Purchase Orders

Release Notes JUNE 2026

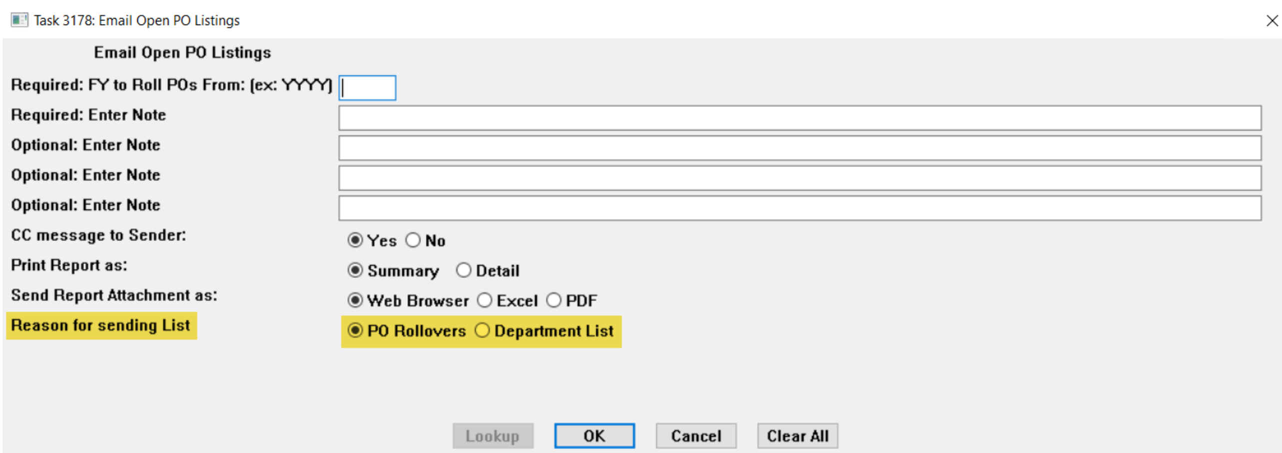
This document explains new product enhancements added to the **ADMINS Unified Community (AUC) for Windows PURCHASE ORDER** system.

CONTENTS

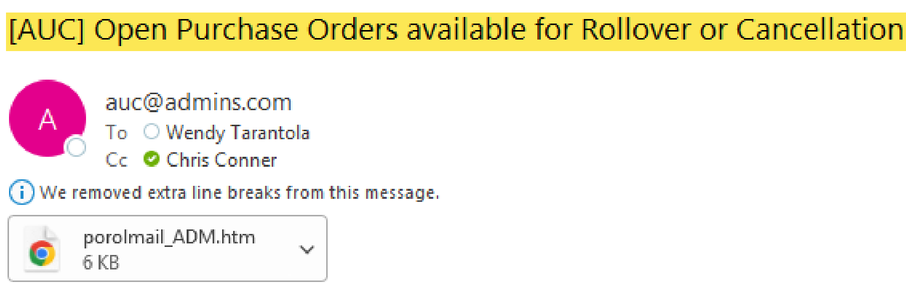
1 PO Rollover – Email Open PO Listings - [Enhancement]

Some sites use this process to send out monthly listings of open purchase orders to their departments. To accommodate this process, we have added a new question to indicate if this is being run as part of the PO Rollovers or as the Department Listing.

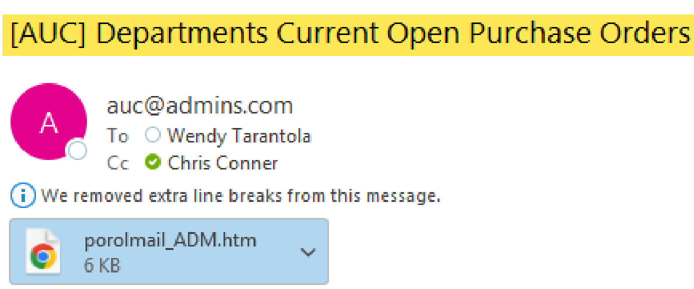
This will change the subject line of the email sent to the departments depending on the selection made for "Reason for Sending List".



If PO Rollover is selected the email will look like this.



If Department List is selected the email will look like this.



[ADM-AUC-PO-682]

2 Budget Approval Overnight Recheck – [Enhancement]

Added an overnight recheck for Purchase Order and Voucher Change Orders that are in Needs Budget Override approval status. If the account now has sufficient funds available to cover the budget shortfall, the Purchase Order or Voucher Change Order will automatically move out of Needs Budget Override and advance to the next approval level defined in the approval path.

The overnight job already performs this check for standard Purchase Orders and Vouchers. However, when Needs Budget Override functionality was added for Change Orders, they were not included in the daily check for sufficient funds.

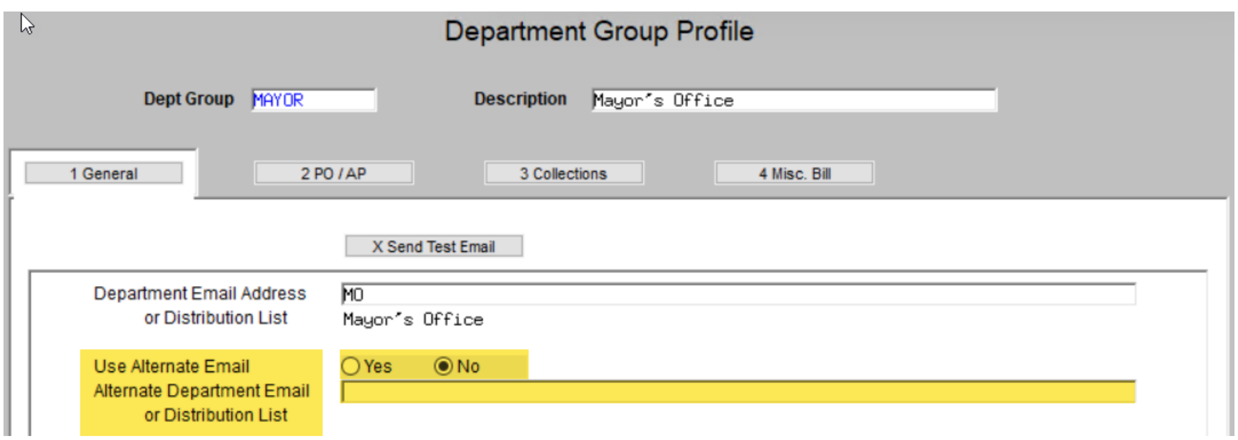
This update corrects this oversight and has assigned a new status for Change Order Budget Overrides "Recheck C/O Budget Override", to clearly identify why this has now moved to the next approval path.

[ADM-AUC-PO-685]

3 Using Alternate Emails/Distribution List for PO Rollover– [Fix]

An issue was identified where the "Use Alternate Email or Distribution List" on the Department Group Profile screen was not functioning properly. The issue was corrected for the Alternate Email/Distribution list where the Department Group Name doesn't have to match the Distribution List name.

Navigation Path: System > Department Group Menu > Department Group Profile



[ADM-AUC-PO-687]

4 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.

4.1 New & Updated Documentation in the Help Reference Library

- RC - 320 – Adjustment Processing - Updated (Help Reference Document)
- HR - 430 – Manual Checks - Updated (Help Reference Document)
- MB - 690 – MDT Billing and Report (Help Reference Document)

4.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.
Site Link: Videos & Quick Tips