



# 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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# 1 DUPLICATE VOUCHER ERROR CHECKING [ENHANCEMENT]

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  **Warning**,  **Hard Error**, or  **No Message**. To view or edit the setting go to:

**System ▶ Site Specific Error Checks ▶ AP**

| Seq# | Description                              | Action Code  | Value | Buttons |
|------|--|--|-------|---------|
| 1    | Vendor on Hold                           | <input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message |       | 1 Edit  |
| 2    | Remit Address not AP                     | <input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message |       |         |
| 3    | Allow Voucher Terms different to Vendor  | <input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message |       |         |
| 5    | Voucher Account Different to Item Acct   | <input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message |       |         |
| 6    | 1099 Vendor with no FID                  | <input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message |       |         |
| 7    | PO In Different Fiscal Year              | <input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message |       |         |
| 8    | Allow Personal Services Accounts         | <input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message |       |         |
| 9    | Wire Transfer to have Blank Check Date   | <input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message |       |         |
| 10   | Allow No-Print Checks to have blank Date | <input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message |       |         |
| 11   | Allow Assets Account Types               | <input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message |       |         |
| 12   | Allow Liability Account Types            | <input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message |       |         |
| 13   | Allow Fund Equity Account Types          | <input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message |       |         |
| 14   | Allow Expenditure Account Types          | <input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message |       |         |
| 15   | Allow Revenue Account Types              | <input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message |       |         |
| 16   | Allow Inv Date to differ from Vouch Date | <input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message |       |         |
| 17   | Allow 1099 Code different to Vendor      | <input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message |       |         |
| 18   | Allow Retainage to be Liquid on "L" Type | <input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message |       |         |
| 19   | Allow Voucher Date less than Invoice Dt  | <input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message |       |         |
| 20   | Check same Vendor, Inv Date & Amount     | <input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message |       |         |

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]**



**Voucher Batch Entry**

Batch: PR903452    Default Bank: CITIZENS BANK OF MA 211070  
 Default Dept: TOWN    TOWN  
 Voucher Date: 17-Nov-2020

|         | Expected   | Entered    | Balance |
|---------|------------|------------|---------|
| Price   | 64688,3600 | 64688,3600 |         |
| Freight |            |            |         |
| Other   |            |            |         |
| Totals  | 64688,36   | 64688,36   |         |

Submit Batch for Processing:  Yes  No

| Voucher# | Vendor                               | Type          | Total  |
|----------|--------------------------------------|---------------|--------|
| 469058   | 006195-01 TSA CONSULTING GROUP       | Payroll Payme | 40,00  |
| 469051   | 002437-01 UNUM LIFE INS CO OF AMERIC | Payroll Payme | 44,47  |
| 469052   | 002436-01 TSA CONSULTING GROUP       | Payroll Payme | 50,00  |
| 469053   | 001830-01 NEW YORK LIFE INS CO       | Payroll Payme | 155,19 |

Warning: P2134-Duplicate Vendor, Inv Date & Amount. Run Report 2609

Voucher# 469058    Vendor 006195-01 TSA CONSULTING GROUP    Type Payroll Payme    Total 40,00

Report #2609: 2085-FMREP:AFVOMULERR    Printed 08-Dec-2020 at 09:02:30 by THERESA    City of ADMINS

Voucher# Line GLLine Errors  
 469058    Warning: P2134-Duplicate Vendor, Inv Date & Amount. Run Report 2609

TedRE - AP\_VendorInvDateAmount\_THERESA[1].lis

2609-FMREP:APDEUFVENDATAMT.REP    Printed 08-Dec-2020 at 09:00:40 by THERESA    City of ADMINS

Vendor with same Invoice Date/Amount

| Voucher# | User     | Batch  | Vendor               | Vendor-Name | Invoice#             | Invoice Date | Amount | Status            | Dup         |
|----------|----------|--------|----------------------|-------------|----------------------|--------------|--------|-------------------|-------------|
| 469058   | PR903452 | 006195 | ISA CONSULTING GROUP |             | PR 903452 006195 011 | 17-Nov-2020  | 40.00  | Ready for Posting |             |
| 469058   | PR903452 | 006195 | ISA CONSULTING GROUP |             | PR 903452 006195 011 | 17-Nov-2020  |        |                   | 3           |
| 469080   | PR903452 | 006195 | ISA CONSULTING GROUP |             |                      |              |        |                   | 17-Nov-2020 |

Selected Vendor: 6195  
 Invoice Date: 1117

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

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:

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

| Report Name                               | View  | Report |
|---|-------|--------|
| 2609-Vendor with same Invoice Date/Amount | Print | Run    |

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*.

[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 - Posted

Vendor Code 014406 01 ADA ENGINEERING, INC. 271 MAIN ST. SUITE 305 STONEHAM MA 02180-0000

Dept Code TOWN TOWN PO Date 02-Dec-2020 FY 2021 Type Code R Regular

Deliver To 1 BELL PRESCHOOL - SOUTH Invoice To 1 BELL PRESCHOOL - SOUTH

Expected Amt 125000.00

| Line Item  | Qty | UOM | Item Description                       | FA | Price       | Freight | Other | Ext Amount | Retained | Balance   |
|--|-----|-----|--|----|-------------|---------|-------|------------|----------|-----------|
| 1  |     |     | Engineering for trash incineration fac |    | 125000.0000 |         |       | 125000.00  | 1250.00  | 101250.00 |
| Split 0100-430-0000-004-00-00-52701 TRASH INCINERATION |     |     |  |    |             |         |       |            |          |           |

|            |           |            |  |          |          |      |          |         |           |
|------------|-----------|------------|--|----------|----------|------|----------|---------|-----------|
| Encumbered | 125000.00 | Liquidated |  | Relieved | 23750.00 | Paid | 23750.00 | Balance | 101250.00 |
| Retained   | 1250.00   | Liquidated |  | Relieved |          | Paid |          |         |           |

3655-POHISLINBAL.REP Printed 02-Dec-2020 at 12:04:54 by THERESA City of ADMINS PO Line Balance Breakdown

PO: 194785 Vendor: 014406-ADA ENGINEERING, INC. Department: TOWN

| Line | Line Amount  | Relieved    | Paid      | Retainage Held   | Relieved | Paid | Line Balance                 | Retainage to Pay |
|------|--------------|-------------|-----------|------------------|----------|------|------------------------------|------------------|
| 1    | 125,000.00   | (23,750.00) | 23,750.00 | 1,250.00         | .00      | .00  | 101,250.00                   | (1,250.00)       |
|      | Line Balance |             |           | Retainage to Pay |          |      | Available to Payment Voucher |                  |
|      | 101,250.00   |             |           | 1,250.00         |          |      | 100,000.00                   |                  |
|      | PO Balance   |             |           | Retainage        |          |      | Available to Payment Voucher |                  |
|      | 101,250.00   |             |           | 1,250.00         |          |      | 100,000.00                   |                  |

Selection Legend:

Line Balance : This is the amount that shows on the PO Query screen as the line balance. Includes Retainage still to be paid  
Retainage Balance : This is the amount of retainage that has been held back and still needs to be paid  
Available to Payment Voucher : Total Line Balance : This is the amount that can be used on a regular payment voucher for this line (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 the PO as the amount relieved and paid on the purchase order has increased by the amount of the payment to retainage.

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

3655-POHISLINBAL.REP      Printed 02-Dec-2020 at 12:07:28 by THERESA      Page 1  
City of ADMINS  
PO Line Balance Breakdown

PO: 194785      Vendor: 014406-ADA ENGINEERING, INC.      Department: TOWN

|        |              |             |                  |            |                              |            |
|--------|--------------|-------------|------------------|------------|------------------------------|------------|
| Line 1 | Line Amount  | 125,000.00  | Retainage Held   | 1,250.00   | Line Balance                 | 100,250.00 |
|        | Relieved     | (24,750.00) | Relieved         | (1,000.00) | Retainage to Pay             | (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 |

Selection Legend:  
 Line Balance : This is the amount that shows on the PO Query screen as the line balance. Includes Retainage still to be paid  
 Retainage Balance : This is the amount of retainage that has been held back and still needs to be paid  
 Available to Payment Voucher : Total Line Balance : This is the amount that can be used on a regular payment voucher for this line (not pay retainage voucher)  
 Note: These balances do NOT include any in-progress vouchers.

