



ACCOUNTS PAYABLE

RELEASE NOTES

SEPTEMBER 2021

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

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1 VOUCHER BATCHES [Fix]

ADMINS corrected and enhanced voucher processing.

1.1 Retainage Amounts from Bids [Fix]

Bid Entry

Bid # 1001-001 Description Construction - New Library

Bid Type CQS Construction Bid Last Bid# 0000-000

Requested by MUNICIPAL BUILDING COMMITTEE

Bid Opening Date 22-Jun-2021 Bid Effective Dates Start 24-Jun-2021 End 30-Jun-2023

Minority Non-Profit

Line	Description	QTY	CAT	Awarded Vendor
1	2_03 Concrete	12,000,0000 Retainage % 5,00		024148 PETRUCCI CONSTRUCTION I
2	2_04 Masonry	4,000,0000 Retainage % 5,00		024148 PETRUCCI CONSTRUCTION I
3	2_05a Miscellaneous Metals	6,000,0000 Retainage % 5,00		024148 PETRUCCI CONSTRUCTION I
4	2_05a Structural Steel	25,000,0000 Retainage % 5,00		024148 PETRUCCI CONSTRUCTION I
5	2_06 Architectural Woodwork	2,000,0000 Retainage % 10,00		024148 PETRUCCI CONSTRUCTION I

Retainage is listed on the bid for all lines

ADMINS corrected the change order process for POs that are based on a bid that has retainage. Prior to the software update, if a change order was made to a PO that brought in a new line from a bid, the retainage % or \$ amount was not reflected on the PO Change Order.

Now, the retainage will be brought into the PO on a change order made against a line with retainage specified, either as a % or as a \$ amount.

Vouchers created from the PO will inherit the retainage amounts or percentages when paying invoices.

PO Query - Posted

PO # 195871

Vendor Code 024148 01 Vendor PETRUCCI CONSTRUCTION INC

PO Date 30-Jul-2021 FY 2022

Type Code Z Zero Tolerance

Line Item	Item Description	Qty	QtyBalance	Price	Freight	Other	Ext Amount
1	2_05a Miscellaneous Metals	2000,000	2000,000	3,7500			7500,00
2	2_06 Architectural Woodwork	12,0000	12,0000	195,0000			2340,00

Retain % 10,00 Retain Amt

Line 2 was added via a change order to the PO to bring in a bid line; the retainage was brought into the PO

Voucher Entry

Batch # 16999 Voucher# 481901

Vendor 024148 01 PETRUCCI CONSTRUCTION INC

Invoice# Inv Date

Customer# 100 SHAWMUT RD

Dept Code 60M TOAH ADMINISTR

Vno Date 13-Aug-2021 FY 2022

Due Date 13-Aug-2021 Terms BUR

Type P Payment Voucher

Line Item	Qty	Uom	Item Description	Price	Freight	Other	Ext Amount
1	8000,00		2_05a Miscellaneous Metals	3,7500			7125,00
2	12,0000		2_06 Architectural Woodwork	195,0000			2106,00

CONTRACTED HWY CONSTRUCTION Exp:30-Jun-2030 Retain % 5,00

CONTRACTED HWY CONSTRUCTION Exp:30-Jun-2030 Retain % 10,00

Line 2 was added via a change order to the PO to bring in a bid line; the retainage was brought into the PO and the subsequent voucher

[ADM-AUC-PO-568]



1.2 Budget Check on Vouchers that Pay POs [Enhancement]

ADMINS changed the batch checking process to always check the budget even if an overpayment is within tolerance. The tolerance for overpayments for vouchers that pay against a PO is set on Module Control sequence #2201. In this example, the tolerance is 5%, meaning that vouchers can pay up to 5% more than the amount on the purchase order line. (This does not apply to Zero tolerance purchase orders – overpayments are not allowed).

Accounts Payable ▶ Module Maintenance ▶ Accounts Payable Module Control ▶ #2201

Seq#	Description	Answer	ttions
2201	Tolerance % for Vouchers with Purchase Orders	5.0	
2210	REP Export File Location and Name (ex: q:\reap\reap.xls)	d:\vauc_development\adhome\transfer	
2460	Directory location of Credit Card Import Files		
2519	# of Item prefix digits specifying Item Class [4]	0	1 Edit

Status: Active Lkup EOF UP

1. If the amount paid on the PO (including this voucher) is less than or equal to the PO encumbered amount - no budget check is performed
2. If the amount paid on the PO (including this voucher) is more than the PO encumbered amount, the batch checking checks the budget

PO #	PO Line #	Line Amount	Over Expend %	Max to Over expend	total
195882	1	\$14,400.00	5%	720	\$15,120.00
	2	\$ 1,600.00	5%	80	\$ 1,680.00
195883	1	\$ 1,150.00	5%	57.5	\$ 1,207.50
	2	\$ 690.00	5%	34.5	\$ 724.50
	3	\$ 225.00	5%	11.25	\$ 236.25
	0	\$ 185.85	5%	9.2925	\$ 195.14
					\$19,163.39

***Hard errors are shown with the three asterisks; hard errors must be fixed before the batch can be processed. The image at left shows the 5% tolerance amounts. In the error checking reports shown in Figure 1, the system reports the hard error if the voucher is even a single penny greater than the tolerance.

2085-FMREP:AFVOUMULLER Printed 14-Jul-2021 at 13:57:19 by THERESA City of ADMINS Page 1
Voucher Error Check by Batch

Voucher#	Line	GLLine	Errors
481461	1		Warning: Payment \$15,120.00 exceeds PO Line 1 Balance \$14,400.00 [No WIP]
	2		Warning: Payment \$1,680.00 exceeds PO Line 2 Balance \$1,600.00 [No WIP]
481462	1		Warning: Payment \$1,207.50 exceeds PO Line 1 Balance \$1,150.00 [No WIP]
	1		Warning: Price \$1,207.5000 doesnt match PO Price \$1,150.0000 ! Will relieve \$1,150.00 on PO
	2		Warning: Price \$241.5000 doesnt match PO Price \$230.0000 ! Will relieve \$690.00 on PO
	3		Warning: Payment \$236.25 exceeds PO Line 3 Balance \$225.00 [No WIP]
3		Warning: Price \$15.7500 doesnt match PO Price \$15.0000 ! Will relieve \$225.00 on PO	
4		Warning: Payment \$195.14 exceeds PO Line 4 Balance \$185.85 [No WIP]	
4		Warning: Price \$195.1400 doesnt match PO Price \$185.8500 ! Will relieve \$185.85 on PO	

Amounts paid are within the 5% tolerance; no hard errors reported when checking the batch

2085-FMREP:AFVOUMULLER Printed 14-Jul-2021 at 14:04:00 by THERESA City of ADMINS Page 1
Voucher Error Check by Batch

Voucher#	Line	GLLine	Errors
481461	1		Warning: Payment \$15,120.01 exceeds PO Line 1 Balance \$14,400.00 [No WIP]
	1		*** Payment \$15,120.01 exceeds PO Balance \$14,400.00 PO Adjustment required
2			Warning: Payment \$1,680.01 exceeds PO Line 2 Balance \$1,600.00 [No WIP]
	2		*** Payment \$1,680.01 exceeds PO Balance \$1,600.00 PO Adjustment required
481462	1		Warning: Payment \$1,207.51 exceeds PO Line 1 Balance \$1,150.00 [No WIP]
	1		Warning: Price \$1,207.5100 doesnt match PO Price \$1,150.0000 !
	1		*** Payment \$1,207.51 exceeds PO Balance \$1,150.00 PO Adjustment required
	2		Warning: Payment \$724.53 exceeds PO Line 2 Balance \$690.00 [No WIP]
2		Warning: Price \$241.5100 doesnt match PO Price \$230.0000 !	
2		*** Payment \$724.53 exceeds PO Balance \$690.00 PO Adjustment required	
3		Warning: Payment \$236.40 exceeds PO Line 3 Balance \$225.00 [No WIP]	
3		Warning: Price \$15.7600 doesnt match PO Price \$15.0000 !	
3		*** Payment \$236.40 exceeds PO Balance \$225.00 PO Adjustment required	
4		Warning: Payment \$195.15 exceeds PO Line 4 Balance \$185.85 [No WIP]	
4		Warning: Price \$195.1500 doesnt match PO Price \$185.8500 !	
4		*** Payment \$195.15 exceeds PO Balance \$185.85 PO Adjustment required	

Amounts paid exceed the 5% tolerance; hard errors are reported when checking the batch

Figure 1 Voucher Error Check by Batch within the tolerance and in excess of the tolerance.

