S ACCOUNTS PAYABLE RELEASE NOTES – MARCH 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Accounts Payable** system. The ADMINS Support staff installed these changes to your system on <u>March 29, 2014</u>.

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1. CASH DISBURSEMENTS

1.1. Processing Old Vouchers

Sites sometimes hold a voucher for payment. This can be due to availability of funding, waiting for a Federal ID #, a dispute with a vendor or some other reason. As such, two methods of additional error checking have been added to notify sites when older vouchers are being processed.

1.1.1. Attempting to Post to a Closed Fiscal Period

Prior to the software update, users were not prevented from processing Accounts Payable Vouchers for a closed or invalid or missing fiscal period. Now, if the Fiscal Year or Period is not open this error message will be displayed on the Collect Voucher report when running the Disbursement selection. This stops the collection completely. Once the error identified in the report is corrected, restart the voucher collection process.

2140-APDISEDT.REP	Printed 14-Jan-2014 at 13:55:30 Town of A Collect Vo	by ANTHEA DMINS uchers		Page 1
	The following Vouchers hav Fiscal Years based on Disbursement	e Inactive or Invalid GL Effective Date 14-Jan-2014		
UserBatch Voucher#	FY VoucherDate Line GLLin	Account#	Amount	Error
12527 337559	2013 30-Jun-2013 1 1 0105-006-0000-00	0-00-00-19004	100.00	I
	***** Grand To	tal: 1 Vouchers's *****	100.00	
Selection Legend: Error Codes: I - : C -	avalid or missing Fiscal Periods iscal Period Closed			

[MDF-SUP-SAPLAUC-178]

1.1.2. Stale Vouchers Report

To assist the user when processing, a report was added to the Collect Vouchers step (when you click the

<u>3</u> Collect Vouchers at the bottom of the Collect Voucher Selection screen). This report is called the Disbursement Stale Vouchers report and will list any voucher that is dated over 180 Days prior to the check date of the warrant. The vouchers in the example are from November 2013 with a check date of June 30, 2014.

AP_OldVoucher_THERESA_004483[3].pdf - Adobe Reader										
File E	dit Vi	iew Docume	ent Tools Window	Help						
216	0_2001	COLDVOIL REP.	Printe	d 31-Jan-2014 at 14-45-20 by T	URBRCA				Page	1
			111100	To	wn of ADMINS				rage	-
				Disbursement	Stale Vouche	r Report				
WAR	NING:	The following	ng Vouchers are over	180 Days prior to the Check Da	te of this wa	rrant, this in	dicates the followi	ing vouchers maybe	stale and	
		should be re	eviewed prior to cont	inuing with this warrant						
Vou	cher#	Batch#	Invoice#	Vendor	VoucherDate	Voucher Amt	Net Amt Bank	CheckTyp Check#	Check Date	SepChk?
337	480	12518	TESTA	HONEYWELL INTERNATIONAL INC.	13-Nov-2013	298.00	298.00 MELN	Printed	30-Jun-2014	
337	481	12518	TEST7	VERIZON	13-Nov-2013	364.10	364.10 MELN	Printed	30-Jun-2014	
337	484	12518	TEST6	PEARSON EDUCATION	13-Nov-2013	374.89	374.89 MELN	Printed	30-Jun-2014	
337	485	12518	TEST5	SCHOLASTIC INC	13-Nov-2013	383.08	383.08 MELN	Printed	30-Jun-2014	
337	486	12518	TEST4	NEHTA	13-Nov-2013	210.00	210.00 MELN	Printed	30-Jun-2014	
337	487	12518	TEST3	NEW ENGLAND MATHEMATICS LEAGU	13-Nov-2013	90.00	90.00 MELN	Printed	30-Jun-2014	
337	488	12518	TEST2	MAML/MASS ASSOC OF MATH LEAGU	13-Nov-2013	60.00	60.00 MELN	Printed	30-Jun-2014	
337	493	12519	TESTING ALLOCATION	A C E ANSWERING SERVICE	14-Nov-2013	1,287.40	1,287.40 MELN	Printed	30-Jun-2014	
337	515	12521	TEST ONE	JAY ROWE MASONRY	22-Nov-2013	500.00	500.00 MELN	Printed	30-Jun-2014	

[MDF-SUP-SAPLAUC-178]

1.2. Suppress Printing for ACH Vendors Notified by Email

Many ACH vendors are notified by email when invoices are paid. These ACH vendors do not need hard copy advices. There is now a way to suppress these unneeded printouts. This is an optional feature controlled by:

- 1. The setting of Module Control #2138 and
- 2. The presence of an email address on the ACH field on the Vendor Screen.

