



# PURCHASE ORDERS

## RELEASE NOTES – JUNE 2021

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

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# 1 CREATE NEW FROM POSTED [Fix]

When creating a New Purchase Order (PO) from a posted PO, if there was retainage percentage % or a retainage dollar \$ amount set on the posted PO, it was not brought into the new PO. This has been corrected with the software update.

PO ▶ Purchase Order Entry ▶ Create New from Posted PO ▶ Select PO ▶ [4 Create PO]

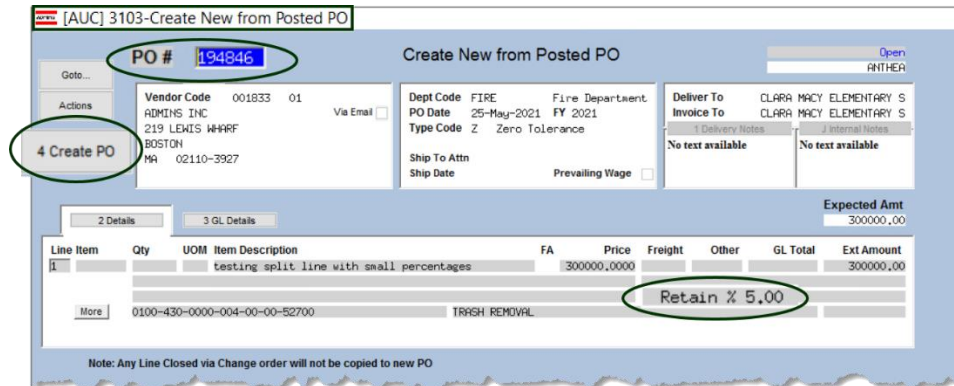


Figure 1 PO #194846 shows a Retainage of 5% in the Create New from Posted PO screen #3103

Create a new PO from a PO that has retainage; this screen has been enhanced to show the retainage on the original “from” PO; usually retainage is only seen on the [3 Items] tab of the purchase order. The new PO will be created with the retainage amount.



Figure 2 The PO is created with the Retainage % visible on the [3 Items] tab

[ADM-AUC-PO-562]

# 2 PREVAILING WAGE & CERTIFIED PAYROLL [Enhancement]

ADMINS added a “Prevailing Wage” checkbox to several screens in the PO module. The following is excerpted from the <https://www.mass.gov/prevailing-wage-program> web page:

*“The Department of Labor Standards (DLS) issues prevailing wage information for construction projects and other types of public work.*



*DLS issues prevailing wage schedules to cities, towns, counties, districts, authorities, and state agencies. **Workers must receive these hourly wage rates when working on a public project.** Prevailing Wage rate schedules vary by region, type of work and other factors...*

The checkbox indicates that prevailing wage is required on the work and the contractor must submit a “**Certified Payroll**” document at the time of invoicing. These boxes are checked on POs and / or Contracts. If the Contract has the box checked, any POs created based on the contract will be checked. Vouchers that pay against the POs will have extra error checking during processing. See the Accounts Payable June 2021 Release Notes for more information about the **Certified Payroll** checkbox on the **Voucher** screens and how it works with the Prevailing Wage checkbox on the PO module screens.

## 2.1 Site Specific Error Checks

### System ▶ Site Specific Error Checks ▶ CONTRACT

The **CONTRACT** and **CONTRCHG** site specific error checks include an entry regarding the Prevailing Wage checkbox. **ADMINS** also added the Require Insurance Certificate on File to the Error Check screen. The values are:

- Ⓐ Warning – Issue a message on the report, but allow the process to continue
- Ⓑ Hard Errors – Issue a \*\*\*message\*\*\* and stop the process until corrected
- Ⓒ No Message – Do not check for the box on the Contract during entry

Each of the Contract Entry Error Checks is used independently -- #4 could be set to Warning, and #5 to a Hard Error.

Seq#	Description	Action Code	Value	Buttons
1	Vendor on Hold	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		1 Edit
2	Remit Address Type not CO	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
3	Allow use of Vendors without FID# on fil	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
4	Require Insurance Certificate on File	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
5	Require Prevailing Wage Documentation	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		

Figure 3 The **CONTRACT** Site Specific Error checks

The checks are available for Contract Change Orders Entry and work in a similar manner:

### System ▶ Site Specific Error Checks ▶ CONTRCHG

Seq#	Description	Action Code	Value	Buttons
1	Require Change Reason to be Entered	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		1 Edit
2	Require Insurance Certificate on File	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
3	Require Prevailing Wage Documentation	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		

Figure 4 The **CONTRCHG** Site Specific Error checks

These warnings are used during contract and change order entry. If not, the system will issue a warning as specified in the **Site-Specific Error** check.



## 2.2 #3000 PO Entry

Figure 5 Before – the PO Entry screen without a “Prevailing Wage” checkbox

Figure 6 After – the PO Entry screen with the Prevailing Wage Checkbox

### 2.2.1 Edit List

There is a field on the Edit list to show the value – if the box is checked, the “Prevailing Wage Yes” message is displayed; if the box is unchecked, the “Prevailing Wage No” message is displayed.

14020-CONENTEDT.REP Printed 07-Jun-2021 at 16:42:10 Page 1  
City of ADMINS  
Contract Edit List

Contract#	Vendor	Department	DFW	Advertised From			
13	010816-01 BETA GROUP, INC. 6 BLACKSTONE VALLEY PLACE LINCOLN, RI 02865-0000						
				To Insurance Cert No Expires ** Contract has Attachment			
				Prevailing Wage Yes			
				Overspent Prevailing Wage Yes Value 35,250.00			
Line	Contract Notes	Qty	Item Description	Price	Freight	Other	Ext Amount
1	Bertine St Retaining Wall, Engineering Services including: cross section study, prelim and final design, environmental notification, public procurement & certain services during construction. Funding sources: 6585-52400 (Victory), 6580-52876 (Campanelli)						35,250.00
	Retainage Amount			\$	35,250.0000		
*** Contract Total ***							35,250.00

This “Prevailing Wage” checkbox appears on the following screens within the PO module:

## 2.3 #3006 PO Change Order Entry

Figure 7– The new “Prevailing Wage” checkbox appears on the #304 PO Query screen.



## 2.4 #3014 PO Query

The screenshot shows the 'PO Query - Posted' screen for PO # 194861. The 'Prevailing Wage' checkbox is highlighted with a green circle. The screen displays vendor information for ZEE MEDICAL, INC., department code FIRE, and PO date 03-Jun-2021. It also shows delivery and invoice information for CLARA MACY ELEMENTARY S.

Figure 8– The new “Prevailing Wage” checkbox appears on the #304 PO Query screen.

## 2.5 #14000 Contract Entry

The screenshot shows the 'Contract Entry' screen for Contract # 13. The 'Prevailing Wage' checkbox is highlighted with a green box. The screen displays vendor information for BETA GROUP, INC., department code DFW, and award date 21-Feb-2019. It also shows a table with contract line items, including 'Bertine St Retaining Wall, Engineering Services including: cross section study, prelia and final design, environmental notification, public procurement & certain services during construction.' with a price of 35250,0000 and an extension amount of 35250,00.

Figure 9– The new “Prevailing Wage” checkbox appears on the #14000 Contract Entry screen.

## 2.6 #14070 Contract Query

The screenshot shows the 'Contracts Query - Posted' screen for Contract # 5. The 'Prevailing Wage' checkbox is highlighted with a green box. The screen displays vendor information for BETA GROUP, INC., department code DFW, and award date 21-Feb-2019. It also shows a table with contract line items, including 'Bertine St Retaining Wall, Engineering Services including: cross section study, prelia and final design, environmental notification, public procurement & certain services during construction.' with a price of 35250,0000 and an extension amount of 35250,00.

Figure 10– The new “Prevailing Wage” checkbox appears on the #14070 Contract Query screen.

[MDF-SUP-SAPLAUC-1082]

## 3 MERGE VENDORS [Enhancement]

Merging vendors is a process where multiple instances of a single vendor can be combined to form one entity. This can be necessary if the same vendor is entered into the system under slightly different names.

ADMINS enhanced the **Merge Process** with a warning that will be displayed if a vendor is set to merge with another vendor, and the Taxpayer Information Numbers (TINs—either Federal Identification Numbers or Social Security Numbers) for the vendors do not match.

