



# PURCHASE ORDERS

## RELEASE NOTES – JUNE 2019

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

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# 1. PRINT & POST PO OPTIONS [Enhancement]

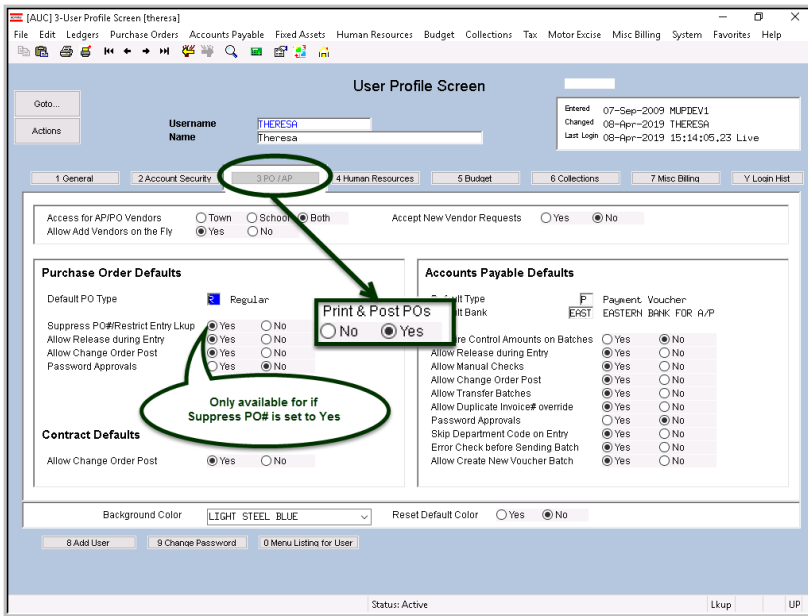


Figure 1 New Print & Post POs [Yes/No] Radio button

The [3 PO/AP] Tab on the User Profile screen has a new “Print & Post POs” [Yes/No] Radio button. This option is only for users for whom Purchase Order (PO) numbers are suppressed during data entry and prior to printing.

PO numbers are revealed when the PO is printed and posted. PO entry users with the radio button set to “Y” may print and post POs once they are approved.

This feature allows sites to maintain **centralized control** over spending, yet use **decentralized data entry** and **printing**, without requiring printing and distribution by the central office.

## 1.1. Users with Print and Post Privilege

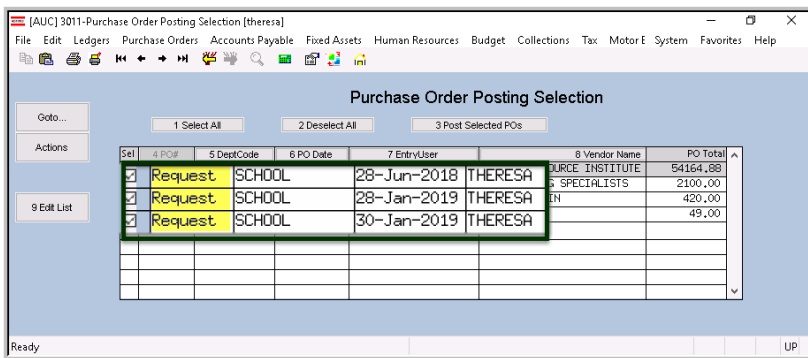


Figure 2 Purchase Order Posting Selection Screen shows the PO # column as “Request” for restricted users

Users with the privilege may select **Purchase Orders ▶ Purchase Order Entry ▶ Print and Post**. The **Purchase Order Posting Selection** screen will show the PO # as “Request” and the user printing and posting will not see the PO # until the posting and printing are complete.

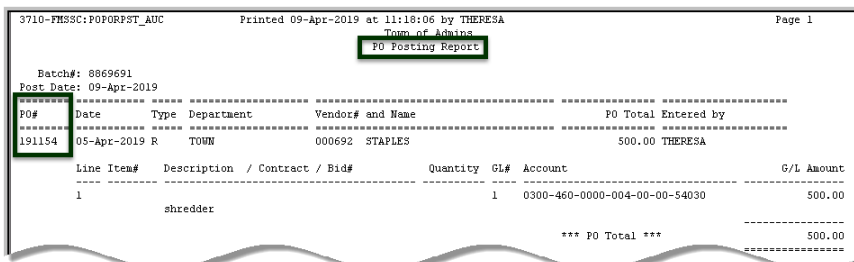


Figure 3 The PO Posting report shows the PO #

Once the **Purchase Orders** are posted and printed, the **Purchase Order number** will be shown on the Posting Report as shown in **Figure 3** and on the face of the Purchase Order as shown in **Figure 4**.



