



# ACCOUNTS PAYABLE

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## RELEASE NOTES – MARCH 2018

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

### TABLE OF CONTENTS

<b>1. VENDORS</b> .....	<b>2</b>
1.1. Enter Vendors [Updated Business Types] .....	2
1.2. Deleting Vendors [New Document] .....	3
<b>2. PURCHASE ORDERS LIQUIDATED BY VOUCHER PAYMENTS [FIX]</b> .....	<b>3</b>
<b>3. REPORTS</b> .....	<b>3</b>
3.1. Vendors with Duplicate Federal Tax ID Numbers [New] .....	3
<b>4. 1099 PROCESSING [FIX]</b> .....	<b>4</b>
<b>5. INTERFACES/IMPORTS ► CREDIT CARD PROCESSING</b> .....	<b>4</b>
5.1. Reports & Voucher Batches Segregated by Cycle [New].....	5
<b>6. REPORTS “DROPPING OUT OF SIGHT” [FIX]–V92 SITES ONLY</b> .....	<b>5</b>
<b>7. HELP REFERENCE LIBRARY</b> .....	<b>6</b>
7.1. New or Updated Documentation .....	6



# 1. VENDORS

The IRS form W-9 categorizes vendors into seven classifications, one of which has three sub-classifications. See <https://www.irs.gov/pub/irs-pdf/fw9.pdf> for detailed instruction for form W-9.

Figure 1 IRS Form W-9

## 1.1. Enter Vendors [Updated Business Types]

The Enter Vendors screen was updated with new business types to more closely align with the IRS W9.

Figure 2 Before

Figure 3 After

[MDF-SUP-SAPLAUC-855]



## 1.2. Deleting Vendors [New Document]

A document was added to the **Help Reference Library** describing how to delete a vendor or vendors. Find the document here under **Vendors ▶ AP-325 Deleting Vendors**:

Accounts Payable Help Reference Library			
Reference Card			Last Run
AP-100 Accounts Payable User Help Documents Index	View	Email	15-Feb-2018
----- ENTER VOUCHERS -----			
AP-195 Deleting / Copying Vouchers	View	Email	
----- DISBURSEMENTS -----			
AP-210 Implementing a New Bank Account	View	Email	
----- VENDORS -----			
AP-310 Vendor - Maintain Vendors	View	Email	15-Feb-2018
AP-320 Vendor - Name Search	View	Email	
AP-325 Deleting Vendors	View	Email	26-Feb-2018
AP-330 Vendor History	View	Email	

[ADM-AUC-DOC-143]

## 2. PURCHASE ORDERS LIQUIDATED BY VOUCHER PAYMENTS [FIX]

ADMINS corrected an error that caused encumbrances to remain on the purchase order when multiple purchase orders were liquidated via a single voucher.

[MDT-SUP-SAPLAUC-1632]

## 3. REPORTS

### 3.1. Vendors with Duplicate Federal Tax ID Numbers [New]

A report that identifies vendors with duplicate federal tax identification numbers was added to the Purchase Order and Accounts Payable Report Libraries. Select **Reports ▶ Report Library** and find the report under the **1 By Vendor** button.

Report Library by Vendor	
Report Name	
3800-Vendor Address Listing	Sample
3803-Vendors missing City, State or Zipcode	Sample
3805-Vendor Name Listing	Sample
3806-Vendors - by Hold Codes	Sample
2565-Vendors - by Classification	Sample
3808-Vendors - by 1099 Codes	Sample
3807-Vendors - by Minority Codes	Sample
3809-Vendors - on State Bid List	Sample
202094-Vendors - Duplicate Federal Tax ID Numbers	Sample
2620-Vendors with duplicate name listing	Sample
2690-Highest Paid Vendors	Sample

The report may be run to Preview/Print/PDF® or to Excel®. The Excel® format is shown below in Figure 4. Duplicate vendors identified on this report may be merged using the Merge Duplicates process described in the **AP-370 Merge Vendors** or **PO-360 Merge Vendors** Help Reference Document.



