



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 [upload vendors from a spreadsheet](#), updated the [Enter Vendors Help Reference](#) 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

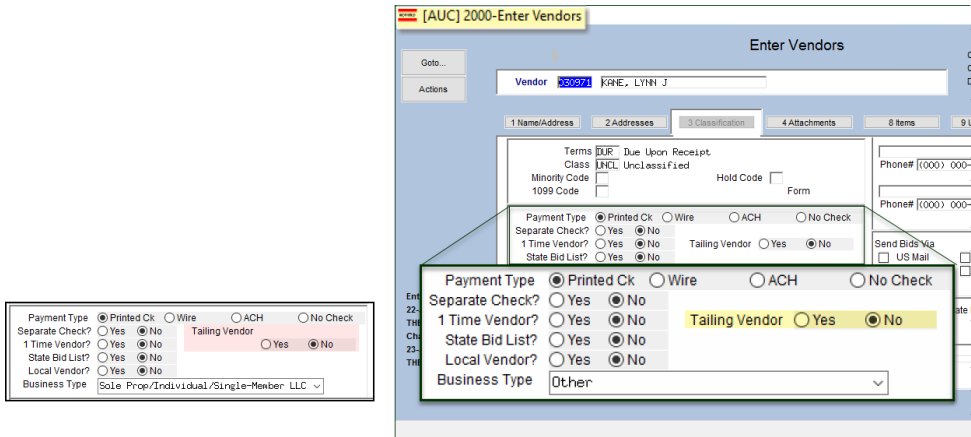


Figure 1 Before & After – Tailing vendor label is aligned with radio buttons

[ADM-AUC-AP-1172]

2 Voucher Entry

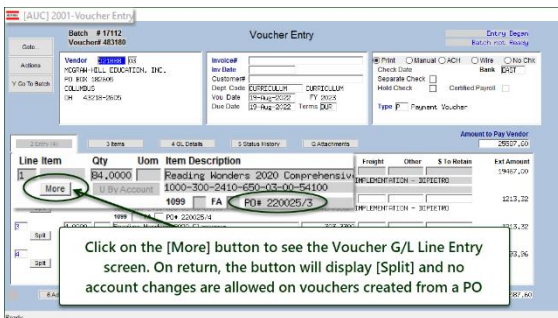
ADMINS fixed an issue with voucher payments based on a PO with split GL Lines, added an informative hard error on “F” and “L” type vouchers, and changed the way the lookup presents information in the Commodity Item field during voucher entry.

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]



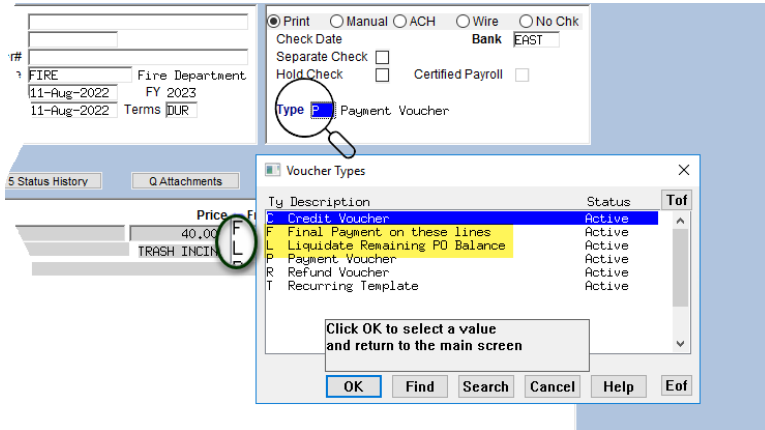
Before the software update, if a voucher was created from a PO with a closed gl line, the voucher would not post and showed a “correct error” message. There was a button for [More] and the second GL line was visible but could not be deleted.

