



PURCHASE ORDERS

RELEASE NOTES – MARCH 2016

This document explains new product enhancements added to the ADMINIS Unified Community for Windows **PURCHASE ORDER** system installed on your site.

TABLE OF CONTENTS

1. APPROVALS	2
1.1. Purchase Order Locked By Another User.....	2
2. DEPARTMENT GROUP SECURITY	2
2.1. "Power User" Department Access for AP/PO	2
3. REPORTS	4
3.1. Export all POs [Items not Accounts]	4
3.2. Vendor History – Purchase Orders Listing to Excel.....	4
3.3. Pagination on automatically displayed Reports.....	5
4. TABLES	6
4.1. Approval Path – Replace Username across All Paths.....	6
5. YEAR END PROCESSING.....	6
5.1. Purchase Orders Liquidated During Po Rollover.....	6
5.1.1. Stamping PO Rollover Method on Purchase Order.....	6
5.1.2. Relieving Encumbrance on Contract when PO Liquidated.....	7
6. HELP REFERENCE LIBRARY	7
6.1. New or Updated Documentation	7



1. APPROVALS

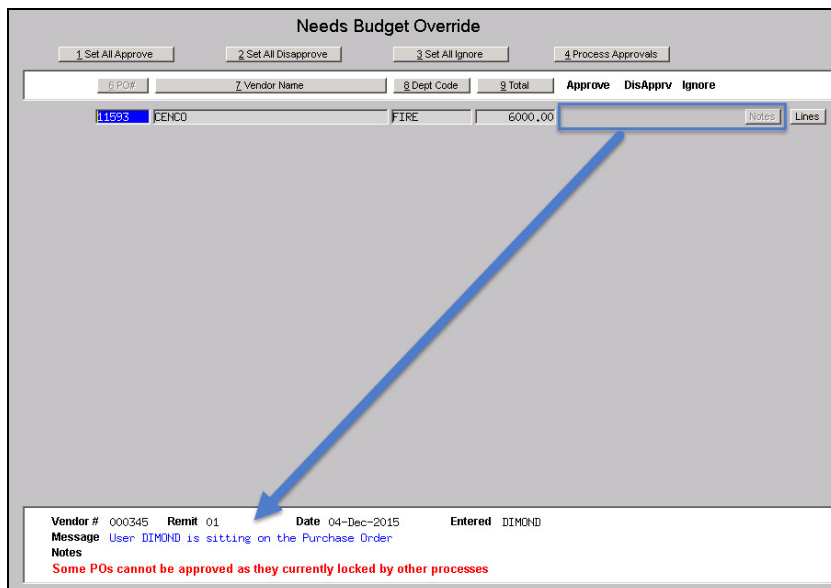
Users now have the ability to see ALL purchase orders at the approval level (to which you have security access) even if the vouchers are not currently *available* to be approved. Previously, some purchase orders might not be selected in the approval process because the purchase order was locked by the user working on the purchase orders, or the purchase orders had been picked up in another user’s approval process.

Any Purchase order that is being locked by a user or process will now be displayed in the approval screen, but you will be unable to approve this purchase order until the condition causing the lock is resolved. It will not show the radio button to approve/disapprove the purchase order and will display a message at the bottom of the screen on why it is unavailable for approval.

1.1. Purchase Order Locked By Another User

If there is a PO to be approved but someone else is currently using that PO [in the Purchase Order Entry screen] then it will appear here but is not available for you to approve yet. You will now see it listed and a message displayed at the bottom of the screen.

Prior to this update, the record would simply not display in the approval screen.



