

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

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1 Suppress Emailing Change Orders to Vendors [Enhancement]

Sites can email purchase orders to vendors instead of sending them via postal mail. There are settings on the Vendor record and the PO screen that control this.

Goto	Enter Vendors	Certified Vendor? Yes No Certified By
Actions	Vendor 031499 HELISSA'S FLOHER SHOP	Date Certified
	1 Name/Address 2Addresses 3 3 Classification 4 Attachment (1) 8 tems	9 User Defined
5 Add Vendor 6 Add Address	Remutance D1 of 01 Address Type Accounts Payable	
CADIAGIESS	1Name N	lotes 1
Entered	Web Site General Delivery E-mail	
31 PO E-mail		
Change	Send POs to Vendor via E-mail ONo OYes	
23-May-2023 THERESA	ACH E-mail Address BID E-mail Address	

PO # 230012	Purchase Order Entry		Entry Began
Vendor p31499 p1 MELISSA'S FLUKER SHOP G6 PARK ST, APT 6 BOSTON MA 02110-0000	Dept Code DISTRICT DISTRICT NITRICT NITRICT		S BUSINESS OFFICE S BUSINESS OFFICE J Internal Notes No text available
2 Entry (1) 3 Items	4 GL Details 5 Status History	Q Attachments	Expected Amt 478,67

Figure 1 The vendor is set up with an email address.

The checkbox on the PO is set to email the vendor:

Some sites have requested the ability to *suppress emailing change order forms* to vendors, because their vendors are confused by the change orders and sometimes duplicate an order.



To address this request, **ADMINS** added a module control that allows sites to *suppress emailing Purchase Change Order Forms* to vendors for whom the email is set up for Purchase Orders. The new module control number is 3100. To access the control, from the menu, select:

Purchase Orders Module Maintenance Module Control #3100

	Purchase Order Mod	ule Cor	itrol		
Seq#	Description		Answer	Buttons	^
3100	Change Order] Email Copies of Change Orders to Vendors	: [Y/N]	Y		

All sites will be set to **"Y"** during the update by default. Set the value to **"N"** to suppress emailing change orders to the vendor. This will override any vendor and purchase order options set to email the Change order form. The *Purchase Change Order* will *not be emailed* if the value of module control #3100 is set to **"N"**.

When posting the change order, set the "**Print Purchase Change Order as:**" radio button to \odot **Differences** or \odot **Revised**. A PDF copy of the change order will be attached to the PO – but the change order will not be emailed to the vendor.

Task 3019: Post Changes	×
Post Change Orders	
Print Purchase Change Order as:	
Run as O Pre <u>v</u> iew O Print PDF If Printing use Duplex Yes O No Lookup <u>QK</u> Cancel Clear <u>All</u>	

[HVMA-SUP-SAPLAUC-64]



Questions About How POs are Paid? 2

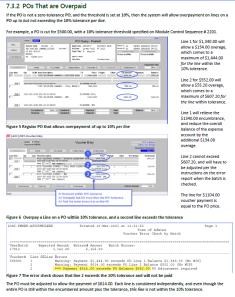
Please read the updated document, PO-105 PO Types, Encumbrances, & How Payments are Processed in the Help Reference Library. To access the document, from the menu select:

Purchase Orders Help Reference Library PO-105 PO Types, Encumbrances, & How Payments are Processed

File Edit Ledgers F	Purchase Orders Accounts Payable Fixed Assets Human Resources Budget	Collections	Tax N	Notor Excise N	Aisc Billing Sy	ystem	Favorites	He	
Pa 🛍 🎒 🧉 🛤	+ + н 🊝 👾 🔍 🖬 🗃 🛃 🎧								
Purchasing Help Reference Library									
	Reference Card	View	Send	Last Run Date	Run Time	^			
Actions	PO-100 Purchase Order User Help Documents Index	View	Email						
	PURCHASE ORDER ENTRY								
PO-105 PO Ty	ypes, Encumbrances, & How Payments are Pro	cessed	Email						
	PU-IIV ENTER PU S	1 View	cmail						

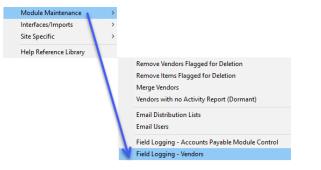
There is updated content throughout the document; in particular, sections 7.1, 7.3.2, and 9 are new and explain how payments are applied.

