

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

TABLE OF CONTENTS

1	тіме		ON DOSTING & ADDROVALS SCREENS [NEW]	2
1. 2.	OUE	RY SCI	REENS FOR SUMMARIZED POSTINGS [NEW]	2
	2.1.	Posti	ing Method – Summary or Detail	2
	2.2.	Quer	ies ▶ Transaction History Screen	3
	2.3.	Exam	nple Using Accounts Payable Check Run	4
	2.3.1		Account Screen	4
	2.3.2		Posting # Screen	4
	2.3.3		User Batch Screen	5
	2.3.4		Reference # Screen	5
	2.3.5		Transaction (Trx) Date Screen	5
3.	REPC	ORT JC	DB STREAM [FIX]	6
4.	CLOS	SING T	TO FUND BALANCE & ROLLING APPROPRIATIONS FORWARD	6
5.	HELP	REFE	RENCE LIBRARY	7
	5.1.	New	or Updated Documentation	7

1. TIMEOUT ON POSTING & APPROVALS SCREENS [New]

The timeout on posting and approvals screens throughout AUC has been reduced to five minutes, to relieve the locking issues users are having when people are on a posting or approval screen and step away from the desk for long enough that the remote desktop session times out.

[ADM-AUC-SY-8034]

2. QUERY SCREENS FOR SUMMARIZED POSTINGS [New]

When posting in summary, as many sites do for Cash, Accounts Payable and Human Resources, the drill down to the transactions comprising the summarized posting was not available. ADMINS is pleased to introduce a new feature that brings the user to a **Transaction DETAIL History** screen for any summarized transaction. These new screens work the same way as the **Transaction History** screens.

2.1. Posting Method – Summary or Detail

Select Ledgers Account Maintenance General Ledger Controls or General Ledger Controls by Account # to see which control accounts are selected for posting in summary. For more information, look at GL-235 Posting Transactions in Summary in the Ledgers Help Reference Library.

Goto	Maintain General Ledger Controls												
Actions	FY Fund 2018 0020	D N	escription EW FUND FOR TESTING GRANT UPLOAD	Fund Status OPEN	<u>≩-</u> Clear All								
1-Edit List		Line	Account Number		Description	Summarize Postings?							
-	′												
	Revenue	2	0020-000-0000-000-00-00-39001		ANTICIPATED REVENUES								
	Expenditure	3	0020-000-0000-000-00-39002		APPROPRIATIONS								
	Encumbrance	4	0020-000-0000-000-00-00-39003		ENCUMBRANCE CONTROL								
	Reserve for Encumbrance	5	0020-000-0000-000-00-00-39007		RESERVE FOR ENCUMBRANCE								
	Reserve for PY Encumbrance	6			6 Reserve for PY Encur	brance E							
	PO Rollover	7	****-***-****		7 PO Rollover	Γ							
	Accounts Payable	8	0020-000-0000-000-00-00-20200		ACCOUNTS PAYABLE	✓							
	Fund Equity	9	0020-000-0000-000-00-00-39500		UNDESIGNATED FUND BALANCE								
	Due To	11	0020-000-0000-000-00-00-26999		DUE TO/DUE FROM								
	Due From	12	0020-000-0000-000-00-00-26999		DUE TO/DUE FROM								
	Discounts	17	P120-100-1100-100-10-01-20100	A. A. A.	POCOLIMITS POYAPLE								

Figure 1 Control Account Table shows that postings are summarized for several control accounts

Cash accounts are handled differently – the summarize posting radio button is on the Ledgers Account Maintenance Bank Codes screen.

Maintain Bank Codes												
Bank <mark>EAST</mark>	Name EASTERN BANK FOR A/P	ABA# 1234-5678-9	ABA Numerator 12–345 ABA Denominator 6789									
Address 1 Address 2 Address 3 City	LYNN, MASSACHUSETTS	Zip Code (00000-0000)	Direct Deposit Only C Yes C No Cash Book Bank Imprest Account C Yes C No C Yes C No									
4-Accounts Pa	yable 5-Accounts Payable-ACH 5-H	uman Resources Human Reso	urces-ACH <u>Z</u> -Collections <u>8</u> -Misc Billing mmarize Posting C No • Yes									

Figure 2 Cash Account is set to summarize

The exception is the **Ledgers** Account Maintenance General Ledger Control Accounts by Account # screen, where cash accounts may be summarized (or not) for specific accounts.





