



# Accounts Payable

## Release Notes

September 2024

This document explains new product enhancements added to the **ADMINS** Unified Community (AUC) for Windows ACCOUNTS PAYABLE system, covering error checks, voucher uploads, bank account management, and bank statement setups.

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## 1 # 2085 Voucher Error Check by Batch Report [Enhancement]

To clarify the distinction between a "warning" and a "hard error", **ADMINS** includes additional explanations at the end of the report.

2085-FMREP:APVOUMULERR

Printed 25-Jun-2024 at 16:51:08 by ANTHEA

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Voucher Error Check by Batch

=====

UserBatch	Expected Amount	Entered Amount	Batch Errors:
18591			

-----

Voucher#	Line	GLLine	Errors
523923			Warning: Voucher Type T different to Batch Type P
			*** Voucher requires a least 1 Line with Price/Freight/Other entered
			*** Voucher requires a least 1 account/Amount entered
			*** Templates require a least 1 GL account

Figure 1 Before the Software update, there was no legend explaining the errors listed on the report

The areas highlighted in [Figure 2](#) show the “Hard Errors” in yellow, and the “Warnings” in green.

The highlights are for illustration here; no colors will be shown on the actual edit lists.

Hard errors must be corrected before the batch is cleared for additional approvals or submission.

Warnings do not halt the processing of the batch; they are merely informational.

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Printed 23-Jul-2024 at 13:44:36 by THERESA

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Voucher Error Check by Batch

UserBatch	Expected Amount	Entered Amount	Batch Errors:
LV11117	4,019.06	4,019.06	
Voucher#	Line	GLLine	Errors
523924			*** Amount to Pay Vendor on Voucher is blank - Go to voucher to fix Warning: Voucher Date in FY 2025 Differs from Current FY 2024 *** Voucher requires a least 1 Line with Price/Freight/Other entered *** Voucher requires a least 1 account/Amount entered *** P3518-Vendor FEDID (SS#/TaxID) blank. Check Vendor *** P3519-Vendor Name missing. Check Vendor *** P3520-Vendor First Address missing. Check Vendor
Voucher#	Line	GLLine	Errors
523925	1	1	Warning: Voucher Date in FY 2025 Differs from Current FY 2024 Warning: Account Over Budget
Voucher#	Line	GLLine	Errors
			Warning: Account Over Budget

Message Legend:

[Warning:]	This is a warning of a possible issue, no action is required and the Voucher will continue with the approval process.
[***]	Indicates this is a HARD ERROR and will stop any further approval processing of this Voucher until the issue has been corrected and will be marked as Correct Errors.

Figure 2 Now, Voucher Error Check by Batch Report has an explanatory legend on the last page of the report

Detailed information regarding paying bills via voucher entry is in [AP-130 Pay a Bill – Direct Payments](#), [AP-140 Auto Create Multiple Vouchers from POs](#), and [AP-155 Create a Single Voucher that Pays a PO](#).

[ADM-AUC-AP-1246]



## 1.1 #2730 Change Order Error Check Message Legend [Enhancement]

The areas highlighted in Figure 3 show the “**Hard Errors**” in yellow. The highlights are for illustration here; no colors will be shown on the actual edit lists. Warnings do not halt the processing of the change; they are merely informational.

2730-FMREP:APCHGERR.REP

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Voucher Change Order Error Edit List

Voucher#	Vendor	Voucher Errors:	
523860	BLAIR, JULIA ANN		
Line	GL Line	Error	
-----			
1			
1	1		
-----			
2		***	Price, Freight and Other are Zero
2	1	***	Account number is blank
		***	G/L Amount is zero
-----			

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Message Legend:

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[Warning:]	This is a warning of a possible issue, no action is required and the Voucher will continue with the approval process.
[***]	Indicates this is a HARD ERROR and will stop any further approval processing of this Voucher until the issue has been corrected and will be marked as Correct Errors.

