ACCOUNTS PAYABLE

RELEASE NOTES – SEPTEMBER 2020

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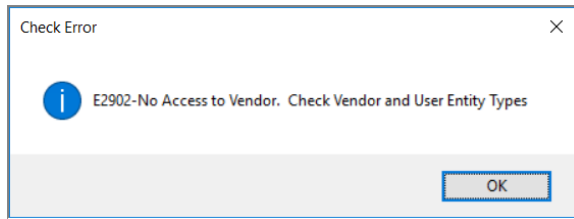
CONTENTS

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.**
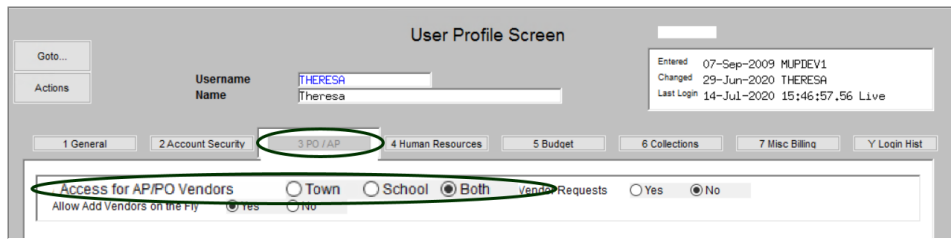
Figure 1 This user is set to ⦿ Both

The access to the vendor is set on the **[3 Classification]** tab of the **Enter Vendors** screen. The vendor is available to either the ⦿ **Town** users, the ⦿ **School** users, or ⦿ **Both**.
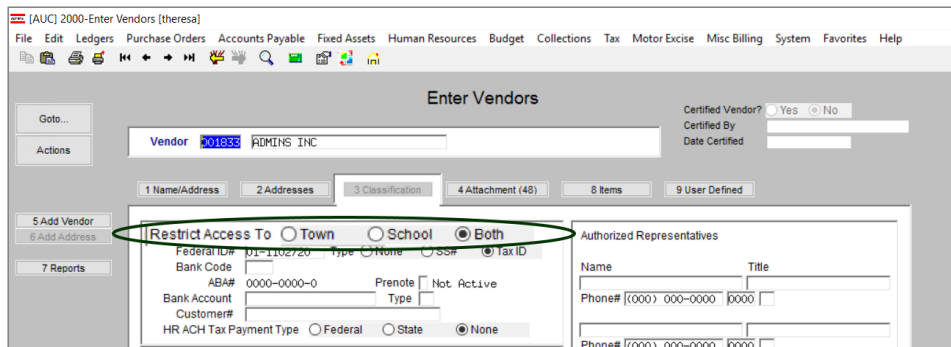
Figure 2 This vendor is set to ⦿ Both

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

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Page 2 of 16

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 support@admins.com.

Figure 3 Before

Figure 4 After

[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.
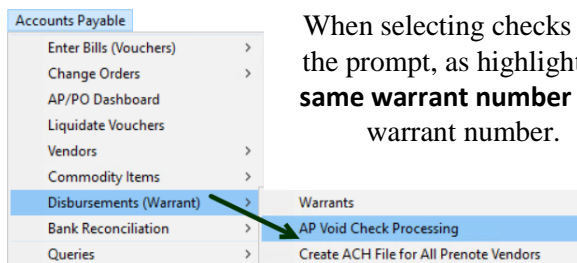
[ADM-AUC-AP-1037]

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]

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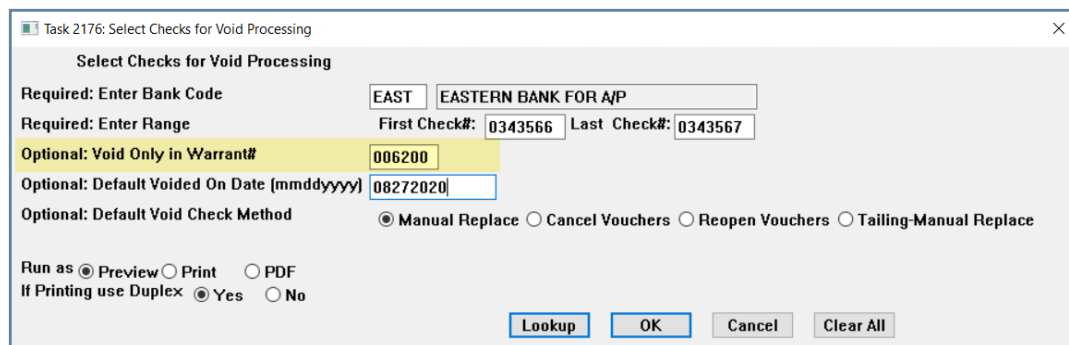
Figure 5 Selecting Checks for Void Processing Prompt with a warrant # specified

