PURCHASE ORDERS

RELEASE NOTES – DECEMBER 2018

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

CONTENTS

1. PURCHASE ORDER ENTRY [Enhanced]

Prior to the software update, purchase orders created from a Bid only allowed data entry into the fifth line of the description field on the items tab. **ADMINS** updated the screen to allow entry into lines four and five if lines four and five are blank on the awarded bid.

Figure 1 Before – only line five available for data entry on a Purchase Order created from a bid

Figure 2 Lines four and five, if blank on the bid, may be used for data entry by the Purchase Order end user

[MDT-SUP-SAPLAUC-1747]

1.1. Purchase Order Requisition Printing on Release of Purchase Order

Users reported that the purchase order requisitions were flashing on the screen and dropping out of sight when the purchase orders were released during entry. **ADMINS** corrected this with the software update.

[MBE-SUP-SAPLAUC-978]

2. APPROVALS ▶ Change to Error Message [Enhanced]
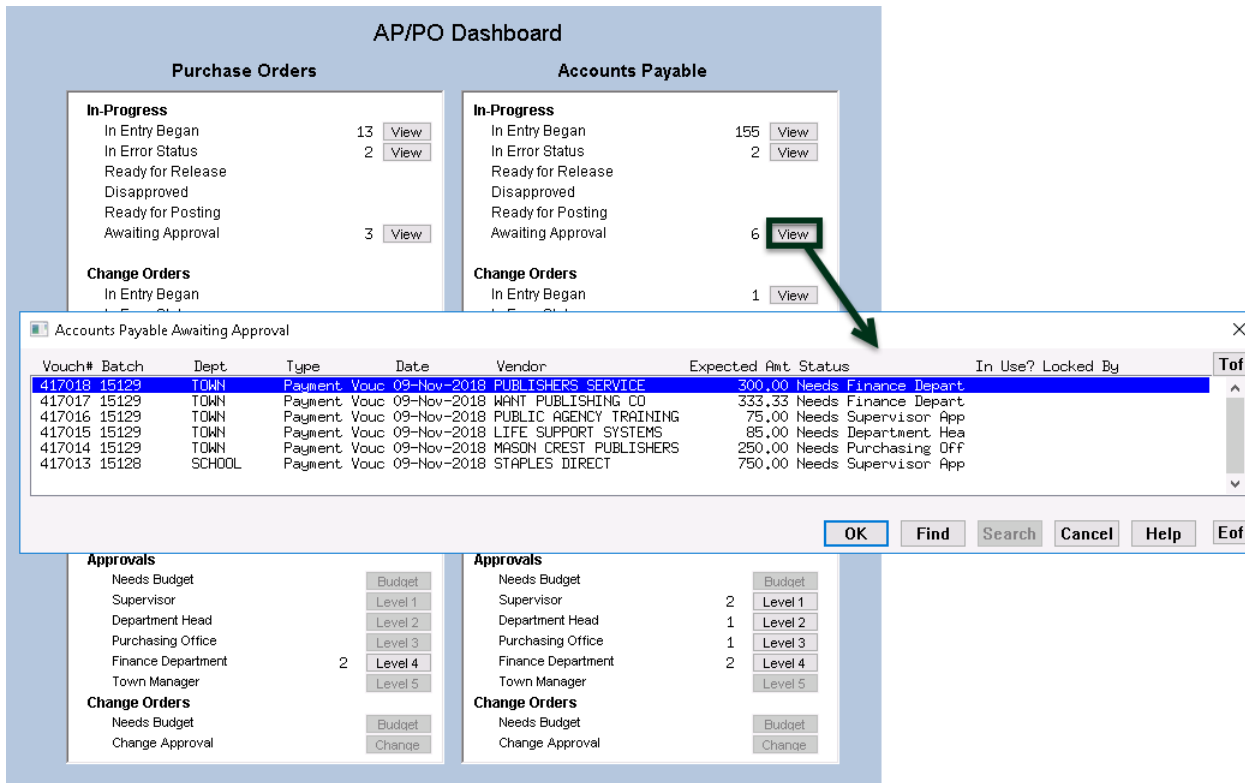
Figure 3 [Level] buttons were clickable and showed the number of records waiting to be approved

