



ACCOUNTS PAYABLE

RELEASE NOTES – SEPTEMBER 2019

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

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1 ENTER BILLS/VOUCHERS

ADMINS enhanced the email subject line for manual checks requiring a budget override and added a new feature to allow users to print a voucher edit list for their own closed batches.

1.1 Manual Check Email [Enhancement]

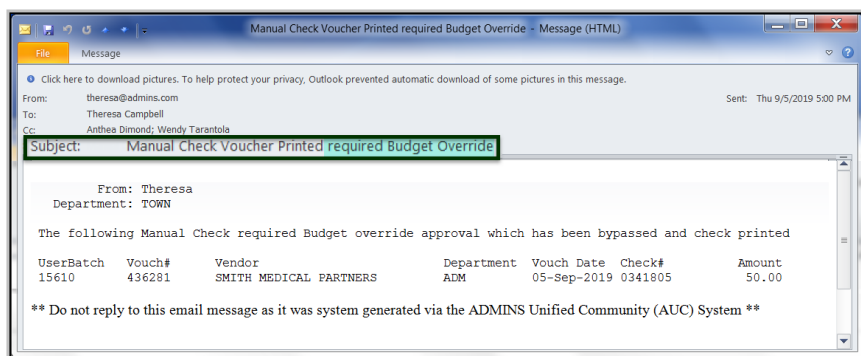


Figure 1 Subject line now shows that the manual voucher required budget override

Manual check printing may only be done by select users. If a manual check requires a **budget override**, an email is sent notifying the budget override approvers on the approval table.

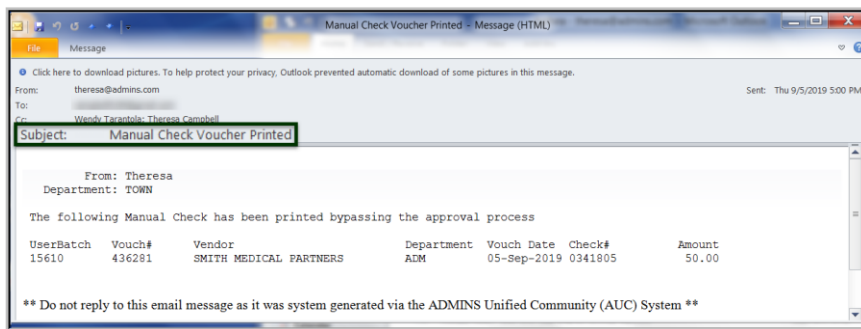


Figure 2 Email sent to approver saying that a manual check was printed

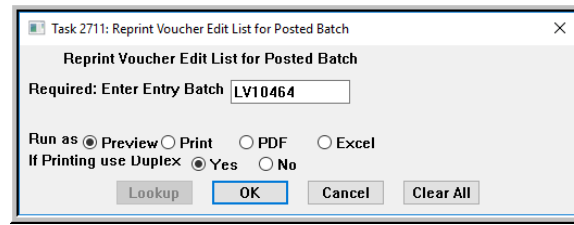
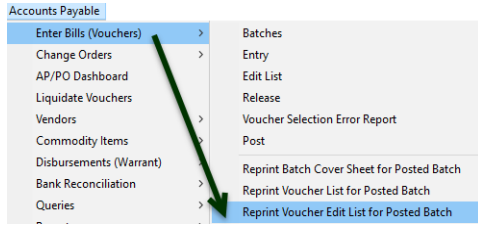
Prior to this update, while the body of the email stated that the check required **Budget override approval**, the email subject line did not specify “**budget override**”.

Now, the email subject line will include the words “**budget override**” when the email is sent to the **Budget Override** approver. Based on the setup in the approval table, an email will also be sent to the **Level *** approver(s), to say that a manual check was processed.

[ADM-AUC-AP-973]

1.2 Reprint Voucher Edit List for Posted Batch [Enhancement]

Users sometimes forget to run the **Voucher Edit List** when processing a batch. Some finance departments require this edit list to be submitted with the invoices paid in the batch. Now, users may reprint a **Voucher Edit List** for a posted batch.



The reprinted voucher edit list may be run as **Preview**, **Print**, **PDF**, or **Excel**. A user must own the batch to reprint the voucher edit list.

The batch number may be entered directly, if known, or selected from a lookup. If a user tries to reprint a voucher edit list for a batch owned by another user, the system will display an error message that the value does not exist.

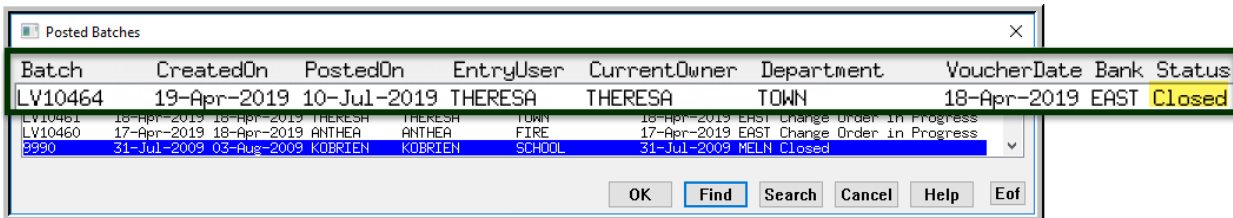
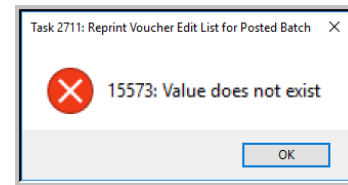


