PURCHASE ORDERS
RELEASE NOTES
MARCH 2024

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

CONTENTS

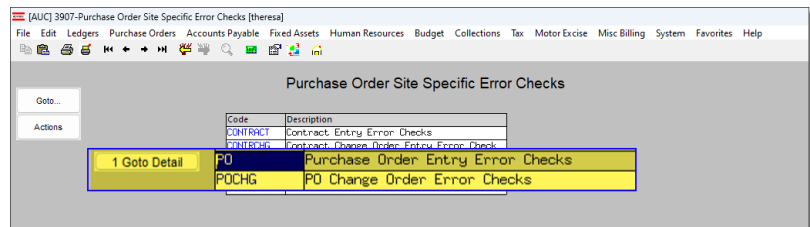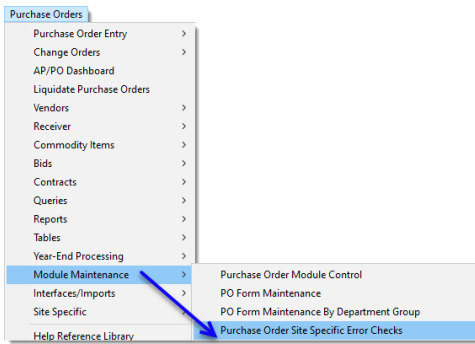# 1 Site Specific Error Checks – PO Change Orders [Enhancement]

ADMINS enhanced the error checking for Purchase Order Change Orders. When a PO change order is error checked – it now uses both the PO and POCHG site specific error check codes.

So for example it will recheck if a vendor is on hold when doing a change order; because Sequence # 1 on the **PO** site specific error check has the radio button set to a ⊙ **Hard Error**. There are only two entries on the PO Change Order Error Checks, #1 requires a Change Reason to be Entered, and #2 Sends Email depending on the $ amount of the change. By including all the PO checks, the system will identify error conditions that ensued since the original PO was posted.

This feature was included during the September 2023 Software update and is mentioned here to document the change.

To set up the site specific error checks, from the menu, select:

Purchase Orders ▶ Module Maintenance ▶ Purchase Order Site Specific Error Checks

This shows the 18 site specific **PO** error checks, and the two **POCHG** PO Change Order error checks.

Site specific error checking allows each site to decide how best to treat conditions identified when checking a PO or a PO Change Order.

Now, when checking a PO Change Order, all of the **PO** (Purchase Order Entry Error Checks) site specific errors will be checked as well as the **POCHG** (Purchase OrderChange Order Error Checks).
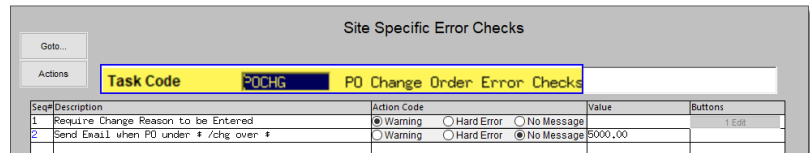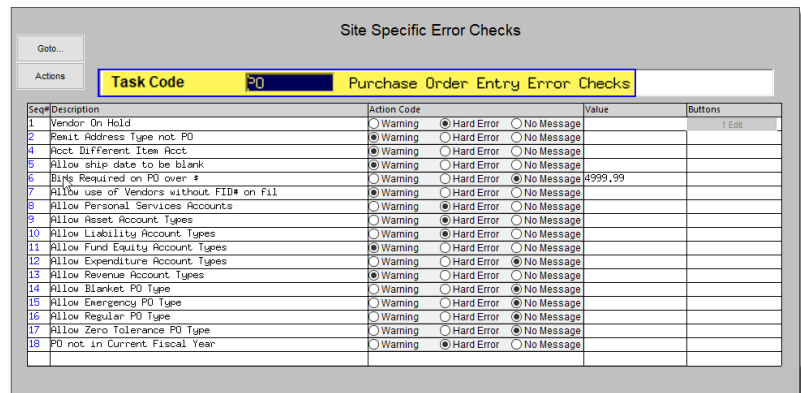
[ADM-AUC-PO-641]

# 2 Report #3675 POs Closed Via Liquidation [Enhancement]

ADMINS added the Original PO Date to this report to answer the user question:

"Can I run a report showing all the POs that have been liquidated this fiscal year? And - can I run a report just showing FY23 POs that were liquidated in FY24?

