



ACCOUNTS PAYABLE

RELEASE NOTES – MARCH 2019

This document explains new product enhancements added to the ADMINIS Unified Community for Windows ACCOUNTS PAYABLE system.

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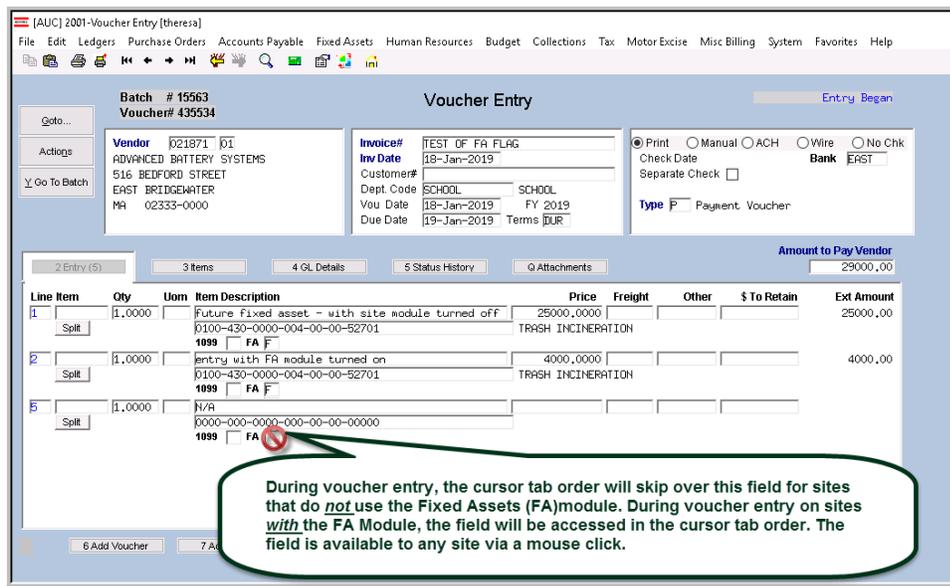
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1. VOUCHER ENTRY

Prior to the software update, there was a restriction preventing entry into the **Fixed Assets (FA)** flag on the voucher entry screen if the site does not use the **Fixed Assets** module. Sites not using the module may want to mark vouchers as “F” for fixed asset and then report on them to maintain spreadsheets or other Fixed Assets software.

1.1. Fixed Asset Flag [Enhancement]



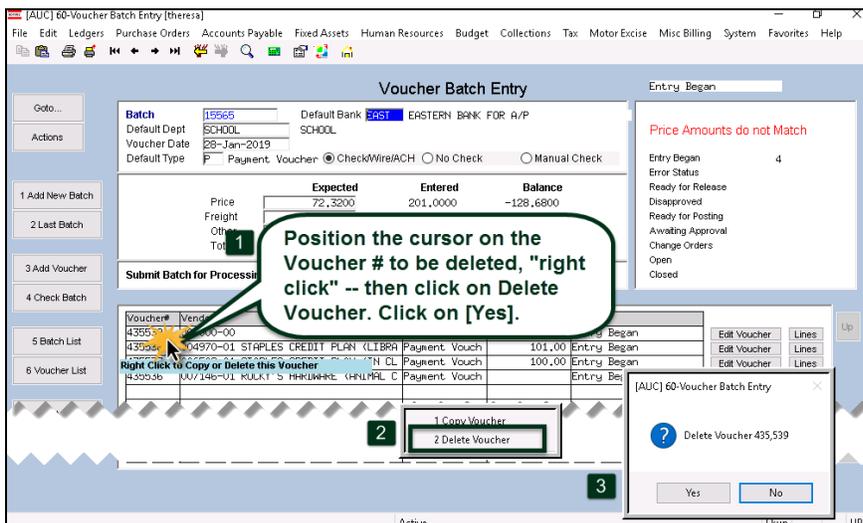
After the software update, for those sites not using the **Fixed Assets** module, the fixed asset field can now be accessed via a mouse click. This field will be skipped over when **tabbing** through the fields.

The field may be accessed via a mouse click by **any** site, even sites **not** using the **Fixed Assets** module.

Figure 1 Fixed Asset field accessible to all sites via mouse click

[ADM-AUC-AP-936]

1.2. Deleting Vouchers from the Batch Entry Screen [Helpful Tip]



Did you know that **ADMINS** has a “**right click**” feature that allows the deletion of vouchers from the batch screen? This is a faster option than selecting each voucher in the entry screen.



Figure 2 Deleting vouchers on the batch screen



1.3. Voucher Posting Error [Fix]

There was a random issue with the voucher posting when attaching entries to the history files. Users would occasionally receive an abnormal termination notice and **ADMINS** support had to complete the voucher posting process. **ADMINS** corrected this issue with the software update.

[ADM-AUC-AP-951]

1.4. Added Invoice Information to the Voucher Edit List [Enhancement]

To make it easier to match up paper invoices to the voucher edit list, the **Invoice Number** and **Invoice Date** were added to the output produced when clicking on the **[7 Edit List]** button.

2710-APV00EDT_AUC.REP Printed 08-Feb-2019 at 09:39:12 by THERESA Town of Adams Voucher Entry Edit List Page 1

Batch#	Bank Voucher#	VoucherDate	Vendor#	Name and Address	Check:	Type:	Printed	Separate Check:	No
15566	EAST 435661	06-Feb-2019	000100-01	BAKER & TAYLOR PO BOX 277930 ATLANTA, GA 30384-7930					
				PO# line GL# Account & Description					
				1 1 1000-610-0000-006-00-00-54100 BOOKS AND PERIODICALS	1.0000	69.5700			69.57
15566	EAST 435662	08-Feb-2019	017454-01	BLACKSTONE PUBLISHING PO BOX 78362 PHILADELPHIA, PA 19178-0962					
				PO# line GL# Account & Description					
				1 1 1000-610-0000-006-00-00-54100 BOOKS AND PERIODICALS	1.0000	100.0000			100.00
									*** Grand Total ***
									169.57

Figure 3 Before – the edit list when run to Print/Preview/PDF®

2710-APV00EDT_AUC.REP Printed 08-Feb-2019 at 09:35:18 by THERESA Town of Adams Voucher Entry Edit List Page 1

