ACCOUNTS PAYABLE

RELEASE NOTES–MARCH 2021

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

CONTENTS

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

Figure 1 Before – No Batch Owner column

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]

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

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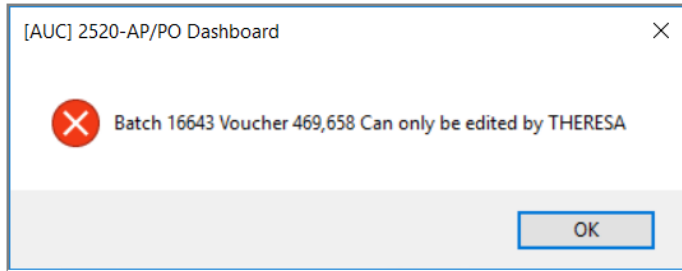
ADMINS added checking to prevent record locking. Now, if the record is in use, the system will present a message indicating that the record is in use.

[ADM-AUC-PO-555]

3   ENTER/VIEW VENDORS [Fix]

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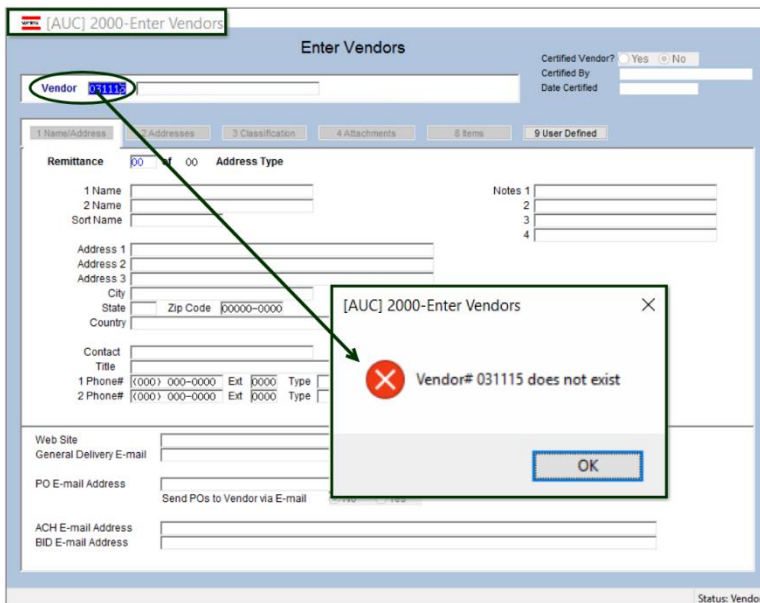
ADMINS corrected an issue that occurred when a non-existent vendor number was entered in the **Enter** or **View Vendors** screen. Prior to this the display would remain on the current record with no message.

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:
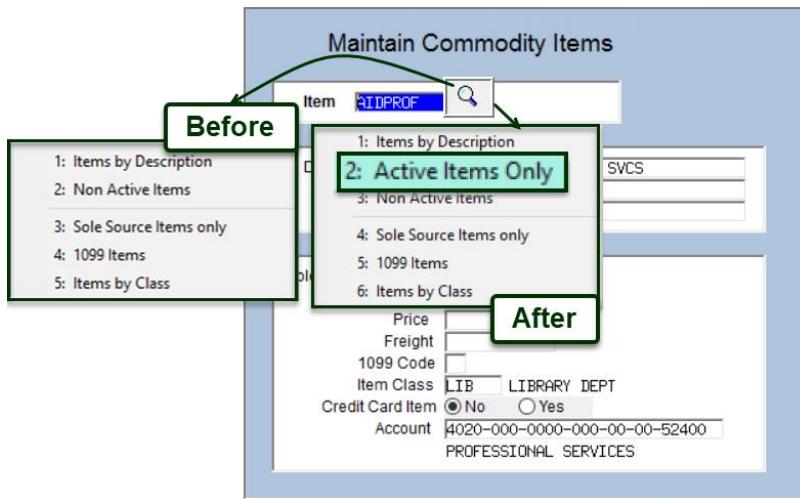
1: Items by Description

