



SYSTEM (ALL MODULES)

RELEASE NOTES – MARCH 2021

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

CONTENTS

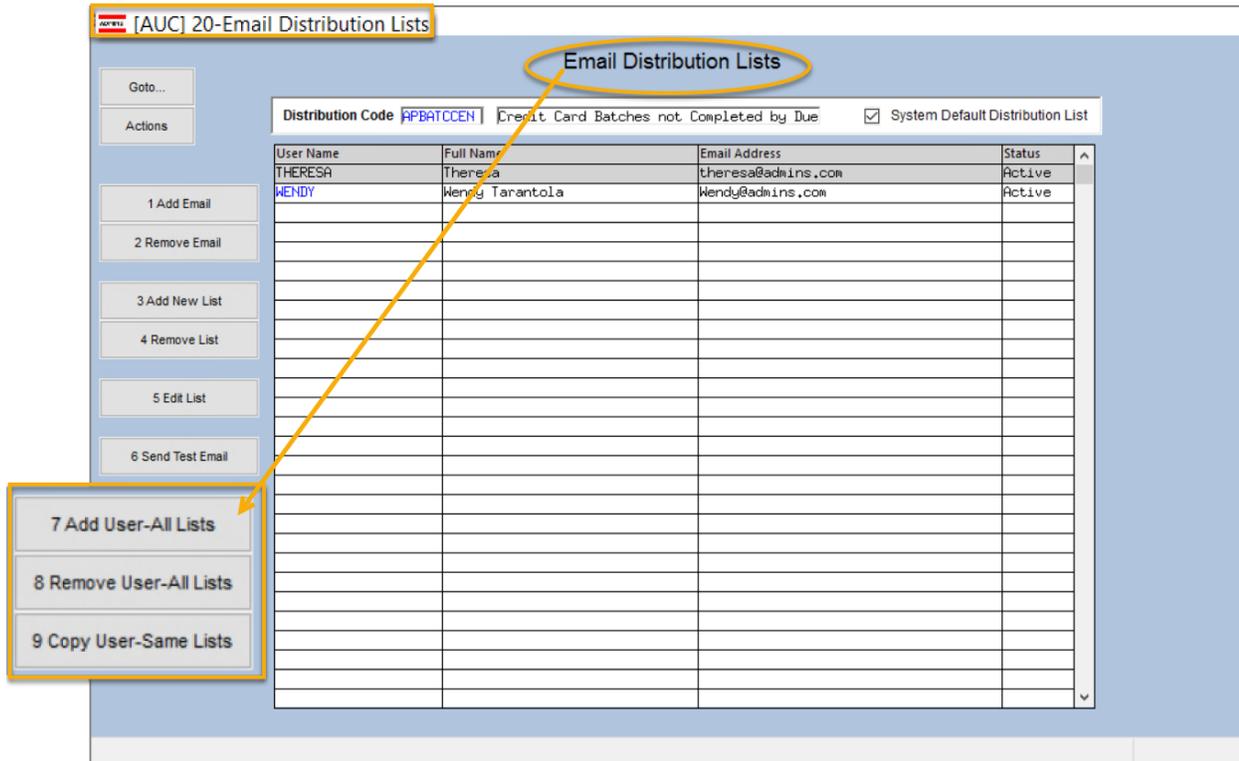
1	EMAIL DISTRIBUTION LISTS	2
1.1	System Module Lists	2
1.2	Add User – All Lists.....	3
1.3	Remove a Name from All Email Lists	3
1.4	Copy a User to the Same Lists as an Existing User	4
1.5	Edit List with New Column for “Default”	4
2	MENU GROUP REPORT [ENHANCED]	5
3	HELP REFERENCE LIBRARY	5
3.1	Accounts Payable	5
3.2	Human Resources	5
3.3	Ledgers.....	5
3.4	Miscellaneous Billing.....	5
3.5	Purchase Orders.....	5
3.6	System.....	5



1 EMAIL DISTRIBUTION LISTS

ADMINS added three new buttons to the screen to help manage the lists and added a “System Default” column to the edit list.

