

# **PURCHASE ORDERS**

# **RELEASE NOTES – SEPTEMBER 2018**

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

#### **TABLE OF CONTENTS**

1.	WHC	O IS LOCKING A RECORD ON THE UPDATE SCREEN? [NEW]	2
2.	PUR	CHASE ORDER PROCESSING	3
	2.1.	Fifth Approver Added [New]	3
	2.2.	Delivery Notes [Fix]	
	2.3.	Create New from Posted PO Screen [Enhancement]	4
3.	CHA	NGE ORDERS	5
	3.1.	Printing Lines on Change Orders [Fix]	5
	3.2.	Change Order History Report [Enhancement]	6
	3.3.	Purchase Orders with a Quantity Set that are Based on a Contract [Fix]	7
4.	VEN	IDOR SCREEN > REMOVED "REAP VENDOR?" RADIO BUTTON	7
5.	QUE	ERIES 🕨 HOVER TEXT ON BALANCE AMOUNT FIELD [NEW]	8
6.	PO R	ROLLOVERS 🕨 EMAIL OPEN PO REPORT 🕨 OPTION ADDED [NEW]	8
7.	UPLO	OAD PURCHASE ORDERS FROM A SPREADSHEET [NEW]	9
8.	MOL	DULE–WIDE CHANGES	9
9.	HELP	P REFERENCE LIBRARY	10
	9.1.	New or Updated Documents	10



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]**.



Figure 1 Popup notification that a record is locked

- 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.



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, <u>PO-905 Locking</u> Screen.

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

[ADM-AUC-SY-8063]

Property of ADMINS, Inc. No unauthorized use, distribution or reproduction permitted.

## 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 > <u>PO-</u><u>255 Implementing Electronic Purchase Order Signatures</u> 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.



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



[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.

**ADMINS Unified Community** 

Purchase Order

Goto	PO # 47351	Change Order Entry
Actions	Vendor Code         0022276         02           W.B. MASON CO. INC.         Via Email            P0 B0X 981101	Dept Code KEOUGH KEOUGH ADMINSIT PO Date 28-Nov-2017 Type Regular Ship To Attn
New Line Close Line	and Relieve Encumbrance	Ship Date Chg Reason Effective FY 2018

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.

Voucher Types		×
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	Octiva	

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.

Goto	PO# 41883	Create New from Posted PO	Closed KOBRIEN									
Actions 4 Create PO	Vendor Code 011125 02 CT Via Email 2 21146 NETNORK PLACE CHICAGO IL 60673-1211	Dept Code MIDDLE MIDDLE SCHOOL PODate 04-Aug-2015 FY 2016 Type Code Regular Ship To Attn Ship Date	Deliver To EELLINSHAM MEMORIAL SCH Involce To KEDUCH AIMMISTRATION B 1 Deliver Motos NS OFFICE No text available DICHUB 454E, ID#N2968, SN#									
2 Details 3 GL Details 4039.97												
Line Item	Oty         UOM         Item Description           1,0000         P0#41883         KONICA BIZHUB 454E           36         MONTHS LEASE @ #191.97/MONTH           JULY         #13         0F         36         PD, 8/3/15           JOD_2002-850-450-12-00-850510         2002-800-810         1002-800-850-810	FA Price Fr OFFICE ID#N2988 ,0100	sight Other GL Total Ext Amount									
2	1,0000 AUGUST #14 DF 36	191,9600	191,96									
Split 5	1000-300-5300-450-12-00-52610 1.0000 NOV #17 OF 36	COPIER LEAGE-MIDDLE 191,9700	191.97									
Split	1000-300-5300-450-12-00-52610	COPIER LEASE-MIDDLE										
Note: Any L	ine Closed via Change order will not t	be copied to new PO	New notice									
Ready			Lkup UP									

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**

#### Printing Lines on Change Orders [Fix] 3.1.

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.

6	à	Town of Admins 219 Lewis Wharf Pri Boston, MA 02001 Phone: 617.494.5100 Fax: 617.494.5100 Final: Exmedificance for a	Purcha ase include this p	ase Orde	er # 156 ler number of	00 n all
Qty	Unit	Item # / Description	Unit Price	Freight	Other	Line Total
1.00		PO #9138449 BMMS	\$250.0000	\$0.00	\$0.00	\$250.00
Line # 1		1000-921-0000-00-33-69295 250 SCHOOL - ASBESTOS STUDY				
Line # 1		1000-921-0000-000-30-93269 250 SCHOOL - ASBESTOS STUDY PO #9138449 PJP	\$200.0000	\$0.00	\$0.00	\$200.00
Line # 1 1.00 Line # 2		1000-927-10000-000-3596269 250 PO #913849 PJP 1000-921-0000-000-00-3596225 200 SCHOOL - ASBESTOS STUDY	\$200.0000	\$0.00	\$0.00	\$200.00

Original P with line two amount of \$200.00



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

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.