Batch#	Bank Voucher#	VoucherDate	Vendor#	Name and Address	Invoice#	Invoice Date	Check Details	Check:	Type:	Printed	Separate Check:	No
15566	EAST 435661	06-Feb-2019	000100-01	BAKER & TAYLOR PO BOX 277930 ATLANTA, GA 30384-7930	302265836	25-Jan-2019						
				PO# line GL# Account & Description								
				1 1 1000-610-0000-006-00-00-54100 BOOKS AND PERIODICALS				1.0000	69.5700			
15566	EAST 435662	08-Feb-2019	017454-01	BLACKSTONE PUBLISHING PO BOX 78362 PHILADELPHIA, PA 19178-0962	1086338 /CUST ID 100486	21-Jan-2019						
				PO# line GL# Account & Description								
				1 1 1000-610-0000-006-00-00-54100 BOOKS AND PERIODICALS				1.0000	100.0000			
									*** Grand Total ***			

Figure 4 After – the edit list when run to Print/Preview/PDF® shows the Invoice number and date



Batch#	Bank	Voucher#	VoucherDate	Vendor#	Name	Quantity	Description	Invoice #	InvoiceDate
15566	EAST	435661	2/6/2019	000100-01	BAKER & TAYLOR	1	1 LIBRARY: BOOKS AND PERIODICA	3022605835	1/25/2019
15566	EAST	435662	2/8/2019	017454-01	BLACKSTONE PUBLISHING	1	1 LIBRARY: BOOKS AND PERIODICA	1086338 /CUST ID 1004	1/21/2019

Figure 5 The Excel® version also includes the Invoice # and Invoice date

[ADM-AUC-AP-935]

2. AP/PO Approvals ▶ Change Order Budget Overrides [Fix]

Maintain Approval Paths

Approval Path: **PRIMAVERA_PO** Description: PRIMAVERA_CENTER_PO

	Minimum	Primary	Secondary	Tertiary
Budget Override 1		THERESA	LJANN	
Level 1 - Supervisor	<input checked="" type="checkbox"/>	ANTHEA	MENDY	THERESA
Level 2 - Department Head	<input type="checkbox"/>			
Level 3 - Purchasing Office	<input type="checkbox"/>			
Level 4 - Finance Department	<input type="checkbox"/>			
Level 5 - Town Manager	<input type="checkbox"/>			
PO Change Orders	<input checked="" type="checkbox"/>	ANTHEA	MENDY	THERESA
AP Change Orders	<input type="checkbox"/>	ANTHEA	MENDY	THERESA

Original **Purchase Orders** and **Vouchers**, as well as **Change Orders** to **Purchase Orders** and **Vouchers** that need Budget Overrides use the approval user from the **Budget Override Line** on the **Approval Path** table.

Figure 6 Approval Path shows “Theresa” as the Primary Budget Override approver

To set this, select Accounts Payable ▶ Tables ▶ Maintain Approval Paths. In the example in Figure 6, user “Theresa” is the Budget Override approver, and user “Anthea” is the Change Order approver. When a change order needed a budget override, the approvals lookup was displaying the wrong approver. User “Anthea” was erroneously listed as the **Primary** for a **Change Order** needing **Budget** approval, instead of user “Theresa”.

Now, the lookup will display the correct budget override approver on the screen.

AP/PO Dashboard

Purchase Change Orders Awaiting Approval

PO#	Dept	Date	Vendor	Expected Amt	Changed f	Status	In Use?	Primary
191124	PRIMAVERA	06-Dec-2018	AMAZON CAPITAL SERVICES	97.96	40	Change Needs Budget	1	THERESA
191121	PRIMAVERA	06-Dec-2018	STOP & SHOP SUPERMARKET C	500.00		Needs Change Order A	2	ANTHEA

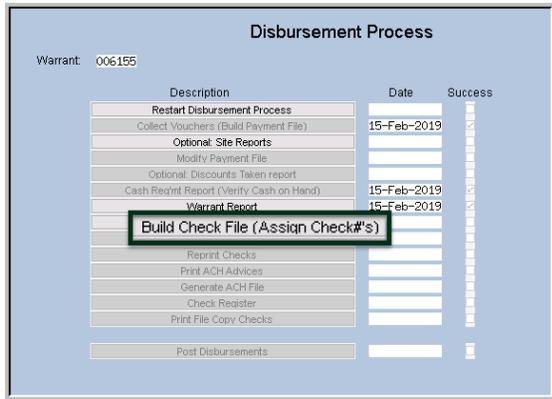
Figure 7 Approvals lookup showing the correct user for Budget overrides on a change order.

[ADM-AUC-AP-939]



3. DISBURSEMENTS

3.1. Build Check File (Assign Check #s) – Disbursement Count Report [New]

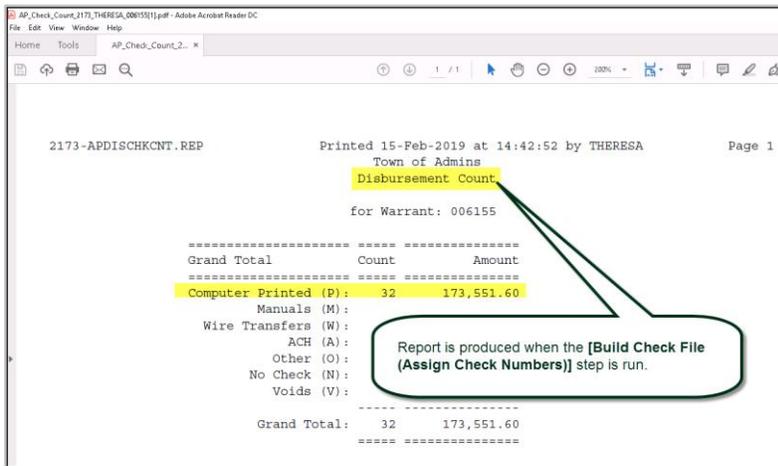


Check numbers are assigned on the **[Build Check File (Assign Check #s)]** step. Once the check numbers are assigned the step produces a report with a **count** of the number of checks to be printed.

This will indicate the number of checks that are expected to be printed.



Remember, multiple vouchers for a single vendor may appear on the same check; as such the number of vouchers listed on reports generated earlier in the process may not necessarily equal the number of checks.



