



SYSTEM (ALL MODULES)

RELEASE NOTES – JUNE 2022

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

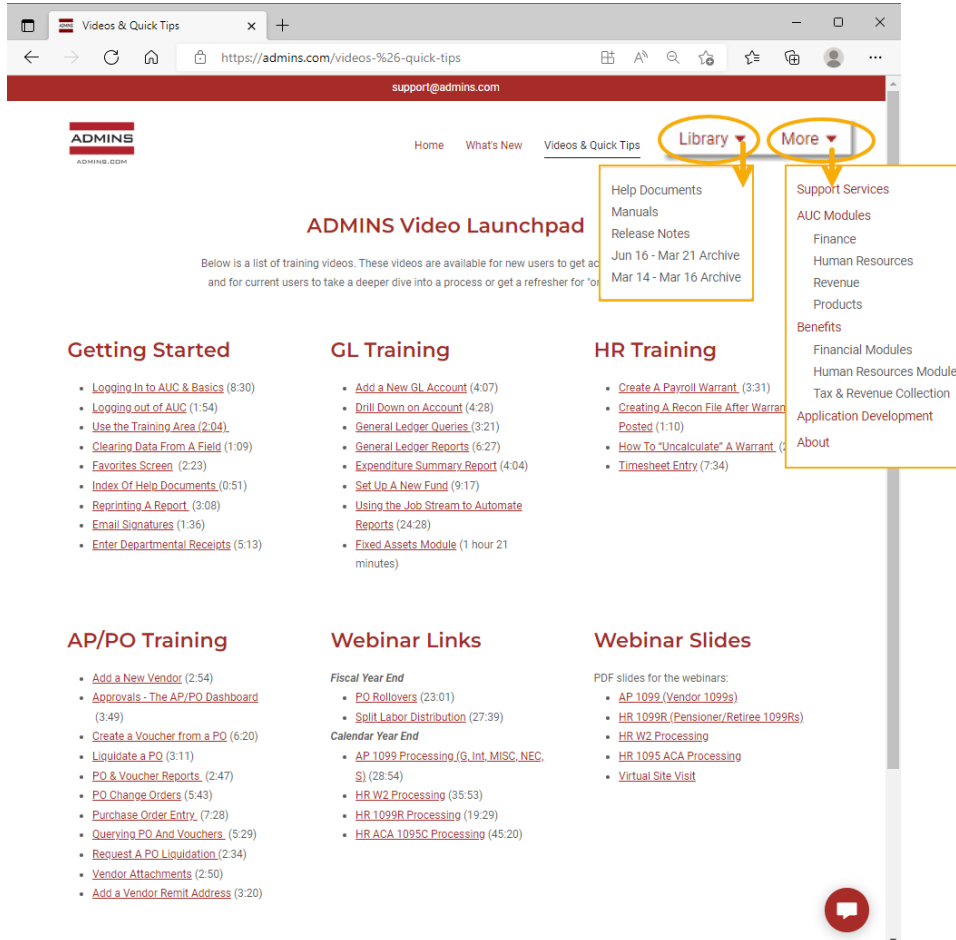
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1 [ADMINS.com](#)

ADMINS re-structured the website to make features easier to find. ADMINS is creating more videos each quarter in an effort to provide “just in time” training on a schedule that suits our users. Need a refresher on something but working in the wee hours? Check out the [Videos & Quick Tips](#) page.



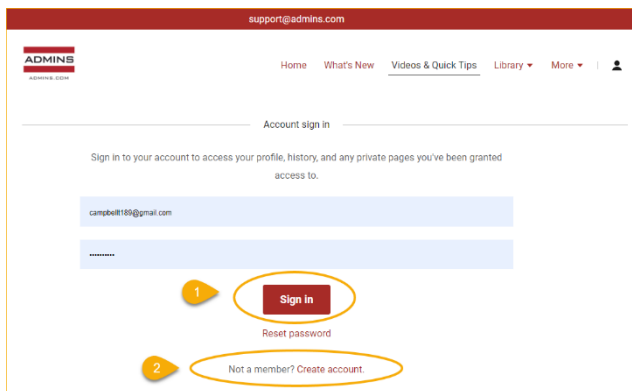
The [Videos and Quick Tips](#) page has Videos and Webinar Slides. Each video demo has the run time listed in parenthesis.

