S 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.

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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.

	М	aintain Fiscal Per	iods		М	aintain Fiscal Per	iods
E.V. Fund	Description		Fund Statue	F Y Fund	Description		Fund Status
r i runu	Description		Fund Status	5016 1000	Ceneral Fund		Onen C Closed
2016 1000	General Fund		Open C Closed	10000			open elected
				Period	Begin Date	Ending Date	Fiscal Period Status
Period	Begin Date	Ending Date	Fiscal Period Status				
				July	01-Jul-2015	31-Jul-2015	Open C Closed
July	01-Jul-2015	31-Jul-2015	Open C Closed	August	01-Aug-2015	31-Aug-2015	Open C Closed
August	01-Aug-2015	31-Aug-2015	Open C Closed	September	01-Sep-2015	30-Sep-2015	Open C Closed
September	01-Sep-2015	30-Sep-2015	Open C Closed	October	01-Oct-2015	31-Oct-2015	Open C Closed
October	01-Oct-2015	31-Oct-2015	Open C Closed	November	01-Nov-2015	30-Nov-2015	Open C Closed
November	01-Nov-2015	30-Nov-2015	Open C Closed	December	01-Dec-2015	31-Dec-2015	Open Closed
December	01-Dec-2015	31-Dec-2015	Open C Closed	January	01-Jan-2016	31-Jan-2016	Open Closed
January	01-Jan-2016	31-Jan-2016	Open C Closed	February	01-Feb-2016	29-Feb-2016	Open Closed
February	01-Feb-2016	29-Feb-2016	Open C Closed	March	01-Mar-2016	31-Mar-2016	Open C Closed
March	01-Mar-2016	31-Mar-2016	Open C Closed	April	01-Apr-2016	30-Apr-2016	Open C Closed
April	01-Apr-2016	30-Apr-2016	Open C Closed	May	01-May-2016	31-May-2016	Open C Closed
May	01-May-2016	31-May-2016	Open C Closed	June	01-Jun-2016	30-Jun-2016	Open C Closed
June	01-Jun-2016	30-Jun-2016	Open Closed				
				Closed to Fund	Palanco Na		
Closed to Fun	d Dolonge II			Balance Rolled	Forward No. Doe	ting Control Number	
Palanco Pollo	d Forward Na Doe	ting Control Number		Bec Grat Carrie	d Forward No Pos	ting Control Number	
Daidrice Rulle	uruwalu No PUS	ung cona or Number		Rec/offic carrie		ang cona or Number	

Figure 1 Before



[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 Entry Began **Journal Notes required** Goto. Expected Journal# Entered 20800 Remaining Actio<u>n</u>s JE Date From \$ JE Type BT Budget Transfer To \$ Category 🖲 Regular Allocation C Audit C Recurring E<u>d</u>it Note 1 Add JE 2 Add Line <u>J</u> Entry Q Attachments Line Code Ref# Bank Account# Dehif Credit 3 Erase JE 4 Erase Line 0000-000-0000-000-00-00-00000 Line Note 1 0000-000-0000-000-00-00-00000 Line Note 0000-000-0000-000-00-00-00000 5 Check JE 3 Line Note 4 6 Check Multiple 0000-000-0000-000-00-00-00000 Line Note

Figure 3 Before

Line Bank Account#		<u>J</u> Entry	Q Attachments					
ſ	Line I	Bank Account#		Ci	Current Budget	From	То	
		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
		User Profile Screen	4 Human Resources 5 Budget	<u>6</u> Collections
	Access Tate	Topolo (1990) (1	Ledgers Allow Journal Entry Posting Restrict Journal Entry to BT Type Only	© Yes C No ● Yes C No
Asset Expenditure Fund Equity Liability Revenue	Hrite Hrite Hrite Hrite	Aller Schwarz Lithip Posting Redshict Journal Enthy to 91 Type Only 10 10 10 10 10 10 10 10 10 10 10 10 10	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.

