



PURCHASE ORDERS

RELEASE NOTES – SEPTEMBER 2015

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

TABLE OF CONTENTS

- 1. ENTERING PURCHASE ORDERS..... 2**
 - 1.1. Remit Numbers..... 2
 - 1.2. Printed Purchase Order Enhancement 2
- 2. CHANGE ORDERS 3**
 - 2.1. Site Specific Error Checking Added 3
 - 2.1.1. Email Distribution List 4
- 3. APPROVALS 5**
 - 3.1. A/P P/O Dashboard Approvals–Needs Budget Override 5
- 4. VENDORS 7**
 - 4.1. Federal ID #s (FID#s) and Social Security Numbers (SS#s) 7
 - 4.1.1. Enter / Update a Vendor Record..... 7
 - 4.1.2. Viewing Vendors 8
- 5. REPORTS 9**
 - 5.1. Retrieve Output Files Email Option Added 9
 - 5.2. Default Report Format 10
 - 5.3. In Progress POs with GL/Budget Detail Report..... 10
 - 5.4. PO Balances by GL..... 11
 - 5.5. Open Purchase Orders Against this Account 13
 - 5.6. Open POs - Summary 14
- 6. TABLES..... 14**
 - 6.1. Maintain Delivery Address..... 14
 - 6.2. Approval Path Tables 15
 - 6.2.1. Edit List..... 15
- 7. YEAR END PROCESSING..... 15**
 - 7.1. Purchase Order Rollovers 15
 - 7.1.1. Edit List Totals 15
 - 7.1.2. Report of Missing Control Accounts 16
- 8. HELP REFERENCE LIBRARY..... 17**
 - 8.1. New or Updated Documentation 17



1. ENTERING PURCHASE ORDERS

1.1. Remit Numbers

Prior to the update, if a valid vendor # is replaced by an invalid vendor # on a PO, the system would reset the vendor # to the original; however the remit was being set to “00”. This has now been fixed and the original remit # is now being restored as well.

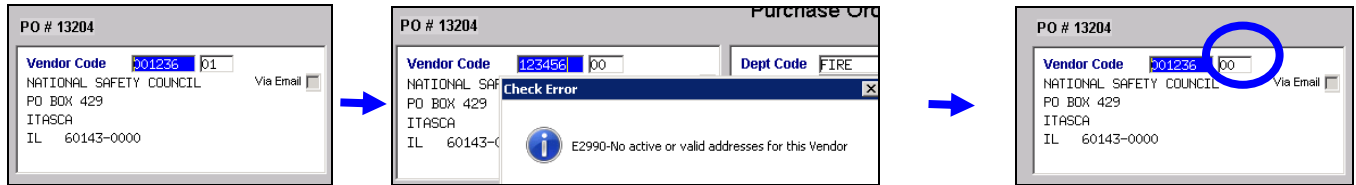


Figure 1 Before

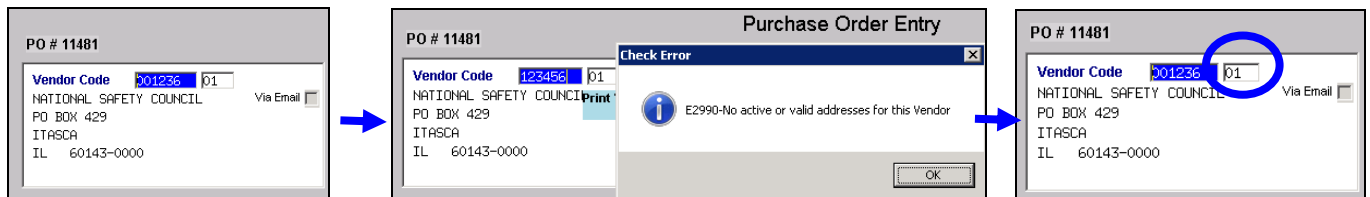


Figure 2 After

[ADM-AUC-PO-384]

1.2. Printed Purchase Order Enhancement

All printed purchase order forms were enhanced with the addition of a line # in the left margin below the Qty and the GL Line # in the description field. This will be helpful when researching information on a multi-line purchase order.

Qty	Unit	Item # / Description	
		online cart #7778671704	
		1010-001-1000-160-56115-00000 SPENCER: MATH - COMMON CORE MATERIALS	\$117.63
		1010-001-1000-150-56110-00000 SPENCER: LITERACY & READ - INSTRUCTIONAL SUPPLIES	\$304.14
		1010-001-1000-110-56110-00000 SPENCER: ENGLISH LANG AR - INSTRUCTIONAL SUPPLIES	\$308.14
		1010-001-1000-170-56110-00000 SPENCER: NATURAL/PHYS SC - INSTRUCTIONAL SUPPLIES	\$108.51
		1010-001-2410-000-56110-00000 SPENCER: BLD ADM - INSTRUCTIONAL SUPPLIES	\$954.90

Figure 3 Before

Qty	Unit	Item # / Description	
		online cart #7778671704	
Line # 1		GL Line # 1 1010-001-1000-160-56115-00000 SPENCER: MATH - COMMON CORE MATERIALS	\$117.63
		GL Line # 2 1010-001-1000-150-56110-00000 SPENCER: LITERACY & READ - INSTRUCTIONAL SUPPLIES	\$304.14
		GL Line # 3 1010-001-1000-110-56110-00000 SPENCER: ENGLISH LANG AR - INSTRUCTIONAL SUPPLIES	\$308.14
		GL Line # 4 1010-001-1000-170-56110-00000 SPENCER: NATURAL/PHYS SC - INSTRUCTIONAL SUPPLIES	\$108.51
		GL Line # 5 1010-001-2410-000-56110-00000 SPENCER: BLD ADM - INSTRUCTIONAL SUPPLIES	\$954.90

Figure 4 After

[ADM-AUC-PO-400]



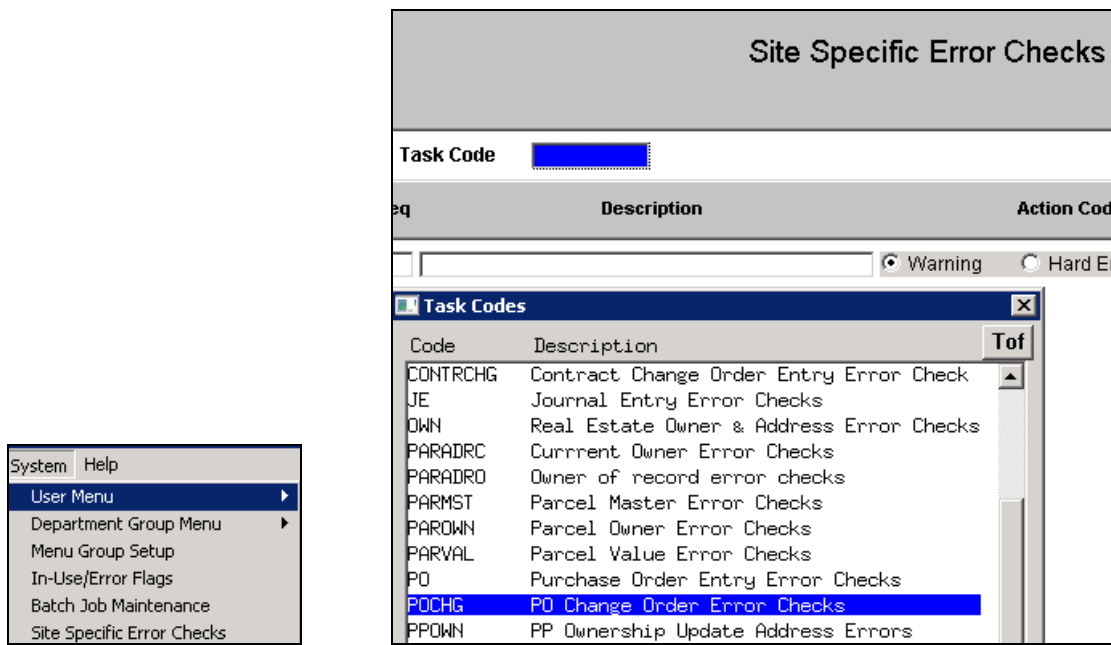
2. CHANGE ORDERS

2.1. Site Specific Error Checking Added

Prior to the update, a change order could be done to change the amount of a purchase order, allowing the amount to exceed the original purchase order, without being subject to the full approval process. Optional error checking was added to allow selected users to be notified if a change order exceeds a defined amount.

