



ADMINS Unified Community

Fiscal Year 2022 Highlights

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

SYSTEM WIDE CHANGES

- To reduce data loss, prevent attachments from local workstations [September 2021](#)

ACCOUNTS PAYABLE MODULE

- Approvals screens edit lists provide more information “at a glance” [Enhanced] [March 2022](#)
- Prevent issuing a Void/Manual Replacement to a Vendor on hold [Enhanced] [March 2022](#)
- Added a “Bank” column to disbursement warrant screen and reports [Enhanced] [September 2021](#)
- Added “Void Warrant” column to Bank Account Management Listing [Enhanced] [September 2021](#)
- Batch checking process checks budget even if overpayment is within tolerance [Enhanced] [September 2021](#)
- Credit Card Cycle Dates** Edit List option limits list by a date range [Enhanced] [December 2021](#)
- Added two more address lines to the **1099-S** form data entry [Enhanced] [December 2021](#)

[New] and [Enhanced] Reports:

- #2085 Budget Check on Vouchers that Pay POs [Enhanced] [September 2021](#)
- #2174 Posted Vouchers (Open and Closed) [New] [March 2022](#)
- #2605 In Progress Vouchers Summary [Enhanced] [September 2021](#)
- #2640 Vouchers Paid on Prior Year POs [Enhanced] [September 2021](#)
- #2661 Count # Lines used on Checks – Pre-printed or Single Page [New] [September 2021](#)
- #2685 Check History – List of Checks by Bank [Enhanced] [September 2021](#)
- #2711 Reprint Voucher Edit List for Posted Batch (shows vendor hold) [Enhanced] [March 2022](#)
- #2710 Voucher Entry Edit List (shows vendor hold) [Enhanced] [March 2022](#)
- #2760 Batch Cover Sheet (shows status) [Enhanced] [March 2022](#)
- #2761 Reprint Batch Cover Sheet for Posted Batch (shows status) [Enhanced] [March 2022](#)
- #3825 Vendors on the Fly Report [New] [September 2021](#)

[Updated] or [New] Documents added to the Help Reference Library:

- AP-155 Create a Voucher that Pays a PO [New] [September 2021](#)
- AP-160 Budget Checking [New] [March 2022](#)
- AP-170 Manual Checks [Updated] [September 2021](#)
- AP-180 ACH Payments to Vendors [Updated] [September 2021](#)
- AP-710 1099 Processing [Updated] [September 2021](#)
- AP-730 General Instructions for Forms 1099 [Updated] [December 2021](#)
- AP-740 Application for Filing Information Returns Electronically [Updated] [December 2021](#)
- AP-745 Instructions for Form 1099 G Certain Gov’t Payments [New] [December 2021](#)
- AP-750 Instructions for Form 1099 Interest [Updated] [December 2021](#)
- AP-760 Instructions for Form 1099 MISC & NEC [Updated] [December 2021](#)
- AP-770 Instructions for Form 1099 S [Updated] [December 2021](#)
- AP-1260 Middletown, CT AP Weekly Check Run [Updated] [September 2021](#)

BUDGET MODULE

- [Copy Group All Users Button]** added to Budget Group Table [Enhanced] [March 2022](#)
- Simplified the Approve Personal Services Budget screen [Enhanced] [March 2022](#)
- [0 All Employees]** button added to the BU position maintenance screen [Enhanced] [March 2022](#)
- Added the position description to the lookup on the Position # to make it easier to select the correct position [Enhanced] [December 2021](#)
- Added a column showing Calculated Salary to the #12855 Budget Report to help when a mid-year salary change is listed [Enhanced] [December 2021](#)
- Approved cost item breakdown query screen looks like entry screen to provide “read-only” lookups on Budget [Enhanced] [September 2021](#)



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[New] and [Enhanced] Reports:

- #12560 Budget Cost Breakdown Item Listing [Enhanced] [September 2021](#)
- #12855 Budget Report [Enhanced] [December 2021](#)
- #12596 Budget Town Meeting w/ Cost Breakdown [Enhanced] [March 2022](#)
- #12598 Budget Town Meeting w/ Cost Breakdown and Notes [Enhanced] [March 2022](#)

[Updated] or [New] Documents added to the Help Reference Library

- Placeholder [Enhanced] [December 2021](#)

FIXED ASSET MODULE

- Override Depreciation on a Fixed Asset [New] [March 2022](#)

[Updated] or [New] Documents added to the Help Reference Library

- FA-230 Fixed Asset Depreciation Processing [Updated] [March 2022](#)

