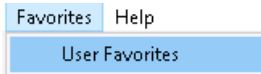# SYSTEM (ALL MODULES)

RELEASE NOTES – MARCH 2019

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

CONTENTS

1 FAVORITES SCREEN [New]

Select **Favorites ▶ User Favorites** to access this screen. Any **AUC** user may create a customized screen that presents up to 45 frequently-used tasks at the touch of a button.

1.1 Adding to the "Favorites" Selection Screen

1. Click on **[1 Add Favorite]**
2. Select the module for the new entry (only modules for which a user has menu access will appear in the list)
3. Select the Menu and task from the lookup – the list is sorted the way the menus are laid out in the AUC application to make it easy to find a given task in the lookup
4. Click on **[OK]**
5. Choose the location for the new button – there are 45 slots available
6. Click on **[OK]**

Repeat steps one through six to build a customized menu.

1.2 Removing Previously Established Favorites

1. Click on **[2 Del Favorite]**
2. Select the Line number of the task that is no longer needed (in this example, Line #1 is selected for removal)
3. Click on **[OK]**
4. Click on **[Yes]** to confirm that the favorite will be removed from Slot #1
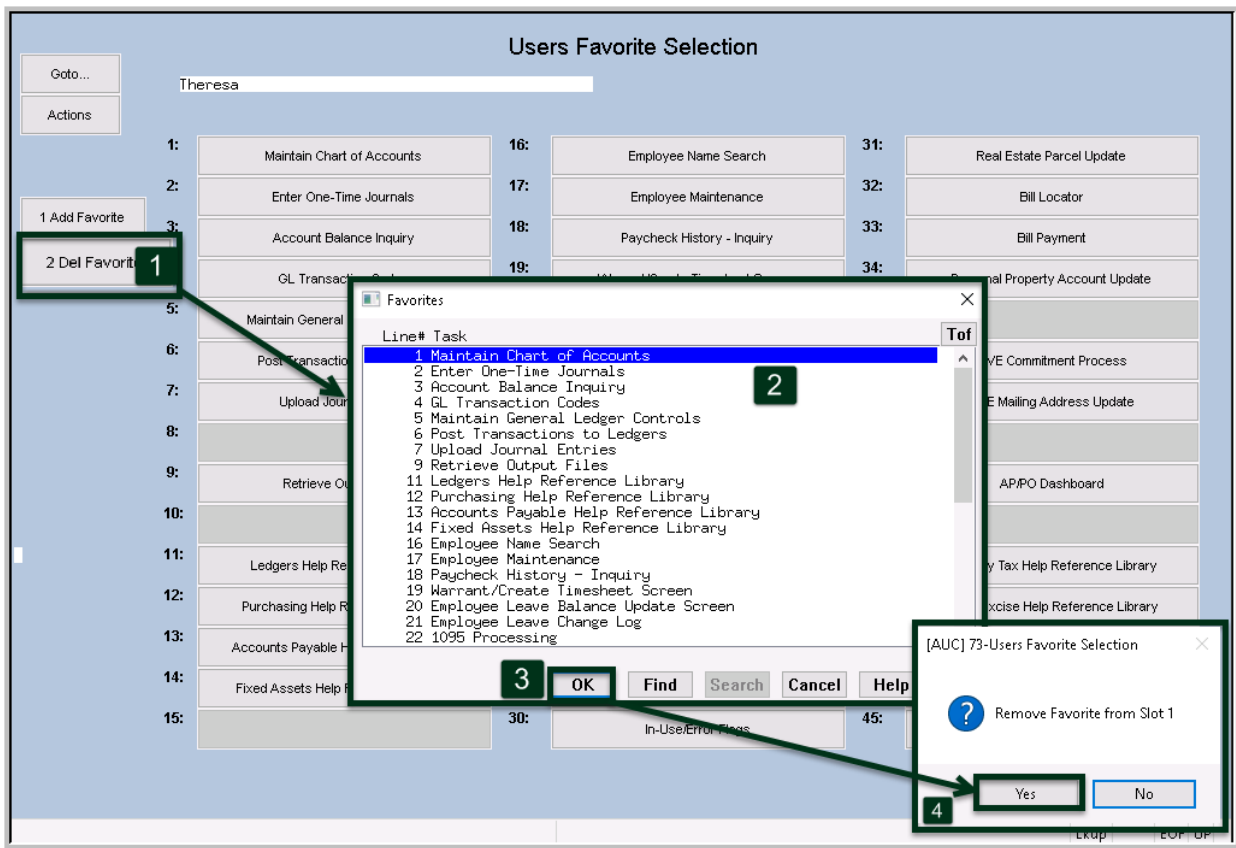
1.3 Re-Use a Slot

If old favorites are no longer needed, the slots may be re-used. Follow the instructions in section 1.1, steps 1 through 6. When adding a favorite, any existing link in the slot will be replaced with the new task or report.