Figure 3 Printing a voucher edit list for a closed batch

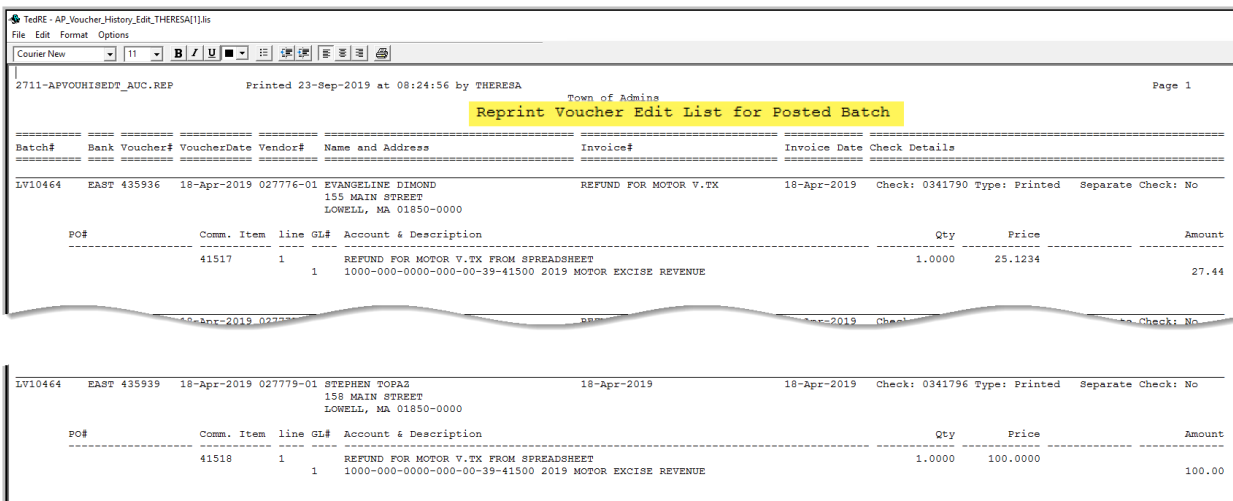


Figure 4 Reprint Voucher Edit List for Posted Batch as run to Print/Preview/PDF

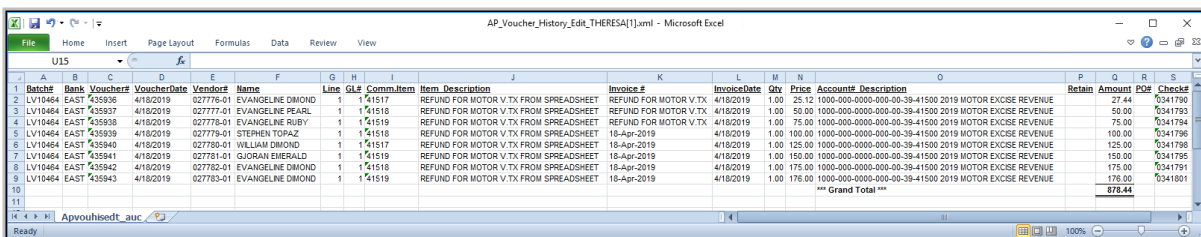


Figure 5 Reprint Voucher Edit List for Posted Batch as run to Excel

[ADM-AUC-AP-977]



2 CHANGE ORDERS ▶ Edit List [Enhancement]

ADMINS improved the **Voucher Change Order History Edit List**. Prior to the software update, if the check type was changed from **“W” for Wire** to another value (for example, **“P” for Printed**), the default value **“P”** was not shown on the edit list. Now, the **“P”** will be shown instead of a blank when the default check type is **“P” for Printed** for either the old or the new value.



Line	G/L	Field Name	Old Value	New Value
		Sep Check?	T	
		Check Date	30-Jun-2019	
		Check Type	W	

Figure 6 Before - Voucher Change Order History Edit List did not show a Check Type **“P”** in the New Value column

Line	G/L	Field Name	Old Value	New Value
		Sep Check?	I	
		Check Date	01-Aug-2019	
		Check Type	W	P

Figure 7 After - Voucher Change Order History Edit List shows the default Check Type **“P”**

[ADM-AUC-AP-971]

3 AP/PO DASHBOARD ▶ Approvals [Enhancement]

The **AP/PO Dashboard** provides a mechanism to approve the vouchers within a batch, for budgetary as well as management approvals. Prior to the software update, if a voucher or vouchers within a batch were disapproved at any level, and **“owned”** by a user other than the original owner, the batch was not immediately available to the originator, and had to be transferred to the originator for corrections.

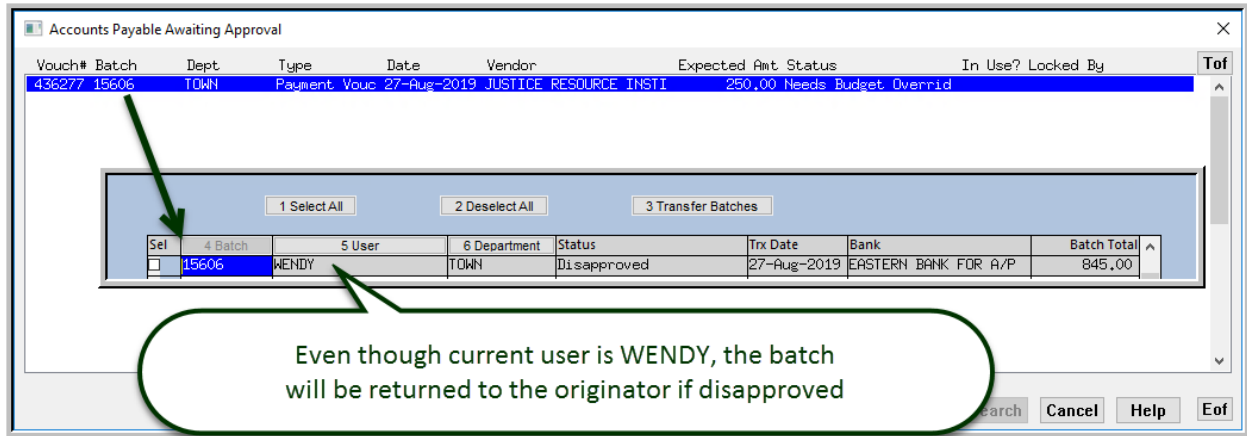


ADMINS created an option to return the entire batch containing a disapproved voucher to the **original owner**, if the site module control **#2045** is set to **“Y”**.

