General Ledger

Release Notes   December 2024

This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **General Ledger** system including changes in account maintenance, report updates, user notifications, and help resources.

CONTENTS

1 Account Maintenance Chart of Accounts

If the account type is changed from Revenue (R) to something other than Revenue, the Rev_Type field is cleared of any values. This can be seen when you run the Chart of Accounts Edit List (Report 1001 from the chart of accounts maintenance screen).

A	B	C	D	O
FY	**Account#**	**Description**	**Type**	**Rev_Typ**
2025	1000-000-0000-000-00-00-41421	SEWER BETT TAX LIENS REVENUE	R	OTHER
2025	1000-000-0000-000-00-00-41445	PRO-FORMA TAXES	R	OTHER
2025	1000-000-0000-000-00-00-41452	SOLAR PILOT @ 119 SO MAPLE ST (KEARSARGE)	R	OTHER

Figure 1 Before

A	B	C	D	O
FY	**Account#**	**Description**	**Type**	**Rev_Ty**
2025	1000-000-0000-000-00-00-41421	SEWER BETT TAX LIENS REVENUE	E	
2025	1000-000-0000-000-00-00-41445	PRO-FORMA TAXES	E	
2025	1000-000-0000-000-00-00-41452	SOLAR PILOT @ 119 SO MAPLE ST (KEARSARGE)	E	

Figure 2 After

[ADM-AUC-FM-8129]

2 Reports [Enhancement]

Some users have reported confusion regarding these reports due to the separation of the encumbrance column while expenditure and revenue are combined. The Net activity column includes encumbrances.

For example, in the image below, an expenditure account for Professional Services shows an Adjusted Budget of $1800.00, which is fully encumbered. The Net activity reflects any (debit & credit) activities, along with encumbrances.

2.1 Report #1627 Budget Summary (w/ activity)

To remind users, **ADMINS** added a note in the legend.

This report shows only transactions with activity.

[ADM-AUC-GL-8561]

2.2 Report #1628 Budget Summary (w/ and w/o activity)

ADMINS added a note in the legend for report #1628.

This report shows all accounts, not just those with transactions or activity.

```
1628-GLBUDSUMRPT2.REP      Printed 29-Oct-2024                                          Page 1
                                          Town of Admins
1628-                           Budget Summary (w/ and w/o activity)

=========================================================================================================
Account Number and  Description          Original Budget  Adjustments  Adjusted Budget  Encumbrances   Net Activity    Balance   %Used
=========================================================================================================
0100-000-0000-000-00-00-41730 PENALTIES & INTEREST    .00          .00          .00          .00          (30.00)       30.00      .00
0100-000-0000-000-00-00-42010 TRASH LIENS             .00          .00          .00          .00             .00          .00      .00
0100-000-0000-000-00-00-42015 TRASH REVENUE           .00          .00          .00          .00             .00          .00      .00
0100-000-0000-000-00-00-42016 TRASH BAGS REVENUE      .00          .00          .00          .00             .00          .00      .00
0100-000-0000-000-00-00-42030 PENALTIES & INTEREST    .00          .00          .00          .00           30.00       (30.00)     .00

8501-000-000...  ...-00-00 52400 PROFESSIONA. SE...    .         .00          .00          .00            .00          .0      .00
9998-000-0000-000-00-00-43300 STATE GRANT REVENUE,    .00          .00          .00          .00             .00          .00      .00
9998-000-0000-000-00-00-45001 EARNINGS ON INVESTME    .00          .00          .00          .00             .00          .00      .00
9998-000-0000-000-00-00-50002 BUDGETARY CONTROL, T    .00          .00          .00          .00             .00          .00      .00
9998-000-0000-000-00-00-52400 PROF SERVICES           .00          .00          .00          .00             .00          .00      .00
9998-000-0000-000-00-00-54150 MISC SUPPLIES           .00          .00          .00          .00             .00          .00      .00
                                                      ----------   ----------   ----------   ----------   ----------   ----------   ----
====== Selection Legend ======              ,300.00  3,525.97  4,557,825.97  319,283.27   213,850.00  4,024,692.70   4.69
                                                      ==========   ==========   ==========   ==========   ==========   ==========   ====
  Account Type: ER
  FY: 2025 to 2025
  Account Sub Type: P

*** Net Activity includes Encumbrances
```

[ADM-AUC-GL-8561]

2.3 Report #1338 Close Fund Balance – Ready to Post Journal Entries

The Close to Fund report now shows Ready to Post Journal entries in addition to Open Purchase Orders, Open Vouchers and Unposted General Ledger Transactions.