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.
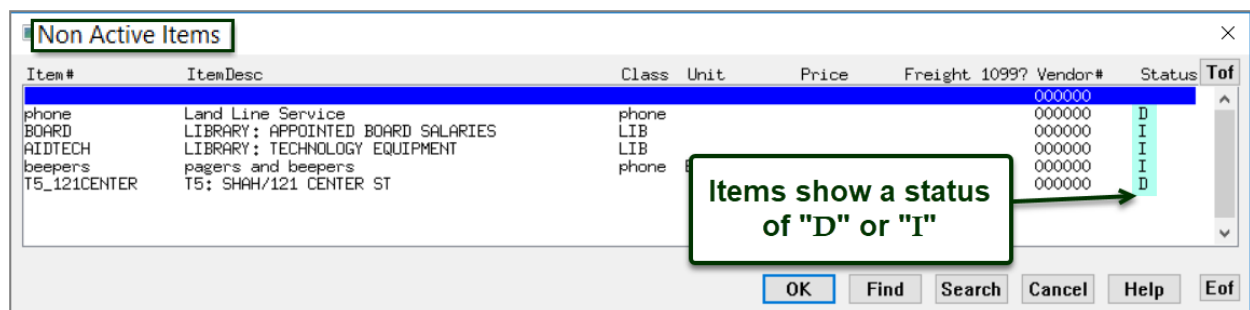
4.2   Item Table Listing [Enhancement]
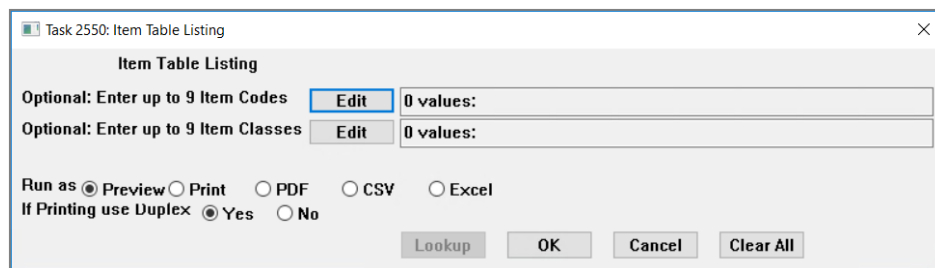
Figure 5 Before – the only selections were on Item Code and Item Class

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 ⊙ Ony Active

Table 1 Description of Item Table Listing prompt

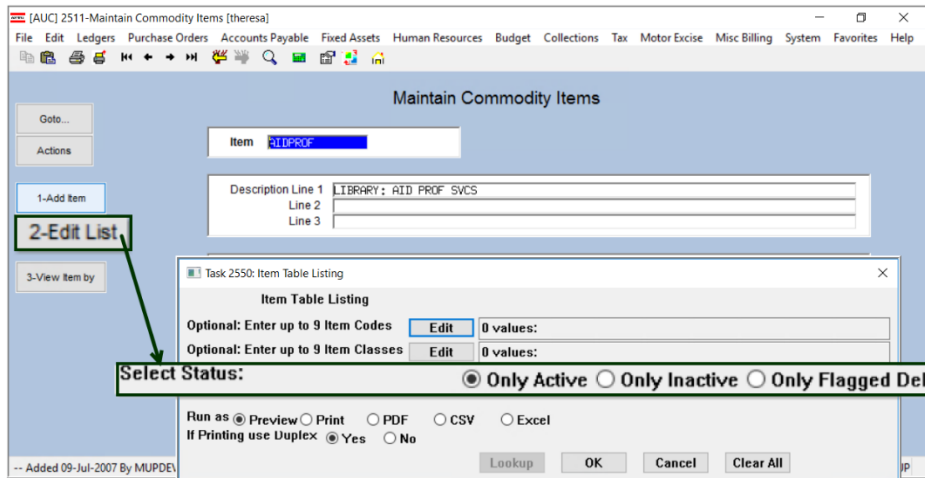| Prompt (Required are Bold)	Description
Enter up to 9 Item Codes	Click on the [Edit] button to select the codes to be reported
Enter up to 9 Item Classes	Click on the [Edit] button to select the classes to be reported
Select Status	⊙ Only Active *(default)* ○ Only Inactive ○ Only Flagged Delete ○ Not Active *(includes both inactive and flagged for deletion–see example in Figure 7)* ○ All
Run as	⊙ Preview ○ Print ○ **PDF®** ○ CSV ○ **Excel®** *(either Preview or PDF® will be the default, depending on the site)*
If Printing use Duplex	⊙ Yes ○ No *(the default depends on the site)*
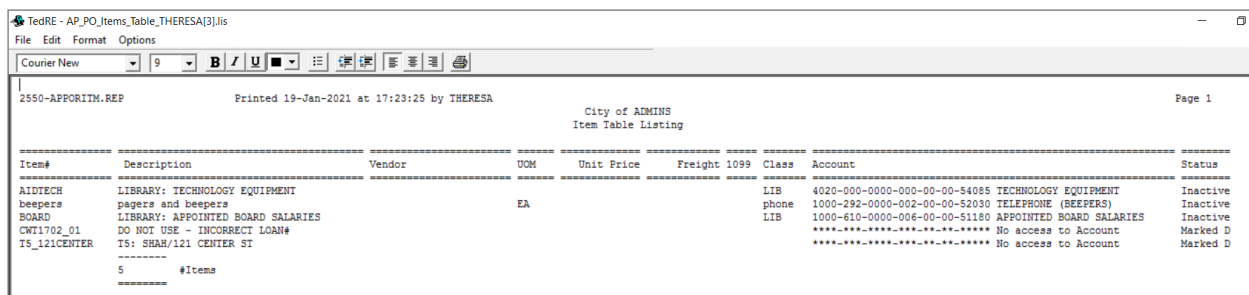
Figure 7 Sample Item Table Listing using the ⊘ *Not Active* selection status, Run as: ⊘ *Preview*

