



ACCOUNTS PAYABLE

RELEASE NOTES

JUNE 2022

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

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1 ADDED BATCH NUMBER TO ERROR CHECK [Enhancement]

ADMINS added the User Batch number to the voucher error check by batch report. Now that error checking is done only at the batch level, this identifies the batch vouchers belonged to when checked.

Accounts Payable ▶ Enter Bills ▶ Batches ▶ [4 Check Batch

2085-FMREP:APVOUMULERR		Printed 12-May-2022	Page 1
		City of ADMINS	
		Voucher Error Check by Batch	
UserBatch 17050	Expected Amount	Entered Amount	Batch Errors:
	180.12	180.12	
Voucher#	Line	GLLine	Errors
482379			*** Invoice Number is blank - Go to voucher to fix *** Invoice Date is blank - Go to voucher to fix Warning: Voucher Date in FY 2023 Differs from Current FY 2022 *** P2131-Check Date on Voucher must be set for Non-Printed Checks *** P2151-PO Marked for Prevailing Wages. Certified Payroll documents not checked
Voucher#	Line	GLLine	Errors
482946			Warning: Voucher Date in FY 2023 Differs from Current FY 2022 Warning: P2129-Voucher Date cannot be less than Invoice Date

[ADM-AUC-AP-1111]

2 VIEW VENDORS [Enhancement]

As an added security feature only users that have access to maintain the vendor table have access to view 1099 forms. The Query Vendors screen does not allow the viewing of 1099 forms but there was some confusion on where to access 1099 forms, so we enhanced the message to remind **users with access** where to find the attachments.

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

1099 forms are only viewable from the Enter Vendors screen. Added this message on the View Vendors screen. Other attachments will be viewable.

Seq#	Description	Filename	Buttons
1	Check Print Warrant 006821	APCK_TID050022994.PDF	
2		taxdelinq.csv	W View
3	Check Print Warrant 006822	APCK_MELN0239516.PDF	
4	Check Print Warrant 006824	APCK_CIT20000029.PDF	
5	Check Print Warrant 006829	APCK_TID050023024.PDF	
6	2021 1099-G	View button only available on Enter Vendors screen	
8	Check Print Warrant 006834	APCK_TID050023109.PDF	
9	Check Print Warrant 006832	APCK_TID050023114.PDF	
10	Check Print Warrant 006841	APCK_EAST0372951.PDF	
11	Check Print Warrant 006845	APCK_EAST0372952.PDF	

ADMINS added a message to the 1099* attachments on the View Vendors ▶ Attachments screen to remind users that the 1099* attachments are only available in the “Enter Vendors” screen.

[ADM-AUC-AP-1166]



3 QUICK TASK SELECTOR [Enhancement]



ADMINS added task #2224 AP Disbursement Warrant History to the Quick Task selector button.

