
RCUH.com | What's New ...

Version 1.0.00 | Release Date: 1/17/2014 to RCUH Community Users

This document is an overview of the latest features and enhancements available on RCUH.com.

RCUH Kicks off the Modernization of its Fiscal System

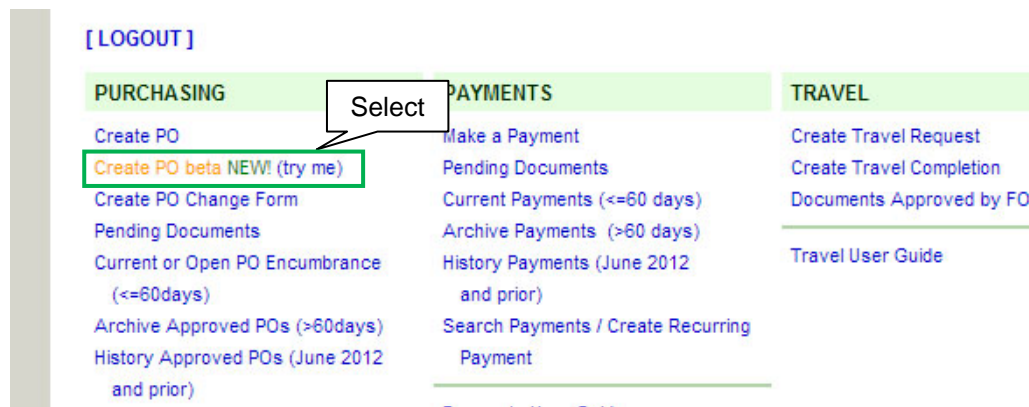
Starting today, our new, modernized purchase order creation process is available online. This is the first update of several that will take place throughout the year as part of our comprehensive plan to modernize our fiscal system.

If you have any suggestions, questions or concerns or would like to report an issue, please contact **Rick Fujioka** at rfujioka@rcuh.com.

New Purchase Order Creation Screens

The new **Create PO** form consolidates processes to a **single page, automates data entry** and presents a more **user-friendly** web experience.

After logging in, select **Create PO beta**. See below.



Current or New – Use Either One

Either **Create PO** or **Create PO beta** can be used to process your PO. However, we encourage you to try the beta form.

Simplified Project #, Vendor Entry

Because of new data entry features, you no longer need to click through the following pages to start a PO:

- Project #
- Vendor Search
- Vendor Selection

Type-Ahead / Auto-Fill

This new feature makes data entry faster and more accurate. **Various** is also an option. For **Project Title**, **Project #** and **Vendor Name** fields.

RCUH Purchase Requisition **beta** * = required field

Login Name	CTAHR ALL	Date	12/27/2013	Purchase Order No.
Project Title *	hawaii			Project #
PI Name	4438028 HAWAII FOODS WELLNESS PROJECT (terminated)	PI: KANEHIRO, NA		
	6662640 FUND 2011 HAWAII IR-4 FOOD USE FIEL (terminated)	PI: KAWATE, MICH		
Vendor Name *	6100459 2012 HAWAII IR-4 WESTERN REGION FOO	PI: KAWATE, MICH		
	0001210 HAWAII INTL PROGRAM (HIP '93) (terminated)	PI: KINOSHITA, CH		
	6662706 ASSESSING HAWAII'S AQUACULTURE FARM	PI: LEUNG, PING S		
Vendor Address,	6101329 Yr 2 ASSESSING HAWAII'S AQUACULTURE	PI: LEUNG, PING S		
Street/PO Box, City,	6662809 PREPARING HAWAII YOUTH TO SUCCEED	PI: MARTINI, MARY		
State, Zip Code *	0002253 URBAN HORTICULTURE PROG WEST HAWAII	PI: MCDONALD, TY		

Automated Line Items

The **Project #** is auto-filled when project information is entered in the top box. Please note:

- **Blank Lines** – New blank lines appear one at a time after a line is entered.
- **Multiple projects** – When the project is **Various**, you can indicate multiple projects in the line. In **Project #**, type *either* the **Project #** or **Project Title**.

Improved Attachments / Supporting Documents



Multiple file attachments can now be added without leaving the page. The **Add / Edit / Remove** feature allows you to easily manage **Additional Forms**. See below.

File Attachments:

Comments (click the "Update File Attachments" button to save this field)
 Read [PDF](#) first.


Choose File


Select Files and click "Update File Attachments" to remove

 [BZ-ler-12-30-2013.pdf](#)  [RCUH_RN_1-3-2014.doc](#)

Additional Forms included:

Determination of Cost or Price Reasonableness

 Sole Source Justification (Alt+2) [Edit](#) [Remove](#)

 Equipment Inventory Form (Alt+4) [Edit](#) [Remove](#)

Authorized by:

Future Enhancements

Please note the following are not available and will be addressed in a future release:

- **Editing POs** – The new form is for *creating* POs only. Once you leave the **Create PO beta** form, all *editing* is done using the previous version.
- **Create Vendor** – Use the existing method to create new vendors (i.e., select **Create PO** rather than **Create PO beta**). The new form does not yet have a function to add vendors.