



# PURCHASE ORDERS

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## RELEASE NOTES – SEPTEMBER 2019

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

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## 1 VENDORS SCREEN [Fix]

ADMINS corrected the enter vendors screen – the **Vendor Inactive** flag was being carried over when paging up or back to the next vendor while viewing the [4 Attachments] or [8 Items] screens.



Figure 1 Before – The inactive vendor flag would persist on the next vendor on the Attachments and Items tab

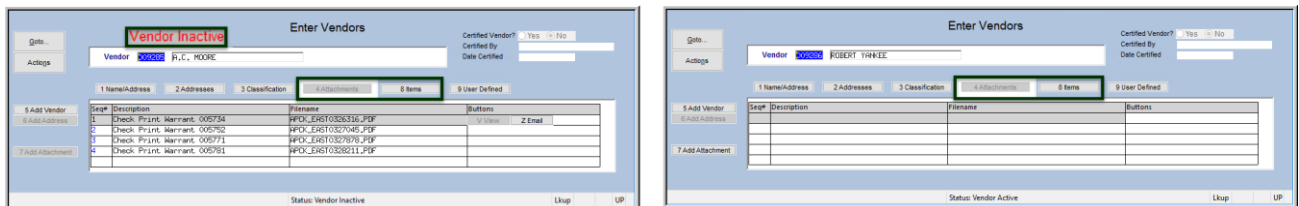


Figure 2 After – The next vendor is not improperly flagged as inactive on the Attachments and Items screens

[ADM-AUC-PO-520]

## 2 QUERIES [Enhancement]

### Purchase Orders

- Purchase Order Entry >
- Change Orders >
- AP/PO Dashboard
- Liquidate Purchase Orders
- Vendors >
- Commodity Items >
- Bids >
- Contracts >
- Queries >

View All Purchase Orders

ADMINS enhanced the PO Query screen with a column for the voucher type. This makes it easier for users to see at a glance the **method** used on lines on a purchase order were paid and closed.

Prior to this update, this information could be found by running the [Excel®] listing and then drilling down to the individual vouchers.

Another method would be to use the **Ledgers ▶ Queries ▶ Transaction History** screen on each account number on the

purchase order. The **Excel®** listing run from the [Excel®] button on this screen was also enhanced with the **Voucher Type** column; an image is shown in **Figure 6**.

										Expected Amt				
										640.00				
2	Details (1)		3 Items		4 GL Details		5 Status History		6 Vouchers (1)		7 Changes		8 Attachment (1)	
Line	UserBatch	Voucher#	VLN	Item Description	Invoice#	Vendor Paid	Check#	Check Date	Status	Ext Amount				
1	20190114LM	435507	1	FY 18/19 WINTER, AERBACH, IDOOR RLA	022327-03				Cash Disburseme	640.00				

Figure 3 Before – the query screen [6 Vouchers] tab without a “Ty” column for voucher type



Line	UserBatch	Voucher#	VLN	Ty	Item Description	Invoice#	Vendor Paid	Check#	Check Date	Status	Ext Amount
1	15597	436238	1	P	Targets	REF 342345		0341797	29-Jul-2019	Closed	1200.00
1	15599	436241	1	C	Targets	CREDIT 124		0341797	29-Jul-2019	Closed	-480.00
1	15600	436242	1	F	Targets	789		0341799	24-Jul-2019	Open (Manual C	3000.00
2	15597	436238	2	P	rounds	REF 342345		0341797	29-Jul-2019	Closed	6800.00
2	15598	436240	1	P	rounds	REF 345095		0341797	29-Jul-2019	Closed	6500.00
2	15599	436241	2	C	rounds	CREDIT 124		0341797	29-Jul-2019	Closed	-1000.00
2	15601	436243	1	L	rounds	L FOR LIQU		0341800	24-Jul-2019	Open (Manual C	25000.00
PO Balance w/ WIP						Pay WIP		Paid	41020.00	Total	41020.00

Encumbered	50000.00	Liquidated	7700.00	Relieved	42300.00	Paid	41020.00
Retained		Liquidated		Relieved		Paid	

The image of the PO Query screen [6 Vouchers] tab for PO#191173 in Figure 4 illustrates the different ways vouchers impact a PO.