This will check if the Original PO was under a given amount (e.g. \$5,000) and the PO during the change process is now equal to or greater than the set amount.

To access the screen, select **System**►**Site Specific Error Checks** and select **POCHG** from the lookup.



The default will be set to No Message – and each site may change the value and selections in this screen as needed. In the example, there will be no requirement that the user enter a reason for the change and the email notification will be sent when the purchase order exceeds the \$5000.00 amount.

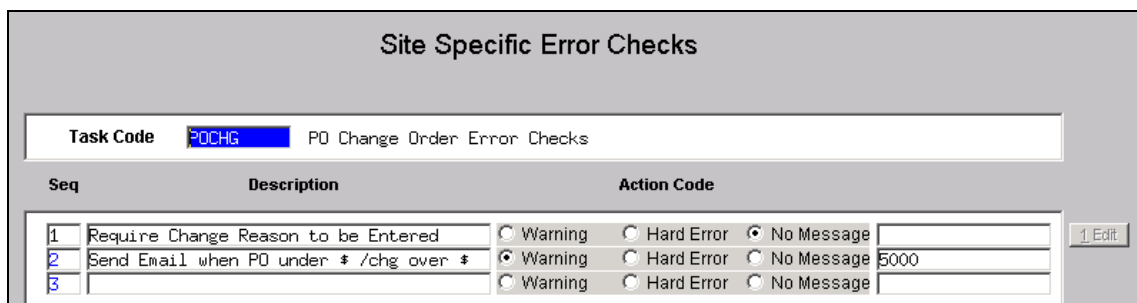


Figure 5 Site Specific Error Check for Purchase Order Changes

If this were set to a hard error, the user would neither be able to proceed with the change nor post the change order for this amount. The error report shows this with the three asterisks (***) preceding the error message.



3750-FMREP:POCHGERR.REP		Printed 31-Aug-2015 at 15:13:41 by THERESA	Page 1
		Town of ADMINS	
PO Change Order Error List			
PO#	Vendor	PO Error:	
11461	UTRECHT ART SUPPLIES	*** P351 -Original PO under \$/Change Order over \$ - Email will be sent to POCHGE	
		Warning: P3504-Ship Date Blank.	
Line	GL Line	Error	
1	1		

2.1.1. Email Distribution List

Sites will use an email distribution list to notify selected users when a change order triggers the error check. The list is called **POCHGEML**. To add names to the list, select **Purchase Orders ▶ Module Maintenance ▶ Email Distribution Lists ▶ POCHGEML**.

To learn how to use and maintain the email list, refer to the **Help Reference Library ▶ Other ▶ Email Distribution Lists**.

Email Distribution Lists

Goto...

Actions

1 Add Email

2 Remove Email

Distribution Code: **POCHGEML** Original PO under \$/Change Order over \$ System Default Distribution List

User Name	Full Name	Email Address	Status
ANTHEA	Anthea Dimond	anthea@admins.com	Active
LUANN	LuAnn Moore	luann@admins.com	Active

Figure 6 Email Distribution List for PO Change Orders

During the change order release any change order that qualifies for the error check above will generate an email. This is independent of the approval process.

From: aucdev@admins.com

To: Anthea Dimond

Cc:

Subject: PO Change Order over set \$Dollar Amount

From: Anthea Dimond
Department: FIRE

The following Original PO Amount was below \$5,000.00 and has increased to over that amount

PO#	Vendor	Department	PO Date	Original Amt	New Amount
39635	W.B. MASON CO. INC.	STALBROOK	01-Jul-2015	735.03	5001.00

** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **

Figure 7 Sample Email

[ADM-AUC-PO-404]



3. APPROVALS

3.1. A/P P/O Dashboard Approvals–Needs Budget Override

Prior to the software update, the “Lines” button query displayed the **Account Number** of the account charged in the line and the **Account Description** of the budget check account and remaining balance. Access the **Needs Budget Override** screen by clicking on **Budget** in the **Approvals** section of the AP/PO Dashboard.

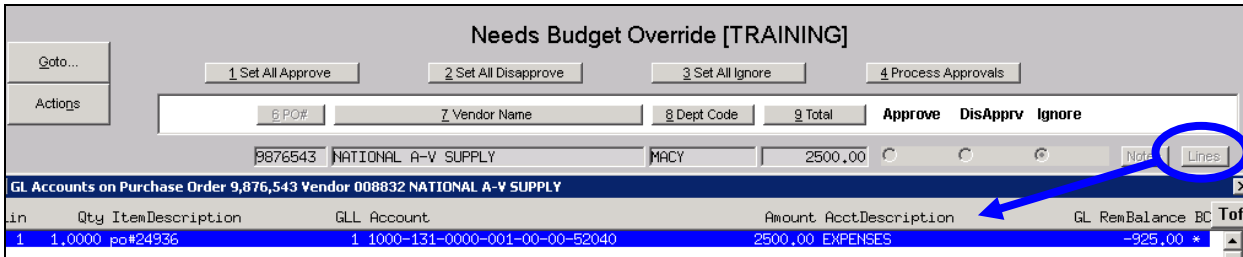
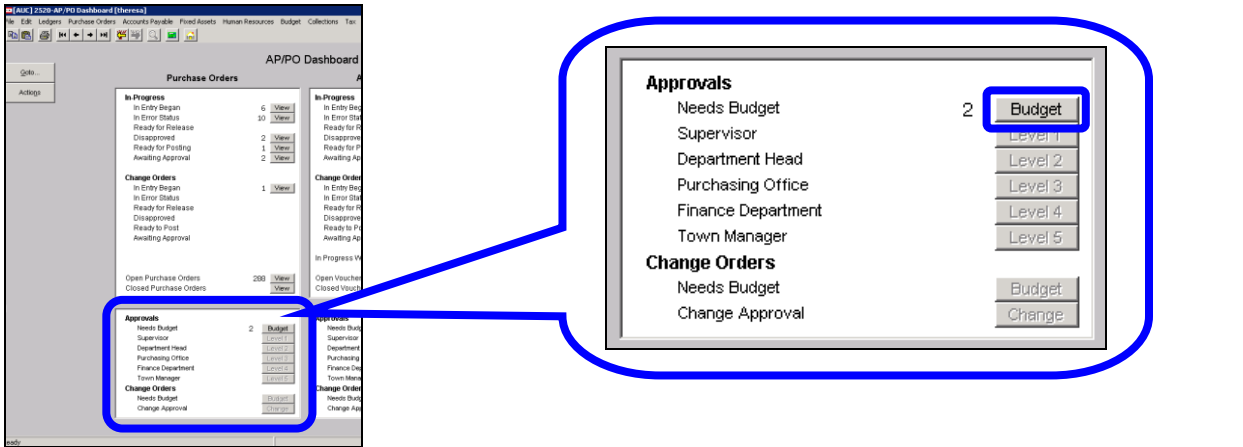


Figure 8 Before–Account number does not match account description

This was changed. The **Lines** lookup now shows:

1. Line #
2. Quantity
3. Item Description
4. GL Line #
5. Account Number
6. Amount to be Charged
7. Expense Account Description
8. Budget Check (the remaining balance on the account once this override is processed)
9. BC (if an asterisk is present, the Budget Check amount is the balance of a the budget check account, not the listed account)



PO#	Vendor Name	Dept Code	Total	Approve	DisApprv	Ignore	Notes	Lines
11501	BOISCLAIR LOCK & SAFE	TOWN	750.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Notes	Lines
11502	JUSTICE RESOURCE INSTITUTE	TOWN	2400.00	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Notes	Lines

Figure 9 After

The above image shows that a budget check account is in use, and the balance (taking into consideration the current transaction) is \$-19,325.00. The account number and description are for the expense account. To see the budget check account in use, click on the **Budget Check** button to display a report that lists both the expense account and the Budget Check account.

