

ACCOUNTS PAYABLE

**RELEASE NOTES** 

# SEPTEMBER 2022

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

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## 1 Vendors [Enhancement]

**ADMINS** added a document that describes how to <u>upload vendors from a spreadsheet</u>, updated the <u>Enter Vendors Help</u> <u>Reference</u> document, and made a cosmetic change to the **[3 Classification]** tab of the Enter Vendors screen.

## 1.1 [3 Classification Tab]

Accounts Payable Vendors Enter Vendors

	Enter Vendors  Vendor Vendor Vendor Vendor	C. Ce Do
	1 Name/Addresse     2 Addressee     2 Classification     4 Attachments     8 Iteme       Terms DUR     Due Upon Receipt. Class IACL     Hold Code     Phone# (000) 00       Minority Code     Hold Code     Form     Phone# (000) 00       Payment Type     Printed CK     Wire     ACH     No Check       State Bid List?     Yes     No     Tailing Vendor     Yes     No       Payment Type     Printed CK     Wire     ACH     No Check	0-00
Payment Type         Printed Ck         Wire         ACH         No Check           Separate Check?         Yes         No         Tailing Vendor         Yes         No           1 Time Vendor         Yes         No         Yes         No         Yes         No           State Bid List?         Yes         No         Yes         No         Yes         No           Business Type         Sole         Prop/Individual/Single-Member         LLC         Yes         Yes	22.     Objective Circle (Circle (Ci	te E

Figure 1 Before & After – Tailing vendor label is aligned with radio buttons

[ADM-AUC-AP-1172]

## 2 Voucher Entry

**ADMINS** fixed an issue with voucher payments based on a PO with split GL Lines, added an informative hard error on "F" and "L" type vouchers, and changed the way the lookup presents information in the Commodity Item field during voucher entry.

## 2.1 Voucher Payments Created from POs With Split GL Lines [Fix]

**ADMINS** corrected the calculation for payment amounts on vouchers using Purchase Orders that have a split General Ledger line.

[ADM-AUC-AP-1174]

#### 2.1.1 Closed Split GL Lines [Fix]

Gate .	Batch # 17112 Voucher# 483180	Voucher Entry	Entry Degen Batch not Ready
Actions Go To Batch	Vendor 010000 03 MCG904-HOLL EDUCATION, INC. PO FIX 182605 CH 43218-2605	Involce# Inv Date Customer# Dept Case CUStCULIM Vol. Date IS=Nag-2022 Due Date IS=Nag-2022 TY 2023	Phint Manual ACH Wire Oko Chi Check Date Bank [257] Separate Check Bank [257] Hoad Check Check Centhied Payrol C Type P Paynent Youcher
Line Iter	1 38ms 405.00 n Qty Uom Item I 84,0000 Readil U By Account 1000 1009 1009 1009	Bits         5 Statis History         0.4tacomens           Description	Amount to Par Vendor 2507.60 Proght Other S to Retain Ext Amount 19487.00 INFLENDFATCH - SEPECTRO 1923.72 INFLENDFATCH - SEPECTRO
spit	Click on the [Mo screen. On re account change	ore] button to see the Vo turn, the button will disp s are allowed on voucher	ucher G/L Line Entry blay [Split] and no rs created from a PO

Before the software update, if a voucher was created from a PO with a closed gl line, the voucher would not post and showed a "correct error" message. There was a button for **[More]** and the second GL line was visible but could not be deleted.

Now, if a voucher is created from a PO with a closed GL line, the closed line will not cause an error.

[ADM-AUC-AP-1182]



## 2.2 Processing Order – Paying "Final" or "Liquidate" PO Vouchers



**Processing order matters!** When making multiple payments against a PO, and some of the payments either make a final payment on a line of a PO to close the PO line, or the voucher liquidates the remaining balance on a PO once the voucher is processed, **enter all other payments before the final or liquidation payments**.