1.4 Make the "Favorites" Screen (#73) the "Home" Screen

"Super Users" may set this screen **(#73)** as the **"Home"** screen (accessed via the 🏠 in the toolbar) for any user. **Select System ▶ User Menu ▶ User Profile** to access the setting on the **[General]** tab of each user's profile screen.
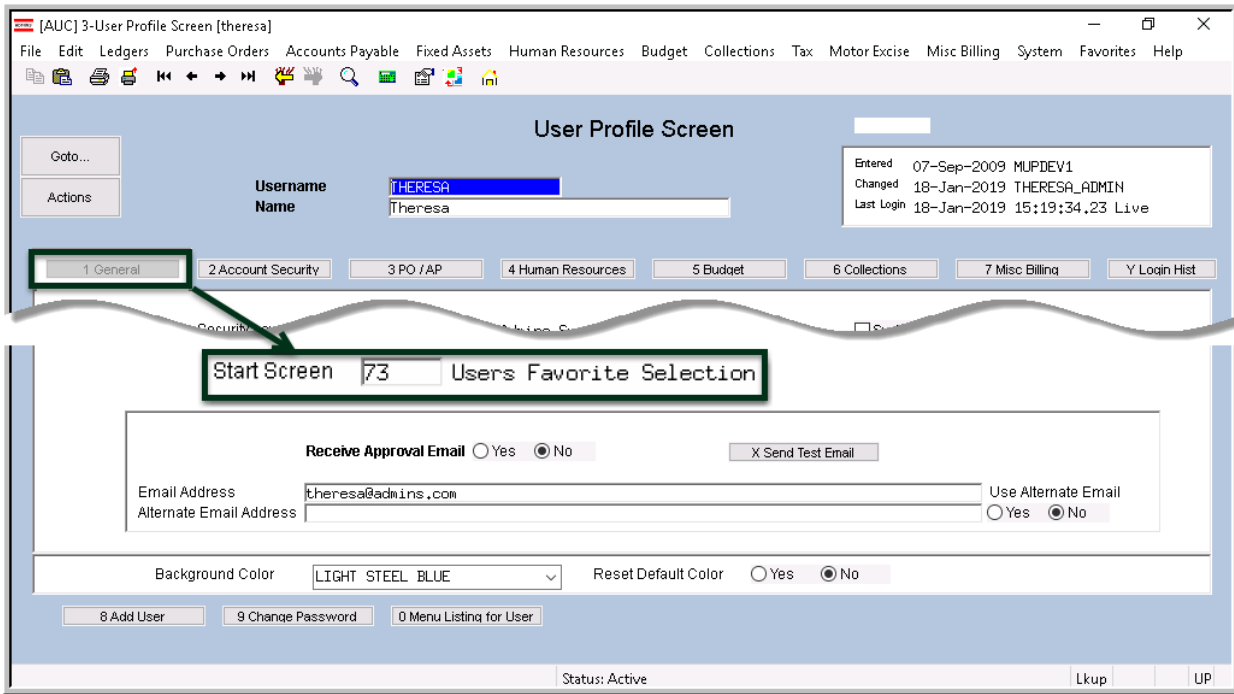
1.4.1 What If?

Q. What if a user changes jobs and has buttons on the Favorites menu they should no longer access?

A. The **"Favorites"** screen is governed by menu security – if the menu item is not available, a Pop-Up message will indicate that no access is allowed. The user can remove or replace the **Favorite** in that slot.

[ADM-AUC-SY-8067]

2 REPORTS

A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue with some **Excel®** reports; **ADMINS** turned this feature off for now and will reinstate it at a later time.

[ADM-AUC-SY-8093]
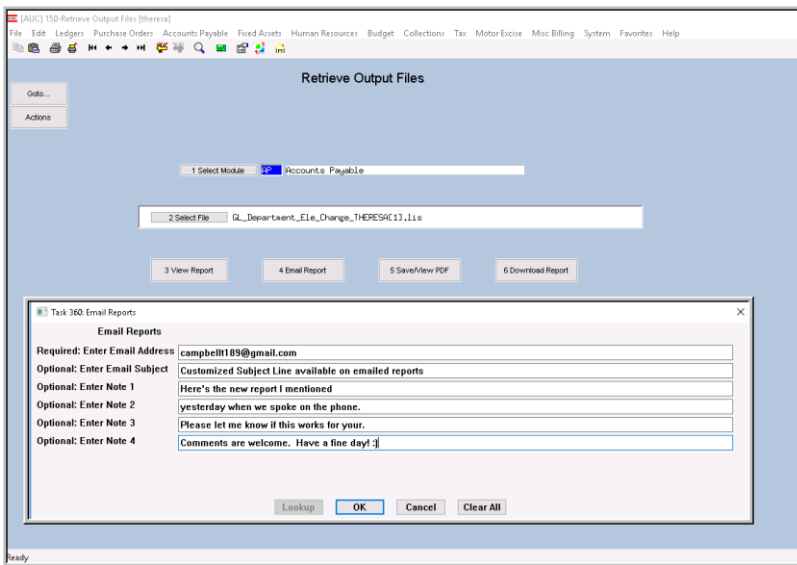
2.1 Retrieve Output Files [Enhancement]

Figure 1 New Subject Line field is an optional field on the Email Reports form

ADMINS offers the Retrieve Output file feature on every module, allowing all **AUC** users to send a report to any valid email address. With this software update, **ADMINS** is pleased to announce a customized subject line for email reports.