[ADM-AUC-AP-773]

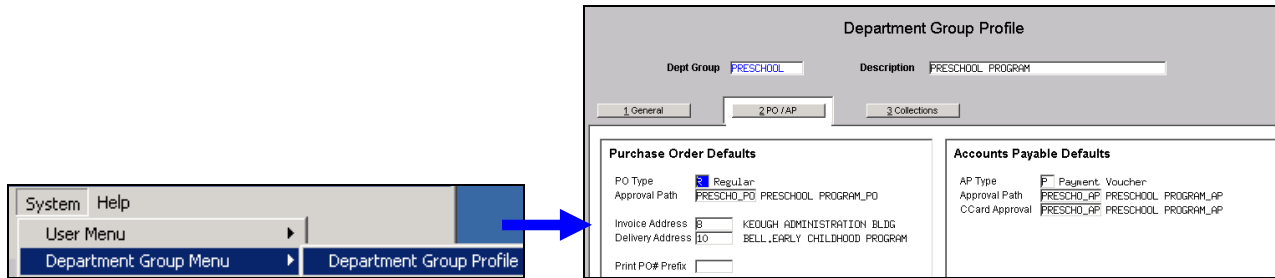
2. DEPARTMENT GROUP SECURITY

2.1. “Power User” Department Access for AP/PO

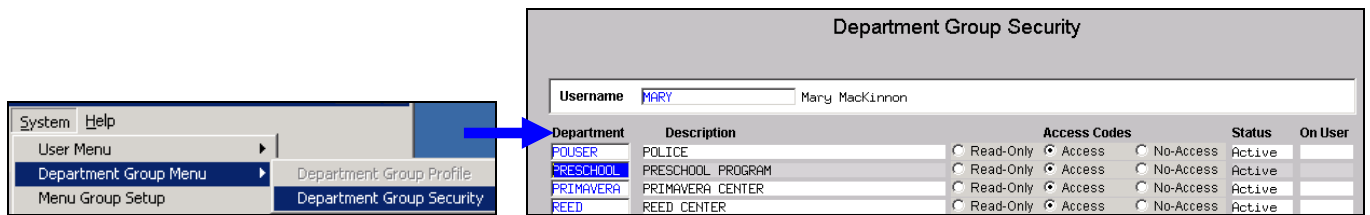
The account security process has been enhanced to allow for one or more “power users” who need to have access to ALL Department Groups without manually managing the security tables each time a new one is added.



Currently, if a new Department Group is needed, the record is added to the Department Group table:



And then access to that group is individually granted to each applicable user account:



With this update, now, any user names specified in Module Control #45 will be added to All Department groups automatically. However, this will only happen during the “weekly rebuild” of the account security features. For most sites, the weekly rebuild runs on Sunday.

This means that if you add new Department Groups to the system on Tuesday and Wednesday, they will not be automatically added to the “power users” until the weekly process runs on Sunday. If you need immediate access to those groups then you may continue to set the access manually.

