



ADMINS Unified Community

Fiscal Year 2023 Highlights

The following are among the new features that **ADMINS** has incorporated this past Fiscal Year:

System-Wide Changes

- Removed password from Release Notes & Training Videos on **ADMINS.com** [Enhancement] [September 2022](#)
- Bank Table Field Logging added to allow knowing who changed what [Enhancement] [June 2023](#)
- Department listing report now includes the department's email address [Enhancement] [June 2023](#)
- Added a button on the Favorites screen toolbar to set it as your home screen [New] [March 2023](#)

Accounts Payable Module

- Expanded the limits for the 1099 export file name & added a "T" for test files [Enhanced] [September 2022](#)
- Module control value 2058 regulates the Voucher Posting screen behavior [Enhanced] [March 2023](#)
- Credit Card processing report now flags vendor name / FID mismatches [Enhanced] [March 2023](#)
- Voucher batch #s module control to allow/disallow user-created batch numbers [Enhanced] [June 2023](#)
- Vendor Changes Field Logging [Enhancement] [June 2023](#)
- Tailings (Uncashed Checks) Wire Option [Enhancement] [June 2023](#)

[New] and [Enhanced] Reports:

- #2085 Budget Check on Vouchers that Pay POs [Enhanced] [September 2022](#)
- #2693 Check History – Account Detail by Check Date [New] [June 2023](#)

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

- [AP-985 Upload Vendors from a Spreadsheet](#) [New] [September 2022](#)

Videos & Documents added to the ADMINS.com website:

- [Liquidate a Voucher Video \[4:16\]](#) [Voucher Change Orders \[4:22\]](#) [Voucher Selection Error Report \(2:59\)](#)
- [AP-985 Upload Vendors from a Spreadsheet](#) [PO-310 Add & Maintain Vendors](#)
- [How to Delete Vouchers In a Batch \[2:29\]](#) [How to Transfer a Voucher Batch \[4:22\]](#)

Budget Module

- Personal Services Change Prior Level Budget without dropping back to the prior budget level and losing any changes [New] [June 2023](#)

[New] and [Enhanced] Reports:

- #12081 Positions – Tables vs Masterfile [New] [September 2022](#)

General Ledger Module

- Error checking on the Chart Of Accounts Upload to prevent duplicates [Enhanced] [September 2022](#)
- Added more description to the Journal Entry Upload Template columns [Enhanced] [September 2022](#)
- All tabs are immediately available on the Transaction History Query [Enhanced] [September 2022](#)
- Time & Date note on Create New Year in Batch Email [Enhanced] [September 2022](#)
- Appropriation Reversals (Detail Option) report improved [Enhanced] [September 2022](#)

[New] and [Enhanced] Reports:

- #1669 Monthly Expenditure Summary (No Roll Appropriations) [New] [March 2023](#)
- #1652 Chart of Account Listing [Enhanced] [June 2023](#)
- #1001 Chart of Accounts Edit List [Enhanced] [June 2023](#)

Videos added to the ADMINS.com website:

- [Drill Down Account Transactions \[4:42\]](#) [Transaction History Queries \[7:07\]](#) [How to Upload a Journal Entry \[5:58\]](#)



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Human Resources Module

- Added “Preferred Pronoun” & “Preferred Name” fields to the employee master file [New] [December 2022](#)
- W2s marked for emailing can be reprinted from the Review W2 Forms screen [New] [December 2022](#)
- Enter values just as the employee has entered them on the W4 [New] [September 2022](#)
- Payroll Screen additional checks to prevent data entry errors on Timesheet group & Social Security numbers, relabeled buttons for clarity of intent [Enhanced] [September 2022](#)
- Added a Work Date Fiscal Year report [New] [September 2022](#)
- Timesheet Entry **[Add Employee]** brings in all workdays with pay code, salary, & GL [Enhanced] [September 2022](#)
- Enhanced the legend on Labor Distribution reports [Enhanced] [September 2022](#)
- Option to override Direct Deposit Email [New] [September 2022](#)
- Invoice Summary Listing button on Customer Query screen [New] [September 2022](#)
- FOIA Report requests [New] [September 2022](#)
- Reports previously available from screens only added to Help Reference Library [New] [September 2022](#)
- Two new reports identify changes to deductions and additional wages [New] [September 2022](#)
- Added “Periods to Take” to the Cost Code edit list [Enhanced] [September 2022](#)
- Print a W2 from the Review Screen [New] [September 2022](#)
- Added Accrual Group filter to the Timesheet Import Employees report [Enhanced] [September 2022](#)
- Bank Table Field Logging [Enhancement] [June 2023](#)

