



ADMINS Unified Community

Fiscal Year 2024 Highlights

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

System-Wide Changes

- Using “GoToResolve” to provide more efficient, effective, easier access support [Enhanced] [September 2023](#)

Accounts Payable Module

- Create New Voucher from Posted Voucher [Enhanced] [September 2023](#)
- Exclude Selected Funds from Budget Checking [Enhanced] [September 2023](#)
- Upload Vouchers from a Spreadsheet process easier to use [Enhanced] [December 2023](#)
- Site specific error checks added for required Vendor information [Enhanced] [March 2024](#)
- Additional error checking that Ext Amount is correct [Enhanced] [March 2024](#)

[New] and [Enhanced] Reports:

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

- AP–135 Create New Voucher from a Posted Voucher [New] [September 2023](#)
- AP–230 Process a Warrant [Updated] [March 2024](#)

Videos & Documents added to the ADMINS.com website:

[Reprint an AP Check Run before Posting \[3:42\]](#)

Budget Module

- Post Personal Services Budget to GL will not be written back to the HR position file during the personal services posting to the General Ledger. [Enhanced] [December 2023](#)
- Enhanced field logging to identify changes to CoA by the budget posting [New] [March 2024](#)

[New] and [Enhanced] Reports:

- #12609 Compare Budget CoA to GL CoA for Differences [New] [March 2024](#)

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

- BU–105 Budget Checklist [New] [December 2023](#)

General Ledger Module

- Transaction History Excel Reports [Enhanced] [September 2023](#)
- Prior year encumbrance amount will be closed to fund balance [Enhanced] [September 2023](#)
- Exclude Selected Funds from Budget Checking (e.g., school lunch funds) [Enhanced] [September 2023](#)
- Added “Line” and “GLIn” columns to the Journal Entry screen to facilitate encumbrance processing for purchase accruals [Enhanced] [December 2023](#)

[New] and [Enhanced] Reports:

- # 2212 Unposted Transactions Report [Enhanced] [March 2024](#)

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

- GL–310 Upload a Journal Entry [Updated] [December 2023](#)

Human Resources Module

- Personal Tab Federal Exemptions allows “99” for all W4s (exempt from Fed Tax) [Enhanced] [September 2023](#)
- Additional Deductions Stop Date Extended [Enhanced] [September 2023](#)
- Expanded the check date range to allow processing No Time warrants [Enhanced] [December 2023](#)



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- Remove a Zero Net Manual Check after Printing [Enhanced] [September 2023](#)
- Manual Check Pay period updateable on Figure Check Entry – Timesheets screen [Enhanced] [March 2024](#)
- Analyze Split Payroll Activity with Report #7279 in Excel [Enhanced] [September 2023](#)
- Timesheet History Query screen presents the timesheet details more quickly [Enhanced] [September 2023](#)
- Reports library is listed in numerical order by report number [Enhanced] [December 2023](#)
- Field Logging of Deductions and Benefits Changes [Enhanced] [September 2023](#)
- Employee maintenance screen lookup by position and by previous name [Enhanced] [December 2023](#)
- Verify GL Accounts are valid when adding an existing position to an employee [Enhanced] [March 2024](#)
- Added a warrant number column to the #6205 Timesheet Entry Edit List [Enhanced] [December 2023](#)
- Employees can now receive **manual** direct deposit advices via **email** [Enhanced] [December 2023](#)
- Email copy of an employee’s direct deposit or paycheck to the employee [New] [March 2024](#)
- Updated the CT TRB report – multiple 7% and 1.25% cost codes [Enhanced] [December 2023](#)
- Delete unused cost codes [Enhanced] [December 2023](#)

