



Accounts Payable

Release Notes

SEPTEMBER 2025

This document explains new product enhancements added to the **ADMINS** Unified Community (AUC) for Windows ACCOUNTS PAYABLE system and updates to the Help Reference Library & ADMINS website.

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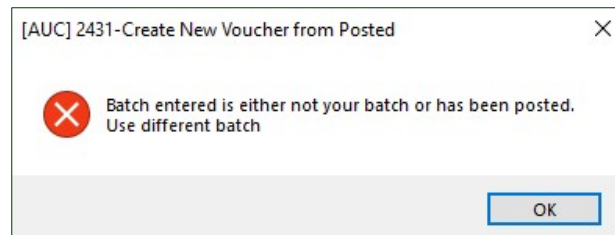
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1 Create New from Posted Voucher – [Fix]

Navigate To: Accounts Payable > Enter Bills > Create New from Posted Voucher.

When creating a new voucher from a posted voucher and entering the batch to assign it to, the system checked that you were the owner of the batch (and displays a message if you are not). It did not check if the batch had been posted, so the system allowed users to add new vouchers to a posted batch. This has been corrected.



[ADM-AUC-AP-1275]

2 Vendor Remit added to Edit Payment Voucher [Enhancement]

Navigate To: Accounts Payable > Disbursements (Warrants) > Warrants

A new Vendor Remit Address column has been added to the Modify Payment File in the AP disbursement process. This enhancement makes it easier to determine whether vouchers will be combined based on Vendor/Remit # and the Separate Check column, with all relevant information now visible in one place.

Select the Modify Payment File on the Disbursement Process screen.

Disbursement Process				
Warrant: 007415				
Description	Date	Start	End	Success
Restart Disbursement Process				
Collect Vouchers (Build Payment File)	29-Aug-2025	11:55:49,46	11:56:01,31	
Optional: Site Reports	29-Aug-2025	12:00:03,86	12:00:07,21	
Modify Payment File	15-Sep-2025	16:34:26,14	16:34:27,57	
Optional: Discounts Taken Report				
Cash Req't Report (Verify Cash on Hand)				
Warrant Report				
Build Check File (Assign Check#s)				
Print Checks				
Reprint Checks				
Print ACH Advices				
Generate ACH File				
Check Register				
Print File Copy Checks				
Post Disbursements				



The VR (Vendor Remit) Column was added to better determine if vouchers will be combined based on Vendor/Remit #.



Changed heading on Separate Check to SC – there is hover text to show what the column is.

Changed heading on Hold Check to HC – there is hover text to show what the column is.

If the Items button for any line is selected, it will show the Remit on the Edit Payment Items screen as well.

[ADM-AUC-AP-1276]



3 Change Orders now have two Approval Levels [Enhancement]

An additional approval level has been added to both Purchase Orders and Accounts Payable Change Orders. This will allow more flexibility when approving change orders.

The second approval level is not active until the approval paths have been updated.

BEFORE

Approval Path	Description
ABS_AP	COMPENSATED ABS FUND_AP

Budget Override	Minimum	Primary	Secondary	Tertiary
ANTHEA				

Level	Level 1 - Supervisor	Level 2 - Department Head	Level 3 - PCARD Approvals	Level 4 - Finance Department	Level 5 - Town Manager
PO Change Orders	☐	☐	☐	☐	☐
AP Change Orders	☐	☐	☐	☐	☐

PO Change Orders	AP Change Orders	%	5.00	ANTHEA	ANTHEA	

AFTER

Approval Path	Description
ABS_AP	COMPENSATED ABS FUND_AP

Budget Override	Minimum	Primary	Secondary	Tertiary
ANTHEA				

Level	Level 1 - Supervisor	Level 2 - Department Head	Level 3 - PCARD Approvals	Level 4 - Finance Department	Level 5 - Town Manager
PO Change Orders	☐	☐	☐	☐	☐
AP Change Orders	☐	☐	☐	☐	☐

PO Change Orders	AP Change Orders	- Level 1	%	5.00	ANTHEA	ANTHEA	



On the AP/PO Dashboard, the second Level of Approvals will show at the bottom of the screen, in the approval section. There is one for both Purchase Orders and Accounts Payable.

