

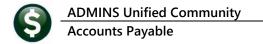
ACCOUNTS PAYABLE

RELEASE NOTES – SEPTEMBER 2020

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

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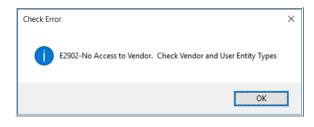
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1 ENTER BILLS

ADMINS fixed an issue with a user being unable to process a voucher because the Vendor had been set to a different entity after the voucher was created. In addition, issues with vouchers marked as credit vouchers were addressed.

1.1 Users and Vendor Access [Fix]



Each user in the system has an entry on the [3 PO/AP] tab of the System ▶ User Menu ▶ User Profile screen that defines Accounts Payable and Purchase Order access as either the ⊙ Town users, ⊙ School users, or ⊙ Both.

		User Profile Scre	en la
Goto Actions	Username Name	THERESA Theresa	Entered 07-Sep-2009 MUPDEV1 Changed 29-Jun-2020 THERESA Last Legin 14-Jul-2020 15:46:57.56 Live
1 General	2 Account Security	3 PO / AP 4 Human Resources 5 f	Budget 6 Collections 7 Misc Billing Y Login Hist
	for AP/PO Vendors /endors on the Fly © Yes	O Town O School Both Vend	■Requests () Yes () No

Figure 1 This user is set to

Both

The access to the vendor is set on the **[3 Classification]** tab of the **Enter Vendors** screen. The vendor is available to either the \bigcirc Town users, the \bigcirc School users, or \bigcirc Both.

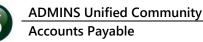
	ndors [theresa]
	Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help
ы 🛍 🊭 🗧 ні	< キ キ >>> 巻 準 平 Q, 量 留 🛃 🦾
	Enter Vendors
Goto	Certified Vendor? Ves No
	Vendor 01833 ADMINS INC Date Certified
Actions	
	1 Name/Address 2 Addresses 3 Classification 4 Attachment (48) 8 items 9 User Defined
C Add Mandar	1 Name/Address 2 Addresses 3 Classification 4 Attachment (48) 8 tems 9 User Defined
5 Add Vendor	
5 Add Vendor 6 Add Address	
	Restrict Access To O Town O School Both Federal D# Dir102/20 Type O None O SS# @ TaxID Bank Code Name Title
6 Add Address	Restrict Access To Town School Both Federature Interview State Taxib Bank Code State Name Title AB4# 000-0000-0 Prenote Not Active
6 Add Address	Restrict Access To O Town School Both Federal ID# p1=1102/20 Type Name Name Bank Code ABA# 0000-0000-0 Prenote Not. Active Bank Account Type Type Phone# [(000) 0000-0000 [0000 [
6 Add Address	Restrict Access To Town School Both Federature Interview State Taxib Bank Code State Name Title AB4# 000-0000-0 Prenote Not Active

Figure 2 This vendor is set to

Both

Table 1 Vendor and User Access

User Access	Vendor Access	Result
Both	Both	No error – user has access to the vendor
Either Town or School	Both	No error – user has access to the vendor
Town	Town	No error – user has access to the vendor
Town	School	Error – user will not have access to the vendor
School	School	No error – user has access to the vendor
School	Town	Error – user will not have access to the vendor





Sites use this radio button to segregate activity for vendors that are used by both the town and school users. The town may use Staples vendor #75, but the school uses Staples vendor #36. Users with access to only the School will see only School Vouchers; Town users will see only Town Vouchers. This is in effect for entry, approvals, posting, change orders, and liquidations.

[ADM-AUC-PO-538]

1.2 Credit Vouchers [Fix]

ADMINS addressed two issues affecting vouchers with credit amounts.

1.2.1 Payroll Processing – AP Voucher Batches

Some sites opt to create **Accounts Payable** vouchers for deductions from employee paychecks, such as insurance, child support, taxes, that pay a third party. Users cannot change Payroll voucher types in the **Accounts Payable** voucher entry screen. In the unusual circumstance that there was a negative on any line of a voucher created from Payroll, **ADMINS** had to intervene to allow processing the voucher.

Now if there is a negative amount on any line on vouchers created via the payroll process, the **voucher type** will be set to **"PC"** (for **Payroll Credit**). This will allow the vouchers to be processed with no intervention by <u>support@admins.com</u>.

Goto	Batch # PF Voucher# 43		Voucher Er	ntry		Correct Errors
Actions Y Go To Batch	RHODE ISLAND	-	Invoice# PR 903345 026 Inv Date 20-Jul-2020 0	181 01 TOWN ADMINISTRA FY 2021 Terms DUR	Print Manual ACH Check Date Separate Check Hold Check Type PR Payroll Payment	OWire ONoChk Bank EAST
2 Entry (2)	3	Items 4 GL Details	5 Status History	Q Attachments	An	25,00
Line Item	Qty Uom 1.0000 U By Account	Item Description Payroll for checks dated 1000-000-0000-000-00-00-1 1099 FA		Price F 50,0000 PREPAID LEGAL SE	reight Other \$To Retai	n Ext Amount 50,00
2 Split	1,0000	Payroll for checks dated 1000-000-0000-000-00-00- 1099 FA		-25,0000 CHILD SUPORT WIT	HHOLDING PAYABLE	-25,00

Figure 3 Before

Goto	Batch # Voucher#	PR9033 438242	and the second se	V	oucher In-Pr	ogress			R	eady fo	or Posting
Actions	Vendor 0264 RHODE ISLAND RI CHILD SUPF P.O. BOX 5073 HARTFORD CT	PORT PAYMEI 3	NT SERVC	Inv Date Customer# Dept. Code Vou Date	PR 903346 0264 30-Jul-2020 ADM 30-Jul-2020 30-Jul-2020 1	FY 2021	Che Sej Ho	eck Type Pr eck # parate Check Id Check pe PC P		Bank edit	EAST
2 Details (2) 3 Iter	ns	4 GL Details	5 Status His	tory			Q Attac	An	nount to P	ay Vendor 25.00
2 Details (2) Line Item	Qty Uom	Item Descri Payroll fi 0-000-00-00	iption or checks dated			50.0000	Freight	Q Attac Other			



[ADM-AUC-HR-1264]

1.2.2 Change Orders [Fix]

An issue arose when changing a voucher to reduce the amount. If the voucher was a **credit voucher with no payments**, the change process issued an error. **ADMINS** corrected this and patched to sites in August. It is cited here to document the change.