7.1 Examples of Voucher P	rice Different from the PO Price	7.3.2 POs That are Overpaid If the PO is not a zero-tolerance PO, and the threshold is set at 10%, th
Here are some examples of what happens wh	en:	PO up to but not exceeding the 10% tolerance per line.
		For example, a PO is cut for \$500.00, with a 10% tolerance threshold sp
7.1.1 Voucher Price is Lower	than on the PO	None Example from (NNS) + 1 (NNS) Example from (NNS) Example from (NNS) + 1 (NNS)
PO Price \$10 for Qty 5	10 * 5 = \$50	Londorman B2701 Web State Stat
Voucher Price \$8 for Qty	8 * 5 = \$40	Jame - A John S Searchery Ethickers / Clarace Animales Lie fam Op UDE Bandwarges / A Proc Support Oper De Bandwarges - Address - Addr
When the voucher is posted it hits the expens	se Account for:	E 10 00-00-020100-0000 E2000-000 E2000-000 0000-0000
Voucher Price * Voucher Qty	8 * 5 = \$40	1881 100-30-4(3)-6(3-6(3) 100-30-4(3)-6(3) 100-30-4(3) 100-30-4(3) 100 100-30-4(3)-6(3)-6(3) 100-30-4(3)-6(3) 100-30-4(3)-6(3)-6(3) 100-30-4(3)-6(3)-6(3)
and relieves the encumbrance of		Intel 100-300-4030-621-20-00200 NLIPUOE-160 Incustome Sec. II. Upstated Releved Path Incustome Vicit Poeted Releved Path
PO Price * Voucher Qty	10 * 5 = \$50	Figure 5 Regular PO that allows overpayment of up to 10% per line
This increases the available (unencumbered) I higher price.	balance in this account by \$10 because it relieved the encumbrance at the	Image: Section 2014 How Section 2014 Image: Section 2014 How Se
7.1.2 Voucher Price Higher th	nan on the PO	
PO Price \$10 for Qty 5	10 * 5 = \$50	And have Tracke Discuss Phonese Development
Voucher Price \$12 for Qty	12 * 5 = \$60	All Overpaid, but for most than the 10% tolerance A3 Paid the same amount as on the PO
When the Voucher is posted it hits the expense	se account for:	
Voucher Price * Voucher Qty	12 * 5 = \$60	Figure 6 Overpay a Line on a PO within 10% tolerance, and a second 2085-FMMED:ABVOOMSLERR Printed 10-Mar-2023 at 11:2
And relieves the encumbrance of		Vouche
PO Price * Voucher Qty	10 * 5 = \$50	UserBatch Expected Amount Entered Amount Batch Errors: 17912 3,142.00 3,142.00
Since the Voucher price is <i>higher</i> the overall b	palance on this account is reduced by \$10 because it took the extra \$10 as an	Voucher# Line OLLine Errore 505901 1 Narning: Fayment \$1,444.00 exceeds FO L 2 Narning: Fayment \$614.00 exceeds 70 Lin 2 *** Fayment \$451.00 exceeds 10 Dalamce
expense that was not encumbered.		Figure 7 The error check shows that line 2 exceeds the 10% tolerance



[ADM-AUC-DOC-228]

Vendor Changes Field Logging [Enhancement] 3



ADMINS added field logging to the Enter Vendors screen. This means that when changes are made to a vendor record, there is an audit trail. To access the information, from the menu, select:



File Edit Ledge	53-Field Logging - Vendors rs Purchase Orders Accounts Payable Fixed Assets Human Resour м ← → → 縱 🎬 🔍 📾 😭 🛃 🗂	ces Budget Collections Tax Motor Excise Misc I	Billing System Favorites Hel			
	Field Log	gging - Vendors				
Goto Vendor 001833 ADMINS INC						
1 Excel	RemitChange Date TimeUser0017-Apr-202317:00THERESA	Field Default Check Type	From/To			
2 Edit List	00 17-Apr-2023 17:00 THERESA	Default Check Type	W W N			
	00 17-Apr-2023 17:00 THERESA	Default Check Type	W			
	00 17-Apr-2023 16:59 THERESA	Tailing Vendor Flag	y L			

Purchase Orders Module Maintenance Field Logging – Vendors

Figure 2 The Field Logging – Vendors screen shows who, when, and what was changed

The changes made on the Enter Vendors screen will all be logged and available on this Field Logging screen. That includes all changes to all the tabs with the exception that *changes are not logged for the attachments tab*. This will help answer questions users may have about who changed vendor information.