The value will be set to **“N”** during the software update; to edit this setting, select **Accounts Payable ▶ Module Maintenance ▶ Accounts Payable Module Control ▶ #2045**. Click on the **[1 Edit]** button and select **“Y”** to activate this feature.

Seq#	Description	Answer	Buttons
2045	Disapproved Voucher. Transfer Batch to Original Owner if 1+ V	N	1 Edit
2050	Disapproved Voucher. Transfer Batch to Original Owner if 1+ Voucher disapproved		

Status: Active Lkup UP



This is apparent on the [5 Status History] tab of the **Voucher Query** screen:

When a voucher is disapproved, the following occurs:

1. An email is sent to the original owner (who must have a valid email address and be setup to receive emails in the user profile table).

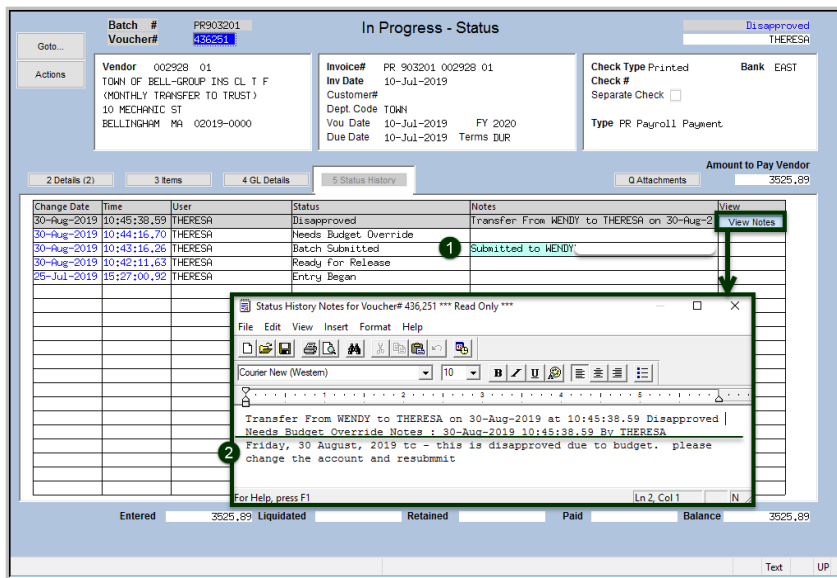


Figure 8 Voucher Query ► [5 Status History] tab shows voucher owner, status, and allows viewing any notes

2. If the disapprover enters notes on the approval screen as to **why** the voucher is being disapproved, the notes will be available from the status history screen on the voucher. .
3. If there was no note entered for that voucher on the approvals screen, then only the transfer message will be shown (if the voucher is being transferred).

For example, Theresa created a batch, #PR903201. She then checked the batch and transferred it to Wendy. At least one voucher in the batch was disapproved. The disapproval process transferred the entire batch back to Theresa, with notes as shown in the voucher query screen in **Figure 8**.

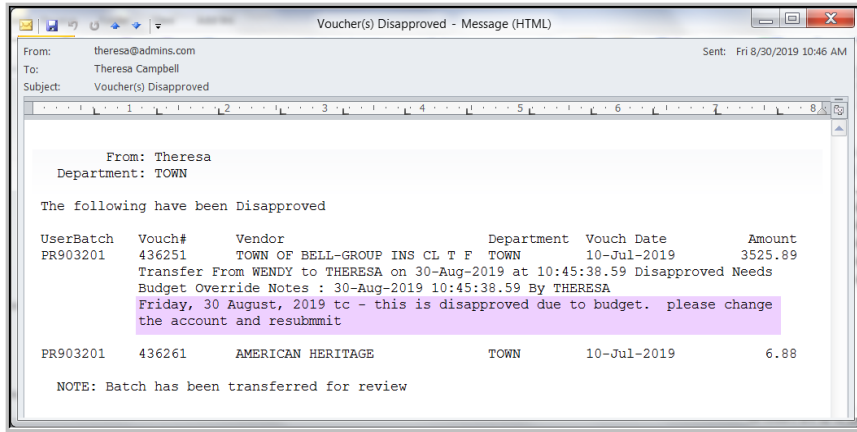


Figure 9 Sample email when a batch is disapproved with notes

In the sample email, shown in **Figure 9**, only the highlighted text was typed by the disapprover.

All other text was system-generated. It shows two vouchers within the batch were disapproved, and that the batch was transferred for review.

4 VENDORS SCREEN [Fix]

[ADM-AUC-AP-968]

ADMINS corrected the enter vendors screen – the **Vendor Inactive** flag was being carried over when paging up or back to the next vendor while viewing the **[4 Attachments]** or **[8 Items]** screens.



