PURCHASE ORDERS

RELEASE NOTES – JUNE 2018

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

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1. PURCHASE ORDER ENTRY-% AND $ CALCULATIONS [Fix]

Occasionally a purchase order with multiple lines is created which calculates the correct total dollar amount but could be off by one tenth of one percent when adding the *percentage* represented by each of the lines. This required ADMINS intervention if a change order was initiated against a purchase order with this characteristic. Logic was added to the change order process to ignore the difference if the amount is +/- .05 percent.

[ADM-AUC-PO-472]

1.1. Voucher Liquidation Restoring Quantity and Dollar Amounts to PO [Fix]

There was an issue when vouchers were liquidated if the vouchers were created from a Purchase Order with a quantity set. When a new voucher was created, the liquidated lines were not reinstated for payment. This was corrected and installed on sites in mid-May and is included here to document the change.

[ADM-AUC-AP-896]

2. POSTING PURCHASE ORDERS

2.1. Remove Blank or Previously Deleted Lines [Fix]

Sometimes a purchase order user would see a message that a line that had been deleted was causing an error and not allowing the purchase order posting to run, with a message prompting the user to contact ADMINS support to resolve the issue. A fix was installed to correct the issue.

Figure 1 Error message regarding blank or previously deleted lines

[ADM-AUC-PO-474]

2.2. Posting Messages [Fix]

When posting a large number of transactions, users would sometimes see this message and get logged off of the AUC server:
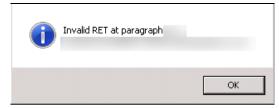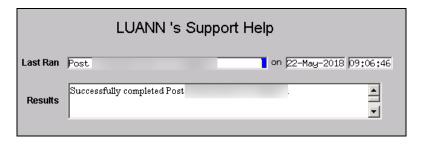

Figure 2 Before

This has been fixed and the user may now see a "Successfully completed" message like this one once the process has completed.

2.2.1.   Purchase Order Posting [Fix]

A similar change was made for posting Purchase Orders; the user will no longer see the error message in Figure 2.

2.2.2.   Purchase Change Order Posting [Fix]

A similar change was made for Change Order Posting; the user will no longer see the error message in Figure 2.

2.2.3.   Purchase Order Liquidation Posting [Fix]

A similar change was made for posting Purchase Order Liquidations; the user will no longer see the error message in Figure 2.

2.1.   Purchase Order Approvals [Fix]

A similar change was made to the voucher approvals screen. The approval user will no longer see the error message in Figure 1Figure 3.

Figure 3 Before – Approvals Posted message sometimes displayed the Invalid RET at paragraph 19 message

Figure 4 After–Once [OK] is clicked, the system will display the AP/PO dashboard screen

3. CHANGE ORDERS ▶ View Posted Change Orders [Fix]

The change order history report was modified to accommodate longer account numbers and prevent truncating other data. The change required decreasing the font size for the report .

3.1. Change Order History Report [Fix]

Figure 5 Before

Figure 6 After

[ADM-AUC-PO-466]

4. BIDS ▶ Inactivated Vendors No Longer Included in Labels [Fix]

There was a correction in the bids module for creating vendor labels to not include inactivated vendors. To access the screen, select **Purchase Orders ▶ Bids ▶ Bid Entry** and click on the **[2 Vendor]** tab.

[ADM-AUC-PO-467]

5. CONTRACTS ▶ Voucher Liquidations Affecting Paid Quantity [Fix]

The Voucher Liquidation posting did not reverse the quantity unless the voucher was marked type **"F"** for final payment. ADMINS removed the code so that it will now update the quantity paid (as well as the amount) on any type of voucher liquidation.

[ADM-AUC-PO-458]

6. REPORTS

6.1.   3810 – VENDOR LABELS – CSV [Enhancement]

Selection criteria was added for active vendors, inactive vendors or all vendors to be included in the file. This file is normally used as the source data for a mail merge for sending out forms and verification letters to vendors.

Figure 7 Before: cannot select on the basis of status

Figure 8 After: select status: All, Only Active or Only Inactive

[ADM-AUC-PO-471]

7. YEAR END PROCESSING

7.1. PO Rollover Change Report [Enhancement]

As part of the Purchase Order Rollover processing, a report of errors is created. The report was enhanced to include the fiscal year to make it easier for the user to find and fix errors. These errors are warnings and will not stop the rollover process.

