

**ACCOUNTS PAYABLE** 

# **RELEASE NOTES-DECEMBER 2020**

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

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Sites using decentralized data entry have reported that a user can pay an invoice that another user has already paid – and the users may not key in the same invoice number. This can result in duplicate payments requiring that a credit memo be issued by the vendor and processed as a credit voucher.



Accounts Payable error checking includes the **"Site Specific Error Checks"** to allow sites to choose what error conditions to flag as a warning or hard error, or to ignore. **ADMINS** added sequence number 20 to the error checking for **Accounts Payable**. This checks for vouchers that are:

- paying the same dollar amount,
- for the same invoice date,
- and vendor.

This condition may be set to **O** Warning, **O** Hard Error, or **O** No Message. To view or edit the setting go to:

File Edit Ledgers	c Error Checks [theresa] Purchase Orders Accounts Payable Fixed Assets Hu	uman Resources Budget Collections Tax M	otor Excise Misc Billing System Favorites Help
Goto	Si	te Specific Error Checks	
Actions	ask Code Accounts Payable	e Entry Error Check	
Se	g#Description	Action Code	Value Buttons
1	Vendor on Hold	O Warning   Hard Error  No Message	1 Edit
2	Remit Address not AP	Warning O Hard Error  No Message	1 550
3	Allow Voucher Terms different to Vendor	Warning  Hard Error ONo Message	
5	Voucher Account Different to Item Acct	Warning OHard Error ONo Message	
6	1099 Vendor with no FID	Warning OHard Error ONo Message	
7	PO In Different Fiscal Year	Warning OHard Error  No Message	
8	Allow Personal Services Accounts	Warning O Hard Error  No Message	
9	Wire Transfer to have Blank Check Date	Warning  Hard Error ONo Message	
10	Allow No-Print Checks to have blank Date	Warning Hard Error ONo Message	
11	Allow Assets Account Types	Warning O Hard Error O No Message	
12	Allow Liability Account Types	Warning OHard Error  No Message	
13	Allow Fund Equity Account Types	Warning OHard Error  No Message	
14	Allow Expenditure Account Types	Warning OHard Error  No Message	
15	Allow Revenue Account Types	Warning O Hard Error O No Message	
16	Allow Inv Date to differ from Vouch Date	○Warning ○Hard Error ●No Message	
17	Allow 1099 Code different to Vendor	○Warning ○Hard Error ●No Message	
18	Allow Retainage to be Liquid on "L" Type	Warning O Hard Error O No Message	
19	Allow Voucher Date less than Invoice Dt	Warning O Hard Error O No Message	
20	Check same Vendor, Inv Date	& Amount O Warning	Hard Error O No Message
			•
Added 24-Feb-200	3 By ANTHEA Changed by	St	atus: Site Check Active

### System Site Specific Error Checks AP

When the system checks the batch, if a voucher is found that meets the criteria the following error will be listed on the report. To check a batch, go to:

### Accounts Payable Enter Bills (Voucher) Batches [4–Check Batch]



Page

17-Nov-2020

Voucher Batch Entry Goto. Batch Default Bank CI CITIZENS BANK OF MA 211070 PR90345 Default Dept TOWN TOWN Actions Voucher Da voucher Date re/ACH ONo Check Manua 17-Nov-2020 Expe Entered Balance 1 Add New Batch Price 64688.3600 64688.3600 Freight 2 Last Batch Other Totals 64688.36 64688.36 3 Add Voucher mit Batch for Processing ○Yes ● No 1 4 Check Batch Voucher# Vendo Tota Туре 5 Batch I Voucher# Vendor Tota Type 006195-01 TSA CONSULTING GROUP Payroll Payme 40.00 6 Vo 02437-01 UNUM LIFE INS CO OF AMERIC Payroll Payme 44.47 4690 4690 002436-01 TSA CONSULTING GROUP 50,00 Payroll Payme 7 Edit List 46905 001830-01 NEW YORK LIFE INS CO Payroll Payme 155.19 469051 8 Cover Sheet - TedRE - AP Mult Voucher Error THERESA[4].lis 01827-01 469049 01824-02 File Edit Format Ontions 469048 1824-01 9 Send Batch to 469047 823-0 Courier New • 9 469046 469045 Printed 08-Dec-2020 at 09:02:30 by THERESA City of ADMINS 21-0 2085-FMREP: APVOUMULERE 0 Report 2609 469044 001 469043 469042 469041 000166 Voucher# Line GLLine Errors Warning: P2134-Duplicate Vendor, Inv Date & Amount. Run Report 2609 Voucher 2 469058 TedRE - AP\_VendorInvDateAmount\_THERESA[1].lis File Edit Format Options - 9 ▼ B / U ■▼ ※ 課課 ままえ 🚇 Courier New 2609-FMREP: APDEUPVENDATAMT.REP Printed 08-Dec-2020 at 09:00:40 by THERESA Page 1 City of ADMINS Vendor with same Invoice Date/Amount Dup Voucher# User Batch Vendor Vendor-Name Invoice# Invoice Date Amount Status

Selected Vendor: 6195 Invoice Date: 1117

469058

469080

PR903452

PR903452

PR903452

\$69058 46

006195 TSA CONSULTING GROUP

006195

006195

Figure 1 Using Report #2609 to identify duplicate payment amounts, vendor #s, and dates.

TSA CONSULTING GROUP

TSA CONSULTING GROUP

Return to the batch screen and make note of the **vendor number** and the **voucher date**, as each is needed to run Report #2609. Run the new report from the [0\_Report\_2609] button on the screen as shown above. The report will look like Figure 1; review the report and make changes as needed if duplicates are found and vouchers should be removed. The report is also available in the report library:

PR 903452 006195 011 17-Nov-202

#### Accounts Payable Reports #2609 Vendor with Same Invoice Date/Amount

Report Library by Vou	icher	
Report Name	View	Report
2609-Vendor with same Invoice Date/Amount	t, nple	Run
7		

There may be legitimate cases where the same vendor will be paid the same dollar amount and invoice date; this error checking helps prevent inadvertant duplication.

40.00 Ready for Posting

3

PR 903452 006195 011 17-Nov-2020

[ADM-AUC-AP-1042]



# 2 RETAINAGE [Fix]

ADMINS corrected an issue with vouchers paying against a purchase order using retainage.

## 2.1 Voucher Error Check

The voucher error check was not taking into consideration current in-progress retainage in addition to open retainage on the **Purchase Order (PO)** balance to see if the amount to pay exceeded the **PO** balance. Try these step-by-step instructions in the training account to fully understand how this works.

## 2.1.1 Example of a PO with Retainage

This example uses PO #194785 created for \$125,000 with 5% retainage.

1. Make a payment of \$25,000; \$23,750 is *paid* and \$1,250 is *retained*. The balance available to a *payment* voucher is \$100,000.00.

