



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**.

Maintain Elements-Fund					
	Fund	Description	Group	Type	Category
	2000				
	0010	LUNN'S TEST FUND			
	0100	TRASH-OPERATING FUND	TRASH	AA	6V
	0200	WATER-OPERATING	WATER	EN	6V
	0300	SEWER-OPERATING FUND		EN	6V
	0400	CURBSIDE OPERATING FUND	LIB	AD	6V
	0401	CURBSIDE PRIOR YEAR			
	0444	ERATE CREDITS FOR TECHNOLOGY			
	1000	General Fund		GN	6V
	2000	SPECIAL REVENUE			
	2009				
	2010	SCHOOL GRANTS			6V
	2020	SCHOOL LUNCH PROGRAM	SCHOOL	AF	6V
	2030	SCHOOL SECURITY 2013 GRANT	SCHOOL	AH	6V
	2040	SCHOOL CHOICE, REC TUITION	SCHOOL	AD	6V
	2050	CPC (E,C,CH188)	SCHOOL	AH	6V
	2060	SPED EARLY CHILD GRANT	SCHOOL	AI	6V
	2070	BIG YELLOW SCH BUS (MA CULT CMC	SCHOOL	SR	6V
	2080	SUMMER PROG SPED EC GRANT		AB	6V
	2090	CIRCUIT BREAKER FUND	SCHOOL	SR	6V
	2100	SPED 94-142 ALLOC	SCHOOL	AB	6V
	2110	E-C TRAINING, CURR & IEP STUDY		SR	6V
	2120	SCHOOL SPECIAL ASSISTANCE		SR	6V
	2130	CPC ACCREDITATION GRANT	SCHOOL	AH	6V
	2140	CPC LOCAL PLANNING & COORD GRT	SCHOOL	AH	6V

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:

- GI 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.

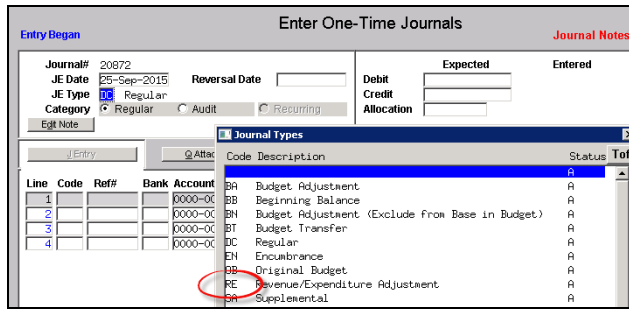


Figure 3 Before

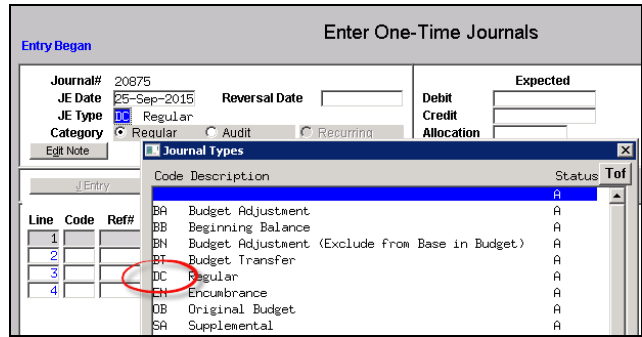


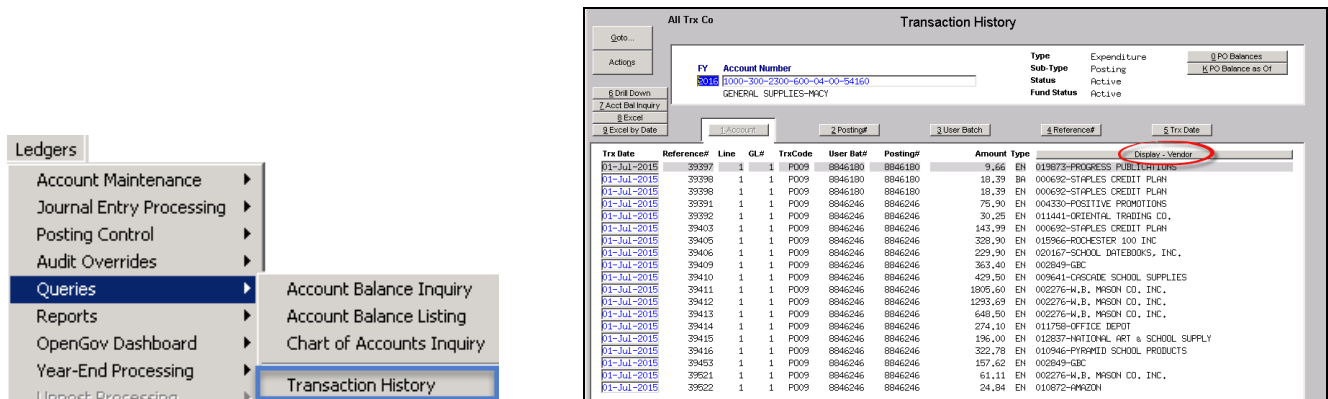
Figure 4 After

[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.



