



ACCOUNTS PAYABLE

RELEASE NOTES – SEPTEMBER 2017

This document explains new product enhancements added to the ADMIN'S Unified Community for Windows **ACCOUNTS PAYABLE** system.

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1. ENTER BILLS (VOUCHER) [How To]

1.1. Delete a Voucher from a Batch

To delete a voucher from a batch, go to **Accounts Payable** ▶ **Enter Bills (Vouchers)** ▶ **Batches** and select the batch. From the **Voucher Batch Entry** screen, **right click** on the voucher and select **Delete Voucher**. A voucher may be copied in a similar fashion, by right clicking and selecting **Copy Voucher**.

Figure 1 Right Click on the Voucher # to either delete or copy the voucher

Another way to delete a voucher is from the voucher entry screen. Select **Accounts Payable** ▶ **Enter Bills (Vouchers)** ▶ **Entry**; in the **Voucher Entry** screen on the voucher to be deleted, click on **[Actions]** ▶ **[Delete Voucher]**. Only the current owner of a batch may delete a voucher or do any data entry in the batch.

1.2. Copy a Voucher

To copy an existing voucher, from the **Voucher Batch** screen (as shown in Figure 1), right click the voucher to be copied and select **Copy Voucher**. A prompt will provide the option to create one voucher, or enter the number of copies to be created. The account number, vendor, and Dept. Code will be copied to the new voucher(s). The copied voucher(s) must be edited to enter the invoice number and date as well as the dollar amount to be paid. The vouchers must be checked as usual.



This feature may save time when paying multiple invoices to the same vendor and account numbers.



3. VENDORS–BID E-MAIL [New]

A new field has been added to the **Enter Vendors** and **View Vendors** screens to allow the entry / display of an E-mail address used for bids. See section 2.4 of the **PO-520 Bids Entry** document in the **PO ► Help Reference Library** for details on how this E-mail address is used in the Bids process.

The **Enter Vendors** screen has been updated to include the **Bid E-mail** address field:

Figure 4 Before

Figure 5 After Enter Vendors – field for BID E-mail Address

The change is also evident on the read-only **View Vendors ► [9 E-mails]** tab:

Figure 6 View Vendors ► [9 E-mails] Tab shows Bid E-mail Address field

[ADM-AUC-AP-856]

4. DISBURSEMENTS [Fix]

4.1. E-mail ACH Deposit Advice [Fix]

Some municipalities provide vendors with E-mail advice of **ACH** payments in lieu of printed checks or **ACH** advice via postal mail. Prior to July 25, 2017, this **ACH E-mail** advice was sent in the body of an E-mail. ADMINS was notified that some vendors reported that the E-mail advice is garbled or printed in an unreadable font.

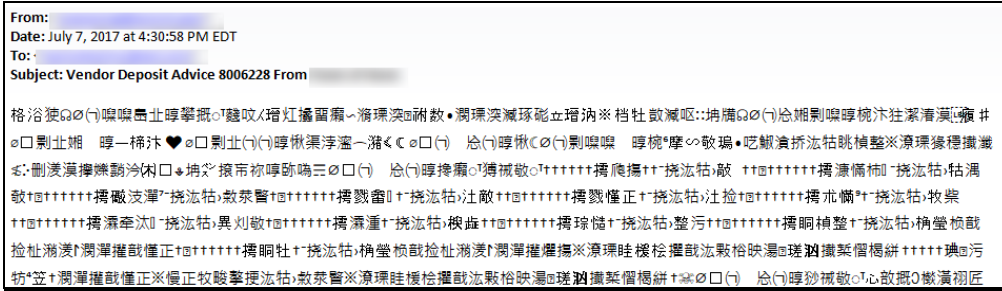


Figure 7 Before - Sample of E-mail with unreadable font

To address the issue, **ACH E-mail** is now sent with an attached PDF® file of the information. As PDF® is a de facto standard, now vendors receiving the E-mail ACH advice as a PDF® file attachment will be able to view it without difficulty. Each of the images below is taken from a Gmail® client; similar results will be apparent in other E-mail clients such as Outlook®.

