



PURCHASE ORDERS

RELEASE NOTES – JUNE 2022

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

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1 EMAIL PURCHASE ORDERS & CHANGE ORDERS [Enhancement]

ADMINS added two module control sequences to define how emailing of purchase order and purchase order change orders is handled.

PO ► Module Maintenance ► Purchase Order Module Control

Seq#	Description	Answer	Buttons
3009	Skip to Account# field after Other on PO Entry	Y	
3015	Email PO to Departments during Print & Post? [N]o [L]ist [P]DF	Y	
3016	Send Copy of Vendor PO Email to Posting User [Y/N]	Y	
3015	Email PO to Departments during Print & Post? [N]o [L]ist [P]DF	N	
3016	Send Copy of Vendor PO Email to Posting User [Y/N]	Y	
3600	Generate Bid via Computer or Manual		
3600	[Daily] # Days prior to TODAY to report on New PO Attachments	5	



Figure 1 Two new module control sequences to manage emailing POs

1.1 Sequence #3015 - What is Emailed Internally?

Seq#	Description	Answer	Buttons
1	Fiscal Year	2022	1 Edit
2	Name of Community	City of ADMINS	
3009	Skip to Account# field after Other on PO Entry	Y	
3015	Email PO to Departments during Print & Post? [N]o [L]ist [P]DF	Y	
3030	Is Expected Amount		
3040	Disable Remove Attachments button on POs after Posting	N	
3050	Allow Purchase Order with Allocations less than 100% [Y/N]	Y	
3600	Generate Bid via Computer or Manual		

Figure 2 Sequence #3015 with three options - N, L, and P

There are three options for this sequence number that controls what happens when POs & PO Change Orders are Printed & Posted.

[N]o – will not send anything to departments

[L]ist – will send a list of POs / PO Change Orders that have been printed and posted (example shown in **Figure 3**)

City of ADMINS				
From: Wendy Tarantola				
The following Purchase Orders have been Posted and are now available for your Department to Print the Forms and send them to the Vendor				
PO#	Vendor	PO Date	Department	PO Total
195970	STAPLES	02-Jul-2022	ADM	200.00

Figure 3 Sample email sent for module control set to [L]

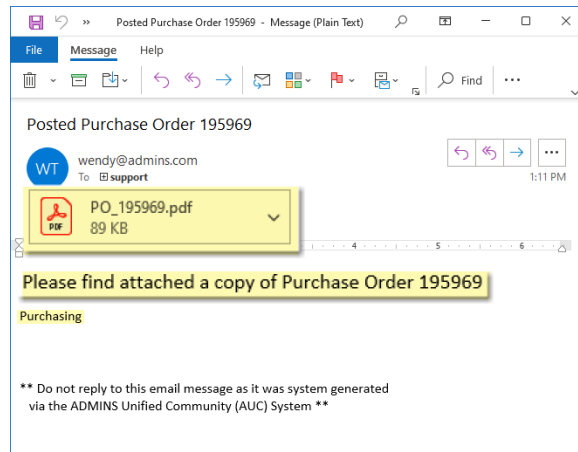


Figure 4 [P] Email with an Attached PDF® of the PO

[P]DF – will send an email as shown in **Figure 4** with an attached copy of the PO – to the email address or distribution list setup on the department group.



If no email or distribution list set up on the PO's department – nothing will be sent for that Purchase Order. To set up an email or distribution list for a department, from the menu, go to:

System ▶ Department Group Menu ▶ Department Group Profile

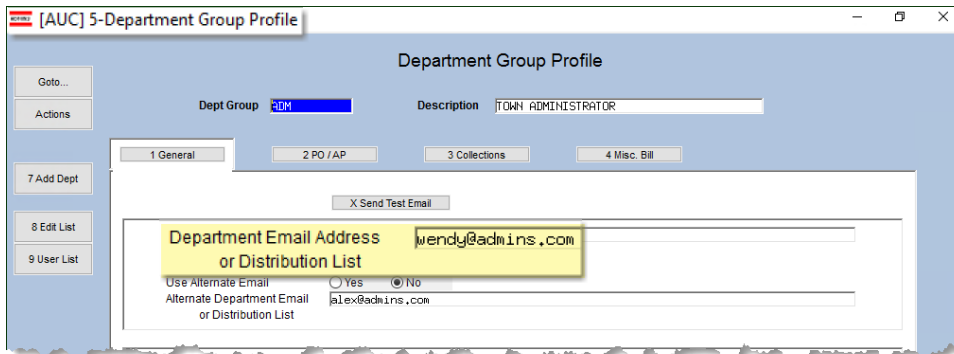


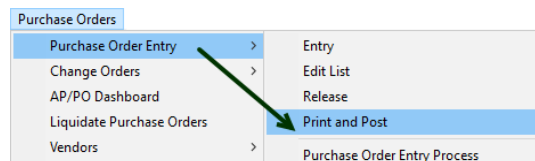
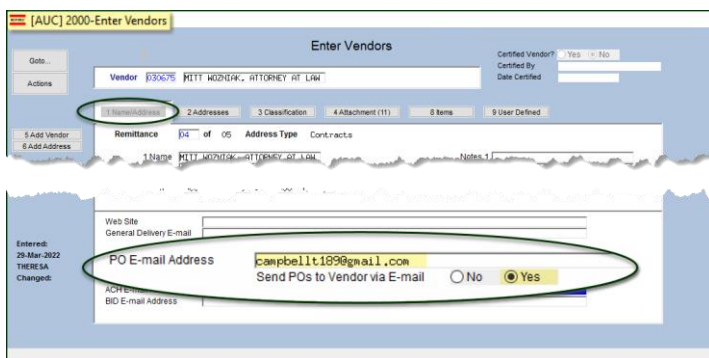
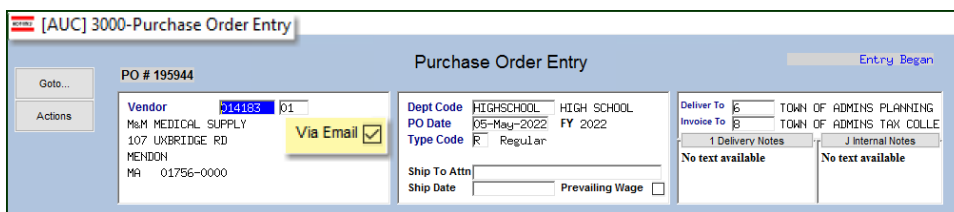
Figure 5 Setting an email or distribution list on the Department Group Profile for PO Emails

See also [SY-150 Email Distribution Lists](#) and the June 2022 System Release Notes for more information on Department Email Addresses.

[ADM-AUC-PO-600]

1.2 Sequence #3016 – CC the Posting User on POs Emailed to Vendor

Vendors with email addresses and the Yes radio button selected on the “Send POs to Vendor via E-mail” on the vendor record are emailed the PO by the print and post Purchase Orders step if the “Via E-Mail” checkbox is checked on the Purchase Order:



ADMINS added a module control to allow the user posting the Purchase Order to receive a carbon copy of the purchase order via email.



PO ▶ Module Maintenance ▶ Purchase Order Module Control

[AUC] 3900-Purchase Order Module Control		
Purchase Order Module Control		
Seq#	Description	Answer
3016	Send Copy of Vendor PO Email to Posting User [Y/N]	Y

“N” – will not send a copy of the email to the user who is posting Original POs or Change orders

“Y” – will set the CC on the email to the posting user if they have an email address on the user profile.

If module control value 3016 is set to “Y” and the posting user has an email address on their user profile the user will be “CC’d” on the email and receive a copy of the Purchase Order as an attachment. If the posting user does not have an email address on their user profile, no email can be sent to the posting user.

This works for both Original POs and Change order POs.

[ADM-AUC-PO-582]

2 REPORTS

ADMINS added a new Vendor Email Addresses report, a new PO statistics report, and enhanced the four “Open POs as of a Date” reports with task numbers in the names and report titles.

Purchase Orders ▶ Reports ▶ [3 By Purchase Order]

2.1 #2619 Vendor Email Addresses Report [Enhancement]

Vendors can have up to four email addresses entered on the vendor screen: General, Purchase Order, ACH, and BID. These addresses are an option when processing Purchase Orders, Accounts Payable payments via ACH, and Bids, as well as making an email address available to contact the vendor for general inquiries.



