



# GENERAL LEDGER

## RELEASE NOTES – SEPTEMBER 2017

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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. REPORT SELECTOR

### 1.1. Reporting Now Available for Fiscal Years in Excess of 20 Years [Fix]

Prior to the software update, there was a limit of 20 years on reports. This limit has been increased to 30 years. If a fiscal year in excess of 30 years in the past is entered, a message will be displayed:

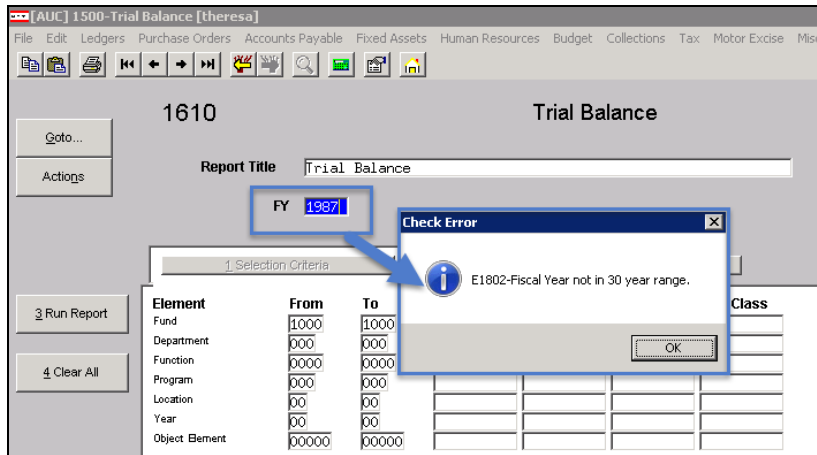


Figure 1 Report Limit Increased to 30 Fiscal Years

[ADM-AUC-GL-8265]

## 2. INTERFACES

### 2.1. Daily Crosswalk Error Check [Fix]

The overnight daily process checks if any record in the crosswalk file is missing from the Chart of Accounts or has the wrong status. Prior to the software update, this check was not excluding the 9999 or 0000 records (blank records), causing the report to include “false positives”. This process now ignores these blank records; if only blank records are found, the report will not be produced and emailed with the overnight process.

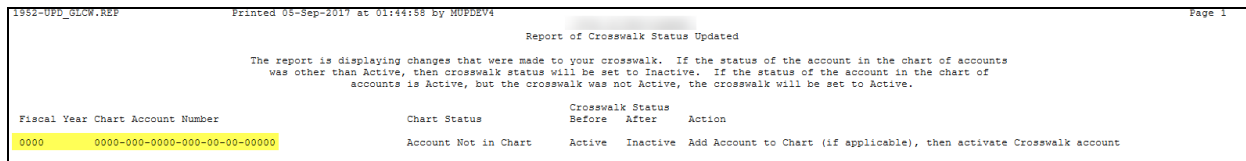


Figure 2 Before - Blank Records on report

[ADM-AUC-GL-8269]

## 3. REPORTS–DETAIL AVAILABLE WHEN POSTING IN SUMMARY [New]

When accounts are posted in summary (to reduce the number of transactions in the general ledger history file) ADMINS keeps the detail of the summary posting in another file. This report allows the user to list the detail records by user batch. Use the user batch number listed on the hardcopy of the summary report. If the user batch



number is not known, find the batch number by going to the **Ledgers** ▶ **Queries** ▶ **Transaction History** ▶ **Display Notes** screen.

Showing All		Transaction History							
Goto...		FY <b>Account Number</b>		Type	Asset				
Actions		2018 1000-000-0000-00-00-10400		Sub-Type	Control				
6 Drill Down		CASH, UNRESTRICTED CHECKING		Status	Active				
7 Acct Bal Inquiry				Fund Status	Active				
8 Excel									
9 Excel by Date									
		1 Account#	2 Posting#	3 User Batch	4 Reference#				
		5 Trx Date							
Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Notes
01-Aug-2017	8846704	1	1	AP01	13031	8846704	49.68	CR	Summary: Warrant 004852
01-Aug-2017	8846704	1	1	AP01	13183	8846704	500.00	CR	Summary: Warrant 004852
01-Aug-2017	8846704	1	1	AP01	PR930011	8846704	3342.85	CR	Summary: Warrant 004852
01-Aug-2017	8846705	1	1	AP06	V004855	8846705	99.68	DR	Summary: Void Check 0289336 & Re-open Vo
01-Aug-2017	8846715	1	1	AP06	V004863	8846715	150.00	DR	Summary: Void Check 0289357 & Re-open Vo
25-Jul-2017	8846675	1	1	AP01	13203	8846675	3076.14	CR	Summary: Warrant 004848

Figure 3 Transaction History Display Notes Tab

The **User Bat#** is the one highlighted in the image in **Figure 3**. Note the batch number, then run the report from the **Ledgers** ▶ **Report library** ▶ **Transaction History** ▶ **#1699 Transaction Details of Summary Posting**.

