

# RCUH.com | What's New ...

Version 1.6.0 | Available on 5/24/2014

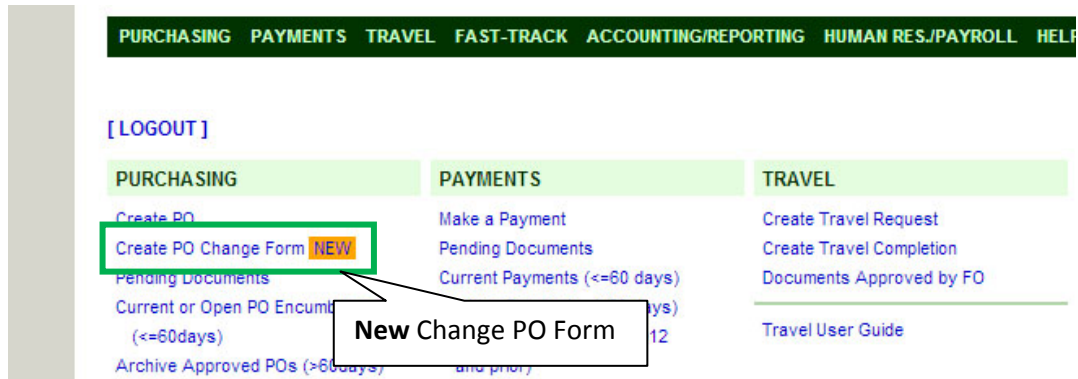
This document is an overview of the latest features and enhancements available on RCUH.com. If you have any suggestions, questions or concerns or would like to report an issue, please contact **Rick Fujioka** at [rfujioka@rcuh.com](mailto:rfujioka@rcuh.com).

## In this Release ...

- The **Change PO Form** is now available in the modernized screen format.
- In PO lists, the **link to the new form** is now the **first column**. This change aims to encourage more users to try the new form.

## Change PO Form

The new **Change PO Form** is accessed through the financial portal menu.



Please note that the process for changing a PO has not changed. However, new features make the submission process faster. *See next page for screenshot.*

## Column Order: Accessing New Forms

The column order for new and old form links has changed, as described below:

**Status of "Open" Purchase Requisitions (Workflow Status)**

◀ PREVIOUS   NEXT ▶▶   END ▶▶▶

PO Number	Project #	Vendor Name
<a href="#">ZA06144-03</a>	Old Form	various
<a href="#">Z990005-04</a>	Old Form	various
<a href="#">Z986805-03</a>	Old Form	various
<a href="#">Z986079-04</a>	Old Form	various
		IKON OFFICE SOLUTIONS
		NORTHERN MARIANAS COLLEGE
		AMERICAN SAMOA COMMUNITY COLLEGE
		COMMUNITY AND NATURAL RESOURCES
		UNIVERSITY OF ALASKA FAIRBANKS
		OFFICE OF GRANTS AND CONTRACTS ADMINISTRATION

**New Form**      **Old Form**

## New Create Change PO Form

RCUH Purchase Order Change Form (Increase/Decrease Balance) \* = required to Submit [RCUH Policy 2.210](#)

Date	03/20/2014	Purchase Order No. (Original)	Z10055939	Purchase Order No. (New)	Z10055939-01
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	FOSTER, RUTH SHIROMA			Vendor Code	L9151
Vendor Address, Street/PO Box, City, State, Zip Code	1234 MAHALO WY HONOLULU, HI 96822		Ship To Information (Name, Address)	1234 Johnson Ln Honolulu HI 96822	
Ship Via	Local Delivery	Ship Via Instructions			
Delivery Required By		Quotation No.			
Direct Inquiries on This Order To	Jane Aloha	FA Staff to Review P.O.		John Jones	

**Expand or Hide original PO line items.**

**ORIGINAL ORDER:** (Click Here to Expand)

**CHANGE ORDER TO READ:**

Line	Project # *	Sub Project	Budget Category	Sub Budget Category	Description	Quantity	Unit	Unit Price *	Extension
1	4500768		3000		Specialized paper	10	20	\$250.00	\$2,500.00
2									\$0.00

**Type-ahead** entry means less typing and fewer errors. Line items display on an as-needed basis.

Type of Change: Increase/Decrease Balance, change description, Budget Category, Project/Account No.

Reason for Change

Amount Change: \$0.00 Remaining Balance on P.O. after this change: \$0.00 **New TOTAL** \$2,500.00

**Additional Forms included:**

Determination of Cost or Price Reasonableness

Sole Source Justification (Alt+3) [Edit](#) [Remove](#)

FFATA Data Collection for Subcontractor/Vendor (Alt+8) [Edit](#) [Remove](#)

Improved **additional forms and attachment** management features from the **Create PO** form are now available on the **Create Change PO**

**File Attachments:** (Click Here to Expand)

**Finalized PO Format:** Note that the finalized view of the form is not changed and retains the same appearance (i.e., does not use the new, modernized layout).