



PURCHASE ORDERS

RELEASE NOTES – SEPTEMBER 2018

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

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This symbol indicates that there is an updated document with significant information in the Help Reference Library. Be sure to review the updated and new documents referenced herein.

This “puzzle” graphic identifies features that impact several components within the module and require that the relationship between the pieces is understood.

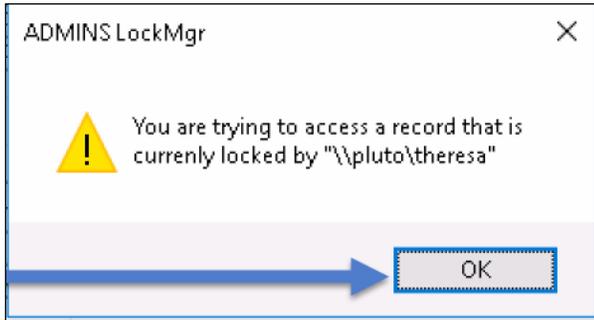


Anytime this little gal appears in release notes, it means that one of our customers was asking for an enhancement; she will point out those new features.



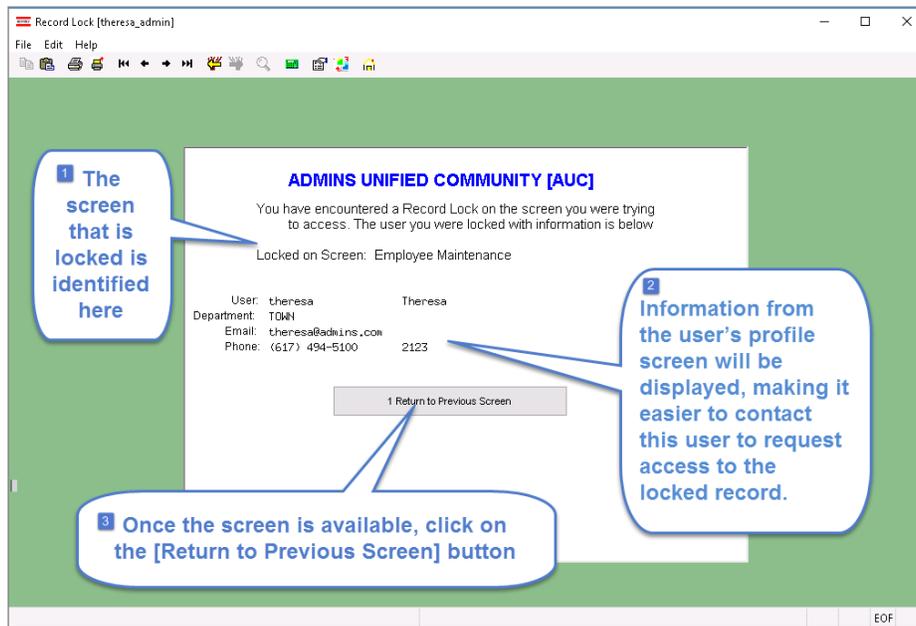
1. WHO IS LOCKING A RECORD ON THE UPDATE SCREEN? [New]

ADMINS is pleased to announce a new feature that will identify who you are record-locked with on a new record-locking screen. When a record-lock occurs, a popup screen will appear as shown in Figure 1. Click on **[OK]**.



1. The system will display a new screen providing information needed to contact the user who is locking the record. The screen name will be supplied. See Figure 2.
2. Contact the user locking the record to ask them to exit the screen.
3. Click on the **[Return to Previous Screen]** button to return to the same record that was previously locked.

Figure 1 Popup notification that a record is locked



If the user cannot be contacted to exit the record, proceed to another task by clicking on the  (**[Home]** button). From the home screen, use the menu to select another task.



Detailed information and examples are available in the new document, **PO-905 Locking Screen.**

Figure 2–New screen with information about who is locking a record and how to contact them

[ADM-AUC-SY-8063]



2. PURCHASE ORDER PROCESSING

2.1. Fifth Approver Added [New]

ADMINS is making it even easier to go paperless for AUC purchase order processing. To facilitate that change, a fifth approver was added to the **Purchase Order Form Maintenance** screens, along with a fifth minimum approval amount. See the document **Purchase Orders ▶ Help Reference Library ▶ PO-255 Implementing Electronic Purchase Order Signatures** for details.



