

PURCHASE ORDERS

RELEASE NOTES – SEPTEMBER 2021

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

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1 PO CHANGE ORDERS

ADMINS made changes to PO Change Order processing.

1.1 Account Access on PO Change Orders [Enhancement]

Purchase Orders			
Purchase Order Entry	>		
Change Orders	>	Entry	
AP/PO Dashboard		Remove Change Orders	6

Department Group Security regulates who can and cannot access POs. Users with access to a PO can initiate a change to the PO, despite not having access to **accounts** used on the PO. This is to allow a department user to make changes as a Change Order to a given PO.

to accounts. Account access is not checked when creating a Change Order to a given PO.

ADMINS enhanced the PO Change Order process to allow a user that *created* the PO change order to *remove the change order*. If a user with access to the PO Department Group initiates a change order on a PO **but** *does not have access to the accounts* used on the PO lines, the system prevents posting a change order and provides an error report (and will continue to do so).

Prior to the software update, a user was prevented from removing their change if the PO had accounts to which the user did not have access. The PO was not shown on the selection screen when trying to remove the PO change order.

The PO #195866 was in a department accessible to the user; but the account was not. When the user checked the PO Change order, it was reported on the error list:



					Select Change Ord	ers to	o Remove			
	Goto Actions		1 Select All	2 Deselect	All 3 Remove Change	s	The Change Or to the user	der is availa for removal	ble	
Se	4 PO	# 5 D	eptCode	6 PO Date	7 EntryUser	~	8 Vendor Name	Email Removal Notes	Notes	
	195866	5 TECH	IOLOGY	01-Jul-2021	THERESA	GOVC	CONNECTION, INC		9 Edit Note	
Ē	195897	HIGHSCHOOL	31-Aug-2021	THERESA	M&M MEDICAL SUPPLY		494.87 Entry Began		-	-

Figure 1 PO Change Order that a user creates will be available to the user for deletion in the remove change order screen.

Since the user was not able to make the change, the user wanted to remove the change order.

[ADM-AUC-PO-576]



1.2 Retainage Amounts from Bids [Fix]

ADMINS corrected the change order process for POs that are based on a **bid** that has **retainage**. Prior to the software update, if a change order was made to a PO that brought in a new line from a bid, the retainage % or \$ amount was not reflected on the PO Change Order.

	Bid Entry	Hwarded Bi					
Goto	Bid # 2021-001 Description Const	struction - New Library					
Actions .ast Used Bid	Bid Type CONS Construction Bid Last Bid Opening Bid Effective Dates Individual Date 22-Jun-2021 Statt 24-Jun-2020 Minor Time [11:00:00:00:00 End 32-Jun-2020 Non-	Bid# 0000-000 uested by MURICIPM, BUILDING COMMITTEE dual ☑ nty HB MINORITY BUSINESS Profit □					
ine Descrip	lion uncrete	CAT Awarded Vendor 12,000,0000 024148 PETRUCCI CONSTRUCTION Retainage % 5,00					
	1002						
2,04 h		4,000,0000 024148 PETRUCCI CONSTRUCTION Retainage % 5,00					
2.05 1	Retainage is listed on the bid for all lines	4,000,0000 024148 PETRUCCI CONSTRUCTION Retarange % 6,000,0000 024148 PETRUCCI CONSTRUCTION Retarange % 5,00					
2.05m 1	Retainage is listed on the bid for all lines	4,000,0000 024148 PETRUCCI CONSTRUCTION Refarmage % 5,00 6,000,0000 024148 PETRUCCI CONSTRUCTION Refarmage % 5,00 25,000 024148 PETRUCCI CONSTRUCTION Refarmage % 5,00					
2.05 1 2.05 1 2.05 1	Retainage is listed on the bid for all lines	4.000.0000 024148 PETRUCCI CONSTRUCTION Refamage % 6.000.0000 024148 PETRUCCI CONSTRUCTION Refamage % 5.00 024148 PETRUCCI CONSTRUCTION Refamage % 5.00 024148 PETRUCCI CONSTRUCTION Refamage % 5.00 024148 PETRUCCI CONSTRUCTION Refamage % 10.000 024148 PETRUCCI CONSTRUCTION					

Now, the retainage will be brought into the PO on a change order made against a line with retainage specified, either as a % or as a \$ amount.



Figure 2

[ADM-AUC-PO-568]

1.3 PO Change Order Selection Screen [Enhancement]

Purchase Orders			
Purchase Order Entry	>		
Change Orders	>	Entry	ar a
			114

ADMINS improved access to the PO change order entry screen by presenting open POs first. Accessing the screen is much faster now.

Purchase Order Change Selection											
Goto											
Actions											
	2 PO#	3 DeptCode	4 PODate	6 Vendor	Vendor Name	Status	PO Total	PO Balance	InPrg Vou		
1 Do Change	195884	ELEMENTARY	28-Jul-2021	000475	THE R. L.	Open	75.00	75,00			
	195883	ADM	14-Jul-2021	000213	Open Open Open Open	Open	2250,85	2250,85	1		
	195882	ADM	14-Jul-2021	001833		and the second second		Open	16000.00	16000.00	1
	195881	SPED	08-Jul-2021	024389		Open	4991.04	4991.04			
	195880	HIGHSCHOOL	08-Jul-2021	020911		Open	147,00	147,00			
	195879	HIGHSCHOOL	08-Jul-2021	022328	and the second of	Open	1802,50	1802,50			
	405077	MIDDLE	08- Tul -2021	027493	and the second second	Open	171.99	171 99			

[PEA-SUP-SAPLAUC-761]

2 REPORTS [Enhancement]

ADMINS enhanced several reports and created new reports.