Figure 4 The printed Purchase Order shows the PO #

## 1.2. Users *without* the Print and Post Privilege

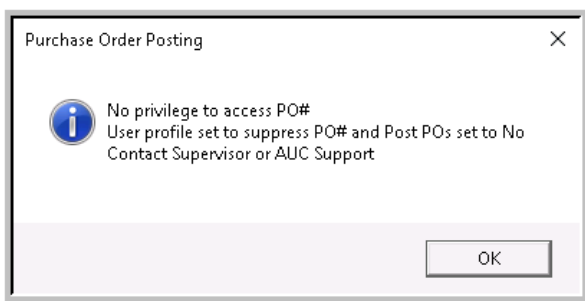
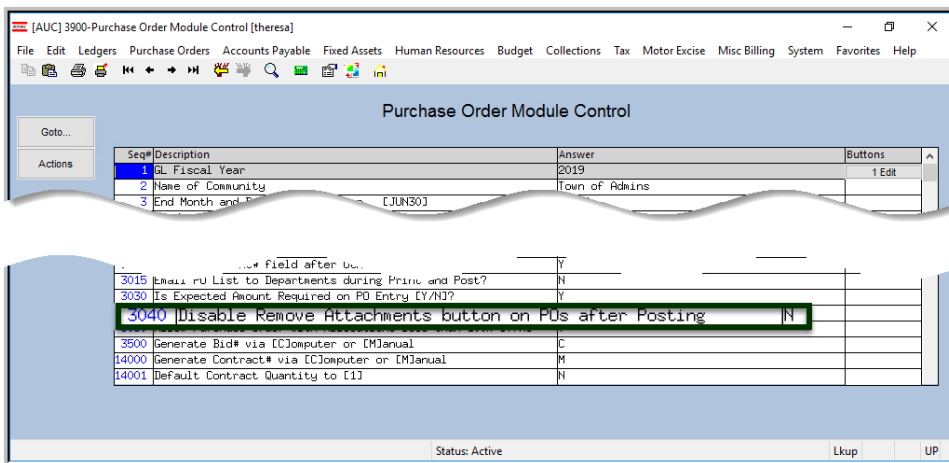


Figure 5 Error message notifying users that posting is not allowed

If the user has the **“Print & Post POs”** [Yes/No] Radio button set to **[No]** on the **User Profile** screen, and tries to print and post, the system will display the error message shown in Figure 5 indicating that the user may neither access **PO #s**, nor print and post **POs**.

[ADM-AUC-PO-502]

## 2. CONTROLLING ATTACHMENTS TO PURCHASE ORDERS

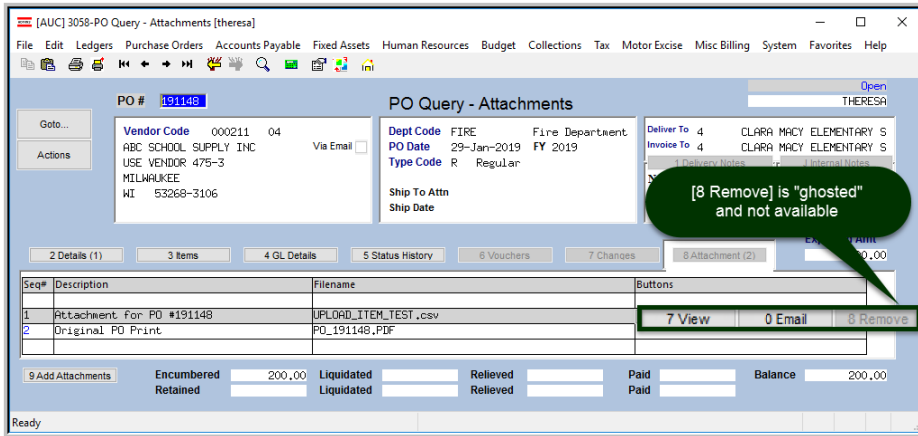


Prior to the software update, any user with access to a PO via the query screen could remove user-supplied attachments. **ADMINS** added a new module control value to allow sites to disable the **[8 Remove]** button on the attachments tab of the query screen once a purchase order is posted.



