GENERAL LEDGER

RELEASE NOTES – DECEMBER 2014

This document explains new product enhancements added to the **ADMINS** Unified Community for Windows **General Ledger** system.

The ADMINS Support staff will install these changes to your system on **December 6, 2014**.
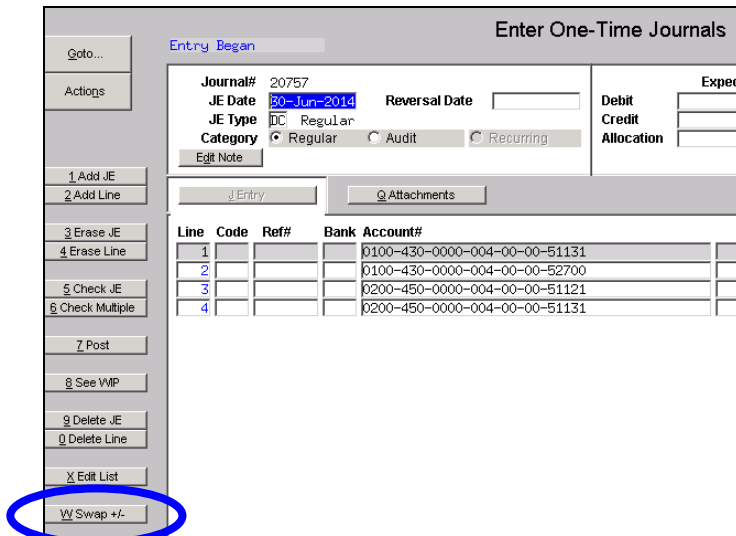
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1. JOURNAL ENTRIES

1.1. SWAP +/-

Prior to this update, when entering a journal, if the swap +/- button was clicked and the journal date was changed, lines were not being removed from the Work In Progress file properly. This has been corrected.

[ADM-AUC-FM-8113]

1.2. Journal Entry Error Check Report

Prior to the update, when checking a journal entry for errors, if the error check report extended over multiple pages, lines were missing from the bottom of the page due to a page length issue. This has been corrected. The following reports have been modified:

- Error Check – Single JE
- Error Check – Multiple JE's

[ADM-AUC-GL-8137]

1.3. Upload Journal Entries
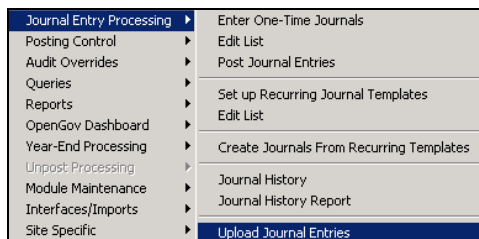
The journal upload routine occasionally stopped due to blank or "comma only" lines that were inadvertently added when creating the excel file for upload. The program will now remove the extraneous lines prior to the upload, ensuring success for properly formatted files.

[ADM-AUC-SY-7930]

2.   REPORTS

2.1.   Screen Changes–Totals By Tab

Reports have always had the option to do a page break, and users could specify the field on which the report would break. To make this easier to understand, the text on the screen was changed from "Eject at Sort Order #" to "Page Break at Sort Order #". The screen still behaves exactly the same way, only the wording was changed.

Figure 1 Before

Figure 2 After
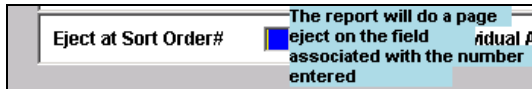

In the example shown, the report will sort by Fund and within each Fund by Department; each Department will begin on a new page because a 2 is typed into the Page Break at Sort Order # box. The report shows that there is a page break each time the department number changes.

This change affects reports run in the General Ledger, Job Stream and Budget Reports screens.

[ADM-AUC-GL-656]

2.1.   Display Vendor Name and Number on Voided Checks

Modified Transaction Detail reports to include the name of the Vendor on Voided Checks. The following reports were modified:

```
1639-Transaction Detail Report w/Notes & Vendor
1629-Transaction Detail - Debits/Credits Only
1631-Transaction Detail - Debit/Credit - No Approp Roll Txns
1626-Transaction Detail - Debits/Credits (w/ Check#)
```

2.1.1. 1639 – Transaction Detail with Notes & Vendor

Among the reports that now include the vendor name are several reports that may be run with the GL Code for void checks selected. Samples are shown below.