Budget Check

TedRE - PO_Budget_Check_THERESA[2].lis

Printed 17-Aug-2015 at 16:08:23 by THERESA
Town of ADMINS
Purchase Order Budget Check Report

PO#: 11,501
PO Date: 10-Aug-2015
Vendor: 000098 BOISCLAIR LOCK & SAFE

Line	GL#	Account# & Description	PO Amount	Available Account Balance
1	1	0200-450-0000-004-00-54030 BUILDING MAINTENANCE SUPPLIES	750.00	
		0200-450-0000-004-00-52000 EXPENSES		-\$19,325.00
PO Total:			750.00	

Note: This available balance includes both work in progress and entries posted to the General and Subsidiary Ledgers.

This example shows the balance of the budget check account.

Another way to find the Budget Check account is to go to the Chart of Accounts screen for the expense account. The budget check account is listed at the bottom third of the screen, highlighted in green.

Maintain Chart of Accounts

FY 2016 Account 0200-450-0000-004-00-54030
Description BUILDING MAINTENANCE SUPPLIES

Account Type Expenditure Sub Type Posting

Budget Check Account 0200-450-0000-004-00-52000
Description EXPENSES

[ADM-AUC-PO-391]



4. VENDORS

4.1. Federal ID #s (FID#s) and Social Security Numbers (SS#s)

Controls were added to ensure that FID #s are formatted properly for 1099 processing.

4.1.1. Enter / Update a Vendor Record

Fields were added on the **Purchase Order ▶ Vendors ▶ Enter Vendors ▶ Classification Tab.**

Vendor: 000041 CUMMINGS CONSTRUCTION

1 Name/Address 2 Addresses 3 Classification 4 Attachment (17)

Restrict Access To: Town School Both

Federal ID#: 1234578

Bank Code: 0006 BANK OF AMERICA 6

ABA#: 0210-0032-2 Prenote: LIVE

Bank Account: 1234567890 Type: Checking

Customer#:

HR ACH Tax Payment Type: Federal State None

Figure 10 Before

Vendor: 000041 CUMMINGS CONSTRUCTION

1 Name/Address 2 Addresses 3 Classification 4 Attachment (3)

Restrict Access To: Town School Both

Federal ID#: 1234578 Type: None SS# Tax ID

Bank Code: 0006 ROCKLAND TRUST

ABA#: 2113-7105-2 Prenote: LIVE

Bank Account: 012345678 Type: Checking

Customer#:

HR ACH Tax Payment Type: Federal State None

Figure 11 After

When entering the FID# there is now a **Type** radio button; the default is none; the other options are SS# and Tax ID. If the default is used, then no error checking is performed and no formatting will be applied to any data entered in the field. First enter the **Federal ID** or **Social Security** number (with or without the dashes) in the Federal ID# field, then select the corresponding type.



Users must have the enter vendors privilege to access this feature. This privilege is normally reserved for the purchasing / accounting department and is set up by your system manager or ADMINS support staff.

When selecting the **SS#** radio button, the format will be applied as shown with dashes in the fourth and seventh positions. You need only enter the numbers, the system will insert the dashes based on the selected radio button.

Restrict Access To: Town School Both

Federal ID#: 987-65-4321 Type: None SS# Tax ID

When selecting the **Tax ID** radio button, the format will be applied as shown with a single dash in the third position. You need only enter the numbers, the system will insert the dash based on the selected radio button.

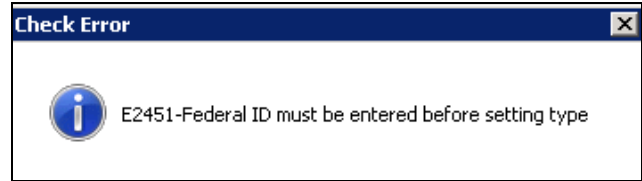
Restrict Access To: Town School Both

Federal ID#: 98-7654321 Type: None SS# Tax ID



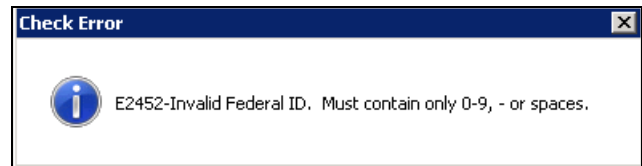
If no data is entered in the field and a type other than None is selected, an informational message will appear instructing the user to enter the Federal ID prior to selecting SS# or Tax ID types.

Restrict Access To Town School Both
 Federal ID# Type None SS# Tax ID



If non-numeric characters are entered and a type other than None is selected, an informational message will appear instructing the user that only the numeric values 0-9 or spaces are valid entries.

Restrict Access To Town School Both
 Federal ID# Type None SS# Tax ID



During the software update, a process will run to set the new Radio button to Tax ID or SS#, depending on the existing data. If the data contains a dash or space in the third position, the radio button will be set to "Tax ID". If the data contains a dash or space in the fourth position, the radio button will be set to SS#. If the data does not conform to one of those specifications, the radio button will be set to "None".

[ADM-AUC-AP-729]

4.1.2. Viewing Vendors

For users who have access to view Vendors, the Social Security and Federal Identification numbers will still be partially masked with asterisks and now the type will be shown.

View Vendors

Vendor: 000088 S W E P C O

1 Name/Address 2 Addresses 3 Classification 4 Attachments

Entity Town School Both
 Federal ID# *****0
 Bank Code
 ABA# 0000-0000-0
 Bank Account Type
 Customer#
 HR ACH Tax Payment Type Federal State None

Figure 12 Before

View Vendors

Vendor: 000041 CUMMINGS CONSTRUCTION

1 Name/Address 2 Addresses 3 Classification 4 Attachment (3)

Entity Town School Both
 Federal ID# *****9
 Bank Code BENF ROCKLAND TRUST
 ABA# 2113-7105-2
 Bank Account *****8 Type Checking
 Customer#
 HR ACH Tax Payment Type Federal State None

Figure 13 After

[ADM-AUC-AP-729]



5. REPORTS

5.1. Retrieve Output Files Email Option Added

Prior to the software update, the **Retrieve Output Files** function offered options to:

View a Report
Print a Report

Save & View a Report as a PDF
Download a Report

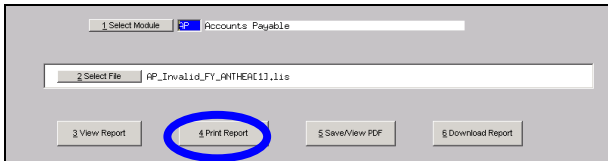


Figure 14 Before

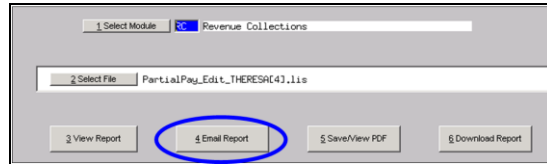
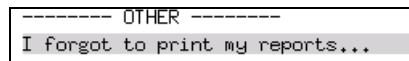


