



# GENERAL LEDGER

## RELEASE NOTES – SEPTEMBER 2015

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This document explains new product enhancements added to the ADMINS Unified Community for Windows **GENERAL LEDGER** system and installed on your site in September 2015.

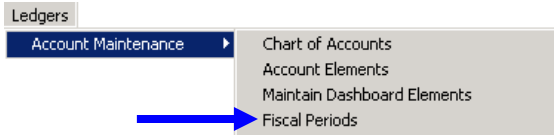
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# 1. ACCOUNT MAINTENANCE

## 1.1. Fiscal Period Tables



There is a new feature on the Fiscal Period table showing the **Receipt and Grant Accounts roll forward posting control number**. For sites that **roll Receipt and Grant accounts forward**, having the posting control number will make it easier to research questions regarding the funds. Sites not using this may disregard.

Maintain Fiscal Periods			
FY	Fund	Description	Fund Status
2016	1000	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
Closed to Fund Balance <input type="checkbox"/> No Balance Rolled Forward <input type="checkbox"/> No      Posting Control Number			

Figure 1 Before

Maintain Fiscal Periods			
FY	Fund	Description	Fund Status
2016	1000	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
Closed to Fund Balance <input type="checkbox"/> No Balance Rolled Forward <input type="checkbox"/> No      Posting Control Number <b>Rec/Grnt Carried Forward <input type="checkbox"/> No      Posting Control Number</b>			

Figure 2 After

[ADM-AUC-GL-8197]

# 2. JOURNAL ENTRIES

## 2.1. Budget Transfers

To permit users to reclassify available funds within their respective departments, some sites use a feature in the system to allow non-finance department users to create **Budget Transfer** journal entries.

The journal entry screen for Budget Transfers was not displaying the **Current Budget** column. This was corrected and installed on sites June 23, 2015 and is included here to document the change.



**Enter One-Time Journals** Journal Notes required

Journal# 20800  
JE Date 22-Jun-2015  
JE Type BT Budget Transfer  
Category  Regular  Audit  Recurring

Line	Code	Ref#	Bank Account#	Debit	Credit	Line Note
1			0000-000-0000-000-00-00-00000			Line Note
2			0000-000-0000-000-00-00-00000			Line Note
3			0000-000-0000-000-00-00-00000			Line Note
4			0000-000-0000-000-00-00-00000			Line Note

Figure 3 Before

Line	Bank Account#	Current Budget	From	To	Line Note
1	0000-000-0000-000-00-00-00000				Line Note
2	0000-000-0000-000-00-00-00000				Line Note

Figure 4 After

To restrict a user to only Budget Transfer journal entries, select **System** ► **User** ► **User Profile**, select the user, click on the **Account Security** tab and click on the **Yes** radio button for “Restrict Journal Entry to BT Type Only”.

**User Profile Screen**

Entered 07-Sep-2009 MUP  
Changed 22-Jun-2015 THE

4 Human Resources 5 Budget 6 Collections

**Ledgers**

Allow Journal Entry Posting  Yes  No  
Restrict Journal Entry to BT Type Only  Yes  No  
Override Element Security within Type  Yes  No

[ADM-AUC-V90-45]

### 2.1.1. Account Number Lookup

The lookup on the account number for Budget Transfer Journal entries was not displaying the remaining balance column. This was corrected with the software update.

Line	Bank Account#
1	0000-000-0000-000-00-00-00000
2	0000-000-0000-000-00-00-00000
3	0000-000-0000-000-00-00-00000
4	0000-000-0000-000-00-00-00000

- 1: All Revenue and Expense Active Posting Accounts for 2015
- 2: All Revenue Posting Accounts for 2015
- 3: All Expense Posting Accounts for 2015
- 4: By Description
- 5: All Accounts for All Years