[ADM-AUC-AP-1048]



1.3 Error Checking Report Messages [Fix]

When checking a voucher batch, the error report shows all vouchers with errors and provides information on what needs to be corrected. **ADMINS** corrected the report that sometimes repeated the error from the first voucher on a subsequent voucher with errors, even if the error being reported was not the same error as that of the previous voucher. This was patched to sites mid-August and is mentioned here to document the change.

Voucher Batch Entry [TRAINING] Needs Budget Override

Batch: 1030 Default Bank: WEBSTER BANK
 Default Dept: UNCLASSIFIED
 Voucher Date: 07-01-2021

Default Type: **P** Payment Voucher
 Wire/ACH No Check Manual Check

	Expected	Entered	Balance
Price	69900,0000	69900,0000	
Freight			
Other			
Totals	69900,00	69900,00	

Submit Batch for Processing: Yes No

Voucher#	Vendor	Type	Total	Status
89308	007774-01 A WIZARD AUTO GLASS	Payment Vouch	70000,00	Needs Budget Overrid
89307	014491-01 A&M TOWING & RECOVERY, INC	Credit Vouche	-100,00	Ready for Posting

2085-FMREP:APVOUMULERR Printed 13-Aug-2021 at 16:00:19 by MUPDEV1
 Voucher Error Check by Batch [TRAINING]

```

-----
Voucher# Line GLLine Errors
89307      1      1      Warning: Voucher Type C different to Batch Type P
-----
Voucher# Line GLLine Errors
89308      1      1      Warning: Voucher Type C different to Batch Type P
  
```

Voucher #89308 should have shown as "Account Over Budget", but instead displayed the previous voucher error message - this was corrected

2085-FMREP:APVOUMULERR Printed 13-Aug-2021 at 16:03:39 by MUPDEV1
 Voucher Error Check by Batch [TRAINING]

```

-----
Voucher# Line GLLine Errors
89307      1      1      Warning: Voucher Type C different to Batch Type P
-----
Voucher# Line GLLine Errors
89308      1      1      Warning: Account Over Budget
  
```

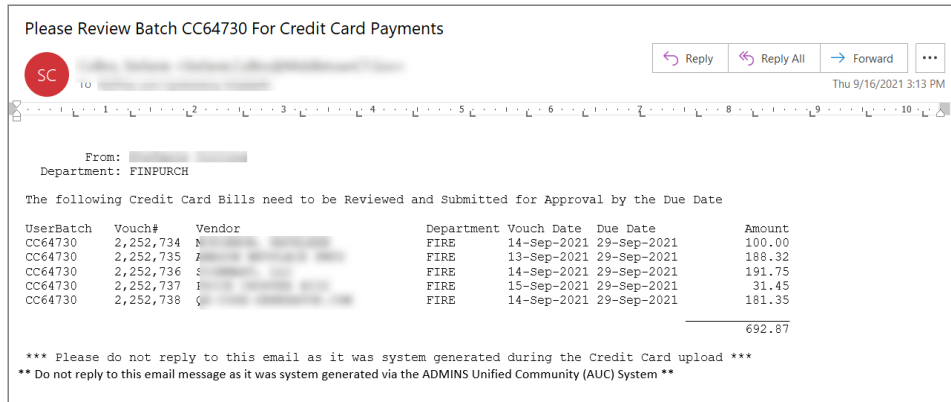
Figure 2 Error Check by Batch Report fixed and patched to sites in August

[ADM-AUC-AP-1112]



1.4 Credit Card Batch Emails [Fix]

The system sends emails to remind Credit Card Batch supervisors that there are batches available for review. **ADMINS** corrected an error that caused Credit Card Batch “CC:” emails to be sent to the email address from a previous email if an alternate was not set for carbon copies.



[ADM-AUC-AP-1128]

2 AP/PO DASHBOARD APPROVALS [Fix]

Occasionally, an approval process terminated abnormally because a value (“logical”) would not be available to the process. **ADMINS** corrected this, allowing approvals to complete without incident.

[ADM-AUC-AP-1116]

3 DISBURSEMENTS [Enhancement]

By default, all warrants use the bank designated in module control #2010.

Accounts Payable ▶ Module Maintenance ▶ Accounts Payable Module Control

Accounts Payable Module Control		
Seq#	Description	Answer
2010	Default Bank for Voucher Batches	EAST

Figure 3 Default bank set by module control #2010

Sites can use multiple Accounts Payable banks, and the default can be overridden when collecting vouchers for payment in a warrant. **ADMINS** added a column to the **Warrants in Progress** screen to show which Bank is used on the vouchers in the warrant. If no bank is listed, no vouchers have been collected yet for the warrant. This is helpful for sites that use multiple banks for Accounts Payable – to know at a glance which bank is in use for a given warrant.



Accounts Payable ▶ Disbursements (Warrant) ▶ Warrants

[AUC] 2125-Warrants in Progress

Warrants in Progress

Goto... 1 Create New Warrant

Actions

3 Batches in Warrant

Warrant	Bank	rt Date	Check Date	GL Effective	Selected Total	Created By	In-Progress
006824	CITZ	Aug-2021	11-Aug-2021	11-Aug-2021	16317,07	THERESA	2 Select Warrant in Progress
006822	MELN	Aug-2021	11-Aug-2021	11-Aug-2021	16570,15	THERESA	
006820	TDO5	Aug-2021	05-Aug-2021	05-Aug-2021	3555,32	THERESA	
006819	EAST	Aug-2021	05-Aug-2021	05-Aug-2021	4347,54	ANTHERA	

Figure 4– The Warrants in Progress screen with the new Bank column highlighted

See also sections 4.1 and 4.2.2 below for voucher reports that were updated to provide the bank information.

