



Accounts Payable

Release Notes

June 2023

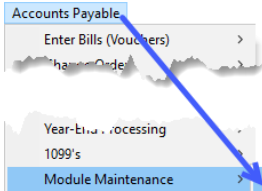
This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **ACCOUNTS PAYABLE** system.

CONTENTS

- 1 **VOUCHER BATCH NUMBERS [ENHANCEMENT]**2
- 2 **HOW TO QUICKLY DELETE VOUCHERS IN A BATCH [VIDEO]**.....3
- 3 **VENDOR CHANGES FIELD LOGGING [ENHANCEMENT]**.....3
- 4 **TAILINGS (UNCASHED CHECKS) WIRE OPTION [ENHANCEMENT]**5
- 5 **VOUCHER QUERY SCREEN [FIX]**6
- 6 **REPORTS [5 BY DISBURSEMENT]**7
 - 6.1 # 2693 Check History – Account Detail by Check Date [Enhancement].....7
- 7 **BANK TABLE FIELD LOGGING [ENHANCEMENT]**.....7
- 8 **HELP REFERENCE LIBRARY & ADMINS WEBSITE**.....8



1 Voucher Batch Numbers [Enhancement]



Now the assignment of batch numbers will depend on the value of module control #2015. While some sites allow users to assign batch numbers when creating a voucher batch (e.g., if a site incorporates alpha characters in their voucher batch numbers), others prefer that the system assigns all voucher batch numbers.

Accounts Payable ▶ Module Maintenance ▶ Accounts Payable Module Control ▶ Sequence # 2105

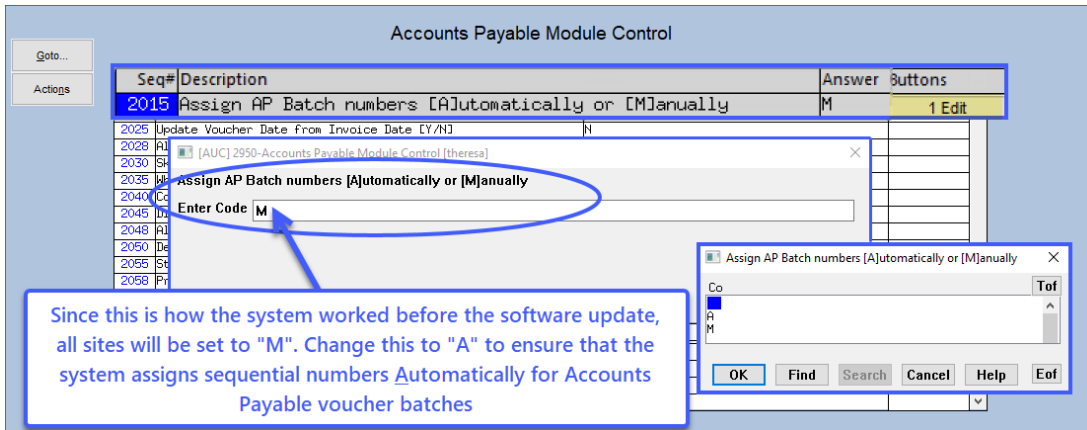
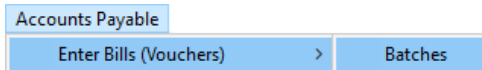


Figure 1 Setting the value of module control sequence # 2015

Accounts Payable ▶ Enter Bills (Vouchers ▶ Batches ▶ [1 Add New Batch])



When module control sequence # 2015 is set to “M”, creating a new batch will look like this:

