



# Accounts Payable

## Release Notes

June 2024

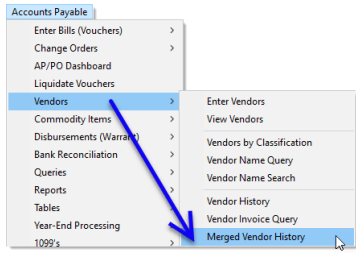
This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **ACCOUNTS PAYABLE** system.

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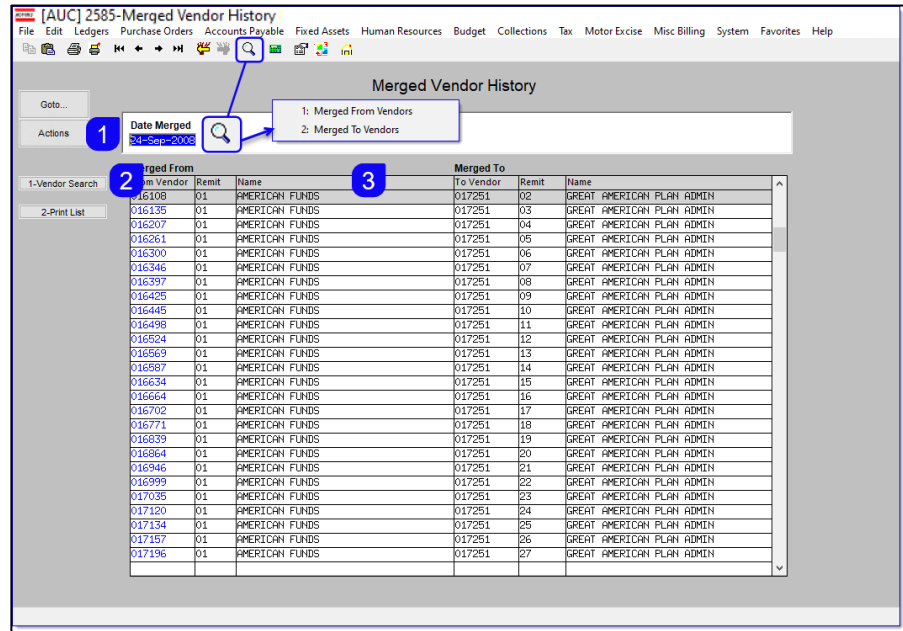


# 1 Merged Vendor History Query [Enhancement]



The merged vendor history query screen has been enhanced to make it easier to read and navigate.

1. You can now search by the **“From Vendor”** and the **“To Vendor”** number when you look up on the Vendor Number.



2. Changed the button description for easier navigation – now the button label will toggle between **“Vendor Search”** and **“Date Changed”**.

3. The column labels clearly differentiate between the **“From Vendor”** and the **“To Vendor”**. The **“To Vendor”** is the current vendor where all the data is merged.

[ADM-AUC-PO-650]

## 2 Disbursements – Why is a Negative Check in the Check Run?

When the Vendor # and the Vendor Remit # match and no vouchers have the separate checkbox checked, vouchers are merged into one check. Negative checks result when the vendor's credits exceed the payments for that vendor and remit. There are three situations that could result in a negative check after the disbursement check run.

### 2.1 Same Vendor #, Different Remit #

When the Vendor# matches but the Vendor Remit# does not, they are not merged and the voucher that has a different Remit# will go on a separate check, because the Remit# might indicate a different address where the check should be mailed to.

If there are any credit vouchers that exceed the payment amount for a vendor, then a negative check results.