Figure 3 Before

```
1639-GLTRNDETVENNOT.REP          Printed 24-Nov-2014 at 10:18:49 by MARY                                                    Page 1
                                                         Town of ADMINS
                                               Transaction Detail Report w/Notes & Vendor

                                                  Fiscal Year: 2015 to 2015


=========== ==== ==================== ======= ======= ======== ========== ================ ================ ================ ================
Trans Date  Code Description / Vendor   Check   PO# /   GLPost# User Batch  Approp/Open          Debit           Credit        Encumbrances          Balance
                                        Vouch   Jrnl#
=========== ==== ==================== ======= ======= ======== ========== ================ ================ ================ ================ ================
28-Jul-2014 AP06 001833-ADMINS INC     351956   11442  8845875  V004712          .00              .00         13,781.55              .00         13,781.55
28-Jul-2014 AP06 001833-ADMINS INC     351956   11442  8845889  V004712          .00              .00         13,781.55              .00         27,563.10
                                                                                ---------------- ---------------- ---------------- ----------------
         1000-123-0000-001-00-00-52040 PRINTING/                                 .00              .00         27,563.10              .00         27,563.10


                                                                                ---------------- ---------------- ---------------- ----------------
*** Grand Total ***                                                              .00              .00         27,563.10              .00         27,563.10
                                                                                ================ ================ ================ ================
```

Figure 4 After - Printed Output

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Trans Date	Code	Chk	Vou	PO# Jrn#	GL Post#	User Batch	Approp/Open	Debit	Credit	Encumbrances	Balance	Vendor	Notes
2	28-Jul-2014	AP06	351956		11442	8845875	V004712	0.00	0.00	13,781.55	0.00	13,781.55	001833-ADMINS INC	Void Check 0288102 & Cancel Vou
3	28-Jul-2014	AP06	351956		11442	8845889	V004712	0.00	0.00	13,781.55	0.00	27,563.10	001833-ADMINS INC	Void Check 0288102 & Cancel Vou
4	1000-123-0000-001-00-00-52040 PRINTING/							0.00	0.00	27,563.10	0.00	27,563.10		
5	22-Jul-2014	AP06	351443			8845805	V004708	0.00	0.00	1,600.00	0.0	1,600.00	022399-COMM OF MA DEPT PUBLIC HEALTH	Void Check 0287635 & Cancel Vou
6	1000-220-0000-002-00-00-52500 DUES AND							0.00	0.00	1,600.00	0.00	1,600.00		

Figure 5 After – Excel Output

2.1.2. 1629 – Transaction Detail Debit/Credits Only

```
1629-GLTRNDETDCO.REP             Printed 24-Nov-2014 at 10:22:41 by MARY                                                    Page 1
                                                         Town of ADMINS
                                               Transaction Detail - Debits/Credits Only

                                                  Fiscal Year: 2015 to 2015


=========== ==== ======= ========== ======= ===== ==== ===== ========== ================ ================ ========================================= ==========================
Trans Date  Code GLPost# User Batch  Ref#    Line  GLLn JrnCd Posted On          Debit           Credit  Notes                                     Vendor
=========== ==== ======= ========== ======= ===== ==== ===== ========== ================ ================ ========================================= ==========================
1000-123-0000-001-00-00-52040 PRINTING/COPYING
---------------------------------------------------------------
28-Jul-2014 AP06 8845875  V004712 351956  1     1     02-Sep-2014           .00         13781.55  Void Check 0288103 & Cancel Voucher   001833-ADMINS INC
28-Jul-2014 AP06 8845889  V004712 351956  1     1     02-Sep-2014           .00         13781.55  Void Check 0288103 & Cancel Voucher   001833-ADMINS INC
                                                                            ---------------- ----------------
Total 1000-123-0000-001-00-00-52040 PRINTING/COPYING                        .00         27,563.10
                                                                            ================ ================
```

