



Newsletter

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

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GREETINGS!!

October is going to be a busy month here at American Data Group and we want to keep our wonderful clients informed. The topics in this newsletter include:

- *Users Group Conference Recap*
- *Tips*
- *List of Applications Available in the Web Version & Status of Those Not*
- *Web Enhancements*
- *Web Feature of the Month*

IMPORTANT ANNOUNCEMENT

The Conversion Process

If you haven't already, ADG encourages you to begin conversions of ADG software from the Progress version into the new Web version. There are endless benefits when converting to the Web version. Many of the features are highlighted in these newsletters, so please hold on to them for future reference. Each system within your organization will get 2 free conversions; one for training purposes on your data, and the other to go live. We suggest you choose a slower time when staff will feel comfortable getting used to the new look. All menus and processes are basically the same, just with a few added benefits and convenience factors. Please call Shelly Collins, Support Manager, at the office for scheduling.

Special Tips For Using the Web:

Keep your web-browser upgraded!

Popular browsers & their latest version:

- Internet Explorer 9
- Mozilla Firefox 7.0.1
- Safari 5.1
- Chrome BETA
- Opera 11.51

Keep your computer screen at a minimum resolution of 1024 x 768 for best picture of the data grid!

% of Clients Converted / In The Process

Below lists ADG software and the current percentage of clients who have gone through or are currently in the conversion process from Progress to Web.

- **Utility Billing System – 79%**
- **Fund Management System – 24%**
- **Sales Tax & Business Licensing System – 63%**
- **Fixed Assets System – 88%**
- **Special Assessments System – 66%**
- **Global Work Orders System – 90%**
- **Money Track System – 60%**
- **Cemetery Plot Tracking System - 75%**



2011 Rocky Mountain Users Group Recap

This years end-of-August conference was a success! Overall, we discussed new features on the Web version, provided useful tips, answered questions and engaged in user networking. Here's what a few had to say via the "2011 Rocky Mountain UGC" Survey results (responses were anonymous):

"[I liked] the overview of how things worked [which] was helpful in picking up features to use that we weren't aware of."

"I liked meeting the faces behind the names and realizing that Mark isn't as scary as he can seem on the phone."

"[I like the] Group setting to hear/learn other user's experiences on new web version. Opportunity to learn/ask questions about their deployment."

"[I like] Learning what is new, how it is used, and seeing the "BOSS". I really like the freebies too."

"I like the "feature" run-down more than anything. That is, the general session where maybe 1 or 2 things you didn't know about the system is discussed and is very useful to take back to the team."

So What's Available in the Web?? A LOT!!! Take A Look

Fund Management System -

- General Ledger (GL)
- Job Costing (JC)
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Purchase Orders (PO)
- Budget Prep (BU)
- Inventory Control (IC)
- Electronic Requisitions (RQ)
- Centralized Cash Receipting (CR)

Utility Billing System (UBS) & Citizen Link

Sales Tax & Business Licensing System (STS) & Citizen Link

Fixed Assets System with Preventative Maintenance (FAS)

Global Work Orders (GWS) & Citizen Link

Money Track System (MTS)

Cemetery Plot Tracking System (CPT)

Status of Everything Else:

In Development for the Web version:

- Payroll - Expected to be available February 2012.
- Electronic Time Cards - Expected to be available February 2012.
- Human Resources -
 - Open Enrollment & Personnel Action Requests - Expected to be available February 2012.

Currently In Testing:

- Building Permit System & Code Enforcement System - Expected to be available December 2011
- HR's Applicant Tracking & it's Citizen Link - Expected to be available November 2011

Future Development:

Court Management System with it's Citizen Link are expected to be available in the 4th quarter of 2012

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Web Enhancements

UBS – Disconnect Exempt Reason Code -

This unique code is user defined. Within the Codes Master file, notice the Primary Code “DER” which stands for Disconnect Exempt Reasons. A user may create unique reasons why a customer may be exempt from disconnection. These options are found within a customers billed locations under Disconnects information. If a Disconnect Exempt Reason is used, the Disconnect Exempt Thru Date must also be entered. Example: A customer's payment is currently in the mail, so the DER code could be “INCOM – Waiting Income”.


