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 [4 Check Batch] 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 [icon] yellow left arrow and then go back into the Approvals screen.

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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 [icon] yellow left arrow and then go back into the Approvals screen.
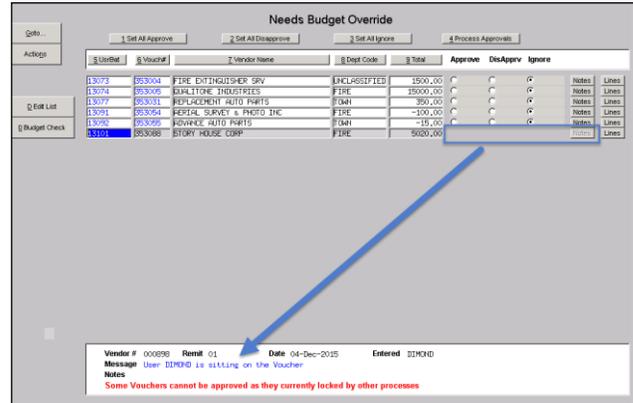
2.3. Voucher Has Been Selected By Another Process
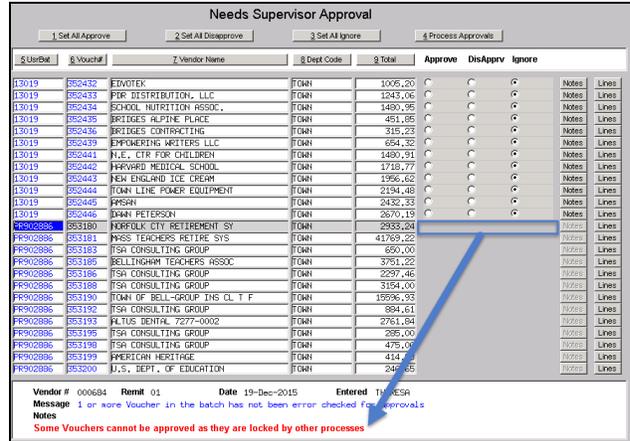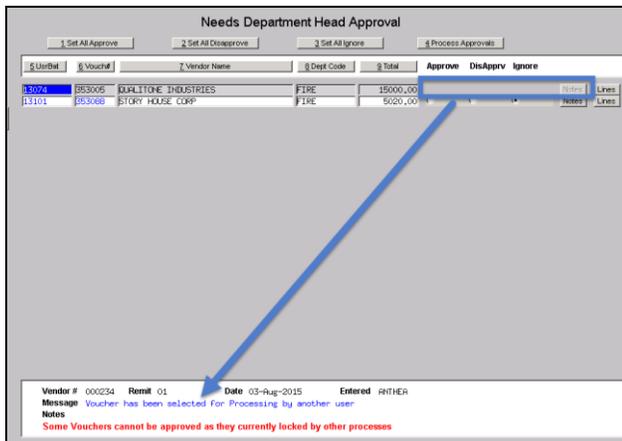
With multiple users having the ability to process approvals, occasionally there are times when:

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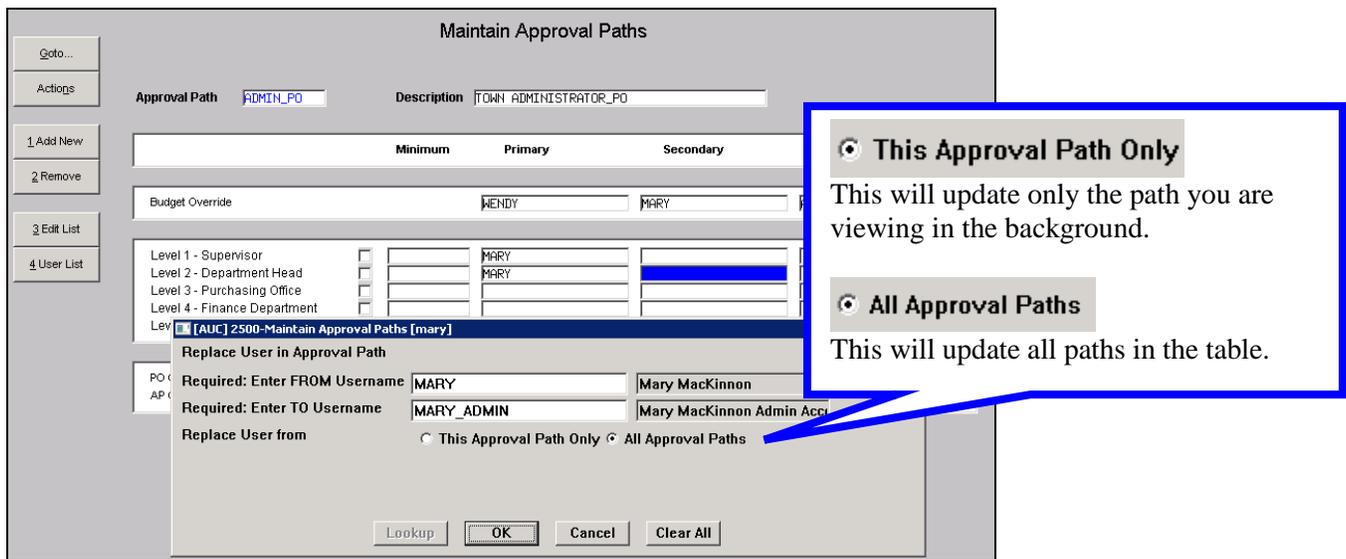
Note: You may only specify usernames that have been established in the User Profile table. In other words, they must be valid users of the AUC application – otherwise they will not be able to access the approval function.

[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 ▶ Tables ▶ 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 ▶ Copy Path**.
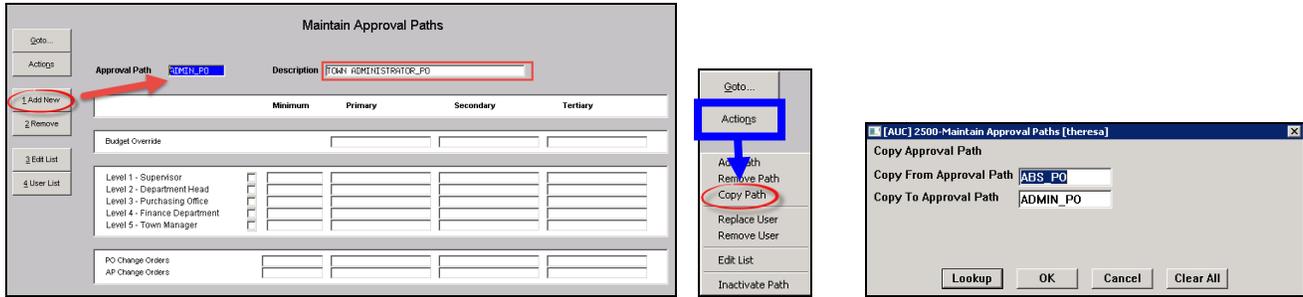
Figure 1 The new path with no data
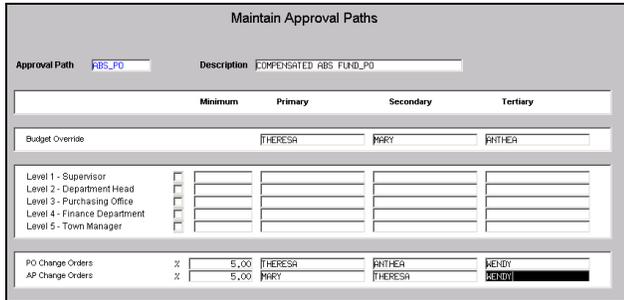
Figure 2 The existing path
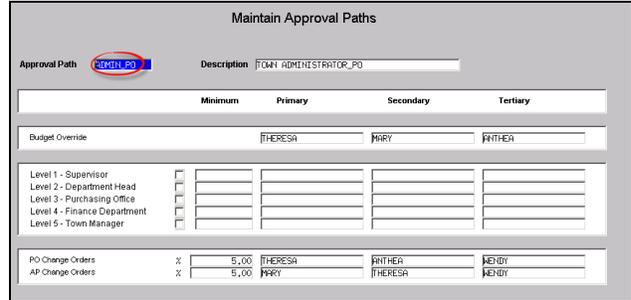
Figure 3 The new path with the copied data