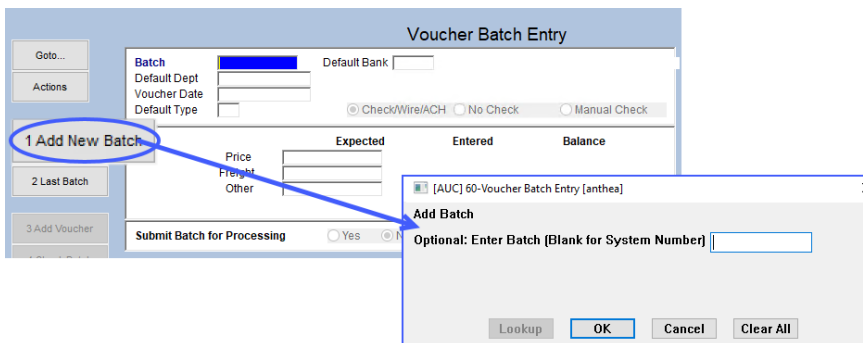
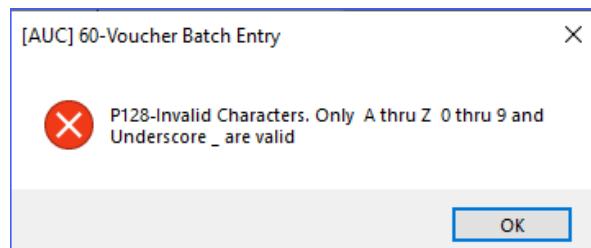


Figure 2 Before and if Module Control #2015 is set to “M”, users creating a voucher batch will see the above prompt

If entering a batch number, characters A through Z, 0 through 9, and the underscore are valid. Any other characters will cause an error and the system will display this popup:

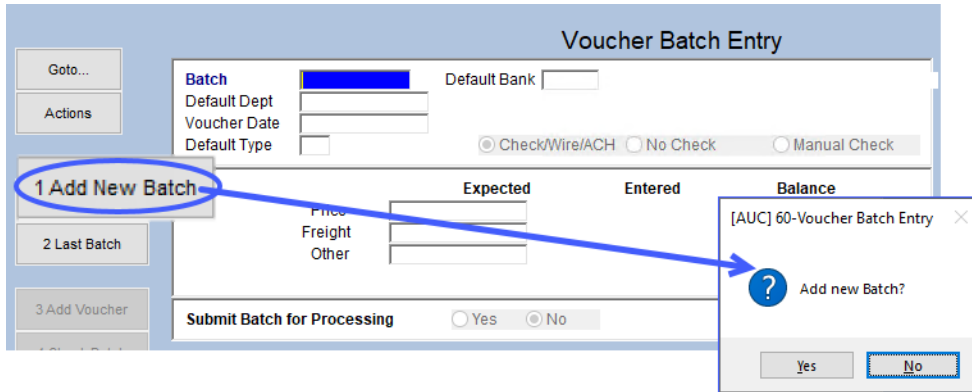
If the user leaves the optional batch number prompt blank, the system will assign the next sequential number to the batch.





Accounts Payable ▶ Enter Bills (Vouchers ▶ Batches ▶ [Add Batch])

When module control sequence # 2015 is set to "A", creating a new batch will look like this:



The popup requires clicking on [Yes] or [No].

[No] – will cancel the add batch

[Yes] – will create a new batch using the system assigned Batch#. Proceed as usual with the voucher batch.

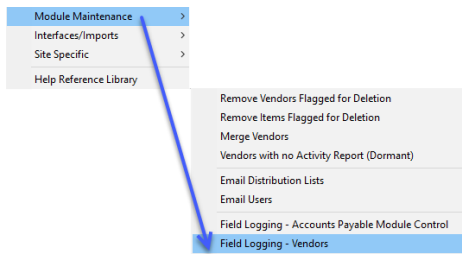
[ADM-AUC-AP-1206]

2 How to Quickly Delete Vouchers in a Batch [Video]

A batch cannot be deleted if it has vouchers contained therein. Sometimes, a batch number is used incorrectly, or a duplicate batch is created, and the vouchers must be deleted. ADMINS created a video to demonstrate [How to Delete Vouchers in a Batch](#).