Figure 6 After - Printed Output

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1															
2	Account#	Trx Date	Code	GLPost#	User Batch	Ref#	Line	GLLn	JrnCd	Posted On	Debit	Credit	Notes	Vendor	TR Descr
3	1000-123-0000-001-00-00-52040	28-Jul-2014	AP06	8,845,875	V004712	351,956	1	1		02-Sep-2014	0.00	13,781.55	Void Check 0288103 & Cancel Voucher	001833-ADMINS INC	
4	1000-123-0000-001-00-00-52040	28-Jul-2014	AP06	8,845,889	V004712	351,956	1	1		02-Sep-2014	0.00	13,781.55	Void Check 0288103 & Cancel Voucher	001833-ADMINS INC	
5	1000-123-0000-001-00-00-52040 PRINTING/COPYING										0.00	27,563.10			
6	GRAND_TOTAL										0.00	27,563.10			
7															

Figure 7 After – Excel Output

2.1.3. 1631 – Transaction Detail Debit/Credit – No Appropriation Roll Transactions

```
1631-GLTRNDETDCOROLL.REP         Printed 24-Nov-2014 at 10:59:20 by MARY                                                    Page 1
                                                         Town of ADMINS
                                          Transaction Detail - Debit/Credit - No Approp Roll Txns

                                                  Fiscal Year: 2015 to 2015


=========== ==== ======= ========== ======= ===== ==== ===== ========== ================ ================ ========================================= ==========================
Trans Date  Code GLPost# User Batch  Ref#    Line  GLLn JrnCd Posted On          Debit           Credit  Notes                                     Vendor
=========== ==== ======= ========== ======= ===== ==== ===== ========== ================ ================ ========================================= ==========================
1000-123-0000-001-00-00-52040 PRINTING/COPYING
---------------------------------------------------------------
28-Jul-2014 AP06 8845875  V004712 351956  1     1     02-Sep-2014           .00         13781.55  Void Check 0288103 & Cancel Voucher   001833-ADMINS INC
28-Jul-2014 AP06 8845889  V004712 351956  1     1     02-Sep-2014           .00         13781.55  Void Check 0288103 & Cancel Voucher   001833-ADMINS INC
                                                                            ---------------- ----------------
Total 1000-123-0000-001-00-00-52040 PRINTING/COPYING                        .00         27,563.10
                                                                            ================ ================


                                                                            ---------------- ----------------
*** Grand Total ***                                                         .00         27,563.10
                                                                            ================ ================
```

Figure 8 After - Printed Output

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Trx Date	Code	GLPost#	User Batch	Ref#	Line	GLLn	JrnCd	Posted On	Debit	Credit	Notes	Vendor	Fund
2	28-Jul-2014	AP06	8,845,875	V004712	351,956	1	1		02-Sep-2014	0.00	13,781.55	Void Check 0288103 & Cancel Voucher	001833-ADMINS INC	1000
3	28-Jul-2014	AP06	8,845,889	V004712	351,956	1	1		02-Sep-2014	0.00	13,781.55	Void Check 0288103 & Cancel Voucher	001833-ADMINS INC	1000
4	1000-123-0000-001-00-00-52040 PRINTING/COPYING									0.00	27,563.10			
5	GRAND_TOTAL									0.00	27,563.10			
6														

Figure 9 After - Excel Output

2.1.4. 1626 – Transaction Detail Debit/Credits with Check

The Transaction Detail – Debits/Credits only with Check # report does not offer the selection of a specific GL code. It now includes the AP06 Transactions and the Vendor # and name.

```
1626-GLTRNDETDCOCHK.REP          Printed 01-Dec-2014 at 09:05:42 by THERESA
                                                            Town of ADMINS
                                                  Transaction Detail - Debits/Credits w/ Check#

                                                  Fiscal Year: 2015 to 2015


=========== ==== ======== ========== ======= ===== ==== =========== ================ ================ ============================== ==========
Trans Date  Code GLPost#  User Batch Ref#     Line  GLLn Posted On        Debit           Credit Vendor                               Check#
=========== ==== ======== ========== ======= ===== ==== =========== ================ ================ ============================== ==========
                                                                    ---------------- ----------------
Total 0300-460-0000-004-00-00-59031 WORKER'S COMP-TRANSFER TO             .00          5,951.00
                                                                    ================ ================

16-Jul-2014 AP06 8845725       V004702 351495  1     1  16-Jul-2014        .00         18500.00  004391-TOWN OF BELLINGHAM-GENE 0287800
15-Jul-2014 AP06 8845699       V004694 351297  1     1  16-Jul-2014        .00         18500.00  018500-COMMEMORATIVE PUBLICATI 0287725
```

