



# SYSTEM (ALL MODULES)

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## RELEASE NOTES – DECEMBER 2016

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

### Table of Contents

<b>1.</b>	<b>NEW HELP REFERENCE LIBRARY INDEX .....</b>	<b>2</b>
1.1.	Numbering Added to Help Reference Libraries [New] .....	2
1.2.	Alphabetical Index for Help Documents [New] .....	2
1.3.	New or Updated Documentation .....	3
1.3.1.	Ledgers .....	3
1.3.2.	Purchase Orders .....	3
1.3.3.	Accounts Payable .....	3
1.3.4.	Human Resources .....	3
1.3.5.	Budget .....	4
1.3.6.	Collections .....	4
1.3.7.	Tax .....	4
1.3.8.	Motor Excise .....	4
1.3.9.	Miscellaneous Billing .....	4
1.3.10.	System .....	4



# 1. NEW HELP REFERENCE LIBRARY INDEX

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.

## 1.1. Numbering Added to Help Reference Libraries [New]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 1 shows a sample of the new numbering scheme. For example, when using the Help Documents Index, an Adobe security challenge may appear repeatedly, and users may want to turn off the security challenge. Support staff will refer the user to the help document **SY-180 Set Adobe Reader Preferences**. The document is found in numerical order in the Help Reference Library. There is an index similar to this on all the AUC Modules.

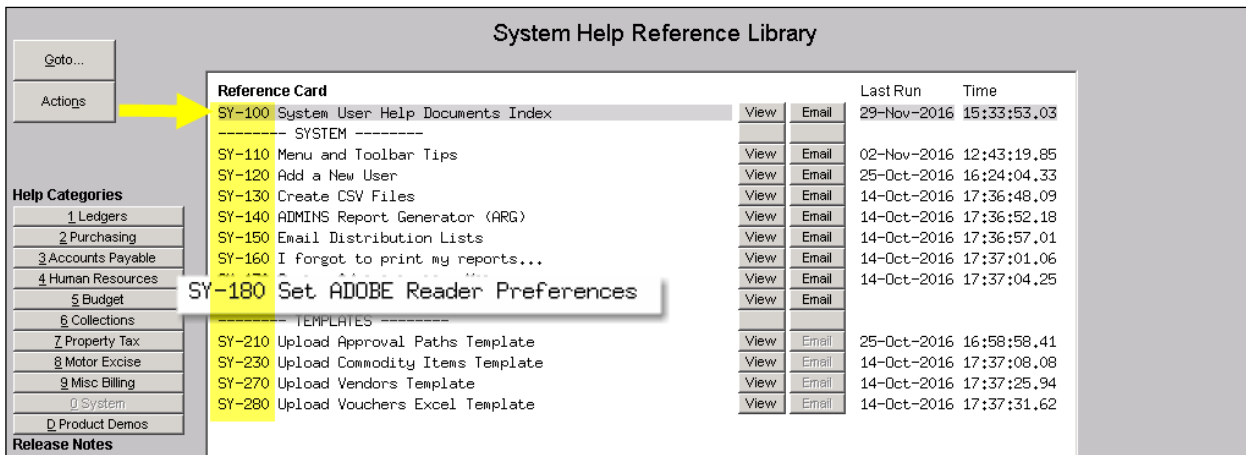


Figure 1 New Numbering System for the Help Reference Library

## 1.2. Alphabetical Index for Help Documents [New]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document.

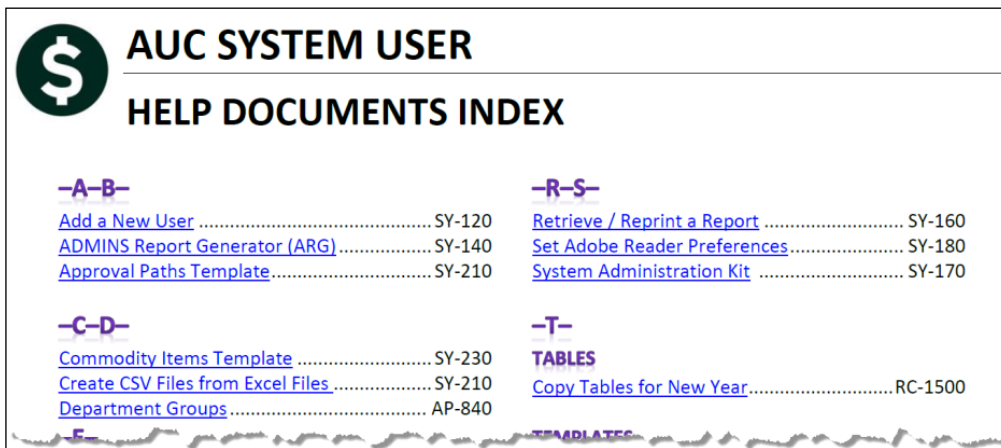


Figure 2 Help Documents Alphabetical Index with Clickable Links



Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. If the reference is to a Release Note, the **Month and Year** of the release note will be referenced.

	
<a href="#">Controlling Access to the Budget</a> .....	BU-130
<a href="#">Cost Breakdown Reports</a> .....	DEC-2016 <sup>1</sup>
<a href="#">Create CSV Files from Excel Templates</a> .....	BU-310

<p><sup>1</sup> Refers to a Release Note, for the cited month and year – in this case, Budget Release Notes for December of 2016.</p>
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**Figure 3 Index Referring to a Release Note**

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to [support@admins.com](mailto:support@admins.com) so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

### 1.3. New or Updated Documentation

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

#### 1.3.1. Ledgers

- GL-100 Finance Director Help Documents Index
- ACCOUNT MAINTENANCE      GL-260 Bank Code Table

#### 1.3.2. Purchase Orders

- PO-100 Purchasing Help Documents Index

#### 1.3.3. Accounts Payable

- AP-100 Accounts Payable (Vouchers) Help Documents Index
- QUERIES      AP-490 Warrant History

#### 1.3.4. Human Resources

- HR-100 Human Resources Help Documents Index
- SITE SPECIFIC      HR-1089 MBE Personnel Screen
- YEAR END PROCESSING      HR-675 1095C Processing
- HR-680 IRS Instructions for Forms 1094/95C
- HR-705 1095C TCC (AIR System) Registration
- HR-710 ACA November 2015
- HR-720 ACA December 2015
- HR-730 ACA January 2016
- HR-740 ACA February 2016



### **1.3.5. Budget**

- BU-100 Budget Manager Help Documents Index
- MAINTENANCE Budget Processing

### **1.3.6. Collections**

- RC 100 Collections Help Documents Index
- TREASURY RECEIPTS RC-1365 Posted Batch Cover Sheet
- SITE SPECIFIC RC-1710 CRI Quarterly Export of Real Estate Balances  
RC-1720 CRI Export Payments made to Delinquent Accounts  
RC-1730 CRI Income Tax Offset Export  
RC-1740 CRI Rossi Law Lockbox

### **1.3.7. Tax**

- RC-100 Property Tax Help Documents Index  
(Real Estate, Personal Property, Tax Title, Deferral & Bankruptcy)

### **1.3.8. Motor Excise**

- MV-100 Motor Vehicle Tax Help Documents Index

### **1.3.9. Miscellaneous Billing**

- MB-100 Miscellaneous Billing Help Documents Index

### **1.3.10. System**

- SY-100 System Administrator Help Documents Index
- SYSTEM SY-180 Set ADOBE Reader Preferences