



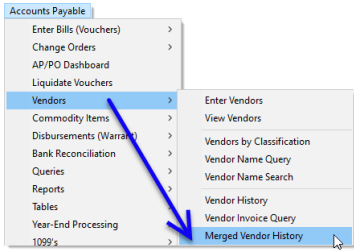
This document explains new product enhancements added to the **ADMINS Unified Community (AUC) for Windows PURCHASE ORDER** system.

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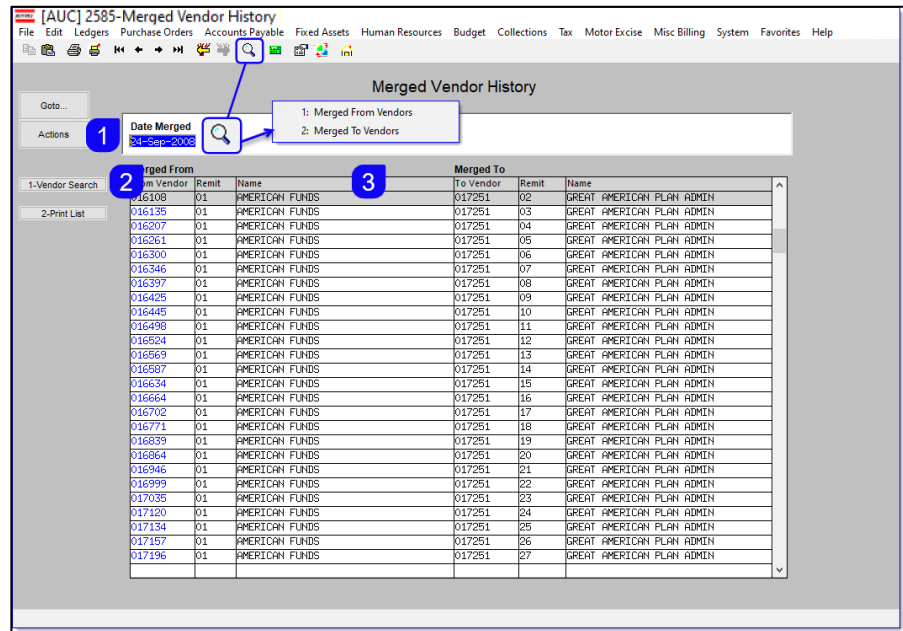


# 1 Merged Vendor History Query [Enhancement]



The merged vendor history query screen has been enhanced to make it easier to read and navigate.

1. You can now search by the **“From Vendor”** and the **“To Vendor”** number when you look up on the Vendor Number.



2. Changed the button description for easier navigation – now the button label will toggle between **“Vendor Search”** and **“Date Changed”**.

3. The column labels clearly differentiate between the **“From Vendor”** and the **“To Vendor”**. The **“To Vendor”** is the current vendor where all the data is merged.

Multiple vendor numbers can be merged to a single vendor number. Once merged, there is no way to **“unmerge”** vendors. Please see

[ADM-AUC-PO-650]



## 2 Department Group Selection on Contract Reports [Enhancement]

At the request of a customer, **ADMINS** updated reports on Friday, May 3, 2024, by adding an optional selection filter on “Department”.



All other sites will get the new reports after the software update. The changes affected three Contract Reports, as explained in the sections below. To access the reports, from the menu, select:

Purchase Orders ▶ Reports ▶ Report Library ▶ [7 By Contracts]

Report Name	View	Report	La..
----- Contract's In Progress -----	Sample		
14610-In Progress Contracts - Summary	Sample	Run	06
14612-In Progress Contracts - Line Detail	Sample	Run	06
----- Open Contracts -----	Sample		
14622-Open Contracts - Summary	Sample	Run	09
14620-Open Contracts - Line Detail	Sample	Run	09
14851-Open Contracts set to Expire between	Sample	Run	09
14810-Contracts with Expiring Insurance Certificates	Sample	Run	24
----- Posted Contracts -----	Sample		
14630-Contracts w/ POs and Vouchers	Sample	Run	03
14635-Posted Contracts - Summary	Sample	Run	06
14636-Posted Contracts - Detail	Sample	Run	06
14640-Contract History Age Report	Sample	Run	04
----- Other -----	Sample		
14650-All Changes Orders for a Single Contract	Sample	Run	05

