



Purchase Orders

Release Notes

March 2025

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

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1 Purchase Order Change Report [Enhancement]

ADMINS optimized the PO change report for efficiency.

To run the report, navigate to
Purchase Order → Queries → View
All PO's

The screenshot shows the ADMINS navigation menu. The 'Purchase Orders' tab is selected. Under this tab, the 'Queries' option is highlighted, which leads to the 'View All Purchase Orders' link.

Select a PO that has at least 1
change order – then click the
SELECT button.

The screenshot shows a table titled 'View All Purchase Orders'. The table has columns for PO Number, Vendor, PO Date, PO Amount, and Status. A 'SELECT' button is visible next to the first row, which is highlighted in yellow.

Select PO Query

The screenshot shows a 'Goto...' button and an 'Actions' button. The 'Actions' button is highlighted, and a dropdown menu is visible with options: 'PO Query' and 'Request Cancellation'.

Click on the Change Tab

The screenshot shows the 'PO Query - Posted' form. The 'Change' tab is selected. The form displays details for a specific PO, including Vendor, PO Date, PO Amount, and a list of line items. The 'Change' tab is highlighted in yellow.



Select any of the changes and click the Report button

| Change Date | Time | Change User | Change Reason | Effective | Vendor Name | Before Change | Difference | After Change |
|---------------|-------|-------------|------------------------|-------------|----------------|---------------|------------|--------------|
| 1 09-May-2022 | 10:04 | IRENELO | To correct acct # | 09-May-2022 | FOUR WATERPROO | 79500.00 | | 79500.00 |
| 2 01-Jul-2022 | 13:01 | WACHINEN | RollOver to New Fiscal | 01-Jul-2022 | FOUR WATERPROO | 79500.00 | | 79500.00 |
| 3 01-Jul-2023 | 16:50 | WACHINEN | RollOver to New Fiscal | 01-Jul-2023 | FOUR WATERPROO | 79500.00 | | 79500.00 |
| 4 01-Jul-2024 | 15:00 | THERESA | RollOver to New Fiscal | 01-Jul-2024 | FOUR WATERPROO | 79500.00 | | 79500.00 |

Select the PO Change Report

Report Change
Reprint PO

[ADM-AUC-PO-661]

2 Purchase Order - Change Order Entry [Fix]

The Purchase Order Change Order Entry screen has been corrected to accurately calculate the EXTAMT on the PO. Previously, it did not include held Retainage amounts when the PO line had a specified quantity.

Before Shows the incorrect EXTAMT amount

| Line Item | Qty | UOM | Item Description | FA | Price | Freight | Other | Ext Amount | Paid | Balance |
|-----------|--------|-----|------------------|----|-------------|---------|-------|------------|----------|----------|
| 1 | 1,3688 | | Rest. | | 170483.7500 | | | 170472.64 | 79144.50 | 91328.14 |

After Shows the correct EXTAMT amount

| Line Item | Qty | UOM | Item Description | FA | Price | Freight | Other | Ext Amount | Paid | Balance |
|-----------|--------|-----|------------------|----|-------------|---------|-------|------------|----------|----------|
| 1 | 1,3688 | | Rest. | | 170483.7500 | | | 174638.14 | 79144.50 | 95493.64 |

[ADM-AUC-PO-663]



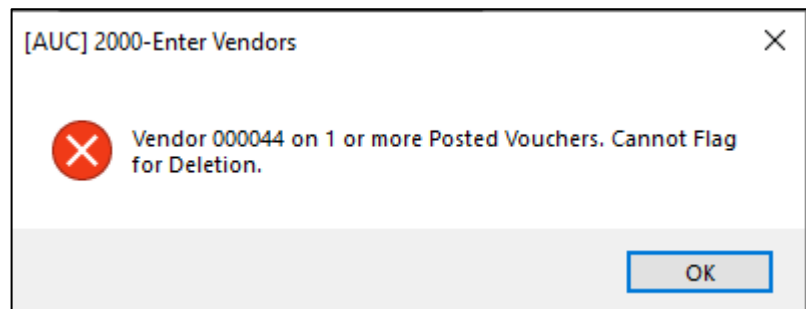
3 Deleting Vendors

3.1 Marking Vendors for Delete

Vendors are used throughout the AUC product. Additional checking has now been added to the Mark vendors for delete. It now checks that there are no in-progress or historical records in the following modules prior to accepting the vendor as marked for delete

Purchase Orders
Accounts Payable
Police Billing
Payroll

If a vendor is found in use in any of the above modules a message will be displayed indicating where the vendor is in use.



See Help Reference Document **PO-325** or **AP-325 Deleting Vendors** for additional information on how to delete a vendor

[ADM-AUC-PO-665]

3.2 Log of Delete Vendors

The AUC Product now keeps a log of all vendors that have been deleted from the Vendor file. This log can be accessed via



Purchase Orders ► Vendors ► Log of Deleted Vendors

Accounts Payable ► Vendors ► Log of Deleted Vendors

| 1 Vendor# | 2 Del Date | Time | 3 Del User | 4 Vendor Name |
|-----------|-------------|-------------|------------|-----------------------|
| 000000 | 31-Dec-9999 | 23:59:59.99 | | |
| 001287 | 17-Mar-2025 | 10:15:23.71 | ANTHEA | ANGELA HERNE |
| 002420 | 17-Mar-2025 | 10:15:26.01 | ANTHEA | COLONIAL INSURANCE CO |
| 009275 | 17-Mar-2025 | 10:15:33.30 | ANTHEA | B & T |
| 009942 | 17-Mar-2025 | 10:15:34.55 | ANTHEA | C B I |
| | | | | |
| | | | | |
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[ADM-AUC-PO-665]

4 ADMINs Website Videos

Below are two videos that you will find helpful that are available at www.admins.com.

[Logging out of AUC \(1:54\)](#)

[Attachments \(4:20\)](#)