



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]	2
2	REPORT #3675 POS CLOSED VIA LIQUIDATION [ENHANCEMENT]	3
3	HELP REFERENCE LIBRARY NEW & UPDATED CONTENT	4
3.1	New & Updated Content on ADMINS.com	4



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

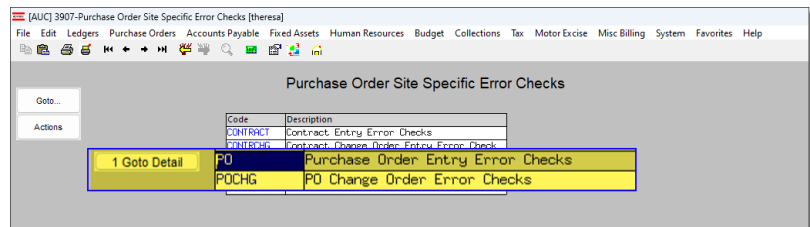
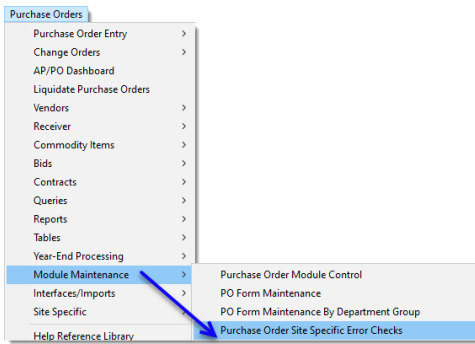
ADMINS enhanced the error checking for Purchase Order Change Orders. When a PO change order is error checked – it now uses both the PO and POCHG site specific error check codes.

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:

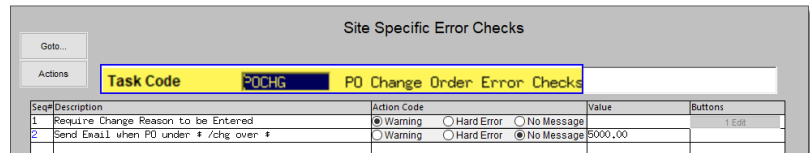
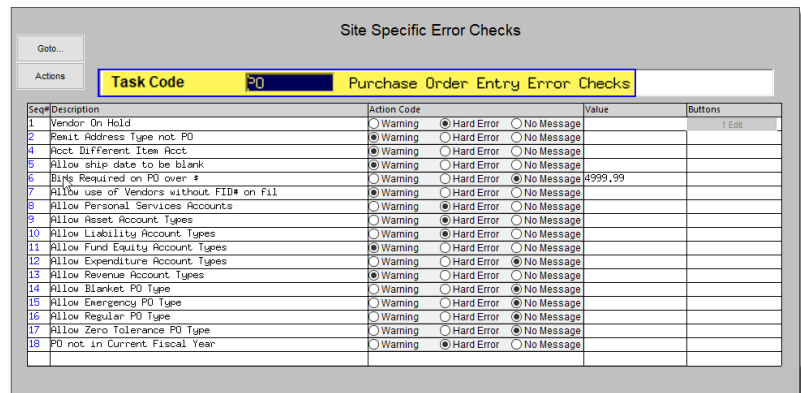
Purchase Orders ▶ Module Maintenance ▶ Purchase Order Site Specific Error Checks



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 Order Change Order Error Checks).



[ADM-AUC-PO-641]



2 Report #3675 POs Closed Via Liquidation [Enhancement]

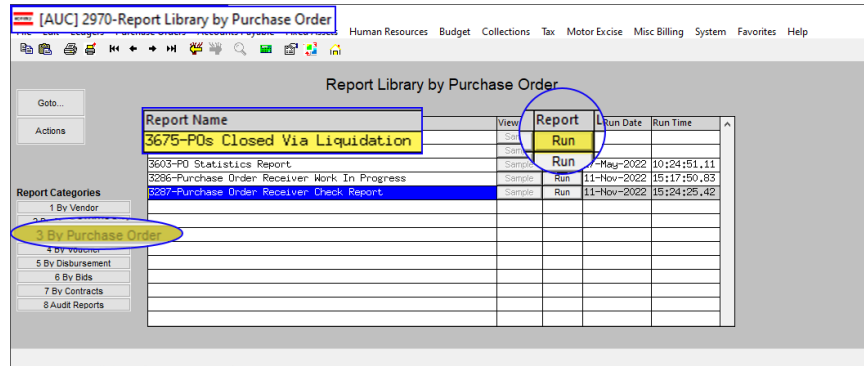
ADMINS added the Original PO Date to this report to answer the user question:

“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?”