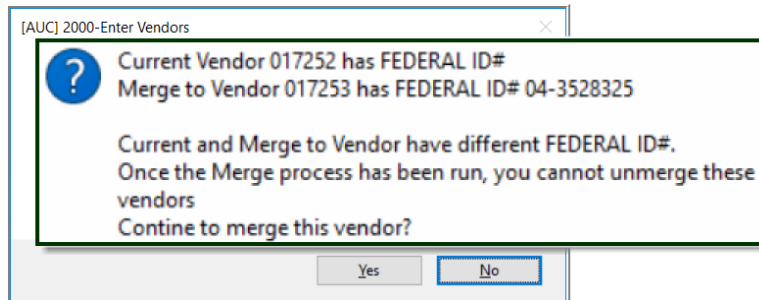
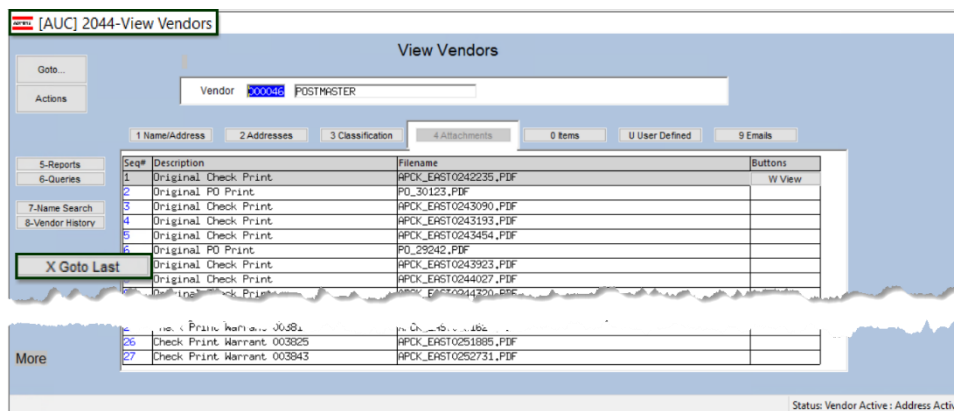


Figure 11 Example of the message that pops up if the “current” and “merge to” vendor TINs do not match

Click on **[Yes]** to continue; the vendor will be added to the work file of vendors to be merged. Click on **[No]** to stop the merge for this vendor. Once the **Merge Process** is complete (it runs in the overnight job), it cannot be reversed. See the instructions in **PO–360 Duplicate Vendor Merge** in the Help Reference Library for details on how to run the entire process.

[ADM-AUC-AP-1082]

## 4 ATTACHMENTS TO VENDOR FILES [Enhancements]



Purchase order and check copies are attached to the vendor record and are available in the **Enter Vendors and View Vendors** screens. Users can also add attachments in the **Enter Vendors screen only**. Attachments are listed in the screen in chronological order, starting with the earliest attachments.

### 4.1 Added [X Goto Last] Button [Enhancement]

For vendors with many attachments, pressing page down repeatedly to get to the most recent attachment takes time. **ADMINS** added a button to move the display to the most recent records.

**Purchase Orders ▶ Vendors ▶ Enter Vendors ▶ [4 Attachments]**

Click on the **[X Goto Last]** button to view the ten most recent records. The cursor will be positioned on the last record. This works on both the **Enter Vendors** and **View Vendors** screens.

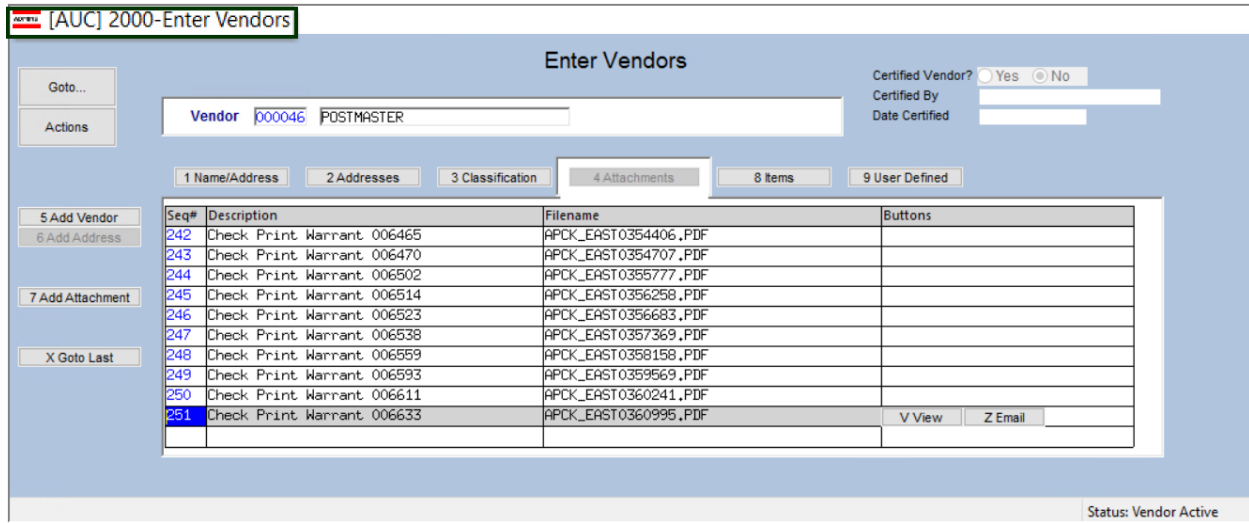
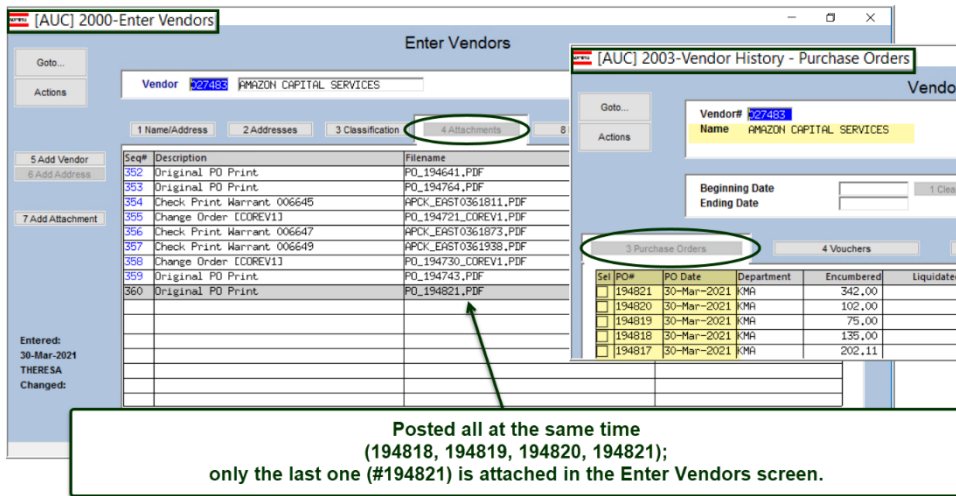


Figure 12 Result of clicking the [X Goto Last] button

[ADM-AUC-AP-1089]

## 4.2 Multiple Purchase Orders Posted for the Same Vendor [Fix]

Purchase Orders ▶ Enter Vendors ▶ [4 Attachments]



ADMINS fixed the attachment process on the #2000 Enter Vendors ▶ [Attachments] screen.

If multiple purchase orders for a vendor were posted and printed as a group, only the last purchase order for the vendor was attached in the screen.

Figure 13 Before – multiple purchase orders / same vendor not all attached to the Enter Vendors ▶ [4 Attachments] screen



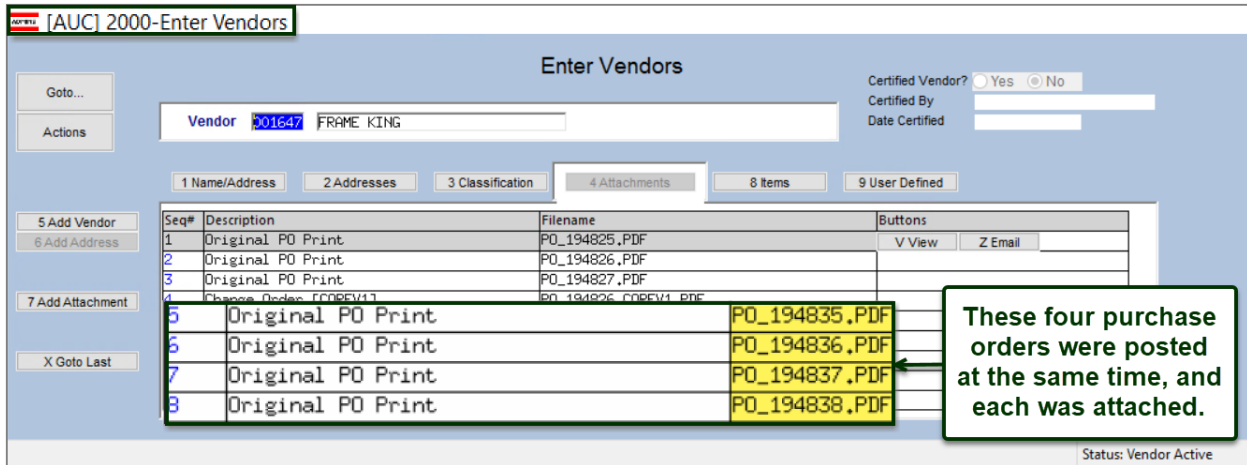
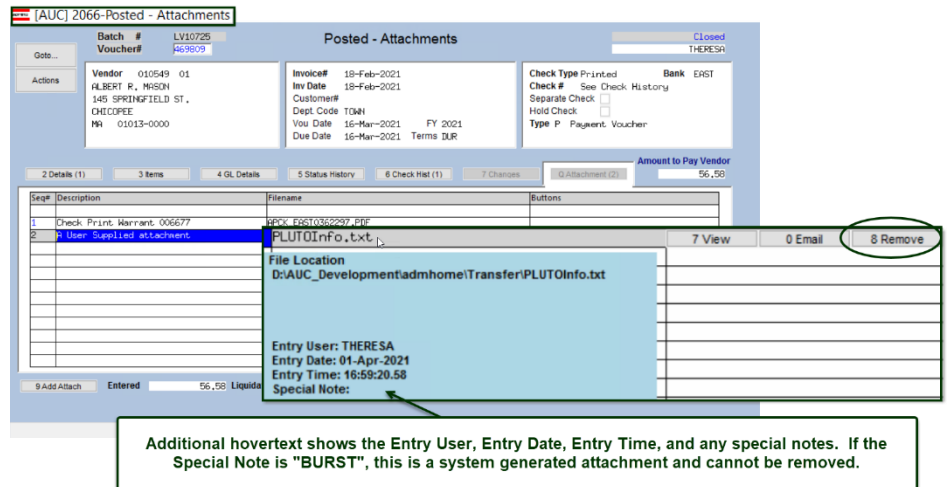


Figure 14 After – all purchase order attachments are available on the Enter Vendors screen.

