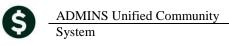


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This document explains new product enhancements added to the ADMINS Unified Community for Windows System Library and installed on your site in September 2015.

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1. ACCOUNT SECURITY

1.1. User Security Setup Report

A new report named "User Security Setup" was added to help with setting up users on sites with particularly intricate security. To access the report, select **Actions** User Security Setup from the Maintain Account Security screen. Only users with the proper privilege may access this screen.

	Example: AUC] 1030-Maintain Account Security	[theresa]			
	File Edit Ledgers Purchase Orders Accourt	nts Payable Fixed Asset	s Human Resou	rces Budget Co	ollections Tax Motor B
	<u> ■</u> 🖶 🖶 + + + + + + + + + + + + + + + + +	S 🔳 🔒			
Goto Actions	Goto Actions		Mai	ntain Acco	unt Security
Rebuild Security By User	Rebuild Security By User	Username THE	RESA	Theresa	a Campbell
Rebuild Security By FY	Rebuild Security By FY	1			
Rebuild Security By User By Year	Rebuild Security By User By Year	-			
Rebuild Multiple User Security By Year	Rebuild Multiple User Security By Year	Туре		Access Code	s
	Update Default Record	Asset	C Read	Write	C No-Access
Update Default Record	Copy User	Expenditure	C Read	Vvrite	C No-Access
Copy User		Fund Equity	O Read	Write	O No-Access
Copy Oser	e ha a a	Fund Equitog			
Edit List	Edit List User Security Setup	Liability	C Read C Read	 Write Write 	C No-Access C No-Access

Figure 1 Before

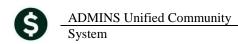
Figure 2 After

The report may be run for all users or may be filtered to select up to nine users.

	Account Security [theresa]		192.168.168
	ese Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax	Moto	
Goto	Maintain Account Secur	rity	
Actions			
	Username THERESA Theresa Campbell		
	Task 1745: User Account Security Setup Report	×	
	User Account Security Setup Report		
	Optional: Enter up to 9 Usernames Edit 0 values:		
	Run as @ Preview @ Print @ PDF		
	If Printing use Duplex © Yes © No		
		lear All	
	1 Fund Security Table 2 Department Security Table		
	2 Functional: Enter up to 9 Usernames	X	
	SLOOK 1: BD	Bill Davis	
	6 Year 2: LUANN	LuAnn Moore	
	3: MARY	Mary MacKinnon	
	4:		
	5:		
	6:		
	7:		
	8:		
	9:		
	Lookup OK	Cancel Clear All	
Ready	Status: User Active		Lkup

1745-FMREP:G	LACTSECRPT.REP Printed 02-Jun-2015 at 13 Town of ADMINS User Account Security Setup	-
	Description	Access Type
User: BD	Bill Davis	
Dept: UNCLAS:		
Fund		
runa 0000		No Access
	TRASH-OPERATING FUND	No Access
	WATER-OPERATING	No Access
	SEVER-OPERATING FUND	No Access
	CURBSIDE OPERATING FUND	Write
0401	CURBSIDE PRIOR YEAR	Write
0444	ERATE CREDITS FOR TECHNOLOGY	No Access
1000	General Fund	No Access
2000	SPECIAL REVENUE	No Access
2009		No Access
2010	SCHOOL GRANTS	No Access
2020	SCHOOL LUNCH PROGRAM	No Access
2030	SCHOOL SECURITY 2013 GRANT	No Access
2040	SCHOOL CHOICE, REC TUITION	No Access
	CPC (E.C.CH188)	No Access
2060	SPED EARLY CHILD GRANT	No Access
2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	No Access

[ADM-AUC-GL-8178]



2. REPORTS

2.1. Retrieve Output Files Email Option Added

Prior to the software update, the Retrieve Output Files function offered options to:

View a Report
Print a Report

Save & View a Report as a PDF Download a Report

1Select Module AP Accounts Payable	1 Select Module Revenue Collections
2 Select File AP_Invalid_FY_ANTHEAE11.lis	2 Select File Partial Pag_Edit_THERESAL43.lis
3 View Report Sawe/View PDF SDownload Report	2 View Report Save/View PDF 2 Download Report
Figure 2 Before	Figure 3 After

Now existing reports may be emailed as a PDF file to anyone with a valid email address (within the system or external to the system). To use this feature, select **Reports** > **Retrieve Output Files** from the menu.

See the instructions in the Help Reference Library titled:

	OTHER
I forgot	to print my reports

Click on Email Report and fill in the blanks (only the email address is required; the four notes fields are optional):

🔝 Task 360: Email Reports	×		
Email Reports			
Required: Enter Email Address	support@admins.com		
Optional: Enter Note 1	This note field is optional and will appear in the body of the email sent.		
Optional: Enter Note 2			
Optional: Enter Note 3			
Optional: Enter Note 4			
	Lookup OK Cancel Clear All		

In the example above, the report will be sent as a **pdf** file to the email address <u>support@admins.com</u>. A message will appear confirming that the report was emailed. The body of the email message will include the text "Please find attached the report requested to be emailed" followed by any optional note text entered by the user.

In addition, the body of the email will include the complimentary close "Thank you" and the name of the user sending the report as specified in the User Profile table in the AUC system. Finally, there will be a message instructing the recipient not to reply to the message as it was automatically genrated from the system.

ADMINS Unified Community Release Notes - Version 6.2 System September 2015 From: aucdev@admins.com Sent: Tue 8/11/2015 12:51 PM To: **∃** support Cc: Subject: Sending Report from AUC 🖂 Message 🧏 PartialPay_Edit_THERESA[1].PDF (6 KB) C₂ Please find attached the report requested to be emailed . This note field is optional and will appear in the body of the email sent. Retrieve Output file X Thank you Theresa Campbell Report has been Emailed ** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System ** ÖK

Figure 4 Example of email with an attached report

If you wish to print a retrieved report, you may do so by first clicking <u>3 View Report</u> and then selecting File | Print from the menu. This allows you to preview and confirm that you have selected the correct report prior to printing.

[ADM-AUC-SY-7966]

2.2. Default Report Format

The default format for reports generated from commands is now PDF. This will make it easier for users to email reports and allow for printing to any available printer.

[ADM-AUC-FM-8115]

3. HELP REFERENCE LIBRARY

3.1. New or Updated Documentation

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

3.1.1. Ledgers

• FISCAL YEAR END Capital Projects

3.1.2. Purchase Orders

- PURCHASE ORDER PROCESSING Changing a Signature on a PO F
- OTHER

Changing a Signature on a PO Form Module Control

Miscellaneous Billing 3.1.3.

• •	COLLECTIONS BILLING MAINTENANCE	Adjustments & Transfers Subscription Billing Customer Maintenance		
3.1.4	Revenue Collections			
•	TREASURY RECEIPTS	Apply TR # to Posted Batches		
3.1.5. Tax–Real Estate				
•	BILLING	Upload Sales History		
3.1.6. All Modules				
•	OTHER	I forgot to print my reports		