GENERAL LEDGER

RELEASE NOTES – JUNE 2016

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

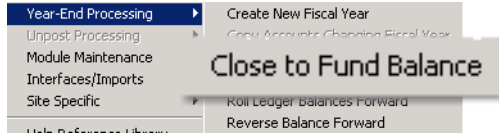## TABLE OF CONTENTS

1. YEAR END PROCESSING

1.1. Close to Fund Balance

When a fund was closed using the automated **Close To Fund Balance** procedure, the fiscal period table is stamped with a close to fund balance indicator, date, and close user. If there were no transactions due to no revenue or expenditure activity, the Posting Control Number was not stamped and the system would not allow you to reopen the fund.

Now, a fund with no transactions may be reopened via the Fiscal Period screen. Funds with transactions must still use the Reverse Close process to open the fund.
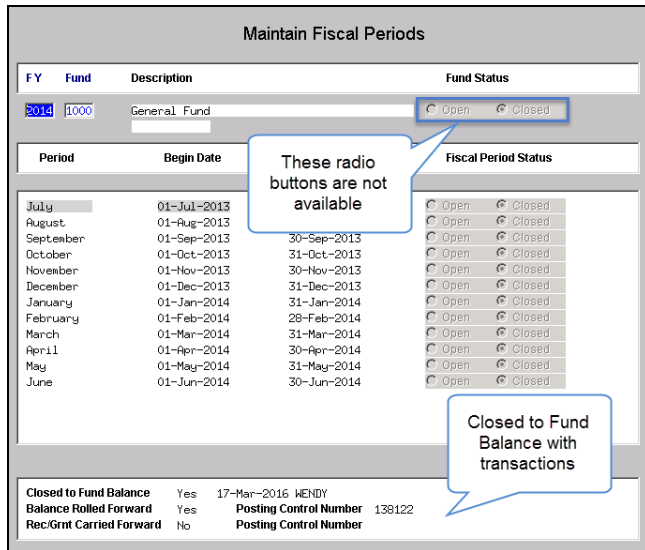

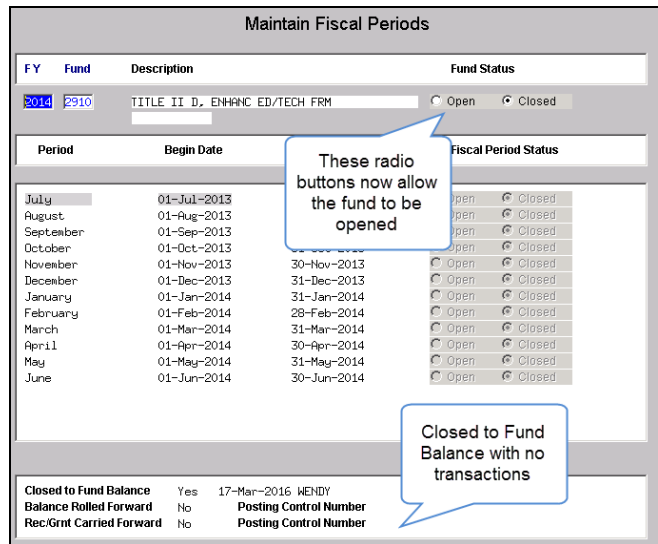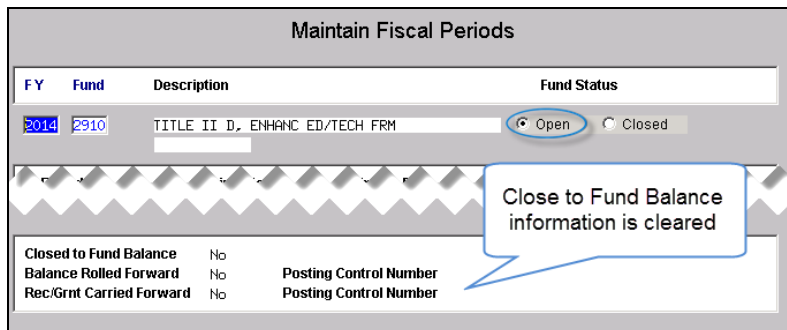**Figure 1 Fund 1000 closed with transactions**

Figure 2 Fund 2910 closed with no transactions

Once the fund is re-opened using the radio button, the Closed to Fund Balance information is cleared from the screen.