#### Figure 2 The Voucher Payment type is set on the Voucher Entry screen

Here is an example (the vouchers are listed in descending order, with the most recent vouchers at the top of the file):

🚾 [AUC] 60-V	oucher Batch Entry		
	Voucher Batch Entry	Entry Began	
Goto Actions	Batch         IZV91         Default Bank         EXCF         EPSTERN         SPR         FUR         P           Default Dept         FIRE         Fire         Bepartsent         Voucher Das         So-Jul-2022         Default Type         Pagents         Voucher Cas         Other         Other	Entry Degan 2	
Add New Batch 2 Last Batch	Expected Entered Balance Price 2231,0000 Preight Other	Every for Release Disapproved Ready for Posting Awaiting Approval Description	
3 Add Voucher	Submit Batch for Processing Yes  No	Den Closed	
Check Batch	Voucher# Vendor Type	Total Status	
5 Batch List	483071 000692-01 STAPLES Credit V	ouche -50.00 Correct Errors	
8 Voucher List	483070 017822-01 FARMERS EXCHANGE Payment 483068 001833-01 ADMINS INC Payment	/ouch 1584.00 Needs Budget D /ouch 500.00 Entry Began	Werrid
7 Edit List	483067 000692-01 STAPLES Liquidat	∋ Rem   197.00 Entry Began	
8 Cover Sheet			
9 Send Batch to		This applies only to	o Vouchers in Progress, not posted voucher:
0 Report 2609			
		Dn	
	7		

• Voucher #483067 was entered first as a *type "L" voucher* and will liquidate the remainder of the Purchase Order.

• Voucher #483071 is a credit voucher that will restore \$50 in encumbrance to the voucher and was entered last.

That will not have the desired effect, as the credit voucher will re-open the purchase order to restore the encumbrance, reversing the PO liquidation. Instead, enter the **credit voucher first** (or any other voucher that should be paid/credited prior to liquidating the PO or making a final payment on a line.) Be sure that any vouchers intended as a **final payment** on a PO line or a **liquidation** of the PO after processing **are the last vouchers** processed against the PO.

This error message is presented when this batch is checked:

Γ	Voucher#	
	483071 Jine GLLine	Errors
	483071	Warning: Voucher Type C different to Batch Type P
	1	*** Remove Final Pav/Liguid PO Voucher 483,067, post this voucher, & re-enter Final Pav/Liguid Voucher
	*** Remove Final	Pay/Liquid PO Voucher 483,067, post this voucher, & re-enter Final Pay/Liquid Voucher
_	±	Marning, ro bine nas netainage a bec, bat no à co netain bet un voacnei

Note that the error is flagged on the credit voucher, and instructs the user to remove the *other* voucher, post this credit voucher, and then enter the final payment/liquidation voucher.

[ADM-AUC-AP-1177]

## 2.3 Using Commodity Items [Enhancement]

[AUC] 200	6-Voucher Change Order				
Goto	Batch # 17050 Voucher# 483057	Voucher Char	nge Order		Entry Began
Actions 2	/endor 001833 01 abruths Inc 19 LENIS NHARF 30STON 44 02110-3927	Invoice#         ADM-AUC-AP-11           Inv Date         18-Jul-2022           Customer#         Dept.Code           Dept.Code         FIRE           Vou Date         18-Jul-2022           Due Date         19-Jul-2022	FY 2023 Terms DUR	Print ACH Wi Check Date Separate Check Hold Check Certifi Hold Check Certifi Type P Pagment Voucher	ed Payroll
2 Entry (2)	2 items 3 GL De	tails 4 Status History	Q Attachments	Ап	2000.00
ttem	Uom Item Description		Price	Freight Other \$ To Retain	n Ext Amount
Lealt J	All Items by Description				
_	ItenDesc	Iten#	Class Unit	Price Account#	10997 Sta
	3.5 on pleated paper cups Hesorberk Cotton Balls 500/ Alcohol uppe Architectural Moodwork Bactine Bendryl Cherry DUNKETE Fond De 22: Crean Disputed credit card charge dukai upperpore paper Lape EARLY VOITHG (ADDL EMPENES Economy creed exam paper Extra Large 2* x4* Bandage Ege Nada Fingertip 1 3/4* 2* bandage Handwashing Stickers	E1005 E1005 21745 21745 2006 2007 2007 2007 2007 2007 2017 20	UNIT NURSE CASE OX CTN FEET OT NURSE CUVD NURSE EA NURSE EA NURSE FA NURSE FT NURSE B100 CR	$\begin{array}{c} 000-000-000-000\\ 75,0000 \ g12-000-0000-000\\ 11.\ g591 \ 000-200-3200-600\\ 15,000 \ 000-610-000-006\\ 9.1100 \ 1000-200-3200-600\\ 12.2000 \ 1000-300-3200-600\\ 12.2000 \ 1000-300-3200-600\\ 12.2000 \ 1000-300-3200-600\\ 12.2000 \ 1000-300-3200-600\\ 13.6000 \ 1000-300-3200-600\\ 15.000 \ 1000-300-3200-600\\ 15.000 \ 1000-300-3200-600\\ 1.000-300-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-60\\ 1.000-300-300-300-60\\ 1.000-300-300-300-60\\ 1.000-300-300-300-60\\ 1.000-300-300-300-60\\ 1.000-300-300-300-60\\ 1.000-300-300-300-300-60\\ 1.000-300-300-300-60\\ 1.000$	00000000000000000000000000000000000000
	· · · · · · · · · · · · · · · · · · ·			OK Find Sea	arch Cancel Help

