



PURCHASE ORDERS

RELEASE NOTES – MARCH 2021

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

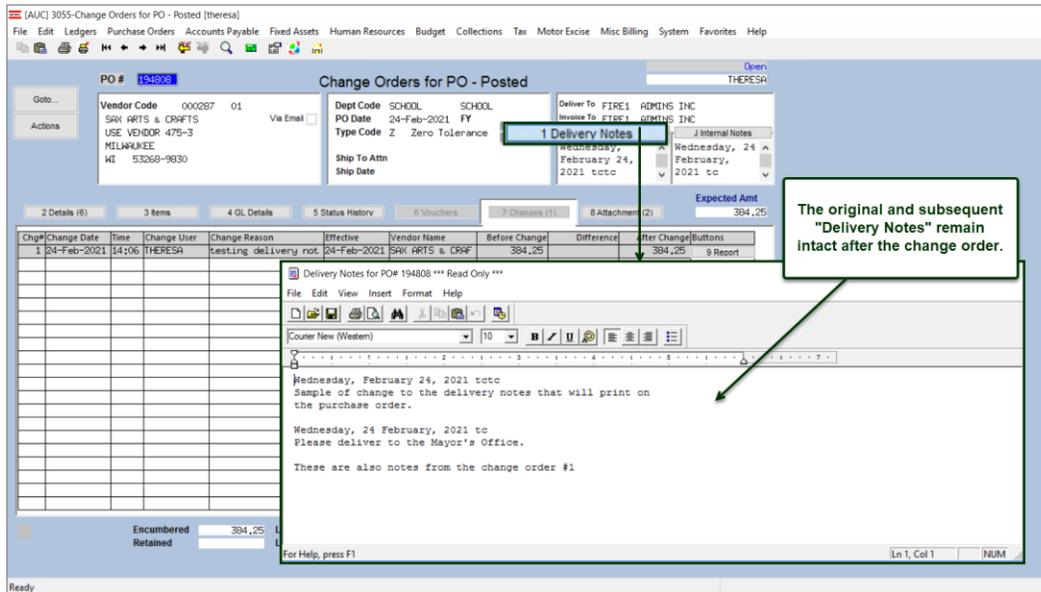
CONTENTS

1	PURCHASE ORDER ENTRY DELIVERY NOTES.....	2
2	CHANGE ORDERS [FIX].....	2
3	AP/PO DASHBOARD APPROVALS	2
4	ENTER/VIEW VENDORS [FIX]	3
5	COMMODITY ITEMS [ENHANCEMENT]	3
5.1	Lookup on Commodity Item [Enhancement]	4
5.2	Item Table Listing [Enhancement]	4
5.3	Inactivate an Item	6
5.3.1	Inactivate an Item with Posted History.....	6
5.3.2	Inactivate an Item with an In-Progress Purchase Order	6
5.3.3	Inactivate an Item with an In-Progress Voucher.....	6
5.4	Flag Item for Deletion	7
5.4.1	Flag an Item for Deletion that is in use on an In-Progress Voucher	7
5.4.2	Flag an Item for Deletion that is in use on an In-Progress Purchase Order	7
5.4.3	Flag an Item for Deletion that Has Posted History	8
5.5	Remove Items Flagged for Deletion	8
5.5.1	Confirm Results.....	9
6	BIDS [ENHANCEMENT]	10
6.1	Bid Type Table	10
6.2	Bid Entry.....	10
6.2.1	Detail Tab.....	11
6.2.2	Award Bid Tab.....	11
6.3	Open and Award Bids (Query Screen).....	12
6.3.1	Summary Tab	13
6.3.2	Detail Tab.....	13
6.4	Entering a PO from a Bid with Retainage	14
7	CONTRACTS [ENHANCEMENT].....	16
7.1	Report of Expiring Insurance Certificates.....	16
7.1.1	Module Control 14002.....	16
7.1.2	CONRPT Email Distribution List.....	17
7.1.3	Run Report #14810 from the Purchase Order [7 By Contracts] Library	17
7.1.4	Weekend Job Sends the Report.....	18
7.1.5	Enter a New Expiration Date via Change Order.....	19
8	QUERIES [ENHANCEMENT]	19
8.1	Status History Tab Shows Additional Information	19
8.2	Quantity Balance on Purchase Orders	20
9	REPORTS – #1050 TRANSACTION REPORT – PO TRANSACTIONS [FIX].....	21
9.1	#3623 Posted POs Detail [Enhancement]	22
10	EMAIL DISTRIBUTION LISTS [ENHANCEMENT]	23
10.1	New Buttons.....	24
10.1.1	Add User – All Lists	24
10.1.2	Remove a Name from All Email Lists	25
10.1.3	Copy a User to the Same Lists as an Existing User	25
11	HELP REFERENCE LIBRARY	26
11.1	New or Updated Documents.....	26



1 PURCHASE ORDER ENTRY DELIVERY NOTES

ADMINS fixed an issue with delivery notes when posting a PO change order. The posting change order process was losing some of the delivery notes if there were many (over 20 lines) on the original PO. This has been fixed and was patched to sites in December 2020. It is mentioned here to document the change.



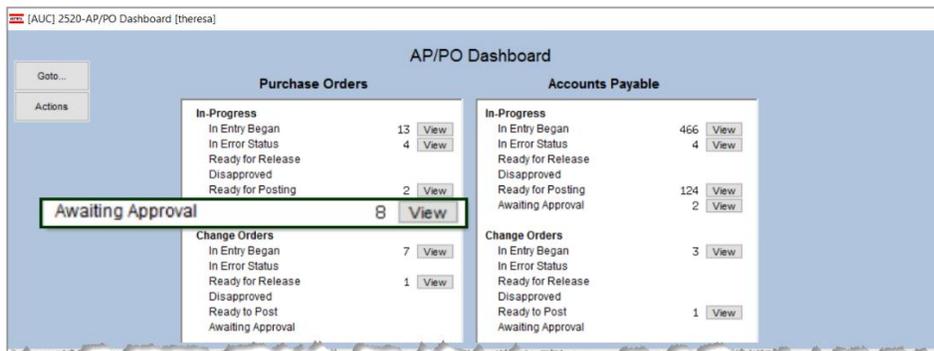
[ADM-AUC-PO-550]

2 CHANGE ORDERS [FIX]

If additional GL Account lines were added to a PO via a Change order but were left blank, under some conditions those blank GL account lines were posted back to the PO which prevented creating a new voucher from this PO. ADMINS corrected the issue.

[ADM-AUC-PO-554]

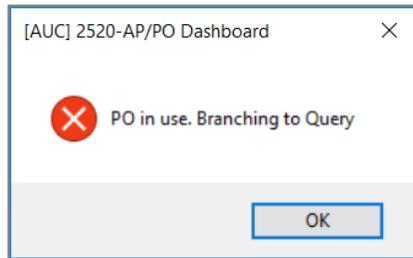
3 AP/PO DASHBOARD APPROVALS



Prior to the software update, selecting an "in use" purchase orders from the Awaiting Approval screen resulted in a record lock.



PO#	Dept	Type	Date	Vendor	Expected Amt	Status	In Use?	Primary Approve	Tof
194774	SCHMAINT	Regular	25-Sep-2020	FM GENERATOR	408,95	Needs Supervisor App	In-Use		
194768	MIDDLE	Regular	25-Sep-2020	PICK A TIME	408,00	Needs Supervisor App		DOUTLER	
194751	ATHLETICS	Regular	22-Sep-2020	MARK'S EQUIPMENT REPAIR	.01	Needs Supervisor App		MCDONNOR	
194738	DIPPIETRO	Regular	22-Sep-2020	WBJ CIRCULATION	60,00	Needs Supervisor App		MFRIEDMAN	
194735	DIPPIETRO	Regular	21-Sep-2020	AMAZON CAPITAL SERVICES	15,99	Needs Supervisor App		MFRIEDMAN	
194734	DIPPIETRO	Regular	21-Sep-2020	AMAZON CAPITAL SERVICES	263,01	Needs Supervisor App		MFRIEDMAN	
194576	DIPPIETRO	Regular	02-Sep-2020	US GAMES	41,50	Needs Supervisor App		MFRIEDMAN	

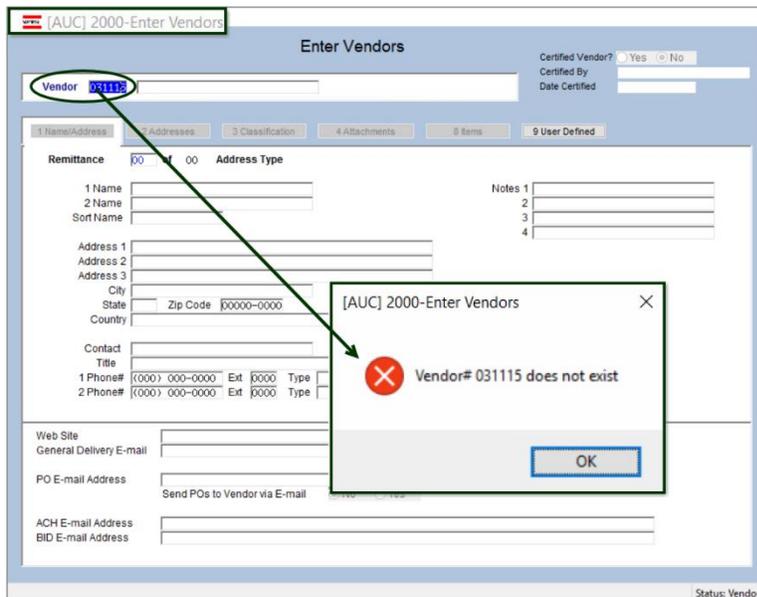


ADMINS added checking to prevent record locking. Now, if the record is in use, the system will present a message indicating that the record is in use and will bring the user to a query screen.

[ADM-AUC-PO-555]

4 ENTER/VIEW VENDORS [Fix]

Accounts Payable ▶ Vendors ▶ Enter Vendors or View Vendors



ADMINS corrected an issue that occurred when a non-existent vendor number was entered in the **Enter** or **View Vendors** screen. Prior to this the display would remain on the current record with no message.

Now, a message is displayed stating that the requested **"Vendor #xxxxxx does not exist"**.

This will help to avoid confusion when entering and viewing vendors.

[ADM-AUC-AP-934]

5 COMMODITY ITEMS [ENHANCEMENT]

Commodity Items may be used during **Accounts Payable Voucher** and **Purchase Order** data entry to improve speed and accuracy. ADMINS improved using, listing, maintaining, and searching for commodity items.