Module Maintenance > Email Distribution Lists



1.1 System Module Lists

ADMINS provides system default distribution lists for the System Module. To add, remove, and view users on the lists, from any module, go to:

Module Maintenance ▶ Email Distribution Lists

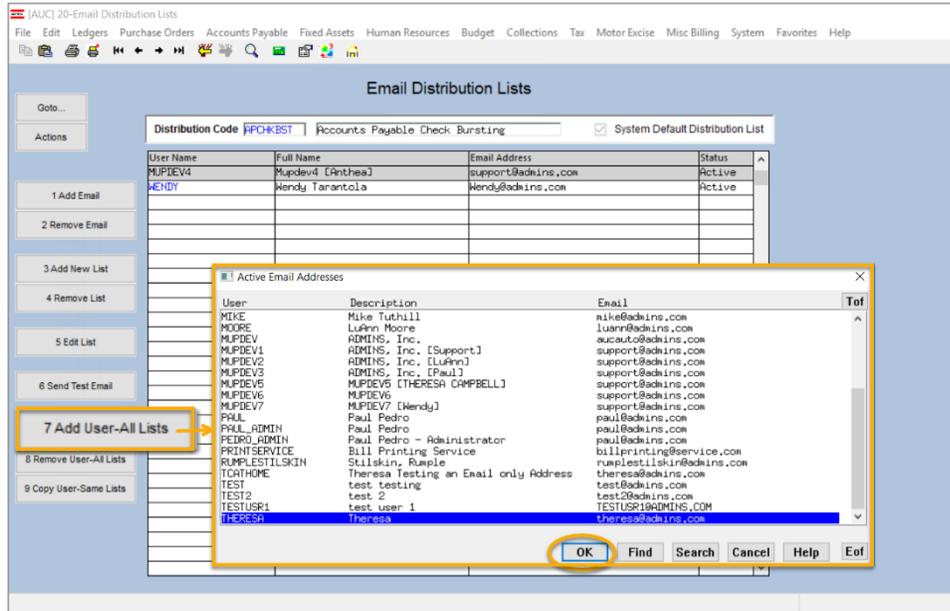
Table 1 System Default Distribution Lists

List Name	Description	Module	Frequency	Notifies recipients that:
ERROR_SY	Check SY Form Maintenance Table	SY	Daily	There is an error or omission on the System Form Maintenance table
SUPPORT	Admins Support List	SY	As needed	A process is complete. (used in multiple processes)
SWDONE	Software Update Complete	SY	Quarterly	The software update is completed on each site. Superusers should add usernames to this list.
SYABNO	SY Abnormal Term Notification	SY	As needed	ADMINS use only – this list is used to report notices of abnormal terminations to support so that issues may be quickly identified and resolved
SYSADM	SY Admin (Support & Site Sys Adm)	SY	As needed	ADMINS use only



List Name	Description	Module	Frequency	Notifies recipients that:
SYUPDTRAIN	Submit Copy Live to Training in Batch	SY	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed

1.2 Add User – All Lists

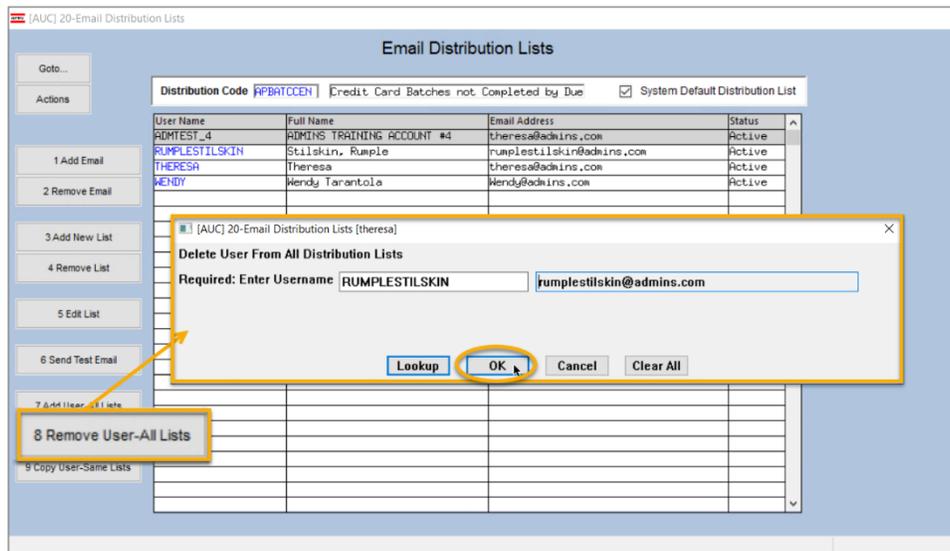


A user may need to receive all emails issued from the system; typically, this would be a “Super User” or a local system administrator.

To add the user at once to all existing email lists, click the **7 Add User-All Lists** button. Select the user from the pick list.

This feature does not offer the **[Add New Email Address]** option.

1.3 Remove a Name from All Email Lists

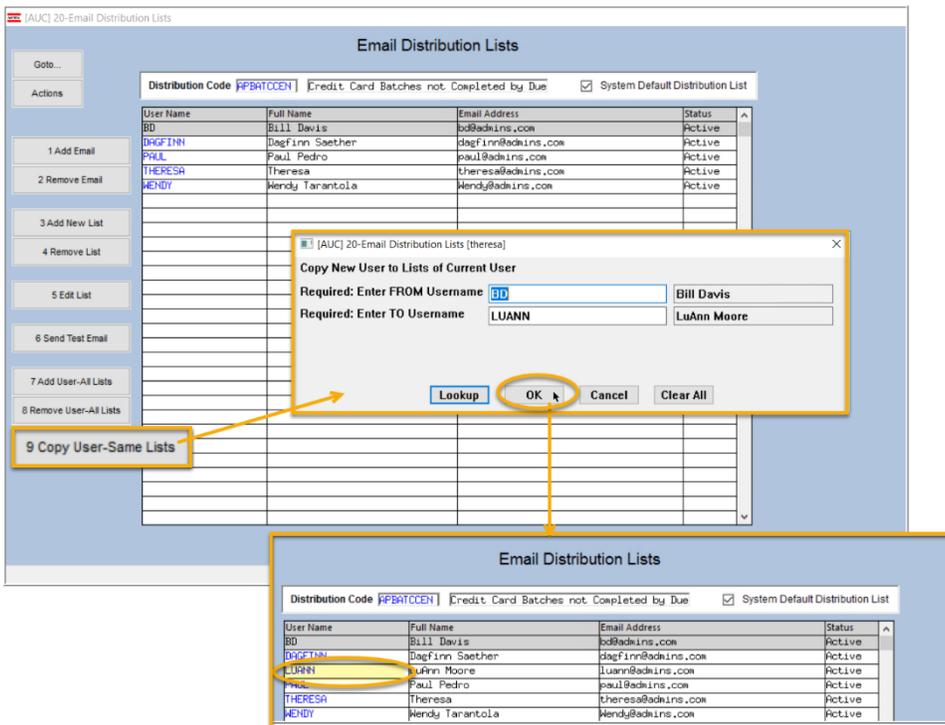


To remove a user from all email distribution lists (for example, due to termination of employment), click on **8 Remove User-All Lists** button. Select the user from the pick list.

This will remove the username from the email distribution lists only; it will not remove or inactivate the user’s **AUC** credentials.



1.4 Copy a User to the Same Lists as an Existing User



If a user, **LuAnn**, is replacing another user, **BD**, the new user **LuAnn** may be added to all the lists on which **BD** is currently included. Click **9 Copy User-Same Lists** [**9 Copy User-Same Lists**].

*(Do this first before removing **BD** from all lists.)*

The existing user is the **FROM** username and the new user is the **TO** username.

This feature may also be used to add a new hire to all lists to which department members belong.

