



# PURCHASE ORDERS

## RELEASE NOTES – MARCH 2018

This document explains new product enhancements added to the ADMIN'S Unified Community for Windows PURCHASE ORDER system.

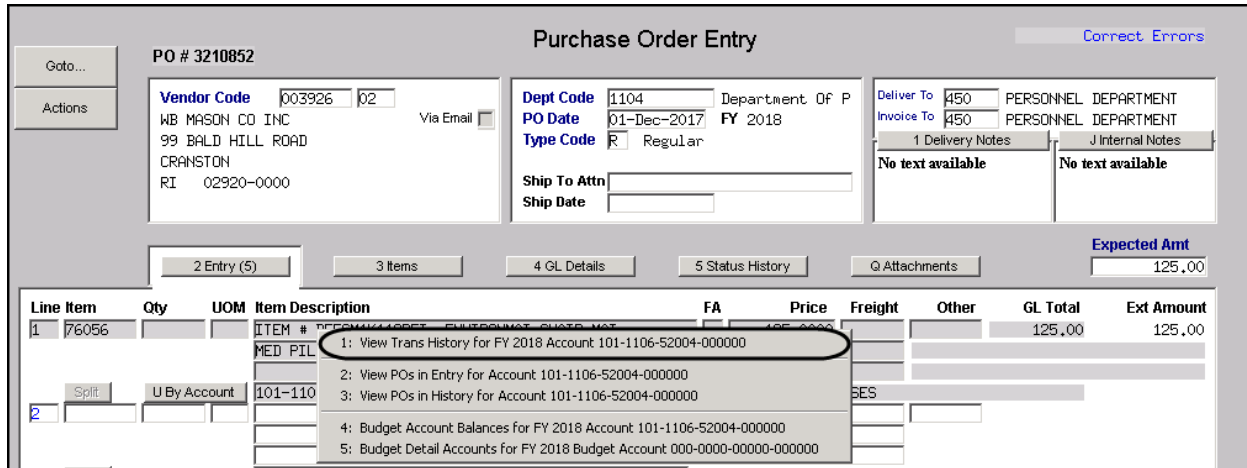
### TABLE OF CONTENTS

- 1. PURCHASE ORDER ENTRY SCREEN [FIX] ..... 2
- 2. APPROVALS FROM THE AP/PO DASHBOARD [FIX] ..... 3
- 3. VENDORS ..... 3
  - 3.1. Deleting Vendors [New] ..... 3
  - 3.2. W-9 Classifications [Update] ..... 4
- 4. QUERIES ..... 5
  - 4.1. Purchase Order Attachments Screen ▶ Email [Fix] ..... 5
- 5. REPORTS ..... 6
  - 5.1. Vendors with Duplicate Federal Tax ID Numbers [New] ..... 6
- 6. LEDGERS ▶ REPORTS ▶ REPORT LIBRARY [TRANSACTION HISTORY] ..... 7
  - 6.1. #1050 – PO Transactions [New] ..... 7
- 7. YEAR END PROCESSING ..... 8
  - 7.1. PO Rollover Processing ▶ Alternate Department Email Address [Fix] ..... 8
  - 7.2. Change Menu Access for PO Entry/Change Orders [New] ..... 9
  - 7.3. What Will Users See When Purchase & Change Orders are Disabled? ..... 9
    - 7.3.1. Purchase Orders on the AP/PO Dashboard ..... 10
    - 7.3.2. Purchase Change Orders on the AP/PO Dashboard ..... 10
- 8. REPORTS “DROPPING OUT OF SIGHT” [FIX]–V92 SITES ONLY ..... 11
- 9. HELP REFERENCE LIBRARY ..... 12
  - 9.1. New or Updated Documentation ..... 12



# 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.



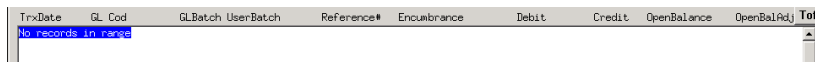
**Figure 2** Before - Users with Read Only access would see no data displayed