\$125,000.00
\$ (25,000.00)
\$100,000.00

PO # 194785		PO Query - Pos	sted		Open THERESA
Goto Actions O Line Balances Vendor Code 01 ADA ENGINEERING, 271 MAIN ST, SUI STONEHAM MA 02180-0000	4406 01 INC. Via Email TE 305	Dept Code TOWN PO Date 02-Dec-2020 Type Code R Regular Ship To Attn Ship Date	TOWN FY 2021	Deliver To 1 BELL F nvoice To 1 BELL F 1 Delivery Notes No text available	RESCHOOL - SOUTH RESCHOOL - SOUTH Jinternal Notes No text available
2 Details (1) 3 Items	4 GL Details 5 St	tatus History 6 Vouchers	(1) 7 Changes	8 Attachment (1)	Expected Amt 125000,00
Lhe Item Qty UOM Item D	escription eering for trash incinera	FA Price ation fac 125000.000	e Freight Other 00	Ext Amount Reta	ined Balance 50,00 101250,00
Split 0100-430-0000-004-	00-00-52701	TRASH INCINERAT	ION		
Encumbered Retained	125000.00 Liquidated 1250.00 Liquidated	Relieved Relieved	23750.00 Paid Paid	23750.00 Bala	nce 101250,00
¥					
3655-POHISLINBAL.REP Pr	inted 02-Dec-2020 at 12:04:	54 by THERESA City of ADMINS PO Line Balance Breakdow	'n	1	Page 1
PO: 194785 Vendor: 014406-AD	A ENGINEERING, INC.	Department: T	NIM	-	
Line 1 Line Amount 125,000.00 Relieved (23,750.00) P	Retain. Paid 23,750.00	age Held 1,250.00 Relieved .00	Paid .00	Line Bala Retainage	nce 101,250.00 e to Pay (1,250.00)
Line Balance 101,250.00	Retainag	re to Pay 1,250.00		Available to Payment	Voucher 100,000.00
PO Balance 101,250.00	Retainag	re 1,250.00		Available to Payment	Voucher 100,000.00
Selection Legend:					
Line Balance : This Retainage Balance : This Available to Payment Voucher : Total	is the amount that shows on is the amount of retainage Line Balance : This is the	the PO Query screen as the that has been held back and amount that can be used of	ne line balance. Incluind still needs to be point a regular payment version a regular payment version of the statement of the	ndes Retainage still to aid bucher for this line (r	) be paid Not pay retainage voucher
Note: These balances do NOT include	any in-progress vouchers.				

Figure 2 Line balance report for PO #194785



Make a payment to *retainage* of 1,000. Since retainage has already been factored into the payment, the available amount to pay on a payment voucher remains at \$100,000. It does, however, change the *line balance* on

Retainage	\$ 1,250.00
Pay Retainage	\$ 1,000.00
Balance Retainage	\$ 250.00

the PO as the amount relieved and paid on the purchase order has increased by the amount of the payment to retainage.

3655-	POHISLINBAL.RE	P Printed (	02-Dec-2020 at 12:07:28 by THE Ci PO Line	RESA ty of ADMINS Balance Breakdown	2		Page 1
PO: 1	94785	Vendor: 014406-ADA ENGIN	MEERING, INC.	Department: TOWN			
Line	1 Line Amount Relieved	125,000.00 (24,750.00) Paid 24	Retainage Held 1,750.00 Relieved	1,250.00 (1,000.00) Paid	L 1,000.00 R	ine Balance etainage to Pay	100,250.00 (250.00)
	Line Balance	100,250.00	Retainage to Pay	250.00	Available to	Payment Voucher	100,000.00
	PO Balance	100,250.00	Retainage	250.00	Available to	Payment Voucher	100,000.00
Selec	tion Legend:						
Line Reta Avai	Balance inage Balance lable to Payme	: This is the : This is the nt Voucher : Total Line F	amount that shows on the PO Q amount of retainage that has Balance : This is the amount t	uery screen as the line been held back and stil hat can be used on a re	balance. Includes Retainage l needs to be paid gular payment voucher for this	still to be paid	tainage voucher)
Note	: These balanc	es do NOT include any in-	progress vouchers.				

Figure 3 Line balance report after paying the 2<sup>nd</sup> voucher for retainage

3. Make a payment of \$100,500; \$95,475 is *paid* and \$5,025 is *retained*. The new retainage amount is added to the remaining retainage amount of \$250 for a total remaining retainage of \$5,275. This current paid amount combined with the 1<sup>st</sup> payment and any current retained

amount totals **\$125,500.00** which is greater than the **\$125,000** originally encumbered but within the tolerance percentage set on module control 2201.

1st Payment + Retainage	\$ 30,025.00	(Retained \$5275.00
Current Payment	\$ 95,475.00	of the \$100,500.00)
Total Paid	\$ 125,500.00	

The balance on the PO line cannot go below the amount of retainage. So, in this case the PO Line balance must be \$5,275 or greater.

3655-	POHISLINBAL.RE	P	Printed 02-Dec-202	D at 12:10:36 by THER Cit PO Line	ESA y of ADMINS Balance Breakdown			3		
PO: 1	94785	Vendor: 014406-	ADA ENGINEERING, IN	c.	Department: TOWN	ī				
Line	1 Line Amount Relieved Line Balance	125,000.00 (119,725.00) 	Paid 120,225.00	Retainage Held Relieved Retainage to Pay	6,275.00 (1,000.00) P 	Paid 1	1,000.00	Available	Line Balance Retainage to Pay to Payment Voucher	5,275.00 (5,275.00) 
	PO Balance	5,275.00		Retainage	5,275.00			Available	to Payment Voucher	.00
Selec	tion Legend:									
Line Reta Avai	Balance inage Balance lable to Payme	: Thi : Thi nt Voucher : Tot	is is the amount the is is the amount of tal Line Balance : 1	at shows on the PO Qu retainage that has b This is the amount th	ery screen as the een held back and at can be used on	line ba still r a regul	alance. Inclu needs to be p lar payment v	udes Retaina aid oucher for t	ge still to be paid his line (not pay 1	d retainage voucher)
Note	: These balanc	es do NOT includ	de any in-progress	vouchers.						

Figure 4 Line balance report after the third payment of \$100,500 – note difference between "Relieved" & "Paid"

This overpayment triggers the voucher error check report:

2085-FMREP: APVOUMULERR			F	rint	ed O	2-De	ec-2 C:	020 a ity o	t 12: f ADM	:09:07 by 4INS	TH	IERESA					Page	1
					V	ouch	ner l	Error	Cheo	ck by Bat	ch							
Voucher#	Line GLLine	Errors																
469036	1	Warning:	Pay	\$95 <b>,</b>	475.	00 +	- Pa:	id/Re	tain	\$30,025.	00	exceeds	PO	Line	1	\$125,000.00	b	

The full message indicates that the total exceeds the PO line but is within the tolerance.

### **4.** Pay the retainage remaining on the purchase order - \$5,275.

3655-1	POHISLINBAL.RE	P	Printed 02-Dec-2020	) at 12:14:35 by THER Cit PO Line	ESA y of ADMINS Balance Breakdow	m		4			
PO: 19	94785	Vendor: 014406-	ADA ENGINEERING, INC		Department: TO	WN		-			
Line	1										
	Line Amount	125,000.00		Retainage Held	6,275.00			Line Balance	.00		
	Relieved	(125,000.00)	Paid 125,500.00	Relieved	(6,275.00)	Paid	6,275.00	Retainage to Pay	.00		
	Line Balance	.00		Retainage to Pay	.00			Available to Payment Voucher	.00		
	PO Balance	.00		Retainage	.00			Available to Payment Voucher	.00		
Select	tion Legend:										
Line	Balance	: Thi	s is the amount that	at shows on the PO Qu	ery screen as th	e line	balance. Inc	ludes Retainage still to be paid			
Retai	inage Balance	: Thi	s is the amount of	retainage that has h	een held back an	d stil	l needs to be	paid			
Avail	lable to Payme	nt Voucher : Tot	al Line Balance : 1	This is the amount th	at can be used o	n a re	gular payment	voucher for this line (not pay ret	ainage voucher		
Neter	These balance	an de NOT inclus	la anu in-programa i	rouchers							

#### Figure 5 Shows the line balances report when the PO is fully exhausted

This also triggers a voucher error check report:

2085-FMREP	:APVOUMULERR	Printed 02-Dec-2020 at 12:11:59 by THERESA City of ADMINS	Page	1
		Voucher Error Check by Batch		
Voucher#	Line GLLine	Errors		
469037		Warning: Voucher Type H different to Batch Type P		
	1	Warning: Pay \$5,275.00 + Paid \$120,225.00 exceeds PO Line 1 \$125,000.00 but with		
	1	Warning: Pay \$5,275.00 + Paid/Retain \$125,500.00 exceeds PO Line 1 \$125,000.00 b		

Figure 6 This report is a warning only because it is within the tolerance % specified on module control 2201

		Accounts Payable Mod	ule Control		
[	Seq#	Description	Answer	Buttons	
	2201	Tolerance % for Vouchers with Purchase Orders	5.0	1 Edit	j 📘
	2202	Default PRICE from Purchase Order on Voucher when paying from	Ν		
	2210	REAP Export File Location and Name (ex: q:\reap\reap.xls)	d:\auc_development\admhome\transfer		1
	2460	Directory location of Credit Card import files			
	2519	# of Item prefix digits specifying Item Class [4]	0		

[ADM-AUC-AP-1052]

### **2.2** Posting Vouchers

When calculating the balance to relieve on the PO, the system was overstating the amount to relieve. **ADMINS** corrected this. See Figure 6 above for a sample of the corrected voucher error check report.