[ADM-AUC-SY-8176]

1.5 Edit List with New Column for “Default”

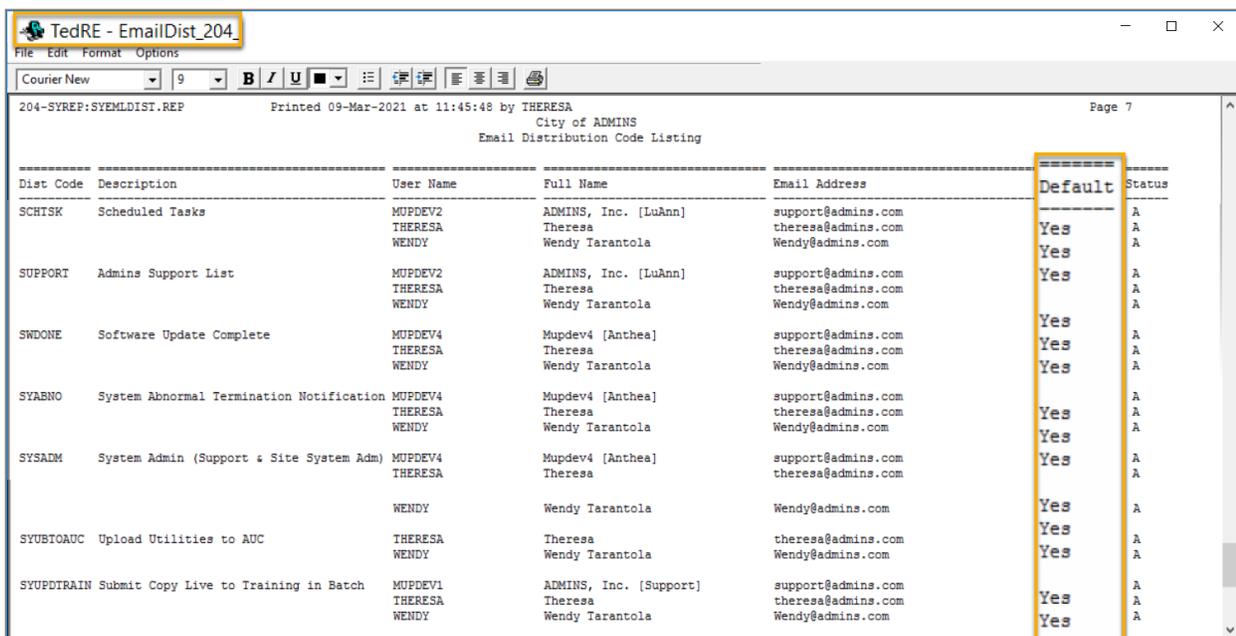


Figure 1 Edit list with new column for System Default list

[ADM-AUC-SY-8181]



2 MENU GROUP REPORT [Enhanced]

ADMINS enhanced the Menu Group report to be more meaningful to the “Super Users” on site. This was installed in early March and is noted here to document the change.

[ADM-AUC-SY-8183]

3 HELP REFERENCE LIBRARY

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

3.1 Accounts Payable

- YEAR END PROCESSING AP-720 1099 Processing [Updated]

3.2 Human Resources

- OTHER HR-850 Module Control [Updated]

3.3 Ledgers

- POSTING GL-410 Audit Overrides [Updated]

3.4 Miscellaneous Billing

- BILLING MB-320 Special Invoice Billing [Updated]
- REPORTS MB-420 Collections Reports [New]
- MB-440 Customer Reports [New]
- MB-470 Reports on the Customer Maintenance Screens [New]
- INTERFACES MB-500 Upload Customers [New]

3.5 Purchase Orders

- CONTRACTS/BIDS PO-510 Contracts [Updated]
- PO-520 Bids [Updated]

3.6 System

These documents were added to all the modules:

- SYSTEM SY-150 AUC Email Distribution Lists [Updated]
- SY-157 Software Update Completion Email Notice [New]
- SY-170 System Administration Kit [Updated]