



ACCOUNTS PAYABLE

RELEASE NOTES

MARCH 2024

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

CONTENTS

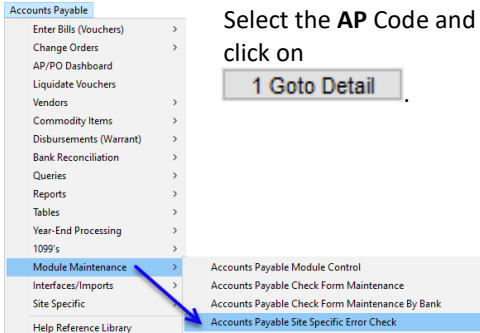
1	VOUCHER PROCESSING SITE SPECIFIC ERROR CHECKS [ENHANCEMENT]	2
1.1	Example of Voucher Batch with Vendor Missing a Federal ID.....	3
2	ERROR CHECKING VOUCHERS (ENHANCEMENT)	5
3	HELP REFERENCE LIBRARY NEW & UPDATED CONTENT	5
3.1	New & Updated Content on ADMINS.com	5



1 Voucher Processing Site Specific Error Checks [Enhancement]

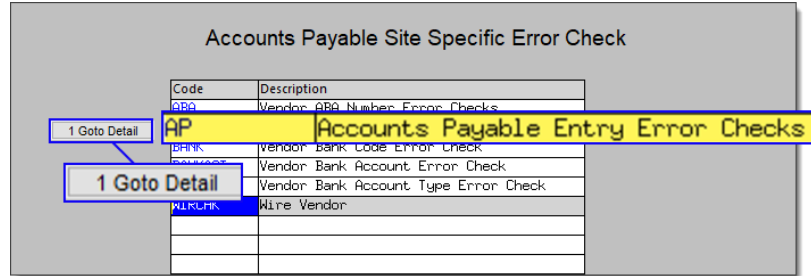
ADMINS added three new error checks to the Accounts Payable Site Specific Entry Error Check screen. To access the screen, from the menu, select:

Accounts Payable ▶ Module Maintenance ▶ Accounts Payable Site-Specific Error Check



Select the AP Code and click on

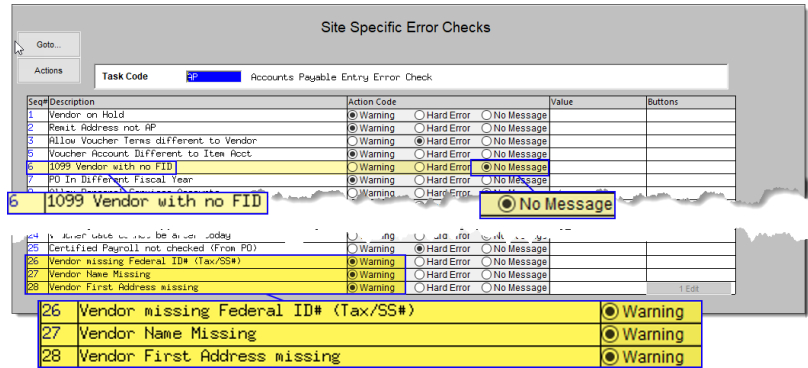
1 Goto Detail



The new site-specific error checks are:

- # 26 Vendor missing Federal ID # (Tax/SS#)
- # 27 Vender Name Missing
- # 28 Vendor First Address missing

These check for the missing data on the Enter Vendors screen.



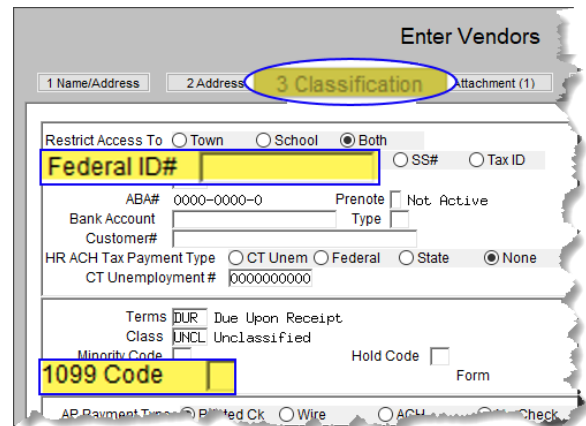
If #26 is set to Warning or Hard Error –set #6 to No Message – to prevent seeing duplicate messages.