[ADM-AUC-AP-1052]



## 2.3 Line Balance Report

**ADMINS** added the Voucher Paid amount and Retainage Paid amounts to the Line Balance report to make the impact on the purchase order easier to follow when making payments to retainage and regular payments. See Figure 2 through Figure 5 above. To run this report, go to the:

### Purchase Order Query Screen ▶ [0 Line Balances].

	PO # <u>194786</u>	PO Query - Posted	THE	Open RESA
Goto	Vendor Code 000078 02	Dept Code TOWN TOWN	Deliver To 1 BELL PRESCHOOL - SOL	UTH
Actions	GUERRIERE & HALNON, INC Via Email & RONALD PELOQUIN	PO Date 02-Dec-2020 FY 2021 Type Code R Regular	Invoice To 1 BELL PRESCHOOL - SOL 1 Delivery Notes T J Internal Note	UTH as
0 Line Ba	ances MA 01757-0000	Ship To Attn Ship Date	No text available No text available	



I Task 3655: PO Line Balance Breakdown	×
PO Line Balance Breakdown	
Run as  Preview  Print  PDF  Excel If Printing use Duplex  Yes  No	
Lookup OK Cancel Clear All	

[ADM-AUC-AP-1052]

# **3** VENDORS [Enhancement]



**ADMINS** added features to the vendor maintenance screens available from the **Accounts Payable** and **Purchase Orders** menus.

# 3.1 Remit Addresses [Enhancement]

This enhancement addresses a concern that if users want to find a vendor, and the first remit shown is inactive, the user may think the entire vendor is not active and either request a new vendor number or create a new vendor. Prior to the software update, the first remit address was always displayed first, even it was an inactive remit address.

**ADMINS** changed the vendor field to display the first *active* remit address for a selected vendor. If all remit addresses are inactive it will display the first remit for that vendor. Access the screen via:

### Accounts Payable > Vendors > Enter Vendor

4071016	[AUC] 2	2000-Ei	nter Ve	endors (	theresa	]								
File	e Edit	Ledg	gers	Purcha	se Orde	rs Acco		able	Fixed Assets	Human Res	ources	Budget	Col	
	) 🔁	6	📫 H	+ +	+ +H	🕊 🎽	Q	<b>100</b>	🗳 🛃 💧					
							<b>N</b> 3							
							_	-		Er	nter V	/endor	s	
	Goto.												-	
					ndor	ouroph					1			
	Action	ıs		Ve	endor	GUERRI								
									-1					
	1: By	/ Name	and A	Address					3 Clas	sification	4 A1	ttachments		
	2: By	Sort N	lame	k	t									
	3: By	Overa	ll Nan	ne					active r					
	4: By	/ 2nd N	lame a	and Add	lress									
	5. D.	Classi	ficatio											
S. By Classification					V	Vhile w	orkir	ıg in tl	ne					
0: BY FID#						Screens, return to the								
7: By Address (line 1)														
8: By Date Entered						[3_Classifications], [4								
	9: By Name and Address - One Time Vendors						[6_User_Defined] ta							

Type the vendor number in the vendor field to display the first active remit address. If looking for a vendor but the vendor number is not known, enter the first six characters in the vendor name, click on the lookup, and select one of search options. The system will display the first

active remit address.

While working in the Enter Vendors or View Vendors Screens, return to the **[1\_Name Address]** tab from the **[3\_Classifications]**, **[4\_Attachments]**, **[5\_Items]**, or **[6\_User\_Defined]** tabs and the first active remit address will be displayed.

Figure 7 Using the lookup to find a vendor

To return to the **[1\_Name Address]** tab from the **[2\_Addresses]** tab, first select an active remit address. If accessing the home screen and then returning to the **[1 Name Address]** screen – it will display the first remit (whether active or inactive).



Figure 8 Type a vendor number into the Vendor Field to display the first active remit address

# 3.2 "Change Type" & "Copy Address" Buttons [Enhancement]

There may be a need for additional remit addresses on some vendors. All the address information (including the address type) from one remit can be copied to another existing remit record.

		Enter Vendors	Certified Vendor? Yes No
Goto	Vendor proved		Certified By Date Certified
Actions	Vendor <u>Peccer</u>	NOZITIK LINI GROOF HS HITOKILIS	
	1 Name/Address	2 Addresses 3 Classification 4 Attachment (5) 8 items	9 User Defined
5 Add Vendor	Remittance	01 of 02 Address Type 1099 Address	
6 Add Address			
	1 Name	WOZNIAK LAW GROUP AS ATTORNEYS Notes	s 1
7 Reports	2 Name		2
	Sort Name	WOZNIAK LAW GRO	3
			4
0 Change Typ	e Address 1	3273 STATE ST	
V Conv Addres	Address 2		
T COPY Addres	Address 3		
	City	MIDDLESEX	
	State	NJ Zip Code 08846-0000	
and we want to be and a second	Country	and the second second descent and the second s	and the second se

## 3.2.1 Copy a Remit Address

To easily copy a Remit address, use the the vendor, use the **[6 Add Address]** button first to create a new address record to use for the **"Copy To"** address.

If only one address exists for the vendor, this popup will be displayed:

If there are multiple remit address records for the vendor, the system will display the **Copy Address** prompt. Copy any existing remit address to another remit address. The **"Copy To"** address record will be updated with the address and the remit type. Once the address is copied, if desired, use the **[0\_Change Type]** button to change the new remit address to the desired type.

## 3.2.2 Change a Remit Address Type

For any existing remit address, select <b>[0 Change Type]</b>	0 Change Type	to display the Address Type
Change prompt:		





OK

	Select the new address type from the			
[AUC] 2000-Enter Vendors [theresa]     X	lookup or enter it directly. Valid types are:			
Address Type Change	• <b>"10"</b> for 1099 Address.			
Required: Change Address Type To:       • <b>10</b> For For For Society Address,         • <b>"AP</b> " for Accounts Payable,				
	• "HP" for Human Posources and			
Lookup QK Cancel Clear All	• "PO" for Purchase Orders			
Address Type Table				
Type Description Status Tof				
10     1093 Address     A       AP     Accounts Payable     A       HR     HR Vendors     A       P0     Purchase Orders     A				
OK Find Search Cancel Help Eof				
Goto	Certified Vendor? Ves No			
Vendor 030061 WOZNIAK LAW GROUP AS ATTORNEYS	Date Certified By			
Actions				
1 Name/Address         2 Addresses         3 Classification         4 Attachment (5)         8 items	9 User Defined			
5 Add Vendor Remittance 01 of 02 Address Type Accounts Payable				
6 Add Address [AUC] 2000-Enter Vendors [theresa]	×			
7 Reports Address Type Change				
0 Change Type + Required: Change Address Type To: 10				
Y COPY ADDRESS				
Lookup OK Cancel Clear	r All			
Contact				
2 Phone# (000) 0C				
En	ter Vendors Certified Vendor? O Yes O No			
Vendor 030061 WOZNIAK LAW GROUP AS ATTORNEYS	Certified By Date Certified			
1 Name/Address 2 Addresses 3 Classification	4 Attachment (5) 8 items 9 User Defined			
Remittance 01 of 02 Address Type	1099 Address 2			

