



# ACCOUNTS PAYABLE

## RELEASE NOTES – SEPTEMBER 2015

This document explains new product enhancements added to the ADMINIS Unified Community for Windows **Accounts Payable** system and installed on your site in September 2015.

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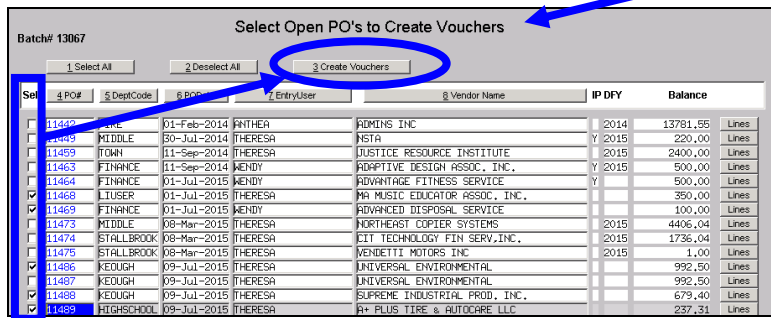
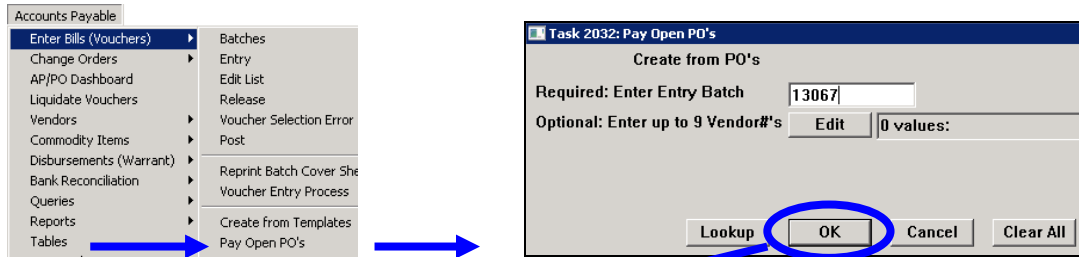
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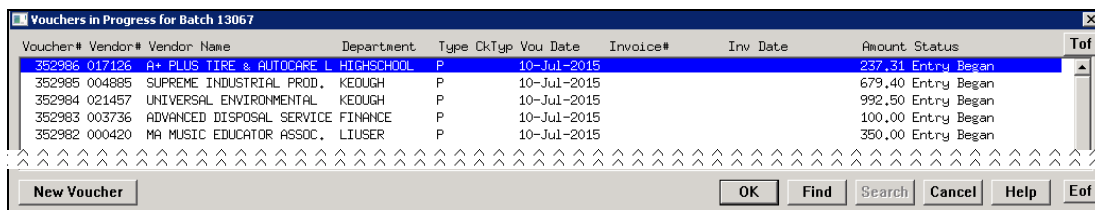
# 1. PAYING BILLS

## 1.1. Pay Open Purchase Orders

The system offers the ability to pay a selection of open purchase orders. This feature requires that an Accounts Payable Batch be available in “Entry Began” status. To pay open purchase orders, select **Accounts Payable ▶ Enter Bills (Vouchers) ▶ Pay Open PO’s**.



In the screen above, five purchase orders are selected for payment, then the Create Vouchers button is clicked, resulting in five vouchers being added to the batch:



Occasionally when using this feature some vouchers were created with a fiscal year of “0000”.

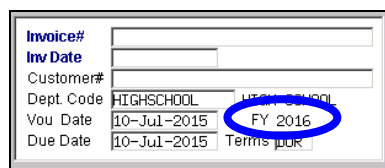
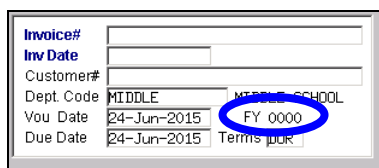


Figure 1 Before

Figure 2 After

This was corrected in the software update.

[ADM-AUC-AP-744]



## 1.2. Budget Check on Credit Vouchers

Prior to the update, the system did not budget check any voucher designated as a credit voucher, allowing credit vouchers with positive amounts to circumvent the budget check. The example shows a credit voucher in the amount of \$25.00 total where line one is for \$300.00 and line two is for \$-275.00.

**Voucher Entry**

Batch # 13073  
Voucher# 353004

Vendor: 000123-01  
REPLACEMENT AUTO PARTS  
STORE #2  
528 W. CENTRAL ST.  
FRANKLIN MA 02038-0000

Invoice# TESTING BUDGET CHECK  
Inv Date 07-Aug-2015  
Customer# bump out of approval status  
Dept Code TOWN TOWN  
Vou Date 07-Aug-2015 FY 2016  
Due Date 07-Aug-2015 Terms EUR

Print Manual ACH Wire No Chk  
Check Date Bank MELN  
Separate Check  
Type  Credit Voucher

Amount to Pay Vendor: 25.00

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1.0000	N/A	ADVERTISING	300.0000				300.00
2	1.0000	N/A	ADVERTISING	-275.0000				-275.00

The account balance inquiry screen shows that this voucher will exceed the available funds.

**Account Balance Inquiry**

FY: 2016  
Account Number: 1000-114-0000-001-00-00-52010  
Description: ADVERTISING

Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress				300.00	275.00	-25.00
						-25.00

2016 Summary Accounts for 1000-114-0000-001-00-00-52010

Line Detail	Account	Description	Remaining Balance	Tot
1	1000-114-0000-001-00-00-52000	EXPENSES		
3	1000-000-0000-001-00-00-50100	GENERAL GOVERNMENT EXPENSES		

When the batch was checked the voucher was not sent to Budget approval due to the voucher being type “C” for Credit.

**Voucher Batch Entry**

Batch: 13073  
Default Bank: MELN BANK OF NEW YORK MELLON  
Default Dept: TOWN  
Voucher Date: 08-08-2015  
Default Type: **C Credit Voucher** (circled in blue)

CheckWire/ACH No Check Manual Check

	Expected	Entered	Balance
Price	25.0000	25.0000	
Freight			
Other			
Totals	25.00	25.00	

Submit Batch for Processing:  Yes  No

Voucher#	Vendor	Type	Total	Status
353004	000123-01 REPLACEMENT AUTO PARTS	<b>Credit Voucher</b> (circled in blue)	25.00	Needs Supervisor App

The budget checking is now performed on credit vouchers if any line on the voucher is positive.



**Voucher Entry** Entry Begun

Batch # 13077  
Voucher# 353031

Vendor: 000123 01  
REPLACEMENT AUTO PARTS  
STORE #2  
528 W. CENTRAL ST.  
FRANKLIN MA 02038-0000

Invoice# TEST CREDIT VCH BGT CHECK  
Inv Date 07-Aug-2015  
Customer#  
Dept Code TOWN TOWN  
You Date 07-Aug-2015 FY 2016  
Due Date 08-Aug-2015 Terms DUR

Print Manual ACH Wire No Chk  
Check Date Bank FELN  
Separate Check  
Type  Credit Voucher

Amount to Pay Vendor: 150.00

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1.0000	N/A	0100-430-0000-004-00-00-52010 1099 FA ADVERTISING, MODIFYING DESCRIPTION TO SHOW M	-300.0000				-300.00
2	1.0000	N/A	1200-450-0000-004-00-00-52040 1099 FA PRINTING, BINDING AND COPYING	450.0000				450.00

Figure 3 Credit Voucher with a positive amount

[ADM-AUC-AP-748]

### 1.3. Paying Retainage

#### 1.3.1. Error Checking Added

Vouchers may be created from a Purchase Order (PO) that has been set with a retainage % or amount. If a voucher is created from a PO and the retainage amount is then removed from the voucher, a warning will show on the voucher error check report that retainage was set from the PO but is not on the voucher.

2790-PMREP:APVOUERR.REP Printed 31-Aug-2015 at 14:19:33 by WENDY  
Town of ADMINS  
Error Check Vouchers

UserBatch	Expected	Entered	Batch Errors:
13089	5,000.00	5,000.00	

Voucher# 353052 Vendor ACCESS SOURCE

Line	GL Line	Error
1	1	Warning: PO Line has Retainage % set. But no \$ to Retain set on Voucher

[ADM-AUC-AP-756]

### 1.4. Printing a Voucher List

Users may now print a voucher list (also known as a “receiving report”) after a voucher batch is posted. Select **Accounts Payable**►**Enter Bills (Vouchers)** ► **Reprint Voucher List for Posted Batch**. This is useful when using the voucher list as a receiving report. Users may reprint any batch for which they have department group access.

Enter Bills (Vouchers) ► Batches  
Change Orders ► Entry  
AP/PO Dashboard ► Edit List  
Liquidate Vouchers ► Release  
Vendors ► Voucher Selection Error Report  
Commodity Items ► Post  
Disbursements (Warrant) ► Reprint Batch Cover Sheet for Posted Batch  
Bank Reconciliation ► **Reprint Voucher List for Posted Batch**  
Queries ► Voucher Entry Process  
Reports

Task 2636: Reprint Voucher List for Posted Batch

Reprint Voucher List for Posted Batch

Required: Restrict to this User Batch 13016

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

You may enter the batch # directly or select it from a lookup.