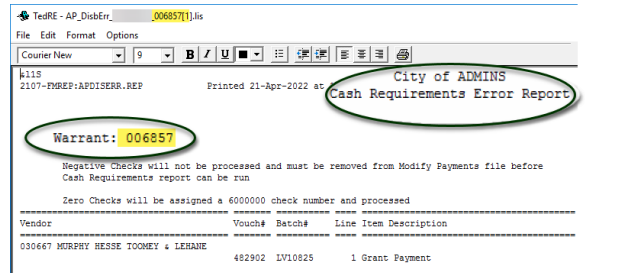
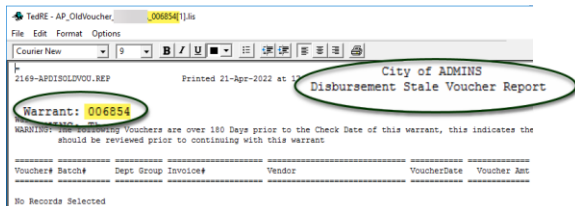
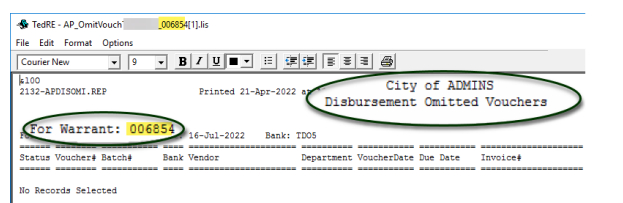
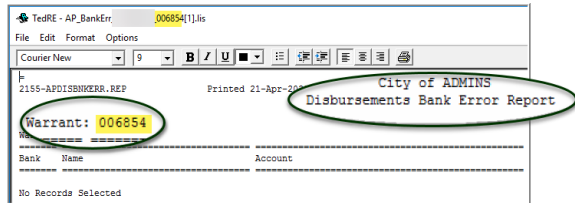
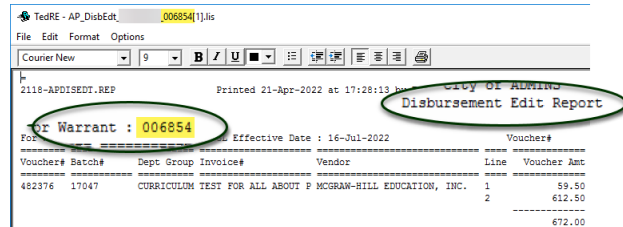
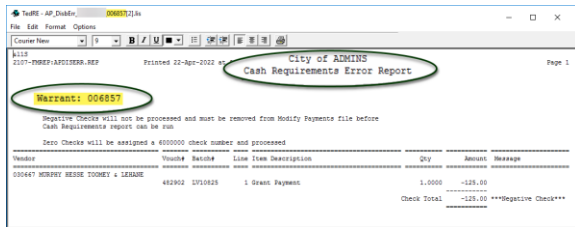
[ADM-AUC-SY-8258]

4 DISBURSEMENT WARRANT REPORTS

ADMINS suppresses the display of these reports when running a disbursement warrant if there are no records selected:

1. #2155 Disbursements Bank Error report
2. #2132 Disbursement Omitted Vouchers report
3. #2168 Disbursement Stale Voucher Report (Vouchers older than 180 days)

4.1 WARRANT # ADDED TO REPORTS [Enhancement]



Multiple Accounts Payable warrants can be in process at the same time. ADMINS added the warrant number to the face of the report to make it easy to match reports with each warrant.

[ADM-AUC-AP-1163]

5 VOID CHECKS [Document Enhanced]

ADMINS updated the [AP-250 Voiding Checks](#) document in the Help Reference Library. Sections on Name, address, and vendor # / remit # changes were added.



Accounts Payable ▶ Disbursements (Warrant) ▶ AP Void Check Processing

TAUCJ 2135-Edit Void Check File

Bank: 2531 EASTERN BRNK FOR A/P Check: 0372952 Check Date: 03-Mar-2022

Vendor: 030675 Remit: 01
MITT HOZNIAK, ATTORNEY AT LAW

3273 STATE ST
MIDDLESEX
NJ 08846-0000

Check Details
Amount: 75000.00
Type: P Printed
Status:
Warrant: 000000
Lines: 4 View Lines

Select Method below for Voiding Check

- Cancel check and replace with manual check
- Cancel check and vouchers
- Cancel check and reopen vouchers for later payment
- Tailing - Cancel check and replace with Manual Check

5.1 Name Or Address Changes

A change to an address or name can be needed for an issued check. To **update** either the Vendor NAME or ADDRESS **without changing** the Vendor# or Remit# on the Voucher, do one of the following:

5.1.1 Vendor Name

1. Go to **Accounts Payable ▶ Vendors ▶ Enter Vendors** screen to update the Vendor Name on the vendor# already used on the voucher(s).
2. Void the Check and Re-Open the voucher(s) (Option 3) (no change order needed).
3. Run the Disbursement process that will include re-opened voucher(s).

