

This document explains new product enhancements added to the ADMINS 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.

		Vo	oucher Batch E	Intry	Entry Began
Batch Default Dept Voucher Date Default Type	13201 De TOWN TO 10-Jul-2017 P P Payment Vouch	efault Bank EAST WN er © Check/Wire/	EASTERN BANK FOR	A/P	Price Amounts do not Match
	Price Freight Other	Expected 300,0000	Entered 100.0000	Balance 200.0000	Error status Ready for Release Disapproved Ready for Posting Awating Approval
Submit Batch	Totals	300.00 C Yes • No	100.00	200,00	Change Orders – Open Closed
Voucher#	1 Copy Voucher		Туре	Total Status	
354166 Right Click to	2 Delete Voucher Copy or Delete this Vo	APPRAISAL SRV	Payment Vouch	100.00 Ready fo	or Posting Lines

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.

[ADM-AUC-AP-858]

2. CHANGE ORDERS-[Fix]

Prior to the software update, if a **Voucher Change Order** was done to increase a payment to a *fully paid, closed* **Purchase Order**, it could make the **Purchase Order** show as **closed with a negative balance**. The negative amount was also reflected in the General Ledger account.

In the example, PO #17151 was fully paid with voucher #354159; prior to the voucher being disbursed, a change order was processed to increase the payment by one cent. The effect on the purchase order was to relieve an additional cent, and show a balance of negative one cent.

[AUC] 3054-Associated Youchers [theresa]		_ 8		
File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human	Resources Budget Collections Tax Motor Excise Mi	sc Billing System Help		
<u> ∎ ∎ ₽ ₩ + + ₩ ₩₩₩ Q ≡ 11 11 11 11 11 11 11 11 11 11 11 11 1</u>				
		Closed		
P0 # <u>1/151</u>	Associated Vouchers	HNIHEH		
Goto Vendor Code 013303 01	Dept Code FIRE Fire Department	Deliver To 1 TOWN OF ANYWHERE		
Actions DISNEY EDUCATIONAL PRODUCTION Via Email	PO Date 30-Jun-2017 FY 2017	Invoice To 1 TOWN OF ANYWHERE		
NEWTOWN	Type Code R Regular	No text available		
PA 18940-0000	Ship To Attn			
Excel	Ship Date			
		Expected Amt		
2 Details (1) 3 Items 4 GL Details 5 SI	atus History <u>6</u> Vouchers (1) <u>7</u> Changes	8 Attachment (1) 556,88		
Lin UserBatch Voucher# VIN Item Description Invoice# Vendor Daid Check# Check Date Status Evit Amount				
1 13198 334159 1 testing change order to voucher TEST#1 0289137 12-Jul-2017 Closed 556,89				
DO Delever with MD				
PO Balance w/- wiP	01 Pay WIP Pa	iid 556,89 lotal 556,89		
X More K Previous Encumbered 556,88 Liquidated	Relieved 556,89 Pa	iid 556,89 Balance01		
Retained Liquidated	Relieved Pa	aid		
Ready		Lkup UP		

Figure 2 Before - Closed Purchase Order (PO) with a negative balance

This was corrected—now if a **Voucher Change Order** is done to increase a payment to a *fully paid, closed* **Purchase Order**, the purchase order will not be affected. The increased amount paid will behave as a direct pay and not be associated with the purchase order.

🚥 [AUC] 3054-Associated Youchers [theresa]					
File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Help 🗈 😰 😹 🗰 🔶 🗰 🖉 🏹 🔾 🚍 😰 📊					
P0 # 18006	Associated Vouchers				
Qoto Vendor Code 013303 01 Actions DISNEY EDUCATIONAL PRODUCTION Via Email International production Via Email 105 TERRY DRIVE, SUITE 120 NEATOWN PA 18940-0000	Dept Code FIRE Fire Department PO Date 30-Jun-2017 FY 2017 Type Code R Regular Bip To Attn Ship Date Defiver To 1 Top Out 30-Jun-2017 EV 2017 Deliver Notes 1 Other Notes 1 No text available No text available				
2 Details (1) 3 Items 4 GL Details 5 Status History 6 Vouchers (1) 7 Changes 8 Attachment (1) 556,88					
Lin UserBatch Voucher# VLN Item Description Invoice# Vendor Paid Check // Check Date Status Ext Amount 1 13199 354164 1 testing change order to voucher TEST CHAING 0289137 12-Jul-2017 Closed 556,89					
PO Balance w/- WIP	Pay WIP Paid 556,89 Total 556,89				
X.More K.Previous Encumbered 556.88 Liquidated Retained Liquidated Liquidated <t< td=""><td>Relieved 556.88 Paid 556.89 Balance Relieved Paid</td></t<>	Relieved 556.88 Paid 556.89 Balance Relieved Paid				
Ready	Lkup UP				

