



ACCOUNTS PAYABLE

RELEASE NOTES – DECEMBER 2017

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

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1. TIMEOUT ON POSTING & APPROVALS SCREENS [New]

The timeout on posting and approvals screens throughout AUC has been reduced to five minutes, to relieve the locking issues users are having when people are on a posting or approval screen and step away from the desk for long enough that the remote desktop session times out.

[ADM-AUC-SY-8034]

2. VENDORS ▶ Search [Fix]

For vendors with multiple remit addresses, the **Accounts Payable ▶ Vendors ▶ Vendor Name Search Search for Existing Vendor** screen was reporting inaccurate information when the **[Active Only]** radio button was selected.

Prior to the software update, if the *vendor* was active, but had inactive address lines, it was displaying both the active and inactive address lines.

Now, if **[Active Only]** is selected, it excludes both vendors and any remit addresses that are inactive.

The screenshot shows the 'Enter Vendors' screen. At the top, there is a 'Certified Vendor?' section with 'Yes' and 'No' radio buttons. Below that is a 'Vendor' field with the value '000041' and 'NEW NAME CONSTRUCTION'. There are several tabs: '1 Name/Address', '2 Addresses', '3 Classification', '4 Attachment (17)', '8 Items', and '9 User Defined'. The '2 Addresses' tab is active, showing a table of remit addresses:

Remit	Name on this Remit	Address	Adr Type
01	NEW NAME CONSTRUCTION	PO BOX 172 BELLINGHAM, MA 02019-0000	AP
02	NEW NAME CONSTRUCTION	2 ADDRESS WAY CAMBRIDGE, MA 02141-0000	AP
03	NEW NAME CONSTRUCTION	219 LEWIS WHARF BOSTON, MA 02110-0000	AP

Figure 1 Example of a vendor with an inactive remit address

In the example in Figure 1 the vendor has two active remit addresses and one inactive remit address. Prior to the update, all three addresses would be displayed when the **[Active Only]** radio button was selected.

The screenshot shows the 'Search for Existing Vendors by Keyword' screen. The 'Keyword' field is empty. The 'Active Only' radio button is selected. The search results table shows three entries for vendor '000041':

Vendor	Remit	Entity	Name	Address	Status
000041	01	Both	NEW NAME CONSTRUCTION	PO BOX 172 BELLINGHAM, MA 02019-0000	Active
000041	02	Both	NEW NAME CONSTRUCTION	2 ADDRESS WAY CAMBRIDGE, MA 02141-0000	Active
000041	03	Both	NEW NAME CONSTRUCTION	219 LEWIS WHARF BOSTON, MA 02110-0000	Active

A blue arrow points to the third row, labeled 'Inactive Remit'.

Figure 2 Before

The screenshot shows the 'Search for Existing Vendors by Keyword' screen. The 'Keyword' field contains 'NEW NAME'. The 'Active Only' radio button is selected. The search results table shows only two entries for vendor '000041':

Vendor	Remit	Entity	Name	Address	Status
000041	01	Both	NEW NAME CONSTRUCTION COMPANY	PO BOX 172 BELLINGHAM, MA 02019-0000	Active
000041	02	Both	NEW NAME CONSTRUCTION COMPANY	LITTLETON, MA 01460-0000	Active

Figure 3 After—only the active remit addresses will be displayed



Search for Existing Vendors by Keyword

Keyword : Active Only All

Vendor	Remit	Entity	Name	Address	Status
000041	01	Both	NEW NAME CONSTRUCTION COMPANY	PO BOX 172 BELLINGHAM, MA 02019-0000	Active
000041	02	Both	NEW NAME CONSTRUCTION COMPANY	LITTLETON, MA 01460-0000	Active
000041	03	Both	NEW NAME CONSTRUCTION COMPANY	.	Inactive Address
000041	04	Both	NEW NAME CONSTRUCTION COMPANY	1 MAIN ST CAMBRIDGE, MA 02141-0000	Active

Figure 4 After - if selecting [All] the remit address is shown as an *Inactive Address*

[ADM-AUC-AP-863]

3. DISBURSEMENTS ► Warning At Point Of No Return [New]

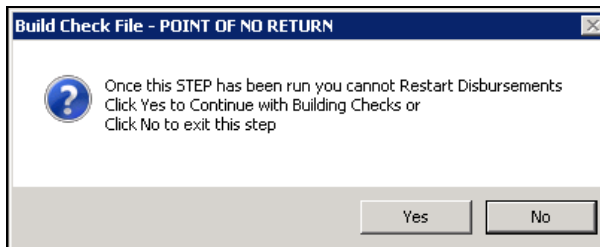
To prevent the user from prematurely clicking on the [Build Check File (Assign Check#’s)] button, a message box was added to remind the user that this is the point of no return.

