



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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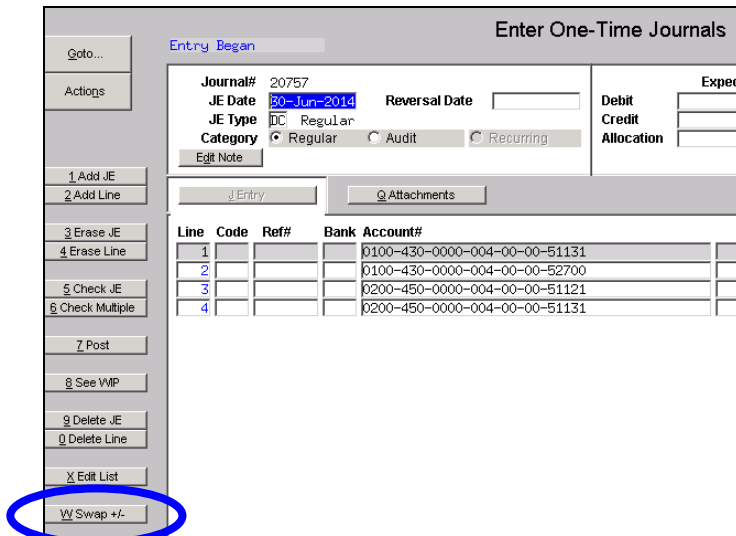
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1. JOURNAL ENTRIES

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]

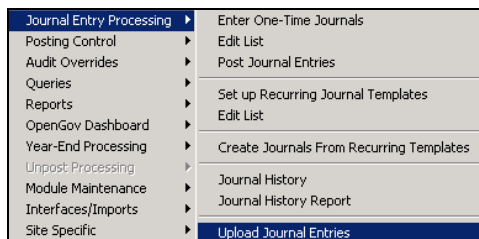
1.2. Journal Entry Error Check Report

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.

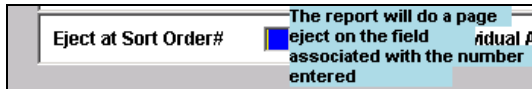


Figure 1 Before



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.

1632-CLTRNDTEVEN.REP Printed 17-Sep-2014 at 15:53:06 by THERESA Page 14

Town of ADMINS
Transaction Detail w/Vendor
Fiscal Year: 2014 to 2014

Trans Date	Code	GLPost#	User	Batch	Ref#	Line	CLLn	JrnCd	Posted On	Open Bal/Budget	Approp Adj	Encumbrance	Debit	Credit	Vendor					
Total	0200	450	0000-004-00-00-54600	UNIFORMS											.00	.00	.00	526.91	.00	
Total	450	WATER- OPERATING													.00	.00	.00	104,921.62	.00	

1632-CLTRNDTEVEN.REP Printed 17-Sep-2014 at 15:53:06 by THERESA Page 15

Town of ADMINS
Transaction Detail w/Vendor
Fiscal Year: 2014 to 2014

Trans Date	Code	GLPost#	User	Batch	Ref#	Line	CLLn	JrnCd	Posted On	Open Bal/Budget	Approp Adj	Encumbrance	Debit	Credit	Vendor					
918 FISCAL 2014 ARTICLES																				
28-Jan-2014	AP02	8843603	12682	343096	1	1			31-Jan-2014				1,034.84		005466-HALEY AND WAR					
Total	0200	918	0000-000-00-00-69318	SOUTH MAIN ST											.00	.00	.00	1,034.84	.00	
Total	918	FISCAL 2014 ARTICLES													.00	.00	.00	1,034.84	.00	

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.

1639 Transaction Detail Report

Report Title: Transaction Detail Report w/Notes & Vendor

FY: 2015 To 2015 Start Date: 01-Jul-2014

Select Only Posted History Records With...