[ADM-AUC-PO-560]

### 4.3 Attachments Hovertext [Enhancement]

ADMINS added more information to the hovertext on attachments indicating when the attachment was made and by whom. If the Special Note begins with **“BURST”**, it identifies this as a **System-Created** attachment, which cannot be removed by the user. Attachments without a **“Special Note”** are **user-supplied** and may be detached using the **[Remove]** button (if the button is not grayed out<sup>1</sup>).



To see this feature, available on several screens in the Purchase Order Module, go to the following screens.

1 Setting Purchase Order Module Control **3040** to **“Y”** will prevent the removal of user-supplied attachments; in some inquiry screens, the **[Remove]** button will be grayed out, preventing the removal of a user-supplied attachment.





### 4.3.1 #2000 Enter Vendors Screen Attachments

Accounts Payable ▶ Vendors ▶ Enter Vendors ▶ [4 Attachments]

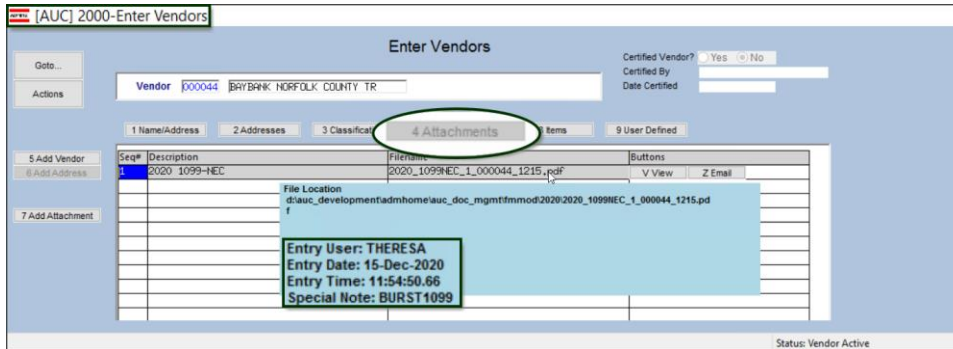


Figure 15 The Enter Vendors ▶ Attachments screen will show the enhanced hovertext

### 4.3.2 #2044 View Vendors Attachments Screen

Accounts Payable ▶ Vendors ▶ Enter Vendors ▶ [4 Attachments]

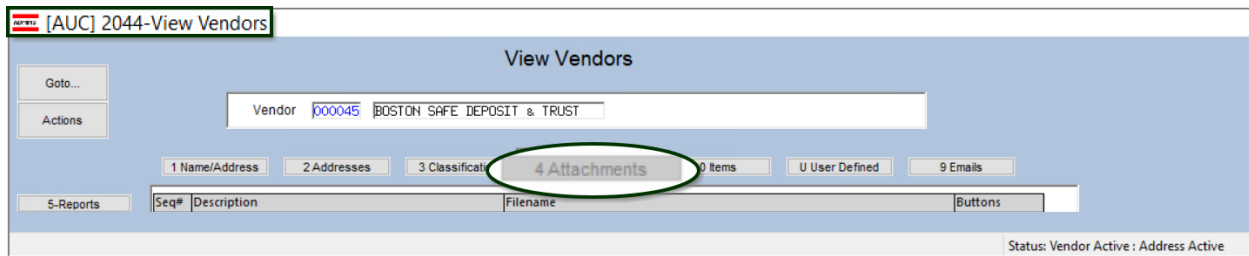


Figure 16 The View Vendors ▶ [4 Attachments] screen will show the enhanced hovertext

### 4.3.3 #3043 - PO Entry [Q Attachments]

Purchase Orders ▶ Purchase Order Entry ▶ Entry

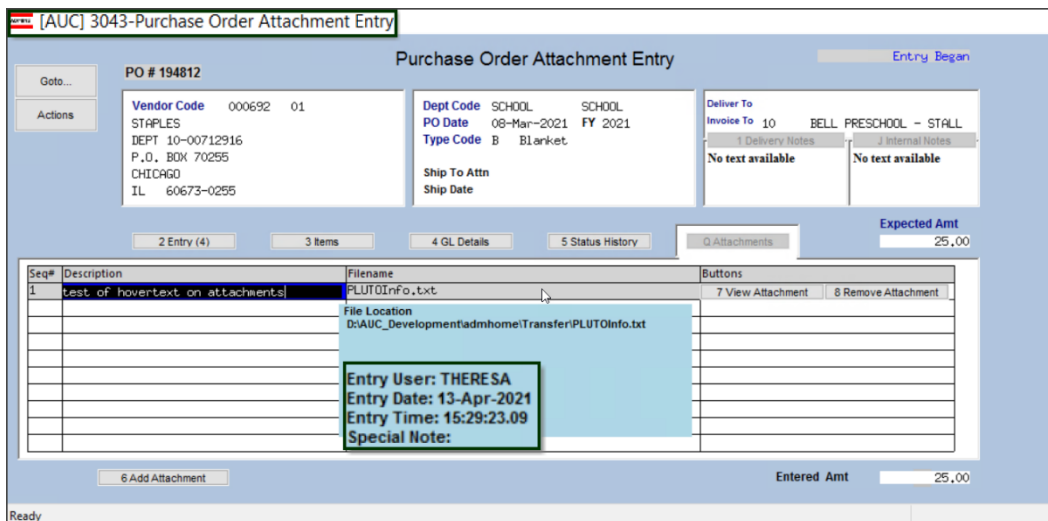


Figure 17 This user supplied attachment has no “Special Note” and may be removed by the user



### 4.3.4 #3048 - PO Change Orders

Purchase Orders ▶ Change Orders ▶ Entry ▶ [1 Do Change] ▶ [Q Attachment]

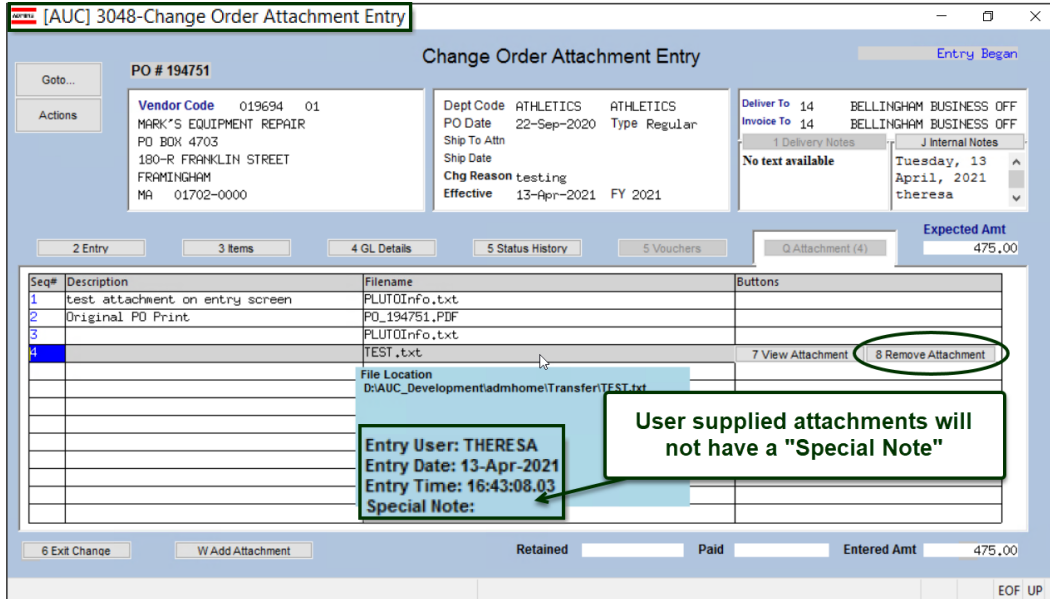


Figure 18 The Change Order Attachment Entry screen will show the enhanced hovers text and can be removed in this screen

### 4.3.5 #3057 - PO Inquiry Entry

Purchase Orders ▶ Queries ▶ [1 Select] ▶ [8 Attachments]

