



# ACCOUNTS PAYABLE

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## RELEASE NOTES–MARCH 2021

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 (VOUCHERS)

ADMINS added a column to the voucher posting selection screen and fixed the single voucher error check.

## 1.1 #2011 Voucher Posting Selection Screen [Enhancement]

Voucher batches are posted via the screen, which offers checkboxes to select the batches to be posted. To provide more relevant information when posting, ADMINS added a “Batch Owner” column to the screen.

Accounts Payable ▶ Enter Bills (Vouchers) ▶ Post

Sel	4 Batch	5 Entry User	Department	Batch Total	Vouchers
<input type="checkbox"/>	16605	WENDY	ADM	150,00	Details
<input checked="" type="checkbox"/>	LV10715	THERESA	TOWN	19335,89	Details
<input type="checkbox"/>	LV10716	THERESA	TOWN	19335,89	Details
<input type="checkbox"/>	PR903439	MNOWLAN	TREASURER	40681,24	Details
<input type="checkbox"/>	PR903443	MNOWLAN	TREASURER	20553,36	Details



Figure 1 Before – No Batch Owner column

Sel	4 Batch	5 Entry User	Department	Batch Owner	Batch Total	Vouchers
<input type="checkbox"/>	16605	WENDY	ADM	WENDY	150,00	Details
<input checked="" type="checkbox"/>	LV10715	THERESA	TOWN	THERESA	19335,89	Details
<input type="checkbox"/>	LV10716	THERESA	TOWN	MIKE	19335,89	Details
<input type="checkbox"/>	PR903439	MNOWLAN	TREASURER	MIKE	40681,24	Details
<input type="checkbox"/>	PR903443	MNOWLAN	TREASURER	LUANN	20553,36	Details

Figure 2 After – New Batch Owner column

[ADM-AUC-AP-1014]

## 1.2 Error Check [Fix]

ADMINS corrected the single voucher error check and patched the fix to all customer sites in December. It is mentioned here to document the change.

Accounts Payable ▶ Enter Bills (Vouchers) ▶ Entry [9 Check Voucher]



Voucher Entry

Batch # PR903456  
Voucher# 469109

Vendor: 018693 02  
AMERICAN HERITAGE  
LIFE INSURANCE CO  
CHASE # 89521  
PO BOX 650514  
DALLAS TX 75265-0514

Invoice# PR 903456 018693 02  
Inv Date 22-Dec-2020  
Customer#  
Dept Code TOWN TOWN  
Vou Date 22-Dec-2020 FY 2021  
Due Date 22-Dec-2020 Terms DUR

Print Manual ACH Wire No Chk  
Check Date Bank CT  
Separate Check   
Hold Check   
Type PR Payroll Payment

Amount to Pay Vendor 45.95

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1,0000		Payroll for checks dated 22-Dec-2020	34,3900				34.39
			1000-000-0000-00-00-21520					
			DISABILITY WITHHOLDING PAYABLE					
			1099 FA					
2	1,0000		Payroll for checks dated 22-Dec-2020	11,5600				11.56
			1000-000-0000-00-00-21535					
			CANCER INSURANCE DEDUCTIONS					
			1099 FA					

6 Add Voucher 7 Add Line 8 C 9 Check Voucher

Figure 3 Voucher Entry Screen with [9 Check Voucher] button highlighted

```

2790-FMREP:APVOUERR.REP          Printed 11-Jan-2021 at 14:26:42 by THERESA
                                   City of ADMINS
                                   Error Check Vouchers

=====
UserBatch   Expected   Entered   Batch Errors:
PR903456    51,330.19  51,330.19

Voucher#    Vendor          Voucher Errors:
469115      028839-FIDELITY SECURITY LIFE INS CO

Line        GL Line Error
-----
1
1           1

```

Figure 4 Error Check a Single Voucher report

[ADM-AUC-AP-1058]

## 2 AP/PO DASHBOARD APPROVALS

AP/PO Dashboard

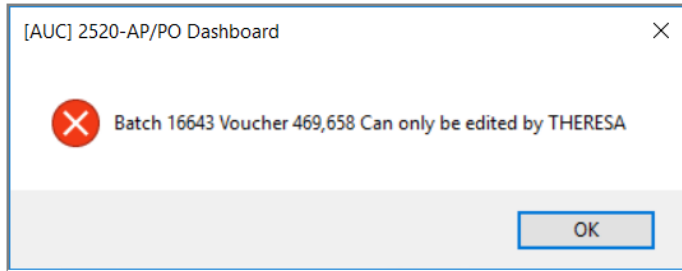
Purchase Orders		Accounts Payable	
In-Progress	13 View	In-Progress	466 View
In Entry Began	4 View	In Entry Began	4 View
In Error Status		In Error Status	
Ready for Release		Ready for Release	
Disapproved		Disapproved	
Ready for Posting	2 View	Ready for Posting	124 View
Awaiting Approval	8 View	<b>Awaiting Approval</b>	<b>2 View</b>
Change Orders		Change Orders	
In Entry Began	7 View	In Entry Began	3 View
In Error Status		In Error Status	
Ready for Release		Ready for Release	
Disapproved	1 View	Disapproved	
Ready to Post		Ready to Post	
Awaiting Approval		Awaiting Approval	1 View

Prior to the software update, selecting an “in use” voucher from the Awaiting Approval screen sometimes resulted in a record lock that required ADMINS to intervene.

Accounts Payable Awaiting Approval

Voucher#	Batch	Dept	Type	Date	Vendor	Expected Amt	Status	In Use?
469658	16643	SCHOOL	Payment Vouc	27-Feb-2021	ADVANCED AUTO DETAILIN	200000,00	Needs Department Hea	In-Use

OK Find Search Cancel Help EOF

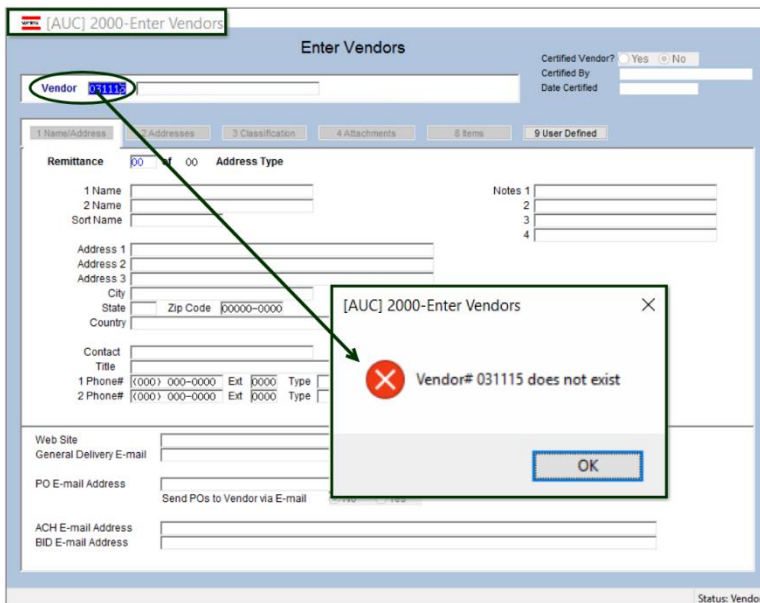


**ADMINS** added checking to prevent record locking. Now, if the record is in use, the system will present a message indicating that the record is in use.

[ADM-AUC-PO-555]

### 3 ENTER/VIEW VENDORS [Fix]

Accounts Payable ▶ Vendors ▶ Enter Vendors or View Vendors



**ADMINS** corrected an issue that occurred when a non-existent vendor number was entered in the **Enter** or **View Vendors** screen. Prior to this the display would remain on the current record with no message.

Now, a message is displayed stating that the requested **“Vendor #xxxxxx does not exist”**.

This will help to avoid confusion when entering and viewing vendors.

[ADM-AUC-AP-934]

### 4 COMMODITY ITEMS [Enhancement]

Commodity Items may be used during **Accounts Payable Voucher** and **Purchase Order** data entry to improve speed and accuracy. **ADMINS** improved using, listing, maintaining, and searching for commodity items.

