Purchase Orders

Release Notes

JUNE 2025

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

Contents

1 Vendor Address List - Report 3800 [Enhancement]

A number of fields have been added to the Vendor Address List Report Excel output including Vendor Phone #'s and Email addresses.

*This same report is available in the Vendors Report Library [3800] - Vendor Address Listing.

Navigate to: Purchase Orders > Vendors > View Vendors
Accounts Payable > Vendors > View Vendors

From the **View Vendors** or **Enter Vendors** screen, click the **Reports** button to run the **Address List**. Export the report to Excel to view all included fields.
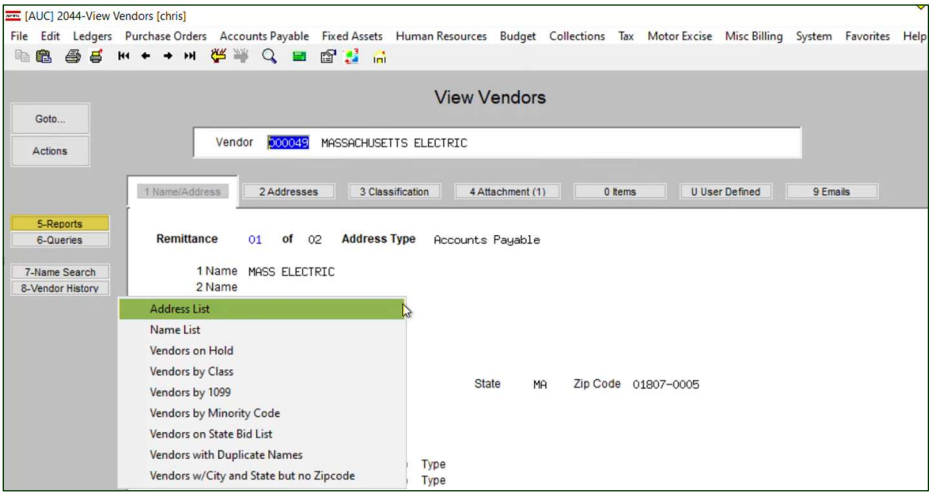
After:

Vendor#	Rem#	AdrTy	Name	Address	City, Sta	Entity	FID#	Class	Terms	1Time	1Phone	2Phone	PO_Email	ACH_Email	Bid_Email
000049	01	AP	MASS ELECTRIC	PROCESSING CENTER	WOBURI	Both	01-1101007	UNCL	DUR	No	(888) 211-1111	(800) 322-3223	invoices@masselec.com	payments@masselec.com	bids@masselec.com

[ADM-AUC-PO-660]

2 Contracts Query – Certificate Expiration [Enhancement]

The Contract History inquiry screen has been enhanced to display a message if the insurance certificate has expired.

BEFORE

AFTER

[ADM-AUC-PO-671]

3 Contracts Query – Dollar Amounts include Comma's [Enhancement]

An enhancement has been made to all Contract Entry and Query screens to display dollar amounts with commas (e.g., 10,000 instead of 10000), improving clarity and reducing the risk of misinterpreting large values.

BEFORE

AFTER

[ADM-AUC-PO-669]

4 Vendor Email Addresses - Report 2619 – [Enhancement]

The "Select Status" option has been removed and new selection options have been added to provide greater flexibility when generating the Vendor Email Address report.
- One-time Vendor
- Flagged for Deletion
- Canceled Vendor

Navigate to: Purchase Orders > Reports > Report Library > `1 By Vendor`

BEFORE

AFTER

With the addition of these new selection questions –a column was added to the Excel report indicating Yes or No, if a One-time vendor.

	A	B	C	D	E	F	G	H	I	J
1					Send-PO					
2	Vendor#	Name	General-Delivery-Email	PO-Email-Address	By-Email	ACH-Email	Bid-Email	Vendor-Status	One-Time?	
3	000306	AMSCO SCHOOL PUBLICATIONS		support@admins.com	No			Active		
4	000337	SOC STUDIES SCH SVC		support@admins.com	No			Active		
5	000374	BVT		support@admins.com	No			Active	Yes	
6	000389	UPSTART		support@admins.com	No			Active		
7	000434	MSSAA		support@admins.com	No			Active		

[ADM-AUC-PO-659]

5   Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

5.1   New & Updated Documentation in the Help Reference Library

5.2   New Content on ADMINS.com

Below are two videos that you will find helpful that are available on the ADMINS.COM website.

Site Link: Videos & Quick Tips

Video: Index of Help Documents [0:51]
Video: Quick Task Selection [2:10]