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

TrxDate	GL Cod	GLBatch	UserBatch	Reference#	Encumbrance	Debit	Credit	OpenBalance	OpenBalAdj
29-Oct-2017	AP02	11442	SP311	56875		11949,00			
25-Oct-2017	P002	11442	SP311	56875	-11949,00				
25-Oct-2017	P010	11442	SP311	56875	-2401,00				
12-Oct-2017	AP02	11410	658	56643		82,32			
12-Oct-2017	AP02	11410	SP307	56680		1850,00			
11-Oct-2017	AP02	11427	SP305	56508		312,50			
04-Oct-2017	AP06	11384	W000732	52863			1500,00		
15-Sep-2017	P001	11297	11297	1006	14350,00				
31-Aug-2017	AP02	11218	644	55517		5517,25			
31-Aug-2017	P002	11218	644	55517	-5517,25				
23-Aug-2017	P001	11186	11186	988	5517,25				
15-Aug-2017	AP02	11177	637	55008	-7500,00				
15-Aug-2017	P002	11177	637	55008			7500,00		
01-Aug-2017	AP02	11104	633	54612		254,68			
01-Aug-2017	AP02	11104	633	54615		12244,50			
01-Aug-2017	P002	11104	633	54612	-254,68				
01-Aug-2017	P002	11104	633	54615	-12244,50				
24-Jul-2017	P001	11068	11068	968	7500,00				

**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.

Lin	Qty	ItemDescription	GLL Account	Amount	AcctDescription
1	10,0000	more information on descri	1 010-300-5510-0500-2430-022-000	26.20	MATH INST SUPPLIES
2	40,0000	GRAPH PAPER	1 010-300-5510-0500-2430-022-000	272.80	MATH INST SUPPLIES

Figure 5 Before

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

Lin	Qty	ItemDescription	GLL Account	Amount	AcctDescription	BudgetCheck	BC	Tot
1	1,0000	Line one the quick brown fox jumped over the lazy dog. The quick brown fox jump	1 1000-139-0000-001-00-00-52230	890.00	EQUIPMENT MAINTENANC			-8905,70 *
2	1,0000	Furry Animals Cook Excellently My Very Excited Mother Just Served Us Nine Pies 2	1 1000-139-0000-001-00-00-52230	100.00	EQUIPMENT MAINTENANC			-8905,70 *
3	1,0000	Bad Beer Rots Our Young Guts But Vodka Goes Hell (in) Silver Goblets, Broccoli	1 1000-139-0000-001-00-00-52230	7910.00	EQUIPMENT MAINTENANC			-8905,70 *

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]

Purchasing Help Reference Library		
<b>Reference Card</b>		
PO-100 Purchase Order User Help Documents Index	View	Email
----- VENDORS -----		
PO-310 Vendor - Maintain Vendors	View	Email
PO-320 Vendor - Name Search	View	Email
<b>PO-325 Deleting Vendors</b>	View	Email
PO-340 Vendor Terms	View	Email
PO-350 Vendor Classification	View	Email

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.

View All Purchase Orders										
2 PO#	3 DeptCode	4 PODate	5 EntryUser	6 Vendor Name	Year	Vouchers	ChgOrd	Status	PO Balance	
POSTED IN-PROG										
<b>1 Select</b>	9145252	PRESCHOOL	05-Jun-2017	KOBRIEN	DISCOUNT SCHOOL SUPPLY	2017	1		Closed	
	9138449	KEDOUGH	08-Sep-2015	DDUBOIS	UNIVERSAL ENVIRONMENTAL	2016		1	Closed	

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

PO # 9145252		PO Query - Posted		Closed	
Vendor Code 004828 02 DISCOUNT SCHOOL SUPPLY P.O. BOX 6013 CAROL STREAM IL 60197-6013		Dept Code PRESCHOOL PRESCHOOL PROGR PO Date 05-Jun-2017 FY 2017 Type Code R Regular Ship To Attn Ship Date		Deliver To 10 BELL PRESCHOOL - STALL Invoice To 14 BELLINGHAM BUSINESS OFF	
Via Email <input type="checkbox"/>				1 Delivery Notes No text available	
				J Internal Notes No text available	
2 Details (1)   3 Items   4 GL Details   5 Status History   6 Vouchers (1)   7 Changes   8 Attachment (1)					Expected Amt 1089.00

