



System (All Modules)

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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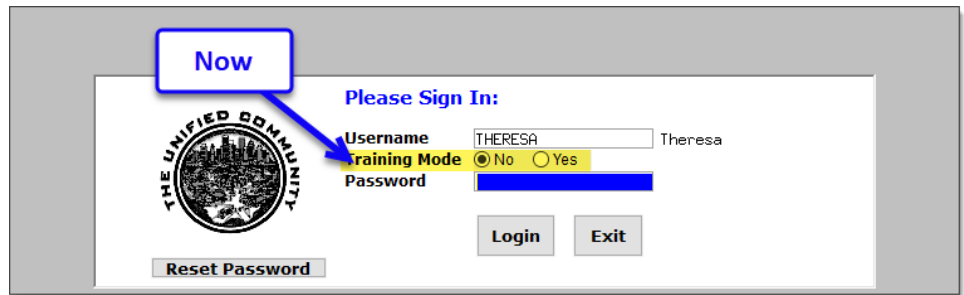
1 Login to the Training Area [Enhancement]

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 [SY-175 Copy Live to Training](#) in the Help Reference Library for details.

ADMINS changed the location of the **Training Mode** option to be **above** the Password field, to help users select it before entering the password.



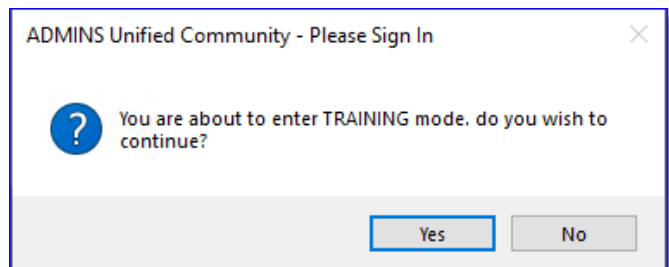
To access the Training area, select the **Yes** option before typing in the password. After entering the password, you cannot switch the radio button for this session.



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

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

Press to log in to live.



[ADM-AUC-SY-8323]



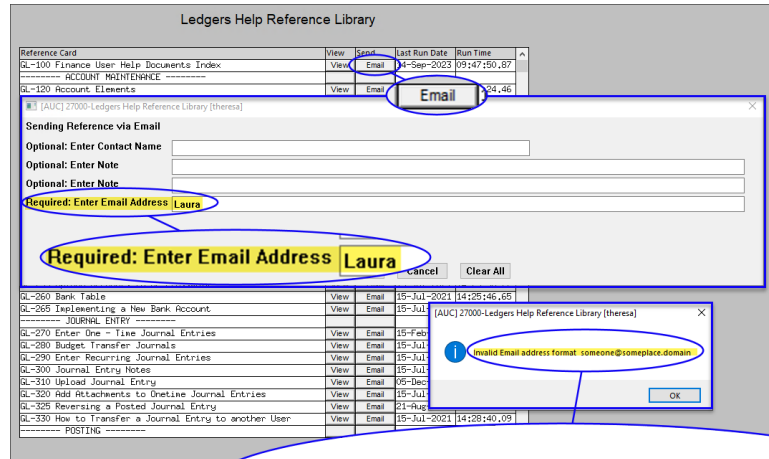
2 Email Address Checking [Enhancement]

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@ccc.domain".

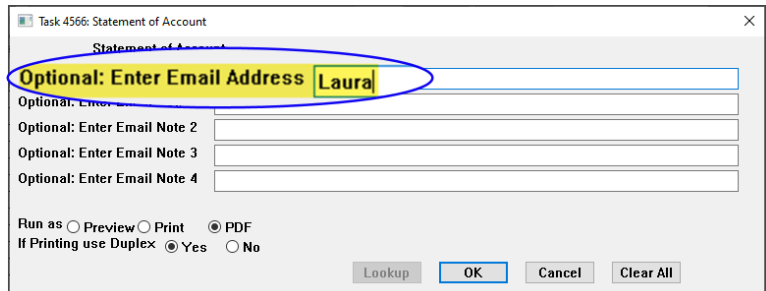
Here is an example of the error that will appear if an invalid email address is detected:

Click on the prompt and enter a valid email address on the Required field.



Invalid Email address format someone@someplace.domain

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.



[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.

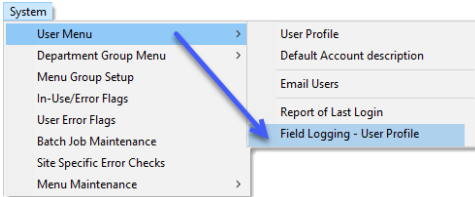




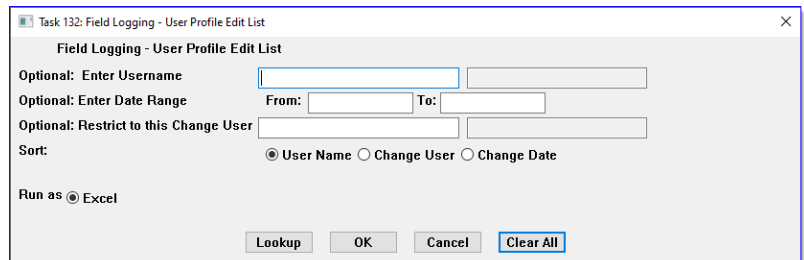
Accounts that have not been used for the duration will be inactivated by the overnight job. The default duration is 6 months. Change it if you need a different number of months. The number of months specified must be between 1 and 12.

