



ACCOUNTS PAYABLE

RELEASE NOTES – MARCH 2020

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

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1 ENTER BILLS

ADMINS fixed an issue with work-in-progress amounts for credit vouchers, added a feature to the upload vouchers process for budget overrides, and added columns to the **PO to Voucher Line Selection** screen.

1.1 Credit Vouchers Work-in-Progress [Fix]

Sometimes when entering a credit voucher, a user may forget and enter a positive amount, then go back and enter the correct negative amount. Prior to the software update, the process was not clearing out the original positive amount, which resulted in both a debit and credit showing in the work in progress file.

ADMINS corrected this. The work in progress amount will be properly reflected as shown in **Figure 1**.

Step 1: Voucher Entry
 Vendor: 009456 01
 MASS ASSOC. OF PLANNING
 DIRECTORS C/O BROWN & BROWN
 110 GREAT RD
 ATTN: PAMELA J BROWN
 BEDFORD MA 01730-0000
 Invoice#: CREDIT VOUCHER TEST
 Inv Date: 03-Mar-2020
 Customer#: TOWN TOWN
 Dept. Code: TOWN TOWN
 You Date: 03-Mar-2020 FY 2020
 Due Date: 04-Mar-2020 Terms: DUR
 Type: Credit Voucher
 Amount to Pay Vendor: 150.00

Step 2: Account Balance Inquiry
 FY: 2020
 Account Number: 1000-294-0000-002-00-00-52400
 Description: PROFESSIONAL SERVICES
 Remaining Balance: -150.00

Step 3: Voucher Entry
 Amount to Pay Vendor: -150.00
 Line Item 1: 1.0000 Testing positive number added first -150.0000
 U By Account: 1000-294-0000-002-00-00-52400 PROFESSIONAL SERVICES

Step 4: Account Balance Inquiry
 FY: 2020
 Account Number: 1000-294-0000-002-00-00-52400
 Description: PROFESSIONAL SERVICES
 Remaining Balance: 150.00

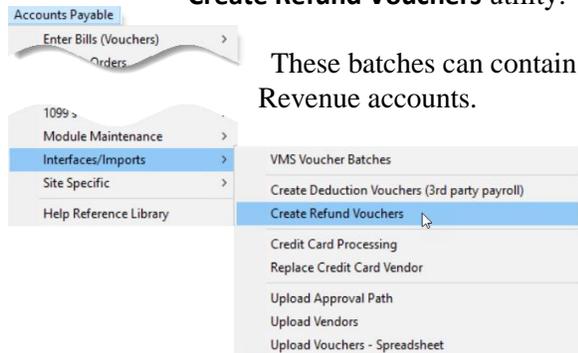
Figure 1 Changing a credit voucher now clears amounts from work-in-progress

[ADM-AUC-AP-980]



1.2 Check Batch of Refund Vouchers [Enhancement]

Some sites upload batches of vouchers for refunds using the **Accounts Payable** ▶ **Interfaces/Imports** ▶ **Create Refund Vouchers** utility.



These batches can contain **hundreds** of vouchers that use Liability/Asset and Revenue accounts.

Liability/Asset and Revenue accounts may not have a balance, and as a result, when checking the batch, a “budget override” message appears for each voucher, requiring the user to click **[OK]** to send the voucher for budget approvals.

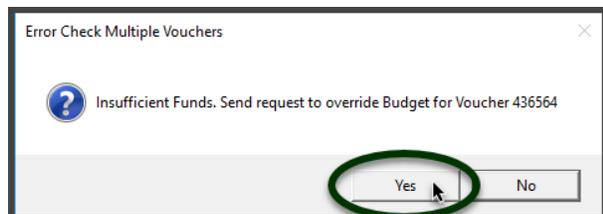


Figure 2 Before – the “Insufficient Funds” popup would be displayed for each of the vouchers

To streamline the process, when checking the batch, the “Insufficient Funds” prompt will be presented only once to send all the vouchers for override. Click **[Yes]** to send a budget override request for all vouchers needing one. Click **[No]** to leave all vouchers requiring a budget override in **Entry Began** status.

The batch #15641 shown in **Figure 3** is an example of a refund batch with over 100 vouchers.