[ADM-AUC-AP-1037]

2 CHECK PRINTING [Enhancement]



ADMINS optimized the **Accounts Payable** ▶ **Warrant [Print Checks]** process to reduce the time it takes to render the checks to the screen.

[ADM-AUC-AP-1045]

3 VOID PROCESSING [FIX]

Warrants

AP Void Check Processing

Create ACH File for All Prenote Vendors



When selecting checks for void processing, a warrant number may be entered in the prompt, as highlighted in Figure 5. This caused the void warrant to use the same warrant number as the original warrant, instead of being assigned a new warrant number.

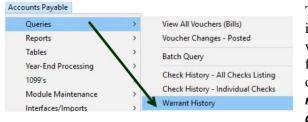
ADMINS corrected this; each void warrant is assigned a new warrant number and marked as an exception warrant.

Task 2176: Select Checks for Void Processing	;	×
Select Checks for Void Processing		
Required: Enter Bank Code	EAST EASTERN BANK FOR A/P	
Required: Enter Range	First Check#: 0343566 Last Check#: 0343567	
Optional: Void Only in Warrant#	006200	
Optional: Default Voided On Date (mmddyyyy)	08272020	
Optional: Default Void Check Method	${old one}$ Manual Replace ${old O}$ Cancel Vouchers ${old O}$ Reopen Vouchers ${old O}$ Tailing-Manual Replace	
Run as Preview Print PDF If Printing use Duplex Yes No		
	Lookup OK Cancel Clear All	

Figure 5 Selecting Checks for Void Processing Prompt with a warrant # specified

[ADM-AUC-AP-1038]

4 QUERIES – Warrant History [Enhancement]



The Queries > Warrant History screen now will include any optional reports that are run for a given warrant. In Figure 6, reports on lines 6-14 were all run from the Optional: Site Reports screen when the disbursement warrant was run. If the reports are not run as part of warrant processing, they will not exist and will not be available in this screen. Read AP-490

Warrant History in the Accounts Payable ▶ Help Reference Library for more information.

4.1 Warrant History [Enhancement]

												-1
[AUC] 22	224-Warra	nt History	The second									
e Edit	Ledgers	Purchase	e Orders	Accour	nts Payable	Fixed Assets	Human	Resources	Budget Co	llections	Tax Mo	t
à 🛍 (a 5	₩ ← -	→	4	Q, 🖬	🖻 🛃 🧯	ð.					Optional: Site Reports
							V	Varrant	History			Description
Goto												Account# on Vouchers Paid Report
			rrant#	00619	-				Check Date	30-Jul		Projected Negative Expenditures Report
Actions		Bar	пк	EAST	EASTERN	BANK FOR	A/P		Posted Date	30-Jul	1	Check Disbursements By Fund
												Disbursement Approval List City Warrant
						E 11					_ 0	isbursement Approval List - School Warrant
	escription		1	/ - h (1)-		Filename		CO. 000400	DDC		_	Check Disbursements by Bank Accounts
		ent Appr			irrant <i>i</i>	_		SA_006196			_	Warrant Detail Report By Account
		uirements	· ·	Ϋ́L				RESA_0061			_	Invoice Numbers per Check
		gister Re	<u> </u>						ERESA_0061		_	Checks to be Held until Collected
		ent GL F	-		,				RESA_00619		-	
		ient Post							A_006 6.P		_	
		on Vouch							HERESApd	t		
	<u> </u>				s Report		_	A_006196.				1
_		sbursemer						6_THERESP				
		Detail Re	·	-					RESA_,PDF			1
					y Warrant				06196,PDF			1
									.006196.PDF			1
		sbursemer			counts				06196,PDF			1
		lumbers p						_	_THERESA .P	IJŀ		1
14 Cł	hecks to	be Held	d until	. Collec	ted	Checks_T	o_Hold_O	06196_THE	RESA.xml			,
												1

Figure 6 Warrant History Screen shows Optional Reports run at the time of the disbursement

[ADM-AUC-AP-1026]

4.2 Vendor Check History [Enhancement]

Each user in AUC is assigned a *default* department group (and may be granted access to other department groups). Users are assigned **Department Group Security** for each department, marked either **ORead-Only**, **OAccess**, or **ONO Access**. In the example, the user "Theresa" is assigned access to departments as follows: No Access to the FIRE department, access to all the other departments. The default access is to "TOWN".

	nt Group Security [t	-										
e Edit Ledgers	Purchase Orders	Accounts Payable	Fixed Assets	Human Resources	Budget	Collections	Tax	Motor Excise	Misc Billing	System	Favorites	Help
) 🛍 🖨 🖨 M	ч ← → м 🖑	🛎 🎬 🔍 📼	🖻 🛃 🔏									
				Department	Group	Security	,					
Goto				Dopartinoit	Croup	ocounty						
Actions											_	
ACIONS	lisername	TUEDECO	The									
Actions	Username	THERESA	The	rresa								
	Username Department	THERESA Description	The	resa	Access Co	ode			Status	On Us	er 🔨	
1 Copy Security	_			resa		ode Only OAc	cess	No-Acc			er ^	
1 Copy Security	Department FIRE	Description Fire Departme		resa	O Read-			ă	ess Active	,		
	Department FIRE TOWN	Description Fire Departme	ent	resa	O Read-	Only OAc		O No-Acc	ess Active	Defau		
1 Copy Security	Department FIRE	Description Fire Departme	ent	rresa	O Read-		cess	O No-Acc	ess Active	Defau		
1 Copy Security	Department FIRE TOWN	Description Fire Departme	ent	resa	Read-	Only OAc	cess cess	O No-Acc	ess Active	: Defau		

Figure 7 System > Department Group Menu > Department Group Security

In AUC, multiple vouchers may be paid on a single vendor check. The vouchers may be created by any user from any department. Users set as "No-Access" are restricted from viewing *details of other department's vouchers*.

The vendor check history screen was changed to display meta-data on drilldown and enhanced with hover text to help users with limited department access understand how the system displays or restricts information.

Accounts Payable > Queries > Vendor History > [Disbursements]

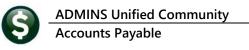
Prior to the software update, a user with limited access might be researching a payment to a vendor. The user would drill down to a selected check, for example # 0342444 shown in **Figure 1**, and instead of seeing check # 0342444, would be taken to the next check in sequence belonging to a department for which the user had either **"Read Access"** or **"Access"**.

ADMINS changed the way the drilldown and subsequent lookup will work for checks with multiple vouchers for different departments.