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]



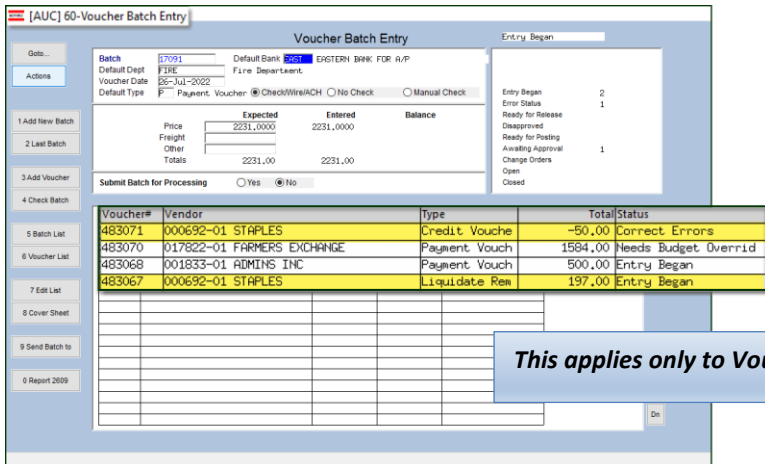
2.2 Processing Order – Paying “Final” or “Liquidate” PO Vouchers



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):

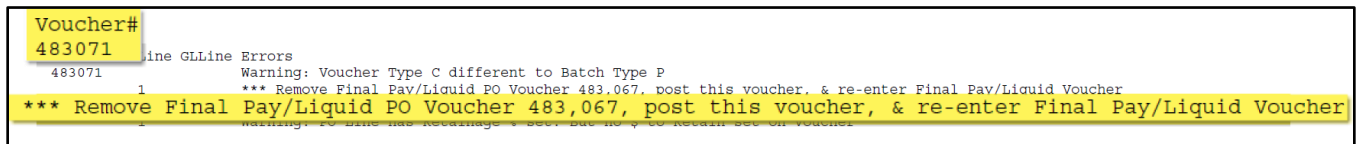


This applies only to Vouchers in Progress, not posted vouchers.

- 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:

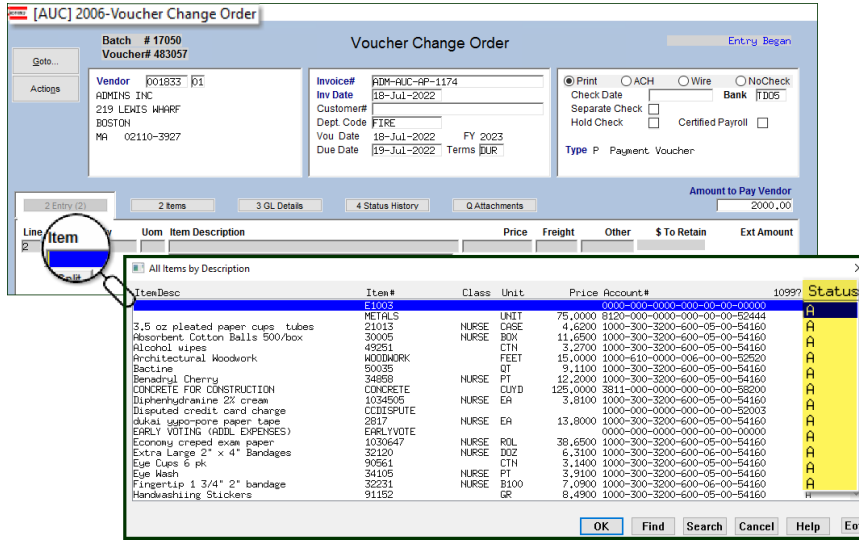


Note that the error is flagged on the credit voucher, and instructs the user to remove the **other** voucher, post this credit voucher, and then enter the final payment/liquidation voucher.

