



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].....2**
- 2 #3600 ALL POS (IN PROGRESS & HISTORY) REPORT [ENHANCEMENT].....3**
- 3 AP/PO DASHBOARD CHANGE ORDER APPROVALS LOOKUP [FIX].....4**
- 4 FAVORITES SCREEN4**
 - 4.1 Workshop4
 - 4.2 Favorites Video Available Now5
- 5 HELP REFERENCE LIBRARY & ADMINS WEBSITE UPDATES5**
 - 5.1 New Content on ADMINS.com5
 - 5.2 ADMINS Video Library5



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.

PO#	DeptCode	PODate	EntryUser	Vendor Name	Year	DehAdd	InvAddr	Posted	InPrg	Chgs	Status	PO Balance
3024086	DISTRICT	30-Apr-2010	EBOWAN	WALLEY COMMUNICATIONS	2010	8	9	2			Closed	
3145292	PRESCHOOL	05-Jun-2017	KOBRLEN	DISCOUNT SCHOOL SUPPLY	2017	10	14	1			Closed	
3138449	DISTRICT	08-Sep-2016	DDUBOIS	UNIVERSAL ENVIRONMENTAL	2016	8	8			1	Closed	
3131882	HIGHSCHOOL	28-Jun-2011	DDUBOIS	OFFICE DEPOT	2011	6	8	1			Closed	
3124309	HIGHSCHOOL	04-Nov-2009	EBOWAN	MA DOWM SYNDROME CONGRESS	2010	6	8	1			Closed	
3123912	DIPIETRO	10-Sep-2007	SPIGNOLET	OFFICE DEPOT	2008	3	8	3			Closed	
3048133	HIGHSCHOOL	22-May-2018	DDUBOIS	NALLY ASSOCIATES, INC.	2018	6	14	2		1	Closed	
3048084	HIGHSCHOOL	24-Apr-2018	KOBRLEN	IBS OF GREATER BOSTON	2018	6	14	1			Closed	
3048037	HIGHSCHOOL	17-Mar-2018	DEBBIE	HENRY SCHEIN INC.	2018	6	14	1			Closed	
3047921	DISTRICT	10-May-2018	KOBRLEN	WB MASON CO. INC.	2018	14	14	1			Closed	
3047877	KMA	27-Feb-2018	DDUBOIS	HOME DEPOT CREDIT SVCS	2018	7	14	1			Closed	
3047693	HIGHSCHOOL	08-May-2018	DDUBOIS	JESSICA KELLY	2018	6	14	1			Closed	
3047614	HIGHSCHOOL	24-Jan-2018	FOWLER-RUSA	MICHAEL CONNOR	2018	6	14	1			Closed	
3047613	HIGHSCHOOL	24-Jan-2018	FOWLER-RUSA	PRIME TIME SPORTS	2018	6	14	1			Closed	

