



# SYSTEM (ALL MODULES)

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## RELEASE NOTES

MARCH 2023

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

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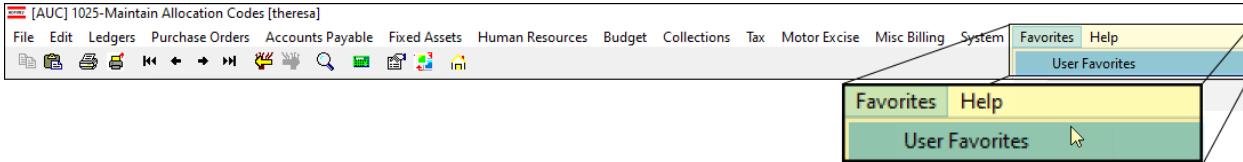
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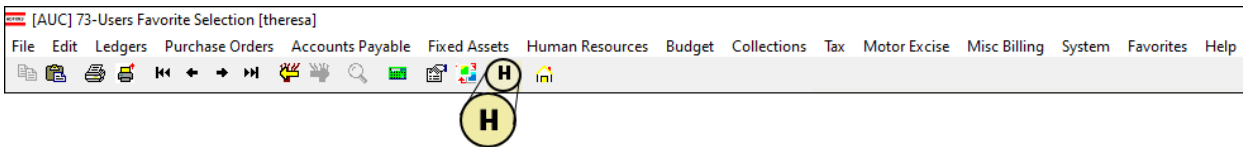
# 1 Favorites Screen [Enhancement]


ADMINS added a button on the **Favorites** screen to set it as your home screen so that when you click on the home button in the toolbar, you will return to the Favorites screen. To access the **Favorites** screen, from the menu, select:

**Favorites** ▶ **User Favorites**



Once you are on the favorites screen, there will be an **[H]** icon next to the home button. If you want to make the **Favorites** screen your home screen, click on the **[H]** icon. If you want to retain your current home screen, do not click on the **[H]** icon. If you click on the **[H]** icon and change your mind, ask your local super user or [support@admins.com](mailto:support@admins.com) to reset your home screen.



From anywhere in the AUC system, click on the **[Home]** button  to return to your home screen. If you have clicked on the **[H]** icon, the **Favorites** screen is now your home screen.

[ADM-AUC-SY-8278]

## 1.1 Workshop

To get started with the favorites screen, **ADMINS** is hosting an interactive workshop, and everyone is invited. Sign up by replying to the email invitation that will be sent out on March 6th, 2023. If you want to participate, include a list of the screens and reports you use most when you accept the invitation. The workshop will be held on Thursday, March 23, 2023, from 2:00 PM - 2:30 PM.

To join us, accept the invitation in the email and mark your calendars.

[ADM-AUC-SY-8278]


## 1.2 Favorites Video Available Now


The [Favorites](#) video is a 2 ½ minute look at how the favorites screen works. Access it and scores of other [Videos & Quick Tips \(admins.com\)](#) from the **ADMINS** website.



## 2 ADMINS Video Library

Don't forget to check out all these other [Videos & Quick Tips \(admins.com\)](#). These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for "once in a while" tasks. The videos provide "just-in-time" training when new staff is coming aboard as well.



[Home](#)   [What's New](#)   [Videos & Quick Tips](#)   [Library](#) ▾   [More](#) ▾   |   

### AUC Video Launchpad

Below is a list of training videos for new users to get acquainted with AUC, and for current users to take a deeper dive into a process or get a refresher for "once a year" tasks.