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

PO # 9145252		PO Query - Attachments		Closed	
Vendor Code 004828 02 DISCOUNT SCHOOL SUPPLY P.O. BOX 6013 CAROL STREAM IL 60197-6013		Dept Code PRESCHOOL PRESCHOOL PROGR PO Date 05-Jun-2017 FY 2017 Type Code R Regular Ship To Attn Ship Date		Deliver To 10 BELL PRESCHOOL - STALL Invoice To 14 BELLINGHAM BUSINESS OFF	
Via Email <input type="checkbox"/>				1 Delivery Notes No text available	
				J Internal Notes No text available	
2 Details (1)   3 Items   4 GL Details   5 Status History   6 Vouchers (1)   7 Changes   8 Attachment (2)					Expected Amt 1089.00
Seq#	Description	Filename			
1	Original PO	PO_9145252.PDF			
2	User Supplied Attachment	recon0221181339.dat		7 View   0 Email   8 Remove	

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.

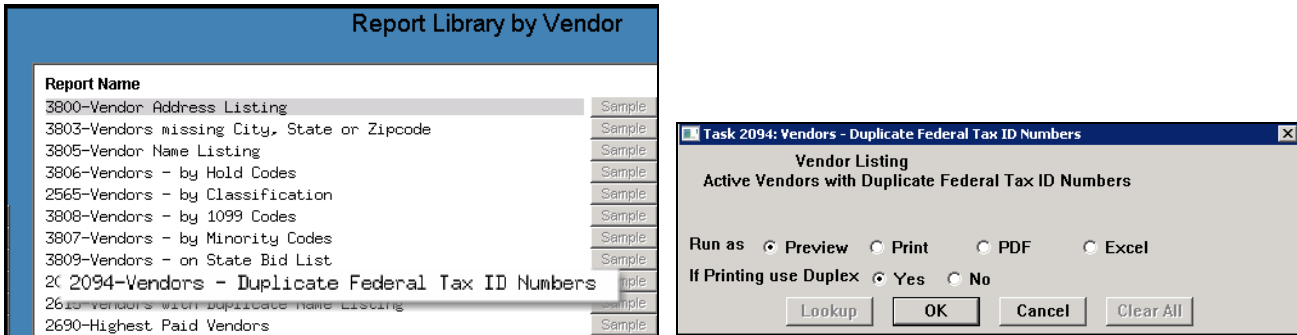
[ADM-AUC-PO-457]



## 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 **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.

	A	B	C	D	E	F	G	H	I	J
	FID#	Vendor	Class	Name	Hold?	Minor?	1099	Terms	1Time?	LastCheckDate
2	00-0000000	014435	UNCL	GREAT AMERICAN PLAN ADMIN				DUR	N	12/6/2017
3	00-0000000	016940	UNCL	BCBS OF MA LANDMARK CENTER				DUR	N	6/10/2013
4	00-0000000	019095	UNCL	BELLINGHAM SUMMER PROGRAM				DUR	N	7/24/2017
5	00-0000000	020954	UNCL	KAESTLE BOOS ASSOCIATES, INC.				DUR	N	9/21/2015
6	00-0000000	020972	UNCL	JANUARY HOLDINGS LLC				DUR	N	7/23/2012
7	00-0000000	021081	UNCL	MEGA PROPERTY&CASUALTY GRP INC				DUR	N	7/14/2014
8	00-0000000	021671	UNCL	LOWELL POLICE ACADEMY				DUR	N	5/27/2013
9										
10	000-00-0000	013476	UNCL	CHARLOTTE L RABBITT				DUR	N	9/17/2007
11	000-00-0000	014208	UNCL	LAURA DEMATTIA				DUR	N	1/9/2017
12	000-00-0000	018788	UNCL	THERESA PELLAND				DUR	N	3/27/2017
13	000-00-0000	019220	UNCL	MARY LANGLOIS				DUR	N	11/20/2017
14	000-00-0000	019594	UNCL	PAUL R. BARRY				DUR	N	11/18/2013
15	000-00-0000	022097	UNCL	EMILIO J. DICARLO, II, TRUSTEE			S	DUR	N	9/23/2013
16	000-00-0000	022099	UNCL	MELISSA A. ODABASHIAN			S	DUR	N	9/23/2013
17										
18	001-68-4045	019390	UNCL	FRED HARRIS, JR			Y	DUR	N	12/5/2016
19	001-68-4045	026515	UNCL	FREDERICK HARRIS, MD				DUR	N	11/27/2017
20										
21	005-48-5047	011748	UNCL	ROBERT JOHNSON			Y	DUR	N	5/17/2010
22	005-48-5047	019009	UNCL	JOHNSON, ROBERT W			Y	DUR	N	11/13/2017
23										
24	01-0267023	000273	UNCL	J WESTON WALCH PUBL				DUR	N	9/3/2002
25	01-0267023	014896	UNCL	WALCH PUBLISHING				DUR	N	8/18/2008

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).