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

PO#	DeptCode	PODate	EntryUser	Vendor Name	Year	DehAdd	InvAddr	Posted	InPrg	Chgs	Status	PO Balance
198887	ADM	11-Jan-2023	WENDY	RRFP	2023	10	10		1		Open	473.26
198886	ADM	11-Jan-2023	WENDY	A. SIMON & SONS, INC	2023	10	10				Open	644.76
198885	ADM	11-Jan-2023	WENDY	21ST CENTURY ELOQUENCE	2023	10	10				Open	
198884	ADM	11-Jan-2023	WENDY	21ST CENTURY ELOQUENCE	2023	10	10				Open	
198883	ADM	11-Jan-2023	WENDY	2080 MEDIA INC.	2023	10	10				Open	
198882	ADM	11-Jan-2023	WENDY	ABDO PUBLISHING	2023	10	10				Open	
198881	ADM	11-Jan-2023	WENDY	ACORN RECORDING SOLUTIONS	2023	10	10				Open	
198880	ADM	11-Jan-2023	WENDY	148 SUPPLY CENTER INC	2023	10	10				Open	
198879	ADM	11-Jan-2023	WENDY	21ST CENTURY ELOQUENCE	2023	10	10				Open	
198878	ADM	16-Dec-2022	WENDY	21ST CENTURY ELOQUENCE	2023	1	10				Open	
198877	HVMA	25-Oct-2022	THERESA	NEW HORIZON COMMUNICATIONS	2023	HVMA	HVMA				Open	66.22
198876	FIRE	19-Oct-2022	ANTHERA	ADMINS INC	2023	4	4				Open	461.21
198875	HVMA	19-Sep-2022	THERESA	NEW HORIZON COMMUNICATIONS	2023	HVMA	HVMA				Open	3395.04
198874	HVMA	19-Sep-2022	THERESA	STAPLES	2023	HVMA	HVMA				Open	700.00
198873	STALLBROOK	16-Sep-2022	JBURCHILL	LOWE'S COMPANIES, INC.	2023	5	14	1			Open	1550.58
198872	STALLBROOK	16-Sep-2022	JBURCHILL	HOSPITAL SERVICES	2023	5	14	1			Open	95.72
198871	STALLBROOK	16-Sep-2022	JBURCHILL	INC	2023	5	14	1			Open	660.99
198870	STALLBROOK	16-Sep-2022	JBURCHILL	SOC OF SPED TEACHER	2023	2	14				Open	394.00
198869	STALLBROOK	16-Sep-2022	JBURCHILL	ELECTRIC INC	2023	3	14				Open	795.00
198868	STALLBROOK	16-Sep-2022	JBURCHILL	CD, INC.	2023	8	14	1			Open	1000.00
198866	DIPIETRO	16-Sep-2022	LORRAKE	AMAZON CAPITAL SERVICES	2023	3	14				Ready For Pos	95.72
198864	SPED	16-Sep-2022	JOURNOYER	LEARNIX, LLC	2023	8	14	1			Open	660.99
198863	STALLBROOK	16-Sep-2022	JBURCHILL	AMAZON CAPITAL SERVICES	2023	5	14	1			Closed	
198862	TECHNOLOGY	16-Sep-2022	MGRIFANO	AMAZON CAPITAL SERVICES	2023	6	14				Open	394.00
198861	STALLBROOK	16-Sep-2022	JBURCHILL	WANDER WORKSHOP, INC.	2023	5	14				Open	795.00
198860	CURRICULUM	15-Sep-2022	CHALLEYHIGGIN	KAREN DAWYER	2023	2	14				Open	1000.00
198859	DIPIETRO	15-Sep-2022										
198858	CURRICULUM	15-Sep-2022										
198857	STALLBROOK	15-Sep-2022										

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]

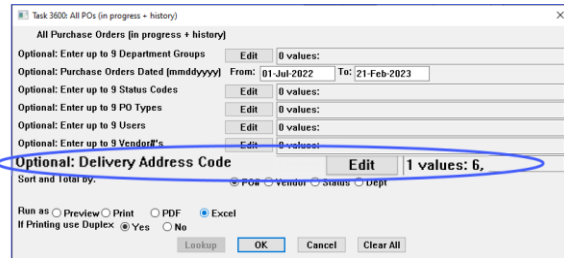
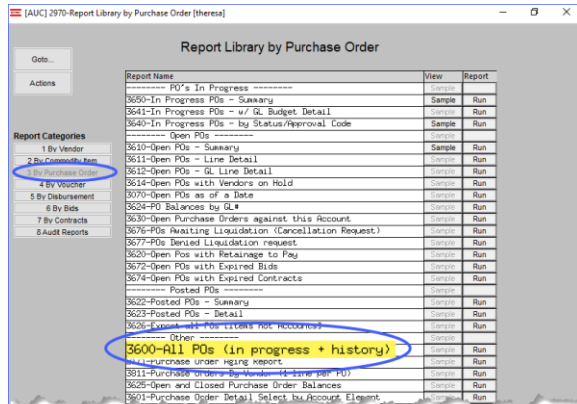


2 #3600 All POs (in progress & history) Report [Enhancement]

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.