EntryQAttachments	1: All Revenue and Expense Active Posting Accounts for 2015
Line Bank Account#	2: All Revenue Posting Accounts for 2015 3: All Expense Posting Accounts for 2015
3 0000-000-0000-000-000000	4: By Description
	5: All Accounts for All Years



	All Accounts for All Years						×
	Account.*	Description	AdjustBudget	Туре	SubTyp	Status	Tof
	0001-000-0000-000-00-00-10400	CASH, UNRESTRICTED		Asset	Posting	Ĥ	
	0001-000-0000-000-00-00-12400	TAX LIENS RECEIVABLE		Asset	Posting	Ĥ	
	0001-000-0000-000-00-00-12700	TRASH CHARGES RECEIVABLE		Asset	Posting	Ĥ	
	000-000-000-00-00-20100	WARRANTS PAYABLE		Liabili	Posting	Ĥ	
C	0001-000-0000-000-00-00-20200	ACCOUNTS PAYABLE		Liabili	Control	Ĥ	
1	0001-000-000-000-00-00-000-000-000-000-	ACCRUED PAYROLL		Liabili	Control	A	
	0001-000-0000-000-00-26600	DEFERRED REVENUE-TRASH CHARGES		Liabili	Posting	A	
	0001-000-0000-000-00-00-26730	DEFERRED REVENUE-TRASH LIENS		Liabili	Posting	A	
	0001-000-0000-000-00-00-32110	F/B RESERVED FOR ENCUMBRANCES		Fund Eq	Posting	A	
	0001-000-0000-000-00-00-35900	UNDESIGNATED FUND BALANCE		Fund Eq	Control	A	
	0001-000-0000-000-00-00-35906	TRASH SURPLUS		Fund Eq	Posting	A	
	0001-000-0000-000-00-00-38200	RESERVE FOR ENCUMBRANCE		Fund Eq	Control	A	
	0001-000-0000-000-00-00-39100	REVENUE		Fund Eq	Control	A	
	0001-000-0000-000-00-00-39200	ENCUMBRANCE		Fund Eq	Control	A	
	0001-000-0000-000-00-00-39300	EXPENDITURE		Fund Eq	Control	A	
	0001-000-0000-000-00-42010	TRASH LIENS		Revenue	Posting	A	•
			OK Find Search	h Can	cel H	lein 🗍	Eof

Figure 5 Before

Account#	Description	AdjustBudget	Rem Balance	'ype SubTyp	Status	Tof
0010-000-0000-000-00-51110	DEPARTMENT HEAD SALARY	5000.00	5000.00	xpendi Posting	Ĥ	
0010-010-0000-000-00-00-42101	JUDGEMENTS/AWAR: INSTALL FIRE ALARM			evenue Posting	Ĥ	
0100-000-0000-000-00-42010	TRASH LIENS		3370.00	evenue Posting	Ĥ	
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	Ĥ	
0100-000-0000-000-00-43300	OTHER STATE REVENUE			evenue Posting	Ĥ	
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	Ĥ	
0100-000-0000-000-00-49700	TRANSFER FROM GENERAL FUND			evenue Posting	Ĥ	
0100-001-0000-000-00-00-52016	GENERAL GOVERNM; FUNARI ROAD PAVING			xpendi Posting	A	
0100-430-0000-004-00-00-51120	ADMINISTRATIVE PERSONNEL SAL	50000.00	50000.00	xpendi Posting	A	
0100-430-0000-004-00-00-51130		50000,00	50000,00	xpendi Posting	A	-
·						
		OK	Find Searc	h Cancel	Help	Eof

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 reselect 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.





I	💵 Journals i	n Progre	ss by THERE	SA - by De	scending Number				×
	Journal #	JE Typ	e	Date	Туре	Debits	Credits # Lines Status	User	<u>T</u> of
	20796	Budget	Transfer	16-Jun-2	015 Regular		4 Entry Began	THERESA	
	20795	Budget	Transfer	30-Jun-2	014 Regular		4 Entry Began	THERESA	

Figure 7 Before

	Enter One-							
Entry Began								
Journal#	20768							
JE Date	15-Jun-2015							
JE Type	BT Budget Transfer							
Category	Regular O Audit O Recurring							
Edit Note	Testing changing a date on a JE.							
J Entry	JEntry QAttachments							
Line Bank Ad	count#							
	00-430-0000-004-00-00-52030							
2 02	00-450-0000-004-00-00-52030							

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	r One-Time Journals [theresa]	_ 🗆 ×
File Edit Ledgers I	Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Help	
<u>G</u> oto	Entry Began Enter One-Time Journals	
Actions	Journal# 000C7 JE Date 01-Aug-2015 B versal Date Debit 18.00 JE type be kegutar Category © Regular C Audit © Recurring Edit Note Try chanzing date without changing aroun	
1 Add JE		
<u>3</u> Erase JE	Line Code Ref# Bank Account# Debit Credit	
<u>4</u> Erase Line	1 0100-430-0000-004-00-00-52010 10.00 Line Note	
5 Check IE	2 0100-430-0000-004-00-00-52030 10.00 Line Note	
6 Check Multiple	3 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.