These are YouTube videos, with fast forward, rewind, playback speed, and closed captions available.

Use the videos on a tablet or phone while working along with the demos.

The “[Library](#)” menu has Help Documents, Manuals, and Current & Archived release notes.

The “[More](#)” menu has the Support Services, AUC Modules, Benefits, Application Development, and About pages.



Clicking on the [Videos and Quick Tips](#) link will display a login screen. Credentials are saved; click on the sign in button.

These pages are available to all ADMINS customers at no charge. If you are not registered, click on the create account button. The [Quick Start](#) document provides instructions.

[ADM-AUC-SY-8247]



2 DEPARTMENT GROUP TABLE [Enhancement]

ADMINS added the option to use a [system distribution list](#) on the Department Group Profile table, displays the value of Module Control Sequence #3015 on the AP/PO tab and added a tab for Miscellaneous Billing,.

Using a [system distribution list](#) offers advantages over using an individual user’s email for the departmental emails that are sent by various processes. When personnel or email addresses change, ensure that the user email address is correct on the user profile table; it will automatically be updated in any system distribution list. This is quicker than finding each instance of the username and changing it on multiple screens, and reduces the opportunity for typographical errors.

2.1 [1 General] Tab

See [SY-150 Managing Distributions Lists](#), section 3, to create a distribution list for each department. From the System Menu, select:

System ▶ Department Group Menu ▶ Department Group Profile

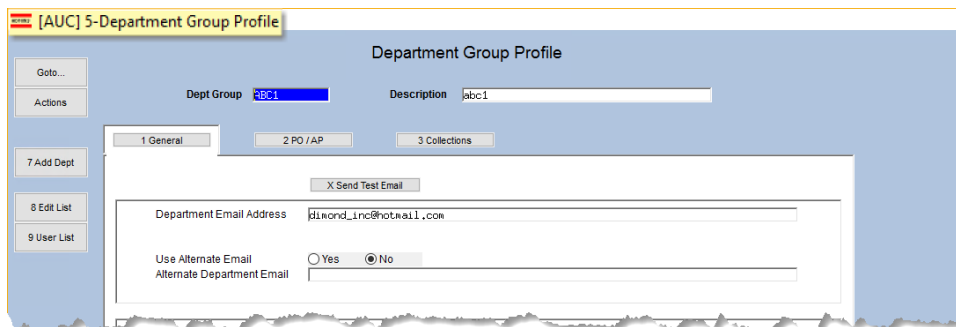


Figure 1 Before - The Department Group Profile Table [1 General] tab

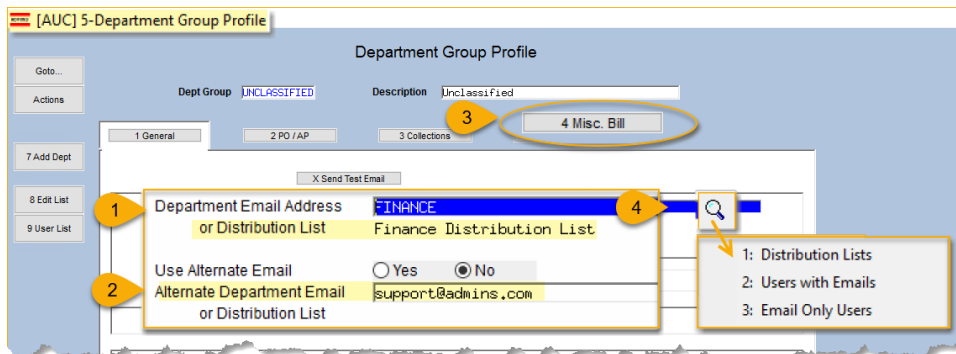


Figure 2 After - The Department Group Profile Table [1 General] tab

- 1 The label for the Departmental Email Address on the fields have changed. Instead of “Department Email Address”, the label is now **“Department Email Address or Distribution List”**.
- 2 Similarly, the Alternate Email label is now **“Alternate Department Email or Distribution List”**.
- 3 A **[4 Misc. Bill]** tab was added to allow entry of data that pertains to Miscellaneous Billing.
- 4 The lookup on the email address fields now offers three options:



1. Displays any distribution list that does not have the “system default” flag set. This will return the distribution list code to the email field.
2. Displays all user profiles that have email addresses. This will return the email address from the user profile to the email field. Note: if the user’s email changes, it must also be changed here (an example of why using a distribution list is preferred).
3. Displays the “email only” users (**System ▶ Users ▶ Email Users**) This will return the email address from the Email Users table to the email field. Note: if the user’s email changes, it must also be changed here (an example of why using a distribution list is preferred).

