ADMINS Unified Community

Fiscal Year 2020 Highlights

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

SYSTEM WIDE CHANGES (OUR TOP THREE)

- Users can **copy live to training on demand**, without support intervening — March 2020
- **Responsive ADMINS** website for use on smartphones, tablets, and computers — March 2020
- Added the **report number and name to Excel® output** to rapidly respond to customer requests for assistance with running the same report as last year — December 2019
- **New and enhanced documentation (all modules)**
  - System Administration Kit [Enhanced] — December 2019
  - Open, View, and Edit .CSV files for AUC Uploads (all modules) [New] — June 2020
  - Pivot Tables–Analyze AUC Data in Excel® (all modules) [New] — June 2020

ACCOUNTS PAYABLE MODULE

- Added the option for “by voucher” totals on the Voucher Edit List — June 2020
- Allow viewing vouchers from the batch query screen — June 2020
- Checks may be marked to be held in the Finance Office — June 2020
- Upload vouchers from a Spreadsheet Process updated with more error checking — June 2020
- Added voucher numbers to **1099 Verification** reports and added new extract file type — March 2020
- New columns on **Pay Open POs** screen make it easier to understand retainage and see the open balance — March 2020
- Budget overrides for **Refund Voucher Batches** allowing all to be handled at once — March 2020
- **Reprinting Voucher Edit Lists** for Posted Batches — September 2019
- Manual Check budget override **emails subject line** enhanced for clarity — September 2019
- Change Order **edit list** enhanced for clarity — September 2019
- Option to **return batch to the original owner** if errors are found — September 2019
- Adding a **New Account for an Existing Bank** – new document — September 2019
- **Check Register** may be **Run as Excel®** to facilitate sorting and calculations — December 2019
- Added a **voucher type to the Voucher Entry Edit List** to display Credit Voucher, a Final Payment Voucher, or a regular Payment — December 2019
- Improved the user experience by **speeding up searches** for users with limited access to POs — December 2019
- Added a “**Paid” column** to make it easier to understand payment activity on contracts to the **Querying Contract History** screen — December 2019
- Added a button to the **Department Group Security** screen to **set permissions en masse** — December 2019
- New and enhanced reports:
  - Highest Paid Vendors option to include FID [Enhanced] — September 2019
  - Posted Vouchers (Open & Closed) with Line Detail [New] — September 2019
- Documentation Updates
  - AP-100 AP User Help Documents Index [Enhanced] — September 2019
  - AP–130 Pay A Bill – Direct Payments [Enhanced] — March 2020
  - AP–145 Preventing Duplicate Payments [New] — June 2020
  - AP–175 Report of Held Checks [New] — June 2020
  - AP–230 Warrants [Enhanced] — March 2020

- AP–705 Restrict Access to Accounts Payable for FYE [New] June 2020
- AP–710 1099 Processing [Enhanced] March 2020
- AP–730 General Instructions for Forms 1099 [Enhanced] December 2019
- AP–740 Application for FIRE System 4419 [Enhanced] December 2019
- AP–750 Instructions for Form 1099–INT [Enhanced] December 2019
- AP–770 Instructions for Form 1099–S [Enhanced] December 2019
- AP–970 Credit Card Processing [Enhanced] December 2019
- AP–980 Upload Vouchers – Spreadsheet [Enhanced] June 2020
- AP–1110 System Administration Kit [Enhanced] December 2019

BUDGET MODULE

- Budget Crosswalk allows correlating budget accounts between years. March 2020
- Improved sorting on **user defined fields** for reports March 2020
- Added **field logging** for the Budget Group Table **change user and change date** December 2019
- Improved the **information messages when initializing the budget** December 2019
- New [New] and Enhanced [Enhanced] Reports:
  - #12578 Budget Levels 1-2 Report with Variances [Enhanced] March 2020
- Budget processing documents were updated in the Help Reference Library
  - BU–110 Budget Processing [Enhanced] June 2020
  - BU–115 Budget Accounts Crosswalk [New] March 2020
  - BU–160 Bellingham, MA Departmental Entry Guide [Enhanced] December 2019
  - BU–265 Pivot Tables–Analyze AUC data in Excel® [New] June 2020
  - BU–315 Open, View, and Edit .CSV files for AUC Uploads [New] June 2020