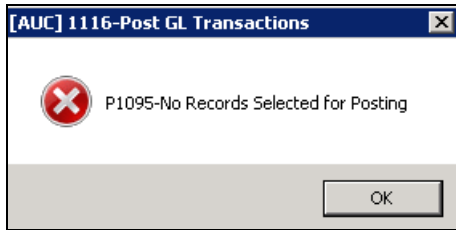
[ADM-AUC-GL-8201]



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.

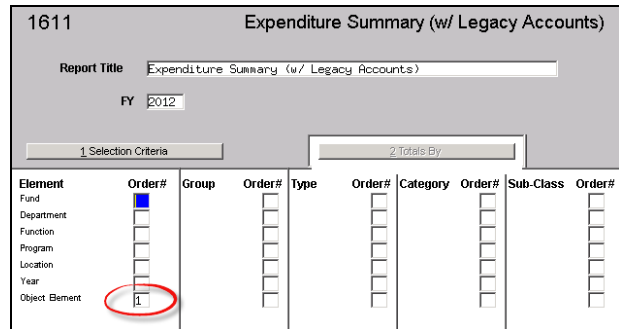
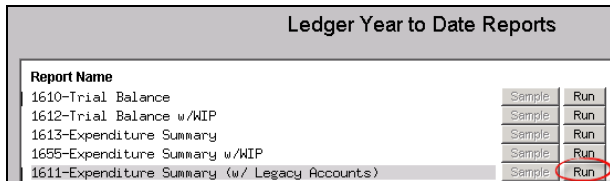


[ADM-AUC-GL-8206]

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.



1611-GLEXPMSUMMS.REP Printed 24-Sep-2015 at 16:36:09 by THERESA Town of ADMINS Expenditure Summary (w/ Legacy Accounts) Page 1

Fiscal Year: 2012 to 2012

Account Number and Description	Legacy Account	Adjusted Budget	Encumbrances	Expenditures	Remaining Balance	% Used
39299 ENCUMBRANCE ROLLOVER						
1000-610-0000-000-00-00-39299 ENCUMBRANCE ROLLOVER: General Fu		215.00	(285.00)	.00	500.00	(132.56)
Total 39299 ENCUMBRANCE ROLLOVER		215.00	(285.00)	.00	500.00	(132.56)
50420 SEWER-CHARGES FOR SERVICE						
0101-003-1430-000-00-00-50420 SEWER-CHARGES FOR SERVICE		100,000.00	.00	.00	100,000.00	.00
Total 50420 SEWER-CHARGES FOR SERVICE		100,000.00	.00	.00	100,000.00	.00
51110 DEPARTMENT HEAD SALARY						
0059-123-0000-001-00-00-51110 DEPARTMENT HEAD SALARY		.00	.00	1,982.40	(1,982.40)	.00
Total 51110 DEPARTMENT HEAD SALARY		.00	.00	1,982.40	(1,982.40)	.00
51110 DEPARTMENT HEAD SALARY						
1000-123-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	100-123-0000-001-00-00-51110	.00	.00	3,652.86	(3,652.86)	.00
Total 51110 DEPARTMENT HEAD SALARY		.00	.00	3,652.86	(3,652.86)	.00
51110 DEPARTMENT HEAD SALARY						
1000-135-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	100-135-0000-001-00-00-51110	.00	.00	10,538.74	(10,538.74)	.00
Total 51110 DEPARTMENT HEAD SALARY		.00	.00	10,538.74	(10,538.74)	.00

Figure 5 Before



1c11-CLEXPSUMVMS.RFP Printed 24-Sep-2015 at 16:29:44 by THERESA Page 1

 Town of ADMINS
 Expenditure Summary (w/ Legacy Accounts)

 Fiscal Year: 2012 to 2012

Account Number and Description	Legacy Account	Adjusted Budget	Encumbrances	Expenditures	Remaining Balance	% Used
5110 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	20,752.00	.00	20,752.68	(70.68)	103.60
1000-255-0000-002-00-00-51110 DEPARTMENT HEAD SALARY	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 5110 DEPARTMENT HEAD SALARY		1,023,406.00	.00	1,184,424.53	(161,018.53)	116.73
5115 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 5115 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 Vouch	PO# / Jrnl#	GLPost#	User Batch	Approp/Open	Debit	Credit	Encumbrances	Balance	
23-Nov-2015	0001 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