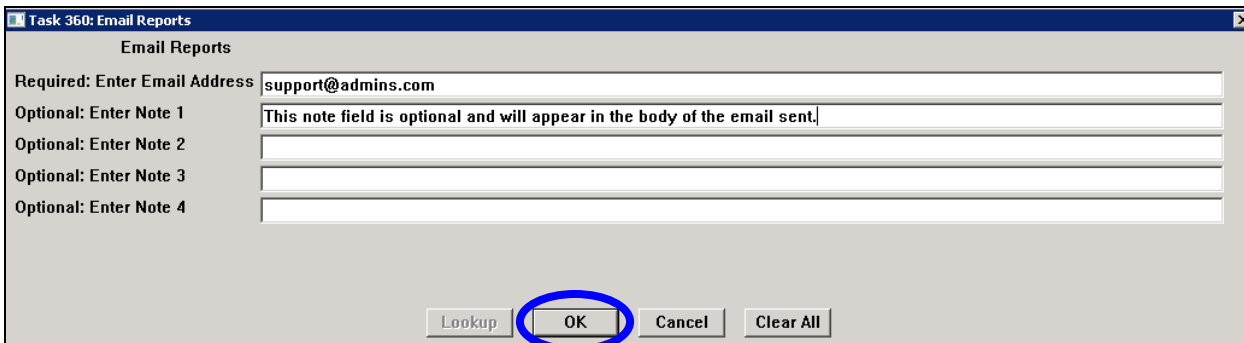
Figure 15 After

Now existing reports may be emailed as a PDF file to anyone with a valid email address (within the system or external to the system). To use this feature, select **Reports** ► **Retrieve Output Files** from the menu.

See the instructions in the Help Reference Library titled:



Click on Email Report and fill in the blanks (only the email address is required; the four notes fields are optional):



In the example above, the report will be sent as a **pdf** file to the email address support@admins.com. A message will appear confirming that the report was emailed. The body of the email message will include the text “Please find attached the report requested to be emailed” followed by any optional note text entered by the user.

In addition, the body of the email will include the complimentary close “Thank you” and the name of the user sending the report as specified in the User Profile table in the AUC system. Finally, there will be a message instructing the recipient not to reply to the message as it was automatically generated from the system.

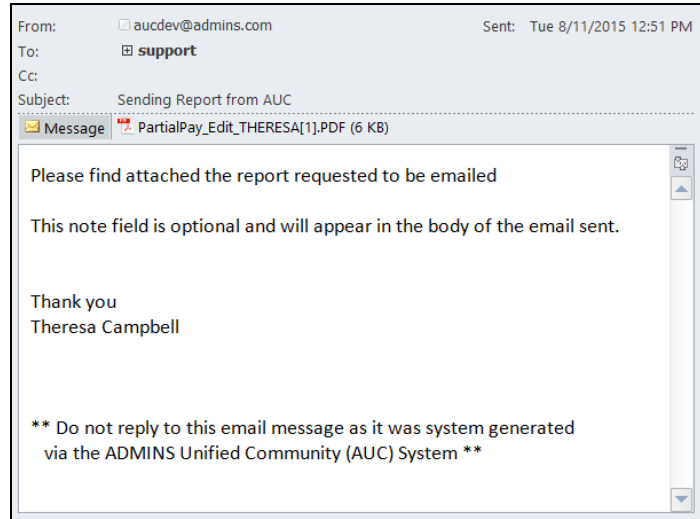
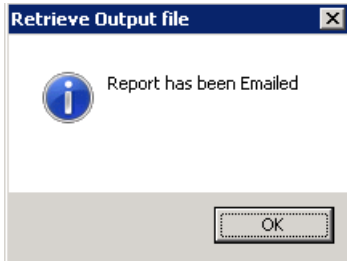



Figure 16 Example of email with an attached report



If you wish to print a retrieved report, you may do so by first clicking  and then selecting **File | Print** from the menu. This allows you to preview and confirm that you have selected the correct report prior to printing.

[ADM-AUC-SY-7966]

5.2. Default Report Format

The default format for reports generated from commands is now PDF. This will make it easier for users to email reports and allow for printing to any available printer.

[ADM-AUC-FM-8115]

5.3. In Progress POs with GL/Budget Detail Report

Created a new report for POs that shows the GL account entered and the budget check account (if any) and the available balance. To run the report, select **Purchase Orders ▶ Reports ▶ Report Library ▶ PO's In Progress ▶ 3641 In Progress POs with GL Budget Detail**.



Town of ADMINS
In Progress POs - w/ GL Budget Detail

PO#	PO Date	Dept Group	Vendor Name	Line	GL#	Account# & Description	PO Amount	Avail Balance w/ All WIP
11485	08-Jul-2015	UNCLASSIFIED	STAPLES	1		1000-135-0000-001-00-00-54090 OFFICE SUPPLIES	.59	
					****	1000-135-0000-001-00-00-52000 EXPENSES		
11485	08-Jul-2015	UNCLASSIFIED	STAPLES	2		1000-135-0000-001-00-00-54090 OFFICE SUPPLIES	.59	-\$23.60 *
					****	1000-135-0000-001-00-00-52000 EXPENSES		
11485	08-Jul-2015	UNCLASSIFIED	STAPLES	1		1000-135-0000-001-00-00-54090 OFFICE SUPPLIES	.59	-\$23.60 *
					****	1000-135-0000-001-00-00-52000 EXPENSES		
PO Total:							1.77	
11497	03-Aug-2015			1	1	0200-450-0000-004-00-00-53610 WELL REHAB	15,000.00	
					****	0200-450-0000-004-00-00-52000 EXPENSES		
PO Total:							15,000.00	-\$19,325.00 *
11498	10-Aug-2015			1	1	1000-610-0000-006-00-00-52200 BLDG MAINT COSTS/CONTRACTS	10,000.00	
					****	1000-610-0000-006-00-00-52000 EXPENSES		
PO Total:							10,000.00	

The account entered on the line is always listed; if an additional account is listed with four ****, that indicates that this is the budget check account.

A selection Legend prints at the end of the report that shows the criteria specified when the report was run.

Selection Legend:

Includes: In progress (entered but not posted) PO's
Vendors: Both

Note: The available balance includes ALL work in progress and entries posted to the General and Subsidiary Ledgers.

**** Indicates Budget checked at a Rollup Level

* Indicates no funds available

This column shows the available balance with all work in progress, including any In Progress Purchase Orders shown on this report. The single * indicates that funds are insufficient to cover the transaction and it will require a Budget override.

The report is also available in Excel® format.