ADMINS Unified Community General Ledger

<u>G</u> oto	Entry Began	e-Time Journa	als		
Actions		E	xpected	Entered Re	maining
	JE Type DL Regular	Credit	18.00	18.00	
	Category Regular C Audit C Recurring Edit Note Example of Work in Progress errors	Allocation			
1 Add JE 2 Add Line	↓EntryQAttachments	1			
3 Erase JE	Line Code Ref# Bank Account#		Debit	Credit	
4 Erase Line	1 0100-430-0000-004-00-00-5201)	10.00		Line Note
	2 0100-430-0000-004-00-00-5203)		10.00	Line Note
5 Check JE	3 0200-450-0000-004-00-00-5201)	8.00		Line Note
6 Check Multiple	4 0100-430-0000-004-00-00-5201			8.00	Line Note

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

AII	Trx (Codes	are JE		۱	Nork	in Pro	ogress	Transa	actions	\$			
	FY Account Number 2016 0200-450-0000-004-00-00-52020 POSTAGE								1	∫уре Зub-Туре	Expenditure Posting	Status Fund Status	Active Active	
	A	ctuals WIP	Approp	riation	Appropriation A	.dj	Encumb	rance	Deb	its	Credits	Remaining E	Balance 8,00	
J	eda E01	Try Da 01-Au	to 1g-2015	User Patch Unposted	Pof # 20867	Lino 4	CI #		A mount 8,00	Type F	Entered By THERESA	<u>Q Change Dier</u>	lay Calura)

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:

File Edit Ledg	Account ers Purch	Balance In hase Orders	quiry [the Accounts	eresa] Payable Fix	xed Assets	Human Resources	Budget	Collections	Tax	Motor Excise	Misc Bi	lling System	Help			
<u>G</u> oto						Ассо	unt Ba	lance l	nqui	iry			Type Sub Statu	e Type us	Expenditur Posting Active	è
Actions	FY 2016	Account N 0200-450	lumber -0000-00	04-00-00-5	52020		Des POS	SCRIPTION STAGE					Fund Last	d Status Trx in FY	Active	
Work in P	Actuals rogress	Appro	priation	Appropria	ation Adj	Encumbrance		Debi		Crea 8.	xiits F	Remaining Bala	nce	Txn Histo 2 In Proces	rry SS	
Actuals by	Period	for Fund ()200									8	.00	<u>3</u> -Sum Acc	ts	

Figure 10 Before







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

Ledgers										
Account Maintenance										
Journal Entry Processing 🔸		🔲 Tas	: 1158: ¥erií	v Shadow Po	stina File				×	
Posting Control Review Work In Progress T	ransactions		Verify	Shadow Po	etina E	ile				
Audit Overrides Queries Unposted Transactions Print Unposted Transaction Print Unposted Transaction OpenGov Dashboard Year-End Processing Unpost Processing Module Maintenance Verify Shadow Posting File	s ins for Errors	Run a	IS © Exc	cel	OK	Ca	ncel	Clear All		
A B	С	D	E	F	G	Н		1	J	K
1 FY Account	Shadow Sequence	TRXDate	<u>GLTCD</u>	<u>Refnum</u>	<u>Line</u>	<u>GLLine</u>	Error M	<u>lessage</u>	EntryUser	<u>EntryDate</u>
2 2016 0100-430-0000-004-00-00-52030	2,086,515,001	7/7/2015	JE01	20,865	1				THERESA	7/7/2015
3										
4										
5 Total Shadows in Error	1									





Figure 13 After

the change.

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

[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.