Figure 3 After-Identical PO, voucher and change order does not cause a negative balance in the closed PO

[ADM-AUC-AP-848]

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:

Enter Vendors Cetted Vendor C Ties @ No Cetted Vendor C Ties @ No	Enter Vendors Critica Vendor? Critica Vendor? Critica Vendor? Critica Vendor?
Version Dote: DefEndS Construction Addression Addresion Addresion Addresi	Vendor State FLID Notes FLID ComPany Date Centried Intermitidaress 2.4datesses 2.0estification 4.4datesses 2.0estification 4.0estification Remittance FLID of 0.4datess Type Recourts Pageble 1 Name FLID of 0.4datess Type Recourts Pageble 1 Name FLID OF 0.4datess Type Recourts Pageble 1 Name FLID FLID CONTRUCTION COMPANY 2 Recourts 2 Soft Name FLID FLID FLID FLID 2 Recourts 2
Web Sile General Delivery Email LuerrRocks.nocom PO E-mail Address EugenortBooks.nocom Bend POs to Vendor via E-mail No. @ Nes ACH E-mail Address LuerrRocks.nocom	Web Sie Reresa@exhins.com PO E-mail Address Reresa@exhins.com Send POs to Vendor via E-mail Mo VB ACH E-mail Address BitD E-mail Address Reresa@exhina.com

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:

	<u>1</u> Name/Address <u>2</u> Addresses <u>3</u> Classification <u>4</u> Attachment (31) <u>0</u> Items <u>U</u> User Defined	9 Emails
<u>5</u> -Reports <u>6</u> -Queries <u>7</u> -Name Search <u>8</u> -Vendor History	Web Site General Delivery E-mail theresa@admins.com PO E-mail Address theresa@admins.com Send PO is to Vendor via E-mail @ No C Yes	
	ACH E-mail Address theresa@admins.com Bid E-mail Address support@admins.com	

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.



From:
Date: July 7, 2017 at 4:30:58 PM EDT
Subject: Vendor Deposit Advice 8006228 From
格浴菠♀∅(〕嚊嚊氥土啍攀摡□3麹以/瑨灴攭畱癩∽澓瑮浃□动数•潣瑮湙减琢硥立瑨讷※档牡敳減呕::н满♀∅(〕冷旭剽嚊暲椀汴往潔湷漠彼井
◎□剽士娴 醇-禘汴♥◎□剽士⑴⑴醇楸渠浡濫~潴<€◎□⑴ 焾⑴醇楸€∅⑴剽嗅嗅 醇椀*摩∽敬瑦•呓鰍湞挢汯牯眺楨整※潦瑮猭穩撒泼
≲.刪湵漠攑爍鬍泠闲□→塢尖滾帘祢嚀跡噅丟ወ□⑴ 炝⑴嚀搀癵♂猼被敬♂サ+++++撂爬揚++-挠汯牯→敲 ++∞+++++撂漮慲柿ロー挠汯牯>牯湡
敬tɑt+++++携嘅汥潬″挠汯牯,敕求瞖tɑt+++++携戮畬□+ר挠汯牯,注敵++ɑ+++++携戮慬正+ר挠汯牯,注捡tɑ++++++携朮慲⁰+-挠汯牯,牧柴
++@+++++搏瀮牵汰U-挠汯牯;異刈敏+@++++++搏瀮湩+-浇汯牯;稧歮++@++++++搏琮慥+-浇汯牯;整污++@++++++搏眮禎整+-挠汯牯;确螢桢戠
捡杫漰湵↑潣潬摧戠僅正+四+++++考眮牡++挠汯牯→确瑩桢戠捡杫漰湵↑潤潬攉爠摥※潦瑮眭欃桧攫戠汯敤倃眏灟□瑷汹攕椠慴楬絣+++++碘□污
钫⁴笠+潣潬摧戠僮正※慢正牧畯摮挭汯秸ゥ敖汬鬙※潦瑮眭楥桧攫戠汯敤倃眏湯∞递 汹 撒梊慴褐絣+♀⊘□(1) 烩⑴暷猀裓敬♂∿む敨摡0巒潢栩匠
Figure 7 Before - Sample of E-mail with unreadable font

