GENERAL LEDGER

RELEASE NOTES – DECEMBER 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **GENERAL LEDGER** system and installed on your site in December 2015.

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1. ACCOUNT MAINTENANCE

1.1. Account Descriptions

A **Short Description** field was added to the **Added Elements – Fund** table accessed via **Ledgers** ▶ **Account Elements** ▶ **Maintain Elements–Fund** ▶ **Added Fund Data**.

Figure 1 Before

Figure 2 After

If the **SHORT** Description exists in the fund table it will now be used instead of the Fund Description to build the account description. This is in effect for the following screens:

> **Gl Chart of Accounts – Add New Account**
> **Copy Accounts Changing Element**
> **Maintain Budget – Adding New Account**

If the short description is filled in, when a new account is created, the **SHORT description** is used, followed, in this example, by the **Object Code description**, since the remaining element numbers are zero and have no description associated with them. The short description for Fund 2050 is **CH188**, and the object description is **MISCELLANEOUS REVENUE**. Only the first ten characters of the object code are to be used, based on the rules set up in the system default description. So the description for the account **#2050-000-0000-000-00-00-50900** will be **CH188:MISCELLANE.**

> To learn more about how Account Descriptions are established, see the **Ledgers** ▶ **Help Reference Library** ▶ **Account Maintenance** ▶ **About Account Descriptions**.

[ADM-AUC-GL-8208]

2. JOURNAL ENTRIES

2.1. Simplified the List of Available Journal Entry Types

Prior to the software update, a journal type of **RE (Revenue/Expenditure Adjustment)** was available to accommodate data from legacy systems. Users may accomplish the same thing with a **DC (Debit/Credit)** journal entry type. The **RE** type is no longer available.
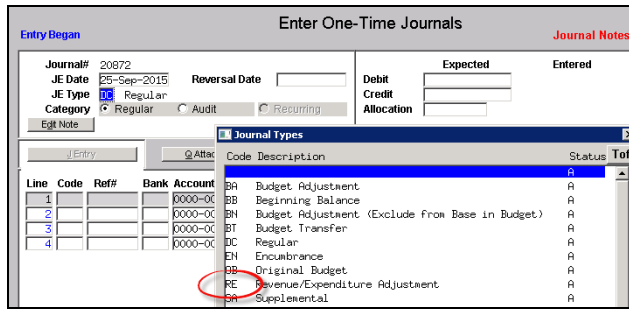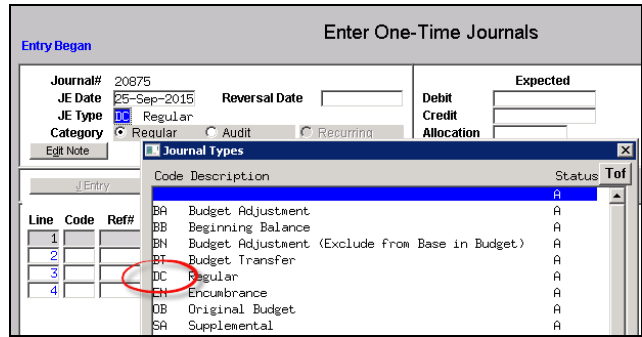
Figure 3 Before   **Figure 4 After**

[ADM-AUC-GL-8204]

3. QUERIES

3.1. Transaction History Screen

The **Display Vendor** option was inadvertently disabled on the **Transaction History** screen. This function was restored and patched to sites in September and is included here to provide a record of the change.
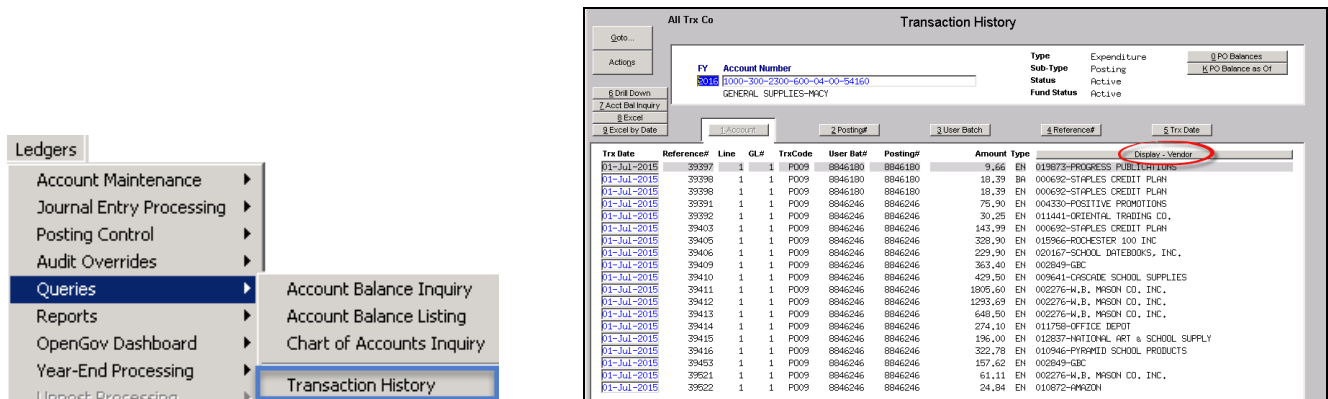
[ADM-AUC-GL-8201]