Q118-APDISSED.T.REP Printed 05-Jun-2024 at 11:44:53 by ANTHEA Town of Admins Disbursement Edit Report Page 1

For Warrant : 007403 GL Effective Date : 05-Jun-2024 Vendor Sort Name

Voucher#	Batch#	Dept Group	Invoice#	Vendor	Line	Voucher Amt	Net Amt	Bank	CheckTyp	Check#	Check Date	SepChk?	HldChk?
523742	18569	SCHMAINT	ASDFASDFDSAF	028804-01 NEXT GEN SUPPLY	1	2,491.20	2,491.20	EAST	Printed		05-Jun-2024		
					2	1,815.00	1,815.00	EAST	Printed		05-Jun-2024		
					3	1,077.00	1,077.00	EAST	Printed		05-Jun-2024		

Check the Disbursement Edit Report issued when the Collect Vouchers step is run. This report displays the Vendor # and the Remit # so it can be checked.

## 2.2 Separate Checkbox Checked

One or more vouchers for the vendor has the “**separate checkbox**” checked. While all the vouchers have the same Vendor# and Remit#, any voucher with the separate checkbox  checked will be issued a separate check.

By creating a separate check for that voucher, it could cause either the combined check to be negative or the separate check to be negative if the payment amount is not greater than the credit amount.

Review the Disbursement Edit Report that is generated when the Collect Vouchers step is executed. This report shows the Vendor# and the Remit# for verification purposes.

Q118-APDISSED.T.REP Printed 05-Jun-2024 at 11:44:53 by ANTHEA Town of Admins Disbursement Edit Report Page 1

For Warrant : 007403 GL Effective Date : 05-Jun-2024 Vendor Sort Name

Voucher#	Batch#	Dept Group	Invoice#	Vendor	Line	Voucher Amt	Net Amt	Bank	CheckTyp	Check#	Check Date	SepChk?	HldChk?
523742	18569	SCHMAINT	ASDFASDFDSAF	028804-01 NEXT GEN SUPPLY	1	2,491.20	2,491.20	EAST	Printed		05-Jun-2024		
					2	1,815.00	1,815.00	EAST	Printed		05-Jun-2024		
					3	1,077.00	1,077.00	EAST	Printed		05-Jun-2024		

## 2.3 Site Issues Single Page Checks with a Vouchers Per Check Limit



Sites with checks that only print one page have a design limit on how many vouchers will fit on each page. When the system combines Vouchers by Vendor # and Remit #, it does so in the order of entry. Enter the payments vouchers first, enter credit vouchers as needed once you have entered sufficient payments to cover the credit. This will help avoid negative checks.

### Accounts Payable ▶ Module Maintenance ▶ AP Check Form Maintenance

[AUC] 2940-Accounts Payable Check Form Maintenance [theresa]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Accounts Payable Check Form Maintenance

Seq#	Description	Answer	Button
2100	No of Lines on a Check [33]	20	Edit
2102	AP Check Stock (Blank or Pre-printed)	B	
2103	Total # Item Description Lines to Display on Check	33	
2108	Number of Lines for Non-Check File Copy [1-50]	33	
2109	Print Multiple Pages per Non-Check File Copies [Y/N]	Y	
2120	AP Check: Name of Community	Town of Admins	



### 2.3.1 # 2273 Vendors with Multiple Checks for Disbursement

To help sites that issue single page checks determine why a negative check was calculated, a new report has been added to the Cash Requirements step in the Disbursement process that identifies vendors with multiple checks/multiple vouchers per check.

This example shows a single page check that allows up to 20 lines per check.

It will combine all Vouchers *in the order they were entered* into the system and issue a check when the limit of lines on a single check is reached.

The first check issued to this vendor pays the vendor.

However the second check results in a negative check as the credit amount exceeds the payments to the vendor.

2273-APDISVENCHKCNT.REP Printed 11-Jun-2024 at 13:44:10 by THERESA Town of Admins  
Vendors with Multiple Checks for Disbursement Page 1

Review this report for negative checks. Vouchers are combined into a check in voucher/line order. Remove vouchers and reenter as needed to create a positive check or remove the credit voucher(s) and collect them on a future warrant.

