



PURCHASE ORDERS

RELEASE NOTES – SEPTEMBER 2021

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

CONTENTS

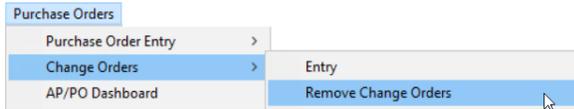
1	PO CHANGE ORDERS	2
1.1	Account Access on PO Change Orders [Enhancement]	2
1.2	Retainage Amounts from Bids [Fix]	3
1.3	PO Change Order Selection Screen [Enhancement]	4
2	REPORTS [ENHANCEMENT]	4
2.1	[1 By Vendor] #3825 Vendors Added on the Fly [Enhancement]	5
2.2	[2 By Commodity Item]	6
2.2.1	#3760 Items Used on Purchase Order [Enhancement]	6
2.2.2	#3765 Items Used on Vouchers [Enhancement]	8
2.3	[3 By Purchase Order]	10
2.3.1	#3630 Open POs Against an Account [Enhancement]	11
2.3.2	#3623 Posted POs Detail [Enhancement]	12
2.3.3	#3601 - Select POs by Account Elements [Fix]	13
2.4	[7 Contracts]	13
2.4.1	#14636 Posted Contracts – Detail [Enhancement]	13
3	ATTACHMENTS [ENHANCEMENT]	15
3.1	Prevent Attaching Files Residing on Local Workstations	15
3.1.1	Screens Using the New Feature	15
3.2	Weekly Error Check Report	16
4	HELP REFERENCE LIBRARY	16
4.1	New or Updated Documents	16
4.2	Contracts	16



1 PO CHANGE ORDERS

ADMINS made changes to PO Change Order processing.

1.1 Account Access on PO Change Orders [Enhancement]



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

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:



When change order is checked, the error list reports that this user has no access to the account.

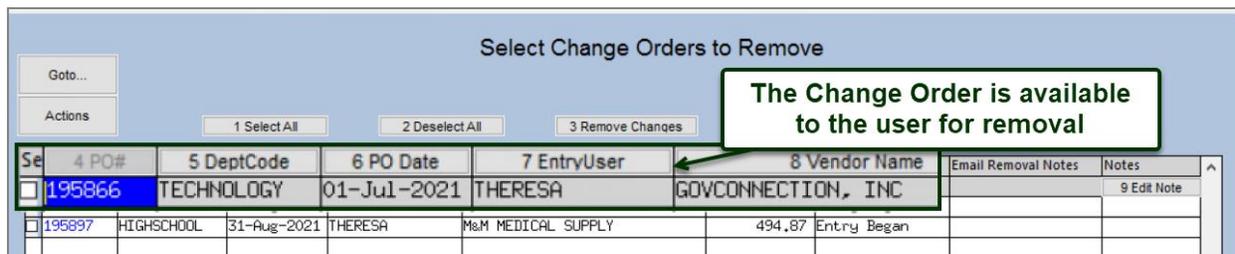


Figure 1 PO Change Order that a user creates will be available to the user for deletion in the remove change order screen.

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.

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.

Bid Entry

Bid # 2021-001 Description Construction - New Library

Bid Type CONSTRUCTION Construction Bid

Last Bid# 0000-000

Requested by MUNICIPAL BUILDING COMMITTEE

Bid Opening Date 22-Jun-2021 Bid Effective Dates Start 24-Jun-2021 End 30-Jun-2021

Individual Minority Non-Profit

Line	Description	QTY	CAT	Awarded Vendor
1	2.03 Concrete	12,000,0000 Retainage % 5,00		024148 PETRUCCI CONSTRUCTION I
2	2.04 Masonry	4,000,0000 Retainage % 5,00		024148 PETRUCCI CONSTRUCTION I
3	2.05n Miscellaneous Metals	6,000,0000 Retainage % 5,00		024148 PETRUCCI CONSTRUCTION I
4	2.05s Structural Steel	25,000,0000 Retainage % 5,00		024148 PETRUCCI CONSTRUCTION I
5	2.06 Architectural Woodwork	2,000,0000 Retainage % 10,00		024148 PETRUCCI CONSTRUCTION I