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

- 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.REP      Printed 02-Dec-2020 at 12:10:36 by THERESA      Page 1  
City of ADMINS  
PO Line Balance Breakdown

PO: 194785      Vendor: 014406-ADA ENGINEERING, INC.      Department: TOWN

|        |              |              |                  |            |                              |            |
|--------|--------------|--------------|------------------|------------|------------------------------|------------|
| Line 1 | Line Amount  | 125,000.00   | Retainage Held   | 6,275.00   | Line Balance                 | 5,275.00   |
|        | Relieved     | (119,725.00) | Relieved         | (1,000.00) | Retainage to Pay             | (5,275.00) |
|        |              | =====        |                  | =====      |                              | =====      |
|        | Line Balance | 5,275.00     | Retainage to Pay | 5,275.00   | Available to Payment Voucher | .00        |
|        | PO Balance   | 5,275.00     | Retainage        | 5,275.00   | Available to Payment Voucher | .00        |

Selection Legend:  
 Line Balance : This is the amount that shows on the PO Query screen as the line balance. Includes Retainage still to be paid  
 Retainage Balance : This is the amount of retainage that has been held back and still needs to be paid  
 Available to Payment Voucher : Total Line Balance : This is the amount that can be used on a regular payment voucher for this line (not pay retainage voucher)  
 Note: These balances do NOT include 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                         |      | Printed 02-Dec-2020 at 12:09:07 by THERESA |   | Page 1 |
| City of ADMINS<br>Voucher Error Check by Batch |      |  |   |        |
| -----  |      |  |   |        |
| Voucher#                                       | Line | GLLine                                     | Errors  |        |
| 469036   | 1    |  | Warning: Pay \$95,475.00 + Paid/Retain \$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-POHISLINBAL.REP  |   | Printed 02-Dec-2020 at 12:14:35 by THERESA |            | Page 1                       |
| City of ADMINS<br>PO Line Balance Breakdown                   |   |  |            |                              |
| PO: 194785  | Vendor: 014406-ADA ENGINEERING, INC.  | Department: TOWN                           |            |                              |
| -----   |   |  |            |                              |
| Line 1  |   |  |            |                              |
| Line Amount   | 125,000.00  | Retainage Held                             | 6,275.00   | Line Balance                 |
| Relieved  | (125,000.00)  | Relieved                                   | (6,275.00) | Retainage to Pay             |
|   |   | Paid                                       | 6,275.00   |                              |
| Line Balance  | .00   | Retainage to Pay                           | .00        | Available to Payment Voucher |
| PO Balance  | .00   | Retainage                                  | .00        | Available to Payment Voucher |
| -----   |   |  |            |                              |
| Selection Legend:   |   |  |            |                              |
| Line Balance  | : This is the amount that shows on the PO Query screen as the line balance. Includes Retainage still to be paid                   |  |            |                              |
| Retainage Balance   | : This is the amount of retainage that has been held back and still needs to be paid  |  |            |                              |
| Available to Payment Voucher                                  | : Total Line Balance : This is the amount that can be used on a regular payment voucher for this line (not pay retainage voucher) |  |            |                              |
| Note: These balances do NOT include any in-progress vouchers. |   |  |            |                              |

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 |   | Page 1 |
| City of ADMINS<br>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 Module Control |   |                                     |         |
|---------------------------------|---|-------------------------------------|---------|
| Seq#                            | Description   | Answer                              | Buttons |
| 2201                            | Tolerance % for Vouchers with Purchase Orders                 | 5.0                                 | 1 Edit  |
| 2202                            | Default PRICE from Purchase Order on Voucher when paying from | N                                   |         |
| 2210                            | REAP Export File Location and Name (ex: q:\reap\reap.xls)     | d:\auc_development\admhome\transfer |         |
| 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].**

The report may be run to Preview/Print/PDF® or Excel®

[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**

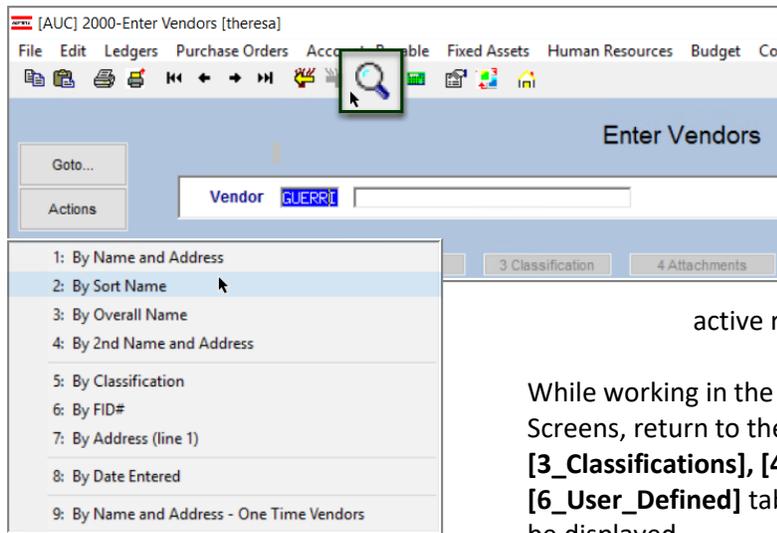


Figure 7 Using the lookup to find a vendor

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.

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).

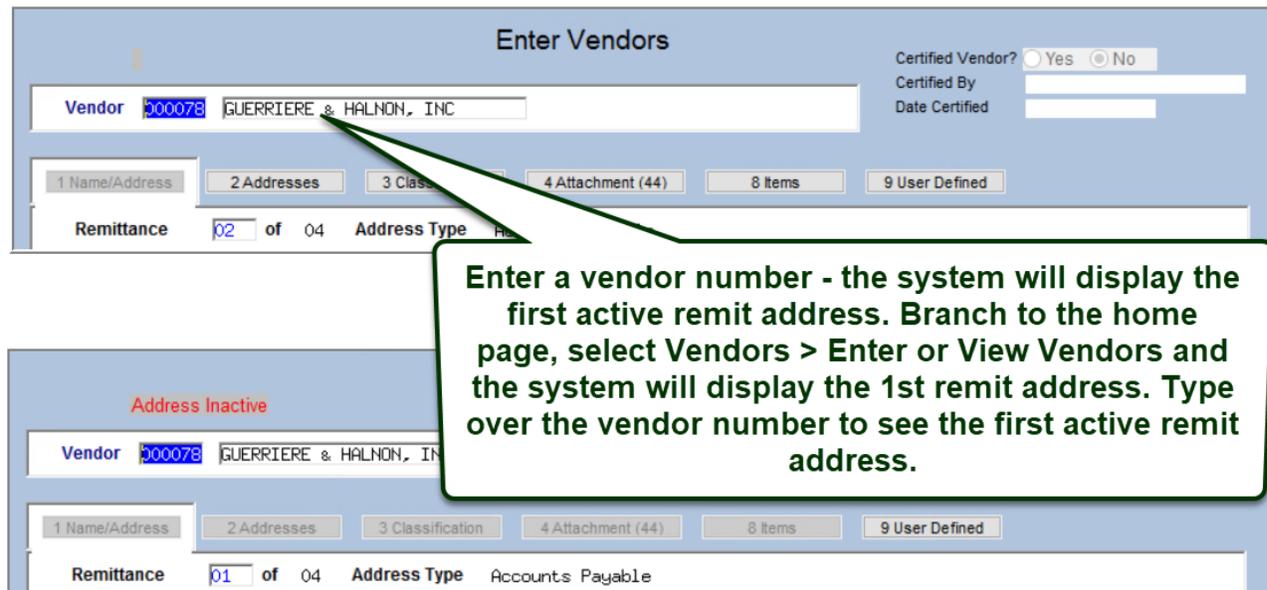
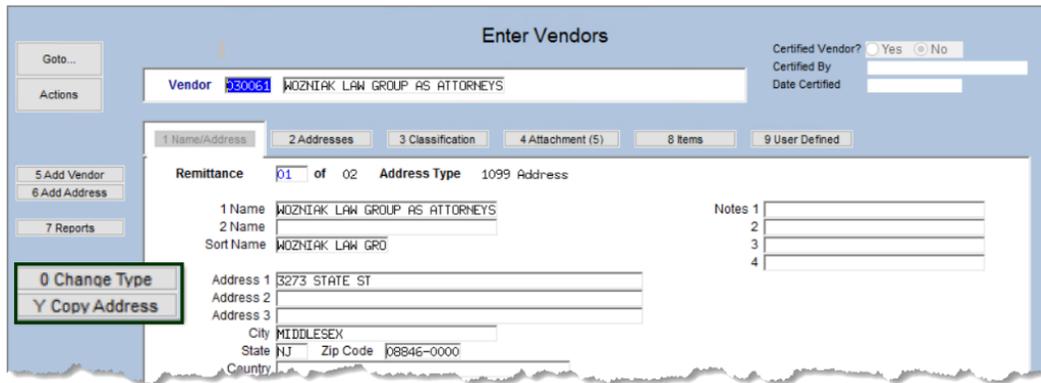


