



PURCHASE ORDERS

RELEASE NOTES – DECEMBER 2020

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

CONTENTS

1	CHANGE ORDERS [FIX]	2
2	VENDORS [ENHANCEMENT]	3
2.1	Remit Addresses [Enhancement].....	3
2.2	“Change Type” & “Copy Address” Buttons [Enhancement]	4
2.2.1	Copy a Remit Address.....	4
2.2.2	Change a Remit Address Type	5
3	BIDS [ENHANCEMENT]	6
4	QUERIES – LINE BALANCES [ENHANCEMENT]	7
4.1	Vendor Name Query Screen [Enhancement].....	8
5	REPORTS [ENHANCEMENT]	8
5.1	#3601 Purchase Order Detail Select by Account Element [Enhancement]	9
5.2	#3602 Purchase Order Summary with Vouchers [Enhancement]	10
5.3	#1296 PO Balance vs. GL Encumbrance Balance Report [Enhancement].....	13
6	YEAR END → PO ROLLOVER PROCESSING [FIX]	16
7	EMAILING FROM AUC	17
8	HELP REFERENCE LIBRARY	17
8.1	New or Updated Documents	17



1 CHANGE ORDERS [FIX]

To make it easier to see what changed, **ADMINS** added a description for delivery notes changes to the change order edit list and report. To see the change order report, go to:

Purchase Orders ▶ Queries ▶ View All Purchase Orders ▶ Select PO ▶ PO Query ▶ [7 Changes]

Change Orders for PO - Posted

PO # 194671

Vendor Code 009293 01
OCKERS COMPANY
PO BOX 610
BROCKTON
MA 02303-0000

Dept Code TECHNOLOGY TECHNOLOGY
PO Date 10-Sep-2020 FY
Type Code R Regular
Ship To Attn M.Garofano
Ship Date

Deliver To 7 KEOUGH MEMORIAL ACADEMY
Invoice To 14 BELLINGHAM BUSINESS OFF

1 Delivery Notes
Please get this PO to vendor asap.

Expected Amt 10124.07

Chg#	Change Date	Time	Change User	Change Reason	Effective	Vendor Name	Before Change	Differential	After Change	Buttons
1	04-Dec-2020	09:13	THERESA	change delivery note	04-Dec-2020	OCKERS COMPANY				Report Change Reprint PO

The same report may be run from the **PO Posted Change Orders** screen. Go to:

Purchase Orders ▶ Change Orders ▶ View Posted Change Orders

View Posted Change Orders

1 DO	2 PO#	3 Chg Date	Time	Chg#	4 Dept	5 PO Date	6
	94	Change Query		1	TECHNOLOGY	10-Sep-2020	09:13

Before

City of ADMINS
Change Order History Report

Change Seq#: 1 Date: 04-Dec-2020 Time: 09:13:18.25 User: THERESA

PO#: 194671 Vendor: 009293-01 OCKERS COMPANY
PO Date: 10-Sep-2020 Dept: TECHNOLOGY

Line	G/L	Field Name	Old Value	New Value
		Change Reason	change delivery notes	
		Effective Date		04-Dec-2020
		# Attachments	1	2
		Delivery Notes	Please get this PO to vendor asap. email jvelozo@ockers.com	Friday, 4 December, 2020 Delivery hours are now 8am to 3pm at the rear loading dock
		Transfer as follows:		Please get this PO to vendor asap.

After

City of ADMINS
Change Order History Report

Change Seq#: 1 Date: 04-Dec-2020 Time: 09:13:18.25 User: THERESA

PO#: 194671 Vendor: 009293-01 OCKERS COMPANY
PO Date: 10-Sep-2020 Dept: TECHNOLOGY

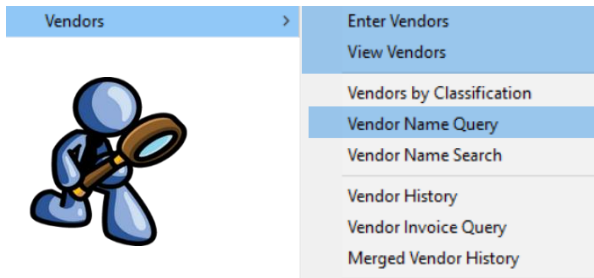
Line	G/L	Field Name	Old Value	New Value
		Change Reason	change delivery notes	
		Effective Date		04-Dec-2020
		# Attachments	1	2
		Delivery Notes	Please get this PO to vendor asap. email jvelozo@ockers.com	Friday, 4 December, 2020 Delivery hours are now 8am to 3pm at the rear loading dock
		Transfer as follows:	2250-441-03-00-52260 - \$2400 2250-441-05-00-52260 - \$2400 2250-441-06-00-52260 - \$2524.07	Please get this PO to vendor asap. Transfer as follows: 2250-441-03-00-52260 - \$2400 2250-441-05-00-52260 - \$2400 2250-441-06-00-52260 - \$2524.07

Figure 1 Updated Change Order report and edit list with a delivery notes label

[ADM-AUC-PO-551]



2 VENDORS [ENHANCEMENT]



ADMINS added features to the vendor maintenance screens available from the **Accounts Payable** and **Purchase Orders** menus.

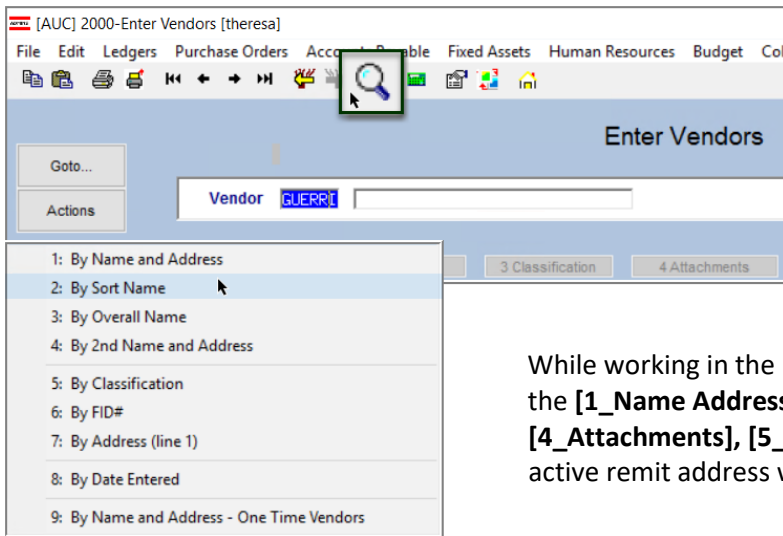
2.1 Remit Addresses [Enhancement]

This enhancement addresses a concern that if users want to find a vendor, and the first remit shown is inactive, the user may think the entire vendor is not active and either request a new vendor number or create a new vendor. Prior to the software update, the first remit address was always displayed first, even it was an inactive remit address.