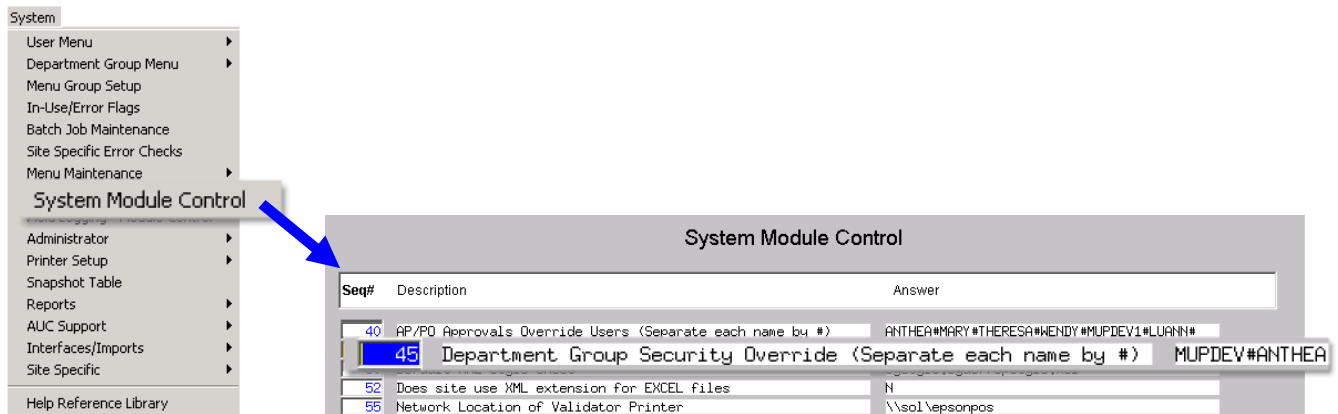


Figure 1 New Module Control Table parameter #45

[ADM-AUC-SY-7987]



3. REPORTS

3.1. Export all POs [Items not Accounts]

Added a new export of Posted Purchase Orders showing the Vendor to whom the Purchase Order was issued and the Items purchased. You may run this for a date range and produce an Excel file.

This export can be used to supply data to 3rd party agencies requesting data regarding your community's purchasing history. To access this option, go to the Purchase Order Reports Library and select #3626, Export all POs [Items not Accounts]:

Report Library by Purchase Order		
Report Name	Sample	Run
----- 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
3611-Open POs - Line Detail	Sample	Run
3612-Open POs - GL Line Detail	Sample	Run
3614-Open POs with Vendors on Hold	Sample	Run
3070-Open POs as of a Date	Sample	Run
3624-PO Balances by GL#	Sample	Run
3630-Open Purchase Orders against this Account	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
----- Posted POs -----	Sample	Run
3622-Posted POs - Summary	Sample	Run
3623-Posted POs - Detail	Sample	Run
3626-Export all POs [Items not Accounts]	Sample	Run

Task 3626: Export all POs [Items not Accounts]

Export all POs [Items not Accounts]

Required: Purchase Orders Dated (mmddyyyy) From: To:

Run as Excel

PO#	PO Date	Vendor#	Vendor Name	Address 1	Address 2	Address 3	City	State	Zipcode	Country	Vendor Contact	Vendor Email	Line	Item Description
11458	01-Jul-2015	000553	ADVANCE PLACEMENT PROGR	DEPT. E06	P.O. BOX 6670		PRINCETON	NJ	08541-0000	N/A			1	more stuff
11461	01-Jul-2015	009085	UTRECHT ART SUPPLIES	6 CORPORATE DRIVE			CRANBURY	NJ	08512-0000	N/A			1	essels
11461	01-Jul-2015	009085	UTRECHT ART SUPPLIES	6 CORPORATE DRIVE			CRANBURY	NJ	08512-0000	N/A			2	#3 Brushes
11461	01-Jul-2015	009085	UTRECHT ART SUPPLIES	6 CORPORATE DRIVE			CRANBURY	NJ	08512-0000	N/A			3	gess'old masonite 6.5 x 11
11461	01-Jul-2015	009085	UTRECHT ART SUPPLIES	6 CORPORATE DRIVE			CRANBURY	NJ	08512-0000	N/A			4	Cadmium Blue
11461	01-Jul-2015	009085	UTRECHT ART SUPPLIES	6 CORPORATE DRIVE			CRANBURY	NJ	08512-0000	N/A			5	Cadmium white
11464	01-Jul-2015	011995	ADVANTAGE FITNESS SERVI	365 BOSTON POST ROAD, #101			SUDBURY	MA	01776-0000		h.ayola@comcast.net		1	Advertising Posters
11465	01-Jul-2015	001833	ADMINS INC	1035 CAMBRIDGE STREET			CAMBRIDGE	MA	02141-0000	N/A			1	stuff

[ADM-AUC-PO-410]

3.2. Vendor History – Purchase Orders Listing to Excel

Corrected an issue with the Excel output from the Vendor History – Purchase Orders Query screen. The relief column was not displaying correctly on the first line of the PO.



