



PURCHASE ORDERS

RELEASE NOTES – JUNE 2018

This document explains new product enhancements added to the ADMINIS 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]



Figure 1 Error message regarding blank or previously deleted lines

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.

[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:

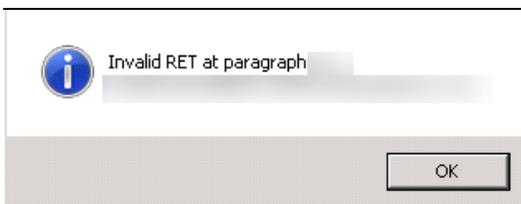
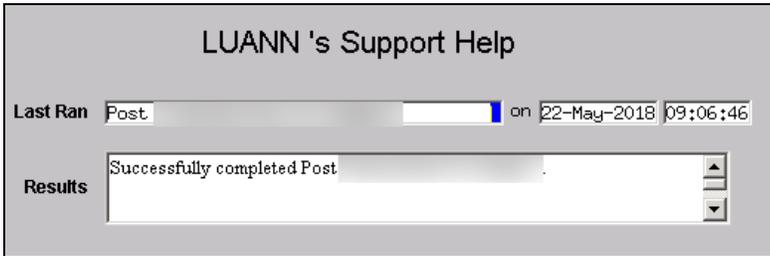


Figure 2 Before



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



[ADM-AUC-GL-8920]

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.

[ADM-AUC-GL-8290]

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.

[ADM-AUC-GL-8290]

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.

[ADM-AUC-GL-8290]

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.

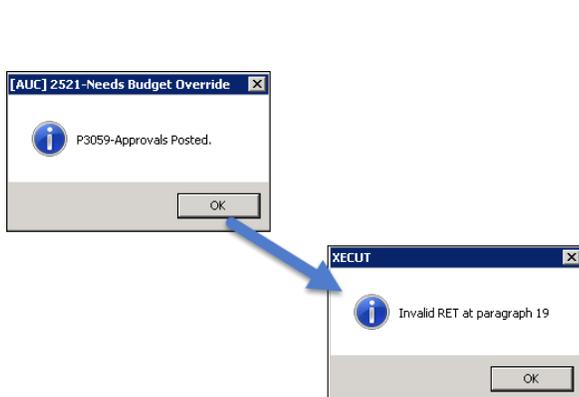


Figure 3 Before – Approvals Posted message sometimes displayed the Invalid RET at paragraph 19 message

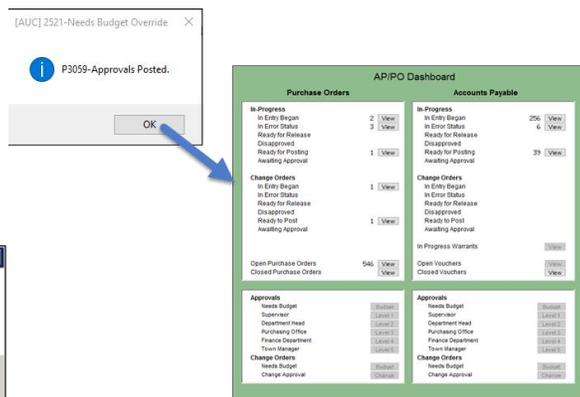
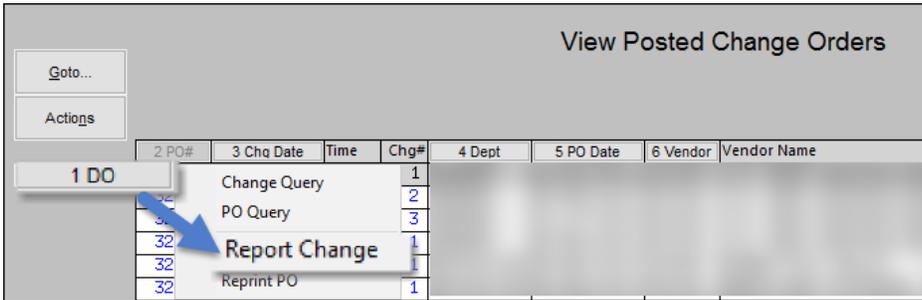


Figure 4 After–Once [OK] is clicked, the system will display the AP/PO dashboard screen

[ADM-AUC-AP-903]



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]

3032-POCHGHISEDT.REP Printed 04-Apr-2018 at 09:30:13 by [redacted]

Change Order History Report

Change Seq#: 1 Date: 09-Jun-2017 Time: 10:47:05.79 User: [redacted]

