System (All Modules)

Release Notes   September 2023

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

CONTENTS

1 Delivery/Invoice Addresses & the Department Profile Screen

Some sites have lengthy addresses that require three address lines, in addition to the Name, city / state / zip.
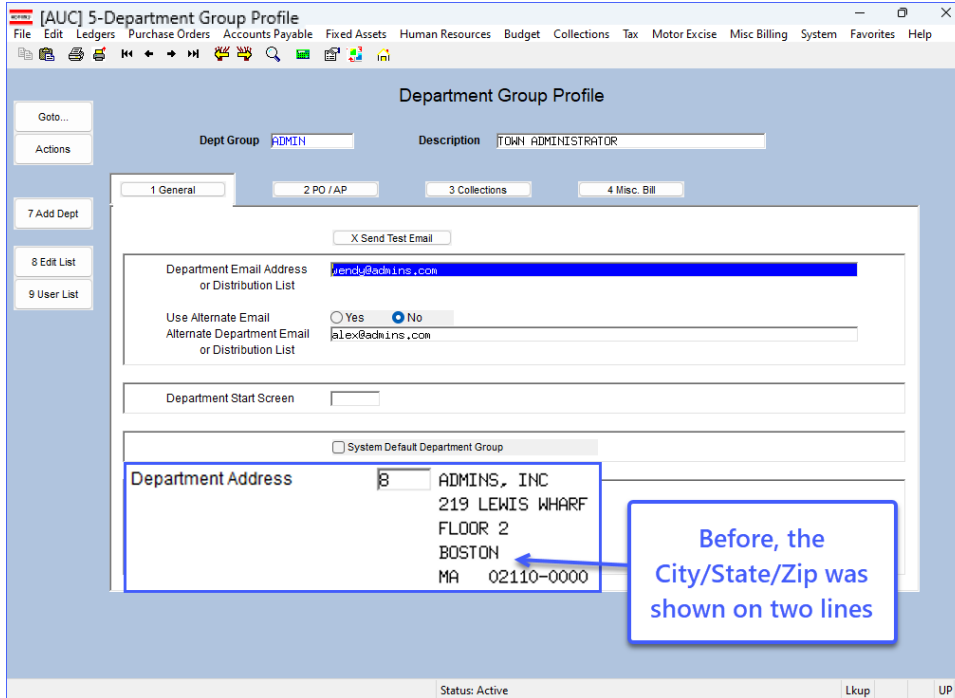

Figure 1 Before – the city, state, and zip required two lines

To allow for these long addresses, the display of the department address now shows the City/State/Zip on a single line.
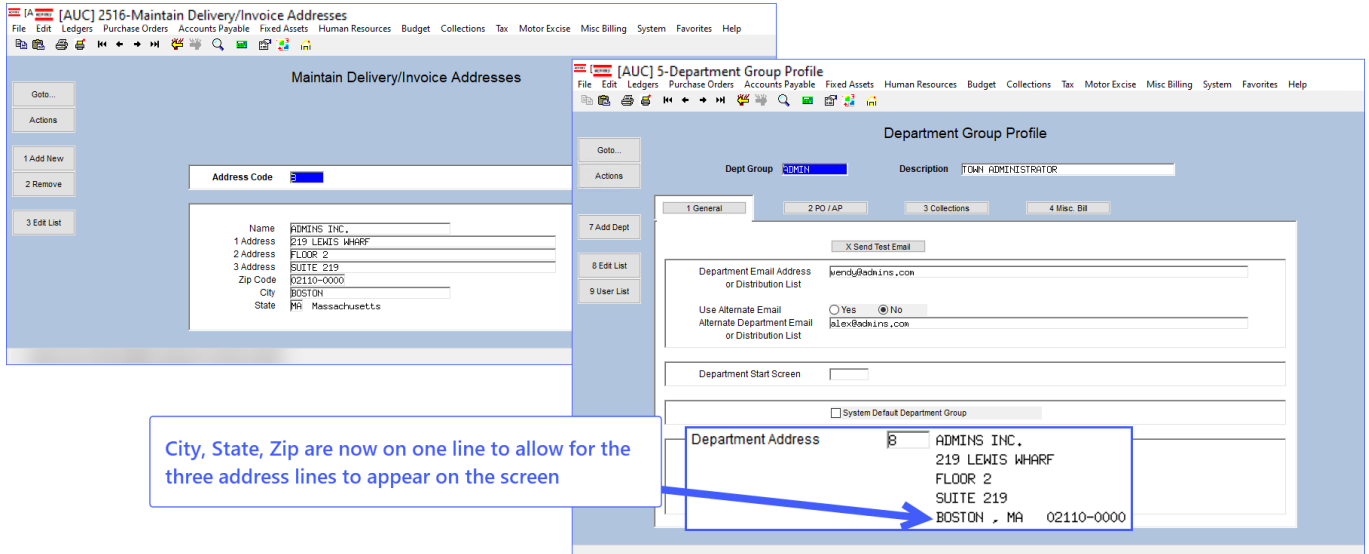