Figure 3 General Ledger Controls by Account # - the cash account may be set to summarize on this screen

2.2. Queries Transaction History Screen

<u>Q</u> oto	Showing /	41				Tran	Transaction History						
Actions	FY Account Number 2016 1000-000-000-00-00-10400 CASH, UNRESTRICTED CHECKING									Type Asset OPO Balances Sub-Type Control KPO Balance as Of Status Active Fund Status Active			
Z Acct Bal Inquiry 8 Excel 9 Excel by Date	Í	1 Account				g#3 User Batch				4 Reference# § Trx Date			
Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#		Amount	Туре	pe Display - Notes			
01-Aug-2017	8846704	1	1	AP01	13031	8846704		49,68	CR	R Summary: Warrant 004852			
01-Aug-2017	8846704	1	1	AP01	13183	8846704		500,00	CR	R Summary: Warrant 004852			
01-Aug-2017	8846704	1	1	AP01	PR930011	8846704		3342,85	CR	R Summary: Warrant 004852			
01-Aug-2017	8846705	1	1	AP06	V004855	8846705		99,68	DR	R Summary: Void Check 0289336 & Re-open Vo			
01-01-7017	8116715	1	1	A5.06	V004867	"846715		150 0	72	R. Simmani: Vinid Theol 0287357 N. Rehope Vo			

While this **[6 Drill Down]** from the **Transaction History** screen example uses the **[1 Account Number]** tab, the same functionality is available from all tabs on the screen.

Figure 4 [1 Account] tab of Transaction History screen showing the batch posted as a summarized transaction to cash

[CRI] 111	[CRI] 1110-Transaction History										
8	P131-Source for this transaction cannot be found.										
	OK										

Prior to this update, clicking the **[6 Drill Down]** button on a summarized posting would have displayed the message "Source for this transaction cannot be found". Now the new **Transaction DETAIL Screen** will appear showing the individual transactions

Figure 5 Before

Selecting a transaction that is posted in summary – and clicking the **[6 Drill Down]**–will display the new **Transaction DETAIL History** screen and show **all** the transactions that make up the **summary** posting.

Goto	Showing #	AI		Transaction DETAIL History							
Actions	FY 2010	Acco 5 1000 CASH	unt Nun -000-0 , UNRE	n ber 000-000-4 STRICTED	00-00-10400 CHECKING				Type Asset Sub-Type Control Status Active Fund Status Active		
7 Trx History 8 Excel 9 Excel by Date		1 Acco	ount		2 Posting#		<u>3</u> User Batch		4 Reference# 5 Trx Date		
Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Туре	Display - Vendor		
19-Feb-2016	353194	1	1	AP01	PR902886	8846412	48,32	CR	013545-BOSTON MUTUAL LIFE INS - W		
19-Feb-2016	353195	1	1	AP01	PR902886	8846412	285,00	CR	014435-TSA CONSULTING GROUP		
19-Feb-2016	353197	1	1	AP01	PR902886	8846412	200,00	CR	016516-GREAT-WEST RETIREM SVC - WELLS		
19-Feb-2016	353198	1	1	AP01	PR902886	8846412	475,00	CR	017251-TSA CONSULTING GROUP		
19-Feb-2016	353199	1	1	AP01	PR902886	8846412	355,90	CR	018693-AMERICAN HERITAGE		
19-Feb-2016	353199	2	1	AP01	PR902886	8846412	58,38	CR	018693-AMERICAN HERITAGE		
19-Feb-2016	353200	1	1	AP01	PR902886	8846412	246.65	CR	019551-U.S. DEPT. OF EDUCATION		
20-Feb-2016	353217	1	1	AP01	13114	8846398	140,00	CR	008141-SCHOOL NURSE SUPPLY, INC.		
01-Mar-2016	1504	3		HR01	910010	910010	3207,60	CR			
01-Mar-2016	100700	- 22	1	RC01	403	8846405	1197.02	DR			
01-Mar-2016	100700	32	40	RC01	403	8846405	41.32	DR			
01-Mar-2016	100700	43	1	RC01	403	8846405	800,008	DR			
02-Mar-2016	353088	1	1	AP01	13101	8846407	5020,00	CR	000898-STORY HOUSE CORP		
02-Mar-2016	353340	1	1	AP01	13127	8846407	307,12	CR	001058-LAKESHORE LEARN MATERIAL		
02-Mar-2016	353341	1	1	AP01	13127	8846407	109,98	CR	000692-STAPLES CREDIT PLAN		
03-Mar-2016	1495	3		HR01	205161	205161	12897,37	CR			
04-Mar-2016	1495	7		HR01	205161	205161	16878,89	DR			
04-Mar-2016	1495	29		HR01	205161	205161	75242,56	CR			
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	~ ~ ^1757	<u> </u>	$\wedge \wedge$	~ XTX /	~ ^ ^^^^	^ X'X'A	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	77	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~		