Figure 10 Before – The inactive vendor flag would persist on the next vendor on the Attachments and Items tab

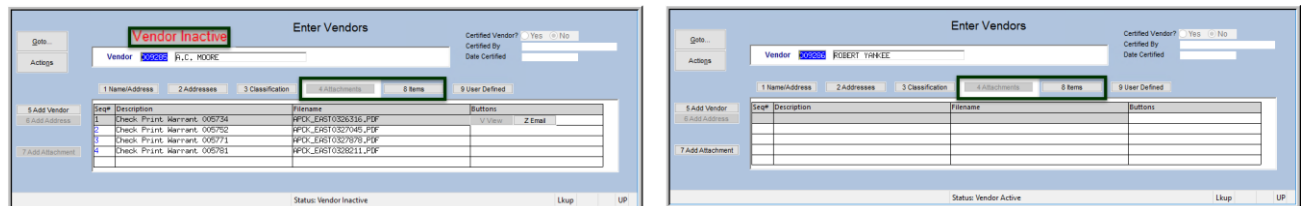


Figure 11 After – The next vendor is not improperly flagged as inactive on the Attachments and Items screens

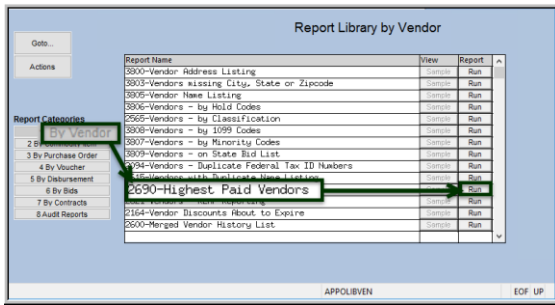
[ADM-AUC-PO-520]



5 REPORTS

ADMINS enhanced the **Highest Paid Vendors Report** a report and added a new **Posted Voucher Report**.

5.1 #2690 Highest Paid Vendors Report with Optional FID # [Enhancement]



Massachusetts requires sites to file an annual report of vendors who were paid \$5,000 and over for goods and services. **ADMINS** provides a report of highest paid vendors. The **Excel®** version now offers the optional inclusion of a column for Federal ID #s to be shown for each vendor.



Run the report by clicking on **Accounts Payable ▶ Reports ▶ Report Library ▶ [1 By Vendor] ▶ #2690 Highest Paid Vendors**.

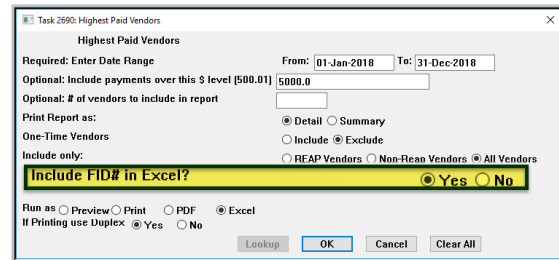
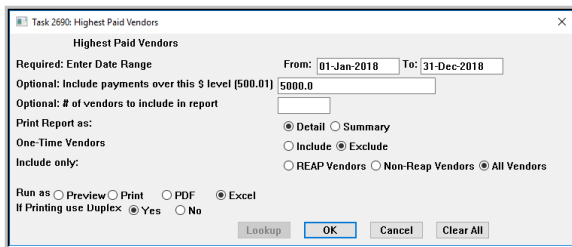
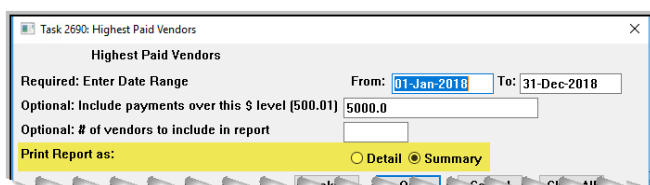


Figure 12 Before and After – FID # available in Excel as an optional column

Vendor#	Name	FedID	Address1	Address2	City	State	Zip	Check#	Total Paid	CheckDate
7184	118449		KON OFFICE SOLUTIONS	P.O. BOX 41564	PHILADELPHIA, PA	19101-1564	0339811	159.35	02-Nov-2018	
7185	018849		KON OFFICE SOLUTIONS	PO BOX 827577	PHILADELPHIA, PA	19182-7577	0339812	106.19	02-Nov-2018	
Total # Checks								30	5,189.98	
7187	023851		RICOH AMERICAS CORP C/O RICOH	PO BOX 41564	PHILADELPHIA, PA	19101-1564	0337369	126.84	13-Aug-2018	
7189	023851		RICOH AMERICAS CORP C/O RICOH	PO BOX 41564	PHILADELPHIA, PA	19101-1564	0338240	355.93	07-Sep-2018	
7187	023851		RICOH AMERICAS CORP C/O RICOH	PO BOX 41564	PHILADELPHIA, PA	19101-1564	0332969	250.49	12-Jan-2018	
7188	023851		RICOH AMERICAS CORP C/O RICOH	PO BOX 41564	PHILADELPHIA, PA	19101-1564	0340112	379.66	05-Nov-2018	
7189	023851		RICOH AMERICAS CORP C/O RICOH	PO BOX 41564	PHILADELPHIA, PA	19101-1564	0333742	159.35	30-Apr-2018	
7190	023851		RICOH AMERICAS CORP C/O RICOH	PO BOX 41564	PHILADELPHIA, PA	19101-1564	0331499	159.65	26-Feb-2018	
7191	023851		RICOH AMERICAS CORP C/O RICOH	PO BOX 41564	PHILADELPHIA, PA	19101-1564	0340244	126.84	12-Nov-2018	
Total # Checks								24	5,075.94	
7193	027505		USDA-APHIS WILDLIFE SERVICES	463 WEST STREET	AMHERST, MA	01002-0000	0338780	5,050.00	24-Sep-2018	
Total # Checks								1	5,050.00	
7197	001138		CHILDREN'S HOSPITAL BOSTON	MAIN 9 EAST	BOSTON, MA	02115-0000	0331022	1,000.00	19-Feb-2018	
7198	001138		CHILDREN'S HOSPITAL BOSTON	MAIN 9 EAST	BOSTON, MA	02115-0000	0344965	1,000.00	26-Nov-2018	
7199	001138		CHILDREN'S HOSPITAL BOSTON	MAIN 9 EAST	BOSTON, MA	02115-0000	0333046	3,000.00	11-Apr-2018	
Total # Checks								3	5,000.00	
Grand Total								6,410	52,286,418.00	

The image in **Figure 13** shows the report when selecting the “**Yes**” radio button. Selecting the “**No**” radio button will leave the **FedID** column blank.