FIXED ASSET MODULE

- "Entered" and "Time" columns added to the Excel® list on Transaction History screen March 2020
- Recalculation of depreciation if original cost or salvage value changed March 2020
- Added a Purchase Order number [8 PO#] column to the Edit Selected Vouchers screen December 2019
- Enhanced the Disposition Process to create a transaction that reduces Original Cost and Accumulated Depreciation (if any) and displays the Disposal Amount December 2019
- Added error checking to validate dates on the Maintain Work File screen in the Asset Disposition Process December 2019
- Added more disposition information on the Maintenance and Query screen [Accounting] Tabs December 2019
- Added more information on disposals and a legend on the Year-to-Date Summary report. December 2019
- Maintain Work File screen now prevents inputting a disposal date that precedes the last transaction date, shown at the bottom right of the screen December 2019
- New [New] and Enhanced [Enhanced] Reports:
  - #13606 YTD Asset Summary Report [Enhanced] December 2019
  - #13616 Asset Disposal Excel® Report [Enhanced] December 2019
  - #13620 Acquisition History Report [Enhanced] December 2019
  - #13608 YTD Depreciation [Enhanced] December 2019
- Fixed Asset processing documents were updated in the Help Reference library
  - FA–115 The Fixed Assets Manual [Enhanced] March 2020
  - FA–200 Acquiring Fixed Assets [Enhanced] December 2019

- FA–220 Asset Changes [Enhanced] March 2020
- FA–330 Asset Maintenance [Enhanced] December 2019
- FA–610 Fixed Asset Tables [Enhanced] December 2019
- FA–820 System Administration Kit [Enhanced] December 2019

GENERAL LEDGER MODULE

- File name and directory locations for upload can include spaces June 2020
- Create New Year (batch) emails provide server information June 2020
- Enhanced the Transaction History screen & **Excel®** reports with more invoice information June 2020
- **Field logging** when adding a new account via the **Maintain Crosswalk** screen March 2020
- The descriptions for **BB (Balance Sheet Accounts)** and **OB (Revenue/Expenditure Accounts)** on the lookup on journal type now distinguishes between the two journal types March 2020
- New TT10 **Town Possession** GL Transaction Code September 2019
- Added more description for **Reversal** transactions September 2019
- Improved the **Roll Balance Forward Screen** to simplify fund choices for previous roll forwards September 2019
- Expanded the Excel® version of the **Journal History** report with new columns September 2019
- Some sites use all zeroes as a meaningful account segment; a description may be added so that it will now total on reports. December 2019
- Documents were added and updated in the Help Reference library
  - GL–205 Copy Account Security [New] September 2019
  - GL–260 Implementing a New Bank Account [New] September 2019
  - GL–610 Reports [Enhanced] December 2019
  - GL–710 Fiscal Year End Checklist [Enhanced] June 2020
  - GL–720 Create New Fiscal Year [Enhanced] June 2020
  - GL–722 Create New Year Overnight in Batch [Enhanced] September 2019
- Added new [New] reports and revised existing [Enhanced] reports:
  - GL–1200 Copy Live to Training (Batch) [Enhanced] June 2020

HUMAN RESOURCES MODULE

- Added a process for importing timesheet records from a spreadsheet June 2020
- If checks exist with a negative gross pay, processing will stop to notify and allow correction June 2020
- Provided option to relieve the encumbrance or let the timesheets do the relief June 2020
- Added options when entering a termination date in advance for encumbered employees June 2020
- An **email non-delivery notice** will be sent to the user who ran the process indicating that a W2, 1099R, or 1095C was not delivered March 2020
- Added a **Void Date column** to the **Vendor Check History** screen March 2020
- Added a process for **printing multiple manual checks** (for example, at the end of the year to account for the personal use of a municipal vehicle for multiple employees). March 2020
- Improved the handling of **holidays on timesheets** March 2020
- Added an email notice if an email address is invalid when sending direct deposit advice March 2020
- The **[2 Personal]** tab Tax Information block incorporates the new fields on the **2020 W4** March 2020
- Improved the **[Add Position]** function to copy notes, life insurance amounts and family court fields March 2020
- **Automated sending W2, 1095C and 1099R forms via email** **December 2019**