Figure 3 Voucher Change Order Error Edit List has the new legend clarifying “Warnings” & “Hard Errors”

[ADM-AUC-AP-1246]

## 2 Upload Vouchers “Non-.CSV File” Error [Enhancement]

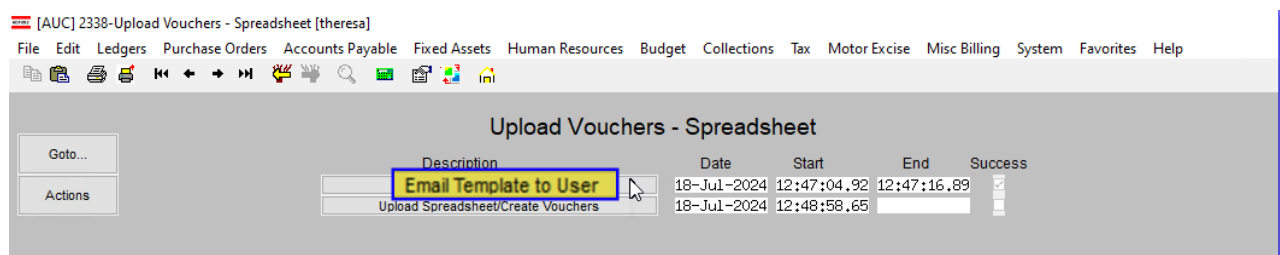
ADMINS allows voucher uploads using a spreadsheet in .CSV format. If a file that is not .CSV format is specified, the system will immediately trap the error and pop up a note indicating that the file is not of the correct format.

To try this, from the menu, select:

**Accounts Payable ► Interfaces/Imports ► Upload Vouchers – Spreadsheet**

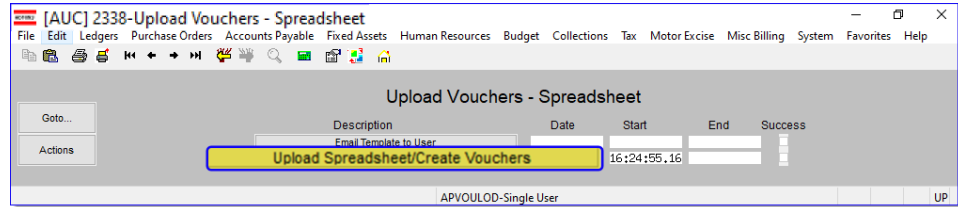
ADMINS sometimes update the process or add columns to spreadsheet templates, so make sure to click on the **[Email Template to User]** step every time for the latest version.

This will ensure that the spreadsheet has the correct setup.





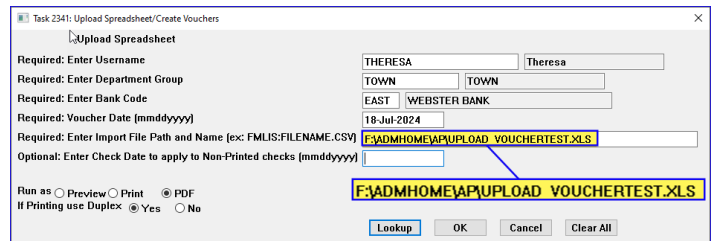
After populating the spreadsheet with the voucher data, click on the **[Upload Spreadsheet/Create Vouchers]** step.



Fill in the required fields. Use the **Lookup** to enter the File Path and Name.



Using the **Lookup** allows selecting the file from the familiar Windows File Explorer, instead of typing in a long path and file name.

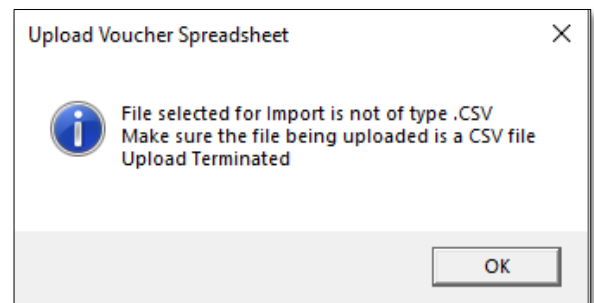


In the example above, I intentionally selected a file with a “.XLS” extension, instead of a file with a “.CSV” extension, to trigger the message.