Figure 8 Type a vendor number into the Vendor Field to display the first active remit address

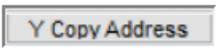


### 3.2 “Change Type” & “Copy Address” Buttons [Enhancement]

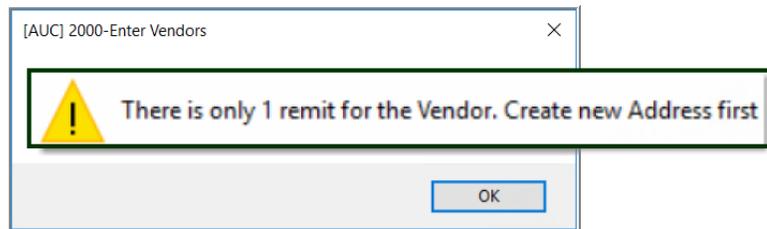
There may be a need for additional remit addresses on some vendors. All the address information (including the address type) from one remit can be copied to another existing remit record.



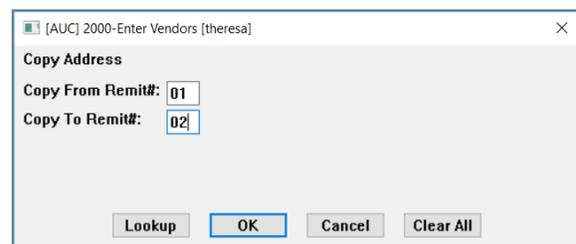
#### 3.2.1 Copy a Remit Address

To easily copy a Remit address, use the  button. If there is only one remit address for 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:

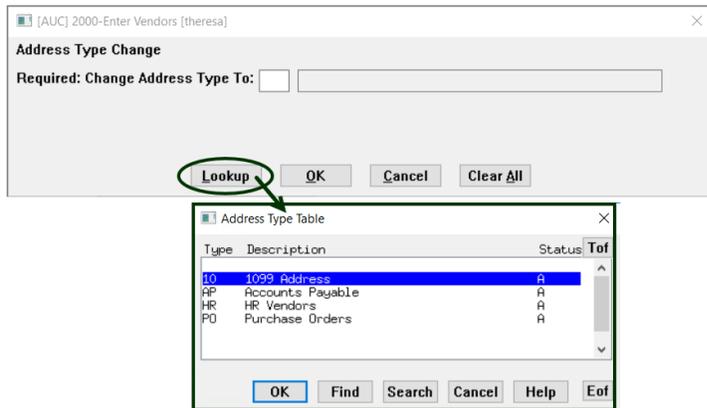


If there are multiple remit address records for the vendor, the system will display the **Copy Address** prompt. Copy any existing remit address to another remit address. The “Copy To” address record will be updated with the address and the remit type. Once the address is copied, if desired, use the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



Select the new address type from the lookup or enter it directly. Valid types are:

- “10” for 1099 Address,
- “AP” for Accounts Payable,
- “HR” for Human Resources, and
- “PO” for Purchase Orders.

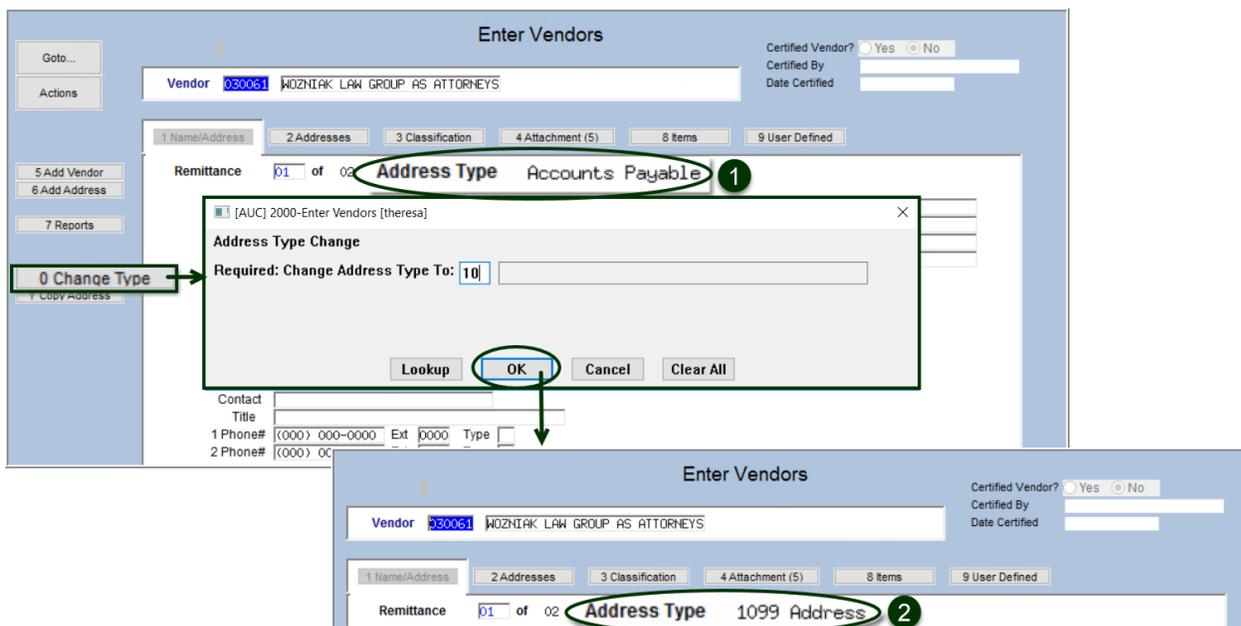


Figure 9 The remittance 01 address was changed from Accounts Payable to 1099

### 3.3 Vendor Name Query Screen [Enhancement]

| 2 Sort Name      | 3 1 Name                | Address         | Class | 1099 FID# | Hol |
|------------------|-------------------------|-----------------|-------|-----------|-----|
| GUERRIERE & HALN | GUERRIERE & HALNON, INC | P.O. BOX 235    | UNCL  | *****6    |     |
| GUERRIERE & HALN | GUERRIERE & HALNON, INC | PO BOX 235      | UNCL  | *****6    |     |
| 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

