System (All Modules)

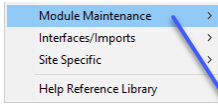## Release Notes   June 2023

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

CONTENTS

1 Bank Table Field Logging [Enhancement]

ADMINS added field logging to the bank table. This means that when changes are made to the bank table, they are tracked and reportable. To access the field logging table, from the menu, select:

Module Maintenance	>
Interfaces/Imports	>
Site Specific	>
Help Reference Library	
Field Logging - Bank Table	

Module Maintenance ▶ Field logging – Bank Table

Field Logging - Bank Table

Goto...		
Actions	**Bank** 0001 HR DIRECT DEPOSIT	

	Change Date Time	**User**	**Field**	**From/To**
	22-May-2023 17:26	THERESA	Address 1	
				1 ROCK ROAD
1 Excel	22-May-2023 17:26	THERESA	Numerator ABA Number	
				1234
2 Edit List	22-May-2023 17:26	THERESA	Denominator ABA#	
				5675
	22-May-2023 17:26	THERESA	ABA#	2115-7483-3
				1234-5678-0

The table will show the Change Date and Time, the Field that was Changed, the username of the person making the change, and the "From" (before) and "To" (after) values. The Edit List can be run as PDF or Excel.

Note: The screen is sorted by date, with the most recent date at the top. Within each date, the sort is in ascending order by time (so if a change was made in the morning, and another in the afternoon, the change made in the morning will appear first on the screen.)

```
2542-SYBANKFLG.REP          Printed 22-May-2023 at 17:28:36 by THERESA                                    Page 1
                                                        Town of Admins
                                                Field Logging Report - Bank Table

====== ========================================= =========== ===== ============    ==============================  ===================  ============
Bank   Name                                      Change Date Time  User            Field                           Value
====== ========================================= =========== ===== ============    ==============================  ===================  ============
0001   HR DIRECT DEPOSIT                         22-May-2023 17:26 THERESA         ABA#                            Old: 2115-7483-3
                                                                                                                   New: 1234-5678-0

0001   HR DIRECT DEPOSIT                         22-May-2023 17:26 THERESA         Denominator ABA#                Old:
                                                                                                                   New: 5675

0001   HR DIRECT DEPOSIT                         22-May-2023 17:26 THERESA         Numerator ABA Number            Old:
                                                                                                                   New: 1234

0001   HR DIRECT DEPOSIT                         22-May-2023 17:26 THERESA         Address 1                       Old:
                                                                                                                   New: 1 ROCK ROAD
```
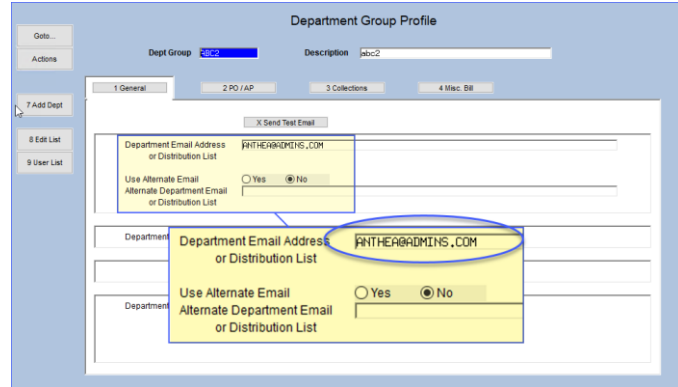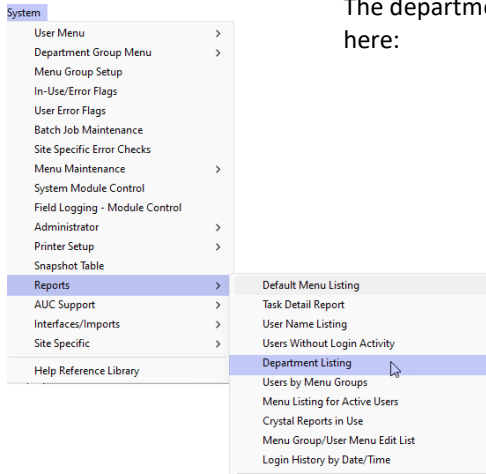
Figure 1 Bank Table Field Logging Edit List showing "old" (before) and "new" (after) values

[ADM-AUC-SY-8286]

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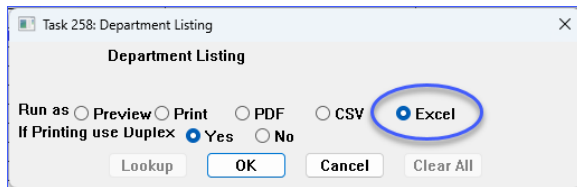
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2   Department Listing Now Includes Emails [Enhancement]

The department listing report now includes the email address assigned to the department here:

While the **[8 Edit List]** button on the Department Profile screen and available to run as PDF contains the email address, adding it to the Department Listing run as Excel makes it easier to scan the list.

