

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

CONTENTS

1.	PUR	CHASE ORDER 🕨 ENTRY & REPRINTS [ENHANCED]	2
	1.1.	Posting and Purchase Order Reprints	2
	1.2.	Fixed Asset Field for Sites Not Using the Fixed Asset Module	2
2.	AP/P	PO APPROVALS	3
	2.1.	Change Order Budget Overrides [Fix]	3
	2.1.	Approvals Screen Shows Attachments [New]	4
3.	VENI	DORS	5
	3.1.	Vendor History [Fix]	5
4.	REPO	DRTS	6
	4.1.	Retrieve Output Files Customized Subject Line [Enhancement]	6
5.	YEAF	R END PROCESSING PO ROLLOVER PROCESSING [FIX]	7
6.	HELP	PREFERENCE LIBRARY	7
	6.1.	New or Updated Documents	7



1. PURCHASE ORDER ▶ Entry & Reprints [Enhanced]

ADMINS made changes to the entry screen and added a message when posting, printing and re-printing purchase orders.

1.1. Posting and Purchase Order Reprints

When posting & printing, or re-printing a posted purchase order, users will be alerted if a purchase order is already open in the **ADMINS Crystal Reports Viewer (ADMCRV)**. Since simultaneous viewing of more than one purchase order in **ADMCRV** is not permitted, this will instruct users to close the first instance of an open purchase order before attempting to print & post or reprint another purchase order. These pop-up messages will be displayed:

Purchase Order Posting	×	Reprint Purchase Orders	×
Please Close any Current Open Crystal Purchase Orders Then try PO Posting again		Please Close any Current Open Crystal Purchase Orders Then try Reprint PO again	
ОК		ОК]

[ADM-AUC-PO-499]

1.2. Fixed Asset Field for Sites Not Using the Fixed Asset Module

During **Purchase Order** entry, if a site did not use the **Fixed Assets** module, the **Fixed Asset** field was neither accessible in the tab order nor via a mouse click. After the update, the **Fixed Asset** field may be accessed with a mouse click, however tabbing to this field will not be enabled.

Goto	PO # 191151	Purchase Order Entry	Needs Supervisor Appro
Actions	Vendor Code 000046 01 POSTMASTER Via Email 111 MECHANIC ST BELLINGHAM MA 02019-0000	Dept Code SCHOOL SCHOOL SCHOOL PO Date 30-Jan-2019 FY 2019 Type Code R Regular Ship To Attn	Deliver To 12 BELLINGHAM MEMORIAL SCHO Invoice To 14 BELLINGHAM BUSINESS OFFI 1 Delivery Notes No text available No text available
	2 Entry (1) 3 Items	4 GL Details 5 Status History	Q Attachments 49,00
Line Item	Oty UOM Item Description 100,000 Forever Stamps UBy Account 1000-300-2300-600-12-00-54160	FA Price 490 Enter F to indicate	P Freight Othe 0 49,00 10 49,00
	S Add New PO 7 Add Line 8 Copy Line	9 Check PO 0 Check Range P In Pi	rogress Entered Amt 49.00

Figure 1 The Fixed Asset Field on the Purchase Order entry screen

[ADM-AUC-PO-501]



2. AP/PO Approvals

Original Purchase Orders and Vouchers, as well as Change Orders to Purchase Orders and Vouchers that need **Budget Overrides**, use the approval user from the **Budget Override Line** on the **Approval Path** table (1).

2.1. Change Order Budget Overrides [Fix]

		Ma	intain Approval P	aths	
Goto					
Actions	Annual Dath DDTNOUT DO	Description			-
	Approvar Pauri <u>PRIMAVE_PO</u>	Description	PRIMHVERH LENTER_PL	J	
1 Add New		Minimum	Primary	Secondary	Tertiary
2 Remove					
	Budget Override		THERESA	LUANN	
3 Edit List	_				
4 Ilear list	Level 1 - Supervisor		ANTHEA	WENDY	THERESA
4 0001 2101	Level 2 - Department Head			_	
	Level 4 - Finance Department	H		_	
	Level 5 - Town Manager				
	PO Change Orders	2	ANTHEA	WENDY	THERESA
	AP Change Orders	<u> </u>	ANTHEA	WENDY	THERESA

To set up approvers, select Accounts Payable ▶ Tables ▶ Maintain Approval Paths.

