AUC 2021 Virtual Site Visit

Dial (786) 535-3211
Access Code: 608-966-445
https://global.gotomeeting.com/join/608966445

Mahmoud Ketabi, Alex Ketabi
AUC Team
LuAnn Moore, VP
Theresa Campbell
Anthea Dimond
Wendy Tarantola

Wednesday, October 27, 2021
2:00PM

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Agenda

Welcome

FY2021 Highlights

General

Accounts Payable

Human Resources

Revenue Collections

Calendar Year End, ADMINS.com, Support

Future Features

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ADMINS

General

Real Estate

Fixed Assets

System

Human Resources

    Grade Schedules – our "go to" report

    Import Timesheets from a Spreadsheet

    Improved Warrant Analysis

    Federal 941 & Regulatory Changes

    Detail Billing for Custodial, Police, Fire services, etc..

Real Estate

Suppress public safety names from appearing on publicly available commitment reports

See page 2 of the June, 2021 Real Estate Tax Release Notes

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Fixed Assets

Land

Buildings
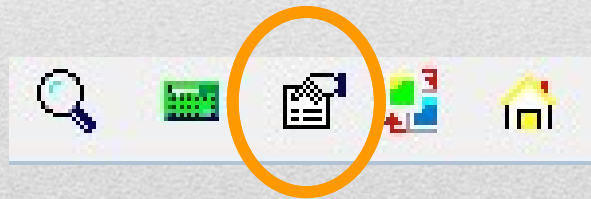
Equipment

System

- ## SY-175 Copy Live to Training (Batch)

  System ▶ Administrator ▶ Copy Live to Training (Batch)

  SY June 2021 Release Notes

- ## SY–117 Quick Report Selector

  SY September 2020 Release Notes

- ## SY–157 Software Update Completion Email Notice

  SY March 2021 Release Notes

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Human Resources

- **#6714 – Employee List – Grade Schedule**

Emp#	TimesheetGroup	Alt Rate5 Desc	GLPct Typ
Name	PayGroup	Account #1	Budget Amt#4
Position#	ShiftCod	GLPct Typ	Actual Amt#4
Description	OrigHireDt	Budget Amt#1	Account #5
BargainingUnit	PosHireDate	Actual Amt#1	GLPct Typ
Schedule	Alt Rate1	Account #2	Budget Amt#5
Grade	Alt Rate1 Desc.	GLPct Typ	Actual Amt#5
Step	Alt Rate2	Budget Amt#2	Reporting Location
FTE	Alt Rate2 Desc.	Actual Amt#2	Location Grade
Annual Salary	Alt Rate3	Account #3	EmpType
Period Salary	Alt Rate3 Desc.	GLPct Typ	PeriodHrs
Daily Salary	Alt Rate4	Budget Amt#3	DOB
Hourly Rate	Alt Rate4 Desc.	Actual Amt#3	Gender
Per Diem Rate	Alt Rate5	Account #4	

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Human Resources

- **HR–345 Import Timesheets from a Spreadsheet**

[AUC] 6764-Timesheet Import from Spreadsheet

Timesheet Import from Spreadsheet

Description

Email Timesheet Import Template to User

Employee List - Import Timesheets

Import Timesheets

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Human Resources

- **Report 6199 – Warrant Analysis**

Human Resources

- **Federal 941 changes**

HR September 2021 Release Notes

Human Resources – Detail Billing

Human Resources
- Maintenance >
- Payroll Processing >
- Timesheet Entry >
- Special Processing >
- Void/Manual/Figure Paycheck
- Billing and Invoicing >
- Bank Reconciliation >
- Queries >
- Reports >
- Tables >
- Quarterly Processing >
- Year-End Processing >
- Module Maintenance >
- Interfaces/Imports >
- Site Specific >
- Help Reference Library

Billing and Invoicing:
- Customer Query
- Customer Update

- Generate Invoices
- Credit Balance Processing
- Correct Invoice Customer Number

- Batch Entry
- Detail Payment
- Receipt Edit List
- Submit Batch
- Post Batches

- Batch Entry
- Adjustment Entry
- Adjustment Edit List
- Submit Adjustment Batch
- Post Adjustments