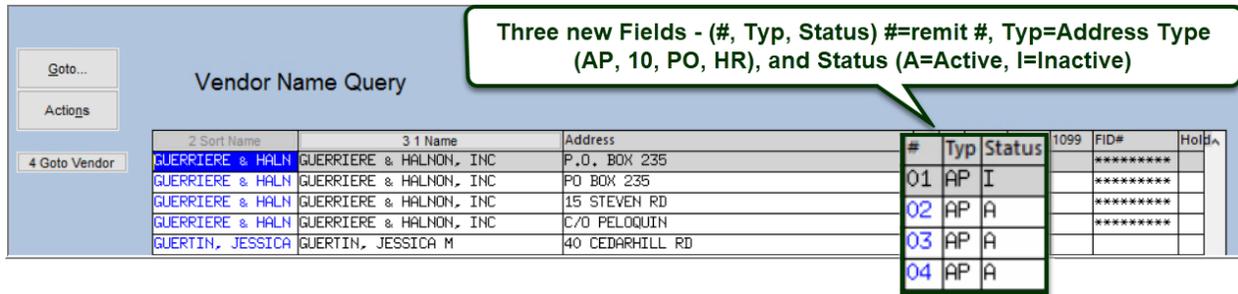


Figure 11 After – the Vendor Name Query Screen with three new fields

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

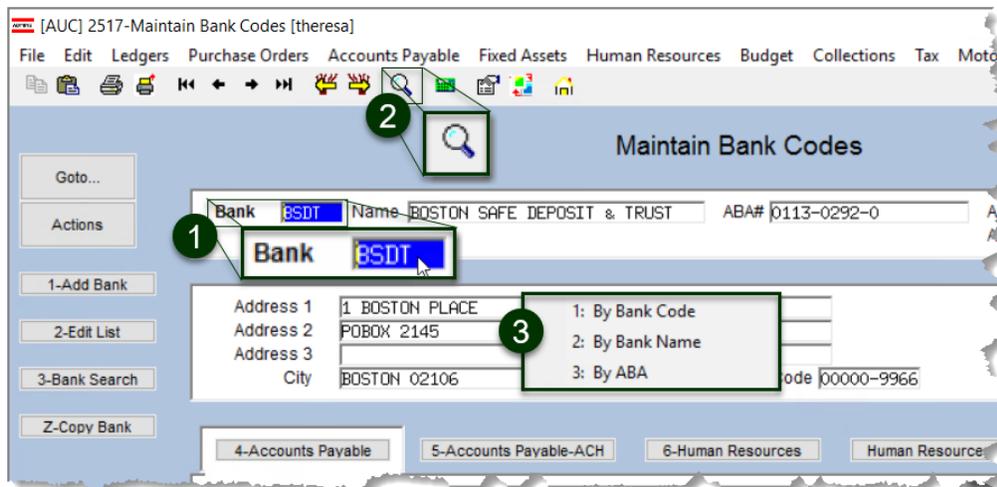
ADMINS added new features to the Maintain Bank Codes screen. The search is enhanced with lookups available on the ABA number, and a bank may be copied. These features are described in detail below.

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.

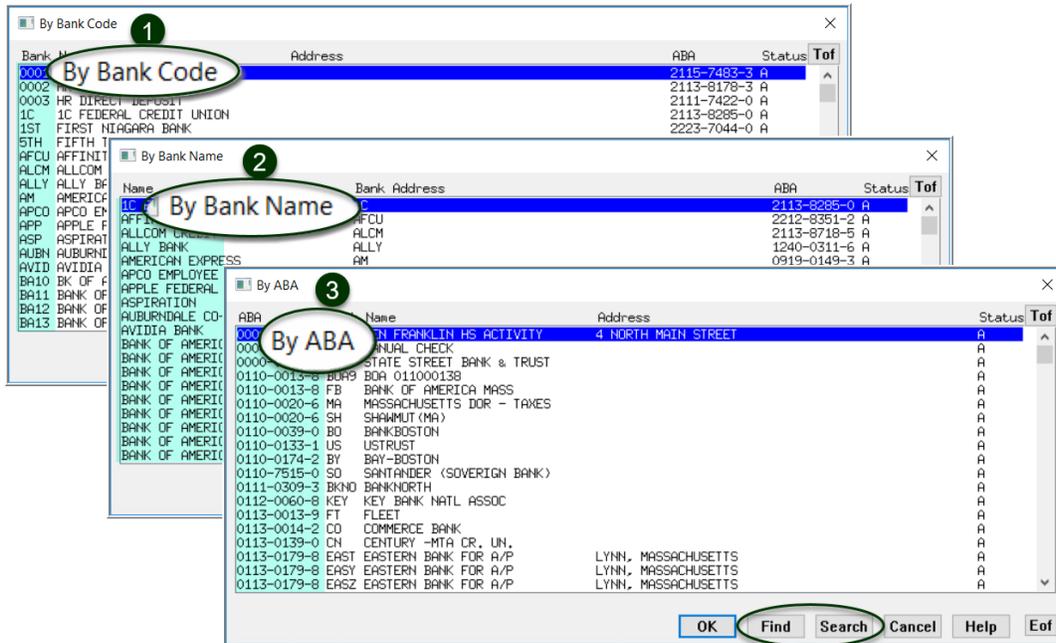
#### 4.1.1 Lookup on Bank Code Field



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.

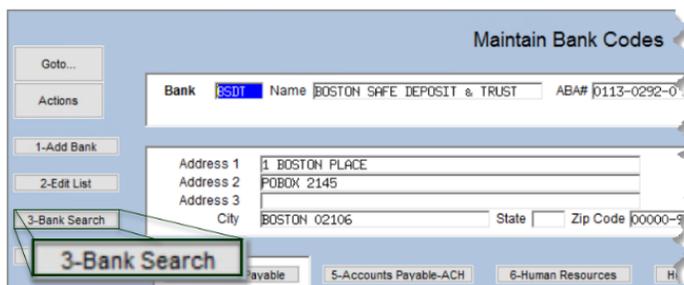


The three options are 1: By Bank Code, 2: By Bank Name, and 3: By ABA.

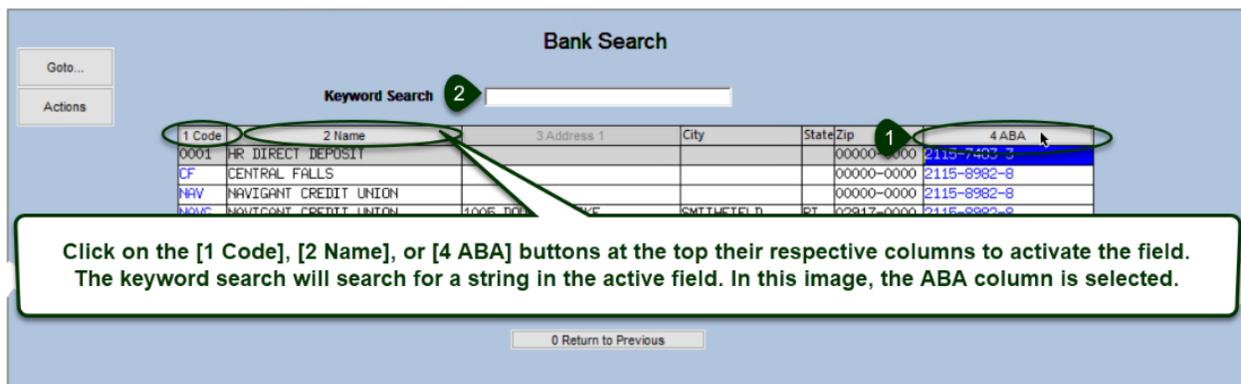


Use the [Find] or [Search] buttons to locate the desired bank.

### 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]



## 4.2 Copying a Bank Code [Enhancement]

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]

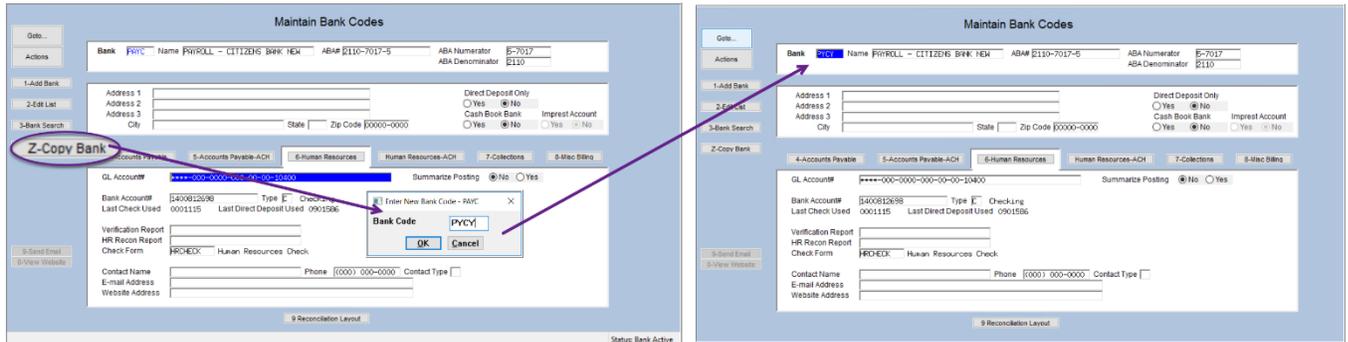


Figure 12 Copy PAYC to new account named PYCY

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 [support@admins.com](mailto:support@admins.com) 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 [AP-210 Implementing a New Bank Account](#) and [AP-217 New Bank Account Number](#) 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.