Figure 2 Approval Path shows "Theresa" as the Primary Budget Override approver

In the example in Figure 2, user **"Theresa"** is the **D** Budget Override approver, and user **"Anthea"** is the **C** Change Order approver. Prior to the software update, when a *change order needed a budget override*, the approvals lookup on the **AP/PO Dashboard** was incorrectly displaying **"Anthea"** instead of **"Theresa"**.

This was corrected. Now, the lookup screen will display the correct budget override approver.

		AP/PO Dashboard		
Purchase Change O	rders Awaiting Approval			×
PO: Dept 19124 PRIMAVERA 191221 PRIMAVERA	Date Vendor 06-Dec-2018 AMAZON CAP 06-Dec-2018 STOP & SHO	Expected Amt ITAL SERVICES 97.96 9 SUPERMARKET C 500.00	Changed f Status 40. Change Needs I Needs Change O OK Find S	In Use? Primary (Budget 1 THERESA Drder A 2 ANTHEA Search Cancel Help Eof

Figure 3 Approvals lookup showing the correct user for Budget overrides on a change order

[ADM-AUC-AP-939]

ADMINS Unified Community Purchase Order

2.1. Approvals Screen Shows Attachments [New]

e Edit Ledgers	ls Supervisor Appr Purchase Order K4 ← → →	oval [theresa] rs Accounts Payab 🎸 🎬 🔍 🛯	ole Fixed Assets Human Resou 🗃 🗊 🛃 🎧	rces Budget Collecti	ons Tax Moto	Excise Misc Billing System	n Favorites	Help			If atta	chments ar	e
			Needs S	upervisor Appro	oval						avalla an [At	tachl butto	n for
Goto	1 Se	at All Approve	2 Set All Disapprove	3 Set All Igno	ore	4 Process Approvals					then	irchase ord	or
0 ations											une pe		U 1.
ACTIONS		6 PO#	7 Vendor Name	8 Dept Code	9 Total	Approve/Disapprove/Ignore	Add	View V	iew 🔺				_
		191128 JUSTIC	E RESOURCE INSTITUTE	SPED	4924.08	0 0	Notes	Lines					
	1	191129 JUSTIC	E RESOURCE INSTITUTE	SPED	54164.88		Notes	Lines	Attach				
	1	191131 NCS PE	ARSON, INC.	SPED	214,40		Notes	Lines					
	1	191132 PAR		SPED	347,00) Õ Õ	Notes	Lines					
D Edit List	1	91140 ADCARE	EDUCATIONAL INST INC	SCHOOL	345.00		Notes	Lines					
		911/1 01	FANTING SPECTALISTS	SCHOOL	2100.00	i i i	Notes	Lines	Attach				
		JII JI	LSON COMPANY	SCHOOL	898,00	ă ă ă	Notes	Lines	Audon				
		91143 POSTMO	STEP	SCHOOL	55.00	i i i	Notes	Lipes	Attach				
		10011H	STER	JCHOOL	33,00	5 0 0	Notes	LINGS	Muderi				
		Seq# Descr	ription dsheet of uploads	Filename	e O Nou cou				each v	vill b	e show	n in the loc	kup
		2 2 Fixed 3 List	l Assets spreadsheet of Vendors Used	UploadFA APVenUse	a_csv a_csv a_DeptCode_Th	ERESA[1].lis		1	showi by the	ng th use	ne desc r and th	ription as e le filename;	ntere selec
, ⊮) • (°4 • =		2 2 Fixed 3 List	l Assets spreadsheet of Vendors Used	UploadFA APVenUse Upload_P0_New.csv - M	ticrosoft Excel	ERESA[1],lis		ן	showi by the the att	ng th use tachr	ne desc r and th nent an	ription as e le filename; d click on [ntereo selec OK]:
💭 🍠 र (भ र र Ic Home Insert	rt Page Layout I	2 2 Fixed 3 List	Nessets spreadsheet of Vendors Used wew View	UploadFA APVenUse Upload_P0_New.csv - M	ticrosoft Excel	ERESA[1].lis		ſ	showi by the the att	ng th use tachr	ne desc r and th nent an	ription as e le filename; d click on [nterec selec OK]:
<mark>₩</mark> ♥ ♥ ♥ - + Ke Home Insert XL •	rt Page Layout I	2 2 Fixed 3 List Formulas Data Re	I Assets spreadsheet of Vendors Used wew View	Up1oadFA APVenUse Upload_P0_New.csv - M	ticrosoft Excel	ERESA[1],lis		l	showi by the the att	ng th use tachr	ne desc r and th nent an	ription as e le filename; d click on [nterec selec OK]:
y ♥) ▼ (^N ▼ ♥ Home Insert X1 ♥ A B	rt Page Layout I (Jr) C D	2 2 Fixed 3 List Formulas Data Re	A Assets spreadsheet of Vendors Used wew View	UploadFA APVenUse Upload_P0_New.cov - M	A_csv ad_DeptCode_Th	ERESA[1],lis		Į	showi by the the att	ng th use tachr	ne desc r and th nent an	ription as e ne filename; d click on [nterec selec OK]:
	rt Page Layout I C D 3. PO Typé 4. Departr	2 2 Fixed 3 List Formulas Data Re E F 5. PO Date (6. PO Line	Resets spreadsheet of Vendors Used	UploadFA APVenUse Upload_P0_Nexcov - M K L n D11. Item D12. Quanti 13. I	A csv ad_DeptCode_Ti licrosoftExcel	ERESACIJ.lis	Find	Search	showi by the the att	ng th use tachr _{Help}	ne desc r and th nent an	ription as e le filename; d click on [nterec selec OK]:
	rt Page Layout I C D 3. PO Type 4. Departr POTYPE DEPTCODI	2 2 F1xed 3 List Formulas Data Re 5. PO Date (6. PO Line (A1BILDAT LINE	Rssets spreadsheet of Vendors Used setw View J G H I J 7. Account%. Commo 9. tem De10. tem De	Upload P0_New.cv - M Upload_P0_New.cv - M K L n D11. Item D12. Quant 13. DES 3ITEMDES QTV PRIC	M N Price 14. Freigh CE FREIGHT	ERESAL1],lis	Find	Search	showi by the the att	ng th use tachr _{Help}	ne desc r and th nent an	ription as e le filename; d click on [nterec selec OK]:
A B A B 1. AUC VE 2. Remit # VENDOR REMIT 46 1	rt Page Layout I C JA C D 3. PO Type 4. Departr POTYPE DEPTCODI R	2 2 F1xed 3 List Formulas Data Re E F 5.PO Date (6. PO Line A1BILDAT LINE 6/6/2018	Rissets spreadsheet of Vendors Used View G H I J 7.Accounds Common 9. Item De 18. Item XacCHNAVTTEM TEMDESC 201156	Upload/PO APVenUse Upload_PO_New.cov - M n D 11. Item D 12. Quanti 13. DES 31TEMDES QTY PRIC	M N Price 14. Freigh CE FREIGHT 500	OK	Find	Search	showi by the the att	ng th use tachr _{Help}	ne desc r and th nent an	ription as e le filename; d click on [nterec selec OK]:
	rt Page Layout I C D 3. PO Type 4. Departr POTYPE DEPTCODI R R	2 2 Fixed 3 List Formulas Data Re E F 5. PO Date (6. PO Une 6/6/2018 6/10/2018	Risets spreadsheet. of Vendors Used Iter Ver 0 H I 7 Accound Common Tem Details and Common Tem Deta	UploadFF APVenUse Upload_PO_New.ctv - M b L n D 11. Item D 12. Quanti 13. DES 31TEMDES QTY PRIO	Acsiv Acsiv ad_DeptCode_TI ficrosoftExcel	OK The attacl	Find	Search Will	showi by the the att Cancel open	ng th use tachr _{Help} in ar	ne desc r and th nent an Eof	ription as e le filename; d click on [priate view	ntered selec OK]:
Image: Second	rt Page Layout I C D 3. PO Typi 4. Departr POTYPE DEPTCODI R R	2 2 F1xed 3 List Formulas Data Re 5. PO Data (6. PO Une AIBIDAT UNE 6/10/2018 6/10/2018	Rssets spreadsheet. of Vendors Used Idea Idea Idea Idea <t< td=""><td>UploadFF APVenUse Upload_P0_Newcov - M K L D D11. Rem D12. Quanti 31. DES 3ITEMDES QTV PRIC</td><td>ALEW LESV LCSV ALEPPTCode_TH IncrosoftExcel</td><td>OK The attack</td><td>Find hmen1</td><td>Search</td><td>showi by the the att Cancel open</td><td>ng th user tachr _{Help} in ar</td><td>ne desc r and th nent an Eof</td><td>ription as e le filename; d click on [priate view</td><td>or;</td></t<>	UploadFF APVenUse Upload_P0_Newcov - M K L D D11. Rem D12. Quanti 31. DES 3ITEMDES QTV PRIC	ALEW LESV LCSV ALEPPTCode_TH IncrosoftExcel	OK The attack	Find hmen1	Search	showi by the the att Cancel open	ng th user tachr _{Help} in ar	ne desc r and th nent an Eof	ription as e le filename; d click on [priate view	or;
Image: Section 1 Image: Section 2 Image: Section 2<	rt Page Layout I C D 3. PO Type 4. Departr POTYPE DEPTCODI R R	2 2 Fixed 3 List List Formula: Data Re E F Formula: List AlBIDAT UNE 6/6/1010 6/10/1018 6/10/1018 6/10/1018 6/10/1018 6/10/1018	Rissets spreadsheet. of Vendors Used Intervention 0 1 7 0 1 7	UploadFF APVenUse Upload_P0_New.ctv - M Upload_P0_New.ctv - M N L L L L L L L L L L L L L L L L L L L	ACSV ACSV d_DeptCode_Th IncrosoftExcel M N Price 14. Freigh CE FREIGHT 500 750 200	OK The attack for examp	Find hmen1 ble, E	Search t will	cancel Cancel Will b	ng th use tachr Help in ar	ne desc r and th nent an Eof n appro	ription as e le filename; d click on [priate view CSV and .X	ortered selec OK]: er;
ID (2) (2) It Home Inter A B	rt Page Layout I (m K) C D 3. PO Type L Department POTYPE DEPTCODI R R	2 2 Fixed 3 List formulas Data Re E F 5.PO Date (6.PO Line 6/6/2018 6/10/2018 6/10/2018 6/28/2018 1 5/28/2018 1 5/28/2018 2	Rissets spreadsheet. of Vendors Used If an endowed in the second seco	Upload:FF APVenUse Upload_P0_Newcov - M n D11. Rem D12. Quanti 31. DES 3ITEMDES QTY PRIC	ALEAN LOSV ALEAN	The attact for examp	Find hment ble, E	Search t will xcel [®]	Cancel Cancel Open Will b	ng th use tachr Help in ar	ne desc r and th nent an Eef n appro	ription as e le filename; d click on [priate view, CSV and .X	ntered selec OK]: er;
IV VI IV Home Inset Inset A B I.AUCVe 2. Remit # 46 1 I.445 1.4453 1 I.4453	rt Page Layout / C D 3. PO Typi 4. Departr POTYPE DEPTCODI R R	2 2 Fixed 3 List Formulas Data Re E P 5. PO Date (6. PO Une 6/lu/zolas 6/lu/zolas 6/lu/zolas 6/lu/zolas 2 6/lu/zolas 2 6/la/zolas 2 6/la/zolas 2	Rissets spreadsheet. of Vendors Used Idea Idea 7 7 7	Upload,PO_New.cv - M Upload,PO_New.cv - M N D11. New D12, Quanti 13. 1 255 31TEMDES QTY PRIC	M N Icrosoft Excel M N Price 14, Freigh 500 350 350 300 300 300	The attack for examp files. Wor	Find hment ble, E d will	Search t will xcel [®] be u	showi by the the att <u>Cancel</u> open will t sed fo	ng th use tachr Help in ar be us br .do	ne desc r and th nent an Eof n appro sed for . Docx files	ription as e le filename; d click on [priate view .CSV and .X s; notepad f	ntered selec OK]: er; L* or
