



SYSTEM (ALL MODULES)

RELEASE NOTES – DECEMBER 2020

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

CONTENTS

1	EMAILING FROM AUC	2
1.1	Signatures on AUC Email.....	2
2	HELP REFERENCE LIBRARY.....	4
2.1	Accounts Payable.....	4
2.2	Budget.....	5
2.3	Human Resources	5
2.4	Ledgers.....	5
2.5	Motor Vehicle Excise.....	5
2.6	Property Tax.....	5
2.7	Purchase Orders.....	5
2.8	Revenue Collections & Tax Title.....	5
2.9	System.....	5



1 EMAILING FROM AUC

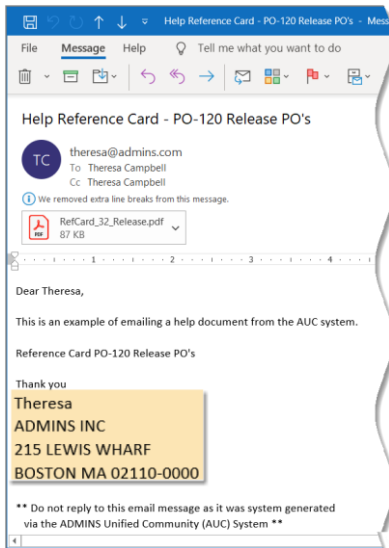
ADMINS allows emailing a report or document to multiple addresses simultaneously. **Separate each email address with a comma**, as shown below. Currently, there is a maximum of eighty characters available in the email address field.

Do not use spaces between the email addresses.

Figure 1 Enter multiple email addresses, separated by a comma, with no spaces between the addresses

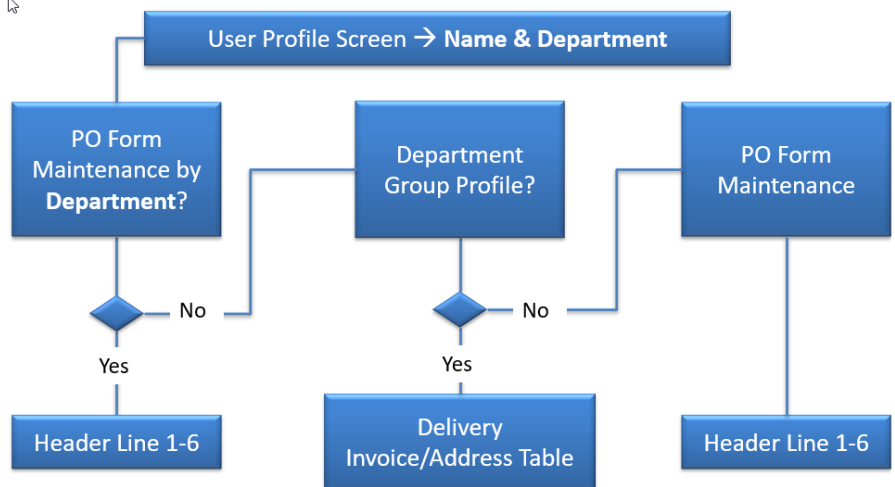
[ADM-AUC-SY-8164]

1.1 Signatures on AUC Email



ADMINS offers many emailed reports and documents. This explains where the signature information for a user sending email of Help Reference Library docs and Retrieve Output reports is derived.

The sample email has the signature information highlighted. This example uses the signature from the Delivery/Address Table.





1. Go to the User Profile to get the user information and department group

System ▶ User Menu ▶ User Profile

User Profile Screen

Entered 07-Sep-2009 THERESA
Changed 01-Dec-2020 ANTHEA
Last Login No Login Information

1 General 2 Account Security 3 PO / AP 4 Human Resources 5 Budget 6 Collections 7 Misc Billing Y Login Hist

Security Level 99 Admins Support System Default User
Dept Group FIRE Fire Department Restricted Desktop User Yes No
Menu Group SUPPORT Admins Support Override Username Restrictions No Yes

2. Check if the Department Group is setup in the **PO Form Maintenance by Department**. If the department is setup here – it will use the first 6 header lines to display in the signature of these emails.