Note: All AUC purchase order forms were updated as part of this upgrade.

[ADM-AUC-PO-485]

2.2. Delivery Notes [Fix]

The purchase order screen has a field for delivery notes allowing the entry of free-form text. Prior to the software update, if a blank line was entered, the system was discarding the previous line(s) and only printing lines entered after the blank line on the face of the purchase order. This was corrected.

The screenshot shows the 'PO Query - Posted' screen for PO # 15469. It includes fields for Vendor Code (004828 02), Dept Code (PRESCHOOL), PO Date (13-Aug-2018), and Ship To Attn. A '1 Delivery Notes' button is highlighted. Below the PO details is a table with columns: Qty, UOM, Item Description, FA, Price, Freight, Other, Ext Amount, Retained, and Balance. The table contains one item: 'P. FUHRMAN' with a price of 1089,000. An 'INSTRUCTIONAL MAT-BECP' item is also listed. A 'Delivery Notes for PO# 15469 *** Read Only ***' window is open, showing a text editor with five lines of text: 'line one has text: line two will not', a long alphanumeric string, 'line three has text: line four will not', a blank line, and 'line five has text'. A blue callout box labeled 'Fourth line is blank' points to the empty line in the text editor. At the bottom of the screen, there are summary fields for Encumbered, Retained, Liquidated, Relieved, and Paid amounts, all showing 1089,00.

Access the feature from the Purchase Order Entry or PO Change Order Entry screen. Select **Purchase Orders ▶ Entry ▶ New PO** or choose a **Purchase Order** in Entry Began status.

Click on the **[1 Delivery Notes]** button to enter notes in the **AdmTed** editor screen as shown in **Figure 3**. Three lines are entered; then a fourth line is blank; followed by a fifth line.

The results are shown below in **Figure 4 & 5**.

Figure 3 Delivery Notes will now print all lines even if the system detects a blank line



Figure 4 Before – only line five printed



Figure 5 After - all lines print

[ADM-AUC-PO-486]

2.3. Create New from Posted PO Screen [Enhancement]

Purchase Order lines may be closed via a change order as shown in Figure 6.

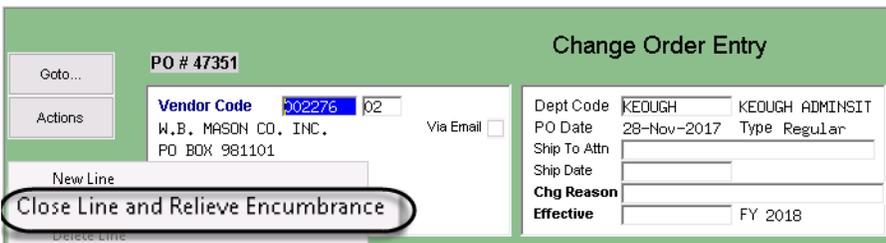


Figure 6 Close Line and Relieve Encumbrance accessed from the [Actions] button of the change order entry screen

When using the **Purchase Order ▶ Entry ▶ Create New from Posted** process, lines from the posted purchase order were thought to be “missing” from the new purchase order. This is because **lines that were closed via a change order** as shown in Figure 6 are not brought in to a new purchase order.

Ty	Description	Status	Tof
C	Credit Voucher	Active	
F	Final Payment on these lines	Active	
L	Liquidate Remaining PO Balance	Active	
P	Payment Voucher	Active	
R	Refund Voucher	Active	

Lines that are closed in the course of paying a voucher and fully expending the line or marking it as either “**F**” for Final Payment on these lines or “**L**” for Liquidate Remaining PO Balance will be brought into the new purchase order.



Create New from Posted PO

PO # 11883

Vendor Code 011125 02
CIT
21146 NETWORK PLACE
CHICAGO
IL 60673-1211

Dept Code MIDDLE MIDDLE SCHOOL
PO Date 04-Aug-2015 FY 2016
Type Code R Regular

Deliver To BELLINGHAM MEMORIAL SCH
Invoice To KEDUIGH ADMINISTRATION B

Expected Amt 4038,87

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	GL Total	Ext Amount
1.0000			36 MONTHS LEASE #191,97/MONTH			.0100			.01
Split	1.0000		JULY #13 OF 36 PD. 8/3/15						
Split	1.0000		1000-300-5300-450-12-00-52610						
			COPIER LEASE-MIDDLE						
	1.0000		AUGUST #14 OF 36		191,9600				191,96
Split	1.0000		1000-300-5300-450-12-00-52610						
			COPIER LEASE-MIDDLE						
	1.0000		NOV #17 OF 36		191,9700				191,97
Split	1.0000		1000-300-5300-450-12-00-52610						
			COPIER LEASE-MIDDLE						

Note: Any Line Closed via Change order will not be copied to new PO

A note was added to the screen to alert the user running the process that some lines will be excluded from a new purchase order created from a PO that has lines **closed via a change order**.

