S ACCOUNTS PAYABLE RELEASE NOTES – MARCH 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows Accounts Payable system and installed on your site in March 2016.

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1. PAYING BILLS

1.1. Checking a Voucher Batch

Occasionally there was an issue during the during the process that caused the check batch process to fail. This happened during the sending of emails if a voucher referenced a Purchase Order and the price on the voucher differed from the price on the Purchase Order. This has been corrected.

[ADM-AUC-PO-412] [ADM-AUC-AP-779]

1.2. Voucher Status on Batch Query Screen

There was an issue where the voucher status was not updated on the **Batch Query** screen when a batch was transferred to another user. It was using the original owner of the batch to verify status instead of the new owner. This has now been corrected and the **Batch Query** screen will reflect the correct voucher status.

[MBE-AUC-AP-12]

2. APPROVALS

Approvers will now see **ALL** vouchers at the approval level (to which you have security access) even if the vouchers are not currently *available* to be approved. Previously, some vouchers might not be displayed in the approval process because the Voucher or Batch was locked by the owner of the batch working on the batch or voucher, or the voucher had been picked up in another user's approval process.

Any Voucher that is being locked by a user or process will now be displayed in the approval screen, but you will be unable to approve this voucher until the condition causing the lock is resolved. It will not show the radio button to approve/disapprove the vouchers and will display a message at the bottom of the screen on why it is unavailable for approval.

2.1. Batch Owner is Locking the Voucher Batch

The owner of the batch is sitting on the batch entry screen for this batch; therefore, it cannot be selected to be approved until the user has moved off that batch.

NOTE: After the owner moves off the record, you will need to "refresh" your list in order for them to appear for you. To do this, click the velocity wellow left arrow and then go back into the Approvals screen.

			Need	s budge	et Overnde	,					
15	et All Approve		2 Set All Disapprove		3 Set All Ignor	•	4 Process /	koprovals			
<u>5</u> UsrBat	6 Vouch#		Z Vendor Name		8 Dept Code	9 Total	Approve	DisApprv	Ignore		
13073	353004	FIRE EXTING	ISHER SRV	- D	CLASSIFIED	1500.00	•	0	C	Notes	Lines
13074	353005	QUALITONE IN	OUSTRIES	F	IRE	15000,00	•	0	0	Notes	Lines
13077	353031	REPLACEMENT	AUTO PARTS	T T	I NWC	350,00	•	0	0	Notes	Lines
13091	353054	AERIAL SURVE	Y & PHOTO INC	F	IRE	-100,00	•	0	0	Notes	Lines
13092	353055	ADVANCE AUTO) PARTS	T T	I HMC	-15.00	6	0	0	Notes	Lines
13101	353068	STORY HOUSE	CORP	F	IRE	5020,00				Notes	Lines
Vendor Messag Notes	# 000898 # User DI	Remit 01	Date 04	-Dec-2015 latch 1310	Enter 1	ed DIMOND					
Some \	Vouchers o	annot be app	roved as they curre	ently locke	d by other pro	cesses					_



2.2. Batch Owner is Locking the Voucher To Be Approved

The owner of the batch is sitting on the Voucher Entry screen for this Voucher; therefore, it cannot be selected to be approved until the user has moved off that Voucher.

NOTE: After the owner moves off the record, you will need to "refresh" your list in order for them to appear for you. To do

this, click the **Set 19** yellow left arrow and then go back into the Approvals screen.

		Needs Bu	udget Override						
Goto	1 Set All Approve	2 Set All Disapprove	2 Set All Ignore		4 Process	Approvals			
Actions	5 UsrBet 6 Vouch#	Z Vendor Name	8 Dept Code	9 Total	Approve	DisApprv	Ignore		
D Edit List	Quint None 3077 59304 3077 59304 3077 59304 3070 55301 3071 55301 3070 55301 3071 55301 3070 55301 </td <td>Twindo Hane Terror Street Bay Disk Life CHIDDRETES HORIZONI AND NAMES HERIZA SUPPORT HORIS HERIZA SUPPORT HORIS HERIZA SUPPORT HORIS HERIZA SUPPORT</td> <td>PR2 006 PR2 005 PR2 P</td> <td>9 Tatas 1500.00 15000.00 350.00 -150.00 -15.00 -15.00 5020.00</td> <td></td> <td>DisApprv</td> <td>Ignore c c c c c c</td> <td>Notes Notes Notes Notes Notes</td> <td>Lines Lines Lines Lines Lines</td>	Twindo Hane Terror Street Bay Disk Life CHIDDRETES HORIZONI AND NAMES HERIZA SUPPORT HORIS HERIZA SUPPORT HORIS HERIZA SUPPORT HORIS HERIZA SUPPORT	PR2 006 PR2 005 PR2 P	9 Tatas 1500.00 15000.00 350.00 -150.00 -15.00 -15.00 5020.00		DisApprv	Ignore c c c c c c	Notes Notes Notes Notes Notes	Lines Lines Lines Lines Lines
	Vendor # 000898 Message User D	Remit 01 Date 04-Dec- MOND is sitting on the Voucher	-2015 Entered	SINCHIG B					
	Some Vouchers	annot be approved as they currently	locked by other proc	esses					

2.3. Voucher Has Been Selected By Another Process



With multiple users having the ability to process approvals, occasionally there are times when:

- two users are trying to approve the same vouchers,
- a process is being run on those vouchers or
- other vouchers in the batch have not been error checked.

If that is the case, the approvals screen will:

- list all vouchers at this approval level
- remove the ability to approve any that are being locked
- display an informative message.

[ADM-AUC-AP-773]

3. APPROVAL PATHS

3.1. Replace User across All Approval Paths

Enhanced the approval path table to allow the changing of a username en mass. If you have an "Approver" who is no longer employed by the Town and you want to replace that name across all approval paths, you would previously have to do it manually path by path. This update introduces the ability of making that change across all approval paths.