Retainage is listed on the bid for all lines

PO Query - Posted

PO # 195871

Vendor Code 024148 01 PETRUCCI CONSTRUCTION INC 100 SHAWMUT RD CANTON MA 02021-0000

Dept Code ADM TOWN ADMINISTRA

PO Date 30-Jul-2021 FY 2022

Type Code Z Zero Tolerance

Ship To Attn Ship Date Prevailing Wage

Deliver To 10 TOWN OF ADMINS

Invoice To 10 TOWN OF ADMINS

1 Delivery Notes No text available

J Internal Notes No text available

Expected Amt 9840,00

Line Item	Item Description	Qty	QtyBalance	Price	Freight	Other	Ext Amount
1	2.05n Miscellaneous Metals	2000,000	2000,000	3,7500			7500,00
2	2.06 Architectural Woodwork	12,0000	12,0000	195,0000			2340,00

Line 2 was added via a change order to the PO to bring in a bid line; the retainage was brought into the PO

Retain % 10,00 Retain Amt

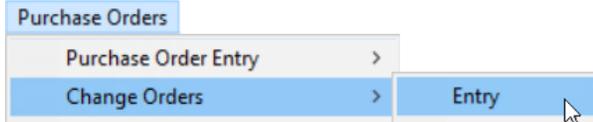
Relieved Paid Balance 9840,00

Figure 2

[ADM-AUC-PO-568]



1.3 PO Change Order Selection Screen [Enhancement]



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

[AUC] 3005-Purchase Order Change Selection

Purchase Order Change Selection

2 PO#	3 DeptCode	4 PODate	6 Vendor	Vendor Name	Status	PO Total	PO Balance	InPrg Vou
195884	ELEMENTARY	28-Jul-2021	000475		Open	75,00	75,00	
195883	ADM	14-Jul-2021	000213		Open	2250,85	2250,85	1
195882	ADM	14-Jul-2021	001833		Open	16000,00	16000,00	1
195881	SPEED	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		Open	1802,50	1802,50	
195877	MIDDLE	08-Jul-2021	027483		Open	171,99	171,99	

[PEA-SUP-SAPLAUC-761]

2 REPORTS [Enhancement]

ADMINS enhanced several reports and created new reports.

Report Library by Vendor

Report Name	View	Report
3816-Vendors Address Listing	Sample	Run
3823-Vendors missing City, State or Zip	Sample	Run
3817-Vendors Name Listing	Sample	Run
3818-Vendors - by Hold Codes	Sample	Run
2565-Vendors - by Classification	Sample	Run
3819-Vendors - by 1099 Codes	Sample	Run
3820-Vendors - by Minority Codes	Sample	Run
3821-Vendors - on State Bid List	Sample	Run
3825-Vendors - Added on the Fly	Sample	Run
3822-Vendors with Duplicate Name Listing	Sample	Run
2690-Highest Paid Vendors	Sample	Run
2621-Vendors - REAP Reporting	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

APPOLIBVEN UP



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.

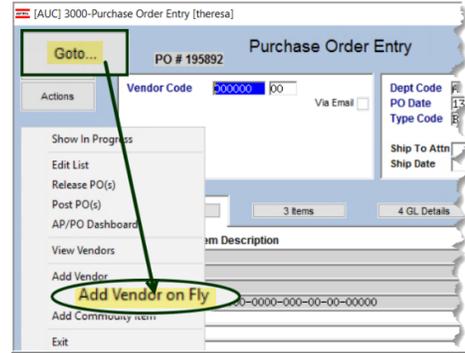
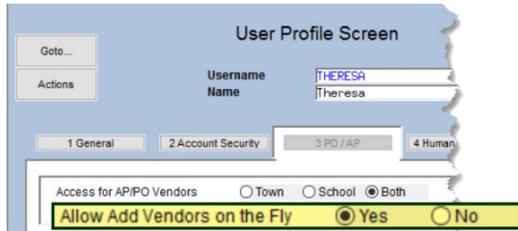
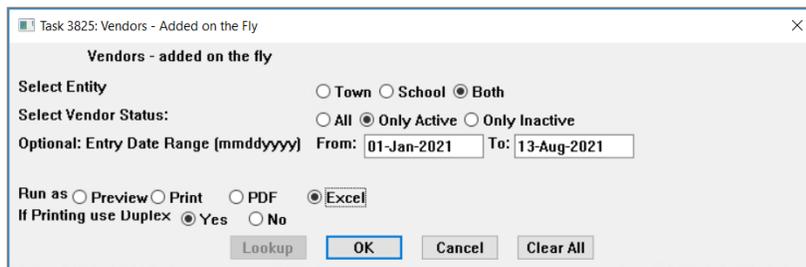


