



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

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1 Using the Split Button to Apportion Costs [Fix]

The top screenshot shows the 'Purchase Order Entry' screen for PO # 240002. The 'Split' button is highlighted with a blue circle. A blue arrow points from this button to the bottom screenshot, which shows the 'Purchase Order G/L Entry' sub-screen. In the bottom screenshot, the 'Split' button is now labeled 'More' and is also highlighted with a blue circle. The sub-screen displays a table of GL accounts and their respective amounts.

GL#	View	Account#	Description	Amount	%
3	2 By Account	0300-460-0000-004-00-00-52100	ELECTRICITY	50,00	10,00
4		0200-450-0000-004-00-00-52100	ELECTRICITY	75,00	15,00
5		1000-189-0000-001-00-00-52100	ELECTRICITY	100,00	20,00
6		1000-424-0000-004-00-00-52100	ELECTRICITY	150,00	30,00
7		1000-424-0000-004-00-00-52100	ELECTRICITY	125,00	25,00

AUC allows cost-sharing among several account numbers. Some sites use this feature to pay their electricity bills by listing each invoice with the relevant department's account number.

Using the **Split** button opens a sub-screen where you can enter amounts as percentages or dollar values to allocate costs across multiple accounts.

Previously, if all split entries were deleted, returning to the main screen showed the account number as all zeroes, preventing further entry. This issue has been fixed, and the account number will be available after clearing split lines.

Figure 1 Using the split button to access the sub screen and enter multiple GL Accounts for a single PO line

Users are restricted from entering data in the Account Number field on the main screen if there are multiple GL Accounts for that PO line. In such cases, the **Split** button will be labeled **More** to indicate the use of several GL Accounts.

[ADM-AUC-PO-626]

2 Reports

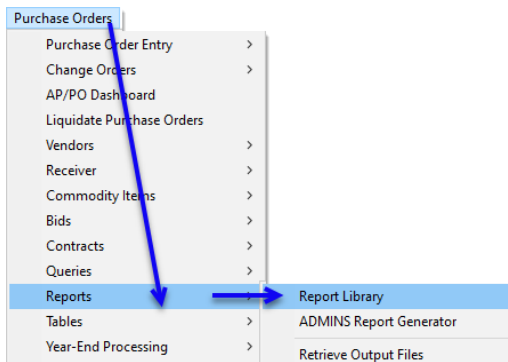
This section describes the changes made to several reports in the PO Module.



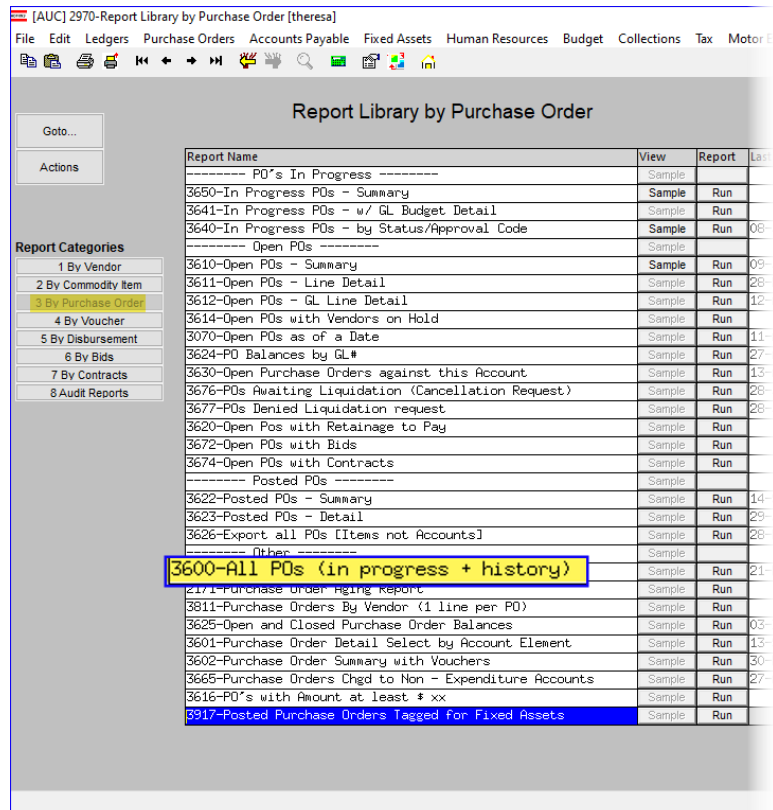
2.1 Report #3600 All POs Identifies POs that were Rolled