Purchase Orders ▶ Module Maintenance ▶ PO Form Maintenance by Department

PO Form Maintenance By Department Group

Department Group FINANCE FINANCE OFFICE

4 Headers/Footers 5 Approvers

Path and Filename for Town Seal	id:\auc_development\admhome\AUC\FORMS\Reports\AUC_Seal.png
Header Line 1: Name of Community	Town of Admins
Header Line 2: Department, Title or Address	
Header Line 3: Address	215 Lewis Wharf
Header Line 4: Address	Boston, MA 02110
Header Line 5: Phone#	617-494-5100
Header Line 6: Fax#	617-494-5100

3. If the Department is not setup in the PO Form by Department, the department address from the department group table will be used:

System ▶ Department Group Menu ▶ Department Group Profile

Department Group Profile

Dept Group FIRE Description Fire Department

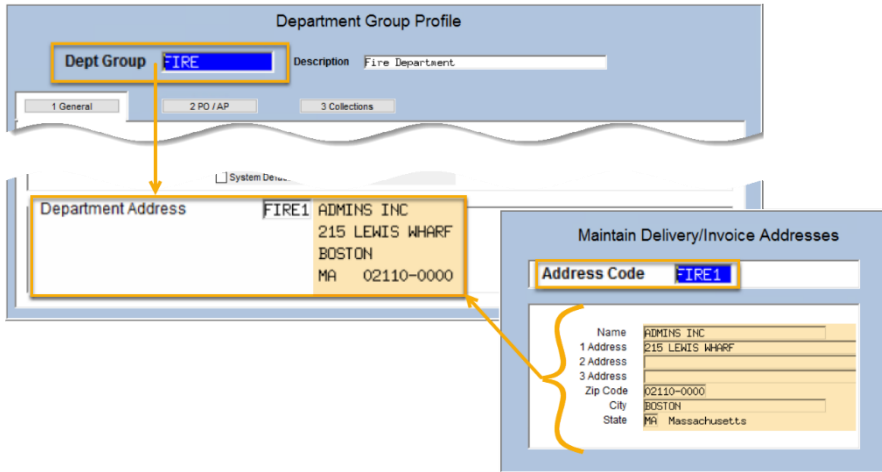
1 General 2 PO / AP 3 Collections

System Dev...

Department Address FIRE1 ADMINS INC
215 LEWIS WHARF
BOSTON
MA 02110-0000



Purchase Orders ▶ Tables ▶ Delivery/Invoice Address



This links to the Delivery and Invoice Address table

- 4. If the department group profile does not have a default address –the **PO Form:** address information from the PO Form Maintenance table will be used:

Purchase Orders ▶ Module Maintenance ▶ PO Form Maintenance

PO Form Maintenance		
Seq#	Description	Answer
3055	PO Form: Path and filename for Town Seal	formsrpt:AUC_Seal.png
3060	PO Form: Header Line 1: Name of Community	Town of Admins
3061	PO Form: Header Line 2: Department, Title or Address	
3062	PO Form: Header Line 3: Address	219 Lewis Wharf
3063	PO Form: Header Line 4: Address	Boston, MA 02001
3064	PO Form: Header Line 5: Phone#	617,494,5100
3065	PO Form: Header Line 6: Fax#	617,494,5100

[ADM-AUC-SY-8170]

2 HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Libraries.

2.1 Accounts Payable

- ----- Top Level ----- AP–100 Help Documents Index [Updated]
- ENTER VOUCHERS/PROCESS PAYMENTS AP–147 Paying a PO that uses Retainage [New]
- DISBURSEMENTS AP–210 Implementing a New Bank Account [Updated]
- AP–217 New Bank Account Number [Updated]
- MAINTENANCE AP–290 Voucher Attachments en masse [New]
- YEAR END AP–710 AP 1099 Processing [Updated]
- AP–720 1099 Training Slides [Updated]



2.2 Budget

- MAINTENANCE BU-140 Personal Services Budgeting [Updated]

2.3 Human Resources

- TOP LEVEL ----- HR-100 Help Documents Index [Updated]
- SPECIAL PROCESSING HR-585 Leave Balance Transfers [Updated]
- TABLES HR-599 Implementing a New Bank Account [Updated]
- HR-600 Same Bank, New Account Number [Updated]
- YEAR END PROCESSING HR-620 W2 Processing [Updated]
- HR-775 1095 / ACA Step Menu Process [Updated]

2.4 Ledgers

- JOURNAL ENTRIES GL-270 Enter One Time Journals [Updated]
- GL-330 Transfer a Journal Entry [New]

2.5 Motor Vehicle Excise

- TOP LEVEL----- ME-100 Property Tax Help Documents Index [Updated]

2.6 Property Tax

- TOP LEVEL----- RE-100 Property Tax Help Documents Index [Updated]
- BETTERMENTS RE-490 Betterments Suspend/Apportion [Updated]

2.7 Purchase Orders

- TOP LEVEL----- PO-100 Help Documents Index [Updated]
- PURCHASE ORDER PROCESSING PO-245 Paying a Purchase Order that uses Retainage [New]
- CONTRACTS/BIDS PO-520 Bids [Updated]

2.8 Revenue Collections & Tax Title

- TOP LEVEL----- RC-100 Revenue Collections Help Documents Index [Updated]

2.9 System

These documents were added to all the modules:

- SYSTEM SY-101 Quick Start Videos [Updated]