



PURCHASE ORDERS

RELEASE NOTES – MARCH 2022

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

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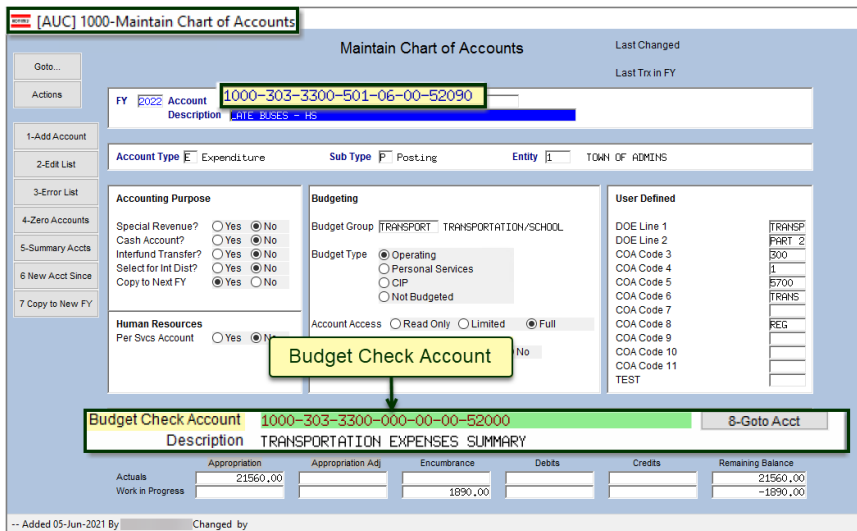
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1 CHECKING BUDGET DURING PURCHASE ORDER PROCESSING

The system checks available balances to verify funding of a line item. There is an option in the General Ledger Chart of Accounts screen to specify a [summary “roll up” account as a budget check account](#) for each expenditure account. See Help Reference Library [GL–230 Summary Accounts](#).

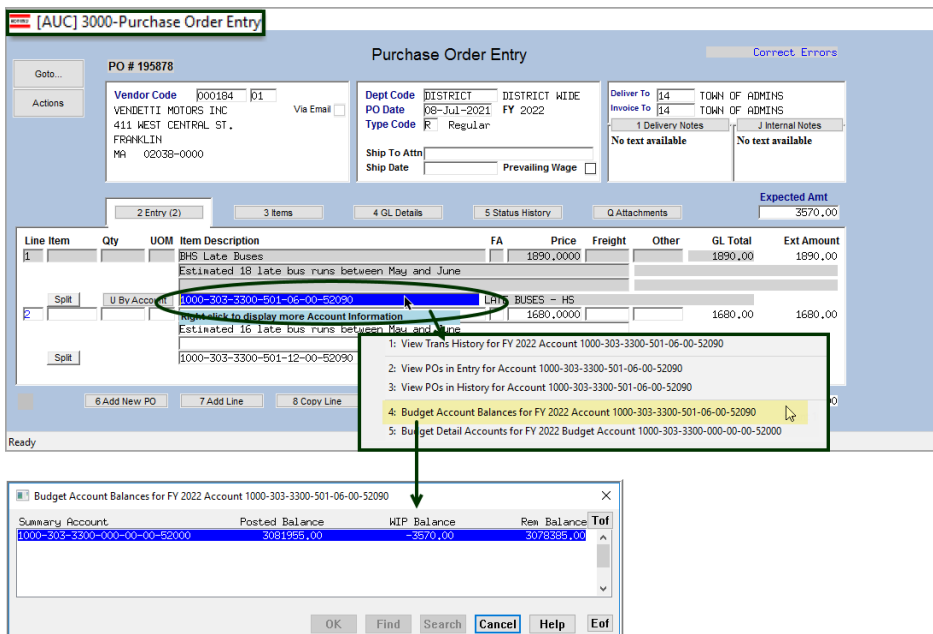
1.1 Account Using a Budget Check Account



This account uses a **summary account**. Budget check accounts are highlighted in **green** at the bottom of the chart of accounts screen.

Figure 1 An account that uses a Budget Check Account

1.1.1 PO Expenditure Line Using a Summary Budget Check Account



When entering a purchase order, right click on the account number to see the budget for the account.

