



ADMINS Unified Community

Fiscal Year 2025 Highlights

The following are among the new features that **ADMINS** has incorporated this past Fiscal Year:

System-Wide Changes

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|---|---------------|-----------------------|
| – Account Security Query available to all users/all modules | [Enhanced] | <u>September 2024</u> |
| – Email Notice of Intent to Suspend an Account | [New Feature] | <u>December 2024</u> |

Videos & Documents (*various modules*) added to the ADMINS.com website:

Revenue Collections, Tax, & Treasury Receipts

- Add New Treasury Receipt Code (4:37)
- Transfer a Collections Batch (2:10)
- Remove Unused Collections Batches (4:26)

Accounts Payable & Purchase Orders

- Merge Vendor Process (5:28)
- Create New Voucher from Posted Voucher Video (3:08)

Human Resources

Videos Relevant to All Modules

- Check GL Account Security (What Accounts Can I Access?) [2:38]

Accounts Payable Module

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| – Voucher Error Check by Batch Report legend clarifies warnings vs. errors | [Enhanced] | <u>September 2024</u> |
| – Bank Account Management error checking for the entry of “clear” dates | [Enhanced] | <u>September 2024</u> |
| – Immediate error checking for data uploads using .CSV files | [Enhanced] | <u>September 2024</u> |
| – Accommodate seven-character check numbers on Bank screen | [Enhanced] | <u>September 2024</u> |
| – Enhanced Duplicate Invoice Error Checking | [Enhanced] | <u>December 2024</u> |
| – Paying “Freight” or “Other” from a PO with a Quantity | [Enhanced] | <u>December 2024</u> |

[Updated] or [New] Documents added to the Help Reference Library:

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|--------------------------------------|-----------|----------------------|
| AP-145 Preventing Duplicate Payments | [Updated] | <u>December 2024</u> |
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Budget Module

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|---|-----|-----------------------|
| – Check that budget group is active when creating the new year budget | New | <u>September 2024</u> |
| – Manage and transfer budget accounts within an existing operating budget | New | <u>December 2024</u> |

[New] and [Enhanced] Reports:

- | | | |
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| #12073 – Current GL Chart with Invalid Budget Groups | New | <u>September 2024</u> |
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[Updated] or [New] Documents added to the Help Reference Library:

- | | | |
|-------------------------------------|---------|----------------------|
| Processing BU-110 Budget Processing | Updated | <u>December 2024</u> |
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General Ledger Module

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| Rebuilding Security Button makes it easier and faster to rebuild security | [Enhanced] | <u>December 2024</u> |
|---|------------|----------------------|

[New] and [Enhanced] Reports:

- | | | |
|--|------------|----------------------|
| #1627 – Budget Summary (w/ activity) | [Enhanced] | <u>December 2024</u> |
| #1628 – Budget Summary (w/ and w/o activity) | | |
| #1338 – Close Fund Balance – Ready to Post Journal Entries | | |



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Human Resources Module

– Prompt to change Primary Timesheet Group when changing the Position Timesheet Group	[New]	September 2024
– When reinstating employees, prompt to remove all stop dates that match the termination date	[New]	September 2024
– Strengthened restrictions on emailing reports with SS numbers	[Enhanced]	September 2024
– Table screens reports available in the Human Resources Report Library	[New]	September 2024
– Deductions & Benefits Data Entry changes to add flexibility	[Enhanced]	December 2024
– Report of terminated employees is sent to the new distribution list	[New]	December 2024

ADMINS staff disseminates IRS & State provided reminders to ensure that our customers are kept current with new regulations. This included changes to the CT Part Time sick leave accrual in [December 2024](#).

ADMINS continues to work with 3rd party vendors to provide interfaces.

