

This document explains new product enhancements added to the ADMINS Unified Community for Windows **General Ledger** system and installed on your site in **March 2016**.

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1. ACCOUNT MAINTENANCE

1.1. Building New Funds (for Grants and other uses)

A new process has been added that allows for the integrated creation of accounts, treasury receipt codes, establishing grant awards and initial appropriations. For a complete description of this process and how to use it, please refer to the **Help Reference Library**.

Goto	Ledgers Help Refere	nce Libr	ary
Actions	Reference Card		
Actions	ACCOUNT MAINTENANCE		
	Account Elements	View	Email
	Adding a New Fund	View	Email
	Upload Chart of Accounts/Copy Accounts Changing	View	Email
Help Categories	How to Delete Accounts	View	Email
1 Ledgers	Chart of Accounts	View	Email
2 Purchasing	Create New Fiscal Year (set up Accounts/Tables)	View	Email
3 Accounts Payable	Field Logging (changes to tables)	View	Email
4 Human Resources	About Account Descriptions	View	Email
5 Budget	Account Security	View	Email
6 Collections	Fiscal Periods	View	Email
7 Property Tax	Control Accounts	View	Email
8 Motor Excise	Summary Accounts	View	Email
9 Misc Billing	Building Grant Funds	View	Email
0 System	Upload Allocation Codes	View	Email
D Product Demos	JOURNAL ENTRY		

2. JOURNAL ENTRY

2.1. In-Progress Journals Screen [NEW]

There is a new screen available via Ledgers > Journal Entry Processing > View In-Progress Journals that will list all Work in Progress Journal Entries. Depending upon how your user profile is configured, you may have access to Edit, Transfer or Read-only the in progress journals.

<u>Q</u> oto				View In - Progre	ess Journals			
Actions	<u>4</u> JE#	<u>5</u> Trx Date	<u>6</u> JE Ty Free	<u>8</u> Entry User	Debit/From	Credit/To	Amount	Status
1 View 2 Transfer	20877	13-Jan-2016	OB	DIMOND	-		30000.00	Entry Began
	20881	13-Jan-2016	DC	ANTHEA	400000.00	400000,00		Entry Began
	20882	13-Jan-2016	OB	ANTHEA			77000,00	Entry Began
	20883	13-Jan-2016	DC	ANTHEA	400000,00	400000,00		Entry Began
	20884	13-Jan-2016	DC	ANTHEA				Entry Began
	20885	13-Jan-2016	DC	ANTHEA	400000,00	400000,00		Entry Began
	20886	13-Jan-2016	OB	ANTHEA			77000,00	Entry Began
	20887	13-Jan-2016	DC	ANTHEA	400000,00	400000,00		Ready for Posti
	20888	13-Jan-2016	OB	ANTHEA			77000,00	Entry Began
	20889	15-Jan-2016	DC	ANTHEA	275000,00	275000.00		Entry Began
	20890	15-Jan-2016	OB	ANTHEA			142000,00	Entry Began
	20891	15-Jan-2016	DC	ANTHEA	50000,00	50000,00		Entry Began
	20892	15-Jan-2016	OB	ANTHEA			50000,00	Entry Began
	20893	22-Jan-2016	SA	THERESA_ADMIN			750,00	Entry Began
	20894	22-Jan-2016	SA	THERESA_ADMIN			873,00	Entry Began

You will only be able to access journals in this screen if:

- Your user profile allows you to "post" journal entries,
- Your user profile does not restict you to BT (Budget Transfer) journals only, and
- You have account security access to the lines on the journals in progress.



Use	er Profile Screen		
MARY Mary MacKinnon	Human Resources 1 6 Budget	Entered 07-Sep-2009 Changed 08-Apr-2015	
			If posting is set to VES
Type	Ledgers		And <u>Restrict</u> is set to NO
	Allow Journal Entry Posting Restrict Journal Entry to BT Type Only	© Yes ⊂ No C Yes © No	Then You can see the WIP JE's

If your user profile does not allow you to post journals, then you will only see journals that you created.

Using the Screen

There are the options available for each journal as you move from record to record:

View If you are not the owner of the Journal and click on the View button, this will display a list of all lines that have been entered on the journal.

Lines for One-Time Original Budget Journal 20,877 🛛 🔀							
Line Account#	Description	Amount Type T	of				
1 0020-000-0000-000-00-53900	TEST GRANT UPLOAD 1: OTH PURCH SVC	20000.00 Ant	-				
2 0020-000-0000-000-00-56100	TEST GRANT UPLOAD 1: SUPPLIES*GENL	10000.00 Ant					
3 0000-000-0000-000-00-00-00000		Ant					
4 0000-000-0000-000-00-00-000000		Ant					
Total		30000.00					

- **Edit** If you are the owner of the Journal and click the Edit button, you will be transferred to the Journal entry screen.
- **Transfer** This will allow you to transfer this journal to another user. Click Transfer and select the user to whom the journal will be transferred.

🛄 [AUC] 1053-View In - Progress Journals [anthea]	×
Transfer Journal To	
Required: Enter TO Username	
	-1
Lookup OK Cancel Clear Al	

Click the **Lookup** button to show a list of users to whom the journal can be transferred.