When this PO is checked, the system will check the [budget check account](#) as shown in Figure 2.

Figure 2 PO with an expenditure account line that uses a Budget Check Account



1.1.2 Account Without a Budget Check Account

Accounts may exist **without** using a roll up or budget check account. The image in **Figure 3** is an example of an account that does not use a budget check account. POs using this account will check only this expenditure account balance on any line of the PO where the account is used.

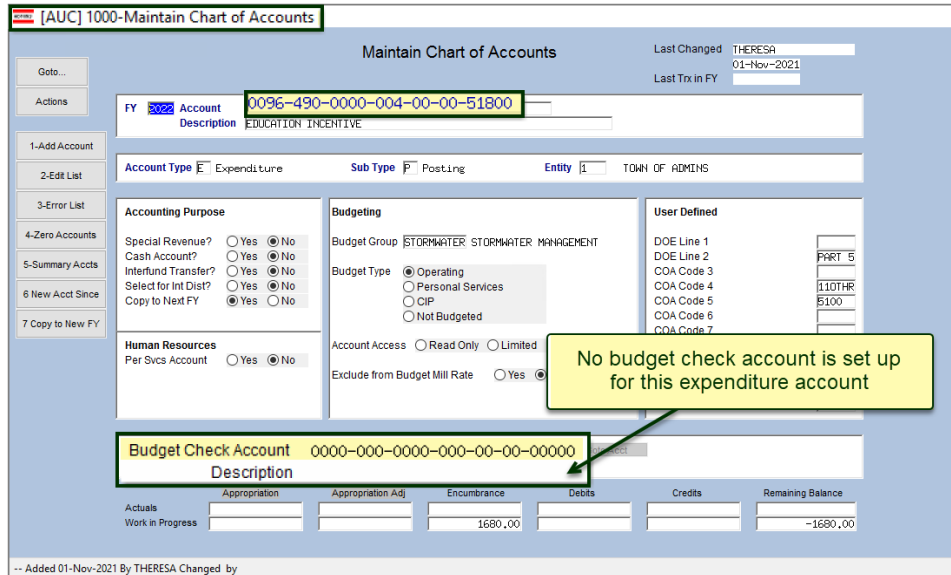
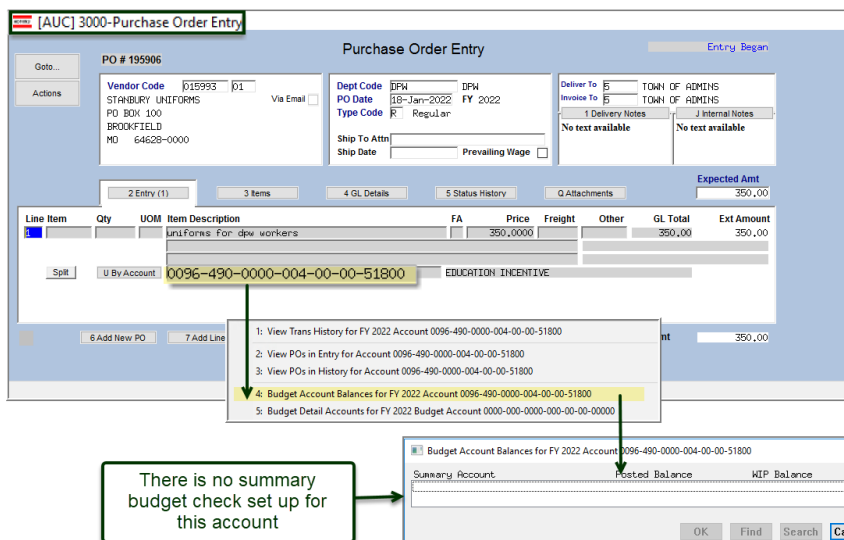


Figure 3 Expense account that does not use a rollup – the balance of this account only will be checked

If there is no budget check account used for the expenditure accounts on the PO, the system will check the individual expenditure account.

1.1.3 PO Expenditure Line Not Using a Summary Budget Check Account



When entering a purchase order, “right click” on the account number to see the options for the lookup for the account.

If there is [no budget check account](#) used for the expenditure account on the PO, the system checks the expenditure account; as shown in Figure 4, there is no summary budget account set up to check.