The field checked by # 26 is on the **Enter Vendors ▶ [3 Classification]** screen.

Site-Specific Error Check # 6 only checks vendors that are set as 1099 Vendors, while site Specific Error Check # 26 checks all vendors in the batch for a Federal ID.

Set # 26 to Warning or Hard Error, to list any vendor that is missing a Federal ID# when running the AP Voucher Batch Check.

Since # 26 checks ALL vendors, it will identify non-1099 vendors and 1099 Vendors, making it unnecessary to also set # 6, which checks only 1099 Vendors for Federal IDs.





The fields checked by # 27 and # 28 are on the **Enter Vendors** ▶ [1 Name/Address] screen.

27 identifies a vendor in the batch that does not have an entry in the 1 Name Field

28 identifies a vendor in the batch without an entry in the Address 1 field

Each of the new error checks will be set to **No Message** when the software update is done.

1.1 Example of Voucher Batch with Vendor Missing a Federal ID

In this example, Site Specific Error Check # 26 is set to **Hard Error**.

Seq#	Description	Action Code
26	Vendor missing Federal ID# (Tax/SS#)	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
27	Vendor Name Missing	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
28	Vendor First Address missing	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message

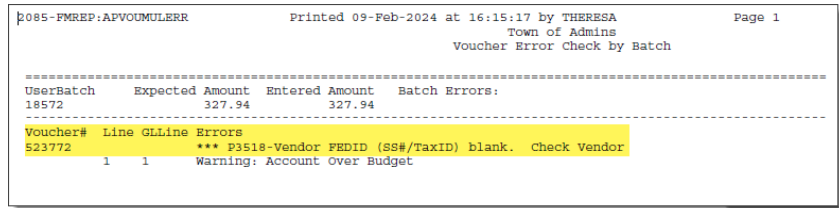
This vendor #032794 has no Federal ID # set on the Classification Tab of the Enter Vendors screen.

This batch has a voucher for vendor #032794.

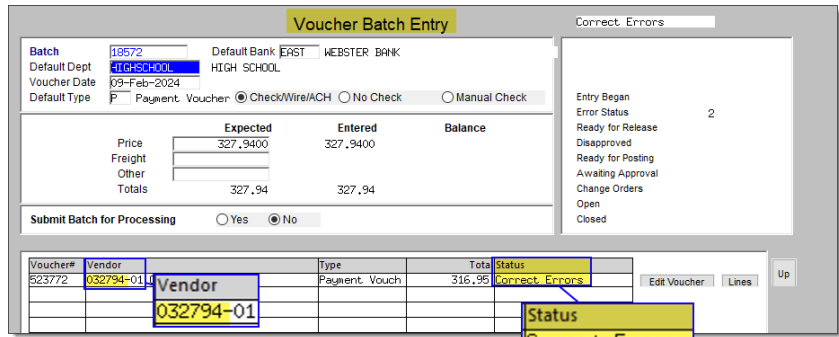
Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1.0000		Services	316.9500				316.95



When the voucher batch is checked, the missing Federal ID # is flagged as a hard error for Voucher # 523772. Note the Voucher number and close the error check by batch report.