[ADM-AUC-AP-950]

4. VOID PROCESSING [Fix]

This issue was found when a Purchase Order was rolled forward to a new account number and a void was processed that cancelled a voucher. Voiding a check that cancels the voucher will:

1. restore the encumbrance (if the voucher was based on a purchase order), and
2. reduce the expenditure.

If the Purchase Order **account number has been changed** during the Purchase Order rollover process, the void was re-establishing the encumbrance and reducing the expense on the **original** account, instead of the **new** account. **ADMINS** corrected this and the new account will be used.

[MDT-SUP-SAPLAUC-1783]



4.1. Void ▶ Missing Fiscal Year and Account Numbers [Fix]

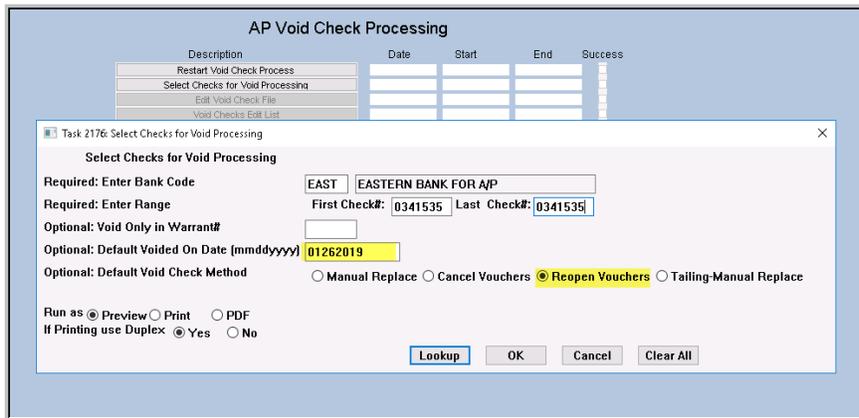


Figure 8 Entering the default void date sets fiscal year and account number

The **fiscal year and account number** was not being set on checks voided using a default date and the **“ReOpen Vouchers”** option as shown at left in Figure 8. **AP06** transactions were written to the General Ledger unposted file without a fiscal year or account number, making them invalid for posting.

This was corrected and patched to sites in late January and is included here to document the change.

[ADM-AUC-AP-946]

5. BANK RECONCILIATION ▶ Create AP Check Download File [Fix]

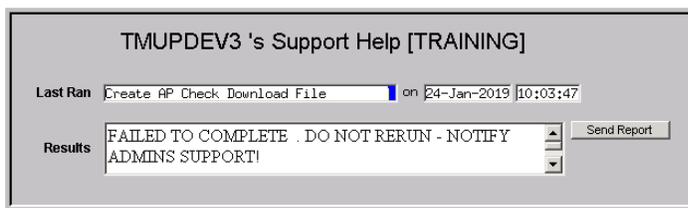


Figure 9 Before –user sees an abnormal termination message

In some cases, users would see an abnormal termination due to the system being unable to access the folder to create the download file.

Now, if the process is run by a new user or from a new device, without access to the file location, the user will see an informative message that the file location is unavailable, with instructions to review the bank reconciliation setup.

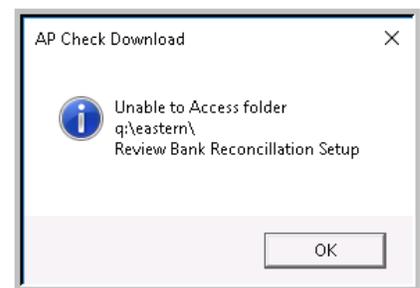
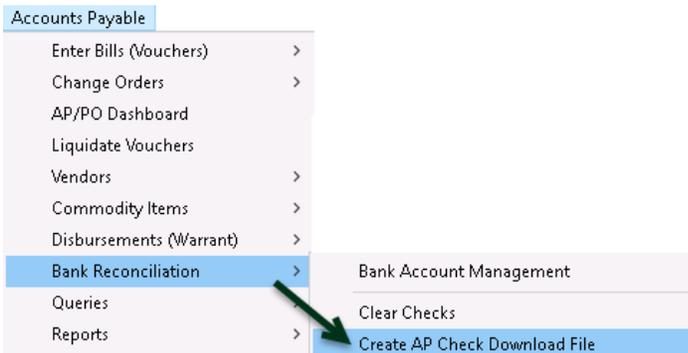


Figure 10 After—the system displays an informative popup with instructions

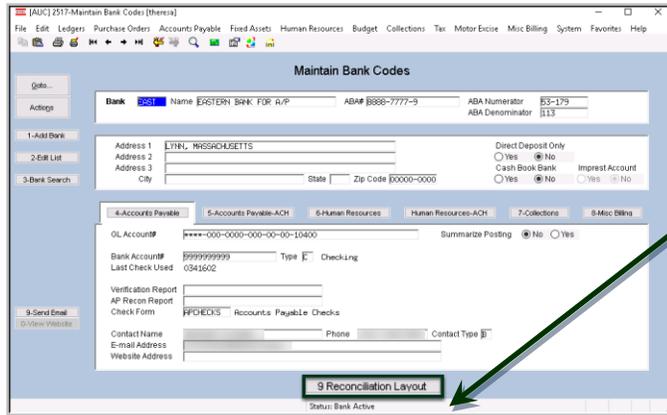


Figure 11 The filename and location are set on the Bank Reconciliation screen

To change where the file will be stored, go to the **Maintain Bank Codes** table (available only to “Super-Users”), and click on the  **[9 Reconciliation Layout]** button at the bottom of the screen for the bank in use as shown in Figure 11.

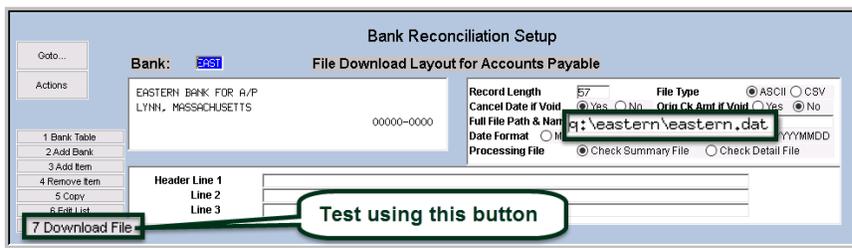


Figure 12 Test the file location before going “live”

On the **Bank Reconciliation Setup** screen, set the file name, and be sure to test by using the **[7 Download File]** button before attempting to run the process as part of regular operations.