Figure 6 After – New Transaction Detail History Screen



ADMINS Unified Community General Ledger

The screen offers the same [6 Drill Down], [7 Trx History], [8 Excel], and [9 Excel by Date] buttons as the Ledgers ▶ Queries ▶ Transaction History Screen. There is an important difference to note:



2.3.1.

The screens will ONLY show details of the transactions that are posted in Summary to the GL. If a batch posts in summary to an Accounts Payable control account but posts in detail to the Expenditure control account – then only transactions posted in summary will appear in the transaction detail screen.

Unlike the Transaction History screen, not all the transactions related to a posting will appear unless the entire posting posted in summary. Subsidiary ledger transactions will not appear in the Transaction DETAIL History.

2.3. Example Using Accounts Payable Check Run

When posting an Accounts Payable Check run, the cash and other accounts are set up to post in summary (otherwise the accounts will have a huge number of transactions and make it hard to manage).

All Trx Co Transaction DETAIL History <u>⊖</u>oto. Asset Control Type Sub-Type Actio<u>n</u>s Account Number Status Active Active CASH, UNRESTRICTED CHECKING Fund Status 6 Drill Down 9 Excel 5 Trx Date 2 Posting# 3 User Batch 4 Reference# Amount Type 122,22 CR 500,00 CR 159,74 CR 99,99 CR 51,14 CR 292,05 CR 51,100 CR GL# TrxCode User Bat# Posting/ 25-Jul-2017 354169 1 1 AP01 13203 8846675 000041-NEW NAME CONSTRUCTION COMPAN 8846675 8846675 8846675 8846675 8846675 8846675 8846675 354182 354190 AP01 AP01 AP01 AP01 AP01 AP01 13203 000048-NSTAR 000049-MASS ELECTRIC 13203 000098-BDISCLAIR LOCK & SAFE 00058-BDISCLAIR LOCK & SAFE 000553-ADVANCE PLACEMENT PROGRAM 000553-ADVANCE PLACEMENT PROGRAM 00553-ADVANCE PLACEMENT PROGRAM 354191 354192 354193 354193 13203 13203 13203 13203 3201 84F 75 🌰 700/90 R

Account Screen

Figure 7 [1 Account] tab of the Transaction DETAIL History screen

2.3.2. Posting # Screen



Figure 8 [2 Posting #] tab of the new Transaction DETAIL Screen

The **Transaction DETAIL History** screen [<u>1</u> Account] tab offers all the same options as the **Transaction Detail** screen [<u>1</u> Account] tab. In this example, the vendor and voucher number are available, and the [<u>6</u> Drill Down] button may be used on any of the vouchers for more detail.

This **[2 Posting #]** tab is showing the **AP01** (cash disbursement) transactions that debited Accounts Payable and credited Cash. No subsidiary ledger accounts are shown as they post in detail.



