

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

#### **TABLE OF CONTENTS**

1.	. vo	UCHER ENTRY	2
	1.1.	Fixed Asset Flag [Enhancement]	2
	1.2.	Deleting Vouchers from the Batch Entry Screen [Helpful Tip]	2
	1.3.	Voucher Posting Error [Fix]	3
	1.4.	Added Invoice Information to the Voucher Edit List [Enhancement]	3
2.	AP/	/PO APPROVALS • CHANGE ORDER BUDGET OVERRIDES [FIX]	4
3.	DIS	BURSEMENTS	5
	3.1.	Build Check File (Assign Check #s) – Disbursement Count Report [New]	5
4.	. VOI	ID PROCESSING [FIX]	5
	4.1.	Void ► Missing Fiscal Year and Account Numbers [Fix]	6
5.	BAN	NK RECONCILIATION 🕨 CREATE AP CHECK DOWNLOAD FILE [FIX]	6
6.	. VEN	NDORS-TO MERGE OR NOT TO MERGE? [HELPFUL TIP]	7
7.	REP	PORTS	8
	7.1.	Retrieve Output Files Customized Subject Line [Enhancement]	8
	7.2.	[By Vendor] ▶ #2094 Duplicate Federal Tax ID Numbers [Enhancement]	9
	7.3.	[By Voucher] ▶ #2650 Posted Vouchers [Enhancement]	10
	7.4.	[By Disbursement]	11
	7.4	4.1. #2685 Check History–List of Checks by Bank [Enhancement]	11
	7.4	4.2. #2168 Warrant Listing [Enhancement]	12
8.	YEA	AR END PROCESSING 🕨 ADD VENDOR TO 1099 FILE [ENHANCEMENT]	14
~	HEL		
9.		LP REFERENCE LIBRARY	14

#### 1. VOUCHER ENTRY

Prior to the software update, there was a restriction preventing entry into the **Fixed Assets (FA)** flag on the voucher entry screen if the site does not use the **Fixed Assets** module. Sites not using the module may want to mark vouchers as **"F"** for fixed asset and then report on them to maintain spreadsheets or other Fixed Assets software.

#### 1.1. Fixed Asset Flag [Enhancement]

AUC] 2001-Voi	ucher Entry [theresa]					
File Edit Ledge	ers Purchase Orders Accounts Payable Fixed	I Assets Human Resources Budg	et Collections Tax	Motor Excise Misc	Billing System	Favorites Help
🖻 🛍 🖨 🗸	ін++эм 🚝 👾 🔍 🖬 😭 і	🛃 🙃				
	Batch # 15563	Voucher Er	itrv			Entry Began
Goto	Voucher# 435534		· ·			
	Mandan Antonio Ar	Augusta and an and an a				
Actions	ODVONCED DOTTEDY EVETENC	Invoice# IESI UF FA FLF	la	Check Date		No Chk
·	FIG DEDEODD CTDEET	Customer#		Senarate Check	- ·	
Y Go To Batch	EAST BRIDGEWATER	Dept. Code SCHOOL	SCHOOL	Soparato ericent		
	MA 02333-0000	Vou Date 18-Jan-2019	FY 2019	Type P Paume	ent Voucher	
		Due Date 19-Jan-2019 T	erms DUR			
		1				
					Amour	it to Pay Vendor
2 Entry (5)	3 items 4 GL Detai	Is 5 Status History	Q Attachments			29000,00
Line Item	Oby Llom Item Description		Price	Freight Other	\$ To Retain	Ext Amount
	1 0000 Future fixed asset - wi	th site module turned off	25000,0000		\$ TO Recom	25000_00
Solit	0100-430-0000-004-00-00	-52701	TRASH INCINERAL	ION		20000000
	1099 FA F					
2	1.0000 entry with FA module to	irned on	4000,0000			4000,00
Split	0100-430-0000-004-00-00	-52701	TRASH INCINERAT	ION		
	1099 FA F					
5	1.0000 N/A					
Split	0000-000-0000-0000-0000	-00000				
	1099 FA					
	During vo	oucher entry, the curse	or tab order w	/III skip over ti	his field for	sites
	that do <u>no</u>	<u>ot</u> use the Fixed Asset	s (FA)module	e. During vouc	her entry o	n sites
1	<u>with the F</u>	A Module, the field wi	ill be accesse	d in the curso	r tab order.	The
6 Adi	d∨oucher 7 Ac field is av	ailable to any site via	a mouse clic	k.		
_						

After the software update, for those sites not using the **Fixed Assets** module, the fixed asset field can now be accessed via a mouse click. This field will be skipped over when **tabbing** through the fields.

The field may be accessed via a mouse click by **any** site, even sites **not** using the **Fixed Assets** module.

Figure 1 Fixed Asset field accessible to all sites via mouse click

[ADM-AUC-AP-936]

## **1.2.** Deleting Vouchers from the Batch Entry Screen [Helpful Tip]



Did you know that **ADMINS** has a **"right click"** feature that allows the deletion of vouchers from the batch screen? This is a faster option than selecting each voucher in the entry screen.



Figure 2 Deleting vouchers on the batch screen

#### **1.3.** Voucher Posting Error [Fix]

There was a random issue with the voucher posting when attaching entries to the history files. Users would occasionally receive an abnormal termination notice and **ADMINS** support had to complete the voucher posting process. **ADMINS** corrected this issue with the software update.

[ADM-AUC-AP-951]

#### 1.4. Added Invoice Information to the Voucher Edit List [Enhancement]



Figure 4 After – the edit list when run to Print/Preview/PDF<sup>®</sup> shows the Invoice number and date



	<	<b>- 1</b>	(°1 ~   <del>-</del>	-							AP_\	/oucher_Edit_THERESA[4].xml - Microsoft E	xcel
	File	01	lome D	Insert P	agelayout Foi	rmulas Da	ta Rem	New Invoi	ce #	and			
	 1	A Batch#	B Bank	C <u>Voucher#</u>	D VoucherDate	E <u>Vendor#</u>	Name	Invoice Da	ite c	olumns	on	J	K
	2	15566	EAST	435661 435662	2/6/2019	000100-01	BAKER 8	& TAYLOR	1	1 LIBRARY:	BOOKS AND PERIODICAL BOOKS AND PERIODICAL	Invoice #	InvoiceDate
l	4	10000	27.01	400002	2/0/2010	011404 01	88 10110			LIDIO ICI.	BOOKSAMETERIODIOA	3022605835	1/25/2019
ļ	5				1		-					10863387C0ST ID 1004	1/21/2019

Figure 5 The Excel<sup>®</sup> version also includes the Invoice # and Invoice date

[ADM-AUC-AP-935]

## 2. AP/PO Approvals ▶ Change Order Budget Overrides [Fix]

		Ma	intain Approval	Paths	
Goto					
Actions	Approval Path	Description	PRIMOVERA CENTER	PO	-
			,		
1 Add New		Minimum	Primary	Secondary	Tertiary
2 Remove					
	Budget Override		THERESA	LUANN	
3 Edit List					
4 Liser List	Level 1 - Supervisor		ANTHEA	WENDY	THERESA
	Level 2 - Department Head	H	-		
	Level 4 - Finance Department				
	Level 5 - Town Manager				
	PO Change Orders	2	ANTHEA	WENDY	THERESA
	AP Change Orders	<u> </u>	ONTHEO	LIENDY.	THERESA

Original Purchase Orders and Vouchers, as well as Change Orders to Purchase Orders and Vouchers that need Budget Overrides use the approval user from the Budget Override Line on the Approval Path table.

Figure 6 Approval Path shows "Theresa" as the Primary Budget Override approver

**To set this, select** Accounts Payable ▶ Tables ▶ Maintain Approval Paths. **In the example in** Figure 6, **user "Theresa"** is the Budget Override approver, and user **"Anthea"** is the Change Order approver. When a change order needed a budget override, the approvals lookup was displaying the wrong approver. User **"Anthea"** was erroneously listed as the **Primary** for a **Change Order** needing **Budget** approval, instead of user **"Theresa"**.

Now, the lookup will display the correct budget override approver on the screen.

		AP/PO Dash	board					
📧 Purchase Change O	rders Awaiting Approval							×
PO# Dept 19124 PRIMAVERA 191121 PRIMAVERA	Date Vendor 06-Dec-2018 AMAZON 0 06-Dec-2018 STOP s 5	CAPITAL SERVICES SHOP SUPERMARKET C	Expected Amt 97.96 500,00	Changed (Statu 40, Change Needs 0K	s e Needs Change Find	Budget 1 Order A Search Ca	In Use? 2 ncel Help	Primary I THERESA ANTHEA Eof

Figure 7 Approvals lookup showing the correct user for Budget overrides on a change order.

[ADM-AUC-AP-939]



### 3. DISBURSEMENTS

#### 3.1. Build Check File (Assign Check #s) – Disbursement Count Report [New]



Check numbers are assigned on the **[Build Check File (Assign Check #s)]** step. Once the check numbers are assigned the step produces a report with a *count* of the number of checks to be printed.

This will indicate the number of checks that are expected to be printed.





Remember, multiple vouchers for a single vendor may appear on the same check; as such the number of vouchers listed on reports generated earlier in the process may not necessarily equal the number of checks.

[ADM-AUC-AP-950]

## 4. VOID PROCESSING [Fix]

This issue was found when a Purchase Order was rolled forward to a new account number and a void was processed that cancelled a voucher. Voiding a check that cancels the voucher will:

- 1. restore the encumbrance (if the voucher was based on a purchase order), and
- 2. reduce the expenditure.

If the Purchase Order *account number has been changed* during the Purchase Order rollover process, the void was re-establishing the encumbrance and reducing the expense on the *original* account, instead of the *new* account. **ADMINS** corrected this and the new account will be used.

[MDT-SUP-SAPLAUC-1783]

#### 4.1. Void Missing Fiscal Year and Account Numbers [Fix]

Description Restart Void Check Process		Date			
Restart Vold Check Process		Date	Start	End	Success
Select Checks for Void Processin	q				
Edit Void Check File					I 🔒
Void Checks Edit List					
ect Checks for Void Processing					×
Checks for Void Processing					
r Bank Code	EAST E	ASTERN BAN	K FOR AP		
r Range	First Che	ck#: 034153	5 Last Che	ck#: 03419	535
Only in Warrant#					
ılt Voided On Date (mmddyyyy)	01262019				
ult Void Check Method	$\bigcirc$ Manua	l Replace 🔾	Cancel Vouc	hers 🖲 Re	<mark>open Vouchers</mark> 🔿 Tailing-Manual Replace
iew○Print ○PDF Duplex @Yes ○No		Loc	okup	OK	Cancel Clear All
	Void Checke Eat List ct Checks for Void Processing Thecks for Void Processing r Bank Code r Range Dnly in Warrantif It Voided On Date (mmddyyyyy) It Void Check Method iew Print PDF Duplex © Yes No	Void Checks for Void Processing ct Checks for Void Processing Pank Code r Range First Che Dnly in Warrant# itt Voided On Date [mmddyyyy] 01262019 itt Void Check Method iew Print O PDF Duplex @ Yes O No	Void Checke Bet Let ct Checks for Void Processing Checks for Void Processing r Bank Code EAST EASTERN BAN r Range First Check#: @34153 Only in Warrant# ult Voided On Date (mmddyyyy) 01262019 ult Void Check Method O Manual Replace O iew Print O PDF Duplex @ Yes O No Log	Ved Credits Eat Liet ct Checks for Void Processing ? Bank Code EAST EASTERN BANK FOR A/P r Bang First Check#: [3241535] Last Che Dnly in Warrant# It Voided On Date [mmddyyyy] 01262019 It Void Check Method Manual Replace Cancel Vouc iew Print OPDF Juplex @ Yes No Lookup	Vod Crects Edit Lite         ct Checks for Void Processing         :hecks for Void Processing         r Bank Code       EAST         EAST       EASTERN BANK FOR A/P         r Bang       First Check#: [0341535] Last Check#: [03415         Only in Warrant#

The fiscal year and account number was not being set on checks voided using a default date and the "ReOpen Vouchers" option as shown at left in Figure 8. AP06 transactions were written to the General Ledger unposted file without a fiscal year or account number, making them invalid for posting.

