



# ACCOUNTS PAYABLE

## RELEASE NOTES

DECEMBER 2021

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

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# 1 CHANGE ORDERS IMPACTING VOUCHER HISTORY SCREEN [Fix]

ADMINS corrected an issue that caused multiple-line voucher change orders to display the voucher twice in vendor history if the change was to the invoice number or invoice date. Now voucher change orders will display changed multiline vouchers once in the vendor history screen.

Voucher #481938 had a change order that altered the Invoice Number as shown on the Voucher Change Order History Edit List in Figure 1:

2250-APCHGHISED.T.REP Printed 01-Dec-2021 at 17:25:02 by THERESA City of ADMINS Page 1  
Voucher Change Order History Edit List

Change Seq#: 1 Date: 01-Dec-2021 Time: 17:15:45.16 User: THERESA

Voucher#: 481938 Vendor: 005367-01 MARKERS INC  
Voucher Date: 01-Dec-2021 Dept: ADM

Line	G/L	Field Name	Old Value	New Value
		Inv. Number	TEST [ADM-AUC-AP-1139]	TEST [ADM-AUC-AP-1139]-99

Figure 1 Voucher Change Order History Edit List showing the change to an Invoice Number

From the menu, select:

Accounts Payable ▶ Queries ▶ View all Vouchers (Bills)

[AUC] 2049-View All Vouchers (Bills)

View All Vouchers (Bills)

3 Vou#	2 Batch	4 DeptCode	5 VouchDate	6 Vendor Name	Year	Per Total	Balance
481938	17006	ADM	01-Dec-2021	MARKERS INC	2022	75.00	475.00
481935	17005	HIGHSCHOOL	31-Aug-2021	M&M MEDICAL SUPPLY	2022	97.10	97.10
481934	LV10800	TOWN	31-Aug-2021	WOZNIAK LAW GROUP AS	2022	80.13	
						80.52	

Figure 2 the View All Vouchers (Bills) screen shows the voucher only once

[ADM-AUC-AP-1139]

# 2 INTERFACES/IMPORTS [Enhancements]

ADMINS offers an interface for Credit Card Processing that uses a convenient steps menu.

2445-Credit Card Processing

Accounts Payable ▶ Interfaces/Imports ▶ Credit Card Processing

The second step in the menu is [Maintain Cycle Dates] which allows specifying the opening and closing date for each credit card cycle, as well as due dates and a description.

Maintain Cycle Dates

Code	Open Date	Close Date	To Finance	Review	To Bank	Description
2006	16-Dec-2021	17-Jan-2022	31-Jan-2022	31-Jan-2022	11-Feb-2022	Debit: 16-Dec-2021 Close: 17-Jan-2022
2005	16-Nov-2021	15-Dec-2021	29-Dec-2021	29-Dec-2021	10-Jan-2022	Debit: 16-Nov-2021 Close: 15-Dec-2021
2004	16-Oct-2021	15-Nov-2021	29-Nov-2021	29-Nov-2021	10-Dec-2021	Debit: 16-Oct-2021 Close: 15-Nov-2021
2003	16-Sep-2021	15-Oct-2021	29-Oct-2021	29-Oct-2021	09-Nov-2021	Debit: 16-Sep-2021 Close: 15-Oct-2021
2002	17-Aug-2021	15-Sep-2021	29-Sep-2021	29-Sep-2021	12-Oct-2021	Debit: 17-Aug-2021 Close: 15-Sep-2021
2001	16-Jul-2021	16-Aug-2021	30-Aug-2021	30-Aug-2021	10-Sep-2021	Debit: 16-Jul-2021 Close: 16-Aug-2021
2112	16-Jun-2021	15-Jul-2021	29-Jul-2021	29-Jul-2021	09-Aug-2021	Debit: 16-Jun-2021 Close: 15-Jul-2021
2111	18-May-2021	15-Jun-2021	29-Jun-2021	29-Jun-2021	12-Jul-2021	Debit: 18-May-2021 Close: 15-Jun-2021
2110	16-Apr-2021	17-May-2021	01-Jun-2021	01-Jun-2021	11-Jun-2021	Debit: 16-Apr-2021 Close: 17-May-2021
2109	16-Mar-2021	16-Apr-2021	29-Apr-2021	29-Apr-2021	10-May-2021	Debit: 16-Mar-2021 Close: 16-Apr-2021
2108	16-Feb-2021	15-Mar-2021	29-Mar-2021	29-Mar-2021	09-Apr-2021	Debit: 16-Feb-2021 Close: 15-Mar-2021
2107	16-Jan-2021	15-Feb-2021	01-Mar-2021	01-Mar-2021	12-Mar-2021	Debit: 16-Jan-2021 Close: 15-Feb-2021