Set the value of **Module Control #3040** to **“Y”** to prevent the removal of attachments once a purchase order is posted.

**System generated attachments cannot be removed.**



If **after** the PO has posted or in the change order entry process, the finance department wants to remove the document:

1. Set **MODCTR 3040** to **“N”**
2. Remove the attachment
3. Set **MODCTR 3040** back to **“Y”**.

The method applies to removing a user-created

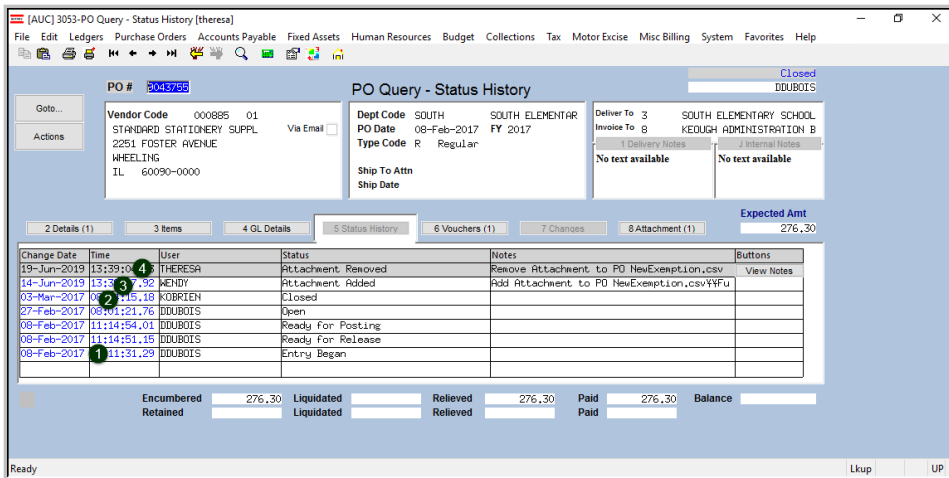
attachment during any processing performed **after** the purchase order is posted.

[ADM-AUC-PO-503]

## 2.1. Removing Attachments [Fix]

Prior to the software update, the original user was showing on the **[5 Status History]** screen instead of the actual user who removed attachments. In this example, instead of **“THERESA”** showing as the user that removed the attachment, the user **“DDUBOIS”** would be listed. **ADMINS** corrected this and now the user removing the attachment will be shown accurately on the **[5 Status History]** screen. Click on **Purchase Orders ▶ Queries ▶ View All Purchase Orders ▶ Select ▶ [5 Status History]** to view the screen:

In the example in **Figure 6**:



1. User **DDUBOIS** creates, releases and posts the purchase order.
2. User **KOBRIEN** closes the purchase order via a payment.
3. User **WENDY** adds an attachment to the purchase order
4. User **THERESA** removes the attachment

Figure 6 Status History screen shows accurate user information when removing attachments

[ADM-AUC-PO-513]

## 3. DISTRIBUTION LIST EMAILS [ENHANCEMENT]



**ADMINS** uses dozens of distribution lists to notify designated users of a variety of system events. The lists are set up in the **Module Maintenance ▶ Email Distribution Lists** screen for each module.