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**

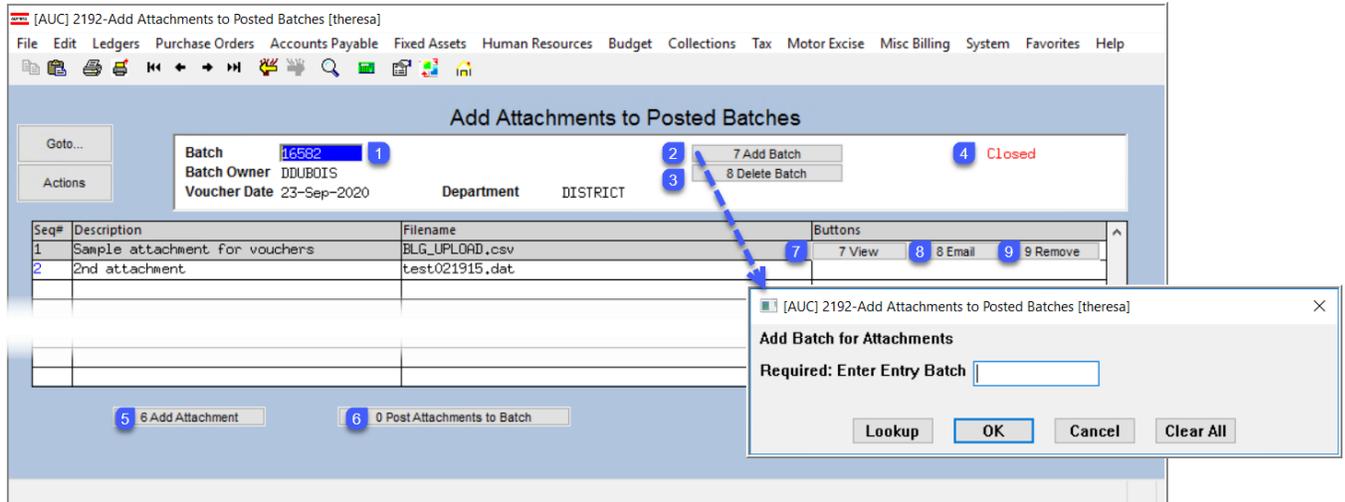


Figure 13 Screen 2192 – Add Attachments to Posted Batches

- 1 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.
- 3 Use **[8 Delete Batch]** to remove a batch added in error that is no longer needed for attaching.
- 4 Indicates the batch status – attachments may only be added to posted batches (Closed).
- 5 **[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]**.

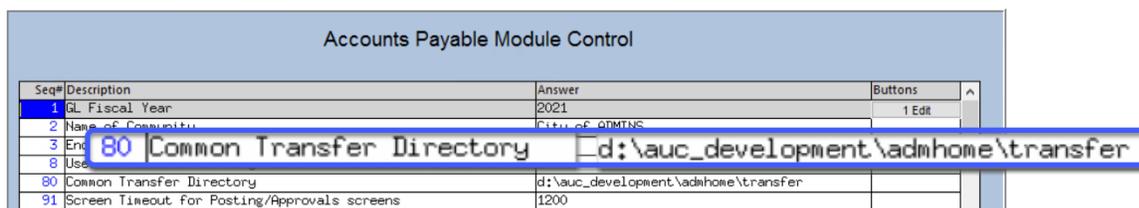
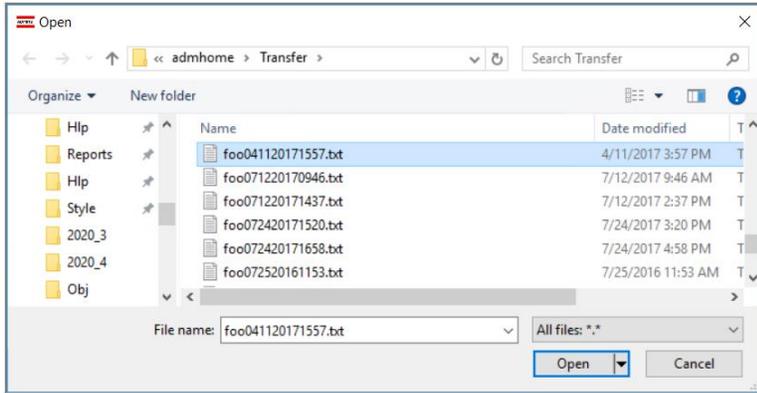


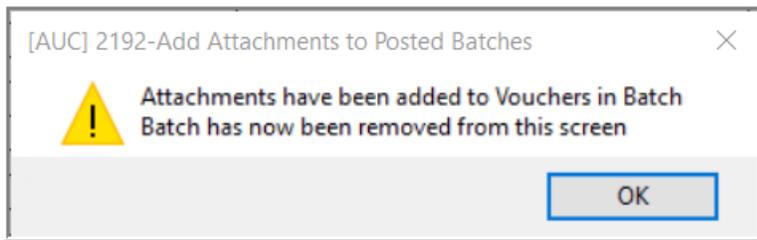
Figure 14 Module Control #80 specifies the location of the Common Transfer directory



*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:



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

**Voucher Query ▶ Attachments screen**

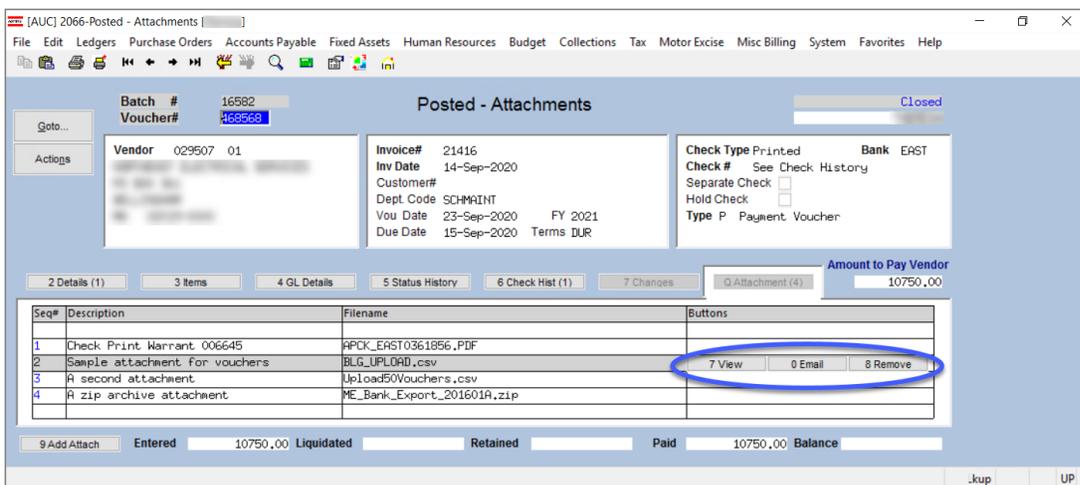


Figure 16 Shows the Attachments tab of the Voucher Query screen



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.

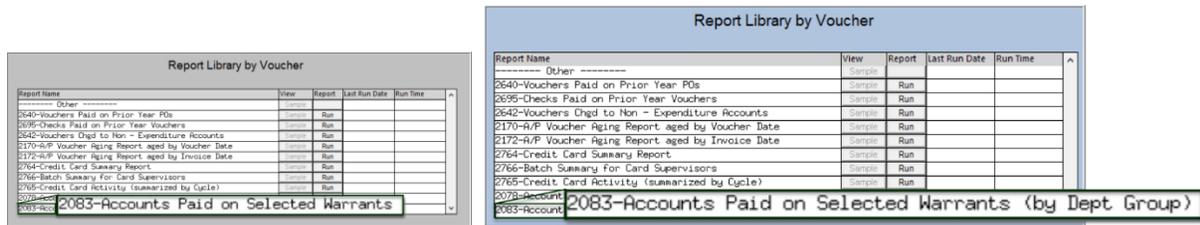


Figure 17 Before & After – report #2083 title now includes “(by Dept Group)”

| Account Number                  | Vendor | Vendor Name               | Voucher# |
|---------------------------------|--------|---------------------------|----------|
| Warr# 006640 CkDate 21-Sep-2020 |        |                           |          |
| Dept FINANCE FINANCE OFFICE     |        |                           |          |
| 1000-000-0000-000-00-39-41500   | 029872 | KNOX, BRIAN RUSSELL       | 468.012  |
| 1000-000-0000-000-00-39-41500   | 029871 | HYUNDAI LEASETTLING TRUST | 468.011  |
| 1000-000-0000-000-00-39-41500   |        | 2019 MV EXCISE REVENUE    |          |
| 1000-000-0000-000-00-40-41500   | 029875 | CAB EAST LLC              | 468.015  |
| 1000-000-0000-000-00-40-41500   | 029876 | CAB EAST LLC              | 468.016  |
| 1000-000-0000-000-00-40-41500   | 029877 | CHABOT, GEORGE W          | 468.017  |
| 1000-000-0000-000-00-40-41500   | 029878 | DUNSEATH, JENNIFER L      | 468.018  |

