



PURCHASE ORDERS

RELEASE NOTES

DECEMBER 2022

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

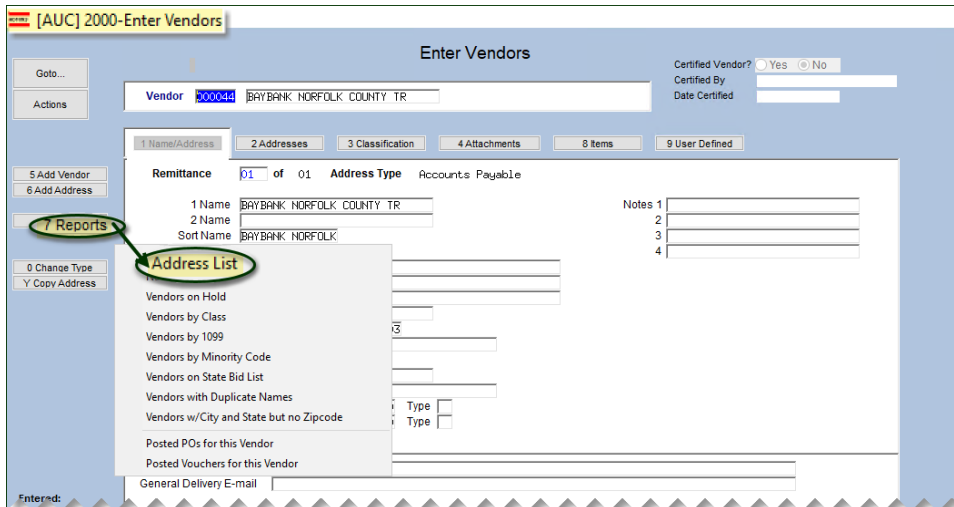
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1 Vendor Entry ▶ Report #3800 Address List [Enhancement]

Purchase Orders ▶ Vendors ▶ Vendor Entry ▶ [Reports] ▶ Address List



ADMINS redesigned the report so that the Excel® version has one vendor record per line, instead of using four lines per address.

Vendor#	Remit#	AddrTx	Name	Address	Entity	Class	Hold	1099	Terms	Minor	1Time
000082	01	AP	MMC INC	P.O. BOX 5-0393 WOBURN, MA 01815-0000	Both	UNCL					No
000083	01	AP	PHILIP HERR & ASSOC	447 CENTRE ST NEWTON CORNER, MA 02158-0000	Both	UNCL	Y	DUR			No
000085	01	AP	F E MORSE ENTERPRISES INC	434 CENTER ST BELLINGHAM, MA 02019-0000	Both	UNCL					No
000085	02	AP	F E MORSE ENTERPRISES INC &	200 CENTER ST BELLINGHAM, MA 02019-0000	Both	UNCL					DUR
000085	03	AP	F E MORSE ENTERPRISES INC	434 CENTER ST BELLINGHAM, MA 02016-0000	Both	UNCL					DUR

Figure 1 Before – the report used four lines per vendor, and a blank line before the next vendor

