ADMINS Unified Community   Vendors

Purchase Orders or Accounts Payable   PO–805 Upload Vendors from a Spreadsheet
Interfaces/Imports   AP–985 Upload Vendors from a Spreadsheet
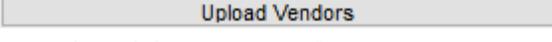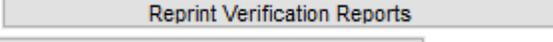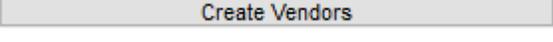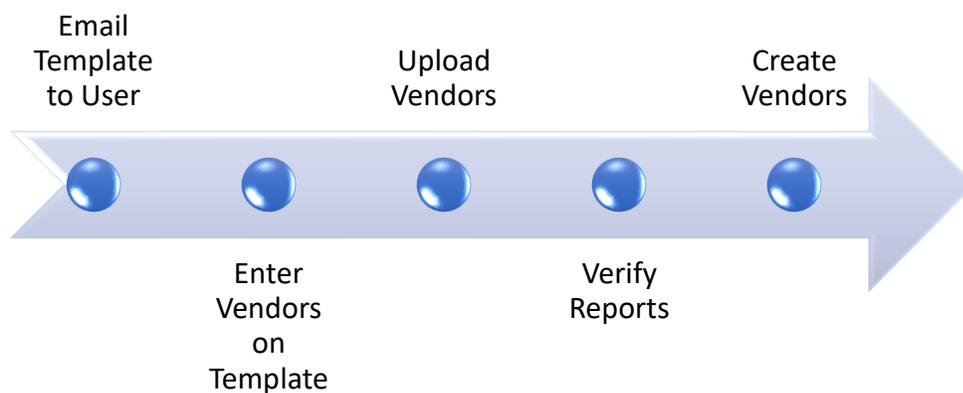
This document describes how to use the Upload Vendors Menu to load many vendors into AUC at once. Since this bypasses the normal method (checking the vendor name against existing vendors prior to creating the vendor), exercise care when using this method. If duplicate vendors are inadvertently created, and both vendors have activity, mark them to be merged and submit the merged vendor process. Duplicate vendors without activity can be deleted.

Table of Contents

Email Template to User   Upload Vendors   Create Vendors

Enter Vendors on Template   Verify Reports

ADMINS Unified Community   Vendors

Purchase Orders–Interfaces   PO–810 Upload Vendors from a Spreadsheet
Accounts Payable–Interfaces   AP–985 Upload Vendors from a Spreadsheet

1   Access the Upload Vendors - Spreadsheet Steps Menu

To access the Upload Vendors steps screen, from the menu, select:

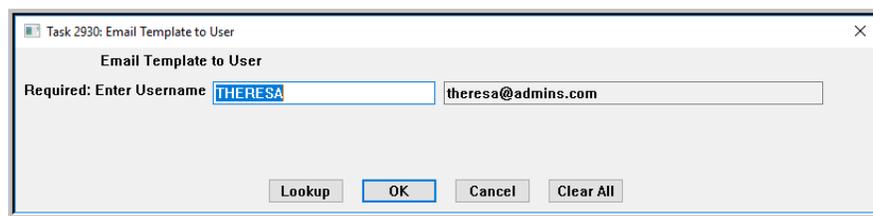**Interfaces/Imports ▶ Upload Vendors**

Figure 1 Accessing the Upload Vendors Steps Menu

1.1   Email Template to User

The first button on the steps menu will email an **Excel®** spreadsheet to the user specified in the prompt. The system requires that the user be an **AUC** user; the username may be selected from a lookup or entered directly.

If a staff member without an **AUC** username is doing data entry, an **AUC** user may forward the template to them.
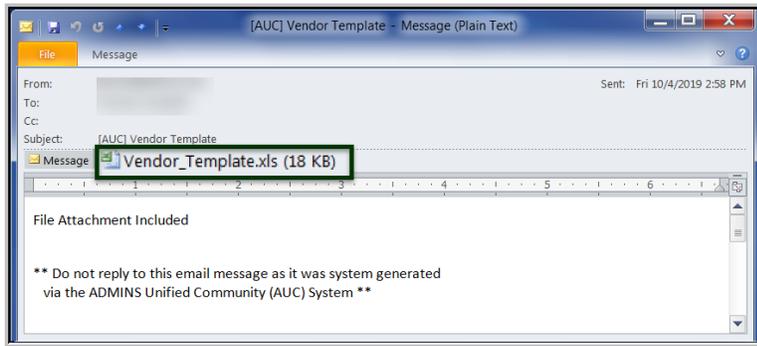
The email will arrive with a subject line of **[AUC] Vendor Template**:

Figure 2 Sample of the email that will be sent with an attached vendor template

1.1.1   Open the Email and Save the Template as a .csv file

Open the email and download and save the template to a location that is available from the desktop where the data entry is being done.