For Warrant: 007405 Check Date: 11-Jun-2024 Bank: EAST

CheckSeq	Vendor	Remit	Vendor Name	Voucher	Line	User	Batch	Invoice#	InvoiceDate	Amount
3	006803	01	CDM GOVERNMENT INC	523872	1	18584			09-May-2024	996.91
				523875	1	18584			09-May-2024	500.00
				523876	1	18584			09-May-2024	100.00
				523876	2	18584			09-May-2024	200.00
				523876	3	18584			09-May-2024	300.00
				523876	4	18584			09-May-2024	400.00
				523876	5	18584			09-May-2024	4000.00
									09-May-2024	-500.00
									09-May-2024	-1500.00
									09-May-2024	320.00
									09-May-2024	800.00
									09-May-2024	1500.00
									09-May-2024	200.00
									09-May-2024	80.00
									09-May-2024	500.00
									09-May-2024	450.00
									09-May-2024	1400.00
									09-May-2024	2300.00
									09-May-2024	250.00
									09-May-2024	1000.00
										13,486.91
4	006803	01	CDM GOVERNMENT INC	523879	2	18584			09-May-2024	1000.00
				523879	3	18584			09-May-2024	800.00
				523879	4	18584			09-May-2024	800.00
				523879	5	18584			09-May-2024	1200.00
				523879	6	18584			09-May-2024	900.00
				523879	7	18584			09-May-2024	1100.00
				523879	8	18584			09-May-2024	1200.00
				523879	9	18584			09-May-2024	1000.00
				523879	10	18584			09-May-2024	1000.00
				523880	1	18584			09-May-2024	-20000.00
				523881	1	18585			10-May-2024	-5500.00
										-16,500.00

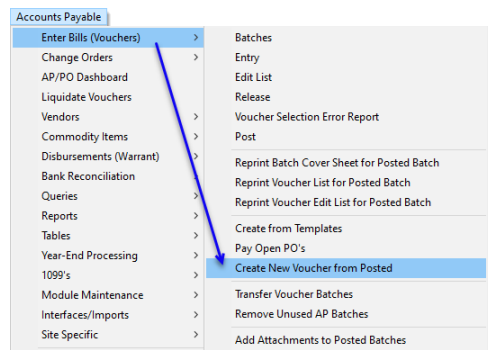
There are four credit vouchers for this vendor, for a total of \$27,500. Enter payments first, then the credit vouchers to avoid producing a negative check.

If there are not enough payments to cover the credit amounts, remove the vouchers using the modify payment file step so that they may be collected on a future warrant.

To fix this either:

- remove the credit from this disbursement run via the modify payment file step by unchecking the vouchers, **or**
- liquidate the vouchers and use the "Create New Vouchers from Posted" feature to cover the amount of the credit.

First do the payment vouchers that have enough \$\$ to cover the credit amounts, then enter the credit vouchers.



[ADM-AUC-AP-1240]



### 3 Void Check Entry displays Vouchers on Check [Enhancement]

The Void Check Entry has been enhanced to display the list of vouchers that were combined together on the check to be voided.

**Edit Void Check File**

Bank: **EAST WEBSTER BANK**      Check: **0394524**      Check Date: **13-Sep-2023**

---

Vendor: **018849 Remit 02**  
RICOH USA, INC.  
PO BOX 827577  
PHILADELPHIA  
PA 19182-7577

Check Details  
Amount: 204.82  
Type: P Printed  
Status:  
Warrant: 000000  
Lines: **4 View Lines**

Before this update, clicking on the **[4 View Lines]** button in the Void check entry screen would list vouchers for this check.

#### Before – The voucher information was available only from the View Lines button

Voucher#	Line	Date	Dept Group	Invoice#	Inv Date	Amount	Discount	PO#
523774	1	23-Feb-2024	SPED	111	23-Feb-2024	87.25		200966
523775	1	23-Feb-2024	SPED	222	23-Feb-2024	43.63		200966
523776	1	23-Feb-2024	SPED	333	23-Feb-2024	174.50		200966
523777	1	23-Feb-2024	SPED	444	23-Feb-2024	43.62		200966

A list of all vouchers associated with this check will be listed in the lower portion of the screen.