[ADM-AUC-AP-1121]

3.1 Check Printing Reminder

All checks are previewed and printed from the AdmCrv viewer; when printing checks, *keep the viewer open and the checks available for printing until every check is printed, in hand, and verified (no torn checks, no misprints or toner issues, all checks printed.)*



BILG_APChecks_EAST - AdmCrv

File Help

362763

362764

362765

362766

362765

362767

Keep the viewer open while printing. Do not close the viewer until all checks are printed, in hand, and verified (no misprints, no torn checks, all checks printed)

001449
WILSON LANGUAGE TRAINING CORP
47 OLD WEBSTER RD
OXFORD, MA 01540

CHECK #: 362763
Warrant #: 006819
Date: 05-Aug-2021
Total: \$285.60

For questions regarding this payment, please contact: Accounts Payable Phone: 617.494.5100

Invoice #	Description	Voucher & Line #	Amount
654864	SKU: F21MANK Foundations Teacher Manual K	481320-1	95.20
	SKU: F21MANK Foundations Teacher Manual 1	481320-2	95.20
	SKU: F2MAN2 Foundations Teacher Manual 2	481320-3	95.20

CRYSTAL REPORTS

Figure 5 Keep the checks visible in the AdmCrv window until they are all printed, in-hand, and verified



3.1.1 [Reprint Checks]

If checks must be reprinted, the original check numbers will be voided, and replaced with new check numbers. Select the first and last check #s to be reprinted from the lookup.

Task 2114: &Reprint Checks

Reprint Checks

Required: Check# Range First Check#: Last Check#:

Lookp OK Cancel Clear All

Checks for Reprint

Bank Check#	Vendor	Check Date	Amnt	ToF
EAST 0362763	WILSON LANGUAGE	05-Aug-2021	285.60	
EAST 0362764	ALBERT R. MASON	05-Aug-2021	676.87	
EAST 0362765	ALBERT R. MASON	05-Aug-2021	1372.95	
EAST 0362766	F E MORSE ENTERP	05-Aug-2021	901.00	
EAST 0362767	LAW OFFICE JUSTI	05-Aug-2021	1111.12	

Reprint Checks

Any Check Registers previously printed are now Invalid
Run Check Register process again
Once all Checks have been printed

OK

The system issues a reminder that the check register should be run again once all checks are printed.

If the reprint step is used, here is what will happen:

The original check numbers are voided, and new numbers are assigned.

The check register must be re-run to reflect the new numbers and the voids.

The new check register will show all voids and the most recent valid check numbers.

City of ADMINS

Check Register Report

for Warrant: 006819 GL Effective Date : 05-Aug-2021

Bank: EAST EASTERN BANK FOR A/P ABA#: 0113-0179-8 Account#: 10087195

Check#	Check Type	Sep Ck?	Vendor#	Name	Check Date	Check Amount
0362758	Void		001449		05-Aug-2021	
0362759	Void		030590		05-Aug-2021	
0362760	Void		030591		05-Aug-2021	
0362761	Void		000085		05-Aug-2021	
0362762	Void		030595		05-Aug-2021	
0362763	Printed		001449	WILSON LANGUAGE TRAINING CORP	05-Aug-2021	285.60
0362764	Printed		030590	ALBERT R. MASON	05-Aug-2021	676.87
0362765	Printed		030591	ALBERT R. MASON	05-Aug-2021	1,372.95
0362766	Printed		000085	F E MORSE ENTERPRISES INC	05-Aug-2021	901.00
0362767	Printed		030595	LAW OFFICE JUSTIN HANRAHAN	05-Aug-2021	1,111.12

Bank Totals

	Count	Amount
Computer Printed (P):	5	4,347.54
Manuals (M):		
Wire Transfers (W):		
ACH (A):		
Other (O):		
No Check (N):		
Voids (V):		
Bank Total:	5	4,347.54

Void Reprint
Void Reprint
Void Reprint
Void Reprint
Void Reprint

Five checks were printed; then voided and reprinted. The voids are at the top of the image.

Figure 6 The check register reflects the use of the Reprint Checks step

[ADM-AUC-AP-1123]



3.2 Use a Different Remit Address on a Voided Check [Enhancement]

Occasionally a check is created with an incorrect address. To change the address on a check and reissue the check to the same vendor for the same amount, but with a new address, do one of the following:

- 1) If the REMIT address that is currently used on the Voucher, for example, 30653 Remit# 1 is currently “**8 W CERRITOS AVE #54**” and the check should instead be sent to “**PO BOX 8104**”:
 - a) Go to **Vendors ▶ Enter Vendor** and update the Remit #1 address to the correct address
 - b) Do a Void and choose Method #1, **Cancel check and replace with manual check**:

The new address from the vendor will be displayed on the check:

Town of ADMINS 219 LEWIS WHARF BOSTON MA 01742	030653 BLATMAN, BOBROWSKI & MEAD, LLC 8 W CERRITOS AVE #54 BRIDGEPORT, NJ 08014	CHECK #: 0022934 Warrant #: 006821 Date: 05-Aug-2021 Total: \$3,300.00
------------------------------------------------------	------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

The manual check uses the updated remit address	030653 BLATMAN, BOBROWSKI & MEAD, LLC PO BOX 8104 BRIDGEPORT, NJ 08014-8014	Manual #: 022999 Warrant #: 006827 Date: 05-Aug-2021 Total: \$3,300.00
-------------------------------------------------	--------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------

- 2) Or, if the check is to be issued to the same vendor, but to a different remit address #,
 - a) Select Method #3 to void the check and re-open the voucher:

- b) Process a change order to the voucher updating the remit
- c) Error check voucher and post the change order
- d) Create a new disbursement and print the check

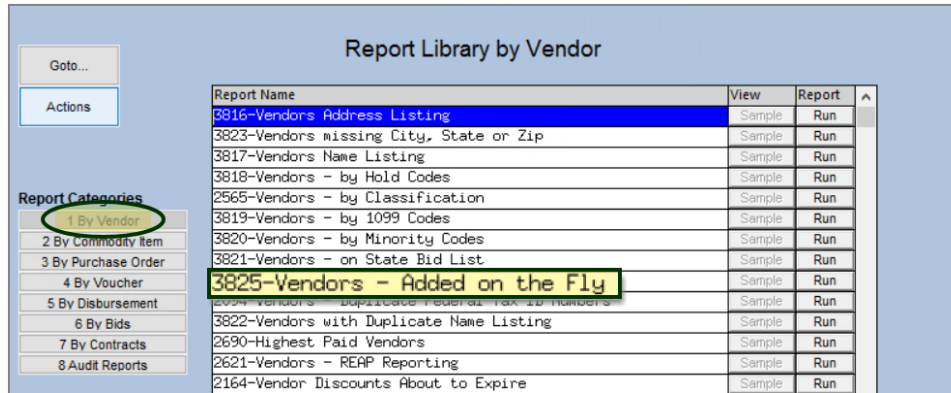
[ADM-AUC-DOC-202]



4 REPORTS

ADMINS enhanced several Accounts Payable reports and added two new reports. See below for details.

4.1 [1 By Vendor]



4.1.1 #3825 Vendors on the Fly Report [Enhancement]

Some users are allowed to “Add Vendors on the Fly” during Voucher Entry. This is controlled on the [3 PO/AP] tab of the User Profile screen.

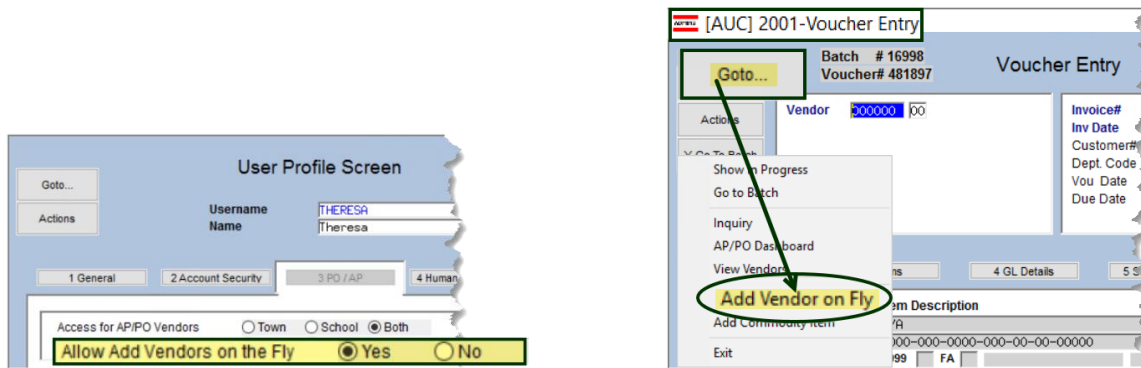


Figure 7 Allowing a user to Add Vendors on the Fly during Voucher Entry

ADMINS added report #3825, Vendors Added on the Fly, to provide a list of vendors added this way. Select the Entity and User Status. There is also an optional Date Range filter.

