



# GENERAL LEDGER

## RELEASE NOTES – SEPTEMBER 2016

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

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# 1. REPORTS

The following reports were enhanced with this software update. To run reports, select **Ledgers ▶ Reports ▶ Report Library**.

Ledger Year to Date Reports		
Report Name	Sample	Run
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 - only + / - balances	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
1673-Revenue Summary w/WIP	Sample	Run
1627-Budget Summary (w/ activity only)	Sample	Run
1628-Budget Summary (w/ and w/o activity)	Sample	Run
1622-Cash Activity w/ Running Balance	Sample	Run
1637-Current vs Prior Year Expenditure Summary	Sample	Run
1638-Current vs Prior Year Revenue Summary	Sample	Run
1668-Current vs Prior Years (Column Selection)	Sample	Run

## 1.1. Revenue & Expenditure Summary

The report was not providing a total if the element chosen for totaling was all zeroes. This was corrected.

Revenue and Expenditure Summary					
Fiscal Year: 2017 to 2017					
Totals Reflect Revenue less Expenditure					
Account Number and Description	Original Budget	Budget Adjustments	Encumbrances & Expenditures	Revenue	Remaining Balance
2799-000-3100-000-51714-00000 FOOD SVCS: FOOD SVC CLERICAL	.00	.00	8,731.97	.00	(8,731.97)
2799-000-3100-000-52205-00000 FOOD SVCS: FICA	.00	.00	94.95	.00	(94.95)
2799-000-3100-000-52210-00000 FOOD SVCS: MEDICARE	.00	.00	129.99	.00	(129.99)
2799-000-3100-000-52290-00000 FOOD SVCS: OTHER SUPPLIES	.00	.00	1,800.00	.00	(1,800.00)
001					
2799-001-0000-000-43105-00000 SPENCER: BRKFST FED REIMS	.00	.00	.00	4,778.79	4,778.79
2799-001-0000-000-43106-00000 SPENCER: LUNCH FED REIMS	.00	.00	.00	8,812.89	8,812.89
2799-001-3100-000-52205-00000 SPENCER: FICA	.00	.00	57.63	.00	(57.63)
2799-001-3100-000-52210-00000 SPENCER: MEDICARE	.00	.00	13.48	.00	(13.48)
Total 001	.00	.00	71.11	13,591.68	13,520.57

Figure 1 Before – “000” Element Showed No Subtotals

Town of ADMINS					
Revenue and Expenditure Summary					
Fiscal Year: 2017 to 2017					
Totals Reflect Revenue less Expenditure					
Account Number and Description	Original Budget	Budget Adjustments	Encumbrances & Expenditures	Revenue	Remaining Balance
2020-000-3400-000-09-00-51130 CAFETERIA UNION WORKERS	70,440.00	.00	.00	.00	70,440.00
2020-000-3400-000-09-00-51140 CAFETERIA NON-UNION WORKERS	17,689.00	.00	.00	.00	17,689.00
2180-000-3000-411-04-00-51250 PSYCHOLOGIST-MAY	65,046.00	.00	.00	.00	65,046.00
2190-000-2330-423-03-00-51400 SPED AIDS-SOUTH	16,890.00	.00	.00	.00	16,890.00
2190-000-2330-423-03-00-51401 ABA TECH - SOUTH	29,940.00	.00	.00	.00	29,940.00
2190-000-2330-423-06-00-51400 SPED AIDS-RES	17,565.00	.00	.00	.00	17,565.00
2290-000-4110-000-09-00-51450 CUSTODIAL SERVICES-PJP	24,245.00	.00	.00	.00	24,245.00
5060-000-6300-000-09-00-51480 ELEM SUMMER SCHOOL STAFF	236.00	.00	.00	.00	236.00
5160-000-2305-401-03-00-51250 KINDERGARTEN TRN-SOUTH	16,901.00	.00	.00	.00	16,901.00
Total	(258,952.00)	.00	.00	.00	258,952.00
122 ELECTCHEN					
1000-122-0000-001-00-00-51180 ELECTED BOARD SALARIES	4,500.00	.00	.00	.00	4,500.00
Total 122 ELECTCHEN	(4,500.00)	.00	.00	.00	4,500.00

