



SYSTEM (ALL MODULES)

RELEASE NOTES – JUNE 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **System** Library. The ADMINS Support staff will install these changes to your system on **June 21, 2014**.

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1. HELP REFERENCE LIBRARIES

The following Help Reference Libraries have had either new or updated documentation added.

1.1. General Ledger

- Reports: Report Job Stream
- Fiscal Year End: Roll Appropriation Forward
- Interfaces: CUSI Interface

1.2. Purchase Orders

- Fiscal Year End Processing: PowerPoint Slides

1.3. Accounts Payable

- Enter Vouchers: Entering Credit Vouchers
- Disbursements: Implementing a New Bank Account

1.4. Human Resources

- Payroll Processing: Email Direct Deposit Advice
- Special Processing: Retroactive Pay Document and Slides
Billing & Invoicing
- Other: Implementing a New Bank Account

1.5. Budget

- Budget Processing: Personal Services Budgeting

1.6. Collections

- Bankruptcy: Bankruptcy Guide

1.7. Tax

1.7.1. Motor Vehicle Excise Tax

- Dealer Plate Commitments

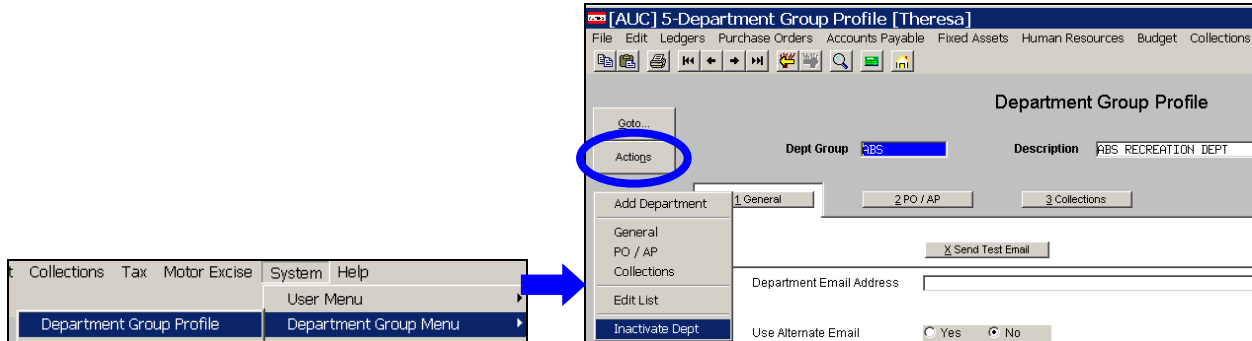
1.7.2. Tax Title

A new library was created for Tax Title and Deferral documentation.



2. DEPARTMENT GROUP TABLE

The Actions - Inactivate Dept / Activate Dept was not working on the Department group table. This has been corrected. To access this table, select **System ▶ Department Group Menu ▶ Department Group Profile** and click on **Actions**.



In the example, the ABS department is set to Inactive. When accessing a lookup of Department groups from the User Profile screen, the ABS department now properly shows as Inactive.

Department	Description	Status	PO Approval Path	AP Approval Path	Tof
ABS	ABS RECREATION DEPT	I	ABS_PO	ABS_AP	
ADM	TOWN ADMINISTRATOR	A	ADM_PO	ADM_AP	
ADMIN	TOWN ADMINISTRATOR	A	ADMIN_PO	ADMIN_AP	

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3. SYSTEM MAINTENANCE

3.1. End of Week Reports

Modified two reports issued during the weekly maintenance procedure such that the reports provide additional information about the conditions being tested. This is an internal change and should not affect the operation of the weekly maintenance procedures for our customers.

3.1.1. Period Table Issues Report

```

*** fmrep:glpererr_eow.rep ***      Printed 21-Apr-2014  at 02:45:57      by MUPDEV4
          Funds in the Fiscal Period Table with less than 12 Periods
    Note: These incomplete funds may be due to new funds being created in the VMS interface
    or during a conversion.  The additional periods need to be added to the Fiscal Period table.
=====
    FY  Fund#  Description                               # of Periods Found
=====
    2014  011

```

Figure 1 Before



```

1926-GLPERERR_EOW.REP      Printed 21-Apr-2014 at 09:12:48 by MARY          Page 1
                             Town of ADMINS
                             Funds with Less than 12 Fiscal Periods
FY  Fund      Description          #Found Status Closed? Summary? RollFwd? SpcRev? BudgetOnly? Starts_On  Entered_By  Entered_On
2014 0099     LUANN'S NEW SUMMARY FUND  11 A    N    Y                LUANN      07-Nov-2013
These funds may have less than 12 periods because of VMS interface or conversion.
    
```

Figure 2 After

3.1.2. Control Table Missing Accounts Report

```

*** fmrep:glctrerr_eow.rep ***      Printed 21-Apr-2014 at 02:54:03      by MUPDEV4
                             Accounts Missing from the Control Account Table
                             for Active Funds
                             =====
                             FY      Fund# and Description
                             =====
                             2014    2125    RUSHFORD UNDERAGE DRINKI
                             2014    2480    COMMUNITY CENTER FUND RA
                             2014    2490    H1N1 VACCINE
    
```

Figure 3 Before

```

1918-GLVAXWINCTR.REP      Printed 21-Apr-2014 at 10:46:40 by MARY          Page 1
                             Town of ADMINS
                             GL Control Table Errors
FY  Fund      Description          #Found Status Closed? Summary? RollFwd? SpcRev? BudgetOnly? Starts_On  Entered_By  Entered_On
2014 2100     SPED 94-142 ALLOC      25 A    N                T          MARILYN    15-May-1995
    
```

Figure 4 After

[ADM-AUC-GL-655]

3.1. Overnight Jobs

3.1.1. Budget Checks

A feature of the overnight jobs will re-check Accounts Payable vouchers held due to insufficient funds, and if funds were made available after checking the voucher but before the overnight job runs, the voucher will be advanced to the next level. In the event that an account that normally has a negative balance was being used for budget check, the checking was not working properly and vouchers were being advanced in the process despite the insufficient funds due to the negative balance. This has been corrected and the vouchers will remain in the needs budget override status.



When establishing summary accounts to use for budget checks, it is best to use the same account type as the posting account. If a fund equity account normally carries a negative balance and is used to budget check an expenditure account, the automated process will never move the voucher through and it will have to be checked and approved manually.

[ADM-AUC-FM-8108]