REVENUE COLLECTIONS RELEASE NOTES – SEPTEMBER 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **REVENUE COLLECTIONS** system.

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1. PAYMENTS

1.1. Lockbox Processing

A change was made to the lockbox process to accommodate sorting changes by payment processors. This change will be transparent to the user; if issues arise during lockbox processing, please contact <u>support@admins.com</u>.

[ADM-AUC-RC-8322]

1.2. Payment Batch Screen [Display Issue]

The batch entry screen lists all of the payments for a given batch in an array at the bottom half of the screen. This display was not paginating properly, and was showing duplicate transactions when paging through the records in the batch. This was corrected and now each transaction number (which may have multiple payments associated with it for tax, interest, fees etc.,) will appear only once with a total amount for the entire transaction. For example, the highlighted entry below is a transaction that totals \$3,258.06, and actually is made up of three payments, for three different quarters.

Batch Bank	32 CIT		Collection Batch Type © Receipt	Batch Entry Edit Note No text available		Profile not	h	ted	
Pay-Trx E Deposit E			C Adjustment C A/O/S			Real Estate Real Estate Supple	23 menta		
TR#	123456					Motor Excise	8		
						Tangible Property			
		Expected	Entered	Balance		Tangible Suppleme	ntal		
Cash(Co						Inventory			
Cash(Pa) Check	per)	00000.000		10101 70		Inventory Supplem Pretreatment			
Other		69550,80	89045.19	-19494.39		Pretreatment Supp	9 Iomont		
Totals		69550.80	89045.19	-19494.39		Other	7		
Trx#	Туре	Year	Bill#/TR Code Descr:	iption	Cash	Check	Other	1	
9397707	Motor Excise	2016	3100034000			390,24		Edit	L
9397706	Motor Excise	2016	3100025000			2683.25		Edit	
9397705	Motor Excise		3100024000			349,85		Edit	
9397704	Motor Excise	2016	3100022000			116.09		Edit	
9397695	Sewer		0101819201			344,21		Edit	
9397694	Sewer		0101807301			1904,70		Edit	
9397693	Real Estate		0101362503			41.94		Edit	
9397692	Real Estate		0101362502			3258,06		Edit	
9397691	Real Estate		0101362501			99,34		Edit	
9397689	Real Estate	2016	0100669901			3274,74		Edit	

The detail shows three payments, one for Q2, Q3 and Q4.

2016 Re	al Estat	te		Bill Pa	yment						
2 Bil# 0101362502 Year 2016 3 Owner			ear 2016	X Search		Cash-Coin	Tendered	Cash Back	Applied	Total	
4 Location 5 Account 6 Parcel		=			C	ash-Paper Check Other			3258,06		
Bill Payment	Detail	Payment	Transactions	Q Trx Summ	nary 0 Att	achments	Z MLCs	Y Parcel/Ad		I Notes-Tickler 8 Aply 9 A	
Run	Charges	Deductions	Abatements	Interest	Net Bill	Paid	Refun	d Adjustaent	Balance	Pending	
Q1	1086.01				1086.01	1086.01					
Q2	1086.01				1086.01				1086.01	1086.01	1
Q3	1086.01				1086,01				1086.01	1086.01	1
Q4	1086.04				1086.04				1086.04	1086,04	
Bill Totals	4344.07				4344.07	1086.0	1	1	3258,06		Bal

[ADM-AUC-RC-8336]

2. REPRINTING BILLS BY BATCH

There was an issue with mis-printed bills when issuing bill reprints by batch. This was corrected and patched to tax sites early in July and is included here to document the change.

[ADM-AUC-RE-8324]

3. TREASURY RECEIPTS

3.1. Treasurer's Receipt Cover Sheet for Posted Batches [New Report]

A report was added to allow users to print a cover sheet for a posted receipt batch. To access this report, select **Collections > Treasury Receipts > Treasurers Receipt Cover Sheet (Posted Batches)**. Either type in the posted batch number or select the posted batch number from the lookup. Select the Run as option and click on **[OK]**.

