



SYSTEM (ALL MODULES)

RELEASE NOTES – SEPTEMBER 2019

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

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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.



1 COPY ACCOUNT SECURITY [Enhancement]

ADMINS continues to enhance the *copy user security* process. The commands require a “FROM” and “TO” user to clarify the intent. In addition, once the copy command has finished, the “TO” user’s security will be **automatically rebuilt** for a single year. Only active usernames are eligible to be the “FROM” or “TO” user – inactive users are neither found in the lookups, nor entered directly. If the security must be copied from an inactive user, activate the user prior to the copy. There are now two options when copying account security:

1. Copy (add-on) User Security
2. Copy (replace) User Security



Which one should be used? If additional access is required for the “TO” user, then use the Copy (add on). If trying to restrict or reduce the current access for the “TO” user, use the Copy (replace), selecting a “FROM” user with a more suitable set of account access.

1.1 Prerequisites for the Users

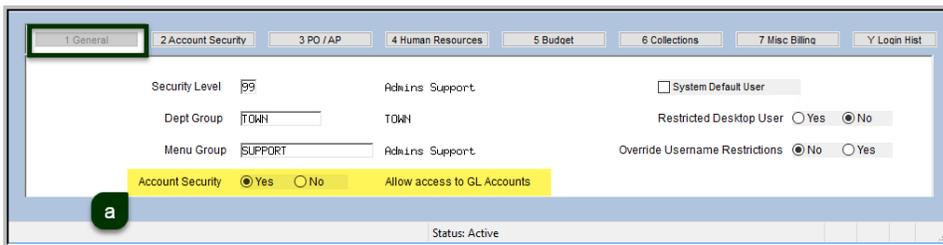


Figure 1 The [1 General] Tab Account Security radio button must be set to Yes for both FROM & TO. Select the **User Profile** ▶ **Account Security** to access the [Go to Main Security] button.

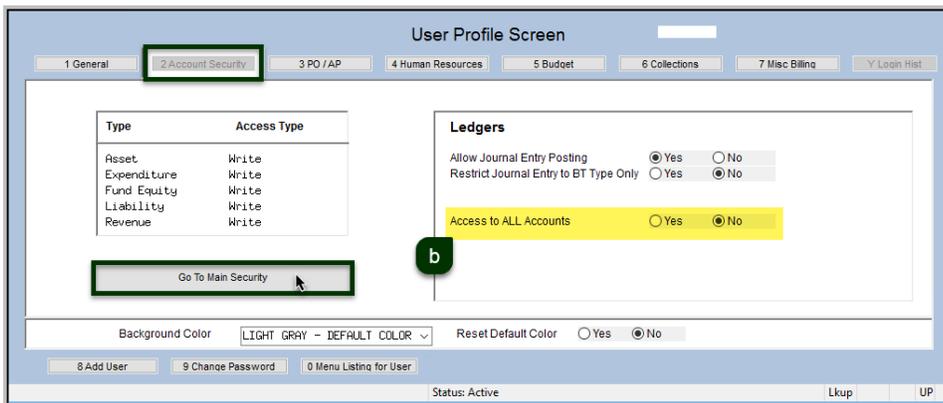


Figure 2 the [2 Account Security] Tab “Access to All Accounts” radio button must be set to No for both FROM & TO

Click on the [Actions] button to select from the menu of options:

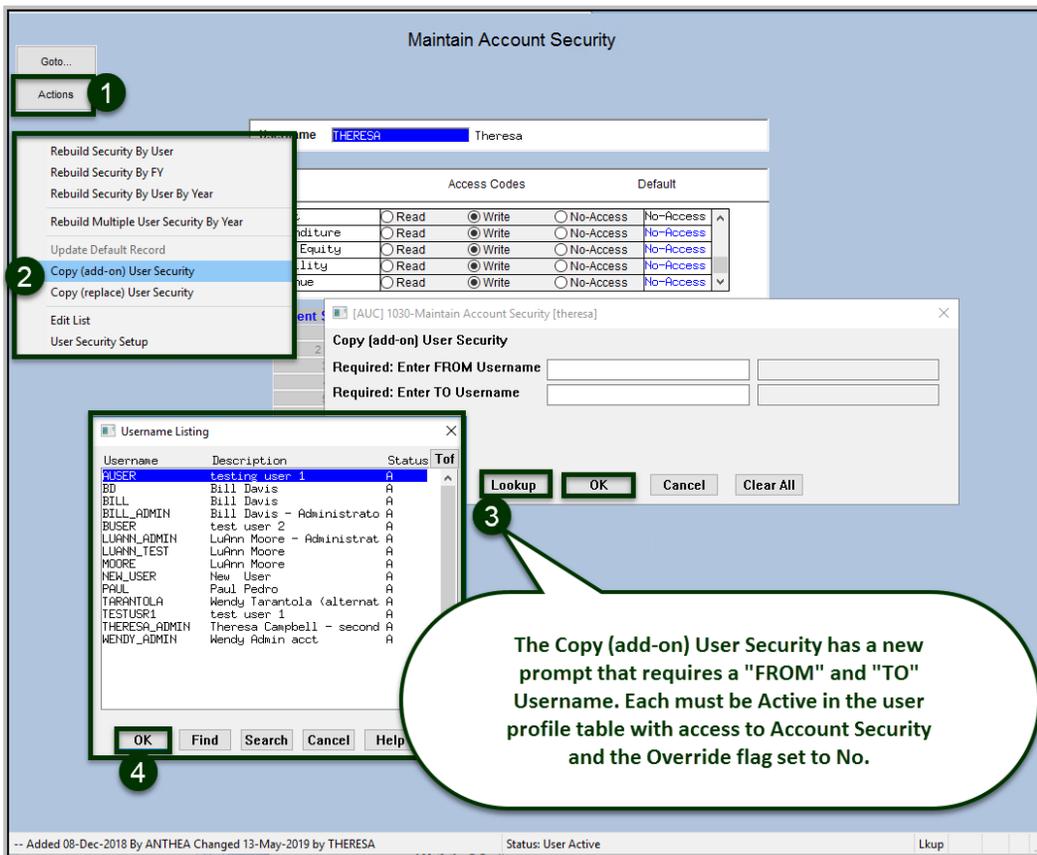


Figure 3 Before & After – Maintain Account Security screen has enhanced selections under the [Actions] button

The options are described in detail in sections 1.2 and 1.3; run the **User Security Setup Report** before running the copy command to use in comparing the results.

1.2 Copy (add-on) User Security

This process will add the current account security **FROM** one user **TO** another. The new prompt requires a **“FROM”** and **“TO”** username.



Click on [Lookup] to select a **FROM** username (or enter the Username directly, if known)

Repeat for the **“TO”** Username

Selecting from the lookup in both fields prevents selecting an ineligible username for the copy **FROM** or **TO**.

Figure 4 The new prompt for the Copy (add on) User Security process



1.2.1 System Messages

If the usernames do not meet the stated criteria, that is, **Active users**, with **Access to GL Accounts**, but **without the Account Security Override**, then the process will pop up error messages. The invalid entry will be cleared from the field so that a different selection may be made.

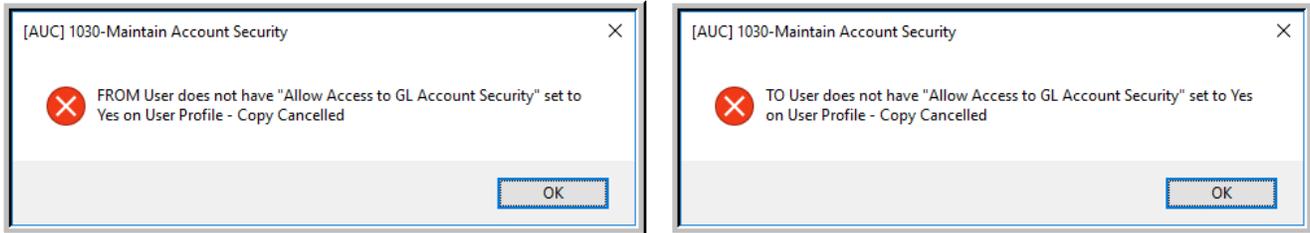


Figure 5 The Allow Access to GL Account Security error message refers to the [1 General] tab shown in Figure 1