The original encumbrance was \$50,000; the PO is now closed via vouchers that paid and relieved \$42,300 and liquidated the remaining \$7,700.

Figure 4 After – Query screen with “Ty” column shows a purchase order closed for less than the original encumbrance

The different voucher type codes that may appear in the “Ty” column on the PO query screen are:

- C Credit Voucher
- F Final Payment on these lines
- L Liquidate Remaining PO Balance
- P Payment Voucher
- R Refund Voucher
- T Recurring Template

Purchase order lines may be closed in a number of ways via a voucher payment; the type of voucher affects how the line is treated. For example:

- a voucher of type “P” that exhausts the **remaining encumbrance**, for PO lines without a quantity
- a voucher of type “P” that exhausts the **quantity** for a line, for PO lines using a quantity
- a voucher of type “L” that liquidates the remaining balance on the purchase order
- a voucher of type “F” that closes the PO lines that are paid on the voucher

Line#	UserBatch	Voucher#	VLN	Item Description	VoucherDate	Qty	Price	Paid	PO Running Balance	Relieved on PO	Voucher Status	Invoice#	Invoice Date	Vendor Paid	Liquidated
1	20190114LM	435507	1	FY 18/19 WRITER, AERBACH, IDOOR RLAYS	1/14/2019	1.00	640.00	640.00		640.00	Cash Disbursements	022327-03	12/31/2018		

Figure 5 Excel® listing before (some columns hidden due to space limitations)



Line#	Voucher#	V#Line	Voucher-Type	Item Description	VoucherDate	Price	Paid	PO Running Balance	Relieved on PO	Voucher Status	Invoice#	Invoice Date	Check#	Check Date	Liquidated
1	436238	1	Payment Voucher	Targets	7/24/2019	1,200.00	1,200.00	48,800.00	1,200.00	Closed	REF 3423455	7/1/2019	0341797	7/29/2019	
3	436242	1	Final Payment on these lines	Targets	7/24/2019	3,000.00	3,000.00	44,520.00	4,280.00	Open (Manual Ck)	789	7/24/2019	0341799	7/24/2019	
4	436238	2	Payment Voucher	rounds	7/24/2019	6,800.00	6,800.00	37,720.00	6,800.00	Closed	REF 3423455	7/1/2019	0341797	7/29/2019	
5	436243	1	Liquidate Remaining PO Balance	rounds	7/24/2019	25,000.00	25,000.00	12,720.00	25,000.00	Open (Manual Ck)	L FOR LIQUIDATE REM. BAL OF PO	7/24/2019	0341800	7/24/2019	
6	436240	1	Payment Voucher	rounds	7/28/2019	6,500.00	6,500.00	6,220.00	6,500.00	Closed	REF 3450954	7/28/2019	0341797	7/29/2019	
7	436241	1	Credit Voucher	Targets	7/29/2019	-480.00	-480.00	6,700.00	-480.00	Closed	CREDIT 124234	7/29/2019	0341797	7/29/2019	
8	436241	2	Credit Voucher	rounds	7/29/2019	-1,000.00	-1,000.00	7,700.00	-1,000.00	Closed	CREDIT 124234	7/29/2019	0341797	7/29/2019	
								41,020.00	42,300.00						

Figure 6 Excel list (some columns hidden) shows the voucher type in column F – list is sorted by Voucher date

[ADM-AUC-PO-518]

### 3 CONTRACTS ► Change Reason [Fix]

ADMINS corrected an issue with the change reason not appearing on the query screen and change order reports. This is **not retroactive** and is effective only for changes made to contracts after the software update is installed.

