



# HUMAN RESOURCES

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## RELEASE NOTES – SEPTEMBER 2017

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

1.	EMPLOYEE MAINTENANCE ▶ DATES/CLASS ▶ CUSTOM DATES.....	2
2.	INTERFACES/IMPORTS ▶ ICMA EXPORT .....	2
3.	REPORTS .....	3
3.1.	6222 Employee Mailing List/Labels [Enhanced] .....	3
4.	QUICK REPORT SELECTOR [NEW] .....	3
5.	NEW BUTTON TO SHOW “HIDDEN” REPORTS [NEW-V9.2].....	5
6.	CRYSTAL REPORT TITLES UPDATED [NEW] .....	6
7.	EMAIL USERS [NEW] .....	6
8.	SCREEN DELAY [FIX] .....	7
9.	HELP REFERENCE LIBRARY .....	7
9.1.	New or Updated Documentation .....	7



## 1. EMPLOYEE MAINTENANCE ► DATES/CLASS ► CUSTOM DATES

There are ten custom date fields available on the [Dates / Class] tab. Some sites use one of these fields to store a spouse date of birth. Prior to the software update, the limits on the date entered were set to no more than 80 years in the past. This limit was expanded to +/- 120 years for all custom date fields.

Figure 1 Before - limit was 80 years

Figure 2 After - Limit allows up to 120 years

Figure 3 Error message if date is out of bounds



This limit was changed for all Custom Dates on the [8 Dates/Class] screen

[ADM-AUC-HR-9919]

## 2. INTERFACES/IMPORTS ► ICMA EXPORT

Users reported that the export file was not created when selecting PDF as the default print option. This was corrected and now either Preview or PDF will produce the export and a report.

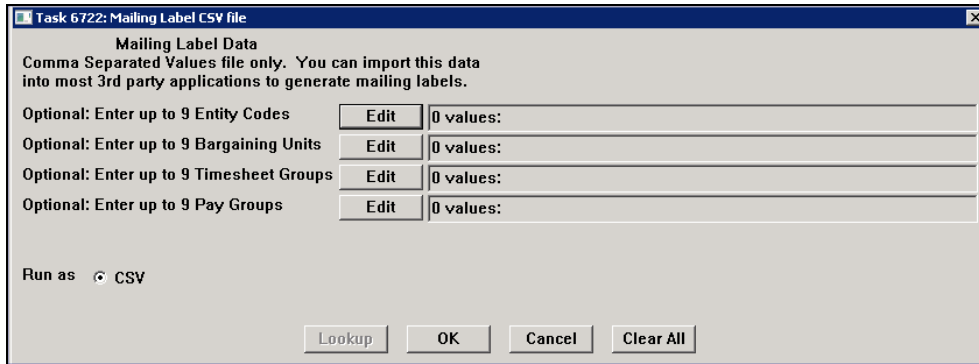
[ADM-AUC-HR-9915]



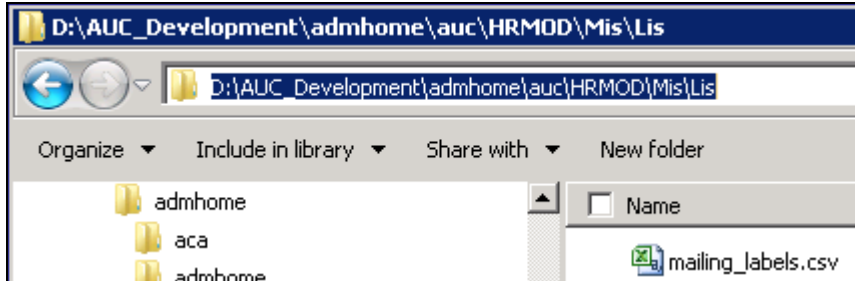
### 3. REPORTS

#### 3.1. 6222 Employee Mailing List/Labels [Enhanced]

The mailing list report was enhanced to allow the optional selection of up to nine pay groups. The .csv file that is created may be retrieved and used as a data source for form letters or mailing labels.



The report may be saved to the location specified by the user with a name the user enters. In this example, the name chosen is “mailing\_labels.csv” and the file is saved in the location shown.



[MBE-SUP-SAPLAUC]


### 4. QUICK REPORT SELECTOR [NEW]

ADMINS is pleased to announce a new system-wide feature available across all AUC modules.

