



# FIXED ASSETS

## RELEASE NOTES – JUNE 2022

This document explains new product enhancements added to the **ADMINS Unified Community for Windows (AUC) FIXED ASSETS** system.

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### 1. CLEARING DATA FROM A FIELD [Information]

When removing data in a field use {Spacebar} | {Enter} to clear the field.

#### 1.1 Example – Voiding a “No Check” or “Wire” in Accounts Payable

Users report being unable to remove data that exists on a screen. For example, processing a “No Check” or “Wire” in Accounts Payable stamps the cleared date on the record when it is disbursed. To void a “No Check”, or “Wire”, the “Cleared Date” for the transaction must be blank.

In the example, the “No Check” #4000693 is to be voided. Go to:

**Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management – By Check Date**

The screenshot shows the 'Bank Account Management' window. At the top, it displays 'Bank: FIRST' and 'TESTING FOR TOC TD05'. Below this is a table of checks. A callout box points to a row with check number 4000212, amount 370.19, and a cleared date of 22-Oct-2018. The callout text reads: 'The system has automatically supplied a cleared date. To erase the date, position the cursor in the field and press {Spacebar}|{Enter}'.

1 Check	2 CheckDate	Type	Warrant	Payable To	Amount	Status	Voided	Cleared	Detail
4000210	15-Nov-2018	No Chec	005831	AFL-CIO AFSCME LOCAL 747	20.00	Issued		22-Oct-2018	6 View Detail
4000211	15-Nov-2018	No Chec	005831	AFLAC- DIS/DENTAL GA	63.57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	370.19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	123.00	Issued		22-Oct-2018	
3001795	28-Sep-2018	Wire Tr	005830	TOWN OF BELL-GROUP INS CL T F	208.74	Issued		22-Oct-2018	
4000210	15-Nov-2018	No Chec	005831	AFL-CIO AFSCME LOCAL 747	20.00	Issued		22-Oct-2018	
4000211	15-Nov-2018	No Chec	005831	AFLAC- DIS/DENTAL GA	63.57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	370.19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	123.00	Issued		22-Oct-2018	6 View Detail
3001797	15-Nov-2018	Wire Tr	005831	MUTUAL OF OMAHA CO	13.50	Issued		22-Oct-2018	

While this example used the Accounts Payable cleared date, this works on most fields in the AUC system.

[ADM-AUC-SY-8242]



## 2. HELP REFERENCE LIBRARY

Added the following new or updated documents to the Help Reference Library and content to **ADMINS.com**:

### 1.2 New Or Updated Documents

SYSTEM [SY-105 Locking Screen](#) [Updated]

### 1.3 New or Updated Content on ADMINS.com

<a href="#">Clear Data from a Field [1:17]</a>	[New]
<a href="#">Favorites Screen [2:23]</a>	[New]
<a href="#">How to Exit from AUC [1:54]</a>	[New]
<a href="#">Index of Help Documents [0:51]</a>	[New]
<a href="#">Log in to the Training Area [2:04]</a>	[New]
<a href="#">Quick Task Selector [2:12]</a>	[New]
<a href="#">Reset an AUC Password [2:00]</a>	[New]
<a href="#">Resolving Record Locks [2:14]</a>	[New]