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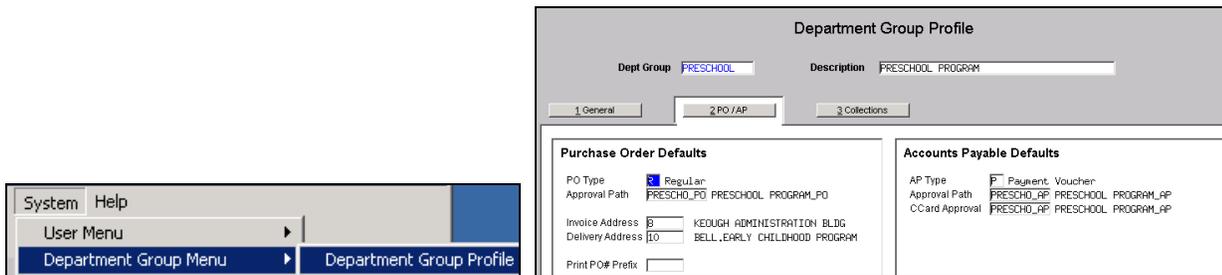
And then access to that group is indivudally granted to each applicable user account:

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.

```
-----------------------------------------------------------
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.
```
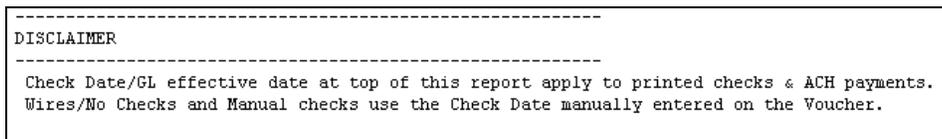
Figure 5 - Before

```
----------------------------------------------------------
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

<div align="right">[ADM-AUC-AP-774]</div>

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-APDISPERFY.REP              Printed 04-Mar-2016 at 11:02:18 by THERESA                   Page 1
                                          Town of ADMINS
                                          Collect Vouchers


                           The following Vouchers have Inactive or Invalid Accounts
                           Fiscal Years based on Disbursement GL Effective Date 04-Mar-2016

========== ======== ==== =========== ==== ===== ================================= =============== ======
UserBatch  Voucher# FY   VoucherDate Line GLLin        Account#                            Amount Error
========== ======== ==== =========== ==== ===== ================================= =============== ======
09846      352549   2015 15-Nov-201 1    1     1000-300-4230-441-12-00-52240               303.00 C
09846      352550   2015 15-Nov-201 1    1     1000-300-4230-441-12-00-52240               227.25 C
09846      352552   2015 15-Nov-201 1    1     1000-300-4230-441-12-00-52240               121.20 C
                    20                                           2240
       ....
PR902883   353058   2016 01-Oct-201 1    1     1000-000-0000-000-00-00-21518                 5.45 C
PR902883   353064   2016 01-Oct-201 1    1     1000-000-0000-000-00-00-21900               435.00 C
PR902883   353073   2016 01-Oct-201 1    1     1000-000-0000-000-00-00-21820               583.00 C

                                 ***** Grand Total:      12 Voucher's *****        6,273.36


----------------------------------------------------------
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.

----------------------------------------------------------
Selection Legend:
----------------------------------------------------------
    Error Codes:  I - Invalid or missing Fiscal Periods
               C - Fiscal Period Closed
```

<div align="right">[ADM-AUC-AP-780]</div>

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.

<div align="right">[ADM-AUC-AP-784]</div>

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.
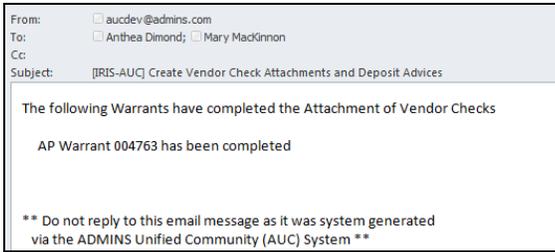
Figure 7 Sample Email Notice
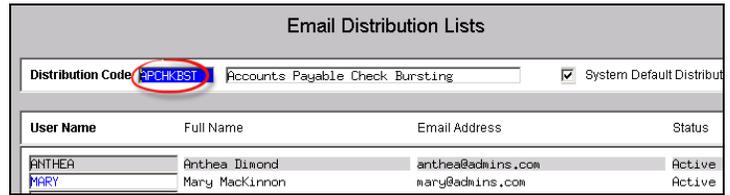
Figure 8 APCHKBST Email Distribution List