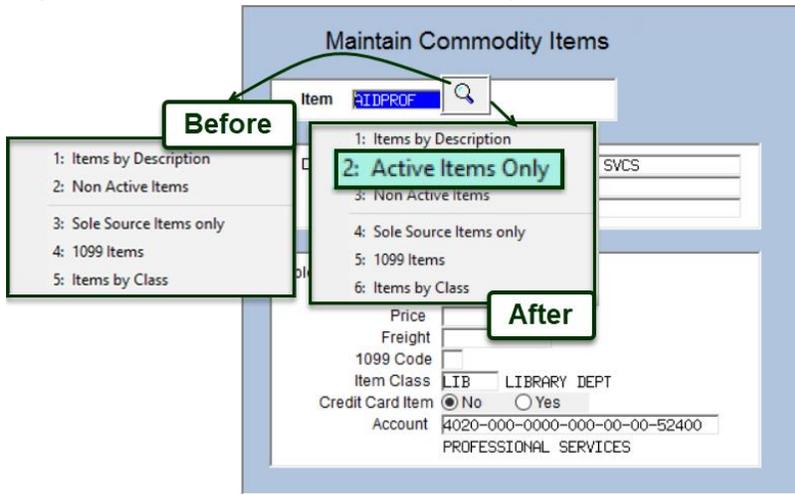


See the **PO-610 Adding Commodity Items** document in the Help Reference Libraries for basic information on setting up and using commodity items.

Purchase Orders ▶ Commodity Items ▶ Item Setup

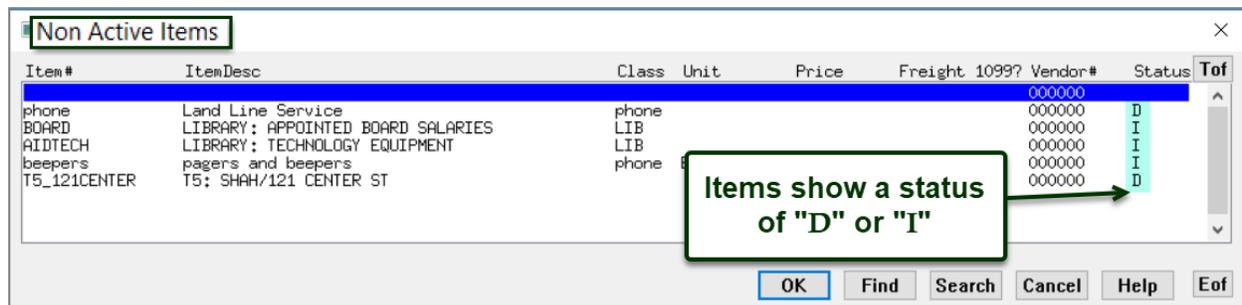
5.1 Lookup on Commodity Item [Enhancement]

ADMINS added an **“Active Items Only”** option to the lookup menu. Restricting the search to **“Active Items Only”** helps the user to select the correct item. The options are now:



- 1: Items by Description
- 2: Active Items Only
- 3: Non-Active Items
- 4: Sole Source Items only
- 5: 1099 Items
- 6: Items by Class

When selecting “3: Non-Active” items, the lookup will show the status as “D” indicating the item is “Flagged for Deletion” or “I” indicating the item is inactive.



5.2 Item Table Listing [Enhancement]

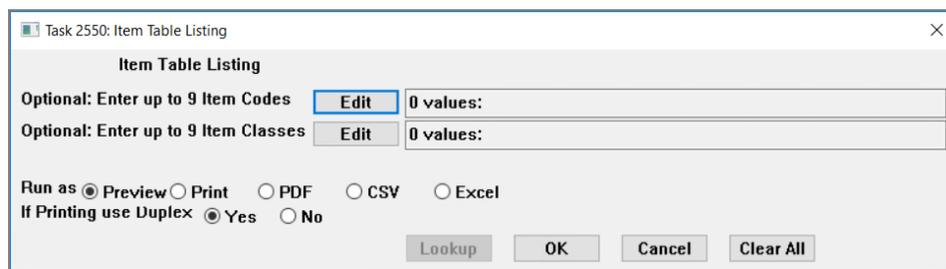


Figure 1 Before – the only selections were on Item Code and Item Class



ADMINIS enhanced the **Item Table Listing** produced by clicking on the **[2_Edit List]** button. A **Select Status** option, highlighted below, is now available, to filter the report.

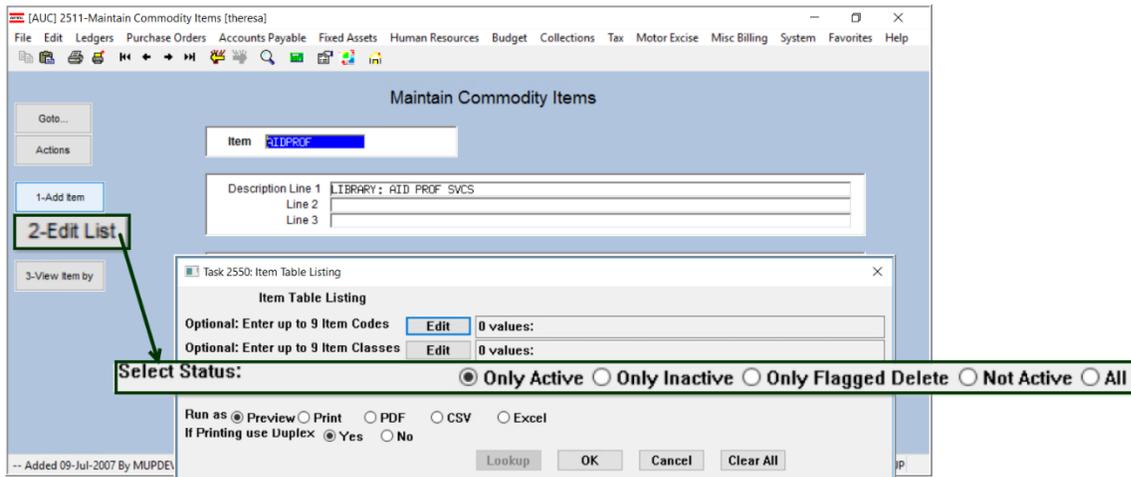


Figure 2 After – the Select Status filter option was added – the default is Only Active

Table 1 Description of Item Table Listing prompt

Prompt (Required are Bold)	Description
Enter up to 9 Item Codes	Click on the [Edit] button to select the codes to be reported
Enter up to 9 Item Classes	Click on the [Edit] button to select the classes to be reported
Select Status	<input checked="" type="radio"/> Only Active (<i>default</i>) <input type="radio"/> Only Inactive <input type="radio"/> Only Flagged Delete <input type="radio"/> Not Active (includes both inactive and flagged for deletion-see example in Figure 3) <input type="radio"/> All
Run as	<input checked="" type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF® <input type="radio"/> CSV <input type="radio"/> Excel® (either Preview or PDF® will be the default, depending on the site)
If Printing use Duplex	<input checked="" type="radio"/> Yes <input type="radio"/> No (the default depends on the site)

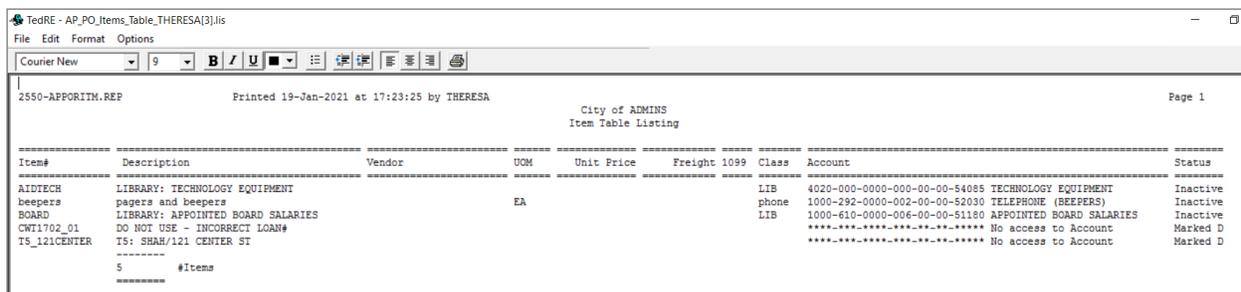


Figure 3 Sample Item Table Listing using the Not Active selection status, Run as: Preview



5.3 Inactivate an Item

The inactivate option under the **[Actions]** button will set the status to inactive. When setting an item to **“Inactive”** status, if the item currently has posted history on a purchase order or voucher, a message will be displayed. Click **[Yes]** to continue and inactivate the item; click **[No]** to leave the item as is.

5.3.1 Inactivate an Item with Posted History

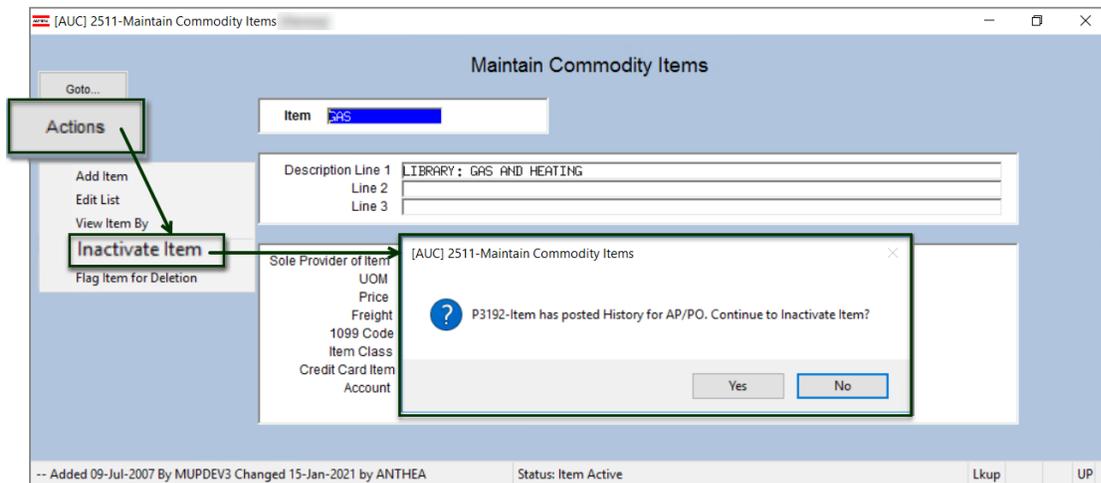


Figure 4 Inactivating a Commodity item with Activity

5.3.2 Inactivate an Item with an In-Progress Purchase Order

Click **[Yes]** to continue and inactivate the item; click **[No]** to leave the item as is.

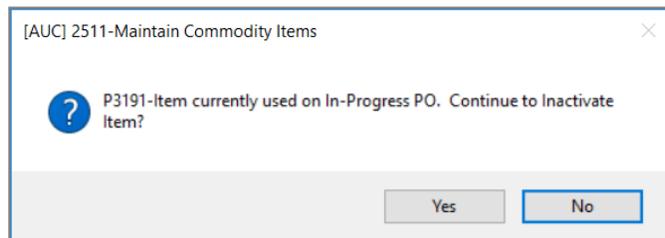


Figure 5 Inactivating a Commodity item with an in-progress Purchase Order

5.3.3 Inactivate an Item with an In-Progress Voucher

Click **[Yes]** to continue and inactivate the item; click **[No]** to leave the item as is.