[ADM-AUC-DEMO-50]

3 Vendor Changes Field Logging [Enhancement]



ADMINS added field logging to the Enter Vendors screen. This means that when changes are made to a vendor record, there is an audit trail. To access the information, from the menu, select:

Accounts Payable ▶ Module Maintenance ▶ Field Logging – Vendors

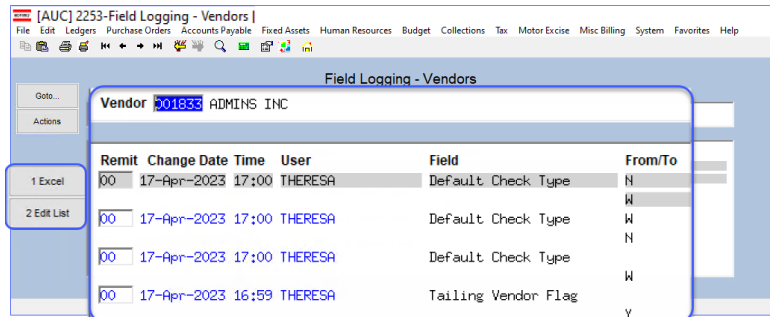


Figure 3 The Field Logging – Vendors screen shows who, when, and what was changed

The changes made on the Enter Vendors screen will all be logged and available on this Field Logging screen. That includes all changes to all the tabs with the exception that **changes are not logged for the attachments tab**. This will help answer questions users may have about who changed vendor information.

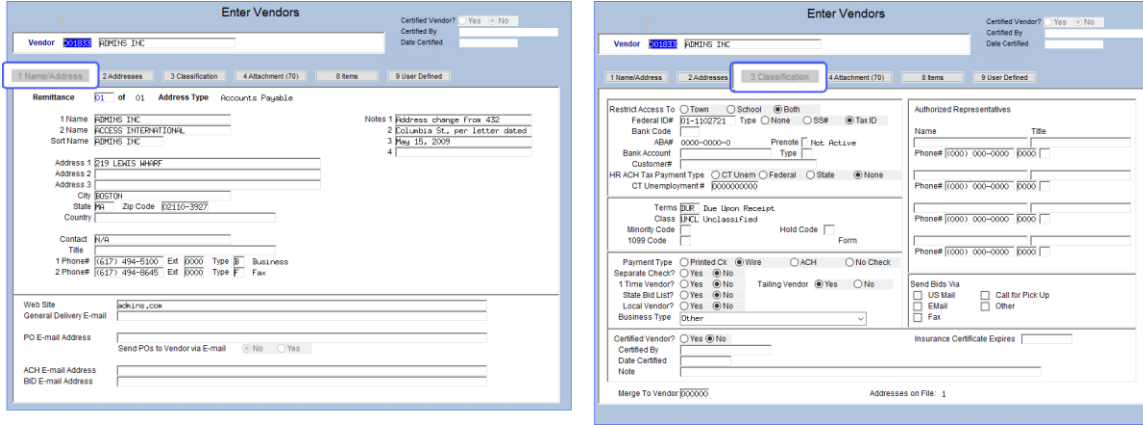


Figure 4 Changes made on the above screens will be logged

1 Excel	2 Edit List	Remit	Change Date	Time	User	Field	From/To
		00	17-Apr-2023	17:00	THERESA	Default Check Type	N W
		00	17-Apr-2023	17:00	THERESA	Default Check Type	W N
		00	17-Apr-2023	17:00	THERESA	Default Check Type	W N
		00	17-Apr-2023	16:59	THERESA	Tailing Vendor Flag	W Y
		01	01-May-2023	16:33	THERESA	Second Name	Y ACCESS INTERNATIONAL

There are two buttons on the left side of the Field Logging screen. The [1 Excel] button will display an Excel report of the currently selected vendor field changes.