Figure 9 Before – Error report did not include a fiscal year

Figure 10 After – Example of inactive account with Fiscal Year included

Figure 11 After – Example of inactive Control account with Fiscal Year included

[ADM-AUC-PO-447]

7.2. PO Rollover–Account Number Changes Report [Enhancement]

The column width for the Remaining Balance amount was expanded from 12 to 14 characters wide to allow for an additional two digits.

```
3188-POROLACTCHG                    Printed 26-Apr-2018 at 11:09:09 by ANTHEA                                                          Page 129
                                                           Town of Admins
                                                 PO Rollover - Account Number Changes

 ==================== ======================================
      PO#: 9047115      Vendor: 018920 - 01
 PO Date: 01-Dec-2017             AMY REMY
 ==================== ======================================

 ----- ---- --------------------------------------------------    --------------------------------------------------    ------------ ------------
 Line  GL#  Original Account and Description                      New Account and Description                           Original Amt Rem Balance
 ----- ---- --------------------------------------------------    --------------------------------------------------    ------------ ------------
 1    NHS
        1   1000-300-2210-891-06-00-54160 HS NATL HONOR SOCIETY   1000-300-2210-891-06-00-54160 HS NATL HONOR SOCIETY          319.00       319.00

                                                                                                                       ================ =============
                                                                                                  *** Grand Total***       5,469,133.05  4,620,587.25
                                                                                                                       ================ =============
```
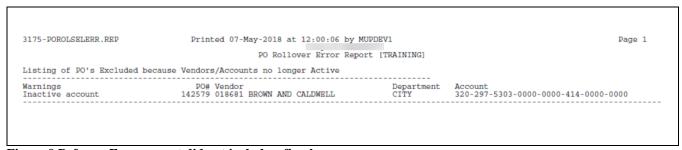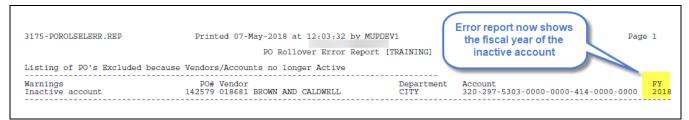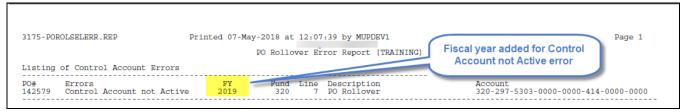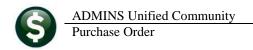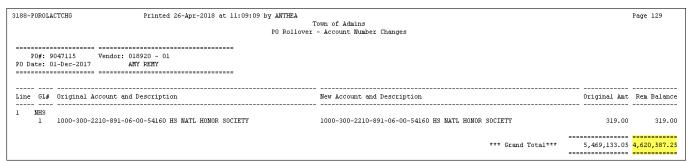**Figure 12 Before**

```
3188-POROLACTCHG                    Printed 30-May-2018 at 11:24:57 by THERESA                                                        Page 121
                                                           Town of Admins
                                                 PO Rollover - Account Number Changes

 ==================== ======================================
      PO#: 9047115      Vendor: 018920 - 01
 PO Date: 01-Dec-2017
 ==================== ======================================

 ---- --- --------------------------------------------------    --------------------------------------------------    ------------ --------------
 Line GL# Original Account and Description                       New Account and Description                           Original Amt   Rem Balance
 ---- --- --------------------------------------------------    --------------------------------------------------    ------------ --------------
 1    NHS
        1 1000-300-2210-891-06-00-54160 HS NATL HONOR SOCIETY    1000-300-2210-891-06-00-54160 HS NATL HONOR SOCIETY          319.00         319.00

                                                                                                                       ================ ==============
                                                                                                  *** Grand Total***       4,900,613.73   4,174,638.31
                                                                                                                       ================ ==============
```
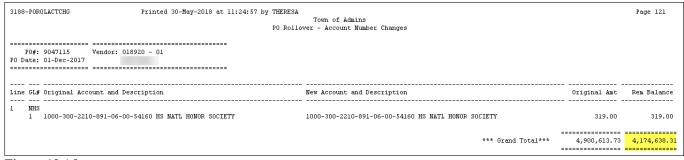**Figure 13 After**

[ADM-AUC-PO-475]

8. HELP REFERENCE LIBRARY

8.1. New or Updated Documents

- YEAR END PROCESSING   PO–780 PO Rollovers PowerPoint® Presentation Slides   [Updated]
                        PO-790 Turn off Access to Purchase Orders   [Updated]
- OTHER   PO–995 How to Exit from AUC   [New]
         PO–1000 The Best Way to Contact Support   [New]