Figure 2 After – the City, State, and ZIP are all on one line, allowing for more address lines to be shown on the screen
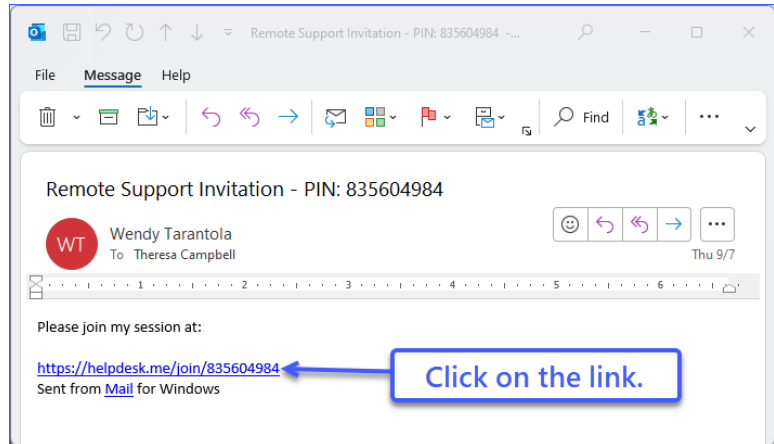
[ADM-AUC-SY-8281]

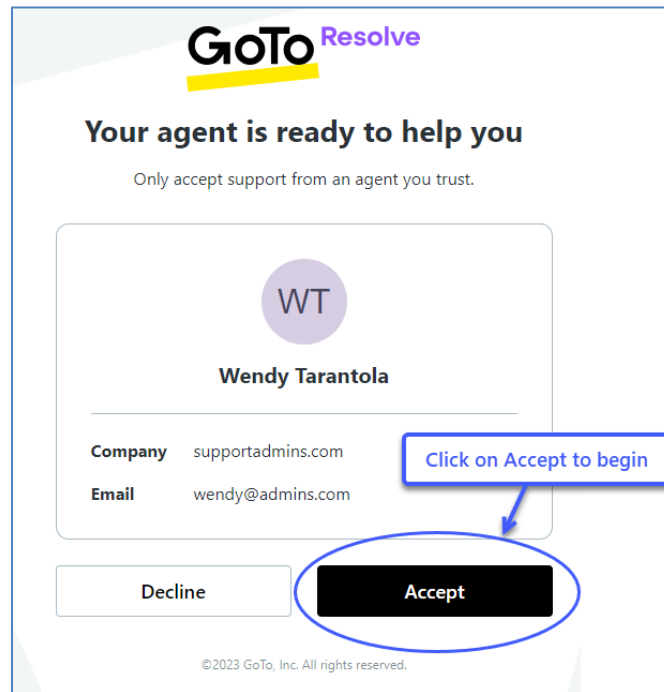Page 2 of 6

2 Using GoToResolve

AUC support staff will use a new tool called "GoToResolve" to allow users to share their screens more easily.

We will telephone you first to review the problem. Then we will send an e-mail with a link to click on.

Clicking on the link will open a browser window that looks like this.
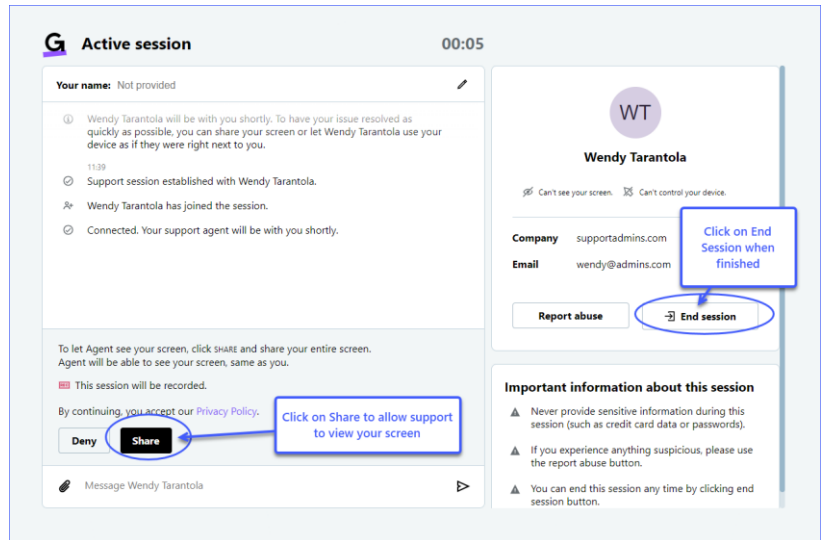
Click on the accept button to begin.

