



ACCOUNTS PAYABLE

RELEASE NOTES

MARCH 2022

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

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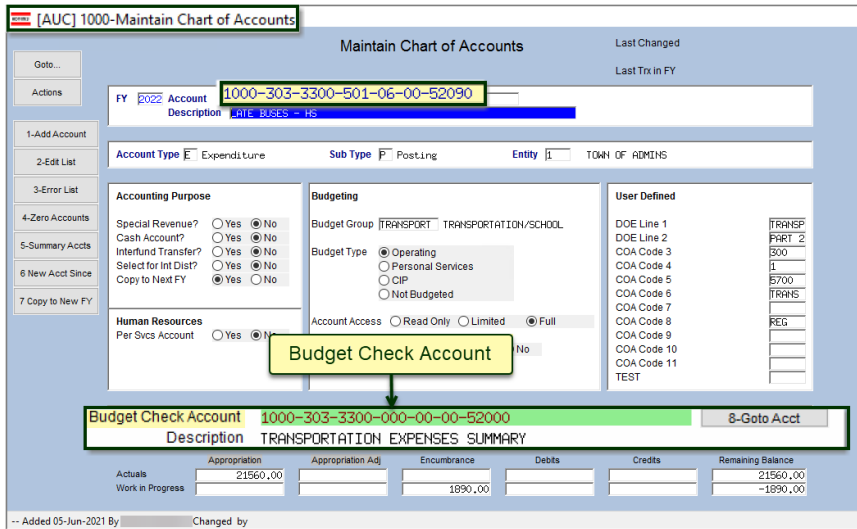
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1 CHECKING BUDGET DURING ACCOUNTS PAYABLE PROCESSING

The system checks available balances to verify funding of a line item. There is an option in the General Ledger Chart of Accounts screen to specify a [summary “roll up” account as a budget check account](#) for each expenditure account. See Help Reference Library [GL-230 Summary Accounts](#).

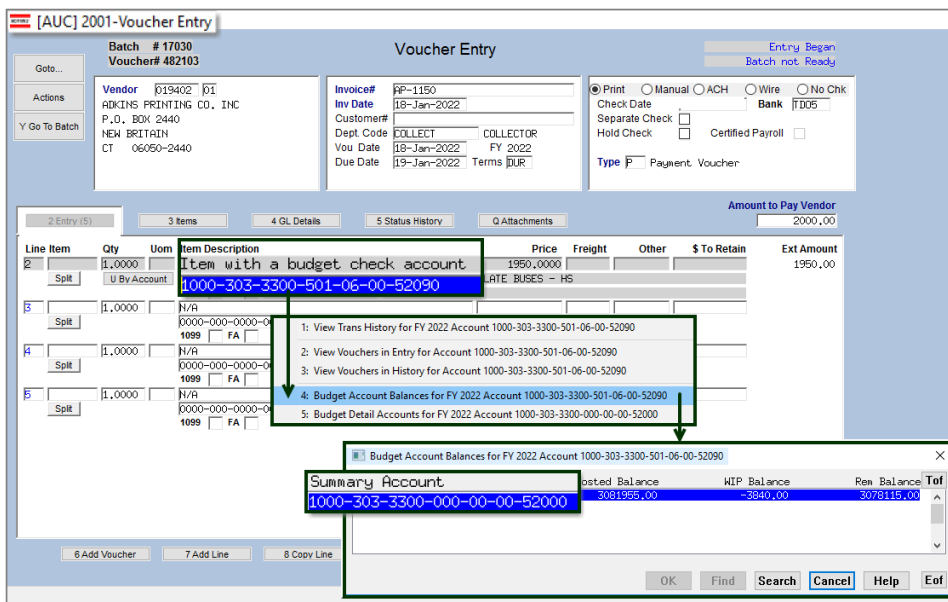
1.1 Account Using a Budget Check Account



This account uses a **summary account**. Budget check accounts are highlighted in **green** at the bottom of the chart of accounts screen.

Figure 1 An account that uses a Budget Check Account

1.1.1 Voucher Expenditure Line Using a Summary Budget Check Account



“Right click” on the account number to see the budget for the account. When this voucher is checked, the system will check the [budget check account](#) as shown in Figure 2.

Figure 2 Voucher with an expenditure account line that uses a Budget Check Account



1.2 Account Without a Budget Check Account

Accounts may exist **without** using a roll up or budget check account. The image in **Figure 3** is an example of an account that does not use a budget check account.