[ADM-AUC-GL-8221]

1.2.   Roll Balance Forward

1.2.1.   Exclude Encumbrance Control & Reserve for Encumbrance Accounts

When rolling the balance forward, the **Encumbrance** control account on **line 4** and **Reserve for Encumbrance** Account on **line 5** will no longer be included. These accounts will have a beginning balance of zero to start the new fiscal year, as such they will not appear in the beginning balance of the trial balance.

Figure 3 Before shows a beginning balance in the Encumbrance & Reserve for Encumbrance Accounts for FY 2016

Figure 4 After shows no beginning balance in the Encumbrance & Reserve for Encumbrance Accounts for FY 2017

[ADM-AUC-GL-8224]

1.3.   Element Table ▶ Column Re-Labeled

Mark funds for closing to fund balance or rolling appropriations forward in the fund element table. The label of the column to **Roll the Appropriation Forward** was changed to more accurately reflect this use.
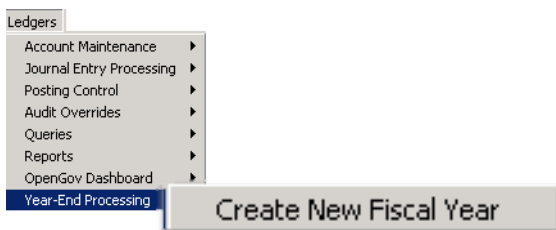

Figure 5 Before

Figure 6 After

1.4.   Create New Year & Account Security

Module control **#1200** controls when security is built.

> If set to **"A"**, security is rebuilt each evening.
> If set to **"F"**, security is rebuilt only on Friday evenings.

When running the **[Create New Fiscal Year]**, account security was not being rebuilt if module control #1200 was set to **"F"**. Now, if module control #1200 is set to **"F"** the security will be rebuilt during the **[Create New Fiscal Year]** process. If security is rebuilt nightly (module control 1200 set to **"A"**), then ADMINS recommends that sites wait until late in the day to **[Create New Fiscal Year]**, as security is not rebuilt during the process, so that the new year accounts will be available the following morning.

[ADM-AUC-GL-8223]

2. REPORTS

2.1. Transaction Detail Reports – Changed column for NET ACTIVITY in Excel®

The calculation of the **Net Amount** column in **EXCEL**® output has changed for the following Transaction detail reports. Appropriations and encumbrances are not taken into account – just a net calculation of debits and credits.

- 1630 Transaction Detail Report w/Notes
- 1630 Transaction Detail Report w/Vendor
- 1639 Transaction Detail Report w/Notes & Vendor
- 1629 Transaction Detail – Debits/Credits Only
- 1631 Transaction Detail Report – Debits/Credit – No Approp Roll Txns
- 1626 Transaction Detail Report – Debits/Credits (w/Check#)
- 1633 Transaction Detail Report – Interfund Transfers
- 1634 Transaction Detail w/ Running Balances
- 1543 Transactions affecting a prior period…

The Net Amount is now calculated differently for each account type:

Account Type	Net Activity Calculation Method
Assets/Liabilities/Fund Equity	Debits minus Credits (DR – CR)
Expenditures	Zero minus Debits plus Credits (0–DR+CR)
Revenue	If budgeting Revenue as a negative number Zero minus Debits plus Credits (0–DR+CR)
	If budgeting Revenue as a positive number Debits minus Credits (DR – CR)

[ADM-AUC-GL-8218]

3. MODULE CONTROL

3.1. Field Logging ▶ Control Account ▶ Edit List

To see what changes have been made to the Control Account Tables, there is a feature in AUC called **Field Logging** under **Module Maintenance**. The edit list was enhanced to include the line description to make it easier to see what line was changed, how it was changed, and by whom.

Figure 7 Before

Figure 8 After

[ADM-AUC-GL-648]
[ADM-AUC-GL-8224]

4. HELP REFERENCE LIBRARY

4.1. New or Updated Documentation

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

- Year End Processing   Fiscal Year End Checklist