Figure 3 Allowing a user to Add Vendors on the Fly during Purchase Order Entry

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**



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

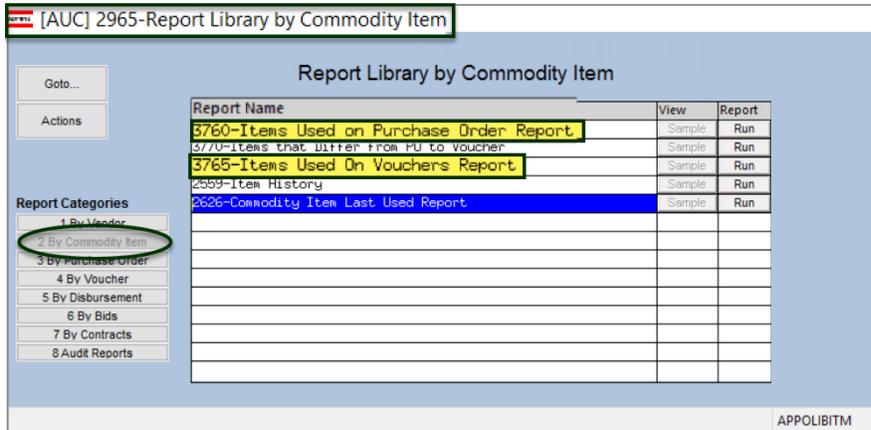
The report is shown “Run as” Excel®. The report legend indicates what selections were made. Columns include:

Vendor#	Name	Entity	Class	1-Time	Entry-User	Entry Date	Entry-Time	Status
030266	WILLIAMSBURG PUBLIC LIBRARY	Both	UNCL	N	SCOTT/STORTON	1/5/2021	13:24:10.25	Active
030271	WILLIAMSBURG	Both	UNCL	N	SCOTT/STORTON	1/11/2021	15:44:16.56	Active
030272	LEIGH LIBRARY	Both	UNCL	N	SCOTT/STORTON	1/11/2021	15:54:13.58	Active
030273	LEIGH LIBRARY	Both	UNCL	N	SCOTT/STORTON	1/11/2021	15:57:24.26	Active
030300	ALYSON LIBRARY	Both	UNCL	N	SCOTT/STORTON	2/3/2021	08:34:13.86	Active
030326	JOSEPH LIBRARY	Both	UNCL	N	SCOTT/STORTON	2/11/2021	14:52:45.74	Active
030327	JOSEPH LIBRARY	Both	UNCL	N	SCOTT/STORTON	2/11/2021	14:56:07.09	Active
030332	JOSEPH LIBRARY	Both	UNCL	N	SCOTT/STORTON	2/24/2021	08:09:47.39	Active
030495	LEIGH & WILLIAMSBURG LIBRARY	Both	UNCL	N	SCOTT/STORTON	4/28/2021	10:10:14.07	Active
030584	LEIGH LIBRARY	Both	UNCL	N	SCOTT/STORTON	6/9/2021	16:52:16.76	Active
Grand Total #Vendors:		10						
Selection Legend:								
Entity: Both-Town & School								
Status: Active Only								
Date Range: 01-Jan-2021 and 13-Aug-2021								

[ADM-AUC-PO-567]



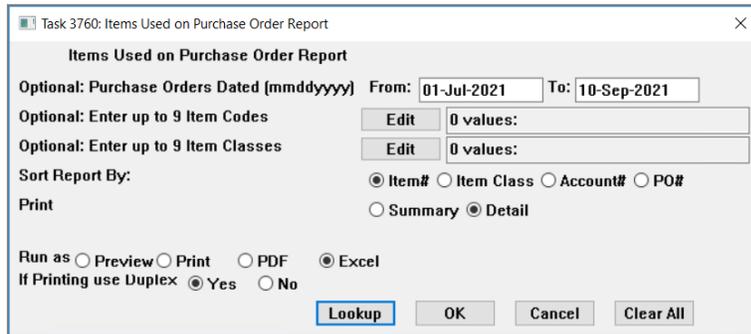
2.2 [2 By Commodity Item]



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



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 <input checked="" type="radio"/> Item # ; optionally set the radio button to sort and total the report by <input type="radio"/> Item Class , <input type="radio"/> Account # , or <input type="radio"/> PO # . The system will save this selection and it will be the radio button selected the next time the report is run.



