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

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
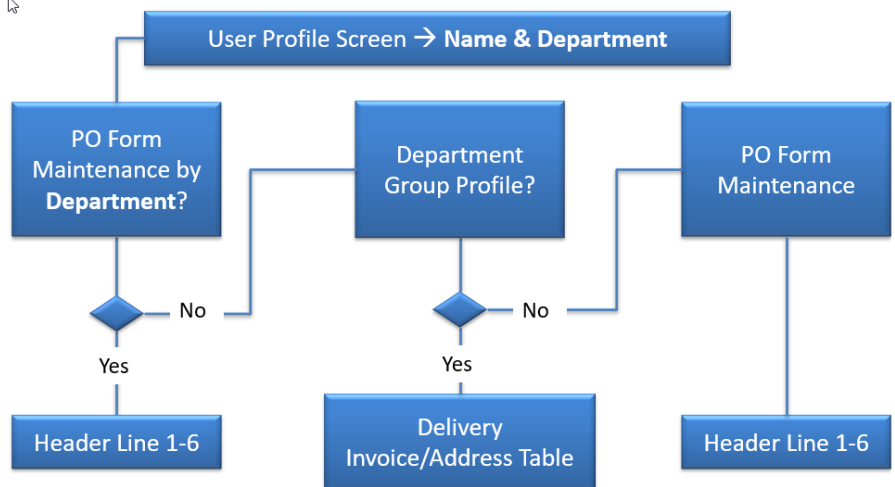
[ADM-AUC-SY-8164]

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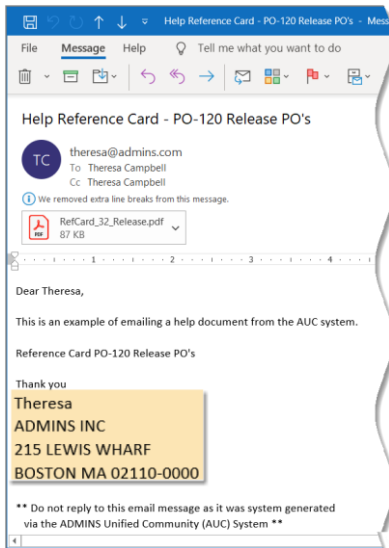
ADMINS offers many emailed reports and documents. This explains where the signature information for a user sending email of Help Reference Library docs and Retrieve Output reports is derived.

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

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

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

Purchase Orders ▶ Tables ▶ Delivery/Invoice Address
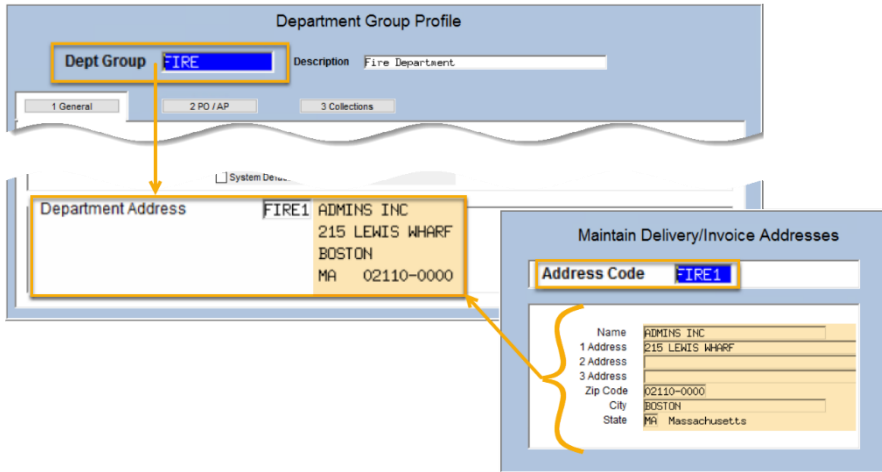
This links to the Delivery and Invoice Address table

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

[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]