In the example, there are six vouchers in **"Awaiting Approval"** status. The vouchers are all visible to the user in the upper portion of the screen, as shown in Figure 3. If the user had **READ** only access, and clicked on the approval button, in the lower portion of the screen, the following message was displayed:
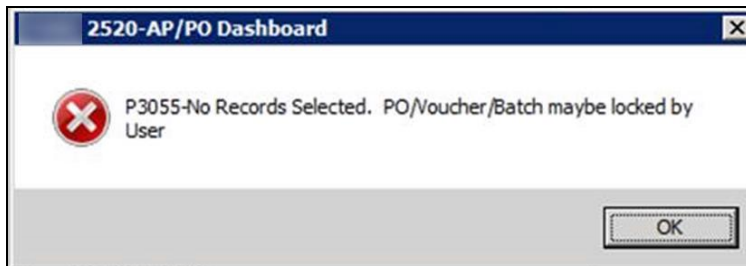
Figure 4 Before–message appeared when a user had READ access but no WRITE access to the department

This created confusion for users who thought action was required despite there being nothing to approve.

With the software update, **ADMINS** changed the dashboard. Now, if a user has **READ** only access, the user will still be able to *query* the records in the **top** portion of the screen, but the buttons on the bottom portion where the approvals are selected will only be available to the user if there are records awaiting approval, for a user with **FULL WRITE** access to the department and if the user is an approver for the department.

Figure 5 After – the records are not available for selection, reducing confusion

[ADM-AUC-AP-913]

3. VENDORS

The vendor history screen was fixed to display correct data when using a filter on invoice number. The Enter Vendors screen lookup was updated to more easily retrieve vendor numbers.

3.1. Vendor History ▶ [4 Vouchers]

When using an **Invoice Selection** to filter vouchers on the vendor history screen, the system was displaying the correct batch and voucher for **"In Progress"** vouchers but the data in the remaining columns was incorrect. This was fixed.

3 Vou#	2 Batch	4 DeptCode	5 VouchDate	6 Vendor Name	Year	Location	Status	Voucher Total	Balance
470735	15121	UNCLASSIFIED	12-Nov-2018	POSTMASTER	2019	In-Prog	Entry Began	78.00	78.00
470734	15130	UNCLASSIFIED	12-Nov-2018	POSTMASTER	2019	In-Prog	Entry Began		
470733	15130	UNCLASSIFIED	12-Nov-2018	POSTMASTER	2019	In-Prog	Entry Began	156.00	156.00

Figure 6 There are three in progress vouchers for the vendor #46

Figure 7 The vendor history screen, without any invoice selection, shows the data correctly

On the **Vendor History ▶ [4 Vouchers]** screen, a filter of **STAMPS** is added on the **Invoice Selection**.

Figure 8 Before – using a filter on Invoice Selection misrepresented the data

Figure 9 After – the vouchers payable screen with the invoice selection shows the correct data

[ADM-AUC-AP-920]

3.2. Lookup a Vendor Number [Enhanced]

ADMINS offers the option to create "one-time" vendors when processing refunds. After use, the system stamps these vendors with a status of "Cancelled". Over time, these vendors can clutter the vendor lookups. **ADMINS** changed the way that the vendor lookup works in the **Enter Vendors** and **View Vendors** screens.

3.2.1. Lookups #1 through #8 Suppress Cancelled Vendors [Enhanced]

As shown, the first eight selections will list both **Active** and **Inactive Vendors**.

What is the difference between an "Inactive" vendor and a "Cancelled" vendor? Inactive vendors are set to be inactive as a result of a merge process or if a vendor is no longer to be used in processing purchase orders and vouchers. Cancelled vendors are assigned a vendor number during refund processing for a single use and marked as cancelled once the payment is processed.