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A browser window with instructions opens.
Click on the [Share] button.

During the support session you may be asked to provide additional access. The support team member will walk you through that process if we need to control your screen instead of just view it.
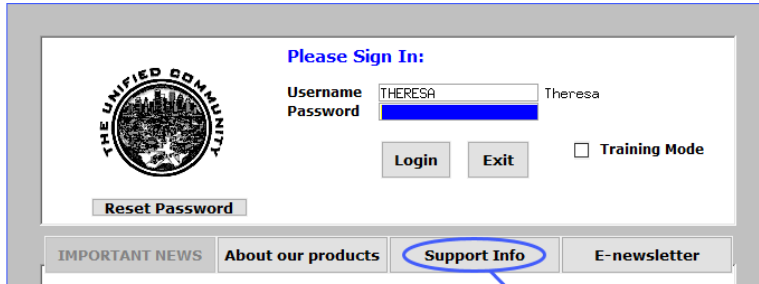
Click on end session when finished.
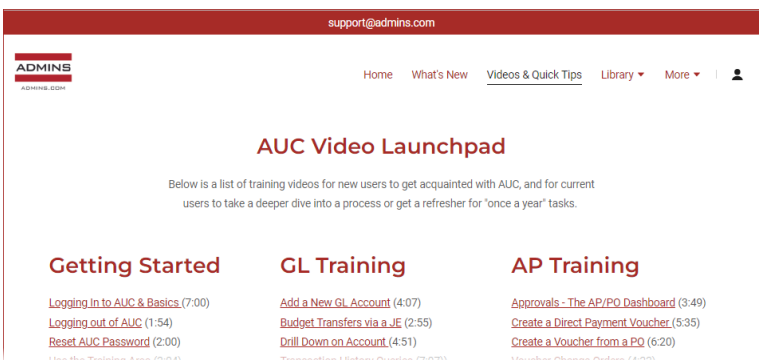

[ADM-ADM-ADM-6500]

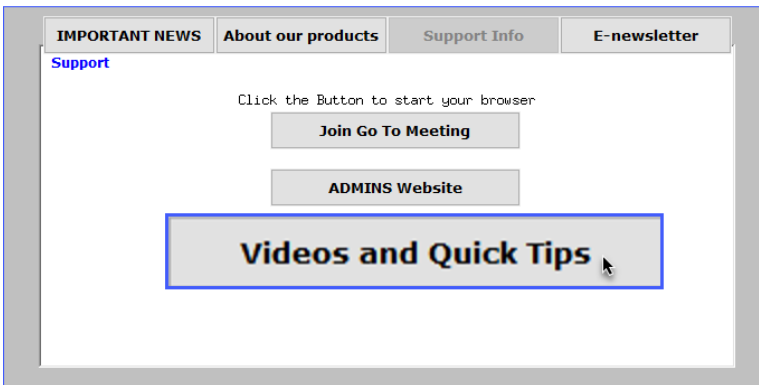# 3   Access Videos & Quick Tips from the AUC Login Screen

Click on the link to go to the Video Launchpad on the ADMINS website.

The website direct address is above. The link on the AUC home page shown at left is a quick option if the site allows direct access from the AUC server.

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.

[ADM-AUC-SY-8305]

4   Help Reference Library

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

4.1   Accounts Payable

Enter Vouchers/Process Payments	AP–135 Create New Voucher from a Posted Voucher	[New]
Void & Replace with a Manual Check (7:40)		[New]

4.2   Human Resources

Employee Positions	HR–110 Employee Maintenance Screens	[Updated]
How to Void a Payroll Check and Replace it with a Manual Check (5:25)		[New]

4.3   Miscellaneous Billing

Queries	MB–110 Find a Bill	[New]
Collections	MB–260 Refunds	[New]
	MB–270 Reprint Bills (one at a time)	[New]
Site Specific	MB–660 HVMA Pre–Payment Refunds	[New]
Year End Processing	MB–700 Fiscal Year End Checklist	[New]
Misc Billing Fiscal Year End Checklist (wsimg.com)		[New]

4.4   Purchase Orders

Year End Processing	PO–760 PO Rollovers	[Updated]

4.5   Revenue Collection

Payments	RC–120 How to Enter Bill Payments	[Updated]
	RC–130 How to Find a Bill	[Updated]
	RC–205 Reverse a Posted Batch	[New]
Deferrals	RC–520 Deferral Processing	[Updated]
Refunds	RC–910 Refunds	[Updated]
Tables	RC–1460 Tables: Billing Setup	[Updated]
MLC Entry (5:13)		[New]

4.6   Tax

Interfaces	RE–670 CUSI Interfaces	[Updated]

4.7   Tax Title

Tables	RC–1460 Tables: Billing Setup	[Updated]