PO#	PO Date	Vendor Name	Line	GL#	Account# & Description	Budget Account# & Description	PO Amount	Account Balance	NR
14									
15	11,456	8/12/2014	POSTMASTER	1	1 0200-450-0000-004-00-00-52030 TELEPHONE	0200-450-0000-004-00-00-52000 EXPENSES	10.00	7,629,739.69	
16	11,456	8/12/2014	POSTMASTER	2	1 0200-450-0000-004-00-00-54150 WATER METERS	0200-450-0000-004-00-00-52000 EXPENSES	20.00	7,629,739.69	
17						PO Total:	30.00		
18									
19	11,457	9/11/2014	ACCESS BELLINGHAM INC	1	1 1000-137-0000-001-00-00-52020 POSTAGE	1000-137-0000-001-00-00-52000 EXPENSES	10,000.00	12,173.00	
20						PO Total:	10,000.00		
21									
22	11,460	8/15/2015	ABACUS MANAGEMENT TECH. LLC	1	1 1000-137-0000-001-00-00-52230 EQUIPMENT MAINTENANCE	1000-137-0000-001-00-00-52000 EXPENSES	50,000.00	12,173.00	
23						PO Total:	50,000.00		
24									
25	11,482	8/11/2015	NATIONAL A-V SUPPLY	1	1 1000-131-0000-001-00-00-52040 PRINTING/COPYING	1000-131-0000-001-00-00-52000 EXPENSES	2,500.00	-1,150.00 *	
26						PO Total:	2,500.00		
27									
28	11,485	7/8/2015	STAPLES	1	1 1000-135-0000-001-00-00-54090 OFFICE SUPPLIES	1000-135-0000-001-00-00-52000 EXPENSES	0.59	-23.60 *	
29	11,485	7/8/2015	STAPLES	2	1 1000-135-0000-001-00-00-54090 OFFICE SUPPLIES	1000-135-0000-001-00-00-52000 EXPENSES	0.59	-23.60 *	
30	11,485	7/8/2015	STAPLES	4	1 1000-135-0000-001-00-00-54090 OFFICE SUPPLIES	1000-135-0000-001-00-00-52000 EXPENSES	0.59	-23.60 *	
31						PO Total:	1.77		
32									
33	11,497	8/3/2015	BOSTON MUTUAL LIFE INS - W	1	1 0200-450-0000-004-00-00-53610 WELL REHAB	0200-450-0000-004-00-00-52000 EXPENSES	15,000.00	-19,325.00 *	
34						PO Total:	15,000.00		
35									
36	11,498	8/10/2015	CUMMINGS CONSTRUCTION	1	1 1000-610-0000-006-00-00-52200 BLDG MAINT COSTS/CONTRACTS	1000-610-0000-006-00-00-52000 EXPENSES	10,000.00	-10,357.28 *	
37						PO Total:	10,000.00		
38									
39	11,499	8/10/2015	HEALTH CARE OF SOUTHEASTERN MA	1	1 6060-000-0000-000-00-00-54100 BOOKS AND PERIODICALS	6060-000-0000-000-00-00-52000 EXPENSES	100.00	-200.00 *	
40						PO Total:	100.00		
41									
42	11,500	8/10/2015	HEALTH CARE OF SOUTHEASTERN MA	1	1 6060-000-0000-000-00-00-54100 BOOKS AND PERIODICALS	6060-000-0000-000-00-00-52000 EXPENSES	100.00	-200.00 *	
43						PO Total:	100.00		
44									
45	11,501	8/10/2015	BOISCLAIR LOCK & SAFE	1	1 0200-450-0000-004-00-00-54030 BUILDING MAINTENANCE SUPPLIES	0200-450-0000-004-00-00-52000 EXPENSES	750.00	-19,325.00 *	
46						PO Total:	750.00		
47									
48	11,502	8/10/2015	JUSTICE RESOURCE INSTITUTE	1	1 0200-450-0000-004-00-00-52100 ELECTRICITY	0200-450-0000-004-00-00-52000 EXPENSES	2,400.00	-19,325.00 *	
49						PO Total:	2,400.00		
50									
51						Includes: In progress (entered but not posted) PO's			
52						Both			
53									
54						Note: The Account balance includes ALL work in progress and entries posted			
55						to the General and Subsidiary Ledgers.			
56									
57						* Indicates no funds available			

[ADM-AUC-PO-401]

5.4. PO Balances by GL

This report now uses Department group security so users will see only Purchase Orders in departments to which they have access. Select **Purchase Orders** ▶ **Reports** ▶ **Report Library** ▶ **3624 PO Balances by GL#**.



Department Group Security						
Username		HERESA Theresa Campbell				
Department	Description	Access Codes			Status	On User
PRIMAVERA	PRIMAVERA CENTER	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
REED	REED CENTER	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
REFUNDS	REFUNDS	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
REGISTER	REGISTRATION	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
REPORTS	TOWN REPORTS	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
RESERVE	RESERVE FUND	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
RETIRE	RETIREMENT ASSESSMEN	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
REVOLVE1	SCHOOL	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
REVOLVE2	SCHOOL	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
REVOLVE3	SCHOOL	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
REVOLVE4	SCHOOL	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
REVOLVE5	SCHOOL	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
SCH1	SCHOOL	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
SCH2	SCHOOL	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
SCH3	SCHOOL	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
SCH4	SCHOOL	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
SCH5	SCHOOL	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
SCHOOL	SCHOOL	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
SEALER	SEALER OF WEIGHTS/ME	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
SEUSER	SE Users	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
SEMER	SEMER-OPERATING	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
STCKDAY	STCKDAY	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
SNOW	SNOW AND ICE	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
SOUTH	SOUTH ELEMENTARY	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
SPED	SPECIAL EDUCATION	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
STALLBROOK	STALLBROOK ELEMENTAR	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
TARITITLE	TARIT TITLE	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	
TEST1	Test/ing	<input type="radio"/> Read-Only	<input type="radio"/> Access	<input checked="" type="radio"/> No-Access	Active	

Report Library by Purchase Order		
Report Name	Sample	Run
----- Open POs -----		
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

Prior to the update, even though this user had no access to departments **STALLBROOK** and **PRIMAVERA**, Purchase Orders in those groups appeared on the report. This has been corrected.

