



Accounts Payable

Release Notes

September 2023

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

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1 Create New Voucher from Posted Voucher [Enhancement]

At times it is convenient to create a new voucher from a previously posted voucher – for example, if a change is needed to the voucher **type** or voucher **date**. To do so, **ADMINS** offers the following method.



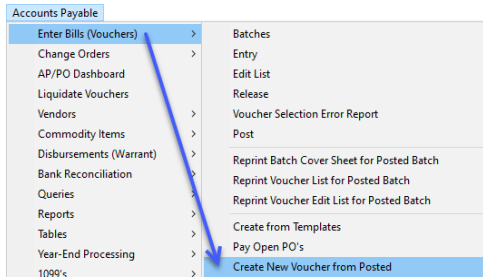
This method is only available for Direct payment vouchers. It is not available for vouchers that reference a PO.



Before beginning, have a **voucher batch** available (either empty or with existing vouchers) in order to add the newly created voucher.

To access the Create New Voucher from Posted Selection screen, from the menu, select:

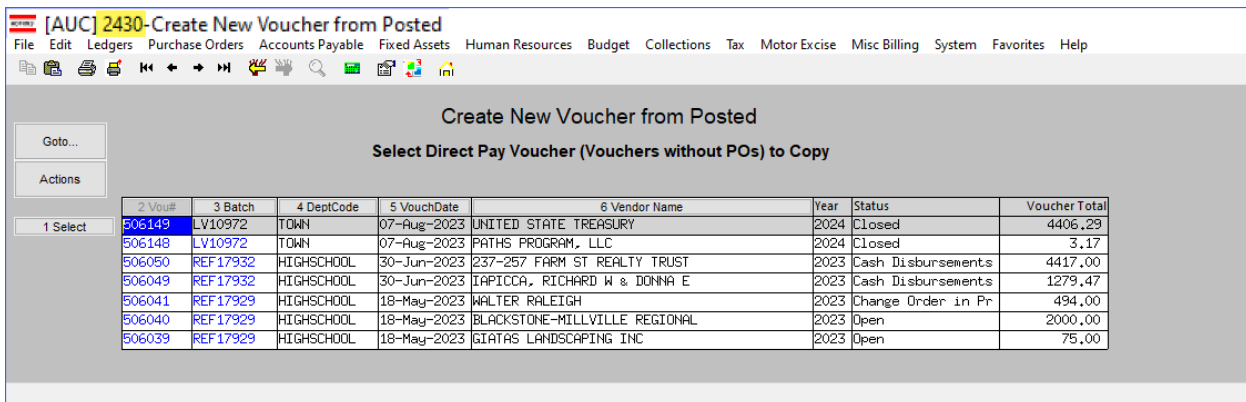
Accounts Payable ▶ Enter Bills (Vouchers) ▶ Create New Voucher from Posted



This screen will:

1. display only vouchers to which the user has access (e.g., the Department Group)
2. display posted vouchers only
3. display vouchers that **do not have** any POs (no line on the posted voucher can have a PO)

Highlight the voucher to be replicated by selecting it and then click on the **1 Select** button. (Note that the status can be Closed, in Cash Disbursements, Change Order in Progress, or Open – any posted voucher is eligible that does not reference a PO.)



When a voucher is selected a screen will display the information that will be replicated from that voucher:



0 Select – will return to the Select screen

1 Create New – will display a prompt asking for the User Batch so this voucher can be added. The batch must exist before the voucher can be created.



Use the lookup to select from a list of *your* currently available batches. If entering a batch number directly, and the batch is not owned by you, the system will display this error message:

The new vouchers will be assigned a new voucher number in the supplied batch and then will branch to the voucher entry screen.

The familiar New Voucher window will be displayed, and the voucher created from the posted voucher will be available for selection in the lookup. Select the voucher and click on **OK**.



The replicated voucher will be displayed in the Voucher Entry screen. Proceed with making changes as needed to the voucher.

During the error check of the voucher, it will display a message if the fund has been [excluded from the budget check](#) (see below).

When finished, process the voucher batch in the customary manner.