ADMINS Unified Community   Vendors
Purchase Orders–Interfaces   PO–810 Upload Vendors from a Spreadsheet
Accounts Payable–Interfaces   AP–985 Upload Vendors from a Spreadsheet

When data entry is complete the *.csv file must be saved to a location that the user performing the upload can access from the AUC server.

1.1.2   Open the Template Spreadsheet

Opening the template file shows the 64 columns that may be used to upload Vendor data. Only columns **A, D** and **E** are **required**. The remaining columns may be used as needed. While column **T** is not a required column, it holds the **Federal ID** which many sites require when vendors are added to the system.

1.1.3   Save the Excel® File As .CSV Format

Save the file with the vendors to be uploaded as a .csv file in a location that may be accessed from the **AUC** server. Consult the local IT department for the proper location to save this file. File paths and filenames should not contain spaces. The combined path and filename should not exceed 80 characters.

ADMINS Unified Community   Vendors
Purchase Orders–Interfaces   PO–810 Upload Vendors from a Spreadsheet
Accounts Payable–Interfaces   AP–985 Upload Vendors from a Spreadsheet

1.2   Restart Upload Process   Restart Upload Process

Press this button to restart the process. All work files will be cleared out. Only use this to begin again and discard the current data in the work files.

1.3   Upload Vendors   Upload Vendors

In AUC, from the menu, select:

Interfaces▶ Upload Vendors

Click on **[Upload Vendors]**. The system will prompt for the file to be uploaded and provide the choice to print the edit list in summary or detail.

1.3.1   Retrieving the CSV File and the Name Specification

Enter the full path and name of the .csv file in the Upload prompt. The full path and file name cannot exceed 80 characters. Look at the resulting filename to see that no characters are truncated from the specified filename.
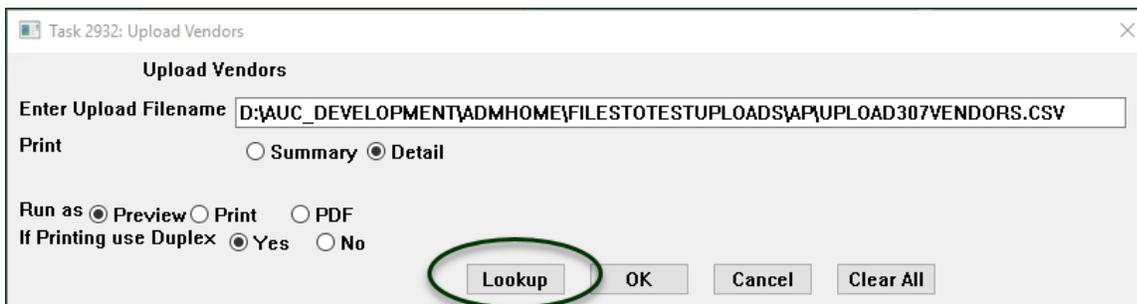

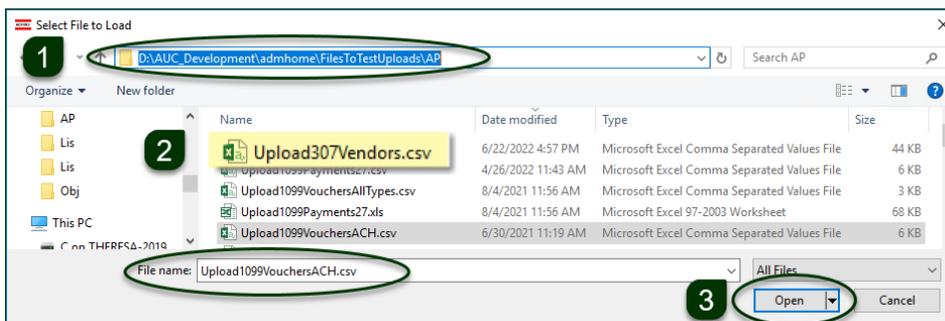**Figure 3 Use the Lookup to find the file instead of typing in the full path and file name**