5.1.2 Remit Address Change

1. Go to **Accounts Payable ▶ Vendors ▶ Enter Vendors** screen to update the address on the vendor remit used on the voucher(s).
2. Run the void check process and replace with manual check (Option 1). The new address will print on the replacement check.

5.2 Vendor # Or Remit # Changes

If the wrong vendor number or remit number was used, do a voucher change order.

Accounts Payable ▶ Change Orders ▶ Entry

5.2.1 Use a Different Vendor# or Remit# on the Voucher

1. Void the check and re-open the voucher (Option 3).
2. Do a change order (**Accounts Payable ▶ Change Orders ▶ Entry**) on the voucher and change the Vendor# and/or remit#. Error check and post the change.
3. Create a new warrant and process the voucher(s) to create a new check.

[ADM-AUC-AP-1162]



6 CLEARING DATA FROM A FIELD [INFORMATION]

When removing data in a field use {Spacebar} | {Enter} to clear the field.

6.1 Example – Voiding a “No Check” or “Wire” in Accounts Payable

Users report being unable to remove data that exists on a screen. For example, processing a “No Check” or “Wire” in Accounts Payable stamps the cleared date on the record when it is disbursed. To void a “No Check”, or “Wire”, the “Cleared Date” for the transaction must be blank.

In the example, the “No Check” #4000693 is to be voided. Go to:

Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management – By Check Date

The screenshot shows the 'Bank Account Management' interface. At the top, it displays 'Bank: EAST' and 'Last Ck# 0329346'. Below this is a table of checks. A callout box points to the 'Cleared' column of the table, containing the text: 'The system has automatically supplied a cleared date. To erase the date, position the cursor in the field and press {Spacebar}|{Enter}'.

1 Check	2 Check Date	Type	Warrant Payable To	Amount	Status	Voided	Cleared	Detail
4000210	15-Nov-2018	No Chec	005831 AFL-CIO AFSCME LOCAL 747	20.00	Issued		22-Oct-2018	6 View Detail
4000211	15-Nov-2018	No Chec	005831 AFLAC- DIS/DENTAL GA	63.57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831 GREAT-NEST RETIREM SVC - HELLS	370.19	Issued		22-Oct-2018	
9001795	28-Sep-2018	Wire Tr	005830 TOWN OF BELL-GROUP INS CL T F	208.74	Issued		22-Oct-2018	
4000210	15-Nov-2018	No Chec	005831 AFL-CIO AFSCME LOCAL 747	20.00	Issued		22-Oct-2018	
4000211	15-Nov-2018	No Chec	005831 AFLAC- DIS/DENTAL GA	63.57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831 GREAT-NEST RETIREM SVC - HELLS	370.19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831 GREAT-NEST RETIREM SVC-HELLS	123.00	Issued		22-Oct-2018	6 View Detail
9001797	15-Nov-2018	Wire Tr	005831 MUTUAL OF OMAHA CO	13.50	Issued		22-Oct-2018	

While this example used the Accounts Payable Bank Account Management cleared date, this works on most fields throughout the AUC system.

[ADM-AUC-SY-8242]

7 REPORTS

ADMINS added a new report of Vendor Email Addresses.

7.1 #2619 VENDOR EMAIL ADDRESSES

Vendors can have up to four email addresses entered on the vendor screen: General, Purchase Order, ACH, and BID. These addresses are an option when processing Purchase Orders, Accounts Payable payments via ACH, and Bids, as well as making an email address available to contact the vendor for general inquiries.



