

ACCOUNTS PAYABLE

RELEASE NOTES-MARCH 2021

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

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1 ENTER BILLS (VOUCHERS)

ADMINS added a column to the voucher posting selection screen and fixed the single voucher error check.

1.1 #2011 Voucher Posting Selection Screen [Enhancement]

Voucher batches are posted via the screen, which offers checkboxes to select the batches to be posted. To provide more relevant information when posting, **ADMINS** added a **"Batch Owner"** column to the screen.

Voucher Posting							
ctions		1	Select All	2 Deselect All	3 Post Vouchers	•	
	Sel	4 Batch	5 Entry User	Department	Batch Total	Vouchers	^
		16605	WENDY	ADM	150.00	Details	
		LV10715	THERESA	TOWN	19335,89	Details	
		LV10716	THERESA	TOWN	19335.89	Details	
		PR903439	MNOWLAN	TREASURER	40681,24	Details	
		PR903443	MNOWLAN	TREASURER	20553,36	Details	
							\sim





Figure 1 Before – No Batch Owner column

	Voucher Posting										
		1 Select All	2 De	select All 3 Pos	st Vouchers						
Sel	4 Batch	5 Entry User	Department	Batch Owner	Batch Total	Vouchers					
	16605	WENDY	ADM	WENDY	150,00	Details					
	LV10715	THERESA	TOWN	THERESA	19335,89	Details					
6	LV10716	THERESA	TOWN	MIKE	19335,89	Details					
b T	PR903439	MNOWLAN	TREASURER	MIKE	40681,24	Details					
	PR903443	MNOWLAN	ILAN TREASURER LUANN	LUANN	20553,36	Details					

Figure 2 After – New Batch Owner column

[ADM-AUC-AP-1014]

1.2 Error Check [Fix]

ADMINS corrected the single voucher error check and patched the fix to all customer sites in December. It is mentioned here to document the change.

Accounts Payable > Enter Bills (Vouchers) > Entry [9 Check Voucher]



ADMINS Unified Community Accounts Payable

	Potch # DD002456	Manakar Esta	Fature Param
Goto	Voucher# 469109	Voucher Entry	Entry Began
Actions	Vendor 018693 02 AMERICAN HERITAGE	Invoice# PR 903456 018693 02	Print OManual OACH OWire ONo Chk Check Date Bank CI
Y Go To Batch	LIFE INSURANCE CO CASE # 89521	Customer# Dept. Code TOWN TOWN	Separate Check 🔽 Hold Check
	PO BOX 650514 DALLAS TX 75265-0514	Vou Date 22-Dec-2020 FY 2021 Due Date 22-Dec-2020 Terms DUR	Type PR Payroll Payment
2 Entry (2)	3 items 4 GL Detait	5 Status History Q Attachments	Amount to Pay Vendor 45,95
Line Item	Oty Uom Item Description 1.0000 Payroll for checks date U By Account 1000-000-000-000-000-000-000-000-000-00	Price F 1 22-Dec-2020 34,3300 -21520 DISABILITY WITHH	To Retain Ext Amount 34,39 34,39
2 Split	1.0000 Payroll for checks date 1000-000-000-000-00-00-00-00-00-00-00-00	22-Dec-2020 111,5600 - -21535 CANCER INSURANCE	DEDUCTIONS 11.56
6 A (dd Voucher 7 Add Line 8 C	9 Check Voucher	Entered Amount 45,95

Figure 3 Voucher Entry Screen with [9 Check Voucher] button highlighted

2790-FMREP:APVOUERR.REP P	rinted 11-Jan-2021 at 14:26:42 by THERESA City of ADMINS Error Check Vouchers
UserBatch Expected Entered PR903456 51,330.19 51,330.19	Batch Errors:
Voucher# Vendor 469115 028839-FIDELITY SECURITY Line GL Line Error	Voucher Errors: LIFE INS CO
1 1 1	

Figure 4 Error Check a Single Voucher report

[ADM-AUC-AP-1058]

2 AP/PO DASHBOARD APPROVALS

		AP/PO	Dashboard		
loto	Purchase Orde	rs	Accounts Pay	able	
ctions	In-Progress In Entry Began In Error Status Ready for Release Disapproved Ready for Posting	13 View 4 View 2 View	In-Progress In Entry Began In Error Status Ready for Release Disapproved Ready for Posting	466 View 4 View	
	Awaiting Approval	8 View	Awaiting Approval		2 View
	Change Orders In Entry Began In Error Status Ready for Release Disapproved Ready to Post	7 View 1 View	Change Orders In Entry Began In Error Status Ready for Release Disapproved Ready to Post	3 View	

Prior to the software update, selecting an "in use" voucher from the Awaiting Approval screen sometimes resulted in a record lock that required **ADMINS** to intervene.

	Account	nts Payable Awaiting App	proval									×		
Vouch#	Batch	Dept	Туре		Date	Vendor			Expected	Amt	. Statu	IS		In Use?
469658	16643	SCHOOL	Payment	Vouc	27-Feb-2021	ADVANCED	AUTO	DETAILIN	200000	.00	Needs	Department	Hea	In-Use
												•		
								OK	Find	earcl	Cancel	l Help Eof		

ADMINS Unified Community



ADMINS added checking to prevent record locking. Now, if the record is in use, the system will present a message indicating that the record is in use.

[ADM-AUC-PO-555]

3 ENTER/VIEW VENDORS [Fix]

\sim	Enter Ve	andors	Certified Vendor? Yes O	No
Vendor 031115			Date Certified	
Name/Address	a Classification 4 Atta	ichments 8 tems	9 User Defined	
Remittance 00	00 Address Type			
1 Name		Notes 1		
2 Name		2		
Son Name		4		
Address 1				
Address 2				
Address 3	<u> </u>			
City		UCI 2000 Enter Vandars	×	
State Zip C	20de (00000-0000	OCJ 2000-Enter Vendors	~	
Country	N			
Contact	N.			
Title	*	-		
1 Phone# ((000), 000-	-0000 Ext 0000 Type	Vendor# 031115	loes not exist	
2 Phone# (000) 000-	-0000 Ext 0000 Type		aves not exist	
21 110100 110007 000	0000 Em (0000 1)(0 [
			I	
Veb Site				
Seneral Delivery E-mail				
			OK	
O E-mail Address			Remaining	
Send	POs to Vendor via E-mail	() 169		
CH E-mail Address				
ID E-mail Address				

Accounts Payable > Vendors > Enter Vendors *or* View Vendors

ADMINS corrected an issue that occurred when a non-existent vendor number was entered in the **Enter** or **View Vendors** screen. Prior to this the display would remain on the current record with no message.