### 2.1 Report 14851 Contract Expiration

Optional: Enter up to 9 Department Groups Edit

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Optional: Enter up to 9 Department Groups

1: ADMIN  
2: ASSESSMENT  
3: CEMETERY  
4: ATHLETICS  
5:  
6:  
7:  
8:  
9:

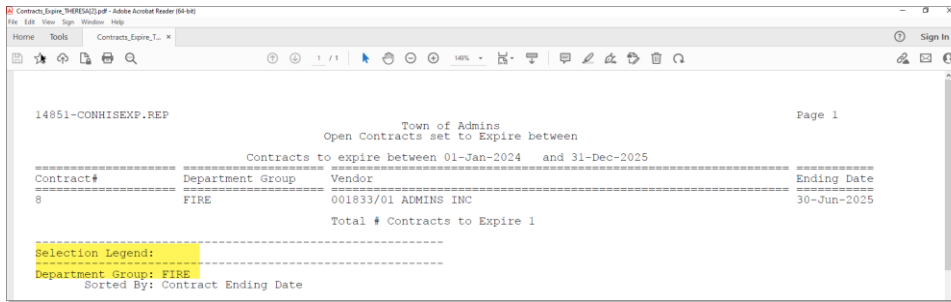
Department Group Listing

Department	Description	Status	Tot
ADMIN		A	
ABC2	ABC2	A	
ABC	ABC RECREATION DEPT	I	
ADM	TOWN ADMINISTRATOR	A	
ADMN	TOWN ADMINISTRATOR	A	
HOUSER	TOWN ADMINISTRATOR	A	
AFFORD	AFFORDABLE HOUSING	A	
AVENAL	AVENAL CONTROL	I	
ARCAND	ARCAND PARK	A	
ARTS	ARTS COUNCIL	A	
ASSESSM	ASSESSMENT	I	
ASSESSORS	ASSESSORS	A	
HOUSEP	ASSESSORS	A	
ATHLETICS	ATHLETICS	A	
AUXPOLICE	AUXILIARY POLICE	A	
BLDGINT	TOWN HALL MAINTENANC	A	
BUSUSER	BUILDING	A	
CAPITW	CAPITAL INVEST TRUST	A	
CEMETERY	CEMETERY	A	

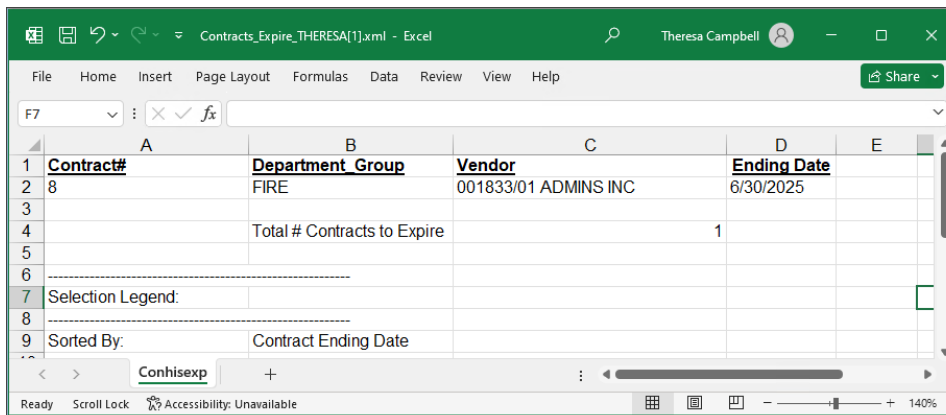
Added an optional Department Group selection on the prompt.

Click the edit button to select up to nine department groups on which to report.

They can be chosen from a lookup or typed directly.



The selection legend shows the department groups that were selected for the report.



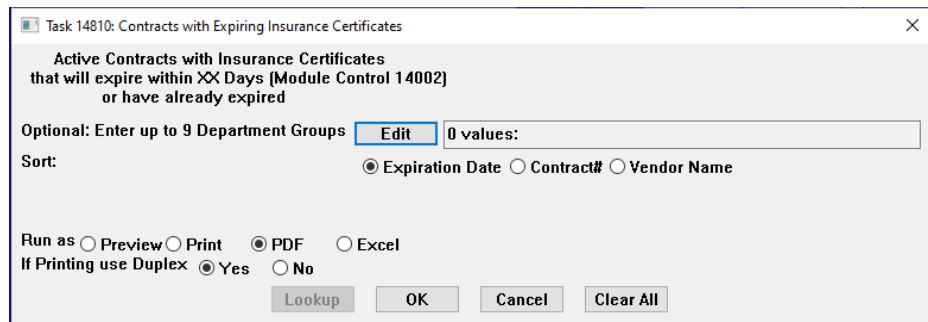
Added ☺ Excel output to the “Run as” selections.

