ADMINS Unified Community

Fiscal Year 2021 Highlights

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

SYSTEM WIDE CHANGES

- **Copy Live to Training** feature for Super Users with **Module Selection** — June 2021
- Added a **[Reset Password]** button to allow users to reset their own AUC passwords — September 2020
- Miscellaneous Billing Module a true "**Accounts Receivables**" Module — March 2021
- Added multiple features for sites **working from home** due to **Covid19** pandemic — Throughout 2020
- Converted **ADMINS.com** training videos to use YouTube features — June 2021
- Email simultaneously to **multiple email addresses** for reports and documents — December 2020
- **Consolidated** the **Forms Text & Parameters** table to make updates a breeze — June 2021
- Most **attachments** are now **scheduled tasks** to speed up processing — December 2020

ACCOUNTS PAYABLE MODULE

- Improved the voucher entry process with **"Batch only checking"** & more — June 2021
- **Multiple manual checks** in a single batch — June 2021
- Report to identify **commodity codes with no posted history** — June 2021
- Voiding multiple **non-sequential check numbers** via a spreadsheet — June 2021
- Merge Process – Error checking for **unmatched TINs** for selected vendors — June 2021
- **"Certified Payroll ☑"** Checkbox for Prevailing Wage POs and Contracts — June 2021
- **TIN Truncation** (Mask SSN & Fed ID Numbers) on 1099s — December 2020
- **Email** an encrypted, password protected **1099 on demand** — December 2020
- Added **1099NEC** processing for Non-Employee Compensation reporting — December 2020
- Added **1099G** processing for certain Government Grants (COVID/CARES) — March 2021
- Report #2609 to identify **duplicate payment amounts**, vendor #s, and dates — December 2020
- "Change Type" & "Copy Address" Buttons on **Vendor Maintenance** Screen — December 2020
- Vendor field on **Vendor Maintenance Screen** displays the first active remit address — December 2020
- Remit number, address type, & status fields added to **Vendor Name Query** screen — December 2020
- **Source documents attached to all vouchers in a batch** — December 2020
- Optimized the **Accounts Payable → Warrant [Print Checks]** process – reduces time to print checks — September 2020
- **Warrant History screen** includes optional reports run for a given warrant — September 2020
- Enhanced **Vendor Check History** screen to display meta-data / hover text to help users with limited access understand how the system displays or restricts information — September 2020
- Added checking to the **Interfaces/Imports → Upload Vouchers from a Spreadsheet** process – zip code format, blank lines, re-titled column headers, COVID 19 Refunds — September 2020
- Added **Form 1099-NEC** processing — September 2020
- Added **Form 1099G** processing for Government Grants (COVID) — March 2021
- Added a "Batch Owner" column to the **Voucher Posting Selection** screen. — March 2021
- Added an "Active Items Only" option to the **Commodity Items** lookup menu — March 2021
- The **Create Vendor Check Attachments email** includes the dollar amount for the warrant — March 2021
- Added a "sort by User Batch" option to the **Disbursement Edit List** — March 2021
- Improved the search function on the **Bank Account Management by Check Number** screen — March 2021
- Inhibited the error checking on vendor/amount/dates for Credit Card Batches — March 2021

Fiscal Year 2021 Highlights

- **New [New] and Enhanced [Enhanced] Reports:**
  - #2097 Accounts Paid on Selected Warrants (by Fund) [New] December 2020
  - #2550 Item Table Listing with a Select Status optional filter [Enhanced] March 2021
  - Added reports that **mask the Federal ID (FID)** and added **security** on reports with the FID:
    - # 3816 Vendors Address Listing [New] December 2020
    - # 3817 Vendors Name Listing [New] December 2020
    - # 3818 Vendors by Hold Codes [New] December 2020
    - # 3819 Vendors by 1099 Codes [New] December 2020
    - # 3820 Vendors by Minority Codes [New] December 2020
    - # 3821 Vendors on State Bid List [New] December 2020
    - # 3822 Vendors with Duplicate Name Listing [New] December 2020
    - # 3823 Vendors missing City, State or Zip [New] December 2020
- Documentation Updates in the Help Reference Library
  - AP–100 AP User Help Documents Index [Enhanced] September 2020
  - AP–250 Voiding Checks [Enhanced] June 2021
  - AP–370 Merge Vendors [Enhanced] June 2021
  - AP–490 Warrant History [Enhanced] September 2020
  - AP–710 1099 Processing [Enhanced] September 2020
  - AP–720 1099 Processing [Enhanced] March 2021
  - AP–960 Create Refund Vouchers [Enhanced] June 2021
  - AP–980 Upload Vouchers–Spreadsheet [Enhanced] September 2020

