

### **PURCHASE ORDERS**

# **RELEASE NOTES – SEPTEMBER 2022**

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

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# 1 Reprint Purchase Orders (POs) Screen [Enhancement]



**ADMINS** encourages reprinting POs via the attachments on the PO query screen.

There are circumstances that require re-printing several POs at a time (e.g., if the POs did not print when the posting was done due to operator error or a printer failure). Before the software update, selecting POs from the lookup did not advance the cursor to the next field.

To access the Reprint PO screen, from the menu, select:

#### Purchase Orders > Purchase Order Entry > Reprint Purchase Orders



Figure 1 Before - the cursor remained on the same row after making the selection

Goto Actions I Reprint POs										
	PO#	Dept Group	PO Date	Entry User	Vendor Name	PO Total				
2 Open Ry BO#	220016	ADM	02-Jun-2022	WENDY	AETNA	213.00				
2 Open by Po#										
3 Open By Vendor										
3 Open By Vendor 4 Closed By PO#			<u> </u>							
3 Open By Vendor 4 Closed By PO# 5 Closed By Vendor			After	making a se	lection from the lookup	, the				
3 Open By Vendor 4 Closed By PO# 5 Closed By Vendor			After	making a se cursor adv	lection from the lookup ances to the next row	, the				
3 Open By Vendor 4 Closed By PO# 5 Closed By Vendor			After	making a se cursor adv	lection from the lookup ances to the next row	o, the				
3 Open By Vendor 4 Closed By PO# 5 Closed By Vendor			After	making a se cursor adv	lection from the lookup ances to the next row	, the				
3 Open By Vendor 4 Closed By PO# 5 Closed By Vendor			After	making a se cursor adv	lection from the lookup ances to the next row	o, the				

Figure 2 After – the cursor advances to the next row when a selection is made from the lookup

[ADM-AUC-PO-618]

# 2 Change Orders Selection Screen [Enhancement]

**ADMINS** improved the use of the change order selection screen. Before the software update, entering a **PO #** required clicking the **[2 PO #]** column header button. Now it is selected and active on entering the screen. To access the screen, from the menu select:

#### PO ▶ Change Orders ▶ Change Order Entry

ETT [AUC] 3	005-Purc	hase Order:	Change Se	lection		+	
Goto Actions	Ļ			Ĩ	Purchase Order Cl	nange Selection	
	2 PO#	3 DeptCode	4 PODate	6 Vendor	Vendor Name	Status	
1 Do Change	220017	FIRE	21-Jun-202	001.33	ADMINS INC	Open	
	195999	ADMIN	01-Jul-2022	000592	STAPLES	Open	
	195983	CRPCD	01-Jul-2022	030572	RANERA, LLC	Open	
	195982	DPW	01-Jul-2022	015993	STANSUR UNIFORMS	Open	1
	195974	FIRE	20-Mau-2022	014183	M METTING SUPPLY	Open	1
	195970	ADM					
	195962	HIGHW	PO # is I	now th	ne active column b	v default (the active	column button is
	195960	HIGHS "		the attac			
	195954	FIRE a	ummea" to		ate that it is the cu	irrently active colum	n). Click on any of the
	195945	another column					
	195942	HIGHS					
	195940						
	195939	FIRE	01-Ju1-2022	005738	ADMIT ONE PRODUCTIONS	INC Open	

Figure 3 PO Change Order Selection Screen now has the PO# column selected by default

Page up or down to view the POs available for changes or enter the PO # in the column to bring the desired PO to the top of the screen.

[ADM-AUC-PO-603]

### 3 Vendors

**ADMINS** added a document that describes how to <u>upload vendors from a spreadsheet</u>, updated the <u>Enter Vendors Help</u> <u>Reference</u> document, and made a cosmetic change to the **[3 Classification]** tab of the Enter Vendors screen.

## 3.1 [3 Classification Tab]

	IAUC] 2000-Enter Vendors
	Enter Vendors
	Goto
	Vendor 030971 KANE, LYNN J
	Actions
	1 Name/Address 2 Addresses 3 Classification 4 Attachments 8 tems 9
	Terms DUR Due Upon Receipt Class URCL Unclassified Minority Code Hold Code Form Payment Type @ Printed Ck: OWire OACH O No Check
	1 Time Vendor? O Yes ● No State Bid List? O Yes ● No Tailing Vendor O Yes ● No
	Payment Type  Printed Ck  Wire  ACH  No Check
	Ent Separate Check? O Yes  No
Payment Type  Printed Ck  Wire  ACH  No Check	THE 1 Time Vendor? O Yes O No Tailing Vendor O Yes O No
Separate Check? () Yes () No Tailing Vendor	Chi State Bid List? () Yes () No
State Bid List? O'Yes  No	Local Vendor? Yes No
Local Vendor? O Yes  No	Business Type Others
Business type Sole Prop/Individual/Single-Member LLC v	

Accounts Payable Vendors Enter Vendors

Figure 4 Before & After – Tailing vendor label is aligned with radio buttons

[ADM-AUC-AP-1172]



# 4 PO Approval Signature Images

Purchase Orders can be signed electronically, using signature images in combination with approval path table. The signatures are included when printing the purchase orders. This saves time and eliminates the need to move paper POs between requisitioners and approvers. Some sites have dozens of departments, with multiple signatures needed for each department.