Figure 10 After – Printed Output

	A	B	C	D	E	F	G	H	I	J	K	L
1	**Trx Date**	**Code**	**GLPost#**	**User Batch**	**Ref#**	**Line**	**GLLn**	**Posted On**	**Debit**	**Credit**	**Vendor**	**Check#**
24	16-Jul-2014	AP06	8,845,723	V004700	351,282	1	1	16-Jul-2014	0.00	18,000.00	002068-TOWN OF BELLINGHAM-GR I	0287767
25	**0300-460-0000-004-00-00-59010 GROUP INS TRUST-TRANS TO G**								**0.00**	**18,000.00**		
26	16-Jul-2014	AP06	8,845,722	V004699	351,286	1	1	16-Jul-2014	0.00	5,951.00	001819-TOWN OF BELLINGHAM WORK	0287766
27	**0300-460-0000-004-00-00-59031 WORKER'S COMP-TRANSFER TO**								**0.00**	**5,951.00**		
28	16-Jul-2014	AP06	8,845,725	V004702	351,495	1	1	16-Jul-2014	0.00	18,500.00	004391-TOWN OF BELLINGHAM-GENE	0287800
29	15-Jul-2014	AP06	8,845,699	V004694	351,297	1	1	16-Jul-2014	0.00	18,500.00	018500-COMMEMORATIVE PUBLICATI	0287725

Figure 11 After – Excel Output

[ADM-AUC-GL-8127]

3. YEAR-END CLOSING

3.1. Ignore $0 Entries

The year-end closing process now will ignore transactions that have a $0 balance.

Prior to this update, any account in the "Fund" being closed would have a year-end closing record created; even if the balance being closed was $0.

The process has been modified to prevent any $0 entries from being created and/or posted. For example, the fund below illustrates accounts having an ending balance of $0 in 2014.

Figure 12 Accounts to be closed and rolled forward from 2014 to 2015

Figure 13 Close Out / Roll Forward Process

These are the only closing entries now created by the closing process.

```
1119-GLTRNPST.REP              Printed 24-Nov-2014 at 18:58:04 by MARY                                                      Page 1
                                                                Town of ADMINS
                                                       GL Transaction Posting Report (by Batch)

==== ======== ========== =========== ======== ==== ================================= ==================== ============ ============ ============ ============= =============
      Posting UsrBatch#/
FY    Ctrl #   Post #     Date        Refer # Code Account / Notes                    Description         Budg/BegBal   Debit        Credit       Encumbrance   Budget Adj
==== ======== ========== =========== ======== ==== ================================= ==================== ============ ============ ============ ============= =============
2014 138046  8845974     30-Jun-2014 1        GL20 0100-000-0000-000-00-00-35900     UNDESIGNATED FUND BA                            935557.17
             8845974                                Close to Fund Balance
2014 138046  8845974     30-Jun-2014 1        GL20 0100-000-0000-000-00-00-35900     UNDESIGNATED FUND BA              1746221.85
             8845974                                Close to Fund Balance
2014 138046  8845974     30-Jun-2014 1        GL20 0100-000-0000-000-00-00-39100     REVENUE                          832983.68
             8845974                                Close to Fund Balance
2014 138046  8845974     30-Jun-2014 1        GL20 0100-000-0000-000-00-00-39100     REVENUE                                         6457.00
             8845974                                Close to Fund Balance
2014 138046  8845974     30-Jun-2014 1        GL20 0100-000-0000-000-00-00-39300     EXPENDITURE                                    1739764.85
             8845974                                Close to Fund Balance
2014 138046  8845974     30-Jun-2014 1        GL20 0100-000-0000-000-00-00-39300     EXPENDITURE                      102573.49
             8845974                                Close to Fund Balance
                                                                                                        ------------- ------------ ------------ ------------- -------------
                                                 *** Total *** User Batch: 8845974                                    2681779.02  2681779.02
                                                                                                        ============= ============ ============ ============= =============

2015 138047  8845975     01-Jul-2014 1        GL22 0100-000-0000-000-00-00-10400     CASH, TRASH COLLECTI -378576.32
             8845975                                Balance Forward
2015 138047  8845975     01-Jul-2014 1        GL22 0100-000-0000-000-00-00-12700     TRASH CHARGES RECEIV  172669.16
             8845975                                Balance Forward
2015 138047  8845975     01-Jul-2014 1        GL22 0100-000-0000-000-00-00-20200     ACCOUNTS PAYABLE     -108102.99
             8845975                                Balance Forward
2015 138047  8845975     01-Jul-2014 1        GL22 0100-000-0000-000-00-00-20210     ACCRUED PAYROLL        -1558.85
             8845975                                Balance Forward
2015 138047  8845975     01-Jul-2014 1        GL22 0100-000-0000-000-00-00-26600     DEFERRED REVENUE-TRA -172669.16
             8845975                                Balance Forward
2015 138047  8845975     01-Jul-2014 1        GL22 0100-000-0000-000-00-00-26730     DEFERRED REVENUE-TRA  -24702.11
             8845975                                Balance Forward
2015 138047  8845975     01-Jul-2014 1        GL22 0100-000-0000-000-00-00-32110     F/B RESERVED FOR ENC -153471.85
             8845975                                Balance Forward
2015 138047  8845975     01-Jul-2014 1        GL22 0100-000-0000-000-00-00-35900     UNDESIGNATED FUND BA 1591915.69
             8845975                                Balance Forward
2015 138047  8845975     01-Jul-2014 1        GL22 0100-000-0000-000-00-00-35906     TRASH SURPLUS        -139541.00
             8845975                                Balance Forward
2015 138047  8845975     01-Jul-2014 1        GL22 0100-000-0000-000-00-00-39100     REVENUE               826526.68
```

