PURCHASE ORDERS
RELEASE NOTES
MARCH 2023

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

CONTENTS

1 PO #3016 Query Screen Default Display [Enhancement]

Before the software update, the purchase orders were listed on this screen in descending order, with the largest PO number at the top of the screen, regardless of the date of the PO. **ADMINS** now displays the **most recent POs at the top of the screen**. The sort order will be primarily by the date of the PO, and within the date range, by PO number.

Figure 1 Before–the PO with the highest number was at the top of the screen, even if it was not recent

Figure 2 the POs with the NEWEST dates will be displayed at the top of the screen

This means that POs will not necessarily be precisely in descending order. If, for example:

– PO #123 is dated February 1, 2023
– PO #124 is dated January 20, 2023

then PO #123 will be listed **before** PO #124, because the default order is to sort by the most recent date. February 1, 2023 is more recent than January 20, 2023.

If you use one of the alternate sorts, and then want to see the POs in descending date order, click on the PO # button and use the ⟨◀◀ ◀ ▶ ▶▶⟩ double left arrow in the toolbar at the top of the page to return to the top of the file.
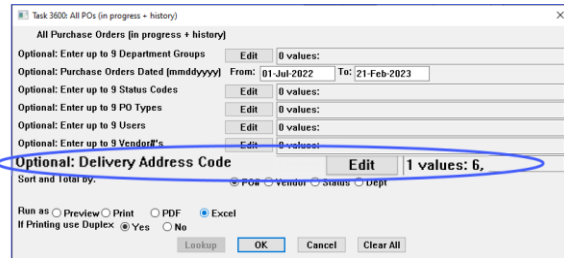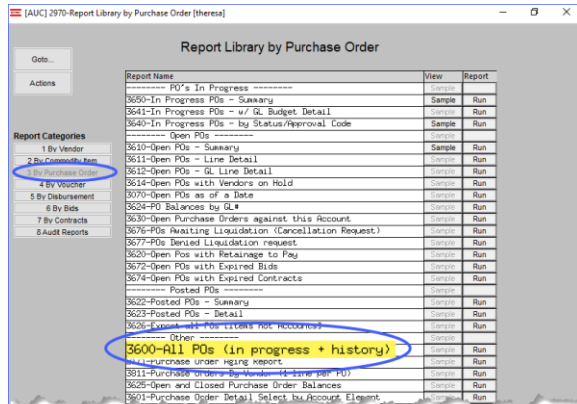
[ADM-AUC-PO-619]

2 #3600 All POs (in progress & history) Report [Enhancement]

The report now allows selecting on Delivery Addresses and includes the Delivery Address Code and Delivery Address Name on the **Excel®** version of the report.

Purchase Orders ▶ Reports ▶ Report Library ▶ [3 By Purchase Order] #3600 All POs

The delivery code and address name are available on the **Excel®** version of the Report; the **PDF®** version does not include the data due to page size restrictions.

If the Sort by PO# is selected, the report will list each PO; if sorted by vendor, a subtotal will be shown for each vendor

[ADM-AUC-PO-624]

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3 AP/PO Dashboard Change Order Approvals Lookup [Fix]

Before the software update, the labels for the Vendor and Date columns on the Change Orders lookup were reversed. **ADMINS** corrected the labeling error.
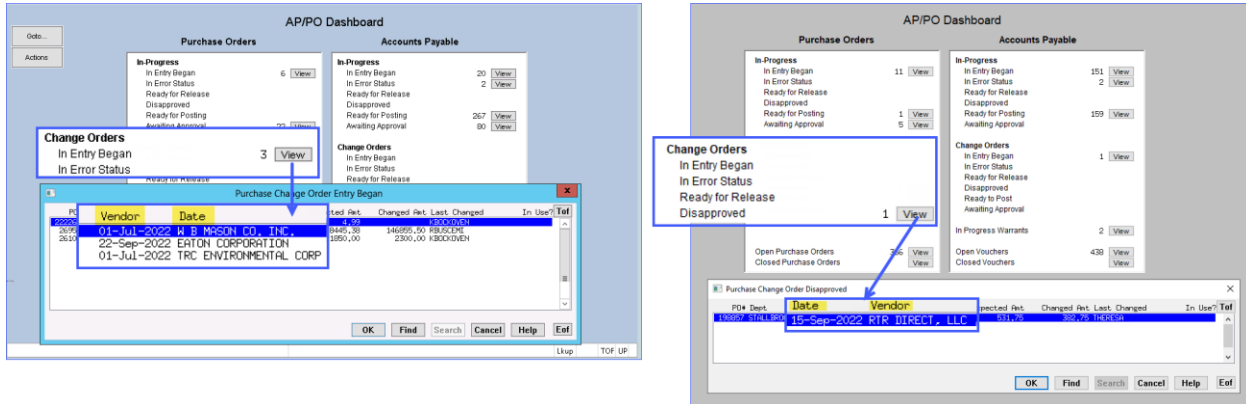
Figure 3 Before and After - Fixed labels on the Change Order Approvals lookup