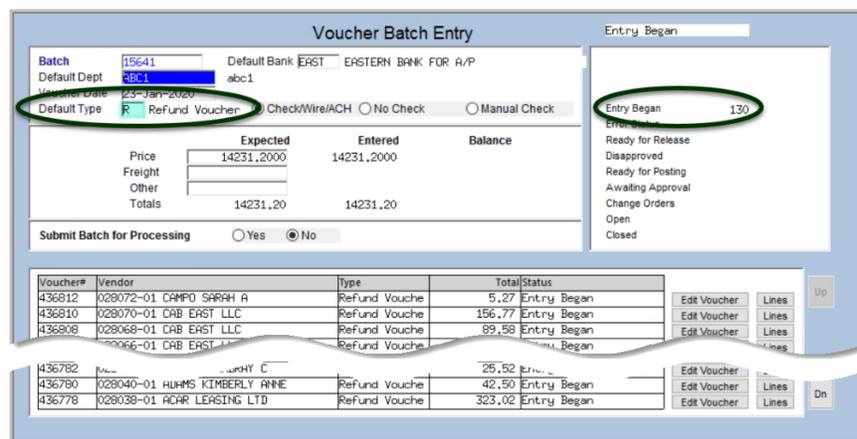


Figure 3 Batch screen with refund vouchers in Entry Began status

New: A batch created via the **Accounts Payable** ▶ **Interfaces/Imports** ▶ **Create Refund Vouchers** will set the default voucher type to “R” as a **Refund Voucher**.

This will make it more obvious that the batch is for refund vouchers.



Error check the batch; the system will display the new prompt, allowing all the vouchers to be handled at once.

2085-FMREP:AFVOUMLEERR Printed 27-Jan-2020 at 12:47:29 by THERESA Town of Admins Page 1

Voucher Error Check by Batch

Voucher#	Line	GLLine	Errors
436778	1	1	Warning: P3509-Account cannot be a Liability Account Type
	1	2	Warning: Account Over Budget
	1	2	Warning: P3512-Account cannot be a Revenue Account Type
	1	3	Warning: Account Over Budget
436780	1	1	Warning: P3509-Account cannot be a Liability Account Type
	1	2	Warning: Account Over Budget
	1	2	Warning: P3512-Account cannot be a Revenue Account Type
	1	3	Warning: Account Over Budget
436782	1	1	Warning: P3509-Account cannot be a Liability Account Type
	1	2	Warning: Account Over Budget
	1	2	Warning: P3512-Account cannot be a Revenue Account Type
	1	3	Warning: Account Over Budget
436784	1	1	Warning: P3509-Account cannot be a Liability Account Type
	1	2	Warning: Account Over Budget
	1	2	Warning: P3512-Account cannot be a Revenue Account Type
	1	3	Warning: Account Over Budget

The **Voucher Error Check by Batch** report will still show each voucher and line with the warning that the account is over budget.

The batch is marked as **“Needs Budget Override”** and all the vouchers are available for approval.

	Expected	Entered	Balance
Price	14231,2000	14231,2000	
Freight			
Other			
Totals	14231,20	14231,20	

[MDF-SUP-SAPLAUC-1025]

1.3 Paying on Purchase Orders [Enhancement]

When paying a voucher created from a purchase order where retainage is used, it can sometimes be unclear to end users what can be paid. **ADMINS** enhanced the **PO to Voucher Line Selection** screen to make it easier to pay vouchers against purchase orders.



To access the screen, create an Accounts Payable voucher batch, and add a new voucher. Select the “From:” **Purchase Order** and click on **[OK]**. In the resulting prompt, enter the purchase order number, and select the **No** radio button for the “Pay all available lines on PO?” option.