PO#: 32698 Vendor: [redacted]
 PO Date: 26-May-2017 Dept: PWADMIN

Line	G/L	Field Name	Old Value	New Value
		Change Reason	internalc/o-corrected line item	
		Effective Date		09-Jun-2017
		Ship to Attn:		
TOTAL CONTRACT \$787,512.00 REF PO 30153 AND 32697			TOTAL CONTRACT \$787,512.00 REF PO 30153 AND 32697	
1	1	Account	4166-22000-91400-0000-30180-2013-000	4027-22000-91200-0000-30180-2017-000 Bal \$45,
2	1	Account	4166-22000-91400-0000-30180-2013-000	4027-22000-91200-0000-30180-2017-000 Bal \$111
3	1	Account	4166-22000-91400-0000-30180-2013-000	4027-22000-91200-0000-30180-2017-000 Bal \$97,
4	1	Account	4166-22000-91400-0000-30180-2013-000	4027-22000-91200-0000-30180-2017-000 Bal \$6,3

Internal Notes:

Figure 5 Before

3032-POCHGHISEDT.REP Printed 30-May-2018 at 09:43:11 by MUPDEV5 Page 1

Change Order History Report

Change Seq#: 1 Date: 09-Jun-2017 Time: 10:47:05.79 User: [redacted]

PO#: 32698 Vendor: 007769-01 [redacted]
 PO Date: 26-May-2017 Dept: PWADMIN

Line	G/L	Field Name	Old Value	New Value
		Change Reason	internalc/o-corrected line item	
		Effective Date		09-Jun-2017
		Ship to Attn:		
TOTAL CONTRACT \$787,512.00 REF PO 30153 AND 32697			TOTAL CONTRACT \$787,512.00 REF PO 30153 AND 32697	
1	1	Account	4166-22000-91400-0000-30180-2013-000	4027-22000-91200-0000-30180-2017-000 Bal \$45,975.00
2	1	Account	4166-22000-91400-0000-30180-2013-000	4027-22000-91200-0000-30180-2017-000 Bal \$111,215.00
3	1	Account	4166-22000-91400-0000-30180-2013-000	4027-22000-91200-0000-30180-2017-000 Bal \$97,761.00
4	1	Account	4166-22000-91400-0000-30180-2013-000	4027-22000-91200-0000-30180-2017-000 Bal \$6,350.00

Internal Notes:

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.

Bid Entry - Vendor List

Bid # 2011-015 **Description** EMERGENC

Bid Type IFB Invitation for Bid **Last Bid#**

Bid Opening **Bid Effective Dates** **Individual**

Date **Start** **Minority**

Time 00:00:00.00 **End** **Non-Prof**

1 Class 2 Vendor (8) 3 Vendor Email 4 Category 5 Detail (15)

Vendor	Remit	Name	Address Line 1
000409	01	ROLAND ARCAND	86 BLOCKSTONE ST
000972	01	MAY TO JONES	
001706	01	3-D CONSTR	
009517	01	AKA CONSTRUCTORS	
009799	01	A.J. WOOD CONSTRUCTION	
010687	01	ALLARD CONSTRUCTION	
012366	01	A CUSTOM PLUMB & HEAT	
026665	01	A K CONSTRUCTION CO	

9 Add Vendor L Delete Vendor Q Edit List **P Vendor Labels**

[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.

Task 3810: Vendor Labels - CSV Output File

Vendor Labels - CSV Output File
To be used for mail merge purposes

Optional: Restrict to Address Type

Optional: Enter up to 9 Vendor Classes 0 values:

Sort Order
 Vendor# Sort Name Vendor Class Zip Code

Run as CSV

Figure 7 Before: cannot select on the basis of status

Task 3810: Vendor Labels - CSV Output File

Vendor Labels - CSV Output File
To be used for mail merge purposes

Optional: Restrict to Address Type

Optional: Enter up to 9 Vendor Classes 0 values:

Sort Order
 Vendor# Sort Name Vendor Class Zip Code

Select Status:
 All Only Active Only Inactive

Run as CSV

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.

3175-POROLSELERR.REP Printed 07-May-2018 at 12:00:06 by MUPDEV1 Page 1

PO Rollover Error Report [TRAINING]

Listing of PO's Excluded because Vendors/Accounts no longer Active

Warnings	PO#	Vendor	Department	Account
Inactive account	142579	018681 BROWN AND CALDWELL	CITY	320-297-5303-0000-0000-414-0000-0000

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

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PO Rollover Error Report [TRAINING]

Listing of PO's Excluded because Vendors/Accounts no longer Active

Warnings	PO#	Vendor	Department	Account	FY
Inactive account	142579	018681 BROWN AND CALDWELL	CITY	320-297-5303-0000-0000-414-0000-0000	2018

Error report now shows the fiscal year of the inactive account

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

3175-POROLSELERR.REP Printed 07-May-2018 at 12:07:39 by MUPDEV1 Page 1

PO Rollover Error Report [TRAINING]

Listing of Control Account Errors

PO#	Errors	FY	Fund	Line	Description	Account
142579	Control Account not Active	2019	320	7	PO Rollover	320-297-5303-0000-0000-414-0000-0000

Fiscal year added for the Control Account not Active error

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.

Line	GL#	Original Account and Description	New Account and Description	Original Amt	Rem Balance
1	MHS	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

Line	GL#	Original Account and Description	New Account and Description	Original Amt	Rem Balance
1	MHS	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]