SYSTEM (ALL MODULES)

RELEASE NOTES – SEPTEMBER 2014

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

The ADMINS Support staff will install these changes to your system on **September 6, 2014**.
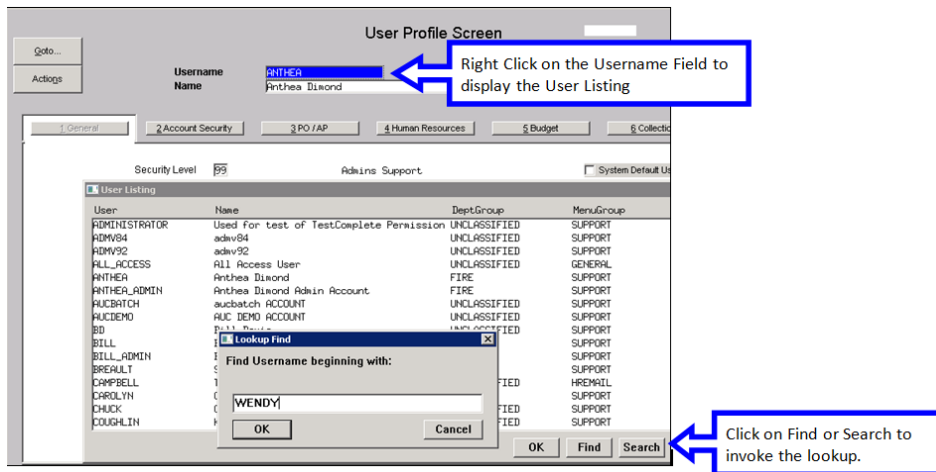
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1.   USER MENU

1.1.   USER PROFILE

1.1.1.   Lookup by User Name

The User Profile screen was enhanced to force caps lock on the SEARCH/FIND buttons on the lookup on the User Name field. This will make it easier to find a user name. To access this screen, select **System** ▶ **User Menu** ▶ **User Profile** and right click in the Username field. This lookup will appear:

[ADM-AUC-SY-7910]

2.   TWO NEW HELP REFERENCE CATEGORIES ADDED

2.1.   System-Wide Documentation

To make documentation readily available for system-wide features, a System Help Reference Library was added to the menu. Access it by selecting **System** ▶ **Help Reference Library**.

[ADM-AUC-SY-7912-3]

2.2.   Templates for Data Uploads

In addition, frequently used templates for data uploads are available in the **System Help Reference Library**, which may be opened directly on AUC server by clicking on the View button. These Excel files will be saved to a folder on the server. Make note of the file location when using these Excel templates so you may easily find the file when performing the upload.

The default location for financial templates is here: \admhome\auc\FMMOD\Dat\Wrk and will apply to the following templates:

- Allocation Codes
- Approval Paths
- Chart of Accounts
- Commodity Items

- Journal Entries
- Vendors
- Vouchers

The Real Estate Sales History template will be found in \admhome\auc\REMOD\Dat\Wrk.

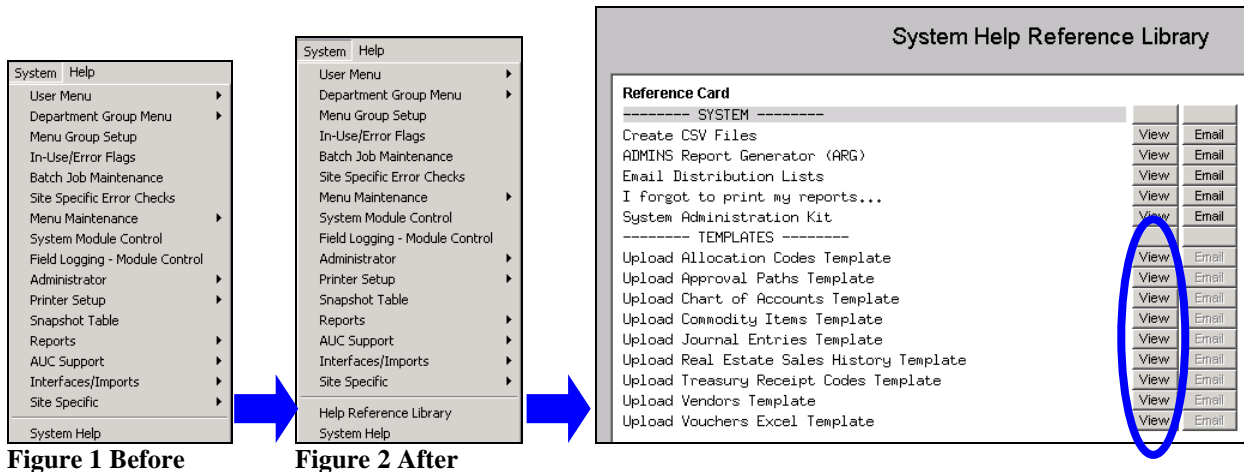The Treasury Receipt Codes template will be located in \admhome\auc\RCMOD\dat\wrk.