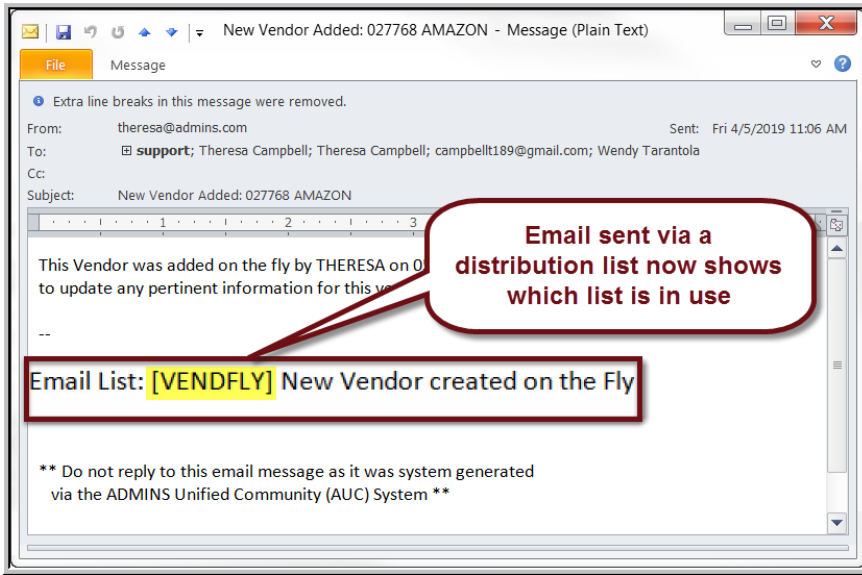


Figure 7 System-generated email identifies the Email List [Name] & Description

The **Email List Name** and **Description** is now included in the body of the email to identify the origin of the email.

This will be helpful information when users are receiving emails but are not sure where the email originates or why a particular user is receiving the information. In Figure 7, the **Email Distribution List** named “**VENDFLY**” was used by the system to notify users that a new vendor was created.

If the distribution needs to change, the list may be edited. Detailed instructions are available in the Help Reference Library for each module, for example, [PO-960 Email Distribution Lists](#).

[ADM-AUC-SY-8102]

## 4. REPORTS



**ADMINS** reinstated the progress bar feature that indicates a report is running.

[ADM-AUC-SY-8093]

### 4.1. Email Reports [Tip]

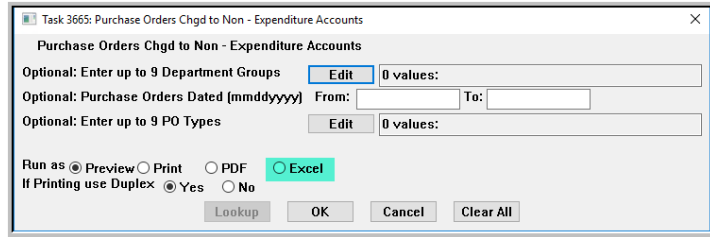
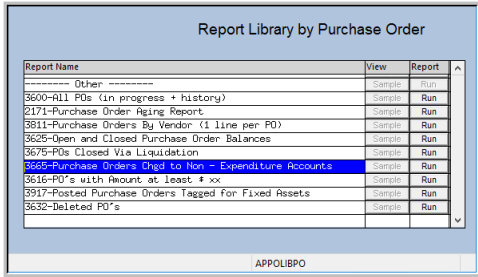


The support team frequently receives emails containing *scanned* images of **ADMINS** reports (we love pictures!). Any **ADMINS** report may be emailed via the **Reports ▶ Retrieve Output** function. This saves time and paper (no need for printing) and ensures accuracy when sending reports spanning multiple pages to [support@admins.com](mailto:support@admins.com). There is a document, [PO-950 I forgot to print my reports](#), that gives instructions on how to use the **Reports ▶ Retrieve Output Files** feature to email reports.

[ADM-AUC-DOC-166]



## 4.2. #3665 POs Charged to Non-Expenditure Accounts [Enhancement]



ADMINS added a **PO Status** column to the **Purchase Orders Charged to Non-Expenditure Accounts** report and also added the ability to create the report in **Excel®** format.

PO#	PO Date	Vendor#	Name	Type	Department	GL#	Account	Amount	Type	PO Status
4,827	4/27/1999	001203	TOWN OF ADMINS-ALT PRINT	R	SCHOOL		1 1000-300-2200-550-06-00-52040	424.75		Closed
9,066	12/14/2001	006641	MESPEF	R	SCHOOL		1 0000-000-0000-000-00-000000			Closed
19,049	10/27/2005	014251	SUZAN CULLEN	R	SCHOOL		1 2900-000-0000-000-00-00-20115 SCHOOL ENCUMBRANCES-EXP	500.00	Liability	Closed
19,117	7/27/2005	014016	TOWN OF LITTLETON	R	SCHOOL		1 1000-000-0000-000-00-00-20115 SCHOOL ENCUMBRANCES-EXP	2,716.50	Liability	Closed
25,913	1/14/2009	000220	BALFOUR	R	SCHOOL		1 1000-000-0000-000-00-00-20115 SCHOOL ENCUMBRANCES-EXP	8.95	Liability	Closed
27,975	9/3/2009	008947	TRAVELERS TRANSIT. INC.	R	KEOUGH		1 1000-000-0000-000-00-00-20115 SCHOOL ENCUMBRANCES-EXP	1.00	Liability	Closed
46,599	8/30/2017	010852	GOVCONNECTION, INC	R	HIGHSCHOOL		1 2310-000-2250-406-10-00-54085 NON INSTRUCTIONAL TECHNOL	5,499.18	Revenue	Closed
*** Grand Total ***								9,150.38		