The on screen note will read: **“Note: Any Line Closed via Change order will not be copied to new PO.”**

[ADM-AUC-PO-479]

3. CHANGE ORDERS

3.1. Printing Lines on Change Orders [Fix]

On a fully paid **line** of a purchase order, which has a change order to increase the encumbrance on the line, the **changed line** was not printing on the PO change order form. This was corrected. The following is an example of a change order against a closed line.

Town of Admins
219 Lewis Wharf
Boston, MA 02001
Phone: 617.494.5100 Fax: 617.494.5100

Purchase Order # 15600
Please include this purchase order number on all

Qty	Unit	Item # / Description	Unit Price	Freight	Other	Line Total
1.00		PO #9138449 BMS	\$250.0000	\$0.00	\$0.00	\$250.00
Line # 1		1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	250.00			
1.00		PO #9138449 PJP	\$200.0000	\$0.00	\$0.00	\$200.00
Line # 2		1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	200.00			
1.00		PO #9138449 SB	\$200.0000	\$0.00	\$0.00	\$200.00

Figure 7 Original PO with line two amount of \$200.00

The original PO as printed – showing three lines. Line two has a total of \$200.00.

PO Query - Posted

PO # 15600

Expected Amt 650,00

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Retained	Balance
1	1.0000		PO #9138449 BMS		250,0000			250,00		250,00
Split	1.0000		1000-921-0000-000-00-33-69295							
			SCHOOL - ASBESTOS STUDY					200,00		
Split	1.0000		1000-921-0000-000-00-33-69295							
			SCHOOL - ASBESTOS STUDY					200,00		200,00
Split	1.0000		1000-921-0000-000-00-33-69295							
			SCHOOL - ASBESTOS STUDY							

Encumbered Retained 650,00 Liquidated Liquidated Relieved Relieved 200,00 Paid Paid 200,00 Balance 450,00

Figure 8 The PO Query screen shows line two is closed after the voucher payment is made.

A voucher is paid against line two of the purchase order, for the entire \$200.00; effectively closing the line.

The PO Query screen shows line two has no balance.



A change order is created to add an additional \$10.00 to line two; effectively opening the line for more voucher payments.

Figure 9 A Change order increases line two by \$10.00

Qty	Unit	Item # / Description	Unit Price	Freight	Other	Line Total
1.00		PO #9138449 BMMS	\$250.00000	\$0.00	\$0.00	\$250.00
1.00		1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	250.00			
1.00		PO #9138449 PJP	\$210.00000	\$0.00	\$0.00	\$210.00
1.00		1000-921-0000-000-00-33-69295 SCHOOL - ASBESTOS STUDY	210.00			
1.00		PO #9138449 SB	\$200.00000	\$0.00	\$0.00	\$200.00

The change order as shown now prints line two.

Figure 10 The Revised PO prints with line two

[ADM-AUC-PO-491]

3.2. Change Order History Report [Enhancement]

Select **Purchase Orders** ▶ **Change Orders** ▶ **View Posted Change Orders**. Click on the **[1 DO]** button and select **Report Change**.

The report was changed to make the “Old Value” and “New Value” columns the same width to allow for easy comparison for sites with a long account structure or when long blocks of text are present in the notes field.

Figure 11 After – The “Old” and “New” columns are the same width

[ADM-AUC-PO-480]



3.3. Purchase Orders with a Quantity Set that are Based on a Contract [Fix]

ADMINS Unified Community (AUC) users on sites that do not use **Contracts** can disregard this information. This issue was affecting only contracts with purchase orders with the following attributes:



- Based on the contract
- PO line quantity was set (not a blanket PO or a PO line without a quantity)
- PO Change Order was executed to close a line and relieve the encumbrance via the **[Actions]** button on the change order screen.