Vendor#	Remit#	AddrTx	Name	Address	Address	Address	City, State Zip Code	Entity	1099	Class	Hold	1099	Terms	Minor	1Time	Status	Status
000082	01	AP	MMC INC	P.O. BOX 5-0393			WOBURN, MA 01815-0000	Both		UNCL			DUR		No		
000083	01	AP	PHILIP HERR & ASSOC	447 CENTRE ST			NEWTON CORNER, MA 02158-0000	Both		UNCL	Y		DUR		No		
000085	01	AP	F E MORSE ENTERPRISES INC	434 CENTER ST			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR		No		
000085	02	AP	F E MORSE ENTERPRISES INC & KELLY O'BRIEN	200 CENTER ST			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR		No		
000085	03	AP	F E MORSE ENTERPRISES INC & RONALD PELOQUIN	434 CENTER ST			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR		No		
000085	04	AP	F E MORSE ENTERPRISES INC	200 CENTER ST			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR		No		
000085	05	AP	F E MORSE ENT				, 00000-0000	Both		UNCL			DUR		No		
000085	06	AP	F E MORSE & MARY DALLAMORA C/O DALLAMORA	56 JEANNINE RD			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR		No		
000085	07	AP	F E MORSE ENTERPRISES INC & SANDRA PELOQUIN	32 PEARL ST			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR		No		
000085	08	AP	F E MORSE ENTERPRISES INC AND MICHAEL REED	C/O REED	257 MAUREEN DR		BELLINGHAM, MA 02019-0000	Both		UNCL			DUR		No		
000085	09	AP	F E MORSE ENTERPRISES INC AND BOB COCHRANE	200 CENTER STREEET			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR		No		
000085	10	AP	F E MORSE ENTERPRISES INC				, 00000-0000	Both		UNCL			DUR		No		
000085	11	AP	F E MORSE ENTERPRISES INC AND				, 00000-0000	Both		UNCL			DUR		No		
000085	12	AP	F E MORSE ENTERPRISES INC AND BOB COCHRANE	200 CENTER STREET			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR		No		
000085	13	AP	F E MORSE ENTERPRISES INC & JOYCE HARMOND & DEBRA COMRI	80 SPRING STREET			BELLINGHAM, MA 02019-0000	Both		UNCL			DUR		No		

Figure 2 New format for Excel® version of the #3800 Address List Report uses one line per vendor

[ADM-AUC-AP-1180]



2 Site Specific – Bids Screen

For sites using the Bids sub-module found in the Purchase Order module, there are some handy ways to see purchase orders and vouchers for each bid, as well as methods to produce Excel® spreadsheets of the purchase orders and vouchers for each bid.

Purchase Orders ▶ Bids ▶ Open and Awarded Bids

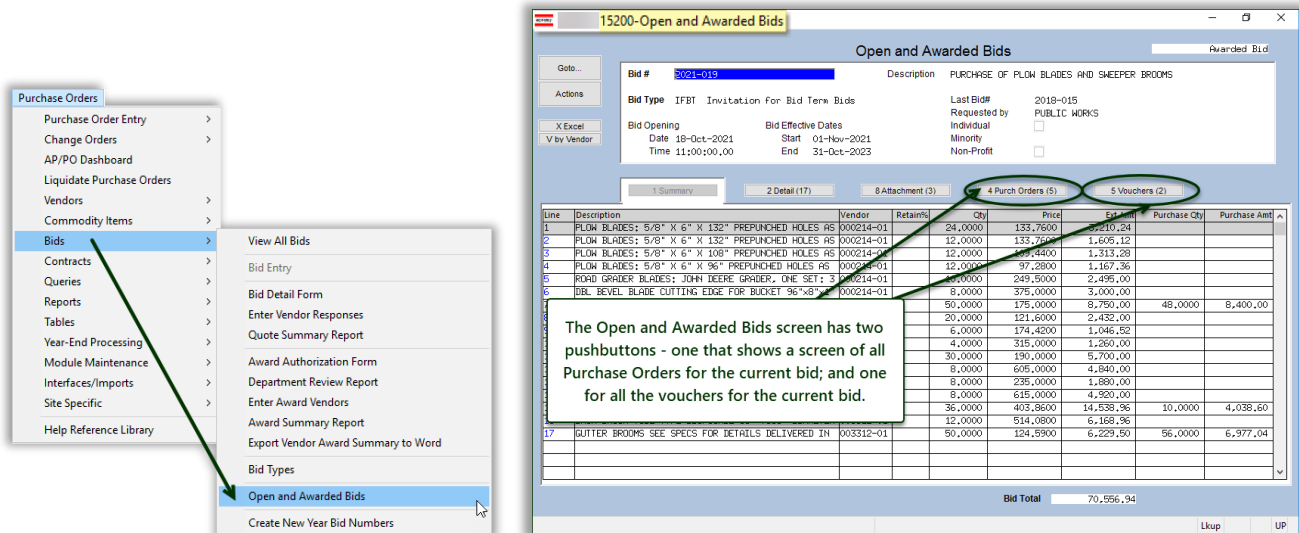


Figure 3 Select a bid by typing the bid # in the field or selecting it from a lookup