GENERAL LEDGER MODULE

- Audit Override allows invalid or inactive accounts to be changed [Enhanced] [September 2021](#)
- Option to suppress the notes from a “Create New from Posted” journal entry [Enhanced] [March 2022](#)
- Improve Journal Entry process: “last line”, improved speed, and clarified the posting completion message [Enhanced] [September 2021](#)
- If any Job Stream reports are not generated, a comprehensive email is sent, rather than reporting “No Records Selected” for each [Enhanced] [December 2021](#)
- User Defined Fields from upload spreadsheet included when accounts are uploaded [Enhanced] [December 2021](#)
- Added the “Mass Update User Defined Fields in Chart” process [Enhanced] [December 2021](#)
- Specify accounts within a fund when closing encumbrances to a PYE account using setup on the Control Account by Account Table [Enhanced] [September 2021](#)
- Comparing the account security of two users for each element [Enhanced] [September 2021](#)
- Error checking in the Control Account and Control Account by Account Tables [Enhanced] [March 2022](#)
- **[7 Rebuild Summary Accounts]** button on Maintain Summary Accounts screen [Enhanced] [March 2022](#)
- Interest Distribution Process more flexible [Enhanced] [March 2022](#)

[New] and [Enhanced] Reports:

- Placeholder [Enhanced] [March 2022](#)

[Updated] or [New] Documents added to the Help Reference Library

- SY-123 Department Groups [New] [September 2021](#)
- GL-160 Chart of Accounts [Updated] [December 2021](#)
- GL-230 Summary & Budget Check Accounts [Updated] [March 2022](#)
- GL-310 Upload Journal Entry [Updated] [March 2022](#)
- GL-845 Mass Update User Defined Fields in the Chart of Accounts [New] [December 2021](#)

HUMAN RESOURCES MODULE

- Update Additional Rates en masse [Enhanced] [September 2021](#)
- Note specific to an employee & pay code on Additional Wages tab [New] [September 2021](#)
- Terminating employees “en-masse” that meet a given criteria [Enhanced] [December 2021](#)
- Process to re-hire employees en masse [New] [March 2022](#)
- Number of Pay Periods Displayed on the **[5 Payroll]** Tab [Enhanced] [December 2021](#)
- If an employee has enough deduction or benefit codes to require multiple maintenance screens, the indicator **MORE** is highlighted in yellow [Enhanced] [December 2021](#)
- The direct deposit advice email subject line & body were improved [Enhanced] [December 2021](#)
- Reconciliation file location is error checked when the file is created [Enhanced] [December 2021](#)
- Labor Distribution Posting traps control table errors [Enhanced] [December 2021](#)
- Timesheet entry has an enhanced **“Paid ≠ Salary”** warning message [Enhanced] [December 2021](#)



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- The topmost record on the salary history tab can be deleted if there is more than one record [Enhanced] [December 2021](#)
 - **[0 All Employees]** button added to the HR position maintenance screen [Enhanced] [March 2022](#)
 - **[2 Personal]** tab of Employee Maintenance Screen enables W4 updates [Enhanced] [March 2022](#)
 - Improved Pay Register for Void / Manuals – sorting and # of deductions expanded [Enhanced] [March 2022](#)
 - New **[Add Any Code]** button on Void/Manual [3 Deduction Entry] screen [Enhanced] [December 2021](#)
 - **[Print Single Form]** button added to 1099R Review Forms Screen [Enhanced] [December 2021](#)
 - Allow skipping the email W2 forms step when doing a corrected W2 [Enhanced] [December 2021](#)
 - Intelligent lookups when printing selected W2 forms [Enhanced] [March 2022](#)
 - Changed 1095 form printed and updated IRS file created w/o running the [Email_1095_Forms] step [Enhanced] [December 2021](#)
 - Improved error checking and navigation within the 1095C process [Enhanced] [December 2021](#)
 - Process ACA Forms by Bargaining Unit (States w/ Individual Mandates such as RI) [Enhanced] [March 2022](#)
 - Edit work file screen 1095 Register select or exclude up to nine bargaining units [Enhanced] [March 2022](#)
 - Edit 1095 Work File screen **[7 Print Single Form]** button [Enhanced] [March 2022](#)
 - Enter values just as the employee has entered them on the W4 [New] [September 2021](#)
 - Hovertext on [5 Salary Schedule] of the Bargaining Unit table [Enhanced] [September 2021](#)
- [New] and [Enhanced] Reports:**
- #6714 Employee List – Grade Schedules [Enhanced] [September 2021](#)
 - #6902 Employee List as of A Date [Enhanced] [September 2021](#)
 - #6904 Timesheet History Detail Notes by Date [New] [September 2021](#)
 - #6804 – Paycheck Pay Code Summary – By Employee/Pay Code (FOIA) [New] [March 2022](#)
 - #7565 ACA Dependent List with Social Security #s [Enhanced] [March 2022](#)
- [Updated] or [New] Documents added to the Help Reference Library**
- HR-125 Terminating & Reactivating an Employee [New] [March 2022](#)
 - HR-380 Emailing Direct Deposit Advice [Updated] [December 2021](#)
 - HR-475 Mass Terminations as of a Date [New] [December 2021](#)
 - HR-477 Rehire Employees En Masse [New] [March 2022](#)
 - HR-495 Correct Invoice Customer Number [New] [December 2021](#)
 - HR-585 Leave Balance Update Screen (Adjustments & Transfers) [Updated] [December 2021](#)
 - HR-620 W2 Processing [Updated] [March 2022](#)
 - HR-625 Issue a Corrected W2 [New] [March 2022](#)
 - HR-630 W2 Year End Training Slides [Updated] [December 2021](#)
 - HR-640 IRS Instructions for Forms W2 & W3 [Updated] [December 2021](#)
 - HR-645 IRS Publication 15 (Withholding Tables) in Circular E [Updated] [December 2021](#)
 - HR-647 IRS Publication 15B (Fringe Benefits) [Updated] [December 2021](#)
 - HR-648 IRS Publication 15T (Federal Tax W/H Method) [Updated] [December 2021](#)
 - HR-650 W4 Percentage Method Tables [Updated] [September 2021](#)
 - HR-660 Instructions for Forms 1099R [Updated] [December 2021](#)
 - HR-670 1099-R Year End Training Slides [Updated] [December 2021](#)
 - HR-680 IRS Instructions for Forms 1094C & 1095C [Updated] [December 2021](#)
 - HR-765 Calendar Year End ACA Slides [New] [March 2022](#)
 - HR-775 1095 / ACA Step Menu Process [Updated] [December 2021](#)
 - HR-900 Allentown, PA 26/27 Pay Period Processing [New] [September 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.
 - Placeholder [March 2022](#)