ask 4056: Treasurers Receipt Cover Sheet (Posted Batches) × Treasurers Receipt Cover Sheet (Posted Batches) quired: Enter Entry Batch	4056-RCECHCOVERSHEET3_AUC.REF Printed 27-Sep-2016 at 16:38:324 by THERESA Page 1 Town of ADMINS Treasurers Receipt Cover Sheet (Posted Batches) BATCH COVER SHEET
n as © Preview © Print © PDF Frinting use Duplex © Yes © No Lookup OK Cancel Clear All	Entered by: THERESA Theresa Campbell Batch#: 421 Pay Date: 26-Sep-2016 Batch Type: Receipts Deposit Date: 26-Sep-2016 Bank: BOA GL Effective Date: 26-Sep-2016
Posted Batches Tof 33 17-0ct-2011 17-0ct-2011 18-0ct-2011 390 04-Aug-2015 04-Aug-2015 391 04-Aug-2015 04-Aug-2015 04-Aug-2015 392 12-Aug-2015 12-Aug-2015 12-Aug-2015 393 12-Aug-2015 12-Aug-2015 12-Aug-2015 396 28-Aug-2015 22-Aug-2015 28-Aug-2015 396 28-Aug-2015 22-Aug-2015 28-Aug-2015	Notes: Expected Entered Variance Cash Coins Cash Faper Cash Faper <td< th=""></td<>
337 11-Sep-2015 11-Sep-2015 399 23-Kov-2015 23-Kov-2015 403 29-Feb-2016 29-Feb-2016 411 26-Jul-2016 26-Jul-2016 412 26-Jul-2016 26-Jul-2016 421 THERESA 26-Sep-2016 44 14-Dec-2011 14-Dec-2011 50 31-Jan-2012 31-Jan-2012 51 08-Feb-2012 08-Feb-2012 60 06-Har-2012 09-Feb-2012	Titk# Year TR Code Description Cash Check CashBack Oth 5,334,101 2017 ISMMAINTR IS NO MAIN ST - FIRE REVIEW 275.00 235.00 5,334,100 2017 2001LLFIRE 20 WILLIAM WAY - UPGRADE FIRE 400.00 5,334,120 2017 251MATFM 251 MATFMED ATE (A) FIRE REV 500.000 5,334,120 2017 50/50 FESIDENT TUIT 50/50 FR 3,025.00 3,025.00

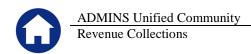
Figure 1 New Treasury Receipts Cover Sheet for Posted Batches

[ADM-AUC-RC-8337]

4. MUNICIPAL LIENS CERTIFICATES

4.1. Location Added to MLC Entry Screen

The parcel location address was added to the MLC Entry screen. To accommodate the additional information, the Calculate Interest Thru and Certificate Date fields were moved to the right.



tificate # 17170 cel 0072 -0014 -0010	Attorney Required before posting
Current Owner , 00000-0000	Attorney 00000000 Application Date
Calculate Interest thru	Certificate Date

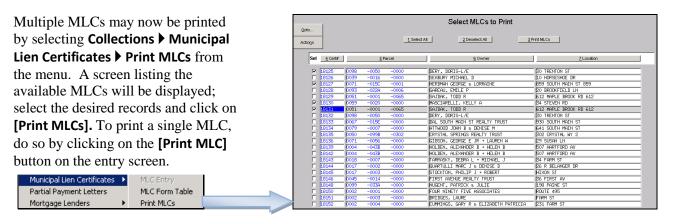
Figure 2 Before

<u>G</u> oto	Certificate # 17283 Parcel 2029 -0131 -0000	MLC Entry
Actions	Current Owner	Attorney 0000249 Application Date 12-Man-2013
6 Add New	LETOURNEAU, BRAD & LESLIE 5 STALLBROOK RD MEDWAY, MA 02053-0000	, 00000-0000
<u>7</u> Delete		
8 Edit List		
9 Print MLC	Location 261 SHIRLEY RD	Calculate Interest thru 15-May-2016 Certificate Date 15-May-2016

Figure 3 After

[ADM-AUC-RC-8334]

4.2. Print Multiple MLCs [New Feature]



[ADM-AUC-RC-8335]

4.3. Long Owner Names Wrapping

The owner information on some municipal liens certificates was wrapping long names to the following line. The top of the form was adjusted to allow for longer owners' names on the MLC. The affected areas of the form are highlighted in yellow below. This change was applied to your site only if the long names were wrapping improperly.

