



HUMAN RESOURCES

RELEASE NOTES – MARCH 2017

This document explains new product enhancements added to the ADMINS Unified Community for Windows **HUMAN RESOURCES** system.

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1. MAINTENANCE ► EMPLOYEE MAINTENANCE ► [DATES/CLASS] TAB

When adding a new position to an existing employee, only the original hire date (EEO/Orig Hire Date) was brought into the new position [Dates/Class] tab.

Employee	Age	Position Dates	LOS
Date of Birth	06-Nov-1969 57	Date Applied	
Date of Death		Offer Date	
Date of Marriage		Position Hire Date	01-Jul-1999 Yr:17 Mo:8 Dy:13
Fingerprint		Anniversary Date	25-Sep-1986
Physical Completed		Longevity Date	02-May-1988 Yr:28 Mo:10 Dy:12
		Probation End Date	
		Retirement Date	
Last Processed		EEO/Orig Hire Date	02-May-1988 Yr:28 Mo:10 Dy:12
Last Payroll	27-Feb-2017	FT Date	02-May-1988 Yr:28 Mo:10 Dy:12
Last Perfect Attendance		Final COBRA Date	
Last Annual Attendance		Layoff Date	
		Recall Date	
Other		CT PT Sick Leave Date	
Leave of Absence Start		Evaluations	
Leave of Absence End		Date of Last Eval	02-May-1988
Adjusted Seniority Date		Date of Next Eval	
Tenure Date			

Employee	Age	Position Dates	LOS
Date of Birth	06-Nov-1969 57	Date Applied	
Date of Death		Offer Date	
Date of Marriage		Position Hire Date	01-Mar-2017 Yr: Mo: Dy:13
Fingerprint		Anniversary Date	01-Mar-2017
Physical Completed		Longevity Date	01-Mar-2017 Yr: Mo: Dy:13
		Probation End Date	01-Mar-2017
		Retirement Date	
Last Processed		EEO/Orig Hire Date	02-May-1988 Yr:28 Mo:10 Dy:12
Last Payroll		FT Date	01-Mar-2017 Yr: Mo: Dy:13
Last Perfect Attendance		Final COBRA Date	
Last Annual Attendance		Layoff Date	
		Recall Date	
Other		CT PT Sick Leave Date	
Leave of Absence Start		Evaluations	
Leave of Absence End		Date of Last Eval	
Adjusted Seniority Date		Date of Next Eval	
Tenure Date			

Figure 1 Before – the new position only carried forward the EEO/Orig Hire Date

With the software update the option is now available to set the position hire date but retain some/most of the others.



Any field may be typed over and replaced with a date of your choosing on this screen when creating a new position. Overtyping dates may result in unintended consequences when reports or queries are run.

1.1. Carry Forward Position Dates [New Option]

Employee	Age	Position Dates	LOS
Date of Birth	24-Mar-1945 71	Date Applied	
Date of Death		Offer Date	
Date of Marriage		Position Hire Date	01-May-1996 Yr:21 Mo:10 Dy:15
Fingerprint		Anniversary Date	01-May-1996
Physical Completed		Longevity Date	01-May-1996 Yr:21 Mo:10 Dy:15
		Probation End Date	
		Retirement Date	
Last Processed		EEO/Orig Hire Date	01-May-1996 Yr:21 Mo:10 Dy:15
Last Payroll	08-Dec-2015	FT Date	01-May-1996 Yr:21 Mo:10 Dy:15
Last Perfect Attendance		Final COBRA Date	
Last Annual Attendance		Layoff Date	
		Recall Date	
Other		CT PT Sick Leave Date	
Leave of Absence Start		Evaluations	
Leave of Absence End		Date of Last Eval	
Adjusted Seniority Date		Date of Next Eval	
Tenure Date			

Employee #310 is taking an additional position as the Fleet Maintenance Supervisor. Click on **[P Add Position]**.

Required: Enter Position [T210MAIC00R-01] POLICE FLEET MAINTENANCE COORDINA

Buttons: Lookup, OK, Cancel, Clear All

Required: Enter Bargaining Unit NON -NO No Benefits

Required: Enter Schedule PT Part Time non union

Required: Enter Grade 1

Required: Enter Step 2

Required: Enter Full-Time Equivalent .5

Required: Enter Date of Hire (mmddyyyy) 03012017

Buttons: Lookup, OK, Cancel, Clear All

Figure 2 Original Position Dates



Salary Information for 1.00 FTE

Annual: 20.40

Period: 20.40

Daily: 20.40

Hourly: 20.4000

Per Diem: 20.400000

Tier: 1

OK Cancel

Enter the Salary Information. The next prompt was updated to allow **DATES** to be copied from a previous position.