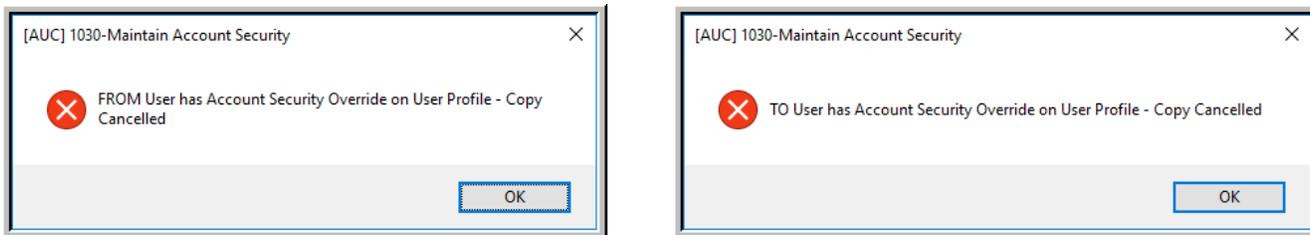


Figure 6 Account Security Override error message refers to the [2 Account Security] Tab shown in Figure 2



If both usernames meet all the requirements, the copy will proceed. On completion, the system will display the prompt shown in Error! Reference source not found. and the fiscal year will be rebuilt for the “TO” user. This ensures that the changes will be effective immediately on completion of the command.

Figure 7 Rebuild Account Security for a User and Year will automatically prompt for the year once the copy is complete

1.2.2 Checking Results

Running the **Actions** ► **User Security Setup Report** (item #3 in Figure 3) before & after the copy shows the results.

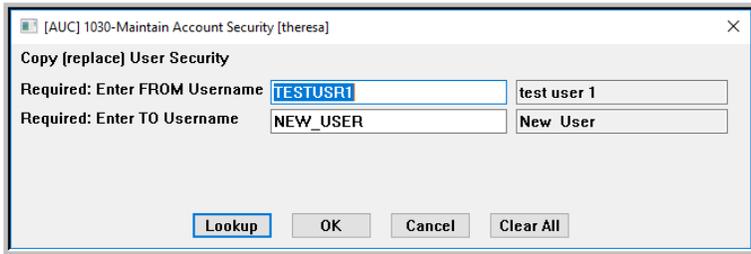
Element	Description	Access Type
User: TESTUSR1 test user 1 Dept: UNCLASSIFIED		
Before the Copy		
Fund		
0000		No Access
0100	TRASH-OPERATING	No Access
0200	WATER-OPERATING	Write
0300	SEWER-OPERATING FUND	Write
1000	GENERAL FUND	Write
2000	SPECIAL REVENUE	No Access
2009	2009 SCHOOL GRANTS	No Access
2010	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.CH188)	No Access
2060	SPED EARLY CHILD GRANT	No Access
2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	No Access
2080	SPED EC PROGRAM IMPROVEMENT	No Access
2090	CIRCUIT BREAKER FUND	No Access
2100	SPED 94-142 ALLOC	No Access
2110	E C TRAINING: CURR & IEP STUDY	No Access
2120	SCHOOL SPECIAL ASSISTANCE	No Access
2130	CPC ACCREDITATION GRANT	No Access
2140	CPC LOCAL PLANNING & COORD GR	No Access
2150	LEVEL 3 DSAC TARGETED ASSISTANCE	No Access
2160	MA H S GRADUATION INITIATIVE	No Access
After the Copy		
Fund		
0000		No Access
0100	TRASH-OPERATING	Write
0200	WATER-OPERATING	Write
0300	SEWER-OPERATING FUND	Write
1000	GENERAL FUND	Write
2000	SPECIAL REVENUE	Write
2009	2009 SCHOOL GRANTS	Write
2010	SCHOOL GRANTS	Write
2020	SCHOOL LUNCH PROGRAM	Write
2030	SCHOOL SECURITY 2013 GRANT	Write
2040	SCHOOL CHOICE, REC TUITION	Write
2050	CPC (E.C.CH188)	Write
2060	SPED EARLY CHILD GRANT	Write
2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	Write
2080	SPED EC PROGRAM IMPROVEMENT	Write
2090	CIRCUIT BREAKER FUND	Write
2100	SPED 94-142 ALLOC	Write
2110	E C TRAINING: CURR & IEP STUDY	Write
2120	SCHOOL SPECIAL ASSISTANCE	Write
2130	CPC ACCREDITATION GRANT	Write
2140	CPC LOCAL PLANNING & COORD GR	Write
2150	LEVEL 3 DSAC TARGETED ASSISTANCE	Write
2160	MA H S GRADUATION INITIATIVE	Write

Figure 8 After the Copy (add-on) process is run, the TESTUSR1 has access to the additional funds



1.3 Copy (replace) User Security

This process will copy the account security **FROM** one user **TO** another. The prompt requires a **FROM** and **TO** username. The account security for **NEW_USER** will **completely replace** the account security of **TESTUSR1**; any existing security access for will be deleted from the file, and be replaced by the copied security access.