Ledger Transaction History Reports		
Report Name		
1630-Transaction Detail Report w/Notes	Sample	Run
1632-Transaction Detail Report w/Vendor	Sample	Run
1639-Transaction Detail Report w/Notes & Vendor	Sample	Run
1629-Transaction Detail - Debits/Credits Only	Sample	Run
1631-Transaction Detail - Debit/Credit - No Approp Roll Txns	Sample	Run
1626-Transaction Detail - Debits/Credits (w/ Check#)	Sample	Run
1633-Transaction Detail Report - Interfund Transfers	Sample	Run
1634-Transaction Detail w/ Running Balances	Sample	Run
1635-Transaction History (Summary)	Sample	Run
1667-Transaction Summary (No Approp Roll Fwd)	Sample	Run
1636-Transaction Summary (for POs or Vouchers)	Sample	Run
1540-Transactions affecting a prior period...	Sample	Run
1699-Transaction Details of Summary Posting	Sample	Run

**Task 1699: Transaction Details of Summary Posting**

Transaction Details of Summary Posting

For transactions posted in Summary to the GL, this report allows you to see all the details of the summary posting

Required: Restrict to this User Batch

Run as  Excel

Lookup OK Cancel Clear All

The user will be prompted to enter the required User Batch number; in this example, **PR930011** is entered. The report is produced as an **Excel**® worksheet. Summary postings are available in Revenue Collections, Human Resources, Accounts Payable, and some site specific interfaces.

Trx Date	Year	Account	Description	Ref #	Line	GLLn	Code	Sub	User Batch	Postings #	Post Date	Approp/Open	Approp Adj	Encumbrances	Debit	Credit	Transaction Des	Jrn Type	Warrant	Check#	Bill#	R
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354198	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	1,392.59	Warrant 004852		004852		0289345	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354199	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	835.60	Warrant 004852		004852		0289342	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354200	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	40.00	Warrant 004852		004852		0289346	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354201	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	475.00	Warrant 004852		004852		0289348	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354202	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	300.00	Warrant 004852		004852		0289340	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354203	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	2.00	Warrant 004852		004852		0289349	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354204	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	24.00	Warrant 004852		004852		0289343	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354204	2	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	15.78	Warrant 004852		004852		0289343	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354205	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	15.00	Warrant 004852		004852		0289344	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354206	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	50.00	Warrant 004852		004852		0289337	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354207	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	7.70	Warrant 004852		004852		0289338	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354208	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	1.92	Warrant 004852		004852		0289347	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354209	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	43.26	Warrant 004852		004852		0289339	
01-Aug-2017	2018	1000-000-0000-00-00-10400	CASH, UNRESTRICTED CHECKING	354210	1	1	AP01		PR930011	8,846,704	10-Aug-2017	0.00	0.00	0.00	0.00	450.00	Warrant 004852		004852		0289341	
<b>Total-Account</b>												<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,342.85</b>						
<b>Grand-Total</b>												<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,342.85</b>						

Figure 4-Excerpt of Transaction Details of Summary Posting Report

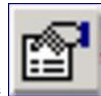
[ADM-AUC-GL-8270]

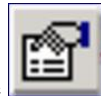


## 4. QUICK REPORT SELECTOR [NEW]

ADMINS is pleased to announce a new system-wide feature available across all AUC modules.

A new toolbar button has been added to AUC. This feature will allow a user to run any report in AUC quickly from any module rather than having to go to the report library for each module.



From any screen, click the  toolbar button and type in the report# as displayed on the top left hand corner of the report and click **Run Report**. For example, the 2171 report shown below was run in August.

