



# SYSTEM (ALL MODULES)

## RELEASE NOTES – JUNE 2021

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

### CONTENTS

<b>1</b>	<b>ATTACHMENTS HOVERTEXT</b> .....	<b>2</b>
<b>2</b>	<b>LOGIN TO TRAINING [FIX]</b> .....	<b>4</b>
<b>3</b>	<b>COPY LIVE TO TRAINING – SELECTED MODULES [ENHANCEMENT]</b> .....	<b>4</b>
<b>4</b>	<b>SYSTEM ADMINISTRATION KIT [ENHANCEMENT]</b> .....	<b>5</b>
<b>5</b>	<b>ADMINS.COM TRAINING VIDEOS</b> .....	<b>5</b>
<b>6</b>	<b>HELP REFERENCE LIBRARY</b> .....	<b>5</b>
6.1	Tax and Collections Release Notes Libraries [Enhancement] .....	6
6.2	New and Updated Documents.....	8
6.2.1	Accounts Payable.....	8
6.2.2	Collections .....	8
6.2.3	Human Resources.....	8
6.2.4	Ledgers .....	8
6.2.5	Purchase Orders .....	8
6.2.6	Tax .....	8
6.2.7	System .....	8



# 1 ATTACHMENTS HOVERTEXT

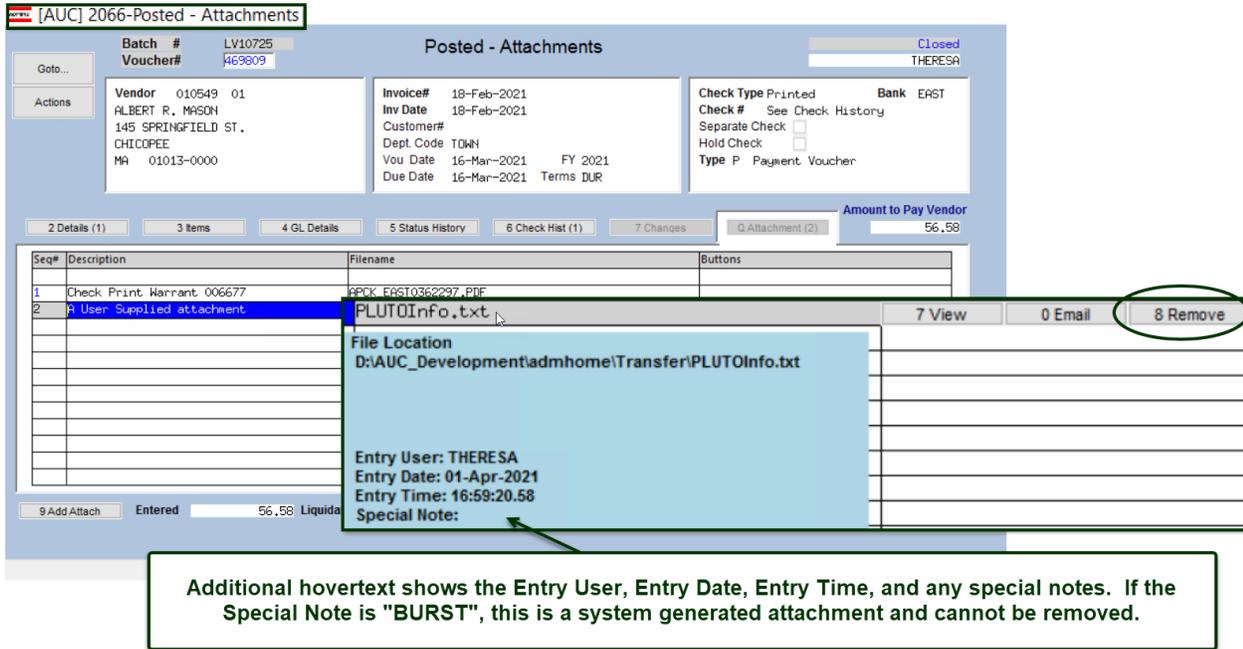


Figure 1 Attachments with Enhanced Hovertext

ADMINS added more information to the hovertext on attachments indicating when the attachment was made and by whom throughout the ADMINS modules. If the Special Note is "BURST" that designates a System-Created attachment that cannot be removed by the user. Attachments without a "Special Note" are user-supplied and may be deleted using the [Remove] button. If the [Remove] button is grayed out, the site has chosen to prevent the removal of user supplied attachments for some screens. The list of affected screens (by menu) is as follows:

