modified Type	Size ^
👽 attach (\\ceres.a	2/25/2021 11:47 AM File folder	
Netserve (\\adhv APCheckDownload	3/28/2019 11:38 AM File folder	~
🥪 admhome (\\plu 🗸 🔍		>
File name: UpVoidChecks		~
Save as type: CSV (Comma delimited) (*.csv)		~
Authors: Theresa Campbell Tags: Add a ta	ag	
∧ Hide Folders	Tools 👻 Save	Cancel
Microsoft Excel		×
Some features in your workbook might be lo Do you want to keep using that format?	ost if you save it as CSV (Comma Help	delimited).

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

	Spreadsheet					
Task 2198: Upload Checks from Spreadsheet						×
Upload Checks from Spreadsheet	_					
equired: Enter Bank Code	EAST EASTERN BANK FOR AP					
quired: Enter Import File Path and Name (ex: FMLIS	FILENAME.CSV) D:AUC DEVELOPMENTADMHOME/TRANSF	ERNUPLOADVOIDCHECKS.CSV	2			
tional: Default Voided On Date (mmddyyyy)	3 15-Mar-2021		-			
tional: Default Void Check Method	Manual Benjace O Cancel Vouchers O	4 Reonen Vouchers @ Tailing-Ma	anual Benlace			
		Class All				
						×
	Select File to Load ← → ▼ ↑ D\AUCDevelopment\admhome\Transfel		ت ا	Search Transfe	er	× P
	ESelect File to Load ← → × ↑ DVAUC perelopment.admhomet.Transfel Organize × New folder		v ð	Search Transfe	er	× ?
	Select File to Load ← → ~ ↑ □ D\AUC Development admhome\Transfel Organice ~ New folder Minic ^ Name	Date modified	√ ð Type	Search Transfe	er	× ₽
	Select File to Load Cognice Notice Notice Notice Notice Notice Notice Notice	Date modified	√ ð Type Microsoft Excel C	Search Transfe Size	er	× • •
	ES select File to Load	Date modified 3/15/2021 649 PM 3/12/2021 143 AM	✓ ð Type Microsoft Excel C	Search Transfe Size 1 KB 10 KB	er ::: ▼ []]	× م •
	Seriet Flie to Load ← → → ↑ □ DAUC Development admhomet Transfel Organia = New Folder Munic Peterer Werkere	Date modified 3/15/2021 448 PM 2/14/2021 132 AM 3/14/2021 132 AM	V D Type Microsoft Excel C Microsoft Excel C Microsoft Excel C	Search Transfe Size 1 KB 10 KB 1 KB	er :: • 11	× •
	Select File to Load Coganize New Folder Music Videos Local Dak (C) Coganize to Dak (C)	Date modified 3/15/2021 449 PM 3/14/2021 133 AM 3/14/2021 132 AM 3/14/2021 132 AM	V D Type Microsoft Excel C Microsoft Excel C Microsoft Excel C	Search Transfe Size 1 KB 10 KB 1 KB 5 KB	er :: • 11	× 0
	Select File to Load Coganize New folder Munic Peture Load Dak (C) se platos Data (C	Date modified arisazza 140 pm 3/r42221 132 Am 3/r42221 132 Am 3/r42221 132 Am	V D Type Microsoft Excel C Microsoft Excel C Microsoft Excel C Microsoft Excel C	Search Transfe Size 1 KB 10 KB 1 KB 5 KB 1 VP	er []:: • []]	× P 0
	Select File to Load File name Select File to Load Select File to Lo	Date modified 31/52201 48 PM 3/42201 153 AM 3/42201 153 AM	V D Type Microsoft Excel C Microsoft Excel C Microsoft Excel C	Search Transfe Size 1 KB 10 KB 5 KB 5 KB 5 KB 5 KB 5 KB 5 KB	er	× , ,

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 **O** Tailing Manual Replace (see also AP–280 in the AP Help Reference Library)

5.3.1 Edit the Void Check File for Each Check

Are these tailings?



