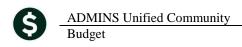


This document explains new product enhancements added to the ADMINS Unified Community for Windows **BUDGET** system.

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## 1. REPORTS-PERSONAL SERVICES [NEW]

To access reports, select **Budget** > **Reports** > [Personal Services].

| Report Library - Personal Services Budget   |   |  |  |  |  |  |  |  |  |  |
|---|---|--|--|--|--|--|--|--|--|--|
|   | Last Run Date Time<br>20-Feb-2015 14:28:01.69<br>un 19-Seo-2014 10:17:48,90   |  |  |  |  |  |  |  |  |  |
| 12688-Employees with Salary Changes - BU vs HR     Sample       12048-Budget Salary Changes     Sample       12052-Personal Services Audit Reports     Sample (R) | 21-Mar-2016 13:29:16.34<br>07-Jun-2016 09:51:57.95<br>13-Feb-2017 16:11:37.66 |  |  |  |  |  |  |  |  |  |
|   |   |  |  |  |  |  |  |  |  |  |

A report was added to the **12052 Personal Services Audit Reports** to identify potential duplicate positions. This report is available in Preview/Print/PDF and Excel<sup>®</sup> formats. The reports below identify two potential duplicated positions. The first potential duplicate is **Position #054-00980-14, PARAPROFESSIONAL**, assigned to employee # 000000, a vacant position. Since the employee number matches, the report shows this as a duplicate. The second potential duplicate is **Position #062-00760-99, INTERVENTIONIST,** is assigned to Employee #003827, and identifies 4 other duplicated positions. This may be intended, for example when a position may be held by multiple employees. This report serves to identify positions that may require further scrutiny.

| 12056-BUPOSAUDIT2.REP |              | Printed 20-Jan-2017 at 1 | 4:18:10  | ) by MUPDEV5           |              |        | Page                   |
|-----------------------|--------------|--------------------------|----------|------------------------|--------------|--------|------------------------|
|                       |              | Poss                     | sible Du | uplicate Positions     |              |        |                        |
|                       |              |                          |          |                        |              |        |                        |
|                       |              |                          |          |                        | Duplicate    | Dup    | Duplicate              |
| BudGrp                | Position     | Position Description     | Empl#    | Employee               | Budget Group | Empl#  | Employee               |
|                       |              |                          |          |                        |              |        |                        |
| 054                   | 054-00980-14 | PARAPROFESSIONAL         | 000000   | ****** Vacant Position | 054          | 020176 |                        |
| 2388                  | 062-00760-99 | INTERVENTIONIST          | 003827   |                        | 2388         | 005267 |                        |
|                       |              |                          |          |                        | 2388         | 005455 |                        |
|                       |              |                          |          |                        | 2388         | 020232 |                        |
|                       |              |                          |          |                        | 2388         | 020233 |                        |
| PLANTOPER             | 940-51416-98 | ATHLETIC EVENT-OT        | 000000   | ****** Vacant Position | 110          | 000000 | ****** Vacant Position |

Figure 1 Personal Services Audit Report Identifies Possible Duplicated Positions – Preview/Print/PDF format



| - 24 | A         | В            | С                    | D      | E                      | F            | G      | Н                      |
|------|-----------|--------------|----------------------|--------|------------------------|--------------|--------|------------------------|
| 1    |           |              |                      |        |                        | Duplicate    | Dup    | Duplicate              |
| 2    | BudGrp    | Position     | Position Description | Empl#  | Employee               | Budget Group | Empl#  | Employee               |
| 3    | 054       | 054-00980-14 | PARAPROFESSIONAL     | 000000 | ****** Vacant Position | 054          | 020176 |                        |
| 4    |           |              |                      |        |                        |              |        |                        |
| 5    | 2388      | 062-00760-99 | INTERVENTIONIST      | 003827 |                        | 2388         | 005267 |                        |
| 6    |           |              |                      |        |                        | 2388         | 005455 |                        |
| 7    |           |              |                      |        |                        | 2388         | 020232 |                        |
| 8    |           |              |                      |        |                        | 2388         | 020233 |                        |
| 9    |           |              |                      |        |                        |              |        |                        |
| 10   | PLANTOPER | 940-51416-98 | ATHLETIC EVENT-OT    | 000000 | ****** Vacant Position | 110          | 000000 | ****** Vacant Position |
| 11   |           |              |                      |        |                        |              |        |                        |

Figure 2 Personal Services Audit Report Identifies Possible Duplicated Positions – Excel<sup>®</sup> format

[ADM-AUC-BU-3853]

# 2. RECORD LOCKS [NEW]

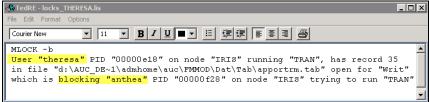


Users sometimes encounter a lock that prevents them from accessing a record. There is a message displayed at the bottom of the screen in the lower left corner that will say "Waiting for Record Lock, User \\IRIS\theresa", for example. This tells the user who else is on the record. Some users may be unable to see or interpret this message and will ask an expert user at their location for help.