Column Header	Description
Vendor#	The vendor number
Name	The vendor name
General-Delivery-Email	The email set up as a “General Delivery” email on the vendor record
PO-Email-Address	The email set on the vendor for emailing purchase orders
By-Email	The check box is required to be set to “Yes” to make POs available for emailing
ACH-Email	The email where ACH advices are sent for Accounts Payable payments on invoices
Bid-Email	The email where Bids are sent from the bid process

[ADM-AUC-AP-1167]

8 1099 YEAR END PROCESSING [Enhancements]

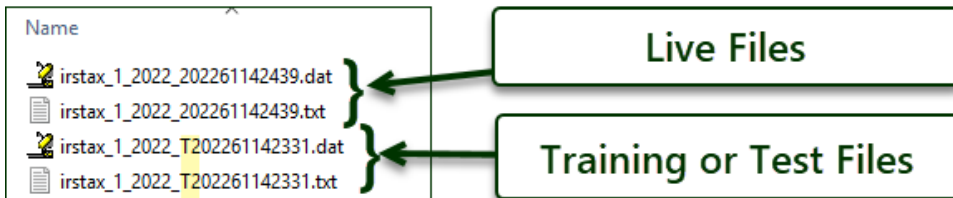
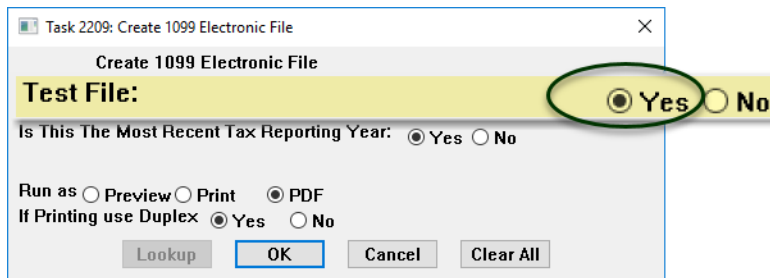
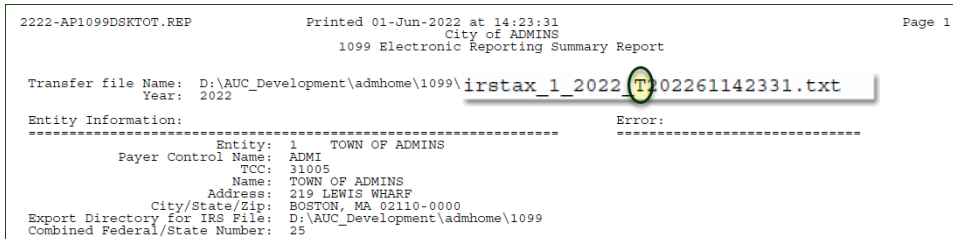
ADMINS added clarification to help delineate 1099 test & training output files and corrected attachments.

8.1 Training & Test Output Files Marked With a “T”

To distinguish files created from the LIVE account from those generated in the TRAINING area, ADMINS added a “T” to the output file name. The “T” will appear in the output file name if:

1. The process is run in the TRAINING area, or,
2. The “Yes” button is selected on the Test File prompt

This was necessary because the Entity table is frequently the same in Live and TRAINING, and the files created were all placed in the location defined in the Entity table.



[ADM-AUC-AP-1160]



8.2 1099 CORRECTIONS [ENHANCEMENT]

ADMINS added the word “correction” to the description and a “C” to the name on the corrected 1099* attachments. This distinguishes the corrected from the original at a glance. This works for the five 1099 forms – “1099-G” for Grant Payments, “1099-Int” for interest, “1099-Misc” for Miscellaneous, “1099-NEC” for Non-Employee compensation, and “1099-S” for Real Estate Transactions.

Seq#	Description	Filename
52	2021 1099-Misc	2021_1099MISC_1_024447_59.pdf
53	2021 1099-Int	2021_1099INT_1_024447_59.pdf
54	2021 1099-Misc Correction	2021_1099MISCC_1_024447_59.pdf
55	2021 1099-Int Correction	2021_1099INTC_1_024447_59.pdf

Figure 1 1099-Misc & 1099-Int Corrections

Seq#	Description	Filename
10	2021 1099-G	2021_1099G_1_030674_59.pdf
11	2021 1099-G Correction	2021_1099GC_1_030674_59.pdf

