Accounts Payable

Release Notes SEPTEMBER 2025

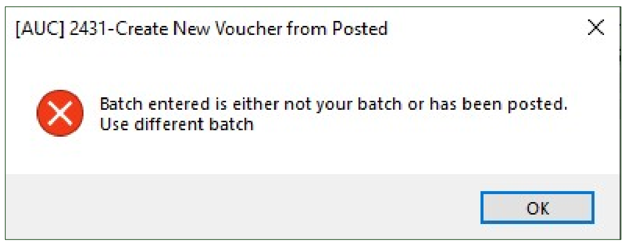
This document explains new product enhancements added to the **ADMINS** Unified Community (AUC) for Windows ACCOUNTS PAYABLE system and updates to the Help Reference Library & ADMINS website.

CONTENTS

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.



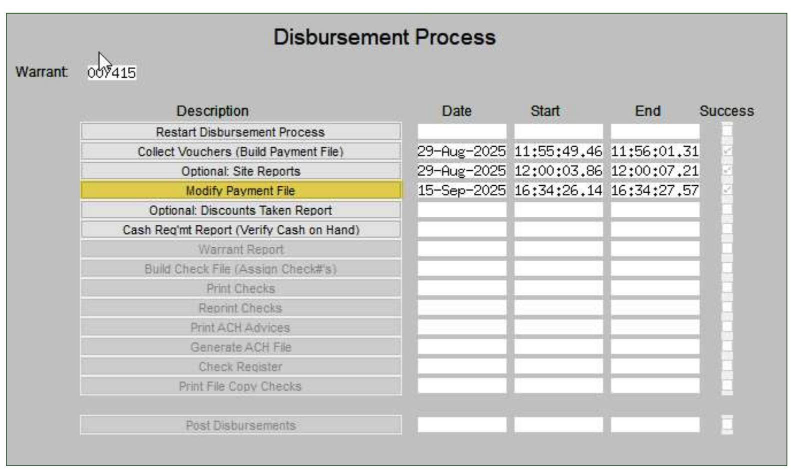
[ADM-AUC-AP-1275]

2 Vendor Remit added to Edit Payment Voucher [Enhancement]

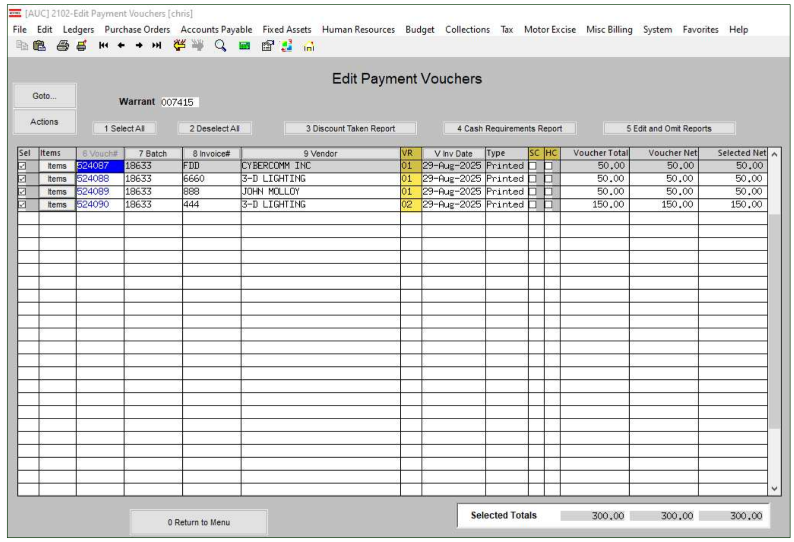
Navigate To: Accounts Payable > Disbursements (Warrants) > Warrants

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.



