# **GENERAL LEDGER** RELEASE NOTES – JUNE 2015

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

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# **1. JOURNAL ENTRIES**

# 1.1. Budget Transfers

Budget transfer journal entries were showing up in the Reference tab of the transaction history screen as **"BA"** instead of type **"BT"**. This was corrected. To access the Transaction History screen, select **Ledgers** ▶ **Queries** ▶ **Transaction History**. Click on the tab labeled **4 Reference#**.

Goto			Jou	rnal History	
Actions	Journa Typ Catego 1 ∀i	W BT Burget Trans	Transaction Date sfer Posted Date as a BT type journal	28-Apr-2015 28-Apr-2015	Enter GL Alloc
	3[	Details	Q Attachments		
Line Code FY 1 2015 2 2015	Ref#	Account# 0200-450-0000-00 0100-430-0000-00	4-00-00-52010 4-00-00-52030		Budget Amount -100,00 100,00

**Figure 1 Before** 



ing Al				-	Transacti	on H	listory			
Reference# 20786	FY F 2015 8	<b>Posting#</b> 3846175	<b>User Bat</b> 8846175	ch#						
<u>1</u> Accou	nt	I	2 Posting#		<u>3</u> Us	er Batch	TrrCode	4	Referenc	:#
1 Accou	*	52010	2 Posting#		<u>3</u> Us Line GL	Er Batch	TrxCode	4	Reference	IVPE

ing Al	Transaction History	
Reference#         FY         Posting#         User Batch#           20793         2007         8023         008023		
1 Account 2 Posting#	<u>3</u> User Batch	4 Reference#
nt Number	Line GL Line TrxCode	Amour Type
30-0000-004-00-00-52040	1 1 JE01	-500. 🗘 BT
30-0000-004-00-00-52010	2 1 JE01	500.0 BT

**Figure 2 After** 

[ADM-AUC-GL-8167]

# 2. YEAR END PROCESSING

# 2.1. Create New Fiscal Year

### 2.1.1. Live

To minimize processing time, in a prior software update, the automatic rebuilding of account security was suppressed from the **Create New Fiscal Year** process. This was helpful for sites with Module Control 1200 set to "A", which rebuilds account security every night (making it less likely to be required to rebuild account security each time the **Create New Fiscal Year** process is run).

ADMINS Uni	ified Community		Release Notes – Ve	rsion 6.1
General Ledg	er		Jı	une 2015
Ledgers				
Account Maintenance				
Journal Entry Processing 🔸				
Posting Control				
Audit Overrides 🔹 🕨			System Module Contr	ol
Queries 🕨 🕨			,	
Reports 🕨		Sen#	Description	Answer
OpenGov Dashboard 🔹 🕨		- Code	boompaon	74101101
Year-End Processing 💦 🕨	Create New Fiscal Year	1200	Rebuild Account Security [A]ll Nights or [F]riday night only	A

Now, for sites with module control 1200 set to "F", the **Create New Fiscal Year** process will rebuild security each time it is run to ensure that the users will have access to accounts as soon as the process is complete.

You may set module control 1200 to A or F depending upon your preference. However, most sites prefer to set it to "F" for most of the year and then switch it to "A" during fiscal year-end when frequent changes are being made to the chart of accounts. Then, typically in mid-July it would need to be re-set back to "F". The only difference between these settings is whether your site runs the lengthy rebuild process every night or whether you only run it once a week (on Fridays).

[ADM-AUC-GL-8159]

### 2.1.2. Training

This created an issue for sites running the **Create New Fiscal Year** in the Training area, as there is no overnight job to rebuild account security for the training account. Now, when **Creating the New Fiscal Year** in the Training area, account security is always rebuilt.

[ADM-AUC-GL-8159]

### 2.2. Roll Ledger Balances Forward

An issue was identified with the Roll Ledger Balances forward process that was doubling the amounts in the encumbrance and reserve for encumbrance control accounts for the new fiscal year. Journal entry corrections were required in the past.



With this software update, if the fund in the fund table:

- does not close to Fund Balance, and
- it does roll ALFRE



The encumbrance account and reserve for encumbrance amounts will **not** be rolled forward during the year end process. Rather, the encumbrances are established during the Purchase Order roll forward.

