



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

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1 Exclude Selected Funds from Budget Checking [Enhancement]

Some funds, such as a fund for school lunch, are commonly “in the red” as receipts arrive after purchases are made. Budget checking is not relevant to the process, as no appropriations are booked for this fund.

Ledgers

- Account Maintenance > Chart of Accounts
- Journal Entry Processing > Account Elements

To add flexibility and remove unnecessary barriers to Purchase Order and Voucher processing for these funds, **ADMINS** provides a checkbox on the Maintain Elements-Fund table.

To access the table and mark a fund to bypass budget checking, from the menu, select:

Ledgers ▶ Account Maintenance ▶ Account Elements ▶ [Fund] ▶ [X Added Fund Data]

The screenshot shows the 'Maintain Elements-Fund' table with various fund entries. The 'X-Added Fund Data' checkbox is highlighted for the 'SCHOOL LUNCH PROGRAM' fund. The 'Added Elements - Fund' dialog box is open, showing the 'Exclude Budget Override' radio button set to 'Yes'. The 'Fund Notes' field contains the text: 'Set to Yes, Budget Override check for AP/PO skipped. Set to No, Normal Budget Override checks performed.'

From the Maintain Elements – Fund table, click on **[X-Added Fund Data]** to view the additional information for the fund. To exclude the fund from budget override approvals, set the **Yes** radio button. If the button is set to **No**, which is the default, the normal budget override checks are performed.

The 'Maintain Approval Paths' dialog box shows the 'Approval Path' as 'HIGHSCH_PO' and the 'Description' as 'HIGH SCHOOL_PO'. The 'Budget Override' field is set to 'WENDY'. The 'Level 1 - Supervisor' and 'Level 2 - Department Head' checkboxes are checked. The 'Level 3 - PCARD Approvals', 'Level 4 - Finance Department', and 'Level 5 - Town Manager' checkboxes are unchecked.

For this department, budget overrides are expected but the “Exclude Budget Override” fund setting will eliminate the requirement for the budget override.

If there are approvals required on Levels 1 through 5, the remaining approval processing will still be required.

In this example, Level 1 Supervisor and Level 2 Department Head approvals will still be required.



1.1 Use an Account from the Fund on a Purchase Order

This purchase order uses an account from fund 2020, which is excluded from the budget override.

Purchase Order Entry

PO # 230029

Vendor: 015760 01
SYSCO
HALLSMITH SYSCO FOOD SERVICE
380 SOUTH WORCESTER STREET
NORTON MA 02766-0000

Dept Code: HIGH SCHOOL HIGH SCHOOL
PO Date: 11-Aug-2023 FY 2024
Type Code: Blanket

Deliver To: ADMINS HIGH SCHOOL
Invoice To: ADMINS INC.

1 Delivery Notes
J Internal Notes

No text available

Ship To Attn: Ship Date: Prevailing Wage:

Expected Amt: 20000,00

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	GL Total	Ext Amount
1			school lunch produce		20000,0000			20000,00	20000,00

U By Account: 2020-000-3400-000-09-00-54161 LUNCH PROGRAM FOOD/SUPPLIES

Entered Amt: 20000,00

2020-000-3400-000-09-00-54161 LUNCH PROGRAM FOOD/SUPPLIES

Added Elements - Fund

Fund: 2020 Description: SCHOOL LUNCH PROGRAM

Exclude Budget Override: Yes

```

3690-FMREP:POPORERR.REP          Printed 11-Aug-2023          Page 1
                                Town of Admins
                                Error Check PO

                                Blanket PO

-----
PO#      Vendor      PO Errors:
230029   SYSCO            Warning: P3504-Ship Date Blank.

Line  GL Line  Error
-----
1
1      1          Warning: Fund 2020 for Account Excluded from Budget Override Checking
  
```

When the PO is checked the error check report will list a warning that the account is excluded from budget override checking.