Figure 14 Closing Transactions created by the system

With this software update, only accounts that have a remaining balance are included in the Close out and Roll forward process. This will reduce creating unneeded transactions during the closing process.

Figure 15 After - Results of the Closing

[ADM-AUC-GL-8140]

4.   DORMANT ACCOUNTS

The Dormant Account function is a two–step process to remove obsolete accounts. The first step is to run a process to identify and flag accounts as candidates to be removed. The second step is to run the process to remove the accounts flagged for deletion.

Some tips to consider:

- Run the Dormant Accounts process first to generate a list of potential candidates.
- Use a wide enough date criteria to remove accounts that are more than 18 months stale. This will prevent inadvertent removal of accounts that were setup for future use with no current activity.
- Running this in your training account first is advisable in order to find the right cutoff date for your needs.

4.1.   Removing Unused Accounts

The Dormant Account process has been updated to implement the following changes:

- Correct an issue of not producing an edit list when the "Set Account Status" is set to "Leave As Is".
- Prevent users from running this process while in the Chart of Accounts screen.
- Updated the Dormant Account report to display the status that was used to run the process.
- Updated the process to display an error message if no accounts are selected as dormant based on the criteria supplied.

In this example, accounts in the 2015 chart will be flagged for deletion if they have had no activity since 7/1/2013. Only the accounts in the 2015 chart will be flagged; not years prior to 2015.

There was an issue when the option "**Set Account Status**" was set to "**Leave As Is**". The accounts were not listed on the Dormant report. This has been corrected. Be advised that if the option is set to "**Leave As Is**" then the account will **NOT** be tagged as a dormant account and will not be removed when the process called "**Remove Accounts Flagged for Deletion**" is run. Rather, the accounts will appear on the Dormant Edit List as potential candidates only.