Figure 1 Before   **Figure 2 After**

[ADM-AUC-SY-7912-2]

2.3. New Button for System on Help Reference Library Screens

The new **System Help Reference Library** is also available via push button on the left side of each Help Reference Library Page.
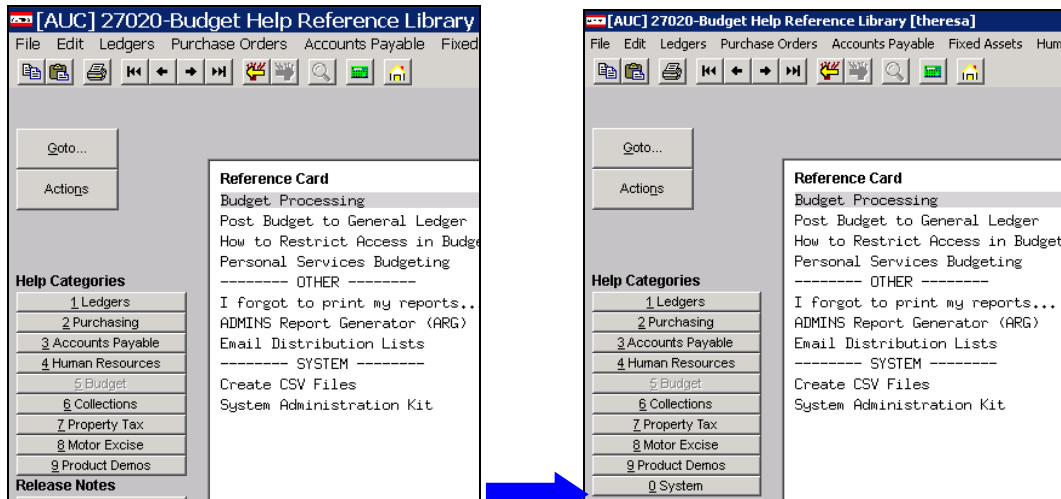

Figure 3 Before   **Figure 4 After**

[ADM-AUC-SY-7912-1]

2.4. New Library for Miscellaneous Billing Module

In anticipation of the release of a new module, a Help Reference Library for Miscellaneous Billing has been added. The buttons for System and Product Demos were swapped as well which incorporates the use of Alt|D as the keyboard shortcut for the Demos.
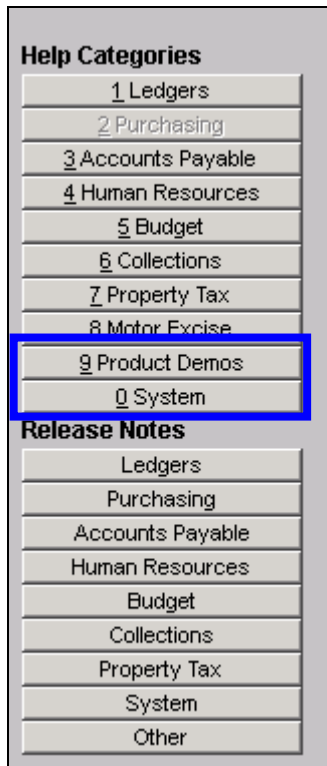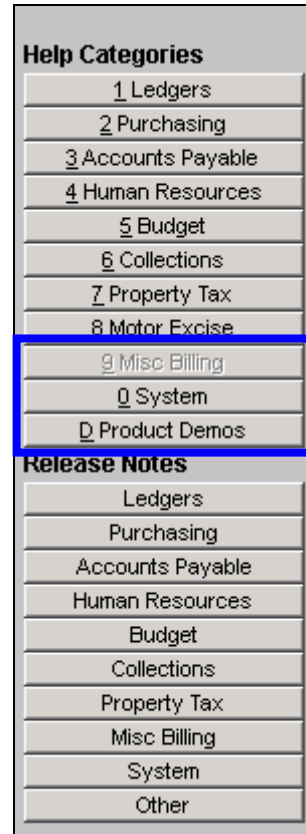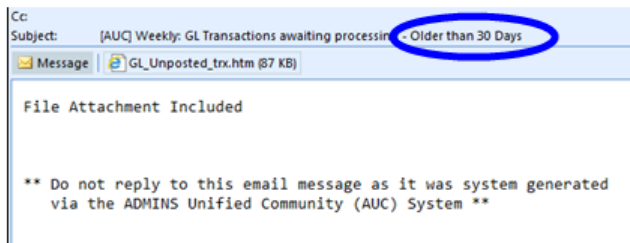

Figure 5 Before

Figure 6 After

[ADM-AUC-SY-7923]

3. END OF WEEK REPORT

The end of week report of **GL Transactions Awaiting Processing** will now only report on transactions in the unposted file if the transaction date is more than 30 days from the date the report is run. The email subject will be as shown below:

The report will have a heading showing this:

```
-Jun-2014 at 12:07:27 by ANTHEA
                              Town of ADMINS
                         Print Unposted Transactions

End of Week Processing - Report of Transactions Awaiting Posting  OLDER THAN 30 DAYS
================================================ =================== ============== ===============
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<div align="right">ADM-AUC-GL-8119]</div>

4.   HELP REFERENCE LIBRARIES

The following Help Reference Libraries have had either new or updated documentation added.

4.1.   General Ledger

- POSTING: Changing Unposted Transaction Accounts & Amounts
- RECONCILIATION/ACCOUNTING   Accounting Transaction Types
- INTERFACES   CUSI/UMS Interfaces

4.2.   Purchase Orders

- OTHER   Voiding Checks that Reference Purchase Orders

4.3.   Accounts Payable

- ENTER VOUCHERS: Entering a Credit Voucher

4.4.   Human Resources

- SPECIAL PROCESSING   Longevity

4.5.   Budget

- PERSONAL SERVICES: Personal Services Budgeting

4.6.   Revenue Collections

- INTERFACES   CUSI/UMS Interfaces

4.7.   Tax

- INTERFACES   CUSI/UMS Interfaces

4.8.   System

- SYSTEM   Help Reference Cards for System Wide features
- TEMPLATES   Frequently Used Templates for Data Uploads
- SYSTEM   System Administration Kit