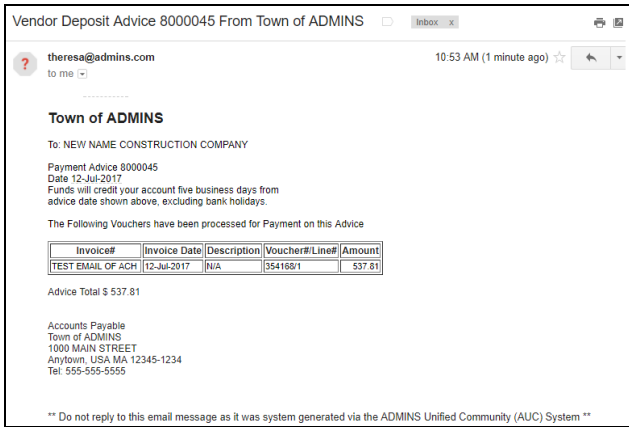


Figure 8 Before – ACH Advice in the body of the E-mail

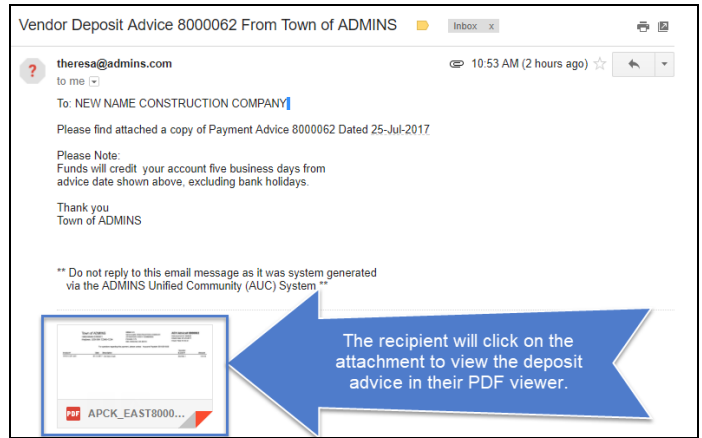
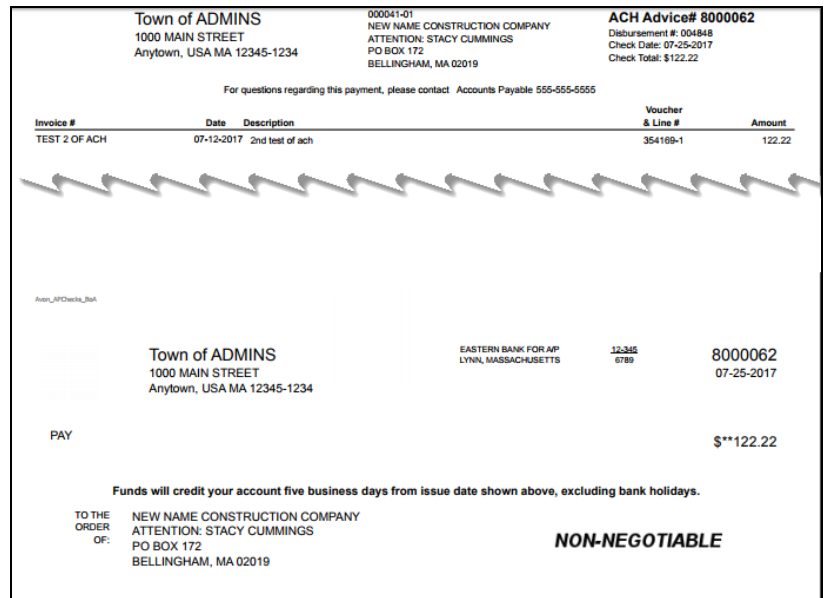


Figure 9 After - ACH Advice in a PDF attachment

The resulting attachment will resemble the one shown here; each invoice will be listed at the top.

No password is required to open the attachment.

