GENERAL LEDGER

RELEASE NOTES – SEPTEMBER 2015

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.
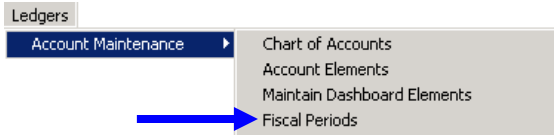
TABLE OF CONTENTS

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.

Figure 1 Before

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.

Figure 3 Before

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".

[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.

Figure 5 Before

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.

Figure 7 Before

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.

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

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

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:

Figure 10 Before

Figure 11 After

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

Figure 12 Before
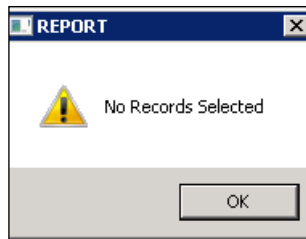
This was corrected and installed on sites July 9, 2015 and is included here to document the change.

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**.
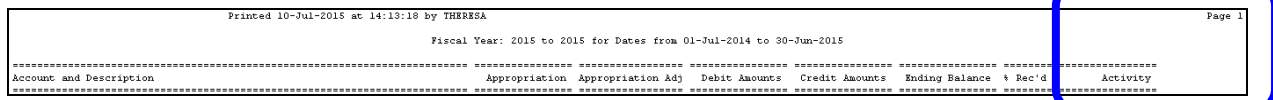
Figure 14 Before
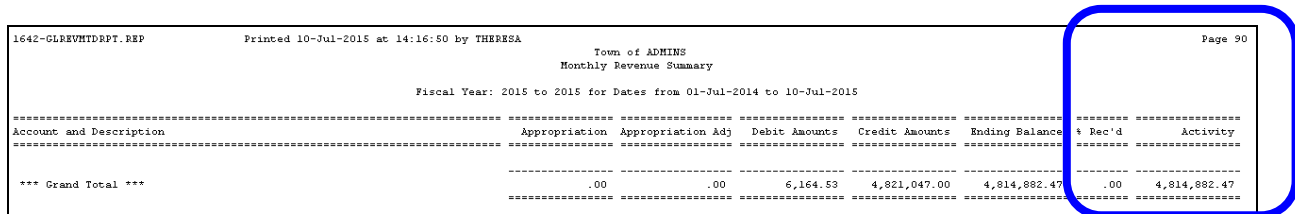
Figure 15 After

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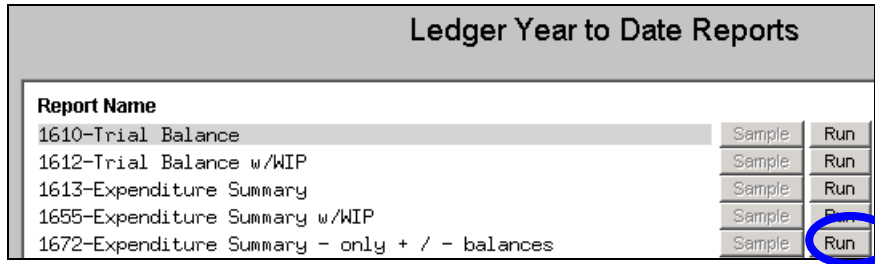
To run this report, select **Ledgers▶Reports▶Report Library▶Year to Date Reports▶1672 Expenditure Summary – only +/- balances**.

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

Figure 16 Preview/Print/PDF

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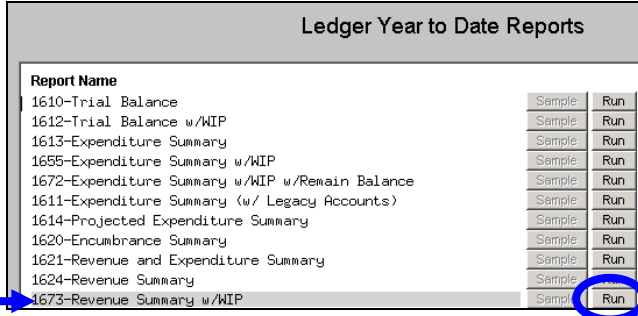
After making selections on the required account elements, click on Run Report and choose the desired option.

Figure 18 Preview/Print/PDF option

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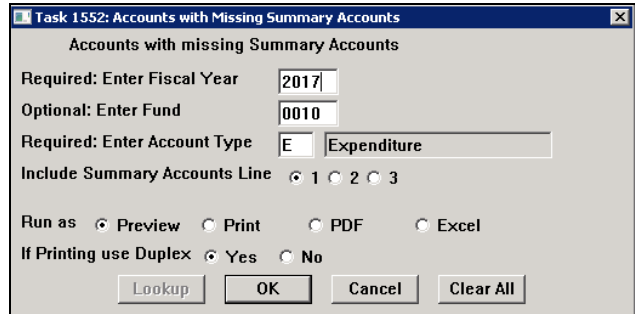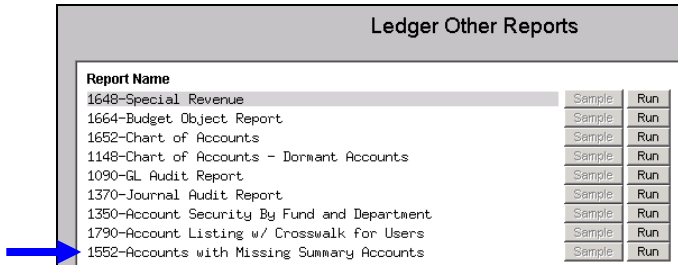
This checks the **Maintain Summary Accounts** screen for no summary account set on Line 1, 2 or 3. In the example, Line 1 is selected for checking, in Fund 0010. The report may be run for all funds or for a single fund.

```
1552-GLRPTNOROL.REP              Printed 02-Sep-2015 at 10:19:15 by THERESA                                            Page 1
                                                  Town of ADMINS
                                          Accounts with Missing Summary Accounts

                                  2017 Accounts with missing Line 1 Summary Accounts

FY    Account                              Description                                      Error Message
===== =============================== ================================================= =======================================
2017  0010-000-0000-000-00-00-51110        DEPARTMENT HEAD SALARY                           No Summary Account set on Line 1

-------------------------------------------------------------
Selection Legend:
-------------------------------------------------------------
 Fiscal Year: 2017
        Fund: 0010
Account Type: E
Summary Line: 1
```