Now, a message is displayed stating that the requested "Vendor #xxxxxx does not exist".

This will help to avoid confusion when entering and viewing vendors.

[ADM-AUC-AP-934]

4 COMMODITY ITEMS [Enhancement]

Commodity Items may be used during **Accounts Payable Voucher** and **Purchase Order** data entry to improve speed and accuracy. **ADMINS** improved using, listing, maintaining, and searching for commodity items.

See the **AP-510 & PO-610 Adding Commodity Items** documents in the Help Reference Libraries for basic information on setting up and using commodity items.

Accounts Payable > Commodity Items > Item Setup

4.1 Lookup on Commodity Item [Enhancement]

ADMINS added an "Active Items Only" option to the lookup menu. Restricting the search to "Active Items Only" helps the user to select the correct item. The options are now:



Non Active I	tems								×
Item#	ItemDesc	Class	Unit	Price	Freight	1099? Ver	ndor#	Status	Tof
phone BOARD AIDTECH beepers T5_121CENTER	Land Line Service LIBRARY: APPOINTED BOARD SALARIES LIBRARY: TECHNOLOGY EQUIPMENT pagers and beepers T5: SHAH/121 CENTER ST	phone LIB LIB phone	Item	ns show a of "D" or	statu: "I"	s		D I I D	< >
			_	OK Fin	d Sea	rch Car	icel	Help	Eof

4.2 Item Table Listing [Enhancement]

Task 2550: Item Table Listing	X
Item Table Listing	
Optional: Enter up to 9 Item Codes Edit	0 values:
Optional: Enter up to 9 Item Classes Edit	0 values:
Run as ⊛ Preview ○ Print ○ PDF ○ CSV If Printing use Duplex ⊛ Yes ○ No	⊖ Excel
	Lookup OK Cancel Clear All

Figure 5 Before – the only selections were on Item Code and Item Class

ADMINS Unified Community Accounts Payable



ADMINS enhanced the Item Table Listing produced by clicking on the [2_Edit List] button. A Select Status option, highlighted below, is now available, to filter the report.



Figure 6 After – the Select Status filter option was added – the default is O Ony Active

Table 1 Description of Item Table Listing prompt

Prompt (Required are Bold)	Description
Enter up to 9 Item Codes	Click on the [Edit] button to select the codes to be reported
Enter up to 9 Item Classes	Click on the [Edit] button to select the classes to be reported
Select Status	 Only Active (default) Only Inactive Only Flagged Delete Not Active (includes both inactive and flagged for deletion-see example in Figure 7) All
Run as	• Preview • Print • PDF [®] • CSV • Excel [®] (either Preview or PDF [®] will be the default, depending on the site)
If Printing use Duplex	\odot Yes \bigcirc No (the default depends on the site)

- TedRE - AP_PO_Ite	ems_Table_THERES	A[3].lis								-	٥
File Edit Format	Options										
Courier New	• 9 •	B/U■▼ ። ∉	F F F F F								
2550-APPORITM.R	ΈP	Printed 19-Jan-2021 a	t 17:23:25 by THERESA		City of A Item Table 1	DMINS Listing				Page 1	
 Item#	Description		Vendor	UOM	Unit Price	 Freight	1099	Class	Account	Status	
AIDTECH beepers BOARD CWT1702 01	LIBRARY: TECH pagers and be LIBRARY: APPO DO NOT USE -	NOLOGY EQUIPMENT Hepers JINTED BOARD SALARIES INCORRECT LOAN#		EA				LIB phone LIB	4020-000-0000-00-00-00-54085 TECHNOLOGY EQUIPMENT 1000-292-0000-002-00-00-52030 TELEPHONE (BEEPERS) 1000-610-0000-066-00-00-51180 APPOINTED BOARD SALARIES	Inactiv Inactiv Inactiv Marked	ve ve ve D
T5_121CENTER	T5: SHAH/121 5 #It	CENTER ST							****_***_****_***_******** No access to Account	Marked	D

Figure 7 Sample Item Table Listing using the **O**Not Active selection status, Run as: **O**Preview

4.3 Inactivate an Item

The inactivate option under the **[Actions]** button will set the status to inactive. When setting an item to **"Inactive"** status, if the item currently has posted history on a purchase order or voucher, a message will be displayed. Click **[Yes]** to continue and inactivate the item; click **[No]** to leave the item as is.

4.3.1 Inactivate an Item with Posted History

[AUC] 2511-Maintain Commodity Ite	ms		-	٥	×
Goto		Maintain Commodity Items			
Actions	Item GAS				
Add Item Edit List View Item By	Description Line 1 Line 2 Line 3	IBRARY: GAS AND HEATING			
Inactivate Item	Sole Provider of Item UOM Price Freight 1099 Code	(AUC) 2511-Maintain Commodity Items × P3192-Item has posted History for AP/PO. Continue to Inactivate Item?			
	Item Class Credit Card Item Account	Yes No			
Added 09-Jul-2007 By MUPDEV3 Cha	nged 15-Jan-2021 by ANT	FA Status Item Active	Lkup		UP

Figure 8 Inactivating a Commodity item with Activity

4.3.2 Inactivate an Item with an In-Progress Purchase Order

Click [Yes] to continue and inactivate the item; click [No] to leave the item as is.



Figure 9 Inactivating a Commodity item with an in-progress Purchase Order

4.3.3 Inactivate an Item with an In-Progress Voucher

Click [Yes] to continue and inactivate the item; click [No] to leave the item as is.



