

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.



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]

Create Refund Vouchers utility. Accounts Payable Enter Bills (Vouchers) Orders These batches can contain hundreds of vouchers that use Liability/Asset and Revenue accounts. 1099 Module Maintenance Interfaces/Imports VMS Voucher Batches Liability/Asset and Revenue accounts may not have a Site Specific Create Deduction Vouchers (3rd party payroll) balance, and as a result, when checking the batch, a Create Refund Vouchers Help Reference Library "budget override" message appears for each Credit Card Processing voucher, requiring the user to click [OK] to send the Replace Credit Card Vendor Upload Approval Path voucher for budget approvals. Upload Vendors Upload Vouchers - Spreadsheet Error Check Multiple Vouchers Insufficient Funds. Send request to override Budget for Voucher 436564 No

Some sites upload batches of vouchers for refunds using the Accounts Payable Interfaces/Imports

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.

			Voucher Batch E	ntry	Entry Began		
Batch Default De	15641 pt <u>ABC1</u>	Default Bank EA	ST EASTERN BANK FO	R A/P	1		
Default Typ	ate 23-Jan-2020 De R Refund	Voucher Check/W	ire/ACH ONo Check	O Manual Check	Entry Began	130	
Expected Entered Balance Ready for Release Price 14231.2000 14231.2000 Disapproved Freight							
Submit Ba	tch for Processing	⊖Yes ⊛N	D		Closed		
Voucher#	Vendor		Туре	Total Status			
436812	028072-01 CAMPC	SARAH A	Refund Vouche	5,27 Entry Be	gan Edit Voud	her Lines	Up
436810	028070-01 CAB E	AST LLC	Refund Vouche	156,77 Entry Be	egan Edit Voud	ther Lines	
436808	028068-01 CAB E	AST LLC	Refund Vouche	89.58 Entry Be	egan Edit Voud	her Lines	
		AST	Refund Vouche	Be	egan	Lines	
436782	Ver	- JURHY C		25,52 Enc.	Edit Voud	ther I is	
436780	028040-01 HUHMS	KIMBERLY ANNE	Refund Vouche	42,50 Entry Be	egan Edit Voud	her Lines	0
		LEACTHE LTD	D-C-red Marsalia	707 00 Eatan Ba			Dr

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.

Figure 3 Batch screen with refund vouchers in Entry Began status



2085-FMREF	:APVO	UMULERR		Printed 27-Ja	n-2020	a	t 12:47:29 by THERESA Page 1
				**	TOW	10	or Admins
				voucn	er Eri	cor	Check by Batch
Voucher#	Line	GLLine	Errors				
436778	1	1	Warning:	P3509-Account car	nnot h	be.	a Liability Account Type
	1	2	Warning:	Account Over Bud	lget		
	1	2	Warning:	P3512-Account car	nnot k)e	a Revenue Account Type
	1	3	Warning:	Account Over Bud	lget		
	1	3	Warning:	P3508-Account car	nnot k)e	an Asset Account Type
Voucher#	Line	GLLine	Errors				
436780	1	1	Warning:	P3509-Account car	nnot k	be .	a Liability Account Type
	1	2	Warning:	Account Over Bud	aet		
	1	2	Warning:	P3512-Account car	nnot k	be	a Revenue Account Type
	1	3	Warning:	Account Over Bud	lget		
	1	3	Warning:	P3508-Account car	nnot k)e	an Asset Account Type
Voucher#	Line	GLLine	Errors				
436782	1	1	Warning:	P3509-Account car	nnot k	be	a Liability Account Type
	1	2	Warning:	Account Over Bud	get		
	1	2	Warning:	P3512-Account car	nnot k	be .	a Revenue Account Type
	1	3	Warning:	Account Over Bud	lget		
	1	3	Warning:	P3508-Account car	nnot k)e	an Asset Account Type
Voucher#	Line	GLLine	Errors				
436784	1	1	Warning:	P3509-Account car	nnot k	be	a Liability Account Type
	1	2	Warning:	Account Over Bud	get		
	1	2	Warning:	P3512-Account car	nnot k	be.	a Revenue Account Type
	1	3	Warning:	Account Over Bud	get		
	1	3	Warning:	P3508-Account car	nnot k	be	an Asset Account Type

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.