How can I obtain a list of POs that were rolled over, or specifically those rolled over in FY 23?

ADMINIS has enhanced the **3600-All POs (in progress + history)** report run as Excel® format by adding a column for the original PO date.

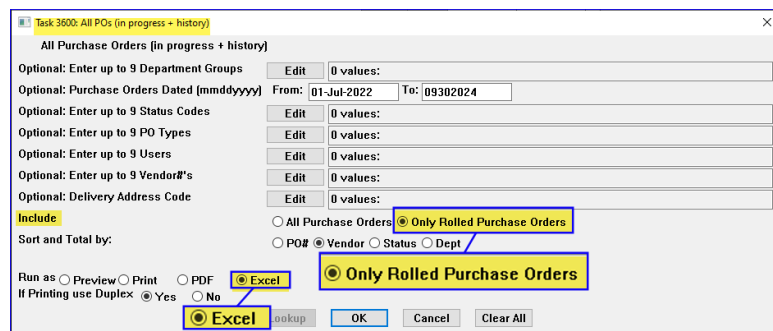


Access the report from the Report Library by Purchase Order screen.



To identify the rolled-over PO's, run the report for the date 07/01/XXXX, and those with an original PO date are the ones that were rolled over.

Additionally, there is now a selection filter available on this report to choose only the rolled-over PO's.



As shown, the Original PO Date is in Column C. This example was run for only POs that were rolled.

1	A	B	C	D	E	F	G	H	I	J	K	L	M
2	PO#	PO Date	Original PO Date	Location	PO Type	Vendor#	Vendor Name	Department	Encumbered	Retained	Relieved	Balance	Status
40	198017	01-Jul-2022		ry	Regular	001876	MATH LEARNING CENTER	CURRICULUM	513.60	0.00	513.60	0.00	Closed
42	198018	01-Jul-2022		ry	Regular	001876	MATH LEARNING CENTER	CURRICULUM	513.60	0.00	513.60	0.00	Closed
43	198019	01-Jul-2022		ry	Regular	001876	MATH LEARNING CENTER	CURRICULUM	513.60	0.00	513.60	0.00	Closed
44	#POs:		08-Jun-2022						1,540.80	0.00	1,540.80	0.00	
45			08-Jun-2022										
46	198506	01-Jul-2022		ry	Regular	002250	DEMOULAS SUPERMARKETS, INC	DISTRICT	478.67	0.00	478.67	0.00	Closed
47	#POs:								478.67	0.00	478.67	0.00	
48													
49	198144	01-Jul-2023		ry	Regular	002296	CORE BUSINESS TECHNOLOGIES	DISTRICT	2,993.20	0.00	2,993.20	0.00	Closed
50	198150	01-Jul-2023		ry	Regular	002296	CORE BUSINESS TECHNOLOGIES	DISTRICT	2,993.20	0.00	2,993.20	299.32	Open
51	198157	01-Jul-2023		ry	Regular	002296	CORE BUSINESS TECHNOLOGIES	DISTRICT	27,700.00	0.00	22,099.00	5,601.00	Open
52	#POs:								33,686.40	0.00	27,786.08	5,900.32	
53													
54	199397	01-Jul-2023		ry	Regular	002537	N E SCHOOL SERVICES, INC	SCHMAINT	20,848.00	0.00	0.00	20,848.00	Open
55	#POs:		01-Jul-2022						20,848.00	0.00	0.00	20,848.00	
56			01-Jul-2022										
57			01-Jul-2022										

[ADM-AUC-PO-651]



2.2 Report #3672 “Open POs with Bids” changes

Report #3672 has been renamed from “Open POs with Expired Bids” to “Open POs with Bids”.