Figure 10 Inactivating a Commodity item with an in-progress Voucher

4.4 Flag Item for Deletion

To flag an item for deletion, select Actions > Flag Item for Deletion. If the item has no in-progress or posted activity, the item will be flagged and deleted when the Remove Items Flagged for Deletion process is run (see step 4.5 below).



Figure 11 Item flagged for Deletion

4.4.1 Flag an Item for Deletion that is in use on an In-Progress Voucher



If the item is in use on an In-Progress voucher, this message will be displayed and the status will remain unchanged. Mark the item as inactive instead.

4.4.2 Flag an Item for Deletion that is in use on an In-Progress Purchase Order



If the item is in use on an In-Progress Purchase Order, this message will be displayed and the status will remain unchanged. Mark the item as inactive instead.

4.4.3 Flag an Item for Deletion that Has Posted History



Items with posted history cannot be flagged for deletion. If an item with posted history is flagged, this error message will be displayed and the status will remain unchanged.

4.5 Remove Items Flagged for Deletion

To access the Remove Items Flagged for Deletion step menu, select:

Accounts Payable Module Maintenance Remove Items Flagged for Deletion



Figure 12 "Select Items Flagged for Deletion step" identifies items flagged for deletion & produces two reports:

stedRE - ItmFlgDel_2546_THERESA[2].lis		-		\times
File Edit Format Options				
Courier New ▼ 9 ▼ B / U ■ ▼ ∷ 課 課 ≣ ≣ 3 3				
\$115				^
2546-APPORREMITM.REP Printed 20-Jan-2021 at 10:15:50 by THERESA		Page 1	1	
City of ADMINS				
Items Flagged for Deletion				
Item # Description Ent	ered By	Entered	d On	
beepers pagers and beepers THE	RESA	19-Jan-	-2021	
phone Land Line Service THE	RESA	19-Jan-	-2021	
T5 121CENTER T5: SHAH/121 CENTER ST MMA	CKINNON	11-Aug-	-2020	
-		-		
*** Grand Total *** #Items: 3				
				\sim



File Edit Fo	ormat Options		
Courier New	▼ 9 ▼ B 4	/ U 🗖 🗉 🗐 🗐 🗐 🗃 🎒	
€ 115		Printed 15-Jan-2021 at 11:52:45 by ANTHEA	Page 1
NOTE: The F	ollowing Items will not b	be deleted as activity exists	
NOTE: The F	ollowing Items will not b ==== ===============================	e deleted as activity exists Activity Activity	

Figure 14 Report of Items flagged that will not be deleted due to activity using the code

Accounts Payable

The next step

Maintain Items Flagged for Deletion

will become available. Select and deselect

items as desired using the **"Sel"** checkboxes on this screen; when finished, click on **[4 Exit]** to return to the step menu.

📼 [AUC] 2267-Maintain Items Flagged for Deletion [t	heresa]				—	
File Edit Ledgers Purchase Orders Accounts P	yable Fixed Assets Human Resources	Budget Collections	Tax Motor Excise	Misc Billing System	Favorites	Help
in 🛍 🚭 🗧 нч + → 🙌 🖑 💥 🔍	📼 🖆 🛃 🔒					
Goto Actions	Maintain Items F	agged for Dele	etion 4 Exit			
Sei Item	Description	Class	Description		^	
Sel Item	Description					
Deepers	pagers and beepers					
phone	Land Line Service					
T5_121CENTER	T5: SHAH/121 CENTER S	r i			~	
		_				
Added 19-Jan-2021 By THERESA Changed 20-Jan-20	21 by THERESA					UP

Next, click on the <u>Submit tems Flaqued for Deletion Process</u> step. The first three steps on the menu will be grayed out and unavailable; a message will popup with a notification that the Process has been submitted to run in the End of Day job:

The overnight process will remove the items.

The Unsubmit Items Flagged for Deletion Process (the last step) will be the only available step. If any

items should not be deleted, click on the Unsubmit tems Flaqued for Deletion Process to restart the process.

4.5.1 Confirm Results

Check the following work day to confirm the items were removed.

[ADM-AUC-AP-1062]

5 DISBURSEMENTS

ADMINS made changes to the Disbursement Posting process: 1.) fixed a delay in the AP post disbursement process, 2.) the email confirming the disbursement posting includes the dollar amount, 3.) Added sorting and totaling by user batch to the Disbursement Edit report.

5.1 Delay on Posting When Cancelling One-Time Vendors [Fix]

Accounts Payable Vendors Enter Vendors





ADMINS Unified Community
Accounts Payable

Goto	Enter Vendors	Certified Vendor? Yes No
Actions	Vendor 20173 BARRETT'S TRUCK & AUTO REPAIR,	Date Certified
	1 Name/Address 2 Addresses 3 Classification 4 Attachment (40)	8 items 9 User Defined
5 Add Vendor 6 Add Address 7 Reports	Restrict Access To O Town School Both Federal ID# 201/056565 Type None Tax ID Bank Accode AB4# 0000-0000-0 Prenote Not. Bank Account Type Type None Customer# Terms DLE DLE None HR ACH Tax Payment Type Federal State None Terms DLE Luc Upon Receipt. Class Uside Code 1099 Code Hold Code Form Payment Type Pinited Ck Wire ACH No Check Sassuratic Code/Code/Code Wire ACH No Check Description Optimid Ck Wire ACH Description Optimid Ck Wire ACH Description State No Description Distribution State No	Authorized Representatives Name Title Phone# [0000] 000-0000 [0000] Send Bids Via
	Certified Vendor? O Yes No Certified By Date Certified	Insurance Certificate Expires

Figure 15 Classification Tab of the Enter Vendors screen showing the 1 Time Vendor • Yes/No radiobutton

The disbursement posting was delayed if another user was on any *vendor that was included in the disbursement* in the **Enter Vendors** screen.

The one time vendor flag instructs the disbursement process to cancel a vendor after the checks are posted.