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
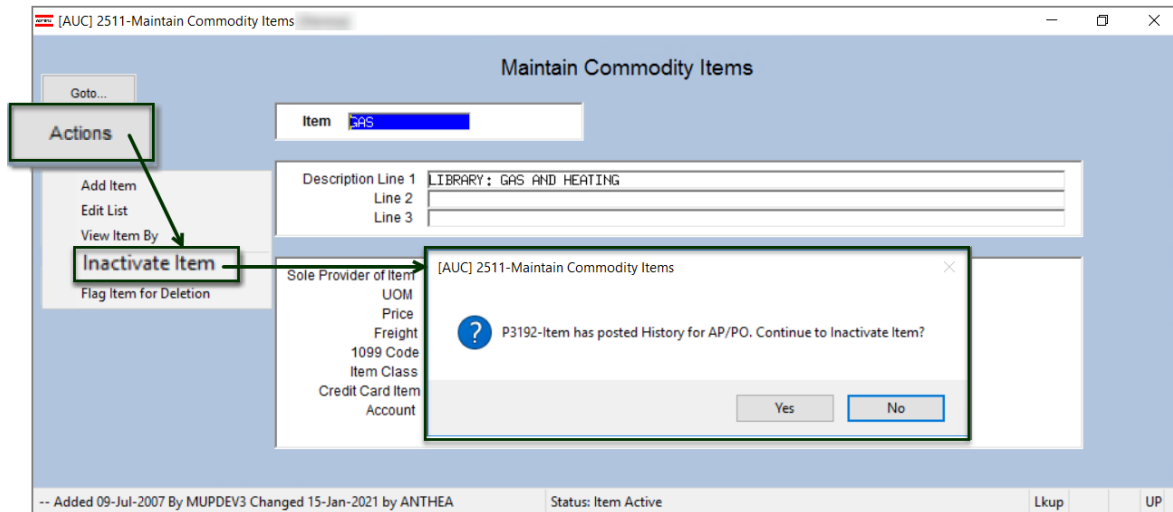
Figure 8 Inactivating a Commodity item with Activity

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.
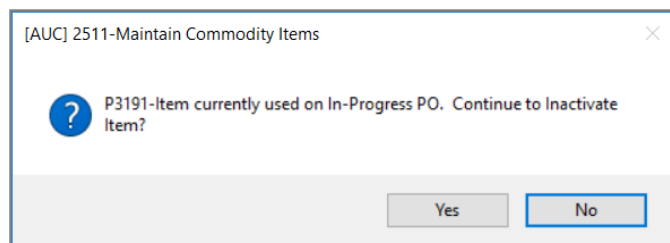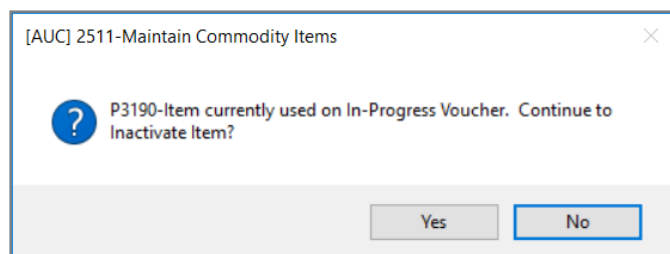

Figure 10 Inactivating a Commodity item with an in-progress Voucher

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).
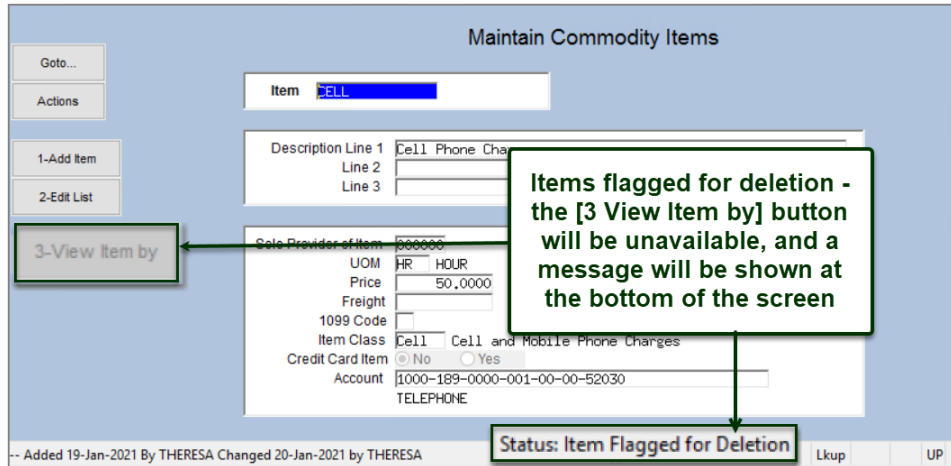

Figure 11 Item flagged for Deletion

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.

