



GENERAL LEDGER

RELEASE NOTES – MARCH 2015

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

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1. ACCOUNT MAINTENANCE

1.1. Changing Account Types

To ensure that control accounts are General Ledger (**Fund Equity, Liability or Asset**) accounts, error checking was added to the Chart of Accounts maintenance screen. Select **Ledgers ▶ Account Maintenance ▶ Chart of Accounts** to set the Type and Sub Type for accounts. If an account of type “E” or “R” is selected, and Sub Type of “C” for Control is entered, the following message will be displayed.

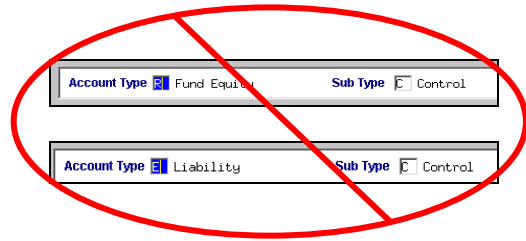
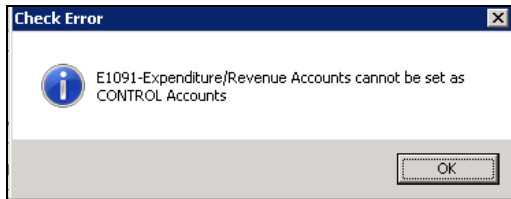
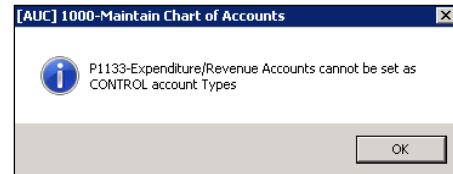


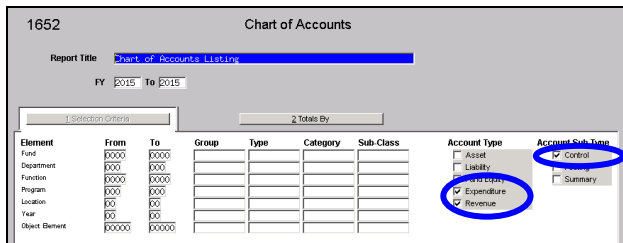
Figure 1 Error Message

Similarly, if an account is already set up as a Control account, changing the account to an “E” or “R” Account Type is not allowed and will also display the error message.

When creating a new account in the chart, if an attempt is made to create a Control account with an account type of “R” or “E” the following message will be displayed:



If you are using a spreadsheet to upload accounts into your chart, check that no Control Accounts are set to be type “R” or “E”.



Any Expenditure or Revenue Accounts currently setup as Control accounts should be reviewed and changed. To identify these accounts, run **Ledgers ▶ Reports ▶ Report Library ▶ Other ▶ Chart Of Accounts** report, selecting Account Types of Expenditure and Revenue and Account Sub Type of Control.

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Town of ADMINS
Chart of Accounts Listing
Fiscal Year: 2015 to 2015

FY	Account #	Description	Account Type	Account Sub Type	Entity	Cash	Rev	Spec	Inter	Int	Copy	Bud	Excl	Budget	Revenue	HR
2015	8060-000-0000-00-00-39100	REVENUE	Revenue	Control	1	N	Y	N	N	N	Y	U	N	UNCL	N	Active

==== Selection Legend =====
Account Type: ER
FY: 2015 to 2015
Account Sub Type: C

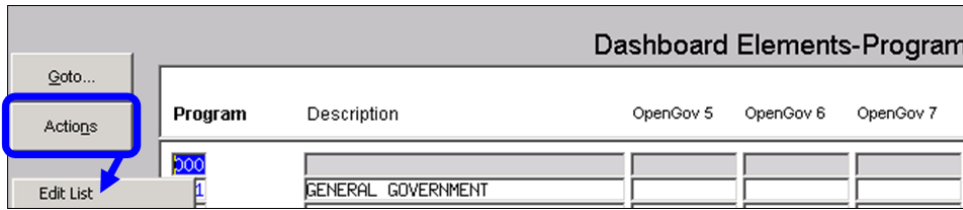
If a report is produced and you need assistance with your control account setup, contact support@admins.com.

[ADM-AUC-GL-8152]



1.2. Dashboard Elements

Under the Actions button on this screen, the link to the Edit List was mislabeled. This has been corrected.

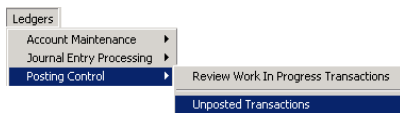


[ADM-AUC-GL-8155]

2. POSTING CONTROL

2.1. Billing & Invoicing Batches GL Batch Numbering

A sequence number was added to the outside detail billing (originating in the HR module) user batches for easier identification and retrieval once the billing and invoicing is posted.