Accounts Payable 🕨 Disbursements 🕨 Warrants 🕨		Post	Disbursements
Post Disbursements	_	×	
File Help			
inactivate one-time Vendors set all others to OPEN		¢	

Figure 16 The Post Disbursements step progress bar shows the process inactivating one time vendors

ADMINS corrected this and now the process will continue without interruption. The delay will still occur if another user is updating *(in the Enter Vendors screen)* a *one-time vendor* being paid and inactivated in the current disbursement.

[ADM-AUC-AP-1057]

5.2 Posting Email Now includes Dollar Amount [Enhancement]



The **[Post Disbursements]** step sends an email to the members of the **APCHKBST** email distribution list, to announce the completion of the attachment of vendor checks.





Figure 17 Before & After - Create Vendor Check Attachments email sample with dollar amount for the warrant

The email now includes the dollar amount for the warrant.

[ADM-AUC-AP-1061]

5.3 Disbursement Edit List on Modify Payments Screen [Enhancement]



Accounts Payable > Disbursement Warrants > Warrant

Figure 18 Modify Payment Screens

ADMINS added a "sort by User Batch" option to the **Disbursement Edit List**. When processing a disbursement, **ADMINS** recommends balancing the total dollar amount of the voucher batches to the

Accounts Payable

total of the disbursements warrant. The new sort option on the report will allow a rapid comparison and help to identify errors.

🚯 TedRE - /	AP_DisbEdt_THERES	A_006667[1].lis						
File Edit	Format Options						_		4
Courier Ne	ew 💌 9	•	B / U ■ - ∷						_
2118-APD	ISEDT.REP		Printed 28-Feb-20	21 at 13:48:27 by THERESA City o Disbursemen	f ADMIN t Edit	S Report			{
For Warr	ant : 006667		GL Effective Date	: 26-Feb-2021	υ	ser Batch			
Voucher#	Batch#	ot Group	Invoice#	Vendor	Line	Voucher Amt	Net Amt	Bank	
468697 468700 468701 468702	16587 16587 16587 16587 16587	CHNOLOGY STRICT RRICULUM PT_OFF	5353765846 MAPT DUES FY2021 2021-041 7314318416	HP FINANCIAL SERVICES CO. MAPT MATSOL STAPLES BUSINESS ADVANTAGE	1 1 1 2 3 4	19,455.71 225.00 40.00 7.70 13.98 41.37 34.77 97.82	19,455.71 225.00 40.00 13.98 41.37 34.77 97.82	EAST EAST EAST EAST EAST EAST EAST	PI PI PI PI
				Batch 16587		21,340.56	21,340.56		
469529 469530		RE RE	TEST TERST3	ADMINS INC ADMINS INC	1 1	47.45 4,500.00	47.45 4,500.00	EAST EAST	P
				Batch 16631		4,547.45	4,547.45		
469574	16631 16631	ł	TESTING ADM-AUC-AP-1	AMAZON CAPITAL SERVICES	1 2	26.11 16.26 42.37	26.11 16.26 42.37	EAST EAST	P1 P
	16639			Batch 16639		42.37	42.37		
		e							

Figure 19 Disbursement Edit Report by User Batch shows a total for each user batch

If there is a single line on the voucher, the **voucher total** is suppressed to save space. If there are multiple lines on the voucher, the voucher total is shown. A total for each batch is shown.

[ADM-AUC-AP-1078]

6 BANK ACCOUNT MANAGEMENT [Enhancement]

The **Bank Account Management** screen is used to view checks and to remove cleared dates. The AP Disbursement posting sets the Cleared Date to the posting date for "No Checks", "ACH" and "Wires" as it is assumed that these payment types should be cleared automatically. If a "wire" or "no check" needs to be voided, the cleared date must be removed before the void can be processed.

Accounts Payable Bank Reconciliation Bank Account Management by Check Date



E [AUC] 2840-Bank Account Management - By Check Date

		Bank Account Man	agement - By Check D	ate				
Goto	Bank: ERST							
Actions 3 Listing	EASTERN BANK FOR A/P LYNN, MASSACHUSETTS	Last Ck# 0362072	View Res All Checks Fro Outstanding Checks	strict View to Check Date m To				
4 Clear Checks 5 To Bank		00000-0000	O Cleared Checks Voided Checks					
-	[AUC] 2847-Bank Ac	count Management - By Check#						
2048 13-Jan-	2021 nt nt 2021 Print Geto 2021 Print	Bank: ERST	Bank Account M	lanagement - By	Check#			
0362052 13-Jan- 0362053 13-Jan- 0362054 13-Jan-	2021 Print Actions 2021 Print	EASTERN BANK FOR A/P LYNN, MASSACHUSETTS	Last Ck# 0362072	View All Checks	Restrict From	View to Check To	Number	
	4 Man Clear		00000-0000	 Outstanding Checks Cleared Checks Voided Checks 	ks (000000	0000000		
with the backware and		1		1.0	_			
Check and								
Check and CheckDate by	1 Check 2 Check	Date e Warrant Payable To	7	Amount	Status	Voided	Cleared	Details
Check and CheckDate by clicking on the tton at the top of	1 Check 2 Check 0362048 13-Jan-2	Date e Warrant Payable To 2021 nted 006661 ALBERT F nted 006661 AMBLER e	R. MASON	Amount 750,75 625,35	Status Issued Issued	Voided	Cleared	Details 6 View Deta
Check and CheckDate by Clicking on the tton at the top of the column.	1 Check 2 Check 0362048 13-Jan- 0362000 13-Jan-	Date e Warrant Payable To 2021 nted 006661 ALBERT F inted 006661 AMBLER e 2021 Printed 006661 BLATMAN, 2021 Printed 006661 BLATMAN,) R. MASON & AMBLER, PC, ATTYS . BOBRWSKI & MEAD, LLC UTLITAKE REMOVE	Amount 750.75 625.35 825.00	Status Issued Issued Issued	Voided	Cleared	Details 6 View Deta
Check and CheckDate by clicking on the titon at the top of the column.	1 Check 2 Check 0362048 13-Jan- 0362061 13-Jan- 0362051 13-Jan- 0362051 13-Jan-	Date e Warrant/Payable Tr inted 006661 HLBERT F inted 006661 HLBERT 6 inted 006661 BLATMAN, 2021 Printed 006661 BLATMAN, 2021 Printed 006661 GERALD N	R R, MRSON & AMBLER, PC, ATTYS & BOBRONSKI & MEAD, LLC MILLIAMS BROOKS M MOODY, ESQ	Amount 750.75 625.35 825.00 601.00 599.00	Status Issued Issued Issued Issued Issued	Voided	Cleared	Details 6 View Deta