To address the issue, **ACH E-mail** is now sent with an attached PDF^{\otimes} file of the information. As PDF^{\otimes} is a de facto standard, now vendors receiving the E-mail ACH advice as a PDF^{\otimes} 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.



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:

Check History - All Vouchers Paid on this Check				
Bank: EAST EASTERN BANK FOR A/P	Check#: 0289141 New Check: 0289334			
Vendor 002247 / 01 BURKE SPECIAL PRODUCTS	Type V Void Manual Check Check Date 24-Jul-2017 Warrant 004846 Clear Date Total Check 81.00 Void Date 24-Jul-2017 W View Check Q Email Check			

Figure 10 Before

Check History - All Vouchers Paid on this Check				
Bank: EAST EASTERN BANK FOR A/P	Check#: 0289141 New Check: 0289334			
Vendor 002247 /01 BURKE SPECIAL PRODUCTS	Type V Void Manual Check Check Date 24–Jul-2017 Warrant 004846 Clear Date Total Check 81.00 Void Date 24–Jul-2017 Warrant 004851 W View Check 0 Email Check			

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

	Warrant History					
Goto Actions	Warrant# 004848 Bank EAST EASTERN BANK FOR A	Check Date 25-Jul-2017 Warrant Closed /P Posted Date 25-Jul-2017				
	Seq# Description I Disturgement Approval List (Warrant) Desh Requirements Report Disturgements Report Disturgement Posting Report Disturgement Posting Report Recount * on Vouchers Paid Report Recount * on Vouchers Paid Report Disturgement Stalled Voucher Report Disturgement Stalle Voucher Report	Filename AP_Marrant_THERESA_004848,PDF AP_Check_Register_2112_THERESA_004848,PDF AP_Dreck_Register_2112_THERESA_004848,PDF AP_Marrant_Post_to_LA_THERESA_004848,PDF AP_Marrant_Post_to_LA_THERESA_004848,PDF AP_Acots_On_INarr_004848,THERESA_updF AP_OLCK_Exal_THERESA_004848,PDF AP_OLCK_Exal_THERESA_004848,PDF AP_OLCK_Exal_THERESA_004848,PDF AP_OLCK_Exal_THERESA_004848,PDF				

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.

TedRE - AP_ACH_Email_THERESA_004848[1].lis				
File Edit Format Options				
Courier New 9 9 B Z U P H H H H H B B B B				
k113 Printed 25-Jul-2017 at 10:38:55 by THERESA Page 1 Town of ADMINS ACH Advices Emailed to Vendor				
for Warrant: 004848 The Following Vendors were emailed ACH Advices				
Check# Vendor Remit Vendor Name Email Address	Check Amount			
8000058 000553 01 ADVANCE PLACEMENT PROGRAM theresa@admins.com	343.05			
8000060 000514 01 JUSTICE RESOURCE INSTITUTE anthea@admins.com	51.14			
8000061 000049 01 MASS ELECTRIC theresa@admins.com	159.74			
8000062 000041 01 NEW NAME CONSTRUCTION COMPANY campbellt1890gmail.com	122.22			
8000063 000048 01 NSTAR theresa@admins.com	500.00			
8000064 000709 01 TRI VALLEY LEAGUE boo@admins.com	750.00			

[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.