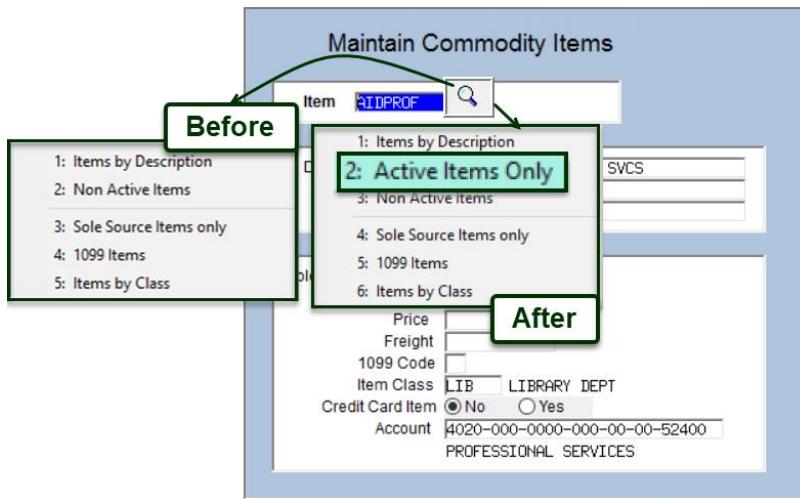
See the **AP-510 & PO-610 Adding Commodity Items** documents in the Help Reference Libraries for basic information on setting up and using commodity items.

Accounts Payable ▶ Commodity Items ▶ Item Setup



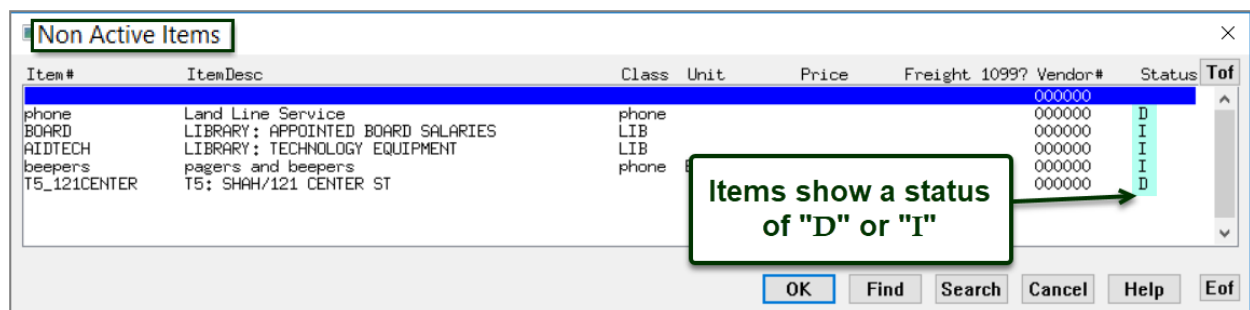
### 4.1 Lookup on Commodity Item [Enhancement]

ADMINS added an “Active Items Only” option to the lookup menu. Restricting the search to “Active Items Only” helps the user to select the correct item. The options are now:



- 1: Items by Description
- 2: Active Items Only**
- 3: Non-Active Items
- 4: Sole Source Items only
- 5: 1099 Items
- 6: Items by Class

When selecting “3: Non-Active” items, the lookup will show the status as “D” indicating the item is “Flagged for Deletion” or “I” indicating the item is inactive.



### 4.2 Item Table Listing [Enhancement]

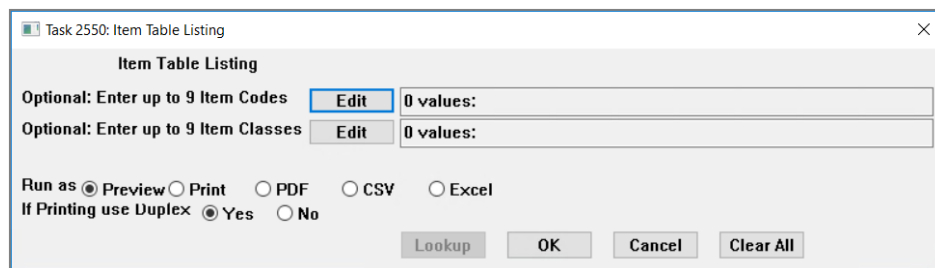


Figure 5 Before – the only selections were on Item Code and Item Class



ADMINS enhanced the **Item Table Listing** produced by clicking on the **[2\_Edit List]** button. A **Select Status option**, highlighted below, is now available, to filter the report.

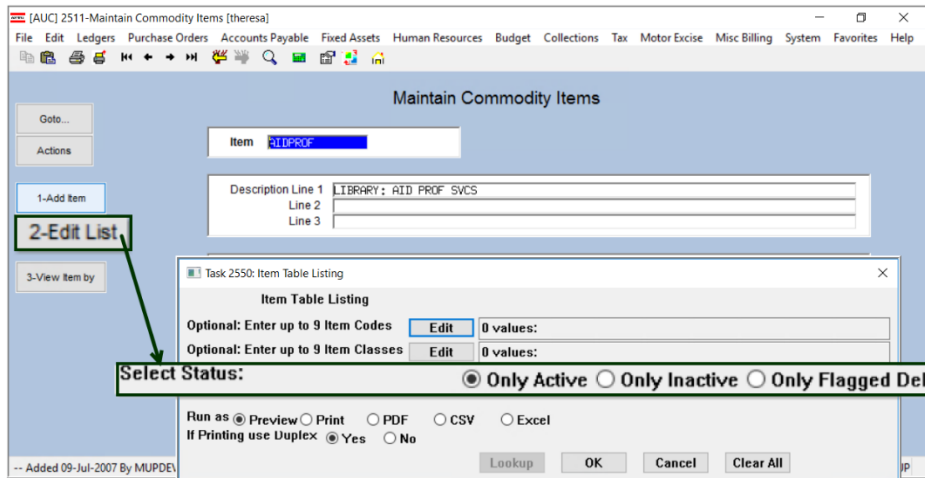


Figure 6 After – the Select Status filter option was added – the default is  Only Active

Table 1 Description of Item Table Listing prompt

Prompt (Required are Bold)	Description
Enter up to 9 Item Codes	Click on the [Edit] button to select the codes to be reported
Enter up to 9 Item Classes	Click on the [Edit] button to select the classes to be reported
<b>Select Status</b>	<input checked="" type="radio"/> Only Active ( <i>default</i> ) <input type="radio"/> Only Inactive <input type="radio"/> Only Flagged Delete <input type="radio"/> Not Active ( <i>includes both inactive and flagged for deletion-see example in Figure 7</i> ) <input type="radio"/> All
<b>Run as</b>	<input checked="" type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> <b>PDF®</b> <input type="radio"/> CSV <input type="radio"/> <b>Excel®</b> <i>(either Preview or PDF® will be the default, depending on the site)</i>
<b>If Printing use Duplex</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No <i>(the default depends on the site)</i>

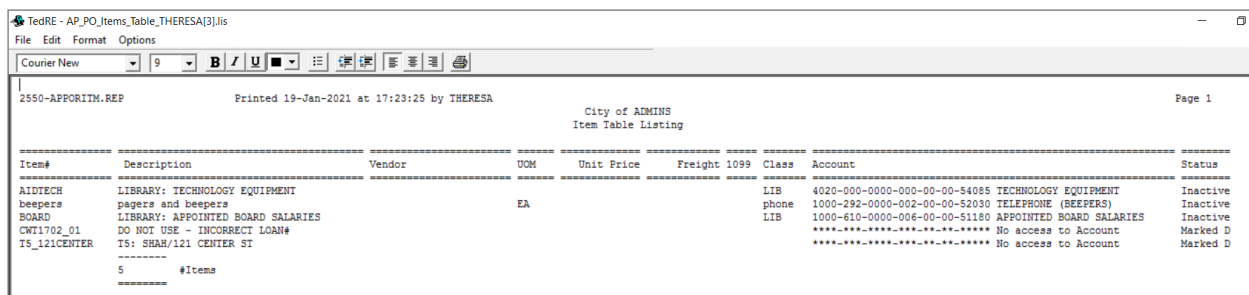


Figure 7 Sample Item Table Listing using the  Not Active selection status, Run as:  Preview



### 4.3 Inactivate an Item

The inactivate option under the **[Actions]** button will set the status to inactive. When setting an item to “Inactive” status, if the item currently has posted history on a purchase order or voucher, a message will be displayed. Click **[Yes]** to continue and inactivate the item; click **[No]** to leave the item as is.