Purchase Orders Module Maintenance PO Form Maintenance by Department

To make it easier to set up the signatures in the **PO Form Maintenance by Department Group** table, a button is available for each of the five signatures to allow selecting the signature image file from Windows Explorer.

Click on the **[Signature]** button for the approval level and select the signature image in the list.

The default signature location is in the auc\FORMS\Reports directory (**ADMINS** recommends keeping signatures in this directory.) If the signatures are stored in another location, be certain that it is a location available to the AUC Application. The signatures should not be stored on a user workstation or PC.

📼 Open								×
$\leftarrow \rightarrow \cdot \uparrow$	D:\AUC_D	evelopment\admhome\	\auc\FORMS\Reports	~ 0	Search Rep	orts		P
Organize 🔻	New folder							?
Lis		SAQA_Sig.png	5/6/2010 9:38 4	MA	PNG File		2 K	в
Obi		FQTM_Sig.png	5/6/2010 9:37 4	MA	PNG File		1 K	В
		JQFD_sig.png	5/6/2010 9:37 4	MA	PNG File		2 K	В
This PC		JQDP_sig.png	5/6/2010 9:36 4	MA	PNG File		2 K	В

[ADM-AUC-PO-490]

# 5 PO Cancellation Report

If there were denials, the list of cancellation requests on the report was incomplete. **ADMINS** fixed the report. For details on this process, read **PO–242 Purchase Order Liquidation Requests / Denials** in the Help Reference Library

[ADM-AUC-PO-604]

# 6 Using Commodity Items [Enhancement]

🔤 [AUC] 2006-Voucher Cha	nge Order						
Batch # 17050 Voucher# 483057		Voucher Cha	nge Order			Entry Began	
Actions ACtions ACTIONS 219 LENIS WHARF BOSTON MA 02110-3927		NVOICE#         AIM-AUC-AP-1           nv Date         18-Jul-2022           Customer#	174 FY 2023 Terms DUR	Print     Check Da     Separate     Hold Che      Type P F	OACH OWir ate Check C ck Certifi Payment Voucher	e ONoCheck	
2 Entry (2) 2 Items	3 GL Details	4 Status History	Q Attachments		Am	ount to Pay Vendor 2000.00	
Line Item V Uom Item	Description		Price	Freight Of	ther \$ To Retain	Ext Amount	
All Items t	y Description	Item#	Class Unit	Price Ac	count#	1099	an <mark>Stat</mark>
3.5 co pile Absorberti, Alcohol wij Architectur Benadryl O CONVERTE FI Distortigen dukai uppo EKRLY VOII Economy crr Extra Lange Eve Cues 6 Be Fingertup Handwashii	tad pager cups tubes Catum Balls 500/box al. Moodwork Herry R. CupSY cortain Herry R. CupSY cortain Herry R. CupSY cortain Herry S. CupSY cortain Herry S. CupSY cortain Herry S. CupSY cortain S. (ADLC EXPENSES) S. (ADLC EXPENSES) S. (ADLC EXPENSES) S. (ADLC 21 bandages pk 3. (3/4" 2" bandages pt Stuckers	E1008 NETRIS 21013 21013 20051 NOCIMORK 50035 34658 1000607 2017 EARLYOTE 1000647 32120 94166 24166	UNT NURSE CASE NURSE CASE T NURSE PT CUVD NURSE EA NURSE EA NURSE ROL NURSE DOZ CTN NURSE PT NURSE B100 GR	75,0000 81 4,6200 10 11,6500 10 3,2700 10 15,0000 10 12,2000 10 12,2000 10 12,2000 10 12,2000 10 13,8100 10 6,3100 10 3,4400 10 7,9900 10 8,4900 10	$\begin{array}{c} 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 \\ 0 $	$\begin{array}{c} 0 = 0.0 - 0.0 < 0.0 \\ 0 = 0.0 - 0.0 < 0.0 \\ 0 = 0.0 - 0.0 \\ 0 = 0.0 - 0.0 \\ 0 =$	A A A A A A A A A A A A A A A A A A A A
				OK	Find Sea	arch Cancel	Help

**Commodity Items** are used to simplify data entry of purchase orders and makes analyzing purchasing history much easier.

Before the software update, inactive commodity items were included in the lookup used on

the purchase order entry and purchase order change order entry screens.

If a user selected an inactive item, the system would pop up a message and not allow it to be used.

**ADMINS** now lists only active items in the lookup. This applies to Voucher Entry, Voucher Change Order Entry, Purchase Order Entry, and Purchase Order Change Entry.