Figure 4 This account is not set up with a summary budget check account, so no account is listed here

[ADM-AUC-PO-588]



2 CHANGE ORDERS

PO Change orders to a **price** or **quantity** can affect the amount encumbered and available to pay on vouchers.

ADMINS added hovertext to the “Qty” field on the **Change Order Entry** screen. When entering a quantity change, enter the **entire quantity** for that line – **not what remains to be paid**. Start with the original quantity and adjust plus or minus from that figure.

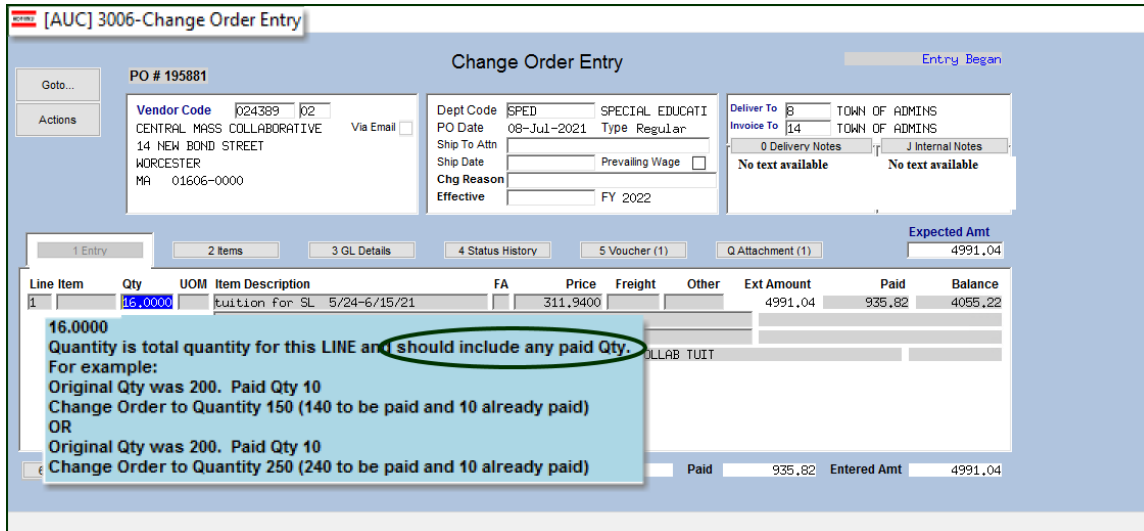


Figure 5 Hovertext gives examples on quantity changes

The process checks that the new Quantity on the change order cannot be less than the amount already paid for on vouchers.