If the **wrong file type** is used, an error message will appear, stopping the upload process.

Ensure the file extension is renamed to .CSV and try again.

See **AP-980 Upload Vouchers – Spreadsheet** in the Help Reference Library for complete information and instructions.



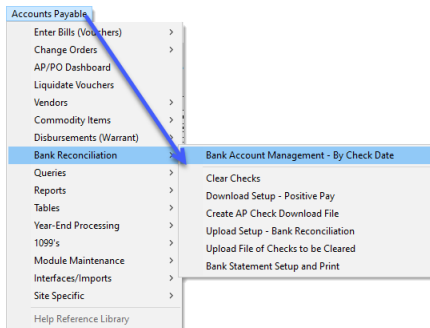
[ADM-AUC-AP-1243]

### 3 Bank Account Management Error Checking [Enhancement]

Before the software update, the system lacked error checking for the entry of “clear” dates. If a date was mistyped, e.g., 01-Jan-024 instead of 01-Jan-2024, there were issues when running the listing report as Excel.

Task #2847 "Bank Account Management - By Check #" has been updated with an error message regarding the clear date.

- The clear date must not precede the check issue date, and
- The clear date must be within the past five years.



To access the **Bank Account Management by Check #** screen, from the menu, select:

**Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management by Check Date**

If a clear date is entered that is more than five years prior to the current date or precedes the check date, one of these messages will pop up.

**Bank Account Management - By Check#**

Bank: **BSUT**

BOSTON SAFE DEPOSIT & TRUST      Last Ck# 0000789  
1 BOSTON PLACE  
POBOX 2145  
BOSTON 02106      00000-9966

**View**  
☒ All Checks  
☐ Outstanding Checks  
☐ Cleared Checks  
☐ Voided Checks

**Restrict View to Check Number**  
From: 00000000 To: 00000000

1 Check	2 CheckDate	Type	Warrant	Payable To	Amount	Status	Voiced	Cleared	Details
0208943	03-Aug-2007	Printed	002817	BELL, POLICE FIRE & EMS SUPPLY	56.00	Issued		01-Jan-2022	
0208944	03-Aug-2007	Printed	002817	BELLINGHAM LUMBER	266.88	Issued		01-Apr-2023	
0208945	03-Aug-2007	Printed	002817	BEVILACQUA ASPHALT LLC	650.25	Issued			
0208946	03-Aug-2007	Printed	002817	CARQUEST AUTO PARTS	73.90	Issued			
0208947	03-Aug-2007	Printed	002817	CIGNA HEALTHCARE	85.38	Issued			

**Cleared Details**

Amount	Status	Voiced	Cleared	Details
56.00	Issued		01-Jan-2022	
266.88	Issued		01-Apr-2023	
650.25	Issued		03-Aug-2017	6 View Detail
73.90	Issued			
85.38	Issued			
8075.00	Issued			

**[AUC] 2847-Bank Account Management - By Check#**

**Date must be within 5 years of today**

**Check Error**

**E2053-Clear Date cannot be before Check Issue Date**

Enter a date that meets the criteria.



To list the checks and the clear dates, click on the **3 Listing** button to view a report run as **PDF** or **Excel**:

Task 2842: Bank Account Management Listing

Bank Account Management Listing

Required: Check Date Range (mmdyyy) From: 01012007 To: 01012008

Run as ☐ Preview ☐ Print ☐ PDF ☒ **Excel**

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

With the date errors fixed, the report will work in Excel. If there are any "bad dates" already present, generate the report in PDF, locate them, and correct them using the Bank Account Management screen.