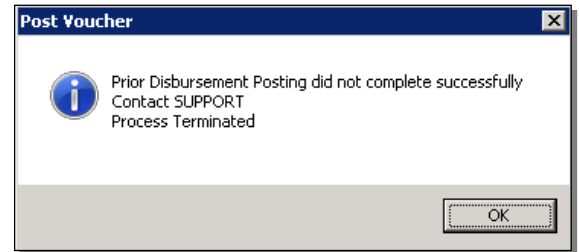


[ADM-AUC-AP-844]



4.2. Interrupted Posting

Prior to the software update, if during the posting a disbursement warrant did not complete successfully, a user could attempt to post the warrant again. If a user tries to post a warrant that was interrupted during posting, this message will be displayed and the user will be advised to contact support. No further processing of the warrant will be permitted without ADMINS intervention. This will prevent unintended consequences such as double posting.



[ADM-AUC-AP-861]

5. QUERIES

5.1. Check History ▶ Check Detail [New]

When available, the **Void Warrant** number will be listed adjacent to the void date on the **Check History** screen:

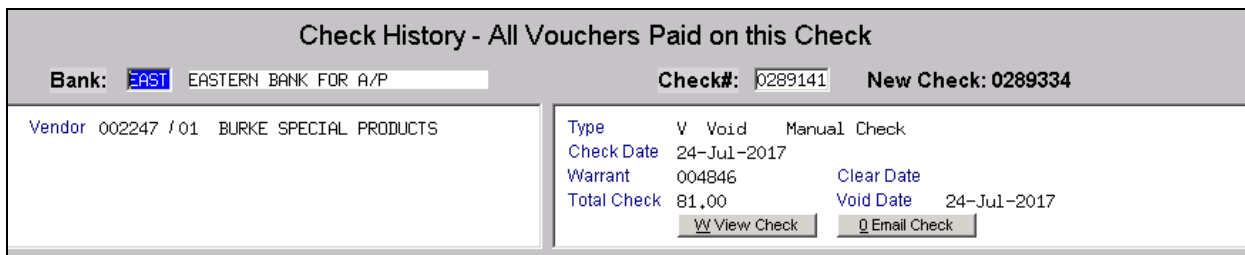


Figure 10 Before

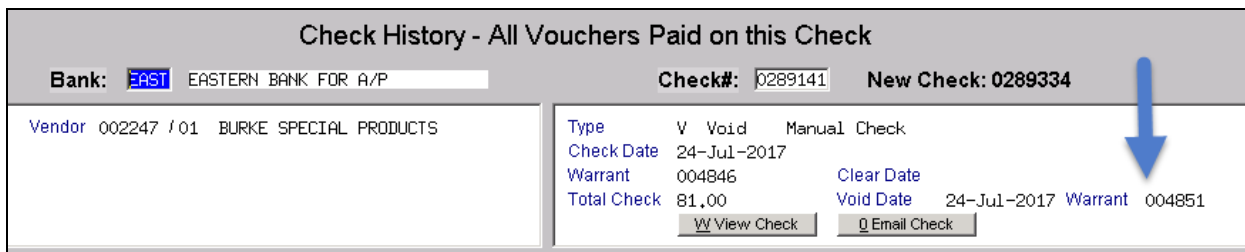


Figure 11 After



Note: Checks issued prior to 2009 might not have a void warrant number – ADMINS began tracking the void warrant number history in 2009.

[ADM-AUC-AP-854]

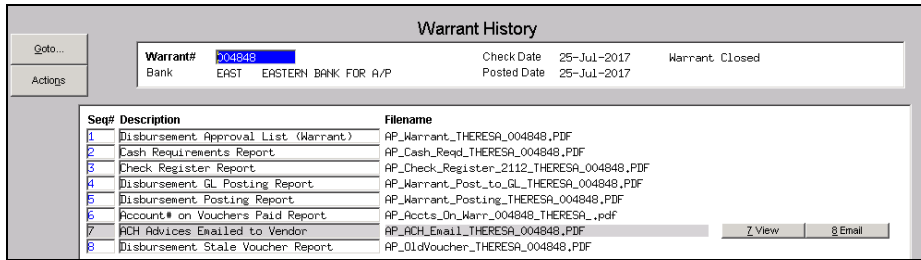
6. AP/PO DASHBOARD [FIX]

Record locking occurred when a voucher or purchase order were in use but selected from the dashboard. Now a message will be displayed and the user will be directed the query screen instead of the entry screen. If the voucher is not editable, the message and branching to the query screen will also occur.