2.2 [2 PO/AP] Tab

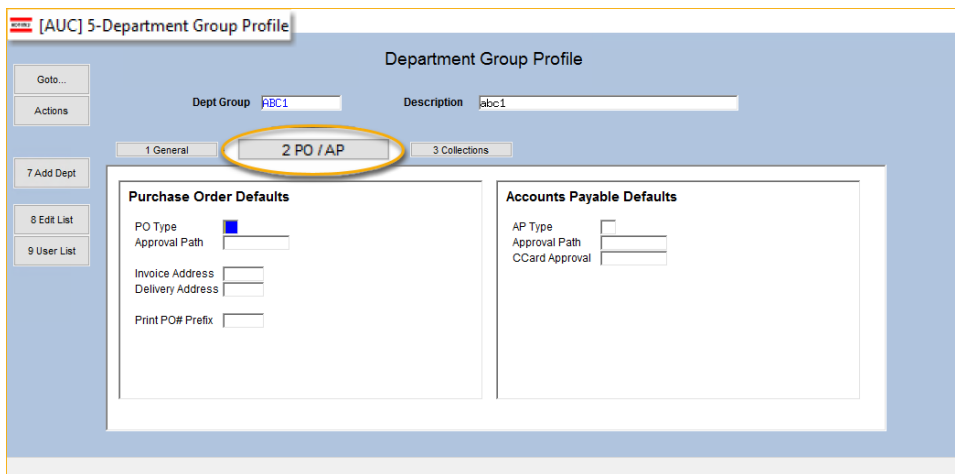


Figure 3 Before – the [2 PO/AP] Tab

The [2 PO/AP] tab of the Department Group Profile table displays the value of Module Control Sequence #3015. Sequence number 3015 has three options that control what happens when Purchase Orders are Printed & Posted.

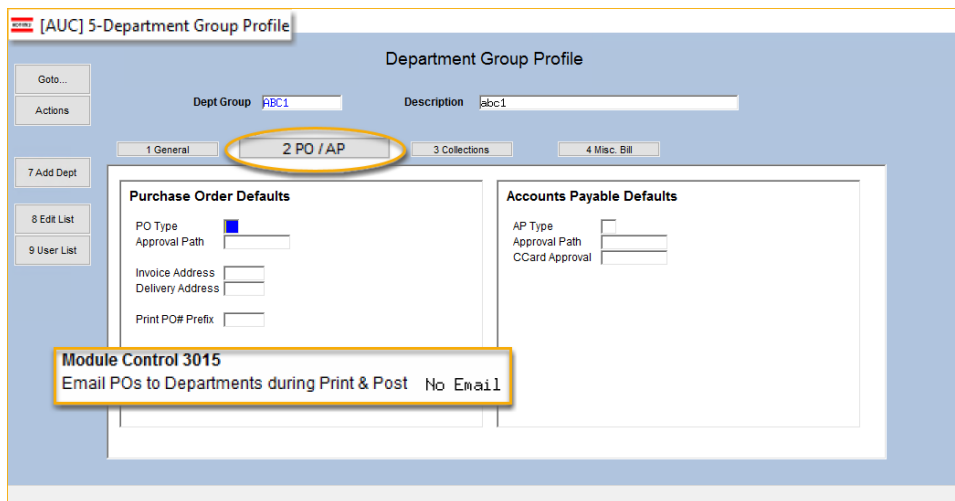


Figure 4 After – the [2 PO/AP] tab with the value of Module Control 3015 noted

Sequence number 3015 has three options that control what happens when Purchase Orders are Printed & Posted.

[N]o – will not send anything to departments

[L]ist – will send a list of POs that have been printed and posted

[P]DF – will send an email with an attached copy of the PO – to the email address or distribution list set up on the department group.



