



System (All Modules)

Release Notes

December 2023

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

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1 Department Group Profile Table [Enhancement]

System	
User Menu	>
Department Group Menu	> Department Group Profile
Menu Group Setup	Department Group Security

Department groups are defined in the **Department Group Profile Table** and are used on the **Invoice Delivery Address** and **Approval Path** tables (for subsequent use as the **default on Purchase Orders and Accounts Payable Vouchers** for that Department Group).

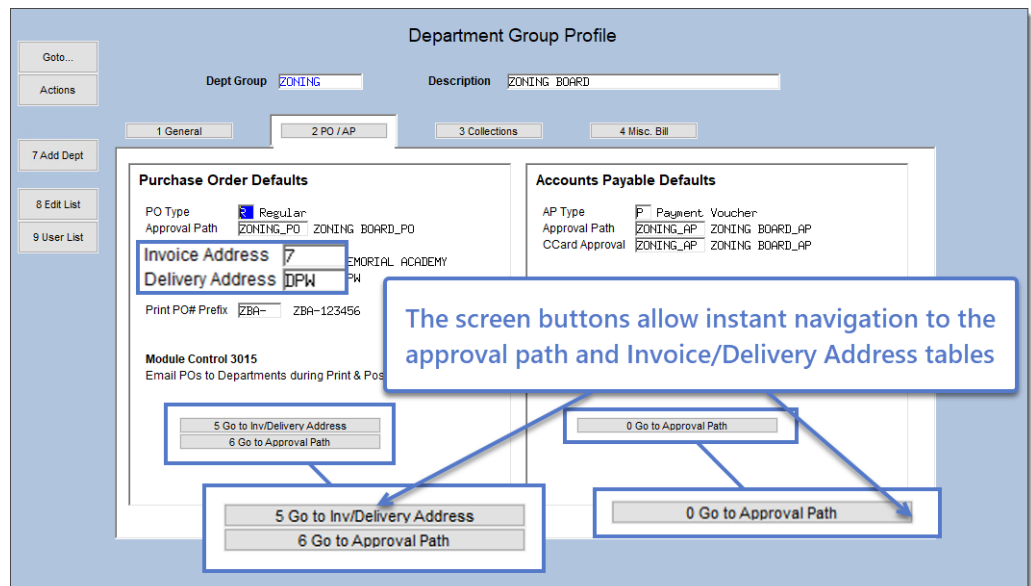
Access to the **Department Group Profile** is restricted to “Super Users”.

To access the table, from the menu, select:

System ▶ Department Group Profile ▶ [2 PO/AP]

The **2 PO / AP** tab serves to assign (optional) defaults for each department groups for processing Purchase Orders.

When updating the Department Group Profile Table, the invoice delivery and approval path entries defined for Purchase Order processing may require updating.



The buttons on the **Department Group Profile** screen provide instant navigation to the companion tables.

Click the **5 Go to Inv/Delivery Address** button to make changes on the **Maintain Delivery Invoice Addresses** screen.



If the Invoice address is set – it will display the invoice address – shown here as “7”

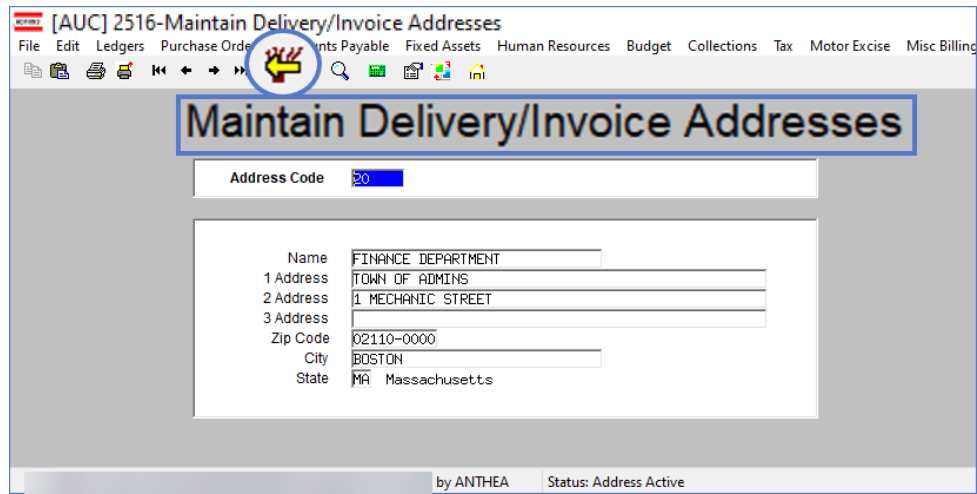
It will go to the delivery address (shown above as “DPW”) if the invoice address not set.