If the User Profile is set to **YES** for Allow Then you may see all journals in progress: Posting,

Ledgers		
Allow Journal Entry Posting	• Yes	O No

View In - Progress Journals									
<u>4</u> JE#	5 Trx Date	6 JE Ty	Freq	8 Entry User	Debit/From	Credit/To	Amount	Status	
					1				
20717	30-Jun-2014	DC		CLAVIOLETTE	1751231,12	1751231.12		Entry	Began
20731	16-Jul-2014	DC .		CMANDILE				Entry	Began
20737	30-Jun-2014	DC		CLAVIOLETTE	4457827.91	4457827.91		Entry	Began
20742	01-Nov-2014	OB		Mary				Ready	for Posti
20745	22-Aug-2014	DC		KATHY				Entry	Began
20747	06-May-2015)DC	_	LUANN				Entry	Began
20748	26-Sep-2014	EN		Mary			600,00	Ready	for Posti
20751	15-0ct-2014	EN		MARY			500.00	Correc	ot Errors
20753	20-Oct-2014	(DC)		ANTHEA				Entry	Began
20755	21-Oct-2014	DC		BILL				Entry	Began
20757	01-Nov-2014	DC .		Mary	100,00	100.00		Ready	for Posti
20758	04-Dec-2014	DC		ANTHEA	25,00	25,00		Entry	Began
20759	30-Jun-2014	DC .		ANTHEA	44.00	44.00		Entry	Began
20760	13-Nov-2014	DC		ANTHEA				Entry	Began
20762	15-Nov-2014	BT		MARY	127958,94	127958,94		Ready	for Posti

If the User Profile is set to **NO** for Allow Posting,

Then you may see only those journals with your name on them:

Ledgers			
Allow Journal Entry Posting	O Yes	⊙ No	<u>4</u> JE#

View In - Progress Journals								
<u>4</u> JE#	<u>5</u> Trx Date	<u>6</u> JE Ty	Freq _	8 Entry User	Debit/From	Credit/To	Amount	Status
20742	01-Nov-2014	OB	MA	₹Y				Ready for Post
20748	26-Sep-2014	EN	MA	γ γ	_		600,00	Ready for Post
20751	15-0ct-2014	EN	MA	RY			500.00	Correct Errors
20757	01-Nov-2014	(DC)	MA	RY	100,00	100,00		Ready for Post
20762	15-Nov-2014	BT	MA	RY	127958,94	127958,94		Ready for Post
20763	24-Nov-2014	DC .	MA	Rγ	5,00			Entry Began
20783	28-Apr-2015	BA	MA	۲Y			100,00	Entry Began
20898	17-Mar-2016	DC	MA	RY				Entry Began

Transferring a Journal

If you have access to journals initiated by other users, then you may transfer them to yourself. You may need to do this if:

- The person is on vacation and you need a journal finished in their absence, or
- A journal needs to be corrected quickly and the originator is not available to make the correction, or
- You need to delete the journal permanently without posting it.

To complete the transfer:

- Highlight the desired Journal and click the **TRANSFER** button on the left.
- Enter the Name to whom you want to Transfer the journal.
- Click the **OK** button.



ADMINS Unified Community General Ledger

<u>G</u> oto				View In - Progre	ss Journals			
Actions	<u>4</u> JE#	<u>5</u> Trx Date 6	<u>S JE Ty</u> Freq	8 Entry User	Debit/From	Credit/To	Amount	Stat
<u>1 Vie (2 Transfer</u>	20717 20731 20737 20742 2) 745 20747 20751	30-Jun-2014 DC 16-Jul-2014 DC 30-Jun-2014 DC 22-Aug-2014 DC 06-May-2015 DC 26-Sep-2014 EN 12 9ct-2014 EN		CLAVIOLETTE CMANDILE CLAVIOLETTE MARY KATHY LUANN MARY MARY	1751231,12 4457827,91	1751231,12 4457827,91	600.00 500.00	Enti Enti Read Enti Enti Read
	20753 20755 20757 20758 20759 20760 20760 20762 20763 20769 20769 20770 20771	Transfer Journal Required: Enter	In - Progress J To TO Username [Looku	MARY	Cancel Cle	ary MacKinno ar All	n	x tu aa tu tu tu tu tu tu tu tu

The "recipient" or the person to whom the JE was transferred, may now go into the regular Journal Entry screen and continue processing (i.e., edit the journal, delete the journal or check and post the journal).

