



# SYSTEM (ALL MODULES)

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## RELEASE NOTES – DECEMBER 2017

This document explains new product enhancements added to the ADMINIS Unified Community for Windows **SYSTEM LIBRARY**.

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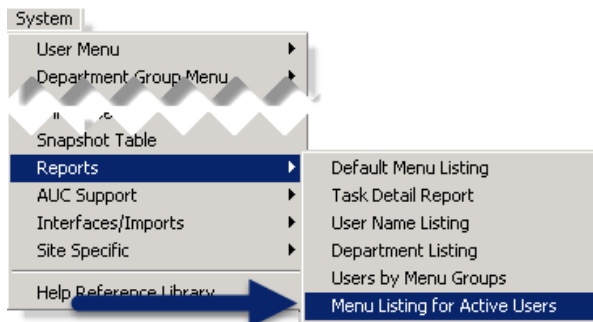
## 1. TIMEOUT CHANGED ON POSTING & APPROVALS SCREENS

The timeout on posting and approvals screens throughout AUC has been reduced to ten minutes, to relieve the locking issues users are having when people are on a posting or approval screen and step away from the desk for long enough that the remote desktop session times out.

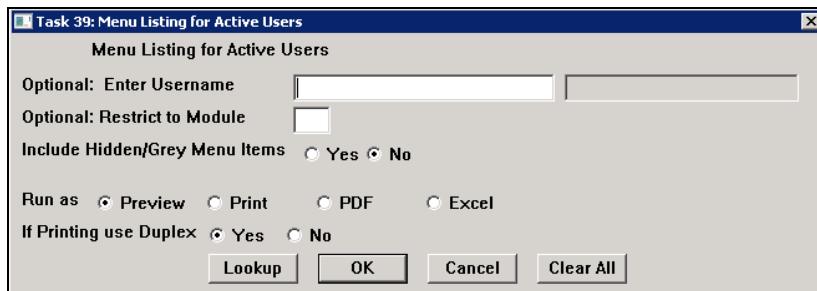
[ADM-AUC-SY-8034]

## 2. REPORT ON ACTIVE USERS MENU ITEMS

There is a new report available to list the menu items available for active users. Run the report by selecting **System** ▶ **Reports** ▶ **Menu Listing for Active Users**.



Selecting the new report will display this prompt:



The report may be filtered to:

1. optionally select only the menu for a single user
2. optionally select a single module
3. choose whether to display hidden or greyed out menu items

When choosing to include Hidden/Grey menu items – if the menu is hidden/grey, the report will display the Menu description but hide all items that are under that menu.

In the example below the Ledgers Menu is hidden –for the selected user the Ledgers Menu is shown as **“Hidden”**, but all items under that menu are not displayed on the report.



39-SYUSRMURPT.REP Printed 01-Nov-2017 at 16:51:49 by ANTHEA Page 1  
Town of ADMINS  
Menu Listing for Active Users

Menu	Action
-----	
User Kathy Coughlin	
-----	
00800-Ledgers	Hidden
00802-Purchase Orders	Hidden
00803-Accounts Payable	Hidden
00892-Fixed Assets	Hidden
00804-Human Resources	Hidden
00806-Budget	Hidden
00807-Collections	Hidden
00808-Tax	Hidden
00809-Motor Excise	Hidden
00805-Misc Billing	
10800-Maintenance	
10000-Customer Maintenance	
10801-Billing	
10010-Subscription Billing Process	
10500-Special Invoice Process	
10802-Collections	
10302-Receipt Batch Entry	
10205-Bill Payment	