- Print Customer Statements
- Print Aging Report
- Invoice Transaction History
- Invoice Transaction History as of Report

- Detail Billing Bill Type
- Detail Billing Bill Category
- Detail Billing Transaction Codes

- Batch Query Screen

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Human Resources

- **Enhancement to Paycheck History Detail screen**

- **[Delete Step Range] button to Salary Schedule tab on Bargaining Unit Table**

- **Process to Add a Cost Code to all positions in a Bargaining Unit**

- **Ability to print direct deposit advices, W2 and 1095C documents from smartphone**

- **Manual check screen – Reset All Deductions button added.**

Paycheck History Detail Screen

The Paycheck History - Check Detail screen now includes the position #.

If an employee received two checks in a warrant, it is easy to determine which position each check is for.

Bargaining Unit – Salary Schedule

ADMINS added a **Delete Step Range** button to the Salary Schedule screen.

Added a Delete Step Range Button

Add Code to All Positions

Human Resources ▶ Maintenance ▶ Add Cost Code to Bargaining Unit Positions

ADMINS offers a feature to add a cost code to all *Active* employees assigned to positions in a bargaining unit.

Help Reference HR-527 Add a Cost Code en masse to Existing Employees

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Smartphone HR Documents

ADMINS produces and emails encrypted, password-protected Direct Deposit Advice, W2, and 1095C documents that employees may print from their smartphone (IPhone or Android).

Manual Check
Reset All Deductions Button

ADMINS added a **[Reset All Deds]** button to the **Manual Check** screen to remove all deductions from the manual check and refresh with the deductions from the employee's maintenance screen. See **HR–430 Manual Checks** for details.

Accounts Payable

- **Improve Voucher Entry process with "Batch Only Checking"**

- **Multiple Manual Checks in Single batch**

- **Voiding multiple non-sequential check numbers via a spreadsheet**

- **View most recent attachments to Vendor**

Improve Voucher Entry Process with "Batch Only checking"

Prior to June 2021 the **[Check Voucher]** button on the voucher entry screen was causing some user confusion when trying to complete a batch. Each individual voucher was being checked but the **[Check Batch]** step was being missed, prompting support calls when the batch wasn't being moved into the approval process.

By removing the **[Check Voucher]** button from the screen, it has streamlined checking a batch and reduced user confusion

Before

| 6 Add Voucher | 7 Add Line | 8 Copy Line | 9 Check Voucher | P In Progress | Entered Amount |

After

| 6 Add Voucher | 7 Add Line | 8 Copy Line | P In Progress | Entered Amount |

Multiple Manual Checks in a Single Batch

Prior to June 2021 a Voucher batch could only contain a single manual check, so if more than 1 manual check needed to be issued, a new batch needed to be created for each check.

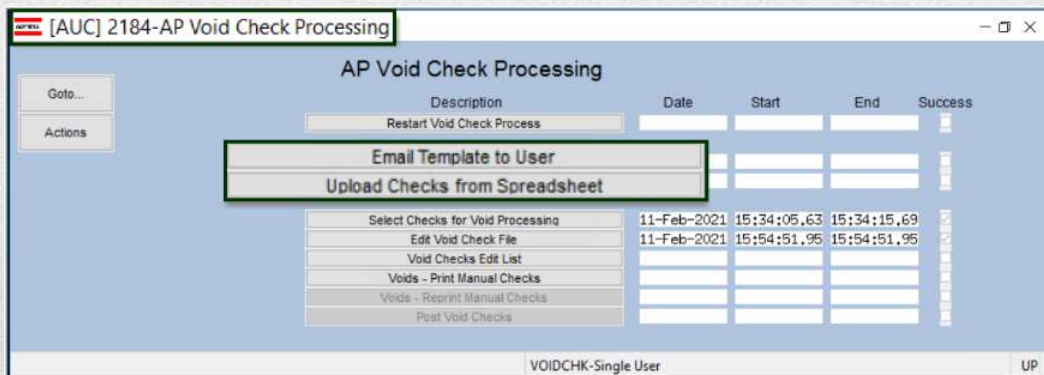Voucher Batches can now contain multiple manual checks that can be processed and printed at the same time

Voiding Multiple Non-sequential Check Numbers Via A Spreadsheet

June 2021 a new feature was added to Void Check process to allow uploading of a random series of checks via a spreadsheet. This will help when recovering unclaimed property in the form of uncashed checks.