Chg#	Change Date	Time	Change User	Change Reason	Vendor Name	Before Change	Difference	After Change
1	02-May-2019	11:45	SHABKHAN		AMBIENT TEMPERA	920980.00	9020.00	930000.00
2	19-Aug-2019	14:09	KCAVANAUGH		AMBIENT TEMPERA	930000.00		930000.00

Figure 7 Before – the Change Reason column has no data

Chg#	Change Date	Time	Change User	Change Reason	Vendor Name	Before Change	Difference	After Change
1	12-Sep-2019	11:36	ANTHERA		BLUE DIAMOND BU	500000.00	25000.00	525000.00
2	12-Sep-2019	13:07	ANTHERA		BLUE DIAMOND BU	525000.00		525000.00
3	12-Sep-2019	13:10	ANTHERA	change reason #3	BLUE DIAMOND BU	525000.00		525000.00
4	12-Sep-2019	14:05	THERESA	to add more description data to	BLUE DIAMOND BU	525000.00		525000.00

Figure 8 Change #s 3 and 4 show the change reason



Click on the [9 Report] button on the [7 Changes] tab of the **Contract Query Screen** to produce an edit list for each change. Only changes made subsequent to the software update will show a change reason.

Line	Field Name	Old Value	New Value
	Contract Value	500,000.00	\$525,000.00 Increase \$25,000.00
3	Item Description		line 3
3	Price		\$25,000.0000 Increase \$25,000.00
3	Line Total		\$25,000.00 Increase \$25,000.00

Figure 9 Edit list of change made prior to the software update – does not show the change reason

Line	Field Name	Old Value	New Value
1	2nd Line Item Desc		renovations to high school

Figure 10 Edit list of change made after the software update will show the change reason field

[ADM-AUC-PO-521]

## 4 REPORTS ► New Attachments to OPEN POs [Enhancement]

ADMINS changed the report announced during the previous software update. The report will notify selected users that new files have been attached to open purchase orders. The report will **not include** when a Purchase Order is created and files are attached **prior to posting**.

In addition the report filename extension was changed from **.xml** to **.xls**.



## 4.1 Sample Report Sent Via Email

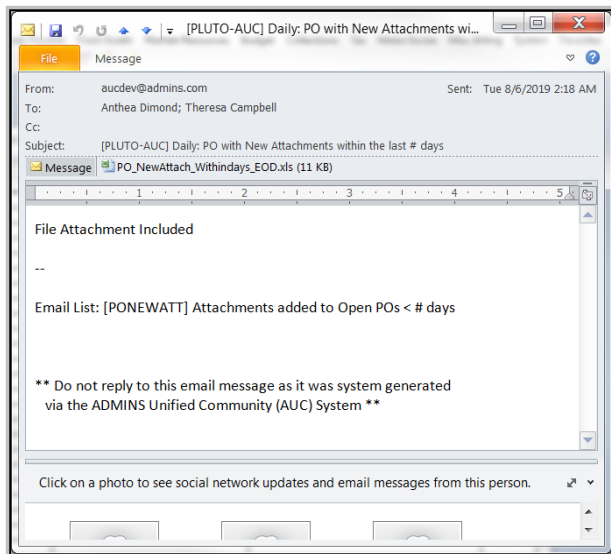


Figure 11 Sample email sent via the overnight job

The report will be emailed to the members of the **PONEWATT** distribution list. The report will be contained in an attachment to the email, to be opened with Microsoft **Excel**<sup>®</sup>.

Prior to the software update, the report was emailed as an attached .xml file. Now the report is sent as an attached .xls file so that it may be opened readily.

Note: **Microsoft Excel**<sup>®</sup> may display a message indicating that the “file ... is in a different format than specified by the file extension. Verify that the file is not corrupted...etc.” Click on **[Yes]** to open the file.

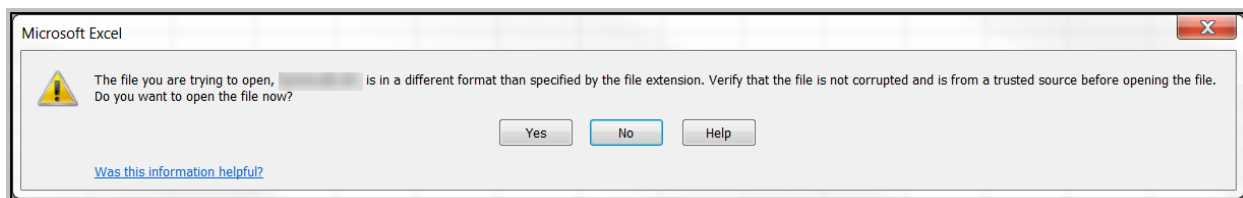


Figure 12 Microsoft Excel<sup>®</sup> message may appear when opening the attachment

