



SYSTEM (ALL MODULES)

RELEASE NOTES – SEPTEMBER 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows System Library and installed on your site in September 2015.

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1. ACCOUNT SECURITY

1.1. User Security Setup Report

A new report named “User Security Setup” was added to help with setting up users on sites with particularly intricate security. To access the report, select **Actions** ► **User Security Setup** from the **Maintain Account Security** screen. Only users with the proper privilege may access this screen.

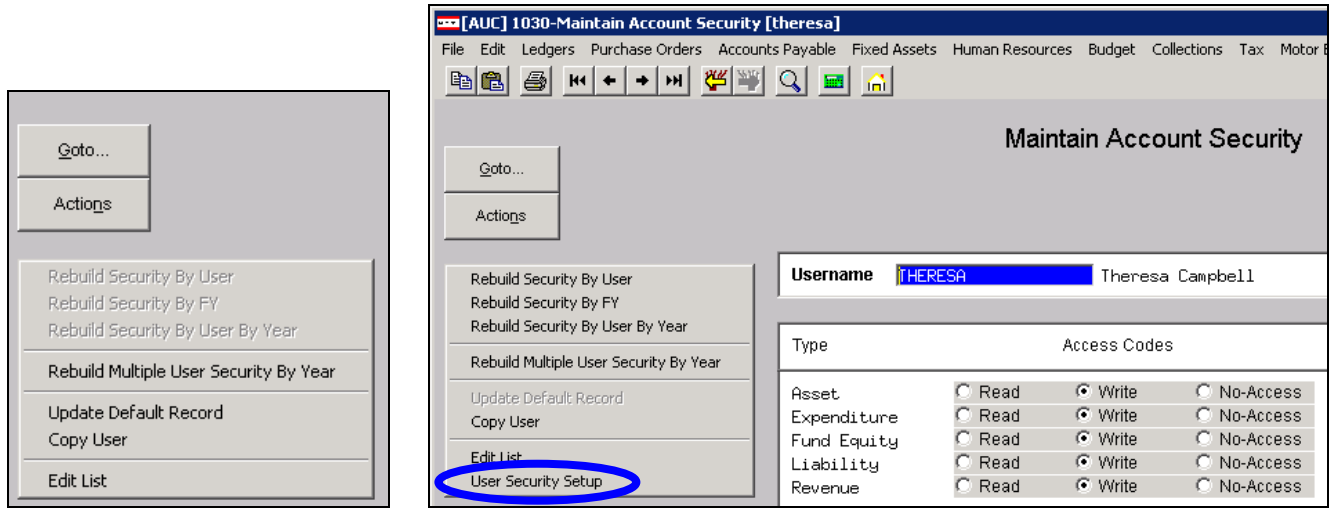
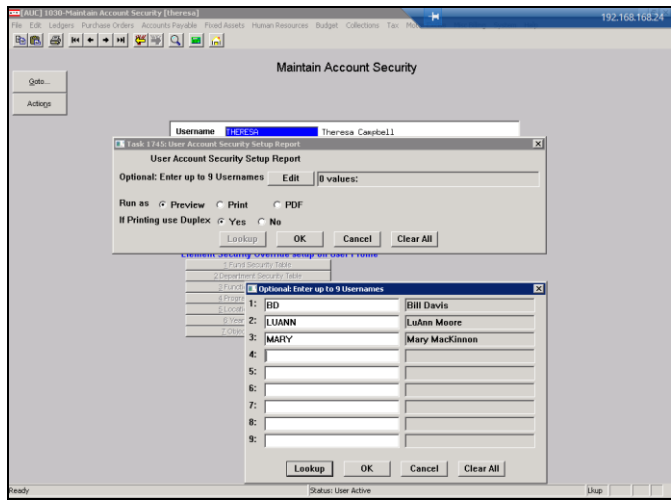


Figure 1 Before

Figure 2 After

The report may be run for all users or may be filtered to select up to nine users.



1745-FMREP: GLACTSECRPT.REP Printed 02-Jun-2015 at 13:16:31 by DIMOND
Town of ADMINS
User Account Security Setup Report

Element	Description	Access Type

User:	BD	Bill Davis
Dept:	UNCLASSIFIED	

Fund		
0000		No Access
0100	TRASH-OPERATING FUND	No Access
0200	WATER-OPERATING	No Access
0300	SEWER-OPERATING FUND	No Access
0400	CURBSIDE OPERATING FUND	Write
0401	CURBSIDE PRIOR YEAR	Write
0444	ERATE CREDITS FOR TECHNOLOGY	No Access
1000	General Fund	No Access
2000	SPECIAL REVENUE	No Access
2009		No Access
2010	SCHOOL GRANTS	No Access
2020	SCHOOL LUNCH PROGRAM	No Access
2030	SCHOOL SECURITY 2013 GRANT	No Access
2040	SCHOOL CHOICE, REC TUITION	No Access
2050	CPC (E.C.CH189)	No Access
2060	SPED EARLY CHILD GRANT	No Access
2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	No Access
2080	*****	No Access

[ADM-AUC-GL-8178]



2. REPORTS

2.1. Retrieve Output Files Email Option Added

Prior to the software update, the **Retrieve Output Files** function offered options to:

