



SYSTEM (ALL MODULES)

RELEASE NOTES – JUNE 2020

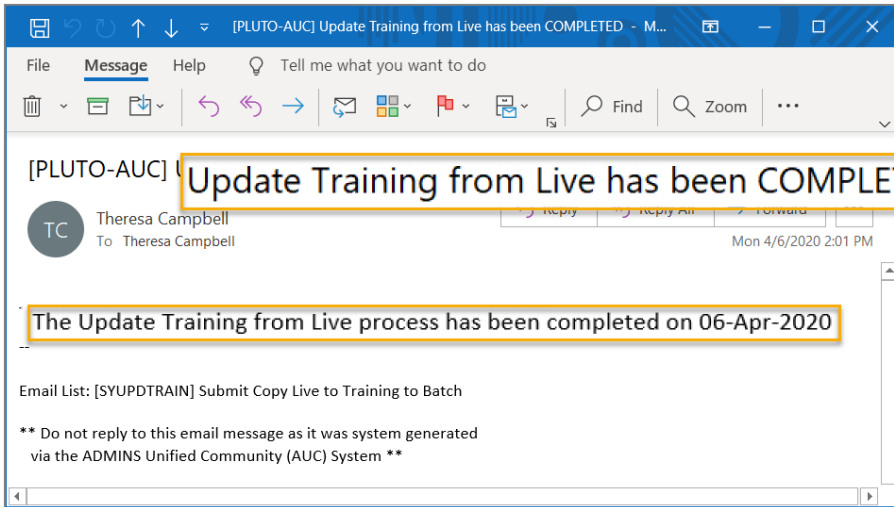
This document explains new product enhancements added to the **ADMINS Unified Community (AUC) for Windows SYSTEM LIBRARY**.

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1 COPY LIVE TO TRAINING [Enhancement]



An email will be sent to the members of the **SYUPDTRAIN** Distribution List when the **Submit Copy Live to Training** or **UnSubmit Copy Live to Training** command is run.

The process was enhanced to send an email to the members of the **SYUPDTRAIN** Distribution List on completion.

Figure 1 Email notification that the update of the training area is complete

This change was installed on sites in April 2020 and is included here to document the change.

Anyone submitting the process should check the **SYUPDTRAIN** Distribution List to make sure their username is in the **SYUPDTRAIN** list.

See **SY-175 Copy Live to Training (Batch)** for details on this feature.

[ADM-AUC-SY-8114]

2 MORE UPLOAD TEMPLATES AVAILABLE [Enhancement]

ADMINS installed additional templates in the **System ▶ Help Reference Library ▶ Templates** area.