- **Excel®** option added to the **deduction register report** to make it easier to verify totals September 2019
- Payroll Calculation **Negative Vendor Check** report alerts users to negative checks September 2019
- Added a **Labor Distribution Report legend** for postings that split the fiscal year September 2019
- Payroll processing was optimized to **reduce processing time**, with a notable performance improvement in the **Check Calculation** and **Check Register** steps. [December 2019
- **Warrant History Screen** now includes additional deduction reports to show which employee(s) match up to the dropped amounts on the Deduction Register December 2019
- Added fields to facilitate **emailing W2, 1095 and 1099R Forms** to employees on the [1 Contact Tab] December 2019
- Added a message to the Post Labor Distribution/Email Advices screen regarding the **Time and Expense Posting date**. December 2019
- Added a new **Position Hire Reason** on the [Dates/Class] Tab December 2019
- Added three buttons to the **Employee Encumbrance History Screen** to provide a way to trace all employee encumbrances. Added reports that list all salaries, encumbrances, and amounts paid
  - **[1 By Account/By Employee] Toggle**
  - **[5 Excel Acct Trx]** button produces Excel® Report by Account Number
  - **[6 Excel Empl Trx]** button produces Excel® Report by Employee December 2019
- Added filtering by date to the **Excel® Account** and **Employee transaction reports** on the encumbrance history screen March 2020
- Module Control sequence numbers add flexibility on **termination and evaluation date limits** September 2019
- Updated **Norfolk County Retirement System** Export September 2019
- **ACA 1095C** Forms were updated to adhere to IRS specifications for 2019 filing December 2019
- The **ACA [Build 1095 File]** step allows optional **selecting on Entity** December 2019
- To streamline processing, added optional selection fields when building the ACA files and printing the 1095C forms December 2019
- 1095C Printing by Bargaining Unit September 2019
- Reports that were enhanced or added:
  - #6079 Employee Leave Balance Listing [Enhanced] June 2020
  - #6140 Encumbrance History Summary [Enhanced] June 2020
  - #6604 Cost of Leave as of a Date [New] September 2019
  - #6662 Employee List–Benefits–Filtering Options [Enhanced] December 2019
  - #6706 Account Transactions [New] December 2019
  - #6707 Employee Transactions [New] December 2019
  - #6708 Employee List – Benefits w/ Annual Amounts [Enhanced] December 2019
  - #6711 Employee List with Notes [Enhanced for up to 9 Emp #s] September 2019
  - #6715 Employee List – Salary Level for Date Range [Enhanced with five new filters] September 2019
  - #6726 Employee List – New Hires – New column [Enhanced w/ "Hire Reason"] December 2019
  - #6727 Paycheck Summary - By Employee / Pay Code Type to help sites comply with FOIA requests for salary data [New] March 2020
  - #6759 - Timesheet History Detail - Changed Timesheets – who changed that? [New] March 2020
  - #6768 Employee List – Import Timesheets [Enhanced] June 2020
  - #7203 Employee Negative Check Error Report [Enhanced with a hard stop] June 2020
  - #7220 Deduction Register [Enhanced with Excel Option] September 2019

  - #7282, 83, 85 Split FY Labor Distribution Reports [Enhanced with a Legend] September 2019
- New and updated tables
  - FLSA Processing was simplified June 2020
  - Tax Rate tables updated with new fields to comply with IRS regulations March 2020
  - Leave Accrual Rules table allows a zero in the first "from" month to permit employees to accrue time even if they have not been employed one full month December 2019
- ADMINS staff attends periodic IRS webinars to ensure that our processes and customers are kept current with new regulations, and disseminates IRS provided reminders when received
- **ADMINS** continues to work with 3rd party vendors to provide interfaces.
  - HealthEquity HSA interface June 2020
  - CrewSense® Timesheet Import June 2020
- Documents were updated [Enhanced] or added [New] to the Help Reference Library