Click on **[Lookup]** to select the Username to be copied **“FROM”** (or enter the Username directly, if known)

Repeat for the **“TO”** Username

Figure 9 The Copy (replace) User Security

1.3.1 System Messages

If the usernames do not meet the stated criteria, that is, **Active users**, with **Access to GL Accounts**, but **without the Account Security Override**, then the process will pop up error messages. The invalid entry will be cleared from the field so that a different selection may be made. The error messages are shown in **section 1.2.1**.



If both the **FROM** and **TO** usernames meet all the requirements, the copy will proceed. On completion, the system will display the prompt shown in **Figure 10** for the fiscal year to be rebuilt for the **“TO”** user so that the changes will be **effective immediately on completion of the command**.

Figure 10 Rebuild Account Security for a User and Year will automatically prompt for the year once the copy is complete

1.3.2 Checking Results

In the example shown in **Figure 11**, **NEW_USER** had too much access, so a **Copy (replace)** was done. The result is that the **Write** access for the highlighted funds was replaced with **Read** access.



Element	Description	Access Type
User: NEW USER Dept: ARTS		
Before the Copy		
Fund		No Access
0000		No Access
0100	TRASH-OPERATING	Write
0200	WATER-OPERATING	Write
0300	SEWER-OPERATING FUND	Write
1000	GENERAL FUND	Write
2000	SPECIAL REVENUE	Write
2009	2009 SCHOOL GRANTS	Write
2010	SCHOOL GRANTS	Write
2020	SCHOOL LUNCH PROGRAM	Write
2030	SCHOOL SECURITY 2013 GRANT	Write
2040	SCHOOL CHOICE, REC TUITION	Write
2050	CPC (E.C.CH188)	Write
2060	SPED EARLY CHILD GRANT	Write
2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	Write
2080	SPED EC PROGRAM IMPROVEMENT	Write
2090	CIRCUIT BREAKER FUND	Write
2100	SPED 94-142 ALLOC	Write
2110	E C TRAINING: CURR & IEP STUDY	Write
2120	SCHOOL SPECIAL ASSISTANCE	Write
2130	CPC ACCREDITATION GRANT	Write
2140	CPC LOCAL PLANNING & COORD GRT	Write
2150	LEVEL 3 DSAC TARGETED ASSISTANCE	Write
2160	MA H S GRADUATION INITIATIVE	Write
2170	ARRA-SFSF FISCAL 2009	Write
2180	ARRA-IDEA STIMULUS PROGRAM	Write
2190	SPED ALLOC GRANT	Write
2200	SPED 94-142 TRANSITION	Write
2210	DSAC SUPPORT/UNDER PERFORM DIST	Write
2220	ARRA-SFSF FISCAL 2010	Write
2230	ARRA-IDEA EARLY CHILD SPED	Write
2240	ARRA-SFSF FISCAL 2011	Write
2250	DRUG FREE SCHOOLS	Write
2260	EDUCATION JOBS FUND	Write
2270	PARTNERSHIPS FOR A SKILLED WORKFORCE, IN	Write

