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
- Retrieve Output Files – added a Customized Subject Line for the email report option
- Added a "Favorites" screen to allow users to automate their most frequently used tasks with a "one click" button; includes the option to copy favorites menu from one user to another
- Emails sent by the system now indicate the originating distribution list
- System controls in place to ensure that only one copy of an upload template may be opened at a time
- Super User flag on the User Profile to allow viewing reports generated from all users
- Re-organized **Help Reference Libraries** to differentiate between templates and instructions
- New and enhanced documentation (all modules)
  - Favorites [Updated]
  - I forgot to print my reports [Updated]
  - System Administration Kit [Updated]

ACCOUNTS PAYABLE MODULE

- Filtered approval path table lookups to restrict to "Active", "All" or only "Inactive"
- Streamlined void check processing
  - Added voiding a posted warrant without having to hit each check # individually
- Added deleting unused accounts payable batches en masse
- Automated turning off AP Voucher Entry for users for year end
- Added Invoice Information to the Voucher Edit List
- Allowed access to the Fixed Asset field for sites not using the AUC Fixed Asset Module
- Added a report to the disbursement process to provide a count of checks, wires, ach, no checks
- Enhanced voucher batch transfer emails to include the user initiating the transfer
- Added filtering to approval path reporting and lookups
- Improved the AP Check Download File screen to display longer file names
- 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
  - Added budget overrides for credit card vouchers
- 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:
  - 2094 Duplicate Federal Tax ID Numbers [Enhanced]
  - 2168 Warrant Listing – added void information [Enhanced]
  - 2559 Item History Report [Updated access]
  - 2501 Approval Path Edit List [Enhanced]

  - 2618 Vendor-Assigned commodity Items report [New]
  - 2650 Posted Vouchers – filter on department / vendor [Enhanced]
  - 2685 Check History – List of Checks by Bank [Enhanced]
- Documentation Updates
  - AP-100 AP User Help Documents Index [Updated]
  - AP–167 View Attachments in the Approvals Screen [New]
  - 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 and the Query 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
- Budget Groups Available for Entry & Approval show only groups with accounts
- New [New] and Enhanced [Enhanced] Reports:
  - 12076 Operating Budget Cost Breakdown Edit list [Enhanced]
  - 12560 Budget Cost Breakdown Item Listing [Enhanced]
  - 12561 Cost Breakdown Item Listing by Account [Enhanced]
- Budget processing documents were updated in the Help Reference Library
  - BU–110 Processing [Update]
  - 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
- Last Transaction Date and Error Checking added to the change processing screen
- Added Class Codes and Descriptions to show assets moving within classes (e.g., from Construction class to Building class)
- 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:
  - #13590 Asset Classification Table edit list [Enhanced]

- #13621 In Service History Report [New]
- Fixed Asset processing documents were updated in the Help Reference library
    - FA–115 The Fixed Assets Manual [Updated]
    - FA–200 Acquiring Fixed Assets [Updated]
    - FA–220 Asset Changes [Updated]
    - FA–230 Depreciation Processing [Updated]
    - FA–410 Querying Fixed Assets [Updated]
    - FA–610 Fixed Asset Tables [Updated]
    - FA–650 Upload Fixed Assets Acquisition Template [Updated