Figure 13 Highest Paid Vendors detail showing new FID# column (data redacted)



Select the **Summary** radio button to run a concise list such as the one shown in **Figure 14** with one record per vendor.

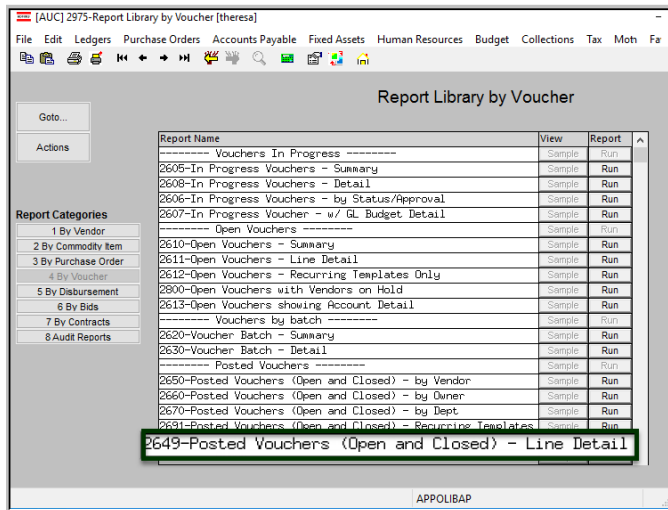


Vendor#	Name	FedID	Address1	City	State	Zip	#Checks	Total Paid	Class
001425	HARVARD PILGRIM HEALTH CARE		PO BOX 970050	BOSTON	MA	02297-0000	45	3,028,381.74	Uncle
002928	TOWIN OF BELL-GROUP INS CL T F		10 MECHANIC ST	BELLINGHAM	MA	02019-0000	123	1,578,917.28	Uncle
000184	VENDETTI MOTORS INC		411 WEST CENTRAL ST.	FRANKLIN	MA	02038-0000	21	1,301,479.69	Uncle
023085	REPUBLIC SERVICES #097		PO BOX 9001099	LOUISVILLE	KY	40290-1099	13	1,205,730.37	Uncle
000374	BLACKST VAL SUPT.COLLAB.		65 PLEASANT ST.	UPTON	MA	01568-1499	4	957,705.00	Uncle
009769	MCWT		3 CENTER PLAZA, SUITE 430	BOSTON	MA	02108-0000	4	893,275.88	Uncle
020999	STOP LOSS INSURANCE BROKERS IN		20 PARK PLAZA, SUITE 628	BOSTON	MA	02116-4303	13	730,197.89	Uncle
001205	LEARNING CTR FOR THE DEAF		840 CENTRAL STREET	FRAMMINGHAM	MA	01701-4860	8	836,249.99	Uncle
000189	BICO		397 EAST CENTRAL STREET	FRANKLIN	MA	02038-0000	13	593,993.32	Uncle

Figure 14 The Highest Paid Vendors summary report

[ADM-AUC-AP-974]

5.2 #2649 Posted Vouchers (Open and Closed) – Line Detail [New]



ADMINS added this new Excel® report of posted vouchers, to assist in analyzing voucher payments.

To run the report, select **Accounts Payable** ▶ **Reports** ▶ **Report Library** ▶ **#2649 Posted Vouchers (Open and Closed) Line Detail**.

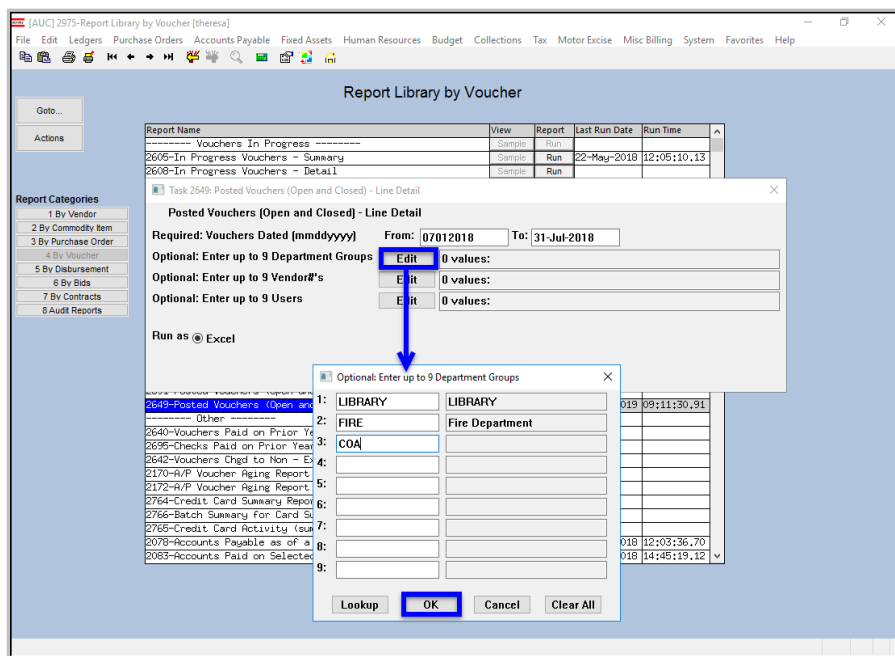


Figure 15 Example of how to run the new report with a filter on departments



The prompt **requires a date range**. The remaining prompts are optional; all fields are described in the table that follows.