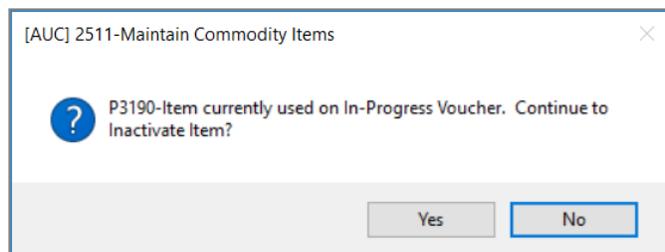


Figure 6 Inactivating a Commodity item with an in-progress Voucher



5.4 Flag Item for Deletion

To flag an item for deletion, select **Actions** ► **Flag Item for Deletion**. If the item has no In Progress activity, the item will be flagged and deleted when the Remove Items Flagged for Deletion process is run (see step 5.5 below).

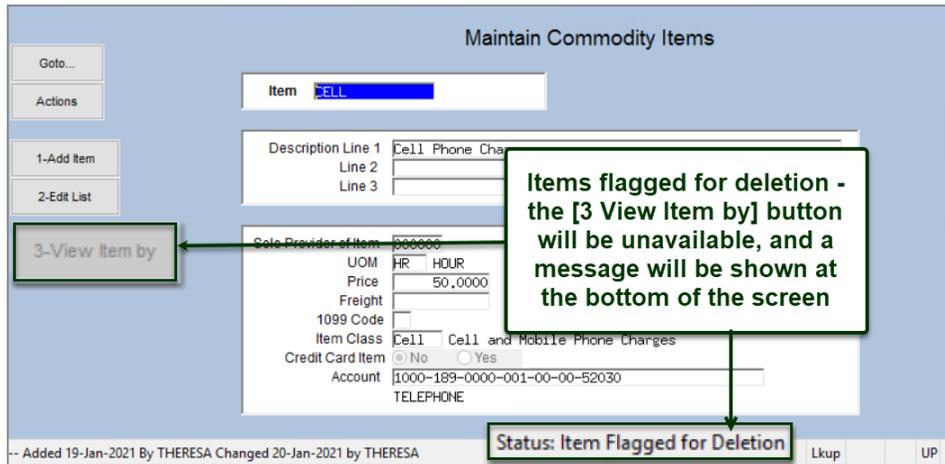


Figure 7 Item flagged for Deletion

5.4.1 Flag an Item for Deletion that is in use on an In-Progress Voucher



If the item is in use on an In-Progress voucher, this message will be displayed, and the status will remain unchanged. Mark the item as inactive instead.

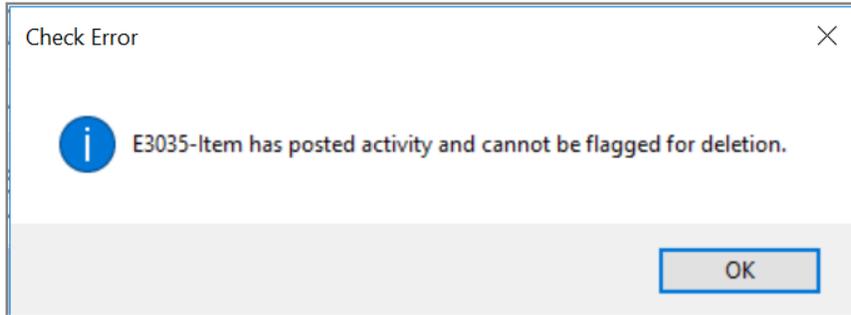
5.4.2 Flag an Item for Deletion that is in use on an In-Progress Purchase Order



If the item is in use on an In-Progress Purchase Order, this message will be displayed, and the status will remain unchanged. Mark the item as inactive instead.



5.4.3 Flag an Item for Deletion that Has Posted History



Items with posted history cannot be flagged for deletion. If an item with posted history is flagged, this error message will be displayed and the status will remain unchanged.

5.5 Remove Items Flagged for Deletion

To access the **Remove Items Flagged for Deletion** step menu, select:

Accounts Payable ▶ Module Maintenance ▶ Remove Items Flagged for Deletion



Figure 8 Select Items Flagged for Deletion step identifies items flagged for deletion and produces two reports:

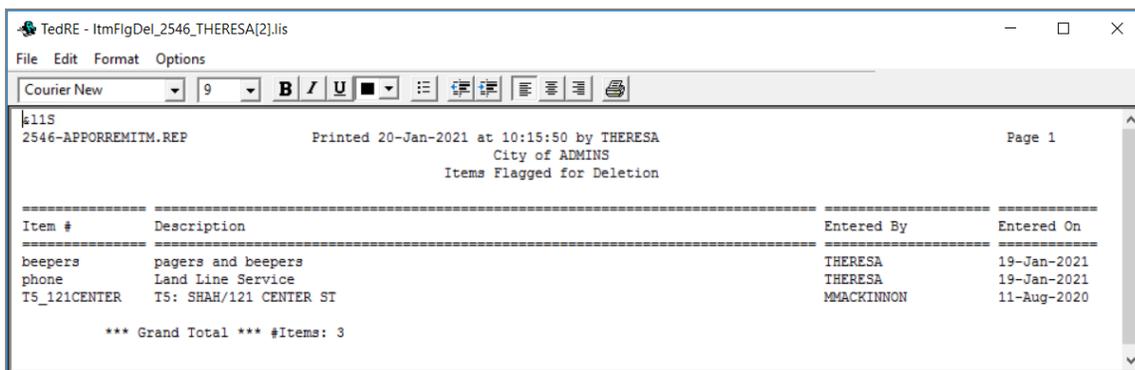


Figure 9 Report of Items Flagged for Deletion

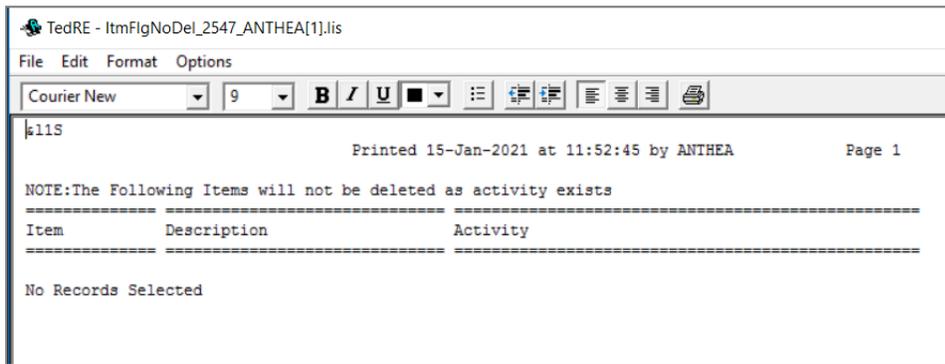
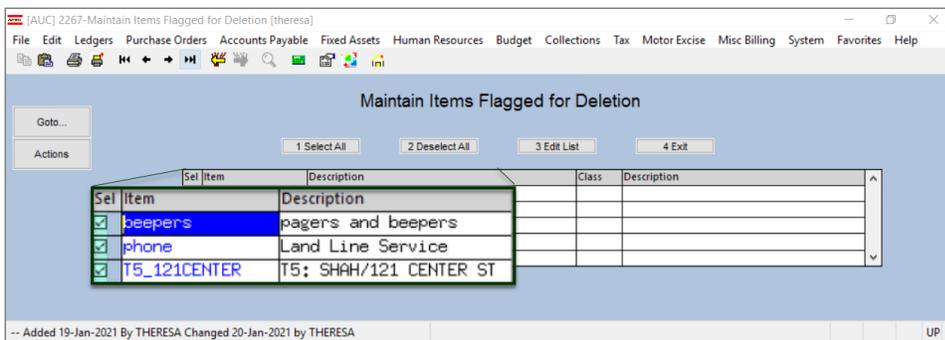
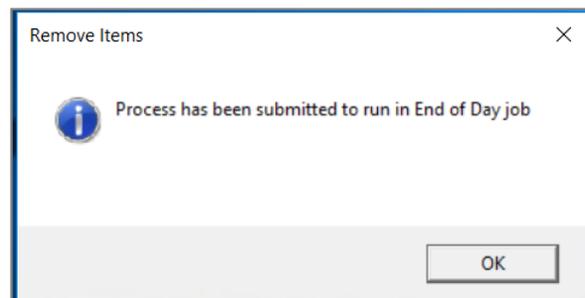


Figure 10 Report of Items flagged that will not be deleted due to activity using the code

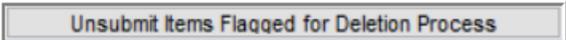
The next step  will become available. Select and deselect items as desired using the “Sel” checkboxes on this screen; when finished, click on **[4 Exit]** to return to the step menu.



Next, click on the  step. The first three steps on the menu will be grayed out and unavailable; a message will popup with a notification that the Process has been submitted to run in the End of Day job:



The overnight process will remove the items.

The Unsubmit Items Flaqqed for Deletion Process (the last step) will be the only available step. If any items should not be deleted, click on the  to restart the process.

5.5.1 Confirm Results

Check the following workday to confirm the items were removed.

[ADM-AUC-AP-1062]



6 BIDS [ENHANCEMENT]

ADMINS added a retainage field in the **AUC BID** module during Bid entry. When entering the vendor responses, the retainage % field can be entered at that time as well. When a new purchase order (PO) is created from a Bid or a line is added to a PO from a Bid, if that Bid line has retainage set – the retainage % will be brought into the PO. Set up is required in the Bid Type table and the Bid Entry screen as shown in sections 6.1 and 6.2.

This will minimize the opportunity for errors during purchase order entry.

6.1 Bid Type Table

Added an option on the screen “Enter Retainage on Bid Yes No”. Set to Yes to enter retainage on that Bid Type.