To view a report, select:

Purchase Orders ► Reports ► Reports Library

Report Name	View	Report	Last Run Date	Run Time
----- P0'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		
3676-POs Awaiting Liquidation (Cancellation Request)	Sample	Run		
3677-POs Denied Liquidation request	Sample	Run		
3620-Open Pos with Retainage to Pay	Sample	Run		
3672-Open POs with Bids	Sample	Run	09-Sep-2024	13:27:02.78
3674-Open POs with Contracts	Sample	Run	09-Sep-2024	13:49:21.00
3917-Posted Purchase Orders Tagged For Fixed Assets	Sample	Run		

Task 3672: Open POs with Expired Bids

Open POs with Expired Bids

Optional: Enter up to 9 Department Groups 0 values:

Optional: Enter up to 9 Vendor#"s 0 values:

Sort Report By: ☒ PO# ☐ Department ☐ Vendor Sort Name ☐ Vendor Name

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Figure 2 – Screenshot before

Task 3672: Open POs with Bids

Open POs with Bids

Optional: Enter up to 9 Department Groups 0 values:

Optional: Enter up to 9 Vendor#"s 0 values:

Include ☒ All Bids ☐ Only Expired Bids

Sort Report By: ☒ PO# ☒ Bid# ☐ Department ☐ Vendor Sort Name ☐ Vendor Name

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Figure 2 – Screenshot after

In the screenshot above, “Include” means:

All bids – any open purchase order with an attached bid

Only expired – all open POs with expired bids

The report format now includes additional details:

PO#	PO Date	Vendor# and Name	Department	Line	Bid#	Bid Expired	PO Balance
No Records Selected							

Figure 3 – Screenshot before

```

3672-PO0P8HIDCLO.REP          Printed 27-Jun-2024 at 16:56:30 by ANTHEA          Page 1
                                Town of Admin
                                Open POs with Bids

*****
PO#      PO Date      Type      Vendor      Department      Encumbered $/Line      Relieved      PO Balance      Paid Bid$      Bid *****
*****
No Records Selected

```

Figure 4 – Screenshot after

The report has now been included under the “By Bids” tab:

[AUC] 15900-AP/PO Report Library for Bids [elena]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Goto... Actions

AP/PO Report Library for Bids

Report Name	View	Report	Last Run Date	Run Time
15901-Bids expiring between	Sample	Run		
15600-Bid Summary Report	Sample	Run		
15602-Bid Detail Report	Sample	Run		
-----	Sample			
15610-Bids with POs and Vouchers	Sample	Run		
3672-Open POs with Bids	Sample	Run		

Report Categories

- 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

APPOLIBID

[ADM-AUC-PO-653]

2.3 Report #3674 "Open POs with Contracts" changes

Report #3674 has been renamed from "Open POs with Expired Contract" to "Open POs with Contracts".

Additionally, the report layout has been updated to include more detailed information. To view a report, select:



Purchase Orders ► Reports ► Reports Library

[AUC] 2970-Report Library by Purchase Order [elena]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Report Library by Purchase Order

Goto... Actions

Report Categories

- 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

Report Name	View	Report	Last Run Date	Run Time
----- 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		
3676-POs Awaiting Liquidation (Cancellation Request)	Sample	Run		
3677-POs Denied Liquidation request	Sample	Run		
3620-Open Pos with Retainage to Pay	Sample	Run		
3672-Open POs with Bids	Sample	Run	09-Sep-2024	13:27:02.78
3674-Open POs with Contracts	Sample	Run	09-Sep-2024	13:27:42.33
----- Posted POs -----	Sample			
3622-Posted POs - Summary	Sample	Run		
3623-Posted POs - Detail	Sample	Run		
3626-Export all POs [Items not Accounts]	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		
3602-Purchase Order Summary with Vouchers	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		