	B	C	D	E	F	G	H	I
1	Name	Remit	Change-Date	Time	User	Field	Old	New
2	ADMINS INC	00	17-Apr-2023	17:00	THERESA	Default Check Type	N	W
3	ADMINS INC	00	17-Apr-2023	17:00	THERESA	Default Check Type	W	N
4	ADMINS INC	00	17-Apr-2023	17:00	THERESA	Default Check Type	W	N
5	ADMINS INC	00	17-Apr-2023	16:59	THERESA	Tailing Vendor Flag	W	Y
6	ADMINS INC	01	01-May-2023	16:33	THERESA	Second Name	Y	ACCESS INTERNATIONAL

Task 2254: Field Logging Report - Vendors

Field Logging Report - Vendors

Optional: Enter up to 9 Vendor#'s Edit 0 values:

Optional: Enter Date Range From: To:

Optional: Restrict to this User

Sort: Vendor# Change User Change Date

Run as PDF Excel

There is also an Edit List available from the Field Logging screen. Run the [2 Edit List] as PDF or Excel, and optionally filter the edit list by specifying up to nine vendor numbers, providing a date range, or restricting the edit list to a single user. Sort the edit list by Vendor Number, Change User, or Change Date.

2254-APPORVENPLG.REP

Town of Admins
Field Logging Report - Vendors

Page 1

Vendor Name	Remit	Change Date	Time	User	Field	Value
001833 ADMINS INC	00	17-Apr-2023	17:00	THERESA	Default Check Type	Old: N New: W
001833 ADMINS INC	00	17-Apr-2023	17:00	THERESA	Default Check Type	Old: W New: N
001833 ADMINS INC	00	17-Apr-2023	17:00	THERESA	Default Check Type	Old: W New: N
001833 ADMINS INC	00	17-Apr-2023	16:59	THERESA	Tailing Vendor Flag	Old: W New: Y
001833 ADMINS INC	01	01-May-2023	16:33	THERESA	Second Name	Old: Y New: ACCESS INTERNATIONAL

Selection Legend:

Count: 5
Sorted: Vendor, Remit, Change Date/Desc
Vendor: 01833

Figure 5 Edit List shows vendor number, name, change date & time, change user, field, and "old" & "new" values

[ADM-AUC-AP-1202]



4 Tailings (Uncashed Checks) Wire Option [Enhancement]

Definition of Tailings: "Unclaimed municipal funds, or a repository, referred to as a "tailings account," for the retention, until eventual disposition, of unclaimed funds in the custody of a municipality. Tailings might include unclaimed tax refunds, vendor payments yet to clear, overages on the community's commitment, etc. (MGL Ch. 200A)."

For uncashed vendor checks, **AUC** void processing has a method for recovering the unclaimed funds, described in "**AP-280 Unclaimed Property – Tailings**" in the Help Reference Library. Before the software update, tailings could only be handled with a manual paper check. Now tailings may be done using a **Wire** option, eliminating the need to print the checks.



If uploading a file of checks to be voided for tailings, be certain that there are no voids currently in progress. If there are, first complete any voids in progress before uploading a spreadsheet of checks to be voided.

Task 2198: Upload Checks from Spreadsheet

Upload Checks from Spreadsheet

Required: Enter Bank Code: EAST BANK OF AMERICA

Required: Enter Import File Path and Name [ex: FMLIS:FILENAME.CSV]: D:\AUC_DEVELOPMENT\ADMHOME\FILESTOTEST\UPLOADS\API\UPLOADTAILINGS.CSV

Optional: Default Voided On Date [mmddyyyy]: 12312022

Optional: Default Void Check Method: Manual Replace Cancel Vouchers Reopen Voids Tailing-Manual Replace

Buttons: Lookup, OK, Cancel, Clear All

The upload process produces a report of warning messages. When doing tailings, these errors are warnings, and the process will continue.

1. The vendor # and remit # should be entered before the void date.
2. The Void Date may be in a different fiscal year as the original issue.
3. Frequently, the void is processed more than 200 days after the original issue date.