Goto	Report Library by Vendor		
	Report Name	View	Report
Actions	3816-Vendors Address Listing	Sample	Run
	3823-Vendors missing City, State or Zip	Sample	Run
	Sample	Run	
	3818-Vendors - by Hold Codes	Sample	Run
ort Categories	2565-Vendors - by Classification	Sample	Run
1 By Vendor	3819-Vendors - by 1099 Codes	Sample	Run
By Commodity Item	3820-Vendors - by Minority Codes	Sample	Run
By Purchase Order	3821-Vendors - on State Bid List	Sample	Run
4 By Voucher	825-Vendors - Added on the Fly	Sample	Run
By Disbursement		Sample	Run
6 By Bids	3822-Vendors with Duplicate Name Listing	Sample	Run
7 By Contracts	2690-Highest Paid Vendors	Sample	Run
8 Audit Reports	Sample	Run	
	2164-Vendor Discounts About to Expire	Sample	Run
	2600-Merged Vendor History List	Sample	Run
	3810-Vendor Labels - CSV Output File	Sample	Run
	2616-Vendor Used Report	Sample	Run
	2617-One Time Vendors paid during a specified time period	Sample	Run
	2161-Check History by Vendor	Sample	Run
	2285-Vendors with no Activity Report (Dormant)	Sample	Run
	2603-Vendor ACH Setup	Sample	Run
	2618-Vendor Assigned Commodity Items	Sample	Run

2.1 [1 By Vendor] #3825 Vendors Added on the Fly [Enhancement]

Some users are allowed to Add Vendors on the Fly during Purchase Order Entry. This is controlled on the **[3 PO/AP]** tab of the **User Profile** screen.

	Username	THERESA	
Actions	Name	Theresa	
1 Genera	al 2 Account Security	3 PO / AP	4 Huma



Figure 3 Allowing a user to Add Vendors on the Fly during Purchase Order Entry

ADMINS added report **#3825**, Vendors Added on the Fly. Select the Entity and Vendor Status. There is also an optional Date Range filter. To run the report, select:

Reports ▶ Report Library ▶ [1 By Vendor] ▶ [#3825 Vendors – Added on the Fly

In the example shown in Figure 4, a date range was used to limit the report to only Vendors Added on the Fly

Task 3825: Vendors - Added on the Fly	×			
Vendors - added on the fly				
Select Entity	◯ Town ◯ School			
Select Vendor Status:	○ All			
Optional: Entry Date Range (mmddyyyy)	From: 01-Jan-2021 To: 13-Aug-2021			
Uptional: Entry Date Hange (mmddyyyy) From: 01-Jan-2021 10: 13-Aug-2021 Run as O Preview O Print OPDF				

within the specified date range. When using a date range, either select the dates from the lookup or enter them directly without slashes or dashes – for example, January 1, 2021, is entered as 01012021, and August 13, 2021 is entered as 08132021.

Figure 4 Running the new Vendor Added on the Fly report

The report is shown "Run as" Excel®. The report legend indicates what selections were made. Columns include:

	რ ∙∂-:			Vendo	r_OnFly_3825_TH	RESA[1].xml - Excel				10 – 13
File		Insert Page Layout Formulas Data Review View								Theresa Campbell
122		× -/ fr								
120	Α	B	С	D	F	F		G	н	
1	Vendor#	Name	Entity	Class	1-Time	Entry-User		Entry Date	Entry-Time	Status
2	030266	NULLAGINAR PUBLIC LERARY	Both	UNCL	N	ALCOHOLD THE R	108	1/5/2021	13:24:10.25	Active
3	030271	MALLAND CALVE	Both	UNCL	N	BOHR/TER!	100	1/11/2021	15:44:16.56	Active
4	030272	LEXE-CARCINE	Both	UNCL	N	BOHR TIGHT	108	1/11/2021	15:54:13.58	Active
5	030273	CREASER COMPANES	Both	UNCL	N	BOHR/TER/	1044	1/11/2021	15:57:24.26	Active
6	030300	ALTERA MARCOUR	Both	UNCL	N	DOELARDA		2/3/2021	08:34:13.86	Active
7	030326	JOBEPH CORDERIO	Both	UNCL	N	NAME TO		2/11/2021	14:52:45.74	Active
8	030327	NAMES CONCOM 8	Both	UNCL	N	NAME YO		2/11/2021	14:56:07.09	Active
9	030332	JOBERN T ROBEOUK	Both	UNCL	N	DOELARCA		2/24/2021	08:09:47.39	Active
10	030495	LOBISSER & FERREIRA CONETR COR	Both	UNCL	N	PEAL BA		4/28/2021	10:10:14.07	Active
11	030584	LEHIGH BLECTRIC PRODUCTS	Both	UNCL	N	ALBELD		6/9/2021	16:52:16.76	Active
12	Grand To	tal_#Vendors:	10	0						
13										
14	Selection	Legend:								
15	Entity:	Both-Town & School								
16	Status:	Active Only								
17	Date Rang	ge: 01-Jan-2021 and 13-Aug-2021								
18										

[ADM-AUC-PO-567]



ADMINS Unified Community Purchase Orders

2.2 [2 By Commodity Item]

🚥 [AUC] 2965-Re	port Library by Commodity Item			
Goto	Report Library by Commodity Item			
A - 11	Report Name	View	Report	
Actions	3760-Items Used on Purchase Order Report	Sample	Run]
	3//U-Items that Witter from PU to Voucher	Sample	Run	
	3765-Items Used On Vouchers Report	Sample	Run	
	2559-Item History	Sample	Run	
Report Categories	2626-Commodity Item Last Used Report	Sample	Run	
1.By Vendor				
2 By Commodity Item				
3 By Purchase Order				_
4 By Voucher				
5 By Disbursement				
6 By Bids				
7 By Contracts				
8 Audit Reports				
				APPOLIBIT

2.2.1 #3760 Items Used on Purchase Order [Enhancement]

ADMINS received a customer request to track grant funded purchase orders by project number and recommended using Commodity Items on purchase orders. **ADMINS** enhanced the **"Items used on POs"** report to facilitate this reporting requirement.

