



PURCHASE ORDERS

RELEASE NOTES – MARCH 2017

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

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1. QUERIES

Purchase Orders
Queries View All Purchase Orders

View All Purchase Orders

Goto...
Actions

2 PO# 3 DeptCode 4 PODate 5 EntryUser 6 Vendor Name

1 Select 11647 FIRE 04-Feb-2016 ANTHEA KARIN MUELLER

Purchase orders for construction projects often have many lines and multiple invoices with vouchers paying against those lines. When the number of payment lines exceeded 100, and there were open vouchers for the purchase order, some of the voucher lines were not appearing on the **Purchase Orders** > **Queries** > **[1 Select]** > **PO Query-Posted** > **[6 Vouchers]** tab. This limit was expanded to 150 payment lines.

1.1. Voucher Tab [Fix]

PO # [redacted] **Associated Vouchers** Open

Goto...
Actions
Excel

Vendor Code 004240 01
Via Email

Dept Code
PO Date 01-Jul-2016 FY 2017
Type Code Z Zero Tolerance
Original PO 28-Jul-2015
Ship To Attn
Ship Date

Deliver To PW PUBLIC WORKS DEPARTMENT
Invoice To PW PUBLIC WORKS DEPARTMENT

1 Delivery Notes
No text available

Internal Notes
ITEM #68 24'
PIPE TOTAL QY
IS 831 L.F.

2 Details (82) 3 Items 4 GL Details 5 Status History 6 Vouchers (11) 7 Changes (5) 8 Attachment (14)

Expected Amt 1817398.28

Lin	UserBatch	Voucher#	VLN	Item Description	Invoice#	Vendor Paid	Check#	Check Date	Status	Ext Amount		
2	48337	2167392	1	SCREENED GRAVEL	11				Needs Finance:	3762.00		
2	44213	2146255	1	SCREENED GRAVEL	2			30-Dec-2015	Closed	171.00		
2	43691	2143422	1	SCREENED GRAVEL	1			04-Nov-2015	Closed	5358.00		
2	44217	2146264	1	SCREENED GRAVEL	3			30-Dec-2015	Closed	5985.00		
2	44513	2147914	1	SCREENED GRAVEL	4			27-Jan-2016	Closed	3078.00		
2	45444	2152658	1	SCREENED GRAVEL	7			04-May-2016	Closed	6156.00		
2	44972	2150098	1	SCREENED GRAVEL	6			16-Mar-2016	Closed	2052.00		
3	43691	2143422	2	TEST PITS	1			04-Nov-2015	Closed	831.25		
3	44213	2146255	2	TEST PITS	2			30-Dec-2015	Closed	237.50		
3	44513	2147914	2	TEST PITS	4			27-Jan-2016	Closed	1425.00		
3	44774	2149188	1	TEST PITS	5			24-Feb-2016	Closed	1425.00		
4	45811	2154612	1	EXCAVATION/SURFACE IMPROVEMENT	8			08-Jun-2016	Closed	8686.80		
4	48337	2167392	2	EXCAVATION/SURFACE IMPROVEMENT	11				Needs Finance:	15253.20		
4	44213	2146255	3	EXCAVATION/SURFACE IMPROVEMENT	2			30-Dec-2015	Closed	25764.00		
4	45444	2152658	2	EXCAVATION/SURFACE IMPROVEMENT	7			04-May-2016	Closed	11286.00		
4	44217	2146264	2	EXCAVATION/SURFACE IMPROVEMENT	3			30-Dec-2015	Closed	15823.20		
5	45811	2154612	2	TEMPORARY PAVEMENT REPAIR	8			08-Jun-2016	Closed	304.00		
5	45444	2152658	3	TEMPORARY PAVEMENT REPAIR	7			04-May-2016	Closed	8018.00		
6	44217	2146264	3	1-1/2 INCH TEMPORARY PAVEMENT	3			30-Dec-2015	Closed	459.80		
Use Excel to View All Lines					PO Balance w/ WIP	167574.70	Pay WIP	90087.33	Paid	1559736.25	Total	1649823.58

X More | K Previous

Encumbered	1817398.28	Liquidated		Relieved	1559736.25	Paid	1559736.25	Balance	257662.03
Retained	82091.43	Liquidated		Relieved		Paid			



If there are more than 150 vouchers for the Purchase Order, there will be a message on the screen directing you to use the Excel® report to see all of the vouchers.

[ADM-AUC-PO-436]



1.2. Excel® List of Vouchers [Fix]

The Excel button on the [6 Vouchers] tab of the Purchase Order ▶ Queries ▶ Detail screen was not working consistently. This was corrected.

