PURCHASE ORDERS

RELEASE NOTES – MARCH 2018

This document explains new product enhancements added to the ADMINS Unified Community for Windows **PURCHASE ORDER** system.
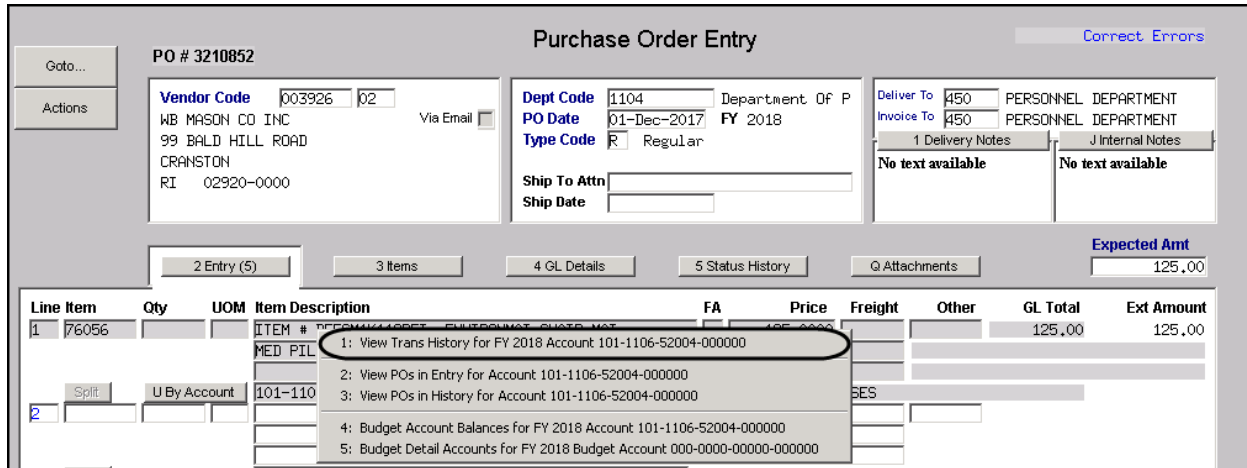
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1. PURCHASE ORDER ENTRY SCREEN [Fix]

Prior to the software update, users with **Read Only** access to an account could not display history on the entry screen (this lookup is activated in the PO entry screen by right clicking on an account number):

Figure 1 Activating the lookup on the account

If the user had **Read Only** access, no records would appear and no message would be displayed.
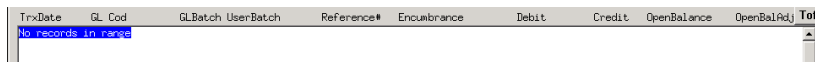

Figure 2 Before - Users with Read Only access would see no data displayed

Now, if a user has read access to the account, the lookup will display the history:

Figure 3 After - Users with Read Only access see the data

If there is no history to view, the "No records in range" message will appear:

Figure 4 Expected result if there were no records to display

[ADM-AUC-AP-463]

2.   APPROVALS FROM THE AP/PO DASHBOARD [FIX]

On the purchase order approvals screen, when clicking the **[Lines]** button, the full text of line one of the Item Description was not displayed in the lookup.

Figure 5 Before

This was corrected. Now the *first line* of description for each line item will display up to 80 characters.

Figure 6 After–the full 80 characters of text are shown on the lookup

[MDF-SUP-SAPLAUC-433]

3.   VENDORS

3.1.   Deleting Vendors [New]

A document was added to the Help Reference Library describing how to delete a vendor or vendors. Find the document under the Vendors section – **PO–325 Deleting Vendors**.

[ADM-AUC-DOC-143]

3.2. W-9 Classifications [Update]

The IRS form W–9 categorizes vendors into seven classifications, one of which has three sub-classifications. See https://www.irs.gov/pub/irs-pdf/fw9.pdf for detailed instruction for form W–9.

Figure 7 IRS Form W–9

The Enter Vendors screen was updated with new business types to more closely align with the IRS W9.

Figure 8 Before   **Figure 9 After**

[MDF-SUP-SAPLAUC-855]

4. QUERIES

4.1.   Purchase Order Attachments Screen ▶ Email [Fix]

Users were sometimes unable to email attachments from the screen. To prevent users from locking one another on the purchase order attachment screen, changes were made to make the screen "read only". To access the screen, select **Purchase Orders ▶ Queries ▶ View All Purchase Orders** and click on **[1 Select]** for the desired purchase order.

Select **[8 Attachment]** from the tabs to go to the Attachments screen.

Attachments may be emailed to any valid email address by clicking on the **[0 Email]** button.