			Voucher Batch	Entry	Needs Budget Override
Batch Default Dept Voucher Date Default Type	<mark>15641</mark> ABC1 23-Jan-202 R Refund	Default Bank EA abc1 0 Voucher Check/W	ST EASTERN BANK F	OR A/P	Entry Began
	Price Freight	Expected	Entered 14231,2000	Balance	 Error Status Ready for Release Disapproved Ready for Posting
Submit Patch (Other Totals	14231,20	14231.20		Awaiting Approval 130 Change Orders Open Closed

[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:" **O** Purchase Order and click on [OK]. In the resulting prompt, enter the purchase order number, and select the **O** No radio button for the "Pay all available lines on PO?" option.

Gett	
Addres Vener 100000 50 Internal Close Control Bana Close C	
I [AUC] 60-Voucher Batch Entry [theresa]	X III (AUC) 60-Voucher Batch Entry (theresa) X
Add New Voucher From: O Direct Pay(s Purchase Order) Pay Retainage from PO O Recurring	Restrict PO Search Dy Vendor or PO# Optional: Enter PO# Optional: Enter Vendor# (if no PO# entered) Pay all available lines on PO?
Lookup OK Cancel Clear All	Lookup OK Cancel Clear All

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.

	PO to Voucher Line Selection											
Loading PO# 191180 to Voucher 825570868 Batch Vendor BLACKST VAL REG VOC SCH D												
Sel L	Sel Line Item Qty UOM Item Description						Ext Amount	Open Balance				
	1		J	PO#19118 MATTHEW H.			15000.00	12825.00		^		
Ø	2			MATTHEW R.			15000,00	12150,00				

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

Goto Loading PO# 191180 to Voucher 437558 Batch 15649 1 Actions 2 3 4 5 5 Go To Voucher 1 PD#191181 MATTHEW H. 13575,0000 -75,00 12825,00 1 Select All 1 90#191181 MATTHEW R. 13650,0000 -1350,00 12150,00		PO to Voucher Line Selection										
Actions 2 3 4 5 5 Go To Voucler Sel Line Item Qty Item Description Line Balance Retain Hid New Retain Balance Used A 1 PD#19118 MATTHEW H. 13575,0000 -75,00 -675,00 12825,000 A 1 Select All Image: Construction of the second se	Goto	Loading Ven	PO# 191180 dor BLACKST VAL	to Voucher . REG VOC SCH D	437558	Batch 15649	0					
Set Line Item Qty Item Description Line Balance Retain Hid New Retain Balance Used A 5 Go To Voucher I P0#19118 MATTHEW H. 13575.0000 -75.00 -675.00 12825.00 Image: Comparison of the second	Actions					2	8	4	6			
I PUB1911B MITHEN H. 135/5,0000 -/5,00 12825,00 I 2 MATTHEW R. 13650,0000 -150,00 12150,00 1 Select All I I I I I I	5 Go To Voucier	Sel Line Item	Qty Item Desc	ription		Line Balance	Retain HId	New Retain	Balance	Used 🔨		
I Select All I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I I <t< td=""><td></td><td>⊻ 1</td><td>P0#19118</td><td>B MATTHEW H.</td><td></td><td>13575,0000</td><td>-75,00</td><td>-675,00</td><td>12825.00</td><td></td></t<>		⊻ 1	P0#19118	B MATTHEW H.		13575,0000	-75,00	-675,00	12825.00			
1 Select All		☑ 2	MATTHEW	R.		13650,0000	-150.00	-1350.00	12150.00			
	1 Select All											

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 "**OPay 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.)