1. The number of vouchers associated with this check will be listed
2. List of associated vouchers. If there are more than ten vouchers the **[Next]** and **[Prev]** buttons will be available for scrolling through the list.

After The number of vouchers is shown, and a list of voucher appears in the lower portion of the screen.

VoidChk\_VoucherList.xml - Excel

Voucher	Line	PO#	Line	UserBatch	Invoice#	Invoice Date	1099	Line Gross	Line Net	Paid To Vendor
523774	1	200966	1	18573	111	23-Feb-2024		87.25	87.25	87.25
523775	1	200966	1	18573	222	23-Feb-2024		43.63	43.63	43.63
523776	1	200966	1	18573	333	23-Feb-2024		174.50	174.50	174.50
523777	1	200966	1	18573	444	23-Feb-2024		43.62	43.62	43.62
<b>Total Check Amount</b>								<b>349.00</b>	<b>349.00</b>	<b>349.00</b>

3. The **[4 Voucher List]** button will produce an Excel report of all vouchers paid with this check

[ADM-AUC-AP-1210]

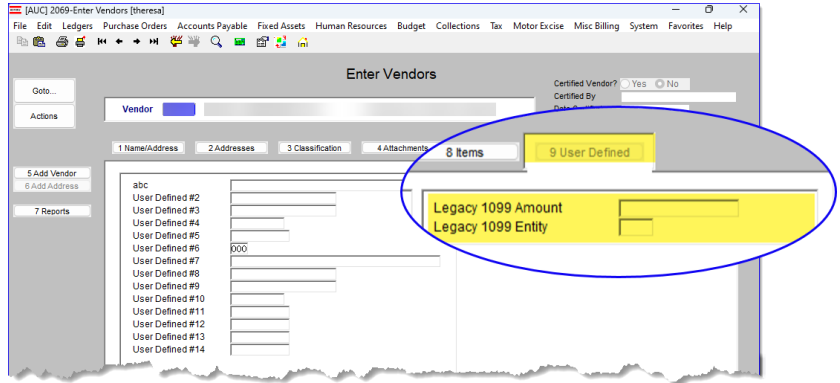


## 4 Report of Legacy Amounts on 1099 Forms [Enhancement]

This is a *notice of legacy amounts* reported by the Year End 1099 process. Amounts paid to vendors outside the AUC system can be included as Legacy amounts on the Vendor record. To enter a Legacy amount, from the menu, go to:

**Accounts Payable ▶ Enter Vendors ▶ [9\_User\_Defined]**

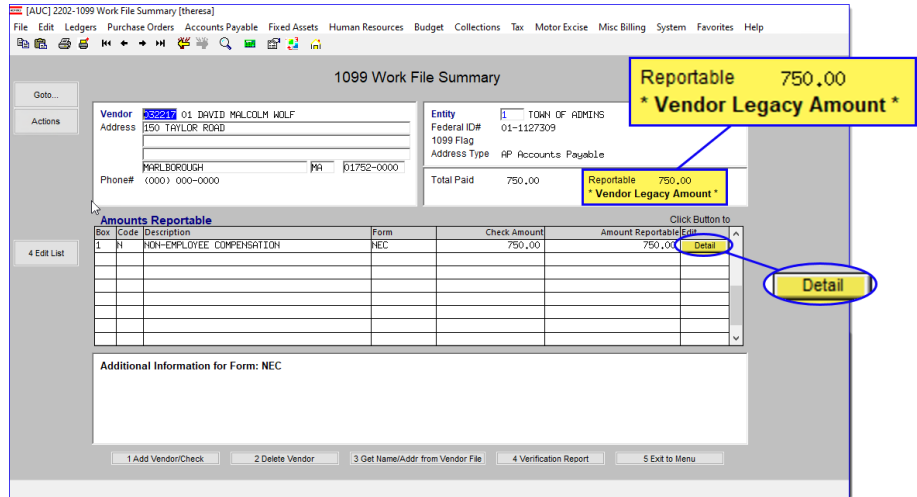
To enter a Legacy amount, the vendor must be a 1099 Vendor. Enter the dollar amount and the entity (sites with a single entity will have the Legacy 1099 Entity automatically populated with the entity).