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]"**.
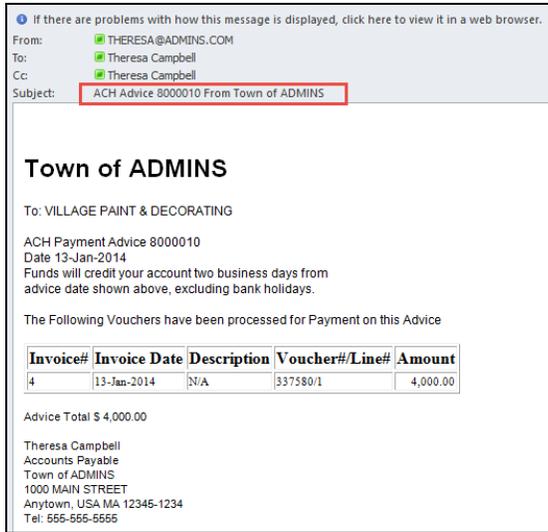
Figure 9 Before
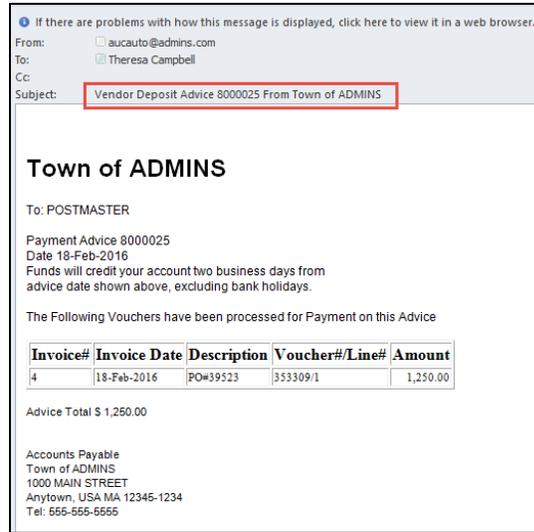
Figure 10 After

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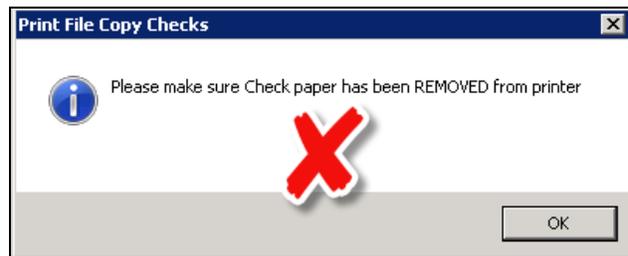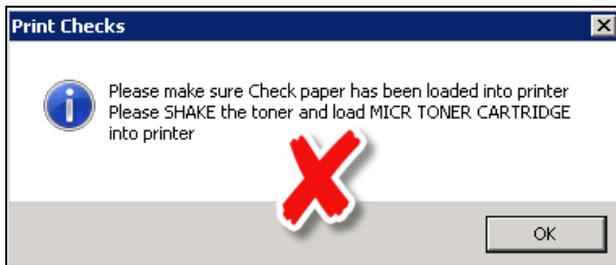
These messages are now suppressed to prevent the appearance of these procedures being "frozen".

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.

