



# 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 **March 29, 2014**.

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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-APDISSEDT.REP          Printed 14-Jan-2014 at 13:55:30 by ANTHEA          Page 1
                             Town of ADMINS
                             Collect Vouchers

The following Vouchers have Inactive or Invalid
Fiscal Years based on Disbursement GL Effective Date 14-Jan-2014

=====
UserBatch  Voucher#  FY  VoucherDate  Line  GLLin  Account#  Amount  Error
=====
12527      337559    2013 30-Jun-2013  1    1    0105-006-0000-000-00-19004  100.00  I

***** Grand Total:          1 Vouchers's *****          100.00

-----
Selection Legend:
-----
Error Codes:  I - Invalid or missing Fiscal Periods
               C - Fiscal 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 **3 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 Edit View Document Tools Window Help

2169-APDISOLDVOU.REP          Printed 31-Jan-2014 at 14:45:20 by THERESA          Page 1
                             Town of ADMINS
                             Disbursement Stale Voucher Report

WARNING: The following Vouchers are over 180 Days prior to the Check Date of this warrant, this indicates the following vouchers maybe stale and
should be reviewed prior to continuing with this warrant

=====
Voucher#  Batch#  Invoice#  Vendor  VoucherDate  Voucher Amt  Net Amt Bank  CheckTyp  Check#  Check Date  SepChk?
=====
337480    12518   TESTA    HONEYWELL INTERNATIONAL INC.  13-Nov-2013  298.00  298.00 MELN  Printed  30-Jun-2014
337481    12518   TEST7    VERIZON  13-Nov-2013  364.10  364.10 MELN  Printed  30-Jun-2014
337484    12518   TEST6    PEARSON EDUCATION  13-Nov-2013  374.89  374.89 MELN  Printed  30-Jun-2014
337485    12518   TEST5    SCHOLASTIC INC  13-Nov-2013  383.08  383.08 MELN  Printed  30-Jun-2014
337486    12518   TEST4    NEHTA  13-Nov-2013  210.00  210.00 MELN  Printed  30-Jun-2014
337487    12518   TEST3    NEW ENGLAND MATHEMATICS LEAGU  13-Nov-2013  90.00  90.00 MELN  Printed  30-Jun-2014
337488    12518   TEST2    MAML/MASS ASSOC OF MATH LEAGU  13-Nov-2013  60.00  60.00 MELN  Printed  30-Jun-2014
337493    12519   TESTING ALLOCATION  A C B ANSWERING SERVICE  14-Nov-2013  1,287.40  1,287.40 MELN  Printed  30-Jun-2014
337515    12521   TEST ONE  JAY ROWE MASONRY  22-Nov-2013  500.00  500.00 MELN  Printed  30-Jun-2014
    
