



# GENERAL LEDGER

## RELEASE NOTES – DECEMBER 2016

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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.

The screenshot shows the 'Maintain Chart of Accounts' application. The 'Actions' menu is open, and 'Copy Accounts Changing...' is selected. The dialog box shows 'Required: Enter Fiscal Year' set to 2017, 'Get Description from' set to 'Algorithm', 'Enter From Fund' set to 2150, and 'Enter To Fund' set to 2155. The 'OK' button is circled. A confirmation dialog asks 'P1031-This may take a few minutes. P850-OK to continue?' with 'Yes' and 'No' buttons. The review report shows a list of accounts to be created, including 'CASH, UNRESTRIC', 'WARRANTS PAYABL', 'ACCRUED TEACHER', 'SCHOOL ENCUMBRA', 'ACCOUNTS PAYABL', 'ACCRUED PAYROLL', 'UNDESIGNATED FU', 'RESERVE FOR ENC', and 'REVENUE' and 'ENCUMBRANCE' at the LEVEL 4 TA level.

FY	Account #	Account Type	Account Sub Type	Entity	Cash	Rev	Spec	Inter	Int	Copy
2017	2155-000-0000-000-00-0000	Asset	Control	1	Y	Y	N	N		Y
2017	2155-000-0000-000-00-0000	Liability	Posting	1	N	Y	N	N		Y
2017	2155-000-0000-000-00-0000	Liability	Posting	1	N	Y	N	N		Y
2017	2155-000-0000-000-00-0000	Liability	Posting	1	N	Y	N	N		Y
2017	2155-000-0000-000-00-0000	Liability	Control	1	N	Y	N	N		Y
2017	2155-000-0000-000-00-0000	Liability	Control	1	N	N	N	N		Y
2017	2155-000-0000-000-00-0000	Fund Equity	Control	1	N	Y	N	N		Y
2017	2155-000-0000-000-00-0000	Fund Equity	Control	1	N	Y	N	N		Y
2017	2155-000-0000-000-00-0000-39100	Fund Equity	Control	1	N	Y	N	N		Y
2017	2155-000-0000-000-00-0000-39200	Fund Equity	Control	1	N	Y	N	N		Y

**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.

1684-FMREP:GLTRACTCPYERR.REP Printed 19-Jul-2016 at 14:36:02 by MUPDEV4

Copy Control Accounts Error Report

FY	Fund	Line	Account	Error
2017	2775	2	2775-000-0000-000-39001-00000	
2017	2775	3	2775-000-0000-000-39002-00000	
2017	2775	4	2775-000-0000-000-39003-00000	
2017	2775	5	2775-000-0000-000-39007-00000	
2017	2775	7	*****-*****-*****-99999	Account doesnt exist in Chart - go to Chart to add Account.
2017	2775	8	2775-000-0000-000-20200-00000	
2017	2775	9	2775-000-0000-000-39500-00000	
2017	2775	11	2775-000-0000-000-26999-00000	
2017	2775	12	2775-000-0000-000-26999-00000	
2017	2775	13	2775-000-0000-000-20200-00000	
2017	2775	14	2775-000-0000-000-20210-00000	Account doesnt exist in Chart - go to Chart to add Account.

Selection Legend:  
Year: 2017  
From Fund: 2775  
To Fund: 2775

Figure 2 Before–Wildcards show up as an error

1684-FMREP:GLTRACTCPYERR.REP Printed 10-Dec-2016 at 11:26:28 by THERESA

Town of ADMINS  
Copy Control Accounts Error Report

FY	Fund	Line	Account	Error
2017	0010	2	0010-000-0000-000-00-00-39001	
2017	0010	3	0100-000-0000-000-00-00-39000	
2017	0010	4	0010-000-0000-000-00-00-39003	
2017	0010	5	0010-000-0000-000-00-00-39007	
2017	0010	7	*****-*****-*****-99999	
2017	0010	8	0100-000-0000-000-00-00-20200	
2017	0010	9	0100-000-0000-000-00-00-35900	
2017	0010	11	0010-000-0000-000-00-00-26999	
2017	0010	12	0010-000-0000-000-00-00-26999	
2017	0010	13	0010-000-0000-000-00-00-20200	
2017	0010	16	0100-000-0000-000-00-00-35900	
2017	0010	23	0100-000-0000-000-00-00-35900	

Selection Legend:  
Year: 2017  
From Fund: 0010  
To Fund: 0010

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.