Figure 20 The Bank Account Management screen may be sorted by either Check Number or Check Date

(Hint – if the button is **"clickable"**, the **other** column is active; if the column header button is gray and therefore not available to be clicked, that is the **active** column

6.1 Removing a Cleared Date for a "No Check", "ACH", or "Wire"

1Enter the bank code; the checks are displayed on the screen in order by the most recent date first.

2 Enter a date in the [2 Check Date] column to view checks created on that date.

3 To erase the Cleared date for a "wire" or "no check", click on the date and hit **{spacebar|enter}**.

<u>G</u> oto	Bank: EAST	Bank	Account Ma	nagement - By Ch	neck Date		
Actio <u>n</u> s 3 Listing	EASTERN BANK FOR A/P LYNN, MASSACHUSETTS	1 Las	Click one {spacel	ce on the field bar} {enter} to	to turn remove	t blue; hit the date	-
4 Clear Checks 5 To Bank			00000-0000	O Voided Checks			
1 Check	2 CheckDate	A			AC		
8000001	09-Oct-2020 A0	TREE SERVICE		Amount 750,00	Vol ed	Cleared	Detail
8000003 002 8000004 09-Oct-	09-0ct -2847 GRAVITY 2020 ACH Adv 006647 MRMC C/	2 TRUCTION	, INC C HEALTH	1000.00 750.00 250.00	Issue Issued	09-Oct-2020	3

Figure 21 Remove the cleared date from a check to allow void processing

6.2 Bank Account Management by Check Number [Enhancement]



To search or sort by *check number*, first click on the [1_Check] column header, to switch the screen to sort and select by *check number* (making the Check number the *"active"* column).

If the screen is not sorted by check number, a message will popup with a reminder to click the column button to sort. Click the **[1_Check]**

column and type in a check number to select a check to be voided or viewed. Use the same action as shown in Figure 21 to remove the cleared date.

[ADM-AUC-AP-1059]

7 YEAR END PROCESSING – 1099-G [Enhancement]

ADMINS added **1099-G** forms to the **1099 Processing Steps** menu. This form is used to report monies paid from grants, for example, the Rhode Island *"Take It Outside"* program administered by local governments to provide restaurants with federal or state grant funds.

About Form 1099-G, Certain Government Payments | Internal Revenue Service (irs.gov)

Federal, state, or local governments file this form if they made payments of:

- Unemployment compensation.
- State or local income tax refunds, credits, or offsets.
- Reemployment trade adjustment assistance (RTAA) payments.
- Taxable grants.
- Agricultural payments.

They also file this form if they received payments on a Commodity Credit Corporation (CCC) loan.

					Maintai	n 10		<u></u>						
					namai			~~						
					PI	re 202	20			Current				
ode	D	esci	ription		Form			В	ox#	Reported Mini	imum Form			Box#
	G	RAN	ITS		G				6		G			6
		L	RENT	MISC		1	600	00.00	MISC	1	600.00	Active		
		М	MEDICAL PAYMENTS	MISC		6	600	00,0	MISC	6	600,00	Active		
		MR	MEDICAL REIMBURSEMENT	MISC		7	99999	9.00	NEC	1	99999,00	Active		
		Ν	NON-EMPLOYEE COMPENSATION	MISC		7	600	00.0	NEC	1	600.00	Active		
		0	OTHER	MISC		3	:	1.00	MISC	3	1,00	Active		
		R	ROYALTY	MISC		2	10	00,0	MISC	2	10,00	Active		
		S	PROCEEDS FROM REAL ESTATE TRAN	S		2	600	00.0	S	2	600.00	Active		
		V	VETERAN CH115 - ASSISTANCE	MISC		7	99999	9.00	NEC	1	99999.00	Active		
		Y	NON-EMPLOYEE COMPENSATION	MISC		7	600	00,0	NEC	1	600,00	Active		
		<u> </u>				\rightarrow		_						
		L	1	1									*	

Accounts Payable 1099's 1099 Codes

The 1099 Processing document and step menu were updated to incorporate the process. When disbursing funds using Accounts Payable vouchers, mark the voucher with a 1099 code that uses Form **"G"**.

Figure 22 The 1099G Form Code highlighted on the Maintain 1099 Codes screen

An example of how that looks in the Maintain 1099 Codes screen is shown in Figure 22.

1000 Monu	
1099 Menu	
Description	
Restart 1099 Process	
1099 Vendor Proofing Report	
Create 1099 Work File	
Edit 1099 Work File	
Optional 1099 Error Checking - All Errors	
1099 Error Checking - Hard Errors on Forms to be Printed	
List of 1099s to be Printed	
Print 1099-G	
Print 1099-INT	
Print 1099-MISC	
Print 1099-NEC	
Print 1099-S	
Create 1099 Electronic File	
Save 1099 Forms as Vendor Attachments/Archive	

If funds were disbursed prior to the feature being available, use the **"Quick 1099 Code Update on Vouchers"** process to update the voucher(s) prior to 1099 processing.

This was installed on sites in January and is mentioned here to document the change.