Posted Date	<input type="text"/>	Batch	<input type="text"/>
Journal#	<input type="text"/>	User Batch	<input type="text"/>
Journal Type	<input type="text"/>	Vendor #	<u>000000</u>
GL Code	<u>AP06</u> Void Check Transaction	Dept Group	<input type="text"/>
Sub GL Code	<input type="text"/>	PO#	<input type="text"/>
Control#	<input type="text"/>	Voucher#	<input type="text"/>
		Warrant	<u>000000</u>
		Check Number	<u>0000000</u>

Printed 24-Nov-2014 at 10:39:15 by ANTHEA

Town of ADMINS
Transaction Detail Report w/Notes & Vendor
Fiscal Year: 2014 to 2014

Trans Date	Description / Vendor	Check Vouch	PO# / Jrnl#	GLPost#	User Batch	Approp/Open	Debit	Credit	Encumbrances
27-Nov-2013	AP06 000000-	337519		8842712	V004480	.00	200.00	.00	.00
	0100-000-0000-000-00-10400					.00	200.00	.00	.00
27-Nov-2013	AP06 000000-					.00	200.00	.00	.00
27-Nov-2013	AP06 000000-					.00	.00	200.00	.00
	0100-000-0000-000-00-20200 ACCOUNTS					.00	200.00	200.00	.00
27-Nov-2013	AP06 000000-	337519		8842712	V004480	.00	.00	200.00	.00
	0100-000-0000-000-00-39100 REVENUE					.00	.00	200.00	.00

The GL Code for voided check transactions is AP06

Vendor # and Name was not printing.

Figure 3 Before



1639-GLTRMDETVENNOT.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 Vouch	PO# / Jrn#	GLPost#	User Batch	Approp/Open	Debit	Credit	Encumbrances	Balance	
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

Trans Date	Code	Chk	Vou	PO#	Jrn#	GL Post#	User Batch	Approp/Open	Debit	Credit	Encumbrances	Balance	Vendor	Notes
28-Jul-2014	AP06	351956		11442	8845875	V004712		.00	0.00	13,781.55	0.00	13,781.55	001833-ADMINS INC	Void Check 0288103 & Cancel Vouch
28-Jul-2014	AP06	351956		11442	8845889	V004712		.00	0.00	13,781.55	0.00	27,563.10	001833-ADMINS INC	Void Check 0288103 & Cancel Vouch
								.00	0.00	27,563.10	0.00	27,563.10		
								.00	0.00	1,600.00	0.00	1,600.00	022399-COMM OF MA DEPT PUBLIC HEALTH	Void Check 0287635 & Cancel Vouch
								.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-GLTRMDETDCCO.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
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

Account#	Trx Date	Code	GLPost#	User Batch	Ref#	Line	GLLn	JrnCd	Posted On	Debit	Credit	Notes	Vendor	TR Descr
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	
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 Vouch	001833-ADMINS INC	
										0.00	27,563.10			
GRAND_TOTAL										0.00	27,563.10			

Figure 7 After – Excel Output

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

1631-GLTRMDETDCCOROLL.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
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

Trx Date	Code	GLPost#	User Batch	Ref#	Line	GLLn	JrnCd	Posted On	Debit	Credit	Notes	Vendor	Fund
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
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
									0.00	27,563.10			
GRAND_TOTAL									0.00	27,563.10			

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	CLPost#	User Batch	Ref#	Line	GLLn	Posted On	Debit	Credit	Vendor	Check#
Total 0300-460-0000-004-00-59031 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	0300-460-0000-004-00-59010 GROUP INS TRUST-TRANS TO G											
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	0300-460-0000-004-00-59031 WORKER'S COMP-TRANSFER TO											
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.

Transaction History

FY: 2018 Account Number: 5500-000-0000-000-00-35900 UNDESIGNATED FUND BALANCE

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Notes
30-Jun-2013	1	1	1	GL20	8841937	8841937		Close to Fund Balance	
30-Jun-2013	1	2	1	GL20	8841937	8841937		Close to Fund Balance	
30-Jun-2013	1	1	1	GL20	8842053	8842053		Close to Fund Balance	
30-Jun-2013	1	2	1	GL20	8842053	8842053		Close to Fund Balance	
30-Jun-2013	1	1	1	GL20	8842058	8842058		Close to Fund Balance	
30-Jun-2013	1	2	1	GL20	8842058	8842058		Close to Fund Balance	
30-Jun-2013	1	1	1	GL20	8842089	8842089		Close to Fund 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.



