

ACCOUNTS PAYABLE RELEASE NOTES

JUNE 2022

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

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1 ADDED BATCH NUMBER TO ERROR CHECK [Enhancement]

ADMINS added the User Batch number to the voucher error check by batch report. Now that error checking is done only at the batch level, this identifes the batch vouchers belonged to when checked.

Accounts Payable Enter Bills Batches [4 Check Batch

2085	-FMREP:	City of ADMINS Voucher Error Check by Batch	Page 1
Use: 170	rBatch 50	pected Amount Entered Amount Batch Errors: 180.12 180.12	
Vouche 482379	er# Line (9	GLLine Errors *** Invoice Number is blank - Go to voucher to fix *** Invoice Date is blank - Go to voucher to fix Warning: Voucher Date in FY 2023 Differs from Current FY 2022 *** P2131-Check Date on Voucher must be set for Non-Printed Checks *** P2151-PO Marked for Prevailing Wages. Certified Payroll documents not checked	
Vouche 482946	er# Line (6	GLLine Errors Warning: Voucher Date in FY 2023 Differs from Current FY 2022 Warning: P2129-Voucher Date cannot be less than Invoice Date	

[ADM-AUC-AP-1111]

2 VIEW VENDORS [Enhancement]

As an added security feature only users that have access to maintain the vendor table have access to view 1099 forms. The Query Vendors screen does not allow the viewing of 1099 forms but there was some confusion on where to access 1099 forms, so we enhanced the message to remind *users with access* where to find the attachments.



Goto Actio <u>n</u> s	Vendor 030675 MITT WOZNIAK, ATT	View Vendors Enter Vendors ORNEY AT LAW ORNEY AT LAW Other attachm	only viewable from the s screen. Added this e View Vendors screen. ents will be viewable.
_	1 Name/Address 2 Addresses 3 Classification	4 Attachments 0 Items U User Def	fine 9 Emails
5-Reports S	eq# Description	Filename	Buttons
6-Queries	Check Print Warrant 006821	APCK_TD050022994.PDF	
2		taxdelinq.csv	W View
7-Name Search 3	Check Print Warrant 006822	APCK_MELN0239516.PDF	
8-Vendor History 4	Check Print Warrant 006824	APCK_CITZ0000029,PDF	
5	Check Print Warrant 006829	APCK_TD050023024.PDF	
2021 1099-G		iew button only available on Er	nter Vendors screen
A GOLO LASI			
8	LNECK Frint Warrant UU6834	HPUK_10000023109,PDF	
9	LNECK Frint Warrant UV6832	HPUK_10050023114,PDF	
1	J LNECK Frint Warrant 006841	HPUK_EH5103/2951,PDF	
1	1 Lheck Frint Warrant 006845	HPUK_EHSIV372952.PDF	

ADMINS added a message to the 1099* attachments on the View Vendors > Attachments screen to remind users that the 1099* attachments are only available in the "Enter Vendors" screen.

[ADM-AUC-AP-1166]





🗈 💼 🚭 🧉 нч 🕈 🖮 🚝 🞬 🔍 📾 🚰 🛃 🎧 🛛 ADMINS added task #2224 AP Disbursement Warrant History to the Quick Task selector button.

[ADM-AUC-SY-8258]

4 DISBURSEMENT WARRANT REPORTS

ADMINS supresses the display of these reports when running a disbursement warrant if there are no records selected:

- 1. #2155 Disbursements Bank Error report
- 2. #2132 Disbursement Omitted Vouchers report
- 3. #2168 Disbursement Stale Voucher Report (Vouchers older than 180 days)