[AUC] 1000-Maintain Chart of Accounts

Maintain Chart of Accounts

Account: 0096-490-0000-004-00-00-51800
Description: EDUCATION INCENTIVE

Account Type: Expenditure | Sub Type: Posting | Entity: TOWN OF ADMINS

Budgeting: Budget Group: STORMWATER STORMWATER MANAGEMENT | Budget Type: Operating

Budget Check Account: 0000-000-0000-000-00-00-00000

Actuals: Work in Progress | Encumbrance: 1680,00 | Remaining Balance: -1680,00

Vouchers using this account will check only this expenditure account balance on any line where the account is used.

Figure 3 Expense account that does not use a rollout – the balance of this account only will be checked

1.2.1 Voucher Expenditure Line Not Using a Summary Budget Check Account

[AUC] 2001-Voucher Entry

Batch # 17030 | Voucher# 482103

Vendor: 019402 01 | ADKINS PRINTING CO., INC.

Invoice# 4P-1150 | Inv Date 18-Jan-2022

Amount to Pay Vendor: 2000,00

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1,0000		EDUCATION INCENTIVE	50,0000				50,00

Entered Amount: 2000,00

Context Menu Options:
 1: View Trans History for FY 2022 Account 0096-490-0000-004-00-00-51800
 2: View Vouchers in Entry for Account 0096-490-0000-004-00-00-51800
 3: View Vouchers in History for Account 0096-490-0000-004-00-00-51800
 4: Budget Account Balances for FY 2022 Account 0096-490-0000-004-00-00-51800
 5: Budget Detail Accounts for FY 2022 Account 0000-000-0000-000-00-00-00000

“Right click” on the account number during voucher entry to see the options for information for the account.

Figure 4 This account is not set up with a summary budget check account, so no account is listed here

If there is no budget check account used for the expenditure account on the voucher, the system checks the expenditure account; as shown in Figure 4, there is no summary budget account set up.

[ADM-AUC-AP-1150]



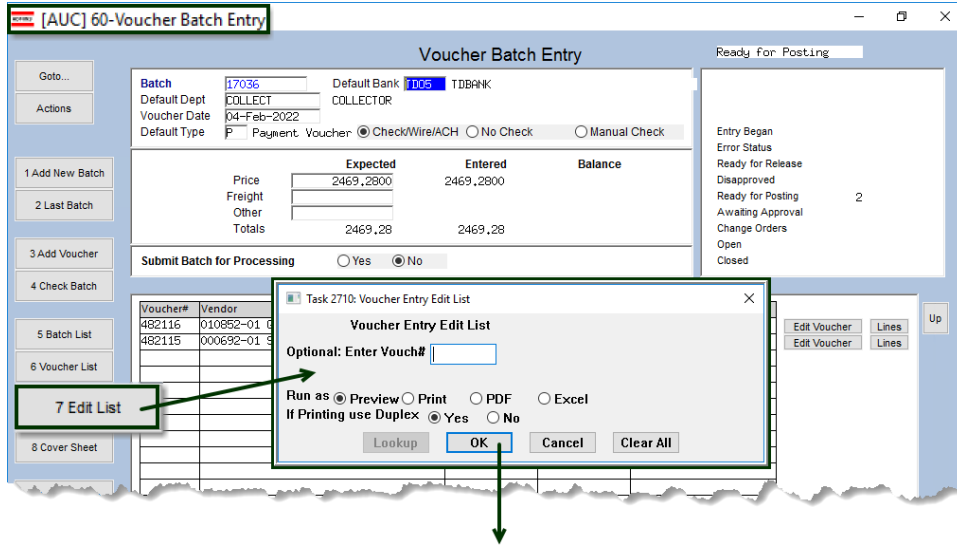
1.3 Voucher Edit List with “Hold on Vendor” Note

AP ▶ Enter Bills (Vouchers) ▶ Batches

ADMINS added a field to the Voucher Edit List that will indicate that a vendor is on hold. Help Reference Library **AP-350 Put a Hold on a Vendor** describes how to use Hold Codes and their impact on processing.

1.3.1 In Process Batches

Click [7 Edit List] on the Voucher Batch Entry screen to produce the report.