2.3 [4 Misc Bill] Tab

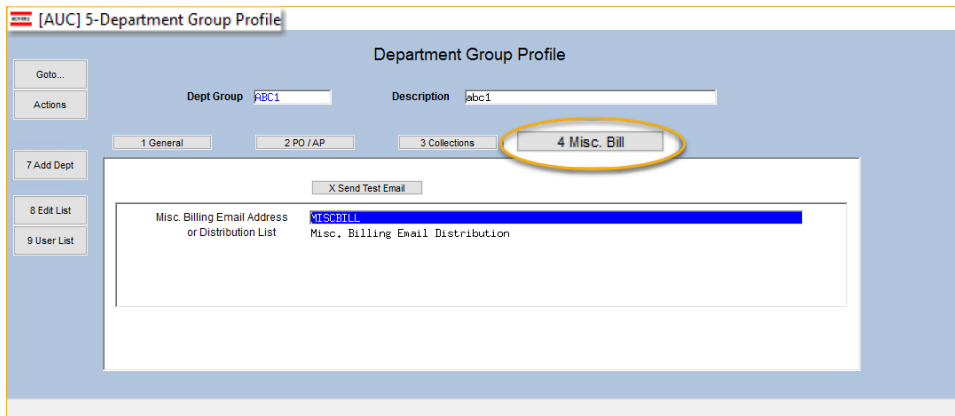


Figure 5 Miscellaneous Billing tab on the Department Group Profile screen

ADMINS added a fourth tab to the Department Profile screen for data that pertains to Miscellaneous Billing.

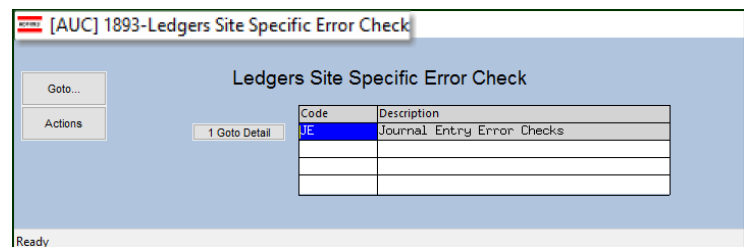
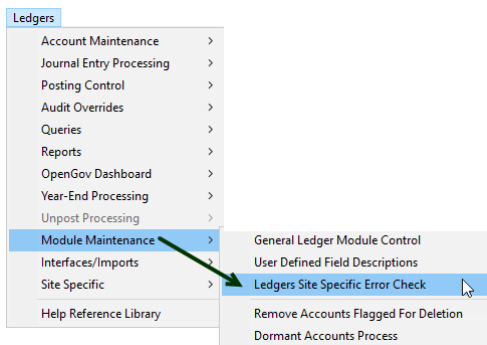
[ADM-AUC-SY-8252]

3 SITE SPECIFIC ERROR CHECKS [Enhancement]

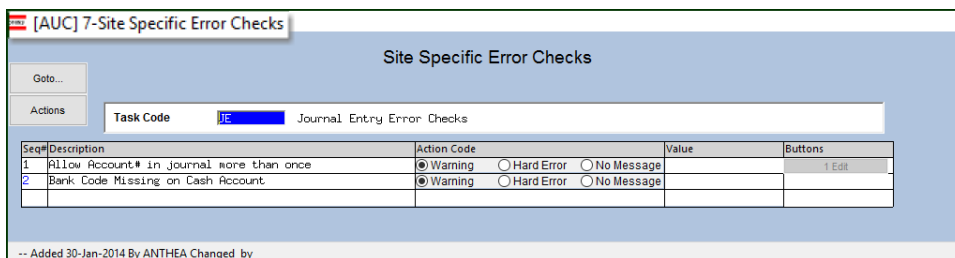
ADMINS offers **Site Specific Error Checks** to provide points of customization for several of the AUC modules. These checks are found in General Ledger, Accounts Payable, Purchase Order, and Tax processing. Until now, the checks were only available via the System menu. With the software update, each module has a path to access these site-specific checks.