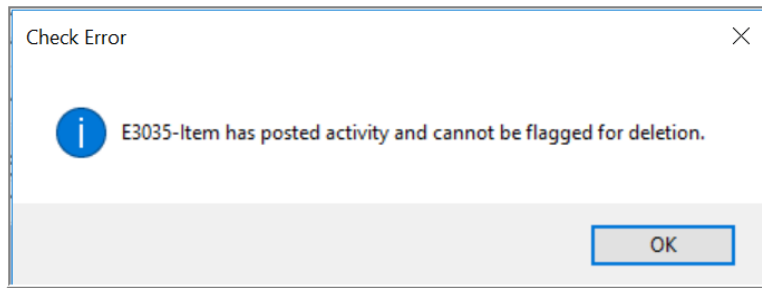### 4.4.2   Flag an Item for Deletion that is in use on an In-Progress Purchase Order
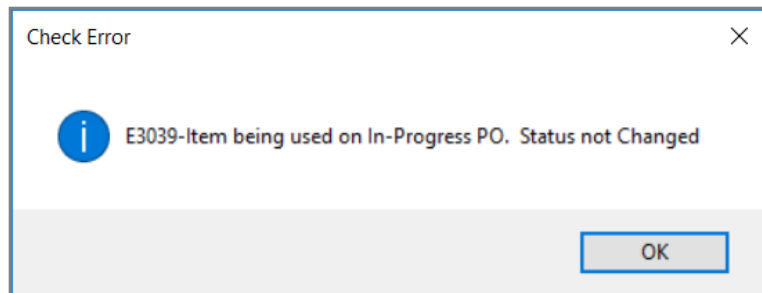
If the item is in use on an In-Progress Purchase Order, this message will be displayed and the status will remain unchanged. Mark the item as inactive instead.

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:
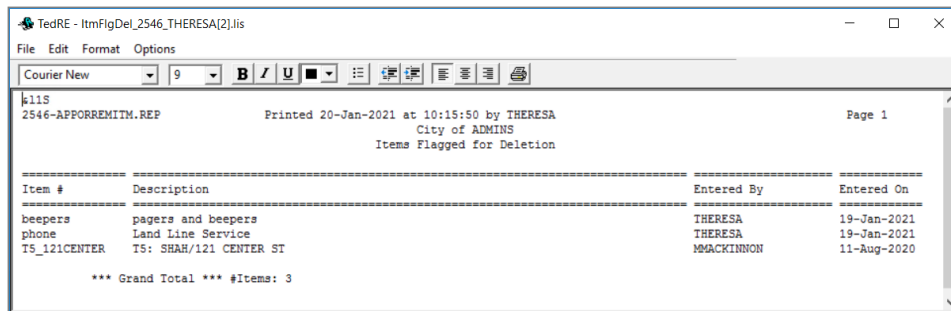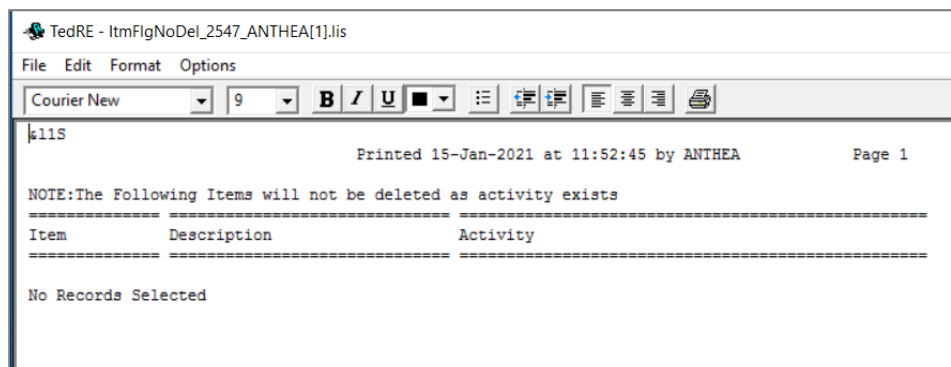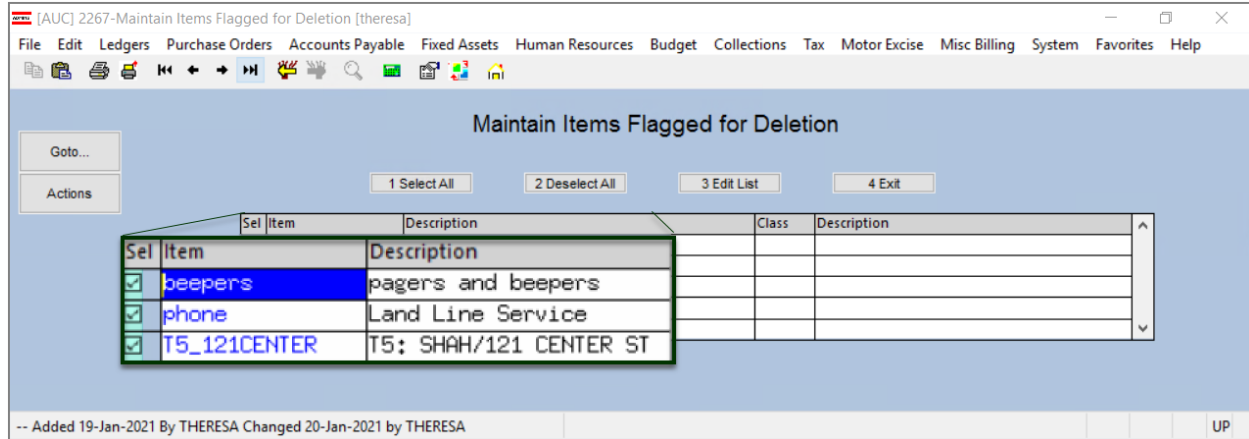