Prompt

Print

How Used

Select summary to show one line for each of the “Sort By” selections:

Summary_by	Price	Unpaid Balance
Item# 1030647-Economy creped exam paper	115.95	115.95
Item# 1034505-Diphenhydramine 2% cream	22.86	22.86
Item# 21013-3.5 oz pleated paper cups tubes	69.30	69.30
Item# 21014-1 oz. plastic medicine cup	36.90	36.90
Item# 21043-Disposable Wash Cloths	128.70	85.80
Item# 21431-Disposable Probe Covers	37.95	37.95
Item# 2815-Triple Antibiotic Ointment	43.92	43.92
Item# 53021-Kleenspec Disposable Specula size 2.75 500/box	11.28	11.28
Item# 90246-Toothsaver Necklace	13.49	13.49
Item# 90561-Eye Cups 6 pk	28.26	28.26
Item# 90781-MightyLight Blue	58.50	39.00
Item# 91152-Handwashing Stickers	33.96	33.96
Item# PROTO4-PROTOTYPE .1 THRU .4	500.00	500.00
*** Grand Total ***	2,032.06	1,950.43

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

Date	Vendor#	Vendor Name	Line#	Item	Description	Class	Qty	Account_and_Description	Unit Price	Unpaid Balance	
8/30/2021	000288	SCHOOL HEALTH CORPORATION	15	53021	Kleenspec Disposable Sp		2.00	1000-300-3200-600-05-00-54160 NURSE SUPPLY-STALL	3.76	3.76	
8/31/2021	014183	M&M MEDICAL SUPPLY	15	53021	Kleenspec Disposable Sp		2.00	1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	3.76	3.76	
8/31/2021	014183	M&M MEDICAL SUPPLY	15	53021	Kleenspec Disposable Sp		2.00	1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	3.76	3.76	
*** Total for Item# 53021-Kleenspec Disposable Specula size 2.75 500/box										11.28	11.28
8/30/2021	000288	SCHOOL HEALTH CORPORATION	23	90246	Toothsaver Necklace		1.00	1000-300-3200-600-03-00-54160 NURSE SUPPLY-SOUTH	13.49	13.49	
*** Total for Item# 90246-Toothsaver Necklace										13.49	13.49
8/30/2021	000288	SCHOOL HEALTH CORPORATION	6	90561	Eye Cups 6 pk		3.00	1000-300-3200-600-05-00-54160 NURSE SUPPLY-STALL	9.42	9.42	
8/31/2021	014183	M&M MEDICAL SUPPLY	6	90561	Eye Cups 6 pk		3.00	1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	9.42	9.42	
8/31/2021	014183	M&M MEDICAL SUPPLY	6	90561	Eye Cups 6 pk		3.00	1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	9.42	9.42	
*** Total for Item# 90561-Eye Cups 6 pk										28.26	28.26
8/30/2021	000288	SCHOOL HEALTH CORPORATION	24	90781	MightyLight Blue		1.00	1000-300-3200-600-05-00-54160 NURSE SUPPLY-STALL	19.50	19.50	
8/31/2021	014183	M&M MEDICAL SUPPLY	23	90781	MightyLight Blue		1.00	1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	19.50	19.50	
8/31/2021	014183	M&M MEDICAL SUPPLY	23	90781	MightyLight Blue		1.00	1000-300-3200-600-06-00-54160 NURSE SUPPLY-HS	19.50	19.50	
*** Total for Item# 90781-MightyLight Blue										58.50	39.00
8/30/2021	000288	SCHOOL HEALTH CORPORATION	25	91152	Handwashing Stickers		4.00	1000-300-3200-600-05-00-54160 NURSE SUPPLY-STALL	33.96	33.96	
*** Total for Item# 91152-Handwashing Stickers										33.96	33.96
9/9/2021	001833	ADMINS INC	1	PROTO4	PROTOTYPE .1 THRU .4	SCHPRO		0100-430-0000-004-00-00-52700 TRASH REMOVAL	100.00	100.00	
								0100-430-0000-004-00-00-52701 TRASH INCINERATION	200.00	200.00	
								0100-430-0000-004-00-00-52702 HOUSEHOLD HAZARDOUS	200.00	200.00	
*** Total for Item# PROTO4-PROTOTYPE .1 THRU .4										500.00	500.00
*** Grand Total ***										2,032.06	1,950.43

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 Label	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

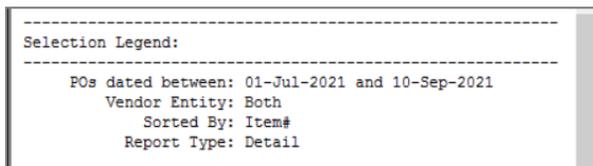


Figure 5 The legend on Report #3760 Items Used on Purchase Order, sorted by Item #, in Detail

[ADM-AUC-PO-572]

2.2.2 #3765 Items Used on Vouchers [Enhancement]

ADMINIS updated the **Items Used on Vouchers** report to facilitate tracking funds.