Figure 4 Entering the .csv file name

ADMINS Unified Community   Vendors

Purchase Orders–Interfaces   PO–810 Upload Vendors from a Spreadsheet
Accounts Payable–Interfaces   AP–985 Upload Vendors from a Spreadsheet

1.3.2 Error Conditions Preventing Successful Upload

If there are errors in the upload, for example, if required fields are not supplied or are of the wrong format, the system will report the errors and the process will stop. Return to the .csv file, make corrections, save the corrected file and try the upload again.
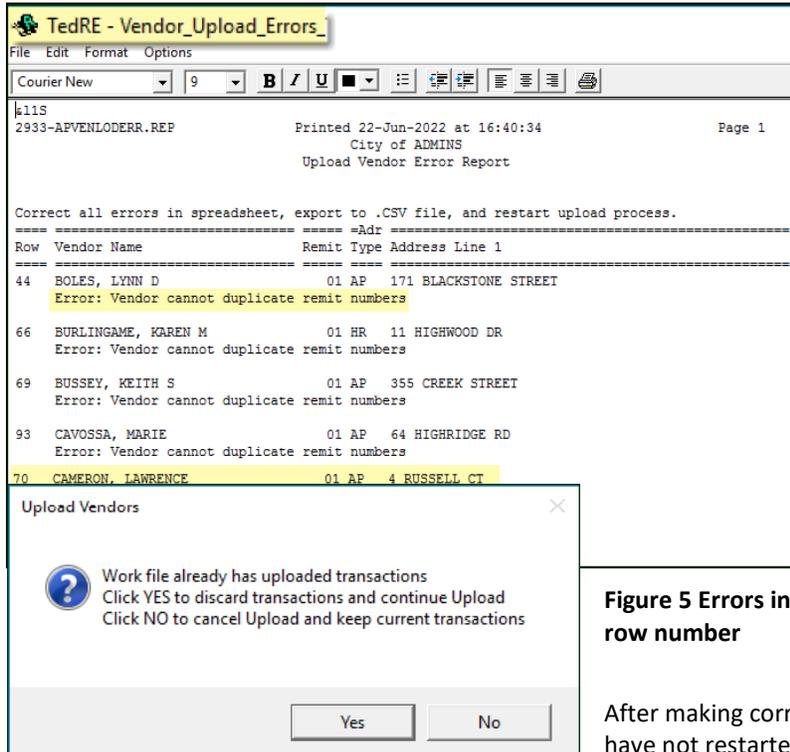
A single error on a single record will prevent the upload of the entire file. The file will be checked for errors on each attempt to upload and will produce a report of errors if any remain.

Once the file is error-free, the **Upload Vendors Edit List** will be displayed in either summary or detail format, depending on which radio button is selected on the **[Upload Vendors]** prompt.

Figure 5 Errors in the data will stop the process and report the row number

After making corrections, click on Upload Vendors again. If you have not restarted the process to clear out the work files, the system will pop up this message:

Click on **[Yes]** to clear the work file and start fresh; click **[No]** to cancel the upload and keep the current work files.

1.3.3 Upload Vendors Edit List

When an error-free file is uploaded, a report is produced showing the vendors. The summary report looks like this:

ADMINS Unified Community   Vendors

Purchase Orders–Interfaces   PO–810 Upload Vendors from a Spreadsheet
Accounts Payable–Interfaces   AP–985 Upload Vendors from a Spreadsheet