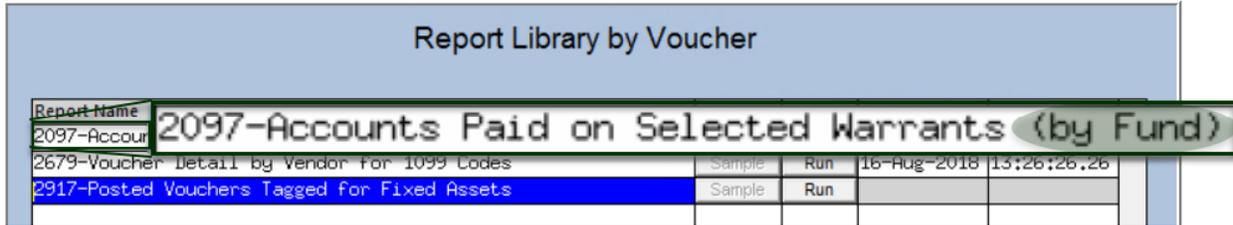
Figure 18 Report #2083 as run to Excel®

[ADM-AUC-AP-1027]



## 6.2 #2097 Accounts Paid on Selected Warrants (by Fund) [Enhancement]

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



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® or Excel® format. This report is sometimes requested for the year end audit.

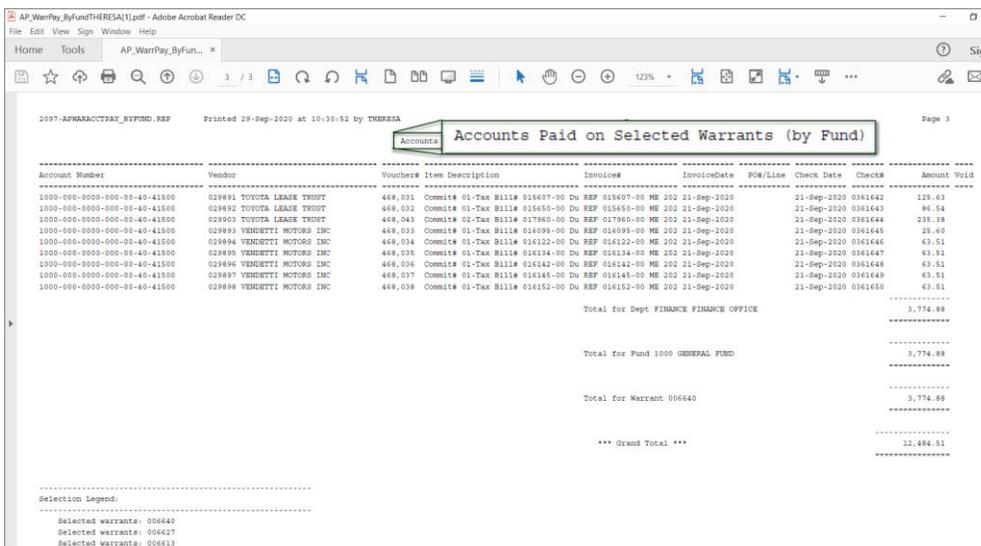
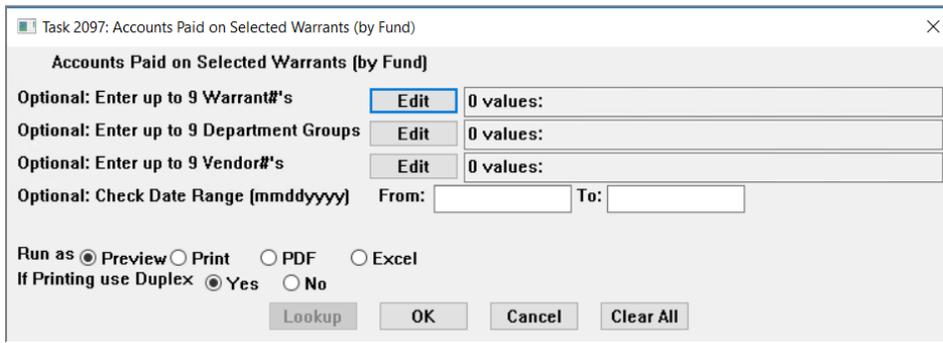


Figure 19 Report #2097 run as PDF®

[ADM-AUC-AP-1027]



### 6.3 Federal ID on Reports [Enhancement]

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](mailto:support@admins.com). The affected reports from the **Enter Vendors, View Vendors, and Report Library** screens are:

|   |  |
|---|--|
| Address List                            | # 3816 Vendors Address Listing             |
| Name List                               | # 3823 Vendors missing City, State or Zip  |
| Vendors on Hold                         | # 3817 Vendors Name Listing                |
| Vendors by Class                        | # 3818 Vendors by Hold Codes               |
| Vendors by 1099                         | # 3819 Vendors by 1099 Codes               |
| Vendors by Minority Code                | # 3820 Vendors by Minority Codes           |
| Vendors on State Bid List               | # 3821 Vendors on State Bid List           |
| Vendors with Duplicate Names            | # 3822 Vendors with Duplicate Name Listing |
| Vendors w/City and State but no Zipcode |  |

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 [support@admins.com](mailto:support@admins.com) 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.



**Report Library by Vendor**

| Report Name                                     | View   | Report | Last Run Date | Run Time    |
|---|--------|--------|---------------|-------------|
| 3816-Vendors Address Listing                    | Sample | Run    | 18-Nov-2020   | 13:12:37.89 |
| 3823-Vendors missing City, State or Zip         | Sample | Run    | 18-Nov-2020   | 13:14:09.74 |
| 3817-Vendors Name Listing                       | Sample | Run    | 18-Nov-2020   | 13:15:48.22 |
| 3818-Vendors - by Hold Codes                    | Sample | Run    | 18-Nov-2020   | 11:10:06.77 |
| 2565-Vendors - by Classification                | Sample | Run    | 19-Nov-2020   | 10:01:32.47 |
| 3819-Vendors - by 1099 Codes                    | Sample | Run    | 17-Nov-2020   | 12:05:37.01 |
| 3820-Vendors - by Minority Codes                | Sample | Run    | 17-Nov-2020   | 12:05:49.19 |
| 3821-Vendors - on State Bid List                | Sample | Run    | 17-Nov-2020   | 13:04:16.18 |
| 2094-Vendors - Duplicate Federal Tax ID Numbers | Sample | Run    | 17-Nov-2020   | 13:05:51.17 |
| 3822-Vendors with Duplicate Name Listings       | Sample | Run    | 17-Nov-2020   | 13:06:01.66 |
| <b>2690-Highest Paid Vendors</b>                | Sample | Run    | 01-Dec-2020   | 15:54:01.75 |
| 2691-Vendors with Duplicate Name Listings       | Sample | Run    | 01-Dec-2020   | 14:31:22.46 |
| 2164-Vendor Discounts About to Expire           | Sample | Run    | 16-Nov-2020   | 16:46:42.56 |

**Task 2690: Highest Paid Vendors**

**Highest Paid Vendors**

Required: Enter Date Range      From: 01-Jan-2020      To: 30-Nov-2020

Optional: Include payments over this \$ level (500.01)      5,000.01

Optional: # of vendors to include in report      20

Print Report as:       Detail  Summary

One-Time Vendors       Include  Exclude

Include only:       REAP Vendors  Non-Reap Vendors  All Vendors

**Include FID# in Excel?**       Yes  No

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Lookup    **OK**    Cancel    Clear All