[ADM-AUC-AP-1066]

## 7 Reports > ADMINS Report Generator [Enhancement]

ADMINS added a new template for reporting on **Open Purchase Order History**. To use this new template, from the menu, select:



#### Purchase Orders Reports ADMINS Report Generator Purchase Order History PO History – Open POs

One way to use this report is shown below; the template can be adapted to suit specific needs. Select any of the fields; choose the sort order, filter, and totals.

This report can be specified to "run as" XML or as a .CSV file, which will be displayed in the **Excel®** application.

If one "run as" method is selected, and the other is needed, create another report.



#### ADMINS Unified Community Purchase Orders



Click on **[Add New]** to customize the report; this allows choosing fields, sort order, and making selections to filter the report.

Selected the desired fields from the Detail tab.

In this example, the fields PO#, Vendor #, Remit, Name Line 1, Address 1, City, State, Zip Code, FID#, Price, Freight, Other, Ext Amount, Liquidated Amount, and Remaining Balance are selected.

> Click on the Sort tab and choose how the report will be sorted. This sort order is by PO Number, PO Line Number, and PO GL Line number. That happens to be the default sort; other options are available – sort the report by Vendor, City, or any field in the report.

> > Click on the Select tab to enter a date range – this date range restricts the POs to Fiscal Year 2023 by selecting PO Date between 07012023 and 06302023.

Click on OK and the system will ask if you want to run the report. The first time, make the selection to run as .csv or .xml.

The resulting report looks like this:

(columns D and E are intentionally obscured to protect identity and preserve privacy):

i		• @ - •						poopnhisarg_THE	RESA[5].c	sv - Excel							Œ	-		×
		Home	Insert	Page Layout	Formulas	Review	View Q												R₁ Sha	re
P2	P29 * : X \ fx																			
1	Α	В	с		D		E	F	G	н	1	J.	к	L	м	N	0		Р	
1	PO#	Vendor #	Remit	Name Line 1		Address 1	L	City	State	Zip Code	FID#	Price	Freight	Other	Ext Amount	Liquidated Amount	Remaining Ba	lance		
2	193818	29025	1			(				00000-0000		550	0	0	550	0		550		
3	193837	3128	1			1		CHICAGO	IL.	60694-1914	34-1688715	4000	0	0	4000	0		457.68		
4	193839	22035	1					BELLINGHAM	MA	02019-0000		30	0	C	360	0		90		
5	193840	22035	1					BELLINGHAM	MA	02019-0000		100	0	C	100	0		100		
6	193840	22035	1					BELLINGHAM	MA	02019-0000		200	0	C	200	0		200		
7	193840	22035	1					BELLINGHAM	MA	02019-0000		200	0	C	200	0		200		
8	193865	23263	1			- i -		WILBRAHAM	MA	01095-0000	26-3476840	147320.94	0	0	147320.94	0	18	720.94		
9	193968	29549	1					BELLINGHAM	MA	02019-0000		30	0	0	30	0		30		
10	193970	29550	1			1		BELLINGHAM	MA	02019-0000		30	0	C	30	0		30		
11	193973	28957	1			1		BELLINGHAM	MA	02019-0000		30	0	C	30	0		30		
12	193984		ليمر			3		PELLINGHAM	Carlon and	02019-0000		30						30		

Figure 5 The PO History Report – Open POs – one way to use this report from the ADMINS Report Generator

[ADM-AUC-PO-617]

# 8 PO Rollovers [Fix]

**ADMINS** updated the process to handle situations involving liquidations of vouchers attached to POs, and liquidation of PO lines. These situations seldom occur but must be handled properly during the rollover.

## 8.1 Account Changes Report

The liquidated amount was included in the calculation of the balance to roll amount but was already included in the relieved amount field. This was corrected and now the correct balance to roll will be shown on the report.

## 8.2 Liquidation Posting Report

The Liquidation Posting report was sometimes incorrect *(if there were prior line liquidations, they were being included in the liquidation amount report)*. Now, only the remaining available balance will be shown on the Liquidation Posting report.

[ADM-AUC-PO-616]

# 9 Help Reference Library

Added the following new or updated documents to the Help Reference Library and content to ADMINS.com.

#### 9.1 New or Updated Documents

Vendors	PO-310 Add & Maintain Vendors	[Updated]
Interfaces/Imports	PO-805 Upload Vendors from a Spreadsheet	[New]

### 9.2 New or Updated Web Content

PO-310 Add and Maintain Vendors PO-805 Upload Vendors from a Spreadsheet Introduction to AUC [7:00] Optimizing the PDF<sup>®</sup> Viewer [3:37] Quick Task Selection [2:11] Reprinting Reports [4:20] [Updated] [New] [New] [New] [Updated]

To allow customers instant access to training videos and documents, the <u>ADMINS.com</u> website no longer requires registration to access the <u>Videos and Quick Tips</u> and <u>Release Notes</u> content.

We also restructured the help documents index page to make it more compact to allow easier access from mobile devices.