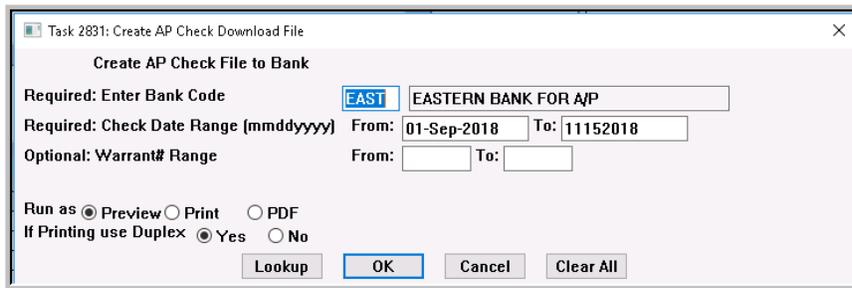


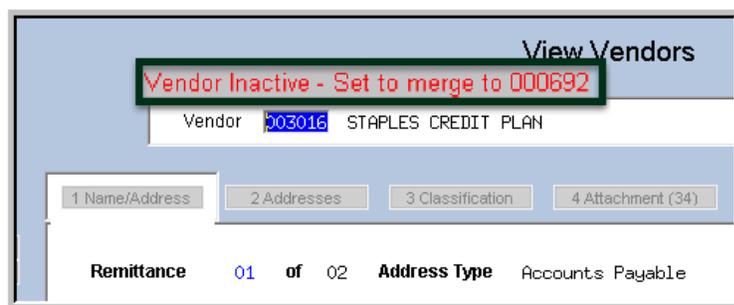
Figure 13 Enter the bank code and beginning and ending dates for the transactions



If in doubt, please contact support@admins.com for assistance. Do not change any other values on this screen, as doing so may have unintended and undesired consequences.

[ADM-AUC-AP-944]

6. VENDORS–To Merge or not to Merge? [Helpful Tip]



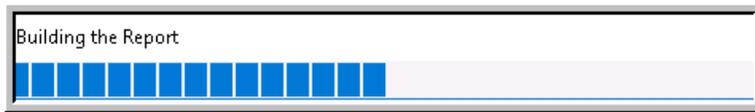
If a single vendor has been assigned multiple vendor numbers, consider the cause. Do different departments within the municipality use unique vendor numbers to help distinguish between invoices? Did it just happen over time? Depending on *why* the multiple entries exist can help determine how they should be managed going forward.



What happens if the finance department merges all the vendors under one number? If an “inactivated” vendor number is entered on a purchase order or accounts payable voucher, a message will be displayed with the information that **“No active or valid addresses exist for this Vendor”**. Most users may access the **View Vendors** screen, type in the inactivated vendor number, and see a message **“Vendor Inactive – Set to merge to ##”** above the vendor number.

[ADM-AUC-AP-948]

7. REPORTS



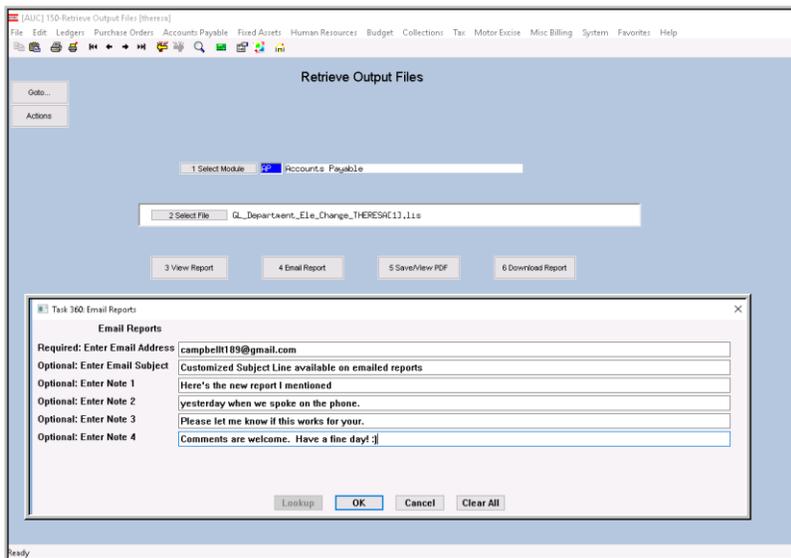
A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue with some

Excel® reports; **ADMINS** turned this feature off for now and will reinstate it at a later time.

[ADM-AUC-SY-8093]

In addition, **ADMINS** enhanced several reports. The feature described in section 7.1 affects all reports and all modules.

7.1. Retrieve Output Files Customized Subject Line [Enhancement]



ADMINS offers the Retrieve Output file feature on every module, allowing all **AUC** users to send a report to any valid email address. With this software update, **ADMINS** is pleased to announce a **customized subject line** for email reports.

Select the file and click on **[4 Email Report]**. Fill in the prompts as shown in Figure 14.

