



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

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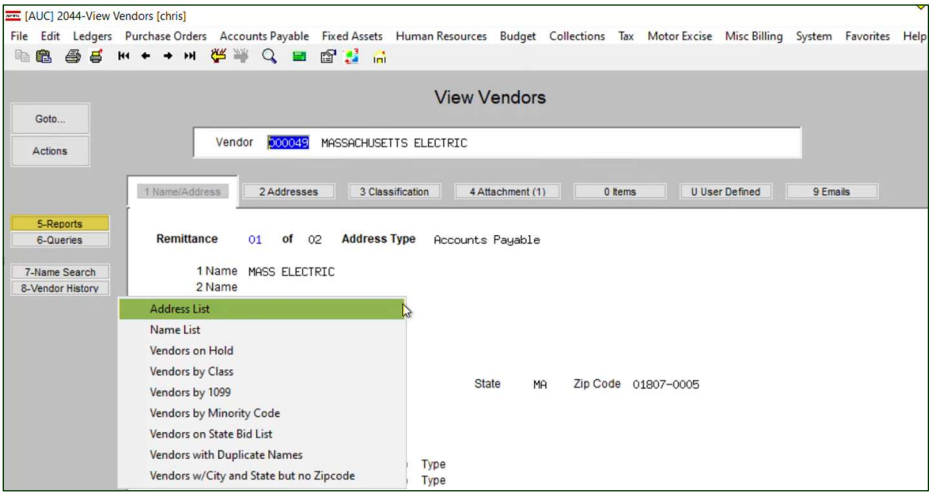
# 1 Vendor Address List - Report 3800 [Enhancement]

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	WOBUR	MA	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

Contract# 3

**Contracts Query - Posted** [Open](#)

<b>Vendor</b> 001833 01 ADMINS INC 219 LEWIS WHARF BOSTON MA 02110-3927	<b>Dept Group</b> FIRE <b>Award Date</b> 01-Apr-2024 <b>Effective</b> 01-Apr-2024 <b>Ending Date</b> 30-Jun-2025 <b>Overspend%</b> <b>Insurance Cert</b> <input checked="" type="checkbox"/> <b>Prevailing Wage</b> <input type="checkbox"/>	<b>Fire Departme</b> <b>Expires</b> 01-May-2024	<b>Advertised From</b> To Media 1 Media 2 Media 3 Media 4
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0 Overall Contract Notes

No text available

### AFTER

Contract# 3

**Contracts Query - Posted** [Open](#)

<b>Vendor</b> 001833 01 ADMINS INC 219 LEWIS WHARF BOSTON MA 02110-3927	<b>Dept Group</b> FIRE <b>Award Date</b> 01-Apr-2024 <b>Effective</b> 01-Apr-2024 <b>Ending Date</b> 30-Jun-2025 <b>Overspend%</b> <b>Insurance Cert</b> <input checked="" type="checkbox"/> <b>Prevailing Wage</b> <input type="checkbox"/>	<b>Fire Departme</b> <b>Expires</b> 01-May-2024 <b>Expired</b>	<b>Advertised From</b> To Media 1 Media 2 Media 3 Media 4
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0 Overall Contract Notes

No text available

Certificate has expired.

[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

Contract # 7

Contract Entry

Entry Began

Vendor: 001833 01  
ADMINs INC  
219 LEWIS WHARF  
BOSTON  
MA 02110-3927

Dept Group: FIRE  
Award Date:  
Effective:  
Ending Date:  
Overspend%:  
Insurance Cert:  
Prevailing Wage:  
Expires:

Advertised From:  
To:  
Media 1:  
Media 2:  
Media 3:  
Media 4:  
Special Dept Code:  
Location Code:  
Notes:  
User Defined #4:  
Effective on:  
Expires on:

1 Overall Contract Notes  
No text available

2 Entry (5) 3 Items 4 Addl Info 5 Status History Q Attachments

Line Item	Qty	UOM	Item Description	Price	Freight	Other	Ext Amount
1			adfasFsaF	1000000.0000			1000000.00

Retainage %  
Retainage Amount

Contract Value: 1000000.00

#### AFTER

Contract # 7

Contract Entry

Entry Began

Vendor: 001833 01  
ADMINs INC  
219 LEWIS WHARF  
BOSTON  
MA 02110-3927

Dept Group: FIRE  
Award Date:  
Effective:  
Ending Date:  
Overspend%:  
Insurance Cert:  
Prevailing Wage:  
Expires:

Advertised From:  
To:  
Media 1:  
Media 2:  
Media 3:  
Media 4:  
Special Dept Code:  
Location Code:  
Notes:  
User Defined #4:  
Effective on:  
Expires on:

1 Overall Contract Notes  
No text available

2 Entry (5) 3 Items 4 Addl Info 5 Status History Q Attachments

Line Item	Qty	UOM	Item Description	Price	Freight	Other	Ext Amount
1			adfasFsaF	1,000,000.0000			1,000,000.00

Retainage %  
Retainage Amount

Contract Value: 1,000,000.00

[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

Task 2619: Vendor Email Addresses

Select Vendors that have at least 1 Email address associated with the Vendor

Optional: Enter up to 9 Vendor Classes Edit 0 values:

Select Entity ☐ Town ☐ School ☒ Both

Select Status: ☒ All ☐ Only Active ☐ Only Inactive

Limit to POs sent via Email ☐ Yes ☒ No

Run as ☒ Excel

Lookup OK Cancel Clear All

### AFTER

Task 2619: Vendor Email Addresses

Select Vendors that have at least 1 Email address associated with the Vendor

Optional: Enter up to 9 Vendor Classes Edit 0 values:

Select Entity ☐ Town ☐ School ☒ Both

Limit to POs sent via Email ☐ Yes ☒ No

One-Time Vendors ☐ Include ☒ Exclude

Vendors Flagged For Deletion ☐ Include ☒ Exclude

Canceled Vendors ☐ Include ☒ Exclude

Run as ☒ Excel

Lookup OK Cancel Clear All

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]