[ADM-AUC-AP-1038]

4 QUERIES – Warrant History [Enhancement]
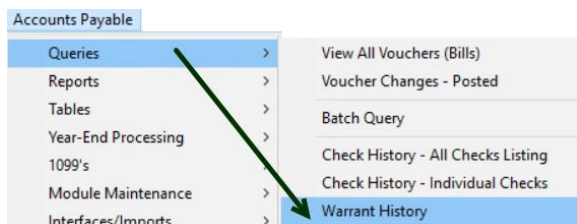
The **Queries ▶ Warrant History** screen now will include any optional reports that are run for a given warrant. In **Figure 6**, reports on lines 6-14 were all run from the **Optional: Site Reports** screen when the disbursement warrant was run. *If the reports are not run as part of warrant processing, 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]
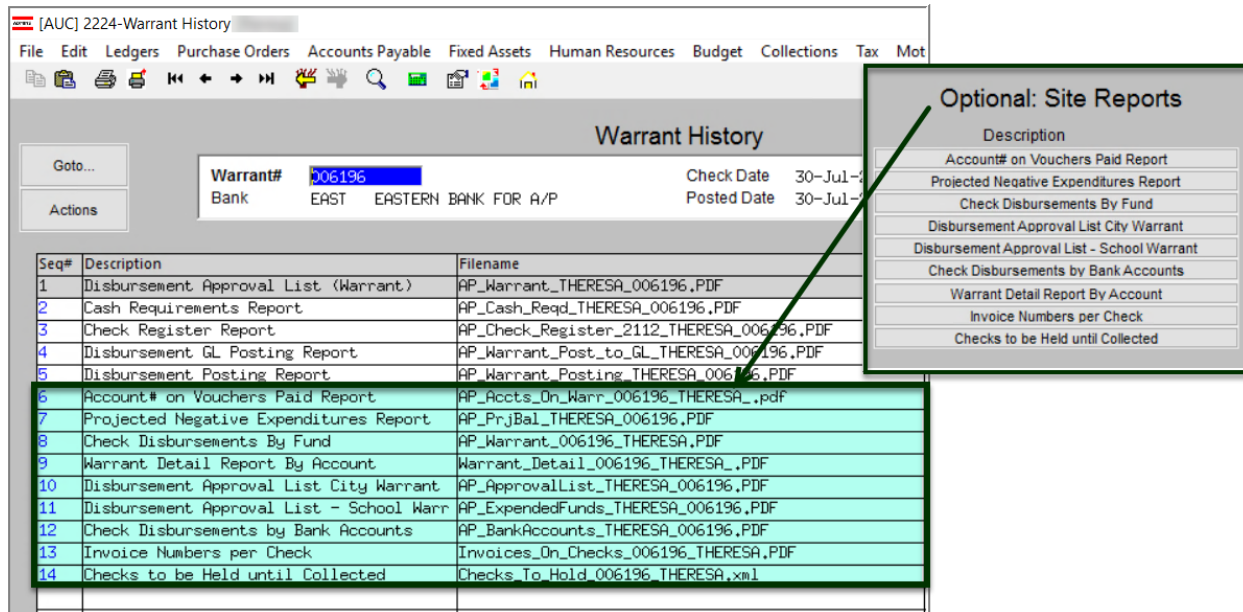
Figure 6 Warrant History Screen shows Optional Reports run at the time of the disbursement

[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 ⊙**Read-Only**, ⊙**Access**, or ⊙**No 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"**.
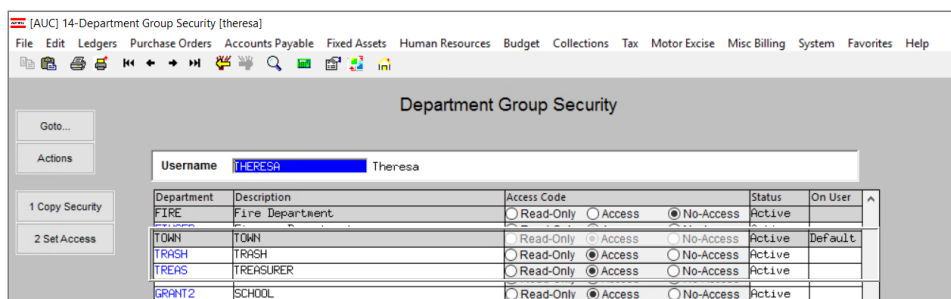
Figure 7 System ▸ Department Group Menu ▸ Department Group Security