Voucher Entry

Batch # 17940
Voucher# 506275

Vendor: 321814 01
WALTER RALEIGH
c/o Parents of L.
37 RAKEVILLE CIRCLE
BOSTON MA 02110-0000

Invoice#
Inv Date
Customer#
Dept Code: HIGHSCHOOL HIGH SCHOOL
Vou Date: 01-Sep-2023 FY 2024
Due Date: 01-Sep-2023 Terms: [DUR]

Print Manual ACH Wire No Chk
Check Date
Separate Check
Hold Check Certified Payroll
Type: Payment Voucher

Amount to Pay Vendor: 494,00

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1,0000		1-HDR Fees Bill# 000324-00 Due to Billing	494,0000				494,00
			U By Account: 0300-000-0000-00-00-42055 1099 FA					

Entered Amount: 494,00

[ADM-AUC-AP-1222]

2 Exclude Selected Funds from Budget Checking [Enhancement]

Some funds, such as a fund for school lunch, are commonly “in the red” as receipts arrive after purchases are made. Budget checking is not relevant to the process, as no appropriations are booked for this fund.

Ledgers	
Account Maintenance >	Chart of Accounts
Journal Entry Processing >	Account Elements

To add flexibility and remove unnecessary barriers to Purchase Order and Voucher processing for these funds, **ADMINS** provides a checkbox on the Maintain Elements-Fund table.

To access the table and mark a fund to bypass budget checking, from the menu, select:



Ledgers ▶ Account Maintenance ▶ Account Elements ▶ [Fund] ▶ [X Added Fund Data]

The screenshot shows two overlapping windows from the ADMINS software. The top window is titled 'Maintain Elements-Fund' and displays a table with columns: Fund, Description, Group, Type, Category, Sub-Class, Summary Fund?, Close? to FB?, Roll ALFRE?, Special Rev Fund?, and Fund. The bottom window is titled 'Added Elements - Fund' and shows configuration options for fund 2000. Key fields include 'Exclude Budget Override' with radio buttons for 'Yes' and 'No', and 'Fund Notes' with a text input field. Red annotations highlight the 'X-Added Fund Data' button in the left sidebar of the top window and the 'Exclude Budget Override' field in the bottom window.

From the Maintain Elements – Fund table, click on **[X-Added Fund Data]** to view the additional information for the fund. To exclude the fund from budget override approvals, set the **Yes** radio button. If the button is set to **No**, which is the default, the normal budget override checks are performed.

The screenshot shows the 'Maintain Approval Paths' window. It features a table with columns: Approval Path, Description, Minimum, Primary, Secondary, and Tertiary. The 'HIGHSCH_AP' path is selected. Below the table, there are sections for 'Budget Override', 'Level 1 - Supervisor', 'Level 2 - Department Head', 'Level 3 - P-CARD Approvals', 'Level 4 - Finance Department', 'Level 5 - Town Manager', 'PO Change Orders', and 'AP Change Orders'. The 'Level 2 - Department Head' checkbox is checked, and the 'AP Change Orders' field is set to 'LURRN'.

For this department, budget overrides are expected but the “Exclude Budget Override” fund setting will eliminate the requirement for the budget override.

If there are approvals required on Levels 1 through 5, the remaining approval processing will still be required.

In this example, Level 2 Department Head approvals will still be required.



2.1 Use an Account in the Fund on an Accounts Payable Voucher

Added Elements - Fund

Fund	Description
6471	HIGH SCHOOL GIFT FUND

Fund Begins on: 01-Jul-2016
Fund is Managed by: _____
Fund has Encumbrances: Yes No
Fund Type: _____
Exclude Budget Override: Yes No
Fund Notes: _____
Short Description: _____

Exclude Budget Override Yes No

Fund 2020 has the Exclude Budget Override button set to Yes;
Fund 6471 has the button set to No.

In this example, the voucher has two lines; the first is charged to an account in Fund 2020, which is excluded from Budget Override.

The second line is charged to an account in Fund 6471, which is *not* excluded from Budget Override.