	Vendo	or History - Disbursement Chee	cks				
Vendor# 014995 Name JACKETS UN	NLIMITED PLUS	Local Vendor Yes No 1099 Code Class UNCL Unclassified		ntered 10-Aug-2006 TRISH hanged 06-Aug-2007 CONVERT			
Beginning Date Ending Date	10	Dear the Dates					
hase Orders	4 Vouchers	5 Disbursements Total Check Pa	id Discount		_		
ST 0342444 9-2020 9-2020 200444 002712 19-Mar-2007 19804 002569 21-Aug-2006	Printed Printed Printed Printed Printed	601.00 600.00 507.77 753.13	601.00 600.00 507.77 753.13				
7 Drill Down 8	File Edit Ledgers Pur	ory - All Vouchers Paid on this Check [theresa] rchase Orders Accounts Payable Fixed Asset + + + + H 🎬 🎬 🔍 🖬 😭 🛃		Budget Collections Tax Moto	or Excise Misc Billing	System Favorites	Help
		Check	History - All Vo	ouchers Paid on this Ch	IECK		
- 1013 - 101 - 1040 - 11 - 10	Goto	Bank: EAST EASTERN BANK FOR A/F		Check#: 0342444			
a 1915, 1917 (nage 1715	Actions					Warrant oc	00000
a (193, 199, 199a) (194	Actions 1 By Bank	Bank: EAST EASTERN BANK FOR A/F Vendor 014995 / 01 JACKETS UNLIMITED 316 OLD WARKEN ROAD SWINSER MA 02777-0000 2 By Check 3 By Vendo	ar Summary	Check#: 0342444 Type P Printed CheckDate 08-Mag-2020 Warrant Total Check 601,00 W View Check 4 By Vendor \$ \$ By	Clear Date Void Date 0 Email Check		
. 10. 10. inset o	Actions	Bank: EAST EASTERN BANK FOR A/F Vendor 014995 /01 JACKETS UNLIMITED 316 OLD MAREEN ROAD SMARSEA MA 02777-0000 3 By Vendo 2 By Check 3 By Vendo 15653 1 15653 1 15653 0415	PLUS Invoice Date 05-Apr-2020 15-Apr-2020	Check#: 0342444 Type P Printed CheckDate 08-Mag-2020 Warrant 006184 Total Check 601,00 W View Check	Clear Date Void Date 0 Email Check Warrant Line Gross 200,00 100,00	Line Net 200.00 Is 100.00 Is	Statu ssued ssued
a 1913 1919 (nage 1 n	Actions	Bank: EAST EASTERN BANK FOR A/F Vendor 014995 /01 JACKETS UNLIMITED 316 OLD MARREN ROAD SMINEEA MG 02777-0000 2 By Check 3 By Vendo POLn User Batch 15653	PLUS r Summary Invoice Date 05-Paper-2020	Check#: 0342444 Type P Printed CheckDate 08-Mag-2020 Warrant Total Check 601,00 W View Check 4 By Vendor \$ \$ By	Clear Date Void Date 0 Email Check Warrant	Line Net 200.00 Is 100.00 Is	Statu ssued ssued
	Actions	Bank: EAST EASTERN BANK FOR A/F Vendor 014995 / 01 JACKETS UNLIMITED 316 OLD MARREN ROAD SMARSEA MA 02777-0000 3 By Vendo 2 By Check 3 By Vendo 15653 1 15653 15653 415 15653 415 15653 415	2 PLUS r Summary invoice Date 05-Ppr-2020 01-Mag=2020	Check#: 0342440 Type P Printed CheckDate 08-Mag-2020 006184 Total Check 601,00 W View Check 4 By Vendor 5 By 5 By 1099 T099 Description 1099 T099 Description 1099 T099 Description	Clear Date Void Date 0 Email Check Warrant Line Gross 200,00 100,00	Line Net 200.00 Is 100.00 Is	Statu ssued ssued
100.000.000	Actions	Bank: EAST EASTERN BANK FOR A/F Vendor 014995 /01. JACKETS UNLIMITED 316 OLD WARREN ROAD SARKEER MA 02777-0000 2 By Check 3 By Vendot POLn User Batch invoice# 15653 14 15653 0415 15653 RDSF00EH IASES IAUC 2120-Check History - All Vouchers	D PLUS Invoice Date 05-Apr-2020 15-Apr-2020 01-Mag-2020 01-Mag-2020 01-Mag-2020 5 Paid on this Check 5	Check#: 0342444 Type P Printed CheckDate 08-Mag-2020 006184 TotalCheck 601,00 W Vew Check 4 By Vendor \$ By \$ By 10991099 Description	Clear Date Void Date 0 Email Check Warrant Line Gross 200,00 100,00 301,00	Line Net 200,00 Is 301,00 Is 301,00 Is	Statu ssued
	Actions	Bank: EAST EASTERN BANK FOR A/F Vendor 014995 /01. JACKETS UNLIMITED 316 OLD WARREN ROAD SARKEER MA 02777-0000 2 By Check 3 By Vendot POLn User Batch invoice# 15653 14 15653 0415 15653 RDSF00EH IASES IAUC 2120-Check History - All Vouchers	D PLUS Invoice Date 05-Apr-2020 15-Apr-2020 01-Mag-2020 01-Mag-2020 01-Mag-2020 5 Paid on this Check 5	Check#: 0342444 Type P Printed CheckDate 08-Mag-2020 006184 Total Check 601,00 W View Check 4 By Vendor S By S By 1099 1099 Description	Clear Date Void Date 0 Email Check Warrant Line Gross 200,00 100,00 301,00	Line Net 200,00 Is 301,00 Is 301,00 Is	Statu ssued ssued
	Actions	Bank: EAST EASTERN BANK FOR A/F Vendor 014995 /01. JACKETS UNLIMITED 316 OLD WARREN ROAD SARKEER MA 02777-0000 2 By Check 3 By Vendot POLn User Batch invoice# 15653 14 15653 0415 15653 RDSF00EH IASES IAUC 2120-Check History - All Vouchers	D PLUS Invoice Date 05-Apr-2020 15-Apr-2020 01-Mag-2020 01-Mag-2020 01-Mag-2020 5 Paid on this Check 5	Check#: 0342444 Type P Printed CheckDate 08-Mag-2020 006184 TotalCheck 601,00 W Vew Check 4 By Vendor \$ By \$ By 10991099 Description	Clear Date Void Date 0 Email Check Warrant Line Gross 200,00 100,00 301,00	Line Net 200,00 Is 301,00 Is 301,00 Is	Statu ssued ssued
	Actions	Bank: EAST EASTERN BANK FOR A/F Vendor 014995 /01. JACKETS UNLIMITED 316 OLD WARREN ROAD SARKEER MA 02777-0000 2 By Check 3 By Vendot POLn User Batch invoice# 15653 14 15653 0415 15653 RDSF00EH IASES IAUC 2120-Check History - All Vouchers	D PLUS Invoice Date 05-Apr-2020 15-Apr-2020 01-Mag-2020 01-Mag-2020 01-Mag-2020 5 Paid on this Check 5	Check#: 0342444 Type P Printed CheckDate 08-Mag-2020 006184 Total Check 601,00 W View Check 4 By Vendor S By S By 1099 1099 Description	Clear Date Void Date 0 Email Check Warrant Line Gross 200,00 100,00 301,00	Line Net 200,00 Is 301,00 Is 301,00 Is	Statu: ssued ssued

