



# GENERAL LEDGER

## RELEASE NOTES – MARCH 2017

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

### TABLE OF CONTENTS

1.	YEAR END PROCESSING ► CREATE NEW FISCAL YEAR [FIX] .....	2
2.	RECORD LOCKS [NEW] .....	2
3.	PREVENTING “FROZEN” SESSIONS [NEW] .....	3
4.	MULTI-RECORD SCREENS [FIX] .....	3
5.	SCREEN MINIMIZED ON TIMEOUT [FIX] .....	4
6.	SYSTEM ADMINISTRATION KIT [UPDATE] PCL 5 .....	4
6.1.	Printers [PDF Option] .....	4
6.1.1.	What Will the Users See? .....	4
7.	ADOBE ACROBAT PDF VIEWER SETTINGS [UPDATE] .....	5
8.	SITE SPECIFIC–CASH RECEIPTS CROSSWALK [NEW] .....	5
9.	HELP REFERENCE LIBRARY .....	6
9.1.	New or Updated Documentation .....	6



## 1. YEAR END PROCESSING ► CREATE NEW FISCAL YEAR [FIX]

The **Year End Processing ► Create New Fiscal Year Process** was sometimes setting the “new year” fiscal periods as “closed”. This has been resolved and the fiscal periods for funds created in the “new year” will be set as “open”.

Maintain Fiscal Periods				
FY	Fund	Description	Fund Status	
2016	101	GENERAL FUND	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
Period	Begin Date	Ending Date	Fiscal Period Status	
July	01-Jul-2015	31-Jul-2015	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
August	01-Aug-2015	31-Aug-2015	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
September	01-Sep-2015	30-Sep-2015	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
October	01-Oct-2015	31-Oct-2015	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
November	01-Nov-2015	30-Nov-2015	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
December	01-Dec-2015	31-Dec-2015	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
January	01-Jan-2016	31-Jan-2016	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
February	01-Feb-2016	29-Feb-2016	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
March	01-Mar-2016	31-Mar-2016	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
April	01-Apr-2016	30-Apr-2016	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
May	01-May-2016	31-May-2016	<input checked="" type="radio"/> Open	<input type="radio"/> Closed
June	01-Jun-2016	30-Jun-2016	<input checked="" type="radio"/> Open	<input type="radio"/> Closed

Each period may be opened or closed using the radio buttons; to open or close all periods for a given fund, set the fund status radio button at the top of the screen.

[ADM-AUC-GL-8229]

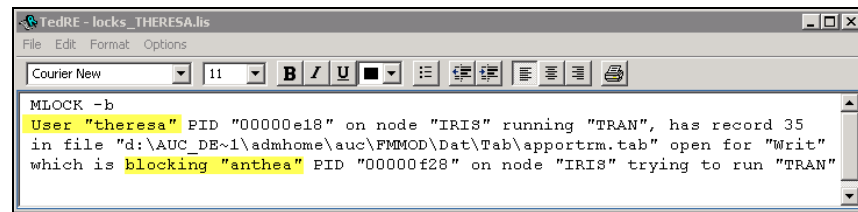
## 2. RECORD LOCKS [NEW]



Users sometimes encounter a lock that prevents them from accessing a record. There is a message displayed at the bottom of the screen in the lower left corner that will say “**Waiting for Record Lock, User \\IRIS\theresa**”, for example. This tells the user who else is on the record. Some users may be unable to see or interpret this message and will ask an expert user at their location for help.

A new feature is available that an expert user on the site may use to identify record locks. Select **Help ► Check Blocking Locks**.

This will check for blocking locks and open a report window on the screen with the lock information.





In the example, the user “Theresa” is blocking “Anthea” and the expert user may contact Theresa to ask her to exit the screen to release the lock and allow Anthea to access the record. The expert user now **must** click **File | Exit** to close this report window before they can do anything else in AUC.

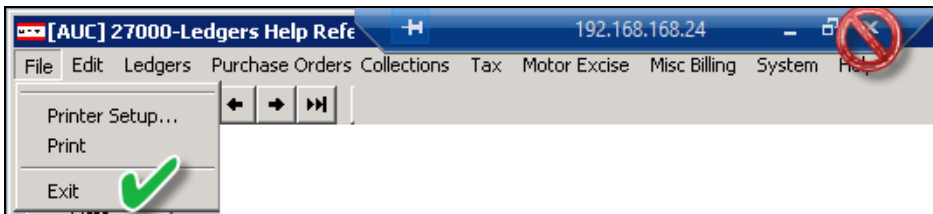


The user with a record lock will not be able to use the Help ► Check Blocking Locks feature since they are already captive in the locked AUC process. They will need to ask another user, the site “super user” or ADMINS to check for them.

[ADM-AUC-SY-7995]

### 3. PREVENTING “FROZEN” SESSIONS [NEW]

Occasionally, users report that their session has “Frozen”. To minimize the chance of this happening, always exit the system using **File ► Exit** from the menu.