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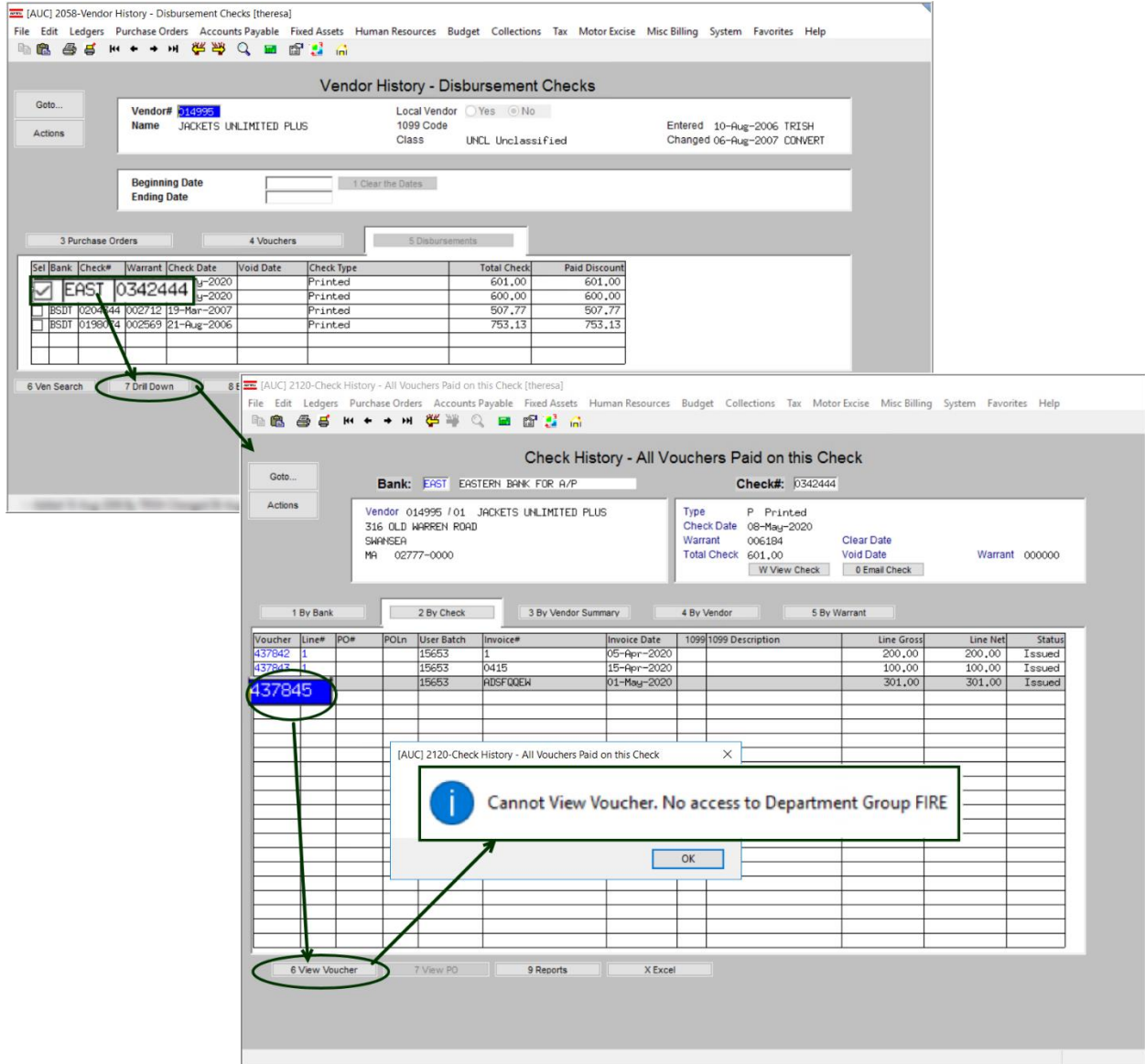
Figure 8 Vendor History ▶ [Disbursement Checks] ▶ [Drill Down] to Check History screen

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".*

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.