Figure 8 Entering the default void date sets fiscal year and account number

This was corrected and patched to sites in late January and is included here to document the change.

[ADM-AUC-AP-946]

#### 5. BANK RECONCILIATION ► Create AP Check Download File [Fix]

	TMUPDEV3 's Support Help [TRAINING]
Last Ran	Freate AP Check Download File 00 24-Jan-2019 10:03:47
Results	FAILED TO COMPLETE . DO NOT RERUN - NOTIFY     Send Report       ADMINS SUPPORT!     Image: Complete complet

In some cases, users would see an abnormal termination due to the system being unable to access the folder to create the download file.

Figure 9 Before –user sees an abnormal termination message

Now, if the process is run by a new user or from a new device, without access to the file location, the user will see an informative message that the file location is unavailable, with instructions to review the bank reconciliation setup.

Accounts Payable				
Enter Bills (Vouchers)	>			
Change Orders	>			
AP/PO Dashboard			AP Check Download	×
Liquidate Vouchers				
Vendors	>		Unable to Access folder	
Commodity Items	>		q:\eastern\ Review Bank Reconcillation Setup	
Disbursements (Warrant)	>			
Bank Reconciliation	>	Bank Account Management		
Queries		Clear Checks	OK	
Reports	>	Create AP Check Download File		-

Figure 10 After-the system displays an informative popup with instructions



Figure 11 The filename and location are set on the Bank Reconciliation screen



Figure 12 Test the file location before going "live"

📧 Task 2831: Create AP Check Download File	······································	<
Create AP Check File to Bank		
Required: Enter Bank Code	EAST EASTERN BANK FOR A/P	
Required: Check Date Range (mmddyyyy)	From: 01-Sep-2018 To: 11152018	
Optional: Warrant# Range	From: To:	
Run as  Preview  Print  PDF If Printing use Duplex  Yes  No Lookup	OK Cancel Clear All	

On the Bank Reconciliation Setup screen, set the file name, and be sure to test by using the [7 Download File] button before attempting to run the process as part of regular operations.

Figure 13 Enter the bank code and beginning and ending dates for the transactions



If in doubt, please contact <u>support@admins.com</u> for assistance. Do not change any other values on this screen, as doing so may have unintended and undesired consequences.

[ADM-AUC-AP-944]

#### 6. VENDORS-To Merge or not to Merge? [Helpful Tip]

Vendor	View Vendors Inactive - Set to merge to 000692
Vend	for 003016 STAPLES CREDIT PLAN
1 Name/Address	2 Addresses 3 Classification 4 Attachment (34)
Remittance	01 of 02 Address Type Accounts Payable

If a single vendor has been assigned multiple vendor numbers, consider the cause. Do different departments within the municipality use unique vendor numbers to help distinguish between invoices? Did it just happen over time? Depending on *why* the multiple entries exist can help determine how they should be managed going forward.



What happens if the finance department merges all the vendors under one number? If an "inactivated" vendor number is entered on a purchase order or accounts payable voucher, a message will be displayed with the information that **"No active or valid addresses exist for this Vendor"**. Most users may access the **View Vendors** screen, type in the inactivated vendor number, and see a message "Vendor Inactive – Set to merge to **##**" above the vendor number.

[ADM-AUC-AP-948]

#### 7. **REPORTS**

Building the Report	1

A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue with some

Excel® reports; ADMINS turned this feature off for now and will reinstate it at a later time.

[ADM-AUC-SY-8093]

In addition, **ADMINS** enhanced several reports. The feature described in section 7.1 affects all reports and all modules.

#### 7.1. Retrieve Output Files Customized Subject Line [Enhancement]

	Bathing Output Files
nto	Retrieve Output Files
tions	
	1 Select Module Paulo Pa
	2 Select File GL_Department_Ele_Change_THERESAC13,lis
	3 View Report 4 Email Report 5 Save/View PDF 6 Download Report
Task 360: Email Reports	×
Email Re	ports
Required: Enter Email	Address campbellt189@gmail.com
Optional: Enter Email S	ubject Customized Subject Line available on emailed reports
Optional: Enter Note 1	Here's the new report I mentioned
Optional: Enter Note 2	yesterday when we spoke on the phone.
Optional: Enter Note 3	Please let me know if this works for your.
Optional: Enter Note 4	Comments are welcome. Have a fine day! :]
	Leslag OK Cancel Clear All

**ADMINS** offers the Retrieve Output file feature on every module, allowing all **AUC** users to send a report to any valid email address. With this software update, **ADMINS** is pleased to announce a *customized subject line* for email reports.

Select the file and click on **[4 Email Report]**. Fill in the prompts as shown in Figure 14.

Figure 14 New Subject Line field is an optional field on the Email Reports form



2 3	U 🔹 🗸 📮 Customized Subject Line available on emailed reports - Message (Plain Text	:)	_ D <b>_ X</b>
File	Message		∞ 😮
From:	theresa@admins.com	Sent:	Mon 2/25/2019 3:20 PM
To:	campbellt189@gmail.com		
Cc:	Theresa Campbell		
Subject: 🚺	Customized Subject Line available on emailed reports		
🖂 Message	GL_Fund_Element_THERESA.csv (4 KB)		
1	1	·· 7	· · · I · · · 8 🔬 🕤
Please fir Here's th yesterday Please le Commen	ad attached the report requested to be emailed e new report I mentioned ywhen we spoke on the phone. reme know if this works for your. ts are welcome. Have a fine day!:)		
Thank yo Theresa			=
** Do no via the	t reply to this email message as it was system generated ADMINS Unified Community (AUC) System **		

The result is shown in Figure 15. Most output formats (.lis, .xml, .xls) are converted to PDF prior to emailing. If mailing a .csv file, the .csv format is retained.

Figure 15 Email with attached file

[ADM-AUC-SY-8084]