Element	Description	Access Type
User: NEW USER Dept: ARTS		
After the Copy		
Fund		No Access
0000		No Access
0100	TRASH-OPERATING	Read
0200	WATER-OPERATING	Read
0300	SEWER-OPERATING FUND	Read
1000	GENERAL FUND	Read
2000	SPECIAL REVENUE	Read
2009	2009 SCHOOL GRANTS	Read
2010	SCHOOL GRANTS	Read
2020	SCHOOL LUNCH PROGRAM	Read
2030	SCHOOL SECURITY 2013 GRANT	Read
2040	SCHOOL CHOICE, REC TUITION	Read
2050	CPC (E.C.CH188)	Read
2060	SPED EARLY CHILD GRANT	Read
2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	Read
2080	SPED EC PROGRAM IMPROVEMENT	Read
2090	CIRCUIT BREAKER FUND	Read
2100	SPED 94-142 ALLOC	Read
2110	E C TRAINING: CURR & IEP STUDY	Read
2120	SCHOOL SPECIAL ASSISTANCE	Read
2130	CPC ACCREDITATION GRANT	Read
2140	CPC LOCAL PLANNING & COORD GRT	Read
2150	LEVEL 3 DSAC TARGETED ASSISTANCE	Read
2160	MA H S GRADUATION INITIATIVE	Read
2170	ARRA-SFSF FISCAL 2009	Read
2180	ARRA-IDEA STIMULUS PROGRAM	Read
2190	SPED ALLOC GRANT	Read
2200	SPED 94-142 TRANSITION	Read
2210	DSAC SUPPORT/UNDER PERFORM DIST	Read
2220	ARRA-SFSF FISCAL 2010	Read
2230	ARRA-IDEA EARLY CHILD SPED	Read
2240	ARRA-SFSF FISCAL 2011	Write
2250	DRUG FREE SCHOOLS	Write
2260	EDUCATION JOBS FUND	Write
2270	PARTNERSHIPS FOR A SKILLED WORKFORCE, IN	Write

Figure 11 After the Copy (add-on) process is run, the TESTUSR1 has access to the additional funds

Running the Actions ► User Security Setup Report before and after the copy shows the results.

[ADM-AUC-GL-8348]

2 DEPARTMENT GROUP PROFILE

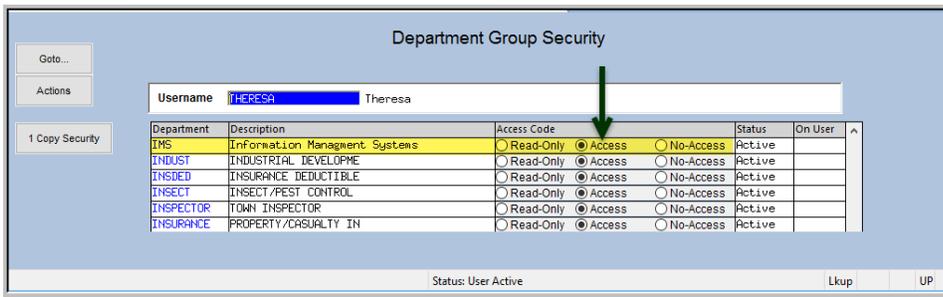
Figure 12 Adding a new department group

New departments are created by selecting **System ► Department Group Menu ► Department Group Profile ► [4 Add Dept]**, which creates a record in the **Department Group Security Table**. Prior to the software update, when adding a new department, the Security for the new Department Group was set to **⊙ No Access**, even for the user creating the department.

Department	Description	Access Code	Status	On User
IMS	Information Management Systems	<input type="radio"/> Read-Only <input type="radio"/> Access <input checked="" type="radio"/> No-Access	Active	
INDUST	INDUSTRIAL DEVELOPME	<input type="radio"/> Read-Only <input checked="" type="radio"/> Access <input type="radio"/> No-Access	Active	
INSDED	INSURANCE DEDUCTIBLE	<input type="radio"/> Read-Only <input checked="" type="radio"/> Access <input type="radio"/> No-Access	Active	
INSECT	INSECT/PEST CONTROL	<input type="radio"/> Read-Only <input checked="" type="radio"/> Access <input type="radio"/> No-Access	Active	
INSPECTOR	TOWN INSPECTOR	<input type="radio"/> Read-Only <input checked="" type="radio"/> Access <input type="radio"/> No-Access	Active	
INSURANCE	PROPERTY/CASUALTY IN	<input type="radio"/> Read-Only <input checked="" type="radio"/> Access <input type="radio"/> No-Access	Active	

Figure 13 Before – the new department was set to ⊙ No Access for all users, including the creator of the department code





Now, the department is set to Access for the user creating the new department. All other users are set to No Access on creation. That may be changed by the super user.

