



System (All Modules)

Release Notes

September 2024

The document outlines recent enhancements to the **ADMINS Unified Community (AUC) for Windows SYSTEM LIBRARY**, focusing on account security maintenance and updates to the Help Reference Library.

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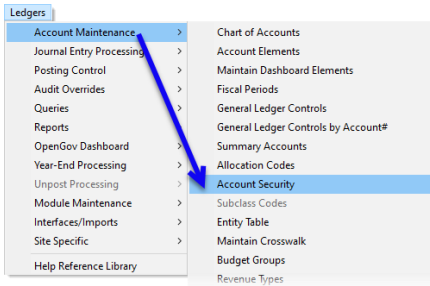
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1 Account Security Maintenance [Enhancement]

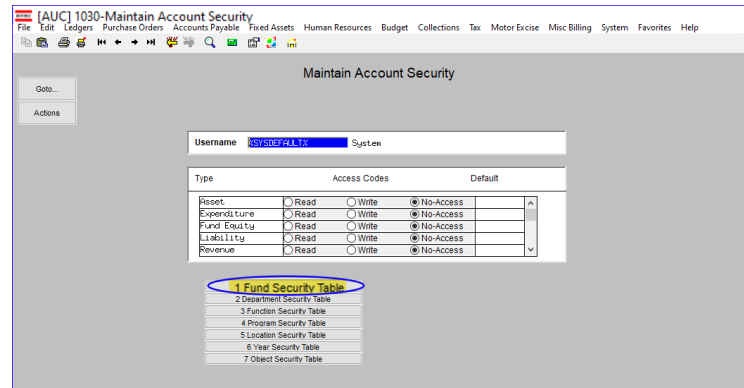
This task is carried out by a super user or a system administrator. Previously, updating a user's account security involved two distinct steps: first, adding the element to the user's security, and second, setting the elements as either Read/Write or No Access. We have merged these steps to simplify the process. To use this feature, select from the menu:

Ledgers ► Account Maintenance ► Account Security

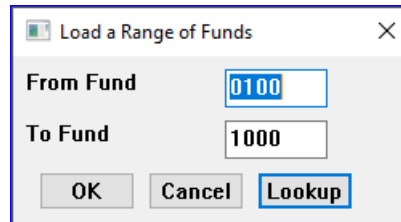
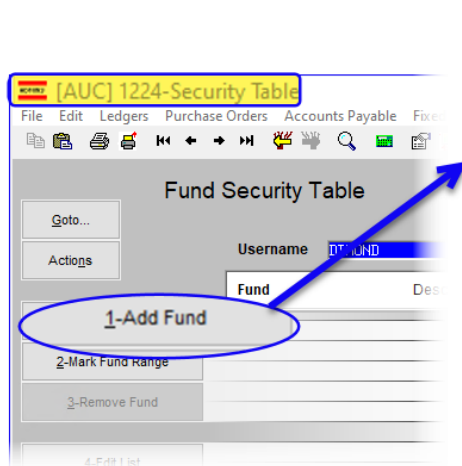


Click on the element button (the “Fund Security Table” button is shown).

Refer to the following details and illustrations for more information.



1.1 Before – Adding a Range of Funds



The specified range (0100-1000) of funds was loaded into the table:

Fund Security Table [TRAINING]			
Username DIMOND Anthea Dimond (alternate)			
Fund	Description	Access Codes	Default
0000		☐ Read ☐ Write ☒ No-Access	
0100	TRASH-OPERATING	☐ Read ☐ Write ☒ No-Access	
0200	WATER-OPERATING	☐ Read ☐ Write ☒ No-Access	
0300	SEWER-OPERATING FUND	☐ Read ☐ Write ☒ No-Access	
0400	STORMWATER	☐ Read ☐ Write ☒ No-Access	
0444	ERATE CREDITS FOR TECHNOLOGY	☐ Read ☐ Write ☒ No-Access	
1000	GENERAL FUND	☐ Read ☐ Write ☒ No-Access	



1.1.1 Marking the Range of Funds

Once the funds are on the table for the user (as shown in the example for "DIMOND"), they could be marked individually using the radio buttons or all together with the "Mark Fund Range" button.