## 2.2 Report 14810 Expired Insurance Certificates

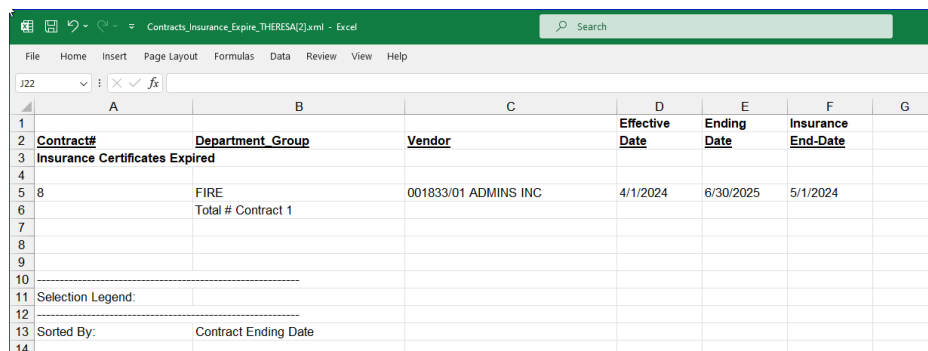
Added an optional Department Group selection on the prompt.

Click the edit button to select up to nine department groups on which to report.

They can be chosen from a lookup or typed directly.



Added ☺ Excel output to the “Run as” selections.





## 2.3 Report 14630 Contracts with PO & Vouchers (Summary & Detail)

Added an optional Department Group selection on the prompt.

Click the edit button to select up to nine department groups on which to report.

They can be chosen from a lookup or typed directly.

14630-FMREP:CONHISPOVOU.REP Printed 03-May-2024 at 17:00:59 by THERESA  
Town of Admins  
Contracts w/ POs and Vouchers

Contract#	Ending Date	Vendor Name	Department	Contract Value	Balance	Contract Status
8	30-Jun-2025	ADMINS INC	FIRE	100,000.00	100,000.00	Open
Contract						
Line	PO# / Voucher#	Encumbered	Paid	Retained	Retain Paid	Status
1	PO# 200970/1	28,000.00				Ready for Posting
*** Total Contract Line		1	28,000.00			
*** Total Contract			28,000.00			

Selection Legend:  
-----  
Department Group: FIRE

The selection legend shows the department groups that were selected for the report.

The PDF output is shown at left; the Excel output is below.

Selection Legend:  
-----  
Department Group: FIRE

Contract#	Effective	Ending Date	Vendor#	Remit#	Name	Department	Contract Value	Balance	Contract Status	Contract Line	PO# / Voucher#	Encumbered	Paid	Retained	Retain Paid	Status
8	01-Apr-2024	30-Jun-2025	001833	01	ADMINS INC	FIRE	100,000.00	100,000.00	Open							
										1	PO# 200970/1	28,000.00				Ready for Posting
											Contract Line	28,000.00				1
											Contract Total	28,000.00				

Selection Legend:  
-----  
Department Group: FIRE

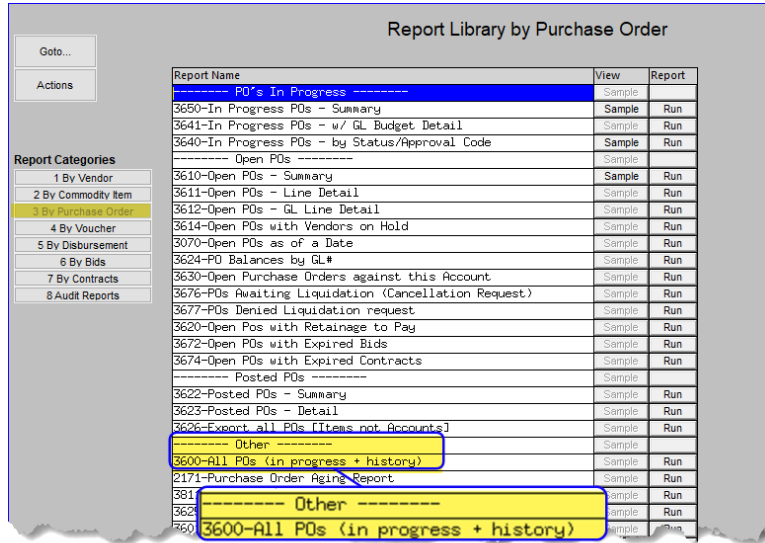
[ADM-AUC-PO-647]