This report is useful if commodity items are used on vouchers.

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 <input checked="" type="radio"/> Item # ; optionally set the radio button to sort and total the report by <input type="radio"/> Item Class , <input type="radio"/> Account # , or <input type="radio"/> 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 ☉ Item #:

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 Library by Purchase Order

Report Name	View	Report
----- 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
----- Open POs -----	Sample	
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	Sample	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
3623-Posted POs - Detail	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-Open and Closed Purchase Order Balances	Sample	Run
3601-Purchase Order Detail Select by Account Element	Sample	Run
3665-Purchase Orders Chgd to Non - Expenditure Accounts	Sample	Run
3616-PO's with Amount at Least \$ xx	Sample	Run
3917-Posted Purchase Orders Tagged for Fixed Assets	Sample	Run
3675-POs Closed Via Liquidation	Sample	Run

APPOLIBPO



2.3.1 #3630 Open POs Against an Account [Enhancement]

Prior to the software update, the report would only return results from the current fiscal year. This was misleading, as there could be, depending on the timing of the PO Rollover process and the site’s business rules, purchase orders open from prior fiscal years for a given account number.

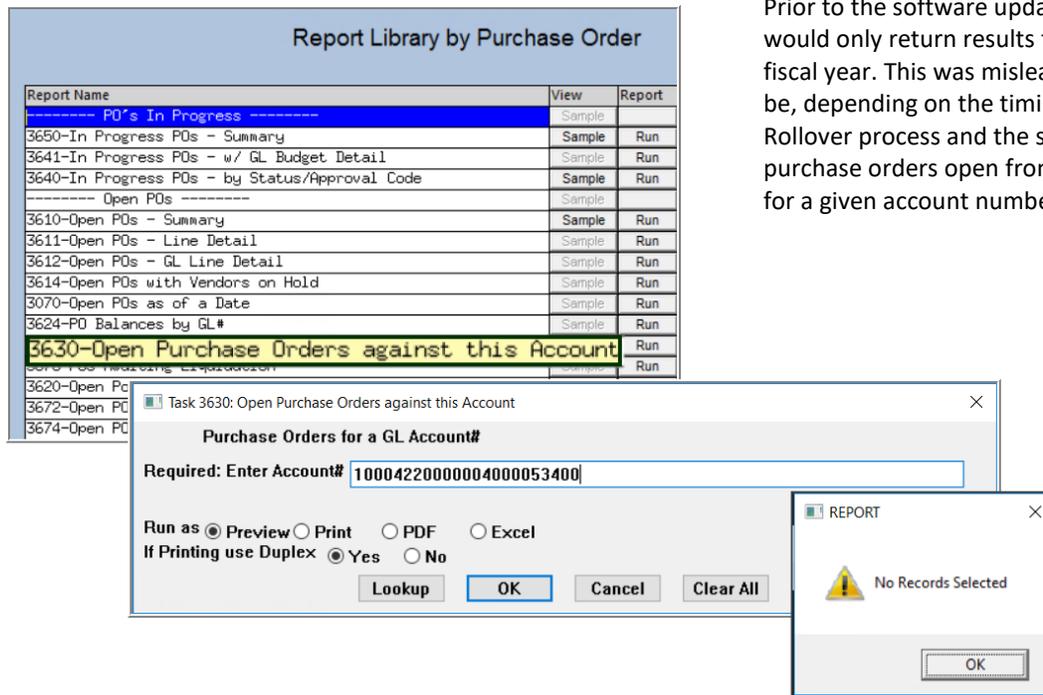


Figure 6 Before – running the report could yield no results

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.