Figure 1 Menu Listing for Active Users as run to Print/Preview/PDF®

Task 39: Menu Listing for Active Users

Menu Listing for Active Users

Optional: Enter Username

Optional: Restrict to Module

Include Hidden/Grey Menu Items  Yes  No

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

UserMenu\_Listing\_39\_THERESA.xml - Microsoft Excel

User	Main-Menu	2nd-Menu	3rd-Menu	Action
1				
2				
3	00800-Ledgers			
4		00811-&Account Maintenance		Hidden
5		00810-&Journal Entry Processing		Hidden
6			01100-Enter One-Time Journals	Hidden
7			01109-Edit List	Hidden
8			01707-BOE Transfer of Funds Report	Hidden
9			01107-Post Journal Entries	Hidden
10			-----	Hidden
346		00884-Betterments	05197-Upload Abatements	Grey
367			-----	
375			05790-Abatements	Grey
376			-----	
377			05877-Project Listing (with Parcels)	
378			05876-Schedule Listing	
379			05824-Suspended Betterments	
380			05844-Deferred Betterments	Grey
381			05842-Transaction History for a Parcel	Grey
382			05569-Betterment Register	
391			05885-Upload Parcels from CSV file	Grey
520			32700-Import Liens from VMS (BLG Only)	Hidden
521			04790-Utility Parcel Mismatch Report (BLG)	Hidden
522			-----	
523		27030-Help Reference Library		
524		00450-Property Tax & Help		Hidden
525	00809-Motor Excise			Hidden
526	00805-Misc Billing			Hidden
527	00894-Utility Billing			Hidden
528	00900-System Maintenance			Hidden
529	00830-Fa&vortes			Hidden

Portions of the resulting report are hidden to show examples of all actions

Figure 2 The report as run to Excel® for the user Kathy, no module restrictions, including hidden & grey menu items



Although the user may have access to the menu items, consideration of the user profile setup, timesheet security and account security will be taken.

## 2.1. User Profile Button (Only Applies to V92 Sites)

A [0 Menu Listing for User] button is available on the User Profile screen to run the same report as selected from the menu with the same prompt and options.

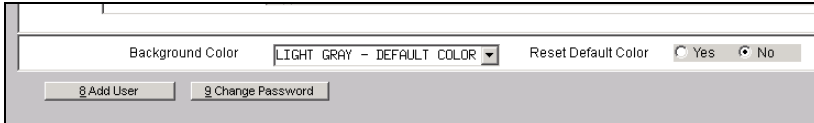


Figure 3 Before

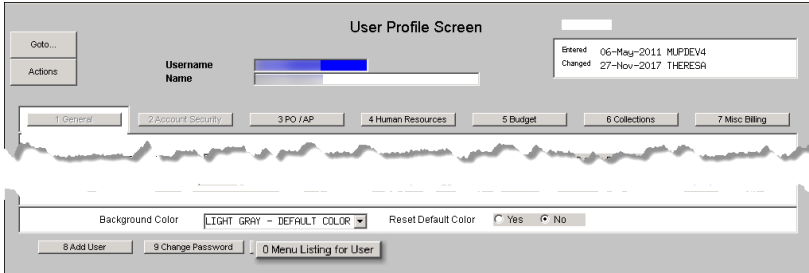


Figure 4 After [0 Menu Listing for User] button available for 9.2 site

[ADM-AUC-SY-8037]

### 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. Accounts Payable

- YEAR END PROCESSING
  - AP-750 IRS Instructions for Form 1099-INT [Updated]
  - AP-760 IRS Instructions for Form 1099-MISC [Updated]
  - AP-770 IRS Instructions for Form 1099-S [Updated]
- OTHER
  - AP-880 Menu and Toolbar Tips [Updated]

##### 3.1.2. Budget

- OTHER
  - BU-240 Menu and Toolbar Tips [Updated]

##### 3.1.3. General Ledger

- ACCOUNT MAINTENANCE
  - GL-235 Posting Transactions in Summary [Updated]
- REPORTS
  - GL-660 Detail of Summary Postings [New]
- OTHER
  - GL-1280 Menu and Toolbar Tips [Updated]

##### 3.1.4. Human Resources

- YEAR END PROCESSING
  - HR-630 W2 Year End Training Slides [Updated]
  - HR-640 IRS Instructions for Forms W2 [Updated]
  - HR-660 IRS Instructions for Forms 1099-R [Updated]
  - HR-670 1099-R Slides [Updated]
  - HR-680 IRS Instructions for Forms 1094C & 1095C [Updated]
  - HR-705 TCC Registration with the IRS [Updated]
- OTHER
  - HR-900 Menu and Toolbar Tips [Updated]

##### 3.1.5. Miscellaneous Billing

- OTHER
  - MB-540 Menu and Toolbar Tips [Updated]



**3.1.6. Motor Excise**

- OTHER ME-360 Menu and Toolbar Tips [Updated]

**3.1.7. Purchasing**

- OTHER PO-990 Menu and Toolbar Tips [Updated]

**3.1.8. Property Tax**

- OTHER RE-750 Menu and Toolbar Tips [Updated]

**3.1.9. Revenue Collections**

- OTHER RC-1860 Menu and Toolbar Tips [Updated]

**3.1.10. System/All Modules**

- SYSTEM SY-110 Menu and Toolbar Tips [Updated]