Figure 23 The 1099 Menu now included 1099-G forms

[ADM-AUC-AP-1063]

8 EMAIL DISTRIBUTION LISTS [ENHANCEMENT]

The email distribution lists described below are provided for use in the Accounts Payable module. **Table 2 Accounts Payable Distribution Lists**

List Name	Description	Frequency	Notifies recipients that:
APCHKBST	Accounts Payable Check Bursting	Once or twice daily	Check images are attached and available to view. Each site can vary.
APCLOTMP	Closed Recurring Vouchers	Weekly	A recurring voucher is closed due to the "end date" being reached
APINPRO	In-Progress Vouchers	Weekly	Vouchers are in progress prior to being posted. In-progress can mean any status prior to posting – in entry began or in approvals.
APOLDCHG	Voucher Change Order > 4 days	Weekly	Voucher change orders have been in progress for more than four days
APPOAUDIT	AP/PO Audit Reports	Monthly	Audit reports of accounts payable or purchase orders that have errors
BROKENATT	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. System generated attachments (check copies, tax forms) reported as missing should be reviewed by ADMINS.
CHKOVRBUD	Recheck Budget Override	Daily	Purchase orders or Accounts Payable vouchers that needed override are re-checked. If there is now money available, it will move the PO/Voucher from Budget override to the next approval level.
DISBURSE	Email Vendor Discount Expired	Daily	The vendor discount is expiring on an accounts payable disbursement
DISCOUNTS	AP Warrants about to expire	Daily	AP Warrants expire four days after they are created.
ERROR_AP	Check AP Form Maintenance Table	Daily	There is an error or omission on the Accounts Payable check form table

Accounts Payable

List Name	Description	Frequency	Notifies recipients that:
REFUNDS	Voucher Refund Upload	As needed	AP ▶ Interface/Imports ▶ Create Refund Vouchers Lists the new AP batch and all the vouchers created in that
			batch when the process is complete.
VENDFLY	New Vendor created on the	As needed	A user created a vendor on the fly (sent to users who
	Fly		manage the vendor file)
SWDONE	Software Update Complete	Quarterly	The software update is completed on each site.
SYUPDTRAIN	Submit Copy Live to Training	As needed	The request to copy live to training was submitted and will
	in Batch		be run; also works to notify if the copy live to training was cancelled and / or completed

8.1 New Buttons on the Email Distribution Lists Screen [Enhancement]



ADMINS added three new buttons to the screen to help manage the lists and added a "System Default" column to the edit list.

8.1.1 Add User – All Lists

Edit Ledgers Purc	hase Orders Accounts l •	Payable Fixed Assets Humar	n Resources Budget Collections T	ax Motor Excise Misc Billing	System Favorite	s Help
Goto		Ema	ail Distribution Lists			
Actions	Distribution Code	PCHKEST Accounts Paya	ble Check Bursting	System Default Distribu	tion List	
	User Name	Full Name	Email Address	Statu	5 A	
	MUPDEV4	Mupdev4 [Anthea]	support@admins.co	Acti	ve	
1 Add Email	WENDY	Wendy Tarantola	Wendy@admins.com	Acti	ve	
TAGG Email						
2 Remove Email						
2 Nomove Email						
3 Add New List						
	Act	ive Email Addresses				×
4 Remove List	11000	Description	1	F ==(1)		Tof
	User	Descript Mile Teth	:10n	Enail		101
	MOORE	LuAnn Mo	0111	luann@admins.com		
5 Edit List	MUPDE	V ADMINS,	Inc.	aucauto9admins.com		
	MUPDE	V1 ADMINS,	Inc. [Support]	support@admins.com		
	MUPDE	V2 RDMINS,	Inc. [LuAnn]	support@admins.com		
6 Send Test Email	MUPDE	V5 MUPDEV5	[THERESA CAMPBELL]	supportBadmins.com		
o bena reaceman	MUPDE	V6 MUPDEV6		support@admins.com		
	MUPDE	V7 MUPDEV7	[Wendy]	support@admins.com		
7 Add User-All	lists PAUL	ADMIN Paul Ped	ro	paul@admins.com		
	PEDRO,	_ADMIN Paul Ped	ro - Administrator	paul@admins.com		
2 Demous Lines All Linte	PRINT	SERVICE Bill Pri	nting Service	billprinting@service.	COR	
Premote vadi-All Lists	RUMPLE	DME Therees	, Kumpie Testing an Engil only Oddaese	rumplestilskin@admins	.CON	
Converting a Converting	TEST	test tes	ting	testRadains.com		
Copy User-Same Lists	TEST2	test 2		test20admins.com		
	TESTU	SR1 test use	r 1	TESTUSR10ADMINS.COM		
	IRERE	5H Theresa		theresa@admins.com		
				OK Find Search	Cancel Hel	p Eof
					171	

A user may need to receive all emails issued from the system; typically, this would be a "Super User" or a local system administrator.

To add the user at once to all existing email lists, click the

7 Add User-All Lists

User–All Lists] button. Select the user from the pick list. 8.1.2 Remove a Name from All Email Lists



To remove a user from all email distribution lists (for example, due to termination of employment), click on

[8_Remove User All Lists].

This will remove the username from the email distribution lists only; it will not remove or inactivate the user's **AUC** credentials.