Batch#	Bank Voucher#	Voucher Date	Vendor#	Name and Address	Invoice#	Invoice Date	Check Details				
17036	TD06 482116	04-Feb-2022	000692-01	STAPLES DEPT 10-00712916 P.O. BOX 70255 CHICAGO, IL 60673-0255	12	01-Feb-2022	Check Type: Printed Separate Chk: No Voucher Type: Payment Voucher				
				PO#	Comm. Item	line	GL#	Account & Description	Qty	Price	Amount
						1		N/A	1.0000	100.0000	100.00
						1		0096-490-0000-004-00-00-62666 PROFESSIONAL SERVICES - MS4 COMPLIANCE			
17036	TD06 482116	04-Feb-2022	010852-03	GOVCONNECTION, INC BOX 81018 WOBURN, MA 01813-0000	ADM-AUC-AP-1154		Check Type: Printed Separate Chk: No Voucher Type: Payment Voucher				
						1		Laptops - StallBrook Smartboard project	2.0000	923.4800	
						1		quote 25209494.01			
						1		1000-301-0000-000-00-00-62088 SCHOOL PRIOR YEAR EXPENSES			1,846.96
						2		Memory upgrades	2.0000	92.9000	
						1		25209494.01			188.80
						1		1000-301-0000-000-00-00-62088 SCHOOL PRIOR YEAR EXPENSES			16.00
						3		Memory installation	2.0000	0.0000	
						1		25209494.01			
						1		1000-301-0000-000-00-00-62088 SCHOOL PRIOR YEAR EXPENSES			160.2600
						4		Docking station	2.0000	160.2600	
						1		25209494.01			320.52
						1		1000-301-0000-000-00-00-62088 SCHOOL PRIOR YEAR EXPENSES			
*** Grand Total ***											2,469.28



[ADM-AUC-AP-1154]



1.3.2 Posted Batches

ADMINS made a similar change to the #2711 Reprint Voucher Edit List for Posted Batch report. From the menu, select:

AP ▶ Enter Bills (Vouchers) ▶ Reprint Voucher Edit List for Posted Batch

Batch#	Bank	Voucher#	Vendor#	Name and Address	Invoice#	Invoice Date	Check Details
17036	TDOS 482115	04-Feb-2022	000692-01	STAPLES DEPT 10-00712916	12	01-Feb-2022	Check Type: Printed Separate Chk: No Hold Chk: No Voucher Type: Payment Voucher Cert Pay: No
17036	TDOS 482115	04-Feb-2022	000692-01	STAPLES P.O. BOX 70255 CHICAGO, IL 60673-0255	12	01-Feb-2022	Check Type: Printed Separate Chk: No Hold Chk: No Voucher Type: Payment Voucher Cert Pay: No
17036	TDOS 482116	04-Feb-2022	010852-01	GOVCONNECTION, INC BOX 81018 WOBURN, MA 01813-0000	ADM-AUC-AP-1154	14-Feb-2022	Check Type: Printed Separate Chk: No Hold Chk: No Voucher Type: Payment Voucher Cert Pay: No
17036	TDOS 482116	04-Feb-2022	010852-01	GOVCONNECTION, INC BOX 81018 WOBURN, MA 01813-0000	ADM-AUC-AP-1154	14-Feb-2022	Check Type: Printed Separate Chk: No Hold Chk: No Voucher Type: Payment Voucher Cert Pay: No
				Vendor Hold: Under Investigation			

[ADM-AUC-AP-1154]

2 BATCH COVER SHEETS [Enhancement]

AP ▶ Enter Bills (Vouchers) ▶ Batches

Voucher#	Vendor	Type	Total	Status
482103	019402-01 RBKINS PRINTING CO, INC	Payment Vouch	2000.00	Needs Budget Overrid

ADMINS improved the batch status note at the top left of the batch coversheet report, so the specific status of the batch is available **“at a glance”**.

The batch owner can run the report for their own batches by selecting **[8_Cover_Sheet]** from the Voucher Batch screen for any checked, error-free batch.

The message used to provide less information; now the actual status is based on the vouchers within the batch (**Needs Budget Override**, Level Approval, Ready for Release, etc.) will be provided.

2.1 From the Batch Screen for In-Progress Batches

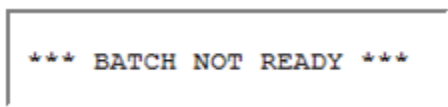


Figure 5 The message used to just read **“*** BATCH NOT READY*****



2760-APBCHCOVERSHEET_AUC Printed 04-Feb-2022 at 15:10:14 by THERESA City of ADMINS Batch Cover Sheet Page 1

Entered by: THERESA Batch Date: 18-Jan-2022
Batch#: 17030 # Vouchers: 1
Department: COLLECT

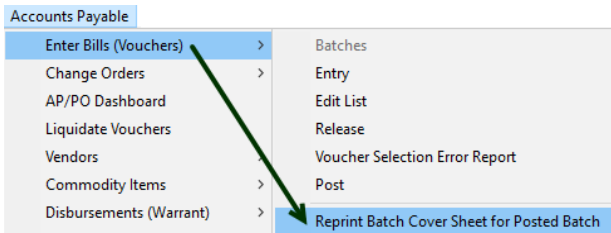
	Price	Expected	Entered	Variance
Freight		2,000.0000	2,000.0000	
Other				
Total		2,000.00	2,000.00	