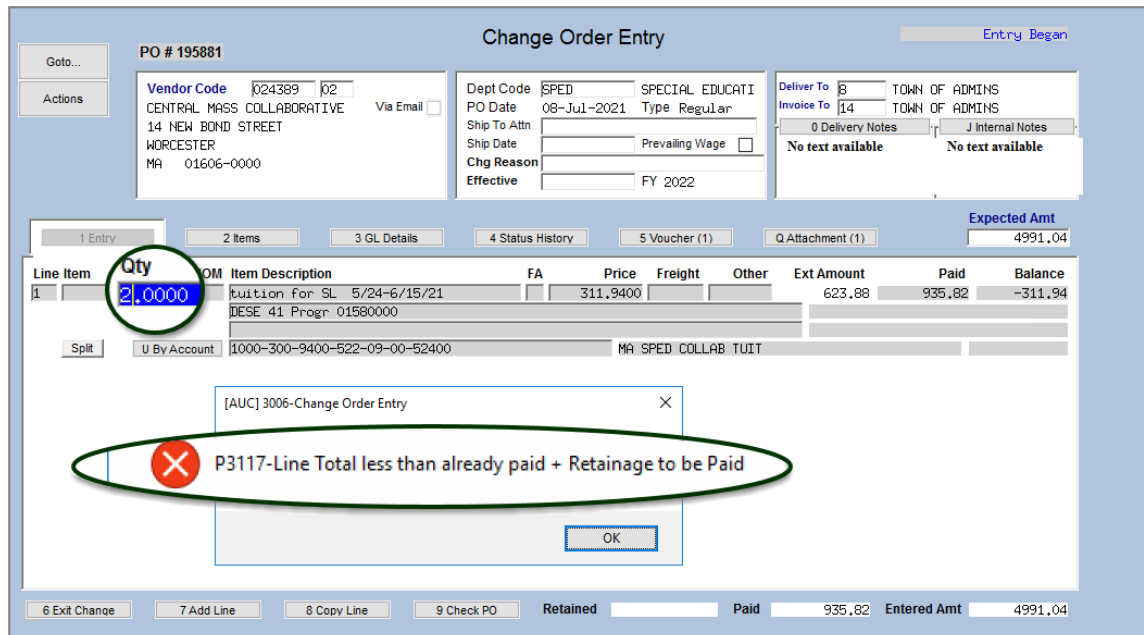


Figure 6 The system traps errors on quantity changes based on what has already been paid



2.1 Excel Report from PO Query Voucher tab

PO # 195907

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

Dept Code FIRE Fire Department
PO Date 25-Jan-2022 FY 2022
Type Code R Regular
Ship To Attn
Ship Date Prevailing Wage

Deliver To 4 TOWN OF ADMINS
Invoice To 4 TOWN OF ADMINS
1 Delivery Notes
No text available
J Internal Notes
No text available

Expected Amt 69338.57

| Line | UserBatch | Voucher# | VLN | Ty | Item Description | Invoice# | Vendor Paid | Check# | Check Date | Status | Ext Amount | |
|--------------------|-----------|----------|-----|----|-----------------------|------------|-------------|----------|------------|-------------|------------|----------|
| 1 | 17033 | 482111 | 1 | P | testing change orders | | | | | Entry Began | 64888.97 | |
| 1 | 17032 | 482106 | 1 | P | testing change orders | TESTING CH | | | | Open | 4449.60 | |
| PO Balance w/- WIP | | | | | | | Pay WIP | 64888.97 | Paid | 4449.60 | Total | 69338.57 |

Encumbered 69338.57
Retained
Liquidated
Relieved 4449.60
Paid 4449.60
Balance 64888.97

ADMINS added a legend on why the Paid and Relieved on PO columns might be different.

| PO# | Line# | UserBatch | Voucher# | V#Line | Voucher-Type | Item Description | VoucherDate | Qty | Price | Freight | Other | Retain | Paid | PO Running Balance | Relieved on PO V |
|--------|-------|-----------|----------|--------|-----------------|-----------------------|-------------|--------|--------|---------|-------|--------|-----------|--------------------|------------------|
| 195907 | 1 | 17032 | 482106 | 1 | Payment Voucher | testing change orders | 1/25/2022 | 8.00 | 556.20 | | | | 4,449.60 | 64,888.97 | 4,449.60 |
| 195907 | 1 | 17033 | 482111 | 1 | Payment Voucher | testing change orders | 1/25/2022 | 152.54 | 425.39 | | | | 64,888.97 | | |
| | | | | | | | | | | | | | 69,338.57 | | 4,449.60 |

Selection Legend:
If Paid and Relieved On PO columns different, the issue most likely would be that the PO has a Qty and the price on the voucher was changed from the PO price

[ADM-AUC-PO-585]

3 Deny a Purchase Order Cancellation Request

The recipient(s) of a liquidation request email can honor the request, ignore the request, or deny the request. To liquidate the PO as requested, follow the instructions in the Help Reference Library [PO-240 PO Liquidations](#). To deny or ignore the cancellation requests, access this screen from the menu via:



PO ► Change Orders ► Deny Purchase Order Cancellation Requests

| 1 PO# | 2 Vendor Name | 3 Dept Code | 4 PO Total | Deny | Ignore | Add | Email Denial | View |
|--------|----------------------------|-------------|------------|-----------------------|----------------------------------|-------|---|-------|
| 195834 | AMAZON CAPITAL SERVICES | MIDDLE | 237.23 | <input type="radio"/> | <input checked="" type="radio"/> | Notes | <input checked="" type="radio"/> Yes <input type="radio"/> No | Lines |
| 195865 | BELLINGHAM EDUC FOUNDATION | CAPINV | 655.06 | <input type="radio"/> | <input checked="" type="radio"/> | Notes | <input checked="" type="radio"/> Yes <input type="radio"/> No | Lines |
| 195881 | CENTRAL MASS COLLABORATIVE | SPED | 4991.04 | <input type="radio"/> | <input checked="" type="radio"/> | Notes | <input checked="" type="radio"/> Yes <input type="radio"/> No | Lines |
| 195902 | ADMINS INC | FIRE | 500.00 | <input type="radio"/> | <input checked="" type="radio"/> | Notes | <input checked="" type="radio"/> Yes <input type="radio"/> No | Lines |