The lists for lookups one through eight exclude vendors with a status of "Cancelled"; both "Active" and "Inactive" Vendors are included

Figure 10 The enhanced lookup excludes Cancelled, One Time vendors

3.2.2. Lookup #9 Added for One-Time Vendors [New]

A ninth lookup option was added to the available lookup methods to present only vendors with a status of "Cancelled". As such, the same vendor name and address may appear in the **"cancelled"** list multiple times, with a different vendor number each time.
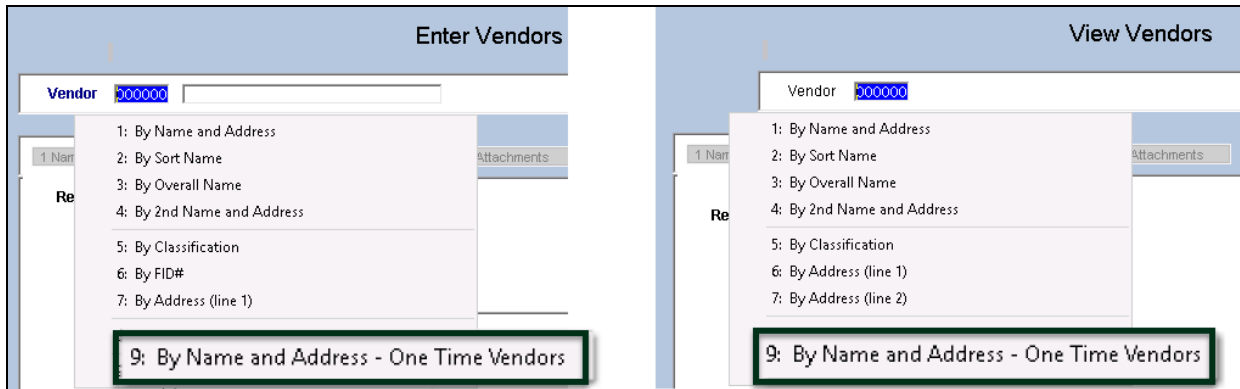
Figure 11 New lookup available on both the Enter Vendors and View Vendors screen
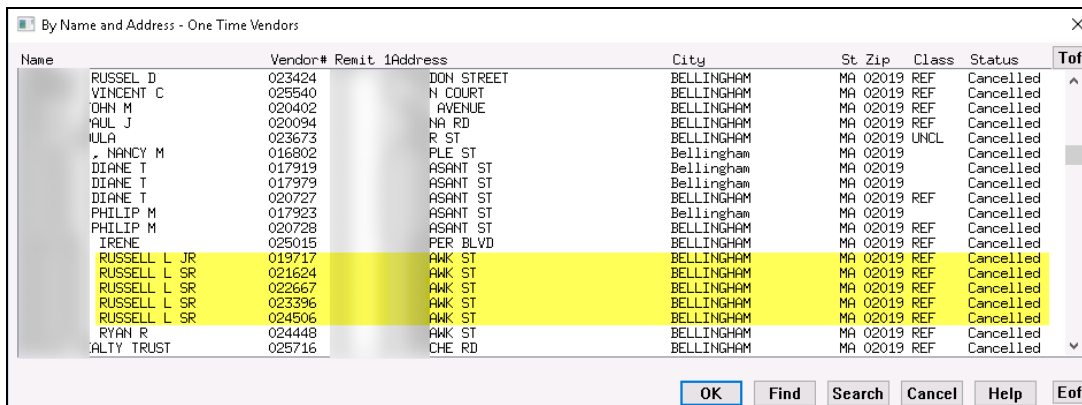
Figure 12 Choosing this lookup shows only vendor numbers used for a "one-time" vendor