Prompt (required is in BOLD)	Values/How used
Vouchers Dated (mmdyyyy)	<p>Enter the beginning date: From:</p> <p>Enter the ending date: To:</p> <p>The dates entered are shown in the legend at the bottom of the report 1</p>
Enter up to 9 Department Groups	The report may be limited to up to nine department groups, specified by clicking on the [Edit] button. Enter the data directly or select it from the lookup. The selections will be shown in the legend at the bottom of the report. 2
Enter up to 9 Vendor #s	The report may be limited to up to nine vendors, specified by clicking on the [Edit] button. Enter the data directly or select it from the lookup. The vendor number selections will be shown in the legend at the bottom of the report. 3
Enter up to 9 Users	The report may be limited to up to nine users, specified by clicking on the [Edit] button. Enter the data directly or select it from the lookup. The specified user(s) will appear in the selection legend at the bottom of the report. 4

Voucher#	Batch#	Invoice#	InvoiceDate	VoucherDate	Vendor#	Vendor-Name	Department	Line	Item-Description	Quantity	Price	Freight	Other-Amt	Retain-To-Pay	Line-Amount	Line-Balance	Entry-User	Current-Status	
435907	LV10460	REFUND FOR ANTH	15-Apr-2019	17-Apr-2019	027789-01	ANTHEA DIMOND	FIRE	1	N/A	1.00	75.00	0.00	0.00	0.00	75.00	0.00	ANTHEA	Closed	
Voucher# 435907 Total											75.00	0.00	0.00	0.00	75.00	0.00			
435908	LV10460	REFUND FOR MOTO	17-Apr-2019	17-Apr-2019	027770-01	ANTHEA PEARL	FIRE	1	N/A	1.00	75.00	0.00	0.00	0.00	75.00	0.00	ANTHEA	Closed	
Voucher# 435908 Total											75.00	0.00	0.00	0.00	75.00	0.00			
435909	LV10460	REFUND FOR MOTO	18-Apr-2019	17-Apr-2019	027771-01	ANTHEA RUBY	FIRE	1	N/A	1.00	75.00	0.00	0.00	0.00	75.00	0.00	ANTHEA	Closed	
Voucher# 435909 Total											75.00	0.00	0.00	0.00	75.00	0.00			
435910	LV10460	REFUND FOR MOTO	19-Apr-2019	17-Apr-2019	027772-01	ANTHONY TOPAZ	FIRE	1	N/A	1.00	75.00	0.00	0.00	0.00	75.00	0.00	ANTHEA	Closed	
Voucher# 435910 Total											75.00	0.00	0.00	0.00	75.00	0.00			
435911	LV10460	REFUND FOR MOTO	20-Apr-2019	17-Apr-2019	027773-01	ANDREAS DIMOND	FIRE	1	N/A	1.00	75.00	0.00	0.00	0.00	75.00	75.00	ANTHEA	Change Order In Progress	
Voucher# 435911 Total											75.00	0.00	0.00	0.00	75.00	75.00			
435912	LV10460	REFUND FOR MOTO	21-Apr-2019	17-Apr-2019	027774-01	ANTONIO EMERALD	FIRE	1	N/A	1.00	75.00	0.00	0.00	0.00	75.00	0.00	ANTHEA	Closed	
Voucher# 435912 Total											75.00	0.00	0.00	0.00	75.00	0.00			
435913	LV10460	REFUND FOR MOTO	22-Apr-2019	17-Apr-2019	027775-01	ANTHEA DIMOND	FIRE	1	Motor Vehicle Refunds for 2018 Just Curious about where this will appear And line 3 as well	1.00	75.00	0.00	0.00	0.00	75.00	0.00	ANTHEA	Closed	
Voucher# 435913 Total											75.00	0.00	0.00	0.00	75.00	0.00			
Department FIRE Total												525.00	0.00	0.00	0.00	525.00	75.00		
436233	15592	56456ADF	10-Jul-2019	10-Jul-2019	000262-02	NASCO	SCHOOL	2	Constant Velocity Car (page 272) - SB40981W881 Less 55055 (minimum order \$50) 15% discount on order = (19.84) PO# 190022/5	7.00	8.35	2.50	0.00	0.00	60.95	60.95	THERESA	Open	
Voucher# 436233 Total											10.05	2.50	0.00	0.00	66.05	66.05			
Department SCHOOL Total												10.05	2.50	0.00	0.00	66.05	66.05		

Figure 16 Sample #2649 Posted Vouchers (Open and Closed) – Line Detail report

Excel Column	Column Header	Description of the data
A	Voucher #	The voucher number assigned by the system on creation of the voucher
B	Batch #	The batch number in which the voucher is contained
C	Invoice #	The invoice number on the invoice presented for payment by the vendor



Excel Column	Column Header	Description of the data
D	Invoice Date	The invoice date on the invoice presented for payment by the vendor
E	Voucher Date	The date of the voucher as entered when creating/editing the voucher
F	Vendor #	The Vendor number and remit number
G	Vendor-Name	The name of the vendor
H	Department	The department paying the invoice with this voucher
I	Line	The line number of the voucher
J	Item-Description	The description of the item as entered on the voucher or as entered in either the purchase order, if a purchase order was referenced
K	Quantity	The quantity as paid on the line of the voucher
L	Price	The price as shown on the voucher
M	Freight	Any freight amounts entered on the voucher
N	Other-Amt	Any other amounts (handling, etc.,) as entered on the voucher
O	Retain to Pay	For vouchers referencing a purchase order, a retainage amount as prescribed on the purchase order
P	Line Amount	Line amount is the amount entered on the Voucher to pay for that line
Q	Line Balance	<p>The amount remaining to pay on the line. For example, a voucher for a total of \$150 that paid \$75: (an example is shown on voucher #435911 in the image in Figure 16 which has a change order in progress):</p> <p style="text-align: center;">Line Amount = \$75 Line Balance = \$75</p> <p>5 The line balance does NOT include any retainage that has already been earmarked for payment.</p>
R	Entry-User	The user who entered the voucher
S	Status	The status of the voucher at the time the report was run