[ADM-AUC-AP-1177]



2.3 Using Commodity Items [Enhancement]



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
P003	PO Change Order (reverse)
P004	PO Change Order (new)
P005	PO Liquidation
P006	Opened via Voucher Liquidation
P008	PO Liquidation From Roll Over
P009	PO Roll Over to New FY
P010	PO Liquidation via Final Pay on Voucher
P011	Open via Voucher Liquidation w/ Liquidate

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:

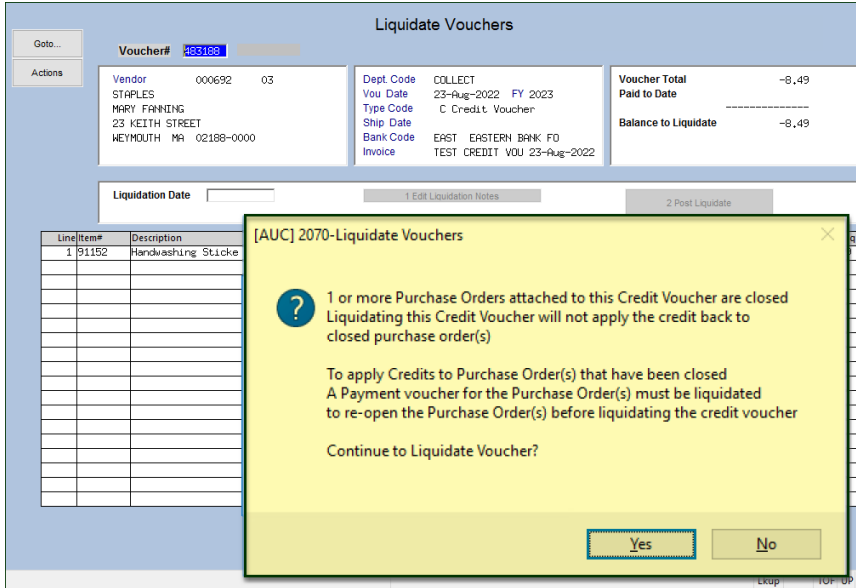


Figure 3 AP Voucher Liquidation screen message when liquidating a credit voucher paid against a closed PO

- 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.

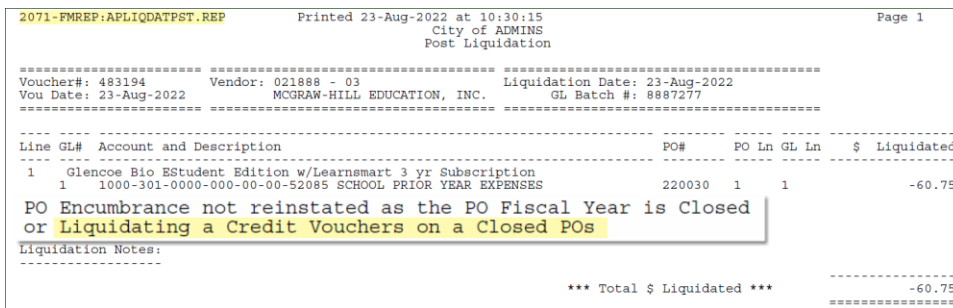


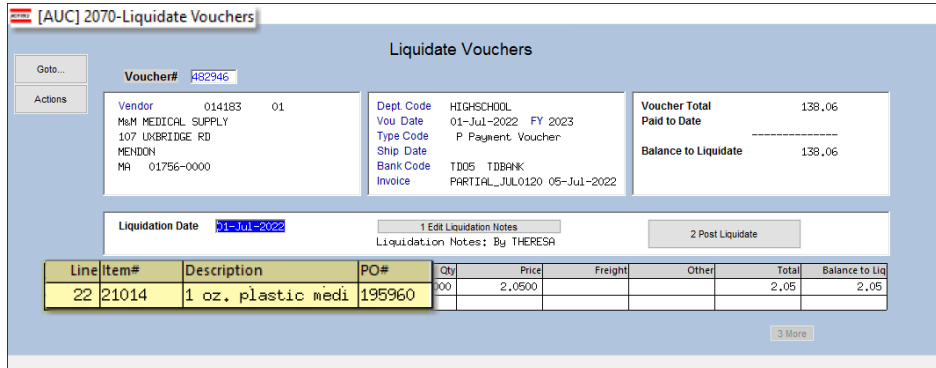
Figure 4 Voucher Liquidation posting report with message

