ACCOUNTS PAYABLE
RELEASE NOTES JUNE 2021

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

CONTENTS

1 VOUCHERS [ENHANCEMENT] 2
1.1 Voucher Entry Screen Changes 2
1.2 Batch Status on the Voucher Entry Screen [Enhancement] 2
1.3 Voucher Selection Error Report [Enhancement] 3
1.4 Split Lines on Vouchers Created from Purchase Orders 4
1.5 Multiple Manual Checks in a Voucher Batch [Enhancement] 5
1.5.1 Bank is Controlled on the Batch Entry Screen for Manual Checks 5
1.6 Credit Vouchers Processed Against Purchase Orders [Enhancement] 5
1.6.1 Example for Credit Vouchers and Purchase Orders with Quanties Specified 6
2 CERTIFIED PAYROLL CHECKBOX ☑ [ENHANCEMENT] 8
2.1 Error Checking 8
2.2 Changing the Certified Payroll Box on the Voucher Query Screen 9
2.3 Weekly – #2614 Outstanding Certified Payroll Documentation 10
3 DISBURSEMENTS BANK ERROR REPORT #2155 [ENHANCEMENT] 11
3.1 Bank Code Table 11
3.2 Module Control #2082 12
3.2.1 Value Set to "Y" 12
3.2.2 Value Set to "N" 13
4 MERGE VENDORS [ENHANCEMENT] 14
5 VOID PROCESSING [ENHANCEMENT] 15
5.1 Email Template to User Email Template to User 15
5.1.1 Enter Check Numbers to be Voided in the Spreadsheet 16
5.2 Edit and Save the Data in a .csv file Accessible from the Server 16
5.3 Upload Checks from the Spreadsheet 17
5.3.1 Edit the Void Check File for Each Check 17
6 REPORTS ▶ [2 COMMODITY ITEMS] [ENHANCEMENT] 18
7 ATTACHMENTS TO VENDOR FILES [ENHANCEMENTS] 19
7.1 Added [X Goto Last] Button [Enhancement] 19
7.2 Multiple Checks, Same Vendor [Fix] 20
8 ATTACHMENTS HOVERTEXT [ENHANCEMENT] 21
8.1 #2059 Voucher In Progress Attachments Screen 21
8.2 #2066 Posted Vouchers Attachments Screen 22
8.3 #2192 Add Attachments to Posted Batches 22
8.4 #2081 Voucher Entry Screen Attachments 23
8.5 #2000 Enter Vendors Screen Attachments 23
8.6 #2044 View Vendors Attachments Screen 23
8.7 #2054 Voucher Change Order Attachments Screen 24
8.8 #2224 Warrant History Screen 24
9 INTERFACES ▶ CREATE REFUND VOUCHERS 24
9.1 Error Report [Enhancement] 25
10 ADMINS.COM TRAINING VIDEOS 25
11 HELP REFERENCE LIBRARY 26
11.1 New or Updated Documents 26

ADMINS Property of ADMINS, Inc. No unauthorized use, distribution or reproduction permitted.

1 VOUCHERS [ENHANCEMENT]

To make it easier to process voucher batches and incorporate new features requested by customers, **ADMINS** streamlined voucher processing.

1.1 Voucher Entry Screen Changes

To reduce the time to check the vouchers within a batch, and minimize confusion about the status of vouchers when doing approvals or collecting vouchers for disbursement, **ADMINS** removed the **[Check Voucher]** option from the bottom of the **Voucher Entry** screen. Instead, use the **[4 Check Batch]** button on the Batch entry screen to check all vouchers at one time

Also removed the **Edit List, Release Voucher(s)** and **Post Voucher(s)** commands found under the **[GoTo]** button on the Voucher Entry screen, and the **[Check Voucher]** option from the **[Actions]** button. These features are available from the menu and from the Batch Entry Screen.

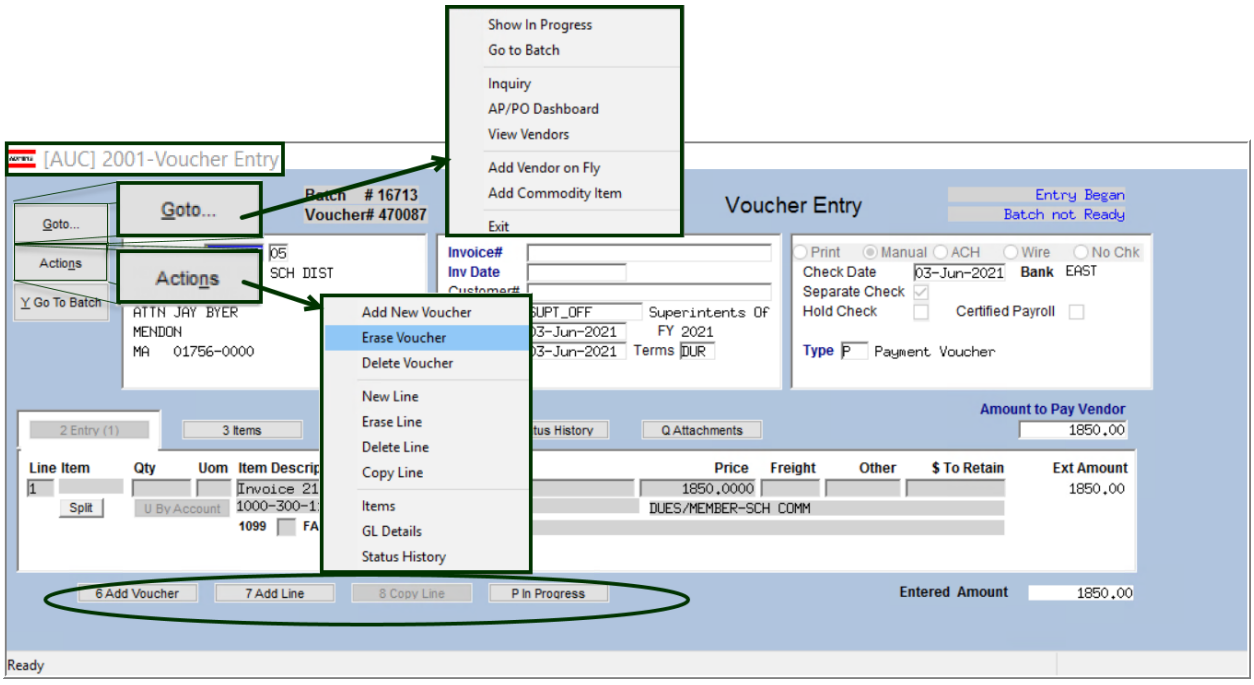


Figure 1 Changes to the Voucher Entry Screen

[ADM-AUC-AP-1077]

1.2 Batch Status on the Voucher Entry Screen [Enhancement]

ADMINS added text on the voucher entry screen to indicate the batch status. This will be helpful when the batch has been checked, but it is not ready for procesing due to one or more vouchers in either **"Entry Began"**, **"Error"**, or **"Needs Approval"** status. There are two vouchers in the same batch in Figure 2, showing that some vouchers in a batch may be ready for posting while others are not.

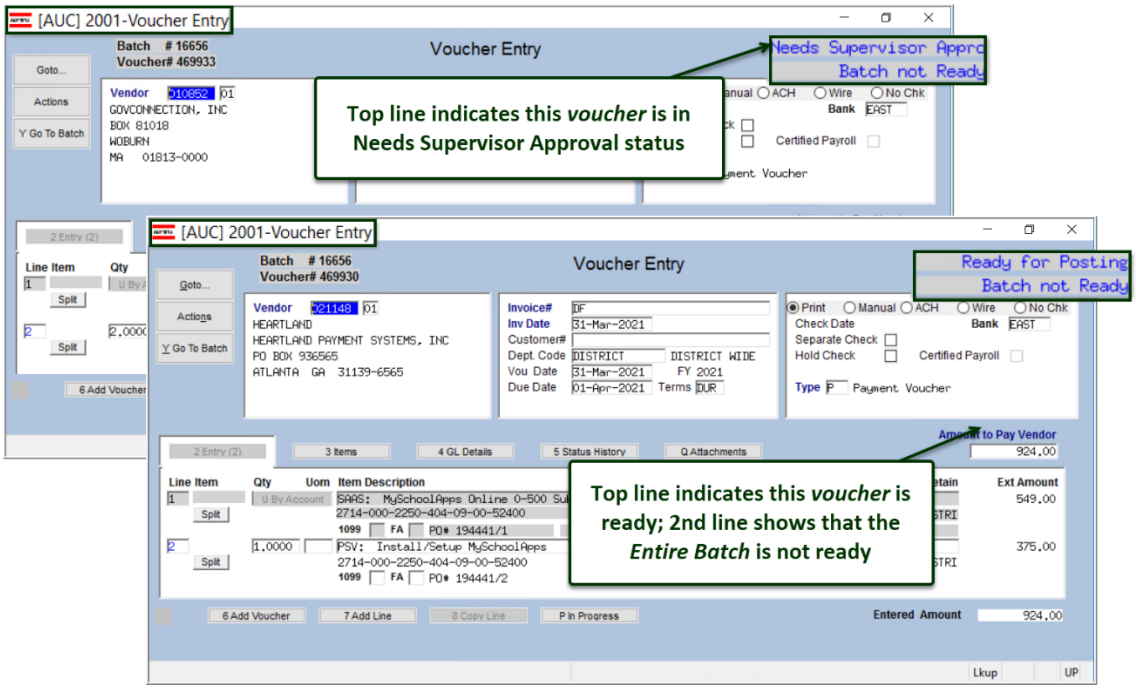
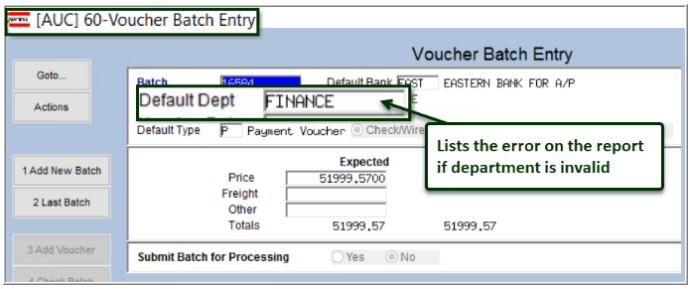


Figure 2 Voucher screen now shows additional information about the status of the batch

[ADM-AUC-AP-1093]

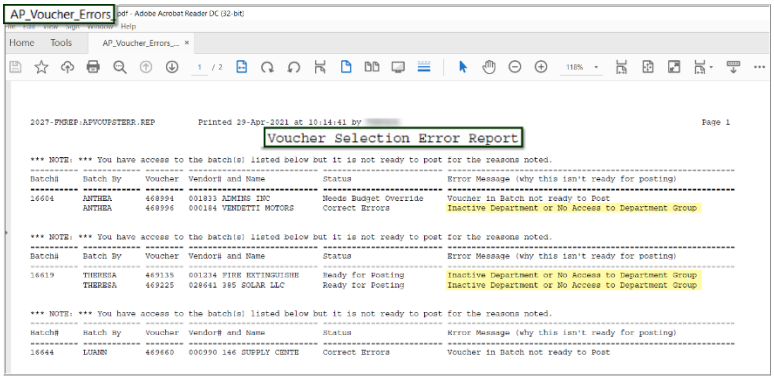
1.3 Voucher Selection Error Report [Enhancement]



ADMINS added a check on the #2027 Voucher Selection Error Report to print an error if the department on the voucher is inactive. The report was enhanced to include any batches that have progressed beyond the "Entry Began" stage.

Run the report by selecting:

Accounts Payable ▶ Enter Bills (Vouchers) ▶ Voucher Selection Error Report



[ADM-AUC-AP-1094]

1.4 Split Lines on Vouchers Created from Purchase Orders

At the end of the Fiscal year departments are eager to spend appropriations down to the penny. Accounts Payable vouchers can pay against Purchase Orders that have been set up with G/L Split lines (viewable via the **[Split|More]** toggle button).

If a PO with G/L Split Lines was paid with multiple vouchers, very small amounts were being dropped to zero on the G/L Split Lines screen. **ADMINS** improved the accuracy of the process to calculate the original PO % split into a field with more decimal places and changed the build of the voucher to accurately calculate the GL line amounts and retainage %.