Enter One-Time Journals [TRAINING] Journal Notes required

Journal# [ ] JE Date [ ] Expected [ ] Entered [ ] Remaining [ ]

JE Type [ ] Allocation [ ]

Category  Regular  Audit  Recurring

[MBE] 1100-Enter One-Time Journals [TRAINING] [mupdev5]

Add New Journal

Optional: Enter Journal Number (Leave Blank for System Number) [ ]

Create new journal entry from:

Blank Lines [4]  Recurring  Posted JE

Lookup OK Cancel Clear All

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.

**Create New from Posted JE [TRAINING]**

	2 JE#	3 JEDate	4 Type	5 EntryUser	Lines	Debit	Credit	
	35327	12-Sep-2016	BT		5	14049,00	14049,00	
1 Select	35325	09-Sep-2016	BT		2	2605,00	2605,00	
	35322	08-Sep-2016	BT		2	3000,00	3000,00	Lines
	35316	07-Sep-2016	BT		4	113000,00	113000,00	
	35314	07-Sep-2016	BT		2	90200,00	90200,00	

Figure 4 Before

**Create New from Posted JE**

	2 JE#	3 JEDate	4 Type	5 EntryUser	Lines	Debit	Credit	
1 Select	35382	18-Oct-2016	BT		2	701,31	701,31	Lines
	35378	14-Oct-2016	BT		4	1000,00	1000,00	
	35375	14-Oct-2016	BT		4	1000,00	1000,00	

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.

Upload\_JE\_Template (2) [Read-Only] [Compatibility Mode] - Microsoft Excel

G	H	I	J
Account# (e.g. 100-000-666-000-00-52010)	Debit/ OB/SA/EN <b>From BT</b>	Credit - Only for 2 sided Journals <b>To BT</b>	Line Note (Maximum 80 characters) LINNOT
XACTNUM			

[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]

1612 Trial Balance w/WIP

Report Title: Trial Balance w/WIP  
FY: 2017

1 Selection Criteria: [Empty]  
2 Totals By: [Empty]

Element	Order#	Group	Order#	Type	Order#	Category	Order#	Sub-Class
Fund	<input type="checkbox"/>							
Department	<input type="checkbox"/>							
Function	<input type="checkbox"/>							
Program	<input type="checkbox"/>							
Location	<input type="checkbox"/>							
Year	<input type="checkbox"/>							
Object Element	<input type="checkbox"/>							

Miscellaneous	Order#	Miscellaneous	Order#	User Defined	Order#
Posted Date		Batch		DOE Line 1	<input type="checkbox"/>
Transaction Date		User Batch		DOE Line 2	<input type="checkbox"/>
Journal#		Vendor #		COA Code 3	<input type="checkbox"/>
Journal Type		Dept Group		COA Code 4	<input type="checkbox"/>
Jrn Subtype		PO#		COA Code 5	<input type="checkbox"/>
GL Code		Voucher#		COA Code 6	<input type="checkbox"/>
Sub GL Code		Warrant			
Control#		Check Number			

Page Break at Sort Order#  **Print Individual Account Lines?**  Yes  No

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®

Task 1612: Trial Balance w/WIP

Trial Balance w/WIP

Run as:  Preview  Print  PDF  Excel

If Printing use Duplex:  Yes  No

Buttons: Lookup, OK, Cancel, Clear All

	A	B	C	D	E	F
1	<b>Fiscal Year: 2017 to 2017</b>					
2						
3						
4	<b>Account Number and Description</b>	<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>In-Progress Transactions</b>	<b>Ending Balance</b>
5	0010 LUANN'S TEST FUND	0.00	2,261.95	2,261.95	-50.00	-50.00
6	0100 TRASH-OPERATING FUND	-5,000.00	30,600.00	35,600.00	2,000.00	-8,000.00
7	0200 WATER-OPERATING	0.00	5,084.70	5,084.70	2,566.78	2,566.78
8	0300 SEWER-OPERATING FUND	0.00	643.76	643.76	2,000.00	2,000.00
9	1000 General Fund	0.00	108,056.68	108,056.68	-34,682.28	-34,682.28
12	4020 LIBR, LIGMEG-SVCTECH-MATCH GRT	0.00	0.00	0.00	1,349.00	1,349.00
13	6060 LIBRARY ENERGY FEES	0.00	0.00	0.00	700.00	700.00
18	<b>*** Net Total ***</b>	<b>-5,000.00</b>	<b>146,647.09</b>	<b>151,647.09</b>	<b>-26,116.50</b>	<b>-36,116.50</b>
19						

[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.

**Ledgers Help Reference Library**

Go to...