#### 7.2. [By Vendor] ▶ #2094 Duplicate Federal Tax ID Numbers [Enhancement]

Oddo       Report Name       View       Report       Name       View       Report       Name         Storolow       Storolow       Storolow       Storolow       Run       Storolow       Name       Storolow       Run         3005-Vendors       Name       Listing       Storolow       Storolow       Run       Storolow       Run         3005-Vendors       by Classification       Storolow       Storolow       Storolow       Run         3005-Vendors       by Listing       Storolow       Storolow       Storolow       Run         3005-Vendors       by Listing       Storolow       Storolow       Storolow       Run         3005-Vendors       by Listing       Storolow       Storolow       Storolow       Run         2005-Vendors       on State Bid List       Storolow       Storolow       Run         2005-Vendors       on State Bid List       Storolow       Storolow       Run         2005-Vendors       on State Bid List       Storolow       Run         2000-Highest Paid Vendors       Duplicate Federal Tax ID Numbers       Storole Run         2600-Herged Vendor Listory List       Storole Run       Storole Run         2610-Oner Talee Vendors paid during a specified time period Storol	Octo       Report Name       View       Report         Actions       Report Name       Simple       Run         3803-Vendors missing City, State or Zipcode       Sample       Run         3803-Vendors issing City, State or Zipcode       Sample       Run         3805-Vendors - by Hold Codes       Sample       Run         900-Vendors - by Llassification       Sample       Run         1 by Vendors       2655-Vendors - by Llossification       Sample       Run         20 commodation       08-Vendors - by Microsti V Codes       Sample       Run         20 commodation       08-Vendors - by Microsti V Codes       Sample       Run         2094-Vendors - on State Bid List.       Camate Run       Sample Run         2094-Vendors - REP Reporting       Sample Run       Sample Run         2630-Highest Paid Vendors       Sample Run       Sample Run         2640-Wendor Discounts About to Expire       Sample Run       Sample Run         2614-Vendor Labels - CSV Output File       Sample Run       Sample Run         2617-One Time Vendors paid during a specified time period       Sample Run       2616-Vendor Run         2616-Vendor Heddres with no Activity Report (Dorwant)       Sample Run       2618-Vendor Activity Report (Dorwant)       Sample Run <t< th=""><th>Report Name         Actions       Report Name         3005-Vendors Address Listing       3005-Vendors nissing City, State or Zipcode         3005-Vendors Name Listing       3005-Vendors nissing City, State or Zipcode         3005-Vendors - by Hold Codes       2565-Vendors - by Hold Codes         2050-Vendors - by 1039 Codes       06-Vendors - by 1039 Codes         3050-Vendors - by Minority Codes       07-Vendors - on State Bid List         3050-Vendors - on State Bid List       2094-Vendors - Duplicate Federal Tax         3050-Vendors - REAP Reporting       2621-Vendors - REAP Reporting         3164-Vendor Labels - CSV Output File       2616-Vendor Labels - CSV Output File         2616-Vendor Labels - CSV Output File       2616-Vendor Report         2616-Vendor ACH Setup       2633-Vendors ACH Setup         2631-Vendor ACH Setup       2634-Vendor ACH Setup</th><th>View Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample</th><th>Report Run Run Run Run Run Run Run Run Run Run</th></t<>	Report Name         Actions       Report Name         3005-Vendors Address Listing       3005-Vendors nissing City, State or Zipcode         3005-Vendors Name Listing       3005-Vendors nissing City, State or Zipcode         3005-Vendors - by Hold Codes       2565-Vendors - by Hold Codes         2050-Vendors - by 1039 Codes       06-Vendors - by 1039 Codes         3050-Vendors - by Minority Codes       07-Vendors - on State Bid List         3050-Vendors - on State Bid List       2094-Vendors - Duplicate Federal Tax         3050-Vendors - REAP Reporting       2621-Vendors - REAP Reporting         3164-Vendor Labels - CSV Output File       2616-Vendor Labels - CSV Output File         2616-Vendor Labels - CSV Output File       2616-Vendor Report         2616-Vendor ACH Setup       2633-Vendors ACH Setup         2631-Vendor ACH Setup       2634-Vendor ACH Setup	View Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample	Report Run Run Run Run Run Run Run Run Run Run
Actions       Report Name       View       Report       Sample       Run         3005-Vendor Ridness Listing       Sample       Run       Sample       Run         3005-Vendor Name Listing       Sample       Run       Sample       Run         3005-Vendor Name Listing       Sample       Run       Sample       Run         3005-Vendors - by Hold Codes       Sample       Run       Sample       Run         1 By Vendors       08-Vendors - by Llassification       Sample       Run         2 By Commoday Hein       08-Vendors - by Minority Codes       Sample       Run         2 By Ourboacker       08-Vendors - by Minority Codes       Sample       Run         2 By Ourboacker       5809-Vendors - on State Bud List.       Sample       Run         2 By Ourboacker       5909-Vendors - Duplicate Federal Tax ID Numbers       Sample       Run         2 By Ourboacker       5809-Vendor Biscounts About to Expire       Sample       Run         2 By Ourboacker       2 Sample       Run       Sample       Run         2 By Ourboacker       - Sample       Run       Sample       Run         2 By Ourboacker       - SEP Reporting       Sample       Run         2 Edi-Vendor Usel Report       Sample	Actions       Report Name       View       Report         3000-Vendor Address Listing       Sample       Run         3005-Vendor Name Listing       Sample       Run         3005-Vendor Saissing City, State or Zipcode       Sample       Run         3005-Vendors - by Hold Codes       Sample       Run         1 Bry Vendor       2665-Vendors - by Llassification       Sample       Run         2 by Owneway tem       2665-Vendors - by Llossification       Sample       Run         2 by Owneway tem       269-Vendors - by Minority Codes       Sample       Run         2 by Owneway tem       269-Vendors - by Minority Codes       Sample       Run         2 by Owneway tem       269-Vendors - by Minority Codes       Sample       Run         2 by Owneway tem       269-Vendors - Duplicate Federal Tax ID Numbers       Sample       Run         2 by Obleway tem       269-Vendors - REAP Reporting       Sample       Run         2 Coll-Vendor Labels - CSV Output File       Sample       Run         2 Gid-Vendor Address with no Activity Report (Dorwant)       Sample       Run         2 Gid-Vendor Address with no Activity Report (Dorwant)       Sample       Run         2 Gid-Vendor Address with no Activity Report (Dorwant)       Sample       Run	Actions     Report Name       3800-Vendor Address Listing     3800-Vendors missing City. State or Zipcode       3805-Vendors Name Listing     3805-Vendors - by Hold Codes       3805-Vendors - by Hold Codes     2565-Vendors - by 1039 Codes       1 By Vendor     08-Vendors - by J039 Codes       007-Vendors - by J039 Codes     007-Vendors - by Listig       3809-Vendors - by J039 Codes     007-Vendors - no State Bid List.       2 By Vontaces Order     3809-Vendors - no State Bid List.       2 By Vontaces     2694-Vendors - Duplicate Federal Tax       2 By Vontacts     2621-Vendors - REAP Reporting       2 Bid     2600-Merged Vendor History List       3810-Vendor Labels - CSV Output File     2616-Vendor Labels - CSV Output File       2617-One Time Vendors paid during a specified time perior     2161-Check History by Vendor       2850-Vendor ACH Setup     2631-Vendor ACH Setup       2618-Vendor ACH Setup     2618-Vendor AcH setup	View Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample	Report / Run Run Run Run Run Run Run Run Run Run
Bd00-vendor Fiddress Listing       Sample       Run         3005-Vendor Name Listing       Sample       Run         3005-Vendor Name Listing       Sample       Run         3005-Vendor Name Listing       Sample       Run         3005-Vendors - by Hold Codes       Sample       Run         3005-Vendors - by 1099 Codes       Sample       Run         1 By Vendor       D9-Vendors - by 1099 Codes       Sample       Run         207-Commodar Nem       3005-Vendors - by 1099 Codes       Sample       Run         209 Commodar Nem       300-Vendors - modal       Sample       Run         209 Vendors - Dy Classification       Sample       Run       Sample       Run         209 Vendors - Dy Discourse       Sample       Run         209 Vendors - REAP Reporting       Sample       Run         2164-Vendor Discourts Roout to Expire       Sample       Run         2164-Vendor Labels - CSV Output File       Sample       Run         2161-Ovendor Used Report       Sample       Run         2161-Oreck History by Vendor       Sample       Run         2161-Oreck History by Vendor       Sample       Run         20619-Vendors - Uth Vendors Sample <td< th=""><td>Study-Vendors Listing       Sample       Run         3005-Vendor Name Listing       Sample       Run         3005-Vendor Name Listing       Sample       Run         3005-Vendors - by Hold Codes       Sample       Run         3005-Vendors - by 1099 Codes       Sample       Run         1 BV Vendor       08-Vendors - by 1099 Codes       Sample       Run         2 by Commoury tem       307-Vendors - by 1099 Codes       Sample       Run         3 BY Purchase or Oter       08-Vendors - on State Bid List       Sample       Run         4 By Youcher       2690-Highest Paid Vendors       Sample       Run         2 By Dichase order       2630-Highest Paid Vendors       Sample       Run         2 By Ouchase Order       2630-Highest Paid Vendors       Sample       Run         2 By Ouchase Sorder       2630-Highest Paid Vendors       Sample       Run         2 Border       2 By Ouchase - Sty Dutput File       Sample       Run         2 Border       2 Border       Sample       Run         2 Bor</td><th>3000-Vendor Address Listing         3003-Vendors missing City, State or Zipcode         3005-Vendors missing City, State or Zipcode         3005-Vendors - by Hold Codes         2004 Vendors - by Hold Codes         2007 Vendors - by 1099 Codes         2007 Vendors - by Dissification         20094 Vendors - Duplicate Federal Tax         2094-Vendors - Negative Reporting         2600-Herged Vendor History List         2610-Vendor Labels - CSV Output File         2610-Vendor Labels - CSV Output File         2611-Check History by Vendor         2026-Vendor ACH Setup         2612-Vendor Labels - CSV Output File         2612-Vendor ACH Setup         2612-Vendor ACH Setup         2613-Vendor ACH Setup</th><td>Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample</td><td>Run Run Run Run Run Run Run Run Run Run</td></td<>	Study-Vendors Listing       Sample       Run         3005-Vendor Name Listing       Sample       Run         3005-Vendor Name Listing       Sample       Run         3005-Vendors - by Hold Codes       Sample       Run         3005-Vendors - by 1099 Codes       Sample       Run         1 BV Vendor       08-Vendors - by 1099 Codes       Sample       Run         2 by Commoury tem       307-Vendors - by 1099 Codes       Sample       Run         3 BY Purchase or Oter       08-Vendors - on State Bid List       Sample       Run         4 By Youcher       2690-Highest Paid Vendors       Sample       Run         2 By Dichase order       2630-Highest Paid Vendors       Sample       Run         2 By Ouchase Order       2630-Highest Paid Vendors       Sample       Run         2 By Ouchase Sorder       2630-Highest Paid Vendors       Sample       Run         2 Border       2 By Ouchase - Sty Dutput File       Sample       Run         2 Border       2 Border       Sample       Run         2 Bor	3000-Vendor Address Listing         3003-Vendors missing City, State or Zipcode         3005-Vendors missing City, State or Zipcode         3005-Vendors - by Hold Codes         2004 Vendors - by Hold Codes         2007 Vendors - by 1099 Codes         2007 Vendors - by Dissification         20094 Vendors - Duplicate Federal Tax         2094-Vendors - Negative Reporting         2600-Herged Vendor History List         2610-Vendor Labels - CSV Output File         2610-Vendor Labels - CSV Output File         2611-Check History by Vendor         2026-Vendor ACH Setup         2612-Vendor Labels - CSV Output File         2612-Vendor ACH Setup         2612-Vendor ACH Setup         2613-Vendor ACH Setup	Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample	Run Run Run Run Run Run Run Run Run Run