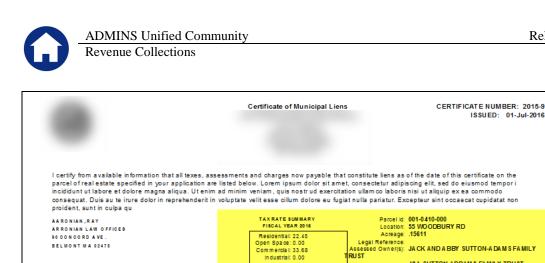


Figure 4 Before

Cer	tificate of Municipal Liens		NUMBER: 2015-9 UED: 01-Jul-2016	
			TE SUMMARY L YEAR 2016	
I certify from available information that all texes, assessm as of the date of this certificate on the parcel of real estate Lorem ipsum dolor sit amet, consectetur adipiscing elit, se dolore magna aliqua. Ut enim ad minim veniam, quis nost ea commodo consequat. Duis au te irure dolor in reprehen fugiat nulla pariatur. Excepteur sint occaecat cupidatat no	specified in your application are listed below. ed do eiusmod tempor i incididunt ut labore et tr ud exercitation ullamco laboris nisi ut aliquip ex iderit in voluptate velit esse cillum dolore eu	Residen Open Spa Commen Indust Total Va	a ce: 0.00 cla l: 33.68 tria l: 0.00	
AARONIAN, RAY ARRONIAN LAW OFFICES 90 CONCORD AVE. BELMONT MA 02478	Parcel id: 001-0410-000 Loostin: S5 WOODBURY RD Acreage: .15611 Legal Reference: J&Assessed Owner(s): JACK AND A BBY SUTTON-A DAMS FA J&A SUTTON ADDAMS FAMILY TRUS Current Owner: JOHN QUINCY ADAMS & ABIGAIL SU A BIGA L. SUTTON AD MIS & JOHN QU	T INCORPOR. TTON ADAM S		

Tota I Value: \$204,100

Figure 5 After

[ADM-AUC-RC-8320]

Splits/Combinations 4.4.

Due to how dates were used for Splits and Combinations, data printed on the MLCs was incorrect for Quarter 2 and Quarter 3. This was corrected and is included here to document the change.

RUST

NCORPOR

Assessed Owner(s): JACK AND A BBY SUTTON-A DAMS FAMILY

J&A SUTTON ADDAMS FAMILY TRUST

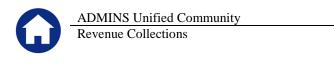
[ADM-AUC-RC-8320]

5. REPORTS

5.1. Aging of Accounts Receivable

A new report was added to the Collection Reports Library. Sites may now produce a standard Aged Receivables report, customarily used when determining an appropriate balance to be held for doubtful accounts. Another potential use of this report may be for an auditor to select outstanding accounts for which they want to issue confirmations as part of year-end audit activities.

To run the report, select **Collections Peports Report Library** and choose **4708**, **Aged Receivables Report**. While the report may be run for all bill years, sites with large data sets may prefer to run this report for a single bill year. An "As of" Date must be supplied, along with the interval representing the number of days between aging breaks.



Actions Report Categories	47	4705-Balances 4648-Projected 4614-Dancel Oc	e - As of a Date as of (Trial Balance) Balances as of totantice Delegan Receivables	- Report	Sa Sa Sa	mpie Run mpie Run mpie Run mpie Run
1 Collection Report 2 Transaction Repo	-	_		Report	Sa	mple Run
<u>3</u> Other Reports <u>4</u> TT / Deferral Report		Agen Select Receiva Date. If select	d Receivables Report d Receivables Report bles with balances that an tion not restricted to a sing could take a while to run		3111	
		Optional: Enter	Bill Year		2014	
		Required: Ente	r As of date		07012016	
		Required: Ente	r Number of days betweer	n Aging Breaks	90	
		Print			© Summar	y 🔿 Detail
		Runas ⊙ Pro	e <u>v</u> iew ○ <u>P</u> rint ○ F	<u>n</u> F ○ <u>E</u> ×	cel	
		If Printing use	Duplex © Yes () <u>N</u> o			
			Lookup <u>O</u> K	<u>C</u> ancel	Clear <u>A</u> ll	

Dollar amounts shown on the report do not include **NEW** interest, but will include unpaid booked interest if a partial payment to interest was made.