[MDF-SUP-SAPLAUC-719]



6.1. Warrant History Screen

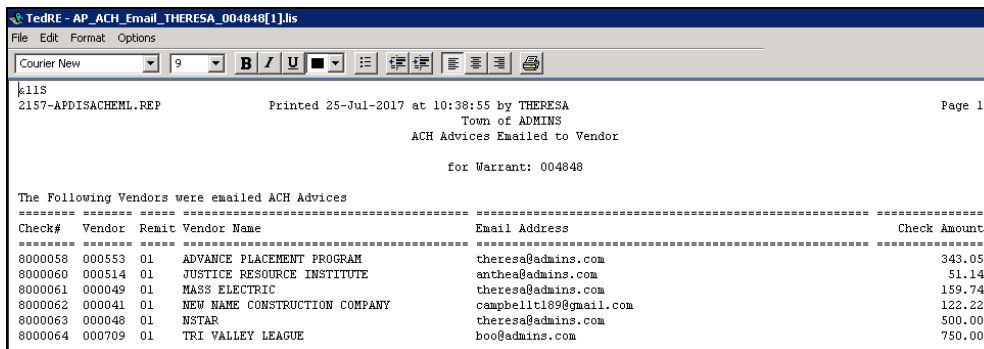


Select **Accounts Payable** ► **Queries** ► **Warrant History** to view the **Warrant History** screen which lists reports for a given disbursement warrant.

Figure 12 Updated ACH Advice Emails report available on the Warrant History Screen

6.1.1. Added Report of ACH Advice E-mails [New]

To allow ready access to summary information on ACH payments made to a vendor, along with the E-mail to where each advice was sent, a report was added to the **Warrant History** screen. The **ACH Advices E-mailed to Vendor** report includes the **Check #, Vendor and Remit #, Vendor Name, the E-mail Address** where the advice was sent, and the **dollar amount** of the check. Detail information is available in the **Check History** screen for each check.



[ADM-AUC-AP-849]

7. REPORTS

7.1. Report # 2083–Accounts Paid on Selected Warrants [Fix]

The **2083–Accounts Paid on Selected Warrants** report will now list **ALL** checks that were issued with a warrant – and will indicate which checks, if any, have since been voided. Select the report from **Accounts Payable** ► **Reports** ► **Other** ► **2083 Accounts Paid on Selected Warrants**.

If there are no amounts in the **Collected** and **Total Paid** columns, the **Warrant** is a **Void Check** warrant.



Report Library by Voucher

Report Name
Task 2083: Accounts Paid on Selected Warrants Last Run Date Time

8:59:38,65
5:13:05,76

Accounts Paid on Selected Warrants

Optional: Enter up to 9 Warrant#’s

Optional: Enter up to 9 Department Group

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

2650-Posted Vouchers (Open and Closed) - by Vendor Sample Run 22-Jul-2016 15:05:53,03

2660-Posted Vouchers (Open and Closed) - by Vendor Optional: Enter up to 9 Warrant#’s Jul-2010 16:04:57,85

