



PURCHASE ORDERS

RELEASE NOTES – MARCH 2019

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

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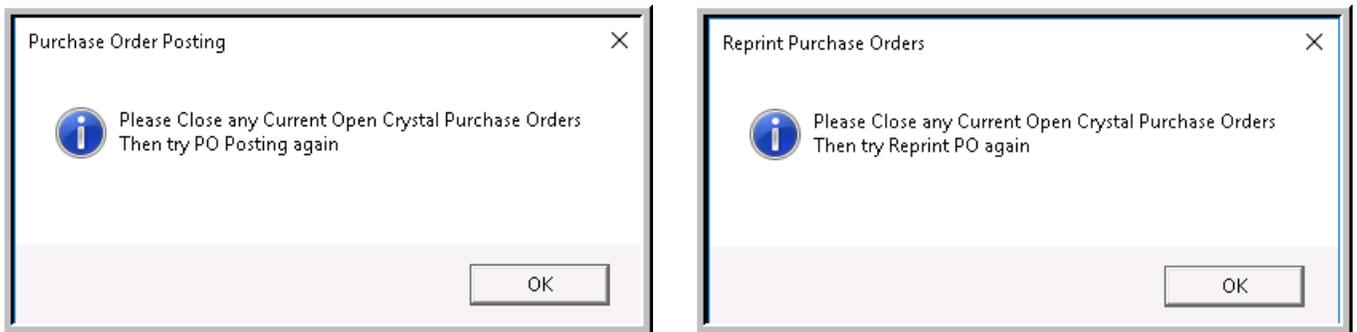


1. PURCHASE ORDER ► Entry & Reprints [Enhanced]

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:



[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.

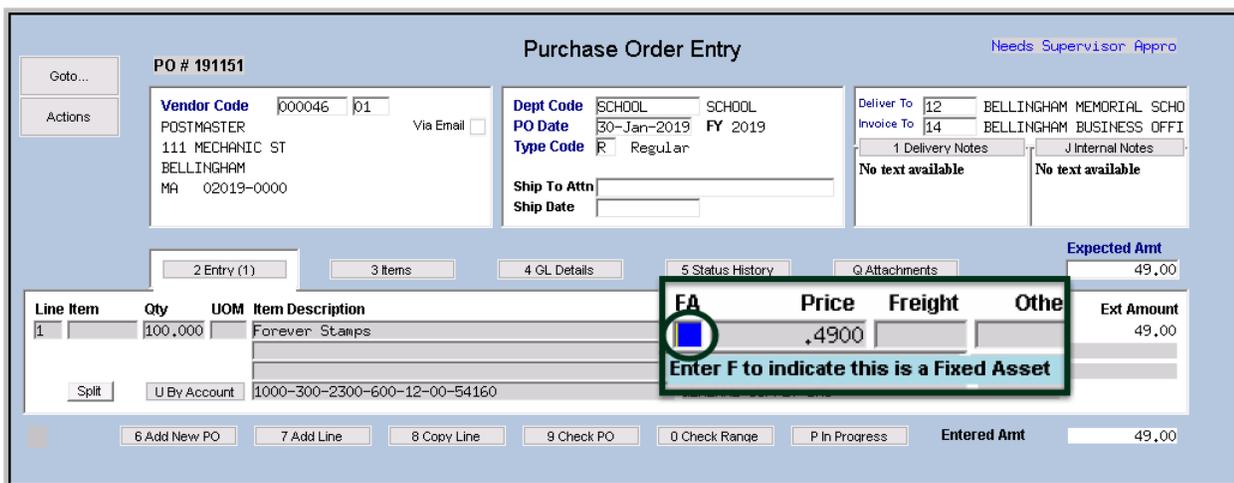


Figure 1 The Fixed Asset Field on the Purchase Order entry screen

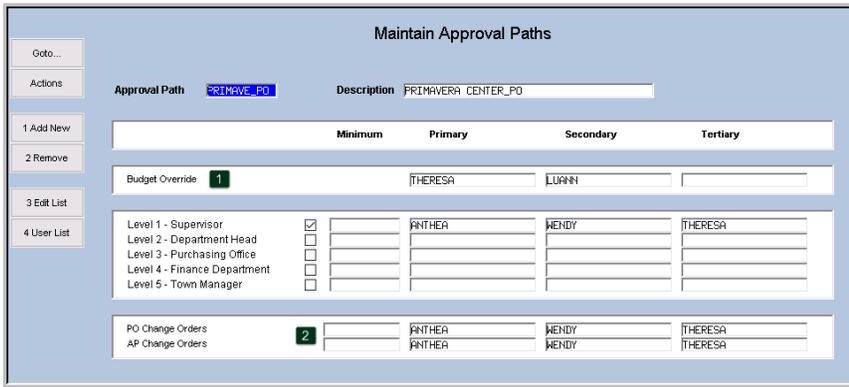
[ADM-AUC-PO-501]



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]



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 1 Budget Override approver, and user “Anthea” is the 2 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.