3.1 Ledgers Site-Specific Error Checks

Ledgers ▶ Module Maintenance ▶ Ledgers Site Specific Error Checks



Click on [1 Goto Detail] to display the Site Specific Error check for JE (Journal Entries):





3.2 Purchase Order Site-Specific Error Checks

Purchase Order ▶ Module Maintenance ▶ Purchase Order Site Specific Error Checks

Purchase Orders

- Purchase Order Entry >
- Change Orders >
- AP/PO Dashboard
- Liquidate Purchase Orders
- Vendors >
- Commodity Items >
- Bids >
- Contracts >
- Queries >
- Reports >
- Tables >
- Year-End Processing >
- Module Maintenance >
 - Purchase Order Module Control
 - PO Form Maintenance
 - PO Form Maintenance By Department Group
 - Purchase Order Site Specific Error Checks
- Interfaces/Imports >
- Site Specific
- Help Reference Library

[AUC] 3907-Purchase Order Site Specific Error Checks [theresa]

Purchase Order Site Specific Error Checks

Goto... Actions

1 Goto Detail

Code	Description
CONTRACT	Contract Entry Error Checks
CONTRCHG	Contract Change Order Entry Error Check
PO	Purchase Order Entry Error Checks
POCHG	PO Change Order Error Checks

Click on [1 Goto Detail] to display the Site Specific Error check for Purchase Orders; there are four different Site Specific Error check screens in the Purchase Order module; this one shows the "PO" error checks. There are similar screens for Contracts, Contract Change Orders, and Purchase Order Change Orders.

[AUC] 7-Site Specific Error Checks

Site Specific Error Checks

Goto... Actions

Task Code: PO Purchase Order Entry Error Checks

Seq#	Description	Action Code	Value	Buttons
1	Vendor On Hold	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		1 Edit
2	Remit Address Type not PO	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
4	Acct Different Item Acct	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
5	Allow ship date to be blank	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
6	Bids Required on PO over \$	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message	4999.99	
7	Allow use of Vendors without FID# on fill	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
8	Allow Personal Services Accounts	<input type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
9	Allow Asset Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
10	Allow Liability Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
11	Allow Fund Equity Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
12	Allow Expenditure Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
13	Allow Revenue Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
14	Allow Blanket PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
15	Allow Emergency PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
16	Allow Regular PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
17	Allow Zero Tolerance PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		

-- Added By Changed by

3.3 Accounts Payable Site-Specific Error Checks

AP ▶ Module Maintenance ▶ Accounts Payable Site-Specific Error Checks

Accounts Payable

- Enter Bills (Vouchers) >
- Change Orders >
- AP/PO Dashboard
- Liquidate Vouchers
- Vendors >
- Commodity Items >
- Disbursements (Warrant) >
- Bank Reconciliation >
- Queries >
- Reports >
- Tables >
- Year-End Processing >
- 1099's >
- Module Maintenance >
 - Accounts Payable Module Control
 - Accounts Payable Check Form Maintenance
 - Accounts Payable Check Form Maintenance By Bank
 - Accounts Payable Site Specific Error Check
- Interfaces/Imports >
- Site Specific
- Help Reference Library

[AUC] 2954-Accounts Payable Site Specific Error Check

Accounts Payable Site Specific Error Check

Goto... Actions

1 Goto Detail

Code	Description
ABR	Vendor ABR Number Error Checks
AP	Accounts Payable Entry Error Checks
BANK	Vendor Bank Code Error Check
BANKACT	Vendor Bank Account Error Check
BATYPE	Vendor Bank Account Type Error Check
WIRCHK	Wire Vendor



Click on [1 Goto Detail] to display the Site-Specific Error check for Accounts Payable. There are six categories of error checking for Accounts Payable: ABA, AP, BANK, BANKACT, BATYPE, and WIRCHK.

[AUC] 7-Site Specific Error Checks

Site Specific Error Checks

Goto... Actions

Task Code **AP** Accounts Payable Entry Error Check

Seq#	Description	Action Code	Value	Buttons
1	Vendor on Hold	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		1 Edit
2	Remit Address not AP	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
3	Allow Voucher Terms different to Vendor	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
5	Voucher Account Different to Item Acct	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
6	1099 Vendor with no FID	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
7	PO In Different Fiscal Year	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
8	Allow Personal Services Accounts	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
9	Wire Transfer to have Blank Check Date	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
10	Allow No-Print Checks to have blank Date	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
11	Allow Assets Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
12	Allow Liability Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
13	Allow Fund Equity Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
14	Allow Expenditure Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
15	Allow Revenue Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
16	Allow Inv Date to differ from Vouch Date	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
17	Allow 1099 Code different to Vendor	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
18	Allow Retainage to be Liquid on "L" Type	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
19	Allow Voucher Date less than Invoice Dt	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
20	Check same Vendor, Inv Date & Amount	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
21	Check For Missing Allocation Code (MDF)	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
22	PO has Qty, Freight/Other is a Credit	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
23	PO has Qty, Continue from Previous Error	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
24	Voucher date cannot be after today	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
25	Certified Payroll not checked (From PO)	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		