Closing a line on a PO that references a contract line with quantity set to relieve the encumbrance via the **[Actions]** button on the PO change order screen was not properly updating the **quantity on the contract**. The process will now set the quantity on the contract to the **paid quantity**.

Line	Item Description	Qty	Qty Bal	Ext Amount	Encumbered	Unencumbered	Retained	Retain to Pay	Balance
1	line 1	500,0000		12500,00	12500,00				9375,00
2	line 2	300,0000	75,0000	3000,00	2250,00	750,00			2000,00
3	line 3	100,0000	100,0000	3500,00		3500,00			3500,00
4	line 4	200,0000	155,0000	10000,00	2250,00	7750,00			7750,00
5	line 5	800,0000		21000,00	21000,00				17325,00

Unencumbered 12000,00 Retain To Pay Balance 39950,00

The quantity balance was not updated when a PO Change order was used to close a line and relieve an encumbrance. This prevented POs from using the remaining balance on the line.

Figure 12 Contract Query Screen showing results of PO Change Order updating the quantity balance

[ADM-AUC-PO-484]

4. VENDOR SCREEN ► Removed “Reap Vendor?” Radio Button

The **Vendors ► Enter Vendors ► [3 Classification]** screen was updated to remove the **[REAP Vendor?]** radio button, as this flag is no longer used in **REAP** processing. The change was also made to the **View Vendors** screen.

Enter Vendors

1 Name/Address 2 Addresses 3 Classification 4 Attachment (13)

Separate Check? Yes No No Check

1 Time Vendor? Yes No Yes No

State Bid List? Yes No

REAP Vendor? Yes No

Local Vendor? Yes No

Figure 13 Before

Enter Vendors

1 Name/Address 2 Addresses 3 Classification 4 Attachment (1)

Separate Check? Yes No No Check

1 Time Vendor? Yes No Yes No

State Bid List? Yes No

Local Vendor? Yes No

Figure 14 After

[ADM-AUC-AP-910]



5. QUERIES ► HOVER TEXT ON BALANCE AMOUNT FIELD [New]

Users sometimes ask *“When creating a new voucher from a purchase order, why does a voucher amount not match the balance on the PO Line?”* It may be due to the retainage that has not yet been paid. The balance on a PO Line represents **all relieved encumbrances**. This includes retainage held when vouchers are paid against the purchase order.

To provide information at a glance, **hover text** was added on the balance field for each line on the **Purchase Orders ► Queries ► View All Purchase Orders ► [PO Query] ► [Select]** screen.

The example in Figure 15 shows a purchase order, with an initial amount of **\$20,000** and a retainage amount of **5%**. A single voucher has been paid against the purchase order for **\$6,222.50**. This voucher paid an invoice for **\$6,550.00**, of which **\$327.50**, or **5%**, was retained.

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Retained	Balance
			Fire truck engine three repairs		20000.0000			20000.00	327.50	13777.50
								Unpaid Balance : 13450.00	Unpaid Retainage: 327.50	Total Balance : 13777.50

Figure 15 Voucher pays against a purchase order

A subsequent voucher paid **\$100** in retainage.

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Retained	Balance
			Fire truck engine three repairs		20000.0000			20000.00	327.50	13677.50
								Unpaid Balance : 13450.00	Unpaid Retainage: 227.50	Total Balance : 13677.50

Figure 16 Voucher pays some retainage

Unpaid balance: 13,450.00 – This is the open balance on the PO line that can still be paid (not retained).

Unpaid retainage: 327.50 – This is the open balance on retainage (\$\$ that has been withheld).

Total Balance: 13,777.50 – This is the total amount available to be paid on this line.

Unpaid Balance: 13,450.00–This has not changed because the payment reduced only the retainage amount.

Unpaid Retainage: 227.50 –This has been reduced by the \$100 payment.

Total Balance: 13,677.50– This has been reduced by the payment to retainage.

[ADM-AUC-PO-489]

6. PO ROLLOVERS ► EMAIL OPEN PO REPORT ► OPTION ADDED [New]



As part of the PO rollover processing, one of the steps on the menu sends a list of open POs to the email assigned to the department “owning” the POs. The standard format provides a line with the PO number and vendor for each purchase order, and additional lines that followed (if any) without the PO number and vendor. A new option was added to allow the user running the



process to include the PO number and vendor name on each line. The new feature is described in the updated **PO-770 Email Open PO Listings to Departments** document.