ADMINS changed the vendor field to display the first **active** remit address for a selected vendor. If all remit addresses are inactive it will display the first remit for that vendor. Access the screen via:

Accounts Payable ▶ Vendors ▶ Enter Vendor



Type the vendor number in the vendor field to display the first active remit address. If looking for a vendor but the vendor number is not known, enter the first six characters in the vendor name, click on the lookup, and select one of the search options. The system will display the first active remit address.

While working in the Enter Vendors or View Vendors Screens, return to the **[1_Name Address]** tab from the **[3_Classifications]**, **[4_Attachments]**, **[5_Items]**, or **[6_User_Defined]** tabs and the first active remit address will be displayed.

Figure 2 Using the lookup to find a vendor

To return to the **[1_Name Address]** tab from the **[2_Addresses]** tab, first select an active remit address. If accessing the home screen and then returning to the **[1 Name Address]** screen – it will display the first remit (whether active or inactive).

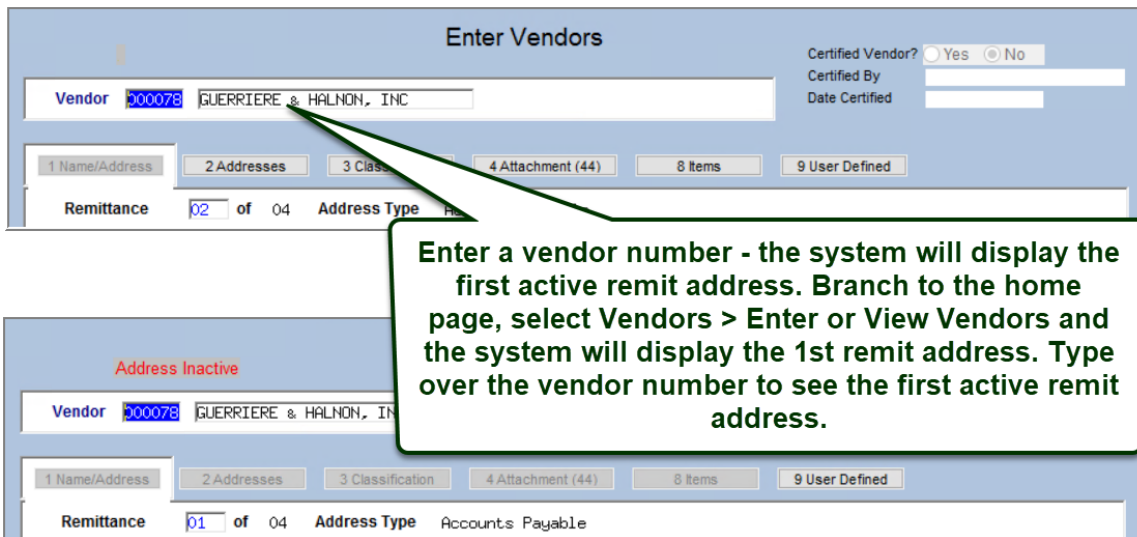


Figure 3 Type a vendor number into the Vendor Field to display the first active remit address

2.2 “Change Type” & “Copy Address” Buttons [Enhancement]

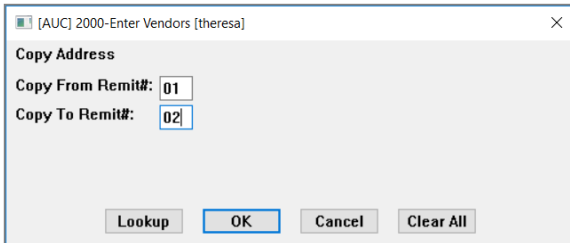
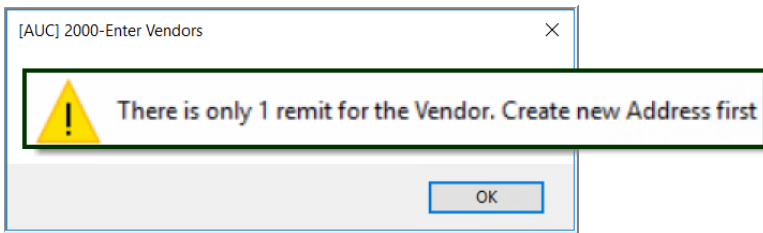
There may be a need for additional remit addresses on some vendors. All the address information (including the address type) from one remit can be copied to another existing remit record.



2.2.1 Copy a Remit Address

To easily copy a Remit address, use the  button. If there is only one remit address for the vendor, use the [6 Add Address] button first to create a new address record to use for the “Copy To” address.

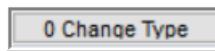
If only one address exists for the vendor, this popup will be displayed:



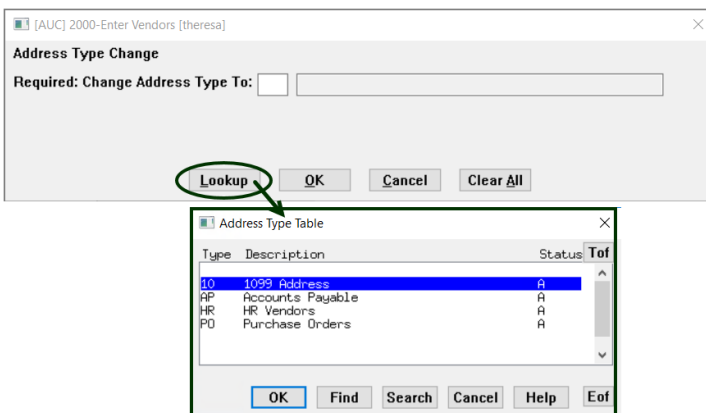
If there are multiple remit address records for the vendor, the system will display the **Copy Address** prompt. Copy any existing remit address to another remit address. The **“Copy To”** address record will be updated with the address and the remit type. Once the address is copied, if desired, use the **[0_Change Type]** button to change the new remit address to the desired type.

2.2.2 Change a Remit Address Type

For any existing remit address, select **[0 Change Type]**



to display the **Address Type Change** prompt:



Select the new address type from the lookup or enter it directly. Valid types are:

- **“10”** for 1099 Address,
- **“AP”** for Accounts Payable,
- **“HR”** for Human Resources, and
- **“PO”** for Purchase Orders.