A new toolbar button has been added to AUC. This feature will allow a user to run any report in AUC quickly from any module rather than having to go to the report library for each module.





From any screen, click the  toolbar button and type in the report# as displayed on the top left hand corner of the report and click **Run Report**. For example, the 2171 report shown below was run in August.

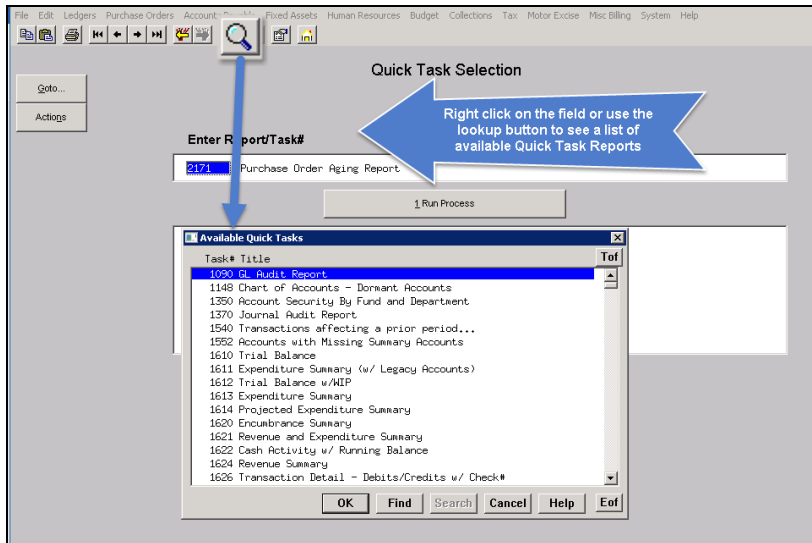
**2171-POPORAGERPT.REP** Aug-2017 at 12:46:34 by THERESA Page 1

Purchase Order Aging Report

Detail Purchase Order Aging Report Sorted by Vendor Number

PO#	PO Date	Vendor Name	Department	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total
3202731	02-Jul-2015	000139 AAA MOBILE WAREHOUSING	1400				180.00	180.00
Vendor Total							180.00	180.00
3204969	15-Mar-2016	000222 ANDERSON MOTORS	1307				79.41	79.41
Vendor Total							79.41	79.41
3204038	16-Nov-2015	000306 ADMINS INC	1116				42,500.00	42,500.00
3204491	12-Jan-2016	000306 ADMINS INC	1116				29,160.00	29,160.00
3204492	12-Jan-2016	000306 ADMINS INC	1116				23,280.00	23,280.00
3204493	12-Jan-2016	000306 ADMINS INC	1116				43,260.00	43,260.00
Vendor Total							138,200.00	138,200.00

To re-run the report, use the new button on the toolbar and type in 2171. If you do not know the report #, open a report lookup window by either a right-click of the mouse on the **Enter Report/Task #** field or by clicking on the magnifying glass lookup button to select a report. The name of the report will also be displayed to allow the user to confirm the selection. Click on the report and then click on the **[OK]** button.



This process checks if you have permission to run the report. If you don't have permission you will see the following message:

You dont have permission to run this process

Contact your system admin to grant you access or support@admins.com

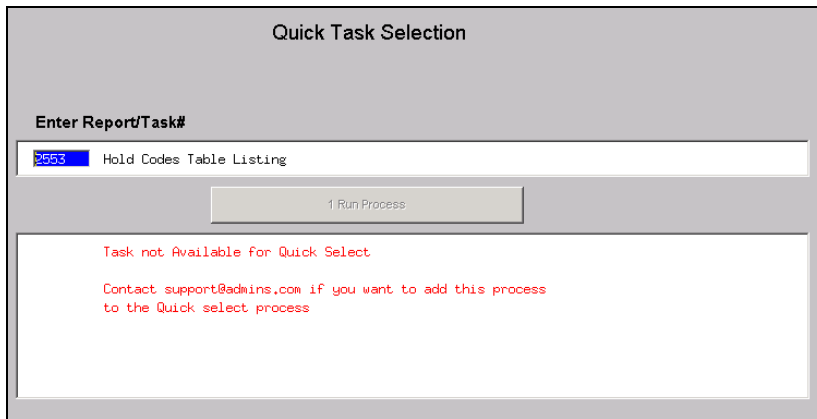
**2553-APPORHLD.REP** Printed 07-Aug-2017 at 08:06:51 by ANTHEA Page 1