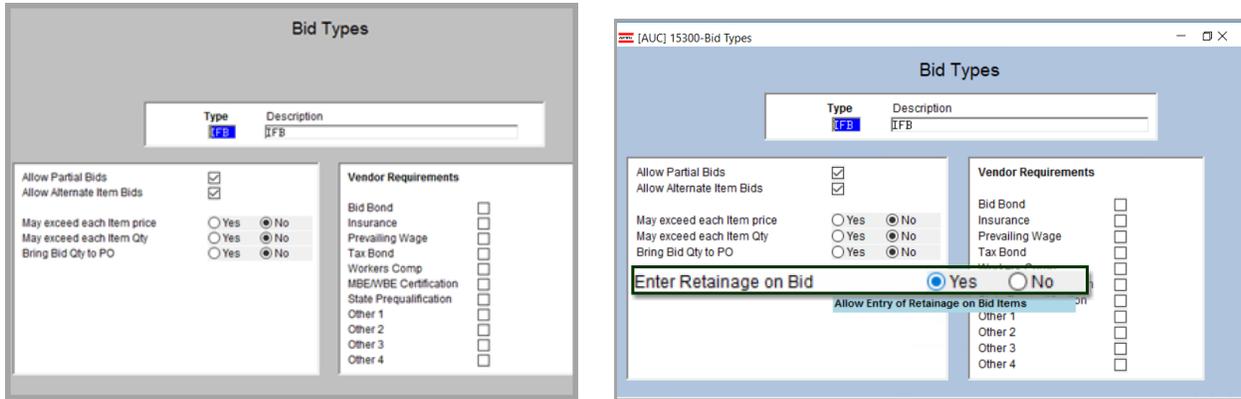


Figure 11 Before and After- the Bid Type Table with new Radio Button set to allow entering retainage on a bid

6.2 Bid Entry

A value may be entered in the Retainage field only if “Enter Retainage on Bid” is set to Yes on the **Bid Type** table. Otherwise, during data entry, the field will be skipped and will not be editable.



6.2.1 Detail Tab

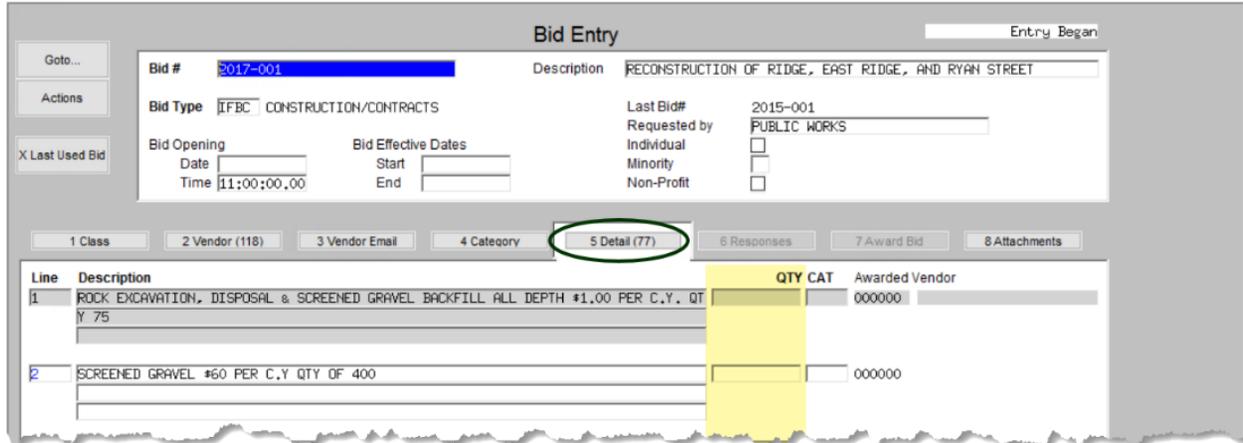


Figure 12 Before – no retainage % field on Bid Entry Detail tab

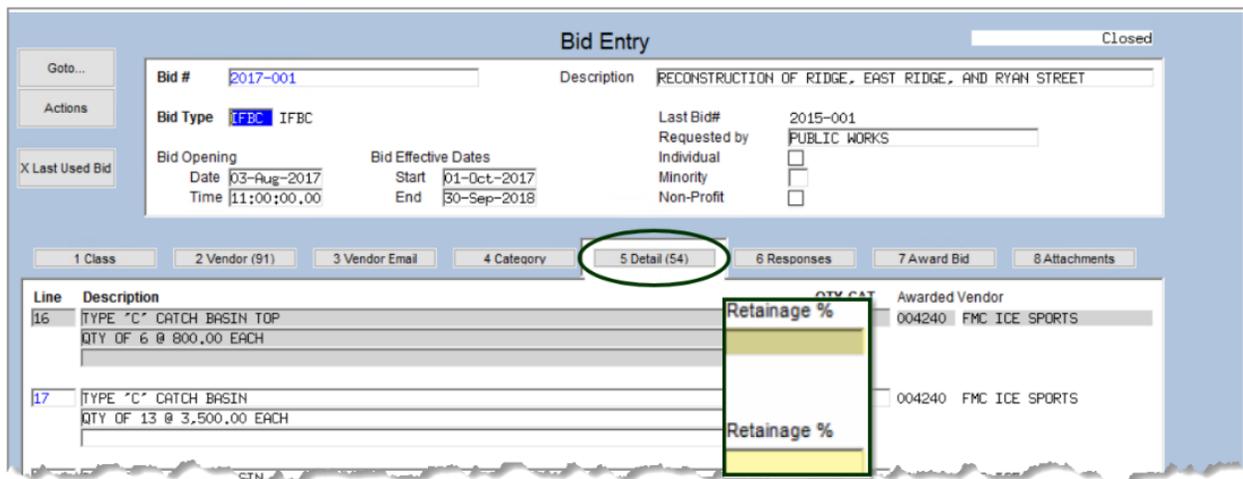


Figure 13 After–Bid Entry Detail Tab has an editable Retainage % field

6.2.2 Award Bid Tab

If a Bid was set up with retainage amounts, the amounts will be shown on a column in the Awarded Bid tab of the Enter Award Vendors screen.

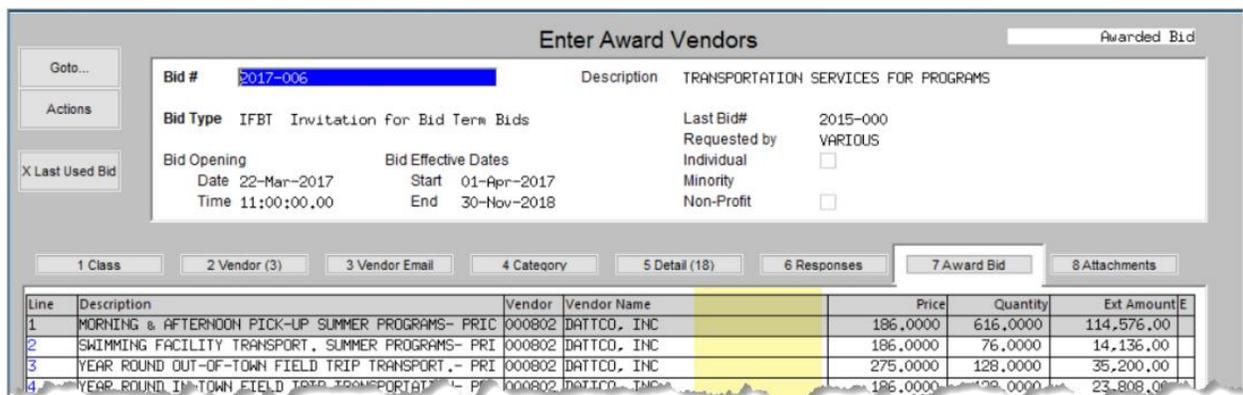


Figure 14 Before–no retainage % column on the [7 Awarded Bid] tab



If the retainage % changes after the bid has been awarded, enter the new Retain% on this screen and click the **[Y Update Award Bid]** button to update the bid and allow the new retain% to be used on a PO.

NOTE: if PO using this Bid has already been created and the retainage changes, do a change order to the PO to update the retainage on the PO. Updating the awarded bid will not automatically update existing Purchase Orders. Use the **[7 Award Bid]** tab of the Bid Entry screen to add retainage to lines once the bid has been awarded.

Awarded Bid

Enter Award Vendors

Bid # 2020-012 **Description** PRINTING OF CITY LETTERHEAD, BUSINESS CARDS & ENVELOPES

Bid Type IFBT IFBT **Last Bid#** 2018-006

Bid Opening **Bid Effective Dates** **Requested by** VARIOUS DEPARTMENTS

Date 27-Jul-2020 **Start** 01-Aug-2020 **Individual**

Time 11:00:00.00 **End** 31-Jul-2022 **Minority**

Non-Profit

1 Class 2 Vendor (25) 3 Vendor Email 4 Category 5 Detail (22) 6 Responses **7 Award Bid** 8 Attachment (1)

Line	Description	Vendor	Vendor Name	Retain%	Price	Quantity	Ext Amount
1	LETTERHEAD; BLACK INK, 8,5x11 STRATH, WRITING	000287	SAX ARTS & CRAFTS	5.00	46,0000	65,0000	2,990,00
2	BLANK STATIONARY FOR MAYOR'S OFFICE, 8,5x11, S	000287	SAX ARTS & CRAFTS	5.00	38,5000	5,0000	192,50
3	LETTERHEAD; COLOR INK, 8,5x11 STRATH, WRITING W	000287	SAX ARTS & CRAFTS	5.00	46,0000	30,0000	1,380,00
4	LETTERHEAD; MAYOR'S OFFICE 8,5x11, ASTROPARCHE	000287	SAX ARTS & CRAFTS	5.00	52,2500	10,0000	522,50
5	BUSINESS CARDS; BLACK INK 80# WHITE COVER STOC	000287	SAX ARTS & CRAFTS	5.00	22,0000	40,0000	880,00
6	BUSINESS CARDS; COLOR INK 80# WHITE COVER STOC	000287	SAX ARTS & CRAFTS	5.00	22,0000	5,0000	110,00
7	DOUBLE SIDED BUSINESS CARDS WITH BLACK INK, 80	000287	SAX ARTS & CRAFTS	5.00	28,0000	5,0000	140,00
8	DOUBLE SIDED BUSINESS CARDS WITH COLOR INK, 80	000287	SAX ARTS & CRAFTS	5.00	28,0000	5,0000	140,00
9	REC. BUSINESS CARDS; BLACK INK 80# RECYCLED CO	000287	SAX ARTS & CRAFTS	5.00	22,5000	10,0000	225,00
10	REC. BUSINESS CARDS; COLOR INK 80# RECYCLED CO	000287	SAX ARTS & CRAFTS	5.00	22,5000	5,0000	112,50
11	REC. DBL SIDED BUSINESS CARDS WITH BLACK INK,	000287	SAX ARTS & CRAFTS	5.00	28,0000	5,0000	140,00
12	REC. DBL SIDED BUSINESS CARDS WITH COLOR INK,	000287	SAX ARTS & CRAFTS	5.00	28,0000	5,0000	140,00
13	R.O.V.; #9 CUSTOM RETURN BUS. ENVLPE W/ BLACK					0000	197,50
14	TAX COLLECTOR; #9 CUSTOM RTN BUS. ENVLPE W/ B					0000	900,00
15	HEALTH DEPT; #10 REG ENVELOPE W/ BLACK INK, ST					0000	395,00
16	#10 REG. ENVELOPE; BLACK INK 24# WHITE MOVE, S					0000	3,555,00
17	#10 REG. ENVELOPE; COLOR INK 24# WHITE MOVE, S					0000	1,777,50
18	#10 REG. ENVELOPE; COLOR INK 24# STRATH, BOND,					0000	447,50
19	TAX COLLECTOR; #10 REG. ENV. W/ BLACK INK, 24#					0000	193,75

ADD **Y Update Award Bid** **Bid Amount** 18,808,75

Add retainage and then click on [Y Update Award Bid] - future purchase orders will include the retainage %

Figure 15 After—retainage % column on the [7 Awarded Bid] tab

6.3 Open and Award Bids (Query Screen)

If a Bid was set up with retainage amounts, the amounts will be shown in a column in the **Open and Awarded Bids [1 Summary]** tab.