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

HELP

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]



Commodity Items may be used during Accounts Payable Voucher and Purchase Order data entry to improve speed and accuracy. **ADMINS** added a report of how items are used (or not used) to answer the question, "Is there any way to run a report or identify commodity codes with no posted history?" To generate a report of used and not used items, select:

Reports > Report Library > [2 By Commodity Item] > #2626 Commodity Item Last Used Report

[AUC] 2965-Report Library by Commodity Item	ry by Commodity I	tem				
Goto	ry by commonly r	lein				
Report Name	View	Report	Last Run Date	Run Time	^	
Actions 3760-Items Used on Purchase Order Report	Sample	Run				
3770-Items that Differ from PO to Voucher	Sample	Run				
3765-Items Used On Vouchers Report	Sample	Run				
2559-Item History	Sample	Run	09-Nov-2018	15:59:26.32		
Report Categories 2626-Commodity Item Last Used	Report Sample	Run	08-Jun-2021	13:23:29.68		
18v Vender						
2 By Commodity Item						
3 Dy Furehase Order						
4 By Voucher						
5 By Disbursement						
6 By Bids						
7 By Contracts						
8 Audit Reports						
	I				_	
						APPOL



The report lists the Commodity Item Code, the Code Description, a Voucher Number, a Voucher Date, the Vendor Number, a PO Number, the PO Date, and the PO Vendor.

		Ta	ask 2626: Comm	odity Item Last Used Report				×	
			Commod Leave Da	ity Item Last Used Repo ate Blank for all records	rt				
		Optie	onal: Enter M	linimum Last Used Date		1			
		Inclu	ude Items not	l used?	O Yes @ No	Only Not a	used		
		Run If Pri	as (e) Previe inting use Du	w O Print O PDF Iplex @ Yes O No Lookup OK	Cancel	Clear All			
626-FMREP:AF	PPOITMUSED.REP Printed 08-Jun-2021 e	at 13:35:35 b	y THERESA Com	City of ADMINS	Report				Page
					a por o				
ten	Description	Voucher#	Date	Vendor		PO#	Date	Vendor	
en V	Description	Voucher#	Date 08-Jun-2008	Vendor 003191-TECHPRO PUBL		PO#	Date	Vendor	
en W	Description LIBRARY: ADVERTISING LIBRARY: BOOKS AND FERIODICALS	Voucher#	Date 08-Jun-2008 13-Ju1-2011	Vendor 003191-TECHPRO FUBLI 017700-INGRAM LIBRA		PO#	Date	Vendor	
en W DBOOKS DFROF	Description LIBRARY: ADVERTISING LIBRARY: BOOKS AND FERIODICALS LIBRARY: ADD FROF SVOS	Voucher# 234281 296461 449640	Date 08-Jun-2008 13-Ju1-2011 28-Aug-2019	Vendor 003191-TECHPRO FUBLI 017700-INGRAM LIBRAI 019568-CONSTANT CON		PO#	Date	Vendor	
en V DBOOKS DFROF DSUPPL	Description LIBBARY: ANVERTISTMC LIBBARY: SOME SATE PERIODICALS LIBBARY: AID FROF SVCS LIBBARY: SUPPLIES AND WATERIALS	Voucher# 234281 296461 449640 467401	Date 08-Jun-2008 13-Ju1-2011 28-Aug-2019 02-Sec-2020	Vendor 003191-TECHPRO FUBL 017700-INGRAM LIBRA 019568-CONSTANT CON 006845-RECORDED BOO	Loovo	PO#	Date	Vendor	
en DBOOKS DPROF DSUPPL DTECH	Description LIBBARY: ADVERTISING LIBBARY: BOOKS AND PERIODICALS LIBBARY: ADD PROF SVG LIBBARY: SUPPLIES AND MATERIALS LIBBARY: TECHNOLODY EQUIPMENT	Voucher# 234281 296461 449640 467401 44686	Date 08-Jun-2008 13-Ju1-2011 28-Aug-2019 02-Sep-2020 22-May-2019	Vendor 003191-TECHPRO FUBL 017700-INGRAM LIBRA 019568-CONSTANT CON 006645-RECORDED BOO 016859-BERNADETTE R	Leave	PO#	blank an	vendor d select th	ne " ⊙No "
en DBOOKS DFROF DSUPPL DTECH DGRNDS	Description LIERARY: ADVERTISTNO LIERARY: ADVERTISTNO LIERARY: STORS AND FERIODICALS LIERARY: SPORIES AND NATERIALS LIERARY: TECHNOLOGY EQUIPRENT LIERARY: BLO MAINT COSTA CONTRACTS	Voucher# 234281 296461 449640 467401 444686 469080	Date 08-Jun-2008 13-Jul-2011 28-Aug-2019 02-Sep-2020 22-May-2019 17-Nov-2020	Vendor 003191-TECRPRO FUBL 017700-INGRAM LIBRAM 019568-CONTANT CONT 00645-RECORDED BOO 016599-BERNADETTE R 006195-GERT AMERIC	Leave	Date b	plank an	vendor d select th	ne "ONo"
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				I Task 2626: Commodity Item Last Used Report
				Commodity Item Last Used Report Leave Date Blank for all records
TedRE - Item_La File Edit Forma Courier New	HILMEJ.2626_THERESA[3]/s # Options	譯 唐 <u>종 월 </u> at 13:56:59 by THERESA Co	City of ADMINS modity Item Last Used Report	Optional: Enter Minimum Last Used Date Include Items not used? Pun as @ Preview O Print O PDF Excel It Printing use Duple: @ Yes No Lookup OK Pancel Clear All
Item AIDTRAIN BOARD CELL CUSTOD	Description LIBRARY: SEMINARS/TRAINING LIBRARY: APPOINTED BOARD SALARIES Cell Phone Charges LIBRARY: EXTRA WORK DETAIL	Voucher# Date	Vendor Item not used Item not used Item not used Item not used	P04 Date Vent
Diesel EARLYVOTE Elect Gasoline Ngas PAPER PAPER117 Plowing PROTOSA PROTOS	Diese: Fuel EAALY VOIMS (ADGL EXPENSES) Electricity Matural Gas Copier and Frinter Paper 11 x 17 printer and copier paper Contract Flowing Services FMOTOTIF		Leave Mini to the "O O to commodity Purchase	mum Last Used Date blank and select nly Not Used" Radio button to list only items that have NEVER been used on a Drder or Voucher (No Posted History)
Selection Lege	end:			
	Type: Only Not Used Items			

