



# ACCOUNTS PAYABLE

## REAP (APIF) REPORTING – MASSACHUSETTS

AP-830

This document applies to Massachusetts municipalities only. It explains how to generate the **Annual Provider Information Form** as required by Massachusetts law and regulations. This is commonly referred to as the **REAP** report, as it falls under the Revenue Enforcement and Protection Program.

Massachusetts General Laws Chapter 62C § 47A requires that cities and towns report certain information on vendors. Pertinent sections are:

*(b) Every department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district to the extent hereinafter provided, shall annually, on or before August first, furnish to the commissioner, in such form as the commissioner may, by regulation, determine, a list of all persons furnishing goods, services, or real estate space to such agency during the preceding fiscal year. The commissioner, in his discretion, may, by regulation, require cities, towns and districts with a population exceeding such level as he may determine, to furnish on an annual basis the information required under this paragraph.*

*(c) The lists provided to the commissioner shall contain the name, address, social security or federal identification number of such licensee or provider, and such other information as the commissioner may by regulation provide.*

The regulatory implementation is found in 830 CMR 62C.47A.1:

*(b) Every agency or subdivision, except for towns and districts having a population of less than five thousand (5,000) and agencies thereof, must annually, on or before August 1, furnish to the Commissioner a report of all providers who have furnished goods, services or real estate space to the agency or subdivision during the preceding fiscal year, under contracts or agreements which, taken together, required the agency of subdivision to pay the provider five thousand dollars (\$5,000.00) or more during the preceding fiscal year. The Commissioner may waive this requirement with respect to payments by state agencies which have been individually reported to, and certified prior to payment by, the Comptroller's Division of the Executive Office for Administration and Finance. In the event of a waiver of this requirement, such payments will not be taken into account in determining whether the agency was required to pay the provider five thousand dollars (\$5,000.00) or more during the preceding fiscal year.*

The Department of Revenue (DoR) website further clarifies that municipalities should submit **all providers of goods and services to your municipality for whom you have recorded a Tax ID number**.

In sum, municipalities with a population greater than 5,000 must provide the **APIF** on all vendors who have been paid \$5,000 or more during the fiscal year, **and** for whom a tax ID number has been recorded. The **AUC REAP** report selects according to these criteria, and creates an Excel file for uploading to the **DoR**.

For additional information regarding the state's reporting requirements, visit the state web site. Contact the Department of Revenue for a login ID and password, if you do not already have one on file.



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## 1. SETUP

Configure the AUC system for **REAP** reporting by providing vendor information and by specifying the location for the file to be sent to the **Department of Revenue Division of Local Services**.

### 1.1. Vendor Classification

The **REAP** report will select only those vendors for whom a **Federal ID#** is recorded in the vendor file. Any vendor with a **Federal ID#** that was also paid \$5,000 or more will appear on the REAP report. There may be vendors who are paid more than \$5K that should be excluded from the report – such as the IRS. In such cases, leave the **Federal ID#** blank or 99-9999999.

Additionally, to be reportable, the vendor must be accessible to both Town and School.



Certain fields are required in the vendors **Accounts Payable** address because they must be included in the report to DOR. If these fields are not populated, the REAP report process will generate an error list and will not complete the report until the condition is corrected.



Remittance 01 of 02 Address Type Accounts Payable

1 Name CUMMINGS CONSTRUCTION  
 2 Name  
 Sort Name CUMMINGS CONSTR

Address 1 PO BOX 172  
 Address 2 MOUNT PLEASANT STREET  
 Address 3

City BELLINGHAM State MA Zip Code 02019-0000  
 Country

The required fields are:

- 1 Name
- Address 1
- City
- State
- Zip Code

## 1.2. File Location

The system generates an Excel file for transmission to the DOR. **Accounts Payable ▶ Module Control ▶ Sequence# 2210**, designates the file location. The file may be edited after it is created, and subsequently stored anywhere, but this parameter tells the system where to create it initially.

2210 REAP Export File Location and Name (ex: q:\reap\reap.xls) z:\admhome\transfer\reap1.xls

[AUC] 2950-Accounts Payable Module Control [Roscoe]

REAP Export File Location and Name (ex: q:\reap\reap.xls)

Optional: Enter Answer z:\admhome\transfer\reap1.xls

Buttons: Lookup, OK, Cancel, Clear All

*Note: A blue circle highlights the '1 Edit' button in the top right corner, with an arrow pointing to the text input field.*

## 2. RUNNING THE REPORT

To generate the REAP report, select **Accounts Payable ▶ Report Library ▶ By Vendor ▶ Item 2621** from the menu.

Enter the **fiscal year** for which you are reporting. The report will select all payments to vendors during this fiscal year.