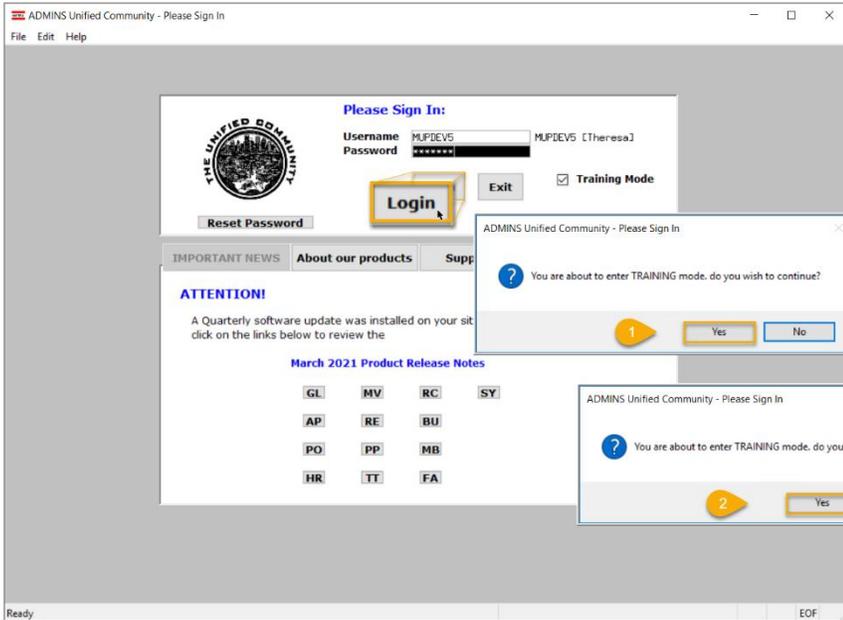
Menu	Screen #	Screen Name	Menu Path
Accounts Payable	2000	Vendor Entry	Vendors ▶ Enter Vendors ▶ [4 Attachments]
	2044	Vendor Inquiry (View)	Vendors ▶ View Vendors ▶ [4 Attachments]
	2006	Voucher Change Orders	Change Orders ▶ Entry ▶ [Q Attachments]
	2059	Voucher Entry Inquiry	Queries ▶ View All Vouchers ▶ Select In-Progress Voucher ▶ [Q Attachments]
		Voucher History Inquiry	Queries ▶ View All Vouchers ▶ [Select Posted Voucher] ▶ [Q Attachments]
		2081	Voucher Entry
	2192	User Batch	Enter Bills (Vouchers) ▶ Add Attachments to Posted Batch
2224	Warrant History	Queries ▶ Warrant History Screen	
Purchase Orders	2000	Vendor Entry	Vendors ▶ Enter Vendors ▶ [4 Attachments]
	2044	Vendor Inquiry (View)	Vendors ▶ View Vendors ▶ [4 Attachments]
	3043	PO Entry	Purchase Order Entry ▶ Entry
	3048	PO Change Orders	Change Orders ▶ Entry [1 Do Change] ▶ [Q Attachments]
	3057	PO Inquiry Entry	Queries ▶ Select PO (In Progress) ▶ [8 Attachments]
	3058	PO Inquiry History	Queries ▶ Select PO (Posted) ▶ [8 Attachments]
	14008	Contract Entry	Contracts ▶ Contract Entry ▶ [Q Attachments]
	14063	Contract Entry Inquiry	Contracts ▶ View All Contracts ▶ [Select] ▶ [Q Attachments]
	14073	Contract History Inquiry	Contracts ▶ View All Contracts ▶ [Select] ▶ [Q Attachments]