Figure 2 1099-G Correction

Seq#	Description	Filename
6	2021 1099-NEC	2021_1099NEC_1_030261_59.pdf
7	2021 1099-NEC Correction	2021_1099NECC_1_030261_59.pdf

Figure 3 1099-NEC Correction

Seq#	Description	Filename
3	2021 1099-S	2021_1099S_1_030275_59.pdf
4	2021 1099-S Correction	2021_1099SC_1_030275_59.pdf

Figure 4 1099-S Correction

[ADM-AUC-AP-1161]



9 SITE SPECIFIC ERROR CHECKS

ADMINS offers **Site Specific Error Checks** to provide points of customization. Set the checks to work with your business rules; the ones shown here are for illustration. There are three action code options for each error check, if the system detects an error:

- ⊙ **Warning** –the user will be notified via a report, but the process will be allowed to continue
- ⊙ **Hard Error** –the user will be notified via a report with the message prefixed by three asterisks, and the process will stop and require corrective action before continuing
- ⊙ **No Message** –no report is produced/no notification is made, and the process can continue

Prior to the software update, the screens were available only via the System menu. Now, to access the checks, from the menu select:

Accounts Payable ▶ Module Maintenance ▶ Accounts Payable Site-Specific Error Checks

The screenshot shows the 'Accounts Payable' menu on the left with 'Module Maintenance' selected, leading to 'Accounts Payable Site Specific Error Check'. The main window displays a table of error checks:

Code	Description
ABA	Vendor ABA Number Error Checks
AP	Accounts Payable Entry Error Checks
BANK	Vendor Bank Code Error Check
BANKACT	Vendor Bank Account Error Check
BATYPE	Vendor Bank Account Type Error Check
WIRCHK	Wire Vendor

Click on **[1 Goto Detail]** to display the Site-Specific Error check. There are six categories of error checking for Accounts Payable: ABA, AP, BANK, BANKACT, BATYPE, and WIRCHK. The sequences for each screen are shown below.

9.1.1 ACCOUNTS PAYABLE

Code	Seq	Description	Action Code
ABA		Vendor ABA Number Error Checks	
	1	ABA Number required for ACH Vendor	⊙ Warning ⊙ Hard Error ⊙ No Message
AP		Accounts Payable Entry Error Checks	
	1	Vendor on Hold	⊙ Warning ⊙ Hard Error ⊙ No Message
	2	Remit Address not AP	⊙ Warning ⊙ Hard Error ⊙ No Message
	3	Allow Voucher Terms different to Vendor	⊙ Warning ⊙ Hard Error ⊙ No Message
	5	Voucher Account Different to Item Acct	⊙ Warning ⊙ Hard Error ⊙ No Message
	6	1099 Vendor with no FID	⊙ Warning ⊙ Hard Error ⊙ No Message
	7	PO In Different Fiscal Year	⊙ Warning ⊙ Hard Error ⊙ No Message
	8	Allow Personal Services Accounts	⊙ Warning ⊙ Hard Error ⊙ No Message
	9	Wire Transfer to have Blank Check Date	⊙ Warning ⊙ Hard Error ⊙ No Message
	10	Allow No-Print Checks to have blank Date	⊙ Warning ⊙ Hard Error ⊙ No Message
	11	Allow Assets Account Types	⊙ Warning ⊙ Hard Error ⊙ No Message
	12	Allow Liability Account Types	⊙ Warning ⊙ Hard Error ⊙ No Message
	13	Allow Fund Equity Account Types	⊙ Warning ⊙ Hard Error ⊙ No Message
	14	Allow Expenditure Account Types	⊙ Warning ⊙ Hard Error ⊙ No Message
	15	Allow Revenue Account Types	⊙ Warning ⊙ Hard Error ⊙ No Message
	16	Allow Inv Date to differ from Vouch Date	⊙ Warning ⊙ Hard Error ⊙ No Message