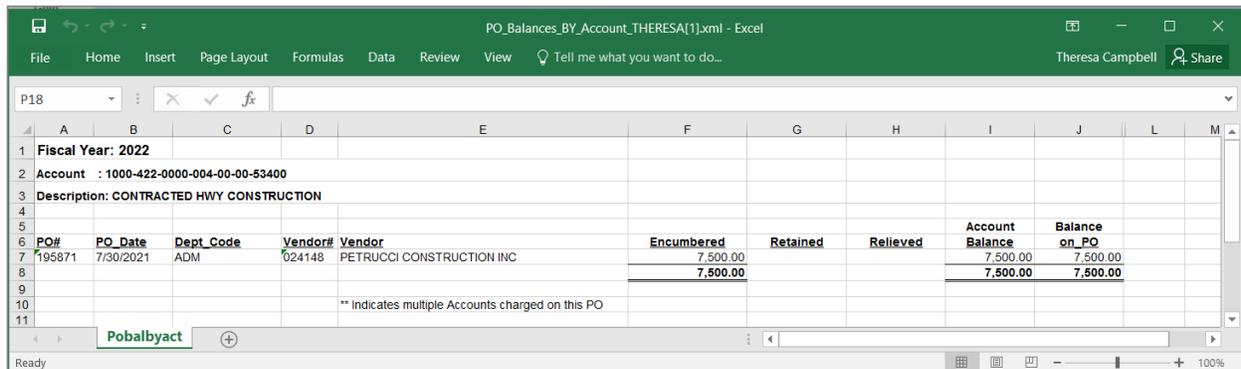
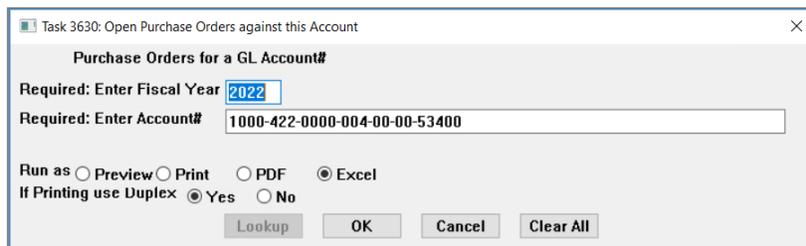


Figure 7 #3630 PO Balances by Account Report “Run as” Excel®

[ADM-AUC-PO-569]



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

PO#	PO Date	PO Type	Vendor#	Line	GL#	Item Description	GL Account Number	Original Amount	Retained Balance	Requisition#	Orig Qty	Bal	Qty	Vendor Address
195439	01-Mar-2021	Regular	026978	1	(36)	Customizable Whiteboards with	1000-300-2420-619-03-00-54160	500.00	0.00	0.00	195439	2.00	0.00	PO BOX 4796
Total for PO:								500.00	0.00	0.00				
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 PLAIN STR
Total for PO:								425.00	0.00	0.00				
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 CONNEX
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 CONNEX
195444	01-Mar-2021	Regular	010852	3	1	HP ELITEDESK 80 G4 3.2GHZ CORE I7	6470-000-2451-405-10-00-54080	3,008.61	0.00	0.00	195444	3.00	0.00	DBA CONNEX
Total for PO:								3,808.95	0.00	0.00				
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 NORTH M
Total for PO:								268.00	0.00	0.00				

Figure 8 Before

In the image in Figure 9:

- Columns E and F were suppressed to show more of the new features
- New **Commodity Item** column – if no item was used, this will be blank for the PO/Line
- Requisition #** now shows the requisition # instead of repeating the PO # - if no requisition # was entered; this will be blank for the PO/Line
- 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