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

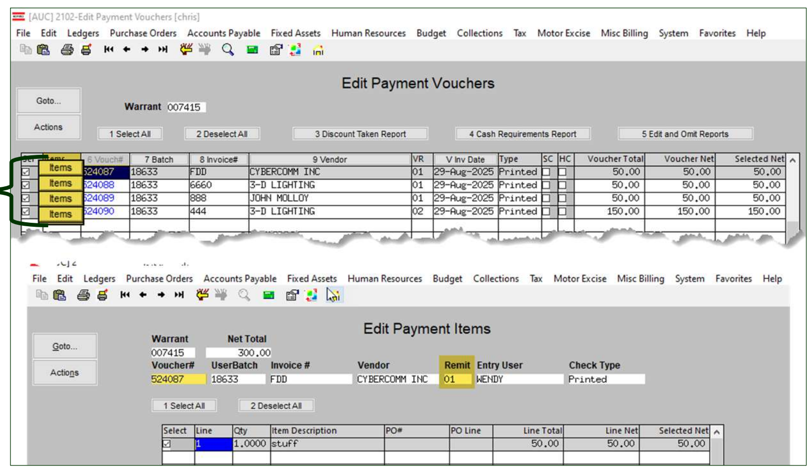


PLEASE NOTE

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.



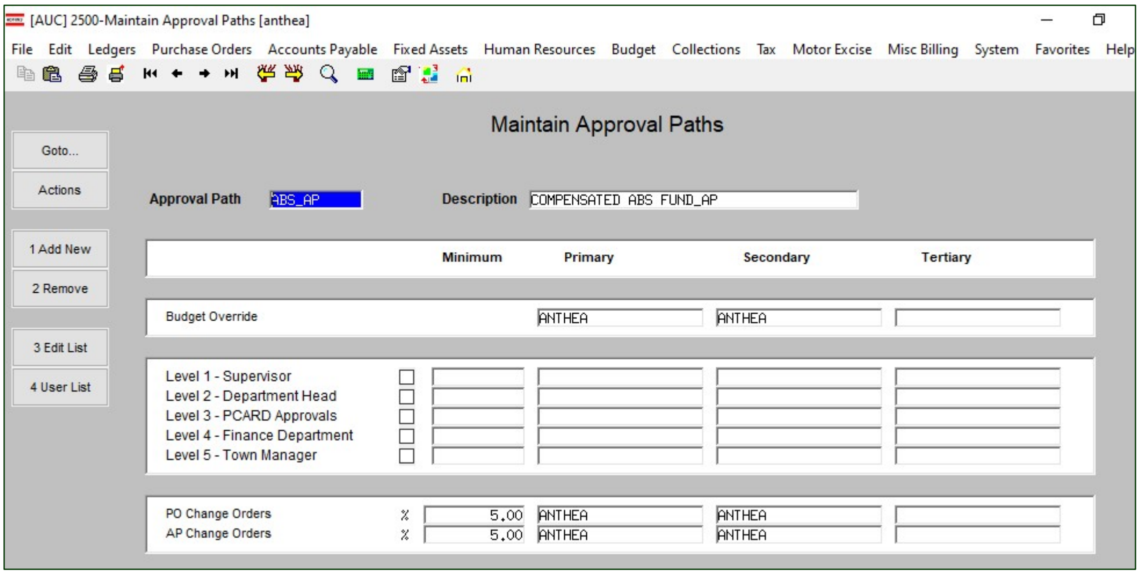
[ADM-AUC-AP-1276]

