Purchase Orders

Release Notes SEPTEMBER 2025

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

CONTENTS

1 Purchase Order Rollovers Email Listing [Fix]

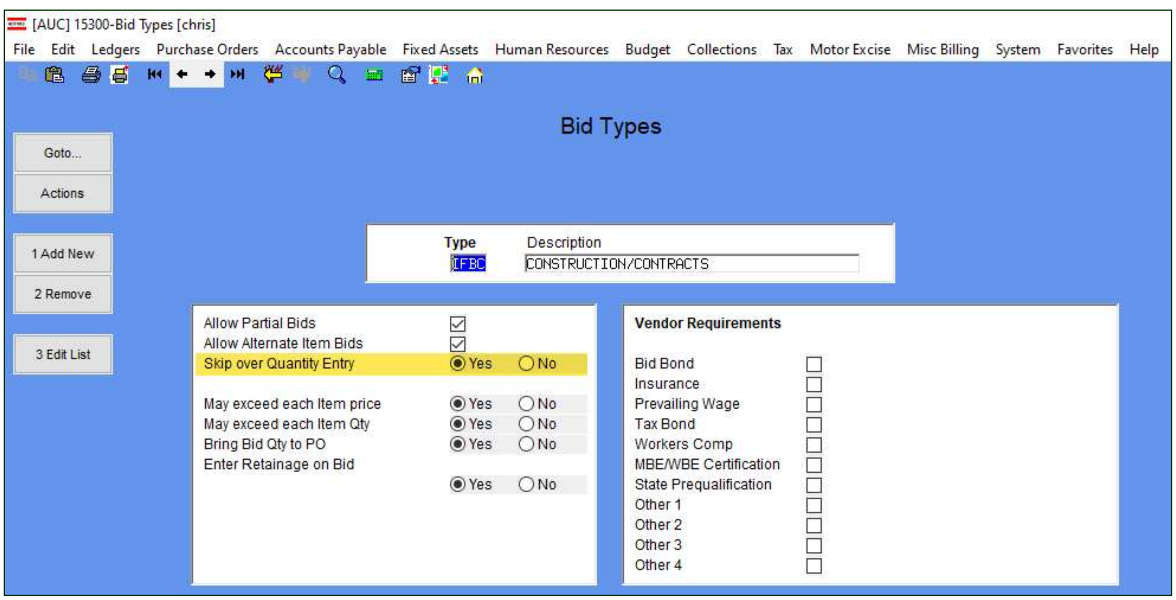
There was an issue with the Emailing of the PO Listing to departments during the PO Rollover process. If there was an active PO Change Order on the first PO listed of the department, it was getting the incorrect email address. This has been corrected.

[ADM-AUC-PO-673]

2 Bids – Entering Quantity [Enhancement]

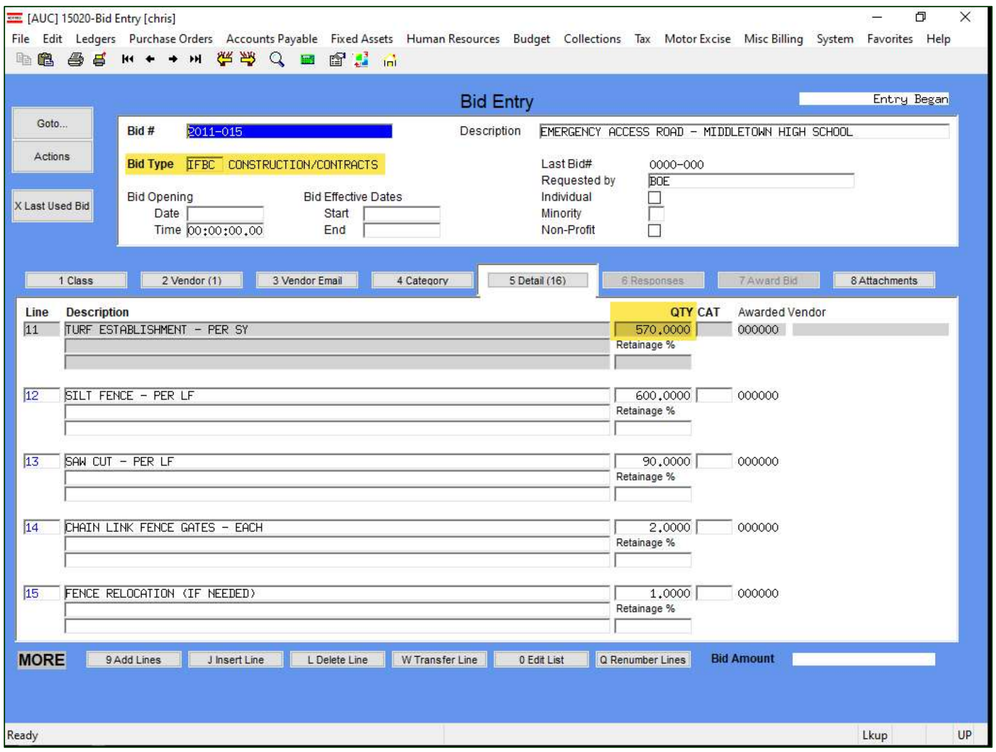
When certain types of services are not invoiced by a quantity but rather by an amount, then no quantity should be entered on the bid. This means when a purchase order is created, different payments amounts can be made to the overall amount of the purchase order rather than in fixed increments.