3.2.3.   Activate a Cancelled Vendor [Instructions]

If a **"one-time"** cancelled vendor is needed for voucher processing, activate the vendor in the **Enter Vendors** screen by selecting **[Actions]** ▶ **Activate Cancelled Vendor**. Only users with access to the **Enter Vendors** screen may activate a Cancelled vendor.
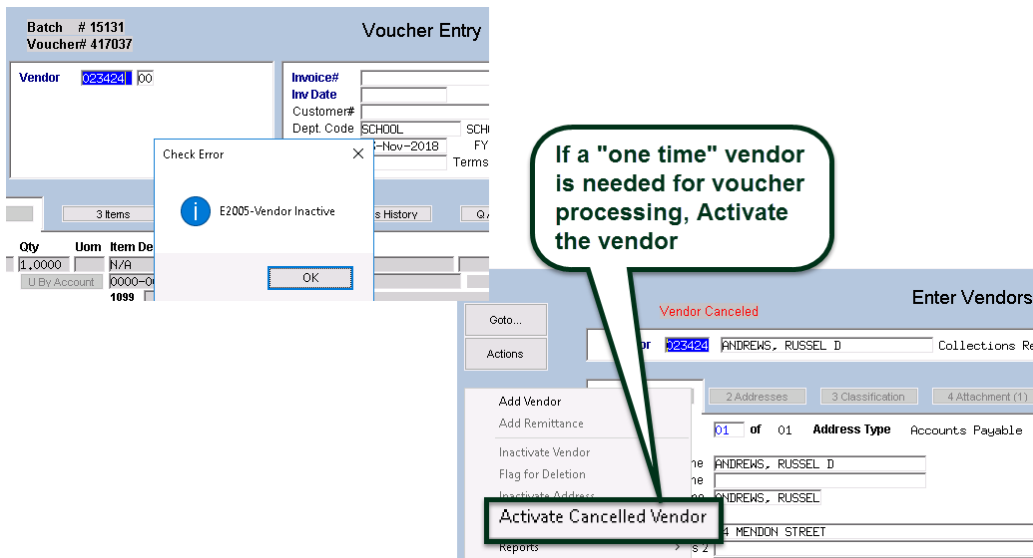
After activating a cancelled vendor, the vendor will still be classified as a **"Refund"** vendor. Change the **"Class"** to be something other than **"REF"** for refund vendor. Select the value from the lookup; classes are maintained in the Tables ▶ Vendor Classification screen.

Change the **"One Time Vendor Flag"** to **"No"** to ensure that the vendor will be available for future use.

The vendor will remain an **"Active"** vendor.

[ADM-AUC-AP-930]

4. BIDS [Enhanced]
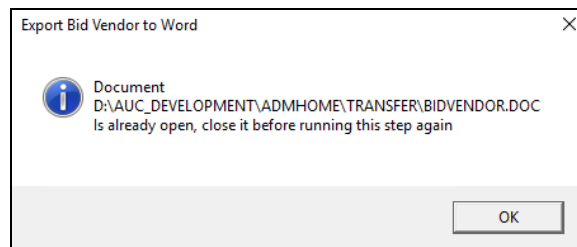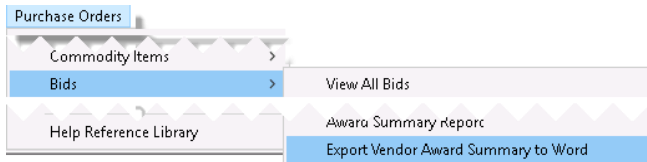
Prior to the software update, exporting a Vendor Award Summary to Word® would abnormally terminate if the Word® file was already open. This was corrected. Users will see an information message to close the Word® file.

[ADM-AUC-PO-459]

5. QUERIES [Enhanced]

Select **Purchase Orders ▶ Queries ▶ View all Purchase Orders** to see the changes **ADMINS** added to the screen with this software update. Columns for **"Deliver To"** and **"Invoice To"** have been added to the **Purchase Order Query** screen. Hover text has also been added to see the full description of the fields.

Figure 13 Before

Figure 14 PO Query screen with new columns showing Delivery and Invoice Addresses

Figure 15 Hover text shows vendor number, hold code & type, and description of delivery and invoice addresses

This additional information allows the user **"at a glance"** to know which department address is in use on each purchase order.

[MDF-SUP-SAPLAUC-962]