4.1 WARRANT # ADDED TO REPORTS [Enhancement]

×	Part Teake - AP_DISDEat_ 000834 1J.IIS
Ne tot Format cyptoms	File Edit Format Options
List City of ALMINS Printed 22-Apr-1002 et Cash Requirements Error Report Page 1	Courier New 9 • B I U • E E E E E
Warrant: 006857	2118-APDISEDT.REP Printed 21-Apr-2022 at 17:28:13 bit City Of ADMING Disbursement Edit Report
Reparing Checky will not be processed and must be removed from Modify Reyments file before Cash Repirements report can be run	For Warrant : 006854
Zero Checks will be assigned a 600000 check number and processed	
Vendor Vouché Batché Line Tem Description Qty Amount Message	Voucher# Batch# Dept Group Invoice# Vendor Line Voucher Amt
0.00447 MERRY MINE TOMY 4 LIMME 412002 UF10453 1 Grant Fayment 1.0000	422376 17047 CUBRICULUM TEST FOR ALL ABOUT P MCGRAM-BILL EDUCATION, INC. 1 59.50 2 612.50
	672.00
StredRE - AP_BankErr 006654[1].lis	
File Edit Format Options	The first former of a final former of the first former of the firs
Courier New 9 9 B / U P · E F F F F G	Courier New ▼ 9 ▼ B / U ■ ▼ Ξ 掌譯 통 3 ∰
Printed 21-Apr-200 City of ADMINS Disburgements Bank Error Report	k100 2132-APDISOMI.REP Printed 21-Apr-2022 a City of ADMINS Disburgement Omitted Youchers
(Warrant: 006854)	For Warrant: 006854
Na	P16-Jul-2022 Bank: TDO5
Bank Name Account	Status Voucher# Batch# Bank Vendor Department VoucherDate Due Date Invoice#
No Records Selected	No Records Selected
	TedRE - AP_DisbErr006857[1].lis
	File Edit Format Options
	Courier New 9 B / U T E FFF 5 3 6
TedRE - AP_Old/boucher000854(1).lis Ein_Fide000854(1).lis	#15 2107-FWREP:APDISERR.REP Printed 21-Apr-2022 at Cash Requirements Error Report)
Courie New ▼ 9 ▼ B / U ■ ▼ Ⅲ 健康 ■ ■ ■	
Lig-APDISOLDWOUREP Frinted 21-Apr-2022 at 1 City of ADMINS	Warrant: 006857
Warrant: 006854	Negative Checks will not be processed and must be removed from Modify Payments file before Cash Requirements report can be run
NARVING THE CONSIDER Youchers are over 180 Days prior to the Check Date of this warrant, this indicates the should be reviewed prior to continuing with this warrant	Zero Checks will be assigned a 6000000 check number and processed
	Vendor Vouch# Batch# Line Item Description
Voucher# Batch# Dept Group Involce# Vendor VoucherEate VoucherEate	030667 MURPHY HESSE TOOMEY & LEHANE 402902 LV10025 1 Grant Payment
No Records Selected	

Multiple Accounts Payable warrants can be in process at the same time. ADMINS added the warrant number to the face of the report to make it easy to match reports with each warrant.

[ADM-AUC-AP-1163]

5 VOID CHECKS [Document Enhanced]

ADMINS updated the AP-250 Voiding Checks document in the Help Reference Library. Sections on Name, address, and vendor # / remit # changes were added.



Accounts Payable Disbursements (Warrant) AP Void Check Processing



5.1 Name Or Address Changes

A change to an address or name can be needed for an issued check. To **<u>update</u>** either the Vendor NAME or ADDRESS **<u>without changing</u>** the **Vendor#** or **Remit#** on the Voucher, do one of the following:

5.1.1 Vendor Name

- 1. Go to Accounts Payable > Vendors > Enter Vendors screen to update the Vendor Name on the vendor# already used on the voucher(s).
- 2. Void the Check and Re-Open the voucher(s) (Option 3) (no change order needed).
- 3. Run the Disbursement process that will include re-opened voucher(s).

5.1.2 Remit Address Change

- 1. Go to Accounts Payable ▶ Vendors ▶ Enter Vendors screen to update the address on the vendor remit used on the voucher(s).
- 2. Run the void check process and replace with manual check (Option 1). The new address will print on the replacement check.

5.2 Vendor # Or Remit # Changes

If the wrong vendor number or remit number was used, do a voucher change order.

Accounts Payable Change Orders Entry

5.2.1 Use a Different Vendor# or Remit# on the Voucher

- 1. Void the check and re-open the voucher (Option 3).
- 2. Do a change order (Accounts Payable ▶ Change Orders ▶ Entry) on the voucher and change the Vendor# and/or remit#. Error check and post the change.
- 3. Create a new warrant and process the voucher(s) to create a new check.