Vendor Certified By Certified By Date Certified By Itame/Address 2 Addresses 3 Classification 4 Attachment (70) 8 terms 9 User Defined Remittance Dit Address 1 Address 2 Addresses 3 Classification 4 Attachment (70) 8 terms 9 User Defined	dor? Yes No Centified Vendor? Yes No Centified Vendor? Yes No Centified Vendor? Yes No
	1 Name/Address 2 Addresses 3 Classification 4 Attachment (70) 8 tems 9 User Defined
IName Retif Access To Diverse Address 1 Bddress charge from 432 Diverse charge from 432 Dive	sarge frow 432 Federal D# p1-140721 Type ONone OSS# @TaxID Name Title Up and them dated HDA Bank Code Prende [Not. Active Name Title UB ank Code Custome# Type OCTUNEM (Federal OSS# @TaxID) Name Title Ustome# HACHT anzyment Type OCTUNEM (Federal OSS# @None Federal OSS# @TaxID Name Title Phone# [0000: 0000-0000 -000 [Federal OSS# @None Federal OSS# @Facil OSS# @None Phone# [0000: 0000 [Ferme#
ACH E-mail Address BID E-mail Addresses on File: 1	Note

Figure 3 Changes made on the above screens will be logged

	Remit Change Date Time	User	Field	From/To
\frown	00 17-Apr-2023 17:00	THERESA	Default Check Type	Ν
1 Excel				W
	00 17-Apr-2023 17:00	THERESA	Default Check Type	W
2 Edit List				N
	00 17-Apr-2023 17:00	THERESA	Default Check Type	
				W
\sim	00 17-Apr-2023 16:59	THERESA	Tailing Vendor Flag	
				Y
	01 01-May-2023 16:33	THERESA	Second Name	
				ACCESS INTERNATIONAL

There are two buttons on the left side of the Field Logging screen. The **[1 Excel]** button will display an Excel report of the currently selected vendor field changes.



ADMINS Unified Community Purchase Orders

	В	С	D	E	F	G	Н	I. I.
1	Name	Remit	Change-Date	Time	User	Field	Old	New
2	ADMINS INC	00	17-Apr-2023	17:00	THERESA	Default Check Type	N	W
3	ADMINS INC	00	17-Apr-2023	17:00	THERESA	Default Check Type	W	N
4	ADMINS INC	00	17-Apr-2023	17:00	THERESA	Default Check Type		W
5	ADMINS INC	00	17-Apr-2023	16:59	THERESA	Tailing Vendor Flag		Y
6	ADMINS INC	01	01-May-2023	16:33	THERESA	Second Name		ACCESS INTERNATIONAL
7								

Task 2254: Field Logging Report - Vi	endors X
Field Logging Report -	/endors
Optional: Enter up to 9 Vendor#"	s Edit O values:
Optional: Enter Date Range	From: To:
Optional: Restrict to this User	
Sort:	● Vendor# ○ Change User ○ Change Date
Run as PDF O Excel	
	Lookup OK Cancel Clear All

There is also an Edit List available from the Field Logging screen. Run the **[2 Edit List]** as PDF or Excel, and optionally filter the edit list by specifying up to nine vendor numbers, providing a date range, or restricting the edit list to a single user. Sort the edit list by Vendor Number, Change User, or Change Date.

2254-APPORVENFLG.REP							Page 1
					Town of Admins		- E - S
	Field Logging Report - Vendors 🛷						1
I							
Vendor Name	Remit	Change Date	Time	User	Field	Value	T
001833 ADMINS INC	00	17-Apr-2023	17:00	THERESA	Default Check Type	Old: N	2
						New: W	*
001833 ADMING INC	00	17-Apr-2023	17:00	THERESA	Default Check Type	Old: W	
						New: N	
001833 ADMINS INC	00	17-Apr-2023	17:00	THERESA	Default Check Type	014:	2
						New: W	5
							₹
001833 ADMINS INC	00	17-Apr-2023	16:59	THERESA	Tailing Vendor Flag	Old:	A
						New: Y	3
							1
001833 ADMING INC	01	01-May-2023	16:33	THERESA	Second Name	01d:	
						New: ACCESS INTERNATIONAL	
							7.2
							1
Selection Legend:							1
							St. 199
Count: 5							2
Sorted: Vendor, Remit, Change Date/Desc							5.0
Vendor: 01833							e

Figure 4 Edit List shows vendor number, name, change date & time, change user, field, and "old" & "new" values

[ADM-AUC-AP-1202]

4 Help Reference Library & ADMINS Website Updates

Added the following new or updated content to the Help Reference Library and the <u>ADMINS.com</u> website.

4.1 New Content in the Help Reference Library

PO Processing PO-105 PO Types, Encumbrances, & How Payments are Processed [Updated]

4.2 New Content on ADMINS.com

Encumbrances, How Payments are Processed, & PO Types Maintaining Email Distribution Lists Attachments in AUC Printing to the Local Printer [Available on the **ADMINS**.com website] [ADM-AUC-DEMO-47] [New] [New]