# ADMINS Unified Community

## Fiscal Year 2019 Highlights

Among the new features ADMINS has incorporated this past Fiscal Year:

### SYSTEM WIDE CHANGES

- Record locking information screen – adding notification as to who is locking whom with contact information

### ACCOUNTS PAYABLE MODULE

- Filtered approval path table lookups to restrict to "Active", "All" or only "Inactive"
- Added voiding a posted warrant without having to hit each check # individually
- Automated turning off AP Voucher Entry for users for year end
- Filtered vendor lookups to segregate cancelled one-time vendors
- Enhanced uploading vouchers process with error checking to validate spreadsheet data formats
- Credit Card voucher processing – Added flexible notification options for up to three approvers
- 1099 Processing
  - Mark closed vouchers with 1099 codes
  - Enhanced lookup on vendors in the summary screen to include the form used
- New and enhanced reports:
  - 2559 Item History Report                                [Updated access]
  - 2618 Vendor-Assigned commodity Items report            [New]
- New and enhanced documentation
  - AP-100 AP User Help Documents Index                    [Updated]
  - AP–210 Implementing a New Bank Account                 [New]
  - AP–215 Bank Table                                      [New to this Library]
  - AP–285 Delete Accounts Payable Batches en masse        [New]
  - AP–710 1099 Processing                                 [Updated]
  - AP–830 REAP Reporting (Massachusetts only)             [Updated]
  - AP–845 Locking Screen                                  [New]
  - AP–980 Upload Vouchers–Spreadsheet                     [Updated]

### BUDGET MODULE

- To allow for more seamless staffing transitions:
  - Added a global approval change button
  - Added a button to the Budget Groups screen to **[Copy All Budget Groups]** from one user to another
  - Enhanced the **[Add User]** and **[Add User All Groups]** buttons to set the Access types for five levels
- The Operating Budget Cost Breakdown screen was revised to provide more space for descriptive text
- A **[2 Remove Position]** button was added to the **Tables ▶ Position Maintenance–Budgeting** screen
- The system now reports that the position is already budgeted for in another budget group
- New [New] and Enhanced [Enhanced] Reports:
  - 12076 Operating Budget Cost Breakdown Edit list        [Enhanced]
  - 12560 Budget Cost Breakdown Item Listing               [Enhanced]

- o   12561 Cost Breakdown Item Listing by Account          [Enhanced]
- Budget processing documents were updated in the Help Reference Library
  - o   BU-130 How to Restrict Access in Budget              [New]

### FIXED ASSET MODULE

- The calculation of depreciation now offers filtering on Location, Class and / or Sub-Class Codes
- A default depreciation method was added to the Asset Classification table
- Added a sorting option for the Asset Work Edit List
- Added flexibility to Asset Changes to include changing the sub-class via a change order
- New [New] and Enhanced [Enhanced] Reports:
  - o   #13590 Asset Classification Table edit list          [Enhanced]
  - o   #13621 In Service History Report                     [New]
- Fixed Asset processing documents were updated in the Help Reference library
  - o   FA–200 Acquiring Fixed Assets                        [Updated]
  - o   FA–220 Asset Changes                                 [Updated]
  - o   FA–230 Depreciation Processing                       [Updated]
  - o   FA–610 Fixed Asset Tables                            [Updated]

### GENERAL LEDGER MODULE

- Create New Fiscal Year in Batch
- Copy Accounts Changing Fiscal Year process added
- Year-end processing:
  - o   Reports were enhanced with funds selected and fiscal year listed on reports (when more than one fiscal year is to be closed);
  - o   The process now stops if there are unposted GL transactions to allow for work completion prior to close processing.
- User Defined fields may be edited on accounts in closed fiscal periods so that they can be used on the report selection screen
- Enhanced the notes field on the Transaction History Screen to provide more detail on the [Display – Notes] field. This will help to relate Real Estate transactions with General Ledger entries.
- Allow the option to require fund balancing on journal entry
- 3rd Party Interfaces
  - o   HARPERS Payroll - Added employee names to report when acquiring transactions
  - o   UMS/CUSI Interface
    - Expanded the filtering on the upload of transactions list
    - Enhanced the Upload Process reports
    - Added information on accounting screen for negative amounts/alternate processing
    - Added Field logging of changes to UMS Codes table
- Documents were added and updated in the Help Reference library
  - o   GL–270 Enter One Time Journal Entries                [Updated]
  - o   GL–720 Create New Fiscal Year                        [Updated]
  - o   GL–722 Create New Fiscal Year Overnight (in batch)   [New]

- o GL–723 Copy Accounts Changing Fiscal Year (OnLine)   [New]
- Added new [New] reports and revised existing [Enhanced] reports:
  - o #1050–Transaction Report–PO Transactions   [Enhanced] (Added Columns)
  - o #1062–Fund List for Close to Fund Balance   [New]
  - o #1072–Funds Selected for Reverse of Closeout Edit List   [New]
  - o #1084–Fund List for Roll Balances Forward   [New]
  - o #1085–Fund List for Reverse of Roll Balance Forward   [New]
  - o #1165–Transaction History–Amount Search   [New]
  - o #1239–Close to Fund Balance–Unposted Transactions   [New]
  - o #1630–Transaction Detail with Notes   [Enhanced] (Added Real Estate deductions notes)

