



PURCHASE ORDERS

RELEASE NOTES – JUNE 2017

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

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1. CONTRACTS

1.1. Status History [Fix]

An error on the status history tab on the contract entry and history screen was corrected.

Contract# TCTEST1 Change Order in Progre

Vendor Code 022864 01 ADDITION NETWORKS 60 CARLISLE STREET CHELMSFORD MA 01824-0000	Dept Code TOWN TOWN Award Date 01-Jul-2014 Effective 01-Jul-2014 Ending Date 30-Jun-2019 Overspend% 5.00 Insurance Cert <input checked="" type="checkbox"/> Expires 30-Jun-2019	Advertised From 30-Apr-2014 To 13-May-2014 Media 1 BOSTON GLOBE Media 2 COMMUNITY NEWSPAPER Media 3 BOSTON HERALD Media 4
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2018	CFY	LTD	CFY	LTD
Value		50000,00		
Encumbered		13712,50	Retained	
Paid		1712,50	Retain Paid	

Overall Contract Notes: No text available

1 Lines (5) | 2 Details | 3 Add Info | **4 Status History** | 5 POs (3) | 6 Vouchers (2) | 7 Changes | 8 Attachments

Change Date	Time	User	Status	Notes
09-Dec-2015	10:38:05,68	PAUL	Entry Began	
09-Dec-2015	10:38:04,68	PAUL	Change Order in Progress	
08-Dec-2015	10:42:09,73	THERESA	Open	
08-Dec-2015	10:42:03,93	THERESA	Ready for Posting	
21-Apr-2015	09:30:08,84	THERESA	Entry Began	Sample notes for this status history View Notes

Figure 1 Contract Query – Status History

1.2. View Notes [Fix]

The View Notes button was opening the vouchers tab instead of the notes tab. This was corrected.

Status History Notes for Contract TCTEST1 *** Read Only ***

File Edit View Insert Format Help

Courier New (Western) 10 B U

Sample notes for this status history

For Help, press F1 Ln 1, Col 1 NUM

[ADM-AUC-PO-442]



2. REPORTS ▶ Vendors with No Activity (Dormant) [Updated]

To ensure that active vendors are not inadvertently removed, the dormant vendors report was enhanced to include payroll activity in addition to purchasing and accounts payable. Run this report to identify candidates to be inactivated due to no activity since a specified date. Select **Purchase Orders ▶ Payable ▶ Reports ▶ Report Library ▶ By Vendor ▶ 2285 Vendors With No Activity (Dormant)**.

The report will now include columns showing the last Payroll Warrant and Payroll Warrant date. Prior to the software update, these columns were not included on the report.

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Town of ADMINS
Vendors with no Activity List

Vendor#	Name	Last Po Date	Last PO#	Last Voucher Dt	Last Voucher	Last Check Date	Last Check
000044	BAYBANK NORFOLK COUNTY TR			21-Aug-1995	1705	21-Aug-1995	0080937
000045	BOSTON SAFE DEPOSIT & TRUST			31-Jan-2011	288120	07-Feb-2011	0248966
000046	POSTMASTER	18-Jul-2016	11665	06-Aug-2015	353006	06-Aug-2015	0288233
000047	NYNEX	12-Aug-2014	11455	06-Aug-2015	353009	06-Aug-2015	0288228
000048	NSTAR	04-Nov-2016	11691	04-Oct-2016	353899	04-Oct-2016	8000035
000049	MASS ELECTRIC	04-Nov-2016	11692	04-Oct-2016	353900	04-Oct-2016	8000034
000051	AT&T CREDIT CORP	29-Oct-1996	1778	22-May-1997	27929	02-Jun-1997	0097681

Figure 2 Before

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Town of ADMINS
Vendors with no Activity List

Vendor#	Name	Last Po Date	Last PO#	Last Voucher Dt	Last Voucher	HR Warrant	HR Warrant Dt	Last Check Date	Last Check
000044	BAYBANK NORFOLK COUNTY TR			21-Aug-1995	1705	123456	01-Aug-1995	21-Aug-1995	0080937
000051	AT&T CREDIT CORP	29-Oct-1996	1778	22-May-1997	27929			02-Jun-1997	0097681
000055	TRAFALGAR STATIONERY	08-Jan-1998	3127	13-Apr-1998	41055			13-Apr-1998	0106456
000056	UNISYS			09-Jul-1997	29625			07-Jul-1997	0098855
000057	OFFICE EQUIPMENT	17-Jul-1996	1532	18-Nov-1996	21079			25-Nov-1996	0093020
000059	EITNEY BOWES			19-Dec-1997	36967			22-Dec-1997	0103466

Figure 3 After

[ADM-AUC-AP-845]



3. SCREEN DELAY [Fix]

Some sites with large data sets experienced a delay when viewing screens using scroll bars. The scroll bars were removed from multi-record screens to improve performance.



Figure 4 Before

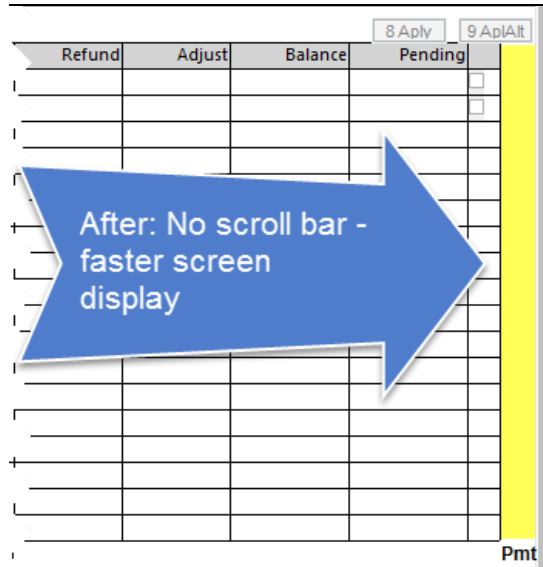


Figure 5 After

[ADM-AUC-RC-8369]

4. HELP REFERENCE LIBRARY

4.1. New or Updated Documentation

- YEAR END PROCESSING
 - CONTRACTS/BIDS
- | | |
|---|-----------|
| PO-100 PO Help Documents Index | |
| PO-740 Set Starting Purchase Order Number | [New] |
| PO-780 PO Rollovers PowerPoint® Overview | [Updated] |
| PO-520 Bids Entry | [New] |