[AUC] 2001-Voucher Entry [theresa]

Batch # 17940
Voucher# 506136

Vendor: 026522 01
FOOD FOR SCHOOLS
C/O TIMOTHY GOOSSENS
54 MALLARD DRIVE
ALTON
NH 03809-0000

Invoice# 2743
Inv Date 11-Aug-2023
Customer# _____
Dept Code HIGHSCHOOL HIGH SCHOOL
Vou Date 11-Aug-2023 FY 2024
Due Date 12-Aug-2023 Terms DUR

Print Manual ACH Wire No Chk
Check Date _____ Bank EAST
Separate Check
Hold Check Certified Payroll
Type Payment Voucher

Amount to Pay Vendor: 700.00

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1.0000		fresh produce - farmers market	500.0000				500.00
			2020-000-3400-470-09-00-54161					
			1099 FA					
			FOOD PURCHASES-LUNCH PROGRAM					
2	1.0000		additional food paid from a different fund	200.0000				200.00
			6471-000-3520-405-06-00-54160					
			FOOD PANTRY SUPPLIES - HIGH SCHOOL					
			1099 FA					

Entered Amount: 700.00

AP_Mult_Voucher_Error_THERESA[0].pdf - Adobe Acrobat Reader (64-bit)

2085-FMREP:APVOUMULERR Printed 28-Aug-2023 at 14:29:08 by THERESA
Town of Admins
Voucher Error Check by Batch

UserBatch	Expected Amount	Entered Amount	Batch Errors:
17940	700.00	700.00	

Voucher#	Line	GLLine	Errors
506136	1	1	Warning: Fund 2020 for Account Excluded from Budget Override Checking
	2	1	Warning: Account Over Budget

The 1st line will not be subject to the Budget Override approval, however, since the 2nd line is in fund 6471, which is not excluded, the voucher will require the Budget approval. Since there are approvals required on Level 2, the remaining approval processing will still be required.

[MBE-SUP-SAPLAUC-1268]



3 Restricting Access to Accounts Payable at Year End [Fix]

Superusers can restrict access to Accounts Payable voucher entry, etc., using the **“Change Menu Access for AP Entry/Change Orders”** selection from the **AP ▶ Year End Processing** menu.

Batch owners were able to circumvent the year-end restriction by querying the batches they owned and selecting a voucher from the lookup.

Now, when access to AP Entry is restricted, batch owners will only be able to **view batches** and will not be able to edit until the restriction is released by a superuser.

The screenshot shows the 'Accounts Payable' menu with 'Year-End Processing' selected (1). A dialog box titled 'Change Menu Access for AP Entry/Change Orders' is open, showing 'Turn Menu Access to' with radio buttons for 'Grey' and 'Display' (2). A second dialog box shows a confirmation message: 'Menu Change has been done. User will see impact next time they login.' (3). A callout box points to the radio buttons with the text 'Toggles between "Grey" and "Display"'. Below the menu, a partial view of the 'Accounts Payable' menu is shown with 'Fixed Assets' and 'Hum' tabs.

[ADM-AUC-AP-1218]

4 Report #2723 AP Change Order Listing [Fix]

The voucher number field on the Report of Unposted Voucher Change Orders Older By Five Or More Days was truncated for voucher numbers more than seven digits long. This report runs on a weekly basis and as part of the “Create New Year” process. This was corrected.

2723-APCHGOLD_EOW.REP Printed 22-Jun-2023 at 14:13:32 Page 1
AP Change Order Listing
Unposted Voucher Change orders older than 22-Jun-2023 by 5 or more days

Voucher	Department	Date	Entered By	Vendor Name	Change Order Status	Voucher Total
2,284,53	LEGAL	01-Jun-2023	HOLDENK	JP MORGAN CHASE	Ready for Posting	37,099.16
2,284,53	LEGAL	01-Jun-2023	HOLDENK	JP MORGAN CHASE	Ready for Posting	376,685.42

Figure 1 Before the Voucher numbers were dropping the last digit if the voucher number was seven digits

2723-APCHGOLD_EOW.REP Printed 21-Jul-2023 at 17:31:36 by MUPDEV1 Page 1
AP Change Order Listing [TRAINING]
Unposted Voucher Change orders older than 21-Jul-2023 by 5 or more days

Voucher	Department	Date	Entered By	Vendor Name	Change Order Status	Voucher Total
4,455,433	FINANCE					

Figure 2 After - the voucher column will now accommodate up to 9 digits

[ADM-AUC-AP-1216]



5 Void/Manual Checks [Fix]

During the processing of a void/print manual check, the entire check was showing up as **blank** when brought up on the screen prior to printing due to an issue with changing the Check Type on Void checks for Tailing vendors. This was corrected and installed on all sites in late June; it is mentioned here to document the change.