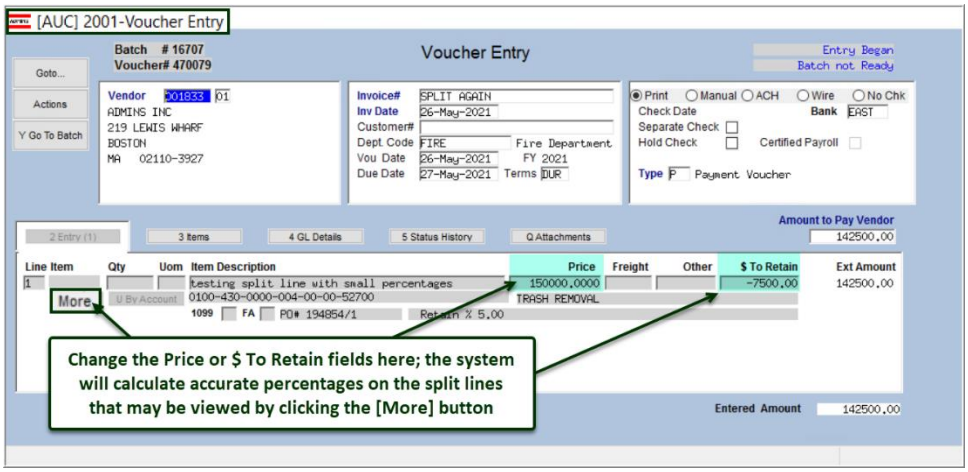


Figure 3 Main Voucher Entry Screen

To reduce errors, no amounts on the **[Split]** screen can be changed; nor can a line be added, deleted, or erased if the voucher is paying on a Purchase Order. Instead, change the total dollar amount on the voucher entry screen. The system will calculate the correct amounts to be split amongst the many G/L accounts. This allows spending down the appropriations without leaving small amounts behind.

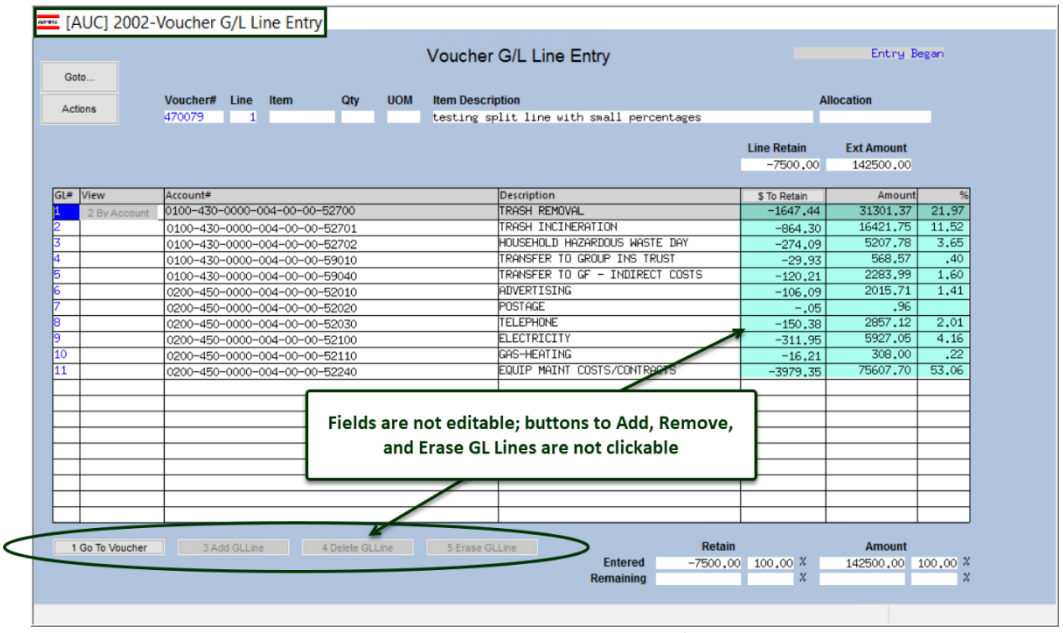


Figure 4 Split screen showing the dollars allocated to many G/L accounts

[ADM-AUC-AP-1095]

[ADM-AUC-AP-1104]

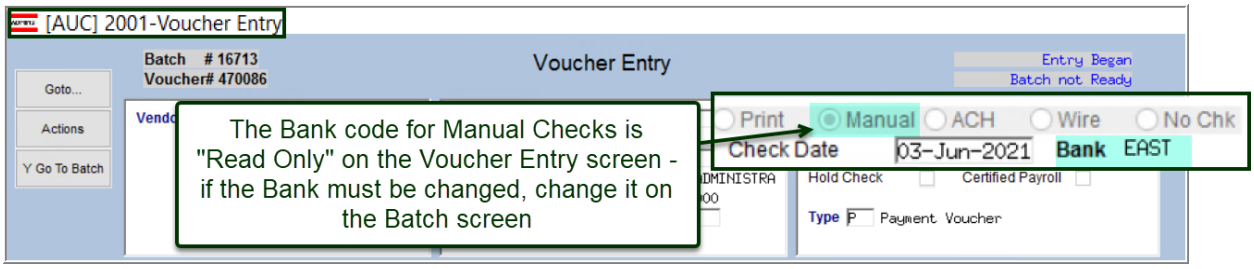
1.5 Multiple Manual Checks in a Voucher Batch [Enhancement]

Prior to the software update, only one manual check voucher could exist in a batch at at time. **ADMINS** now allows multiple manual check vouchers to be entered in a manual batch and processed at the same time.

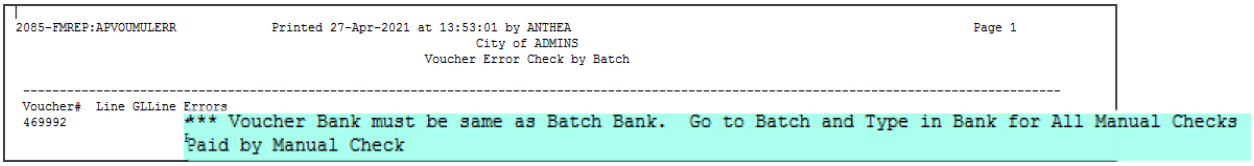
- Cannot add Manual checks to a batch with existing "non-manual" Vouchers.
- The system will check that all vouchers in the manual batch belong to the same bank.

1.5.1 Bank is Controlled on the Batch Entry Screen for Manual Checks

ADMINS added error checking so that ***only one bank*** can be used in a batch of manual check vouchers. If a batch is setup for Manual Checks, no entry in the bank field will be allowed on the voucher screen. To change the bank, first change the bank on the **Batch Entry** screen, and then the new bank will be displayed on the vouchers.



If the voucher bank is not the same as the bank set on the batch entry screen, the **Voucher Error Check by Batch** will flag it as a hard error, and processing cannot continue until the voucher bank matches the batch bank.



[ADM-AUC-AP-1077]

1.6 Credit Vouchers Processed Against Purchase Orders [Enhancement]

Prior to the software update, there was an issue with processing vouchers and credit vouchers to the same Purchase Order. When checking credits, it was only checking to see if there were posted payments against the PO; it now checks for both ***posted*** and ***in-progress*** payments against the purchase order. Vouchers are processed in the order they were entered; there must be a posted payment or in-progress payment vouchers ***prior*** to the credit voucher to cover the amount of the credit to ensure that the correct amounts are re-encumbered to the PO.

Exception: If a credit that will be processed so that an additional payment can be done. In this case at least one payment against the PO has to have been entered (in-progress or posted) that is equal to or more than the credit being issued.

The Order in which Vouchers are entered is very important.

If processing a credit against a PO that should re-encumber funds or the PO has quantities set, these credits should ***always*** be done as a separate voucher so that the encumbrance and Quantity balances can be correctly calculated when restoring them to the PO.

> **Exception:** If an invoice is received for $400 and comes with a $50 discount, and the PO does not have a quantity, enter the discount amount on the same voucher in the ***"Other"*** field as a $-50.

If a credit is entered that is more than the payments against the PO, a warning message will warn that the available ***encumbrance to restore is less than payments*** against PO.

This is critically important for POs that have Quantities.

If a PO has a Quantity of 100, and voucher(s) are posted for a Quantity of 20, and a credit voucher is processed for a Quantity of 30, a Quantity of 20 ***only*** will be restored & re-encumbered on the PO.

For Vouchers created from POs that have a QUANTITY specified:

- When creating the credit voucher, if the QUANTITY is left blank and the ***price is entered as a negative*** – during the posting of the credit voucher – the process will calculate the quantity to reduce the expended quantity on the PO.
- If the QUANTITY is entered, the process will use that QUANTITY on the credit voucher to reduce the QUANTITY expended on the PO.
- Quantity can only be entered as a positive number.

For all credit vouchers processed against POs:

- If no vouchers are posted or in-progress against a PO, a payment voucher must be entered before a credit voucher is entered.
- If one or more vouchers are posted or in-progress against the PO but the amount and/or Quantity is less than the credit, enter any payments first.

1.6.1 Example for Credit Vouchers and Purchase Orders with Quanties Specified

Consider the following example: A Purchase Order is created with a Quantity of 5,000 @ 45.60 = 228,000.00. Voucher # 470083 pays for 320 items (totaling $14,592.00).

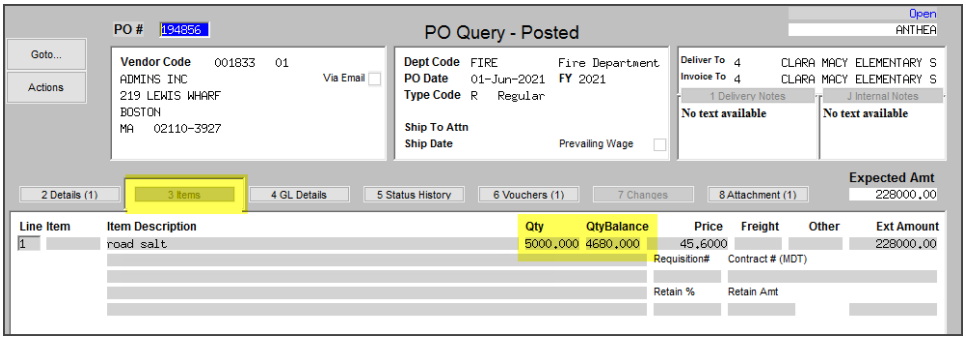
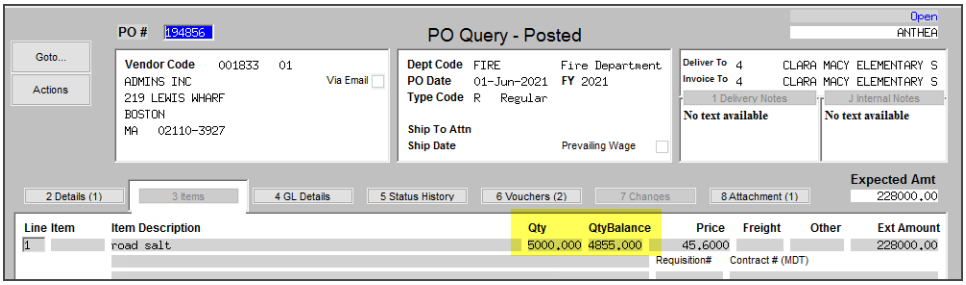


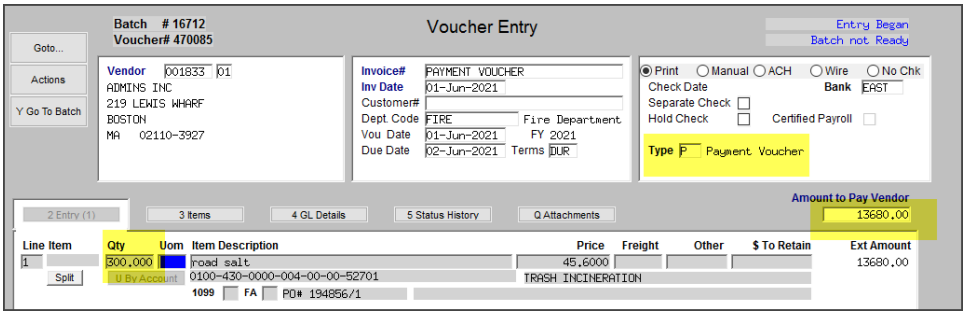
Figure 5 Voucher #1 effect on the purchase order

In a subsequent voucher batch, a credit memo is received and entered as credit voucher #470084 for $7,980.00.