6. TABLES ▶ Approval Path Table ▶ Lookups [Enhanced]

Prior to the software update, using the lookup to find an approval path presented *all* of the approval paths. **ADMINS** modified the lookup so that users could restrict the view to only active records.
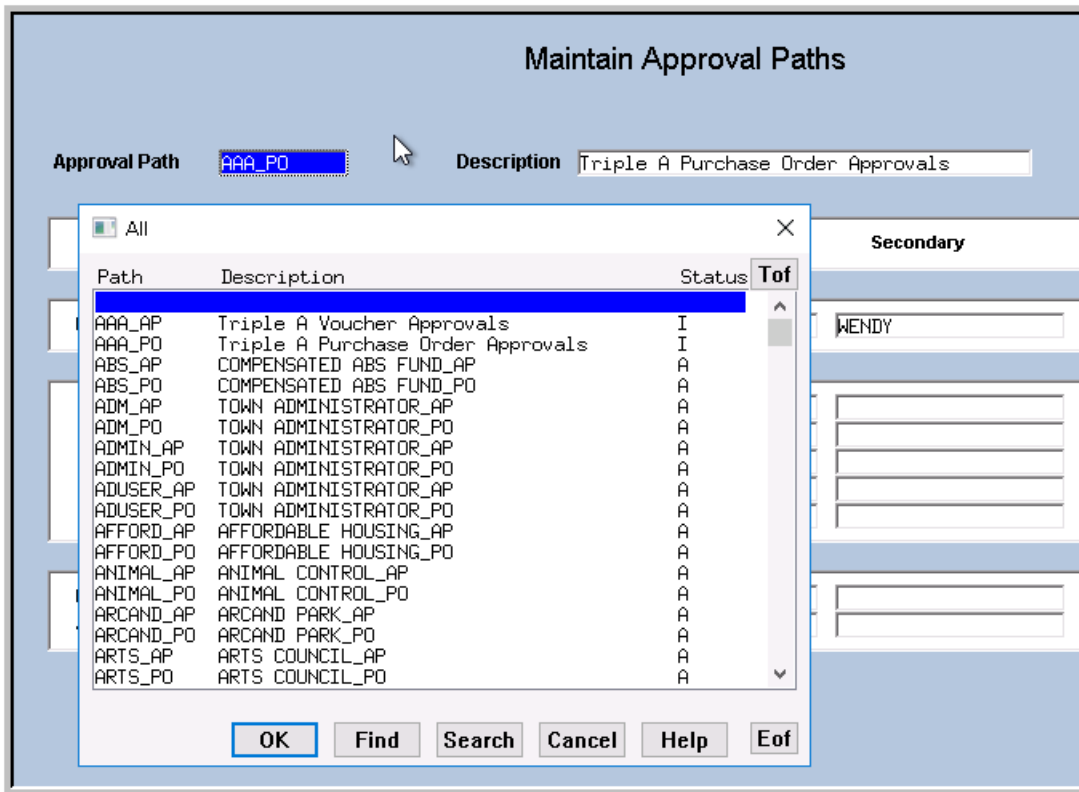
Figure 16 Before
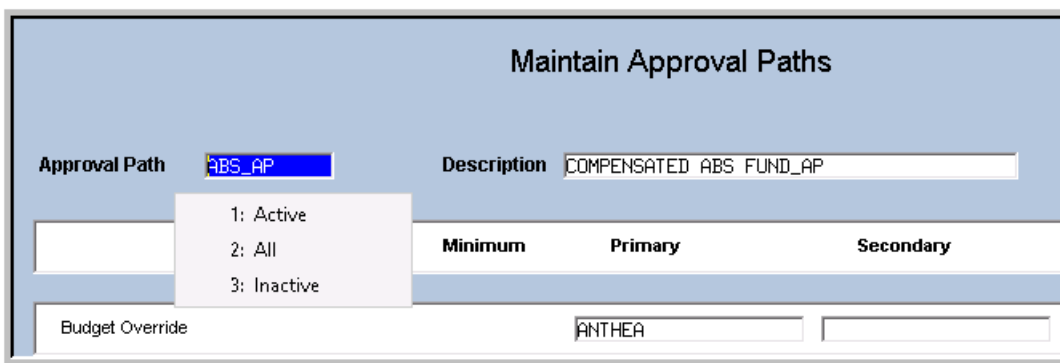
Figure 17 After – Filtering allows selection of only "Active" paths, "All" paths, or only "Inactive" paths
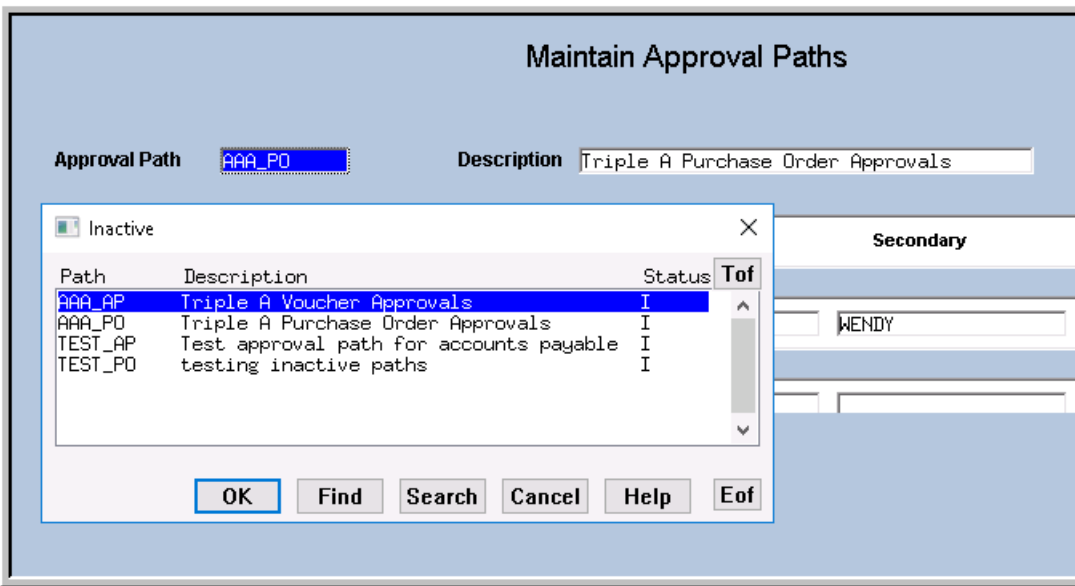
Figure 18 Selecting only Inactive paths

