

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

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View All Purchase Orders

1. QUERIES

	<u>Goto</u>	
	Actions 2 PO# 3	DeptCode 4 PODate 5 EntryUser 6 Vendor Name
Purchase Orders	1 Select 11647	
Queries View All Purchase Orders		RE 04-160-2010 HINDEH NHRIN NUELLER

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]

		P0 #		Associa	ated Vouchers	s			open
<u>G</u> Ac	oto ctio <u>n</u> s	Vendor Code	004240 01 Via Ema	il Dept Code PO Date 0 Type Code Z Original PO 2: Ship To Attn Ship Date	1-Jul-2016 FY 2 Zero Toleranc 8-Jul-2015	2017 Je	Deliver To PW P Invoice To PW P <u>1 Delivery Notes</u> No text available	UBLIC WORK UBLIC WORK ITEN ITEN PIPE IS 8	S DEPARTMENT S DEPARTMENT Internal Notes I #68 24' TOTAL QY 31 L.F.
	<u>2</u> Details (82)	<u>3</u> items	<u>4</u> GL Details	5 Status History	<u>6</u> Vouchers (11)	7 Changes (5) <u>8</u> Attachment (1	4)	Expected Amt 1817398,28
Lin	UserBatch	Voucher# VLI	1 Item Description	Invo	ice# Vendor Pa	aid Check# C	heck Date Status		Ext Amount
2	48337	2167392 1	SCREENED GRAVEL	11			Needs	Finance:	3762.00
2	44213	2146255 1	SCREENED GRAVEL	2		3	0-Dec-2015 Closed		171.00
2	43691	2143422 1	SCREENED GRAVEL	1		C	4-Nov-2015 Closed		5358.00
2	44217	2146264 1	SCREENED GRAVEL	3		3	0-Dec-2015 Closed		5985.00
2	44513	2147914 1	SCREENED GRAVEL	4		2	7-Jan-2016 Closed		3078,00
2	45444	2152658 1	SCREENED GRAVEL	7		0	4-May-2016 Closed		6156.00
2	44972	2150098 1	SCREENED GRAVEL	6		1	6-Mar-2016 Closed		2052,00
3	43691	2143422 2	TEST PITS	1		0	4-Nov-2015 Closed		831,25
3	44213	2146255 2	TEST PITS	2		3	0-Dec-2015 Closed		237,50
3	44513	2147914 2	TEST PITS	4		2	7-Jan-2016 Closed		1425.00
3	44774	2149188 1	TEST PITS	5		2	4-Feb-2016 Closed		1425.00
4	45811	2154612 1	EXCAVATION/SURFACE IMPR	ROVEMENT 8		C	8-Jun-2016 Closed		8686,80
4	48337	2167392 2	EXCAVATION/SURFACE IMPR	ROVEMENT 11			Needs	Finance:	15253,20
4	44213	2146255 3	EXCAVATION/SURFACE IMPR	ROVEMENT 2		3	0-Dec-2015 Closed		25764.00
4	45444	2152658 2	EXCAVATION/SURFACE IMPR	ROVEMENT 7		0	4-May-2016 Closed		11286.00
4	44217	2146264 2	EXCAVATION/SURFACE IMPR	ROVEMENT 3		3	0-Dec-2015 Closed		15823,20
5	45811	2154612 2	TEMPORARY PAVEMENT REP	AIR 8		0	8-Jun-2016 Closed		304.00
5	45444	2152658 3	TEMPORARY PAVEMENT REPA	AIR 7		0	4-May-2016 Closed		8018,00
_ A	44917	2146264 3	1-1/2 INCH TEMPORARY PR	AVEMENT 3		3	0-Dec-2015 Closed		459,80
se E	xcel to	o View All	Lines O Balance w/- V	MP 167574,70	Pay WIP 9	0087,33 Pa	id 1559736,25	Total	1649823,58
XM	ore <u>K</u> Pr	evious Encumb Retained	ered 1817398,28 Liquid 8 82091,43 Liquid	lated	Relieved 155 Relieved	9736,25 Pa Pa	id 1559736,25 id	Balance	257662.03



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]

