



Accounts Payable

Release Notes

December 2023

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

CONTENTS

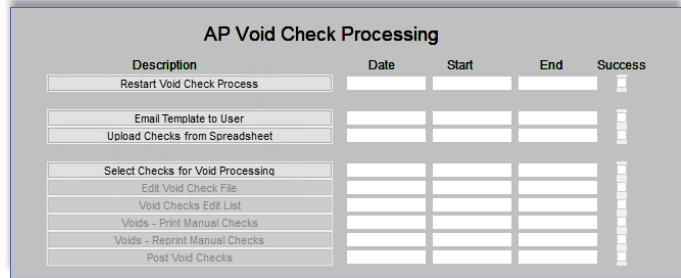
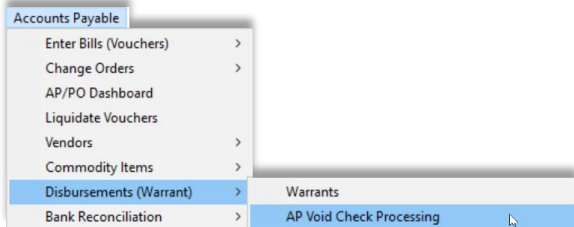
1	VOID PROCESSING [ENHANCEMENT]	2
2	UPLOAD VOUCHERS FROM A SPREADSHEET [ENHANCEMENT]	3
2.1	Email Template Attachment.....	3
2.2	Upload Spreadsheet	4
3	CHECK FILE COPIES [ENHANCEMENT]	5
4	YEAR END PROCESSING	5
5	HELP REFERENCE LIBRARY & ADMINS WEBSITE	5
5.1	Help Reference Library	5
5.2	New Content on ADMINS.com	5



1 Void Processing [Enhancement]

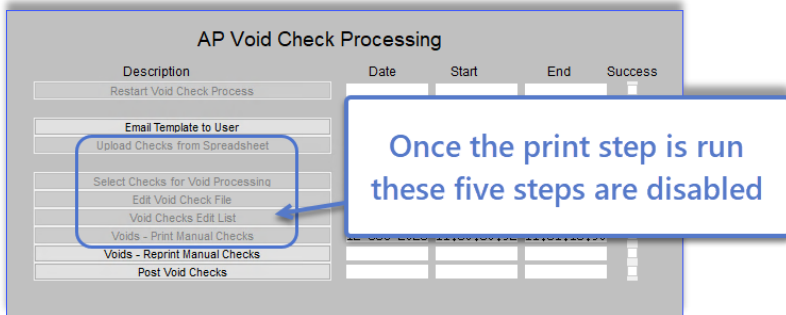
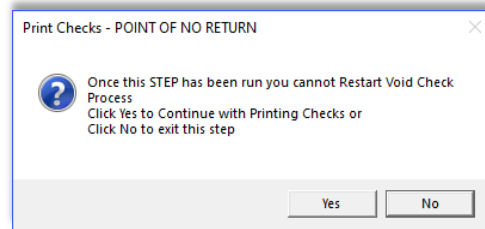
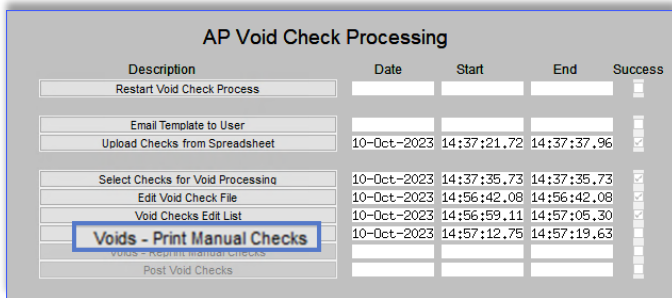
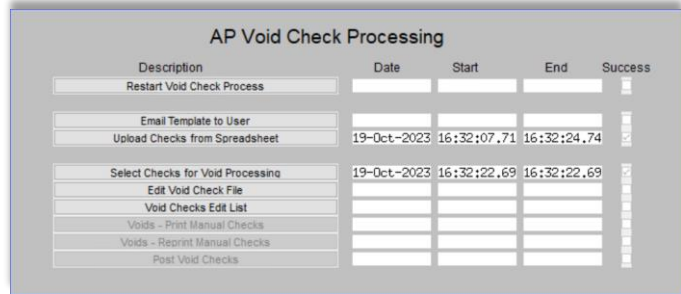
ADMINS added error checking to turn off steps in the void processing menu (based on the status of the work files.) To access the AP Void Check Processing Menu, from the main menu, select:

Accounts Payable ▶ Disbursements (Warrant) ▶ AP Void Check Processing



The **Upload Checks from Spreadsheet** step will clear out all the steps below the **Void Checks Edit List** step – requiring the edit list step be run again.

The **Void Checks Edit List** also runs an error check on accounting and will display an error report if there are issues with accounts.



The system will pop up a notification that this is the “point of no return”.