## HUMAN RESOURCES MODULE

- Timesheet entry now allows adding a range of dates to an existing timesheet
- Manual check now allows adding a range of dates to an existing timesheet
- Employee Maintenance screen now will display the first *ACTIVE* position of an employee
- Enhanced the Bank Reconciliation Screen with a new report and a faster report
- Added a button to remove Salary Change Records entered in error on the **[7 Salary]** tab
- Position Maintenance screen – added Remove Position and Position Segments buttons
- Reports that were enhanced or added:
  - o #6630–Cost Code Table Edit List   [Enhanced]
  - o #6659–Employment Verification   [Enhanced]
  - o #6662–Employee List – Benefits   [New]
  - o #6663–Paycheck Summary – By Employee/Account   [New]
  - o #6710–Employee List   [Enhanced – New Columns Excel®]
  - o #6714–Employee List – Grade Schedules   [Enhanced – Columns added]
  - o #6789–EEO Reports   [Enhanced]
  - o #6682–Salary Delete Log report   [New]
  - o #7227–Benefit Categories Report   [Enhanced]
  - o #6138–CT Teachers Retirement Bureau report   [Enhanced with more categories]
- New and updated table screens
  - o Pay Code Table now allows a higher % of hourly rate for vacation accrual calculations
  - o Added hover text to Timesheet Group screen
- ADMINS staff attended periodic IRS webinars to ensure that our processes and customers are kept current with new regulations
- Documents were updated [Enhanced] and new documents were added[New] to the Help Reference Library
  - o HR–590 Employee Reports   [New]
  - o HR–599 Implementing a New Bank Account   [Enhanced]
  - o HR–1007 Danvers, MA CrewSense® Import   [New]

## MISCELLANEOUS BILLING MODULE

- Overdue balance process will now identify "old bills" that have been replaced with "new bills".
- Added checking to identify parcels with both a current subscription and a drop subscription.

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## Fiscal Year 2019 Highlights

### PURCHASE ORDER MODULE

- Users may now upload purchase orders from a spreadsheet
- Added a fifth approver for electronic signatures
- Improved response time & added information message to the Create New from Posted screen
- Change Orders history report – now easier to see what changes were made
- PO entry screen now allows entry into lines four and five if the lines are blank on the bid
- Updated the vendor lookups in the Enter Vendors and View Vendors screens to more easily retrieve vendor numbers; added a lookup just for Cancelled (one-time) vendors
- Approval Path table lookups modified to optionally restrict the view to only active records
- Query Screen
  - Added helpful *hover text* on balance amounts
  - Added "Deliver To" and "Invoice To" Columns to the Purchase Order Query screen.
- Re-organized **Help Reference Library** to differentiate between templates and instructions for use
- Added new documents and updated documents to the Help Reference Library
  - PO–255 Implementing Electronic Approval Signatures        [New]
  - PO–260 Changing a Signature on a Purchase Order Form       [Updated]
  - PO–770 Email Open PO Listings to Departments               [New]
  - PO–800 Upload POs from a Spreadsheet                       [New]

### REVENUE COLLECTIONS MODULE

- Automated Task for UniBank Daily Balance E-Billing File
- ADMINS updated the Refunds Process ▶ **[Maintain Work File]** screen to allow any selected refund amount (including interest) to be changed to zero
- New and updated reports:
  - #4101 Cash Activity by Deposit Date/Batch                 [New]
  - #11386 Tax Title/Deferred Redeemed Parcels                [Enhanced]
- Revenue Collections documents were updated in the Help Reference library
  - RC–910 Refunds                                            [Updated]
  - RC–1510 Implementing a New Bank Account                   [Updated in this Library]

### TAX MODULES

- Motor Vehicle Excise Query screen – selection on registration plate number added
- Added a per diem field to the Betterments PREPAY/PAYOFF screen to align with the data available on the Municipal Liens Certificates
- New and enhanced reports in the Tax Modules
  - A new report provides a list of motor vehicle taxpayers signed up for electronic billing.

### SYSTEM MODULE

- User Profile screen enhancements
  - Added last user login data to help "super-users" satisfy auditors requests for information

- o Added a Restricted Desktop User check box on the User Profile screen to prevent users with abandoned sessions having trouble on their next login
  - o Phone number added to the screen for record locking message
  - o Searches on usernames and departments may be restricted to "All", only "Active", or only "Inactive"
- Department Group Profile screen lookups may be restricted to "All", only "Active", or only "Inactive"
- Enhanced the Locked Record screen with a full complement of menu selections to allow users waiting for a locked record to readily navigate to another screen
- Added the ability to copy user security on the Department Group Security screen
- A partial search term will display the desired record on the User Account Security screen; for example, entering "Al" will return the first username, such as "Alex" or "Alice"
- New Reports added on the menu:
  - o #46 Report of Last Logins (to identify inactive users)
- New Documents added to the Help Reference Library
  - o SY–105 Record Locking On An Update Screen

### WEBINARS

- Calendar Year End
  - o W2 & 1099R Processing
  - o 1099 Accounts Payable (MISC, INST, S) Processing
  - o ACA Processing
- Fiscal Year End
  - o Purchase Order Rollovers
  - o Human Resources Labor Distribution (split year)

In addition, ADMINS support staff conducted **hundreds** of GoToMeeting ad-hoc training sessions to provide sites with **"Just In Time"** training – training when users are ready to learn.

### PREVIEW OF COMING ATTRACTIONS

- Schedule an update to training on their own
- Upload of phone numbers to the User Profile screen from a CSV file
- "Favorites" screen customized for each user