Account Balance Inquiry

FY: 2024 Account Number: 2020-000-3400-000-09-00-54161 Description: LUNCH PROGRAM FOOD/SUPPLIES

Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress			20000,00			-20000,00
						-20000,00

2 In Process
3-Sum Accts

The account balance shows a negative remaining balance.

This PO uses an account from fund 2020.

The account balance shows a negative balance.



1.2 Multi-Line POs with Different Funds

In this example, there are two lines on the PO, line 1 is charged to fund 2020, and line 2 is charged to fund 6471.

Purchase Order Entry PO # 230026

Vendor: SYSCO, Dept Code: HIGH SCHOOL, PO Date: 28-Aug-2023, Type Code: Blanket

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	GL Total	Ext Amount
1			school lunch Food		1111,0000			1111,00	1111,00
2			additional purchases for non-school lunch		750,0000			750,00	750,00

Split: 2020-000-3400-470-09-00-54161 (FOOD PURCHASES-LUNCH PROGRAM), 6471-000-3520-405-06-00-54160 (FOOD PRNTRY SUPPLIES - HIGH SCHOOL)

Added Elements - Fund

Fund: 6471, Description: HIGH SCHOOL GIFT FUND

Fund Begins on: 01-Jul-2016

Exclude Budget Override: Yes No

This PO will have to go through Budget Approvals, because Fund 6471 is subject to Budget Override Approvals.

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Town of Adms
Error Check PO

Blanket PO

POH: 230026 Vendor: SYSCO PO Errors: Warning: P3504-Ship Date Blank.

Line	GL Line	Error
1	1	Warning: Fund 2020 for Account Excluded from Budget Override Checking
2	1	Warning: Account Over Budget

The Error Check PO report shows the two lines; line one is excluded from Budget Override checking; line two requires the Budget Override.

[MBE-SUP-SAPLAUC-1268]

2 Additional Site-Specific Error Check [Enhancement]

- Purchase Orders
 - Purchase Order Entry >
 - Change Orders >
 - AP/PO Dashboard
 - Liquidate Purchase Orders
 - Vendors >
 - Receiver >
 - Commodity Items >
 - Bids >
 - Contracts >
 - Queries >
 - Reports >
 - Tables >
 - Year-End Processing >
 - Module Maintenance >
 - Interfaces/Imports >
 - Site Specific >
 - Help Reference Library

Sometimes finance offices find that departments attempt to create prior year purchase orders once the deadline has passed. Now the finance office has a tool that will allow them to prevent anyone issuing a prior year PO. **ADMINS** added **sequence #18** to the **PO Site-Specific Error Check** that governs how POs are handled. To access this screen, from the menu, select:

Purchase Orders ▶ Module Maintenance ▶ Purchase Order Site Specific Error Checks

Purchase Order Site Specific Error Checks

Code	Description
CONTRACT	Contract Entry Error Checks
CONTRCHG	Contract Change Order Entry Error Check
PO	Purchase Order Entry Error Checks
POCHG	PO Change Order Error Checks

Buttons: 1 Goto Detail (PO), 1 Goto Detail (PO)

Select the code "PO" and click on the **1 Goto Detail** button to access this screen. To prevent users from **creating POs** dated in the **previous fiscal year**, set **sequence # 18** to **Hard Error**. This will be applied to all users.