[ADM-AUC-AP-837]

2. PO ROLLOVER PROCESSING

2.1. Voiding Checks & Encumbrance Dates [FIX]

When voiding a check for a voucher that was:

- paid in a prior fiscal year
- against an open purchase order rolled forward to the new year;

Before this change:

if the old fiscal year was still open, the encumbrance was re-established in the old fiscal year
if the old fiscal year was closed, no encumbrance was shown (as no posting is done in a closed fiscal year)

Now:

the encumbrance will be re-established in the new fiscal year so that the PO rollover amount plus the new fiscal year activity will equal the PO balance.

When voiding a check for a voucher that is:

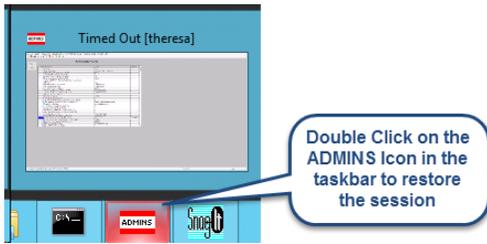
- paid in a prior fiscal year
- against a purchase order **NOT** rolled forward to the new year

if the old fiscal year is still open the voucher date will be used to re-establish the encumbrance
if the old fiscal year is closed, the encumbrance will not be reestablished.

[ADM-AUC-PO-435]



3. SCREEN MINIMIZED ON TIMEOUT [FIX]



Users on selected sites were unable to restore an AUC session if the screen was minimized and the time out limit was reached. With the software update, restore an AUC session by double clicking on the ADMINIS icon in the taskbar

[ADM-AUC-SY-8001]

4. MULTI-RECORD SCREENS [FIX]

Sites using version 9.2 of the ADMINIS software were updated to use proportional fonts in the headings of multi-record screens. This allows fixed fonts to be used for the data within the grids, which users report are easier to read, while using variable fonts for the headings, fixing alignment issues.

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Ven
31-Dec-2009									

Figure 1 Before

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Vendor
03-Jan-2017	817349	21	10	DP01	738	458899	48,00	DR	

Figure 2 After

[ADM-AUC-SY-8002]

5. RECORD LOCKS [NEW]

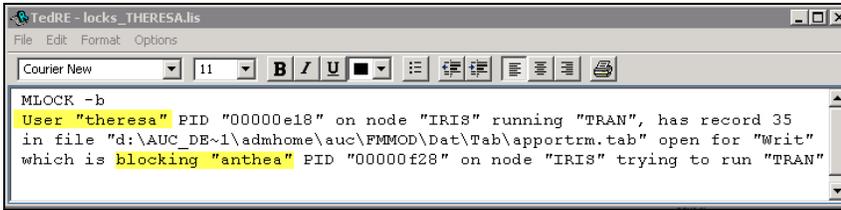


Users sometimes encounter a lock that prevents them from accessing a record. There is a message displayed at the bottom of the screen in the lower left corner that will say “Waiting for Record Lock, User \\IRIS\theresa”, for example. This tells the user who else is on the record. Some users may be unable to see or interpret this message and will ask an expert user at their location for help.

A new feature is available that an expert user on the site may use to identify record locks. Select **Help ▶ Check Blocking Locks**.

This will check for blocking locks and open a report window on the screen with the lock information.





In the example, the user “Theresa” is blocking “Anthea” and the expert user may contact Theresa to ask her to exit the screen to release the lock and allow Anthea to access the record. The expert user now **must** click **File | Exit** to close this report window before they can do anything else in AUC.

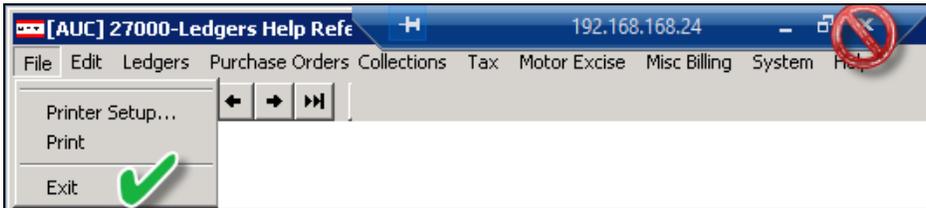


The user with a record lock will not be able to use the Help ► Check Blocking Locks feature since they are already captive in the locked AUC process. They will need to ask another user, the site “super user” or ADMINS to check for them.

[ADM-AUC-SY-7995]

6. PREVENTING “FROZEN” SESSIONS [NEW]

Occasionally, users report that their session has “Frozen”. To minimize the chance of this happening, always exit the system using **File ► Exit** from the menu.



“Frozen” sessions may result if the **X** on the blue connection bar at the top of the screen is used to close the AUC session, or if the session is abandoned at the end of the workday.

Users who will be away from their desks for longer than 30 minutes should exit from the AUC application using **File ► Exit** from the menu prior to departing. Do the same at the end of the workday, as open sessions on the server may result in unintended consequences.