All items on this report must be posted to the GL before Closing.

```
1338-GLCFBCHKJE.REP           Printed 01-Nov-2024 at 15:20:38 by LUANN                    Page 1
                                          Town of Admins
                              Close Fund Balance - Ready to Post Journal Entries

 JE#: 25430               Type: One Time - DC - Regular          Reversal: 01-Jul-2024
Date:                    Audit: No
  FY: 2024              Status: Ready for Posting
Entered by: LUANN
---- ---- -------- --------- ------------------------------------ --------------- ---------------
Line Code Ref#     Alloc     Account#                                      Debit          Credit
---- ---- -------- --------- ------------------------------------ --------------- ---------------
1                            0100-430-0000-004-00-00-51130                  1.00
2                            0100-430-0000-004-00-00-51131                                  1.00
3                            0000-000-0000-000-00-00-00000
                                                                 --------------- ---------------
                                 *** Total for this Journal ***            1.00            1.00
                                                                 =============== ===============

*----------------------------------------------------------------------*
*                  G r a n d   T o t a l s                             *
*----------------------------------------------------------------------*
          Regular Journals : Debits        1.00   Credits        1.00
          Budget Transfers :    From                To
Supplemental Appropriations :
          Budget Adjustments :
          Beginning Balances :
            Original Budget :
              Encumbrances :


These journal entries are ready to post.
They need to be posted or deleted before the close can continue.
```

[ADM-AUC-GL-8563]

3 Rebuilding Security Button [Enhancement]

Users sometimes report that the rebuild for account security after making a change is taking a long time. This often occurs because the user has selected to rebuild all security for all years instead of just the security for a single user for the current year.

To make it easier to choose the right option, **ADMINS** added a button directly on the screen that will rebuild the security in the quickest way. To use this feature from the menu, select:

Ledgers ▶ Account Maintenance ▶ Account Security

The "old" method under the Actions button is still available when needed.
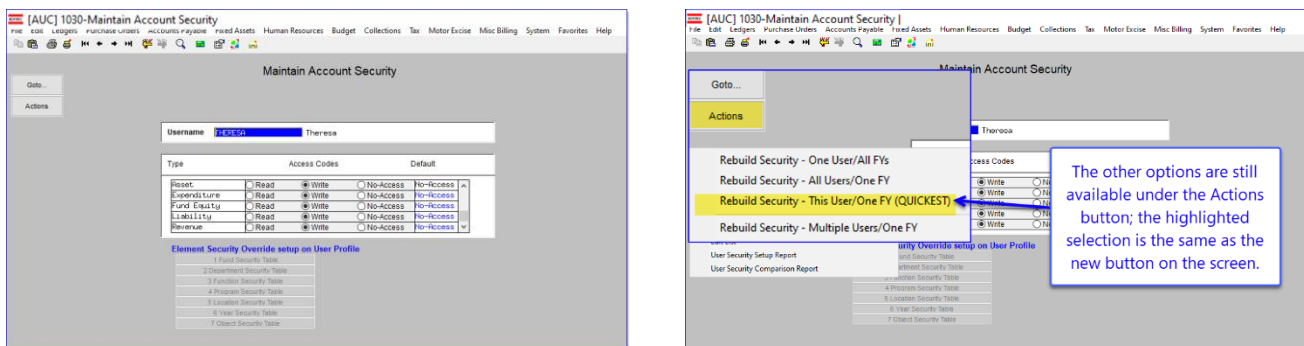

Figure 3 Before – the user had to click on Actions and select from the drop-down list

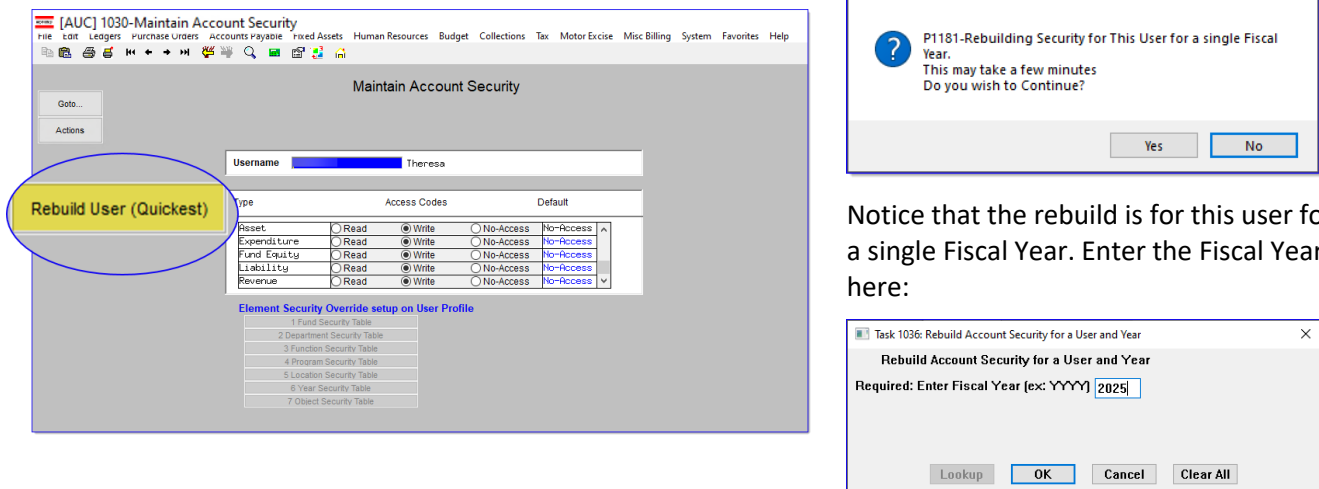Most of the time the new button on the screen is the one to use.