PO#	PO Date	PO Type	Vendor#	Line	GL#	Commodity Item	Item Description	GL Account Number	Original Amount	Retained Balance	Requisition#	Contract Bids	Orig Qty	Bal	Qty	Vendor Address	
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	4.00	4.00	107	UXBRIDGE RD		
195897	31-Aug-2021	Regular	014183	19	1	82029	Sheer Bandages	1000-300-3200-600-06-00-54160	63.84	0.00	47.88	24.00	18.00	107	UXBRIDGE RD		
195897	31-Aug-2021	Regular	014183	20	1	82120	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		
195897	31-Aug-2021	Regular	014183	21	1	82231	Fingertip 1 3/4" 2" bandage	1000-300-3200-600-06-00-54160	21.27	0.00	21.27	3.00	3.00	107	UXBRIDGE RD		
195897	31-Aug-2021	Regular	014183	22	1	87208	Jack Frost gel packs	1000-300-3200-600-06-00-54160	13.20	0.00	13.20	1.00	1.00	107	UXBRIDGE RD		
195897	31-Aug-2021	Regular	014183	23	1	90781	Highly-light Blue	1000-300-3200-600-06-00-54160	19.50	0.00	0.00	3.00	0.00	107	UXBRIDGE RD		
195897	31-Aug-2021	Regular	014183	24	1	81013	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		
195897	31-Aug-2021	Regular	014183	25	1	81014	1 oz plastic medicine cup	1000-300-3200-600-06-00-54160	12.30	0.00	12.30	6.00	6.00	107	UXBRIDGE RD		
Total for PO:								494.87	0.00	413.24							
195898	31-Aug-2021	Regular	014183	1	1	46014	Wash Basins	1000-300-3200-600-06-00-54160	13.26	0.00	13.26	Requisition# HS12345	2.00	2.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	2	1	49251	Alcohol wipes	1000-300-3200-600-06-00-54160	19.62	0.00	19.62	Requisition# HS12345	6.00	6.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	3	1	50035	Bactine	1000-300-3200-600-06-00-54160	18.22	0.00	18.22	Requisition# HS12345	2.00	2.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	4	1	54856	Benadryl Cherry	1000-300-3200-600-06-00-54160	12.20	0.00	12.20	Requisition# HS12345	1.00	1.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	5	1	54873	Motrin (Dye Free)	1000-300-3200-600-06-00-54160	21.70	0.00	21.70	Requisition# HS45678	2.00	2.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	6	1	90561	Eye Cups 6 pk	1000-300-3200-600-06-00-54160	9.42	0.00	9.42	Requisition# HS45678	3.00	3.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	7	1	84105	Eye Wash	1000-300-3200-600-06-00-54160	11.73	0.00	11.73	Requisition# HS45678	3.00	3.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	8	1	81043	Disposable Wash Cloths	1000-300-3200-600-06-00-54160	42.90	0.00	42.90		0.00	0.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	9	1	8815	Triple Antibiotic Ointment	1000-300-3200-600-06-00-54160	14.64	0.00	14.64		3.00	3.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	10	1	81022	Water-jet itch relief	1000-300-3200-600-06-00-54160	9.14	0.00	9.14		2.00	2.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	11	1	1034505	Diphenhydramine 2% cream	1000-300-3200-600-06-00-54160	7.62	0.00	7.62		2.00	2.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	12	1	84041	Hydrogen peroxide 3% solution	1000-300-3200-600-06-00-54160	2.44	0.00	2.44		2.00	2.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	13	1	8817	First Aid Paper Tape	1000-300-3200-600-06-00-54160	13.80	0.00	13.80		0.00	0.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	14	1	90005	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	
195898	31-Aug-2021	Regular	014183	15	1	83021	Kleenspec Disposable Specula size	1000-300-3200-600-06-00-54160	3.76	0.00	3.76		2.00	2.00	107	UXBRIDGE RD	
195898	31-Aug-2021	Regular	014183	16	1	81231	Disposable Probe Covers	1000-300-3200-600-06-00-54160	12.65	0.00	12.65		0.00	0.00	107	UXBRIDGE RD	
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	
195898	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	
195898	31-Aug-2021	Regular	014183	19	1	82029	Sheer Bandages	1000-300-3200-600-06-00-54160	63.84	0.00	63.84		24.00	24.00	107	UXBRIDGE RD	
Total for PO:								494.87	0.00	494.87							
Total:								989.74	0.00	908.11							

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

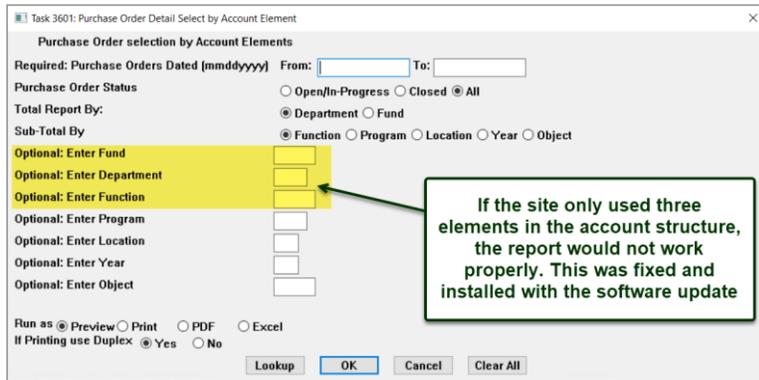
[ADM-AUC-PO-574]

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



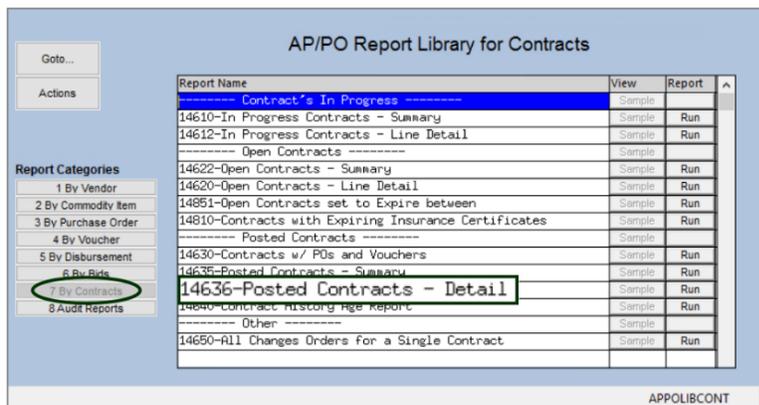
2.3.3 #3601 - Select POs by Account Elements [Fix]

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]



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.