2.3.3. User Batch Screen

	All Trx Co	actio	on D	ET.	AIL His	tory			
Goto									
Actions	User Batch# FY Reference	# Posting# 8846675							
6 Dril Down	-								
2 Irx History 8 Excel	-								
8 Excel By Date	1 Account	2 Posting#		<u>3</u> User	Batch		4 Reference#		5 Trx Date
Trx Date	Account Number		Line	GL L	ine 1	frxCode	Amount	Туре	Display - Notes
25-Jul-2017	0020-000-0000-000-00-00-20200			1	1	AP01	99.99	DR	Warrant 004848
25-Jul-2017	0020-000-0000-000-00-20200			1	1	AP01	51.14	DR	Warrant 004848
25-Ju1-2017	1000-000-0000-000-00-10400			1	1	AP01	122.22	CR	Warrant 004848
25-Jul-2017	1000-000-0000-000-00-10400			1	1	AP01	500.00	CR	Warrant 004848
25-701-2017	4000-000-0000-000-00-00-10400	~~~~		1		P901	159,74	PR.	Warrant, 004848
25-Jul-2017	1000-000-0000-000-00-00-00-00-			1	-	F#01	ند.00د	uR	kunnalit 004845
25-Jul-2017	1000-000-0000-000-00-10400			1	1	AP01	375.00	CR	Warrant 004848
25-Jul-2017	1000-000-0000-000-00-10400			2	1	AP01	375.00	CR	Warrant 004848
25-Jul-2017	1000-000-0000-000-00-10400			1	1	AP01	750.00	CR	Warrant 004848
25-Jul-2017	0020-000-0000-000-00-20200			1	1	AP02	99.99	CR	New Keys
25-Jul-2017	0020-000-0000-000-00-20200			1	1	AP02	51.14	CR	seminar materials
25-Jul-2017	0020-000-0000-000-00-39002			1	1	AP02	99.99	DR	New Keys
25-Jul-2017	0020-000-0000-000-00-00-39002			1	1	AP02	51.14	IR	seminar materials
								<u> </u>	

Figure 9 [3 User Batch] tab of the Transaction DETAIL History Screen

2.3.4. Reference # Screen

A goto	ull Trx Co	Transaction DETAIL History										
Actions <u> <u> 6</u> Drill Down</u>	Reference# FY Posting# 252596 2018 8846704	User Batch# 13031										
2 Inx History 8 Excel 9 Excel By Date	1 Account	2 Posting#	<u>3</u> Us	er Batch	1	<u>4</u> Reference#		5 Trx Date				
Trx Date A	ccount Number		Line Gl	Line	TrxCode	Amount	Туре	Display - Notes				
01-Aug-2017 01	00-000-0000-000-00-00-20200		1	1	AP01	49,68	DR	Warrant 004852				
01-Aug-2017 10	00-000-0000-000-00-00-10400		1	1	AP01	49.68	CR	Warrant 004852				
01-Aug-2017 01	00-000-0000-000-00-00-20200		1	1	AP06	49.68	CR	Void Check 0289336 & Re-open Vouche				
01-Aug-2017 10	00-000-0000-000-00-00-10400		1	1	AP06	49.68	DR	Void Check 0289336 & Re-open Vouche				