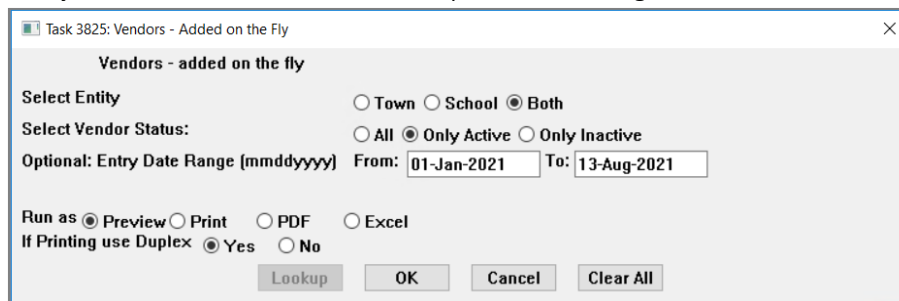


Figure 8 Running the new Vendor Added on the Fly report

In the example shown in Figure 8, a date range was used to limit the report to only **Vendors Added on the Fly** between **1 January 2021 and 13 August 2021**.



To run the report, select:

Reports ▶ Report Library ▶ [1 By Vendor] ▶ #3825 Vendors on the Fly

The report is shown “Run as” Excel®. The report includes a legend indicating what selections were made.

Vendor #	Name	Entity	Class	1-Time	Entry-User	Entry Date	Entry Time	Status
030266	...	Both	UNCL	N	...	1/5/2021	13:24:10.25	Active
030271	...	Both	UNCL	N	...	1/11/2021	15:44:16.56	Active
030272	...	Both	UNCL	N	...	1/11/2021	15:54:13.58	Active
030273	...	Both	UNCL	N	...	1/11/2021	15:57:24.26	Active
030300	...	Both	UNCL	N	...	2/3/2021	08:34:13.86	Active
030326	...	Both	UNCL	N	...	2/11/2021	14:52:45.74	Active
030327	...	Both	UNCL	N	...	2/11/2021	14:56:07.09	Active
030332	...	Both	UNCL	N	...	2/24/2021	08:09:47.39	Active
030495	...	Both	UNCL	N	...	4/28/2021	10:10:14.07	Active
030584	...	Both	UNCL	N	...	6/9/2021	16:52:16.76	Active
Grand Total #Vendors:		10						

Selection Legend:
 Entity: Both-Town & School
 Status: Active Only
 Date Range: 01-Jan-2021 and 13-Aug-2021

Columns include:

- Vendor #
- Vendor Name
- Entity
- Classification
- 1-Time (Y or N)
- Entry Username
- Entry Date
- Entry Time
- Status of the Vendor

[ADM-AUC-PO-567]

4.2 [4 By Voucher]

4.2.1 #2605 In Progress Vouchers Summary [Enhancement]

Since multiple banks can be used when processing accounts payable, ADMINS added a Bank column to the #2605 In Progress Vouchers Summary report in the Excel® version only. This is helpful to know at a glance which bank is in use for a given voucher. To run the report, select:

Reports ▶ Report Library ▶ [4 By Voucher] ▶ #2605 In Progress Vouchers – Summary

Voucher#	VoucherDate	Vendor#	Vendor Name	CheckType	Department	ApprovalPath	Status?	Total	EnteredBy	VendorOnHold?		
485175	26-Aug-2021	000647	...		SEUSER	SEUSER_AP	OK	400.00				
485176	26-Aug-2021	018849	...		SEUSER	SEUSER_AP	OK	110.41				
485177	26-Aug-2021	030447	...		SEUSER	SEUSER_AP	OK	36.99				
485178	26-Aug-2021	023387	...		SEUSER	SEUSER_AP	OK	343.98				
485179	26-Aug-2021	027859	...		SEUSER	SEUSER_AP	OK	127.45				
Total of								1711.3				
Total								5			1018.83	

Figure 9 Before



Voucher#	VoucherDate	Vendor#	Vendor Name	CheckType	Department	ApprovalPath	Status?	Total	Bank	EnteredBy	VendorOnHold?
475399	10-Feb-2021	000000			FINANCE	FINANCE_AP	EN	0.00	EAST		
Total of		16800						0.00			
480887	04-Jun-2021	009702			SEUSER		OK	71.95	EAST		
480888	04-Jun-2021	030328			SEUSER		OK	49.85	EAST		
480889	04-Jun-2021	001794			SEUSER		OK	114.91	EAST		
480890	04-Jun-2021	009952			SEUSER		OK	200.00	EAST		
480892	04-Jun-2021	009952			SEUSER		OK	150.00	EAST		
480893	04-Jun-2021	023346			SEUSER		OK	202.29	EAST		
480894	04-Jun-2021	023346			SEUSER		OK	32.41	EAST		
480895	04-Jun-2021	023346			SEUSER		OK	31.65	EAST		
480896	04-Jun-2021	023346			SEUSER		OK	4,288.24	EAST		
480897	04-Jun-2021	023346			SEUSER		OK	248.51	EAST		

Figure 10 After

This change is available in Excel® but not in the Preview/Print/PDF® “Run as” options due to page size limitations.

[ADM-AUC-AP-1125]

4.2.2 #2610 Open Vouchers Summary [Enhancement]

Since multiple banks can be used when processing accounts payable, ADMINS added a **Check Type**, **Status**, and **Bank** columns to the #2610 Open Vouchers Summary report in the Excel® version only to provide more information. To run the report, select:

Reports ▶ Report Library ▶ [4 By Voucher] ▶ #2605 In Progress Vouchers – Summary

Batch#	Voucher#	Invoice#	InvoiceDate	VoucherDate	Vendor#	VendorName	Department	Voucher Balance	VendorOnHold
PR903562	484.484	PR 903562 001823 01	8/18/2021	8/18/2021	001823-01	COLONIAL SUPPLEMENTAL INSUI	COUSER	173.89	
PR903558	484.524	PR 903558 001823 01	8/18/2021	8/18/2021	001823-01	COLONIAL SUPPLEMENTAL INSUI	COUSER	359.17	
2		#Open						533.06	

Figure 11 Before – the Check Type, Status, and Bank columns were not provided on the report