Figure 14 After – the new department is set to Access for the creator of the department code

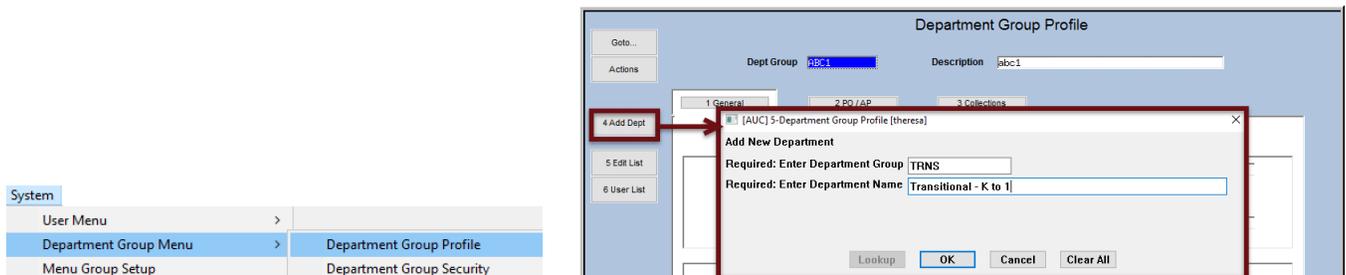
[ADM-AUC-SY-8117]

2.1 DEPARTMENT GROUP SECURITY

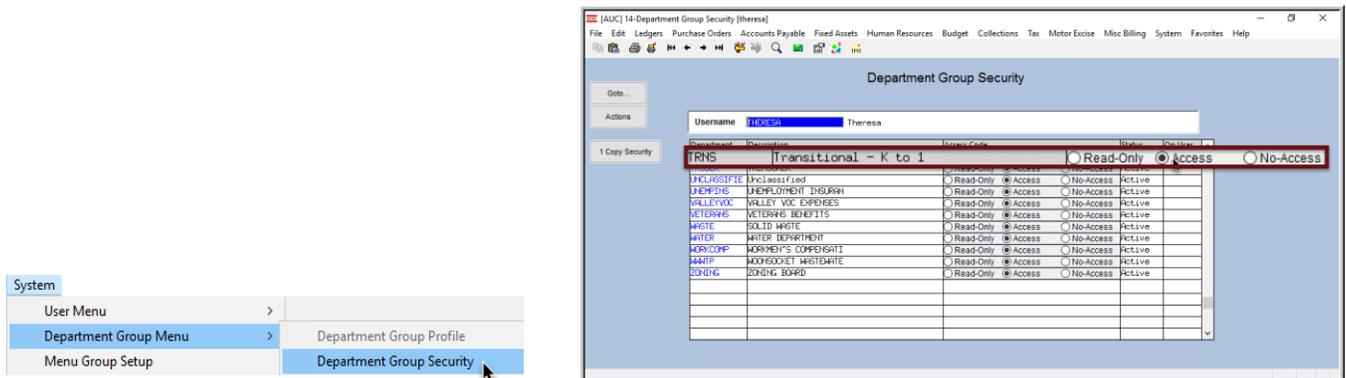
The account security process has been enhanced to allow for one or more “power users” to have access to **ALL** Department Groups without manually managing the security tables each time a new department is added.

2.1.1 “Power User” Department Group Access for AP/PO

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



Then the “Power User” will grant access to that group to each applicable user account:



All user names specified in **Module Control #45** (see **Figure 15**) will be added to all Department groups automatically during the “weekly rebuild” of the account security features. For most sites, the weekly rebuild runs on Sunday.



This means that if new Department Groups are added 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 immediate access to those groups is needed, then set the access manually.