2636-APBCHVOULSTPST\_AUC.PEP Printed 21-Aug-2015 at 17:15:08 by THERESA Town of ADMINS Page 1  
Reprint Voucher List for Posted Batch

Batch#: 13016

Vouch#	Vouch Date	Vendor Remit Name	Type	Invoice #	Department	Voucher Total	Voucher Status	Entered By
352,071	22-Sep-2014	000085 01 F E MORSE ENTERPRISES INC	P	7785	TOWN	123.45	Cash Disbursements	THERESA
352,072	22-Sep-2014	000514 01 JUSTICE RESOURCE INSTITUTE	P	7786	TOWN	32.70	Cash Disbursements	THERESA
352,073	22-Sep-2014	000528 01 DAVE BROWN	P	7787	TOWN	14.55	Cash Disbursements	THERESA
352,074	22-Sep-2014	000656 01 COOK'S GENERAL CONTRACTING INC	P	7788	TOWN	451.85	Cash Disbursements	THERESA
352,075	22-Sep-2014	000912 01 DAIGLE FLOOR COVERINGS	P	7789	TOWN	315.23	Cash Disbursements	THERESA
352,076	22-Sep-2014	001167 01 PHIL'S LANDSCAPE & EXCAV	P	7790	TOWN	178.61	Cash Disbursements	THERESA
352,077	22-Sep-2014	001248 01 MEHA	P	7791	TOWN	41.99	Cash Disbursements	THERESA
352,078	22-Sep-2014	006282 01 OFFICE OF INSPECTOR GENERAL	P	7792	TOWN	34.50	Cash Disbursements	THERESA
352,080	22-Sep-2014	006454 01 ELAINE D'ALFONSO	P	7794	TOWN	16.35	Cash Disbursements	THERESA
352,082	22-Sep-2014	006602 01 WORLD BOOK, INC.	P	7796	TOWN	225.92	Cash Disbursements	THERESA
352,083	22-Sep-2014	006738 01 MARY FEDERLEIN	P	7797	TOWN	157.61	Cash Disbursements	THERESA
352,084	22-Sep-2014	007438 01 HARVARD PILGRIM HEALTH CARE	P	7798	TOWN	89.30	Cash Disbursements	THERESA
352,085	22-Sep-2014	007542 01 MPLC	P	7799	TOWN	20.99	Cash Disbursements	THERESA
352,086	22-Sep-2014	007740 01 DEPT OF VETERANS' SERVICES	P	7800	TOWN	327.16	Cash Disbursements	THERESA
352,089	22-Sep-2014	007848 01 KNOWBUDDY RESOURCES	P	7803	TOWN	621.53	Closed	THERESA
352,090	22-Sep-2014	008221 01 EUTACTICS, INC.	P	7804	TOWN	740.45	Closed	THERESA
352,092	22-Sep-2014	009077 01 IDEAL PROPERTY MAINT CORP &	P	7806	TOWN	978.31	Closed	THERESA
352,095	22-Sep-2014	009239 01 JEFFERY S BROWN	P	7809	TOWN	1,335.09	Closed	THERESA
352,096	22-Sep-2014	009334 01 POWERPHONE, INC.	P	7810	TOWN	139.49	Cash Disbursements	THERESA
352,097	22-Sep-2014	009512 01 ANDREWS SURVEY & ENGINEERING,	P	7811	TOWN	118.98	Cash Disbursements	THERESA

[ADM-AUC-AP-753]

### 1.5. Printing a Batch Cover Sheet for a Posted Batch

Prior to the software update, the lookup was not enabled when printing a batch cover sheet for a posted batch. Select **Accounts Payable** ▶ **Enter Bills (Vouchers)** ▶ **Reprint Batch Cover Sheet for Posted Batch**.

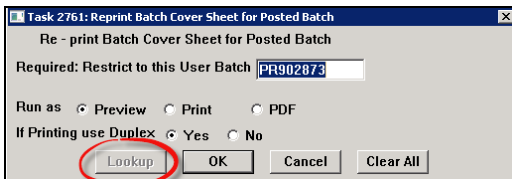


Figure 4 Before

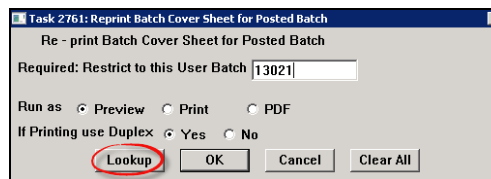


Figure 5 After

2761-APBCHCOVERSHEET\_POSTED\_AUC.RE Printed 02-Sep-2015 at 08:57:41 by THERESA Town of ADMINS Page 1  
Reprint Batch Cover Sheet for Posted Batch

Batch#: 13021  
Dept: SOUTH SOUTH ELEMENTARY  
User: THERESA

	Price	Expected	Entered	Variance
Freight		840.0000	600.0000	240.0000
Other				
Total		840.00	600.00	240.00

Voucher#	VoucherDate	Name and Address	Bank	Inv Date	Invoice#	Amount	Check#	Typ
352459	15-Oct-2014	ADDITION NETWORKS 60 CARLISLE STREET CHELMSFORD, MA 01824-0000 Vend# 022864-01 PO# 39871/1	EAST	15-Oct-2014	TEST GL# Account# and Description	600.00	0288200	
*** Grand Total ***						600.00		

REVIEWED AND APPROVED BY

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

[ADM-AUC-AP-754]



## 2. APPROVALS

Purchase Orders		Accounts Payable	
<b>In-Progress</b>		<b>In-Progress</b>	
In Entry Began	2 <a href="#">View</a>	In Entry Began	358 <a href="#">View</a>
In Error Status	4 <a href="#">View</a>	In Error Status	3 <a href="#">View</a>
Ready for Release		Ready for Release	
Disapproved	1 <a href="#">View</a>	Disapproved	
Ready for Posting		Ready for Posting	3 <a href="#">View</a>
Awaiting Approval	11 <a href="#">View</a>	Awaiting Approval	2 <a href="#">View</a>
<b>Change Orders</b>		<b>Change Orders</b>	
In Entry Began	3 <a href="#">View</a>	In Entry Began	
In Error Status		In Error Status	
Ready for Release		Ready for Release	
Disapproved		Disapproved	
Ready to Post		Ready to Post	2 <a href="#">View</a>
Awaiting Approval		Awaiting Approval	
		In Progress Warrants	5 <a href="#">View</a>
Open Purchase Orders	101 <a href="#">View</a>	Open Vouchers	334 <a href="#">View</a>
Closed Purchase Orders	<a href="#">View</a>	Closed Vouchers	<a href="#">View</a>
<b>Approvals</b>		<b>Approvals</b>	
Needs Budget	11 <a href="#">Budget</a>	Needs Budget	1 <a href="#">Budget</a>

The budget override approvals screen offers a report to display the budget available for a given voucher. The report is run by selecting **Accounts Payable** ▶ **AP/PO Dashboard** ▶ **Approvals** ▶ **Budget**.

### 2.1. Budget Check Report

Once the screen is displayed, select Budget Check to display the following report.

Needs Budget Override				
<a href="#">Goto...</a>	<a href="#">1 Set All Approve</a>		<a href="#">3 Set All Ignore</a>	
<b>Actions</b>	<a href="#">2 Set All Disapprove</a>			
	<a href="#">5</a> UsrBat	<a href="#">6</a> Vouch#	<a href="#">7</a> Vendor Name	<a href="#">8</a> Dept Code
	<a href="#">9</a> Total			
	13072	353001	CDW GOVERNMENT INC	TOWN
				75000.00
<a href="#">D</a> Edit List				
<a href="#">D</a> Budget Check				



2080-APBUDCHK.REP Printed 07-Aug-2015 at 14:10:39 by THERESA Town of ADMINS Voucher Budget Check Report Page 3

Batch: 13072  
Vouch#: 353,001  
Date: 06-Aug-2015  
Vendor: 006803 CDW GOVERNMENT INC

Line GL#	Account# & Description	Voucher Amount	Summary Account# & Description	Available Account Balance
1	0059-123-0000-001-00-00-54090 OFFICE SUPPLIES	75,000.00	0059-123-0000-001-00-00-52000 EXPENSES	-475,000.00
2	0000-000-0000-000-00-00-00000			
3	0000-000-0000-000-00-00-00000			
4	0000-000-0000-000-00-00-00000			
5	0000-000-0000-000-00-00-00000			
Voucher Total:				-75,000.00

Note: This available balance includes both work in progress and entries posted to the General and Subsidiary Ledgers.

Batch: 13073  
Vouch#: 353,004  
Date: 07-Aug-2015  
Vendor: 000123 REPLACEMENT AUTO PARTS

Line GL#	Account# & Description	Voucher Amount	Summary Account# & Description	Available Account Balance
1	1000-114-0000-001-00-00-52010 ADVERTISING	300.00	1000-114-0000-001-00-00-52000 EXPENSES	-825.00
2	1000-114-0000-001-00-00-52010 ADVERTISING	-275.00	1000-114-0000-001-00-00-52000 EXPENSES	-825.00
3	0000-000-0000-000-00-00-00000			
4	0000-000-0000-000-00-00-00000			
5	0000-000-0000-000-00-00-00000			
Voucher Total:				-50.00

Note: This available balance includes both work in progress and entries posted to the General and Subsidiary Ledgers.

Figure 6 Before

Prior to the software update, this report showed an invalid total on the Available Balance column. In addition, the report showed all vouchers in the approval process. It now shows only records in "Needs Budget Override" status. Blank account lines are suppressed in the new version of the report.