Figure 9 The remittance 01 address was changed from Accounts Payable to 1099

## 3.3 Vendor Name Query Screen [Enhancement]

Vendor Name Query									
Goto									
Actions									
	2 Sort Name	<u>3</u> 1 Name	Address	Class	1099	FID#	Hol	<b>I</b> ▲	
4 Goto Vendor	GUERRIERE & HALN	GUERRIERE & HALNON, INC	P.O. BOX 235	UNCL		********6			
	GUERRIERE & HALN	GUERRIERE & HALNON, INC	PO BOX 235	UNCL		********6	$\top$		
	GUERRIERE & HALN	GUERRIERE & HALNON, INC	15 STEVEN RD	UNCL		********6			
	GUERRIERE & HALN	GUERRIERE & HALNON, INC	C/O PELOQUIN	UNCL		********6			
	GUERTIN, JESSICA	GUERTIN, JESSICA M	40 CEDARHILL RD	REF					

Figure 10 Before - the Vendor Name Query screen

**S** <del>/</del>

Goto Actio <u>n</u> s	Vendor Na	ame Query	Three new Fields - (#, Typ, Status) #=remit #, Typ=Address Type (AP, 10, PO, HR), and Status (A=Active, I=Inactive)							
	2 Sort Name	3 1 Name		Address	#	Typ	Status	1099	FID#	Hold
4 Goto Vendor	GUERRIERE & HALN	GUERRIERE & HALNON,	INC	P.O. BOX 235		чур	Status		********	
	GUERRIERE & HALN	GUERRIERE & HALNON,	INC	PO BOX 235	01	AP.	I		********	
	GUERRIERE & HALN	GUERRIERE & HALNON,	INC	15 STEVEN RD	02	0P	0		********	
	GUERRIERE & HALN GUERRIERE & HALNON,		INC	C/O PELOQUIN	V2	n-			********	
	GUERTIN, JESSICA	GUERTIN, JESSICA M		40 CEDARHILL RD	03	AP	A			
					04	AP	A			

### Figure 11 After – the Vendor Name Query Screen with three new fields

**ADMINS** added three new fields to the vendor name query screen. The user knows immediately the remit number, the vendor address type, and the status of the remit address (**"A"**ctive or **"I"**nactive) for all remit addresses for the desired vendor.

[ADM-AUC-AP-934]

# 4 MAINTAIN BANK CODES

**ADMINS** added new features to the Maintain Bank Codes screen. The search is enhanced with lookups available on the ABA number, and a bank may be copied. These features are described in detail below.

### Accounts Payable > Tables > Bank Codes

## 4.1 Searching for a Bank [Enhancement]

Prior to the software update, searching for a bank was limited to searching on the bank name. **ADMINS** added the ability to search on Address and ABA number. There are two ways to do so.

## 4.1.1 Lookup on Bank Code Field

[AUC] 2517-Maintai	n Bank Codes [theresa]				
File Edit Ledgers	Purchase Orders Accounts Pavable	Fixed Assets Hi	uman Resources	Budget Collections	Tax Moto
		🖻 🛃 🍈		budget concentions	
Goto	2 2	Ì	Maintain B	ank Codes	
Actions	Bank BSDT Name BOSTON	SAFE DEPOSIT	& TRUST A	BA# 0113-0292-0	A .
1-Add Bank 2-Edit List 3-Bank Search	Address 1 1 BOSTON PLACE Address 2 POBOX 2145 Address 3 City BOSTON 02106	3 1: B 2: B 3: B	By Bank Code By Bank Name By ABA	ode 00000-99	66
Z-Copy Bank	4-Accounts Payable 5-Acco	ounts Payable-ACH	1 6-Human F	Resources	an Resource

The first uses the lookup on the **Bank** code field. Click on the **Bank** field to activate the field, and then either **right click** or use the magnifying glass to bring up the search selection.



The three options are 1: By Bank Code, 2: By Bank Name, and 3: By ABA.

By Bank Code		×	
Bank b	Address	ABA Status Tof	
By Bank Code		2115-7483-3 A	
0003 HR DIRECT DEPUSIT	A.I.	2111-7422-0 A	
IST FIRST NIAGARA BANK	N	2223-7044-0 A	
STH FIFTH T AFCU AFFINIT I By Bank Name			×
ALCM ALLCOM ALLY ALLY BF Name	Bank Address	OPO	Status Tof
AM AMERICE BV B	ank Name	2113-8285-	
APP APPLE F AFFI	AFCU	2212-8351- 2113-8718-	2 A 5 A
AUBN AUBURNI ALLY BANK	ALLY FSS AM	1240-0311-	A A
BA10 BK OF F OPPLE EETEROL		0919-0149	×
BA11 BANK OF ASPIRATION			
BA13 BANK OF AVIDIA BANK	ABA Name	Address 4 NORTH MATN STREET	Status 101
BANK OF AMERIC	BY ABA NUAL CHECK	4 HORTH HILL STREET	A A
BANK OF AMERIC	0110-0013-8 BUA9 BDA 011000138		H A
BANK OF AMERIC	0110-0013-8 FB BANK OF AMERICA MASS		A
BANK OF AMERIC	0110-0020-6 SH SHAWMUT (MA)		A A
BANK OF AMERIC	0110-0039-0 B0 BANKBOSTON 0110-0133-1 US USTRUST		A
BANK OF AMERIC	0110-0174-2 BY BAY-BOSTON		Ä
	0110-7515-0 SU SHNTHNDER (SUVERIGN BHNK) 0111-0309-3 BKNO BANKNORTH		H A
	0112-0060-8 KEY KEY BANK NATL ASSOC		A
	0113-0014-2 CO COMMERCE BANK		Ä
	0113-0139-0 CN CENTURY -MTA CR. UN. 0113-0179-8 FAST FASTERN BANK FOR A/P	LYNN, MASSACHUSETTS	A
	0113-0179-8 EASY EASTERN BANK FOR A/P	LYNN, MASSACHUSETTS	Ä
	VIISTUITERN BHNK FUR H7P	LINN, MHODHUNUSEITS	н
		OK Find Sea	ch Cancel Help Eof

Use the [Find] or [Search] buttons to locate the desired bank.

### 4.1.2 Bank Search Screen



The second method uses the **[3-Bank** Search] button to display the Bank Search screen. The Bank Search screen has three "clickable" columns – the **[1\_Code]** column, the **[2\_Name]** column, or the **[4\_ABA]** column. Click on the desired column and enter a search term in the Keyword Search field.



[ADM-AUC-AP-1056]



**ADMINS** added a **[Z Copy Bank]** button on the **Bank Codes** maintenance screen. Sites can use the button when staying with the same bank but adding an account or using a new account number.



### General Ledger ▶Account Maintenance ▶Bank Codes ▶[Copy Bank]

Figure 12 Copy PAYC to new account named PYCY

In the example shown in Figure 12, the existing bank **"PAYC"** is copied to a new bank named **"PYCY"**. Click on **[Z Copy Bank]**, enter the new code, click on **[OK]**, and the system will display the new bank. The **reconciliation** layout and any **ACH** data is copied to the new bank as well.

- Edit the account number, and descriptions, etc., on the new bank code.
- If **ACH** and **Reconciliation** files are to be used, test the new account and settings with the bank prior to going live.
- If the new account number is a different length or includes a hyphen, a test set of checks will be required for **MICR** acceptance testing with the bank.