GENERAL LEDGER MODULE

- Create New Fiscal Year in Batch
- Copy Accounts Changing Fiscal Year process added
- Added highly visible on-screen messages for **"Inactive"** and **"Flagged for Deletion"** accounts
- Added a ⦿ Special Revenue Fund radio button on the Maintain Elements Table
- Added a posting control # to the fiscal period screen for reference to fund balance closing
- **Year-end processing:**
    - Reports were enhanced with funds selected and fiscal year listed on reports (when more than one fiscal year is to be closed);
    - The process now stops if there are unposted GL transactions to allow for work completion prior to close processing.
    - Added the posting number to the lookup on the Reverse Close to Fund Balance lookup
    - Added an email distribution list to the Create New Year Overnight in batch process
- User Defined fields on accounts in closed fiscal periods may be edited so that the fields 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 entries
- Split the account number & description in to separate columns on the Trial Balance
- 3rd Party Interfaces
    - Added an upload of accounts into the GL Crosswalk via a spreadsheet
        - Added Field Logging of changes to the GL Crosswalk – who changed, what, when
    - Cash Receipts – Added Excel® reporting option for the acquire process; expanded the legend with more information on reporting errors; added a summary of cash received
    - OpenGov–Automated a scheduled task to run all processes; added a new export menu; added a date range option for transactions
    - HARPERS Payroll - Added employee names to reports when acquiring transactions
    - 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
    - GL–270 Enter One Time Journal Entries [Updated]
    - GL–700 Using the OpenGov Interface [New]
    - GL–720 Create New Fiscal Year [Updated]
    - GL–722 Create New Fiscal Year Overnight (in batch) [New]
    - GL–723 Copy Accounts Changing Fiscal Year (OnLine) [New]
    - GL–940 Middletown BoE Year-End Grant Roll Forward [Updated]
    - GL–950 Middletown BoE Year-End Receipt Roll Forward [Updated]
    - GL–255 Upload Crosswalk Accounts [New]
    - GL–610 Reports [Updated]
    - GL–1110 Upload Allocation Codes Template [Updated]
    - GL–1120 Upload Chart of Accounts Template [Updated]
    - GL–1130 Upload Journal Entries Template [Updated]
    - GL–1135 Upload Accounts to Crosswalk Template [New]
- Added new [New] reports and revised existing [Enhanced] reports:
    - #1050–Transaction Report–PO Transactions [Enhanced] (Added Columns)
    - #1062–Fund List for Close to Fund Balance [New]
    - #1072–Funds Selected for Reverse of Closeout Edit List [New]
    - #1084–Fund List for Roll Balances Forward [New]
    - #1085–Fund List for Reverse of Roll Balance Forward [New]
    - #1165–Transaction History–Amount Search [New]
    - #1239–Close to Fund Balance–Unposted Transactions [New]
    - #1291–Revenue and Expenditure Summary w/WIP [New]
    - #1630–Transaction Detail with Notes [Enhanced] (Added RE deds notes)

HUMAN RESOURCES MODULE

- Changes to Employees with Future Termination Dates
- New Notes Field for Benefits and Deductions on the Employee Maintenance Screen
- Two new module control values define the allowable date range when adding positions in the employee maintenance screen
- Added a process to update all active ***additional wage*** records with a new amount
- State of Rhode Island taxation of supplemental wages
- ERSRI export checks for valid and access to file path
- CT Part time sick accruals properly handles the 40 hour per year maximum
- ACA processing
    - Sites adopting or dropping Health Savings Accounts – handles split years
    - New ACA type to indicate full/part time status independent of other employment data
    - Export file now includes a salary column
    - Several new error checks added to the process
    - New prompts when creating attachments to ensure readiness
- Timesheet entry enhancements:
    - now allows adding a range of dates to an existing timesheet
    - will allow direct entry of an employee number from any timesheet group for which the user has access

- 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:
  - #6138–CT Teachers Retirement Bureau report [Enhanced with more categories]
  - #6140–Excel® Encumbrance Summary [New]
  - #6659–Employment Verification [Enhanced]
  - #6630–Cost Code Table Edit List [Enhanced]
  - #6662–Employee List – Benefits [New]
  - #6663–Paycheck Summary – By Employee/Account [New]
  - #6669 Timesheet History Reports [New]
  - #6682–Salary Delete Log report [New]
  - #6710–Employee List [Enhanced – New Columns Excel®]
  - #6714–Employee List – Grade Schedules [Enhanced – Columns added]
  - #6789–EEO Reports [Enhanced]
  - #6850–W2 Register [Enhanced with TS Group Column]
  - #7227–Benefit Categories Report [Enhanced]
- New and updated tables
  - Pay Code Table now allows a higher % of hourly rate for vacation accrual calculations
  - 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; disseminated IRS provided reminders when received
- Documents were updated [Enhanced] and new documents were added[New] to the Help Reference Library
  - HR–455 Additional Wage Update [New]
  - HR–590 Employee Reports [New]
  - HR–599 Implementing a New Bank Account [Enhanced]
  - HR–1007 Danvers, MA CrewSense® Import [New]