### 4.1 Edit 1099 Work File Summary Screen Notation

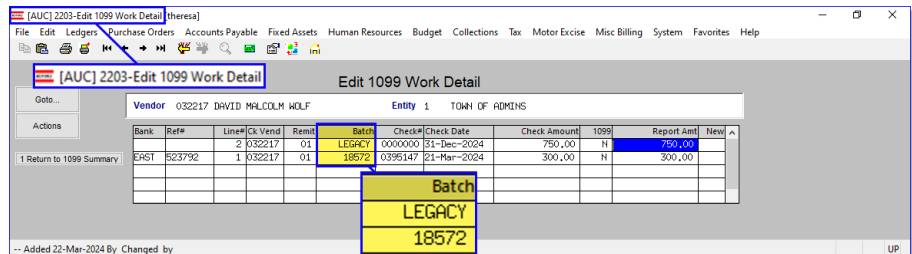
When the 1099 Work File is built, the legacy amounts are included (*legacy amounts plus AUC amounts must meet or exceed the minimum dollar amount criteria to generate a 1099*).

Any Vendors with Legacy Amounts will be identified on the screen. To see the details of the payments that comprise the total, click on the **[Detail]** button.



### 4.2 Edit 1099 Work File Detail Screen Shows the Breakdown of Payments

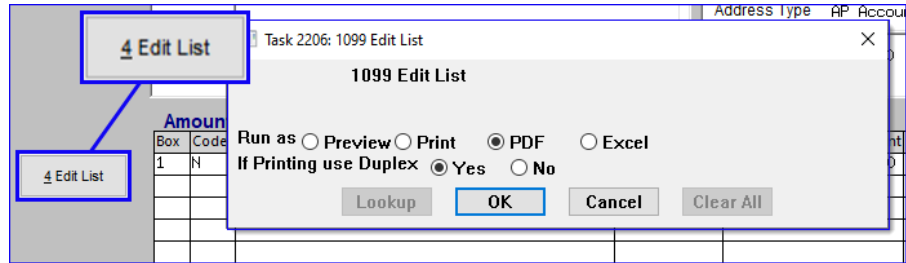
Vendor payment amounts are shown on the detail screen. In the Batch column, the amounts are identified either as **"LEGACY"** or a batch number (**18572**) is shown for the payments made via AUC Vouchers.





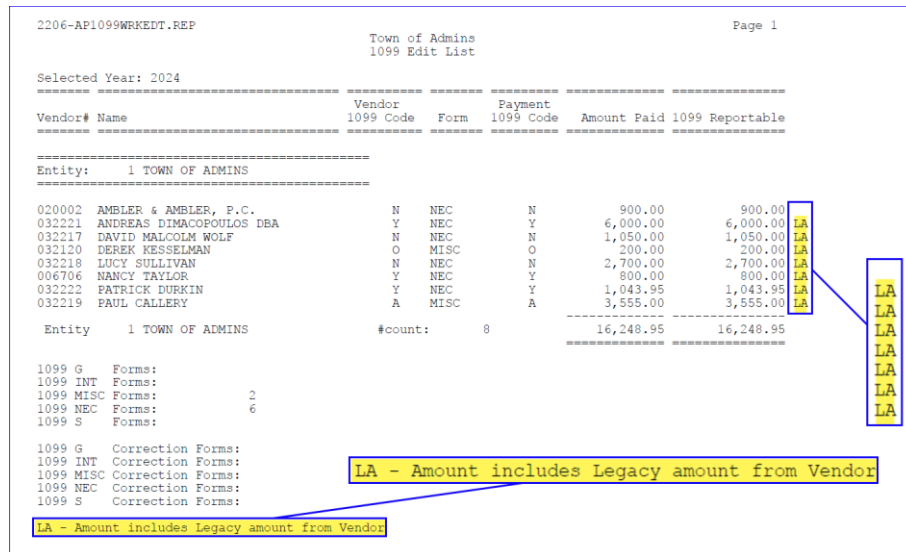
### 4.3 1099 Edit List Flags Vendors for Whom Legacy Amounts are Included