[ADM-AUC-AP-1162]

6 CLEARING DATA FROM A FIELD [INFORMATION]

When removing data in a field use {Spacebar} | {Enter} to clear the field.

6.1 Example – Voiding a "No Check" or "Wire" in Accounts Payable

Users report being unable to remove data that exists on a screen. For example, processing a **"No Check"** or **"Wire"** in Accounts Payable stamps the cleared date on the record when it is disbursed. To void a **"No Check"**, or **"Wire"**, the "Cleared Date" for the transaction must be blank.

In the example, the "No Check" #4000693 is to be voided. Go to:

Accounts Payable Bank Reconciliation Bank Account Management – By Check Date



While this example used the Accounts Payable Bank Account Management cleared date, this works on most fields throughout the AUC system.

[ADM-AUC-SY-8242]

7 REPORTS

ADMINS added a new report of Vendor Email Addresses.

7.1 #2619 VENDOR EMAIL ADDRESSES

Vendors can have up to four email addresses entered on the vendor screen: General, Purchase Order, ACH, and BID. These addresses are an option when processing Purchase Orders, Accounts Payable payments via ACH, and Bids, as well as making an email address available to contact the vendor for general inquiries.

Accounts Payable

I.	Enter Vendors	Certified Vendor? Yes No
Vendor 010668 SCHOOL FURNISH	INGS INC	Date Certified
1 Name/Address 2 Addresses	3 Classification 4 Attachment (4) 8 Items	9 User Defined
Remittance 1 of 01 A 1 Name SCHOOL FURNISHI 2 Name SOH Name SCHOOL FURNISHI Address 1 131 STATE ROUTE Address 3 City AMHERST State NH Zip Code Country Contact N/A Title	ddress Type Accounts Payable NSS INC N 101A UNIT 13 03031-0000	lotes 1 2 3 4
Web Site General Delivery E-mail	https://www.admins.com support@admins.com	
2 PO E-mail Address	luann@admins.com Send POs to Vendor via E-mail 🛛 🔘	No () Yes
ACH E-mail Address BID E-mail Address	wendy@admins.com anthea@admins.com	

ADMINS added a report of vendor email addresses; to run the report, from the menu, select:

Reports Report Library [By Vendor] #2916 Vendor Email Addresses

Task 2619: Vendor Email Addresses	×
Select Vendors that have at least 1 E associated with the Vendor	mail address
Optional: Enter up to 9 Vendor Classes	Edit 0 values:
Select Entity	○ Town ○ School Both
Select Status:	○ All
Limit to POs sent via Email	●Yes ○No
Run as	
Lookup	OK Cancel Clear All

The report has an optional filter on Vendor Class; can be run for Town, School, or both, and will list All, Only Active, or Only Inactive vendors. The list can be limited to only vendors who have an email set for receiving Purchase Orders via email.

	日 ち・♂・・ Vendor_Email_Addresses_THERESA.xml - Excel 団 − □						×			
	File	Home Insert Page Layout	Formulas Data F	Review View ♀Tellm	e what you	u want to do	The	eresa Campbell	A Share	-
L	L36 • : × ✓ fx								~	
	A	В	с	D	E	F	G	н	1	
1					Send-PO					ЭН
2	Vendor#	Name	General-Delivery-Email	PO-Email-Address	By-Email	ACH-Email	Bid-Email	Vendor-Status		
3	000075	SIMPLEX GRINNELL LP		wendy@admins.com	Yes			Active		
4	000076	STANDARD UNIFORM SERVICES		dimond_inc@hotmail.com	Yes			Active		
5	000692	STAPLES		campbellt189@gmail.com	Yes			Active		
6	010668	SCHOOL FURNISHINGS INC	support@admins.com	luann@admins.com	Yes	wendy@admins.com	anthea@admins.com	Active		
7	014183	M&M MEDICAL SUPPLY		campbellt189@gmail.com	Yes			Active		
8	015429	SCHEDULE STAR		accounting@schedulestar.com	Yes			Active		
9	018497	NEW ENGLAND MATHEMATICS LEAGUE			Yes			Active		1
10	022137	KRESS DESIGN 2			Yes			Active		
11	030675	MITT WOZNIAK, ATTORNEY AT LAW		campbellt189@gmail.com	Yes			Active		1
12										
13		Vendors reported:		9						1
14		Entity:	Both-Town & School							11
15		Status: A								
16										1
17										
18										
19										Ŧ
	Povendor_email									
Re	Ready 🔠 🗒 🖳+ 100%									