It also checks to see if that account is setup in the summary account screen.
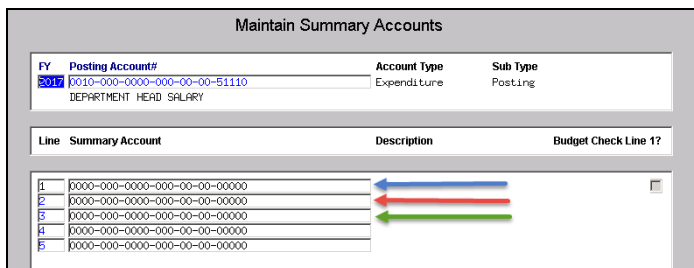
[ADM-AUC-GL-8198]

3.5.   Retrieve Output Files Email Option Added

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

View a Report	Save & View a Report as a PDF
Print a Report	Download a Report
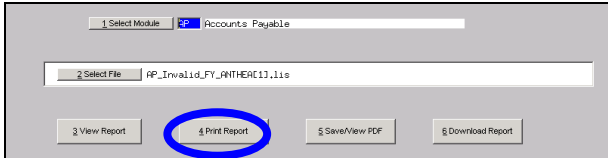
Figure 20 Before

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:

```
-------- OTHER --------
I forgot to print my reports...
```

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. A message will appear confirming t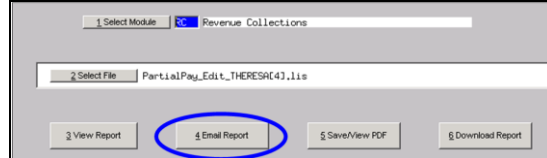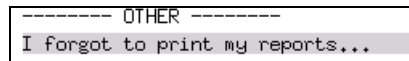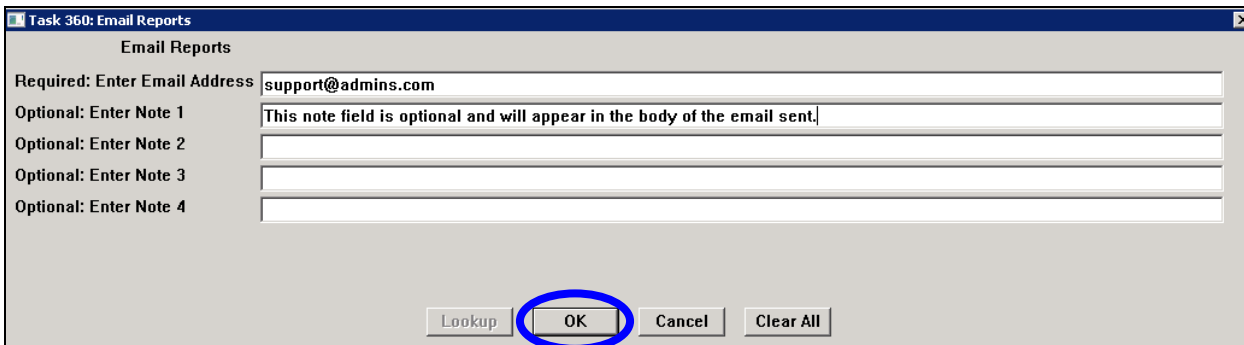hat the report was emailed. The body of the email message will include the text "Please find attached the report requested to be emailed" followed by any optional note text entered by the user.

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 genrated from the system.
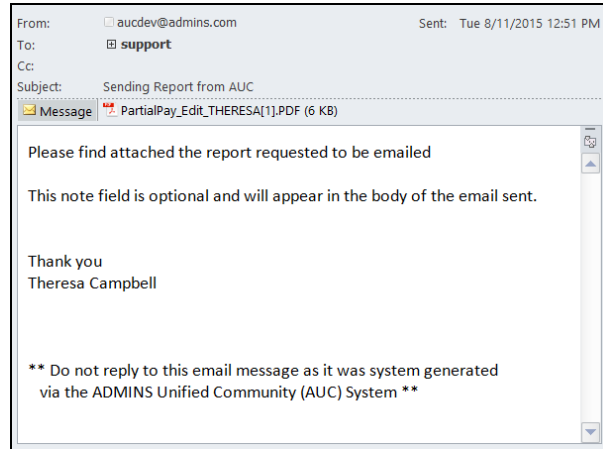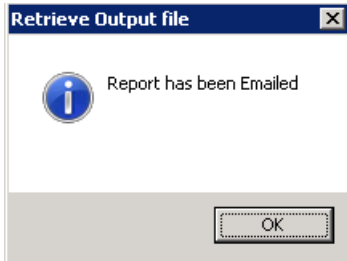
Figure 22 Example of email with an attached report

If you wish to print a retrieved report, you may do so by first clicking [3 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…