



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

CONTENTS

- 1 OPEN PO'S AS OF A DATE REPORT [FIX]2
- 2 PURCHASE ORDER ROLLOVER EMAILS [FIX]2
- 3 PURCHASE ORDER CHANGE ORDER... IF CONTRACT QTY IS ZERO [ENHANCEMENT]3
- 4 HELP REFERENCE LIBRARY & ADMINS WEBSITE6
 - 4.1 New & Updated Documentation in the Help Reference Library 6
 - 4.2 New Content on ADMINS.com 6



1 Open PO's as of a Date Report [Fix]

Resolved an issue in the Open PO's as of a Date report where Journal Entries created with code PO09 (used for PO Rollover Processing) were incorrectly included in the report results.

Navigation Path: Purchase Orders > Reports > Report Library > 3070 - Open POs as of a Date

[ADM-AUC-PO-677]

2 Purchase Order Rollover Emails [Fix]

An issue has been resolved in the Email Open PO Listing step of the PO Rollover process that prevented emails from being sent when a department group was configured with a distribution list. Emails are now correctly delivered to departments using distribution lists.

Navigation Path: Purchase Orders > Year End Processing > PO Rollover Process

PO Rollover Processing				
Description	Date	Start	End	Success
Verify Tables				
Restart Process				
Email Open PO Listings				
Select Purchase Orders for Processing				
Edit Workfile				
Pre - Posting Verification				
Post Rollovers				

[ADM-AUC-PO-679]



3 Purchase Order Change Order... if Contract Qty is Zero [Enhancement]

The Contract Change Order process has been updated so that when a contract line quantity is reduced to zero and there are existing Purchase Orders referencing the contract that have not yet been paid, the system will automatically process a PO change order to set the Purchase Order quantity to zero.

If a Purchase Order has already been partially or fully paid, the Contract Change Order process will not allow the contract quantity to be reduced below the quantity already paid, and Error 3116 will be displayed.

Navigation Path: Purchase Orders > Contracts

BEFORE Contract Change Order

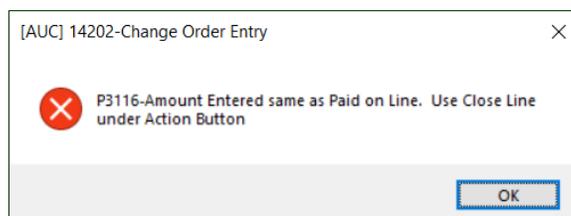
The screenshot shows the 'Contracts Query - Posted' window. At the top, it displays 'Contract# 10' and 'Change Order in Progre'. Below this, there are sections for 'Vendor' (GIPPER MEDIR, INC), 'Dept Group' (FIRE), 'Award Date' (02-Feb-2026), 'Effective' (20-Feb-2026), 'Ending Date' (02-Feb-2028), and 'Oversepend%' (Insurance Cert, Prevaling Wage). A summary table shows '2026 CFY LTD' with values for 'Value', 'Encumbered', 'Paid', 'Retained', and 'Retain Paid'. Below the summary is a table with columns: Line, Item Description, Qty, Qty Bal, Ext Amount, Encumbered, Unencumbered, Retained, Retain to Pay, Paid, and Balance. The table contains three lines of contract data.

Line	Item Description	Qty	Qty Bal	Ext Amount	Encumbered	Unencumbered	Retained	Retain to Pay	Paid	Balance
1	Line 1 of contract 10	5,0000	4,0000	5,000,00	1,000,00	4,000,00				5,000,00
2	Line 2 of contract 10	5,0000	3,0000	5,000,00	2,000,00	3,000,00			1,000,00	4,000,00
3	Line 3 of contract 10	5,0000	2,0000	5,000,00	3,000,00	2,000,00				5,000,00

At the bottom of the window, there are summary fields: 'Unencumbered 9,000,00', 'Retain To Pay', and 'Balance 14,000,00'.

Line 1 - Since there have been no payments against PO 240034. The contract change order will let you change the quantity on this contract line to zero and will now automatically create a PO change order to change the PO Quantity to zero as well.

Line 2 - When doing a change order to the Contract to change line 2 as the PO 240034 has a paid voucher against it, it will not a change to the Quantity of less than the quantity paid on the PO. It will display error 3116 (see below).





BEFORE PO# 240034

PO # 240034 PO Query - Posted

Vendor: 030487 01
GIPPER MEDIA, INC
728 20TH ST
SANTA MONICA
CA 90402-0000

Dept Group: FIRE Fire Department
PO Date: 24-Feb-2026 FY 2026
Type Code: Z Zero Tolerance

Ship To Attn: _____
Ship Date: _____
Prevailing Wage:

Deliver To: THALL TOWN OF ADMINS
Invoice To: FIRE ADMINS FIRE DEPT

1 Delivery Notes: No text available
1 Internal Notes: No text available

Expected Amt: 3000,00

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Order	Ext Amount	Retained	Balance
1	1,000.00		Line 1 of contract 10		1000,0000			1000,00		1000,00
Split 1000-210-0000-002-00-00-52020 POSTAGE										
2	2,000.00		Line 2 of contract 10		1000,0000			2000,00		1000,00
Split 1000-210-0000-002-00-00-52020 POSTAGE										

Encumbered 3000,00 Liquidated _____ Relieved 1000,00 Paid 1000,00 Balance 2000,00
Retained _____ Liquidated _____ Relieved _____ Paid _____

AFTER Contract Change Order - Contract 10

A Change Order was entered for the Contract to adjust the Qty to 0, which will also update the Purchase Order.

Contract# 10 Contracts Query - Posted

Vendor: 030487 01
GIPPER MEDIA, INC
728 20TH ST
SANTA MONICA
CA 90402-0000

Dept Group: FIRE Fire Department
Award Date: 02-Feb-2026
Effective Date: 20-Feb-2026
Ending Date: 02-Feb-2028
Overspend%: _____
Insurance Cert: Expires: _____
Prevailing Wage:

Advised From: _____
To: _____
Media 1: _____
Media 2: _____
Media 3: _____
Media 4: _____

2026 CFY LTD CFY LTD
Value 15,000,00
Encumbered 8,000,00 Retained 8,000,00
Paid 1,000,00 Retain Paid

0 Overall Contract Notes: No text available

Line	Item Description	Qty	Qty Bal	Ext Amount	Encumbered	Unencumbered	Retained	Retain to Pay	Paid	Balance
1	Line 1 of contract 10	5,000	3,000	5,000,00	1,000,00	4,000,00				5,000,00
2	Line 2 of contract 10	5,000		5,000,00	2,000,00	3,000,00		1,000,00		4,000,00
3	Line 3 of contract 10	5,000		5,000,00	5,000,00					5,000,00

Unencumbered 7,000,00 Retain To Pay _____ Balance 14,000,00



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

- FA – 200 Acquiring Fixed Assets (Help Reference Document)
- GL – 322 Reversing Duplicate Batch (Quick Reference Card)
- MB – 280 Transfer Credits to Pre-Payments (Help Reference Document)
- MB – 285 Apply Pre-Payments to Invoices (Help Reference Document)
- PO – 135 Quantity Based Purchase Orders (Quick Reference Card)
- PO – 215 Purchase Order Approvals (Quick Reference Card)
- PO – 510 Contract Entry (Help Reference Document)
- RC – 320 Adjustment Processing (Help Reference Document)
- RC – 450 Original Tax Taking (Help Reference Document)
- RC – 1370 Statement of Account (Quick Reference Card)

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](#)