Figure 14 New Subject Line field is an optional field on the Email Reports form

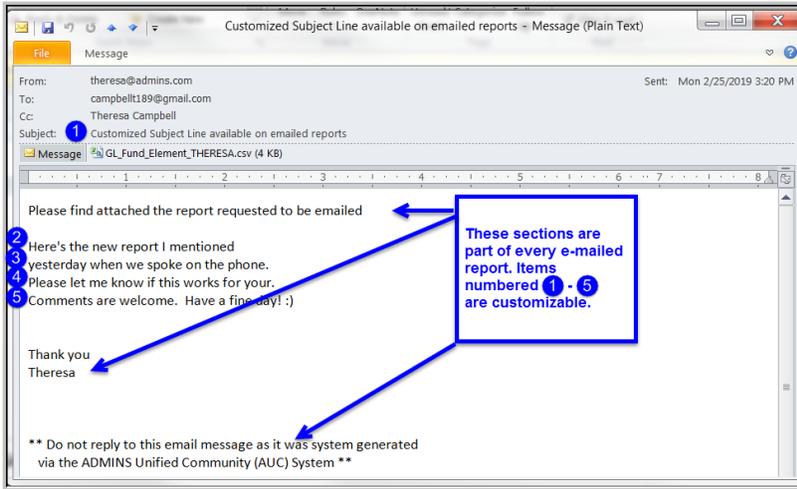
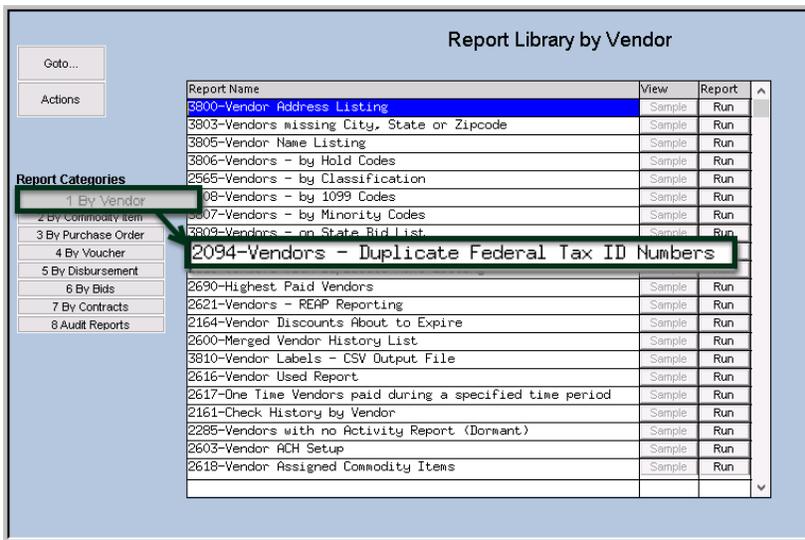


Figure 15 Email with attached file

The result is shown in Figure 15. Most output formats (.lis, .xml, .xls) are converted to PDF prior to emailing. If mailing a .csv file, the .csv format is retained.

[ADM-AUC-SY-8084]

7.2. [By Vendor] ▶ #2094 Duplicate Federal Tax ID Numbers [Enhancement]



ADMINS advises sites to run this report in advance of 1099 processing.

To make the report more useful, ADMINS added an optional filter to the prompt to include only vendors paid on or after a given date. This lets sites focus on vendors with activity in the year being reported.

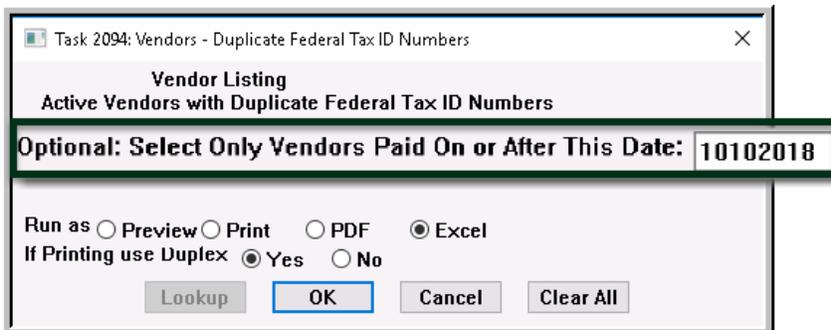


Figure 16 New Optional filter on report of Vendors with Duplicate Federal Tax ID #s

In addition, the matching will now identify duplicates even if the FID# *formats* differ in the vendor file.

In the example shown in Figure 16, vendors are restricted to those paid on or after January 1, 2018 to identify vendors with current year activity that may require a form 1099.



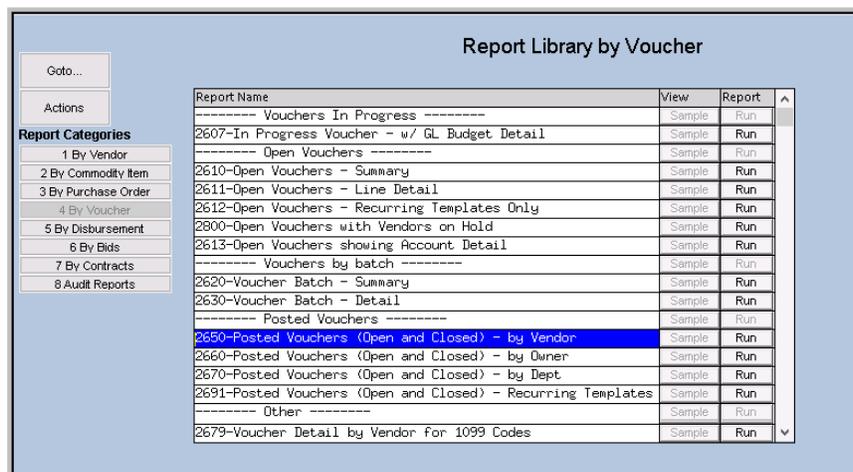
FID#	Vendor	Class	Name	Hold?	Minor?	1099	Terms	1Time?	LastCheckDate
04-2896127	003845	UNCL	STAPLES BUSINESS ADVANTAGE				DUR	N	12/3/2018
04-2896127	004654	UNCL	STAPLES CREDIT PLAN				DUR	N	12/3/2018
042896127	004970	UNCL	STAPLES CREDIT PLAN (LIBRARY)				DUR	N	11/2/2018
042-89-6127	006509	UNCL	STAPLES CREDIT PLAN (TN CLERK)				DUR	N	11/12/2018
04-2896127	006567	UNCL	STAPLES CFO				DUR	N	12/3/2018

In the example shown there are five vendor numbers identified as duplicates, even though not all the numbers use the same format – some have a dash after the 2nd digit (**Federal Tax**

Identification number format), some are formatted like a **Social Security** number, and some of the numbers have no dashes. Use the merge vendor process, described in the Help Reference Library, **#AP-370 Merge Vendors**, to assign a single vendor number for this vendor, or the **data** for each matched number will be merged during the **1099** process.

[MDF-SUP-SAPLAUC-981]

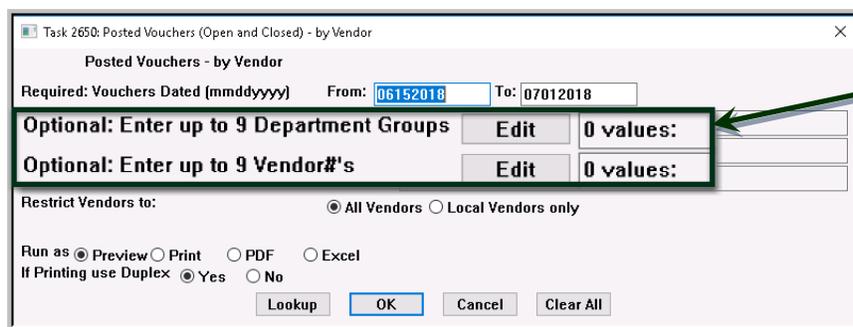
7.3. [By Voucher] ▶ #2650 Posted Vouchers [Enhancement]



ADMINS added new selections to the **2650 Posted Vouchers Report (Open and Closed) - by Vendor** report.