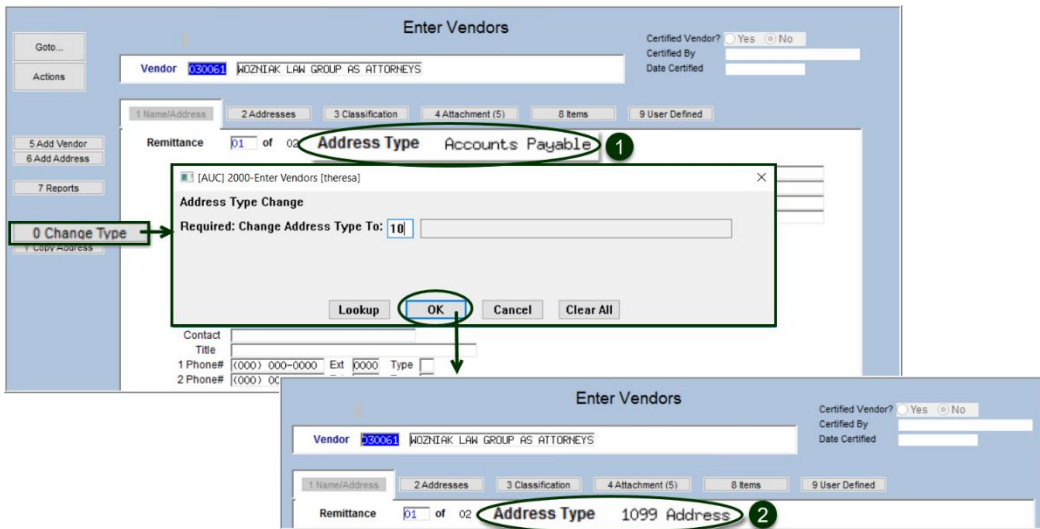
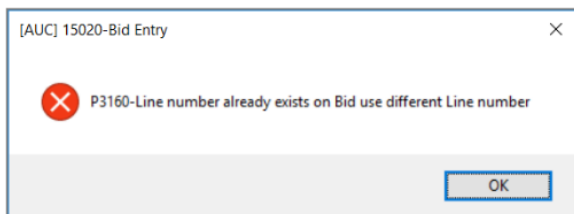
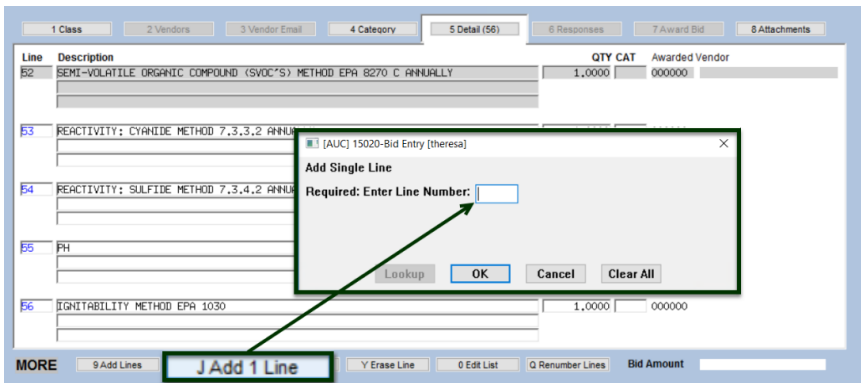


Figure 4 The remittance 01 address was changed from Accounts Payable to 1099

3 BIDS [Enhancement]

ADMINS added a new **[J Add 1 Line]** button on the **Bids** screen to allow adding a line with a specific line number. This facilitates the changing, addition, and deletion of bid items and enables the assignment of a line number rather than have new lines added at the end of the bid. Bid documents and **AUC** bid records will be easier to coordinate with this enhancement. The **[9 Add Lines]** button will still allow the addition of a line or lines at the end of the bid.

Purchase Orders ▶ Bids ▶ Bid Entry



When using the **[J Add 1 Line]** button, if a line number already exists, the system will pop up a message that reads “P3160 Line number already exists on Bid, use different Line number”.

[MDT-SUP-SAPLAUC-1984]



4 QUERIES – Line Balances [Enhancement]

ADMINS added a report to the PO query screen to provide lines balances on POs (particularly helpful in understanding activity for POs that have retainage). Go to:

Purchase Orders ▶ Queries ▶ PO Query ▶ Select PO

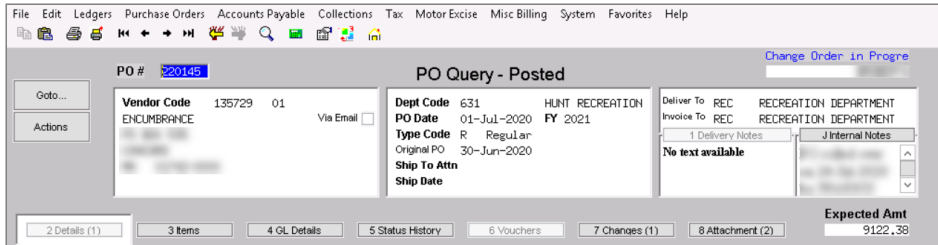
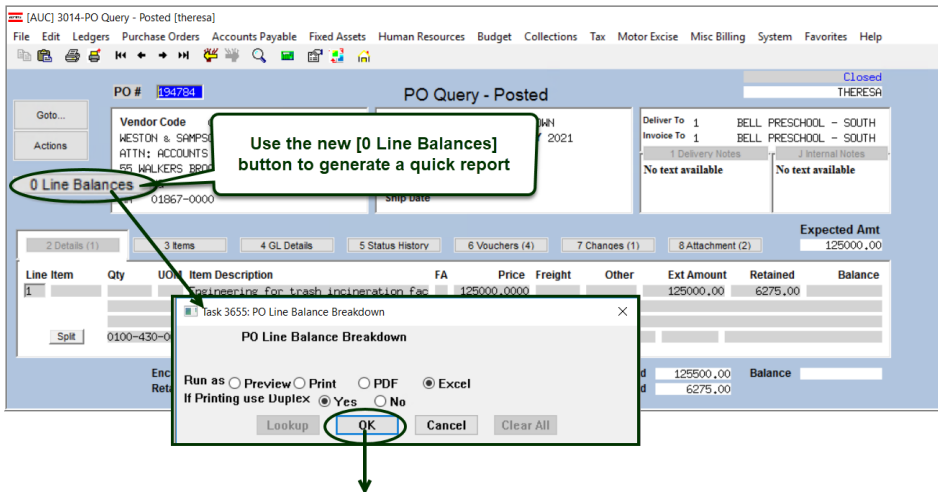


Figure 5 Before – PO Query screen had no button for the Line Balances report



PO_LineBalance_3655_THERESA(S).xml - Excel

Line	Line Balances	Paid On Vouchers	Retainage Balances	Paid on Retainage	Total Line balances
1	1 Line Amount	125,000.00	Retainage Held	6,275.00	Line Balance
5	Relieved	-125,000.00	Relieved	-6,275.00	Retainage to Pay
6	Line Balance	0.00	Retainage to Pay	0.00	Available to Payment Voucher
7	PO Balance	0.00	Retainage to Pay	0.00	Available to Payment Voucher

Selection Legend:

Line Balance : This is the amount that shows on the PO Query screen as the line balance. Includes Retainage still to be paid
 Retainage Balance : This is the amount of retainage that has been held back and still needs to be paid
 Available to Payment Voucher : This is the amount that can be used on a regular payment voucher for this line (not pay retainage voucher)
 Note: These balances do NOT include any in-progress vouchers.