Figure 10 Email an attachment from the PO Query–Attachments screen

> **The "Read Only" attribute applies to multiple users simultaneously accessing the screen.**
> **Users can still change the description text for any attachment and can remove user created (not system generated) attachments.**
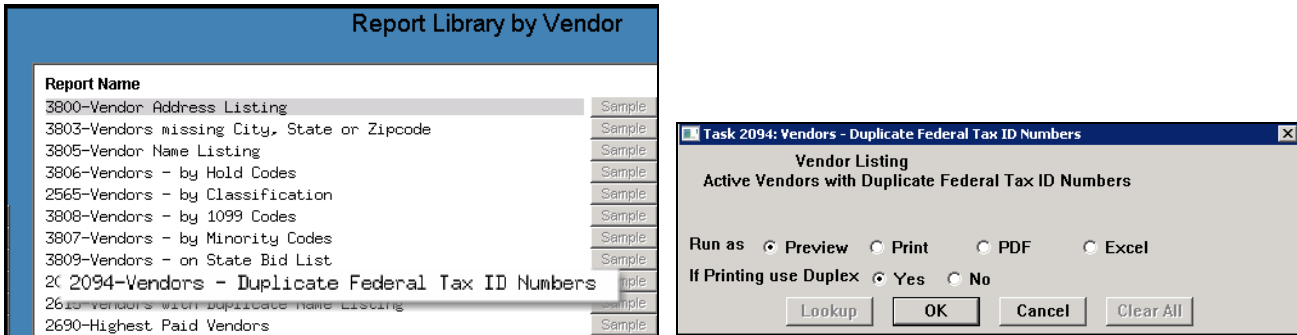
[ADM-AUC-PO-457]

5. REPORTS

5.1.   Vendors with Duplicate Federal Tax ID Numbers [New]

A report that identifies vendors with duplicate federal tax identification numbers was added to the **Purchase Order** and **Accounts Payable Report Libraries**. Select **Reports ▶ Report Library** and find the report under the

    1 By Vendor   button.

The report may be run to Preview/Print/PDF® or to Excel®. The Excel® format is shown below in Figure 11. Duplicate vendors identified on this report may be merged using the Merge Duplicates process described in the **AP–370 Merge Vendors** or **PO–360 Merge Vendors** Help Reference Document.

For vendors with no entry in the FID# field, all zeros are shown if a radio button indicating **SS#** or **Tax ID** is selected on the vendor record.

These zero entries are grouped either as a federal tax ID (lines 2-8) or as a social security number (lines 10-16).

| Federal ID# | | Type ⦿ None ○ SS# ○ Tax ID |

If the **"None"** radio button is selected for a vendor with a blank entry in the Federal ID# field, the vendor will not appear as a duplicate on the report.

Figure 11 Excel® Report of Vendors with Duplicate Federal Tax Identification Numbers

[ADM-AUC-AP-803]

6. LEDGERS ▶ REPORTS ▶ REPORT LIBRARY [TRANSACTION HISTORY]

6.1.   #1050 – PO Transactions [New]

This new report facilitates tracking all activity for a purchase order from inception to the current date.

Figure 12 Setting Criteria for Running the New Report for a Single Purchase Order

On the "Totals By" screen, enter a number "1" in the PO# field to total by purchase order. Run the report for PO 1063 for fiscal year 2018, using the criteria shown and selecting the Print/Preview/PDF® option to yield this result:

Figure 13 PO Transaction Report for a single purchase order run to Print/Preview/PDF®
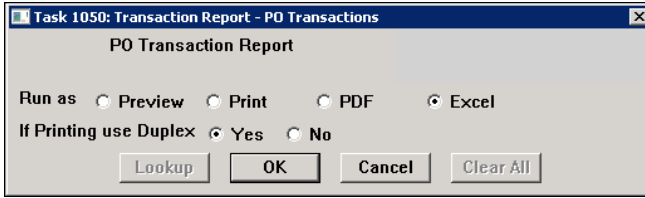
Select the "Run as" Excel® option to produce a report similar to that shown in Figure 14. The Ref# column shows the PO number for Purchase Order transactions (encumbrances, encumbrance changes, encumbrance relief and liquidation); for **payments** against the purchase order, the voucher # is shown in the Ref# column.

Figure 14 Excel® sample

To run the report for **all** purchase orders, leave the PO selection field blank.