### 3 Added Invoice Address to Report #3600 [Enhancement]

ADMINS added an invoice code column and an address column to report # 3600 All POs (in progress + history). To run the report, from the menu, select:

**Purchase Orders ▶ Reports ▶ [3 By Purchase Orders] ▶ # 3600 All POs (in progress + history)**



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
PO#	PO Date	Location	PO Type	Vendor#	Vendor Name	Department	Encumbered	Retained	Relieved	Balance	Status	Entry User	DCode	Delivery-Address-Name	
200967	Jan-2024	In Progress	Regular	000000		ADM	0.00	0.00	0.00	0.00	Entry Began	WENDY	10	PRESCHOOL - STALL BROOK	
#POs:	1						0.00	0.00	0.00	0.00					
200968	23-Feb-2024	History	Regular	012369	GRIZZLY INDUSTR FIRE		356,200.00	0.00	0.00	356,200.00	Open	ANTHEA	THALL	TOWN OF ADMINS	
#POs:	1						356,200.00	0.00	0.00	356,200.00					
Total:	2						356,200.00	0.00	0.00	356,200.00					

Figure 1 Before – only the delivery address was shown

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
PO#	PO Date	Location	PO Type	Vendor#	Vendor Name	Department	Encumbered	Retained	Relieved	Balance	Status	Entry User	DCode	Delivery-Address	InvCode	Invoice-Address
200967	Jan-2024	In Progress	Regular	000000		ADM	0.00	0.00	0.00	0.00	Entry Began	WENDY	10	PRESCHOOL - STALL BROOK	10	PRESCHOOL - STALL BROOK
#POs:	1						0.00	0.00	0.00	0.00						
200968	23-Feb-2024	History	Regular	012369	GRIZZLY INDUSTR FIRE		356,200.00	0.00	0.00	356,200.00	Open	ANTHEA	THALL	TOWN OF ADMINS	FIRE	ADMINS FIRE DEPT
#POs:	1						356,200.00	0.00	0.00	356,200.00						
Total:	2						356,200.00	0.00	0.00	356,200.00						

Figure 2 After – the Invoice code and Address are shown in columns P and Q

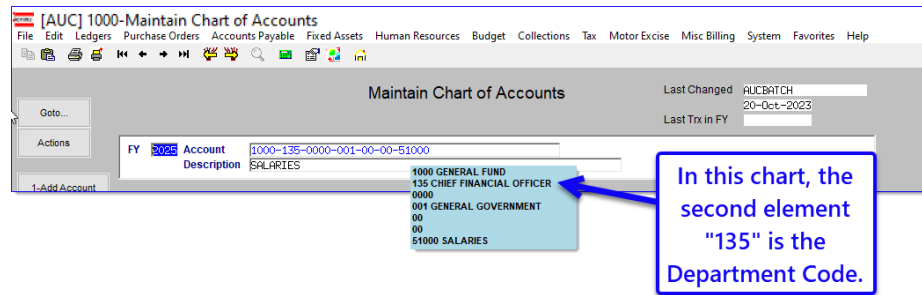
[ADM-AUC-PO-649]

