



Newsletter

American Data Group, Inc.
Enterprise Financial and
Utility Billing Software Solutions
for Government

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GREETINGS!!

Happy New Year! We hope the start of 2012 has been smooth for everyone thus far. I know we were really swamped this year with all kinds of W2 issues (that's what we're here for!) This newsletter contains the following topics:

- *Payroll Update*
- *Users Group Meeting – Spring 2012*
- *Web Enhancements*
 - *FMS – Email Notifications*
 - *STS – License Fee Generation and Approvals*
- *How to Perform Searches within the Web Version*

PAYROLL Web Version Update on Development

We know many of you are waiting (anxiously) for the new Payroll version to be completed, before you convert FMS to the Web version. So here is a quick update on our progression:

- All the master files have been successfully created.
- The calculation programs are currently being tested.
- Time Cards are finished!
- Personnel Action Requests and Open Enrollment modules are in initial development stages for the Web version.
- Applicant Tracking is complete within the Web version along with it's online *CitizenLink* interface (for applicants to apply for positions online).

Payroll is expected to be complete and available by April 2012. PLEASE NOTE: we will NOT convert both FMS and Payroll all at once. They each include a lot of data and will need to be converted SEPARATELY.

East Coast Users Group Conference

The 2012 East Coast UGC will be held in Orlando, FL (same hotel as the 2011 conference)

WHEN: May 21st - 24th

WHERE: Embassy Suites
8250 Jamaican Court, Orlando FL 32819
www.orlandoembassysuites.com
(800) 327-9797

EXPECT A MASS EMAIL TO FOLLOW, ONCE THE SCHEDULE HAS BEEN DETERMINED

Room accommodations are rated at \$109.00 per night, but to receive this rate YOU MUST mention that you are with the ADG conference.

Please check the ADG website at www.adginc.net (under **User Group Meetings** on the left side of the screen) for the detailed conference schedule/registration form which will be posted within the next week.

Please send your Registration forms to Stephanie Jost via an attached email to saj@adginc.net, or fax to (303) 741-4966, or mail to the Centennial Office (address listed above).

WE HOPE YOU CAN ATTEND! THERE WILL BE LOTS OF NEW DEVELOPMENTS TO SEE. PAYROLL WILL HAVE BEEN COMPLETED BY THEN!

While At Our Website:

Please go to the Upgrade Notifications tab which will direct you to the ATS Customer Sign-On screen. Login using your account number, zip code, first and last name. Then enter your correct email addresses. We need your email to ensure you receive important email announcements such as the EC Users Group detailed schedule.

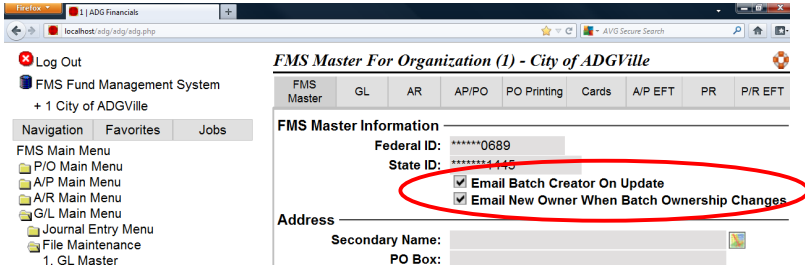
If the email domain (example - @gmail.com) is incorrect, please notify Stephanie Jost at saj@adginc.net to correct this.

Web Enhancements

FMS -

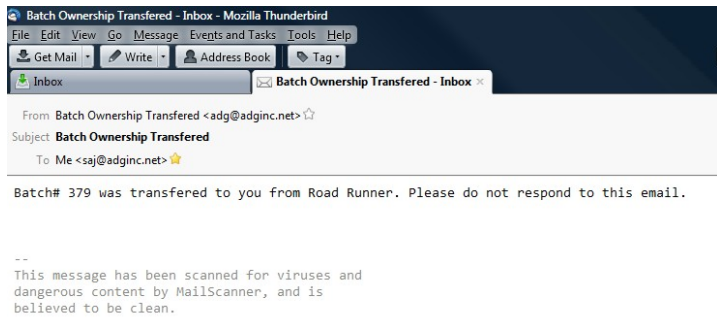
Email Notifications of Journal Entry and Budget Adjustment Batches-

If, within the Company Master (GL Main Menu → File Maintenance → 3. Company Master), your organization has the email options flagged (or checked), then you and other users will be able to receive email notifications regarding batch changes, transfers and updates.



If **Email Batch Creator On Update** is flagged (checked), the system will generate an email notification and send it to the original batch creator, stating that Batch# xxxx has been updated by the current batch owner or whom the batch was transferred to.

If **Email New Owner When Batch Ownership Changes** is flagged (checked), the system will generate an email notification and send it to the new batch owner when a batch has been transferred to them.



* Emails may look different based on your email server.

ADG THANKS YOU for your continued business and support!