Vendor # 027483 Remit 01 Date 01-Jul-2021 Remaining Balance to Liquidate 237.23
Notes No text available

Figure 7 Screen #3087 Deny Purchase Order Cancellation Requests

1 [1 PO #] – The list is sorted by PO # on entering the screen

Click the 2 [2 Vendor Name], 3 [3 Dept Code], or 4 [4 PO Total] button at the top of the column to sort cancellation requests by that column

5 [5 Process Denials]. This will add a record to the PO status history saying “cancellation request denied” (and send email to original requestor saying it was denied if the email denial was set to Yes – see #9). The PO will remain Open.

6 [6 Edit List] provides a detail report of the currently selected PO – to allow checking the PO before making a decision. Select a PO by clicking on the PO #.

7 Set the radiobutton to “ Deny” the liquidation cancellation request or “ Ignore” and leave the PO Open. This allows more than one user to make decisions regarding liquidation requests. Once denied, the cancellation request will no longer be listed in the screen.

Click the 8 [Notes] button to open a text editor and enter notes to explain why the request was denied. This will be stored on the PO Status history and displayed at the bottom of the screen to be “seen at a glance”.

9 Select Yes in the **Email Denial** column, to send an email to the person requesting the PO cancellation to inform them that the request is denied. Notes entered on this screen will be included in the email. Select No to process the request without sending an email to the requestor.

The 10 [Lines] button will show all lines and accounts on the PO and remaining balances for each line.

| Lin | Qty | ItemDescription | GLL Account | AcctDescription | Amount | RemainBal | Tot |
|-----|--------|----------------------------------|------------------------------|----------------------|--------|-----------|-----|
| 1 | 2,0000 | Curtain Tracks 90 2 1/2 x 2 1/2 | 1 1000-301-0000-000-00-52085 | SCHOOL PRIOR YEAR EX | 147.80 | 147.80 | |
| 2 | 2,0000 | Curtain Tracks 6" Straight Track | 1 1000-301-0000-000-00-52085 | SCHOOL PRIOR YEAR EX | 177.30 | 177.30 | |
| 3 | 2,0000 | Curtain Tracks 2" Straight | 1 1000-301-0000-000-00-52085 | SCHOOL PRIOR YEAR EX | 59.20 | 59.20 | |
| 4 | 2,0000 | Curtains 136" x 90" L BB 14105 | 1 1000-301-0000-000-00-52085 | SCHOOL PRIOR YEAR EX | 445.52 | 445.52 | |

11 This is the remaining balance on the entire PO

12 Any notes entered via the [Notes] button on this screen for the PO will display here to be seen at a glance.



3.1 #3088 Edit List

The edit list will show the detail for the selected purchase order, indicating if it has been selected for denial or ignored, and if the requestor will or will not receive an email that the request was denied.

3.1.1 Ignored; No Action

The edit list will look like this if the PO is set to **Ignore**:

| PO# | PO Date | Vendor | PO Attachments / Vendor Email | | | | |
|--------|-------------|--|---|---------------------------------------|----------|----------|----------|
| 195881 | 08-Jul-2021 | 024389-02 CENTRAL MASS COLLABORATIVE 14 NEW BOND STREET WORCESTER, MA 01606-0000 | ** PO has 1 Attachments | Ignored - No Denial will be processed | | | |
| Line | Qty | Item Description | Account# and Description | Encumbered | Retained | Relieved | Balance |
| 1 | 16.0000 | tuition for SL 5/24-6/15/21 | 1000-300-9400-522-09-00-52400 MA SPED COLLAS TUIT | 4,991.04 | | 935.82 | 4,055.22 |
| | | | *** PO Total *** | 4,991.04 | | 935.82 | 4,055.22 |


