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.

CONTENTS

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                    Page 1
                                              Town of Admins
                                        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.

```
2085-FMREP:APVOUMULERR          Printed 23-Jul-2024 at 13:44:36 by THERESA                   Page 1
                                              Town of Admins
                                        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                Warning: Voucher Date in FY 2025 Differs from Current FY 2024
           1    1     Warning: Account Over Budget
-------------------------------------------------------------------------------------------------
Voucher#   Line GLLine Errors

---------------------------------------------------------------
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.

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.
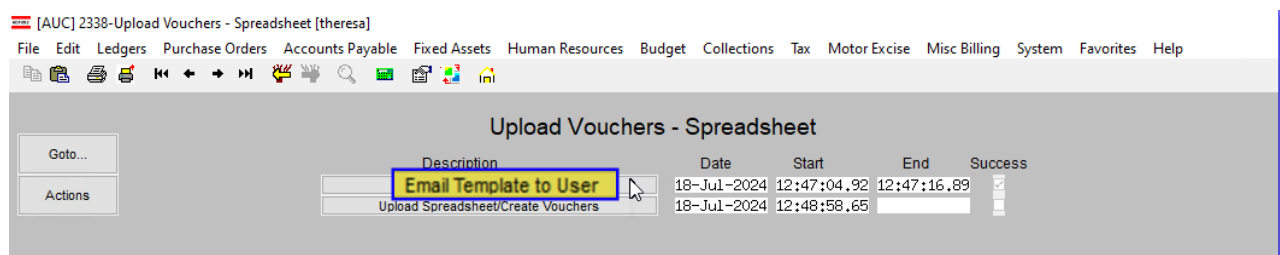
After populating the spreadsheet with the voucher data, click on the **[Upload Spreadsheet/Create Vouchers]** step.
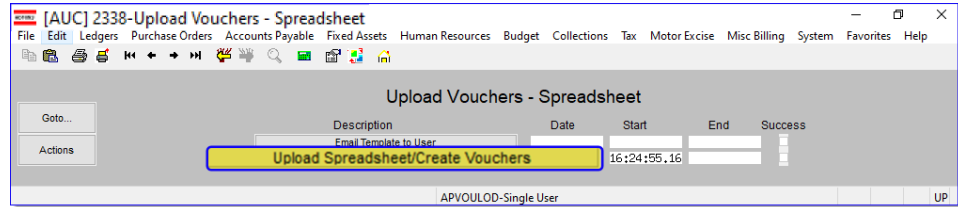
Fill in the required fields. Use the **Lookup** to enter the File Path and Name.

Using the **Lookup** allows selecting the file from the familiar Windows File Explorer, instead of typing in a long path and file name.
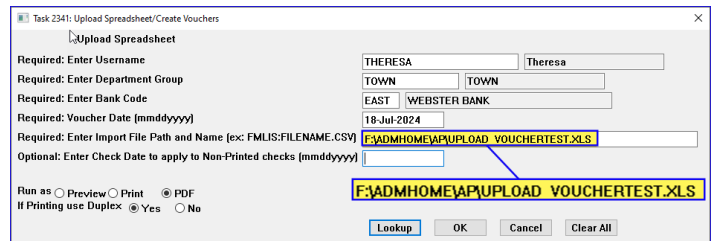
In the example above, I intentionally selected a file with a ".XLS" extension, instead of a file with a ".CSV" extension, to trigger the message.

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.
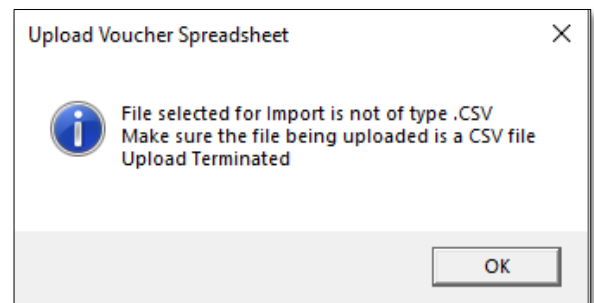
[ADM-AUC-AP-1243]

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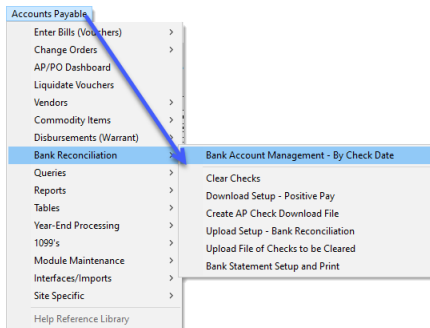
To access the **Bank Account Management by Check #** screen, from the menu, select:

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.