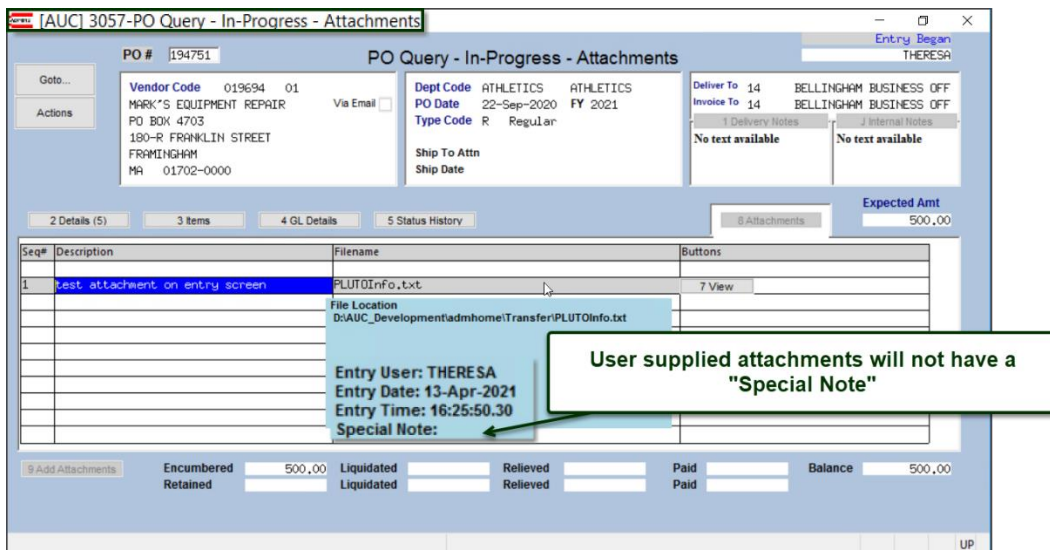


Figure 19 Attachments cannot be removed when viewing them in the Inquiry screen



### 4.3.6 #3058 - PO Inquiry History

Purchase Orders ▶ Queries ▶ [1 Select] ▶ [8 Attachments]

The main screenshot shows the 'PO Query - Attachments' window for PO # 194812. It displays a table of attachments with columns for Seq#, Description, Filename, and Buttons. Two attachments are highlighted with callouts:

- Attachment 1:** Description: 'test of hovertext on attachments', Filename: 'PLUT0Info.txt'. Callout: 'User supplied attachments will not have a "Special Note" and may be removed by the user if module control #3040 is not "Y"'. Metadata: Entry User: THERESA, Entry Date: 13-Apr-2021, Entry Time: 15:29:23.09, Special Note: (empty).
- Attachment 2:** Description: 'Original PO Print', Filename: 'PO\_194812.PDF'. Callout: 'System supplied attachments will have a "Special Note: BURST"' and cannot be removed by the user. Metadata: Entry User: THERESA, Entry Date: 13-Apr-2021, Entry Time: 15:46:19.38, Special Note: BURST.

Below the table, financial summary fields are visible: Encumbered Retained 25,00, Liquidated Liquidated, Relieved Relieved, Paid Paid, Balance 25,00.

The second screenshot, titled '[AUC] 3900-Purchase Order Module Control', shows a table with the following data:

Seq#	Description	Answer	Buttons
1	GL Fiscal Year	2021	1 Edit
2	Name of Community	City of ADMINS	
3040	Disable Remove Attachments button on POs after Posting	Y	

Figure 20 Purchase Order Query Screen with enhanced hovertext – user supplied attachments can be removed if module control # 3040 is not set to “Y”



### 4.3.7 #14008 - Contract Entry [Q Attachments] tab

Purchase Orders ▶ Contracts ▶ Contract Entry ▶ [Q Attachments]

Figure 21 Contract Entry screen allows adding and removing user-supplied attachments

### 4.3.8 #14063 - Contract Entry Inquiry [Q Attachments] tab

Purchase Orders ▶ Contracts ▶ View All Contracts ▶ [Select] ▶ [Q Attachments]

Figure 22 Contract Inquiry screen does not allow deleting or adding attachments to Contracts in “Entry Begun” status



### 4.3.9 #14073 - Contract History Inquiry [Q Attachments] tab

Purchase Orders ▶ Contracts ▶ View All Contracts ▶ [Select] ▶ [Q Attachments]

**[AUC] 14073-Contract Query - Attachments**

Contract# 10 Contract Query - Attachments Open

Vendor Code 001833 01  
ADMINS INC  
219 LEWIS WHARF  
BOSTON  
MA 02110-3927

Dept Code FIRE Fire Departae  
Award Date 01-Jul-2020  
Effective 02-Jul-2020  
Ending Date 01-Jul-2025  
Overspend%  
Insurance Cert  Expires 01-Mar-2022

Advised From To  
Media 1  
Media 2  
Media 3  
Media 4

2021	CFY	LTD	CFY	LTD
Value		50000.00		
Encumbered	1600.00	1600.00	Retained	
Paid	600.00	600.00	Retain Paid	

0 Overall Contract Notes  
No text available

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

Seq#	Description	Filename	Buttons
1	test enh. how. on Contract Query Screen	PLUTOInfo.txt	8 View Attachment V Remove Attachment

File Location  
D:\AUC\_Developmentadmhome\Transfer\PLUTOInfo.txt

Entry User: THERESA  
Entry Date: 14-Apr-2021  
Entry Time: 09:08:14.71  
Special Note:

**9 Add Attachments** Unencumbered 48400.00 Retain To Pay Balance 49400.00

Figure 23 Query screen for “Open” contracts allows adding and removing attachments

### 4.3.10 #14208 - Contract Change Orders [Q Attachments] Tab

Contracts ▶ Change Entry ▶ [Do Change] ▶ [Q Attachments]

**[AUC] 14208-Change Order Attachments**

Contract # 11 Change Order Attachments Entry Begun

Vendor Code 024220 01  
ADRIAN NAME PLATES  
P.O. BOX 211  
8 PINE RIDGE ROAD  
ESSEX  
MA 01929-0000

Dept Code FIRE Fire Departae  
Award Date 01-Aug-2020  
Effective 01-Aug-2020  
Ending Date 01-Aug-2026  
Overspend%  
Insurance Cert  Expires 01-Mar-2021

Advised From To  
Media 1  
Media 2  
Media 3  
Media 4  
Special Dept Code  
Location Code  
Notes  
User Defined #4  
Change Reason

0 Overall Contract Notes  
No text available

1 Entry (1) 2 Items 3 Add Info 4 Status History 5 POs 6 Vouchers **7 Attachments** Contract Value 120000.00

Seq#	Description	Filename	Buttons
1	test hovertext on Cont CD entry	PLUTOInfo.txt	7 View Attachment 8 Remove Attachment

File Location  
D:\AUC\_Developmentadmhome\Transfer\PLUTOInfo.txt

Entry User: THERESA  
Entry Date: 14-Apr-2021  
Entry Time: 09:19:23.30  
Special Note:

7 Exit Change **6 Add Attachment** Encumbered Paid Entered 120000.00

Figure 24 During Change Order entry, user supplied attachments can be added or removed



### 4.3.11 #15090 - Bid Entry [8 Attachments]

Purchase Orders ▶ Bids ▶ Bid Entry ▶ [8 Attachments]

**[AUC] 15090-Bid Entry Attachments**

**Bid Entry Attachments** Awarded Bid

Goto... Actions X Last Used Bid

Bid #  Description WESTFIELD WATER MAIN EXTENSION

Bid Type IFB IFB Last Bid# 0000-000  
Requested by WATER & SEWER

Bid Opening Date 03-Mar-2011 Bid Effective Dates Start End  
Time 11:00:00,00

Individual   
Minority   
Non-Profit

1 Class 2 Vendor (115) 3 Vendor Email 4 Category 5 Detail (49) 6 Responses 7 Award Bid 8 Attachments

Seq#	Description	Filename	Buttons
1	hovertext on Bid Entry attachment screen	PLUTOInfo.txt	V View L Email W Remove
		File Location D:\AUC_Development\admhome\Transfer\PLUTOInfo.txt	

Entry User: THERESA  
Entry Date: 14-Apr-2021  
Entry Time: 09:25:14.34  
Special Note:

0 Add Attachments Bid Amount 117,237,195.00

Figure 25 During Bid entry, user supplied attachments can be added or removed

### 4.3.12 #15210 - Bid History [8 Attachments]

Purchase Orders ▶ Bids ▶ Open and Awarded Bids ▶ [8 Attachments]

**[AUC] 15210-Open and Awarded Bid Attachments**

**Open and Awarded Bid Attachments** Awarded Bid

Goto... Actions

Bid #  Description WESTFIELD WATER MAIN EXTENSION

Bid Type IFB IFB Last Bid# 0000-000  
Requested by WATER & SEWER

Bid Opening Date 03-Mar-2011 Bid Effective Dates Start End  
Time 11:00:00,00

Individual   
Minority   
Non-Profit

1 Summary 2 Detail (49) 8 Attachments 4 Purch Orders 5 Vouchers

Seq#	Description	Filename	Buttons
1	hovertext on Bid Entry attachment screen	PLUTOInfo.txt	
2	hovertext on bid query screen	TEST.txt	7 View 0 Email 8 Remove
		File Location D:\AUC_Development\admhome\Transfer\TEST.txt	

Entry User: THERESA  
Entry Date: 14-Apr-2021  
Entry Time: 09:30:10.58  
Special Note:

9 Add Attachments

Figure 26 Open and Awarded Bid Attachments can be added or removed; enhanced hovertext is shown