**Commodity Items** are used to simplify data entry of vouchers and purchase orders and makes analyzing purchasing history much easier. Prior to the software update, inactive commodity items were included in the lookup used on the

voucher entry and voucher change order entry screens, and if a user selected an inactive item, the system would pop up a message and not allow it to be used.

ADMINS now lists only active items in the lookup. This applies to Voucher Entry, Voucher Change Order Entry, Purchase Order Entry, and Purchase Order Change Entry.

[ADM-AUC-AP-1066]

# 3 Voucher Liquidations [Fix]

During a voucher liquidation, the system checks *if the voucher was paid against a Purchase Order*. Prior to the software update, when liquidating a voucher, the encumbrance field was cleared on the voucher and the encumbrance to the PO was not restored. This was corrected and now the process uses the liquidation amount from the voucher to restore the encumbrance.

[ADM-AUC-AP-1175]

## 3.1 Credit Voucher Liquidations Will Not Affect Closed or Prior Year POs

GL Transaction Codes							
Code	Description	^					
P001	Purchase Order Original Encumbrance						
P002	Encumbrance Relief	1					
P003	PO Change Order (reverse)	1					
PO04 PO Change Order (new)							
POO5 PO Liquidation							
P006	Opened via Voucher Liquidation	1					
P008	PO Liquidation from Roll Over	1					
P009	PO Roll Over to New FY	1					
P010	PO Liquidation via Final Pay on Voucher	1					
P011	Open via Voucher Liquidation w/ Liqidate	1					

Credit voucher liquidations sometimes resulted in unintended consequences. Liquidating a Credit Voucher that was paid against a PO will have the following effect:

1. If the **PO** is closed and the amount on the voucher for that **PO** is a credit (negative amount), this PO will neither be re-opened nor create PO06 GL transactions (*PO06 are Open PO via Voucher Liquidation transactions*); just cancel the voucher.

2. If the **PO date is in a Prior FY** and the **Prior FY is** *closed*, the PO will neither

be re-opened nor create GL transactions (PO06) to reinstate the encumbrance for the PO. The liquidation will just cancel the voucher.

3. If the **Voucher is type L** (*liquidate remaining balance on PO*), and the **date** on the PO is in a **closed prior fiscal year**, the PO will neither be re-opened nor create PO06 GL transactions re-instating the encumbrance for that PO.

[ADM-AUC-AP-1132]



#### 3.1.1 Updated AP Voucher Liquidation Screen with a Message Prompt

The AP Voucher Liquidation screen will display this message if one or more POs on the voucher are CLOSED when liquidating a credit voucher:



Figure 3 AP Voucher Liquidation screen message when liquidating a credit voucher paid against a closed PO

- Select **[Yes]** to liquidate the voucher (which will not open the PO and restore the encumbrance)
- Select **[No]** to clear out the Voucher# from the liquidate screen; this will allow reviewing the impact of liquidating the voucher.

[ADM-AUC-AP-1132]

#### 3.1.2 Post Liquidation Report #2071

To provide an audit trail, the Liquidation report has a note indicating that the PO encumbrance will not be re-instated, nor will the closed PO be re-opened.

2071-FMREP:APLIQDATPST.REP Printed 23-Aug-2022 at 10:30:15 City of ADMINS Post Liquidation				Page 1
Voucher#: 483194 Vendor: 021888 - 03 Liquidation Date: Vou Date: 23-Aug-2022 MCGRAW-HILL EDUCATION, INC. GL Batch #:	23-Aug-20 8887277	22		
Line GL# Account and Description	PO#	PO Ln	GL Ln	\$ Liquidated
Glencoe Bio EStudent Edition w/Learnsmart 3 yr Subscription 1 1000-301-0000-000-00-52085 SCHOOL PRIOR YEAR EXPENSES	220030	1	1	-60.75
PO Encumbrance not reinstated as the PO Fiscal Year or Liquidating a Credit Vouchers on a Closed POs	is Clos	sed		
Liquidation Notes:				
*** Total	\$ Liquida	ed ***		-60.75

Figure 4 Voucher Liquidation posting report with message

This example used the situation described above in section 3.1; liquidating a credit voucher on a closed PO; the same rules apply to prior POs from a closed fiscal year, and for Voucher type "L" (liquidate remaining balance on PO) if the PO Fiscal Year is closed.