Hold Codes Table Listing

Code	Description	Status
AD	No Address on file	Active
ID	No Federal ID# on file	Active
NA	Needs Finance Approval	Active
NI	No invoice received	Active
OW	OWES TAXES/FINES	Active
PJ	Project Not Complete	Active
SS	No Social Security # on file	Active
UI	Under Investigation	Active

\*\*\* Grand Total \*\*\* # of Hold Codes: 8

In some cases, the report will not be available for the Quick Select button. Follow the instructions to request adding a report.

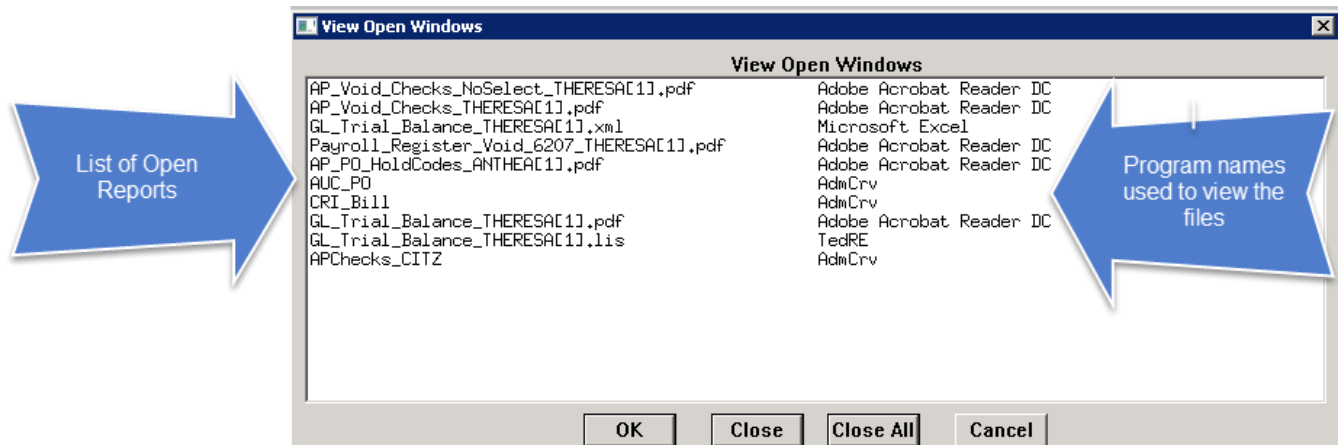


[ADM-AUC-SY-8020]

## 5. NEW BUTTON TO SHOW “HIDDEN” REPORTS [NEW-V9.2]


Some users notified ADMINS that reports become “hidden” behind the screen. Other users reported that they are trying to do a bill re-print and get an error because they already have a bill re-print open. To show all reports open in AUC and maintain the security of a restricted desktop, a new button is introduced with this update.

The new Toolbar button will display a **View Open Windows** screen, and allow the user to select or close a report(s) or window.



- Select Process** Use your mouse to select the report/process you want to View/Close
- OK** Click **[OK]** to bring that process to the front & closes the **View Open Windows** screen
- Close** Click **[Close]** to close the selected process & close the **View Open Windows** screen
- Close All** Click **[Close All]** to close all open processes (the AUC application will remain open)
- Cancel** Click **[Cancel]** to exit the **View Open Windows** screen and do nothing



Once any selection is made, the **View Open Windows** screen will no longer be displayed. To re-display the View Open Windows list, click again on the new button. . *Note: This is only available to our ADMINS V9.2 Sites*

[ADM-AUC-SY-8022]

## 6. CRYSTAL REPORT TITLES UPDATED [NEW]

To allow users to identify which crystal report is listed in the **View Open Windows** screen described in section 5, titles were added to all crystal reports. This change may be noticed when displaying checks, bills and other reports in the **ADMINS Crystal Reports Viewer (AdmCrv)** window prior to printing. The upper right corner of the window will now show the report title and the **AdmCrv** text.