4. POSTING CONTROL

4.1. No Records Selected Error Report

When posting transactions to the General Ledger, users would occasionally report that a message was displayed showing "**No Records Selected for Posting**". In the event that this occurs, an error report will be produced to assist the user in determining why the posting had no records selected.
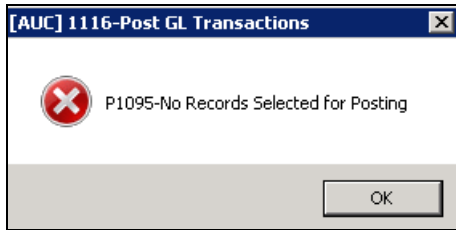
[ADM-AUC-GL-8206]

5. REPORTS

5.1. Expenditure Summary with Legacy Accounts Report

When this report was run with a sort order specified, it was not producing the desired results. This was corrected. Select **Ledgers ▶ Reports ▶ Report Library ▶ Expenditure Summary (w/ Legacy Accounts)** to run this report.

Figure 5 Before

```
1611-GLEXPSUMVMS.REP          Printed 24-Sep-2015 at 16:39:44 by THERESA                                                                        Page 1
                                                                      Town of ADMINS
                                                             Expenditure Summary (w/ Legacy Accounts)

                                                                   Fiscal Year: 2012 to 2012
================================================================================================================================================================
                                                                                              Adjusted                                         Remaining
Account Number and Description                                 Legacy Account                  Budget     Encumbrances     Expenditures         Balance  % Used
================================================================================================================================================================

   51110 DEPARTMENT HEAD SALARY
0200-450-0000-004-00-00-51110 DIRECTOR                         020-450-0000-004-00-00-51110    25,943.00          .00        26,528.56        (585.56) 102.26
0300-460-0000-004-00-00-51110 DEPARTMENT HEAD SALARY           030-460-0000-004-00-00-51110    25,944.00          .00        25,690.77         253.23   99.02
1000-123-0000-001-00-00-51110 DEPARTMENT HEAD SALARY           100-123-0000-001-00-00-51110   119,183.00          .00       119,183.00            .00  100.00
1000-135-0000-001-00-00-51110 DEPARTMENT HEAD SALARY           100-135-0000-001-00-00-51110    97,915.00          .00        97,915.00            .00  100.00
1000-139-0000-001-00-00-51110 DEPARTMENT HEAD SALARY           100-139-0000-001-00-00-51110    70,490.00          .00        70,489.31            .69  100.00
1000-154-0000-001-00-00-51110 DEPARTMENT HEAD SALARY           100-154-0000-001-00-00-51110    71,975.00          .00        71,975.00            .00  100.00
1000-163-0000-001-00-00-51110 DEPARTMENT HEAD SALARY           100-163-0000-001-00-00-51110     1,100.00          .00         1,100.00            .00  100.00
1000-189-0000-001-00-00-51110 DEPARTMENT HEAD SALARY           100-189-0000-001-00-00-51110    50,670.00          .00        50,670.00            .00  100.00
1000-210-0000-002-00-00-51110 DEPARTMENT HEAD SALARY           100-210-0000-002-00-00-51110    99,665.00          .00        99,664.94            .06  100.00
1000-220-0000-002-00-00-51110 DEPARTMENT HEAD SALARY           100-220-0000-002-00-00-51110   100,786.00          .00        96,587.76       4,198.24   95.84
1000-251-0000-002-00-00-51110 DEPARTMENT HEAD SALARY           100-251-0000-002-00-00-51110    70,490.00          .00        70,489.28            .72  100.00
1000-252-0000-002-00-00-51110 DEPARTMENT HEAD SALARY           100-252-0000-002-00-00-51110     3,000.00          .00         3,000.00            .00  100.00
1000-253-0000-002-00-00-51110 DEPARTMENT HEAD SALARY           100-253-0000-002-00-00-51110    20,032.00          .00        20,752.68        (720.68) 103.60
1000-255-0000-002-00-00-51110 DEPARTMENT HEAD                  100-255-0000-002-00-00-51110    25,000.00          .00        23,080.50       1,919.50   92.32
1000-292-0000-002-00-00-51110 DEPARTMENT HEAD SALARY           100-292-0000-002-00-00-51110    44,411.00          .00        44,410.72            .28  100.00
1000-421-0000-004-00-00-51110 DEPARTMENT HEAD SALARY           100-421-0000-004-00-00-51110    51,888.00          .00        51,536.50         351.50   99.32
1000-541-0000-005-00-00-51110 DEPT HEAD - DIRECTOR             100-541-0000-005-00-00-51110    48,511.00          .00        49,206.33        (695.33) 101.43
1000-610-0000-006-00-00-51110 DEPARTMENT HEAD SALARY           100-610-0000-006-00-00-51110    61,403.00          .00        62,063.19        (660.19) 101.08
1000-992-0000-009-00-00-51110 ADMINISTRATIVE SALARY                                            35,000.00          .00        35,000.00            .00  100.00
7080-000-0000-000-00-00-51110 COMPENSATED BUY-BACK SALARY      708-000-0000-000-00-00-51110          .00          .00       165,080.99    (165,080.99)     .00
                                                                                            ---------------  ---------------  ---------------  ---------------  -------
   Total 51110 DEPARTMENT HEAD SALARY                                                         1,023,406.00          .00     1,184,424.53    (161,018.53) 115.73

   51115 ADMINISTRATIVE PERSONNEL SALARY
1000-135-0000-001-00-00-51115 ADMINISTRATIVE PERSONNEL SALARY-HUMAN RESOURCE OFF               17,000.00          .00        16,976.36          23.64   99.86
1000-251-0000-002-00-00-51115 ADMINISTRATIVE PERSONNEL SALARY-ZONING COORDINATOR                6,000.00          .00         6,000.00            .00  100.00
                                                                                            ---------------  ---------------  ---------------  ---------------  -------
   Total 51115 ADMINISTRATIVE PERSONNEL SALARY                                                 23,000.00          .00        22,976.36          23.64   99.90
```
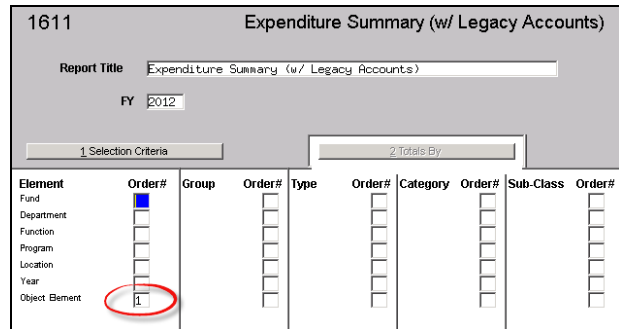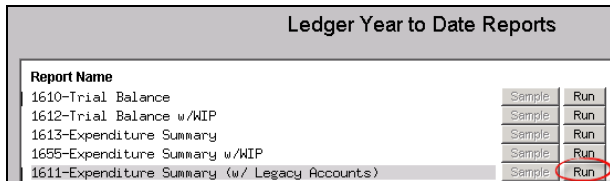
Figure 6 After