Figure 20 Items with No Posted History



2626-FMREP: APPO	DITMUSED.REP Printed 08-Jun-2021	at 14:02:50	by THERESA	City of ADMI	10	Page 1
			Com	modity Item Last	Task 2626: Commodity Item Last Used Report	×
Item	Description	Voucher#	Date	Vendor	Commodity Item Last Used Report Leave Date Blank for all records	-
ADV AIDBOOKS AIDBOAN BOARD CCLL CUSIOD Diesel EARLYVOIE ELect Gasoline Ngas PAPER PAPERNIN PROVIG PROVID FROTOSA FROTOS FROTOS	LIBARY: ANVENTIONS LIBARY: ANVENTIONS LIBARY: SCHUMAS/TRAINING LIBARY: SCHUMAS/TRAINING LIBARY: SCHUMAS/TRAINING LIBARY: SCHUMAS/TRAINING SCHUMAS/LIBARY: SCHUMAS/ LIBARY: SCHUMAS/LIBARY LIBARY: SCHUMAS/ ANVENTION AND LIBARY LIBARY: FRINING AND COMPANY LIBARY: FRINING AND COMPANY FRINCISCOME -7 PROTOTIE -3 PROTOTIE -3 PROTOTIE -3 PROTOTIE -3 PROTOTIE -3	234281 296461 250410 236698 385162	08-Jun-2008 13-Ju1-2011 05-Mar-2009 14-Ju1-2008 21-Apr-2016 14-D	COSSE-TCHERO E COSSE-TCHERO E Licen not used Licen not used	Optional: Enter Minimum Last Used Date 14-Dec-2017 Include Items not used? Ves No @ Only Not used Run as @ Preview O Print O PDF Excel H Printing use Duplex @ Yes No Lookup OK Cancel Clear All MID CHILDREN'S CENTER 24262 04-DM-2007 01455-J3MES R151 TRMSTIT, IIIC. 42262 04-DM-2015 005487-TAMELES TRADSTIT, JIEC 45241 05-DM-2155 005487-TAMELES TRADSTIT, JIEC	CAL
Selection Select Mi	Legend: in Last Date: 14-Dec-2017 Type: Only Not Used	Items	e-s E	nter a date list commo Order of formation	and select the "O Only Not Used" Radio butto dity items that have not been used on a Purcha Voucher since that date . The report will show on when the item was last used on a voucher or	n to ise PO.