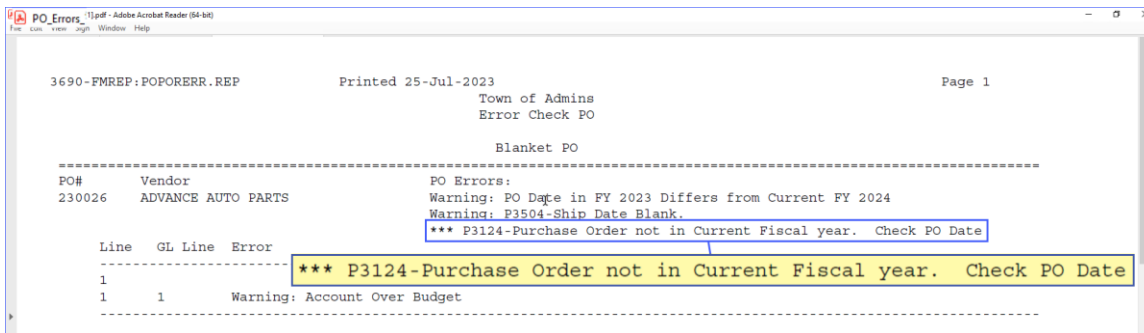
Site Specific Error Checks

Goto... Actions

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

Seq#	Description	Action Code	Value	Buttons
1	Vendor On Hold	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		1 Edit
2	Requit 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 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 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 checked="" type="radio"/> Warning <input type="radio"/> Hard Error <input 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		
18	PO not in Current Fiscal Year	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error <input type="radio"/> No Message		
18	PO not in Current Fiscal Year	<input type="radio"/> Warning <input checked="" type="radio"/> Hard Error		

If a user tries to create a PO in the prior year, the error check will display the hard error **“*** P3124 Purchase Order not in Current Fiscal year. Check PO Date”** and prevent the PO from advancing.



Who can set this? A user with a security level of “6” will have access to the Site-Specific Error Check screen, if set up to do so locally. To view the security level of the user, from the menu, select:

System ▶ User Profile ▶ [1 General]

User Profile Screen

Goto... Actions

User Name **ADMTEST_3**
Name ADMINS TRAINING ACCOUNT #3

Entered 21-Aug-2007 MUPDEV5
Changed 25-Jul-2023 THERESA
Last Login No Login Information

1 General 2 Account Security 3 PO / AP 4 Human Resources 5 Budget 6 Collections 7 Misc Billing Y Login Hist

Security Level **6** Audit User System Default User

[ADM-AUC-PO-639]

3 Liquidate PO Fund Checking [Enhancement]

Before the software update, when liquidating a PO, the process did not load all funds used on the PO to check that the funds were open. Now, once a liquidation date is entered (in this example, the liquidation date is 08-Sep-2023), the fiscal period for all funds on the PO is checked, and if any fund is closed for the fiscal period, the information message pops up. Try again with a different date or ask the Finance office staff to open the period.



Liquidate Purchase Orders

PO # 330028

Vendor: 024935 01
NEW HORIZON COMMUNICATIONS
PO BOX 981073
BOSTON
MA 02298-1073

Dept Code: HWHS
P.O. Date: 11-Aug-2023
Type Code: R Regular
Ship Date:
Fiscal Year: 2024

Original PO Total: 13634.06
Total Released:
Balance to Liquidate: 13634.06

Liquidation Date: 09/08/2023

Liquidation Date	Quantity	Price	Total	Balance to LIQ
09/08/2023	1	1340.0000	1425.09	1425.09
09/08/2023	1	892.0000	987.05	987.05
09/08/2023	1	1696.0000	1761.85	1761.85
09/08/2023	4	564.0000	599.81	599.81
09/08/2023	5	1104.0000	1174.10	1174.10
09/08/2023	6	3084.0000	3471.25	3471.25
09/08/2023	7	1340.0000	1425.09	1425.09
09/08/2023	8	3000.0000	3190.50	3190.50

Check Error: E3065-1 or more Funds for this PO are closed. Check Fiscal Period Table

Maintain Fiscal Periods

FY: 2024 Fund: 0000 Description: GENERAL FUND Fund Status: Open

Period	Begin Date	Ending Date	Fiscal Period Status
July	01-Jul-2023	31-Jul-2023	Open
August	01-Aug-2023	31-Aug-2023	Open
September	01-Sep-2023	30-Sep-2023	Closed
October	01-Oct-2023	31-Oct-2023	Open
November	01-Nov-2023	30-Nov-2023	Open
December	01-Dec-2023	31-Dec-2023	Open

This PO has several lines, and uses multiple funds. When liquidating the PO, all funds are checked to be sure that the fiscal periods are open for the date of the liquidation. If any funds are closed for the fiscal period (in this case, September for FY 2024), the information message pops up. Check the liquidation date and either select a date within an open fiscal period for all funds on the PO, or ask Finance to open the fiscal period.

