



PURCHASE ORDERS

RELEASE NOTES – SEPTEMBER 2016

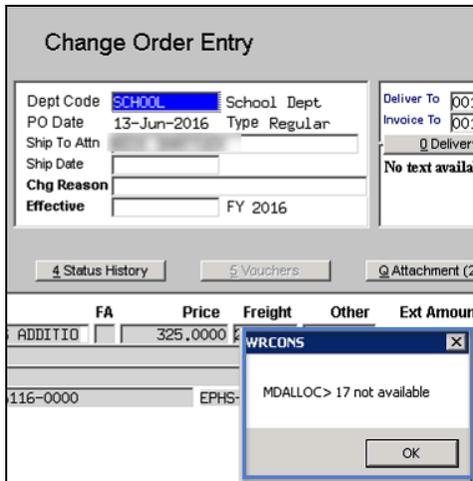
This document explains new product enhancements added to the ADMINS Unified Community for Windows PURCHASE ORDER system.

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1. CHANGE ORDERS

During the entry of a change order, a user reported an “MDALLOC> 17 not available” error while performing a lookup on the Dept. Code. This was corrected and is noted here to document the change.



[ADM-AUC-PO-428]

2. YEAR END PROCESSING

2.1. PO Rollover Edit Workfile Screen

Corrected an issue on selected sites where the [View] button was not accessible. This was installed on the affected sites in July and is noted here to document the change.



2 PO# V	3 DeptCode	PO Date	4 Vendor Name	L #	GL
1601963	SPED	16-Mar-2016	AMAZON/GEGRB	*	* *****
View 2099	YOUTH SRV	29-Mar-2016	YMCA	1	1 2742-0000
1602137	ITDEPT	31-Mar-2016	SHI INTERNATIONAL CORP.	1	1 1010-960-2
1602217	GRANTS	12-Apr-2016	SCHOOL OUTFITTERS	*	* *****
1602226	CURR	13-Apr-2016	JOSH SHIPP PRODUCTIONS, LLC	*	* *****

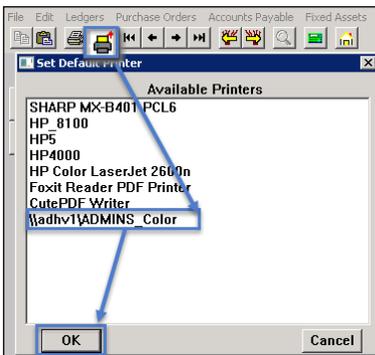
Figure 1 Before

2 PO# V	3 DeptCode	PO Date	4 Vendor Name	L #	GL
3202685	1602	01-Jul-2015	HEALTH CARE SERVICES		000-0000-00
View 3202686	1602	01-Jul-2015	BELLE A. DE COSTA		101-1602-51
3202687	1602	01-Jul-2015	KAREN LEA		101-1602-57
3202691	1604	01-Jul-2015	WB MASON CO INC		101-1604-52

Figure 2 After

[ADM-AUC-PO-427]

3. SETTING DEFAULT PRINTERS (V9.2 SITES ONLY)



To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**. Find this button next to the **[Print]** button on the toolbar; click to display the available printers. Click on the desired printer and click on **[OK]** to set the default printer for use in your AUC session.

If you do not see this icon, then this option is not available on your site.

ADM-AUC-SY-7792]

4. MENU AND TOOLBAR TIPS

System Help Reference Library		
Reference Card		
----- SYSTEM -----		
Menu Toolbar Tips	View	Email
Create CSV Files	View	Email
ADMINIS Report Generator (ARG)	View	Email
Email Distribution Lists	View	Email
I Forgot to print my reports...	View	Email
System Administration Kit	View	Email
Menu and Toolbar Tips	View	Email

A reference card was updated to help acquaint the user with the menus and toolbars included in the AUC system. This reference card is available in all the Help Reference Libraries.

[ADM-AUC-SY-7991]

5. HELP REFERENCE LIBRARY

5.1. New or Updated Documentation

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

- SYSTEM Menu and Toolbar Tips