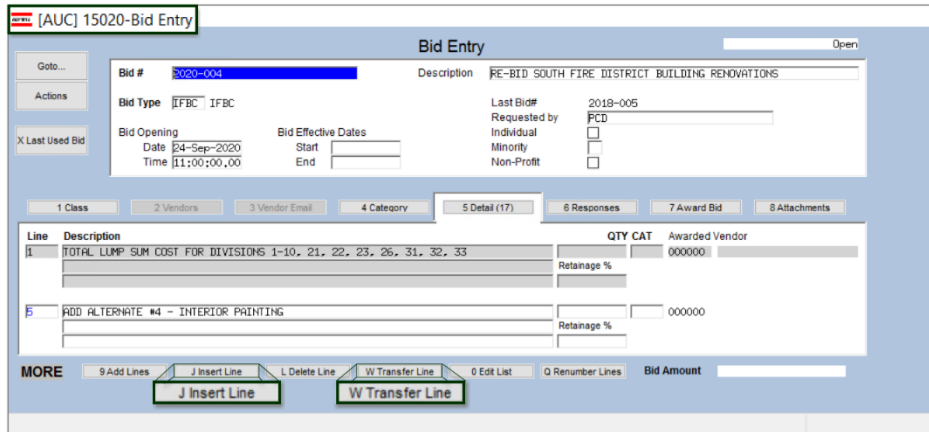
[ADM-AUC-SY-8171]



## 5 BIDS [Enhancement]



Bids are subject to changes, with lines added, deleted, and re-ordered during the Bid process. **ADMINS** added features to the **BIDS** module to allow the **AUC Bids** to match line for line with a printed bid. **Lines cannot be deleted or re-ordered for Awarded bids**; however, lines **can be added** to an awarded bid.



These are simple examples; bids with hundreds of lines should be scrutinized prior to inserting or transferring lines, if using **[Q Renumber Lines]** to eliminate gaps in sequence prior to making changes. If the gaps should remain, do not use **[Q Renumber Lines]**.

Figure 27 New buttons on the bid entry screen allow inserting lines and transferring lines

The **[Add 1 Line]** button was changed to **[J Insert Line]**, allowing the insertion of a blank line at a specific line number. If the line number already exists, the system will renumber all the subsequent lines.

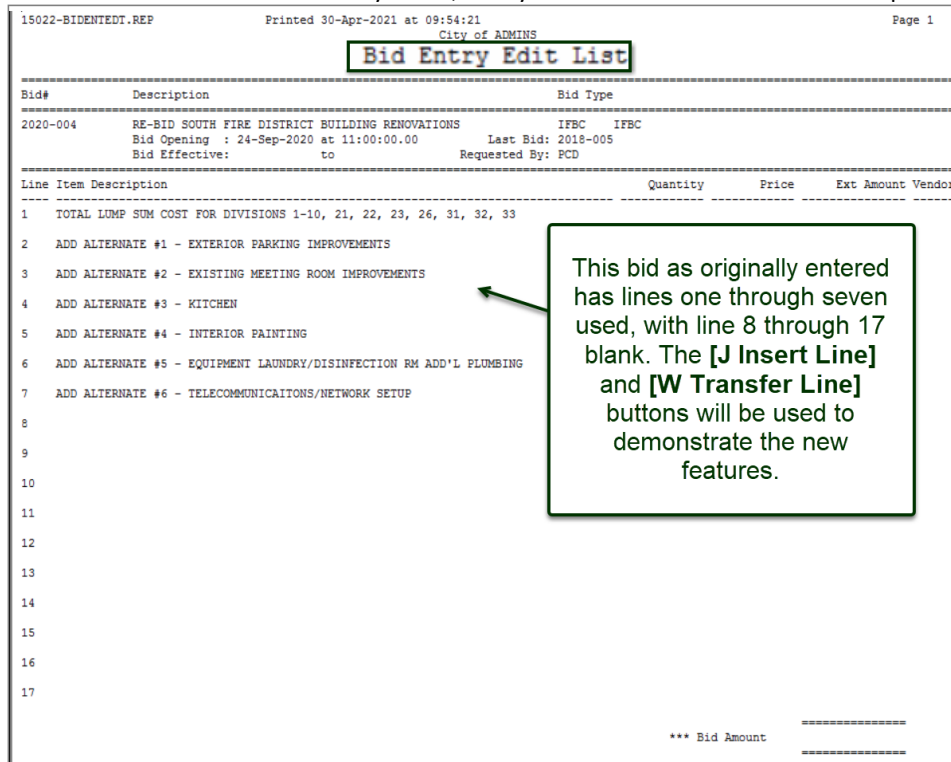


Figure 28 The bid as originally entered with lines 1 through 7 populated; lines 8 through 17 are blank

For example, this bid has line 1 through 7, and a line is inserted at position 5, the original lines 5 through 7 will be renumbered to lines 6 through 8 as shown in Figure 29 below.





## 5.1 Insert a Line

This bid as originally entered has seven lines populated; lines 8 through 17 are blank. The **[J Insert Line]** is used to insert a line at line #5. The remaining lines are renumbered.

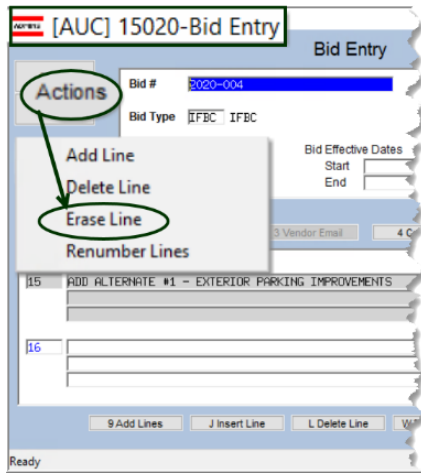
This bid was originally entered with seven lines. The **[J Insert Line]** was used to insert a line at line #5; the new line 5 is blank and the system renumbered the original lines 5-7 as 6-8.

Line	Description	Quantity	Price	Ext Amount	Vendor
1	TOTAL LUMP SUM COST FOR DIVISIONS 1-10, 21, 22, 23, 26, 31, 32, 33				
2	ADD ALTERNATE #1 - EXTERIOR PARKING IMPROVEMENTS				
3	ADD ALTERNATE #2 - EXISTING MEETING ROOM IMPROVEMENTS				
4	ADD ALTERNATE #3 - KITCHEN				
5					
6	ADD ALTERNATE #4 - INTERIOR PAINTING				
7	ADD ALTERNATE #5 - EQUIPMENT LAUNDRY/DISINFECTION RM ADD'L PLUMBING				
8	ADD ALTERNATE #6 - TELECOMMUNICAITONS/NETWORK SETUP				

Figure 29 The edit list shows the new line 5 and the renumbered lines 6 through 8



## 5.2 Transfer a Line



The **[W Transfer Line]** button replaces the **[Y Erase Line]**. To erase a line, select **Actions ▶ Erase Line**. Once the bid has been awarded, transferring a line is not allowed.

In the example in Figure 30 below, original line #2 is transferred to line #15. This results in renumbering lines 3 through 8 to lines 2 through 7.

Use **[L Delete Line]** to delete unneeded lines. After deleting the blank lines, renumbering the lines will change line 15 to line 8; do not use the renumber button if line 15 must remain as line 15. Use care when renumbering lines.

