

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

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1. COLLECTIONS EDIT LISTS - INCLUDE CUSTOMER # & NAME [UPDATE]

Special Invoice collections reports now include the Customer# and Name on the **Receipt, Submit Batch** and **Restore Batch Edit Lists**. Select **Misc Billing ▶ Collections ▶ Batch ▶ Edit List** to see a sample of the updated Edit List.

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<u>G</u> oto Actio <u>n</u> s					Batch Type Receipt Adjustment		Egit Note No text available		
2 Enter Receipts	Cash(Expected		Entered	Balan	ce	
	Cash(F	°aper)		62,50		62,50			
<u>3</u> Edit	List			62,50		62,50			
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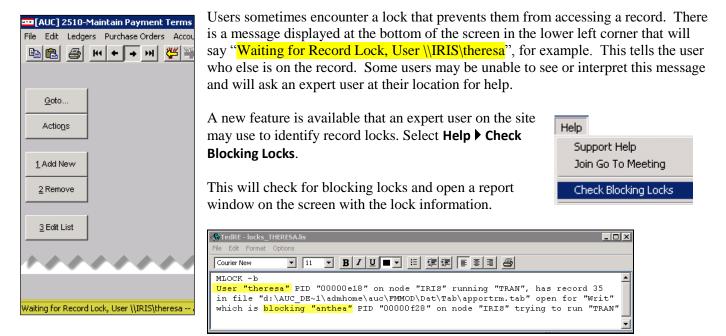
Figure 1 Detail Edit List

10350-MBREC	EDT.REP		1	Printed 23-	Mar-2017 at 15:50:18 by THER	ESA			of ADMINS t Edit List
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59	37234	2017	10-Dec-2016 Cust#:		25 FOX LN DRAPEAU PHILIP & SIMONE	MB	Special In	nvoic	
59	37235	2017	10-Dec-2016 Cust#:		1341 LOWELL RD MARDEN JOHN A R & BARBARA S		Special I	nvoic	
									*** Report Ba

Figure 2 Summary Edit List

[ADM-AUC-MB-44]

2. RECORD LOCKS [NEW]



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.

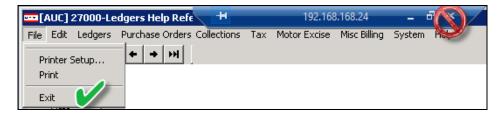


The user with a record lock will not be able to use the Help ▶ Check Blocking Locks feature since they are already captive in the locked AUC process. They will need to ask another user, the site "super user" or ADMINS to check for them.

[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.



"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.



ADMINS Unified Community Miscellaneous Billing

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. 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 be set to **PDF** printing.

4.1. 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.



This is a site-wide change that will affect all modules and all users of AUC.

4.1.1. 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 O Print O PDF O Excel	Run as O Preview O Print O PDF O Excel
If Printing use Duplex 💿 Yes 💿 No	If Printing use Duplex @ Yes C No
Lookup OK Cancel Clear All	Lookup OK Cancel Clear All
Figure 3 Preview as the Default	Figure 4 PDF as the Default
TedRE - GL_Trial_Balance_MUPDEV4[1].lis	GL_Trial_Balance_MUPDEV4[1].pdf - Adobe Reader
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Figure 6 PDF 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]



5. ADOBE ACROBAT PDF VIEWER SETTINGS [UPDATE]

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 **EditPreferences**. From there, you may set your default layout and zoom with the drop down menus.

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Categories:	Cefault Layout and Zoom
Commenting Documents	Page Layout: Single Page 💌 Zoom: Fit Width
Full Screen General	Resolution
Page Display	C Use system setting: 96 pixels/inch Custom resolution: 110 🚖 pixels/inch
3D & Multimedia Accessibility Forms Identity International Internet JavaScript Measuring (2D) Measuring (3D) Measuring (Geo)	Rendering Smooth Text: For Laptop/LCD screens Smooth line art Smooth images Use local fonts Enhance thin lines Use page cache Use page cache
Multimedia (legacy) Multimedia Trust (legacy) Online Services Reading Reviewing Search Security Security Security (Enhanced) Spelling	Page Content and Information Image images Use smooth zooming Image images Show transparency grid Image images Always show document page size Use Overprint Preview: Only For PDF/X Files
Tracker Trust Manager Units 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]

6. 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.

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Figure 8 After

[ADM-AUC-SY-8002]

7. 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]

8. HELP REFERENCE LIBRARY

8.1. New and Updated Documentation

SYSTEM MB–610 System Administration Kit

[Updated]