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]

**Ledger Transaction History Reports**

**Report Name**  
1050-Transaction Report - PO Transactions

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

1050 Transaction Report - PO Transactions

Report Title: PO Transaction Report

FY: 2018 To 2018 Start Date: 01-Jul-2017 End Date: 02-Feb-2018

1 Selection Criteria 2 Totals By

Element	From	To	Group	Type	Category	Sub-Class	Account Type	Account Sub Type
Fund	0000	0000					<input type="checkbox"/> Asset	<input type="checkbox"/> Control
Department	0000	0000					<input type="checkbox"/> Liability	<input checked="" type="checkbox"/> Posting
Function	0000	0000					<input type="checkbox"/> Fund Equity	<input type="checkbox"/> Summary
Program	0000	0000					<input checked="" type="checkbox"/> Expenditure	
Location	00	00					<input type="checkbox"/> Revenue	
Year	00	00						
Object Benefit	000000	000000						

Select only accounts where  % of Budget has been expended

Select Only Posted History Records With...

Posted Date:  Batch:

Journal#  User Batch:

Journal Type:  Vendor #:

GL Code:

Sub GL Code:

Control#:

Other Defined Fields From Chart of Accounts Screen

DOE Line 1:  COA Code 7:

DOE Line 2:  COA Code 8:

COA Code 3:  COA Code 9:

COA Code 4:  COA Code 10:

COA Code 5:  COA Code 11:

COA Code 6:  TEST:

Warrant:  PO#

Check Number:

1050 Transaction Report - PO Transactions

Report Title: PO Transaction Report

FY: 2018 To 2018 Start Date: 01-Jul-2017 End Date: 02-Feb-2018

1 Selection Criteria 2 Totals By

Element	Order#	Group	Order#	Type	Order#	Category	Order#	Sub-Class	Order#	Account Type	Order#
Fund											
Department											
Function											
Journal#											
Journal Type											
Jrn Subtype											
GL Code											
Sub GL Code											
Control#											

Miscellaneous Order#

Miscellaneous Order#

User Defined Order#

User Defined Order#

DOE Line 1:  COA Code 7:

DOE Line 2:  COA Code 8:

COA Code 3:  COA Code 9:

COA Code 4:  COA Code 10:

COA Code 5:  COA Code 11:

COA Code 6:  TEST:

Warrant:

Check Number:

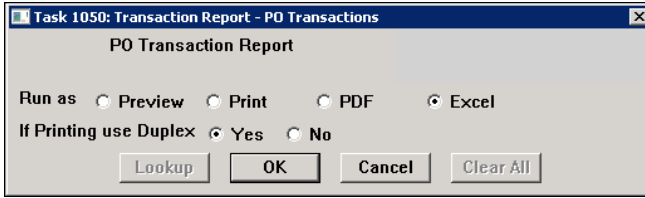
Page Break at Sort Order#  Print Individual Account Lines?  Yes  No

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:

Trans Date	Code	GLPost#	User	Batch	Ref#	Line	GLLn	Posted On	Rollover Amount	Encumbrance	Enc. Change	Enc. Relief	Enc. Liquidation	Balance	Payments	Vendor
PO Ref.:1,063																
10-Jan-2018	AF02	11749	SP352	58696	2	1	10-Jan-2018								5,497.00	003482-GRAYBAR ELECT
10-Jan-2018	F002	11749	SP352	1063	2	1	10-Jan-2018					(5,497.00)				
03-Jan-2018	F003	11716	11716	1063	2	1	03-Jan-2018				97.00					
27-Dec-2017	F001	11700	11700	1063	2	1	02-Jan-2018		5,400.00							
Total 01-3101-52185 GENERAL SERVICE									.00	5,400.00	97.00	(5,497.00)	.00		5,497.00	
10-Jan-2018	AF02	11749	SP352	58696	1	1	10-Jan-2018								5,712.38	003482-GRAYBAR ELECT
10-Jan-2018	F002	11749	SP352	1063	1	1	10-Jan-2018									
03-Jan-2018	F003	11716	11716	1063	1	1	03-Jan-2018				(97.00)	(5,712.38)				
27-Dec-2017	F001	11700	11700	1063	1	1	02-Jan-2018		5,809.38							
Total 02-4829-53084 TOWN CENTER LIGHTING PH IV									.00	5,809.38	(97.00)	(5,712.38)	.00		5,712.38	
Total PO Ref.:1,063									.00	11,209.38	.00	(11,209.38)	.00		11,209.38	
*** Grand Total ***									.00	11,209.38	.00	(11,209.38)	.00		11,209.38	
===== Selection Legend =====																
Account Type: E																
FY: 2018 to 2018																
Trx. Date: 01-Jul-2017 to 12-Mar-2018																
PO Ref.: 1,063																
Account Sub Type: P																