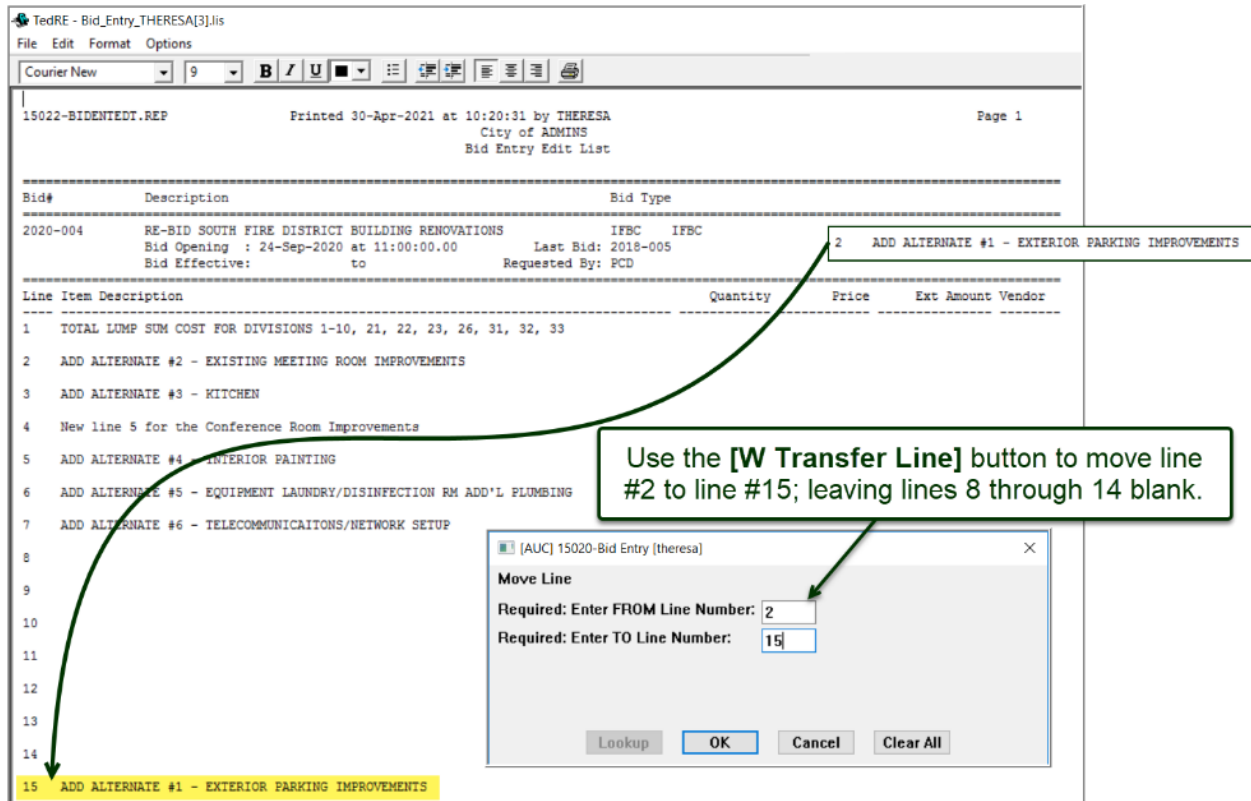


Figure 30 The results of the Transfer Line feature are shown on the edit list

[MDT-SUP-SAPLAUC-2009]



## 6 QUERIES ► PO LINE BALANCES REPORT BUTTON

The PO Line balances report on the PO Query screen was not showing the Paid balance correctly when there was only a single line on the PO. This has been fixed.

Purchase Orders ► Queries ► Select PO ► [0 Line Balances]

**0 Line Balances**

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Retained	Balance
1			testing split line with small percenta		300000.0000			300000.00	15000.00	15000.00
<b>More</b>										
			0100-430-0000-004-00-00-52700							
			TRASH REMOVAL							

Encumbered 300000.00 Liquidated Relieved 285000.00 Paid 285000.00 Balance 15000.00  
Retained 15000.00 Liquidated Relieved Paid

Note: when there is a relieved amount there should be a paid amount as well

3655-POHISLINBAL.REP Printed 25-May-2021 at 14:00:38 by ANTHEA Page 1

City of ADMINS  
PO Line Balance Breakdown

PO: 194846 Vendor: 001833-ADMINS INC Department: FIRE

Line	Line Amount	Relieved	Paid	Retainage Held	Relieved	Paid	Line Balance	Retainage to Pay
1	300,000.00	-284,999.95		15,000.00			15,000.05	-15,000.00
	Line Balance			Retainage to Pay			15,000.05	Available to Payment Voucher .05
	PO Balance			Retainage			15,000.05	Available to Payment Voucher .05

Selection Legend:  
Line Balance : This is the amount that shows on the PO Query screen as the line balance. Includes Retainage still to be paid  
Retainage Balance : This is the amount of retainage that has been held back and still needs to be paid  
Available to Payment Voucher : Total Line Balance : This is the amount that can be used on a regular payment voucher for this line (not pay retainage voucher)

Note: These balances do NOT include any in-progress vouchers.

Figure 31 Before – the report did not accurately reflect the Paid amount for POs with a single line

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City of ADMINS  
PO Line Balance Breakdown

PO: 194846 Vendor: 001833-ADMINS INC Department: FIRE

Line	Line Amount	Relieved	Paid	Retainage Held	Relieved	Paid	Line Balance	Retainage to Pay
1	300,000.00	-284,999.95	285,000.00	15,000.00			15,000.05	-15,000.00
	Line Balance			Retainage to Pay			15,000.05	Available to Payment Voucher .05
	PO Balance			Retainage			15,000.05	Available to Payment Voucher .05

Selection Legend:  
Line Balance : This is the amount that shows on the PO Query screen as the line balance. Includes Retainage still to be paid  
Retainage Balance : This is the amount of retainage that has been held back and still needs to be paid  
Available to Payment Voucher : Total Line Balance : This is the amount that can be used on a regular payment voucher for this line (not pay retainage voucher)

Note: These balances do NOT include any in-progress vouchers.

Figure 32 After – the report accurately reflects the amounts paid and relieved for POs with a single line

If the **Relieved Amount** is not equal to the **Paid Amount**, investigate the PO and Voucher. The PO may have been overpaid (which is OK) or it could be an issue with the relief of the PO. The latter requires further investigation; if needed, contact [support@admins.com](mailto:support@admins.com) for assistance investigating the discrepancy.

[ADM-AUC-PO-563]



## 7 REPORTS [Enhancement]

ADMINS enhanced several reports in the Purchase Order Reports Library.

### 7.1 Reports ▶ [2 Commodity Items] [Enhancement]



Commodity Items are used during Accounts Payable Voucher and Purchase Order data entry to improve speed and accuracy. ADMINS added a report of how items are used (or not used) to answer the question, “Is there any way to run a report to identify commodity codes with no posted history?” To generate a report of used and not used items, select:

Reports ▶ Report Library ▶ [2 By Commodity Item] ▶ #2626 Commodity Item Last Used Report

Report Name	View	Report	Last Run Date	Run Time
3760-Items Used on Purchase Order Report	Sample	Run		
3770-Items that Differ from PO to Voucher	Sample	Run		
3765-Items Used On Vouchers Report	Sample	Run		
2559-Item History	Sample	Run	09-Nov-2018	15:59:26.32
2626-Commodity Item Last Used Report	Sample	Run	08-Jun-2021	13:23:29.68

The report lists the Commodity Item Code, the Code Description, a Voucher Number, a Voucher Date, the Vendor Number, a PO Number, the PO Date, and the PO Vendor.

Task 2626: Commodity Item Last Used Report

Commodity Item Last Used Report  
Leave Date Blank for all records

Optional: Enter Minimum Last Used Date: \_\_\_\_\_

Include Items not used?  Yes  No  Only Not used

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

Item	Description	Voucher#	Date	Vendor	PO#	Date	Vendor
ADV	LIBRARY: ADVERTISING	234281	08-Jun-2008	002194-TECHPRO PUBLI			
AIDBOOKS	LIBRARY: BOOKS AND PERIODICALS	236461	15-Jul-2011	017700-INSRAM LIBRA			
AIDPROF	LIBRARY: AID PROF SVCS	449640	28-Aug-2019	019568-CONSTANT COM			
AIDSOFFL	LIBRARY: SUPPLIES AND MATERIALS	497401	02-Sep-2020	006845-RECORDED BOO			
AIDTECH	LIBRARY: TECHNOLOGY EQUIPMENT	444686	22-May-2019	014859-BERNADETTE R			
BLDGRNDS	LIBRARY: BLDG MAINT COSTS/CONTRACTS	469080	17-Nov-2020	006195-GREAT AMERIC			
BLDMAINT	LIBRARY: BUILDING MAINTENANCE SUPPLIES	468240	16-Sep-2020	014446-HOME DEPOT I			
BOOK	LIBRARY: BOOKS AND PERIODICALS	468239	16-Sep-2020	017700-INSRAM LIBRA			
DOES	LIBRARY: DOES AND MEMBERSHIPS						
ELECTR	LIBRARY: ELECTRICITY	466815	19-Aug-2020	014186-NATIONAL GRIN			
EQUIP	LIBRARY: EQUIP MAINT COSTS/CONTRACTS	468241	16-Sep-2020	018849-IHOW OFFICE			
GAS	LIBRARY: GAS AND HEATING	466817	19-Aug-2020	000053-COLUMBIA GAS			
GIFT	LIBRARY: OTHER SUPPLIES AND MATERIALS	468243	16-Sep-2020	018849-IHOW OFFICE			
JANITI	LIBRARY: JANITORIAL SUPPLIES	466821	19-Aug-2020	011078-INSRAM COM			
OS	LIBRARY: OFFICE SUPPLIES	468254	16-Sep-2020	012567-RELIANCE LABEL SOLUTIONS, INC			
POSTAGE	LIBRARY: POSTAGE	456441	08-Jan-2020	014859-BERNADETTE RIVARD			
PRINT	LIBRARY: PRINTING AND COPYING	250410	05-Mar-2009	002194-TECHPRO PUBLICATIONS			
PROFDEV	LIBRARY: PROF DEVELOPMENT	492162	09-Oct-2019	014859-BERNADETTE RIVARD			



**Commodity Item Last Used Report**  
Leave Date Blank for all records

Optional: Enter Minimum Last Used Date: [ ]

Include Items not used?  Yes  No  Only Not used

Run as @ Preview  Print  PDF  Excel  
If Printing use Duplex @ Yes  No

Lookup OK Cancel Clear All

Item	Description	Voucher#	Date	Vendor	PO#	Date	Vendor
AIDTRAIN	LIBRARY: SEMINARS/TRAINING						Item not used
BOARD	LIBRARY: APPOINTED BOARD SALARIES						Item not used
CELL	Cell Phone Charges						Item not used
CUSTOD	LIBRARY: EXTRA WORK DETAIL						Item not used
Diesel	Diesel Fuel						Item not used
EARLYVOTE	EARLY VOTING (ADOL EXPENSES)						Item not used
Elect	Electricity						Item not used
Gasoline	Gasoline						Item not used
Ngas	Natural Gas						Item not used
PAPER	Copier and Printer Paper						Item not used
PAPER117	11 x 17 printer and copier paper						Item not used
Flowing	Contract Flowing Services						Item not used
PROTOSA	PROTOTYPE .5A						Item not used
PROT07	PROTOTYPE .7						Item not used