2080-APBUDCHK.REP Printed 01-Sep-2015 at 11:15:19 by THERESA Town of ADMINS Voucher Budget Check Report Page 1

Batch: 13073  
Vouch#: 353,004  
Date: 03-Aug-2015  
Vendor: 001234 FIRE EXTINGUISHER SRV

Line GL#	Account# & Description	Voucher Amount	Summary Account# & Description	Available Account Balance
1	1000-135-0000-001-00-00-52020 POSTAGE	1,500.00		-41,500.00
Voucher Total:				1,500.00

Note: This available balance includes both work in progress and entries posted to the General and Subsidiary Ledgers.

Batch: 13074  
Vouch#: 353,005  
Date: 03-Aug-2015  
Vendor: 000234 QUALITONE INDUSTRIES

Line GL#	Account# & Description	Voucher Amount	Summary Account# & Description	Available Account Balance
1	1000-123-0000-001-00-00-52040 PRINTING/COPYING	15,000.00	1000-123-0000-001-00-00-52000 EXPENSES	-615,026.68
Voucher Total:				15,000.00

Note: This available balance includes both work in progress and entries posted to the General and Subsidiary Ledgers.

This indicates the Available Balance after the voucher is taken into consideration.

Figure 7 After

[ADM-AUC-AP-749 & 752]

## 2.2. Lines Button Query

The **Needs Budget Override** screen offers a **Lines** button query to allow the approver to see the individual lines on the voucher. Prior to the software update, this query was showing the account # for the expense account but the description for the budget check account. The **Lines** button now shows the following columns of data:

1. Voucher Line Number
2. Quantity



3. Item Description
4. PO Number (when applicable)
5. GL Line Number
6. Account (charged on the line)
7. Expense Account Description
8. Budget Check
9. BC (\* signifies that a budget check account other than the account charged is used for Budget Check)

Figure 8 Example with no Budget Check account used

Figure 9 An example with Budget Check accounts in use

[ADM-AUC-AP-749]

### 3. VENDORS

#### 3.1. Federal ID #s (FID#s) and Social Security Numbers (SS#s)

Controls were added to ensure that FID #s are formatted properly for 1099 processing.

##### 3.1.1. Enter / Update a Vendor Record

Fields were added on the **Accounts Payable ▶ Vendors ▶ Enter Vendors ▶ Classification Tab**.





Vendor: 000041 CUMMINGS CONSTRUCTION

1 Name/Address 2 Addresses 3 Classification 4 Attachment (17)

Restrict Access To:  Town  School  Both

Federal ID#: 1234578

Bank Code: 0006 BANK OF AMERICA 6

ABA#: 0210-0032-2 Prenote:  LIVE

Bank Account: 1234567890 Type:  Checking

Customer#:

HR ACH Tax Payment Type:  Federal  State  None

Figure 10 Before

Vendor: 000041 CUMMINGS CONSTRUCTION

1 Name/Address 2 Addresses 3 Classification 4 Attachment (3)

Restrict Access To:  Town  School  Both

Federal ID#: 12345678 Type:  None  SS#  Tax ID

Bank Code: 0006 ROCKLAND TRUST

ABA#: 2113-7105-2 Prenote:  LIVE

Bank Account: 012345678 Type:  Checking

Customer#:

HR ACH Tax Payment Type:  Federal  State  None

Figure 11 After

When entering the FID# there is now a **Type** radio button; the default is none; the other options are SS# and Tax ID. If the default is used, then no error checking is performed and no formatting will be applied to any data entered in the  Federal ID# field. First enter the Federal ID or Social Security number with or without dashes for the vendor in the Federal ID field, then select the corresponding type.



Users must have the enter vendors privilege to access this feature. This privilege is normally reserved for the purchasing / accounting department and is set up by your system manager or ADMINS support staff.

When selecting the SS# radio button, the format will be applied as shown with dashes in the fourth and seventh positions. You need only enter the numbers, the system will insert the dashes based on the selected radio button.

Restrict Access To:  Town  School  Both

Federal ID#: 987-65-4321 Type:  None  SS#  Tax ID

When selecting the Tax ID radio button, the format will be applied as shown with a single dash in the third position. You need only enter the numbers, the system will insert the dash based on the selected radio button.

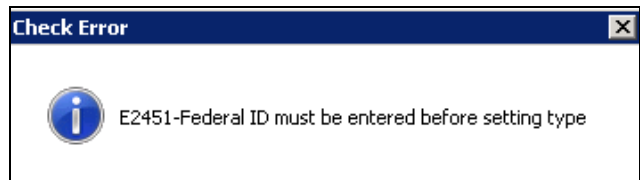
Restrict Access To:  Town  School  Both

Federal ID#: 98-7654321 Type:  None  SS#  Tax ID

If no data is entered in the field and a type other than None is selected, an informational message will appear instructing the user to enter the Federal ID prior to selecting SS# or Tax ID types.

Restrict Access To:  Town  School  Both

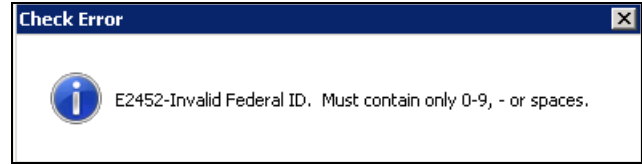
Federal ID#: Type:  None  SS#  Tax ID





If non-numeric characters are entered and a type other than None is selected, an informational message will appear instructing the user that only the numeric values 0-9 or spaces are valid entries.

Restrict Access To  Town  School  Both  
Federal ID# A1-456789111 Type  None  SS#  Tax ID



During the software update, a process will run to set the new Radio button to Tax ID or SS#, depending on the existing data. If the data contains a dash or space in the third position, the radio button will be set to "Tax ID". If the data contains a dash or space in the fourth position, the radio button will be set to SS#. If the data does not conform to one of those specifications, the radio button will be set to "None".

[ADM-AUC-AP-729]

### 3.1.2. Viewing Vendors

For users who have access to view Vendors, the Social Security and Federal Identification numbers will still be partially masked with asterisks and now the type will be shown.

Figure 12 Before

Figure 13 After

[ADM-AUC-AP-729]

### 3.1.3. Credit Card Automated Uploads

When processing a credit card transactions upload, any new vendors created via the upload process are now set as type "Tax ID". The purchasing department should verify the data when new vendors are added via the automated upload. If a number needs to be changed to a SS#, see section 3.1.1 for instructions on how to update the number.

Interfacing/Imports  
Site Specific  
Help Reference Library

- VMS Voucher Batches
- Create Deduction Vouchers (3rd party payroll)
- Create Refund Vouchers
- Credit Card Processing**

Credit Card Processing

Description	Date
Credit Card Upload History	
Maintain Cycle Dates	
Assign Credit Cards	
Upload Export File	

[ADM-AUC-AP-729]



## 4. WARRANT HISTORY

A new screen exists to gather and maintain the **required** reports issued during a check run and make it easier for historical analysis. Access the screen by selecting **Accounts Payable**►**Queries**►**Warrant History**. The reports available on this screen include:

This will apply to disbursement warrants completed after the software update. Disbursement warrants completed prior to the update will not provide data on this screen.

- Disbursement Approval List (Warrant)
- Check Register
- Disbursement Omitted Vouchers
- Disbursement Posting Report
- Disbursement Stale Voucher Report
- Cash Requirements Report
- Disbursement GL Posting Report
- Check Disbursement by Check – by Account (Avon & Coventry CT)\*
- Check Disbursement by Check – by Check# (Avon & Coventry CT)\*
- City Fund Check report (Middletown BoE)\*
- Bank Recon Report (Middletown BoE)\*

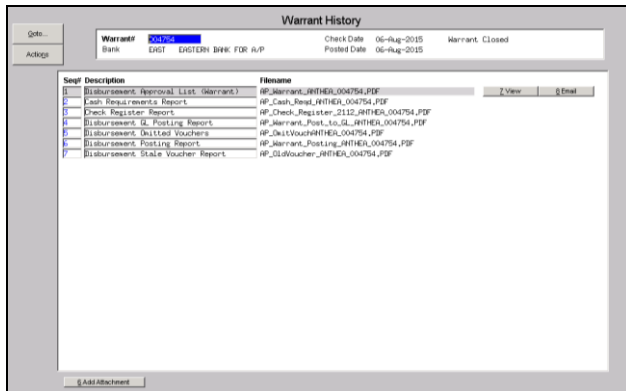


Figure 14 Sample Disbursement Warrant

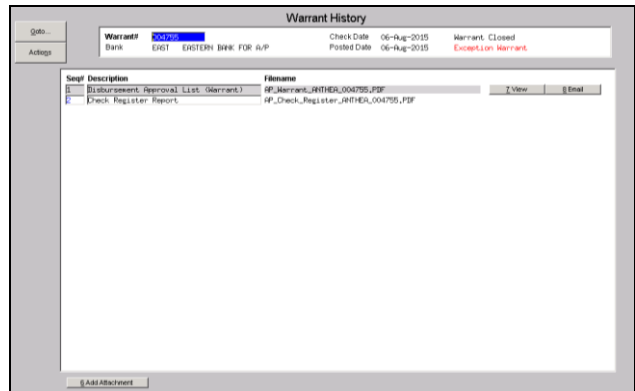


Figure 15 Sample Exception Warrant (Voids)

### 4.1. What Reports are Included?

Some site specific\* reports, as part of the normal check run, will be included. Any **Optional Site Reports** are not included. The optional site reports are available for attaching only if they were created via the **Optional Site Reports** process at the time the disbursement warrant was run.