To utilize this feature,

- Access the **approval path** table
- Click the **Actions** button
- Click Replace User
- Complete the parameters and click **OK**

			Maintain Approval	Paths	
<u>G</u> oto					
Actions	Appro	oval Path ADMIN_PO C	Description TOWN ADMINISTRATO	DR_PO	
1 Add New		N	Ainimum Primary	Secondary	This Approval Path Only
2 Remove					This will undete only the noth you are
	Bud	dget Override	WENDY	MARY	I mis will update only the path you are
3 Edit List					viewing in the background.
4 User List	Lev	vel 1 - Supervisor	MARY		
	Lev	vel 3 - Purchasing Office			G, All Approval Daths
	Lev	vel 4 - Finance Department	c [maru]		• All Approval Pauls
		Replace User in Approval Path	s [mary]		This will update all paths in the table.
	PO	Required: Enter FROM Username		Many MacKinnon	
	AP	Required: Enter TO Username		Mary MacKinnon	n Accu
		Replace User from	C This Approval Path Only	v	
			into approval i autom		
		Lo	okup OK Can	cel Clear All	

Note: You may only specify usernames that have been established in the User Profile table. In other words, they must be valid users of the AUC application – otherwise they will not be able to access the approval function.

[ADM-AUC-PO-409]

3.2. Copy One Approval Path Setup to Another

This is a new feature that will copy the entire setup (except the Code and Description) from one path to another. Both paths must exist prior to the copy. To Maintain Approval Paths, select **Accounts Payable** \rightarrow **Tables** \rightarrow **Approval Path Setup**. In the example below, use **Add New** to create the new path – **ADMIN_PO** with a path code and description. Then copy in the settings from the existing path, **ABS_PO** by selecting **Actions** \rightarrow **Copy Path**.



ADMINS Unified Community

Accounts Payable

1		Maintain Approval	Paths	
Qoto				
	Approval Path <u>EDMIN_PO</u>	Description TOWN ADMINISTRATO	IR_P0	Goto
Remove		Minimum Primary	Secondary Tertiary	Actions
Incarore	Budget Override			[AUC] 2500-Maintain Approval Paths [theresa]
Edit List		1	· · · · ·	Copy Approval Path
Jser List	Level 1 - Supervisor			Remove Path Copy From Approval Path ABS_PO
	Level 3 - Purchasing Office			Copy Path Copy To Approval Path ADMIN_PO
	Level 4 - Finance Department Level 5 - Town Manager			Replace User
		· _ /		Remove User
	PO Change Orders			Edit List
	AP Change Orders			Inactivate Path Lookup OK Cancel Clear A

Figure 1 The new path with no data

	Ma	intain Approval	Paths	
Approval Path ABS_PO	Description	COMPENSATED ABS F	UND_P0	I.
	Minimum	Primary	Secondary	Tertiary
Budget Override		THERESA	MARY	ANTHEA
Level 1 - Supervisor Level 2 - Department Head Level 3 - Purchasing Office Level 4 - Finance Department Level 5 - Town Manager				
PO Change Orders AP Change Orders	x 5.00 x 5.00	THERESA MARY	ANTHEA	HENDY NENDY

Figure 2 The existing path

	Mair	ıtain Approval	Paths	
pproval Path	Description	TOWN ADMINISTRATO	IR_P0	I
	Minimum	Primary	Secondary	Tertiary
Budget Override		THERESA	MARY	ANTHEA
Level 1 - Supervisor Level 2 - Department Head Level 3 - Purchasing Office Level 4 - Finance Department Level 5 - Town Manager				
PO Change Orders	× 5,00	THERESA	ANTHEA	MENDY MENDY

Figure 3 The new path with the copied data

[ADM-AUC-AP-781]

4. DEPARTMENT GROUP SECURITY

4.1. "Power User" Department Access for AP/PO

The account security process has been enhanced to allow for one or more "power users" who need to have access to ALL Department Groups without manually managing the security tables each time a new one is added.

Currently, if a new Department Group is needed, the record is added to the Department Group table:

	Department Group Profile			
	Dept Group PRESCHOOL Description Pr	RESCHOOL PROGRAM		
	1 General 2 PO /AP 3 Collections			
	Purchase Order Defaults	Accounts Payable Defaults		
System Help	PO Type P Paguent. Voucher Approval Path PRESCH0_P0 PRESCH00L PROGRAM_P0 Card Approval Path PRESCH0_AP PRESCH00L CCard Approval PRESCH0.AP PRESCH00L			
User Menu 🔸	Invoice Address 8 KEOUGH ADMINISTRATION BLDG Delivery Address 10 BELL_EARLY CHILDHOOD PROGRAM			
Department Group Menu 🕨 Department Group Profile	Print PO# Prefix			

And then access to that group is indivudally granted to each applicable user account:



	Department Group Security									
System Help			Username	Mary	Mary MacKinnon					
			Department	Description			Access Code	s	Status	On User
User Menu	- ▶		POUSER	POLICE		C Read-Only	Access	O No-Access	Active	
Department Group Menu	Dep	partment Group Profile	PRESCHOOL	PRESCHOOL PROGRAM		C Read-Only	Access	C No-Access	Active	
Manu Curun Calur	Des	and the sector Constant Constantion	PRIMAVERA	PRIMAVERA CENTER		C Read-Only	Access	🔿 No-Access	Active	
Menu Group Setup	Dep	partment Group Security	REED	REED CENTER		C Read-Only	Access	O No-Access	Active	

With this update, now, any user names specified in Module Control #45 will be added to All Department groups automatically. However, this will only happen during the "weekly rebuild" of the account security features. For most sites, the weekly rebuild runs on Sunday.

This means that if you add new Department Groups to the system on Tuesday and Wednesday, they will not be automatically added to the "power users" until the weekly process runs on Sunday. If you need immediate access to those groups then you may continue to set the access manually.



Figure 4 New Module Control Table parameter #45

[ADM-AUC-SY-7987]

5. DISBURSEMENTS

5.1. Disclaimer Text Added To Disbursement Reports

Reformatted the disclaimer text to allow for some of the optional disbursement reports to use this disclaimer.



Figure 5 - Before



DISCLAIMER
Check Date/GL effective date at top of this report apply to printed checks & ACH payments.
Wires/No Checks and Manual checks use the Check Date manually entered on the Voucher.

Figure 6 - After

[ADM-AUC-AP-774]

5.2. Collecting Vouchers

During the Collect vouchers step, GL Accounts are checked for errors, if there are any errors it displays an error report. This report was not displaying all the fields to identify the error and has been corrected.

