Accounts Payable

Release Notes JUNE 2026

This document explains new product enhancements added to the **ADMINS** Unified Community (AUC) for Windows ACCOUNTS PAYABLE system and updates to the Help Reference Library & ADMINS website.

CONTENTS

1 Open Voucher Summary Report [Enhancement]

Added the Bank, Check Type Description and Status Code to the Open Voucher Summary Report (2610) PDF version.

Navigation Path: Accounts Payable > Reports > Report Library > 2610 – Open Vouchers - Summary

2610-APVOUOPNRPT_SUM.REP Printed 20-Mar-2026 at 16:58:30 by LUANN Page 1

Town of Admins
Open Vouchers - Summary

Bank	Batch#	Voucher#	Invoice#	Invoice Date	Voucher Date	Vendor#	Vendor Name	Department	Voucher Balance	Vendor On Hold?	Type	Check Type	Status
EAST	18567	523739	DDD	01-Dec-2023	01-Dec-2023	030768-01	BRITE LINE PAINT CO INC	SCHMAINT	675.00		P		CH
EAST	18579	523850	RESTART WARRANT	11-Apr-2024	11-Apr-2024	001833-01	ADMINS INC	FIRE	200.00		P	Wire Transfer	CH
EAST	18582	523860	ADFAF	25-Apr-2024	25-Apr-2024	032852-01	BLAIR, JULIA ANN	FIRE	50.00		P		CH
EAST	18584	523880	8	09-May-2024	09-May-2024	006803-01	CDW GOVERNMENT INC	FIRE	-20,000.00		C		CH
EAST	18595	523983	SDFADF	30-Oct-2024	30-Oct-2024	019325-01	ABC OFFICE	FIRE	7.20		P		CH
EAST	18614	524029	ADFAFADF	05-Feb-2025	05-Feb-2025	006803-01	CDW GOVERNMENT INC	FIRE	5,000.00		P		CD
EAST	18614	524030	TEST2	05-Feb-2025	05-Feb-2025	006803-01	CDW GOVERNMENT INC	FIRE	-6,500.00		C		CD
EAST	18615	524038	DET	23-Apr-2025	23-Apr-2025	026858-01	EI US, LLC.	SPED	7,159.50		P		CD
EAST	18617	524045	INV240010-3	30-Apr-2025	30-Apr-2025	001833-01	ADMINS INC	FIRE	1,000.00		H		CD
EAST	18628	524070	ZERO CHECK	25-Aug-2025	25-Aug-2025	001833-01	ADMINS INC	FIRE			C	No Check Payme	CD
EAST	18629	524071	ADFADFAF	25-Aug-2025	25-Aug-2025	001833-01	ADMINS INC	FIRE	10.00		P		CD
EAST	18631	524076	AFDRQWTQWER	27-Aug-2025	27-Aug-2025	006803-01	CDW GOVERNMENT INC	FIRE	5,000.00		P		CD
EAST	18631	524078	467WTGETU354	27-Aug-2025	27-Aug-2025	001833-01	ADMINS INC	FIRE	34,022.06		P		CD

[ADM-AUC-AP-1221]

2 Liquidate Voucher, Restoring Encumbrance [Fix]

When liquidating a voucher associated with a quantity-based Purchase Order, if the payment amount was less than the encumbrance relief amount, the system was only reinstating the amount paid rather than the original amount of encumbrance relief. This issue has been corrected.

[ADM-AUC-AP-1288]

3 Certified Payroll Vouchers – [Enhancement]

Updated the weekly check of Voucher Certified Payroll report that only includes Open Vouchers. Vouchers associated with Purchase Orders marked as Prevailing Wage and not marked as Certified Payroll will continue to be identified; however, closed vouchers are now excluded from the review to focus attention on vouchers that still require action.

[ADM-AUC-AP-1289]

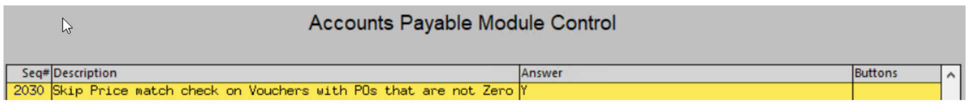
4 Purchase Order Price vs. Voucher Price Validation - [Enhancement]

When a voucher is created from a purchase order and that purchase order has a quantity a price change validation occurs when the price on the PO doesn't match the price on the voucher.

The first check uses Module Control 2030 to display a message to the screen at the time the price is entered on the voucher if 2030 is set to N stating that the Price doesn't match and this line on the PO will only relive $ from the PO. If set to Y no message is displayed on the screen but is displayed on the voucher error check report.