#### 4.3.1 Inactivate an Item with Posted History

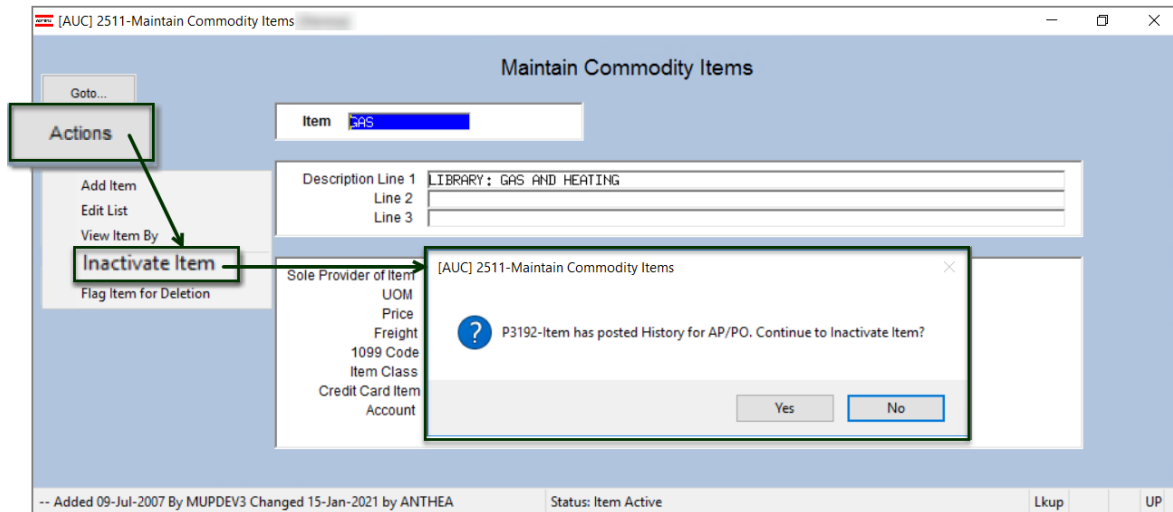


Figure 8 Inactivating a Commodity item with Activity

#### 4.3.2 Inactivate an Item with an In-Progress Purchase Order

Click **[Yes]** to continue and inactivate the item; click **[No]** to leave the item as is.

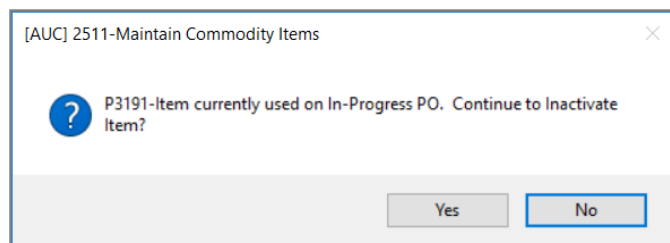


Figure 9 Inactivating a Commodity item with an in-progress Purchase Order

#### 4.3.3 Inactivate an Item with an In-Progress Voucher

Click **[Yes]** to continue and inactivate the item; click **[No]** to leave the item as is.

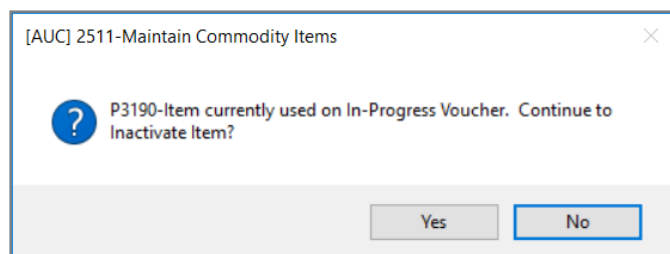


Figure 10 Inactivating a Commodity item with an in-progress Voucher



## 4.4 Flag Item for Deletion

To flag an item for deletion, select **Actions** ► **Flag Item for Deletion**. If the item has no in-progress or posted activity, the item will be flagged and deleted when the **Remove Items Flagged for Deletion** process is run (see step 4.5 below).

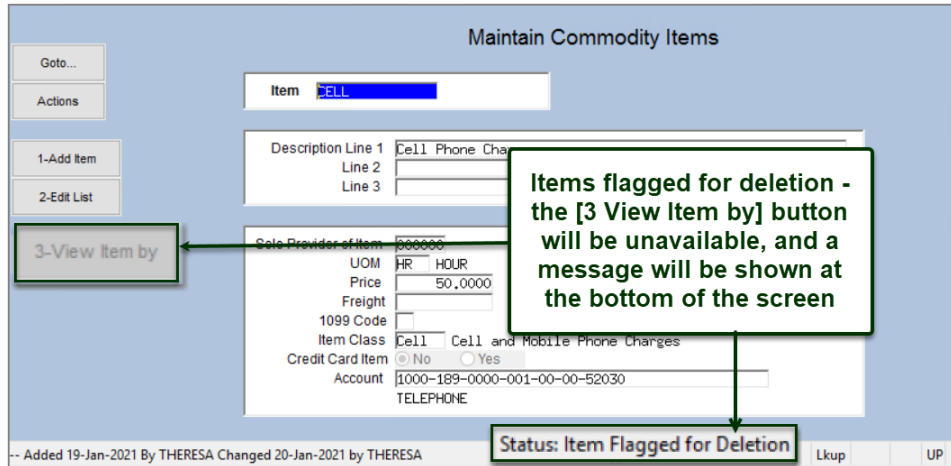


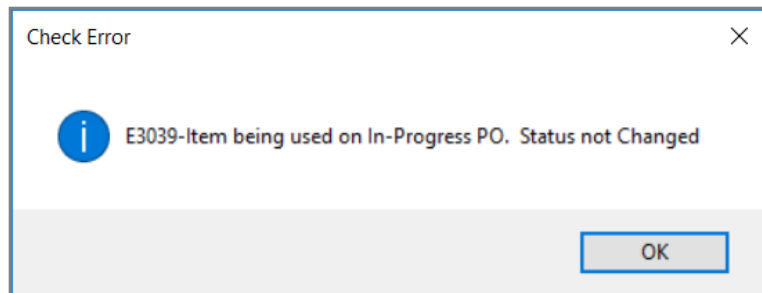
Figure 11 Item flagged for Deletion

### 4.4.1 Flag an Item for Deletion that is in use on an In-Progress Voucher



If the item is in use on an In-Progress voucher, this message will be displayed and the status will remain unchanged. Mark the item as inactive instead.

### 4.4.2 Flag an Item for Deletion that is in use on an In-Progress Purchase Order

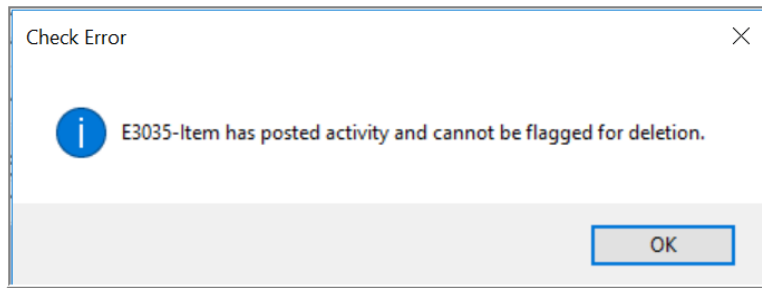


If the item is in use on an In-Progress Purchase Order, this message will be displayed and the status will remain unchanged. Mark the item as inactive instead.





### 4.4.3 Flag an Item for Deletion that Has Posted History



Items with posted history cannot be flagged for deletion. If an item with posted history is flagged, this error message will be displayed and the status will remain unchanged.