[ADM-AUC-AP-1132]

## 3.2 Voucher Liquidation Screen Display Issue [Fix]

AUC] 2070-Liquidate Vouchers										
Liquidate Vouchers										
Goto	Voucher#	482946								
Actions Vendor 014183 01 MeM MEDICAL SUPPLY 107 UKBRIDGE RD MENDON MA 01756-0000			Dep Vou	Dept Code         HIGHSCHOOL           Vou Date         01-Jul-2022         FY 2023           Type Code         P Reyment Voucher           Ship Date         Bank Code         T05           Bank Code         PARTIRL_JUL0120 05-Jul-2022			Voucher Total 138.06 Paid to Date			
			Shij Ban Invo				Balance to Liquidate 138,06			
	Liquidation D	late 01-Jul-2022	Liq	1 Edi uidatior	t Liquidation Notes n Notes: By THERE	SA	2 Pos	t Liquidate		
Line	ltem#	Description	PO#		Qty Price	Freight	Other	Total	Balance to Liq	
22	21014	1 oz. plastic	medi 1959	60	2.0500			2.05	2.05	
								3 Mor	e	

When liquidating a voucher with multiple lines, only the last line was being displayed on the screen.

**ADMINS** corrected this with the software update. This did not affect the voucher liquidation, only the display.

Figure 5 Before – only the last line of the voucher was displayed at the top of the liquidation screen

· [Al	UC] 20	70-Liquidate	e Vouchers							
Goto	)	Voucher#	482946	Liquid	late	e Vouchers				
Actions		Vendor 014183 01 Mex MEDICA: SUFPLY 107 UNRRIDGE RD MENDON MA 01756-0000		Dept. Code         HEGHSCHDOL           Vou Date         01-Jul2022         FY 2023           Type Code         P Pagenet. Voucher           Ship Date         Bank Code         TD05           Bank Code         FNRTIFIL_JUL0120         05-Jul-2022			Voucher Total Paid to Date Balance to Liquidate		138.06  138.06	
Liquidation Date 01-00-2022 1 Edit Liquidation Notes 2 Post Liquidate										
	Line	item#	Description	PO#	-	d Drical	Ersight	Other	Total	Palance to Lin
	1	50035	Bactine	195960	100	9,1100	rreigine	Other	18,22	18.22
	2	34858	Benadryl Cherry	195960	000	12,2000			12.20	12,20
	3	90561	Fue Cups 6 pk	195960	000	3,1400			3.14	3.14
H		74405	Ego cape o pr	105050	000	3,9100			3.91	3,91
	4	34105	Eye wash	199960	100	4,8900			4.88	4,88
	6	2815	Triple Antibiotic	195960		4,5/00			4.5/	4.5/
	7	50122	Water-jel itch rel	195960	100	1,2200			1.22	1.22
H	0	1074505	Diphophudponing 2%	195960	100	1.8800			1.88	1.88
	0	1034505	Diprieringurailitrie 2%	193960	000	10,1000			10.10	10,10
	9	34041	Hydrgen peroxide 3	195960	000	2,6600			31.92	31,92
	12	53021	Kleenspec Disposab	195960	000	6.3100			6.31	6.31
	15	49010	Super Sani-cloth 6	195960		7,0900			7.09	7.09
$\vdash$	40	70000	Class Bard	105000	100	19,5000			19,50	19,50
	16	32029	Sheer Bandages	195960	100	4,6200			4,62	4,62
	17	32120	Extra Large 2" x 4	195960	000	2,0500			2.05	2,05
	18	32231	Fingertip 1 3/4" 2	195960						
F	19	37208	Jack Frost gel pac	195960						
	20	90781	MightyLight Blue	195960						
	21	21013	3.5 oz pleated pap	195960	1					
	22	21014	1 oz. plastic medi	195960	1					

Figure 6 After – all lines are displayed, beginning with line one at the top of the screen

[ADM-AUC-AP-1176]

## 4 Void Processing [Enhancement]

**ADMINS** changed the void posting so that if the PO has a liquidated date set – the liquidation of the voucher will **not** update the PO at all (so it will not update amounts or re-open the PO if it was closed.)

