



# 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.

### CONTENTS

<b>1</b>	<b>MISSING GL ACCOUNT ON BANK CODE FOR VOIDED CHECKS [FIX]</b> .....	<b>2</b>
<b>2</b>	<b>BATCH QUERY – VIEW BATCH FIELDS ADDED [ENHANCEMENT]</b> .....	<b>3</b>
<b>3</b>	<b>REPORT 2174 - POSTED VOUCHERS (OPEN AND CLOSED) – BY ACCOUNT [ENHANCEMENT]</b> .....	<b>3</b>
<b>4</b>	<b>DISBURSEMENT POSTING [FIX]</b> .....	<b>4</b>
<b>5</b>	<b>VENDOR ADDRESS LIST - REPORT 3800 [ENHANCEMENT]</b> .....	<b>4</b>
<b>6</b>	<b>VENDOR EMAIL ADDRESSES - REPORT 2619 – [ENHANCEMENT]</b> .....	<b>5</b>
<b>7</b>	<b>HELP REFERENCE LIBRARY &amp; ADMINS WEBSITE</b> .....	<b>7</b>
7.1	New & Updated Documentation in the Help Reference Library .....	7
7.2	New Content on ADMINS.com.....	7



## 1 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.

Select Method below for Voiding Check  
1 ☒ Cancel check and replace with manual check  
2 ☐ Cancel check and vouchers  
3 ☐ Cancel check and reopen vouchers for later payment  
4 ☐ Tailing - Cancel check and replace with Manual Check

Enter Void Date  
07-May-2025 5 Clear Void Date

Void Date in different FY than Check  
Bank missing GL Account#, Goto Bank Table

Void Date in different FY than Check  
Bank missing GL Account#, Goto Bank Table

**Maintain Bank Codes**

Bank: **ESTR** Name: **EASTERN BANK** ABA#: **0113-0179-8** ABA Numerator:  ABA Denominator:

Address 1: **ONE EASTERN PLACE**  
Address 2:   
Address 3:   
City: **LYNN** State: **MA** Zip Code: **01901-0000**

Direct Deposit Only  
☐ Yes ☒ No  
Cash Book Bank ☐ Yes ☒ No Imprest Account  
☐ Yes ☒ No

4-Accounts Payable 5-Accounts Payable-ACH 6-Human Resources Human Resources-ACH 7-Collections 8-Misc Billing

GL Account#: **- - - - -** Summarize Posting: ☒ No ☐ Yes

Bank Account#:  Type: ☐  
Last Check Used: **0000000**

Verification Report:   
AP Recon Report:   
Check Form: **APCHECKS** Accounts Payable Checks

Must have a GL Account# and it must be valid in the current FY Chart of accounts.

[ADM-AUC-AP-1266]



## 2 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 Query						
Goto...		<input checked="" type="radio"/> View All <input type="radio"/> In-progress <input type="radio"/> Posted All <input type="radio"/> Posted Ope				
Actions						
	1	3	4	5	6	
	Batch	DeptCode	Trx Date	BatchOwner	Original	Post Date
	198	FINANCE	27-Sep-2012	CMANDILE	CMANDILE	27-Sep-2012
	197	FINANCE	18-Jul-2012	CMANDILE	CMANDILE	20-Jul-2012
	VM009196	FINANCE	06-Jun-2012	CMANDILE	CMANDILE	08-Jun-2012

Batch View with added fields.

All Vouchers in Batch VM009192 Owner CMANDILE						
Voucher#	Vendor	Name	VouchDate	DeptGroup	Invoice#	Type Total Status
304763	020430-01	COMCAST OF MASS	19-Dec-2011	FINANCE	101740	Personal Proper 6158.08 Closed

[AUC-ADM-AP-1269]

## 3 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.

Enter Vendors

Vendor 302848 EDNA BRAGA

1 Name/Address

2 Addresses

3 Classification

4 Attachment (1)

Restrict Access To ☐ Town ☐ School ☒ Both

Federal ID#  Type ☐ None ☐ SS# ☒ Tax ID

Bank Code  ABA# 0000-0000-0 Prenote ☐ Not Active

Bank Account  Customer# 105622

HR ACH Tax Payment Type ☐ CT Unem ☐ Federal ☐ State ☒ None

CT Unemployment # 0000000000

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
Batch#	Voucher#	Invoice#	InvoiceDate	VoucherDate	Vendor#	Vendor Name	Department	VouStat	Item Description	UOM	Voucher Qty	Voucher Price	Vouch Freight	Voucher Other	Account	Description	Amount	Balance	Customer#
18555	523.371	BUS	12-Sep-2023	13-Sep-2023	032848	EDNA BRAGA	TRANSP	Closed	REIMB - BUS TRANSP		1.00	200.00	0.00	0.00	1000-000-0000-000-00-43500	STUDENT BUS TRANSPORTATION FEES	200.00	0.00	105622
Total Voucher																	200.00	0.00	
Grand Total																	200.00	0.00	

[ADM-AUC-AP-1265]



## 4 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]

## 5 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#	Remit	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	WOBUR	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]



## 6 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 > 1 By Vendor

### 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 ☐ Town ☐ School ☒ Both

Select Status: ☒ All ☐ Only Active ☐ Only Inactive

Limit to POs sent via Email ☐ Yes ☒ No

Run as ☒ Excel

Lookup OK Cancel Clear All

### AFTER

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 ☐ Town ☐ School ☒ Both

Limit to POs sent via Email ☐ Yes ☒ No

One-Time Vendors ☐ Include ☒ Exclude

Vendors Flagged For Deletion ☐ Include ☒ Exclude

Canceled Vendors ☐ Include ☒ Exclude

Run as ☒ Excel

Lookup OK Cancel Clear All

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.



	A	B	C	D	E	F	G	H	I	J
1					Send-PO					
2	<u>Vendor#</u>	<u>Name</u>	<u>General-Delivery-Email</u>	<u>PO-Email-Address</u>	<u>By-Email</u>	<u>ACH-Email</u>	<u>Bid-Email</u>	<u>Vendor-Status</u>	<u>One-Time?</u>	
3	000306	AMSCO SCHOOL PUBLICATIONS		support@admins.com	No			Active		
4	000337	SOC STUDIES SCH SVC		support@admins.com	No			Active		
5	000374	BVT		support@admins.com	No			Active	Yes	
6	000389	UPSTART		support@admins.com	No			Active		
7	000434	MSSAA		support@admins.com	No			Active		

[ADM-AUC-PO-659]



## 7 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]