### 4.5 Remove Items Flagged for Deletion

To access the **Remove Items Flagged for Deletion** step menu, select:

**Accounts Payable ▶ Module Maintenance ▶ Remove Items Flagged for Deletion**



Figure 12 “Select Items Flagged for Deletion step” identifies items flagged for deletion & produces two reports:

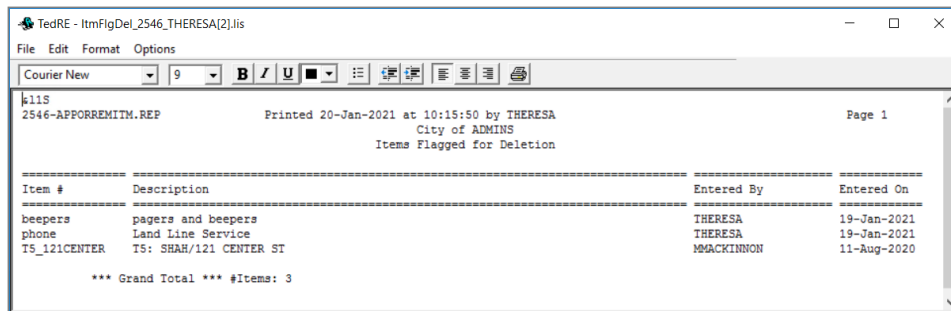


Figure 13 Report of Items Flagged for Deletion

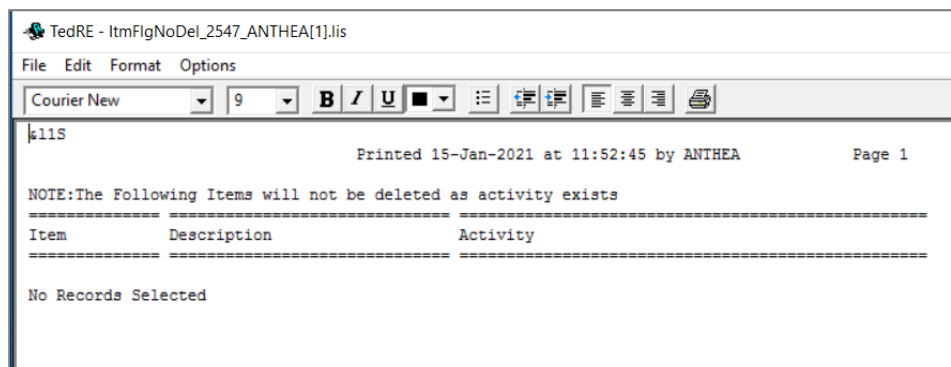
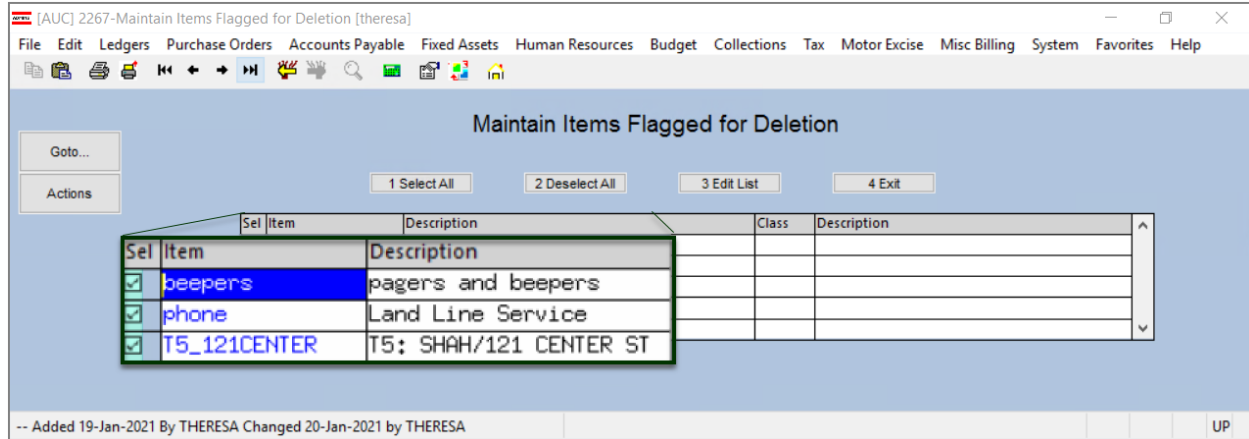


Figure 14 Report of Items flagged that will not be deleted due to activity using the code

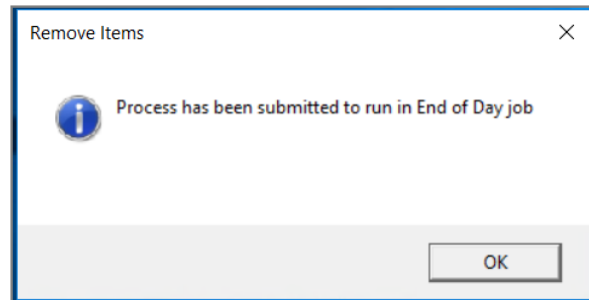


**Maintain Items Flagged for Deletion**

The next step will become available. Select and deselect items as desired using the “Sel” checkboxes on this screen; when finished, click on **[4 Exit]** to return to the step menu.



Next, click on the **Submit Items Flagged for Deletion Process** step. The first three steps on the menu will be grayed out and unavailable; a message will popup with a notification that the Process has been submitted to run in the End of Day job:



The overnight process will remove the items.

The Unsubmit Items Flagged for Deletion Process (the last step) will be the only available step. If any items should not be deleted, click on the **Unsubmit Items Flagged for Deletion Process** to restart the process.

### 4.5.1 Confirm Results

Check the following work day to confirm the items were removed.

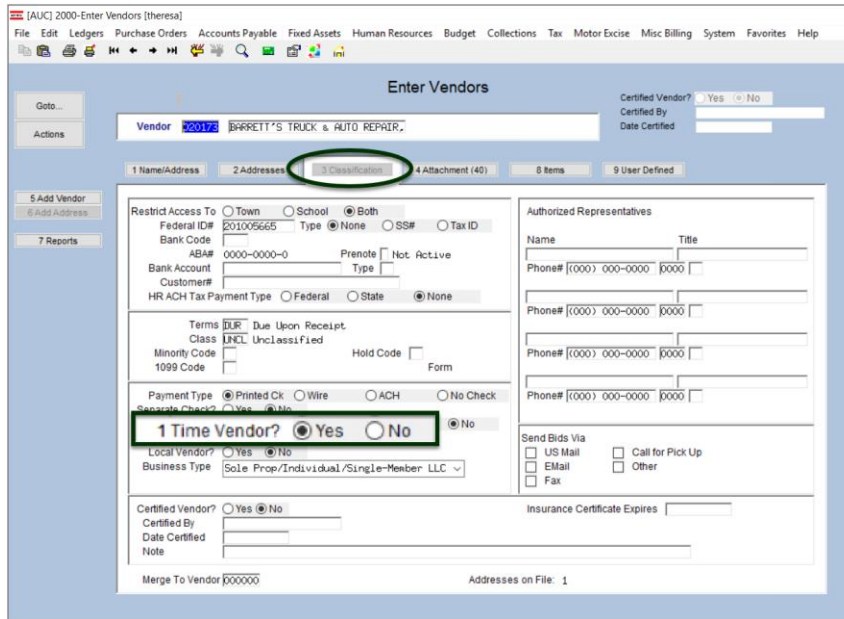
[ADM-AUC-AP-1062]

## 5 DISBURSEMENTS

ADMINS made changes to the Disbursement Posting process: 1.) fixed a delay in the AP post disbursement process, 2.) the email confirming the disbursement posting includes the dollar amount, 3.) Added sorting and totaling by user batch to the Disbursement Edit report.