It Ledgers Purchase Orders Accounts Payable Fixed Asset Journal Entry Processing Enter One-Time Journals Processing Enter One-Time Journals Processing Enter One-Time Journals Process Processing Enter One-Time Journals Process Process Process Proceeding System Heb Fixed Logers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excess Mec Bling System Heb Fixed Logers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excess Mec Bling System Heb Fixed Logers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excess Mec Bling System Heb Fixed Budget Adjustes 28-ther-2016 Regular 20050 Regular 17-Mar-2016 Regular 20050 Regular 24-thor-2014 Regular 20050 Regular 24-thor-2014 Regular 20050 Regular 01-thor-2014 Regular 20	.] 1053-Yiew In - Progress Journals [mary]		
Account Maintenance Enter One-Time Journals Account Maintenance Enter One-Time Journals Account Maintenance Enter One-Time Journals	lit Ledgers Purchase Orders Accounts Payable Fixed Asse	et	
Precoding Function Recurst Processing Enter One-Time Journals Journal + Offices Parchase Orders Accounts Paylow Journals Journals Journals Journals Journals Journals Treatransferred Journal Journa Journal Journal Journal Journal Journa	Account Maintenance		
Journal Entry Processing ▶ Enter One-Time Journals Pictor Line Journals (mary) Find Action 100 Enter Une-Time Journals (mary) Field Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Biling System Help Image: Status Control Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Biling System Help Image: Status Control Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Biling System Help Image: Status Control Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Biling System Help Image: Status Control Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Biling System Help Image: Status Control Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Biling System Help Image: Status Control Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Biling System Help Image: Status Control Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Biling System Help Image: Status Control Payable Fixed Assets Human Resources Excise Control Payable Fixed Assets Human Resources Budget Control Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Biling System Help Image: Status Control Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Payable Fixed Assets Human Resources Bill Payable Fixed Asset Asset Human Resources Bill Payable Fixed Asset Asset Asset Fix			
AUC 1100-Enter One-Time Journals [Dnary] Fie Edit Ledgers Purchase Onders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Help Image: Im	Journal Entry Processing Enter One-Time Journals		
AUC 1100-Enter One-Time Journals [mar?] Fie Edit Ledgers Purchase Order: Accounts Payable Field Assets Human Resources Budget Collections Tax Motor Excise Mex Bling System Help Sournals in Progress by MARY - by Descending Number Journal + JE Type Date Journal + JE Type Date 20938 Regular 100,00 4 Entry Began MARY 20763 Regular 100-00 20763 Regular 100,00 20763 Regular 100,00 20763 Regular 100,00 20763 Regular 127958,94 20775 Regular 127958,94 20763 Regular 127958,94 20765 Regular 127958,94 20767 Regular 127958,94 20768 Regular 127958,94 20767 Regular 127958,94 20767 Regular 127958,94 20767 Regular 127958,94 20748 Encumbrance 26-Sep-2014 Regular 20749 Driginal Budget 01-Hov-2014 Regular 4 Entry Began 20742 Driginal Budget 01-Hov-2014 Regular 4 Ready for Posting VARY VARY 20742 Driginal Budget 01-Hov-2014 Regular 4 Ready for Posting			
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Image: Section Progress by MARY - by Descending Number Image: Section Progress by MARY - by Descending Number Image: Section Progress by MARY - by Descending Number Journal • JE Uppe Date Type Debits Credits * Lines Status User Journal • JE Uppe Date Type Debits Credits * Lines Status User 20783 Budget. Adjustae 28-Apr-2015 Regular 100.00 4 Entry Began MARY 20762 Budget. Transfer 15-Nov-2014 Regular 127958.94 127958.94 127958.94 127958.94 Gr Ready for Posting MARY 20775 Regular 01-Nov-2014 Regular 100.00 100.00 4 Ready for Posting MARY 20745 Regular 01-Nov-2014 Regular 600.00 4 Ready for Posting MARY 20742 Driginal Budget. 01-Nov-2014 Regular 4 Entry Began MARY 20742 Driginal Budget. 01-Nov-2014 Regular 4 Entry Began MARY 20742 Driginal Budget. 01-Nov-2014 Regular 4 Ready for Posting MARY	File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources E	Budget Collections Tax Motor Excise Misc Billing System Help	
Journals in Progress by MARY - by Descending Number X Journal * JE Type Date Type Debits Credits * Lines Status User 20983 Regular 17-Mar-2016 Regular 100,00 4 Entry Began MARY Anovalas Debits Credits * Lines Status User The transferred journal now appears in the listing just as if it were entered by the recipient. 20763 Regular 10+Nov-2014 Regular 100,00 4 Ready for Posting MRY WRY WRY WRY appears in the listing just as if it were entered by the recipient. 20743 Encumbrance 15-Oct-2014 Regular 100,00 4 Ready for Posting MRY WRY WRY 20748 Encumbrance 26-Sep-2014 Regular 600,00 4 Ready for Posting MRY WRY 20742 Driginal Budget 01-Nov-2014 Regular 4 Ready for Posting MRY MRY 20742 Driginal Budget 01-Nov-2014 Regular 4 Ready for Posting MRY MRY 20742 Driginal Budget 01-Nov-2014 Regular 4 Ready for Posting MRY MRY 20742 Driginal Budget 01-Nov-2014 Regular 4 Ready for Posting MRY MRY 20742 Driginal Budget 01-Nov-2014 Regular 4 Ready for Posting M	B B A + + M		
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20742 Driginal Budget 01-Nov-2014 Regular 4 Ready for Posting MARY New Journal OK Find Search Cancel Help Eof	20745 Regular 22-Aug-2014 Regular	4 Entry Began MARY	
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	- <u>N</u> ew Journal	OK <u>Find</u> <u>Search</u> <u>Cancel</u> <u>H</u> elp	Eof

[ADM-AUC-GL-8212]

2.2. Limit # lines added to a Journal at a time

The journal entry process has been modified to limit the number of lines that can be added when the <u>2Add Line</u> button is clicked. The limit is now set to 200 lines. This will not stop you from adding more than 200 lines to a journal, but will limit the number of lines being added to 200 lines each time the Add line button is clicked. This is to stop very large numbers from accidently being entered and having to wait while all those lines are being added to the journal.



If a number greater than 200 is entered on this screen, you will see the following error message.