Enter Vendors

Vendor: 010668 SCHOOL FURNISHINGS INC

Certified Vendor? Yes No
 Certified By: _____
 Date Certified: _____

1 Name/Address 2 Addresses 3 Classification 4 Attachment (4) 8 Items 9 User Defined

Remittance: 01 of 01 Address Type: Accounts Payable

1 Name: SCHOOL FURNISHINGS INC Notes 1: _____
 2 Name: _____ 2: _____
 Sort Name: SCHOOL FURNISHI 3: _____
 4: _____

Address 1: 131 STATE ROUTE 101A UNIT 13
 Address 2: _____
 Address 3: _____
 City: AMHERST
 State: NH Zip Code: 03031-0000
 Country: _____
 Contact: N/A
 Title: _____

Web Site: https://www.admins.com

1 General Delivery E-mail: support@admins.com

2 PO E-mail Address: luann@admins.com
 Send POs to Vendor via E-mail: No Yes

3 ACH E-mail Address: wendy@admins.com

4 BID E-mail Address: anthea@admins.com

ADMINS added a report of vendor email addresses; to run the report, from the menu, select:

Reports ▶ Report Library ▶ [By Vendor] ▶ #2916 Vendor Email Addresses

Task 2619: Vendor Email Addresses

Select Vendors that have at least 1 Email address associated with the Vendor

Optional: Enter up to 9 Vendor Classes 0 values:

Select Entity: Town School Both

Select Status: All Only Active Only Inactive

Limit to POs sent via Email: Yes No

Run as: Excel

The report has an optional filter on Vendor Class; can be run for Town, School, or both, and will list All, Only Active, or Only Inactive vendors. The list can be limited to only vendors who have an email set for receiving Purchase Orders via email.

Vendor_Email_Addresses_THERESA.xml - Excel

Vendor#	Name	General-Delivery-E-mail	PO-E-mail-Address	Send-PO By-E-mail	ACH-E-mail	Bid-E-mail	Vendor-Status
000075	SIMPLEX GRANNEL LP		wendy@admins.com	Yes			Active
000076	STANDARD UNIFORM SERVICES		dimond_inc@hotmail.com	Yes			Active
000692	STAPLES		campbell189@gmail.com	Yes			Active
010668	SCHOOL FURNISHINGS INC	support@admins.com	luann@admins.com	Yes	wendy@admins.com	anthea@admins.com	Active
014183	M&M MEDICAL SUPPLY		campbell189@gmail.com	Yes			Active
015429	SCHEDULE STAR		accounting@schedulestar.com	Yes			Active
019497	NEW ENGLAND MATHEMATICS LEAGUE			Yes			Active
022137	KRESS DESIGN 2			Yes			Active
030675	MITT WOZNAK, ATTORNEY AT LAW		campbell189@gmail.com	Yes			Active
Vendors reported:		9					
Entity:		Both-Town & School					
Status:		A					



The 2916 Vendor Email Addresses report shows these fields:

Column Header	Description
Vendor#	The vendor number
Name	The vendor name
General-Delivery-Email	The email set up as a "General Delivery" email on the vendor record
PO-Email-Address	The email set on the vendor for emailing purchase orders
By-Email	The check box must be set to "Yes" to make POs available for emailing
ACH-Email	The email where ACH advices are sent for Accounts Payable payments on invoices
Bid-Email	The email where Bids are sent from the bid process

[ADM-AUC-AP-1167]

2.2 #3603 PO Statistics Report [Enhancement]

To report metadata for the Fiscal Year, run the **#3603 PO Statistics Report** that shows POs entered and approved for each entity, with a total dollar value for approved POs.

The report lists a total dollar value for change orders to POs for each entity and a total dollar value approved. The report also shows approval level statistics for POs and Change Orders.

The image shows two screenshots. The left screenshot is a 'Report Library by Purchase Order' window. It lists various report categories. Under '3 By Purchase Order', the '3603-PO Statistics Report' is highlighted. A callout box points to it with the text: '{Page Down} to run this report on the second screen'. The right screenshot is the 'Task 3603: PO Statistics Report' configuration window. It displays the report title: 'PO Statistics Report Statistics for POs/Vendors/Contract and Bids for Current Year and the prior 4 years'. The 'Required: Current Fiscal Year' is set to '2022'. At the bottom, there are radio buttons for 'Run as' (Preview, Print, PDF, Excel) and 'If Printing use Duplex' (Yes, No). The 'Excel' option is selected.