A	B	C	D	E	F	G	H	I	J	K	L
Account Number	Account Description	Vendor#	Vendor Name	Encumb Amount	Retained	Encumb Relief	PO Balance	PO#	Line#	PO Date	Department
0200-450-0000-004-00-00-52100	ELECTRICITY	000514	JUSTICE RESOURCE INSTITUTE	2,400.00	0.00	0.00	2,400.00	11459	1	11-Sep-2014	TOWN
			Account Total	2,400.00	0.00	0.00	2,400.00				
			Total Fund 0200	2,400.00	0.00	0.00	2,400.00				
0300-460-0000-004-00-00-56920	CRPCD UPGRADE/COMPLIANCE	019989	ADAPTIVE DESIGN ASSOC. INC.	500.00	0.00	0.00	500.00	11463	1	11-Sep-2014	FINANCE
			Account Total	500.00	0.00	0.00	500.00				
			Total Fund 0300	500.00	0.00	0.00	500.00				
1000-300-2300-600-00-00-54160	GENERAL SUPPLIES-STALL	006073	REALLY GOOD STUFF, INC.	164.23	0.00	0.00	164.23	59456	1	16-Jul-2014	STALLBROOK
			Account Total	164.23	0.00	0.00	164.23				
1000-300-5300-450-05-00-52610	COPIER LEASE-STALL	011125	CIT TECHNOLOGY FIN SERV, INC.	171.51	0.00	0.00	171.51	59734	2	17-Jul-2014	STALLBROOK
1000-300-5300-450-05-00-52610	COPIER LEASE-STALL	011125	CIT TECHNOLOGY FIN SERV, INC.	171.51	0.00	0.00	171.51	59734	3	17-Jul-2014	STALLBROOK
1000-300-5300-450-05-00-52610	COPIER LEASE-STALL	011125	CIT TECHNOLOGY FIN SERV, INC.	171.51	0.00	0.00	171.51	59734	4	17-Jul-2014	STALLBROOK
1000-300-5300-450-05-00-52610	COPIER LEASE-STALL	011125	CIT TECHNOLOGY FIN SERV, INC.	171.51	0.00	0.00	171.51	59734	5	17-Jul-2014	STALLBROOK
1000-300-5300-450-05-00-52610	COPIER LEASE-STALL	011125	CIT TECHNOLOGY FIN SERV, INC.	171.51	0.00	0.00	171.51	59734	6	17-Jul-2014	STALLBROOK
1000-300-5300-450-05-00-52610	COPIER LEASE-STALL	011125	CIT TECHNOLOGY FIN SERV, INC.	171.51	0.00	0.00	171.51	59734	7	17-Jul-2014	STALLBROOK
1000-300-5300-450-05-00-52610	COPIER LEASE-STALL	011125	CIT TECHNOLOGY FIN SERV, INC.	171.51	0.00	0.00	171.51	59734	8	17-Jul-2014	STALLBROOK
1000-300-5300-450-05-00-52610	COPIER LEASE-STALL	011125	CIT TECHNOLOGY FIN SERV, INC.	171.51	0.00	0.00	171.51	59734	9	17-Jul-2014	STALLBROOK
1000-300-5300-450-05-00-52610	COPIER LEASE-STALL	011125	CIT TECHNOLOGY FIN SERV, INC.	171.51	0.00	0.00	171.51	59734	10	17-Jul-2014	STALLBROOK
1000-300-5300-450-05-00-52610	COPIER LEASE-STALL	011125	CIT TECHNOLOGY FIN SERV, INC.	171.51	0.00	0.00	171.51	59734	11	17-Jul-2014	STALLBROOK
1000-300-5300-450-05-00-52610	COPIER LEASE-STALL	011125	CIT TECHNOLOGY FIN SERV, INC.	171.51	0.00	0.00	171.51	59734	12	17-Jul-2014	STALLBROOK
			Account Total	1,986.61	0.00	0.00	1,986.61				
1000-300-5300-450-07-00-52610	COPIER LEASE - PJP	011125	CIT TECHNOLOGY FIN SERV, INC.	171.50	0.00	0.00	171.50	59740	2	17-Jul-2014	PRIMAVERA
1000-300-5300-450-07-00-52610	COPIER LEASE - PJP	011125	CIT TECHNOLOGY FIN SERV, INC.	171.50	0.00	0.00	171.50	59740	3	17-Jul-2014	PRIMAVERA
1000-300-5300-450-07-00-52610	COPIER LEASE - PJP	011125	CIT TECHNOLOGY FIN SERV, INC.	171.50	0.00	0.00	171.50	59740	4	17-Jul-2014	PRIMAVERA
1000-300-5300-450-07-00-52610	COPIER LEASE - PJP	011125	CIT TECHNOLOGY FIN SERV, INC.	171.50	0.00	0.00	171.50	59740	5	17-Jul-2014	PRIMAVERA

Figure 17 Before

Users will no longer see POs for department groups which are marked as “No Access” on this report.

A	B	C	D	E	F	G	H	I	J	K	L
Account Number	Account Description	Vendor#	Vendor Name	Encumb Amount	Retained	Encumb Relief	PO Balance	PO#	Line#	PO Date	Department
0200-450-0000-004-00-00-52100	ELECTRICITY	000514	JUSTICE RESOURCE INSTITUTE	2,400.00	0.00	0.00	2,400.00	11459	1	11-Sep-2014	TOWN
			Account Total	2,400.00	0.00	0.00	2,400.00				
			Total Fund 0200	2,400.00	0.00	0.00	2,400.00				
0300-460-0000-004-00-00-56920	CRPCD UPGRADE/COMPLIANCE	019989	ADAPTIVE DESIGN ASSOC. INC.	500.00	0.00	0.00	500.00	11463	1	11-Sep-2014	FINANCE
			Account Total	500.00	0.00	0.00	500.00				

[ADM-AUC-PO-387]



5.5. Open Purchase Orders Against this Account

Department Security was also added to this report to prevent users from seeing purchase orders belonging to departments to which they have no access. **Select Purchase Orders**►**Reports**►**Report Library**►**3630 Open Purchase Orders against this Account** to run this report.

The first image shows the 'Report Library by Purchase Order' window with a list of reports. The report '3630-Open Purchase Orders against this Account' is selected, and the 'Run' button is circled in blue. A blue arrow points from this button to a second dialog box titled 'Task 3630: Open Purchase Orders against this Account'. This dialog box has a field for 'Purchase Orders for a GL Account#' with the value '1000-300-4220-660-03-00-54120'. It includes options for 'Run as', 'Preview', 'Print', 'PDF', and 'Excel', and a 'If Printing use Duplex' checkbox. Buttons for 'Lookup', 'OK', 'Cancel', and 'Clear All' are at the bottom.

In the first image, the user has access to both **SOUTH** and **KEOUGH** departments, and the report reflects open purchase orders against this account for both departments.

3630-POBALBYACT.REP Printed 13-Aug-2015 at 13:31:46 by THERESA
Town of ADMINS
Open Purchase Orders against this Account
Page 1

Account : 1000-300-4220-660-03-00-54120
Description: BLDG MAINT SUPPLY-S0

PO#	PO Date	Dept Code	Vendor	Encumbered	Retained	Relieved	Account Balance	Balance on PO
11490	09-Jul-2015	SOUTH	022224 ROCKY'S HARDWARE (SCHOOLS)	11.77			11.77	11.77
38799	01-Jul-2015	KEOUGH	018126 GOLDMAN PAPER COMPANY, INC.	172.20			172.20	1,756.44 **
38800	01-Jul-2015	KEOUGH	021224 EBP SUPPLY SOLUTIONS	473.46			473.46	9,469.20 **
39105	01-Jul-2015	SOUTH	001794 HOME DEPOT CREDIT SERVICES	14.38			14.38	14.38
*** Grand Total				671.81			671.81	11,251.79

For this user, **KEOUGH** is set to no access in the Department Group Security Screen.

Department Group Security

Username: THERESA Theresa Campbell

Department	Description	Access Codes	Status	On User
KEOUGH	KEOUGH ADMINSTRATIO	<input type="radio"/> Read-Only <input type="radio"/> Access <input checked="" type="radio"/> No-Access	Active	

When the report is run, only the departments for which the user has Read or Access permissions appear in the report:

3630-POBALBYACT.REP Printed 13-Aug-2015 at 13:38:45 by THERESA
Town of ADMINS
Open Purchase Orders against this Account
Page 1

Account : 1000-300-4220-660-03-00-54120
Description: BLDG MAINT SUPPLY-S0

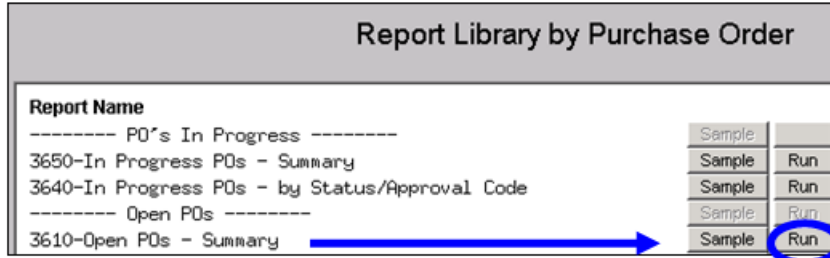
PO#	PO Date	Dept Code	Vendor	Encumbered	Retained	Relieved	Account Balance	Balance on PO
11490	09-Jul-2015	SOUTH	022224 ROCKY'S HARDWARE (SCHOOLS)	11.77			11.77	11.77
39105	01-Jul-2015	SOUTH	001794 HOME DEPOT CREDIT SERVICES	14.38			14.38	14.38
*** Grand Total				26.15			26.15	26.15

[ADM-AUC-PO-402]



5.6. Open POs - Summary

The **Open Purchase Orders – Summary** report was truncating the printed output on the right side of the page. This was corrected. To access this report, select **Purchase Orders ▶ Reports ▶ Report Library ▶ Open POs – Summary**.