2.1 Associated Purchase Orders Screen 4 Purch Orders (5)

Click on the **[4 Purch Orders]** button to see the Associated Purchase Orders and their status for this bid:

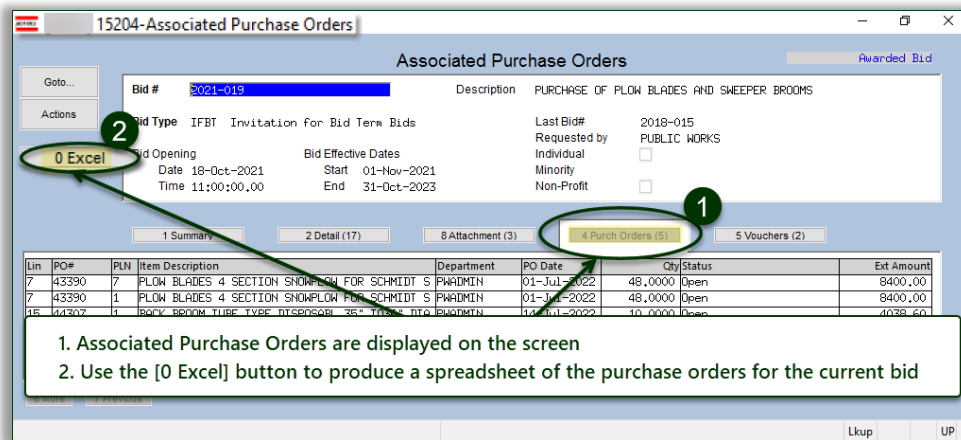


Figure 4 The Associated Purchase Orders screen

Click the **[0 Excel]** button to produce a spreadsheet of the data displayed on this screen.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Bid#	BLin	PO#	Line#	Department	Item Description	PO-Date	Qty	Price	Freight	Other	Ext-Amount	PO-Status	Liquidated
1	2021-019	7	43390	1	PWADMIN	PLOW BLADES 4 SECTION SNOWPLOW FOR SCHMIDT SNOW PLOW 3/4"W	2022-07-01	48.00	175.00			8,400.00	Open	
2	2021-019	7	43390	7	PWADMIN	PLOW BLADES 4 SECTION SNOWPLOW FOR SCHMIDT SNOW PLOW 3/4"W	2022-07-01	48.00	175.00			8,400.00	Open	
3	Bid Line Total												16,800.00	
4														
5	2021-019	17	43327	1	PWADMIN	GUTTER BROOMS SEE SPECS FOR DETAILS DELIVERED IN LOTS OF 24 UN	2022-07-01	56.00	124.59			6,977.04	Open	
6	2021-019	17	43327	3	PWADMIN	GUTTER BROOMS SEE SPECS FOR DETAILS DELIVERED IN LOTS OF 24 UN	2022-07-01	56.00	124.59			6,977.04	Open	
7	Bid Line Total												13,954.08	
8														
9	2021-019	15	44307	1	PWADMIN	BACK BROOM TUBE TYPE DISPOSABL 35" TO36" DIAMETER FOR ELGIN MO	2022-07-14	10.00	403.86			4,038.60	Open	
10	Bid Line Total												4,038.60	
11														
12	Grand Total												34,792.68	
13														

Figure 5 The Excel® spreadsheet shows the PO activity and a total for each bid line, along with a grand total for the bid

The above has been added to the [PO-520 Bids Entry](#) document in the Help Reference Library.

[ADM-AUC-PO-622]

2.2 Associated Vouchers Screen 5 Vouchers (2)

Associated Vouchers Awarded Bid

Goto... Bid # Description PURCHASE OF PLOW BLADES AND SWEEPER BROOMS

Actions

Bid Type IFBT Invitation for Bid Term Bids Last Bid# 2018-015
Requested by PUBLIC WORKS

Bid Opening Date 18-Oct-2021 Bid Effective Dates Start 01-Nov-2021 End 31-Oct-2023
Time 11:00:00,00