Figure 2 After - The "000" Accounts Show a Subtotal

[ADM-AUC-GL-8234]



## 1.2. Revenue Summary with Work In Progress (WIP)

The Revenue Summary with WIP was missing accounts because the report was selecting only accounts for which there was **posted** activity. This has been corrected. In the image below, there are only seven accounts listed; the accounts with **in progress** activity but without **posted** activity are missing.

Revenue Summary w/WIP (TRAINING)								
Fiscal Year: 2017 to 2017								
Account Number and Description	Appropriations	Transfers and Supplementals	Debit Amounts	Credit Amounts	In-Progress Transactions	Remaining Balance	% Rec'd	Posted Activity
6080 POST EMPLOYEE BENEFITS TRUST								
6080-05000-48360-0050-00000-0000-000 POST EMPLOYEE BENEFITS: RETIR	.00	.00	.00	7,642.95	300,000.00	292,357.05	.00	(7,642.95)
<b>Total 6080 POST EMPLOYEE BENEFITS TRUST</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>7,642.95</b>	<b>300,000.00</b>	<b>292,357.05</b>	<b>.00</b>	<b>(7,642.95)</b>
8010 HEALTH BENEFITS FUND								
8010-05000-48140-0050-00000-0000-000 LEGAL: REFUNDS/REBATES	.00	.00	.00	195,167.93	305,631.00	110,463.07	.00	(195,167.93)
8010-05000-48328-0050-00000-0000-000 LEGAL: HOUSING AUTH CONTRIBUT	.00	.00	.00	104,190.77	705,377.00	601,186.23	.00	(104,190.77)
8010-05000-48361-0050-00000-0000-000 LEGAL: COBRA	.00	.00	.00	3,257.18	5,000.00	1,742.82	.00	(3,257.18)
8010-05000-48365-0050-00000-0000-000 LEGAL: EMPLOYEE MEDICAL DEDUC	.00	.00	.00	68,088.69	1,700,000.00	1,631,911.31	.00	(68,088.69)
8010-05000-48366-0050-00000-0000-000 LEGAL: FLEXIBLE SPENDING DEBU	.00	.00	.00	3,410.60	75,000.00	71,589.40	.00	(3,410.60)
8010-05000-48370-0050-00000-0000-000 LEGAL: EMPLOYEE LIFE DEDUCTIO	.00	.00	.00	72.00	10,000.00	9,928.00	.00	(72.00)
<b>Total 8010 HEALTH BENEFITS FUND</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>374,187.17</b>	<b>2,801,008.00</b>	<b>2,426,820.83</b>	<b>.00</b>	<b>(374,187.17)</b>
Accounts : 7	**** Grand Total ****							

\*\*\*\*\* Selection Legend \*\*\*\*\*  
Account Type: R  
FY: 2017 to 2017  
Account Sub Type: CP  
Fund : 6080/8010

Figure 3 Before

In the image below, the report was corrected to display all 19 accounts with work in progress, even the **highlighted** accounts with no **posted** activity.



Accounts with neither posted nor in progress activity will still be suppressed.