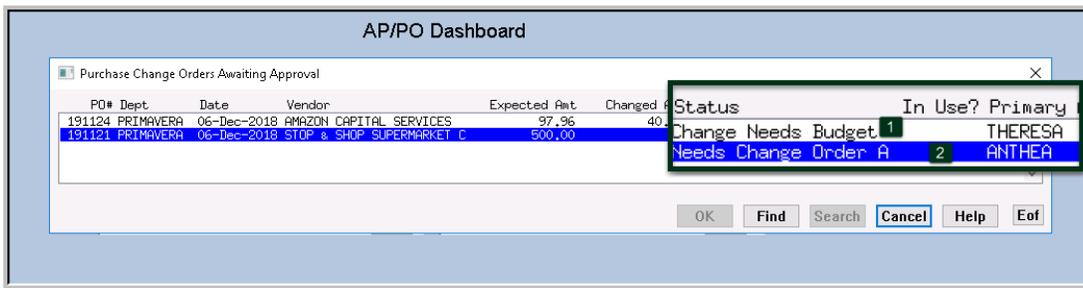


Figure 3 Approvals lookup showing the correct user for Budget overrides on a change order

[ADM-AUC-AP-939]



2.1. Approvals Screen Shows Attachments [New]

Needs Supervisor Approval

6 PO#	7 Vendor Name	8 Dept Code	9 Total	Approve/Disapprove/Ignore	Add	View	View
191128	JUSTICE RESOURCE INSTITUTE	SPED	4924.08	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Notes	Lines	
191129	JUSTICE RESOURCE INSTITUTE	SPED	54164.88	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Notes	Lines	Attach
191131	NCS PEARSON, INC.	SPED	214.40	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Notes	Lines	
191132	PAR	SPED	347.00	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Notes	Lines	
191140	KIDCORE EDUCATIONAL INST INC	SCHOOL	345.00	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Notes	Lines	
191141	CLEANING SPECIALISTS	SCHOOL	2100.00	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Notes	Lines	Attach
	WILSON COMPANY	SCHOOL	898.00	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Notes	Lines	
191143	POSTMASTER	SCHOOL	55.00	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Notes	Lines	Attach

Attachments for PO 191,141

Seq#	Description	Filename
1	Spreadsheet of uploads	Upload_PO_New.csv
2	Fixed Assets spreadsheet	UploadFA.csv
3	List of Vendors Used	APVendorUsed_DeptCode_THERESAC11.lis

Attachments for PO 191,141

Seq#	Description	Filename	Buttons
1	spreadsheet to upload purchase orders	Upload_PO_New.csv	
2	Vendor Bids document	BIDVENDOR.DOC	7 View Attachment 8 Remove Attachment
3	1099 vendor address list	AP_PO_Vendor_Addresses_BILL[2].lis	

Upload_PO_New.csv - Microsoft Excel

VENDOR	REMIT	POTYPE	DEPTCODE	ABLDAT	LINE	XACTNU	ITEM	ITEMDESC	2ITEMES	3ITEMES	QTY	PRICE	FREIGHT
46	1	R	6/6/2018	0100-430-0000-004-0	Pens						500		
46	1	R	6/10/2018	0100-430-0000-004-0	Paper						750		
2268	1		6/10/2018	0200-450-0000-004-0	Planners						340		
14431	1		6/28/2018	1 0200-450-0000-004-0	Blotters						100		
14431	1		6/28/2018	2 0200-450-0000-004-0	Calendars - Wall						200		
14431	1		6/28/2018	3 0200-450-0000-004-0	Pencils, Mechanical						300		
14431	1		6/28/2018	4 0200-450-0000-004-0	Paper Clips						400		
14431	1		6/28/2018	5 0200-450-0000-004-0	Erasers						500		
14431	1		6/28/2018	6 0200-450-0000-004-0	Post-Its						600		
16305	2		7/10/2018	0100-430-0000-004-0	Flag tabs						898		
46	1,2		7/20/2018	0100-430-0000-004-0	Folders						55		

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):

