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.

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.

Figure 2 Before

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

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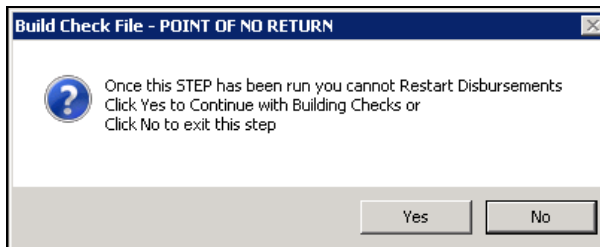
To prevent the user from prematurely clicking on the **[Build Check File (Assign Check#'s)]** button, a message box was added to remind the user that this is the point of no return.

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".

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

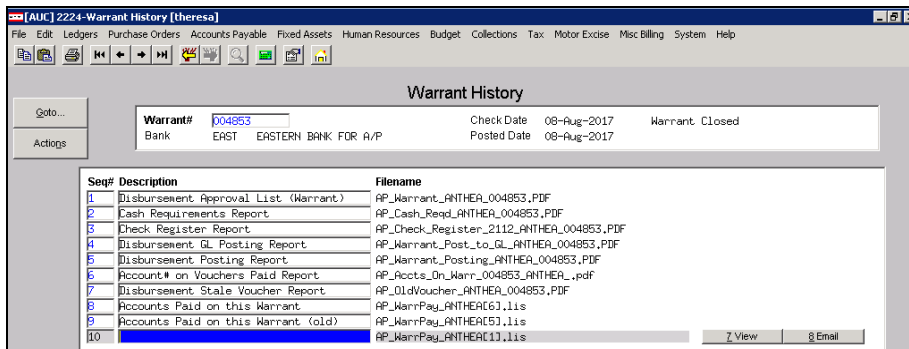**Removing the attachment does not delete the file, just the *link* to the file.**

Figure 5 Before

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

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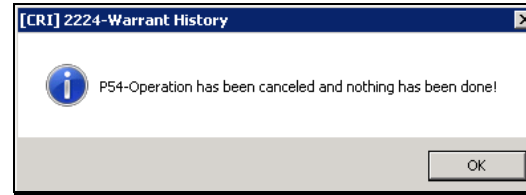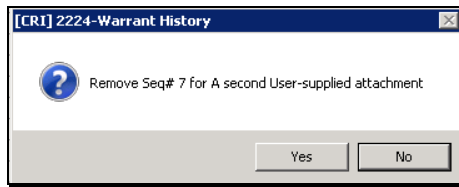
Why is there no [9 Remove] button on the first five attachments?
The first five are system-created attachments and may not be removed by the user.

[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.
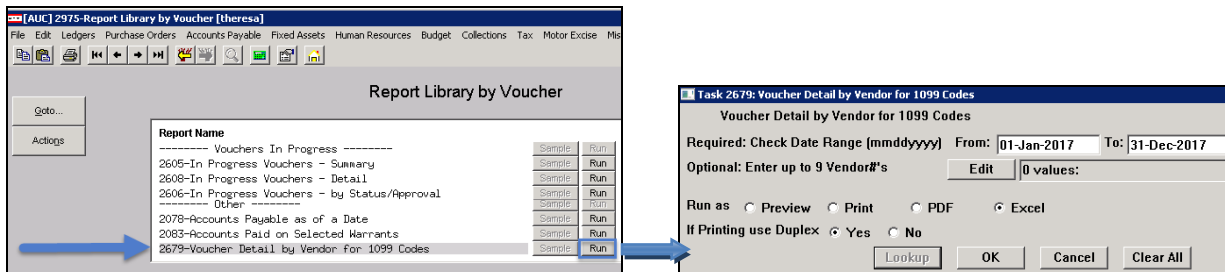

Figure 7 New Voucher Detail by Vendor for 1099 Codes report

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 **no code** being used on a voucher for a 1099 vendor.

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

<div align="right">[ADM-AUC-AP-864]</div>

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**.

Figure 9 Before

Figure 10 After

<div align="right">[ADM-AUC-AP-873]</div>

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.)

Figure 11 Before Front of 1099S

Figure 12 After Front of 1099S

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

Figure 14 Before

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.

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]