Figure 2 Before – the department listing report did not include the email addresses

Figure 3 After – the department listing report includes the primary and alternate email addresses/distribution lists

[ADM-AUC-SY-8297]

3   Batch Checking Issues [Fix]

For batch processes within AUC such as Accounts Payable vouchers, Collections Batches, etc., a blank record for each user who runs the process must exist in a master file. Checking a batch produced undesired results if the record did not exist. **ADMINS** corrected the issue.

[ADM-AUC-SY-8285]

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4   Help Reference Library

Added new or updated content to the Help Reference Libraries and ADMINS.com.

4.1   Accounts Payable

How to Transfer a Voucher Batch   [New]
How to Delete Vouchers in a Batch   [New]

4.2   Human Resources

Employee Positions   HR–210 Accruals   [Updated]
Adjust a Cost Code on the Employee Maintenance Screen   [New]
Split Labor Distribution PowerPoint Slides   [Updated]
Split Labor Distribution Webinar Recording   [Updated]

4.3   Miscellaneous Billing

Collections   MB–240 Write-Off Small Balances   [New]
                                      MB–250 Write-Off to Doubtful Accounts via Adjustments   [New]
                                      MB–260 Refunds   [New]
Reports   MB–470 Reports on the Customer Maintenance Screen   [Updated]

4.4   Purchase Orders

PO Processing   PO-105 PO Types, Encumbrances, & How Payments are Processed   [Updated]
Encumbrances, How Payments are Processed, & PO Types   [Available on **ADMINS**.com]
PO Rollover Webinar Recording   [Updated]
PO Rollover Webinar PowerPoint Slides   [Updated]

4.5   System

Attachments in AUC   [New]
Maintaining Email Distribution Lists   [New]
Printing to the Local Printer   [New]

4.6   ADMINS Video Library

Please check out these Videos & Quick Tips (admins.com). These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for "once in a while" tasks. The videos provide "just-in-time" training when new staff are coming on board.

support@admins.com

ADMINS
ADMINS.COM

Home | What's New | Videos & Quick Tips | Library ▼ | More ▼ | | 👤

AUC Video Launchpad

Below is a list of training videos for new users to get acquainted with AUC, and for current users to take a deeper dive into a process or get a refresher for "once a year" tasks.

Getting Started

Logging In to AUC & Basics (7:00)
Logging out of AUC (1:54)
Reset AUC Password (2:00)
Use the Training Area (2:04)
Clear Data From A Field (1:17)
Favorites Screen (2:23)
Index Of Help Documents (0:51)
Reprinting A Report (4:20)
Optimize the PDF Viewer (3:37)
Email Signatures (1:36)
Quick Task & Report Button (2:12)
Check for Record Locks (2:14)
Attachments in AUC (4:20)
How to Configure RDP for Local Printers (2:19)

GL Training

Add a New GL Account (4:07)
Budget Transfers via a JE (2:55)
Drill Down on Account (4:51)
Transaction History Queries (7:07))
General Ledger Reports (10:09)
Expenditure Summary Report (4:04)
Set Up A New Fund (9:17)
Automate Reports using Job Stream (24:28)
How to Upload a Journal Entry (5:57)
How to Reverse a Journal Entry (4:08)
Fixed Assets Module (1 hour 21 minutes)
Budget Transfers via a Journal Entry (HVMA) (3:00)

AP/PO Training

Approvals - The AP/PO Dashboard (3:49)
Purchase Order Entry (7:28)
Reprint Purchase Order (3:17)
PO Change Orders (5:43)
Request A PO Liquidation (2:34)
Liquidate a PO (3:11)
Create a Direct Payment Voucher (5:35)
Create a Voucher from a PO (6:20)
Voucher Change Orders (4:22)
Liquidate a Voucher (4:16)
Transfer AP Voucher Batch (4:22)
Delete AP Vouchers/Batch (2:29)
PO Queries (7:14)
PO & Voucher Reports (2:47)
Querying Vouchers (5:29)
Add a New Vendor (2:54)
Vendor Attachments (2:50)
Add a Vendor Remit Address (3:20)
Voucher Selection Error Report (2:59)
AP Disbursement Process (10:45)

Collections & Tax

Enter Bill Payment Receipts (7:14)
Enter Treasury/ Departmental Receipts (10:57)
Reprint a Bill (4:01)
Bill Inquiry Screen (7:26)
Bill Locator Screen (3:30)

HR Training

Create A Payroll Warrant (3:31)
Timesheet Entry (7:34)
HR Adjustment via Employee Maintenance Screen (3:49)
How To "Uncalculate" A Warrant (2:14)
Create A Recon File After Warrant Is Posted (1:10)
Add Historical Salary Change Record (2:47)

Power Users & IT Staff

Email Distribution Lists (4:34)
User Account Security (6:32)

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.

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