[ADM-AUC-AP-1039]

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Page 7 of 16

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:

Report #	Report name
3800	Address List
3805	Name List

[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 **"999999999"** 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.

	K	L	M
1	11. Country - Full Name (Optional) [Max 40]	12. Federal ID (Required)	13. Federal ID Type [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]

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"**.

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

> One time vendors will show on the edit list as "1-Time"; new regular vendors will not show a vendor number until after the upload is complete.

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

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

[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

Figure 13 After 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.

Figure 14 Sample file with individual and company names

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.

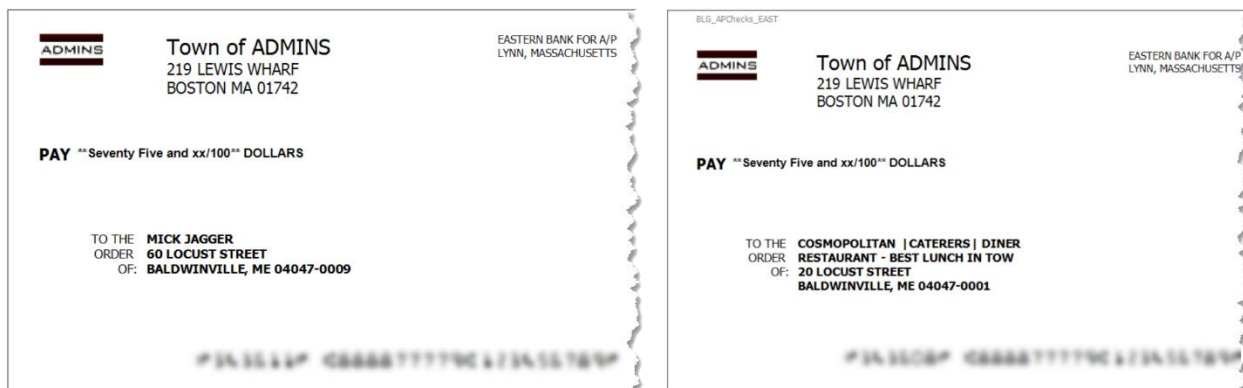The format of the data in the spreadsheet is reflected on the printed checks as shown in **Figure 15**:

Figure 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]

	A	B	C	D	E
1	1. Full Name (Required) [Max 30]	2. Second Name (Optional) [Max 30]	3. AUC Vendor Number (Optional) ######	4. Remit # (Optional) [01 - 99]	5. Address 1 (Required) [Max 50]
2	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 Pl #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

Figure 16 Spreadsheet with blank lines

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.

[ADM-AUC-AP-1015]

7.5 Zip Codes [Enhancement]

| J	K
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

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.

[ADM-AUC-AP-1031]

8   YEAR END [Fix]

ADMINS closed a loophole that allowed users to circumvent the year end access restrictions to vouchers.
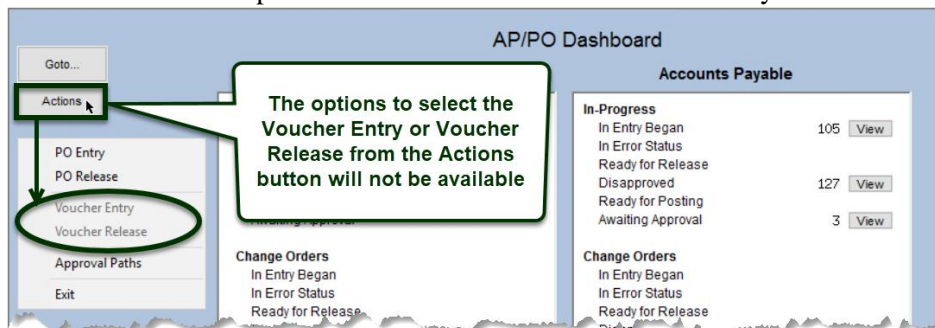
Users will no longer be able to click on the **[Actions]** button to work on vouchers when the access is temporarily restricted at year end.