<u>Q</u> oto Actio <u>n</u> s	PO # Vendo COLLI PELOQ 320 N NORWO	E03793 Code KS, LOU JIN, P. JRWOOD DD MA	002165 GHRAN & C. PARK SOU 02062-00	01 Via Email IH 200	As Dept C PO Da Type C Ship T Ship D	SOCIA ode Ki te 22 ode R ode R o Attn ste	ted V OUGH -Oct-2 Regu	/oucl 2013 Jar	hers KEOUG FY 20	H ADMI 14	NSIT D	eliver To 8 KEOL wolce To 8 KEOL 1.Delivery.Notes To text available	DI JGH AIMINISTRAI JGH AIMINISTRAI JInternei N No text availab	ION B ION B ION B tes	Th Vo Pu	e Exe ouche ircha	cel bu e rs] ta se Ore	ittoi b oi der	n on t f the D Qu	the [6 Heries]
2 Details	s (1)	<u>3</u> Items		4 GL Details	<u>5</u> Status Histo	ry []	<u>6</u> Vouc	chers (8)		<u>7</u> Cha	inges (4)	Attachments	Expecte	d Amt 350.00	De	etail s	creen	wa	s not	Thia
Lin UserE 1 12600 1 12670 1 12712 1 12760 1 12865 1 12865 1 12915 1 12953	Batch Vouch 3 34094 3 34291 2 34399 0 34552 5 34841 5 34841 5 35001 3 35113	er# VLN 3 1 1 1 7 1 5 1 2 1 4 1 7 1 0 1	I Item Des Legal Fi Legal Fi Legal Fi Legal Fi Legal Fi Legal Fi Legal Fi	cription TES TES TES TES TES TES TES TES TES		Invo 10/: 12/: 1/1. 2/1. 4/1. 3/1. MAY JUNE	ce# /13-11 /13-12 14-1/3 14-2/2 14-4/3 14-3/3	Vend	or Pai	d Che 028 028 028 028 028 028 028 028 028	ck# Che 1327 23-1 2567 03-1 3151 24-1 4097 24-1 5890 26-1 5890 26-2 5890 26-3 5891 26-3 5892 26-4 5893 26-4 5894 26-3 5895 26-4 5896 26-4 5897 26-4 5898 26-4 5899 26-4 5890 26-4 5891 26-4 5892 26-4 5893 26-4 5894 26-4 5895 26-4 5896 26-4 5897 26-4 5898 26-4 5899 26-4 5890 26-4 5891 27-4 591 26-4 592 26-4 593 26-4 594	Ck Date Status Dec-2013 Closed Feb-2014 Closed Mar-2014 Closed May-2014 Closed May-2014 Closed Jun-2014 Closed Jun-2014 Closed Jun-2014 Closed	Ext J 13: 54 100 51: 111: 66 226 90	Amount 100,00 950,00 100,00 550,00 550,00 500,00 200,00	wa Wa	as cor	recte	d.	entry.	1 1115
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1 PO# L	ine# UserBatcl	Vouch	er# V#Line	tem Description	VoucherDate	Qty F	rice F	Freight	Other	Retain	Paid	PO Running Balance	Relieved on PO	Voucher Status	Invoice#	Invoice Date	Vendor Paid	Check#	Check Date	Liquidated
2 9037933	1 12608	340949		1 LEGAL FEES	12/12/2013	13	100.00				13,100.00	74,750.00	13,100.00	Closed	10/1/13-11/30/13	12/6/2013		0281327	12/23/2013	
3 9037933	1 12676	342911		1 LEGAL FEES	1/23/2014	5	400.00				5,400.00	69,350.00	5,400.00	Closed	12/1/13-12/31/13	1/15/2014		0282567	2/3/2014	
4 9037933	1 12712	343997		1 LEGAL FEES	2/14/2014	10,	050.00				10,050.00	59,300.00	10,050.00	Closed	1/1/14-1/31/14	1/31/2014		0283151	2/24/2014	
5 9037933	1 12760	345526		1 LEGAL FEES	3/13/2014	5	100.00				5,100.00	54,200.00	5,100.00	Closed	2/1/14-2/28/14	3/6/2014		0284097	3/24/2014	
6 9037933	1 12865	348412		1 LEGAL FEES	5/16/2014	11,	350.00				11,350.00	42,850.00	11,350.00	Closed	4/1/14-4/30/14	5/7/2014		0285890	5/26/2014	
7 9037933	1 12865	348414		1 LEGAL FEES	5/16/2014	6	500.00				6,600.00	36,250.00	6,600.00	Closed	3/1/14-3/31/14	4/4/2014		0285890	5/26/2014	
8 9037933	1 12915	350017		1 LEGAL FEES	6/13/2014	22,	500.00				22,800.00	13,450.00	22,800.00	Closed	MAY	5/31/2014		0286851	6/23/2014	
9 9037933	1 12953	351130		T LEGAL FEES	0/30/2014	9,	00.00				9,000.00		13,450.00	closed	JUNE	0/30/2014		020/51/	7/8/2014	
11													01,000.00							
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[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 ADMINS icon in the taskbar

[ADM-AUC-SY-8001]

4. MULTI-RECORD SCREENS [FIX]

Sites using version 9.2 of the ADMINS software were updated to use proportional fonts in the headings of multirecord 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.