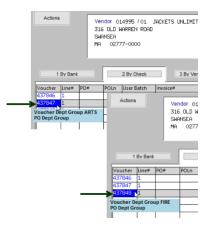
Figure 8 Vendor History • [Disbursement Checks] • [Drill Down] to Check History screen

With the software update, the user will see a list of the voucher payments made on the selected check. If the vouchers are not from a department for which the user has access, the system will now display an information message "Cannot View Voucher. No access to Department Group FIRE".



					Check	History - All Vo	ouchers	Paid on this C	heck		
Goto			Bank:	EAST EAS	STERN BANK FOR A/I	P		Check#: 033749	8		
Actions		PC) BOX 1 (LBRAHA	000	VAN POOL TRANSPO	RTATION	Type Check D Warrant Total Ch	P Printed 15-Aug-2018 006043 eck 38287,00 W View Check	Clear Date Void Date 0 Email Check	Warrant	000000
1 oucher	By Bank	C	POLn	2 By Check User Batch	3 By Vende	or Summary	4 By Vend	9 Description	Warrant	Line Net	Status
29399	4	47987	2	15388	61805108	02-Jun-2018	1099109	9 Description	650,00	650.00	Issued
9399	5	47191	1	15388	61805108	02-Jun-2018			2310.00	2310.00	Issued
9399	6	47191	2	_	120-Check History - Al	Vouchers Paid on this	heck	×	1584.00	1584.00	Issued
9399	7	47192	1	15	TEO CHECKTHOLOTY A	rodeners rule on this	erre en		9710.00	2310.00	Issued
9399	8	47559	1	15						00,00	Issued
29399 29399	9 1 11	47190 48339 48339			Cannot V	iew Purchase O	rder. N	o access to Depa	rtment Group	SPED	Issued Issued Issued
9399 9399 9399		48339			Cannot V	iew Purchase O	rder. N	o access to Depa	artment Group	SPED	Issued
9399 9399 9399 9400 9400		48339 48339 47189 47193			Cannot V	iew Purchase O	rder. N		1820.00	00.00	Issued Issued
9399 9399 9399 9399 9400 9400		48339 48339 47189			Cannot V	iew Purchase O	rder. N	о access to Depa		3700.00	Issued Issued Issued
9399 9399 9399 9400 9400 9400		48339 48339 47189 47193 47987 47987	1 2 1 1 2		Cannot V	iew Purchase O	rder. N		1820.00	3700.00 1820.00	Issued Issued Issued Issued
9399 9399 9399 9400 9400 9400 9400		48339 48339 47189 47193 47987	1 2 1 1 2 1 2 1			1	rder. N		1820.00 390.00	3700.00 1820.00 390.00	Issued Issued Issued Issued Issued
19399 19399		48339 48339 47189 47193 47987 47987	1 2 1 1 2 1 2 1 2	15 15 15 15 15 15	0180610/	/	rder. N		1820.00 1820.00 390.00 325.00	3700.00 3700.00 1820.00 390.00 325.00	Issued Issued Issued Issued Issued Issued
29399 29399 29399 29400 29400 29400 29400 29400 29400 29400		48339 48339 47189 47193 47193 47987 47987 47987	1 2 1 1 1 2 1 2 1 2 1 2 1	17 15 15 15 15 15 15 388 15388 15388 15388	61806107 61806107 61806107 61806107	22-Jun-2018 22-Jun-2018	rder. N		1820.00 390.00 325.00 2100.00	3700.00 3700.00 1820.00 390.00 325.00 2100.00	Issued Issued Issued Issued Issued Issued Issued
29399 29399 29399 29400 29400 29400 29400 29400 29400		48339 47189 47193 47987 47987 47987 47191 47191	1 1 1 1 2 1 1 2 1 2 1 2 1 1 1 1	15 15 15 15 15 15 15 15 388 15388	61806107 61806107 61806107	22=Jun=2018 22=Jun=2018 22=Jun=2018	rder. N		1820.00 390.00 325.00 2100.00 1440.00	3700.00 3700.00 1820.00 390.00 325.00 2100.00 1440.00	Issued Issued Issued Issued Issued Issued Issued Issued
29399 29399 29400 29400 29400 29400 29400 29400 29400 29400 29400		48339 48339 47189 47193 47987 47987 47987 47191 47191 47192	1 1 1 1 1 2 1 1 2 1 1 1 1 1 1	17 15 15 15 15 15 15 388 15388 15388 15388	61806107 61806107 61806107 61806107	22=Jun=2018 22=Jun=2018 22=Jun=2018 22=Jun=2018 22=Jun=2018	rder. N		1820.00 390.00 325.00 2100.00 1440.00 1470.00	3700.00 3700.00 1820.00 390.00 325.00 2100.00 1440.00 1470.00	Issued Issued Issued Issued Issued Issued Issued Issued Issued

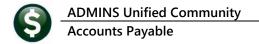
Similar controls were implemented for Purchase Orders on the **[2 By Check]** tab of the Check History screen. If the purchase order is from a department for which the user has **"No Access"**, the system will now display a message "Cannot View Purchase Order. No access to Department Group SPED".



Hover over each voucher number to display the voucher department group and purchase order department group (if a purchase order was used). The hover text is available on the **[4 By Vendor]** tab as well.

