

Release Notes

June 2024

This document provides an overview of the recent product enhancements made to the **ADMINS Unified Community (AUC)** for **Windows SYSTEM LIBRARY**. It includes information on the new login process for the Training Area, as well as updates to the Help Reference Libraries and ADMINS.com.

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1 Login to the Training Area [Enhancement]

ADMINS provides a training area, which is a replica of the modules available on the live AUC application. (*The data in the training mode is refreshed on demand overnight by the superuser or on a regular basis, determined by each site.*) See <u>SY-175 Copy Live to Training</u> in the Help Reference Library for details.



To access the Training area, select the **O** Yes option before typing in the password. After entering the password, you cannot switch the radio button for this session.

(The default is **O**No; typing the password and {Enter} will go to Live).



To proceed to Training mode, click on Yes. The prompt will default to Yes if the Training mode radio button is **O** Yes, and will go straight to training by pressing **{Enter}** (without clicking on any button).

Press No to log in to live.



[ADM-AUC-SY-8323]



2 Email Address Checking [Enhancement]

When a prompt **requires** an Email or a button triggers a prompt that **requires** for an email address (which is mandatory, not optional), it will verify if it follows a valid email format.

For example, "xxx@cccc.domain".

Here is an example of the error that will appear if an invalid email address is detected:

Click or on the prompt and enter a valid

email address on the Required field.

The system does not check if an **Optional** field contains a valid email address. In this example, there is no error message even though the email address is invalid. No email will be sent.

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eference Card L-100 Finance User Help Documents Index ACCOUNT MAINTENANCE	View	Send Email	Last Run bate Run Time - DF-Serve 2003 (5):217 (50.67)
[AUC] 27000-Ledgers Help Reference Library [theresa]		(Email
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Ontional: Enter Contact Name			
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Task 4566: Statement of Account		Х
Statement of A		
Optional: Enter Email	Address Laura	
Optional. Enter Enter		
Optional: Enter Email Note 2		
Optional: Enter Email Note 3		
Optional: Enter Email Note 4		
Run as O Preview O Print If Printing use Duplex @ Yes	PDF O No Lookup OK Cancel Clear All	

[ADM-AUC-SY-8331]

3 Inactive Accounts

A new feature from the software update will inactivate accounts that are not used. Rebuilding account security will be faster with this feature.

3.1 Use Module Control #65 to Control the Duration

Use module control number 65 to set the duration. Power Users on sites with security level 20 will have access to this module control value.



ADMINS Unified Community System

Accounts that have not been used for the duration will be inactivated by the overnight job. The default duration is 6 months. Change it if you need a different number of months. The number of months specified must be between 1 and 12.

3.2 Field Logging

This method will add a record to the **Field Logging – User Profile** screen for each user that is inactivated. The record will show that the status changed from A to I and it will have a description of "no login activity since (last login date or create date of user account, whichever is oldest)."

System User Menu Department Group Menu Menu Group Setup In-Use/Error Flags User Error Flags Batch Job Maintenance Site Specific Error Checks Menu Maintenance	Image: Second
To run a report of the changes on the User Profile table, click on . Fill in the fields as required; if no fields are filled in, all the changes to the User Profile will be listed. The report is available to run as Excel.	Task 132: Field Logging - User Profile Edit List Field Logging - User Profile Edit List Optional: Enter User Name Optional: Restrict to this Change User Optional: Restrict to this Change User Optional: Restrict to this Change User Nun as Excel Lookup OK Cancel Clear All
The edit list will show the same fields as on the screen, with the Change Date, Time, User making the change, a description of the change, the Old Value, and the New Value.	Image: Control in the second secon

3.3 Report of Inactivated Users

There is an automated process that runs weekly that will produce a report that shows the inactivated accounts which can be reviewed by the Super user when needed. To find the report, from the menu, select:

Ledgers Reports Retrieve Output Files

ADMINS Unified Con	nmunity Re	elease Notes – Version 24.2
System		June 2024
	ඤ (AUC) 150-Retrieve Output Files (theresa) File Edit Ledgers Purchase Orders: Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor E 1 문 중 중 대 + + + 과 從 같 Q 표 압 2 습	ccise MiscBilling System Favorites Help
Navigate to the System • MIS • Lis folder and find the most	Goto Actions	
named	1 Select Module 57 System	-
Weekly_Users_Inactivated*.pdf. It will look like this:	2 Select Fie Weekly_Users_Inactivated[6].pdf	
	3 View Report 4 Email Report 5 Save/View PDF 6	Download Report
127-SYUSRINACT.REP	rinted 28-May-2024 at 16:58:06 by ANTHEA Town of Admins Weekly: Users set Inactive	Page 1
The following User Profiles have since 28-Nov-2023	been set to Inactive due to no recent login activity for the	e last 6 months
username Name	LastLogin Status Security Recor	rds Changed Date
ADMTEST 3 ADMINS TRAIN ADMTEST 4 ADMINS TRAIN BUSER test user 2 JSMITH joe smith JWHITE Jane White LUANN TEST LuANN Moore NEW USER New User SCHOOLBUDGET School Budget TEMP Temp user for TESTUSR1 test user 1 TPAYROLL Town Payroll	NG ACCOUNT #3 NG ACCOUNT #4 I No I No I No I No I No I No I No I No	<pre>====================================</pre>
**** Total # U:	ers 11 ****	

[ADM-AUC-SY-8336]

4 Help Reference Library

Updated the Help Reference Libraries and ADMINS.com with new or revised content.

4.1 Accounts Payable

Disbursements	AP-230 Process a Warrant	[Updated]
4.2 Human	Resources	
Year End Processing	HR-775 1095 Processing Steps Menu	[Updated]
4.3 Miscella	neous Billing	
Interfaces	MB-525 3 rd Party Billing File Layout	[Updated] [ADM-AUC-MB-211]

Interfaces	MB–525 3 rd Party Billing File Layout	[Updated] [ADM-AUC-MB-211]
Site Specific	MB–601 HVMA Accounting Explained	[New]
	MB–605 HVMA MB Monthly Checklist	[New]



4.4 Revenue Collections

Payments	RC–130 How to Find a Bill	[Updated]
	RC–145 Posted Reports Query Screen	[New]
Reports	RC-480 Statements of Accounts	[Updated]
Treasury Receipts	RC–1340 Managing Treasury Receipt Codes [Add/Delete/Mass Change]	[Updated]

4.5 System/All Modules

System	SY-125 Training Mode	Updated
4.6 New Cont	ent on ADMINS.com	

How to Add a New Treasury Receipt Code

[New]