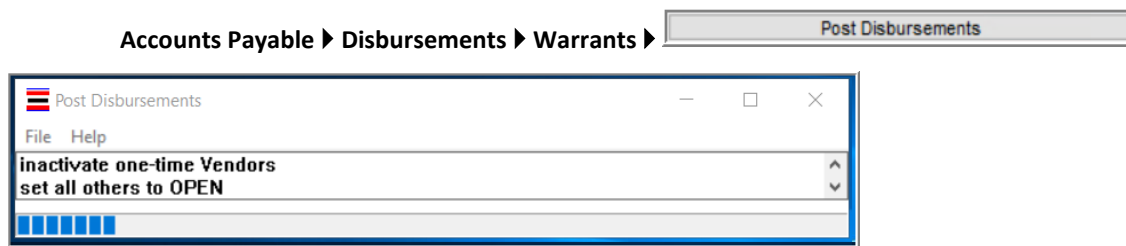
### 5.1 Delay on Posting When Cancelling One-Time Vendors [Fix]

Accounts Payable ▶ Vendors ▶ Enter Vendors



**Figure 15** Classification Tab of the Enter Vendors screen showing the 1 Time Vendor  Yes/ No radiobutton  
The disbursement posting was delayed if another user was on any vendor that was included in the disbursement in the **Enter Vendors** screen.

The one time vendor flag instructs the disbursement process to cancel a vendor after the checks are posted.



**Figure 16** The Post Disbursements step progress bar shows the process inactivating one time vendors

ADMINS corrected this and now the process will continue without interruption. The delay will still occur if another user is updating (in the **Enter Vendors** screen) a **one-time vendor** being paid and inactivated in the current disbursement.

[ADM-AUC-AP-1057]

## 5.2 Posting Email Now includes Dollar Amount [Enhancement]



The [Post Disbursements] step sends an email to the members of the APCHKBST email distribution list, to announce the completion of the attachment of vendor checks.

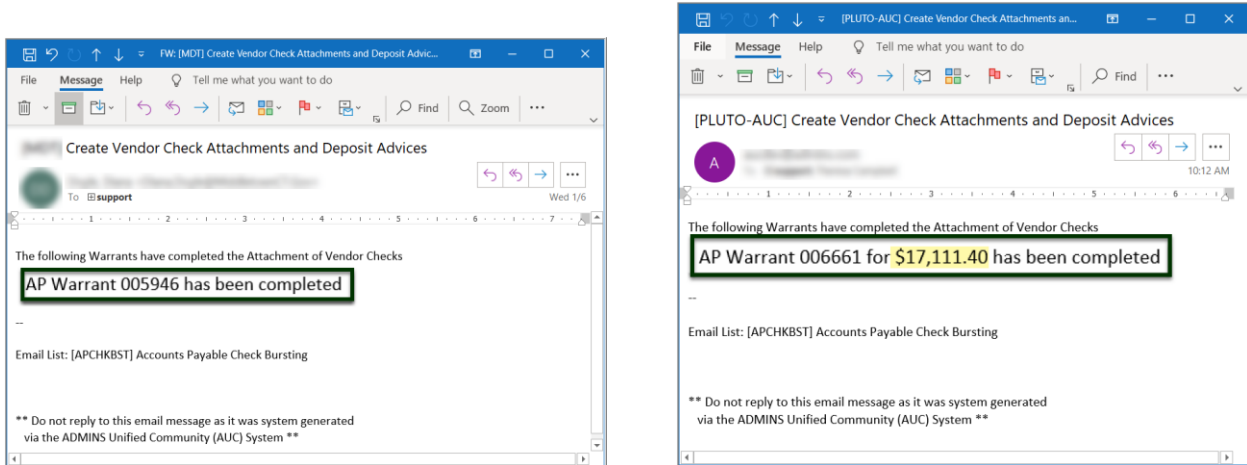


Figure 17 Before & After - Create Vendor Check Attachments email sample with dollar amount for the warrant

The email now includes the dollar amount for the warrant.

[ADM-AUC-AP-1061]

### 5.3 Disbursement Edit List on Modify Payments Screen [Enhancement]

Accounts Payable ▶ Disbursement Warrants ▶ Warrant

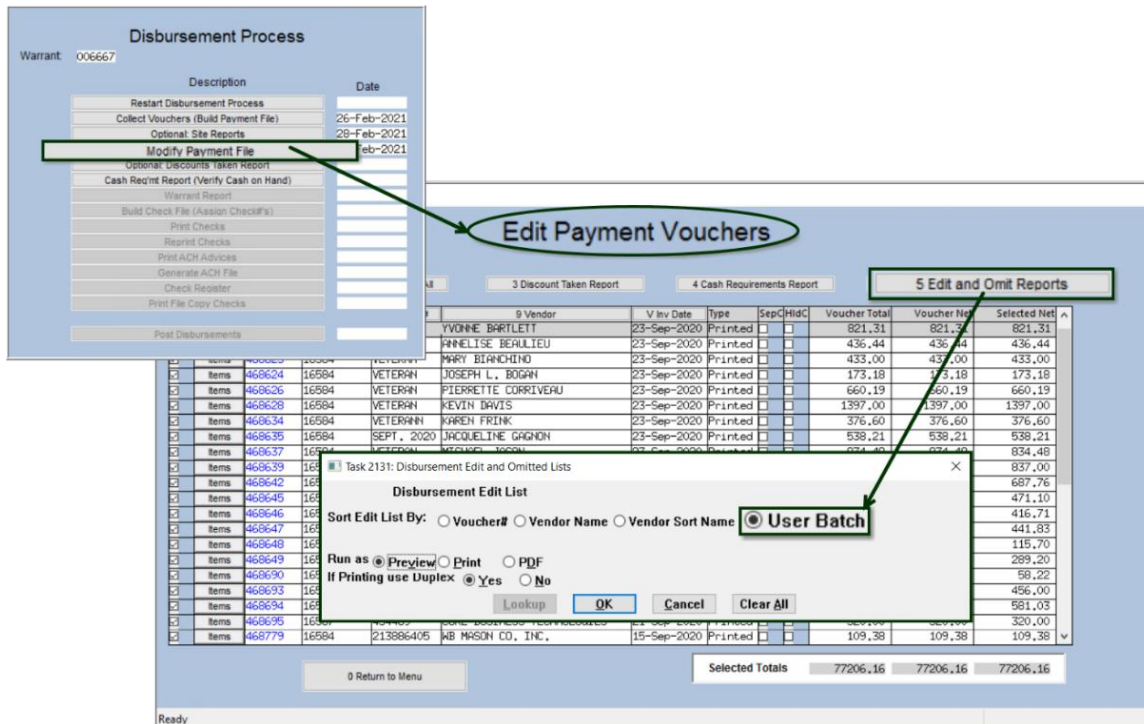


Figure 18 Modify Payment Screens

ADMINS added a “sort by User Batch” option to the **Disbursement Edit List**. When processing a disbursement, **ADMINS** recommends balancing the total dollar amount of the voucher batches to the



total of the disbursements warrant. The new sort option on the report will allow a rapid comparison and help to identify errors.

Voucher#	Batch#	Invoice#	Vendor	Line	Voucher Amt	Net Amt	Bank	Currency
468697	16587	TECHNOLOGY 5353765846	HP FINANCIAL SERVICES CO.	1	19,455.71	19,455.71	EAST	PL
468700	16587	DISTRICT MAPT DUES FY2021	MAPT	1	225.00	225.00	EAST	PL
468701	16587	CURRICULUM 2021-041	MATSOL	1	40.00	40.00	EAST	PL
468702	16587	PT_OFF 7314318416	STAPLES BUSINESS ADVANTAGE	1	7.70	7.70	EAST	PL
				2	13.98	13.98	EAST	PL
				3	41.37	41.37	EAST	PL
				4	34.77	34.77	EAST	PL
					97.82	97.82		
Batch 16587					21,340.56	21,340.56		
469529		TEST	ADMINS INC	1	47.45	47.45	EAST	PL
469530		TERST3	ADMINS INC	1	4,500.00	4,500.00	EAST	PL
Batch 16631					4,547.45	4,547.45		
469574	16631	TESTING ADM-AUC-AP-1	AMAZON CAPITAL SERVICES	1	26.11	26.11	EAST	PL
	16631			2	16.26	16.26	EAST	PL
					42.37	42.37		
Batch 16639					42.37	42.37		

Figure 19 Disbursement Edit Report by User Batch shows a total for each user batch

If there is a single line on the voucher, the **voucher total** is suppressed to save space. If there are multiple lines on the voucher, the voucher total is shown. A total for each batch is shown.