BUDGET MODULE

- Added a "Planned Employee #" field to Personal Services Budget by Position screen December 2020
- Flags warning on groups not ready for posting on **Budget Groups for Post to GL** screen September 2020
- **New [New] and Enhanced [Enhanced] Reports:**
  - #12058 – Chart of Accounts with Activity Not Budgeted [New] March 2021
  - #12059 – Current Year PS Unbudgeted Accounts [New] March 2021
  - #12061 – Compare BU vs GL Account Budget Types [New] March 2021
  - #12316 Posting Report – added budget group column [Enhanced] September 2020
  - #12855 Personal Services Budget by Position [New] September 2020
- **Budget processing documents were updated in the Help Reference Library**
  - BU–140 Personal Services Budgeting [Enhanced] December 2020

FIXED ASSET MODULE

- Improved the Fixed Asset posting to make the notes more useable December 2020

GENERAL LEDGER MODULE

- **Copy job stream reports** from one user to another (Super User feature) June 2021
- Work in Progress Transaction Query screen **drill down to "in-progress" journal entries** June 2021
- Added features to reports and processes to accommodate **CARES act reportin**g March 2021
- Added Safeguards for **Audit Override Transactions** – must match account type (ALF or RE) March 2021
- Added guardrails to the Year End Processing – **Reverse Close process** December 2020
- Query Screen ▸ **PO Balances Report** focuses on the currently displayed fiscal year December 2020
- Safeguards when an ***account type must be changed*** in the GL Chart of Accounts December 2020
- "***Summary-with-Work-in-Progress***" reports suppress Inactive Accounts with no activity September 2020

- Fiscal year must already have been created when **uploading accounts via spreadsheet** September 2020
- Associate accounts with summary accounts in the **Upload CoA** process September 2020
- Error checking for valid account elements in the **Upload CoA** process September 2020
- Selected record remains in focus when display column is changed on **Transaction History query** screen September 2020
- Added **Detail Billing** information to the **transaction history Notes** field in the GL Query Screen to assist with reconciling revenues September 2020
- **Documents were added and updated in the Help Reference library**
  - #GL–330 Transfer a Journal Entry [New] December 2020
  - #GL–870 CUSI Interfaces [Enhanced] June 2021
  - #GL–925 Middletown, CT BoE Build Grant Funds [Enhanced] June 2021
- **Added new [New] reports and revised existing [Enhanced] reports:**
  - #1629 Transaction Detail – Debits/Credits Only ***(CARES)*** [Enhanced] March 2021
- **ADMINS** continues to work with 3rd party vendors to provide and enhance interfaces:
  - **UMS/CUSI** Transactions
    - Categories table – if the cash checkbox is checked –validate the 2nd Debit and Credit accounts & includes **[Add Category], [Copy Bill Year], [Edit List],** and **[Error Check]** buttons June 2021