Code	Seq	Description	Action Code
	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 type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
BANK		Vendor Bank Code Error Check	
	1	Bank Required for Wire Vendor	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
BANKACT		Vendor Bank Account Error Check	
	1	Bank Account required for Wire Vendor	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
BATYPE		Vendor Bank Account Type Error Check	
	1	Bank Account Type required on ACH Vendor	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
WIRCHK		Wire Vendor Error Check	
	1	Require Bank Information	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message

10 CONNECTICUT "REEMPLOY" PAYMENTS [Enhancement]

"In July 2022, the Connecticut Department of Labor (CTDOL) will transition to a modern unemployment insurance system, [ReEmployCT](#). It will vastly improve how employers and unemployment filers interact with the systems they need to do business, find forms and information, and submit documents to the agency."



<https://portal.ct.gov/-/media/DOLUI/ACHCreditFileFormatType56and7.pdf>

To comply with the requirement that for Connecticut "ReEmployCT" payments must be paid via ACH starting 07/0/2022, **ADMINS** added ACH Tax Payment type and fields to the Vendors screen.

Accounts Payable ▶ Vendors ▶ Enter Vendors

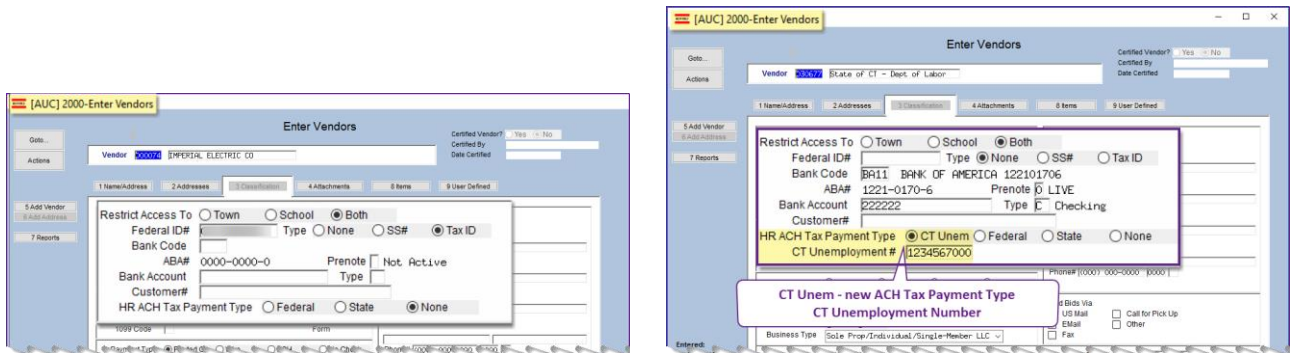


Figure 5 Before & After – the new fields for Tax Payment Type CT Unem and the CT Unemployment #



10.1 Set Up a CT Unemployment Vendor

Create or select the vendor and:

1. Select the HR ACH Tax Payment Type of “ CT Unem”
2. Enter the CT Unemployment #. This number must be ten digits. If your number is seven digits, add three zeroes to the end.
3. Enter the Bank Code and Bank Account provided from the State of CT – Department of Labor
4. Set prenote to “0” (LIVE)
5. Set the payment type to be “ACH”

Figure 6 Set up the CT Unemployment Vendor

10.2 Setup a CT Unemployment Voucher

1. Enter a voucher for the CT unemployment vendor
2. Enter an invoice date equal to the quarter ending date (ex: 03/31/2022)

Using the vendor 30677 as shown in Figure 5, the voucher will automatically be set as an ACH type check.

Expected	Entered	Balance
Price	4567,7000	4567,7000
Freight		
Other		
Totals	4567,70	4567,70

Voucher#	Vendor	Type	Total
482938	030677-01 State of CT - Dept of Labo	Payment Vouch	4567,70

Figure 7 The only voucher in the batch, and the only batch in the warrant for the first submission

ADMINS recommends that this payment be *the only payment in the warrant for the initial submission* so that the ACH file has only this tax payment.

