PURCHASE ORDERS

RELEASE NOTES – DECEMBER 2017

This document explains new product enhancements added to the ADMINS Unified Community for Windows **PURCHASE ORDER** system.

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1.   TIMEOUT ON POSTING & APPROVALS SCREENS [New]

The timeout on posting and approvals screens throughout AUC has been reduced to five minutes, to relieve the locking issues users are having when people are on a posting or approval screen and step away from the desk for long enough that the remote desktop session times out.

[ADM-AUC-SY-8034]

2. VENDORS ▶ SEARCH [Fix]

For vendors with multiple remit addresses, the **Purchase Orders ▶ Vendors ▶ Vendor Name Search ▶ Search for Existing Vendor** screen was reporting inaccurate information when the **[Active Only]** radio button was selected.

Prior to the software update, if the *vendor* was active, but had inactive address lines, it was displaying both the active and inactive address lines. Now, if **[Active Only]** is selected, it excludes both vendors and any remit addresses that are inactive.
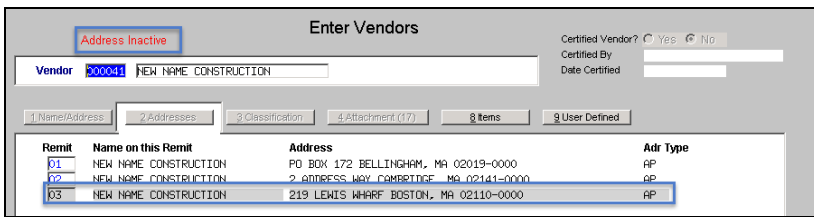

Figure 1 Example of a vendor with an inactive remit address

In the example in Figure 1 the vendor has two active remit addresses and one inactive remit address. Prior to the update, all three addresses would be displayed when the **[Active Only]** radio button was selected.
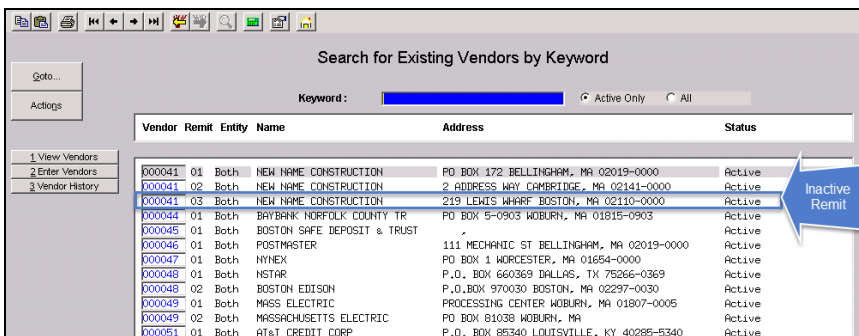

Figure 2 Before

Figure 3 After–only the active remit addresses will be displayed

Figure 4 After - if selecting [All] the remit address is shown as an *Inactive Address*

<div align="right">[ADM-AUC-AP-863]</div>

3. MERGE VENDORS PROCESS [Enhanced]
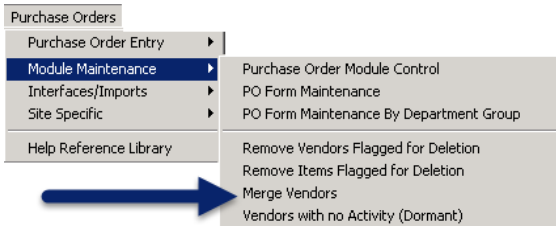
ADMINS recently introduced a new BIDS process. To ensure seamless integration of the commodity items and vendors used with the BIDS process, ADMINS updated the Merged Vendor process, which will now copy any commodity items from the old vendor to the new vendor.
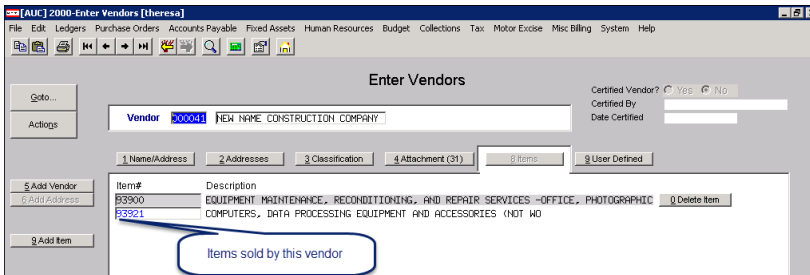

Figure 5 An existing vendor with commodity items

The vendor in Figure 1 is to be merged with another vendor. The other vendor already exists in the AUC system and the site wishes to combine or merge the two vendors. When the merge is complete, the commodity items associated with the "old" vendor will be added to the list of commodity items sold by the new vendor.

For more information about merging vendors, see **PO–360 Merge Vendors** in the **Purchase Orders ▶ Help Reference Library**.

<div align="right">[ADM-AUC-PO-455]</div>

4. HELP REFERENCE LIBRARY

4.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- VENDORS   PO–360 Merge Vendors   [Updated]
- OTHER   PO–990 Menu and Toolbar Tips   [Updated]