3610-FMREP:POPOROPM_SUM.REP Printed 24-Jun-2015 at 16:42:51 by THERESA

Town of ADMINS
Open POs - Summary

PO#	PO Date	Type	Vendor	Department	Encumbered	#Lines	Relieved	PO Balance	Paid	Paid Balance	Vendor On Hold
39740	17-Jul-2014	Regular	011125 CIT TECHNOLOGY FIN SERV, INC.	PRIMAVERA	2,058.00	12	171.50	1,886.50	171.50	1,715.00	
39741	17-Jul-2014	Regular	011125 CIT TECHNOLOGY FIN SERV, INC.	KEOUGH	2,058.00	12	.00	2,058.00	.00	2,058.00	
39743	17-Jul-2014	Regular	000695 NORTHEAST COPIER SYSTEMS	KEOUGH	352.00	5	63.00	289.00	63.00	226.00	
39745	17-Jul-2014	Regular	000202 XEROX CORP	HIGHSCHOOL	11,820.24	12	.00	11,820.24	.00	11,820.24	
39873	17-Jul-2014	Regular	018192 RISO, INC.	HIGHSCHOOL	450.00	1	.00	450.00	.00	450.00	
9037505	15-Jul-2014	Regular	000110 AMERICAN LIBRARY ASSOC	HIGHSCHOOL	75.80	1	.00	75.80	.00	75.80	
9038176	05-Nov-2013	Regular	021574 TLC JAMITORIAL	SOUTH	491.09	1	.00	491.09	.00	491.09	
9030449	21-Jul-2014	Regular	021457 UNIVERSAL ENVIRONMENTAL	KEOUGH	1,000.00	5	.00	1,000.00	.00	1,000.00	
9039395	14-Jul-2014	Regular	000046 POSTMASTER	MACY	49.00	1	.00	49.00	.00	49.00	

Figure 18 Before

3610-FMREP:POPOROPM_SUM.REP Printed 25-Jun-2015 at 08:59:56 by THERESA

Town of ADMINS
Open POs - Summary

PO#	PO Date	Type	Vendor	Department	Encumbered	#Lines	Relieved	PO Balance	Paid	Paid Balance	Vendor On Hold
11442	01-Feb-2014	Regular	001833 ADMINS INC	FINANCE	13,761.55	1	.00	13,761.55	.00	13,761.55	
11449	30-Jul-2014	Regular	011241 NSTA	MIDDLE	220.00	1	.00	220.00	.00	220.00	
11458	11-Sep-2014	Regular	000553 ADVANCE PLACEMENT PROGRAM	FINANCE	500.00	1	.00	500.00	.00	500.00	
11461	11-Sep-2014	Regular	008085 UTRECHT ART SUPPLIES	SCHOOL	4,610.00	5	.00	4,610.00	.00	4,610.00	
11463	11-Sep-2014	Regular	019989 ADAPTIVE DESIGN ASSOC. INC.	FINANCE	500.00	1	.00	500.00	.00	500.00	
11464	01-Jul-2015	Regular	011995 ADVANTAGE FITNESS SERVICE	FINANCE	500.00	1	.00	500.00	.00	500.00	
11465	11-Sep-2014	Regular	001833 ADMINS INC	FINANCE	200.00	1	.00	200.00	.00	200.00	
11466	11-Sep-2014	Regular	000098 BOISCLAIR LOCK & SAFE	TOWN	750.00	1	.00	750.00	.00	750.00	
11467	11-Sep-2014	Regular	001587 AL CROWELL	FINANCE	2,000.00	1	.00	2,000.00	.00	2,000.00	
11468	01-Jul-2015	Regular	000420 MA MUSIC EDUCATOR ASSOC. INC.	LIUSER	350.00	1	.00	350.00	.00	350.00	
11469	01-Jul-2015	Regular	003736 ADVANCED DISPOSAL SERVICE	FINANCE	100.00	1	.00	100.00	.00	100.00	
11472	24-Dec-2014	Regular	000374 BLACKST VAL REG VOC SCH D	KEOUGH	900.00	5	.00	900.00	.00	900.00	
11477	16-Apr-2015	Regular	009943 A & A INDUSTRIAL SUPPLY	FINANCE	7,000.00	2	6,710.00	290.00	6,710.00	290.00	

Figure 19 After

[ADM-AUC-PO-388]

6. TABLES

6.1. Maintain Delivery Address

Maintain Delivery/Invoice Addresses [TRAINING]

Address Code: [PS]

Name: TEST OF ADDRESS #1 ADDRESS

1 Address: [REDACTED]

2 Address: [REDACTED]

3 Address: [REDACTED]

Zip Code: XXXXXX-0000

City: [REDACTED]

State: [REDACTED]

[OK]

[MSG] 2516-Maintain Delivery/Invoice Addresses [TRAINING] X

P2414: 1st Address line is required

Prior to the software update, when entering a new delivery or invoice to address, the system prevented the user from exiting the screen until all fields were filled in. This restriction was removed. To access this screen, select **Purchase Orders ▶ Tables ▶ Delivery/Invoice Address**.

[ADM-AUC-PO-394]



6.2. Approval Path Tables

6.2.1. Edit List

The Edit List was updated to include all ten characters in the approval path code. Prior to the software update, only the first eight characters of the code were printing on the edit list. In the example below, the Approval Path Code is “AUXPOLI_AP”. In the “before” image, only “AUXPOLI_” printed on the report. In the after image, the entire code appears.

Description	Minimum	Pr
Budget Override		Ma

Figure 20 Before

Description	Minimum	Primary	Secondary	Tertiary
Budget Override		Mary MacKinnon	Anthea Dimond	Wendy Tarantola

Figure 21 After

[ADM-AUC-FM-8114]

7. YEAR END PROCESSING

7.1. Purchase Order Rollovers

7.1.1. Edit List Totals

The edit list generated from the Edit Work file screen during the PO Rollover process was enhanced to include totals per method and a grand total to aid the user in year end balancing.

PO#V	DeptCode	PO Date	Vendor Name	L# GL	Expand/Collapse	Remaining \$	Chg All
11459	TOWN	11-Sep-2014	JUSTICE RESOURCE INSTITUTE	1 1	0000-000-0000-000-00-00-00000		C I C A C L C N
11473	MIDDLE	08-Mar-2015	NORTHEAST COPIER SYSTEMS	- *	0200-450-0000-004-00-00-52100	2400,00	C I C A C L C N
11474	STALLBROOK	08-Mar-2015	CIT TECHNOLOGY FIN SERV, INC.	- *	*****	4406,04	C I C A C L C N
11475	STALLBROOK	08-Mar-2015	VENETTII MOTORS INC	1 1	1000-300-2440-502-09-00-52090	1736,04	C I C A C L C N
						1,00	C I C A C L C N