HUMAN RESOURCES MODULE

- **Billing & Invoicing Batch Query screen** that allows viewing all batches June 2021
- Total Funding added to Warrant Summary Report to match to posting to the General Ledger June 2021
- Added a **[Reset All Deds]** button to the **Manual Check** screen June 2021
- Feature to ***add a cost code to all existing employees*** assigned to positions in a barg. unit June 2021
- **Bulk TIN Matching** export to check SS Numbers with IRS March 2021
- **[Delete Step Range]** button to **Salary Schedule** tab on **Bargaining Unit Table** March 2021
- "Account", "MERS" and "Reason" columns to **Pay Code Table Detailed List** report March 2021
- Two new reports in Timesheet report library list timesheets with a ***"Reason" note*** entered on a ***pay code*** March 2021
- Two additional optional reports added to **Warrant History** screen March 2021
- Added the position number on the **Paycheck History Detail** screen March 2021
- Added a pre-clearing report to **Clear Checks** process March 2021
- Direct Deposit Advice, W2, 1095C ***documents printing from smartphone*** March 2021
- Employee Leave Balance Update Screen now requires an **Effective Date** December 2020
- Improved the **Salary Adjustments** button on Timesheet Entry December 2020
- Users can now **correct the customer number** on Billing & Invoicing invoices December 2020
- New **"Copy Bank"** and enhanced search on the Maintain Bank Codes Table December 2020
- **Remove User** button from all **Timesheet Groups** December 2020
- Yearend tax form changes – new **1095C format, SSN masking**, emailing forms December 2020
- Updated screens for **Box 12 FATCA** and **Box 14 FFCRA** on year end forms December 2020
- Updated the gender field to include ☑ **Non-Binary** September 2020
- **Import Timesheets** prompt now allows spaces in the folder and file name September 2020
- Increased limit on **Manual Pay Register** to 40 lines of detail per check September 2020
- Enhanced the **Edit Billing Invoices** screen with an Add Category feature September 2020
- **Detail Billing data** added to Notes field in the GL Query Screen to aid revenue recon September 2020
- **Detail Billing** offers decentralized data entry with centralized control September 2020

Fiscal Year 2021 Highlights

- Updated the **Federal 941** report with new lines added by the IRS — September 2020
- Added a **Rhode Island 941** report — September 2020
- Email a **W2**, **1095C**, or **1099R** form to consenting employee (after the fact) — September 2020
- Optimized the attachments process for **W2, 1095C**, and **1099R** forms — September 2020
- **1095C Processing**
  - Batches make it easier to process different sets of data
  - Added Employer Affordability Safe Harbor 2G (FPL) Annual Percentage
  - Added error checking and enhanced resolution of IRS-reported errors — September 2020
- Reports that were enhanced or added:

#6099 Timesheet Entry Detail – Changed Timesheets	[Enhanced]	December 2020
#6199 Warrant Summary Report	[Enhanced]	June 2021
#6239 Timesheet Creation Accounting Issues	[Enhanced]	June 2021
#6254 Primary Timesheet Group vs. Timesheet Group	[New]	March 2021
#6323 Federal 941	[Enhanced]	September 2020
#6714 Grade Schedule Report (multiple improvements)	[Enhanced]	December 2020
#6720 Employee Dates *("last paid" date column)*	[Enhanced]	March 2021
#6754 Employee List – Additional Wages *(new filters)*	[Enhanced]	March 2021
#6756 Report of Employees on Leave Accrual Table	[Enhanced]	December 2020
#6769 Timesheet Entry History – Changed Timesheets	[Enhanced]	December 2020
#6783 Employee Deductions with Notes	[New]	September 2020
#6802 Paycheck Cost Code Report by Employee / Cost Code	[Enhanced]	September 2020
#6850 W2 Register *(new column for over $200k Medi)*	[Enhanced]	March 2021
#6851 W2 Register by Warrant *(> $200k Medi)*	[Enhanced]	March 2021
#6874 Rhode Island 941	[New]	September 2020
#6882 Timesheet Entry Detail – Reason *(timesheet notes)*	[New]	March 2021
#6883 Timesheet History Detail – Reason *(timesheet notes)*	[New]	March 2021
#6896 Paycheck Summary by Employment Type	[New]	March 2021
#7565 Dependents List Report *(for ACA reporting)*	[New]	March 2021

- Documents were updated [Enhanced] or added [New] to the Help Reference Library

HR–345 Import Timesheets from a Spreadsheet	[Updated]	September 2020
HR–430 Manual Checks	[Enhanced]	June 2021
HR–490 Billing and Invoicing	[Updated]	September 2020
HR–527 Add a Cost Code to All Existing Employees	[New]	June 2021
HR–620 W2 Processing	[New]	September 2020
HR–635 Email W2s, 1095Cs, 1099Rs	[New]	September 2020
HR–780 Bulk TIN Matching	[New]	March 2021
HR–850 Module Control	[Updated]	March 2021