ASKSCR X	[AUC] 1100-Enter One-Time Journals
Number of Lines? [1]	P1190-Trying to add more than 200 lines to Journal. Enter 200 or less
OK Cancel	ОК

[ADM-AUC-GL-8216]

3. QUERY

3.1. Transaction History – suppress vendor on summarized entries

Corrected an issue in the Transaction History screen where an invalid vendor name was displaying for a transaction. This affects AP01-Disbursement Entries only.

When an Accounts Payable check run is processed and your site is posting in "summary" to cash and accounts payable, a vendor was being displayed on the summarized transaction. The vendor that was being displayed represented a vendor within the check run but it provided unintended consequences because it was not reflective of all vendors in the check run. A summarized transaction no longer displays any vendor associated with it.





File Edit Ledgers	Ansaction Hist Purchase Ord ₩ ← → ▶	tory [mar Jers Accou I 🎇 🎬	y] unts Pa	ayable Fixe	ed Assets Hum	aan Resources	Budget Collections T-	ax M	Motor Excise	Misc Billing	System H	elp	
Goto	Showing A	N				Tran	saction Histor	у					
Actions	FY 2016	Accoun	nt Num	1ber 000-000-0	00-00-10400				Type Sub-Type Status	Asset Control Active	L	<u>0</u> Po 1 <u>K</u> Po 1	
6 Drill Down 7 Acct Bal Inquiry 8 Excel 9 Excel by Date		CASH,	UNRES	STRICTED	CHECKING		<u>3</u> User Batch		Fund Status <u>4</u> Referer	Active		5 Trx Date	
Trx Date	Reference#	Line G		TrxCode	User Bat#	Postina#	Amount	Туре			Display -	Vendor	
02_M-x=2016											Display -	- venuor	• <u>•</u>
pz-nar-2016	8846407	1	1	AP01	13101	8846407	5020.00	CR			Dispidy -		AFTER the change
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02-Mar-2016 02-Mar-2016 01-Mar-2016 20-Feb-2016 18-Feb-2016 17-Feb-2016 17-Feb-2016	8846407 8846407 100700 8846398 8846401 8846396 8846396	1 1 22 1 1 1 1	1 1 1 1 1 1	AP01 AP01 RC01 AP01 AP01 AP01 AP01	13101 13127 403 13114 13126 13002 13074	8846407 8846407 8846405 8846405 8846398 8846401 8846396 8846396	5020.00 417.10 2038.34 140.00 6080.58 900.00 15000.00	CR CR DR CR CR CR CR CR CR					AFTER the change Vendor no longer displays
02-Man-2016 01-Man-2016 20-Feb-2016 18-Feb-2016 17-Feb-2016 17-Feb-2016 15-Jan-2016	8846407 8846407 100700 8846398 8846401 8846396 8846396 353240	1 1 22 1 1 1 1 1	1 1 1 1 1 1 1	AP01 AP01 RC01 AP01 AP01 AP01 AP01 AP01	13101 13127 403 13114 13126 13002 13074 13117	8846407 8846407 8846405 8846398 8846401 8846396 8846396 8846391	5020.00 417.10 2038.34 140.00 6080.58 900.00 15000.00 100.00	CR CR DR CR CR CR CR CR CR CR CR CR	002276-W.	B. MASON	CO. INC.		AFTER the change Vendor no longer displays
02-hai 2016 02-Mar-2016 01-Mar-2016 20-Feb-2016 17-Feb-2016 17-Feb-2016 17-Feb-2016 15-Jan-2016 15-Jan-2016	8846407 8846407 100700 8846398 8846401 8846396 8846396 353240 353240	1 22 1 1 1 1 1 2	1 1 1 1 1 1 1 1 1 1	AP01 AP01 AP01 AP01 AP01 AP01 AP01 AP01	13101 13127 403 13114 13126 13002 13074 13117 13117	8846407 8846407 8846405 8846398 8846401 8846396 8846396 8846391 8846391	5020.00 417.10 2038.34 140.00 6080.58 900.00 15000.00 100.00 -100.00	CR CR DR CR CR CR CR CR CR CR CR CR CR CR CR CR	002276-W. 002276-W.	B. MASON B. MASON	CO. INC.		AFTER the change Vendor no longer displays <u>BEFORE the change</u>