See the <u>AP-510 & PO-610 Adding Commodity Items</u> 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]

EAUC] 2044	4-View Vendors			Purchase order and check
		View Vendors		copies are attached to
Goto				the vendor record and
Actions	Vendor 000046 POSTMASTER			
				are available in the Enter
	1 Name/Address 2 Addresses 3 Classific	ation 4 Attachments 0 tems U User Def	ined 9 Emails	Vendors and View
5-Reports	Seq# Description	Filename	Buttons	Vandars scroops Lisors
6-Queries	1 Uriginal Check Print	RPUK_ERS10242235.PUF	W View	venuors screens. Users
7-Name Search	3 Original Check Print	APCK_EAST0243090_PDF		can also add
8-Vendor History	4 Driginal Check Print	APCK_EAST0243193.PDF		call also add
	5 Original Check Print	APCK_EAST0243454.PDF		attachments.
	6 Original PO Print	P0_29242.PDF		
X Goto Las	St Original Check Print	APCK_EAST0244027.PDF		Attachments are listed in
	how ina' ~k Prio	ABOK EACZOO44320. BDE	a second and a sec	the screen in
(Constant of the state	🧝 - กล. (Princi kamana 30381	p. Ch_attice .	and the second	chronological order
	26 Check Print Warrant 003825	APCK_EAST0251885.PDF		chionological order,
More	27 check Print Warrant 003843	HPUK_EH510232731.PUP		starting with the earliest
			Status: Vendor Active - Addre	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.

[AUC] 2000-Enter Vendors

Gata		Enter Vendors	Certified Vendor? 🔵 Yes 💿 No
Actions	Vendor 0000046 POSTMASTER		Certified By Date Certified
	1 Name/Address 2 Addresses 3 Classification	4 Attachments 8 Items 9	User Defined
5 Add Vendor	Seq# Description	Filename	Buttons
6 Add Address	242 Check Print Warrant 006465	APCK_EAST0354406.PDF	
	243 Check Print Warrant 006470	APCK_EAST0354707.PDF	
	244 Check Print Warrant 006502	APCK_EAST0355777.PDF	
7 Add Attachment	245 Check Print Warrant 006514	APCK_EAST0356258.PDF	
	246 Check Print Warrant 006523	APCK_EAST0356683.PDF	
	247 Check Print Warrant 006538	APCK_EAST0357369.PDF	
X Goto Last	248 Check Print Warrant 006559	APCK_EAST0358158.PDF	
	249 Check Print Warrant 006593	APCK_EAST0359569.PDF	
	250 Check Print Warrant 006611	APCK_EAST0360241.PDF	
	251 Check Print Warrant 006633	APCK_EAST0360995.PDF	V View Z Email
	,		
			Status: Vendor Active

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.

	-Enter Vendors		
<u>G</u> oto		Enter Vendors	Certified Vendor? Ves No
Actions	Vendor 010692 AMERICAN HERITAGE 1 Name/Address 2 Addresses 3 Classification	4 Attachments	Multiple checks to the same vendor within the same warrant -
5 Add Vendor	Seq# Description	Filename	all are attached
6 Add Address	661 Check Print Warrant 006630	APCK_EAST0360855.PDF	
7 Add Attachment	662 Check Print Warrant 006634 663 Check Print Warrant 006638	APCK_EAST0361044.PDF APCK_EAST0361308.PDF	
	665 Check Print Warrant 006671 666 Check Print Warrant 006671	APCK_EAST0362152.PDF	APCK EAST0362302.PDF
	667 Check Print Warrant 00667	7	APCK_EAST 0362303.PDF
	668 Check Print Warrant 00667	7	APCK_EAST0362304.PDF

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.

