

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

The ADMINS Support staff will install these changes to your system on **December 6, 2014**.

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1. JOURNAL ENTRIES

1.1. SWAP +/-

Prior to this update, when entering a journal, if the swap +/- button was clicked and the journal date was changed, lines were not being removed from the Work In Progress file properly. This has been corrected.

Goto	Entry Began	Enter One	-Time Journals
Actions	Journal# 20757 JE Date 30-Jun- JE Type DC Reg Category © Regu Edit Note	2014 Reversal Date gular lar C Audit C Recurring	Expec Debit Credit Allocation
1 Add JE 2 Add Line	J Entry	Q Attachments	1
<u>3</u> Erase JE <u>4</u> Erase Line	Line Code Ref#	Bank Account#	
5 Check JE		0200-450-0000-004-00-00-52700	
6 Check Multiple		0200-450-0000-004-00-00-51131	
<u>7</u> Post			
8 See WIP			
9 Delete JE 0 Delete Line			
X Edit List			
₩ Swap +/-	b		

[ADM-AUC-FM-8113]

1.2. Journal Entry Error Check Report

Prior to the update, when checking a journal entry for errors, if the error check report extended over multiple pages, lines were missing from the bottom of the page due to a page length issue. This has been corrected. The following reports have been modified:

- Error Check Single JE
- Error Check Multiple JE's

[ADM-AUC-GL-8137]

1.3. Upload Journal Entries

Journal Entry Processing	×	Enter One-Time Journals
Posting Control	•	Edit List
Audit Overrides	۲	Post Journal Entries
Queries Reports OpenGov Dashboard)	Set up Recurring Journal Templates Edit List
Year-End Processing	×	Create Journals From Recurring Templates
Unpost Processing Module Maintenance Interfaces/Imports) 	Journal History Journal History Report
Site Specific	۲	Upload Journal Entries

The journal upload routine occasionally stopped due to blank or "comma only" lines that were inadvertently added when creating the excel file for upload. The program will now remove the extraneous lines prior to the upload, ensuring success for properly formatted files.

[ADM-AUC-SY-7930]



2. **REPORTS**

2.1. Screen Changes–Totals By Tab

Reports have always had the option to do a page break, and users could specify the field on which the report would break. To make this easier to understand, the text on the screen was changed from "Eject at Sort Order #" to "Page Break at Sort Order #". The screen still behaves exactly the same way, only the wording was changed.

	Eject at Sort Order#	The report will do a page eject on the field <i>i</i> dual A associated with the number entered
Fig	gure 1 Before	

1632 Transaction Detail Report w/Vendor Report Title Transaction Detail w/Vendo FY 2015 To 2015 Start Date 01-Jul-2014 End Date 15-Jul-2014 1 Selection Crit Order Order# Order# Туре Order# Category Order# Sub-Class roup 1 Page Break at Sort Order# 💈 Print Individual Account Lines? • Yes C No



Figure 2 After

In the example shown, the report will sort by Fund and within each Fund by Department; each Department will begin on a new page because a 2 is typed into the Page Break at Sort Order # box. The report shows that there is a page break each time the department number changes.

1632-GLTPNDETVEN.REP Printed 17-Sep-201	4 at 15:53:06 by THERESA Town of Transaction De	ADMINS tail w/Vendor				Pag 14							
Fiscal Year: 2014 to 2014													
Irans Date Code CLPost# User Batch Ref# Line GLLn JrnCd Posted On Open Bal/Budget Approp λdj Encumbrance Debit Credit Vendor													
Total 0200 (50) 000-004-00-00-54600 UNIFORMS	. 00	. 00	. 00	526.91	.00								
Total 450 WATER- OPERATING	. 00	.00	.00	104,821.62	.00								
1632-GLTENDETVEN.REP Printed 17-Sep-2014 at 15:53:06 by THERESA Town of ADMINS Transaction Detail w/Vendor													
	Fiscal Year:	2014 60 2014											
Trans Date Code GLPost# User Batch Ref# Line GL	Ln JrnCd Posted On Open Bal/Budget	Approp Adj	Encumbrance	Debit	Credit	Vendor							
918 FISCAL 2014 APTICLES 28-Jan-2014 APO2 8843603 12682 343096 1 1	31-Jan-2014			1,034.84		005466-HALEY AND WAR							
Total 0200 918 0000-000-00-69318 SOUTH MAIN ST	. 00	. 00	. 00	1,034.84	. 00								
Total 918 FISCAL 2014 ARTICLES	.00	. 00	. 00	1,034.84	.00								

This change affects reports run in the General Ledger, Job Stream and Budget Reports screens.

[ADM-AUC-GL-656]

2.1. Display Vendor Name and Number on Voided Checks

Modified Transaction Detail reports to include the name of the Vendor on Voided Checks. The following reports were modified:

1639-Transaction Detail Report w/Notes & Vendor 1629-Transaction Detail - Debits/Credits Only 1631-Transaction Detail - Debit/Credit - No Approp Roll Txns 1626-Transaction Detail - Debits/Credits (w/ Check#)

2.1.1. 1639 – Transaction Detail with Notes & Vendor

Among the reports that now include the vendor name are several reports that may be run with the GL Code for void checks selected. Samples are shown below.

1639	Transac	tion Detail Re	eport					
Report Title	Transaction Detail Rep	ort w/Notes & Ve	ndor					
FY	2015 To 2015 S	tart Date 01-Jul-2	014					
Select Only Post Posted Date Journal# Journal Type GL Code Sub GL Code Control#	ted History Records With	Batch User Batch User Batch OO Dept Group PO# Voucher# OO Avoucher# OO Warrant OO Check Number OO	0000					
The GL Code voided chec	for Printed 24-1	Nov-2014 at 10:39	15 by ANTHE	Town of A Detail Repo	DMINS rt w/Notes & Vende	or		
transactions is a	AP06		Fisc	al Year: 20	14 to 2014			
Trans Dit	iption / Vendor	Check PO# , Vouch Jrnl#	/ GLPost#	User Batch	Approp/Open	Debit	Credit	Encumbrances
27-Nov-2013 AP06 0000	000-	337519	8842712	V004480	.00	200.00	.00	.00
0100-000-0000-0	000-00-00-10400 W TRA			_	.00	200.00	.00	.00
27-Nov-2013 AP06 0000 27-Nov-2013 AP06 0000	100- 100-	Vendor # a was not pri	nd Name nting.	во Во	.00 .00	200.00 .00	.00 200.00	.00 .00
0100-000-0000-0	000-00-00-20200 ACCOUNTS				.00	200.00	200.00	.00
27-Nov-2013 AP06 0000	00-	337519	8842712	V004480	.00	.00	200.00	.00
0100-000-0000-0	000-00-00-39100 REVENUE				.00	.00	200.00	.00