A B A C A C A C A C A C A C A C A C A C	t Page Layout I C B C D 3. PO Type / 4. Department POTYPE DEPTCODI R	2 2 Fixed 3 List Fermulas Data Re E F 5.PO Date (6, PO Une 6/12/2018 6/12/2018 6/12/2018 6/12/2018 6/12/2018 1 6/28/2018 1 6/28/2018 6/28/2018 3 6/28/2018 6/28/2018 3 6/28/2018	R Ssets spreadsheet. of Vendors Used If Basels spreadsheet. of Vendors Used If I I I I I I I 7. Account 8. Commo 5. Item D 10. Ite XxxCTNU/TTM III IIII IIIIIIIIIIIIIIIIIIIIIIIIII	Upload,PO_Newcrv - M Upload,PO_Newcrv - M N L L N D 11. Item D 12. Quanti 13. I DES JITEMDES OTY PRICE Cal	M N Increaseft Excel M M N Price 14. Freight CE FREIGHT 550 750 300 300 400 500	The attact for examp files. Wor	Find hment ble, E d will This n	Search t will xcel [®] be u	cancel copen will t sed for	ng th user tachr Help in ar be us br .do	ne desc r and th nent an Eef n appro Sed for Socx files	ription as e le filename; d click on [priate view, CSV and .X s; notepad f	or selec OK]: er; L* or
Image: Control of the second	t Page Lyout I C D 3. PO Type A. Departr POTYPE DEPTCODI R R	2 2 Fixed 7 3 List Formula: Data Re E F 5 PO Date (E, PO Line) 6/10/1018 6/10/1018 6/10/1018 6/20/1018 6/28/1018 1 6/28/1018 2 6/28/1018 2 6/28/1018 2 6/28/1018 2 6/20/1018 2 6/28/1018 1 6/28/1018 2 6/28/1018 2 6/28/1018 2 6/28/1018 5 6/28/1018 5	Rissets spreadsheet. of Vendors Used Intervention View G H J J. Account8. Commo 5. Item Det 8. Item SACRUNAVTEM Immoves the Det 8. Item SACRUNAVTEM J. Obje - 485: 0000-004-0 Praner J. 0000-485: 0000-004-0 Praner J. 0000-485: 0000-004-0 Praner J. 0000-485: 0000-004-0 Clanderars - WID J. 0000-485: 0000-004-0 Clanders - WID J. 0000-485: 0000-004-0 Clanders - WID J. 0000-485: 0000-004-0 Praner I J. 0000-000-000-0 Praner I J. 0000-000-000-000-000-0 Praner I J. 0000-000-0000-000-0 Praner I J. 0000-000-0000-000-000-000-000-000-000-	Upload, PO_New.cv - M Upload, PO_New.cv - M v L L L L L L L L L L L L L L L L L L L	M N Marcol Resolution	The attack for examp files. Wor .txt files.	Find hment ble, E d will This n	Search t will xcel [®] be u nay v	showi by the the att cancel open will t sed for ary de	Help Help	ne desc r and th nent an Eef n appro sed for . ocx files ding or	ription as e le filename; d click on [priate view CSV and .X s; notepad f u what file	ntered selec OK]: er; L* or
Image: Second	t Page Layout I C D 3. PO Type 4. Departr POTYPE DEPTCODI R	2 2 Fixed 3 List Formulas Data Re 5 PO Date (6, PO Une 6/s/2018 6/10/2018 6/10/2018 6/10/2018 6/20/2018 6/20/2018 1 6/20/2018 6/20/2018 3 6/20/2018 6/20/2018 3 6/20/2018 5 6/20/2018 6/20/2018 5 6/20/2018 6/20/2018 5 6/20/2018 6/20/2018 5 6/20/2018	Bissets spreadsheet. of Vendors Used	Upload,PO_New.cv - M Upload,PO_New.cv - M N D 11. Item D 12. Quanti 13. I DES aTEMDES OTY PRICE	M N Icrosoft Excel N M N Price 14. Freight 500 500 750 750	The attack for examp files. Wor .txt files.	Find hment ble, E d will This n	Search t will xcel [®] be u nay v	cancel open will t sed for aphist	Help in ar bor .do	ne desc r and th nent an Eef n appro sed for bocx files ding or	ription as e le filename; d click on [priate view CSV and .X s; notepad f o what file site	or selec OK]: er; L* or

