PURCHASE ORDERS

RELEASE NOTES – JUNE 2016

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

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1. YEAR END PROCESSING

1.1. PO Rollover– Account Number Changes Report

Report **#3188 - PO Rollover – Account Number Changes Report**, was truncating the **GRAND TOTAL** column. This has been fixed.


Figure 1 Before

PO Rollover - Account Number Changes [TRAINING]

```
    4 FT BASE SECTION ARROW CONCRE
       1   2060-70700-79029-0000-00000-0000-000 GSIF: SAN SEWER MATERIALS      2060-70700-79029-0000-00000-0000-000 GSIF: SAN SEWER MATERIALS         298.50

    3 FT - 48" ECCENTRIC CONE W/ 2
       1   2060-70700-79029-0000-00000-0000-000 GSIF: SAN SEWER MATERIALS      2060-70700-79029-0000-00000-0000-000 GSIF: SAN SEWER MATERIALS         186.00        44.00
:====================  =======================================
  PO#: 900220      Vendor: 007875 - 01
: Date: 01-Jul-2015        ESMENA SHELVING
:====================  =======================================

--- ---- ----------------------------------------------------   ------------------------------------------------------   ------------- -------------
ne  GL#  Original Account and Description                        New Account and Description                             Original Amt  Rem Balance
--- ---- ----------------------------------------------------   ------------------------------------------------------   ------------- -------------
    NM1726024D
       1   4740-33000-56320-0000-95100-0000-000 MHS STATE GRANT: OFFICE EQUIP &  4740-33000-56320-0000-95100-0000-000 MHS STATE GRANT: OFFICE EQUIP &    285.60        285.60
:====================  =======================================
  PO#: 900421      Vendor: 006186 - 01
: Date: 01-Jul-2015        GRAYBAR ELECTRIC CO., INC.
:====================  =======================================

--- ---- ----------------------------------------------------   ------------------------------------------------------   ------------- -------------
ne  GL#  Original Account and Description                        New Account and Description                             Original Amt  Rem Balance
--- ---- ----------------------------------------------------   ------------------------------------------------------   ------------- -------------
    BLANKET PURCHASE ORDER FOR MIS
       1   2360-65000-79436-0000-00000-0000-000 SEWER DEPRECIATION: WPCF REP/REP 2360-65000-79436-0000-00000-0000-000 SEWER DEPRECIATION: WPCF REP/REP    2500.00       1122.86
```

```
                                                      ============== ==============
                                   *** Grand Total***    50,743,092.81  16,467,846.64
                                                      ============== ==============
```

[ADM-AUC-PO-420]

1.2.   Turning Off Access to Purchase Order Processing

Prior to the software update, users with approval access to purchase orders could circumvent the access prevention by selecting a purchase order from the approval dashboard. This has been fixed and now users attempting to access a purchase order via this method will see the following message:
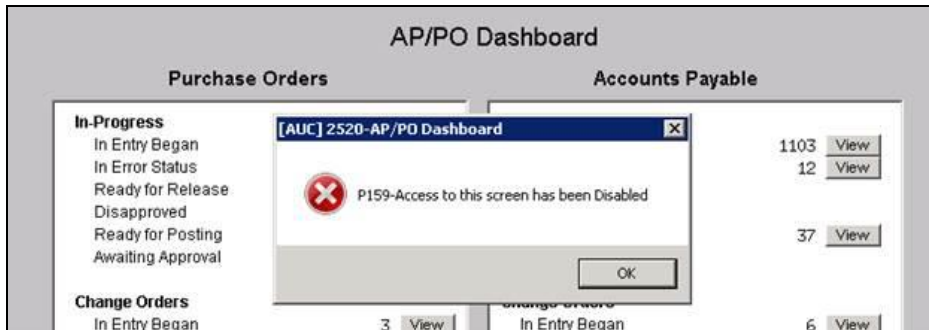
[ADM-AUC-PO-424]

1.3. Open POs As of a Date Report

For year-end, sites are encouraged to compare open purchase order balances with the general ledger encumbrance amounts. When balancing if there is a difference – check for any unposted transactions in the General Ledger affecting purchase orders. This sometimes happens if the reports are run when there are pending transactions such as change orders.

[ADM-AUC-PO-421]

2. HELP REFERENCE LIBRARY

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

- Year End Processing   PO Rollovers–PowerPoint® Overview