8 Excel 9 Excel by Da	te	1 A	ccount		2 Pos	ling#	3 User Batch		4 Reference	ce#5 T
Trx Date	Reference	# Lin	e GL	.#TrxCod	e User Bat	.# Posting	# Amour	it Type		Display - Ven
31 Dec 9999										
Figure 1 Be	efore									
8 Excel 9 Excel by Dat		1 Acc	ount		2 Posting#		3 User Batch	4 F	Reference#	5 Trx Date
Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount Type			Display - Vendor
03-Jan-2017	017342	Zij	10	DFVI	730	406622				

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.

Help	
Sup	oport Help
Joir	n Go To Meeting
Ch	eck Blocking Locks





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.

🚥 [AUC] 27000-Le	dgers Help Refe 📕		192.168	3.168.24	- 1
File Edit Ledgers	Purchase Orders Collections	Tax	Motor Excise	Misc Billing	System
Printer Setup	+ → ₩				
Print					
Exit					

"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 <u>support@admins.com</u> to arrange for the change.

ADMINS Unified Community Purchase Order



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

7.1.1. What Will the Users See?

🗖 Task 1610: Trial Balance 🛛 🗙						
General Ledger Trial Balance Report						
Run as © Preview O Print O PDF O Excel						
If Printing use Duplex 💿 Yes 🔿 No						
Lookup OK Cancel Clear All						

🔜 Task 1610: Trial Balance	×
General Ledger Trial Balance Report	
Run as O Preview O Print O PDF O Excel	
If Printing use Dupley of Man	
In thinking use Duplex (0 Yes () No	
Lookup OK Cancel Clear All	
Figure 4 PDF as the Default	

Figure 3 Preview as the Default

🚸 TedR	TedRE - GL_Trial_Balance_MUPDE¥4[1].lis				
(Frank Has)	THE REAL PROPERTY OF THE				
10110-01700000	F 1887 (R1822) 27 Bar (R17 an (R181) 27 Ga WHONG 1 Total (R182) 1 H112 (R182) 1				
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1	GL_Trial_Balance_MU	DEV4[1].pdf - Adobe Reader
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		Recards in the sector will be used by Mersen

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.

Categories: Default Layout and Zoom Commenting Documents Full Screen General Page Layout: Single Page Zoom: Page Layout: Single Page Zoom: Fit Width Page Layout: Use system setting: 96 pixels/inch C ustom resolution: 110 * pixels/inch Base Script: Wassing (2D) Smooth Text: For Laptop/LCD screens Image: Smooth line art Image: S	references	K
Commenting Page Layout: Single Page Zoom: Fit Width Documents Full Screen General Custom resolution: IIII Page Display Use system setting: 96 pixels/inch Custom resolution: 3D & Multimedia Accessibility Accessibility Forms Smooth Text: For Laptop/LCD screens Identity Internet Smooth Text: For Laptop/LCD screens JavaScript Wise local fonts Enhance thin lines Measuring (2D) Wise local fonts Enhance thin lines Measuring (3D) Wise local fonts Smooth zooming Reviewing Show art, trim, & bleed boxes Show transparency grid Security Show art, trim, & bleed boxes Show transparency grid Security Use logical page numbers Always show document page size Use Overprint Preview: Only For PDF/X Files Updater Location of referenced files: Browse for Location	Categories:	Default Layout and Zoom
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Tracker Reference XObjects View Mode Units Show reference XObject targets: Updater Location of referenced files:	Multimedia (legacy) Multimedia Trust (legacy) Online Services Reading Reviewing Search Security Security Security (Enhanced) Spelling	Page Content and Information Image Second Show large images Image Show large images Image Show art, trim, & bleed boxes Image Show art, trim, and trime art tri
	Tracker Trust Manager Units Updater	Reference XObjects View Mode Show reference XObject targets: Only PDF/X-5 compliant ones Location of referenced files: Browse for Location

[ADM-AUC-DOC-118]

9. HELP REFERENCE LIBRARY

9.1. New or Updated Documentation

• SYSTEM PO-1010 System Administration Kit [Update]