SYSTEM (ALL MODULES)

RELEASE NOTES – DECEMBER 2019

This document explains new product enhancements added to the **ADMINS Unified Community (AUC) for Windows SYSTEM LIBRARY**.

CONTENTS

Anytime this symbol is used in the release notes, it indicates that the feature is "locked" and limited for use by "Super-Users" with a minimum security level of 20.

1   EXCEL® REPORTS [Enhancement]

Users frequently ask for assistance to re-run an **Excel®** report – and provide an image or photocopy sample that was produced around the same time last year. To help support@admins.com staff provide quicker answers, many **AUC Excel®** reports will now include the *report number and name* in the upper left corner of the report, similar to what is shown on reports run as **Print/Preview/PDF®. ADMINS** also now includes the *username* at the bottom right of the reports. To see this information while working on the **Excel®** spreadsheet, select **View ▶ Page Layout** view as shown in Figure 1.
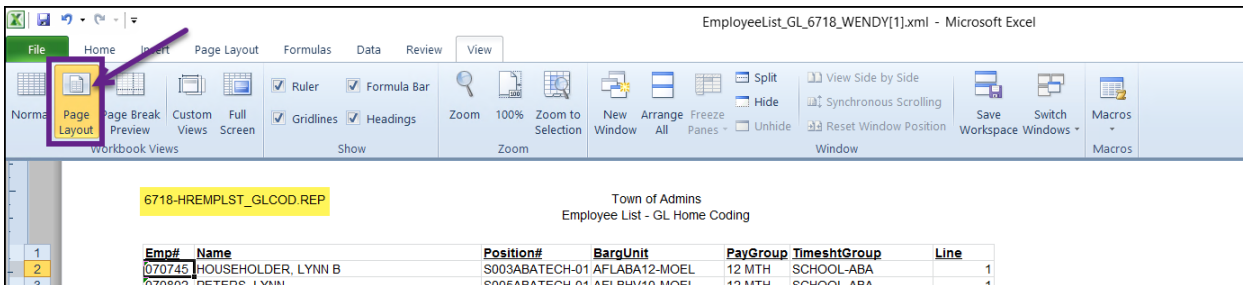

Figure 1

This information is also available on the **preview or printed report** as seen in **Figure 2**.
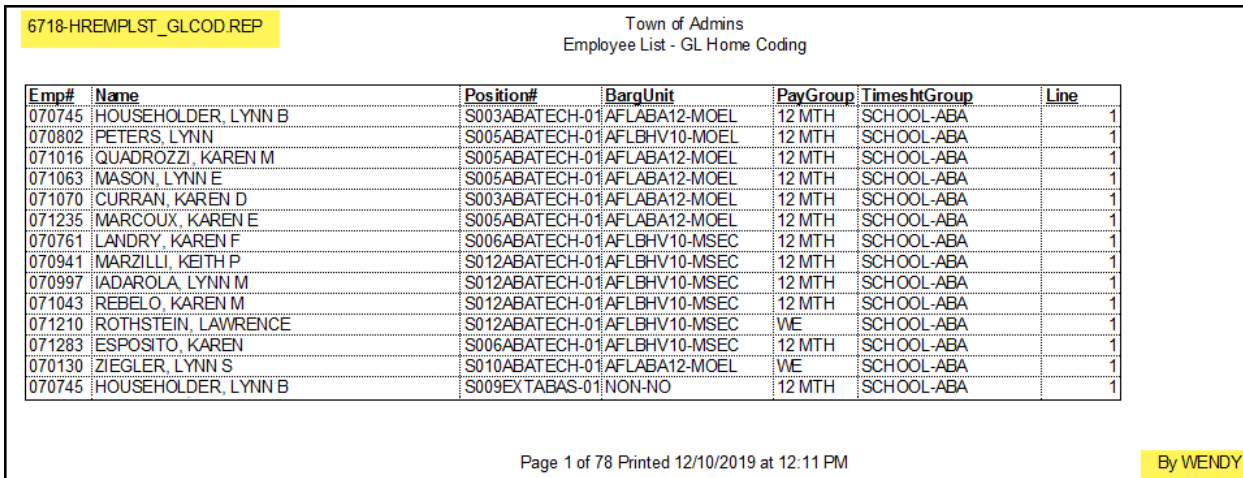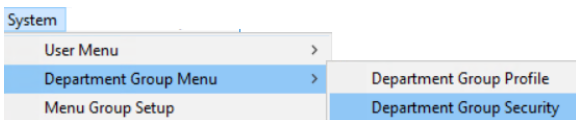

Figure 2

[ADM-AUC-SY-8133]