Figure 6 After – the PO Line Balances report as run to Excel®

The report is also available to Run as Preview Print or PDF®.

[ADM-AUC-PO-548]



4.1 Vendor Name Query Screen [Enhancement]

Vendor Name Query							
Goto...							
Actions							
4 Goto Vendor	2 Sort Name	3 1 Name	Address	Class	1099	FID#	Hold
	GUERRIERE & HALN	GUERRIERE & HALNON, INC	P.O. BOX 235	UNCL		*****6	
	GUERRIERE & HALN	GUERRIERE & HALNON, INC	PO BOX 235	UNCL		*****6	
	GUERRIERE & HALN	GUERRIERE & HALNON, INC	15 STEVEN RD	UNCL		*****6	
	GUERRIERE & HALN	GUERRIERE & HALNON, INC	C/O PELOQUIN	UNCL		*****6	
	GUERTIN, JESSICA	GUERTIN, JESSICA M	40 CEDARHILL RD	REF			

Figure 7 Before - the Vendor Name Query screen

Vendor Name Query							
Goto...							
Actions							
4 Goto Vendor	2 Sort Name	3 1 Name	Address	#	Typ	Status	1099
	GUERRIERE & HALN	GUERRIERE & HALNON, INC	P.O. BOX 235	01	AP	I	*****
	GUERRIERE & HALN	GUERRIERE & HALNON, INC	PO BOX 235	02	AP	A	*****
	GUERRIERE & HALN	GUERRIERE & HALNON, INC	15 STEVEN RD	03	AP	A	*****
	GUERRIERE & HALN	GUERRIERE & HALNON, INC	C/O PELOQUIN	04	AP	A	*****
	GUERTIN, JESSICA	GUERTIN, JESSICA M	40 CEDARHILL RD				

Three new Fields - (#, Typ, Status) #=remit #, Typ=Address Type (AP, 10, PO, HR), and Status (A=Active, I=Inactive)

Figure 8 After – the Vendor Name Query Screen with three new fields

ADMINS added three new fields to the vendor name query screen. The user knows immediately the remit number, the vendor address type, and the status of the remit address (“A”ctive or “I”nactive) for all remit addresses for the desired vendor.

[ADM-AUC-AP-934]

5 REPORTS [Enhancement]

Report Library by Purchase Order		
Report Name	View	Report
----- PO's In Progress -----	Sample	
Open POs -----	Sample	
Posted POs -----	Sample	
Other -----	Sample	
3600-All POs (in progress + history)	Sample	Run
2171-Purchase Order Aging Report	Sample	Run
3811-Purchase Orders By Vendor (1 line per PO)	Sample	Run
3626-Open and Closed Purchase Order Balances	Sample	Run
3601-Purchase Order Detail Select by Account Element		
3602-Purchase Order Summary with Vouchers		
3616-PO's with Amount at least * xx	Sample	Run
3917-Posted Purchase Orders Tagged for Fixed Assets	Sample	Run
3675-POs Closed Via Liquidation	Sample	Run

ADMINS added two new purchase order reports. Both allow selection based on any segment of an account used on a PO, a total by Fund or Department, and a sub-total by any of the remaining account segments of the account number. Select:



Purchase Orders ▶ Reports ▶ By Purchase Order

Use care when filtering the selections; if Program 405 is selected, and Object 54160, the result will report on only the purchase orders meeting both criteria. This allows for precise reporting.



Task 3601: Purchase Order Detail Select by Account Element

Purchase Order selection by Account Elements

Required: Purchase Orders Dated (mmddyyyy) From: 01-Jan-2020 To: 03-Dec-2020

Purchase Order Status: Open/In-Progress Closed All

Total Report By: Department Fund

Sub-Total By: Function Program Location Year Object

Optional: Enter Fund:

Optional: Enter Department:

Optional: Enter Function:

Optional: Enter Program: 405

Optional: Enter Location:

Optional: Enter Year:

Optional: Enter Object: 54160

Run as: Preview Print PDF Excel
If Printing use Duplex: Yes No

Buttons: Lookup, OK, Cancel, Clear All

 Selection Legend:

 PO Dates: 01-Jan-2020 to 03-Dec-2020
 Status: All
 Select Program: 405
 Select Object: 54160
 Note: Remaining Balance Includes any retainage to be paid

Function 3200-MEDICAL/HEALTH SERVICES					
194580	02-Sep-2020	WB MASON CO. INC.	1	1	2714-000-3200-405-09-00-54160
194756	23-Sep-2020	BUCKEYE CLEANING CENTER-BOSTON	1	1	2714-000-3200-405-09-00-54160
194757	23-Sep-2020	WB MASON CO. INC.	1	1	2714-000-3200-405-09-00-54160
Total Function: 3200					
Function 3520-OTHER STUDENT ACTIVITIES					
194384	06-Aug-2020	LOWE'S COMPANIES, INC.	1	1	8160-000-3520-405-12-00-54160
Total Function: 3520					
Function 4220-MAINTENANCE OF BUILDINGS					
194583	02-Sep-2020	KLEIN ELECTRONICS	1	1	2714-000-4220-405-05-00-54160
194641	08-Sep-2020	AMAZON CAPITAL SERVICES	7	1	2714-000-4220-405-10-00-54160
194646	08-Sep-2020	AMAZON CAPITAL SERVICES	1	1	2714-000-4220-405-12-00-54160
			2	1	2714-000-4220-405-12-00-54160
			3	1	2714-000-4220-405-12-00-54160

5.1 #3601 Purchase Order Detail Select by Account Element [Enhancement]

Task 3601: Purchase Order Detail select by Account Element

Purchase Order selection by Account Elements

Required: Purchase Orders Dated (mmddyyyy) From: 01-Jul-2020 To: 03-Dec-2020

Purchase Order Status: Open/In-Progress Closed All

Total Report By: Department Fund

Sub-Total By: Function Program Location Year Object

Optional: Enter Fund:

Optional: Enter Department:

Optional: Enter Function:

Optional: Enter Program:

Optional: Enter Location:

Optional: Enter Year:

Optional: Enter Object:

Run as: Preview Print PDF Excel
If Printing use Duplex: Yes No

Buttons: Lookup, OK, Cancel, Clear All

Enter a Date Range (required – can select dates from a drop-down calendar)

PO Status – select one of:

- Open/In-progress (not closed)
- Closed – have been paid or liquidated
- All – Any PO that is within the dates and match the rest of the selection criteria will be shown on the report

Total Report By: Total either by Fund or Department

Sub-total:

Within the **Total Report By:** selection, select the fund element to be used for subtotals

Optional Filters:

Select any element of the account number– enter the criteria to restrict the output. These use “and” logic, not “or” – each criteria must be met if multiple criteria are used.