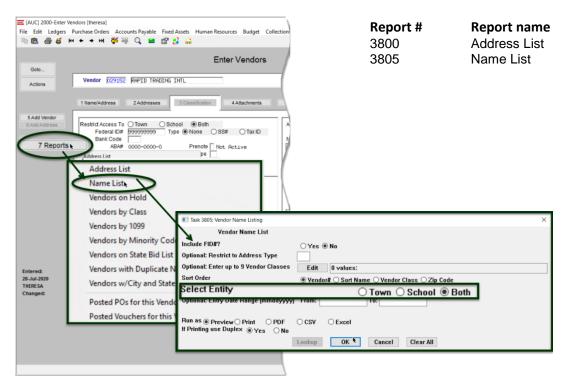
Goto	Check History - by Vend Vendor: 023263	or in Chec	k Date O	rder		
Actions	VAN POOL TRANSPORTATION PO ROX 1000 HTLBRAHAM NA 01095-0000					
1 By Bank		Vendor		Varrant	Inv Date	elView
ck# Check D	ate Type Warrant Vouch# Line PO# Total Check 2018 Printed 006043 229399 1 47189 1 00		5 Bv V Line Net 3145,00 2860,00	Invoice# 61805108	Inv Date 02-Jun-2018 02-Jun-2018	W Check
ck# Check D 7498 15-Aug 7498 15-Aug 7498 15-Aug	tte Type Warset Vouch# Line PO# Total Check 2018 Printed 206043 229399 1 47189 1 00 2018 Printed 06043	Line Gross 3145.00	Line Net 3145.00 2860.00	Invoice# 61805108	02-Jun-2018	W Check
ck# Check D 7498 15-Aug 7498 15-Aug 7498 15-Aug	tte Type Warset Vouch# Line PO# Total Check 2018 Printed 206043 229399 1 47189 1 00 2018 Printed 06043	Line Gross 3145,00 2860,00	Line Net 3145,00 2860,00 520,00	Invoice# 61805108 61805108	02-Jun-2018 02-Jun-2018	W Check
ck# Check D 7498 15-Aug 7498 15-Aug 7498 15-Aug 7498 15-Aug 7498 15-Aug	ate Type Warrant Vouch# Line PO# Total Check 2018 Printed 06043 129399 1 47189 1 00 2018 Printed 06043 129399 1 47189 1	Line Gross 3145,00 2860,00 520,00	Line Net 3145,00 2860,00 520,00	Invoice# 61805108 61805108 61805108 61805108 61805108	02-Jun-2018 02-Jun-2018 02-Jun-2018	W Check

[ADM-AUC-AP-1039]



5 REPORTS

ADMINS fixed some vendor reports to filter the information properly when selecting on entity. These reports are printed from either the Enter Vendors or the View Vendors screen. Select Purchase Orders > Enter Vendors > [7 Reports]. The list of changed reports is below:



[ADM-AUC-AP-1029]

6 QUICK REPORT SELECTOR [ENHANCEMENT]

The **Quick Report/Task Selector** button is in the toolbar on all **AUC** screens. This feature allows a user to run any report in **AUC** quickly from any module instead of going to the report library for each module. Read **SY–117 Quick Report Selector** in the Help Reference Library for details on how to use this feature.



[ADM-AUC-DOC-183]

7 INTERFACES/IMPORTS ► Upload Vouchers – Spreadsheet

The **COVID19** pandemic forced school closures, resulting in the cancellation of field trips and other activities. Finance offices needed an efficient and rapid method for creating hundreds of refund vouchers for payees that were not already "vendors" set up in the system. To expedite the refunds, **ADMINS** made

several enhancements to the Interfaces/Imports > Upload Vouchers from a Spreadsheet process. Read about uploading vouchers in the Help Reference Library > AP–980 Upload Vouchers – Spreadsheet.

7.1 Use "999999999" Fed ID for Refund Vouchers [Enhancement]

This change enables refunds to be handled without requiring a social security number for each "vendor" created via the upload. Federal Identification numbers (in **"Column L"**) are a required field and cannot be left blank. Using the **"9999999999"** number tells the system that the vendor will not require a **Fed ID** or **Social Security Number** and the system will not attempt to match the vendor to an existing vendor in the database.

	К	L	М
	11. Country - Full Name (Optional)	12. Federal ID	13. Federal ID Type
1	[Max 40]	(Required)	[T=Tax ID/S=SS#/Blank=None]
2	COUNTRY	FEDID	FIDTYP
3		999999999	

While this change was made to address student refunds, the same process may be used for other similar situations, for example, recreation fees or summer camp tuition.

Figure 9 Federal ID specified as nine "9s" will not be compared to Federal IDs in the Vendor Database

[ADM-AUC-AP-1016]