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

A change order is created to add an additional \$10.00 to line two; effectively

opening the line for more voucher

The change order as shown now prints

payments.

line two.

C 1.4

]	Figure	e 10	The Revised PO prints with line tw	wo
	1.00		PO#9138449 SB	
			SCHOOL - ASBESTOS STUDY	

219 Lewis Wharf Boston, MA 02001 7 19 5 100 E ~ 31

[ADM-AUC-PO-491]

#### t]

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

E [AUC] 3022-View Posted Change Orders [theresa]

Entry Began

		File Edit Led	Igers Purchase Orders Acco	unts Payal	le Fixed Asse	ts Human Reso	urces Bu	dget Collections	Tax
		🖻 🛍 🏉	🖴 к + + м 👫 🗏	Q	i 🗗 🛃	( <mark>1</mark> 1			
Purchase Orders						View Po	sted C	hange Orde	rs
Purchase Order Entry >		Goto							
Change Orders >	Entry	Actions							
AP/PO Dashboard	Remove Change Orders		2 PO# 3 Chq Date Tin	ne Chg#	4 Dept	5 PO Date	6 Vendor V	endor Name	_
Liquidate Purchase Orders	Endia Lina		47329 07-Aug-2018 16	:15 1	DISTRICT	02-Jul-2018 (	03845 5	TAPLES ADVANTA	ж.
Vendors >	Public of Public	1 DO	47325 07-H0g-2016 [16	3	DISTRICT	02-Jul-2018 (	03845 5	TAPLES ADVANTA	GE
	Reprint Change Order Requisitions		47 Do o	1	DISTRICT	15-Nov-2017 (	015172 S	PIRAL FOUNDATI	ĴΝ A
Commodity Items >	Drint and Dart Changes		PO Query	1	DISTRICT	15-Nov-2017 (	07971 A	SHA	
Bids >	Print and Post Changes		47 Benort Cha	inge 📘	DISTRICT	15-Nov-2017 (	)13872 B	ENCHMARK EDUCA	TION
	V. B. LICI. O. I		47 Report one		HIGHSCHOOL	13-Nov-2017 (	00635 G	. & L ELECTRIC	TNC
Contracts >	view Posted Change Orders		47 Reprint PO	2	HIGHSCHOOL	13-Nov-2017 (	00635 G	& L ELECTRIC	L'NC

File Edit Format Options		
Courier New • 9 • B		
3032-POCHGHISEDT.REP	rinted 07-Aug-2018 at 16:26:06 by THEFESA Town of Admins Change Order History Report	Page -
	Change Seq#: 3 Date: 07-Aug-2018 Time: 16:23:	08.27 User: THERESA
PO#: 47329 PO Date: 02-Jul-2018	Vendor: 003845-01 STAPLES ADVANTAGE Dept: DISTRICT	
Line G/L Field Name	01d Value	Nev Value
Change Reason	test 3 of internal notes	AR 1
# Attachments	3	07-Aug-2010 4
Internal Notes:	Test \$1 of internal notes - do they line up or do they disappear? Adding at least eighty characters so that it will force a line feed on the report.	Test #3 of internal notes - this time I inserted a line feed and typed in the top line above the original internal notes. Let's see what it does now.
	Test #2 of internal notes - used a line feed after the original internal note and a similar number of characters and text to fill up the reports.	Test #1 of internal notes - do they line up or do they disappear? Adding at least eighty characters so that it will force a line feed on the report.
		Test #2 of internal notes - used a line feed after the original internal note and a similar number of characters
Figure 11 After	- The "Old" and "New" c	olumns are the same width

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.

[ADM-AUC-PO-480]

igure	9 A C	hange (	order incr	eases li	ne two	o by S	\$10.0	0		
6 Exit Change	7 Add L	ine 80	opy Line 9 Chec	k PO Retain	ed	P	aid	200,00	Entered Amt	660,00
Split		1000-921-000	0-000-00-33-69295		SCHOOL	- ASBESTO	S STUDY			
Splt 3	U By Account	1000-921-000 P0 •9138449	0-000-00-33-69295 SB		SCHOOL 200.0000	- ASBESTO	S STUDY	200.00		200.00
Split 2	1.0000	1000-921-000 P0 •9138449	0-000-00-33-69295 PJP		SCHOOL 210.0000	- ASBESTO	S STUDY	210,00	200.00	10.00
Line Item	Qty UON	PO #9138449	n BMMS	FA	Price F 250.0000	reight O	ther Ext	Amount 250.00	Paid	Balance 250,00
1 Entry		2 Items	3 GL Details	4 Status History	5 Vo	ucher (1)	Q Attac	hment (1)	Exp	ected Amt 660.00
				e		÷				