02-Mar-2016 01-Mar-2016 20-Feb-2016 18-Feb-2016 17-Feb-2016 17-Feb-2016 15-Jan-2016 15-Jan-2016	8846407 8846407 100700 8846398 8846396 8846396 8846396 353240 353240 353240	1 1 22 1 1 1 1 1 2 1	1 1 1 1 1 1 1 1 1 1 1	AP01 AP01 AP01 AP01 AP01 AP01 AP01 AP01	13101 13127 403 13114 13126 13002 13074 13117 13117 13117	8846407 8846407 8846405 8846405 8846398 8846396 8846396 8846391 8846391 8846391	5020.00 417.10 2038.34 140.00 668.58 900.00 15000.00 100.00 -100.00 171.50	CR CR CR CR CR CR CR CR CR CR CR CR CR C	002276-W. 002276-W. 011125-CI	B. MASON B. MASON T TECHNOL	CO. INC. CO. INC.	SERV	AFTER the change Vendor no longer displays BEFORE the change Invalid Vendor
02-Mar-2016 01-Mar-2016 20-Feb-2016 18-Feb-2016 17-Feb-2016 17-Feb-2016 15-Jan-2016 15-Jan-2016 15-Jan-2016	8846407 8846407 100700 8846398 8846396 8846396 8846396 8846396 353240 353240 353240 353241	1 1 22 1 1 1 1 2 1 2	1 1 1 1 1 1 1 1 1 1	AP01 AP01 RC01 AP01 AP01 AP01 AP01 AP01 AP01 AP01	13101 13127 403 13114 13126 13002 13074 13117 13117 13117 13117	8846407 8846407 8846405 8846405 8846398 8846401 8846396 8846396 8846391 8846391 8846391	5020.00 417.10 2038.34 140.00 6080.58 900.00 15000.00 100.00 -100.00 171.50 171.50	CR CR CR CR CR CR CR CR CR CR CR CR CR C	002276-W. 002276-W. 011125-CI 011125-CI	B. MASON B. MASON T TECHNOL T TECHNOL	CO. INC. CO. INC. LOGY FIN LOGY FIN		AFTER the change Vendor no longer displays BEFORE the change Invalid Vendor
02-Mar-2016 02-Mar-2016 01-Mar-2016 20-Feb-2016 18-Feb-2016 17-Feb-2016 15-Jan-2016 15-Jan-2016 15-Jan-2016 15-Jan-2016 15-Jan-2016	8846407 9846407 100700 8846398 8846398 8846396 353240 353240 353241 353241	1 1 22 1 1 1 1 2 1 2 3	1 1 1 1 1 1 1 1 1 1 1 1	AP01 AP01 RC01 AP01 AP01 AP01 AP01 AP01 AP01 AP01 AP	13101 13127 403 13114 13126 13002 13074 13117 13117 13117 13117 13117	8846407 8846407 8846405 8846405 8846401 8846396 8846396 8846391 8846391 8846391	5020.00 417.10 2038.34 140.00 6080.58 900.00 15000.00 100.00 -100.00 171.50 171.50	CR CR CR CR CR CR CR CR CR CR CR CR CR C	002276-W. 002276-W. 011125-CI 011125-CI 011125-CI	B. MASON B. MASON T TECHNOL T TECHNOL T TECHNOL	CO. INC. CO. INC. LOGY FIN LOGY FIN	SERV	AFTER the change Vendor no longer displays BEFORE the change Invalid Vendor displays
02-Mar-2016 01-Mar-2016 20-Feb-2016 18-Feb-2016 17-Feb-2016 15-Jan-2016 15-Jan-2016 15-Jan-2016 15-Jan-2016 15-Jan-2016 15-Jan-2016	8846407 9846407 100700 8846398 8846398 8846396 353240 353240 353241 353241 353241	1 1 22 1 1 1 1 2 1 2 3 4	1 1 1 1 1 1 1 1 1 1 1 1 1	AP01 AP01 RC01 AP01 AP01 AP01 AP01 AP01 AP01 AP01 AP	13101 13127 403 13114 13126 13002 13074 13117 13117 13117 13117 13117 13117	8846407 8846407 8846405 8846405 8846401 8846401 8846396 8846391 8846391 8846391 8846391 8846391	5020.00 417.10 2038.34 140.00 6080.58 900.00 15000.00 100.00 -100.00 171.50 171.50 171.50 171.50	CR C	002276-W. 002276-W. 011125-CI 011125-CI 011125-CI 011125-CI	B. MASON B. MASON T TECHNOL T TECHNOL T TECHNOL T TECHNOL	CO. INC. CO. INC. LOGY FIN LOGY FIN LOGY FIN LOGY FIN	SERV	AFTER the change Vendor no longer displays BEFORE the change Invalid Vendor displays