Ask <u>support@admins.com</u> for assistance in making any changes to **ACH** and **Reconciliation** layouts and to coordinate any changes needed to the check form if the new account number is longer than the original. See <u>AP-210 Implementing a New Bank Account</u> and <u>AP-217 New Bank Account Number</u> in the Help Reference Library for detailed instructions.

[ADM-AUC-AP-972]

# **5 VOUCHER ATTACHMENTS [ENHANCEMENT]**

An enhancement request was made to add documentation to vouchers en-masse rather than scanning and attaching invoices and documentation to each individual voucher. Source documents can now be scanned into a single document and attached to all vouchers in the batch at the same time. This process will link specified attachments to **ALL** vouchers associated with the batch.

Add the batch that contains the vouchers that need the attachments



Add all attachments to be applied on this screen



Run the **Post Attachments** step

If the desired batch number is unknown, go to the voucher query screen to find the voucher and make note of the batch number. To add attachments to all the vouchers in a batch, select:

Accounts Payable 🕨 Enter	Bills (Vouchers) Add Attachments to Posted Batch
--------------------------	--

[AUC] 2192-Add Attachments to Posted Batches [there	sa]	
File Edit Ledgers Purchase Orders Accounts Paya	ole Fixed Assets Human Resources Budget Collections	Tax Motor Excise Misc Billing System Favorites Help
🖻 🛍 🎒 👗 м 🔶 🔺 🦉 📲 🔍 I	a 🖆 🛃 🥼	
	Add Attachments to Posted B	atches
Goto Actions Batch 0wner DDUBOIS Voucher Date 23-Sep-202	Department DISTRICT	7 Add Batch 4 Closed Delete Batch
Seq# Description	Filename	Buttons
1 Sample attachment for vouchers	BLG_UPLOAD.csv	7 7 View 8 8 Email 9 9 Remove
2 2nd attachment	test021915.dat	
		[AUC] 2192-Add Attachments to Posted Batches [theresa] X
		Add Batch for Attachments
		Required: Enter Entry Batch
5 6 Add Attachment 6	0 Post Attachments to Batch	Lookup OK Cancel Clear All

Figure 13 Screen 2192 – Add Attachments to Posted Baches

4

Type in the batch number or use the **LKUP** to find a batch number that is *in process*.

2 Click **[7 Add Batch]** to add a batch to this process. Only batches belonging to a department group to which the user has access will be available to enter directly or from the lookup.

Use **[8 Delete Batch]** to remove a batch added in error that is no longer needed for attaching.

Indicates the batch status – attachments may only be added to posted batches (Closed).

**6 Add Attachment]** –opens the **default location** is specified in module control #80, the common transfer directory. To attach a file from a different location –navigate to that location, find the file, click on the filename, and click **[OK]**.

Accounts Payable Module Control										
Seq# Description	Answer	Buttons 🔥								
1 GL Fiscal Year	2021	1 Edit								
2 Name of Community	City of ADMINS									
3 End 80 Common Transfer Directory	d:\auc_development	\admhome	transfer							
80 Common Transfer Directory	d:\auc_development\admhome\transfer									
91 Screen Timeout for Posting/Approvals screens	1200									

Figure 14 Module Control #80 specifies the location of the Common Transfer directory

ADMINS Unified Community

Accounts Payable



Use caution when using an alternate location for attachments; consult the local system administrator for a file location that will be available for all users. ADMINS does not recommend attaching files from a local PC.

Figure 15 Choose the attachment via the standard Windows file explorer window

6 Once all files to be attached to the batch have been added, click the **[0 Post Attachments to Batch]** button. This will only be available after at least one file has been added to the list for this batch. This process will link each file to *each voucher* associated with that batch. The system will display the following message when the attachments have been added:

[AUC] 2192-Add Attachments to Posted Batches	×
Attachments have been added to Vouchers in Ba Batch has now been removed from this screen	tch
ОК	

The attachments will be available for viewing or emailing by going to the:

### Voucher Query > Attachments screen

EAUC] 2066-Posted - Attachments [			- 0	×
File Edit Ledgers Purchase Orders Accounts Payable Fix	ed Assets Human Resources Budget Collections Tax Mot	tor Excise Misc Billing System Favorites Help		
Image And	1 🛃 🕼			
Batch # 16582 Goto ¥65559	Posted - Attachments	Closed		
Actions Vendor 029507 01	Invoice#         21416           Inv Date         14-Sep-2020           Customer#         Dept Code SCHMAINT           Vou Date         23-Sep-2020         FY 2021           Due Date         15-Sep-2020         Terms IUR	Check Type Printed Bank ERST Check # See Check History Separate Check Hold Check Type P Payment Voucher		
2 Details (1) 3 items 4 GL Details	5 Status History 6 Check Hist (1) 7 Changes	Amount to Pay Vendor Q Attachment (4) 10750.00		
Seq# Description	Filename	Buttons		
1 Check Print Warrant 006645	APCK_EAST0361856.PDF			
2 Sample attachment for vouchers	BLG_UPLUHU.csv	7 View 0 Email 8 Remove		
4 A zip archive attachment	ME_Bank_Export_201601A.zip			
9Add Attach Entered 10750,00 Liquidate	ed Retained Paid	10750.00 Balance		

Figure 16 Shows the Attachments tab of the Voucher Query screen





Note: Add and remove files to/from individual vouchers as needed; this is just a way to quickly apply an attachment to all vouchers in a batch. If after running the process, an attachment is on a voucher that does not belong there, remove attachments from the voucher via the **VOUCHER QUERY** screen using the **[8 Remove]** button.

If after posting, more attachments are to be added, run the process again, as many times as needed.

[ADM-AUC-AP-1034]

# 6 **REPORTS**

**ADMINS** added a new report of accounts paid on selected warrants by fund, enhanced the existing accounts paid on selected warrants with a more descriptive name that specifies "by department", and removed the Federal ID field from reports for users with "View Vendors" only access.

## 6.1 #2083 Accounts Paid on Warrants (by Dept Group) [Enhancement]

### Accounts Payable Reports [By Voucher] #2083

**ADMINS** changed the title of this report to clarify how it is used and to differentiate it from report # 2097.

		Report Library by Voucher							
Report Library by Voucher	Rep	port Name	View	Report	Last Run Date	Run Time			
	264	10-Vouchers Paid on Prior Year PDs	Sample	Run			1		
Report Name View Report Last Run Date Run Time	204	V Youchers Faild on Prior Year Newsbarr	Sample	Ruii			1 1		
Other Sample	269	75-UNECKS Paid on Prior Tear Vouchers	Sample	Run					
2640-Vouchers Paid on Prior Year PDs Sonole Run	264	42-Vouchers Chgd to Non - Expenditure Accounts	Sample	Run	1				
2695-Checks Paid on Prior Year Vouchers Sample Run	217	70-A/P Voucher Aging Report aged by Voucher Date	Sample	Run			1 📗		
2642-Vouchers Chgd to Non - Expenditure Accounts Sample Run	217	72-0 /P. Veuskee Oning Depart aged by Trucies Date	Comula	Due			1 🔲		
2170-A/P Voucher Aging Report aged by Voucher Date Somple Run	21/	12-MVE AORCHEL HRTUR Keholic alleg på tuvotce pace	Saubie	Run			4 🔲		
2172-A/P Voucher Aging Report aged by Invoice Date Sample Run	276	54-Credit Card Summary Report	Sample	Run					
2764-Credit Card Summary Report Sample Run	276	56-Batch Summary for Card Supervisors	Sample	Run			1 📗		
2766-Batch Sunwary for Card Supervisors Sample Run	276	E-Cuedit Cand Ostivity (comparised by Cuele)	Comula	Due			1		
2765-Credit Card Activity (summarized by Cycle) Somple Run	2/6	so-create card Meetving (summarized by egere?	Saubie	Run					
2083-Accounts Paid on Selected Warrants	207	78-Account 2083-Accounts Paid on Se	lect	ed I	larrant	ts (by	De	ept	Gr