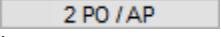
If both addresses are set the system will display the **Maintain Delivery Invoice Addresses** screen for the **invoice address**.

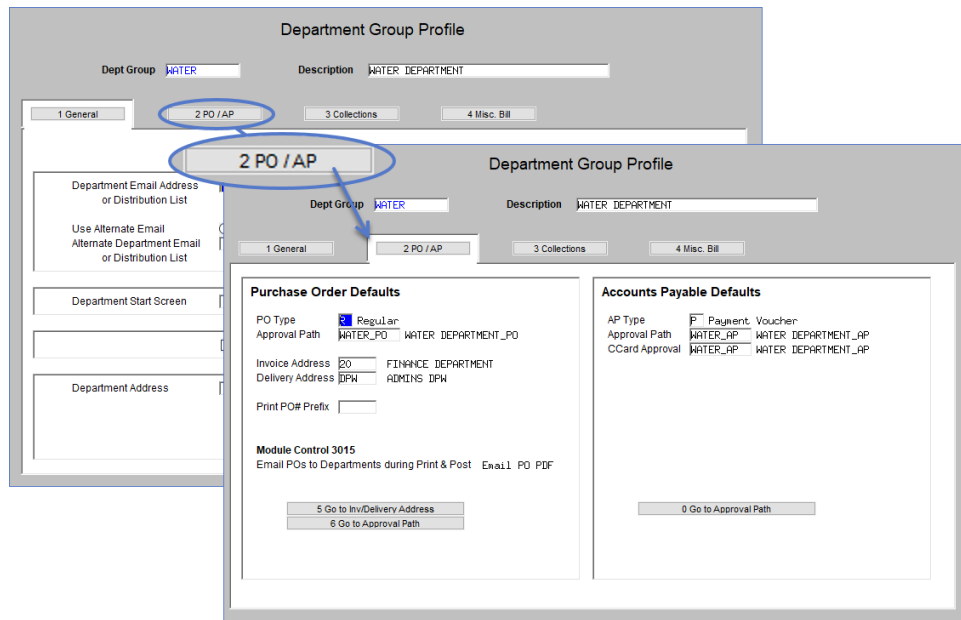


1.1 Maintain Delivery/Invoice Addresses Screen

To return to the **Department Group Profile** screen, click the  button in the toolbar (the  yellow branch arrows provide speedy navigation from the most recently accessed screen).





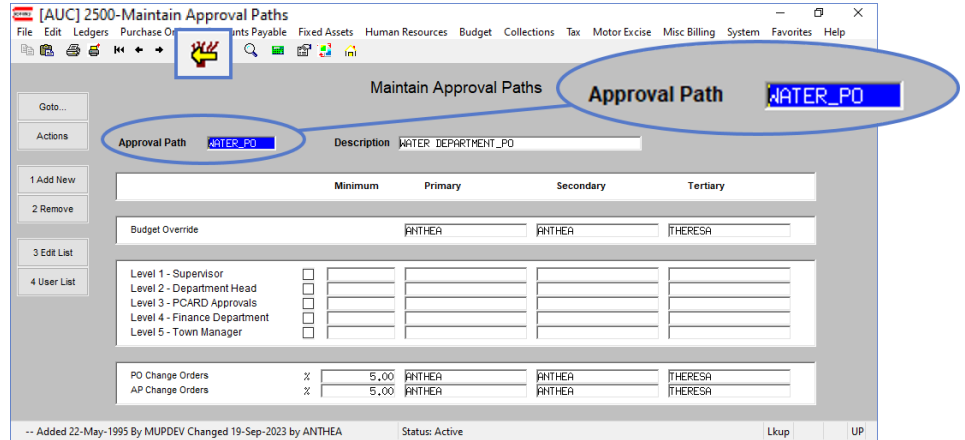
Click on the  button to return to that tab on the department group profile screen.