Report Library by Vendor		
Report Name	View	Report
2690-Highest Paid Vendors	Sample	Run
<b>2621-Vendors - REAP Reporting</b>	Sample	Run
2600-Merged Vendor History List	Sample	Run
3810-Vendor Labels - CSV Output File	Sample	Run

Task 2621: Vendors - REAP Reporting

REAP Reporting

Required: Enter Year 2017

Required: Include Total Payments of at least this \$ level (5000.00) 5000

Run as  Preview  Print  PDF

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

Enter the payment threshold. Current requirements call for reporting payments of \$5,000 or more, but the ability to enter an amount is retained in case that changes. The amount entered here will appear the next time you run the report.



## 2.1. Error Report

After searching the check file for payments, the system will produce an error report on the selected vendors. If there are no errors, the error report will say **No Records Selected**. This does not indicate that there are no payments, just that there are no errors.

REAP - Error Report		
Vendor#	Name and Address	Federal ID
No Records Selected		

If there are errors, the system will stop the process and allow you to take corrective action. Possible errors and associated corrective actions are:

Error Condition	Corrective Action: Update Vendor Data
** Error ** Vendor Access must be Both City and School	Set to Both: Entity <input type="radio"/> Town <input type="radio"/> School <input checked="" type="radio"/> Both
** Error ** Vendor Name	Enter a value in this field: 1 Name <input type="text"/>
** Error ** Street Address	Enter a value in this field: Address 1 <input type="text"/>
** Error ** City	Enter a value in this field: City <input type="text"/>
** Error ** State	Enter a value in this field: State <input type="text"/>
** Error ** Zip Code	Enter a value in this field: Zip Code 00000-0000 <input type="text"/>

## 2.2. Validation Report

The system will produce a validation report, listing the vendors and amounts. The Error column on this report will show vendors who were paid more than the specified amount but did not have a Federal ID#. If the vendor should have been reported, add the Federal ID# and run the report again. Close the .xls spreadsheet before a subsequent run.

REAP - Validation Report			
Vendor#	Name and Address	Federal ID	Amount Errors
017199	INFORMATION MANAGEMENT CORP. P.O. BOX 671609 DALLAS, TX 75267-1609	04-2843229	16,400.00
017250	DIRECT ENERGY BUSINESS P.O. BOX 643249 PITTSBURGH, PA 15264-3249	25-1821047	23,128.79
017347	BLATMAN, BOBROWSKI & MEAD, LLC 9 DAMONMILL SQ., SUITE 4A4 CONCORD, MA 01742-0000	90-0188868	61,491.56
017359	STATE INDUSTRIAL PRODUCTS P.O. BOX 74189 CLEVELAND, OH 44194-0268	34-0552740	16,674.71
017456	SPARK ENERGY GAS, LP PO BOX 4328 HOUSTON, TX 77210-0000	76-0668204	29,559.31
017498	, 00000-0000		14,653.56 ** Non-Reported ** Missing Federal ID Number

The vendor was paid more than \$5,000, but will not be reported because there is no Federal ID#.



14,653.56 \*\* Non-Reported \*\* Missing Federal ID Number



### 2.3. Excel File

The system will create an Excel file and store it in the location specified by **Module Control Sequence # 2210** (See **Section 1.2**). When **[Yes]** is selected to view the file, the system will invoke Microsoft Excel.

The 'Create REAP Excel File' dialog box asks: "Do you want to view the file? Click NO to Skip View Click YES to View File". A blue arrow points from the 'Yes' button to the Excel spreadsheet below.

1	Identification Type	Identification	Business Name	Business DBA	Individual Last Name	Individual First Name	Individual Middle Name	Mail Address Line 1
2	FEIN	04-2548120	COLUMBIA GAS		GAS	COLUMBIA		P.O. BOX 742514
3	FEIN	04-2496296	GUERRIERE & HALNON, INC		& HALNON, INC	GUERRIERE		P.O. BOX 235
4	FEIN	04-2505763	LHS ASSOCIATES INC		ASSOCIATES INC	LHS		10 MANOR PARKWAY
5	FEIN	56-1761729	BAKER & TAYLOR		& TAYLOR	BAKER		PO BOX 277930
6	FEIN	04-2223330	ATLANTIC BROOM SERVICE		BROOM SERVICE	ATLANTIC		345 JOHN QUINCY ADAMS RO

  

Mail Address Line 2	Mail Address City	Mail Address State	Mail Address Zip Code	Mail Address Country	Provider Account	Provider Amount
	CINCINNATI	OH	45274-2514		000053	80892
	MILFORD	MA	01757-0000		000078	6058
	SALEM	NH	03079-0000		000092	9113
	ATLANTA	GA	30384-7930		000100	15545
MS ROAD	TAUNTON	MA	02780-0000		000101	9960



Sites that are not set up with an .xls extension as a default format for excel may receive this message when viewing the file:

The Microsoft Excel dialog box states: "The file you are trying to open, 'REAP1.XLS', is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?". A blue arrow points to the 'Yes' button.

Clicking **[Yes]** does open the file in the correct format. Close the file after reviewing.

