



Accounts Payable

Release Notes

March 2025

The document details enhancements to the **ADMINS** Unified Community (AUC) for Windows ACCOUNTS PAYABLE system for the March 2025 software update.

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1 Voucher Entry Check Hold [Enhancement]

When a voucher check type is changed to manual it cannot be on hold.

If the voucher is on hold and the check type is changed to manual it will display the error message.

Line	Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	Split	1.0000	N/R	0000-000-0000-000-00-00-000000 1099 FA	1099.00				
2	Split	1.0000	N/R	0000-000-0000-000-00-00-000000 1099 FA	1099.00				
3	Split	1.0000	N/R	0000-000-0000-000-00-00-000000 1099 FA	1099.00				

When you change the voucher to manual you will now receive a message:

Check Error

E2119-Voucher is set to HOLD. Remove Hold before changing to Manual

OK

To remove the error, uncheck the Hold Check box and then change to manual.

Voucher Entry

Invoice#
Inv Date
Customer#
Dept Group HIGH SCHOOL HIGH SCHOOL
Vou Date 03-Jan-2025 FY 2025
Due Date 03-Jan-2025 Terms

Print Manual ACH Wire No Chk
Check Date 03-Jan-2025 Bank EAST
Separate Check
Hold Check Certified Payroll
Type P Payment Voucher

[ADM-AUC-AP-1259]



2 CT 1099 NEC and MISC File [Enhancement]

The State of Connecticut participates in the IRS combined filing program. If Federal taxes are withheld from a vendor, a CT 1099 file must also be sent to the State using myconneCT portal.

The IRS forwards the forms to the State of CT based on the Combined Filing State Number.

Maintain Entity Codes

Entity	1	Description	TOWN OF ADMIN		
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Name	TOWN OF ADMIN				
Address 1	219 LEWIS WHARF				
Address 2					
Address 3					
City	BOSTON		Phone	(617) 494-5100	
State	MA	Zip Code	02110-0000		Fed Tax ID
Country					041234567
					State Tax ID
					041234567

1 AP 1099

2 Payroll 1099/W2

3 Payroll Bonds

Transmitter Control Code	31005
Combined Filing State Number	25
Payer Control Name	ADMIN
Contact Employee Name	LuAnn Moore
Contact Phone Number	(617) 494-5100
Contact E-mail	support@admins.com
Export Directory for IRS file	d:\auc_development\admhome\transfer\1099AP\
Mask TIN# as ****-**-####	<input type="radio"/> No <input checked="" type="radio"/> Yes on printed 1099 Forms (SS#,EIN,TIN etc)

There are two new steps on the menu that should be used only when CT State taxes are taken.

[Create 1099 CT MISC File (State Taxes Taken)]
[Create 1099 CT NEC File (State Taxes Taken)]

1099 Menu

Description	Date	Start	End	Success
Restart 1099 Process	12-Feb-2025	09:53:53,50	09:53:56,49	<input checked="" type="checkbox"/>
1099 Vendor Proofing Report				<input type="checkbox"/>
Create 1099 Work File				<input type="checkbox"/>
Edit 1099 Work File				<input type="checkbox"/>
Optional 1099 Error Checking - All Errors				<input type="checkbox"/>
1099 Error Checking - Hard Errors on Forms to be Printed				<input type="checkbox"/>
List of 1099s to be Printed				<input type="checkbox"/>
Print 1099-G				<input type="checkbox"/>
Print 1099-INT				<input type="checkbox"/>
Print 1099-MISC				<input type="checkbox"/>
Print 1099-NEC				<input type="checkbox"/>
Print 1099-S				<input type="checkbox"/>
Create 1099 Electronic File - Federal				<input type="checkbox"/>
Create 1099 CT MISC File (State Taxes Taken)				<input type="checkbox"/>
Create 1099 CT NEC File (State Taxes Taken)				<input type="checkbox"/>
Save 1099 Forms as Vendor Attachments/Archive				<input type="checkbox"/>



If CT State taxes are taken on a MISC vendor, run this step.

Task 2271: Create 1099 CT MISC File (State Taxes Taken)

Create 1099 CT MISC File (State Taxes Taken)
The State of CT participates in the IRS combined filing program. This step and filing using myconnect should only be run if CT taxes are taken from the vendor payment.

Test File: ☐ Yes ☒ No

Is This The Most Recent Tax Reporting Year: ☒ Yes ☐ No

Run as ☐ Preview ☐ Print ☒ PDF

If Printing use Duplex ☒ Yes ☐ No

If CT State taxes are taken on a NEC vendor, run this step.

Task 2282: Create 1099 CT NEC File (State Taxes Taken)

Create 1099 CT NEC File (State Taxes Taken)
The State of CT participates in the IRS combined filing program. This step and filing using myconnect should only be run if CT taxes are taken from the vendor payment.

Test File: ☐ Yes ☒ No

Is This The Most Recent Tax Reporting Year: ☒ Yes ☐ No

Run as ☐ Preview ☐ Print ☒ PDF

If Printing use Duplex ☒ Yes ☐ No

[ADM-AUC-AP-1263]

3 Disbursement Posting [Fix]

An issue was found with the account verification check in the disbursement posting. This has been corrected

[ADM-AUC-AP-1264]



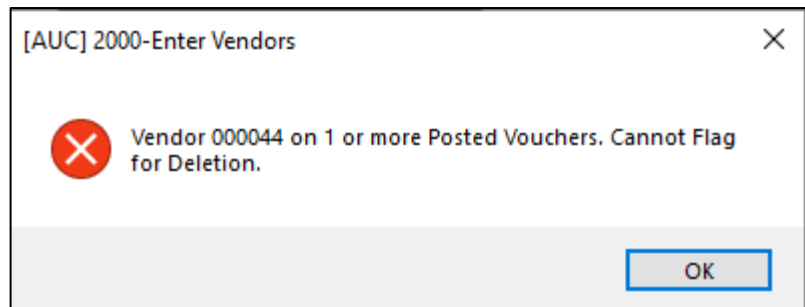
4 Deleting Vendors

4.1 Marking Vendors for Delete

Vendors are used throughout the AUC product. Additional checking has now been added to the Mark vendors for delete. It now checks that there are no in-progress or historical records in the following modules prior to accepting the vendor as marked for delete

Purchase Orders
Accounts Payable
Police Billing
Payroll

If a vendor is found in use in any of the above modules a message will be displayed indicating where the vendor is in use.



See Help Reference Document **PO-325** or **AP-325 Deleting Vendors** for additional information on how to delete a vendor

[ADM-AUC-PO-665]

4.2 Log of Delete Vendors

The AUC Product now keeps a log of all vendors that have been deleted from the Vendor file. This log can be accessed via



Purchase Orders ► Vendors ► Log of Deleted Vendors

Accounts Payable ► Vendors ► Log of Deleted Vendors

1 Vendor#	2 Del Date	Time	3 Del User	4 Vendor Name
000000	31-Dec-9999	23:59:59.99		
001287	17-Mar-2025	10:15:23.71	ANTHEA	ANGELA HERNE
002420	17-Mar-2025	10:15:26.01	ANTHEA	COLONIAL INSURANCE CO
009275	17-Mar-2025	10:15:33.30	ANTHEA	B & T
009942	17-Mar-2025	10:15:34.55	ANTHEA	C B I

[ADM-AUC-PO-665]

5 ADMINS Website Videos

Below are two videos that you will find helpful that are available at www.admins.com.

[Logging out of AUC \(1:54\)](#)

[Attachments \(4:20\)](#)