



PURCHASE ORDERS

RELEASE NOTES – DECEMBER 2015

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

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1. CHANGE ORDER POSTING

If there was an error on an account number when posting a change order, the process would fail. A correction was made and patched to sites in September and is included here to document the change.

[ADM-AUC-PO-407]

2. VENDOR QUERIES

2.1. Viewing 1099s Restricted

Access to viewing vendor 1099 copies is now restricted to users with access to the **Enter Vendors** screen. Users with **View-only** access to vendors will no longer be able to view the 1099 copies. This will ensure that no unauthorized users may access vendors’ social security and federal ID numbers.

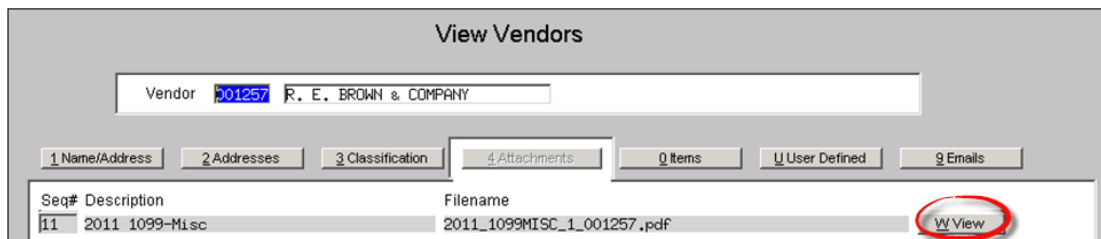


Figure 1 Before

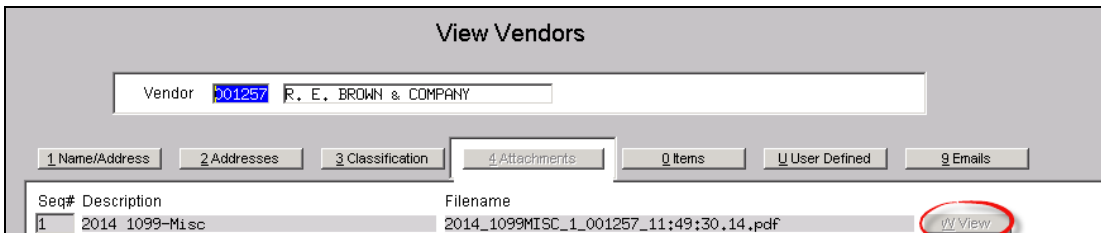


Figure 2 After

[ADM-AUC-AP-763]



2.2. Vendor Notes Now Hidden on Attachments

Payroll vendor check attachments currently contain the notes from the vendor screen. This may be sensitive information and since the attachment is available from the **Purchase Order** vendor screen, the notes are now suppressed from the attachment copy available on the **Vendors ▶ View ▶ Attachments** screen. For example, a note is set here on **Cost Code ALT211**:

Cost Code Table

Cost Code: **ALT211** ALTUS IND SCHOOL 21

Calculation

Method 1: Use Tax Rate Table
 Method 2: Flat Amount \$ 23,42
 Method 3: Base Bucket%
 Base Bucket#

Calendar Year Annual Maximums
 Bucket Amount \$
 Employee Contribution \$
 Employer Contribution \$

Vendor: 013349 Remit 01
 ALTUS DENTAL 7277-0002
 PO BOX 845269
 BOSTON, MA 02284-5269

Payment Type: Payroll-Printed Check Payroll-Wire Check Payroll-ACH AP-Voucher
 Separate Check: Yes No

Vendor Notes: Sample notes that are available on the original printed check but not on the image as attached to the vendor history record on the AP screen.

This note appears on the printed check #013349:

TOWN OF ADMINS
 ANYTOWN, MASSACHUSETTS

VENDOR STATEMENT #013349

Check #: 080281
 Issue Date: 01-Oct-2015
 Period Ending: 23-Sep-2015
 Warrant #: 902893
 Employee #: 999999

Sample notes that are available on the original printed check but not on the image as attached to the vendor history record on the AP screen.

ALTUS DENTAL 7277-0002
 PO BOX 845269
 BOSTON MA 02284-5269

Figure 3 Before

When accessing the attachment copy from the **Vendors ▶ View ▶ Attachments** screen, the note is suppressed:

TOWN OF ADMINS
 ANYTOWN, MASSACHUSETTS

VENDOR STATEMENT #013349

Check #: 080281
 Issue Date: 01-Oct-2015
 Period Ending: 23-Sep-2015
 Warrant #: 902893
 Employee #: 999999

ALTUS DENTAL 7277-0002
 PO BOX 845269
 BOSTON MA 02284-5269

Figure 4 After

This change is not retroactive. Only images generated as of December 1, 2015 will have the notes suppressed.

[ADM-AUC-HR-9638]



3. HELP REFERENCE LIBRARY

Not applicable for this software update.