The report shows these fields:



Column Header	Description
Vendor#	The vendor number
Name	The vendor name
General-Delivery-Email	The email set up as a "General Delivery" email on the vendor record
PO-Email-Address	The email set on the vendor for emailing purchase orders
By-Email	The check box is required to be set to "Yes" to make POs available for emailing
ACH-Email	The email where ACH advices are sent for Accounts Payable payments on invoices
Bid-Email	The email where Bids are sent from the bid process

[ADM-AUC-AP-1167]

8 1099 YEAR END PROCESSING [Enhancements]

ADMINS added clarification to help delineate 1099 test & training output files and corrected attachments.

8.1 Training & Test Output Files Marked With a "T"

To distinguish files created from the LIVE account from those generated in the TRAINING area, **ADMINS** added a "T" to the output file name. The "T" will appear in the output file name if:

- 1. The process is run in the TRAINING area, or,
- 2. The "Yes" button is selected on the Test File prompt

This was necessary because the Entity table is frequently the same in Live and TRAINING, and the files created were all placed in the location defined in the Entity table.



[ADM-AUC-AP-1160]

ADMINS Unified Community Accounts Payable



8.2 1099 CORRECTIONS [ENHANCEMENT]

ADMINS added the word "correction" to the description and a "C" to the name on the corrected 1099* attachments. This distinguishes the corrected from the original at a glance. This works for the five 1099 forms – "1099-G" for Grant Payments, "1099-Int" for interest, "1099-Misc" for Miscellaneous, "1099-NEC" for Non-Employee compensation, and "1099-S" for Real Estate Transactions.

Em [AUC] 2000-	-Enter V	endors		
<u>G</u> oto		Enter Vendors	Certified Vendor? Ves No	
Actions	Vend	Dr 024447 BUCCI GRINDING GROUP, LLC	Date Certified	
	1 Name	Address 2 Addresses 3 Classification 4 Attachments	8 tems 9 User Defined	
5 Add Vendor	Seq#	Description	Filename	
6 Add Address	52	2021 1099-Misc	2021_1099MISC_1_024447_59.pdf	
7 Add Attachment	53	2021 1099-Int.	2021_1099INI_1_024447_59.pdf	
7 Add Attachment	54	2021 1099-Misc Correction	2021_1099MISCC_1_024447_59.pdf	
X Out I W	55	2021 1099-Int Correction	2021_1099INTC_1_024447_59.pdf	
X Goto Last				

Figure 1 1099-Misc & 1099-Int Corrections

Vendor 330674 MILLIAM AUGUST, ESQ. Date Certified 1 Name/Address 2 Addresses 3 Classification 4 Attachments 8 tems 9 User Defined Seq# IDescription Filename
1 Name/Address 2 Addresses 3 Classification 4 Attachments 8 tems 9 User Defined [Seq# [Description] Filename
Seg# Description Filename
10
10 2021_1099-G 2021_1099G_1_030674_59.pdf
2021_1099-G Correction 2021_1099GC_1_030674_59.pdf



Enter Vendors	Certified Vendor? Yes No
Vendor 030261 ANGELO CERMINARA	Date Certified
1 Name/Address 2 Addresses 3 Classification 4 Attachments	8 items 9 User Defined
Seq# Description	Filename
7 2021 1099-NEC	2021_1099NEC_1_030261_59.pdf
2021 1099- <mark>NEC Correction</mark>	2021_1099NEC <mark>C</mark> _1_030261_59.pdf