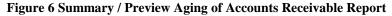
The "As of" Date is the date used to compare to the Bill date.



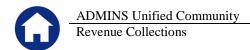
This does not work the same way as the Bill Type as of a Date report, where transactions are used to determine the balance of an account as of a date. On the Aging Report, the balance of an account can change depending on the date entered.

This shows the Balance as of the "As of Date" and how many days this balance is past due. A sample of the report run in Summary is shown:

TedRE - AgedReceiva	bles_THERESA[3].lis				+		192.168.168.24
e Edit Format Option	15						
Courier New	• 9 • B I U			6			
- 115	_,						
4708-RCAGEREC.REP	Printe	d 11-Jul-2016 a	t 16:49:54 by T	HERESA			Page
			-	Town of ADM	NS		-
			Ag	ged Receivable	Report		
				As Of: 01-Jul	2016		
/ear Bill Type		Under 365	365 to 730		Over 1095	Total	
2011 10 Real Es							
2011-10 Real ES 2011-20 Motor E:			.00		21,838.62	(386.09)	
	l Property	(14.92)	.00	.0	4,564.55	4 549 63	
2011 70 Tax Tit.		.00	.00	.0	167,422.70	167,422.70	
	Total for Year 2011 :				194,687.53	192,552.15	
	*** Grand Total ***	(2,135.38)	.00	. 0	194,687,53	192.552.15	
	ording roodi	(2)200.00)			104,007100	100,000.10	



[ADM-AUC-RC-8322]



6. TABLES

6.1. Copy Tables at Year End

It was discovered that the **"Exclude Accounts Valued Under"** value was missing when the **Copy Tables to New Year** command was run. When the Bill Generation table is copied via the **[Copy Tables]** command, it is now confirmed that all values are being set in the new year record.

To run the command, select Collections > Tables > Copy Tables for New Year > [Copy Tables].

Qoto	Copy Tables For New Year										
Actions	Select	Copy Inactive	Table Name	Copied On	Ву	From	То				
1-Select All				07-Sep-2016	THERESA	2017	2018				
T-concerna			Bill Category	19-Aug-2015	THERESA	2015	2016				
2-Deselect All			Tax Rate Table	19-Aug-2015	THERESA	2015	2016				
2-Descret All			Demand Setup Table	19-Aug-2015	THERESA	2015	2016				
	E 50	⊂ Yes ⊙ No	Forms Text and Parameters	19-Aug-2015	THERESA	2015	2016				
3-Copy Tables	110	C Yes ⊙ No	Billing Setup Table	19-Aug-2015	THERESA	2015	2016				
2-copy rapies	120	C Yes 🖲 No	AOS Billing Setup	13-Jun-2013	CLAVIOLETTE	2013	2014				
	T 130	C Yes 🖲 No	Bill Print Sequence Table	19-Aug-2015	THERESA	2015	2016				
	T 140	Yes O No	Bill Run	19-Aug-2015	THERESA	2015	2016				
	✓ 150	Yes C No	Bill Generation Table Setup	07-Sep-2016	THERESA	2017	2018				
and the second		C - C - In	Deduction Codes		THEREEO	<u></u>	2016				

The images below now show the same data for both 2017 and 2018. Prior to the update, the value of \$1000 in the "Exclude Accounts Valued Under Field" was not being copied.

Bill Generation Table Setup	Bill Generation Table Setup
Bill Year 2017 Bill Type 30 Personal Property	Bill Year 2018 Bill Type 30 Personal Property
Owner Name & Address on Bill Current Owner C Owner of Record Bills Printed Va C In-House C Service-All C Uni-Ebill Create and send to ON-LINE SERVICE C No C Unitbank	Owner Name & Address on Bill C current Owner Owner of Record Bills Printed Via C In-House Service-Att © Uni-Ebill Create and send to LOKBOX R No C Century Create and send to ON-LINE SERVICE R No C Unibank
Values ready for Tax Calculation 🔽 Deductions ready for Tax Calculation 🔽 Advances ready for Tax Calculation 🗖 Advance Category DO	Values ready for Tax Calculation 🔽 Deductions ready for Tax Calculation 🔽 Advance Category 100
Options to Exclude from Bill Printing Exclude Zero Balance Bills Image: Second S	Options to Exclude from Bill Printing Exclude Zero Balance Bills • No • All • Exempt Exclude Credit Balance Bills • No • Yes • Yes Exclude Adance in Range • From [.01 • To [1.00 • To [1.00

Figure 7 The "Exclude Accounts Valued Under Field" is copied to FY 2018

[PEA-SUP-SAPLAUC-381]

7. QUERIES

7.1. Motor Vehicle Excise Queries Added

Prior to the software update, queries on motor vehicle bills were not available on the **Collections** > **Queries** menu.