2670-Posted Vouchers (Open and Closed) - by Vendor

2691-Posted Vouchers (Open and Closed) - by Vendor

----- Other -----

2640-Vouchers Paid on Prior

2695-Checks Paid on Prior Y

2642-Vouchers Chgd to Non -

2170-A/P Voucher Aging Repo

2172-A/P Voucher Aging Repo

2764-Credit Card Summary Re

2766-Batch Summary for Card

2765-Credit Card Activity (

2078-Accounts Payable as of

2083-Accounts Paid on Selec

2917-Posted Vouchers Tagged

Warrants

Warrant	CheckDate	Posted	Bank	Collected	TotalPaid	EntryUser	Tof
004863	25-Aug-2017	25-Aug-2017	EAST			THERESA	
004862	25-Aug-2017	25-Aug-2017	EAST			THERESA	
004861	25-Aug-2017	25-Aug-2017	EAST			THERESA	
004860	31-May-2017	25-Aug-2017	EAST	750,00	750,00	THERESA	
004859	25-Aug-2017	25-Aug-2017	EAST			THERESA	
004857	16-Aug-2017	16-Aug-2017	EAST			LUANN	
004856	16-Aug-2017	16-Aug-2017	EAST			LUANN	
004855	08-Aug-2017	08-Aug-2017	EAST	550,00	550,00	ANTHEA	
004852	01-Aug-2017	10-Aug-2017	EAST	6292,53	6292,53	THERESA	
004848	25-Jul-2017	25-Jul-2017	EAST	3077,37	3076,14	THERESA	
004847	24-Jul-2017	24-Jul-2017	EAST	3785,59	3785,59	ANTHEA	
004846	24-Jul-2017	24-Jul-2017	EAST	1079,58	1079,58	ANTHEA	
004845	12-Jul-2017	12-Jul-2017	EAST	1100,00	1100,00	ANTHEA	
004844	12-Jul-2017	12-Jul-2017	EAST	14002,02	13996,59	THERESA	
004843	20-Jun-2017	20-Jun-2017	EAST			THERESA	
004842	28-Apr-2017	28-Apr-2017	EAST			WENDY	

Figure 13 Accessing Report 2083–Accounts Paid on Selected Warrant s

2083-APMARACTPAY.REP Printed 05-Sep-2017 at 13:34:08 by THERESA

Town of ADMINS
Accounts Paid on Selected Warrants

Account Number	Vendor	Voucher#	Item Description	Invoice#	InvoiceDate	PO#/Line	Check#	Amount
Warr# 003892 ChDate 20-Jun-2012								
Dept FINANCE FINANCE OFFICE								
0059-000-0000-000-00-30-69034	000990 146 SUPPLY CENTER INC	292,822	stuff	D	07-Jun-2012		0252554	300,00
								Total for Account 0059-000-0000-000-00-30-69034 SCHOOL TECHNOLOGY
								300,00
0059-154-0000-001-00-00-52010	011286 AIRWAIVES LICENSING ASSISTANCE	292,821	stuff	D	07-Jun-2012		0252553	200,00
								Total for Account 0059-154-0000-001-00-00-52010 ADVERTISING
								200,00
								Total for Dept FINANCE FINANCE OFFICE
								500,00
Dept TOWN TOWN								
0001-430-0000-004-00-00-52010	003460 IRS	292,856	N/A	TEST	14-Jun-2012		0252556	1,165,866.30
								Total for Account 0001-430-0000-004-00-00-52010 ADVERTISING
								1,165,866.30
								Total for Dept TOWN TOWN
								1,165,866.30
								Total for Warrant 003892
								1,166,366.30
								*** Grand Total ***
								1,166,366.30

Selection Legend:
Selected Warrants: 003892

Figure 14 Before–the void amounts are not displayed



2083-APVARACCTPAY.REP Printed 08-Aug-2017 at 18:15:29 by AMTHEA

Town of ADMINS
Accounts Paid on Selected Warrants

Account Number	Vendor	Voucher#	Item Description	Invoice#	InvoiceDate	PO#/Line	Check#	Amount
Warr# 004853 CkDate 08-Aug-2017								
Dept FIRE Fire Department								
1000-138-0000-001-00-00-54090	014795 QUABOAG HIGHLANDERS	354,213	tsadfragt	WR5345GY	08-Aug-2017		0289351	300.00 Void
								300.00
Total for Account 1000-138-0000-001-00-00-54090 OFFICE SUPPLIES								300.00
1000-163-0000-001-00-00-52010	019505 BRIAN COOK	354,212	testing void gld file	RT4345	08-Aug-2017		0289350	250.00
								250.00
Total for Account 1000-163-0000-001-00-00-52010 ADVERTISING								250.00
Total for Dept FIRE Fire Department								550.00
Total for Warrant 004853								550.00
*** Grand Total ***								550.00

Selection Legend:
Selected warrants: 4853

Figure 15 After-Preview/Print/PDF® format with a column indicating any Void checks