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]



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

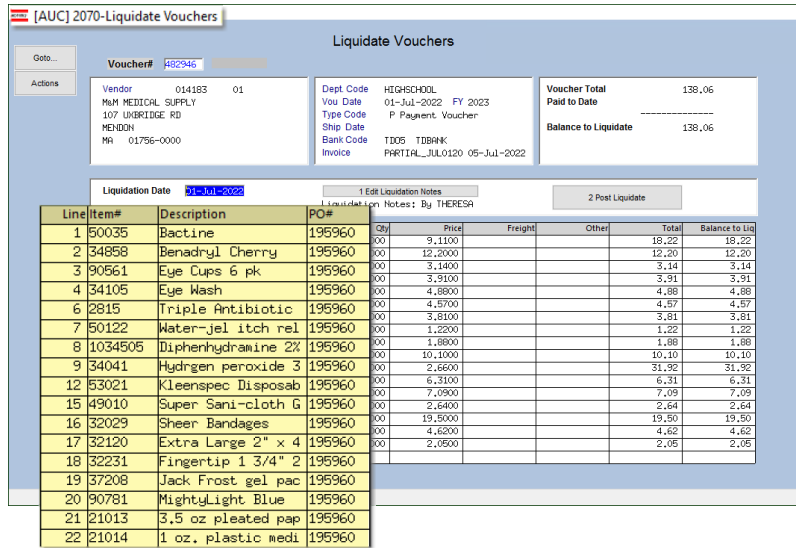


Figure 6 After – all lines are displayed, beginning with line one at the top of the screen

[ADM-AUC-AP-1176]

4 Void Processing [Enhancement]

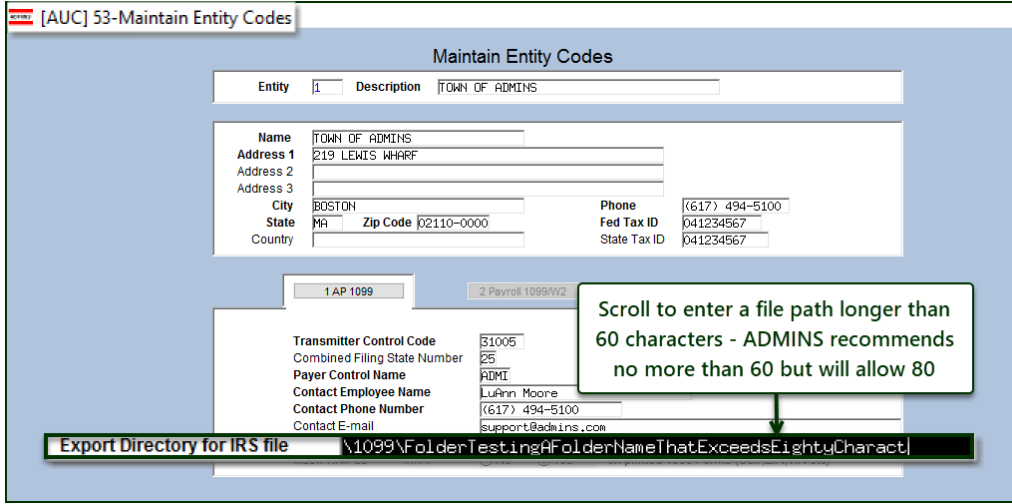
ADMINS changed the void posting so that if the PO has a liquidated date set – the liquidation of the voucher will **not** update the PO at all (so it will not update amounts or re-open the PO if it was closed.)

