



# GENERAL LEDGER

## RELEASE NOTES – JUNE 2016

---

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

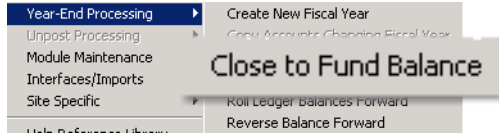
### TABLE OF CONTENTS

<b>1. YEAR END PROCESSING</b> .....	<b>2</b>
1.1. Close to Fund Balance.....	2
1.2. Roll Balance Forward.....	3
<b>1.2.1. Exclude Encumbrance Control &amp; Reserve for Encumbrance Accounts</b> .....	<b>3</b>
1.3. Element Table ▶ Column Re-Labeled.....	4
1.4. Create New Year & Account Security.....	4
<b>2. REPORTS</b> .....	<b>5</b>
2.1. Transaction Detail Reports – Changed column for NET ACTIVITY in Excel®.....	5
<b>3. MODULE CONTROL</b> .....	<b>5</b>
3.1. Field Logging ▶ Control Account ▶ Edit List.....	5
<b>4. HELP REFERENCE LIBRARY</b> .....	<b>6</b>
4.1. New or Updated Documentation.....	6



# 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.

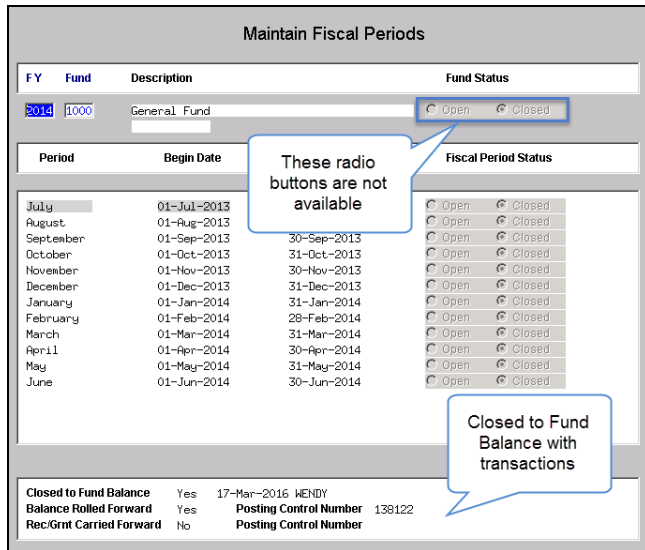


Figure 1 Fund 1000 closed with transactions

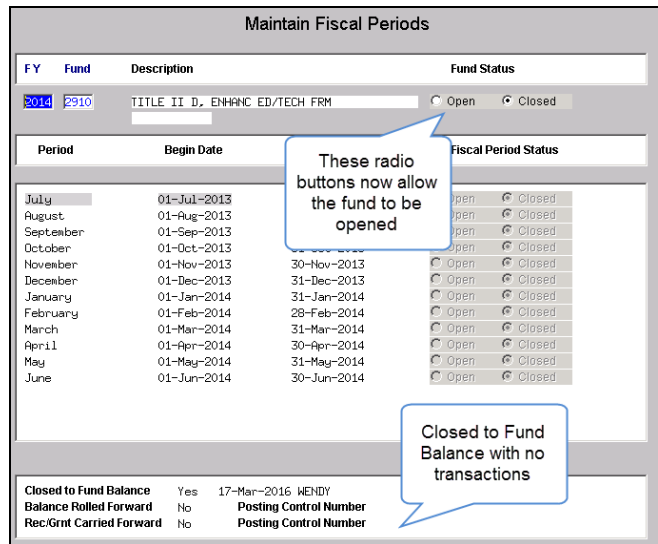
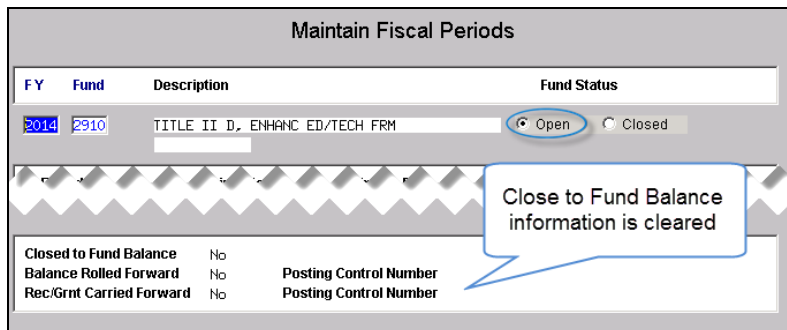