7.2 Upload Vouchers Edit List [Enhancement]

Courie	er New 💌	9 - B / U ■ - ≔	⊈ ≢ ≡ ≆	3 6
£115				
2343-	APVOULODEDT . REE	Printed 28-Jul-20	20 at 09:44:56	
				Town of Admins Voucher Load Edit List
	Batch Userna	TUPPERA		
Batch	Department Gro	and i a tractioners		
		nk: EAST		
		te: 28-Jul-2020		
		le: D:\AUC_DEVELOPMENT\ADMHOME\1	RANSFER\UPLOAD	DSOVOUCHERS.CSV
		-		
CSV				
Line	Vendor Remit	Spreadsheet Name/Address	Federal ID	Account
	venuor Realto			
		BENTON, JOHN B JR		1000-100-0000-000-00-59020
		BENTON, JOHN B JR 6649 N BLUE GUM ST	999999999	
3	000000 00	BENTON, JOHN B JR 6649 N BLUE GUM ST NEW ORLEANS LA 70116-0000	999999999	1000-100-0000-00-00-00-59020 TRANSFER TO SPECIAL REVENUE FUND
3		BENTON, JOHN B JR 6649 N BLUE GUM ST NEW ORLEANS LA 70116-0000 CHANAY, JEFFREY A ESQ	999999999	1000-100-0000-000-00-00-59020 TRANSFER TO SPECIAL REVENUE FUND 1000-100-0000-000-00-00-59050
3	000000 00	BENTON, JOHN B JR 6649 N BLUE GUM ST NEW ORLEANS LA 70116-0000 CHANAY, JEFFREY A ESQ 4 B BLUE RIDGE BLVD	999999999	1000-100-0000-00-00-00-59020 TRANSFER TO SPECIAL REVENUE FUND
3	000000 00	BENTON, JOHN B JR 6649 N BLUE GUM ST NEW ORLEANS LA 70116-0000 CHANAY, JEFFREY A ESQ 4 B BLUE RIDGE BLVD BRIGHTON MI 48116-0001	999999999	1000-100-0000-000-00-59020 TRANSFER TO SPECIAL REVENUE FUND 1000-100-0000-000-00-00-59050 TRANSFER TO AGENCY
3	000000 00	BENTON, JOHN B JR 6649 N BLUE GUN ST NEW CRLEANS LA 70116-0000 CHANAY, JEFFREY A ESQ 4 B BLUE RIDGE BLVD BRIGHTON MI 48116-0001 CHEMEL, JAMES L CPA	999999999	1000-100-0000-000-00-59020 TRANSFER TO SPECIAL REVENUE FUND 1000-100-0000-000-00-00-59050 TRANSFER TO AGENCY 1000-114-0000-001-00-00-52500
3	000000 00	EENTON, JOHN B JR 6649 N BLUE GUM ST NEW GRLEANS LA 70116-0000 CHUNGN, JEFTREY & ESQ 4 B BLUE RIDDE BLVD BRIGHTON MI 48116-0001 CHENEL, JAMES L CPA 8 W CERRITOS AVE 454	999999999	1000-100-0000-000-00-59020 TRANSFER TO SPECIAL REVENUE FUND 1000-100-0000-000-00-00-59050 TRANSFER TO AGENCY
3	000000 00 000000 00	EENTCH, JORN B JR 6649 N BLUE GUM ST NEW CRLEANS LA 70116-0000 CHANAY, JEFFEY A ESQ 4 B BLUE RIDGE BLVD BRIGHTON MI 40116-0001 CHEMEL, JAMES L CFA 8 W CERRITOS AVE \$54 BRIDGEPORT NJ 00014-0002	999999999 999999999 999999999	1000-100-0000-000-00-59020 TRANSFER TO SPECIAL REVENUE FUND 1000-100-0000-000-00-00-59050 TRANSFER TO AGENCY 1000-114-0000-001-00-00-52500 DUES/SUBSCRIPTIONS
3	000000 00	EENTCH, JOHN B JR 6649 M BLUE GUM ST MEW GRIEBNS LA 70116-0000 CHANAY, JEFFREY A ESQ 4 B BLUE RIDDE BLVD BRIGHTON MI 48116-0001 CHEMEL, JAMES L CFA 8 W CERRITOS AVE 454 BRIDGEFORT MJ 08014-0002 FELIZ FRINTING SERVICE	999999999 999999999 999999999	1000-100-0000-000-00-00-59020 TRAMSFER TO SPECIAL REVENUE FUND 1000-100-0000-000-00-00-59050 TRAMSFER TO AGENCY 1000-114-0000-001-00-00-52500 DUES/SUBSCRIFTIONS 1000-122-0000-001-00-00-51120
3	000000 00 000000 00	EENTCH, JORN B JR 6649 N BLUE GUM ST NEW CRLEANS LA 70116-0000 CHANAY, JEFFEY A ESQ 4 B BLUE RIDGE BLVD BRIGHTON MI 40116-0001 CHEMEL, JAMES L CFA 8 W CERRITOS AVE 454 BRIDGEPORT NJ 00014-0002 FELIZ FRINTING SERVICE 639 MAIN ST	999999999 999999999 999999999	1000-100-0000-000-00-59020 TRANSFER TO SPECIAL REVENUE FUND 1000-100-0000-000-00-00-59050 TRANSFER TO AGENCY 1000-114-0000-001-00-00-52500 DUES/SUBSCRIPTIONS
3	000000 00 000000 00	EENTCH, JOHN B JR 6649 M BLUE GUM ST MEW GRIEBNS LA 70116-0000 CHANAY, JEFFREY A ESQ 4 B BLUE RIDDE BLVD BRIGHTON MI 48116-0001 CHEMEL, JAMES L CFA 8 W CERRITOS AVE 454 BRIDGEFORT MJ 08014-0002 FELIZ FRINTING SERVICE	999999999 999999999 999999999	1000-100-0000-000-00-00-59020 TRAMSFER TO SPECIAL REVENUE FUND 1000-100-0000-000-00-00-59050 TRAMSFER TO AGENCY 1000-114-0000-001-00-00-52500 DUES/SUBSCRIFTIONS 1000-122-0000-001-00-00-51120
3	000000 00 000000 00	EENTCH, JORN B JR 6649 N BLUE GUM ST NEW CRLEANS LA 70116-0000 CHANAY, JEFFEY A ESQ 4 B BLUE RIDGE BLVD BRIGHTON MI 40116-0001 CHEMEL, JAMES L CFA 8 W CERRITOS AVE 454 BRIDGEPORT NJ 00014-0002 FELIZ FRINTING SERVICE 639 MAIN ST	999999999 999999999 999999999 99999999	1000-100-0000-000-00-00-59020 TRAMSFER TO SPECIAL REVENUE FUND 1000-100-0000-000-00-00-59050 TRAMSFER TO AGENCY 1000-114-0000-001-00-00-52500 DUES/SUBSCRIFTIONS 1000-122-0000-001-00-00-51120
3	000000 00 000000 00 000000 00	EENTCH, JOHN B JR 6649 H BLUE GUM ST MEW GRIEBNS IA 70116-0000 CHANAY, JEFFREY A ESQ 4 B BLUE RIDDE BLVD BRIGHTON MI 48116-0001 CHEMEL, JAMES L CPA 8 W CERRITOS AVE 495 BRIDGEFORI NJ 08014-0002 FEILZ FRITING SERVICE 639 MAIN ST ANCHORAGE AK 99501-0003	999999999 999999999 999999999 99999999	1000-100-0000-000-00-00-59020 TRANSFER TO SPECIAL REVENUE FUND 1000-100-0000-000-00-00-59050 TRANSFER TO AGENCY 1000-114-0000-001-00-00-52500 DUES/SUBSCRIFILONS 1000-122-0000-001-00-00-51120 ADMINISTRATIVE PERSONNEL

Figure 10 Before – all vendors were listed as # "000000-00"



Figure 11 After – one-time vendors are designated "1-Time

Prior to the software update, all vendors on the **Voucher Load Edit List** were listed with a Vendor / Remit number of 000000 00; now the edit list designates one-time vendors as **"1-Time"**.

New regular vendors will not be assigned a vendor number until the upload is complete.