[ADM-AUC-PO-636]

4 PO Rollovers

The Annual PO Rollover processing is generally completed by August for the prior fiscal year. ADMINS enhanced the In Progress report and offers a reminder about not mixing methods on the same PO.

4.1 In Progress Report Subtotals

A report of work in progress is produced when the **Select Purchase Orders for Processing** step is run. Before the software update, no totals were listed on the report.

3175-POROLSELERR.REP Page 1

Town of Admins
PO Rollover Error Report

Listing of PO's Excluded because either Vouchers or Change Orders in progress

Warnings	PO#	Vendor	Department	Open Balance
Change Order In Progress	198885	012625	21ST CENTURY ELOQUENCE ADM	555.15
Change Order In Progress	Total In Progress			555.15
Voucher in Progress	198595	020375	DIRECT ENERGY SERVICES, LLC DISTRICT	60096.12
Voucher in Progress	198743	027773	BAYSTATE INTERPRETERS CURRICULUM	59066.23
Voucher in Progress	198772	010508	MAXIM HEALTHCARE SERVICES SPED	108496.70
Voucher in Progress	198815	027483	AMAZON CAPITAL SERVICES MIDDLE	26.99
Voucher in Progress	198845	027483	AMAZON CAPITAL SERVICES MIDDLE	11.98
Voucher in Progress	198853	008897	HOCKOMOCK YMCA CURRICULUM	12793.70
Voucher in Progress	198854	031789	QUILL.ORG CURRICULUM	80.00
Voucher in Progress	198864	030876	LEARNIX, LLC SPED	660.99
Voucher in Progress	198878	012625	21ST CENTURY ELOQUENCE ADM	200.00
Voucher in Progress	198881	017189	ACORN RECORDING SOLUTIONS, IN ADM	23.40
Voucher in Progress	198882	008892	ABDO PUBLISHING ADM	58.49
Voucher in Progress	198887	028836	AARP ADM	473.26
Voucher in Progress	198889	021888	MCGRAW-HILL EDUCATION, INC. CURRICULUM	448.38
Voucher in Progress	198894	024935	NEW HORIZON COMMUNICATIONS DISTRICT	8480.00
Voucher in Progress	230012	031499	MELISSA'S FLOWER SHOP DISTRICT	466.42
Voucher in Progress	230019	000136	MEMPHIS EQUIPMENT ADM	116.99
Voucher in Progress	Total In Progress			251499.65

Add the two subtotals to see the grand total of the work in progress that will prevent the affected POs from being rolled over

[ADM-AUC-PO-635]



4.2 Methods Reminder

AUC has four options available when managing Open Purchase Orders at Fiscal Year-End. They are:

Code	Description	Disposition
I	Ignore	Ignore it for now. Come back to this PO and select it again later.
A	Roll, Adj Bud	Roll this PO forward into the “new” fiscal year and adjust the appropriation for the accounts specified on the PO in the new fiscal year.
L	Liquidate	Liquidate or Cancel the PO in the “old” fiscal year instead of rolling it forward. The PO will be closed, and the PO number will not be available for use.
N	Roll, No Adj Bud	Roll this PO forward into the “new” fiscal year but do not make any appropriation adjustments for this PO.



For POs with multiple lines, all the *methods must be the same*. If one line is set to “A”, all lines must be set to “A”.