1.2.1. Setting Module Control #2138

Module Control # 2138 is available on the Accounts Payable Check Form Module Control screen. To access this screen, select Accounts Payable > Module Maintenance > Accounts Payable Check Form Maintenance:

Accounts Payable		_
Enter Bills (Vouchers)	۲	
Change Orders	۲	
AP/PO Dashboard		
Liquidate Vouchers		
Vendors	۲	
Commodity Items	۲	
Disbursements (Warrant)	۲	
Bank Reconciliation	۲	
Queries	۲	
Reports	۲	
Tables	۲	
Year-End Processing	۲	
1099's	۲	
Module Maintenance	•	Accounts Payable Module Control
Interfaces/Imports	۲	Accounts Payable Check Form Maintenance

Set the value to **N** for no - no advice shall be printed if the vendor will receive an email.

🏧 [AUC] 2940-Acco	ounts Payable Check Form Maintenance [Theres	a]		
File Edit Ledgers Purc	chase Orders Accounts Payable Fixed Assets Human Resources	Budget Collections Tax Motor Excise System Help		
<u>∎</u> 🔊 н + →	M 🚝 🖼 🖬 🔒			
<u>G</u> oto	Accounts Payable Ch	eck Form Maintenance		
Actions Seq#	Description	Answer		
2100	No of Lines on a Check [33]	20		
2101	Print Multiple Pages per Printed Check# [Y/N]	N		
2102	AP Check Stock [B]lank or [P]re-printed	В		
//////////////////////////////////////	ACH Note to ALL Vendors Line 1:	Funds will credit your account two business days f	66669	7
2157	ACH Note to ALL Vendors Line 2:	advice date shown above, excluding bank holidays.		
2138	Print ACH Advice if sending Email to Vendor [Y/N]	N	Edit	
2121	AP Check Bursting XML instruction File	FORMSRPT : APCHECKS . XML		
2192	AP Checks Bursting Intermediate Name/Location	doc_mgmt:FMMOD\apcheck_<1_usrnam>,PDF		

1.2.2. Entering an E-mail Address for the ACH Vendor

To access the vendor screen to enter an e-mail address for an ACH vendor, select **Accounts Payable Vendors Enter Vendors**. Select the vendor number (this example will use vendor #010872).

ADMINS Unified Community

Accounts Payable

File Edit Ledgers	Enter Vendors [Theresa] Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excle • • • • • • • • • • • • • • • • • • •	e System Help
Goto Actions	Enter Vendors Certified V Vendor ©10672 PMA2CH, COM CREDIT (LIBRARY) Date Certified INeme/Address 2 Addresses 3 Classification 4 Attachment (75) 8 tems 9 User Defin	endor? C Yes C No Y ed
5 Add Vendor 6 Add Address Entered:	Remittance 01 of 03 Address Type Purchase Orders Web Site General Delivery E-mail	This field must contain a valid email address for the vendor.
Changed: 13-Jan-2014 THERESA	ACH E-mail Address [theresa@admins.com	7

Now that each of these criteria has been met, the Cash Disbursement process will produce a report notifying the user that some ACH advices will not be printed. The example below shows three vendors for whom ACH advice will only be sent via e-mail.