[ADM-AUC-GL-8220]

4. REPORTS

4.1. Monthly Trial Balance – enhanced to run faster

Modified the Monthly Trial Balance report to run faster.

Gato	Ledger Month to Da	ate Reports
Actions	Report Name	
- Tono <u>To</u>	1641-Monthly Expenditure Summary	Sample Run
	1642-Monthly Revenue Summary	Sample Run
	1643-Monthly Trial Balance	Sample Run
	1645-Daily Trial Balance	Sample Run
Report Categories	1644-Monthly Change in Cash Flow	Sample Run
<u>1</u> Year to Date	1646-Monthly Cash Activity Report	Sample Run
2 Transaction History	y 1647-Monthly Revenue & Expenditure Statement	Sample Run
<u>3</u> Month to Date		
4 Other		

TedRE - GL_Monthly_Trl_Bal_MARY[1].lis					
File Edit Format Options					
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k115					
1643-GLTRLMTDRPT.REP Printed 22-Mar-2016 at 10:08:54 by MARY					Page 1
To	wn of ADMINS				
Honthl	y Trial Balance				
Fiscal Year: 2016 to 2016 for	Dates from 01-Jul	L-2015 to 29-Feb-2	:016		
	Beginning	30-Jun-2015	Current	Current	Ending
Account and Description	Balance	Balance	Debits	Credits	Balance
1000-000-0000-000-00-10400 CASH, UNRESTRICTED CHECKING	124,686.46	124,686.46	208,308.02	1,545,578.56	(1,212,584.08)
1000-000-0000-000-00-00-12400 TAX LIENS RECEIVABLE	(3,684.48)	(3,684.48)	.00	.00	(3,684.48)
1000-000-0000-00-00-13400 AMBULANCE RECEIVABLES	(3,416.35)	(3,416.35)	.00	.00	(3,416.35)
1000-000-0000-00-00-20110 ACCRUED TEACHER P/R PAYABLE	1,025,303.59	1,025,303.59	.00	.00	1,025,303.59
1000-000-0000-000-00-20115 SCHOOL ENCUMBRANCES-EXPENSES	23,445.50	23,445.50	.00	.00	23,445.50
1000-000-0000-000-00-20200 ACCOUNTS PAYABLE	2,311,479.90	2,311,479.90	1,032,417.26	1,079,537.43	2,264,359.73
1000-000-0000-000-00-20210 ACCRUED PAYROLL	93,754.56	93,754.56	3,023.85	. 00	96,778.41
1000-000-0000-000-00-00-21210 MEDICARE TAXES WITHHOLDING RAYABLE	(75,68)	(75-68)	10.26	300.70	(366, 12)

[ADM-AUC-GL-8183]



4.2. Transaction Detail Reports – Add column for NET ACTIVITY to Excel

The following Transaction detail reports have been enhanced with an additional **Net Amount column** added to the **EXCEL** output.

- 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 following transaction detail reports were not modified:

- 1635 Transaction History (Summary)
- 1667 Transaction Summary (No Approp Roll Fwd)
- 1636 Transaction Summary (for POs and Vouchers)

The Net Amount is calculated differently for each account type:

Account Type	Net Activity Calculation method
Assets/Liabilities/Fund Equity	Appropriations + debits - credits - encumbrances
Expenditures	Appropriations – debits + credits – encumbrances
Revenue	If budgeting Revenue as a negative number Appropriations – debits + credits – encumbrances
	If budgeting Revenue as a positive number Appropriations + debits – credits + encumbrances

- 4	А	В	С	D	E	F	G	Н		J	
1	<u>Trans Date</u>	<u>Code</u>	GLPost#	Ref#	Line	<u>GLLn</u>	Total Approp	Encumbrance	<u>Debit</u>	<u>Credit</u>	Notes
2	01-Jul-2015	GL24	8846036	0	1	1	5,000.00	0.00	0.00	0.00	Approp
3	01-Jul-2015	GL24	8846203	0	1	1	5,000.00	0.00	0.00	0.00	Approp
4	01-Jul-2015	GL24	8846212	0	1	1	5,000.00	0.00	0.00	0.00	Approp
5	01-Jul-2015	GL25	8846200	0	1	1	-5,000.00	0.00	0.00	0.00	Revers
6	01-Jul-2015	GL25	8846211	0	1	1	-5,000.00	0.00	0.00	0.00	Revers
7	01-Jul-2015	JE01	8846339	20874	1	1	50.00	0.00	0.00	0.00	testing
8	0010-000-0000-000-00-00-54	1110 DE	PARTMEN	T HEAD S	ALAR		5,050.00	0.00	0.00	0.00	
0	Total Europetiturae						Z 0Z0 00	0.00	0.00	0.00	

Figure 1 Before



ADMINS Unified Community General Ledger

A	В	С	D	E	F	G	Н	1	J	К	
<u>Trans Date</u>	<u>Code</u>	GLPost#	Ref#	Line	<u>GLLn</u>	Total Approp	Encumbrance	<u>Debit</u>	<u>Credit</u>	et-Amount	Notes
01-Jul-2015	GL24	8846036	0	1	1	5,000.00	0.00	0.00	0.00	5,000.00	Approp
01-Jul-2015	GL24	8846203	0	1	1	5,000.00	0.00	0.00	0.00	5,000.00	pprop
01-Jul-2015	GL24	8846212	0	1	1	5,000.00	0.00	0.00	0.00	5,000.00	pprop
01-Jul-2015	GL25	8846200	0	1	1	-5,000.00	0.00	0.00	0.00	-5,000.00	evers
01-Jul-2015	GL25	8846211	0	1	1	-5,000.00	0.00	0.00	0.00	-5,000.00	Revers
01-Jul-2015	JE01	8846339	20874	1	1	50.00	0.00	0.00	0.00	50.00	testing
0010-000-0000-000-00-00-	51110 DE	PARTMEN	T HEAD S	ALAR		5,050.00	0.00	0.00	0.00	5,050.00	

[ADM-AUC-GL-8218]

4.3. Transaction Summary (for POs and Vouchers) – Fixed Column Labels

Report #1636 has been modified to correct an issue with the column labels.