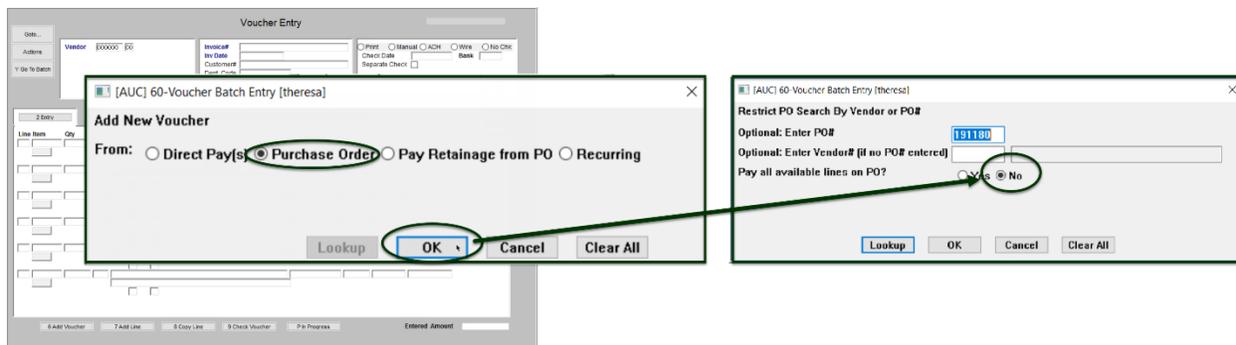


Figure 4 Creating a voucher to pay on a purchase order

The **PO to Voucher Line Selection** screen had only two amount columns, for **Ext Amount** and **Open Balance**. New columns have been added to make it easier to understand the retainage information better to see the correct open balance.

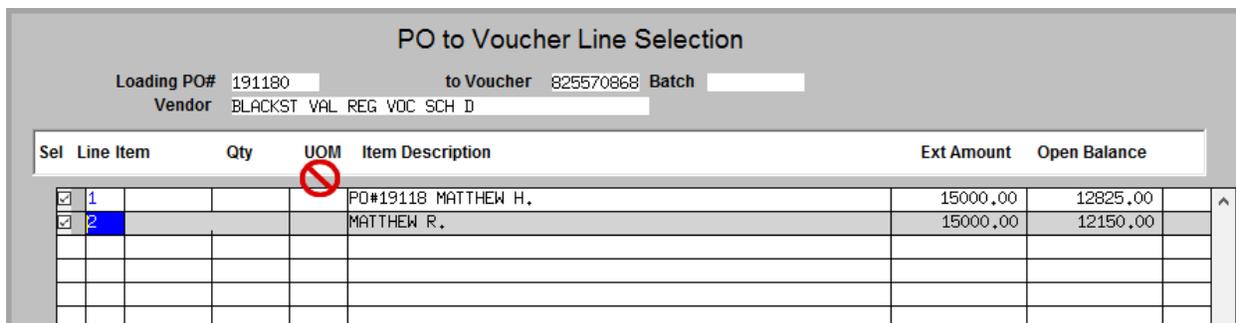


Figure 5 Removed the UOM (Unit of Measure) to give more room for Description and additional amount fields

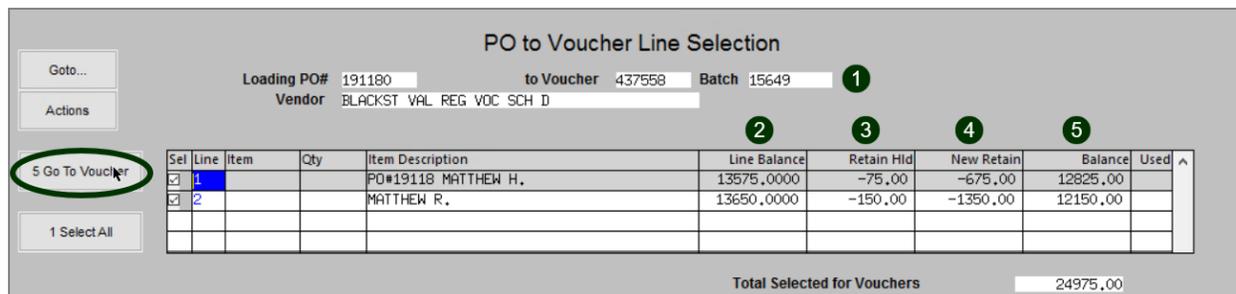
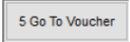


Figure 6 After

1. voucher number and batch number
2. the line balance will match what is showing on the **PO Query** screen
3. amount already posted to retainage and not yet paid
4. new calculated retainage amount for this line (can be changed on the voucher entry screen)
5. balance on the line available to be paid on a **REGULAR** voucher–this amount changes on the voucher entry screen if the amount of retainage is changed



If no lines are selected, and the  button is clicked, the system will return to the batch screen.



Retainage amounts may only be paid with a special voucher by selecting the “Pay Retainage from PO” option when adding a new voucher.

[ADM-AUC-AP-1004]

2 CREDIT CARD PROCESSING [Fix]

ADMINS fixed an issue when adjustments were made to credit card downloads that resulted in incorrect email notifications being sent.