View Most Recent Attachments to Vendor

Vendors can have many attachments between Check copies, Purchase Orders, 1099s, and user attachments, there could be 100's of attachments for a vendor.

Prior to June 2021, the user would have to page down multiple times to see the last attachments for a Vendor. The new **[X Goto Last]** button will now display the last 10 attachments, making it a lot faster to see the newest attachments.

	1 Name/Address	2 Addresses	3 Classification	4 Attachments	8 Items	9 User Defined

	Seq#	Description	Filename	Buttons
5 Add Vendor	257	Check Print Warrant 006715	APCK_EAST0365017.PDF	
6 Add Address	258	Check Print Warrant 006727	APCK_EAST0365760.PDF	
	259	Check Print Warrant 006743	APCK_EAST0366514.PDF	
7 Add Attachment	260	Check Print Warrant 006762	APCK_EAST0367285.PDF	
	261	Check Print Warrant 006777	APCK_EAST0367846.PDF	
	262	Check Print Warrant 006787	APCK_EAST0368210.PDF	
X Goto Last	263	Check Print Warrant 006795	APCK_EAST0368474.PDF	
	264	Check Print Warrant 006803	APCK_EAST0368900.PDF	
	265	Check Print Warrant 006805	APCK_EAST0369016.PDF	
	266	Check Print Warrant 006810	APCK_EAST0362610.PDF	V View Z Email

Purchase Orders

- **PO Query improved notes when a check is voided and voucher cancelled**

- **PO Query shows Quantity Balances**

PO Query Improved Notes When a Check Is Voided / Voucher Cancelled

If a voided check / voucher cancellation re-opens a Purchase Order– the system stamps a note on the **[5 Status History]** tab of the **Purchase Order Query** screen to explain why the PO was re-opened. The note will include that the PO was re-opened, the check number that was voided, and a note that the voucher was cancelled.

PO Query Shows Quantity Balances

Purchase Orders created with a quantity can be paid on multiple vouchers using different quantities. To review what has been paid (posted vouchers) use the **[3 Items]** tab of the PO Query screen to see the remaining quantity balance to be paid.

To show quantity balances for purchase orders with in-progress vouchers, use the **[6 Vouchers]** tab and click the Excel button

General Ledger

- **Copy Job stream from user to user**

- **Query in-progress Journals**

- **Safeguards for Audit Override Transactions**

- **If the *Account type* must be changed in the GL Chart**

Copy Job Stream from User to User

ADMINS added a feature to allow privileged users to copy job stream reports from one user to another. The privilege to use this copy screen is based on menu group.

Could be used when an employee leaves, a different user needs to run the job as someone is on vacation, or to be used as a base for use by another user.

Ledgers ▶ Reports ▶Job Stream Copy (Supervisors)

Query In-progress Journals

When a journal entry is created, its owned by the user that created the journal. There is now a Journal Entry Query screen for users that have "Access to Post Journals" on their user profile, to be able to review these in-progress journals prior to being posted.