Menu	Screen #	Screen Name	Menu Path	
<b>Purchase Orders</b>	14208	Contract Change Orders	Contracts ▶ Change Entry ▶ [1 Do Change] ▶ [Q Attachments]	
	15090	Bid Entry	Bids ▶ Bid Entry ▶ [8 Attachments]	
	15210	Bid History	Bids ▶ Open and Awarded Bids ▶ [8 Attachments]	
<b>Collections</b>	4107	TR Entry Attachments	Treasury Receipts ▶ Add Receipt ▶ [3 Accept] ▶ [ATTACH]	
	4108	Inquiry TR Attachments	Treasury Receipts ▶ Treasury Receipt History ▶ [Batch] ▶ [Attach] ▶	
	4138	Bills (RE&PP, MVE)	Queries ▶ Bill Payment ▶ [0 Attachments]	
	4217	Add Attach to Posted Batch	Treasury Receipts ▶ Add Attachments to Posted Batch	
	4286	TR Batch Attachments	Treasury Receipts ▶ [6 Add Batch Attachments]	
	4306	MLC History	Municipal Liens Certificates ▶ MLC History ▶ [6 Attachments]	
	4315	Attorney Table	Collections ▶ Tables ▶ Attorney Table ▶ [2 Attachments]	
	4821	Deferral Attach	Deferrals ▶ Deferrals Process Menu ▶ Enter Bills for Deferral ▶ [Attachments]	
	<b>Collections ▶ Tax Title</b>	11321	TT Inquiry	Collections ▶ Tax Title ▶ Tax Title Balance Inquiry ▶ [Attachments]
		11323	TT Setup	Collections ▶ Tax Title ▶ Tax Title Setup History
<b>Real Estate Tax</b>	4321	Billing History (from Billing)	Tax ▶ Queries ▶ Billing History ▶ [6 Attachments]	
	5365	RE Deduction History Attach	Tax ▶ Abatements ▶ RE Deduction History ▶ [2 Attachments]	
	5817	Betterment Project Attach	Tax ▶ Betterments ▶ Add Manage Projects ▶ [Attachment]	
	5839	Betterment Parcel Attach	Tax ▶ Betterments ▶ Parcel Details ▶ [5 Parcel Attachments]	
<b>Human Resources</b>	6126	Employee Attachment	Maintenance ▶ Employee Maintenance ▶ [Employee Attachments]	
	6127	Employee Position Attachment	Maintenance ▶ Employee Maintenance ▶ [Employee Position Attachments]	
	6783	Inquiry Employee Attachment	Maintenance ▶ Employee Maintenance Query ▶ [Employee Attachments]	
	6784	Inquiry Employee Position Attachment	Maintenance ▶ Employee Maintenance Query ▶ [Employee Position Attachments]	
	6815	Warrant History	Queries ▶ Warrant History	
<b>Motor Vehicle Excise</b>	8512	Excise Bill Attach (From Excise Bill Detail Screen)	Queries ▶ Motor Excise Bill Inquiry ▶ Select Bill ▶ Excise Bill Detail ▶ [7 Attach]	
	8520	Commitment Attach	Queries ▶ Commitment Inquiries ▶ [1 Detail] ▶ [3 Attach]	
<b>Personal Property Tax</b>	9160	PP Deduction History Attach	Tax ▶ Abatements ▶ Personal Property Abatement History ▶ [2 Attachments]	
<b>Miscellaneous Billing</b>	10000	Customer Update	Maintenance ▶ Customer Maintenance ▶ [3 Attachment]	
	10171	Customer Inquiry	Queries ▶ Customer Query ▶ [3 Attachment]	
	10225	Invoice History	Queries ▶ Bill Payment ▶ [0 Attachments]	
<b>Fixed Assets</b>	13007	Enter Assets (Acquisition Process)	Processing ▶ Acquisition Process ▶ <input type="text" value="Maintain Asset Work File"/>	
	13050	Maintain Assets	Maintenance ▶ Maintain Assets ▶ [8 Attachments]	
	13704	Inquiry History	Queries ▶ View All Assets ▶ [Select] Asset ▶ [8 Attachment]	
	13754	Inquiry Entry	Queries ▶ View All Assets ▶ [Select] Asset in Entry Began status ▶ [8 Attachment]	



## 2 LOGIN TO TRAINING [Fix]



ADMINS fixed an issue when logging into the training account. Prior to the software update, if after checking the Training Mode checkbox and entering the password, the user clicked the [Login] button, the sign in prompt “You are about to enter TRAINING mode. Do you wish to continue?” would appear twice in succession. (This did not happen if the password was typed, and the user hit the enter key).

