



# ACCOUNTS PAYABLE

## RELEASE NOTES – SEPTEMBER 2018

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

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This symbol indicates that there is an updated document with significant information in the Help Reference Library. Be sure to review the updated and new documents referenced herein.



## 1. WHO IS LOCKING A RECORD ON THE UPDATE SCREEN? [New]

ADMINS is pleased to announce a new feature that will identify who you are record-locked with on a new record-locking screen. When a record-lock occurs, a popup screen will appear as shown in Figure 1. Click on **[OK]**.

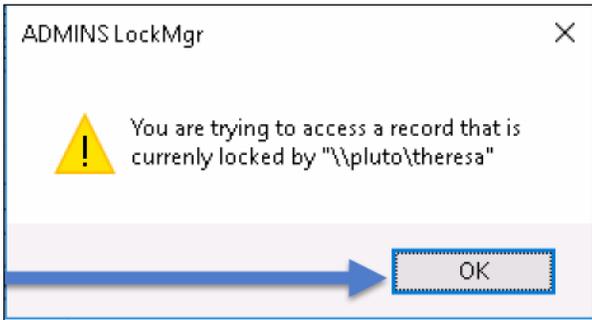


Figure 1 Popup notification that a record is locked

1. The system will display a new screen providing information needed to contact the user who is locking the record. The screen name will be supplied. See Figure 2.
2. Contact the user locking the record to ask them to exit the screen.
3. Click on the **[Return to Previous Screen]** button to return to the same record that was previously locked.

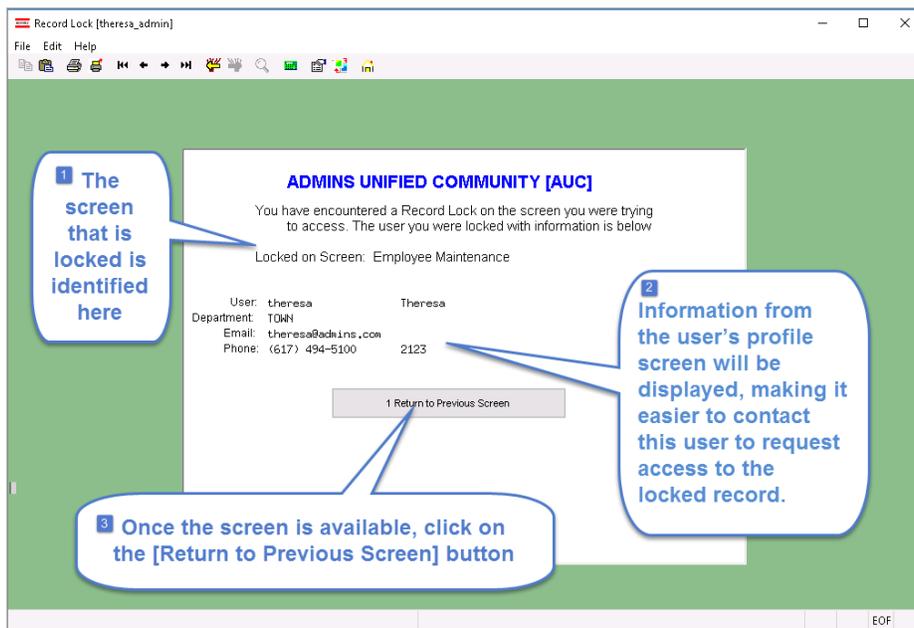


Figure 2–New screen with information about who is locking a record and how to contact them

If the user cannot be contacted to exit the record, proceed to another task by clicking on the  (**[Home]** button). From the home screen, use the menu to select another task.



Detailed information and examples are available in the new document, **AP-845 Locking Screen.**

[ADM-AUC-SY-8063]

## 2. BULK DELETE UNUSED ACCOUNTS PAYABLE BATCHES [New]



Some sites may find that there are many unused Accounts Payable batches cluttering their server. This results when users create batches and then abandon the batches. To address this, ADMINS has added a new process to delete batches in bulk. For more information, review the new document, **AP-285 Delete Unused Accounts Payable Batches en masse** in the Help Reference Library.

[ADM-AUC-AP-869]



### 3. PAYING BILLS WITH VOUCHER BATCHES

#### 3.1. Batch Posts without Entered Amounts [Fix]

If a user removes the expected amount total from a batch after it was error checked, the coversheet report and the batch inquiry screen will show that the batch status is “entry began” but the vouchers *within* the batch will indicate “ready for posting”. To address this, ADMINS modified some error checking.