[ADM-AUC-AP-1021]

9   1099 PROCESSING → FORM 1099-NEC [Enhancement]

Due to the creation of **Form 1099-NEC** (please see **AP–710 1099 Processing** 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.
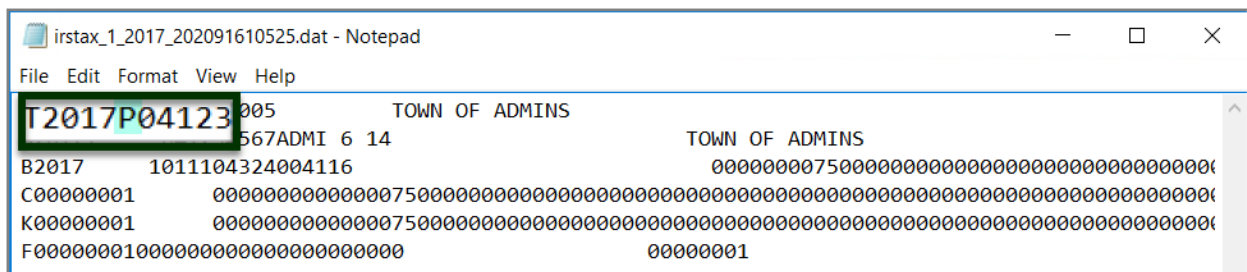
- Payer made direct sales of $5,000 or more (checkbox) in box 7.
- Crop insurance proceeds are reported in box 9.
- Gross proceeds to an attorney are reported in box 10.
- Section 409A deferrals are reported in box 12.
- Nonqualified deferred compensation income is reported in box 14.
- Boxes 15, 16, and 17 report state taxes withheld, state identification number, and amount of income earned in the state, respectively.