2140-AFDISPERFY.REP Printed 04-Mar-2016 at 1. Tor Col.	J2:18 by THERESA Fage 1 of ADMINS of Vouchers
The following Wouchers) Fiscal Years based on Disbus	7e Inactive or Invalid Accounts ement GL Effective Date 04-Mar-2016
UsetBatch Voucher# FY VouchetDate Line GLLin 09946 352549 2015 15-Mov-2011 1 1000-300- 09946 352550 2015 15-Mov-2011 1 1000-300- 09946 352552 2015 15-Mov-2011 1 11001-300- 20	Account# Amount Error 30-441-12-00-52240 303.00 C 227.25 C 0-441-12-00-52240 227.25 C 121.21 C 0-441-2-02-52240 121.21 C 121.21 C
PF902083 353058 201L 0_1-0vt-2vl 1 1000-000- PF902083 353064 2016 0.1-0vt-2vl 1 1000-000- PF902083 353073 2016 0.1-0vt-2vl 1 1000-000- PF902083 353073 2016 0.1-0vt-2vl 1 1 1000-000-	0-00-00-00-21518 5.45 0 0-000-00-02-21500 435.00 C 00-000-00-21820 583.00 C dd Total: 12 Youchers's ***** 6,273.36
DISCLAIMER	
Check Date/GL effective date at top of this report apply to printed checks 4 ACH payments. Wires/Wo Checks and Manual checks use the Check Date manual entered on the Youcher.	r
Selection Legend: Error Codes: I - Invalid or missing Fiscal Periods C - Fiscal Period Closed	

[ADM-AUC-AP-780]

5.3. Saving Disbursement Reports – create folder for new year

Corrected an issue in the Check Disbursement process that was not automatically creating a folder in the document management area for the new calendar year when checks were posted.

[ADM-AUC-AP-784]

5.4. Posting Disbursements Step - Now Faster

The **Post Disbursements** step at the end of each check run now runs faster. The attachment of vendor check images in the posting was removed and now runs as a background task at designated times twice a day.

When the background task has completed, designated users will receive an email that looks like the image below indicating that the Check Images are now available for viewing.



om:	aucdev@admins.com Anthea Dimond;
Subject:	[IRIS-AUC] Create Vendor Check Attachments and Deposit Advices
AP W	arrant 004763 has been completed
** Do n via the	ot reply to this email message as it was system generated 2 ADMINS Unified Community (AUC) System **



Figure 8 APCHKBST Email Distribution List

The users receiving the email are in the **APCHKBST** email distribution list, which may be modified by selecting **Accounts Payable** > **Module Maintenance** > **Email Distribution Lists** > **APCHKBST**.

We are rolling this change out slowly to a couple of sites to begin with, once they are up and running we will be incorporating this change on other sites during late March and April. You will be notified as these changes are implemented on your site.



Check images will *not* be immediately available in the query screen once the posting is complete. The images will be viewable after the scheduled task that attaches the images is run at the the end of each day or the beginning of the following day.

[ADM-AUC-AP-771]

5.5. Credit Memo Resulting in Zero Dollar Check

Due to a prior change made for ACH processing, in rare instances a net zero credit memo was creating a check for zero dollars. This was corrected.

[MDF-SUP-SAPLAUC-418

5.6. Direct Deposit (ACH) Advice Emailed To Vendor

When emails are generated for Direct Deposit (ACH) advices to vendors the subject line of the email used to read "ACH Advice [Advice#] from [Name of Town]". Frequently, the presence of the term "ACH" in the subject caused this email be marked as PHISHING and sent to the email JUNK folder.

To prevent this email from being sent to the junk folder, the subject line of the ACH Advices has been changed to "Vendor Deposit Advice [Advice#] from [Name of Town]".

ADMINS Unified Community	Release Notes – Version 7.0
Accounts Payable	March 2016
If there are problems with how this message is displayed, click here to view it in a web browser. From:	If there are problems with how this message is displayed, click here to view it in a web browser. From: aucauto@admins.com To: Theresa Campbell Cc: Subject: Vendor Deposit Advice 8000025 From Town of ADMINS
Town of ADMINS To: VILLAGE PAINT & DECORATING ACH Payment Advice 8000010 Detro 13. In 20141	Town of ADMINS To: POSTMASTER Payment Advice 8000025
Funds will credit your account two business days from advice date shown above, excluding bank holidays.	Funds will credit your account two business days from advice date shown above, excluding bank holidays.
The Following Vouchers have been processed for Payment on this Advice	The Following Vouchers have been processed for Payment on this Advice
Invoice# Invoice Date Description Voucher#/Line# Amount 4 13-Jan-2014 N/A 337580/1 4.000.00	Invoice# Invoice Date Description Voucher#/Line# Amount 4 18-Feb-2016 PO#39523 553309/1 1,250.00
Advice Total \$ 4,000.00	Advice Total \$ 1,250.00
Theresa Campbell Accounts Payable Town of ADMMNS 1000 MAIN STREET Anytown, USA MA 12345-1234 Tel: 555-555-5555	Accounts Payable Town of ADMINS 1000 MAIN STREET Anytown, USA MA 12345-1234 Tel: 555-556-555

Figure 9 Before



[ADM-AUC-AP-797]

5.7. Remove/Check MICR Toner Messages

Prior to this update the Print Checks, Reprint Checks, Print ACH Advices and Post Disbursement displayed messages about checking the MICR Toner cartridge and/or changing the printer to check paper. Sometimes these prompts were hidden behind displayed reports causing the user to think that the process was "frozen" when it was just waiting for the user to click OK.

Print Checks	Print File Copy Checks
Please make sure Check paper has been loaded into printer Please SHAKE the toner and load MICR TONER CARTRIDGE into printer	Please make sure Check paper has been REMOVED from printer
ОК	ОК

These messages are now suppressed to prevent the appearance of these procedures being "frozen".

This also applies to the printing of Manual Checks and Void Manual Checks.

[ADM-AUC-AP-798]

5.8. Restart Disbursement – Wire Numbers

If the RESTART button is clicked after issuing the Warrant Report step then vouchers marked as "Wire" or "No Check" payments were assigned new check numbers but the previous numbers were omitted from the check register. This caused a missing check range for wires and no checks.



Now, if the RESTART button is used, the discarded numbers are preserved and marked as "Void-Restart check run" in the check history database.