Users may be required to enter control amounts on Accounts Payable Voucher batches. This is controlled with a radio button on the **System ▶ User Menu ▶ User Profile ▶ [3 PO / AP]** screen.

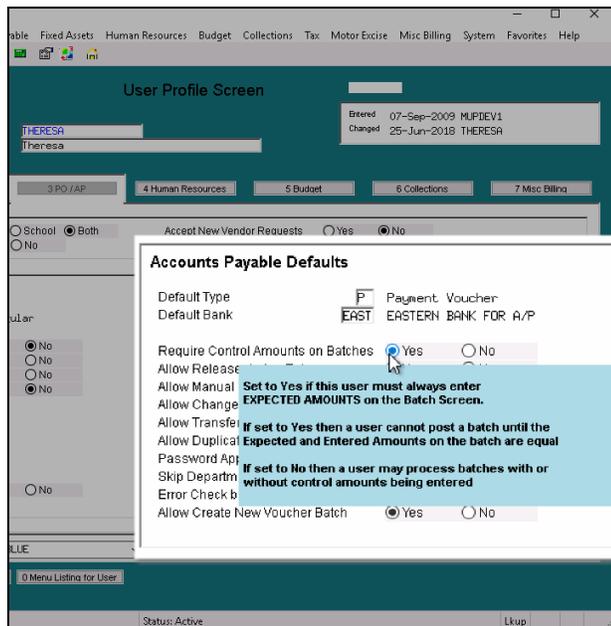


Figure 3 Controlling Accounts Payable Defaults

If the user is required to enter control amounts by setting the [Yes/No] radio button in Figure 3 to [Yes], a reminder is displayed in Red on the **Accounts Payable ▶ Enter Bills (Vouchers) ▶ Batch** screen as shown in Figure 4.

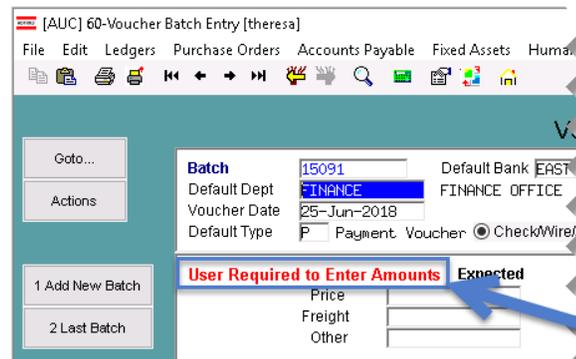


Figure 4 User Required to Enter Amounts

Previously the system checked and issued an error if the expected amount did not equal zero and match the entered amount.

The voucher selection process (and the voucher selection error report) now does the following when checking the batch for errors:

1. If the user who owns the batch is required to enter control amounts then the **Entered** must equal the **Expected** amount. If **Expected ≠ Entered**, the batch will be rejected for posting.
2. If the user who owns the batch is *not* required to enter control amounts, the system will only check if the **Expected = Entered** if the user enters something in the **Expected** field. If the **Expected** amount field is *left blank* then the system will allow an otherwise error-free batch to be selected for posting.

The image in Figure 5 shows the result if a user is *not* required to enter control amounts – the system issues a warning on the error check report and marks the batch as ready for posting (presuming that all the vouchers are error free and do not require approvals processing.)



The screenshot shows the 'Voucher Batch Entry' interface. At the top, it says 'Ready for Posting'. Below that, there are fields for 'Batch' (15091), 'Default Dept' (FINANCE), 'Voucher Date' (25-Jun-2018), and 'Default Type' (Payment Voucher). A table shows 'Expected', 'Entered', and 'Balance' amounts. The 'Entered' amount is 75,000 and the 'Balance' is -75,000. A warning message is displayed: 'Warning: PRICE \$ do not match - Edit PRICE in Batch screen'. The interface includes a sidebar with actions like '1 Add New Batch', '2 Last Batch', '3 Add Voucher', '4 Check Batch', '5 Batch List', '6 Voucher List', '7 Edit List', '8 Cover Sheet', and '9 Send Batch to'.

Figure 5 Warning message on the Voucher Error Check Report – Batch can be selected for posting

If a user is **required** to enter the expected amount and:

- error checks the batch and the batch is shown as **Ready to Post**, then
- **removes the expected amount** from the Voucher Batch Entry Screen

when the batches are selected for posting, this error notification box will appear, instructing the user to run the **Voucher Selection Error Report**.



The 'Accounts Payable' menu is shown with the following options: Enter Bills (Vouchers), Change Orders, AP/PO Dashboard, Liquidate Vouchers, and Vendors. The 'Vendors' option is expanded to show 'Batches', 'Entry', 'Edit List', 'Release', and 'Voucher Selection Error Report'.