	Printed 10-Jul-2015 at 14:13:18 by THERESA		Page 1
	Fiscal Year: 2015 to 2015 for Dates from 01-Jul-2014 to 30-Jun-2015		
Account and Decarintian	how you wistin how you is had babis how you for heaver for the moments. The is a first		
secoule and pescripcion	Appropriation appropriation and period advantes create amounts similar parameters are	ACCIVI	
Figure 14 Before			
igure i Delore			
1642-GLREVMTDRPT.REP	Printed 10-Jul-2015 at 14:16:50 by THERESA	[Page 90
	Town of ADMINS Monthly Revenue Summary		
	Fiscal Year: 2015 to 2015 for Dates from 01-Jul-2014 to 10-Jul-2015		
Account and Description	Appropriation Appropriation Adj Debit Amounts Credit Amounts Ending Balance	∜ Rec'd	Activity
··· Grand lotal ***	.uu .00 6,164.53 4,821,047.00 4,814,882.47	.00	4,814,882.47



[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.

Le	dger Year to Date Reports	
Report Name		
1610-Trial Balance	Sample Run	h
1612-Trial Balance w/WIP	Sample Run	1
1613-Expenditure Summary	Sample Run	1
1655-Expenditure Summary w/WIP	Sample 🗦	
1672-Expenditure Summary - only + /	- balances Sample Run	1

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.

☆ TedRE - GL_ExpSum_WIP_RemBal_THERESA[1].lis							
File Edit Format Options							
Courier New ▼ 8 ▼ B / U ■ ▼ Ξ 僅 镡							
k113							
1672-GLEXPSONWIPBAL.REP Printed US-Aug-2015 at	16:22:12 BY THER	ESA					Page I
	F	Company of ADDINS	Develop Delever				
	Expendicure	Summary w/wir w/.	Remain Barance				
	Fi	scal Year: 2016 to	2016				
		Transfers and			In-Progress	Remaining	
Account Number and Description	Appropriations	Supplementals	Encumbrances	Expenditures	Transactions	Balance	% Used
0010-000-0000-000-00-51110 DEPARTMENT HEAD SALARY	.00	5,000.00	.00	.00	.00	5,000.00	.00
0100-430-0000-004-00-00-52010 ADVERTISING, MODIFYING DESC	.00	500.00	850.00	50.00	(700.00)	(1,100.00)	375.00
0100-430-0000-004-00-00-52030 TELEPHONE	.00	.00	10,105.00	.00	.00	(10,105.00)	.00
0100-430-0000-004-00-00-52040 PRINTING, BINDING AND COPYIN	.00	.00	.00	35.00	100.00	65.00	35.00
0100-430-0000-004-00-00-52700 TRASH REMOVAL	.00	.00	500.00	.00	.00	(500.00)	.00
0200-450-0000-004-00-00-51120 ASSISTANT DIRECTOR	.00	.00	.00	458.66	.00	(458.66)	.00
0200-450-0000-004-00-00-51122 FOREMAN	.00	. 00	.00	439.60	.00	(439.60)	.00
0200-450-0000-004-00-00-52010 ADVERTISING	.00	.00	.00	(25.00)	.00	25.00	.00
0200-450-0000-004-00-00-52040 PRINTING, BINDING AND COPYIN	.00	.00	.00	(50.00)	.00	50.00	.00
0200-450-0000-004-00-00-53610 WELL REHAB	.00	.00	.00	.00	(15,000.00)	(15,000.00)	.00
0200-450-0000-004-00-00-54030 BUILDING MAINTENANCE SUPPLI	.00	.00	750.00	.00	.00	(750.00)	.00
0300-430-0000-004-00-00-51130 PERMANENT PERSONNEL SALARIE	.00	10,000.00	.00	.00	.00	10,000.00	.00

Figure 16 Preview/Print/PDF

	A	B	С	D	E	F	G	Н	
1	Fiscal Year: 2016 to 2016								
2	2								
3	Account Number	Description	Appropriations	Txfrs Supplem	Encumbrances	Expenditures	In-Progress	Account Balance	Used
4	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
5	0100-430-0000-004-00-00-52010	ADVERTISING, MODIFYING DESCRIPTION TO SHOW MORE LETTERS	0.00	500.00	850.00	50.00	-700.00	-1,100.00	375.00
E	0100-430-0000-004-00-00-52030	TELEPHONE	0.00	0.00	10,105.00	0.00	0.00	-10,105.00	0.00
7	0100-430-0000-004-00-00-52040	PRINTING, BINDING AND COPYING	0.00	0.00	0.00	35.00	100.00	65.00	35.00
ε	0100-430-0000-004-00-00-52700	TRASH REMOVAL	0.00	0.00	500.00	0.00	0.00	-500.00	0.00
9	0200-450-0000-004-00-00-51120	ASSISTANT DIRECTOR	0.00	0.00	0.00	458.66	0.00	-458.66	0.00
1	0 0200-450-0000-004-00-00-51122	FOREMAN	0.00	0.00	0.00	439.60	0.00	-439.60	0.00
1	1 0200-450-0000-004-00-00-52010	ADVERTISING	0.00	0.00	0.00	-25.00	0.00	25.00	0.00
1:	2 0200-450-0000-004-00-00-52040	PRINTING, BINDING AND COPYING	0.00	0.00	0.00	-50.00	0.00	50.00	0.00
1	3 0200-450-0000-004-00-00-53610	WELL REHAB	0.00	0.00	0.00	0.00	-15,000.00	-15,000.00	0.00
1.	4 0200-450-0000-004-00-00-54030	BUILDING MAINTENANCE SUPPLIES	0.00	0.00	750.00	0.00	0.00	-750.00	0.00
1:	5 0300-430-0000-004-00-00-51130	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.