8.1.3 Copy a User to the Same Lists as an Existing User

[AUC] 20-Email Distri	bution Lists				
		Email D	Distribution Lists		
Goto					
Actions	Distribution Cod	ie APBATCCEN Credit Card Batch	nes not Completed by Due 🛛 🗹 S	System Default Distribution List	
	User Name	Full Name	Email Address	Status 🔨	
	BD	Bill Davis	bd0admins.com	Active	
1 Add Email	DAGFINN	Dagfinn Saether	dagfinn@admins.com	Active	
TAGG Ellian	PAUL	Paul Pedro	paul0admins.com	Active	
2 Remove Email	THERESA	Theresa	theresa@admins.com	Active	
E Nomovo Eman	WENDY	Wendy Tarantola	Wendy@admins.com	Active	
3 Add New List					
			10 11 11 10 10 10 10 10 10 10 10 10 10 1		
4 Remove List		AUCJ 20-Email Distr	ribution Lists [theresa]		~
		Copy New User to L	ists of Current User		
5 Edit List	1	Required: Enter FRC	DM Username 日	Bill Davis	
		Required: Enter TO		LuApp Moore	
			LOANN	Luxin moore	
6 Send Test Email					
6 Send Test Email					
6 Send Test Email 7 Add User-All Lists					
6 Send Test Email 7 Add User-All Lists			Lookup OK Ca	ncel Clear All	
6 Send Test Email 7 Add User-All Lists 8 Remove User-All Lists			Lookup OK Ca	ncel Clear All	
6 Send Test Email 7 Add User-All Lists 8 Remove User-All Lists 9 Copy User-Sa	Ime Lists		Lookup OK Ca	ncel Clear All	
6 Send Test Email 7 Add User-All Lists 8 Remove User-All Lists 9 Copy User-Sa	Ime Lists		Lookup OK t Ca	ncel Clear All	
6 Send Test Email 7 Add User-All Lists 8 Remove User-All Lists 9 Copy User-Sa	Ime Lists		Lookup OK Ca	ncel Clear All	
6 Send Test Email 7 Add User-All Lists 8 Remove User-All Lists 9 Copy User-Sa	arme Lists		Lookup OK b Ca	ncel Clear All	
6 Send Test Email 7 Add User-All Lists 8 Remove User-All Lists 9 Copy User-Sc	ame Lists		Lookup OK t Ca	ncel Clear All	
6 Send Test Email 7 Add User-All Lists 8 Remove User-All Lists 9 Copy User-Sc	Ime Lists		Lookup OK Ca	ncel Clear All	
6 Send Test Email 7 Add User-Al Lists 8 Remove User-Al Lists 9 Copy User-Se	ame Lists		Lookup OK Ca	ncel Clear All	
6 Send Test Email 7 Add User-Al Lists 8 Remove User-Al Lists 9 Copy User-Se	Ime Lists		Lookup OK Ca	ncel Clear All	
6 Send Test Email 7 Add User-Al Lists 8 Remove User-Al Lists 9 Copy User-St	Ime Lists		Lookup OK Co Email Distributi	ncel Clear All	
6 Send Test Email 7 Add User-Al Lists 8 Remove User-Al Lists 9 Copy User-Sa	Ime Lists	Distribution Code (FPERT	Email Distributi	ncel Clear All	efault Distribution List
6 Send Test Email 7 Add User-Al Lists 8 Remove User-Al Lists 9 Copy User-Se	Ime Lists	Distribution Code [PPEr]	Lookup OK Ca Email Distributi	ncel Clear All	efault Distribution List
6 Send Test Email 7 Add User-Al Lists 8 Remove User-Al Lists 9 Copy User-St	ime Lists	Distribution Code FPFBAT	Email Distributi	ncel Clear All	efault Distribution List
6 Send Test Email 7 Add User-Al Lists 8 Remove User-Al Lists 9 Copy User-Sc	Ime Lists	Distribution Code FPENT User Name BD Trepperture	Lookup OK Ca Email Distributi	ncel Clear All Clear All On Lists malleted by Due System D mail Address ddBadu.ng.com	efault Distribution List Ratus Actuve Actuve
6 Send Test Email 7 Add User-Al Lists 8 Remove User-Al Lists 9 Copy User-Sa Copy BE	ime Lists	Distribution Code RPERT	Lookup OK Ca Email Distributi CCEN [Fredit Card Batches not Co Full Name E Bill Bavis D Dagfirm Sasther d Dagfirm Sasther d	ncel Clear All	efault Distribution List
6 Send Test Email 7 Add User-Al Lists 8 Remove User-Al Lists 9 Copy User-Sc Copy BE LuAnn b	to to	Distribution Code FIPENT User Name BD FUPEr Total LUREN	Lookup OK Ca Email Distributi CCEN Fredit Card Batches not Co Full Name E Bill Davis b Definn Sather d Defin Sather d Defin Moore II	ncel Clear All C	efault Distribution List Ratus Actuve Actuve Actuve
6 Send Test Email 7 Add User-At Lists 8 Remove User-At Lists 9 Copy User-Se Copy BE LuAnn b	to	Distribution Code FPEAT Distribution Code FPEAT BD EVENTION THERESA		ncel Clear All	efault Distribution List Status Active Active Active Active

If a user, LuAnn, is replacing another user, BD, the new user LuAnn may be added to all the lists on which BD is currently included. Click 9 Copy User-Same Lists [9 Copy User-Same Lists].

The existing user is the **FROM** username and the new user is the **TO** username.

This feature may also be used to add new hires to all lists for a given department.

[ADM-AUC-SY-8176] [ADM-AUC-SY-8181]

from all lists.



9 INTERFACES/IMPORTS

The **Upload Vouchers from a Spreadsheet** process was not marking vouchers with a 1099 code when the code was supplied in the spreadsheet. **ADMINS** corrected this, and now if the spreadsheet includes a 1099 code, it will be shown on the voucher.



Figure 24 Voucher created via the voucher upload process with the 1099 code

[ADM-AUC-AP-1064]

10 SITE SPECIFIC ERROR CHECKS

System Site Specific Error Checks AP



ADMINS added two site specific error checks to the AP processing of vouchers that pay against *purchase* orders that have a quantity specified. The recommended setting is **O** Hard Error. The intent is to prevent credit

amounts in the **"Freight"** and **"Other"** columns from impacting the encumbrance of the purchase order. These two checks work together – and should be set the same way – if 22 is a Hard Error, 23 should be as well, and so on.

10.1 Example – PO #194515 With Quantity Specified



This PO has 2 lines – each line has a quantity of three specified.

No freight or other charges are encumbered on this PO.