Ledgers ▶ Journal Entry Processing ▶ Journal Entry Query

In addition, the Work In Progress Transaction Query will drill down to the Journal Entry Query screen if the user has access to post journals

```
Owner of the              No    Access to Post           No - Display
Journal Entry?  ─────────────── Journals?  ───────────── "No Access"
                                                          Popup

                          Yes   Go to Journal            Yes - Go to
                 ─────────────── Entry Edit Screen        Journal Entry
                                                          Query Screen
```
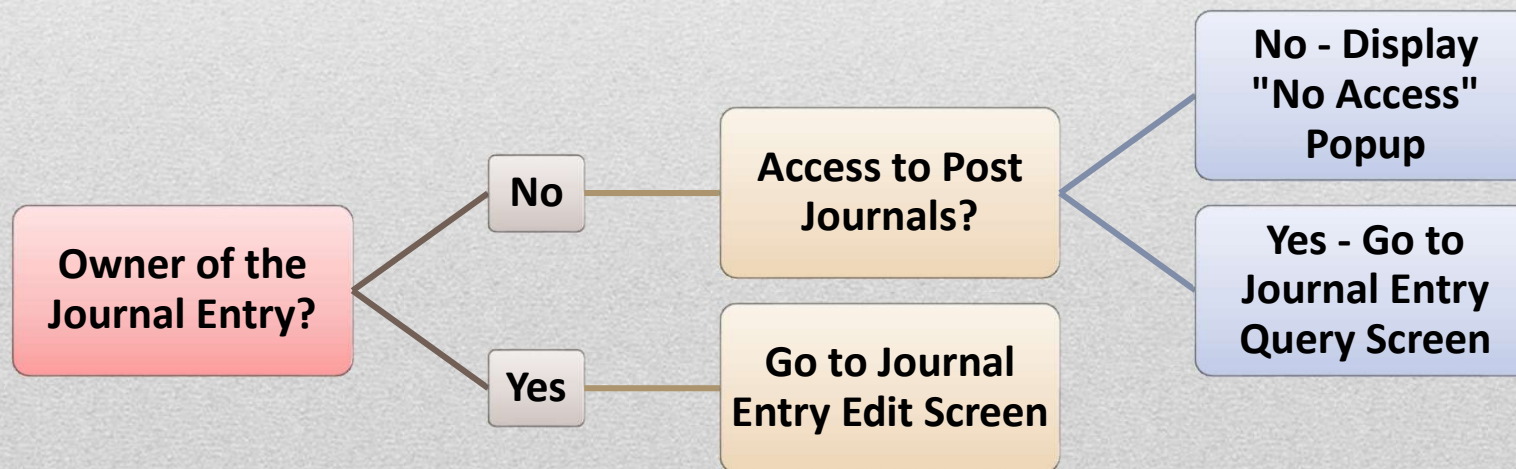
Safeguards for Audit Override Transactions

ADMINS provides the Audit Override feature to allow corrections to accounts and amounts that are waiting in the unposted file. Enhancements were made to the process to prevent accidentally causing a previously balanced transaction to become out of balance

The system will not allow account changes from a *subsidiary ledger (Revenue or Expenditure)* account to a *Balance Sheet (Asset, Liability, Fund)* Account or vice versa.

Summary accounts will no longer be allowed for use in an Audit Override

Ledgers		
Account Maintenance	>	
Journal Entry Processing	>	
Posting Control	>	
Audit Overrides	>	Enter Audit Change of Unposted Transaction
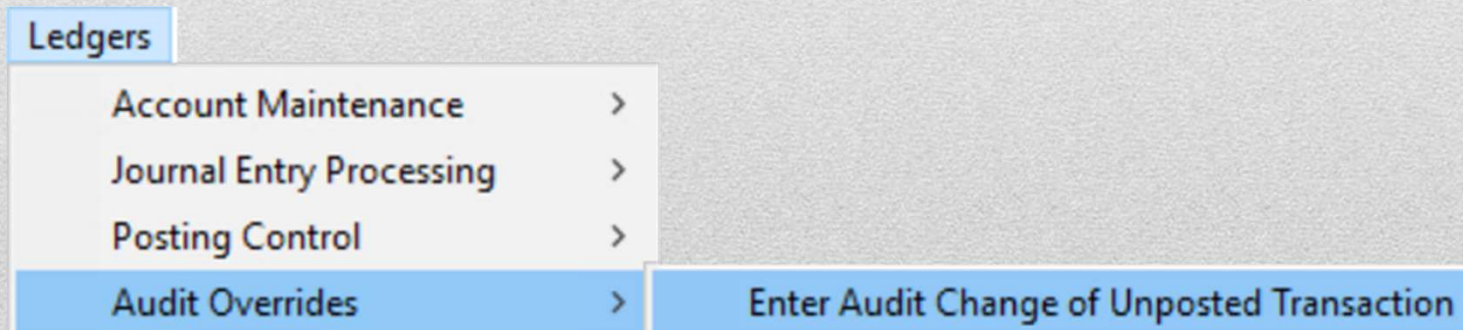
If the *Account Type* Must Change in the GL Chart

Account types **(A, L, F, R, E)** are assigned in **AUC** when the account is created. **ADMINS** advises that account types not be changed mid-year; if the account type must be changed, safeguards are in place, to help prevent unintended consequences such as out of balance situations.