Figure 4 Before

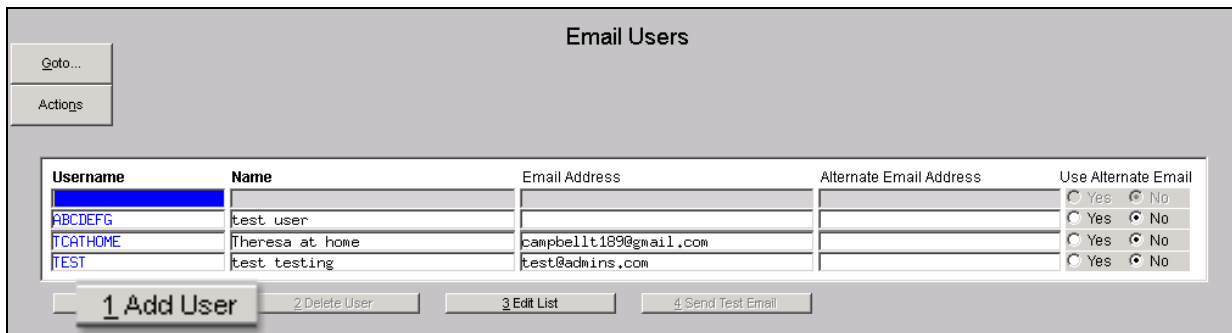


Figure 5 After

[ADM-AUC-CRYSTAL-104]

## 7. EMAIL USERS [NEW]

From **any** module, select **Module Maintenance** ► **Email Users**. This screen allows the entry of non-AUC user email addresses so that persons with a valid email address may receive reports from AUC.



The **[1 Add User]** button presents a prompt. Prior to the software update, the prompt asked for neither an email address nor an alternate email address.

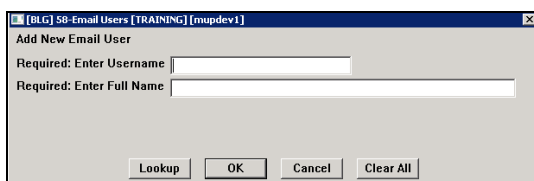


Figure 6 Before

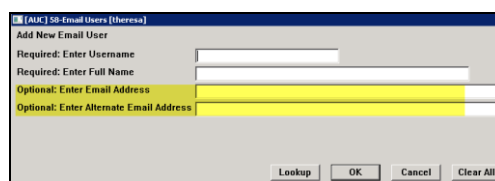


Figure 7 After—Optional Email Address Entry



Now, users may enter the email address via the new prompt, or enter the email addresses directly on the screen once the Username and Name have been added via the prompt.



**Note:** if entering an alternate email address in the prompt, the alternate will be selected for use. That may be changed by selecting the “No” radio button on the Email Users screen for that entry.

More information regarding this screen is available in the **Accounts Payable ▶ Help Reference Library ▶ AP-865 External E-mail Addresses**.

[ADM-AUC-SY-8028]

## 8. SCREEN DELAY [Fix]

Some sites with large data sets experienced a delay when viewing screens using scroll bars. The scroll bars were removed from multi-record screens to improve performance.

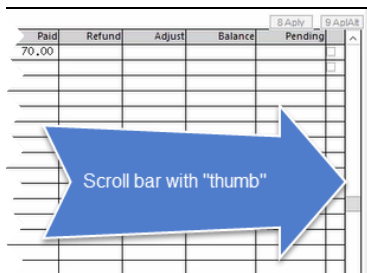


Figure 8 Before

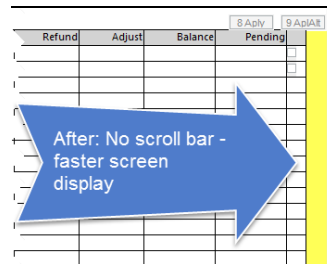


Figure 9 After

[ADM-AUC-RC-8369]

## 9. HELP REFERENCE LIBRARY

### 9.1. New or Updated Documentation

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

- PAYROLL PROCESSING                      HR-375 Reconciliation (Positive Pay) File                      [New]
- OTHER    HR-875 External E-mail Addresses                                      [New]
- HR-910 Change AUC Screen Size                                      [New]
- HR-920 The Most Effective Way to Contact Support                      [New]