A new feature is available that an expert user on the site may use to identify record locks. Select **Help** > Check Blocking Locks.

This will check for blocking locks and open a report window on the screen with the lock information.



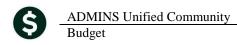


In the example, the user "Theresa" is blocking "Anthea" and the expert user may contact Theresa to ask her to exit the screen to release the lock and allow Anthea to access the record. The expert user now **must** click **File|Exit** to close this report window before they can do anything else in AUC.



The user with a record lock will not be able to use the Help ▶ Check Blocking Locks feature since they are already captive in the locked AUC process. They will need to ask another user, the site "super user" or ADMINS to check for them.

[ADM-AUC-SY-7995]



### 3. PREVENTING "FROZEN" SESSIONS [NEW]

Occasionally, users report that their session has **"Frozen"**. To minimize the chance of this happening, always exit the system using **File > Exit** from the menu.

| === [AUC] 27000-Led | gers Help Refe 🛛 🕂          |     | 192.168.168.24 |              |        |       |
|---------------------|-----------------------------|-----|----------------|--------------|--------|-------|
| File Edit Ledgers I | Purchase Orders Collections | Tax | Motor Excise   | Misc Billing | System | n Asy |
| Printer Setup       | <b>+ →</b> ₩                |     |                |              |        |       |
| Print               |                             |     |                |              |        |       |
| Exit                |                             |     |                |              |        |       |

**"Frozen"** sessions may result if the **X** on the blue connection bar at the top of the screen is used to close the AUC session, or if the session is abandoned at the end of the workday.

Users who will be away from their desks for longer than 30 minutes should exit from the AUC application using **File Exit** from the menu prior to departing. Do the same at the end of the workday, as open sessions on the server may result in unintended consequences.

[ADM-AUC-DOC-120]

## 4. MULTI-RECORD SCREENS [FIX]

Sites using version 9.2 of the ADMINS software were updated to use proportional fonts in the headings of multirecord screens. This allows fixed fonts to be used for the data within the grids, which users report are easier to read, while using variable fonts for the headings, fixing alignment issues.

| 8 Excel<br>9 Excel by Dat | e I        | 1 Acc | ount |        | 2 Postin  | g#       | 3 User Batch |      | 4 Reference# | <u>5 T</u>    |
|---------------------------|------------|-------|------|--------|-----------|----------|--------------|------|--------------|---------------|
| Trx Date                  | Reference# | Line  | GL#T | rxCode | User Bat# | Posting# | Amount       | Type |              | Display - Ven |
| 31 Dec 9999               |            |       |      |        |           |          |              |      |              |               |
| Figure 3 Be               | fore       | I     | I    |        |           |          |              |      |              |               |

| 8 Excel<br>9 Excel by Dat | e [        | 1 Acc | ount |         | 2 Posting | g#       | 3 User Batch |      | 4 Reference# | 5 Trx Date       |
|---------------------------|------------|-------|------|---------|-----------|----------|--------------|------|--------------|------------------|
| Trx Date                  | Reference# | Line  | GL#  | TrxCode | User Bat# | Posting# | Amount       | Type |              | Display - Vendor |
| 03-Jan-2017               |            | - Ži  | 10   | DEVI    | 730       | 400000   | 46,00        |      |              |                  |

**Figure 4 After** 

[ADM-AUC-SY-8002]

## 5. SCREEN MINIMIZED ON TIMEOUT [FIX]



Users on selected sites were unable to restore an AUC session if the screen was minimized and the time out limit was reached. With the software update, restore an AUC session by double clicking on the ADMINS icon in the taskbar

[ADM-AUC-SY-8001]

# 6. SYSTEM ADMINISTRATION KIT [UPDATE] PCL 5

Some printers advertised to be PCL 6 compliant do not include PCL 5 backward compatibility. When deploying printers without PCL 5 backward compatibility, ADMINS recommends that the default for reports is set to **PDF** printing.