[ADM-AUC-AP-1078]

## 6 BANK ACCOUNT MANAGEMENT [Enhancement]

The **Bank Account Management** screen is used to view checks and to remove cleared dates. The AP Disbursement posting sets the Cleared Date to the posting date for “No Checks”, “ACH” and “Wires” as it is assumed that these payment types should be cleared automatically. If a “wire” or “no check” needs to be voided, the cleared date must be removed before the void can be processed.

Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management by Check Date



The screenshot shows two overlapping windows of the 'Bank Account Management - By Check Date' screen. The top window is sorted by check date, and the bottom window is sorted by check number. A callout box highlights the column headers '1 Check' and '2 CheckDate' in the bottom window, with an arrow pointing to the '2 CheckDate' header. The text in the callout says: 'Switch between Check and CheckDate by clicking on the button at the top of the column.'

Figure 20 The Bank Account Management screen may be sorted by either Check Number or Check Date



(Hint – if the button is “clickable”, the **other** column is active; if the column header button is gray and therefore not available to be clicked, that is the **active** column

## 6.1 Removing a Cleared Date for a “No Check”, “ACH”, or “Wire”

- 1 Enter the bank code; the checks are displayed on the screen in order by the most recent date first.
- 2 Enter a date in the [2 Check Date] column to view checks created on that date.
- 3 To erase the Cleared date for a “wire” or “no check”, click on the date and hit {spacebar|enter}.

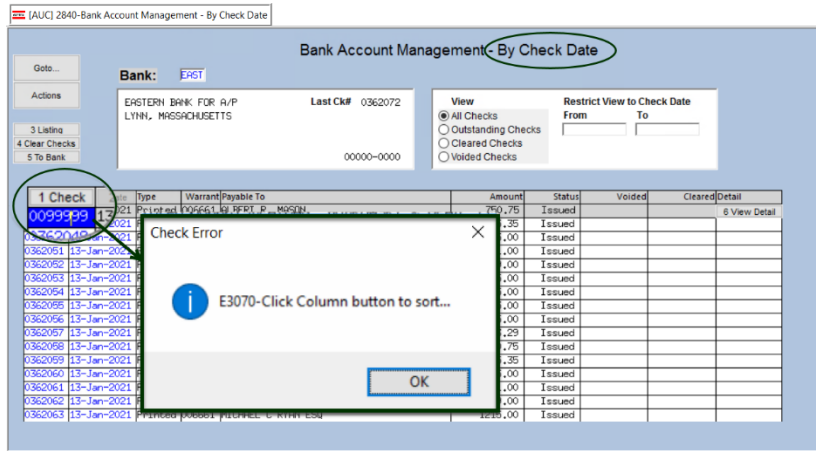
The screenshot shows the 'Bank Account Management - By Check Date' screen. A callout box with a speech bubble says: 'Click once on the field to turn it blue; hit {spacebar}{enter} to remove the date'. Three numbered callouts are present: '1' points to the 'Bank: EAST' field, '2' points to the '2 CheckDate' column header, and '3' points to the 'Cleared' column header in the table below. The table shows a check with a cleared date of '09-Oct-2020'.

1 Check	2 CheckDate	3	Warrant	Payable To	Amount	Status	Voided	Cleared	Detail
8000001	09-Oct-2020	ACH		FREE SERVICE	750,00			09-Oct-2020	6 View Detail
8000002	09-Oct-2020			GREENBERG	1000,00				
8000003	09-Oct-2020			GRAVITY CONSTRUCTION, INC	750,00	Issued		09-Oct-2020	
8000004	09-Oct-2020	ACH Adv	006647	MRMC C/O TEAMWORK OCC HEALTH	250,00	Issued			

Figure 21 Remove the cleared date from a check to allow void processing



## 6.2 Bank Account Management by Check Number [Enhancement]



To search or sort by **check number**, first click on the **[1\_Check]** column header, to switch the screen to sort and select by **check number** (making the **Check number** the “**active**” column).

If the screen is not sorted by check number, a message will popup with a reminder to click the column button to sort. Click the **[1\_Check]**

column and type in a check number to select a check to be voided or viewed. Use the same action as shown in Figure 21 to remove the cleared date.

[ADM-AUC-AP-1059]

## 7 YEAR END PROCESSING – 1099-G [Enhancement]

ADMINS added **1099-G** forms to the **1099 Processing Steps** menu. This form is used to report monies paid from grants, for example, the Rhode Island “**Take It Outside**” program administered by local governments to provide restaurants with federal or state grant funds.

[About Form 1099-G, Certain Government Payments | Internal Revenue Service \(irs.gov\)](#)

Federal, state, or local governments file this form if they made payments of:

- Unemployment compensation.
- State or local income tax refunds, credits, or offsets.
- Reemployment trade adjustment assistance (RTAA) payments.
- **Taxable grants.**
- Agricultural payments.

They also file this form if they received payments on a Commodity Credit Corporation (CCC) loan.

### Accounts Payable ▶ 1099's ▶ 1099 Codes

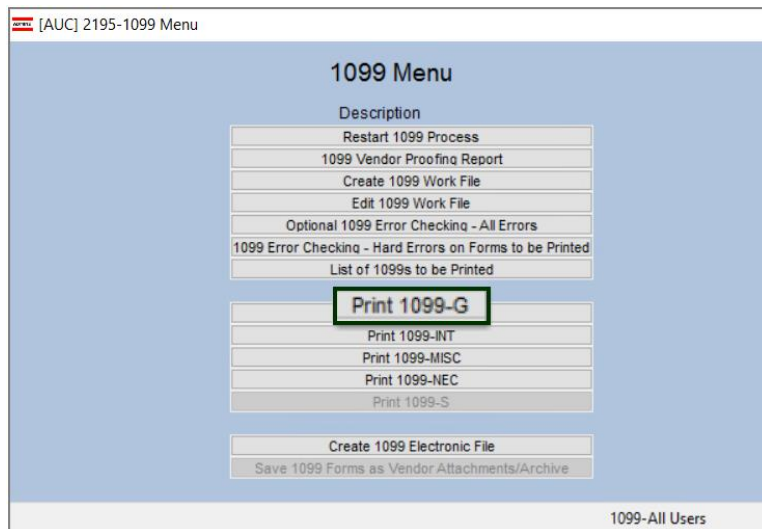
Maintain 1099 Codes						
			Pre 2020		Current	
Code	Description	Form	Box#	Reported Minimum	Form	Box#
G	GRANTS	G	6		G	6
L	RENT	MISC	1	600.00	MISC	1
M	MEDICAL PAYMENTS	MISC	6	600.00	MISC	6
MR	MEDICAL REIMBURSEMENT	MISC	7	99999.00	NEC	1
N	NON-EMPLOYEE COMPENSATION	MISC	7	600.00	NEC	1
O	OTHER	MISC	3	1.00	MISC	3
R	ROYALTY	MISC	2	10.00	MISC	2
S	PROCEEDS FROM REAL ESTATE TRANSFER	S	2	600.00	S	2
V	VETERAN CHILDS - ASSISTANCE	MISC	7	99999.00	NEC	1
Y	NON-EMPLOYEE COMPENSATION	MISC	7	600.00	NEC	1

The 1099 Processing document and step menu were updated to incorporate the process. When disbursing funds using Accounts Payable vouchers, mark the voucher with a 1099 code that uses Form “G”.

Figure 22 The 1099G Form Code highlighted on the Maintain 1099 Codes screen



An example of how that looks in the **Maintain 1099 Codes** screen is shown in Figure 22.



If funds were disbursed prior to the feature being available, use the **“Quick 1099 Code Update on Vouchers”** process to update the voucher(s) prior to 1099 processing.

This was installed on sites in January and is mentioned here to document the change.

Figure 23 The 1099 Menu now included 1099-G forms

[ADM-AUC-AP-1063]

## 8 EMAIL DISTRIBUTION LISTS [ENHANCEMENT]

The email distribution lists described below are provided for use in the Accounts Payable module.