HR–335 No-Time Warrant	[New]	September 2019
HR–345 Import Timesheets from Spreadsheet	[New]	June 2020
HR–350 How to Recalculate a Warrant	[New]	March 2020
HR–430 Manual Checks – New Chapter 8	[Enhanced]	March 2020
HR–460 FLSA Processing	[Enhanced]	June 2020
HR–525 Medicare Wages over $200,000	[New]	March 2020
HR–599 Implementing a New Bank Account	[New]	September 2019
HR–430 Manual Checks	[Enhanced]	September 2019
HR–575 Email Tax Forms to Employees (W2, 2099R, 1095C)	[New]	December 2019
HR–598 Upload File of Cleared Checks	[New]	June 2020
HR–605 W4 Percentage Method Tables	[Enhanced]	March 2020
HR–610 Fiscal Year End Split Payroll Webinar Slides	[Enhanced]	June 2020
HR–620 W2 Processing	[Enhanced]	June 2020
HR–630 W2 Year End Training Slides	[Enhanced]	December 2019
HR–640 IRS Instructions for Forms W-2 and W-3	[Enhanced]	December 2019
HR–645 IRS Pub 15 (Circular E), Employer's Tax Guide	[New]	December 2019
HR–648 IRS Pub 15t	[New]	March 2020
HR–660 IRS Instructions for Forms 1099-R and 5498	[Enhanced]	December 2019
HR–670 1099-R Slides	[Enhanced]	December 2019
HR–680 IRS Instructions for Forms 1094 & 1095C	[Enhanced]	December 2019
HR–765 Calendar Year End ACA Slides	[Enhanced]	March 2020
HR–775 1095C / ACA Step Menu Process	[New]	June 2020
HR–815 Training Mode	[New]	September 2019
HR–850 Module Control	[Enhanced]	September 2019
HR–1110 System Administration Kit	[Enhanced]	December 2019

MISCELLANEOUS BILLING MODULE

- Added a new Lockbox Batch Summary Report September 2019
- Added a button to the Customer Maintenance screen to transfer an enrolled participant between service types. December 2019
- Documents were updated [Enhanced] and added [New] to the Help Reference Library

MB–515 Training Mode	[New]	September 2019

PURCHASE ORDER MODULE

- Contract reports were updated to include the eight user defined fields when Run As ⦿ Excel® June 2020
- Added a **voucher type column to the PO Query screen** to see immediately the method used on each purchase order line September 2019
- Added a new site-specific error check to allow Finance Directors to **choose which PO types are available** for use September 2019
- Changed the report **file type** for the **new attachments** to existing Purchase Orders to make it easier to open September 2019
- Documents were updated [Enhanced] and added [New] to the Help Reference Library
  - PO–105 Purchase Order Types [Enhanced] September 2019
  - PO–780 PO Rollovers PowerPoint® Overview [Enhanced] June 2020
  - PO–925 Training Mode [New] September 2019
  - PO–1010 System Administration Kit [Enhanced] September 2019
- Added new reports and enhanced existing reports
  - #3600 All Purchase Orders (in progress + history) Report # [Enhanced] March 2020
  - #14610 In Progress Contracts – Summary [Enhanced] June 2020
  - #14612 In Progress Contracts – Line Detail [Enhanced] June 2020
  - #14620 Open Contracts – Line Detail [Enhanced] June 2020
  - #14622 Open Contracts – Summary [Enhanced] June 2020
  - #14635 Posted Contracts – Summary [Enhanced] June 2020
  - #14636 Posted Contracts – Line Detail [Enhanced] June 2020

REVENUE COLLECTIONS MODULE

- Enhanced the Mortgage Bank upload process to allow spaces in the filename and path June 2020
- Added the transaction and batch number to the Treasury Receipts attachments screen June 2020
- Added an option to CC: the originator of a Batch Transfer (non-owners) June 2020
- Attach a maximum of 200 document(s) to a Treasury Receipt batch. When the batch is posted, any documents attached to the batch will be attached to all transactions. March 2020
- Attach documents to previously posted batches March 2020
- Added a process to allow **treasury receipts** to be **uploaded via** a standard **template**. December 2019
- Added descriptive text on the Collections ▸ Queries ▸ Bill Payment ▸ **[Y Parcel/Acct Notes]** screen to signify that notes fields are "Read-Only" and direct the user to where notes may be added or edited. December 2019
- **Transfer batches** of any type **en masse** September 2019
- **Remove unused batches in bul**k September 2019
- Users notified of **potential duplicate adjustments** to bills September 2019
- **Expanded notes field** for Treasury Receipts to 80 characters September 2019
- Up to 200 documents may be **attached to each treasury receipt** September 2019
- Added a total column to the Bill Category table to add flexibility when creating **MLCs** September 2019
- Added a **query of deleted batches** to show who/when a batch was deleted September 2019
- New feature allows maintaining a **holiday calendar to use when calculating unpaid bill interest** September 2019
- Added new [New] reports and updated [Enhanced] existing reports
  - #4705 Balance as of (Trial Balance) run for multiple years [Enhanced] September 2019
  - #4706 Monthly Balances as of (Trial Balance) [New] June 2020