Run the edit list from the pushbutton on the left side of the screen.

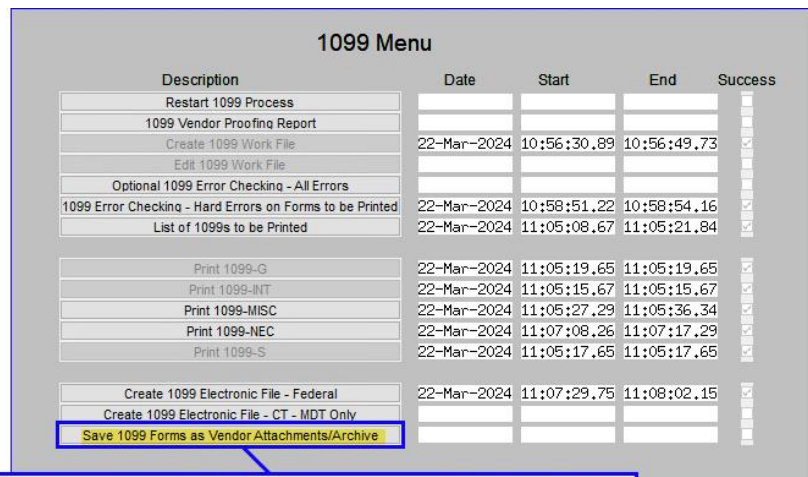


If there are Legacy Amounts, there will be an "LA" notation to the right of the 1099 Reportable amount signifying that the vendor record includes some legacy amounts.

The legend will provide a description of the "LA" code.



The last step in the process clears out legacy amounts for all vendors with a legacy amount set so that they are ready for next year's 1099 process.





[ADM-AUC-AP-1230]

## 4.4 Year End 1099 Process Error Checking [Fix]

Before the software update, if a significant amount of time passed before completing the final three steps, the process could fail.

To minimize errors, **ADMINS** has relocated the work files.

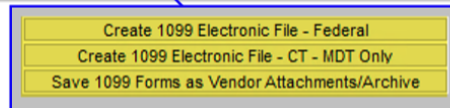
The two steps that create electronic files and the last save step have been modified to verify the existence of the work files before proceeding.

This applies to the Year End 1099 Process menu, which can be accessed by selecting:

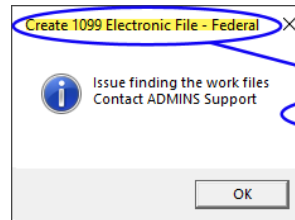
**Accounts Payable ▶ 1099s ▶ 1099 Menu**

If the files are missing, an error message will be displayed when running the step:

1099 Menu				
Description	Date	Start	End	Success
Restart 1099 Process				
1099 Vendor Proofing Report	08-Apr-2024	16:19:17.39	16:20:08.96	
Create 1099 Work File	08-Apr-2024	16:21:19.54	16:21:37.37	
Edit 1099 Work File	08-Apr-2024	16:27:29.56	16:27:31.56	
Optional 1099 Error Checking - All Errors				
1099 Error Checking - Hard Errors on Forms to be Printed	08-Apr-2024	16:27:44.93	16:27:47.87	
List of 1099s to be Printed	08-Apr-2024	16:27:53.26	16:28:09.38	
Print 1099-G	08-Apr-2024	16:28:07.21	16:28:07.21	
Print 1099-INT	08-Apr-2024	16:28:03.13	16:28:03.13	
Print 1099-MISC	08-Apr-2024	16:28:00.36	16:28:00.36	
Print 1099-NEC				
Print 1099-S	08-Apr-2024	16:28:05.15	16:28:05.15	
Create 1099 Electronic File - Federal	08-Apr-2024	16:30:10.25	16:32:56.90	
Create 1099 Electronic File - CT - MDT Only				
Save 1099 Forms as Vendor Attachments/Archive				