Account#	Description	AdjustBudget	Type	SubTyp	Status	Tot
0001-000-0000-000-00-10400	CASH, UNRESTRICTED		Asset	Posting	A	
0001-000-0000-000-00-12400	TAX LIENS RECEIVABLE		Asset	Posting	A	
0001-000-0000-000-00-12700	TRASH CHARGES RECEIVABLE		Asset	Posting	A	
0001-000-0000-000-00-20100	WARRANTS PAYABLE		Liabili	Posting	A	
0001-000-0000-000-00-20200	ACCOUNTS PAYABLE		Liabili	Control	A	
0001-000-0000-000-00-25000	ACCRUED PAYROLL		Liabili	Control	A	
0001-000-0000-000-00-26600	DEFERRED REVENUE-TRASH CHARGES		Liabili	Posting	A	
0001-000-0000-000-00-26730	DEFERRED REVENUE-TRASH LIENS		Liabili	Posting	A	
0001-000-0000-000-00-32110	F/B RESERVED FOR ENCUMBRANCES		Fund Eq	Posting	A	
0001-000-0000-000-00-35900	UNDESIGNATED FUND BALANCE		Fund Eq	Control	A	
0001-000-0000-000-00-35906	TRASH SURPLUS		Fund Eq	Posting	A	
0001-000-0000-000-00-38200	RESERVE FOR ENCUMBRANCE		Fund Eq	Control	A	
0001-000-0000-000-00-39100	REVENUE		Fund Eq	Control	A	
0001-000-0000-000-00-39200	ENCUMBRANCE		Fund Eq	Control	A	
0001-000-0000-000-00-39300	EXPENDITURE		Fund Eq	Control	A	
0001-000-0000-000-00-42010	TRASH LIENS		Revenue	Posting	A	

Figure 5 Before

Account#	Description	AdjustBudget	Rev Balance	Type	SubTyp	Status	Tot
0010-000-0000-000-00-51110	DEPARTMENT HEAD SALARY	5000.00	5000.00	xpendi	Posting	A	
0010-010-0000-000-00-42101	JUDGEMENTS/AWAR: INSTALL FIRE ALARM			evenue	Posting	A	
0100-000-0000-000-00-42010	TRASH LIENS		3370.00	evenue	Posting	A	
0100-000-0000-000-00-42015	TRASH REVENUE			evenue	Posting	A	
0100-000-0000-000-00-42016	TRASH BAGS REVENUE		754.00	evenue	Posting	A	
0100-000-0000-000-00-42020	TRASH CHARGES-TAX TITLE			evenue	Posting	A	
0100-000-0000-000-00-42030	PENALTIES & INTEREST, TRASH			evenue	Posting	A	
0100-000-0000-000-00-43100	FED REV PASS THRU STATE			evenue	Posting	A	
0100-000-0000-000-00-43300	OTHER STATE REVENUE			evenue	Posting	A	
0100-000-0000-000-00-45001	EARNINGS ON INVESTMENT			evenue	Posting	A	
0100-000-0000-000-00-48400	MISCELLANEOUS REVENUE		1803.75	evenue	Posting	A	
0100-000-0000-000-00-48999	OVERAGES AND SHORTAGES			evenue	Posting	A	
0100-000-0000-000-00-49700	TRANSFER FROM GENERAL FUND			evenue	Posting	A	
0100-001-0000-000-00-52016	GENERAL GOVERNMENT: FUNARI ROAD PAVING			xpendi	Posting	A	
0100-430-0000-004-00-51120	ADMINISTRATIVE PERSONNEL SAL	50000.00	50000.00	xpendi	Posting	A	
0100-430-0000-004-00-51130		50000.00	50000.00	xpendi	Posting	A	

Figure 6 After

[ADM-AUC-GL-8180]

## 2.2. Changing Dates on a Journal Entry

When changing the date on a journal entry, the Journals in Progress lookup would appear, requiring the user to re-select the journal to continue processing. This was corrected. Now the date may be changed and the journal entry will remain on the screen for further processing. This modification was applied to all sites the first week of June and is mentioned here to document the change.

Enter One

Entry Began

Journal# 20768

JE Date 29-Jun-2015

JE Type  BT Budget Transfer

Category  Regular  Audit  Recurring

Edit Note Testing changing a date on a JE.

J Entry @ Attachments

Line	Bank	Account#
1		0100-430-0000-004-00-52030
2		0200-450-0000-004-00-52030

Enter One

Entry Began

Journal# 20768

JE Date 15-Jun-2015

JE Type  BT Budget Transfer

Category  Regular  Audit  Recurring

Edit Note Testing changing a date on a JE.