Figure 10 [4 Reference] tab of the Transaction DETAIL History Screen

2.3.5. Transaction (Trx) Date Screen

All Trx Co	Transaction DETAIL History							
Actions Trx Date D1-Aug-2017 Selecte	Fi ed Line Info 20:	′ Refe 18 35⊲	rence# 4215	Posting# Us 8846715 VC	er Bat 04863	ch#		
Excel	2 Posting#	Line	<u>3</u> Us	er Batch	<u>4</u> 1	Reference#		
1000-000-0000-000-00-10400		4	OPOG	150.00	inp	Vaid Chaely 0000257 o Devenue Veveloen		
1000-000-0000-00-00-10400	1		HPU6	150.00		Vold Check 020000776 & Remopen Voucher		
1000-000-0000-000-00-20200	1	- 1	OPOG	49.60		Void Check 0285556 & Re-open Voucher		
1000-000-000-000-00-10400	1	- 1	OPOG	49.60		Vote Check 0285336 & Re-open Voucher		
0100-000-0000-000-00-00-20200	1	- 1	0001	49.60		Vold check 0200007 & cancel volcher		
0100-000-0000-000-00-20200	1	- 1	0P01	500.00		Nament 004852		
1000-000-0000-000-00-10400	1	- 1	OP01	49.60		Nament 004952		
1000-000-0000-000-00-00-10400	1	- 1	AP01	500.00		Warrant 004852		
1000-0000-000-00-00-19400		AÎ.	APC	1097.59	CR	Walhant 004"52		

The [3 User Batch] tab shows Cash, Accounts Payable and the Expenditure Control transactions, as all of these control accounts are marked to post in summary. (See Figure 1.)

The **[4 Reference]** tab shows **Cash** and **Accounts Payable** transactions; in this case the transaction was voided and the voucher re-opened.

The **[5 Trx Date]** tab will display the detail for all summarized transactions posted on the selected date. Again, only the control accounts selected to post in summary will appear on the **Transaction DETAIL History** screen.



Revenue Collections (RE/PP/ME) and Miscellaneous Billing transactions do not offer drill down.

[MDF-SUP-SAPLAUC-743]

3. REPORT JOB STREAM [FIX]

When selecting a report to edit from the list with a number greater than 28, the system was displaying the wrong report for editing. This error made it look like the job stream was limited to 28 reports per Job Stream.



<u>n 🔒 🗐 🖻</u>	◆ ◆ ₩ 🊝 🗳 🔍 🎟 🗃 🚮		
	Maint	ain Report Jo	b Streams
Qoto	Job Stream TEST NEW REPORT	 1	
Actions	Job Description 2017_4 Edit Reports Issue		
	Available Reports for Job		Reports in Job 33
1 Add Job	Trial Balance Trial Balance w/WIP	<u>3</u> Add ->	6 Transaction Detail Report w/Notes & Vend 7 Transaction Detail - Debits/Credits Only
2 Remove Job	Expenditure Summary Expenditure Summary w/WIP Expenditure Summary - only + / - balances	4 Remove	8 Transaction Detail - Debits/Credits w/ C 9 Transaction Detail - Interfund Transfers 10 Transaction Detail w/ Running Balances
9 Copy Job	Expenditure Summary (w/ Legacy Accounts) Projected Expenditure Summary Encumbrance Summary		11 Transaction History (Summary) 12 Transaction Summary (for POs or Vouchers 13 Transaction Summary (No Approp Roll Fud) 14 MuthWis Example December 201
	Revenue and Expenditure Summary Revenue Summary Revenue Summary Barget Summary (w/ activity) Budget Summary (w/ and w/o activity) Budget Summary (w/ and w/o activity) Cash Activity / Running Balence Current vs Prior Yean Expenditure Summary Transaction Betail / w/botes Transaction Betail Peptier w/btes & Vendor Transaction Betail - Nebits/Tredits Dhig Transaction Betail - Debits/Tredits Dhig Transaction Betail - Debits/Tredits V (Dec Transaction Betail - Debits/Tredits V (Dec Transaction Betail - Debits/Tredits V (Dec Transaction Betail - Lebits/Tredits V (Dec Transaction Betail - Thefmont Transfers Ch Transaction Betail V (Running Balances Transaction Summary) (for POS or Vouchers) Transaction Summary (for POS or Vouchers)		14 Monthly Expenditure Summary 15 Monthly Revenue Summary 16 Monthly Revenue Summary 17 Daily Trial Balance 18 Monthly Change in Cash Flow 19 Monthly Change in Cash Flow 20 Monthly Revenue & Expenditure Statem t 21 Secial Revenue 22 Badget Object Report 23 Chart of Recounts Listing 24 Current vs Prior Years (Column Salption 25 Trial Balance 27 Trial Balance 27 Trial Balance 27 Expenditure Summary 28 Expenditure Summary 29 Expenditure Summary 20 Expenditure Summary 20 Expenditure Summary 21 Expenditure Summary 22 Expenditure Summary 23 Expenditure Summary 24 Expenditure Summary 25 Expenditure Summary 26 Expenditure Summary 27 Trial Balance 27 Trial Balance 27 Trial Balance 28 Expenditure Summary 29 Expenditure Summary 20 Expenditure Summary 20 Expenditure Summary 20 Expenditure Summary 20 Expenditure Summary 20 Expenditure Summary 20 Expenditure Summary 25 Expenditure Summary 26 Expenditure Summary 27 Trial Balance 27 Trial Balance 27 Trial Balance 28 Expenditure Summary 29 Expenditure Summary 20 Expendit
	Monthly Expenditure Summary		33 Projected Expenditure Sunnary