[AUC] 6445-Employee Maintenance [theresa]

Copy Deductions, Additional Wages and Dates from Existing Po

Optional: Copy DEDUCTIONS from this position

Optional: Copy ADDITIONAL WAGES from this position

Optional: Copy DATES from this position: T801POLAUX-06 AUXILARY POLICE

Lookup OK Cancel Clear All

If the **“Copy DATES from this position”** field is left blank, the **Position Hire, Anniversary, Longevity, Probation End, EEO/Orig Hire and FT Dates** will be set to the **Position Hire Date**. If a position is selected, the dates from the selected position are copied into the new position.

The dates that will be copied (if present in the selected “old” position) include:

Other

- Leave of Absence Start
- Leave of Absence end
- Adjusted Seniority Date
- Tenure Date

Position Dates

- Anniversary Date
- Longevity Date
- Probation End Date
- EEO/Orig Hire Date
- Final Cobra Date
- Layoff Date
- Recall Date
- CT PT Sick Leave Date

Eligible for...

- Medicare
- Retirement
- Pension
- Sick Bank
- Civil Service (Seniority Date)
- ERI
- Perfect Attendance
- Union Dues

Evaluations

- Date of Last Eval
- Date of Next Eval

Custom Dates

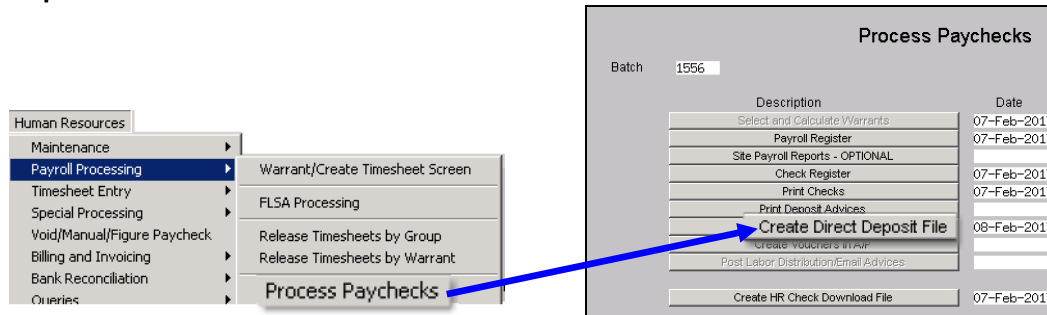
(Ten are available and will vary depending on options selected on each site)

[MBE-SUP-SAPLAUC-402]



2. PAYROLL PROCESSING

The file created for Automated Clearing House processing (ACH) as part of payroll processing is now separating the “PPD” records from the “CCD” records. A single file will be created but processed as distinct batches by the Automated Clearing House. Select **Human Resources** ▶ **Payroll Processing** ▶ **Process Paychecks** ▶ **Create Direct Deposit File**:



2.1. Create ACH File [Fix]

When using the SEC code **PPD** customers have 60 days to dispute or return the item as unauthorized. When using the SEC code **CCD** customers have 48 hours to dispute or return the item as unauthorized. In the image below, the payments to Vantage and the Bank of New York were not identified as “CCD” (commercial) records.

ACCOUNT NUMBER	ACCOUNT NAME	ACCOUNT TYPE	ACCOUNT ID
PPDPAYROLL	PEOPLE'S BANK	TOWN OF	1221172180000001
	VANTAGE TRANSFER AGENT		0221172180000554
	THE BANK OF NEW YORK M		0221172180000555

Figure 3 Before

Now, the Commercial records are correctly identified, as shown in the image below:

ACCOUNT NUMBER	ACCOUNT NAME	ACCOUNT TYPE	ACCOUNT ID
PPDPAYROLL	PEOPLE'S BANK	TOWN OF	1221172180000001
CCDPAYROLL	ICMA RETIREMENT TRUST		0221172180000001
	ICMA RETIREMENT TRUST		0221172180000002
	VANTAGE TRANSFER AGENT		0221172180000003
	ICMA RETIREMENT CORP		0221172180000004