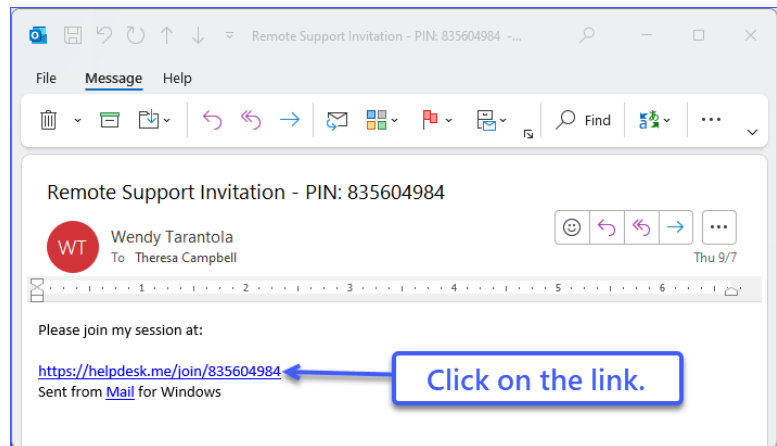
[ADM-AUC-PO-634]

5 Using GoToResolve



AUC support staff will use a new tool called “GoToResolve” to allow users to share their screens more easily.

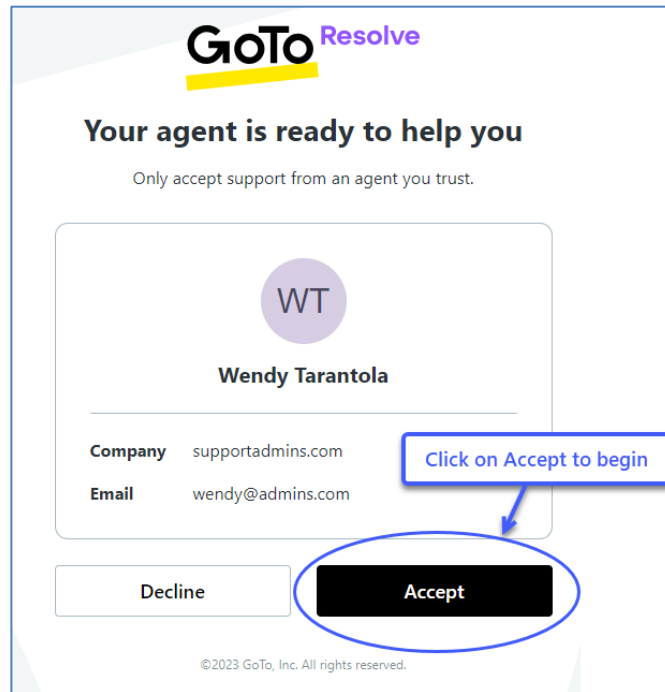
We will telephone you first to review the problem. Then we will send an e-mail with a link to click on.





Clicking on the link will open a browser window that looks like this.

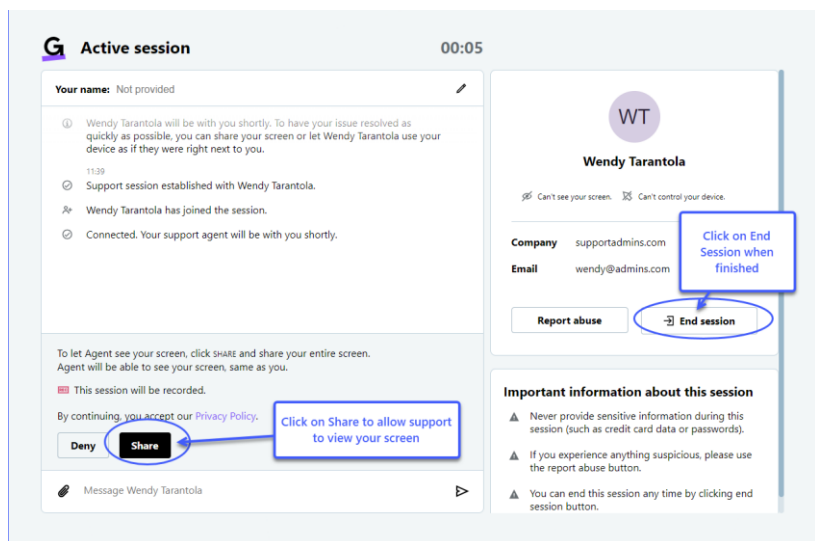
Click on the accept button to begin.