To run this report, from the menu, select:

Purchase Orders ▶ Reports ▶ Report Library ▶ [3 By Purchase Order] ▶ {Page Down} #3675 POs Closed Via Liquidation

Running the report provides a list of the POs liquidated within the fiscal year, and adding the Original PO Date column, provides an easy to filter column to isolate only the FY2023 Purchase Orders.
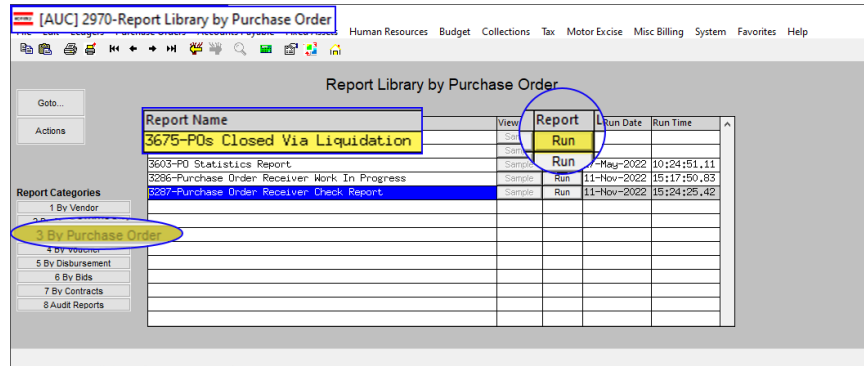

Running this report to Excel® provides an easy way to further restrict the list by using the Excel® "Filter" feature.
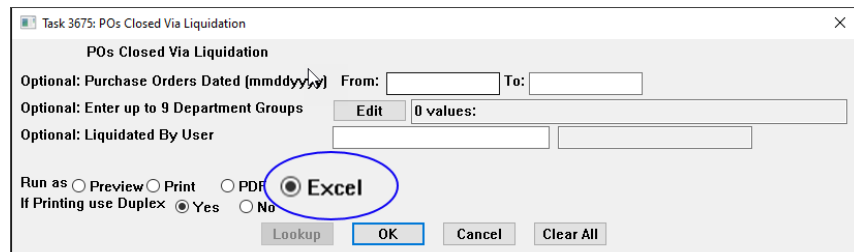
If the date of the Original PO is not the same as the current date, the Original PO date will be shown in column "D". If the dates match, the Original PO Date will not be repeated in Column D.

This helps to highlight POs that were rolled over, which is the only way a date on a PO can be changed.
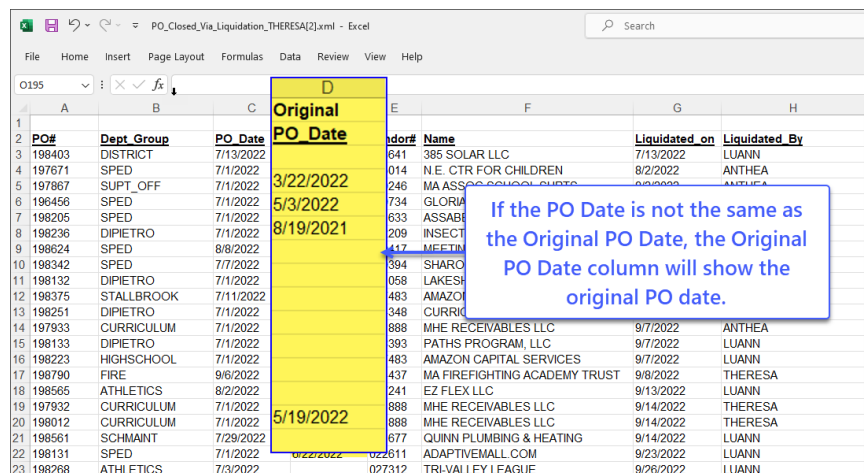
Once the data is displayed in Excel®, select all the data, then sort by the Original PO Date column.

The report can also be Run As PDF® and will show the Original PO Date column but will not provide the filtering options.

[ADM-AUC-PO-646]

3 Help Reference Library New & Updated Content

System   [SY–170 System Administration Requirements Kit](#)   [Updated]

3.1 New & Updated Content on ADMINS.com

[SY–170 System Administration Requirements Kit](#)   [Updated]

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