Figure 17 Before & After – report #2083 title now includes "(by Dept Group)"

				8
D21 - I	× √ ft   468014			
			a	η
-	A	В	C	D
	2083-APWARACCTPAY.REP		City of ADMINS Accounts Paid on Selected Warrants ( <mark>by Dept Group)</mark>	
2	Account Number	Vendor	Vendor Name	Voucher#
3	Warr# 006640 CkDate 21-Sep-2020			
4 5	Dept FINANCE FINANCE OFFICE			
7	1000-000-0000-000-39-41500	029872	KNOX, BRIAN RUSSELL	468.012
8	1000-000-0000-000-39-41500	029871	HYUNDAI LEASETITLING TRUST	468,011
9	1000-000-0000-000-39-41500		2019 MV EXCISE REVENUE	
10				
11	1000-000-0000-000-00-40-41500	029875	CAB EAST LLC	468,015
12	1000-000-0000-000-00-40-41500	029876	CAB EAST LLC	468,016
13	1000-000-0000-00-40-41500	029877	CHABOT, GEORGE W	468,017
14	1000-000-0000-000-00-40-41500	029878	DUNSEATH, JENNIFER L	468.018

Figure 18 Report #2083 as run to Excel®

[ADM-AUC-AP-1027]



Accounts Payable Reports [By Voucher] & {Page Down} #2097

Report Library by Vou	icher				
2097-Accounts Paid on Sel	.ecte	ed W	arrant	s (by	Fund)
2679-Voucher Detail by Vendor for 1099 Codes	Sample	Run	16-Aug-2018	13:26:26.26	
2917-Posted Vouchers Tagged for Fixed Assets	Sample	Run			
					1

The new report may be filtered by up to nine warrant numbers, nine department groups, nine vendor numbers, and a date range may be specified. Run as Print/Preview/**PDF**<sup>®</sup> or **Excel**<sup>®</sup> format. This report is sometimes requested for the year end audit.

Task 2097: Accounts Paid on Selected Warrants (by Fund)	×
Accounts Paid on Selected Warrants (by Fund)	
Optional: Enter up to 9 Warrant#'s Edit	0 values:
Optional: Enter up to 9 Department Groups Edit	0 values:
Optional: Enter up to 9 Vendor#'s Edit	0 values:
Optional: Check Date Range (mmddyyyy) From:	To:
Run as  Preview  Print  PDF  Excel If Printing use Duplex  Yes  No Lookup  OK	Cancel Clear All

AP_V	VarrPay_ByFundT	HERESA[1].pdf - Ad	obe Acroba	Reader DC											<i></i>	a
Hom	ie Tools	AP_WarrPa	ıy_ByFun	×											0	Sig
	公 ゆ	<b>Q</b> Q (	٠	3 / 3	0 🖸	ດ K	00	0 🖓		<b>&gt;</b> 🖑 (	∋ ⊕ 123%	- 📙 🖾	🖉 📙 - 🖤 -		0a	
	2097-ADWARA	CCTPAY_BYFUND.R	EP	Printed 29-Se	p-2020 at 1	.0:30:52 by	THERESA	unts ]	Account	ts Paid	l on Selec	ted Warra	nts (by Fun	d)	Page 3	
	Account Numi	er		Vendor			Voucher	Item Der	scription		Invoice#	InvoiceDate	PO#/Line Check Date	Checks	Amount	Void
													*********		**********	
	1000-000-000	10-000-00-40-41	500	029891 TOYOT	A LEASE TRU	IST	468,031	Commit#	01-Tax Bills	# 015607-00 D	u REF 015607-00 ME	202 21-Sep-2020	21-Sep-2020	0361642	125.63	
	1000-000-000	0-000-00-40-41	500	029892 TOYOT	A LEASE TRU	IST	468,032	Commit#	01-Tax Bill	# 015650-00 D	u REF 015650-00 ME	202 21-Sep-2020	21-Sep-2020	0361643	86.54	
	1000-000-000	10-000-00-40-41	500	029903 TOYOT	A LEASE TRU	IST	468,043	Commit#	02-Tax B111	# 017960-00 D	u REF 017960-00 ME	202 21-Sep-2020	21-Sep-2020	0361644	235.38	
	1000-000-001	10-000-00-40-41	500	029893 VENDE	ITTI MOTORS	INC	468,033	Commit#	01-Tax Bill:	# 016095-00 D	u REF 016095-00 ME	202 21-Sep-2020	21-Sep-2020	0361645	25.60	
	1000-000-000	10-000-00-40-41	500	029894 VENDE	TTI MOTORS	INC	468,034	commite	01-Tax Bills	* 016122-00 D	U KEF 016122-00 ME	202 21-Sep-2020	21-Sep-2020	0361648	63.51	
	1000-000-000	10-000-00-40-41	500	029895 VENDE	ITTI MOTORS	INC	468,035	Commite	01-Tax B111	016134-00 D	u REF 016134-00 ME	202 21-Sep-2020	21-Sep-2020	0361647	63.51	
	1000-000-000	10-000-00-40-41	500	029896 VENDE	TTI MOTORS	INC	468,036	Commit#	01-Tax Bills	# 016142-00 D	u REF 016142-00 ME	202 21-Sep-2020	21-Sep-2020	0361648	63.51	
	1000-000-000	10-000-00-40-41	500	029897 VENDE	TTI MOTORS	INC	468,037	Commite	01-Tax Bills	# 016145-00 D	u REF 016145-00 ME	202 21-Sep-2020	21-Sep-2020	0361649	63.51	
	1000-000-000	10-000-00-60-61	500	029898 VENDE	TTI MOTORS	INC	468,038	Commit#	01-Tax 8111	# 016152-00 D	U REF 016152-00 ME	202 21-Sep-2020	21-Sep-2020	0361650	63.51	
											Total for Dept F.	INANCE FINANCE OFF	ICE		3,774.88	
											Total for Fund 1	000 GENERAL FUND			3,774.88	
											Total for Warran	t 006640			3,774.88	
											*** Grand Tot	al ***			12,484.51	
	Selection 14	gend: 1 warrants: 006	640													
	Selected	warrants: 0064	627													
	Oct on the second		12121													

Figure 19 Report #2097 run as PDF®

[ADM-AUC-AP-1027]



Some AUC users need access to the vendor's **Federal ID (FID)**, but many do not. To secure this information, **ADMINS** created a set of reports without this sensitive data. Users with access to the **"Enter Vendors"** screen will be able to print reports with the **FID**; users with **"View Vendors"** access will not.

The reports *with* the **FID** are available by going to:

#### Accounts Payable Vendors Enter Vendors [7 Reports]

The reports *without* the **FID** are available by going to:

#### Accounts Payable Vendors View Vendors [5 Reports]

The reports available from the reports library will not include the **FID** (see noted exceptions). Go to:

#### Accounts Payable Reports Report Library [1 By Vendor]

If these reports require further safeguarding, please contact support@admins.com. The affected reports from the **Enter Vendors, View Vendors, and Report Library**\_screens are:

Address List
Name List
Vendors on Hold
Vendors by Class
Vendors by 1099
Vendors by Minority Code
Vendors on State Bid List
Vendors with Duplicate Names
Vendors w/City and State but no Zipcode

# 3816 Vendors Address Listing
# 3823 Vendors missing City, State or Zip
# 3817 Vendors Name Listing
# 3818 Vendors by Hold Codes
# 3819 Vendors by 1099 Codes
# 3820 Vendors by Minority Codes
# 3821 Vendors on State Bid List
# 3822 Vendors with Duplicate Name Listing

Exceptions are listed in the following sections.