Reports > Report Library > [2 By Commodity Item] > #3760 Items Used on Purchase Order Report

I Task 3760: Items Used on Purchase Order Report	×				
Items Used on Purchase Order Report					
Optional: Purchase Orders Dated (mmddyyyy)	From: 01-Jul-2021 To: 10-Sep-2021				
Optional: Enter up to 9 Item Codes	Edit 0 values:				
Optional: Enter up to 9 Item Classes	Edit 0 values:				
Sort Report By:	● Item# ○ Item Class ○ Account# ○ PO#				
Print	🔿 Summary 🖲 Detail				
Run as O Preview O Print O PDF If Printing use Duplex (a) Yes O No					
Lool	kup OK Cancel Clear All				

Prompt	How Used
Optional: Purchase Orders Dated (mmddyyyy)	If dates are present, limit the report to just the POs dated within the specified range. Enter the dates in either MMDDYYYY format or select dates from the [Lookup]. If a "From:" date is entered, the "To:" date must be specified and be later than or equal to the "From:" date.
Optional: Enter up to 9 Item Codes	If item codes are present, limit the report to just the selected items
Optional: Enter up to 9 Item Classes	If item classes are specified, limit the report to just the selected classes
Sort Report By:	Default is to sort the report by O Item # ; optionally set the radio button to sort and total the report by O Item Class, O Account # , or O PO #. The system will save this selection and it will be the radio button selected the next time the report is run.



Prompt	How Used	
Print	Select summary to show one line for each	h of the "Sort By" selections:
	☐ ∽ · · · Items on POs THERESA[2].xr	nl - Excel 📧 — 🗆 🗙
	File Home Insert Page Layout Formulas Data Revie	ew View ♀ Tell me Theresa Cam ♀ Share
	D2 \checkmark : $\times \checkmark f_x$	•
	A	B C D 🔺
	1 <u>Summary_by</u>	Price Unpaid_Balance
	2 Item# 1030647-Economy creped exam paper	115.95 115.95
	3 Item# 1034505-Diphenhydramine 2% cream	22.86 22.86
	4 Item# 21013-3.5 oz pleated paper cups tubes	69.30 69.30
	5 Item# 21014-1 oz. plastic medicine cup	36.90 36.90
	6 Item# 21043-Disposable Wash Cloths	128.70 85.80
	7 Item# 21431-Disposable Probe Covers	37.95 37.95
	8 Utem 1 2815- Tople Antibiotic Optiment	43.92 43.92
	23 และค. 30122-งงณะกาษาแปก การ์	
	24 Item# 53021-Kleenspec Disposable Specula size 2.75 500/box	11.28 11.28
	25 Item# 90246-Toothsaver Necklace	13.49 13.49
	26 Item# 90561-Eye Cups 6 pk	28.26 28.26
	27 Item# 90781-MightyLight Blue	58.50 39.00
	28 Item# 91152-Handwashiing Stickers	33.96 33.96
	29 Item# PROTO4-PROTOTYPE .1 THRU .4	500.00 500.00
	30 *** Grand Total ***	2,032.06 1,950.43
	31	
	Pocomitmpo (+)	
	Ready	III II

Select Detail to show the details, with subtotals and breaks between each of the "Sort By" selections; the examples are by Item #:

ى . تو ⊟				lte	ems_on_POs_THERESA[1].xml	- Excel			E	- 0
File Hom	e Insert	t Page Layout Formulas Data Review View ♀ ⊺e	I me what	you want to	o do				Theresa	Campbell 🤉
.145 *	1	< fx								
⊿ B	С	D	E	F	G	н	1	J	К	L
1 Date	Vendor#	Vendor_Name	Line	# Item	Description	Class	Qty	Account_and_Description	Unit Price U	Inpaid_Balan
12 8/30/2021	000288	SCHOOL HEALTH CORPORATION	1	5 53021	Kleenspec Disposable Sp		2.00	1000-300-3200-600-05-00-54160 NURSE SUPPLY-STALL	3.76	3.
13 8/31/2021	014183	M&M MEDICAL SUPPLY	1	5 53021	Kleenspec Disposable Sp		2.00	1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	3.76	3.
14 8/31/2021	014183	M&M MEDICAL SUPPLY	1	5 53021	Kleenspec Disposable Sp		2.00	1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	3.76	3.
15 *** Total for		Item# 53021-Kleenspec Disposable Specula size 2.75 500/bo	x						11.28	11.
16										
17 8/30/2021	000288	SCHOOL HEALTH CORPORATION	2	3 90246	Toothsaver Necklace		1.00	1000-300-3200-600-03-00-54160 NURSE SUPPLY-SOUTH	13.49	13/
18 *** Total for		Item# 90246-Toothsaver Necklace							13.49	13.
19										
20 8/30/2021	000288	SCHOOL HEALTH CORPORATION		6 90561	Eve Cups 6 pk		3 00	1000-300-3200-600-05-00-54160 NURSE SUPPLY-STALL	9.42	9.
21 8/31/2021	014183	M&M MEDICAL SUPPLY		90561	Eve Cups 6 pk		3.00	1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	9.42	9
22 8/31/2021	014183	M&M MEDICAL SUPPLY		90561	Eve Cups 6 pk		3.00	1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	9.42	9
23 *** Total for	014100	Item# 90561-Eve Cups 6 pk		50001	Eje oups o pic		0.00	1000-000-0200-000-00-04100 Not OE 0011 E1410	28.26	28
24										
25 9/30/2021	000288	SCHOOL HEALTH CORPORATION	2	00791	Mightyl joht Blue		1.00	1000 300 3200 600 05 00 54160 NUIDSE SUDDLY STALL	10.50	10
26 0/21/2021	014102		2	00701	MightyLight Dide		1.00	1000-300-3200-000-03-00-34160 NURSE SUPPLI-STALL	10.50	15.
27 9/31/2021	014103	MAM MEDICAL SUPPLY	2	00701	MightyLight Blue		1.00	1000-300-3200-000-00-00-34100 NURSE SUPPLI-IIS	10.50	10
29 *** Total for	014103	Item# 00791 Mightyl ight Plue	2.	5 90701	MightyLight Dide		1.00	1000-300-3200-000-00-00-34100 NORSE SOFFLI-HS	59.50	30
20 10/41101		Renie soro r-nighty Light Blue							38.30	
29	0000000	SCUOOL UE ALTU CORPORATION	2	04450	Handwashiing Olishasa		4.00	1000 200 2200 600 05 00 54460 NUDCE CUDDLY CTALL	22.06	22.0
30 0/30/2021	000200	SCHOOL HEALTH CORPORATION	23	5 91152	Handwashiing Suckers		4.00	1000-300-3200-000-03-00-34100 NURSE SUPPLIT-STALL	33.90	33.
of Total for		item# 91102-Handwashing Suckers							33.90	33.
32	004000	101810 810		DOOTO	DOOTOD/DE 4 TUDU 4	0.0110000			400.00	100
33 9/9/2021	001833	ADMINS INC		1 PROT04	PROTOTYPE .1 THRU .4	SCHPRO		0100-430-0000-004-00-00-52700 TRASH REMOVAL	100.00	100.0
34								0100-430-0000-004-00-00-52701 TRASHINCINERATION	200.00	200.
30 20 111 Total fee		Ham# DROTO4 DROTOTYPE 4 TURU 4						0100-430-0000-004-00-00-52702 HOUSEHOLD HAZARDOUS	200.00	200.0
30 IOtal for		Item# PROT04-PROTOTTPE .1 IHRU .4							500.00	500.
37		Stand Tatal St							2 0 2 2 0 6	1.050
30		Grand Total							2,032.06	1,950.4
39										