### 4 Screen Labels Changed from Department “Code” to “Group”

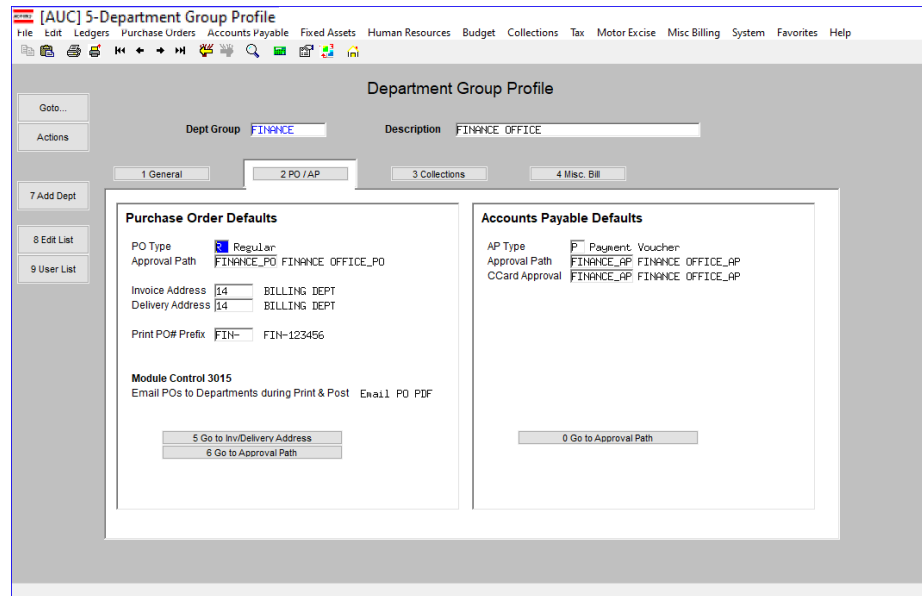
ADMINS changed "Dept Code" to "Dept Group" on the Entry screens to match the PO entry screen and the prompt. This affected Contract, PO, AP, and GL Report Selection (and job stream) entry screens. Anywhere it had “Dept Code” or “Department Code” became “Dept Group” or “Department Group”.



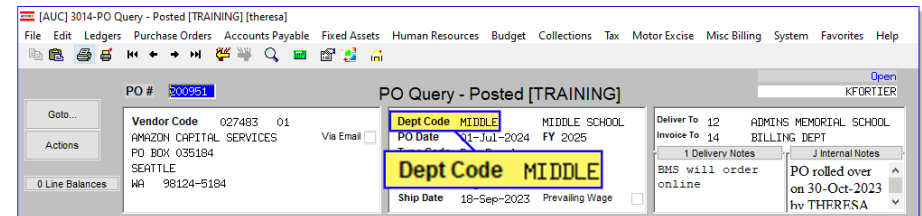
This distinguishes a “department code” from a “department group”. A department code is part of the chart of accounts. Department Codes are defined in the Account Elements table and used as a segment of the account.



A department group, as set up in the Department Group Profile screen, is a way to group users by department and set default values for addresses, approval paths, and so on.

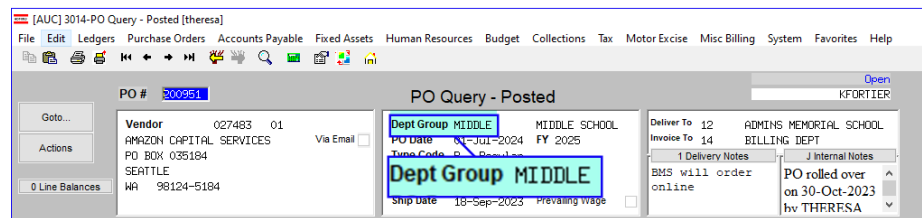


The image shows the PO Query screen before and after.



Notice that only the label for the field is changed, not the data.

The example illustrates the change; this change impacted all the screens that previously used “Code” as a label instead of “Group”.



[ADM-AUC-PO-648]

## 5 Login to the Training Area [Enhancement]

ADMINS provides a training area, which is a replica of the modules available on the live AUC application. (The data in the training mode is refreshed on demand overnight by the superuser or on a regular basis, determined by each site.)

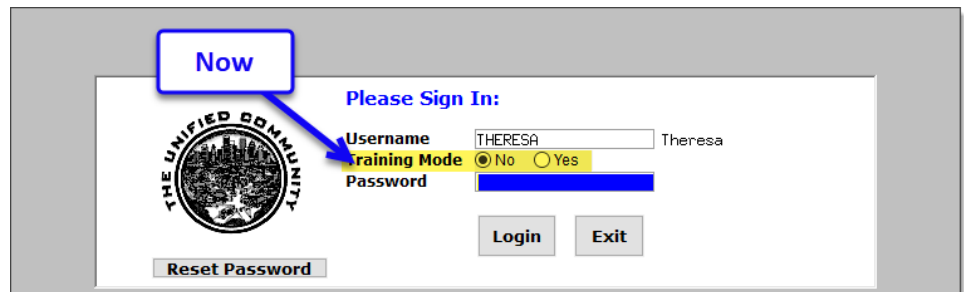


See [SY-175 Copy Live to Training](#) in the Help Reference Library for details.