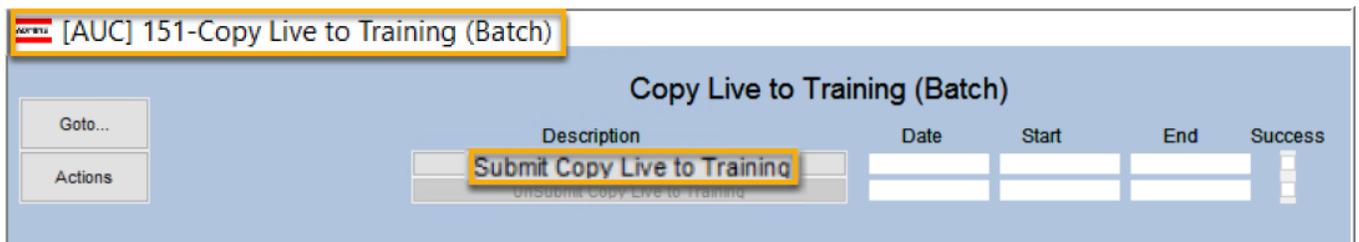
This was corrected; now the sign in prompt confirming login to the training account will appear only once, whether using the [Login] button or the {Enter} key.

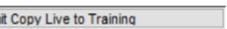
[ADM-AUC-SY-8188]

## 3 COPY LIVE TO TRAINING – SELECTED MODULES [Enhancement]

ADMINS enhanced the user-initiated Copy Live to Training process, which may be run by “Super Users”.

System ▶ Site Specific ▶ Copy Live to Training (Batch)



Now, when clicking the  button, the process will display a list of modules available to copy. This list is built depending on which modules are used and will vary from site to site. Some customers use only Human Resources, others use another set of modules.

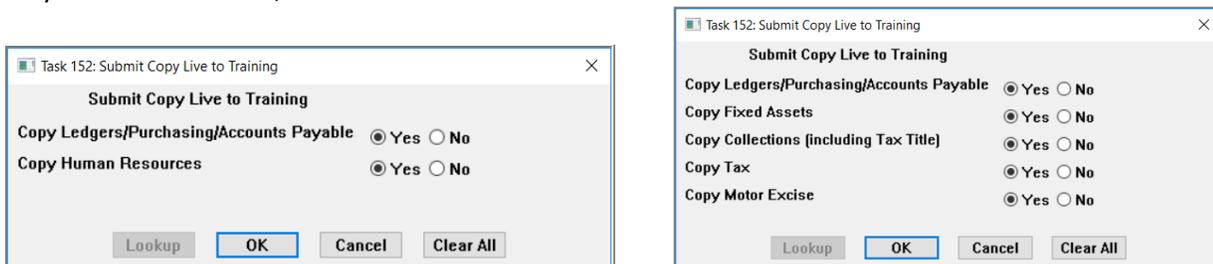
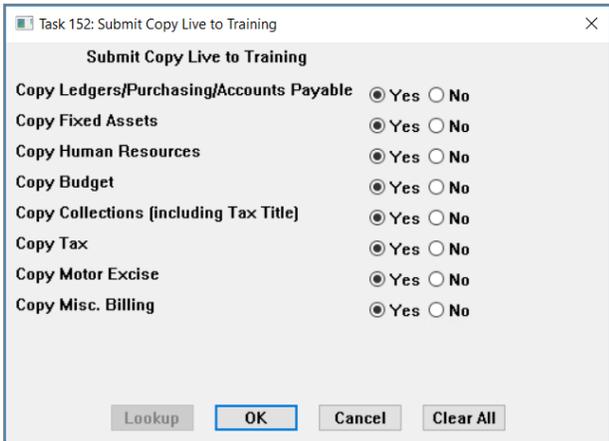


Figure 2 Site with only Human Resources & AP/PO/GL; another site with AP/PO/GL, Fixed Assets, Tax, and Collections



The default on the modules is  Yes to copy – to deselect modules and exclude them from the copy, click on the  No radio button for each module to be excluded.