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.



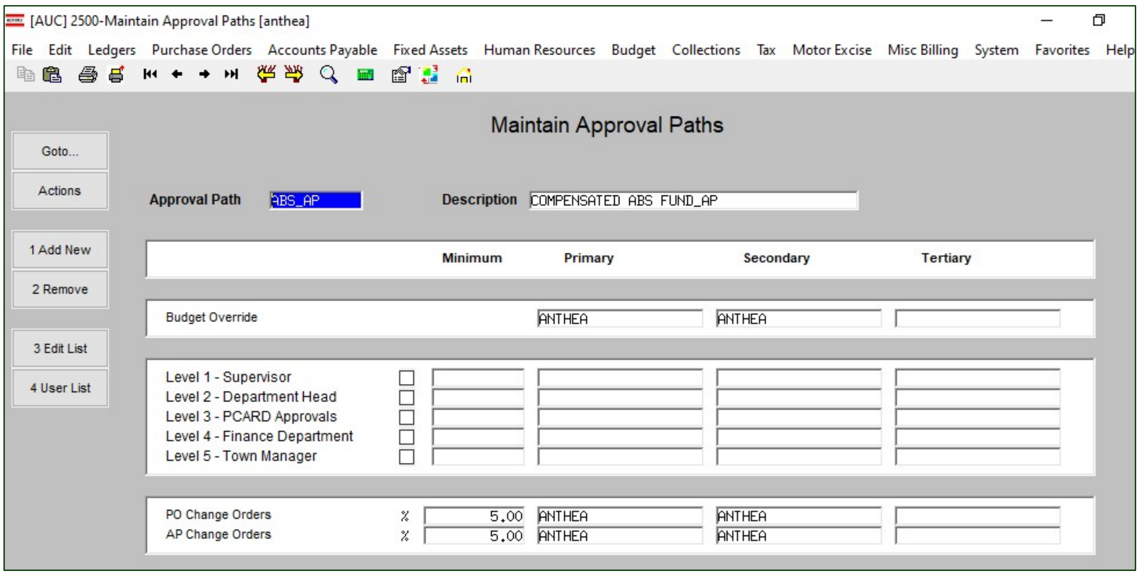
[ADM-AUC-BID-11]

