

RELEASE NOTES – DECEMBER 2016

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

TABLE OF CONTENTS

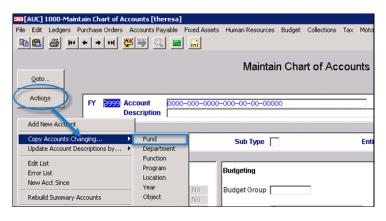
1.	ACCC	DUNT MAINTENANCE	. 2
	1.1.	Actions ▶ Copy Accounts Changing [New]	2
		General Ledger Controls [Fix]	
		RNAL ENTRY PROCESSING	
	2.1.	Create New from Posted [Fix]	4
	2.2.	Error Check Report [Fix]	4
		Upload Journals [Fix]	
3.	REPO	DRTS	. 5
	3.1.	1612 Trial Balance with WIP–Excel® [Fix]	5
4.	HELP	REFERENCE LIBRARY	. 5
	4.1.	Numbering Added to Help Reference Libraries [New]	6
	4.2.	Alphabetical Index for Help Documents [New]	6
		New or Updated Documentation	

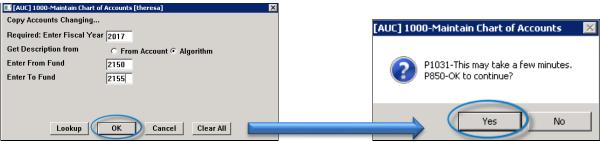
1. ACCOUNT MAINTENANCE

Access this screen by selecting **Ledgers** Account Maintenance Chart or Accounts. The process for creating new accounts via the [Actions] [Copy Accounts Changing] button was enhanced to allow the review of the new accounts *prior* to creating them in the chart.

1.1. Actions ▶ Copy Accounts Changing [New]

In this example, a new fund, #2155 was created, and it should mimic fund 2150.





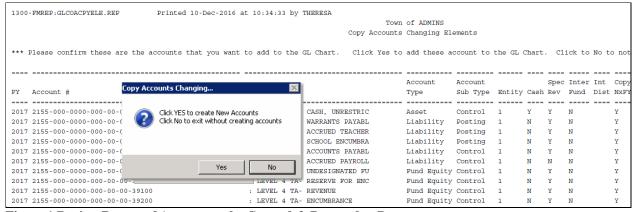


Figure 1 Review Report of Accounts to be Created & Respond to Prompt

Review the report, and if correct, click on the **[Yes]** button to create the new accounts. If they are not correct, click on **[No]** to terminate the process without affecting your chart.

[ADM-AUC-GL-8230]

1.2. General Ledger Controls [Fix]

The **[Error Check]** button produces a report listing any errors in a given Control Account Table. Prior to the update, if there were asterisks in the account number ("wild cards"), an error was listed, "Account doesn't exist in chart – go to chart to add account". This was corrected and no longer reports an error for wild card accounts.



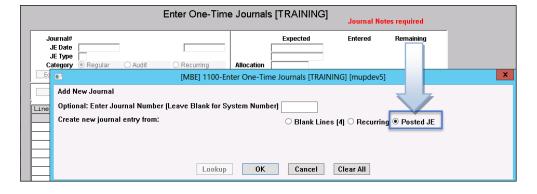
Figure 2 Before-Wildcards show up as an error

Figure 3 After-Wildcards are allowed and do not show an error

[ADM-AUC-GL-8232]

2. JOURNAL ENTRY PROCESSING

To create a new journal entry based on an existing journal entry, go to Ledgers Journal Entry Processing Fenter One Time Journals, and select the Posted JE radio button.



A screen will be presented with a list of all posted journals. Sort the columns by clicking on the header bar, and scroll through the list using the [Page Up] / [Page Down] buttons. For further information on a journal, highlight it and click [Lines].

2.1. Create New from Posted [Fix]

There was an alignment issue on the screen—the [Lines] button was offset—this was corrected.

	Create New from Posted JE [TRAINING]									
	2 JE#	3 JEDate	4 Туре	5 EntryUser	Lines	Debit	Credit,	1		
	35327	12-Sep-2016	BT		5	14049,00	14049,00			
1 Select	35325	09-Sep-2016	BT		2	2605.00	2605.00			
	35322	08-Sep-2016	BT		2	3000,00	3000,00	Lines		
	35316	07-Sep-2016	ВІ		4	113000,00	113000,00			
	35314	07-Sep-2016	BT	100	2	90200,00	90200,00			

Figure 4 Before

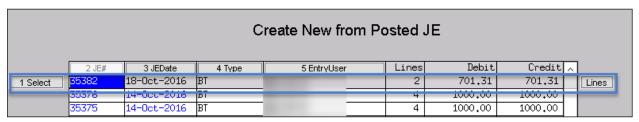


Figure 5 After

[ADM-AUC-GL-8246]

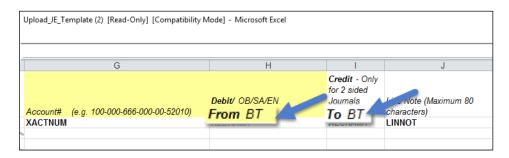
2.2. Error Check Report [Fix]

Before posting a journal entry, it must be checked using the [5 Check JE] Button. Prior to this change, there were warning messages when the total balance sheet transactions for a fund did not debit/credit balance. It has been changed to total all accounts for a fund and issue a warning only if they are not in balance. A fund out-of-balance will cause the **Due To/Due From** accounts to be used to balance the fund.