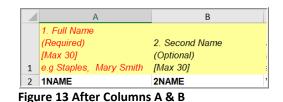
[ADM-AUC-AP-1033]

7.3 Column Headers [Enhancement]

The spreadsheet template column headers for the Vendor names were retitled. Prior to the software update, columns **A** and **B** were both titled **"Name"**. **Column A (Full Name)** is required; **column B (Second Name)** is optional.



Figure 12 Before Columns A & B



The name columns are used by the system when creating accounts payable checks. As such, enter the name in the first column the way that it should appear on the check. For companies, (and less frequently for individuals), if the name exceeds 30 characters, use the second column to complete the name. The check will "stack" the first name above the second name on the face and address of the check.

4	AutoSave 💽 街 🦒 🗸 🗟 🤟 🤕 Upload_Voucher_Template.xls - Read-Only -								
Fi	ile	Home	Insert	Page Layout	Formulas	Data	Review	View	
H1	8	-	: ×	√ fx					
	А				В		С		
1	1. Full Name (Required) [Max 30] e.g Staples, Mary Smith		2. Second Name (Optional) [Max 30]		3. AUC Vendor Number (Optional) #######		umber		
2	1NA			2NAME		VENDO	JR		
3		es Montgo nonoliton		F Postouront	Post Lunch in	Town			
4	Cosmopolitan Caterers E Mick Jagger			L NESIGUIDIIL -	Dest Lunch III	TOWN			
13	IVICK	Jugger							
14									

For example, in **Figure 14**, on line four, a company named "*Cosmopolitan* *Restaurant – Best Lunch in Town*" is entered; on line 12, an individual named "*Mick Jagger*" is entered.

The format of the data in the spreadsheet is reflected on the printed checks as shown in **Figure 15**:

Figure 14 Sample file with individual and company names



Figure 15 How the names will appear on the printed checks

[ADM-AUC-AP-1032] [ADM-AUC-AP-1044]

7.4 Blank Lines in the Spreadsheet are Discarded [Enhancement]

	А	В	С	D	E 🦸
	1 Full Name	2 Second Name	3 AUC Vendor Number	4 Remit #	5 Address 1
	(Required)	(Optional)	(Optional)		(Required)
1	[Max 30]	[Max 30]	(Optional) #######	- 99]	[Max 50]
	1NAME	2NAME	VENDOR	REMIT	L01ADDR
3	Benton, John B Jr				6649 N Blue Gum St
4	Chanay, Jeffrey A Esq				4 B Blue Ridge Blvd
5	Chemel, James L Cpa				8 W Cerritos Ave #54
6	Feltz Printing Service				639 Main St
7	Printing Dimensions				34 Center St
8	Chapman, Ross E Esq				3 Mcauley Dr
9	Morlong Associates				7 Eads St
10	Commercial Press				7 W Jackson Blvd
11	Truhlar And Truhlar Attys				5 Boston Ave #88
12	King, Christopher A Esq				228 Runamuck PI #2808
13					
14	Dorl, James J Esq				2371 Jerrold Ave
15	Rangoni Of Florence				37275 St Rt 17m M
16	Feiner Bros				25 E 75th St #69
17	Buckley Miller & Wright				98 Connecticut Ave Nw
18	Rousseaux, Michael Esq				56 E Morehead St
19	Century Communications				73 State Road 434 E
20	Bolton, Wilbur Esq				69734 E Carrillo St
21	T M Byxbee Company Pc				322 New Horizon Blvd
22	Farmers Insurance Group				1 State Route 27
23	Post Box Services Plus				394 Manchester Blvd
24	Sport En Art				6 S 33rd St
25					
26	C 4 Network Inc				6 Greenleaf Ave

Prior to the software update, if a spreadsheet to be uploaded had blank lines, the system would reject the upload.

ADMINS added a feature

to discard unused blank lines within the spreadsheet so that the process may continue uninterrupted.

Nine digits are required for zip codes in column J. If the spreadsheet is saved in **Excel®** and strips the leading zero, the process will now pad the zip code

to restore the leading zero.

Figure 16 Spreadsheet with blank lines

[ADM-AUC-AP-1015]

7.5 Zip Codes [Enhancement]

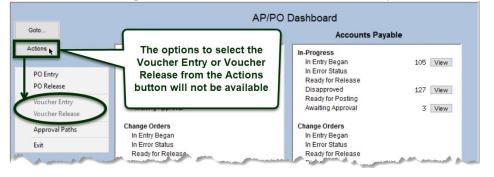
J	К
10. 9 Digit Zip Code (Required) [no dashes]	11. Country - Full Name (Optional) [Max 40]
ZIPCODE	COUNTRY
014602203	

Figure 17 Zip Code will now be padded to restore leading zero

[ADM-AUC-AP-1031]

8 YEAR END [Fix]

ADMINS closed a loophole that allowed users to circumvent the year end access restrictions to vouchers.



Users will no longer be able to click on the **[Actions]** button to work on vouchers when the access is temporarily restricted at year end.

[ADM-AUC-AP-1021]

9 1099 PROCESSING → FORM 1099-NEC [Enhancement]

Due to the creation of **Form 1099-NEC** (please see <u>AP-710 1099 Processing</u> for a full description), the **IRS** revised **Form 1099-MISC** and rearranged box numbers for reporting certain income. Changes in the reporting of income and the form's box numbers are listed below.

- Payer made direct sales of \$5,000 or more (checkbox) in box 7.
- Crop insurance proceeds are reported in box 9.
- Gross proceeds to an attorney are reported in box 10.
- Section 409A deferrals are reported in box 12.
- Nonqualified deferred compensation income is reported in box 14.
- Boxes 15, 16, and 17 report state taxes withheld, state identification number, and amount of income earned in the state, respectively.

See <u>https://www.irs.gov/instructions/i1099msc</u> for detailed information from the IRS. More information will be provided in the **December 2020 Software Release Notes** and during the annual **1099 Webinar**.

[ADM-AUC-AP-991]

9.1 Prior Year Electronic file [Fix]

When creating a submission for a prior year, the electronic file did not have a "P" in position six of the "T" record at the top of the file. **ADMINS** corrected this for any prior year submissions going forward.