3 Change Orders now have two Approval Levels [Enhancement]

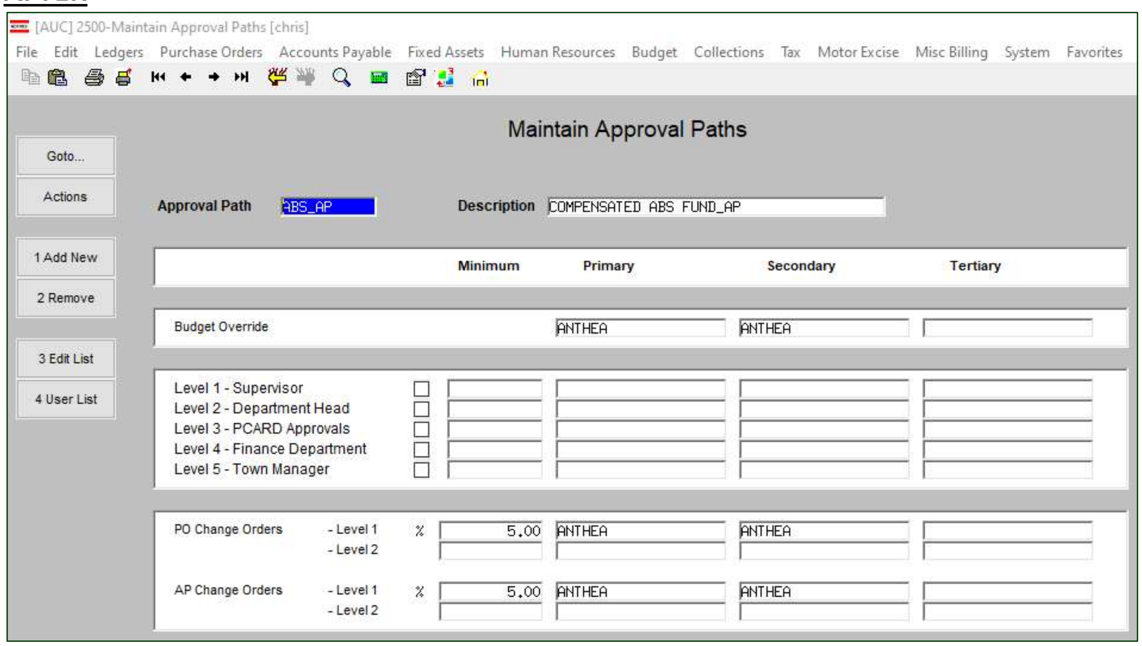
An additional approval level has been added to both Purchase Orders and Accounts Payable Change Orders. This will allow more flexibility when approving change orders.

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

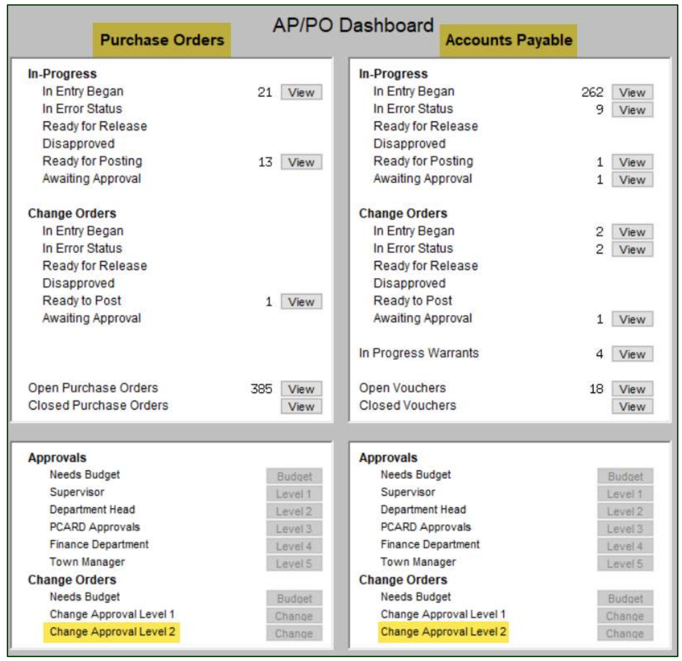
BEFORE



AFTER



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.



[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.

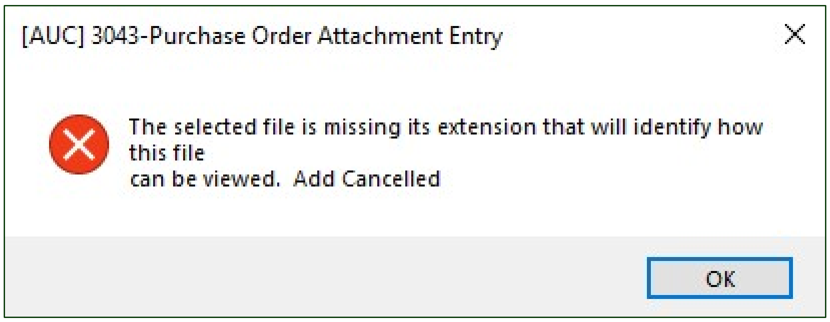
Retained	Retained Paid	Balance	PO Balance
8,523.63	.00	8,523.63	4,358.13
8,523.63	.00	8,523.63	4,358.13
4,665.50	1,000.00	3,665.50	10,355.50
4,665.50	1,000.00	3,665.50	10,355.50
5,955.58	.00	5,955.58	61,482.13
.56	.00	.56	.56
5,956.14	.00	5,956.14	61,482.69
716.25	500.00	216.25	5,891.25
716.25	500.00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

