



# PURCHASING

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## RELEASE NOTES – SEPTEMBER 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Purchasing** system.

The ADMINS Support staff installed these changes to your system on September 6, 2014.

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# 1 REPORTS

## 1.1 Deleted Purchase Order Report

A new report showing deleted Purchase Orders is now available. Not all information is present nor required at the time a purchase order is deleted. This list represents purchase orders that were started but not posted to the subsidiary ledger. Rather, for some reason, they were deleted before completing the process flow.

You may filter this report using a range of PO Effective Dates and/or a range of dates during which the PO was deleted. If you leave the parameters null then all deleted PO's will be included.

There is no security inherent in this report. In other words, all PO's regardless of department access will be included. This is to allow for the complete auditability of deleted purchase orders.

**Report Library by Purchase Order**

Report Name	Sample	Run
----- Other -----		
3600-All POs (in progress + history)	Sample	Run
2171-Purchase Order Aging Report	Sample	Run
3811-Purchase Orders By Vendor (1 line per PO)	Sample	Run
3625-Open and Closed Purchase Order Balances	Sample	Run
3675-POs Closed Via Liquidation	Sample	Run
3665-Purchase Orders Chgd to Non - Expenditure Accounts	Sample	Run
3616-PO's with Amount at least \$ xx	Sample	Run
3917-Posted Purchase Orders Tagged for Fixed Assets	Sample	Run
3632-Deleted PO's	Sample	Run

  

**Task 3632: Deleted PO's**

Deleted PO's

Optional: Purchase Orders Dated (mmddyyyy) From: 04012013 To: 04302013

Optional: Last Date Range (mmddyyyy) From: To:

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

  

	A	B	C	D	E	F	G	H	I	J	K	L
	PO#	PO Date	Vendor#	Name	Dept Group	Type	Amount	Total	Entered By	Entered On	Deleted on	Deleted at
1	12,345	01-Apr-2013	000000		SCHOOL	R	0.00	0.00	MUPDEV5	01-Apr-2013	01-Apr-2013	07:48:15.06
2	36,740	25-Apr-2013	010923	RELCO	MACY	R	320.00	320.00	KOBRIEN	25-Apr-2013	26-Apr-2013	09:28:39.36
3	36,908	25-Apr-2013	001794	HOME DEPOT CREDIT SERVICES	STALLBROOK	R	297.00	297.00	KOBRIEN	25-Apr-2013	26-Apr-2013	09:33:32.46
4	36,945	16-Apr-2013	021457	UNIVERSAL ENVIRONMENTAL	KEOUGH	R	450.00	450.00	DDUBOIS	16-Apr-2013	16-Apr-2013	12:44:16.18
5	4 PO's											

The report allows you to filter the data that is presented on **Log of Deleted Purchase Orders** screen in the system:

Purchase Orders

- Purchase Order Entry
- Change Orders
- AP/PO Dashboard
- Liquidate Purchase Orders
- Vendors
- Commodity Items
- Bids
- Contracts
- Queries
- Reports
- Tables
- Year-End Processing
- Module Maintenance

**Log of Deleted Purchase Orders**

3796	30-Jul-2013	10:41:17.33	KOBRIEN	HIGH SCHOOL	NATIONAL GRID
11445	15-Oct-2013	11:00:28.64	THERESA	TOWN	
11768	11-Feb-2010	14:01:17.33	CROWON	SCHOOL	

  

	B	C	D	E	F	G	H	I	J	K	L	
	PO#	PO Date	Vendor#	Name	Dept Group	Type	Amount	Total	Entered By	Entered On	Deleted on	Deleted at
1	12,345	01-Apr-2013	000000		SCHOOL	R	0.00	0.00	MUPDEV5	01-Apr-2013	01-Apr-2013	07:48:15.06
2	36,740	25-Apr-2013	010923	RELCO	MACY	R	320.00	320.00	KOBRIEN	25-Apr-2013	26-Apr-2013	09:28:39.36
3	36,908	25-Apr-2013	001794	HOME DEPOT CREDIT SERVICES	STALLBROOK	R	297.00	297.00	KOBRIEN	25-Apr-2013	26-Apr-2013	09:33:32.46
4	36,945	16-Apr-2013	021457	UNIVERSAL ENVIRONMENTAL	KEOUGH	R	450.00	450.00	DDUBOIS	16-Apr-2013	16-Apr-2013	12:44:16.18
5	4 PO's											

[ADM-AUC-PO-370]



## 1.2 Purchase Orders with Amount at least \$xx Report

The report was not producing the intended result when the **Sort Report By PO Amount** was selected. This has been corrected. To run this report, select **Purchase Orders ▶ Reports ▶ 3616 PO's with Amount at least \$ xx**.