Figure 3 Before



1639-GLTRNDETVENNOT	T.REP	Printed 24-No	v-2014 at	: 10:18:4:	9 by MARY						Page 1				
						Town of A	DMINS								
				Tr	ansaction	Detail Repo	rt w/Notes & Ven	dor							
	Fiscal Year: 2015 to 2015														
Trans Date Code De	escription /	Vendor	Check	PO# /	GLPost#	User Batch	Approp/0pen	Debit	Credit	Encumbrances	Balance				
			Vouch	Jrn1#											
28-Jul-2014 AP06 00	01833-ADMINS	INC	351956	11442	8845875	VUU4712	.00	.00	13,781.55	.00	13,781.55				
28-Jul-2014 AP06 00	01833-ADMINS	INC	351956	11442	8845889	V004712	.00	.00	13,781.55	.00	27,563.10				
1000-123-0000	0-001-00-00-5	2040 PRINTING/					.00	.00	27,563.10	.00	27,563.10				
*** Grand Total **	**						.00	.00	27,563.10	.00	27,563.10				

Figure 4 After - Printed Output

	A	B C	D	E	F	G	н	1	J	К	L	M
1	<u>Trans Date</u>	Code Chk Vo	u <u>PO#_Jrn#</u>	GL Post#	User Batch	Approp/Open	Debit	Credit	Encumbrances	Balance	<u>Vendor</u>	Notes
2	28-Jul-2014	AP06 351956	11442	8845875	V004712	0.00	0.00	13,781.55	0.00	13,781.55	001833-ADMINS INC	Void Check 0288103 & Cancel Vou
3	28-Jul-2014	AP06 351956	11442	8845889	V004712	0.00	0.00	13,781.55	0.00	27 .10	001833-ADMINS INC	Void Check 0288103 & Cancel Vour
4	1000-123-000	0-001-00-00-5204	D PRINTING/			0.00	0.00	27,563.10	0.00	27,563.10		
5	22-Jul-2014	AP06 351443		8845805	V004708	0.00	0.00	1,600.00	0.00	1,600.00	022399-COMM OF MA DEPT PUBLIC HEALTH	Void Check 0287635 & Cancel Vour
6	1000-220-000	0-002-00-00-5250	DUES AND			0.00	0.00	1,600.00	0.00	1,600.00		

Figure 5 After – Excel Output

2.1.2. 1629 – Transaction Detail Debit/Credits Only

1629-GLTRNDETDCO.R	ED	Pi	cinted 2	4-Nov-	2014 at 3	10:22:41 by MAR	2			Page 1		
							Town of .	ADMINS				
Transaction Detail - Debits/Credits Only												
Fiscal Year: 2015 to 2015												
Trans Date Code G	LPost#	User Batch	Ref#	Line	GLLn Jrn	nCd Posted On	Debit	Credit	Notes	Vendor		
1000-123-0000-001-	00-00-52	2040 PRINTIN	IG/COPYI	NG								
29-Tul-2014 ADOC 9		1004712	251956	1	1	 02-9cm-2014	00	10701 55	Word Chock 0200102 (Concol Woucher	ODIO22-ADWING INC		
28-Jul-2014 AP06 8	040070	V004712	351956	-	1	02-Sep-2014	.00	13/01.55	World Check 0200103 & Cancel Woucher	COLOSS-ADMINS INC		
28-JUI-2014 AP06 8	845889	V004712	351956	T	1	02-Sep-2014	.00	13/81.55	Vold Lneck 0288103 & Lancel Voucher	UUI833-ADMINS INC		
10tal 1000-123-000	0-001-00	0-00-52040 1	PRINTING	COPIL	NG		.00	27,563.10		·		
Figure 6 Aft	ter .	Printed	Out	nut								
Figure 0 An	ICI	1 I millu		pui								

_															
	4 A	в	C	D	E	F	G	н		J	ĸ	L	M	N	
1															
2	Account#	Trx Date	Code	GLPost#	User Batch	Ref#	Line	GLLn	JrnCd	Posted On	Debit	Credit	Notes	Vendor	TR Desc
3	1000-123-0000-001-00-00-52040	28-Jul-2014	AP06	8,845,875	V004712	351,956		1 1		02-Sep-2014	0.00	13,781.55	Void Check 0288103 & Cancel Voucher	001833-ADMINS INC	
4	1000-123-0000-001-00-00-52040	28-Jul-2014	AP06	8,845,889	V004712	351,956		1 1		02-Sep-2014	0.00	13,781.55	Void Check 0288103 & Cancel Vouc	001833-ADMINS INC	
5	1000-123-0000-001-00-00-52040 PRINTING	G/COPYING									0.00	27,563.10			
6	GRAND_TOTAL										0.00	27,563.10			
7															

Figure 7 After – Excel Output

2.1.3. 1631 – Transaction Detail Debit/Credit – No Appropriation Roll Transactions

1631-GLTRNDETDCOROLL.REP	Pi	rinted 2	4-Nov-	2014 at 10:	59:20 by MAR	Y			Page 1				
						Town of .	DMINS						
					Transaction 1	Detail - Debit/Cr	edit - No Approp i	Roll Txns					
Fiscal Year: 2015 to 2015													
Trans Date Code GLPost# U	Jser Batch	Ref#	Line	GLLn JrnCd	Posted On	Debit	Credit	Notes	Vendor				
1000-123-0000-001-00-00-520	40 PRINTI	NG/COPYI	NG										
28-Jul-2014 AP06 8845875	V004712	351956	1	1	02-Sep-2014	.00	13781.55	Void Check 0288103 & Cancel Voucher	001833-ADMINS INC				
28-Jul-2014 AP06 8845889	V004712	351956	1	1	02-Sep-2014	.00	13781.55	Void Check 0288103 & Cancel Voucher	001833-ADMINS INC				
								—	,				
Total 1000-123-0000-001-00-	00-52040 1	PRINTING	COPYI/	NG		.00	27,563.10						
								· · · · · · · · · · · · · · · · · · ·					
*** Grand Total ***						.00	27,563.10						