Figure 13 Report of Items Flagged for Deletion

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

The next step [Maintain Items Flagged for Deletion] 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:
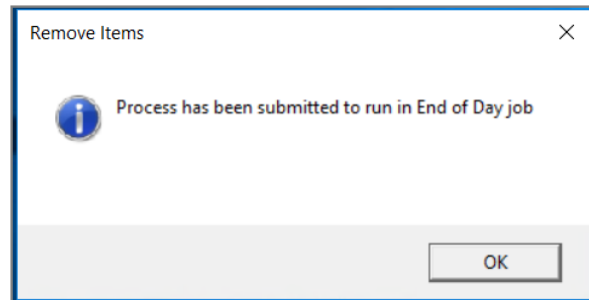
The overnight process will remove the items.

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
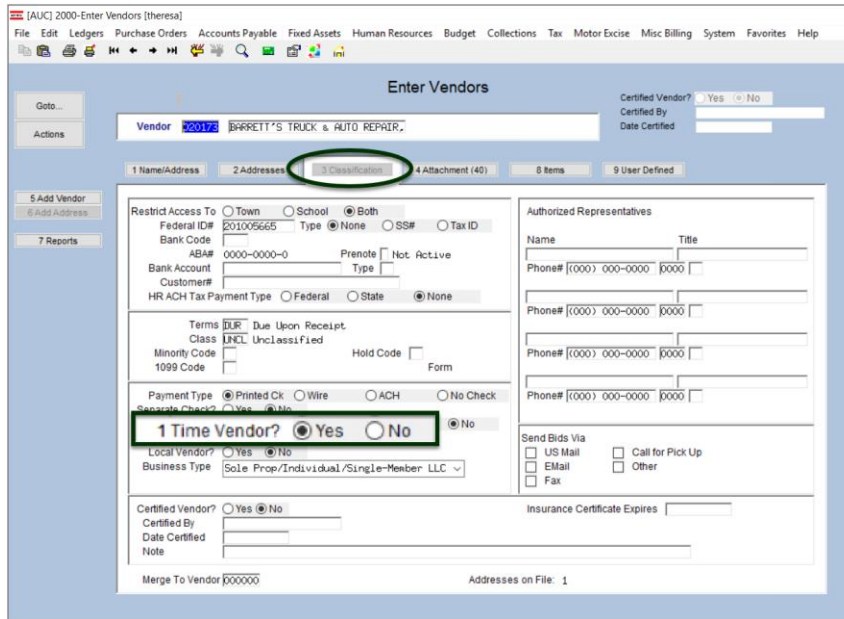
Figure 15 Classification Tab of the Enter Vendors screen showing the 1 Time Vendor ⊙ Yes/No radiobutton

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.

Accounts Payable ▶ Disbursements ▶ Warrants ▶ [Post Disbursements]
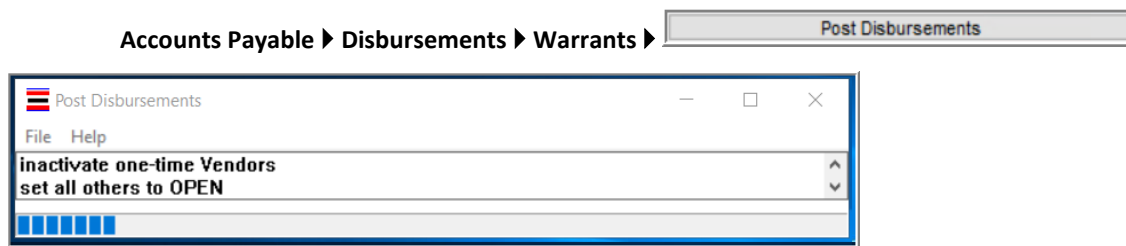
Figure 16 The Post Disbursements step progress bar shows the process inactivating one time vendors