Navigation Path: Accounts Payable > Module Maintenance > Accounts Payable Module Control

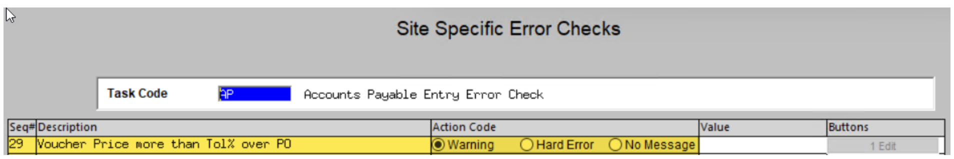
Mod Control 2030 is used independent of Site-Specific Error Checks (29)



Additional checks have been added to check the price on the voucher.

Navigation Path: Accounts Payable > Module Maintenance > Accounts Payable Site-Specific Error Check

This checks if the Voucher was created from a Purchase Order and the Purchase order has a quantity.

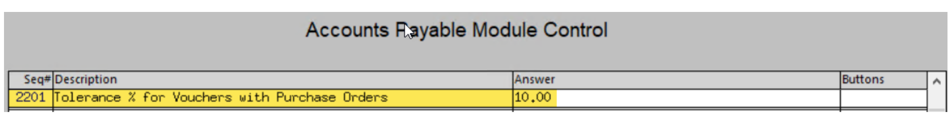


Prior to this update the overall line total was checked against the tolerance% from module control 2201. There is now a new error check that will not allow a price to be changed on a voucher to more than the tolerance % allowed. This can be used to help with Vouchers being created with a quantity of 1 and the price changed to a multiple of the original price on the PO.

The system will check if the price set on the Purchase Order is more than the Tolerance % set in Mod Control – 2201 of the price set on the voucher and either a Warning, Hard Error or No message will be given depending on the Error Check Action Code.

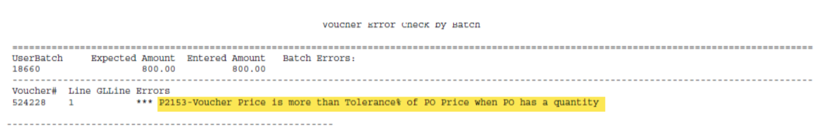
Navigation Path: Accounts Payable > Module Maintenance > Accounts Payable Module Control

Module Control can be set to whatever tolerance percentage is acceptable.



If the PO price was $10.00 for a Quantity of 10.00 ($1.00 each) but the Voucher was setup to have a Quantity of 1 but the Price was changed to $5.00 this will trigger the error, if set. As $5.00 is more than the Tolerance% of the PO $1.00 price. This helps stop users from not setting the correct quantity to be purchased.

If the Error Check for Seq# 29 is set to an Action Code of "Hard Error", the system will not allow the voucher to be processed until the price is corrected.


Voucher Error Check by Batch

UserBatch	Expected Amount	Entered Amount	Batch Errors:
18660	800.00	800.00	

Voucher#	Line	GLLine	Errors
524228	1		*** P2153-Voucher Price is more than Tolerance% of PO Price when PO has a quantity

Message Legend:

[ADM-AUC-AP-1290]

5 Checks on Hold Report now in PDF format [Enhancement]

The Hold Check Report attached to the Warrant History screen has been updated to be stored in PDF format. The report will continue to be displayed in Excel format for review; however, the version saved to Warrant History will now be a PDF document.

[MDF-SUP-SAPLAUC-1436]

6 Budget Approval Overnight Recheck – [Enhancement]

Added an overnight recheck for Purchase Order and Voucher Change Orders that are in Needs Budget Override approval status. If the account now has sufficient funds available to cover the budget shortfall, the Purchase Order or Voucher Change Order will automatically move out of Needs Budget Override and advance to the next approval level defined in the approval path.

The overnight job already performs this check for standard Purchase Orders and Vouchers. However, when Needs Budget Override functionality was added for Change Orders, they were not included in the daily check for sufficient funds.

This update corrects this oversight and has assigned a new status for Change Order Budget Overrides "Recheck C/O Budget Override", to clearly identify why this has now moved to the next approval path.

[ADM-AUC-PO-685]

7 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

7.1 New & Updated Documentation in the Help Reference Library

- RC - 320 – Adjustment Processing - Updated (Help Reference Document)
- HR -430 – Manual Checks - Updated (Help Reference Document)
- MB - 690 – MDT Billing and Report (Help Reference Document)

7.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.
Site Link: Videos & Quick Tips