



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](#) 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.



Help Documents that Apply for All Modules

- SY-117 The Quick Task/Report Button (pdf)
- SY-135 Preview or Edit .CSV Files for Uploading to AUC (pdf)
- SY-145 Reset a Password (pdf)
- SY-150 Email Distribution Lists (pdf)
- SY-165 Using Pivot Tables in Excel to Analyze AUC Data (pdf)
- SY-137 Site Specific Error Codes (pdf)
- SY-105 Record Locking (pdf)

Accounts Payable Documents

- 1099 Processing (pdf)
- Bank Reconcile (pdf)
- Delete AP Voucher Batches in Bulk (pdf)
- Disbursement Warrants (pdf)
- Paying Bills (pdf)
- REAP Report (Massachusetts) (pdf)
- Simple Voucher Entry (pdf)

Figure 1 Before – The list required several pages

AUC Help Documents Index

Below are selected help documents, by category. The full Help Reference Library for each module is available in the application by selecting Module > Help Reference Library.

System-Wide	Accounts Payable	Collections
Email Distribution Lists - (SY-150) Pivot Tables in Excel to Analyze AUC Data - (SY-165) Preview, Edit, CSV files & Upload to AUC - (SY-135) Quick Start Instructions - (SY-101) Quick Task Report Selector - (SY-117) Record Locking - (SY-105) Reset a Password - (SY-145) Set Adobe Reader Preferences - (SY-180) Site Specific Error Codes - (SY-167) 255	1099 Processing (AP-710) Bank Reconcile (AP-160) Delete AP Voucher Batches in Bulk (AP-285) Disbursement Warrants (AP-210) Make a Payment (AP-270) Payroll Bills (AP-280) Upload Vendors (AP-865) Upload Vouchers from a Spreadsheet (AP-900) Void Checks (AP-220) Void Checks that Cross Fiscal Years (AP-235)	Tax File Tax File & Disposal Taking (RC-470) Tax/Tax Account Statements (RC-480) Treasury Receipts Upload Treasury Receipts from a Spreadsheet (RC-1575)
General Ledgers	Human Resources	Miscellaneous Billing
Automating Reports via the Job Screen (HL-426) Bank Reconcile (HL-280) Create a Journal from a Posted Journal Entry (HL-325) Create the New Year Overview (HL-722) Customer Journals (HL-220) Enter a One Time Journal (HL-270) Fiscal Year End Checklist (HL-710) Summarize Sales (HL-260) Year End Closing (HL-740)	Add a Cost Code to All Employees (HL-327) Billing & Invoicing (HL-490) Create Postage Pay File After Warrant is Posted (HL-395) Delete All Payroll Items (HL-150) Delete All Payroll Items (HL-635) Enter W4 Information for Employees (HL-605) Enter W4 Tax Deductions (HL-620) Import Timesheets from a Spreadsheet (HL-345) Manual Checks (HL-420) Medicare Waiver Due 2006 (HL-325) Upload Chained Checks File from the Bank	Adjustments (MB-210) Collections Receipts (MB-420) Customer Maintenance Screen Receipts (MB-470) Customer Receipts (MB-440) Customer Receipts (MB-120) Customer Receipts (MB-410) Enter Receipts (MB-130) End a Bill (MB-110) Fiscal Year End Changes (MB-320) Report By Batch (MB-310) Subscription Billing (MB-310) Special Invoice Billing (MB-320) Upload Statements (MB-300)

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, ADMIN added a (**QUICKEST**) note on the [**Actions**] menu to help point the user running the rebuild to the most frequently used option.

The screenshot shows the 'Maintain Account Security' application window. In the 'Actions' menu, the 'Rebuild Security - This User/One FY (QUICKEST)' option is circled in yellow. A callout box with a yellow border contains the text: 'ADMIN 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.'

-- Added 27-Sep-2020 By ANTHEA Changed 27-Sep-2020 by ANTHEA Status: User Active Lkup UP [ADM-AUC-SY-8264]

3 HELP REFERENCE LIBRARY

Added the following new or updated documents to the Help Reference Libraries and added content to [ADMIN.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 ADMIN.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]



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]