Account Number	Vendor	Vendor Name	Voucher#	Item Description	Invoice#	InvoiceDate	PO#/line	Check#	Original-Amount	Exclude-Void	Void
Warr# 004853 CkDate 08-Aug-2017											
Dept FIRE Fire Department											
1000-138-0000-001-00-00-54090	014795	QUABOAG HIGHLANDERS	354,213	tsadfragt	WR5345GY	8/8/2017		0289351	300.00		Void
									300.00		
1000-138-0000-001-00-00-54090 OFFICE SUPPLIES									300.00		
1000-163-0000-001-00-00-52010	019505	BRIAN COOK	354,212	testing void gld file	RT4345	8/8/2017		0289350	250.00	250.00	
									250.00	250.00	
1000-163-0000-001-00-00-52010 ADVERTISING									250.00		
Total Dept FIRE Fire Department									550.00		
Total Warr# 004853 CkDate 08-Aug-2017									550.00	250.00	
Grand Total									3,626.14	3,326.14	

Selection Legend:
Selected warrants: 004853
Selected warrants: 004848

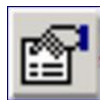
Figure 16 After-Excel® Format with column showing the Void

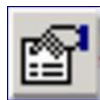
[ADM-AUC-AP-853]

8. QUICK REPORT SELECTOR [NEW]

ADMINS is pleased to announce a new system-wide feature available across all AUC modules.

A new toolbar button has been added to AUC. This feature will allow a user to run any report in AUC quickly from any module rather than having to go to the report library for each module.



From any screen, click the  toolbar button and type in the report# as displayed on the top left hand corner of the report and click **Run Report**. For example, the 2171 report shown below was run in August.



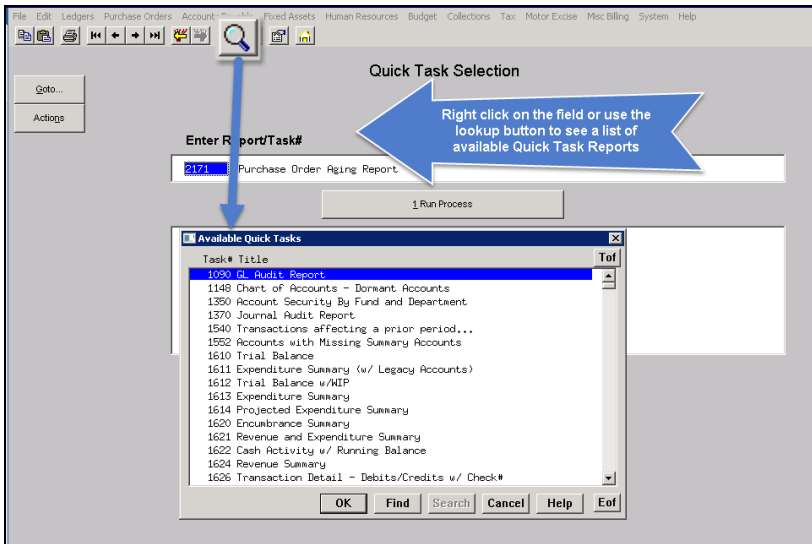
2171-POPORAGERPT.REP Aug-2017 at 12:46:34 by THERESA Page 1

Purchase Order Aging Report

Detail Purchase Order Aging Report Sorted by Vendor Number

PO#	PO Date	Vendor Name	Department	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total
3202731	02-Jul-2015	000133 AAA MOBILE WAREHOUSING	1400				180.00	180.00
Vendor Total							180.00	180.00
3204969	15-Mar-2016	000222 ANDERSON MOTORS	1307				79.41	79.41
Vendor Total							79.41	79.41
3204038	16-Nov-2015	000306 ADMINS INC	1116				42,500.00	42,500.00
3204491	12-Jan-2016	000306 ADMINS INC	1116				29,160.00	29,160.00
3204492	12-Jan-2016	000306 ADMINS INC	1116				23,280.00	23,280.00
3204493	12-Jan-2016	000306 ADMINS INC	1116				43,260.00	43,260.00
Vendor Total							138,200.00	138,200.00

To re-run the report, use the new button on the toolbar and type in 2171. If you do not know the report #, open a report lookup window by either a right-click of the mouse on the **Enter Report/Task #** field or by clicking on the magnifying glass lookup button to select a report. The name of the report will also be displayed to allow the user to confirm the selection. Click on the report and then click on the **[OK]** button.