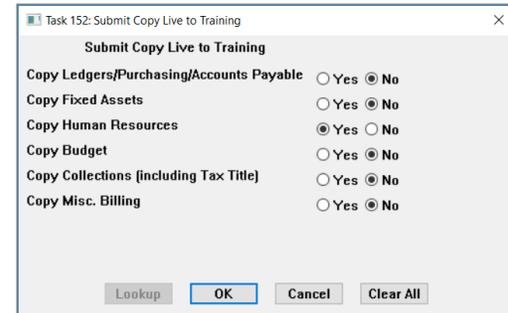


Figure 3 Screen allows selecting from eight modules to be copied to training.

When the job is submitted the members of the SYUPDTRAIN distribution list will receive an email which will display the list the modules to which the site has access and what has been set to be copied. See SY-175 Copy Live to Training (Batch) for details on this feature.

[ADM-AUC-SY-8196]

## 4 SYSTEM ADMINISTRATION KIT [Enhancement]

ADMINS updated sections 7.3 Registry Keys (for PDF® Export Font Size fidelity) and added section 11 Physical and Virtual Servers to the SY-170 System Administration document.

[ADM-AUC-SY-8197]

## 5 [ADMINS.COM](https://www.admins.com) Training Videos

The ADMINS training videos were converted to provide YouTube features, such as pause, rewind, fast forward, closed captions, and playing at faster speed. This training is restricted to “Customers Only”. Need credentials? Go to: [Contact Us | ADMINS, Inc.](#) and follow the instructions in the quick start guide. Then, use the link to access the [Videos | ADMINS, Inc.](#)

[ADM-AUC-WEB-2]

## 6 HELP REFERENCE LIBRARY

The Product Demos formerly available in the Help Reference Library were replaced by the demos available on



[Videos | ADMINS, Inc.](#)

The product demos as installed on each site’s server were not as usable as those available



on the web, as many of the servers did not include the option to play sound with the videos. **ADMINS** also made changes to the **Collections** and **Tax** release notes library structure. The **Collections** release notes used to be listed for all quarters, then listed **Treasury Receipt** release notes for each quarter.

Now, each quarter’s release notes are listed in chronological order, as shown in Figure 5, with the most recent at the top, making it easier to find the most recent documents.