[ADM-AUC-PO-495]

7. INTERFACES/IMPORTS ▶ Upload POs from a Spreadsheet [Enhanced]

ADMINS added error checking to the process. To illustrate, intentional errors (entering alpha data in a number field) were introduced in the sample spreadsheet below, all marked with an orange highlight:

	A	B	E	F	G	H	I	L	M	N	O	S	T
1	Vendor Number (Required) ######	2. Remit # (Required) [01 - 99]	5. PO Date (Required) [MM/DD/YYYY]	6. PO Line# (Required) ###	7. Account# (Required) (e.g. 100-000-666-000-00-52010)	8. Commodi ty Item (Optional)	9. Item Description 1 (Required)	Quant ity (Optio nal)	13. Price (Required) # ####	14. Freight (Optional) # ####	15. Other (Optional) # ##	Retainage % (Optional) # ####	Retainage Amount (Optional) # ##
2	VENDOR	REMIT	A1BILDAT	LINE	XACTNUM	ITEM	ITEMDESC	QTY	PRICE	FREIGHT	OTHER	RETPCT	RETAMT
3	bad	01	6/6/2018		0100-430-0000-004-00-00-52010		buy stuf		500				
4	000046	bad	6/10/2018		0100-430-0000-004-00-00-52010		more stuff		750				
5	002268	01	6/10/2018		0200-450-0000-004-00-00-53510		new stuff		345	bad		bad	bad
6	014431	01	6/28/2018	1	0200-450-0000-004-00-00-53510		line 1		100				
7	014431	01	6/28/2018	bad	0200-450-0000-004-00-00-53510		line 2	bad	200				bad
8	014431	01	6/28/2018	3	0200-450-0000-004-00-00-53510		line 3		300				
9	014431	01	6/28/2018	4	0200-450-0000-004-00-00-53510		line 4		bad				
10	014431	01	6/28/2018	5	0200-450-0000-004-00-00-53510		line 5		500				
11	014431	01	6/28/2018	6	0200-450-0000-004-00-00-53510		line 6		600		bad		
12	016305	02	7/10/2018		0100-430-0000-004-00-00-52010		next year		898			2	
13	46	01	7/20/2018		0100-430-0000-004-00-00-52010		next yearm 2		55				