Disbursement Process

004866

Description	Date	Start	End	Success
Restart Disbursement Process				<input type="checkbox"/>
Collect Vouchers (Build Payment File)	08-Nov-2017	11:54:37.96	11:54:51.84	<input checked="" type="checkbox"/>
Optional: Site Reports				<input type="checkbox"/>
Modify Payment File				<input type="checkbox"/>
Optional: Discounts Taken report				<input type="checkbox"/>
Cash Reqmt Report (Verify Cash on Hand)	08-Nov-2017	11:56:35.18	11:56:44.19	<input checked="" type="checkbox"/>
Warrant Report	08-Nov-2017	11:58:16.01	11:58:22.92	<input checked="" type="checkbox"/>
Build Check File (Assign Check#’s)	14-Nov-2017	11:02:38.84	11:03:07.16	<input type="checkbox"/>

When clicking [Build Check File (Assign Check#’s)], the message below pops up:



The default is no. If you enter no, you will return back to the prior step. If you enter yes, it would build the check files, effectively reaching the “point of no return”.



Disbursement Process					
004866	Description	Date	Start	End	Success
	Restart Disbursement Process				<input type="checkbox"/>
	Collect Vouchers (Build Payment File)	08-Nov-2017	11:54:37.96	11:54:51.84	<input checked="" type="checkbox"/>
	Optional: Site Reports				
	Modify Payment File				<input type="checkbox"/>
	Optional: Discounts Taken report				<input type="checkbox"/>
	Cash Reqmt Report (Verify Cash on Hand)	08-Nov-2017	11:56:35.18	11:56:44.19	<input checked="" type="checkbox"/>
	Warrant Report	08-Nov-2017	11:58:16.01	11:58:22.92	<input checked="" type="checkbox"/>
	Build Check File (Assign Check#s)	14-Nov-2017	11:17:28.13	11:18:07.29	<input checked="" type="checkbox"/>
	Print Checks				
	Reprint Checks				<input type="checkbox"/>
	Print ACH Advices				<input type="checkbox"/>
	Generate ACH File				<input type="checkbox"/>
	Check Register				<input type="checkbox"/>
	Print File Copy Checks				<input type="checkbox"/>
	Post Disbursements				<input type="checkbox"/>

When completed, the [Build Check File (Assign Check#s)] is greyed out and the [Success] flag checked.

Sites who do not wish to be warned should contact support@admins.com to turn off this feature.

[ADM-AUC-AP-870]

3.1. Void Check Processing ▶ Create Folder for New Year [Fix]

Corrected an issue in the Void process that was not automatically creating a folder in the document management area for the new calendar year when checks were posted.

[ADM-AUC-AP-826]

4. QUERIES ▶ WARRANT HISTORY SCREEN [Enhancement]

Prior to the software update, if a file was attached by a user in this screen, there was no way to remove it if it was attached in error. There is now a [9 Remove] button in addition to the [7 View] and [8 Email] buttons



Removing the attachment does not delete the file, just the link to the file.

