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
– Login to the Training Area	[Enhanced]	June 2024
– Email Address Checking on required address field prompts	[Enhanced]	June 2024

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
– Merged Vendor History Query search by from/to vendor number	[Enhanced]	June 2024
– Void Check Entry displays Vouchers on Check	[Enhanced]	June 2024
– Legacy Amounts on 1099 Forms – improved report & edit list flags	[Enhanced]	June 2024
– Year End 1099 Process Error Checking for Work File locations	[Enhanced]	June 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
– Option to display a report of all the accounts selected for the Mill Rate Calculation	[Enhanced]	June 2024

[New] and [Enhanced] Reports:

#12609 Compare Budget CoA to GL CoA for Differences	[New]	March 2024
#12160 Mill Rate Report of Accounts	[Enhanced]	June 2024

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

BU–105 Budget Checklist	[New]	December 2023

Fixed Assets Module

Export, Edit, and Import Voucher Data	[New]	June 2024

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

FA-200 Acquiring Assets	[Updated]	June 2024

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

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– Added "Line" and "GLlin" columns to the Journal Entry screen to facilitate encumbrance processing for purchase accruals	[Enhanced]	December 2023
– DP01 "In Progress" Transactions in the GL Query Screens	[New]	June 2024
– #1667 Report Excludes PO Rollover (PO09) Transactions	[Enhanced]	June 2024
– #1669 Month to Date Report Excludes Roll Forward Transactions	[Enhanced]	June 2024

[New] and [Enhanced] Reports:

# 1667–Transaction Summary (No Appropr Roll Fwd)	[Enhanced]	June 2024
# 1669 Month to Date Report	[Enhanced]	June 2024
# 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
– 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
– Employee Leave Balance Update Screen allows entry of "As of" dates	[Enhanced]	June 2024
– Field Logging of Changes on the Employee Maintenance Screen	[Enhanced]	June 2024
– Improved the speed of printing multiple manual checks	[Enhanced]	June 2024

[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
# 6663 Paycheck Summary - By Employee/Account	[Enhanced]	June 2024
# 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

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HR–775 1095 Processing Steps Menu	[Enhanced]	June 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
– Customer numbers were added as a new column to some reports	[Enhanced]	June 2024

[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
# 10654 – Pending Receipts and Pending Adjustments	[Enhanced]	June 2024
# 10658 – Posted Adjustments in Summary & Detail	[Enhanced]	June 2024
# 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]	June 2024
# 10691 – Programs Due to Be Invoiced	[Enhanced]	June 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–525 3rd Party Billing File Layout	[Updated]	June 2024
MB–601 HVMA Accounting Explained	[New]	June 2024
MB–605 HVMA MB Monthly Checklist	[New]	June 2024
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–660 HVMA Pre–Payment Refunds	[New]	September 2023
MB–670 HVMA Apply Pre-Payments to Outstanding Invoices	[New]	March 2024
MB–690 HVMA Set Up Tables & Forms for Billing	[New]	December 2023
MB–700 Miscellaneous Billing Year End Checklist	[New]	June 2024

Purchase Order Module

– Enhanced error checking for Change Orders	[Enhanced]	March 2024

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– 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
– Department Group Selection on Contract Reports	[Enhanced]	June 2024

[New] and [Enhanced] Reports:

# 3600 All POs (in progress + history)	[Enhanced]	June 2024
# 3675 POs Closed Via Liquidation	[Enhanced]	March 2024

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
– Treasury Receipts – Added Field Logging	[Enhanced]	June 2024
– DP01 "In Progress" Transactions in the GL Query Screens	[Enhanced]	June 2024
– New format for the Statement of Account	[Enhanced]	June 2024
– Posting Reports Query Screen	[New]	June 2024
– Made it easier for users to add a New Treasury Receipt (TR) Code	[Enhanced]	June 2024
– Batch Query Search for a Batch by Any of the Date Columns	[Enhanced]	June 2024
– General Ledger Posting Number on the Batch Query Screen	[Enhanced]	June 2024
– Added the batch number to Tax Title reports to aid in matching the Redemption Payment Disbursal transactions and the revenue posting reports	[Enhanced]	December 2023

[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
# 4404 TR Code Error List	[New]	March 2024
# 4617 Posted Receipts by GL Posting Number	[New]	June 2024
# 4635 Transaction History Detail Report	[Enhanced]	March 2024
# 4646 Delinquent Balances allows reporting by a single tax type	[New]	December 2023
# 4647 Report on Transaction History by Parcel	[New]	December 2023
# 4708 Aging Report	[Enhanced]	March 2024

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

RC–130 How to Find a Bill	[Updated]	June 2024
RC–145 Posted Reports Query Screen	[New]	June 2024
RE–305 Suppress Owner Names on Real Estate Commitment	[New]	December 2023
RC–480 Statements of Accounts	[Updated]	June 2024
RE–525 Upload Patriot Exemptions File	[New]	December 2023
RC–1340 Managing Treasury Receipt Codes [Add/Delete/Mass Change]	[Updated]	June 2024

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Content added to the ADMINS**.com website**

Adjust Payments & Charges in Revenue Collections (6:17)

Add New Treasury Receipt Code (4:37)

Tax Modules

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

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

– RE–670 CUSI Interfaces	[Enhanced]	September 2023

System Module

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

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

- AUC New User Workshop (September 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.

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