[ADM-AUC-PO-611]



5 Year-End Processing [Enhancement]

Accounts Payable ▶ 1099s ▶ Entity Table



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 the 1099 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:

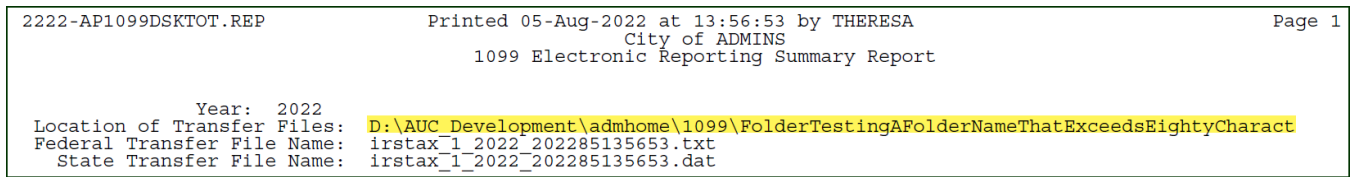
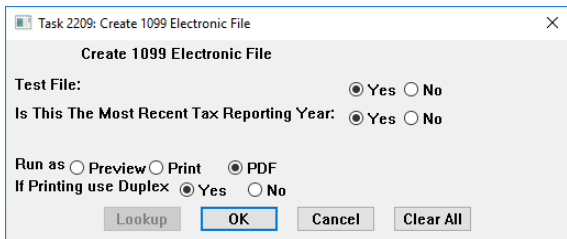
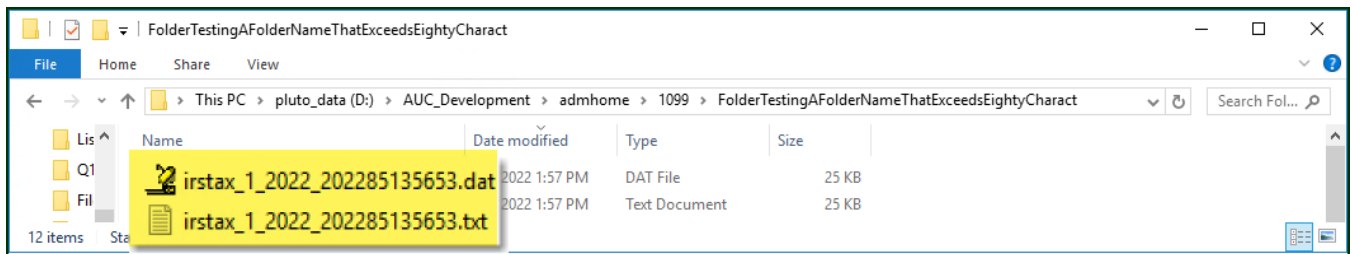


Figure 8 The 1099 Electronic Reporting Summary Report will show the full path name and the resulting file names

ADMINS specifies the file name. It looks like this:



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



Name	Date modified	Type	Size
irstax_1_2022_T2022825141350.dat	8/25/2022 2		
irstax_1_2022_T2022825141350.txt	8/25/2022 2		
irstax_1_2022_202285135653.dat	8/5/2022 13		
irstax_1_2022_202285135653.txt	8/5/2022 13		

"T" in the filename indicates that this is a test file

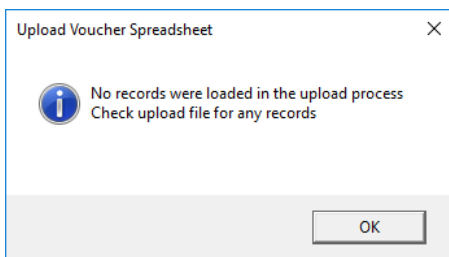
No "T" signifies that this is a "Live" file



Figure 9 Test files will show the "T" in the file name

[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	AP-985 Upload Vendors from a Spreadsheet	[New]
Vendors	PO-310 Add and Maintain Vendors	[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 [ADMINS.com](#) website no longer requires registration to access the [Videos and Quick Tips](#) and [Release Notes](#) 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]