Revenue/Collections

- **Automated Supplemental Journals Appropriations for Treasury Receipts**

- **Treasury Receipt Codes – added a [Copy Code] button**

- **Improved *Notes* feature on Tax Inquiry screens**

Automated Supplemental Appropriations Journals for Treasury Receipts

Municipalities receive monies for contingencies which is entered as a Treasury Receipt (TR) –for example, a construction company provides a performance bond of $5,000 (the money is usually booked to a "revenue" account).

This new feature allows creating an appropriation to an "expense" account of the amount received in the TR module, which reduces the chance of over-expending the expenditure account.

Treasury Receipts – Copy Code

When creating new Treasury Receipt codes, sometimes the code is very similar to a code that already exists in the table. There is now a feature to copy the Treasury Receipt code to a new code

Enhanced Notes on Tax Inquiry

The Bill Notes/Tickler query screen for Tax Inquiry fixed the issue with adding and deleting notes

Payments ▶ Batch Entry ▶ [Enter Receipts] ▶ [Bill Payment] ▶ [T Bill Notes/Tickler]

Motor Excise Bills by Owner Name

For large companies that have multiple vehicles, this report will combine them together and report on balances for all vehicles that are registered under the same name.

Motor Excise ▶ Reports ▶ Bills by Owner Name

Email Simultaneously to Multiple Email Addresses

Emailing reports or documents to multiple email addresses at the same time.

Enter the first email address followed by a COMMA and immediately followed by the second address. Continue to add email addresses until the line is filled

Miscellaneous Billing

The AUC Miscellaneous Billing System was designed to provide billing capabilities for municipal charges that are outside regular Tax and Utility Billing. Charges to be billed can be either repetitive or "single use" in nature. Ability to receive Lockbox payments of these Invoices. Detailed customer search options and complete billing and payment history make it easy to answer customers' questions about their account balance. The system is also fully integrated with the AUC Accounting System.

- Provides all invoicing and receipting capabilities, for both repetitive and "single use" charges
- Detailed customer search and history functions
- Process Lockbox payments for Invoices
- Completely integrated with the AUC Financials
- Ability to deliver Invoices via email

Miscellaneous Billing

AUC User Experience

IRS TIN Matching

Searching by Keyword/Topic

ADMINS.com Video Features

New Users

Support Best Practices

Effective Email Signatures
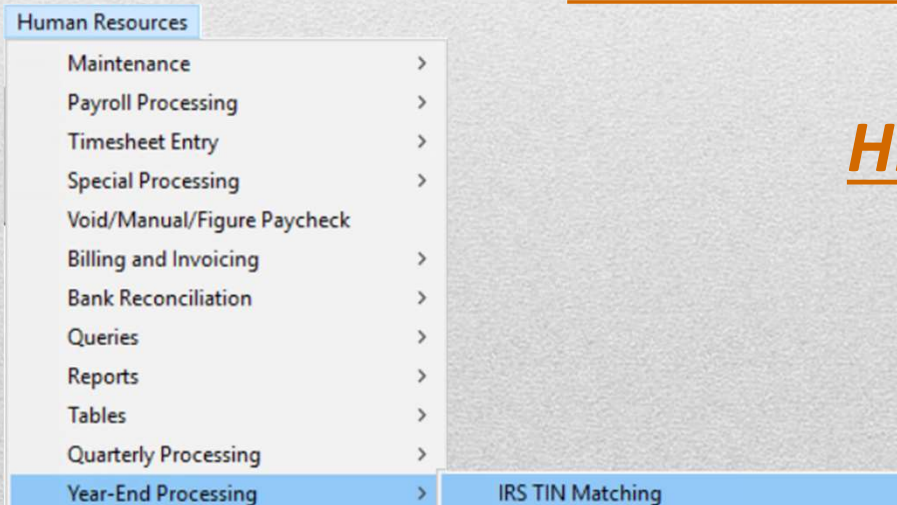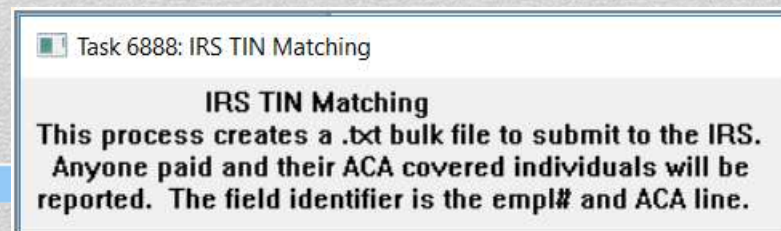
– Gmail, Outlook, AOL Mail