	Maintain Elements-Fund								
Fund	Description	Group	Туре	Category	Sub-Class	Summary Fund	? Close to FB?	Do Not Close Bu Roll ALFRE? Fu	d
0000 0010	LUANN'S TEST FUND					CY ©N CY ©N	OY ON Oy On	OYON	J
0100	TRASH-OPERATING FUND WATER-OPERATING	TRASH WATER	IAA EN	GV GV		CY ©N CY ©N	⊙Y ON ⊙Y ON		
0300	SEWER-OPERATING FUND		EN	GV		OY ON	OY ON	OY ON E	

Figure 3 Maintain Elements – Fund Table Showing Funds that Roll Forward

[ADM-AUC-GL-8164]

# 2.3. Appropriation Balance Forward

# 2.3.1. Report of Accounts Not in the "To" Fiscal Year

Fixed an error on the header of the report so that the user name and page number will be correctly displayed.



[ADM-AUC-GL-8171]

# 2.4. Exp/Rev Projection Report and Worksheets



The Expenditures and Revenues Projections worksheets and reports were displaying the page numbers on the screen but the page numbers were not visible on the printed page. This was corrected.

To run this report, select Ledgers > Year-End Processing > Exp/Rev Projections.



ADMINS Unified Community General Ledger

Exp/Rev Pro	jections
Description	Date
Issue Projection Worksheets (by Fund and Dept)	
Build Projection Workfile	18-Mar-2015
Enter Projection Amounts	18-Mar-2015
Issue Projection Report	18-Mar-2015
Archive Projection File	

1340-GLEXPPRJWRK.REP Printed 18-Mar-2015 at	: 16:18:34 by THERE Issue Proje	SA Town of ADM ction Worksheets	INS (by Fund and Dep	t)		
		Fiscal Year:	2016			
Account Number and Description	Adjusted Budget	Open PO's	YTD Exp's	Remain Bal	Projected	Variance
0010 LUANN'S TEST FUND Expenditures						
0010-000-0000-000-00-51110 DEPARTMENT HEAD SALARY	5,000.00			5,000.00		
Total Expenditures	5,000.00			5,000.00		
Total	5,000.00			5,000.00		

#### Figure 6 Before - Projections Worksheets

1340-GLEXPPRJWRK.REP Printed 22-May-2015 at 16:58:14 by THERESA Town of ADMINS Issue Projection Worksheets (by Fund and Dept)						Page 1
		Fiscal Year: 2016				
Account Number and Description	Adjusted Budg	et Open PO's	YTD Exp's	Remain Bal	Projected	Variance
0010 LUANN'S TEST FUND Expenditures						
0010-000-0000-000-00-00-51110 DEPARTM	TENT HEAD SALARY 5,000.	00		5,000.00	·	
Total Expenditures	5,000.	00		5,000.00	·	
Total	5,000.	00		5,000.00	·	

#### **Figure 7 After - Projections Worksheet**

<pre>#IIS I341-GLEXPPRJFIN.REP Printed 18-Mar-2015 at</pre>	13:42:57 by WENDY	7 Town of ADM Issue Projection	INS Report			(	Page
		Fiscal Year:	2016				
Account Number and Description	Adjusted Budget	Open PO's	YTD Exp's	Remain Bal	Projected	Variance	
0010 LUANN'S TEST FUND Expenditures							
0010-000-0000-000-00-51110 DEPARTMENT HEAD SALARY	5,000.00			5,000.00		5,000.00	
Total Expenditures	5,000.00			5,000.00		5,000.00	
Total	5,000.00			5,000.00		5,000.00	

#### **Figure 8 Before – Projections Report**

1341-GLEXPPRJFIN.REF Printed 18-Mar-2015 at	13:52:36 by WEND	Y Fown of ADMINS e Projection Repo	rt			Page 1	)
	F	iscal Year: 2016					
Account Number and Description	Adjusted Budget	Open PO's	YTD Exp's	Remain Bal	Projected	Variance	
0010 LUANN'S TEST FUND Expenditures							
0010-000-0000-000-00-51110 DEPARTMENT HEAD SALARY	5,000.00			5,000.00		5,000.00	
Total Expenditures	5,000.00			5,000.00		5,000.00	
Total	5,000.00			5,000.00		5,000.00	

#### **Figure 9 After – Projections Report**

[ADM-AUC-GL-8160]

# **3. REPORTS**

# **3.1. 1614–Projected Expenditure Summary**

To run this report, select Ledgers > Reports > 1614 Projected Expenditure Summary.