(these subtotal and filter options will vary by site)



The columns on the report are described in the table below. The report is available to run as Print/Preview/PDF® or Excel®. Excel® is shown.

PO#	PO Date	Vendor Name	Line	GL-Lin	Account Number	Qty	Beginning Balance	Relieved	Remaining Balance	Retainage To-Be-Paid	Status
194405	13-Aug-2020	AMAZON CAPITAL SERVICES	1	1	6472-000-2300-602-12-00-54160	5.00	60.95	0.00	60.95	0.00	OP
194700	15-Sep-2020	CURRICULUM ASSOCIATES INC.	1	1	2510-000-2300-405-12-00-54160	48.00	1,152.00	0.00	1,152.00	0.00	OP
			2	1	2510-000-2300-405-12-00-54160	48.00	1,152.00	0.00	1,152.00	0.00	OP
Total Function: 2300							2,304.00	0.00	2,304.00	0.00	
194768	25-Sep-2020	PICK A TIME	1	1	6472-000-2300-600-12-00-54160	0.00	408.00	0.00	408.00	0.00	EN
Total Function: 2300							2,772.95	0.00	2,772.95	0.00	
194341	04-Aug-2020	AMAZON CAPITAL SERVICES	1	1	2900-000-2356-406-09-38-54160	1.00	7.99	7.99	0.00	0.00	CL
			2	1	2900-000-2356-406-09-38-54160	1.00	6.06	6.06	0.00	0.00	CL
			3	1	2900-000-2356-406-09-38-54160	1.00	9.99	9.99	0.00	0.00	CL
			4	1	2900-000-2356-406-09-38-54160	1.00	10.99	10.99	0.00	0.00	CL
			5	1	2900-000-2356-406-09-38-54160	1.00	4.33	4.33	0.00	0.00	CL
Total Function: 2356							39.36	39.36	0.00	0.00	
Total Function: 2356							39.36	39.36	0.00	0.00	

This reports on purchase orders and optionally filters on any account element. The prompt requires a date range.

Figure 9 Sample #3601 Purchase Order Detail Select by Account Element

Excel® Column	Column Label	Description
A	PO#	Purchase Order number
B	Date	Date of the Purchase Order
C	Vendor Name	Vendor Name
D	Line	Line # of the Purchase Order
E	GL-Lin	Each line may be “split” to multiple accounts; if applicable, the General Ledger line # will be shown
F	Account Number	The General Ledger Account Number
G	Qty	Quantity, if specified on the purchase order
H	Beginning Balance	The dollar amount encumbered on the Purchase Order
I	Relieved	Dollar amounts relieved on the purchase order
J	Remaining Balance	Remaining dollars encumbered on the purchase order
K	Retainage To-Be-Paid	Retainage amount- yet unpaid
	Status	Status of the purchase order

5.2 #3602 Purchase Order Summary with Vouchers [Enhancement]

This reports on vouchers paid on the selected purchase orders, and shows only Open or Closed purchase orders, as vouchers cannot be created against purchase orders in entry began status. There are 24 columns of data provided and as such the report is available in spreadsheet format only. It requires a date range, allows filtering by status, and provides the option to select only certain account elements.



#3602 Purchase Order Summary with Vouchers

Responses to prompt

Enter a Date Range (required – can select dates from a drop-down calendar)

PO Status – select one of:

- Open/In-progress (not closed)
- Closed – have been paid or liquidated
- All –Any PO that is within the dates and match the rest of the selection criteria will be shown on the report

Optional Filters:

Select any element of the account number– enter the criteria to restrict the output. These use “and” logic, not “or” – each criteria must be met if multiple criteria are used.

(these subtotal and filter options will vary by site)

Line#	PO#	Line#	PO Vendor	UserBatch	Voucher#	V#Line	Voucher-Type	Item Description	VoucherDate
51	193737		Open						
52		1	000230/03-BLICK ART MATERIALS	16547	467372	1	Payment Voucher	B00082-1012 Kwik Stix set of 12, red, g	02-Sep-2020
53		2	000230/03-BLICK ART MATERIALS	16547	467372	2	Payment Voucher	B58472-1001 Peta Easi-Grip Scissors 5"	02-Sep-2020
54		3	000230/03-BLICK ART MATERIALS	16547	467372	3	Payment Voucher	B03406-5062 BlicK Kids' Aprons- royal b	02-Sep-2020
55								PO 193737 Open Balance	
56									
57	193740		Open						
58		1	012837/01-NATIONAL ART & SCHOOL SUPPLY	16580	468540	1	Payment Voucher	crayons, glue, glue sticks, skin tone ma	22-Sep-2020
59								PO 193740 Open Balance	
60									
61	193776		Open						
62		1	004348/01-CURRICULUM ASSOCIATES INC.	16497	466128	1	Payment Voucher	QUICK-WORD Handbooks: Everyday Writers	04-Aug-2020
63								PO 193776 Open Balance	
64									
65	193787		Open						
66		1	006073/01-REALLY GOOD STUFF, INC.	16491	465831	1	Payment Voucher	Store More Medium Book Pouches, 4/set	29-Jul-2020
67		2	006073/01-REALLY GOOD STUFF, INC.	16491	465831	2	Payment Voucher	Store More Medium Book Pouches, 4/set	29-Jul-2020
68		3	006073/01-REALLY GOOD STUFF, INC.	16491	465831	3	Payment Voucher	Store More Medium Book Pouches, 4/set	29-Jul-2020
69		4	006073/01-REALLY GOOD STUFF, INC.	16491	465831	4	Payment Voucher	Store More Medium Book Pouches, 4/set	29-Jul-2020
70								PO 193787 Open Balance	
71									

Line#	Qty	Price	Freight	Other	Retain	Paid	PO Running Balance	Relieved on PO	Voucher Status	Invoice#	Invoice Date	Vendor Paid	Check#	Check Date	Liquidated On
51							151.42								
52	1.00	9.51	0.00	0.00	0.00	9.51	140.23	11.19	Closed	4183238	22-Jul-2020		0360908	07-Sep-2020	
53	4.00	6.79	0.00	0.00	0.00	27.16	108.27	31.96	Closed	4183238	22-Jul-2020		0360908	07-Sep-2020	
54	12.00	7.64	0.00	0.00	0.00	91.68	11.19	97.08	Closed	4183238	22-Jul-2020		0360908	07-Sep-2020	
55					0.00	128.35		140.23							
56							392.72								
57							32.88	359.84	Closed	5637	08-Sep-2020		0361853	28-Sep-2020	
58	0.00	359.84	0.00	0.00	0.00	359.84		359.84							
59					0.00	359.84									
60							120.39								
61							3.57	116.82	Closed	90655661	21-Jul-2020		0360118	10-Aug-2020	
62	70.00	1.49	12.52	0.00	0.00	116.82		116.82							
63					0.00	116.82		116.82							
64							578.63								
65						71.88	506.75	71.88	Closed	7285137	15-Jul-2020		0359934	03-Aug-2020	
66	3.00	23.96	0.00	0.00	0.00	161.01	345.74	161.01	Closed	7285137	15-Jul-2020		0359934	03-Aug-2020	
67	6.00	23.96	17.25	0.00	0.00	165.32	180.42	165.32	Closed	7285137	15-Jul-2020		0359934	03-Aug-2020	
68	6.00	23.96	21.56	0.00	0.00	165.33	15.09	165.33	Closed	7285137	15-Jul-2020		0359934	03-Aug-2020	
69	6.00	23.96	21.57	0.00	0.00	165.33		165.33							
70					0.00	563.54		563.54							
71															

Figure 10 Sample #3602 Purchase Order Summary with Vouchers Report



The first line for each PO displays the PO status and the amount encumbered for the PO. The columns on the report are described below.