Select the file and click on **[4 Email Report]**. Fill in the prompts as shown in Figure 1.

The result is shown in Figure 2. Most output formats (.lis, .xml, .xls) are converted to PDF prior to emailing. If mailing a .csv file, the .csv format is retained.
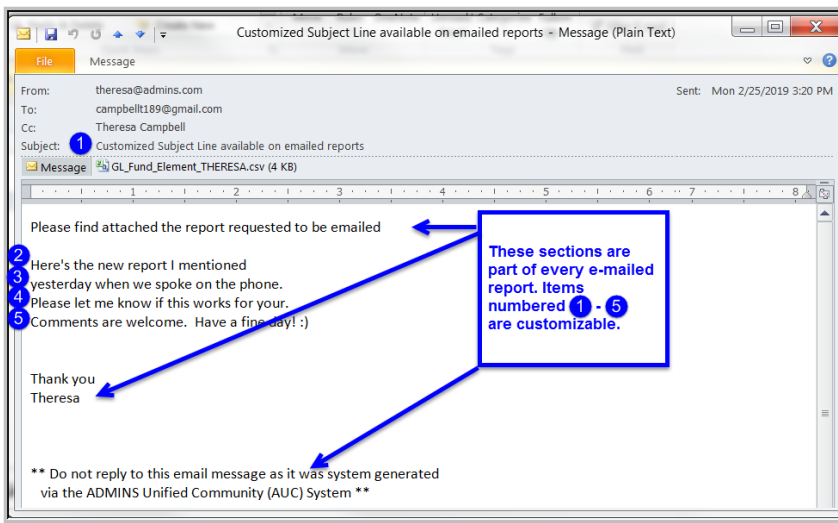
Figure 2 Email with attached file

[ADM-AUC-SY-8084]

3 HELP REFERENCE LIBRARY

3.1 New or Updated Documentation

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

3.1.1   Accounts Payable

- ENTER/PROCESS PAYMENTS   AP–167 View Attachments in the Approvals Screen   [New]

- OTHER   AP–867 Favorites Screen   [New]

3.1.2   Budget

- MAINTENANCE   BU–110 Processing   [Update]
- OTHER   BU–215 Favorites Screen   [New]

3.1.3   Fixed Assets

       FA–115 The Fixed Asset Manual   [Updated]
- PROCESSING   FA–220 Asset Changes   [Updated]
- QUERIES   FA–410 Querying Fixed Assets   [Updated]
- OTHER   FA–715 Favorites Screen   [New]

3.1.4   Human Resources

- SPECIAL PROCESSING   HR–455 Additional Wage Update   [New]
- YEAR END PROCESSING   HR–620 W2 Processing   [Updated]
       HR–765 Calendar Year End ACA Processing Slides   [Updated]
- OTHER   HR–850 Module Control   [Updated]
       HR–825 Favorites Screen   [New]

3.1.5   Ledgers

- OPENGOV   GL–700 Implementing the OpenGov Interface   [New]
- SITE SPECIFIC   GL–940 Middletown BoE Year-End Grant Roll Forward   [Updated]
       GL–950 Middletown BoE Year-End Receipt Roll Forward   [Updated]
- OTHER   GL–1225 Favorites Screen   [New]

3.1.6   Miscellaneous Billing

- OTHER   MB–535 Favorites Screen   [New]

3.1.7   Motor Vehicle Excise

- OTHER   ME–325 Favorites Screen   [New]

3.1.8   Purchase Order

- PURCHASE ORDER PROCESSING   PO–235 View Attachments from the Approvals Screen   [New]
- OTHER   PO–915 Favorites Screen   [New]

3.1.9   Property Tax

- SITE SPECIFIC   RE–689 Cranston, RI Remove Old Tax Year From Collections   [New]
- OTHER   RE–715 Favorites Screen   [New]

3.1.10   Revenue Collections & Tax Title

- SITE SPECIFIC   RC–1775 Cranston, RI Remove Old Tax Year From Collections   [New]
- OTHER   RC–1815 Favorites Screen   [New]

3.1.11   System

- OTHER   SY–115 Favorites Screen   [New]