PO#	PO Date	Location	PO Type	Vendor#	Vendor Name	Department	Encumbered	Retained	Relieved	Balance	Status	Entry User	DCode	Delivery-Address-Name
1 #96123	01-Jul-2022	History	Regular	#10852	GOVCONNECTION, INC	TECHNOLOGY	8,200.80	0.00	6,834.00	1,366.80	Open	DCONROY	%	ADMINS HIGH SCHOOL
2 #96275	01-Jul-2022	History	Regular	#30676	ADORAMA, INC	HIGHSCHOOL	1,108.07	0.00	1,108.07	0.00	Closed	MFORTE	%	ADMINS HIGH SCHOOL
3 #96907	01-Jul-2022	History	Regular	#31666	NATIONAL EQUIP & FACILITY	ATHLETICS	3,630.00	0.00	0.00	3,630.00	Open	DDUBOIS	%	ADMINS HIGH SCHOOL
4 #97080	01-Jul-2022	History	Regular	#10151	JOHANSON STRING INSTRUMENT	HIGHSCHOOL	2,750.28	0.00	0.00	2,750.28	Open	MFORTE	%	ADMINS HIGH SCHOOL
5 #97087	01-Jul-2022	History	Regular	#31050	MAACK BRASS OF VIRGINIA LLC	HIGHSCHOOL	5,037.00	0.00	0.00	5,037.00	Open	MFORTE	%	ADMINS HIGH SCHOOL
6 #97147	01-Jul-2022	History	Regular	#10852	GOVCONNECTION, INC	TECHNOLOGY	875.00	0.00	0.00	875.00	Open	DCONROY	%	ADMINS HIGH SCHOOL
7 #97505	01-Jul-2022	History	Regular	#11349	TOWN OF MILLIS	TRANSP	212.00	0.00	212.00	0.00	Closed	MROCHE	%	ADMINS HIGH SCHOOL
8 #97517	01-Jul-2022	History	Regular	#09293	OCKERS COMPANY	TECHNOLOGY	139,893.00	0.00	139,893.00	0.00	Closed	MGAROFANO	%	ADMINS HIGH SCHOOL
9 #97554	01-Jul-2022	History	Regular	#23345	MAKERBOT INDUSTRIES LLC	TECHNOLOGY	72.73	0.00	72.73	0.00	Closed	MGAROFANO	%	ADMINS HIGH SCHOOL
10 #97632	01-Jul-2022	History	Regular	#10852	GOVCONNECTION, INC	TECHNOLOGY	817.81	0.00	817.81	0.00	Closed	MGAROFANO	%	ADMINS HIGH SCHOOL
11 #97637	01-Jul-2022	History	Regular	#31987	EASY WAY SAFETY SERVICES	TRANSP	2,754.00	0.00	2,754.00	0.00	Closed	MROCHE	%	ADMINS HIGH SCHOOL

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

PO#	PO Date	Location	PO Type	Vendor#	Vendor Name	Department	Encumbered	Retained	Relieved	Balance	Status	Entry User	DCode	Delivery-Address-Name
1 #96907	01-Jul-2022	History	Regular	#31666	NATIONAL EQUIP & FACILITY	ATHLETICS	3,630.00	0.00	0.00	3,630.00	Open	DDUBOIS	%	ADMINS HIGH SCHOOL
387 #98625	08-Aug-2022	History	Regular	#31666	NATIONAL EQUIP & FACILITY	ATHLETICS	15,510.00	0.00	0.00	15,510.00	Open	DDUBOIS	%	ADMINS HIGH SCHOOL
388 #POs:							19,140.00	0.00	0.00	19,140.00				
389														
390 #98540	26-Jul-2022	History	Regular	#31675	STEPHANE GOINDO	TECHNOLOGY	550.00	0.00	0.00	550.00	Open	DDUBOIS	%	ADMINS HIGH SCHOOL
391 #POs:							550.00	0.00	0.00	550.00				
392														
393 #98322	07-Jul-2022	History	Regular	#31725	ACHIEVE3000, INC	TECHNOLOGY	2,845.00	0.00	2,845.00	0.00	Closed	DCONROY	%	ADMINS HIGH SCHOOL
394 #POs:							2,845.00	0.00	2,845.00	0.00				
395														
396 #98756	31-Aug-2022	In Progress	Regular	#31762	MARGARET FITZGERALD	HIGHSCHOOL	220.03	0.00	0.00	220.03	Entry Begun	DDUBOIS	%	ADMINS HIGH SCHOOL
397 #POs:							220.03	0.00	0.00	220.03				
398														
399 #98786	06-Sep-2022	History	Regular	#31772	ARBITERSPORTS LLC	ATHLETICS	4,275.00	0.00	0.00	4,275.00	Open	DDUBOIS	%	ADMINS HIGH SCHOOL
400 #POs:							4,275.00	0.00	0.00	4,275.00				
401														
402 #98805	08-Sep-2022	History	Regular	#31773	DRAMATIC PUBLISHING	HIGHSCHOOL	403.90	0.00	0.00	403.90	Open	KHARDEROSIAN	%	ADMINS HIGH SCHOOL
403 #POs:							403.90	0.00	0.00	403.90				
404														
405 #98806	08-Sep-2022	History	Regular	#31774	ELDRIDGE PLAYS	HIGHSCHOOL	334.15	0.00	0.00	334.15	Open	KHARDEROSIAN	%	ADMINS HIGH SCHOOL
406 #POs:							334.15	0.00	0.00	334.15				
407														
408 Total:	192						2,578,636.77	0.00	512,224.01	2,066,412.76				
409														
410														
411														
412														
413														