Excel® Column	Column Label	Description of Contents
A	PO#	The purchase order number
B	Line#	The line from the purchase order (will not necessarily match the voucher line number)
C	PO_Vendor	The Vendor number and vendor name from the purchase order
D	UserBatch	The batch number in which the voucher was created
E	Voucher#	The voucher number
F	V#Line	The line number on the voucher (not necessarily the same as the PO line #)
G	Voucher-Type	The type of voucher – valid types are: C–Credit Voucher F–Final Payment on these lines H–Pay Retainage L–Liquidate Remaining PO Balance P–Payment Voucher R–Refund Voucher T–Recurring Template
H	Item_Description	The first line of the item description as entered on the purchase order and brought into the voucher
I	VoucherDate	The date of the voucher
J	Qty	The quantity paid on the voucher if a quantity-based purchase order
K	Price	The price per item on the voucher (may differ from the price on the voucher)
L	Freight	Any freight charges paid on the voucher
M	Other	Any other charges paid on the voucher
N	Retain	If the purchase order is specified as retaining an amount or percentage, the retainage amount will be shown here
O	Paid	The amount paid on the voucher
P	PO_Running_Balance	The running balance showing available dollars remaining encumbered on the purchase order – shows the starting amount and the gradual reduction of the balance
Q	Relieved_on_PO	The dollar amounts relieved on the purchase order
R	Voucher_Status	The status of the voucher
S	Invoice#	The invoice number as entered on the voucher



Excel® Column	Column Label	Description of Contents
T	Invoice_Date	The invoice date as entered on the voucher
U	Vendor_Paid	The vendor that was paid, if different from the purchase order vendor
V	Check#	The check number for the payment
W	Check_Date	The check date for the payment
X	Liquidated_On	The liquidation date of voucher

[MDF-SUP-SAPLAUC-1046]

5.3 #1296 PO Balance vs. GL Encumbrance Balance Report [Enhancement]

ADMINS added a new report available in the **Audit Report** section that compares the PO balances to the GL Encumbrance balances for a fiscal year. Both the GL posted and unposted files are compared against the open purchase orders. The report shows any differences so that issues are immediately identified.

Report Name	View	Report	Last Run Date	Run Time
2700-Vendor Audit Reports	Sample	Run		
2701-Delivery/Invoice Audit Report	Sample	Run		
2702-Purchase Order Audit Reports	Sample	Run	01-Jul-2020	13:38:22.69
1296-PO Balance vs. GL Encumbrance Balance Report				
14800-Contracts Audit Report	Sample	Run		

To run the report, click on the [Run] button, and enter the required Fiscal Year. The report is sorted by fund, then account #, and within the fund and account number, a Purchase Order number with a subtotal for each PO number. There is a total for each fund and a report grand total. The Encumbered minus the Retained and Relieved columns equals the Balance for the purchase orders.



A				B	C	I	J	K	L	M
1	Fiscal Year 2021 Open Purchase Orders vs GL Encumbrances									
2										
3	Account & Description	PO#	Line#	GL		Encumbered	Retained	Relieved	Balance	GLEnc.Balance
2423		193846	1			225.00			225.00	225.00
2424		193846	2			225.00			225.00	225.00
2425		193846	3			225.00			225.00	225.00
2426		193846	4			225.00			225.00	225.00
2427		193846	5			225.00			225.00	225.00
2428		193846	7			225.00			225.00	225.00
2429		193846	6			225.00			225.00	225.00
2430	5100-000-3510-000-09-00-52400 ATHLETIC SERVICES	193846				2,250.00			2,250.00	2,250.00
2451	5105					7,450.00			7,450.00	7,450.00
2452	6472-000-2300-602-12-00-54160 ART SUPPLIES/MAT -	194405	1			60.95			60.95	60.95
2453	6472-000-2300-602-12-00-54160 ART SUPPLIES/MAT -	194405				60.95			60.95	60.95
2454										
2455	6472-000-2300-602-12-00-54160 ART SUPPLIES/MAT -					60.95			60.95	60.95
2456										
2457	6472					60.95			60.95	60.95
2458	8160-000-3520-405-12-00-54160 BMMS STUDENT ACTIV	194384	1			2,871.06			2,871.06	2,871.06
2459	8160-000-3520-405-12-00-54160 BMMS STUDENT ACTIV	194384				2,871.06			2,871.06	2,871.06
2460										
2461	8160-000-3520-405-12-00-54160 BMMS STUDENT ACTIV					2,871.06			2,871.06	2,871.06
2462										
2463	8160					2,871.06			2,871.06	2,871.06
2464										
						3,776,027.79	6,562.50	354,422.85	3,421,604.94	3,421,604.94

Excel screenshot showing the report interface with the following data:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Fiscal Year 2021 Open Purchase Orders vs GL Encumbrances												
2													
3	Account & Description	PO#	Line#	GLLine#	PO Date	Department	Vendor#	Name	Encumbered	Retained	Relieved	Balance	GLEnc.Balance
2444	5100							Fund Total	41,740.00			41,740.00	41,740.00
2445	5105-000-0000-000-00-00-42500 RENTAL RECEIPTS	194752	1		1/9/23/2020	ATHLETICS	023126	FIELD TURF	6,900.00			6,900.00	6,900.00
2446		194752	2		1/9/23/2020	ATHLETICS	023126	FIELD TURF	550.00			550.00	550.00
2447	5105-000-0000-000-00-00-42500 RENTAL RECEIPTS	194752						PO Total	7,450.00			7,450.00	7,450.00
2448													
2449	5105-000-0000-000-00-00-42500 RENTAL RECEIPTS							Account Total	7,450.00			7,450.00	7,450.00
2450													
2451	5105							Fund Total	7,450.00			7,450.00	7,450.00
2452	6472-000-2300-602-12-00-54160 ART SUPPLIES/MAT -	194405	1		1/8/13/2020	MIDDLE	027483	AMAZON CAPITAL SERVICES	60.95			60.95	60.95
2453	6472-000-2300-602-12-00-54160 ART SUPPLIES/MAT -	194405						PO Total	60.95			60.95	60.95
2454													
2455	6472-000-2300-602-12-00-54160 ART SUPPLIES/MAT -							Account Total	60.95			60.95	60.95
2456													
2457	6472							Fund Total	60.95			60.95	60.95
2458	8160-000-3520-405-12-00-54160 BMMS STUDENT ACTIV	194384	1		1/8/6/2020	MIDDLE	010079	LOWE'S COMPANIES, INC.	2,871.06			2,871.06	2,871.06
2459	8160-000-3520-405-12-00-54160 BMMS STUDENT ACTIV	194384						PO Total	2,871.06			2,871.06	2,871.06
2460													
2461	8160-000-3520-405-12-00-54160 BMMS STUDENT ACTIV							Account Total	2,871.06			2,871.06	2,871.06
2462													
2463	8160							Fund Total	2,871.06			2,871.06	2,871.06
2464								Report Total	3,776,027.79	6,562.50	354,422.85	3,421,604.94	3,421,604.94
2465													