### 4.2. How May I Add Other Attachments?

To attach **Optional Site Reports**, select the **Add Attachment** button from the lower left corner of the **Warrant History** screen.



Disbursement Process

Warrant: 004730

Description	Date
Restart Disbursement Process	
Collect Voucher (Print File)	06-Aug-2015
Optional Site Reports	06-Aug-2015

Optional: Site Reports

Description	Date
Account# on Vouchers Paid Report	
Projected Negative Expenditures Report	
Check Disbursements By Fund	
Disbursement Approval List City Warrant	
Disbursement Approval List - School Warrant	
Check Disbursements by Bank Accounts	
Vendors with combined Checks over 50K	
Warrant Detail Report By Account	
Invoice Numbers per Check	

Warrant History

Warrant# 004716  
Bank EAST EASTERN BANK FOR A/P  
Check Date 04-Aug-2015  
Posted Date 04-Aug-2015  
Warrant Closed

Seq#	Description	Filename
1	Disbursement Approval List (Warrant)	AP_Warrant_THERESA_004716.PDF
2	Cash Requirements Report	AP_Cash_ReqL_THERESA_004716.PDF
3	Check Register Report	AP_Check_Register_2112_THERESA_004716.PDF
4	Disbursement GL Posting Report	AP_Warrant_Post_to_GL_THERESA_004716.PDF
5	Disbursement Omitted Vouchers	AP_OmitVouchTHERESA_004716.PDF
6	Disbursement Posting Report	AP_Warrant_Posting_THERESA_004716.PDF
7	AP Accounts on Warrant	

File Explorer showing path: admhome\auc\fmmod\Mis\Lis

File name: Invoices\_On\_Checks\_004716\_THERE...

Buttons: Add Attachment, Open, Cancel

The reports will be located in **admhome\auc\fmmod\mis\lis** and will be visible only to the user who ran the process.



Other relevant documents may be added in a similar manner. Documents should reside on a network drive specified by your IT department so that attachments remain available.

[ADM-AUC-AP-746]

## 5. VOIDS

### 5.1. Voids in Vendor History

Changed the Excel<sup>®</sup> button on the Vendor History disbursements screen to set any voided checks to zero so that the total shown on the report as paid to the vendor is correct. To access the screen select **Accounts Payable**►**Vendors**►**Vendor History**.

Void amounts were already excluded the from the totals, so the **totals** were correct, but the amounts listed on the screen and the report did not add up to the totals. An additional column was added for clarification.

	A	B	C	D	E	F	G	H	I
1	Vendor	Vendor Name	Bank	Check	Check Date	Check Vendor Name	Type	Total Check	Paid Discounts
2	000046	POSTMASTER	EAST	0288229	06-Aug-2015	POSTMASTER	Void: Manual Check	100.00	100.00
3	000046	POSTMASTER	EAST	0288230	06-Aug-2015	POSTMASTER	Printed	105.00	105.00
4	000046	POSTMASTER	EAST	0288231	06-Aug-2015	POSTMASTER	Printed	110.00	110.00
5	000046	POSTMASTER	EAST	0288233	06-Aug-2015	POSTMASTER	Manual	100.00	100.00
6						<b>Total</b>		<b>315.00</b>	<b>315.00</b>

Figure 16 Before

- Check Amount** – Total of checks issued to vendor (prior to any discount)
- Discount** – Total amount issued to vendor after any discounts are applied
- Paid to Vendor** – Amount vendor received (this excludes Voids)



	A	B	C	D	E	F	G	H	I	J
	Vendor	Vendor Name	Bank	Check	Check Date	Check Vendor Name	Type	Check Amount	Discounts	Paid To Vendor
2	000046	POSTMASTER	EAST	0288229	06-Aug-2015	POSTMASTER	Void: Manual Check	100.00	100.00	0.00
3	000046	POSTMASTER	EAST	0288230	06-Aug-2015	POSTMASTER	Printed	105.00	105.00	105.00
4	000046	POSTMASTER	EAST	0288231	06-Aug-2015	POSTMASTER	Printed	110.00	110.00	110.00
5	000046	POSTMASTER	EAST	0288233	06-Aug-2015	POSTMASTER	Manual	100.00	100.00	100.00
6							<b>Total</b>	<b>415.00</b>	<b>415.00</b>	<b>315.00</b>
7										

Figure 17

[ADM-AUC-AP-750]

## 5.2. Voids on the Voucher Check History Screen

For voids, the Voucher Check History screen was displaying a net paid amount, resulting in some confusion. After the software update, if a check is voided, the net paid amount will not show a value. Now the **Net Paid** column adds up to the **PAID** amount shown at the bottom of the screen.

**Voucher Check History**

Batch # 13075  
Voucher# 353006

Vendor: 000046 01  
POSTMASTER  
111 MECHANIC ST  
BELLINGHAM  
MA 02019-0000

Invoice# TEST VOID  
Inv Date 06-Aug-2015  
Customer#  
Dept. Code FIRE  
Vou Date 06-Aug-2015 FY 2016  
Due Date 07-Aug-2015 Terms DUR

Separate Check  Bank EAST  
Type P Payment Voucher

Amount to Pay Vendor: 100.00

Line	Bank	Check#	Check Date	Warrant	Clear Date	Cancel Date	Type	Total Check	Net Paid
1	EAST	0288229	06-Aug-2015	004754		06-Aug-2015	Void-Manual Check	100.00	100.00
1	EAST	0288233	06-Aug-2015	004755			Manual	100.00	100.00

Figure 18 Before

**[AUC] 2064-Voucher Check History [theresa]**

Batch # 13075  
Voucher# 353006

Vendor: 000046 01  
POSTMASTER  
111 MECHANIC ST  
BELLINGHAM  
MA 02019-0000

Invoice# TEST VOID  
Inv Date 06-Aug-2015  
Customer#  
Dept. Code FIRE  
Vou Date 06-Aug-2015 FY 2016  
Due Date 07-Aug-2015 Terms DUR

Separate Check  Bank EAST  
Type P Payment Voucher

Amount to Pay Vendor: 100.00

Line	Bank	Check#	Check Date	Warrant	Clear Date	Cancel Date	Type	Total Check	Net Paid
1	EAST	0288229	06-Aug-2015	004754		06-Aug-2015	Void-Manual Check	100.00	
1	EAST	0288233	06-Aug-2015	004755			Manual	100.00	

Summary: Entered 100.00, Liquidated, Retained, Paid 100.00, Balance

Figure 19 After

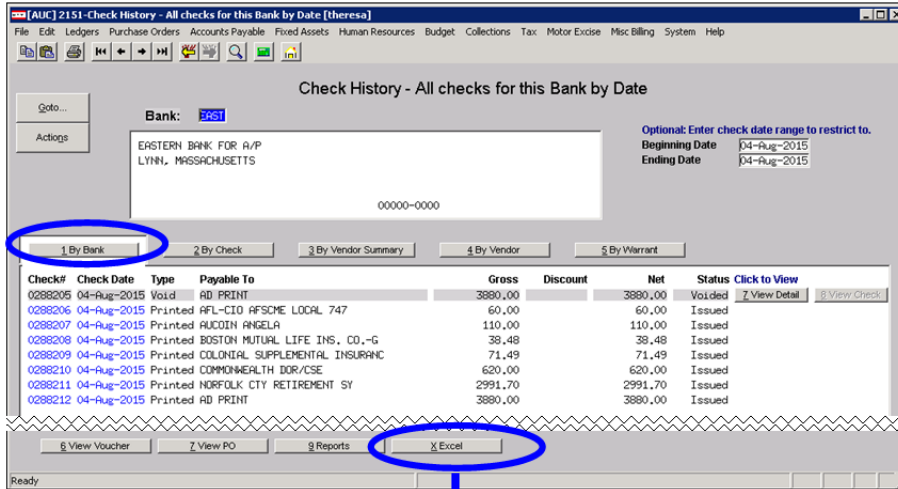
[ADM-AUC-AP-750]

## 5.3. Check History Screen Excel® Reports

The Excel® buttons on all tabs were changed to correctly reflect Voids.