J Entry @ Attachments

Line	Bank	Account#
1		0100-430-0000-004-00-52030
2		0200-450-0000-004-00-52030



Journal #	JE Type	Date	Type	Debits	Credits #	Lines	Status	User
20796	Budget Transfer	16-Jun-2015	Regular		4		Entry Began	THERESA
20795	Budget Transfer	30-Jun-2014	Regular		4		Entry Began	THERESA

Figure 7 Before

Enter One-

Entry Began

Journal# 20768

JE Date 15-Jun-2015

JE Type  Budget Transfer

Category  Regular  Audit  Recurring

Edit Note Testing changing a date on a JE.

J Entry Attachments

Line	Bank Account#
1	0100-430-0000-004-00-00-52030
2	0200-450-0000-004-00-00-52030

Figure 8 After

[ADM-AUC-GL-8179]

### 2.3. Work in Progress Errors

Occasionally, users would see invalid work in progress entries. This would occur if the user:

- created a journal entry,
- changed an account, and *then*
- changed the date of the journal entry

To illustrate, a journal entry, # 20867 was created. The original entry date was 01 August 2015 and the account in line #4 was 0200-450-0000-004-00-00-52020.

[AUC] 1100-Enter One-Time Journals [theresa]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Help

Enter One-Time Journals

Entry Began

Journal# 20867

JE Date 01-Aug-2015 Reversal Date

JE Type  Regular

Category  Regular  Audit  Recurring

Edit Note Try changing date without changing amount

	Expected	Entered	Remaining
Debit	18,00	18,00	
Credit	18,00	18,00	
Allocation			

J Entry Attachments

Line	Code	Ref#	Bank Account#	Debit	Credit	Line Note
1			0100-430-0000-004-00-00-52010	10,00		Line Note
2			0100-430-0000-004-00-00-52030		10,00	Line Note
3			0200-450-0000-004-00-00-52010	8,00		Line Note
4			0200-450-0000-004-00-00-52020		8,00	Line Note

The account # on line 4 was changed, and then the journal entry date was changed.



Line	Code	Ref#	Bank	Account#	Debit	Credit	Line Note
1				0100-430-0000-004-00-00-52010	10,00		
2				0100-430-0000-004-00-00-52030		10,00	
3				0200-450-0000-004-00-00-52010	8,00		
4				0100-430-0000-004-00-00-52010		8,00	

When the journal was posted, the original **line four** remained behind in the Work In Progress transaction screen:

Code	Trx Date	User Batch	Ref#	Line	CL#	Amount	Type	Entered By
JE01	01-Aug-2015	Unposted	20867	4		8,00	CR	THERESA

Figure 9 Before

These invalid transactions have been corrected, so they will not appear on the Work In Progress Transaction Screen.

The Account Balance Inquiry screen would display the invalid data but this has been corrected:

Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress					8,00	8,00

Figure 10 Before

Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Work In Progress						

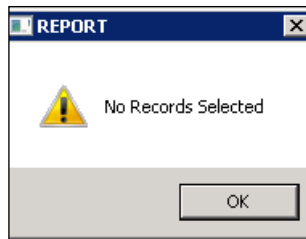
Figure 11 After



The error would show up when running the verify shadow posting file step:

FY	Account	Shadow Sequence	TRXDate	GLTCD	Refnum	Line	GLLine	Error Message	EntryUser	EntryDate
2016	0100-430-0000-004-00-00-52030	2,086,515,001	7/7/2015	JE01	20,865	1			THERESA	7/7/2015
Total Shadows in Error		1								

Figure 12 Before



This was corrected and installed on sites July 9, 2015 and is included here to document the change.

Figure 13 After

[ADM-AUC-GL-8185]

### 3. REPORTS

#### 3.1. Monthly Revenue Summary

When running the Monthly Revenue Summary, the report page numbers were truncated on the printed page. This was corrected. To run this report, select **Ledgers**►**Reports**►**Report Library**►**Month to Date Reports** ► **Monthly Revenue Summary**.