Table 2 Accounts Payable Distribution Lists

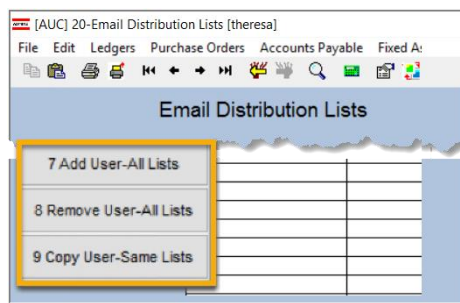
List Name	Description	Frequency	Notifies recipients that:
APCHKBST	Accounts Payable Check Bursting	Once or twice daily	Check images are attached and available to view. Each site can vary.
APCLOTMP	Closed Recurring Vouchers	Weekly	A recurring voucher is closed due to the “end date” being reached
APINPRO	In-Progress Vouchers	Weekly	Vouchers are in progress prior to being posted. In-progress can mean any status prior to posting – in entry began or in approvals.
APOLDCHG	Voucher Change Order > 4 days	Weekly	Voucher change orders have been in progress for more than four days
APPOAUDIT	AP/PO Audit Reports	Monthly	Audit reports of accounts payable or purchase orders that have errors
BROKENATT	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. System generated attachments (check copies, tax forms) reported as missing should be reviewed by <b>ADMINS</b> .
CHKOVRBUD	Recheck Budget Override	Daily	Purchase orders or Accounts Payable vouchers that needed override are re-checked. If there is now money available, it will move the PO/Voucher from Budget override to the next approval level.
DISBURSE	Email Vendor Discount Expired	Daily	The vendor discount is expiring on an accounts payable disbursement
DISCOUNTS	AP Warrants about to expire	Daily	AP Warrants expire four days after they are created.
ERROR_AP	Check AP Form Maintenance Table	Daily	There is an error or omission on the Accounts Payable check form table





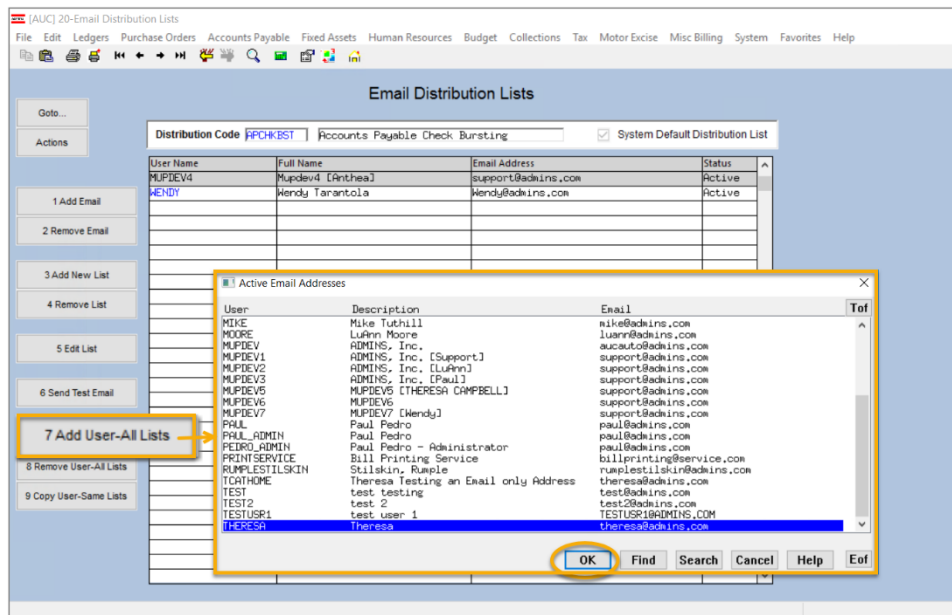
List Name	Description	Frequency	Notifies recipients that:
<b>REFUNDS</b>	Voucher Refund Upload	As needed	<b>AP ► Interface/Imports ► Create Refund Vouchers</b> Lists the new AP batch and all the vouchers created in that batch when the process is complete.
<b>VENDFLY</b>	New Vendor created on the Fly	As needed	A user created a vendor on the fly (sent to users who manage the vendor file)
<b>SWDONE</b>	Software Update Complete	Quarterly	The software update is completed on each site.
<b>SYUPDTRAIN</b>	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed

## 8.1 New Buttons on the Email Distribution Lists Screen [Enhancement]



ADMINS added three new buttons to the screen to help manage the lists and added a “System Default” column to the edit list.

### 8.1.1 Add User – All Lists



A user may need to receive all emails issued from the system; typically, this would be a “Super User” or a local system administrator.

To add the user at once to all existing email lists, click the **7 Add User-All Lists** button. Select the user from the pick list.

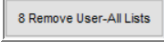


### 8.1.2 Remove a Name from All Email Lists

The screenshot shows the 'Email Distribution Lists' interface. A modal dialog titled 'Delete User From All Distribution Lists' is open. It contains a 'Required: Enter Username' field with 'RUMPLESTILSKIN' entered and a corresponding email address field with 'rumplestilskin@admins.com'. The 'OK' button is circled in orange. A callout box labeled '8 Remove User-All Lists' points to the 'Remove Email' button in the left-hand menu.

User Name	Full Name	Email Address	Status
ADMTEST_4	ADMINS TRAINING ACCOUNT #4	theresa@admins.com	Active
RUMPLESTILSKIN	Stilskin, Ruple	rumplestilskin@admins.com	Active
THERESA	Theresa	theresa@admins.com	Active
WENDY	Wendy Tarantola	wendy@admins.com	Active

To remove a user from all email distribution lists (for example, due to termination of employment), click on



**[8\_Remove User All Lists].**

This will remove the username from the email distribution lists only; it will not remove or inactivate the user's AUC credentials.

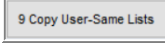
### 8.1.3 Copy a User to the Same Lists as an Existing User

The screenshot shows the 'Email Distribution Lists' interface. A modal dialog titled 'Copy New User to Lists of Current User' is open. It contains two fields: 'Required: Enter FROM Username' with 'BD' and 'Bill Davis' displayed, and 'Required: Enter TO Username' with 'LUANN' and 'LuAnn Moore' displayed. The 'OK' button is circled in orange. A callout box labeled '9 Copy User-Same Lists' points to the 'Copy User-Same Lists' button in the left-hand menu. A second screenshot below shows the user list with 'LUANN' highlighted in orange.

User Name	Full Name	Email Address	Status
BD	Bill Davis	bd@admins.com	Active
DAGFINN	Dagfinn Saether	dagfinn@admins.com	Active
PAUL	Paul Pedro	paul@admins.com	Active
THERESA	Theresa	theresa@admins.com	Active
WENDY	Wendy Tarantola	wendy@admins.com	Active
LUANN	LuAnn Moore	luann@admins.com	Active

*Copy BD to LuAnn before removing BD from all lists.*

If a user, **LuAnn**, is replacing another user, **BD**, the new user **LuAnn** may be added to all the lists on which **BD** is currently included. Click



**[9 Copy User-Same Lists].**

The existing user is the **FROM** username and the new user is the **TO** username.

This feature may also be used to add new hires to all lists for a given department.

[ADM-AUC-SY-8176]

[ADM-AUC-SY-8181]



## 9 INTERFACES/IMPORTS

The **Upload Vouchers from a Spreadsheet** process was not marking vouchers with a 1099 code when the code was supplied in the spreadsheet. **ADMINS** corrected this, and now if the spreadsheet includes a 1099 code, it will be shown on the voucher.