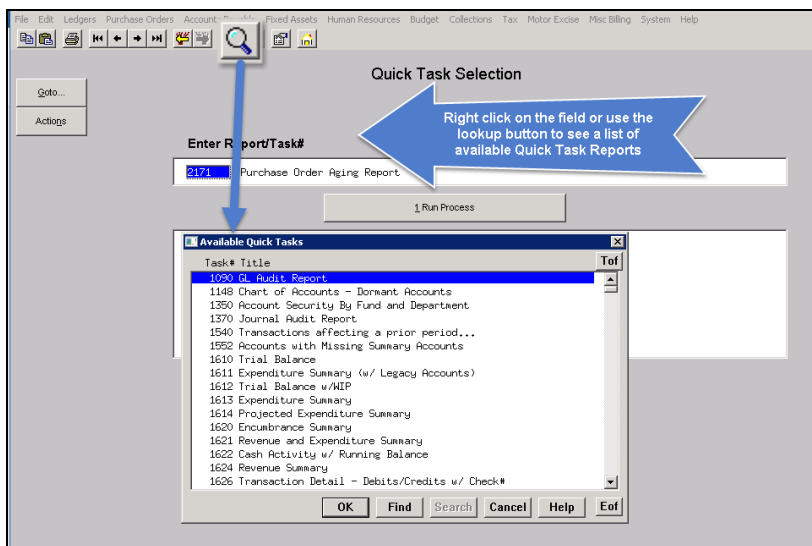
**2171-POPORAGERPT.REP** Aug-2017 at 12:46:04 by THERESA Page 1

Purchase Order Aging Report

Detail Purchase Order Aging Report Sorted by Vendor Number

PO#	PO Date	Vendor Name	Department	Under 30 Days	31-60 Days	61-90 Days	Over 90 Days	Total
3202731	02-Jul-2015	000133 AAA MOBILE WAREHOUSING	1400				180.00	180.00
Vendor Total							180.00	180.00
3204969	15-Mar-2016	000222 ANDERSON MOTORS	1307				79.41	79.41
Vendor Total							79.41	79.41
3204038	16-Nov-2015	000306 ADMINS INC	1116				42,500.00	42,500.00
3204491	12-Jan-2016	000306 ADMINS INC	1116				23,160.00	23,160.00
3204492	12-Jan-2016	000306 ADMINS INC	1116				23,280.00	23,280.00
3204493	12-Jan-2016	000306 ADMINS INC	1116				43,260.00	43,260.00
Vendor Total							138,200.00	138,200.00

To re-run the report, use the new button on the toolbar and type in 2171. If you do not know the report #, open a report lookup window by either a right-click of the mouse on the **Enter Report/Task #** field or by clicking on the magnifying glass lookup button to select a report. The name of the report will also be displayed to allow the user to confirm the selection. Click on the report and then click on the **[OK]** button.



This process checks if you have permission to run the report. If you don't have permission you will see the following message:

You dont have permission to run this process  
 Contact your system admin to grant you access  
 or support@admins.com



2553-APPORHLD.REP Printed 07-Aug-2017 at 08:06:51 by ANTHEA Page 1

Hold Codes Table Listing

Code	Description	Status
AD	No Address on File	Active
ID	No Federal ID# on file	Active
NA	Needs Finance Approval	Active
NI	No invoice received	Active
OW	OWES TAXES/PINES	Active
PJ	Project Not Complete	Active
SS	No Social Security # on file	Active
UI	Under Investigation	Active

\*\*\* Grand Total \*\*\* # of Hold Codes: 8

In some cases, the report will not be available for the Quick Select button. Follow the instructions to request adding a report.

Quick Task Selection

Enter Report/Task#

2553 Hold Codes Table Listing

1 Run Process

Task not Available for Quick Select

Contact support@admins.com if you want to add this process to the Quick select process

[ADM-AUC-SY-8020]

## 5. NEW BUTTON TO SHOW “HIDDEN” REPORTS [NEW-V9.2]

Some users notified ADMINS that reports become “hidden” behind the screen. Other users reported that they are trying to do a bill re-print and get an error because they already have a bill re-print open. To show all reports open in AUC and maintain the security of a restricted desktop, a new button is introduced with this update.

The new Toolbar button will display a **View Open Windows** screen, and allow the user to select or close a report(s) or window.



List of Open Reports

**View Open Windows**


AP_Void_Checks_NoSelect_THERESA[1].pdf	Adobe Acrobat Reader DC
AP_Void_Checks_THERESA[1].pdf	Adobe Acrobat Reader DC
GL_Trial_Balance_THERESA[1].xml	Microsoft Excel
Payroll_Register_Void_6207_THERESA[1].pdf	Adobe Acrobat Reader DC
AP_PO_HoldCodes_ANTHEA[1].pdf	Adobe Acrobat Reader DC
AUC_PO	AdmCrv
CRI_Bill	AdmCrv
GL_Trial_Balance_THERESA[1].pdf	Adobe Acrobat Reader DC
GL_Trial_Balance_THERESA[1].lis	TedRE
APChecks_CITZ	AdmCrv