This restores the quantity of 175 (7980 ÷ 45.60) to the Purchase Order, re-encumbering the funds. The system calculated the change to the quantity balance based on the price per unit.



A third voucher, #470085 is entered for a payment of $13680.00.



The results of this activity can be seen on the PO Query screen:

Purchase Orders ▸ Queries ▸ View All Purchase Orders ▸ [Select] ▸ [6 Vouchers]

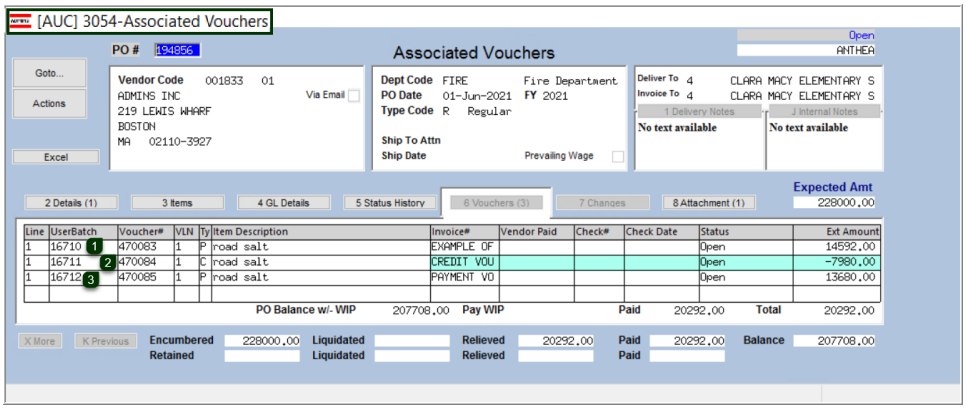


Figure 6 Summary showing the 1. Payment Voucher, 2. Credit Voucher, and 3. Payment Voucher

[ADM-AUC-AP-1106]

2 CERTIFIED PAYROLL CHECKBOX ☑ [Enhancement]

The following is excerpted from the https://www.mass.gov/prevailing-wage-program web page:

> *"The Department of Labor Standards (DLS) issues prevailing wage information for construction projects and other types of public work.*
>
> *DLS issues prevailing wage schedules to cities, towns, counties, districts, authorities, and state agencies. Workers must receive these hourly wage rates when working on a public project. Prevailing Wage rate schedules vary by region, type of work and other factors..."*

ADMINS added a **"Prevailing Wage"** checkbox to several screens in the PO module. The checkbox indicates that prevailing wage is required on the work and the contractor must submit a **"Certified Payroll"** document at the time of invoicing. These boxes are checked on POs and / or Contracts. If the Contract has the box checked, any POs created based on the contract will be checked. Vouchers that pay against the POs will have extra error checking during processing. See the **June 2021 Purchase Order Release Notes** for more information about the **Prevailing Wage** checkbox on the PO module screens.

Certified payroll documents can be scanned in and attached to the voucher record using the **[Q Attachments]** tab of the Voucher Entry screen; the user can check the flag once the certified payroll documents are in hand, either during voucher entry or on the Voucher Query screen. Vouchers that pay against the POs will have extra error checking during processing, depending on the value of the Site Specific Error check.

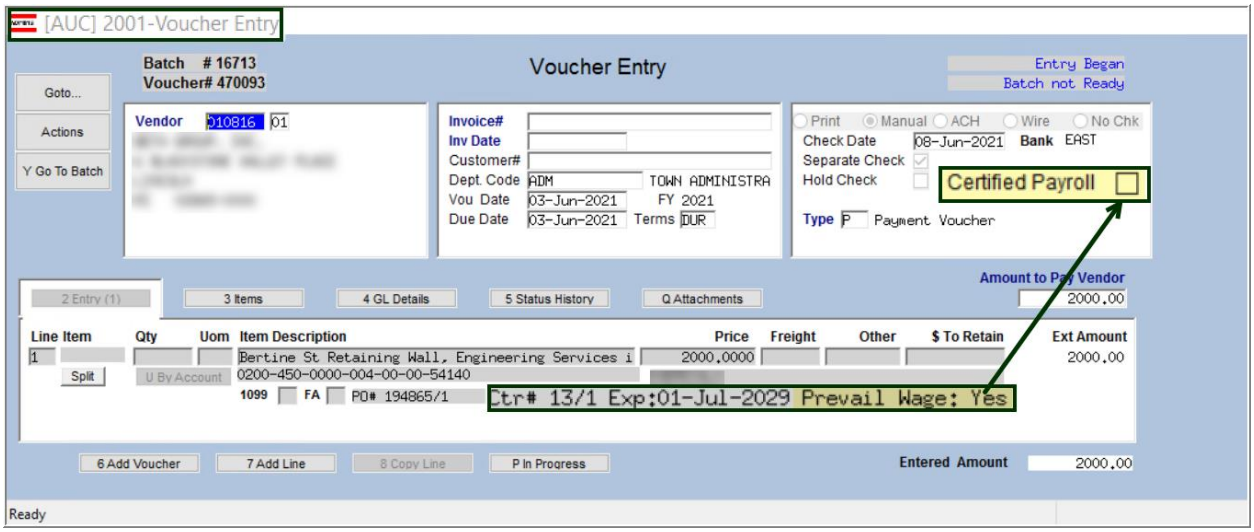


Figure 7 The contract refenced has the Prevail Wage ☑ set to Yes

2.1 Error Checking

If the voucher is created from a Purchase Order (PO) that has the Prevailing Wage ☑ box checked, the process will evaluate the value of the Certified Payroll ☑ checkbox based on the Site Specific Error Check Task AP Sequence #25. As shown, the value can be set to:

- ⊙ Warning – Issue a message on the error check, but allow the process to continue
- ⊙ Hard Errors – Issue a ***message*** and stop the process until corrected
- ⊙ No Message – Ignore the value on the voucher

System ▶ Site Specific Error Checks ▶ AP

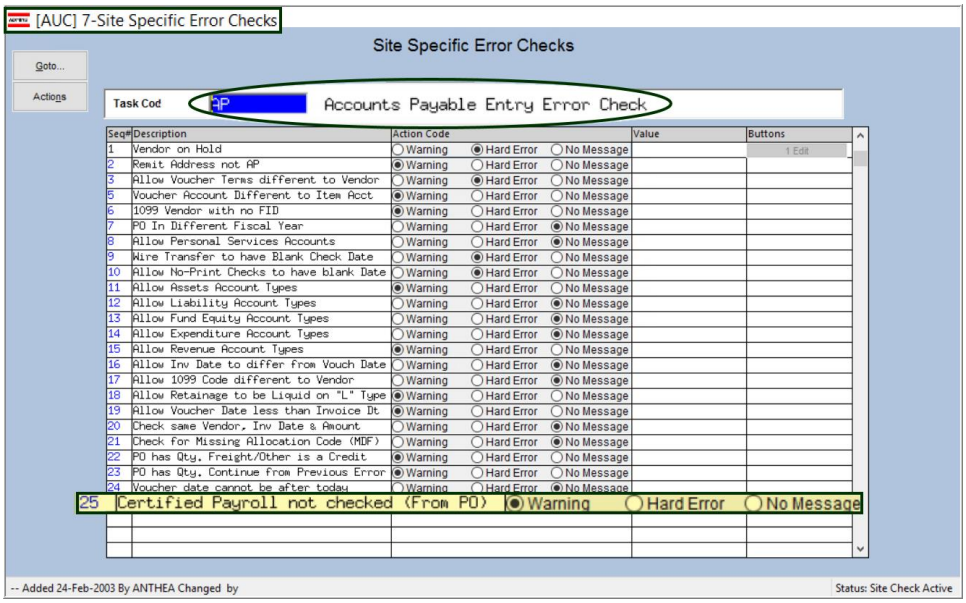


Figure 8 The Site Specific Error Checks ▶ AP screen with the new Sequence #25 for Certified Payroll Box

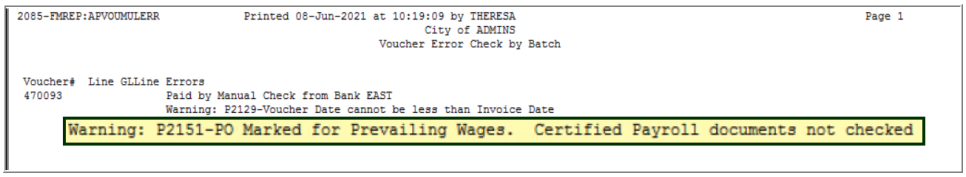


Figure 9 Voucher error check with PO marked for Prevailing Wages and Seq #25 marked as a "Warning"

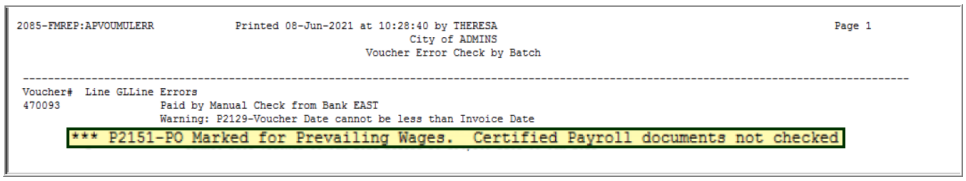


Figure 10 Voucher error check with PO marked for Prevailing Wages and Seq #25 marked as a "Warning"

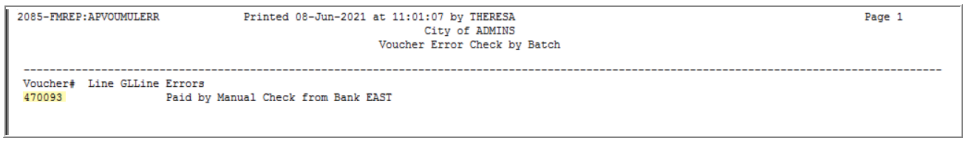


Figure 11 Voucher error check with PO marked for Prevailing Wages and Seq #25 marked as a "Warning"

As shown in the figures above, the system will behave differently depending on how the site specific error check is marked.

2.2 Changing the Certified Payroll Box on the Voucher Query Screen

Typically, query screens are "Read Only". An exception was made to accommodate marking vouchers that are:

- paying against a PO with the Prevailing Wage box ☑ checked
- in the Posted, "Open" or "Closed" status (***not*** in Entry, Approvals, Disbursements or Change Orders)

This will allow quickly updating the voucher record if the Certification is received after the voucher is processed, without requiring a change order.

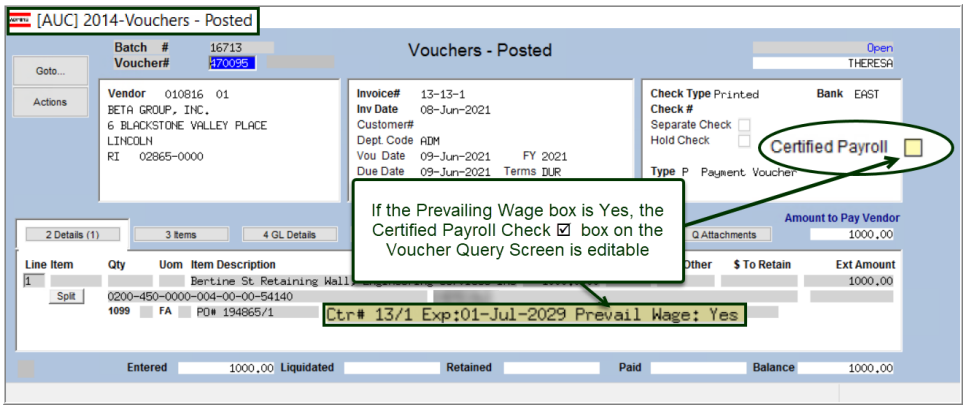


Figure 12 This voucher will allow the Certified Payroll box to be checked on the Voucher Query screen

Since the voucher shown in Figure 12 above is Posted and Open, the checkbox may be edited. Click with the mouse to set the checkbox; click again to unset the checkbox.