“Frozen” sessions may result if the **X** on the blue connection bar at the top of the screen is used to close the AUC session, or if the session is abandoned at the end of the workday.

Users who will be away from their desks for longer than 30 minutes should exit from the AUC application using **File ► Exit** from the menu prior to departing. Do the same at the end of the workday, as open sessions on the server may result in unintended consequences, such as the record locking described in section 1.

[ADM-AUC-DOC-120]

### 4. MULTI-RECORD SCREENS [FIX]

Sites using version 9.2 of the ADMINS software were updated to use proportional fonts in the headings of multi-record screens. This allows fixed fonts to be used for the data within the grids, which users report are easier to read, while using variable fonts for the headings, fixing alignment issues.

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Vendor
31-Dec-2009									

Figure 1 Before

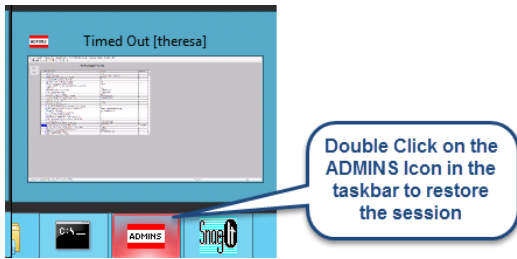
Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Vendor
03-Jan-2017	817349	21	10	DP01	738	456899	48,00	DR	

Figure 2 After

[ADM-AUC-SY-8002]



## 5. SCREEN MINIMIZED ON TIMEOUT [FIX]



Users on selected sites were unable to restore an AUC session if the screen was minimized and the time out limit was reached. With the software update, restore an AUC session by double clicking on the ADMINS icon in the taskbar

[ADM-AUC-SY-8001]

## 6. SYSTEM ADMINISTRATION KIT [UPDATE] PCL 5

Some printers advertised to be PCL 6 compliant do not include PCL 5 backward compatibility. When deploying printers without PCL 5 backward compatibility, ADMINS recommends that the default for reports is set to **PDF** printing.

### 6.1. Printers [PDF Option]

ADMINS recommends that sites select a default of “**PDF**” for reports. The only impact to the users will be the report displayed in the PDF Viewer instead of the ADMINS Report Viewer (TedRE). If you want your site to default to PDF output please contact [support@admins.com](mailto:support@admins.com) to arrange for the change.



This is a site-wide change that will affect all modules and all users of AUC.