Bank	Check	Check Date	Type	Warrant	Payable To	Check Amount	Status	Canceled On	Void/Warrant	Cleared On
1	BSDT	0208940	8/3/2007	Void	002817		Voided	8/3/2007		8/3/2007
2	BSDT	0208941	8/3/2007	Void	002817		Voided	8/3/2007		8/3/2007
3	BSDT	0208942	8/3/2007	Printed	002817	382.96	Issued			
4	BSDT	0208943	8/3/2007	Printed	002817	56.00	Issued			
5	BSDT	0208944	8/3/2007	Printed	002817	266.88	Issued			
6	BSDT	0208945	8/3/2007	Printed	002817	650.25	Issued			1/1/2022
7	BSDT	0208946	8/3/2007	Printed	002817	73.90	Issued			4/1/2023
8	BSDT	0208947	8/3/2007	Printed	002817	85.38	Issued			
9	BSDT	0208948	8/3/2007	Printed	002817	8,075.00	Issued			

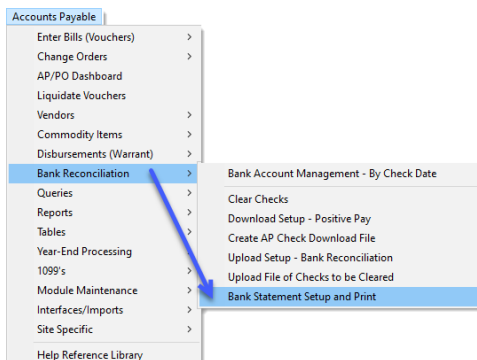
[ADM-AUC-AP-1245]

## 4 Bank Statement Setup & Print (Task #2836) [Enhancement]

ADMINS provides a way to generate printouts of check transactions for a bank statement. To access this feature, from the menu, select:



Accounts Payable ► Bank Reconciliation ► Bank Statement Setup and Print



Task 2837: Bank Statement Setup and Print

Bank Statement Setup and Print

Required: Enter Bank Code **EAST** **WEBSTER BANK**

Required: Date Range (mmdyyy) From: 01-May-2024 To: 18-Jul-2024

Include Issued Within Range: ☒ Yes ☐ No

Include Voided Within Range: ☒ Yes ☐ No

Include Cleared Within Range: ☒ Yes ☐ No

Lookup OK Cancel Clear All

Click on **OK**. The system presents the Bank Statement Setup screen shown below.

*Note: If a "current" file exists for the bank code and the date range, the system will popup a reminder, asking if a new file should be created or if a current file should be used.*

Respond **Yes** to create a new file, and **No** to use the existing file.

Bank Statement

File Already Exists-Create New?  
Click NO to use Current File  
Click YES to Create New File

Yes No



Before the software update, the check number column allowed for up to six characters.

Check	Check Date	Type	Warrant	Payable To	Amount	Status	Voided	Cleared
039515	25-Jun-2024	Printed	007406	DONALD FLOYD	5000.00	Issued		
400095	13-Oct-2023	No Chec	007388	CUSTOMIZED DATA SERVICES, INC	34.50	Issued		09-May-2024
400095	20-Sep-2023	No Chec	007390	COMMONWEALTH DOR/CSE	340.00	Issued		09-May-2024
500013	22-Sep-2023	Other	007381	LAHLUF GEOTECHNICAL CONSUL INC		Issued		09-May-2024
900204	16-Oct-2023	Wire Tr	007382	US BANK	397700.00	Issued		09-May-2024
900204	13-Oct-2023	Wire Tr	007388	AMERICAN ALARMS, INC	122.68	Issued		09-May-2024
900204	16-Oct-2023	Wire Tr	007390	US BANK	6125.00	Issued		09-May-2024

ADMINIS increased the check number column from six characters to seven to accommodate larger check number sequences.