Vendor History - Purchase Orders

Vendor# **000692** Local Vendor Yes No
 Name **STAPLES CREDIT PLAN** 1099 Code
 Class **UNCL Unclassified** Entered **29-Mar-1995** MARILYN
 Changed **06-Aug-2007** CONVERT

Beginning Date Ending Date

3 Purchase Orders 4 Vouchers 5 Disbursements

Sel	PO#	PO Date	Department	Encumbered	Liquidated	Relieved	Vouchers	Remaining Bal	Type	Status	Orig PO Date
<input type="checkbox"/>	11638	29-Dec-2015	PRESCHOOL	79,99				79,99	Regular	Needs Budg	
<input type="checkbox"/>	11633	29-Dec-2015	SOUTH	62,99				62,99	Regular	Needs Budg	
<input type="checkbox"/>	11570	28-Aug-2015	SOUTH	219,96				219,96	Regular	Open	
<input type="checkbox"/>	11569	28-Aug-2015	MACY	109,98		109,98	109,98		Regular	Closed	
<input type="checkbox"/>	11568	28-Aug-2015	REED	128,97				128,97	Regular	Open	
<input type="checkbox"/>	11485	08-Jul-2015	UNCLASSIFI	1,77				1,77	Regular	Entry Bega	
<input type="checkbox"/>	39604	01-Jul-2015	HIGHSCHOOL	249,29				249,29	Regular	Open	15-Jul-2014
<input type="checkbox"/>	39404	01-Jul-2015	MACY	33,63				33,63	Regular	Open	14-Jul-2014
<input type="checkbox"/>	39403	01-Jul-2015	MACY	143,99				143,99	Regular	Open	14-Jul-2014
<input type="checkbox"/>	39398	01-Jul-2015	MACY	18,39				18,39	Regular	Open	14-Jul-2014
<input type="checkbox"/>	39312	01-Jul-2015	SOUTH	67,92				67,92	Regular	Open	15-Jul-2014
<input type="checkbox"/>	38730	20-Jun-2014	MACY	38,97		38,97	38,97		Regular	Closed	
<input type="checkbox"/>	38588	03-Jun-2014	MIDDLE	222,60		222,60	222,60		Regular	Closed	
<input type="checkbox"/>	39274	19-May-2014	KEOUGH	8,54		8,54	8,54		Regular	Closed	
<input type="checkbox"/>	38706	13-May-2014	KEOUGH	88,52		88,52	88,52		Regular	Closed	
<input type="checkbox"/>	38405	13-May-2014	KEOUGH	4,99		4,99	4,99		Regular	Closed	
<input type="checkbox"/>	38584	14-Apr-2014	MIDDLE	13,49		13,49	13,49		Regular	Closed	
<input type="checkbox"/>	38699	24-Mar-2014	KEOUGH	10,58		10,58	10,58		Regular	Closed	
<input type="checkbox"/>	38695	04-Mar-2014	KEOUGH	247,97		247,97	247,97		Regular	Closed	

6 Ven Search 7 Drill Down 8 Excel 9 Prev 9 Next

A	B	C	D	E	F	G	H	I	J	K	L
Vendor	Vendor Name	PO#	PODate	Dept Group	Encumbered	Liquidated	Relieved	Paid	Rem Balance	Type	Status
000692	STAPLES CREDIT PLAN	0035976	01-Oct-2012	STALLBROOK	99,00			99,99		Regular	Closed
000692	STAPLES CREDIT PLAN	0032869	08-Feb-2012	HIGHSCHOOL	549,99		549,99	549,99		Regular	Closed
000692	STAPLES CREDIT PLAN	0032314	21-Sep-2011	SOUTH	62,99		62,99	62,99		Regular	Closed
000692	STAPLES CREDIT PLAN	0030743	10-May-2012	PRESCHOOL	79,99		79,99	79,99		Regular	Closed
000692	STAPLES CREDIT PLAN	0024249	07-May-2008	SOUTH	219,96		219,96	219,96		Regular	Closed
000692	STAPLES CREDIT PLAN	0024248	07-May-2008	MACY	109,98		109,98	109,98		Regular	Closed
000692	STAPLES CREDIT PLAN	0024247	07-May-2008	HIGHSCHOOL	254,97		254,97	254,97		Regular	Closed
000692	STAPLES CREDIT PLAN	0024246	07-May-2008	MIDDLE	558,52		558,52	558,52		Regular	Closed
000692	STAPLES CREDIT PLAN	0024230	31-Oct-2007	REED	128,97		128,97	128,97		Regular	Closed