### 5.3.1. By Bank



Bank	Check#	Check Date	Warrant	Type	Payable To	Gross	Discount	Net	Status
EAST	0288205	04-Aug-2015	004716	Void	AD PRINT	3880.00		3880.00	Voided
EAST	0288206	04-Aug-2015	004753	Printed	AFL-CIO AFSCME LOCAL 747	60.00		60.00	Issued
EAST	0288207	04-Aug-2015	004753	Printed	AUCOIN ANGELA	110.00		110.00	Issued
EAST	0288208	04-Aug-2015	004753	Printed	BOSTON MUTUAL LIFE INS. CO.-G	38.48		38.48	Issued
EAST	0288209	04-Aug-2015	004753	Printed	COLONIAL SUPPLEMENTAL INSURANC	71.49		71.49	Issued
EAST	0288210	04-Aug-2015	004753	Printed	COMMONWEALTH DR/CSE	620.00		620.00	Issued
EAST	0288211	04-Aug-2015	004753	Printed	NORFOLK CTY RETIREMENT SY	2991.70		2991.70	Issued
EAST	0288212	04-Aug-2015	004753	Printed	AD PRINT	3880.00		3880.00	Issued
Computer Printed (P):									
Manuals (M):								5	1,904.05
Wire Transfers (W):									
ACH (A):									
Other (O):									
No Checks (N):									
Voids (V):								1	-3,880.00

Figure 20 Before

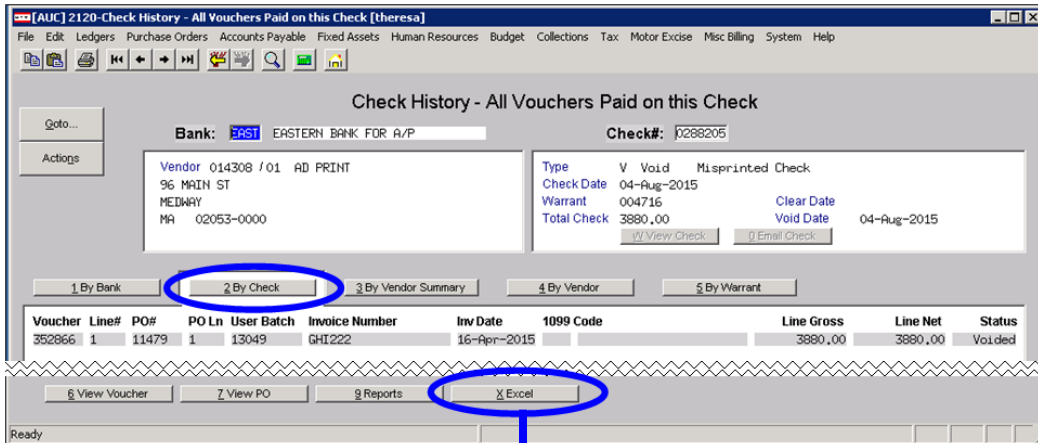
Bank	Check#	Check Date	Warrant	Type	Payable To	Gross	Discount	Net	Check	Paid To Vendor
EAST	0288205	04-Aug-2015	004716	Void	AD PRINT	3,880.00	0.00	3,880.00	0.00	0.00
EAST	0288200	03-Aug-2015	004753	Manual	TOWN OF BELLINGHAM EARLY CHILDHOOD PROGRAM	600.00	0.00	600.00	600.00	600.00
EAST	0288201	03-Aug-2015	004753	Manual	AMAZON	396.40	0.00	396.40	396.40	396.40
EAST	0288202	03-Aug-2015	004753	Manual	EXPLORES PRECUSSION	232.65	0.00	232.65	232.65	232.65
EAST	0288203	03-Aug-2015	004753	Manual	TOWN OF BELLINGHAM EARLY CHILDHOOD PROGRAM	25.00	0.00	25.00	25.00	25.00
EAST	0288204	03-Aug-2015	004753	Manual	TOWN OF BELLINGHAM EARLY CHILDHOOD PROGRAM	650.00	0.00	650.00	650.00	650.00
						<b>5,784.05</b>	<b>0.00</b>	<b>5,784.05</b>		<b>1,904.05</b>
Computer Printed (P):						0		0.00		
Manuals (M):						5		1,904.05		
Wire Transfers (W):						0		0.00		
ACH (A):						0		0.00		
Other (O):						0		0.00		
No Checks (N):						0		0.00		
Voids (V):						1		3,880.00		
<b>Total</b>						<b>6</b>		<b>5,784.05</b>		

Figure 21 After

- Changed Gross/Net column to display positive numbers and added new **Paid To Vendor** column that shows \$0 for void checks
- Changed Total section to add totals for each column
- Changed Void (V) total to be positive
- Added total to bottom



### 5.3.2. By Check



Voucher	Line#	PO#	PO Ln	User Batch	Invoice Number	Inv Date	1099 Code	Line Gross	Line Net	Status
352866	1	11479	1	13049	GHI222	16-Apr-2015		3880.00	3880.00	Voided
<b>Total Check Amount</b>								<b>-100.00</b>	<b>-100.00</b>	

Figure 22 Before

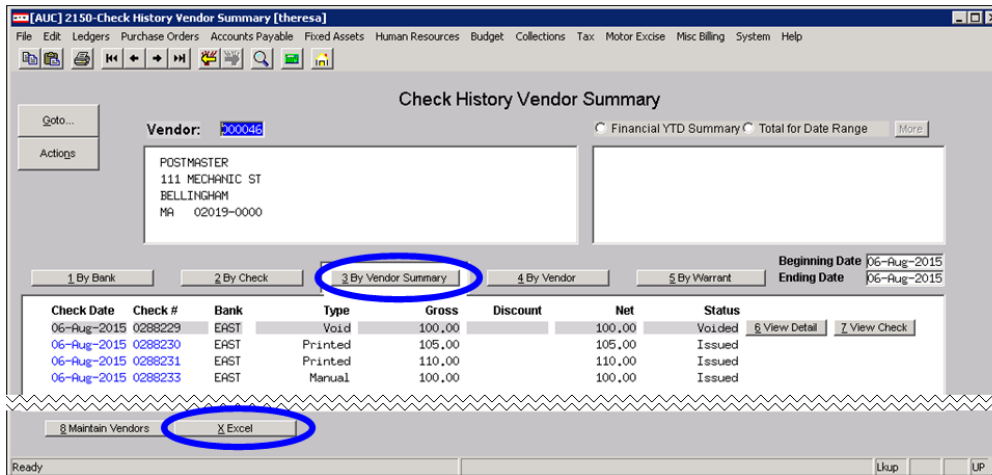
To properly reflect the activity, changed the Gross and Net columns to display positive numbers and added a new **Paid To Vendor** column that shows \$0 for void checks.

Voucher	Line	PO#	Line	UserBatch	Invoice#	Invoice Date	1099	Line Gross	Line Net	Paid To Vendor
352866	1	11479	1	13049	GHI222	16-Apr-2015		3,880.00	3,880.00	0.00
<b>Total Check Amount</b>								<b>3,880.00</b>	<b>3,880.00</b>	<b>0.00</b>

Figure 23 After



### 5.3.3. By Vendor Summary



Check Date	Check #	Bank	Warrant	Type	Gross	Discount	Net
06-Aug-2015	0288229	EAST		Void	100.00		100.00
06-Aug-2015	0288230	EAST		Printed	105.00		105.00
06-Aug-2015	0288231	EAST		Printed	110.00		110.00
06-Aug-2015	0288233	EAST		Manual	100.00		100.00
				Computer Printed (P):			215.00
				Manuals (M):			100.00
				Wire Transfers (W):			
				ACH (A):			
				Other (O):			
				No Check (N):			
				Voids (V):			-100.00

Figure 24 Before

To properly reflect the activity, the following changes were made:

Check Date	Check#	Bank	Warrant	Type	Gross	Discount	Net Check	Paid To Vendor
06-Aug-2015	028822	EAST	004754	Void Manual Check	100.00	0.00	100.00	0.00
06-Aug-2015	028823	EAST	004754	Printed	105.00	0.00	105.00	105.00
06-Aug-2015	028823	EAST	004754	Printed	110.00	0.00	110.00	110.00
06-Aug-2015	028823	EAST	004755	Manual	100.00	0.00	100.00	100.00
					<b>415.00</b>	<b>0.00</b>	<b>415.00</b>	<b>315.00</b>
				Computer Printed (P):	2		215.00	
				Manuals (M):	1		100.00	
				Wire Transfers (W):	0		0.00	
				ACH (A):	0		0.00	
				Other (O):	0		0.00	
				No Check (N):	0		0.00	
				Voids (V):	1		100.00	
				Total :	4		415.00	

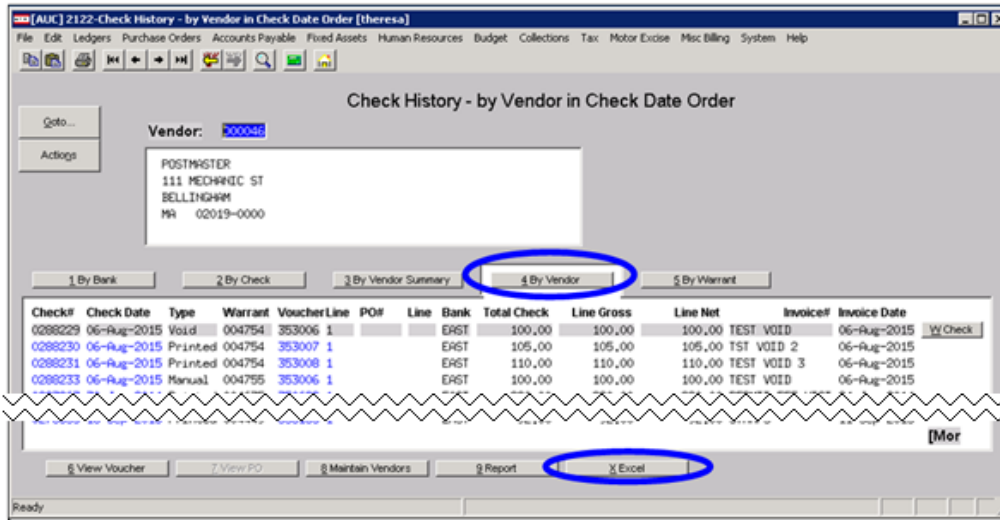
Figure 25 After

- Changed Gross, Discount and Net column to display positive numbers and added new **Paid To Vendor** column that shows \$0 for void checks
- Changed Total section to add totals for each column
- Changed Void (V) total to be positive
- Added total to bottom