File Edit Ledgers I	urchase Orders	Accounts Pa	ayable Fixed Ass	sets Human Resou	rces Budget Coll	ections Tax M	lotor Excise Misc Billing	System Help			
	+ + H	<u>#</u>] 🔤 🔾									
				Vandari	Listan, Die	hursense	at Chaoka				
Vendor History - Disbursement Checks											
Goto	Vendor#	017604			Local Vendor	O Yes 💿 N	10				
0 otione	Name	BRIDGEPOR	RT NAT. BINDE	ERY,INC.	1099 Code			Entered	26-Jan-		
ACIU					Class	UNCL Unclas	ssified	Changed	17-Feb-		
	Beginnin	ng Date		<u>1</u> Clea	r the Dates						
	Enaing D	Jate									
3 Purchase	Orders	1	4 Vouchers	[5 Disbursem	ents					
<u>3</u> Purchase	Orders		<u>4</u> Vouchers		5 Disbursem	ents					
<u>3</u> Purchase Sel Bank Check#	Orders WarrantCh	heck Date	4 Vouchers Void Date	Check Type	5 Disbursem	ents Total Check	Paid Discount				
3 Purchase	Orders WarrantCh 3 004785 18	heck Date 3-Mar-2016	<u>4</u> Vouchers Void Date 18-Mar-2016	Check Type Void: Restart	5 Disbursem Check Ru	Total Check	Paid Discount				
3 Purchase Sel Bank Check# EAST 900157 EAST 900157	Orders WarrantCh '3 004785 18 '4 004785 18	heck Date 3-Mar-2016 3-Mar-2016	<u>4</u> Vouchers Void Date 18-Mar-2016 18-Mar-2016	Check Type Void: Restart Void: Restart	<u>5</u> Disbursem Check Ru Check Ru	Total Check	Paid Discount 405,00 405,00				
3 Purchase Sel Bank Check# EAST 900157 EAST 900157 EAST 900157	Orders WarrantCh '3 004785 18 '4 004785 18 '5 004785 18	heck Date 3-Mar-2016 3-Mar-2016 3-Mar-2016	<u>4</u> Vouchers Void Date 18-Mar-2016 18-Mar-2016	Check Type Void: Restart Void: Restart Wire Transfer	<u>5</u> Disbursem Check Ru Check Ru	Total Check	Paid Discount 405,00 405,00 405,00				
3 Purchase	Orders ' WarrantCh '3 004785 18 '4 004785 18 '5 004785 18 '5 004485 09	heck Date 3-Mar-2016 3-Mar-2016 3-Mar-2016 3-Sep-2013	<u>4</u> Vouchers Void Date 18-Mar-2016 18-Mar-2016	Check Type Void: Restart Void: Restart Wire Transfer Printed	<u>5</u> Disbursem Check Ru Check Ru	ents Total Check 405.00 765.31	Paid Discount 405.00 405.00 405.00 765.31				
<u>3</u> Purchase Sel Bank Check# EAST 900157 EAST 900157 EAST 900157 EAST 027799 EAST 025593	Orders ' WarrantCh '3 004785 18 '4 004785 18 '5 004785 18 '5 004785 18 '5 004785 18 '5 004785 18 '5 004785 18 '5 004785 18 '5 004785 18 '6 004785 18	heck Date 3-Mar-2016 3-Mar-2016 3-Mar-2016 3-Sep-2013 3-Sep-2011	<u>4</u> Vouchers Void Date 18-Mar-2016 18-Mar-2016	Check Type Void: Restart Void: Restart Wire Transfer Printed Printed	5 Disbursem Check Ru Check Ru	ents Total Check 405.00 765.31 289.50	Paid Discount 405,00 405,00 405,00 765,31 289,50				
3 Purchase Sel Bank Check/ EAST 900157 EAST 900157 EAST 900157 EAST 027799 EAST 027599 EAST 025593 EAST 025593	Orders WarrantCh '3 004785 18 '4 004785 18 '5 004785 18 '5 004785 18 '5 00442 09 .8 003924 19 .4 003919 12	heck Date B-Mar-2016 B-Mar-2016 B-Mar-2016 B-Mar-2016 B-Sep-2013 D-Sep-2011 2-Sep-2011	<u>4</u> Vouchers Void Date 18-Mar-2016 18-Mar-2016	Check Type Void: Restart Void: Restart Wire Transfer Printed Printed Printed	5 Disbursem Check Ru Check Ru	Total Check 405.00 765.31 289.50 2798.50	Paid Discount 405.00 405.00 405.00 765.31 289.50 2798.50				
3 Purchase Sel Bank Check/ EAST 900157 EAST 900157 EAST 900157 EAST 900157 EAST 025593 EAST 025593 EAST 025593 EAST 025553	Orders 3004785 18 4004785 18 5004785 18 5004785 18 5004785 18 5004785 18 5004785 18 5004785 18 6003924 19 4 003919 12 8 003914 05	heck Date B-Mar-2016 B-Mar-2016 B-Mar-2016 B-Sep-2013 B-Sep-2013 C-Sep-2011 D-Sep-2011	<u>4</u> Vouchers Void Date 18-Mar-2016 18-Mar-2016	Check Type Void: Restart Void: Restart Wire Transfer Printed Printed Printed Printed	<u>5</u> Disbursem Check: Ru Check: Ru	Total Check 405.00 765.31 289.50 2798.50 424.01	Paid Discount 405.00 405.00 765.31 289.50 2798.50 424.01				
3 Purchase Sel Bank Check/ EAST 900157 EAST 900157 EAST 025579 EAST 025579 EAST 025575 EAST 025555 EAST 025555 EAST 025555 EAST 024514	Orders WarrantCh '3 004785 '4 004785 '5 004785 '5 004785 '5 004785 '6 004785 '8 003924 '4 003914 '8 003755 '8 003755 '4 003755	heck Date B-Mar-2016 B-Mar-2016 B-Mar-2016 B-Sep-2013 B-Sep-2013 B-Sep-2011 C-Sep-2011 H-Feb-2011	<u>4</u> Vouchers Void Date 18-Mar-2016 18-Mar-2016	Check Type Void: Restart Void: Restart Wire Transfer Printed Printed Printed Printed Printed	5 Disbursem Check Ru Check Ru	ents Total Check 405.00 765.31 299.50 2798.50 424.01 1363.49	Paid Discount 405.00 405.00 765.31 289.50 2798.50 424.01 1363.49				
3 Purchase Sel Bank Check/ EAST 90015; EAST 90015; EAST 90015; EAST 02779; EAST 02559; EAST 02559; EAST 02555; EAST 02555; EAST 024916; EAST 02495; EAST 02495; EAST 02495; EAST 0249;	Orders WarrantCh 3 004785 4 004785 5 004785 18 00324 9 00324 4 00324 8 00324 003314 05 8 003755 14 003636 13 003636	heck Date 3-Mar-2016 3-Mar-2016 3-Mar-2016 3-Sep-2013 3-Sep-2011 3-Sep-2011 3-Sep-2011 3-Sep-2011 3-Sep-2011	<u>4</u> Vouchers Void Date 18-Mar-2016 18-Mar-2016	Check Type Void: Restart Void: Restart Wire Transfer Printed Printed Printed Printed Printed Printed	5 Disbursem Check Ru Check Ru	ents Total Check 405.00 765.31 289.50 2798.50 424.01 1363.49 981.00	Paid Discount 405.00 405.00 765.31 289.50 2798.50 424.01 1363.49 981.00				
3 Purchase	Orders 3 004785 18 15 004785 18 15 004785 18 15 004785 18 15 004785 18 15 004785 18 15 004785 18 16 003914 15 17 003636 13 16 003631 05	heck Date 3-Mar-2016 3-Mar-2016 3-Sep-2013 3-Sep-2011 2-Sep-2011 3-Sep-2011 3-Sep-2011 3-Sep-2010 3-Sep-2010 3-Sep-2010 3-Sep-2010 3-Sep-2010	<u>4</u> Vouchers Void Date 18-Mar-2016 18-Mar-2016	Check Type Void: Restart Void: Restart Wire Transfer Printed Printed Printed Printed Printed Printed	5 Disbursem Check Ru Check Ru	ents Total Check 405.00 765.31 289.50 2798.50 2798.50 424.01 1363.49 981.00 1035.00 1035.00	Paid Discount 405.00 405.00 765.31 289.50 2798.50 424.01 1363.40 981.00 1035.00				
3 Purchase	Orders VarrantCl 3 004785 4 004785 5 004785 16 00324 17 003755 18 003755 19 003755 10 003755 10 003755 10 003755 10 003351 10 003431 10 003403 10 003403 10 003403	heck Date 3-Mar-2016 3-Mar-2016 3-Sep-2013 3-Sep-2011 2-Sep-2011 4-Feb-2011 4-Feb-2010 5-Sep-2010 2-Sep-2010 2-Sep-2010	<u>4</u> Vouchers Void Date 18-Mar-2016 18-Mar-2016	Check Type Void: Restart Void: Restart Wire Transfer Printed Printed Printed Printed Printed Printed Printed	5 Disbursem Check Ru Check Ru	ents 405.00 765.31 289.50 2798.50 424.01 1363.49 981.00 1035.00 296.99 296.99	Paid Discount 405.00 405.00 765.31 289.50 2798.50 424.01 1363.49 981.00 1035.00 296.99 140.97				