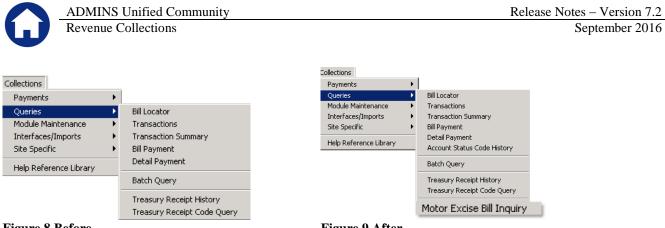


Figure 8 Before

Figure 9 After

This screen may also be accessed by selecting **Motor Excise** Delete Motor Excise Bill Inquiry and from the Motor Excise > Queries > Excise Account Inquiry screen [Query] button.

Motor Excise					Resources Budget Collections Tax M	otor Excise Misc Billing System H	Help
Commitment Process		<u> 6 6 1</u>	ч + + н <u>८</u>, № 000 000 000000000000000000000000000	3 🔳 📠			
Account Maintenance 🔹 🕨					Excise Account Inquiry		
Abatements 🕨		Goto			Excise Account inquiry		
Demand Process							
Warrant Process		Actions	Year 2007	Billing Address:		Mailing Address:	
Registry Marking Process			Account# 000000				
Registry Clearing Process		1					
Queries 🕨 🕨	Commitment Inquiry	1 Find Bill	_				
Reports •	Motor Excise Bill Inquiry	2 Query	ax Bill		Paid	Bill Date	
Tables 🕨			xempted		Adjusted	Due Date	
Module Maintenance	Account Inquiry	2 communents	Abated		Refunded	Interest Date	
Interfaces/Imports		4 Go To Bill	Net Bill Demand		Waived Transfered	First Bill Seg# 000000000	00
Site Specific		5 Excel	Warrant 1			Last Bill Seq# 000000000	
		2 EXC81	Warrant 2				
Help Reference Library			Registry Interest		Balance	Account Status	

Users may now look up vehicles by registration number from this screen, in addition to the lookups on all the other tabs which they are accustomed to using. First click on the [Reg#] button to sort the column and then type in the registration number.

			Motor	Excise Bill Inquiry				
<u>G</u> oto								
Actions								
Commitments			,					
Abatements	Year Com Seq	Bill#	Owner Name	Bill Address	Street	Reg# MMDD M	Make Exempt	
<u>1</u> Detail	2015 01	000001-00					EP	
	2015 01	000002-00		Ĵ	Description of the second second	GE1 0101 GM	1C	
	2015 01	000003-00	a start the second start		and the second s	236 0101 GM	1C	
	2015 01	000004-00	the state of the s	-1		F12 0101 IN	IFT	
		p00004 00	the second		the second se	1 1 1 0 1 0 1 1		

Figure 10 Lookup by Registration # now available on this screen

[ADM-AUC-MV-1655]

8. INTERFACES/IMPORTS

8.1. **Changes for Daily Balance Files**

To add flexibility and allow for additional export types, the Daily Balance File process has changed. The menu command no longer limits the balance file to Unibank, instead using a more generic heading.

