GENERAL LEDGER

RELEASE NOTES – DECEMBER 2016

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

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1. ACCOUNT MAINTENANCE

Access this screen by selecting **Ledgers ▶ Account Maintenance ▶ Chart or Accounts**. The process for creating new accounts via the **[Actions] ▶ [Copy Accounts Changing]** button was enhanced to allow the review of the new accounts *prior* to creating them in the chart.

1.1.   Actions ▶ Copy Accounts Changing [New]

In this example, a new fund, #2155 was created, and it should mimic fund 2150.

Figure 1 Review Report of Accounts to be Created & Respond to Prompt

Review the report, and if correct, click on the **[Yes]** button to create the new accounts. If they are not correct, click on **[No]** to terminate the process without affecting your chart.

[ADM-AUC-GL-8230]

1.2.   General Ledger Controls [Fix]

The **[Error Check]** button produces a report listing any errors in a given Control Account Table. Prior to the update, if there were asterisks in the account number ("wild cards"), an error was listed, "Account doesn't exist in chart – go to chart to add account". This was corrected and no longer reports an error for wild card accounts.

Figure 2 Before–Wildcards show up as an error

Figure 3 After–Wildcards are allowed and do not show an error

[ADM-AUC-GL-8232]

2. JOURNAL ENTRY PROCESSING

To create a new journal entry based on an existing journal entry, go to **Ledgers▶ Journal Entry Processing ▶ Enter One Time Journals**, and select the **Posted JE** radio button.

A screen will be presented with a list of all posted journals. Sort the columns by clicking on the header bar, and scroll through the list using the **[Page Up] / [Page Down]** buttons. For further information on a journal, highlight it and click **[Lines]**.

2.1. Create New from Posted [Fix]

There was an alignment issue on the screen–the **[Lines]** button was offset–this was corrected.

Figure 4 Before

Figure 5 After

[ADM-AUC-GL-8246]

2.2. Error Check Report [Fix]

Before posting a journal entry, it must be checked using the **[5 Check JE]** Button. Prior to this change, there were warning messages when the total **balance sheet transactions** for a fund did not debit/credit balance. It has been changed to total **all accounts** for a fund and issue a warning only if they are not in balance. A fund out-of-balance will cause the **Due To/Due From** accounts to be used to balance the fund.

[ADM-AUC-GL-8248]

2.3. Upload Journals [Fix]

The Upload Journal Entry Template was modified to provide a description applicable to budget transfer journal entries. The **From** and **To** columns used in a budget transfer journal entry are now labeled as such. The detail is enlarged in the image.

[ADM-AUC-GL-8247]

3. REPORTS

A change was made to the Trial Balance with WIP report to correct an error when running to Excel with certain selection criteria.

3.1.   1612 Trial Balance with WIP–Excel® [Fix]

The Trial Balance with WIP report was failing if:

- An element was selected for Sort Order **and**
- Print Individual Account Lines was set to No **and**
- Output selected was Excel®

[ADM-AUC-GL-8251]

4. HELP REFERENCE LIBRARY

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.

4.1. Numbering Added to Help Reference Libraries [New]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 6 shows a sample of the new numbering scheme. For example, a question may be posed about how the Bank Table is set up. Support staff will refer the user to the help document **GL-260 Bank Table**, and the document is found in numerical order in the Help Reference Library.

Figure 6 New Numbering System for the Help Reference Library

4.2. Alphabetical Index for Help Documents [New]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document.

Figure 7 Help Documents Alphabetical Index with Clickable Links

Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. If the reference is to a Release Note, the **Month and Year** of the release note will be referenced.

Figure 8 Index Referring to a Release Note

[1] Refers to a Release Note, for the cited month and year – in this case, Budget Release Notes for December of 2016.

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to support@admins.com so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

4.3. New or Updated Documentation

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

- GL-100 Finance Director Help Documents Index [New]
- ACCOUNT MAINTENANCE   GL-260 Bank Table [New]
- REPORTS   GL-615 Favorite Reports [New]
- SITE SPECIFIC   GL-940 MBE Year End Grant Roll Forward [New]
  GL-950 MBE Year End Receipt Roll Forward [New]