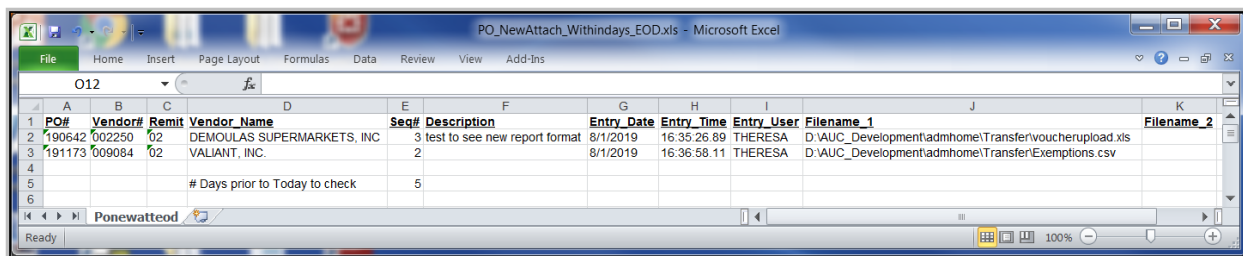


Figure 13 Sample file attachment listing the new attachments to purchase orders for the past “x” days

[ADM-AUC-PO-508]

## 5 SYSTEM ► Site Specific Error Checks [Enhancement]

ADMINS added a new series of site specific error checks to allow managers control over the types of Purchase Orders users may create. Select **System ► Site Specific Error Checks ► PO** to access the new feature. During the software update, the new values will be set to **No Message** which will have no effect. Leave the value as is to continue normal operations.

- Change the value to **Warning** if users should exercise caution when creating a purchase order of a given type.
- Change the value to **Hard Error** to prevent users from creating purchase orders of a given type. These controls are in effect for all users.



**Site Specific Error Checks**

Goto...  
Actions

Task Code: **PO** Purchase Order Entry Error Checks

Seq#	Description	Action Code	Value	Buttons
1	Vendor On Hold	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		1 Edit
2	Remit Address Type not PO	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
4	Acct Different Item Acct	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
5	Allow ship date to be blank	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
6	Bids Required on PO over \$	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message	4999.99	
7	Allow use of Vendors without FID# on fil	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
8	Allow Personal Services Accounts	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
9	Allow Asset Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
10	Allow Liability Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
11	Allow Fund Equity Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
12	Allow Expenditure Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
13	Allow Revenue Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		

-- Added By Changed by      Status: Site Check Active      Lkup      UP

Figure 14 Before - PO Site Specific Error Checks

**Site Specific Error Checks**

Goto...  
Actions

Task Code: **PO** Purchase Order Entry Error Checks

Seq#	Description	Action Code	Value	Buttons
1	Vendor On Hold	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		1 Edit
2	Remit Address Type not PO	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
4	Acct Different Item Acct	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
5	Allow ship date to be blank	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
6	Bids Required on PO over \$	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message	4999.99	
7	Allow use of Vendors without FID# on fil	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
8	Allow Personal Services Accounts	<input type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
9	Allow Asset Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
10	Allow Liability Account Types	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
11	Allow Fund Equity Account Types	<input checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input type="radio"/> No Message		
12	Allow Expenditure Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
13	Allow Revenue Account Types	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
14	Allow Blanket PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
15	Allow Emergency PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
16	Allow Regular PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		
17	Allow Zero Tolerance PO Type	<input type="radio"/> Warning <input type="radio"/> Hard Error <input checked="" type="radio"/> No Message		

-- Added By Changed by      Status: Site Check Active

Figure 15 After – Sequence #s 14 – 17 Control the Type of Purchase Order Available to Users

Examples of the use of each new selection for Sequence # 14, Blanket PO types are shown below in sections 5.1 and 5.2. The other purchase order types (Sequence #s 15, 16, & 17) work the same way.