Account Number and Description	Appropriations	Transfers and Supplementals	Debit Amounts	Credit Amounts	In-Progress Transactions	Remaining Balance	% Rec'd	Posted Activity
6080 POST EMPLOYEE BENEFITS TRUST								
0500 OFFICE OF GENERAL COUNSEL								
0500 OFFICE OF GENERAL COUNSEL								
6080-05000-47110-0050-00000-0000-000 POST EMPLOYEE BENEFITS: INTER	.00	.00	.00	.00	4,000.00	4,000.00	.00	.00
6080-05000-48140-0050-00000-0000-000 POST EMPLOYEE BENEFITS: REFIN	.00	.00	.00	.00	144,568.00	144,568.00	.00	.00
6080-05000-48312-0050-00000-0000-000 POST EMPLOYEE BENEFITS: GENL	.00	.00	.00	.00	9,524,049.00	9,524,049.00	.00	.00
6080-05000-48350-0050-00000-0000-000 POST EMPLOYEE BENEFITS: RETIR	.00	.00	.00	.00	180,000.00	180,000.00	.00	.00
6080-05000-48360-0050-00000-0000-000 POST EMPLOYEE BENEFITS: RETIR	.00	.00	.00	7,642.95	300,000.00	292,357.05	.00	(7,642.95)
6080-05000-48370-0050-00000-0000-000 POST EMPLOYEE BENEFITS: RETIR	.00	.00	.00	.00	5,000.00	5,000.00	.00	.00
<b>Total 0500 OFFICE OF GENERAL COUNSEL</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>7,642.95</b>	<b>10,154,617.00</b>	<b>10,146,974.05</b>	<b>.00</b>	<b>(7,642.95)</b>
<b>Total 05000 OFFICE OF GENERAL COUNSEL</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>7,642.95</b>	<b>10,154,617.00</b>	<b>10,146,974.05</b>	<b>.00</b>	<b>(7,642.95)</b>
<b>Total 6080 POST EMPLOYEE BENEFITS TRUST</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>7,642.95</b>	<b>10,154,617.00</b>	<b>10,146,974.05</b>	<b>.00</b>	<b>(7,642.95)</b>
8010 HEALTH BENEFITS FUND								
05000 OFFICE OF GENERAL COUNSEL								
0500 OFFICE OF GENERAL COUNSEL								
8010-05000-47110-0050-00000-0000-000 LEGAL: INTEREST EARNED	.00	.00	.00	.00	15,000.00	15,000.00	.00	.00
8010-05000-48140-0050-00000-0000-000 LEGAL: REFUNDS/REBATES	.00	.00	.00	195,167.93	305,631.00	110,463.07	.00	(195,167.93)
8010-05000-48310-0050-00000-0000-000 LEGAL: EDUC CONTRIBUTION	.00	.00	.00	.00	5,776,114.00	5,776,114.00	.00	.00
8010-05000-48312-0050-00000-0000-000 LEGAL: GENL FUND CONTRIBUTION	.00	.00	.00	.00	5,187,029.00	5,187,029.00	.00	.00
8010-05000-48314-0050-00000-0000-000 LEGAL: FIRE CONTRIBUTION	.00	.00	.00	.00	3,093,379.00	3,093,379.00	.00	.00
8010-05000-48316-0050-00000-0000-000 LEGAL: SANIT CONTRIBUTION	.00	.00	.00	.00	351,303.00	351,303.00	.00	.00
8010-05000-48318-0050-00000-0000-000 LEGAL: WATER CONTRIBUTION	.00	.00	.00	.00	1,086,273.00	1,086,273.00	.00	.00
8010-05000-48320-0050-00000-0000-000 LEGAL: SEWER CONTRIBUTION	.00	.00	.00	.00	751,032.00	751,032.00	.00	.00
8010-05000-48328-0050-00000-0000-000 LEGAL: HOUSING AUTH CONTRIBUT	.00	.00	.00	104,190.77	705,377.00	601,186.23	.00	(104,190.77)
8010-05000-48361-0050-00000-0000-000 LEGAL: COBRA	.00	.00	.00	3,257.18	5,000.00	1,742.82	.00	(3,257.18)
8010-05000-48365-0050-00000-0000-000 LEGAL: EMPLOYEE MEDICAL DEDUC	.00	.00	.00	68,088.69	1,700,000.00	1,631,911.31	.00	(68,088.69)
8010-05000-48366-0050-00000-0000-000 LEGAL: FLEXIBLE SPENDING DEBU	.00	.00	.00	3,410.60	75,000.00	71,589.40	.00	(3,410.60)
8010-05000-48370-0050-00000-0000-000 LEGAL: EMPLOYEE LIFE DEDUCTIO	.00	.00	.00	72.00	10,000.00	9,928.00	.00	(72.00)
<b>Total 0500 OFFICE OF GENERAL COUNSEL</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>374,187.17</b>	<b>19,061,138.00</b>	<b>18,686,950.83</b>	<b>.00</b>	<b>(374,187.17)</b>
<b>Total 05000 OFFICE OF GENERAL COUNSEL</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>374,187.17</b>	<b>19,061,138.00</b>	<b>18,686,950.83</b>	<b>.00</b>	<b>(374,187.17)</b>
<b>Total 8010 HEALTH BENEFITS FUND</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>	<b>374,187.17</b>	<b>19,061,138.00</b>	<b>18,686,950.83</b>	<b>.00</b>	<b>(374,187.17)</b>
Accounts : 19	**** Grand Total ****							