Figure 13 PO Transaction Report for a single purchase order run to Print/Preview/PDF®



Select the “Run as” Excel<sup>®</sup> 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.

Trans Date	Code	GLPost#	Ref#	Line	GLLn	Posted On	Rollover Amount	Encumbrance	Enc. Change	Enc. Relief	Enc. Liquidation	Balance	Payments	Vendor	
10-Jan-2018	AP02	11749	58696	2	1	10-Jan-2018	0.00	0.00	0.00	0.00	0.00	5,497.00	0.00	003482-GRAYBAR ELECT	
10-Jan-2018	PO02	11749	1063	2	1	10-Jan-2018	0.00	0.00	0.00	-5,497.00	0.00	0.00	0.00	003482-GRAYBAR ELECT	
03-Jan-2018	PO03	11716	1063	2	1	03-Jan-2018	0.00	0.00	97.00	0.00	0.00	0.00	0.00	003482-GRAYBAR ELECT	
27-Dec-2017	PO01	11700	1063	2	1	02-Jan-2018	0.00	5,400.00	0.00	0.00	0.00	0.00	0.00	003482-GRAYBAR ELECT	
01-3101-52185 GENERAL SERVICE							0.00	0.00	5,497.00	0.00	-5,497.00				
10-Jan-2018	AP02	11749	58696	1	1	10-Jan-2018	0.00	0.00	0.00	0.00	0.00	5,712.38	0.00	003482-GRAYBAR ELECT	
10-Jan-2018	PO02	11749	1063	1	1	10-Jan-2018	0.00	0.00	0.00	-5,712.38	0.00	0.00	0.00	003482-GRAYBAR ELECT	
03-Jan-2018	PO03	11716	1063	1	1	03-Jan-2018	0.00	0.00	-97.00	0.00	0.00	0.00	0.00	003482-GRAYBAR ELECT	
27-Dec-2017	PO01	11700	1063	1	1	02-Jan-2018	0.00	5,809.38	0.00	0.00	0.00	0.00	0.00	003482-GRAYBAR ELECT	
02-4829-53084 TOWN CENTER LIGHTING PH IV							0.00	0.00	5,712.38	0.00	-5,712.38				
_Total_PO Ref.:1,063							0.00	11,209.38	0.00	-11,209.38	0.00	0.00	11,209.38		
***Total***							0.00	11,209.38	0.00	-11,209.38	0.00	0.00	11,209.38		

Figure 14 Excel<sup>®</sup> sample

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

[AVON-SUP-SAPLAUC-384]

## 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.

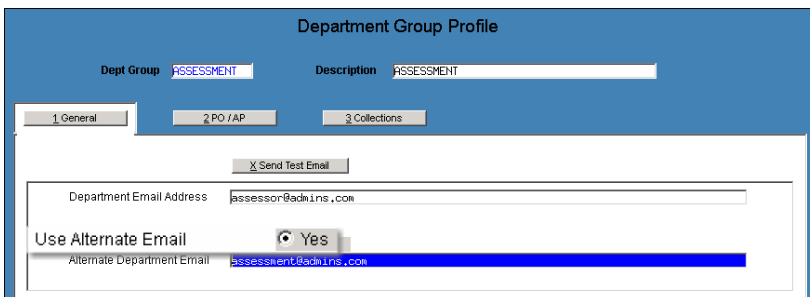


Figure 15 Select an alternate email address on the Department Group Profile screen





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.