ADMINS changed the location of the *Training Mode* option to be *above* the Password field, to help users select it before entering the password.



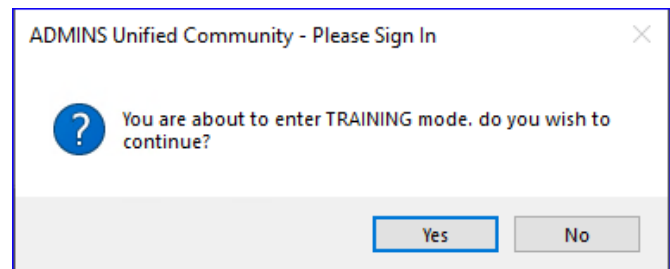
To access the Training area, select the  **Yes** option before typing in the password. After entering the password, you cannot switch the radio button for this session.



(The default is  **No**; typing the password and **{Enter}** will go to **Live**).

To proceed to Training mode, click on . The prompt will default to  if the Training mode radio button is  **Yes**, and will go straight to training by pressing **{Enter}** (without clicking on any button).

Press  to log in to live.



[ADM-AUC-SY-8323]





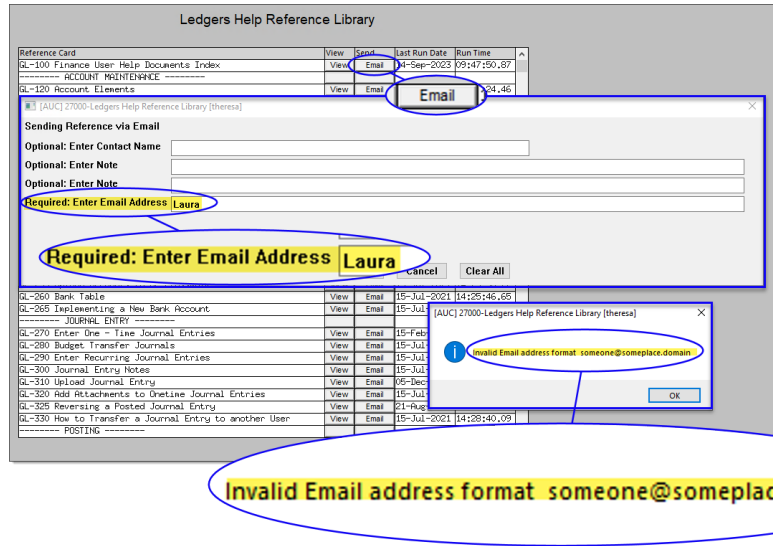
## 6 Email Address Checking [Enhancement]

When a prompt **requires** an Email or a button triggers a prompt that **requires** for an email address (which is mandatory, not optional), it will verify if it follows a valid email format.

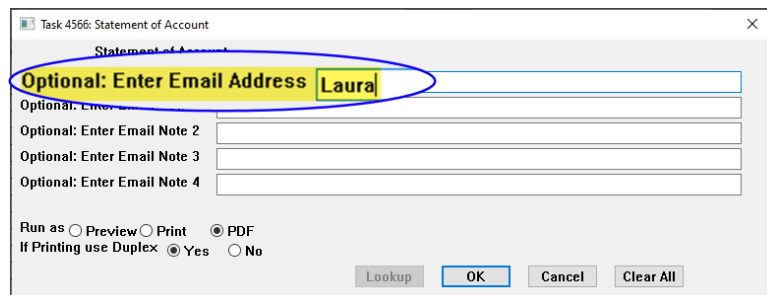
For example, "xxx@ccc.domain".

Here is an example of the error that will appear if an invalid email address is detected:

Click  on the prompt and enter a valid email address on the Required field.



The system does not check if an **Optional** field contains a valid email address. In this example, there is no error message even though the email address is invalid. No email will be sent.



[ADM-AUC-SY-8331]