Selection Legend

29	Selection Legend:	
30	-----	
31	From Date: 01-Apr-2019	1
32	To Date: 22-Jul-2019	
33	Department Group: FIRE	2
34	Department Group: SCHOOL	
35	Department Group: COA	
36	Vendor: 27769	
37	Vendor: 27771	
38	Vendor: 27772	3
39	Vendor: 27773	
40	Vendor: 262	
41	Entered By: ANTHEA	
42	Entered By: THERESA	4
43	Entered By: WENDY	
44		
45	5 NOTE: Line Balance does NOT include Retainage to Pay	
46		

[MBE-SUP-SAPLAUC-1026]

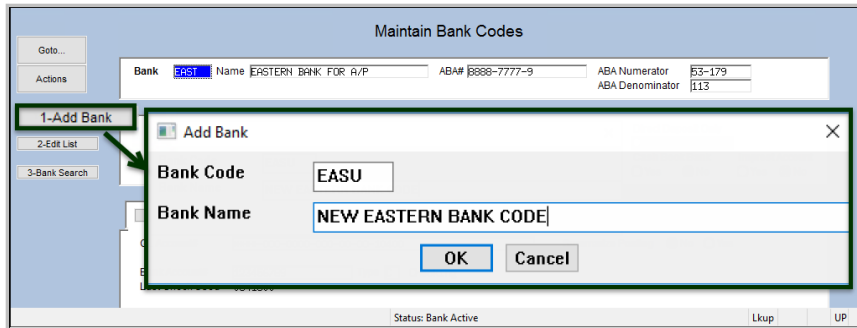


6 TABLES ▶ Adding a New Bank Account [Enhancement]

Some sites retain their current bank but need to use a new account number. **ADMINS** recommends following this procedure.

6.1 Same Bank, New Account #, Create New Bank Code

This will allow for a clear delineation for audit purposes between the two bank accounts. Create a new bank account code



following the instructions in **AP-210 Implementing a New Bank Account**. It will be easier to replicate the data if the new bank account code follows the old bank account code alphabetically, for example, if the current

bank code is **EAST**, the new bank coded could be **EASU**, ensuring that the new code will be just after the old. (Bank codes are limited to four alphanumeric characters).

6.1.1 Copy the Data from the Old to the New

Take a screen shot of the old bank code record to help replicate the entries manually.

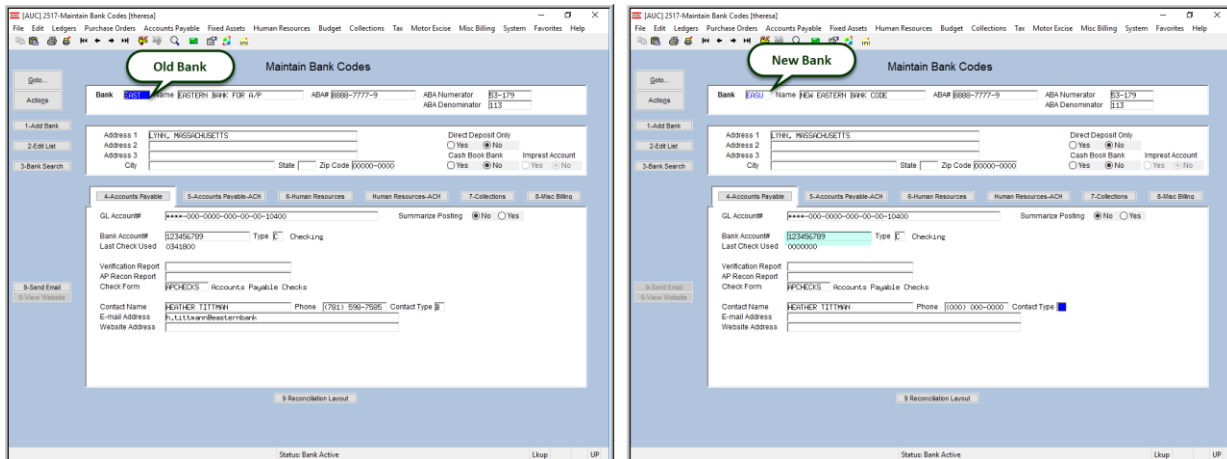


Figure 17 Old bank code and new bank code

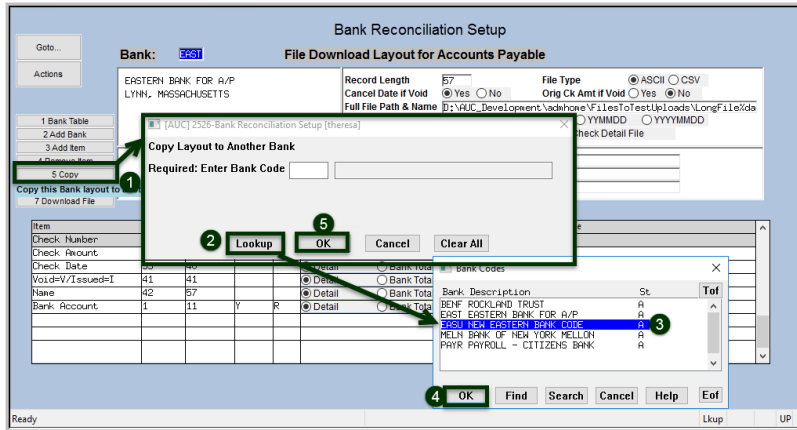
Save time by using **{CTRL|C}** on each field to copy the data from the old bank code to the new bank code. ***This timesaver will only work if the new code is the next record.*** **{CTRL|C}** copies whatever is in the same field on the prior record into the current record.



