



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

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1 Purchase Order Rollovers Email Listing [Fix]

There was an issue with the Emailing of the PO Listing to departments during the PO Rollover process. If there was an active PO Change Order on the first PO listed of the department, it was getting the incorrect email address. This has been corrected.

[ADM-AUC-PO-673]

2 Bids – Entering Quantity [Enhancement]

When certain types of services are not invoiced by a quantity but rather by an amount, then no quantity should be entered on the bid. This means when a purchase order is created, different payments amounts can be made to the overall amount of the purchase order rather than in fixed increments.

Navigate To: Purchase Orders > Bids > Bid Types

**Navigate To: Purchase Orders > Bids > Bid Entry**

When entering a new line or modifying an existing line on a bid where the bid type is setup to skip the quantity, the cursor will move from the Description field to the CAT field skipping the quantity field. However, there is the option to access the quantity field by clicking on it entering a quantity if needed.

The screenshot displays the 'Bid Entry' form in the ADMINS software. The form is titled 'Bid Entry' and includes a menu bar with options like File, Edit, Ledgers, Purchase Orders, Accounts Payable, Fixed Assets, Human Resources, Budget, Collections, Tax, Motor Excise, Misc Billing, System, Favorites, and Help. The main form area is divided into several sections:

- Bid Information:** Includes fields for Bid # (2011-015), Description (EMERGENCY ACCESS ROAD - MIDDLETOWN HIGH SCHOOL), Bid Type (IFBC CONSTRUCTION/CONTRACTS), Last Bid# (0000-000), Requested by (BOE), Individual, Minority, and Non-Profit checkboxes.
- Bid Dates:** Fields for Bid Opening Date, Time (00:00:00.00), and Bid Effective Dates (Start and End).
- Navigation Tabs:** 1 Class, 2 Vendor (1), 3 Vendor Email, 4 Category, 5 Detail (16), 6 Responses, 7 Award Bid, 8 Attachments.
- Line Items Table:** A table with columns for Line, Description, QTY, CAT, and Awarded Vendor. It contains five line items:

Line	Description	QTY	CAT	Awarded Vendor
11	TURF ESTABLISHMENT - PER SY	570,0000		000000
12	SILT FENCE - PER LF	600,0000		000000
13	SAW CUT - PER LF	90,0000		000000
14	CHAIN LINK FENCE GATES - EACH	2,0000		000000
15	FENCE RELOCATION (IF NEEDED)	1,0000		000000
- Actions:** A 'MORE' button and a 'Bid Amount' field.

The status bar at the bottom shows 'Ready' and 'Lkup'.

[ADM-AUC-BID-11]



3 Change Orders now have two Approval Levels [Enhancement]

An additional approval level has been added to both Purchase Orders and Accounts Payable Change Orders. This will allow more flexibility when approving change orders.

The second approval level is not active until the approval paths have been updated.

BEFORE

[AUC] 2500-Maintain Approval Paths [anthea]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Maintain Approval Paths

Goto... Actions

Approval Path: **ABS_AP** Description: COMPENSATED ABS FUND_AP

	Minimum	Primary	Secondary	Tertiary
Budget Override		ANTHEA	ANTHEA	
Level 1 - Supervisor	☐			
Level 2 - Department Head	☐			
Level 3 - PCARD Approvals	☐			
Level 4 - Finance Department	☐			
Level 5 - Town Manager	☐			
PO Change Orders	% 5.00	ANTHEA	ANTHEA	
AP Change Orders	% 5.00	ANTHEA	ANTHEA	

AFTER

[AUC] 2500-Maintain Approval Paths [chris]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites

Maintain Approval Paths

Goto... Actions

Approval Path: **ABS_AP** Description: COMPENSATED ABS FUND_AP

	Minimum	Primary	Secondary	Tertiary
Budget Override		ANTHEA	ANTHEA	
Level 1 - Supervisor	☐			
Level 2 - Department Head	☐			
Level 3 - PCARD Approvals	☐			
Level 4 - Finance Department	☐			
Level 5 - Town Manager	☐			
PO Change Orders	- Level 1 % 5.00	ANTHEA	ANTHEA	
	- Level 2			
AP Change Orders	- Level 1 % 5.00	ANTHEA	ANTHEA	
	- Level 2			



On the AP/PO Dashboard, the second Level of Approvals will show at the bottom of the screen, in the approval section. There is one for both Purchase Orders and Accounts Payable.