-- Added 24-Feb-2003 By ANTHEA Changed by

3.4 Real Estate Tax

Tax

- Maintenance >
- Billing - Real Estate >
- Billing - Personal Property >
- Cranston Sewer and Pretreatment Billing >
- Abatements >
- Exemptions >
- Sales History >
- Betterments >
- Liens >
- Omit/Revised/Suppl Billing >
- Demands >
- Queries >
- Reports >
- Tables >
- Module Maintenance >
 - Real Estate Module Control
 - Real Estate User Defined Labels
 - Real Estate Site Specific Error Checks**
 - Personal Property Module Control
 - Personal Property User Defined Labels
 - Personal Property Site Specific Error Check
- Interfaces/Imports >
- Site Specific >
- Help Reference Library

[AUC] 5030-Real Estate Site Specific Error Checks

Real Estate Site Specific Error Checks

Goto... Actions

1 Goto Detail

Code	Description
CONDO	Condo Upload Error Checks
OWN	Real Estate Owner & Address Error Checks
PARADRC	Current Owner Error Checks
PARADRO	Owner of record error checks
PARMST	Parcel Master Error Checks
PAROWN	Parcel Owner Error Checks
PARVAL	Parcel Value Error Checks

Click on [1 Goto Detail] to display the Site-Specific Error check for Real Estate Tax Site-Specific Error Checks. There are seven categories of error checks for Real Estate Tax: CONDO, OWN, PARADRC, PARADRO, PARMST, PAROWN, and PARVAL.

[AUC] 7-Site Specific Error Checks

Site Specific Error Checks

Goto... Actions

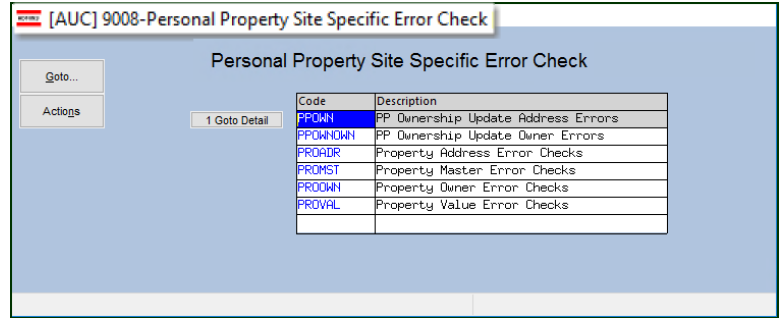
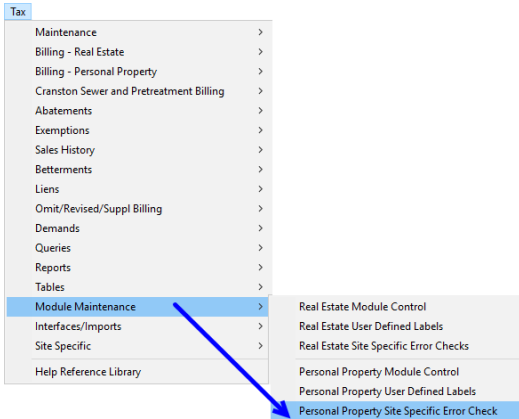
Task Code **OWN** Real Estate Owner & Address Error

Seq#	Description	Action Code	Value	Buttons
1	Address Record does not Exist	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		1 Edit
2	Blank Owner	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
3	Blank Address Line 1	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
4	Blank city	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
5	Blank State	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
6	Blank USA Zip Code	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
7	Foreign Country with Zip	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		