See https://www.irs.gov/instructions/i1099msc 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 205        TOWN OF ADMINS
           567ADMI 6 14                        TOWN OF ADMINS
B2017      1011104324004116              00000000750000000000000000000000000000000
C00000001       00000000000000750000000000000000000000000000000000000000000000000
K00000001       00000000000000750000000000000000000000000000000000000000000000000
F0000000100000000000000000000000         00000001
```

[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.
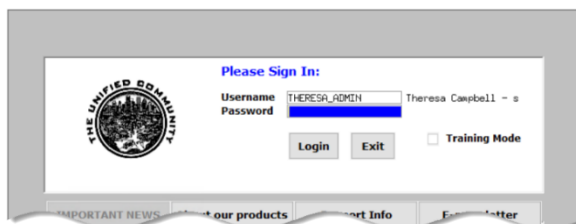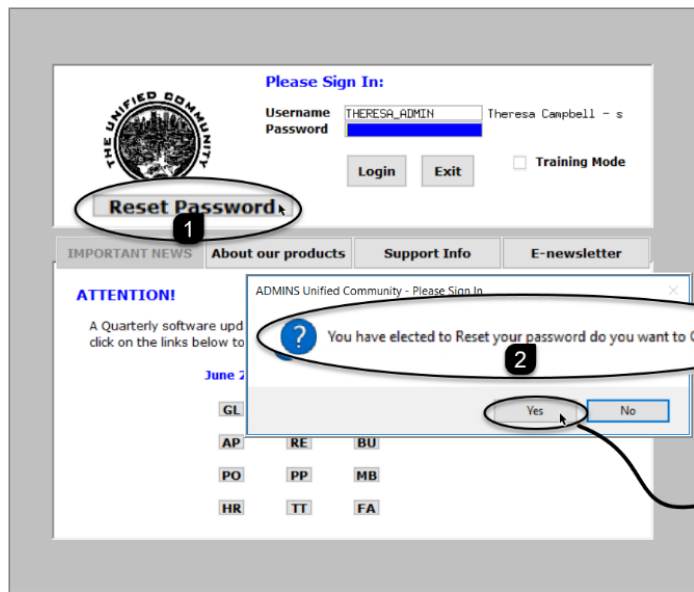
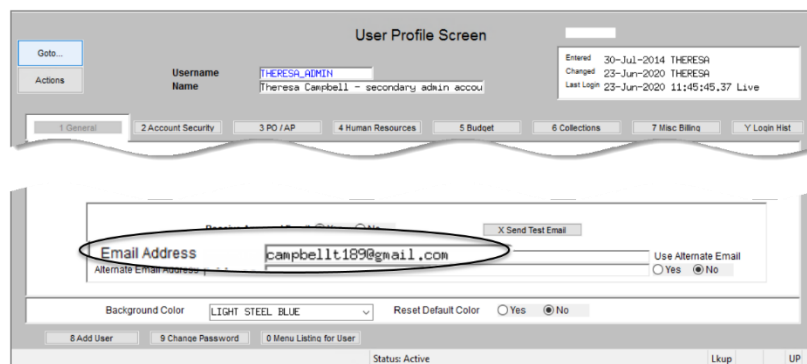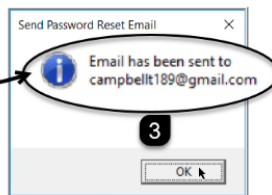**Figure 18 Before and After – the new Reset Password button on the login screen**

Use this feature if the password is forgotten.