S

	JC] 205	8-Vendor	History - I	Disbursement Cł	necks						
				Ve	ndor History - [Disbursement	Checks				
Goto. Action	ns	Vendor# Name	<mark>018693</mark> AMERICAN H	HERITAGE	Local Ven 1099 Code Class	dor OYes ONo		8	Entered 24-Dec-2009 6 Changed 23-Ju1-2013 (DEVITT MANDILE	
	Beginning Date 1 Clear the Dates Ending Date										
	3 Purchase	e Orders		4 Vouchers	5 Disburs	sements					
Sel	Bank	Check#	Warrant	Check Date	Void Date	Check Type			Total Check	Paid I	Discount
	EAST	0362302	006677	19-Mar-2021		Printed			193,51	:	193.51
	EAST	0362303	006677	19-Mar-2021		Printed			66,00		66,00
	EAST	0362304	006677	19-Mar-2021		Printed			44.65		44.65
	AST 0362 AST 0362	150 006671 0 151 006671 0	8-Mar-2021 8-Mar-2021	Printe	ed ed	102.72	102.72 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 usersupplied and may be detached using the [Remove] button. To see this feature, available on several

[AUC] 2	066-Posted - Attachments				
Goto	Batch # LV10725 Voucher# 469809	Posted - Attachments		Closed THERESA	
Actions	Vendor 010549 01 ALBERT R. MASDN 145 SPRINGFIELD ST. CHICOPEE MA 01013-0000	Invoice# 18-Feb-2021 Inv Date 18-Feb-2021 Custome#/ Dept Code TONH Vou Date 16-Mar-2021 FY 2021 Due Date 16-Mar-2021 Terms DUR	Check Type Printed B Check # See Check History Separate Check History Hold Check Type P Pagment Voucher	ank EAST	
2 Details (1	1) 3 items 4 GL Details	5 Status History 6 Check Hist (1) 7 Changer	Q Attachment (2)	to Pay Vendor 56,58	
Seq# Descri	ption	Filename	Buttons		
1 Check	<pre>< Print Warrant 006677</pre>	APCK_EAST0362297_PDF			
2 A Use	er Supplied attachment	PLUTOInfo.txt		7 View	0 Email 8 Remove
		File Location D:IAUC_Development\admhome\Transfer	1PLUTOInfo.txt		
9 Add Attach	Entered 56,58 Liquida	Entry User: THERESA Entry Date: 01-Apr-2021 Entry Time: 16:59:20.58 Special Note:			
	Additional hov Special Not	ertext shows the Entry User, Entry e is "BURST", this is a system ge	/ Date, Entry Time, a nerated attachment	and any spe and cannot	cial notes. If the be removed.

screens in the Accounts Payable Module, go to the following screens.

8.1 #2059 Voucher In Progress Attachments Screen

Accounts ruyusic / Queries / View An Vouchers (Bins) / Sereet in riogress Voucher / [Accuentients	Accounts Payable 🕨 🛛	Queries 🕨 View Al	I Vouchers (Bills)	Select In-Progres	s Voucher 🕨	[Attachments]
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🛲 [AUC] 20	059-In Progress - Attachments		
Goto	Batch # REF16637 Voucher# 169570	In Progress - Attachments	Entry Began
Actions	Vendor 030114 01 MA 02019-0000	Invoice# REF 000140-00 MB 2021 168 Inv Date 19-Feb-2021 Customer# Dept. Code SCHOOL Vou Dept. 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
2 Details (1) 3 items 4 GL Details	5 Status History	Amount to Pay Vendor Q Attachment (1) 5,00