The detail Upload Vendors Edit List looks like this:

```
2934-APLODVENEDT.REP           Printed 22-Jun-2022 at 17:03:45 by THERESA                                          Page 1
                                               City of ADMINS
                                            Upload Vendors Edit List

============================  ============================  ==================  ===== ====  ======  =============  ====  =======  ====================  ====  =====  =====
Vendor 1 Name                 2 Name                        Sort Name           Remit Type  Entity  Federal ID     Bank  Prenote  Bank Account          Type  Terms  Class
============================  ============================  ==================  ===== ====  ======  =============  ====  =======  ====================  ====  =====  =====

ACHIN-HOUSMAN, LYNN F                                       ACHIN-HOUSMAN, L     01   AP            B 10000001                                           DUR   UNCL
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------
Address: 10 HORSESHOE DR                                    Contact  :
                                                                     (617) 816-9061
          CAMBRIDGE                     MA                  Email    :
                                                            Web Site :
      HR ACH :                 1 Time Vendor : N                         Certified Date :
Minority Code :                     State Bid :             Insurance Certicate Date :
     Hold Code :                   REAP Vendor : N                       Business Type : Other
     1099 Code : M                 Local Vendor :
Payment Type :                 Certified Vendor :
 Separate Chk :                    Certified By :
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------
ADILETTO, LYNN A                                            ADILETTO, LYNN A     01   AP            B 10000002                                           DUR   UNCL
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------
Address: 62 CARL ROAD                                       Contact  :
                                                                     (508) 429-3850
          CAMBRIDGE                     MA                  Email    :
                                                            Web Site :
      HR ACH :                 1 Time Vendor : N                         Certified Date :
Minority Code :                     State Bid :             Insurance Certicate Date :
     Hold Code :                   REAP Vendor : N                       Business Type : Other
     1099 Code : M                 Local Vendor :
Payment Type :                 Certified Vendor :
 Separate Chk :                    Certified By :
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------
ALBRECHT, KEITH P                                           ALBRECHT, KEITH      01   PO            B 10000003                                           DUR   UNCL
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------
Address: 21 ROBERT STREET                                   Contact  :
                                                                     (508) 966-2650
          CAMBRIDGE                     MA                  Email    :
                                                            Web Site :
      HR ACH :                 1 Time Vendor : N                         Certified Date :
Minority Code :                     State Bid :             Insurance Certicate Date :
     Hold Code :                   REAP Vendor : N                       Business Type : Other
     1099 Code : M                 Local Vendor :
Payment Type :                 Certified Vendor :
 Separate Chk :                    Certified By :
```

Figure 6 Upload Vendors Edit List indicates the file was uploaded and is available to create vendors

1.4   Reprint Verification Reports   [Reprint Verification Reports]

If desired, reprint the edit list in either summary or detail format.

1.5   Create Vendors   [Create Vendors]

The final step is to create the vendors. This step prompts the user to press **[OK]** to create the vendors or **[Cancel]** to exit the process without creating vendors.

ADMINS Unified Community   Vendors
Purchase Orders–Interfaces   PO–810 Upload Vendors from a Spreadsheet
Accounts Payable–Interfaces   AP–985 Upload Vendors from a Spreadsheet

1.5.1 Press OK to Create the vendors

If **[OK]** is pressed on the Upload Vendors confirmation prompt, the system will produce a report of the New Vendors created during the upload process, showing the vendor numbers, names, sort names, remit, type, and street address,with a total count of vendors created.

```
2938-APVENLODPST.REP             Printed 22-Jun-2022 at 17:35:31 by THERESA                    Page 1
                                              City of ADMINS
                                   New Vendors created during Upload Process

=======  ===============================  ===============================  ===============  ===== ==== =========================
Vendor   1 Name                           2 Name                           Sort Name        Remit Type Address 1
=======  ===============================  ===============================  ===============  ===== ==== =========================
030679   ACHIN-HOUSMAN, LYNN F                                             ACHIN-HOUSMAN, L  01   AP   10 HORSESHOE DR
030680   ADILETTO, LYNN A                                                  ADILETTO, LYNN A  01   AP   62 CARL ROAD
030681   ALBRECHT, KEITH P                                                 ALBRECHT, KEITH   01   PO   21 ROBERT STREET
030682   ALLARD, LYNN T.                                                   ALLARD, LYNN T.   01   HR   5 SADDLEBACK HILL RD.
030683   ALLEN, LAWRENCE                                                   ALLEN, LAWRENCE   01   CO   8 DEER RUN RD
030684   ALWARD, LYNN L                                                    ALWARD, LYNN L    01   AP   30 ANGELL AVE UNIT# 2
030685   ANASTASIA, LYNN M                                                 ANASTASIA, LYNN   01   AP   36 HARVARD DR
030686   ANDERSON, KAREN                                                   ANDERSON, KAREN   01   PO   47 SUMNER ST UNIT# 2
030687   AUGER, MICHAEL S                                                  AUGER, MICHAEL S  01   HR   3 QUIRK CIRCLE
030688   AULD, LAWRENCE J III                                              AULD, LAWRENCE J  01   CO   58 DONNA RD
030689   AUTOTE, KAREN M                                                   AUTOTE, KAREN M   01   AP   17 NORTH CENTER STREET
030690   BAKAS, MARIE E                                                    BAKAS, MARIE E    01   AP   165 STELLA ROAD
030691   BAKER, KAREN                                                      BAKER, KAREN      01   PO   206 POUND ROAD
030692   BAKER, KAREN M                                                    BAKER, KAREN M    01   HR   38 LAKESHORE DRIVE
030693   BAKER, KEITH F                                                    BAKER, KEITH F    01   CO   18 CRYSTAL WAY
030694   BALI, LYNN M.                                                     BALI, LYNN M.     01   AP   430 HARTFORD AVE
030695   BARRY, KEITH J                                                    BARRY, KEITH J    01   AP   26 JUDY LANE
030696   BASSIGNANI, LYNN                                                  BASSIGNANI, LYNN  01   PO   65 EAST WASHINGTON ST

030967   JOHNSON, KAREN A                                                  JOHNSON, KAREN A  C    AP   43 SUMMER ST
030968   JOHNSON, KAREN A                                                  JOHNSON, KAREN A  02   10   32 GRANITE CIRCLE
030969   JOHNSON, KAREN S.                                                 JOHNSON, KAREN S  01   10   12 CARYVILLE CROSSING
030970   JONES, LAWRENCE                                                   JONES, LAWRENCE   01   10   81 WILLIAM KELLEY RD
030971   KANE, LYNN J                                                      KANE, LYNN J      01   10   184 VILLAGE STREET

   Total # Vendor Address Records loaded          298
```