Account Balance Listing

Fiscal Year: 2014
Fund: 0100 TRASH-OPERATING FUND
Department: 000

Account Type: Asset, Liability, Fund Equity, Revenue, Expenditure
Sub Type: Control, Posting, Summary

Account Number	Description	Opening/Budget	Debits	Credits	Encumb	In-Progress	Rem Balance
0100-000-0000-000-00-10400	CASH, TRASH COLLECTION	337339.81	934775.94	1650692.07			-378576.32
0100-000-0000-000-00-12400	TAX LIENS RECEIVABLE						
0100-000-0000-000-00-12700	TRASH CHARGES RECEIVAB	256111.26	932258.41	1015700.51			172669.16
0100-000-0000-000-00-20100	WARRANTS PAYABLE						
0100-000-0000-000-00-20200	ACCOUNTS PAYABLE	-13744.36	1519933.61	1614292.24			-108102.99
0100-000-0000-000-00-20210	ACCRUED PAYROLL	-1168.93	300.16	690.08			-1558.85
0100-000-0000-000-00-26600	DEFERRED REVENUE-TRASH	-256111.26	1015700.51	932258.41			-172669.16
0100-000-0000-000-00-26730	DEFERRED REVENUE-TRASH		157731.78	182433.89			-24702.11
0100-000-0000-000-00-32110	F/B RESERVED FOR ENCUM	-153471.85					-153471.85
0100-000-0000-000-00-32711	F/B RESERVED FOR EXP -						
0100-000-0000-000-00-35900	UNDESIGNATED FUND BALA	-168954.67	3661398.70	1900528.34			1591915.69
0100-000-0000-000-00-35906	TRASH SURPLUS		29414.00	168955.00			-139541.00
0100-000-0000-000-00-38200	RESERVE FOR ENCUMBRANC						
0100-000-0000-000-00-39100	REVENUE		1672424.36	845897.68			826526.68
0100-000-0000-000-00-39200	ENCUMBRANCE						
0100-000-0000-000-00-39300	EXPENDITURE		1944911.83	3582103.19			-1637191.36
0100-000-0000-000-00-42010	TRASH LIENS		2385.00	167285.52			164900.52
0100-000-0000-000-00-42015	TRASH REVENUE		4072.00	650748.23			646676.23
0100-000-0000-000-00-42016	TRASH BAGS REVENUE			5357.00			5357.00
0100-000-0000-000-00-42020	TRASH CHARGES-TAX TITL						
0100-000-0000-000-00-42030	PENALTIES & INTEREST,						

Fund/Department Total (one account type)

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

Process Closeout for Funds Listed

Fiscal Year: 2014 Fund Ending Date: 30-Jun-2014

Roll Balances Forward: Yes No

1-Process Closeout

Fund	Description	Prior Close to FB	Will not Reprocess
0100	TRASH-OPERATING FUND	<input checked="" type="radio"/> Close to FB	<input type="radio"/> Leave Open
0200	WATER-OPERATING	<input checked="" type="radio"/> Close to FB	<input type="radio"/> Leave Open
2010	SCHOOL GRANTS	<input checked="" type="radio"/> Close to FB	<input type="radio"/> Leave Open
2020	SCHOOL LUNCH PROGRAM	<input type="radio"/> Close to FB	<input checked="" type="radio"/> Leave Open
2030	SCHOOL SECURITY 2013 GRANT	<input type="radio"/> Close to FB	<input checked="" type="radio"/> Leave Open
2040	SCHOOL CHOICE, REC TUITION	<input type="radio"/> Close to FB	<input checked="" type="radio"/> Leave Open
2210	TITLE II D, ENHANC ED/TECH FRM	<input type="radio"/> Close to FB	<input checked="" type="radio"/> Leave Open

Prior Close by THERESA on 20-Oct-2014

In this example, only Fund 0100 is being closed.