Users may now optionally specify up to nine department groups and up to nine vendors.

Figure 17 Report Library screen showing the 2650 Posted Vouchers report



The vouchers must meet **both** the vendor and the department group criteria to be included on the report.

Figure 18 New Optional Filters by Department Group and Vendor

Select **Accounts Payable ▶ Reports ▶ Report Library [By Voucher] - #2650 - Posted Vouchers (Open and Closed) - by Vendor** to run the report. The report is available in **Preview/Print/PDF®** and **Excel®** formats.



Printed 06-Dec-2018 at 14:12:03 by THERESA

Vendor: 000046-01 POSTMASTER
 Voucher# UserBatch# GL_Batch#
 416769 15093 8862794
 416786 15105 8862796
 416789 15108 8862764
 416790 15108 8862764

Vendor: 001658-01 AL WHEELER
 Voucher# UserBatch# GL_Batch#
 416780 15100 8862751
 416781 15101 8862752

Vendor: 002276-02 W.B. MASON CO. INC.
 Voucher# UserBatch# GL_Batch#
 416792 15108 8862764

Figure 19 The Posted Voucher report with vendor and department selections run to Print/Preview/PDF®

AP_Vouch_Hist_By_Vndr_THERESA[3].xml - Microsoft Excel

Vendor#	Vendor Name	UserBatch#	Voucher#	GL_Batch#	Department	Invoice#	InvoiceDate	VoucherDate	EnteredBy	Status	Amount
000046	POSTMASTER	15093	416769	8862794	FIRE	FA/GT/FADG	7/1/2018	7/1/2018	ANTHEA	Closed	200.00
000046	POSTMASTER	15105	416786	8862796	FIRE	DGF	8/23/2018	8/23/2018	ANTHEA	Closed	10.00
000046	POSTMASTER	15108	416789	8862764	FIRE		8/15/2018	8/15/2018	THERESA	Closed	55.00
000046	POSTMASTER	15108	416790	8862764	FIRE		8/25/2018	8/20/2018	THERESA	Closed	55.00
											320
001658	AL WHEELER	15100	416780	8862751	FIRE	T1	8/16/2018	8/16/2018	ANTHEA	Closed	31,600.00
001658	AL WHEELER	15101	416781	8862752	FIRE	T2	8/16/2018	8/16/2018	ANTHEA	Closed	18,360.00
											49960
002276	W.B. MASON CO. INC.	15108	416792	8862764	PRIMAVERA		8/28/2018	8/17/2018	THERESA	Closed	337.66
											337.66
											50617.66

Figure 20 The Posted Voucher report with vendor and department selections run to Excel®

[ADM-AUC-AP-932]

7.4. [By Disbursement]

ADMINS enhanced two of the Disbursement reports.

7.4.1. #2685 Check History–List of Checks by Bank [Enhancement]

Report Library by Disbursement

Report Name	View	Report
2685-Check History - List of Checks by Bank	Sample	Run
2162-Check History - List of Checks by Warrant	Sample	Run
2160-Check History - Vouchers paid on checks by Bank	Sample	Run
2161-Check History by Vendor	Sample	Run
2688-Register of 0/5 Uncleared Checks	Sample	Run
2168-Warrant Listing	Sample	Run
2689-Tolling Report - Unclaimed Checks	Sample	Run
2692-Check History - Account Detail by Check Date	Sample	Run

Figure 21 Report Library by Disbursement

ADMINS added an optional date range filter to the report to allow for ready comparison of the report to the bank management screen. Select **Accounts Payable ▶ Reports ▶ Report Library ▶ By Disbursement** to access the report.



Task 2685: Check History - List of Checks by Bank

Check History - Summary

Optional: Enter up to 9 Bank Codes Edit 0 values:

Optional: Enter up to 9 Check Types Edit 0 values:

Optional: Enter up to 9 Check Status Edit 1 values: X

Optional: Enter up to 9 Warrant#s Edit 0 values:

Optional: Void Date Range (mmdyyyyy) From: To:

Optional: Cleared Date Range (mmdyyyyy) From: To:

Optional: Select Check Amounts between From: To:

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Figure 22 Before – No Check Date Range Filter

Task 2685: Check History - List of Checks by Bank

Check History - Summary

Optional: Enter up to 9 Bank Codes Edit 0 values:

Optional: Enter up to 9 Check Types Edit 0 values:

Optional: Enter up to 9 Check Status Edit 1 values: X

Optional: Enter up to 9 Warrant#s Edit 0 values:

Optional: Void Date Range (mmdyyyyy) From: To:

Optional: Cleared Date Range (mmdyyyyy) From: To:

Optional: Select Check Amounts between From: To:

Optional: Check Date Range (mmdyyyyy) From: 01012018 To: 01312018

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All

Figure 23 After –Optional Check Date Range Filter

Bank	Check#	Check Date	Type	Vendor#	Vendor Name	Status	Warrant	Canceled On	Cleared On	Check Amount
EAST	0329449	1/1/2018	V	011125	CIT	X	005802	1/7/2019		110.00
EAST	0329450	1/1/2018	V	011125	CIT	X	005802	1/7/2019		110.00
EAST	0329451	1/1/2018	V	011125	CIT	X	005802	1/7/2019		110.00
EAST	0329452	1/1/2018	V	026471	COMMONWEALTH OF MASSACHUSETTS	X	005802	1/5/2019		213.06
EAST	0329453	1/1/2018	V	018385	COSTA	X	005802	1/5/2019		2,413.87
EAST	0329454	1/1/2018	V	019394	DIVA DISTRIBUTORS	X	005802	1/5/2019		423.47
EAST	0329455	1/1/2018	V	018831	ECOLAB FOOD SAFETY SPECIALTIES	X	005802	1/5/2019		57.96
EAST	0329456	1/1/2018	V	025008	FORD'S HOMETOWN SERVICES	X	005802	1/5/2019		1,170.00
EAST	0329457	1/1/2018	V	024958	GOODFELLAS TRUCKING, INC.	X	005802	1/5/2019		408.25
EAST	0329458	1/1/2018	V	024494	HERSHEY CREAMERY CO.	X	005802	1/5/2019		211.08
EAST	0329459	1/1/2018	V	023142	JEN'S TRANSPORTATION, INC.	X	005802	1/7/2019		5,740.00
EAST	0329545	1/8/2018	V	004248	BHS STUDENT ACTIVITY FUND	X	005804	1/10/2018		5,008.80
EAST	0329753	1/15/2018	V	021422	CAROLYN RAFFERTY	X	005811	1/22/2018		30.00
EAST	0329754	1/15/2018	V	026673	CATHERINE GALLO	X	005811	1/22/2018		30.00
*** Total for Bank ***										16,036.49
*** Grand Total ***										16,036.49