Figure 4 After – ADMINS added the Rebuild User (Quickest) **button directly on the screen**

Click [Yes] on this prompt to continue.

Notice that the rebuild is for this user for a single Fiscal Year. Enter the Fiscal Year here:

The progress bar will appear, and upon completion, return you to the Maintain Account Security screen. To view the accounts for which the user has access, follow the directions here in Section 3.
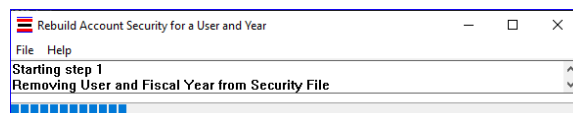
[ADM-AUC-GL-8565]

4 Email Notice of Intent to Suspend an Account [Enhancement]

Users are inactivated if they have not logged in before their expiration date.

For instance, on sites with a six month expiration window, users who haven't logged in since 20-May-2024 would be "suspended" or "marked inactive" on 20-November-2024.

The notification period is 14 days from the suspension date, in this example, from 05-November-2024 through 20-November-2024.

Up to two reminder emails are sent: the first ~14 days before account expiration, and the second ~5 days before. If users do not log in when reminded, their accounts will be deactivated.

The notification is sent if there is an email address present on the User Profile screen:

Two emails are sent to allow for users on vacation, etc., to have time to respond. Log in before the expiration date to prevent the suspension.

The emails include expiration dates, steps to prevent suspension, and instructions for requesting reactivation after suspension.
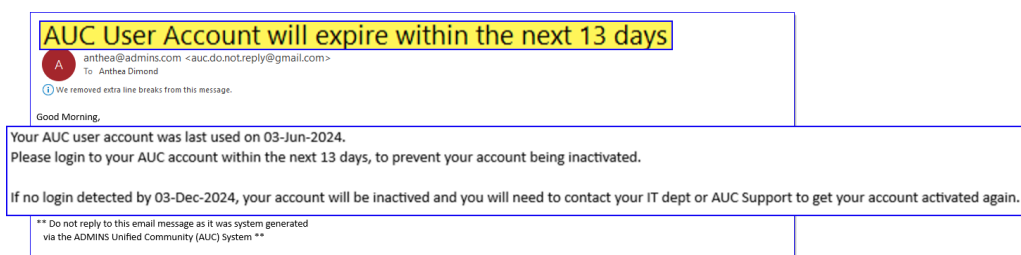

Figure 5 Email example sent two weeks before the username expiration date
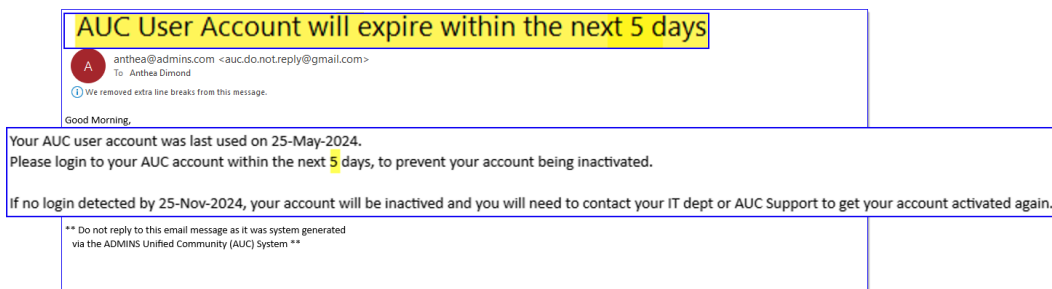

Figure 6 Email example sent the following week

[ADM-AUC-SY-8356]

5   Help Reference Library & ADMINS Website

This section lists the new and updated content available in the Help Reference Library and the ADMINS website.

5.1   New Content on ADMINS.com

User Account Security Inquiry Screen (2:38)