Ledger Year to Date	Reports	
Report Name		
1610-Trial Balance	Sample	Run
1612-Trial Balance w/WIP	Sample	Run
1613-Expenditure Summary	Sample	Run
1655-Expenditure Summary w/WIP	Sample	Run
1672-Expenditure Summary w/WIP w/Remain Balance	Sample	Run
1611-Expenditure Summary (w/ Legacy Accounts)	Sample	Run
1614-Projected Expenditure Summary	Sample	Run
1620-Encumbrance Summary	Sample	Run
1621-Revenue and Expenditure Summary	Sample	Run
1624-Revenue Summary	Sample	
1673-Revenue Summary w/WIP	Sample	Run

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

☆ TedRE - GL_Revenue_Summary_WIP_THERESA[1].lis								
File Edit Format Options								
Courier New ▼ 8 ▼ B / U ■ ▼ 10 年年 5 3 @	1							
k115								
1673-GLREVSUMWIF.REP Printed 05-Aug-2015 at 16:46:08 by THE	IRESA							Page 1
		Town of ADMINS						
	P.	evenue Summary v/U	JIP					
	Fis	cal Year: 2016 to	2016					
		Transfers and			In-Progress	Remaining		Posted
Account Number and Description	Appropriations	Supplementals	Debit Amounts	Credit Amounts	Transactions	Balance	% Rec'd	Activity
1000-000-0000-000-00-42110 21E SITE ASSESSMENT	.00	.00	.00	140.00	40.00	180.00	.00	140.00
1000-000-000-00-00-00-44221 BORNING PRAIIS	.00	.00	.00	14.00	.00	14.00	.00	14.00
2780-000-0000-000-00-00-48100 BB0CKEDS FDOM SALE OF ROMES	.00	.00	.00	19.00	.00	19.00	.00	19.00
4080-000-0000-000-00-00-42001 CULTURAL CONNETL-FREE	.00	.00	.00	17.00	.00	17.00	.00	12.00
5100-000-0000-00-00-42001 USED EES	.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
6580-000-0000-000-00-00-48559 578 MENDON ST - HIAWATHA PROPERTIES	.00	.00	.00	23.00	.00	23.00	.00	23.00
6580-000-0000-000-00-00-48562 251 HARTFD AVE - (A) MICHAEL'S FIRE	.00	.00	.00	33.00	.00	33.00	.00	33.00
6580-000-0000-000-00-00-48563 251 HARTFD AVE - (B) MEGA LIQUORS FI	.00	.00	.00	20.00	.00	20.00	.00	20.00
7600-000-0000-00-00-45028 BAINBRIDGE ROAD INTEREST	.00	.00	.00	13.00	.00	13.00	.00	13.00
Accounts : 12 **** Grand Total *****	.00	. 00	. 00	494.00	90.00	584.00	. 00	494.00
====== Selection Legend ======								
Account Type: R								
FY: 2016 to 2016								
Account Sub Type: CP								
Figure 18 Preview/Print/PDF option								