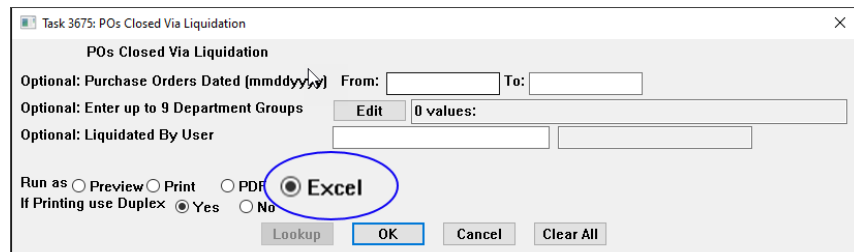
To run this report, from the menu, select:

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.

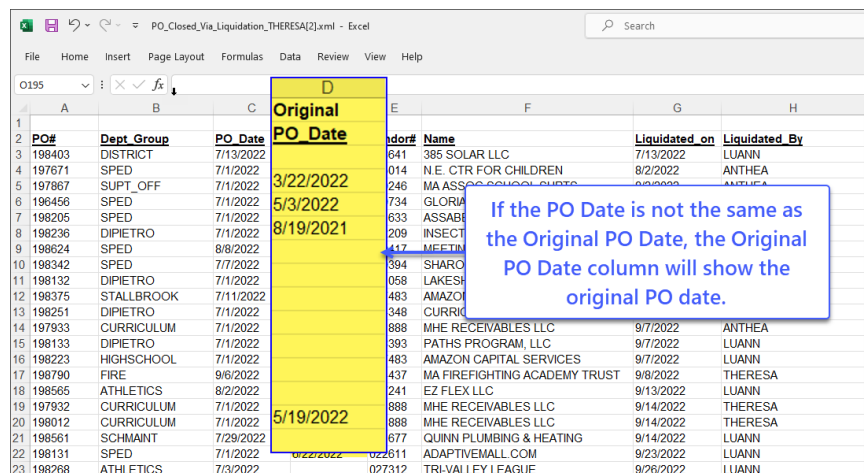


Running this report to Excel® provides an easy way to further restrict the list by using the Excel® “Filter” feature.



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.

	A	B	C	D	E
1					
2	PO#	Dept Group	PO Date	Original PO Date	Vendor #
3	23156	DISTRICT	8/16/2007		000235
4	22682	DIPIETRO	8/13/2007		000490
5	23382	MIDDLE	8/27/2007		

3675-POLIQCLO.RBP Page 67

Town of Admins
Pos Closed Via Liquidation

PO#	Dept Group	PO Date	Original PO Date	Vendor	Liquidated	By
199992	SPEED	11-Apr-2023		000189 BICO	30-Jun-2023	DDUBOIS
200091	HIGHSCHOOL	10-May-2023		028191 CROWN TROPHY	30-Jun-2023	DDUBOIS
200223	DISTRICT	13-Jun-2023		004300 ENCUMBERED VENDOR	30-Jun-2023	JREBELO
200333	CURRICULUM	27-Jun-2023		028192 JENNIFER DOWD	30-Jun-2023	CHALEYHIGGINS
200327	SCHMAINT	01-Jul-2023		027430 ICS FIRE SYSTEMS, INC	03-Jul-2023	DDUBOIS
200384	TECHNOLOGY	06-Jul-2023		003154 CTS SERVICES INC.	06-Jul-2023	DDUBOIS
200348	DIPIETRO	01-Jul-2023		004828 DISCOUNT SCHOOL SUPPLY	24-Jul-2023	DDUBOIS
200449	MIDDLE	12-Jul-2023		005916 WEST MUSIC	27-Jul-2023	DDUBOIS
200470	MIDDLE	13-Jul-2023		008141 SCHOOL NURSE SUPPLY, INC.	31-Jul-2023	DDUBOIS
200538	CURRICULUM	21-Jul-2023		000434 MSSAA	31-Jul-2023	CHALEYHIGGINS
200272	FIRE	01-Jul-2023	22-Jun-2023	005301 FIREMATIC SUPPLY CO., INC.	07-Sep-2023	TORIFFIN
200286	FIRE	01-Jul-2023	26-Jun-2023	032507 SUPERIOR TRADEMARK INC.	07-Sep-2023	TORIFFIN
200964	TOWN	20-Oct-2023		032868 DROP SUPPORT LLC	20-Oct-2023	THERESA
200965	TOWN	20-Oct-2023		032868 DROP SUPPORT LLC	30-Jun-2024	THERESA

*** # Liquidated PO's: 3,512

Selection Legend:

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.