### 6.3.1 Year End Processing of 1099s

1099 processing has multiple reports that include the **FID**. 1099 processing can be restricted, and each site should control which users can access this feature via the menu security. Please contact <a href="support@admins.com">support@admins.com</a> for assistance in restricting 1099 processing.

[ADM-AUC-AP-1051]

### 6.3.2 #2690 Highest Paid Vendors

ADMINS added security to this report so it will not provide the FID if the user cannot access the Accounts Payable Enter Vendors screen.

			Rep	ort Library I	by Ve	endor				
Goto										
Actions	Report Name					View	Report	Last Run Da	ate Run Time	^
	3816-Vendor	rs Address	Listing			Sample	Run	18-Nov-2	020 13:12:3	7,89
	3823-Vendo	rs missing	City, State or Zip			Sample	Run	18-Nov-2	020 13:14:0	9,74
	3817-Vendo	rs Name Li	sting			Sample	Run	18-Nov-2	020 13:15:4	8,22
	3818-Vendo	rs – by Ho	ld Codes			Sample	Run	18-Nov-2	020 11:10:0	5.77
ort Categories	2565-Vendor	rs – by Cl	assification			Sample	Run	19-Nov-2	020 10:01:3	2.47
1 By Vendor	3819-Vendor	rs – by 10	99 Codes			Sample	Run	17-Nov-2	020 12:05:3	7.01
2 By Commodity Item	3820-Vendo	rs – by Mi	nority Codes			Sample	Run	17-Nov-2	020 12:05:4	9,19
3 By Purchase Order	3821-Vendo	rs - on St	ate Bid List			Sample	Run	17-Nov-2	020 13:04:1	6,18
4 By Voucher	2094-Vendor	rs - Dupli	cate Federal Tax ID	Numbers		Sample	Run	17-Nov-2	020 13:05:5	1.17
5 By Disbursement	3822-Vendo	rs with D∪	nlicate Name Listing			Sample	Duo	17-Nov-2	020 13:06:0	1.66
6 By Bids	2690-H	lighest	t Paid Vendo	ns		Sample	Run	1-Dec-2	020 15:54:0	1.75
7 By Contracts	2050 1	1281100				Sample	RI	01-Dec-2	020 14:31:2	2.46
8 Audit Reports	2164-Vendo	r Discount	s About to Expire			Sample	Rin	16-Nov-2	020 16:46:4	2,56
	Task 269	0: Highest Pai	id Vendors				•			
		Highest F	Paid Vendors							
	Required:	Enter Date	Range	F	rom: Tr	1-Jan-202	· 0	To: 30-Nov	~2020	
	Ontional: I	Include nav	ments over this 9 lev	rel (500.01) 🕞	100.01			30 1404	2020	
	Ontional: 1	# of vendor	es to include in report	5,000,011 5,0	000.01	7				
	Print Beng	nt as:	s to metade in report	20	D					
	One-Time	Vendors		0	Detai	Sumn	iary			
	Include	der		0	Includ	ie • Excl	ude			
	Include on	iiy:		C	REAP	Vendors	○ Non	Reap Ven	dors 🖲 All V	endors
	Include	E FID# II	n Excel?					🖲 Ye	s 🔾 No	
	Run as If Printing	Preview () use Duple:	Print ○PDF @ × ●Yes ○No	Excel						
्र २. Home Insert Page	Run as If Printing	Preview () use Duple:	Print         PDF         ∅           × <a>Yes</a> No         No           AP_PO_Highest_Paid_Ven         View         ♀ Tell me what you want	DExcel	kcel	ОК	Canc	el Cla	car All	pbell A si
◆5・♂・≠ Home Insert Page	Layout Formulas	Preview () use Duple: Data Review	Print     PDF       ×      •       AP.PO_Highest_Paid_Ven       View     © Tell me what you want	DExcel	kcel	ОК	Canc	el Clu	car All	D pbell 🎗 Si
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[ADM-AUC-AP-1051]

## 6.3.3 #2621 REAP Reports (Massachusetts APIF)

ADMINS added checking that this report will not run if the user does not have access to the Accounts Payable ▶ Enter Vendors screen.

ADMINS Unified Community

Accounts Payable

	Report L	ibrary by Ver.	ndor			
Report Name			View	Report		
3816-Vendors Address Listi	ng		Sample	Run	ť.	
3823-Vendors missing City.	. State or Zip		Sample	Run	1	
3817-Vendors Name Listing			Sample	Run	ŧ.,	
3818-Vendors - by Hold Cod	es		Sample	Run	ŧ.	
2565-Vendors - by Classifi	.cation		Sample	Run	t -	
3819-Vendors - by 1099 Cod	les		Sample	Run	ŧ.	
3820-Vendors - by Minority	(Codes		Sample	Run	ŧ.	
3821-Vendors - on State Bi	d List		Sample	Run	t.	
2094-Vendors - Duplicate F	ederal Tax ID Numbe	rs	Sample	Run	ŧ.,	
3822-Vendors with Duplicat	e Name Listing		Sample	Run	t -	
2690-Highest Paid Vendors	-		Sample	Run		
2621-Vendors - RE6	AP Reporting		Sample	Run	*	
2104 YONGOL DISCOUNCE HOO			Sample	Run	t -	
2600-Merged Vendor History						
3810-Vendor Labels - CSV (	Task 2621: Vendors -	REAP Reporting				×
2616-Vendor Used Report	DEAD	Deporting		•		
2617-One Time Vendors paid	nLAP	reporting				
2161-Check History by Vend	Required: Enter Ye	ar				2020
2603-Vendor ACH Setup						
2618-Vendor Assigned Commo	Required: Include I	otal Payments of	atleast	this \$ I	eve	5000
	Run as  e Preview If Printing use Dupl	○ Print ○ PDF ex		$\mathbf{P}$	C	Cancel Clear All
	RE	AP file cannot be ge	nerated	•		×
		You d Conta Press	lont ha act you OK to l	ve acc r Supe Exit	ess	s to Enter/Update Vendor information isor or AUC Support
						ОК

Figure 20 Users who attempt to run the report without the proper access will see the message above

[ADM-AUC-AP-1051]

## 7 1099 PROCESSING

Due to the creation of **Form 1099-NEC**, the **IRS** revised **Form 1099-MISC** and rearranged box numbers for reporting certain income. **ADMINS** made other changes are described in the sections below.

## 7.1 Form 1099-NEC [Enhancement]

See <u>https://www.irs.gov/instructions/i1099msc</u> for detailed information from the IRS. More information will be provided during the annual **1099 Webinar**. Updated slides for the webinar will be installed with the software update. Please see <u>AP-710 1099 Processing</u> for detailed instructions for 1099 Processing.

[ADM-AUC-AP-991]



# 7.2 TIN Truncation (Mask SSN & Fed ID Numbers) [Enhancement]



Figure 21 Sites may elect to have TINs masked on printed forms

Control the masking of Taxpayer Identification Numbers (TINs) on the AP 1099 Entity table. Go to:

Maintain Entity Codes						
Entity	Description Regional School of ADMINS					
Name	Regional School District					
Address 1	219 LEWIS WHARF					
Address 2						
Address 3						
City	ALLSTON Phone (617) 494–5100					
State	MA Zip Code 02134-0000 Fed Tax ID 963852741					
Country	State Tax ID  963852741					
	1 AP 1099     2 Payroll 1099/W2     3 Payroll Bonds       ansmitter Control Code     31005       pombined Filing State Number     25       ayer Control Name     ADMI       pontact Employee Name     LuAnn Moore       pontact Phone Number     (617) 494-5100       pontact E-mail     support/Bachuins.com       graph Directory for IRS file     Vicrolitart-Mark Market					
Mask III	N# as ***-**-##### INO Yes on printed 1099 Forms					

Accounts Payable > 1099's > Entity Table

Figure 22 AP 1099 Entity Table

The default is set to  $\bigcirc$ No and will continue to print the entire unmasked TIN on the printed forms. Set the radio button to  $\bigcirc$ Yes to mask the TIN with asterisks on the printed form. In either case, the full TIN will be supplied to the IRS in the electronic filing.