Figure 8 After - Printed Output

	4 A	В	С	D	E	F	G	Н	1	J	К	L	М	N
1	Trx Date	Code	GLPost#	User Batch	Ref#	Line	<u>GLLn</u>	<u>JrnCd</u>	Posted On	<u>Debit</u>	Credit	Notes	Vendor	Fund
2	28-Jul-2014	AP06	8,845,875	V004712	351,956	1	1		02-Sep-2014	0.00	13,781.55	Void Check 0288103 & Cancel Voucher	001833-ADMINS INC	1000
3	28-Jul-2014	AP06	8,845,889	V004712	351,956	1	1		02-Sep-2014	0.00	13,781.55	Void Check 0288103 & Cancel Voucher	201833-ADMINS INC	1000
4	1000-123-000	0-001-0	0-00-52040 PRIN	TING/COPYIN	G					0.00	27,563.10			
5	GRAND_TOT/	¥L.								0.00	27,563.10			
6														

Figure 9 After - Excel Output



2.1.4. 1626 – Transaction Detail Debit/Credits with Check

The Transaction Detail – Debits/Credits only with Check # report does not offer the selection of a specific GL code. It now includes the AP06 Transactions and the Vendor # and name.

1626-GLTRNDETDCOCHK.REP	Printed Ol-De	-2014 :	at 09:05:42]	by THERESA						
		Town of ADMINS								
				Transacti	on Detail - Debit:	s/Credits w/ Check#				
					Fiscal Year: 201	5 to 2015				
Trans Date Code GLPost# User Bat	ch Ref# Lin	e GLLn	Posted On	Debit	Credit	Vendor	Check#			
Total 0300-460-0000-004-00-00-5903	1 WORKER'S COM	P-TRANS:	FER TO	.00	5,951.00					
16-Jul-2014 AP06 8845725 V0047	02 351495 1	1	16-Jul-2014	.00	18500.00	004391-TOWN OF BELLINGHAM-GENE	0287800			
15-Jul-2014 AP06 8845699 V0046	94 351297 1	1	16-Jul-2014	.00	18500	018500-COMMEMORATIVE PUBLICATI	0287725			

Figure 10 After – Printed Output

	4 A	В	С	D	E	F	G	Н	1	J	K	L
1	Trx Date	<u>Code</u>	GLPost#	User Batch	Ref#	Line	<u>GLLn</u>	Posted On	<u>Debit</u>	<u>Credit</u>	Vendor	Check#
24	16-Jul-2014	AP06	8,845,723	V004700	351,282	1	1	16-Jul-2014	0.00	18,000.00	002068-TOWN OF BELLINGHAM-GR I	0287767
25	0300-460-0000-	004-00-	00-59010 G	ROUP INS TR	UST-TRA	NS TO	G		0.00	18,000.00		
26	i 16-Jul-2014	AP06	8,845,722	V004699	351,286	1	1	16-Jul-2014	0.00	5,951.00	001819-TOWN OF BELLINGHAM WORK	0287766
27	0300-460-0000-	004-00-	00-59031 V	VORKER'S CO	MP-TRAM	ISFER	то		0.00	5,951.00		
28	16-Jul-2014	AP06	8,845,725	V004702	351,495	1	1	16-Jul-2014	0.00	18,503.00	004391-TOWN OF BELLINGHAM-GENE	0287800
29	15-Jul-2014	AP06	8,845,699	V004694	351,297	1	1	16-Jul-2014	0.00	18,500.00	018500-COMMEMORATIVE PUBLICATI	0287725

Figure 11 After – Excel Output

[ADM-AUC-GL-8127]

3. YEAR-END CLOSING

3.1. Ignore \$0 Entries

The year-end closing process now will ignore transactions that have a \$0 balance.

	ransaction rils	cory [n	naryj									_ 2
File Edit Ledger	s Purchase Ord	iers A	counts P/	ayable Fix	ed Assets Hun	nan Resources	Budget Collections	Tax Motor Excis	e Misc Billing	System	Help	
B	H4 + + H	1 🦉	29 C	र 🖬	<u>a</u> l							
				- <u> </u>								
	All Trx Co					Tran	saction Hist	000				
						Than	sacuoninisu	ory				
Goto												
Actions								Туре	Fund E	quity	<u>Q</u> PO	Balances
HonoTo	FY	Acco	ount Nun	nber				Sub-Type	Contro.	1	K PO B	alance as Of
	201	6500	-000-0	000-000-	00-00-35900			Status	Active			
<u>6</u> Drill Down		UNDE	SIGNATE:	ED FUND	BALANCE			Fund Stat	us Active			
Z Acct Bal Inquiry	<u> </u>											
8 Excel						-						
9 Excel by Date		1_Acc	Junt		2 Posting#		<u>3</u> User Batch	4 Ref	rence#	_	5 Trx Date	
Try Date	D-4											
I IIADOLC	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amou	nt Type		Displa	av - Notes	
30-Jun-2013	Kererence#	Line 1	GL#	TrxCode GL20	User Bat# 8841937	Posting# 8841937	Amou	nt Type	o Fund Bal	Displa ance	ay - Notes	
30-Jun-2013 30-Jun-2013	1 1	Line 1 2	GL#	GL20 GL20	User Bat# 8841937 8841937	Posting# 8841937 8841937	Amou	nt Type	o Fund Bal	Displa ance	ay - Notes	
30-Jun-2013 30-Jun-2013 30-Jun-2013	1 1 1	Line 1 2 1	GL#	GL20 GL20 GL20 GL20	User Bat# 8841937 8841937 8842053	Posting# 8841937 8841937 8842053	Amou	Close	o Fund Bal	Displa ance ance	ay - Notes	
30-Jun-2013 30-Jun-2013 30-Jun-2013 30-Jun-2013	1 1 1 1	Line 1	GL# 1 1 1 1	TrxCode GL20 GL20 GL20 GL20	User Bat# 8841937 8841937 8842053 8842053	Posting# 8841937 8841937 8842053 8842053	Ато	Close Close Close Close Close	to Fund Bal to Fund Bal to Fund Bal	Displa ance ance ance	ay - Notes	
30-Jun-2013 30-Jun-2013 30-Jun-2013 30-Jun-2013 30-Jun-2013 30-Jun-2013	1 1 1 1 1 1	Line 1 2 1 2 1	GL# 1 1 1 1 1	TrxCode GL20 GL20 GL20 GL20 GL20 GL20	User Bat# 8841937 8842053 8842053 8842053 8842058	Posting# 8841937 8842053 8842053 8842053 8842058	Αποι	Close Close Close Close Close Close	to Fund Bal to Fund Bal to Fund Bal to Fund Bal	Displa ance ance ance ance	ay - Notes	
30-Jun-2013 30-Jun-2013 30-Jun-2013 30-Jun-2013 30-Jun-2013 30-Jun-2013 30-Jun-2013	1 1 1 1 1 1 1	Line 1 2 1 2 1 2 2	GL# 1 1 1 1 1 1 1	TrxCode GL20 GL20 GL20 GL20 GL20 GL20 GL20	User Bat# 8841937 8841937 8842053 8842053 8842058 8842058	Posting# 8841937 8842053 8842053 8842053 8842058 8842058	Amou	Close Close Close Close Close Close Close	to Fund Bal to Fund Bal to Fund Bal to Fund Bal to Fund Bal	Displa ance ance ance ance ance ance	ay - Notes	

Prior to this update, any account in the "Fund" being closed would have a year-end closing record created; even if the balance being closed was \$0.