The result is an error message and report of the errors; each error on the line will be reported as shown below:

```
3303-POPORLODERR.REP            Printed 03-Dec-2018 at 11:00:05 by THERESA        Page 1
                                         Town of Admins
                                      Upload POs Error Report

Correct all errors in spreadsheet, export to .CSV file, and restart upload process.
==== ============================== ====== ===== ==================================================
Row  Vendor Name                    Vendor Remit Address Line 1
==== ============================== ====== ===== ==================================================
2                                   000000    01
     Error: Vendor# must be numeric and between 1 and 999999
     Error: Invalid Vendor Remit Address

3                                   000046    00
     Error: Remit# must be numeric and between 1 and 99

4    ADCARE EDUCATIONAL INST INC    002268    01 5 NORTHAMPTON ST.
     Error: Freight Amount must be numeric
     Error: Retainage % must be numeric
     Error: Retainage Amount must be numeric

5    ALISHA FABBRICOTTI             014431    01 4 TALBOTT FARM DR
     Error: Invalid Department Group

6    ALISHA FABBRICOTTI             014431    01 4 TALBOTT FARM DR
     Error: Invalid Department Group
     Error: PO Line# must be numeric and between 1 and 32767
     Error: Quantity must be numeric
     Error: Retainage Amount must be numeric

7    ALISHA FABBRICOTTI             014431    01 4 TALBOTT FARM DR
     Error: Invalid Department Group

8    ALISHA FABBRICOTTI             014431    01 4 TALBOTT FARM DR
     Error: Invalid Department Group
     Error: Price must be numeric

9    ALISHA FABBRICOTTI             014431    01 4 TALBOTT FARM DR
     Error: Invalid Department Group

10   ALISHA FABBRICOTTI             014431    01 4 TALBOTT FARM DR
     Error: Invalid Department Group
     Error: Other Amount must be numeric

Error Record Count: 9
```

Upload Purchase Order Spreadsheet   ✕

Errors found in upload file
No records were loaded

OK

Figure 19 Report of errors in the upload spreadsheet

No records will be loaded. Edit the spreadsheet to correct all the errors, save as a .csv file, and try again.

[ADM-AUC-PO-497]

8. PREVIEW OF COMING ATTRACTIONS

ADMINS conducts annual customer site visits. These visits provide the opportunity to solicit customer recommendations on new features. As a result, the **ADMINS** team is enthusiastically working on a **"User Favorites"** feature to be implemented in the coming months.

8.1.   Favorites Screen [New]

AUC has hundreds of processes and screens and thousands of reports. To provide ease of use for infrequent users and to allow regular users to customize working with **AUC**, a **"Favorites"** screen is in development. This screen may be set as the user's home screen that is displayed when accessing **AUC**.
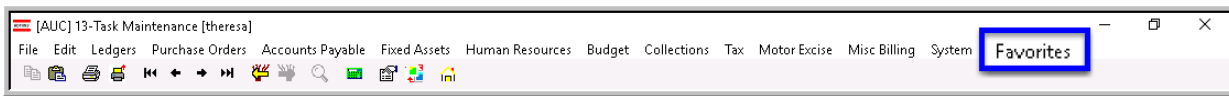

Figure 20 Select Favorites ▶ User Favorites to access the screen and make selections.

The screen will allow the selection of up to 45 items to be available on the **Favorites** screen.The available screens will be limited to those to which each user is allowed access. All menu, department and account security will remain in effect. Users will make selections from menus.

1.   Click the **[1 Add Favorite]** button
2.   Make a selection from the list
3.   Select the task **"Employee Name Search"**
4.   Click **[OK]**
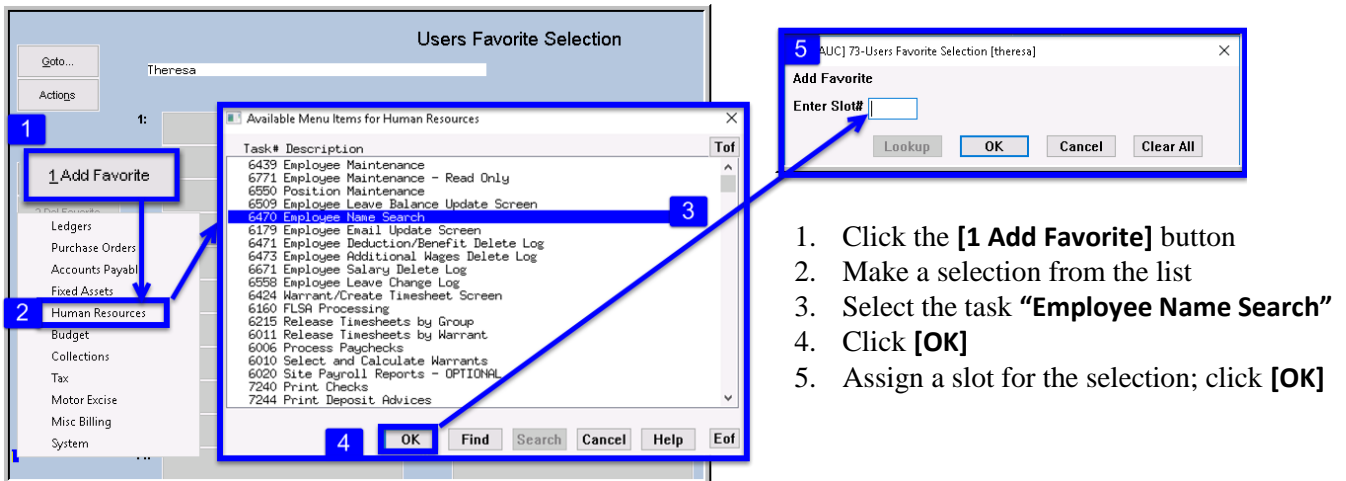5.   Assign a slot for the selection; click **[OK]**