Figure 2 Fund 2910 closed with no transactions

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

Maintain General Ledger Controls

FY: 2016 Fund: 1000 Description: General Fund Fund Status: OPEN 3-Clear All

Line	Account Number	Description	Summarize Postings?
Revenue	2	1000-000-0000-000-00-39100	Revenues
Expenditure	3	1000-000-0000-000-00-39300	Expenditures
Encumbrance	4	1000-000-0000-000-00-39200	Encumbrances
Reserve for Encumbrance	5	1000-000-0000-000-00-38200	Reserve for Encumbrance

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.

1610-CLTRLEALRPT.REP Printed 14-Apr-2016 at 12:42:20 by LUANN Town of ADMINS Trial Balance Page 1

Fiscal Year: 2016 to 2016

Account and Description	Beginning Balance	Debits	Credits	Ending Balance
1000 General Fund				
1000-000-0000-000-00-10400 CASH, UNRESTRICTED CHECKING	124,686.46	242,186.21	1,859,941.04	(1,493,068.37)
1000-000-0000-000-00-20200 ACCOUNTS PAYABLE	2,311,479.90	1,280,140.48	1,244,149.78	2,347,470.60
1000-000-0000-000-00-20210 ACCRUED PAYROLL	93,754.56	3,023.85	.00	96,778.41
1000-000-0000-000-00-35900 UNDESIGNATED FUND BALANCE	(416,721.62)	.00	.00	(416,721.62)
1000-000-0000-000-00-38200 Reserve for Encumbrance	114,638.51	27,925.12	336,017.51	(193,453.88)
1000-000-0000-000-00-39100 Revenues	(4,069,471.27)	.00	2,306.34	(4,071,777.61)
1000-000-0000-000-00-39200 Encumbrances	(114,638.51)	336,017.51	27,925.12	193,453.88
1000-000-0000-000-00-39300 Expenditures	2,521,280.52	1,818,272.90	.00	4,339,553.42
1000-000-0000-000-00-88888 Suspense	345,170.66	.00	.00	345,170.66
Total 1000 General Fund	910,179.21	3,707,566.07	3,470,339.79	1,147,405.49
Accounts: 9 ***** Net Total *****	910,179.21	3,707,566.07	3,470,339.79	1,147,405.49

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

1610-CLTRLEALRPT.REP Printed 14-Apr-2016 at 12:50:36 by LUANN Town of ADMINS Trial Balance Page 1

Fiscal Year: 2017 to 2017

Account and Description	Beginning Balance	Debits	Credits	Ending Balance
1000 General Fund				
1000-000-0000-000-00-10400 CASH, UNRESTRICTED CHECKING	(1,493,068.37)	.00	.00	(1,493,068.37)
1000-000-0000-000-00-20200 ACCOUNTS PAYABLE	2,347,470.60	.00	.00	2,347,470.60
1000-000-0000-000-00-20210 ACCRUED PAYROLL	96,778.41	.00	.00	96,778.41
1000-000-0000-000-00-35900 UNDESIGNATED FUND BALANCE	(416,721.62)	.00	.00	(416,721.62)
1000-000-0000-000-00-39100 Revenues	(4,071,777.61)	.00	.00	(4,071,777.61)
1000-000-0000-000-00-39300 Expenditures	4,339,553.42	.00	.00	4,339,553.42
1000-000-0000-000-00-88888 Suspense	345,170.66	.00	.00	345,170.66
Total 1000 General Fund	1,147,405.49	.00	.00	1,147,405.49
Accounts: 7 ***** Net Total *****	1,147,405.49	.00	.00	1,147,405.49

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.

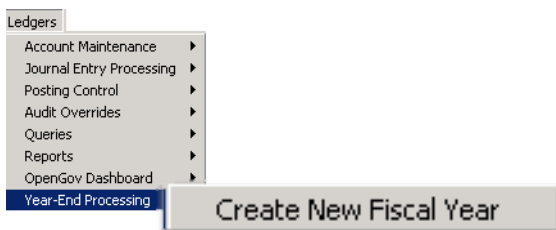
Fund	Description	Group	Type	Category	Sub-Class	Summary Fund?	Close to FB?	Do Not Close	Bud
								Roll ALFRE?	Fund
0000						<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	
0010	LUANN'S TEST FUND					<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	
0020	NEW FUND FOR TESTING GRANT UPLO					<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	
0021	TEST GRANT UPLOAD 2		GRANT			<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	
0022	TEST GRANT UPLOAD 3		RECEIPT			<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	
0100	TRASH-OPERATING FUND	TRASH	AA	GV		<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	