Figure 13 Close Out / Roll Forward Process

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



1119-GLTRNFST.RFP Printed 24-Nov-2014 at 18:58:04 by MARY Tom of ADMINS Page 1
GL Transaction Posting Report (by Batch)

Posting	UsrBatch#	Date	Refer #	Code	Account / Notes	Description	Budg/BegBal	Debit	Credit	Encumbrance	Budget Adj
2014 138046	8845974	30-Jun-2014 1		GL20	0100-000-0000-000-00-35900	UNDESIGNATED FUND BA			935557.17		
	8845974				Close to Fund Balance						
2014 138046	8845974	30-Jun-2014 1		GL20	0100-000-0000-000-00-35900	UNDESIGNATED FUND BA	1746221.85				
	8845974				Close to Fund Balance						
2014 138046	8845974	30-Jun-2014 1		GL20	0100-000-0000-000-00-39100	REVENUE		832983.68			
	8845974				Close to Fund Balance						
2014 138046	8845974	30-Jun-2014 1		GL20	0100-000-0000-000-00-39100	REVENUE			6457.00		
	8845974				Close to Fund Balance						
2014 138046	8845974	30-Jun-2014 1		GL20	0100-000-0000-000-00-39300	EXPENDITURE			1739764.88		
	8845974				Close to Fund Balance						
2014 138046	8845974	30-Jun-2014 1		GL20	0100-000-0000-000-00-39300	EXPENDITURE		102573.49			
	8845974				Close to Fund Balance						
*** Total *** User Batch: 8845974								2681779.02	2681779.02		
2015 138047	8845975	01-Jul-2014 1		GL22	0100-000-0000-000-00-10400	CASH, TRASH COLLECTI	-378576.32				
	8845975				Balance Forward						
2015 138047	8845975	01-Jul-2014 1		GL22	0100-000-0000-000-00-12700	TRASH CHARGES RECEIV	172669.16				
	8845975				Balance Forward						
2015 138047	8845975	01-Jul-2014 1		GL22	0100-000-0000-000-00-20200	ACCOUNTS PAYABLE	-108102.99				
	8845975				Balance Forward						
2015 138047	8845975	01-Jul-2014 1		GL22	0100-000-0000-000-00-20210	ACCRUED PAYROLL	-1558.85				
	8845975				Balance Forward						
2015 138047	8845975	01-Jul-2014 1		GL22	0100-000-0000-000-00-26600	DEFERRED REVENUE-TRA	-172669.16				
	8845975				Balance Forward						
2015 138047	8845975	01-Jul-2014 1		GL22	0100-000-0000-000-00-26730	DEFERRED REVENUE-TRA	-24702.11				
	8845975				Balance Forward						
2015 138047	8845975	01-Jul-2014 1		GL22	0100-000-0000-000-00-32110	F/B RESERVED FOR INC	-153471.85				
	8845975				Balance Forward						
2015 138047	8845975	01-Jul-2014 1		GL22	0100-000-0000-000-00-35900	UNDESIGNATED FUND BA	1591915.69				
	8845975				Balance Forward						
2015 138047	8845975	01-Jul-2014 1		GL22	0100-000-0000-000-00-35906	TRASH SURPLUS	-139541.00				
	8845975				Balance Forward						
2015 138047	8845975	01-Jul-2014 1		GL22	0100-000-0000-000-00-39100	REVENUE		826526.68			
	8845975				Close to Fund Balance						

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.

[AUC] 1145-Account Balance Listing [mary] IRIS

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Risk Billing System Help

Account Balance Listing

Fiscal Year: 2015
Fund: 0100 TRASH-OPERATING FUND
Department: 000

Account Type: Asset, Liability, Fund Equity, Revenue, Expenditure
Sub Type: Control, Posting, Summary

