



This document explains new product enhancements added to the **ADMINS** Unified Community (AUC) for Windows ACCOUNTS PAYABLE system and updates to the Help Reference Library & ADMINS website.

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1 Creating a Voucher from a Recurring Template [Enhancement]

The process for adding a Recurring Voucher has been updated. A new pop-up window will prompt you to enter a required Voucher Template Number. Once provided, the recurring voucher will proceed in the same manner as prior to this update.

Navigate To: Accounts Payable > Enter Bills > Batches [1 Add New Batch > Add Voucher]

[AUC] 60-Voucher Batch Entry [chris]

Add New Voucher

From: ☐ Direct Pay(s) ☐ Purchase Order ☐ Pay Retainage from PO ☒ Recurring

Lookup OK Cancel Clear All

Adding a New Voucher from a Recurring Template will now allow for a Voucher Template # (if known) or the use of the Lookup button to display a list of available Templates to select from.

[AUC] 60-Voucher Batch Entry [chris]

Select Voucher Template

Required: Enter Voucher Template#

Lookup OK Cancel Clear All

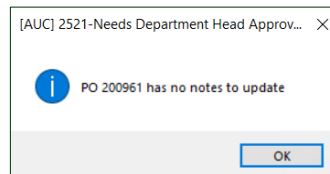
[ADM-AUC-AP-1277]


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]

i 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 was clicked.



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

Purchase Order Status History Needs Department Head

Goto... PO # 200961

Actions

Vendor 012625 01 21ST CENTURY ELOQUENCE 7108 FAIRWAY DR SUITE 101 PALM BEACH GARDENS FL 33418-0000	Dept Group ATHLETICS ATHLETICS PO Date 01-Sep-2025 FY 2026 Type Code R Regular Ship To Attn Ship Date Prevailing Wage <input type="checkbox"/>	Deliver To 14 BILLING DEPT Invoice To COA ADMINS COA 1 View Delivery Notes J Internal Notes No text available No text available
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2 Entry (5) 3 Items 4 GL Details **S Status History** Q Attachments **Expected Amt**
2000.00

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](#)