<div align="right">[AVON-SUP-SAPLAUC-384]</div>

7. YEAR END PROCESSING

7.1.   PO Rollover Processing ▶ Alternate Department Email Address [Fix]

The PO Rollover Process emails the list of open purchase order for each department to the email address associated with the department. This address is found on the **System ▶ Department Group Menu ▶ Department Group Profile** screen.
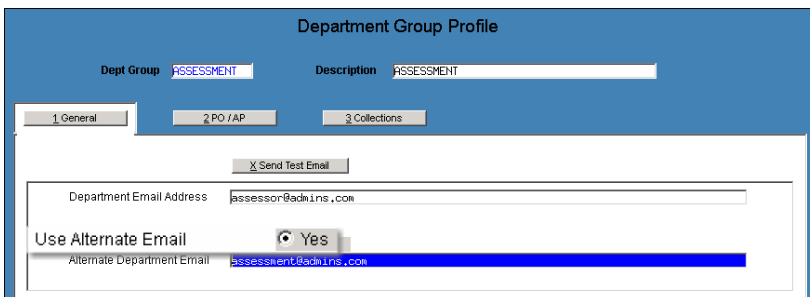

Figure 15 Select an alternate email address on the Department Group Profile screen

If there is an alternate email address specified, and the **[Use Alternate Email]** radio button is set to **Yes**, the alternate email address will be used when sending the notice of open Purchase Orders during the rollover process. Department groups without an email address will not be affected.
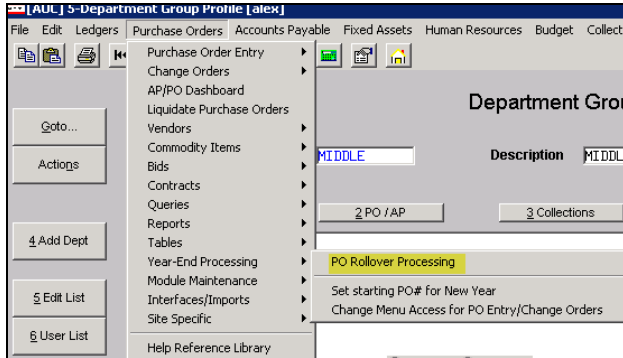

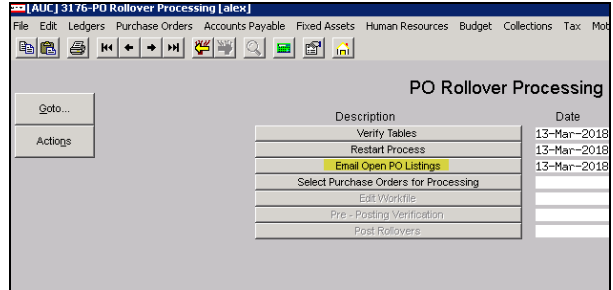**Figure 16 Select PO Rollover Processing**

Figure 17 [Email Open PO Listings]

When selecting Email Open PO Listings, the alternate email address will be used if the **[Use Alternate Email]** radio button in the Department Group profile is set to **Yes.**

[ADM-AUC-PO-443]

7.2.   Change Menu Access for PO Entry/Change Orders [New]

A new menu item was added to allow the super user on a site to turn off access to purchase order and purchase change order entry. This change may only be initiated by a user with a security level of 20 or above. Select the feature by clicking on **Purchase Orders ▶ Year End Processing ▶ Change Menu Access for PO Entry/Change Orders**.
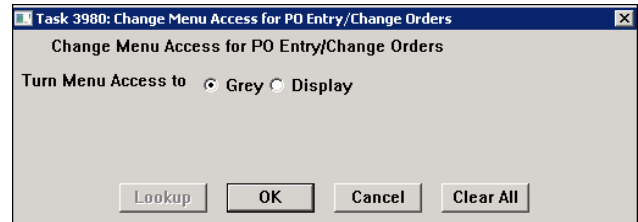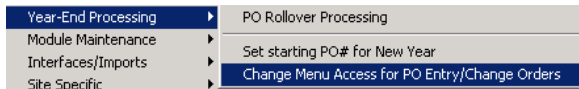
7.3.   What Will Users See When Purchase & Change Orders are Disabled?
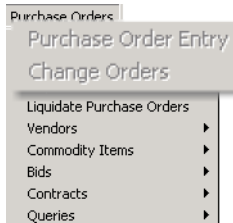
When set to "Grey", the Purchase Order Entry and Change Orders menu options will be unavailable to the users.

When the Rollover processing or testing is complete, the Menu Access may be turned back on. This may be done as frequently as necessary during the year–end processing.

In addition, ADMINS modified the lookup from the AP/PO Dashboard to check if the menus have been disabled.

7.3.1.   Purchase Orders on the AP/PO Dashboard

In the example below, the access has been disabled to allow for PO Rollover processing.

If a user attempts to access a Purchase Order from the lookup (under the **[View]** button) on the dashboard, this message will be displayed alerting the user that PO Entry is currently disabled.