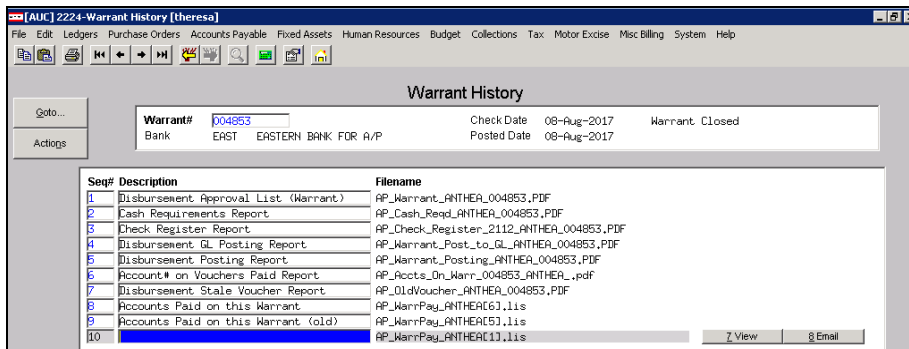



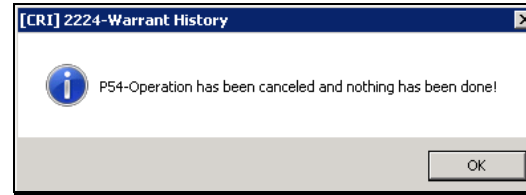
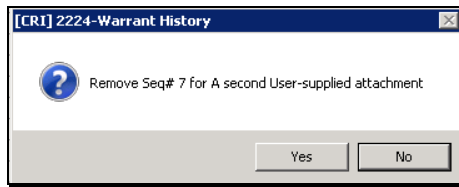
Figure 5 Before



Warrant History			
Goto...		Warrant# 008928	Check Date 15-Mar-2016 Warrant Closed
Actions		Bank WEB WEBSTER BANK	Posted Date 15-Mar-2016
Seq#	Description	Filename	Buttons
1	Disbursement Approval List (Warrant)	AP_Warrant_VWALSH_008928.pdf	
2	Cash Requirements Report	AP_Cash_Reqd_VWALSH_008928.pdf	
3	Check Register Report	AP_Check_Register_2112_VWALSH_008928.pdf	
4	Disbursement GL Posting Report	AP_Warrant_Post_to_GL_VWALSH_008928.pdf	
5	Disbursement Posting Report	AP_Warrant_Posting_VWALSH_008928.pdf	
6	User supplied attachment	AP_DisbEdt_ANTHER_004716E11.pdf	
7	A second User-supplied attachment	AP_PO_VendorTerms_ANTHERC21.pdf	7 View 8 Email 9 Remove

Figure 6 After - the [9 Remove] button is available only for user supplied attachments.

Click the  button for the file to be detached. A prompt will appear to confirm the removal. Click on [Yes] to confirm the removal of the attachment. If [No] is selected, an information box will be displayed to confirm that nothing was removed.



Why is there no [9 Remove] button on the first five attachments?
The first five are system-created attachments and may not be removed by the user.

[ADM-AUC-AP-859]

5. REPORTS

5.1. 2679 Voucher Detail by Vendor for 1099 Codes [New]

Some vendors provide services as well as supplies. A new report is available to list all vouchers that are paid to vendors coded for 1099s. Run this report by selecting **Accounts Payable ▶ Reports ▶ Report Library ▶ 2679 Voucher Detail by Vendor for 1099 Codes**.

This report will also select vouchers that have been coded with a 1099 code but the vendor does not have a 1099 code on their record.

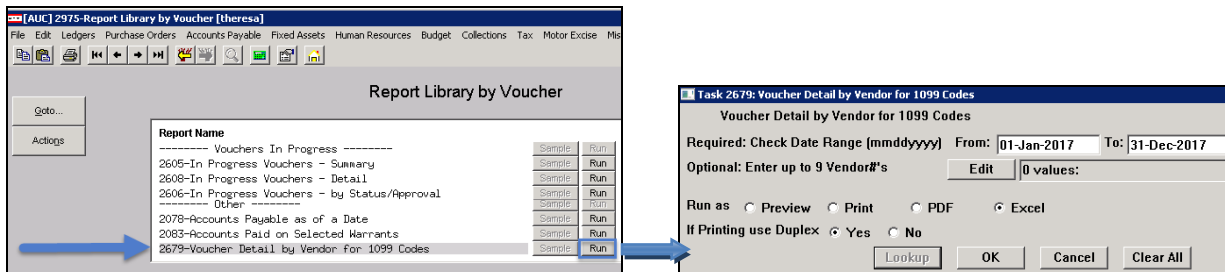


Figure 7 New Voucher Detail by Vendor for 1099 Codes report

The report lists each voucher and provides a column for both the Vendor 1099 code and the Voucher 1099 code along with the description of the line item to allow for easy identification of payments to 1099



vendors that are coded differently from the default. This report identifies both a **different code** or **code** being used on a voucher for a 1099 vendor.