FID#	Vendor	Class	Name	Hold?	Minor?	1099	Terms	1Time?	LastCheckDate
00-0000000	014435	UNCL	GREAT AMERICAN PLAN ADMIN				DUR	N	12/6/2017
00-0000000	016940	UNCL	BCBS OF MA LANDMARK CENTER				DUR	N	6/10/2013
00-0000000	019095	UNCL	BELLINGHAM SUMMER PROGRAM				DUR	N	7/24/2017
00-0000000	020954	UNCL	KAESTLE BOOS ASSOCIATES, INC.				DUR	N	9/21/2015
00-0000000	020972	UNCL	JANUARY HOLDINGS LLC				DUR	N	7/23/2012
00-0000000	021081	UNCL	MEGA PROPERTY&CASUALTY GRP INC				DUR	N	7/14/2014
00-0000000	021671	UNCL	LOWELL POLICE ACADEMY				DUR	N	5/27/2013
000-00-0000	013476	UNCL	CHARLOTTE L RABBITT				DUR	N	9/17/2007
000-00-0000	014208	UNCL	LAURA DEMATTIA				DUR	N	1/9/2017
000-00-0000	018788	UNCL	THERESA PELLAND				DUR	N	3/27/2017
000-00-0000	019220	UNCL	MARY LANGLOIS				DUR	N	11/20/2017
000-00-0000	019594	UNCL	PAUL R. BARRY				DUR	N	11/18/2013
000-00-0000	022097	UNCL	EMILIO J. DICARLO, II, TRUSTEE			S	DUR	N	9/23/2013
000-00-0000	022099	UNCL	MELISSA A. ODABASHIAN			S	DUR	N	9/23/2013
001-68-4045	019390	UNCL	FRED HARRIS, JR			Y	DUR	N	12/5/2016
001-68-4045	026515	UNCL	FREDERICK HARRIS, MD				DUR	N	11/27/2017
005-48-5047	011748	UNCL	ROBERT JOHNSON			Y	DUR	N	5/17/2010
005-48-5047	019009	UNCL	JOHNSON, ROBERT W			Y	DUR	N	11/13/2017
01-0267023	000273	UNCL	J WESTON WALCH PUBL				DUR	N	9/3/2002
01-0267023	014896	UNCL	WALCH PUBLISHING				DUR	N	8/18/2008

Figure 4 Excel® Report of Vendors with Duplicate FID Numbers

For vendors with no entry in the FID# field, all zeros are shown if a radio button indicating **SS#** or **Tax ID** is selected on the vendor record.

These zero entries are grouped either as a federal tax ID (lines 2-8) or as a social security number (lines 10-16).

Federal ID#  Type  None  SS#  Tax ID

If the **“None”** radio button is selected for a vendor with a blank entry in the Federal ID# field, the vendor will not appear as a duplicate on the report.

[ADM-AUC-AP-803]

## 4. 1099 PROCESSING [Fix]

An issue with the merging of vendors during 1099 processing was corrected and patched to sites in late January. It is noted here to document the change.

[ADM-AUC-AP-880]

## 5. INTERFACES/IMPORTS ► CREDIT CARD PROCESSING

Manual transactions with dates **outside of the current in-process cycle** may now be processed as part of credit card processing. This will result in separate reports and voucher batches for transactions that do not fall within the current in-process cycle.

Figure 5 Adding a Manual Transaction that is not in the same cycle as the in process batch



