Purchase Orders
Release Notes   September 2023

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

CONTENTS

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.

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]

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.

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.

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

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.

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

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]

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

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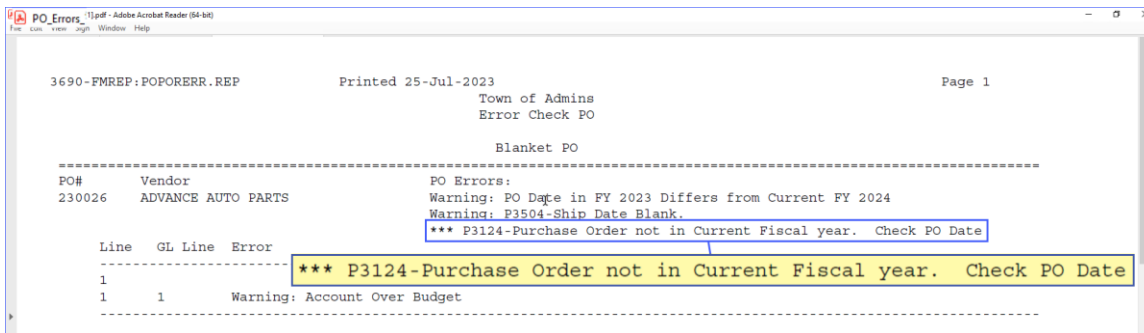
If a user tries to create a PO in the prior year, the error check will display the hard error **"*** P3124 Purchase Order not in Current Fiscal year. Check PO Date"** and prevent the PO from advancing.

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]

[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.

[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.

[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".
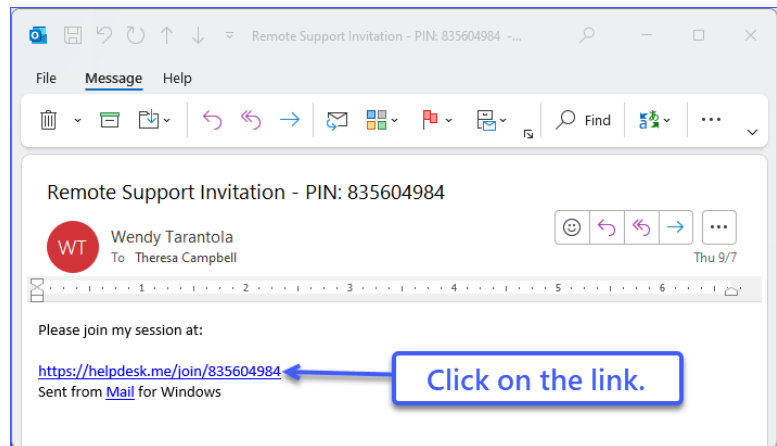
[ADM-AUC-PO-634]

5 Using GoToResolve

AUC support staff will use a new tool called "GoToResolve" to allow users to share their screens more easily.
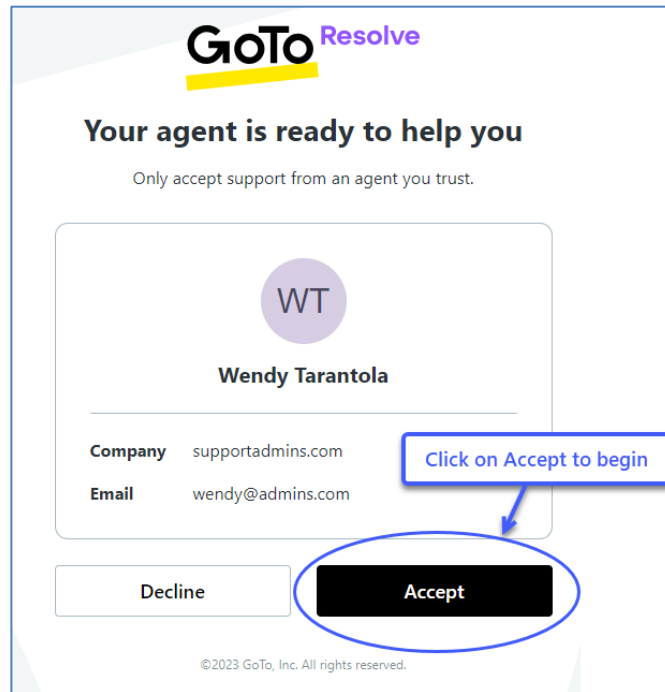
We will telephone you first to review the problem. Then we will send an e-mail with a link to click on.