IRS TIN Matching

The IRS accepts a file to check Social Security and Federal ID Numbers to ensure that the AUC data matches what the IRS has on file; interactive TIN matching for "one-offs" is also available

Human Resources ▶ Year End Processing ▶ IRS TIN Matching

Taxpayer Identification Number TIN On Line Matching 1 | Internal Revenue Service (irs.gov)

Human Resources	
Maintenance	>
Payroll Processing	>
Timesheet Entry	>
Special Processing	>
Void/Manual/Figure Paycheck	
Billing and Invoicing	>
Bank Reconciliation	>
Queries	>
Reports	>
Tables	>
Quarterly Processing	>
Year-End Processing	>	IRS TIN Matching

HR-780 Bulk Tin Matching

Task 6888: IRS TIN Matching

IRS TIN Matching
This process creates a .txt bulk file to submit to the IRS. Anyone paid and their ACA covered individuals will be reported. The field identifier is the empl# and ACA line.

Searching by Keyword/Topic
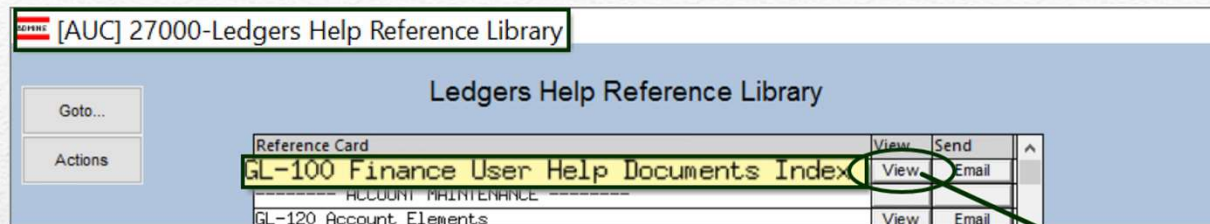
Use the Index at the top of each Help Reference Library to search by keyword or topic.
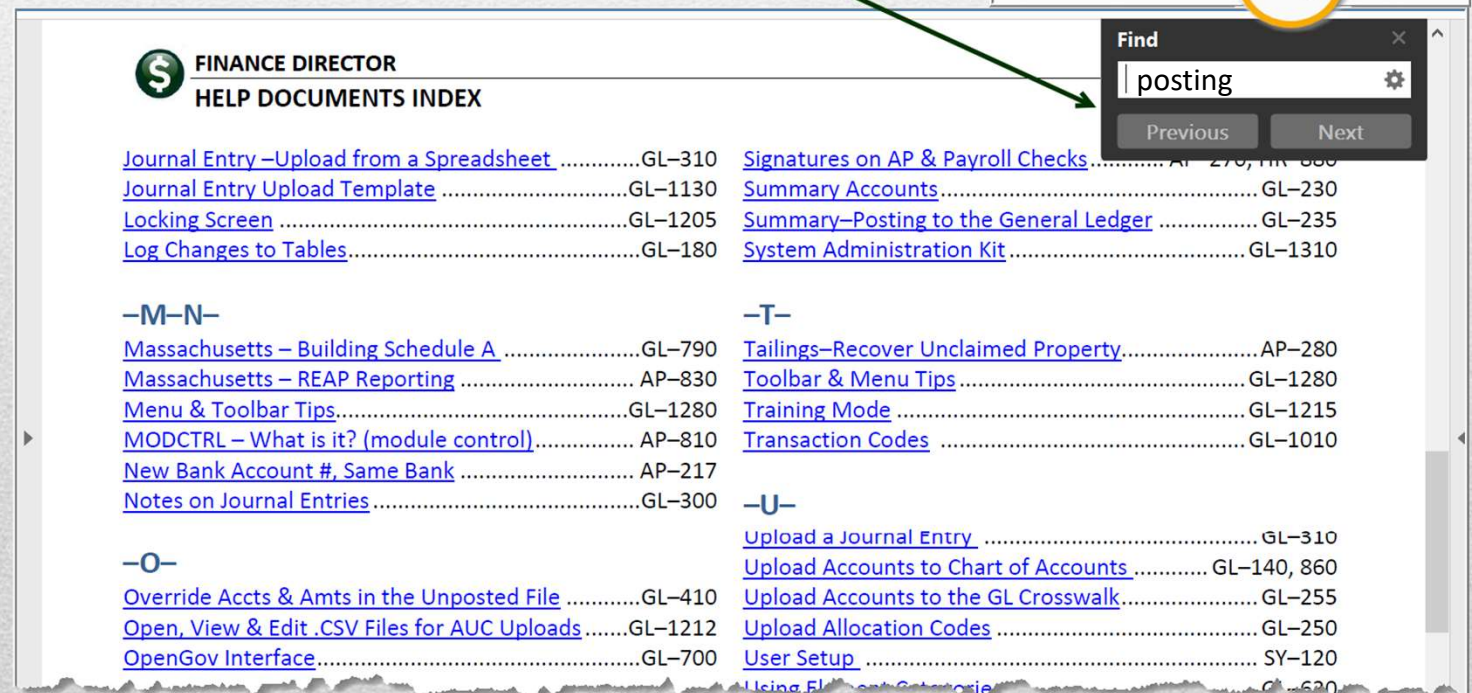
admins.com/videos