```

[MDF-SUP-SAPLAUC-178]



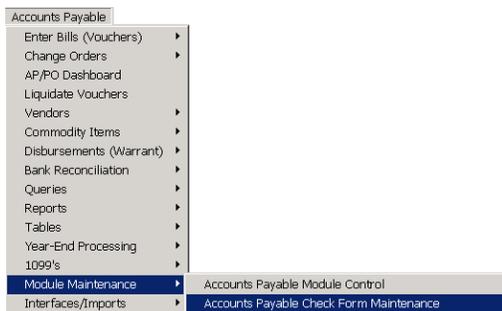
## 1.2. Suppress Printing for ACH Vendors Notified by Email

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:

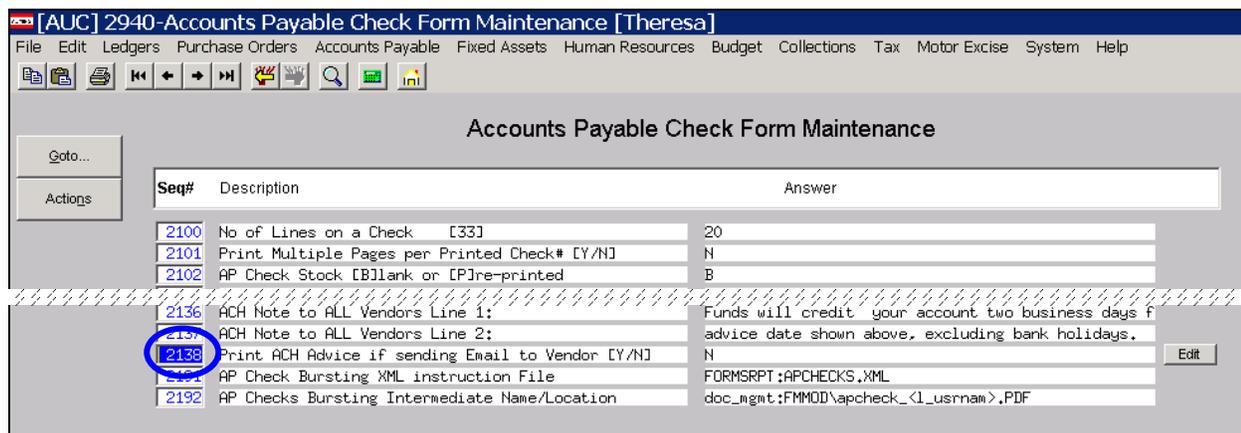
1. The setting of Module Control #2138 and
2. The presence of an email address on the ACH field on the Vendor Screen.

### 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**:



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



### 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).



Vendor: 010872 AMAZON.COM CREDIT (LIBRARY)

Remittance: 01 of 03 Address Type: Purchase Orders

Entered: 13-Jan-2014 THERESA

ACH E-mail Address: theresa@admins.com

This field must contain a valid email address for the vendor.

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.

Printed 13-Jan-2014 at 15:54:04 by THERESA  
Town of ADMINS  
Print ACH Advices

The Following ACH Advices have been excluded from PRINT ACH ADVICES step

Check#	Vendor#	Name	Voucher#	Line#	Invoice#	InvoiceDate
8000007	010872	AMAZON	337,582	1	2	13-Jan-2014
8000009	010876	VANASSE HANGEN BRUSTLIN, INC.	337,583	1	1	13-Jan-2014
8000010	010874	VILLAGE PAINT & DECORATING	337,580	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.

Vendor: 010872 AMAZON.COM CREDIT (LIBRARY)

Attachments:

Seq#	Description	Filename	View	Email
75	Check Print: Warrant: 004482	APCK_ERST8000007.PDF	<a href="#">View</a>	<a href="#">Email</a>

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.

Bank: EAST EASTERN BANK FOR A/P		For Warrant: 004475		GL Effective Date: 30-Dec-2013				
Account#: 0100-000-0000-000-00-10400 CASH, TRASH COLLECTION								
Year	Voucher#	Check Date	Check#	Ck Type	SepCk Vendor	Amount	Discount	Net
2014	337476	30-Dec-2013		Printed	REED REFERENCE PUBLISHING			
Total Needed for this Bank:								
0100-000-0000-000-00-10400 Balance:								482,705.37

Figure 1 Before

Town of ADMINS		Cash Requirements Report						
Bank: MELN BANK OF NEW YORK MELLON		For Warrant: 004483		GL Effective Date: 30-Jun-2014				
Account#: 0200-000-0000-000-00-10400 CASH, UNRESTRICTED								
Vou Year	Voucher#	Check Date	Check#	Ck Type	SepCk Vendor	Amount	Discount	Net
2014	337493	30-Jun-2014		Printed	A C E ANSWERING SERVICE	514.93		514.93
Total Needed for this Bank:						514.93		514.93
0200-000-0000-000-00-10400 Balance:								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.

no	Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Retained	Balance
				more stuff		200000.0000			200000.00	4987.50	3987.50
				Contingency							

Summary: Discussed 20000.00, Liquidated 4987.50, Retained 4987.50, Relieved 1000.00, Paid 1000.00, Balance 3987.50

Figure 3 PO Showing partial retainage payment



UserBatch	Expected	Entered	Batch Errors:
12566		3,987.50	*** Please enter EXPECTED AMOUNTS in Batch screen *** PRICE \$ do not match - Edit Price in Batch screen
Voucher#	Vendor	Line	GL Line
337763	ADCO SALES INC		
1		1	
*** Retained on 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.

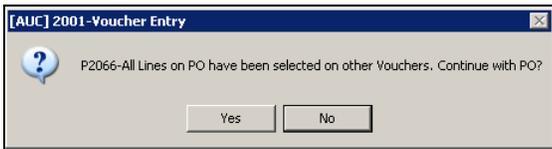


Figure 5 Before



Figure 6 After

[ADM-AUC-PO-362]

## 2. MANUAL CHECKS

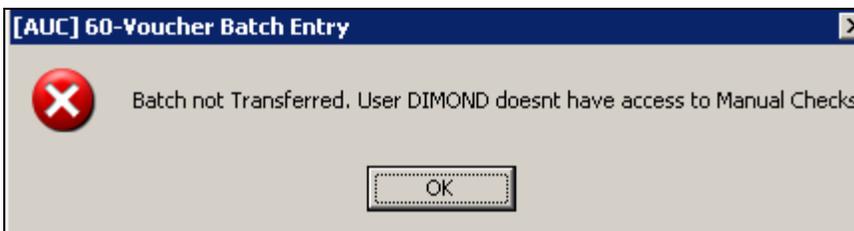