APPOLIBPO

Task 3674: Open POs with Contracts

Open Purchase Orders with Expired Contracts

Optional: Enter up to 9 Department Groups 0 values:

Optional: Enter up to 9 Vendor#'s 0 values:

Sort Report By: ☒ PO# ☐ Department ☐ Vendor Sort Name ☐ Vendor Name

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Figure 5 – Screenshot before



Task 3674: Open POs with Contracts

Open Purchase Orders with Contracts

Optional: Enter up to 9 Department Groups 0 values:

Optional: Enter up to 9 Vendor#'s 0 values:

Include ☒ All Contracts ☐ Only Expired Contracts

Sort Report By: ☒ PO# ☐ Contract# ☐ Department ☐ Vendor Sort Name ☐ Vendor Name

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Figure 6 – Screenshot after

In the screenshot above, “Include” means:

All Contract – all open purchase orders that have a contract

Only Expired – only open pos with expired contracts

The report format now includes additional details:

3674-FMREP:POOPNCTRCLO.REP Printed 27-Jun-2024 at 14:57:10 by ANTHEA Page 1
Town of Admins
Open POs with Contracts

PO#	PO Date	Vendor# and Name	Department	Line	Contract#	Expired	PO Balance
No Records Selected							

Figure 7 – Report layout before

3674-FMREP:POOPNCTRCLO.REP Printed 27-Jun-2024 at 16:49:01 by ANTHEA Page 1
Town of Admins
Open POs with Contracts

PO#	PO Date	Type	Vendor	Department	Encumbered	#Lines	Relieved	PO Balance	Paid	Contract#	Contract
200970	29-Apr-2024	Zero Tolerance	001893 ADMINS INC	FIRE	28,000.00	1	.00	28,000.00	.00	8	20-Jun-2025
*** Grand Total ***					28,000.00	1	.00	28,000.00	.00		

Selection Legend:

Sorted by: By Contract#
Includes: Posted PO's with a status code of Open
Contracts: All POs with Contracts
Vendors: Both

Figure 8 – Report layout after



The report has now been included under the “By Contracts” tab:

Goto...

Actions

Report Categories

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

AP/PO Report Library for Contracts

Report Name	View	Report	Last Run Date	Run Time
----- Contract's In Progress -----	Sample			
14610-In Progress Contracts - Summary	Sample	Run		
14612-In Progress Contracts - Line Detail	Sample	Run		
----- Open Contracts -----	Sample			
14622-Open Contracts - Summary	Sample	Run		
14620-Open Contracts - Line Detail	Sample	Run		
14851-Open Contracts set to Expire between	Sample	Run		
14810-Contracts with Expiring Insurance Certificates	Sample	Run		
----- Posted Contracts -----	Sample			
14630-Contracts w/ POs and Vouchers	Sample	Run		
14635-Posted Contracts - Summary	Sample	Run		
14636-Posted Contracts - Detail	Sample	Run		
14640-Contract History Age Report	Sample	Run		
3674-Open POs with Contracts	Sample	Run		
----- Other -----	Sample			
14650-All Changes Orders for a Single Contract	Sample	Run		

APPOLIBCONT

ADM-AUC-PO-652

2.4 A legend has been included in the PO error check reports

A legend has been added at the bottom of reports to clarify the meaning of warnings and errors on check reports.

2.4.1 PO Entry – Error Check PO

3690-FMREP:POPORERR.REP

Printed 08-Jul-2024 at 11:52:13 by ANTHEA

Page 1

Town of Admins

Error Check PO

PO# 240002 Vendor ABC-CLIO

PO Errors:
*** Entered Amount does not equal Expected Amount
Warning: P3501-Remit Address type not for Purchase Orders.
Warning: P3504-Ship Date Blank.

Line	GL Line	Error
1		
1	2	
1	3	

Figure 9 – error check PO before



3690-FMREP:POFORERR.REP

Printed 08-Jul-2024 at 12:07:33 by ANTHEA

Page 1

Town of Admins

Error Check PO

=====

PO#	Vendor	PO Errors:
240002	ABC-CLIO	*** Entered Amount does not equal Expected Amount
		Warning: P3501-Remit Address type not for Purchase Orders.
		Warning: P3504-Ship Date Blank.