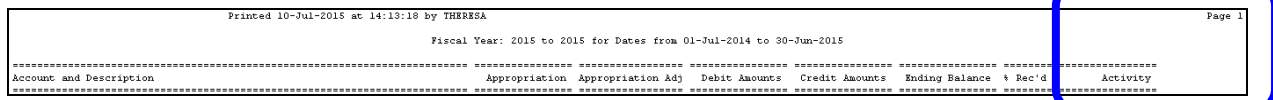


Figure 14 Before

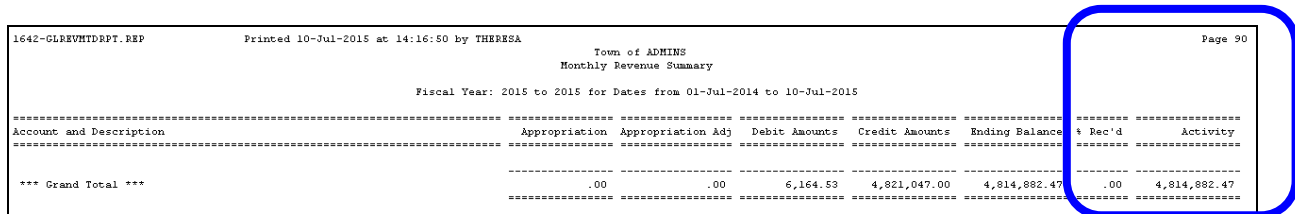


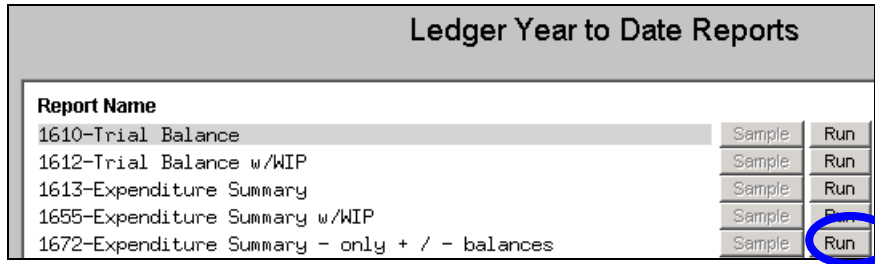
Figure 15 After

[ADM-AUC-GL-8187]



### 3.2. Expenditure Summary–Only +/- Balances Report

Added an expenditure summary report that shows accounts with non-zero balances. All accounts with a \$0 ending balance (taking WIP into consideration) will be excluded. This will allow supervisors to see which accounts, typically at year-end, have surplus or deficit balances. This report is also available in the Report Job Stream.



To run this report, select **Ledgers▶Reports▶Report Library▶Year to Date Reports▶1672 Expenditure Summary – only +/- balances**.

After making selections on which account elements are required, click on Run Report and choose the desired option.

Printed 05-Aug-2015 at 16:22:12 by THERESA  
Town of ADMINS  
Expenditure Summary w/WIP w/Remain Balance  
Fiscal Year: 2016 to 2016

Account Number and Description	Appropriations	Transfers and Supplementals	Encumbrances	Expenditures	In-Progress Transactions	Remaining Balance	% Used
0010-000-0000-000-00-51110 DEPARTMENT HEAD SALARY	.00	5,000.00	.00	.00	.00	5,000.00	.00
0100-430-0000-004-00-52010 ADVERTISING, MODIFYING DESC	.00	500.00	850.00	50.00	(700.00)	(1,100.00)	375.00
0100-430-0000-004-00-52030 TELEPHONE	.00	.00	10,105.00	.00	.00	(10,105.00)	.00
0100-430-0000-004-00-52040 PRINTING,BINDING AND COPYIN	.00	.00	.00	35.00	100.00	65.00	35.00
0100-430-0000-004-00-52700 TRASH REMOVAL	.00	.00	500.00	.00	.00	(500.00)	.00
0200-450-0000-004-00-51120 ASSISTANT DIRECTOR	.00	.00	.00	458.66	.00	(458.66)	.00
0200-450-0000-004-00-51122 FOREMAN	.00	.00	.00	439.60	.00	(439.60)	.00
0200-450-0000-004-00-52010 ADVERTISING	.00	.00	.00	(25.00)	.00	25.00	.00
0200-450-0000-004-00-52040 PRINTING,BINDING AND COPYIN	.00	.00	.00	(50.00)	.00	50.00	.00
0200-450-0000-004-00-53610 WELL REHAB	.00	.00	.00	.00	(15,000.00)	(15,000.00)	.00
0200-450-0000-004-00-54030 BUILDING MAINTENANCE SUPPLI	.00	.00	750.00	.00	.00	(750.00)	.00
0300-430-0000-004-00-51130 PERMANENT PERSONNEL SALARIE	.00	10,000.00	.00	.00	.00	10,000.00	.00