Figure 5 Before

Fund	Description	Group	Type	Category	Sub-Class	Summary Fund?	Close to FB?	Roll Appr Forward?	Bud
								Forward?	Fund
0000						<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	
0010	LUANN'S TEST FUND					<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	
0020	NEW FUND FOR TESTING GRANT UPLO					<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	
0021	TEST GRANT UPLOAD 2		GRANT			<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	
0022	TEST GRANT UPLOAD 3		RECEIPT			<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	
0100	TRASH-OPERATING FUND	TRASH	AA	GV		<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	

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 ADMINIS 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.



Ledgers

- Account Maintenance >
- Journal Entry Processing >
- Posting Control >
- Audit Overrides >
- Queries >
- Reports >
- OpenGov Dashboard >
- Year-End Processing >
- Unpost Processing >
- Module Maintenance >**
  - General Ledger Module Control
  - User Defined Field Descriptions
  - Remove Accounts Flagged For Deletion
  - Dormant Accounts Process
- Interfaces/Imports >
- Site Specific >
- Help Reference Library

Field Logging - Chart of Accounts  
Field Logging - Element Tables

**Field Logging - Control Account Table**  
**Field Logging - Control Account by Account# Table**

Email Distribution Lists

1796-GLTRACTPLG.REP Printed 24-Mar-2014 at 13:50:22 by THERESA Page 1

Town of ADMINS  
Field Logging - Control Account Table Report

FY	Fund / Description	Line	Change Date	Time	User	Field	Value
2014	0100 TRASH-OPERATING FUND	15	19-Feb-2014	14:06	THERESA	Account	Old: 0100-000-0000-000-00-00-39301 EXPENDITURE APPROPRIATION FORWARD EQUITY New: 0000-000-0000-000-00-00-00000
2014	0100 TRASH-OPERATING FUND	15	19-Feb-2014	14:04	THERESA	Account	Old: 0100-000-0000-000-00-00-39101 REVENUE APPROPRIATION FORWARD EQUITY New: 0100-000-0000-000-00-00-39301 EXPENDITURE APPROPRIATION FORWARD EQUITY
2014	0100 TRASH-OPERATING FUND	15	19-Feb-2014	14:03	THERESA	Account	Old: - - - - - New: 0100-000-0000-000-00-00-39101 REVENUE APPROPRIATION FORWARD EQUITY
2014	0100 TRASH-OPERATING FUND	16	19-Feb-2014	14:06	THERESA	Account	Old: - - - - - New: 0100-000-0000-000-00-00-39301 EXPENDITURE APPROPRIATION FORWARD EQUITY

Figure 7 Before

1796-GLTRACTPLG.REP Printed 27-Apr-2016 at 11:37:01 by THERESA Page 1

Town of ADMINS  
Field Logging - Control Account Table Report

FY	Fund / Description	Line	Change Date	Time	User	Field	Value
2016	0100 TRASH-OPERATING FUND	7	04-May-2015	16:51	THERESA	Account	Old: 0100-000-0000-000-00-00-88888 SUSPENSE New: 0100-***-***-***-***-***-***
2016	0100 TRASH-OPERATING FUND	7	04-May-2015	16:51	THERESA	Account	Old: 0100-000-0000-000-00-00-88888 SUSPENSE New: 0100-000-0000-000-00-00-****
2016	0100 TRASH-OPERATING FUND	7	04-May-2015	16:51	THERESA	Account	Old: 0100-000-0000-000-00-00-88888 SUSPENSE New: 0100-000-0000-000-00-00-****
2016	0100 TRASH-OPERATING FUND	16	03-Sep-2015	10:35	THERESA	Account	Old: - - - - - New: 0100-000-0000-000-00-00-90010 APPROPRIATION FORWARD EQUITY EXPENSE
2016	0100 TRASH-OPERATING FUND	23	03-Sep-2015	10:35	THERESA	Account	Old: - - - - - New: 0100-000-0000-000-00-00-90005 APPROPRIATION FORWARD EQUITY REVENUE

Selection Legend:  
Count: 5  
Sorted: Fiscal Year,Fund,Line,Change Date/Desc  
Fiscal Year: 2016  
Fund: 0100 to 0100

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