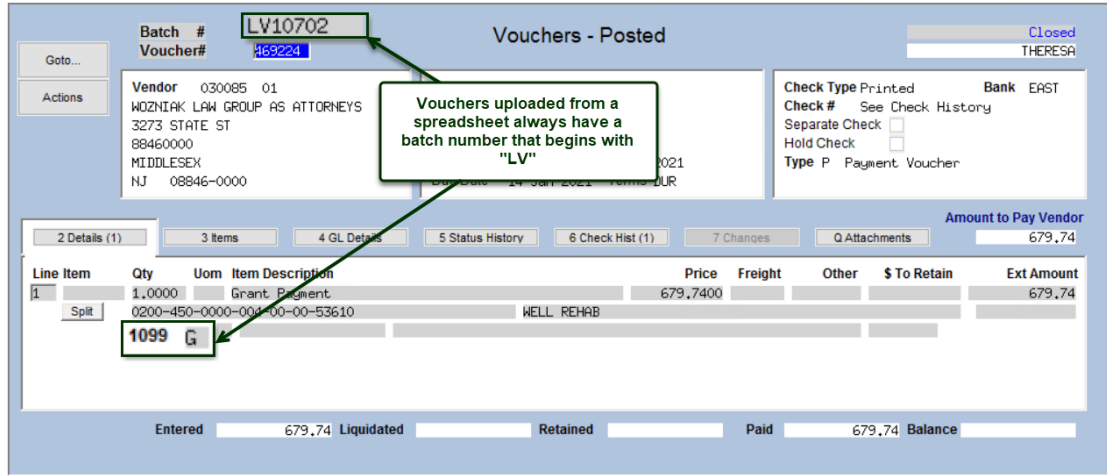
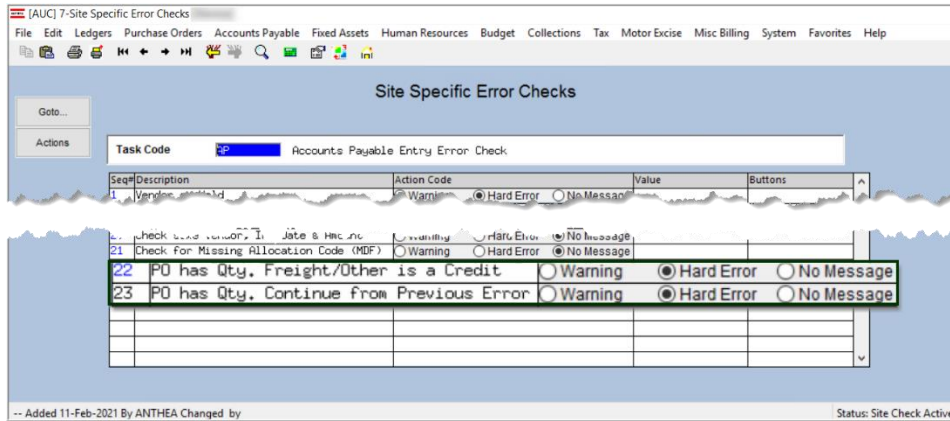


Figure 24 Voucher created via the voucher upload process with the 1099 code

[ADM-AUC-AP-1064]

## 10 SITE SPECIFIC ERROR CHECKS

### System ▶ Site Specific Error Checks ▶ AP



**ADMINS** added two site specific error checks to the AP processing of vouchers that pay against **purchase orders that have a quantity specified**. The recommended setting is **Hard Error**. The intent is to prevent credit

amounts in the **“Freight”** and **“Other”** columns from impacting the encumbrance of the purchase order. These two checks work together – and should be set the same way – if 22 is a Hard Error, 23 should be as well, and so on.



## 10.1 Example – PO #194515 With Quantity Specified

Line Item	Qty	Item Description	Price	Freight	Other	Ext Amount	Retained	Balance
1	3,0000	Post It Dng Erase Whiteboard Fla Surf 4 FT X 3 FT roll (DEF4K3)	41,1100			123,33		123,33
2	3,0000	Sterilite 18039612 Flip Top Clear, 12 P 7,63 x 6.5 x 4,5	26,2600			78,78		78,78

This PO has 2 lines – each line has a quantity of three specified.

No freight or other charges are encumbered on this PO.

### 10.1.1 Voucher Pays an Invoice with “Freight” and “Other” Charges

A voucher is processed against the purchase order, for a quantity of one on each line; in addition, the

Line Item	Qty	Uom	Item Description	Price	Freight	Other	Amount to Pay Vendor
1	1,0000		Post It Dng Erase Whiteboard Film Surface For Wal 1000-300-2430-600-07-00-54160	41,1100	-15,00		26,11
2	1,0000		Sterilite 18039612 Flip Top Clear, 12 Pac1 1000-300-2430-602-07-00-54160	26,2600	-10,00		16,26

invoice includes a credit for a “freight” amount and an “other” amount.

Since the error check is set to “Hard Error”, the system will not allow the voucher to be paid with the credits in the “Freight” and/or “Other” columns.

```

2790-FMREP:APVOUERR.REP          Printed 23-Feb-2021 at 15:36:34 by THERESA          Page 1
                                City of ADMINS
                                Error Check Vouchers

=====
UserBatch      Expected      Entered      Batch Errors:
16639          42.37          42.37
=====
Voucher#      Vendor          Voucher Errors:
469574      027483-AMAZON CAPITAL SERVICES

Line  GL Line  Error
-----
1
Warning: Payment $26.11 less than PO Line 1 Balance $82.22 [No WIP]
*** P2147-A Credit in Freight or Other will NOT increase Amount/Qty on PO.
*** P2148-Enter Credits on Separate Credit Voucher to Increase Amount/Qty on PO
-----
1      1
2
Warning: Payment $16.26 less than PO Line 2 Balance $52.52 [No WIP]
*** P2147-A Credit in Freight or Other will NOT increase Amount/Qty on PO.
*** P2148-Enter Credits on Separate Credit Voucher to Increase Amount/Qty on PO
-----
2      1
    
```

The hard error instructs the user to process the credits on a separate Credit Voucher.

[ADM-AUC-AP-1075]



## 10.2 Accounts Payable Error Check – Credit Card Sites [Enhancement]

The voucher entry screen checking report will no longer include warnings on **Credit Card** batch vouchers with **duplicate invoice numbers/amounts** when module control **2152** is set to **“Y”** and **Site Specific Error Check #20** is set to **“Hard Error”** or **“Warning”**.

Accounts Payable Module Control			
Seq#	Description	Answer	Buttons
1	GL Fiscal Year	2021	
2	Name of Community	City of ADMINS	
3	End Month and Day of Fiscal Year [JUN30]	JUN30	
8	Used to Validate How Many Years from current FY a user can ad	1	
80	Common Transfer Directory	d:\auc_development\adkhoe\transfer	
91	Screen Timeout for Posting/Approvals screens	1200	
2152	Include Invoice Date when checking for a duplicate Invoice# o Y		1 Edit
2107	Force Hard Error on Credit Cards if Over Budget		
2201	Tolerance % For Vouchers with Purchase Orders	5.0	

Site Specific Error Checks		
Task Code	Accounts Payable Entry Error Check	
Seq#	Description	Action Code
1	Vendor on Hold	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
2	Remit Address not AP	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
3	Allow Voucher Terms different to Vendor	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
5	Voucher Account Different to Item Acct	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
6	1099 Vendor with no FID	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
7	FO In Different Fiscal Year	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
8	Allow Personal Services Accounts	<input type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
9	Wire Transfer to have Blank Check Date	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
10	Allow No-Print Checks to have blank Date	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
11	Allow Assets Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
12	Allow Liability Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
13	Allow Fund Equity Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
14	Allow Expenditure Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
15	Allow Revenue Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
16	Allow Inv Date to differ from Vouch Date	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
17	Allow 1099 Code different to Vendor	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
18	Allow Retainage to be Liquid on "L" Type	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
20	Check same Vendor, Inv Date & Amount	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
21	Check for Missing Allocation Code (MDF)	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
22	FO has Qty, Freight/Other is a Credit	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
23	FO has Qty, Continue From Previous Error	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
24	Voucher date cannot be after today	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message

ADMINS provides error checking to prevent processing duplicate payments for vendor invoices.

The error checking is controlled via a combination of the **Accounts Payable Module control #2152** and the **Site Specific Error Check # 20**.

Per sites that use Credit Card batches:

*“The credit card batches are not an issue because they download correctly. Manual entries (are) ... a problem and this hard error is a welcome check.”*

[ADM-AUC-AP-1060]

## 11 HELP REFERENCE LIBRARY

The following new or updated documents were installed in the Help Reference Library.

### 11.1 New or Updated Documents

- |                       |                                  |           |
|-----------------------|----------------------------------|-----------|
| • COMMODITY ITEMS     | AP-510 Adding Commodity Items    | [Updated] |
| • YEAR END PROCESSING | AP-720 1099 Processing           | [Updated] |
| • SYSTEM              | SY-150 Email Distribution Lists  | [Updated] |
|                       | SY-170 System Administration Kit | [Updated] |