1.5.2 Press Cancel to Exit Without Posting

Create Vendors ✕

ℹ Process terminated by user
  No Vendors created

[OK]
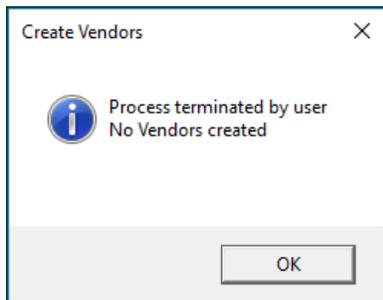
Upload Vendors				
Description	Date	Start	End	Success
Email Template to User				
Restart Upload Process	22-Jun-2022	17:05:29.47	17:05:30.47	
Upload Vendors	22-Jun-2022	17:10:24.23	17:10:29.27	
Reprint Verification Reports	22-Jun-2022	17:28:00.86	17:28:04.07	
Create Vendors	22-Jun-2022	17:28:58.19		

If **[Cancel]** is selected, the system pops a message that the process was terminated by the user and no new vendors were created. The work file remains and the step can be run again. To discard all the entries in the work file to begin again, press [Restart Upload Process]. This step will clear the dates, times, and success flags on the steps menu.

1.5.3 Verify Vendors

If desired, go to the enter vendors screen to review the vendors created in the process.

ADMINS Unified Community   Vendors

Purchase Orders–Interfaces   PO–810 Upload Vendors from a Spreadsheet
Accounts Payable–Interfaces   AP–985 Upload Vendors from a Spreadsheet

2   APPENDIX A

The image below is annotated with the columnn letters for the data in the **Excel®** Spreadsheet.

2.1 The Vendor Upload Template Columns Described

Each column is described in the table that follows. The columns A-R map to the **[1 Name/Address]** image shown above.

Vendors ▶ Enter Vendors ▶ [1 Name/Address]

Excel Column	Column Label	Description
A	1NAME	Name of Vendor, **required** – a maximum of 30 characters may be entered for the new vendor name
B	2NAME	Second name of vendor, optional, a maximum of 30 characters may be entered for the second vendor name

ADMINS Unified Community   Vendors
Purchase Orders–Interfaces   PO–810 Upload Vendors from a Spreadsheet
Accounts Payable–Interfaces   AP–985 Upload Vendors from a Spreadsheet