8.2 #2066 Posted Vouchers Attachments Screen

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

	66-Posted - Attachments									
Goto	Batch # LV10717 Voucher# 469686	Posted - Attachments	Closed							
Actions	Vendor 030109 01 W02NIAK LAW GROUP AS ATTORNEYS 3273 STATE ST 88460000 MITDLESEX NJ 08846-0000	Invoice# 11-Jan-2021 Imv Date 11-Jan-2021 Customer# Dept Code Dept Code Tokh Vou Date 08-Mar-2021 FY 2021 Due Date O8-Mar-2021 Terms DUR	Check Type Printed Bank EAST Check # See Check History Separate Check Hold Check Type P Payment Voucher							
NJ 08846-0000 Due Date 08-Man-2021 Terms DUR 2 Details (1) 3 tems 4 GL Details 5 Status History 6 Check Hist (2) 7 Chances Q Attachment (3) 769.10 Seq# Description Filename Buttons 9 9										

8.3 #2192 Add Attachments to Posted Batches

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

🛲 [AUC] 2192-A	dd Attachments to Poste	d Batches		
		Add Attachments to Posted Ba	atches	
Goto Actions	Batch 16586 Batch Owner CMANDILE Voucher Date 23-Sep-2020	77 BD Department FINANCE	Add Batch Closed	
Seq# Description		Filename	Buttons	1
1		AUC_Function_Table_01157019.csv	7 View 8 Email 9 Remove	
	Allachaast	File Location D:AUC_Developmentladmhome\TransferiOpenGov/AUC Entry User: THERESA Entry Date: 04-Nov-2020 Entry Time: 15:51:46.83 Special Note:	C_Function_Table_01152019.csv	
6 400				



8.4 #2081 Voucher Entry Screen Attachments

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



8.5 #2000 Enter Vendors Screen Attachments

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

🚥 [AUC] 2000	-Enter Vendors		
Goto		Enter Vendors	Certified Vendor? Yes No
Actions	Vendor 000044 BAYBANK NORFOLK COUNTY T	R	Date Certified
	1 Name/Address 2 Addresses 3 Classificat	4 Attachments 8 tems	9 User Defined
5 Add Vendor	Seg# Description	Filename	Buttons
6 Add Address	1 2020 1099-NEC	2020_1099NEC_1_000044_1215.pdf	V View Z Email
7 Add Attachment	File Location d:lauc_developme f	nt'admhome\auc_doc_mgmtlfmmod\2020\2020_109	9NEC_1_000044_1215.pd
	Entry User: 1 Entry Date: 1 Entry Time: Special Note	THERESA 5-Dec-2020 11:54:50.66 : BURST1099	
			Status: Vendor Active

8.6 #2044 View Vendors Attachments Screen

Accounts Payable Vendors View Vendors [4 Attachments]



8.7 #2054 Voucher Change Order Attachments Screen

Goto	Batch # 16650 Voucher# 469816	Change Order Attachments	Entry Begar
Actions	Vendor 000514 01 JUSTICE RESOURCE INSTITUTE 160 GOULD STREET, SUITE 300 ATTN: ACCTS REC NEEDHAM HEIGHTS MA 02494-2300	Invoice# CHANGED PRICE BY10 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 EPST Separate Check Hold Check Type P Pagent Voucher
2 Entry (2)	3 items 4 G	L Details 5 Status History Q Attachment (1)	Amount to Pay Vendo
eq# Description	ion	Filename	Buttons
eq# Descripti	on greement	Filename PLUTOInfo.txt File Location D:AUC_Developmentiadmhome\TransferiPLUTOInfo.txt	Buttons 7 View Attachment 8 Remove Attachment
eq# Descripti dues aj	on greement	Filename PLUTOInfo.txt File Location DRAUC_DevelopmentladmhomeiTransferiPLUTOInfo.txt Entry User: THERESA Entry Date: 12-Apr-2021 Entry Time: 15:33:22.34 Special Note:	Buttons 7 View Attachment 8 Remove Attachment