Ledger Year to	o Date Reports
Report Name	
1610-Trial Balance	Sample Run
1612-Trial Balance w/WIP	Sample Run
1613-Expenditure Summary	Sample Run
1655-Expenditure Summary w/WIP	Sample Run
1611-Expenditure Summary (w/ Legacy Accounts)	Sample Run
1614-Projected Expenditure Summary	Sample Run

The calculations on this report related to the current month and where it is in the fiscal period were incorrect. Note the Columns Labeled "**Projected Activity**" and "**Over/Under Appropriation**".

1614-GLEXPSUMPRJ.REP Printed 15-Apr-2015 at	10:47:38 by LUAND Project	I Town of ADMINS :ed Expenditure S	ummary			Page	1
	Fisca	1 Year: 2015 to	2015				
Account Number and Description	Appropriations	Net Activity Enc + DR - CR	Remaining Balance	Average Period Activity	Projected Activity	Over / Under Appropriation	
							1
0010-000-0000-000-00-51110 DEPARTMENT HEAD SALARY	5,000.00	.00	5,000.00	.00	.00	.00	
0100-001-0000-000-00-52016 GENERAL GOVERNM: FUNARI ROA	.00	.00	.00	.00	.00	.00	
0100-430-0000-004-00-00-51120 ADMINISTRATIVE PERSONNEL SA	50,000.00	.00	50,000.00	.00	.00	.00	
0100-430-0000-004-00-00-51130	50,000.00	.00	50,000.00	.00	.00	.00	
0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL	85,100.00	2,185.64	85,100.00	437.13	2,622.78	82,040.09	under
0100-430-0000-004-00-00-52010 ADVERTISING	150,000.00	175.00	150,000.00	35.00	210.00	149,755.00	Under
0100-430-0000-004-00-00-52030 TELEPHONE	155,000.00	26.00	155,000.00	5.20	31.20	154,963.60	under
0100-430-0000-004-00-00-52040 PRINTING, BINDING AND COPYIN	160,000.00	32.00	160,000.00	6.40	38.40	159,955.20	under
0100-430-0000-004-00-00-52700 TRASH REMOVAL	918,380.00	27,252.93	918,380.00	5,450.59	32,703.54	880,225.87	Under
0100-430-0000-004-00-00-52701 TRASH INCINERATION	911,600.00	500.00	911,600.00	100.00	600.00	910,900.00	Under

#### Figure 10 Before

Г

The report calculations are now correct.

1614-GLEXPSUMPRJ.REP Printed 21-Apr-2015 at	14:59:56 by LUANN Projecte Fiscal	Nown of ADMINS ad Expenditure Summa L Year: 2015 to 2015		2	3	4 Page 1
		Net Activity	Remaining	Average	Projected	Projected
Account Number and Description	Appropriations	Enc + DR - CR	Balance	Period Activity	Activity	Balance
0010-000-0000-000-00-51110 DEPARTMENT HEAD SALARY	5,000.00	. 00	5,000.00	.00	.00	5,000.00
0100-001-0000-000-00-52016 GENERAL GOVERNM: FUNARI ROA	.00	. 00	.00	.00	.00	. 00
0100-430-0000-004-00-00-51120 ADMINISTRATIVE PERSONNEL SA	50,000.00	.00	50,000.00	.00	.00	50,000.00
0100-430-0000-004-00-00-51130	50,000.00	.00	50,000.00	.00	.00	50,000.00
0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL	85,100.00	2,185.64	82,914.36	218.56	437.12	82,477.24
0100-430-0000-004-00-00-52010 ADVERTISING	150,000.00	9,175.00	140,825.00	917.50	1,835.00	138,990.00
0100-430-0000-004-00-00-52030 TELEPHONE	155,000.00	3,326.00	151,674.00	332.60	665.20	151,008.80
0100-430-0000-004-00-00-52040 PRINTING, BINDING AND COPYIN	160,000.00	32.00	159,968.00	3.20	6.40	159,961.60
0100-430-0000-004-00-00-52700 TRASH REMOVAL	918,380.00	27,252.93	891,127.07	2,725.29	5,450.58	885,676.49
0100-430-0000-004-00-00-52701 TRASH INCINERATION	911,600.00	500.00	911,100.00	50.00	100.00	911,000.00
0100-950-0000-00-00-00-70014 TRASH ENCUMBRANCE	.00	.00	.00	.00	.00	.00