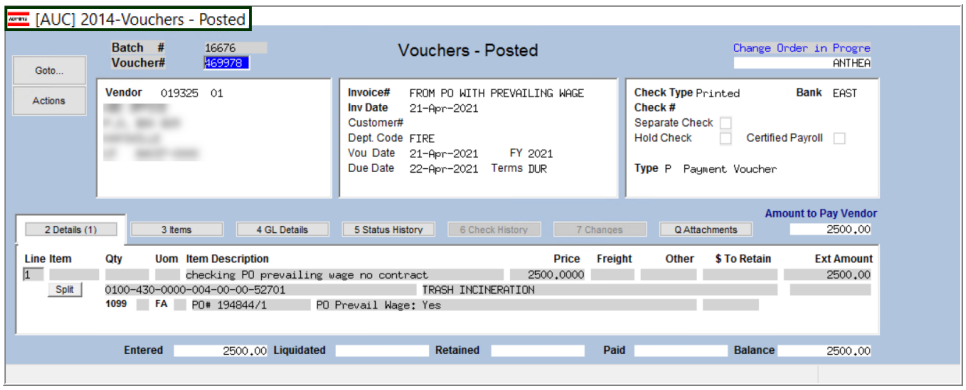
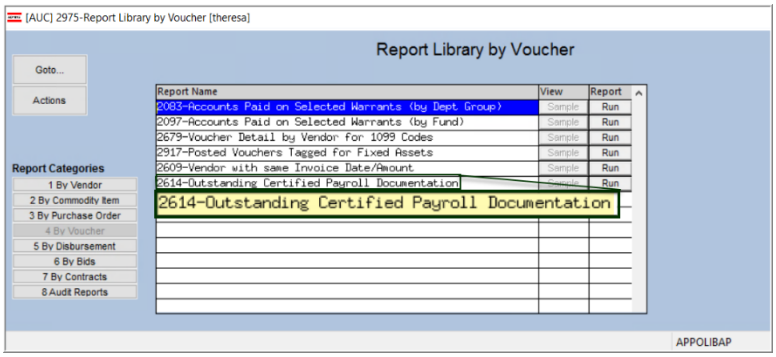


Figure 13 This voucher *will not allow* the Certified Payroll box to be checked on the Voucher Query screen

As shown in the Figure 13, the voucher is in Change Order status and the Certified Payroll box cannot be edited.

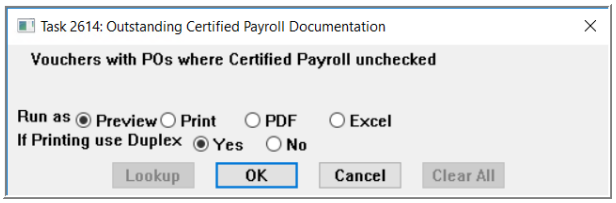
2.3 Weekly – #2614 Outstanding Certified Payroll Documentation

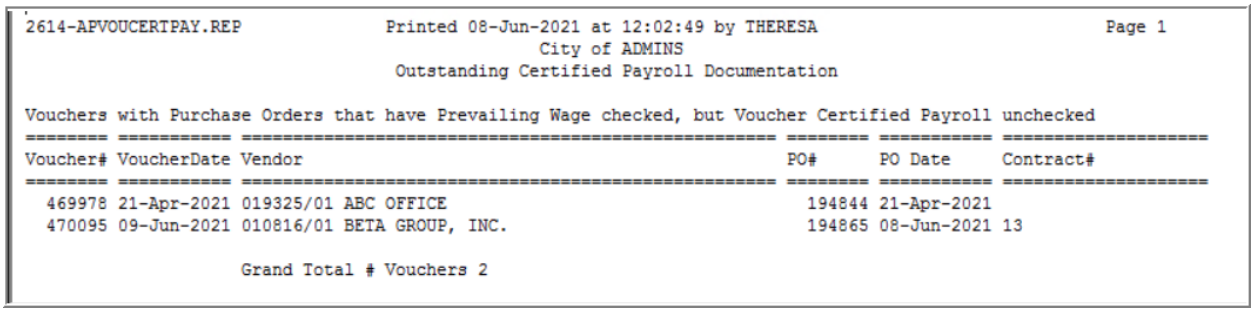


The **CONRPT** Distribution list will receive a weekly report on any vouchers where a PO is attached that has the Prevailing Wage checkbox checked but the Voucher Certified Payroll is not checked. See **SY–150 AUC Email Distribution Lists** for instructions on how to maintain a distribution list.

The same report may be produced on demand in the AP Reports menu:

Reports ▶ Report Library ▶ 4 By Voucher ▶ {Page Down} ▶ #2614 Outstanding Certified Payroll Documentation





```
2614-APVOUCERTPAY.REP              Printed 08-Jun-2021 at 12:02:49 by THERESA                    Page 1
                                                City of ADMINS
                                    Outstanding Certified Payroll Documentation

Vouchers with Purchase Orders that have Prevailing Wage checked, but Voucher Certified Payroll unchecked
======== =========== ================================================== ======== =========== ====================
Voucher# VoucherDate Vendor                                             PO#      PO Date     Contract#
======== =========== ================================================== ======== =========== ====================
  469978 21-Apr-2021 019325/01 ABC OFFICE                                 194844 21-Apr-2021
  470095 09-Jun-2021 010816/01 BETA GROUP, INC.                           194865 08-Jun-2021 13

                     Grand Total # Vouchers 2
```

Figure 14 #2614 Outstanding Certified Payroll documentation report lists vouchers that require a certification

[MDF-SUP-SAPLAUC-1082]

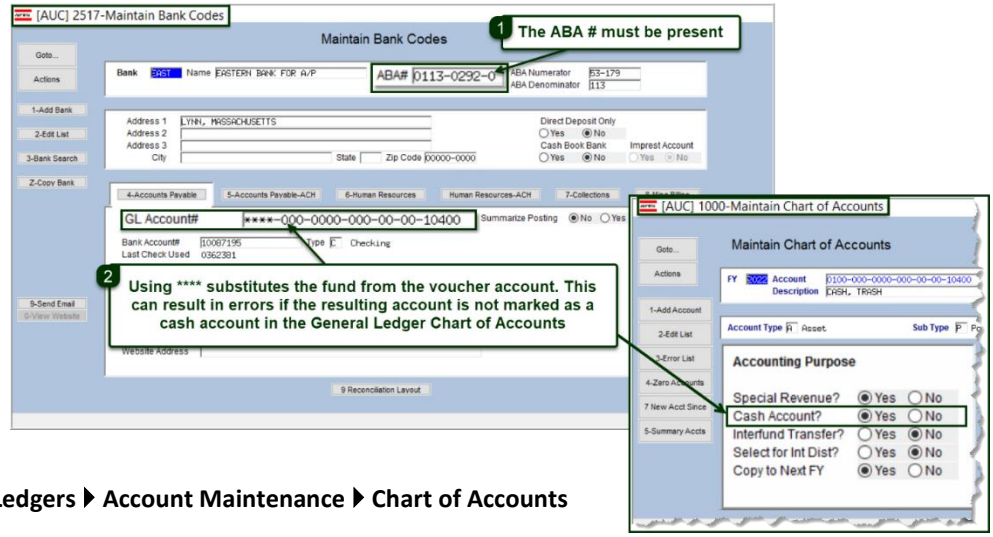
3 DISBURSEMENTS BANK ERROR REPORT #2155 [Enhancement]

ADMINS added the **#2155 Disbursements Bank Error Report** to trap errors. Each bank used in Accounts Payable processing is associated with a cash account. This cash account is determined from the **Maintain Bank Codes** screen setup, (which may use **** for 2 account elements, which tells the system to substitute any **** with the element from the expense account used on the vouchers).

3.1 Bank Code Table

To see this table, click on:

Accounts Payable ▶ Tables ▶ Bank Codes



Ledgers ▶ Account Maintenance ▶ Chart of Accounts

3.2 Module Control #2082

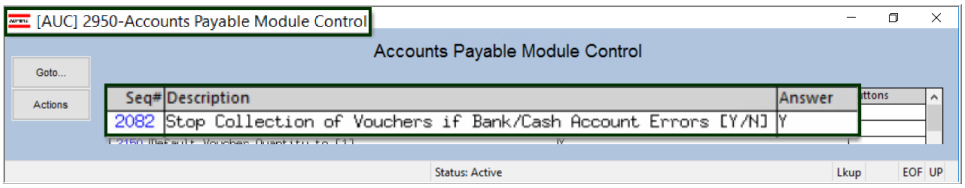
Sites now have the option to stop the collection of vouchers in the disbursement process if there are any bank errors. **Module Control #2082** was added to control how the system will behave if a voucher being collected has an error on the cash account. The process checks for two errors; depending on the value of #2082, the disbursement process will **either** terminate **or** just produce report **#2155 Disbursements Bank Error Report** if:

1. the bank account used is missing the ABA # or
2. the account used as the Cash account for any voucher is not set as a cash account

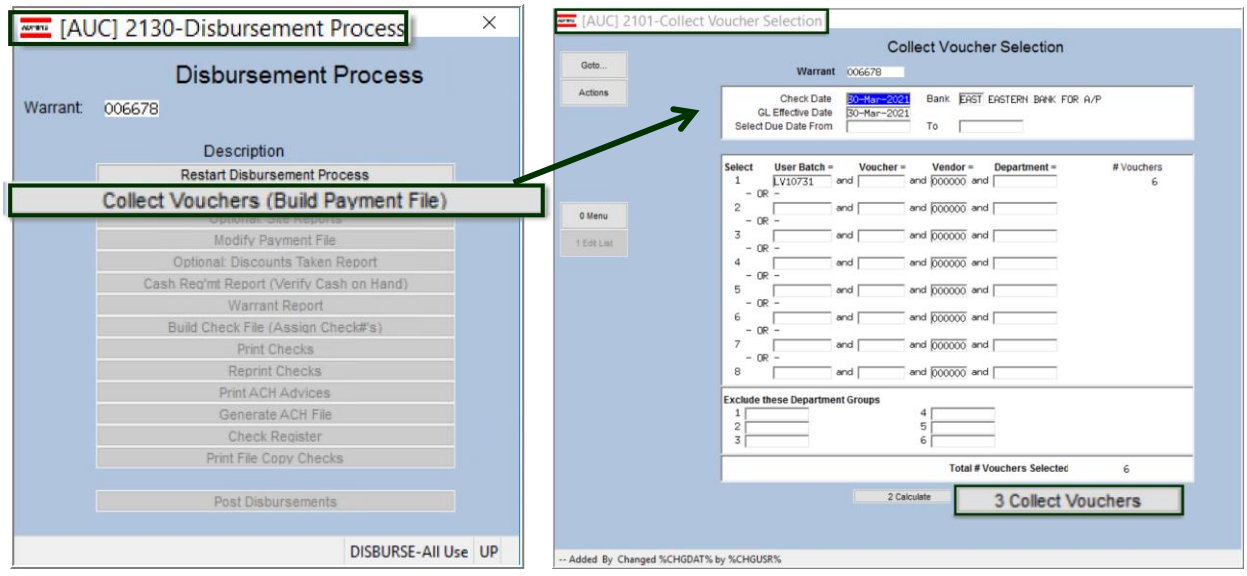
Set the value by going to:

Accounts Payable ▸ Module Maintenance ▸ Accounts Payable Module Control ▸ #2082

3.2.1 Value Set to "Y"



If the value is set to **[Y]**, and errors on the account or bank table exist, **the process will stop**, display the error report and release any collected vouchers from the disbursement process. The system checks for these errors during the **[Collect Vouchers (Build Payment File)]** step of the Disbursement Process:



The system will display this message and an error report:

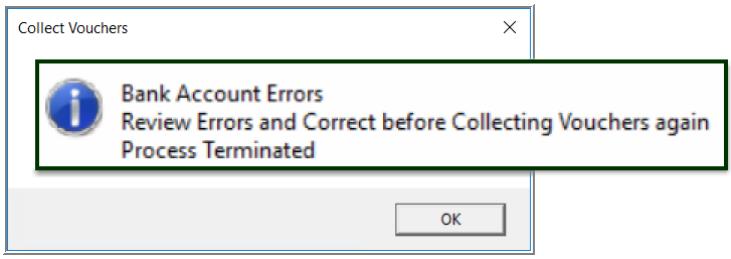


Figure 15 Error Message that will pop up if errors are present and module control #2082 is set to "Y"