Figure 3 1099-NEC Correction

Enter Vendors	Certified Vendor? Yes No
Vendor 030275 PETER ROCHAT	Date Certified
1 Name/Address 2 Addresses 3 Classification 4 Attachments	8 Items 9 User Defined
Seq# Description	Filename
4 2021 1099-S	2021_1099S_1_030275_59.pdf
2021 1099-S Correction	2021_10998 <mark>C</mark> _1_030275_59.pdf

Figure 4 1099-S Correction

[ADM-AUC-AP-1161]

9 SITE SPECIFIC ERROR CHECKS

ADMINS offers **Site Specific Error Checks** to provide points of customization. Set the checks to work with your business rules; the ones shown here are for illustration. There are three action code options for each error check, if the system detects an error:

• Warning – the user will be notified via a report, but the process will be allowed to continue

• Hard Error – the user will be notified via a report with the message prefixed by three asterisks, and the process will stop and require corrective action before continuing

• No Message – no report is produced/no notification is made, and the process can continue

Prior to the software update, the screens were available only via the System menu. Now, to access the checks, from the menu select:

Accounts Payable							
Enter Bills (Vouchers)	>						
Change Orders	>						
AP/PO Dashboard							
Liquidate Vouchers						C1 C	in the state
Vendors	>		Entry [A	UCJ 2954-Acc	ounts Payable	e Site Spec	CITIC Error Check
Commodity Items	>						
Disbursements (Warrant)	>				Accoun	ts Payab	le Site Specific Error Check
Bank Reconciliation	>		Goto				
Queries	>		A - 17-1			Code	Description
Reports	>		Actio	ns	1 Goto Detail	ABA	Vendor ABA Number Error Checks
Tables	>					AP	Accounts Payable Entry Error Checks
Year-End Processing	>					BANK	Vendor Bank Code Error Check
10001-						BANKACT	Vendor Bank Account Error Check
1099 \$	- ' -					BATYPE	Vendor Bank Account Type Error Check
Module Maintenance	>	Accounts Payable Module Control				WIRCHK	Wire Vendor
Interfaces/Imports		Accounts Payable Check Form Maintenance					
Site Specific		Accounts Payable Check Form Maintenance By Bank					
Help Reference Library	1	Accounts Payable Site Specific Error Check					

Accounts Payable Module Maintenance Accounts Payable Site-Specific Error Checks

Click on **[1 Goto Detail]** to display the Site-Specific Error check. There are six categories of error checking for Accounts Payable: ABA, AP, BANK, BANKACT, BATYPE, and WIRCHK. The sequences for each screen are shown below.

9.1.1 ACCOUNTS PAYABLE

Code	Seq	Description	Action Code
ABA		Vendor ABA Number Error Checks	
	1	ABA Number required for ACH Vendor	O Warning ⊙ Hard Error O No Message
AP		Accounts Payable Entry Error Checks	
	1	Vendor on Hold	• Warning O Hard Error O No Message
	2	Remit Address not AP	• Warning O Hard Error O No Message
	3	Allow Voucher Terms different to Vendor	O Warning 👁 Hard Error O No Message
	5	Voucher Account Different to Item Acct	• Warning O Hard Error O No Message
	6	1099 Vendor with no FID	• Warning O Hard Error O No Message
	7	PO In Different Fiscal Year	• Warning O Hard Error O No Message
	8	Allow Personal Services Accounts	O Warning O Hard Error ⊙ No Message
	9	Wire Transfer to have Blank Check Date	O Warning 💿 Hard Error O No Message
	10	Allow No-Print Checks to have blank Date	O Warning 💿 Hard Error O No Message
	11	Allow Assets Account Types	• Warning O Hard Error O No Message
	12	Allow Liability Account Types	• Warning O Hard Error O No Message
	13	Allow Fund Equity Account Types	O Warning O Hard Error ⊙ No Message
	14	Allow Expenditure Account Types	O Warning O Hard Error ⊙ No Message
	15	Allow Revenue Account Types	• Warning O Hard Error O No Message
	16	Allow Inv Date to differ from Vouch Date	O Warning O Hard Error ⊙ No Message