1636-GLTRNSUMVPO.REP	NSUMVPO.REP Printed 17-Mar-2016 at 10:56:51 by MARY							
	Transaction Sum	mary (for P	NS Os or Vouchers)					
	Fiscal Trx. Date: 01	Year: 2016 (Jul-2015 t)	to 2016 0 17-Mar6					
Ref#	Vendor	Department	Encumbrances	Debits	Credits	Remaining Balance		
PO Ref.:11,516	011125-02 CIT TECHNOLOGY FIN SERV, INC.	SOUTH	1,200.50	857.50	.00	(2,058.00)		
PO Ref.:11,550	011125-02 CIT TECHNOLOGY FIN SERV, INC.	SOUTH	2,058.00	.00	.00	(2,058.00)		
PO Ref.:39,731	011125-02 CIT TECHNOLOGY FIN SERV, INC.	SOUTH	1,029.00	1,029.00	.00	(2,058.00)		
*** Grand Total **	*		4,287.50	1,886.50	.00	(6,174.00)		
====== Selection Leg	end ======							
Account Type: ALFER FY: 2016 to 2016 Trx. Date: 01-Jul-2 Function: 5300 to 5 Department: 300 to Fund: 1000 to 1000 Location: 03 to 03 Program: 450 to 450 Account Sub Type: C	015 to 17-Mar-2016 300 300 90							

Figure 3 Before



ADMINS Unified Community General Ledger

	PO # 11516	PO Query - Posted	Open THERESA				
<u>G</u> oto Actio <u>n</u> s	Vendor Code 011125 02 CIT TECHNOLOGY FIN SERV,INC. Via Email I 21146 NETWORK PLACE CHICAGO IL 60673-1211	Dept Code SOUTH SOUTH ELEMENTAR PO Date 27-Aug-2015 FY 2016 Type Code R Regular Ship To Attn Ship Date	Deliver To 3 SOUTH ELEMENTARY SCHOOL Invoice To 8 KEOUGH ADMINISTRATION B 1_Delivery Notes				
2 Details (12) 3 Items 4 GL Details 5 Status History 6 Vouchers (1) 7 Changes 8 Attachment (1) 2058.00							
Line Item	Oty UOM Item Description P0 #39731 BIZHUB 363 36 M03 JUL #16 0F 36 36 M03	FA Price Freight Other 5 @≠171.50 171,5000 <th>Ext Amount Retained Balance</th>	Ext Amount Retained Balance				
Split	1000-300-5300-450-03-00-52610 1.0000 AUG #17 DF 36	COPIER LEASE-SOUTH 171,5000	171.50				
Split	1000-300-5300-450-03-00-5261 Origin 1,0000 SEPT #18 0F 36 Voucher Ben	al PO Enc \$2,058.00 rs to date \$ 857.50 Balance \$1 200.50	171.50				
Split 4	1000-300-5300-450-03-00-5261 1.0000 DCT #19 DF 36	- Daharree	171,50				
Split	1000-300-5300-450-03-00-52610 1.0000 NOV #20 DF 36	COPIER LEASE-SOUTH 171,5000	171.50				
Split	1000-300-5300-450-03-00-52610	COPIER LEASE-SOUTH					
	Encumbered 2058.00 Liquidated Retained Liquidated	Relieved 857,50 Pathematic Relieved Pathematic Pathematic	aid 857,50 Balance 1200,50 aid				

The report now reads:

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	C9	• (f_{x}								
	A		В		С	D	E	F	G	Н	
1	Ref#	Vendor			Department	Encumbrances	<u>Debits</u>	<u>Credits</u>	<u>Remain Balance</u>		
2	PO Ref.:11,516	011125-02 C	IT TECHNOLOGY F	IN SERV, INC.	SOUTH	2,058.00	857.50	0.00	1,200.50		
З	PO Ref.:11,550	011125-02 C	IT TECHNOLOGY F	IN SERV,INC.	SOUTH	2,058.00	0.00	0.00	2,058.00		
4	PO Ref.:39,731	011125-02 C	IT TECHNOLOGY F	IN SERV,INC.	SOUTH	2,058.00	1,029.00	0.00	1,029.00		
5	***_Grand_Total_***					6,174.00	1,886.50	0.00	4,287.50		
6											
7											

Figure 4 After

[ADM-AUC-GL-8176]

5. TABLES

5.1. CONTROL ACCOUNTS

System has been modified to ensure that when you enter accounts on Lines 2, 3, 16 and 23, that the following be prevented:



- Do not allow Line 23 Appropriation Roll Forward Revenue be the same as Line 2 Revenue Control
- Do not allow Line 16 Appropriation Roll Forward Expense be the same as Line 3 Expenditure Control

Maintain General Ledger Controls							
FY Fund 2016 1000	D	Description ieneral Fund	Fund Status OPEN	3-Clear All			
k	Line	Account Number		Description Summarize Po	stings?		
Revenue	2	1000-000-0000-00-00-39100		Revenues	Ę		
Expenditure	5	1000-000-0000-000-00-39300		Expenditures			
Peserve for Ensurhysees	4	1000-000-0000-000-00-39200		Encumbrances			
Reserve for Elicuniprance	p	1000-000-0000-000-00-38200		Reserve for Encumbrance			
PO Pollover	Þ	1000-000-000-000-00-88888		Suspense			
Accounte Reveble	-	H000 000 0000 000 00 00 00 000		/ PU ROLLOVER			
Fund Equity	- P	1000-000-000-000-00-20200		UNDECTONOTED FUND DOLONCE			
Due To	2	1000-000-000-000-00-33500		CURRENTED FORD BHEHRCE			
Due From	10	1000-000-000-000-00-00-88888		Cuspense			
Discounts	17	1000-000-0000-000-00-00-20200		OCCULINTS POYODIE			
Accrued Payroll	14	1000-000-0000-000-00-20200			- E -		
Payroll Expenditure Control	15			15 Pauroll Expenditure Control			
Expenditure Appr Ewd Equity	16			16 Expenditure Appr Forward Equitu			
Other Financing Uses	17			17 Other Financing Uses			
Other Financing Sources	18			18 Other Financing Sources			
Interest Dist. Cash	19						
Interest Dist. Revenue	20			20 Interest Dist. Revenue			
Interest Dist. Expenditure	21						
Credit Card Liability	22			22 Credit Card Liability			
Revenue Appr Fvvd Equity	23			23 Revenue Appr Forward Equity			