[ADM-AUC-PO-675]

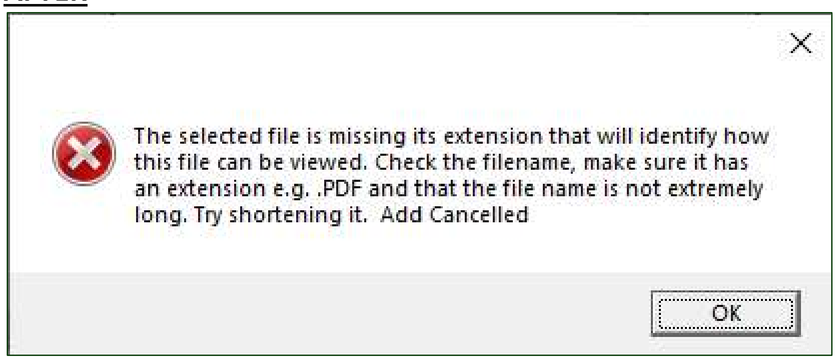
5 Attachment Filename Extension [Enhancement]

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

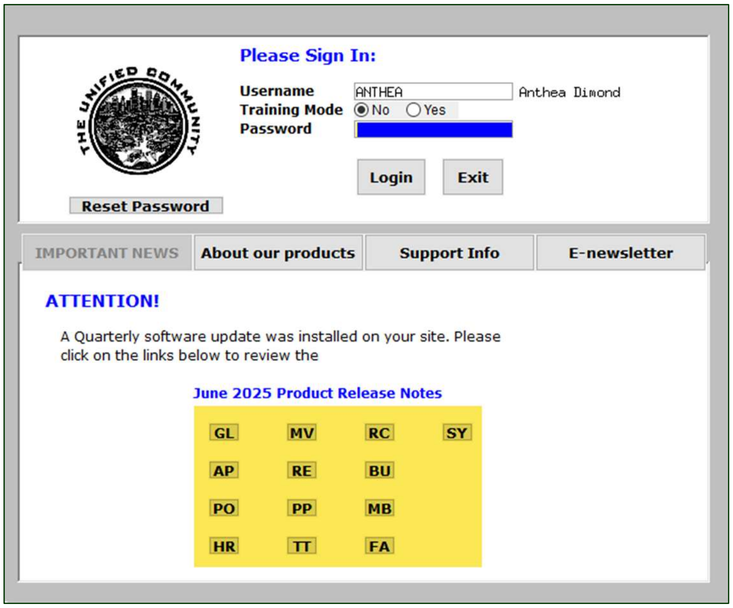


[ADM-AUC-SY-8373]

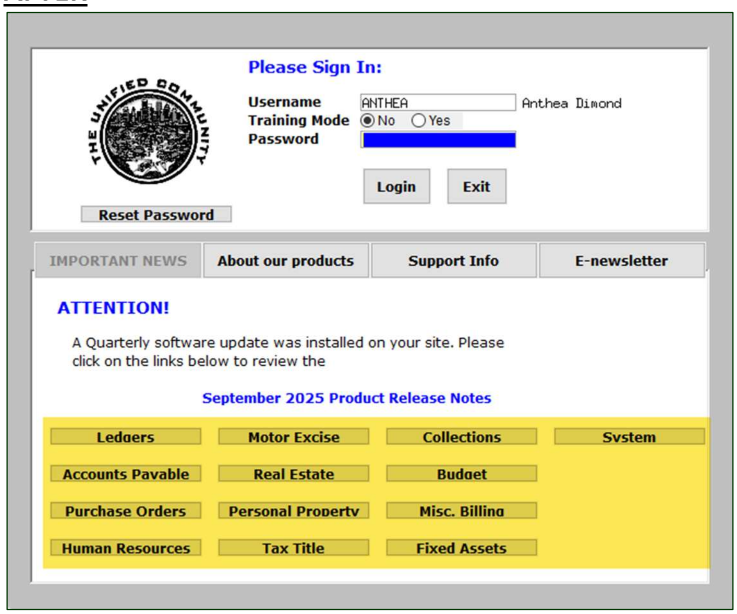
6 AUC Login Screen Release Notes [Enhancement]

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

BEFORE



AFTER



[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