2   DEPARTMENT GROUP SECURITY [Enhancement]

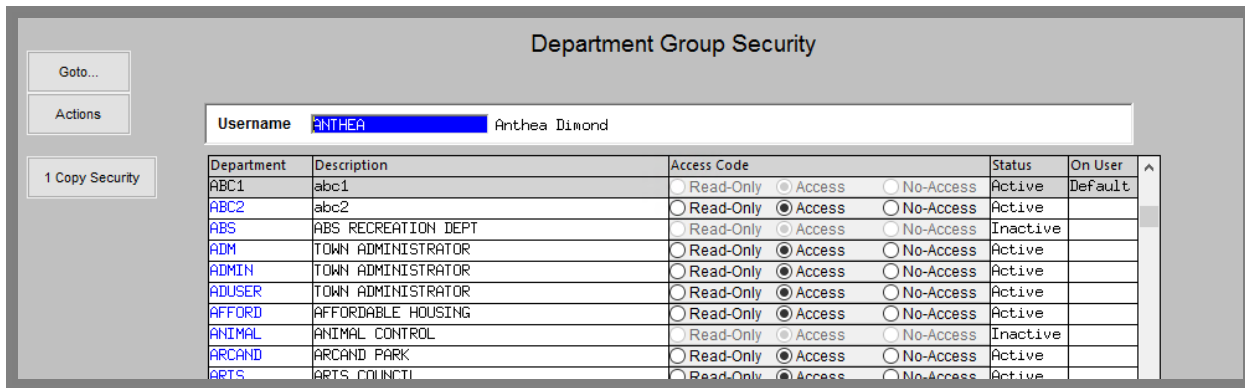The **Department Group Security** screen controls access to departments on a per-user basis.

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Figure 3 Before – the Department Group Security Screen without the [2 Set Access] button

ADMINS added a **[2 Set Access]** button to the **Department Group Security** screen to allow changing **ACTIVE** departments that are not the user's *Default* department. We do not allow the users default department to be changed on this screen to prevent a situation where a user would have access to no departments.

> **Note: if the User is inactive – the Set Access button will be grayed out. The user security may be *copied* to another user, but access cannot be *changed* on an inactive user.**
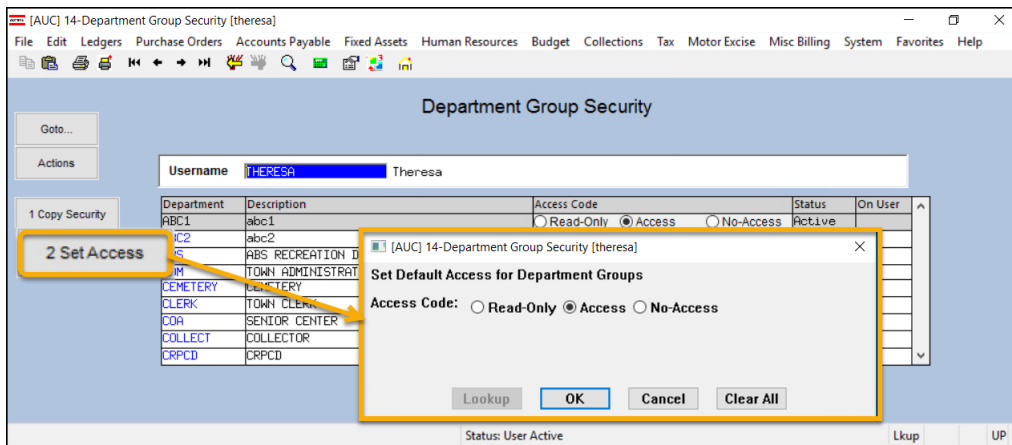
Figure 4 Using the [2 Set Access] button for a user on the Department Group Security screen
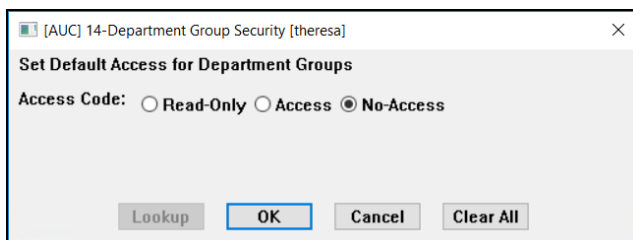
Click on **[2 Set Access]** to set the access for the user to **Read Only**, **Access**, or **No-Access**. Inactive departments will be ignored; the user's default department will be ignored.

This process will only change **ACTIVE** departments that are not the users default department. In **Figure 5** the highlighted lines will *not* change:

➊ because it is the selected user's default record

② because the department is inactive.

Figure 5 Department Group Security screen examples of what will and will not change

To change access for a user for an inactive department, first **activate** the department, change the user's access, and **inactivate** the department again.