[ADM-AUC-AP-987]

3 INTERRUPTED DISBURSEMENT POSTING [Fix]

ADMINS sets an error flag to prevent re-running an interrupted posting. If a user received an error report notifying them to fix an invalid account during a posting, an error flag was being set. After fixing the account, this error flag was not being unset when trying to run the posting again. This has been corrected for this software update so the user does not need to contact ADMINS support for intervention.

[ADM-AUC-AP-1000]

4 REMOVING ATTACHMENTS

Remove attachments to **posted** vouchers (open or closed) using the **Accounts Payables** ▶ **Queries** ▶ **View All Vouchers (Bills)** ▶ [1 Select] screen, [Q Attachments] tab.

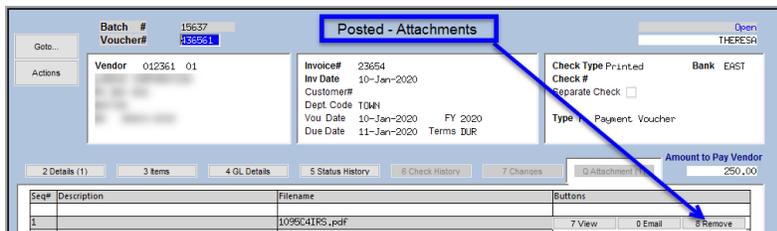
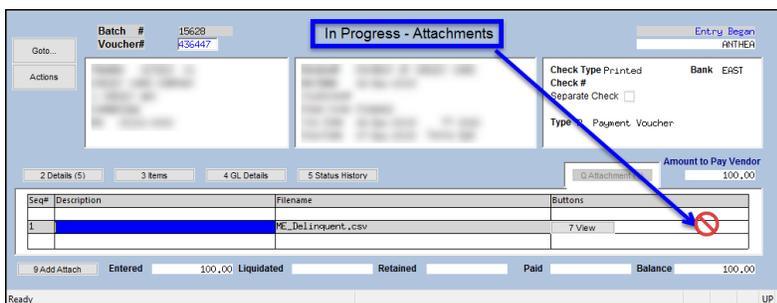


Figure 7 Removing an attachment from a posted voucher on the Voucher Query screen



In Progress Status:
Entry Began
Approvals
Disapproved
Ready to Post

Figure 8 Query screen – the voucher is in progress and neither the [Remove] nor the [Email] button is available



Attachments to **in-progress** vouchers may only be removed by the batch owner using the **Voucher Entry ▶ [Q Attachments] Tab**. (If an attachment needs to be removed and the batch owner is not available, transfer the batch to a current user to remove the attachment.)

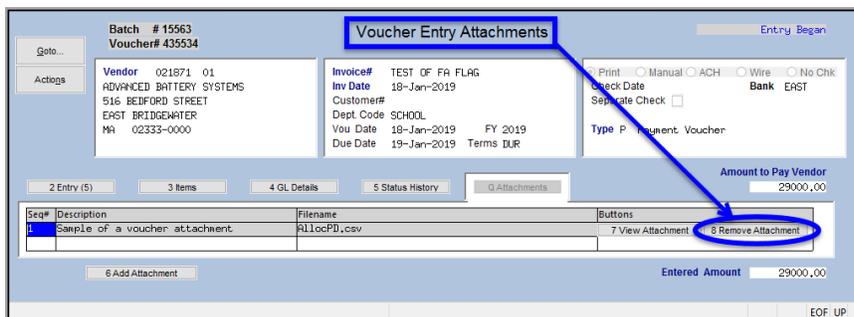


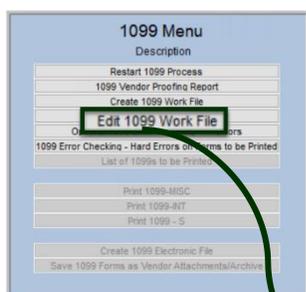
Figure 9 Attachments to *in-progress* vouchers may only be removed on the voucher entry screen

[ADM-AUC-AP-985]