Account Number	Description	Opening/Budget	Debits	Credits	Encumb	In-Progress	Rem Balance
0100-000-0000-000-00-10400	CASH, TRASH COLLECTION	-378576.32	6455.99	136732.88			-508853.21
0100-000-0000-000-00-12400	TAX LIENS RECEIVABLE						
0100-000-0000-000-00-12700	TRASH CHARGES RECEIVAB	172669.16					172669.16
0100-000-0000-000-00-20100	WARRANTS PAYABLE						
0100-000-0000-000-00-20200	ACCOUNTS PAYABLE	-108102.99	136033.92	27930.93			
0100-000-0000-000-00-20210	ACCRUED PAYROLL	-1558.85	690.08				-868.77
0100-000-0000-000-00-26600	DEFERRED REVENUE-TRASH	-172669.16					-172669.16
0100-000-0000-000-00-26730	DEFERRED REVENUE-TRASH	-24702.11	3370.00				-21332.11
0100-000-0000-000-00-32110	F/B RESERVED FOR ENCUM	-153471.85					-153471.85
0100-000-0000-000-00-32711	F/B RESERVED FOR EXP -						
0100-000-0000-000-00-35900	UNDESIGNATED FUND BALA	1591915.69					1591915.69
0100-000-0000-000-00-35906	TRASH SURPLUS	-139541.00					-139541.00
0100-000-0000-000-00-38200	RESERVE FOR ENCUMBRANC						
0100-000-0000-000-00-39100	REVENUE	826526.68		5927.75			820598.93
0100-000-0000-000-00-39200	ENCUMBRANCE						
0100-000-0000-000-00-39300	EXPENDITURE	-1637191.36	30116.57	20.00			-1607094.79
0100-000-0000-000-00-42010	TRASH LIENS			3370.00			3370.00
0100-000-0000-000-00-42015	TRASH REVENUE						
0100-000-0000-000-00-42016	TRASH BAGS REVENUE			754.00			754.00
0100-000-0000-000-00-42020	TRASH CHARGES-TAX TITL						
0100-000-0000-000-00-42030	PENALTIES & INTEREST,						
Fund/Department Total (one account type)							

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.

Task 1820: Dormant Accounts Process

Dormant Accounts Process
This process will mark accounts that have remained dormant and created before the last used date (will exclude Accounts already marked for Delete)

Required: Enter Fiscal Year:

Required: Select All Accounts Not Used Since [mmddyyyy]:

Set Copy to New Year to: Leave as is No Yes

Set Account Status: Leave as is Inactive Mark for Delete Acti

Run as: Preview Print PDF Excel

If Printing use Duplex: Yes No

Buttons: Lookup, OK, Cancel, Clear All

Callout: 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.

- Module Maintenance ▶ General Ledger Module Control
- Interfaces/Imports ▶ User Defined Field Descriptions
- Site Specific ▶
- Dormant Accounts Process**
- Help Reference Library



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-GLDORMANFACT.REP		Printed 25-Nov-2014 at 20:36:49 by MARY		Town of ADMINS Dormant Accounts Process								Page 1	
Control# DORM10		Since 07012013											
FY	Account #	Description	Account Type	Account Sub Type	Entity	Cash	Rev	Fund	Type	Group	Status	Last Date Used	Date Created
2015	0100-000-0000-000-00-12400	TAX LIENS RECEIVABLE	Asset	Posting	1	N	N	N	U	UNCL	Active		19-May-2003
2015	0100-000-0000-000-00-20100	WARRANTS PAYABLE	Liability	Posting	1	N	N	N	U	UNCL	Active	01-Jul-2010	23-Sep-1998
2015	0100-000-0000-000-00-32711	F/B RESERVED FOR EXP - (2013) TRASH SU	Fund Equity	Posting	1	N	Y	N	U	UNCL	Active		22-Oct-2012
2015	0100-000-0000-000-00-38200	RESERVE FOR ENCUMBRANCE	Fund Equity	Control	1	N	N	N	U	UNCL	Active		23-Sep-1998
2015	0100-000-0000-000-00-39200	ENCUMBRANCE	Fund Equity	Control	1	N	N	N	U	UNCL	Active		23-Sep-1998
2015	0100-000-0000-000-00-42020	TRASH CHARGES-TAX TITLE	Revenue	Posting	1	N	N	N	U	UNCL	Active	11-Jan-2013	
2015	0100-000-0000-000-00-42030	PENALTIES & INTEREST, TRASH	Revenue	Posting	1	N	N	N	U	UNCL	Active		
2015	0100-000-0000-000-00-43100	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.