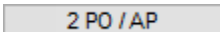


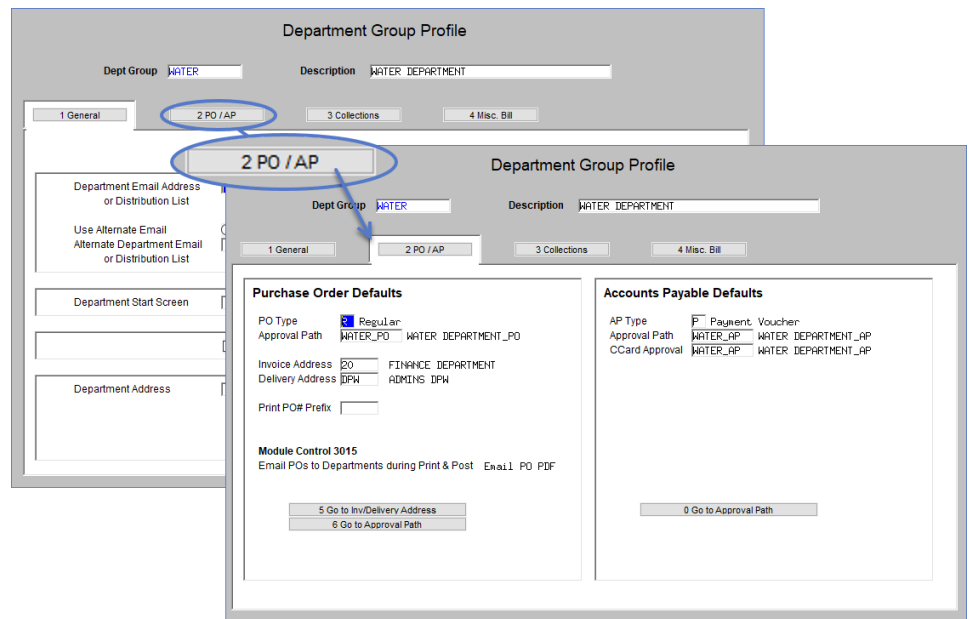


1.2 Go to Approval Path Table Button

To return to the **Department Group Profile** screen, click on the  button in the toolbar (the  yellow branch arrows provide speedy navigation from the screen most recently accessed).



Click on the  **2 PO / AP** button to return to that tab on the department group profile screen.



[ADM-AUC-SY-8308]



2 Help Reference Library

Added new or updated content to the Help Reference Libraries and [ADMINS.com](https://www.admins.com).

2.1 Accounts Payable

Disbursements	AP-250 Voiding Checks	[Updated]
Reprint an AP Check Run before Posting [3:42]		[New]

2.2 Budget

Budget Processing	BU-105 Budget Checklist	[New]
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2.3 Human Resources

Employee Positions	HR-110 Employee Maintenance Screens	[Updated]
Payroll Processing	HR-310 Payroll Processing Flowchart	[Updated]
Site Specific	HR-1085 Middletown Board of Education Frontline Timesheet Import	[New]

2.4 Miscellaneous Billing

Site Specific	MB-620 HVMA EFT on Customer Maintenance Screen	[Updated]
	MB-625 HVMA Servicom Transfer to AUC	[Updated]
	MB-690 HVMA Set Up Tables & Forms for Billing	[New]

2.5 Purchase Orders

Year End Processing	PO-760 PO Rollovers	[Updated]
How to Update Invoice & Delivery Addresses [3:07]		[New]

2.6 Revenue Collection

Tax	RE-525 Upload Patriot Exemptions File	[New]
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2.7 Tax

Billing	RE-305 Suppress Owner Names on Real Estate Commitment	[New]
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