### 5.3.4. By Vendor in Check Date Order



Check#	Check Date	Type	Warrant	Voucher	Line	PO#	Line Bank	Total Check	Line Gross	Line Net	Invoice#	Invoice Date
0288229	06-Aug-2015	Void Manual Check	004754	353,006	1		0 0 EAST	-100.00	-100.00	-100.00	TEST VOID	06-Aug-2015
0288230	06-Aug-2015	Printed	004754	353,007	1		0 0 EAST	105.00	105.00	105.00	TST VOID 2	06-Aug-2015
0288231	06-Aug-2015	Printed	004754	353,008	1		0 0 EAST	110.00	110.00	110.00	TEST VOID 3	06-Aug-2015
0288233	06-Aug-2015	Manual	004755	353,006	1		0 0 EAST	100.00	100.00	100.00	TEST VOID	06-Aug-2015
0288143	15-Oct-2014	Printed	004726	352,458	1	9,038,981	1 EAST	400.00	400.00	400.00	TRY LIQUIDATING PO	15-Oct-2014
0287267	30-Jun-2014	Printed	004675	350,622	1		0 0 EAST	220.00	220.00	220.00	PERMIT FEE HISTORICAL SOCIETY	24-Jun-2014
0287268	30-Jun-2014	Printed	004675	350,635	1		0 0 EAST	245.00	245.00	245.00	STAMPS	26-Jun-2014
0285790	19-May-2014	Printed	004643	348,415	1		0 0 EAST	170.00	170.00	170.00	POSTAGE	15-May-2014

Figure 26 Before

Changed total check/line gross/line net to positive for voids and added a new **Paid To Vendor** column.

Check#	Check Date	Type	Warrant	Voucher	Line	PO#	Line Bank	Total Check	Line Gross	Line Net	Paid To Vendor	Invoice#	Invoice Date
0288229	06-Aug-2015	Void Manual Check	004754	353,006	1		0 0 EAST	100.00	100.00	100.00	0.00	TEST VOID	06-Aug-2015
0288230	06-Aug-2015	Printed	004754	353,007	1		0 0 EAST	105.00	105.00	105.00	105.00	TST VOID 2	06-Aug-2015
0288231	06-Aug-2015	Printed	004754	353,008	1		0 0 EAST	110.00	110.00	110.00	110.00	TEST VOID 3	06-Aug-2015
0288233	06-Aug-2015	Manual	004755	353,006	1		0 0 EAST	100.00	100.00	100.00	100.00	TEST VOID	06-Aug-2015
0288143	15-Oct-2014	Printed	004726	352,458	1	9,038,981	1 EAST	400.00	400.00	400.00	400.00	TRY LIQUIDATING PO	15-Oct-2014
0287267	30-Jun-2014	Printed	004675	350,622	1		0 0 EAST	220.00	220.00	220.00	220.00	PERMIT FEE HISTORICAL SOCIETY	24-Jun-2014
0287268	30-Jun-2014	Printed	004675	350,635	1		0 0 EAST	245.00	245.00	245.00	245.00	STAMPS	26-Jun-2014
0285790	19-May-2014	Printed	004643	348,415	1		0 0 EAST	170.00	170.00	170.00	170.00	POSTAGE	15-May-2014
0285213	28-Apr-2014	Printed	004624	347,245	1		0 0 EAST	98.00	98.00	98.00	98.00	STAMPS	17-Apr-2014

If the check# is listed more than once (since there can be multiple vouchers per check and multiple lines per voucher) then it will only list the total check amount once. This ensures that the total at the bottom is the correct amount and not distorted.

Check#	Check Date	Type	Warrant	Voucher	Line	PO#	Line Bank	Total Check	Line Gross	Line Net	Paid To Vendor	Invoice#	Invoice Date
0251885	09-May-2011	Printed	003825	292,432	1		0 0 EAST	0.00	612.47	612.47	612.47	POSTAGE-JUNE '11 NEWSLETTER	02-May-2011
0251885	09-May-2011	Printed	003825	292,432	2		0 0 EAST	715.93	103.46	103.46	103.46	POSTAGE-JUNE '11 NEWSLETTER	02-May-2011

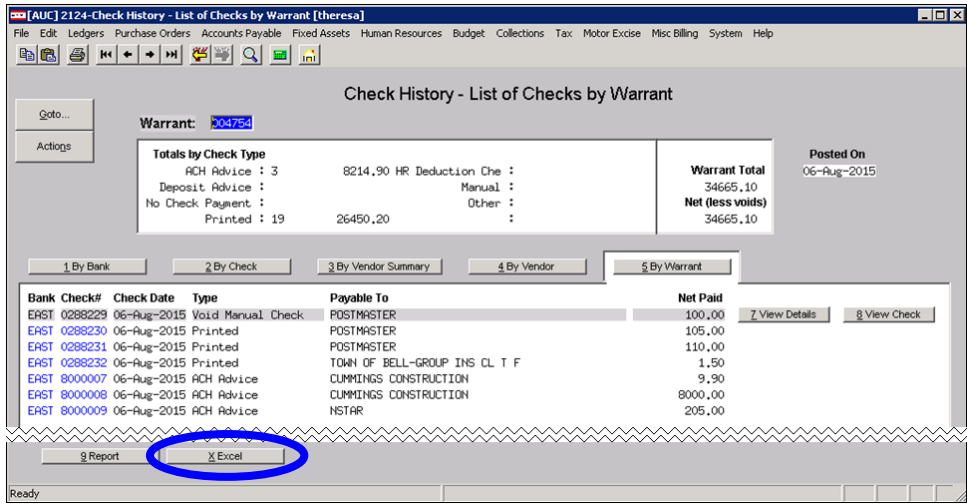
Added totals at the bottom.

Check#	Check Date	Type	Warrant	Voucher	Line	PO#	Line Bank	Total Check	Line Gross	Line Net	Paid To Vendor	Invoice#	Invoice Date
0080337	17-Jul-1995	Printed	000007	385	1		0 0 BSDT	100.00	100.00	100.00	100.00	CONVERT	11-Jul-1995
0080338	17-Jul-1995	Printed	000007	393	1		0 0 BSDT	131.05	131.05	131.05	131.05	CONVERT	11-Jul-1995
<b>Total</b>								<b>231,904.06</b>	<b>231,904.06</b>	<b>231,904.06</b>	<b>231,408.66</b>		

Figure 27 After



### 5.3.5. By Warrant



To properly reflect the activity, changed the Gross and Net columns to display positive numbers and added a new Paid To Vendor column that shows \$0 for void checks. Also added totals to the columns.

Warrant	Bank	Check#	Check Date	Type	Payable To	Amount	
004754	EAST	0288213	06-Aug-2015	Printed	A-V TAPE SERVICE	5,135.00	
004754	EAST	0288214	06-Aug-2015	Printed	AD PRINT	14,120.00	
004754	EAST	0288215	06-Aug-2015	Printed	AFL-CIO AFSOME LOCAL 747	60.00	
004754	EAST	0288216	06-Aug-2015	Printed	AFLAC-DISIDENTAL GA	40.18	
004754	EAST	0288217	06-Aug-2015	Printed	ASPHALT ENGINEERING	32.70	
004754	EAST	0288218	06-Aug-2015	Printed	BOSTON MUTUAL LIFE INS. CO.-G	38.48	
004754	EAST	0288219	06-Aug-2015	Printed	BOULANGER & SONS	69.00	
004754	EAST	0288220	06-Aug-2015	Printed	COLONIAL SUPPLEMENTAL INSURANC	71.49	
004754	EAST	0288221	06-Aug-2015	Printed	DEBRA COLLINS	87.15	
004754	EAST	0288222	06-Aug-2015	Printed	GREAT-WEST RETIREM SVC - WELLS	2,004.89	
004754	EAST	0288223	06-Aug-2015	Printed	INFORMATION MANAGEMENT CORP.	50.85	
004754	EAST	0288224	06-Aug-2015	Printed	MANSFIELD PAPER CO	800.00	
004754	EAST	0288225	06-Aug-2015	Printed	MASS ELECTRIC	210.00	
004754	EAST	0288226	06-Aug-2015	Printed	MUTUAL OF OMAHA CO	11.43	
004754	EAST	0288227	06-Aug-2015	Printed	NORFOLK CTY RETIREMENT SY	3,302.53	
004754	EAST	0288228	06-Aug-2015	Printed	NYNEK	200.00	
004754	EAST	0288229	06-Aug-2015	Void Manual Check	POSTMASTER	-100.00	
004754	EAST	0288230	06-Aug-2015	Printed	POSTMASTER	105.00	
004754	EAST	0288231	06-Aug-2015	Printed	POSTMASTER	110.00	
004754	EAST	0288232	06-Aug-2015	Printed	TOWN OF BELL-GROUP INS CL T F	1.50	
004754	EAST	8000007	06-Aug-2015	ACH Advice	CUMMINGS CONSTRUCTION	9.90	
004754	EAST	8000008	06-Aug-2015	ACH Advice	CUMMINGS CONSTRUCTION	8,000.00	
004754	EAST	8000009	06-Aug-2015	ACH Advice	NSTAR	205.00	
						19	26,450.20
						0	0.00
						0	0.00
						3	8,214.90
						0	0.00
						0	0.00
						0	0.00
						1	100.00
						1	-100.00