Create Account (admins.com)

"Customers only"

Requires a quick registration process

Videos (admins.com)

Now fast forward, rewind, pause, etc.…

Improved Video Features
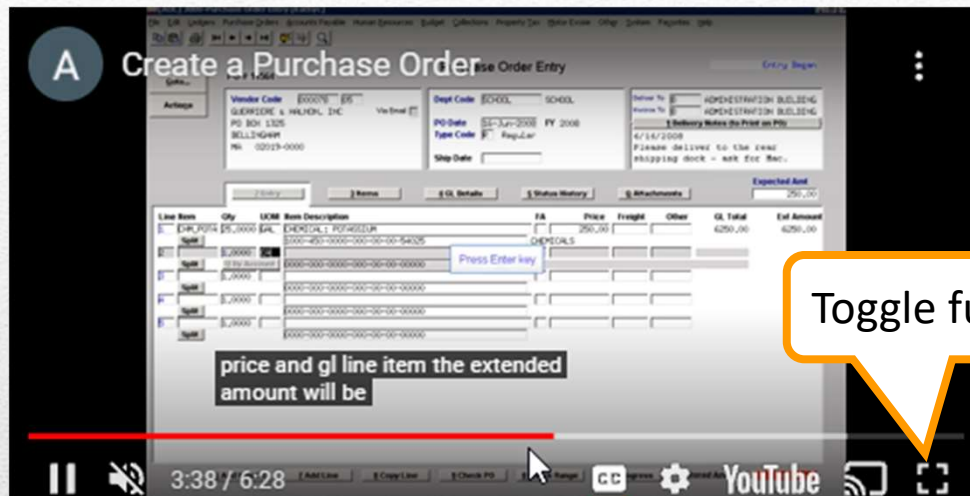
Toggle full screen

Increase or decrease playback speed
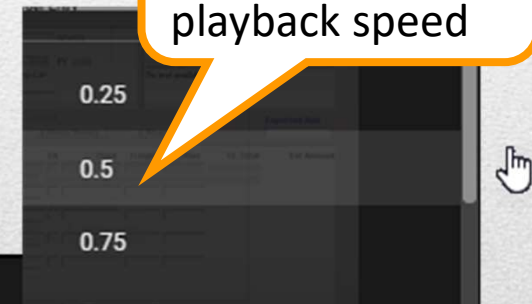
Pause, rewind & fast forward