[ADM-AUC-DOC-120]

7. SYSTEM ADMINISTRATION KIT [UPDATE] PCL 5

Some printers advertised to be PCL 6 compliant do not include PCL 5 backward compatibility. When deploying printers without PCL 5 backward compatibility, ADMINS recommends that the default for reports is set to **PDF** printing.

7.1. Printers [PDF Option]

ADMINS recommends that sites select a default of “PDF” for reports. The only impact to the users will be the report displayed in the PDF Viewer instead of the ADMINS Report Viewer (TedRE). If you want your site to default to PDF output please contact support@admins.com to arrange for the change.



This is a site-wide change that will affect all modules and all users of AUC.

7.1.1. What Will the Users See?

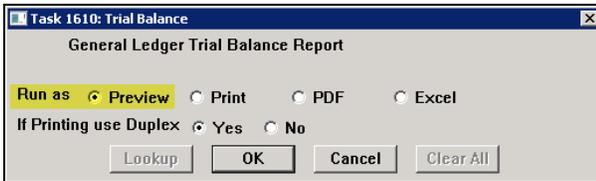


Figure 3 Preview as the Default

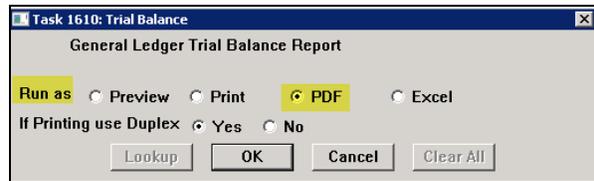


Figure 4 PDF as the Default



Figure 5 ADM Ted Viewer



Figure 6 PDF Viewer

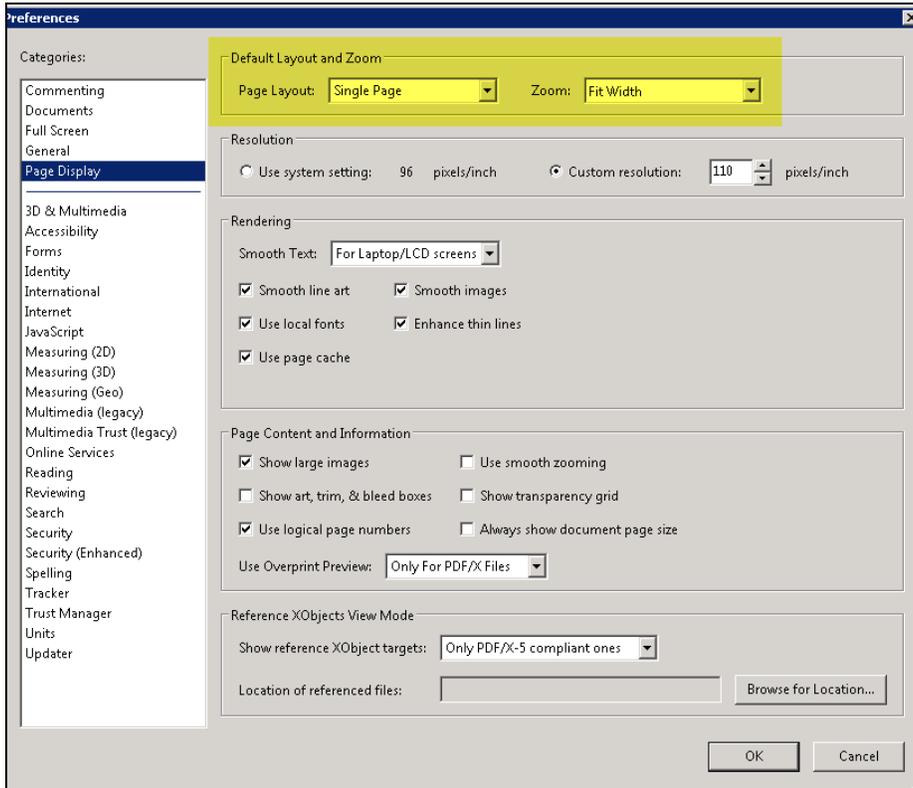
This default will not prevent users from selecting **Preview**. If a user tries to print the “*.lis” report output using the **TedRE Preview** to a printer that is not PCL 5 compliant the report will not print. Selecting **PDF** will preview the report in a **PDF Viewer** window and will print to any printer.

[ADM-AUC-SY-8008]



8. ADOBE ACROBAT PDF VIEWER SETTINGS [Update]

PDF is the default for ADMINS reports on some sites. When the report comes into view, you may customize the appearance of the viewing window by pressing **[CTRL|K]** or selecting **Edit ▶ Preferences**. From there, you may set your default layout and zoom with the drop down menus.



[ADM-AUC-DOC-118]

9. HELP REFERENCE LIBRARY

9.1. New or Updated Documentation

- SYSTEM PO-1010 System Administration Kit [Update]