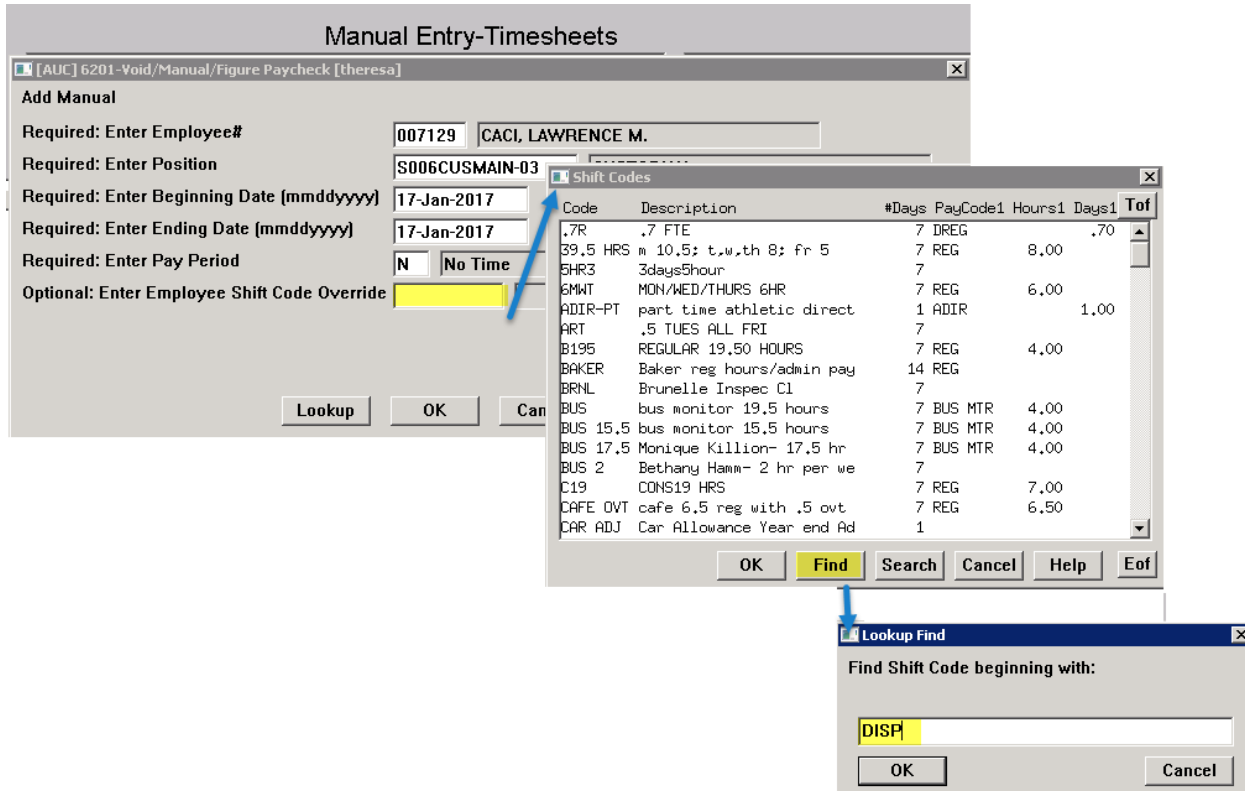
Figure 4 After

[ADM-AUC-HR-9875]



3. VOID/MANUAL FIGURE PAYCHECK SCREEN [FIX]

When adding a void or manual check, and using the optional **Employee Shift Code Override** field, the system allowed typing lower case letters into the find or search box. This resulted in no matching record found. Now the system forces any find or search term to all caps so that the matching code will be found.



[ADM-AUC-HR-9857]

4. REPORTS

Access reports by selecting Human Resources ▶ Reports ▶ Report Library.

4.1. Employee Reports

Select **Human Resources ▶ Reports ▶ Report Library ▶ [1 By Employee]** to select from the list of reports based on employee data. The **6770–Employee Salary Difference Report** now offers the option to enter a minimum employee salary amount:

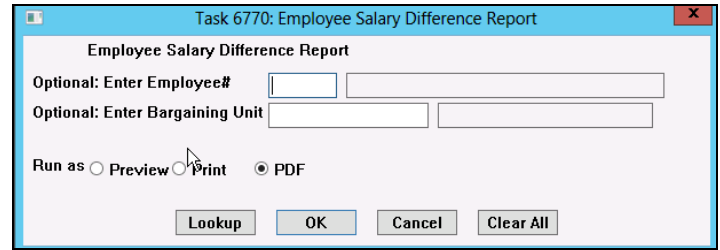
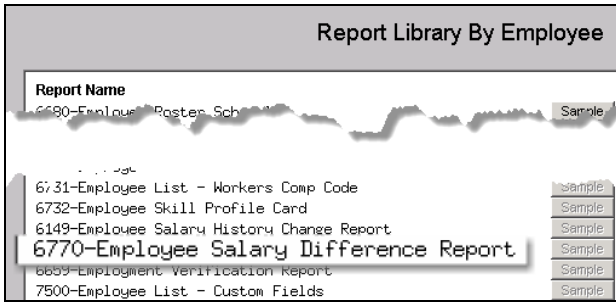


Figure 5 Before

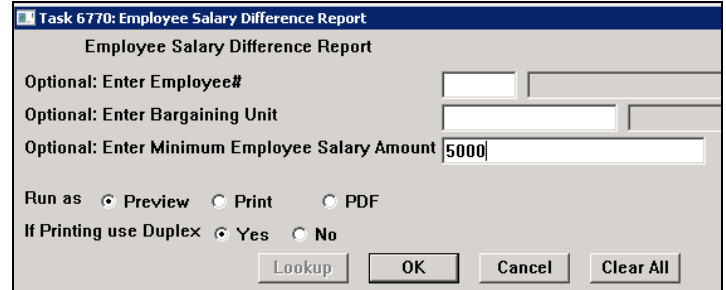


Figure 6 After

4.1.1. 6770 Employee Salary Difference Report [Enhancement]

Using the minimum employee salary amount suppresses reporting on part time employees with varying hourly rates and focuses on employees with variances that may impact budgeting.