<h4 style="color: #8B0000; margin-top: 0;">Getting Started</h4> <ul style="list-style-type: none"> <li><a href="#">Logging In to AUC &amp; Basics</a> (7:00)</li> <li><a href="#">Logging out of AUC</a> (1:54)</li> <li><a href="#">Reset AUC Password</a> (2:00)</li> <li><a href="#">Use the Training Area</a> (2:04)</li> <li><a href="#">Clear Data From A Field</a> (1:17)</li> <li><a href="#">Favorites Screen</a> (2:23)</li> <li><a href="#">Index Of Help Documents</a> (0:51)</li> <li><a href="#">Reprinting A Report</a> (4:20)</li> <li><a href="#">Optimize the PDF Viewer</a> (3:37)</li> <li><a href="#">Email Signatures</a> (1:36)</li> <li><a href="#">Quick Task &amp; Report Button</a> (2:12)</li> <li><a href="#">Check for Record Locks</a> (2:14)</li> </ul>	<h4 style="color: #8B0000; margin-top: 0;">GL Training</h4> <ul style="list-style-type: none"> <li><a href="#">Add a New GL Account</a> (4:07)</li> <li><a href="#">Budget Transfers via a JE</a> (2:55)</li> <li><a href="#">Drill Down on Account</a> (4:51)</li> <li><a href="#">Transaction History Queries</a> (7:07)</li> <li><a href="#">General Ledger Reports</a> (10:09)</li> <li><a href="#">Expenditure Summary Report</a> (4:04)</li> <li><a href="#">Set Up A New Fund</a> (9:17)</li> <li><a href="#">Automate Reports using Job Stream</a> (24:28)</li> <li><a href="#">How to Upload a Journal Entry</a> (5:57)</li> <li><a href="#">How to Reverse a Journal Entry</a> (4:08)</li> <li><a href="#">Fixed Assets Module</a> (1 hour 21 minutes)</li> <li><a href="#">User Account Security</a> (6:32)</li> <li><a href="#">Budget Transfers via a Journal Entry (HVMA)</a> (3:00)</li> </ul>	<h4 style="color: #8B0000; margin-top: 0;">AP/PO Training</h4> <ul style="list-style-type: none"> <li><a href="#">Approvals - The AP/PO Dashboard</a> (3:49)</li> <li><a href="#">Purchase Order Entry</a> (7:28)</li> <li><a href="#">Reprint Purchase Order</a> (3:17)</li> <li><a href="#">PO Change Orders</a> (5:43)</li> <li><a href="#">Request A PO Liquidation</a> (2:34)</li> <li><a href="#">Liquidate a PO</a> (3:11)</li> <li><a href="#">Create a Direct Payment Voucher</a> (5:35)</li> <li><a href="#">Create a Voucher from a PO</a> (6:20)</li> <li><a href="#">Voucher Change Orders</a> (4:22)</li> <li><a href="#">Liquidate a Voucher</a> (4:16)</li> <li><a href="#">PO Queries</a> (7:14)</li> <li><a href="#">PO &amp; Voucher Reports</a> (2:47)</li> <li><a href="#">Querying Vouchers</a> (5:29)</li> <li><a href="#">Add a New Vendor</a> (2:54)</li> <li><a href="#">Vendor Attachments</a> (2:50)</li> <li><a href="#">Add a Vendor Remit Address</a> (3:20)</li> <li><a href="#">Voucher Selection Error Report</a> (2:59)</li> <li><a href="#">AP Disbursement Process</a> (10:45)</li> </ul>
<h4 style="color: #8B0000; margin-top: 0;">Collections &amp; Tax</h4> <ul style="list-style-type: none"> <li><a href="#">Enter Bill Payment Receipts</a> (7:14)</li> <li><a href="#">Enter Treasury/ Departmental Receipts</a> (10:57)</li> <li><a href="#">Reprint a Bill</a> (4:01)</li> <li><a href="#">Bill Inquiry Screen</a> (7:26)</li> <li><a href="#">Bill Locator Screen</a> (3:30)</li> </ul>	<h4 style="color: #8B0000; margin-top: 0;">HR Training</h4> <ul style="list-style-type: none"> <li><a href="#">Create A Payroll Warrant</a> (3:31)</li> <li><a href="#">Timesheet Entry</a> (7:34)</li> <li><a href="#">How To "Uncalculate" A Warrant</a> (2:14)</li> <li><a href="#">Create A Recon File After Warrant Is Posted</a> (1:10)</li> <li><a href="#">Add Historical Salary Change Record</a> (2:47)</li> </ul>	<h4 style="color: #8B0000; margin-top: 0;">Webinar Links</h4> <ul style="list-style-type: none"> <li><a href="#">Fiscal Year End</a></li> <li><a href="#">PO Rollovers</a> (24:31)</li> <li><a href="#">Split Labor Distribution</a> (21:18)</li> <li><a href="#">Calendar Year End</a></li> <li><a href="#">AP 1099 Processing (G, Int, MISC, NEC, S)</a> (26:21)</li> <li><a href="#">HR W2 Processing</a> (28:01)</li> </ul>

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.



### 3 HELP REFERENCE LIBRARY

Added new or updated content to the Help Reference Libraries and [ADMINS.com](http://ADMINS.com).

#### 3.1 Accounts Payable

[Voucher Selection Error Report](#) (2:59) [New]

#### 3.2 Human Resources

Reports	<a href="#">HR-594.1 FOIA Reports</a>	[Updated]
	HR-594.2 Benefit Categories	[New]
Year End	HR-780 Bulk TIN Matching	[Updated]
	HR-610 Fiscal Year-End Split Payroll Slides	[Updated]
	HR-630 W2 Year-End Training Slides	[Updated]
	HR-635 Email W2s, 1095Cs, 1099Rs	[Updated link]
	HR-640 IRS Instructions for W2/W3 (CY2023)	[Updated]
	HR-643 IRS-Pub 15-A Employers Supplemental Tax Guide (CY2023)	[Updated]
	HR-647 IRS-Pub 15-B Fringe Benefits (CY2023)	[Updated]
	HR-645 IRS – Pub 15 (Circular E) Employer’s Tax Guide (CY2023)	[Updated]
	HR-648 IRS-Pub 15-T (Federal Tax Withholding Method Instructions) (CY2023)	[Updated]
	HR-660 IRS Instructions for 1099R (CY2023)	[Updated]
	HR-765 Calendar Year-End ACA Training Slides (CY2022)	[Updated]
	<a href="#">HR-594.1 FOIA Reports</a>	[Updated]

#### 3.3 Miscellaneous Billing

Collections	MB-230 Customer Statements	[New]
Site Specific	MB-625 HVMA Servicom to AUC Processing	[Updated]
	<a href="#">MB-230 Customer Statements</a>	[New]

#### 3.4 Purchase Orders

<a href="#">Reprint Purchase Order</a> (3:17)	[New]
<a href="#">PO Queries</a> (7:13)	[New]