



SYSTEM (ALL MODULES)

RELEASE NOTES – SEPTEMBER 2022

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

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1 ADMINS.com

To allow customers instant access to training videos and documents, the [ADMINS.com](https://www.admins.com) website no longer requires registration to access the [Videos and Quick Tips](#) and [Release Notes](#) content.

We also restructured the help documents index page to make it more compact to allow easier access from mobile devices.

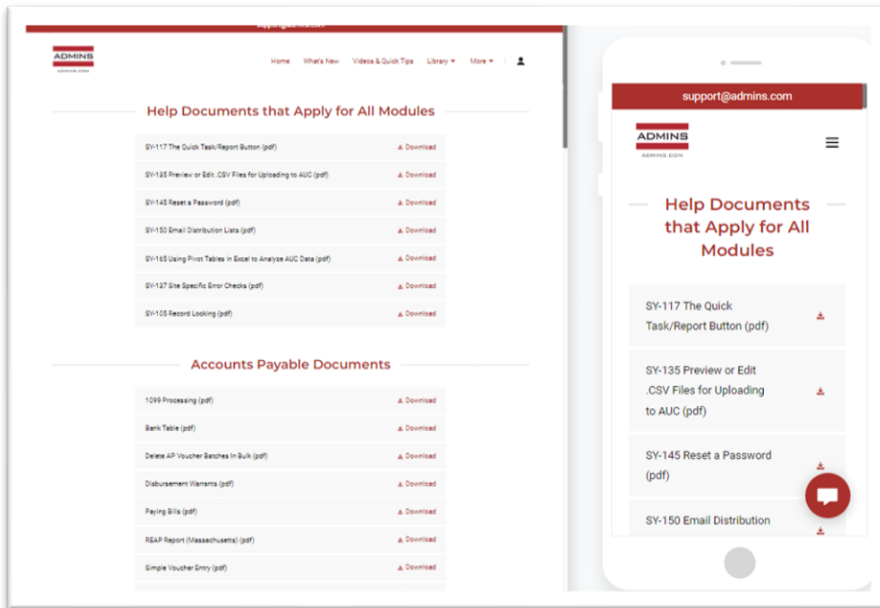


Figure 1 Before – The list required several pages

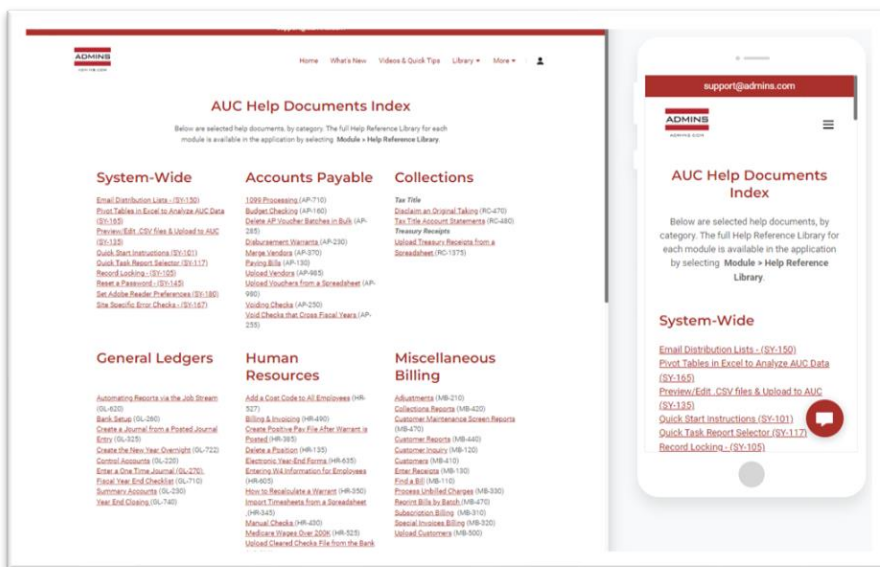


Figure 2 After – the more compact listing of help documents

[ADM-AUC-WEB-10]



2 REBUILD SECURITY [Enhancement]

Rebuilding the entire security file for all users can take a long time. The most frequent need is to rebuild security for one user for a single fiscal year. To reduce the chance that one of the more time-consuming options is selected, **ADMINS** added a **(QUICKEST)** note on the **[Actions]** menu to help point the user running the rebuild to the most frequently used option.

ADMINS did not change the order to put this most frequent option at the top of the list since some users may be used to running the third item on the menu.

Access Codes	Read	Write	No-Access	No-Access
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No-Access
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No-Access
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No-Access
	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	No-Access

[ADM-AUC-SY-8264]

3 HELP REFERENCE LIBRARY

Added the following new or updated documents to the Help Reference Libraries and added content to [ADMINS.com](https://admins.com).

3.1 Accounts Payable

Interfaces/Imports	AP-985 Upload Vendors from a Spreadsheet	[New]
Vendors	PO-310 Add & Maintain Vendors	[Updated]

3.1.1 Content on ADMINS.com

PO-310 Add and Maintain Vendors	[New]
PO-805 Upload Vendors from a Spreadsheet	[New]
Liquidate a Voucher Video [4:16]	[New]
Voucher Change Orders [4:22]	[New]
Voucher Liquidations [4:17]	[New]
	[New]



3.2 General Ledger

How to Upload a Journal Entry [5:58]	[New]
Drill Down to Account Transactions [4:52]	[Updated]
General Ledger Reporting Basics [10:10]	[New]
Transaction History Query [7:07]	[New]

3.3 Human Resources

Payroll Processing	HR-380 Emailing Direct Deposit Advice	[Updated]
Special Processing	HR-457 Update Additional Rates En Masse	[New]
Other	HR-850 Module Control	[Updated]
Site Specific	HR-1090 CT ReEmploy Filing	[New]

3.3.1 Content on ADMINS.com

HR-CT ReEmploy Filing	[New]
Add Historical Salary Change Record [2:48]	[New]

3.4 Miscellaneous Billing

Billing	MB-340 Past Due Notices	[New]
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3.5 Purchase Orders

Vendors	PO-310 Add & Maintain Vendors	[Updated]
Interfaces/Imports	PO-805 Upload Vendors from a Spreadsheet	[New]

3.6 Revenue Collections / Tax Title

Receipts	RC-200 Lockbox Processing	[Updated]
Uncollectables	RC-1010 Write Off Small Balances	[Updated]
Site Specific	RC-1725 Cranston, RI Write Off Small Balances	[Updated]

3.6.1 Content on ADMINS.com

Tax Title	RC-460 Town Possession	[Updated]
	RC-480 Tax Title Account Statements	[Updated]

3.7 System/All Modules

Introduction to AUC [7:00]	[New]
Quick Task Selection [2:11]	[New]
Reprinting Reports [4:20]	[Updated]
Optimizing the PDF® Viewer [3:37]	[New]