6770-HREMPALDIF.REP Printed 13-Feb-2017 at 15:51:29 by THERESA

Town of ADMINS
Employee Salary Difference Report

Page 1

Bargaining Unit: AFL -AF School Weekly 12 month employees

Employee Profile				Bargaining Unit Salary										
Employee	Position	Schedule	Grade Step	Annual	Period	Daily	Hourly	Per Diem	Annual	Period	Daily	Hourly	Per Diem	Sched. Date
002612	PLOUFFE, LAWRENCE	3003CUSHEAD-03	CU 1 6	49,441.60	950.80	190.16	23.7700	190.160000	52,416.00	1,008.00	201.60	25.2000	201.600000	01-Jul-2016
003094	DALPE, MARIE	3009BUSPAY-01	CL12 1 3	42,078.40	809.20	161.84	20.2300	161.840000	44,595.20	857.60	171.52	21.4400	171.520000	01-Jul-2016
004009	HARFIN, LYNN S	3008SPDCLRK-02	CL12 1 4	44,928.00	864.00	172.80	21.6000	172.800000	47,632.00	916.00	183.20	22.9000	183.200000	01-Jul-2016
004084	GABOURY, MARIE R	3006SCHCLRK-01	CL12 1 2	41,246.40	793.20	158.64	19.8300	158.640000	43,721.60	840.80	168.16	21.0200	168.160000	01-Jul-2016
005006	CARRIERE, LAWRENCE L	3006CUS1STS-01	CU 1 4	44,387.20	853.60	170.72	21.3400	170.720000	47,049.60	904.80	180.96	22.6200	180.960000	01-Jul-2016
006036	DROUIN, MICHAEL	3004CUSHEAD-03	CU 1 6	49,441.60	950.80	190.16	23.7700	190.160000	52,416.00	1,008.00	201.60	25.2000	201.600000	01-Jul-2016
006099	BUSSAGLIA, MICHAEL F.	3006CUSHEAD-07	CU 1 6	49,441.60	950.80	190.16	23.7700	190.160000	52,416.00	1,008.00	201.60	25.2000	201.600000	01-Jul-2016
006137	KELLY, KEITH	3005CUSHEAD-02	CU 1 6	49,441.60	950.80	190.16	23.7700	190.160000	52,416.00	1,008.00	201.60	25.2000	201.600000	01-Jul-2016
007008	AMBLER, LAWRENCE V.	3012CUS1STS-01	CU 1 4	44,387.20	853.60	170.72	21.3400	170.720000	47,049.60	904.80	180.96	22.6200	180.960000	01-Jul-2016
007037	CHUPA, KAREN P.	3006CUS2NDS-02	CU 1 4	44,387.20	853.60	170.72	21.3400	170.720000	47,049.60	904.80	180.96	22.6200	180.960000	01-Jul-2016
007045	GERRIOR, LAWRENCE R.	3189CUSHCUS-01	CU 1 4	44,387.20	853.60	170.72	21.3400	170.720000	47,049.60	904.80	180.96	22.6200	180.960000	01-Jul-2016

These employees are excluded when the report is run with the optional minimum salary amount:

070459	REED, MARIE E	3004SUBSSCH-01	SHR LAMP 1 3	15.00	15.00	15.00	15.0000	15.000000	20.40	20.40	20.40	20.4000	20.400000	01-Jul-2016
070464	LISTER, KAREN D	T251INSLCRK-01	PT 1 1	10.00	10.00	10.00	10.0000	10.000000	25.50	25.50	25.50	25.5000	25.500000	01-Jul-2016
070468	RYAN, MICHAEL J	T630PRKSEAS-01	FAWK 1 3	3,200.00	400.00	80.00	10.0000	22.860000	3,264.00	408.00	81.60	10.2000	23.310000	01-Jul-2016
070469	COLLINS, LAWRENCE G	T630PRKSEAS-01	FAWK 1 3	3,200.00	400.00	80.00	10.0000	22.860000	3,264.00	408.00	81.60	10.2000	23.310000	01-Jul-2016
070476	BRIGHAM, KAREN J	3009EXTSUMR-01	ESY PRGM 1 5	25.00	25.00	25.00	25.0000	25.000000	25.50	25.50	25.50	25.5000	25.500000	01-Jul-2016

[ADM-AUC-HR-9873]

4.2. Timesheet Reports

Select **[3 By Timesheet]** to view the list of reports based on timesheet entry and history. An Excel version of the Timesheet Entry Detail by TS Group/Employee report was fixed to align the column headers with the data.