You may wish to run this process through the first time and keep the option set to "**Leave As Is**". This will allow you to generate a report of potential accounts to be removed. After you have reviewed the list and confirmed that you wish to proceed, then you may run the process again and set the option to "**Mark for Delete**".

```
1820-GLDORMANTACT.REP            Printed 25-Nov-2014 at 20:36:49 by MARY                                                                Page 1
                                                          Town of ADMINS
                                                       Dormant Accounts Process

Control# DORM10                                            Since 07012013
==== =============================================== ========================================== =========== ========= ====== ==== ==== ===== ==== ========== ========= ========== ===========
                                                                                               Account     Account              Spec Inter Bud  Budget                Last Date Date
FY    Account #                                       Description                              Type        Sub Type  Entity Cash Rev  Fund Type Group     Status     Used      Created
==== =============================================== ========================================== =========== ========= ====== ==== ==== ===== ==== ========== ========= ========== ===========
2015 0100-000-0000-000-00-00-12400                    TAX LIENS RECEIVABLE                       Asset       Posting   1      N    N    N    U    UNCL      Active               19-May-2003
2015 0100-000-0000-000-00-00-20100                    WARRANTS PAYABLE                           Liability   Posting   1      N    N    N    U    UNCL      Active    01-Jul-2010 23-Sep-1998
2015 0100-000-0000-000-00-00-32711                    F/B RESERVED FOR EXP - (2013) TRASH SU     Fund Equity Posting   1      N    Y    N    U    UNCL      Active               22-Oct-2012
2015 0100-000-0000-000-00-00-38200                    RESERVE FOR ENCUMBRANCE                    Fund Equity Control   1      N    N    N    U    UNCL      Active               23-Sep-1998
2015 0100-000-0000-000-00-00-39200                    ENCUMBRANCE                                Fund Equity Control   1      N    N    N    U    UNCL      Active               23-Sep-1998
2015 0100-000-0000-000-00-00-42020                    TRASH CHARGES-TAX TITLE                    Revenue     Posting   1      N    N    N    U    UNCL      Active    11-Jan-2013
2015 0100-000-0000-000-00-00-42030                    PENALTIES & INTEREST, TRASH                Revenue     Posting   1      N    N    N    U    UNCL      Active
2015 0100-000-0000-000-00-00-43100                    FED REV PASS THRU STATE                    Revenue     Posting   1      N    N    N    U    UNCL      Active
```

For assistance running this process, please contact ADMINS Support at support@admins.com.

One advantage to running this process at least once a year is that you can more closely manage the number of accounts in your chart and accordingly the number of accounts in your master security file.

[ADM-AUC-GL-8145/8147]

5.   INTERFACES/IMPORTS

5.1.   Acquire VMS Transactions

This change only applies to sites acquiring transactions from a legacy server using the operation called **Ledgers ▶ Interfaces/Imports ▶ VMS Transactions**
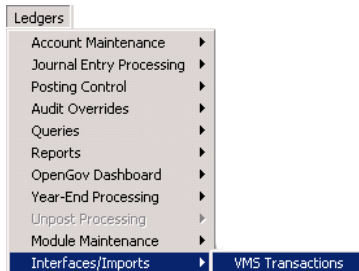
An internal change was made to this process to address an issue with the directory path (where the transactions to be acquired are stored on your legacy server). Sites should not notice any changes in the process. However, if you do then please contact ADMINS Support at support@admins.com as soon as possible.

[ADM-AUC-GL-8146]