3.1.2 Denied; Requestor Emailed

If the PO was selected for **Deny**, and the user who requested the cancellation will be notified that it was denied, the edit list will look like this:

| PO# | PO Date | Vendor | PO Attachments / Vendor Email | | | | |
|--------|-------------|--|---|--|----------|----------|---------|
| 195902 | 30-Jun-2021 | 001833-01 ADMINS INC 215 LEWIS WHARF BOSTON, MA 02110-3927 | ** PO has 1 Attachments | *** Selected for Denial *** Email user who requested cancellation | | | |
| Line | Qty | Item Description | Account# and Description | Encumbered | Retained | Relieved | Balance |
| 1 | | testing liquidating voucher with closed FY | 0100-430-0000-004-00-00-52700 TRASH REMOVAL | 500.00 | | 300.00 | 200.00 |
| | | | *** PO Total *** | 500.00 | | 300.00 | 200.00 |

The requestor will receive an email that looks like this:

Denied Purchase Order Cancellation Request

 anthea@admins.com
To: Anthea Dimond
Cc: Anthea Dimond

From: Anthea Dimond
Department: FIRE

The following Purchase Orders have been Denied Cancellation Request

| PO# | Vendor | Department | PO Date | PO Amount | PO Balance |
|--------|-------------|------------|-------------|-----------|------------|
| 195854 | EI US, LLC. | SPED | 01-Jul-2021 | 234.00 | 234.00 |

Denied Cancellation Request Notes : 18-Jan-2022 13:17:36.01 By ANTHEA
part of a contract with this vendor and must be paid

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

Figure 8 Sample email to requester informing them that the cancellation was denied

3.1.3 Denied; No Email to Requestor

If a PO was set to **Deny** the cancellation request, but the user who requested the cancellation will NOT be notified that the request was denied, the edit list will look like this:



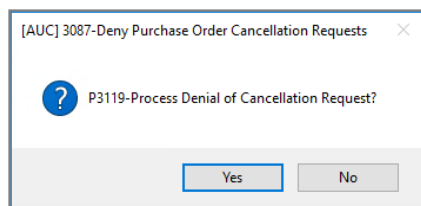
3088-PODENCANEDT.REP Printed 27-Jan-2022 at 12:03:42 by THERESA City of ADMINS Deny Purchase Order Cancellation Edit List Page 1

| PO# | PO Date | Vendor | PO Attachments / Vendor Email | | | | | |
|------------------|-------------|---|---|--|----------|----------|---------|--|
| 195865 | 01-Jul-2021 | 027438-01 BELLINGHAM EDUC FOUNDATION PO BOX 546 BELLINGHAM, MA 02019-0000 | ** PO has 3 Attachments | *** Selected for Denial *** Requestor will not be notified by email | | | | |
| Line | Qty | Item Description | Account# and Description | Encumbered | Retained | Relieved | Balance | |
| 1 | 10.0000 | Return of Unused funds from last grant cycle | 6810-000-0000-400-00-00-54160 BEF FUNDS TO BE SPENT | 655.06 | | | 655.06 | |
| *** PO Total *** | | | | 655.06 | | | 655.06 | |

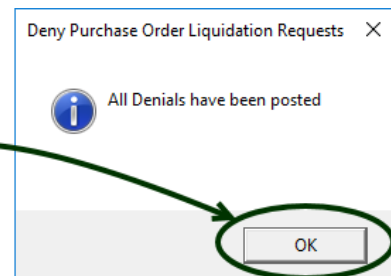
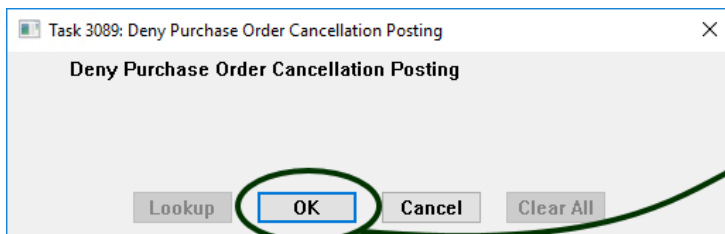
Delivery Notes: Internal Notes:
PO rolled over on 12-Jul-2021 by THERESA Date changed from 10-Jun-2021 to 01-Jul-2021 FY changed from 2021 to 2022 Account was changed from 6810-000-0000-400-00-00-54160 to 6810-000-0000-400-00-00-54160 At rollover PO amount = 655.06 Used Rollover Method A

3.2 [5 Process Denials]

If one or more records is set to “☉ Deny” when the [5 Process Denials] button is clicked, then this message will be displayed; click [Yes] or [No]:



[No] – cancel and do nothing with the denial
[Yes] – to continue and deny those cancellation requests – if selecting [Yes], the system will display a confirmation notice to post the denial; click [OK]; then click on [OK] on the pop up indicating that the posting is complete.