Column Label	Description
Date	Date of the Purchase Order (PO)
Vendor#	The Vendor number for the PO
Vendor_Name	The Vendor Name for the PO
Line#	The line number on the PO
Item	The Item number used on the PO



Column Labol	Description
	Description
Description	The Item description used on the PO
Class	The Class assigned to the Item used on the PO
Qty	The quantity of the item authorized for purchase on the PO
Account_and_Description	The general ledger account number and account description used on the line
Unit Price	The unit price for the item
Unpaid_Balance	The unpaid balance for the line on the PO; if blank, the line is fully exhausted

Selection Legend:	
POs dated between:	01-Jul-2021 and 10-Sep-2021
Vendor Entity:	Both
Sorted By:	Item#
Report Type:	Detail

Figure 5 The legend on Report #3760 Items Used on Purchase Order, sorted by Item #, in Detail

[ADM-AUC-PO-572]

2.2.2 #3765 Items Used on Vouchers [Enhancement]

Task 3765: Items Used On Vouchers Report	×	
Items Used On Vouchers Report		ADMINS updated the
Optional: Vouchers Dated (mmddyyyy) From	: To:	report to facilitate
Optional: Enter up to 9 Item Codes Ed	it 0 values:	tracking funds.
Optional: Enter up to 9 Item Classes Ed	it 0 values:	
Sort Report By: Ite 	m# 🔿 Item Class 🔿 Account# 🔿 Voucher#	This report is useful if
Print O Su	ımmary 🖲 Detail	commodity items are
		used on vouchers.
If Printing use Duplex Yes No	xcei	
Looku	OK Cancel Clear All	

Prompt	How Used
Optional: Vouchers Dated (mmddyyyy)	If dates are present, limit the report to vouchers dated within the specified range. Enter the dates in either MMDDYYYY format or select dates from the [Lookup]. If a "From:" date is entered, the "To:" date must be specified and be equal to or later than the "From:" date.
Optional: Enter up to 9 Item Codes	If item codes are specified, limit the report to just the selected items.
Optional: Enter up to 9 Item Classes	If item classes are specified, limit the report to just the selected classes.
Sort Report By:	Default is to sort the report by O Item # ; optionally set the radio button to sort and total the report by O Item Class, O Account # , or O PO #. The system will save this selection and it will be the radio button selected the next time the report is run.



Prompt	How Used
Print	Select summary to show one line for each of the "Sort By" selections
	made when running the report.

Select Detail to show the details, with subtotals and breaks between each of the "Sort By" selections; the examples are by \odot Item #:

I	ه .	~ ·					ltems_o	n_Vouche	ers_Tł	HERESA[4].xml - Excel		
F	ile H	łome Inser	t Page	Layout Formulas Data Revie	w١	√iew	Q Tell me what you want to do					
P2	9	- 1 2	< 🗸	f _x								
4	А	в	с	D	E	F	G	н	1	J	к	L
1	Voucher#	Vouch Date	Vendor#	Name	Line	Item#	Description	Class	Qty	Account and Description	Amount	Unpaid Balance
2	481909	8/31/2021	014183	M&M MEDICAL SUPPLY	2	21043	Disposable Wash Cloths	NURSE		1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	42.90	42.90
3	481948	9/10/2021	008141	SCHOOL NURSE SUPPLY, INC.	1	21043	Disposable Wash Cloths 500/box	NURSE	2.00	1000-300-3200-600-05-00-54160 NURSE SUPPLY-STALL	85.80	85.80
4		*** Total for		Item# 21043-Disposable Wash Cloths							128.70	128.70
5 6	481950	9/10/2021	014183	M&M MEDICAL SUPPLY	1	50035	Bactine		1.00	1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	9.11	9.11
7		*** Total for		Item# 50035-Bactine							9.11	9.11
3	481950	9/10/2021	014183	M&M MEDICAL SUPPLY	2	90561	Eye Cups 6 pk		1.00	1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	3.14	3.14
0		*** Total for		Item# 90561-Eye Cups 6 pk							3.14	3.14
1				*** Grand Total ***							140.95	140.95
3												

The columns on the report are described in the table below.