Figure 24 Excel® output

TedRE - AP_Check_History_by_Bank_2685_THERESA[1].lis

2685-APCHGIS_SUM.REP Printed 17-Jan-2019 at 17:15:59 by THERESA Tom of Admins Page 1

Check History - List of Checks by Bank

Bank	Check#	Check Date	Type	Vendor#	Vendor Name	Status	Warrant	Canceled On	Cleared On	Check Amount
EAST	0329449	01-Jan-2018	V	011125	CIT	X	005802	07-Jan-2019		110.00
EAST	0329450	01-Jan-2018	V	011125	CIT	X	005802	07-Jan-2019		110.00
EAST	0329451	01-Jan-2018	V	011125	CIT	X	005802	07-Jan-2019		110.00
EAST	0329452	01-Jan-2018	V	026471	COMMONWEALTH OF MASSACHUSETTS	X	005802	05-Jan-2019		213.06
EAST	0329453	01-Jan-2018	V	018385	COSTA	X	005802	05-Jan-2019		2,413.87
EAST	0329454	01-Jan-2018	V	019394	DIVA DISTRIBUTORS	X	005802	05-Jan-2019		423.47
EAST	0329455	01-Jan-2018	V	018831	ECOLAB FOOD SAFETY SPECIALTIES	X	005802	05-Jan-2019		57.96
EAST	0329456	01-Jan-2018	V	025008	FORD'S HOMETOWN SERVICES	X	005802	05-Jan-2019		1,170.00
EAST	0329457	01-Jan-2018	V	024958	GOODFELLAS TRUCKING, INC.	X	005802	05-Jan-2019		408.25
EAST	0329458	01-Jan-2018	V	024494	HERSHEY CREAMERY CO.	X	005802	05-Jan-2019		211.08
EAST	0329459	01-Jan-2018	V	023142	JEN'S TRANSPORTATION, INC.	X	005802	07-Jan-2018		5,740.00
EAST	0329545	08-Jan-2018	V	004248	BHS STUDENT ACTIVITY FUND	X	005804	10-Jan-2018		5,008.80
EAST	0329753	15-Jan-2018	V	021422	CAROLYN RAFFERTY	X	005811	22-Jan-2018		30.00
EAST	0329754	15-Jan-2018	V	026673	CATHERINE GALLO	X	005811	22-Jan-2018		30.00
*** Total for Bank ***										16,036.49
*** Grand Total ***										16,036.49

Selection Legend:
Vendor Entity: Both
Check Status: X

Figure 25 Print/Preview/PDF® format

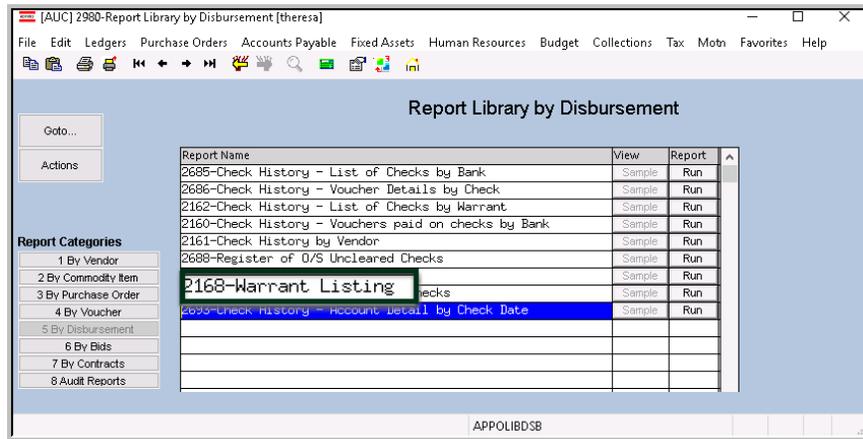
Excel® or Print/Preview/PDF® report output formats are available for this report.

7.4.2. #2168 Warrant Listing [Enhancement]

[ADM-AUC-AP-940]



ADMINS added columns to the warrant listing report to provide more information on Void check exception warrants. During the software update, a process will be run to update the data for existing void warrants so that the historical data will appear on the reports



There are two types of exception warrants – this pertains to Void exception warrants; there are also credit card voucher warrants that are “exception” warrants.

Run the warrant listing report by selecting **Accounts Payable** ▶ **Reports** ▶ **Report Library** ▶ **[5 By Disbursement]** and selecting **#2168 Warrant Listing**.

2168-APWARRANTLIST.REP Printed 15-Feb-2019 at 11:49:23 by ANTHEA Page 1
Town of Admins
Warrant Listing

Warrant	Bank	Start Date	Check Date	GL Effective	Posted	Warrant Total	Total Paid	Status	Type
006150	EAST	13-Feb-2019	13-Feb-2019	13-Feb-2019		1,342.57	1,342.57	Open	
006149	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019			Closed	Exception Warrant
006148	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019			Closed	Exception Warrant
006147	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019			Closed	Exception Warrant
006146	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019			Closed	Exception Warrant
006145	EAST	25-Jan-2019	25-Jan-2019	25-Jan-2019	25-Jan-2019			Closed	Exception Warrant
006144	EAST	13-Feb-2019	13-Feb-2019	13-Feb-2019		1,300.87	1,300.87	Open	
006143	EAST	14-Jan-2019	31-Dec-2018	31-Dec-2018	14-Jan-2019	5,310.50	5,310.50	Closed	
006142	EAST	14-Jan-2019	14-Jan-2019	14-Jan-2019	14-Jan-2019	215,928.40	215,928.40	Closed	
006141	EAST	07-Jan-2019	07-Jan-2019	07-Jan-2019	07-Jan-2019	32,349.71		Closed	Exception Warrant
006140	EAST	20-Dec-2018	20-Dec-2018	20-Dec-2018	24-Jan-2019	964,580.70	964,580.70	Closed	
006139	EAST	06-Dec-2018	10-Dec-2018	10-Dec-2018	06-Dec-2018	193,218.82	193,218.82	Closed	
006138	EAST	06-Dec-2018	05-Dec-2018	05-Dec-2018	06-Dec-2018	15,550.00	15,550.00	Closed	

The report output may be run as **Print/Preview/PDF**® or to **Excel**®.