Figure 16 Preview/Print/PDF

Account Number	Description	Appropriations	Trfrs	Supplem	Encumbrances	Expenditures	In-Progress	Account Balance	Used
0010-000-0000-000-00-51110	DEPARTMENT HEAD SALARY	0.00		5,000.00	0.00	0.00	0.00	5,000.00	0.00
0100-430-0000-004-00-52010	ADVERTISING, MODIFYING DESCRIPTION TO SHOW MORE LETTERS	0.00		500.00	850.00	50.00	-700.00	-1,100.00	375.00
0100-430-0000-004-00-52030	TELEPHONE	0.00		0.00	10,105.00	0.00	0.00	-10,105.00	0.00
0100-430-0000-004-00-52040	PRINTING,BINDING AND COPYING	0.00		0.00	0.00	35.00	100.00	65.00	35.00
0100-430-0000-004-00-52700	TRASH REMOVAL	0.00		0.00	500.00	0.00	0.00	-500.00	0.00
0200-450-0000-004-00-51120	ASSISTANT DIRECTOR	0.00		0.00	0.00	458.66	0.00	-458.66	0.00
0200-450-0000-004-00-51122	FOREMAN	0.00		0.00	0.00	439.60	0.00	-439.60	0.00
0200-450-0000-004-00-52010	ADVERTISING	0.00		0.00	0.00	-25.00	0.00	25.00	0.00
0200-450-0000-004-00-52040	PRINTING,BINDING AND COPYING	0.00		0.00	0.00	-50.00	0.00	50.00	0.00
0200-450-0000-004-00-53610	WELL REHAB	0.00		0.00	0.00	0.00	-15,000.00	-15,000.00	0.00
0200-450-0000-004-00-54030	BUILDING MAINTENANCE SUPPLIES	0.00		0.00	750.00	0.00	0.00	-750.00	0.00
0300-430-0000-004-00-51130	PERMANENT PERSONNEL SALARIES	0.00		10,000.00	0.00	0.00	0.00	10,000.00	0.00

Figure 17 Excel option

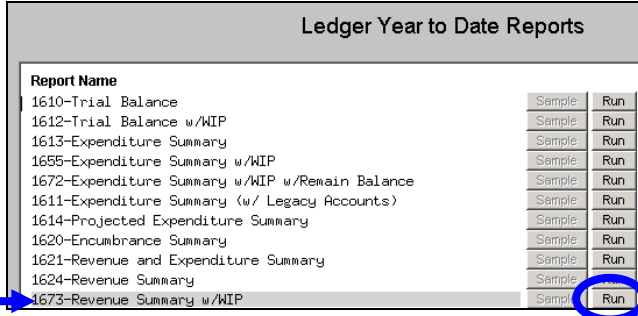
[ADM-AUC-GL-8191]





### 3.3. Revenue Summary with WIP Report

Added a new report to the **Ledgers▶Reports▶Report Library▶Year to Date Reports Menu** showing Revenue Summary with Work in progress. This report is also available in the Report Job Stream.



After making selections on the required account elements, click on Run Report and choose the desired option.