=====

Line	GL Line	Error

1		
1	2	
1	3	

=====

Message Legend:

[Warning:]	This is a warning of a possible issue, no action is required and the Purchase Order will continue with the approval process.
[***]	Indicates this is a HARD ERROR and will stop any further approval processing of this Purchase order until the issue has been corrected. Purchase Order will be marked as Correct Errors.

Figure 10 – error check PO after (Legend added at the bottom of the report)

2.4.2 PO Entry – Check Range:

3090-FMREP:POFORMULERR.REP

Printed 08-Jul-2024 at 12:24:13 by ANTHEA

Page 1

Town of Admins

Error Check Multiple Purchase Orders

=====

PO#

Line

GLLine

Errors

=====

240002

*** Entered Amount does not equal Expected Amount

Warning: P3501-Remit Address type not for Purchase Orders.

Warning: P3504-Ship Date Blank.

Selection Legend:

Selected Purchase Order Range: 200945 to 240002

Message Legend:

[Warning:] This is a warning of a possible issue, no action is required and the Purchase Order will continue with the approval process.

[***] Indicates this is a HARD ERROR and will stop any further approval processing of this Purchase Order until the issue has been corrected and will be marked as Correct Errors.

2.4.3 PO Change Order – Check PO:

3P50-FMREP:POCHGERR.REP

Printed 08-Jul-2024 at 12:25:44 by ANTHEA

Page 1

Town of Admins

PO Change Order Error List

=====

PO# Vendor PO Errors:

200875 APPLE, INC *** Effective Date of Change cannot be blank

Warning: P3120-Change Reason is blank and maybe required to process this Change

Warning: P3504-Ship Date Blank.

Line GL Line Error

1

1 1

=====

Message Legend:

[Warning:] This is a warning of a possible issue, no action is required and the Purchase Order will continue with the approval process.

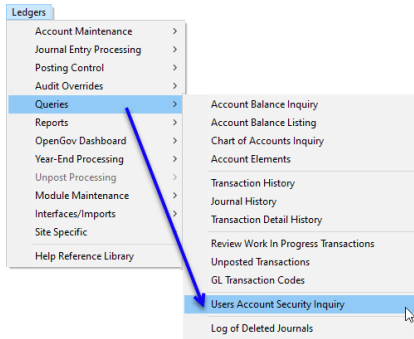
[***] Indicates this is a HARD ERROR and will stop any further approval processing of this Purchase Order until the issue has been corrected and will be marked as Correct Errors.

[ADM-AUC-PO-654]



3 User Account Security Query

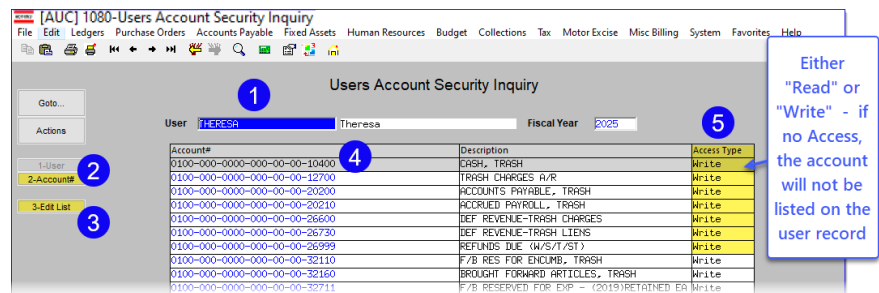
Users often ask why they cannot access a specific GL account. To clarify their access rights, **ADMINIS** has included the account user security inquiry in all modules.