The process has been modified to prevent any \$0 entries from being created and/or posted. For example, the fund below illustrates accounts having an ending balance of \$0 in 2014.



ADMINS Unified Community General Ledger

	Acr	count Balance	e Listina				
Goto			, The mail is a set of the set of				
			Ace	count Type	Sub	Type	
Actions				Asset	1	Control	
Fiscal Year	2014		~	Liability	-	Posting	
Acct Bal Inquiry Fund	0100 TRASH-OPERATIN	G FUND	~	Fund Equity		Summary	
2 Txn History Department	000		~	Revenue			
				Expenditure			
3 Excel							
# Enter on Binkt Olivia on Assessment for							
Enter of Right Click on Account for:	a new Fund/Dept ***	Opening /Pudget	Pabito	view Amount De	Encumb	In Brogross	Bom Balanc
h100-000-000-000-00-00-10400		777779 01	924775 94	1650692_07			-279576 2
0100-000-0000-000-00-00-12400	TAX I TENS RECETVABLE	03/337.01		1030032+07		- []	3/03/043
0100-000-0000-000-00-00-12700	TRASH CHARGES RECEIVAR	256111.26	932258.41	1015700.51		-	172669.1
0100-000-0000-000-00-00-20100	WARRANTS PAYABLE						
0100-000-0000-000-00-00-20200	ACCOUNTS PAYABLE	-13744,36	1519933.61	1614292,24			-108102,9
0100-000-0000-000-00-20210	ACCRUED PAYROLL	-1168,93	300,16	690,08			-1558.8
		056444.06					-172669.1
0100-000-0000-000-00-26600	DEFERRED REVENUE-TRASH	-256111,26	1015700.51	932258.41			a: =======
0100-000-0000-000-00-00-26600 0100-000-0000-000-00-26730	DEFERRED REVENUE-TRASH	-256111,26	1015700.51 157731.78	932258,41 182433,89			-24702.
0100-000-0000-000-00-00-26600 0100-000-0000-000-00-00-26730 0100-000-0000-000-00-00-32110	DEFERRED REVENUE-TRASH DEFERRED REVENUE-TRASH F/B RESERVED FOR ENCUM	-153471,85	1015700,51 157731,78	932258,41 182433,89			-24702.1
0100-000-0000-000-00-00-26600 0100-000-0000-000-00-00-26730 0100-000-0000-000-00-00-32110 0100-000-0000-000-00-00-32711	DEFERRED REVENUE-TRASH DEFERRED REVENUE-TRASH F/B RESERVED FOR ENCUM F/B RESERVED FOR EXP -	-256111,26	1015700.51 157731.78	932258.41 182433.89			-24702.1 -153471.8
0100-000-0000-000-00-00-26500 0100-000-0000-000-00-00-26730 0100-000-0000-000-00-00-32110 0100-000-0000-000-00-00-32711 0100-000-0000-000-00-00-35900	DEFERRED REVENUE-TRASH DEFERRED REVENUE-TRASH F/B RESERVED FOR ENCUM F/B RESERVED FOR ENCUM INDESIGNATED FUND BALA	-256111.26 -153471.85 -168954.67	1015700.51 157731.78 3661398.70	932258,41 182433,89 1900528,34			-24702.1 -153471.8 1591915.6
0100-000-000-000-00-00-26600 0100-000-000-000-00-26730 0100-000-0000-000-00-00-32110 0100-000-0000-000-00-00-323700 0100-000-0000-000-00-00-35300	DEFERRED REVENUE-TRAG DEFERRED REVENUE-TRAGH F/B RESERVED FOR ENCUM F/B RESERVED FOR EXP- UNDESIGNATED FUND BALA TRAGH SURPLUS	-256111.26 -153471.85 -168954.67	1015700.51 157731.78 3661398.70 29414.00	932258,41 182433,89 1900528,34 168955,00			-24702.1 -153471.8 1591915.6 -139541.0
0100-000-000-000-00-26600 0100-000-0000-000-00-26730 0100-000-0000-000-00-0-32110 0100-000-0000-000-00-32900 0100-000-0000-000-00-33900 0100-000-0000-000-00-33900 0100-000-0000-000-00-33200	DEFERED REVENUE-TRAG- DEFERED REVENUE-TRAG- F/B RESERVED FOR ENCUM F/B RESERVED FOR ENCU UNDESIGNATED FUND BALA TRAGH SURPLUS RESERVE FOR ENCUMBRANC	-153471.85	1015700.51 157731.78 3661398.70 29414.00	932258,41 182433,89 1900528,34 168955,00			-24702.1 -153471.8 1591915.6 -139541.0
100-000-000-000-00-26600 100-000-000-000-00-00-26730 100-000-0000-000-00-00-32110 100-000-000-000-00-00-32210 100-000-0000-000-00-00-35900 100-000-0000-000-00-35900 100-000-0000-000-00-33900 100-000-0000-000-00-33900 100-000-0000-000-00-33200 100-000-0000-000-00-00-33200	DEFERRED REVENUE-TRAG- DEFERRED REVENUE-TRAG- F/B RESERVED FOR EX/P UNDESIGNATED FOR DEV/P TRAGH SURPLUS RESERVE FOR ENCUMBRANC REVENUE	-153471.85	1015700.51 157731.78 3661398.70 29414.00 1672424.36	932258,41 182433,89 1900528,34 168955,00 845897,68			-24702.1 -153471.8 1591915.6 -139541.0 826526.6
1100-000-000-000-000-26600 1100-000-000-000-000-26730 1100-000-0000-000-00-00-23711 1100-000-0000-000-00-33900 1100-000-0000-000-00-35900 1100-000-0000-000-00-35900 1100-000-0000-000-00-33900 1100-000-0000-000-00-339100 1100-000-0000-000-00-339100 1100-000-0000-000-00-339100 1100-000-0000-000-00-339100	DEFERRED REVENUE-TRAG- DEFERRED REVENUE-TRAG- F/B RESERVED FOR EXP - UNDESIGNATED FUND BALA TRAGH SURPLUS RESERVE FOR ENCLMBRANC REVENUE ENCLMBRANCE	-256111.26	1015700,51 157731,78 3661398,70 29414,00 1672424,36	932258,41 182433,89 1900528,34 168955,00 845897,68			-24702.1 -153471.8 1591915.6 -139541.0 826526.6