\*\*\*\*\* Selection Legend \*\*\*\*\*  
Account Type: R  
FY: 2017 to 2017  
Account Sub Type: CP  
Fund : 6080/8010

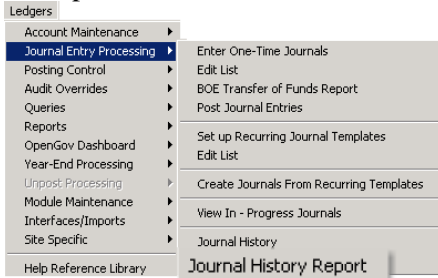
[ADM-AUC-GL-8238]



## 2. JOURNALS

### 2.1. Journal History Report

To run the Journal History Report, select **Ledgers ▶ Journal Entry Processing ▶ Journal History Report**. The report was updated the run faster when a transaction date range is entered.



**Task 1691: Journal History Report**

**Journal History Report**

Optional: Enter up to 9 Journals  0 values:

Optional: Enter JE Date Range From:  To:

Optional: Enter up to 9 Journal Types  0 values:

Journal categories:  Regular  Recurring Journals  Audit  Include All

Run as  Preview  Print  PDF  Excel

If Printing use Duplex  Yes  No

1691-GLJRNHISLST.REP Printed 05-Sep-2016 at 17:34:14 by THERESA

Town of ADMINS  
Journal History Report

Journals with Transaction dates between 01-Jun-2015 and 30-Jun-2015

Line	JE Date	ReversalDate	Account	Account Description	Ref#/Line#	Budget	Transfer	Line Note
Journal#: 20792 Entered by: LUANN Posted Date: 01-Jun-2015 Category: Regular Type: Budget Transfer CL Post#: 8846215 Overall Note: Note								
1	01-Jun-2015		0100-430-0000-004-00-00-51131	PERMANENT PERSONNEL		-1,000.00		
2	01-Jun-2015		0100-430-0000-004-00-00-52010	ADVERTISING		1,000.00		
Journal#: 20793 Entered by: THERESA Posted Date: 01-Jun-2015 Category: Regular Type: Budget Transfer CL Post#: 8846216 Overall Note: Testing BT showing up as BA after the code correction								
1	01-Jun-2015		0100-430-0000-004-00-00-52040	PRINTING,BINDING AND COPYING		-500.00		
2	01-Jun-2015		0100-430-0000-004-00-00-52010	ADVERTISING		500.00		
Journal#: 20794 Entered by: THERESA Posted Date: 01-Jun-2015 Category: Regular Type: Budget Transfer CL Post#: 8846217 Overall Note: Test BT after fix to WIP								
1	01-Jun-2015		0200-917-0000-000-00-00-69279	WATER-SOUTH MAIN VALVE		-25.00		
2	01-Jun-2015		0200-917-0000-000-00-00-69280	WATER-HEAVY DUTY PICKUP TRUCK		25.00		