The records awaiting approval will only display an **[Attach]** button if there are any attachments available (which would have been attached during the Purchase Order or Change Order entry:

	[AUC]	3043-Pur	hase	Order Attachm	nent Entry	[theresa]									-	٥	×
F	ile Edi	t Ledger	s Pu	urchase Orders	Accourt	nts Payable	Fixed Asset	s Human Resources	Budget	Collections	Tax	Motor Excise	Misc Billing	System	Favorite	s Help	I.
Ľ	• C	8 5	44	+ + H	4	୍କ	🗳 🚼 👔	ai									
	Goto		РО	# 191143				Purchase Ord	er Atta	chment E	Entry		N	leeds Sup	pervisor	Appro	
	Actio	ns	Ve PO 11 BE MA	Indor Code STMASTER 1 MECHANIC LLINGHAM 02019-00	000046 ST 000	01		Dept Code SCHI PO Date 10 Type Code Z Ship To Attn Ship Date)OL Jan-2019 Zero To	SCHOOL FY 2019 lerance		Deliver To Invoice To 1 D No text a	8 KE 8 KE elivery Notes wailable	OUGH ADM OUGH ADM	1INISTRA 1INISTRA J Internal 1 ext availal	ATION B ATION B Notes ble	: •
				2 Entry (1)		3 Item	IS	4 GL Details	5	Status History		Q Attachme	nt (3)		Expecte	d Amt 55,00	, ,
П	Seq#	Descriptio	n				Filename					Buttons					
	1	spreads Vondon 1	heet Nide	to upload p document	ourchase	orders	Upioad_i	PU_New.csv				715-00	AH	0.0			
	3	1099 ver	ndor	address lis	st		AP PO V	endor Addresses B	[LL[2].1	is		/ View	Attachment	8 Kemov	e Aπachme	ent _	
	-																

Figure 4 Attach files using the [Q Attachment] tab on the Purchase Order Entry screen

More information is available in the Help Reference Library under PO–235 AUC View Attachments from the Approvals Screen.

[ADM-AUC-PO-498]

3. VENDORS

Purchase Orders

ADMINS changed the **Purchase Order** numbers display on the **Vendor History** screen. The change affects users who are set up to create *requisitions*, and are therefore restricted from seeing a purchase order number prior to the purchase order being approved and posted. This restriction is set on the **System > User Menu > User Profile** screen.





Figure 5 Purchase Order number not visible on the entry screen for restricted users

When a requisition-only user initiates a purchase order, the purchase order entry screen does not display a **Purchase Order** *number*, instead showing it as a *request* (see Figure 5). The **Vendor History** screen was allowing *requisition-only* restricted users to view the number before the purchase order was approved. This was corrected.