AP\_PO\_HighestPaid\_Vendors\_THERESA[7].xml - Excel

| Vendor# | Name                            | FedID  | Address1                               | Address2                                     | City_State_Zip                 | #Checks    | Total Paid           | Classification |
|---------|---------------------------------|--------|--|--|--------------------------------|------------|----------------------|----------------|
| 1       | BANK - NA                       | *****9 | PO BOX 2054                            | SCHLITZ PARK STE 300                         | MILWAUKEE, WI 53201-0000       | 12         | 10,463,570.32        | Unclassified   |
| 3       | OLIE CROSSBELL SHIELD           | *****5 | P O BOX 4184                           |  | BOSTON, MA 02211-4184          | 18         | 5,054,300.00         | Unclassified   |
| 4       | NORFOLK CTY RETIREMENT SY       | *****9 | 480 NEPONSET ST. BLDG #15              |  | CANTON, MA 02021-0000          | 39         | 4,509,411.62         | Unclassified   |
| 5       | MASS TEACHERS RETIRE SYS        | *****9 | 500 RUTHERFORD AVENUE SUITE 210        |  | CHARLESTOWN, MA 02129-1628     | 27         | 2,547,046.60         | Unclassified   |
| 6       | HARVARD PILGRIM HEALTH CARE     | *****2 | PO BOX 970050                          |  | BOSTON, MA 02297-0000          | 34         | 2,194,950.40         | Unclassified   |
| 7       | TOWN OF BELL-GROUP INS CL T F   | *****4 | 10 MECHANIC ST                         |  | BELLINGHAM, MA 02019-0000      | 38         | 1,280,650.69         | Unclassified   |
| 8       | VENEDITI MOTORS INC             | *****0 | 411 WEST CENTRAL ST.                   |  | FRANKLIN, MA 02038-0000        | 10         | 1,160,592.12         | Unclassified   |
| 9       | E.L. HARVEY & SONS, INC.        | *****8 | 68 HOPKINTON ROAD                      |  | WESTBOROUGH, MA 01581-0000     | 9          | 1,094,554.14         | Unclassified   |
| 10      | MCWIT                           | *****9 | 3 CENTER PLAZA, SUITE 430              | 12TH FLOOR                                   | BOSTON, MA 02108-0000          | 3          | 918,330.02           | Unclassified   |
| 11      | BICO                            | *****2 | 387 EAST CENTRAL STREET                |  | FRANKLIN, MA 02038-0000        | 11         | 722,466.02           | Unclassified   |
| 12      | BLACKST VAL SUPT COLLAB         | *****1 | 65 PLEASANT ST.                        |  | UPTON, MA 01568-1499           | 4          | 698,280.50           | Unclassified   |
| 13      | J D'AMICO INC                   | *****6 | 10 YORK AVE                            |  | RANDOLPH, MA 02368-0000        | 6          | 570,354.88           | Unclassified   |
| 14      | T MOZZI INC                     | *****9 | 80 COMPASS CIRCLE                      |  | NORTH HINGSTOWN, RI 02852-0000 | 3          | 541,238.39           | Unclassified   |
| 15      | LEARNING CTR FOR THE DEAF       | *****1 | 848 CENTRAL STREET                     |  | FRAMINGHAM, MA 01701-4880      | 12         | 538,620.43           | Unclassified   |
| 16      | PRIDE ENV. & CONSTRUCTION INC   | *****0 | P.O. BOX 547                           |  | EAST TAUNTON, MA 02718-0000    | 5          | 481,174.52           | Unclassified   |
| 17      | STOP LOSS INSURANCE BROKERS IN  | *****6 | 20 PARK PLAZA, SUITE 628               |  | BOSTON, MA 02116-4303          | 9          | 450,057.88           | Unclassified   |
| 18      | MMA PROPERTY & CASUALTY GROUP I | *****8 | PO BOX 4106                            |  | WOBBURN, MA 01888-4106         | 2          | 447,958.00           | Unclassified   |
| 19      | TERRAFORM POWER, LLC            | *****4 |  | 200 LIBERTY STREET 1-NEW YORK, NY 10281-0000 | 10                             | 421,369.84 | Unclassified         |                |
| 20      | CITY TREASURER                  | *****7 | 169 MAIN ST                            |  | WOONSOCKET, RI 02896-0000      | 4          | 317,899.10           | Unclassified   |
| 21      | VAN POOL TRANSPORTATION         | *****0 | PO BOX 1000                            |  | WILBRAHAM, MA 01095-0000       | 7          | 314,091.00           | Unclassified   |
| 22      | GREAT-WEST RETIREM SVC - WELLS  | *****7 | MA DEF COMP SMART PLAN FULL TIME VATTN | ACCOUNTING DE                                | DENVER, CO 80256-0859          | 97         | 257,376.15           | Unclassified   |
| 23      | MHQ MUNICIPAL VEHICLES          | *****9 | 401 ELM STREET                         |  | MARLBOROUGH, MA 01752-0000     | 20         | 248,356.28           | Unclassified   |
| 24      | CHA CONSULTING INC              | *****9 | 111 WINNERS CIRCLE                     | PO BOX 5269                                  | ALBANY, NY 12205-0269          | 9          | 231,116.68           | Unclassified   |
| 25      | TOWN OF BELLINGHAM-POLICE       | *****4 | 39 BLACKSTONE STREET                   |  | BELLINGHAM, MA 02019-0000      | 124        | 206,992.65           | Unclassified   |
| 26      | N.E. CTR FOR CHILDREN           | *****2 | PO BOX 845108                          |  | BOSTON, MA 02284-5108          | 12         | 203,318.62           | Unclassified   |
| 27      |                                 |        |  |  | <b>Grand Total</b>             | <b>625</b> | <b>35,904,106.85</b> |                |

Filters:  
31 Begin: 01-Jan-2020  
32 End: 31-Dec-2020  
33 Over\$: 0.00  
34 #Vendors: 25  
35 Format: Summary  
36 One-Time?: Excluded  
37 Entity: Both  
38 REAP?: Both  
39 FID?: Y

The FID will be truncated for users running the report who do not have access to the Enter Vendors screen (same as the View Vendors screen)

[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.

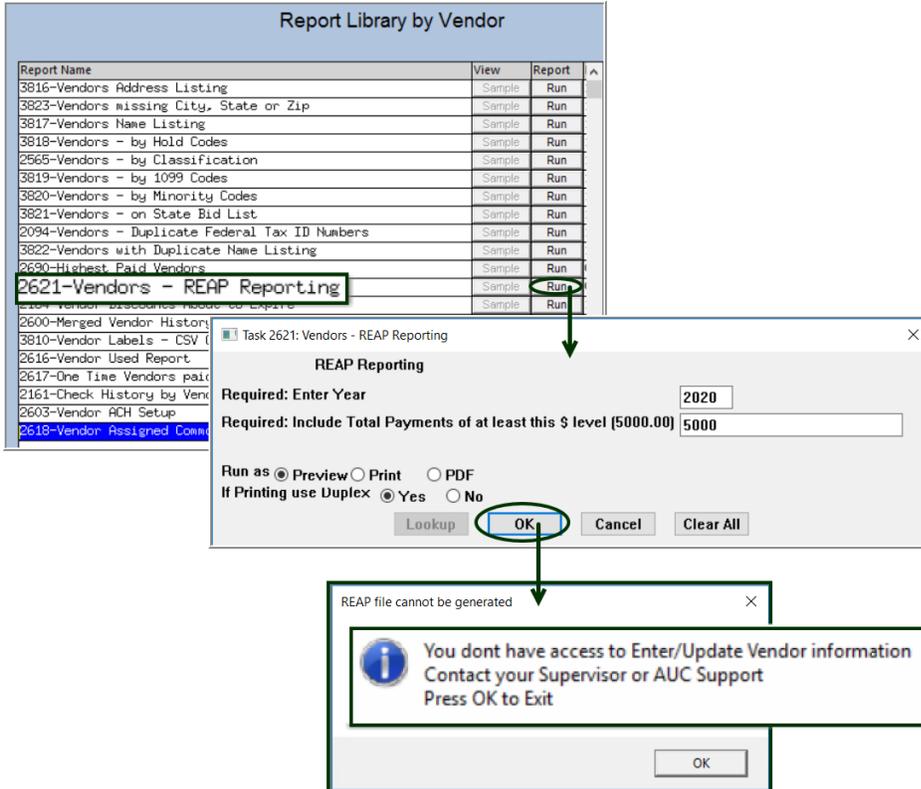


Figure 20 Users who attempt to run the report without the proper access will see the message above

[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 <https://www.irs.gov/instructions/i1099msc> 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 **AP-710 1099 Processing** for detailed instructions for 1099 Processing.