Check	Check Date	Type	Warrant	Payable To	Amount	Status	Voided	Cleared
0394525	13-Sep-2023	Void	007379	RILEY BROTHERS	139.70	Voided	17-Jul-2024	
0395155	25-Jun-2024	Printed	007406	DONALD FLOYD	5000.00	Issued		
0395157	17-Jul-2024	Manual	007407	RILEY BROTHERS	139.70	Issued		
4000952	13-Oct-2023	No Chec	007388	CUSTOMIZED DATA SERVICES, INC	34.50	Issued		09-May-2024
4000953	20-Sep-2023	No Chec	007390	COMMONWEALTH DOR/CSE	340.00	Issued		09-May-2024
5000138	22-Sep-2023	Other	007381	LAHLUF GEOTECHNICAL CONSUL INC		Issued		09-May-2024
9002041	16-Oct-2023	Wire Tr	007382	US BANK	397700.00	Issued		09-May-2024
9002042	13-Oct-2023	Wire Tr			8	Issued		09-May-2024
9002043	16-Oct-2023	Wire Tr			0	Issued		09-May-2024

Figure 4 After –check column field was increased to seven characters, & column headers are at top of the grid



To produce a printed bank statement, click on the **1 Statement** button; **Run as** ☒ **PDF** or ☒ **Excel** format.

The screenshot shows the 'Bank Statement Setup' dialog box. The 'Bank' field is set to 'WEBSTER BANK'. The 'Account as of' date is '30-Apr-2024'. The 'Opening Bal' is '\*\*\*\*\*000-0000-000-00-00-10400'. The 'Debit' and 'Credit' fields are empty. The 'Ending Bal' is '53'. The 'Run as' options are 'Preview', 'Print', 'PDF', and 'Excel'. The 'If Printing use Duplex' options are 'Yes' and 'No'. The 'OK' button is highlighted.

The bank statement when **Run as** ☒ **Excel** will look like this and check numbers with seven characters will be fully displayed:

For detailed instructions on this feature, please read **“AP-240 Clear Checks en Masse”** in the Accounts Payable Help Reference Library.

The screenshot shows an Excel spreadsheet titled 'AP\_BnkStment\_THERESA[1].xml - Excel'. The spreadsheet displays a bank statement for Webster Bank. The 'Description' column lists various transactions, including checks and wire transfers. The 'Check#', 'Check Date', 'Type', 'Warrnt#', 'Payable To', 'Check Amount', 'Status', 'Canceled On', and 'Cleared On' columns are visible. The 'Beginning Balance' is 500,000.00. The 'Ending Balance' is 90,677.82.

[ADM-AUC-AP-1244]

## 5 User Account Security Query

Users often ask why they cannot access a specific GL account. To clarify their access rights, **ADMINIS** has included the account user security inquiry in all modules.

The screenshot shows the 'Accounts Payable' menu. The 'Queries' option is highlighted, and the 'Users Account Security Inquiry' option is selected. The 'Batch Query' option is also visible.

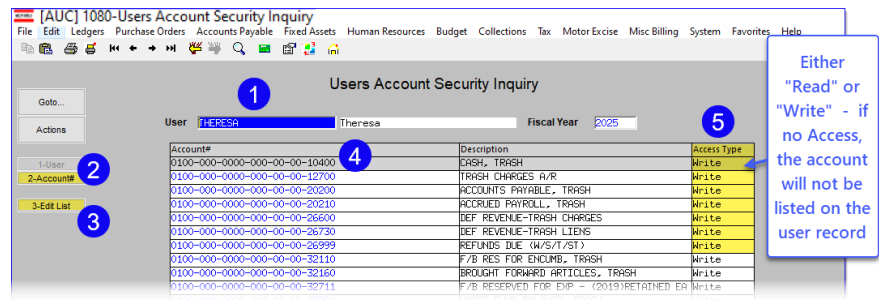
Find the information from the menu by selecting the module then:

**Queries** ► **User Account Security Inquiry**





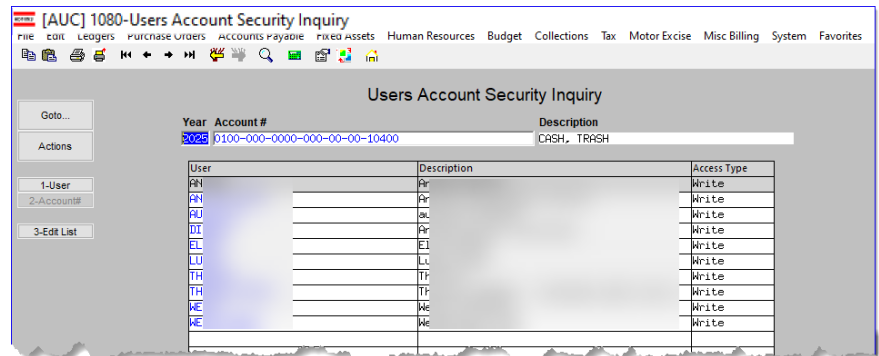
1. The username is shown at the top of the screen



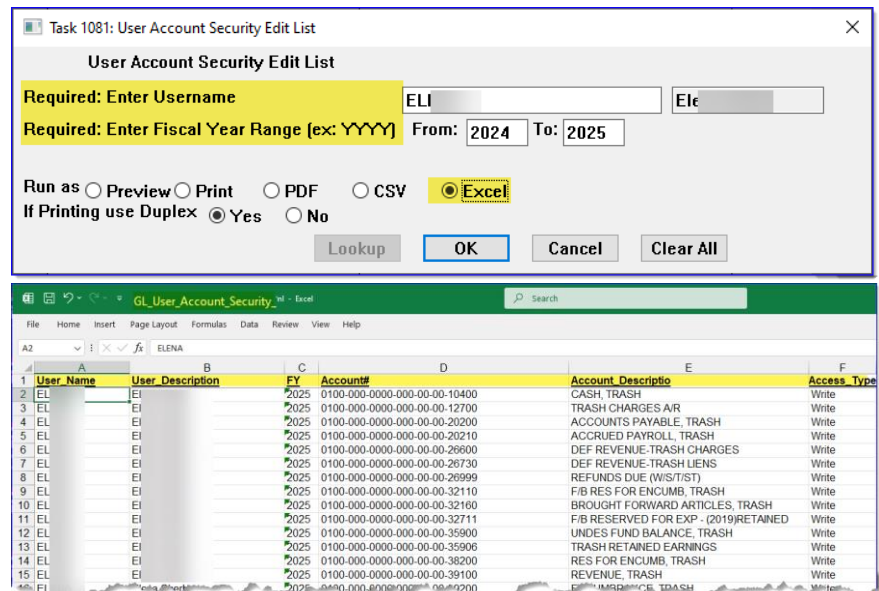
The account Number is shown, with the description within the grid. The Access Type will be either “Write” or “Read” – if there is no access, the account will not appear in the user’s list.

When the screen is displayed by “Account #”, users and their permissions are listed.

2. Click on the [2 Account#] to re-display the screen, displaying the account number at the top of the screen, with a list of users and their respective access shown in the grid.



3. The [3 Edit List] button will produce a listing; the username and fiscal year range are required fields. The list can be run as Excel® or PDF®.



With this feature all users will be able to see a precise list of the accounts to which they have access.

[ADM-AUC-SY-8350]



## 6 Help Reference Library Updates

Added the following new or updated documents to the Help Reference Library and content to **ADMINS.com**:

### 6.1 New & Updated Documentation in the Help Reference Library

Enter Vouchers/Process Payments	AP-130 Pay a Bill – Direct Payments	[Updated]
Interfaces/Imports	AP-980 Upload Vouchers – Spreadsheet	[Updated]

### 6.2 Updates to the content on ADMINS.com

<a href="#">Merge Vendor Process</a> (5:28)	[New]
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