Report Library by Purchase Order		
Report Name	Sample	Run
Other		
3600-All PO's (in progress + history)	Sample	Run
2171-Purchase Order Aging Report	Sample	Run
3811-Purchase Orders By Vendor (1 line per PO)	Sample	Run
3625-Open and Closed Purchase Order Balances	Sample	Run
3675-POs Closed Via Liquidation	Sample	Run
3665-Purchase Orders Chgd to Non - Expenditure Accounts	Sample	Run
3616-PO's with Amount at least \$ xx	Sample	Run
3917-Posted Purchase Orders Tagged for Fixed Assets	Sample	Run
3632-Deleted PO's	Sample	Run

**Task 3616: PO's with Amount at least \$ xx**

PO's with Amount at least \$ xx

Optional: Enter Department Group

Optional: Purchase Orders Dated (mmddyyyy) From:  To:

Optional: Enter up to 9 Vendor#'s

Show PO's with Status:  InProgress  Open  Closed  Posted (OP and CL)  All

Sort Report By:  PO#  Department  Vendor Sort Name  Vendor Name  PO Amt

Required: Include Purchase Orders of at least this \$ level (5000.00)

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

When selecting this sort option, the report will print in ascending order of PO amount, as shown below:

3616-FMREP:POFORGTE.REP Printed 11-Aug-2014 at 15:39:43 by WENDY

Town of ADMINS  
PO's with Amount at least \$ xx

PO#	PO Date	Type	Vendor	Department	Encumbered	#Lines	Relieved
39074	21-Jul-2014	Regular	000434 M55AA	MIDDLE	530.00	1	.00
39460	16-Jul-2014	Regular	004828 DISCOUNT SCHOOL SUPPLY	STALLBROOK	537.61	1	.00
39402	14-Jul-2014	Regular	016416 LEARNING A-2	MACY	539.70	1	.00
39481	15-Jul-2014	Regular	002828 FLINN SCIENTIFIC	HIGHSCHOOL	545.31	1	.00
39736	17-Jul-2014	Regular	011125 CIT TECHNOLOGY FIN SERV, INC.	HIGHSCHOOL	549.04	4	.00
39299	15-Jul-2014	Regular	000241 MESPA	SOUTH	550.00	1	.00
39395	14-Jul-2014	Regular	000241 MESPA	MACY	550.00	1	.00
39637	18-Jul-2014	Regular	000241 MESPA	STALLBROOK	550.00	1	.00
39470	16-Jul-2014	Regular	004828 DISCOUNT SCHOOL SUPPLY	STALLBROOK	551.98	1	.00
39254	14-Jul-2014	Regular	021949 IMPACT APPLICATIONS, INC.	HIGHSCHOOL	600.00	1	.00
39401	14-Jul-2014	Regular	016416 LEARNING A-2	MACY	629.65	1	.00
38535	15-Jul-2014	Regular	002276 W.B. MASON CO. INC.	HIGHSCHOOL	639.16	1	.00
39413	14-Jul-2014	Regular	002276 W.B. MASON CO. INC.	MACY	648.50	1	.00
37409	21-Jul-2014	Regular	000246 MA ASSOC SCHOOL SUPTS	KEOUGH	650.00	1	.00
39307	15-Jul-2014	Regular	001058 LAKESHORE LEARN MATERIAL	SOUTH	650.06	1	.00
38534	15-Jul-2014	Regular	002276 W.B. MASON CO. INC.	HIGHSCHOOL	664.55	1	.00
38932	15-Jul-2014	Regular	004879 DSC OPTICAL SERVICES, INC.	HIGHSCHOOL	691.00	1	.00
39633	18-Jul-2014	Regular	002276 W.B. MASON CO. INC.	STALLBROOK	697.30	1	.00

[ADM-AUC-PO-368]



## 2 PURCHASE ORDER PROCESSING

### 2.1 Account Number Lookup on PO Entry screen

Some screen sizes are too small to accommodate the lookup on account number available on the purchase order entry screen. To activate the lookup, click in the account number field and press F3.

**Purchase Order Entry** Correct Errors

PO # 11451

Vendor Code: 009702 01  
NORTH ATLANTIC FIRE & SAFETY  
3B BUSINESS WAY  
HOPEDALE  
MA 01747-0000

Dept Code: KEOUGH KEOUGH ADMINIST  
PO Date: 30-Jul-2014 FY 2015  
Type Code: R Regular

Ship To Attn: \_\_\_\_\_  
Ship Date: \_\_\_\_\_

Deliver To: B KEOUGH ADMINISTRATION BL  
Invoice To: B KEOUGH ADMINISTRATION BL

1 Delivery Notes: No text available  
J Internal Notes: No text available

2 Entry (2) 3 Items 4 GL Details 5 Status History @ Attachments Expected Amt: 1200,00

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	GL Total	Ext Amount
1			PO#9039586 KITCHEN HOODS		735,0000			735,00	735,00
			HS						
			1000-300-4220-440-06-00-52200 BLDG MAINT SERVICES-HS						
2			HS KITCHEN HOODS		465,0000			465,00	465,00
			1000-300-4220-440-12-00-52200 BLDG MAINT SERV-MIDDLE						

To address the issue, the Adjusted Appropriation and Remaining Balance field widths were decreased.