### 5.1. Reports & Voucher Batches Segregated by Cycle [New]

Town of Admins Payment Register							
*** Transactions Selected for Processing ***							
Uploaded Activity posted From 01-Jan-2018 To 31-Jan-2018							
Post Date	Purch Date	Transaction#	Vendor	Card Holder	Amount	Sales Tax	Message
For Cycle Open 01-Jan-2018 Close 31-Jan-2018							
Card Supervisor : Theresa							
31-Jan-2018	15-Jan-2018	951	016611 ADVANCED AUTO DETAILING		-75.00		
Debits:		Credits: 75.00		*** Card Supervisor Total # 1	***	-75.00	
For Cycle Open 01-Dec-2017 Close 31-Dec-2017							
Card Supervisor : Theresa							
18-Dec-2017	15-Dec-2017		GABRIELLI TRUCK HARTFO		329.40		
18-Dec-2017	15-Dec-2017		FLEETPRIDE 628		375.56	15.02	
18-Dec-2017	15-Dec-2017		NUTMEG INTL TRUCKS-A/R		94.11		
19-Dec-2017	18-Dec-2017		TRACTOR SUPPLY COMPANY		37.44		
19-Dec-2017	18-Dec-2017		MIDSTATE TRACTOR & EQU		631.59		
19-Dec-2017	18-Dec-2017		FREIGHTLINER OF HARTFO		237.72		
20-Dec-2017	18-Dec-2017		JACK YOUNG COMPANY INC		411.47		
20-Dec-2017	18-Dec-2017		SUBURBAN STATIONERS, I		-38.88		

Figure 6 Transactions are segregated by cycle on the payment register for each card supervisor

Town of Admins Create Payments							
Uploaded Activity posted From 01-Jan-2018 To 31-Jan-2018							
Voucher#	Department	VoucherDate	Due Date	Transaction Invoices#	Vendor	Card Holder	Amount
For Cycle Open 01-Jan-2018 Close 31-Jan-2018							
Batch : CC15052 Card Supervisor : Theresa							
416548	TOWN	31-Jan-2018	15-Feb-2018	951	016611 ADVANCED AUTO DETAILING		-75.00
Debits:		Credits: 75.00		*** Card Supervisor Total # 1	***	-75.00	
For Cycle Open 01-Dec-2017 Close 31-Dec-2017							
Batch : CC15053 Card Supervisor : Theresa							
416577	TOWN	18-Dec-2017	20-Mar-2018		026699 GABRIELLI TRUCK HARTFO		329.40
416579	TOWN	18-Dec-2017	20-Mar-2018		026705 FLEETPRIDE 628		375.56
416597	TOWN	18-Dec-2017	20-Mar-2018		026694 NUTMEG INTL TRUCKS-A/R		94.11
416549	TOWN	19-Dec-2017	20-Mar-2018		026700 TRACTOR SUPPLY COMPANY		37.44
416550	TOWN	19-Dec-2017	20-Mar-2018		026697 MIDSTATE TRACTOR & EQU		631.59
416562	TOWN	19-Dec-2017	20-Mar-2018		026693 FREIGHTLINER OF HARTFO		237.72
416580	TOWN	20-Dec-2017	20-Mar-2018		026704 JACK YOUNG COMPANY INC		411.47
416584	TOWN	20-Dec-2017	20-Mar-2018		026696 SUBURBAN STATIONERS, I		-38.88
416588	TOWN	20-Dec-2017	20-Mar-2018		026695 MUNICIPAL TRUCK PARTS		914.79

Figure 7 Transactions are segregated by cycle on the create payments report for each card supervisor

Your Batches In-progress (All)									
Batch	#Vouchers	Department	Bank	VouDate	Amount	Status	Original Own	Created	
CC15053	52	TOWN	EAST	31-Dec-2017	14061.95	Entry Bega	THERESA	16-Mar-2018	
CC15052	1	TOWN	EAST	31-Jan-2018	-75.00	Entry Bega	THERESA	16-Mar-2018	