Miscellaneous Billing Module

– Reports can now include service types that do not post to (A/R)	[Enhanced]	December 2024
– Add Override Refund step only selects invoices where refund-eligible service types have payments against them	[Enhanced]	December 2024
– New steps menu for Monthly EFT Bank/Payment Processing	[New Feature]	December 2024

[New] and [Enhanced] Reports:

# 10634 – Customer Revenue Date Range Activity Report	[New Report]	December 2024
# 10682 – Outstanding Balances (No WIP)	[Enhanced]	December 2024
# 10683 – Outstanding Balances	[Enhanced]	December 2024
# 10685 – Aged Receivable by Payment Date Report	[Enhanced]	December 2024
# 10688 – Aged Receivable by Revenue Date Report	[Enhanced]	December 2024

[Updated] or [New] Documents added to the Help Reference Library

20 New Documents were added to the MB Help Reference Library	[New Documents]	December 2024
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Purchase Order Module

– Legend on PO error check reports explains warnings vs. hard errors	[Enhanced]	September 2024
– Purchase Order Entry Error Check # 19 checks for quantity when only “freight” or “other” have amounts and there is no price set	[Enhanced]	December 2024

[New] and [Enhanced] Reports:

# 3600 – All POs (in progress + history) filters for rolled POs	[Enhanced]	September 2024
# 3627 – Posted POs – Balance by GL Account		
# 3672 – Open POs with Bids	[Enhanced]	September 2024
# 3674 – Open POs with Contracts	[Enhanced]	September 2024

Revenue Collections, Treasury Receipts, and Tax Title Module

– Enhanced error checking for parcels in tax title or deferral when reversing lockbox batches	[Enhanced]	September 2024
– Added a “Suppl Appr” column to the three lookups when selecting a code	[Enhanced]	December 2024
– Letter for taxpayers with unpaid bills who are at risk of having their property taken for non-payment of taxes	[New Feature]	December 2024



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| – Tax Taking Final Notice and the Instrument of Taking | [Enhanced] | <u>December 2024</u> |
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[New] and [Enhanced] Reports:

- # 4169 – Cash Activity by Bank/Deposit Date Report
- # 4171 – Balances as of Deposit Date (Trial Balance) Report

[Updated] or [New] Documents added to the Help Reference Library

- | | | |
|--|-----------|----------------------|
| RC – 1320 Treasury Receipts | [Updated] | <u>December 2024</u> |
| RC – 1355 Supplemental Appropriations JE from a TR | [Updated] | <u>December 2024</u> |

Tax Modules

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|--|---------------|----------------------|
| – Include exemption descriptions on the Detail Screen | [New Feature] | <u>December 2024</u> |
| – Added Posting Date and Time to the Top of the Billing History Screen | [Enhanced] | <u>December 2024</u> |
| – Added Fiscal Year & Bill Run to the Report File Names for Easier Retrieval | [Enhanced] | <u>December 2024</u> |

[New] and [Enhanced] Reports:

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|---|--------------|----------------------|
| # 4713 – Lockbox Transaction History Report | [New Report] | <u>December 2024</u> |
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System Module

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|---|------------|-----------------------|
| – Streamlined account security maintenance for superusers | [Enhanced] | <u>September 2024</u> |
| – User Account Security Query | [Enhanced] | <u>September 2024</u> |
| – Rebuilding Security Button makes it easier and faster to rebuild security | [Enhanced] | <u>December 2024</u> |
| – New Distribution List announces users to be suspended due to inactivity | [Enhanced] | <u>December 2024</u> |
| – New feature ensures that passwords are regularly updated | [Enhanced] | <u>December 2024</u> |
| – Prevents users from reusing recent passwords | [Enhanced] | <u>December 2024</u> |
| – More robust User Login tracking for enhanced security | [Enhanced] | <u>December 2024</u> |

Webinars & Workshops

Calendar Year End

- [W2 Processing, 1099R Processing, ACA Processing](#)
- [1099 Accounts Payable Processing](#)

Fiscal Year End

- [HR Split-Year Labor Distribution](#)
- [Purchase Order Rollovers](#)

In addition, ADMINS support staff conduct **hundreds** of GoToResolve ad-hoc screen sharing sessions and GoToMeeting training to provide sites with “**Just in Time**” assistance and training – help when you need it, and training when users are ready to learn.