TedRE - AP_NoPrint_ACHAdvice_THERESA[1].lis	i de la constante de la constan
File Edit Format Options	
Courier New ▼ 9 ▼ B / U ■ ▼ Ξ 雲 雲	
611S	
2159-APPRTACHEXCL.REP Printed 13-Jan-2014 at	15:54:04 by THERESA Page 1
Town of ADM	INS
Print ACH Adv	ices
The Following ACH Advices have been excluded from PRINT AC	H ADVICES step
Check# Vendor# Name Vouche	r# Line# Invoice# InvoiceDate
8000007 010872 AMAZON 337,58	2 1 2 13-Jan-2014
8000009 010876 VANASSE HANGEN BRUSTLIN, INC. 337,58	3 1 1 13-Jan-2014
8000010 010874 VILLAGE PAINT & DECORATING 337,58	0 1 4 13-Jan-2014



There will be a .pdf copy attached to the vendor record for each ACH that was e-mailed. To view this attachment, select Vendors, enter the desired vendor number, and click on the Attachments tab. In the report above, the "check #" I want to view is #8000007 –page down until you find the correct check number and click on View.

Tile Edit Ledgers 문화	Enter Vendors [Theresa] Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise System Help • • • • · · · · · · · · · · · · · · · ·	_ = X
Qoto	Enter Vendors Centried Vendor? C Yes C No Centried By	
Actions	Vendor D10872 AMAZON.COM CREDIT (LIBRARY) Date Certified	
	1Name/Address 2 Addresses 3 Classification 4 Attachments 8 tens 9 User Defined	
5 Add Vendor	Seq# Description Filename 75 [Check Print Warrant 004482 APCK_EAST8000007.PDF	
Z Add Attachment		

ADM-AUC-AP-670]



1.3. Cash Requirements Report

The Year column label was changed from **Year** to **Vou Year** to clarify that the year used is the voucher date year, not the fiscal year.



Figure 1 Before

						Town of Cash Require	ADMINS ments Report		
Bank: M Account#: 0	CLN BANK OF NET 200-000-0000-000	W YORK MEL 0-00-00-10	LON 0400 CASH	H, UNRE	For Warrant: STRICTED	004483 GL	Effective Date:	30-Jun-2014	
∛ou Year Vouche: 	:# Check Date (Check# C	Ck Type	SepCk	Vendor		Amount	Discount	Net
2014 337493	30-Jun-2014	P	rinted		A C E ANSWERING	SERVICE	514.93		514.93
			02	200-000	Total Needed -0000-000-00-00-	for this Bank: 10400 Balance:	514.93		514.93 568,884.05

Figure 2 After

[ADM-AUC-AP-676]

1.4. Paying Retainage from a PO

1.4.1. Partially Paid Retainage

Previously if retainage from a PO had been partially paid and a new voucher was entered to payoff the remaining retainage an error was issued.

M 🖗 🕅	••₩₩₩₩₩₩			
	PO# 11514	PO Query - Posted		WENDY
Goto Actions	Vendor Code 015218 01 ADC0 SALES INC Via Email Via Email UDRVPR ST WDBURN WD801=0000	Dept Code FIN44CE FIN44CE OFFICE PO Date 26-Feb-2014 FY 2014 Type Code R Regular Ship To Attn Ship Date	Deliver To 1 Invoice To 1 Delivery Note No text available	TOHN OF BELLINGHAM TOHN OF BELLINGHAM s
2 Details (1)	3 ltems 4 GL Details 5 St	tatus History 6 Vouchers (6) 7 Changes	<u>8</u> Attachment	Expected Amt 200000.00
ne Item	UOM Item Description more stuff	FA Price Freight Other 200000,0000	Ext Amount 200000,00	Retained Balance 4987.50 3987.50
Spit	1000-300-1110-110-09-60-59990	CONTINGUEY		
	Retained 200000,00 Equidated	Relieved 100012,50 Pe	sid 196012,50	Balance 3987.50

Figure **3** PO Showing partial retainage payment



2790-FMREP:	APVOUERR.R!	EP P	rinted 26-Feb-2014 at 08:20:01 by WENDY Town of ADMINS Error Check Vouchers
UserBatch 12566	Expect	ed Entered 3,987.50	Batch Errors: *** Please enter EXPECTED AMOUNTS in Batch screen *** PRICE \$ do not match - Edit Price in Batch screen
Voucher# 337763 Line	Vendor ADCO SALES GL Line	INC Error	Voucher Errors: Warning: Voucher Туре Н different to Batch Туре Р
1 1	1	*** Retained o	n GL lines \$4,987.50 does not equal Amount entered on Line \$3,987.