5.2. Maintain Crosswalk

The Maintain Crosswalk function now offers a look up on existing account numbers found in the chart of accounts. Position the cursor in the AUC Account field, and then **right click** the mouse button, click on the magnifying glass in the toolbar ![magnifying glass], or click on the ![Lkup] button in the bottom right of the screen.
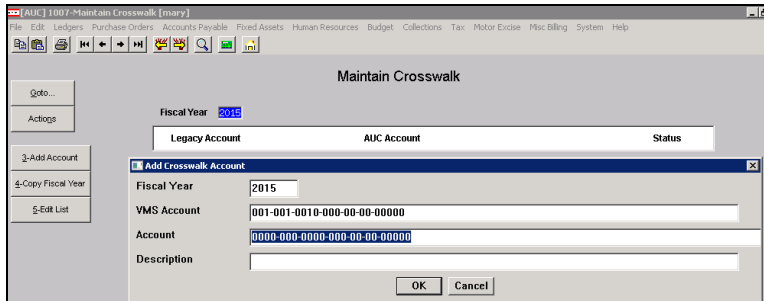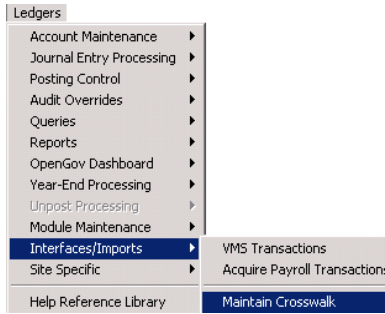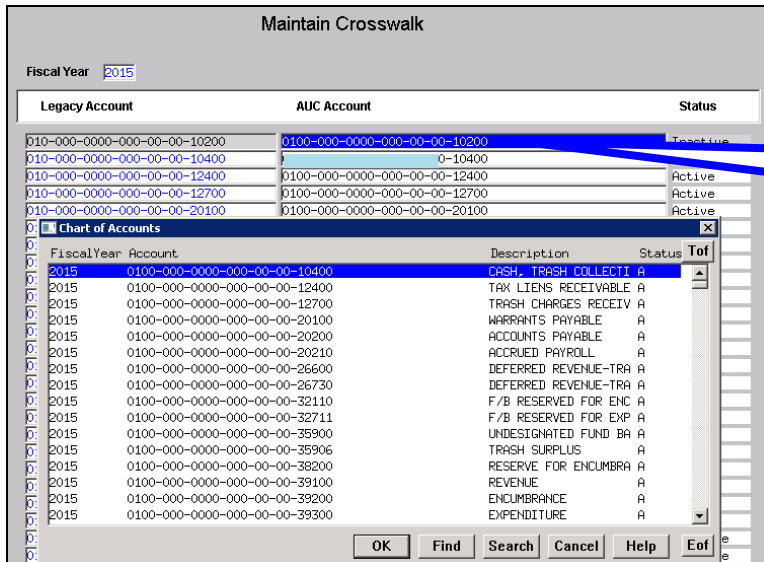

Figure 16 Before

Figure 17 After

[ADM-AUC-GL-8124]

5.3. Acquire Payroll Transactions

The acquire Payroll Transactions procedure was enhanced to archive the original import file with a user name and date stamp in the file name to make it easier to investigate questions regarding the source transactions. In the "After" sample below, you can see that the user was KATHY and the date was 29 October 2014.
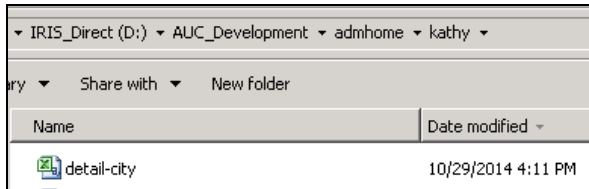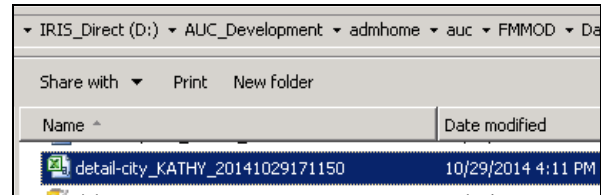

Figure 18 Before

Figure 19 After

[ADM-AUC-GL-8143]

6. END OF WEEK REPORTS

6.1. Stale Journal Entries

A report of all journal entries older than 30 days is now produced with the end of week report. Users included in the JEINPRO email distribution list will receive the report via email and should investigate the journals listed to determine if they are legitimate or should be deleted.

	Type	Description	Trx Date	Entry User	Entry Date
20,717	DC	Regular	6/30/2014	CLAVIOLETTE	7/17/2014
20,731	DC	Regular	7/16/2014	CMANDILE	7/24/2014
20,737	DC	Regular	6/30/2014	CLAVIOLETTE	7/24/2014
20,741	DC	Regular	7/28/2014	TARANTOLA	7/28/2014
20,742	OB	Original Budget	11/1/2014	MARY	7/29/2014
20,743	DC	Regular	8/5/2014	THERESA	8/5/2014
20,745	DC	Regular	8/22/2014	KATHY	8/22/2014

Figure 20 New Stale Journal Report Sample

Only the **owner** of a journal entry may delete the journal. Users reviewing these journals will contact the owner of the journal to delete or determine disposition.

[ADM-AUC-GL-8148

7. HELP REFERENCE LIBRARY

7.1. New or Updated Documentation

Not applicable for this software update.