#### 6.1.1. What Will the Users See?

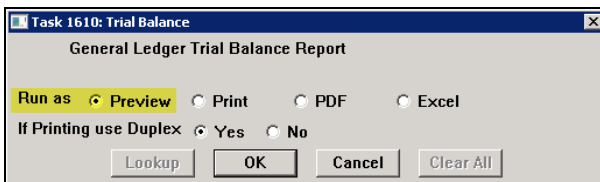


Figure 3 Preview as the Default

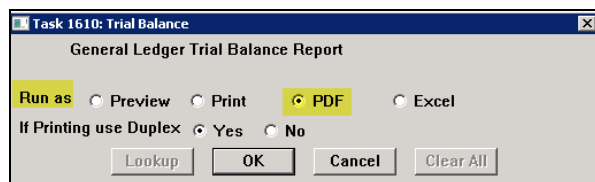


Figure 4 PDF as the Default

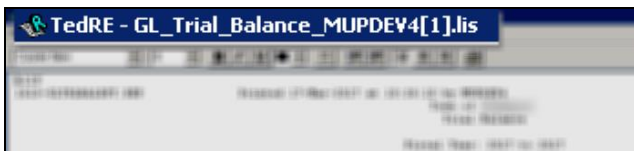


Figure 5 ADM Ted Viewer



Figure 6 PDF Viewer

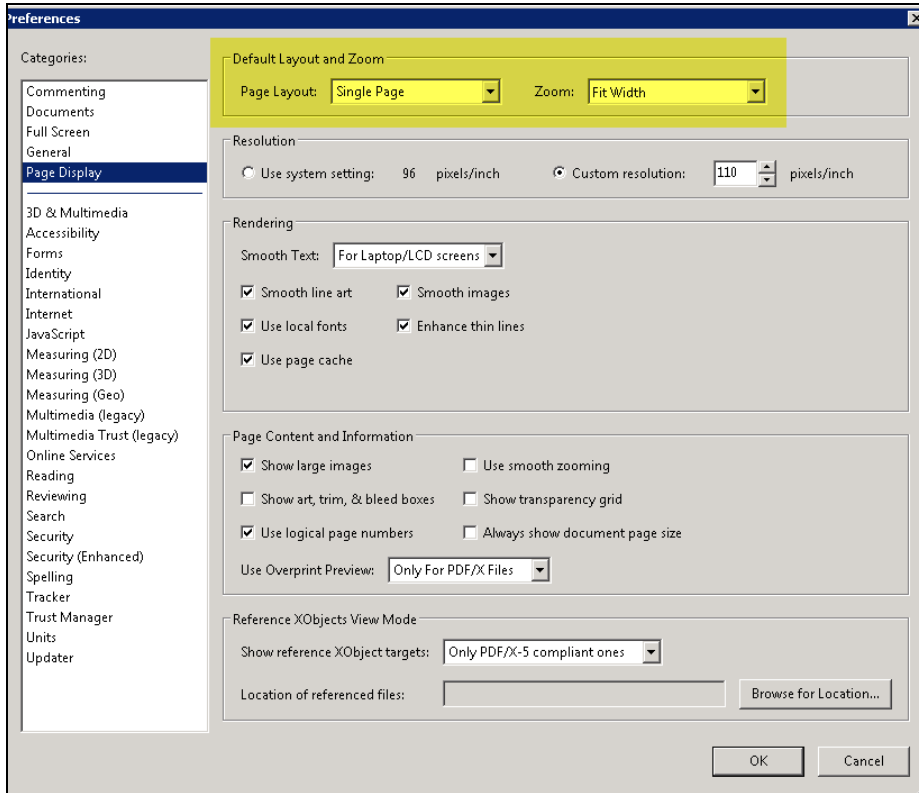
This default will not prevent users from selecting **Preview**. If a user tries to print the “\*.lis” report output using the **TedRE Preview** to a printer that is not PCL 5 compliant the report will not print. Selecting **PDF** will preview the report in a **PDF Viewer** window and will print to any printer.

[ADM-AUC-SY-8008]



## 7. ADOBE ACROBAT PDF VIEWER SETTINGS [UPDATE]

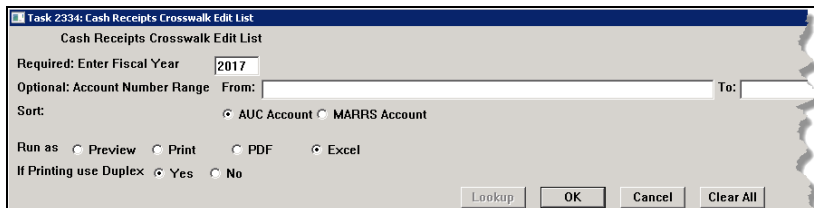
PDF is the default for ADMINS reports on some sites. When the report comes into view, you may customize the appearance of the viewing window by pressing **[CTRL|K]** or selecting **Edit ▶ Preferences**. From there, you may set your default layout and zoom with the drop down menus.



[ADM-AUC-DOC-118]

## 8. SITE SPECIFIC–CASH RECEIPTS CROSSWALK [NEW]

Added Excel<sup>®</sup> to the edit list report formats for the **Cash Receipts Crosswalk**. Sites using this feature will find it under **Ledgers ▶ Site Specific ▶ Cash Receipts Crosswalk ▶ [5 Edit List]**.





	A	B	C	D	E	F	G	H	I	J
1	FY	Treasurers Account	AUC Account	AUC Description	Type	SubTyp	Entity	BudGrp	Cash	Cash Account
2	2017	0100-000-0000-00-00-10400	0100-000-0000-00-00-10400	CASH, TRASH COLLECTION	A	P	1	UNCL	Y	0100-000-0000-00-00-10400
3	2017	WATER CHARGES	0200-000-0000-00-00-42050	WATER CHARGES	R	P	1	UNCL	N	0200-000-0000-00-00-10400
4	2017	SCHOOL LUNCH	2020-000-0000-00-00-42920	SCHOOL LUNCH, CAFETERIA RECEIPTS	R	P	1	UNCL	N	2020-000-0000-00-00-10400
5	2017	SCHOOL CHOICE	2040-000-0000-00-00-43209	SCHOOL CHOICE TUTION	R	P	1	UNCL	N	2040-000-0000-00-00-10400
6	2017	IEP TRAINING	2350-000-0000-00-00-43300	OTHER STATE REVENUE	R	P	1	UNCL	N	2350-000-0000-00-00-10400
7	2017	EARLY CHILDHOOD	2350-000-0000-00-00-43300	OTHER STATE REVENUE	R	P	1	UNCL	N	2330-000-0000-00-00-10400
8	2017	PROJECT RETURN	2400-000-0000-00-00-43300	OTHER STATE REVENUE	R	P	1	UNCL	N	2400-000-0000-00-00-10400
9	2017	PROJECT ENCOURAGEMENT	2450-000-0000-00-00-43100	FEDERAL REVENUE PASSED THRU THE STATE	R	P	1	UNCL	N	2450-000-0000-00-00-10400
10	2017	SECONDARY SCHOOL READING	2470-000-0000-00-00-43100	FEDERAL REVENUE PASSED THRU THE STATE	R	P	1	UNCL	N	2470-000-0000-00-00-10400

[MDF-SUP-SAPLAUC-554]

## 9. HELP REFERENCE LIBRARY

### 9.1. New or Updated Documentation

- SYSTEM                      GL-1310 System Administration Kit                      [Update]