## 2.1 Maintain Cycle Dates Edit List

Prior to the software update, the edit list description was truncated. In addition, there was no option to limit the list by a date range.

Code	Open Date	Close Date	Last Date to Finance	Payment to Bank	Description
2206	16-Dec-2021	17-Jan-2022	31-Jan-2022	11-Feb-2022	Open: 16-Dec-2021 Close: 17-Jan-2
2205	16-Nov-2021	15-Dec-2021	29-Dec-2021	10-Jan-2022	Open: 16-Nov-2021 Close: 15-Dec-2
2204	16-Oct-2021	15-Nov-2021	29-Nov-2021	10-Dec-2021	Open: 16-Oct-2021 Close: 15-Nov-2
2203	16-Sep-2021	15-Oct-2021	29-Oct-2021	09-Nov-2021	Open: 16-Sep-2021 Close: 15-Oct-2
2202	17-Aug-2021	15-Sep-2021	29-Sep-2021	12-Oct-2021	Open: 17-Aug-2021 Close: 15-Sep-2
2201	16-Jul-2021	16-Aug-2021	30-Aug-2021	10-Sep-2021	Open: 16-Jul-2021 Close: 16-Aug-2
2112	16-Jun-2021	15-Jul-2021	29-Jul-2021	09-Aug-2021	Open: 16-Jun-2021 Close: 15-Jul-2
2111	18-May-2021	15-Jun-2021	29-Jun-2021	12-Jul-2021	Open: 18-May-2021 Close: 15-Jun-2
2110	16-Apr-2021	17-May-2021	01-Jun-2021	11-Jun-2021	Open: 16-Apr-2021 Close: 17-May-2
2109	16-Mar-2021	15-Apr-2021	29-Apr-2021	10-May-2021	Open: 16-Mar-2021 Close: 15-Apr-2
2108	16-Feb-2021	15-Mar-2021	29-Mar-2021	09-Apr-2021	Open: 16-Feb-2021 Close: 15-Mar-2

Figure 3 Before – the right side of the report was truncating the dates

Figure 4 Before & After – there is now an optional filter for an “Open Date Range”

Code	Open Date	Close Date	Last Date to Finance	Payment to Bank	Description
2206	16-Dec-2021	17-Jan-2022	31-Jan-2022	11-Feb-2022	Open: 16-Dec-2021 Close: 17-Jan-2022
2205	16-Nov-2021	15-Dec-2021	29-Dec-2021	10-Jan-2022	Open: 16-Nov-2021 Close: 15-Dec-2021
2204	16-Oct-2021	15-Nov-2021	29-Nov-2021	10-Dec-2021	Open: 16-Oct-2021 Close: 15-Nov-2021
2203	16-Sep-2021	15-Oct-2021	29-Oct-2021	09-Nov-2021	Open: 16-Sep-2021 Close: 15-Oct-2021
2202	17-Aug-2021	15-Sep-2021	29-Sep-2021	12-Oct-2021	Open: 17-Aug-2021 Close: 15-Sep-2021

\*\*\* Grand Total \*\*\* # of Cycles: 5

Figure 5 After – the report with a filtered date range and the full date description column is displayed

[ADM-AUC-AP-1137]

## 3 1099 PROCESSING

ADMINS continues to enhance the 1099 process to satisfy customer requests and for IRS statutory change compliance. New features include: **1099-G** for Government Grants, **1099-S** AUC form has three address lines available for data entry, there are **Backer Changes** for all forms, and **Form 4419 – FIRE System** has new rules.