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.
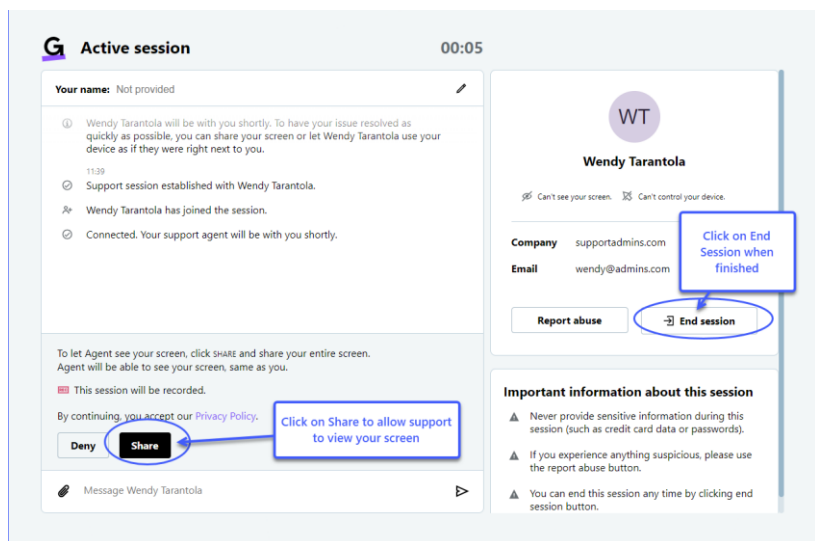
[ADM-ADM-ADM-6500]

6 Help Reference Library & ADMINS Website Updates

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

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Page 8 of 9

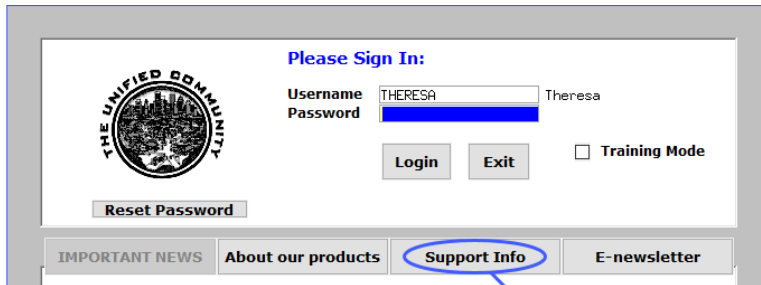# 6.1 New Content in the Help Reference Library

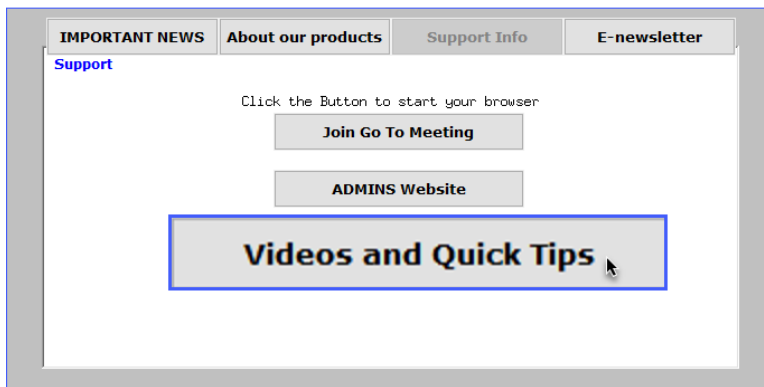Year End Processing   PO–760 PO Rollovers   [Updated]

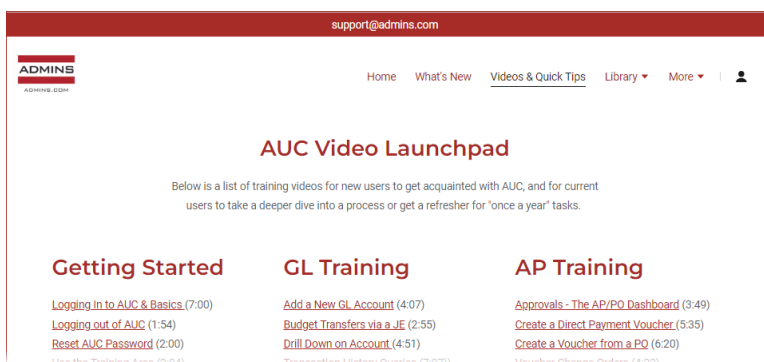# 6.2 Access Videos & Quick Tips from the AUC Login Screen

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]