100-000-000-000-00-26600 100-000-000-000-00-0025730 100-000-0000-000-00-0025710 100-000-0000-000-00-0025710 100-000-0000-000-00-0025710 100-000-0000-000-00-0025700 100-000-0000-000-00-0025700 100-000-0000-000-00-0025700 100-000-0000-000-00-0025700 100-000-0000-000-00-0025700 100-000-0000-000-00-0025700 100-000-0000-000-00-0039200 100-000-0000-000-00-0033300 100-000-0000-000-000-00-0033300	DEFERRED REVENUE-TRAG- DEFERRED REVENUE-TRAG- F/B RESERVED FOR ENCUM F/B RESERVED FOR ENCUM F/B RESERVED FOR EXP - UNDESIGNATED FUND BALA TRAGH SURPLUS RESERVE FOR ENCUMBRANC REVENUE ENCUMBRANCE EXPENDITURE EXPENDITURE	-256111.26	1015700,51 157731,78 3661398,70 29414,00 1672424,36 1944911,83 2325,22	932258,41 182433,89 1900528,34 168955,00 845897,68 3582103,19			-24702.1 -153471.6 1591915.6 -139541.0 826526.6 -1637191.3
100-000-000-000-00-26600 100-000-000-000-00-0026730 100-000-0000-000-00-00-32110 100-000-0000-000-00-32900 100-000-0000-000-00-33900 100-000-0000-000-00-33900 100-000-0000-000-00-339100 100-000-0000-000-00-00-339200 100-000-0000-000-00-00-339200 100-000-0000-000-00-339200 100-000-0000-000-00-339200 100-000-0000-000-00-339200 100-000-0000-000-00-339200 100-000-0000-000-00-00-339200 100-000-0000-000-00-00-339200 100-000-0000-000-00-00-339200 100-000-0000-000-00-00-339200 100-000-0000-000-00-00-339200 100-000-0000-000-00-00-339200 100-000-0000-000-00-00-339200 100-000-0000-000-00-00-339200 100-000-0000-000-00-00-339200 100-000-0000-000-00-00-00-339200 100-000-0000-000-00-00-00-339200 100-000-0000-000-00-00-00-339200 100-000-0000-000-00-00-00-339200 100-000-0000-000-00-00-00-339200 100-000-0000-000-00-00-00-339200 100-000-0000-000-00-00-00-339200 100-000-0000-000-00-00-00-339200 100-000-0000-000-000-00-00-00-339200	DEFERED REVENUE-TRAG- DEFERED REVENUE-TRAG- F/B RESERVED FOR ENCUM F/B RESERVED FOR ENCUM F/B RESERVED FOR ENCUMBRANC TRAGH SURPLUS RESERVE FOR ENCUMBRANC REVENUE ENCUMBRANCE EXCUMBRANCE EXPENDITURE TRAGH LIENS EDOCUMBRANCE	-256111.26	1015700.51 157731.78 3661398.70 29414.00 1672424.36 1944911.83 2385.00	932258,41 182433,89 1900528,34 168955,00 845897,68 3582103,19 167285,52			-24702.1 -153471.8 1591915.6 -139541.0 826526.6 -1637191.3 164900.5 646626.2
1100-000-000-000-000-26600 1100-000-0000-000-000-0026730 1100-000-0000-000-00-00-32211 1100-000-0000-000-00-33900 1100-000-0000-000-00-00-33900 1100-000-0000-000-00-00-33900 1100-000-0000-000-00-00-33900 1100-000-0000-000-00-00-33900 1100-000-0000-000-00-00-33900 1100-000-0000-000-00-00-33900 1100-000-0000-000-00-00-33900 1100-000-0000-000-00-33900 1100-000-0000-000-00-33900 1100-000-0000-000-00-33900 1100-000-0000-000-00-33900 1100-000-0000-000-00-33900 1100-000-0000-000-00-33900 1100-000-0000-000-00-00-33900 1100-000-0000-000-00-00-33900	DEFERRED REVENUE-TRAG- DEFERRED REVENUE-TRAG- F/B RESERVED FOR ENCIM F/B RESERVED FOR ENCIM TRAGH SURPLUS RESERVE FOR ENCUMBRANC REVENUE ENCUMBRANCE ENCUMBRANCE ENCUMBRANCE ENCUMBRANCE ENCUMBRANCE ENCUMBRANCE ENCUMBRANCE ENCUMBRANCE ENCUMBRANCE ENCUMBRANCE	-256111.26	1015700,51 157731.78 3661398,70 29414,00 1672424.36 1944911,83 2385,00 4072,00	932258.41 182433.89 1900528.34 168955.00 845897.68 3582103.19 167285.52 660748.23			-24702,1 -153471,8 1591915,6 -139541,0 826526,6 -1637191,3 164900,5 646676,2 537,0
$\begin{array}{c} 100-000-000-000-000-00-26600\\ 100-000-0000-000-000-00-22730\\ 100-000-000-000-000-00-32711\\ 100-000-000-000-00-00-33906\\ 100-000-000-000-00-00-33906\\ 100-000-000-000-00-00-33900\\ 100-000-000-000-00-00-33200\\ 100-000-000-000-00-00-33300\\ 100-000-000-000-00-00-33300\\ 100-000-0000-000-00-00-2215\\ 100-000-000-000-00-00-2215\\ 100-000-000-000-00-00-2215\\ 100-000-000-000-00-00-2215\\ 100-000-0000-000-00-00-2215\\ 100-000-0000-000-00-00-2215\\ 100-000-0000-000-00-00-2215\\ 100-000-0000-000-00-00-2215\\ 100-000-0000-000-00-00-2215\\ 100-000-0000-000-00-00-2215\\ 100-000-0000-000-00-00-00-2215\\ 100-000-0000-000-00-00-00-2215\\ 100-000-0000-000-00-00-00-2215\\ 100-000-0000-000-000-00-00-2215\\ 100-000-0000-000-000-00-00-2215\\ 100-000-0000-000-000-00-00-2215\\ 100-000-0000-000-000-00-00-2215\\ 100-000-0000-000-000-00-00-2215\\ 100-000-0000-000-000-00-00-2215\\ 100-000-0000-000-000-00-00-2215\\ 100-000-0000-000-000-00-00-00-2215\\ 100-000-0000-000-000-00-00-00-2215\\ 100-000-0000-000-000-00-00-00-00-00-00-0$	DEFERED REVENUE-TRAG- DEFERED REVENUE-TRAG- F/B RESERVED FOR ENCUM F/B RESERVED FOR ENCUM TRAGH SURPLUS RESERVE FOR ENCUMBRANC REVENUE ENCUMBRANCE EXPENDITURE ENCUMBRANCE EXPENDITURE TRAGH LENS TRAGH REVENUE TRAGH REVENUE TRAGH REVENUE	-256111.26	1015700,51 157731,78 3661398,70 29414,00 1672424,36 1944911,83 2385,00 4072,00	932258.41 182433.89 1900528.34 168955.00 845897.68 3582103.19 167285.52 650748.23 5357.00			-24702,1 -153471,8 1591915,6 -139541,0 826526,6 -1637191,3 164900,5 646676,2 5357,0