*** BATCH NOT READY ***
Needs Budget Override



Figure 6 Message now shows more detail on batch status

2.2 From the Menu for Posted Batches



To generate the Batch Cover Sheet for a Posted Batch, from the menu select **AP ▶ Enter Bills (Vouchers) ▶ Reprint Batch Cover Sheet for a Posted Batch.**

Posted batch status can be **Open, Closed, Change Order in Progress, or Cash Disbursements.**

2761-APBCHCOVERSHEET_POSTED 04-Feb-2022 at 14:51:10 by City of ADMINS Reprint Batch Cover Sheet for Posted Batch Page 1

Batch#: 17029 Dept: ADMIN TOWN ADMINISTRATOR User: WENDY

	Price	Expected	Entered	Variance
Freight		500.0000	500.0000	
Other				
Total		500.00	500.00	

Batch Status: Closed

Voucher#	VoucherDate	Name and Address	Bank	Inv Date	Invoice#	Amount	Check#	Typ
482102	17-Jan-2022		EAST	17-Jan-2022	TEST		0372884	
					GL# Account# and Description			
			1	0096-490-0000-004-00-00-52030	TELEPHONE	500.00		

Figure 7 Example of a Reprinted Batch Cover Sheet for a Posted Batch

[MDT-SUP-SAPLAUC-2054]

3 VOUCHER CHANGE ORDERS [Fix]

There was an issue when doing a voucher change order that was attached to a PO. Prior to the update, the encumbrance relief transactions were missing a header record, which prevented posting to the GL. This has been corrected.

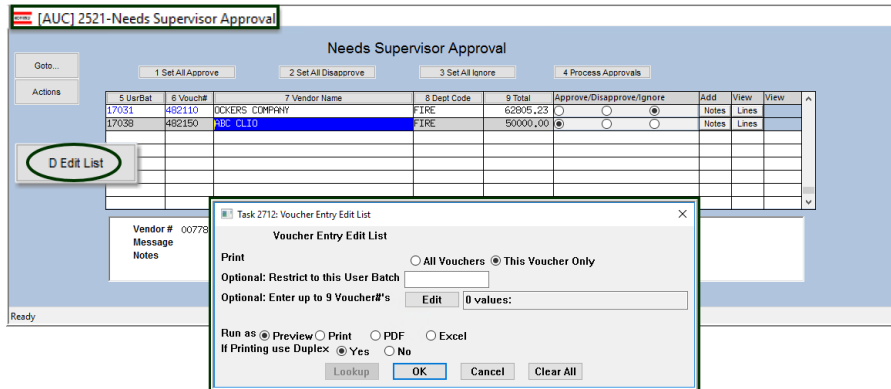
[ADM-AUC-AP-1157]

4 VOUCHER EDIT LIST CHANGES

ADMINS enhanced the edit list reports for vouchers in the approvals process and when selecting the edit list from the menu. Each process produces the same report.



4.1 APPROVALS EDIT LIST [Enhancement]



To view details for all the vouchers at once, the edit list offers an option to print “All Vouchers” or “This Voucher Only”. If opting to “restrict to this User Batch”, first select the “All Vouchers” radio button.

Figure 8 Options to print the edit list for multiple vouchers

In the example below, the edit list was restricted to a single batch LV10814.

Batch#	Bank Voucher#	Voucher Date	Vendor#	Name and Address	Invoice#	Invoice Date	Check Details	
LV10814	EAST 482176	08-Mar-2022	030668-01	MURRAY, KELLY & BERTRAND, PC 322 NEW HORIZON BLVD MILWAUKEE, WI 53207-0000	325	18-Jul-2021	Check Type: Printed Separate Chk: No Voucher Type: Payment Voucher Hold Chk: No Cert Pay: No	
				PO# Comm. Item line GL# Account & Description Qty Price Amount				
				1 Grant Payment 1.0000 50,750.0000 50,750.00				
				1 0200-450-0000-004-00-00-82500 DUES/MEMBERSHIPS				
LV10814	EAST 482182	08-Mar-2022	030674-01	WILLIAM AUGUST, ESQ. 74 S WESTGATE ST ALBANY, NY 12204-0000	325	24-Jul-2021	Check Type: Printed Separate Chk: No Voucher Type: Payment Voucher Hold Chk: No Cert Pay: No	
				PO# Comm. Item line GL# Account & Description Qty Price Amount				
				1 Grant Payment 1.0000 60,000.0000 60,000.00				
				1 0200-450-0000-004-00-00-82400 PROFESSIONAL SERVICES				
LV10814	EAST 482188	08-Mar-2022	030675-01	WOZNIAK LAW GROUP AS ATTORNEYS 3273 STATE ST MIDDLESEX, NJ 08846-0000	325	25-Jul-2021	Check Type: Printed Separate Chk: No Voucher Type: Payment Voucher Hold Chk: No Cert Pay: No	
				PO# Comm. Item line GL# Account & Description Qty Price Amount				
				1 Grant Payment 1.0000 75,000.0000 75,000.00				
				1 0200-450-0000-004-00-00-82400 PROFESSIONAL SERVICES				
							*** Grand Total ***	185,750.00