Figure 28 Before

Warrant	Bank	Check#	Check Date	Type	Payable To	Amount	Paid To Vendor
004754	EAST	0288213	06-Aug-2015	Printed	A-V TAPE SERVICE	5,135.00	5,135.00
004754	EAST	0288214	06-Aug-2015	Printed	AD PRINT	14,120.00	14,120.00
004754	EAST	0288215	06-Aug-2015	Printed	AFL-CIO AFSOME LOCAL 747	60.00	60.00
004754	EAST	0288216	06-Aug-2015	Printed	AFLAC-DISIDENTAL GA	40.18	40.18
004754	EAST	0288217	06-Aug-2015	Printed	ASPHALT ENGINEERING	32.70	32.70
004754	EAST	0288218	06-Aug-2015	Printed	BOSTON MUTUAL LIFE INS. CO.-G	38.48	38.48
004754	EAST	0288219	06-Aug-2015	Printed	BOULANGER & SONS	69.00	69.00
004754	EAST	0288220	06-Aug-2015	Printed	COLONIAL SUPPLEMENTAL INSURANC	71.49	71.49
004754	EAST	0288221	06-Aug-2015	Printed	DEBRA COLLINS	87.15	87.15
004754	EAST	0288222	06-Aug-2015	Printed	GREAT-WEST RETIREM SVC - WELLS	2,004.89	2,004.89
004754	EAST	0288223	06-Aug-2015	Printed	INFORMATION MANAGEMENT CORP.	50.85	50.85
004754	EAST	0288224	06-Aug-2015	Printed	MANSFIELD PAPER CO	800.00	800.00
004754	EAST	0288225	06-Aug-2015	Printed	MASS ELECTRIC	210.00	210.00
004754	EAST	0288226	06-Aug-2015	Printed	MUTUAL OF OMAHA CO	11.43	11.43
004754	EAST	0288227	06-Aug-2015	Printed	NORFOLK CTY RETIREMENT SY	3,302.53	3,302.53
004754	EAST	0288228	06-Aug-2015	Printed	NYNEK	200.00	200.00
004754	EAST	0288229	06-Aug-2015	Void Manual Check	POSTMASTER	100.00	0.00
004754	EAST	0288230	06-Aug-2015	Printed	POSTMASTER	105.00	105.00
004754	EAST	0288231	06-Aug-2015	Printed	POSTMASTER	110.00	110.00
004754	EAST	0288232	06-Aug-2015	Printed	TOWN OF BELL-GROUP INS CL T F	1.50	1.50
004754	EAST	8000007	06-Aug-2015	ACH Advice	CUMMINGS CONSTRUCTION	9.90	9.90
004754	EAST	8000008	06-Aug-2015	ACH Advice	CUMMINGS CONSTRUCTION	8,000.00	8,000.00
004754	EAST	8000009	06-Aug-2015	ACH Advice	NSTAR	205.00	205.00
						<b>34,765.10</b>	<b>34,665.10</b>
						19	26,450.20
						0	0.00
						0	0.00
						3	8,214.90
						0	0.00
						0	0.00
						0	0.00
						1	100.00
						23	34,765.10

Figure 29 After

## 6. REPORTS

### 6.1. GL Details Showing Budget Check Amounts

A new voucher report is available that shows the original GL account and the budget check account (if any) and the available balance. To run the new report, go to **Accounts Payable>Reports>Report Library** and select 2607 – In Progress Voucher – w/ GL Budget Detail. The prompt will allow filtering the report for up to nine status codes, chosen from a lookup. Optional filtering is also available on Department Group.



Report Library by Voucher		
Report Name	Sample	Run
----- Vouchers In Progress -----		
2605-In Progress Vouchers - Summary	Sample	Run
2608-In Progress Vouchers - Detail	Sample	Run
2606-In Progress Vouchers - by Status/Approval	Sample	Run
2607-In Progress Voucher - w/ GL Budget Detail	Sample	Run

**Task 2607: In Progress Voucher - w/ GL Budget Detail**

In Progress Voucher - w/ GL Budget Detail

Optional: Enter up to 9 Status Codes **Edit** In values:

Optional: Enter up to 9 Department Groups **Edit** In values:

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

**LookUp** OK Cancel Clear All

**Optional: Enter up to 9 Status Codes**

1:

2:

3:

4:

5:

6:

7:

8:

9:

**LookUp**

**Record Status**

Code	Description	Tof
AA	Attachment Added	
AD	Attachment Removed	
AO	Add Other Transaction	
AS	Add Statement	
BS	Batch Submitted	
BT	Batch Transfer	
CD	Cash Disbursements	
CH	Change Order in Progress	
CL	Closed	
DE	Deleted	
DI	Disapproved	
DO	Delete Other Transaction	
EC	Ready for Release	
EN	Entry Began	
EP	PO has been Erased	

**Optional: Enter up to 9 Department Groups**

1: ASSESSORS ASSESSORS

2:

3:

4:

5:

6:

7:

8:

9:

**LookUp** OK

**Department Group Listing**

Department	Description	Status	Tof
ABS	ABS RECREATION DEPT	I	
ADM	TOWN ADMINISTRATOR	A	
ADMIN	TOWN ADMINISTRATOR	A	
ADUSER	TOWN ADMINISTRATOR	A	
AFFORD	AFFORDABLE HOUSING	A	
ANIMAL	ANIMAL CONTROL	I	
ARCAND	ARCAND PARK	A	
ARTS	ARTS COUNCIL	A	
ASSESSMENT	ASSESSMENT	A	
ASSESSORS	ASSESSORS	A	
ASUSER	ASSESSORS	A	
AUXPOLICE	AUXILIARY POLICE	A	
BLDMNT	TOWN HALL MAINTENANC	A	
BUUSER	BUILDING	A	
CAPINV	CAPITAL INVEST TRUST	A	
CEMETERY	CEMETERY	A	

OK Find Search Cancel Help Eof

In the example that follows, the report was run with no filtering applied:



2607-AFVOUENT\_GLD.REP Printed 07-Aug-2015 at 15:00:11 by THERESA Tom of ADMINS In Progress Voucher - w/ GL Budget Detail Page 3

Batch#	Voucher#	Dept Group	Date	Vendor Name	Line GL#	Account# & Description	Voucher Amount	Avail Balance w/ All WIP	
13014	352020	KEOUGH	09-Sep-2014	UNIVERSAL ENVIRONMENTAL	1 1	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	250.00	\$16,994.00	
13014	352020	KEOUGH	09-Sep-2014	UNIVERSAL ENVIRONMENTAL	2 1	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	200.00	\$16,994.00	
13014	352020	KEOUGH	09-Sep-2014	UNIVERSAL ENVIRONMENTAL	3 1	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	200.00	\$16,994.00	
13014	352020	KEOUGH	09-Sep-2014	UNIVERSAL ENVIRONMENTAL	4 1	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	200.00	\$16,994.00	
13014	352020	KEOUGH	09-Sep-2014	UNIVERSAL ENVIRONMENTAL	5 1	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	150.00	\$16,994.00	
							1,000.00		
13014					1 1		100.00	-680.00 *	
13014					2 1		100.00	\$3,400.00	
							Voucher Total:	200.00	
13015					1 1	0200-450-0000-004-00-00-52010 ADVERTISING	255.47		
							**** 0200-450-0000-004-00-00-52000 EXPENSES		\$7,629,739.69
							Voucher Total:	255.47	
13017	352136	UNCLASSIFIED	23-Sep-2014	LOIS TURCOTTE	1 1	0100-430-0000-004-00-00-52700 TRASH REMOVAL	100.00		
							**** 0100-430-0000-004-00-00-52000 EXPENSES		\$2,254,394.07
							Voucher Total:	100.00	

The \*\*\*\* indicate that this roll up account is used to check the balance on line 1 of the voucher.

The balance shown in the Avail Balance w/ All WIP column includes the voucher shown in this line.

-680.00 \*

A selection legend is included on the last page of the report listing the criteria entered when the report was run and the meaning of the \*\*\*\* and \* signs.

Selection Legend:

Includes: In progress (entered but not posted) Voucher's  
Dept: TOWN  
Vendors: Both

Note: The available balance includes ALL work in progress and entries posted to the General and Subsidiary Ledgers.

\*\*\*\* Indicates Budget checked at a Rollup Level

\* Indicates no funds available

The report is also available in Excel® format. The Budget Account and Description are located in a column next to the Expense Account & Description.