Excel Column	Column Label	Description
C	SRTNAME	Sort Name is optional; a maximum of 16 characters may be entered; if no sort name is supplied, the system will create a sort name consisting of the first 16 characters of the 1Name field
D	AREMIT	Remit # is **required**; generally, for a new vendor being uploaded for first time use, the remit # would be 1; values between **1** and **99** are permitted. For each new vendor name the remit should start with 1. If multiple remit addresses are being uploaded for the same vendor, number the remit addresses sequentially (1, 2, 3…).
E	ADRTYPE	Address type is **required** – allowed values are any of the values found in the **PO ▶ Tables ▶ Vendor Address Types** table. 10, AP, CO, HR, and PO are all valid. A type may be changed on the **Enter Vendors ▶ [1 Name / Address]** screen on an existing vendor using the **[0 Change Type]** button.
F	L01ADDR	Address # 1 – optional but recommended; a maximum of 50 characters may be supplied
G	L02ADDR	Address # 2 – optional; a maximum of 50 characters may be supplied
H	L03ADDR	Address # 3 – optional; a maximum of 50 characters may be supplied
I	CITY	City where the vendor address is located; a maximum of 30 characters
J	STATE	Enter the two-letter abbreviation for the state.

ALABAMA	AL	LOUISIANA	LA	OHIO	OH
ALASKA	AK	MAINE	ME	OKLAHOMA	OK
ARIZONA	AZ	MARYLAND	MD	OREGON	OR
ARKANSAS	AR	MASSACHUSETTS	MA	PENNSYLVANIA	PA
CALIFORNIA	CA	MICHIGAN	MI	RHODE ISLAND	RI
COLORADO	CO	MINNESOTA	MN	SOUTH CAROLINA	SC
CONNECTICUT	CT	MISSISSIPPI	MS	SOUTH DAKOTA	SD
DELAWARE	DE	MISSOURI	MO	TENNESSEE	TN
FLORIDA	FL	MONTANA	MT	TEXAS	TX
GEORGIA	GA	NEBRASKA	NE	UTAH	UT
HAWAII	HI	NEVADA	NV	VERMONT	VT
IDAHO	ID	NEW HAMPSHIRE	NH	VIRGINIA	VA
ILLINOIS	IL	NEW JERSEY	NJ	WASHINGTON	WA
INDIANA	IN	NEW MEXICO	NM	WEST VIRGINIA	WV
IOWA	IA	NEW YORK	NY	WISCONSIN	WI
KANSAS	KS	NORTH CAROLINA	NC	WYOMING	WY
KENTUCKY	KY	NORTH DAKOTA	ND		

Excel Column	Column Label	Description
K	AZIPCODE	Postal Zip code, either 5 or 9 digits, with no dashes. 014602203 is valid; 01460-2203 is not.
L	COUNTRY	Enter the country name, a maximum of 40 characters
M	NAME	Enter the name of the primary contact, if available, up to a maximum of 30 characters
N	GENDES	The title of the contact supplied in column N
O	1PHONE	The contact phone number, entered without dashes or spaces – so 617-494-5100 for **ADMINS** would be entered as 6174945100. Maximum of 40 characters.
P	A1PHEXT	An extension for the phone number may be supplied in this column
Q	HMLADR	The web address for the vendor, up to a maximum of 80 characters
R	EMAIL	The email address for the vendor, up to a maximum of 80 characters

ADMINS Unified Community   Vendors

Purchase Orders–Interfaces   PO–810 Upload Vendors from a Spreadsheet
Accounts Payable–Interfaces   AP–985 Upload Vendors from a Spreadsheet

Excel Column	Column Label	Description
		The following section describes the fields on the [3 Classification] tab.
The values for columns "S" through "Z" correspond to this section of the Vendor Classification tab.		**Vendors ▶ Enter Vendors ▶ [3 Classification]** Restrict Access To ○ Town ○ School ⦿ Both ⬤S ⬤T Federal ID# 10000305 Type ⦿ None ○ SS# ○ Tax ID Bank Code [ ] ⬤U ABA# 0000-0000-0 Prenote ☐ Not Active ⬤X ⬤V Bank Account [ ] ⬤W Type [ ] Customer# [ ] ⬤Y ⬤Z HR ACH Tax Payment Type ○ CT Unem ○ Federal ○ State ⦿ None CT Unemployment # 0000000000
S	VENRB	Restrict Access To **[T]**own **[S]**chool or **[B]**oth
T	FEDID	Federal ID as shown on the W9 provided by Accounts Payable vendors or the Social Security number for other vendors.
U	BANK	Bank Code – the value must be found in the Bank Code Table. **Accounts Payable ▶ Tables ▶ Bank Codes**
V	BANKACT	Bank Account Number–provided by the vendor when enrolling for ACH payments
W	BATYPE	Bank Account Type **[C]** for Checking, or **[S]** for Savings
X	PRENOT	Pre Note for ACH **[Blank, 0,1,2]**. Leave the code blank if this is not an active ACH vendor. Use the value "0" if your Accounts Payable Bank does not require that a prenote be sent prior to enrolling a vendor in ACH payments. Use "1" or "2" if the bank requires prenote testing (the ability to send a payment via ACH to a vendor). Set the value to "1" if the bank requires a single prenote test. The vendor will receive a printed check for the first payment; if the prenote is accepted, subsequent payments will be made by default as ACH payments. If "2" is entered, the vendor will receive a printed check for the first two payments made; the number will decrement with each payment until it reaches zero, at which time the payments will be made via ACH for the vendor.
Y	CUSTNUM	Customer# This is a customer number assigned by the vendor to the municipality. This may be printed on the check advice if the check was set up to do so at installation. It can be added to the check stub at a later time by contacting *support@admins.com*