**Figure 11 After** 

- 1. The **Remaining Balance** is calculated by subtracting the net activity from the appropriations.
- 2. The **Average Period Activity** is based on the net activity to the current date, divided by the number of elapsed months in the current fiscal year.

- 3. The **Projected Activity** is calculated by multiplying the average period activity by the number of months remaining in the fiscal year.
- 4. The Projected Balance is calculated by subtracting the Projected Activity from the Remaining Balance.

[ADM-AUC-GL-8166]

### 3.2. 1621–Revenue & Expenditure Summary–Excel

The Excel version of the Revenue and Expenditure Summary report has been modified to include additional columns. To run this report, select Ledgers ▶ Reports ▶ Report Library ▶ 1621 Revenue and Expenditure Summary.

Ledger Year to Date	Reports	
Report Name		
1610-Trial Balance	Sample	Run
1612-Trial Balance w/WIP	Sample	Run
1613-Expenditure Summary	Sample	Run
1655-Expenditure Summary w/WIP	Sample	Run
1611-Expenditure Summary (w/ Legacy Accounts)	Sample	Run
1614-Projected Expenditure Summary	Sample	Run
1620-Encumbrance Summary	Sample	Run
1621-Revenue and Expenditure Summary	Sample	Run
1624-Revenue Summary	Sample	Run

The Expenditures and Encumbrances have been separated into 2 columns for easier reconciliation. An additional column has been added that sums up Appropriation + Appropriation Adjustments to see the resulting Adjusted Budget. The subtotal lines are now in bold.

