



PURCHASE ORDERS

RELEASE NOTES – JUNE 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **PURCHASE ORDER** system installed on your site in June 2015.

TABLE OF CONTENTS

1. PURCHASE ORDER ENTRY	2
1.1. Final Payment on a Purchase Order with Retainage Fully Paid	2
2. REPORTS	4
2.1. Purchase Order Balances by GL	4
3. HELP REFERENCE LIBRARY	4
3.1. New or Updated Documentation	4



1. PURCHASE ORDER ENTRY

1.1. Final Payment on a Purchase Order with Retainage Fully Paid

Prior to this software update, there was an issue with relieving encumbrances on a Final Payment against a PO with retainage. Whenever a PO is established and it is set to withhold retainage, the system will always compute a retainage amount for each and every payment – even the final payment.

Previously, the system was not fully relieving the encumbrance on the PO when a final payment was made and retainage was fully paid. Rather it was relieving the amount of the last payment less the retainage being computed on the last payment; even if retainage was not actually withheld on the final payment. This has been corrected. Now, a final payment will relieve whatever balance remains on the PO assuming that retainage has been fully paid.

Let’s look at an example. Shown below is a purchase order established with retainage. In this example, the PO has a balance of \$3,334 to be paid – and the retainage has been fully paid.

The screenshot shows a 'PO Query - Posted [TRAINING]' window. At the top, it displays 'PO # 144060' and 'Vendor Code 036176 01'. The 'Expected Amt' is 36484.00. The main table lists line items for 'COLUMBUS PARK IMPROVEMENTS' with various sub-items and their respective amounts. At the bottom, a summary table shows:

Encumbered	36484.00	Liquidated		Relieved	361506.00	Paid	361506.00	Balance	3334.00
Retained	16720.45	Liquidated		Relieved	16720.45	Paid	16720.45		

Figure 1 PO with Retainage Paid in Full and a Remaining Balance

When processing the Final payment of \$3,334 it is important to remember that the system will still try to withhold retainage. All you need to do is erase the “\$ to Retain” by using <spacebar> + <enter> in that field.

The screenshot shows the 'Amount to Pay Vendor' section with a table of line items. A callout points to the '\$ To Retain' field, stating 'Spacebar return to delete retainage amount'. Another callout points to the 'Ext Amount' field, stating 'Enter total amount to pay of \$3,334.'.

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1.0000		COLUMBUS PARK IMPROVEMENTS	3334.0000			-166.70	3167.30



The resulting voucher should look like this:

Line Item	Qty	Uom	Item Description	Price	Freight	Other	Ext Amount
1			COLUMBUS PARK IMPROVEMENTS	3334.0000			3334.00
Split 122-181-5780-0000-0000-800-0038-0900 UNCLASSIFIED 1099 FA PO# 144060/1 Ctr# 13-0143/1 Exp:30-May-2014 Retain % 5.00							

And the payment type should be set to Final Pay:

Print Manual ACH
 Check Date
 Separate Check
 Type Final Payment

The voucher will then post for the full amount, and the encumbrance is fully relieved.

User Batch	Voucher	Vendor# and Name	Ln#	GL#	CL Account#	FY	VoucherAmount	Typ	PO#/Line/CLLn	Encumb	Relief
28363	370874	036176 GREEN ACRES LANDSCCA	1	1	122-181-5780-0000-0000-800-0038-0900	2015	3,334.00	P	144060/1/1	3,334.00	
*** Grand Total ***							3,334.00			3,334.00	

The closed purchase order accurately reflects the transaction.

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Retained	Balance
1			COLUMBUS PARK IMPROVEMENTS		309117.0000			309117.00	14384.90	
Split 122-181-5780-0000-0000-800-0038-0900 UNCLASSIFIED additional ADA Compliance - paved area 51778.0000 Ctr# 13-0143/1 30-May-2014 Ctr Expired										
Split 122181-5780-0000-0000-800-038-0900 UNCLASSIFIED 51778.00 2265.30 Ctr# 13-0143/2 30-May-2014 Ctr Expired										
Split 122-181-5780-0000-0000-800-0038-0900 UNCLASSIFIED Amendment#2, Additional work on battin 1405.0000 1405.00 70.25 Ctr# 13-0143/3 30-May-2014 Ctr Expired										
Split 122-181-5780-0000-0000-800-0038-0900 UNCLASSIFIED Furnish and install light pole and fix 2540.0000 2540.00 Ctr# 13-0143/4 30-May-2014 Ctr Expired										
Split 122-181-5780-0000-0000-800-0038-0900 UNCLASSIFIED										



Users should pay close attention to the final payment of the purchase order and be sure to remove any retainage the system attempts to withhold.

[ADM-AUC-PO-379]



2. REPORTS

2.1. Purchase Order Balances by GL

The Purchase Order Balances by General Ledger number report was enhanced to include filtering by fund and retain the dates each user entered. These values may be cleared by clicking on the “clear all” button. This report may be used during the Purchase Order Year End Rollover to compare purchase order balances to the Expenditure Summary and Trial Balance encumbrance amounts. Run this report by selecting **Purchase Orders ▶ Reports ▶ Report Library ▶ 3624 PO Balances by GL #**.

Report Library by Purchase Order		
Report Name	Sample	Run
----- PO's In Progress -----	Sample	Run
3650-In Progress POs - Summary	Sample	Run
3640-In Progress POs - by Status/Approval Code	Sample	Run
----- Open POs -----	Sample	Run
3610-Open POs - Summary	Sample	Run
3611-Open POs - Line Detail	Sample	Run
3612-Open POs - GL Line Detail	Sample	Run
3614-Open POs with Vendors on Hold	Sample	Run
3070-Open POs as of a Date	Sample	Run
3624-PO Balances by GL#	Sample	Run

Task 3624: PO Balances by GL#

PO Balances by GL#

Required: Purchase Orders Dated (mmddyyyy) From: [] To: []

Optional: Enter Department Group []

Optional: Enter up to 9 Vendor#'s [] Edit 0 values:

Optional: Enter Department []

Sort Report By: Account# PO# Fund then Account#

Print Report as: Detail Summary

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

Figure 2 Before

Task 3624: PO Balances by GL#

PO Balances by GL#

Required: Purchase Orders Dated (mmddyyyy) From: 01-Jul-2014 To: 30-Jun-2015

Optional: Enter Department Group []

Optional: Enter up to 9 Vendor#'s [] Edit 0 values:

Optional: Enter Fund [] Edit 1 values: 0100,

Optional: Enter Department []

Sort Report By: Account# PO# Fund then Account#

Print Report as: Detail Summary

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

Figure 3 After

[ADM-AUC-PO-381]

3. HELP REFERENCE LIBRARY

3.1. New or Updated Documentation

Not applicable for this software update.