
RCUH.com | What's New ...

Version 1.4.0 | Available on 4/12/2014

This document is an overview of the latest features and enhancements available on RCUH.com. If you have any suggestions, questions or concerns or would like to report an issue, please contact **Rick Fujioka** at rfujioka@rcuh.com.

In this Release ...

- The PO **editing, review** and **approval** processes now feature modernized screens.
- New document view modes are available, including **Purchase Order View Mode** and **Vendor Print Mode**.
- A new **create new vendor** function is part of the create PO form and is no longer a separate process.
- Other new features improve navigation and overall user experience.

Modernized Form Available for Editing, Review and Approval Processes

The new modernized form, initially released for the Create PO process, is now more widely available in the RCUH Portal. When you click any of the links noted below, you will have the option to use the new form:

PI/Secondary Users

PURCHASING

- Create PO NEW**
- Create PO (classic)
- Create PO Change Form
- Pending Documents**
- Current or Open PO Encumbrance (<=60days)
- Archive Approved POs (>60days)
- History Approved POs (June 2012 and prior)
- Search POs / Create Recurring PO**

[Purchasing User Guide](#)

Click **Pending Documents** to *edit POs* with the new view.

FA and Central Users

PURCHASING

- Review/Approve PO / Travel Requests**
- Pending Documents**
- Outstanding Travel Requests/Advances
- Current or Open PO Encumbrance (<=60days)**
- Archive Approved POs (>60days)**
- History Approved POs (June 2012 and prior)
- Search POs**

You can see the finalized PO in either **Purchase Order View Mode** or **Vendor Print Mode**.

In the example below, both links take you to the **same PO**, but the **new form** gives you the modernized view with more features.

PURCHASING PAYMENTS FAST-TRACK ACCOUNTING/REPORTING HUMAN RES./PAYROLL HELP POLICIES & PROCEDURES NR VENDORS						
[BACK TO RCUH PORTAL]		[LOGOUT]				
Review/Approve Purchase Requisitions						
◀◀ PREVIOUS NEXT ▶▶ END ▶▶▶						
PO Number ↕	T ▲	Project # ▲	Vendor Name	Amount	FO Staff ▲	
Z10055935	PO Beta Form	Various	FOSTER, RUTH SHIROMA	\$24.00	John Mahalo	
Z10055758	PO Beta Form	4500594	UH ITS SITE LICENSE OFFICE	\$120.00	Naomi Fujita	
			HARA, ARNOLD H	\$0.00	JODIE ONAGA/PATTREEYA BECK	
			Volunteers for Peace	\$3,875.00	Gayle Yamashita	
			CHIANG, STEVEN	\$0.00	Gayle Yamashita	
Z10055515	T	various	CHIANG, STEVEN	\$0.00	Gayle Yamashita	
Z10055480	PO Beta Form	6100713	KA'U LEARNING ACADEMY	\$496.95	Priscilla Wong	
Z10055403	PO Beta Form	6100853	AI AMO RENT A CAR	\$45.00	CINDY	

This is an example of a submitted PO in the modernized view:

[\[BACK TO RCUH PORTAL \]](#) [\[LOGOUT \]](#)

RCUH Purchase Requisition **beta** ** = required to Save * = required to Submit [HELP](#)

Login Name	CTAHR ALL	Date	03/27/2014	Purchase Order No.	Z10023698
Project Title **	Various <small>Use "Various" if you want to use multiple projects.</small>			Project # **	Various
PI Name	Various	Project Period	Various	Route to (FA)	CTAHR
Vendor Name **	RUTH FOSTER SUPPLIES			Vendor Code **	L8962
Vendor Address, Street/PO Box, City, State, Zip Code *	1234 MAHALO WAY HONOLULU, HI 96822		Ship To Information (Name, Address) *	1234 Aloha Lane Honolulu HI 96822	
Ship Via	Local Delivery ▼	Ship Via Instructions			
Delivery Required By		Discount Terms		Quotation No.	
Direct Inquiries on This Order To *	Jane Doe	Phone Number		FA Staff to Review P.O. *	Jason Doe

Key Improvements for the PO Process

Create New Vendor

In the Create PO form, you can now **Create New Vendor**. After viewing the checklist and completing the form, you will be required to include a completed W-9 form attachment.