Individual Minority Non-Profit

1 Summary 2 Detail (17) 8 Attachment (3) 4 Purch Orders (5) 5 Vouchers (2)

Lin	UserBatch	Voucher#	VLN	Item Description	PO#	Check#	Check Date	Status	Ext Amount
15	67946	2269469	1	BACK BROOM TUBE TYPE DISPOSABL 35" TO3	44307/1	039632	24-Aug-2022	Closed	2423.16
17	66416	2261779	1	GUTTER BROOMS SEE SPECS FOR DETAILS DE	43327/1	0396272	23-Nov-2022	Closed	2491.80

Ready

1. Associated Vouchers are displayed on the screen
2. Use the [0 Excel] button to produce a spreadsheet of the vouchers for the current bid

Figure 6 The Associated Vouchers screen

Click the [0 Excel] button to produce a spreadsheet of the data displayed on this screen.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
	Bid#	BLin	PO#	Line#	UserBatch	Voucher#	VLine	Item Description	VoucherDate	Qty	Price	Freight	Other	Retain	Paid	PO_Running_Balance	Relieved_on_PO	Voucher_Status	Invoice#	Invoice_Date	Vendor_Paid	Check#	Check_Date	Liquidated	
1	2021-019	17	43327	1	67946	2269469	1	GUTTER BROOMS SEE SPECS FOR DETAILS (2022-03-18	20.00	124.59				2,491.80	4,485.24	2,491.80	Closed	C1281038	2022-03-11		0356272	2022-03-23		
2	PO Total																							2,491.80	
3																									
4	2021-019	15	44307	1	67946	2269469	1	BACK BROOM TUBE TYPE DISPOSABL 35" TO	2022-08-18	6.00	403.86				2,423.16	1,615.44	2,423.16	Closed	C1286807	2022-07-21		0358632	2022-08-24		
5	PO Total												2,423.16												
6																									
7	Grand Total												4,914.96												
8																									

Figure 7 The spreadsheet shows all the vouchers for the bid and their status

The above has been added to the [PO-520 Bids Entry](#) document in the Help Reference Library.

[ADM-AUC-PO-623]

3 Site Specific Report #15610 Bids with POs & Vouchers

Some sites use AUC to track bids, which are then used to create POs, and the POs are subsequently paid against with vouchers. **ADMINS** created a report that lists **all POs and vouchers for a Bid** with totals by bid line number. The report may be run as **PDF®** or **Excel®**; a sample of each is shown. To run the report, from the menu, select:



Purchase Orders ▶ Reports ▶ Report Library ▶ [Bids] ▶ #15610

Task 15610: Bids with POs and Vouchers

Bids with POs and Vouchers

Optional: Enter Bid#

Optional: Enter Vendor#

Print Report as: Detail Summary

Run as PDF Excel

Lookup OK Cancel Clear All

Run the report for a single bid number, or all bids. Further restrict the report by vendor number. If the report is run with a vendor specified, but no bid # specified, it will list all vouchers and POs associated with bids for that vendor number.

The output is available in detail or summary.

15610-PUR-PURCHASE_SUMMARY_MURPHY.pdf - Adobe Acrobat Reader (64-bit)

Printed 19-Oct-2022 at 13:57:50 by MGOBYE

CITY OF MIDDLETOWN, CT
Bids with POs and Vouchers

Line Description	PO Vendor	Retain	Price	Quantity	Ext Amount	Encumbered	Paid	Retained	Retain Paid	PO Line Balance Status
1 CHLORINE GAS PER 150LB CTL DELIVER	000125/01 JCI JONES CHEMICALS	0.00	4,666.00	10,000.000	46,666.00	34,799.74	8,399.88	.00	.00	8,399.88 Closed
7 SODIUM HEXAMETAARSPHATE 50 LB MCL	001273/01 SHANNON CHEMICAL CO	.00	2,770.00	24,000.000	66,480.00	18,005.00	.00	.00	.00	18,005.00 Open
8 50% CAUSTIC SODA DISARMADON TYPE, B	017574/01 BREENTAG NORTHEAS	.00	3,710.00	18,000.000	67,140.00	13,055.00	13,043.31	.00	.00	.00 Closed
10 ALUMINUM CHEMICALS SPECIALTY, ACS	000113/01 USALCO BALTIMORE PL	.00	2,523.77	16,000.000	40,212.20	1,030.90	1,030.90	.00	.00	.00 Closed
14 12.5% SODIUM HYPOCHLORITE SOLUTION	004078/01 PVS MINIBULK INC	.00	1,900.00	47,000.000	89,300.00	34,200.00	10,596.70	.00	.00	23,603.30 Open
19 EVOQUA BIOXIDE (AMMONIUM CALCIUM N	015887/01 EVT HOLDINGS II	.00	3,060.00	14,000.000	42,840.00	18,360.00	6,343.38	.00	.00	6,771.78 Open
*** Total Bid						101,450.66	39,434.17	.00	.00	56,779.96