Column Label	Description
Date	Date of the Voucher
Vendor#	The Vendor number for the voucher
Vendor_Name	The Vendor Name for the voucher
Line#	The line number on the voucher
Item	The Item number used on the voucher
Description	The Item description used on the voucher – the default item description is
	brought into the voucher; it may be overridden
Class	The Class assigned to the Item used on the voucher
Qty	The quantity of the item paid for on the voucher
Account_and_Description	The general ledger account number and account description used on the line
Unit Price	The unit price for the item
Unpaid_Balance	The unpaid balance for the line on the voucher; if blank, the line is fully exhausted on the purchase order if the voucher was created from a purchase order.

[ADM-AUC-PO-572]



2.3 [3 By Purchase Order]

	Report Name	View	Report
Actions	PO's In Progress	Sample	
	3650-In Progress POs - Summary	Sample	Run
	3641-In Progress POs - w/ GL Budget Detail	Sample	Run
	3640-In Progress POs - by Status/Approval Code	Sample	Run
port Categories	Open POs	Sample	
1 By Vendor	3610-Open POs - Summary	Sample	Run
2 By Commodity Item	3611-Open POs - Line Detail	Sample	Run
3 By Purchase Order	3612-Open POs - GL Line Detail	Sample	Run
4 By voucher	3614-Open POs with Vendors on Hold	Sample	Run
5 By Disbursement	3070-Open POs as of a Date	Sample	Run
6 By Bids	3624-PO Balances by GL#	Sample	Run
7 By Contracts 363	0-Open Purchase Orders against this Accou	unt iple	Run
8 Audit Reports			Run
	3620-Open Pos with Retainage to Pay	Sample	Run
	3672-Open POs with Expired Bids	Sample	Run
	3674-Open POs with Expired Contracts	Sample	Run
	Posted POs	Sample	
	3622-Posted POs - Summary	Sample	Run
362	23-Posted POs - Detail	Sample	Run
		Sample	Run
	Other	Sample	
	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-Upen and Closed Purchase Urder Balances	Sample	Run
3601	l-Purchase Order Detail Select by Account	Eleme	nt .
	3665-Purchase Orders Chard to Non - Expenditure Accounts	Semple	Run
	7616-PR's with Amount at least \$ vv	Sample	Run
	3917-Posted Purchase Orders Jagged for Fixed Assets	Sample	Run
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#3630 Open POs Against an Account [Enhancement] 2.3.1

Report Library by Purc	hase Ord	der	Prior to the software update, the report would only return results from the current fiscal year. This was misleading, as there cou
Report Name	View	Report	he deepending on the timing of the DO
PO's In Progress	Sample		be, depending on the timing of the PO
3650-In Progress POs - Summary	Sample	Run	Rollover process and the site's business rule
3641-In Progress POs - w/ GL Budget Detail	Sample	Run	
3640-In Progress POs - by Status/Approval Code	Sample	Run	purchase orders open from prior fiscal years
Open POs	Sample		for a given account number.
3610-Open POs - Summary	Sample	Run	
3611-Open POs - Line Detail	Sample	Run	
3612-Open POs - GL Line Detail	Sample	Run	
3614-Open POs with Vendors on Hold	Sample	Run	
3070-Open POs as of a Date	Sample	Run	
3624-PO Balances by GL#	Sample	Run	
3630-Open Purchase Orders against this	Account	Run Run	
3620-Upen Pc 3672-Open PC Task 3630: Open Purchase Orders against this Account			×
3674-Open PC Purchase Orders for a GL Account#			
Required: Enter Account# 10004220000004000	053400		
Run as Preview Print PDF Exc If Printing use Duplex Yes No Lookup OK	el Ca	ncel	Clear All No Records Selected
			ОК

Figure 6 Before - running the report could yield no results

Reports > Report Library by Purchase Order > Open POs > #3630 Open Purchase Orders Against an Account

A Fiscal Year is now required on the prompt when running the report.

I Task 3630: Open Purchase Orders against this Account	×
Purchase Orders for a GL Account#	
Required: Enter Fiscal Year 2022	
Required: Enter Account# 1000-422-0000-004-00-00-53400	
Run as Preview Print OPDF © Excel If Printing use Duplex © Yes ONo Lookup OK Cancel Clear All	

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1 Fisc	al Year: 20	22														
2 Acco	ount : 1000	-422-0000-	-004-00-00-5340	0												
3 Des	cription: CO	NTRACTED	HWY CONSTR	UCTION												
4												Account	Balance			-
6 <u>PO#</u>	PO_Da	ate De	pt_Code	Vendor#	Vendor				Encumbered	Retained	Relieved	Balance	on_PO			
7 1958	371 7/30/2	021 AD	M	024148	PETRUCCI C	ONSTRUCTION	N INC		7,500.00			7,500.00	7,500.00			
8									7,500.00			7,500.00	7,500.00			
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Ready															+ 1009	%

Figure 7 #3630 PO Balances by Account Report "Run as" Excel®

[ADM-AUC-PO-569]



ADMINS Unified Community Purchase Orders

2.3.2 #3623 Posted POs Detail [Enhancement]

ADMINS added a **commodity item** column and fixed the requisition # column. The balance on the quantity columns will be shown on each line and if the PO does not use quantities will be either blank or show 0.00¹. To run the report, select:

Reports > Report Library by Purchase Order > Posted POs > #3623 Posted POs Detail