[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.

```
2842-APBNKACTMGT.REP          Printed 30-Nov-2015 at 15:34:10 by MARY                    Page 1
                                        Town of ADMINS
                                Bank Account Management Listing


==== ======= =========== ======= ====== ======================================= ================ ========= =========== ===========
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-2105
EAST 0288330 25-Nov-2015 Printed 004764 TINA LYNCH                                    654.32  Issued
EAST 0288314 06-Nov-2015 Void    004759 CIT TECHNOLOGY FIN SERV,INC.                  343.01  Voided 06-Nov-2015 07-Nov-2015
EAST 0288315 06-Nov-2015 Void    004759 COGNITIVE CONNECTIONS                         223.93  Voided 06-Nov-2015 07-Nov-2015
EAST 0288316 06-Nov-2015 Void    004759 EPS LITERACY & INTERVENTION                   210.38  Voided 06-Nov-2015 07-Nov-2015
EAST 0288317 06-Nov-2015 Printed 004759 GRANITE CITY ELECTRIC                         327.84  Issued                  08-Nov-0215
EAST 0288318 06-Nov-2015 Printed 004759 PIONEER VALLEY BOOKS                        1,693.44  Issued                  07-Nov-2015
EAST 0288319 06-Nov-2015 Printed 004759 SUPER DUPER PUBLICATIONS                      174.80  Issued                  07-Nov-2015
EAST 0288320 06-Nov-2015 Printed 004759 CIT TECHNOLOGY FIN SERV,INC.                  343.01  Issued                  09-Nov-2105
EAST 0288321 06-Nov-2015 Printed 004759 COGNITIVE CONNECTIONS                         223.93  Issued                  07-N  2105
EAST 0288322 06-Nov-2015 Printed 004759 EPS LITERACY & INTERVENTION                   210.38  Issued                  07      05
EAST 0288323 06-Nov-2015 Manual  004760 COLONIAL SUPPLEMENTAL INSURANC                 71.49  Issued
EAST 0288324 06-Nov-2015 Printed 004761 AERIAL SURVEY & PHOTO INC                     400.00  Issued
EAST 0288325 06-Nov-2015 Printed 004761 BOSTON MUTUAL LIFE INS. CO.-G                  38.48  Issued                  07      05
                                                                               ----------------
   *** Total for Bank EASTERN BANK FOR A/P                                          7,663.54
                                                                               ================


                                                                               ----------------
   *** Grand Total ***                                                              7,663.54
                                                                               ================
```

If this column contains dates earlier than "1900" then Excel will not display the data.

Figure 11 Before
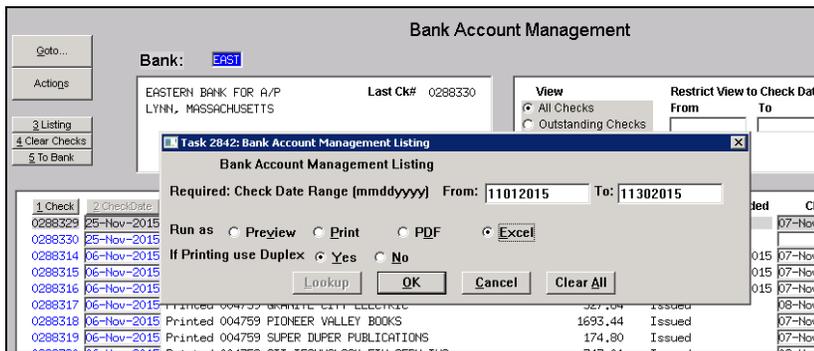
You will see a **"Table Load"** error like the one shown below:
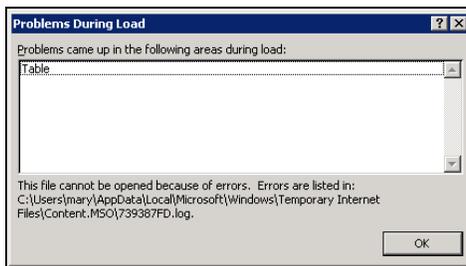
The report (in Preview or Print mode only) will now indicate an error code alongside the offending check.

```
2842-APBNKACTMGT.REP            Printed 30-Nov-2015 at 15:43:05 by MARY                        Page 1
                                          Town of ADMINS
                                   Bank Account Management Listing

==== ======= =========== ======= ====== ============================================ ============ ========= =========== =========== =====
Bank Check#  Check Date  Type    Warnt# Payable To                                   Check Amount Status    Canceled On Cleared On Error
==== ======= =========== ======= ====== ============================================ ============ ========= =========== =========== =====
EAST 0288329 25-Nov-2015 Printed 004764 THE LIBRARY STORE, INC                           2,748.53 Issued                07-Nov-2105 A
EAST 0288330 25-Nov-2015 Printed 004764 TINA LYNCH                                         654.32 Issued
EAST 0288314 06-Nov-2015 Void    004759 CIT TECHNOLOGY FIN SERV,INC.                       343.01 Voided 06-Nov-2015 07-Nov-2015
EAST 0288315 06-Nov-2015 Void    004759 COGNITIVE CONNECTIONS                              223.93 Voided 06-Nov-2015 07-Nov-2015
EAST 0288316 06-Nov-2015 Void    004759 EPS LITERACY & INTERVENTION                        210.38 Voided 06-Nov-2015 07-Nov-2015
EAST 0288317 06-Nov-2015 Printed 004759 GRANITE CITY ELECTRIC                              327.84 Issued                08-Nov-0215 B
EAST 0288318 06-Nov-2015 Printed 004759 PIONEER VALLEY BOOKS                             1,693.44 Issued                07-Nov-0215 B
EAST 0288319 06-Nov-2015 Printed 004759 SUPER DUPER PUBLICATIONS                           174.80 Issued                07-Nov-2015
EAST 0288320 06-Nov-2015 Printed 004759 CIT TECHNOLOGY FIN SERV,INC.                       343.01 Issued                09-Nov-2105 A
EAST 0288321 06-Nov-2015 Printed 004759 COGNITIVE CONNECTIONS                              223.93 Issued                07-Nov-2105 A
EAST 0288322 06-Nov-2015 Printed 004759 EPS LITERACY & INTERVENTION                        210.38 Issued                07-Nov-2105 A
EAST 0288323 06-Nov-2015 Manual  004760 COLONIAL SUPPLEMENTAL INSURANC                      71.49 Issued                07-Nov-2105 A
EAST 0288324 06-Nov-2015 Printed 004761 AERIAL SURVEY & PHOTO INC                          400.00 Issued                07-Nov-2105 A
EAST 0288325 06-Nov-2015 Printed 004761 BOSTON MUTUAL LIFE INS. CO.-G                       38.48 Issued                07-Nov-2105 A
                                                                                     ----------------
  *** Total for Bank EASTERN BANK FOR A/P                                                 7,663.54
                                                                                     ================


                                                                                     ----------------
   *** Grand Total ***                                                                    7,663.54
                                                                                     ================

=======================================================================
Errors on the YEAR of the Cleared On field.  Correct the CLEARED ON date:
=======================================================================
A: Cleared On date is greater than current year
B: Cleared on date is more than 3 years earlier than the current year
```