Prior to the update, if a user was not allowed to process a manual check, it was possible to transfer a manual check to that user; once transferred the user was prevented from error checking or any further processing of the batch. This has been corrected and this transfer will no longer be allowed.

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

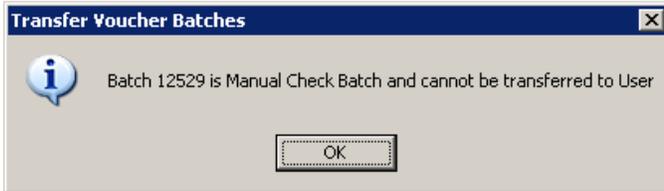
This send to button now checks if it's a manual batch that the send to user has the ability to process manual checks. If they do not then this message is displayed:





### 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.



[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.



Warrant Bank	Start Date	Check Date	GL Effective	Posted	Warrant Total	Total Paid	Status	Type
004485	EAST 31-Jan-2014	31-Jan-2014	31-Jan-2014	31-Jan-2014	8,824.09	8,824.09	Closed	
004482	EAST 13-Jan-2014	13-Jan-2014	13-Jan-2014	13-Jan-2014	19,144.87	19,144.87	Closed	
*** Grand Total ***					27,968.96	27,968.96		

Selection Legend:  
Check Date: 01012014 to 01312014

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:





Town of ADMINS									
Check History - Account Detail by Warrant									
Bank Check#	Voucher	Vendor# and Name	Status	Type	Lin	GLL	Ck Amount	Account#	DOE Li DOE
-----									
Warrant : 004482		Check date: 13-Jan-2014 Regular							
-----									
EAST 0279200	337585	021633-DELTA BECKWITH ELEV	Issued	Printe	1	1	2,316.66	1000-300-4220-440-03-00-52200	
					2	1	1,158.33	1000-300-4220-440-04-00-52200	
					3	1	1,158.33	1000-300-4220-440-05-00-52200	ABCD
					4	1	3,475.02	1000-300-4220-440-06-00-52200	
					5	1	2,316.66	1000-300-4220-440-12-00-52200	
EAST 0279201	337588	000695-NORTHEAST COPIER SY	Issued	Printe	1	1	222.00	1000-300-4230-441-03-00-52240	
EAST 0279202	337586	012549-SIMPLEX PRODUCTS	Issued	Printe	1	1	127.50	1000-300-4110-660-05-00-54030	
EAST 0279203	337587	007867-UNITED ART AND EDUC	Issued	Printe	1	1	170.37	1000-300-2300-602-05-00-54160	
EAST 0279204	337589	021457-UNIVERSAL ENVIRONME	Issued	Printe	1	1	900.00	1000-917-0000-000-00-00-69295	
EAST 8000007	337582	010872-AMAZON	Issued	ACH Ad	1	1	200.00	1000-650-0000-006-00-00-54150	
EAST 8000008	337581	000041-CUMMINGS CONSTRUCTI	Issued	ACH Ad	1	1	3,000.00	1000-422-0000-004-00-00-54130	
EAST 8000009	337583	010876-VANASSE HANGEN BRUS	Issued	ACH Ad	1	1	100.00	0200-450-0000-004-00-00-52040	
EAST 8000010	337580	010874-VILLAGE PAINT & DEC	Issued	ACH Ad	1	1	4,000.00	1000-300-4220-660-06-00-54120	
Total Warrant 004482							19,144.87	=====	
-----									
Warrant : 004485		Check date: 31-Jan-2014 Regular							
-----									
EAST 0279205	337557	021633-DELTA BECKWITH ELEV	Issued	Printe	2	1	1,158.33	1000-300-4220-440-05-00-52200	ABCD
					3	1	3,475.02	1000-300-4220-440-06-00-52200	
					4	1	2,316.66	1000-300-4220-440-12-00-52200	
					5	1	1,158.33	1000-300-4220-440-04-00-52200	
					5	2		1000-300-4220-440-04-00-52200	
EAST 0279206	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 004485							8,824.09	=====	
-----									
Selection Legend:									
-----									
Warrants: 004485									
Warrants: 004482									

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**.





## 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.

Batch # 12526  