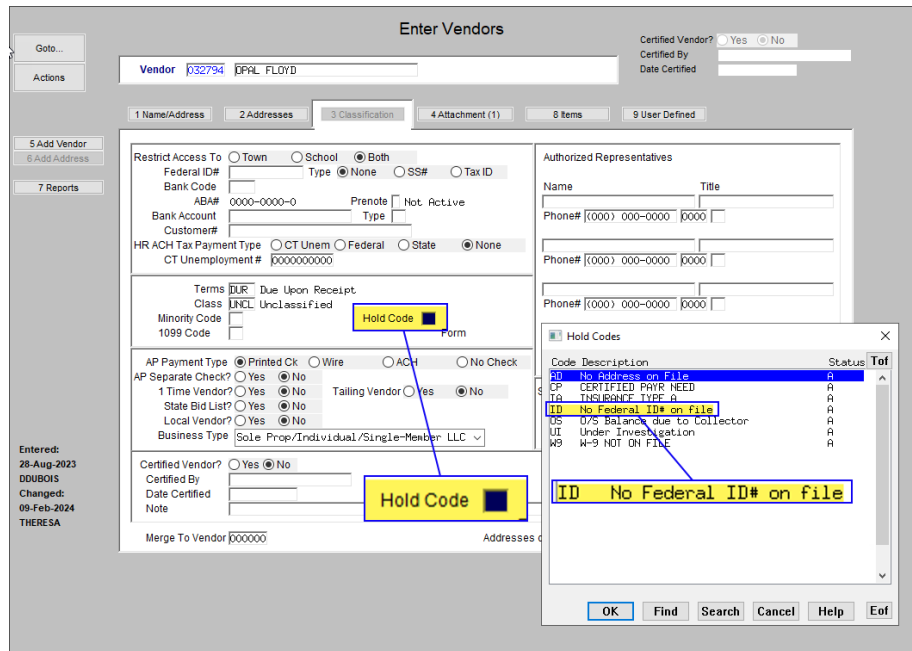
Return to the Voucher Batch Entry screen. The Vendor number for the voucher is shown in the grid.



Go to the **Enter Vendors** Classification screen to enter the missing Federal ID #.

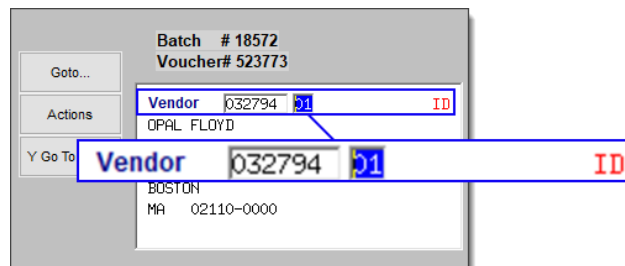
If no Federal ID # is known, mark the vendor with a hold code.

Shown here, I am marking the vendor with a Hold Code of "ID" for No Federal ID # on file.



The current and any subsequent vouchers for this vendor will be marked with the notation "ID" in red to the right of the Vendor number, alerting the data entry user that the ID is missing.

Sites can choose to set Site Specific Error Check #1 to "Hard Error" to prevent processing a voucher payment to a vendor for whom a hold code is set.



[ADM-AUC-AP-1231]



2 Error Checking Vouchers (Enhancement)

Additional error checking ensures that the calculated line EXT amount on a voucher is correct. If this error is encountered, please type in the Quantity again to recalculate the line EXT amount.

During the calculation of the extended amount, if there is an error it will be flagged on the Voucher Error Check by Batch report.

2085-PMREP:APVOUMULERR		Printed 23-Feb-2024 at 13:32:06 by ANTHEA		Page 1
		Town of Admins		
Voucher Error Check by Batch				
=====				
UserBatch	Expected Amount	Entered Amount	Batch Errors:	
18574	57,900.45	57,900.45		
=====				
Voucher#	Line	GLLine Errors		
523778	1	*** Ext Amount incorrect. Type in Quantity again to recalculate		

The error will advise them to type in the quantity on the voucher to force the recalculation.

[ADM-AUC-AP-1234]

3 Help Reference Library New & Updated Content

Disbursements
System

AP-230 Process a Warrant
[SY-170 System Administration Requirements Kit](#)

[Updated]
[Updated]

3.1 New & Updated Content on ADMINS.com

[SY-170 System Administration Requirements Kit](#)

[Updated]

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