[ADM-AUC-AP-1155]

4.2 Voucher Edit List [Enhancement]

Another way to produce an edit list of selected vouchers is via the Voucher Edit List screen. From the menu, select:



AP ► Enter Bills (Vouchers) Edit List

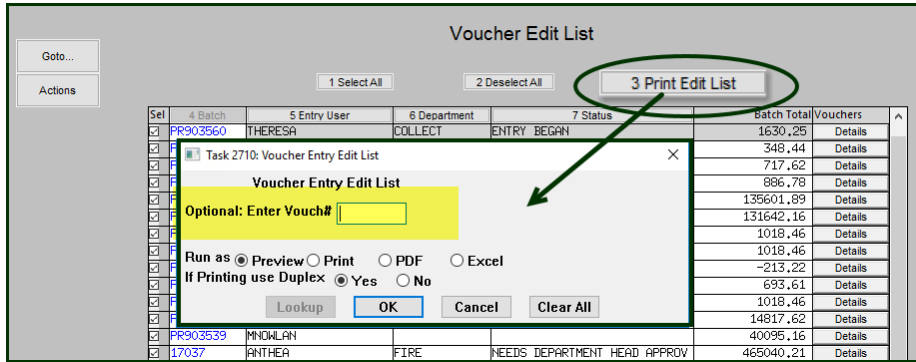


Figure 9 Before – the prompt had an unnecessary option

Prior to the software update, the prompt had an **Optional: Enter Vouch#** field. This field was not necessary, as the selections are made via the checkboxes in the first column.

