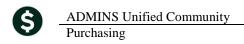


This document explains new product enhancements added to the ADMINS Unified Community for Windows **Purchasing** system.

The ADMINS Support staff installed these changes to your system on **September 6, 2014**.

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September 2014

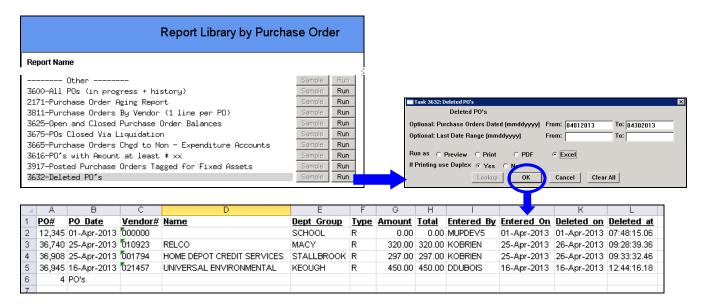
1 REPORTS

Deleted Purchase Order Report 1.1

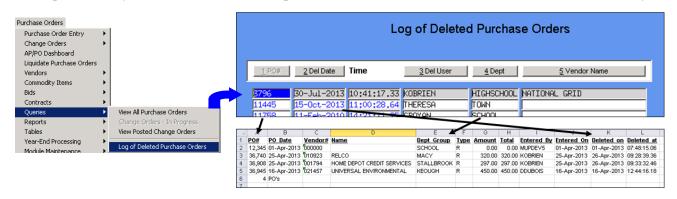
A new report showing deleted Purchase Orders is now available. Not all information is present nor required at the time a purchase order is deleted. This list represents purchase orders that were started but not posted to the subsidiary ledger. Rather, for some reason, they were deleted before completing the process flow.

You may filter this report using a range of PO Effective Dates and/or a range of dates during which the PO was deleted. If you leave the parameters null then all deleted PO's will be included.

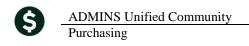
There is no security inherent in this report. In other words, all PO's regardless of department access will be included. This is to allow for the complete auditability of deleted purchase orders.



The report allows you to filter the data that is presented on **Log of Deleted Purchase Orders** screen in the system:

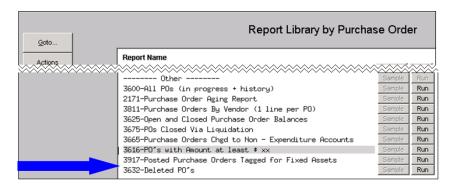


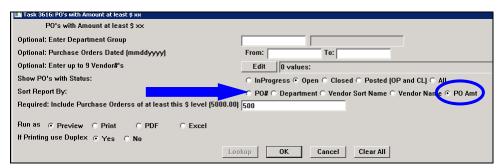
[ADM-AUC-PO-370]



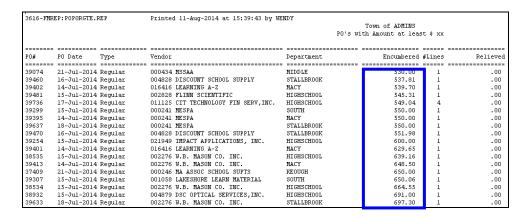
1.2 Purchase Orders with Amount at least \$xx Report

The report was not producing the intended result when the **Sort Report By PO Amount** was selected. This has been corrected. To run this report, select **Purchase Orders** > **Reports** > **3616 PO's with Amount at least \$ xx**.





When selecting this sort option, the report will print in ascending order of PO amount, as shown below:

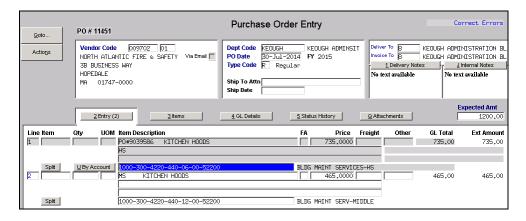


[ADM-AUC-PO-368]

2 PURCHASE ORDER PROCESSING

2.1 Account Number Lookup on PO Entry screen

Some screen sizes are too small to accommodate the lookup on account number available on the purchase order entry screen. To activate the lookup, click in the account number field and press F3.



To address the issue, the Adjusted Appropriation and Remaining Balance field widths were decreased.

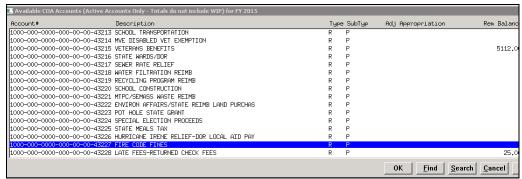


Figure 1 Before

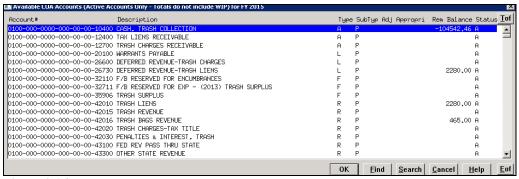
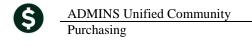


Figure 2 After

[ADM-AUC-PO-373]



2.2 Error Checking

Additional error check was incorporated into the Check Purchase Order process. Any GL line without an amount or account will be identified. This message will be displayed on the PO_Errors report and the user must contact support@admins.com before proceeding. Another error condition that requires contacting support is when a duplicate GL line exists on a Purchase Order. Samples of these error messages are shown below.

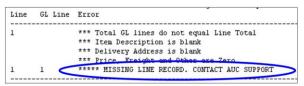


Figure 3 Missing Line Error Message

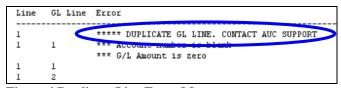


Figure 4 Duplicate Line Error Message

[ADM-AUC-PO-372]

3 HELP REFERENCE LIBRARY

3.1 New or Updated Documentation

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

• OTHER Voiding Checks that Reference Purchase Orders