Figure 10 Before – No selection on contract number

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

Contract#	Effective	End Date	Vendor# and Name	Department	Value
7	01-Jun-2021	30-Jun-2030	006586 VERIZON	ADM	500,000.00

Lin#	Item Description	Qty	Qty Bal	Price	Ext Amount	Encumbered	Paid	Retained	Retained Paid	Balance
1	Wiring (FIOS) for municipal network	20000.0000	20000.0000	20.0000	400000.00	.00	.00	.00	.00	400000.00
2	Consulting	500.0000	500.0000	200.0000	100000.00	.00	.00	.00	.00	100000.00
*** Total for Contract# 7					500000.00	.00	.00	.00	.00	500000.00
*** Grand Total ***					500000.00	.00	.00	.00	.00	500000.00

Selection Legend:
Sorted by: By Contract#
Contract#: 7
Vendor Entity: Both

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

[ADM-AUC-PO-571]

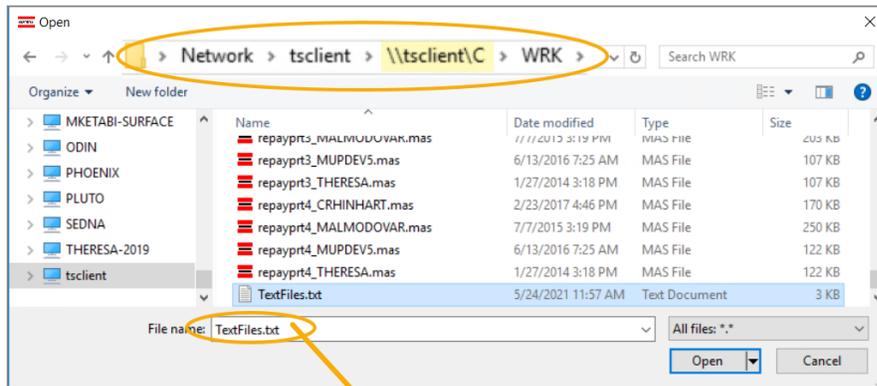


3 ATTACHMENTS [ENHANCEMENT]

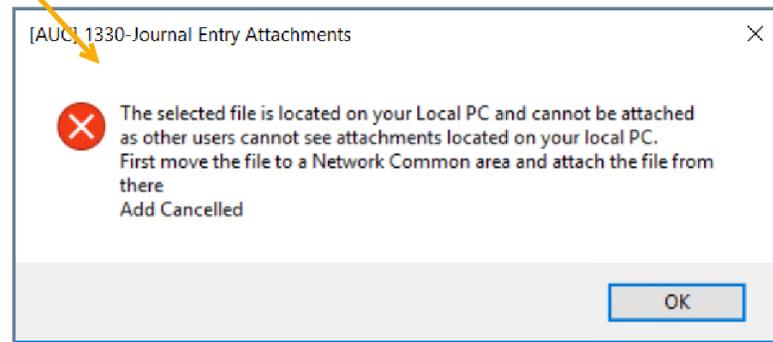
Users occasionally find that an attachment listed on one of the many attachment screens is not available. ADMINS found that this frequently is due to the attached file residing on a local client workstation or location that is not available to all users.

3.1 Prevent Attaching Files Residing on Local Workstations

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



On the Attachment entry screens, if the file being attached has “TSCLIENT” in the path (or even the filename), the system will reject it and display this message:



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]

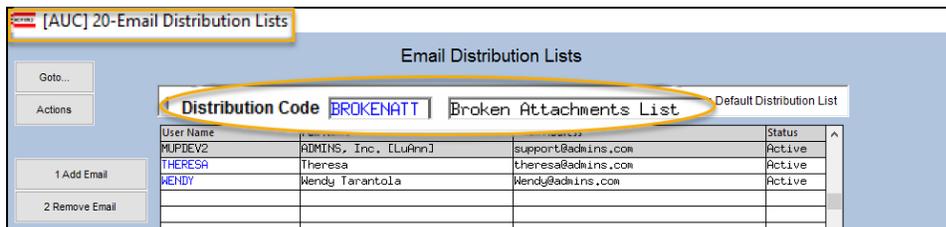
3.2 Weekly Error Check Report

ADMINS 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 support@admins.com.



[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 [Updated]

4.2 Contracts

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

[ADM-AUC-PO-571]