Figure 12 Accounts to be closed and rolled forward from 2014 to 2015



Figure 13 Close Out / Roll Forward Process

These are the only closing entries now created by the closing process.



ADMINS Unified Community General Ledger

1119	-CLTRNPST	. REP	р	rinted 24	-Nov-	2014 at 18:58:04 by MARY						Page 1
						Town of	ADMINS					
						on transacción posci	ng Report (by Bacch)					
	Posting	UsrBatch#/										
FY	Ctrl #	Post #	Date	Refer #	Code	Account / Notes	Description	Budg/BegBal	Debit	Credit	Encumbrance	Budget Adj
2014	138046	8845974	30-Jun-2014	1	GL20	0100-000-0000-000-00-35900	UNDESIGNATED FUND BA			935557.17		
	100046	8845974				close to Fund Balance			1046001.05			
2014	138046	0045074	30-30n-2014	T	6520	Class to Bund Balance	UNDESIGNATED FUND BA		1746221.85			
2014	120046	8845974	20 7		61.20	close to Fund Balance	D. BTTER WYP		000000 60			
2014	120040	0040274	30-Jun-2014	. T	6520	Close to Fund Palance	REVENUE		032303.00			
2014	129046	0045974	20-Jun-2014	1	GL20	0100-000-0000-000-00-29100	DEVENUE			6457 00		
2014	100040	8845974	00 0001 2014	-	0110	Close to Fund Balance	ALCHING.			0407.00		
2014	138046	8845974	30-Jun-2014	1	GL20	0100-000-0000-000-00-39300	EXPENDITURE			1739764.85		
		8845974				Close to Fund Balance						
2014	138046	8845974	30-Jun-2014	1	GL20	0100-000-0000-000-00-39300	EXPENDITURE		102573.49			
		8845974				Close to Fund Balance						
						*** Total *** User Bat	ch: 8845974		2681779.02	2681779.02		
2015	138047	8845975	01-Ju1-2014	1	GL22	0100-000-0000-000-00-10400	CASH. TRASH COLLECTI	-378576.32				
		8845975				Balance Forward	,					
2015	138047	8845975	01-Jul-2014	1	GL22	0100-000-0000-000-00-00-12700	TRASH CHARGES RECEIV	172669.16				
		8845975				Balance Forward						
2015	138047	8845975	01-Jul-2014	1	GL22	0100-000-0000-000-00-20200	ACCOUNTS PAYABLE	-108102.99				
		8845975				Balance Forward						
2015	138047	8845975	01-Jul-2014	1	GL22	0100-000-0000-000-00-20210	ACCRUED PAYROLL	-1558.85				
		8845975				Balance Forward						
2015	138047	8845975	01-Jul-2014	1	GL22	0100-000-0000-000-00-26600	DEFERRED REVENUE-TRA	-172669.16				
		8845975				Balance Forward						
2015	138047	8845975	01-Jul-2014	1	GL22	0100-000-0000-000-00-26730	DEFERRED REVENUE-TRA	-24702.11				
		8845975				Balance Forward						
2015	138047	8845975	01-Jul-2014	1	GPSS	0100-000-0000-000-00-32110	F/B RESERVED FOR ENC	-153471.85				
2015	100047	0045075	01-7-1-2014		CT 22	Dalance forward	INTERATORIZED FIND DA	1501015 60				
2015	100041	0040375	01-001-2014	-	0122	Palanga Forward	ONDESIGNATED FOND BA	1031312.63				
2015	120047	0040375	01-701-2014		CT 22	0100-000-0000-00-00-00-25805	TRACH CURRING	-129541 00				
2010	100047	8845975	01 041-2014	-	0466	Balance Forward		100041.00				
2015	138047	8845975	01-Jul-2014	1	GL22	0100-000-0000-000-00-39100	REVENUE	826526.68				
				-				121020.00				

Figure 14 Closing Transactions created by the system

With this software update, only accounts that have a remaining balance are included in the Close out and Roll forward process. This will reduce creating unneeded transactions during the closing process.