Click on **Yes** to continue with printing the voided check replacements.

Click on **No** to exit the step and return to the steps menu.

No is the default.

If there are any checks to physically print, once the print step is run the previous five steps are disabled. The **Restart Void Check Process** step will not be available until after the void checks are **posted**.

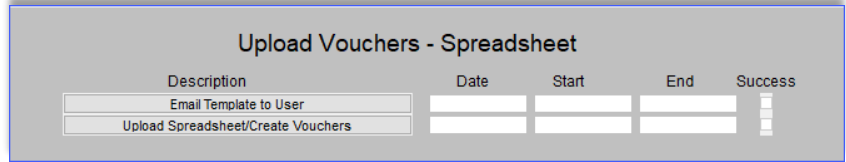
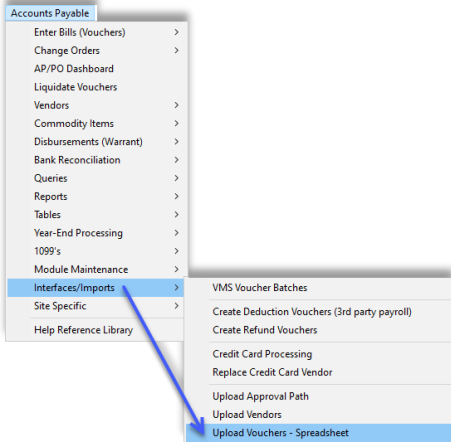
[ADM-AUC-AP-1213]



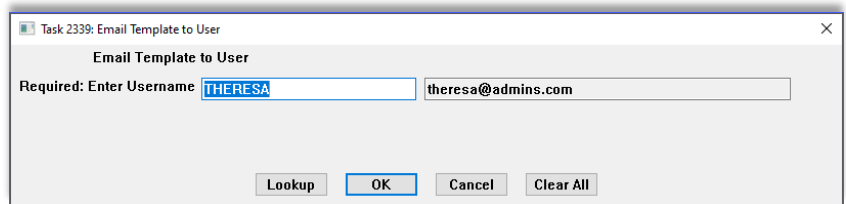
2 Upload Vouchers from a Spreadsheet [Enhancement]

ADMINS improved the **Upload Vouchers from a Spreadsheet** function to make the process easier to use. To access the **Upload Vouchers from a Spreadsheet** process, from the menu, select:

Accounts Payable ▶ Interface/Imports ▶ Upload Vouchers – Spreadsheet



Begin by using the **Email Template to User** button to send the template to an AUC user.



2.1 Email Template Attachment

The e-mail will have an attachment that looks like the image in Figure 1; the required fields that are shown in **red text** for all records and the fields in **blue** are required if **no valid vendor number** is entered in column “C”.

- If a **Valid Vendor Number** is supplied in column “C”, then columns “D” (**Remit #**), “U” (**Account #**), and “AA” (**Price**) are required.
- If **no vendor number** is entered in column “C”, then columns “A” (**Vendor Name**), “E” (**Address 1**), “H” (**City**), “I” (**State**), “J” (**Zip**), “L” (**FEDID**), and “T” (**One Time**) are required.

A	B	C	D	E	F	G	H	I	J	K	L
1. Full Name (Required if Vendor Number not entered) [Max 30] e.g. Staples, Mary Smith	2. Second Name (Optional) [Max 30]	3. AUC Vendor Number (Optional) #####	4. Remit # (Optional) [01 - 99]	5. Address 1 (Required if vendor number not entered) [Max 50]	6. Address 2 (Optional) [Max 50]	7. Address 3 (Optional) [Max 50]	8. City (Required if vendor number not entered) [Max 30]	9. State (Required if vendor number not entered) [no dashes]	10. 9 Digit Zip Code (Required if vendor number not entered) [no dashes]	11. Country - Full Name (Optional) [Max 40]	12. Federal ID (Required if vendor number not entered)
NAME	ZNAME	VENDOR	REMIT	L01ADDR	L02ADDR	L03ADDR	CITY	STATE	ZIPCODE	COUNTRY	FEDID
3. Federal ID Type (Optional) [=Tax ID/S=SSW/Bank=None]	14. ACH Bank Code (Optional)	15. Bank Account (Optional)	16. Bank Account Type (Optional) [C=Checking/S=Savings]	17. 1099 Code (Optional)	18. Payment Type (Optional) [P=Check/W=Wire/A=ACH/N=No Check]	19. Separate Check (Optional) [Y/N]	20. One Time Vendor (Required if Vendor number not entered) [Y/N]	21. Account # (Required) (e.g. 100-000-666-000-00-52010)	22. Commodity Item (Optional)	23. Invoice Number (Optional)	24. Invoice Date (Optional) [MM/DD/YY]
IDTYP	BANK	BANKACT	BATYPE	1099CD	WIRCHK	SEPCHK	ONETIM	XACTNUM	ITEM	INVTNUM	INVDAT
24. Invoice Date (Optional)	25. Item Description (Optional)	26. Quantity (Optional) #####	27. Price (Required) ##### (No \$ sign)	28. Freight (Optional) ##### (No \$ sign)	29. Other (Optional) ### (No \$ sign)						
INVDAT	ITEMDESC	QTY	PRICE	FREIGHT	OTHER						