### 6.1 Tax and Collections Release Notes Libraries [Enhancement]

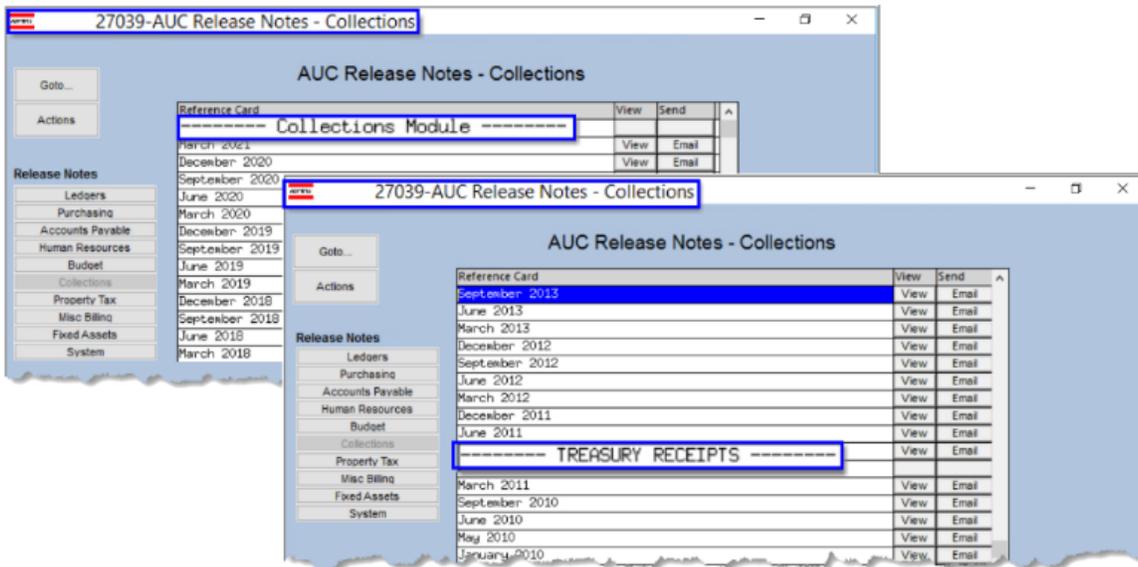


Figure 4 Before – All Collections were listed, then Treasury Receipts

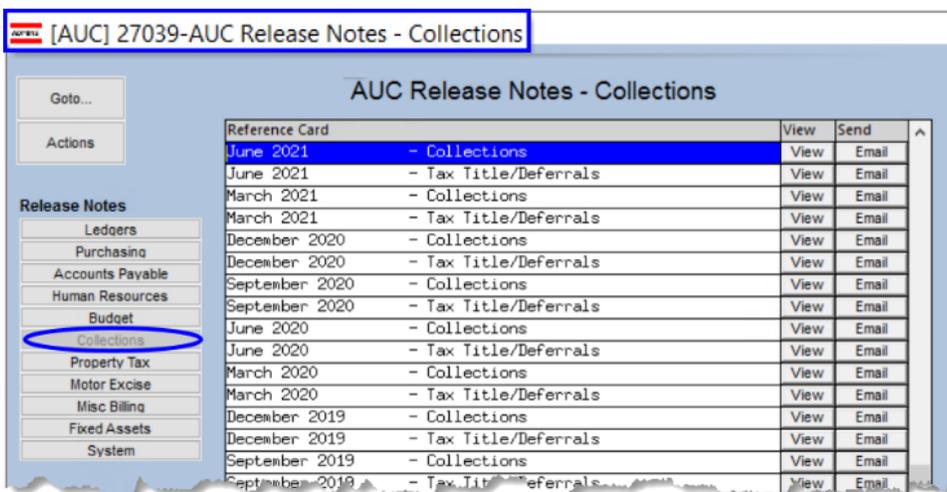
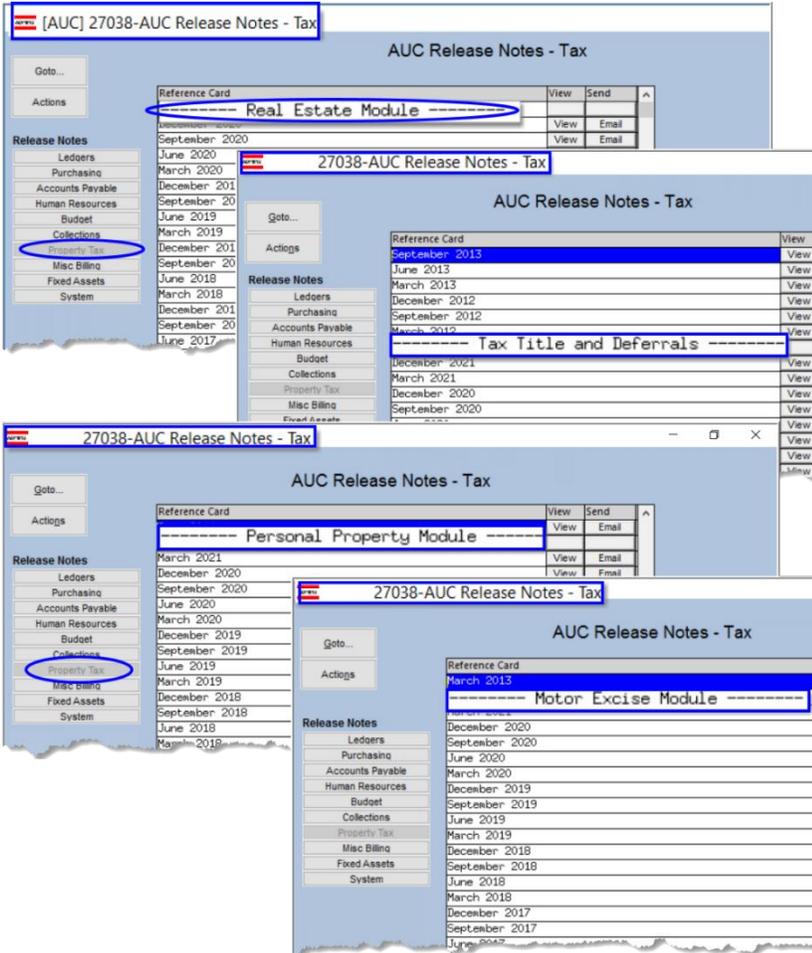


Figure 5 After –Collections and Tax Title/Deferrals notes are listed chronologically, with the most recent at the top



The **Collections** release notes include **Revenue Collections, Tax Title/Deferrals, and Treasury Receipts** “stand alone” prior year notes.