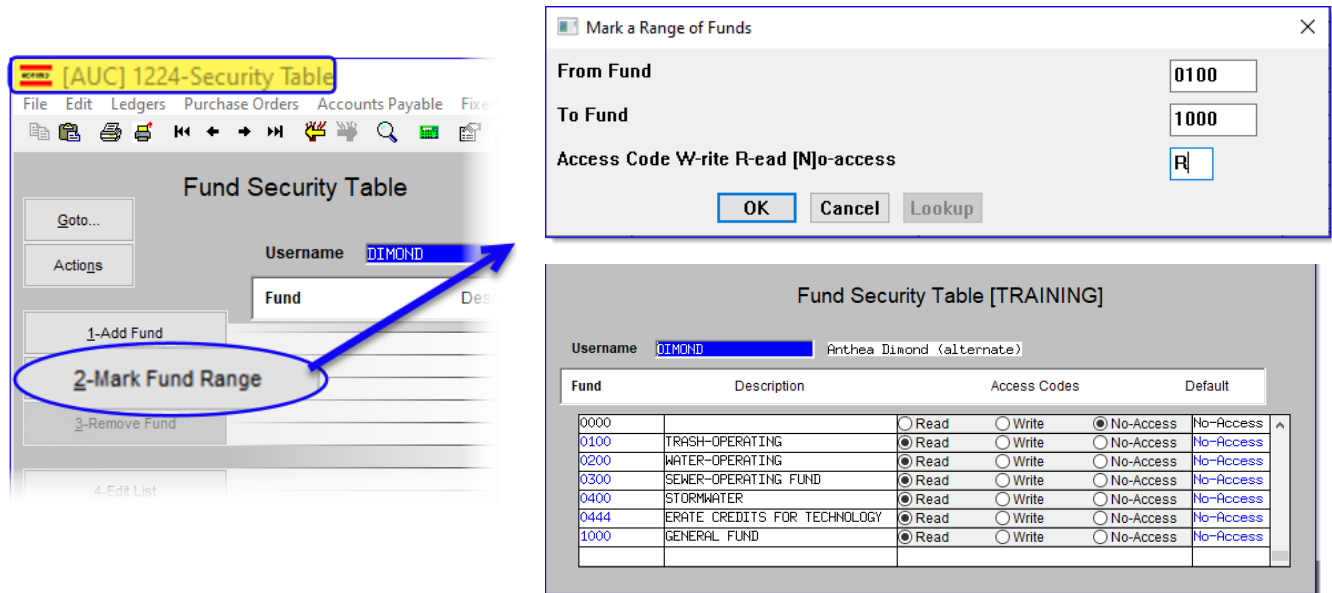
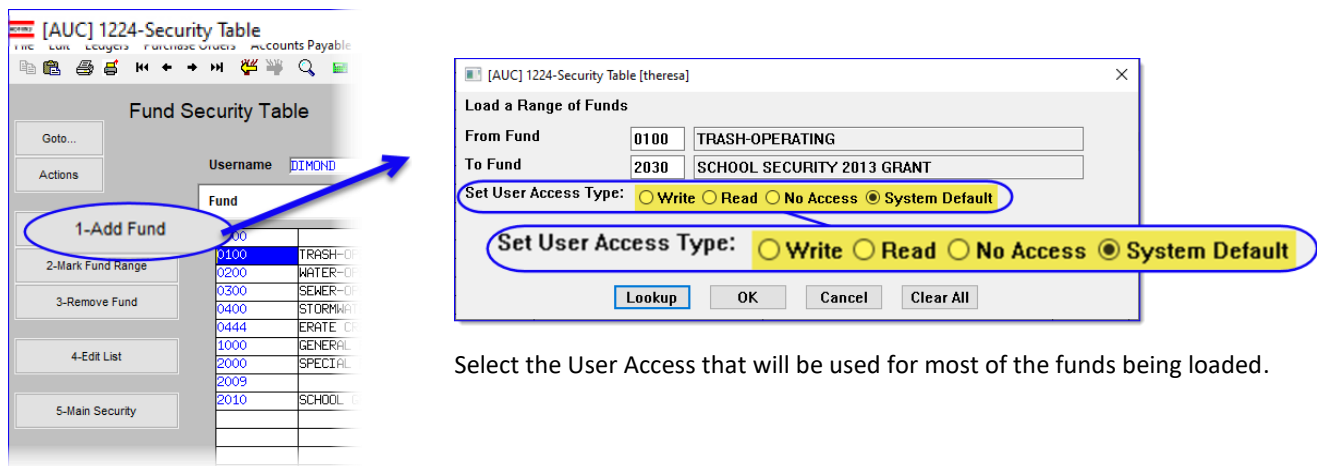


Figure 1 The above is obsolete as of the September 2024 Software Update

1.2 After – Adding and Marking a Range of Funds in a Single Step

Following the software update, a single prompt now requests that users specify a beginning element and an ending element, indicating how these elements should be marked: options include ☒ Read, ☒ Write, ☒ No Access, or the ☒ System Default.