Prior to the software update, if multiple batches were billed in a single day, the same User Batch # was assigned to each, as shown below:

Trx Date	Post Date	Line	GL#	Reference#	TrxCode	User Bat#
23-Jan-2015		1	2		HR10	PB012315
23-Jan-2015		1	2		HR10	POLBIL
23-Jan-2015		1	2		HR10	PB012315
23-Jan-2015		1	2	22703	HR10	PB012315
26-Jan-2015		1	2		HR10	PB012615
26-Jan-2015		1	2	22710	HR10	PB012615
26-Jan-2015		1	2	22715	HR10	PB012615

Figure 2 Before

Now, the user batches will be named as follows: The literal “PB”, followed by the date in MMDDYY format, followed by a sequence number between 1 and 9. This assigns each batch processed in a given day with an incrementing sequence number. An example is shown below.

February 12, 2015	February 13, 2015	February 14, 2015
PB0212151	PB0213152	PB0214157
	PB0213153	PB0214158
	PB0213154	PB0214159
	PB0213155	PB0214151
	PB0213156	PB0214152

The extra digit in the batch # will enable the user to search for a particular batch more easily in a report or transaction history screen.

In the unlikely event that more than nine batches are processed in a single day, the batch numbering sequence will repeat.

Figure 3 After

[ADM-AUC-HR-9577]



2.2. Unposted Transactions

Prior to the software update, the GL code of HR10 was not listed in the GL Batch Number lookup when printing unposted transactions. This has been corrected.

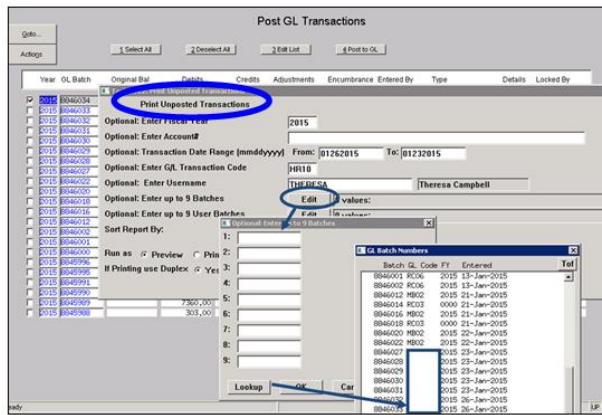
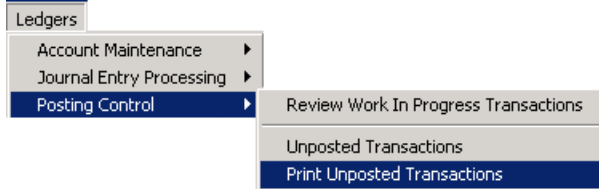


Figure 4 Before

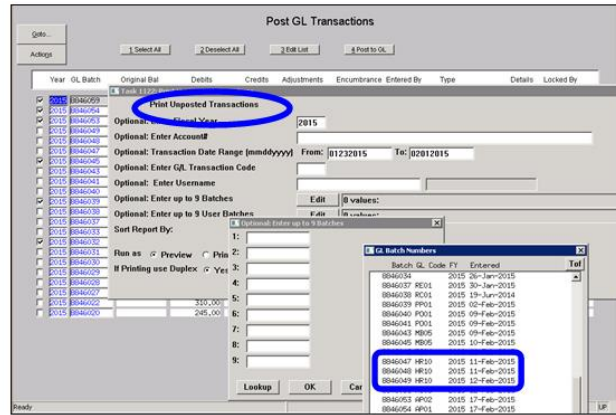


Figure 5 After

[ADM-AUC-HR-9577]

3. YEAR END PROCESSING

3.1. Appropriations Roll Forward



This applies only to the appropriation roll forward of funds that do not close.

AUC tracks two sets of appropriations and appropriation adjustments. One set is used for the ledgers and the other is used in the budget module.

When funds that do not close to fund balance are rolled forward in “detail roll”, the amount of the appropriation and appropriation adjustment were written to the “Budget Module” fields when they should not have been. These amounts are not newly budgeted in the rolled over year.



Account Balance Inquiry							
Go to...						Type	Expense
Actions						Sub Type	Positive
						Status	Active
						Fund Status	Inactive
						Last Trx in FY	24-Dec
	FY	Account Number	Description				
	2015	0100-430-0000-004-00-00-52010	ADVERTISING				
Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	1 Txn History
		150000.00		275.00		149725.00	

See the help reference document **“Roll Appropriations Forward”** in the **Ledger ▶ Help Reference Library** for more information on the “detail roll”. See also the **Budget Processing** document in the **Budget ▶ Help Reference Library** for Budget Initialization details.

ADM-AUC-GL-8156]

4. HELP REFERENCE LIBRARY

4.1. New or Updated Documentation

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

- OTHER System Administration Kit