🚥 [AUC] 1145-Accoun	nt Balance Listing [mar	ч			IRIS		_	3 × _8
File Edit Ledgers Pur	rchase Orders Accounts	Payable Fixed Assets Human Resource	s Budget Collectio	is Tax Motor E	cise Misc Billing	System Heip		
B 🖪 🖪 H 4	⊢ → м 🥙 🛎 (Q 🔲 🔄						
		A.a.a.	ount Polonee	Listing				
		Acci	Juni Dalance	Lisung				
Goto								
A = 1' = = =				Ac	count Type	Sub	Туре	
ACIUIIS				1	Asset		Control	
	Fiscal Year	2015		~	Liability		Posting	
1 Acct Bal Inquiry	Fund	0100 TRASH-OPERATING	FUND	v	Fund Equity	- E - S	Bummary	
2 Txn History	Department	000		~	Revenue			
				~	Expenditure			
<u>3</u> Excel	1							
** Enter or Right C	lick on Account for a ne	w Fund/Dept **	******	*** Right Click to) View Amount De	tails *******		
Acc	ount Number	Description 0	pening/Budget	Debits	Credits	Encumb	In-Progress	Rem Balance
<u>p100-000-0000-</u>	000-00-00-10400	CASH, TRASH CULLECTION	-3/85/6,32	6455.99	136/32.88			-508853.21
0100-000-0000-0	000-00-00-12400	TRACLIENS RECEIVABLE	170550 15				- <u> </u>	170550.45
0100-000-0000-0	000-00-00-12700	IRHSH CHHRGES RECEIVHB	1/2669,16					1/2669,16
0100-000-0000-	000-00-00-20100	WARRANIS PAYABLE	100100.00	176077.00	07070.07		- <u> </u>	
0100-000-0000-0	000-00-00-20200	HULUUNIS PHIHBLE	-108102,99	136033.92	27930.93			000.77
0100-000-0000-	000-00-00-20210	HULKUED PHYKULL	-1558,85	690.08				-868,77
0100-000-0000-	000-00-00-26600	DEFERRED REVENUE TRACH	-1/2669,16	7770 00				-1/2669,16
0100-000-0000-	000-00-00-26730		-24702,11	3370,00				157474.05
0100-000-0000-	000-00-00-32110	F/B RESERVED FOR ENCOM	-103471.00					-1054/1.05
0100-000-0000-	000-00-00-32711	UNDESTCNOTED FUND DOLD	1591915 69					1591915 69
0100-000-0000-0	000-00-00-35906		-179541_00				-	-179541.00
0100-000-0000-	000-00-00-39200		133341,00				-	135341.00
0100-000-0000-	000-00-00-39100	REVENUE	826526 68		5927 75		-	820598 93
0100-000-0000-	000-00-00-39200	ENCLIMBRANCE			0521 110			
0100-000-0000-	000-00-00-39300	EXPENDITURE	-1637191.36	30116.57	20.00	, 		-1607094.79
0100-000-0000-	000-00-00-42010	TRASH LIENS			3370.00			3370.00
0100-000-0000-	000-00-00-42015	TRASH REVENUE	i					
0100-000-0000-	000-00-00-42016	TRASH BAGS REVENUE	í		754.00			754,00
0100-000-0000-	000-00-00-42020	TRASH CHARGES-TAX TITL	i					
0100-000-0000-	000-00-00-42030	PENALTIES & INTEREST,						
Fur	nd/Department Total (o	ne account type)						
		,						

Figure 15 After - Results of the Closing

[ADM-AUC-GL-8140]

4. DORMANT ACCOUNTS

The Dormant Account function is a two-step process to remove obsolete accounts. The first step is to run a process to identify and flag accounts as candidates to be removed. The second step is to run the process to remove the accounts flagged for deletion.

Some tips to consider:

- Run the Dormant Accounts process first to generate a list of potential candidates.
- Use a wide enough date criteria to remove accounts that are more than 18 months stale. This will prevent inadvertent removal of accounts that were setup for future use with no current activity.
- Running this in your training account first is advisable in order to find the right cutoff date for your needs.

4.1. Removing Unused Accounts

The Dormant Account process has been updated to implement the following changes:

- Correct an issue of not producing an edit list when the "Set Account Status" is set to "Leave As Is".
- Prevent users from running this process while in the Chart of Accounts screen.
- Updated the Dormant Account report to display the status that was used to run the process.
- Updated the process to display an error message if no accounts are selected as dormant based on the criteria supplied.

🔣 Task 1820: Dormant Accounts Process	lo th
Dormant Accounts Process This process will mark accounts that have remained	2016
dormant and created before the last used date	201.
(will exclude Accounts aready marked for Delete)	dele
Required: Enter Fiscal Year 2015	activ
Required: Select All Accounts Not Used Since (mmddyyyy) 07012013	ассо
Set Copy to New Year to: © Leave as is C No C Yes	flage
Set Account Status:	cti
Run as © Preview C Print C PDF C Excel	
If Printing use Duplex 💿 Yes 🔿 No	
Lookup OK Cancel Clear All	

In this example, accounts in the 2015 chart will be flagged for deletion if they have had no activity since 7/1/2013. Only the accounts in the 2015 chart will be flagged; not years prior to 2015.

There was an issue when the option "**Set Account Status**" was set to "**Leave As Is**". The accounts were not listed on the Dormant report. This has been corrected. Be advised that if the option is set to "**Leave As Is**" then the account will **NOT** be tagged as a dormant account and will not be removed when the process called "**Remove Accounts Flagged for Deletion**" is run. Rather, the accounts will appear on the Dormant Edit List as potential candidates only.

Module Maintenance Interfaces/Imports Site Specific	•	General Ledger Module Control User Defined Field Descriptions
Help Reference Library	_	Dormant Accounts Process



You may wish to run this process through the first time and keep the option set to "**Leave As Is**". This will allow you to generate a report of potential accounts to be removed. After you have reviewed the list and confirmed that you wish to proceed, then you may run the process again and set the option to "**Mark for Delete**".

_														
L	1820-GLDORMANTA	T.REP Printed	25-Nov-2014 at 20:36:49 by MARY											Page 1
L			Town	of ADMINS										-
L			Dormant Ac	counts Process										
L														
L	Control# DORM10		Since	07012013										
L														
L				Account	Account			Spec	Inter	Bud	Budget		Last Date	Date
L	FY Account #		Description	Type	Sub Type	Entity	Cash	Rev	Fund	Type	Group	Status	Used	Created
L														
L	2015 0100-000-0	00-000-00-00-12400	TAX LIENS RECEIVABLE	Asset	Posting	1	N	N	N	U	UNCL	Active		19-May-2003
L	2015 0100-000-0	00-000-00-00-20100	WARRANTS PAYABLE	Liability	Posting	1	N	N	N	U	UNCL	Active	01-Jul-2010	23-Sep-1998
L	2015 0100-000-0	00-000-00-00-32711	F/B RESERVED FOR EXP - (2013) TRASH	5U Fund Equity	Posting	1	N	Y	N	U	UNCL	Active		22-Oct-2012
L	2015 0100-000-0	00-000-00-00-38200	RESERVE FOR ENCUMBRANCE	Fund Equity	Control	1	N	N	N	U	UNCL	Active		23-Sep-1998
L	2015 0100-000-0	00-000-00-00-39200	ENCUMBRANCE	Fund Equity	Control	1	N	N	N	U	UNCL	Active		23-Sep-1998
L	2015 0100-000-0	00-000-00-00-42020	TRASH CHARGES-TAX TITLE	Revenue	Posting	1	N	N	N	U	UNCL	Active	11-Jan-2013	
L	2015 0100-000-0	00-000-00-00-42030	PENALTIES 6 INTEREST, TRASH	Revenue	Posting	1	N	N	N	U	UNCL	Active		
L	2015 0100-000-0	00-000-00-00-43100	FED REV PASS THRU STATE	Revenue	Posting	1	N	N	N	U	UNCL	Active		

For assistance running this process, please contact ADMINS Support at support@admins.com.