[New] and [Enhanced] Reports

- # 6068 Timesheet Summary by Department6238 GL Report–All [Enhanced] [December 2023](#)
- # 6231 Warrant Timesheet Group Summary Report [Enhanced] [December 2023](#)
- # 6237 TS Group GL Report–All [Enhanced] [December 2023](#)
- # 6639 Warrant Timesheet Entry Summary by TS Group/Account [Enhanced] [December 2023](#)
- # 6940 Employee List – Bank Information [Enhanced] [September 2023](#)
- # 6714 Employee List – Grade Schedules [Enhanced] [December 2023](#)
- # 6970 Direct Deposits Not Included in the Bank File [New] [December 2023](#)
- # 6977 OSHA 300A Report by Timesheet Group [New] [March 2024](#)
- # 6978 OSHA 300A Report by Employment Type [New] [March 2024](#)
- # 7580 ACA Register Now Shows Coverage Declined Date [Enhanced] [December 2023](#)

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

- HR–110 Employee Maintenance Screens [Updated] [December 2023](#)
- HR–310 Payroll Processing Flowchart [Updated] [December 2023](#)
- HR–420 Voiding a Vendor Check [Updated] [March 2024](#)
- HR–1085 Middletown Board of Education Frontline Timesheet Import [Updated] [December 2023](#)

Content added to the ADMINS.com website:

- [Void & Replace a Payroll Check with a Manual Check \(5:25\)](#) [How to Enter a No-Time Warrant \(4:12\)](#)

- **ADMINS** staff disseminates IRS & State provided reminders to ensure that our customers are kept current with new regulations.
- **ADMINS** continues to work with 3rd party vendors to provide interfaces.

Miscellaneous Billing Module

- Notes feature on Customer Maintenance now allows Email on Demand or a date [Enhanced] [March 2024](#)
- Detail Payment & Transaction History Screens show better descriptions [Enhanced] [March 2024](#)
- Special Invoices – form appearance is more customizable [Enhanced] [March 2024](#)
- **Special Invoices Outstanding Register Sorting Options** [Enhanced] [September 2023](#)
- #10410 Batch Report button easier to use on the Batch Query Screen [Enhanced] [December 2023](#)

[New] and [Enhanced] Reports:

- # 10632 Bill Type –Revenue Date Range Activity Summary [New] [March 2024](#)
- # 10633 Bill Type –Revenue Date Range Activity Detail [New] [March 2024](#)
- # 10645 Special Invoices Outstanding Register [Enhanced] [September 2023](#)
- # 10646 Customers Email List [Enhanced] [March 2024](#)
- # 10647 Invoice Delivery Type List [New] [March 2024](#)



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# 10685 Customer Aged Receivable Report by Payment Date	[Enhanced]	March 2024
# 10686 Customer Pre-Paid List	[Enhanced]	September 2023
# 10687 Customer mailing list .CSV file, suitable for use in a mail merge	[Enhanced]	September 2023
# 10688 Customer Aged Receivables by Revenue Date	[Enhanced]	March 2024
# 10691 Programs Due to Be Invoiced	[Enhanced]	March 2024

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

MB-110 Find a Bill	[New]	September 2023
MB-120 Customer Inquiry	[Updated]	March 2024
MB-260 Refunds	[New]	September 2023
MB-270 Reprint Bills (one at a time)	[New]	September 2023
MB-410 Customer Maintenance	[Updated]	March 2024
MB-660 HVMA Pre-Payment Refunds	[New]	September 2023
MB-700 Fiscal Year End Checklist	[New]	September 2023
MB-610 HVMA Monthly Miscellaneous Billing Reconciliation	[New]	March 2024
MB-620 HVMA EFT on Customer Maintenance Screen	[Updated]	December 2023
MB-625 HVMA Servicom Transfer to AUC	[Updated]	December 2023
MB-650 HVMA HOA Billing	[New]	March 2024
MB-670 HVMA Apply Pre-Payments to Outstanding Invoices	[New]	March 2024
MB-690 HVMA Set Up Tables & Forms for Billing	[New]	December 2023

Content added to the ADMINS.com website:

[Misc Billing Fiscal Year End Checklist \(wsimg.com\)](#)

Purchase Order Module

– Enhanced error checking for Change Orders	[Enhanced]	March 2024
– New Site Specific Error Check option to prevent users issuing a prior year PO	[New]	September 2023
– Exclude Selected Funds from Budget Checking	[New]	September 2023
– Liquidate PO Checks All Funds	[Enhanced]	September 2023
– POs with more than 100 lines can now be liquidated	[Enhanced]	December 2023

[New] and [Enhanced] Reports:

#3675 POs Closed Via Liquidation	[Enhanced]	March 2024
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Content added to the ADMINS.com website:

[How to Update Delivery/Invoice Address Info](#) (3:07)

Revenue Collections, Treasury Receipts, and Tax Title Module

– Added a lookup on type to the billing history query screen	[Enhanced]	December 2023
– Added the cash account to the TR edit list	[Enhanced]	December 2023
– Improved the process for adding a TR code	[Enhanced]	December 2023
– TR Code Site Specific Error Checking	[New]	March 2024

[New] and [Enhanced] Reports:

# 4031 List of Credit Balances can be run as Excel & from the Main Menu	[Enhanced]	December 2023
# 4096 Posted Receipts by Post Date, Batch & Bill Number & now with Optional Bill Year Selection	[Enhanced]	December 2023
# 4165 Bill Type –Revenue Date Range Activity Summary	[New]	December 2023
# 4167 Bill Type –Revenue Date Range Activity Detail	[New]	December 2023
# 4202 Lockbox Edit List	[Enhanced]	March 2024



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# 4404 TR Code Error List	[New]	<u>March 2024</u>
# 4635 Transaction History Detail Report	[Enhanced]	<u>March 2024</u>
# 4646 Delinquent Balances <u>allows reporting by a single tax type</u>	[New]	<u>December 2023</u>
# 4647 Report on Transaction History by Parcel	[New]	<u>December 2023</u>
# 4708 Aging Report	[Enhanced]	<u>March 2024</u>
Added the batch number to Tax Title reports to aid in matching the Redemption Payment Disbursal transactions and the revenue posting reports	[Enhanced]	<u>December 2023</u>
[Updated] or [New] Documents added to the Help Reference Library		
RE-305 Suppress Owner Names on Real Estate Commitment	[New]	<u>December 2023</u>
RE-525 Upload Patriot Exemptions File	[New]	<u>December 2023</u>

Content added to the ADMINS.com website

[Adjust Payments & Charges in Revenue Collections \(6:17\)](#)

Tax Modules

– RE Load Appraisal step allows spaces in the filename	[Enhanced]	<u>March 2024</u>
– Exemption File spreadsheet process simplified	[Enhanced]	<u>March 2024</u>
– Added Account & Parcel numbers on Abatement screens & Reports	[Enhanced]	<u>March 2024</u>
– Sewer & Pretreatment added to the Billing History Query Screens	[Enhanced]	<u>March 2024</u>
– MVE New Messages for Abatement Errors	[New]	<u>September 2023</u>
– PP Load Appraisal File Acquisition Error Reports	[Enhanced]	<u>September 2023</u>
– RE Added the file name and processing type to the Sales History report	[Enhanced]	<u>September 2023</u>
– RE & PP Upload Current Owner Name & Address	[New]	<u>December 2023</u>

System Module

– New SSL Compliant Email Client “ADMIBLAT”	[New]	<u>March 2024</u>
– The department address shows the City/State/Zip on a single line	[Enhanced]	<u>September 2023</u>
– Department Group Profile screen buttons now provide instant navigation to the Delivery/Invoice Address and Approval Group tables	[Enhanced]	<u>December 2023</u>

[New] and [Enhanced] Reports:

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

RE-670 CUSI Interfaces	[Enhanced]	<u>September 2023</u>
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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.