Figure 8 Purchase Orders Charged to Non-Expenditure Accounts report in Excel® format

[ADM-AUC-PO-511]

## 5. TABLES ▶ Approval Path Setup ▶ Edit List [Enhancement]

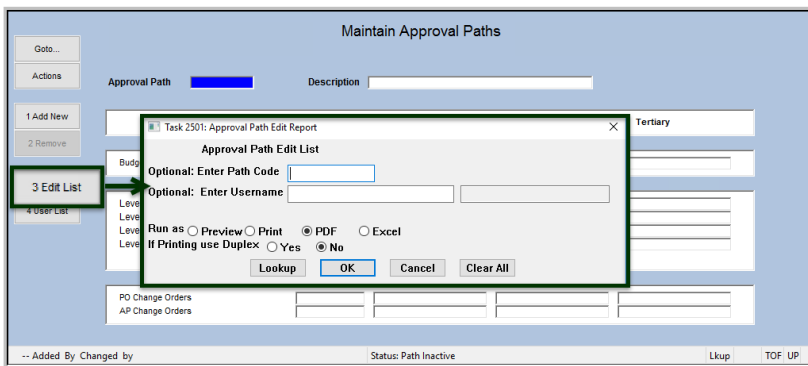


Figure 9 Before – Edit List reported on all approval paths, whether inactive or active



ADMINS enhanced the **Approval Path Table ▶ Edit List** by adding the option to filter by approval path status. This allows sites with many unused approval paths to only view the active paths. This status filter works in conjunction with the optional **Path Code** and **Username** filters.

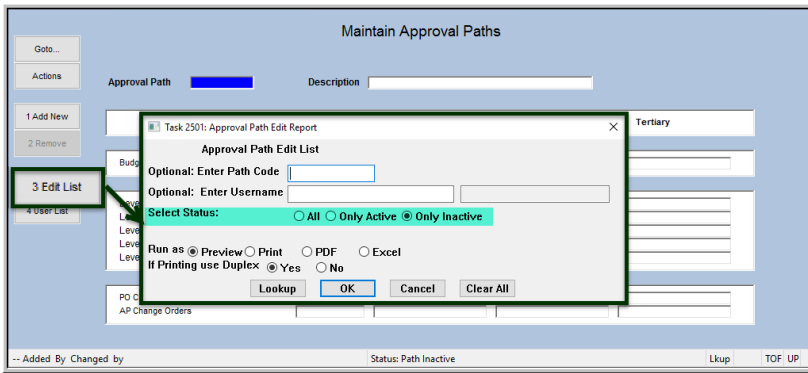


Figure 10 After – Edit List allows filtering by status – “All” is the default

The default selection will report on **“All” Approval Paths**. Once the report is run, the selection will be saved for the next time. Users may override the default or saved selection.

[ADM-AUC-PO-510]

## 6. OVERNIGHT Report of New Attachments to OPEN POs [Enhancement]

ADMINS added a new report to the overnight job to notify selected users that new files have been attached to open purchase orders. This is managed via a new module control, #3600, and a new **Email Distribution List**, PONEWATT.