	A		E	9	С	D	E	F	
1	Fiscal Year: 2015 to 2015 Totals Reflect Revenue les	s Expendit	ure						
2		•							
З			Orig	jinal	Budget	Encumbrances		Remaining	
4	Account Number and Description		Bud	get A	<u>djustments</u>	& Expenditures	Revenue	Balance	
5	0200-000-0000-000-00-42040 WATER LIENS			0.00	0.00	0.00	4,124.99	4,124.99	
6	0200-000-0000-000-00-42050 WATER CHARGES			0.00	0.00	0.00	181.05	181.05	
7	0200-000-0000-000-00-00-42200 WATER APP & CONNECTION FEE			0.00	0.00	0.00	2,675.00	2,675.00	
8	_Total_Revenue			0.00	0.00	0.00	6,981.04	6,981.04	
9	0200-430-0000-004-00-00-51121 ADMINISTRATIVE PERSONNEL			0.00	185,000.00	0.00	0.00	185,000.00	
10	0200-450-0000-004-00-00-51110 DIRECTOR		27	191.00	225,000.00	5,453.21	0.00	246,737.79	
11	0200-450-0000-004-00-00-51120 ASSISTANT DIRECTOR		30	412.00	230,000.00	3,080.69	0.00	257,331.31	
12	0200-450-0000-004-00-00-51121 ADMINISTRATIVE PERSONNEL			030.00	235,000.00	5,325.78	0.00	267,704.22	
13	3 0200-450-0000-004-00-00-51122 FOREMAN			148.00	240,000.00	2,364.24	0.00	266,783.76	
14	0200-450-0000-004-00-00-51130 PERMANENT PERSONNEL SALARI	ES	493	975.00	245,000.00	48,496.08	0.00	690,478.92	
Fi	Figure 12 Before								
				- <b>Y</b>					
		-				-			
	A	B	C						
1	Assessed three has and Description	onginai		Tatal		E.	G	H	
3		Budget	Budget	Total		F F	G	H Remaining	
4		Budget	Adjustments	Total <u>Budge</u>	t Expendit	ures Encumbrance	G Es <u>Revenue</u> 00 412490	H Remaining Balance 4 124 99	
- 4	Account Number and Description 0200-000-0000-000-00-00-42040 WATER LIENS 0200-000-0000-000-00-42050 WATER CHARGES	Budget 0.00 0.00	Adjustments 0.00	Total <u>Budge</u>	t Expendit	Ures Encumbrance 0.00 0 0.00 0	G Es Revenue 00 4,124.99 00 181.05	H Remaining Balance 4,124.99 5 181.05	
5	Account Number and Jeserption 0200-000-0000-000-00-42040 WATER LIENS 0200-000-0000-000-00-42050 WATER CHARGES 0200-000-0000-000-00-42200 WATER APP & CONNECTION FEE	Budget 0.00 0.00 0.00	Budget <u>Adjustments</u> 0.00 0.00 0.00	Total <u>Budge</u>	t Expendit 0.00 0.00	UTES Encumbrance 0.00 0 0.00 0 0.00 0	G Ess Revenue 00 4,124.99 00 181.05 00 2,675.00	H Remaining Balance 4,124.99 5 181.05 0 2,675.00	
5	Account Number and Jeserption 0200-000-0000-000-00-42040 WATER LIENS 0200-000-0000-000-00-42050 WATER CHARGES 0200-000-0000-000-00-42200 WATER APP & CONNECTION FEE 	Budget 0.00 0.00 0.00 0.00	Budget <u>Adjustments</u> 0.00 0.00 0.00 0.00	Total <u>Budge</u>	t <u>Expendit</u> 0.00 0.00 0.00 0.00	Image:	G 25 Revenue 00 4,124.99 00 181.09 00 2,675.00 00 6,981.04	H Remaining Balance 4,124.99 5 181.05 2,675.00 4 6,981.04	
4 5 7	Account Number and Description 0200-000-0000-000-00-42040 WATER LIENS 0200-000-0000-000-00-42050 WATER CHARGES 0200-000-0000-000-00-42200 WATER APP & CONNECTION FEE 	Budget 0.00 0.00 0.00 0.00	Budget <u>Adjustments</u> 0.00 0.00 0.00 0.00	Total <u>Budge</u>	t Expendito 0.00 0.00 0.00 0.00	Intersection         Encumbrance           0.00         0           0.00         0           0.00         0           0.00         0           0.00         0	G 25 Revenue 00 4,124.99 00 181.09 00 2,675.00 00 6,981.04	H Remaining Balance 4,124.99 5 181.05 0 2,675.00 4 6,981.04	
4 5 7 8	Account Number and Description 2020-000-0000-000-00-00-00-42040 WATER LIENS 0200-000-0000-000-00-00-42050 WATER CHARGES 0200-000-0000-000-00-00-42200 WATER APP & CONNECTION FEE Total_Revenue 0200-430-0000-004-00-00-51121 ADMINISTRATIVE PERSONNEL	Budget 0.00 0.00 0.00 0.00	Budget <u>Adjustments</u> 0.00 0.00 0.00 0.00 185,000.00	Total <u>Budge</u> 185,00	t Expendition 0.00 0.00 0.00 0.00 0.00	Intersection         Encumbrance           0.00         0         0           0.00         0         0           0.00         0         0           0.00         0         0           0.00         0         0           0.00         0         0	G 25 Revenue 00 4,124.99 00 181.09 00 2,675.00 00 6,981.04 00 0.00	H Remaining Balance 3 4,124.99 5 181.05 0 2,675.00 4 6,981.04 0 185,000.00	