3803-Vendors missing Lity, State or Lipcode       Sample       Kun         3805-Vendors - by Hold Codes       Sample       Run         3805-Vendors - by Lassification       Sample       Run         2805-Vendors - by IOB Codes       Sample       Run         2807-Vendors - by IOB Codes       Sample       Run         287 commoditytem       Sample - Run       Sample - Run         389-Vendors - by IOB Codes       Sample - Run         389-Vendors - on State Bid List       Sample - Run         289-Vendors - REAP Reporting       Sample - Run         280-Vendors - REAP Reporting       Sample - Run         2164-Vendor Labels - CSV Output File       Sample - Run         2161-Vendor Labels - CSV Output File       Sample - Run         2161-Vendor Labels - CSV Output File       Sample - Run         2161-Vendor Labels - CSV Output File       Sample - Run         2161-Vendor Labels - CSV Output File       Sample - Run         2161-Check History by Vendor       Sample - Run         2161-Vendor ARD setup       Sample - Run         2161-Vendor CAH Setup       Sample - Run         2161-Check History by Vendor       Sample - Run         2161-Check History by Vendor       Sample - Run         2161-Vendor Assigned Commodity Items       Sample - Run	3803-Vendors missing Lity, State or Lipcode       Sample       Nun         association       Sample       Nun         3806-Vendors - by Hold Codes       Sample       Nun         3806-Vendors - by Classification       Sample       Run         2806-Vendors - by IOP Codes       Sample       Run         2807-Vendors - by Minority Codes       Sample       Run         3807-Vendors - by Minority Codes       Sample       Run         3807-Vendors - by Minority Codes       Sample       Run         3807-Vendors - Duplicate Federal Tax ID Numbers       Sample       Run         3807-Vendors       Run Participation       Sample       Run         3807-Vendors       Sample Run       Sample Run       Sample Run         3807-Vendor Sample       Run       Sample Run       Sample Run         2630-Highest Paid Vendors       Sample Run       Sample Run       Sample Run         2630-Highest Paid Vendor Sample Run       Sample Run       Sample Run       Sample Run         2616-Vendor Labels - CSV Output File       Sample Run       Sample Run       Sample Run         2616-Vendor Abels - CSV Output File       Sample Run       Sample Run       Sample Run         2616-Vendor Abels - CSV Output File       Sample Run       Sample Run	3903-Vendor Name Listing 3005-Vendor Name Listing 3005-Vendors - by Hold Codes 2956-Vendors - by Llassification 1 BV Vendor 297 Vendors - by 1097 Codes 3 BV Purchase Order 3 BV Purchase Order 3 BV Purchase Order 3 BV Disbursement 6 BV Dids 2094-Vendors - no State Bid List 2094-Vendors - Duplicate Federal Tax 2690-Highest Paid Vendors 2 BV Outputs 8 Audit Reports 2 Audit Reports 2 Audit Reports 2 Audit Reports 2 Audit Reports 3 BV Dids 2 Cal-Vendor Labels - CSV Output File 2 Cal-Vendor Achieven Just 3 B10-Vendor Achieven Just 3 B10-Vendor Labels - CSV Output File 2 Cal-Vendor Achieven Just 2 Cal-Vendor Achieven Just 3 Cal-Vendor Achiev	Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample	Run Run Run Run Run Run Run Run Run Run
3805-Vendor S - by Hold Codes       Sample       Run         2665-Vendors - by Lassification       Sample       Run         1 By Vendor       De-Vendors - by 1099 Codes       Sample       Run         26 commoday Men       De-Vendors - by 1099 Codes       Sample       Run         3 By Purchase Order       De-Vendors - by Minority Codes       Sample       Run         20 commoday Men       Second Run       Sample       Run         20 by Purchase Order       De-Vendors - mon State Bid List       Sample       Run         20 commoday Men       Sample       Run       Sample       Run         2094-Vendors - Duplicate Federal Tax ID Numbers       Sample       Run         2690-Highest Paid Vendors       Sample Run       Sample Run         2690-Highest Paid Vendors       Sample Run       Sample Run         2690-Highest Paid Vendors Souto Expire       Sample Run       Sample Run         2600-Merged Vendor History List       Sample Run       Sample Run         2616-Undor Lisel Report       Sample Run       Sample Run         2616-Undor History List       Sample Run       Sample Run         2616-Undor ACH Setup       Sample Run       Sample Run         2618-Vendor - Assigned Connaodity Items       Sample Run	3805-Vendor S - by Hold Codes       Sample       Run         2665-Vendors - by Lassification       Sample       Run         1 By Vendor       D8-Vendors - by 1099 Codes       Sample       Run         3 By Purchase Order       D8-Vendors - by 1099 Codes       Sample       Run         3 By Purchase Order       D8-Vendors - by 1099 Codes       Sample       Run         2 By Ouncast Vent       D8-Vendors - by Minority Codes       Sample       Run         2 By Ouncast       D9-Vendors - by Minority Codes       Sample       Run         2 By Discussenent       Sample       Run       Sample       Run         2 G30-Highest Paid Vendors       Sample       Run       Sample       Run         2 G40-Vendor Sample       Run       Sample       Run       Sample       Run         2 G40-Vendor Sample       Run       Sample       Run       Sample       Run         2 G40-Vendor Labels - CSV Output File       Sample       Run       Sample       Run         2 G10-Vendor ADH Setup       Sample       Run       Sample       Run         2 G10-Vendor ADH Setup       Sample       Run       Sample       Run         2 G10-Vendor ADH Setup       Sample       Run       Sample       Run <th>3805-Vendor Name Listing         990-Vendors - by Hold Codes         2565-Vendors - by Classification         1 By Vendor         2 By Commody term         3 By Purchase Order         4 By Voucher         5 By Obstursement         6 By Bids         2691-Vendors - no State Bid List.         2 By Commody term         3 By Purchase Order         4 By Voucher         5 By Obstursement         6 By Bids         2621-Vendors - ELP Reporting         2 Bid-Vendor Discounts About to Expire         2600-Merged Vendor History List         3810-Vendor Used Report         261-Vendor Used Report         261-Vendor Used Report         2610-Vendor Used Report         2610-Vendor Used Report         2610-Vendor Activity Report (Dormant)         2617-One Time Vendors paid during a specified time period         2617-One Time Vendors Paid during a specified time period         2618-Vendor Activity Report (Dormant)         2603-Vendor ACH Setup         2618-Vendor Assigned Commodity Items</th> <td>Sample Sample</td> <td>Run Run Run Run Run Run Run Run Run Run</td>	3805-Vendor Name Listing         990-Vendors - by Hold Codes         2565-Vendors - by Classification         1 By Vendor         2 By Commody term         3 By Purchase Order         4 By Voucher         5 By Obstursement         6 By Bids         2691-Vendors - no State Bid List.         2 By Commody term         3 By Purchase Order         4 By Voucher         5 By Obstursement         6 By Bids         2621-Vendors - ELP Reporting         2 Bid-Vendor Discounts About to Expire         2600-Merged Vendor History List         3810-Vendor Used Report         261-Vendor Used Report         261-Vendor Used Report         2610-Vendor Used Report         2610-Vendor Used Report         2610-Vendor Activity Report (Dormant)         2617-One Time Vendors paid during a specified time period         2617-One Time Vendors Paid during a specified time period         2618-Vendor Activity Report (Dormant)         2603-Vendor ACH Setup         2618-Vendor Assigned Commodity Items	Sample Sample	Run Run Run Run Run Run Run Run Run Run
3806-Vendors - by Hold Codes       Sample       Run         1 By Vendor       Sample       Run         2 by Commodia Yem       Sample       Run         38 P. Vendor       Sample       Run         2 by Commodia Yem       Sample       Run         3 By Purchases order       Sample       Run         2 by Commodia Yem       Sample       Run         3 By Purchases order       Sample       Run         2 By Contracts       Sample       Run         2 Bio-Vendor       Labels - CSV Dutput File       Sample         2 Bio-Vendor       Labels - CSV Output File       Sample       Run         2 Bio-Vendors - MLH Setup       Sample       Run       Sample       Run         2 Bio-Vendors with no Activity Report (Bormant)       Sample       Run       Sample       Run         2 Bio-Vendors - Duplicate Federal Tax ID Numbers       Sample       Run <td>3806-Vendors - by Hold Codes       Sample       Run         1 By Vendor       10-Vendors - by 1099 Codes       Sample       Run         2 by Commodry tem       80-Vendors - by 1099 Codes       Sample       Run         2 by Commodry tem       80-Vendors - by 1099 Codes       Sample       Run         2 by Commodry tem       80-Vendors - by Hinority Codes       Sample       Run         2 by Commodry tem       80-Vendors - m State Bid List       Sample       Run         2 by Outher       2094-Vendors - m Duplicate Federal Tax ID Numbers       Sample       Run         2 by Outher       2690-Highest Paid Vendors       Sample       Run         2 by Outher       2690-Highest Paid Vendors       Sample       Run         2 by Outher       2690-Highest Paid Vendors       Sample       Run         2 by Outhors       2 by Parchase       Sample       Run         2 by Outhors       2 by Parchase       Sample       Run         2 by Outhor Discounts About to Expire       Sample       Run         2 by Outhor Discounts About to Expire       Sample       Run         2 by Outhor Discounts About to Expire       Sample       Run         2 bif-Vendor Busels - CSV Output File       Sample       Run         2 bif-Vendor</td> <th>3806-Vendors - by Hold Codes       2806-Vendors - by Classification       1 By Vendor       280-Vendors - by Unority Codes       280-Vendors - by Minority Codes       380-Vendors - no State Bid List       4 By Voucher       5 By Disbursement       6 By Bids       2690-Vendors - REAP Reporting       221-Vendors - REAP Reporting       220-Vendors - REAP Reporting       220-Vendors - State Bid List       2690-Highest Paid Vendors       260-Highest Paid Vendors       2616-Vendor Labels - CSV Output File       2616-Vendor Labels - CSV Output File       2617-One Time Vendors with no Activity Report (Dormant)       263-Vendor ACH Setup       263-Vendor Activity Report (Dormant)       263-Vendor Activity Report (Dormant)       263-Vendor Activity Report (Dormant)</th> <td>Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample</td> <td>Run Run Run Run Run Run Run Run Run Run</td>	3806-Vendors - by Hold Codes       Sample       Run         1 By Vendor       10-Vendors - by 1099 Codes       Sample       Run         2 by Commodry tem       80-Vendors - by 1099 Codes       Sample       Run         2 by Commodry tem       80-Vendors - by 1099 Codes       Sample       Run         2 by Commodry tem       80-Vendors - by Hinority Codes       Sample       Run         2 by Commodry tem       80-Vendors - m State Bid List       Sample       Run         2 by Outher       2094-Vendors - m Duplicate Federal Tax ID Numbers       Sample       Run         2 by Outher       2690-Highest Paid Vendors       Sample       Run         2 by Outher       2690-Highest Paid Vendors       Sample       Run         2 by Outher       2690-Highest Paid Vendors       Sample       Run         2 by Outhors       2 by Parchase       Sample       Run         2 by Outhors       2 by Parchase       Sample       Run         2 by Outhor Discounts About to Expire       Sample       Run         2 by Outhor Discounts About to Expire       Sample       Run         2 by Outhor Discounts About to Expire       Sample       Run         2 bif-Vendor Busels - CSV Output File       Sample       Run         2 bif-Vendor	3806-Vendors - by Hold Codes       2806-Vendors - by Classification       1 By Vendor       280-Vendors - by Unority Codes       280-Vendors - by Minority Codes       380-Vendors - no State Bid List       4 By Voucher       5 By Disbursement       6 By Bids       2690-Vendors - REAP Reporting       221-Vendors - REAP Reporting       220-Vendors - REAP Reporting       220-Vendors - State Bid List       2690-Highest Paid Vendors       260-Highest Paid Vendors       2616-Vendor Labels - CSV Output File       2616-Vendor Labels - CSV Output File       2617-One Time Vendors with no Activity Report (Dormant)       263-Vendor ACH Setup       263-Vendor Activity Report (Dormant)       263-Vendor Activity Report (Dormant)       263-Vendor Activity Report (Dormant)	Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample	Run Run Run Run Run Run Run Run Run Run
I By Vendors - by Classification       Sample Run         1 By Vendor       OB-Vendors - by Minority Codes       Sample Run         2 BY Commoday tem       300-Vendors - on State Bid List.       Sample Run         3 BY Purchase Order       300-Vendors - Duplicate Federal Tax ID Numbers       Sample Run         2 BY Disbursement       2094-Vendors - Duplicate Federal Tax ID Numbers       Sample Run         2 By Disbursement       2600-Highest Paid Vendors       Sample Run         2 By Ontracts       261-Vendor Son - REP Reporting       Sample Run         2 Ed-Vendor Discourts About to Expire       Sample Run         2 Ed-Vendor Labels - CSV Output File       Sample Run         2 Ed-Vendor Labels - CSV Output File       Sample Run         2 Ed-Vendor Labels - CSV Output File       Sample Run         2 Ed-Vendor And Purch Park Peort (Dornant)       Sample Run         2 Ed-Vendor And Purch Park Peort (Dornant)       Sample Run         2 Ed-Vendor Assigned Connodity Items       Sample Run         2 Ed-Vendors - Duplicate Federal Tax ID Numbers       X         Yendor Listing       Yendor Labels Federal Tax ID Numbers	I By Vendors - by Classification       Sample Run         1 By Vendor       08-Vendors - by Minority Codes       Sample Run         2 by Commony tem       007-Vendors - by Minority Codes       Sample Run         3 By Purchase Order       2094-Vendors - Duplicate Federal Tax ID Numbers       Sample Run         2 by Diskusement       6 By Bids       Sample Run       Sample Run         2 By Contracts       250-Highest Paid Vendors       Sample Run       Sample Run         2 By Diskusement       250-Highest Paid Vendors       Sample Run       Sample Run         2 By Diskusement       250-Highest Paid Vendors       Sample Run       Sample Run         2 By Diskusement       250-Highest Paid Vendors       Sample Run       Sample Run         2 Boy Diskusement       250-Highest Paid Vendor Some Run       Sample Run       Sample Run         2 Boy Diskusement       250-Highest Paid Vendor Some Run       Sample Run       Sample Run         2 Boy Diskusement       250-Highest Paid Vendor Some Run       Sample Run       Sample Run         2 Boy Diskusement       260-Highest Paid Vendor Some Run       Sample Run       Sample Run         2 Boy Down Ar Labels - CSV Output File       Sample Run       Sample Run       Sample Run         2 Boy Down Ar Labels - CSV Output File       Sample Run	and Categories       2565-Vendors - by Classification         1 By Vendor       08-Vendors - by 1090 Codes         2 By Runchase Order       3809-Vendors - on State Bid List.         3 By Purchase Order       2094-Vendors - Duplicate Federal Tax         5 By Disbursement       2630-Highest Paid Vendors         6 By Bids       2610-Vendors - REPR Reporting         2 Contracts       261-Vendor Isscounts About to Expire         2 600-Merged Vendor History List       3810-Vendor Labels - CSV Output File         2 616-Vendor Used Report       2616-Vendors suith no Activity Report (Dormant)         2 616-Vendor CH Setup       2618-Vendor Setup Vendor         2 810-Vendor List       3810-Vendor Labels - CSV Output File         2 616-Vendor Report       2616-Vendor Setup         2 616-Vendor ACH Setup       2618-Vendor ACH Setup         2 618-Vendor Resigned Commodity Items       2618-Vendor Resigned Commodity Items	Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample	Run Run Run Run Run Run Run Run Run Run