[ADM-AUC-GL-8248]

2.3. Upload Journals [Fix]

The Upload Journal Entry Template was modified to provide a description applicable to budget transfer journal entries. The **From** and **To** columns used in a budget transfer journal entry are now labeled as such. The detail is enlarged in the image.



[ADM-AUC-GL-8247]



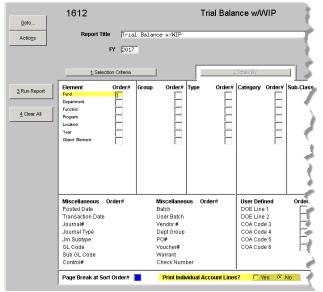
General Ledger

ADMINS Unified Community

3. REPORTS

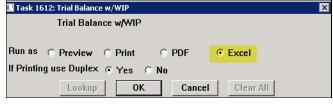
A change was made to the Trial Balance with WIP report to correct an error when running to Excel with certain selection criteria.

3.1. 1612 Trial Balance with WIP-Excel® [Fix]



The Trial Balance with WIP report was failing if:

- An element was selected for Sort Order and
- Print Individual Account Lines was set to No and
- Output selected was Excel[®]

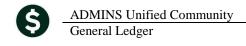


- 4	A	В	С	D	E	F
1	Fiscal Year: 2017 to 2017					
2						
3		Beginning			In-Progress	Ending
4	Account Number and Description	<u>Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Transactions</u>	<u>Balance</u>
5	0010 LUANN'S TEST FUND	0.00	2,261.95	2,261.95	-50.00	-50.00
6	0100 TRASH-OPERATING FUND	-5,000.00	30,600.00	35,600.00	2,000.00	-8,000.00
7	0200 WATER-OPERATING	0.00	5,084.70	5,084.70	2,566.78	2,566.78
8	0300 SEWER-OPERATING FUND	0.00	643.76	643.76	2,000.00	2,000.00
9	1000 General Fund	0.00	108,056.68	108,056.68	-34,682.28	-34,682.28
12	4020 LIBR, LIGMEG-SVCTECH-MATCH GRT	0.00	0.00	0.00	1,349.00	1,349.00
13	6060 LIBRARY ENERGY FEES	0.00	0.00	0.00	700.00	700.00
18	***_Net_Total_***	-5,000.00	146,647.09	151,647.09	-26,116.50	-36,116.50
19						

[ADM-AUC-GL-8251]

4. HELP REFERENCE LIBRARY

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.



4.1. Numbering Added to Help Reference Libraries [New]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 6 shows a sample of the new numbering scheme. For example, a question may be posed about how the Bank Table is set up. Support staff will refer the user to the help document **GL-260 Bank Table**, and the document is found in numerical order in the Help Reference Library.

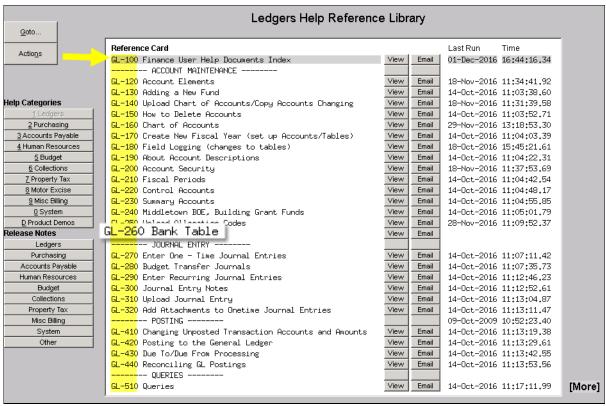


Figure 6 New Numbering System for the Help Reference Library

4.2. Alphabetical Index for Help Documents [New]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document.

General Ledger

ADMINS Unified Community

December 2016

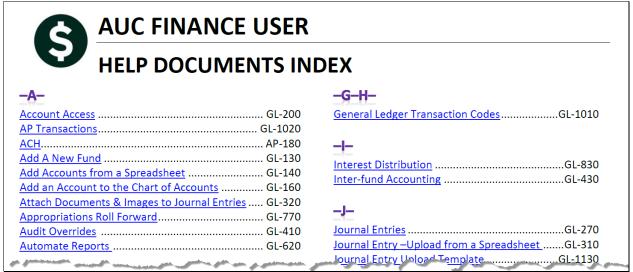


Figure 7 Help Documents Alphabetical Index with Clickable Links

Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. If the reference is to a Release Note, the Month and Year of the release note will be referenced.



¹ Refers to a Release Note, for the cited month and year - in this case, Budget Release Notes for December of 2016.

Figure 8 Index Referring to a Release Note

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to support@admins.com so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

4.3. New or Updated Documentation

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

- GL-100 Finance Director Help Documents Index [New]
- ACCOUNT MAINTENANCE GL-260 Bank Table [New]
- **REPORTS** GL-615 Favorite Reports [New]
- SITE SPECIFIC GL-940 MBE Year End Grant Roll Forward [New]
 - GL-950 MBE Year End Receipt Roll Forward [New]