### 6.1. Module Control #3600

Select **Purchase Order** ▶ **Module Maintenance** ▶ **Module Control 3600**:

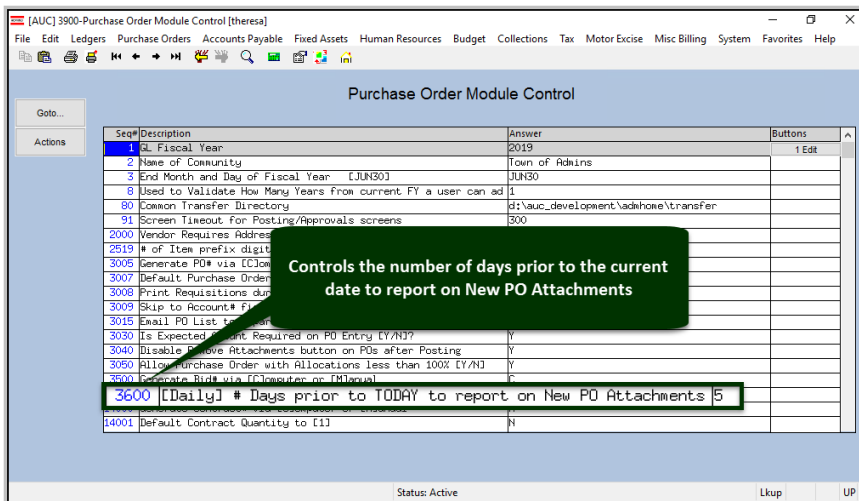


Figure 11 New module control #3600

The default value for all sites will be set to **5** days when this feature is installed with the June software update.

The value may be changed by anyone with access to the **Module Maintenance** screen.



## 6.2. Email Distribution List PONEWATT

The list will be empty when installed with the software update.

Select **Purchase Order ▶ Module Maintenance ▶ Email Distribution Lists ▶ PONEWATT**; click **[1 Add Email]** and choose the users to be added to the new list.

Detailed instructions on managing Email Distributions Lists are found in **PO-960 Email Distribution Lists** in the Help Reference Library.

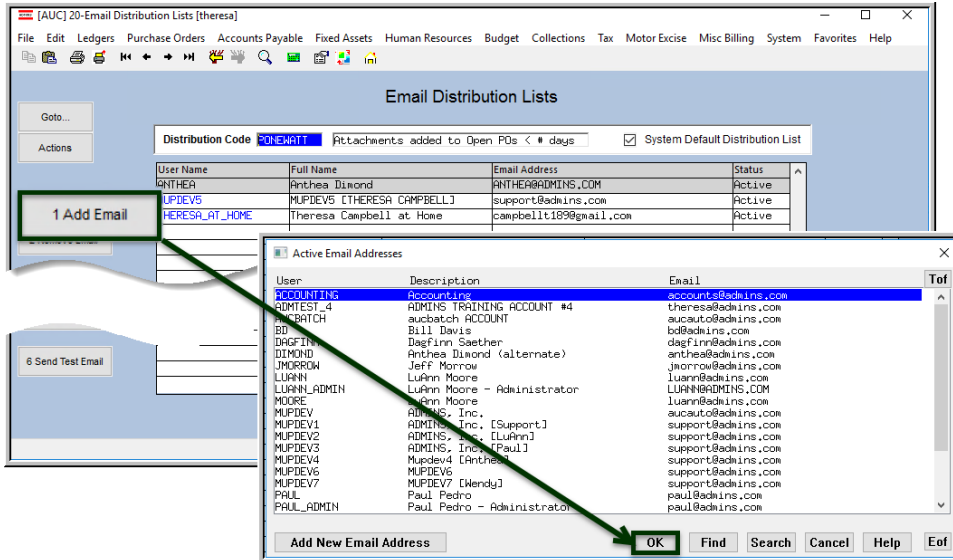


Figure 12 Updating the PONEWATT Email Distribution List

### 6.2.1. Sample Report Sent Via Email

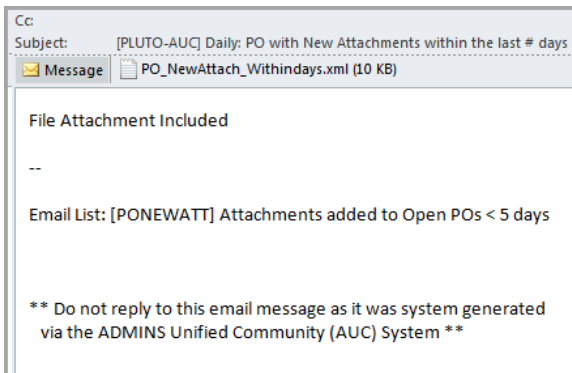


Figure 13 Sample email sent via the overnight job

The report will be emailed to the members of the **PONEWATT** distribution list. The report will be contained in an attachment to the email, to be opened with Microsoft **Excel®**.