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MISCELLANEOUS BILLING MODULE

- When adding a Service Type, the screen prompt will fill in the year and program currently shown on the screen [Enhanced] [December 2021](#)
- Improved Bill Printing speed and totals section appearance [Enhanced] [December 2021](#)
- Sort, filter, & search by customer name & mailing address on Bill Locator screen [Enhanced] [March 2022](#)
- Automated special invoices to show customer specific information [New] [September 2021](#)
- Editing selected special invoice text when processing a bill payment [New] [September 2021](#)
- Billing Process Error Messages provide more helpful information [Enhanced] [September 2021](#)
- [D Clear] button clears Last Invoice date on Customer Program [New] [March 2022](#)
- Bill date and due dates on special invoice screen enable periodic billing [New] [March 2022](#)
- Carbon Copy of emailed invoices added to billing [New] [March 2022](#)
- On screen message that invoice will be printed or emailed [New] [March 2022](#)
- Suppress/Include Service Addresses on Invoices [New] [March 2022](#)
- Book all receivables with first invoice and print selected periods when invoicing [New] [March 2022](#)
- Process Unbilled Charges Steps Menu [New] [March 2022](#)
- Copy Service Type Tables by Program & Year [New] [March 2022](#)
- Payments or adjustments drill down in Transaction DETAIL History screen [Enhanced] [March 2022](#)
- [New] and [Enhanced] Reports:**
 - #10645 Special Invoices Outstanding Register shows WIP [Enhanced] [March 2022](#)
 - #10654 & 10655 Pending Transaction Reports – Excel® + Submitted receipts [Enhanced] [March 2022](#)
 - #10669 Customer Statement [Enhanced] [September 2021](#)
 - #10692 Weekly Invoices Due reminder report (in 7 days, overdue <>30 days) [Enhanced] [March 2022](#)
- [Updated] or [New] Documents added to the Help Reference Library**
 - MB-330 Process Unbilled Charges [New] [March 2022](#)

PURCHASE ORDER MODULE

- “Open” or “In-Progress” vouchers will stop the liquidation of a PO [Enhanced] [December 2021](#)
- Change order process more flexible to allow a user that *created* the PO change order to *remove* the change order [Enhanced] [September 2021](#)
- Improved access to the PO change order entry screen [Enhanced] [September 2021](#)
- Added hover text to the “Qty” field on the Change Order Entry [Enhanced] [March 2022](#)
- Process to Deny Purchase Order Cancellation Requests [Enhanced] [March 2022](#)
- Legend on PO Query Voucher tab shows why Paid / Relieved may differ on Excel® [Enhanced] [March 2022](#)
- Added hover text to the “Qty” field on the Change Order Entry [Enhanced] [March 2022](#)
- [New] and [Enhanced] Reports:**
 - #3059 Purchase Order Associated Vouchers Excel® [Enhanced] [March 2022](#)
 - #3630 Open POs Against an Account [Enhanced] [September 2021](#)
 - #3623 Posted POs Detail [Enhanced] [September 2021](#)
 - #3760 Items Used on Purchase Order [New] [September 2021](#)
 - #3765 Items Used on Vouchers [New] [September 2021](#)
 - #14636 Posted Contracts – Detail [Enhanced] [September 2021](#)
- [Updated] or [New] Documents added to the Help Reference Library**
 - PO-155 Budget Checking [New] [March 2022](#)
 - PO-240 Liquidate Purchase Orders [Enhanced] [March 2022](#)
 - PO-242 Purchase Order Liquidation Requests / Denials [Enhanced] [March 2022](#)
 - PO-245 Paying a Purchase Order that uses Retainage [New] [December 2021](#)