Figure 4 Error Report

This has been corrected.

[ADM-AUC-PO-362]

1.4.2. In Progress Vouchers

The error message has been updated for vouchers that **Pay Retainage from PO** when there are in-progress vouchers for that PO already. The new message provides a more accurate description of the error and the steps needed to correct the issue.

[AUC] 2001-Youcher Entry	[AUC] 2001-Voucher Entry
P2066-All Lines on PO have been selected on other Vouchers. Continue with PO?	P2250-In-Progress Voucher(s) for this PO. Post In-Progress Vouchers first
Yes No	<u>OK</u>
Figure 5 Before	Figure 6 After
	[ADI

2. MANUAL CHECKS

Prior to the update, if a user was not allowed to process a manual check, it was possible to transfer a manual check to that user; once transferred the user was prevented from error checking or any further processing of the batch. This has been corrected and this transfer will no longer be allowed.

If a transfer of a manual check batch is attempted to a user without permission to process manual checks, an error message will appear notifying the user attempting the transfer that the user has No access to enter Manual Checks.

There are two places in the system where a batch can be transferred.

2.1.1. Voucher Batch Entry screen – Send Batch To button

This send to button now checks if it's a manual batch that the send to user has the ability to process manual checks. If they do not then this message is displayed:

[AUC] 60-	-Youcher Batch Entry 🛛 🔀
8	Batch not Transferred. User DIMOND doesnt have access to Manual Checks
	OK

2.1.2. Transfer Batch Process

When Transfer Batches button is clicked it checks all batches selected to be transferred. If any batch (or voucher) is a manual check and the TO user doesn't have access to process manual checks – then this message will be displayed.

Transfer Voucher Batches							
(į)	Batch 12529 is Manual Check Batch and cannot be transferred to User						
	OK						

[ADM-AUC-AP-677]

3. REPORTS

3.1. Check History - Account Detail - By Warrant with User Defined Fields

We added a new report to **the Accounts Payable>Disbursement** option of the Reports Library. This new report will allow the user to select up to 9 warrants and issue a report of the expense accounts used on the vouchers paid in a given warrant. It also links in the **12 user defined fields from the Chart of Accounts**. This will allow sites to develop custom analysis based upon the accounts numbers used on paid vouchers. Issue this report by selecting **Accounts Payable > Reports > Report Library > Disbursement > Check History - Account Detail by Warrant**.

The user is required to specify at least 1 but up to 9 warrants. This allows the system to limit the scope of the report and therefore the data to be searched. If a site issues 6 warrants in a single month then all 6 warrants may be entered for filtering purposes.



To locate the warrants issued in a given month, issue the warrant listing report. To do this, select **Accounts Payable Reports Report Library By Disbursement** and click Run on the Warrant Listing report. Enter the check date range for the month, in this example, January 1 through 31, 2014 is selected.

Task 2168: Warrant Listing
Warrant Listing
Optional: Check Date Range (mmddyyyy) From: 01012014 To: 01312014
Optional: Start Date Range (mmddyyyy) From: To:
Optional: Enter up to 9 Bank CodesEditO values:
Run as @ Preview C Print C PDF C Excel
If Printing use Duplex 📀 Yes 🔿 No
Lookup OK Cancel Clear All

Now that you know which warrant is to be selected, run the new report, using Warrant #s 004485 and 004482 from the list generated above:

2100 HORDIST. KST	Tintia 65-hai-2014 de Town Varra	of ADMINS nt Listing			Tage 1
Warrant Bank Start Date 004485 EAST 31-Jan-2014 004482 EAST 13-Jan-2014	Check Date GL Effective Posted 31-Jan-2014 31-Jan-2014 31-Jan-2 13-Jan-2014 13-Jan-2014 13-Jan-2	Warrant Total 014 8,824.09 014 19,144.87	Total Paid 8,824.09 19,144.87	Status Closed Closed	Туре
	*** Grand Total ***	27,968.96	27,968.96		
Selection Legend:					
Check pade. Groizore d	, 01312014				
🗖 Task 2693: (Check History - Account	t Detail by Wa	arrant 🛛 🛛		
Posted Vouch	ners Account Detail - By Warr	ant			
Required: Enter u	p to 9 Warrant#'s Edit	2 values: 0044	85, 004482,		
Run as 💿 Previ	ew C Print C PDF	C Excel			
If Printing use Du	plex @ Yes 🔿 No				
Loc	okup OK Cand	cel Clear All			

ADMINS Unified Community Accounts Payable

								Town of ADMINS	٠.
							CI	heck History - Account Detail by War	rant
					===	===			
Bank Check# V	Voucher	Vendor# and Name	Status	Type	Lin	GLL	Ck Amount	Account#	DOE LI DOE
					===	===			· ====== ====.
Nerrent · 0044	482	Check date: 13-Jan-2014 De	relime						s.
warranc. 004-	102	CHECK date: 15-0dh-2014 10	Igarar						٠.
EXCE 000000 0		OOLCOO DELEA DECULIEU ELEU		Desident	,	,	2 216 66	1000 000 1000 110 00 00 50000	·
EADI 02/9200 3	537303	021033-DELIA BECKWIIH ELEV	Issued	Frince	- -	1	2,310.00		
					4	1	1,150.33		1000
					3	1	1,158.33		
					4	1	3,4/5.02		
					5	1	2,316.66	1000-300-4220-440-12-00-52200	· · · · ·
EAST 0279201 3	337588	000695-NORTHEAST COPIER SY	Issued	Printe	1	1	222.00	1000-300-4230-441-03-00-52240	*.
EAST 0279202 3	337586	012549-SIMPLEX PRODUCTS	Issued	Printe	1	1	127.50	1000-300-4110-660-05-00-54030	· · · ·
EAST 0279203 3	337587	007867-UNITED ART AND EDUC	Issued	Printe	1	1	170.37	1000-300-2300-602-05-00-54160	
EAST 0279204 3	337589	021457-UNIVERSAL ENVIRONME	Issued	Printe	1	1	900.00	1000-917-0000-000-00-00-69295	۰.
EAST 8000007 3	337582	010872-AMAZON	Issued	ACH Ad	1	1	200.00	1000-650-0000-006-00-00-54150	·
EAST 8000008 3	337581	000041-CUMMINGS CONSTRUCTI	Issued	ACH Ad	1	1	3,000.00	1000-422-0000-004-00-00-54130	
EAST 8000009 3	337583	010876-VANASSE HANGEN BRUS	Issued	ACH Ad	1	1	100.00	0200-450-0000-004-00-00-52040	s.
EAST 8000010 3	337580	010874-VILLAGE PAINT & DEC	Issued	ACH Ad	1	1	4,000.00	1000-300-4220-660-06-00-54120	۰.
									· · · ·
		Total	Warrant	t 00448;	2		19,144.87		
						=:			۰.
									`- `
Marrant • 0044	485	Check date: 31-Jan-2014 R	relime						
			-garar						
FAST 0270205 3	337557	021633-DELTA BECKNITH FIFW	Leaner	Drinte	2	1	1 158 33	1000-300-4220-440-05-00-52200	ABCD
EANI 02/9200 0	557557	021033-DEBIA DECKWIIII EBEV	Issued	FLINCE	2	1	3 475 02	1000-300-4220-440-05-00-52200	
					л л	1	3,473.02		
					4	1	2,310.00		Λ .
					5	1	1,150.55		'
					5	2		1000-300-4220-440-04-00-52200	
EAST 0279206 3	337558	012549-SIMPLEX PRODUCTS	Issued	Printe	1	1	127.50	1000-300-4110-660-05-00-54030	· · ·
					2	1	(11.75)	1000-300-4220-440-08-00-52200	-
					3	1	600.00	1000-300-4220-440-08-00-52200	
		Total	Warrant	t 00448	5		8,824.09		
						=:		Lissa Defined Fields (all 4	`
								User Defined Fields (all 1	_ ۲
								appear on the report)	
Selection Lege	end:							appear on the report)	
									``
Warrants: 0	004485								- *.
Warrants: 0	004482								۰.
									-