[ADM-AUC-PO-605]

4 Favorites Screen [Enhancement]

ADMINS added a button on the **Favorites** screen to set it as your home screen so that when you click on the home button in the toolbar, you will return to the Favorites screen. To access the **Favorites** screen, from the menu, select:

Favorites ▶ User Favorites
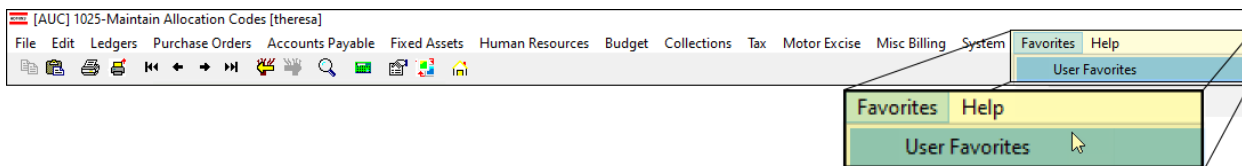
Once you are on the favorites screen, there will be an **[H]** icon next to the home button. If you want to make the **Favorites** screen your home screen, click on the **[H]** icon. If you want to retain your current home screen, do not click on the **[H]** icon. If you click on the **[H]** icon and change your mind, ask your local super user or support@admins.com to reset your home screen.
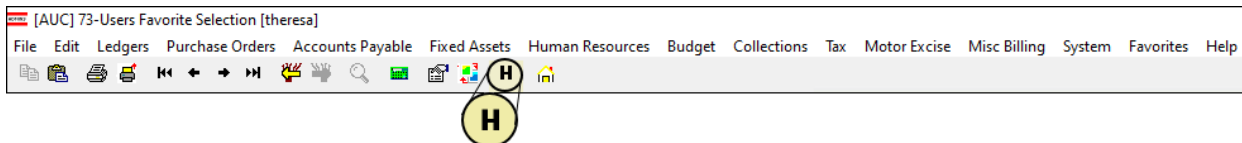
From anywhere in the AUC system, click on the **[Home]** button to return to your home screen. If you have clicked on the **[H]** icon, the **Favorites** screen is now your home screen.

[ADM-AUC-SY-8278]

4.1 Favorites Screen Interactive Workshop

To get started with the favorites screen, **ADMINS** is hosting an interactive workshop, and everyone is invited. Sign up by replying to the email invitation that will be sent out on March 6th, 2023. If you want to participate, include a list of the

screens and reports you use most when you accept the invitation. The workshop will be held on Thursday, March 23, 2023, from 2:00 PM - 2:30 PM.

To join us, accept the invitation in the email and mark your calendars.

<div align="right">[ADM-AUC-SY-8278]</div>

4.2 Favorites Video Available Now

The Favorites video is a 2 ½ minute look at how the favorites screen works. Access it and scores of other Videos & Quick Tips (admins.com) from the **ADMINS** website.

5   Help Reference Library & ADMINS Website Updates

Added the following new or updated content to the Help Reference Library and the ADMINS.com website.

5.1   New Content on ADMINS.com

Reprint Purchase Order (3:17)   [New]
PO Queries (7:13)   [New]

5.2 ADMINS Video Library

Don't forget to check out all these other Videos & Quick Tips (admins.com).

These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for "once in a while" tasks.

The videos provide "just-in-time" training when new staff is coming aboard as well.

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.