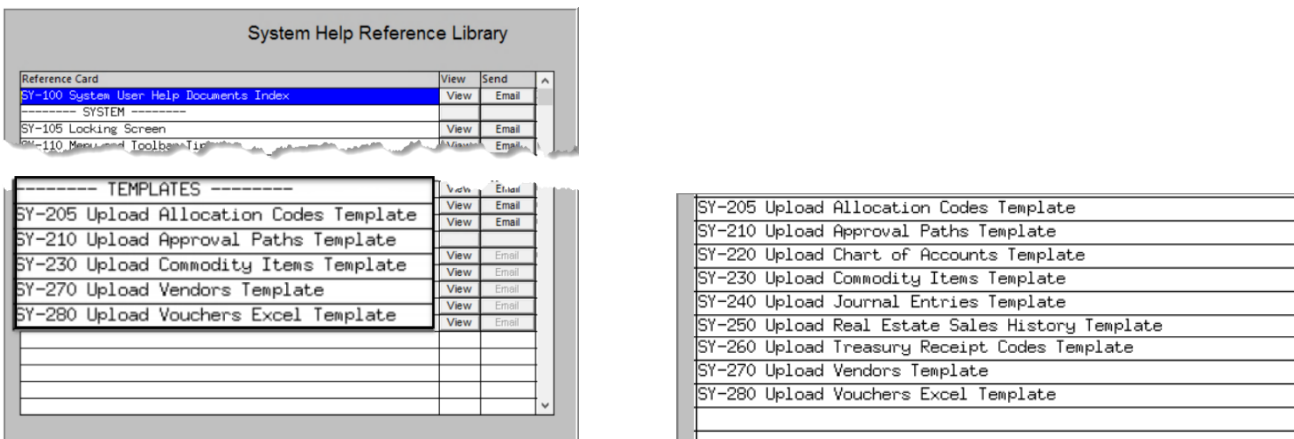


Figure 2 Before & After – Upload Templates Library



3 HELP REFERENCE LIBRARY

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

3.1 Accounts Payable

- DISBURSEMENTS AP-145 Preventing Duplicate Payments [New]
AP-175 Report of Held Checks [New]
- YEAR END AP-705 Restrict Access to Accounts Payable for Fiscal Year End [New]
- OTHER AP-825 Open, View, and Edit .CSV files for AUC Uploads [New]
AP-875 Pivot Tables - Analyze AUC Data in **Excel**[®] [New]
AP-980 Upload Vouchers – Spreadsheet [Updated]

3.2 Budget

- MAINTENANCE BU-110 Budget Processing [Updated]
- OTHER BU-265 Pivot Tables–Analyze AUC Data in **Excel**[®] [New]
- SYSTEM BU-315 Open, View, and Edit .CSV files for AUC Uploads [New]

3.3 Fixed Assets

- OTHER FA-725 Open, View, and Edit .CSV files for AUC Uploads [New]
FA-770 Pivot Tables–Analyze AUC Data in **Excel**[®] [New]

3.4 Human Resources

- PAYROLL PROCESSING HR-345 Import Timesheets from Spreadsheet [New]
- SPECIAL PROCESSING HR-460 FLSA Processing [Updated]
HR-598 Upload File of Cleared Checks [New]
- YEAR END HR-610 Fiscal Year End Split Payroll Webinar Slides [Updated]
HR-620 W2 Processing [Updated]
HR-775 1095C / ACA Step Menu Process [New]
- OTHER HR-823 Open, View, and Edit .CSV files for AUC Uploads [New]
HR-925 Pivot Tables–Analyze AUC Data in **Excel**[®] [New]

3.5 Ledgers

- YEAR END PROCESSING GL-710 Fiscal Year End Checklist [Updated]
GL-720 Create New Fiscal Year [Updated]
- OTHER GL-1200 Copy Live to Training (Batch) [Updated]
GL-1212 Open, View and Edit .CSV files for AUC Uploads [New]
GL-1285 Pivot Tables–Analyze AUC Data in **Excel**[®] [New]



3.6 Miscellaneous Billing

- OTHER MB–512 Open, View, and Edit .CSV files for AUC Uploads [New]
MB–570 Pivot Tables–Analyze AUC Data in **Excel**® [New]

3.7 Motor Vehicle Excise

- OTHER ME–322 Open, View, and Edit .CSV files for AUC Uploads [New]
ME–365 Pivot Tables–Analyze AUC Data in **Excel**® [New]

3.8 Property Tax

- TABLES RE–712 Open, View, and Edit .CSV files for AUC Uploads [New]
- OTHER RE–768 Pivot Tables–Analyze AUC Data in **Excel**® [New]

3.9 Purchase Orders

- FISCAL Y/E PROCESSING PO–780 PO Rollovers PowerPoint® Overview [Updated]
- OTHER PO–923 Open, View, and Edit .CSV file for AUC Uploads [New]
PO–993 Pivot Tables–Analyze AUC data in Excel [New]

3.10 Revenue Collections & Tax Title

- MUNICIPAL LIENS RC–710 MLC Processing [Updated]
- OTHER RC–1812 Open, View, and Edit .CSV files for AUC Uploads [New]
RC–1865 Pivot Tables–Analyze AUC Data in **Excel**® [New]

3.11 System

- SYSTEM SY–135 Open, View, and Edit .CSV files for AUC Uploads [New]
SY–165 Pivot Tables–Analyze AUC Data in **Excel**® [New]
SY–175 Copy Live to Training (Batch) [Updated]