[ADM-AUC-PO-624]



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.

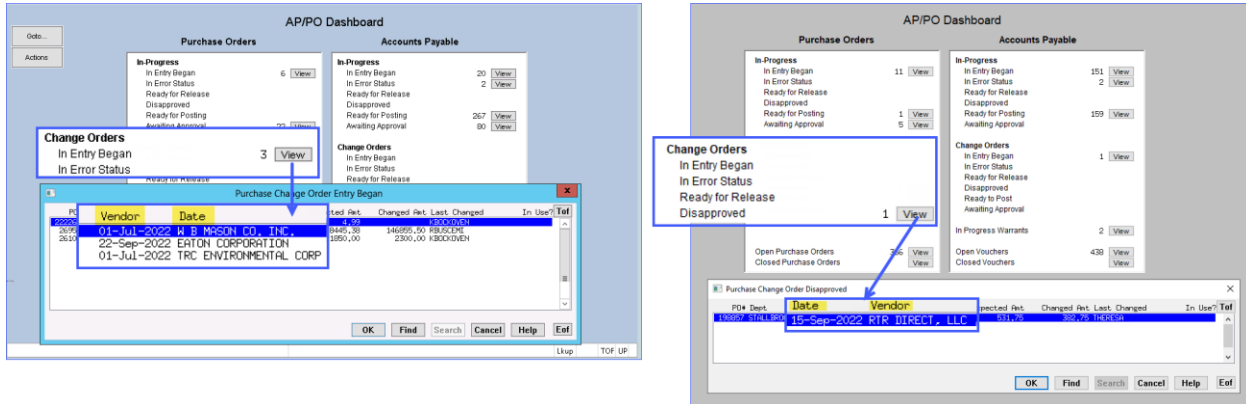


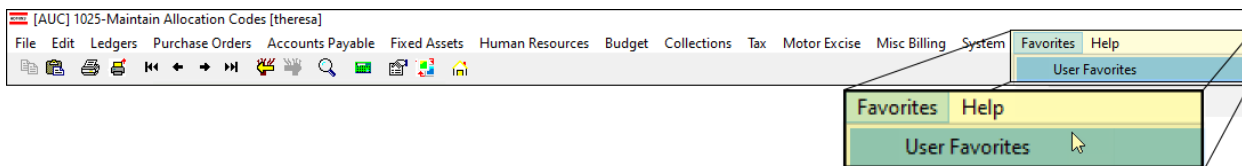
Figure 3 Before and After - Fixed labels on the Change Order Approvals lookup

[ADM-AUC-PO-605]

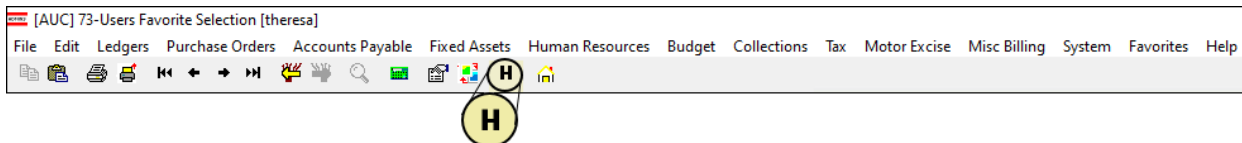
4 Favorites Screen [Enhancement]


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.

[ADM-AUC-SY-8278]

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

The screenshot shows the 'AUC Video Launchpad' page on the ADMINS website. It features a navigation bar with 'Home', 'What's New', 'Videos & Quick Tips', 'Library', and 'More'. Below the header, there's a list of training videos categorized into: Getting Started, GL Training, AP/PO Training, Collections & Tax, HR Training, and Webinar Links. Each category lists several video titles with their respective durations.

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.