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	A	В	с	D	G	н	1		к	1	м	N	Р	0		
1	PO#	PO Date	PO Type	Vendor#	Line	GL	# Item Description	GL Account Number	Original Amount	Retained	Balance	Requisition#	Orig Qty	Bal Qty	Vendo	r Addr
2	195439	01-Mar-2021	Regular	026978	1		1 (36) Customizable Whiteboards with	1000-300-2420-619-03-00-54160	500.00	0.00	0.00	195439	2.00	0.00	PO BO	X 4796
3								Total for PO:	500.00	0.00	0.00					
4																
5	195442	01-Mar-2021	Regular	018341	1		1 Safety Care Trainer Recert	2690-000-2356-406-12-00-52900	425.00	0.00	0.00	195442	1.00	0.00	49 PLA	JN STR
6								Total for PO:	425.00	0.00	0.00					
7																
8	195444	01-Mar-2021	Regular	010852	1		1 SAMSUNG 21.5" S22E450D LED'LCD MON	6470-000-2451-405-10-00-54080	402.54	0.00	0.00	195444	3.00	0.00	DBA C	ONNEC
9	195444	01-Mar-2021	Regular	010852	2		1 HO 8GB PC4-21300 288-PIN DDR4	6470-000-2451-405-10-00-54080	397.80	0.00	0.00	195444	3.00	0.00	DBA C	ONNEC
10	195444	01-Mar-2021	Regular	010852	3		1 HP ELITEDESK 80 G4 3.2GHz CORE 17	6470-000-2451-405-10-00-54080	3,008.61	0.00	0.00	195444	3.00	0.00	DBA C	ONNEC
11								Total for PO:	3,808.95	0.00	0.00					
12																
13	195445	01-Mar-2021	Regular	002382	1		1 invoice # 13714	1000-300-3510-619-06-00-54160	268.00	0.00	0.00	195445	0.00	0.00	363 NC	ORTH M
14								Total for PO:	268.00	0.00	0.00					

Figure 8 Before

In the image in Figure 9:

- 1. Columns E and F were suppressed to show more of the new features
- 2. New **Commodity Item** column if no item was used, this will be blank for the PO/Line
- 3. **Requisition #** now shows the requisition # instead of repeating the PO # if no requisition # was entered; this will be blank for the PO/Line
- 4. The **Quantity** columns will show the original and remaining quantities if a quantity was used, for PO Lines that did not specify a quantity, it will show either 0.00 or be blank

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1		в	C	D	G H	9	1	ĸ	E.	M	N	0	P	0	R	8
1	PO#	PO Date	PO Type	Vendor	Line GL	# Commodity Item	Item Description	GL Account Number	Original Amount	Retained	Balance	Requisition#	Contract Bids	Orig Oty	Bal Otv	Vendor Address
19	195897	31-Aug-2021	Regular	014183	18	1 49010	Super Sani-cloth Germicidal Cloths	1000-300-3200-600-06-00-54160	40.40	0.00	40.40	(in the second		4.00	4.00	107 UXBRIDGE RD
20	195897	31-Aug-2021	Regular	014183	19	1 32029	Sheer Bandages	1000-300-3200-600-06-00-54160	63.84	0.00	47.88			24.00	18.00	107 UXBRIDGE RD
21	195897	31-Aug-2021	Regular	014183	20	1 32120	Extra Large 2" x 4" Bandages	1000-300-3200-600-06-00-54160	37.86	0.00	37.86			6.00	6.00	107 UXBRIDGE RD
22	195897	31-Aug-2021	Regular	014183	21	1 32231	Fingertip 1 3/4" 2" bandage	1000-300-3200-600-06-00-54160	21.27	0.00	21.27			3.0	1 3.00	107 UXBRIDGE RD
23	195897	31-Aug-2021	Regular	014183	22	1 37208	Jack Frost gel packs	1000-300-3200-600-06-00-54160	13.20	0.00	13.20			5.0	5.00	107 UXBRIDGE RD
24	195897	31-Aug-2021	Regular	014183	23	1 90781	MightyLight Blue	1000-300-3200-600-06-00-54160	19.50	0.00	0.00			1.00	0.00	107 UXBRIDGE RD
25	195897	31-Aug-2021	Regular	014183	24	1 21013	3.5 oz pleated paper cups tubes	1000-300-3200-600-06-00-54160	23.10	0.00	23.10			5.00	5.00	107 UXBRIDGE RD
26	195897	31-Aug-2021	Regular	014183	25	1 21014	1 oz. plastic medicine cup	1000-300-3200-600-06-00-54160	12.30	0.00	12.30	9		6.00	6.00	107 UXBRIDGE RD
27								Total for PO:	494.87	0.00	413.24	•				
28												-				
29	195898	31-Aug-2021	Regular	014183	1	1 46014	Wash Basins	1000-300-3200-600-06-00-54160	13.26	0.00	13.26	Regisition#: HS12345		2.00	2.00	107 UXBRIDGE RD
30	195898	31-Aug-2021	Regular	014183	2	1 49251	Alcohol wipes	1000-300-3200-600-06-00-54160	19.62	0.00	19.62	Regisition# HS12345		6.00	6.00	107 UXBRIDGE RD
31	195898	31-Aug-2021	Regular	014183	3	1 50035	Bactine	1000-300-3200-600-06-00-54160	18.22	0.00	18 22	Regisition# HS12345		2.00	2.00	107 UXBRIDGE RD
32	195898	31-Aug-2021	Regular	014183	4	1 34858	Benadryl Cherry	1000-300-3200-600-06-00-54160	12 20	0.00	12 20	Regisition# HS12345		1.00	1.00	107 UXBRIDGE RD
33	195898	31-Aug-2021	Regular	014183	5	1 34873	Motrin (Dve Free)	1000-300-3200-600-06-00-54160	21.70	0.00	21.70	Regisition# HS45678		2.00	2.00	107 UXBRIDGE RD
34	195898	31-Aug-2021	Regular	014183	6	1 90561	Eve Cups 6 pk	1000-300-3200-600-06-00-54160	9.42	0.00	9.42	Regisition# HS45678		3.00	3.00	107 UXBRIDGE RD
35	105808	31-Aug-2021	Regular	014183	7	1 34105	Eve Wash	1000-300-3200-600-06-00-54160	11 73	0.00	11 73	Regisition# HS45678		3.00	3.00	107 LIXBRIDGE RD
36	195898	31-Aug-2021	Regular	014183	8	1 21043	Disposable Wash Cloths	1000-300-3200-600-06-00-54160	42.90	0.00	42 90			0.00	0.00	107 UXBRIDGE RD
37	195898	31-Aug-2021	Regular	014183	9	1 2815	Triple Antibiotic Ointment	1000-300-3200-600-06-00-54160	14.64	0.00	14.64			3.00	3.00	107 UXBRIDGE RD
38	195898	31-Aug-2021	Regular	014183	10	1 50122	Water-iel itch relief	1000-300-3200-600-06-00-54160	9.14	0.00	9.14			2.00	2.00	107 UXBRIDGE RD
30	105808	31-Aug-2021	Regular	014183	11	1 1034505	Diphenbydramine 2% cream	1000-300-3200-600-06-00-54160	7.62	0.00	7.62			2 00	2.00	107 UXBRIDGE RD
40	195898	31-Aug-2021	Regular	014183	12	1 34041	Hydraen peroxide 3% solution	1000-300-3200-600-06-00-54160	2 44	0.00	2 44			2.00	2 00	107 UXBRIDGE RD
41	105808	31-Aug-2021	Regular	014183	13	1 2817	First Aid Paper Tane	1000-300-3200-600-06-00-54160	13.80	0.00	13.80			0.0	4 0 00	107 UXBRIDGE RD
42	195898	31-Aug-2021	Regular	014183	14	1 30005	Absorbent Cotton Balls 500/box	1000-300-3200-600-06-00-54160	11.65	0.00	11.65			0.00	0.00	107 UXBRIDGE RD
43	105808	31-Aug-2021	Regular	014183	15	1 53021	Kleensner Disnosable Snerula size	1000-300-3200-600-06-00-54160	3.76	0.00	3.76			2.00	2 00	107 UXBRIDGE RD
44	105808	31-Aug-2021	Regular	014183	16	1 21431	Disposable Prohe Covers	1000-300-3200-600-06-00-54160	12.65	0.00	12.65			0.00	0.00	107 UXBRIDGE RD
45	195898	31-Aug-2021	Regular	014183	17	1 1030647	Economy creped exam paper	1000-300-3200-600-06-00-54160	38.65	0.00	38.65			0.00	0.00	107 UXBRIDGE RD
46	105808	31-Aug-2021	Regular	014183	18	1 49010	Super Sani-cloth Germicidal Cloths	1000-300-3200-600-06-00-54160	40.40	0.00	40.40			4.00	4 00	107 UXBRIDGE RD
476	Antong	31-Aug-2021	Regular	014183	19	1 320200	Sheer Bandanes	1000-380-9200-600-06-00-54400	62.04	0.08-	63.84	A	- 10 M	- 24.00	24.00	107 UXBRIDGE RD
187			and and		the gallering	And Street or other	And And And And And And And		parties	-		and 2 5	and the second s		-	
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	1051						ter contra de la	00.00 // 0.00						5.00		
52	190698	2021	newy andf	514183	24	121013	a paper cups tubes	100-3200-600-00 00-541.5	23.10	0.00	23.10			5.00	5.00	107 JUL JUL NO
53	195898	51-Aug-2021	Regular	014183	25	1 21014	1 oz. plastic medičine cup	1000-300-3200-600-06-00-54160	12.30	0.00	12.30			6.00	6.00	107 UXDRIDGE RD
04								Total for PO:	494.87	0.00	494.87					
55																
56	Total		#PO:	5					989.74	0.00	908.11					
57																

