



Fixed Assets Module

Release Notes

June 2023

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

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1 Help Reference Library & ADMINS Website

The following new content was added to **ADMINS.com**.

1.1 Content on **ADMINS.com**

[Maintaining Email Distribution Lists](#)


[Printing to the Local Printer](#)


2 ADMINS Video Library

Please check out these [Videos & Quick Tips \(admins.com\)](#). These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for “once in a while” tasks. The videos provide “just-in-time” training when new staff is coming aboard.



support@admins.com



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AUC Video Launchpad

Below is a list of training videos for new users to get acquainted with AUC, and for current users to take a deeper dive into a process or get a refresher for "once a year" tasks.

Getting Started

- [Logging In to AUC & Basics](#) (7:00)
- [Logging out of AUC](#) (1:54)
- [Reset AUC Password](#) (2:00)
- [Use the Training Area](#) (2:04)
- [Clear Data From A Field](#) (1:17)
- [Favorites Screen](#) (2:23)
- [Index Of Help Documents](#) (0:51)
- [Reprinting A Report](#) (4:20)
- [Optimize the PDF Viewer](#) (3:37)
- [Email Signatures](#) (1:36)
- [Quick Task & Report Button](#) (2:12)
- [Check for Record Locks](#) (2:14)
- [Attachments in AUC](#) (4:20)
- [How to Configure RDP for Local Printers](#) (2:19)

GL Training

- [Add a New GL Account](#) (4:07)
- [Budget Transfers via a JE](#) (2:55)
- [Drill Down on Account](#) (4:51)
- [Transaction History Queries](#) (7:07)
- [General Ledger Reports](#) (10:09)
- [Expenditure Summary Report](#) (4:04)
- [Set Up A New Fund](#) (9:17)
- [Automate Reports using Job Stream](#) (24:28)
- [How to Upload a Journal Entry](#) (5:57)
- [How to Reverse a Journal Entry](#) (4:08)
- [Fixed Assets Module](#) (1 hour 21 minutes)
- [Budget Transfers via a Journal Entry \(HVMA\)](#) (3:00)

AP/PO Training

- [Approvals - The AP/PO Dashboard](#) (3:49)
- [Purchase Order Entry](#) (7:28)
- [Reprint Purchase Order](#) (3:17)
- [PO Change Orders](#) (5:43)
- [Request A PO Liquidation](#) (2:34)
- [Liquidate a PO](#) (3:11)
- [Create a Direct Payment Voucher](#) (5:35)
- [Create a Voucher from a PO](#) (6:20)
- [Voucher Change Orders](#) (4:22)
- [Liquidate a Voucher](#) (4:16)
- [Transfer AP Voucher Batch](#) (4:22)
- [Delete AP Vouchers/Batch](#) (2:29)
- [PO Queries](#) (7:14)
- [PO & Voucher Reports](#) (2:47)
- [Querying Vouchers](#) (5:29)
- [Add a New Vendor](#) (2:54)
- [Vendor Attachments](#) (2:50)
- [Add a Vendor Remit Address](#) (3:20)
- [Voucher Selection Error Report](#) (2:59)
- [AP Disbursement Process](#) (10:45)

Collections & Tax

- [Enter Bill Payment Receipts](#) (7:14)
- [Enter Treasury/ Departmental Receipts](#) (10:57)
- [Reprint a Bill](#) (4:01)
- [Bill Inquiry Screen](#) (7:26)
- [Bill Locator Screen](#) (3:30)

HR Training

- [Create A Payroll Warrant](#) (3:31)
- [Timesheet Entry](#) (7:34)
- [HR Adjustment via Employee Maintenance Screen](#) (3:49)
- [How To "Uncalculate" A Warrant](#) (2:14)
- [Create A Recon File After Warrant Is Posted](#) (1:10)
- [Add Historical Salary Change Record](#) (2:47)

Power Users & IT Staff

- [Email Distribution Lists](#) (4:34)
- [User Account Security](#) (6:32)

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.

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