<u>G</u> oto	Batch # 15563 Voucher# 435534	Voucher Entry Attachments	Entry Began
Actio <u>n</u> s	Vendor 021871 01 ADVANCED BATTERY SYSTEMS 516 BELFORD STREET EAST BRIDGENATER MA 02333-0000	Invoice# TEST OF FA FLAG Inv Date 18-Jan-2019 Custome# Dept Code SCHOOL Vou Date 18-Jan-2019 FY 2019 Due Date 19-Jan-2019 Terms ILR	Print Manual ACH Wire No Chk Greek Date Bank EAST Sefurate Check Type P munert Voucher
2 Entry (5)	3 Items 4 GL Deta	ils 5 Status History Q Attachments	Amount to Pay Vendor 29000,00
Seq# Descripti	ion Fi	ename	Buttons
1 Sample	of a voucher attachment Al	locPD.csv	7 View Attachment 4 8 Remove Attachment 1
	6 Add Attachment		Entered Amount 29000,00
			EOF UP

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]

1099 Menu Description Restart 1099 Proces 1099 Vendor Proofine Report Create 1099 Work File Edit 1099 Work File	b make it easy to find the vouchers comprising the total payment a vendor, ADMINS added the voucher number to the verification n from the [Edit 1099 Work File] screen.	s made n report
1999 Error Chacking - Hard Errors of Jonews to be Printed Latt of 1099-sto be Printed Print 1099-str Print 1099-str Print 1099-s Create 1099 Electronic File Savet 1099 Errorma Sa Vendrich Altachmenti/Alchhove	elect the [4 Verification Report] button at the ottom of the 1099 Work File Summary screen to run the report.	ie
	1099 Work File Summary	
	Color Vendor Stocs52 01 MARTIE CIFL/DEA Actions Address 8 METHERSFIELD Federal ID# 012-34-5678 Modress 9 METHERSFIELD Federal ID# 012-34-5678 Modress 9 METHERSFIELD Federal ID# 012-34-5678 Modress 1099 Flag I Interest Address Type AP Accounts Peaderall ID# Phone# (312) 819-6100 Total Paid 300,00 Reportable 300,00	
	Amounts Reportable Click Bult	on to
	Box Code Description Form Check Amount Amount Reportable[dit 1 I Interest INT 300,00 300,00 Bet 4 Edit Interest INT 300,00 300,00 Bet	5
	Additional Information for Form: INT 1 Add Vendor/Check 2 Delete Vendor 3 Get Name/Addr from Vendor File 4 Verification Report Xt to Menu	



2851-AP1099EDTDET.REP				To 1099 Verifi Entity: 1	wn of Admin cation Repo TOWN OF A	s rt - Detail DMINS					
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®

TedRe - 1099_Verification_2851_THERESA(1).lis	×												
File Edit Format Options													
Courier New V 8 V B / U V II II II II II II II II II													
2851-AP1099EDTDET.REP Printed 03-Feb-2020 at 14:57:48 by THEERES. Page													
Town of Admins 1099 Verification Report - Detail													
Entity: 1 TOWN OF ADMINS Form: MISC													
Vendor# Name and Address													
024995 GAIL BOURASSA Vendor 1099 Form: MISC CUSIP													
P.0.BOX #553 Box: 7 MLIFORD.MA.01757-0000 Code: Y													
Federal ID: 182-50-5430													
Check													
Form Box 1099 Code Vendor Check Voucher Amt Paid 1099 Reportable Errors													
MISC 7 Y 024995 034122 435121 2,040.00 2,040.00													
Total for Vendor Form: MISC 2,040.00 2,040.00													
027781 GJORAN EMERALD Vendor 1099 Form: CUSIP													
160 MAIN STREET Box: LOWILL MA 01850-0000 Code:													
Federal ID: 214-87-9025													
Chack													
Form Box 1099 Code Vendor Check Voucher Amm Paid 1099 Reportable Irrors													
MISC 7 Y 027781 034191 435927 -150.00 -150.00 1													
MISC 7 Y 027781 034191 435927 150.00 150.00 1 MISC 7 Y 027781 034191 435927 150.00 150.00 1													
MISC 7 Y 027781 0341861 435989 150.00 150.00 1													
MISC 7 Y 027781 034186 435937 180.00 180.00 1 MISC 7 Y 027781 034179 435941 150.00 150.00 1													
MISC 7 Y 027781 034186 435949 150.00 1 150.00 1													
Total for Vendor Form: MISC 750.00 750.00	~												

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

The **"Entity 1** Town of ADMINS" text was moved to the header of the Excel® report

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	Туре
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]

Copy Live to Training (Batch)



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 <u>support@admins.com</u> 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

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