Vendor	Vendor Name	Ven-1099	Description	Voucher	Line	Item Description	Vou1099	Description	Bank	Check#	Check Date	Remit	Paid	Status
000041	NEW NAME CONSTRUCTION COMPANY	Y	NON-EMPLOYEE COMPENSATION	354,168	1	N/A	Y	NON-EMPLOYEE COMPENSATION	EAST	8000045	7/12/2017	01	543.24	Issued
000041	NEW NAME CONSTRUCTION COMPANY	Y	NON-EMPLOYEE COMPENSATION	354,169	1	2nd test of ach	Y	NON-EMPLOYEE COMPENSATION	EAST	8000062	7/25/2017	01	123.45	Issued
000041	NEW NAME CONSTRUCTION COMPANY	Y	NON-EMPLOYEE COMPENSATION	354,686	1	N/A	Y	NON-EMPLOYEE COMPENSATION	EAST			01	500.00	
Vendor-Total													1,166.69	
000443	AMBLER & AMBLER, PC, ATTYS	A	ATTORNEY	354,562	1	retainer for town counsel	A	ATTORNEY	EAST	0289368	10/2/2017	01	3,000.00	Issued
000443	AMBLER & AMBLER, PC, ATTYS	A	ATTORNEY	354,687	1	supplies rather than attorneys fees	A	ATTORNEY	EAST			01	50.00	
Vendor-Total													3,050.00	
002165	COLLINS, LOUGHRAN & PELOQUIN,	A	ATTORNEY	354,563	1	Billing for September 2017	A	ATTORNEY	EAST	0289373	10/2/2017	01	5,000.00	Issued
Vendor-Total													5,000.00	
006663	ACADEMIC AUDIO VISUAL	Y	NON-EMPLOYEE COMPENSATION	354,576	1	N/A	Y	NON-EMPLOYEE COMPENSATION	EAST	0289363	10/2/2017	01	788.95	Issued
006663	ACADEMIC AUDIO VISUAL	Y	NON-EMPLOYEE COMPENSATION	354,688	1	media	Y	NON-EMPLOYEE COMPENSATION	EAST			01	37.50	
Vendor-Total													826.45	

Figure 8 Excel® output sample – Column H labeled Vou1099 shows vouchers not coded for 1099 payments

[ADM-AUC-AP-864]

5.2. 2078 Accounts Payable as of a Date [Fix]

This report was updated to exclude summary postings and instead uses detail transactions to reflect activity as of a date accurately. This was required due to the changes introduced with the new **Transaction DETAIL History** screen updates (as described in the December 2017 General Ledger Release Notes).

Run the report by selecting **Accounts Payable ▶ Reports ▶ Report Library ▶ 2078 Accounts Payable as of a Date**.

```

2079-APVOUSELDATE3.REP          Printed 21-Nov-2017 at 13:14:41 by ANTHEA          Page 5
                                Town of ADMINS
                                Accounts Payable as of a Date - Voucher Summary

As of 06302017
=====
Voucher#  Voucher Date  Vendor#  Vendor Name          30-Jun-2017  Activity After  Current Balance
=====
Report Total:                8,879.62      5,329.95      3,549.67
=====
Selection Legend:
-----
Object(s): 20200
    
```

Figure 9 Before

```

As of 06302017
=====
Voucher#  Voucher Date  Vendor#  Vendor Name          30-Jun-2017  Activity After  Current Balance
=====
Report Total:                8,379.62      4,829.95      3,549.67
=====
    
```

Figure 10 After

[ADM-AUC-AP-873]

6. 1099 PROCESSING

All 1099 forms (MISC, INT and S) were updated to reflect 2017 IRS specifications. Most changes were to the wording on the backers of the forms.



6.1. 1099S [Updated]

The **1099 S (Proceeds from Real Estate Transactions)** had changes affecting the front of the form. The Buyer's part of real estate tax was moved from box 5 to a new box, #6. Box 5 is now used to indicate if the transferor is a foreign person (non-resident alien, foreign partnership, foreign estate, or foreign trust.)

1099S (Keep for your records) **2016**
Department of the Treasury - Internal Revenue Service

Figure 11 Before Front of 1099S

1099S (Keep for your records) **2017**
Department of the Treasury - Internal Revenue Service

Figure 12 After Front of 1099S

Instructions for Transferor

Box 5. If checked, shows that you are a foreign person (non-resident alien, foreign partnership, foreign estate, or foreign trust).