1 Bev Vendors - by 1099 Codes       Sample Run         3 By Furchese Order       507-Vendors - by Minority Codes       Sample Run         3 By Purchese Order       209-Vendors - on State Bid List.       Sample Run         4 By Voucher       2094-Vendors - Duplicate Federal Tax ID Numbers       Sample Run         2 By Disbursement       2630-Highest Paid Vendors       Sample Run         2 By Disbursement       2630-Highest Paid Vendors       Sample Run         2 By Disbursement       2630-Highest Paid Vendors       Sample Run         2 By Ordinacts       2630-Highest Paid Vendors       Sample Run         2 By Ondracts       2630-Highest Paid Vendors       Sample Run         2 By Ordinacts       2630-Highest Paid Vendors       Sample Run         2 By Ordinacts       2630-Highest Paid Vendor Listory List       Sample Run         2 Bordine Rundor Labels - CSV Output File       Sample Run       2616-Vendor Labels - CSV Output File         2 Bif-Vendor Listory By Vendor       Sample Run       2603-Vendor ACH Setup       Sample Run         2 Bill-Vendor ACH Setup       Sample Run       Sample Run       2618-Vendor Assigned Conmodity Items       Sample Run         2 Task 2094: Vendors - Duplicate Federal Tax ID Numbers       X         Vendor Listing       Sample Run       Sample Run	1 Bev Vendors - by Nonrolay Kan       OB-Vendors - by Ninority Codes       Sample Run         3 By Purchase Order       3009-Vendors - on State Bid List.       Sample Run         4 By Voucher       2094-Vendors - Duplicate Federal Tax ID Numbers       Sample Run         2 By Diskursement       2690-Highest Paid Vendors       Sample Run         2 By Diskursement       2690-Highest Paid Vendors       Sample Run         2 By Diskursement       Sample Run       Sample Run         2 By Diskursement       Sample Run       Sample Run         2 Bid-Vendors       - REPP Reporting       Sample Run         2 Bid-Vendor Labels - CSV Output File       Sample Run         2 Bid-Vendor Labels - CSV Output File       Sample Run         2 Bid-Check History List       Sample Run         2 Bid-Check History by Vendor       Sample Run         2 Bid-Vendor - Duplicate Federal Tax ID Numbers       X         Yendor Listing       Sample Run         2 Bid-Vendors - Duplicate Federal Tax ID Numbers       X	1 By Vendor       D8-Vendors - by 1099 Codes         3 By Furchase Order       D90-Vendors - on State Bid List.         3 By Purchase Order       2094-Vendors - on State Bid List.         4 By Voucher       2094-Vendors - Duplicate Federal Tax         5 By Disbursement       2630-Highest Paid Vendors         6 By Bids       2621-Vendors - REPR Reporting         2164-Vendor Discounts About to Expire         2600-Merged Vendor History List         3810-Vendor Labels - CSV Dutput File         2616-Vendor Used Report         2616-Vendor AH Setup         2616-Vendor AH Setup         2616-Vendor AH Setup         2616-Vendor AH Setup         2630-Vendor AH Setup         2616-Vendor AH Setup         2616-Vendor AH Setup         2618-Vendor AH Setup         2618-Vendor AH Setup         2618-Vendor AH Setup         2618-Vendor ASigned Commodity Items	Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample	Run Run Run Run Run Run Run Run Run Run
2 by Common view       Sample       Nun         3 By Purchase Order       4 By Youcher       Sample       Nun         3 By Purchase Order       4 By Youcher       2094-Vendors - mo State Bid List       Sample       Nun         4 By Youcher       2094-Vendors - Duplicate Federal Tax ID Numbers       Sample       Nun         5 By Disbursement       2690-Highest Paid Vendors       Sample       Nun         2690-Highest Paid Vendors       Sample       Run         2600-Merged Vendor Listory List       Sample       Run         2600-Merged Vendor History List       Sample       Run         2164-Vendor Used Report       Sample       Run         2161-Vendor Sample       Run       Sample       Run         2161-Vendor Sample       Run       Sample       Run         22610-Vendors With no Activity Report (Dormant)       Sample       Run         22618-Vendor Assigned Commodity Items       Sample       Run         2618-Vendor - Sample Commodity Items       Sample       Run         2618-Vendor - Sauge Commodity Items       Sample </th <td>2 by Common view       Sample       Nun         3 By Purchase Order       4 By Voucher       Sample       Run         3 By Purchase Order       4 By Voucher       2094-Vendors - Duplicate Federal Tax ID Numbers         5 By Disbursement       2690-Highest Paid Vendors       Sample       Run         6 By Bids       2621-Vendors - REAP Reporting       Sample       Run         2164-Vendor Discounts About to Expire       Sample       Run         2164-Vendor Labels - CSV Output File       Sample       Run         2161-Vendor Labels - CSV Output File       Sample       Run         2161-Vendor Labels - CSV Output File       Sample       Run         2161-Oreck History by Vendor       Sample Run       Run         2161-Vendor Assigned Commodity Items       Sample Run       Sample Run         2618-Vendors - Duplicate Federal Tax ID Numbers       X         Vendor Listing       Sample Run       Sample Run         Active Vendors with Duplicate Federal Tax ID Numbers       X</td> <th>2 by Commonary tem 3 By Purchase Order 4 By Voucher 5 By Diskursement 6 By Bids 7 By Confracts 8 Audit Reports 2630-Highest Paid Vendors 2621-Vendors - REAP Reporting 2164-Vendor Liscounts About to Expire 2600-Merged Vendor History List 3810-Vendor Labels - CSV Output File 2616-Vendor Lesels - CSV Output File 2616-Vendor Lesels - CSV Output File 2616-Check History by Vendor 2285-Vendors with no Activity Report (Dormant) 263-Vendor ACH Setup 2618-Vendor Assigned Commodity Items</th> <td>Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample</td> <td>Run Run PCS Run Run Run Run Run Run Run Run Run</td>	2 by Common view       Sample       Nun         3 By Purchase Order       4 By Voucher       Sample       Run         3 By Purchase Order       4 By Voucher       2094-Vendors - Duplicate Federal Tax ID Numbers         5 By Disbursement       2690-Highest Paid Vendors       Sample       Run         6 By Bids       2621-Vendors - REAP Reporting       Sample       Run         2164-Vendor Discounts About to Expire       Sample       Run         2164-Vendor Labels - CSV Output File       Sample       Run         2161-Vendor Labels - CSV Output File       Sample       Run         2161-Vendor Labels - CSV Output File       Sample       Run         2161-Oreck History by Vendor       Sample Run       Run         2161-Vendor Assigned Commodity Items       Sample Run       Sample Run         2618-Vendors - Duplicate Federal Tax ID Numbers       X         Vendor Listing       Sample Run       Sample Run         Active Vendors with Duplicate Federal Tax ID Numbers       X	2 by Commonary tem 3 By Purchase Order 4 By Voucher 5 By Diskursement 6 By Bids 7 By Confracts 8 Audit Reports 2630-Highest Paid Vendors 2621-Vendors - REAP Reporting 2164-Vendor Liscounts About to Expire 2600-Merged Vendor History List 3810-Vendor Labels - CSV Output File 2616-Vendor Lesels - CSV Output File 2616-Vendor Lesels - CSV Output File 2616-Check History by Vendor 2285-Vendors with no Activity Report (Dormant) 263-Vendor ACH Setup 2618-Vendor Assigned Commodity Items	Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample	Run Run PCS Run Run Run Run Run Run Run Run Run
3 By Purchase Order       3 By Purchase Order       Sample       Run         3 By Disussement       6 By Disussement       6 By Disussement       Sample       Sample       Run         2 By Disussement       6 By Disussement       2 S30-Highest Paid Vendors       Sample       Run         2 S42-Vendors       - REAP Reporting       Sample       Run         2 S42-Vendors       - REAP Reporting       Sample       Run         2 S40-Merged Vendor History List       Sample       Run         2 S60-Merged Vendor Labels       - CSV Output File       Sample       Run         2 S10-Vendor Labels       - CSV Output File       Sample       Run         2 S10-Vendor Labels       - CSV Output File       Sample       Run         2 S10-Ovendor ACH Setup       Sample       Run       Sample       Run         2 S03-Vendor ACH Setup       Sample       Run       Sample       Run         2 S18-Vendors - Duplicate Federal Tax ID Numbers       X       Yendor Listing       X         4 Task 2094: Vendors - Duplicate Federal Tax ID Numbers       X       X	3 By Purchase Order       3 By Purchase Order       Sample       Num         4 By Youcher       2094-Vendors - Duplicate Federal Tax ID Numbers       Sample       Run         6 By Diskussment       2690-Highest Paid Vendors       Sample       Run         7 By Contracts       Sample       Run       Sample       Run         2640-Highest Paid Vendors       Sample       Run       Sample       Run         2630-Highest Paid Vendors       Sample       Run       Sample       Run         2640-Henged Vendor History List       Sample       Run       Sample       Run         2610-Vendor Labels - CSV Output File       Sample       Run       Sample       Run         2616-Vendor Used Report       Sample       Run       Sample       Run         2617-One Time Vendors paid during a specified time period       Sample       Run         2618-Vendor AcH Setup       Sample       Run       Sample       Run         2618-Vendor AcH Setup       Sample       Sample       Run       Vendor Listing         Active Vendors with Duplicate Federal Tax ID Numbers       X       Vendor Listing       Sample       Nun	3 By Purchase Order       3 B03-Vendors - On State Rid List.         4 By Youcher       2094-Vendors - Duplicate Federal Tax         5 By Disburgement       2630-Highest Paid Vendors         7 By Contracts       2621-Vendors - REPR Reporting         264-Vendor Discounts About to Expire       2600-Herged Vendor History List         3010-Vendor Labels - CSV Output File       2616-Vendor Used Report         2616-Vendor Used Report       2616-Check History By Vendor         2261-Undors with no Activity Report (Dormant)       2263-Vendor ACH Setup         2618-Vendor ACH Setup       2618-Vendor Resport	Sample ID Numbe Sample Samp	Run Run Run Run Run Run Run Run Run Run
4 BY Voucher       2094-Vendors - Juplicate Federal Tax ID Numbers         5 By Disburgement       6 By Bids         7 By Contracts       2630-Highest Paid Vendors         8 Audit Reports       2630-Highest Paid Vendors         8 Audit Reports       2630-Highest Paid Vendors         8 Audit Reports       2630-Highest Paid Vendor Iscourts Robout to Expire         8 Audit Reports       2630-Highest Paid Vendor Listory List         9 Sample Run       2600-Merged Vendor History List         2600-Merged Vendor Labels - CSV Output File       Sample Run         2616-Vendor Losd Report       Sample Run         2616-Vendor Lised Report       Sample Run         2603-Vendor ACH Setup       Sample Run         2603-Vendor ACH Setup       Sample Run         2618-Vendor ACH Setup       Sample Run         2618-Vendor ACH Setup       Sample Run         2618-Vendor - Assigned Commodity Items       Sample Run         2618-Vendor - Duplicate Federal Tax ID Numbers       X         Vendor Listing       Active ID Numbers	4 BY Voucher       2094-Vendors - Juplicate Federal Tax II Numbers         5 Dy Disburstement       2690-Highest Paid Vendors       Sample Run         2610-Vendor Inscounts Robout to Expire       Sample Run         2616-Vendor Inscounts Robout to Expire       Sample Run         2616-Vendor Used Report       Sample Run         2616-Vendor Swith no Activity Report (Dormant)       Sample Run         2618-Vendor ACH Setup       Sample Run         2618-Vendor - Duplicate Federal Tax ID Numbers       X         Vendor Listing         Active Vendors - Duplicate Federal Tax ID Numbers	4 BY Voucher 5 BY Disbursement 6 BY Bids 7 BY Contracts 8 Audit Reports 2620-Highest Paid Vendors 2620-Highest Paid Vendors 2621-Vendors - REPP Reporting 2164-Vendor Discounts About to Expire 2600-Merged Vendor History List 3810-Vendor Labels - CSV Output File 2616-Vendor Used Report 2616-Vendor Used Report 2616-Vendors paid during a specified time peri- 2161-Check History by Vendor 2285-Vendors with no Activity Report (Dormant) 2603-Vendor ACH Setup 2618-Vendor ABSigned Commodity Items	ID Number Sample Sample Sample Sample Sample Sample Sample Sample Sample	Run Run Run Run Run Run Run Run Run Run