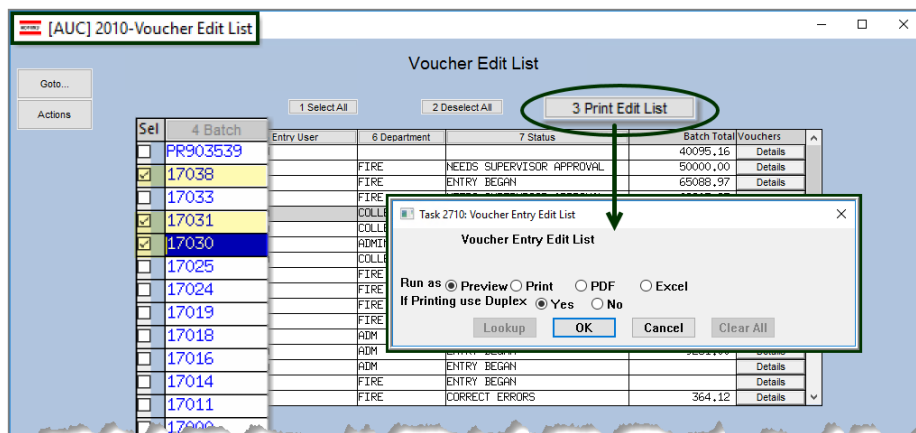


Figure 10 After – selections are made in the first column via the checkbox

Batch#	Bank	Voucher#	Vendor#	Name and Address	Invoice#	Invoice Date	Check Details															
17030	IDOS	482103	019402-01	ADMINS PRINTING CO. INC P.O. BOX 2440 NEW BRITAIN, CT 06050-2440	AP-1150	18-Jan-2022	Check Type: Printed Voucher Type: Payment Vouch															
PO#			<table border="1"> <thead> <tr> <th>line</th> <th>GL#</th> <th>Account & Description</th> <th>Qty</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Item without a budget check account 0096-490-0000-004-00-00-51800 EDUCATION INCENTIVE</td> <td>1.0000</td> <td>80.0000</td> </tr> <tr> <td>2</td> <td></td> <td>Item with a budget check account 1000-303-3300-801-06-00-52090 LATE BUSES - HS</td> <td>1.0000</td> <td>1,950.0000</td> </tr> </tbody> </table>					line	GL#	Account & Description	Qty	Price	1		Item without a budget check account 0096-490-0000-004-00-00-51800 EDUCATION INCENTIVE	1.0000	80.0000	2		Item with a budget check account 1000-303-3300-801-06-00-52090 LATE BUSES - HS	1.0000	1,950.0000
line	GL#	Account & Description	Qty	Price																		
1		Item without a budget check account 0096-490-0000-004-00-00-51800 EDUCATION INCENTIVE	1.0000	80.0000																		
2		Item with a budget check account 1000-303-3300-801-06-00-52090 LATE BUSES - HS	1.0000	1,950.0000																		
17031	EAST	482110	009293-01	OCKESS COMPANY PO BOX 610 BROCKTON, MA 02303-0000	N DWAGFSFGWF6	25-Jan-2022	Check Type: Printed Voucher Type: Payment Vouch															
PO#			<table border="1"> <thead> <tr> <th>line</th> <th>GL#</th> <th>Account & Description</th> <th>Qty</th> <th>Price</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>PA system and Ball system upgrade for High School See quote for project list. 1000-301-0000-000-00-00-52085 SCHOOL PRIOR YEAR EXPENSES</td> <td>1.0000</td> <td>62,805.2300</td> </tr> </tbody> </table>					line	GL#	Account & Description	Qty	Price	1		PA system and Ball system upgrade for High School See quote for project list. 1000-301-0000-000-00-00-52085 SCHOOL PRIOR YEAR EXPENSES	1.0000	62,805.2300					
line	GL#	Account & Description	Qty	Price																		
1		PA system and Ball system upgrade for High School See quote for project list. 1000-301-0000-000-00-00-52085 SCHOOL PRIOR YEAR EXPENSES	1.0000	62,805.2300																		
PO# 195767/1			<table border="1"> <thead> <tr> <th>line</th> <th>GL#</th> <th>Account & Description</th> <th>Qty</th> <th>Price</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>N/A 0100-490-0000-004-00-00-52702 HOUSEHOLD HAZARDOUS WASTE DAY</td> <td>1.0000</td> <td>80,000.0000</td> <td>80,000.00</td> </tr> </tbody> </table>					line	GL#	Account & Description	Qty	Price	Amount	1		N/A 0100-490-0000-004-00-00-52702 HOUSEHOLD HAZARDOUS WASTE DAY	1.0000	80,000.0000	80,000.00			
line	GL#	Account & Description	Qty	Price	Amount																	
1		N/A 0100-490-0000-004-00-00-52702 HOUSEHOLD HAZARDOUS WASTE DAY	1.0000	80,000.0000	80,000.00																	
17038	EAST	482150	*** Grand Total ***					114,895.23														

The resulting edit list only shows vouchers in the batches that are selected in the first column of the screen via the checkboxes.

In this example, only batches 17030, 17031, and 17038 were selected; they are the only batches shown on

[ADM-AUC-AP-1155]



5 VOID PROCESSING – VENDORS ON HOLD [Enhancement]

AP ▶ Disbursements ▶ Void Processing ▶ Void/Replace with Manual

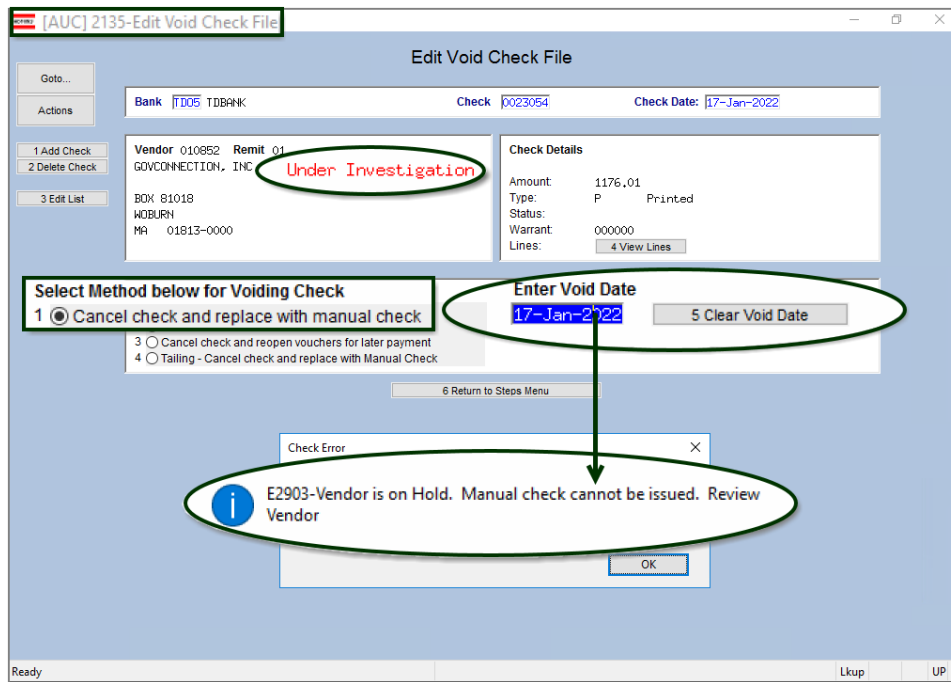


Figure 11 Attempting to Void Check/ replace with manual when the vendor is on hold

If a vendor has been put on hold, and a void with Method 1 is selected, when the void date is entered, the system will display a message that the vendor is on hold and will not issue a manual check.