One advantage to running this process at least once a year is that you can more closely manage the number of accounts in your chart and accordingly the number of accounts in your master security file.

[ADM-AUC-GL-8145/8147]

5. INTERFACES/IMPORTS

5.1. Acquire VMS Transactions

This change only applies to sites acquiring transactions from a legacy server using the operation called Ledgers ▶ Interfaces/Imports ▶VMS Transactions



An internal change was made to this process to address an issue with the directory path (where the transactions to be acquired are stored on your legacy server). Sites should not notice any changes in the process. However, if you do then please contact ADMINS Support at support@admins.com as soon as possible.

[ADM-AUC-GL-8146]

5.2. Maintain Crosswalk

The Maintain Crosswalk function now offers a look up on existing account numbers found in the chart of accounts. Position the cursor in the AUC Account field, and then **right click** the mouse button, click on the magnifying glass in the toolbar \square , or click on the Lup button in the bottom right of the screen.

Ledgers		
Account Maintenance Journal Entry Processing Posting Control Audit Overrides Queries Reports OpenGov Dashboard Year-End Processing Unpost Processing Module Maintenance	* * * * * * * * * *	
Interfaces/Imports Site Specific	Þ	VMS Transactions Acquire Payroll Transaction:
Help Reference Library		Maintain Crosswalk



Figure 16 Before

	Maintain Crosswalk			
Fiscal Year 2015				
Legacy Account	AUC Account		Status	Lookup is now available
h10-000-0000-000-00-00-10200	0100-000-0000-000-00	-00-10200	Tepotiuo	
010-000-0000-000-00-00-10200	0100-000-0000-000	0-10200		on the AUC Account#
010-000-0000-000-00-00-12400	6100-000-000-000-00	-00-12400	Active	
010-000-0000-000-00-00-12700	0100-000-0000-000-00	-00-12700	Active	
010-000-0000-000-00-00-20100	0100-000-000-000-00	-00-20100	Active	
Chart of Accounts	0100 000 0000 000 00	00 20200	X	
0 FiscalYear Account		Description	Status Tof	
2015 0100-000-0000-0	000-00-00-10400	CASH, TRASH COLLECT:	I A A	
2015 0100-000-0000-0	000-00-00-12400	TAX LIENS RECEIVABLE	EA 🗕 🗕	
2015 0100-000-0000-0	000-00-00-12700	TRASH CHARGES RECEI	V A	
2015 0100-000-0000-0	000-00-00-20100	WARRANTS PAYABLE	A	
2015 0100-000-0000-0	000-00-00-20200	ACCOUNTS PAYABLE	Α	
2015 0100-000-0000-0	000-00-00-20210	ACCRUED PAYROLL	A	
2015 0100-000-0000-0	000-00-00-26600	DEFERRED REVENUE-TR	а.а. — — — — — — — — — — — — — — — — — —	
2015 0100-000-0000-0	000-00-00-26730	DEFERRED REVENUE-TR	<u>а а</u>	
0 2015 0100-000-0000-0	000-00-00-32110	F7B RESERVED FUR EN		
0 2015 0100-000-0000-0	00-00-00-32711	F7B RESERVED FUR EXP		
0 2015 0100-000-0000-0	00-00-00-35900	UNDESTGINHTED FUND BR		
E 2015 0100-000-0000-0	00-00-00-33508	DESERVE END ENCLIMED		
E 2015 0100-000-0000-0	00-00-00-39100	PEVENIE PEVENIE		
E 2015 0100-000-0000-0	00-00-00-39200	ENCLIMBRANCE	A	
2015 0100-000-0000-0	000-00-00-39300	EXPENDITURE	ä 🚽	
0	ОК	Find Search Cancel	Help Eof	

Figure 17 After

[ADM-AUC-GL-8124]

5.3. Acquire Payroll Transactions

The acquire Payroll Transactions procedure was enhanced to archive the original import file with a user name and date stamp in the file name to make it easier to investigate questions regarding the source transactions. In the "After" sample below, you can see that the user was KATHY and the date was 29 October 2014.

▼ IRIS_Direct (D:) ▼ AUC_Development ▼ admhome ▼ kathy ▼							
ry 🔻 Share with 🔻 New folder							
Name	Date modified 👻						
🐴 detail-city	10/29/2014 4:11 PM						

IRIS_Direct (D:)
 AUC_Development
 admhome
 auc
 FMMOD
 Da
 Share with
 Print New folder
 Name
 Date modified
 Date modified
 detail-city_KATHY_20141029171150
 10/29/2014 4:11 PM

Figure 18 Before

Figure 19 After

[ADM-AUC-GL-8143]

6. END OF WEEK REPORTS

6.1. Stale Journal Entries

A report of all journal entries older than 30 days is now produced with the end of week report. Users included in the JEINPRO email distribution list will receive the report via email and should investigate the journals listed to determine if they are legitimate or should be deleted.

			Unposted Journal Entries End of Week - Report of ALL Journals Older than 30 Days			
	Туре	Description	Trx Date	Entry User	Entry Date	
20,717	DC	Regular	6/30/2014	CLAVIOLETTE	7/17/2014	
20,731	DC	Regular	7/16/2014	CMANDILE	7/24/2014	
20,737	DC	Regular	6/30/2014	CLAVIOLETTE	7/24/2014	
20,741	DC	Regular	7/28/2014	TARANTOLA	7/28/2014	
20,742	OB	Original Budget	11/1/2014	MARY	7/29/2014	
20,743	DC	Regular	8/5/2014	THERESA	8/5/2014	
20,745	DC	Regular	8/22/2014	KATHY	8/22/2014	

Figure 20 New Stale Journal Report Sample



Only the **owner** of a journal entry may delete the journal. Users reviewing these journals will contact the owner of the journal to delete or determine disposition.

[ADM-AUC-GL-8148

7. HELP REFERENCE LIBRARY

7.1. New or Updated Documentation

Not applicable for this software update.