1. Click the **Reset Password** button to initiate setting a new password.

2. Click **[Yes]** to the **"You have elected to Reset your password do you want to Continue?"** prompt.

3. Click **[OK]** to the popup showing where the email has been sent.

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**.
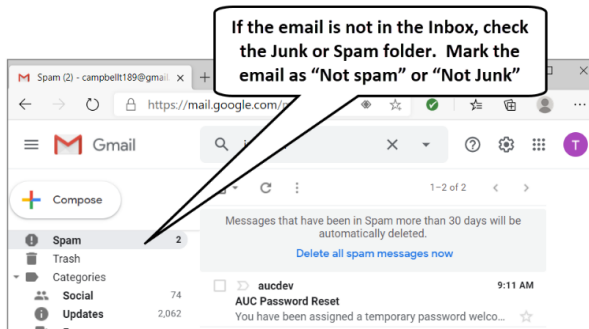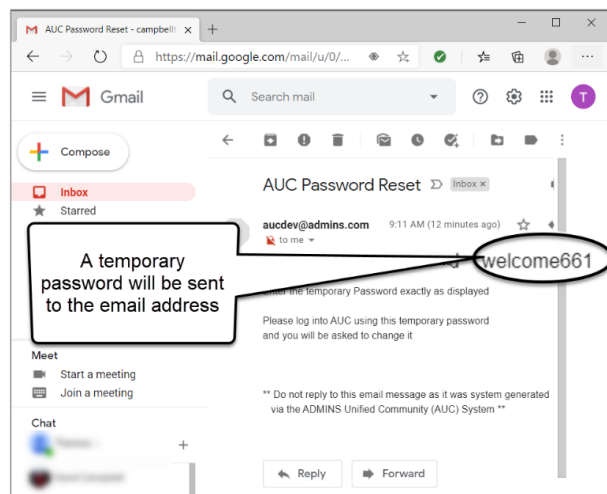

Figure 19 Set up email addresses for AUC users

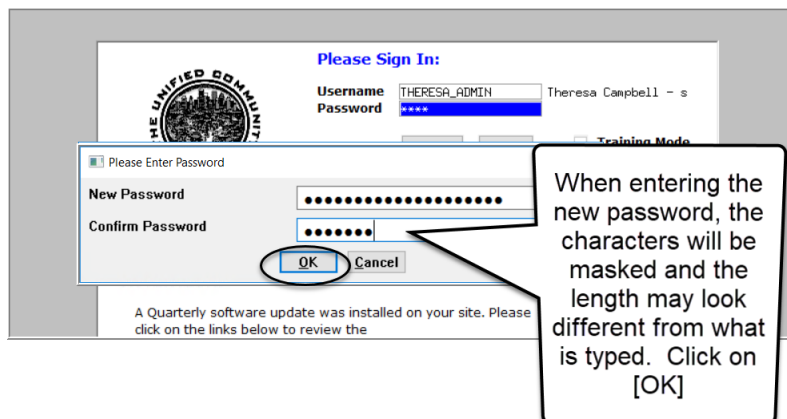**Figure 20 Sample email sent with temporary password**

Figure 21 Entering a new password

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.

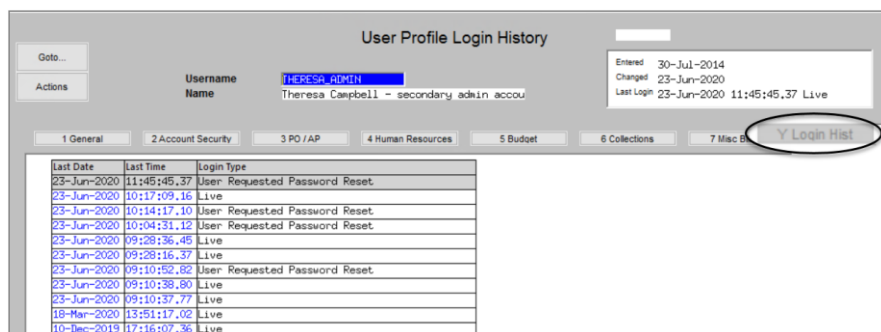Type a new password and confirm the new password.

Figure 22 Login History Screen for super-users

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

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.
