



# SYSTEM (ALL MODULES)

---

## RELEASE NOTES – MARCH 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **System Library** and installed on your site in **March 2016**.

### TABLE OF CONTENTS

1.	CHECK IMAGE ATTACHMENTS .....	2
2.	ENTITY TABLE.....	2
3.	MENU MAINTENANCE .....	3
4.	DEPARTMENT GROUP SECURITY.....	4
4.1.	“Power User” Department Access for AP/PO .....	4
5.	SYSTEM ADMINISTRATION KIT.....	5
6.	HELP REFERENCE LIBRARY.....	6
6.1.	New or Updated Documentation .....	6
6.1.1.	All Modules .....	6
6.1.2.	Accounts Payable .....	6
6.1.3.	General Ledger.....	6
6.1.4.	Human Resources .....	6



## 1. CHECK IMAGE ATTACHMENTS

The **Posting of Labor Distribution** in the Human Resources Module and **Posting the Disbursement Warrant** in the Accounts Payable module now run faster. The posting processes no longer attach the check images. This attachment step now runs as a scheduled task twice daily.

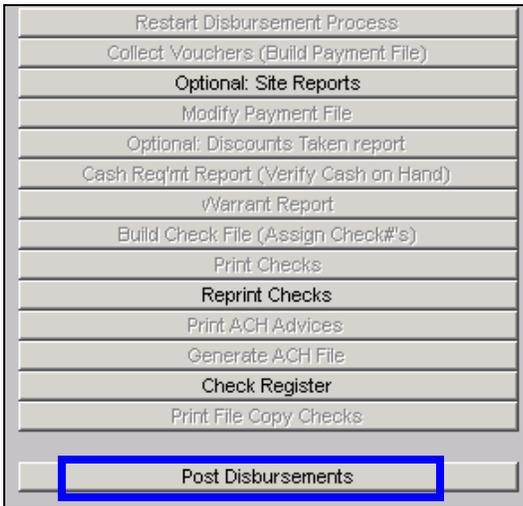


Figure 1 Accounts Payable

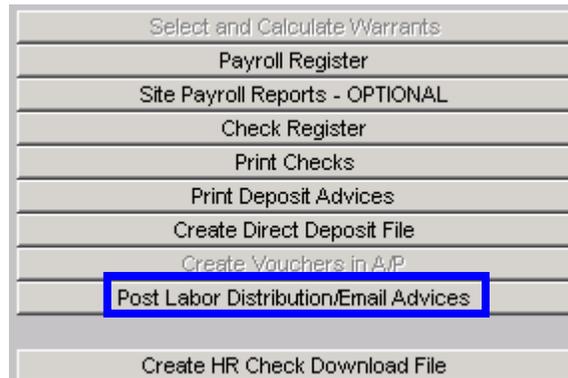


Figure 2 Payroll

Please refer to the Release Notes for the Accounts Payable and/or Human Resources module to see a full explanation of these new changes.

We are rolling this change out slowly to a couple of sites to begin with, once they are up and running we will be incorporating this change on other sites during late March/early April. You will be notified as these changes are implemented on your site.



**Check images will *not* be immediately available in the query screen once the posting is complete. The images will be viewable after the scheduled task that attaches the images is run at the the end of each day or the beginning of the following day.**

[ADM-AUC-HR-9684]

## 2. ENTITY TABLE

Corrected a typographical error on a label on the Maintain Entity Codes table.



**Maintain Entity Codes**

Entity  Description

---

Name   
 Address 1   
 Address 2   
 Address 3   
 City  Phone   
 State  Zip Code  Fed  State   
 Country

1 AP 1099      2 Payroll 1099/W2

**Transmitter Control Code**   
 Combined Filing State Number   
 Payer Control Name   
 Contact Employee Name   
 Contact Phone Number   
 Contact E-mail   
 Export Directory for IRS file

**Maintain Entity Codes**

Entity  Description

---

Name   
 Address 1   
 Address 2   
 Address 3   
 City  Phone   
 State  Zip Code  Fed  State   
 Country

1 AP 1099      2 Payroll 1099/W2

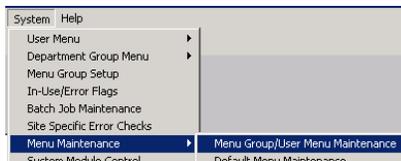
**Transmitter Control Code**   
 Combined Filing State Number   
 Payer Control Name   
 Contact Employee Name   
 Contact Phone Number   
 Contact E-mail   
 Export Directory for IRS file

ADM-AUC-SY-7976]

### 3. MENU MAINTENANCE

There is a new report available on the Menu Group/User Menu Maintenance screen that will allow you to print the entire menu listing for a single menu group. It will show you what menu items the user has access to and what is hidden from their menus.

You may access the report either by selecting **System ▶ Reports ▶ Menu Group/User Menu Edit List** or you may click **System ▶ Menu Maintenance ▶ Menu Group/User Menu Maintenance** to access the screen.