By Usburgement       2690-Highest Paid Vendors       Sample       Run         7 By Contracts       2621-Vendors - REP Reporting       Sample       Run         2164-Vendor Discounts Rbout to Expire       Sample       Run         2260-Merged Vendor History List       Sample       Run         3810-Vendor Labels - CSV Dutput File       Sample       Run         2617-One Time Vendors paid during a specified time period       Sample       Run         2161-Check History Uy Vendor       Sample       Run         2285-Vendors with no Activity Report (Dormant)       Sample       Run         2603-Vendor ACH Setup       Sample       Run         2618-Vendor Assigned Commodity Items       Sample       Run         2618-Vendors - Duplicate Federal Tax ID Numbers       X         Vendor Listing	By Usbrushment       2690-Highest Paid Vendors       Sample       Run         7 By Contracts       2621-Vendors - REAP Reporting       Sample       Run         2640-Highest Paid Vendor Ibscounts About to Expire       Sample       Run         2640-Herged Vendor History List       Sample       Run         2610-Vendor Labels - CSV Output File       Sample       Run         2610-Vendor Labels - CSV Output File       Sample       Run         2611-Check History by Vendor       Sample       Run         2612-Vendor Vendor Activity Report (Dormant)       Sample       Run         2612-Check History by Vendor       Sample       Run         2603-Vendors with no Activity Report (Dormant)       Sample       Run         2603-Vendor Activity Report (Dormant)       Sample       Run         2613-Vendor Sample Commodity Items       Sample Run       Vendor Listing         Active Vendors - Duplicate Federal Tax ID Numbers       X	BV Usburgement       2690-Highest Paid Vendors         6 BV Bids       2690-Highest Paid Vendors         2621-Vendors - REAP Reporting       2621-Vendor Discounts About to Expire         2000-Merged Vendor History List       3810-Vendor Labels - CSV Output File         2616-Vendor Labels - CSV Output File       2616-Vendor Used Report         2616-Dendor Labels - CSV Output File       2261-One Time Vendors paid during a specified time perior         22615-Vendors with no Activity Report (Dormant)       2265-Vendors With no Activity Report (Dormant)         2603-Vendor ACH Setup       2618-Vendor Assigned Commodity Items	Sample Sample Sample Sample Sample od Sample Sample Sample Sample	Run Run Run Run Run Run Run Run Run
2621-Vendors - REAP Reporting       Sample       Run         8 Audit Reports       2621-Vendors - REAP Reporting       Sample       Run         2164-Vendor Discounts Rbout to Expire       Sample       Run         310-Vendor Labels - CSV Output File       Sample       Run         261-Vendor Used Report       Sample       Run         261-Vendors with no Activity Report (Dormant)       Sample       Run         2603-Vendor ACH Setup       Sample       Run         2618-Vendors - Duplicate Federal Tax ID Numbers       X         Vendor Listing       Yendor Listing       X	2 By Contracts       2621-Vendors - REAP Reporting       Sample       Run         2 BAudit Reports       2 Edd-Vendor Discounts About to Expire       Sample       Run         2 Edd-Vendor Labels - CSV Output File       Sample       Run         2 Edid-Vendor Labels - CSV Output File       Sample       Run         2 Edid-Vendor Labels - CSV Output File       Sample       Run         2 Edid-Vendor Labels - CSV Output File       Sample       Run         2 Edid-Vendor Labels - CSV Output File       Sample       Run         2 Edid-Vendor Labels - CSV Output File       Sample       Run         2 Edid-Vendor Labels - CSV Output File       Sample       Run         2 Edid-Vendor Labels - CSV Output File       Sample       Run         2 Edid-Vendor Assigned Commodity Vendor       Sample       Run         2 Edid-Vendor Assigned Commodity Items       Sample       Run         2 Edid-Vendor Assigned Commodity Items       Sample       Run         2 Edid-Vendors - Duplicate Federal Tax ID Numbers       X         Vendor Listing         Active Vendors with Duplicate Federal Tax ID Numbers	7 By Contracts       2621-Vendors - REAP Reporting         8 Audit Reports       2660-Merged Vendor History List         3810-Vendor Labels - CSV Output File       2616-Vendor Used Report         2617-One Time Vendors paid during a specified time period       2616-Vendor Used Report         2161-Check History by Vendor       2285-Vendors with no Activity Report (Dormant)         2603-Vendor ACH Setup       2618-Vendor Assigned Commodity Items	Sample Sample Sample Sample Sample Sample Sample Sample	Run Run Run Run Run Run Run Run Run
2164-Vendor Discounts Rbout to Expire       Sample Run         2600-Merged Vendor History List       Sample Run         2810-Vendor Labels - CSV Output File       Sample Run         2616-Vendor Used Report       Sample Run         2617-One Time Vendors paid during a specified time period       Sample Run         2616-Vendor with no Activity Report (Dormant)       Sample Run         263-Vendor with no Activity Report (Dormant)       Sample Run         2618-Vendor Activity Report (Dormant)       Sample Run         2618-Vendor - Assigned Commodity Items       Sample Run         7 Task 2094: Vendors - Duplicate Federal Tax ID Numbers       X         Vendor Listing       Active ID Numbers       X	2164-Vendor Discounts Bout to Expire       Sample       Run         2600-Merged Vendor History List       Sample       Run         2610-Vendor Labels - CSV Output File       Sample       Run         2616-Vendor Used Report       Sample       Run         2616-Vendor History by Vendor       Sample       Run         2603-Vendor ACH Setup       Sample       Run         2618-Vendor Assigned Commodity Items       Sample       Run         2618-Vendor - Duplicate Federal Tax ID Numbers       X         Vendor Listing       Active Vendors with Duplicate Federal Tax ID Numbers       X	8 Audit Reports       2164-Vendor Discounts About to Expire         2600-Merged Vendor History List       3810-Vendor Labels - CSV Output File         2616-Vendor Used Report       2617-One Time Vendors paid during a specified time period to the time vendors paid during a specified time period to the time vendors with no Activity Report (Dormant)         285-Vendor Swith no Activity Report (Dormant)       2603-Vendor ACH Setup         2618-Vendor Assigned Commodity Items       2618-Vendor Assigned Commodity Items	Sample Sample Sample Sample Sample Sample Sample	Run Run Run Run Run Run Run
2600-Merged Vendor History List     2600-Merged Vendor History List     380-Vendor Labels - CSV Output File     Sample Run     2616-Vendor Used Report     2617-One Time Vendors paid during a specified time period     Sample Run     2617-One Time Vendors paid during a specified time period     Sample Run     2603-Vendor ACH Setup     2603-Vendor ACH Setup     2618-Vendor ACH Setup     2618-Vendor ACH Setup     2618-Vendor ASsigned Commodity Items     Sample Run     2618-Vendors - Duplicate Federal Tax ID Numbers     Vendor Listing     Active Vendor Listing	2600-Merged Vendor History List       Sample       Run         3310-Vendor Labels - CSV Output File       Sample       Run         2616-Vendor Used Report       Sample       Run         2617-One Time Vendors paid during a specified time period       Sample       Run         2161-Check History by Vendor       Sample       Run         2263-Vendors with no Activity Report (Dormant)       Sample       Run         2618-Vendor Check History by Vendor       Sample       Run         2633-Vendor ACH Setup       Sample       Run         2618-Vendor Assigned Commodity Items       Sample       Run         Yendor Listing       X       Yendors with Duplicate Federal Tax ID Numbers       X	2600-Merged Vendor History List 3810-Vendor Labels - CSV Output File 2616-Vendor Used Report 2617-One Time Vendors paid during a specified time peri 2161-Check History by Vendor 2285-Vendors with no Activity Report (Dormant) 2603-Vendor AH Setup 2618-Vendor Assigned Commodity Items	Sample Sample Sample Dd Sample Sample Sample Sample	Run Run Run Run Run Run
3810-Vendor Labels - CSV Output File       Sample       Run         2616-Vendor Used Report       Sample       Run         2616-Vendor Used Report       Sample       Run         2161-Check History by Vendor       Sample       Run         2288-Vendors with no Activity Report (Dormant)       Sample       Run         2618-Vendor ACH Setup       Sample       Run         2618-Vendor Achi Setup       Sample       Run         2618-Vendor Achi Setup       Sample       Run         2618-Vendor Achi Setup       Sample       Run         2618-Vendor Assigned Commodity Items       Sample       Run         2618-Vendor Listing       X         Vendor Listing       Yendor Listing	3810-Vendor Labels - CSV Output File       Sample       Run         2616-Vendor Used Report       Sample       Run         2617-One Time Vendors paid during a specified time period       Sample       Run         2161-Check History by Vendor       Sample       Run         2285-Vendors with no Activity Report (Dormant)       Sample       Run         2618-Vendor AcH Setup       Sample       Run         2618-Vendor Assigned Commodity Items       Sample       Run         2618-Vendor Assigned Commodity Items       Sample       Run         2618-Vendor Assigned Commodity Items       Sample       Run         2618-Vendor South Activity Report       Sample       Run         2618-Vendor Assigned Commodity Items       Sample       Run         2618-Vendor South Activity Report       Sample       Run         2618-Vendors - Duplicate Federal Tax ID Numbers       X         Vendor Listing       Sample       Run         Active Vendors with Duplicate Federal Tax ID Numbers	3810-Vendor Labels - CSV Output File 2616-Vendor Used Report 2617-One Time Vendors paid during a specified time peri 2161-Check History by Vendor 2285-Vendors with no Activity Report (Dormant) 2603-Vendor ACH Setup 2618-Vendor Assigned Commodity Items	Sample Sample od Sample Sample Sample Sample	Run Run Run Run Run
Control Used Report     Sample     Sample     Run     2616-Vendor Used Report     Sample     Run     2617-One Time Vendors paid during a specified time period     Sample     Run     263-Vendors with no Activity Report (Dormant)     Sample     Run     263-Vendor ACH Setup     Sample     Run     2618-Vendor Assigned Commodity Items     Sample     Run     Yendor Listing     Active Vendor Listing     Active Vendor Listing	2616-Vendor Used Report       Sample       Run         2617-Ohe Time Vendors paid during a specified time period       Sample       Run         2161-Check History by Vendor       Sample       Run         2285-Vendors with no Activity Report (Dormant)       Sample       Run         2618-Vendor ACH Setup       Sample       Run         2618-Vendor ASsigned Commodity Items       Sample       Run         2618-Vendor Assigned Commodity Items       Sample       Run         2618-Vendors - Duplicate Federal Tax ID Numbers       X         Vendor Listing       Active Vendors with Duplicate Federal Tax ID Numbers       X	2616-Vendor Used Report 2617-One Time Vendors paid during a specified time peri 2161-Check History by Vendor 2285-Vendors with no Activity Report (Dormant) 2603-Vendor ACH Setup 2618-Vendor Assigned Commodity Items	od Sample Sample Sample Sample Sample	Run Run Run Run
2617-One Time Vendors paid during a specified time period Sample Run     2161-Check History by Vendor Sample Run     2263-Vendors with no Activity Report (Dormant) Sample Run     2603-Vendor ACH Setup     2618-Vendor ACH Setup     2618-Vendor ASsigned Commodity Items     Sample Run     2618-Vendor -	2617-One Time Vendors paid during a specified time period       Sample       Run         2161-Check History by Vendor       Sample       Run         2263-Vendors with no Activity Report (Domant)       Sample       Run         2603-Vendor ACH Setup       Sample       Run         2618-Vendor Active Setup       Sample       Run         Yendor Listing       X       Yendors with Duplicate Federal Tax ID Numbers         X       Sample Federal Tax ID Numbers       X	2617-One Time Vendors paid during a specified time peri 2161-Check History by Vendor 2285-Vendors with no Activity Report (Dormant) 2603-Vendor ACH Setup 2618-Vendor Assigned Commodity Items	od Sample Sample Sample Sample	Run Run Run
Iteration     Itera	Intervention of presenting of opported to the point of the point	2161-Check History by Vendor 2285-Vendors with no Activity Report (Dormant) 2603-Vendor ACH Setup 2618-Vendor Assigned Commodity Items	Sample Sample Sample	Run
Task 2094: Vendors - Duplicate Federal Tax ID Numbers      Vendor Listing      Active Vendors - Duplicate Federal Tax ID Numbers      Vendor Listing	Control (Licenter Federal Tax ID Numbers     Vendor S with Duplicate Federal Tax ID Numbers	2285-Vendors with no Activity Report (Dormant) 2603-Vendor ACH Setup 2618-Vendor Assigned Commodity Items	Sample	Run
2603-Vendor ACH Setup     2618-Vendor Assigned Commodity Items     Sample Run     Task 2094: Vendors - Duplicate Federal Tax ID Numbers     Vendor Listing Active Vendors - Duplicate Federal Tax ID Numbers	2603-Vendor ACH Setup     2618-Vendor Assigned Commodity Items     Sample Run     Task 2094: Vendors - Duplicate Federal Tax ID Numbers     Vendor Listing     Active Vendors with Duplicate Federal Tax ID Numbers	2603-Vendor ACH Setup 2618-Vendor Assigned Commodity Items	Sample	
2618-Vendor Assigned Commodity Items     Sample Run     Vendor Assigned Tax ID Numbers     Vendor Listing Active Mendors with Duralizets Endered Tax ID Numbers	2618-Vendor Assigned Commodity Items       Sample Run         Task 2094: Vendors - Duplicate Federal Tax ID Numbers       X         Vendor Listing       Active Vendors with Duplicate Federal Tax ID Numbers	2618-Vendor Assigned Commodity Items	an antipute	Run
Task 2094: Vendors - Duplicate Federal Tax ID Numbers X	Task 2094: Vendors - Duplicate Federal Tax ID Numbers × Vendor Listing Active Vendors with Duplicate Federal Tax ID Numbers		Sample	Rup
Task 2094: Vendors - Duplicate Federal Tax ID Numbers X Vendor Listing	Task 2094: Vendors - Duplicate Federal Tax ID Numbers X Vendor Listing Active Vendors with Duplicate Federal Tax ID Numbers			1
A ATILIA U A BARANTA LIURIDAATA KAAATALI AY ULI NUUMBATA	Active Vendors with Duplicate Federal Tax ID Numbers	Task 2094: Vendors - Duplicate Federal Tax ID Numbers Vendor Listing	_	×