Figure 26 Before – no amounts were shown for voids on the Warrant Listing

2168-APWARRANTLIST.REP Printed 15-Feb-2019 at 14:12:33 by ANTHEA
Town of Admins
Warrant Listing

Warrant	Bank	Start Date	Check Date	GLEffective	Posted	Warrant Total	Total Paid	Void-Manual	Void-Cancel	Void-Tailing	Status	Type
006154	EAST	15-Feb-2019	15-Feb-2019	15-Feb-2019	15-Feb-2019	693.59		50.00	602.50	41.09	Closed	Exception Warrant
006153	EAST	15-Feb-2019	15-Feb-2019	15-Feb-2019	15-Feb-2019	3,485.90		131.93	152.06	3,201.91	Closed	Exception Warrant
006152	EAST	15-Feb-2019	15-Feb-2019	15-Feb-2019	15-Feb-2019	537.00		537.00			Closed	Exception Warrant
006151	EAST	15-Feb-2019	15-Feb-2019	15-Feb-2019	15-Feb-2019	268.10		268.10			Closed	Exception Warrant
006150	EAST	13-Feb-2019	13-Feb-2019	13-Feb-2019		1,342.57	1,342.57				Open	
006149	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019	84.00			84.00		Closed	Exception Warrant
006148	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019	735.50			735.50		Closed	Exception Warrant
006147	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019	40.00			40.00		Closed	Exception Warrant
006146	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019	38.70			38.70		Closed	Exception Warrant
006145	EAST	25-Jan-2019	25-Jan-2019	25-Jan-2019	25-Jan-2019	20.00			20.00		Closed	Exception Warrant
006144	EAST	13-Feb-2019	13-Feb-2019	13-Feb-2019		1,300.87	1,300.87				Open	

Figure 27 After as run to Print/Preview/PDF®

Warrant_Listing_THERESA11.xml - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Warrant	Bank	Start Date	Check Date	GL Effective	Posted	Warrant Total	Total Paid	Void-Manual	Void-Cancel	Void-Tailing	Status	Type
1	006161	EAST	2/21/2019	2/21/2019	2/21/2019	2/21/2019	26,663.87	26,663.87		26,663.87		Closed	Exception Warrant
2	006160	EAST	2/21/2019	2/21/2019	2/21/2019	2/21/2019	203.50		203.50			Closed	Exception Warrant
3	006159	EAST	2/21/2019	2/21/2019	2/21/2019	2/21/2019	357.20			357.20		Closed	Exception Warrant
4	006158	EAST	2/21/2019	2/21/2019	2/21/2019	2/21/2019	297.20			350.80		Closed	Exception Warrant
5	006157	EAST	2/21/2019	2/21/2019	2/21/2019	2/21/2019	911.50	911.50				Closed	Exception Warrant
6	006156	EAST	2/15/2019	2/15/2019	2/15/2019	2/15/2019	173,551.60	173,551.60				Open	
7	006155	EAST	2/15/2019	2/15/2019	2/15/2019	2/15/2019	693.59		50.00	602.50	41.09	Closed	Exception Warrant
8	006154	EAST	2/15/2019	2/15/2019	2/15/2019	2/15/2019	3,485.90		131.93	152.06	3,201.91	Closed	Exception Warrant
9	006153	EAST	2/15/2019	2/15/2019	2/15/2019	2/15/2019	537.00		537.00			Closed	Exception Warrant
10	006152	EAST	2/15/2019	2/15/2019	2/15/2019	2/15/2019	268.10		268.10			Closed	Exception Warrant
11	006151	EAST	2/15/2019	2/15/2019	2/15/2019	2/15/2019	1,342.57	1,342.57				Open	
12	006150	EAST	2/13/2019	2/13/2019	2/13/2019								



Figure 28 After as run to Excel®

[ADM-AUC-AP-952]

8. YEAR END PROCESSING ► Add Vendor to 1099 File [Enhancement]

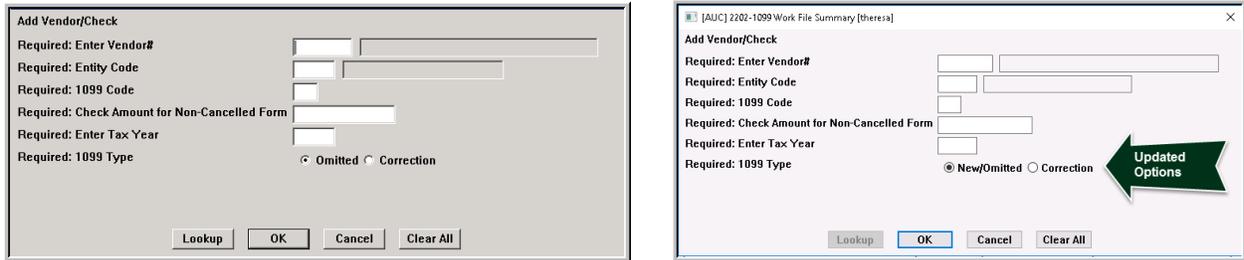


Figure 29 Before and After Prompt for Adding a Vendor – Now shows “New/Omitted” instead of just “Omitted”

The **1099** process allows a vendor to be added after building the work file, and before printing the forms. The prompt was updated to more clearly describe forms being added as “New/Omitted”.

[ADM-AUC-AP-949]

9. HELP REFERENCE LIBRARY

The following new or updated material was added to the Help Reference Library:

9.1. New or Updated Documentation

- ENTER/PROCESS PAYMENTS AP–167 View Attachments in the Approvals Screen [New]
- OTHER AP–867 Favorites Screen [New]