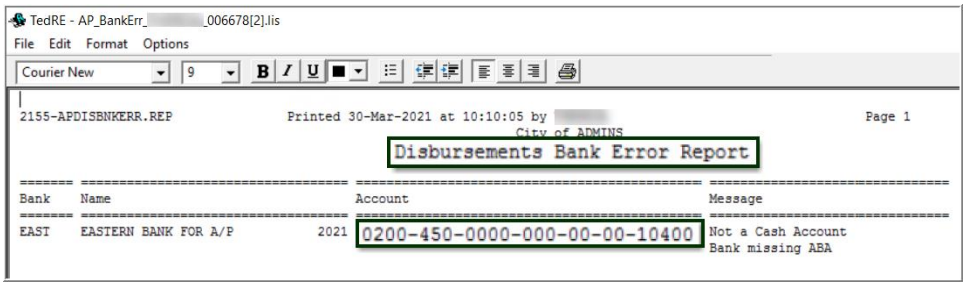
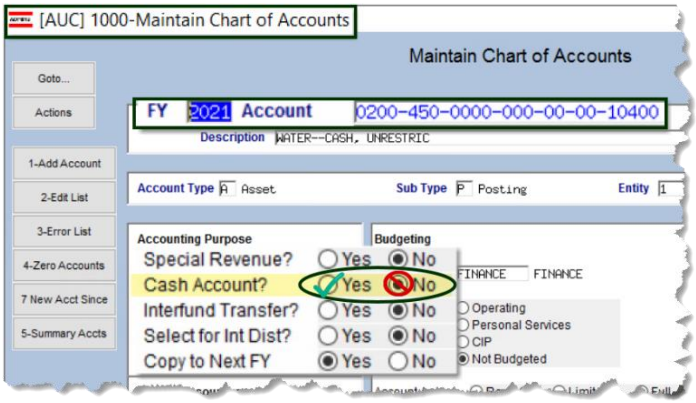


Figure 16 Example of #2155 Disbursements Bank Error Report



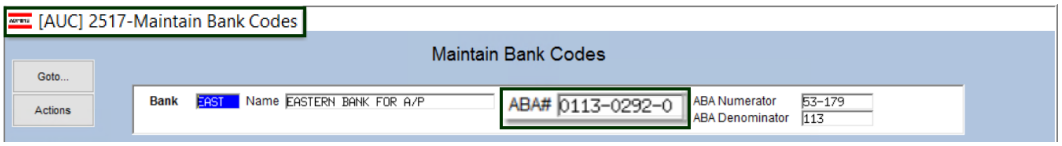
To fix the "**Not a Cash Account**" error, go to the **Maintain Chart of Accounts** screen, go to the cash account shown on the error report, and select the **Cash Account? ⊙ Yes** radio button.

Ledgers ▶ Account Maintenance ▶ Chart of Accounts

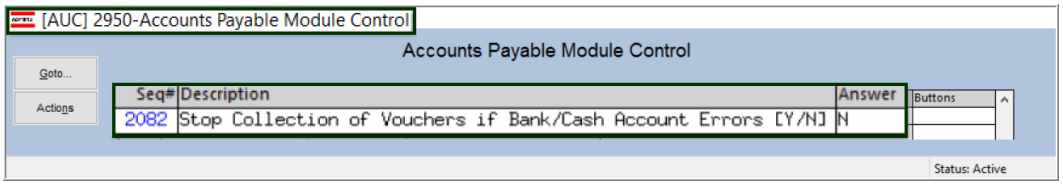
Figure 17 Set the Cash Account ⊙ Yes Radio Button

To fix the "**Bank Missing ABA**" error, go to the Bank Table screen, select the bank, and enter the ABA #.

Accounts Payable ▶ Tables ▶ Bank Codes



3.2.2 Value Set to "N"



If the value of **Module Control #2082** is set to **[N]**, and errors are reported, the process will display the **#2155 Disbursements Bank Error Report** as shown in **Figure 16** and ***continue to collect vouchers***.

These errors still must be corrected before the **[Build Check File (Assign Check #s)]** step.

[ADM-AUC-AP-1088]

4 MERGE VENDORS [ENHANCEMENT]

Merging vendors is a process where multiple instances of a single vendor can be combined to form one vendor record. This can be done if the same vendor is entered into the system under different names.

ADMINS enhanced the **Merge Process** with a warning that will be displayed if a vendor is set to merge with another vendor, and the Taxpayer Information Numbers (**TIN**s–either Federal Identification Numbers or Social Security Numbers) for the vendors do not match.

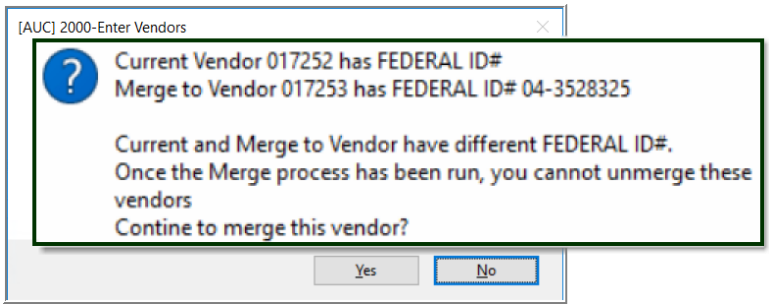


Figure 18 Example of the message that pops up if the current and merge to vendor TINs do not match

Click on **[Yes]** to continue; the vendor will be added to the work file of vendors to be merged. Click on **[No]** to stop the merge for this vendor. Once the **Merge Process** is complete (it runs in the overnight job), it cannot be reversed. See the instructions in **AP–370 PO–360 Duplicate Vendor Merge** in the Help Reference Library for details on how to run the entire process.

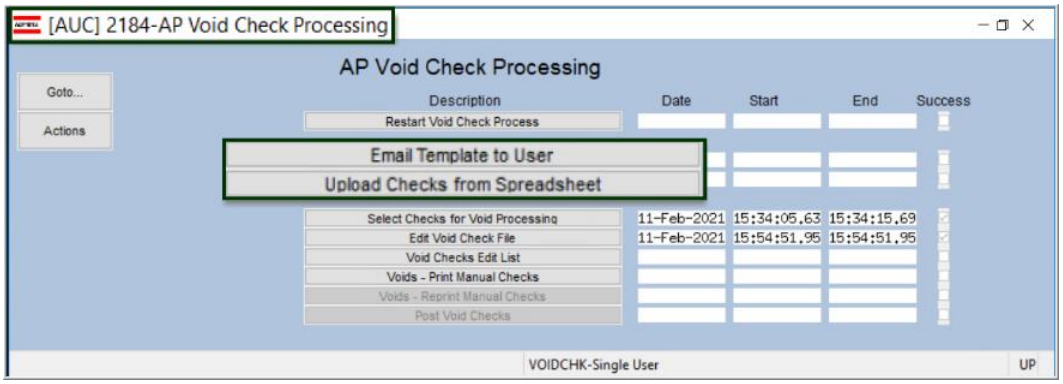
[ADM-AUC-AP-1082]

5 VOID PROCESSING [ENHANCEMENT]

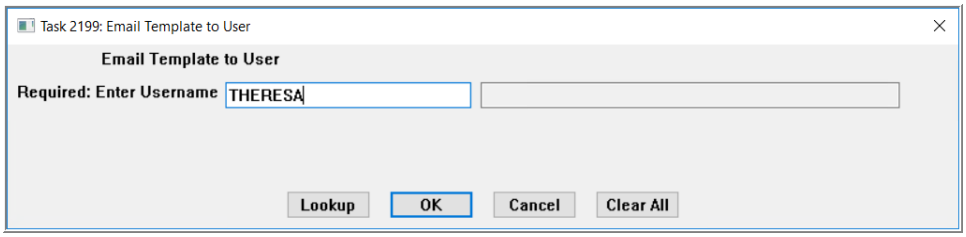
ADMINS added a feature to Void Check processing to allow uploading a random series of checks via a spreadsheet. There are two new steps in the menu, **[Email Template to User]**, and **[Upload Checks from Spreadsheet]**. This will help when recovering unclaimed property in the form of uncashed checks.

This process can be used to upload several checks, where the check numbers are not sequential. The first step is to email the spreadsheet to create the list of checks to be created in the void process.

Once the spreadsheet has been populated, save the spreadsheet as a CSV file and upload it into the void check process. The checks will then be available in the **[Edit Void Check File]** step for further processing.

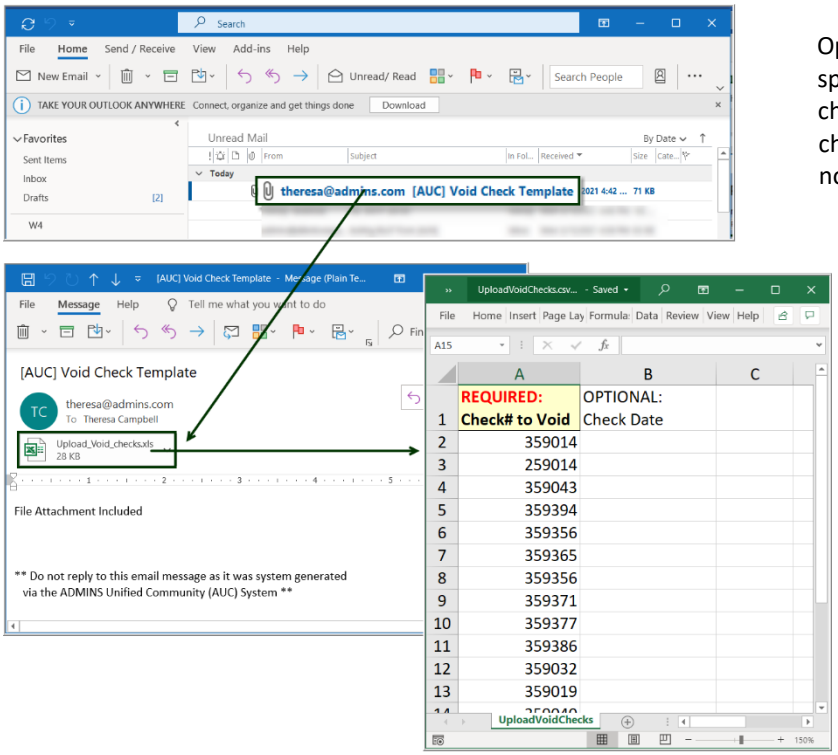


5.1 Email Template to User



The system will present a prompt, requiring that an **AUC** username or **AUC Email Users** username be entered directly or selected from the lookup. (see **SY–155 Email Users**).

5.1.1 Enter Check Numbers to be Voided in the Spreadsheet

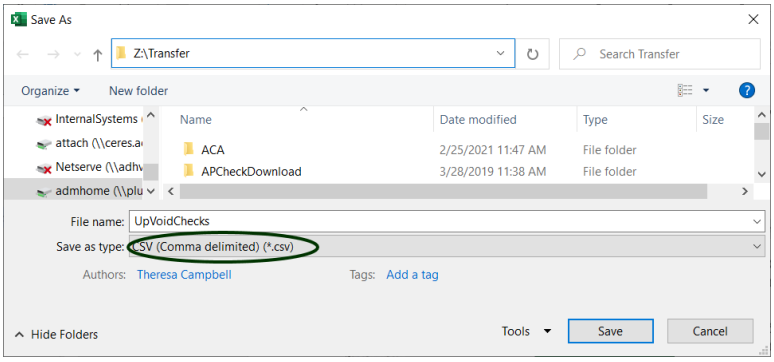


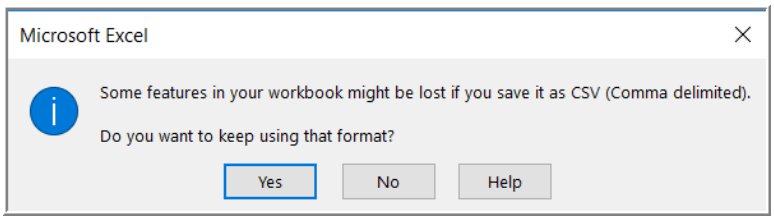
Open the email; and open the attached spreadsheet template. Enter each check number to be voided. Original check dates may be entered but are not ***required*** for this process.

Save the file as a .csv file in a folder that is accessible from the server. **ADMINS** recommends using the common transfer directory. See example in section 5.2 below.

Figure 19 Populating the spreadsheet with non-contiguous check numbers to be voided.