- #4707 Statistics – How our Bills are Paid [New] June 2020
- Documents were added [New] and updated [Enhanced] in the Help Reference library
  - RC–275 Bulk Remove Unused Batches [New] September 2019
  - RC–280 Motor Vehicle Excise Combined Billing [New] March 2020
  - RC–285 Personal Property Combined Billing Table [New] March 2020
  - RC–290 Real Estate Property Tax Combined Billing Table [New] March 2020
  - RC–460 Town Possession [New] September 2019
  - RC–1320 Treasury Receipt Codes [Enhanced] September 2019
  - RC–1375 Upload Treasury Receipts Via a Template [New] December 2019
  - RC–1510 Implementing a New Bank Account [Enhanced] September 2019
  - RC–1722 Cranston, RI Holidays Table [New] September 2019
  - RC–1835 Training Mode [New] September 2019
  - RC–1910 System Administration Kit [Enhanced] September 2019

TAX MODULES

- Added a report to show accounts missing values during the upload of a Personal Property file from Appraisal systems June 2020
- Added the "Lessee" field when available from the upload file to the Motor Excise Bill Inquiry screen June 2020
- Added a Lessee Name Query screen June 2020
- Changed all abatements to split 50% / 50% on 3rd & 4th quarter March 2020
- The **Combined Tables** will group multiple bills for an owner to provide a consolidated list for a taxpayer (Motor Excise, Personal Property and Real Estate each offer the feature) March 2020
- Added a **notes** field in the lower left corner of the Bill Payment and Detail Payment inquiry screens to draw attention to the tickler notes March 2020
- Added **five new Board of Assessor's member names** module control values, to allow users to update the names that appear on abatement certificates. December 2019
- **Town Possession of Foreclosed Properties** -new feature on the Tax Title menu September 2019
- Added a **Duplicate Bill # Report** as part of the Billing processing to identify previously used, defunct parcel numbers that were re-used September 2019
- **ATLAS** Motor Vehicle Excise incorporated into the commitment process September 2019
- Added a **Credit Balance Redistribution Process** document for Personal Property & Real Estate Taxes September 2019
- Installed a new **Billing History Query Screen** to effortlessly retrieve billing reports September 2019
- Added new [New] reports and updated [Enhanced] existing reports
  - #5322 Parcel Listing filters on Parcel Class [Enhanced] March 2020
  - #9032 Combined Bill Statement (Personal Property) [New] March 2020
  - #9614 Property Upload Accounts with Missing Values [New] June 2020
- Documents were added [New] and updated [Enhanced] in the Help Reference library
  - ME–195 Combined Billing Table [New] March 2020
  - ME–250 Cranston, RI Motor Vehicle Excise Tax Billing (section 3) [Enhanced March 2020]
  - ME–260 Cranston, RI MV Excise Registry Delinquents [Enhanced] December 2019
  - ME–305, RE–725 Training Mode [New] September 2019
  - ME–410, RE–770 System Administration Kit [Enhanced] September 2019
  - RC–460 Town Possession of Foreclosed Property [New] September 2019
  - RE–640 Combined Real Estate Billing Table [New] March 2020

- RE–650 Combined Personal Property Billing Table [New] March 2020

SYSTEM MODULE

- Super-Users can **initiate a copy of live to training** March 2020
- Added a **[2 Set Access]** button to the Department Group Security screen to allow bulk changing **ACTIVE** departments that are not the user's Default department December 2019
- **Copy user security** feature added to the Account Security screen – with either “add-on” or “replace” options September 2019
- Streamline department access for users when creating a new department – the creator will automatically be granted access to new departments September 2019
- A “super user” list is now in place for sites that allows full access to all departments controlled via module control #45 September 2019
- **Documents were added [New] and updated [Enhanced] in the Help Reference library**
  - SY–170 System Administration Kit [Enhanced] December 2019
  - SY–175 Copy Live to Training (Batch) [New] March 2020

WEBINARS

- Calendar Year End
  - W2 & 1099R Processing
  - 1099 Accounts Payable (MISC, INST, S) Processing
  - ACA Processing
  - Understanding the new W4 for 2020 and beyond
- 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.

ADMINS added features to the system including distributed data entry on spreadsheets. This is in response to the COVID19 Pandemic and resulting quarantine to enable more options for working from home.

PREVIEW OF COMING ATTRACTIONS

- Upload of phone numbers to the User Profile screen from a CSV file
- Employee Portal for employees’ self-service access to pay stubs, leave history, and year end W2, 1099R and 1095C forms

Legend – Red = September 2019, Green = December 2019, Purple = March 2020, Blue = June 2020