Figure 7 New Account Detail by Warrant Report Excerpt

[ADM-AUC-AP 682]

4. VOUCHERS

4.1. Local Vendors

The ability to report on local vendors has been added. To identify a vendor as local, select Accounts Payable ▶ Vendors ▶ Enter Vendors ▶ Classification Tab. Set the Local Vendor? radio button to Yes. To run a report of payments to local vendors, select Accounts Payable ▶ Reports ▶ Report Library and run report #2650, Posted Vouchers (Open and Closed) by Vendor.



Run

Run

Run

Run

Run Run

Run

Run

Run

Run

Run

Run

Run

Run

🏧 [AUC] 2000-Enter Vendors [Theresa] ort Library by Voucher [Theresa] Human Resources Budg se Orders Accounts Payable Fixed Ass Human Resources Budget Collections 🖻 📾 💌 🔸 🔺 🦉 🛒 🕰 🔝 м 🦉 🞬 🔍 🔳 🔒 Enter Vendors Goto Report Library by Voucher Vendor 000064 SCHAFER GARDEN CENTER Actions Report Name 1 Name/Address 2 Addresses 2 Classification 4 Attachments -- Vouchers In Progress -2605-In Progress Vouchers - Summary 2608-In Progress Vouchers - Detail 5 Add Vendor Restrict Access To C Town C School C Both Federal (D# 04-3136933 Bank Code ABM# 0000-0000-0 Prenote Not Active Bank Account Type Federal C State C None 2606-In Progress Vouchers - by Status/Approval 7 Reports ----- Open Vouchers -----2610-Open Vouchers - Summary 2611-Open Vouchers - Line Detail 2612-Open Vouchers - Recurring Templates Only Terms DUR Due Upon Receipt Class UNDL Unclassified Minority Code 2800-Open Vouchers with Vendors on Hold 2613-Open Vouchers showing Account Detail Hold Code 🔲 Form - Vouchers by batch 2620-Voucher Batch - Summary 2630-Voucher Batch - Detail Payment Type Printed Ck C Wire C ACH C No Check Separate Check? Yes G No Talling Vendor C Yes G No State Bid List? C Yes G No State Bid List? C Yes G No ------ Posted Vouchers -----2650-Posted Vouchers (Open and Closed) - by Vendor 2660-Posted Vouchers (Open and Closed) - by Owner Local Vendor? 2670-Posted Vouchers (Open and Closed) - by Dept Yes • 2691-Posted Vouchers (Open and Closed) - Recurring



You will have the option to select Local Vendors only. The report will look like this:

🚸 TedRE -	AP_Vou	ch_Hist_E	y_Vndr_THERESA	.[3].lis					_ 0
File Edit Fo	rmat Optic	ons							
Courier New	•	8 🗸]	BIU■▼ ≔						
2650-APVOUH	IIS_BYVEN. P	EP	Printed 31-Jan-20.	14 at 16:13:57 by THE Posted Voucher:	RESA Town of ADMI 5 (Open and C	NS (losed) - by '	Jendor		Page
				For Vouchers dated h	oetween Ol-Ju	1-2013 and 0.	1-Feb-2014		
Vendor: UU ===================================	l2528-01 [serBatch≇	GL_Batch#	Department	Invoice#	InvoiceDate	 VoucherDate	EnteredBy	Status	Anount
335580 1 337263 1	2438 2493	8841892 8842306	KEOUGH KEOUGH	38612 38918	01-Sep-2013 01-Oct-2013	05-Sep-2013 04-Oct-2013	KOBRIEN DDUBOIS	Closed Closed	4,630.92 4,851.44
							*** Total	for Vendor ***	9,482.36
Vendor: 01	5271-01	AA THRIFTY	SERVICE, INC						
Voucher# U	serBatch≢	GL_Batch#	Department	Invoice#	InvoiceDate	VoucherDate	EnteredBy	Status	Amount
337590 1	2532	8842788	RIDE	ADREDMED	15-Jan-2014	15-Jan-2014	ANTHRA	Onen	488 00
337591 1	2533	8842790	FIRE	24345614545	15-Jan-2014	15-Jan-2014	ANTHEA	Open	488.00
337592 1	2534	8842794	FIRE	23462346	15-Jan-2014	15-Jan-2014	ANTHEA	Open	488.00
							*** Total	for Vendor ***	1,464.00
							***	Grand Total ***	60,772.68
Selection L	egend:								
Vendors	Datab								
From Date:	Vendors m	arked as Lo	cal Vendors only						
To Date:	01-Feb-20	14							