- ADMINS staff disseminates IRS provided reminders to ensure that our processes and customers are kept current with new regulations
- **ADMINS** continues to work with 3rd party vendors to provide interfaces.
  - **CrewSense**® Timesheet Import Enhancements for Police & Fire — March 2021
  - **UMS/CUSI** Transactions
    - Categories table – if the cash checkbox is checked –validate the 2nd Debit and Credit accounts
    - GL–870 CUSI Interfaces document to include **[Add Category], [Copy Bill Year],** [Edit**[Edit List],** and **[Error Check]** buttons

MISCELLANEOUS BILLING MODULE

- [3 Load Bills] on Reprint Multiple Bills screen loads all invoices with balances for reprints June 2021
- Special Invoice process expanded to use **"Program" Invoices** March 2021
- Added a process to **Upload Multiple Customers Via Spreadsheet**
- Reports that were enhanced or added:
  - # 10625 Aged Receivables (Curbside) [New] March 2021
  - # 10626 Aged Receivables (Special Invoices) [New] March 2021
  - # 10631 Invoice Transaction History As of Report [New] March 2021
  - # 10646 Customers with Bills/Invoices to be Emailed [New] June 2021
  - # 10666 Customers with Duplicate Names [New] March 2021
  - # 10669 Customer Statements [New] March 2021
  - # 10691 Programs Due to be Invoiced
- Documents were updated [Enhanced] and added [New] to the Help Reference Library
  - MB–320 Special Invoice Billing [Enhanced] March 2021
  - MB–420 Collections Reports [New] March 2021
  - MB–440 Customer Reports [New] March 2021
  - MB–470 Reports on the Customer Maintenance Screens [New] March 2021
  - MB–500 Upload Customers [New] March 2021

PURCHASE ORDER MODULE

- Lines can be inserted / transferred on awarded bid screen to match lines on actual bid June 2021
- [X Goto Last] button to view ten most recent records on Vendor Attachments screen June 2021
- "Prevailing Wage ☑" checkbox to several screens in the PO module June 2021
- Added a **retainage field** in the **BID** module during Bid entry March 2021
- Added Vendor Address, City, State, Zip & Contact to the PO Detail report ***(FOIA)*** March 2021
- Report of "**expired** or due to expire soon" **insurance certificates** March 2021
- PO Query → [5 Status History] tab notes when a check is voided / voucher cancelled March 2021
- PO Query → [3 Items] tab shows the Quantity Balance for posted Vouchers March 2021
- "Change Type" & "Copy Address" Buttons added to Enter Vendors screen December 2020
- Vendor field now displays the first ***active*** remit address on the Vendors screen December 2020
- New [J Add 1 Line] button on **Bids** screen for ***adding a line with a specific line number*** December 2020
- **Line Balances** button on **PO Query** screen to understand POs using retainage December 2020
- Enhanced **Vendor Check History** screen to display meta-data / hover text to help users with limited access understand how the system displays or restricts information September 2020
- Added a third format option (PDF®) for the Open Purchase Order Listing attachment September 2020
- Added new email distribution list for notification on rollover attachments September 2020
- Reports that were enhanced or added:
  - #1296 PO Balance vs. GL Encumbrance Balance Report [New] December 2020
  - #3070 Open POs as of a Date [Enhanced] June 2021
  - #3601 Purchase Order Detail Select by Account Element [New] December 2020
  - #3602 Purchase Order Summary with Vouchers [New] December 2020
  - #3623 Posted POs Detail [Enhanced] March 2021
  - #3800 Address List [Enhanced] September 2020
  - #3805 Name List [Enhanced] September 2020
  - #14810 Contracts with Expiring Insurance Certificates [New] March 2021

- Documents were updated [Enhanced] and added [New] to the Help Reference Library
  - PO–245 Paying a Purchase Order that uses Retainage [New] December 2020
  - PO–360 Merged Vendor Process [Enhanced] June 2021
  - PO–510 Contracts [Enhanced] March 2021
  - PO–520 Bid Entry [Enhanced] March 2021
  - PO–610 Adding Commodity Items [Enhanced] March 2021