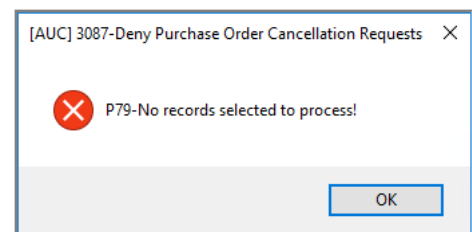


When the process has finished the system will pop up this message; click on [OK].

If the email denial is set to “☉ Yes” then the person requesting the cancellation and the person running the process will receive an email ([as long as the requestor is setup for email](#)) that would look like the sample shown in Figure 8 above and the [Status History on the PO will be updated with a denial record](#).

3.2.1 Process Denials When All POs are set to ☉ Ignore

If the [Process Denials] button is clicked, and no records are set to “☉ Deny” (all records are set to “☉ Ignore”), the user will see this message:



More detailed information is available in Help Reference Library PO–242 Purchase Order Liquidation Requests / Denials.

[ADM-AUC-PO-418]



4 SELECT ALL POS ON APPROVALS EDIT LIST [ENHANCEMENT]

When approving POs, is there a way to select multiple POs and scroll through the edit list?



To make it easier to view the details for all POs awaiting approval at the current level, **ADMINS** added an option to the **[D Edit List]** on the PO Approvals screens. Run the edit list either for **All POs**, or just for **This PO Only**.

Click on **[D Edit List]** to generate the PO Edit Report from any PO Approval screen

Task 3069: Purchase Order Edit Report

Purchase Order Edit Report

Print All POs This PO Only

Run as Preview Print PDF

If printing use Duplex Yes No

Lookup OK Cancel Clear All

City of ADMINS
Purchase Order Edit Report

| PO# | PO Date | Vendor | Line | Qty | Item Description | Account and Description | Amount |
|--------|-------------|-----------|------|-----|-------------------------|--|----------|
| 195978 | 08-Jul-2021 | 000184-01 | | | VERHETTI MOTOR INC | | |
| | | | | | ALL NEET CAPITAL SVCS | | |
| | | | | | FRANKLIN, MA 02138-0000 | | |
| | | | | | Delivery Notes: | | |
| | | | 1 | | BSE Late Buses | 1000-300-800-001-04-00-82080 LATE BUSES > BE | 1,890.00 |
| | | | 2 | | BSE Late Buses | 1000-400-000-004-00-00-81800 EDUCATION DISCRETTE | 1,800.00 |
| | | | | | *** PO Total *** | | 3,670.00 |
| | | | | | *** Grand Total *** | | 3,670.00 |