[ADM-AUC-PO-611]



## 5 Year-End Processing [Enhancement]

#### [AUC] 53-Maintain Entity Codes Maintain Entity Codes Entity 1 Description TOWN OF ADMINS Name TOWN OF ADMINS Address 1 219 LEWIS WHARE Address 2 Address 3 City BOSTON Phone (617) 494-5100 State Zip Code 02110-0000 Fed Tax ID 041234567 Country State Tax ID 1 AP 1099 Scroll to enter a file path longer than Transmitter Control Code 60 characters - ADMINS recommends 31005 Combined Filing State Number no more than 60 but will allow 80 ADMI Paver Control Name Contact Employee Name LuAnn Moore Contact Phone Number (617) 494-5100 ontact E-mai Export Directory for IRS file \1099\FolderTestingAFolderNameThatExceedsEightyCharact|

To accommodate long file names and network paths, **ADMINS** expanded the limits for the 1099 export file name.

Now, up to 80 characters can be entered for the folder path and 80 characters are allowed for the file name. The folder path is specified on the1099 entity table; (ADMINS specifies the file name.)

#### Figure 7 The field for the Export Directory will allow up to 80 characters

When the electronic file is created from the steps menu, a confirmation report will be displayed, showing the file location:

Accounts Payable > 1099s > Entity Table

2222-AP1099DSKTOT.REP	Printed 05-Aug-2022 at 13:56:53 by THERESA City of ADMINS 1099 Electronic Reporting Summary Report	Page 1
Year: 2022 Location of Transfer Files: Federal Transfer File Name: State Transfer File Name:	D:\AUC_Development\admhome\1099\FolderTestingAFolderNameThatExceedsEightyChar irstax_1 2022 202285135653.txt irstax_1_2022_202285135653.dat	act

Figure 8 The 1099 Electronic Reporting Summary Report will show the full path name and the resulting file names

ADMINS specifies the file name. It looks like this:

📙   🕑 📙 🗢   FolderTestingAFolderNameThatExceedsEightyCharact								×	
File Hom			~ 🕐						
$\leftarrow \rightarrow -1$	← → ✓ ↑ 📙 → This PC → pluto_data (D:) → AUC_Development → admhome → 1099 → FolderTestingAFolderNameThatExceedsEightyCharact								
Lis ^	Name	Date modified	Туре	Size				^	
<mark></mark> Q1	2 irstax 1 2022 202285135	653.dat 2022 1:57 PM	DAT File	25 KB					
Fil	irstay 1 2022 202285125	2022 1:57 PM	Text Document	25 KB					
12 items Sta	E IIStax_1_2022_202203133	1055.txt							

Task 2209: Create 1099 Electronic File	Х
Create 1099 Electronic File	
Test File:      Yes O No	
Is This The Most Recent Tax Reporting Year: <ul> <li>Yes</li> <li>No</li> </ul>	
Run as O Preview O Print O PDF If Printing use Duplex O Yes No Lookup OK Cancel Clear All	

Note that if the Test radio button is set to Yes, there will be a "T" in the filename as shown below:





[ADM-AUC-AP-1169]

# 6 Interfaces/Imports



#### AP ▶ Interfaces/Imports ▶ Upload Vouchers - Spreadsheet

Additional error checking was added to the **Upload Vouchers from a Spreadsheet** process to prevent users from uploading a file without any error-free records.

[ADM-AUC-AP-1178]

## 7 Help Reference Library

The following new or updated content was installed in the Help Reference Library and ADMINS.com.

#### 7.1 New Or Updated Documents

Interfaces/Imports Vendors <u>AP–985 Upload Vendors from a Spreadsheet</u> PO–310 Add and Maintain Vendors [New] [Updated]

## 7.2 New Content On ADMINS.Com

PO-310 Add and Maintain Vendors	[New]
PO-805 Upload Vendors from a Spreadsheet	[New]
Liquidate a Voucher Video [4:16]	[New]
Optimizing the PDF® Viewer [3:31]	[New]
Voucher Change Orders [4:21]	[New]
Introduction to AUC [7:00]	[New]
Quick Task Selection [2:11]	[New]
Reprinting Reports [4:20]	[Updated]

In addition to adding the content listed above, to allow customers instant access to training videos and documents, the <u>ADMINS.com</u> website no longer requires registration to access the <u>Videos and Quick Tips</u> and <u>Release Notes</u> content.

We also restructured the help documents index page to make it more compact to allow easier access from mobile devices.

[ADM-AUC-WEB-10]