**Note:** The Voucher Selection Error Report may be run any time there is a question on the readiness of a batch. If all vouchers are error free, then a report will be displayed that there are "No Records Selected".

The report will display an error message indicating why the batch is not ready for posting.

The report excerpt shows the following table:

Batch#	Batch By	Voucher	Vendor# and Name	Status	Error Message (why this isn't ready for posting)
15091	THERESA	416767	015595 ADVANCED CORP	Ready for Posting	Batch Totals not equal (Entered vs. Expected)

Additional text in the report includes: '\*\*\* NOTE: \*\*\* You have access to the batch listed below but it is not ready to post for the reasons noted.' and 'Printed 27-Jun-2018 at 15:52:30 by THERESA Town of Admins Voucher Selection Error Report Page 2'.

Figure 6 Voucher Selection Error Report Excerpt

[ADM-AUC-AP-905]



### 3.2. Fixed Assets Vouchers when PO Not Flagged “F” [Enhancement]

Prior to the software update, if a voucher was based on a purchase order, and the purchase order item was not flagged as a fixed asset with an “F” in the **FA** field, the *voucher* item could not be flagged as a fixed asset.

Now the system allows for selected purchases to be classified as a fixed asset on the voucher screen without having to do a change order to the purchase order item to mark it for fixed assets.

As brought in from the Purchase Order, line one was not marked with an "F" in the FA field, and line 2 was marked with an "F".

Enter an "F" in the FA field to flag the item as a Fixed Asset.

Line two is an example of a line on a PO that is marked as "F"; to remove the "F", use <spacebar> + <enter>.

Figure 7 Marking a voucher based on purchase order

This allows flexibility in the processing of vouchers so that items may be marked as a fixed asset. The **FA** field is now editable for direct pay voucher items *and* those created from a purchase order. Similarly, if a voucher is created from a purchase order and the purchase order item was mistakenly flagged with an “F”, placing the cursor in the **FA** field and using <spacebar> + <enter> will remove the “F”.

[ADM-AUC-FA-1889]

## 4. POSTING DATES [Fix]



“Wire”, “No Check”, and “Manual” checks should always post on the *voucher check date*.

Prior to software update, disbursements posting by **GL** effective date were posting **Wire** and **No Check** payments on the **GL** effective date and *not* to the voucher check date. Now **Wire Checks** and **No Checks** will use the **Voucher Check Date** instead of the disbursement **GL** effective date to post to the ledgers. To illustrate, this example shows a site that uses option “G” to post disbursements by **GL** effective date:

Seq#	Description	Answer
2080	Post Disbursements to GL by [C]check Date or [G]L Effective Da	G

Figure 8 Module Control 2080 controls the posting date—as shown above, G for GL effective date



When creating a voucher for a **Wire** or **No Check** payment, a check date is required here:

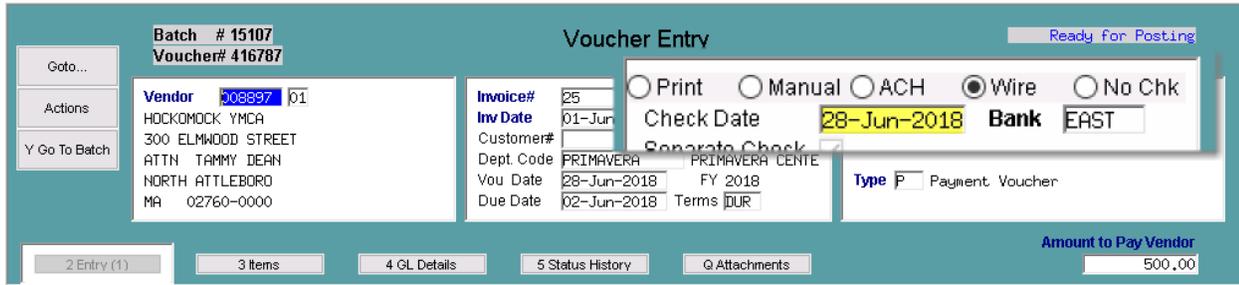


Figure 9 Voucher entry screen for a Wire or No Check requires a check date

Dates are entered on the disbursement warrant screen when collecting vouchers for payment as shown in **Figure 10**. Prior to the software update, sites using option “G” had **Wire** or **No Check** payments dated with one date but posted with another date (*that may cross a fiscal period*). (This example highlights a fiscal year difference but the change affects all **Wire** and **No Check** transactions.)