3 Change Orders now have two Approval Levels [Enhancement]

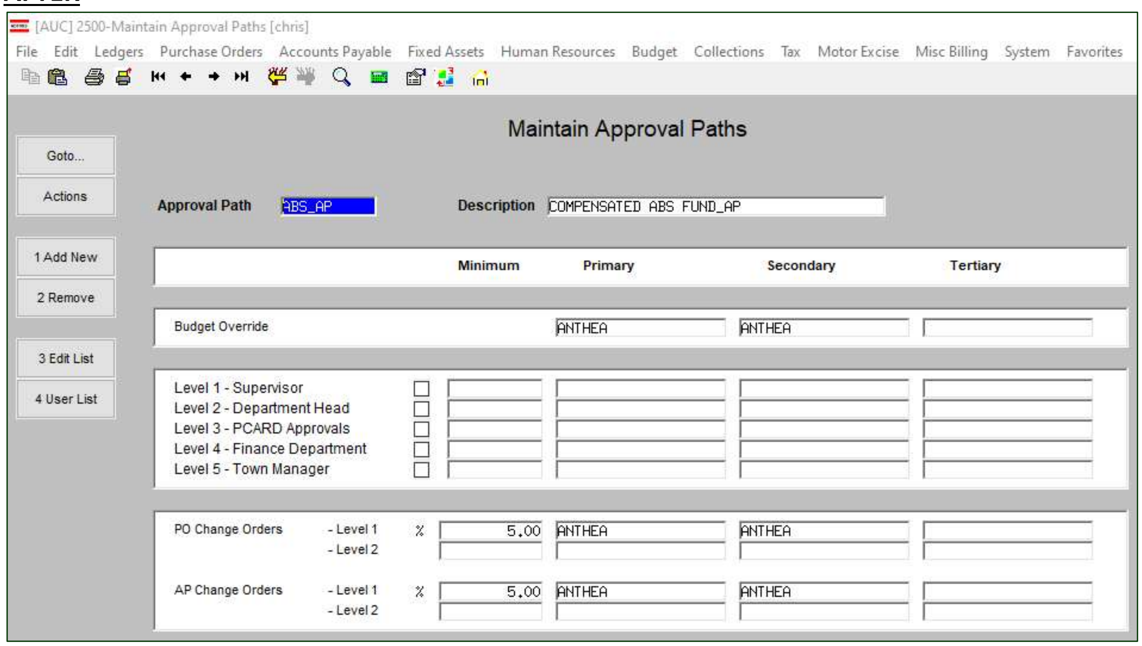
An additional approval level has been added to both Purchase Orders and Accounts Payable Change Orders. This will allow more flexibility when approving change orders.

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

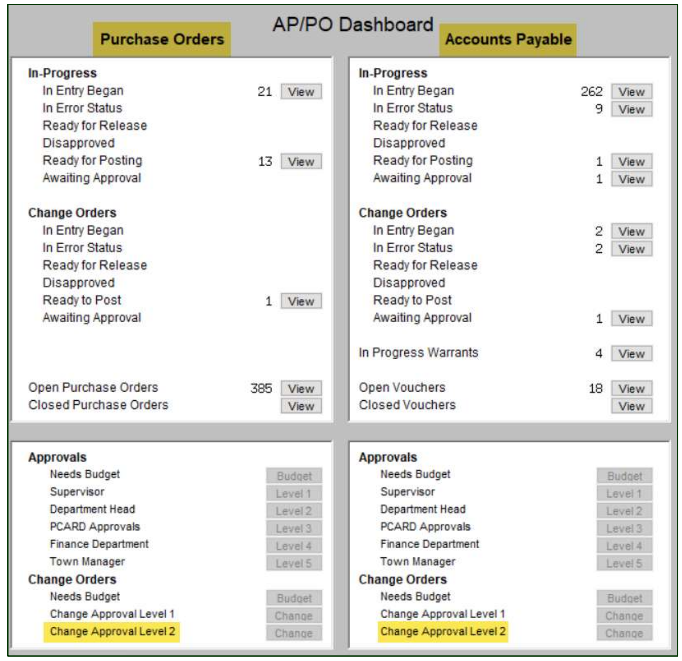
BEFORE



AFTER



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.

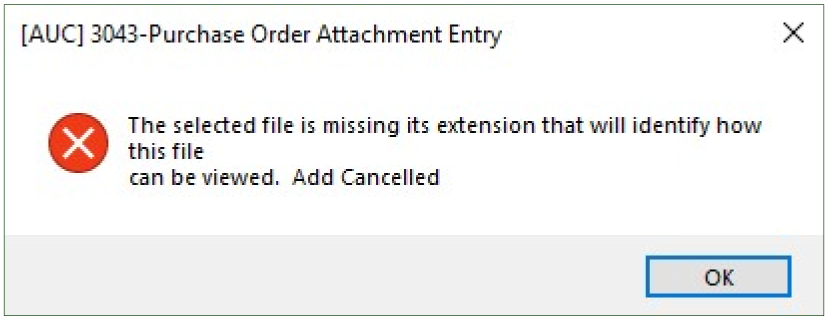


[ADM-AUC-PO-666]