[MDT-SUP-SAPLAUC-637]

6. BANK ACCOUNT MANAGEMENT LIST

The Bank Account Management Listing report now checks for errors in the **"Cleared On"** date that prevented the Excel version of the report from displaying properly. Excel does not display dates prior to 01-JAN-1900 and will issue a "Table Load" error.

To help identify problems in your dates, the Bank Account Management report has been modified to check the "year" specified in the Cleared On date. To see the errors, you must run the report in Preview or Print mode to see the specific checks.

Release Notes – Version 7.0

ADMINS Unified Community Accounts Payable

March 2016

Bank Actornic Hanagement Fisching Bank Check# Check Date Type Warnt# Payable To Check Amount Status Canceled On Cleared On EAST 0288329 25-Nov-2015 Printed 004764 THE LIBRARY STORE, INC 2,748.53 Issued 07-Nov-2015 EAST 0288310 25-Nov-2015 Printed 004764 THE LIBRARY STORE, INC 654.32 Issued 07-Nov-2015 EAST 0288312 06-Nov-2015 Void 004759 CIT TECHNOLOGY FIN SERV,INC. 343.01 Voided 06-Nov-2015 07-Nov-2015 EAST 0288316 06-Nov-2015 Void 004759 CONHITYE CONNECTIONS 223.93 Voided 06-Nov-2015 07-Nov-2015 EAST 0288317 06-Nov-2015 Printed 004759 GRANITE CITY ELECTRIC 327.64 Issued 07-Nov-2015 EAST 0288318 06-Nov-2015 Printed 004759 SUPER PUBLICATIONS 1,693.44 Issued 07-Nov-2015 EAST 0288312 06-Nov-2015 Printed 004759 SUPER PUBLICATIONS 1,693.44 Issued 07-Nov-2015 EAST 0288320 06-Nov-2015 Printed 004759 CONTITYE CONNECTIONS 223.93 Issued 07-Nov-2015 EAST 0288321 06-Nov-2015 Printed 004759 CONTITYE CONNECTIONS 223.93 Issued 07-Nov-2015 EAST 0288322 06-Nov-2015 Printed 004759 EPS LITERACY & INTERVENTION 210.38 Issued 07-Nov-2015 EAST 0288322 06-Nov-2015 Printed 004759 EPS LITERACY & INTERVENTION 210.38 Issued 07-Nov-2015 EAST 0288322 06-Nov-2015 Printed 004761 DOSTON NUTUAL LIFE INS. COG </th <th>2842-APBNKACTMGT.REP</th> <th>Printed 30-Nov-2015 at</th> <th>: 15:34:10 by MARY Town of ADMINS</th> <th></th> <th></th> <th></th> <th>Page 1</th> <th></th>	2842-APBNKACTMGT.REP	Printed 30-Nov-2015 at	: 15:34:10 by MARY Town of ADMINS				Page 1	
	Bank Check# Check Date EAST 0288329 25-Nov-201 EAST 0288310 25-Nov-201 EAST 0288314 06-Nov-201 EAST 0288315 06-Nov-201 EAST 0288316 06-Nov-201 EAST 0288319 06-Nov-201 EAST 0288319 06-Nov-201 EAST 0288320 06-Nov-201 EAST 0288321 06-Nov-201 EAST 0288322 06-Nov-201 EAST 0288322 06-Nov-201 EAST 0288324 06-Nov-201 EAST 0288325 06-Nov-201 EAST 0288325 06-Nov-201 **** Total for Bank EAS	Type Warnt# Payable To Printed 004764 Printed 004764 Void 004759 Ovid 004759 Void 004759 Void 004759 Void 004759 Printed 004759 Pointed 004759 Pointed 004750 Pointed 004761 Pointed 004761 Pointed 004761 Pointed 004761 Pointed 004761 Pointed 004761 Pointed 004761	ount Management Listing 	Check Amount 2,748.53 654.32 343.01 223.93 210.38 327.84 1,693.44 174.80 343.01 223.93 210.38 71.49 400.00 38.48 	Status Issued Voided Voided Issued Issued Issued Issued Issued Issued Issued	Canceled On O6-Nov-2015 06-Nov-2015 06-Nov-2015 If this col earlier Excel w	Cleared On 07-Nov-2105 07-Nov-2015 07-Nov-2015 07-Nov-2015 07-Nov-2015 07-Nov-215 07-Nov-215 07-Nov-215 07-Nov-215 07-Nov-2105 07-Nov-2105 07-Nov-2105 07-	ns dates then ay the