6.3.1 Summary Tab

Open and Awarded Bids Open

Goto...
Actions
X Excel
V by Vendor

Bid # 2017-001 **Description** RECONSTRUCTION OF REIDGE, EAST RIDGE, AND RYAN STREET

Bid Type IFBC CONSTRUCTION/CONTRACTS **Last Bid#** 2015-001
Requested by PUBLIC WORKS

Bid Opening **Bid Effective Dates** **Individual**
Date 11:00:00,00 **Start** **Minority**
Time 11:00:00,00 **End** **Non-Profit**

1 Summary 2 Detail (77) 8 Attachments 4 Purch Orders 5 Vouchers

Line	Description	Vendor	Qty	Price	Ext Amt	Purchase Qty	Purchase Amt
1	ROCK EXCAVATION, DISPOSAL &						
2	SCREENED GRAVEL						
3	TEST PITS						
4	EXCAVATION/SURFACE IMPROVEMENT						
5	TEMPORARY PAVEMENT REPAIR						
6	1-1/2 INCH TEMPORARY PAVEMENT						
7	TEMPORARY PAVEMENT REPAIR						

Figure 16 Before – Open and Awarded Bids [1 Summary] tab has no Retainage % column

Open and Awarded Bids Closed

Goto...
Actions
X Excel
V by Vendor

Bid # 2017-001 **Description** RECONSTRUCTION OF RIDGE, EAST RIDGE, AND RYAN STREET

Bid Type IFBC IFBC **Last Bid#** 2015-001
Requested by PUBLIC WORKS

Bid Opening **Bid Effective Dates** **Individual**
Date 03-Aug-2017 **Start** 01-Oct-2017 **Minority**
Time 11:00:00,00 **End** 30-Sep-2018 **Non-Profit**

1 Summary 2 Detail (77) 8 Attachments 4 Purch Orders 5 Vouchers

Line	Description	Vendor	Retain%	Qty	Price	Ext Amt	Purchase Qty	Purchase Amt
1	CLEARING AND GRUBBING	004240-01			30,000,0000	30,000,00		30,000,00
2	EARTH EXCAVATION	004240-01			151,200,0000	151,200,00		151,200,00
3	CUT BITUMINOUS CONCRETE PAVEMENT	004240-01			2,145,0000	2,145,00		2,145,00
4	TRENCH EXCAVATION (0"- 4" DEEP)	004240-01			400,0000	400,00		400,00
5	ROCK IN TRENCH EXCAVATION (0" - 4" DEEP)	004240-01			40,0000	40,00		40,00
6	TRENCH EXCAVATION (0" - 10" DEEP)	004240-01			300,0000	300,00		300,00
7	ROCK IN TRENCH EXCAVATION (0"-10" DEEP)	004240-01			35,0000	35,00		35,00

Figure 17 After–Open and Awarded Bids [1 Summary] tab has Retainage % column

6.3.2 Detail Tab

If a Bid was set up with retainage amounts, the amounts will be shown in a field in the **Open and Awarded Bids [2 Detail]** tab.

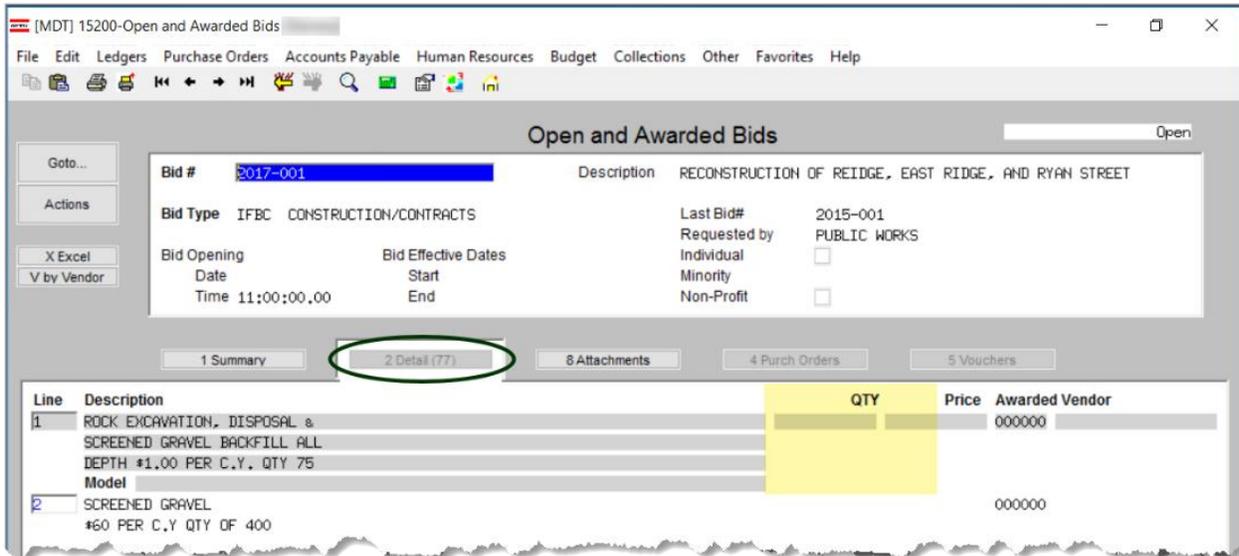


Figure 18 Before – Open and Awarded Bids [2 Detail] tab has no Retainage % field

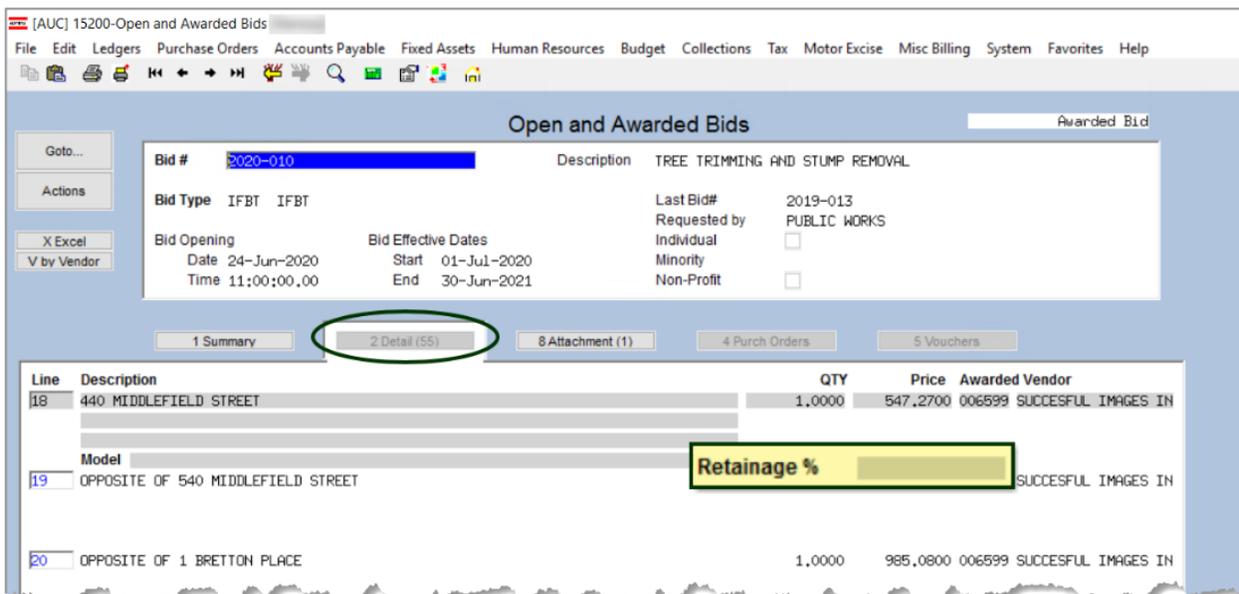


Figure 19 After – Open and Awarded Bids [2 Detail] tab has Retainage % field

6.4 Entering a PO from a Bid with Retainage

The retainage amounts are not retroactive to existing purchase orders – if purchase orders exist that are missing a required retainage amount, do a change order to the purchase orders.

This illustrates creating a new purchase order from a bid that has lines with retainage. This simple example uses five lines from the bid. Lines 1 and 2 are set to retain 5%; line 3 has no retainage set.



[AUC] 15200-Open and Awarded Bids

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Open and Awarded Bids

Goto... Bid # 2020-001 Description PURCHASE OF TRAFFIC SIGN MATERIALS

Actions

X Excel
V by Vendor

Bid Type IFBT IFBT Last Bid# 2017-022
Requested by PUBLIC WORKS

Bid Opening Bid Effective Dates
Date 29-Jan-2020 Start 01-Feb-2020
Time 11:00:00.00 End 31-Jan-2022

Individual
Minority
Non-Profit

1 Summary 2 Detail (77) 8 Attachment (2) 4 Purch Orders (1) 5 Vouchers

Line	Description	Vendor	Retain%	Qty	Price	Ext Amt	Purchase Qty	Purchase Amt
1	9" X 12" ALUMINUM SIGN BLANKS MINIMUM .080 GAUGE	007683-01	5.00	50,0000	2,5200	126,00		
2	12" X 6" ALUMINUM SIGN BLANKS MINIMUM .080 GAUGE	007683-01	5.00	50,0000	1,8000	90,00		
3	12" X 12" ALUMINUM SIGN BLANKS MINIMUM .080 GAUGE	007683-01		50,0000	3,4000	170,00		
4	12" X 18" ALUMINUM SIGN BLANKS MINIMUM .080 GAUGE	007683-01		200,0000	5,0400	1,008,00		
5	12" X 36" ALUMINUM SIGN BLANKS MINIMUM .080 GAUGE	007683-01		20,0000	10,0800	201,60		
6	18" X 18" ALUMINUM SIGN BLANKS MINIMUM .080 GAUGE	007683-01		50,0000	7,5600	378,00		

Figure 20 Bid 2020-01 has retainage set on lines 1 and 2; no retainage on line 3

PO # 194802

2 Entry (5)

Line Item	Qty	UOM	Item Description	Weight	Other	GL Total	Ext Amount
1	50,0000		9" X 12" ALUMINUM SIGN BLANKS MINIMUM .080 GAUGE			126,00	126,00
2	50,0000		12" X 6" ALUMINUM SIGN BLANKS MINIMUM .080 GAUGE			90,00	90,00
3	50,0000		12" X 12" ALUMINUM SIGN BLANKS MINIMUM .080 GAUGE			170,00	170,00
4	200,0000		12" X 18" ALUMINUM SIGN BLANKS MINIMUM .080 GAUGE			1008,00	1008,00
5	20,0000		12" X 36" ALUMINUM SIGN BLANKS MINIMUM .080 GAUGE			168,00	168,00

6 Add New PO 7 Add Line

Purchase Order Items

3 Items

Line Item	Price	Freight	Other	Ext Amount
1	2,5200			126,00
2	1,8000			90,00
3	3,4000			170,00
4	5,0400			1008,00
5	10,0800			201,60

Entered Amt 1562,00

Figure 21 PO created using bid lines 1, 2, and 3 – lines 1 and 2 have retainage, line 3 does not

In Figure 21, the [2 Entry] tab of the purchase order shows the bid lines used to create the purchase order. The [3 Items] tab on the right side of the screen shows the retainage percentages.