MISCELLANEOUS BILLING MODULE

- Enhanced the option to use an service bureau printer for subscription based billing
- 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.

PURCHASE ORDER MODULE

- Print & Post options were enhanced to:
  - Retain centralized control over spending,
  - use decentralized data entry and printing,
    - without requiring printing and distribution by the central office
- The Fixed Assets flag is now available for sites using a Third Party program for Fixed Assets
- Approvals screen has links to attachments on purchase order and purchase change orders

- Added the option to prevent removing user supplied attachments to posted purchase orders
- 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.
- Added new documents and updated documents to the Help Reference Library
  - PO–105 Purchase Order Types [New]
  - PO–235 View Attachments from the Approvals Screen [New]
  - 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]
- Added new reports and enhanced existing reports
  - #3665 POs Charged to Non-Expenditure Accounts [Enhanced]
  - Overnight –Attachments added to open POs within the last x days [New]

REVENUE COLLECTIONS MODULE

- Added a "save to PDF" on the Information Reports run on the Bill Payment Inquiry screen
- Added message to the Bill Locator screen reminding users that Balances do not include interest
- Added an option to allow payments to parcels in bankruptcy
- Allow spaces in file names used to import lockbox files
- Lockbox processing enhanced with error checking
- Enhanced the submit batch screen with deposit date and message columns
- Enhanced Form 410 (Tax Title balance due form) with parcel number on all pages
- Batch Query Screen
  - Added a new column to show the type of batch (Adjustment or Receipt)
  - Dates may be updated on the screen prior to submitting the batch
  - Now limited to two years of history to speed processing
- New Batch Query History screen added to provide access to older posted activity
- Automated task for UniBank Daily Balance E-Billing File
- 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]

- #4636 Revenue Detail by Category (By Year, By Type) [Enhanced]
- #4650 Lockbox Summary Report [Enhancement]
- #4702 Bill Type as of a Date Excel® includes Parcel Location [Enhanced]
- #5614 List Parcels in Bankruptcy [New]
- #11386 Tax Title/Deferred Redeemed Parcels [Enhanced]

- 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
- Added a process to Remove Old Tax Years from the Collections files
- Personal Property Mass Abatements of low value bills now processes properties with different use codes
- Added several module control values to define UniBank extract file locations
- New and enhanced reports in the Tax Modules
  - A new report provides a list of motor vehicle taxpayers signed up for electronic billing
- Documents were updated in the Help Reference library
  - RE– 1775 Cranston, RI Remove Old Tax Year From Collections [New]

SYSTEM MODULE

- User Profile screen enhancements
  - Added last user login data to help "super-users" satisfy auditors requests for information
  - Added a Restricted Desktop User check box on the User Profile screen to prevent users with abandoned sessions having trouble on their next login
  - Phone number added to the screen for record locking message
  - 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:
  - #46 Report of Last Logins (to identify inactive users)
- New Documents added to the Help Reference Library
  - SY–105 Record Locking On An Update Screen [New]

- SY–115 Favorites Screen [New]

WEBINARS

- Calendar Year End
  - W2 & 1099R Processing
  - 1099 Accounts Payable (MISC, INST, S) Processing
  - ACA Processing
- Fiscal Year End
  - Purchase Order Rollovers
  - 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
- Emailing W2 to employees