4.2.1. 6220–Timesheet Entry Detail by TS Group/Employee [Fix]

Emp#	Name	Position#	Work Date	Warrant	Pay Code	Description	Expense Account
010287	BERGERON, MICHAEL K	S006TEAHIST-03	17-Jan-2017	201701	DREG	REGULAR - days	
010287	BERGERON, MICHAEL K	S006TEAHIST-03	18-Jan-2017	201701	DREG	REGULAR - days	
010287	BERGERON, MICHAEL K	S006TEAHIST-03	19-Jan-2017	201701	DREG	REGULAR - days	
010287	BERGERON, MICHAEL K	S006TEAHIST-03	20-Jan-2017	201701	DREG	REGULAR - days	
010287	BERGERON, MICHAEL K	S006TEAHIST-03	23-Jan-2017	201701	DREG	REGULAR - days	
010287	BERGERON, MICHAEL K	S006TEAHIST-03	24-Jan-2017	201701	DREG	REGULAR - days	

Figure 7 Before

Emp#	Name	Position#	Work Date	Warrant	Pay Code	Description	Expense Account	Hours	Days	Wages Paid
010287	BERGERON, MICHAEL K	S006TEAHIST-03	01-Feb-2017	930004	DVAC	Vacation - Days	1000-300-2305-110-06-00-51260 TEACHER SALARY - HS		1.00	266.17
010287	BERGERON, MICHAEL K	S006TEAHIST-03	02-Feb-2017	930004	DBRV	Bereavement - Salari	1000-300-2305-110-06-00-51260 TEACHER SALARY - HS		1.00	266.17
010287	BERGERON, MICHAEL K	S006TEAHIST-03	03-Feb-2017	930004	DJUR	JURY DUTY - SALARIED	1000-300-2305-110-06-00-51260 TEACHER SALARY - HS		1.00	266.17
010287	BERGERON, MICHAEL K	S006TEAHIST-03	06-Feb-2017	930004	DREG	REGULAR - days	1000-300-2305-110-06-00-51260 TEACHER SALARY - HS		1.00	266.17
010287	BERGERON, MICHAEL K	S006TEAHIST-03	07-Feb-2017	930004	DREG	REGULAR - days	1000-300-2305-110-06-00-51260 TEACHER SALARY - HS		1.00	1,597.01

Figure 8 After

[ADM-AUC-HR-9867]

5. TABLES

5.1. Cost Code Table [New] “Subtract (from W2)” Field Added

Cost Code Table

Cost Code: 457-50+ 50+ CATCH-UP CONTRIBUTION

W2 Box #: 12 W2 Description: 6

Applies to: Benefit Deduction Both N/A

Figure 9 Before

Cost Code Table

Cost Code: 450KCONT OVER50K EMPLOYEE CONTRIBUTION

Statement Category: Separate... No

W2 Box #: 12 W2 Description: 6

Applies to: Benefit Deduction Both

Subtract: Yes No

Subtract the amount from the W2 box instead of adding it.

Figure 10 After

In most instances, cost code deductions or benefits are added together to be reported on the W2. In the case of over 50K life insurance, the employee’s contribution **reduces** the taxable benefit.

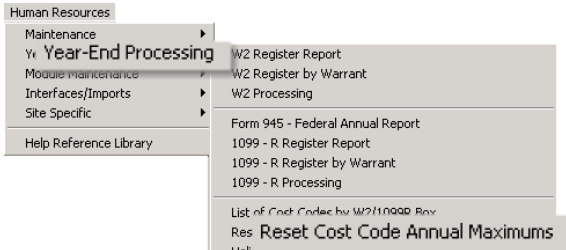
To accommodate this reduction in the taxable benefit, the **Cost Code Table** has a new field at the bottom right in the **W2 box section**. To denote this, set the **[Subtract]** radio button to “Yes”. The employee contributions will be deducted from the benefit amount shown on the W2.

[ADM-AUC-HR-9883]



6. YEAR END

This section addresses items found under Human Resources ► Year End Processing.



6.1. Reset Cost Code Annual Maximums [Fix] & [Update]

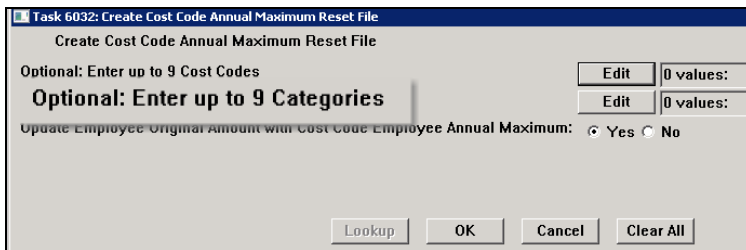
Use the **Reset Cost Code Annual Maximums** process to reset the remaining balance for employee deductions to the amount of the cost code table annual maximum or the employee’s original amount.

During the reset process, items deselected were still posted, but not reported as posted. This has been resolved.

In addition, an option for cost code category was added to allow users to select up to nine cost code categories.



If there are many cost codes to be reset within a category use this option to select all the codes for a given category.