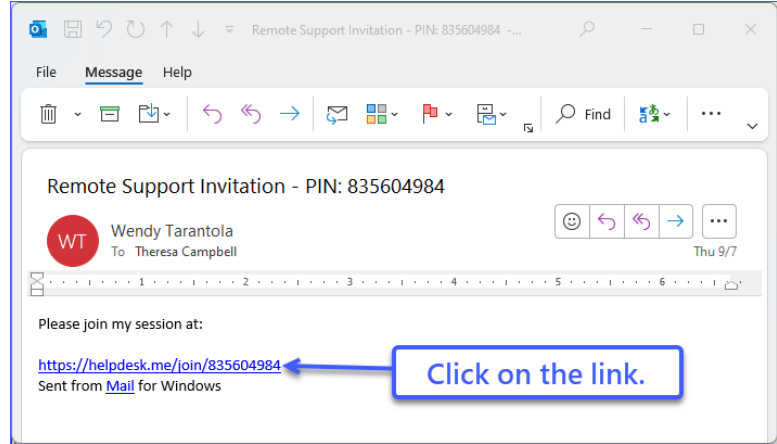
[ADM-AUC-AP-1217]

6 Using GoToResolve



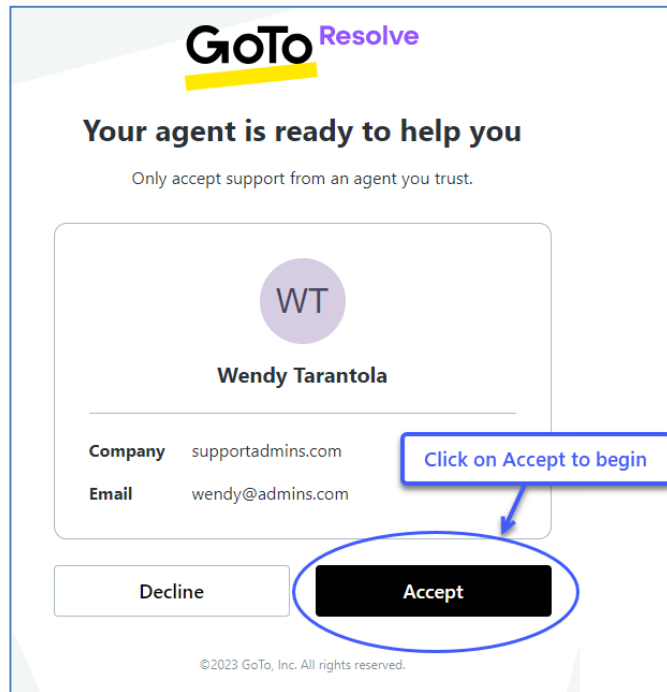
AUC support staff will use a new tool called “GoToResolve” to allow users to share their screens more easily.

We will telephone you first to review the problem. Then we will send an e-mail with a link to click on.



Clicking on the link will open a browser window that looks like this.

Click on the accept button to begin.

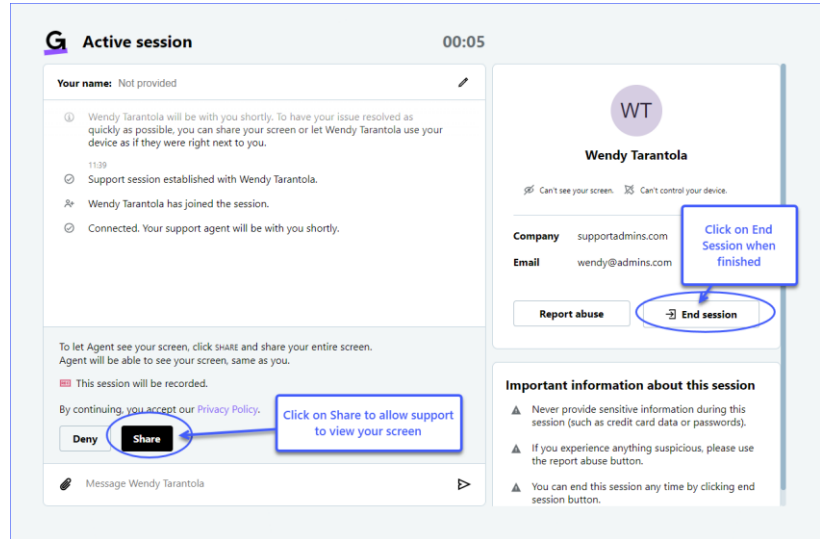




A browser window with instructions opens.
Click on the **Share** button.