The screenshot shows the AP/PO Dashboard with two main tabs: Purchase Orders and Accounts Payable. Each tab has a section for In-Progress, Change Orders, and Approvals. The Approvals section lists various approval levels from Budget to Level 5, with 'Change Approval Level 2' highlighted in yellow.

[ADM-AUC-PO-666]

4 Report 3620-Open PO's with Retainage to Pay [Fix]

Navigate To: Purchase Orders > Reports > Report Library > 3620-Open Pos with Retainage to Pay

The report was truncating the last column, and this has been fixed to now show all data and columns correctly.

Retained	Retained Paid	Balance	PO Balance
8,523.63	.00	8,523.63	4,358.13
8,523.63	.00	8,523.63	4,358.13
4,665.50	1,000.00	3,665.50	10,355.50
4,665.50	1,000.00	3,665.50	10,355.50
5,955.58	.00	5,955.58	61,482.13
.56	.00	.56	.56
5,956.14	.00	5,956.14	61,482.69
716.25	500.00	216.25	5,891.25
716.25	500.00	216.25	5,891.25
19,861.52	1,500.00	18,361.52	82,087.57

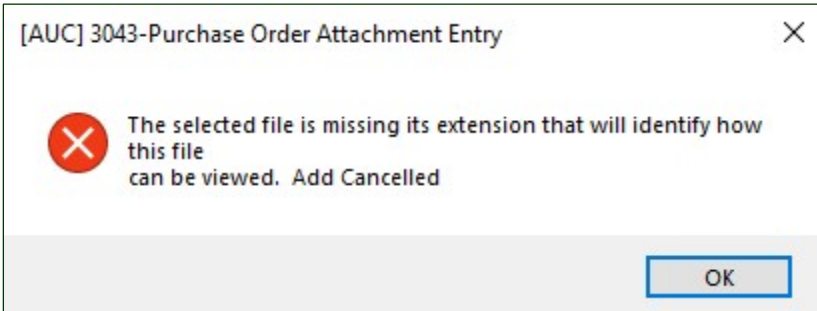
[ADM-AUC-PO-675]



5 Attachment Filename Extension [Enhancement]

When attaching a file in the system, it checks for a valid file extension (e.g., .PDF or .XML). If the filename is extremely long, the extension could be truncated, causing the system to treat it as missing. The error message for missing extensions has been updated to reflect this situation more accurately.

BEFORE



AFTER



[ADM-AUC-SY-8373]



6 AUC Login Screen Release Notes [Enhancement]

Updated the two letter abbreviations for each module to the full module name.

BEFORE

Please Sign In:

Username Anthea Dimond

Training Mode ☒ No ☐ Yes

Password

IMPORTANT NEWS **About our products** **Support Info** **E-newsletter**

ATTENTION!

A Quarterly software update was installed on your site. Please click on the links below to review the

June 2025 Product Release Notes

GL	MV	RC	SY
AP	RE	BU	
PO	PP	MB	
HR	TT	FA	

AFTER

Please Sign In:

Username Anthea Dimond

Training Mode ☒ No ☐ Yes

Password

IMPORTANT NEWS **About our products** **Support Info** **E-newsletter**

ATTENTION!

A Quarterly software update was installed on your site. Please click on the links below to review the

September 2025 Product Release Notes

Ledgers	Motor Excise	Collections	System
Accounts Payable	Real Estate	Budget	
Purchase Orders	Personal Property	Misc. Billing	
Human Resources	Tax Title	Fixed Assets	

[ADM-AUC-SY-8378]



7 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.

7.1 New & Updated Documentation in the Help Reference Library

7.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.

Site Link: [Videos & Quick Tips](#)