[ADM-AUC-HR-9852]

6.2. Tool to Help Research and Resolve ACA Filing Errors [New]

The most frequent ACA filing errors are the result of TIN Validation failure due to a bad social security number/name match. The link below allows employers to validate Social Security Numbers against names. This link may be used when adding a new hire or covered individuals in the **Human Resources ► Maintenance ► Employee Maintenance ► [V ACA Tab]** to verify and validate the data.

<https://www.ssa.gov/employer/ssnv.htm>

Employees must verify their data for you by producing their Social Security card or a letter of confirmation from the Social Security Administration.

[ADM-AUC-DOC-118]



6.3. 1095C Processing Entity Table Screen [Update]

Year-End Processing	<ul style="list-style-type: none"> W2 Register Report W2 Register by Warrant W2 Processing
	<ul style="list-style-type: none"> 1095 - C Employees with Reportable Health Coverage 1095 - C Export Employee ACA Data 1095 - C Employee Name and Number Export 1095 - C Import Employee ACA Data 1: 1095 Processing

1095 Processing	
Description	Date
Reset 1095 Menu	20-Jan-2017
P Payroll W2 1095 - C	
ACA Filing Table	
Bargaining Unit - Affordable Care Act	
ACA 1095 Audit Report	

6.3.1. Payroll W2 1095C [Entity Table Changes]

The Payroll W2 1095-C screen was updated to incorporate new changes to the law for tax year 2016 reporting and installed on sites in January; this notice is included here to document the change.

1. The Plan Start Month requires a two-digit number between “01” and “12”–if the plan starts in January, enter “01”, if the plan starts in July, enter “07”.
2. The HSA Plan check box, when selected, allows the values in Line 15 to be blank.
3. The description for Line 15 codes was updated to include Codes 1J and 1K.

Figure 11 Before

Figure 12 After

[ADM-AUC-HR-9851]

6.3.2. Upload 1095C Data [Fix]

The upload process was not including all records in the spreadsheet. This was corrected.

[ADM-AUC-HR-9860]



6.3.3. 1095C Forms – Social Security Numbers [Update]

Form **1095-C**
Department of the Treasury
Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage
Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095.

Part I Employee

1 Name of Employee
[Redacted]

2 Social security number (SSN)
001-10-1371

Figure 13 Before

Form **1095-C**
Department of the Treasury
Internal Revenue Service

Employer-Provided Health Insurance Offer and Coverage
Do not attach to your tax return. Keep for your records.
Information about Form 1095-C and its separate instructions is at www.irs.gov/form1095.

Part I Employee

1 Name of Employee
[Redacted]

2 Social security number (SSN)
XXX-XX-8782

Figure 14 After

In **Part 1 Employee** information, the social security number was printing in its entirety. With the software update, the social security number printed on the forms is masked and only the last four digits will print.

[ADM-AUC-HR-9880]

6.3.4. Bargaining Unit Table [Update]

A similar change was made to the **[Affordable Care Act]** tab of the Bargaining Unit Table:

1095 Processing

Description	Date
Reset 1095 Menu	20-Jan-2017
Payroll W2 1095 - C	
ACA Filing Table	
Bar Bargaining Unit - Affordable Care Act	
ACA 1095 Audit Report	

Bargaining Unit - Affordable Care Act

Bargaining Unit: FCR - HSA - HSA For HRP Participants

1 Cost Codes | 2 Holidays | 3 Longevity Pay | 4 Retroactive Pay | 5 Salary Sched | 6 Other Info | **7 AFFORDABLE CARE ACT**

Over: Plan Start Month: 01
Plan: HSA Plan
HSA:

1095- 1095-C Line 14 Overall Value:
All 12 Months: or Apr May Jun
 Oct Nov Dec

1095- 1095-C Line 15 For Codes 1B,1C,1D,1E,1J or 1K:
Only Minimum Value Coverage: Apr May Jun
Jul Aug Sep Oct Nov Dec

Employer Affordability Safe Harbor
Federal Poverty Line (FPL) Amount

6.3.5. Audit Reports [Fix]

The Employee Audit Report #3 was changed to properly describe social security number mismatches—the explanation was updated and installed on sites in January; this notice is included here to document the change.

Employee: 009872 SUELTFUSS, LYNN A

Line 1 SS# is not the Employee SS# missing when first name set

Figure 15 Before

Employee: 009872 SUELTFUSS, LYNN A

Line 1 SS# is not the Employee SS# SS# must match the employee SS# set on the Contact screen

Figure 16 After

[ADM-AUC-HR-9854]



6.3.6. Who Gets a 1095C Form [Clarification]

The ACA filing is based on calendar year and the examples below are for the calendar year January 1, 2016 – December 31, 2016.

Sites shall provide a 1095C form to:



- new employees taking health insurance in 2016
- employees previously declining and now taking health insurance in 2016
- employees continuing health insurance in 2016
- employees declining insurance in 2016
- employees with changes to covered individuals in 2016

If a continuing employee declined insurance prior to 1 January 2016, and has the **offer** to take insurance in 2016 but did not **elect** to take insurance with the municipality they are not reportable, as their **declined status did not change in 2016**. They are reportable by the company providing their health insurance.