[ADM-AUC-AP-680]

5. 1099 PROCESSING

5.1. Negative Amounts

Prior to the software update, negative amounts were not able to be coded for 1099 processing. The process was changed to accommodate vouchers with negative amounts, and negative amounts will now be allowed as long as the total paid to the vendor / entity / 1099 code is greater than zero. The process will not allow a negative overall balance for a 1099. On the voucher screen, if the vendor is set up as a 1099 vendor, the code will automatically be populated with the code shown on the vendor record. A 1099 code may also be added if this vendor is not normally a 1099 vendor but the voucher is an exception.

Goto	Batch # 12526 Voucher# 337558	Voucher Entry	Entry Began
Actio <u>n</u> s <u>Y</u> Go To Batch	Vendor 012549 01 SIMPLEX PRODUCTS 6 COMMERCIAL STREET SHARON MA 02067-0000	Invoice# 1 Inv Date 13-Jan-2014 Customer# Dept Code STALLBROOK STALLBROOK Vou Date 13-Jan-2014 Due Date 14-Jan-2014 Terms JUR	Print C Manual C ACH C Wire C No Chk Check Date Bank MELN Separate Check Type P Pagment. Voucher
2 Entry (3)	3 items 4 GL Deta	ils 5 Status History Q Attachments	Amount to Pay Vendor
Line Item	Qty Uon Item Description 1.0000 P0 #9037 49 1000-300-9110-660-05-0 1009 V F P0 # 9037	Price 127,5000 0-54030 CUSTODIAL SUPPL	Freight Other \$ To Retain At Amount 127.50
2 Split	1.0000 Credit for work not pe 1000-300-220-440-08-0 1099 Y F/	rformed -11.7500 0-52200 BLDG MAINT SERV	ICES-KEOUGH
3 Split	1.0000 Services UBy Account 1000-300-1220-440-08-0 1099 TA	600.0000 0-52200 BLDG MAINT SERV	ICES-KEOUGH 600,00

All three lines of the voucher now appear on the 1099 Detail screen and reports. The net amount of the 1099 will match the reports.

Edit 1099 Work Detail													
<u>G</u> oto		Vendo	r 012549	SIMPL	EX PRODUC	TS		Entity	1 TOWN OF (ANYWHERE			
Actions		Bank	Ref#	Line#	Ck Vendor	Remit	Batch	Check#	Check Date	Check Amt	1099 Code	Report Amt	New Code
		EAST	337558	1	012549	01	12526	0279206	31-Jan-2014	127,50	Y 🛛	127,50	
1 Return to 1099 1	Summary	EAST	337558	2	012549	01	12526	0279206	31-Jan-2014	-11,75	Y [-11,75	
		EAST	337558	3	012549	01	12526	0279206	31-Jan-2014	600,00	Υ[600,00	



🛿 TedRE - 1099Listing_2858_THERESA[1].lis							
File Edit Format Options							
k11S 2858-AP1099EDTSUM4.REP Printed 31-Jan-2014 at 16:56:05 by THERESA Page 1 Town of ADMINS List of 1099s to be Printed							
Vendor Payment Vendor# Name 1099 Code Form 1099 Code Amount Paid 1099 Reportable							
Entity: 1 TOWN OF ANYWHERE							
000041 CUMMINGS CONSTRUCTION Y MISC Y 3,000.00 3,000.00 012549 SIMPLEX PRODUCTS MISC Y 715.75 715.75							
Total for form: MISC # 2 3,715.75 3,715.75							
Entity 1 TOWN OF ANYWHERE 3,715.75 3,715.75							
1099 G Forms: 1099 Int Forms: 1099 Misc Forms: 2 1099 S Forms:							