[New] and [Enhanced] Reports: Added columns to many reports to satisfy customer requests

- #6081 Timesheet Entry Detail with Notes [Enhanced] [June 2023](#)
- #6082 Timesheet History Detail – Notes [Enhanced] [June 2023](#)
- #6249 Timesheet History Detail by Timesheet Group/Pay Code [Enhanced] [June 2023](#)
- #6714 Employee List – Grade Schedules – multiple columns added [Enhanced] [September 2022](#)
- #6740–Position List – Vacant [Enhanced] [March 2023](#)
- #6882 Timesheet Entry Detail with Reason [Enhanced] [June 2023](#)
- #6883 Timesheet History Detail – Reason [Enhanced] [June 2023](#)
- #6940 FOIA Report [New] [March 2023](#)
- #6924 Employee List – Additional Wages [New] [September 2022](#)
- #6925 Employee List – Changed Deductions [New] [September 2022](#)
- #6935 Employee Count Report [Enhanced] [June 2023](#)
- #7225 Benefit Category Report [Enhanced] [March 2023](#)

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

- HR–210 Accruals [Updated] [June 2023](#)
- HR–380 Emailing Direct Deposit Advice [Updated] [September 2022](#)
- HR–457 Update Additional Rates en Masse [New] [September 2022](#)
- HR–594.1 FOIA Report Instructions [New] [March 2023](#)
- HR–594.2 Benefit Categories Report Instructions [New] [March 2023](#)
- HR–780 Bulk TIN Matching [Updated] [March 2023](#)
- HR–610 Fiscal Year-End Split Payroll Slides [Updated] [March 2023](#)
- HR–630 W2 Year-End Training Slides [Updated] [March 2023](#)
- HR–635 Email W2s, 1095Cs, 1099Rs [Updated link] [March 2023](#)
- HR–640 IRS Instructions for W2/W3 (CY2023) [Updated] [March 2023](#)
- HR–643 IRS–Pub 15-A Employers Supplemental Tax Guide (CY2023) [Updated] [March 2023](#)
- HR–647 IRS–Pub 15-B Fringe Benefits (CY2023) [Updated] [March 2023](#)
- HR–645 IRS – Pub 15 (Circular E) Employer’s Tax Guide (CY2023) [Updated] [March 2023](#)
- HR–648 IRS–Pub 15-T (Federal Tax Withholding Method Instructions) (CY2023) [Updated] [March 2023](#)
- HR–660 IRS Instructions for 1099R (CY2023) [Updated] [March 2023](#)
- HR–765 Calendar Year-End ACA Training Slides (CY2023) [Updated] [March 2023](#)
- HR–850 Module Control [Updated] [September 2022](#)



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Fiscal Year 2023 Highlights

HR-1090 CT ReEmploy Filing

[New]

September 2022

Content added to the ADMINS.com website:

[Add Historical Salary Change Record \[2:47\]](#)

[Adjust a Cost Code on the Employee Maintenance Screen \[3:49\]](#)

- **ADMINS** staff disseminates IRS & State 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.

Miscellaneous Billing Module

- o [Past Due Notices feature to allow billing delinquent accounts](#) [New] September 2022
- o [More Information on Bill Payment ▶ Transactions Tab](#) [Enhancement] June 2023
- o [Write-Off Small Balances to Doubtful Accounts Via Adjustment](#) [Enhancement] June 2023
- o [Customer Address Updates During Bill Posting](#) [Enhancement] June 2023
- o [Improved format and added options for Customer Statement reports](#) [Enhanced] March 2023
- o [Attachments now use the Description from the Bill on the attachment screen](#) [Enhanced] March 2023

[New] and [Enhanced] Reports:

- # 10644 Posted Transactions by Deposit Date [Enhancement] June 2023
- # 10683 Customer Outstanding Balances [New] March 2023
- # 10684 Customers with Credits and Outstanding Balances [New] March 2023
- # 10685 Customer Aged Receivables Report [New] March 2023

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

- [MB-230 Customer Statements](#) [New] March 2023
- [MB-340 Past Due Notices](#) [New] September 2022
- [MB-625 HVMA Servicom to AUC Processing](#) [New] March 2023

Content added to the ADMINS.com website:

[MB-230 Customer Statements](#)

[MB-340 Past Due Notices](#)

Purchase Order Module

- o [Suppress Emailing Change Orders to Vendors](#) [Enhancement] June 2023
- o [Vendor Changes Field Logging \[Enhancement\]](#) [Enhancement] June 2023
- o [Displays the most recent POs at the top of the Query Screen.](#) [Enhanced] March 2023
- o [Improved tab & column behavior on Change Order Selection & Reprint PO screens](#) [Enhanced] September 2022
- o [PO History Report – Open POs ADMINS Report Generator Template](#) [New] September 2022
- o [Added a button for selecting signature image files on the PO Form Maintenance by Department Group screen](#) [Enhanced] September 2022

[New] and [Enhanced] Reports:

- #3600 All POs (in progress & history) Report [Enhanced] March 2023

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

- [PO-105 PO Types, Encumbrances, & How Payments are Processed](#) [Updated] June 2023
- [PO-310 Add & Maintain Vendors](#) [New] September 2022
- [PO-805 Upload Vendors from a Spreadsheet](#) [New] September 2022

Content added to the ADMINS.com website:

[PO-805 Upload Vendors from a Spreadsheet](#)

[PO Queries \(7:13\)](#)

[PO-105 Encumbrances, How Payments are](#)

[PO-310 Add & Maintain Vendors](#)

[Reprint Purchase Order \(3:17\)](#)

[Processed, & PO Types](#)



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Revenue Collections, Treasury Receipts, and Tax Title Module

- Option to Assign Batch Numbers to Uploaded Treasury Receipts [Enhanced] [June 2023](#)
- Identifying Combined Payments After Posting [Enhanced] [June 2023](#)
- Highlighting available for Pending Payments via Modctrl 4099 [Enhanced] [June 2023](#)
- Interest rate in Tax and Collections has been updated to be a four-decimal field [Enhanced] [June 2023](#)
- # 4096 Posted Receipts Report now searchable by Bill Year [Enhanced] [March 2023](#)
- TP indicator for Town Possession on Parcels [Enhanced] [September 2022](#)
- Certificate of Redemption Fees note on Account Statements [Enhanced] [September 2022](#)
- Mortgage/Escrow button on Lockbox Upload Methods table [Enhanced] [September 2022](#)
- Streamlined the tab order in the Print Current Balance Bills by Batch screens [Enhanced] [September 2022](#)

[New] and [Enhanced] Reports:

- #4096 Posted Receipts–by Date, Batch #, Bill # [Enhanced] [March 2023](#)

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

- RC–1460 Tables: Billing Setup [Updated] [June 2023](#)
- RC–1660 Daily Third-Party EBilling File [New] [June 2023](#)
- [RC–460 Town Possession](#) [Updated] [September 2022](#)
- [RC–480 Tax Title Account Statements](#) [New] [September 2022](#)

Tax Modules

- Adapted MA Motor Vehicle Excise Tax Reprints & Demands to display cents in the Valuation field [Enhanced] [September 2022](#)
- Improved the liens & betterments sections of RE bill prints & demand forms [New] [September 2022](#)
- Exemptions Pre-Billing Edit List now offers **Excel®** & **PDF®** options [Enhanced] [March 2022](#)

[New] and [Enhanced] Reports:

- #5186 Exemptions Pre-Billing Edit List [Enhanced] [March 2023](#)

System Module

[New] and [Enhanced] Reports:

- #258 Department listing report includes the email addresses/distribution lists [New] [June 2023](#)

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

- [SY–170 System Administration Kit](#) [Enhanced] [June 2023](#)

Training Videos

- [Optimizing the PDF® Viewer \[3:37\]](#)
- [Attachments in AUC \[4:20\]](#)
- [Reprinting Reports \[4:20\]](#)
- [Introduction to AUC \[7:00\]](#)
- [Quick Task Selection \[2:11\]](#)

Webinars & Workshops

Calendar Year End

- [W2 Processing](#), [1099R Processing](#), [ACA Processing](#)
- [1099 Accounts Payable Processing](#)

Fiscal Year End

- [HR Split-Year Labor Distribution](#)
- [Purchase Order Rollovers](#)
- [Favorites Screen](#) Workshop (March 2023)

In addition, ADMINS support staff conduct **hundreds** of GoToMeeting ad-hoc training sessions to provide sites with **“Just in Time”** training – training when users are ready to learn.