**ADMINS** advises sites to run this report in advance of 1099 processing.

To make the report more useful, **ADMINS** added an optional filter to the prompt to include only vendors paid on or after a given date. This lets sites focus on vendors with activity in the year being reported.

In the example shown in Figure 16, vendors are restricted to those paid on or after January 1, 2018 to identify vendors with current year activity that may require a form 1099.

Figure 16 New Optional filter on report of Vendors with Duplicate Federal Tax ID #s

In addition, the matching will now identify duplicates even if the FID# formats differ in the vendor file.

ADMINS Unified Community Accounts Payable

	<b>a ⊮) •</b> (° - ∣ <del>-</del>			AP_PO_Vendors_Dup_FID_2094_THERESA(1).xn	nl - Microsoft Excel					- 0 ×
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	К41 🔫 (*	$f_{x}$								
	A	В	С	D	E	F	G	н	1	J
1	FID#	<u>Vendor</u>	Class	Name	Hold?	Minor?	<u>1099</u>	Terms	1Time?	.astCheckDate
29	04-2896127	003845	UNCL	STAPLES BUSINESS ADVANTAGE				DUR	N	12/3/2018
30	04-2896127	004654	UNCL	STAPLES CREDIT PLAN				DUR	N	12/3/2018
31	042896127	004970	UNCL	STAPLES CREDIT PLAN (LIBRARY)				DUR	N	11/2/2018
32	042-89-6127	006509	UNCL	STAPLES CREDIT PLAN (TN CLERK)				DUR	N	11/12/2018
33	04-2896127	006567	UNCL	STAPLES CFO				DUR	N	12/3/2018
34										

In the example shown there are five vendor numbers identified as duplicates, even though not all the numbers use the same format – some have a dash after the  $2^{nd}$  digit (**Federal Tax** 

Identification number format), some are formatted like a **Social Security** number, and some of the numbers have no dashes. Use the merge vendor process, described in the Help Reference Library, **#AP-370 Merge Vendors**, to assign a single vendor number for this vendor, or the **data** for each matched number will be merged during the **1099** process.

[MDF-SUP-SAPLAUC-981]

#### Report Library by Voucher Goto.. Report Name Report 🔺 Actions - Vouchers In Progress 2607-In Progress Voucher - w/ GL Budget Detail Report Categories Run - Open Vouchers 1 By Vendor 2610-Open Vouchers - Summary Run 2 By Commodity Item 2611-Open Vouchers - Line Detail 3 By Purchase Order Run 2612-Open Vouchers - Recurring Templates Only Run 2800-Open Vouchers with Vendors on Hold Run 5 By Disbursement 2613-Open Vouchers showing Account Detail 6 By Bids Run 7 By Contracts Vouchers by batch 2620-Voucher Batch - Summary 2630-Voucher Batch - Detail 8 Audit Reports Run Run - Posted Vouchers sted Vouchers (Open and Closed) - by Run -Posted Vouchers (Open and Closed) - by Owner Run Run 2670-Posted Vouchers (Open and Closed) - by Dept 2691-Posted Vouchers (Open and Closed) - Recurring Templat Run 2679-Voucher Detail by Vendor for 1099 Codes Run

# 7.3. [By Voucher] ▶ #2650 Posted Vouchers [Enhancement]

ADMINS added new selections to the 2650 Posted Vouchers Report (Open and Closed) - by Vendor report.

Users may now optionally specify up to nine department groups and up to nine vendors.

Figure 17 Report Library screen showing the 2650 Posted Vouchers report



Figure 18 New Optional Filters by Department Group and Vendor

Select Accounts Payable Reports Report Library [By Voucher] - #2650 - Posted Vouchers (Open and Closed) - by Vendor to run the report. The report is available in Preview/Print/PDF<sup>®</sup> and Excel<sup>®</sup> formats.



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	Í									
	2650-APV00	JHIS_BYVEN. RE	P	Printed 06-Dec-2018 at	14:12:03 by THE	RESA				Page 1
						Town of Admi	ns			
				epartment	Fosted Voucher	s (open and (	(Tosed) - by	vendor		
					or Vouchers dat	ed between 07	012018 and 0	9302018		
	Vendor:	000046-01	L HASTER	TDE						
				TDE						
	Voucher#	UserBatch# G	L_Batch#	TDE	ce#	InvoiceDate	VoucherDate	EnteredBy	Status	Anount
				IRE						
	416769	15093	8862674	TRE	GTFADG	01-Jul-2018	01-Jul-2018	ANTHEA	Closed	200.00
	416709	15105	9962764		ŕ	23-Aug-2018	23-Aug-2018	TUPDECL	Closed	55.00
	416790	15108	8862764			25-Aug-2018	20-Aug-2018	THERESA	Closed	55.00
							,,			
								*** Total	for Vendor ***	320.00
	Vendor	: 001658-03	1 PHEELER	Penartment						
	voucner#	UserBatch# G	L_Batch#	TDE	ce#	InvoiceDate	voucnerDate	snteredsy	status	Anount
	416780	15100	8862751	The	1	16-Aug=2018	16-Aug=2018	ANTHEA	Closed	31 600 00
	416781	15101	8862752	TAP	2	16-Aug-2018	16-Aug-2018	ANTHEA	Closed	18,360.00
								*** Total	for Vendor ***	49,960.00
	vendor:	002276-02	MASON	CO. INC.						
1	Vouchorf	HoorRotahf C	I. Rotohf			Invidente	VoughorDoto	Ent or od Dry	Status	hnount
	Foucher #	serbacens c		Department		THEOLOGICADACA		wroerem?		Anounc
1	416792	15108	8862764			28-Jun-2018	17-Aug-2018	THERESA	Closed	337.66
				PRIMAVERA						
1								*** Total	for Vendor ***	337 66



Figure 19 The Posted Voucher report with vendor and department selections run to Print/Preview/PDF®

K   🛃 🧐 -	(°≃ -	∓ Insert Page Law	out Form	ulas D	ata Re	view View		AP_Vouc	h_Hist_By_Vndr	_THERESA[3	i].xml -	Microsoft Ex	cel
S28		• (° 1	2 .										
4 A	в	С	D	E	F	G	н	1	J	К	L	М	N
1 Vendor	₽ rs	dated between 070	12018 and I	09302018		Department							
2 000046						FIRE							
3 000046	nř	t Vendor Name	UserBatch#	Voucher#	GLBatch#	FIRE	bice#	InvoiceDate	VoucherDate	EnteredBy	Status	Amount	
<sup>4</sup> 000046		POSTMASTER	15093	415/59	8862674	FIRE	PAGIFADG	7/11/2018	7/11/2018	ANTHEA	Closed	200.00	
000046		POSTMASTER	15105	410/00	0002795 \$862764	FIRE	DGF	8/15/2010	0/23/2010 8/15/2018	THERESA	Closed	55.00	
7		POSTMASTER	15108	416790	8862764	T I CE		8/25/2018	8/20/2018	THERESA	Closed	55.00	
8		r oominioren	10100		0002101			0.20.2010	012012010	menceorr	0.0000	320	
9													
0 001658		AL WHEELER	15100	416780	8862751	FIRE	T 1	8/16/2018	8/16/2018	ANTHEA	Closed	31,600.00	
1 001658		AL WHEELER	15101	416781	8862752	FIRE	Т 2	8/16/2018	8/16/2018	ANTHEA	Closed	18,360.00	
2												49960	
3		WE MECONICO INC.	A 54.00	440700	DOCOTO 4			0000040	04170040	TUEDECA	Cleared	22.700	
002276		W.B. WASON CO. INC.	15100	410/32	0002704	PRIMAVERA		6/20/2010	0/17/2010	INERESA	Clused	337.00	
16												331.00	
17												50617.66	
18													
19													

Figure 20 The Posted Voucher report with vendor and department selections run to Excel®

[ADM-AUC-AP-932]

#### 7.4. [By Disbursement]

ADMINS enhanced two of the Disbursement reports.