2189-APVOIDCHKWARN.REP Town of Admins Page 1
Void Check Warning Report

```

***** THE FOLLOWING CHECKS WERE SELECTED IN VOID *****
Check  Check Date  Warrant  Vendor
-----
0375473 05-Jan-2022 000000  FIDELITY SECURITY LIFE INS CO
0375474 05-Jan-2022 000000  GREAT-WEST RETIREM SVC - WELLS
0375475 05-Jan-2022 000000  GREAT-WEST RETIREM SVC - WELLS
0375476 05-Jan-2022 000000  GREAT-WEST RETIREM SVC - WELLS
  
```

Warning Message

Enter Change to Vendor# and Remit# before Void Date
 Void Date is different FY than Check
 Void Date more than 200 Days after Check Date

Void Date is different FY than Check
 Void Date more than 200 Days after Check Date

255.00 Enter Change to Vendor# and Remit# before Void Date
 Void Date is different FY than Check
 Void Date more than 200 Days after Check Date

Selection Legend:

Select Bank : EAST
 Select Check# : 0375473 to 0375482
 Default Void Date: 12312022
 Default Method: 2



Check Type – this will be set from the vendor as a default but can be changed.

If the vendor is set to No Check and a manual check is desired, select Manual.

If the vendor is set to Manual and a no check is desired, select No Chk.

Manual will issue a manual check during the void process.

Wire will assign check# but no physical check will be issued.

No Chk will assign check# but no physical check will be issued.

** Note –ACH is not an option because the Void process does not currently build ACH files. If the vendor default is ACH, it will default to a Manual Check, but can be set to Wire/No Check if preferred.

Once the tailing process is complete, use the Treasury Receipts module to create a transaction to receive the monies. If no Treasury receipt is available, use a Journal Entry to book the receipt of the monies.

[ADM-AUC-AP-840]

5 Voucher Query Screen [Fix]

Before the software update, the vendor lookup on the view vouchers inquiry screen showed only cancelled or inactive vendors. This was corrected and the lookup now shows the Active vendors. To access the screen, from the menu, select:

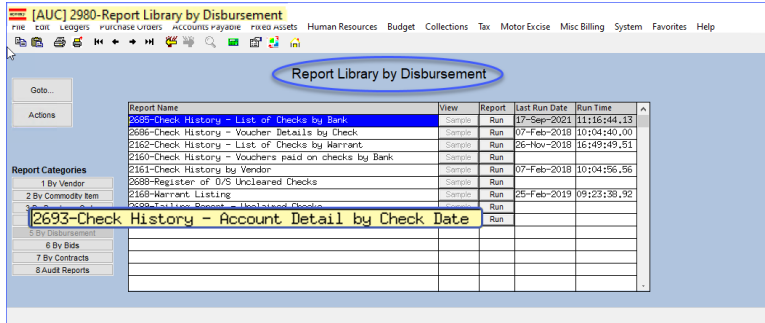
Accounts Payable ▶ Queries ▶ View All Vouchers (Bills)

Figure 6 View all Vouchers Query Screen – before and after

[ADM-AUC-AP-1209]



6 Reports [5 By Disbursement]



A site asked that ADMINIS provide a report of Vendor Name, Check Date, Check Number, Check Amount, Invoice Number, and any memo on the line to assist in Medicaid Cost Reporting.

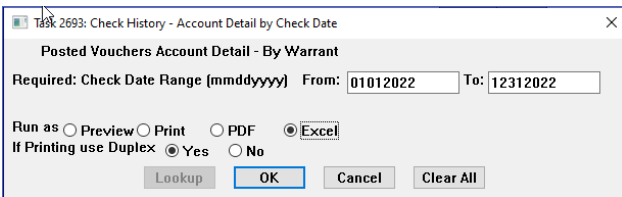


ADMINIS added a new report #2693 Check History – Account Detail by Checkdate.

6.1 # 2693 Check History – Account Detail by Check Date [Enhancement]

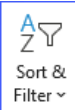
The new report is available from the menu by selecting:

Accounts Payable ▶ Reports ▶ Report Library ▶ [5 By Disbursement]