REVENUE COLLECTIONS MODULE

- Automated Supplemental Appropriations for Treasury Receipts June 2021
- Error check on adjustment screen prevents reducing charges on a line to a net negative June 2021
- Improved Notes feature on Tax Inquiry screens June 2021
- Will not allow any user specified duplicate batch #'s for receipt batches June 2021
- Added safeguards to ensure that all relevant tables are copied for Misc. Billing advance March 2021
- Added **History** and **Summary** lists under the **[Reports]** button on Bill Payment screen September 2020
- Added error checking on upload **file type** & provides error message for invalid uploads September 2020
- **Treasury Receipt Codes** – added a **[Copy Code]** button September 2020
- Enhanced **MLC** processing with onscreen reminders and a recalculation when interest date changes (like when MLC is printed) September 2020
- Added new [New] reports and updated [Enhanced] existing reports
  - #4104 Real Estate Bills–As of a Date–By Parcel Type [New] December 2020
- Documents were added [New] and updated [Enhanced] in the Help Reference library
  - RC–100 Revenue Collections Help Documents Index [Enhanced] September 2020
  - RC–1320 Treasury Receipts [Enhanced] June 2021
  - RC–1355 Supp. Appropriations JE / from Treasury Receipts [New] June 2021
  - RC–1730 Cranston, RI Income Tax Offset Export [Enhanced] June 2021
  - RC–1750 Cranston, RI Account Status Codes [Enhanced] June 2021
  - RC–1775 Cranston, RI Remove Old Tax Year Process [Enhanced] September 2020

TAX MODULES

- Change the LUC on an existing exemption to the new LUC June 2021
- Suppress Public Safety names from appearing on publicly available commitment reports June 2021
- Consolidated Assessor's names in Module Control for printing on abatement certificates June 2021
- Calculate interest on MVE bills as of the entered date to match data on inquiry screen June 2021
- Report issued with specific information to correct b/f posting MVE commitment June 2021
- Hover text and legend re: year one betterment interest on screens and reports March 2021
- Interest and Fees in a separate column on the Real Estate Billing Register March 2021
- Inhibited attempting to print Exempt Bills March 2021
- Changed the Tax Calculation to handle new Betterments more effectively December 2020
- Built the combined registration table for Motor Vehicle Excise to provide a start for sites choosing to use the process and reports December 2020
- Added **History** and **Summary** lists under the **[Reports]** button on Bill Payment screen September 2020
- Allows the use of spaces in filenames for uploads from the Registry of Motor Vehicles September 2020
- Added payment information to Q1 bill reprint to provide a more meaningful receipt September 2020
- Added a report to show accounts missing values during the upload of a Personal Property file from **Appraisal** systems September 2020

- Added new [New] reports and updated [Enhanced] existing reports
  - #4635 Transaction History Listing [New] September 2020
  - #4639 Summary List [New] September 2020
  - #8530 Motor Excise Bills by Owner Name [New] March 2021
  - #9614 Upload accounts with Missing Values [New] September 2020
- Documents were added [New] and updated [Enhanced] in the Help Reference library
  - RE–100 Property Tax Help Documents Index [Enhanced] September 2020
  - ME–250 Cranston, RI Motor Vehicle Excise Tax Billing [Enhanced] September 2020
  - RE–685 Cranston, RI Real Estate Tax Billing [Enhanced] June 2021

SYSTEM MODULE

- Email reports to multiple addresses at one time December 2020
- Explained where signatures derive from on automated emails sent from AUC December 2020
- Added three new buttons to the Email Distribution Lists screen March 2021
- Enhanced the Menu Group report to be more meaningful to the "Super Users" March 2021
- Documents were added [New] and updated [Enhanced] in the Help Reference library
  - SY–117 Quick Report Selector [New] September 2020
  - SY–145 Reset Password [New] September 2020
  - SY–157 Software Update Completion Email Notice [New] March 2021

WEBINARS

- Calendar Year End
  - W2 & 1099R Processing
  - 1099 Accounts Payable (G, INT, MISC, NEC, & 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

- 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 2020, Green = December 2020, Purple = March 2021, Blue = June 2021