Find the information from the menu by selecting the module then:

Queries ▶ User Account Security Inquiry

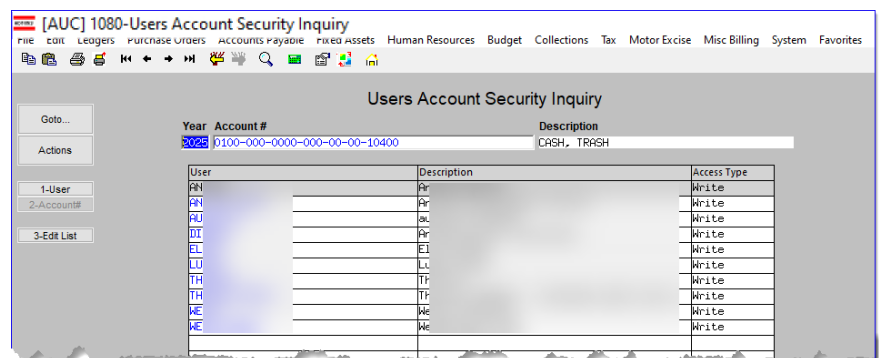
1. The username is shown at the top of the screen



The account Number is shown, with the description within the grid. The Access Type will be either “Write” or “Read” – if there is no access, the account will not appear in the user’s list.

When the screen is displayed by “Account #”, users and their permissions are listed.

2. Click on the [2 Account#] to re-display the screen, displaying the account number at the top of the screen, with a list of users and their respective access shown in the grid.





3. The [3 Edit List] button will produce a listing; the username and fiscal year range are required fields. The list can be run as Excel® or PDF®.

Task 1081: User Account Security Edit List

User Account Security Edit List

Required: Enter Username

ELI

Ele

Required: Enter Fiscal Year Range [ex: YYYY]

From: 2024

To: 2025

Run as

☐ Preview

☐ Print

☐ PDF

☐ CSV

☒ Excel

If Printing use Duplex

☒ Yes

☐ No

Lookup

OK

Cancel

Clear All

GL_User_Account_Security_ - Excel

File Home Insert Page Layout Formulas Data Review View Help

A2

ELENA

	A	B	C	D	E	F
	User Name	User Description	FY	Account#	Account Description	Access Type
2	EL	EI	2025	0100-000-0000-00-00-10400	CASH, TRASH	Write
3	EL	EI	2025	0100-000-0000-00-00-12700	TRASH CHARGES A/R	Write
4	EL	EI	2025	0100-000-0000-00-00-20200	ACCOUNTS PAYABLE, TRASH	Write
5	EL	EI	2025	0100-000-0000-00-00-20210	ACCURED PAYROLL, TRASH	Write
6	EL	EI	2025	0100-000-0000-00-00-20900	DEF REVENUE-TRASH CHARGES	Write
7	EL	EI	2025	0100-000-0000-00-00-26730	DEF REVENUE-TRASH LIENS	Write
8	EL	EI	2025	0100-000-0000-00-00-26999	REFUNDS DUE (W/S/T/ST)	Write
9	EL	EI	2025	0100-000-0000-00-00-32110	F/B RES FOR ENCUMB, TRASH	Write
10	EL	EI	2025	0100-000-0000-00-00-32160	BROUGHT FORWARD ARTICLES, TRASH	Write
11	EL	EI	2025	0100-000-0000-00-00-32711	F/B RESERVED FOR EXP - (2019)RETAINED	Write
12	EL	EI	2025	0100-000-0000-00-00-35900	UNDES FUND BALANCE, TRASH	Write
13	EL	EI	2025	0100-000-0000-00-00-35906	TRASH RETAINED EARNINGS	Write
14	EL	EI	2025	0100-000-0000-00-00-36200	RES FOR ENCUMB, TRASH	Write
15	EL	EI	2025	0100-000-0000-00-00-39100	REVENUE, TRASH	Write
16	EL	EI	2025	0100-000-0000-00-00-40200	EXP. IMPROVANCE, TRASH	Write

With this feature all users will be able to see a precise list of the accounts to which they have access.

[ADM-AUC-SY-8350]

4 Updates to the content on ADMINS.com

[Merge Vendor Process](#) (5:28)

[New]