September 2017

Report Library by Vo	oucher			
Report Name	Last Run Date Time	_		
I Task 2083: Accounts Paid on Selected Warrants	× 9:59:38.	.65		
Accounts Paid on Selected Warrants	5:13:05.	.76		
Optional: Enter up to 9 Warrant#'s 📃 Edit 0 values	:: 5:17:08.	88		
Optional: Enter up to 9 Department Group Edit Ovalues	p:24:17.	20		
	5;30;48,	97		
BUD as a Preview C Print C DE C Excel	5+25+21	05		
If Printing use Duplex • Yes • N	1:46:07.	.53		
	Clear All 7:27:12.	49		
2650-Posted Vouchers (Open and Cosed) - by Vendor	Sample Run 22-Jul-2016 15:05:53.	.03		
2660-Posted Vouchers (Open Tribinal: Enter up to 9 Warrant#'s	X Jul-2010 16:04:57.	85		
2670-Posted Vouchers (Open 1:				
2691-Posted Vouchers (Open	Dec-2013_15+59+58	87		×
Uther 2:	warrants			
2640-Vouchers Paid on Prior 3:	Warrant CheckDate Posted Bank	< Collected	TotalPaid EntryUser	Tof
2695-Checks Faid on Frior T	004863 25-Aug-2017 25-Aug-2017 EAST		THERESA	
2170-A/P Voucher Aring Reno	004862 25-Aug-2017 25-Aug-2017 EAST		THERESA	
2172-A/P Voucher Aging Repo 5:	004860 Z1-Mou-2017 25-0ux-2017 FAST	750.00	750 00 THERESO	
2764-Credit Card Summary Re 6:	004858 25-Aug-2017 25-Aug-2017 EAST	/30.00	THERESA	
2766-Batch Summary for Card	004857 16-Aug-2017 16-Aug-2017 EAST		LUANN	
2765-Credit Card Activity (7:	004856 16-Aug-2017 16-Aug-2017 EAST		LUANN	
2078-Accounts Payable as of 8:	004853 08-Aug-2017 08-Aug-2017 EAST	550,00	550.00 ANTHEA	
2083-Accounts Paid on Selec	004852 01-Aug-2017 10-Aug-2017 EAST	6292,53	6292.53 THERESA	
2917-Posted Vouchers Tagged 9:	004848 25-Jul-2017 25-Jul-2017 EAST	3077.37	3076,14 THERESA	
	004847 24-Jul-2017 24-Jul-2017 EAST	3/85,59	3785,59 ANTHEA	
Lookup OK Ca	004848 24-Jul-2017 24-Jul-2017 EAST	1100.00	100 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	•
		ОК	Find Search Cancel Help	Eof

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

2083-APWARACCTPAY.REP	Printed 05-Sep-2017 at 13:34:08 by TH	ERESA	Town of AD	AINS			
			Accounts Paid on Sele	ected Warrants			
Account Number	Vendor	Voucher≢	Item Description	Invoice#	InvoiceDate PO#/Line	Check≢	Anount
Warr# 003892 CkDate 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 Accour	nt 0059-000-0000-000-00-	30-69034 SCHOOL TECHNOL	GY	300.00
0059-154-0000-001-00-00-52010	011286 AIRWAVES LICENSING ASSISTANCE	292,821	stuff	D	07-Jun-2012	0252553	200.00
			Total for	Account 0059-154-0000-0	01-00-00-52010 ADVERTIS	ING	200.00
				Total for Dept FINAN	ICE 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 0001-430-0000-0	04-00-00-52010 ADVERTIS	ING	1,165,866.30
				Total for Dept TOWN	TOWN		1,165,866.30
				Total for Warrant 00	3892		1,166,366.30
				*** Grand Total *	**		1,166,366.30
Selection Legend:							
Selected warrants: 003892							





2083-APWARACCTPAY.REP	Printed 08-Aug-2017 at 18:15:29 by AM	THEA						
			Town of ADMIN	IS				
			Accounts Faid on Select	ed Warrants				
lagount Number	Vender	Vouchoré	Ttop Description	Trunci cođ	InvoiceDate	DO#/Line	Chook#	Incunt
Account number	venuor	voucherw		invoice#	invoicebace	row/ nine		Allound
Warr# 004853 CkDate 08-Aug-2017								
Dept FIRE Fire Department								
1000-128-0000-001-00-00 54000	014705 OUNPONG NICHI MUNEDE	254 212	toodfort	UD E2 AECY	08 100 2017		0290251	200 00 Void
1000-100-000-001-00-00-54090	014795 QUADDAS HIGHLANDERS	334,213	coadrage	08334361	00-Aug-2017		0209331	500.00 +01d
			Total for Account	nt 1000-138-0000-001-0	0-00-54090 OF1	FICE SUPPLIE	cs	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
			lotal for Ac	count 1000-163-0000-0	01-00-00-52010	J ADVERTIST	46	250.00
				Total for Dept FIRE	Fire Departmen	nt		550.00
				Tenel 4-0 Henrick 00	1050			
				IDCAL LOE WALLANC OU	4055			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

