Accounts Payable

Release Notes   September 2023

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

CONTENTS

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
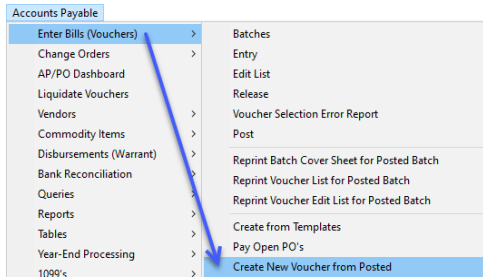
This screen will:

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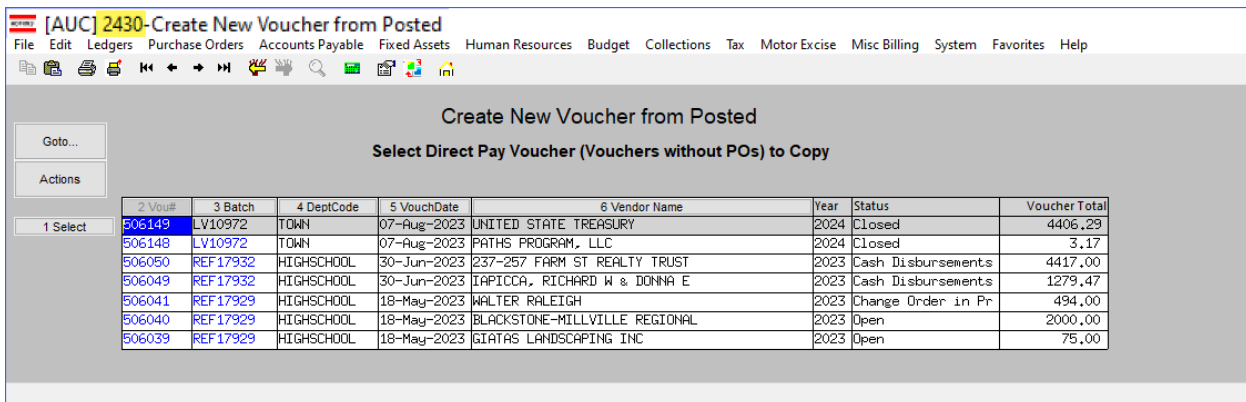
When a voucher is selected a screen will display the information that will be replicated from that voucher:

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.

Batch #17940		Voucher Entry			Entry Began
Voucher# 506275					Batch not Ready

Vendor 031814 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   Bank EAST
Separate Check ☐
Hold Check ☐   Certified Payroll ☐

Type P Payment Voucher

Amount to Pay Vendor   494.00

2 Entry (1)	3 Items	4 GL Details	5 Status History	Q Attachments

Line Item	Qty	Uom	Item Description	Price	Freight	Other	$ To Retain	Ext Amount
1	1.0000	U By Account	1-HOA Fees Bill# 000324-00 Due to Billing	494.0000				494.00
Split			0300-000-0000-000-00-00-42055	SEWER CHARGES				
	1099	FA ☐						

6 Add Voucher	7 Add Line	8 Copy Line	P In Progress	Entered Amount 494.00

Ready

[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]

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.

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

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.

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.

Toggles between "Grey" and "Display"

[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.
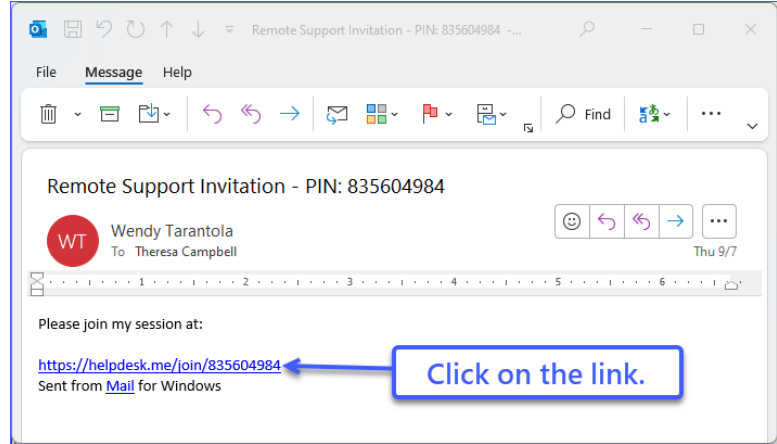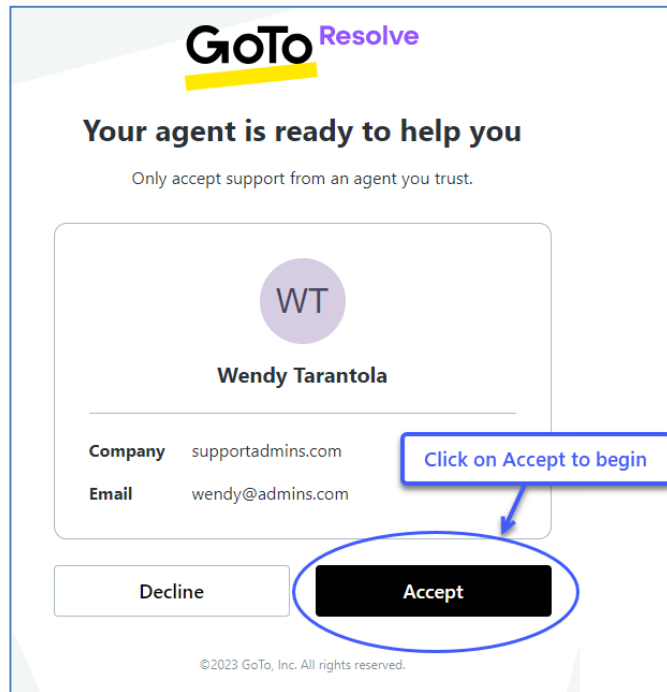
[ADM-AUC-AP-1217]