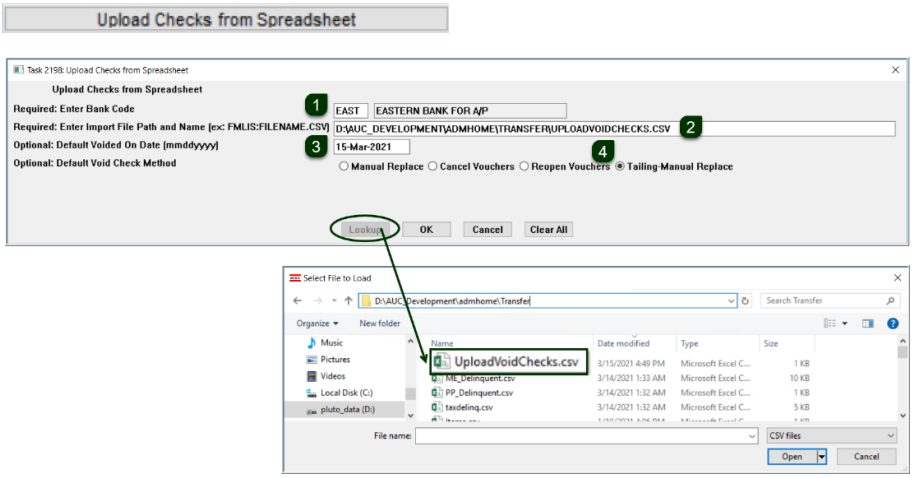
5.2 Edit and Save the Data in a .csv file Accessible from the Server





The system will prompt to confirm when saving an **Excel®** sheet as CSV; click on **[Yes]** to save the file as CSV and then close the file to make it available for the upload.

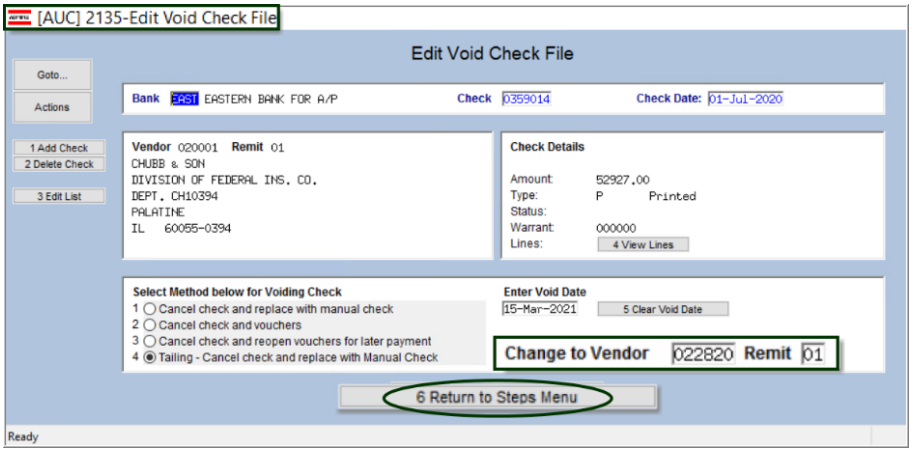
5.3 Upload Checks from the Spreadsheet



The next step uploads the checks from the spreadsheet. Duplicates are discarded; invalid check numbers will be displayed on the error report; duplicates & invalid numbers will not prevent the upload of the remaining valid checks for voiding.

1. The bank code must be entered; if checks to be voided were issued from more than one bank, create an upload spreadsheet for each bank.
2. Use the lookup to select the spreadsheet.
3. Enter a default **"Voided On Date"** (optional but recommended if there are many checks, as this date will be applied to all checks as the Void default date).
4. If these are tailing checks, select ⊙ **Tailing – Manual Replace** (see also **AP–280** in the **AP Help Reference Library**)

5.3.1 Edit the Void Check File for Each Check



Run an edit list from this screen to identify errors and match the edit list with the source documents.

Are these tailings?

If these are tailings, the tailing vendor must exist as a valid vendor in the vendor database. Enter the tailing vendor number on the first record in the **"Change to Vendor"** field; page down to the next record; click in the **"Change to Vendor"** field and use **Ctrl|C** to add the same tailing vendor to each void.

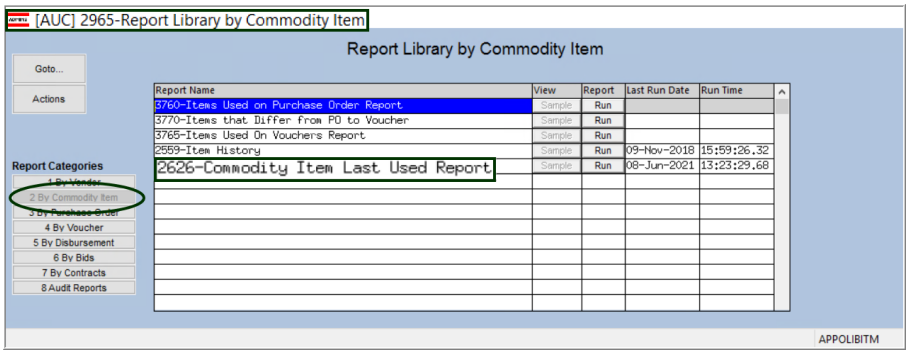
Continue with the void process as described in the **AP–250 Void Processing Document Section 4.6**.

[ADM-AUC-AP-1084]

6 REPORTS ▸ [2 COMMODITY ITEMS] [Enhancement]

Commodity Items may be used during Accounts Payable Voucher and Purchase Order data entry to improve speed and accuracy. **ADMINS** added a report of how items are used (or not used) to answer the question, "Is there any way to run a report or identify commodity codes with no posted history?" To generate a report of used and not used items, select:

Reports ▸ Report Library ▸ [2 By Commodity Item] ▸ #2626 Commodity Item Last Used Report



The report lists the Commodity Item Code, the Code Description, a Voucher Number, a Voucher Date, the Vendor Number, a PO Number, the PO Date, and the PO Vendor.

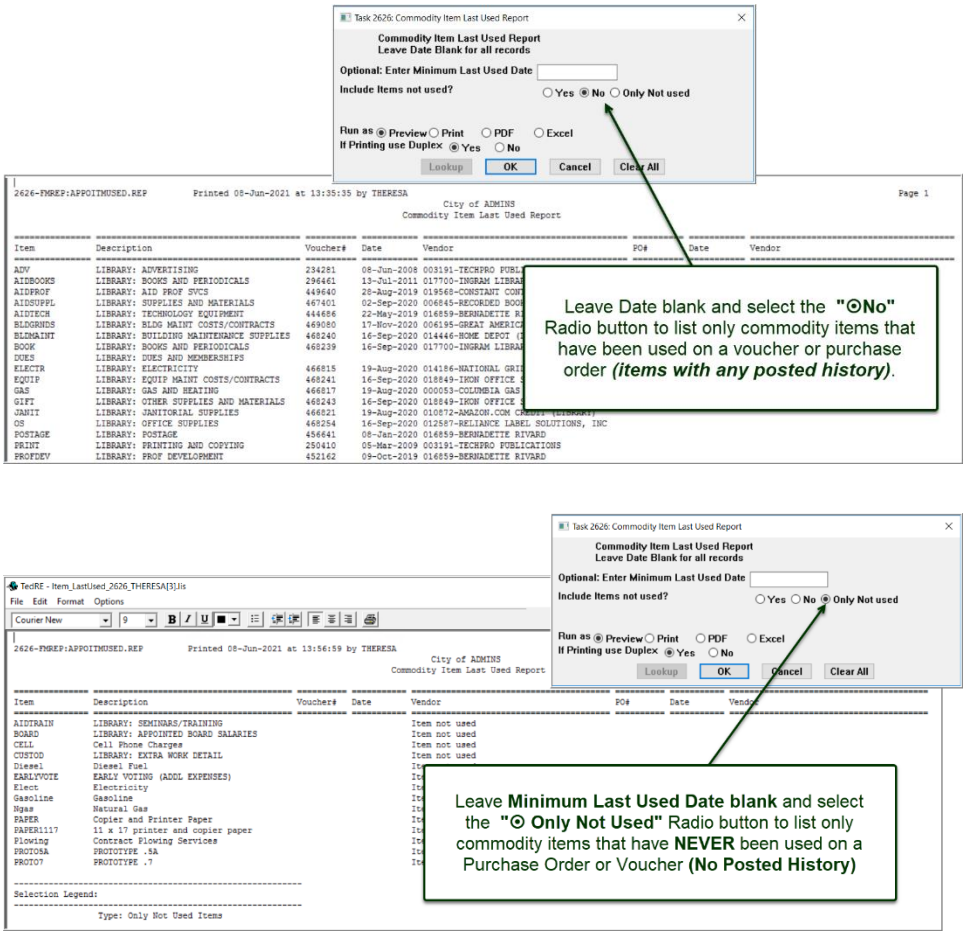
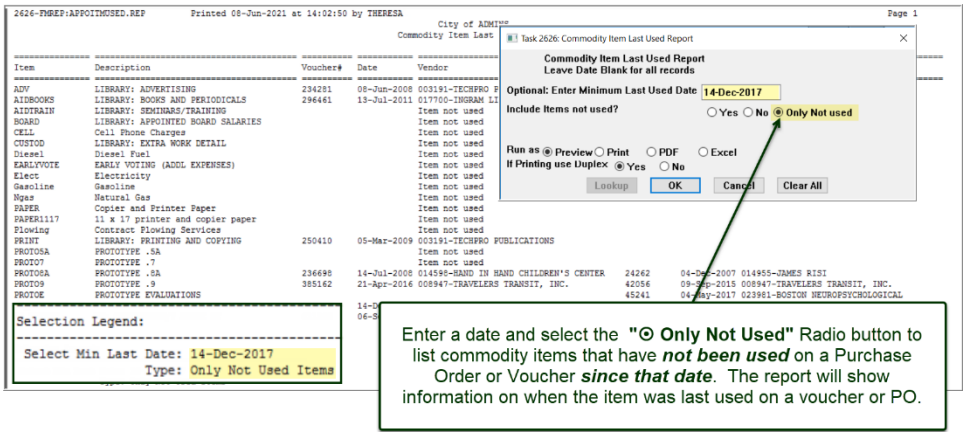


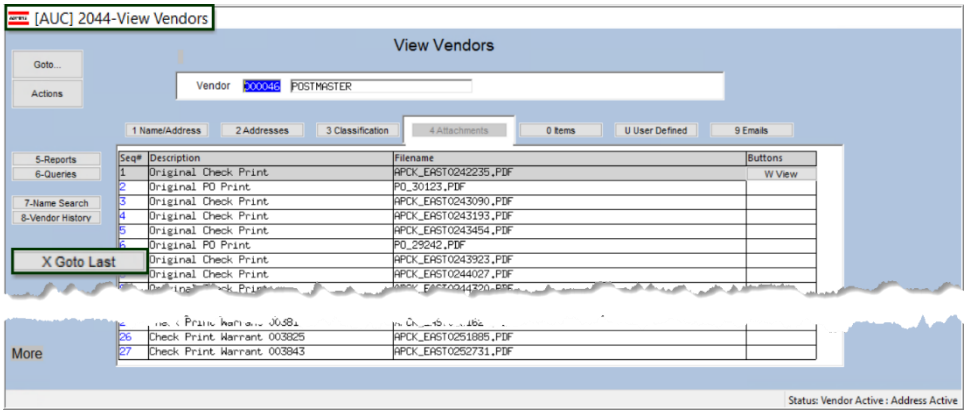
Figure 20 Items with No Posted History



See the **AP-510 & PO-610 Adding Commodity Items** documents in the Help Reference Libraries for basic information on setting up and using commodity items.

[ADM-AUC-AP-1085]

7 ATTACHMENTS TO VENDOR FILES [ENHANCEMENTS]



Purchase order and check copies are attached to the vendor record and are available in the **Enter Vendors and View Vendors** screens. Users can also add attachments. Attachments are listed in the screen in chronological order, starting with the earliest attachments.

7.1 Added [X Goto Last] Button [Enhancement]

For vendors with many attachments, pressing page down repeatedly to get to the most recent attachment takes time. **ADMINS** added a button to move the display to the most recent records.

Purchase Orders ▸ Vendors ▸ Enter Vendors ▸ [4 Attachments]

Click on the **[X Goto Last]** button to view the ten most recent records. The cursor will be positioned on the last record. This works on both the **Enter Vendors** and **View Vendors** screens.