[ADM-AUC-AP-991]

# 7.3 Create / Maintain 1099 Codes [Enhancement]

This table was updated to accommodate the new **1099 NEC** forms. The reported minimums may change each year; check the values in this field annually against the IRS regulations. To access this screen, go to:

### Accounts Payable ▶ 1099's ▶ 1099 Codes

ADMINS Unified Community

Accounts Payable

December 2020



More information will be available at the December 15 Webinar.

## 7.3.1 1099 Codes Edit List [Enhancement]

sk 25-4: 1099 Codes List × 1099 Codes List rict to Current Form as: OMISC OINT O1099-S ONEC @All									
● Pre⊻iew ○ Prir ng use Duplex ● Lookup	t O PDF O Excel Yes No OK Cancel Clear A	I							
2554-AP	POR1099.REP	Printed 12-Nov	-2020 at City of J	11:46: DMINS	09 by THERES	ł		Pa	ge 1
		1	099 Codes	List					
Farmer									
rorm: A				Pre 2	2020 =======		== Curr	ent ========	
Code	Description		Form	Box	Report Over	Form	Box	Report Over	Status
					-			-	
A	ATTORNEY		MISC	14	600.00	MISC	10	600.00	Active
В	BOAT		MISC	5		MISC	5		Active
D	DIRECT SALES		MISC	9	5,000.00	MISC	7	5,000.00	Active
E	EXCESS		MISC	13		MISC	13		Active
F	FEDERAL TAX		MISC	4		MISC	4		Active
FI	F CROP		MISC	10	600.00	MISC	9	600.00	Active
I	Interest		INT	1	10.00	INT	1	10.00	Active
L	RENT		MISC	1	600.00	MISC	1	600.00	Active
М	MEDICAL PAYMENTS		MISC	6	600.00	MISC	6	600.00	Active
MR	MEDICAL REIMBURSEMENT		MISC	7	99,999.00	NEC	1	99,999.00	Active
N	NON-EMPLOYEE COMPENSATION		MISC	7	600.00	NEC	1	600.00	Active
0	OTHER		MISC	3	1.00	MISC	3	1.00	Active
R	ROYALTY		MISC	2	10.00	MISC	2	10.00	Active
S	PROCEEDS FROM REAL ESTATE T	RAN	S	2	600.00	S	2	600.00	Active
V	VETERAN CH115 - ASSISTANCE		MISC	7	99,999.00	NEC	1	99,999.00	Active
	NON ENDLOYEE COMDENCETION		MISC	7	600.00	NEC	1	600 00	Active

The changes for codes are highlighted on the image above.

[ADM-AUC-AP-991]

# 7.4 Emailing 1099\* Attachments [Enhancement]

ADMINS provides password protection for securely emailing **1099-I**, **1099-MISC**, **1099-NEC**, and **1099-S** attachments. Go to:

Vendor Vendor WOZNIAK LAW	Enter Veno GROUP AS ATTORNEYS 3 Classification	ents 8 tems	Certified Vendor? Yes O No Certified By Date Certified	E C tv	nter an optional ontact Name and up to wo lines of notes to
Seq# Description	Filename		Buttons	р	rovide context to the
1 Check Print Warrant 00665	0 APCK_EAST036	025.PDF	75-1	r	equestor Enter the
3 2020 1099-5	2020_10995_1	030061_119.pdf	V View 2 Email		equestor: Enter the
4 2020 1099-Int	2020_1099INT	1_030061_1110.pdf			email address (the
5 2020 1099-S	2020_10995_1	030061_1110.pdf			a a b c u a au stra al
	I (AUC) 2000-Enter Vendors (there				only required
	ACC] 2000-Enter vendors [mere	saj	4	^	field) The
	Sending Attachment via Emai		•		ficial): file
	Optional: Enter Contact Name	Theresa Campbell			requestor will
	Optional: Enter Note Please see the attach		ned 1099 per your email request dated 1 November 2020.		receive an email
Optional: Enter Note The attachment is secu		ured via a password. See below for instruction	receive an emai		
Required: Enter Email Address support@admins.com			that looks like		
					this with
			Lookup OK Cancel Cle	ar All	
					instructions:

Accounts Payable > Vendors > Enter Vendors > [4 Attachments] > [Email]

when the recipient clicks on the attachment, their email system will prompt for a password. An example from **Office365**<sup>®</sup> is shown; other email clients will present a similar prompt.

표 또 C 🕇 » Attachment Tools	Tax Form 1099 From Town of Admins	<b>b</b> –	o x	
File Message Help Attachments	Q Tell me what you want to de	0		
🗁 🖶 🗙 🐶 Save As 🗎 📿	S Upload 🖌 🕞 🗸 Show Me	essage ····	~	
Tax Form 1099 From Town of Ad	lmins			
T theresa@admins.com To <b>⊞support</b>		← ≪	) → ···· 8·53 ΔM	
030061taxform.pdf	Password			×
147 KB	'030061	taxform.pdf' is prot	ected. Please enter	a Document Open Password.
	. 3	Enter	Password:	***
Dear Theresa Campbell,			Г	OK Cancel
Please see the attached 1099 per your email	request dated 1 No			
The attachment is secured via a password. Se	e below for instructions.			
Attachment 030061TAXFORM.PDF is passwo	rd protected	or TaviD#\		
without any dashes. Include Lea	ading Zeros.	or raxiD#)		
	-			
If Social Security# then				
Example: JANE SMITH SS#	001-01-1001			
Password: 001011001				
If Tax ID# (TIN#)				
Example: JOE SMOE COMPANY	TIN# 01-01-10021			
TF Password: 010110021				
Town of Admins				
219 Lewis Wharf				
Boston, MA 02001 آمان 617 494 5100				·
<u>1 · 1</u>				

[ADM-AUC-AP-1054]



# 8 EMAILING FROM AUC

**ADMINS** allows emailing a report or document to multiple addresses simultaneously. **Separate each email address with a comma**, as shown below. Currently, there is a maximum of eighty characters available in the email address field.

Do not use spaces between the email addresses.

Task 360: Email Reports		×
Email Reports		
Required: Enter Email Address	wendy@admins.com,LuAnn@admins.com,anthea@admins.com,campbellt189@gmail.com	
Optional: Enter Email Subject	test emailing to multiple users	
Optional: Enter Note 1		
Optional: Enter Note 2		
Optional: Enter Note 3		
Optional: Enter Note 4		
	Lookup OK Cancel Clear All	

Figure 23 Enter multiple email addresses, separated by a comma, with no spaces between the addresses

[ADM-AUC-SY-8164]

## 9 HELP REFERENCE LIBRARY

The following new or updated documents were installed in the Help Reference Library.

## 9.1 New or Updated Documents

•	Top Level	AP-100 Help Documents Index	[Updated]
•	ENTER VOUCHERS/PROCESS PAYMENTS	AP–147 Paying a PO that uses Retainage	[New]
•	DISBURSEMENTS	AP–210 Implementing a New Bank Account	[Updated]
		AP–217 New Bank Account Number	[Updated]
•	MAINTENANCE	AP–290 Voucher Attachments en masse	[New]
•	YEAR END	AP-710 AP 1099 Processing	[Updated]
		AP–720 1099 Training Slides	[Updated]
•	SYSTEM	SY–101 Quick Start Videos	[Updated]