Actions

**Help Categories**

- 1 Ledgers
- 2 Purchasing
- 3 Accounts Payable
- 4 Human Resources
- 5 Budget
- 6 Collections
- 7 Property Tax
- 8 Motor Excise
- 9 Misc Billing
- 0 System
- Product Demos

**Release Notes**

- Ledgers
- Purchasing
- Accounts Payable
- Human Resources
- Budget
- Collections
- Property Tax
- Misc Billing
- System
- Other

Reference Card	View	Email	Last Run	Time
GL-100 Finance User Help Documents Index	<a href="#">View</a>	<a href="#">Email</a>	01-Dec-2016	16:44:16,34
----- ACCOUNT MAINTENANCE -----				
GL-120 Account Elements	<a href="#">View</a>	<a href="#">Email</a>	18-Nov-2016	11:34:41,92
GL-130 Adding a New Fund	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:03:38,60
GL-140 Upload Chart of Accounts/Copy Accounts Changing	<a href="#">View</a>	<a href="#">Email</a>	18-Nov-2016	11:31:39,58
GL-150 How to Delete Accounts	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:03:52,71
GL-160 Chart of Accounts	<a href="#">View</a>	<a href="#">Email</a>	29-Nov-2016	13:18:53,30
GL-170 Create New Fiscal Year (set up Accounts/Tables)	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:04:03,39
GL-180 Field Logging (changes to tables)	<a href="#">View</a>	<a href="#">Email</a>	18-Oct-2016	15:45:21,61
GL-190 About Account Descriptions	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:04:22,31
GL-200 Account Security	<a href="#">View</a>	<a href="#">Email</a>	18-Nov-2016	11:37:53,69
GL-210 Fiscal Periods	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:04:42,54
GL-220 Control Accounts	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:04:48,17
GL-230 Summary Accounts	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:04:55,85
GL-240 Middletown BOE, Building Grant Funds	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:05:01,79
GL-250 Upload Allocation Codes	<a href="#">View</a>	<a href="#">Email</a>	28-Nov-2016	11:09:52,37
<b>GL-260 Bank Table</b>	<a href="#">View</a>	<a href="#">Email</a>		
----- JOURNAL ENTRY -----				
GL-270 Enter One - Time Journal Entries	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:07:11,42
GL-280 Budget Transfer Journals	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:07:35,73
GL-290 Enter Recurring Journal Entries	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:12:46,23
GL-300 Journal Entry Notes	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:12:52,61
GL-310 Upload Journal Entry	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:13:04,87
GL-320 Add Attachments to Onetime Journal Entries	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:13:11,47
----- POSTING -----				
GL-410 Changing Unposted Transaction Accounts and Amounts	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:13:19,38
GL-420 Posting to the General Ledger	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:13:29,61
GL-430 Due To/Due From Processing	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:13:42,55
GL-440 Reconciling GL Postings	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:13:53,56
----- QUERIES -----				
GL-510 Queries	<a href="#">View</a>	<a href="#">Email</a>	14-Oct-2016	11:17:11,99

[More]

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.




 <h2>AUC FINANCE USER</h2> <h3>HELP DOCUMENTS INDEX</h3>	
<b>-A-</b>	<b>-G-H-</b>
<a href="#">Account Access</a> ..... GL-200	<a href="#">General Ledger Transaction Codes</a> .....GL-1010
<a href="#">AP Transactions</a> ..... GL-1020	
<a href="#">ACH</a> ..... AP-180	<b>-I-</b>
<a href="#">Add A New Fund</a> ..... GL-130	<a href="#">Interest Distribution</a> .....GL-830
<a href="#">Add Accounts from a Spreadsheet</a> ..... GL-140	<a href="#">Inter-fund Accounting</a> .....GL-430
<a href="#">Add an Account to the Chart of Accounts</a> ..... GL-160	
<a href="#">Attach Documents &amp; Images to Journal Entries</a> ..... GL-320	<b>-J-</b>
<a href="#">Appropriations Roll Forward</a> ..... GL-770	<a href="#">Journal Entries</a> .....GL-270
<a href="#">Audit Overrides</a> ..... GL-410	<a href="#">Journal Entry –Upload from a Spreadsheet</a> .....GL-310
<a href="#">Automate Reports</a> ..... GL-620	<a href="#">Journal Entry Upload Template</a> ..... GL-1130

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.

<b>-C-</b>	
<a href="#">Controlling Access to the Budget</a> ..... BU-130	
<a href="#">Cost Breakdown Reports</a> ..... <b>DEC-2016<sup>1</sup></b>	
<a href="#">Create CSV Files from Excel Templates</a> ..... BU-310	

<p><sup>1</sup> Refers to a Release Note, for the cited month and year – in this case, Budget Release Notes for December of 2016.</p>
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Figure 8 Index Referring to a Release Note

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](mailto: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]