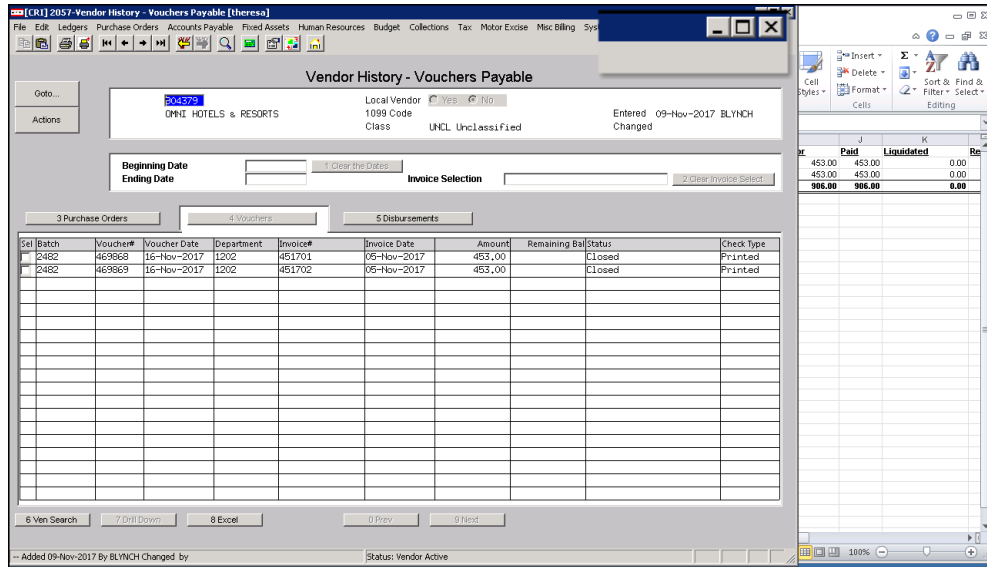
Figure 8 A different voucher batch is created for each cycle

[ADM-AUC-AP-886]

## 6. REPORTS “DROPPING OUT OF SIGHT” [FIX]–V92 SITES ONLY

Reports were hidden behind the AUC application, requiring users to minimize the AUC application to view or print reports.

1. Adobe PDF®
2. Excel®
3. Preview/LIS format



The user could use **Alt|Tab** or **Insert|Tab** keystroke combinations to toggle between the AUC Application and the hidden report.

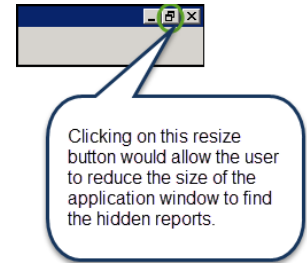
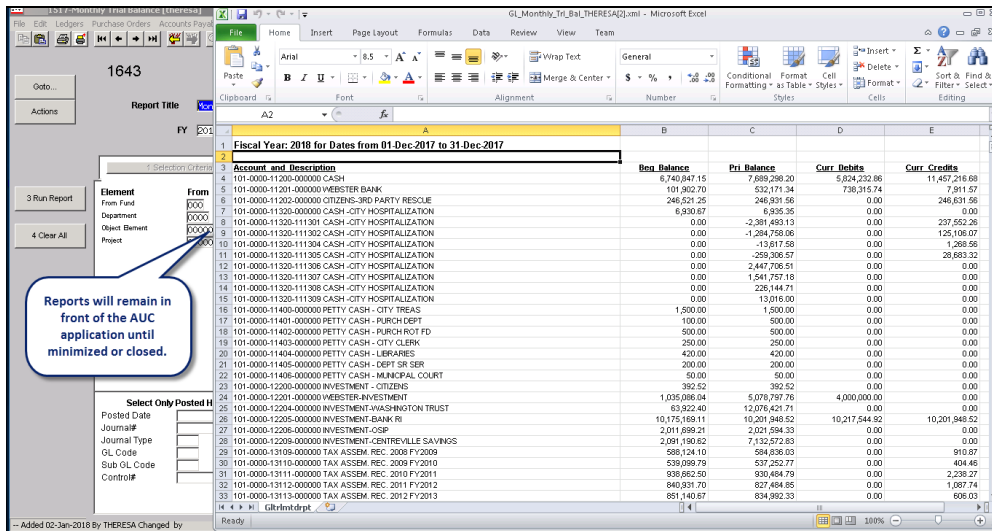


Figure 9 Before – Report “hiding” behind the AUC application

With the software update, the reports will now remain the focal point until the user closes or minimizes the report.



Reports will remain in front of the AUC application until minimized or closed.

Figure 10 After



If a small window like this appears at the top corner of the AUC application screen after running a report, minimize it using the "minus" sign, **NOT** the "X" in **RED**— this will only need to be done once per AUC session

[ADM-AUC-V90-78]

## 7. HELP REFERENCE LIBRARY

### 7.1. New or Updated Documentation

- VENDORS AP-325 Deleting Vendors [New]