During the support session you may be asked to provide additional access. The support team member will walk you through that process if we need to control your screen instead of just view it.

Click on end session when finished.



[ADM-ADM-ADM-6500]

7 Help Reference Library & ADMINS Website

ADMINS added content to the Help Reference Library and to the website.

7.1 Help Reference Library

Enter Vouchers/Process Payments

AP-135 Create New Voucher from a Posted Voucher

[New]

7.2 New Content on ADMINS.com

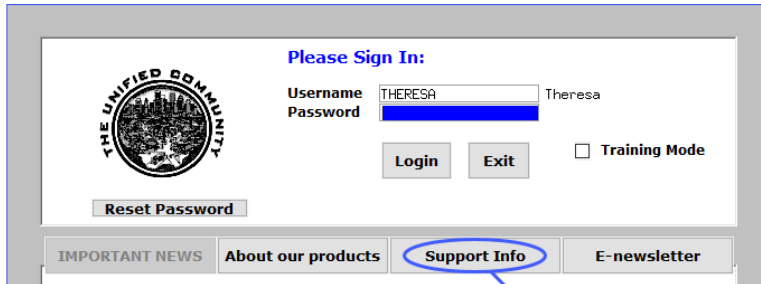
The following new content was added to ADMINS.com.

[Void & Replace with a Manual Check \(7:40\)](#)

[New]

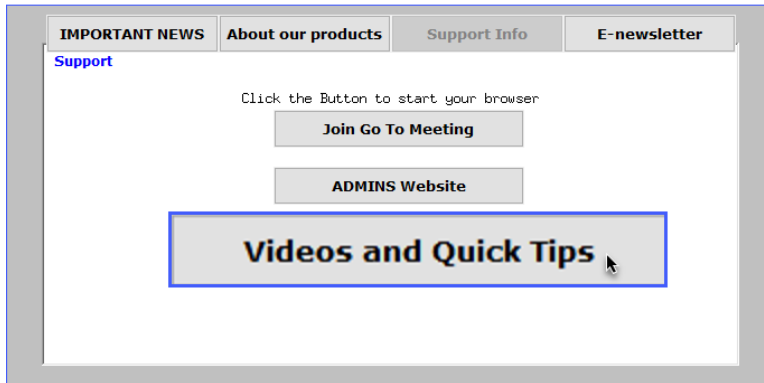


8 Access Videos & Quick Tips from the AUC Login Screen

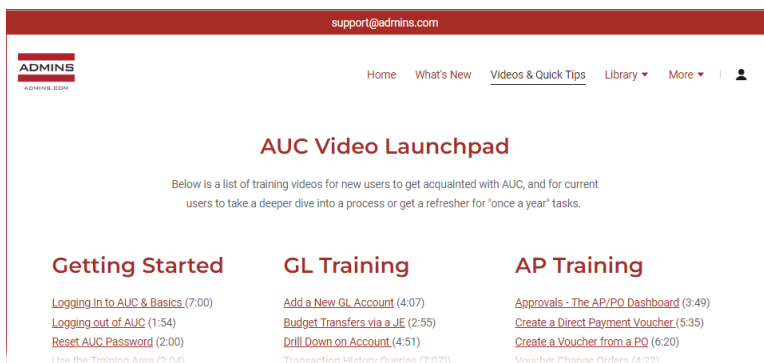


Support Info

Click on the link to go to the [Video Launchpad](#) on the [ADMINS website](#).



The [website direct address](#) is above. The link on the AUC home page shown at left is a quick option if the site allows direct access from the AUC server.



We are adding content all the time so check back often; we also send out a “Featured Video of the Month” email.

[ADM-AUC-SY-8305]