		TED	(if checked)
PAYER'S name, street address, city or postal code, and telephone no.	town, province or state, country, ZIP or foreign	1 Rent	ts
Town of Anywhere		\$	0.00
2 DAY ST		2 Roy	alties
		\$	0.00
		3 Othe	rincome
12345678901234567890)1234567890 (110) 000-OC	\$	0.00
PAYER'S federal identification number	RECIPIENTS identification number	5 Fishi	ing boat proceeds
123456789	04-2668224	\$	0.00
RECIPIENT'S name		7 Non	employee compensation
SIMPLEXPRODUCTS		\$	715.75

[ADM-AUC-AP-678]

5.2. Edit Work File

Previously if a vendor had a second name it did not appear on the **Edit Work File Summary** screen. This has been enhanced to show both the first and second names.



ADMINS Unified Community Accounts Payable

Vendor 003388 0	FELIX PERRIELLO M.D.	Vendor	003388 01 FELIX PERRIELLO M.D. / MILFORD PEDIATRI
Address 327 WEST	TREE	Address	327 WEST STREET
MILFORD Phone# (508) 473	0231	Phone#	MILFORD MA 01757-0000 (508) 473-0231

Figure 5 Before



[ADM-AUC-AP-642]

6. APPROVALS SCREEN LOOKUP

The lookup in the approvals screen was enhanced to include a computed remaining balance, which will include posted remaining balances plus any work in progress. In addition the lookup screen will also show if a Budget Check account is being used. To access the lookup screen, go to the AP/PO Dashboard and Click on the buttons in the APPROVALS section of the AP/PO dashboard. Once in the approval selection screen click the Lines button on each line to see these LKUPS.

Line	Qty ItemDescription	PO# GLLn Account	Amount AcctDescription Tof
1	Paper	1 1000-251-0000-002-00-5409	30 100.00 OFFICE & SUPPLIES
Figur	e 8 Before	Takal Fan Lina	100.00
Lin 1	Qty ItemDescription paper	PO# GLL Account Amo 1 1000-251-0000-002-00-00-54090 100.	unt AcctDescription GL RemBalance BC Tof .00 EXPENSES 4543.11 *
Figur	e 9 After		

[ADM-AUC-AP-679]

7. MODULE MAINTENANCE

7.1. Field Logging – Accounts Payable Module Control

Field logging for Module Control changes has been added. To access this information, select Accounts Payable ▶ Module Maintenance ▶ Field Logging – Accounts Payable Module Control.





Field Logging - Accounts Payable Module Control						
Seq# 2000 Vendor Requires Address [Y/N]						
Change Date Ti 03-Feb-2014 10:	me :06:33	user Anthea	From/To Y N			

The Seq# corresponds to the Seq# in the Accounts Payable Module Control screen.

Accounts Payable Module Control								
ſ	Seq#	Description	Answer					
	2000	Vendor Requires Address [Y/N]	Y	<u>1</u> Edit				
B	2001	HILOW VOUCHERS WITH HILOCATIONS LESS THAN 100% LT/MJ Set Batch Entry to allow users to Submit Batches for Transfer	Y					

[ADM-AUC-SY-7891]

8. HELP REFERENCE LIBRARY

8.1. New or Updated Documentation

• System: System Administration Toolkit

9. SYSTEM ADMINISTRATION

9.1. Overnight Job Will Disable the System

Overnight maintenance procedures were modified to disable access to the system while these procedures are running. Logins will be re-enabled upon successful completion. This will prevent users from accessing the system while the overnight maintenance procedures execute. If you attempt to login at the start of the day and you see this message:



Then...

Please contact ADMINS Support so that we may check on the status of your maintenance procedures and provide access to the application.

[ADM-AUC-SY-7881]