This process checks if you have permission to run the report. If you don't have permission you will see the following message:

You dont have permission to run this process
Contact your system admin to grant you access or support@admins.com

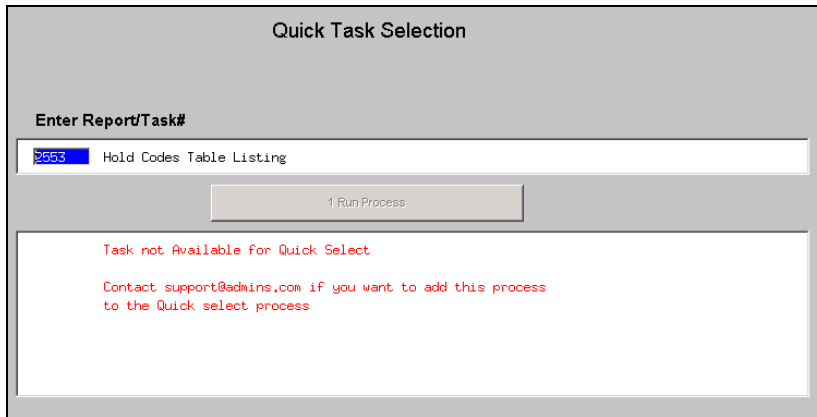
2553-APPORHLD.REP Printed 07-Aug-2017 at 08:06:51 by ANTHEA Page 1

Hold Codes Table Listing

Code	Description	Status
AD	No Address on File	Active
ID	No Federal ID# on file	Active
NA	Needs Finance Approval	Active
NI	No invoice received	Active
OW	OWES TAXES/FINES	Active
PJ	Project Not Complete	Active
SS	No Social Security # on file	Active
UI	Under Investigation	Active

*** Grand Total *** # of Hold Codes: 8

In some cases, the report will not be available for the Quick Select button. Follow the instructions to request adding a report.

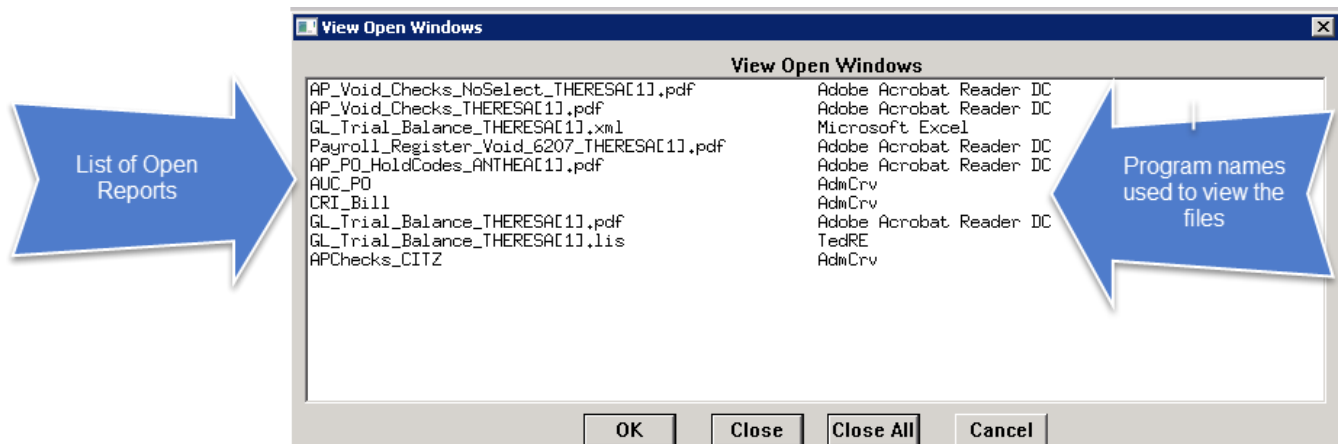


[ADM-AUC-SY-8020]

9. NEW BUTTON TO SHOW “HIDDEN” REPORTS [NEW-V9.2]


Some users notified ADMINS that reports become “hidden” behind the screen. Other users reported that they are trying to do a bill re-print and get an error because they already have a bill re-print open. To show all reports open in AUC and maintain the security of a restricted desktop, a new button is introduced with this update.

The new Toolbar button will display a **View Open Windows** screen, and allow the user to select or close a report(s) or window.