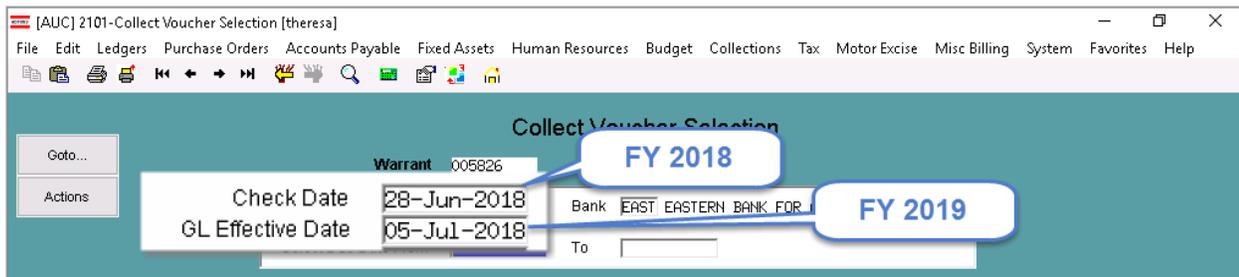


Figure 10 Warrant screen with example dates

Now **Wire Checks** and **No Checks** will always use the **Voucher Check Date** instead of the disbursement **GL** effective date to post to the ledgers, regardless of the module control #2080 setting. (Manual checks already work this way.) Regular checks will still be posted based on the value of module control #2080, either “G” or “C” (see **Figure 8**).

[ADM-AUC-AP-912]

## 5. VENDOR SCREEN ► Removed “Reap Vendor?” Radio Button

The **Vendors ► Enter Vendors ► [3 Classification]** screen was updated to remove the **[REAP Vendor?]** radio button, as this flag is no longer used in **REAP** processing. The change was also made to the **View Vendors** screen.

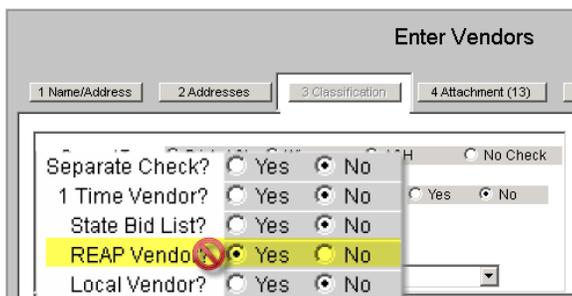


Figure 11 Before

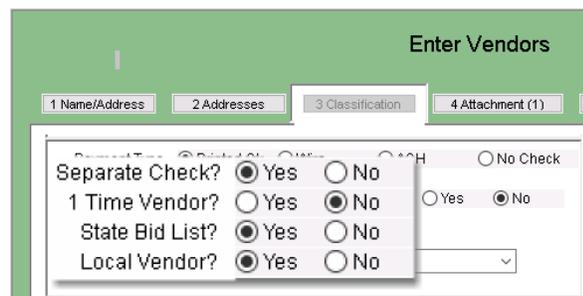


Figure 12 After

[ADM-AUC-AP-910]



## 6. 1099 FLAG–Mark Posted Vouchers [New]



ADMINS added the ability to retroactively mark a posted voucher to receive a 1099. Refer to the updated document, [AP-710 1099 Processing, Section 3.5](#) for more information.

[ADM-AUC-AP-892]

## 7. MASSACHUSETTS “REAP” REPORT [UPDATED]

The Massachusetts Department of Revenue (DoR) Division of Local Services (DLS) has a web portal for uploading the annual **APIF** or **REAP** report. ADMINS updated the **AUC REAP** report to use the default mapping on the DLS website (select **Accounts Payable** ▶ **Report Library** ▶ **By Vendor** ▶ **Item 2621**) to run the report.



Refer to the DLS Website, <https://www.mass.gov/orgs/division-of-local-services> and to the document in the Accounts Payable ▶ Help Reference Library under [AP-830 REAP Reporting \(Massachusetts Only\)](#) for details.

[ADM-AUC-AP-911]

## 8. HELP REFERENCE LIBRARY

### 8.1. New or Updated Documentation

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

- AP-100 AP User Help Documents Index [Updated]
- DISBURSEMENTS AP-215 Bank Table [New to this Library]
- MAINTENANCE AP-285 Delete Unused Accounts Payable Batches en masse [New]
- YEAR END PROCESSING AP-710 1099 Processing [Updated]
- OTHER AP-830 REAP Reporting (Massachusetts only) [Updated]
- AP-845 Locking Screen [New]
- INTERFACES AP-980 Upload Vouchers–Spreadsheet [Updated]