[ADM-AUC-HR-9887]

6.3.7. 1095C Forms [Update]

The 1095C form was updated per the IRS instructions and installed on sites in January; this notice is included here to document the change.



Figure 17 Before

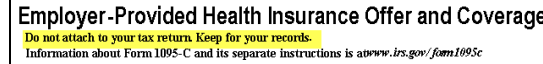


Figure 18 After

Part II Employee Offer and Coverage		
	All 12 Months	Jan
14 Offer of coverage (enter required code)	1E	
15 Employee Share of Lowest Cost Monthly Premium, for Self-Only Minimum Value Coverage		0.00
16 Applicable Section 4980 Safe Harbor (enter code, if applicable)		

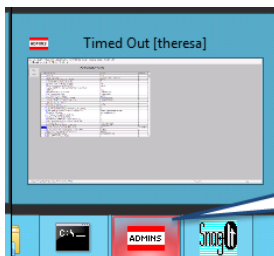
Figure 19 Before

Part II Employee Offer and Coverage		
	All 12 Months	Jan
14 Offer of coverage (enter required code)	1E	
15 Employee Required Contribution (see instructions)	0.00	
16 Section 4980 Safe Harbor and Other Relief (enter code, if applicable)	2C	

Figure 20 After

[ADM-AUC-HR-9851]

7. SCREEN MINIMIZED ON TIMEOUT [FIX]



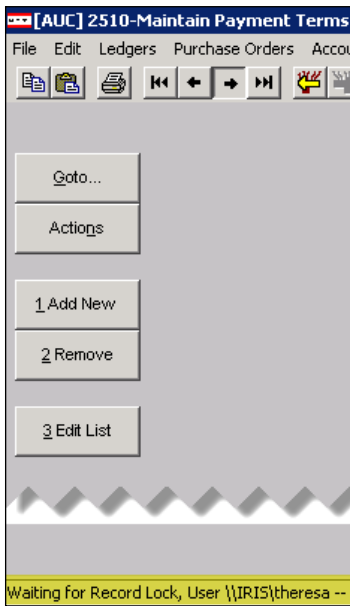
Double Click on the ADMINS icon in the taskbar to restore the session

Users on selected sites were unable to restore an AUC session if the screen was minimized and the time out limit was reached. With the software update, restore an AUC session by double clicking on the ADMINS icon in the taskbar

[ADM-AUC-SY-8001]



8. RECORD LOCKS [NEW]

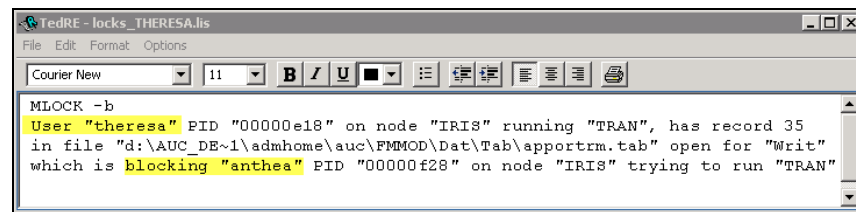


Users sometimes encounter a lock that prevents them from accessing a record. There is a message displayed at the bottom of the screen in the lower left corner that will say “**Waiting for Record Lock, User \\IRIS\theresa**”, for example. This tells the user who else is on the record. Some users may be unable to see or interpret this message and will ask an expert user at their location for help.

A new feature is available that an expert user on the site may use to identify record locks. Select **Help ▶ Check Blocking Locks**.



This will check for blocking locks and open a report window on the screen with the lock information.



In the example, the user “Theresa” is blocking “Anthea” and the expert user may contact Theresa to ask her to exit the screen to release the lock and allow Anthea to access the record. The expert user now **must** click **File | Exit** to close this report window before they can do anything else in AUC.

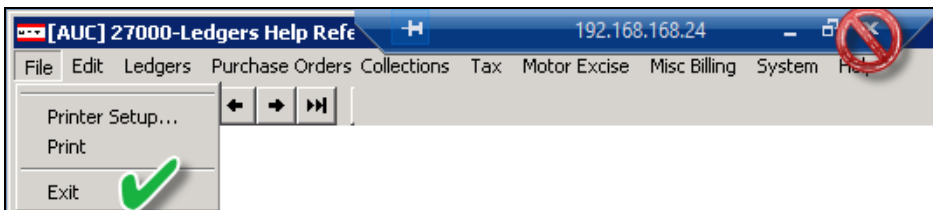


The user with a record lock will not be able to use the **Help ▶ Check Blocking Locks** feature since they are already captive in the locked AUC process. They will need to ask another user, the site “super user” or ADMINS to check for them.

[ADM-AUC-SY-7995]

9. PREVENTING “FROZEN” SESSIONS [NEW]

Occasionally, users report that their session has “Frozen”. To minimize the chance of this happening, always exit the system using **File ▶ Exit** from the menu.