Account Number and Description	Appropriations	Transfers and Supplementals	Debit Amounts	Credit Amounts	In-Progress Transactions	Remaining Balance	Posted Activity
1000-000-0000-000-00-42110 21E SITE ASSESSMENT	.00	.00	.00	140.00	40.00	180.00	.00 140.00
1000-000-0000-000-00-44221 BURNING PERMITS	.00	.00	.00	14.00	.00	14.00	.00 14.00
1000-000-0000-000-00-48002 SALE OF FLAGS	.00	.00	.00	19.00	.00	19.00	.00 19.00
3790-000-0000-000-00-49100 PROCEEDS FROM SALE OF BONDS	.00	.00	.00	17.00	.00	17.00	.00 17.00
4080-000-0000-000-00-42001 CULTURAL COUNCIL-FEES	.00	.00	.00	12.00	.00	12.00	.00 12.00
5100-000-0000-000-00-42001 USER FEES	.00	.00	.00	18.00	.00	18.00	.00 18.00
6110-000-0000-000-00-48420 RENTAL- 26 PEARL ST FUNARI	.00	.00	.00	170.00	50.00	220.00	.00 170.00
6500-000-0000-000-00-48300 GIFTS/DONATIONS	.00	.00	.00	15.00	.00	15.00	.00 15.00
6580-000-0000-000-00-48559 57B MENDON ST - HIAWATHA PROPERTIES	.00	.00	.00	23.00	.00	23.00	.00 23.00
6580-000-0000-000-00-48562 251 HARTFD AVE - (A) MICHAEL'S FIRE	.00	.00	.00	33.00	.00	33.00	.00 33.00
6580-000-0000-000-00-48563 251 HARTFD AVE - (B) MEGA LIQUORS FI	.00	.00	.00	20.00	.00	20.00	.00 20.00
7600-000-0000-000-00-45028 BAINBRIDGE ROAD INTEREST	.00	.00	.00	13.00	.00	13.00	.00 13.00
**** Grand Total ****	.00	.00	.00	494.00	90.00	584.00	.00 494.00

Figure 18 Preview/Print/PDF option

Account Number	Description	Appropriation	Approp Adj	Debit Amounts	Credit Amounts	In-Progress	Remain Balance	%Rec'd	Activity
1000-000-0000-000-00-42110	21E SITE ASSESSMENT	0.00	0.00	0.00	140.00	40.00	180.00	0.00	140.00
1000-000-0000-000-00-44221	BURNING PERMITS	0.00	0.00	0.00	14.00	0.00	14.00	0.00	14.00
1000-000-0000-000-00-48002	SALE OF FLAGS	0.00	0.00	0.00	19.00	0.00	19.00	0.00	19.00
3790-000-0000-000-00-49100	PROCEEDS FROM SALE OF BONDS	0.00	0.00	0.00	17.00	0.00	17.00	0.00	17.00
4080-000-0000-000-00-42001	CULTURAL COUNCIL-FEES	0.00	0.00	0.00	12.00	0.00	12.00	0.00	12.00
5100-000-0000-000-00-42001	USER FEES	0.00	0.00	0.00	18.00	0.00	18.00	0.00	18.00
6110-000-0000-000-00-48420	RENTAL- 26 PEARL ST FUNARI	0.00	0.00	0.00	170.00	50.00	220.00	0.00	170.00
6500-000-0000-000-00-48300	GIFTS/DONATIONS	0.00	0.00	0.00	15.00	0.00	15.00	0.00	15.00
6580-000-0000-000-00-48559	57B MENDON ST - HIAWATHA PROPERTIES ENGR REVIEW	0.00	0.00	0.00	23.00	0.00	23.00	0.00	23.00
6580-000-0000-000-00-48562	251 HARTFD AVE - (A) MICHAEL'S FIRE REVIEW	0.00	0.00	0.00	33.00	0.00	33.00	0.00	33.00
6580-000-0000-000-00-48563	251 HARTFD AVE - (B) MEGA LIQUORS FIRE REVIEW	0.00	0.00	0.00	20.00	0.00	20.00	0.00	20.00
7600-000-0000-000-00-45028	BAINBRIDGE ROAD INTEREST	0.00	0.00	0.00	13.00	0.00	13.00	0.00	13.00
**** Grand Total ****		0.00	0.00	0.00	494.00	90.00	584.00	0.00	494.00