[ADM-AUC-AP-991]



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

|  |                 |   |
|--|-----------------|---|
| PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.<br>TOWN OF ADMINS<br>219 LEWIS WHARF<br>BOSTON, MA 02110 |                 | <b>Federal ID number<br/>masking sample</b> |
| LuAnn Moore (617) 494-5100   |                 |   |
| PAYER'S TIN  | RECIPIENT'S TIN |   |
| 04-1234567   | **_***6260      |   |

|  |                 |  |
|--|-----------------|--|
| PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.<br>TOWN OF ADMINS<br>219 LEWIS WHARF<br>BOSTON, MA 02110 |                 | <b>Social Security number<br/>masking sample</b> |
| LuAnn Moore (617) 494-5100   |                 |  |
| PAYER'S TIN  | RECIPIENT'S TIN |  |
| 04-1234567   | ***-**-3878     |  |

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:

Accounts Payable ▶ 1099's ▶ Entity Table

**Maintain Entity Codes**

Entity: 4 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

---

Transmitter Control Code: 31005  
 Combined Filing State Number: 25  
 Payer Control Name: ADMI  
 Contact Employee Name: LuAnn Moore  
 Contact Phone Number: (617) 494-5100  
 Contact E-mail: support@admins.com  
 Export Directory for IRS file: \\tsclient\c\folder1\

Mask TIN# as \*\*\*-\*\*-####     No     Yes    on printed 1099 Forms

Figure 22 AP 1099 Entity Table

The default is set to No and will continue to print the entire unmasked TIN on the printed forms. Set the radio button to 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



**Code:** If a code in use is missing click [1 Add New] to add it to the table of available codes

**Description:** The text description identifying the type of payment

**The screen handles Pre-2020 and Current reporting**

**Pre 2020 Form:** Identifies the 1099 form to which this code applies

**Pre 2020 Box #:** Identifies on which box of the form the amount will be shown

**Pre 2020 Reported Minimum:** The dollar threshold required to be reported; payments over this amount are reportable

**Current Form:** Identifies the 1099 form to which this code applies

**Current Reported Minimum:** The dollar threshold required to be reported; payments over this amount are reportable

**Current Box #:** Identifies on which box of the form the amount will be shown

| Code | Description                    | Pre 2020 |      |                  | Current |      |                  | Status |
|------|--------------------------------|----------|------|------------------|---------|------|------------------|--------|
|      |                                | Form     | Box# | Reported Minimum | Form    | Box# | Reported Minimum |        |
| A    | ATTORNEY                       | MISC     | 14   | 600.00           | MISC    | 10   | 600.00           | Active |
| B    | BOAT                           | MISC     | 5    |                  | MISC    | 5    |                  | Active |
| D    | DIRECT SALES                   | MISC     | 9    | 5000.00          | MISC    | 7    | 5000.00          | 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 |
| M    | MEDICAL PAYMENTS               | MISC     | 6    | 600.00           | MISC    | 6    | 600.00           | Active |
| MR   | MEDICAL REIMBURSEMENT          | MISC     | 7    | 99999.00         | NEC     | 1    | 99999.00         | Active |
| N    | NON-EMPLOYEE COMPENSATION      | MISC     | 7    | 600.00           | NEC     | 1    | 600.00           | Active |
| O    | 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 TRAN | S        | 2    | 600.00           | S       | 2    | 600.00           | Active |
| V    | VETERAN CH115 - ASSISTANCE     | MISC     | 7    | 99999.00         | NEC     | 1    | 99999.00         | Active |
| Y    | NON-EMPLOYEE COMPENSATION      | MISC     | 7    | 600.00           | NEC     | 1    | 600.00           | Active |

More information will be available at the December 15 Webinar.

### 7.3.1 1099 Codes Edit List [Enhancement]

Task 2554: 1099 Codes List

1099 Codes List

Restrict to Current Form as:  MISC  INT  1099-S  NEC  All

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

Printed 12-Nov-2020 at 11:46:09 by THERESA

City of ADMINS  
1099 Codes List

Form: ALL

| Code | Description                    | Pre 2020 |     |             | Current |     |             | Status |
|------|--------------------------------|----------|-----|-------------|---------|-----|-------------|--------|
|      |                                | Form     | Box | Report Over | Form    | Box | Report Over |        |
| A    | ATTORNEY                       | MISC     | 14  | 600.00      | MISC    | 10  | 600.00      | Active |
| B    | 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 |
| M    | 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 |
| O    | 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 TRAN | S        | 2   | 600.00      | S       | 2   | 600.00      | Active |
| V    | VETERAN CH115 - ASSISTANCE     | MISC     | 7   | 99,999.00   | NEC     | 1   | 99,999.00   | Active |
| Y    | NON-EMPLOYEE COMPENSATION      | MISC     | 7   | 600.00      | NEC     | 1   | 600.00      | Active |

\*\*\* Grand Total \*\*\* # of Codes: 16

The changes for codes are highlighted on the image above.

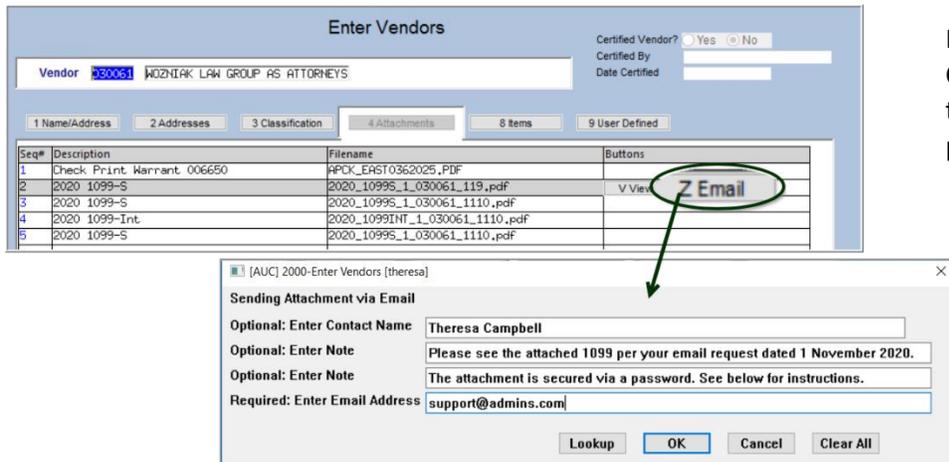
[ADM-AUC-AP-991]



## 7.4 Emailing 1099\* Attachments [Enhancement]

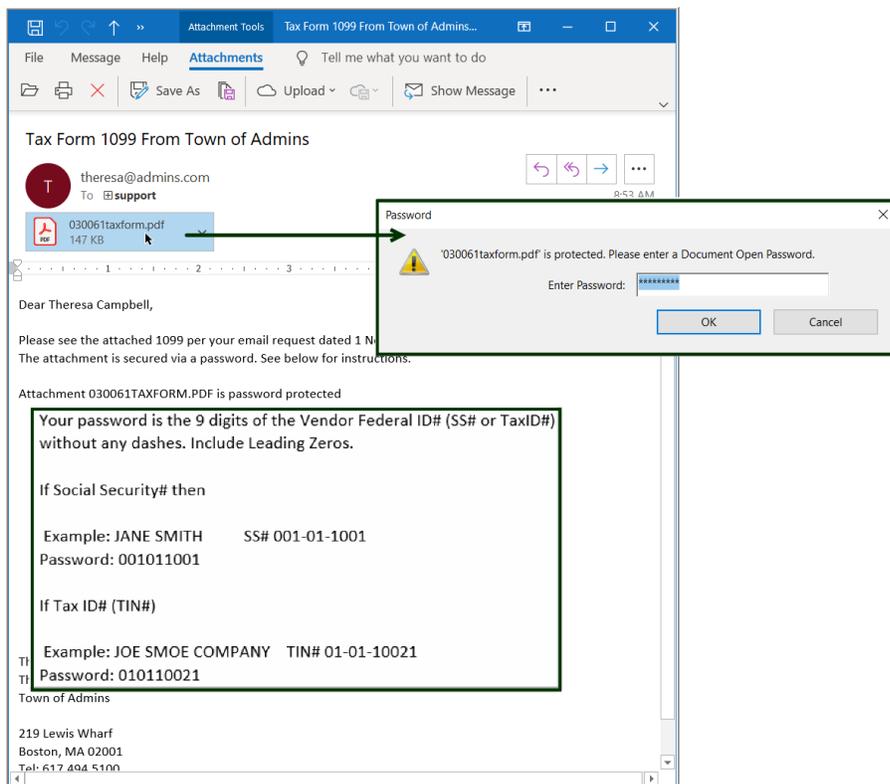
ADMINS provides password protection for securely emailing 1099-I, 1099-MISC, 1099-NEC, and 1099-S attachments. Go to:

**Accounts Payable ▶ Vendors ▶ Enter Vendors ▶ [4 Attachments] ▶ [Email]**



Enter an optional Contact Name and up to two lines of notes to provide context to the requestor. Enter the email address (the only required field). The requestor will receive an email that looks like this with instructions;

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



[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.**

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] |