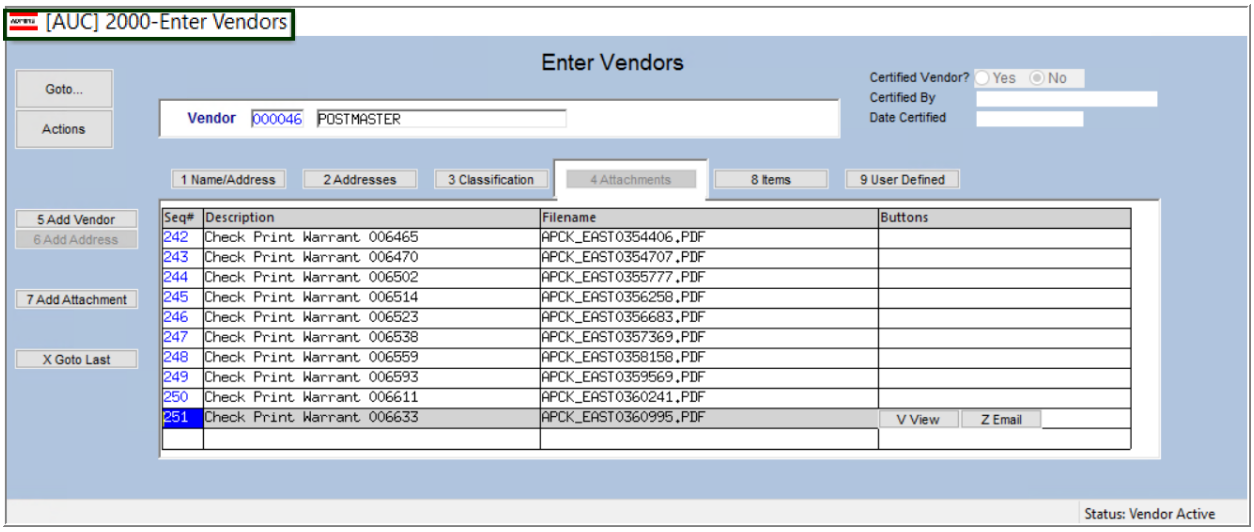
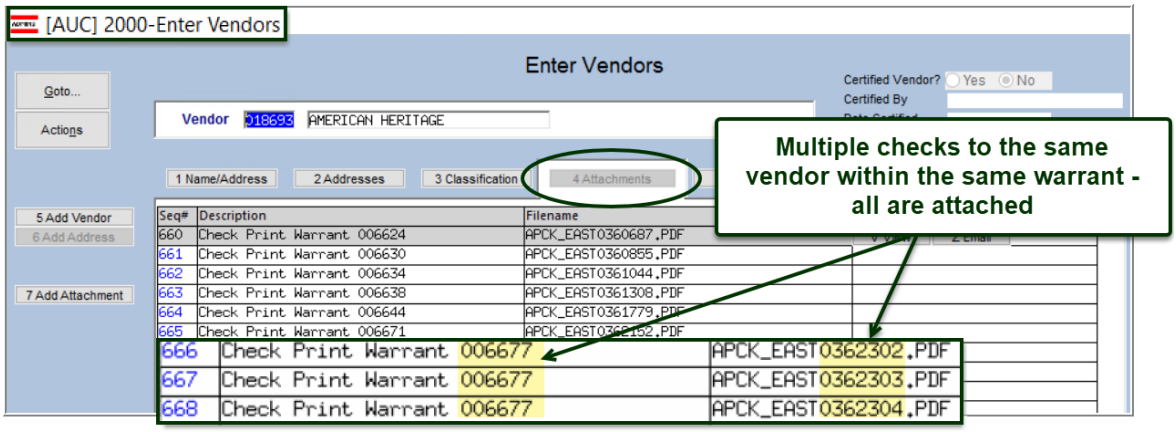


Figure 21 Result of clicking the [X Goto Last] button

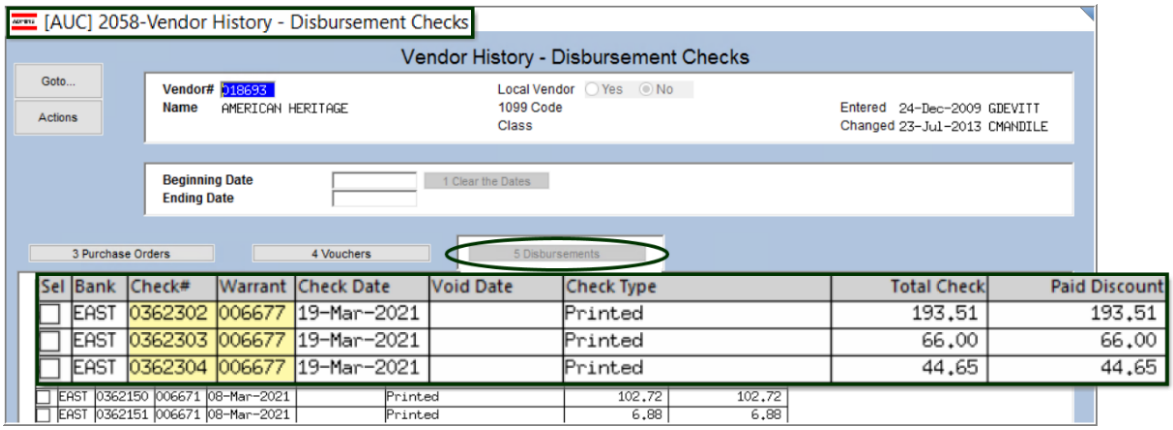
[ADM-AUC-AP-1089]

7.2 Multiple Checks, Same Vendor [Fix]

Prior to the software update, if ***multiple checks to the same vendor were produced within a single disbursement warrant***, the check copies were created and available in the **Check History** screen, but the link was not established to the **Vendor** records.



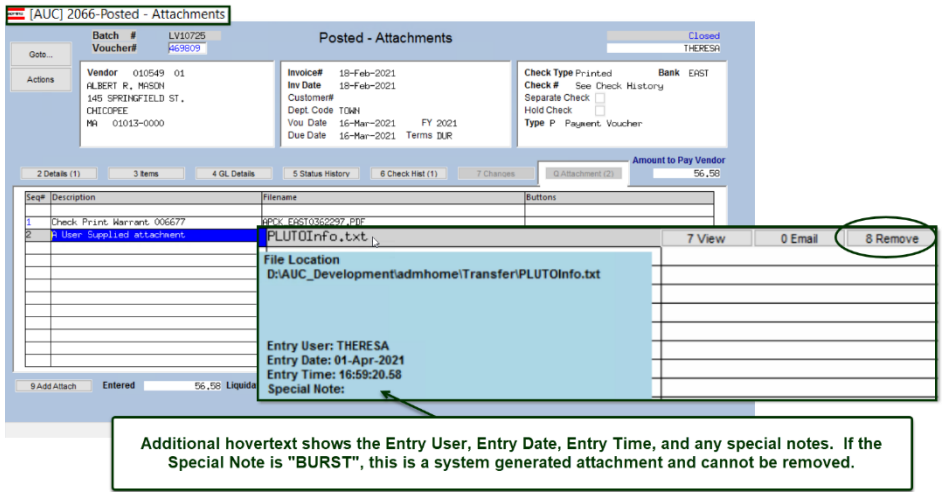
The check copies were attached neither to the **#2000 Enter Vendors ▶ [4_Attachments]** screen nor to the **#2058 Vendor History – [5_Disbursements]**. **ADMINS** corrected this and now all checks will be attached in these screens.



[ADM-AUC-AP-1083]

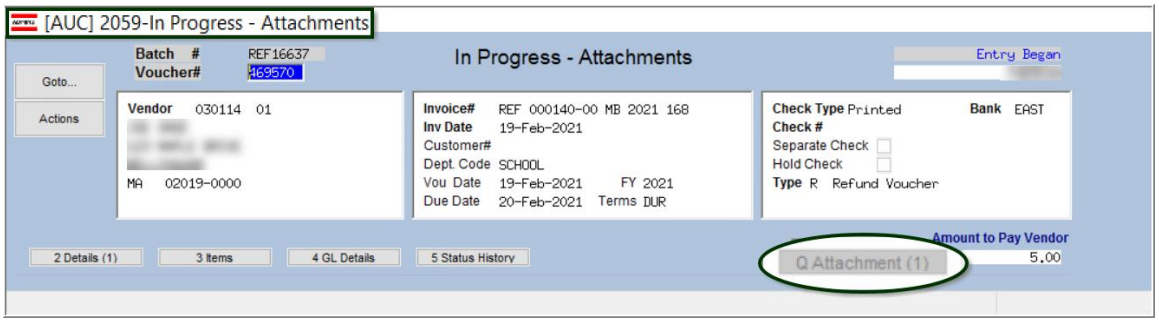
8 ATTACHMENTS HOVERTEXT [Enhancement]

ADMINS added more information to the hovertext on attachments indicating when the attachment was made and by whom. If the Special Note begins with **"BURST"**, it identifies this as a System-Created attachment, which cannot be removed by the user. Attachments without a "Special Note" are **user-supplied** and may be detached using the **[Remove]** button. To see this feature, available on several screens in the Accounts Payable Module, go to the following screens.



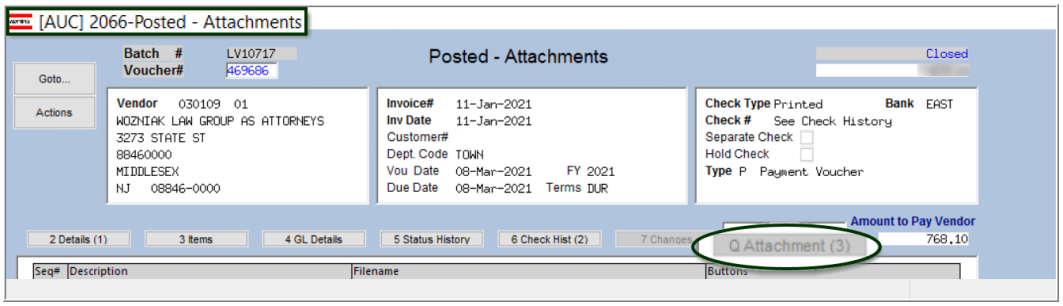
8.1 #2059 Voucher In Progress Attachments Screen

Accounts Payable ▶ Queries ▶ View All Vouchers (Bills) ▶ Select In-Progress Voucher ▶ [Attachments]



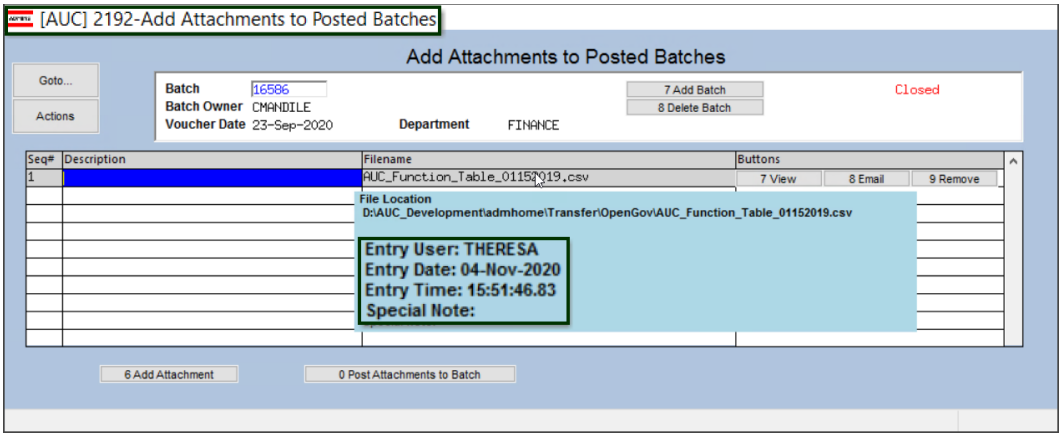
8.2 #2066 Posted Vouchers Attachments Screen

Accounts Payable ▶ Queries ▶ View All Vouchers (Bills) ▶ Select Posted Voucher [Q Attachment]