RCUH Purchase Requisition **beta**

Login Name	<input type="text" value="CTAHR ALL"/>	Date	<input type="text" value="03/20/2014"/>
Project Title **	<input type="text"/>		
	Use "Various" if you want to use multiple projects.		
PI Name	<input type="text"/>	Project Period	<input type="text"/>
Vendor Name **	<input type="text"/>		
	<input type="button" value="Create New Vendor"/>		
Vendor Address, Street/PO Box, City, State, Zip Code *	<input type="text"/>	Ship To Information (Name, Address) *	<input type="text"/>

Purchase Order View

Request #s are now automatically provided and appear on the PO once submitted.

After submitting your PO, you will see this screen:



Congratulations! Your purchase requisition has been successfully submitted and transferred to your DUO-Fiscal Office. Request #Z10023697 has been assigned to your request.

Would you like to:

or [Create another purchase order](#)

or [Return to RCUH Portal Home](#)

Clicking on **View the purchase order** takes you to this screen:

[[BACK TO RCUH PORTAL](#)] [[LOGOUT](#)]

RCUH Purchase Requisition **beta** ** = required to Save * = required to Submit HEL

Login Name	CTAHR ALL	Date	03/27/2014	Purchase Order No.	Z10023697
Project Title **	Various	Use "Various" if you want to use multiple projects.		Project # **	Var
PI Name	Various	Project Period	Various		
Vendor Name **	RUTH FOSTER SUPPLIES				
Vendor Address, Street/PO Box, City, State, Zip Code *	1234 MAHALO WAY HONOLULU, HI 96822		Ship To Information (Name, Address) *	Honolulu HI 96822	
Ship Via	Local Delivery	Ship Via Instructions			

Note the **Purchase Order No.** is automatically given and displayed here.

Other Navigation, Ease-of-Use Improvements

Pre-filled Information – PO forms are auto-filled with information taken from your profile (e.g., shipping information).

Editing POs – When editing POs in the new screen, the * (asterisk) means there are unsaved changes. You can **Cancel** or **Delete** the unsaved changes. After clicking **Save**, a PO message will confirm that your changes are now saved.

Vendor Search Results – “Max results reached” message informs when you need to refine search.

Navigational Features – **Cancel** button and **Back to RCUH Portal** and **Logout** links are available on the PO.

Vendor Code

A **Vendor Code** field has been added to the Create PO form, allowing you to search for a vendor using the vendor's number.

RCUH Purchase Requisition **beta** *

Login Name: CTAHR ALL Date: 03/27/2014

Project Title **

Use "Various" if you want to use multiple projects.

PI Name Project Period Route to (FA)

Vendor Name ** UNIV OF HAWAII ITS Vendor Code ** a00

Create New Vendor

A0024	UH AUXILIARY SERVICES	1951 EAST-WEST ROAD
A0045	UNIV OF HAWAII ITS	2425 CAMPUS RD SINC 10
A0085	CHESHIRE, CL	C/O CBA A413
A0090	DANG, LISA	C/O RCUH FINANCIAL SERVICES 1601 EAST-WEST RD BURNS

Ship Via: Local Delivery Ship Via Instructions

Delivery Required By Discount Terms Quotation No.

Direct Inquiries on This Order To * Phone Number FA Staff to Review P.O. *

In this example, typing a partial vendor number yields matching search results below.

After PO is Finalized – After the PO is finalized, when using the new form, you have several new options:

- **Purchase Order View Mode** – Clicking this button display the original PO, including all details (e.g., - additional forms, attachments, etc.).
- **Vendor Print Mode** – Displays the form that is printed and sent to the vendor.
- **Cancel** – Returns to the document listing.
- **Create Recurring Purchase Requisition** – For your convenience, you can use a finalized PO as a template for recurring POs.