If the manual check should be issued, first remove the hold from the vendor.

Methods 2, 3, and 4 will still be available for voids.



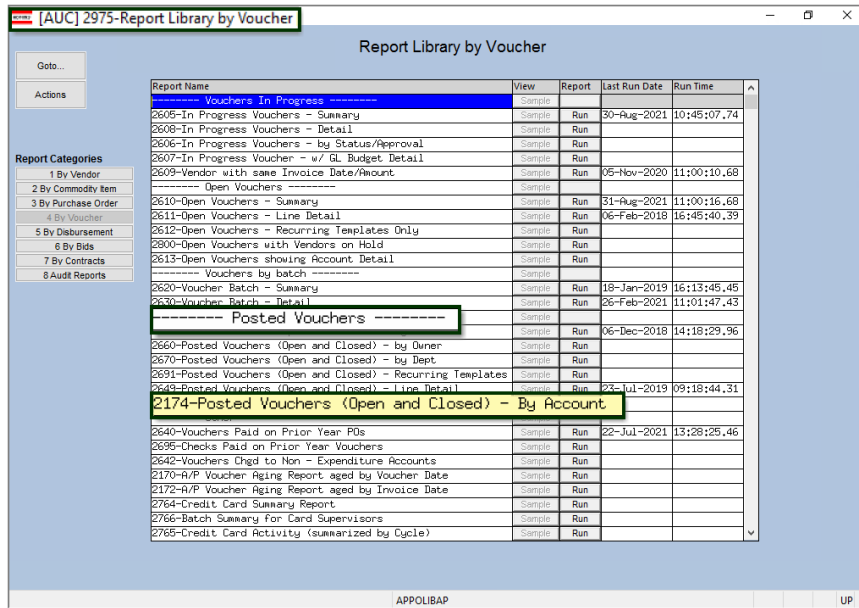
Why are the other methods available for vendors on hold?

Method 2 cancels the voucher, method 3 re-opens the voucher making it subject to the normal processing checks and restrictions, and method 4 changes the vendor on the check so the original vendor being on hold is not an issue.

[ADM-AUC-AP-1156]



6 REPORTS



6.1 #2174 Posted Vouchers (Open and Closed)

ADMINS added a new report of posted vouchers that lists all accounts for each line of open and closed vouchers. To run the report, select:

Reports ▶ Report Library ▶ [By Voucher] ▶ Posted Vouchers ▶ #2174 Posted Vouchers (Open and Closed)

The only required entry is a date range. Leave the remaining options blank to generate the report for all vouchers within the range. The filtering options are described below.

Posted Vouchers (Open and Closed) – By Account (required entries are in bold)	
Vouchers Dated (mmddyyyy)	Restrict the report to only vouchers date within the specified date range
Enter Voucher #	Report on all vouchers or enter a single voucher number to restrict the report
Enter up to 9 Users	Report only on vouchers entered by the specified users
Enter up to 9 Fund(s)	Report only on vouchers within the specified fund(s)
Enter up to 9 Department Groups	Restrict the report to the specified department group(s)
Run as	The report is available to be run as Preview, Print, PDF®, or Excel®
If Printing use Duplex	The report may be run as duplex (printed on both sides) or single sided

When run as Excel®, the report will have all the columns listed here; when run as Preview/Print/PDF®, the rows in italics will not be included due to page width limitations:



Column Header	Description
Batch#	The batch number in which each voucher was created
Voucher#	Voucher number
Invoice#	The invoice number as entered on the voucher
InvoiceDate	The invoice date as entered on the voucher
VoucherDate	The voucher date as entered on the voucher
Vendor#	The vendor number for this voucher
Vendor_Name	The vendor name for this voucher
Department	The department code of the voucher
VouStat	<i>The status of the voucher. Posted vouchers can have a status of:</i> Open Closed Cash Disbursements Change Order in Progress
Item_Description	<i>The description for each item as entered on the voucher</i>
UOM	<i>Unit of Measure</i>
Voucher_Qty	<i>Quantity</i>
Voucher_Price	<i>Price</i>
Vouch_Freight	<i>Freight Amount</i>
Voucher_Other	<i>Other amount</i>
Account	The Account number
Description	Account Description as identified in the Chart of Accounts
Amount	Amount of each line on the voucher (multiline vouchers will have a total for the voucher)
Balance	The remaining balance, if any, on any Open voucher. Closed vouchers should always have a remaining balance of zero.