3.1. Vendor History [Fix]

Purchase Order Entry Change Orders	> >	Select Purchase				Vendor H	History - Pu	ırchase Or	ders		
AP/PO Dashboard Liquidate Purchase Orders		Vendor History to	Actions	Vendor# 000046 Name POSTMASTER	2		Local Vendor 1099 Code Class)Yes ⊚No UNCL Unclass	fied	Entered 01-Mar-19 Changed 06-Aug-20	195 107
Vendors Commodity Items	>	view the Vendor	Pur	chase order numb y the "Open" and "	ers remain hid 'Closed'' Purc	dden until at chase Order	fter the requ 's will have t	isition is ap he PO # dis	proved. played.		
Bids		History – Purchase	3 1 ase Or		4 Vouchers		5 Disbursemer	its		2	
Contracts Queries	>	Order screen	e PO# Request	Department Pr-2019 SCHOOL arr-2019 HIGHSCHOOL arr-2019 SCHOOL	Encumbered 49,00 392,00 49.00	Liquidated	Relieved	Vouchers	Remaining Bal Type 49.00 Regula 392.00 Regula 49.00 Regula	Status Meeds Supe Disapprove	D Date
Reports	>	Vendor History	Request 190230	ug-2018 SCHOOL un-2018 SCHOOL un-2018 SCHOOL	49,00 750,00 500,00		49,00	49.00	750.00 Regula 500.00 Regula	Bisapprove Ready for Closed	
Year-End Processing	>	Vendor Invoice Query Merged Vendor History	Request 191138 6 Verroeator	ug-2017 MIDDLE ul-2016 MIDDLE 7 Drill Down 8	49,00 47,00		49.00 47.00	49.00 47.00 9 Next	Regula Regula	n Needs Budg Open	

Figure 6 Vendor History screen now shows "Request" for unposted purchase orders with any status other than "Open" or "Closed"

X	🚽 🔊 • ((∺ - ∓					PO_Vendor_History_TH	ERESA[3].xml - Micro:	soft Excel				- 0
	ile Ho	ime Inse	ert Page Layout	Formulas Di	ata Review Vie	<i>N</i>							∨ (2) – ∉
	M13		• (* fx										2
	A	۱. I	В	С	D	E	F	G	Н	1	J	K	L
1	Vend	<u>lor Ve</u>	endor Name	<u>PO#</u>	PoDate	Dept Group	Encumbered	Liquidated	Relieved	<u>Paid</u>	Rem Balance	Туре	<u>Status</u>
2	0000	46 PC	OSTMASTER	9039395	14-Jul-2014	MACY	49.00		49.00	49.00		Regular	Closed
3	0000	46 PC	OSTMASTER	9038981	15-Jul-2014	HIGHSCHOOL	490.00		490.00	490.00		Regular	Closed
4	0000	46 PC	OSTMASTER	Request	30-Jan-2019	SCHOOL	49.00				49.00	Regular	Needs Supervisor Approv
5	0000	46 PC	OSTMASTER	Request	30-Jan-2019	HIGHSCHOOL	392.00				392.00	Regular	Disapproved
6	0000	46 PC	OSTMASTER	Request	30-Jan-2019	SCHOOL	49.00				49.00	Regular	Ready for Posting
7	0000	46 PC	OSTMASTER	Request	10-Jun-2018	SCHOOL	750.00				750.00	Regular	Needs Budget Override
8	0000	46 PC	OSTMASTER	191138	06-Jun-2018	SCHOOL	500.00				500.00	Regular	Open
9	0000	46 PC	OSTMASTER	190230	07-Aug-2018	SCHOOL	49.00		49.00	49.00		Regular	Closed
-			THASTER	46615	00		49.00			49.00			

Figure 7 Excel[®] report was also updated to reflect the change

[ADM-AUC-PO-500]



4. REPORTS

Building the Report

A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue with some **Excel**[®]

reports; ADMINS turned this feature off for now and will reinstate it at a later time.