1	Account Number	Description	Appropriation	Approp Adj	Debit Amounts	Credit Amounts	In-Progress	Remain Balance	%Recd	Activity
2	1000-000-0000-000-00-00-42110	21E SITE ASSESSMENT	0.00	0.00	0.00	140.00	40.00	180.00	0.00	140.00
3	1000-000-0000-000-00-00-44221	BURNING PERMITS	0.00	0.00	0.00	14.00	0.00	14.00	0.00	14.00
4	1000-000-0000-000-00-00-48002	SALE OF FLAGS	0.00	0.00	0.00	19.00	0.00	19.00	0.00	19.00
5	3790-000-0000-000-00-00-49100	PROCEEDS FROM SALE OF BONDS	0.00	0.00	0.00	17.00	0.00	17.00	0.00	17.00
6	4080-000-0000-000-00-00-42001	CULTURAL COUNCIL-FEES	0.00	0.00	0.00	12.00	0.00	12.00	0.00	12.00
7	5100-000-0000-000-00-00-42001	USER FEES	0.00	0.00	0.00	18.00	0.00	18.00	0.00	18.00
8	6110-000-0000-000-00-00-48420	RENTAL- 26 PEARL ST FUNARI	0.00	0.00	0.00	170.00	50.00	220.00	0.00	170.00
9	6500-000-0000-000-00-00-48300	GIFTS/DONATIONS	0.00	0.00	0.00	15.00	0.00	15.00	0.00	15.00
10	6580-000-0000-000-00-00-48559	57B MENDON ST - HIAWATHA PROPERTIES ENGR REVIEW	0.00	0.00	0.00	23.00	0.00	23.00	0.00	23.00
11	6580-000-0000-000-00-00-48562	251 HARTFD AVE - (A) MICHAEL'S FIRE REVIEW	0.00	0.00	0.00	33.00	0.00	33.00	0.00	33.00
12	6580-000-0000-000-00-00-48563	251 HARTFD AVE - (B) MEGA LIQUORS FIRE REVIEW	0.00	0.00	0.00	20.00	0.00	20.00	0.00	20.00
13	7600-000-0000-000-00-00-45028	BAINBRIDGE ROAD INTEREST	0.00	0.00	0.00	13.00	0.00	13.00	0.00	13.00
14	**** 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.

			Task 1552: Accounts with Missing 9	Summary Accounts	×
			Accounts with missing Su	immary Accounts	
	Ledger Other Repor	ts	Required: Enter Fiscal Year	2017	
			Optional: Enter Fund	0010	
Rep	oort Name		D 1 1 C 1 1 T		
164	8-Special Revenue	Sample Run	Requirea: Enter Account Type	E Expenditure	
166	4-Budget Object Report	Sample Run	Include Summany Accounts Line	616863	
165	2-Chart of Accounts	Sample Run	molade Samilary Accounts Line	010203	
114	8-Chart of Accounts - Dormant Accounts	Sample Run			
109	10-GL Audit Report	Sample Run	Run as 💿 Preview 🔿 Print	O PDF O Excel	
137	'O-Journal Audit Report	Sample Run	K Deletie e voe Develeur e vo		
135	0-Account Security By Fund and Department	Sample Run	IT Printing use Duplex (Yes	O No	
179	0-Account Listing w/ Crosswalk for Users	Sample Run	Lookup 0	K Cancel Clear All	
155	2-Accounts with Missing Summary Accounts	Sample Run	LUUKup		

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 Town of ADMINS Accounts with Missing Summary Accounts	Page 1
	2017 Accounts with missing Line 1 Summary Accounts	3
FY Account	Description	Error Message
2017 0010-000-0000-000-00-00-5111	0 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.

	Maintain S	Summary Accounts	
FY 2017	Posting Account# 0010-000-0000-000-00-00-51110 DEPARTMENT HEAD SALARY	Account Type Expenditure	Sub Type Posting
Line	Summary Account	Description	Budget Check Line 1?

[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

1Select Module 49 Accounts Payable	1 Select Module Revenue Collections
2 Select File AP_Invalid_FY_ANTHEACI3.lis	2 Select File Partial Pay_Edit_THERESA[4].lis
3 View Report § Swel/Yew PDF § Download Report	2 View Report Save/View PDF Download 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: I forgot to print my reports...

	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):

🔜 Task 360: Email Reports	8	x
Email Reports		
Required: Enter Email Address	support@admins.com	
Optional: Enter Note 1	This note field is optional and will appear in the body of the email sent.	
Optional: Enter Note 2		
Optional: Enter Note 3		
Optional: Enter Note 4		
	Lookup OK Cancel Clear All	

In the example above, the report will be sent as a **pdf** file to the email address <u>support@admins.com</u>. 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 genrated from the system.



If you wish to print a retrieved report, you may do so by first clicking <u>3 View Report</u> 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...