When run as Print/Preview/PDF®, the report will look like this:

Batch#	Vouch#	Invoice#	Invoice Dt	Voucher Dt	Vendor# and Name	Department	Account and Description	Amount	Balance
16988	481455	TEST AP-1048	08-Jul-2021	08-Jul-2021	006837-01 BORDEN & REMINGTON CORP.	DFW	0200-450-0000-004-00-00-54140	9,138.00	.00
Voucher# 481455 Total:								9,138.00	.00
16992	481461	TESTING [ADM-AUC-AP-	14-Jul-2021	14-Jul-2021	001833-01 ADMINS INC	ADM	1000-301-0000-000-00-00-52085	14,400.00	.00
Voucher# 481461 Total:								16,000.00	.00
16992	481462	TESTING [ADM-AUC-AP-	14-Jul-2021	14-Jul-2021	000213-01 SCHOLASTIC INC	ADM	2707-000-2410-405-10-00-54160	1,150.00	.00
Voucher# 481462 Total:								2,250.85	.00
16993	481464	AFDAEQUESTFRG	20-Jul-2021	20-Jul-2021	023263-01 VAN POOL TRANSPORTATION	SPED	1000-301-0000-000-00-00-52085	2,945.00	.00
Voucher# 481464 Total:								10,360.17	.00
16994	481467	CW KGVJELKGV	21-Jul-2021	21-Jul-2021	023126-01 FIELD TURF	ATHLETICS	5105-000-3510-590-06-00-52400	4,400.00	.00
Voucher# 481467 Total:								20,377.71	.00

Figure 12 Report #2174 run as Preview/Print/PDF

When run as Excel®, the report will look like this:



Batch#	Voucher#	Invoice#	InvoiceDate	VoucherDate	Vendor#	Vendor Name	Department	VouStat	Item Description
16988	481,455	TEST AP-1048	08-Jul-2021	08-Jul-2021	006837	BORDEN & REMINGTON CORP.	DPW	Closed	4086.1423 @ \$2.13 SODIUM HYDROXIDE L
16992	481,461	TESTING [ADM-AUC-AP-	14-Jul-2021	14-Jul-2021	001833	ADMINS INC	ADM	Closed	Licence fees for Misc. Billing modul
16992	481,461	TESTING [ADM-AUC-AP-	14-Jul-2021	14-Jul-2021	001833	ADMINS INC	ADM	Closed	Installation & training fees for Mis
16992	481,462	TESTING [ADM-AUC-AP-	14-Jul-2021	14-Jul-2021	000213	SCHOLASTIC INC	ADM	Closed	Scholar Zone: Reading & Math Gr K (1
16992	481,462	TESTING [ADM-AUC-AP-	14-Jul-2021	14-Jul-2021	000213	SCHOLASTIC INC	ADM	Closed	Scholar Zone: Reading & Math Gr K (2
16992	481,462	TESTING [ADM-AUC-AP-	14-Jul-2021	14-Jul-2021	000213	SCHOLASTIC INC	ADM	Closed	Star Assessment
16992	481,462	TESTING [ADM-AUC-AP-	14-Jul-2021	14-Jul-2021	000213	SCHOLASTIC INC	ADM	Closed	9% Shipping & Handling

UOM	Voucher Qty	Voucher Price	Vouch Freight	Voucher Other	Account	Description	Amount	Balance
	0.00	9,138.00	0.00	0.00	0200-450-0000-004-00-00-54140	CHEMICALS	9,138.00	0.00
						Total Voucher	9,138.00	0.00
	0.00	14,400.00	0.00	0.00	1000-301-0000-000-00-00-52085	SCHOOL PRIOR YEAR EXPENSES	14,400.00	0.00
	0.00	1,600.00	0.00	0.00	1000-301-0000-000-00-00-52085	SCHOOL PRIOR YEAR EXPENSES	1,600.00	0.00
						Total Voucher	16,000.00	0.00
	1.00	1,150.00	0.00	0.00	2707-000-2410-405-10-00-54160	ESSER TEXTBOOKS - PREK	1,150.00	0.00
	3.00	230.00	0.00	0.00	2707-000-2410-405-10-00-54160	ESSER TEXTBOOKS - PREK	690.00	0.00
	15.00	15.00	0.00	0.00	2707-000-2410-405-10-00-54160	ESSER TEXTBOOKS - PREK	225.00	0.00
	1.00	185.85	0.00	0.00	2707-000-2410-405-10-00-54160	ESSER TEXTBOOKS - PREK	185.85	0.00
						Total Voucher	2,250.85	0.00

Figure 13 Report #2174 run to Excel®

[ADM-AUC-AP-1149]

7 HELP REFERENCE LIBRARY

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

7.1 New or Updated Documents

- Enter Vouchers/Process Payments AP–160 Budget Checking [New]