[ADM-AUC-SY-8123]

3   HELP REFERENCE LIBRARY

3.1   New or Updated Documentation

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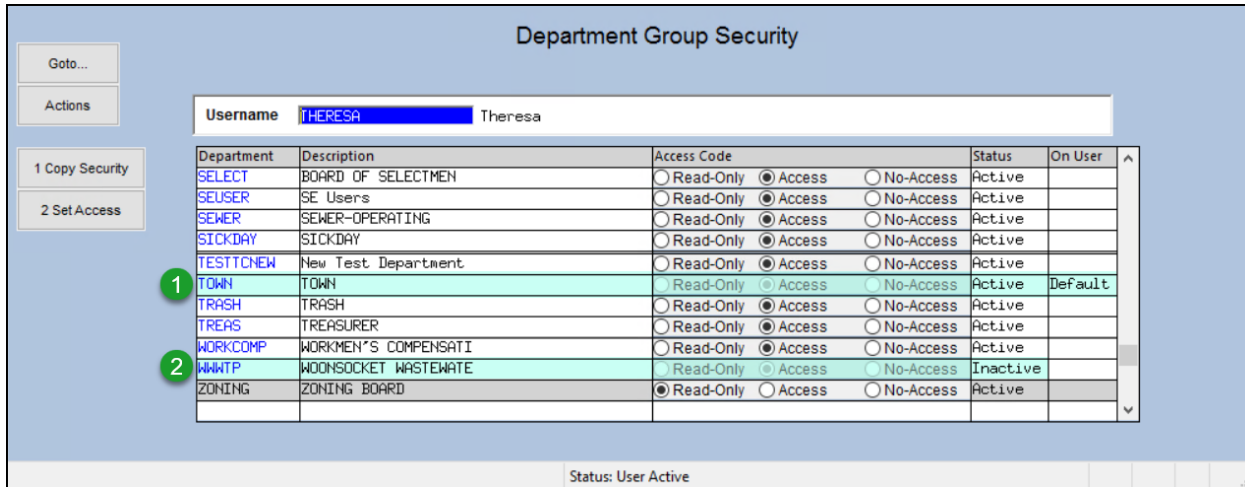
3.1.1   Accounts Payable

- SYSTEM   AP–1110 System Administration Kit   [Updated]
- YEAR END PROCESSING   AP–730 General Instructions for Forms 1099   [Updated]
                                        AP–740 Application for Filing Information (FIRE System Form 4419)   [Updated]
                                        AP–750 Instructions for Form 1099–INT   [Updated]
                                        AP–770 Instructions for Form 1099–S   [Updated]
- INTERFACES   AP–970 Credit Card Processing   [Updated]

3.1.2   Budget

- SITE SPECIFIC   BU–160 Bellingham, MA Departmental Entry Guide   [Updated]
- SYSTEM   BU–320 System Administration Kit   [Updated]

3.1.3   Fixed Assets

- 　 FA–115 The Fixed Assets Manual   [Updated]
- PROCESSING   FA–200 Acquiring Fixed Assets   [Updated]
- MAINTENANCE   FA–330 Asset Maintenance   [Updated]
- TABLES   FA–610 Fixed Asset Tables   [Updated]
- SYSTEM   FA–820 System Administration Kit   [Updated]

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3.1.4   Human Resources

• SYSTEM	HR–1110 System Administration Kit	[Updated]
• SPECIAL PROCESSING	HR–575 Email Tax Forms to Employees (W2, 2099R, 1095C)	[New]
• YEAR END PROCESSING	HR–630 W2 Year End Training Slides	[Updated]
	HR–640 IRS Instructions for Forms W-2 and W-3	[Updated]
	HR–645 IRS Pub 15 (Circular E), Employer's Tax Guide	[Updated]
	HR–660 IRS Instructions for Forms 1099-R and 5498	[Updated]
	HR–670 1099-R Slides	[Updated]

3.1.5   Ledgers

• SYSTEM	GL–1310 System Administration Kit	[Updated]

3.1.6   Miscellaneous Billing

• OTHER	MB–610 System Administration Kit	[Updated]

3.1.7   Motor Vehicle Excise

• SITE SPECIFIC	ME–260 Cranston, RI MV Excise Registry Delinquents	[Updated]
• SYSTEM	ME–410 System Administration Kit	[Updated]

3.1.8   Purchase Order

• SYSTEM	PO–1010 System Administration Kit	[Updated]

3.1.9   Property Tax

• OTHER	RE–770 System Administration Kit	[Updated]

3.1.10   Revenue Collections & Tax Title

• TREASURY RECEIPTS	RC–1375 Upload Treasury Receipts Via a Template	[New]
• SYSTEM	RC–1910 System Administration Kit	[Updated]

3.1.11   System

• SYSTEM	SY–170 System Administration Kit	[Updated]