[ADM-AUC-SY-8093]

4.1. Retrieve Output Files Customized Subject Line [Enhancement]

	Bathiava Output Files
	Retrieve Output Files
a	
	1 Select Module AP Accounts Pagable
	2 Select File GL_Department_Ele_Change_THERESAC13.lis
1	
	3 View Report 4 Email Report 5 Save/View PDF 6 Download Report
	3 View Report 4 Email Report 5 Save/View PDF 6 Download Report
Tark 260 Email Penartz	3 View Report 4 Binal Report 5 Save/View POF 6 Download Report
Task 360: Email Reports	2 Verw Report 4 Email Report 5 Save/New PCF 6 Download Report
Task 360: Email Reports Email Rep	3 View Report 4 Email Report 5 Save/New RDF 6 Download Report
Task 360: Email Reports Email Rep lequired: Enter Email A	3 View Report 4 Binal Report 5 SaveMew POF 6 Download Report
Task 360: Email Reports Email Rep Required: Enter Email A Optional: Enter Email S	2 Vew Report 4 Email Report 5 Save/Vew PCF 6 Countroad Report ports Address campbelit 09@gmail.com ubject Customized Subject Line available on emailed reports
Task 360: Email Reports Email Rej Required: Enter Email A Optional: Enter Note 1 Optional: Enter Note 1	3 Vew Report 4 Email Report 5 Save/New PCF 6 Download Report
Task 360. Email Reports Email Reg Required: Enter Email A Optional: Enter Email S Optional: Enter Note 1 Optional: Enter Note 2	3 Yew Report 4 Binal Report 5 SaveMew POP 6 Download Report
Task 360: Email Reports Email Reg Required: Enter Email R Optional: Enter Mote 1 Optional: Enter Note 2 Optional: Enter Note 3	3 Vew Report 4 Email Report 5 Save/Vew PCF 6 Download Report
Task 360: Email Reports Email Reg Required: Enter Email J Iptional: Enter Fmail J Iptional: Enter Note 1 Iptional: Enter Note 2 Iptional: Enter Note 3 Iptional: Enter Note 4	3 Yew Report 4 Brail Report 5 SaveMew Rdf 6 Dowrload Report ports Address Customized Subject Line available on emailed reports Here's the new report I mentioned Vesterday when we spake on the phone. Pease let me know if this works for your. Commends are vetcome. Have a fine day(]
Task 360. Email Reports Email Reg Required: Enter Email X Optional: Enter Note 1 Optional: Enter Note 2 Optional: Enter Note 3 Optional: Enter Note 4	3 Yew Report 4 Email Report 5 SaveMew POP 6 Download Report
Task 360 Email Reports Email Reg Required: Enter Email A Optional: Enter Femal S Optional: Enter Note 1 Optional: Enter Note 2 Optional: Enter Note 3 Optional: Enter Note 4	3 Vew Report 4 Email Report 5 Save/Vew PCF 6 Courrisond Report parts Address campbelitt 89@gmail.com Here's the new report 1 mentioned yesterfordy when we spoke on the phone. Please let me know if this works for your. Comments are welcome. Have a fine day! ()

ADMINS offers the Retrieve Output file feature on every module, allowing all **AUC** users to send a report to any valid email address. With this software update, **ADMINS** is pleased to announce a *customized subject line* for email reports.

Select the file and click on **[4 Email Report]**. Fill in the prompts as shown in Figure 8.

Figure 8 New Subject Line field is an optional field on the Email Reports form



The result is shown in Figure 9. Most output formats (.lis, .xml, .xls) are converted to PDF prior to emailing. If mailing a .csv file, the .csv format is retained.

Figure 9 Email with attached file

[ADM-AUC-SY-8084]

5. YEAR END PROCESSING ▶ PO Rollover Processing [Fix]

This issue was found when a Purchase Order was rolled forward to a new account number and a void was processed that cancelled a voucher. Voiding a check that cancels the voucher will:

- 1. restore the encumbrance (if the voucher was based on a purchase order), and
- 2. reduce the expenditure.

If the Purchase Order *account number has been changed* during the Purchase Order rollover process, the void was re-establishing the encumbrance and reducing the expense on the *original* account, instead of the *new* account. **ADMINS** corrected this and the new account will be used.

[MDT-SUP-SAPLAUC-1783]

[New]

6. HELP REFERENCE LIBRARY

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

6.1. New or Updated Documents

- PURCHASE ORDER PROCESSING PO-235 View Attachments from the Approvals Screen [New]
- OTHER PO-915 Favorites Screen