A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	PO#	PO Date	PO Type	Vendor#	Remit	Vendor Name	Department	Line	GL#	Item Description	GL Account Number	Original Amount	Balance	Method
2	11459	7/1/2015	Regular	000514	01	JUSTICE RESOURCE INSTIT	TOWN	1		1 Monthly Telecom Charges	1000-5300-5300-00-000000	2,400.00	2,400.00	
3												2,400.00	2,400.00	
4														
5	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	1		PO#39478 KONICA BIZHUB 454E OFFICE	1000-5300-5300-450-12-00-52610	190.65	190.65	Fwd Adj Appr
6	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	2		1 AUGUST OF 36	1000-5300-5300-450-12-00-52610	190.65	190.65	Fwd Adj Appr
7	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	3		1 SEPTEMBER OF 36	1000-5300-5300-450-12-00-52610	190.65	190.65	Fwd Adj Appr
8	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	4		1 OCTOBER OF 36	1000-5300-5300-450-12-00-52610	190.65	190.65	Fwd Adj Appr
9	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	5		1 NOVEMBER OF 36	1000-5300-5300-450-12-00-52610	190.65	190.65	Fwd Adj Appr
10	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	6		1 DECEMBER OF 36	1000-5300-5300-450-12-00-52610	190.65	190.65	Fwd Adj Appr
11	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	7		1 JANUARY OF 36	1000-5300-5300-450-12-00-52610	190.65	190.65	Fwd Adj Appr
12	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	8		1 FEBRUARY OF 36	1000-5300-5300-450-12-00-52610	190.65	190.65	Fwd Adj Appr
13	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	9		1 MARCH OF 36	1000-5300-5300-450-12-00-52610	190.65	190.65	Fwd Adj Appr
14	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	10		1 APRIL OF 36	1000-5300-5300-450-12-00-52610	190.65	190.65	Fwd Adj Appr
15	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	11		1 MAY OF 36	1000-5300-5300-450-12-00-52610	190.65	190.65	Fwd Adj Appr
16	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	12		1 JUNE OF 36	1000-5300-5300-450-12-00-52610	190.65	190.65	Fwd Adj Appr
17	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	13		1 KONICA BIZHUB 454E TEACHER'S ROOM	1000-5300-5300-450-12-00-52610	176.52	176.52	Fwd Adj Appr
18	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	14		1 AUGUST OF 36	1000-5300-5300-450-12-00-52610	176.52	176.52	Fwd Adj Appr
19	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	15		1 SEPTEMBER OF 36	1000-5300-5300-450-12-00-52610	176.52	176.52	Fwd Adj Appr
20	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	16		1 OCTOBER OF 36	1000-5300-5300-450-12-00-52610	176.52	176.52	Fwd Adj Appr
21	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	17		1 NOVEMBER OF 36	1000-5300-5300-450-12-00-52610	176.52	176.52	Fwd Adj Appr
22	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	18		1 DECEMBER OF 36	1000-5300-5300-450-12-00-52610	176.52	176.52	Fwd Adj Appr
23	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	19		1 JANUARY OF 36	1000-5300-5300-450-12-00-52610	176.52	176.52	Fwd Adj Appr
24	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	20		1 FEBRUARY OF 36	1000-5300-5300-450-12-00-52610	176.52	176.52	Fwd Adj Appr
25	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	21		1 MARCH OF 36	1000-5300-5300-450-12-00-52610	176.52	176.52	Fwd Adj Appr
26	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	22		1 APRIL OF 36	1000-5300-5300-450-12-00-52610	176.52	176.52	Fwd Adj Appr
27	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	23		1 MAY OF 36	1000-5300-5300-450-12-00-52610	176.52	176.52	Fwd Adj Appr
28	11473	7/1/2015	Regular	000895	03	NORTHEAST COPIER SYSTEM	MIDDLE	24		1 JUNE OF 36	1000-5300-5300-450-12-00-52610	176.52	176.52	Fwd Adj Appr
29												4,406.04	4,406.04	
30														
31	11474	7/1/2015	Regular	011125	02	GIT TECHNOLOGY FPN SERV	STALLBROOK	1		PO#39477 BIZHUB 364E 36 MOS @ \$144	1000-5300-5300-450-05-00-52610	144.67	144.67	Ignore
32	11474	7/1/2015	Regular	011125	02	GIT TECHNOLOGY FPN SERV	STALLBROOK	2		1 AUGUST OF 36	1000-5300-5300-450-05-00-52610	144.67	144.67	Ignore
33	11474	7/1/2015	Regular	011125	02	GIT TECHNOLOGY FPN SERV	STALLBROOK	3		1 SEPTEMBER OF 36	1000-5300-5300-450-05-00-52610	144.67	144.67	Ignore
34	11474	7/1/2015	Regular	011125	02	GIT TECHNOLOGY FPN SERV	STALLBROOK	4		1 OCTOBER OF 36	1000-5300-5300-450-05-00-52610	144.67	144.67	Ignore
35	11474	7/1/2015	Regular	011125	02	GIT TECHNOLOGY FPN SERV	STALLBROOK	5		1 NOVEMBER OF 36	1000-5300-5300-450-05-00-52610	144.67	144.67	Ignore
36	11474	7/1/2015	Regular	011125	02	GIT TECHNOLOGY FPN SERV	STALLBROOK	6		1 DECEMBER OF 36	1000-5300-5300-450-05-00-52610	144.67	144.67	Ignore
37	11474	7/1/2015	Regular	011125	02	GIT TECHNOLOGY FPN SERV	STALLBROOK	7		1 JANUARY OF 36	1000-5300-5300-450-05-00-52610	144.67	144.67	Ignore
38	11474	7/1/2015	Regular	011125	02	GIT TECHNOLOGY FPN SERV	STALLBROOK	8		1 FEBRUARY OF 36	1000-5300-5300-450-05-00-52610	144.67	144.67	Ignore
39	11474	7/1/2015	Regular	011125	02	GIT TECHNOLOGY FPN SERV	STALLBROOK	9		1 MARCH OF 36	1000-5300-5300-450-05-00-52610	144.67	144.67	Ignore
40	11474	7/1/2015	Regular	011125	02	GIT TECHNOLOGY FPN SERV	STALLBROOK	10		1 APRIL OF 36	1000-5300-5300-450-05-00-52610	144.67	144.67	Ignore
41	11474	7/1/2015	Regular	011125	02	GIT TECHNOLOGY FPN SERV	STALLBROOK	11		1 MAY OF 36	1000-5300-5300-450-05-00-52610	144.67	144.67	Ignore
42	11474	7/1/2015	Regular	011125	02	GIT TECHNOLOGY FPN SERV	STALLBROOK	12		1 JUNE OF 36	1000-5300-5300-450-05-00-52610	144.67	144.67	Ignore
43												1,736.04	1,736.04	
44														
45	11475	7/1/2015	Regular	000184	01	VENDETTI MOTORS INC	STALLBROOK	1		PO#39475 VOID VOID SEE#39907	1000-5300-5300-450-05-00-52610	1.00	1.00	
46												1.00	1.00	
47														
48	Total:		4	#POs								8,543.08	8,543.08	

Figure 22 Excel[®] output with totals

[ADM-AUC-PO-398]

7.1.2. Report of Missing Control Accounts

A new report is now issued during the selection process of PO Rollovers that lists accounts missing from the chart for the new fiscal year. The report is available in a simplified Excel format to facilitate creating the missing accounts via the **Upload Accounts** process.

	A2	
	1000-950-5300-450-	
1	1000-950-5300-450-07-00-99999	Rollover
2	1000-950-5300-450-12-00-99999	Rollover
3		

The data produced here may be used to populate the template found under **Ledgers**►**Interfaces Imports**►**Upload Accounts** into chart. More information on uploading accounts is available in the **Ledgers**►**Help Reference Library**►**Upload Chart of Accounts/Copy Accounts Changing**..

Ledgers Help Reference

Reference Card

----- ACCOUNT MAINTENANCE -----

Account Elements

Adding a New Fund

Upload Chart of Accounts/Copy Accounts Changing

[ADM-AUC-PO-397]



8. HELP REFERENCE LIBRARY

8.1. New or Updated Documentation

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

- PURCHASE ORDER PROCESSING Changing a Signature on a PO Form
- OTHER I forgot to print my reports...