5 1099 PROCESSING

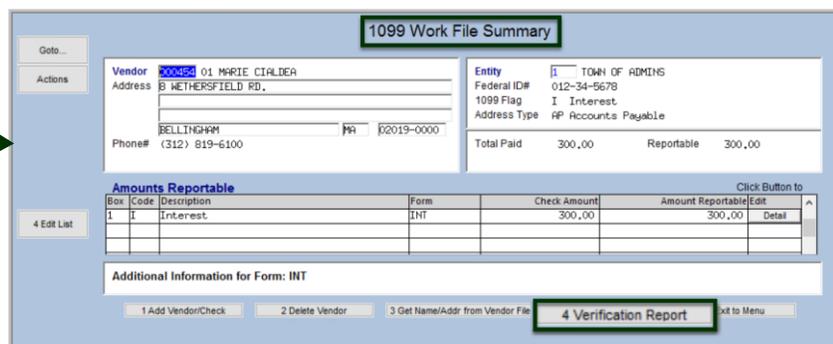
- Added the voucher numbers to verification reports
- The process creates both **“.txt”** and **“.dat”** files to comply with some state specifications
- The **AP-710 1099 Processing** document was updated
- Fixed an error resulting from vouchers spanning multiple checks

5.1 Voucher #s Added to Verification Reports [Enhancement]



To make it easy to find the vouchers comprising the total payments made to a vendor, **ADMINS** added the voucher number to the verification report run from the **[Edit 1099 Work File]** screen.

Select the **[4 Verification Report]** button at the bottom of the 1099 Work File Summary screen to run the report.





2851-AP1099EDTDET.REP Town of Admins
1099 Verification Report - Detail
Entity: 1 TOWN OF ADMINIS

Entity	Vendor#	Remit	Name	Federal-ID	1099-Code	1099-Form	1099-Box	Chk_Vendor	Check	Voucher	Check-Amount
1	027773	01	ANDREAS DIMOND	123456789				027773	0341686	435918	-75.00
								027773	0341686	435918	75.00
								027773	0341686	435918	75.00
1	027770	01	ANTHEA PEARL	002148789				027770	0341689	435908	75.00
1	027248	01	JESSICA LORENZ	041234561				027248	0341655	435671	200.00
1	000454	01	MARIE CIALDEA	012345678				000454	9001785	435675	300.00
			Form INT: 4								650.00

Figure 10 Verification report as run to Excel®

The “Entity 1 Town of ADMINIS” text was moved to the header of the Excel® report

TedRE - 1099_Verification_2851_THERESA111.xls
Printed 03-Feb-2020 at 14:57:48 by THERESA

2851-AP1099EDTDET.REP Town of Admins
1099 Verification Report - Detail
Entity: 1 TOWN OF ADMINIS
Form: MISC

Vendor Name and Address
024996 GAIL BOUSSASSA Vendor 1099 Form: MISC CUSIP
P.O. BOX #593 Box: 7
MILFORD, MA 01757-0000 Code: Y
Federal ID: 182-50-5430

Form Box	1099 Code	Vendor	Check	Voucher	Amt Paid	1099 Reportable	Errors	
MISC	7 Y	024996	0341222	4351211	2,040.00	2,040.00		
Total for Vendor Form: MISC							2,040.00	2,040.00

027781 GJORAN EMERALD Vendor 1099 Form: MISC CUSIP
140 MAIN STREET Box:
LOWELL, MA 01850-0000 Code:
Federal ID: 214-87-9025

Form Box	1099 Code	Vendor	Check	Voucher	Amt Paid	1099 Reportable	Errors	
MISC	7 Y	027781	0341911	435927	-150.00	-150.00	1	
MISC	7 Y	027781	0341911	435927	150.00	150.00	1	
MISC	7 Y	027781	0341911	435927	150.00	150.00	1	
MISC	7 Y	027781	0341866	435939	150.00	150.00	1	
MISC	7 Y	027781	0341866	435939	150.00	150.00	1	
MISC	7 Y	027781	0341799	435941	150.00	150.00	1	
MISC	7 Y	027781	0341866	435949	150.00	150.00	1	
Total for Vendor Form: MISC							780.00	780.00

Figure 11 Verification report as run to Print/Preview/PDF®

The output file name includes the task number “2851” to make it easier to find when retrieving or referring to reports.

The voucher number is formatted without commas in both the Print/Preview/PDF® and Excel® versions of the report.