🧐 irstax_1_2017_202091610525.dat - Notepad	_		×
File Edit Format View Help			
T2017P04123 ⁰⁰⁵ TOWN OF ADMINS			\sim
567ADMI 6 14 TOW	V OF ADMINS		
B2017 1011104324004116 00	00000075000000000000000000000000000	000000	00(
C00000001 0000000000007500000000000000000	000000000000000000000000000000000000000	000000	00(
K0000001 00000000000075000000000000000000	000000000000000000000000000000000000000	000000	00(
F0000001000000000000000000000000000000	31		

[ADM-AUC-AP-1036]

10 CHANGE / SET AUC PASSWORDS [ENHANCEMENT]

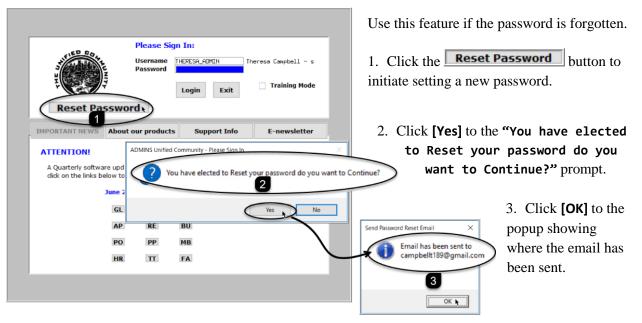
ADMINS added a **[Reset Password]** button on the login screen that allows users to reset their own **AUC** passwords. The feature requires an email address on the user profile for the user account.

	Please Sign In: Username THEESEA_ADMIN Theresa Campbell - s Password Login Exit Training Mode	Reset Passw	Please Sign In: Username Password HERESPLACHTH Login Exit Training Mode
--	---	-------------	--

Figure 18 Before and After - the new Reset Password button on the login screen

Release Notes – Version 20.3 September 2020

ADMINS Unified Community Accounts Payable





The email will be sent to the email address on the contact tab of the user profile table. The prompt will show which email address will be used. Check the email account for the new password for **AUC**.

Figure 19 Set up email addresses for AUC users

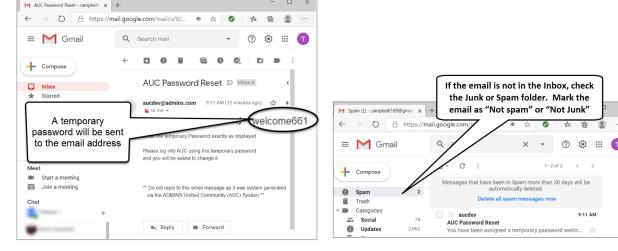
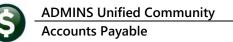


Figure 20 Sample email sent with temporary password



17.0	Please Si	gn In:	
A CONTRACTOR OF A CONTRACTOR A CONTRA	Username Password	THERESA_ADMIN	Theresa Campbell - s
			Training Mode
Please Enter Password New Password Confirm Password	<u>OK</u> <u>C</u> ance		When entering t new password, t characters will t masked and the
A Quarterly software upo click on the links below to		ed on your site. Please	length may lool different from wh
			is typed. Click of

If the email is not found in the inbox, check the spam or junk folder. Use the password in the email exactly as shown (case sensitive). The system will immediately prompt for a new password.

Type a new password and confirm the new password.

Figure 21 Entering a new password

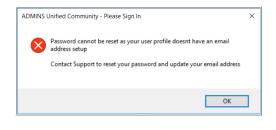


The super-user on the site may view the **User Profile** [Y Login History] tab to see logon and password reset activity.

Figure 22 Login History Screen for super-users

If the user profile does not have an email set up, the system will display this message. Contact the super user on your site or **ADMINS** to add an email address to the user profile.

If no email should be associated with the username, contact support@admins.com to reset the password.



[ADM-AUC-SY-8130]

10.1 New Message on Password Errors [Enhancement]



ADMINS changed the invalid password message to reflect the availability of the Reset Password button and to let users know that they may try again after five minutes.

Figure 23 New Incorrect Password message

[ADM-AUC-SY-8159]

11 LOGIN SCREEN SUPPORT INFO TAB [ENHANCEMENT]

Many users only use this screen to $\log in - but$ there are other features available. Click on the **[Support Info]** tab. There are 3 buttons on this screen to easily join a **Go To Meeting**, access the **ADMINS** website or email **ADMINS** support.

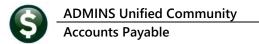
11.1 [Join Go To Meeting]

E ADMINS Unified Community - File Edit Help	Please Sign In			- 🗆 X	The first button Meeting], brin	
		Please Sign In: Username THERESA The Password	iresa		GoToMeeting joining a GoTo	website, to allow Meeting from
	Reset Password	Login Exit	Training Mode			: Enter the nine-
	IMPORTANT NEWS A Support	Libout our product Support Info Click the Button to start your broater Join Go To Meeting ADMINS Website Send E-Mail to Support	SIGNAMETERS INCLAMETERS Ready to mee To connect to an onli ID provided by the or	Harves & Sanfark + Pure Lifting Resource + t on GoToMeeting? ne meeting, enter the GoToMeeting gamizer.	- □ × 介 ☆ ② ② UeitedStates - Sesperi 65/0g, CONT//CTS4425 1000581137 Jain Heat ▲	git meeting number to be joined to the meeting.

11.2 [ADMINS Website]

The second button will bring up the **ADMINS** website home screen. Access news, release notes, webinars, and selected help documents here.

Reset Passwor	Password	n In: HERESA Login Exit	Theress Training Mode	inscom/ D = 🗟 C 💳 adm		8	>
IMPORTANT NEWS	About our products	Support Info	nttps://adm		INS, Inc Municipal S × support@admins.com		10 2 3
Support	ADMIN	o start your brouse To Meeting S Website		can ADMINS produc	tion 2800 Certer Lis What's No Control of the services help yo		÷
					ELATIONSHIPS, RESULTS		0
					d our customers with quality software product test level of customer service.	ts and the	(0)



11.3 [Send E-Mail to Support]



The third button opens the **ADMINS "Contact Us"** page to instantly send an email to **ADMINS** support. Every page on the website has the button to allow emailing support instantly.

[ADM-AUC-SY-8154]

12 HELP REFERENCE LIBRARY

In addition to the following new or updated documents added to the Help Reference Library, the **"SYSTEM"** sections of each library were standardized for the help documents that are not specific to the module. See the **"System"** bullet below for an example.

12.1 New or Updated Documents

٠	Top Level	AP–100 Help Documents Index	[Updated]
٠	QUERIES	AP–490 Warrant History	[Updated]
٠	YEAR END PROCESSING	AP-710 1099 Processing	[Updated]
٠	INTERFACES/IMPORTS	AP–980 Upload Vouchers–Spreadsheet	[Updated]
٠	SYSTEM	SY-117 Quick Report Selector	[New]
		SY–145 Reset Password	[New]