Selection Legend:  
Type: Only Not Used Items

Leave **Minimum Last Used Date** blank and select the "**Only Not Used**" Radio button to list only commodity items that have **NEVER** been used on a Purchase Order or Voucher (**No Posted History**)

Figure 33 Items with No Posted History

**Commodity Item Last Used Report**  
Leave Date Blank for all records

Optional: Enter Minimum Last Used Date: **14-Dec-2017**

Include Items not used?  Yes  No  Only Not used

Run as @ Preview  Print  PDF  Excel  
If Printing use Duplex @ Yes  No

Lookup OK Cancel Clear All

Item	Description	Voucher#	Date	Vendor	PO#	Date	Vendor
ADV	LIBRARY: ADVERTISING	294281	08-Jun-2008	003191-TECHPRO P			Item not used
AIDBOOKS	LIBRARY: BOOKS AND PERIODICALS	294461	13-Jul-2011	017700-INGRAM LI			Item not used
AIDTRAIN	LIBRARY: SEMINARS/TRAINING						Item not used
BOARD	LIBRARY: APPOINTED BOARD SALARIES						Item not used
CELL	Cell Phone Charges						Item not used
CUSTOD	LIBRARY: EXTRA WORK DETAIL						Item not used
Diesel	Diesel Fuel						Item not used
EARLYVOTE	EARLY VOTING (ADOL EXPENSES)						Item not used
Elect	Electricity						Item not used
Gasoline	Gasoline						Item not used
Ngas	Natural Gas						Item not used
PAPER	Copier and Printer Paper						Item not used
PAPER117	11 x 17 printer and copier paper						Item not used
Flowing	Contract Flowing Services						Item not used
PRINT	LIBRARY: PRINTING AND COPYING	250410	05-Mar-2009	003191-TECHPRO PUBLICATIONS			Item not used
PROTOSA	PROTOTYPE .5A						Item not used
PROT07	PROTOTYPE .7						Item not used
PROTOSA	PROTOTYPE .5A	236698	14-Jul-2008	014598-BAND IN HAND CHILDREN'S CENTER	24262	04-Dec-2007	014955-JAMES RISI
PROT09	PROTOTYPE .9	385162	21-Apr-2016	008947-TRAVELERS TRANSIT, INC.	42056	09-Sep-2015	008947-TRAVELERS TRANSIT, INC.
PROT0E	PROTOTYPE EVALUATIONS				48241	04-Sep-2017	023961-ROSTON NEUROPSYCHOLOGICAL

Selection Legend:  
Select Min Last Date: **14-Dec-2017**  
Type: Only Not Used Items

Enter a date and select the "**Only Not Used**" Radio button to list commodity items that have **not been used** on a Purchase Order or Voucher **since that date**. The report will show information on when the item was last used on a voucher or PO.

See the **AP-510 & PO-610 Adding Commodity Items** documents in the Help Reference Libraries for basic information on setting up and using commodity items.

[ADM-AUC-AP-1085]

## 7.2 Reports by Purchase Order [Enhancement]

ADMINS made changes to three reports in the **Report Library by Purchase Order** screen. Click on:

**Purchase Orders** ▶ **Reports** ▶ **Report Library** ▶ **[3 By Purchase Order]**

[AUC] 2970-Report Library by Purchase Order

Report Library by Purchase Order

Report Name	View	Report
----- PO's In Progress -----	Sample	Run
3650-In Progress POs - Summary	Sample	Run
3641-In Progress POs - w/ GL Budget Detail	Sample	Run
3640-In Progress POs - by Status/Approval Code	Sample	Run
----- Open POs -----	Sample	Run
3610-Open POs - Summary	Sample	Run
<b>3612-Open POs - GL Line Detail</b>	Sample	Run
3614-Open POs with Vendors on Hold	Sample	Run
3070-Open POs as of a Date	Sample	Run
<b>3624-PO Balances by GL#</b>	Sample	Run
3676-POs Awaiting Liquidation	Sample	Run
3620-Open Pos with Retainage to Pay	Sample	Run
3672-Open POs with Expired Bids	Sample	Run
3674-Open POs with Expired Contracts	Sample	Run
----- Closed POs -----	Sample	Run



### 7.2.1 # 3070 – Open POs as of a Date [Enhancement]

ADMINS updated this report to include Journal Entry (JE) Encumbrance transactions done to fix an issue with a PO. Prior to the software update it only included a JE if it was processed **after** the report “as of date” to change the balance as of today. To associate the JE transaction with the PO, use a **Code of PO##** and the **PO number** in the **Ref#** field of the JE.

Line	Code	FY	Ref#	Account#	Amount	Encumbrances	Debits	Credits
1	PO02	2021	194796	0200-450-0000-004-00-00-52900		-10.00		
10002		2021	194796	0200-000-0000-000-00-00-38200			-10.00	-10.00

Figure 34 Journal entry references a PO## GL code and the PO number

After posting the journal, the transaction will appear on the PO Balance as of a Date report, as shown in Figure 35.

PO #	Line	GL Line	PO Date	Original PO Date	Vendor#	Vendor Name	Account	Trans Date	Balance	Activity After	Current Balance
					3-01	ADMINS INC	0200-450-0000-004-00-00-52900	6/1/2021	-10.00	03-Jun-2021	-10.00
					3-01	ADMINS INC	0200-450-0000-004-00-00-52900		3,892.50	03-Jun-2021	3,892.50
					3-01	ADMINS INC			3,882.50		3,882.50

Figure 35 The journal entry transaction is included on the report

[ADM-AUC-PO-565]

### 7.2.2 # 3612 – Open POs GL Line Detail

Figure 36 Before – The prompt did not offer an option to select on PO #s

ADMINS added an additional optional filter on this report. Now, up to nine Purchase Order numbers may be selected for the report.





Figure 37 After – Up to nine PO#s may be selected for reporting

[ADM-AUC-PO-564]

### 7.2.3 # 3624 - PO Balances by GL#

ADMINS changed the sort options on the prompt. The report selection screen has been updated to sort on Account # and PO# only, since sorting by Account # or Fund then Account # produced the same results. This will make it easier for users to know what to expect when the report is run.





TedRE - PO Balances byGL  
3624-PMREP:POFORBALBYGL\_DETAIL.REP

City of ADMINS  
PO Balances by GL#

Format: Detail  
Order: By Account#

Include only PO's dated between: 01-Jan-2021 and 31-May-2021

Account # Description	PO#	Line#	PO Date	Department	Vendor# Name	Encumbered	Retained	Relieved	Balance
1000-251-0000-002-00-00-54090 OFFICE & SUPPLIES	194808	2	24-Feb-2021	SCHOOL	000287 SAX ARTS & CRAFTS	79.00			79.00
1000-251-0000-002-00-00-54090 OFFICE & SUPPLIES	194812	1	08-Mar-2021	SCHOOL	000692 STAPLES	25.00			25.00
Account Total						104.00	.00	.00	104.00
1000-300-1220-620-09-00-54090 ASSISTANT SUPT STU	194808	1	24-Feb-2021	SCHOOL	000287 SAX ARTS & CRAFTS	79.00			79.00
Account Total						79.00	.00	.00	79.00
1000-300-2430-600-07-00-54160 GENERAL CLASSROOM	194817	1	30-Mar-2021	KMA	027483 AMAZON CAPITAL SERVICES	123.33			123.33
1000-300-2430-600-07-00-54160 GENERAL CLASSROOM	194818	1	30-Mar-2021	KMA	027483	15.00			15.00
1000-300-2430-600-07-00-54160 GENERAL CLASSROOM	194819	1	30-Mar-2021	KMA	027483	30.00			30.00
1000-300-2430-600-07-00-54160 GENERAL CLASSROOM	194820	1	30-Mar-2021	KMA	027483	63.00			63.00
Account Total						231.33	.00	.00	231.33
1000-300-2430-602-07-00-54160 ART SUPPLIES - KMA	194817	1	30-Mar-2021	KMA	027483	78.78			78.78
1000-300-2430-602-07-00-54160 ART SUPPLIES - KMA	194818	2	30-Mar-2021	KMA	027483	120.00			120.00
1000-300-2430-602-07-00-54160 ART SUPPLIES - KMA	194819	1	30-Mar-2021	KMA	027483	45.00			45.00
1000-300-2430-602-07-00-54160 ART SUPPLIES - KMA	194820	2	30-Mar-2021	KMA	027483	39.00			39.00
Account Total						282.78	.00	.00	282.78
1000-300-4110-601-09-00-54090 MAINT DEPT OFFICE	194808	3	24-Feb-2021	SCHOOL	000287 SAX ARTS & CRAFTS	89.50			89.50
Account Total						89.50	.00	.00	89.50

Selection Legend:  
Sorted by: By Account#  
Print Format: Detail  
Includes: Posted PO's with a status code of Open  
PO's dated between: 01-Jan-2021 and 31-May-2021