> Legend at the bottom identifies the error.

Figure 12 After

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

Once done, you may successfully issue the Excel output.

[ADM-AUC-AP-772]

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:
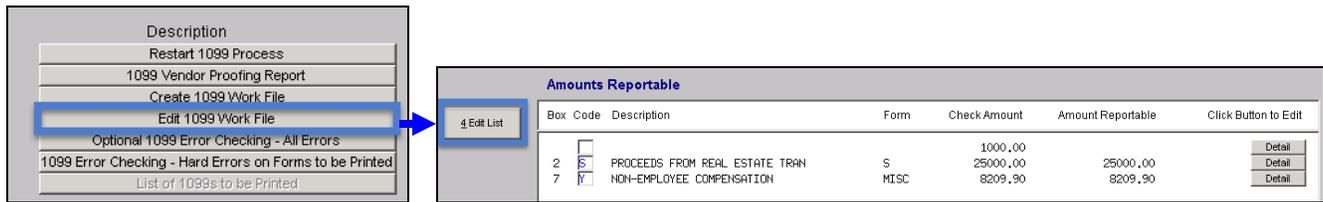
This is a sample of the report that will be generated

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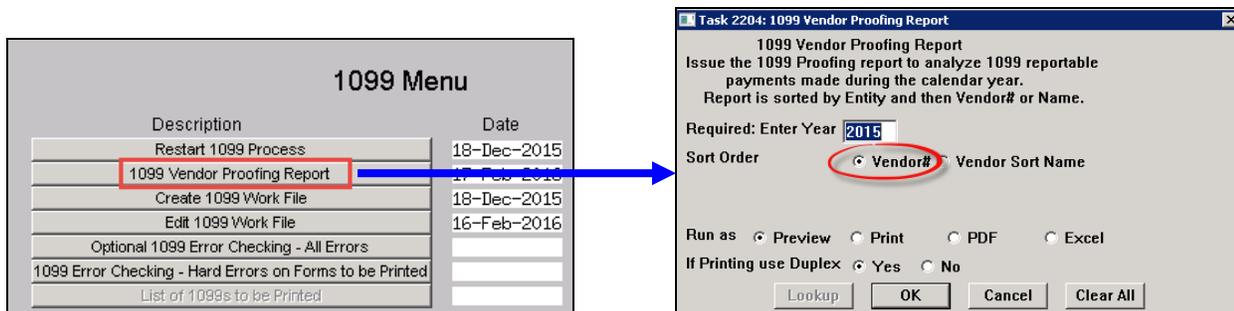
The sort selection on this report was not working correctly. The report was always sorted in **Vendor Name** order even if the **Vendor #** order was selected. This has been corrected.

