



# SYSTEM (ALL MODULES)

## RELEASE NOTES – DECEMBER 2021

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

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## 1 ATTACHMENTS [ENHANCEMENT]

**ADMINS** changed the error checking on attachments to limit the check to [\\tsclient\C](#), so the system will prevent the attachment if a user tries to attach a file from the C drive of their local PC. If they are attaching to *another* mapped network drive shared from the local PC, the attachment will be allowed. System Administrators can minimize attachment loss by ensuring consistency in drive letter mapping; for example, push the drive mapping out via group policy for all users of AUC.

Please see the September 2021 Release Notes for a list of the modules and screens this change will impact.

[ADM-AUC-SY-8225]

## 2 UPDATE TRAINING [Fix]

**ADMINS** fixed an issue with selecting modules for update on sites that use Treasury Receipts module but do not use Tax modules. The process was automatically setting the collections copy to “Yes” as well. This was corrected and now only the selected modules will be copied to training.

[ADM-AUC-SY-8227]

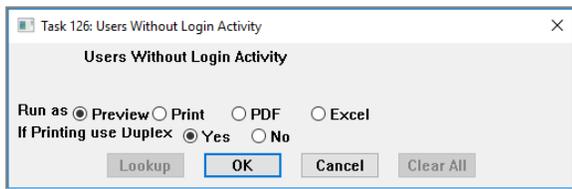


### 3 REPORTS

ADMINS added a new report to list users that have not logged onto the AUC system for at least 2 months. This allows the system administrator to inactivate records for users no longer using the system. This will assist in the management of the size of the account security file. Another benefit is during audits – having only active users keeps the systems more secure.



#### System ▶ Reports ▶ Users Without Login Activity



Column Header	Description / How Used
<b>Username</b>	The username for logging on to the AUC application which is always the same as the Windows username
<b>Name</b>	The first and last name of the user
<b>LastLogin</b>	The date of the last active login – if no date is listed, the user has either never logged in or the last login was prior to the time that the system was tracking login dates
<b>Status</b>	The status of the account – A=Active, I=Inactive
<b>Security Record</b>	Is there a corresponding record for the user in the AUC security file? If “Yes”, the Account Security field has the “Yes” radio button selected; If “No”, the “No” radio button is selected.
<b>Created Date</b>	The Date the username was created

The report is available to “Run as” Preview, Print, PDF®, or Excel® format.

```

126-SYUSRPRO_CHECK.REP          Printed 08-Nov-2021 at 17:18:37 by THERESA
                                City of ADMINS
                                Users Without Login Activity
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These employees have security records and have not logged in for at least 2 months

=====
Username      Name                LastLogin  Status  Security Records  Created Date
=====
ABC123        test                A          No      No                 08-Nov-2021
ADMTEST_4    ADMINS TRAINING ACCOUNT #4  A          No      No                 21-Aug-2007
BUSER        test user 2         A          No      No                 05-Sep-2019
DIMOND       Anthea Dimond (alternate)  23-Mar-2021  A      Yes                07-Sep-2009
JSMITH       joe                 A          Yes     Yes                04-May-2021

=====
SCHOOLBU.    School Budget User    A          No      No                 11-2014
TARANTOLA    Wendy Tarantola (alternate)  A          Yes     Yes                07-Sep-2009
TEMP        Temp user for Collector's office  A          Yes     Yes                28-Feb-2011
TESTUSR1     test user 1          A          No      No                 19-Nov-2014

**** Total # Users 39          ****

```

[ADM-AUC-SY-8202]



## 4 HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Libraries.

### 4.1 Accounts Payable

- Disbursements AP-250 Voiding Checks [Updated]  
AP-255 When Voids Cross Fiscal Years [Updated]
- Year End Processing AP-730 General Instructions for Forms 1099 [Updated]  
AP-740 Application for Filing Information Returns Electronically [Updated]  
AP-745 Instructions for Form 1099 G Certain Government Payments [New]  
AP-750 Instructions for Form 1099 Interest [Updated]  
AP-760 Instructions for Form 1099 MISC & NEC [Updated]  
AP-770 Instructions for Form 1099 S [Updated]

### 4.2 Human Resources

- Payroll Processing HR-380 Emailing Direct Deposit Advice [Updated]
- Special Processing HR-475 Mass Terminations as of a Date [New]  
HR-495 Correct Invoice Customer Number [New]  
HR-585 Leave Balance Update Screen (Adjustments & Transfers) [Updated]
- Year End Processing HR-630 W2 Year End Training Slides [Updated]  
HR-640 IRS Instructions for Forms W2 & W3 [Updated]  
HR-645 IRS Publication 15 (Withholding Tables) in Circular E [Updated]  
HR-647 IRS Publication 15B (Fringe Benefits) [Updated]  
HR-648 IRS Publication 15T (Federal Tax Withholding Method Instructions) [Updated]  
HR-660 Instructions for Forms 1099R [Updated]  
HR-670 1099-R Year End Training Slides [Updated]  
HR-680 IRS Instructions for Forms 1094C & 1095C [Updated]  
HR-775 1095 / ACA Step Menu Process [Updated]

### 4.3 Revenue Collections

- Payments RC-260 Partial Payments Letters [Updated]