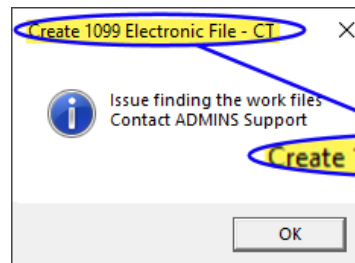


Create 1099 Electronic File - Federal



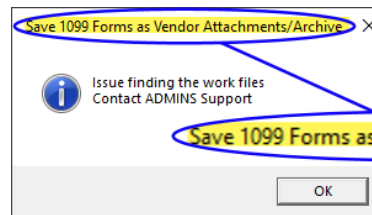
Create 1099 Electronic File - Federal

Create 1099 Electronic File - CT - MDT Only



Create 1099 Electronic File - CT

Save 1099 Forms as Vendor Attachments/Archive



Save 1099 Forms as Vendor Attachments/Archive

If any of the error messages above pop up, email [support@admins.com](mailto:support@admins.com) for help.

[ADM-AUC-AP-1237]

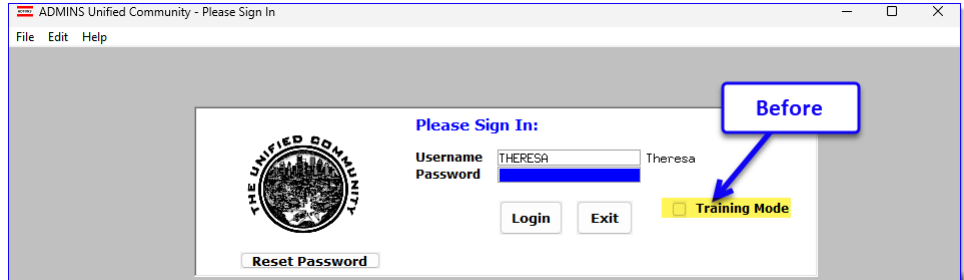




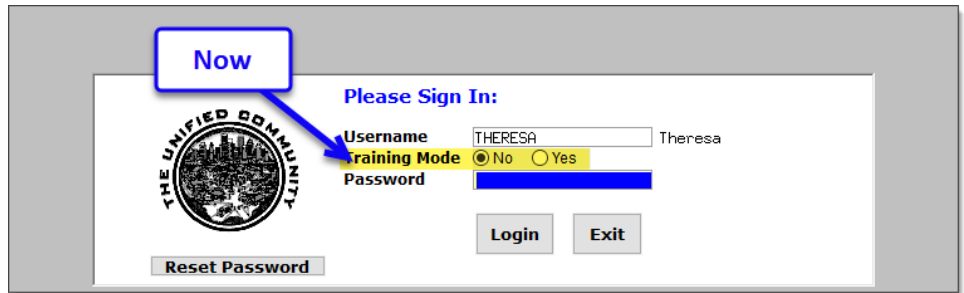
## 5 Login to the Training Area [Enhancement]

ADMINS provides a training area, which is a replica of the modules available on the live AUC application. *(The data in the training mode is refreshed on demand overnight by the superuser or on a regular basis, determined by each site.)*  
See [SY-175 Copy Live to Training](#) in the Help Reference Library for details.

ADMINS changed the location of the **Training Mode** option to be *above* the Password field, to help users select it before entering the password.