4	А	В	C	D	E	F	G	Н	1	J	К	L
1												
2	Account Number	Vendor	Vendor Name	Voucher#	Item Description	Invoice#	InvoiceDate	P0#/Line	Check#	Original-Amount	Exclude-Void	Void
41												
42	Warr# 004853 CkDate 08-Aug-2017											
43												
44	Dept FIRE Fire Department											
45												
46	1000-138-0000-001-00-00-54090	014795	QUABOAG HIGHLANDERS	354,213	tsadfagt	WR5345GY	8/8/2017		0289351	300.00		Void
47	1000-138-0000-001-00-00-54090		OFFICE SUPPLIES							300.00		
48												
49	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	
50	1000-163-0000-001-00-00-52010		ADVERTISING							250.00	250.00	
51												
52				Total	Dept FIRE Fire Department					550.00		
53												
54				Total	Warr#004853 CkDate 08-Aug-2017					550.00	250.00	
55					Grand Total					3,626.14	3,326.14	
56												-
57												
58												
59	Selection Legend:											
60												
61	Selected warrants: 004853											
62	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 **Left** 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-	POPORI	AGER	PT.REP Aug-2	2017 at 12:46	5:34 by THER	ESA				Page 1
		_			Furchase	Order Aging Repor	t			
			I	etail Purch	ase Order Ag	ing Report Sorted	by Vendor Number			
P0#	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 WAREHOUSIN	IG	1400				180.00	180.00
			Vendor To	otal					180.00	180.00
3204969	15-Mar-2016	000222	ANDERSON MOTORS		1307				79.41	79.41
			vendor 10	cai					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 To	tal					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 $\mathsf{support}\mathsf{@admins.com}$

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

2553-APPORHLD.REP	Pi	cinted 07-Aug-2017 at 08:06:51 by ANTHEA		Page
		Hold Codes Table Listing		
	code l	Description	Status	
	AD I ID I NA I NI I OW (PJ I SS I UI U	No Address on File No Federal ID# on file Wess Finance Approval No invoice received WES TAXES/FINES Troject Not Complete No Social Security # on file Meder Investigation	Active Active Active Active Active Active Active Active Active Active	
	*** Grai	nd Total *** # of Hold Codes: 8		



	Quick Task Selection
Enter Report/Task#	
2553 Hold Codes Tabl	e Listing
	1 Run Process
Task not Availa Contact support to the Quick se	ble for Quick Select Badmins.com if you want to add this process lect process

[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
ОК	Click $\left[\text{OK} \right]$ 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.

[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.

Adr	nGrv	
File	Help	
Figure	17 Before	

	_ME_Bill_2_Reprint - AdmCrv	
File	Help	
Figure	e 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.

Name	Email Address	Alternate Email Address	Use Alternate Email
			C Yes 💿 No
test user			O Yes 💿 No
Theresa at home	campbellt1890gmail.com		O Yes 💿 No
test testing	test@admins.com		O Yes 💿 No
	Name test user [Theresa at home test testing	Name Email Address test user	Name Email Address Alternate Email Address Itest user Itest user Itest user Theresa at home campbellt1890gmail.com Itest testing Itest testing test@admins.com Itest user

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.

🔣 [BLG] 58-Email Users [TRAINING] [mupdey1]	×
Add New Email User	
Required: Enter Username	
Required: Enter Full Name	
Lookup OK Cancel Clear All	
Figure 19 Before	

Required: Enter Username	1	-	
Required: Enter Full Name			_
Optional: Enter Email Address			
Optional: Enter Alternate Email Address			_

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]	