1 Entry		2 ttems 3 GL I	Details 4 Status Hist	ory 5 Voucher (*	l) QAttao	chment (1)	Exp	ected Amt 660.0
ne Item	Oty UOM	Item Description PO #9138449 EMMS	FA	Price Freight	Other Ext	Amount 250,00	Paid	Balanc 250,0
Split	1.0000	1000-921-0000-000-00 P0 •9138449 PJP	-33-69295	SCHOOL - AS	BESTOS STUDY	210.00	200.00	10.
Split	U By Account 1.0000	1000-921-0000-000-00 P0 •9138449 SB	-33-69295	SCHOOL - AS 200.0000	BESTOS STUDY	200,00		200
Split		1000-921-0000-000-00	-33-69295	SCHOOL - AS	BESTOS STUDY			

Change Order Entry

3.2.	Change Order History Report [Enhancement

Report Change.

Please include this purchase order number on all ..........

\$0.00

\$0.00

\$0.00

Init Price Freight

\$250.00

\$200.0000

Line Total

\$250.00

\$210.00

\$200.00

Oth \$0.00

\$0.00

\$0.00

...

250.00

210.00



**ADMINS Unified Community** Purchase Order

PO # 15600

m # / De

1000-921-0000-000-00-33-69295

SCHOOL - ASBESTOS STUDY

1000-921-0000-000-00-33-69295

Oty

1.00

Line # 1

Line # 2

#### 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 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 contact 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**.

[	Cor	itract# 7			Contracts	a Query - Po	sted			Open
ļ	1 Lines (5)	2 Details	3 Addl	Info	4 Status History	5 POs (2)	6 Vouchers	(2) 7 Cha	anges Q	Attachments
Lin	e Item Description		Qty	Qty Ba	l 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
The quantity balance was Change order was used t an encumbrance. This p the remaining ba					updated w e a line an ted POs fro on the line	hen a PO d relieve om using e.	tain To Pay		Balance	39950.00

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	Enter Vendors
1 Name/Address         2 Addresses         3 Classification         4 Attachment (13)	1 Name/Address 2 Addresses 3 Classification 4 Attachment (1)
Separate Check? C Yes  No	Separate Check? O Yes O No
1 Time Vendor? O Yes 💿 No O Yes 💿 No	1 Time Vendor? 🔿 Yes 💿 No 🛛 🖓 Yes 💿 No
State Bid List? 🔿 Yes 💿 No	State Bid List?  Yes
REAP Vendo 🔊 🖸 Yes 🔿 No	Local Vendor? 💿 Yes 🔿 No 🛛 🗸
📙 Local Vendor? 🔿 Yes 💿 No 🔜 💻	

**Figure 13 Before** 

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.

	PO# 15598	PO Query - Posted	Open THERESA			
Goto	Vendor Code 002361 01 CRONATRON WELDING SYSTEMS,INC Via Email	Dept Code FIRE Fire Department PO Date F 29-Aug-2018 FY 2019	Deliver To FIRE FIRE STATION Invoice To FIRE FIRE STATION			
Actions	5203 PAYSPHERE CIRCLE CHICAGO IL 60674-0000	Type Code R Regular Ship To Attn Ship Date	1 Delivery Notes - Jinternal Notes - No text available - No text available			
2Details (1) 3 tens 4 OL Details 5 Status History 6 Youchers (1) 7 Chances 8 Attachment (1) 20000,00						
Line Item	Oty UOM Item Description fire truck engine three repair	FA Price Freight Other s 20000.0000	Ext Amount Retained Balance 20000.00 327.50 13777.50			
SHE 0200-450-0000-004-00-00-54230 NOTORIZED EQUIPHENT AND PARTS Total Balance :13777.50						
•	Encumbered 20000,00 Liquidated Retained 327,50 Liquidated	Relieved 6222,50 Pz Relieved Pz	id 6222,50 Balance 13777,50 id			
Ready			Lkup UP			