10.1.1 Voucher Pays an Invoice with "Freight" and "Other" Charges

A voucher is processed against the purchase order, for a quantity of one on each line; in addition, the

Batch # 16639 Voucher# 469574	Voucher Entry	Correct Errors
Vendor D27483 D1 AMAZON CAPITAL SERVICES PO BOX 035184 SEATTLE # SEATTLE SEATTLE WA 38124-5184 SEATTLE	Involce# TESTING ADM-AUC-6P-1075 *2 Inv Date 24-Feb-2021 Customer# 91 Dept Code 194 Vou Date 24-Feb-2021 Due Date 24-Feb-2021 Due Date 24-Feb-2021 Terms JUR 100	Print Manual ACH Wire No Chk Check Date Bank FIST Separate Check Hold Check Type Credit Juscher
QY 3 Rems 4 GL Deta QY Uom Item Description 1.0000 Post It Dry Erase Huit DVAC00000-700-2430-600-07-00 1099 FA POst 1955 1.0000 Sternite 18038612 Flup 1000 Sternite 18038612 Flup 1000 Sternite 18038612 Flup 1000 The Post 1955	is 5 Status History 0 Attachments eboard Film SurFace For Hal 41,1100 0-54160 EPERAL 0LASS 15/1 Top Clear, 12 Pacl 26,2600 0-54160 GRT SUPPLIES - + 15/2	Freight Other mount to Pay Vendor 0-15.00 42.37 00M SUPPLIES - KMF 8in 00-10.00 16.26

invoice includes a credit for a "freight" amount and an "other" amount.

Since the error check is set to "Hard Error", the system will not allow the voucher to be paid with the credits in the "Freight" and/or "Other" columns.

			- 1
2790-FMREP:AP	VOUERR.REI	P Printed 23-Feb-2021 at 15:36:34 by THERESA Page 1 City of ADMINS Error Check Vouchers	
UserBatch 16639	Expected 42.3	d Entered Batch Errors: 7 42.37	
Voucher# Ver 469574 027 Line C	ndor 7483-AMAZ(3L Line I	Voucher Errors: ON CAPITAL SERVICES Error	
1	1	Warning: Payment \$26.11 less than PO Line 1 Balance \$82.22 [No WIP]	
1 1	1 *	*** P2147-A Credit in Freight or Other will NOT increase Amount/Qty on PO. *** P2148-Enter Credits on Separate Credit Voucher to Increase Amount/Qty or	n PO
2	1	Warning: Payment \$16.26 less than PO Line 2 Balance \$52.52 [No WIP]	
2 1	1 *	*** P2147-A Credit in Freight or Other will NOT increase Amount/Qty on PO. *** P2148-Enter Credits on Separate Credit Voucher to Increase Amount/Qty o	n PO
			1

The hard error instructs the user to process the credits on a separate Credit Voucher.

[ADM-AUC-AP-1075]

10.2 Accounts Payable Error Check – Credit Card Sites [Enhancement]

The voucher entry screen checking report will no longer include warnings on **Credit Card** batch vouchers with **duplicate invoice numbers/amounts** when module control **2152** is set to **"Y"** and **Site Specific Error Check #20** is set to "Hard Error" or "Warning".

0.000	Seq# Description	Answer	Buttons	^
ctions	1 GL Fiscal Year	2021		
	2 Name of Community	City of ADMINS		1
	3 End Month and Day of Fiscal Year [JUN30]	JUN30		1
	8 Used to Validate How Many Years from current FY a user ca	n ad 1		1
	80 Common Transfer Directory	d:\auc_development\admhome\transfer		
	91 Screen Timeout for Posting/Approvals screens	1200		1
	OIEL DeCault Then Desseintion to DI/01	× ·		
	2152 Include Invoice Date when checking fo	r a duplicate Invoice# o Y	1 Edit	
	2160 Force Hard Error on Lredit Lards If Over Budget	р		
	2201 Tolerance % for Vouchers with Purchase Orders	5.0		~

Goto		
Actions	Task Code 😰 Accounts Payabl	e Entry Error Check
	Seg#Description	Action Code
	1 Vendor on Hold	O Warning Hard Error No Message
	2 Remit Address not AP	O Warning O Hard Error No Message
	3 Allow Voucher Terms different to Vendor	OWarning Hard Error ONo Message
	5 Voucher Account Different to Item Acct	Warning OHard Error ONo Message
	6 1099 Vendor with no FID	Warning OHard Error ONo Message
	7 PO In Different Fiscal Year	OWarning OHard Error No Message
	8 Allow Personal Services Accounts	OWarning OHard Error No Message
	9 Wire Transfer to have Blank Check Date	OWarning Hard Error ONo Message
	10 Allow No-Print Checks to have blank Date	OWarning Hard Error ONo Message
	11 Allow Assets Account Types	Warning O Hard Error O No Message
	12 Allow Liability Account Types	OWarning OHard Error No Message
	13 Allow Fund Equity Account Types	OWarning OHard Error No Message
	14 Allow Expenditure Account Types	OWarning OHard Error No Message
	15 Allow Revenue Account Types	Warning O Hard Error O No Message
	16 Allow Inv Date to differ from Vouch Date	OWarning OHard Error No Message
	17 Allow 1099 Code different to Vendor	OWarning OHard Error No Message
	18 Allow Retainage to be Liquid on "L" Type	Warning OHard Error ONo Message
	10 011 - Vender Date Jack Alen Tanaian Da	CHard Error ONo Message
	20 Check same Vendor, Inv Dat	e & Amount rd Error No Message
	21 Check for Missing Hilocation Code (MDF)	OWarning OHard Error No Message
	22 PO has Qty. Freight/Other is a Credit	Warning OHard Error ONo Message
	23 PO has Qty. Continue from Previous Error	Warning OHard Error ONo Message
	24 Noucher date cannot be after today	OWarning OHard Error No Message

ADMINS provides error checking to prevent processing duplicate payments for vendor invoices.

The error checking is controlled via a combination of the Accounts Payable Module control #2152 and the Site Specific Error Check # 20.

Per sites that use Credit Card batches:

"The credit card batches are not an issue because they download correctly. Manual entries (are) ... a problem and this hard error is a welcome check."

[ADM-AUC-AP-1060]

11 HELP REFERENCE LIBRARY

The following new or updated documents were installed in the Help Reference Library.

11.1 New or Updated Documents

- COMMODITY ITEMS
- YEAR END PROCESSING
- SYSTEM

AP-510 Adding Commodity Items[Updated]AP-720 1099 Processing[Updated]SY-150 Email Distribution Lists[Updated]SY-170 System Administration Kit[Updated]