City of ADMINS
Purchase Order Edit Report

| PO# | PO Date | Vendor | Line | Qty | Item Description | Account and Description | Amount |
|--------|-------------|-----------|------|--------|---------------------------------|---|----------|
| 195901 | 02-Sep-2021 | 027483-01 | | | AMNON CAPITAL SERVICES | | |
| | | | | | PO BOX 03184 | | |
| | | | | | SCITTEE, MA 00124-5194 | | |
| | | | | | Delivery Notes: | | |
| | | | 1 | 2.0000 | When you reach me by Rebecca | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 7.99 |
| | | | 2 | 2.0000 | Amal Unbound by Alpha Faesat | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 17.99 |
| | | | 3 | 2.0000 | Ruprasara by Wendy Davis | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 28.99 |
| | | | 4 | 1.0000 | Ghazal by Jason Papadisa | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 8.99 |
| | | | 5 | 2.0000 | The Sky at our Feet by Neela | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 23.77 |
| | | | 6 | 2.0000 | When Skies are Sweptaway by V | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 21.48 |
| | | | 7 | 2.0000 | Blended by Sharon Stroger | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 17.99 |
| | | | 8 | 2.0000 | Wisdom by Katherine Applegate | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 21.10 |
| | | | 9 | 2.0000 | Mr. Is Humbled. Joylent by RT | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 6.94 |
| | | | 10 | 4.0000 | The Jubilee by Tracey Rapsias | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 31.60 |
| | | | 11 | 2.0000 | From the Desk of Joe Washington | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 23.90 |
| | | | 12 | 2.0000 | Front Desk by Malvi Yang | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 14.34 |
| | | | 13 | 2.0000 | Little Dreamers by Yasmi Ras | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 27.12 |
| | | | 14 | 2.0000 | Count Me by Yasmi Ras | 1000-901-000-000-00-00-82080 SCHOOL PRIOOR YEAS EXP | 18.98 |
| | | | | | *** PO Total *** | | 237.23 |
| | | | | | *** Grand Total *** | | 2,897.23 |

Output can be for the currently selected PO (in this case, # 195878), by selecting the "This PO Only" radio button or for all the POs in the screen, by selecting the "All POs" radio button

[ADM-AUC-PO-583]

5 BIDS – Item Descriptions with unpaired “double quotes” [Fix]

The Bid Entry screen has three 80-character description lines per item. The descriptions were not displaying as entered when the **“Quote Summary Report”** was generated, due to an **unpaired double quote** entered on a line.

ADMINS now checks that double quotes always be paired within the line (open and close quote contained within the line). If the system detects an unpaired double quote, the system will display an error message and clear the line of text.



PO ▶ Bids ▶ Bid Entry ▶ [5 Detail]

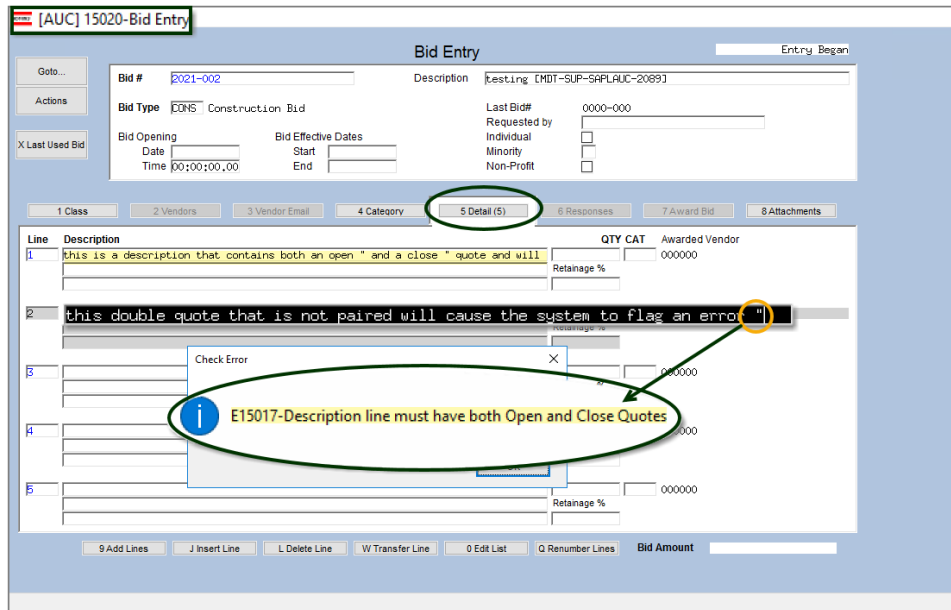


Figure 9 Error message when entering text that contains an unpaired double quote

If this error message appears, enter the text for the line so that any double quotes are paired within the line. The descriptions will appear as entered on the **PO ▶ Bids ▶ Quote Summary Report**.

[MDT-SUP-SAPLAUC-2089]

6 HELP REFERENCE LIBRARY

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

6.1 New or Updated Documents

- Purchase Order Entry PO-155 Budget Checking [New]
- Purchase Order Processing PO-240 Liquidate Purchase Orders [Updated]
- PO-242 Purchase Order Liquidation Requests / Denials [New]