



# 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.

me		GL#	Original Account and Description	New Account and Description	Original Amt	Rem Balance
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						
NML1726024D 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.						
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***					50,662,236.8	16,389,071.8

Figure 1 Before

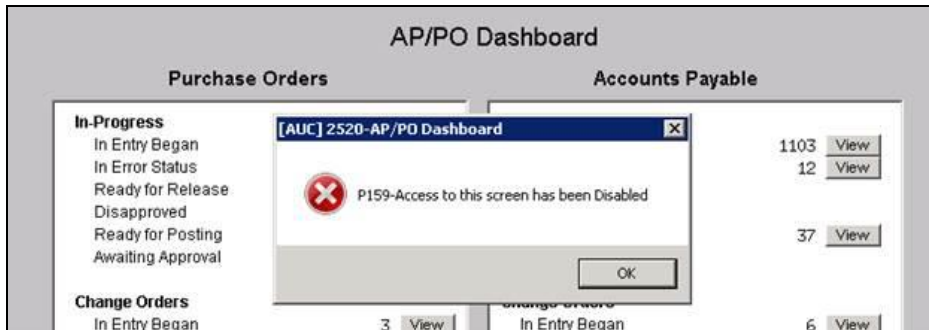


PO Rollover - Account Number Changes [TRAINING]				
4 FT BASE SECTION ARROW CONCRE				
1 2060-70700-79029-0000-00000-0000 GSIF: SAN SEWER MATERIALS	2060-70700-79029-0000-00000-0000 GSIF: SAN SEWER MATERIALS	298.50		
3 FT - 48" ECCENTRIC CONE W/ 2				
1 2060-70700-79029-0000-00000-0000 GSIF: SAN SEWER MATERIALS	2060-70700-79029-0000-00000-0000 GSIF: SAN SEWER MATERIALS	186.00	44.00	
=====				
PO#: 900220 Vendor: 007875 - 01				
Date: 01-Jul-2015 ESHEMA SHELVING				
=====				
ne	GL# Original Account and Description	New Account and Description	Original Amt	Rem Balance
	NM1726024D			
1	4740-33000-56320-0000-95100-0000-0000 MHS STATE GRANT: OFFICE EQUIP &	4740-33000-56320-0000-95100-0000-0000 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	2360-65000-79436-0000-00000-0000-0000 SEWER DEPRECIATION: WPCF REP/REP	2360-65000-79436-0000-00000-0000-0000 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.

Report Library by Purchase Order			
Report Name	Sample	Run	Last Run Date Time
----- PO's In Progress -----	Sample	Run	09-Dec-2013 16:03:13.18
3650-In Progress POs - Summary	Sample	Run	13-Aug-2015 11:06:53.32
3641-In Progress POs - w/ GL Budget Detail	Sample	Run	12-Jun-2012 11:57:48.54
3640-In Progress POs - by Status/Approval Code	Sample	Run	
----- Open POs -----	Sample	Run	
3610-Open POs - Summary	Sample	Run	08-Sep-2015 10:46:12.76
3611-Open POs - Line Detail	Sample	Run	10-Aug-2015 16:39:18.11
3612-Open POs - GL Line Detail	Sample	Run	10-Aug-2015 16:38:08.28
3614-Open POs with Vendors on Hold	Sample	Run	08-Sep-2010 14:12:00.37
<b>3070-Open POs as of a Date</b>	Sample	Run	07-Jun-2012 15:47:26.68

[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