Line	Batch	Voucher#	Dept Code	Date	Vendor Name	Line GL#	Account# & Description	Budget Account# & Description	Voucher Amount	Account Balance	Balance	HR
44	1294	351,694	COA	7/22/2014	CARAVAN COFFEE & FOOD SERVICE	1	6340-000-0000-000-00-00-52400 PROFESSIONAL SERVICES	6340-000-0000-000-00-00-52000 EXPENSES	85.00		-891.29 *	
45								Voucher Total:	65.00			
46												
47	1294	351,695	COA	7/22/2014	DEMOULAS SUPERMARKETS, INC	1	6520-000-0000-000-00-00-52400 PROFESSIONAL SERVICES	6520-000-0000-000-00-00-52000 EXPENSES	259.89			
48								Voucher Total:	259.89			
49												
50	13014	352,019	FIRE	9/9/2014	MA ASSOC OF HEALTH BOARDS	1	0100-430-0000-004-00-00-52701 TRASH INCINERATION	0100-430-0000-004-00-00-52000 EXPENSES	10.00		2,254,394.07	
51								Voucher Total:	10.00			
52												
53	13014	352,020	KEOUGH	9/9/2014	UNIVERSAL ENVIRONMENTAL	1	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	250.00		16,994.00	
54	13014	352,020	KEOUGH	9/9/2014	UNIVERSAL ENVIRONMENTAL	2	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	200.00		16,994.00	
55	13014	352,020	KEOUGH	9/9/2014	UNIVERSAL ENVIRONMENTAL	3	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	200.00		16,994.00	
56	13014	352,020	KEOUGH	9/9/2014	UNIVERSAL ENVIRONMENTAL	4	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	200.00		16,994.00	
57	13014	352,020	KEOUGH	9/9/2014	UNIVERSAL ENVIRONMENTAL	5	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	150.00		16,994.00	
58								Voucher Total:	1,000.00			
59												
60	13014	352,021	KEOUGH	9/9/2014	MA ASSOC SCHOOL COMM	1	1000-300-1110-810-09-00-52500 DUES/MEMBER-SCH COMM	1000-300-1110-810-09-00-52500 DUES/MEMBER-SCH COMM	100.00		-80.00 *	
61	13014	352,021	KEOUGH	9/9/2014	MA ASSOC SCHOOL COMM	2	1000-300-1210-810-09-00-52500 SUPT DUES & MEMBERSHIPS	1000-300-1210-810-09-00-52500 SUPT DUES & MEMBERSHIPS	100.00		3,400.00	
62								Voucher Total:	200.00			

[ADM-AUC-AP-749]



## 6.2. Retrieve Output Files Email Option Added

Prior to the software update, the **Retrieve Output Files** function offered options to:

View a Report  
Print a Report

Save & View a Report as a PDF  
Download a Report

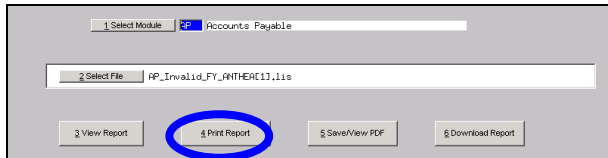


Figure 30 Before

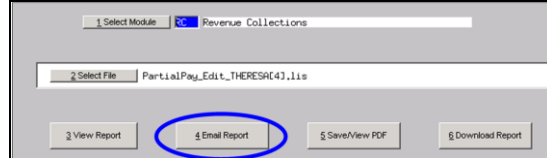
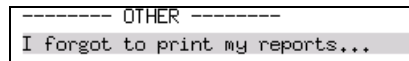


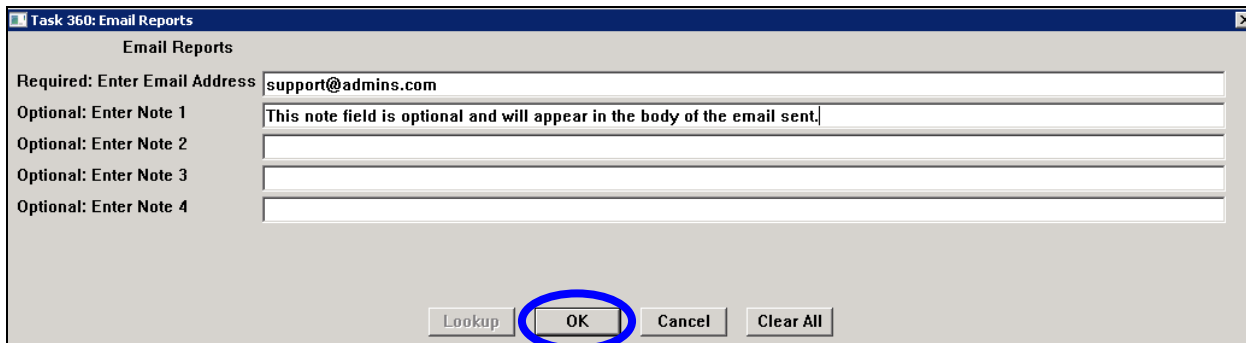
Figure 31 After

Now existing reports may be emailed as a PDF file to anyone with a valid email address (within the system or external to the system). To use this feature, select **Reports > Retrieve Output Files** from the menu.

See the instructions in the Help Reference Library titled:



Click on Email Report and fill in the blanks (only the email address is required; the four notes fields are optional):



In the example above, the report will be sent as a **pdf** file to the email address [support@admins.com](mailto:support@admins.com). A message will appear confirming that the report was emailed. The body of the email message will include the text “Please find attached the report requested to be emailed” followed by any optional note text entered by the user.

In addition, the body of the email will include the complimentary close “Thank you” and the name of the user sending the report as specified in the User Profile table in the AUC system. Finally, there will be a message instructing the recipient not to reply to the message as it was automatically generated from the system.

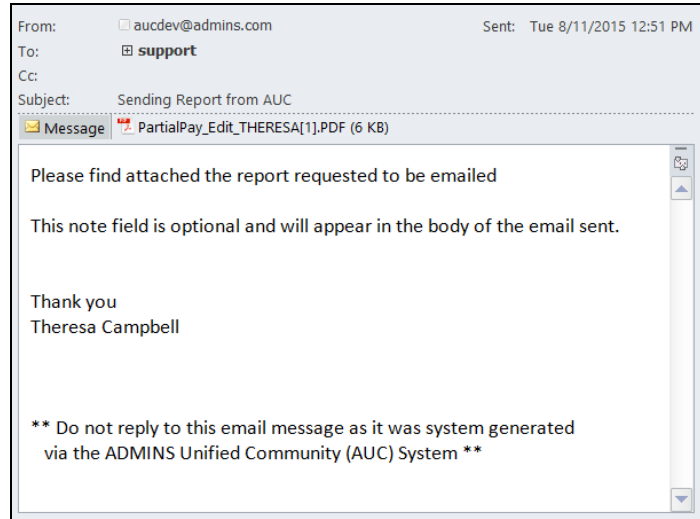
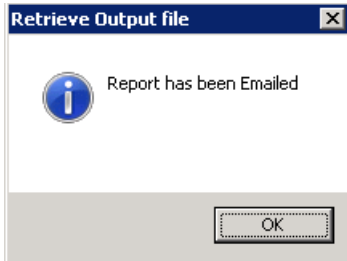



Figure 32 Example of email with an attached report



If you wish to print a retrieved report, you may do so by first clicking  and then selecting **File | Print** from the menu. This allows you to preview and confirm that you have selected the correct report prior to printing.

[ADM-AUC-SY-7966]

### 6.3. Default Report Format

The default format for reports generated from commands is now PDF. This will make it easier for users to email reports and allow for printing to any available printer.

[ADM-AUC-FM-8115]

## 7. TABLES

### 7.1. Approval Path Tables

#### 7.1.1. Edit List

The Edit List was updated to include all ten characters in the approval path code. Prior to the software update, only the first 8 characters of the code were printing on the edit list. In the example below, the Approval Path Code is “AUXPOLI\_AP”. In the “before” image, only “AUXPOLI\_” printed on the report. In the after image, the entire code appears.

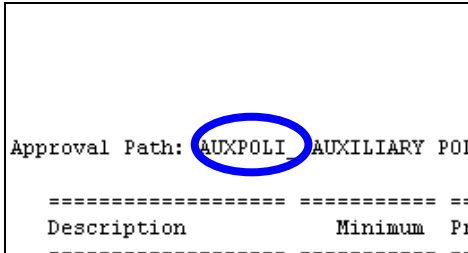
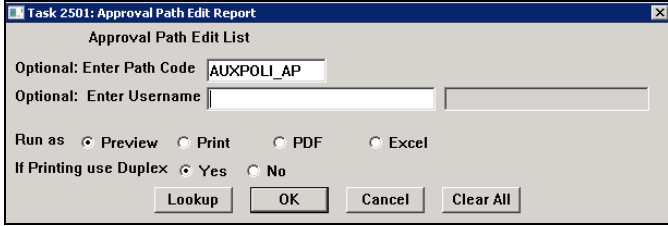


Figure 33 Before

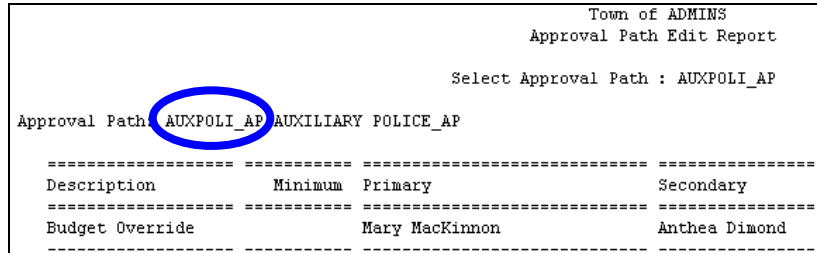


Figure 34 After

[ADM-AUC-FM-8114]

## 8. HELP REFERENCE LIBRARY

### 8.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- OTHER I forgot to print my reports...