Figure 6 #3603 PO Statistics Report requires an entry for fiscal year and can be run as Preview/Print/PDF® or Excel®

3603-FMREP:POSTATRPT.REP Printed 27-May-2022 at 10:04:18 Page 1
City of ADMINS
PO Statistics Report

Type	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
In-Progress Purchase Orders					8	8
Posted Purchase Orders	2,177	1,852	1,612	2,048	92	7,781
Open Purchase Orders (Original Entry Date)				335	69	404
Posted Change Orders	240	428	399	1,042	389	2,498
Approved - Needs Budget Override	225	291	488	1,025	37	2,066
Approved - Needs Supervisor Approval		1,838	1,772	2,192	55	5,857
Approved - Needs Department Head Approval		234	1,644	2,033	50	3,961
Approved - Needs PCARD Approvals Approval					21	21
Approved - Needs Finance Department Approval					21	21
Approved - Needs Town Manager Approval					20	20
Approved - Needs Change Order Approval	29	339	346	351	13	1,078
Approved - Change Needs Budget Override	4	48	55	100	7	214
New Vendors	1,188	1,160	1,073	1,148	67	4,636
New Vendor Addresses	1,263	1,249	1,157	1,250	77	4,996
In-Progress Contracts					1	1
Posted Contracts		1		1		3
Contract Amendments					2	2
In-Progress Bids				300		300
Posted Bids				1	1	2

Selection Legend:
Current Fiscal Year: 2022

Purchase Change Orders could be changes to Purchase Orders created prior to Current FY
New Vendor address include addresses for New Vendors and to Existing Vendors
Contract Amendments could be amendments to contracts created prior to current FY

Figure 7 #3603 PO Statistics Report run as Preview/Print/PDF®

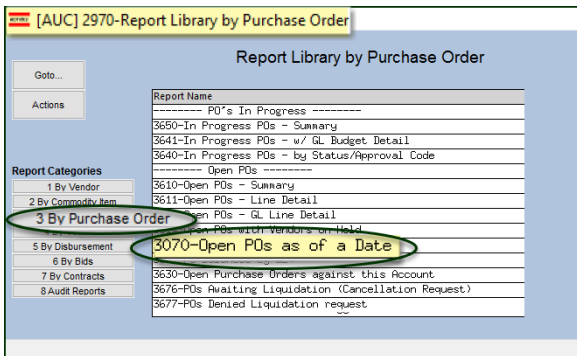


Type	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
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New Vendor Addresses	1,263	1,249	1,157	1,250	77	4,996
In-Progress Contracts					1	1
Posted Contracts					1	3
Contract Amendments		1			2	2
In-Progress Bids				300		300
Posted Bids				1	1	2

Figure 8 #3603 PO Statistics Report run as Excel®

[ADM-AUC-PO-601]

2.3 #3700 Open POs as of a Date Report(s) [Enhancement]



This process produces four reports and did not have sufficient information in the header to distinguish between them. To make it easier to identify the reports, ADMINS added a report title to each report and the task ID embedded in the report name matches the task number.

TedRE - PO_Balance AsOf 07012022_3072

3072-POPORSELDATE4.REP Printed 11-Apr-2022 at 11:10:00

City of ADMINS
Open Purchase Orders as of a Date - Transactions

REPORT 1 - Detail by PO# with GL Transaction Date As of 07012022

PO #	Line	GL Line	PO Date	Original PO Date	Vendor#	Vendor Name	Account
195900	1	1	01-Jul-2022	09-Sep-2021	001833-01	ADMINS INC	0100-950-0000-000-00-70014
195900	1	2	01-Jul-2022	09-Sep-2021	001833-01	ADMINS INC	0100-950-0000-000-00-70014
195900	1	3	01-Jul-2022	09-Sep-2021	001833-01	ADMINS INC	0100-950-0000-000-00-70014
195900							

Figure 9 Report #1 3072 Detail by Purchase Order Number with General Ledger Transaction Date