ADMINS Unified Community   Vendors
Purchase Orders–Interfaces   PO–810 Upload Vendors from a Spreadsheet
Accounts Payable–Interfaces   AP–985 Upload Vendors from a Spreadsheet

Excel Column	Column Label	Description
Z	TAXCBX	HR ACH Tax Payment Type – valid values are [C/F/S/N] – as shown above. **[C]** is Connecticut Unemployment **[F]** is for Federal Tax payments **[S]** is for State Tax payments **[N]** is None
The fields shown in columns AA through AE.		
AA	TERMS	Terms - if payment is made within a certain time frame a discount might apply. 2/10 Net 30 is one example. A term such as "Net 30" requires making a payment within 30 days. However, if payment is made within ten days, a 2% discount is applied. These terms are defined in the Vendor Terms table. From the menu, select: **Accounts Payable ▶ Tables ▶ Vendor Terms**
AB	VENCLA	Class – Classify vendors to allow for more detailed reporting; some sites use the REF classification code to identify vendors that are used primarily for refunds of overpaid or abated taxes.
AC	MINOR	Minority Code identifies if is this a minority-owned business. This table is managed by each site. Here is a sample; more codes are available at the Industry Council for Small Business Development (ICSBD):

ADMINS Unified Community | Vendors
Purchase Orders–Interfaces | PO–810 Upload Vendors from a Spreadsheet
Accounts Payable–Interfaces | AP–985 Upload Vendors from a Spreadsheet

Excel Column	Column Label	Description
AD	HOLDCD	 Hold Code - hold payments to these vendors until the issue specified in the hold code has been resolved. From the menu, select: **Accounts Payable ▶ Tables ▶ Hold Codes** or **Purchase Orders ▶ Tables ▶ Hold Codes**
AE	A1099CD	Specify the type of 1099 vendor they are – valid codes are found in the 1099 Codes table, which each site maintains. Here is an *example* of the valid codes in the first column; these may be different than the codes on each site; from the menu, select: **Accounts Payable ▶ 1099s ▶ 1099 Codes**
The next section corresponds to these fields on the Classification tab of the Enter Vendors screen.		

ADMINS Unified Community | Vendors

Purchase Orders–Interfaces   PO–810 Upload Vendors from a Spreadsheet
Accounts Payable–Interfaces   AP–985 Upload Vendors from a Spreadsheet