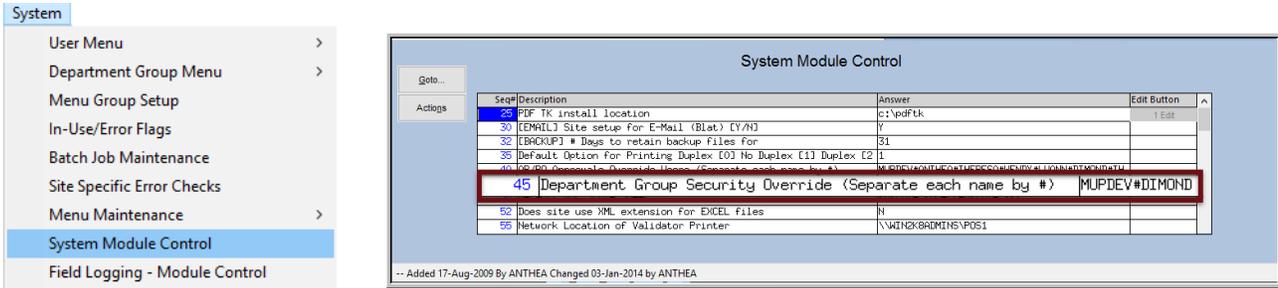
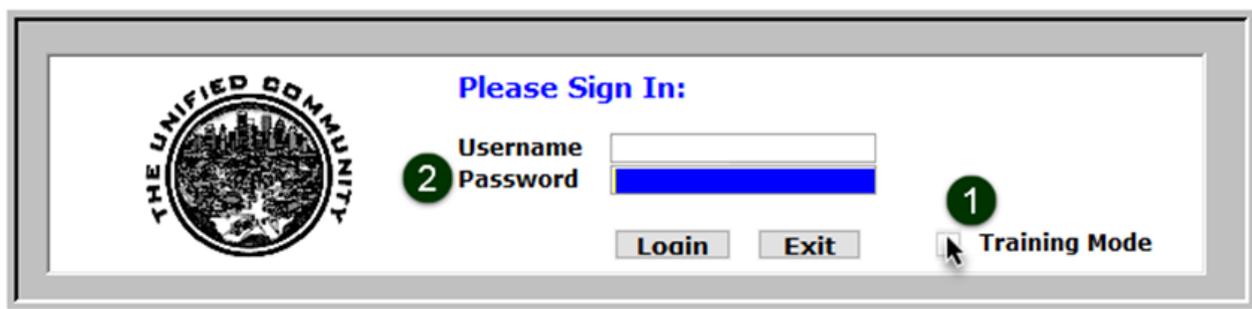


Figure 15 Module Control Table parameter #45

[ADM-AUC-SY-7987]

3 USING THE TRAINING AREA

- To enter training mode, at the log in screen,
1. click on the training mode checkbox,
 2. enter the password:



To have the training area updated, send an email to support@admins.com.

[ADM-AUC-DOC-173]

4 HELP REFERENCE LIBRARY

4.1 New or Updated Documentation

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

4.1.1 Accounts Payable

- DISBURSEMENTS AP–210 Implementing a New Bank Account [Updated]
- OTHER AP–805 Training Mode [New]
- SYSTEM AP–1110 System Administration Kit [Updated]



4.1.2 Budget

- OTHER BU–200 Training Mode [New]
- SYSTEM BU–320 System Administration Kit [Updated]

4.1.3 Fixed Assets

- OTHER FA–705 Training Mode [Updated]
- SYSTEM FA–820 System Administration Kit [Updated]

4.1.4 Human Resources

- PAYROLL PROCESSING HR–335 No-Time Warrant [New]
- SPECIAL PROCESSING HR–430 Manual Checks [Updated]
- TABLES HR–599 Implementing a New Bank Account [Updated]
- SYSTEM HR–815 Training Mode [New]
HR–850 Module Control [Updated]
HR–1110 System Administration Kit [Updated]

4.1.5 Ledgers

- ACCOUNT MAINTENANCE GL–205 Copy User Account Security [New]
GL–260 Implementing a New Bank Account [Updated]
- YEAR END PROCESSING GL–722 Create New Year Overnight in Batch [Updated]
- OTHER GL–1215 Training Mode [New]
- SYSTEM (all modules) GL–1310 System Administration Kit [Updated]

4.1.6 Miscellaneous Billing

- OTHER MB–515 Training Mode [Updated]
- SYSTEM MB–610 System Administration Kit [Updated]

4.1.7 Motor Vehicle Excise

- OTHER ME–305 Training Mode [Updated]
- SYSTEM ME–410 System Administration Kit [Updated]

4.1.8 Purchase Order

- OTHER PO–925 Training Mode [Updated]
- SYSTEM PO–1010 System Administration Kit [Updated]

4.1.9 Property Tax

- OTHER RE–725 Training Mode [Updated]
- SYSTEM RE–770 System Administration Kit [Updated]



4.1.10 Revenue Collections & Tax Title

- OTHER RC-1835 Training Mode [Updated]
- SYSTEM RC-1910 System Administration Kit [Updated]

4.1.11 System

- SYSTEM SY-125 Training Mode [New]
- SY-170 System Administration Kit [Updated]
- SY-185 Copy Account Security [New]