



Newsletter

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

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GREETINGS!!

This article features:

- *IRS W-2 Reporting Information Link*
- *2012 East Coast Users Group Recap*
- *2012 Rocky Mountain Users Group Announcement*
- *Conversion instructions from Progress to Web versions. The OLD to NEW process*
- *Web version TIPS*
- *Web version Enhancements*

2012 Rocky Mountain Users Group Conference

We are very excited to host our annual Rocky Mountain Users Group Conference this fall!

When: September 10 – 12

Where: Double Tree Hotel
13696 E. Iliff Place
Aurora, CO 800014

Cost: \$65 for any half day session or \$120 for a full day. Lunch will be provided and is included.

Who should attend:

Any ADG software user, from beginner to expert. There is always something new to learn or someone to network with!

Join us for this unique opportunity to not only learn more about ADG software products, but also allow for us to reconnect with you and discover future long-term business goals. We do hope to see you there! Also, **Point and Pay** will be making an appearance.

Registration details are To Be Determined, Email will follow shortly with more info

W-2 Reporting

Get a head start on knowing which employer and employee paid benefits are required to be reported on, are optional, or not to be reported, on Form W2, Box 12, Code DD for 2012. Below is a link to the IRS website which contains a chart of the various coverage types and their reporting requirements:

<http://www.irs.gov/newsroom/article/0,,id=257101,00.html>

2012 East Coast Users Group Conference Recap

This year was another great success with over 130 attendees. We found ourselves learning more about the differences in the Web version from the Progress version, clarified questions, and discovered system-wide Web version features. Overall, attendees got a sense of how convenient the Web version features truly are. Although it may take a little longer to perform certain tasks, the benefits are well worth it.

We would like to give special thanks to all those who attended and participated in discussions with us. As always, we are continually striving to meet your business needs and encourage all our users to speak up when a question, idea, or concern develops.

80.8% Extremely or Very Strongly Recommend Users Group Attendance

survey result of recent UGC attendees



The Conversion Process:

From Progress to the Web ~ “Old Software to the New”

In order for all of us to move forward with advanced technologies and ADG to further provide the best available financial, or Enterprise Application Suite, software in today's marketplace, we will be phasing out the Progress (old) software version and encourage everyone to make their way over to the new Web version. We truly understand this may be a major adjustment for some, but would like to stress the **many advantages** within the new Web version which include but are not limited to:

- Preference for your organization to use your choice of database, server, workstation, and desktop browser
- User-friendly display and navigation with a “favorites” section to house commonly used programs, as well as filter and sort out data options to be saved in the form of “views” for easy access.
- Efficiently extract data output in the form of PDF, Excel (xls), or Comma Separated Variable (csv) file formats
- Optimal Application accessibility allowing multiple tabs to be open on a web browser with any system(s) data. Additionally, staff may log-in from any location (even from outside the office)
- Enhanced GIS system integration capabilities
- Online Help Documentation (lifesaver icon)
- Duplication functions to expedite the data entry process
- Letter/Email Writer programs for organizations to make their own document changes and creations without having to call support (or be billed). Although, we will always assist when asked.
- Unlimited notes with attachments whether it be a scanned document, picture, spreadsheet, or any other similar file that has been saved on an accessible network or desktop drive. The attachment will be uploaded onto your database for future storage until deletion.
- Application/Program specific enhancements that consolidate data, data integration, overall functionality, and ease of use
- Support of eGovernment initiatives through Citizen Links, streamlined interfaces, smart device functionality, and more

In order for this process to occur, we would like to identify a few guidelines:

1. It is important to clean-up your Progress data, before conversion, which may include deleting any terminated users, printers, and/or any other old/out-dated/unused data history.
2. Because we are focusing on centralizing all locations into a Location Master (with the goal of cross-referencing various types of location information from building permits, sales tax/business licensing, utility billing, and special assessment systems), we ask that you inspect the address fields ensuring they match those also found within other applications. A unique Location Code will be used to identify each address location. Location Codes are NOT used within the Fund Management System.
3. Before the Fund Management System may be converted live, your organization MUST convert and run live any subsidiary applications including Utility Billing, Sales Tax & Business Licensing, Fixed Assets, Money Track, Building Permit, Special Assessments, Global Work Orders, and Cemetery Plot Tracking Systems. We strongly recommend converting the smallest of your applications first, typically Fixed Assets, Cemetery Plot Tracking, or Money Track systems.
4. We recommend converting when staff will have time to train and explore the new system navigation. Overall, we convert your data (typically a copy of 2-3 years of the your Progress data onto a completely separate test database), train on navigation and new functionality (1-2 hours), give you time to test and practice using the application (play with transactions, become familiar with menu placement, etc), then when ready, we will convert the system again to run live with full history.
5. During the training/testing/practicing period, be sure to check that reports are correct, printers communicate and function with the system, logos and/or signatures are properly placed and aligned, and addresses are cleaned up and placed within the proper fields for USPS compatibility.

To be placed on the schedule, please call or email Shelly or support, at the Centennial office

**One user has described the transition from Progress to Web as this:
*“In Progress you hit enter a lot and on Web you click the mouse a lot.
 Both are simple keystrokes.”***

Web Enhancements

Fixed Asset System (FAS) -

For depreciation schedules, the ZTOTALS schedule has been removed and replaced with a TOTALS line that will display on the following reports, if the asset has multiple schedules: Asset Acquisition by Department, Disposed Assets by Department, and Department Report.

Fund Management System (FMS) -

- Reprint Purchase Order -

When Emailing or Reprinting a Purchase Order already stored within the system, there is now an option to have a note created within the Purchase Order Notes file that details this action has been performed with the date and by whom.

- Post PO Receipts -

In addition to the receipt comment, now available is the option to also include notes with attachments. This may provide another confirmation of purchase order receipts by attaching the shipping document and any other user defined notes.

- PO & Requisition Line Details -

When creating/editing a PO or Requisition, a user may now insert a new line between existing lines and re-sequence lines by adjusting the line number.

- Requisition -

A Notes section has been added to both the requisition Group and Ladder maintenance Masters for users to include any additional information about a group and/or the ladder process as well as include attachments.

Utility Billing System (UBS) -

Within the Account/Location Inquiry, Location Information and Financial Status menu bar, and Account Balance box, there is now Un-updated UBS/FMS Cash fields. These fields may assist in providing further information regarding where a customers payments are sitting or missing.

Account Balance	
Current Balance:	0.00
Overdue Balance:	0.00
Total Balance:	0.00
Unapplied Cash:	0.00
Unupdated Ubs Cash:	308.24
Unupdated Fms Cash:	200.00
Balance After Update:	508.24
Includes Penalties:	0.00

Web TIPS

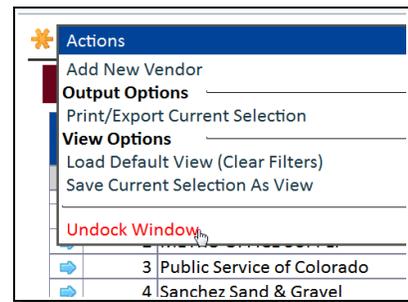
Don't forget about your Edit or Listing option!

Save yourself from a future headache by checking the numbers and data to validate batch/program input looks sufficiently correct before running the update posting option which will post the batch to the General Ledger, or create other mass changes to the systems.

The Web version goes a step further to notify the user when a batch is unbalanced and may prevent the posting of unbalanced batches unless marked to do so within the GL Master.

Undock Window -

This option is found within the yellow/orange asterisk icon. When performed, the “undocking” takes the grid, of file records, and places it into a new window so the user may continue to access various other system programs and information.



User Notes -



User notes may be utilized within the Web version as well as the Progress version, and can be extremely helpful. For example, if you are speaking with support and want to save the information you've been given, simply click on the lifesaver icon of the program you are working within to Add Note (under User Notes section, bottom left hand corner) in the new window.

Any notes created and saved will be stored for future reference and tied directly to a program. Important information unique to your organizations method and use of the software is easily saved and retrieved.

Currently, we are in the process of developing Help Topics and Context Sensitive Documentation for further added support assistance within this On-Line Help program.