Batch#	Voucher#	Invoice#	InvoiceDate	VoucherDate	Vendor#	VendorName	Department	Voucher Balance	Check Type	Status	Bank
16963	480,751	CR9036373 /C1151574	5/19/2021	6/2/2021	002276-02	WB MASON CO. INC.	LIBRARY	-30.00		OP	EAST
16982	481,320	654864	7/7/2021	6/23/2021	001449-01	WILSON LANGUAGE TRAINING CO	CURRICULUM	285.60		CD	EAST
LV10781	481,347	24-Feb-2021	2/24/2021	6/28/2021	030609-01	WILLIAM AUGUST, ESQ.	TOWN	768.55		OP	EAST
LV10781	481,348	25-Feb-2021	2/25/20					768.10		OP	EAST
LV10786	481,454	25-Feb-2021	2/25/20					768.10		OP	EAST
16988	481,455	TEST AP-1048	7/8/202					9,138.00	No Check Payme	OP	EAST
16991	481,460	TESTING AP 1048	6/30/2021	6/30/2021	001833-01	ADMINS INC	ADM	30,000.00		CD	EAST
16992	481,461	TESTING (ADM-AUC-AP-1	7/14/2021	7/14/2021	001833-01	ADMINS INC	ADM	16,000.00		CD	EAST
16992	481,462	TESTING (ADM-AUC-AP-1	7/14/2021	7/14/2021	000213-01	SCHOLASTIC INC	ADM	2,250.85		CD	EAST

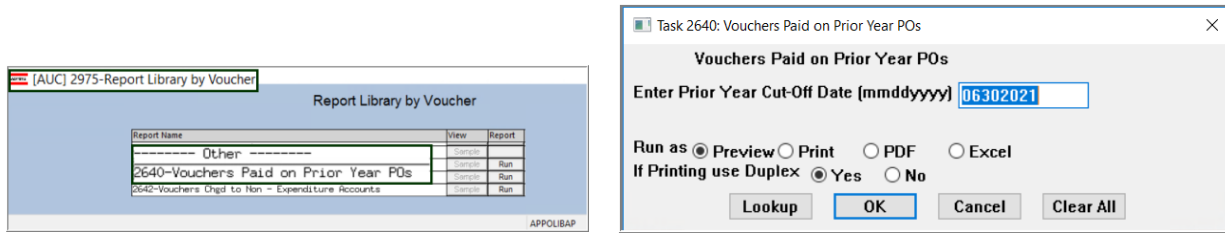
Figure 12 After – the Check Type, Status, and Bank columns are provided on the report

This change is available in Excel® but not in the Preview/Print/PDF® “Run as” options due to page size limitations.

[ADM-AUC-AP-1125]



4.2.3 #2640 Vouchers Paid On Prior Year POs [Enhancement]



2640-APVoucher REP Printed 21-Jul-2021 at 10:17:32 by MSHDRVS

Vouchers Paid on Prior Year POs

Vouchers dated after 06302021 recorded against Purchase Orders dated on or before 06302021

UserBatch#	Voucher#	VoucherDate	Vendor Name	PO#	PO Date	Department	PO Voucher Amt	Voucher Amount	Paid	Liquidated	Balance
1024	88728	14-Jul-2021	097045	2248	10-Jun-2021	4831	9,281.18	209,193.81	8,281.18		
1023	88731	14-Jul-2021	005901	2157	28-Aug-2020	3001	2.92	62.24	2.92		
1023	88732	14-Jul-2021	005901	2157	28-Aug-2020	3001	62.24	62.24	62.24		
1023	88733	14-Jul-2021	005901	2157	28-Aug-2020	3001	70.15	70.15	70.15		
1023	88734	14-Jul-2021	005901	2157	28-Aug-2020	3001	70.15	70.15	70.15		
1023	88735	14-Jul-2021	005901	2157	28-Aug-2020	3001	129.88	129.88	129.88		
1023	88736	14-Jul-2021	005901	2157	28-Aug-2020	3001	140.68	140.68	140.68		
1023	88737	14-Jul-2021	005901	2157	28-Aug-2020	3001	140.29	140.29	140.29		
1023	88738	14-Jul-2021	005901	2157	28-Aug-2020	3001	191.73	191.73	191.73		
1023	88739	14-Jul-2021	005901	2157	28-Aug-2020	3001	476.32	476.32	476.32		
1023	88740	14-Jul-2021	005901	4172	28-Aug-2020	3001	420.87	420.87	420.87		
1024	88744	14-Jul-2021	023212	2126	16-Jul-2020	3501	2,908.83	3,098.63	2,908.83		
1024	88794	14-Jul-2021	023212	2223	29-Apr-2021	3501	76,455.00	76,455.00	76,455.00		
89449	88884	15-Jul-2021	023081	2280	30-Jun-2021	1920	137.93	137.93	137.93		
*** Grand Total ***							89,455.17	291,067.79	89,455.17	.00	.00

Selection Legend:
Vendor Entity: Both

Prior to the software update, the report listed vouchers paid on purchase orders created prior to the fiscal year, but did not identify that the purchase orders that had been *rolled to the current year*.

Figure 13 Before - only the original PO date column was shown on the report

2640-APVoucher REP Printed 22-Jul-2021 at 10:17:32 by MSHDRVS

Vouchers Paid on Prior Year POs

Vouchers dated after 06302021 recorded against Purchase Orders dated on or before 06302021

UserBatch#	Voucher#	VoucherDate	Vendor Name	PO#	Current PO Date	Original PO Date	Department	Payment to P.O	Voucher Total	Paid	Liquidated	Balance
Vouchers Dated after 30-Jun-2021 against POs Dated before 30-Jun-2021												
16993	481467	21-Jul-2021	023126	FIELD TURF	973760	23-Sep-2020	ATHLETICS	20,377.71	20,377.71			20,377.71
Vouchers Dated after 30-Jun-2021 where PO Original Dates are before 30-Jun-2021												
16993	481464	20-Jul-2021	023263	VAN POOL TRANSPORTATION	979225	01-Jul-2021	03-Jun-2021	SPED	10,360.17	10,360.17		10,360.17
*** Grand Total ***								30,737.88	153,689.40	.00	.00	30,737.88

Selection Legend:
Vendor Entity: Both

Note: If Payment to PO and Voucher Total are different, check voucher as there could be a line on the voucher that doesn't reference a PO.

Figure 14 After – the report enhanced with an additional current PO date and descriptive notes

- 1 The report now has both a “Current PO Date” and “Original PO Date” column. The first time a PO is rolled over it sets the original PO date to the PO date and sets the PO date to 1-Jul-XXXX (or date set in PO rollover).
- 2 Note that the current PO date is on or before the report date (usually 30-Jun-XXXX) and the voucher is dated after 30-Jun-XXXX.
- 3 Note that the current PO date is after the date specified on the prompt when the report was run date (30-Jun-XXXX) and the voucher is dated after 30-Jun-xxxx **but** the original PO date is before 30-Jun-XXXX. This identifies payments made to rolled POs.
- 4 Note on why the Payment to PO and Voucher total columns could be different. It is unusual, but a line that does not reference a PO could be added to a voucher created from a PO.

[ADM-AUC-AP-1117]



4.3 [4 By Voucher] – Page Down

Report Library by Voucher (Page 2)

Report Name	View	Report
2083-Accounts Paid on Selected Warrants (by Dept Group)	Sample	Run
2097-Accounts Paid on Selected Warrants (by Fund)	Sample	Run
2679-Voucher Detail by Vendor for 1099 Codes	Sample	Run
2917-Posted Vouchers Tagged for Fixed Assets	Sample	Run
2609-Vendor with same Invoice Date/Amount	Sample	Run
2614-Outstanding Certified Payroll Documentation	Sample	Run
2661-Count # Lines used on Checks	Sample	Run

Report Categories:

- 1 By Vendor
- 2 By Commodity Item
- 3 By Purchase Order
- 4 By Voucher
- 5 By Disbursement

4.3.1 #2661 Count # Lines used on Checks – Pre-printed or Single Page

Q. Is there a way to indicate which credits go with which invoices so they stay on the same check?

A. Run this report whenever processing credit vouchers if using pre-printed check stock or single page checks.

The report will identify how many vouchers per check will be printed according to the site’s setup in module control. The module control values are sequence #2100, 2101, 2102, and 2103.