Figure 9 After – new report features on the #3623Open PO Details report "Run as" Excel®

[ADM-AUC-PO-574]

¹ This depends on the server setup; some use a default of "0.00" for zero values; some use blank.



2.3.3 #3601 - Select POs by Account Elements [Fix]

ADMINS fixed an issue with this report if the site had only three elements in the account structure.



[ADM-AUC-PO-577]

2.4 [7 Contracts]

A	Report Name	View	Report	T
Actions	Contract's In Progress	Sample		1
	14610-In Progress Contracts - Summary	Sample	Run	Т
	14612-In Progress Contracts - Line Detail	Sample	Run	1
	Open Contracts	Sample		1
oort Categories	14622-Open Contracts - Summary	Sample	Run	1
1 By Vendor	14620-Open Contracts - Line Detail	Sample	Run	1
2 By Commodity Item	14851-Open Contracts set to Expire between	Sample	Run	1
3 By Purchase Order	14810-Contracts with Expiring Insurance Certificates	Sample	Run	1
4 By Voucher	Posted Contracts	Sample		1
5 By Disbursement	14630-Contracts w/ POs and Vouchers	Sample	Run	1
6 By Bids	14635-Posted Contracts - Summary	Sample	Run	1
7 By Contracts	14636-Posted Contracts - Detail	Sample	Run	1
8 Audit Reports	14840-Contract History Hge Report	Sample	Run	1
	Other	Sample		1
	14650-All Changes Orders for a Single Contract	Sample	Run	Т

2.4.1 #14636 Posted Contracts – Detail [Enhancement]

ADMINS made two enhancements to the #14636 Posted Contracts – Detail Report:

- 1. Run the report for **up to nine** contracts instead of for all contracts.
- 2. In addition, a **Status** column was added to the report, since this report shows Posted contracts that can have different statuses (**Open, Change Order in Progress, Closed**, etc.,).

The report legend shows the selection criteria for sorting and contract selection. The Vendor Entity is shown in the legend in case the user is restricted to only school or only city contracts. In this case the user running the report has access to both entities – school and city.