[ADM-AUC-AP-994]

5.2 Added a File Format for 1099 Submissions [Enhancement]

Name	Date modified	Type
IRSTAX_2019.dat	2/24/2020 11:38 AM	DAT File
IRSTAX_2019.txt	2/24/2020 11:38 AM	Text Document

When creating the 1099 Electronic File, both “.txt” and “.dat” files are created to accommodate a new file format required by the state of Massachusetts.

[ADM-AUC-AP-995]

5.3 AP-710 1099 Processing Document [Enhancement]

Added some clarifying text to the document.

5.2. Maintain Entities

The Maintain Entity Screen is used to enter all pertinent tax information about your site. This information must be set up prior to printing your 1099 forms and/or creating the electronic file.

Figure 12 Before



5.2. Maintain Entities

The Maintain Entity Screen is used to enter all pertinent tax information about your site. This information must be set up prior to printing your 1099 forms and creating the electronic file. The printed forms must match the 1096 that is sent to the IRS as an electronic file.

Figure 13 After

[ADM-AUC-DOC-177]

Added instructions for submitting omitted forms as an original submission:

What if I omitted a vendor and have already submitted the electronic file?

The system will allow you to create an empty 1099 work file where you can then add the omitted vendor and process normally. Omitted forms are submitted as an “original” file when processing the electronic file.

Refer to **Section 12, Appendix C Printing and Submitting an Omitted Form** contained in this document.

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13. APPENDIX C: Printing and Submitting an Omitted Form

If you have already submitted the electronic file to the IRS and realize you have omitted a vendor, you can create the vendor record, print and submit the electronic file for just the vendor omitted. Submit the electronic file for the **omitted** form as an **original** submission.

[ADM-AUC-AP-1002]

5.4 Segregate “Corrected” from “Omitted” Returns to the IRS

Returns created after the original submission are to be segregated. Create “Omitted” returns, submit them as “original”; do corrected returns and submit them as “Corrected”. This corresponds to the current IRS FIRE system, as shown in **Figure 14**:

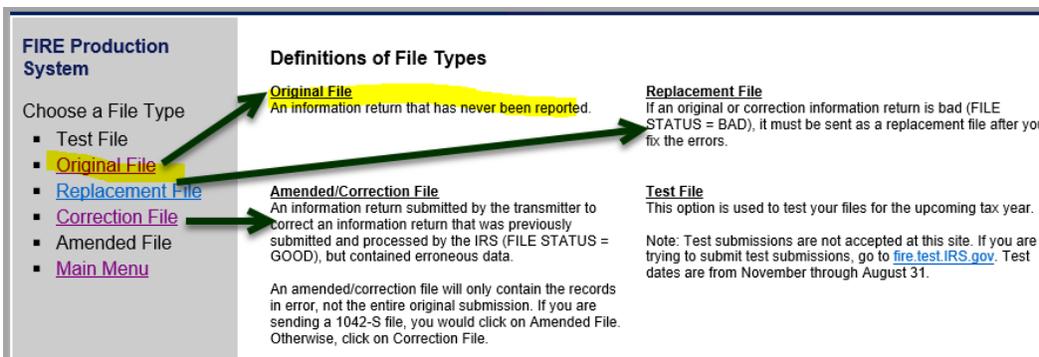


Figure 14 IRS FIRE System screen capture

[ADM-AUC-AP-1002]



5.5 1099 Error on Vouchers Spanning More than One Check [Fix]

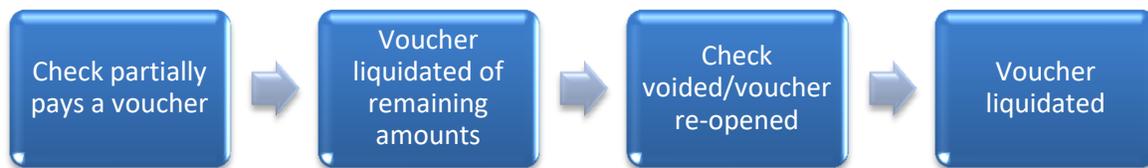
A single voucher with multiple lines can span two or more checks on sites that do not allow multiple pages per printed check. (For example, sites using self-sealing checks that print a ~dozen lines per check might choose not to allow multiple pages per check.)

Some 1099 forms were missing the data from the subsequent checks. **ADMINS** corrected this and installed the fix on affected sites late in January 2020. It is noted here to document the change.