4 5 7 8 9	Inccount         Number         and         Description           0200-0000-000-000-00-42040         WATER LIENS         0200-000-000-00-00-02050         WATER CHARGES           0200-000-000-000-00-00-42200         WATER APP & CONNECTION FEE	Budget 0.00 0.00 0.00 0.00 0.00 27,191.00	Budget <u>Adjustments</u> 0.00 0.00 0.00 185,000.00 225,000.00	Total Budge 185,00 252,19	t Expendition 0.00 0.00 0.00 0.00 0.00 1.00 5,43	Inclusion         Final Action           0.00         0         0           0.00         0         0           0.00         0         0           0.00         0         0           0.00         0         0           0.00         0         0           0.00         0         0           0.00         0         0	G Revenue 00 4,124.98 00 4,124.98 00 2,675.00 00 6,981.04 00 00 0.00 00 0.00	H Remaining Balance 3 4,124.99 5 181.05 0 2,675.00 4 6,981.04 0 185,000.00 0 246,737.79	
4 5 7 8 9 10	Account Number and Description           0200-000-000-00-00-00-42040 WATER LIENS           0200-000-000-00-00-42050 WATER CHARGES           0200-000-000-00-00-42050 WATER CHARGES           0200-000-000-00-00-42200 WATER APP & CONNECTION FEE           _Total_Revenue           0200-430-0000-004-00-00-51121 ADMINISTRATIVE PERSONNEL           0200-450-0000-004-00-00-51110 DIRECTOR           0200-450-0000-004-00-00-51120 ASSISTANT DIRECTOR	Budget 0.00 0.00 0.00 0.00 0.00 27,191.00 30,412.00	Budget <u>Adjustments</u> 0.00 0.00 0.00 185,000.00 225,000.00 230,000.00	Total Budge 185,00 252,19 260,41	t Expendit 0.00 0.00 0.00 0.00 0.00 1.00 5,4: 2.00 3,0:	Incumbrane           0.00         0	G Revenue ( 4,124.98 00 4,124.98 00 181.08 00 2,675.00 00 6,981.0 00 00 00 0.00 00 00 0.00 00 00 0.00 00	H Remaining Balance 4,124.99 5 181.05 0 2,675.00 4 6,981.04 0 185,000.00 0 185,000.00 0 246,737.79 0 257,331.31	
4 5 7 8 9 10 11	Account Number and Description           0200-000-0000-000-00-42040 WATER LIENS           0200-000-0000-000-00-42050 WATER CHARGES           0200-000-0000-000-00-42050 WATER CHARGES           0200-000-0000-000-00-42200 WATER APP & CONNECTION FEE           _Total_Revenue           0200-430-0000-004-00-00-51121 ADMINISTRATIVE PERSONNEL           0200-450-0000-004-00-00-51120 ASSISTANT DIRECTOR           0200-450-0000-004-00-00-51121 ADMINISTRATIVE PERSONNEL           0200-450-0000-004-00-00-51121 ADMINISTRATIVE PERSONNEL	Budget 0.00 0.00 0.00 0.00 27,191.00 30,412.00 38,030.00	Budget <u>Adjustments</u> 0.00 0.25,000.00 0.23,000 0.23,000.00 0.23,0000 0.23,0000 0.23,00	Total Budge 185,00 252,19 260,41 273,03	t Expendito 0.00 0.00 0.00 0.00 0.00 0.00 1.00 5,43 2.00 3,04 0.00 5,33	Incumbrane:           0.00         0	G Revenue S Reve	H Remaining Balance 9 4,124,99 5 181.05 0 2,675.00 4 6,981.04 0 185,000.00 0 246,737.79 0 257,331.31 0 267,704.22	
7 8 9 10 11 12	Incodum         Number         and         Uescription           0200-000-0000-000-00-00-00-42040         WATER LIENS         0200-000-0000-000-00-42050         WATER CHARGES           0200-000-0000-000-00-00-42200         WATER CHARGES         0200-42040         VATER APP & CONNECTION FEE	Budget 0.00 0.00 0.00 27,191.00 30,412.00 38,030.00 29,148.00	Budget <u>Adjustments</u> 0.00 0	Total Budge 185,00 252,19 260,41 273,03 269,14	t Expendit 0.00 0.00 0.00 0.00 0.00 0.00 0.00 1.00 5,4' 2.00 3,0' 3,0' 3,0' 3,0' 3,0' 3,0' 3,0' 3,	Interface         Encumbrance           0.00         0         0           0.00         0	G Revenue ( )	H Remaining Balance 9 4,124.99 5 181.05 1 2,675.00 4 6,981.04 1 85,000.00 0 246,737.79 0 257,331.31 0 267,704.22 0 266,783.76	

#### Figure 13 After

[ADM-AUC-GL-8173]



# 4. HELP REFERENCE LIBRARY

Not applicable for this software update.