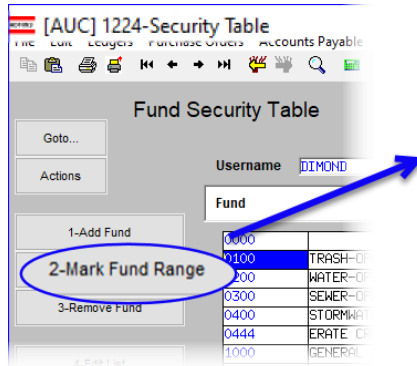
Select the User Access that will be used for most of the funds being loaded.



Fine tune the access using the radio buttons on each fund.

Fund Security Table				
Username DIMOND		Anthea Dimond (alternate)		
Fund	Description	Access Codes		Default
0000		☐ Read	☐ Write	☒ No-Access
0100	TRASH-OPERATING	☐ Read	☒ Write	☐ No-Access
0200	WATER-OPERATING	☐ Read	☐ Write	☒ No-Access
0300	SEWER-OPERATING FUND	☐ Read	☒ Write	☐ No-Access
0400	STORMWATER	☐ Read	☒ Write	☐ No-Access
0444	ERATE CREDITS FOR TECHNOLOGY	☐ Read	☐ Write	☒ No-Access
1000	GENERAL FUND	☐ Read	☐ Write	☒ No-Access
2000	SPECIAL REVENUE	☐ Read	☐ Write	☒ No-Access
2009		☐ Read	☐ Write	☒ No-Access
2010	SCHOOL GRANTS	☐ Read	☐ Write	☒ No-Access
2020	SCHOOL LUNCH PROGRAM	☐ Read	☐ Write	☒ No-Access
2030	SCHOOL SECURITY 2013 GRANT	☐ Read	☐ Write	☒ No-Access

[Marking a Range of Funds] now uses radio buttons instead of the user typing a “W”, “R”, or “N”:



[AUC] 1224-Security Table [theresa]

Mark a Range of Funds

From Fund

To Fund

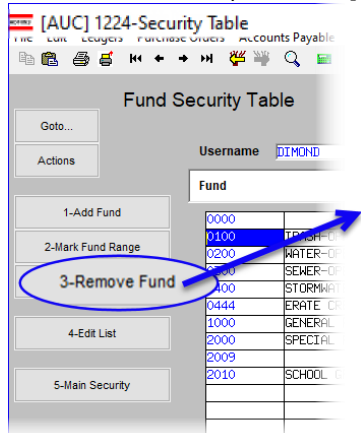
Set User Access Type: ☐ Write ☒ Read ☐ No Access



While this document shows examples using the Fund element security, this works for all elements of the account.

1.3 Deleting a Range of Funds

Before the software update, the [Remove Fund] prompt looked like this:



Remove a Range of Funds

From Fund

To Fund

Default Access W-rite R-ead [N]o-access



Figure 2 Before–Removing a range of funds

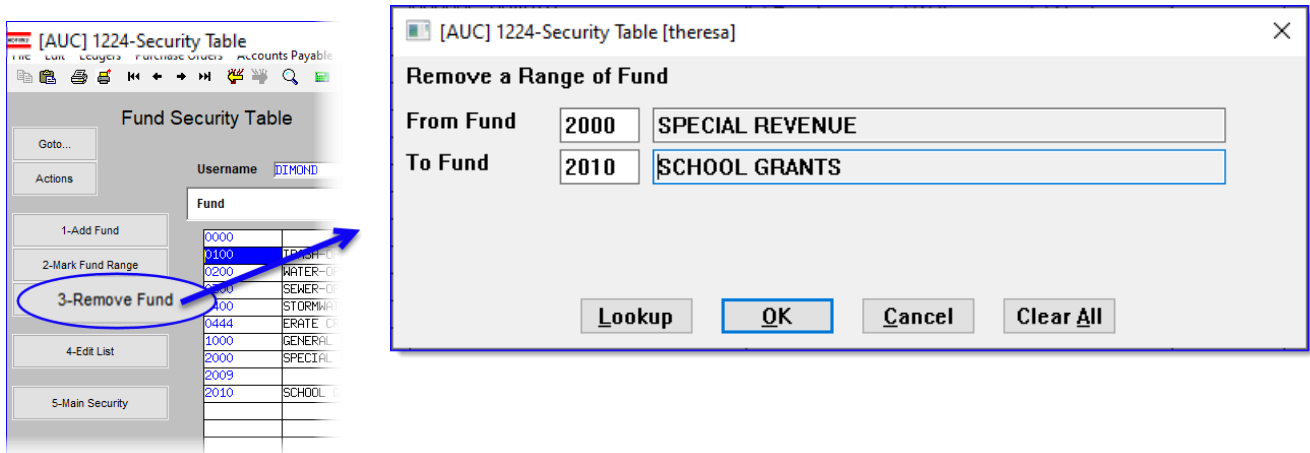
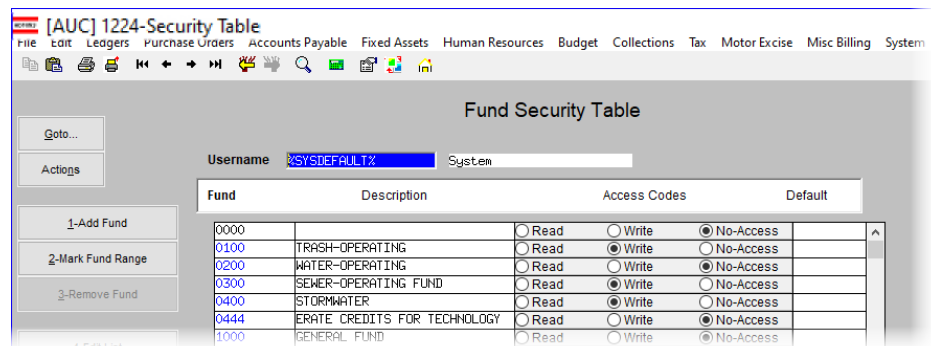


Figure 3 After–Removing a range of funds now displays the description once the fund range is selected

As shown above, the default access is no longer listed because you are removing the elements and the default access is not relevant.

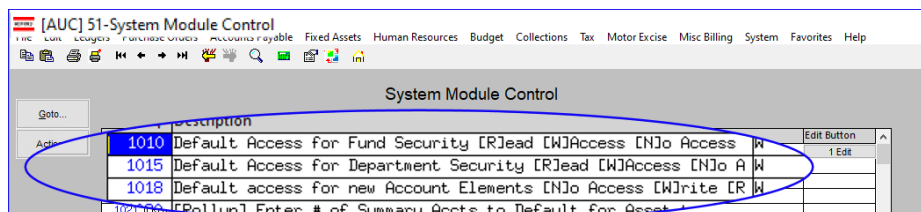
1.4 Where are the Default Values Set?

When selecting ☒ **System Default**, the system checks the %SYSDEFAULT% user record within the account security table and duplicates its settings for the user.



1.4.1 Module Control Sequence #s 1010, 1015, and 1018

Three sequence numbers for module control determine the standard user access for newly created elements.



- # 1010 regulates the default setting for funds,
- # 1015 establishes the default access for departments, and
- # 1018 dictates the default access assignment for all the other segments.

[ADM-AUC-GL-8557]



2 Help Reference Library

Updated the Help Reference Libraries and ADMINS.com with new or revised content.

2.1 Accounts Payable

Enter Vouchers/Process Payments Interfaces/Imports	AP–130 Pay a Bill – Direct Payments	[Updated]
	AP–980 Upload Vouchers – Spreadsheet	[Updated]

2.2 Budget

Maintenance	BU–110 Budget Processing	[Updated]
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2.3 Human Resources

Site Specific	HR–1006 Bellingham, MA CrewSense Police Timesheets Import	[New]
	HR–1008 Cranston, RI Police Timesheets Import	[New]

2.4 Miscellaneous Billing

Site Specific	MB–670 HVMA Apply Pre-Payments to O/S Invoices	[Updated]
	MB–690 HVMA Set Up Tables and Forms for Billing	[Updated]

2.5 Revenue Collections

Billing	RE–210 Q1 Tax Billing – Personal Property & Real Estate	[Updated]
Site Specific	RC–1680 Bellingham, MA Accounts Receivable Reconciliation	[New]

2.6 Tax

Billing	RE–210 Q1 Tax Billing – Personal Property & Real Estate	[Updated]
Site Specific	RC–1680 Bellingham, MA Accounts Receivable Reconciliation	[New]

2.7 New Content on ADMINS.com

Add New Treasury Receipt Code (4:37)	[New]
Transfer a Collections Batch (2:10)	[New]
Remove Unused Collections Batches (4:26)	[New]
Merge Vendor Process (5:28)	[New]