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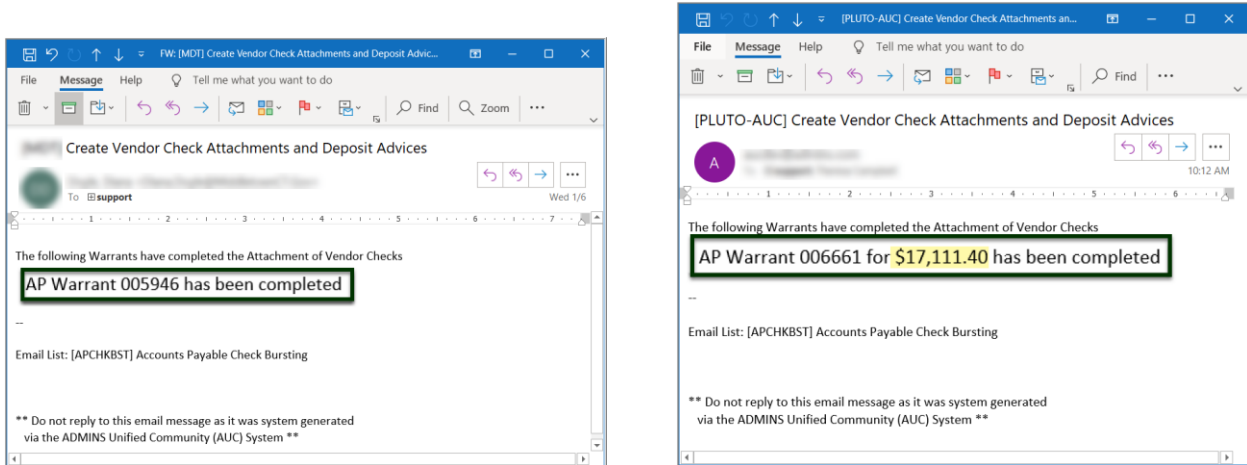
Figure 17 Before & After - Create Vendor Check Attachments email sample with dollar amount for the warrant

The email now includes the dollar amount for the warrant.

[ADM-AUC-AP-1061]

5.3   Disbursement Edit List on Modify Payments Screen [Enhancement]
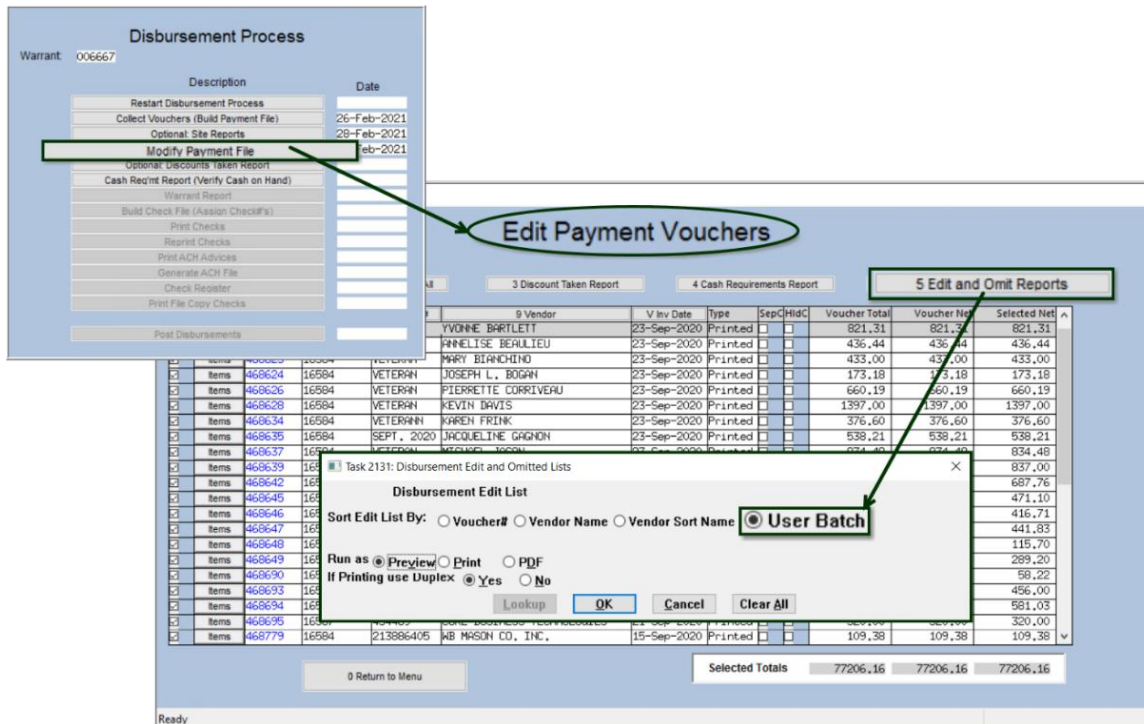
Accounts Payable ▶ Disbursement Warrants ▶ Warrant

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.

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

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.