Figure 11 Sample of the new #1296 report

The table describes each of the report columns.

Excel® Column	Column Header	Description/How Used
A	Account & Description	The account number and description are concatenated in this field
B	PO#	The purchase order number; this is repeated for each line of the purchase order



Excel® Column	Column Header	Description/How Used																																																																																																				
C	Line#	<p>The line number of the purchase order – a single purchase order may have multiple lines, and the lines may be for the same general ledger account number or they may differ</p> <table border="1"> <caption>Fiscal Year 2021 Open Purchase Orders vs GL Encumbrances</caption> <thead> <tr> <th>Account & Description</th> <th>PO#</th> <th>Line#</th> </tr> </thead> <tbody> <tr><td></td><td>193846</td><td>1</td></tr> <tr><td></td><td>193846</td><td>2</td></tr> <tr><td></td><td>193846</td><td>3</td></tr> <tr><td></td><td>193846</td><td>4</td></tr> <tr><td></td><td>193846</td><td>5</td></tr> <tr><td></td><td>193846</td><td>7</td></tr> <tr><td></td><td>193846</td><td>6</td></tr> <tr><td>5100-000-3510-000-09-00-52400 ATHLETIC SERVICES</td><td>193846</td><td></td></tr> </tbody> </table>	Account & Description	PO#	Line#		193846	1		193846	2		193846	3		193846	4		193846	5		193846	7		193846	6	5100-000-3510-000-09-00-52400 ATHLETIC SERVICES	193846																																																																										
Account & Description	PO#	Line#																																																																																																				
	193846	1																																																																																																				
	193846	2																																																																																																				
	193846	3																																																																																																				
	193846	4																																																																																																				
	193846	5																																																																																																				
	193846	7																																																																																																				
	193846	6																																																																																																				
5100-000-3510-000-09-00-52400 ATHLETIC SERVICES	193846																																																																																																					
D	GLLine#	<p>PO Lines can be split among multiple general ledger accounts; if there is a split line, this indicates the GL line number of the purchase order line number – as shown, PO #194622 has multiple GL line #s for Line #1</p> <table border="1"> <caption>Fiscal Year 2021 Open Purchase Orders vs GL Encumbrances</caption> <thead> <tr> <th>Account & Description</th> <th>PO#</th> <th>Line#</th> <th>GLLine#</th> <th>PO</th> </tr> </thead> <tbody> <tr><td>1103 1000-300-4230-619-03-00-54081 FURN/NON-INSTRUCT</td><td></td><td></td><td></td><td></td></tr> <tr><td>1104</td><td></td><td></td><td></td><td></td></tr> <tr><td>1105 1000-300-4230-619-05-00-54081 FURN/NON-INSTRUCT</td><td>194622</td><td>1</td><td>3</td><td>9/4/20</td></tr> <tr><td>1106 1000-300-4230-619-05-00-54081 FURN/NON-INSTRUCT</td><td>194622</td><td></td><td></td><td></td></tr> <tr><td>1107</td><td></td><td></td><td></td><td></td></tr> <tr><td>1108 1000-300-4230-619-05-00-54081 FURN/NON-INSTRUCT</td><td></td><td></td><td></td><td></td></tr> <tr><td>1109</td><td></td><td></td><td></td><td></td></tr> <tr><td>1110 1000-300-4230-619-05-00-54160 GENL EQUIPMENT SUP</td><td>194582</td><td>1</td><td>1</td><td>9/2/20</td></tr> <tr><td>1111 1000-300-4230-619-05-00-54160 GENL EQUIPMENT SUP</td><td>194582</td><td></td><td></td><td></td></tr> <tr><td>1112</td><td></td><td></td><td></td><td></td></tr> <tr><td>1113 1000-300-4230-619-05-00-54160 GENL EQUIPMENT SUP</td><td></td><td></td><td></td><td></td></tr> <tr><td>1114</td><td></td><td></td><td></td><td></td></tr> <tr><td>1115 1000-300-4230-619-06-00-54081 FURN/NON-INSTRUCT</td><td>194622</td><td>1</td><td>4</td><td>9/4/20</td></tr> <tr><td>1116 1000-300-4230-619-06-00-54081 FURN/NON-INSTRUCT</td><td>194622</td><td></td><td></td><td></td></tr> <tr><td>1117</td><td></td><td></td><td></td><td></td></tr> <tr><td>1118 1000-300-4230-619-06-00-54081 FURN/NON-INSTRUCT</td><td></td><td></td><td></td><td></td></tr> <tr><td>1119</td><td></td><td></td><td></td><td></td></tr> <tr><td>1120 1000-300-4230-619-12-00-54081 FURN/NON-INSTRUCT</td><td>194622</td><td>1</td><td>5</td><td>9/4/20</td></tr> <tr><td>1121 1000-300-4230-619-12-00-54081 FURN/NON-INSTRUCT</td><td>194622</td><td></td><td></td><td></td></tr> </tbody> </table>	Account & Description	PO#	Line#	GLLine#	PO	1103 1000-300-4230-619-03-00-54081 FURN/NON-INSTRUCT					1104					1105 1000-300-4230-619-05-00-54081 FURN/NON-INSTRUCT	194622	1	3	9/4/20	1106 1000-300-4230-619-05-00-54081 FURN/NON-INSTRUCT	194622				1107					1108 1000-300-4230-619-05-00-54081 FURN/NON-INSTRUCT					1109					1110 1000-300-4230-619-05-00-54160 GENL EQUIPMENT SUP	194582	1	1	9/2/20	1111 1000-300-4230-619-05-00-54160 GENL EQUIPMENT SUP	194582				1112					1113 1000-300-4230-619-05-00-54160 GENL EQUIPMENT SUP					1114					1115 1000-300-4230-619-06-00-54081 FURN/NON-INSTRUCT	194622	1	4	9/4/20	1116 1000-300-4230-619-06-00-54081 FURN/NON-INSTRUCT	194622				1117					1118 1000-300-4230-619-06-00-54081 FURN/NON-INSTRUCT					1119					1120 1000-300-4230-619-12-00-54081 FURN/NON-INSTRUCT	194622	1	5	9/4/20	1121 1000-300-4230-619-12-00-54081 FURN/NON-INSTRUCT	194622			
Account & Description	PO#	Line#	GLLine#	PO																																																																																																		
1103 1000-300-4230-619-03-00-54081 FURN/NON-INSTRUCT																																																																																																						
1104																																																																																																						
1105 1000-300-4230-619-05-00-54081 FURN/NON-INSTRUCT	194622	1	3	9/4/20																																																																																																		
1106 1000-300-4230-619-05-00-54081 FURN/NON-INSTRUCT	194622																																																																																																					
1107																																																																																																						
1108 1000-300-4230-619-05-00-54081 FURN/NON-INSTRUCT																																																																																																						
1109																																																																																																						
1110 1000-300-4230-619-05-00-54160 GENL EQUIPMENT SUP	194582	1	1	9/2/20																																																																																																		
1111 1000-300-4230-619-05-00-54160 GENL EQUIPMENT SUP	194582																																																																																																					
1112																																																																																																						
1113 1000-300-4230-619-05-00-54160 GENL EQUIPMENT SUP																																																																																																						
1114																																																																																																						
1115 1000-300-4230-619-06-00-54081 FURN/NON-INSTRUCT	194622	1	4	9/4/20																																																																																																		
1116 1000-300-4230-619-06-00-54081 FURN/NON-INSTRUCT	194622																																																																																																					
1117																																																																																																						
1118 1000-300-4230-619-06-00-54081 FURN/NON-INSTRUCT																																																																																																						
1119																																																																																																						
1120 1000-300-4230-619-12-00-54081 FURN/NON-INSTRUCT	194622	1	5	9/4/20																																																																																																		
1121 1000-300-4230-619-12-00-54081 FURN/NON-INSTRUCT	194622																																																																																																					
E	PO Date	The purchase order date																																																																																																				
F	Department	The purchase order department																																																																																																				
G	Vendor#	The vendor number to whom the purchase order was issued																																																																																																				
H	Name	The vendor name to whom the purchase order was issued																																																																																																				
I	Encumbered	Original dollar amount encumbered by the purchase order																																																																																																				
J	Retained	The dollar amount encumbered as retainage																																																																																																				
K	Relieved	The dollar amount relieved thus far on the purchase order																																																																																																				