View a Report
Print a Report

Save & View a Report as a PDF
Download a Report

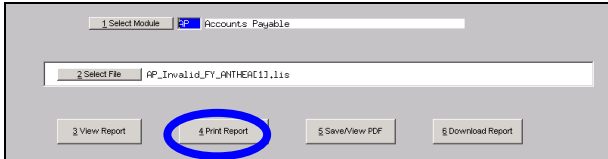


Figure 2 Before

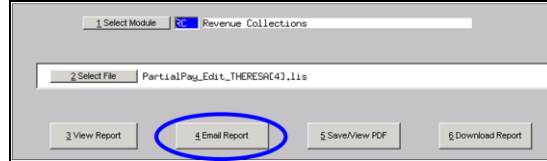
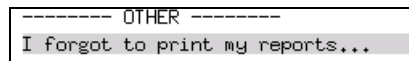


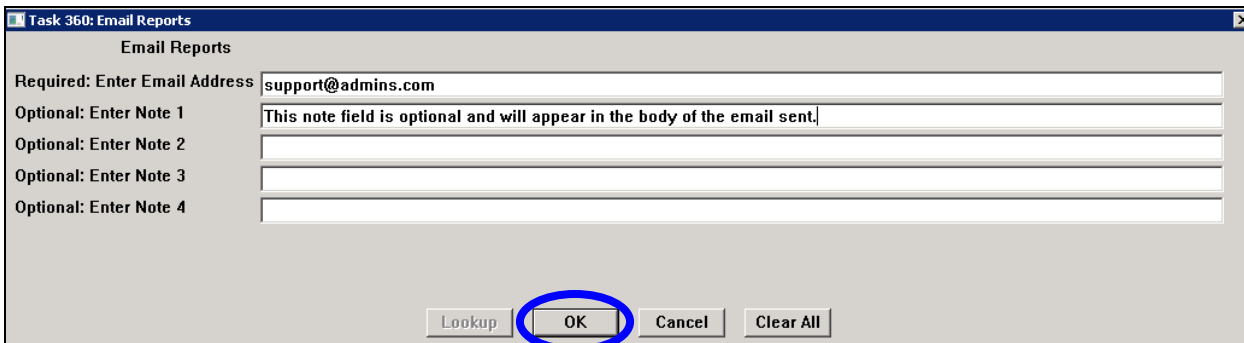
Figure 3 After

Now existing reports may be emailed as a PDF file to anyone with a valid email address (within the system or external to the system). To use this feature, select **Reports > Retrieve Output Files** from the menu.

See the instructions in the Help Reference Library titled:



Click on Email Report and fill in the blanks (only the email address is required; the four notes fields are optional):



In the example above, the report will be sent as a **pdf** file to the email address support@admins.com. A message will appear confirming that the report was emailed. The body of the email message will include the text “Please find attached the report requested to be emailed” followed by any optional note text entered by the user.

In addition, the body of the email will include the complimentary close “Thank you” and the name of the user sending the report as specified in the User Profile table in the AUC system. Finally, there will be a message instructing the recipient not to reply to the message as it was automatically generated from the system.

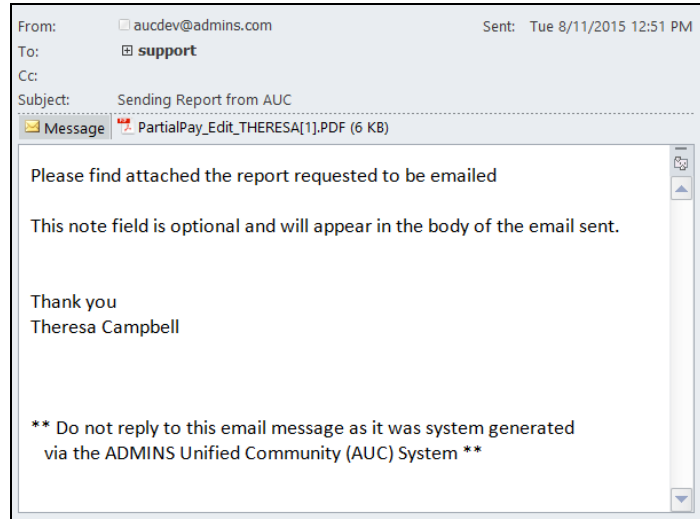
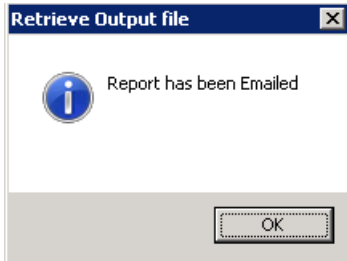



Figure 4 Example of email with an attached report



If you wish to print a retrieved report, you may do so by first clicking  and then selecting **File | Print** from the menu. This allows you to preview and confirm that you have selected the correct report prior to printing.

[ADM-AUC-SY-7966]

2.2. Default Report Format

The default format for reports generated from commands is now PDF. This will make it easier for users to email reports and allow for printing to any available printer.

[ADM-AUC-FM-8115]

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. Ledgers

- FISCAL YEAR END Capital Projects

3.1.2. Purchase Orders

- PURCHASE ORDER PROCESSING Changing a Signature on a PO Form
- OTHER Module Control



3.1.3. Miscellaneous Billing

- COLLECTIONS Adjustments & Transfers
- BILLING Subscription Billing
- MAINTENANCE Customer Maintenance

3.1.4. Revenue Collections

- TREASURY RECEIPTS Apply TR # to Posted Batches

3.1.5. Tax–Real Estate

- BILLING Upload Sales History

3.1.6. All Modules

- OTHER I forgot to print my reports...