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.
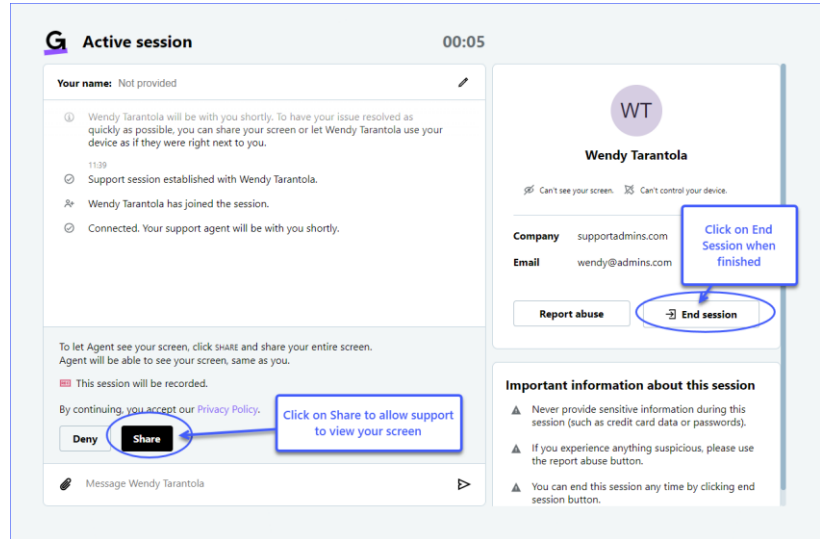
Click on the accept button to begin.

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]
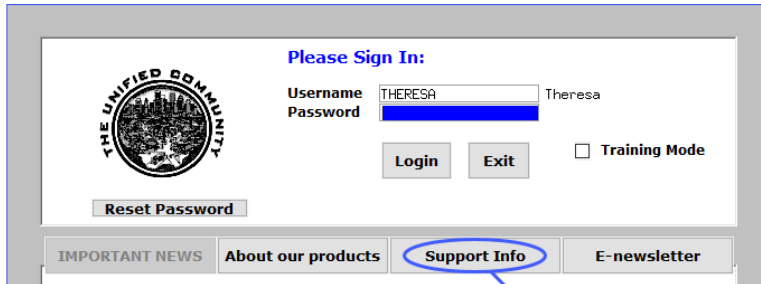
7.2 New Content on ADMINS.com

The following new content was added to **ADMINS**.com.
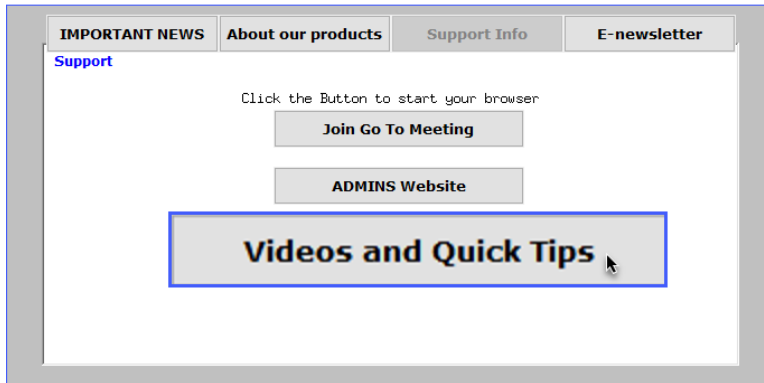Void & Replace with a Manual Check (7:40)   [New]
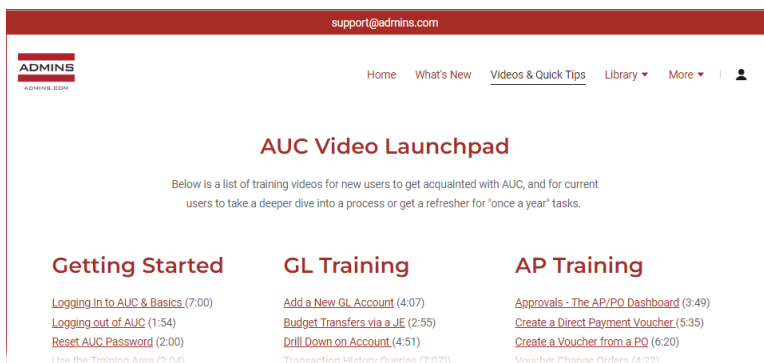
8   Access Videos & Quick Tips from the AUC Login Screen

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]