Action Code Code Seq Description 17 Allow 1099 Code different to Vendor O Warning O Hard Error ⊙ No Message Allow Retainage to be Liquid on "L" Type • Warning O Hard Error O No Message 18 19 Allow Voucher Date less than Invoice Dt • Warning O Hard Error O No Message 20 Check same Vendor, Inv Date & Amount O Warning O Hard Error ⊙ No Message 21 Check for Missing Allocation Code (MDF) O Warning O Hard Error ⊙ No Message • Warning O Hard Error O No Message 22 PO has Qty. Freight/Other is a Credit • Warning O Hard Error O No Message 23 PO has Qty. Continue from Previous Error O Warning O Hard Error ⊙ No Message 24 Voucher date cannot be after today 25 Certified Payroll not checked (From PO) O Warning ⊙ Hard Error O No Message BANK Vendor Bank Code Error Check Bank Required for Wire Vendor O Warning ⊙ Hard Error O No Message 1 BANKACT Vendor Bank Account Error Check 1 Bank Account required for Wire Vendor O Warning ⊙ Hard Error O No Message BATYPE Vendor Bank Account Type Error Check O Warning ⊙ Hard Error O No Message 1 Bank Account Type required on ACH Vendor WIRCHK Wire Vendor Error Check 1 **Require Bank Information** O Warning ⊙ Hard Error O No Message

10 CONNECTICUT "REEMPLOY" PAYMENTS [Enhancement]

"In July 2022, the Connecticut Department of Labor (CTDOL) will transition to a modern unemployment insurance system, <u>ReEmployCT</u>. It will vastly improve how employers and unemployment filers interact with the systems they need to do business, find forms and information, and submit documents to the agency."



https://portal.ct.gov/-/media/DOLUI/ACHCreditFileFormatType56and7.pdf

To comply with the requirement that for Connecticut "ReEmployCT" payments must be paid via ACH starting 07/0/2022, **ADMINS** added ACH Tax Payment type and fields to the Vendors screen.

Accounts Payable > Vendors > Enter Vendors



Figure 5 Before & After – the new fields for Tax Payment Type CT Unem and the CT Unemployment #

10.1 Set Up a CT Unemployment Vendor

to to tors Centified Vendor? Ves ● No Centified Vendor? Vendor 1330527 State of CT - Dept of Labor User Centified Vendor? Vendor 330527 State of CT - Dept of Labor User Centified Vendor? Vendor 330527 State of CT - Dept of Labor User Centified Vendor? Vendor 330527 State of CT - Dept of Labor User Centified Vendor? Vendor 330527 State of CT - Dept of Labor Vendor 300527 State of CT - Dept
Inservice State of CT - Dept of Labor Description 1 Name/Address 2 Addresses 3 Classification 4 Attachments 8 terms 4 Vendor Pederal ID# 55-5222111 Type O None 0 SS# O Tax ID 3 Bank Code BA11 BANK OF AMERICA 122101706 4 3 BAB# 1221-0170-6 Prenote 0 LTVE 4 Bank Account 222222 Type 0 Checking
1 Name/Address 2 Addresses 3 Classification 4 Attachments 8 tems 9 User Defined a Veroider Restrict Access To Town School B Both Federal ID# 55-5222111 Type None SS# Tax ID Bank Code BA11 BANK OF AMERICA 122101706 4 Bank Account 222222 Type C Checking
Weadorest Restrict Access To Town School Both Federal ID# 55-5222111 Type None SS# Tax ID Bank Code BA11 BANK OF AMERICA 122101706 4 Bank Account 222222 Type C Checking
Bank Code BA11 BANK OF AMERICA 122101706 ABA# 1221-0170-6 Prenote LIVE 4 Bank Account 222222 Type C Checking
Bank Account 222222 Type C Checking
Quality and the second s
HR ACH Tax Payment Type OCT Unem O Federal O State O None CT Unemployment # 1234567000
Phone# (2000) 000-0000 0000
Payment Type O Printed Ck O Wire 5 O ACH O No Check
Separate Check? O Yes O No Tailing Vendor
1 Time Vendor? O Yes O No O Yes O No
State Bid List? () Yes () No
Local Vendor? () Yes () No
ed: Business Type Sole Prop/Individual/Single-Member LLC V
y-2022 Note
Merge To Vendor 000000 Addresses on File: 1

Figure 6 Set up the CT Unemployment Vendor

10.2 Setup a CT Unemployment *Voucher*

- 1. Enter a voucher for the CT unemployment vendor
- 2. Enter an invoice date equal to the quarter ending date (ex: 03/31/2022

Using the vendor 30677 as shown in Figure 5, the voucher will automatically be set as an **O ACH** type check.