[ADM-AUC-PO-483]

7. UPLOAD PURCHASE ORDERS FROM A SPREADSHEET [New]



A new feature is available in this software update that allows the user to upload purchase orders from a spreadsheet. Details are available in the [Purchase Orders ▶ Help Reference Library ▶ Templates ▶ PO-800 Upload POs from a Spreadsheet.](#)

[ADM-AUC-PO-461]

8. MODULE-WIDE CHANGES

Screens were updated to improve response time of some buttons on the screens. While these changes are transparent to the users, notice is included here to document the change. The screens affected are those that use the **[More]** or **[Split]** buttons. To access a sample of the screens, click on **PO ▶ Query ▶ View all POs ▶ click [Select];** from the **PO Query – Posted** screen, click the **[More]** or **[Split]** button.

PO # 15066 **PO Query - Posted** Open
THERESA

Vendor Code 024085 01 **Dept Code** KEOUGH KEOUGH ADMIN SIT **Deliver To** 8 KEOUGH ADMINISTRATION B
SELECT DOOR BOSTON **Via Email** **PO Date** F 01-Jul-2018 FY 2019 **Invoice To** 8 KEOUGH ADMINISTRATION B
20 FIRST AVENUE **Type Code** R Regular **1 Delivery Notes** No text available **J Internal Notes** PO rolled over
CHICOPEE **Original PO** 06-Jun-2018 **Ship To Attn** on 22-Jun-2018
MA 01020-4619 **Ship Date** hv THERESA

Expected Amt 68000,00

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Retained	Balance
1			PO#9043458 FY17 KEOUGH RENOVATIONS		68000,0000			68000,00	3400,00	3400,00

Split 1000-921-0000-000-00-36-69386 KEOUGH SCHOOL RENOVATIONS

A second example is found on the **PO Change Orders Inquiry** screen:

View Posted Change Orders

1 DO	2 Chg Date	Time	Chg#	4 Dept	5 PO Date	6 Vendor	Vendor Name
45				HOOL	22-Dec-2016	010979	CORWIN PRESS
45				HOOL	19-Jul-2017	020713	MASS INSIGHT EDUCA
45				HOOL	19-Jul-2017	026095	BOWDOIN COLLEGE
44				MIDDLE	26-Jan-2017	009862	TEACHERS 21
44				STALLBROOK	24-Feb-2017	023870	AMERICAN ALARM
44				SPED	13-Dec-2016	008713	PERKINS SCHOOL FOR

Figure 17 **PO ▶ Queries ▶ View Posted Change Orders ▶ [DO] ▶ Change Query**



PO Change Orders Inquiry Change # 2 2
Date 18-May-2017

PO # 45116

Vendor Code 004839 01
SAGE PUBLISHING
2455 TELLER ROAD
THOUSAND OAKS
CA 91320-0000

Dept Code KEOUGH KEOUGH ADMIN SIT
PO Date 22-Dec-2016 FY 2017
Type Code R Regular
Ship Date

Deliver To 8 KEOUGH ADMINISTRATION B
Invoice To 8 KEOUGH ADMINISTRATION B
1 View Delivery Notes

Expected Amt 16666.65

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	GL Total	Ext Amount
1			PO #45116 CHH PETER DeWITT		16000.0000				16000.00
			2100-000-2357-404-09-00-52400						
			PROF DEV CONSULTANT-DIST						
2	1,0000		PO#45116 add'l cost pd by Title I		666.6500				666.65
			2450-000-2357-404-09-00-52400						
			PROF DEV CONSULTANT-DISTRICT						

Figure 18 ->click [More] or [Split] button

[ADM-AUC-PO-479]

9. HELP REFERENCE LIBRARY

9.1. New or Updated Documents

- PO PROCESSING
 - PO-255 Implementing Electronic Approval Signatures [New]
 - PO-260 Changing a Signature on a Purchase Order Form [Updated]
- FISCAL YEAR END PROCESSING
 - PO-770 Email Open PO Listings to Departments [New]
- TEMPLATES
 - PO-800 Upload POs from a Spreadsheet [New]
- OTHER
 - PO-905 Locking Screen [New]