7.3.2.   Purchase Change Orders on the AP/PO Dashboard

Similarly, if a user tries to select a Change Order from the lookup (under the **[View]** button) on the dashboard, this message will appear alerting the user that Change Orders are currently disabled.
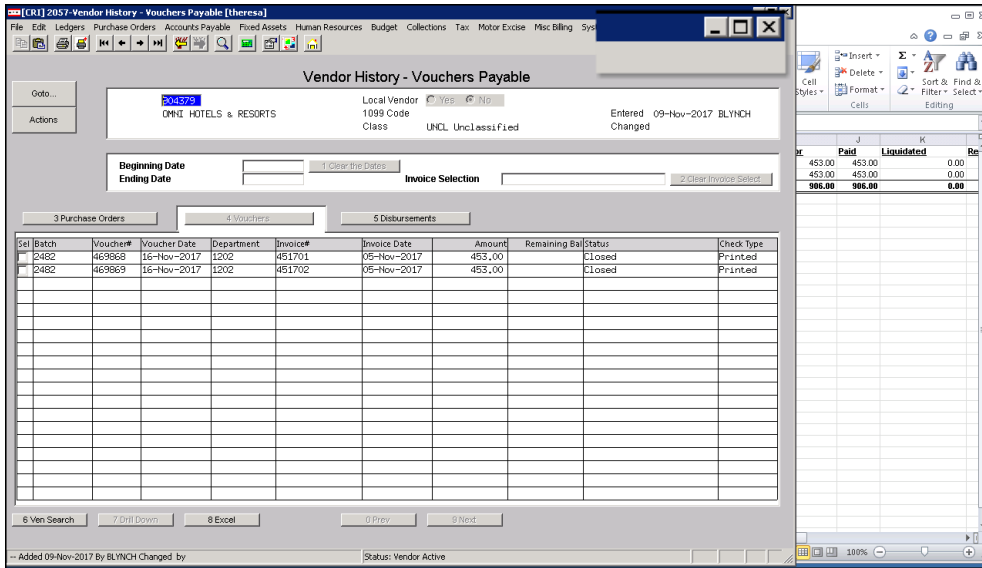

[ADM-AUC-PO-444]

8.   REPORTS "DROPPING OUT OF SIGHT" [FIX]–V92 SITES ONLY

Reports were hidden behind the AUC application, requiring users to minimize the AUC application to view or print reports.

1. Adobe PDF®
2. Excel®
3. Preview/LIS format

The user could use **Alt|Tab** or **Insert|Tab** keystroke combinations to toggle between the AUC Application and the hidden report.

Clicking on this resize button would allow the user to reduce the size of the application window to find the hidden reports.

Figure 18 Before – Report "hiding" behind the AUC application

With the software update, the reports will now remain the focal point until the user closes or minimizes the report.

Reports will remain in front of the AUC application until minimized or closed.
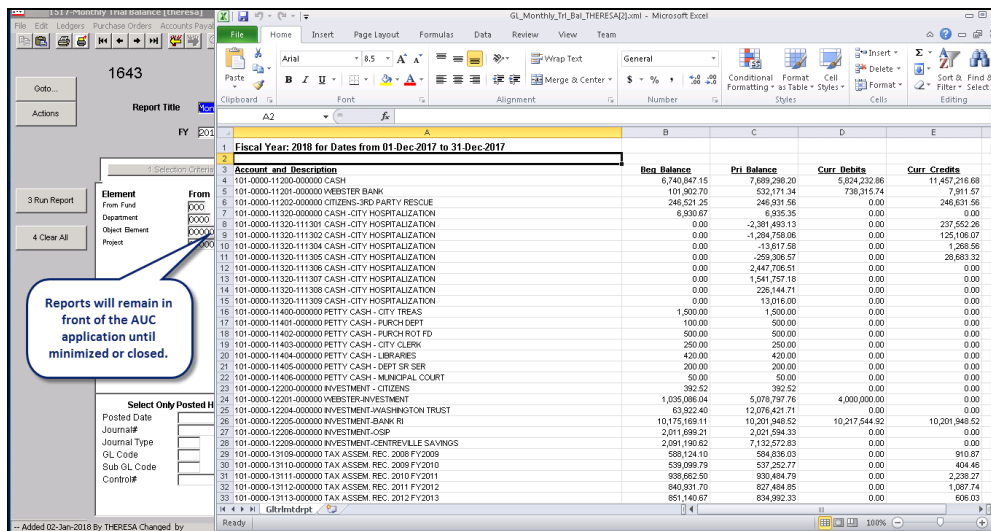
Figure 19 After

If a small window like this appears at the top corner of the AUC application screen after running a report, minimize it using the "minus" sign, *NOT* the "X" in **RED**-- this will only need to be done once per AUC session

[ADM-AUC-V90-78]

9. HELP REFERENCE LIBRARY

9.1.   New or Updated Documentation

- VENDORS   PO–325 Deleting Vendors   [New]