In the current **Collections Release Notes** library, page down to find older **Treasury Receipts** release notes, as March 2011 was the last time Treasury Receipts were self-contained. Now, **Treasury Receipts** release notes are included as part of the **Revenue Collections** release notes.

**Tax Title/Deferrals** used to be included in the **Tax** release notes; they were moved to the **Collections** release note library.

**Motor Excise** release notes are now in their own library, separate from **Tax**. This new structure mimics that of the Help Reference Library.

Figure 6 Before – Real Estate, Tax Title, Personal Property and Motor Excise were all in the Tax Release Notes

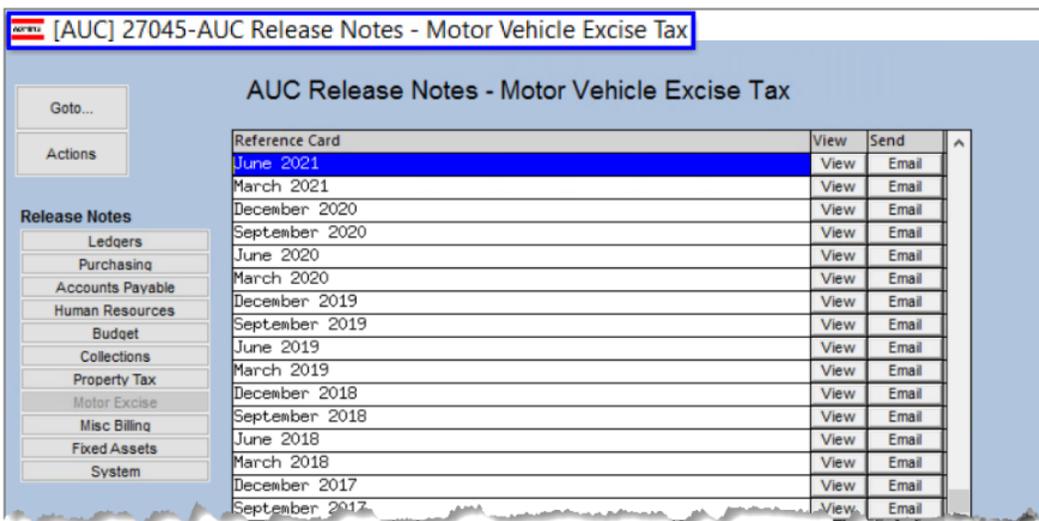


Figure 7 Motor Vehicle Excise Tax Release Notes are now “stand alone” in their own screen

[ADM-AUC-SY-8189]



## 6.2 New and Updated Documents

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

### 6.2.1 Accounts Payable

- DISBURSEMENTS AP-250 Voiding Checks [Updated]
- VENDORS AP-370 Merge Vendors [Updated]
- INTERFACES/IMPORTS AP-960 Create Refund Vouchers [Updated]

### 6.2.2 Collections

- TREASURY RECEIPTS RC-1320 Treasury Receipts [Updated]
- RC-1355 Supplemental Appropriations JE from Treasury Receipts [New]
- SITE SPECIFIC RC-1730 Cranston, RI Income Tax Offset Export [Updated]
- RC-1750 Cranston, RI Account Status Codes [Updated]

### 6.2.3 Human Resources

- SPECIAL PROCESSING HR-430 Manual Checks [Updated]
- HR-527 Add a Cost Code to All Existing Employees [New]

### 6.2.4 Ledgers

- INTERFACES GL-870 CUSI Interfaces [Updated]
- SITE SPECIFIC GL-925 Middletown, CT BoE Build Grant Funds [Updated]
- SYSTEM SY-170 System Administration Kit [Updated]

### 6.2.5 Purchase Orders

- VENDORS PO-360 Merged Vendor Process [Updated]
- CONTRACTS/BIDS PO-520 BID Entry [Updated]

### 6.2.6 Tax

- SITE SPECIFIC RE-685 Cranston, RI Real Estate Tax Billing [Updated Section 3.9.4 Image]

### 6.2.7 System

These documents were added to all the modules:

- SYSTEM SY-170 System Administration Kit [Updated]
- [Updated]