-						_				
📼 [AUC] 2980-Report Library	by Disbursement [theresa]			-	ð	×				
File Edit Ledgers Purcha	ase Orders Accounts Payable Fixed Assets Human Resources Budget Col	llections	Tax Moth	Favorites	Help					
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	Devent Library by Distan									
	Report Library by Disbu	rseme	nt							
Goto										
	Report Name	View	Report	^						
Actions	2685-Check History - List of Checks by B	ank	Run							
		_	Run							
	2162-Check History - List of Checks by Warrant	Sample	Run							
	2160-Check History - Vouchers paid on checks by Bank	Sample	Run							
Report Categories	2161-Check History by Vendor	Sample	Run							
1 By Vendor	2688-Register of O/S Uncleared Checks	2688-Register of O/S Uncleared Checks Sample								
2 By Commodity Item	2168-Warrant Listing	Sample	Run							
3 By Purchase Order	2689-Tailing Report - Unclaimed Checks	Sample	Run							
4 By Voucher	2593-Check History - Hccount Detail by Check Date	Sample	Run							
5 By Disbursement										
6 By Blus										
7 By Contracts										
8 Auart Reports										
			+							

7.4.1. #2685 Check History–List of Checks by Bank [Enhancement]

ADMINS added an optional date range filter to the report to allow for ready comparison of the report to the bank management screen. Select Accounts Payable ▶ Reports ▶ Report Library ▶ By Disbursement to access the report.

Figure 21 Report Library by Disbursement





Figure 22 Before – No Check Date Range Filter



Figure 23 After – Optional Check Date Range Filter

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		122	- (-		f <sub>x</sub>							
- 4	A	В	С	D	E	F		G	н	1	J	K
1	<u>Bank</u>	Check#	Check Date	Туре	Vendor#	<u>Vendor Name</u>		<u>Status</u>	<u>Warrant</u>	Canceled Or	Cleared On	Check Amount
2	EAST	0329449	1/1/2018	٧	011125	CIT		х	005802	1/7/2019		110.00
3	EAST	0329450	1/1/2018	V	011125	CIT		х	005802	1/7/2019		110.00
4	EAST	0329451	1/1/2018	٧	011125	CIT		Х	005802	1/7/2019		110.00
5	EAST	0329452	1/1/2018	V	026471	COMMON/VEALTH OF MA	ASSACHUSETTS	Х	005802	1/5/2019		213.06
6	EAST	0329453	1/1/2018	٧	018385	COSTA		х	005802	1/5/2019		2,413.87
7	EAST	0329454	1/1/2018	٧	019394	DUVA DISTRIBUTORS		х	005802	1/5/2019		423.47
8	EAST	0329455	1/1/2018	٧	018831	ECOLAB FOOD SAFETY	SPECIALTIES	Х	005802	1/5/2019		57.9E
9	EAST	0329456	1/1/2018	V	025008	FORD'S HOMETOWN SEF	VICES	Х	005802	1/5/2019		1,170.00
10	EAST	0329457	1/1/2018	٧	024958	GOODFELLAS TRUCKING	, INC.	х	005802	1/5/2019		408.25
11	EAST	0329458	1/1/2018	٧	024494	HERSHEY CREAMERY CO	D.	х	005802	1/5/2019		211.08
12	EAST	0329459	1/1/2018	٧	023142	JEN'S TRANSPORTATION	I, INC.	х	005802	1/7/2019		5,740.00
13	EAST	0329545	1/8/2018	V	004248	BHS STUDENT ACTIVITY	FUND	х	005804	1/10/2018		5,008.80
14	EAST	0329753	1/15/2018	V	021422	CAROLYN RAFFERTY		х	005811	1/22/2018		30.00
15	EAST	0329754	1/15/2018	V	026673	CATHERINE GALLO		х	005811	1/22/2018		30.00
16												16,036.49
17												
18												16,036.49

Figure 24 Excel<sup>®</sup> output







[ADM-AUC-AP-940]

**ADMINS** added columns to the warrant listing report to provide more information on **Void** check exception warrants. During the software update, a process will be run to update the data for existing void warrants so that the historical data will appear on the reports



There are two types of exception warrants – this pertains to **Void** exception warrants; there are also credit card voucher warrants that are "exception" warrants.

Run the warrant listing report by selecting Accounts Payable Reports Report Library [5 By Disbursement] and selecting #2168 Warrant Listing.

The report output may be run as Print/Preview/PDF<sup>®</sup> or to Excel<sup>®</sup>.

I	2168-AP	JARLI:	ST.REP	Pi	cinted 15-Feb	-2019 at 11:4	49:23 by ANTHEA			Page 1
I						Town of	Admins			
I						Warrant 1	isting			
I										
I			D			Descard a		m		m
I	warrant	Bank	start Date	ineck Date	GL Effective	Postea	warrant lotal	lotal Paid	Status	туре
I										
I	006150	EAST	13-Feb-2019	13-Feb-2019	13-Feb-2019		1,342.57	1,342.57	Open	
I	006149	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019			Closed	Exception Warrant
I	006148	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019			Closed	Exception Warrant
I	006147	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019			Closed	Exception Warrant
I	006146	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019			Closed	Exception Warrant
I	006145	EAST	25-Jan-2019	25-Jan-2019	25-Jan-2019	25-Jan-2019			Closed	Exception Warrant
I	006144	EAST	13-Feb-2019	13-Feb-2019	13-Feb-2019		1,300.87	1,300.87	Open	
I	006143	EAST	14-Jan-2019	31-Dec-2018	31-Dec-2018	14-Jan-2019	5,310.50	5,310.50	Closed	
I	006142	EAST	14-Jan-2019	14-Jan-2019	14-Jan-2019	14-Jan-2019	215,928,40	215,928,40	Closed	
I	006141	EAST	07-Jan-2019	07-Jan-2019	07-Jan-2019	07-Jan-2019	32,349.71		Closed	Exception Warrant
I	006140	EAST	20-Dec-2018	20-Dec-2018	20-Dec-2018	24-Jan-2019	964,580,70	964,580,70	Closed	
I	006139	EAST	06-Dec-2018	10-Dec-2018	10-Dec-2018	06-Dec-2018	193,218,82	193,218,82	Closed	
1	006138	FAST	06-Dec-2018	05-Dec-2018	05-Dec-2018	06-Dec-2018	15 550 00	15 550 00	flosed	
P	000130	LHOI	00-2010	03-Dec-2010	03-Dec-2010	00-2010	13,330.00	15,550.00	CIOSCU	

Figure 26 Before - no amounts were shown for voids on the Warrant Listing

216	B-APW	ARLI:	ST.REP	Р	rinted 15-Feb	b-2019 at 14	:12:33 by ANTH Tow War	EA n of Admins rant Listing	New Co	olumns sho	w type and	amount of void
			D					market back d		Wedd Conner	The dial manufacture	· · · · · · · · · · · · · · · · · · ·
war:	rant	Bank	start Date	uneck Date	GLEITECTIVE	Posted	warrant lotal	lotal Pald	vold-manual	vold-tancei	void-lailing	status Type
0.00	154	E A COTE	15 E-b 0010	15 R-b 0010	15 8-1 0010	15 E-b 0010			50.00	C00. F0	41.00	line d Freedories Weissen
006.	154	LASI	15-Feb-2019	15-Feb-2019	15-Feb-2019	15-Feb-2019	693.59		50.00	602.50	41.09	liosed Exception Warrant
006.	153	EAST	15-Feb-2019	15-Feb-2019	15-Feb-2019	15-Feb-2019	3,485.90		131.93	152.06	3,201.91	Closed Exception Warrant
006.	152	EAST	15-Feb-2019	15-Feb-2019	15-Feb-2019	15-Feb-2019	537.00		537.00			Closed Exception Warrant
006.	151	EAST	15-Feb-2019	15-Feb-2019	15-Feb-2019	15-Feb-2019	268.10		268.10			Closed Exception Warrant
006.	150	EAST	13-Feb-2019	13-Feb-2019	13-Feb-2019		1,342.57	1,342.57				Dpen
006.	149	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019	84.00			84.00		Closed Exception Warrant
006.	148	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019	735.50			735.50		Closed Exception Warrant
006	147	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019	40.00			40.00		Closed Exception Warrant
006	146	EAST	28-Jan-2019	28-Jan-2019	28-Jan-2019	28-Jan-2019	38.70			38.70		Closed Exception Warrant
006.	145	EAST	25-Jan-2019	25-Jan-2019	25-Jan-2019	25-Jan-2019	20.00			20.00		Closed Exception Warrant
006	144	EAST	13-Feb-2019	13-Feb-2019	13-Feb-2019		1,300.87	1,300.87				- Dpen



	<b>*) •</b> (% -   <del>+</del>						Warrant_Listing_TH8	RESA[1].xml - Microsoft Exce				_	-
File	Home In:	sert Page	Layout Formulas	Data Review Vie	ew/				New Column	is show type and	amount of void		
	M23	• (*	fx .		-	-						_	
	A	В	С	D	E	F	G	Н		J	K	L	M
1	<u>Warrant</u>	<u>Bank</u>	Start_Date	Check_Date	GL_Effective	Posted	Warrant_Total	Total_Paid	<u>Void-Manual</u>	Void-Cancel	Void-Tailing	<u>Status</u>	Type
2	006161	EAST	2/21/2019	2/21/2019	2/21/2019	2/21/2019	26,663.87			26,663.87		Closed	Exception Warrant
3	006160	EAST	2/21/2019	2/21/2019	2/21/2019	2/21/2019	26,663.87	26,663.87				Closed	
4	006159	EAST	2/21/2019	2/21/2019	2/21/2019	2/21/2019	203.50		203.50			Closed	Exception Warrant
5	006158	EAST	2/21/2019	2/21/2019	2/21/2019	2/21/2019	357.20			357.20		Closed	Exception Warrant
6	006157	EAST	2/21/2019	2/21/2019	2/21/2019	2/21/2019	297.20			350.80		Closed	Exception Warrant
7	006156	EAST	2/21/2019	2/21/2019	2/21/2019	2/21/2019	911.50	911.50				Closed	
8	006155	EAST	2/15/2019	2/15/2019	2/15/2019		173,551.60	173,551.60				Open	
9	006154	EAST	2/15/2019	2/15/2019	2/15/2019	2/15/2019	693.59		50.00	602.50	41.09	Closed	Exception Warrant
10	006153	EAST	2/15/2019	2/15/2019	2/15/2019	2/15/2019	3,485.90		131.93	152.06	3,201.91	Closed	Exception Warrant
11	006152	EAST	2/15/2019	2/15/2019	2/15/2019	2/15/2019	537.00		537.00			Closed	Exception Warrant
12	006151	EAST	2/15/2019	2/15/2019	2/15/2019	2/15/2019	268.10		268.10			Closed	Exception Warrant
13	006150	EAST	2/13/2019	2/13/2019	2/13/2019		1,342.57	1,342.57				Open	



[ADM-AUC-AP-952]

#### YEAR END PROCESSING > Add Vendor to 1099 File [Enhancement] 8.

Add Vendor/Check	🔳 [AUC] 2202-1099 Work File Summary [theresa]
Required: Enter Vendor# Required: Enter Tax Year Required: 1099 Type C Omitted C Correction	Add Vendor/Check Required: Enter Vendor# Required: Enter Tax Year Required: Enter Tax Year Required: 1099 Type
Lookup OK Cancel Clear All	Lookup OK Cancel Clear All

Figure 29 Before and After Prompt for Adding a Vendor - Now shows "New/Omitted" instead of just "Omitted"

The **1099** process allows a vendor to be added after building the work file, and before printing the forms. The prompt was updated to more clearly describe forms being added as "New/Omitted".

[ADM-AUC-AP-949]

#### **HELP REFERENCE LIBRARY** 9.

The following new or updated material was added to the Help Reference Library:

#### **New or Updated Documentation** 9.1.

- **ENTER/PROCESS PAYMENTS** AP-167 View Attachments in the Approvals Screen [New] AP-867 Favorites Screen [New]
- OTHER

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