REVENUE COLLECTIONS, TREASURY RECEIPTS, AND TAX TITLE MODULE

- New error checking and messages to “Upload Lockbox” process [Enhanced] [December 2021](#)
- Tax Title Account Statements [New] [March 2022](#)



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- Added the upload file name to the lockbox error reports [Enhanced] [March 2022](#)
- Redistribute credit balance **charges** on (RE) and (PP) bills [New] [September 2021](#)
- Streamlined process for users who only process Treasury Receipts [New] [September 2021](#)
- AUC handles parcels in Tax Title assigned to an attorney [New] [September 2021](#)
- Tax Title now runs to completion in Training with no intervention [Enhanced] [September 2021](#)

[New] and [Enhanced] Reports:

- #1514, 1515, & 1516 Credit Redistribution Process Reports [New] [September 2021](#)
- #4201 Upload Lockbox Error Report [Enhanced] [March 2022](#)
- #4215 Lockbox Batch Error Report [Enhanced] [March 2022](#)
- #11352 Additional Fees Edit List (added GL Date) [Enhanced] [March 2022](#)
- #11368 Tax Title – As of a Date –*assigned attorney*, “Original Taking Bill Year” [Enhanced] [March 2022](#)
- #11383 Tax Title Balances as of (Trial Balance)–new “Original Taking Bill Year” [Enhanced] [March 2022](#)

[Updated] or [New] Documents added to the Help Reference Library

- RC–260 Partial Payments Letters [Updated] [December 2021](#)
- RC–340 Credit Charge Redistribution [New] [March 2022](#)
- RC–450 Original Tax Taking [Updated] [September 2021](#)
- RC–460 Town Possession of Foreclosed Property [Updated] [September 2021](#)
- RC–480 Tax Title Account Statements [New] [March 2022](#)

TAX MODULES

- Removes any existing email in the current owner record when sales are uploaded for a parcel that has an email address [Enhanced] [December 2021](#)
- Redistribute credit balance **charges** on (RE) and (PP) bills [New] [September 2021](#)
- Improved messaging when checking accounts in the Betterment Accounting Rules table [Enhanced] [September 2021](#)
- Upload filename added to Upload Lockbox Error Reports [Enhanced] [March 2022](#)
- Improved the Bill Generation Table Field Logging [Enhanced] [March 2022](#)
- Several improvements to Liens processed during billing [New] [March 2022](#)
- Betterments – Process Checks Betterment Accounts, GL Control Accounts, & Fees [Enhanced] [March 2022](#)

[New] and [Enhanced] Reports:

- #5163 Exemptions Pre-Billing Edit List [Enhanced] [March 2022](#)
- #5373 Import Exemption Amounts Edit List / Error Report [Enhanced] [March 2022](#)
- #5186 Exemptions Pre-Billing Edit List (optional “Bill Year” filter) [Enhanced] [March 2022](#)
- #9614 Upload accounts with Missing Values [New] [September 2021](#)

[Updated] or [New] Documents added to the Help Reference Library

- RE–100 Property Tax Help Documents Index [Enhanced] [September 2021](#)
- RC–260 Partial Payments Letters [Updated] [December 2021](#)
- RE–570 Credit Charge Re-Distribution [New] [March 2022](#)

SYSTEM MODULE

- A report lists users that have not logged onto AUC system for at least 2 months [New] [December 2021](#)
- Radio button for users who only process Treasury Receipts [New] [September 2021](#)
- Copy selected modules from live to training; “Save User” will retain settings [Enhanced] [September 2021](#)
- New command to show users logged on to the server [New] [September 2021](#)
- Field logging screen #131 and Edit List to track User Profile changes [New] [September 2021](#)

[New] and [Enhanced] Reports:

- #601 Department Group Security [3 Comparison Report] [New] [September 2021](#)
- #1746 User Security Comparison Report [New] [September 2021](#)

[Updated] or [New] Documents added to the Help Reference Library

- SY–123 Department Groups [New] [September 2021](#)



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Fiscal Year 2022 Highlights

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.