[ADM-AUC-GL-8235]

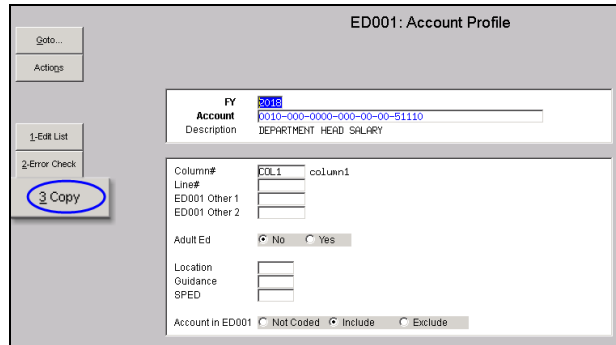
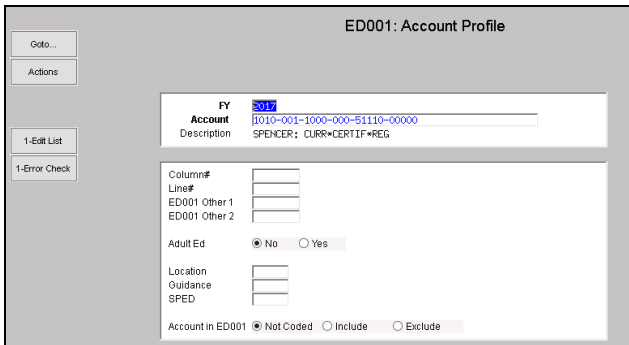


### 3. SITE SPECIFIC

The Middletown Board of Education building grant fund procedure was added to the Ledgers Site Specific report library.

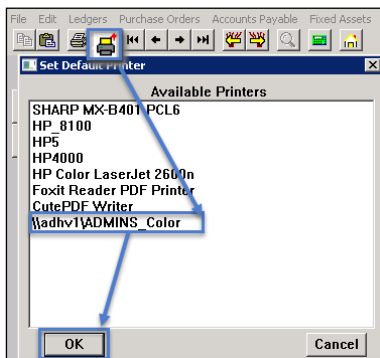
#### 3.1. ED001 Account Profile

A [Copy] button was added to the Account Profile screen, to allow updates to be propagated to the next year until the reports are submitted.



[MBE-AUC-GL-20]

### 4. SETTING DEFAULT PRINTERS (V9.2 SITES ONLY)

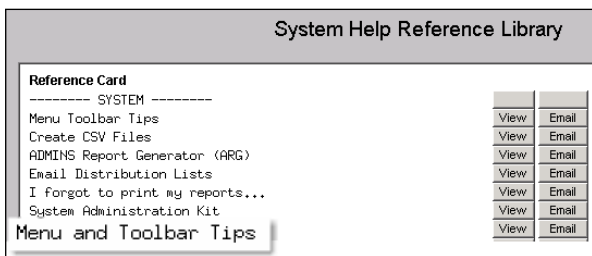


To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**. Find this button next to the **[Print]** button on the toolbar; click to display the available printers. Click on the desired printer and click on **[OK]** to set the default printer for use in your AUC session.

If you do not see this icon, then this option is not available on your site.

ADM-AUC-SY-7792]

### 5. MENU AND TOOLBAR TIPS



A reference card was updated to help acquaint the user with the menus and toolbars included in the AUC system. This reference card is available in all the Help Reference Libraries.

[ADM-AUC-SY-7991]



## 6. HELP REFERENCE LIBRARY

### 6.1. New or Updated Documentation

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

- REPORTS Frequently Used or Favorite Reports
- SITE SPECIFIC Middletown Board of Education Building Grant Fund  
Middletown BoE ED001
- SYSTEM Menu and Toolbar Tips