Figure 21 Steps to create a favorites screen

In the example shown a user has chosen the AP/PO Dashboard and also the PO Query screen.

Figure 22 A user's selections

1. The **[1 Add Favorite]** button displays a menu of available tasks
2. The **[2 Del Favorite]** button allows the removal of a favorite from a slot
3. The user's name as entered in the user profile screen
4. A favorite task in slot #1
5. A second favorite task in slot #3

[ADM-AUC-SY-8067]

9. HELP REFERENCE LIBRARY

The Help Reference Library was re-organized to separate *instructions* for using a template for uploads and the actual *Excel® templates*. In addition, the **PO-830 Upload Vendors Template** link was fixed and now may be used by clicking on **[Run]** from the **Purchase Orders ▶ Help Reference Library** screen (see **A** in Figure 24).
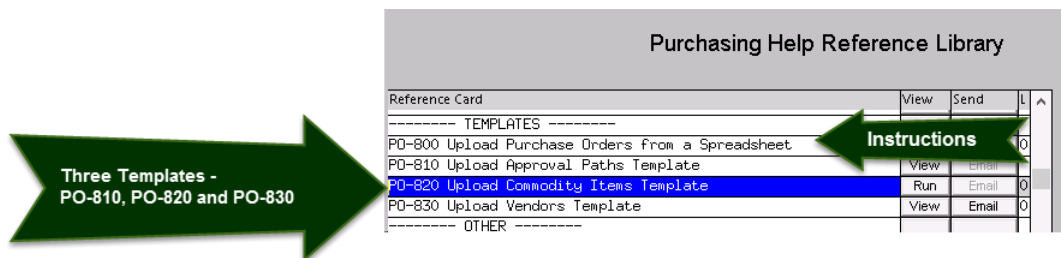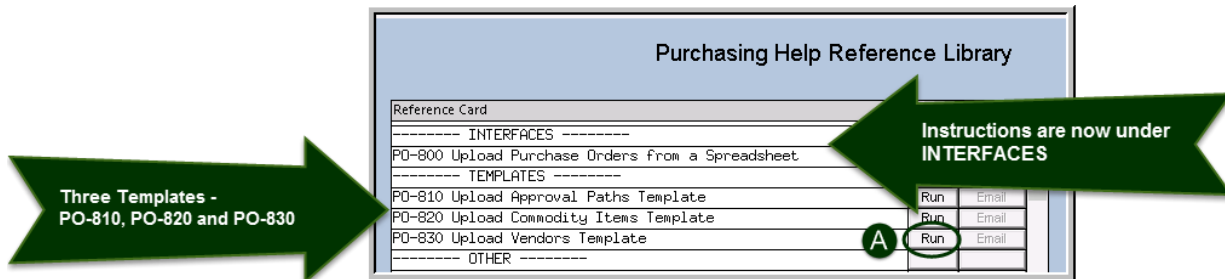

Figure 23 Before

Figure 24 After

9.1.   New or Updated Documents

- TEMPLATES   PO–830 Upload Vendors Template   [Fixed Link]
- SYSTEM   PO–1010 System Administration Kit   [Updated]