If there are any errors during entry, a message like will appear:



[ADM-AUC-GL-8182]

6. YEAR-END PROCESSING

6.1. APPROPRIATION BALANCE FORWARD

The Appropriation Balance Forward process has been modified to investigate and determine whether the Control Accounts enter pass this test:

- Do not allow Line 23 Appropriation Roll Forward Revenue be the same as Line 2 Revenue Control
- Do not allow Line 16 Appropriation Roll Forward Expense be the same as Line 3 Expenditure Control

If there are any situations where Funds do not pass this test, then the following report will appear:

ADMINS Unified Commun	ity	Release Notes – Version 7.0
General Ledger		March 2016
	 1482-glaprchkctr.ri	Printed 17-Mar-2016 at 15:48:42 by ANTHEA Page 1 Town of ADMINS Control Accounts with Errors
	The Following Cont	col Accounts have Errors
Ledgers Purchase Orders Accounts Payable Fixed Assets Hum	FY Fund Er	for Message
Account Maintenance	2016 0010 Lin Lin	ne 16 cannot be same account as line 3 ne 23 cannot be same account as line 2
Queries Que	2015 0010 Lin Lin	ne 16 Expenditure Appr Fwd Account Missing ne 23 Revenue Appr Fwd Account Missing
Vear-End Processing Create New Fiscal Year Unpost Processing Copy Accounts Changing Fiscal Year Module Anistenance Copy Accounts Changing Fiscal Year	2015 0100 Lin Lin	ne 16 Expenditure Appr Fwd Account Missing ne 23 Revenue Appr Fwd Account Missing
Interfaces/Imports Reverse Close to Fund Balance Site Specific Roll Ledger Balances Forward	2015 0300 Lin Lin	ne 16 Expenditure Appr Fwd Account Missing ne 23 Revenue Appr Fwd Account Missing
Help Reference Library Reverse Balance Forward Fiscal Year End Archive and Repor Expenditure Appropriation Balance Forward	2015 9888 Lin Lin	ne 16 Expenditure Appr Fwd Account Missing ne 23 Revenue Appr Fwd Account Missing

If this report shows errors, please adjust the Control Account table and then re-run the process called Appropriation Balance Forward.

[ADM-AUC-GL-8182]

7. MODULE MAINTENANCE

7.1. FIELD LOGGING – EDIT LIST

Modified the field logging edit list to include the Line # description.

Γ	1796-	GLCTRACTFL	.REP		Printed 22-Mar-2016 a	at 10:0	03:37 by MARY						
L										Town of ADMINS			
L								Fi	eld Loggin	g - Control Account Tab.	le Report		
L	FY	Fund / Desc	ription			Line	Change Date	Time	User	Field	V	alue	
L													
L	2016	1000	General	Fund		7	28-Dec-2015	13:03	ANTHEA	Account	01	d: 1000-***-***-*	**-**-88888
											Net	w: ****_***_***	**_**_**
L	2016	1000	General	Fund		7	28-Dec-2015	13:01	ANTHEA	Account	01	d: ****-950-****-*	**-**-**-99999
											Ne	w: 1000-***-****-*	**-**-**-88888
	2016	1000	General	Fund		7	28-Dec-2015	13:01	ANTHEA	Account	01	d: ****-950-****-*	**-**-99999
											Net	<i>w</i> : ****-***-*	**-**-**-88888

Figure 5 Before

	1000	GLOWDLOWDLO, DED	Design of the solid of the	- 05 - 50 h Wh B						
	1/96-	-GECTRACIFEG. REP	Printed 22-Mar-2016 at 1.	1:35:53 by mar:	£					
			Town of ADMINS							
					Fie	eld Logging - Cont	rol Account 1	able Report		
	FY	Fund / Description	Liı	ne Change Date	e Time	User	Field		Valu	10
	2016	1000 General Fund		7 PO Bollover					1d:	1000-***-***-**-**-**-
				28-Dec-2015	13:03	ANTHEA	Account	N	ew:	****_***
	2016	1000 General Fund		7 PO Rollover				0	ld:	****-950-****-***-**-99999
				28-Dec-2015	13:01	ANTHEA	Account	N	ew:	1000-***-***-***-**-88888
	2016	1000 General Fund		7 PO Rollover				0	ld:	****-950-****-***-**-99999
				28-Dec-2015	13:01	ANTHEA	Account	N	ew:	****_***_****
	2016	1000 General Fund		7 PO Rollover				0	1d:	****-***-***-***-**-
				10-Aug-2015	13:24	WENDY	Account	N	ew:	****-950-****-***-**-99999
-										

Figure 6 After

[ADM-AUC-GL-648]

8. HELP REFERENCE LIBRARY

8.1. NEW OR UPDATED DOCUMENTATION

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

MODULE	DOCUMENT
General Ledger	Building Grant Funds
System	System Administration Kit