Figure 15 Voucher pays against a purchase order

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

	D# 15598 PO Query - Posted	Open THERESA
Goto Actions	endor Code 002351 01 ROMATRON HAELDING SYSTEMS_INC Visional Dept Code FIRE Fire Department PO Date F 29-Aug-2018 FY 2019 Type Code R Regular HCR60 Ship To Attin Ship Date	ATION ATION Jinternal Notes io text available
2 Details (1)	3 tems         4 GL Details         5 Status History         6 Vouchers (2)         7 Chances         8 Attachment (1)           UOM tem Description         FA         Price Freight         Other         Ext Amount Network         Rez           First turk exercise three senation         FA         Price Freight         Other         Ext Amount Network         Rez	Expected Amt 20000.00 ed Balance
Split	Unpaid Balance Unpaid Balance Unpaid Balance Unpaid Balance Total Balance	: 13450.00 e: 227.50 13677.50
	Encumbered 20000,000 Liquidated Relieved 6322,50 Paid 6322,50 Bialanc Retained 327,50 Liquidated Relieved 1000,00 Paid 100,00	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 <u>PO–</u> <u>770 Email Open PO Listings to Departments</u> 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.

	20 # 15066 PO Query - Posted THE	<mark>Jpen</mark> RESA
Goto Actions	Vendor Code         024085         01         Dept Code         KEOUGH         KEOUGH         ADMINSIT           SELECT DOOR BOSTON         Via Email         PO Date F 01-Jul-2018         FY 2019         Invoice To         8         KEOUGH ADMINISTRATII           20 FIRST AVENUE         Type Code         R         Regular         1         Deliver Notes         r         J Internal Note	ON B ON B
	CHICOPEE Original PO 06-Jun-2018 No text available PO rolled over on 22-Jun-2018 Ship To Attin Ship Date by THERESA	8
2 Details (1)	3 tems         4 GL Details         5 Status History         6 Vouchers (1)         7 Changes (1)         8 Attachment (2)         6800	<b>Amt</b> 0.00
Line Iter	y UOM Item Description FA Price Freight Other Ext Amount Retained Bale P0#9043458 FY17 KEDUGH RENOVATIONS 68000,0000 68000,00 3400,00 3400	unce 0.00
Split	00-921-0000-000-00-36-69386 KEOUGH SCHOOL RENOVATIONS	=

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

						View P	osted (	Change Orders
Goto				_				-
Actions				)				
		1 3 Cha Data Time C	ha#	400	pt	5 PO Date	6 Vendor	Vendor Name
1 DO		45 01	~			22-Dec-2016	010979	CORWIN PRESS
		Lnange	: Q	uery	HOOL	19-Jul-2017	020713	MASS INSIGHT EDUCA
-	100	1 97 P	1	птанас	HOOL	19-Jul-2017	026095	BOWDOIN COLLEGE
	45 Report Change		1	MIDDLE		26-Jan-2017	009862	TEACHERS 21
	44 Report Change			1 STALLBROOK		24-Feb-2017	023870	AMERICAN ALARM
	44 Reprint PO		1	SPED		13-Dec-2016	008713	PERKINS SCHOOL FOR

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

	ADMINS Unified Community			Release Notes – Version 18.3		
	Purchase Order			September 2018		
Goto	PO # 45116	PO Change Orders Inquiry	Change # 2 2 Date 18-May-2017			
Actions	Vendor Code 004839 01	Dept Code KEOUGH KEOUGH ADMINSIT	Deliver To 8 KEOUGH ADMINISTRATION B			
	2455 TELLER ROAD	PO Date 22-Dec-2016 FY 2017	KEUOGH HUMINISIKHI IUN B			
	THOUSAND DAKS CA 91320-0000	Type Code R Regular	1 View Delivery Notes			
1		Ship Date				
2 Chaige D	etail 3 Change Items 4 Chq/Orig Detai	I 5 Chq/Oriq Items 6 Oriq PO Detail	7 Orig PO Items Expected Amt 16666.65			
Line Item	Qty UOM Item Description	FA Price Fi	eight Other GL Total Ext Amount			
J1 Split	PU #45116 LHH PETER JEWI 2100-000-2357-404-09-00-52400	PROF DEV CONSULTANT-DIST	16000,00			
2	1.0000 PO#45116 add'l cost pd by Tit	le I 666.6500	666.65			
Split	2450-000-2357-404-09-00-52400	PROF DEV CONSULTANT-DISTRICT				
Figure 18	->click [More] or [Split] butt	on				

[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]
	PO PROCESSING FISCAL YEAR END PROCESSING TEMPLATES OTHER	PO PROCESSINGPO-255 Implementing Electronic Approval Signatures PO-260 Changing a Signature on a Purchase Order FormFISCAL YEAR END PROCESSINGPO-770 Email Open PO Listings to DepartmentsTEMPLATESPO-800 Upload POs from a SpreadsheetOTHERPO-905 Locking Screen