Voucher# 337558

Voucher Entry Entry Begun

Vendor: 012549 01  
SIMPLEX PRODUCTS  
6 COMMERCIAL STREET  
SHARON  
MA 02067-0000

Invoice# 1  
Inv Date 13-Jan-2014  
Customer#  
Dept. Code STALLBROOK STALLBROOK ELEMEN  
Vou Date 13-Jan-2014 FY 2014  
Due Date 14-Jan-2014 Terms DUR

Print Manual ACH Wire No Chk  
Check Date Bank MELN  
Separate Check  
Type Payment Voucher

2 Entry (3) 3 Items 4 GL Details 5 Status History 6 Attachments

Amount to Pay Vendor 15.75

Line Item	Qty	Uon	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1.0000		PO #9037649	127.5000				127.50
			1000-300-1110-660-05-00-54030					
			CUSTODIAL SUPPLIES-SB					
			1099 Y F PO# 9037649/1					
2	1.0000		Credit For work not performed	-11.7500				-11.75
			1000-300-220-440-08-00-52200					
			BLDG MAINT SERVICES-KEOUGH					
			1099 Y F					
3	1.0000		Services	600.0000				600.00
			1000-300-220-440-08-00-52200					
			BLDG MAINT SERVICES-KEOUGH					
			1099 Y A					

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

Vendor 012549 SIMPLEX PRODUCTS Entity 1 TOWN OF ANYWHERE

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	
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	Y	600.00	



TedRE - 1099Listing\_2858\_THERESA[1].lis  
File Edit Format Options

Courier New 8 B I U [Color] [List] [Print] [Print] [Print] [Print] [Print]

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#	Name	Vendor 1099 Code	Form	Payment 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:

CORRECTED (if checked)

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no. Town of Anywhere 2 DAY ST AGAWAM, MA 01001		1 Rents \$ 0.00
123456789012345678901234567890 (110) 000-00		2 Royalties \$ 0.00
PAYER'S federal identification number 123456789	RECIPIENT'S identification number 04-2668224	3 Other income \$ 0.00
RECIPIENT'S name SIMPLEX PRODUCTS		5 Fishing boat proceeds \$ 0.00
		7 Nonemployee compensation \$ 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.



Figure 5 Before

Figure 6 After

[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	Tot
1		Paper	1	1000-251-0000-002-00-00-54090	100.00	OFFICE & SUPPLIES	
						Total	100.00

Figure 8 Before

Lin	Qty	ItemDescription	PO#	GLLn Account	Amount	AcctDescription	GL RemBalance	BC	Tot
1		paper	1	1000-251-0000-002-00-00-54090	100.00	EXPENSES	4543.11	*	

Figure 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**.

Module Maintenance	▶	Accounts Payable Module Control
Interfaces/Imports	▶	Accounts Payable Check Form Maintenance
Site Specific	▶	Accounts Payable Check Form Maintenance By Bank
Help Reference Library		Remove Vendors Flagged for Deletion
AP Help		Remove Items Flagged for Deletion
		Merge Vendors
		Vendors with no Activity (Dormant)
		Email Distribution Lists
		<b>Field Logging - Accounts Payable Module Control</b>



Field Logging - Accounts Payable Module Control

Seq# 2000 Vendor Requires Address [Y/N]

Change Date	Time	User	From/To
03-Feb-2014	10:06:33	ANTHEA	Y
			N

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

Accounts Payable Module Control

Seq#	Description	Answer
2000	Vendor Requires Address [Y/N]	Y
2001	Allow vouchers with allocations less than 100% [Y/N]	Y
2002	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]