Retainage Legend(s):
Bid#: 2022012

Note: Paid includes Retainage Paid amount
PO Line Balance includes Retainage to be Paid (Retained minus Retain Paid)

The summary report lists a single line for each bid line number.

Figure 8 The #15610 Bids with POs & Vouchers report run as PDF® in summary for a single bid

Bids_History_POsVouch_Detail_MURPHY(1).xlsx - Excel

Start-Date	End-Date	Bid-Type	Bid-Description	Line Description	Retain's	Price	Quantity	Ext-Amount	PO# / Voucher#	Vendor/From	Encumbered	Paid	Retained	Retain-Paid	PO-Line-Balance	Status	
2022-08-01	2023-07-31	Invitation for Bid Term	PURCHASE OF VAF	1 CHLORINE GAS I	0.00	4,667.00	10,000.00	46,666.00	PO# 444841	000125/01 JCI JONES CHEMICALS	4,199.94	0.00	0.00	0.00	0.00	Closed	
									PO# 446421	000125/01 JCI JONES CHEMICALS	12,599.82	0.00	0.00	0.00	8,399.88	Open	
									VOR 22096431	From PO# 444841	0.00	4,199.94	0.00	0.00	0.00	Closed	
									VOR 22709901	From PO# 446421	0.00	4,199.94	0.00	0.00	0.00	Closed	
Total Bid Line POs/Vouchers											16,799.76	8,399.88	0.00	0.00	8,399.88		
2022-08-01	2023-07-31	Invitation for Bid Term	PURCHASE OF VAF	7 SODIUM HEXAME	0.00	2,77.00	24,000.00	66,480.00	PO# 448191	001273/01 SHANNON CHEMICAL CO	18,005.00	0.00	0.00	0.00	0.00	18,005.00	Open
Total Bid Line POs/Vouchers											18,005.00	0.00	0.00	0.00	18,005.00		
2022-08-01	2023-07-31	Invitation for Bid Term	PURCHASE OF VAF	8 50% CAUSTIC SC	0.00	3,73.00	18,000.00	67,140.00	PO# 445851	017574/01 BREENTAG NORTHEAS	13,055.00	0.00	0.00	0.00	0.00	0.00	Closed
									VOR 22706691	From PO# 445851	0.00	0.00	0.00	0.00	0.00	Closed	
Total Bid Line POs/Vouchers											13,055.00	0.00	0.00	0.00	0.00		
2022-08-01	2023-07-31	Invitation for Bid Term	PURCHASE OF VAF	10 ALUMINUM CHEM	0.00	2,51.00	16,000.00	40,212.20	PO# 444851	000113/01 USALCO BALTIMORE PL	1,030.90	0.00	0.00	0.00	0.00	0.00	Closed
									VOR 22096421	From PO# 444851	0.00	1,030.90	0.00	0.00	0.00	0.00	Closed
Total Bid Line POs/Vouchers											1,030.90	1,030.90	0.00	0.00	0.00		
2022-08-01	2023-07-31	Invitation for Bid Term	PURCHASE OF VAF	14 12.5% SODIUM H	0.00	1,90.00	47,000.00	89,300.00	PO# 444961	004078/01 PVS MINIBULK INC	11,800.00	0.00	0.00	0.00	0.00	803.30	Open
									PO# 447511	004078/01 PVS MINIBULK INC	22,800.00	0.00	0.00	0.00	22,800.00	Open	
									VOR 22706741	From PO# 444961	0.00	2,812.34	0.00	0.00	0.00	Closed	
									VOR 22706751	From PO# 444961	0.00	2,103.65	0.00	0.00	0.00	0.00	Closed
									VOR 22713361	From PO# 444961	0.00	2,876.77	0.00	0.00	0.00	0.00	Closed
									VOR 22717011	From PO# 444961	0.00	2,803.94	0.00	0.00	0.00	0.00	Closed
Total Bid Line POs/Vouchers											34,200.00	8,596.66	0.00	0.00	23,603.30		
2022-08-01	2023-07-31	Invitation for Bid Term	PURCHASE OF VAF	19 EVOQUA BIOXIDE	0.00	3,06.00	14,000.00	42,840.00	PO# 446361	015887/01 EVT HOLDINGS II CO	12,240.00	0.00	0.00	0.00	0.00	651.78	Open
									PO# 448221	015887/01 EVT HOLDINGS II CO	6,120.00	0.00	0.00	0.00	6,120.00	Open	
									VOR 22721691	From PO# 446361	0.00	0.00	0.00	0.00	0.00	0.00	Open
									VOR 22721691	From PO# 446361	0.00	0.00	0.00	0.00	0.00	0.00	Open
									VOR 22723721	From PO# 446361	0.00	651.78	0.00	0.00	0.00	Needs Finance Ver	
									VOR 22723731	From PO# 446361	0.00	5,691.60	0.00	0.00	0.00	Needs Finance Ver	
Total Bid Line POs/Vouchers											18,360.00	6,343.38	0.00	0.00	6,771.78		
Bid Total											101,450.66	39,434.17	0.00	0.00	56,779.96		