Instructions for Filer

Caution: Because paper forms are scanned during processing, you cannot file Forms 1099, 1097, 1098, 1099, 3021, 3022, or 5498 that you print from the IRS website.

Need help? If you have questions about reporting on Form 1099-S, call the information reporting customer service site toll free at 1-866-455-7438 or 204-263-8700 (not toll free).

Figure 13 After – Instructions added for the Transferor (recipient) and the Filer (municipality)

Box	Code	Description	Form	Check Amount	Amount Reportable
2		PROCEEDS FROM REAL ESTATE TRAH	S	2500,00	2500,00

Additional Information for Form: S
 Box 1: Date of Closing: 10-Oct-2017
 Box 3: Address or Legal Description of Property (incl city, state and ZIP code): 82 LEXIS WAY
 Box 4: Property or Services Received? Yes () No ()
 Box 5: Buyers Part of Real Estate Tax: \$

Figure 14 Before



1099 Work File Summary

Vendor: 01 441 PULASKI LLC / GRANITE CITY ELECTR S
 Address: 441 PULASKI BLVD
 BELLINGHAM WA 98219-0000
 Phone#: (617) 769-4692

Entity: TOWN OF ANYWHERE
 Federal ID#: 04-1394230
 1099 Flag: S PROCEEDS FROM REAL ESTATE TRAN
 Address Type: AP Accounts Payable

Total Paid: 1700,00 Reportable: 1700,00

Box	Code	Description	Form	Check Amount	Amount Reportable	Click Button to Edit
2		PROCEEDS FROM REAL ESTATE TRAN	S	1700,00	1700,00	Detail

Additional Information for Form: S

Box 1: Date of Closing: 01-Jul-2017
 Box 3: Address or Legal Description of Property (incl city, state and ZIP code): BELLINGHAM WA 98214
 Box 4: Property or Services Received? Yes No
 Box 6: Buyers Part of Real Estate Tax: \$ 1225,00

Box 5: Transferor is a Foreign Person Yes No

1. Add Vendor/Check 2. Delete Vendor 3. Get Name/Addr from Vendor File 4. Verification Report 5. Exit to Menu

Figure 15 After

[ADM-AUC-AP-866&871]

6.2. FIRE System Requires “Secret Phrase” [New]

All AUC communities are registered with the **IRS FIRE** system. In November of 2017, the IRS issued new guidelines that include the requirement for a “**Secret Phrase**” to assist filers in resetting passwords for the **FIRE** systems.

Sec. 3 Secret Phrase

FIRE accounts will be required to establish a secret phrase to assist in resetting passwords for FIRE Systems (Production and Test).

First time FIRE account user: If you are establishing a FIRE System account for the first time (Production and Test), the system will prompt you to create the secret phrase in addition to User ID, Password, and PIN.

Established FIRE account: If you already have an account on FIRE Systems (Production and Test), you will be required to establish a secret phrase the first time that you log into the system.

- At the 'Create FIRE System Account Secret Phrase screen', all fields with an asterisk (*) are required fields.
- Your secret phrase must be 8 to 20 characters with one uppercase, one lowercase, one numeric, and one special character with no spaces. The following special characters are allowed: #?!@%&.,'-.
- Secret phrase cannot contain the User ID or User name.
- Enter the validation code (CAPTCHA) exactly as shown in the text box and click 'Create'.
- If all data entered was valid, you will receive the message, *Your Secret Phrase has been successfully created!*

Figure 16 Fire System Secret Phrase Advice from IRS

[ADM-AUC-AP-874]

7. HELP REFERENCE LIBRARY

7.1. New or Updated Documentation

- | | | |
|-----------------------|--|-----------|
| • YEAR END PROCESSING | AP-730 General Instructions for Forms 1099 | [Updated] |
| | AP-750 IRS Instructions for Form 1099-INT | [Updated] |
| | AP-760 IRS Instructions for Form 1099-MISC | [Updated] |
| | AP-770 IRS Instructions for Form 1099-S | [Updated] |
| • OTHER | AP-880 Menu and Toolbar Tips | [Updated] |