### 3.1 FIRE System

The IRS FIRE system is used for submitting 1099 data to the IRS. Only submit paper Form 4419 to **revise current Transmitter Control Code (TCC) information or to request an additional TCC for a form type listed in Box 8**. An original TCC must be submitted electronically via the FIRE System at <https://fire.irs.gov/>.



### 3.2 1099 Codes

Review the **Maintain 1099 Codes** screen each year. **ADMINS** does not maintain this table; each site manages their own. The yellow and green shading in the image below is for emphasis on this document only; the screen will not show the shading.

**[AUC] 2522-Maintain 1099 Codes**

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

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

**1 Add New**  
2 Edit List

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

Code	Description	Form	Pre-2020		Current		Status	
			Box#	Reported Minimum	Form	Box#		Reported Minimum
	ATTORNEY	MISC	14	600,00	MISC	10	600,00	Inactive
	Gross Proceeds Paid to an Attorn	MISC			NEC	1	600,00	Active
	BOAT	MISC	5		MISC	5		Active
	DIRECT SALES	MISC	9	10,00	MISC	7	10,00	Active
	EXCESS	MISC	13		MISC	13		Active
	FEDERAL TAX	MISC	4		MISC	4		Active
	F CROP	MISC	10	600,00	MISC	9	600,00	Active
	TRAVEL GRANTS		6			6		Active
	INTEREST	INT	1	10,00	INT	1	10,00	Active
	RENT	MISC	1	600,00	MISC	1	600,00	Active
	MEDICAL PAYMENTS	MISC	6	600,00	MISC	6	600,00	Active
	MEDICAL REIMBURSEMENT	MISC	7	99999,00	NEC	1	99999,00	Active
	NON-EMPLOYEE COMPENSATION	MISC	7	600,00	NEC	1	600,00	Active
	OTHER	MISC	3	1,00	MISC	3	1,00	Active
	ROYALTY	MISC	2	10,00	MISC	2	10,00	Active
	PROCEEDS FROM REAL ESTATE TRAN	S	2	600,00	S	2	600,00	Active
	VETERAN CHILDS - ASSISTANCE	MISC	7	99999,00	NEC	1	99999,00	Active
	NON-EMPLOYEE COMPENSATION	MISC	7	600,00	NEC	1	600,00	Active
	EXEMPT (NOT REPORTABLE)							Active

**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

### 3.3 1099-S Proceeds from Real Estate Transactions

**ADMINS** added two additional lines for the address/description of real estate transaction proceeds reported on form 1099-S. Now any proceeds paid via the Accounts Payable vouchers will have three 50 character lines to use for the description.

**Additional Information for Form: S**

Box 1: Date of Closing  Box 5: Transferor is a Foreign Person  Yes  No

Box 3: Address or Legal Description of Property (incl city, state and ZIP code)

Box 4: Property or Services Received?  Yes  No

Box 6: Buyers Part of Real Estate Tax \$

1 Add Vendor/Check   2 Delete Vendor   3 Get Name/Addr from Vendor File   4 Verification Report   5 Exit to Menu

Figure 6 Before – the Box 3 information was limited to a single 50 character line



Figure 7 After – Box 3 now accepts up to three lines of data

[ADM-AUC-AP-1142]

## 4 ATTACHMENTS [Enhancement]

ADMINS changed the error checking on attachments to limit the check to `\\tsclient\C`, so the system will prevent the attachment if a user tries to attach a file from the C drive of their local PC. If they are attaching to *another* mapped network drive shared from the local PC, the attachment will be allowed. System Administrators can minimize attachment loss by ensuring consistency in drive letter mapping; for example, push the drive mapping out via group policy for all users of AUC.

Please see the [September 2021 Release Notes](#) for a list of screens this change will impact.

[ADM-AUC-SY-8225]

## 5 HELP REFERENCE LIBRARY

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

### 5.1 New or Updated Documents

- Year End Processing
  - AP-730 General Instructions for Forms 1099 [Updated]
  - AP-740 Application for Filing Information Returns Electronically [Updated]
  - AP-745 Instructions for Form 1099 G Certain Government Payments [New]
  - AP-750 Instructions for Form 1099 Interest [Updated]
  - AP-760 Instructions for Form 1099 MISC & NEC [Updated]
  - AP-770 Instructions for Form 1099 S [Updated]