Seq#	Description	Answer	Edit Button
2100	No of Lines on a Check [33]	10	
2101	Print Multiple Pages per Printed Check# [Y/N]	N	
2102	AP Check Stock [B]Blank or [P]re-printed	P	
2103	Total # Item Description lines to Display on Check	3	

Vouchers are processed onto checks in the order they were entered into the system, so Voucher # 123 will always come before #124. Enter payment vouchers that pay more than credits first and then enter credits:

Vendor 30653	Voucher #	Amount
Invoice #101	481941	\$ 100.00
Invoice #124	481942	\$ 50.00
Invoice #230	481944	\$ 100.00
Credit Memo #101A	489145	\$ (50.00)
Credit Memo #124A	481946	\$ (60.00)
Total to be paid:		\$ 140.00

For a given vendor, there are three payments of \$100, \$50 and \$100 and two credits of \$50 and \$60.

Be sure to enter enough payment vouchers before entering credit vouchers.

This report is used to see how many vouchers will be included on a **single page check**. If there are many vouchers for the same vendor

– the report will show the number of lines used on a check. To run the report, from the menu, select:

Accounts Payable ▶ Reports ▶ [4 By Voucher] ▶ #2661 Count # Lines used on Checks



Two fields are required; the **bank** used for the vouchers and the **proposed check date**—to know which vouchers to include. If there are vouchers dated **after** the check date they are **not** included in the count on the report.

Count # Lines used on Checks									
Bank : TD05		Module Control 2100 - # Lines per Physical Check: 10							
Check Date: 09-Sep-2021		2101 - Multiple Pages per Check : N							
		2103 - Description Lines to print: 3							
Vendor# and Name	Voucher#	User	Batch	Check Type	Department	Line	Amount to Pay	# Lines on CK	Location of Voucher
Check Seq# 3									
030653-01 BLATMAN, BOBROWSKI & MEAD,	481759	LV10795		Printed	TOWN	1	825.00	1	Posted Voucher
030653-01 BLATMAN, BOBROWSKI & MEAD,	481941	17007		Printed	ADM	1	100.00	1	In-Progress Voucher
030653-01 BLATMAN, BOBROWSKI & MEAD,	481942	17007		Printed	ADM	1	50.00	3	In-Progress Voucher
030653-01 BLATMAN, BOBROWSKI & MEAD,	481944	17007		Printed	ADM	1	-50.00	1	In-Progress Voucher
030653-01 BLATMAN, BOBROWSKI & MEAD,	481945	17007		Printed	ADM	1	100.00	3	In-Progress Voucher
Check Total							1,025.00	9	
Check Seq# 4									
030653-01 BLATMAN, BOBROWSKI & MEAD,	481946	17007		Printed	ADM	1	-60.00	3	In-Progress Voucher
Check Total							-60.00	3	

Figure 15 Report identifies the check sequence # on which the vouchers will appear

As shown above, each check allows 10 lines per physical check, and does not print multiple pages per check. For each voucher, the check will print up to three lines of description. The report shows that

- Check Seq #3 will print a valid check, because there are enough dollars paid to offset the credit being used. (Note that there is also a Posted Voucher listed for the same vendor – posted and in progress vouchers meeting the bank and date criteria will be included on the report).
- Check Seq #4 shows a negative amount.

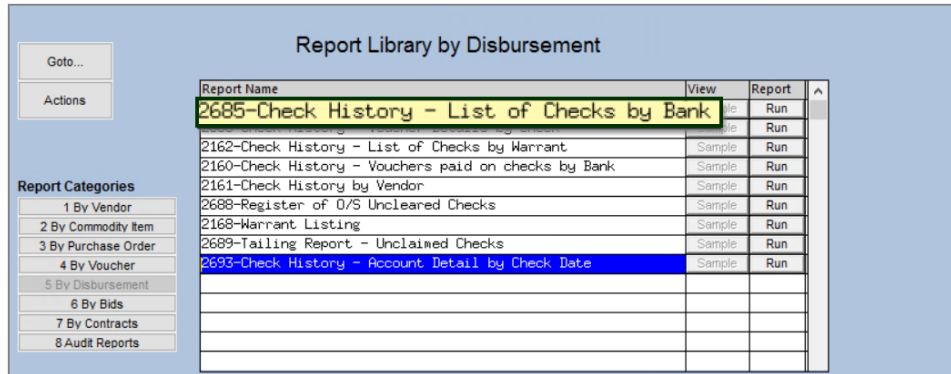
The credit voucher #481946 for -\$60.00 will not “fit” on the check with the other vouchers because including it will exceed the maximum number of lines per check (there are nine lines used, and only one available, but there are three lines of description on the credit voucher.)

To fix this, add or remove lines of description from In Progress vouchers to allow the credit to appear on a check with enough payments to offset the credit. In the example above, either reduce the lines of description on the vouchers that show three lines in use, or add lines to “pad” the other vouchers to force them onto the next check sequence number.

[ADM-AUC-AP-1124]

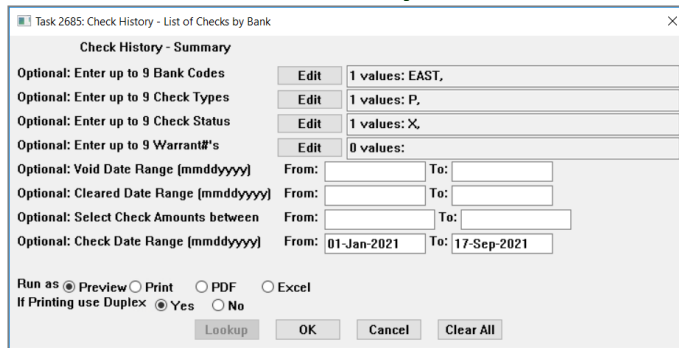


4.4 [5 By Disbursement]



Accounts Payable ▶ Reports ▶ Report Library ▶ [5 By Disbursement]

4.4.1 #2685 Check History – List of Checks by Bank



ADMINS changed the Check History List of Checks by Bank to include more information.

Accounts payable staff want to see the voids and the warrant number of the void to research and report on activity.

In the examples, the report is limited to just voided checks with a status of "X".