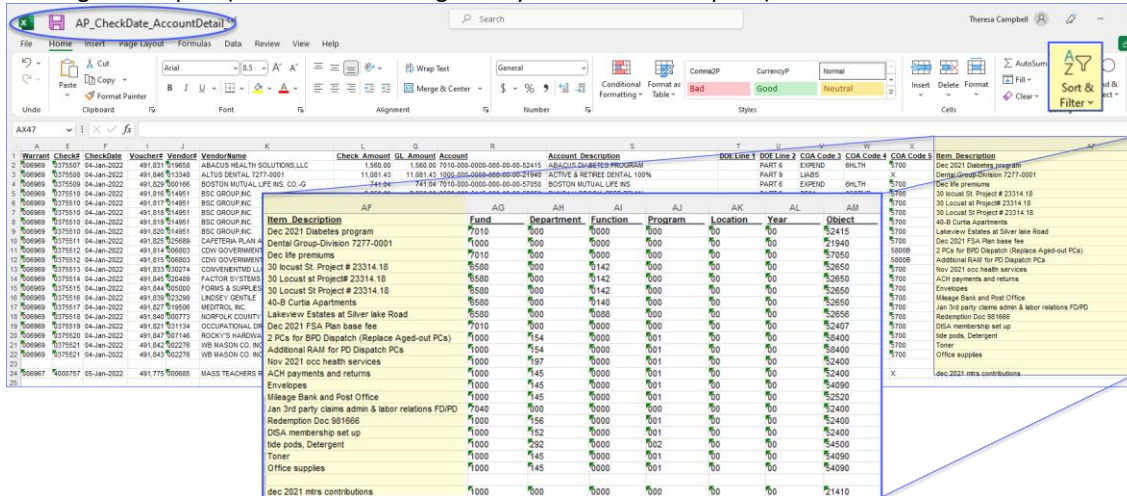


Enter the required Check Date Range and select “Run as” Excel. Column AF shows the Item Description.

Use the Excel filter capability to limit the report by Fund, Object, or any other account element. The report includes the user-defined fields which can be used for



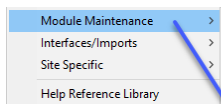
filtering the output. (Excel offers filtering on any column in the report.)



For assistance, see the [Microsoft instructions on using Auto Filter in Excel](#).

[MBE-SUP-SAPLAUC-1236]

7 Bank Table Field Logging [Enhancement]



ADMINIS added field logging to the bank table. This means that when changes are made to the bank table, they are tracked and reportable. To access the field logging table, from the menu, select:



Module Maintenance ▶ Field logging – Bank Table

Field Logging - Bank Table				
Goto...				
Actions Bank 0001 HR DIRECT DEPOSIT				
Change Date	Time	User	Field	From/To
22-May-2023	17:26	THERESA	Address 1	1 ROCK ROAD
22-May-2023	17:26	THERESA	Numerator ABA Number	1234
22-May-2023	17:26	THERESA	Denominator ABA#	5675
22-May-2023	17:26	THERESA	ABA#	2115-7483-3 1234-5678-0

The table will show the Change Date and Time, the Field that was Changed, the username of the person making the change, and the “From” (before) and “To” (after) values. The Edit List can be run as PDF or Excel.



Note: The screen is sorted by date, with the most recent date at the top. Within each date, the sort is in ascending order by time (so if a change was made in the morning, and another in the afternoon, the change made in the morning will appear first on the screen.)

2542-SYBANKFLG.REP Printed 22-May-2023 at 17:28:36 by THERESA Page 1

Town of Admins
Field Logging Report - Bank Table

Bank	Name	Change Date	Time	User	Field	Value
0001	HR DIRECT DEPOSIT	22-May-2023	17:26	THERESA	ABA#	Old: 2115-7483-3 New: 1234-5678-0
0001	HR DIRECT DEPOSIT	22-May-2023	17:26	THERESA	Denominator ABA#	Old: New: 5675
0001	HR DIRECT DEPOSIT	22-May-2023	17:26	THERESA	Numerator ABA Number	Old: New: 1234
0001	HR DIRECT DEPOSIT	22-May-2023	17:26	THERESA	Address 1	Old: New: 1 ROCK ROAD

Figure 7 Bank Table Field Logging Edit List showing “old” (before) and “new” (after) values

[ADM-AUC-SY-8286]

8 Help Reference Library & ADMINS Website

The following new content was added to ADMINS.com.

- [How to Transfer a Voucher Batch](#)
- [How to Delete Vouchers In a Batch](#)

[New]
[New]