(5)

Accounts Payable

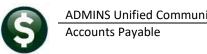
Release Notes

JUNE 2025

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

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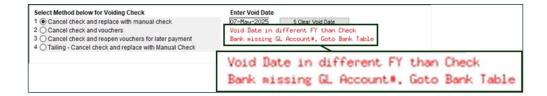
1	MISS	SING GL ACCOUNT ON BANK CODE FOR VOIDED CHECKS [FIX]	2						
		CH QUERY – VIEW BATCH FIELDS ADDED [ENHANCEMENT]							
3		ORT 2174 - POSTED VOUCHERS (OPEN AND CLOSED) – BY ACCOUNT [ENHANCEMENT]							
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		DOR ADDRESS LIST - REPORT 3800 [ENHANCEMENT]							
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	7 HELP REFERENCE LIBRARY & ADMINS WEBSITE								
	7.1	New & Updated Documentation in the Help Reference Library							
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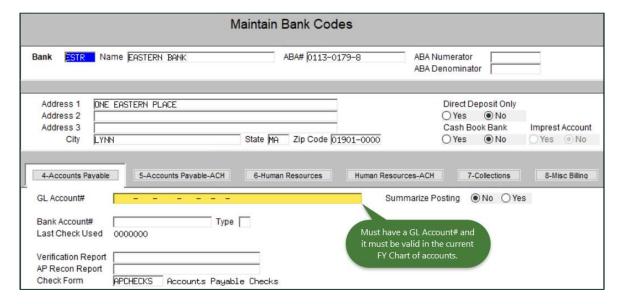


Missing GL Account on Bank Code for Voided Checks [FIX]

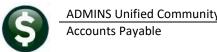
Error handling has been improved where the Bank used on a check to be voided has a GL Cash Account that is missing or an invalid account on the Bank Table.

The system will now verify that the GL Account first when the Void Date is entered on the Void entry screen by displaying a message on the screen and again during the posting of the void by displaying an error report.





[ADM-AUC-AP-1266]



Batch Query – View Batch Fields Added [Enhancement]

Added the Voucher Date, Dept Group and Invoice Number to the lookup when clicking the View Batch button on the Batch Query screen.

Navigate to: Accounts Payable > Queries > Batch Query

Click on the 1 View Batch for the applicable row to view the voucher details for the selected batch.



Batch View with added fields.

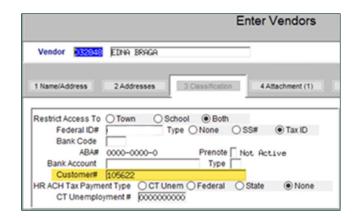


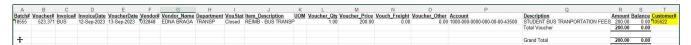
[AUC-ADM-AP-1269]

Report 2174 - Posted Vouchers (Open and Closed) - By Account [Enhancement]

The customer number has been added to the report and visible in the last column when run as an Excel export.

The Customer number has been added to the Excel output of this report.





[ADM-AUC-AP-1265]



Disbursement Posting [Fix]

An issue was introduced during the last software update during the disbursement posting that caused an error to be issued if a Revenue account was used on a voucher instead of an expenditure account. During the posting it checks for valid control accounts and was incorrectly displaying the error as an expenditure control error when it should have been checking the Revenue control account. This issue has been resolved.

[ADM-AUC-AP-1272]

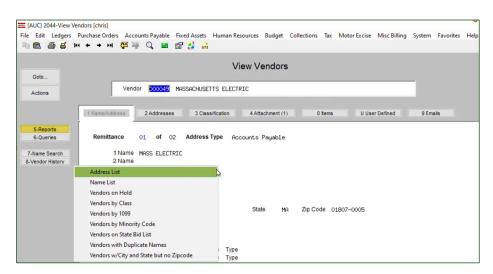
Vendor Address List - Report 3800 [Enhancement]

A number of fields have been added to the Vendor Address List Report Excel output including Vendor Phone #'s and Email addresses.

*This same report is available in the Vendors Report Library [3800] - Vendor Address Listing.

Navigate to: Purchase Orders > Vendors > View Vendors Accounts Payable > Vendors > View Vendors

From the View Vendors or Enter Vendors screen, click the Reports button to run the Address List. Export the report to Excel to view all included fields.



After:

Vendor#	Rer	m# AdrTy	Name	Address	City, Sta Entity	FID#	Class	Terms	1Time	1Phone	2Phone	PO_Email	ACH_Email	Bid_Email
000049	01	AP	MASS ELECTRIC	PROCESSING CENTER	WOBURI Both	01-1101007	UNCL	DUR	No	(888) 211-1111	(800) 322-3223	invoices@masselec.com	payments@masselec.com	bids@masselec.com

[ADM-AUC-PO-660]





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Vendor Email Addresses - Report 2619 - [Enhancement]

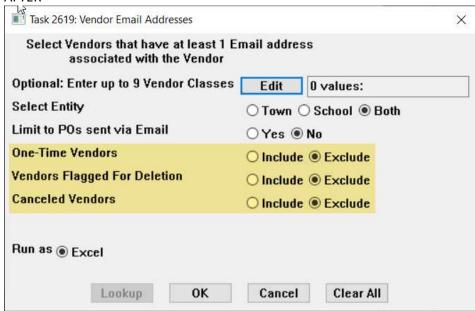
The "Select Status" option has been removed and new selection options have been added to provide greater flexibility when generating the Vendor Email Address report.

- One-time Vendor
- Flagged for Deletion
- **Canceled Vendor**

Navigate to: Purchase Orders > Reports > Report Library > [

BEFORE Task 2619: Vendor Email Addresses Select Vendors that have at least 1 Email address associated with the Vendor Optional: Enter up to 9 Vendor Classes Edit 0 values: Select Entity O Town O School Both Select Status: All ○ Only Active ○ Only Inactive Limit to POs sent via Email O Yes No Run as Excel Lookup Cancel Clear All

AFTER



With the addition of these new selection questions -a column was added to the Excel report indicating Yes or No, if a One-time vendor.

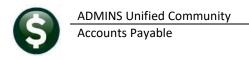


Accounts Payable

June 2025

	A	В	C	D	E	F	G	H	1
1					Send-PO				
2	Vendor#	Name	General-Delivery-Email	PO-Email-Address	By-Email	ACH-Email	Bid-Email	Vendor-Status	One-Time?
3	000306	AMSCO SCHOOL PUBLICATIONS		support@admins.com	No			Active	
1	000337	SOC STUDIES SCH SVC		support@admins.com	No			Active	
5	000374	BVT		support@admins.com	No			Active	Yes
5	000389	UPSTART		support@admins.com	No			Active	
7	000434	MSSAA		support@admins.com	No			Active	

[ADM-AUC-PO-659]



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.

7.1 New & Updated Documentation in the Help Reference Library

7.2 New Content on ADMINS.com

Below are two videos that you will find helpful that are available on the ADMINS.COM website.

Site Link: Videos & Quick Tips

Video: Index of Help Documents [0:51] Video: Quick Task Selection [2:10]