Be sure to edit the field labeled Bank Account # to use the new account number.

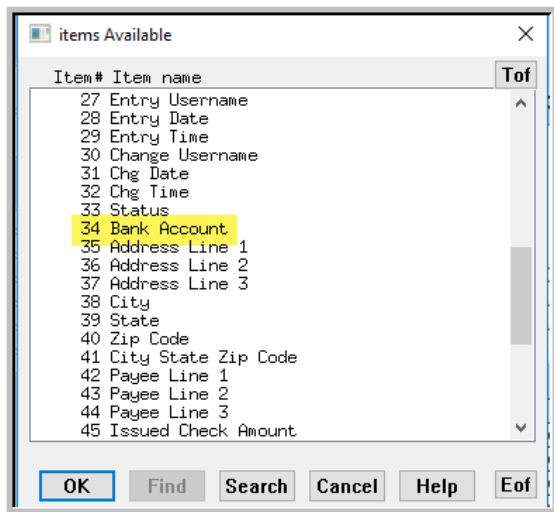


6.1.2 Populate the Reconciliation Layout Table



There is a **[5 Copy]** button on the **Bank Reconciliation Setup** screen to allow copying the setup from an old account to a new account.

Start on the old bank code screen and select **[5 Copy]**. Select the new bank and click on **[OK]**.



If the **Bank Account** number on this screen is entered as a literal, first note the characteristics (start, end, zero fill, and justification), and then **remove the literal** entry.

Replace it with field **#34 Bank Account** available from the lookup by using **[3 Add Item]** to add a field. Use the same values for start, end, zero fill, and justification.

6.1.3 Ask ADMINS to Set the Beginning Check Number & Refresh Training

The check number can only be set by **ADMINS** staff. When setup is complete, notify **ADMINS** and ask that **LIVE** be copied to training so that the reconciliation file may be tested with the bank using the new account number.

6.1.4 When New Bank is LIVE

When the new bank code is ready for use, inactivate the old code following the steps in **AP-210 Implementing a New Bank Account**.

[ADM-AUC-DOC-169]

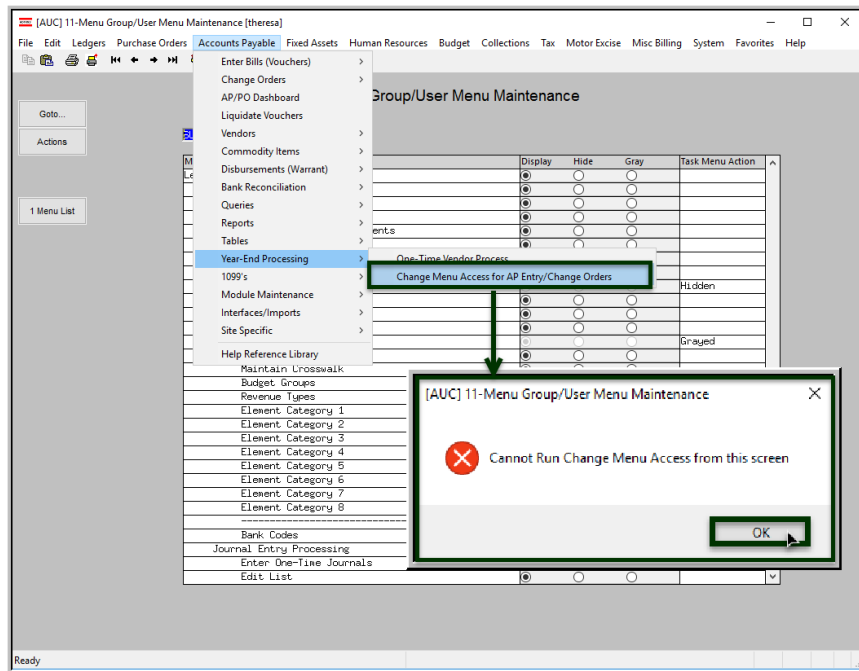


7 YEAR END PROCESSING

A “super-user” may restrict voucher entry and voucher change order entry at year end. **ADMINS** made a change to prevent the command from being run from the **Menu Group/User Maintenance Screen**. This feature is available by selecting **Accounts Payable ▶ Year End Processing ▶ Change Menu Access for AP Entry/Change Orders**.

7.1 Change Menu Access for AP Entry/Change Orders [Fix]

There was an issue with record locking when the process was run from the **System ▶ Menu Group/User Maintenance** screen.



To address the record locking issue, **ADMINS** added a check to prevent the process from being run from the **User Menu Maintenance** screen.

Click on **[OK]**; move to another screen and run the process.



Note: The record locking will persist if there are one or more “super-users” accessing the Menu Maintenance screen when the process is run. Communicate with other “super-users” to ensure that no one else is on the Menu Maintenance screen when running the Change Menu Access process.

[ADM-AUC-FM-8125]

8 HELP REFERENCE LIBRARY

8.1 New or Updated Documents

- **DISBURSEMENTS**
 - AP–210 Implementing a New Bank Account [Updated]
 - AP–217 Same Bank, New Account [New]
 - AP–805 Training Mode [New]
- **SYSTEM**
 - AP–1110 System Administration Kit [Updated]