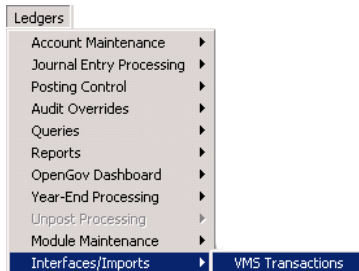
One advantage to running this process at least once a year is that you can more closely manage the number of accounts in your chart and accordingly the number of accounts in your master security file.

[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 , or click on the  button in the bottom right of the screen.

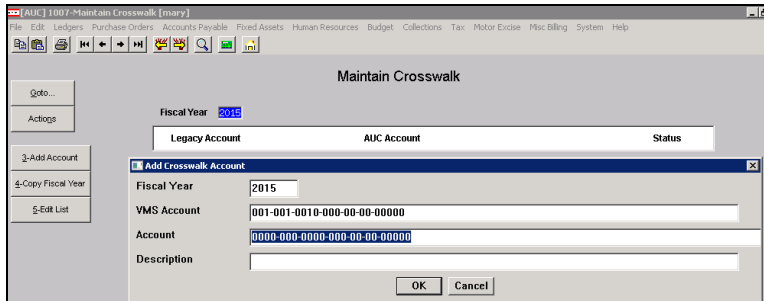
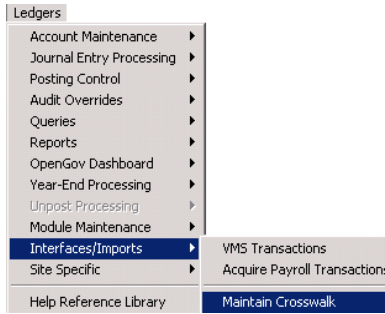


Figure 16 Before

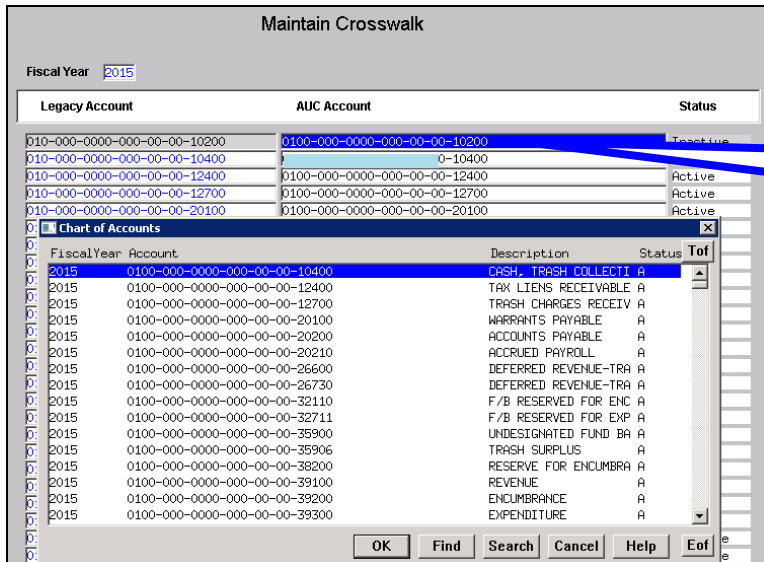


Figure 17 After

[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.

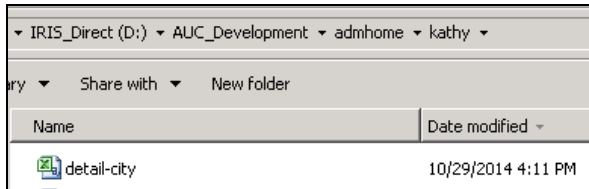


Figure 18 Before

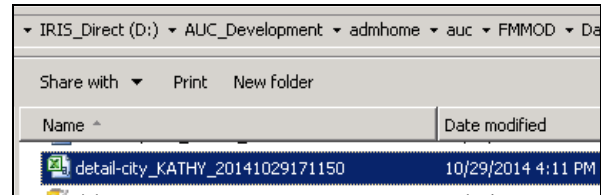


Figure 19 After

[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.

Unposted Journal Entries					
End of Week - Report of ALL Journals Older than 30 Days					
	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.