### 5.1 Sequence Set to Hard Error

```

3690-FMREP:POPORERR.REP      Printed 12-Sep-2019 at 11:50:01 by THERESA      Page 1
                                Town of Admins
                                Error Check PO

                                Blanket PO

=====
PO#      Vendor      PO Errors:
191179   STAPLES           Warning: P3504-Ship Date Blank.
                                *** P3514-PO Type cannot be a Blanket PO
Line   GL Line  Error
-----

```

With the value set to  **Hard Error**, the user must change the Purchase Order type to an available type before processing the purchase order. Anytime an error report shows three asterisks \*\*\* denotes that a **“Hard” error** exists which must be corrected before proceeding.



## 5.2 Sequence Set to Ⓢ Warning

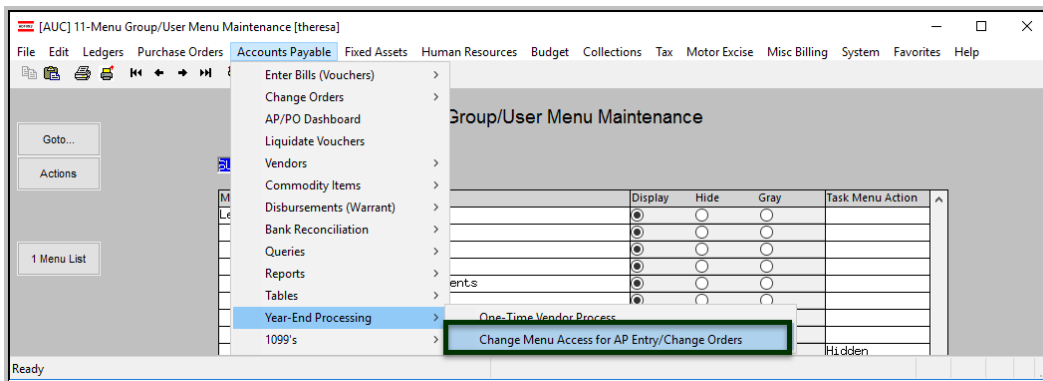
3690-FMREP:POPORERR.REP		Printed 12-Sep-2019 at 11:47:35 by THERESA	Page 1
		Town of Admins	
		Error Check PO	
Blanket PO			
PO#	Vendor	PO Errors:	
191178	ADMINS	Warning: P3504-Ship Date Blank.	
		Warning: P3514-PO Type cannot be a Blanket PO	
Line	GL Line	Error	
1			
1	1	Warning: Account Over Budget	

With the value set to Ⓢ **Warning**, the error check will display a warning message but the user may continue with processing the purchase order.

[ADM-AUC-PO-522]

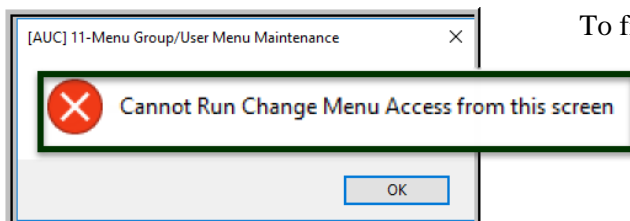
## 6 YEAR END PROCESSING

A “super-user” may restrict voucher entry and voucher change order entry at year end. This feature is available by selecting **Purchase Order ▶ Year End Processing ▶ Change Menu Access for PO Entry/Change Orders**.



There was an issue with record locking if the process was run from the **System ▶ Menu Group/User Maintenance** screen.

### 6.1 Change Menu Access for PO Entry/Change Orders [Fix]



To fix the record locking issue, **ADMINS** added a check to prevent the process from being run from the **Menu Group/ User Menu Maintenance** screen. A box will display this message:

Click on **[OK]**; move to another screen and run the process.



**Note:** The record locking will occur if there are one or more “super-users” accessing the **Menu Maintenance** screen when the process is run. Communicate with other “super-users” to ensure that no one else is on the **Menu Maintenance** screen when running the **Change Menu Access** process.

[ADM-AUC-FM-8125]





## 7 HELP REFERENCE LIBRARY

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

### 7.1 New or Updated Documents

- |                        |                                   |           |
|------------------------|-----------------------------------|-----------|
| • PURCHASE ORDER ENTRY | PO-105 PO Types                   | [Updated] |
| • OTHER                | PO-925 Training Mode              | [New]     |
| • SYSTEM               | PO-1010 System Administration Kit | [Updated] |