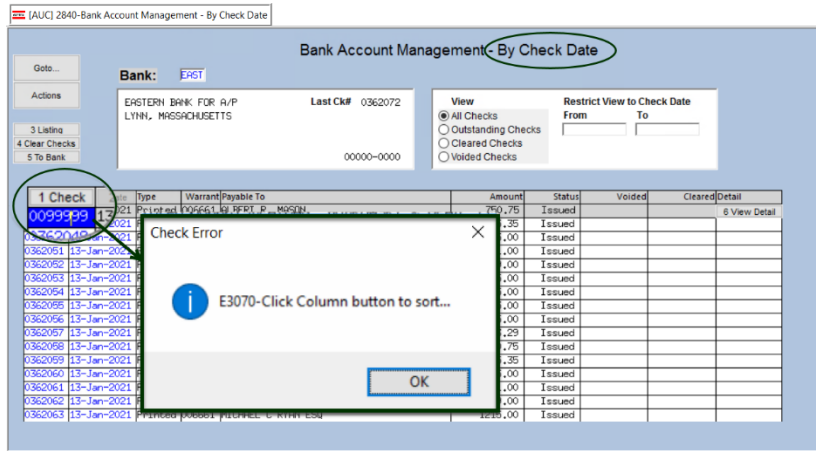**3** To erase the Cleared date for a "wire" or "no check", click on the date and hit **{spacebar|enter}.**

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

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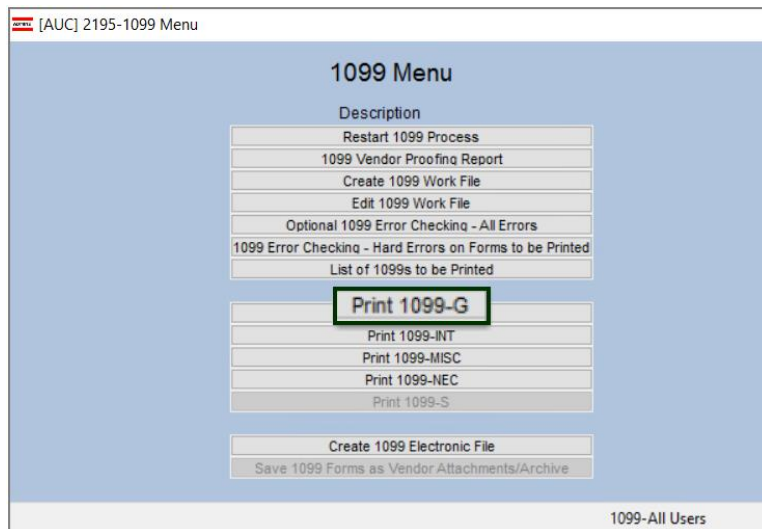
If funds were disbursed prior to the feature being available, use the **"Quick 1099 Code Update on Vouchers"** process to update the voucher(s) prior to 1099 processing.

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 **ADMINS.**
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:
REFUNDS	Voucher Refund Upload	As needed	**AP ▶ Interface/Imports ▶ Create Refund Vouchers** Lists the new AP batch and all the vouchers created in that batch when the process is complete.
VENDFLY	New Vendor created on the Fly	As needed	A user created a vendor on the fly (sent to users who manage the vendor file)
SWDONE	Software Update Complete	Quarterly	The software update is completed on each site.
SYUPDTRAIN	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]
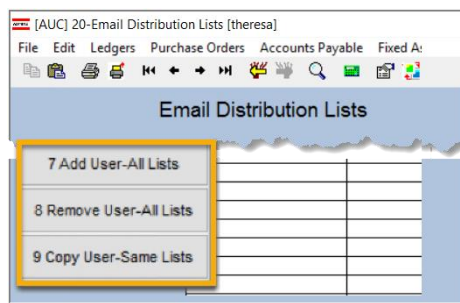
ADMINS added three new buttons to the screen to help manage the lists and added a "System Default" column to the edit list.

