



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](#)



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- **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 reporting** [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](#)



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- 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](#)



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- 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 <ul style="list-style-type: none"> ○ 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 	



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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 [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](#)



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- 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](#)



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- 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