Purchase Order Attachment Entry

Vendor Code: 000046 01
POSTMASTER
111 MECHANIC ST
BELLINGHAM
MA 02019-0000

Dept Code: SCHOOL SCHOOL
PO Date: 10-Jan-2019 FY 2019
Type Code: Z Zero Tolerance

Deliver To: 8 KEOUGH ADMINISTRATION B
Invoice To: 8 KEOUGH ADMINISTRATION B

Ship To Attn: No text available
Ship Date: No text available

Expected Amt: 55.00

Seq#	Description	Filename	Buttons
1	spreadsheet to upload purchase orders	Upload_PO_New.csv	
2	Vendor Bids document	BIDVENDOR.DOC	7 View Attachment 8 Remove Attachment
3	1099 vendor address list	AP_PO_Vendor_Addresses_BILL[2].lis	

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

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.

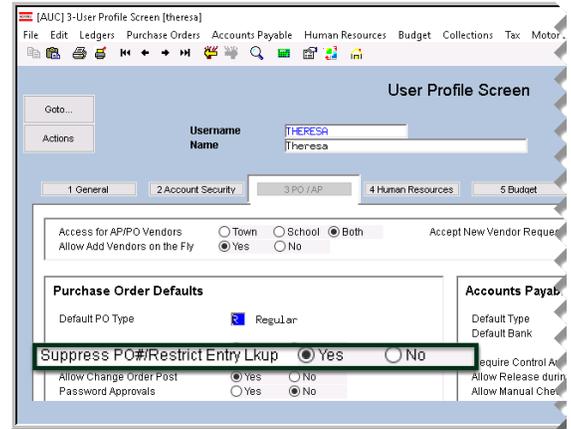
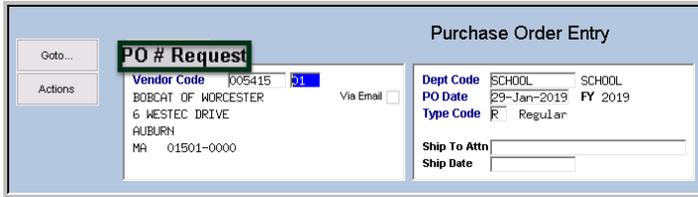


Figure 5 Purchase Order number not visible on the entry screen for restricted users

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]

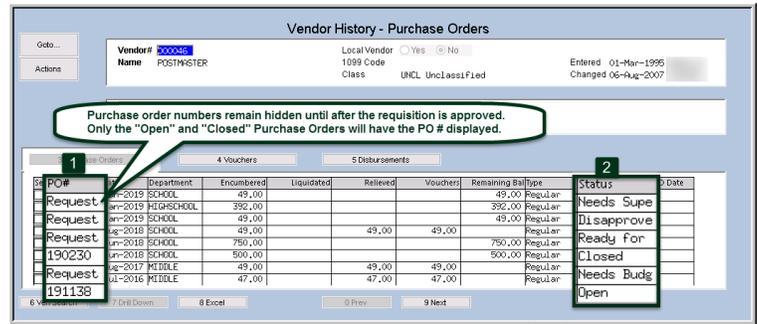
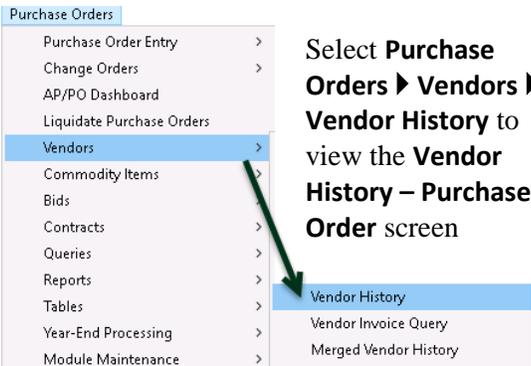


Figure 6 Vendor History screen **1** now shows “Request” for unposted purchase orders with any **2** status other than “Open” or “Closed”

The screenshot shows an Excel report titled 'PO_Vendor_History_THERESA[3].xml'. The data is organized in columns: Vendor, Vendor Name, PO#, PoDate, Dept Group, Encumbered, Liquidated, Relieved, Paid, Rem Balance, Type, and Status. A red box highlights the 'Request' status for several rows.