Figure 11 Before

1	Bank Account Management											
E	Bank: EAST											
Actions	EASTERN BANK FOR A/P	Last Ck# 0288330	View	Restrict View to Check Date								
	LYNN, MASSACHUSETTS		All Checks	From To								
4 Clear Checks	Task 2842: Bank Account Manage	ement Listing	Outstanding Checks	X								
5 To Bank	Bank Account Manage	ment Listing										
1 Check 2 CheckDate	Required: Check Date Range (mmddyyyy) From: 11012	2015 To: 11302	015 Jed Cle								
0288329 25-Nov-20: 0288330 25-Nov-20:	15 15 Run as ⊂ Pre⊻iew ⊂ <u>P</u> rint	○ P <u>D</u> F	el	07-Nov-								
0288314 06-Nov-20:	15 If Printing use Duplex ⓒ Yes	C <u>N</u> o		015 07-Nov-								
0288315 06-Nov-20: 0288316 06-Nov-20:	15 15	<u>O</u> K <u>C</u> ancel	Clear <u>A</u> ll	015 07-Nov- 015 07-Nov-								
0288317 06-Nov-20:	15 TTINCEU 004737 GRANITE CITT E	LECTRIC	JZ7.04 13	08-Nov								
0288318 06-Nov-20: 0288718 06-Nov-20:	15 Printed 004759 PIONEER VALLEY	(BOOKS	1693.44 Is	sued 07-Nov-								
0288319 06-1407-20	15 Printed 004759 SUPER DUPER PU	LETH CERL THE	1/4,80 Is	sued 07-Nov-								

You will see a **"Table Load"** error like the one shown below:



The report (in Preview or Print mode only) will now indicate an error code alongside the offending check.



ADMINS Unified Community Accounts Payable

2842-APENKACTMGT.REP Printed 30-Nov-2015 at 15:43:05 by MARY I													
Town of ADMINS													
Bank Account Management	Bank Account Hanagement Listing												
3ank Check# Check Date Type Warnt# Payable To	Check Amount	Status	Canceled On	Cleared On	Error								
SAST 0288329 25-Nov-2015 Printed 004764 THE LIBRARY STORE, INC	2,748.53	Issued		07-Nov-2105	A								
CAST 0288330 25-Nov-2015 Printed 004764 TINA LYNCH	654.32	Issued											
SAST 0288314 06-Nov-2015 Void 004759 CIT TECHNOLOGY FIN SERV,INC.	343.01	Voided	06-Nov-2015	07-Nov-2015									
CAST 0288315 06-Nov-2015 Void 004759 COGNITIVE CONNECTIONS	223.93	Voided	06-Nov-2015	07-Nov-2015									
CAST 0288316 06-Nov-2015 Void 004759 EPS LITERACY & INTERVENTION	210.38	Voided	06-Nov-2015	07-Nov-2015									
CAST 0288317 06-Nov-2015 Printed 004759 GRANITE CITY ELECTRIC	327.84	Issued		08-Nov-0215	В								
LAST 0288318 06-Nov-2015 Printed 004759 PIONEER VALLEY BOOKS	1,693.44	Issued		07-Nov-0215	В								
CAST 0288319 06-Nov-2015 Printed 004759 SUPER DUPER PUBLICATIONS	174.80	Issued		07-Nov-2015									
AST 0288320 06-Nov-2015 Printed 004759 CIT TECHNOLOGY FIN SERV,INC.	343.01	Issued		09-Nov-2105	A								
CAST 0288321 06-Nov-2015 Printed 004759 COGNITIVE CONNECTIONS	223.93	Issued		07-Nov-2105	A								
CAST 0288322 06-Nov-2015 Printed 004759 EPS LITERACY & INTERVENTION	210.38	Issued		07-Nov-2105	A								
CAST 0288323 06-Nov-2015 Manual 004760 COLONIAL SUPPLEMENTAL INSURANC	71.49	Issued		07-Nov-2105	A								
CAST 0288324 06-Nov-2015 Printed 004761 AERIAL SURVEY & PHOTO INC	400.00	Issued		07-Nov-2105	A								
AST 0288325 06-Nov-2015 Printed 004761 BOSTON MUTUAL LIFE INS. COG	38.48	Issued		07-Nov-2105	A								
*** Total for Bank EASTERN BANK FOR A/P	7,663,54				\sim								
*** Grand Total ***	7 663 54			т	1 1								
orana rooar			I	Legen	d at the								
				hottom	: dontifi								
Griers on the YEAR of the Cleared On field. Correct the CLEARED ON date:				DOLLOIN	luentin								
				tha	orror								
A: Cleared On date is greater than current year				the	error.								
R: Cleared on date is more than 3 years earlier than the current year													

Figure 12 After

To correct the problem, return to the Bank Account Management screen and update the **CLEARED ON** date with a valid date.

ate
_
_
Cloared
ov-2105 6
ov-2015
ov-2015
ov-2015
ov-0215
ov-0215

Once done, you may successfully issue the Excel output.