TedRE - PO_Balance AsOf 07012022 3073

3073 POPORSELDAT3.REP Printed 11 Apr 2022 at 11:10:01

City of ADMINS
Open Purchase Orders as of a Date

REPORT 2 - Detail by Fund and PO# As of 07012022

PO #	Line	GL Line	PO Date	Original PO Date	Vendor#	Vendor Name	Account
195900	1	1	01-Jul-2022	09-Sep-2021	001833-01	ADMINS INC	0100-950-0000-000-00-70014
195900	1	2	01-Jul-2022	09-Sep-2021	001833-01	ADMINS INC	0100-950-0000-000-00-70014
195900	1	3	01-Jul-2022	09-Sep-2021	001833-01	ADMINS INC	0100-950-0000-000-00-70014
195900			01-Jul-2022	09-Sep-2021	001833-01	ADMINS INC	
195907	1	1	01-Jul-2022	25-Jan-2022	001833-01	ADMINS INC	0100-950-0000-000-00-70014
195907							

Figure 10 Report #2 3073 Detail by Fund and Purchase Order Number

TedRE - PO_Balance AsOf 07012022 3071

3071-POPORSELDAT3.REP Printed 11-Apr-2022 at 11:10:01

City of ADMINS
Open Purchase Orders as of a Date - Summary

REPORT 3 - Summary by PO# As of 07012022

PO#	PO Date	Original PO Date	Vendor#	Vendor Name	01-Jul-2022 Balance	Activity After 01-Jul-2022	Current Balance 11-Apr-2022
195900	01-Jul-2022	09-Sep-2021	001833-01	ADMINS INC	500.00		500.00
195907	01-Jul-2022	25-Jan-2022	001833-01	ADMINS INC	64,888.97		64,888.97
195909	01-Jul-2022	26-Jan-2022	001833-01	ADMINS INC	96,222.60		96,222.60
195910	01-Jul-2022	04-Mar-2022	005738-01	ADMIT ONE PRODUCTIONS INC	16.04		16.04

Figure 11 Report #3 3071 Summary by Purchase Order number

TedRE - PO_Balance AsOf 07012022 3074

3074-POPORSELDATES.REP Printed 11-Apr-2022 at 11:10:02 by THERESA

City of ADMINS
Open Purchase Orders as of a Date

REPORT 4 - Summary by Fund As of 07012022

		01-Jul-2022 Balance	Activity After 01-Jul-2022	Current Balance 11-Apr-2022
0100	TRASH-OPERATING	161,627.61		161,627.61
0200	WATER-OPERATING	68,902.08		68,902.08

Figure 12 Report #4 3074 Summary by Fund

[ADM-AUC-PO-595]

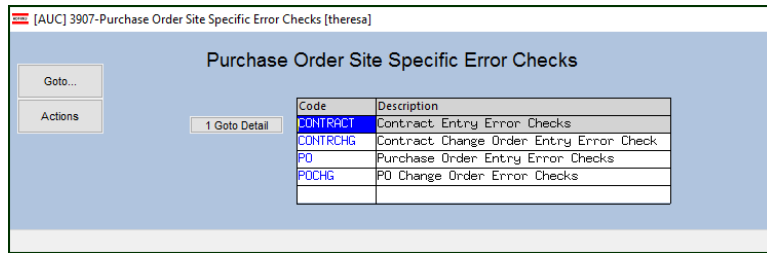
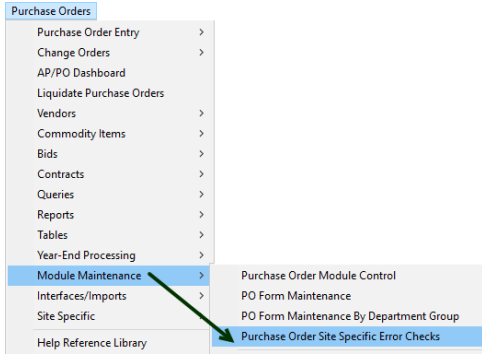
3 SITE-SPECIFIC ERROR CHECKS

ADMINS offers **Site Specific Error Checks** to provide points of customization. Set the checks to work with your business rules; the “Action” selections shown below are for illustration. If the system detects an error, there are three action code options for each error check:

- ⊙ **Warning** –the user will be notified via a report, but the process will be allowed to continue
- ⊙ **Hard Error** –the user will be notified via a report with the message prefixed by three asterisks, and the process will stop and require corrective action before continuing
- ⊙ **No Message** –no report is produced/no notification is made, and the process can continue