	S Unified Community Collections	Release Notes – Version 7.2 September 2016
Interfaces/Imports	Treasury Receipt Code Upload	Interfaces/Imports Treasury Receipt Code Upload
Site Specific 🔹 🕨	Treasury Receipt Code Conversion - Unified Comm.	Site Specific Treasury Receipt Code Conversion - Unified Comm.
Help Reference Library	Create Unibank Daily Balance File	Help Reference Library Create Daily Balance File
Figure 11 Before	Create Unibank Daily Balance File	Figure 12 After Create Daily Balance File
	erty Years ck to include All Years (leave Bill Year and Checkbox blankt) ck to include all Years © Separate File(s)	Include Real Estate / Personal Property Years (leave Bill Year and Checkbox blank to ex. RE Bill Year Constant Colspan="2">Check to include Ail Years PP Bill Year Constant Colspan="2">Check to include Ail Years Create output file as C 1 File © Separate File(s)

Figure 13 Before

Figure 14 After

In addition to the screen title changing, an export Type selection has been added to allow the user to choose the required type:

Create Daily Balance File							
Include Real Estate / Personal Property Years (leave Bill Year and Checkbox blank to exclude from Selection)							
RE Bill Year 2015 Check to include All Years PP Bill Year 0000 Check to include all Years	Export Type © UniBank C FiServ C Other						
Create output file as C 1 File 📀 Separate File(s)	C Other						

[ADM-AUC-RC-8327]

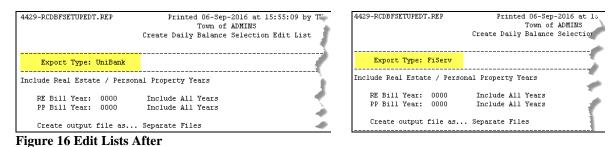
8.1.1. Edit List

Prior to this change, the Edit List did not refer to a particular processing agent.

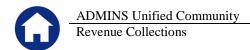
4429-RCDBFSETUPEDT.REP	Printed 10-Aug-2016 at 08:39:07 by ANTHEA	Page 1
	Town of ADMINS	
	Create Daily Balance Selection Edit List	
Include Real Estate / Persor	nal Property Years	
RE Bill Year 2014		
PP Bill Year 2014		
Create output file as	. Separate Files	

Figure 15 Edit List Before

Now the Export Type references the processor for whom the export is created.



[ADM-AUC-RC-8327]



8.1.2. Module Control #4055

Module control #4055 sets the file locations for the daily balance file. Sites not using Unibank may want to use a folder with a name that represents the processor name.

	Module Control Table						
Seq#	Description	Answer					
4055 4056 4057	[Unibank/FiServ] Folder Location for Daily Balance file [Unibank/BillTrust/FiServ] MV Only - Exclude Bills reaching t [AUC] 4025-Module ControlTable [theresa]	D:\AUC_Development\admhome\Transfer\UniBank 1Edit 12					
4058 4059 4070	[Unibank/FiServ] Folder Location for Daily Balance file						
4071 4072 4080	Enter Answer D:\AUC_Development\admhome\Transfer(UniBank						
4082 4085 4086	Lookup OK Cancel	Clear All					

[ADM-AUC-RC-8327]

8.2. Motor Vehicle Export

There was an issue when selecting all Motor Vehicle Years – instead of selecting all years, none were included. This was corrected.

Include Motor Excise Years	•	Check to include All Years and all commitments	(Create output as 1 File)	
----------------------------	---	--	---------------------------	--

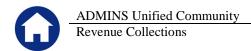
[ADM-AUC-RC-8333]

9. SETTING DEFAULT PRINTERS

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets
Available Printers
SHARP MX-B401 PCL6 HP = 8100 HP5 - HP4000 HP Color LaserJet 2609n Foxit Reader PDF Printer CutePDF Writer Madhv1/ADMINS_Color
OK Cancel

To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**. Find this button next to the **(Print)** button on the toolbar; click to display the available printers. Click on the desired printer and click on **[OK]** to set the default printer for use in your AUC session.

[ADM-AUC-SY-7792]



10. MENU AND TOOLBAR TIPS

System Help Reference Library			
Reference Card			
Menu Toolbar Tips	View	Email	
Create CSV Files	View	Email	
ADMINS Report Generator (ARG)	View	Email	
Email Distribution Lists	View	Email	
I forgot to print my reports	View	Email	
System Administration Kit	View	Email	
Menu and Toolbar Tips	View	Email	

A reference card was provided to help acquaint the user with the menus and toolbars included in the AUC system. This reference card is available in all the Help Reference Libraries.

[ADM-AUC-SY-7991]

11. HELP REFERENCE LIBRARY

11.1. New or Updated Documentation

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

- PAYING BILLS How to Enter Payments
- SYSTEM Menu and Toolbar Tips