Figure 11 Selecting report #33 for editing

1664			Maintain Job Stream Reports							
Report# Job Strea	22 m <mark>JEST</mark>	NEW REPOR	RT.							
Report Til	i le Budge	t Object	Report							
1 Selec	stion Criteria				2 Totals By					
 Element	From	To	Group	Туре	Category	Sub-Class				
Fund Department	0000	0000		_						
Function	0000	0000		_	_	-				
Program	000	000		— i——	— i	- i				
Location	00	00			_					
Year	00	00	i i i i i i i i i i i i i i i i i i i							

1614			Maintain Job Stream Reports								
Report# Job Strea Report Tit	33 im TEST ile Proje	NEW REPOR	Imary								
1_Selection Criteria											
Element	From	To	Group	Туре	Category	Sub-Class					
Fund	0000	0000									
Department	000	000									
Function	0000	0000									
Program	000	000									
Location	00	00									
Year	00	00			— i—						
Object Bernent	00000	00000									

Figure 12 Before

Figure 13 After

This was corrected and now the desired report will appear for editing.

[BLG-SUP-SAPLAUC-1045]

4. CLOSING TO FUND BALANCE & ROLLING APPROPRIATIONS FORWARD

Prior to the software update, if a fund was set to Close to Fund Balance, the Roll Appropriations Forward radio buttons were not available and the appropriations for those funds could not be rolled forward via the automated process.

Maintain Elements-Fund												
Fund	Description	Group	Туре	Category	Sub-Class	Summary Fund? Close to FB?	Roll Appr Forward?	Bud Fund				
0000 0001 0018 0059 0098	COMMUNITY CENTER BETTERMENTS BETTERMENTS NEN TEST FUND TEST FETE DI LOGGTING ALL FLEMENTS	WATER		PR			0					
0100	TRASH-OPERATING FUND	TRASH	AA	GV			CY ©N CY ©N	Ē				

Figure 14 Before-Roll Appropriations Forward not available for funds closed to fund balance



ADMINS Unified Community General Ledger

Maintain Elements-Fund											
Fund	Description	Group	Туре	Category	Sub-Class	Summary Fund? Close to FB?	Roll Appr Forward?	Bud Fund			
0000						CY ON OY ON	CY ©N	п			
0010	LUANN'S TEST FUND					CY ON OY ON	OY ON	E			
0020	NEW FUND FOR TESTING GRANT UPL					CY ON OY ON	OY ON	E			
0021	TEST GRANT UPLOAD 2		GRANT			CY ON CY ON	CY ON				
0022	TEST GRANT UPLOAD 3		RECEIPT			CY ON OY ON	CY ON				
0073	TESTING COPY ACCOUNTS					CYAN CYAN	CY ON	F.			

Figure 15 After- Roll Appropriations Forward available for funds closed to fund balance

[ADM-AUC-GL-8268]

5. HELP REFERENCE LIBRARY

5.1. New or Updated Documentation

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

- ACCOUNT MAINTENANCE
 - GL–235 Posting Transactions in Summary GL–660 Detail of Summary Postings

REPORTS OTHER

GL–1280 Menu and Toolbar Tips

[Updated] [New] [Updated]