



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 Reopening from Voucher Change Order [Fix]

Resolved an issue where reducing the amount of a voucher created from a purchase order (PO) via a change order and the change order caused the PO to be reopened, it wasn't setting the status of the PO correctly. Purchase Order status is now correctly set to Open.

[ADM-AUC-PO-676]

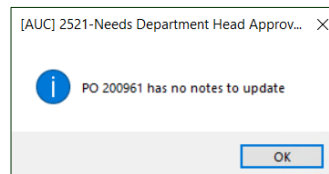
## 2 Adding Status Notes During Approvals without Posting [Enhancement]


Added the ability to update the status notes for Purchase Order and Vouchers that are in the approval process without having to Approve the transaction.

**Navigation Path:** AP/PO Dashboard [Select a Purchase Order or Voucher for Approval]



If no notes have been entered on the Purchase Order or Voucher, the system will display the message below.



If notes are entered on the approval screen and the PO or Voucher approval will not be posted at that time, users can select Update PO Status Notes  or Update Voucher Status Notes to add the notes to the Status History screen.

[illegible]



The screen displays the date and time the Update PO Status Notes or Update Voucher Status Notes were clicked.

The note can be viewed on the Status History tab of the Purchase Order or Voucher Query screens.

Change Date	Time	User	Status	Notes	Buttons
09-Dec-2025	12:14:40.46	CHRIS	Needs Department Head Appr	Notes From Approvals Needs Department Hea	View Notes
09-Dec-2025	12:14:12.32	CHRIS	Needs Department Head Appr	Notes From Approvals Needs Department Hea	
23-Oct-2025	13:03:13.01	ANTHEA	Needs Department Head Appr	Notes From Approvals Needs Department Hea	

[ADM-AUC-AP-1279]

## 3 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.

### 3.1 New Content on ADMINS.com

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

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

- New - Element Categories - [Element Categories in Reports](#)