Accounts Payable Change Orders Entry

8.8 #2224 Warrant History Screen

	UC] 22	224-W	arrant His	story								-	٥	×
						,	Warrant	History						
Got Acti	to io <u>n</u> s		Warrant# Bank	006677 East	EASTERN	BANK FOR A/P		Check Date Posted Date	19-Mar-2021 19-Mar-2021	Warrant	Closed			
Seq# 1 2 3 4 5 6 7	Descripti Disburs Cash Re Check F Disburs Account Testing	ion sement equirem Registe sement sement t# on \ g new a	Approval L: ents Report r Report GL Posting Rep fouchers Pa attachment	ist (War t Report Ld Repor hoventex	rant) t	Filename AP_Marrant_THER AP_Cash_Read_TH AP_Check_Regist AP_Arrant_Post AP_Arrant_Post AP_Arcts_On_Mar FLUTOInFo.txt DiAUC_Development Entry User: T Entry User: T	ESA_00667 ERESA_006 er_2112_T to_GL_TH ing_THERE r_006677_ ntadmhom HERE SA B-Apr-20	7, PDF 677, PDF HERESA_0066 ERESA_00667, P THERESA_06677, P THERESA_, pd	77 .×n1 7.PDF F F	Buttons	8 Email	9 Rem	ove	
E						Special Note:							_	
		6 Add	Attachment											

Accounts Payable > Queries > Warrant History Screen

Figure 22 Warrant History screen also shows the additional hovertext

[ADM-AUC-SY-8171]

9 INTERFACES CREATE REFUND VOUCHERS



expanded legend on the error report.

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

Interfaces/Imports > Create Refund Vouchers

2876-Create Re	efund Vouchers [TRAINING] [MUPDEV5]	- 0	×
Goto Actions	Create Refund Vouchers		
	Press the Select File button to locate the file to be import Once a file has been selected the Run and View buttons will Press the View File button to view the contents of the file Press the Run button to process the selected file.	ted. become in focus. to be imported.	
4 View File	1 Select File BTREFUND71677,TXT	A file from a 3rd party vendor is selected; then the process is [2 Run]	
		TOF	UP

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.

2878-APELLIGERR.EEP Printed 24-May-2021 at 12:25:26 by MUPDEVS				Page 2	
	Re	fund Voucher Error Listi	ng [TRAINING]		
Fiscal Year: 2021					
Vendor	allocation	Account	InvoiceDate	Voucher Amount Error	
R-Ve	ndor will be created as one-time vendor :023XXREP	1 2 3	24-May-2021	70.00 A 70.00 70.00	
Vende	r will be created as one-time vendor :020BTREF	1 010-000-2641-0000-0000-000-0000-000 2 010-145-4160-0000-0000-000-2020-000 3 010-000-1270-0000-0000-000-2020-000	0-DEFERRED REV-BOAT EXCISE 24-May-2021 0-BOAT EXCISE-2020 0-BOAT EXCISE - 2020	-38.00 38.00 38.00	
endo	will be created as one-time vendor :021	1 Allocation code of	olumn added	100.00 A 100.00 100.00	
J-Ve	dor will be created as one-time vendor :02122REF	2. Errors are identif 3. Legend gives ins	tructions on how to fix:	37.50 A 37.50 37.50	
**** Total Vouchers	20	4. System displays	a pop up error message	1,009.63	
Error Legend:					
Error Code	Description/Action		Create Refund Vouchers	×	
Δ	Invalid Allocation Code. Check the allocation co	de eviete in Allocation Table			
3	 Ledgers -> Account Ministrance -> Allocation Codes If Allocation in Table, make sure code is active If Allocation not in Table, check code being used and create new allocation 		Errors Exist in Import File Make Corrections and Re		
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 specif valid. If the vendor number specified is corre the process to import.	ied for town refund amount is not ct, add the vendor to AUC and rerun		ОК	

Current users of the process will benefit immediately from this change. Contact <u>support@admins.com</u> 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 **VouTube** 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: <u>Contact Us | ADMINS, Inc.</u> and follow the instructions in the quick start guide. Then, use the link to access the <u>Videos | ADMINS, Inc.</u>

[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 • SY-170 System Administration Kit
- SYSTEM •