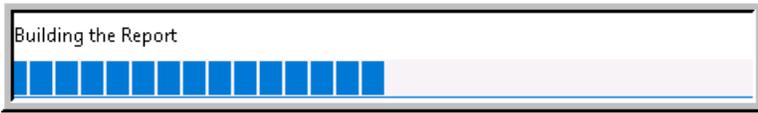
Vendor	Vendor Name	PO#	PoDate	Dept Group	Encumbered	Liquidated	Relieved	Paid	Rem Balance	Type	Status
000046	POSTMASTER	9039395	14-Jul-2014	MACY	49.00		49.00	49.00		Regular	Closed
000046	POSTMASTER	9038981	15-Jul-2014	HIGHSCHOOL	490.00		490.00	490.00		Regular	Closed
000046	POSTMASTER	Request	30-Jan-2019	SCHOOL	49.00				49.00	Regular	Needs Supervisor Approv
000046	POSTMASTER	Request	30-Jan-2019	HIGHSCHOOL	392.00				392.00	Regular	Disapproved
000046	POSTMASTER	Request	30-Jan-2019	SCHOOL	49.00				49.00	Regular	Ready for Posting
000046	POSTMASTER	Request	10-Jun-2018	SCHOOL	750.00				750.00	Regular	Needs Budget Override
000046	POSTMASTER	191138	06-Jun-2018	SCHOOL	500.00				500.00	Regular	Open
000046	POSTMASTER	190230	07-Aug-2018	SCHOOL	49.00		49.00	49.00		Regular	Closed
000046	POSTMASTER	46615			49.00			49.00			

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

[ADM-AUC-PO-500]



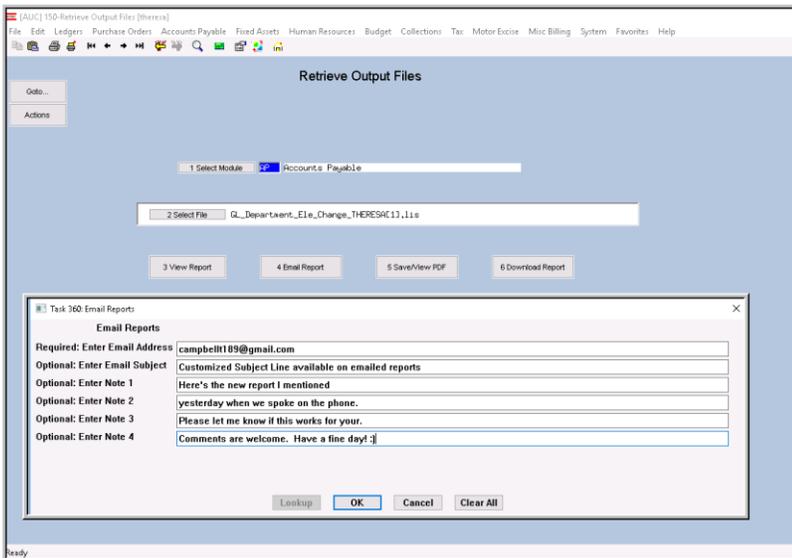
4. REPORTS



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

[ADM-AUC-SY-8093]

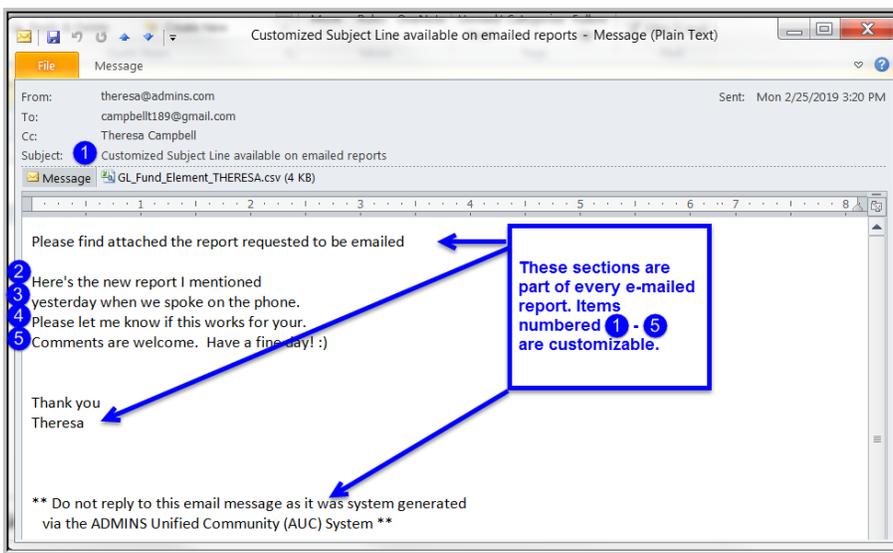
4.1. Retrieve Output Files Customized Subject Line [Enhancement]



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]

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 [New]