[ADM-AUC-GL-8202]

5.2. Treasury Receipt Batch TR# Added to Reports

5.2.1. General Ledger Transaction History Reports

The user–defined Transaction Number **(TR#)** will now print in the notes field on each of the following reports run from the **Ledgers ▶ Reports ▶ Report Library ▶ Transaction History** screen:

> **1630–Transaction Detail W/Notes**
> **1639–Transaction Detail W/Notes & Vendor**
> **1629–Transaction Detail - Debits/Credits Only Report**
> **1631–Transaction Detail - Debits/Credits No Approp Roll Trxs**

```
                                                                   Town of ADMINS
                                                       Transaction Detail Report w/Notes & Vendor

                                                                Fiscal Year: 2016 to 2016

=========== ==== =============================== ======== ======== ======== =========== ================= ================= ================= =================
Trans Date  Code Description / Vendor            Check    PO# /    GLPost#  User Batch  Approp/Open            Debit            Credit        Encumbrances         Balance
                                                 Vouch    Jrnl#
=========== ==== =============================== ======== ======== ======== =========== ================= ================= ================= ================= =================
23-Nov-2015 DP01 TR#: USER_DEFINED_1234567                         8846362      399           .00          1,000.00               .00               .00          1,000.00
                                                                                         ----------------- ----------------- ----------------- ----------------- -----------------
       6580-000-0000-000-00-00-10400 CASH, TOW                                                 .00          1,000.00               .00               .00          1,000.00

23-Nov-2015 DP01 TR#: USER_DEFINED_1234567                        8846362      399            .00               .00          1,000.00               .00         (1,000.00)
                                                                                         ----------------- ----------------- ----------------- ----------------- -----------------
       6580-000-0000-000-00-00-39100 REVENUE                                                   .00               .00          1,000.00               .00         (1,000.00)

23-Nov-2015 DP01 TR#: USER_DEFINED_1234567                        8846362      399            .00               .00          1,000.00               .00         (1,000.00)
                                                                                         ----------------- ----------------- ----------------- ----------------- -----------------
       6580-000-0000-000-00-00-48513 179 MECHA                                                 .00               .00          1,000.00               .00         (1,000.00)

                                                                                         ----------------- ----------------- ----------------- ----------------- -----------------
  *** Grand Total ***                                                                          .00          1,000.00          2,000.00               .00         (1,000.00)
                                                                                         ================= ================= ================= ================= =================

====== Selection Legend ======

 Account Type: ALFER
 FY: 2016 to 2016
 Trx. Date: 23-Nov-2015 to 23-Nov-2015
 Account Sub Type: CP
```

Figure 7 Transaction Detail Report Example

[ADM-AUC-RC-8291]

6. HELP REFERENCE LIBRARY

6.1. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- ACCOUNT MAINTENANCE   About Account Descriptions