🚥 [AUC] 60-Vo	oucher Batch Entry	- 0	×
	Voucher Batch Entry Entry Began		
Goto	Batch 17055 Default Bank 1005 TDBANK		
Actions	Default Dept PAYROLL payroll Voucher Date 01-Jul-2022 Default Type Payment Voucher O Check/Wire/ACH OManual Check Entry Began	1	
	Error Status		
1 Add New Batch	Expected Entered Balance Ready for Release Price 4567,7000 4567,7000 Disapproved		
2 Last Batch	Freight Ready for Posting Other Awaiting Approval		
	Totals 4567.70 4567.70 Change Orders		
3 Add Voucher	Submit Batch for Processing O Yes O No Closed		
4 Check Batch			
	Voucher# Vendor Iype Tot	tal	
5 Batch List	482938 030677-01 State of CT - Dept of Labo Payment Vouch 4567.7	Olines	Up

Figure 7 The only voucher in the batch, and the only batch in the warrant for the first submssion

ADMINS recommends that this payment be *the only payment in the warrant for the <u>initial submission</u> so that the ACH file has only this tax payment.*

Create or select the vendor and: 1. Select the HR ACH Tax Payment Type of "⊙ CT Unem"

2. Enter the CT Unemployment #. This number must be ten digits. If your number is seven digits, add three zeroes to the end.

3. Enter the Bank Code and Bank Account provided from the State of CT – Department of Labor

4. Set prenote to "0" (LIVE)

5. Set the payment type to be "ACH"

ADMINS Unified Community

Accounts Payable

S

2127-FMREP:APDISACHVEN.REP Printed 12-May-2022 at 09:12 City Generat for Warr	:24 by THERESA of ADMINS e ACH File ant: 006858	Page 1
Location of ACH file : D:\AUC_DEVELOPMENT\ADMHOME\AUC\FMMOD\dat Ach Date : 12-May-2022	\wrk\ach051220220912.dat	ACH File location is here:
Check# Vendor Remit Vendor Name	ABA Account	Type Check Amount Note
8000082 030677 01 State of CT - Dept of Labor	1221-0170-6 222222 Count: 1 **** Gran	C 4,567.70 d Total: 4,567.70
Image: State	OF ADMINS 12220512 1011900570000001 5 1011900570000001 00000001000000 011900570000009 009090999999999999999999999	ACH has a single record for the initial submission; subsequent submissions may be processed with other AP vouchers.

[ADM-AUC-AP-1165]

11 HELP REFERENCE LIBRARY

The following new or updated documents were installed in the Help Reference Library and new videos or content were added to **ADMINS**.com.

11.1 New or Updated Documents

Enter Vouchers/Process Payments	AP-160 Budget Checking	[New]
Disbursements	AP-250 Voiding Checks	[Updated]

11.2 New Content on ADMINS.Com

This list of new or updated videos on the ADMINS.com website shows the length of each video in [minutes:seconds].

Accounts Payable Disbursement Process [10:44]	[New]
Accounts Payable Voucher Change Orders [4:25]	[New]
Accounts Payable Voucher Entry – Direct Payments [5:35]	[New]
Approvals – Using the AP/PO Dashboard [3:49]	[New]
Clear Data from a Field [1:17]	[New]
Favorites Screen [2:23]	[New]
How to Exit from AUC [1:54]	[New]
Index of Help Documents [0:51]	[New]
Log in to the Training Area [2:04]	[New]
Quick Task Selector [2:12]	[New]
Reset an AUC Password [2:00]	[New]
Resolving Record Locks [2:14]	[New]