ADMINS Unified Community Purchase Orders

Task 14636: Posted Contracts - Detail		×
Posted Contracts - Detail		
Optional: Effective Date Range (mmddyyyy)	From:	To:
Optional: Ending Date Range (mmddyyyy)	From:	To:
Optional: Enter up to 9 Department Groups	Edit	0 values:
Optional: Enter up to 9 Vendor#'s	Edit	0 values:
Sort Report By:	Contract	:t# \bigcirc Department \bigcirc Vendor Sort Name \bigcirc Vendor Name
Run as O Preview O Print PDF O Ex If Printing use Duplex Yes O No	xcel Look	up OK Cancel Clear All

Figure 10 Before – No selection on contract number

I Task 14636: Posted Contracts - Detail			Х
Posted Contracts - Detail			
Optional: Effective Date Range (mmddyyyy)	From:	To:	
Optional: Ending Date Range (mmddyyyy)	From:	To:	
Optional: Enter up to 9 Department Groups	Edit	0 values:	
Optional: Enter up to 9 Vendor#'s	Edit	0 values:	
Optional: Enter up to 9 Contract #'s	Edit	0 values:	
Sort Report By:	Contrac	ct# \bigcirc Department \bigcirc Vendor Sort Name \bigcirc Vendor Name	
Run as O Preview O Print O PDF If Printing use Duplex Yes O No	xcel Look	up OK Cancel Clear All	

Figure 11 After – Added a filter to optionally limit the report to up to nine contracts

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 146	36-DEIS_DET.REF	?	Printed 1	6-Aug-2021 at	: 17:27:58 by	THERESA City o	f ADMINS						Page 1
					Post	ted Cont:	racts - De	tail	F				
Cont	ract#	Effective 1	End Date	Vendor# and	Name		Depart	ment	Value	Statu	3		
7		01-Jun-2021 3	30-Jun-2030	006586 VERI2	ION		ADM	500	,000.00	Change	e Order	in Progre	33
Linŧ	Item Descriptio	n		Qty	Qty Bal	Price	Ext Amount	Encumbered	Pai	d R	etained Ret	ained Paid	Balance
1 2	Wiring (FIOS) f Consulting	for municipal :	network	20000.0000	20000.0000 500.0000	20.0000 200.0000	400000.00 100000.00	.00		.00	.00	.00 .00	400000.00
			***	Total for Con	ntract# 7		50000.00	.00		.00	.00	.00	50000.00
Sel	lection Leg	end:			Grand Total	***	500000.00	.00		.00	.00	.00	50000.00
	Sort Cont Vendor E	ed by: By ract#: 7 ntity: Bo	Contracth	ct#									

Figure 12 Posted Contracts – Detail Report Run as Print/Preview/PDF®

[ADM-AUC-PO-571]

3 ATTACHMENTS [ENHANCEMENT]

Users occasionally find that an attachment listed on one of the many attachment screens is not available. **ADMINS** found that this frequently is due to the attached file residing on a local client workstation or location that is not available to all users.

3.1 Prevent Attaching Files Residing on Local Workstations

ADMINS made a change to prevent users attaching files from local workstations:





Users still need access to the TSCLIENT area to be able to *download* files to their local workstations, such as files to be transmitted to 3rd parties.

3.1.1 Screens Using the New Feature

Table 1 The following screens will use the new feature:

Task#	Description	Access the screen using the menu path:
2000	Enter Vendors	Vendors Enter Vendors (4 Attachments)
3034	PO Query - In Progress	Queries ▶ View All POs ▶ [Select] ▶ [8 Attachments]
3048	Change Order Attachment Entry	Change Order ▶ Entry ▶ [Q Attachments]
3057	PO Query - In-Progress - Attachments	Queries ▶ View All POs ▶ [Select] ▶ [8 Attachments]
3058	PO Query - Attachments	Queries ▶ View All POs ▶ [Select] ▶ [8 Attachments]
14008	Contract Entry	Contract ▶ Entry ▶ [Q Attachments]

Task#	Description	Access the screen using the menu path:
14063	Contract Query - Attachments	Contracts ▶ Queries ▶ View All Contracts ▶ [Select] ▶ [Q Attachments]
14073	Contract Query - Attachments	Contracts ▶ View All Contracts ▶ [Select a Contract in Change Entry] ▶ [Q Attachments]
14208	Change Order Attachments	Contracts ▶ Change Order ▶ [1 Do Change] ▶ [Q Attachments]
15090	Bid Entry Attachments	Bids ▶ Bid Entry ▶ [8 Attachments]
15210	Open and Awarded Bid Attachments	Bids ▶ Open and Awarded Bids ▶ [8 Attachments]

[ADM-AUC-SY-8206]

3.2 Weekly Error Check Report

ADMINS Unified Community

Purchase Orders

ADMINS changed the weekly error check on attachments to report only selected broken attachments:

- 1. If attachments are system generated, or
- 2. If "TSCLIENT" is present in the file name

Note: Attachments from network common areas will not be error checked since each site establishes a network common area to which the **ADMINS** account running the process does not necessarily have access.

The weekly error check report is sent to the members of the **BROKENATT** email distribution list. To add users to the list, follow the instructions found in **SY-150 AUC Email Distribution Lists** in each Help Reference Library. If the weekly process identifies missing **TSCLIENT** attachments, contact the owner of the source document; if the missing attachments are system generated, contact <u>support@admins.com</u>.

🔤 [AUC] 20-I	Email	Distribution	Lists		
			Email Dis	tribution Lists	
Goto					
Actions		Distributi	on Code BROKENATT Bro	oken Attachments List	Default Distribution List
		User Name	p was seen as		Status 🔺
		MUPDEV2	ADMINS, Inc. [LuAnn]	support@admins.com	Active
		THERESA	Theresa	theresa@admins.com	Active
1 Add Email		WENDY	Wendy Tarantola	Wendy@admins.com	Active
2 Remove Email					

[ADM-AUC-SY-8206]

4 HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library.

4.1 New or Updated Documents

CONTRACTS/BIDS PO–510 Contracts

4.2 Contracts

ADMINS updated the contracts document to include information about the prevailing wage and insurance certificate enhancements.

[ADM-AUC-PO-571]

[Updated]