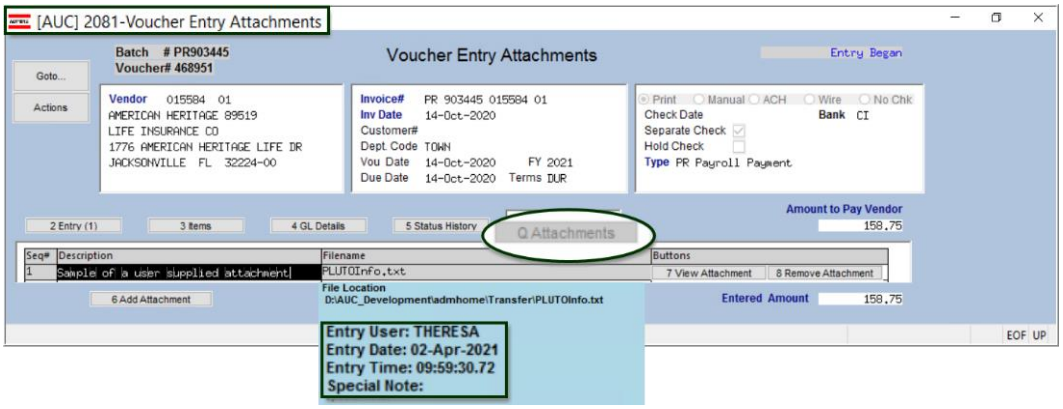
8.3 #2192 Add Attachments to Posted Batches

Accounts Payable ▶ Enter Bills (Vouchers) ▶ Add Attachments to Posted Batches



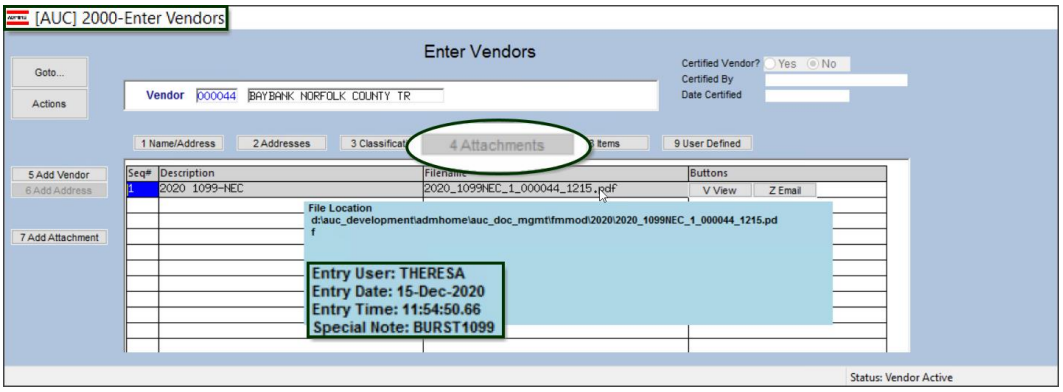
8.4 #2081 Voucher Entry Screen Attachments

Accounts Payable ▶ Enter Bills (Vouchers) ▶ Voucher Entry ▶ [Q Attachments]



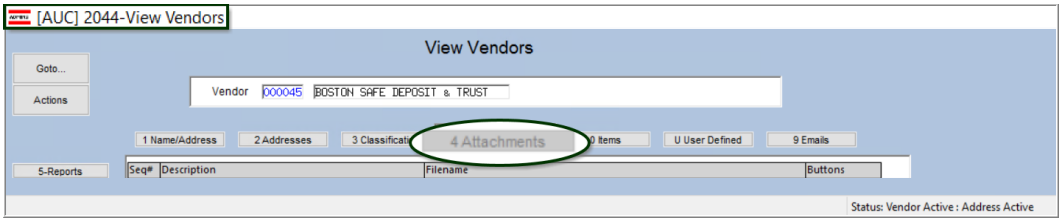
8.5 #2000 Enter Vendors Screen Attachments

Accounts Payable ▶ Vendors ▶ Enter Vendors ▶ [4 Attachments]



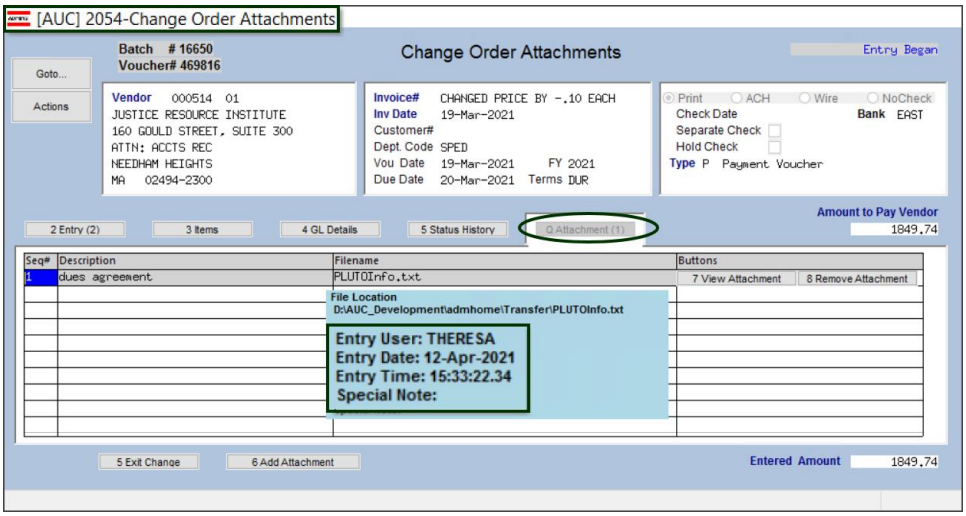
8.6 #2044 View Vendors Attachments Screen

Accounts Payable ▶ Vendors ▶ View Vendors ▶ [4 Attachments]



8.7 #2054 Voucher Change Order Attachments Screen

Accounts Payable ▶ Change Orders ▶ Entry



8.8 #2224 Warrant History Screen

Accounts Payable ▶ Queries ▶ Warrant History Screen

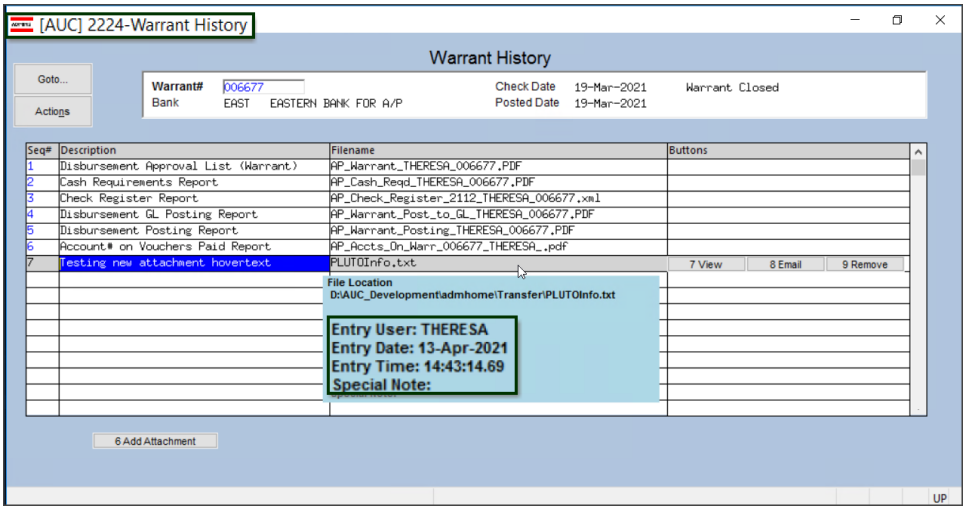
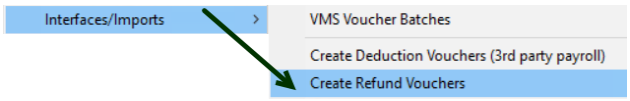


Figure 22 Warrant History screen also shows the additional hovertext

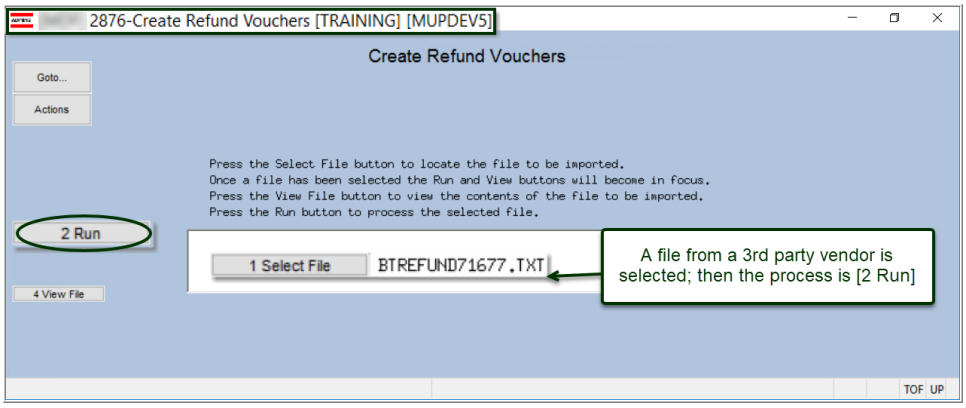
[ADM-AUC-SY-8171]

9 INTERFACES ▶ CREATE REFUND VOUCHERS



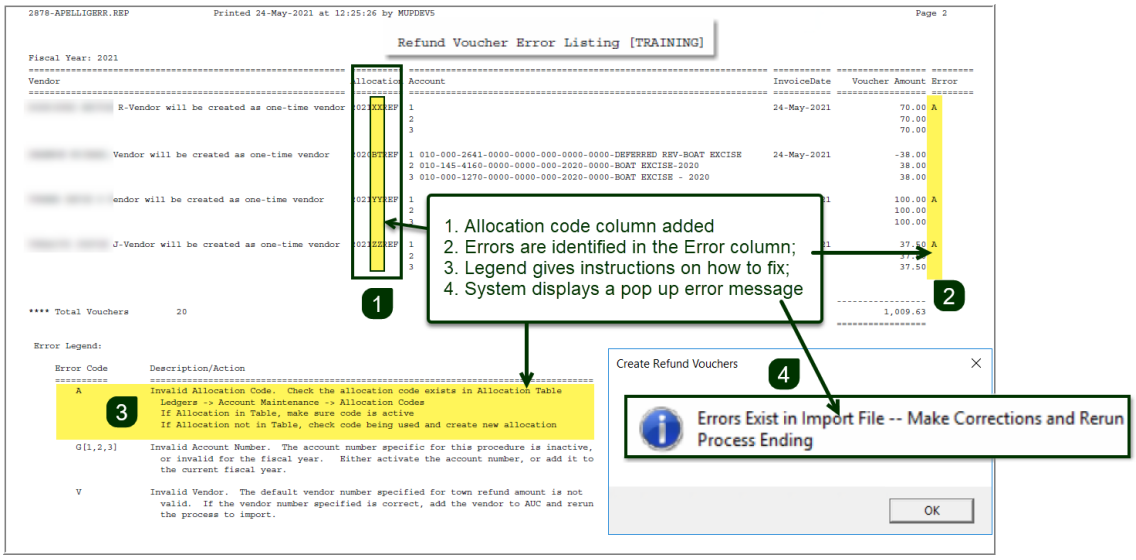
This process imports refund vouchers from 3rd party software. **ADMINS** enhanced the error checking on the process, and included an Allocation Code column and expanded legend on the error report.

Interfaces/Imports ▶ Create Refund Vouchers



9.1 Error Report [Enhancement]

Now, if an Allocation Code, Account Number, or Vendor is not found in the file supplied by the 3rd party software, the **ADMINS** system will identify the errors so that they may be corrected and the process re-run.



Current users of the process will benefit immediately from this change. Contact support@admins.com to request more information (file layouts, advice on allocation code setup, accounts, etc.,) to begin using this process to import refund vouchers from a 3rd party software. See also AP–960 Create Refund Vouchers in the Help Reference Library.

[ADM-AUC-AP-1100-

10 ADMINS.COM TRAINING VIDEOS

The **ADMINS** training videos were converted to benefit from YouTube features, such as pause, rewind, fast forward, closed captions, and playing at a faster speed. This training is restricted to "Customers Only". Need credentials? Go to: Contact Us | ADMINS, Inc. and follow the instructions in the quick start guide. Then, use the link to access the Videos | ADMINS, Inc.

[ADM-AUC-WEB-2]

11 HELP REFERENCE LIBRARY

The following new or updated documents were installed in the Help Reference Library.

11.1 New or Updated Documents

• DISBURSEMENTS	AP–250 Voiding Checks	[Updated]
• VENDORS	AP–370 Merge Vendors	[Updated]
• INTERFACES/IMPORTS	AP–960 Create Refund Vouchers	[Updated]
• SYSTEM	SY-170 System Administration Kit	[Updated]

Property of ADMINS, Inc. No unauthorized use, distribution or reproduction permitted.