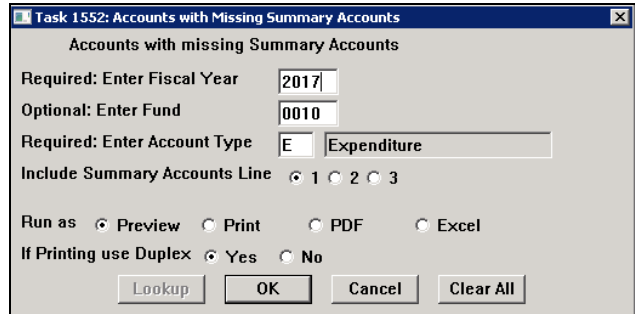
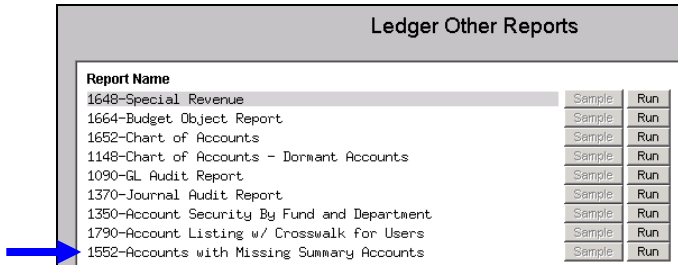
Figure 19 Excel® option

[ADM-AUC-GL-8192]

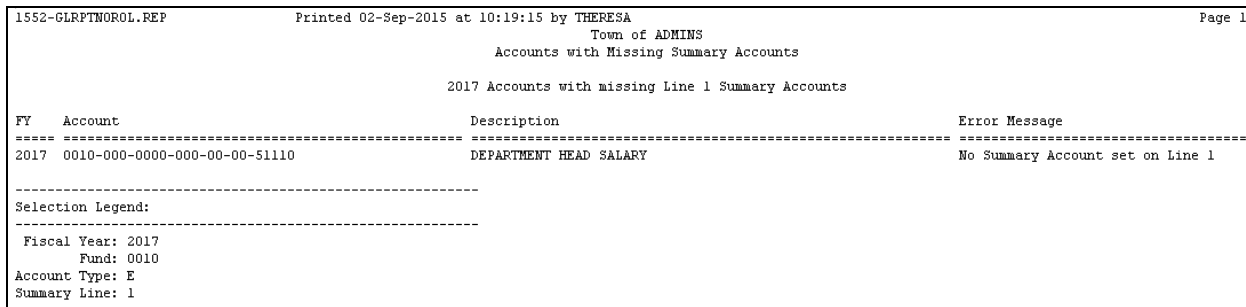


### 3.4. Report on Missing Summary Accounts

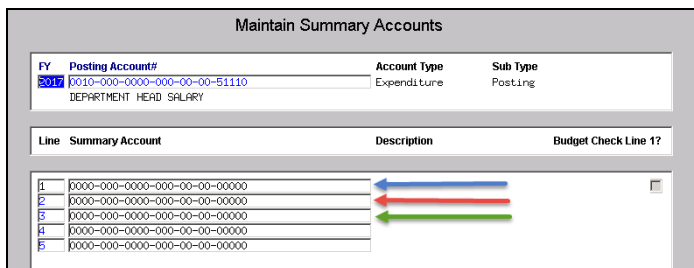
A new report was added to identify missing summary accounts. To run this report, select **Ledgers ▶ Reports ▶ Report Library ▶ 1552 Accounts with Missing Summary Accounts**.



This checks the **Maintain Summary Accounts** screen for no summary account set on Line 1, 2 or 3. In the example, Line 1 is selected for checking, in Fund 0010. The report may be run for all funds or for a single fund.



It also checks to see if that account is setup in the summary account screen.



[ADM-AUC-GL-8198]



### 3.5. Retrieve Output Files Email Option Added

Prior to the software update, the **Retrieve Output Files** function offered options to:

View a Report  
Print a Report

Save & View a Report as a PDF  
Download a Report

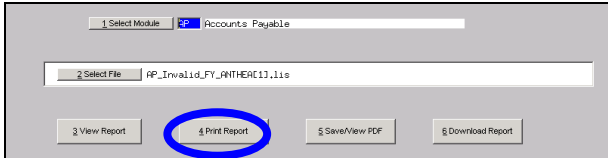


Figure 20 Before

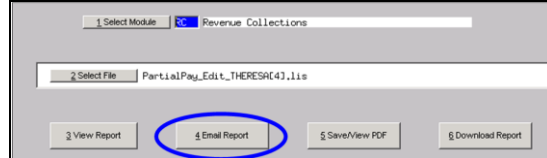
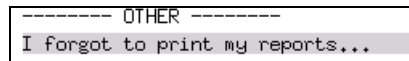