-- Added 02-Nov-2004 By MIKEM Changed by



3.5 Personal Property Tax



4 CLEARING DATA FROM A FIELD [Information]

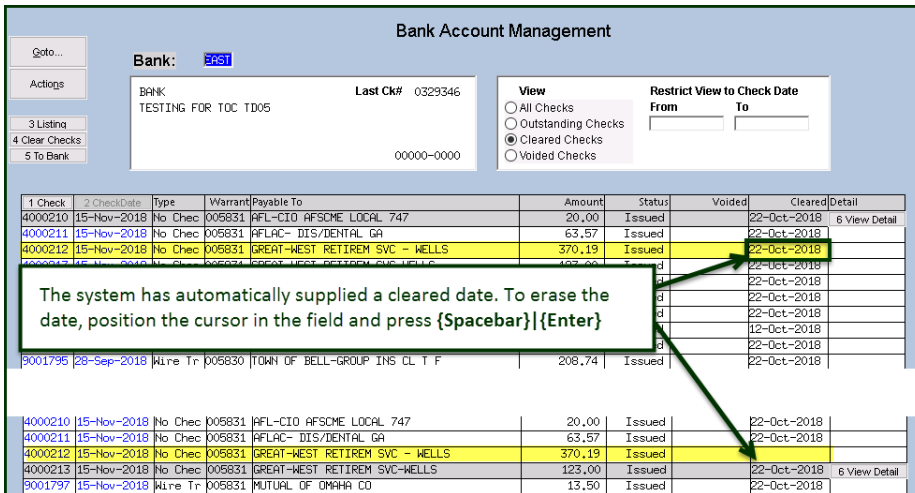
When removing data in a field use {Spacebar} | {Enter} to clear the field.

4.1 Example – Voiding a “No Check” or “Wire” in Accounts Payable

Users report being unable to remove data that exists on a screen. For example, processing a “No Check” or “Wire” in Accounts Payable stamps the cleared date on the record when it is disbursed. To void a “No Check”, or “Wire”, the “Cleared Date” for the transaction must be blank.

In the example, the “No Check” #4000693 is to be voided. Go to:

Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management – By Check Date



While this example used the Accounts Payable cleared date, this works on most fields in the AUC system.

[ADM-AUC-SY-8242]



5 HELP REFERENCE LIBRARY

Added the following new or updated documents to the Help Reference Libraries and added content to ADMINS.com.

5.1 Accounts Payable

Enter Vouchers/Process Payments	AP-160 Budget Checking	[New]
Disbursements	AP-250 Voiding Checks	[Updated]
Accounts Payable Disbursement Process [10:44]		[New]
Accounts Payable Voucher Change Orders [4:25]		[New]
Accounts Payable Voucher Entry – Direct Payments [5:35]		[New]
Approvals Using the AP/PO Dashboard [3:49]		[New]

5.2 General Ledger

Account Maintenance	GL-230 Summary Accounts	[Updated]
Fiscal Year End	GL-740 Year End Closing	[Updated]

5.3 Human Resources

Special Processing	HR-490 Billing and Invoicing	[Updated]
Year-End Processing	HR-605 W4 Percentage Method Tables	[Updated]
	HR-625 W2 Corrections After Filing with the IRS	[Updated]
Site-Specific	HR-900 Allentown, PA 26/27 Pay Periods Process	[Updated]
	HR-1075 AFSCME Dues Reporting	[New]
	HR-995 Connecticut Unemployment	[New]
Create A Payroll Warrant [3:31]		[New]
“Uncalculate” a Warrant [2:14]		[New]
Creating an HR Reconciliation File after the Warrant is Posted [1:10]		[New]
Timesheet Entry [7:34]		[New]

5.4 Miscellaneous Billing

Billing	MB-330 Process Unbilled Charges	[New]
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5.5 Motor Vehicle Excise Tax

Billing	MV-190 Abatement History Report	[Updated]
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5.6 Purchase Orders

Purchase Order Processing	PO-145 Change Orders Quick Reference Card	[New]
	PO-150 Change Orders Guide	[New]
System	SY-137 Site-Specific Error Checks	[New]
	Purchase Order Entry	[Updated]
	PO Change Order	[New]



5.7 Revenue Collections / Tax Title

Tax Title	RC-470 Tax Title – Disclaim an Original Taking	[Updated]
	RC-480 Tax Title Account Statements	[Updated]

5.8 Real Estate

Abatements	RE-550 Abatement History Report	[Updated]
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5.9 System/All Modules

SY-105 Locking Screen	[Updated]
SY-137 Site Specific Error Checks	[New]
Clear Data from a Field [1:17]	[New]
Favorites Screen [2:23]	[New]
How to Exit from AUC [1:54]	[New]
Index of Help Documents [0:51]	[New]
Log in to the Training Area [2:04]	[New]
Quick Task Selector [2:12]	[New]
Reset an AUC Password [2:00]	[New]
Resolving Record Locks [2:14]	[New]