A browser window with instructions opens. Click on the **Share** button.

During the support session you may be asked to provide additional access. The support team member will walk you through that process if we need to control your screen instead of just view it.

Click on end session when finished.



[ADM-ADM-ADM-6500]

6 Help Reference Library & ADMINS Website Updates

Added the following new or updated content to the Help Reference Library and the [ADMINS.com](https://www.admins.com) website.



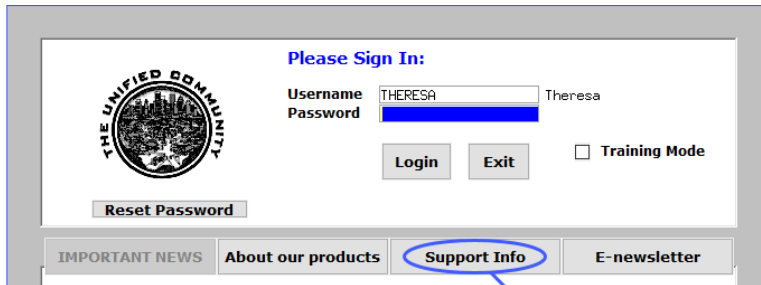
6.1 New Content in the Help Reference Library

Year End Processing

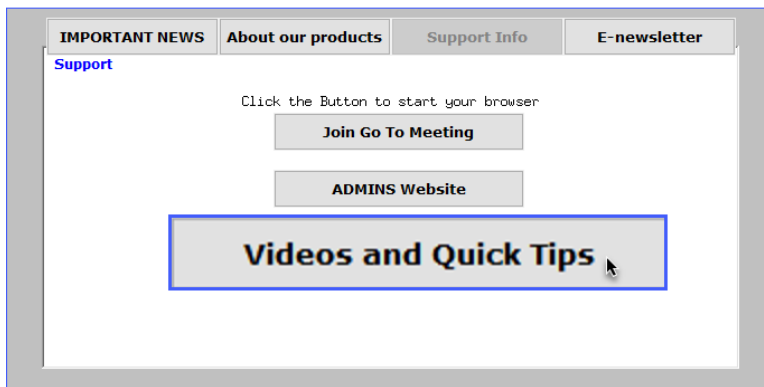
PO-760 PO Rollovers

[Updated]

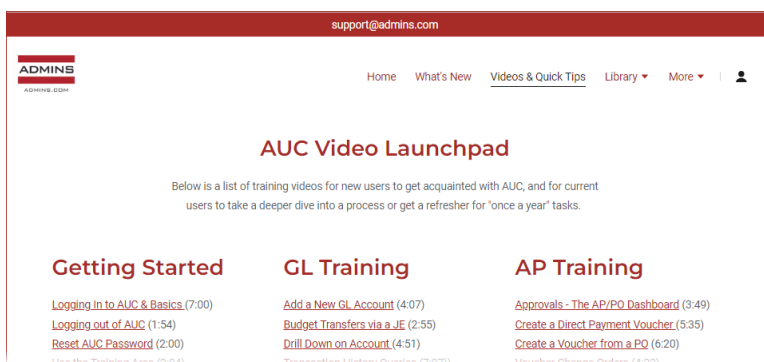
6.2 Access Videos & Quick Tips from the AUC Login Screen



Click on the link to go to the [Video Launchpad](#) on the [ADMINS website](#).



The [website direct address](#) is above. The link on the AUC home page shown at left is a quick option if the site allows direct access from the AUC server.



We are adding content all the time so check back often; we also send out a “Featured Video of the Month” email.

[ADM-AUC-SY-8305]