The 'Create REAP File' dialog box displays: "\*\*\* Process is Complete \*\*\*". Buttons for 'OK' and 'Cancel' are visible.

A notification will pop up when the process has completed. Click on **[OK]** to continue.

## 3. UPLOAD TO DIVISION OF LOCAL SERVICES GATEWAY

Log in to the state's web site and upload data, according to instructions on the **Department of Revenue (DOR) Division of Local Services Gateway** web site.



### 3.1. Reset to Default on the Bulk Provider Data Mapping screen

Division of Local Services Gateway

Taxrate Balance Sheet Schedule A Misc Forms Directory **Provider**

APIF  
Search Provider  
Add New Provider  
Upload Bulk Provider Data  
**Bulk Provider Data Mapping**

**Provider**  
Bulk Data Mapping For Providers

Move Up Move Down **Reset to Default** Save

Click on Reset to Default

**DATA MAPPING DETAILS**

Order	Sel	Column Name	Reqd.	Column Description	Data Format	Field Length
1	<input type="checkbox"/>	Identification Type	No	Identification Type	Letters upper/lower case, Numbers, Special characters _.,()/%	8
2	<input type="checkbox"/>	Identification	Yes	Business ID Number	04-9999999 999-79-9999 099-99-9999	11
3	<input type="checkbox"/>	Business Name	Yes	Business Name	Letters upper/lower case, Numbers, Special characters _.,()/%	256
4	<input type="checkbox"/>	Business DBA	No	Business DBA	Letters upper/lower case, Numbers, Special characters _.,()/%	256
5	<input type="checkbox"/>	Individual Last Name	Yes	Individual Last Name	Letters upper/lower case, Numbers, Special characters _.,()/%	128
6	<input type="checkbox"/>	Individual First Name	Yes	Individual First Name	Letters upper/lower case, Numbers, Special characters _.,()/%	128
7	<input type="checkbox"/>	Individual Middle Name	No	Individual Middle Name	Letters upper/lower case, Numbers, Special characters _.,()/%	128
8	<input type="checkbox"/>	Mail Address Line 1	Yes	Mail Address Line 1	Letters upper/lower case, Numbers, Special characters _.,()/%	256
9	<input type="checkbox"/>	Mail Address Line 2	No	Mail Address Line 2	Letters upper/lower case, Numbers, Special characters _.,()/%	256
10	<input type="checkbox"/>	Mail Address City	Yes	Mail Address City	Letters upper/lower case, Numbers, Special characters _.,()/%	128
11	<input type="checkbox"/>	Mail Address State	Yes	Mail Address State	Letters upper/lower case, Numbers, Special characters _.,()/%	128
12	<input type="checkbox"/>	Mail Address Zip Code	Yes	Mail Address Zip Code	02345 02345-9876	128
13	<input type="checkbox"/>	Mail Address Country	No	Mailing Address Country	Letters upper/lower case, Numbers, Special characters _.,()/%	128
14	<input type="checkbox"/>	Provider Account	No	Provider Account	Letters upper/lower case, Numbers, Special characters _.,()/%	64
15	<input type="checkbox"/>	Provider Amount	Yes	Provider Amount	Only Numbers	64

Move Up Move Down Reset to Default Save

On the **Bulk Provider Data Mapping** screen, click on **[Reset to Default]** and then **[Save]**. The .xls file generated in step 2.3 matches the default data mapping on the DLS Gateway.

By resetting the defaults, data as generated from the AUC system is entered with a simple copy and paste.

### 3.2. Paste the Data in the Upload Bulk Provider Data Screen

In the **Upload Bulk Provider Data** screen,

1. Select reporting year
2. Copy the data cells from the **REAP1.XLS** (created in step 2.3 above) and paste copied cells into the **“Input Bulk Data”** box
3. Click **“Process Bulk Data”**

Taxrate Balance Sheet Schedule A Misc Forms Directory **Provider**

APIF  
Search Provider  
Add New Provider  
**Upload Bulk Provider Data**  
Bulk Provider Data Mapping

**Provider**  
Add Bulk Providers

**Instructions**

1. Please **COPY** multiple records from another file and **PASTE** within the Input Bulk Data area. Acceptable data formats are:
  - Excel File
  - Text File
2. Note that in text files the records should be separated using either plus (+) or Tab.
3. User can customize and save data sequence according to local preference. Use **Bulk Data Mapping Tool** to indicate data sequence.

**Sample Data Format is indicated below:**

A. Text File data should be formatted as follows prior to Copy and Paste  
ITIN+999-77-9999+John Doe Catering+John's Pizzeria+Doe+John+1 Main St.+Opp. YMCA+Lexington+MA+02421+Middlesex+99999+3760.00

B. From Excel File  
Program will automatically format from Excel file

Please make sure that data mapping is done before you copy/paste.

Show Sample Excel

License Year 2018 1

**Input Bulk Data**

2

Clear All Process Bulk Data 3