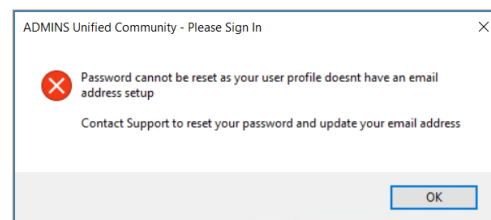
[ADM-AUC-SY-8130]

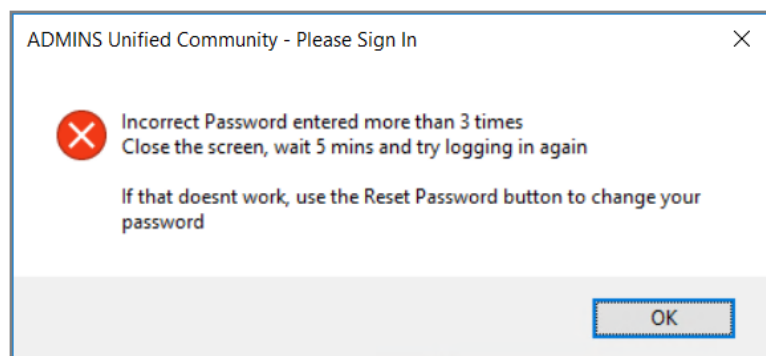## 10.1 New Message on Password Errors [Enhancement]

Figure 23 New Incorrect Password message

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.
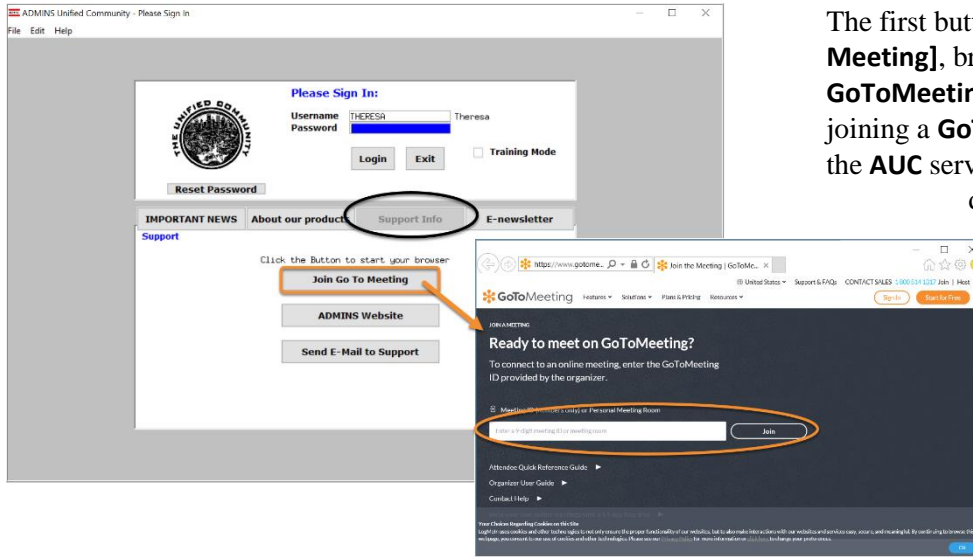
[ADM-AUC-SY-8159]

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.
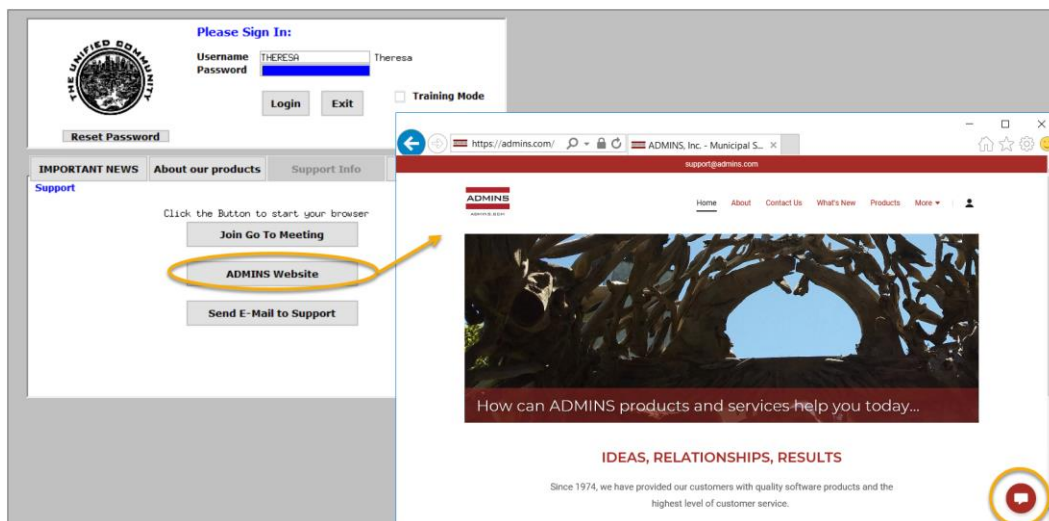
11.1 [Join Go To Meeting]

The first button, **[Join Go To Meeting]**, brings up the **GoToMeeting** website, to allow joining a **GoToMeeting** from the **AUC** server. Enter the nine-digit meeting number to be joined to the meeting.
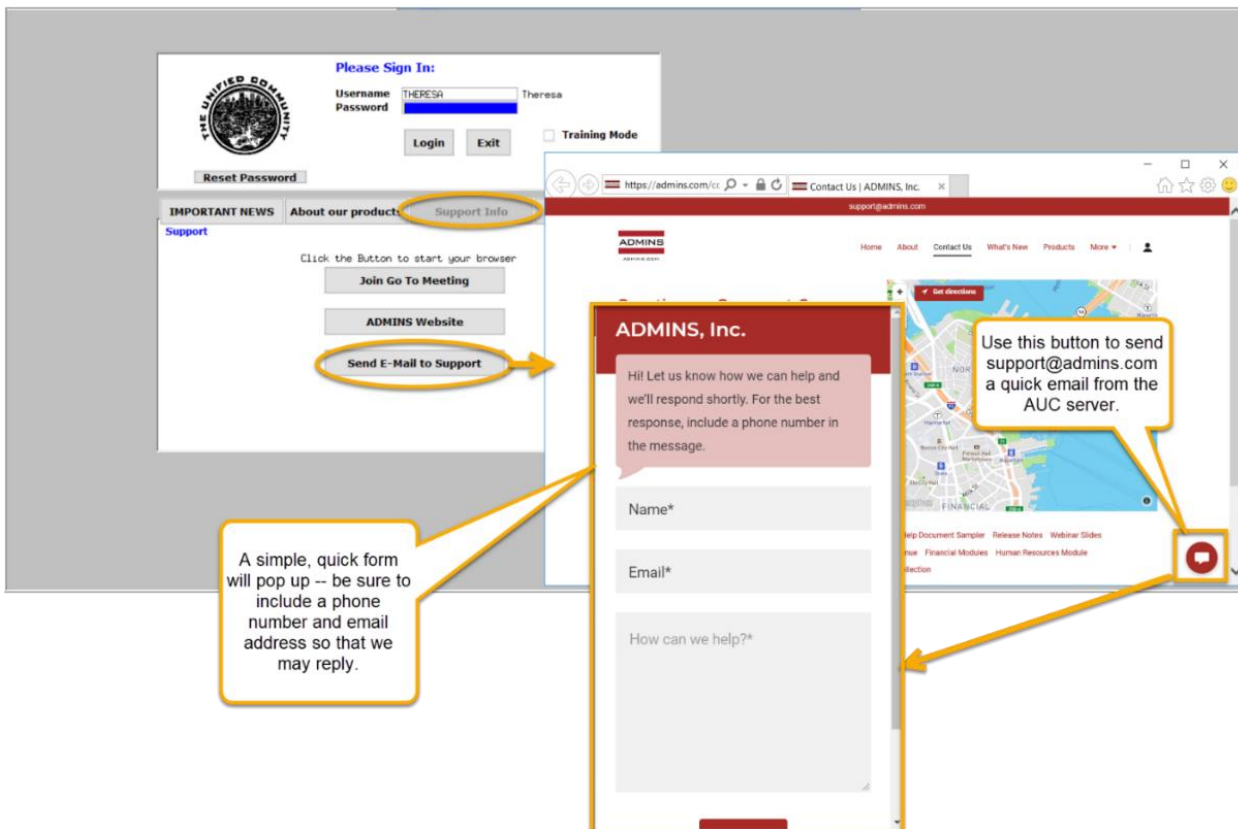
11.2 [ADMINS Website]

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

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

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