Notes:
33 includes Retainage Paid amount
44 ce includes Retainage to be Paid (Retained minus Retain Paid)

The detail report shows a line for each PO and voucher that pays on the PO.

Figure 9 The #15610 Bids with POs & Voucher report run as Excel® in detail for a single bid

The columns on the report are described in the table below:

Column	Description
Start-Date	The start date of the bid
End-Date	The end date of the bid



Column	Description
Bid-Type	The type of bid – as specified in the bid type table – examples are: IFB, IFBC, IFBT, RFB, RFP, RFQ
Bid-Description	The bid description, as set when the bid was established
Line	The line number of the bid
Description	The description for the line number of the bid
Retain%	The retainage percentage that will be withheld from the payments to the vendor
Price	The price of the item on the PO or Voucher
Quantity	The quantity of the item on the PO or Voucher
Ext-Amount	The extended amount – price times quantity
PO# / Voucher#	The PO or Voucher number
Vendor/From PO#	The vendor number and name on the Voucher or PO
Encumbered	The amount encumbered on the line by the PO
Paid	The amount paid on the line by the Voucher
Retained	The amount retained, based on the retainage percentage
Retain-Paid	The retainage paid
PO-Line-Balance	The balance of the line on the PO
Status	The status of the voucher or Purchase Order