Playback speed Normal >

Subtitles/CC (1) Off >

Quality Auto 720p >

Use this gear to control playback speed, subtitles, & video resolution

Turn on closed captions

0.25

0.5

0.75

New AUC Users

New User Request:

Domain Username

(AUC Username must be the same)

Email Address (so we can send a welcome message)

Phone Number With Extension

Current User To Model For Menu, Department, & Account Access

Register for Admins.com access

View the training videos

New User Request Sample Email

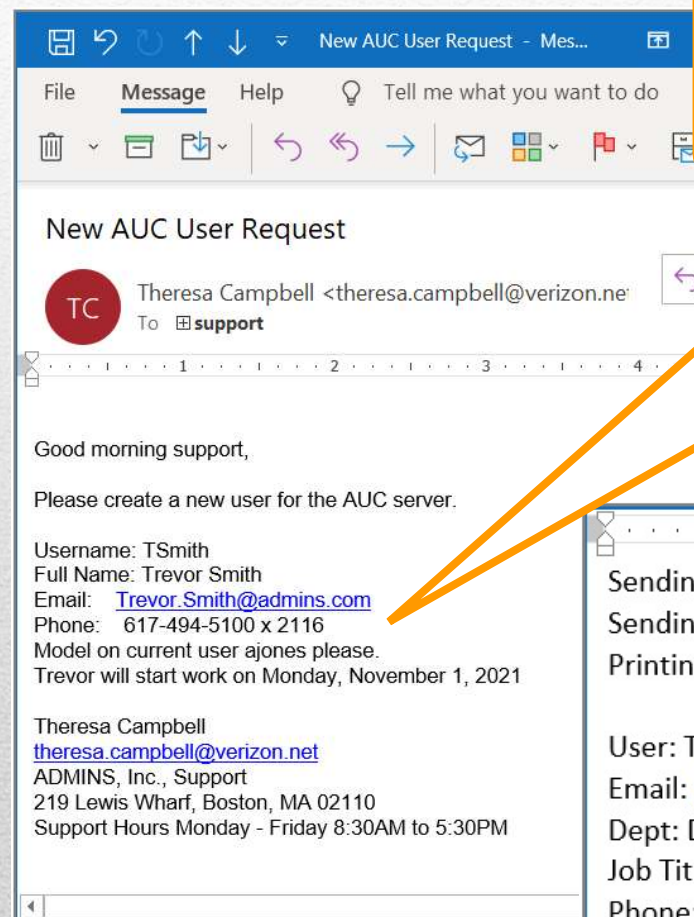Providing complete information allows us to quickly process the new user request and enter complete information on the user profile

We stamp the information from the user profile on log files so we can rapidly respond to the user requesting assistance

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Support Best Practices

Who? – everyone on site or just one user

What? – new subject for each issue

When? – how soon is this needed

Which? – screen/report#/task #

How did it happen? – posting, data entry, query

Include a PDF of any referenced report

Sample Email

Send to support@admins.com

Meaningful subject

Attached PDF Report

Please assist me with this journal entry. I am having trouble with it being out of balance but I cannot see the error.

This is on the #1100 Enter One-Time Journals, and I get the error message as shown below.
I need to have this finished for the auditor's review on Friday of this week.
I am here until 5PM today.

--

Theresa Campbell campbellt189@gmail.com
Town of ADMINS, INC, Finance Department
219 Lewis Wharf, Boston, MA 02110
978-501-6416 ext 1234
Monday - Wednesday, 9AM - 5PM; Thursday 9AM - 7PM; Friday 9...

Use an effective email signature that includes a phone # & extension, and working hours

Describe the issue, with the task #, include a screen shot, and when it is needed

Effective Email Signatures

To see examples of creating an effective email signature, visit the admins.com website

Include a phone number and extension, and hours you are available

Theresa Campbell campbellt189@gmail.com
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Monday - Wednesday, 9AM - 5PM; Thursday 9AM - 7PM; Friday 9AM - 1PM

Current Focus

- **Tax Year 2021 Reporting and Webinars**
  - W2 Reporting
  - 1099-R Reporting
  - 1099 AP Reporting
  - 1095 Reporting
- **Forms Ordering**

HR-635 Emailing W2s, 1095Cs, 1099Rs

Wrap Up

THANK YOU!