STS -

Auto Generation of License Fee's -

There is now an option within the License Fee Code Master (# 6 within File Maintenance) to automatically add a specific Fee to a specific Tax Code. For example, say a municipality determines a business license fee based on the number of employee's that business has. When a user enters a new business license account, the system will have already included the fee option. This is opposed (and enhanced) from the user needing to choose, select and enter a fee.

*License Fee Calculation Master Maintenance

License Fee Code	Description	Unit Of Measure	Question	Auto Add Taxes
RU003	HOTEL/MOTEL UNITS	UNITS	Hotel/Motel Rooms	A
BOT	BUSINESS OCCUPATION TAX	EMPLOYEE	Number of Employees	O
RU003	HOTEL/MOTEL UNITS	UNITS	Hotel/Motel Rooms	A

* O represents Occupation Tax, A represents Accommodation Tax

License Approvals-

Currently in development, is an option to include an Approval process for Departments to review, approve, or reject a new business customer. Approval ladders may vary, to include different departments, for each separate tax code (sales, lodging, business occupation, etc.) if needed. Based on the department, any number of people may receive emails requesting the approval.

Also, a license may not be printed for a business customer until all required approvals have been met.

Tax Code (O)


Tax Master	Tax Sequences	Tax Distribution	Approvals
*Tax Approval Maintenance			
Main	Notes	Maintenance	Filters
Department Description No Matching Records			

SALES:

Jack Ewing – Central East & East Coast
jbe@adginc.net (828) 342-0447

Stephanie Jost – Mid/Central West & West Coast
saj@adginc.net (303) 741-5711

HOW TO PERFORM SEARCHES ON THE WEB VERSION

The OR Search For option found at the bottom of almost every data grid can be a very useful tool if you understand how it works. Understanding what the system searches for, when characters are entered, will help you determine which words or phrases and type of entry will give you the best results. It is also important to understand that this search is much different than the Progress version. Wild Carding, or putting an asterisk (*) after at least 3 characters, is always recommended when performing a search, ESPECIALLY WITHIN **INQUIRY** SCREENS or wherever you see a flashlight  icon indicating a search may be performed.

If you click the OR Search For option, a window will pop up with descriptive information of what fields the system is searching for when characters are entered. You will need to close out of the description window for it to be hidden again, once finished. Generally, the system searches within the Name and Address fields.

- Overall, it is MORE helpful to type **partial words and wild card (*)** those partial words to bring up better search results and over look misspelled words.

For example – If I was looking for a customer, within **UBS**, by the name of Joe who I know lives off Cartoon Blvd, I could enter jo* and car* to get a broad range of accounts with those descriptions. The result shows Joe Cool who lives at 30 Cartoon Blvd, as well as Atom Ant (at the same address) because Joe was a previous occupant there, and all other Joe's that previously did, or currently do, live off Cartoon Blvd. **WILD CARDING WILL OVERRIDE THE ADVANCED OPTIONS.**

***Customer Master Maintenance**

Account Number	Name	Billing Address	Location Information
7	MIGHTY MOUSE	30 Cartoon Blvd	30 Cartoon Blvd
1	JOE FLIPPER	10 Cartoon Blvd	10 Cartoon Blvd
5	PORKY PIG (8 RES)	20 Cartoon Blvd	20 Cartoon Blvd
6	ATOM ANT (F)	30 Cartoon Blvd	30 Cartoon Blvd
7	MIGHTY MOUSE	30 Cartoon Blvd	30 Cartoon Blvd
12	CHARLIE BROWN	40 Cartoon Blvd	40 Cartoon Blvd
20	JOE COOL	30 Cartoon Blvd	30 Cartoon Blvd

Showing 1 To 6 Of 6 Records

Go To Customer Account: **OR Search For** jo* car*

- Explore the Advanced options to see if they may help you. Review what the options are, by clicking on Advanced. **Options within the Advanced will differ based on Application and File.** Be sure to un-check (un-flag) the options that aren't relevant to what you are searching for.

For example – If I want to search for Joe, again in **UBS**, by his exact name (spelling is correct) and knowing he is a current customer, I would go to the Advanced Options and un-check "Match All Words" and "Match in Locations", ensuring that I am only searching the checked options of "Exact Match" and "Match In Customers". The results will display only Joe as a description within the customer Name field.

If you un-check "Match All Words" and "Exact Match", the system will search for words similar to the entered word if perhaps the word entered was misspelled.

***Customer Master Maintenance**

Account Number	Name	Billing Address	Location Information
1	JOE FLIPPER	10 Cartoon Blvd	10 Cartoon Blvd
20	JOE COOL	30 Cartoon Blvd	30 Cartoon Blvd

Showing 1 To 2 Of 2 Records

Go To Customer Account: **OR Search For** joe

Advanced Options

- Match All Words
- Exact Match
- Match In Locations
- Match In Customers

Most importantly... Play around with the options! Try to get to a point where you know what kind of search will work for you.