Note: PO line numbers can but do not necessarily correspond to bid line numbers. The Bid Number and Line numbers are shown on the [2 Entry] tab of the Purchase Order Entry screen.

	170,00	170,00
Bid# 2020-001/3	31-Jan-2022	

[ADM-AUC-BID-9]



7 CONTRACTS [ENHANCEMENT]

Contracts can require an insurance certificate, and certificates have expiration dates. The Insurance Cert checkbox is set, and the expiration date is supplied during Contract Entry.

Contract Entry

Dept Code
Award Date
Effective
Ending Date
Overspend%
Insurance Cert Expires 28-Feb-2021

7.1 Report of Expiring Insurance Certificates

[AUC] 14070-Contracts Query - Posted

Contract# 40

Vendor Code 001833 01
ADMINS INC
219 LENOX WARRF
BOSTON
NA 02110-3927

Dept Code FIRE Fire Departme
Award Date 01-Jul-2020
Effective 02-Jul-2020
Ending Date 01-Jul-2025
Insurance Cert Expires 31-Jan-2021

2021	CFY	LTD	CFY	LTD
Value		50000,00		
Encumbered				
Paid				

Line	Item Description	Qty	Qty Bal	Ext Amount	Encumbered	Unencumbered	Retained	Retain to Pay	Paid	Balance
1	this is the first itm			50000,00		50000,00				50000,00

Unencumbered 50000,00 Retain To Pay Balance 50000,00

ADMINS created a new report of “expired or due to expire soon” insurance certificates that may be run on demand. The report is also included in the weekly job that runs on a Sunday or Monday night.

The report will be sent to members of the **CONRPT** email distribution list.

7.1.1 Module Control 14002

Use module control 14002 to set the number of days before the expiration date to use when selecting insurance certificates to list on the report.

Purchase Orders ► Module Maintenance ► #14002

[AUC] 3900-Purchase Order Module Control

Purchase Order Module Control

Seq#	Description	Answer	Buttons
1	GL Fiscal Year	2021	
2	Name of Community	City of ADMINS	
3	End Month and Day of Fiscal Year [JUN30]	JUN30	
8	Used to Validate How Many Years from current FY a user can ad	1	
80	Common Transfer Directory	d:\auc_development\adhome\transfer	
91	Screen Timeout for Posting/Approvals screens	1200	
2000	Vendor Requires Address [Y/N]	N	
3600	[Daily] # Days prior to TODAY to report on New PO Attachments	5	
14000	Generate Contract# via [C]omputer or [M]anual	M	
14001	Default Contract Quantity to [1]	N	
14002	[Contracts] Report ## Days before Insurance Expiration	14	1 Edit

Status: Active



[AUC] 3900-Purchase Order Module Control [theresa]

[Contracts] Report ## Days before Insurance Expiration

Optional: Enter Value (Range: From 0 To 365)

Lookup OK Cancel Clear All

7.1.2 CONRPT Email Distribution List

Add users to the **CONRPT** email distribution list to receive this report each week. The report will only be produced if there are insurance certificates that are expired or due to expire. This report has been added to the WEEKLY process in addition to the report library:

7.1.3 Run Report #14810 from the Purchase Order [7 By Contracts] Library

[AUC] 15910-AP/PO Report Library for Contracts

AP/PO Report Library for Contracts

Report Name	View	Report	Last Run Date
----- Contract's In Progress -----	Sample		
14610-In Progress Contracts - Summary	Sample	Run	17-Jun-2020
14612-In Progress Contracts - Line Detail	Sample	Run	17-Jun-2020
----- Open Contracts -----	Sample		
14622-Open Contracts - Summary	Sample	Run	17-Jun-2020
14620-Open Contracts - Line Detail	Sample	Run	17-Jun-2020
14851-Open Contracts set to Expire between	Sample	Run	
14810-Contracts with Expiring Insurance Certificates			
----- Posted Contracts -----	Sample		
14630-Contracts w/ POs and Vouchers	Sample	Run	
14635-Posted Contracts - Summary	Sample	Run	17-Jun-2020
14636-Posted Contracts - Detail	Sample	Run	17-Jun-2020
14640-Posted Contracts - Summary Age Report	Sample		

Task 14810: Contracts with Expiring Insurance Certificates

Active Contracts with Insurance Certificates
that will expire within XX Days (Module Control 14002)
or have already expired

Sort: Expiration Date Contract# Vendor Name

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Lookup OK Cancel Clear All



TedRE - Contracts_Insurance_Expire_THERESA[2].lis
 File Edit Format Options
 Courier New 9 B I U

14810-CONHISINSEXP.REP Printed: 24-Feb-2021 at 14:30:14 by THERESA Page 1
 City of ADMINS
 Contracts with Expiring Insurance Certificates

Open Contracts with Insurance Certificates expired or will expire on or before 10-Mar-2021

Contract#	Vendor	Effective Date	Contract Ending Date	Insurance Expiration
Insurance Certificates Expired				
10	001833/01 ADMINS INC	02-Jul-2020	01-Jul-2025	31-Jan-2021
Total # Contracts 1				
Insurance Certificates about to Expire				
11	024220/01 ADRIAN NAME PLATES	01-Aug-2020	31-Aug-2026	01-Mar-2021
Total # Contracts 1				
Grand Total # Contracts 2				

Selection Legend:
Sorted By: Contract Ending Date

This report shows
 1.) insurance certificates that are expired,
 and
 2.) certificates that are about to expire.

7.1.4 Weekend Job Sends the Report

Example of email from Weekly:

[PLUTO-AUC] Weekly: Open Contracts with Expiring Insurance Certificates

 aucdev@admins.com
To Anthea Dimond

 Contract_Insurance_Expire.xml
10 KB

File Attachment Included

--

Email List: [CONRPT] Contract Reports for Daily/Weekly

** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System **



Contract#	Vendor	Date	Date	End-Date
10	001833/01 ADMINS INC	7/2/2020	7/1/2025	1/31/2021
	Total # Contract 1			
11	024220/01 ADRIAN NAME PLATES	8/1/2020	8/1/2026	3/1/2021
	Total # Contract 1			
	Grand Total # Contract 2			

7.1.5 Enter a New Expiration Date via Change Order

Once the vendor supplies an up-to-date insurance certificate set the new expiration date via a Contract Change order. Remember to enter a change reason.

[MDF-SUP-SAPLAUC-1072]

8 QUERIES [Enhancement]

Purchase Orders ▶ Queries

2 PO#	3 DeptCode	4 PODate	5 EntryUser	6 Vendor Name	Year	DelivAdd	InvAddr	Posted	InPrg	Chgs	Status	PO Balance
194567	TECHNOLOGY	31-Aug-2020		GENERATION GENIUS	2021	6	14	1			Open	796.00
194566	MIDDLE	31-Aug-2020		AMAZON CAPITAL SERVICES	2021	12	14	1			Open	319.92

Figure 22 View All Purchase Orders Query Screen – Select the Purchase Order using the [1 Select] button

8.1 Status History Tab Shows Additional Information

If a voided check / voucher cancellation re-opens a Purchase Order– the system stamps a note on the [5 Status History] tab of the Purchase Order Query screen to explain why the PO was re-opened. The note will include that the PO was re-opened, the check number that was voided, and a note that the voucher was cancelled.

Select PO ▶ Click On [5 Status History]



PO # 194567

Vendor Code 027876 01
GENERATION GENIUS
14622 VENTURA BLVD #2026
SHERMAN OAKS
CA 91403-0000

Dept Code TECHNOLOGY TECHNOLOGY
PO Date 31-Aug-2020 FY 2021
Type Code R Regular

Ship To Attn D Conroy
Ship Date

Deliver To 6 BELLINGHAM HIGH SCHOOL
Invoice To 14 BELLINGHAM BUSINESS OFF

1 Delivery Notes
D Conroy to order per Carolyn,
once PO# is transfer \$ from
assigned COVID funds

5 Status History

Change Date	Time	User	Status	Notes
26-Jan-2021	12:16:27.15	THERESA	Open	Re-Open PO, Void Ck 0361533, Cancel Vouc
03-Sep-2020	09:34:33.76	DDUBOIS	Open	
02-Sep-2020	15:59:25.06	JREBELD	Ready For Posting	
02-Sep-2020	15:55:12.87	MGAROFAND	Needs Department Head Appr	
02-Sep-2020	14:54:03.41	JREBELD	Needs Supervisor Approval	
31-Aug-2020	19:03:41.40	DCONROY	Needs Budget Override	
31-Aug-2020	19:03:35.81	DCONROY	Ready For Release	
31-Aug-2020	18:59:37.85	DCONROY	Entry Began	

Encumbered 795.00
Retained

Liquidated
Liquidated

Relieved
Relieved

Paid
Paid

Balance 795.00

Figure 23 Status History tab with informative notes when a check is voided and the voucher is cancelled

Select the [6 Vouchers] tab for more information.

PO # 194567

Vendor Code 027876 01
Via Email

Dept Code TECHNOLOGY TECHNOLOGY
PO Date 31-Aug-2020 FY 2021
Type Code R Regular

Ship To Attn
Ship Date

Deliver To 6
Invoice To 14

1 Delivery Notes
to order per
once PO# is transfer \$ from
assigned COVID funds

6 Vouchers (1)

Line	UserBatch	Voucher#	Qty	Item Description	Invoice#	Vendor Paid	Check#	Check Date	Status	Ext Amount
1	16565	468145	P	BMS School License	GG0044814				Closed	795.00

PO Balance w/- WIP 795.00
Pay WIP Paid Total

Encumbered 795.00
Retained

Liquidated
Liquidated

Relieved
Relieved

Paid
Paid

Balance 795.00

Figure 24 The [6 Vouchers] tab provides more information about the voucher and invoice number

[ADM-AUC-PO-545]

8.2 Quantity Balance on Purchase Orders

ADMINS added a Quantity Balance field on the [3 Items] tab of the PO Query screen that shows the Quantity

2 Details (1) 3 Items 4 GL Details 5 Status History 6 Vouchers (1) 7 Changes 8 Attachment (1) Expected Amt 5090.00

Line Item	Item Description	Qty	UOM FA	Price	Freight	Other	Ext Amount
1	testing 123	100.0000		45.9000		500.00	5090.00

Requestion# Contract # (MDT)

Retain % Retain Amt

Balance is for **posted Vouchers only**. Any in-progress vouchers will not be reflected.