8.1.1 Add User – All Lists
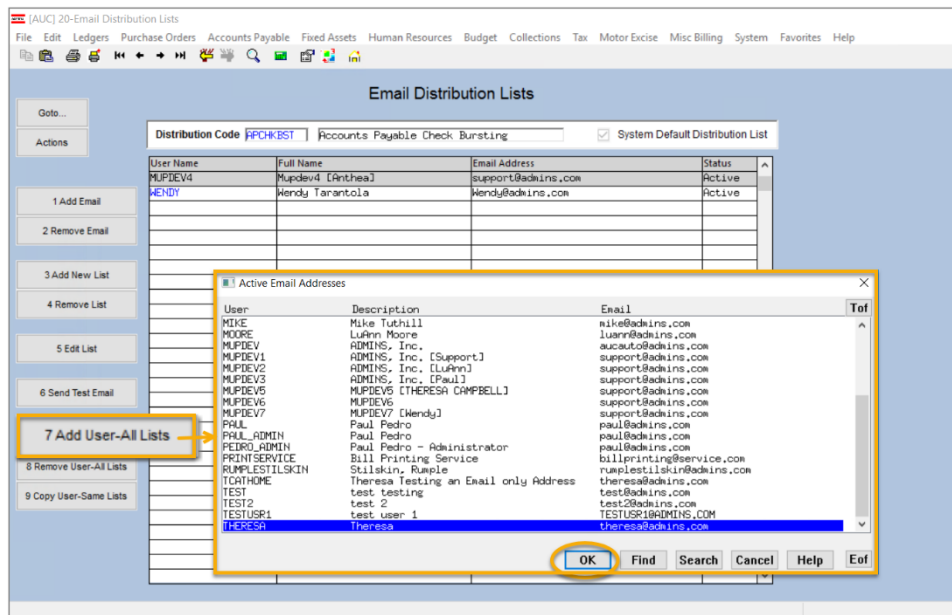
A user may need to receive all emails issued from the system; typically, this would be a "Super User" or a local system administrator.

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

8.1.2   Remove a Name from All Email Lists

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

8 Remove User-All Lists
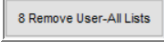
[8_Remove User All Lists].

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

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
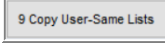
[9 Copy User-Same Lists].

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

Copy BD to LuAnn before removing BD from all lists.

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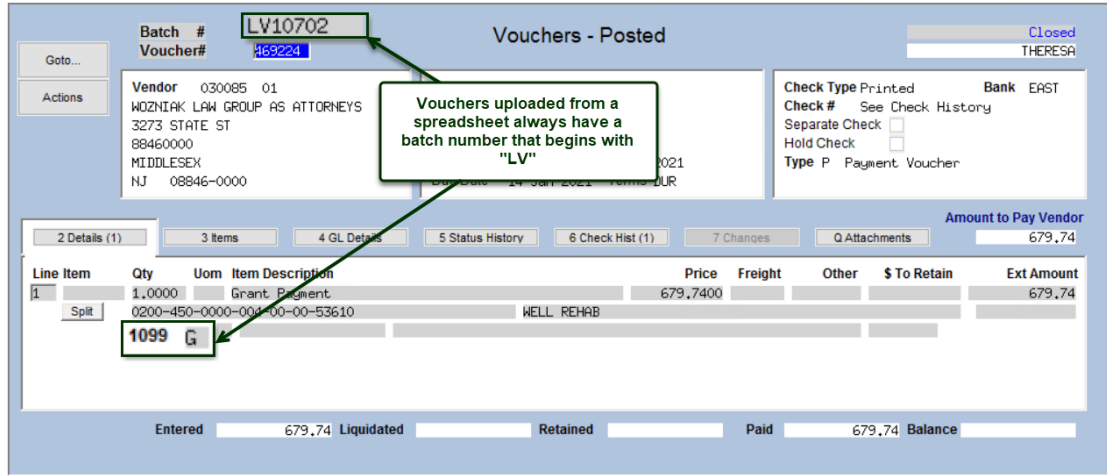
Figure 24 Voucher created via the voucher upload process with the 1099 code

[ADM-AUC-AP-1064]

10 SITE SPECIFIC ERROR CHECKS

System ▶ Site Specific Error Checks ▶ AP
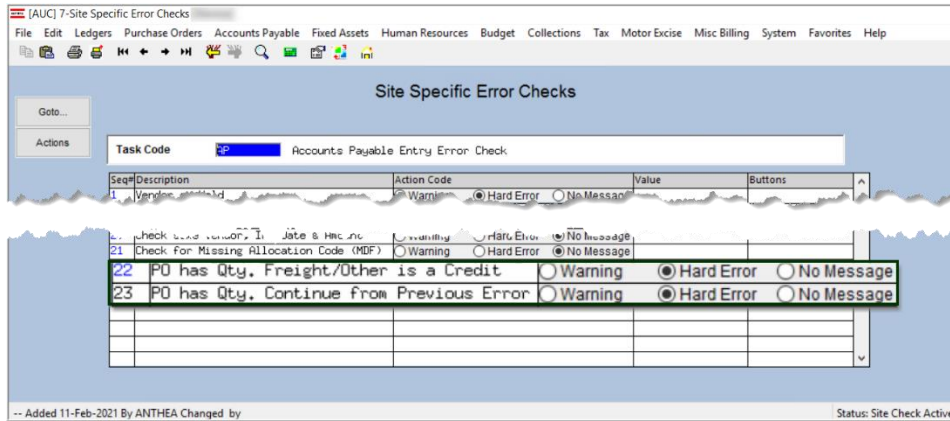
ADMINS added two site specific error checks to the AP processing of vouchers that pay against *purchase orders that have a quantity specified*. The recommended setting is ⊙ **Hard Error**. The intent is to prevent credit amounts in the **"Freight"** and **"Other"** columns from impacting the encumbrance 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

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 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.

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".

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]