- 4	Α	B	С	D	E	F	G	Н		J
1	<u>Bank</u>	Check#	Check Date	Туре	Warnt#	Payable To	Check Amount	<u>Status</u>	Canceled On	Cleared On
2	EAST	0288314	11/6/2015	Void	004759	CIT TECHNOLOGY FIN SERV, INC.	343.01	Voided	11/6/2015	11/7/2015
З	EAST	0288315	11/6/2015	Void	004759	COGNITIVE CONNECTIONS	223.93	Voided	11/6/2015	11/7/2015
4	EAST	0288316	11/6/2015	Void	004759	EPS LITERACY & INTERVENTION	210.38	Voided	11/6/2015	11/7/2015
5	EAST	0288317	11/6/2015	Printed	004759	GRANITE CITY ELECTRIC	327.84	Issued		11/8/2015
6	EAST	0288318	11/6/2015	Printed	004759	PIONEER VALLEY BOOKS	1,693.44	Issued		11/7/2015
7	EAST	0288319	11/6/2015	Printed	004759	SUPER DUPER PUBLICATIONS	174.80	Issued		11/7/2015
8	EAST	0288320	11/6/2015	Printed	004759	CIT TECHNOLOGY FIN SERV, INC.	343.01	Issued		11/9/2015
9	EAST	0288321	11/6/2015	Printed	004759	COGNITIVE CONNECTIONS	223.93	Issued		11/7/2105
10	EAST	0288322	11/6/2015	Printed	004759	EPS LITERACY & INTERVENTION	210.38	Issued		11/7/2015
11	EAST	0288323	11/6/2015	Manual	004760	COLONIAL SUPPLEMENTAL INSURANC	71.49	Issued		11/7/2015
12	EAST	0288324	11/6/2015	Printed	004761	AERIAL SURVEY & PHOTO INC	400.00	Issued		11/7/2015
13	EAST	0288325	11/6/2015	Printed	004761	BOSTON MUTUAL LIFE INS. COG	38.48	Issued		11/7/2015
14						EASTERN BANK FOR A/P	4260.69			
15										
16							4260.69			

[ADM-AUC-AP-772]

ADMINS Unified Community Accounts Payable

7. 1099 PROCESSING

7.1. Edit List from 1099 Work File Screen

A new report is available in the 1099 Work file Summary screen. You may now run an edit list of all vendors in the 1099 work file.

To access this report, select Edit 1099 Work file from the 1099 Menu:



This is a sample of the report that will be generated

2206-AP1099WRKEDT.REP	Printed 28-Dec-2	015 at	14:27:50 by	7 ANTHEA	Page 1
	1099 Edit	List			
	Vendor		Payment		
Vendor# Name	1099 Code	Form	1099 Code	Amount Paid	1099 Reportable
Entity: 1 TOWN OF ANYWHERE					
010856 A PRO ROOTER.COM, INC		MISC	Y	1,250.00	1,250.00
011995 ADVANTAGE FITNESS SERVICE	Y	MISC	Y	3,346.86	3,346.86
013727 BRIDGES CONTRACTING	Y	MISC	Y	1,355.55	1,355.55
013755 BRIDGES CONTRACTING	Y	MISC	Y	945.69	945.69
000041 CUMMINGS CONSTRUCTION	Y	MISC	Y	8,209.90	8,209.90
000041 CUMMINGS CONSTRUCTION	Y	S	S	25,000.00	25,000.00
Total for Vendor: 000041				33,209.90	33,209.90
Entity 1 TOWN OF ANYWHERE				40,108.00	40,108.00
1099 INT Forms:					
1099 MISC Forms: 5					
1000 g Ferman 1					

PURPOSE:

This new report is intended to let you know how many potential 1099 forms you may issue. This will give you an idea of the # of forms you need on hand. You can make a note in your calendar to run this report in October each year so that you have sufficient time to order your form stock.

[ADM-AUC-AP-776]

7.2. 1099 Vendor Proofing Report

7.2.1. Sort Selection Corrected



The sort selection on this report was not working correctly. The report was always sorted in **Vendor Name** order even if the **Vendor #** order was selected. This has been corrected.

[ADM-AUC-AP-789]

7.2.2. Vendors with Errors [New]

A new report has been added to the Vendor Proofing report step in the 1099 step process. Prior to this update, the report included all vendors – those with and without errors. This new report just lists the vendors with errors to focus on those vendors needing corrections/adjustments.

2855-AP1099PAY	BRP Printed 16-Feb-2	016 at. 12:04:09 by ANTHRA			Page 1							
			Town of ADMINS									
		1	1099 Vendor Payment Report									
		Sort Ord	ler: Entity, Vendor Name and	Form								
Note: This report shows just the vendors with errors present (both warnings and hard errors)												
		Vendor Vendo	yr Vendor									
Entity 1099 Ven	dor Name	Federal ID 1099 Code 1099 Fo	orm 1099 Box Address Line 1	Address Line 2	Address Line 3							
1 010856	A PRO ROOTER.COM, LLC	04-3492193	64 HANCOCK ST		CAMBRIDGE, MA 02141-0000							
1												
1												
	Uneck Uneck	We are the strength and	dia di barrante Davidate da la		Towns							
	vendor Remit Sort Name	Check voucher	check Amount Reportable Am	Juc 1099 Code 1099 Form 1099 Box	AFFORS							
	010855 01 A PRO ROOTER COM	0288332 353 161	750.00 750	00 Y MISC 7	1							
	010856 01 A PRO ROOTER.COM	0288332 353,163	500.00 500	00 Y MISC 7	1							
Total for form	: MISC 1		1,250.00 1,250	00								
Total for Vendo	r: A PRU RUUTER.COM, LLC		1,250.00 1,250	.00								

The legend at the bottom of the report explains what the error codes signify and instructs how to correct. Codes marked as a **"Warning"** are informational and will not prevent further processing; those marked as **"Error"** will require correction prior to completing the 1099 process.