[ADM-AUC-PO-413]

3.3. Pagination on automatically displayed Reports

Pagination of reports that are automatically displayed to the screen when rendered in PDF format was not printing correctly to the printer. This has been corrected and these reports now print with the correct page breaks.

- PO Budget Check report issued from within the Approvals screen
- PO Change Order Budget Check report issued from within the Approvals screen
- PO Change Order Error report
- POs needing approval listing
- PO Change Orders needing approval listing
- PO Rollover posting report

[ADM-AUC-PO-414]



4. TABLES

4.1. Approval Path – Replace Username across All Paths

Enhanced the approval path table to allow the changing of a username en mass. If you have an “Approver” who is no longer employed by the Town and you want to replace that name across all approval paths, you would previously have to do it manually path by path. This update introduces the ability of making that change across all approval paths.

To utilize this feature,

- Click **Purchase Orders ▶ Tables ▶ Approval path setup**
- Click the **Actions** button
- Click **Replace User**
- Complete the parameters and click **OK**

Maintain Approval Paths

Approval Path: ADMIN_PO Description: TOWN ADMINISTRATOR_PO

	Minimum	Primary	Secondary
Budget Override	WENDY	MARY	
Level 1 - Supervisor		MARY	
Level 2 - Department Head		MARY	
Level 3 - Purchasing Office			
Level 4 - Finance Department			

Replace User in Approval Path

Required: Enter FROM Username: MARY Mary MacKinnon

Required: Enter TO Username: MARY_ADMIN Mary MacKinnon Admin Acc

Replace User from: This Approval Path Only All Approval Paths

Buttons: Lookup, OK, Cancel, Clear All

This Approval Path Only
This will update only the path you are viewing in the background.

All Approval Paths
This will update all paths in the table.

Note: You may only specify usernames that have been established in the User Profile table. In other words, they must be valid users of the AUC application – otherwise they will not be able to access the approval function.

[ADM-AUC-PO-409]

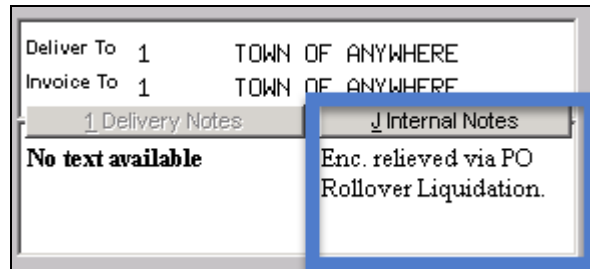
5. YEAR END PROCESSING

5.1. Purchase Orders Liquidated During Po Rollover

5.1.1. Stamping PO Rollover Method on Purchase Order



Modified the PO Rollover process to store a description on liquidated entries. Prior to this update, if a purchase order was selected to be liquidated during the Purchase Order rollover process, the internal notes on the purchase order were not updated with the selected method.



[ADM-AUC-PO-411]

5.1.2. Relieving Encumbrance on Contract when PO Liquidated

Modified the PO Rollover process to address an issue where a PO is linked to a Contract. Prior to this update, if a purchase order was selected to be liquidated but it referenced a contract then the encumbrance was not removed from the contract. This has been corrected.

[ADM-AUC-PO-411]

6. HELP REFERENCE LIBRARY

6.1. New or Updated Documentation

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

- SYSTEM System Administration Kit