Excel Column	Column Label	Description
AF	WIRCHK	Payment Type [P/W/A/N] Each vendor is assigned a default payment type. ⊙ **Printed** checks are just that – a physical check will be printed for the vendor. ⊙ **Wire** If the vendor is marked for a Wire check, no physical check will be printed. Wire checks are stamped as cleared with a cleared date as soon as the disbursement is complete. ⊙ **ACH** is for vendors who will receive payments via ACH by default. This must be set up with the AP banking institution and other fields (T, U, V, and W described above) must be filled in. ⊙ **No Check** is used if this vendor by default will not receive a check. Common uses are when processing PCARD or Credit Card batches, where the payment is made to a vendor with a credit card, and AUC keeps track of it with a voucher, but the actual check is issued to the Credit Card institution.
AG	SEPCHK	**Separate Check?** If ⊙ Yes is selected, each voucher created for this vendor will be paid with a separate check.
AH	ONETIM	⊙ **1 Time Vendor** [Y/N] If this is a one-time vendor, for example, refunds are being processed for a canceled event, mark the vendor with a "Y". The vendor will be marked as inactive after a voucher is processed for the vendor.
AI	CHKBID	State Bid List ⊙ [Y/N] If the vendor is an approved vendor on the "State Bid List", mark them here.
AJ	REAPFLG	This field is no longer used. See AP-830 for Instructions on the APIF (REAP) report for Massachusetts
AK	LOCVEN	Local Vendor [Y/N] Some municipalities prefer to use local vendors, and can designate a vendor as local using this code.
AL	BUSTYP	Tax/Other Refunds ▾ Construction Corporation Employee Reimbursement Government Entity LLC C Corporation LLC Partnership LLC S Corporation LLC Trust/Estate LLC Unidentified Medical/Dental – ALL Non-Profit OnLine Other Partnership Sole Prop/Individual/Single-Member LLC Tax/Other Refunds Business Type [C/I/L/N/O/S] – the spreadsheet will accept any of the above; if using the Enter Vendors screen, select from any of those in the table.
Columns AM – AP corresponds to the Certification section on the Classification tab of the Enter Vendors screen.		Certified Vendor? ○ Yes ● No Insurance Certificate Expires [ ] Certified By [ ] Date Certified [ ] Note [ ] Merge To Vendor [000000] Addresses on File: 1
AM	CERTRDB	Certified Vendor [Y/N] –The certification section allows the vendor to be designated as a certified vendor by whatever criteria are established within the municipality. This is usually used to qualify vendors who can reply to bids.
AN	CERTBY	Certified By – this field only allows a username that exists in the AUC system.
AO	CERTDAT	Date Certified – enter the date the vendor was certified
AP	INSCERDAT	Insurance Certificate Expires – A certificate of insurance can be part of the vendor certification process; enter the expiration date here.

		ADMINS Unified Community	Vendors
		Purchase Orders–Interfaces	PO–810 Upload Vendors from a Spreadsheet
		Accounts Payable–Interfaces	AP–985 Upload Vendors from a Spreadsheet

Excel Column	Column Label	Description
	Columns AQ through BF refer to the Authorized Representatives section on the Classification tab of the Enter Vendors screen.	
AQ	C1NAME	Authorize Rep 1 Name – Up to 30 characters
AR	C1TITLE	Authorize Rep 1 Title – Up to 40 characters
AS	C1PHONE	Authorize Rep 1 Phone [No dashes or spaces] – 6174945100 is valid; (617)-494-5100 is not a valid entry in the spreadsheet.
AT	AC1PHEXT	Authorize Rep 1 Phone Ext – enter up to four digits for the extension
AU	C2NAME	Authorize Rep 2 Name
AV	C2TITLE	Authorize Rep 2 Title
AW	C2PHONE	Authorize Rep 2 Phone [No dashes or spaces] 6174945100 is valid; (617)-494-5100 is not a valid entry in the spreadsheet
AX	AC2PHEXT	Authorize Rep 2 Phone Ext – enter up to four digits for the extension
AY	C3NAME	Authorize Rep 3 Name
AZ	C3TITLE	Authorize Rep 3 Title
BA	C3PHONE	Authorize Rep 3 Phone [No dashes or spaces] 6174945100 is valid; (617)-494-5100 is not a valid entry in the spreadsheet
BB	AC3PHEXT	Authorize Rep 3 Phone Ext – enter up to four digits for the extension
BC	C4NAME	Authorize Rep 4 Name
BD	C4TITLE	Authorize Rep 4 Title
BE	C4PHONE	Authorize Rep 4 Phone [No dashes or spaces]
BF	AC4PHEXT	Authorize Rep 4 Phone Ext– enter up to four digits for the extension
		User-defined fields are fields set up by each site to hold information relevant to that municipality. Each field can be named for a specific function. There are six fields available on the upload spreadsheet; another eight fields can be accessed via the screen.
BG	VUDF1	User Defined 1 [Max 40]
BH	VUDF2	User Defined 2 [Max 20]
BI	VUDF3	User Defined 3 [Max 20]
BJ	VUDF4	User Defined 4 [Max 10]
BK	AVUDF5	User Defined 5 (Amount 2 Decimal)
BL	AVUDF6	User Defined 6 (3 Numeric)