Figure 25 Before – the Items tab of the PO Query screen



PO # 194791

Vendor Code 001833 01
ADMINS INC
219 LEWIS WHARF
BOSTON
MA 02110-3927

Dept Code FIRE Fire Department
PO Date 11-Feb-2021 FY 2021
Type Code R Regular

Line Item	Item Description	Qty	QtyBalance	Price	Freight	Other	Ext Amount
1	testing new error message	5000.000	4785.850	45.9000			229500.00

Encumbered Retained 229500.00
Liquidated Liquidated

Figure 26 After - PO Query screen [3 Items] tab with remaining Qty Balance field

PO # 194791

Vendor Code 001833 01
ADMINS INC
219 LEWIS WHARF
BOSTON
MA 02110-3927

Dept Code FIRE Fire Department
PO Date 11-Feb-2021 FY 2021
Type Code R Regular

Line	UserBatch	Voucher#	VLN	Item Description	Invoice#	Vendor Paid	Check#	Check Date	Status	Ext Amount
1	16643	469659	1	TESTING new error message	TEST ADM A				Ready For Post.	589.82
1	16631	469629	1	testing new error message	TEST				Cash Disburse	47.45
1	16634	469633	1	testing new error message	ADFADFQADF				Cash Disburse	-4590.00

PO Balance w/ WIP 219090.69 Pay WIP 589.82 Paid -4542.55 Total -3952.73

Encumbered Retained 229500.00
Liquidated Liquidated
Relieved Relieved 9629.49 Paid Paid -4542.55 Balance 219670.51

Use the [Excel] button on the vouchers tab to see in progress quantity expenditures and see the balance.

Credit quantities will now show as negative on the Excel® spreadsheet

PO_Vouchers_THERESA[3].xml - Excel

Line	Qty	Price	PO Running Balance
1	314.15	45.90	215,080.51
3	-100.00	-45.90	219,670.51
4	12.85	45.90	219,080.69

Figure 27 In progress vouchers

[ADM-AUC-PO-557]

9 REPORTS – #1050 Transaction Report – Po Transactions [Fix]

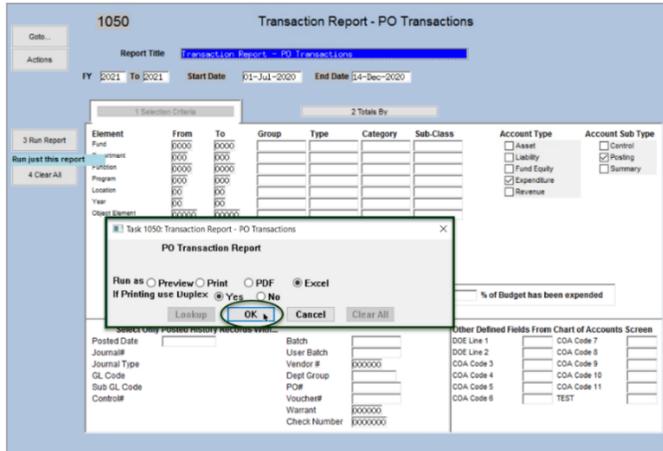
Ledger Transaction History Reports

Report Name	View	Report
1630-Transaction Detail Report w/Notes	Sample	Run
1632-Transaction Detail Report w/Vendor	Sample	Run
1639-Transaction Detail Report w/Notes & Vendor	Sample	Run
1629-Transaction Detail - Debits/Credits Only	Sample	Run
1631-Transaction Detail - Debit/Credit - No Approp Roll Txns	Sample	Run
1626-Transaction Detail - Debits/Credits (w/ Check#)	Sample	Run
1633-Transaction Detail Report - InterFund Transfers	Sample	Run
1634-Transaction Detail w/ Running Balances	Sample	Run
1635-Transaction History (Summary)	Sample	Run
1667-Transaction Summary (No Approp Roll Fud)	Sample	Run
1669-Transaction Details of Summary Posting - Date Range	Sample	Run
1659-Transactions Current vs Prior For Date Range	Sample	Run
1050-Transaction Report - PO Transactions	Sample	Run

Prior to the software update, this report was missing PO transactions done by liquidating a voucher via voucher type "L" – liquidate remaining balance of PO. (Transaction type = PO10).

ADMINS corrected this and the report now includes all Purchase Order Transaction types.

Ledgers ▶ Reports ▶ Transaction History ▶ #1050 Transaction Report – PO Transaction



Code	Description
AP01	Disbursement Posting
AP02	Voucher Posting
AP03	Voucher Change Order (reverse)
AP04	Voucher Change Order (new)
AP05	Voucher Liquidation
AP06	Void Check Transaction
AP07	Credit Card Payments
PO01	Purchase Order Original Encumbrance
PO02	Encumbrance Relief
PO03	PO Change Order (reverse)
PO04	PO Change Order (new)
PO05	PO Liquidation
PO06	Opened via Voucher Liquidation
PO08	PO Liquidation from Roll Over
PO09	PO Roll Over to New FY
PO10	PO Liquidation via Final Pay on Voucher
PO11	Open via Voucher Liquidation w/ Liquidate

Figure 28 This report is run from the Ledgers menu

Trans Date	Code	GLPost#	User	Batch	Ref#	Line	GLLn	Posted On	Rollover Amount	Encumbrance	Enc. Change	Enc. Relief	Enc. Liquidation	Balance	Payments	Vendor
16-Oct-2020	AP02	8882369	16594	468886	1	1	19-Oct-2020								8.89	027483-AMAZON CAPIT
16-Oct-2020	AP02	8882369	16594	468886	2	1	19-Oct-2020								93.99	027483-AMAZON CAPIT
16-Oct-2020	PO02	8882369	16594	194715	1	1	19-Oct-2020					(8.89)				027483-AMAZON CAPIT
16-Oct-2020	PO02	8882369	16594	194715	2	1	19-Oct-2020					(93.99)				027483-AMAZON CAPIT
16-Oct-2020	PO10	8882369	16594	194715	601	1	19-Oct-2020						(8.89)			027483-AMAZON CAPIT
23-Sep-2020	AP02	8882339	16582	468607	1	1	25-Sep-2020								93.99	027483-AMAZON CAPIT
23-Sep-2020	AP02	8882339	16582	468607	1	1	25-Sep-2020								434.85	027483-AMAZON CAPIT
23-Sep-2020	PO01	8882346	8882346	194759	1	1	25-Sep-2020		1,571.00							029683-I.D.SIGN GRC
23-Sep-2020	PO01	8882346	8882346	194759	2	1	25-Sep-2020		785.00							029683-I.D.SIGN GRC
23-Sep-2020	PO02	8882339	16582	194697	1	1	25-Sep-2020					(93.99)				027483-AMAZON CAPIT
23-Sep-2020	PO02	8882339	16582	194701	1	1	25-Sep-2020					(449.85)				027483-AMAZON CAPIT
21-Sep-2020	PO05	8882270	8882270	194720	1	1	25-Sep-2020						(118.00)			027483-AMAZON CAPIT

Figure 29 Transaction Report – PO Transactions run as Print/Preview/PDF®

Trans Date	Code	GLPost#	Ref#	Line	GLLn	Posted On	Rollover Amount	Encumbrance	Enc. Change	Enc. Relief	Enc. Liquidation	Balance	Payments	Vendor
08-Jan-2021	AP02	8882470	469132	2	2	08-Jan-2021	0.00	0.00	0.00	0.00	0.00	0.00	97.21	000580-SCOREBOARD EN
08-Jan-2021	AP06	8882472	469132	2	1	02-Feb-2021	0.00	0.00	0.00	0.00	0.00	0.00	-97.21	000580-SCOREBOARD EN
08-Jan-2021	PO02	8882470	194750	2	1	08-Jan-2021	0.00	0.00	0.00	-97.21	0.00	0.00	0.00	000580-SCOREBOARD EN
08-Jan-2021	PO06	8882472	194750	2	1	02-Feb-2021	0.00	0.00	0.00	0.00	97.21	0.00	0.00	000580-SCOREBOARD EN
08-Jan-2021	PO10	8882470	194750	601	1	08-Jan-2021	0.00	0.00	0.00	0.00	-0.98	0.00	0.00	000580-SCOREBOARD EN
08-Jan-2021	PO11	8882472	194750	2	2	02-Feb-2021	0.00	0.00	0.00	0.00	0.98	0.00	0.00	000580-SCOREBOARD EN
****Total****							0.00	0.00	0.00	-8,391.49	2,991.49	-5,400.00	-15,500.17	

Figure 30 Transaction Report – PO Transactions run as Excel®

[ADM-AUC-GL-8407]

9.1 #3623 Posted POs Detail [Enhancement]

Sites sometimes receive requests for information under the Freedom of Information Act (FOIA). To satisfy the FOIA requests, ADMINS added columns R-W to the report.



PO#	PO Date	Vendor Name	Item Description	Original Amount	Retained Balance	Requisition#	Orig Qty	Bal Qty	Vendor Address	Vendor City	St	Zip Code	Contact
804	193595 01-Jul-2020	BARNES & NOBLE INC.	ISBN: 9781550744255	19.08	0.00	0.00 193595	3.00	0.00	PO BOX 951610	DALLAS	TX	75395-1610	
805	193595 01-Jul-2020	BARNES & NOBLE INC.	ISBN: 9781912920013	63.96	0.00	0.00 193595	4.00	0.00	PO BOX 951610	DALLAS	TX	75395-1610	
806	193595 01-Jul-2020	BARNES & NOBLE INC.	ISBN: 9781433823336	25.52	0.00	0.00 193595	2.00	0.00	PO BOX 951610	DALLAS	TX	75395-1610	
807	193595 01-Jul-2020	BARNES & NOBLE INC.	ISBN: 9781433823336	0.00	0.00	0.00 193595	2.00	0.00	PO BOX 951610	DALLAS	TX	75395-1610	
808				108.56	0.00	0.00							
824	193829 13-Jul-2020	BERRY INSURANCE AGY INC	ATHLETIC INSURANCE school ye	15,410.00	0.00	0.00 193829	0.00	0.00	31 HAYWARD STREET	FRANKLIN	MA	02038-0000	N/A
826													
827	193725 07-Jul-2020	BEST BUY BUSINESS ADVAN	Insignia fixed TV wa							DALLAS	TX	75373-1247	N/A
828	193725 07-Jul-2020	BEST BUY BUSINESS ADVAN	Insignia 32" TV							DALLAS	TX	75373-1247	N/A
829													
830													
831	194285 27-Jul-2020	BEST BUY BUSINESS ADVAN	TCL-55" Class LED							DALLAS	TX	75373-1247	N/A
832													
833													
834	194443 21-Aug-2020	BEST BUY BUSINESS ADVAN	TCL-55" Class LED							DALLAS	TX	75373-1247	N/A
835													
836													
837	194643 08-Sep-2020	BEST BUY BUSINESS ADVAN	70" Class H65 Serie							DALLAS	TX	75373-1247	N/A
838													
839													
840	193716 06-Jul-2020	BEST BUY GOV/ED LLC	TV bracket	199.99	0.00	0.00 193716	1.00	0.00	PO BOX 5232	CAROL STREAM	IL	60197-5232	
841				199.99	0.00	0.00							
842													

