ACCOUNTS PAYABLE
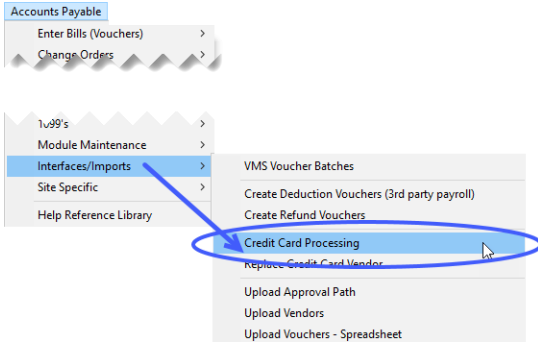
RELEASE NOTES   MARCH 2023

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

CONTENTS

1   Credit Card Upload Processing [Enhancement]

The Accounts Payable module provides a way to process purchasing card transactions that are downloaded from the bank as a file.

Sometimes the banking institution's Federal Identification Number (Tax ID) for a vendor is incorrect in the download file. To help purchasing card supervisors identify these errors, **ADMINS** added three asterisks to the report to identify vendor name mismatches.

If the vendor is found by Tax ID, and the Vendor Name and the Merchant Name (from Bank upload files) are different, three asterisks *** will show in the message column to draw attention to the Vendor Name mismatch.

The purchasing card supervisor can check these transactions and make corrections if needed. Since the AUC vendor Tax ID is typically entered in the system based on the W9 provided by the vendor, an error in the bank file is the probable cause. Or, the vendor name mismatch resulted from a subsidiary of a parent vendor operating under the same Tax ID.

The purchasing card supervisor can contact the bank to report the suspected error, and also remind the credit card supervisor to compare the transactions against the credit card slips provided by the cardholder. This will help to prevent errors when processing year-end 1099s, for example.

[ADM-AUC-AP-1203]

# 2   AP Voucher Posting Selection Default Module Control #2058
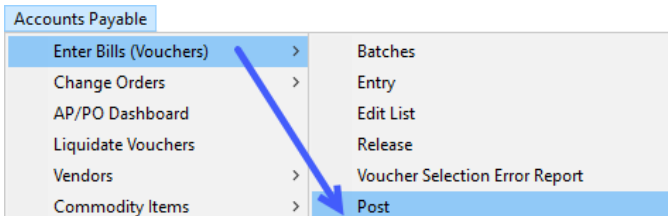
Once an AP Voucher batch is posted, it cannot be "unposted". A user asked us to provide a way to control what batches were selected by default in the AP Voucher posting screen to make it easier to not post voucher batches by mistake.

ADMINS added a module control value that regulates the Voucher Posting screen and process behavior. To access module control to set the value, from the menu, select:

**Accounts Payable ▶ Module Maintenance ▶ Module Control ▶ Sequence #2058**
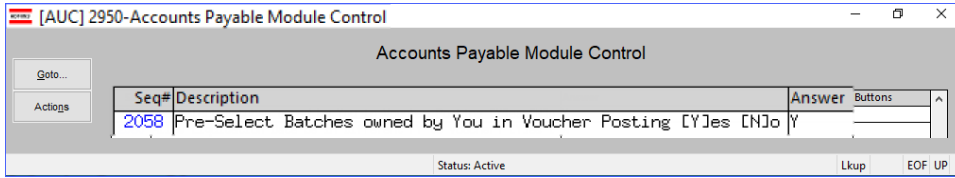
Sequence #2058 has two options:

- **"Y"** – If you are the owner of the batch then it will pre-set the selection checkbox.
- **"N"** – None of the batches will have the checkbox set.

This affects **all** users on a site – this is **not** set on a per-user basis. A supervisor with a security level of 6 or above should evaluate this option and set it for all users. Most sites do not allow everyone who creates AP Batches to post them; usually, the posting is done by a select few in the finance office. Here is what to expect depending on the value of sequence #2058:

2.1 Sequence #2058 Set to "Y"

Any batch owned by the current user is pre-selected for posting (Sel is checked ☑)when the user runs the Voucher Posting command and the Voucher Posting Selection screen is shown:
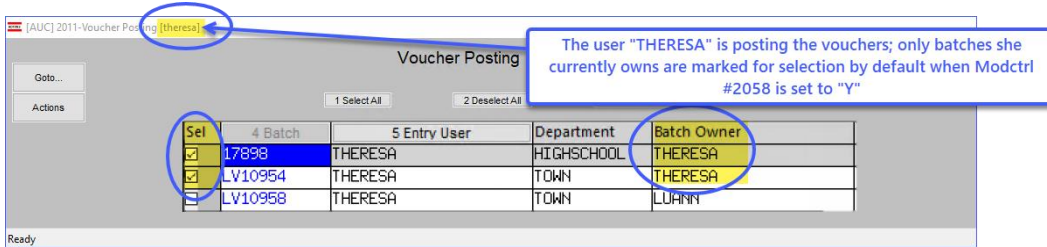
2.2 Sequence #2058 Set to "N"

