



SYSTEM (ALL MODULES)

RELEASE NOTES – MARCH 2020

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

CONTENTS

1	COPY LIVE TO TRAINING [ENHANCEMENT]	2
2	WANT FASTER RESPONSE ON SUPPORT REQUESTS?	2
3	HELP REFERENCE LIBRARY	3
3.1	New or Updated Documentation	3
3.1.1	Accounts Payable.....	3
3.1.2	Budget	3
3.1.3	Fixed Assets	3
3.1.4	Human Resources.....	3
3.1.5	Ledgers	3
3.1.6	Motor Vehicle Excise	3
3.1.7	Property Tax	4
3.1.8	Revenue Collections & Tax Title	4
3.1.9	System	4

Wondering about those symbols and icons that highlight features within the release notes? Here is a guide to some of the more recently introduced icons:



Anytime this symbol is used in the release notes, it indicates that the feature is “locked” and limited for use by “Super-Users” with a minimum security level of 20.



This symbol indicates coordination with other department heads. Either check with colleagues, e.g., if it is ok to copy live to training, or notify them that a process is ready for them to continue.



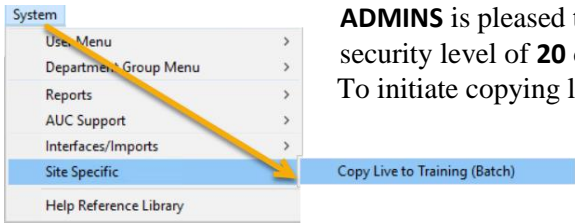
This icon means that this was a feature requested by a customer.



This signifies that the feature can be applied to previously processed transactions – that you can reach back to add information or attachments.



1 COPY LIVE TO TRAINING [ENHANCEMENT]



ADMINS is pleased to offer this new feature. Now, users with a security level of **20** can initiate a copy of live data to training. To initiate copying live to training, select:

System ▶ Site Specific ▶ Copy Live to Training (Batch)

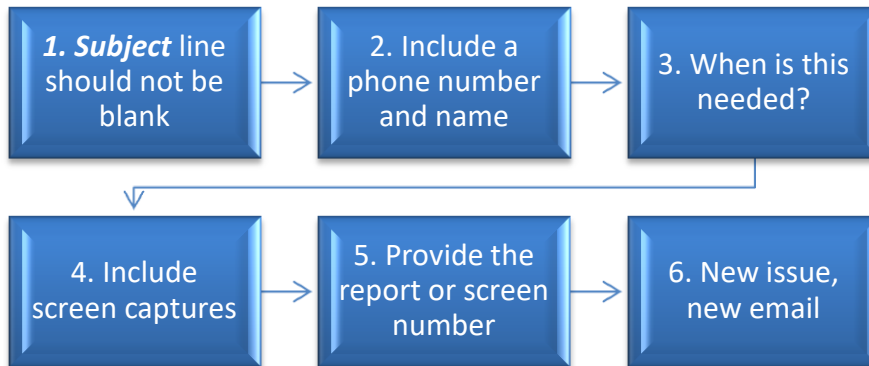
This process will refresh the training module, so verify with other department heads that they are not in the middle of doing any important testing.



Read the detailed instructions in the **SY-175 Copy Live to Training (Batch)** document in the **Help Reference Library**.

[ADM-AUC-SY-8114]

2 WANT FASTER RESPONSE ON SUPPORT REQUESTS?



To improve the user experience when emailing support@admins.com for assistance, please include the following information on the email:

1. A **Subject:** line should briefly describe the request – for example, **Subject: Timesheet Entry Screen help needed**, or **Subject: Posting Disbursements – need assistance**.
2. Include your **full name** and **contact information**, including the **best phone number** to use when support staff call you.
3. How critical is the request? Is it **urgent**, as in trying to make a **4PM deadline for a bank ACH file**? If it is for the next time, let us know the next time the process will be run.
4. We love **pictures** – they are worth a thousand words–include screenshots when relevant.
5. We love words, too, so describe the problem and include a **report number** or **screen number** if known.
6. Start a **new email for a new issue**. Use **Reply All** to include the entire support team and allow seamless escalation for complex requests.



3 HELP REFERENCE LIBRARY

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

3.1 New or Updated Documentation

In addition to those listed, the Systems Administration Kit was updated and available in all the modules.

3.1.1 Accounts Payable

- DISBURSEMENTS AP–130 Pay A Bill – Direct Payments [Updated]
AP–230 Warrants [Updated]
- YEAR END PROCESSING AP–710 1099 Processing [Updated]

3.1.2 Budget

- MAINTENANCE BU–115 Budget Accounts Crosswalk [New]

3.1.3 Fixed Assets

- FA–115 The Fixed Assets Manual [Updated]
- PROCESSING FA–220 Asset Changes [Updated]

3.1.4 Human Resources

- PAYROLL PROCESSING HR–350 How to Recalculate a Warrant [New]
- SPECIAL PROCESSING HR–430 Manual Checks – New Chapter 8 [Updated]
HR–525 Medicare Wages over \$200,000 [New]
- TABLES HR–605 W4 Percentage Method Tables [Updated]
- YEAR END PROCESSING HR–648 IRS Pub 15t [New]
HR–670 Calendar Year End ACA Slides [Updated]
HR–680 IRS Instructions for Forms 1094 & 1095C [Updated]

3.1.5 Ledgers

- SYSTEM GL–1200 Copy Live to Training (Batch) [Updated]

3.1.6 Motor Vehicle Excise

- BILLING ME–195 Combined Billing Table [Updated]
- SITE SPECIFIC ME–250 Cranston, RI Motor Vehicle Excise Tax Billing (section 3) [Updated]



3.1.7 Property Tax

- TABLES RE-640 Combined Real Estate Billing Table [New]
RE-650 Combined Personal Property Billing Table [New]

3.1.8 Revenue Collections & Tax Title

- PAYMENTS RC-280 Motor Vehicle Excise Combined Billing Table [New]
RC-285 Personal Property Combined Billing Table [New]
RC-290 Real Estate Property Tax Combined Billing Table [New]
- TREASURY RECEIPTS RC-1375 Upload Treasury Receipts Via a Template [New]

3.1.9 System

- SYSTEM SY-175 Copy Live to Training (Batch) [Updated]