Figure 31 PO Details report with Vendor Address, City, State, Zip & Contac in columns R – W

[ADM-AUC-PO-558]

10 EMAIL DISTRIBUTION LISTS [ENHANCEMENT]

The email distribution lists described below are provided for use in the Purchasing module. To add, remove, and view users on the lists, go to:

Purchase Orders ▶ Module Maintenance ▶ Email Distribution Lists

Table 2 Purchase Order Distribution Lists

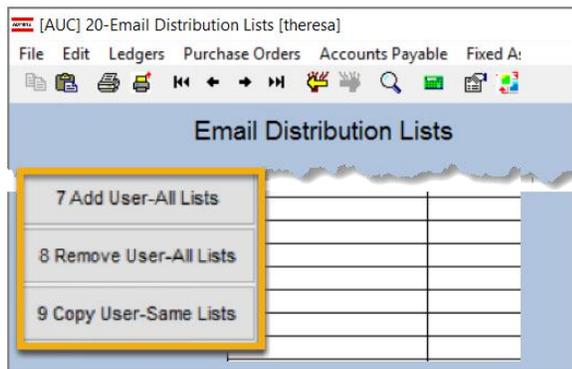
List Name	Description	How used	
ERROR_PO	Check PO Form Maintenance Table	Daily	There is an error or omission on the Purchase Order form table
CHKOVRBUD	Recheck Budget Override	Daily	Purchase orders that needed override are re-checked. If there is now money available, it will move the PO from Budget override to the next approval level.
CONRPT	Contract Reports for Daily/Weekly	Weekly	Provides notices regarding insurance certificate expiration dates.
POINPRO	In-Progress POs	Weekly	List of in progress purchase orders
POLIQUID	Request Cancellation of PO	As needed	A user initiated a request for liquidation. (Mostly used at year end to cancel POs that will not be used.)
PONEWATT	Attachments added to Open POs < # days	As needed	Purchase Order attachments were added to open purchase orders after a stated number of days
POOLDCHG	PO Change Order > 4 days	Weekly	Purchase Order change orders have been in entry began for more than four days
POROLBST	PO Rollover Form Attachments	Annually	Purchase Orders that were rolled over are now available as attachments
POROLOVR	Year End PO Rollovers	Annually	The Purchase Order rollover process was run
BROKENATT	Broken Attachments List	Weekly	Some attachment files are missing. If user-supplied attachments are missing it is usually due to an invalid location being used when the attachments are made. The site system administrator should provide guidance to the users. System generated attachments (check copies, tax forms) reported as missing should be reviewed by ADMINS



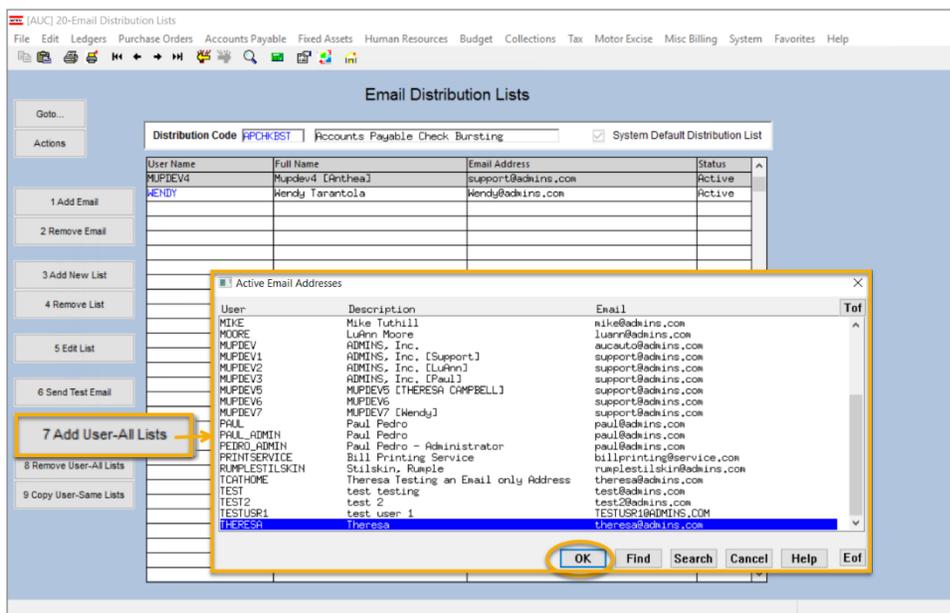
List Name	Description	How used	
CHKOVRBUD	Recheck Budget Override	Daily	Purchase orders or Accounts Payable vouchers that needed override are re-checked. If there is now money available, it will move the PO/Voucher from Budget override to the next approval level.
SWDONE	Software Update Complete	Quarterly	The software update is completed on each site.
SYUPDTRAIN	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed

10.1 New Buttons

ADMINS added three new buttons to the screen to help manage the lists and added a “System Default” column to the edit list.



10.1.1 Add User – All Lists



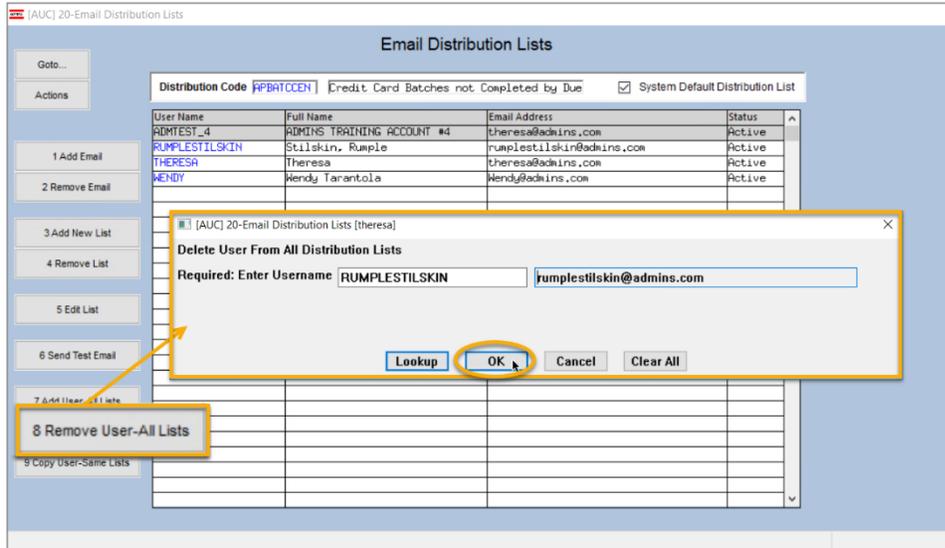
A user may need to receive all emails issued from the system; typically, this would be a “Super User” or a local system administrator.

To add the user at once to all existing email lists, click the **[Add User-All Lists]** button. Select the user from the pick list.

This feature does not offer the **[Add New Email Address]** option.



10.1.2 Remove a Name from All Email Lists



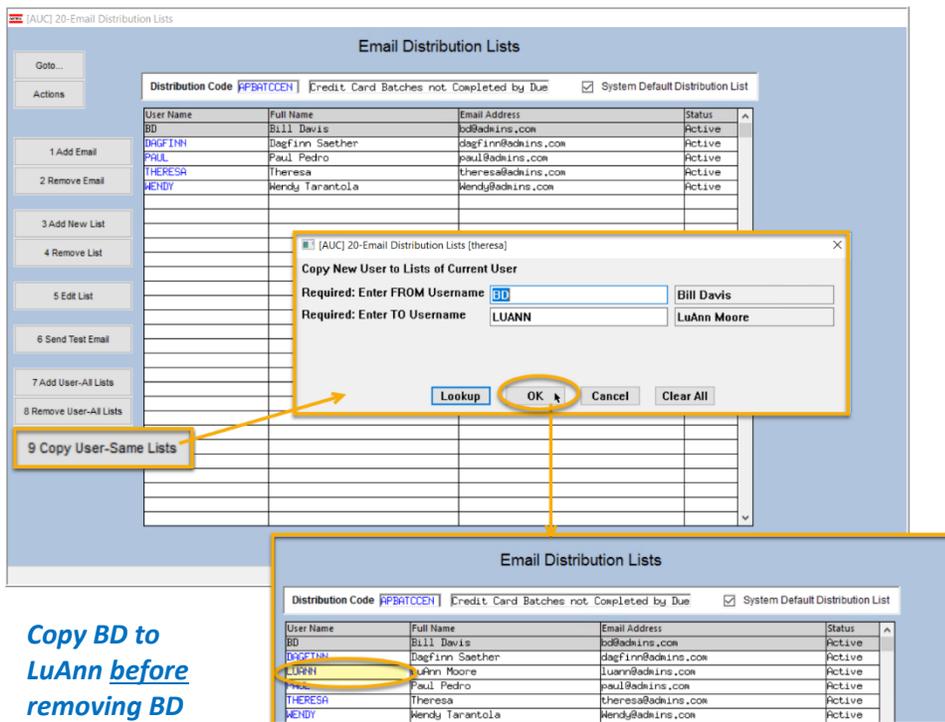
To remove a user from all email distribution lists (for example, due to termination of employment), click on

[8 Remove User-All Lists]

[8_Remove User All Lists].

This will remove the username from the email distribution lists only; it will not remove or inactivate the user's AUC credentials.

10.1.3 Copy a User to the Same Lists as an Existing User



If a user, **LuAnn**, is replacing another user, **BD**, the new user **LuAnn** may be added to all the lists on which **BD** is currently included. Click

[9 Copy User-Same Lists]

[9 Copy User-Same Lists].

The existing user is the **FROM** username and the new user is the **TO** username.

This feature may also be used to add new hires to all lists for a given department.

Copy BD to LuAnn before removing BD from all lists.

[ADM-AUC-SY-8176]

[ADM-AUC-SY-8181]



11 HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library.

11.1 New or Updated Documents

- | | | |
|-------------------|----------------------------------|-----------|
| • CONTRACTS/BIDS | PO–510 Contracts | [Updated] |
| | PO–520 Bid Entry | [Updated] |
| • COMMODITY ITEMS | PO–610 Adding Commodity Items | [Updated] |
| • SYSTEM | SY–150 Email Distribution Lists | [Updated] |
| | SY–170 System Administration Kit | [Updated] |