FMS – Remittance Address -

Vendors may have multiple remittance addresses associated with multiple location addresses. Each entered location may be optionally flagged as a remittance address under their “Send to Information”.

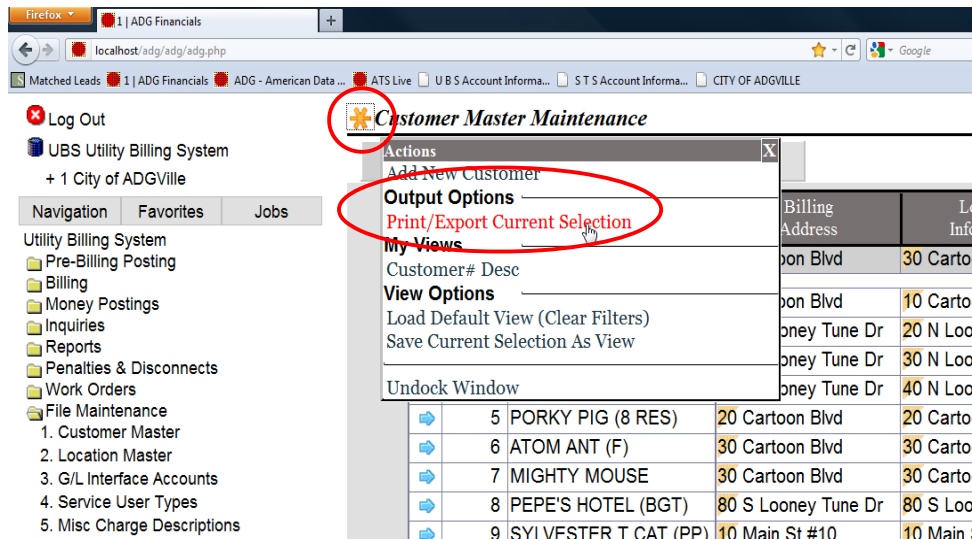
ADG THANKS YOU for your continued business and support!


WEB FEATURE OF THE MONTH

"Print/Export Current Selection"

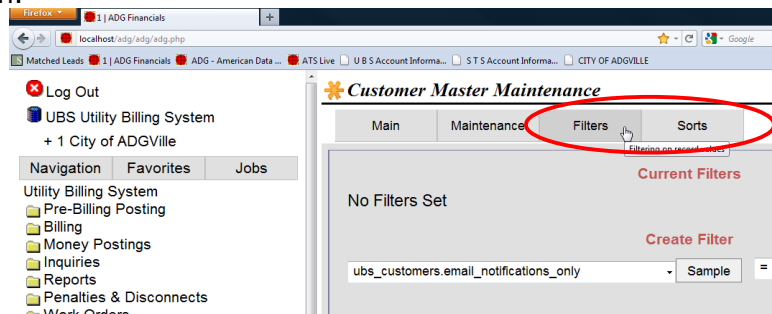
Under the Global Options  Icon

**Having trouble with Reports? Can't get the data in a report format you like?
Here is your solution!**



This option is always available, throughout the ADG software, wherever you see the Global Option Icon . By performing these steps, you will be able to take your ADG software data and automatically create an Excel Spreadsheet (.xls) or CSV File (.csv). Then, you may fully manipulate the data in anyway you like!

1. Use your Filters and Sorts tabs to create a Data Grid containing information relevant to what you are trying to accomplish.



2. Single-click (click the mouse once) the Global Options Icon (yellow asterisk) and proceed to click the "Print/Export Current Selection" link under Output Options. This will open a new window titled *Print/Export Current Selection*.
3. Mark all the fields you would like included in your spreadsheet and designate an order for them to be displayed by column (1 would be column A, 2 is B, etc).
4. Select additional options to include Column Headings, Associated Addresses, Notes and/or Custom Fields. Also give it a title and/or sub-title.
5. Select Excel Spreadsheet or Comma Separated Variable file under the **Output Format**. Click the "more" link if you would like this emailed to you.
6. Click the Submit button and your spreadsheet title, with a link to open the file, will appear in the Jobs tab on the left side of the screen.