Figure 16 Prompt for Check History List of Checks by Bank offers many filtering options

```

2685-APCHKHIS_SUM.REP          Printed 15-Sep-2021 at 15:54:20 by MUPDEV1
                               Town of ██████████
                               Check History - List of Checks by Bank
=====
Bank  Check#  Check Date  Type  Vendor# and Name  Status  Warrant  Canceled On  Cleared On
=====
EST  0251708  25-Oct-2017 V  000861  VERIZON           X       008863  09-Feb-2021
EST  0266793  17-Dec-2018 V  263623  JANICE ARNOLDY    X       009491  19-Feb-2021
EST  0276531  04-Sep-2019 V  009502  KAREN R.H. NASTUK X       009904  09-Feb-2021
EST  0277193  24-Sep-2019 V  009502  KAREN R.H. NASTUK X       009935  09-Feb-2021
EST  0280315  24-Dec-2019 V  009502  KAREN R.H. NASTUK X       010065  09-Feb-2021
EST  0282046  13-Feb-2020 V  236846  CHRISTOPHER P GAFFNEY X       010142  19-Feb-2021
EST  0282064  13-Feb-2020 V  009502  KAREN R.H. NASTUK X       010142  09-Feb-2021
EST  0284525  21-May-2020 V  268547  DEBY WANTMAN      X       010241  23-Feb-2021
EST  0288411  22-Sep-2020 V  000754  COMM OF MASS      X       010418  06-Jan-2021
EST  0288494  24-Sep-2020 V  264669  MIND RESEARCH INSTITUTE X       010423  23-Feb-2021
EST  0288976  01-Oct-2020 V  258980  GREEN RIVER PRINTING AND SIGNS X       010436  28-Jan-2021
EST  0290338  17-Nov-2020 V  270840  REAL ESTATE FIDUCIARY SERVICES X       010494  06-Jan-2021
EST  0290544  25-Nov-2020 V  250629  PARTSMASTER       X       010505  06-Jan-2021
EST  0290571  25-Nov-2020 V  021829  COMCAST           X       010506  31-Jan-2021
=====

```

Figure 17 Before – the report had no column for the Void Warrant #

ADMINS added the void warrant number column to this report.



TedRE - AP_Check_History_by_Bank_2685_WENDY[2].jis
File Edit Format Options

Courier New 9 B I U

Printed 15-Sep-2021 at 09:14:45 by WENDY
City of ADMINS
Check History - List of Checks by Bank

Bank	Check#	Check Date	Type	Vendor# and Name	Status	Warrant	Canceled On	VoidWarrant	Cleared On	Check Amount
EAST	0360921	07-Sep-2020	V	021949 IMPACT APPLICATIONS, INC.	X	006632	08-Feb-2021	006729		875.00
EAST	0363922	07-Dec-2020	V	001061 J & P AUTO & TRUCK REPAIR	X	006695	25-Jan-2021	006720		35.00
EAST	0364234	16-Dec-2020	V	030205 MICHAEL MARCHAND DBA	X	006702	25-Jan-2021	006720		1,700.00
EAST	0366053	22-Feb-2021	V	007679 EASTER SEALS MA	X	006734	09-Mar-2021	006745		5,000.00
EAST	0366455	10-Mar-2021	V	000791 C OF M/DIR OF ACCOUNTS	X	006743	12-Mar-2021	006748		54,319.14
EAST	4000652	03-Mar-2021	V	000782 MARC E MORIN	X	006739	03-Mar-2021	006741		6.87
EAST	9001899	01-Mar-2021	V	011599 US BANK	X	006731	01-Mar-2021	006733		153,853.14
*** Total for Bank ***										215,789.15
*** Grand Total ***										215,789.15

Selection Legend:
Vendor Entity: Both
Voided Between: 01012021 03202021

Original Warrant # Void Warrant #

Figure 18 After – the report shows the Void Warrant # column “Run as” Preview/Print/PDF®

A2 X ✓ ✕ EAST

Bank	Check#	Check Date	Type	Vendor#	Vendor Name	Status	Warrant	Canceled On	VoidWarrant	Cleared On	Check Amount
EAST	0360921	9/7/2020	V	021949	IMPACT APPLICATIONS, INC.	X	006632	2/8/2021	006729		875.00
EAST	0363922	12/7/2020	V	001061	J & P AUTO & TRUCK REPAIR	X	006695	1/25/2021	006720		35.00
EAST	0364234	12/16/2020	V	030205	MICHAEL MARCHAND DBA	X	006702	1/25/2021	006720		1,700.00
EAST	9001899	3/1/2021	V	011599	US BANK	X	006731	3/1/2021	006733		153,853.14
											156,463.14
											156,463.14

Figure 19 After – The Void Warrant # column was added when “Run as” Excel®

[ADM-AUC-AP-1126]

5 BANK RECONCILIATION LISTING [Enhancement]

ADMINS added the Void Warrant column to the Bank Account Management Listing. Run the listing by going to:

Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management – By Check Date

Select the bank and restrict the view to the type of checks to report on.

Bank Account Management - By Check Date

Goto... Bank: EAST

Actions EASTERN BANK FOR A/P Last Ck# 0372778

3 Listing LYNN, MASSACHUSETTS

4 Clear Checks 00000-0000

5 To Bank

View Restrict View to Check Date

All Checks From 01-Jan-2021 To 02-Mar-2021

Outstanding Checks

Cleared Checks

Voided Checks

1 Check	2 CheckDate	Type	Warrant	Payable To	Amount	Status	Voided	Cleared	Detail
9001899	01-Mar-2021	Void	006731	US BANK	153853.14	Voided	01-Mar-2021		6 View Detail
9001900	01-Mar-2021	Wire Tr	006736	US BANK	153853.13	Issued		23-Feb-2021	
9001901	01-Mar-2021	Wire Tr	006736	US BANK	2238075.00	Issued		23-Feb-2021	
0366173	24-Feb-2021	Printed	006737	AFL-CIO AFSCHE LOCAL 747	1283.34	Issued			
0366174	24-Feb-2021	Printed	006737	AFLAC- DTS/DENTAL GA	554.89	Issued			
0366175	24-Feb-2021	Printed	006737	ALTUS DENTAL 7277-0001	1409.46	Issued			
0366176	24-Feb-2021	Printed	006737	ALTUS DENTAL 7277-0002	1216.60	Issued			

Click on the [3 Listing] button.



Provide the required date range and select a “Run as” option. Preview is shown in Figure 20, **Excel®** is shown in Figure 21:

Bank Check#	Check Date	Type	Warrnt#	Payable To	Check Amount	Status	Canceled On	VoidWarrant	Cleared On	Error
EAST 9001899	01-Mar-2021	Void	006731	US BANK	153,853.14	Voided	01-Mar-2021	006733		
EAST 9001900	01-Mar-2021	Wire Tr	006736	US BANK	153,853.13	Issued			23-Feb-2021	
EAST 9001901	01-Mar-2021	Wire Tr	006736	US BANK	2,238,075.00	Issued			23-Feb-2021	
EAST 0366173	24-Feb-2021	Printed	006737	AFL-CIO AFSCME LOCAL 747	1,283.34	Issued				
EAST 0366174	24-Feb-2021	Printed	006737	AFLAC- DIS/DENTAL GA	554.89	Issued				
EAST 0366175	24-Feb-2021	Printed	006737	ALTUS DENTAL 7277-0001	1,409.46	Issued				
EAST 0366176	24-Feb-2021	Printed	006737	ALTUS DENTAL 7277-0002	1,216.60	Issued				
EAST 0366177	24-Feb-2021	Printed	006737	AMERICAN HERITAGE 89519	158.23	Issued				
EAST 0366178	24-Feb-2021	Printed	006737	AMERICAN HERITAGE	3.88	Issued				
EAST 0366179	24-Feb-2021	Printed	006737	AMERICAN HERITAGE	189.79	Issued				
EAST 0366180	24-Feb-2021	Printed	006737	AMERICAN HERITAGE	97.37	Issued				
EAST 0366181	24-Feb-2021	Printed	006737	AMERICAN HERITAGE	37.77	Issued				
EAST 0366182	24-Feb-2021	Printed	006737	AMERICAN HERITAGE	6.88	Issued				

The report in Figure 20 was run for all check types.