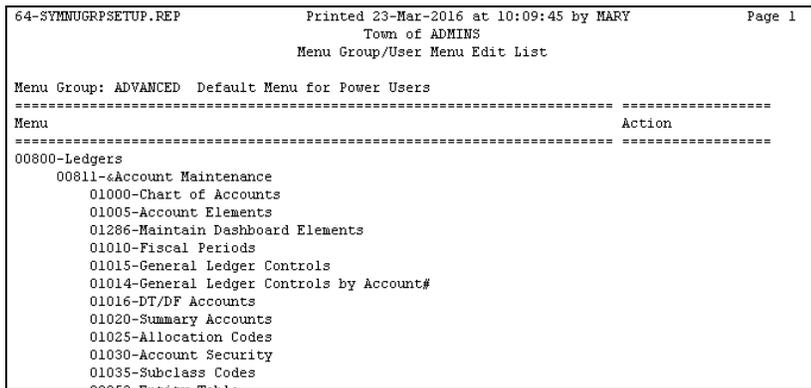
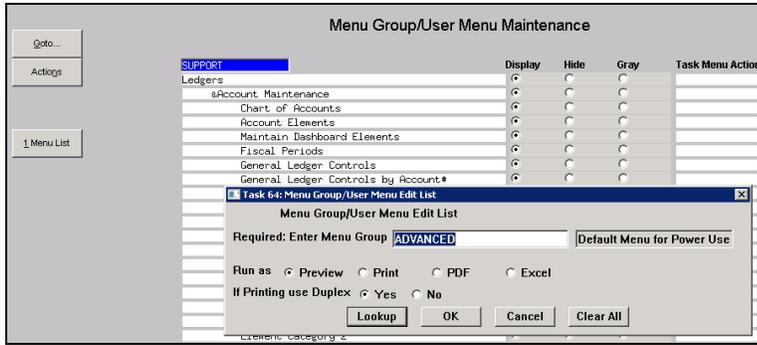


**Menu Group/User Menu Maintenance**

Goto...  
 Actions

SUPPORT	Display	Hide	Gray	Task Menu Action
Ledgers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
&Account Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chart of Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Account Elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintain Dashboard Elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fiscal Periods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Ledger Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Ledger Controls by Account#	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
IT/IF Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hidden
Summary Accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Allocation Codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Account Security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Subclass Codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grayed

1 Menu List



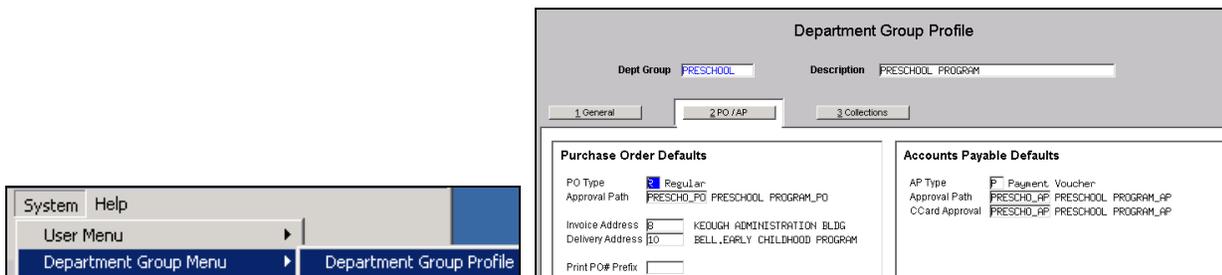
[ADM-AUC-SY-7984]

## 4. DEPARTMENT GROUP SECURITY

### 4.1. “Power User” Department Access for AP/PO

The account security process has been enhanced to allow for one or more “power users” who need to have access to ALL Department Groups without manually managing the security tables each time a new one is added.

Currently, if a new Department Group is needed, the record is added to the Department Group table:



And then access to that group is individually granted to each applicable user account:



Department Group Security						
Username <input type="text" value="MARY"/> Mary MacKinnon						
Department	Description	Read-Only	Access	No-Access	Status	On User
FOUSER	POLICE	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Active	
FRESCHOOL	PRESCHOOL PROGRAM	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Active	
PRIMAVERA	PRIMAVERA CENTER	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Active	
REED	REED CENTER	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Active	

With this update, now, any user names specified in Module Control #45 will be added to All Department groups automatically. However, this will only happen during the “weekly rebuild” of the account security features. For most sites, the weekly rebuild runs on Sunday.

This means that if you add new Department Groups to the system on Tuesday and Wednesday, they will not be automatically added to the “power users” until the weekly process runs on Sunday. If you need immediate access to those groups then you may continue to set the access manually.



System Module Control		
Seq#	Description	Answer
40	AP/PO Approvals Override Users (Separate each name by #)	ANTHEA#MARY#THERESA#HENDY#MUPDEV1#LUANN#
45	Department Group Security Override (Separate each name by #)	MUPDEV#ANTHEA
52	Does site use XML extension for EXCEL files	N
55	Network Location of Validator Printer	\\sol\epsospos

Figure 3 New Module Control Table parameter #45

[ADM-AUC-SY-7987]

## 5. SYSTEM ADMINISTRATION KIT

Sections 6.1 and 6.2 of the System Administration Kit were revised. In section 6.1, the following paragraph was added:

*Sites are required to supply client software (for example, Sonicwall, Juniper or CISCO VPN plug-ins), as requested when a new operating system is adopted for use by ADMINS staff to support the client site. This will be coordinated with the client site when the need arises.*

In Section 6.2, the Maintenance schedule was changed from “Beginning of March” to “March”, etc., to allow for flexibility to accommodate the different reporting and business cycles of our customers.

Maintenance schedule:      March  
    June  
    September  
    December

[ADM-AUC-SY-7986]



## 6. HELP REFERENCE LIBRARY

### 6.1. New or Updated Documentation

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

#### 6.1.1. All Modules

- SYSTEM System Administration Kit

#### 6.1.2. Accounts Payable

- 1099 PROCESSING Edit List for Work File screen

#### 6.1.3. General Ledger

- Build Grant Funds Establishing Grants, Awards Amounts and more

#### 6.1.4. Human Resources

- EMPLOYEE POSITIONS Attendance Report (Time Used)  
Employment Verification Report (3 yr wages)
- YEAR END PROCESSING W2 Year End Training Slides
- SPECIAL PROCESSING EEO Reporting  
Group Term Life Insurance – Over 50K