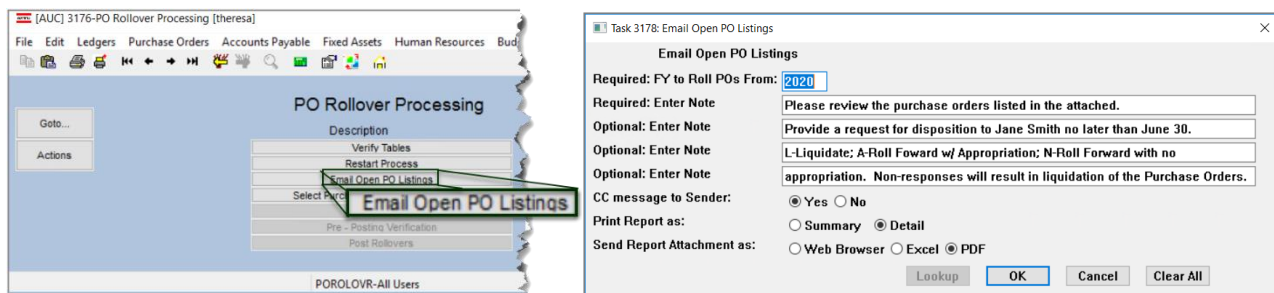
Excel® Column	Column Header	Description/How Used
L	Balance	The balance remaining encumbered on the purchase order – derived by subtracting the retained and relieved amounts from the encumbered amount
M	GLEnc.Balance	The encumbrance balance as shown in the general ledger – the Balance dollars should equal GLEnc.Balance dollars. If not, check the subtotals for differences to isolate the issue

[ADM-AUC-PO-526]

6 YEAR END → PO ROLLOVER PROCESSING [Fix]

Purchase Orders ▶ Year End Processing ▶ PO Rollover Processing ▶ [Email Open PO Listings]

The [Email Open PO Listings] step was enhanced with more helpful error messaging.



Prior to the software update, if there were no Purchase Orders available to roll, the error message would read no users added for email distribution list POROLOVR; Process Terminated:

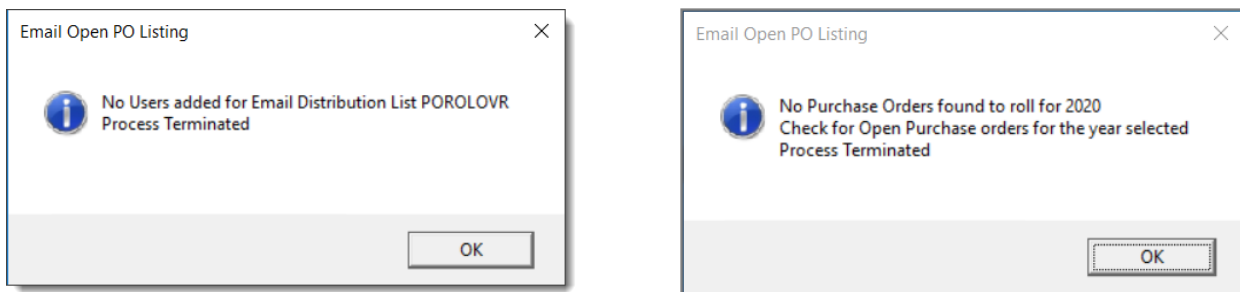


Figure 12 Before and After popup message when no POs are available to roll

Now, if no purchase orders are available to roll, the message notifies the user that there are no Purchase Orders found to roll for the year and advises the user to check for open purchase orders for the selected year and terminates the process.

[ADM-AUC-PO-547]



7 EMAILING FROM AUC

ADMINS allows emailing a report or document to multiple addresses simultaneously. **Separate each email address with a comma**, as shown below. Currently, there is a maximum of eighty characters available in the email address field.

Do not use spaces between the email addresses.

Figure 13 Enter multiple email addresses, separated by a comma, with no spaces between the addresses

[ADM-AUC-SY-8164]

8 HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library.

8.1 New or Updated Documents

- -----TOP LEVEL----- PO-100 Help Documents Index [Updated]
- PURCHASE ORDER PROCESSING PO-245 Paying a Purchase Order that uses Retainage [New]
- CONTRACTS/BIDS PO-520 Bids [Updated]
- SYSTEM SY-101 Quick Start Videos [Updated]