Figure 20 Listing “Run as” Preview with the screen showing all check types

Check#	Check Date	Type	Warrnt#	Payable To	Check Amount	Status	Canceled On	VoidWarrant	Cleared On
9001899	3/1/2021	Void	006731	US BANK	153,853.14	Voided	3/1/2021	006733	
0366053	2/22/2021	Void	006734	EASTER SEALS MA	5,000.00	Voided	3/9/2021	006745	
0365908	2/16/2021	Void	006731	HARVARD PILGRIM HEALTH CARE	3,938.29	Voided	4/5/2021	006763	
0365941	2/16/2021	Void	006731	MYTELEMEDICINE, INC.	1,002.70	Voided	4/22/2021	006773	
				EASTERN BANK FOR A/P	163794.13				
					163794.13				

The **Excel®** report shown in Figure 21 was run with the screen filtered for just void check types.

Figure 21 Listing “Run as” Excel® with the screen filtered for just Void check types

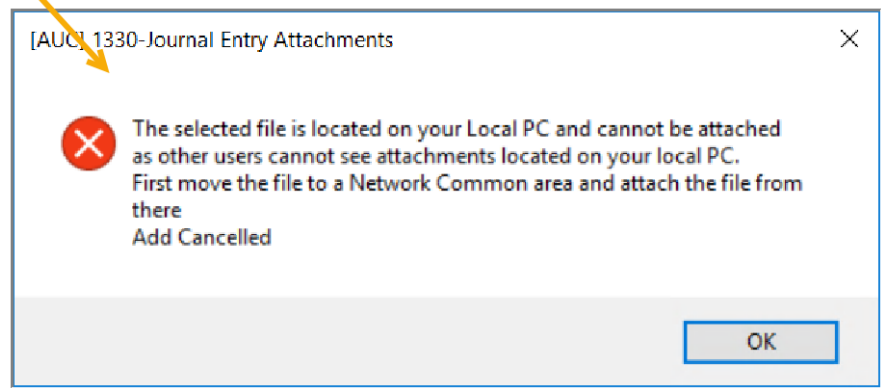
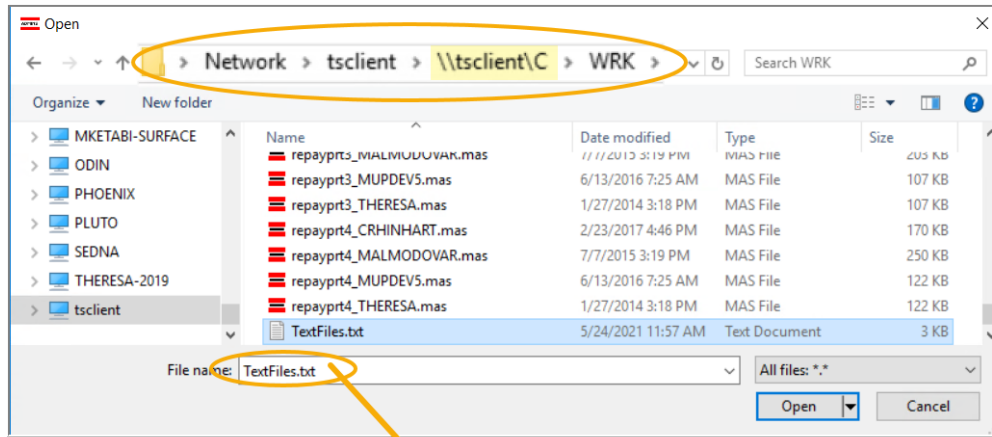
[ADM-AUC-AP-1126]

6 ATTACHMENTS [Enhancement]

Users occasionally find that an attachment listed on one of the many attachment screens is not available. **ADMINS** found that this often is due to the attached file residing on a local client workstation or location that is not available to all users. **ADMINS** made a change to prevent users attaching files from local workstations and adjusted the weekly error report of broken attachments to be more useful.

6.1 Prevent Attachments from Local Workstations

On the Attachment entry screens, if the file being attached has “TSLCLIENT” in the path (or the filename), the system will reject the attempted attachment and display this message:



Users still need access to the TSCLIENT area to be able to *download* files to their local workstations, such as files to be transmitted to 3rd parties.

6.1.1 Attachment Screens in the Module

Table 1 The following screens use the new feature:

Task #	Description	Access the Screen Via:
2000	Enter Vendors	Vendors ▶ Enter Vendors ▶ [4 Attachments]
2054	Change Order Attachments	Change Orders ▶ Do Change ▶ [Q Attachments]
2059	In Progress - Attachments	Enter Bills ▶ Batches ▶ [Add Voucher] ▶ [Q Attachments]
2066	Posted - Attachments	Queries ▶ View All Vouchers ▶ [1 Select] ▶ [Q Attachments]
2081	Voucher Entry Attachments	Enter Bills ▶ Batches ▶ [Add Voucher] ▶ [Q Attachments]



Task #	Description	Access the Screen Via:
2192	Add Attachments to Posted Batches	Enter Bills ▶ Add Attachments to Posted Batches ▶ [6 Add Attachments]
2224	Warrant History	Queries ▶ Warrant History ▶ [6 Add Attachment]

[ADM-AUC-SY-8206]

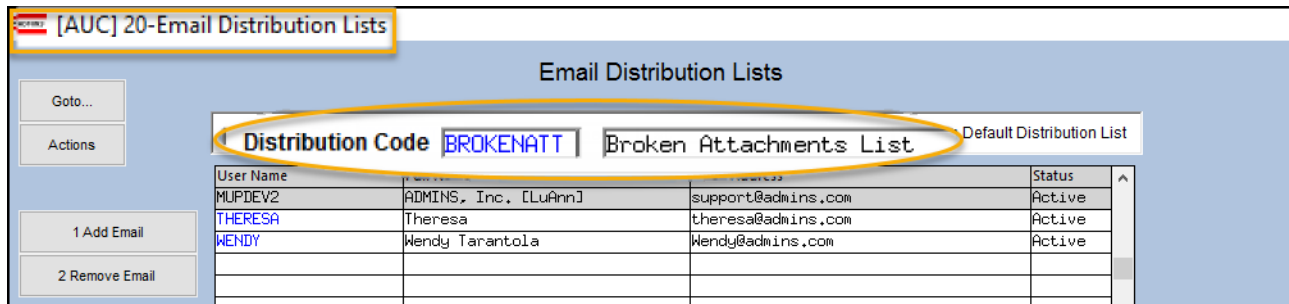
6.2 Weekly Error Check Report

ADMINS changed the weekly error check on attachments to report only selected broken attachments:

- If attachments are system generated, or
- If "TSCLIENT" is present in the file name

Note: Attachments from network common areas will not be error checked since each site establishes a network common area to which the ADMINS account running the process does not necessarily have access.

The weekly error check report is sent to the members of the BROKENATT email distribution list. To add users to the list, follow the instructions found in SY-150 AUC Email Distribution Lists in each Help Reference Library. If the weekly process identifies missing TSCLIENT attachments, contact the owner of the source document; if the missing attachments are system generated, contact support@admins.com.



[ADM-AUC-SY-8206]

7 HELP REFERENCE LIBRARY

The following new or updated documents were installed in the Help Reference Library.

7.1 New or Updated Documents

- ENTER VOUCHERS/PROCESS PAYMENTS
 - AP-155 Create a Voucher that Pays a PO [New]
 - AP-170 Manual Checks [Updated]
 - AP-180 ACH Payments to Vendors [Updated]
- YEAR END PROCESSING
 - AP-710 1099 Processing [Updated]
- SITE SPECIFIC
 - AP-1260 Middletown, CT AP Weekly Check Run [Updated]