[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.REP            Printed 16-Feb-2016 at 12:04:09 by ANTHEA                                                                 Page 1
                                                                    Town of ADMINS
                                                               1099 Vendor Payment Report

                                                       Sort Order: Entity, Vendor Name and Form
                                         Note: This report shows just the vendors with errors present (both warnings and hard errors)

====== ============= ============================= =========== ========= ========= =======  ============================== =============================== ==============================
                                                                     Vendor    Vendor    Vendor
Entity 1099 Vendor    Name                        Federal ID  1099 Code 1099 Form 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

               ------ ----- ------------------------------ ------- -------- --------------- ---------------- -------- -------- ------------ --------------
               Check  Check
               Vendor Remit Sort Name                      Check   Voucher     Check Amount Reportable Amot 1099 Code 1099 Form 1099 Box    Errors
               ------ ----- ------------------------------ ------- -------- --------------- ---------------- -------- -------- ------------ --------------
               010856 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 Vendor: A PRO ROOTER.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
4S 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      012179        FCV TOOL SUPPLY LLC          46-1522357  Y      MISC    7        86 CANDIDE LANE

               ------- ----- ----------------------------- ------- --------- --------------- ---------------- --------- --------- --------
               Check   Check
               Vendor  Remit Sort Name                     Check   Voucher   Check Amount Reportable Amout 1099 Code 1099 Form 1099 Box
               ------- ----- ----------------------------- ------- --------- --------------- ---------------- --------- --------- --------
               012179  01    FCV TOOL SUPPLY               1038083 2,138,782      252.16                                          Not Repor
               012179  01    FCV TOOL SUPPLY               1035525 2,130,821      149.95                                          Not Repor
               012179  01    FCV TOOL SUPPLY               1035672 2,130,548      252.12                                          Not Repor
                                                                            --------------- ----------------
 Total for form:                                                                 654.23

                                                                            --------------- ----------------
 Total for Vendor: FCV TOOL SUPPLY 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.

```
====== ============= ============================== =========== ========= ========= ======== ============================== ================
                                                                  Vendor    Vendor    Vendor
Entity 1099 Vendor   Name                           Federal ID  1099 Code 1099 Form 1099 Box Address Line 1                 Address Line 2
====== ============= ============================== =========== ========= ========= ======== ============================== ================
1      012179        FCV TOOL SUPPLY LLC            46-1522357  Y         MISC      7        86 CANDIDE LANE

               ------- ----- ----------------------------- ------- --------- --------------- ---------------- --------- --------- --------
               Check   Check
               Vendor  Remit Sort Name                     Check   Voucher   Check Amount Reportable Amout 1099 Code 1099 Form 1099 Box
               ------- ----- ----------------------------- ------- --------- --------------- ---------------- --------- --------- --------
               012179  01    FCV TOOL SUPPLY               1035672 2,130,548      252.12                                          Not Repor
               012179  01    FCV TOOL SUPPLY               1035525 2,130,821      149.95                                          Not Repor
               012179  01    FCV TOOL SUPPLY               1038083 2,138,782      252.16                                          Not Repor
                                                                            --------------- ----------------
 Total for form:                                                                 654.23

               012179  01    FCV TOOL SUPPLY               0318377 2,141,776      330.00           330.00 Y    MISC      7
               012179  01    FCV TOOL SUPPLY               1039389 2,144,199      249.64           249.64 Y    MISC      7
                                                                            --------------- ----------------
 Total for form: MISC                        1                                   579.64           579.64

                                                                            --------------- ----------------
 Total for Vendor: FCV TOOL SUPPLY LLC                                         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.

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[ADM-AUC-AP-791]

7.4. Work File Summary Screen–GoTo Enter Vendors Option

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