Program names used to view the files

OK Close Close All Cancel



- Select Process** Use your mouse to select the report/process you want to View/Close
- OK** Click **[OK]** to bring that process to the front & closes the **View Open Windows** screen
- Close** Click **[Close]** to close the selected process & close the **View Open Windows** screen
- Close All** Click **[Close All]** to close all open processes (the AUC application will remain open)
- Cancel** Click **[Cancel]** to exit the **View Open Windows** screen and do nothing

Once any selection is made, the **View Open Windows** screen will no longer be displayed. To re-display the View Open Windows list, click again on the new button. . *Note: This is only available to our ADMINS V9.2 Sites*

[ADM-AUC-SY-8022]

## 6. CRYSTAL REPORT TITLES UPDATED [NEW]

To allow users to identify which crystal report is listed in the **View Open Windows** screen described in section 5, titles were added to all crystal reports. This change may be noticed when displaying checks, bills and other reports in the **ADMINS Crystal Reports Viewer (AdmCrv)** window prior to printing. The upper right corner of the window will now show the report title and the **AdmCrv** text.



Figure 5 Before



Figure 6 After

[ADM-AUC-CRYSTAL-104]

## 7. EMAIL USERS [NEW]

From **any** module, select **Module Maintenance ▶ Email Users**. This screen allows the entry of non-AUC user email addresses so that persons with a valid email address may receive reports from AUC.

Email Users				
Goto...				
Actions				
Username	Name	Email Address	Alternate Email Address	Use Alternate Email
ABCDEF	test user			<input type="radio"/> Yes <input checked="" type="radio"/> No
TCATHOME	Theresa at home	campbellt189@gmail.com		<input type="radio"/> Yes <input checked="" type="radio"/> No
TEST	test testing	test@admins.com		<input type="radio"/> Yes <input checked="" type="radio"/> No

The **[1 Add User]** button presents a prompt. Prior to the software update, the prompt asked for neither an email address nor an alternate email address.

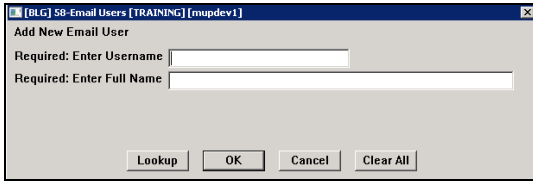


Figure 7 Before

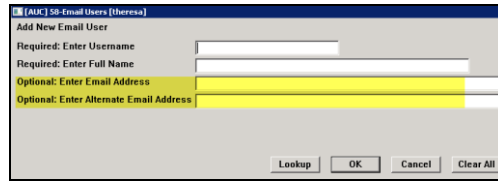


Figure 8 After–Optional Email Address Entry

Now, users may enter the email address via the new prompt, or enter the email addresses directly on the screen once the Username and Name have been added via the prompt.



**Note:** if entering an alternate email address in the prompt, the alternate will be selected for use. That may be changed by selecting the “No” radio button on the Email Users screen for that entry.

More information regarding this screen is available in the **Accounts Payable ▶ Help Reference Library ▶ AP–865 External E-mail Addresses**.

[ADM-AUC-SY-8028]

## 8. SCREEN DELAY [Fix]

Some sites with large data sets experienced a delay when viewing screens using scroll bars. The scroll bars were removed from multi-record screens to improve performance.

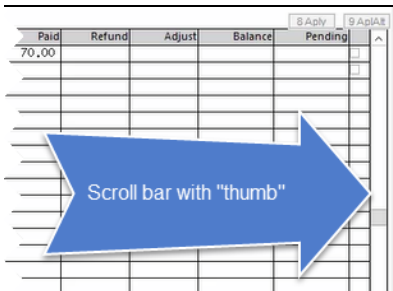


Figure 9 Before

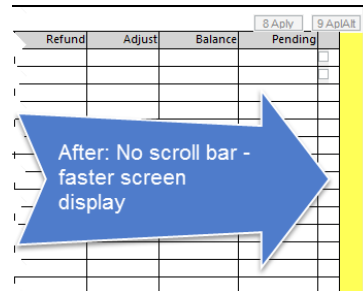


Figure 10 After

[ADM-AUC-RC-8369]

## 9. HELP REFERENCE LIBRARY

### 9.1. New or Updated Documentation

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

- JOURNAL ENTRIES GL-325 How to Reverse a Posted Journal Entry [New]
- YEAR END GL-725 Fiscal Year End Module Control [New]
- GL-720 Create New Fiscal Year [Updated]
- REPORT GL-660 Detail of Summary Postings [New]
- OTHER GL-1245 External E-mail Addresses [New]
- GL-1290 Change AUC Screen Size [New]
- GL-1295 The Most Effective Way to Contact Support [New]