### 6.1. Printers [PDF Option]

ADMINS recommends that sites select a default of **"PDF"** for reports. The only impact to the users will be the report displayed in the PDF Viewer instead of the ADMINS Report Viewer (TedRE). If you want your site to default to PDF output please contact <u>support@admins.com</u> to arrange for the change.



#### 6.1.1. What Will the Users See?

| 🔝 Task 1610: Trial Balance 🛛 🗙  | 🔣 Task 1610: Trial Balance 🛛 🗙  |
|---|---|
| General Ledger Trial Balance Report   | General Ledger Trial Balance Report   |
| Run as © Preview C Print C PDF C Excel<br>If Printing use Duplex © Yes C No | Run as C Preview C Print C PDF C Excel<br>If Printing use Duplex © Yes C No |
| Lookup OK Cancel Clear All  | Lookup OK Cancel Clear All  |
| Figure 5 Preview as the Default   | Figure 6 PDF as the Default   |
| TedRE - GL_Trial_Balance_MUPDEV4[1].lis                                     | GL_Trial_Balance_MUPDEV4[1].pdf - Adobe Reader                              |
|   |   |
| A 10 STREAM AND INCOME IN MALE AND A STREAM AND A STREAM                    |   |

Figure 7 ADM Ted Viewer



This default will not prevent users from selecting **Preview**. If a user tries to print the **"\*.lis"** report output using the **TedRE Preview** to a printer that is not PCL 5 compliant the report will not print. Selecting **PDF** will preview the report in a **PDF Viewer** window and will print to any printer.

[ADM-AUC-SY-8008]

## 7. ADOBE ACROBAT PDF VIEWER SETTINGS [NEW]

PDF is the default for ADMINS reports on some sites. When the report comes into view, you may customize the appearance of the viewing window by pressing **[CTRL|K]** or selecting **Edit Preferences**. From there, you may set your default layout and zoom with the drop down menus.

| Preferences   | ×   |
|---|---|
| Categories:   | Default Layout and Zoom   |
| Commenting<br>Documents<br>Full Screen<br>General<br>Page Display<br>3D & Multimedia<br>Accessibility<br>Forms<br>Identity<br>International<br>Internet<br>JavaScript<br>Measuring (2D)<br>Measuring (3D) | Page Layout:       Single Page       Zoom:       Fit Width         Resolution       Image: Single Page       Image: Single Page       Image: Single Page         Rendering       Smooth Text:       For Laptop/LCD screens       Image: Single Page         Image: Single Page       Image: Single Page       Image: Single Page       Image: Single Page         Image: Single Page       Image: Single Page       Image: Single Page       Image: Single Page         Image: Single Page       Image: Single Page       Image: Single Page       Image: Single Page         Image: Single Page       Image: Single Page       Image: Single Page       Image: Single Page         Image: Single Page       Image: Single Page       Image: Single Page       Image: Single Page         Image: Single Page       Image: Single Page       Image: Single Page       Image: Single Page         Image: Single Page       Image: Single Page       Image: Single Page       Image: Single Page         Image: Single Page: Single Page       Image: Single Page       Image: Single Page       Image: Single Page         Image: Single Page: Single Page       Image: Single Page       Image: Single Page       Image: Single Page         Image: Single Page: Single Page       Image: Single Page       Image: Single Page       Image: SinglePage         Image: Single Pa  |
| Measuring (Geo)<br>Multimedia (legacy)<br>Multimedia Trust (legacy)<br>Online Services<br>Reading<br>Reviewing<br>Search<br>Security<br>Security<br>Security (Enhanced)                                   | Page Content and Information         Image images       Image images         Image images       Image images         Image images       Image images         Image images       Image image images         Image image images       Image image images         Image image image image       Image image image         Image image image image       Image image image         Image im |
| Spelling<br>Tracker<br>Trust Manager<br>Units<br>Updater  | Reference XObjects View Mode Show reference XObject targets: Only PDF/X-5 compliant ones Location of referenced files: Browse for Location  |
|   | OK Cancel   |

[ADM-AUC-DOC-118]

### 8. HELP REFERENCE LIBRARY

#### 8.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

| • | PROCESSING | BU-110 Budget Processing         | [Update] |
|---|------------|----------------------------------|----------|
| • | SYSTEM     | BU–320 System Administration Kit | [Update] |