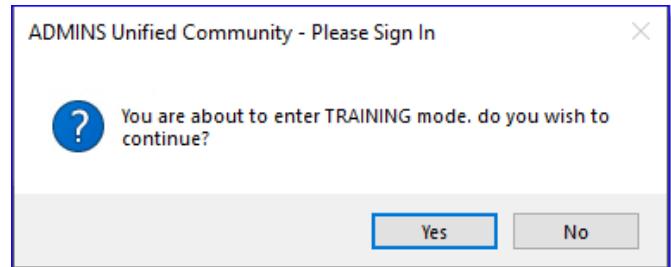
To access the Training area, select the  **Yes** option before typing in the password. After entering the password, you cannot switch the radio button for this session.



*(The default is  No; typing the password and {Enter} will go to Live).*

To proceed to Training mode, click on . The prompt will default to  if the Training mode radio button is  **Yes**, and will go straight to training by pressing **{Enter}** *(without clicking on any button)*.

Press  to log in to live.



[ADM-AUC-SY-8323]



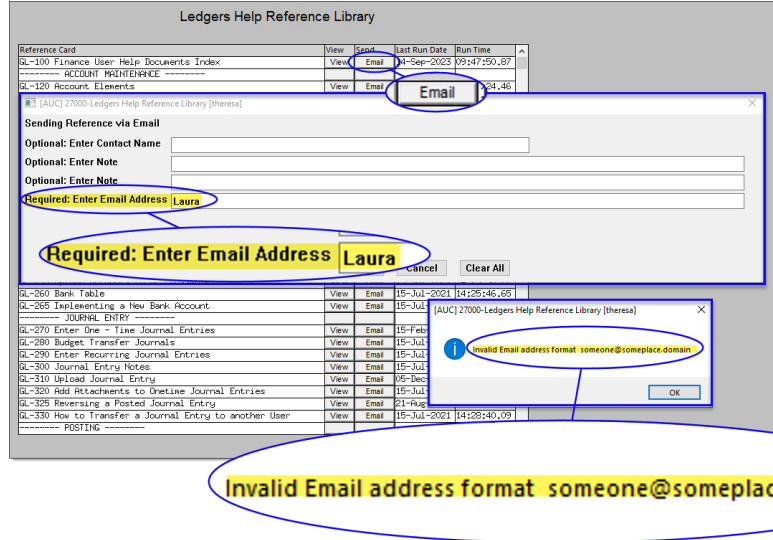
## 6 Email Address Checking [Enhancement]

When a prompt **requires** an Email or a button triggers a prompt that **requires** for an email address (which is mandatory, not optional), it will verify if it follows a valid email format.

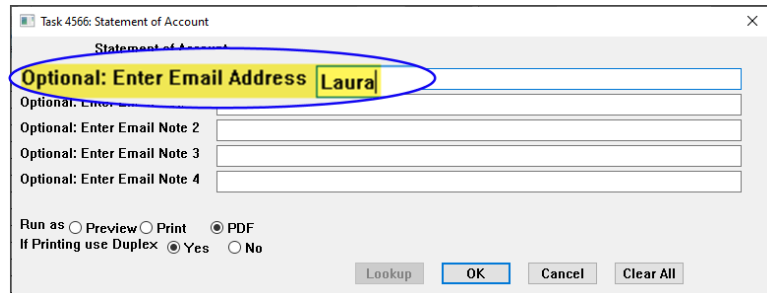
For example, "xxx@cccc.domain".

Here is an example of the error that will appear if an invalid email address is detected:

Click  on the prompt and enter a valid email address on the Required field.



The system does not check if an **Optional** field contains a valid email address. In this example, there is no error message even though the email address is invalid. No email will be sent.



[ADM-AUC-SY-8331]

## 7 Help Reference Library New & Updated Content

Disbursements

AP-230 Process a Warrant

[Updated]

### 7.1 New & Updated Content on ADMINS.com

[Updated]

We keep updating our site with new content, so visit us regularly; we also have a monthly email that showcases a featured video.