[ADM-AUC-AP-993]

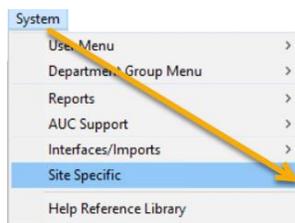
6 VOIDS AND LIQUIDATIONS

Occasionally, a check is voided after a voucher has been liquidated. A subsequent attempt to liquidate the remaining amount on the voucher was not working correctly. **ADMINS** corrected the calculation.



[ADM-AUC-AP-1003]

7 COPY LIVE TO TRAINING [ENHANCEMENT]



ADMINS is pleased to offer this new feature. Now, users with a security level of **20** can initiate a copy of live data to training. To initiate copying live to training, select:

System ▶ Site Specific ▶ Copy Live to Training (Batch)



This process will refresh the training module, so verify with other department heads that they are not in the middle of doing any important testing.

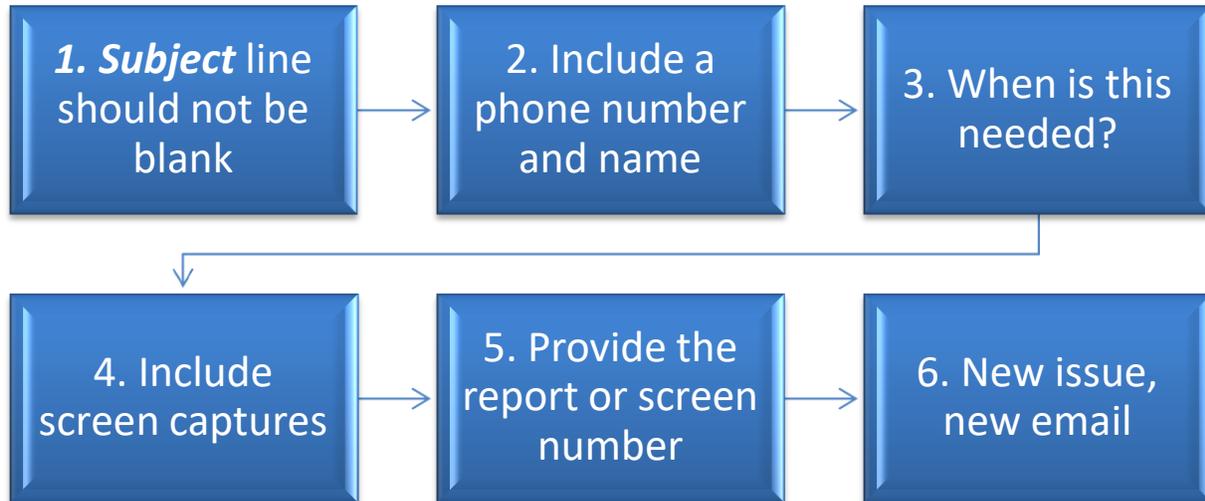


Read the detailed instructions in the **SY-175 Copy Live to Training (Batch)** document in the **Help Reference Library**.

[ADM-AUC-SY-8114]



8 WANT FASTER RESPONSE ON SUPPORT REQUESTS?



To improve the user experience when emailing support@admins.com for assistance, please include the following information on the email:

1. A **Subject:** line should briefly describe the request – for example, **Subject: Timesheet Entry Screen help needed**, or **Subject: Posting Disbursements – need assistance**.
2. Include your **full name** and **contact information**, including the **best phone number** to use when support staff call you.
3. How critical is the request? Is it **urgent**, as in trying to make a **4PM deadline for a bank ACH file**? If it is for the next time, let us know the next time the process will be run.
4. We love **pictures** – they are worth a thousand words–include screenshots when relevant.
5. We love words, too, so describe the problem, and include a **report number** or **screen number** if known.
6. Start a **new email for a new issue**. Use **Reply All** to include the entire support team and allow seamless escalation for complex requests.

9 HELP REFERENCE LIBRARY

The following new or updated documents were added to the **Help Reference Library**.

9.1 New or Updated Documents

- | | | |
|-----------------------|---|-----------|
| • DISBURSEMENTS | AP–130 Pay A Bill – Direct Payments | [Updated] |
| | AP–230 Warrants | [Updated] |
| • YEAR END PROCESSING | AP–710 1099 Processing | [Updated] |
| • SYSTEM | AP–1110 System Administration Kit | [Updated] |
| | SY–175 Copy Live to Training (Batch) | [New] |