A sample of the report attached to the email is shown in **Figure 14**; the columns are described in the table below.

PO#	Vendor#	Remit	Vendor Name	Seq#	Description	Entry Date	Entry Time	Entry User	Filename_1	Filename_2
191110	012366	01	A CUSTOM PLUMB & HEAT	2		5/10/2019	11:16:19.07	THERESA	D:\AUC_Development\admhome\Transfer\ACA\Bad_Dates.csv	
191148	000211	04	ABC SCHOOL SUPPLY INC	3	test adding attachment to an open PO	5/10/2019	11:00:29.00	THERESA	D:\AUC_Development\admhome\Transfer\ATTACH\BID-2017001-contract.docx	
191154	000692	02	STAPLES	2	Test adding an attachment to an Open PO	5/10/2019	10:59:20.17	THERESA	D:\AUC_Development\admhome\Transfer\recon0530181607.dat	
191155	010852	03	GOVCONNECTION, INC	2	testing new daily report	5/8/2019	16:47:13.76	ANTHEA	D:\AUC_Development\admhome\Transfer\ME_Deinquent.csv	
			# Days prior to Today to check	5						

Figure 14 Sample file attachment listing the new attachments to purchase orders for the past “x” days





Excel® Column	PO#	Purchase order #
A	Vendor#	Vendor# assigned to PO
B	Remit	Vendor Address Remit #
C	Vendor Name	Vendor Name
D	Seq#	Attachment Sequence #
E	Description	Description entered by the user at the time the attachment is added
F	Entry Date	Date attachment was added
G	Entry Time	Time attachment was added
H	Entry User	User that added the attachment
I	Filename_1	Location and Name of attachment
J	Filename_2	Location and Name of attachment continued (if filename is long)
K	Legend	Number of days specified in Module Control #3600

[ADM-AUC-PO-508]

## 7. EXCEL® TEMPLATES [FIX]

ADMINS provides Excel® spreadsheets used for a variety of upload purposes. Prior to the software update, when accessing a template, if a user tried to open a second copy of the template, the process terminated, bringing the user to the support page.

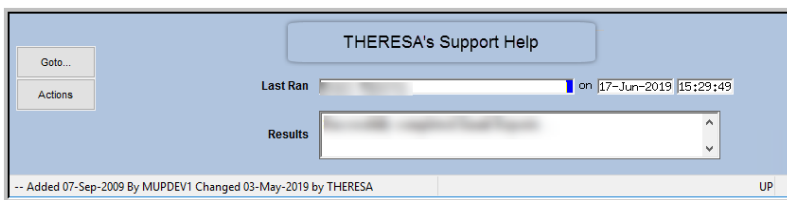


Figure 15 Before – if the template was already open, process brought the user to the support page



Figure 16 After – message instructing the user to close the open template prior to running the process again

This was corrected and users will instead be informed that the template is already open.



Changes affected these **Excel®** templates, available by selecting **Purchase Orders ▶ Help Reference Library**:

Purchasing Help Reference Library		
----- TEMPLATES -----		
PO-810 Upload Approval Paths Template	View	Email
PO-820 Upload Commodity Items Template	Run	Email
PO-830 Upload Vendors Template	Run	Email

- PO-810 Approval Paths Template
- PO-820 Commodity Items Template
- PO-830 Vendors Template

[TOC-SUP-SAPLAUC-2966]

## 8. HELP REFERENCE LIBRARY

The following new or updated documentation was added to the Help Reference Library.

### 8.1. New or Updated Documents

- |                        |                                     |           |
|------------------------|-------------------------------------|-----------|
| • PURCHASE ORDER ENTRY | PO-105 Purchase Order Types         | [New]     |
| • TEMPLATES            | PO-810 Approval Paths Template      | [Updated] |
|                        | PO-820 Commodity Items Template     | [Updated] |
|                        | PO-830 Vendors Template             | [Updated] |
| • OTHER                | PO-915 Favorites Screen             | [Updated] |
| • OTHER                | PO-950 I forgot to print my reports | [Updated] |
| • SYSTEM               | PO-1010 System Administration Kit   | [Updated] |