Errors:	Action:	
1 Voucher 1099 code different than Vendor 1099 Code	Warning:	Update 1099 work file when processing 1099's if appropriate
2 Voucher 1099 Code Inactive or Missing Info	Error:	Update 1099 code information in the 1099 Code Table
		Accounts Payable > 1099s > 1099 Codes
3 Missing Federal ID for Reportable Amount	Error:	Update Federal ID in Vendor File
4A Missing Vendor Street for Reportable Amount	Error:	Enter a value in one of the three screen fields in Vendor File
4C Missing Vendor City Info for Reportable Amount	Error:	Update City in Vendor File
45 Missing Vendor State Info for Reportable Amount	Error:	Update State in Vendor File
4Z Missing Vendor Zip Code Info for Reportable Amount	Error:	Update Zip Code in Vendor File
5 Amount to Report more than 1099 Vouchers	Warning:	Verify that the reportable amount should be more than the
for Reportable Amount		voucher amount then correct the reportable amount in the
		1099 Work File is necessary.
6 Vendor 1099 Code Inactive or Missing Info	Error:	Update 1099 code information in the 1099 Code Table
		Accounts Payable > 1099s > 1099 Codes
7 Entity Missing on account used for 1099 voucher	Error:	Add entity to Ledger > Account Maintenance > Chart of Account

[ADM-AUC-AP-788]

7.2.3. Total Vendor Payment Calculation Corrected

Payments made to 1099 vendors may be marked to not be a 1099 type payment, for example, if you normally pay a vendor for services but as an exception, purchase merchandise from the same vendor. This can also happen if a vendor is marked as a 1099 vendor *after* having been paid during the calendar year. This will now calculate the total vendor payments regardless of the 1099 code setting.

All Vendor payments were not listed on this report if:

- some of the vendor payments were missing 1099 codes and
- the total of the payments with a 1099 code was below the dollar threshold for the 1099 code.



In this example, only the "Not Reportable" checks (totaling more than the \$600 threshold) were shown on the report:

1	0 <mark>12179</mark>	FC	V TOOL	SUPPI	LY LLC		46-1522357	Y	MISC	7	8	6 CANDIDE	LANE						
		Check Vendor	Check Remit	Sort	Name		c	heck	Voucher	Check	Amount	Reportabl	le Amout	1099	Code	1099	Form	1099	Э Вож
		012179	01	FCV 1	COOL S	SUPPLY	1	038083	2,138,782		252.16							Not	Repor
		012179 012179	01 01	FCV 1 FCV 1	rool s rool s	SUPPLY SUPPLY	1	.035525 .035672	2,130,821 2,130,548		149.95 252.12							Not Not	Repor
Total	l for form:	:									654.23								
Total	for Vendo:	r: FCV TO	OOL SU	PPLY 1	LLC						654.23								

Figure 13 Before

The other checks, marked as reportable, were below the \$600 threshold, and were not shown on the report. Now, all checks to a 1099 vendor will appear on the report. This will give sites the opportunity to review *all* the payments made to a vendor marked for 1099s and decide if any of the payments marked as non-reportable should be reported.

Entity	1099 Vend	lor	Nam	e					Federal :	Ve ID 1099	ndor Code	Ver 1099	ndor Form	Ven 1099	dor Box A	Addr	ess Lin	ne 1				Ad	ldress	s Lin	e 2
	012170		====		enn				46-15222			MIRC					ANDTOR	TANE							
-	0121/5		FCV	1005	SUPP	- 111	50		40-13223	5/ 1		MISC		'	-	50 C.	ANDIDE	DANE							
		Check	 k (Check																					
		Vendo	or 1	Remit	Sort	: Nam	e			Check	Vouc	her	Cł	neck	Amount	t Re	portabl	le Amo	ut 10	99 C	Code	1099	Form	1099	Вож
		01217	79	01	FCV	TOOL	SUPPLY			1035672	2,13	0,548			252.12	2								Not	Repor
		01217	79	01	FCV	TOOL	SUPPLY			1035525	2,13	0,821			149.95	5								Not	Repor
		01217	79	01	FCV	TOOL	SUPPLY			1038083	2,13	8,782			252.16	6								Not	Repor
Total	for form	:													654.23	3									
		01217	79	01	FCV	TOOL	SUPPLY			0318377	2,14	1,776			330.00	0		330.	00 Y			MISC		7	
		01217	79	01	FCV	TOOL	SUPPLY			1039389	2,14	4,199			249.64	4		249.	64 Y			MISC		7	
Total	for form	MISC	C					1							579.64	4		579.	64						
Total :	tor Vendo	:: FC\	V TO	OF 201	PLA	TTC								1,	233.87	/		579.	64						

Figure 14 After

[ADM-AUC-AP-790]

7.3. Vendor Name Changes – 1099 work file

Vendor name changes were sometimes not persisting after the "Get Name/Addr From Vendor File" was run. This was corrected.



1099 Work F	File Summary	
Vendor 2000031 04 NEW NAME CONSTRUCTION COMPANY Address 1 MAIN ST	Entity I TOWN OF ANYWHERE Federal ID# 12-3456789 1098 Flag Non-WPHOYEE COMPENSATION Address Type 10 1099 Address Non-WPHOYEE COMPENSATION	
Phone# (000) 000-0000	Total Paid 11714.60 Reportable 10714.60	
Amounts Reportable		
Box Code Description Form	Check Amount Amount Reportable Click Button to E	dit
7 T NON-EMPLOYEE COMPENSATION MISC	1000.00 Detail 10714.60 10714.60 Detail	8
		-
1Add Vendor/Check 2 Delete Vendor 3 Get Name/Addr	r from Vendor File 4 Verification Report]

[ADM-AUC-AP-791]

7.4. Work File Summary Screen–GoTo Enter Vendors Option

<u>G</u> oto			1099 Work
Actions	Vendor Address	D10856 01 A PRO ROOTER.COMPANY 64 HANCOCK ST	
1099 Table View Vendors Enter Vendors Exit to Menu	Phone#	Cambridge (781) 849-0229	02141-0000

An option was added to the **GoTo...** button to allow the user to go directly to the **Enter Vendors** screen to update a vendor address. When using this feature, the selected vendor in the 1099 Work File Summary screen will be the vendor that appears in the Enter Vendors screen.

[ADM-AUC-AP-791]

7.5. Create Electronic 1099 File

Corrected an issue with creating the 1099 electronic export file. Removed all references to the 1099-G form.

[ADM-AUC-AP-778]

8. HELP REFERENCE LIBRARY

8.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- 1099 PROCESSING Edit List for Work File Screen
- SYSTEM System Administration Kit