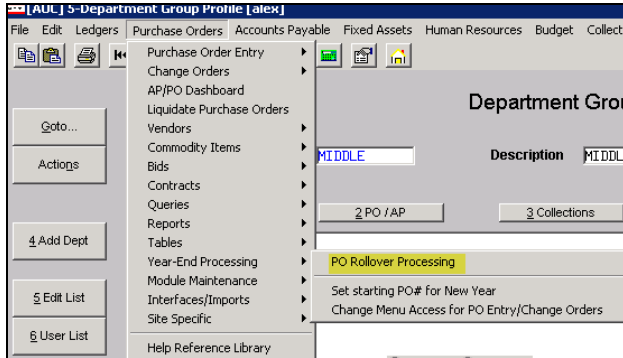


Figure 16 Select PO Rollover Processing

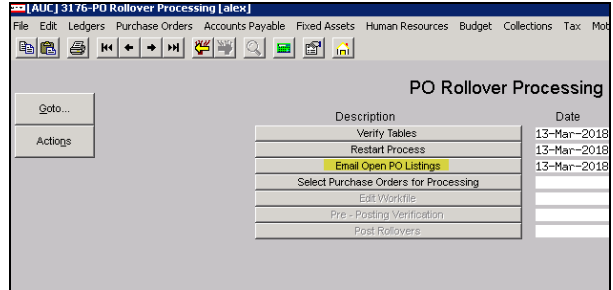


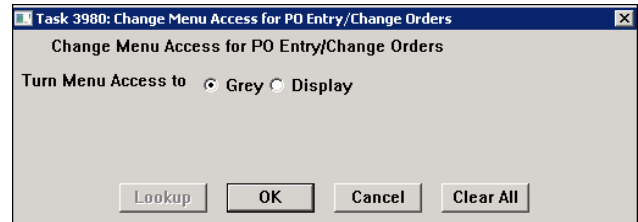
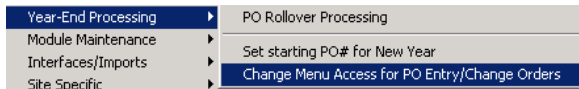
Figure 17 [Email Open PO Listings]

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**.

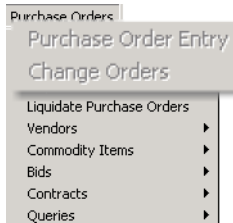
[ADM-AUC-PO-443]

## 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

**AP/PO Dashboard**

**Purchase Orders**

**In-Progress**

- In Entry Began
- In Error Status 3 [View](#)
- Ready for Release
- Disapproved
- Ready for Posting 1 [View](#)
- Awaiting Approval 3 [View](#)

**Accounts Payable**

**In-Progress**

- In Entry Began 313 [View](#)
- In Error Status 1 [View](#)
- Ready for Release
- Disapproved
- Ready for Posting 1 [View](#)
- Awaiting Approval

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.

PO#	Dept	Type	Date	Vendor	Expected Amt	Status	In Use?	Priority	Approve	Tot
11472	FRESHCHOOL	Regular	15-Mar-2018	DISCOUNT SCHOOL SUPPLY	5300.00	Needs Budget Oversight			WENDY	
11471	FINANCE	Regular	13-Mar-2018	ADOCARE EDUCATIONAL INST I	2000.00	Needs Finance Depart.			WENDY	
11463	ARTS	Regular	08-Mar-2018	ADMINS INC	2000.00	Needs Supervisor App			ANTHERA	

[AUC] 2520-AP/PO Dashboard

PO Entry currently Disabled

OK

### 7.3.2. Purchase Change Orders on the AP/PO Dashboard

**AP/PO Dashboard**

**Purchase Orders**

**In-Progress**

- In Entry Began
- In Error Status 3 [View](#)
- Ready for Release
- Disapproved
- Ready for Posting 1 [View](#)
- Awaiting Approval 3 [View](#)

**Change Orders**

- In Entry Began
- In Error Status
- Ready for Release
- Disapproved
- Ready to Post 1 [View](#)
- Awaiting Approval

**Accounts Payable**

**In-Progress**

- In Entry Began 313 [View](#)
- In Error Status 1 [View](#)
- Ready for Release
- Disapproved
- Ready for Posting 1 [View](#)
- Awaiting Approval

**Change Orders**

- In Entry Began 1 [View](#)
- In Error Status
- Ready for Release
- Disapproved
- Ready to Post
- Awaiting Approval

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.