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**:

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.

[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

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.

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

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

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 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.

[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, **ADMINS** has included the account user security inquiry in all modules.
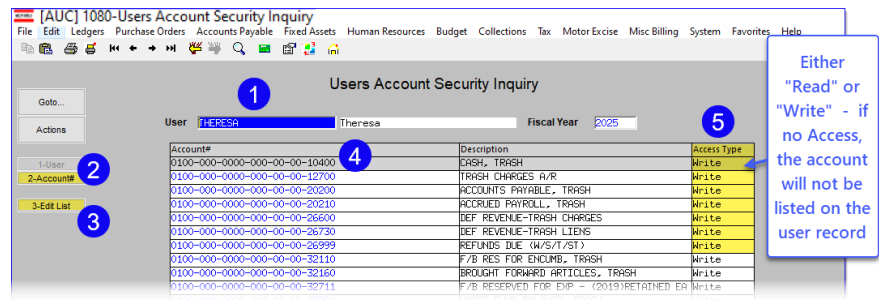

Find the information from the menu by selecting the module then:

**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.
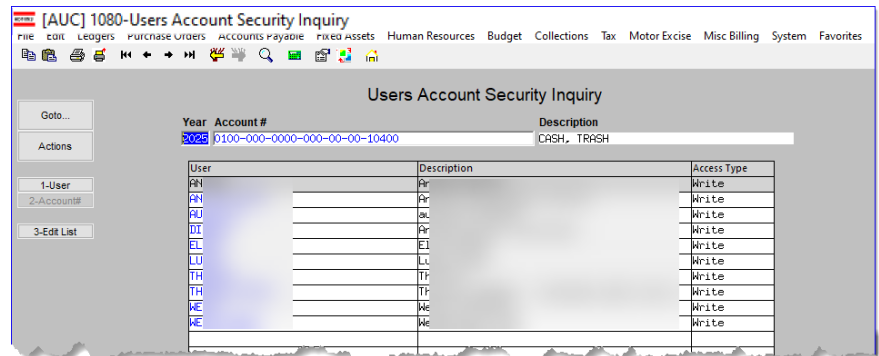
3. The **[3 Edit List]** button will produce a listing; the username and fiscal year range are required fields. The list can be run as **Excel®** or **PDF®**.
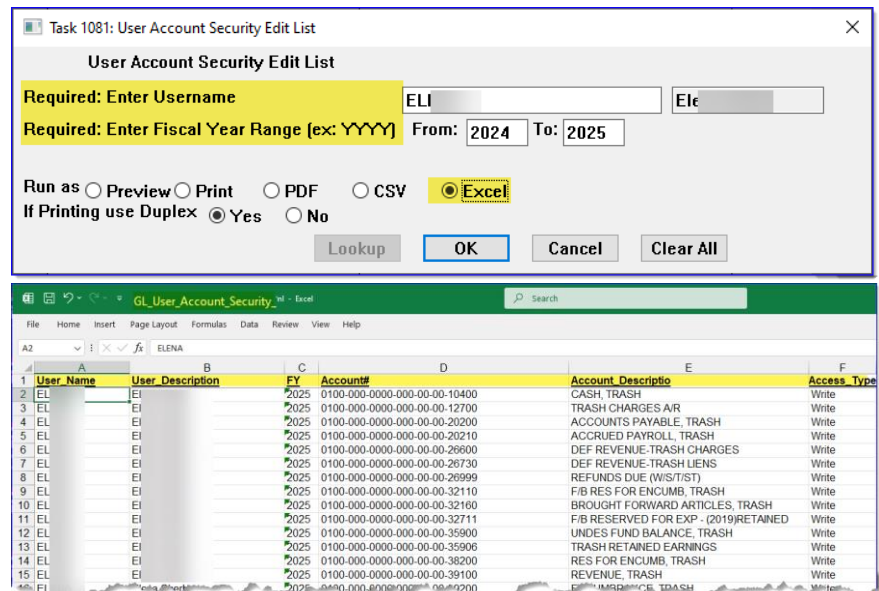
With this feature all users will be able to see a precise list of the accounts to which they have access.

[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

[Merge Vendor Process](#) (5:28)   [New]