Bid#	Start-Date	End-Date	Bid-Type	Bid-Description	Line	Description	PO-Vendor	Retain%	Price	Quantity	Ext-Amount	Encumbered	Paid	Retained	Retain-Paid	PO-Line-Balance	Status
1	2011-008	2011-08-01	2013-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	1 CHLORINE GAS PER 150LB CYL	000125/01 JCI JONES CHEM	0.00	0.67	10,000.00	6,666.00	13,998.60	13,998.60	0.00	0.00	0.00	0.00 Closed
2	2011-008	2011-08-01	2013-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	3 CHLORINE GAS- 1 TON CYLINDE	000125/01 JCI JONES CHEM	0.00	0.50	26,000.00	13,000.00	16,000.00	26,000.00	0.00	0.00	0.00	0.00 Liquidated manually
Bid Total												29,998.60	39,998.60	0.00	0.00	0.00	
6	2013-021	2013-08-01	2015-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	1 CHLORINE GAS PER 150LB CYL	000125/01 JCI JONES CHEM	0.00	0.50	10,000.00	5,000.00	5,250.00	7,950.00	0.00	0.00	0.00	0.00 Liquidated manually
7	2013-021	2013-08-01	2015-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	3 CHLORINE GAS- 1 TON CYLINDE	000125/01 JCI JONES CHEM	0.00	0.45	26,000.00	11,570.00	14,240.00	24,030.00	0.00	0.00	0.00	0.00 Liquidated manually
Bid Total												19,490.00	31,980.00	0.00	0.00	0.00	
10	2015-020	2015-08-01	2017-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	1 CHLORINE GAS PER 150LB CYL	000125/01 JCI JONES CHEM	0.00	1.33	10,000.00	13,300.00	0.00	17,556.00	0.00	0.00	0.00	0.00 Liquidated manually
11	2015-020	2015-08-01	2017-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	3 CHLORINE GAS- 1 TON CYLINDE	000125/01 JCI JONES CHEM	0.00	0.43	26,000.00	11,050.00	13,600.00	22,100.00	0.00	0.00	0.00	0.00 Liquidated manually
Bid Total												13,600.00	39,656.00	0.00	0.00	0.00	
14	2017-015	2017-08-01	2019-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	1 CHLORINE GAS PER 150LB CYL	000125/01 JCI JONES CHEM	0.00	3.33	10,000.00	33,333.00	55,332.78	53,999.46	0.00	0.00	0.00	0.00 Closed
15	2017-015	2017-08-01	2019-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	3 CHLORINE GAS- 1 TON CYLINDE	000125/01 JCI JONES CHEM	0.00	0.45	26,000.00	11,700.00	18,000.00	27,900.00	0.00	0.00	0.00	0.00 Closed
Bid Total												73,332.78	81,899.46	0.00	0.00	0.00	
18	2019-014	2019-08-06	2021-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	1 CHLORINE GAS PER 150LB CYL	000125/01 JCI JONES CHEM	0.00	3.33	10,000.00	33,333.00	26,999.73	41,999.58	0.00	0.00	0.00	0.00 Closed
19	2019-014	2019-08-06	2021-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	3 CHLORINE GAS- 1 TON CYLINDE	000125/01 JCI JONES CHEM	0.00	0.45	26,000.00	11,700.00	3,600.00	9,000.00	0.00	0.00	0.00	0.00 Closed
20	2019-014	2019-08-06	2021-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	11 50% CAUSTIC SODA DIAPHRAGM	000125/01 JCI JONES CHEM	0.00	1.95	26,000.00	48,100.00	63,629.16	75,399.66	0.00	0.00	0.00	0.00 Closed
Bid Total												94,228.89	126,396.24	0.00	0.00	0.00	
23	2021-014	2021-08-01	2022-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	1 CHLORINE GAS PER 150LB CYL	000125/01 JCI JONES CHEM	0.00	4.67	10,000.00	46,666.00	47,627.32	44,824.35	0.00	0.00	0.00	0.00 Closed
Bid Total												47,627.32	44,824.35	0.00	0.00	0.00	
26	2022-012	2022-08-01	2023-07-31	Invitation for Bid Term Bids	PURCHASE OF VARIOUS	1 CHLORINE GAS PER 150LB CYL	000125/01 JCI JONES CHEM	0.00	4.67	10,000.00	46,666.00	16,799.76	8,399.88	0.00	0.00	8,399.88	Closed
Bid Total												16,799.76	8,399.88	0.00	0.00	8,399.88	

Figure 10 The report run for a specified Vendor – multiple bids can be listed

The above has been added to the [PO-520 Bids Entry](#) document in the Help Reference Library.

[ADM-AUC-PO-620]



4 Help Reference Library & ADMINS Website Updates

Added the following new or updated documents to the Help Reference Library.

4.1 New or Updated Documents

Contract/Bids	PO-520 Bids Entry	[Updated]
Site Specific	PO-850 HVMA Receiving	[New]
	PO-860 HVMA Department	[New]
	PO-870 HVMA Finance Reports	[New]
System	SY-170 System Administration Kit	[Updated]

4.2 New Documents on ADMINS.com

SY-170 System Administration Kit	[Updated]
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