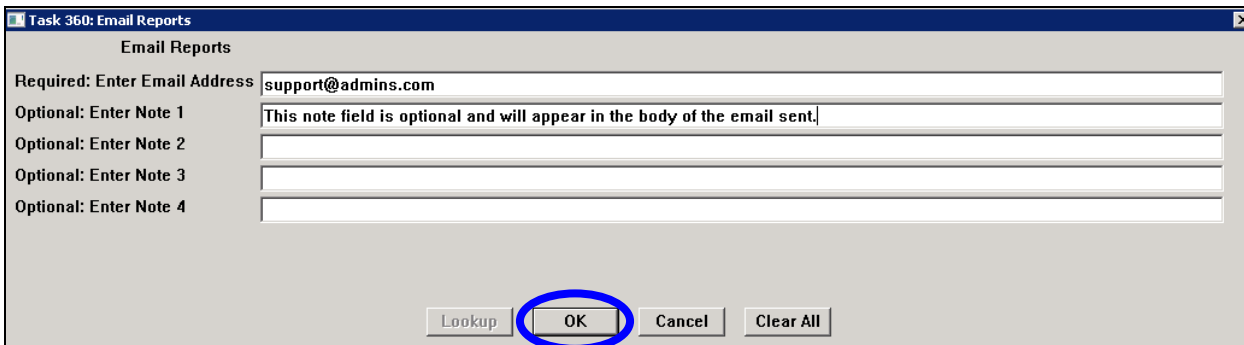
Figure 21 After

Now existing reports may be emailed as a PDF file to anyone with a valid email address (within the system or external to the system). To use this feature, select **Reports > Retrieve Output Files** from the menu.

See the instructions in the Help Reference Library titled:



Click on Email Report and fill in the blanks (only the email address is required; the four notes fields are optional):



In the example above, the report will be sent as a **pdf** file to the email address [support@admins.com](mailto:support@admins.com). A message will appear confirming that the report was emailed. The body of the email message will include the text “Please find attached the report requested to be emailed” followed by any optional note text entered by the user.

In addition, the body of the email will include the complimentary close “Thank you” and the name of the user sending the report as specified in the User Profile table in the AUC system. Finally, there will be a message instructing the recipient not to reply to the message as it was automatically generated from the system.

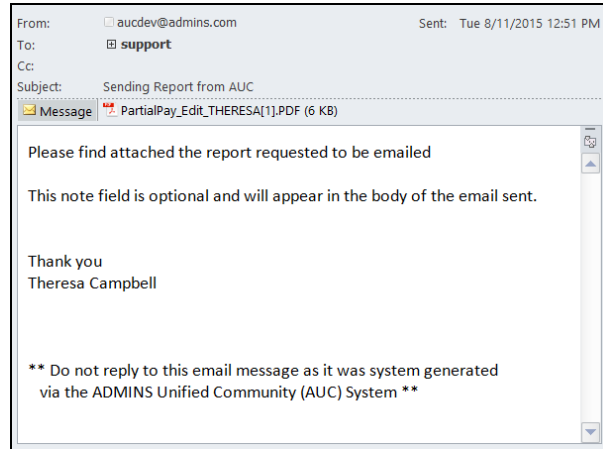
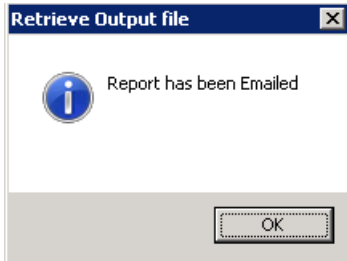


Figure 22 Example of email with an attached report



If you wish to print a retrieved report, you may do so by first clicking [View Report](#) and then selecting **File | Print** from the menu. This allows you to preview and confirm that you have selected the correct report prior to printing.

[ADM-AUC-SY-7966]

### 3.6. Default Report Format

The default format for reports generated from commands is now PDF. This will make it easier for users to email reports and allow for printing to any available printer.

[ADM-AUC-FM-8115]

## 4. HELP REFERENCE LIBRARY

### 4.1. New or Updated Documentation

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

- FISCAL YEAR END                      Capital Projects Document
- OTHER                                      I forgot to print my reports...