Prior to the software update, the screens were available only via the System menu. Now, to access the checks, from the menu select:

Purchase Order ▶ Module Maintenance ▶ Purchase Order Site-Specific Error Checks



Click on **[1 Goto Detail]** to display the Site-Specific Error check; there are four Site-Specific Error check screens in the Purchase Order module for Contracts, Contract Change Orders, Purchase Orders, and Purchase Order Change Orders. The sequences for each screen are shown below:

Seq	Description	Action Code
CONTRACT Contract Entry Error Checks		
1	Vendor on Hold	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
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
CONTRCHG Contract Change Order Entry Error Checks		
1	Require Change Reason to be Entered	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
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
PO Purchase Order Entry Error Checks		
1	Vendor On Hold	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
2	Remit Address Type not PO	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
4	Acct Different Item Acct	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
5	Allow ship date to be blank	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
6	Bids Required on PO over \$	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
7	Allow use of Vendors without FID# on fil	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
8	Allow Personal Services Accounts	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
9	Allow Asset Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
10	Allow Liability Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message
11	Allow Fund Equity Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
12	Allow Expenditure Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
13	Allow Revenue Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
14	Allow Blanket PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
15	Allow Emergency PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
16	Allow Regular PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
17	Allow Zero Tolerance PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message
POCHG PO Change Order Error Checks		
1	Require Change Reason to be Entered	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message
2	Send Email when PO under \$ /chg over \$	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message

[ADM-AUC-SY-8238]



4 CLEARING DATA FROM A FIELD [Information]

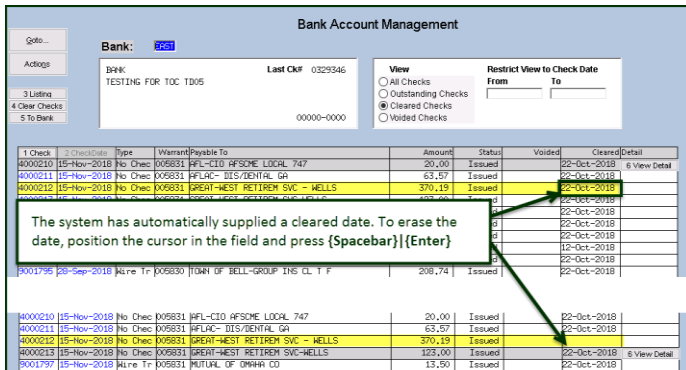
When removing data in a field use {Spacebar} | {Enter} to clear the field

[Clear Data from a Field \[1:17\]](#)

4.1 Example – Voiding a “No Check” or “Wire” in Accounts Payable

From the menu, select:

Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management – By Check Date



Users report being unable to remove data from a field on a screen. For example, processing a “No Check” or “Wire” in Accounts Payable stamps the cleared date on the record when it is disbursed.

To void a “No Check”, or “Wire”, the “Cleared Date” for the transaction must be blank.

While the example uses the Accounts Payable cleared date, this works on most fields in the AUC system.

[ADM-AUC-SY-8242]

5 HELP REFERENCE LIBRARY

Added the following new or updated documents to the Help Reference Library and content to ADMINS.com.

5.1 New or Updated Documents

- Purchase Order Processing [PO-145 Change Orders Quick Reference Card](#) [New]
- [PO-150 Change Orders Guide](#) [New]
- System [SY-137 Site-Specific Error Checks](#) [New]

5.2 New or Updated Web Content

- [Approvals \(Using the AP/PO Dashboard\) \[3:49\]](#) [New]
- [Purchase Order Entry Video \[7:28\]](#) [Updated]
- [PO Change Order Video \[5:43\]](#) [New]
- [PO Rollover Webinar \[24:31\]](#) [FY 2022 to FY 2023]
- [Clear Data from a Field \[1:17\]](#) [New]
- [Favorites Screen \[2:23\]](#) [New]
- [How to Exit from AUC \[1:54\]](#) [New]
- [Index of Help Documents \[0:51\]](#) [New]
- [Log in to the Training Area \[2:04\]](#) [New]
- [Quick Task Selector \[2:12\]](#) [New]
- [Reset an AUC Password \[2:00\]](#) [New]