Available CDA Accounts (Active Accounts Only - Totals do not include WIP) for FY 2015

Account#	Description	Type	SubType	Adj Appropriation	Rem Balance
1000-000-0000-000-00-43213	SCHOOL TRANSPORTATION	R	P		
1000-000-0000-000-00-43214	MVE DISABLED VET EXEMPTION	R	P		
1000-000-0000-000-00-43215	VETERANS BENEFITS	R	P		5112,00
1000-000-0000-000-00-43216	STATE WARDS/DOR	R	P		
1000-000-0000-000-00-43217	SEWER RATE RELIEF	R	P		
1000-000-0000-000-00-43218	WATER FILTRATION REIMB	R	P		
1000-000-0000-000-00-43219	RECYCLING PROGRAM REIMB	R	P		
1000-000-0000-000-00-43220	SCHOOL CONSTRUCTION	R	P		
1000-000-0000-000-00-43221	MTPC/SEMAGS WASTE REIMB	R	P		
1000-000-0000-000-00-43222	ENVIRON AFFAIRS/STATE REIMB LAND PURCHAS	R	P		
1000-000-0000-000-00-43223	POT HOLE STATE GRANT	R	P		
1000-000-0000-000-00-43224	SPECIAL ELECTION PROCEEDS	R	P		
1000-000-0000-000-00-43225	STATE MEALS TAX	R	P		
1000-000-0000-000-00-43226	HURRICANE IRENE RELIEF-DOR LOCAL AID PAY	R	P		
1000-000-0000-000-00-43227	FIRE CODE FINES	R	P		
1000-000-0000-000-00-43228	LATE FEES-RETURNED CHECK FEES	R	P		25,00

Figure 1 Before

Available LUA Accounts (Active Accounts Only - Totals do not include WIP) for FY 2015

Account#	Description	Type	SubType	Adj Appropri	Rem Balance	Status	Inf
0100-000-0000-000-00-10400	CASH TRASH COLLECTION	A	P		-104542,46	A	
0100-000-0000-000-00-12400	TAX LIENS RECEIVABLE	A	P			A	
0100-000-0000-000-00-12700	TRASH CHARGES RECEIVABLE	A	P			A	
0100-000-0000-000-00-20100	WARRANTS PAYABLE	L	P			A	
0100-000-0000-000-00-26600	DEFERRED REVENUE-TRASH CHARGES	L	P			A	
0100-000-0000-000-00-26730	DEFERRED REVENUE-TRASH LIENS	L	P		2280,00	A	
0100-000-0000-000-00-32110	F/B RESERVED FOR ENCUMBRANCES	F	P			A	
0100-000-0000-000-00-32711	F/B RESERVED FOR EXP - (2013) TRASH SURPLUS	F	P			A	
0100-000-0000-000-00-35906	TRASH SURPLUS	F	P			A	
0100-000-0000-000-00-42010	TRASH LIENS	R	P		2280,00	A	
0100-000-0000-000-00-42015	TRASH REVENUE	R	P			A	
0100-000-0000-000-00-42016	TRASH BAGS REVENUE	R	P		465,00	A	
0100-000-0000-000-00-42020	TRASH CHARGES-TAX TITLE	R	P			A	
0100-000-0000-000-00-42030	PENALTIES & INTEREST, TRASH	R	P			A	
0100-000-0000-000-00-43100	FED REV PASS THRU STATE	R	P			A	
0100-000-0000-000-00-43300	OTHER STATE REVENUE	R	P			A	

Figure 2 After

[ADM-AUC-PO-373]



## 2.2 Error Checking

Additional error check was incorporated into the Check Purchase Order process. Any GL line without an amount or account will be identified. This message will be displayed on the PO\_Errors report and the user must contact [support@admins.com](mailto:support@admins.com) before proceeding. Another error condition that requires contacting support is when a duplicate GL line exists on a Purchase Order. Samples of these error messages are shown below.

Line	GL Line	Error
1		*** Total GL lines do not equal Line Total
		*** Item Description is blank
		*** Delivery Address is blank
		*** Price, Freight and Other are Zero
1	1	***** MISSING LINE RECORD. CONTACT AUC SUPPORT

Figure 3 Missing Line Error Message

Line	GL Line	Error
1		***** DUPLICATE GL LINE. CONTACT AUC SUPPORT
1	1	*** Account Number is blank
		*** G/L Amount is zero
1	1	
1	2	

Figure 4 Duplicate Line Error Message

[ADM-AUC-PO-372]

## 3 HELP REFERENCE LIBRARY

### 3.1 New or Updated Documentation

The following new or updated documentation was added to the Purchase Order Help Reference Library.

- OTHER                      Voiding Checks that Reference Purchase Orders