When sequence #2058 is set to "N", none of the batches ready for posting will have the Sel box checked when any user runs the Voucher Posting command:
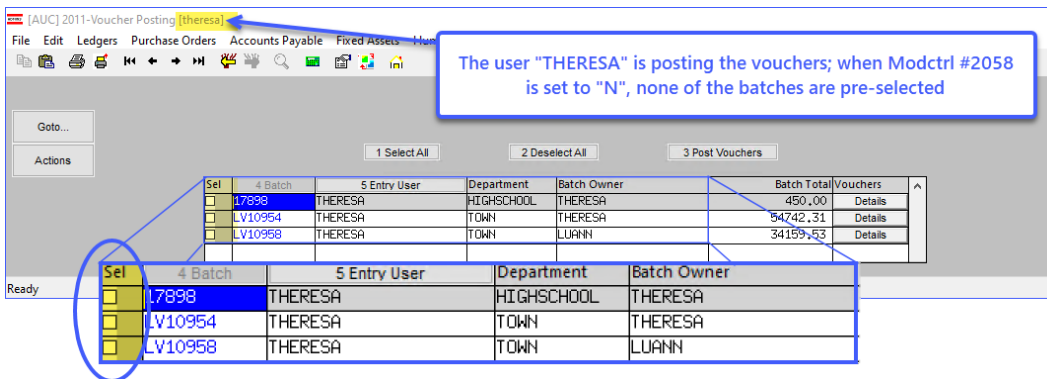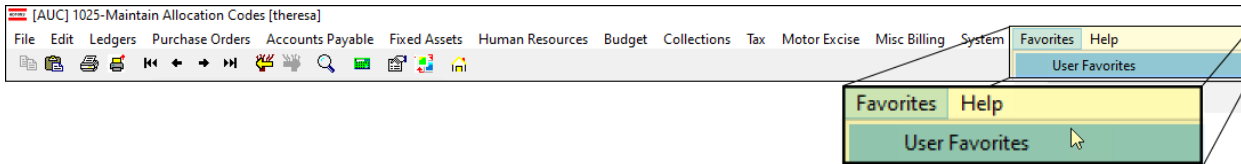

[ADM-AUC-AP-1197]

3   Favorites Screen [Enhancement]

ADMINS added a button on the **Favorites** screen to set it as your home screen so that when you click on the home button in the toolbar, you will return to the Favorites screen. To access the **Favorites** screen, from the menu, select:

Favorites ▶ User Favorites

Once you are on the favorites screen, there will be an **[H]** icon next to the home button. If you want to make the **Favorites** screen your home screen, click on the **[H]** icon. If you want to retain your current home screen, do not click on the **[H]** icon. If you click on the **[H]** icon and change your mind, ask your local super user or support@admins.com to reset your home screen.
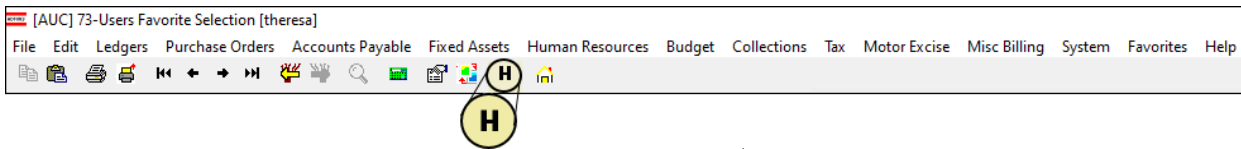
From anywhere in the AUC system, click on the **[Home]** button to return to your home screen. If you have clicked on the **[H]** icon, the **Favorites** screen is now your home screen.

[ADM-AUC-SY-8278]

3.1   Workshop

To get started with the favorites screen, **ADMINS** is hosting an interactive workshop, and everyone is invited. Sign up by replying to the email invitation that will be sent out on March 6th, 2023. If you want to participate, include a list of the screens and reports you use most when you accept the invitation. The workshop will be held on Thursday, March 23, 2023, from 2:00 PM - 2:30 PM.

To join us, accept the invitation in the email and mark your calendars.

[ADM-AUC-SY-8278]

3.2   Favorites Video Available Now

The Favorites video is a 2 ½ minute look at how the favorites screen works. Access it and scores of other Videos & Quick Tips (admins.com) from the **ADMINS** website.

4   Help Reference Library & ADMINS Website

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

4.1   Content on ADMINS.com

Voucher Selection Error Report (2:59)   [New]

4.2 ADMINS Video Library

Don't forget to check out all these other Videos & Quick Tips (admins.com). These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for "once in a while" tasks. The videos provide "just-in-time" training when new staff is coming aboard as well.

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.