- Select Process** Use your mouse to select the report/process you want to View/Close
- OK** Click **[OK]** to bring that process to the front & closes the **View Open Windows** screen
- Close** Click **[Close]** to close the selected process & close the **View Open Windows** screen
- Close All** Click **[Close All]** to close all open processes (the AUC application will remain open)
- Cancel** Click **[Cancel]** to exit the **View Open Windows** screen and do nothing



Once any selection is made, the **View Open Windows** screen will no longer be displayed. To re-display the View Open Windows list, click again on the new button. . *Note: This is only available to our ADMINS V9.2 Sites*

[ADM-AUC-SY-8022]

10. CRYSTAL REPORT TITLES UPDATED [NEW]

To allow users to identify which crystal report is listed in the **View Open Windows** screen described in section 9, titles were added to all crystal reports. This change may be noticed when displaying checks, bills and other reports in the **ADMINS Crystal Reports Viewer (AdmCrv)** window prior to printing. The upper right corner of the window will now show the report title and the **AdmCrv** text.



Figure 17 Before



Figure 18 After

[ADM-AUC-CRYSTAL-104]

11. EMAIL USERS [NEW]

From **any** module, select **Module Maintenance** ▶ **Email Users**. This screen allows the entry of non-AUC user email addresses so that persons with a valid email address may receive reports from AUC.



The **[1 Add User]** button presents a prompt. Prior to the software update, the prompt asked for neither an email address nor an alternate email address.

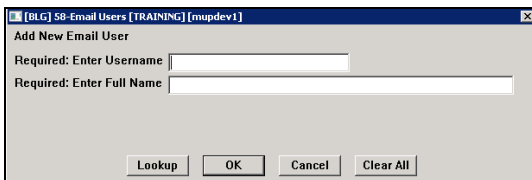


Figure 19 Before

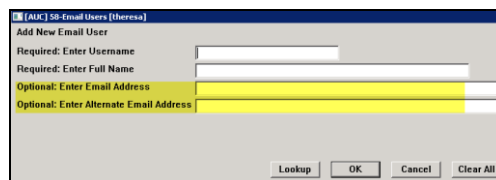


Figure 20 After—Optional Email Address Entry

Now, users may enter the email address via the new prompt, or enter the email addresses directly on the screen once the Username and Name have been added via the prompt.



Note: if entering an alternate email address in the prompt, the alternate will be selected for use. That may be changed by selecting the “No” radio button on the Email Users screen for that entry.



More information regarding this screen is available in the **Accounts Payable ▶ Help Reference Library ▶ AP-865 External E-mail Addresses**.

[ADM-AUC-SY-8028]

12. SCREEN DELAY [Fix]

Some sites with large data sets experienced a delay when viewing screens using scroll bars. The scroll bars were removed from multi-record screens to improve performance.

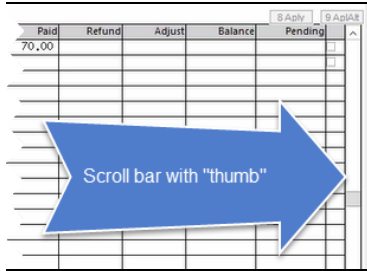


Figure 21 Before

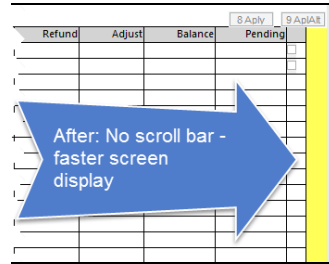


Figure 22 After

[ADM-AUC-RC-8369]

13. HELP REFERENCE LIBRARY

13.1. New or Updated Documentation

- AP-100 Accounts Payable User Help Documents Index [Updated]
- ENTER VOUCHERS AP-195 Delete / Copy Vouchers within a Batch [New]
- QUERIES AP-490 Warrant History [Updated]
- DISBURSEMENTS AP-265 ACH Advice E-mails [New]
- AP-255 Voiding a Check Across Fiscal Years [New] [ADM-AUC-DOC-830]
- OTHER AP-865 External E-mail Addresses [New]
- AP-885 Change AUC Screen Size [New]
- AP-890 The Most Effective Way to Contact Support [New]