PO #194818 uses multiple account numbers; sorted by Account number

Figure 38 #3624 PO Balances by GL # Run as Preview/Print/PDF®

PO\_Balances\_byGL\_WENDY[3].xml - Excel

Account Number	Account Description	Vendor#	Vendor Name	Encumb Amount	Retained	Encumb Relief	PO Balance	PO#	PO Date	Department
185	1000-251-0000-002-00-00-54090 OFFICE & SUPPLIES	000287	SAX ARTS & CRAFTS	79.00	0.00	0.00	79.00	194808	24-Feb-2021	SCHOOL
187	1000-251-0000-002-00-00-54090 OFFICE & SUPPLIES	000692	STAPLES	25.00	0.00	0.00	25.00	194812	08-Mar-2021	SCHOOL
188	Account Total			104.00	0.00	0.00	104.00			
190	1000-300-1220-620-09-00-54090 ASSISTANT SUPT STUDENT	000287	SAX ARTS & CRAFTS	79.00	0.00	0.00	79.00	194808	24-Feb-2021	SCHOOL
191	Account Total			79.00	0.00	0.00	79.00			
193	1000-300-1410-601-09-00-54090 OFFICE SUPPLY-BUS OFFICE	009753	ALFAX WHOLESALE FURNITURE	644.50	0.00	0.00	644.50	194840	21-Apr-2021	ADMIN
194	Account Total			644.50	0.00	0.00	644.50			
196	1000-300-2430-600-07-00-54160 GENERAL CLASSROOM SUPP	027483	AMAZON CAPITAL SERVICES	123.33	0.00	0.00	123.33	194817	30-Mar-2021	KMA
197	1000-300-2430-600-07-00-54160 GENERAL CLASSROOM SUPP	027483	AMAZON CAPITAL SERVICES	15.00	0.00	0.00	15.00	194818	30-Mar-2021	KMA
198	1000-300-2430-600-07-00-54160 GENERAL CLASSROOM SUPP	027483	AMAZON CAPITAL SERVICES	30.00	0.00	0.00	30.00	194819	30-Mar-2021	KMA
199	1000-300-2430-600-07-00-54160 GENERAL CLASSROOM SUPP	027483	AMAZON CAPITAL SERVICES	63.00	0.00	0.00	63.00	194820	30-Mar-2021	KMA
200	Account Total			231.33	0.00	0.00	231.33			
202	1000-300-2430-602-07-00-54160 ART SUPPLIES - KMA	027483	AMAZON CAPITAL SERVICES	78.78	0.00	0.00	78.78	194817	30-Mar-2021	KMA
203	1000-300-2430-602-07-00-54160 ART SUPPLIES - KMA	027483	AMAZON CAPITAL SERVICES	120.00	0.00	0.00	120.00	194818	30-Mar-2021	KMA
204	1000-300-2430-602-07-00-54160 ART SUPPLIES - KMA	027483	AMAZON CAPITAL SERVICES	45.00	0.00	0.00	45.00	194819	30-Mar-2021	KMA
205	1000-300-2430-602-07-00-54160 ART SUPPLIES - KMA	027483	AMAZON CAPITAL SERVICES	39.00	0.00	0.00	39.00	194820	30-Mar-2021	KMA
206	Account Total			282.78	0.00	0.00	282.78			
208	1000-300-4110-601-09-00-54090 MAINT DEPT OFFICE SUPPLI	000287	SAX ARTS & CRAFTS	89.50	0.00	0.00	89.50	194808	24-Feb-2021	SCHOOL
209	Account Total			89.50	0.00	0.00	89.50			
211	1000-301-0000-000-00-00-52085 SCHOOL PRIOR YEAR EXPEN	029805	ROBIN LEATE	30.00	0.00	0.00	30.00	194792	11-Feb-2021	DISTRICT
212	Account Total			30.00	0.00	0.00	30.00			
214	Total Fund 1000			4,554.36	0.00	600.00	3,954.36			
216	2712-300-0000-000-00-00-54150 SCHOOL - MISC SUPPLIES/M	002423	UNITED SITE SERVICES, INC.	1,899.20	0.00	303.20	1,596.00	194815	22-Mar-2021	HIGHSCHOOL
217	Account Total			1,899.20	0.00	303.20	1,596.00			
218	Total Fund 2712			1,899.20	0.00	303.20	1,596.00			
221	Grand Total			3,062,434.46	75,000.01	1,468,883.80	1,593,550.66			

Figure 39 #3624 PO Balances by GL # Run as Excel®, sorted by Account number



The same report can be run, with the same format and date criteria, but sorted by PO #.

3624-PMREP:POPORBALBYGL\_DETAIL.REP Printed 02-Jun-2021 at 16:04:19 by THERESA

City of ADMINS  
PO Balances by GL#

Include only PO's dated between: 01-Jan-2021 and 31-May-2021

Format: Detail  
Order: By PO#

Account #	Description	PO#	Line#	PO Date	Department	Vendor# Name	Encumbered	Retained	Relieved	Balance
0200-450-0000-004-00-00-52240	EQUIP MAINT COSTS/	194810	1	05-Mar-2021	FIRE	001833 ADMINS INC	6,015.00			6,015.00
0200-450-0000-004-00-00-52410	LEGAL SVCS/SPECIAL	194810	1	05-Mar-2021	FIRE	001833 ADMINS INC	12,477.99			12,477.99
0200-450-0000-004-00-00-52500	DUES/MEMBERSHIPS	194810	1	05-Mar-2021	FIRE	001833 ADMINS INC	1,197.00			1,197.00
0200-450-0000-004-00-00-52800	CONSERVATION EDUCA	194810	1	05-Mar-2021	FIRE	001833 ADMINS INC	4,808.40			4,808.40
0200-450-0000-004-00-00-54140	CHEMICALS	194810	1	05-Mar-2021	FIRE	001833 ADMINS INC	648.42			648.42
0200-450-0000-004-00-00-54210	HERBICIDE AND NON-M	194810	1	05-Mar-2021	FIRE	001833 ADMINS INC	2.00			2.00
0200-450-0000-004-00-00-57500	PROPERTY INSURANCE	194810	1	05-Mar-2021	FIRE	001833 ADMINS INC	159,174.16			159,174.16
PO 194,810 Total							300,000.00	.00	.00	300,000.00
1000-300-2430-600-07-00-54160	GENERAL CLASSROOM	194817	1	30-Mar-2021	RMA	027483 AMAZON CAPITAL SERVICES	123.33			123.33
1000-300-2430-602-07-00-54160	ART SUPPLIES - RMA	194817	2	30-Mar-2021	RMA	027483 AMAZON CAPITAL SERVICES	78.78			78.78
PO 194,817 Total							202.11	.00	.00	202.11
1000-300-2430-600-07-00-54160	GENERAL CLASSROOM	194818	1	30-Mar-2021	RMA	027483 AMAZON CAPITAL SERVICES	15.00			15.00
1000-300-2430-602-07-00-54160	ART SUPPLIES - RMA	194818	2	30-Mar-2021	RMA	027483 AMAZON CAPITAL SERVICES	120.00			120.00
PO 194,818 Total							135.00	.00	.00	135.00

Selection Legend:

Sorted by: By PO#

PRINT FORMAT: DETAIL

Includes: Posted PO's with a status code of Open

PO's dated between: 01-Jan-2021 and 31-May-2021

[ADM-AUC-PO-561]

## 7.2.4 Purchase Order Audit Reports [Enhancement]

Purchase Orders ▶ Reports ▶ [8 Audit Reports] ▶ #2702 Purchase Order Audit Reports

ADMINS [AUC] 2985-Report Library for Audit Reports

Goto...

Actions

**Report Library for Audit Reports**

Report Name	View	Report
2700-Vendor Audit Reports	Sample	Run
2701-Delivery/Invoice Audit Report	Sample	Run
2702-Purchase Order Audit Reports	Sample	Run
2703-Voucher Audit Reports	Sample	Run
14800-Contracts Audit Report	Sample	Run

**Report Categories**

- 1 By Vendor
- 2 By Commodity Item
- 3 By Purchase Order
- 4 By Voucher
- 5 By Disbursement
- 6 By Bids
- 7 By Contracts
- 8 Audit Reports


Figure 40 Reduced the time it takes to run the Purchase Order Audit Reports

Prior to the software update, the report included purchase orders that were closed, and on sites with many years of history it took a long time to process the history files. ADMINS changed the report to include only in-progress and open purchase orders.

[ADM-AUC-PO-541]



## 8 ADMINS.COM TRAINING VIDEOS

The ADMINS training videos were converted to provide  YouTube features, such as pause, rewind, fast forward, closed captions, and playing at faster speed. This training is restricted to “Customers Only”. Need credentials? Go to: [Contact Us | ADMINS, Inc.](#) and follow the instructions in the quick start guide. Then, use the link to access the [Videos | ADMINS, Inc.](#)

[ADM-AUC-WEB-2]

## 9 HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library.

### 9.1 New or Updated Documents

- |                  |                                  |           |
|------------------|----------------------------------|-----------|
| • VENDORS        | PO-360 Merged Vendor Process     | [Updated] |
| • CONTRACTS/BIDS | PO-520 BID Entry                 | [Updated] |
| • SYSTEM         | SY-170 System Administration Kit | [Updated] |