Purchase Orders		Accounts Payable	
In-Progress		In-Progress	
In Entry Began	21 View	In Entry Began	262 View
In Error Status		In Error Status	9 View
Ready for Release		Ready for Release	
Disapproved		Disapproved	
Ready for Posting	13 View	Ready for Posting	1 View
Awaiting Approval		Awaiting Approval	1 View
Change Orders		Change Orders	
In Entry Began		In Entry Began	2 View
In Error Status		In Error Status	2 View
Ready for Release		Ready for Release	
Disapproved		Disapproved	
Ready to Post	1 View	Ready to Post	
Awaiting Approval		Awaiting Approval	1 View
Open Purchase Orders		Open Vouchers	
Open Purchase Orders	385 View	Open Vouchers	18 View
Closed Purchase Orders	View	Closed Vouchers	View
Approvals		Approvals	
Needs Budget	Budget	Needs Budget	Budget
Supervisor	Level 1	Supervisor	Level 1
Department Head	Level 2	Department Head	Level 2
PCARD Approvals	Level 3	PCARD Approvals	Level 3
Finance Department	Level 4	Finance Department	Level 4
Town Manager	Level 5	Town Manager	Level 5
Change Orders		Change Orders	
Needs Budget	Budget	Needs Budget	Budget
Change Approval Level 1	Change	Change Approval Level 1	Change
Change Approval Level 2	Change	Change Approval Level 2	Change

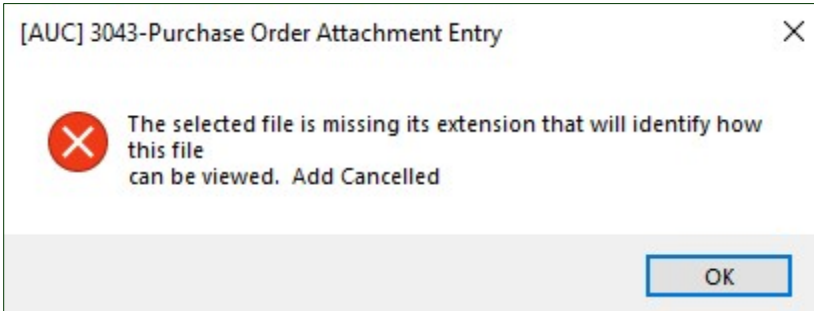
[ADM-AUC-PO-666]



4 Attachment Filename Extension [Enhancement]

When attaching a file in the system, it checks for a valid file extension (e.g., .PDF or .XML). If the filename is extremely long, the extension could be truncated, causing the system to treat it as missing. The error message for missing extensions has been updated to reflect this situation more accurately.

BEFORE



AFTER



[ADM-AUC-SY-8373]



5 AUC Login Screen Release Notes [Enhancement]

Updated the two letter abbreviations for each module to the full module name.

BEFORE

Please Sign In:

 Username Anthea Dimond
Training Mode ☒ No ☐ Yes
Password

IMPORTANT NEWS About our products Support Info E-newsletter

ATTENTION!

A Quarterly software update was installed on your site. Please click on the links below to review the

June 2025 Product Release Notes

GL	MV	RC	SY
AP	RE	BU	
PO	PP	MB	
HR	TT	FA	

AFTER

Please Sign In:

 Username Anthea Dimond
Training Mode ☒ No ☐ Yes
Password

IMPORTANT NEWS About our products Support Info E-newsletter

ATTENTION!

A Quarterly software update was installed on your site. Please click on the links below to review the

September 2025 Product Release Notes

Ledgers	Motor Excise	Collections	System
Accounts Payable	Real Estate	Budget	
Purchase Orders	Personal Property	Misc. Billing	
Human Resources	Tax Title	Fixed Assets	

[ADM-AUC-SY-8378]



6 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

6.1 New & Updated Documentation in the Help Reference Library

6.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.

Site Link: [Videos & Quick Tips](#)