★ Columns U (Account #) and AA (Price) are always required

★ Column A (full name), E (Address1), H-J, (City, State, Zip), L (Federal ID #), & T (One Time Vendor) values in blue are optional if the Vendor number is entered; if a vendor number is used, FEDID values must match existing vendor data

Figure 1 New Spreadsheet Template for uploading vouchers



Enter data in the spreadsheet for each voucher to be uploaded. Do not remove any columns; the spreadsheet is locked to prevent changes to the format (*which will prevent a successful upload*). Save the spreadsheet as a .CSV file in a folder that is accessible from the server.

2.2 Upload Spreadsheet

Next select the

Upload Spreadsheet/Create Vouchers

button and fill in the fields on the prompt.

Use the **Lookup** button to select the file via File Explorer instead of typing in the file name.

The starred items (for illustration) below correspond to the stars on the upload spreadsheet image shown in **Figure 1**. Red stars identify the vendor numbers that were found in the vendor database. The blue stars identify a record that did not have a vendor number and therefore the match will be made either on the federal ID or a new vendor will be created.

Line	Vendor	Remit	Spreadsheet Name/Address	Federal ID	Account	SepChk	CkType	QTY	Price	Freight	Other	Amount
3	000461	02	From Vendor File		1000-122-0000-001-00-00-52020			.2500	62.9901			15.75
4	001153	02	From Vendor File		1000-122-0000-001-00-00-52040			.2500	114.9908			28.75
5	001823	01	COLONIAL SUPPLEMENTAL INSURANC BCN E7961220 COLUMBIA SC 29202-0903	01-1102711	1000-122-0000-001-00-00-52400			.2500	16,989.1064			4,247.28
Note: Vendor Number set based on FEDID BCN E4433926 Spreadsheet Vendor Name: COLONIAL SUPPLEMENTAL IN Vendor file vendor information will be used. Vendor File Vendor Name: COLONIAL SUPPLEMENTAL IN COLUMBIA SC 29202-0903												
6	002613	02	From Vendor File		1000-122-0000-001-00-00-52500			.2500	34.0400			8.51
7	002710	01	GOVERNMENT BRANDS SHARED SERVI ATTN: ACCOUNTS PAYABLE TAMPA FL 33622-0000	01-1103432	1000-122-0000-001-00-00-54090			.2500	111.3522			27.84
Note: Vendor Number set based on FEDID 123 PLEASANT STREET Spreadsheet Vendor Name: GOVERNMENT BRANDS SHARED Vendor file vendor information will be used. Vendor File Vendor Name: PATRIOT PROPERTIES, INC.												
8	003786	01	STILES CO., INC. 522 PLEASANT ST NORWOOD MA 02062-0000	01-1104088	1000-123-0000-001-00-00-52500			.2500	302.2200			75.56

If errors are found the process will stop and a report will be displayed detailing the errors.

```

2342-APVOULODERR.REP          Printed 12-Oct-2023 at 15:52:28 by THERESA          Page 2
                               Town of Admins
                               Voucher Load - Error Report

Correct all errors in spreadsheet, export to .CSV file, and restart upload process.
=====
Row  Vendor Name                Vendor Remit Address Line 1
=====
4   A GUARANTEED WRONG VENDOR NAME 002613    02 1 MAIN STREET
    Error: Entered Vendor number and tax ID does not match the vendor table
  
```

If no errors are found, click on the **Yes** button to continue and create the voucher batch.

[ADM-AUC-AP-1219]



3 Check File Copies [Enhancement]

When creating the PDF® file copies that are stored as attachments, in addition to not including the MICR line, the check copies are stamped with “NON-NEGOTIABLE” instead of a signature, or with “TRAINING”, “VOID”, or “THIS IS NOT A CHECK” displayed across the check, based on which type of copy is being produced. **ADMINS** standardized these watermarks so that they would not obscure address information on the PDF® file copies.

[ADM-AUC-AP-1228]

4 Year End Processing

All the year-end reporting forms (1099G, 1099INT, 1099MISC, 1099NEC, 1099S) were compared to the new versions from the IRS and updated as needed. These updates affected the backers on the forms.

[ADM-AUC-AP-1225]

5 Help Reference Library & ADMINS Website

ADMINS added content to the Help Reference Library and to the website.

5.1 Help Reference Library

Disbursements

AP-250 Voiding Checks

[New]

5.2 New Content on ADMINS.com

The following new content was added to **ADMINS.com**.

[Reprint an AP Check Run before Posting](#) [3:42]

[New]