“Frozen” sessions may result if the **X** on the blue connection bar at the top of the screen is used to close the AUC session, or if the session is abandoned at the end of the workday.



Users who will be away from their desks for longer than 30 minutes should exit from the AUC application using **File ▶ Exit** from the menu prior to departing. Do the same at the end of the workday, as open sessions on the server may result in unintended consequences.

[ADM-AUC-DOC-120]

10. MULTI-RECORD SCREENS [FIX]

Sites using version 9.2 of the ADMINS software were updated to use proportional fonts in the headings of multi-record screens. This allows fixed fonts to be used for the data within the grids, which users report are easier to read, while using variable fonts for the headings, fixing alignment issues.

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Ven
31 Dec 2017									

Figure 21 Before

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Vendor
03-Jan-2017	817345	21	10	DP01	736	436835	48.00	DR	

Figure 22 After

[ADM-AUC-SY-8002]

11. SYSTEM ADMINISTRATION KIT [UPDATE] PCL 5

Some printers advertised to be PCL 6 compliant do not include PCL 5 backward compatibility. When deploying printers without PCL 5 backward compatibility, ADMINS recommends that the default for reports is set to **PDF** printing.

11.1. Printers [PDF Option]

ADMINS recommends that sites select a default of “**PDF**” for reports. The only impact to the users will be the report displayed in the PDF Viewer instead of the ADMINS Report Viewer (TedRE). If you want your site to default to PDF output please contact support@admins.com to arrange for the change.



This is a site-wide change that will affect all modules and all users of AUC.

11.1.1. What Will the Users See?

Task 1610: Trial Balance
General Ledger Trial Balance Report

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

Figure 23 Preview as the Default

Task 1610: Trial Balance
General Ledger Trial Balance Report

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

Figure 24 PDF as the Default



Figure 25 ADM Ted Viewer



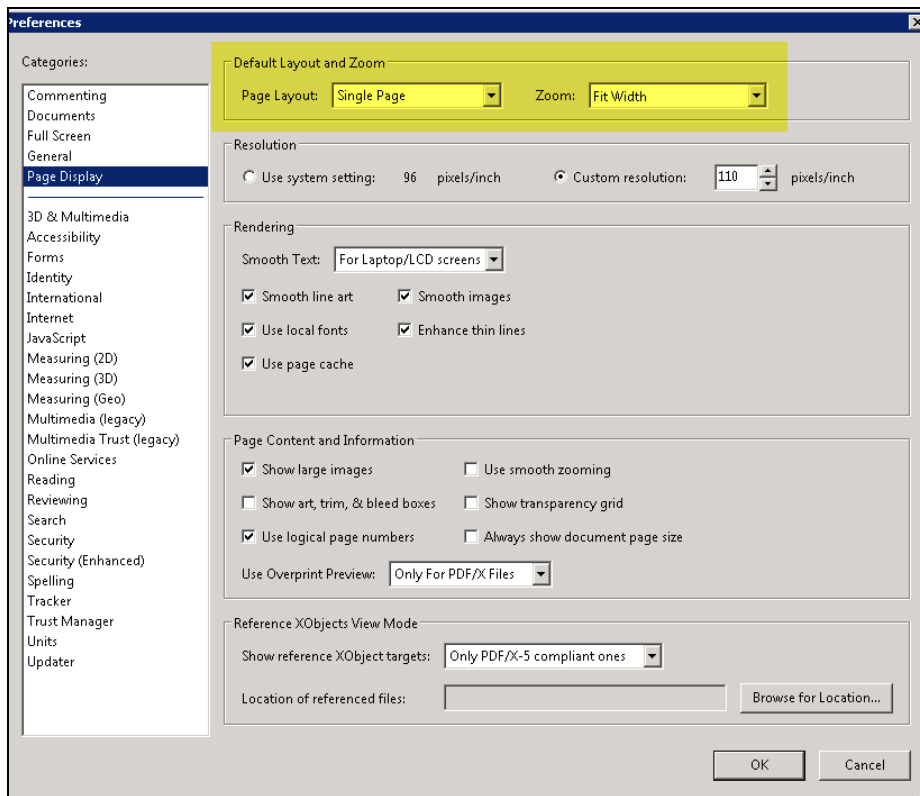
Figure 26 PDF Viewer

This default will not prevent users from selecting **Preview**. If a user tries to print the **“*.lis”** report output using the **TedRE Preview** to a printer that is not PCL 5 compliant the report will not print. Selecting **PDF** will preview the report in a **PDF Viewer** window and will print to any printer.

[ADM-AUC-SY-8008]

12. ADOBE ACROBAT PDF VIEWER SETTINGS [Update]

PDF is the default for ADMINS reports on some sites. When the report comes into view, you may customize the appearance of the viewing window by pressing **[CTRL|K]** or selecting **Edit►Preferences**. From there, you may set your default layout and zoom with the drop down menus.



[ADM-AUC-DOC-118]