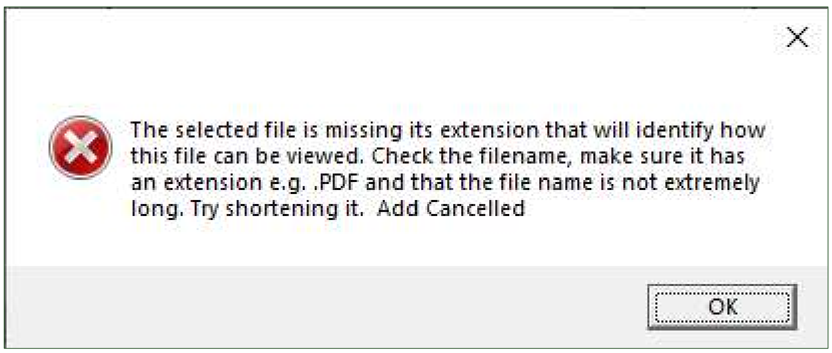
4 Attachment Filename Extension [Enhancement]

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

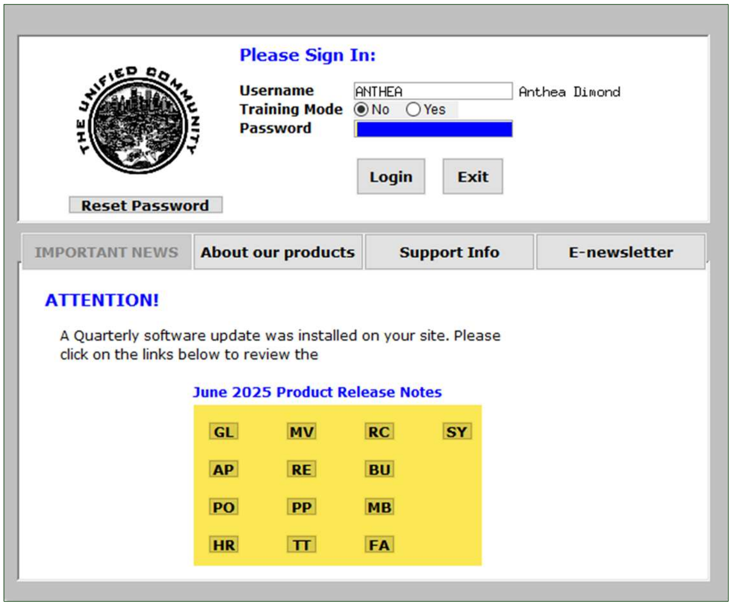


[ADM-AUC-SY-8373]

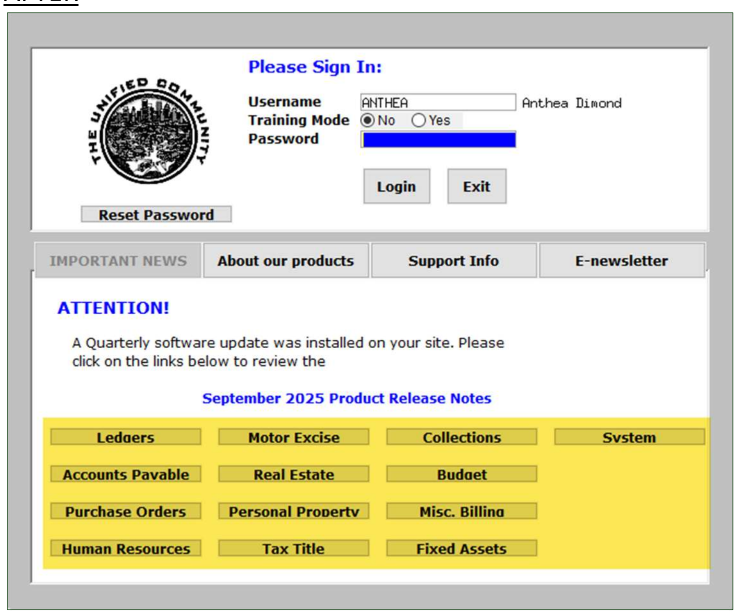
5 AUC Login Screen Release Notes [Enhancement]

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

BEFORE



AFTER



[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