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).”



To run a report of the changes on the User Profile table, click on **1 Edit List**. 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.



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.

Change Date	Time	User	Description	Old Value	New Value
5/28/2024	16:35	ANTHEA	Status	A	I - no login activity since 25-Jul-2023
5/28/2024	16:35	ANTHEA	Status	A	I - no login activity since 29-Oct-2018
4/3/2024	12:56	ANTHEA	User Start Screen	2,520	2,510
11/17/2023	09:52	ANTHEA	User Start Screen	73	2,520
9/19/2023	19:07	ANTHEA	Account Security	N	Y
9/19/2023	19:07	ANTHEA	Account Security	Y	N
6/29/2023	12:05	ANTHEA	Menu Group	SUPPORT	ADVANCED
6/29/2023	12:03	ANTHEA	Menu Group	SUPPORT	ADVANCED
5/18/2023	11:55	ANTHEA			
5/18/2023	11:55	ANTHEA	Color Name	LIGHTGRAY	DARKSALMON
2/28/2023	11:32	ANTHEA	User Start Screen	73	2,520
2/28/2023	11:30	ANTHEA	User Start Screen	73	2,520
10/7/2022	11:23	ANTHEA	MB. Batch Entry - Set button to	S	
9/17/2022	20:59	ANTHEA	Account Security	N	Y
9/17/2022	20:59	ANTHEA	Account Security	Y	N
6/28/2022	09:32	ANTHEA	Menu Group	SUPPORT	ADVANCED

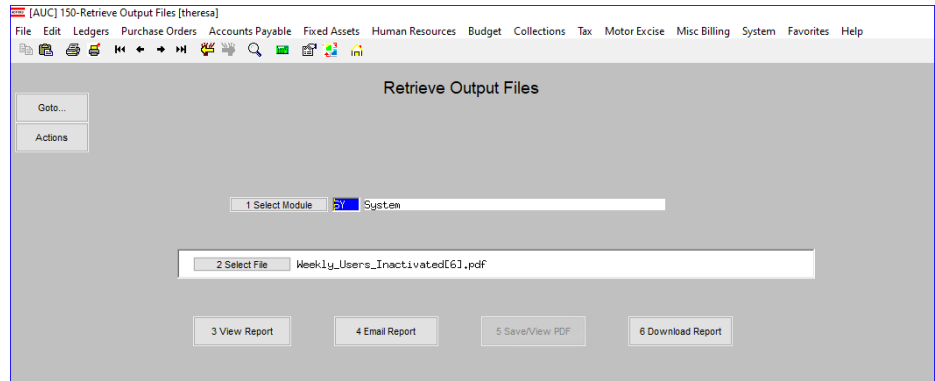
3.3 Report of Inactivated Users

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



Navigate to the **System ▶ MIS ▶ Lis** folder and find the most recent version of the report named **Weekly_Users_Inactivated*.pdf**. It will look like this:



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127-SYUSRINACT.REP                Printed 28-May-2024 at 16:58:06 by ANTHEA                Page 1
                                   Town of Admins
                                   Weekly: Users set Inactive

The following User Profiles have been set to Inactive due to no recent login activity for the last 6 months
since 28-Nov-2023

=====
Username      Name                               LastLogin   Status Security Records  Changed Date
=====
ADMTEST_3     ADMINS TRAINING ACCOUNT #3        I           No    No                25-Jul-2023
ADMTEST_4     ADMINS TRAINING ACCOUNT #4        I           No    No                29-Oct-2018
BUSER        test user 2                        I           No    No                27-Sep-2020
JSMITH       joe smith                          I           No    No                17-Sep-2022
JWHITE       Jane White                        I           No    No                19-Sep-2023
LUANN TEST   LuAnn Moore                       I           No    No                27-Sep-2020
NEW USER     New User                          I           No    No                24-Sep-2019
SCHOOLBUDGET School Budget User                I           No    No                08-Jun-2015
TEMP         Temp user for Collector's office   I           No    No                17-Sep-2022
TESTUSR1     test user 1                       I           No    No                24-Sep-2019
TPAYROLL     Town Payroll                      I           No    No                01-Sep-2022

**** Total # Users 11                ****

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[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 Miscellaneous Billing

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
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4.6 New Content on ADMINS.com

How to Add a New Treasury Receipt Code	[New]
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