PO#	Dept	Vendor	Date	Expected Amt	Changed Amt	Last Changed	In Use?	Tot
9047115	HIGHSCHOOL	01-Dec-2017	AMY RENY	319.00	-10.00	THERESA		

[AUC] 2520-AP/PO Dashboard

Purchase Change Orders currently Disabled

OK

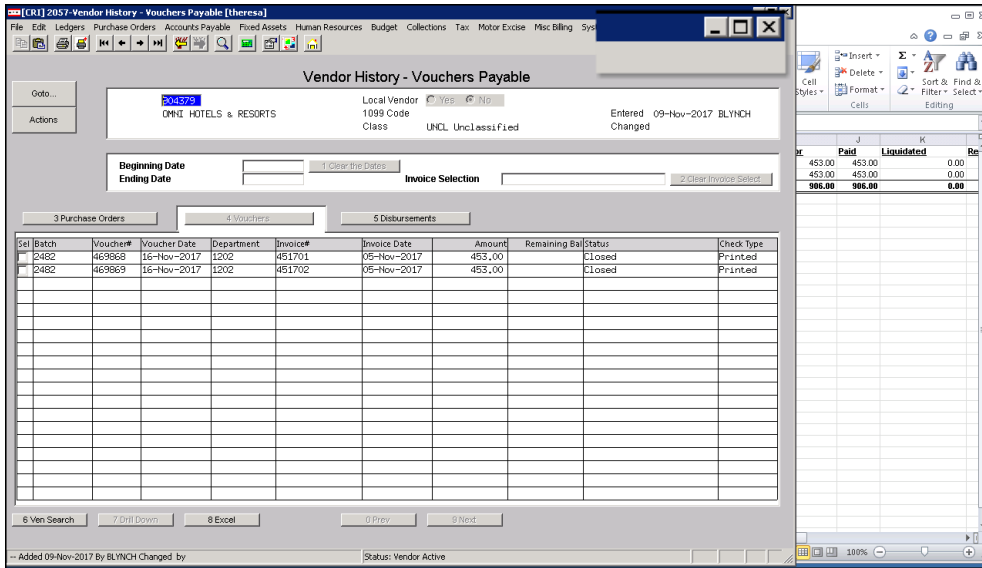
[ADM-AUC-PO-444]



## 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<sup>®</sup>
2. Excel<sup>®</sup>
3. Preview/LIS format



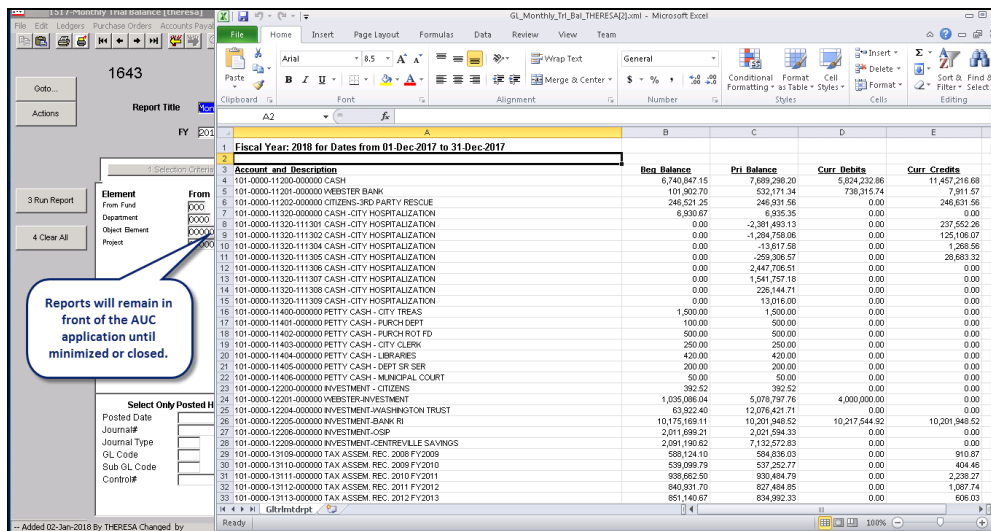
The user could use **Alt|Tab** or **Insert|Tab** keystroke combinations to toggle between the AUC Application and the hidden report.



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.



**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]