



GENERAL LEDGER

RELEASE NOTES – DECEMBER 2017

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

TABLE OF CONTENTS

- 1. **TIMEOUT ON POSTING & APPROVALS SCREENS [NEW]** 2
- 2. **QUERY SCREENS FOR SUMMARIZED POSTINGS [NEW]** 2
 - 2.1. Posting Method – Summary or Detail..... 2
 - 2.2. Queries ▶ Transaction History Screen..... 3
 - 2.3. Example Using Accounts Payable Check Run..... 4
 - 2.3.1. Account Screen 4
 - 2.3.2. Posting # Screen 4
 - 2.3.3. User Batch Screen 5
 - 2.3.4. Reference # Screen 5
 - 2.3.5. Transaction (Trx) Date Screen..... 5
- 3. **REPORT JOB STREAM [FIX]**..... 6
- 4. **CLOSING TO FUND BALANCE & ROLLING APPROPRIATIONS FORWARD** 6
- 5. **HELP REFERENCE LIBRARY** 7
 - 5.1. New or Updated Documentation 7



1. TIMEOUT ON POSTING & APPROVALS SCREENS [New]

The timeout on posting and approvals screens throughout AUC has been reduced to five minutes, to relieve the locking issues users are having when people are on a posting or approval screen and step away from the desk for long enough that the remote desktop session times out.

[ADM-AUC-SY-8034]

2. QUERY SCREENS FOR SUMMARIZED POSTINGS [New]

When posting in summary, as many sites do for Cash, Accounts Payable and Human Resources, the drill down to the transactions comprising the summarized posting was not available. ADMINS is pleased to introduce a new feature that brings the user to a **Transaction DETAIL History** screen for any summarized transaction. These new screens work the same way as the **Transaction History** screens.

2.1. Posting Method – Summary or Detail

Select **Ledgers ▶ Account Maintenance ▶ General Ledger Controls** or **General Ledger Controls by Account #** to see which control accounts are selected for posting in summary. For more information, look at **GL-235 Posting Transactions in Summary** in the **Ledgers ▶ Help Reference Library**.

Line	Account Number	Description	Summarize Postings?
2	0020-000-0000-000-00-39001	ANTICIPATED REVENUES	<input type="checkbox"/>
3	0020-000-0000-000-00-39002	APPROPRIATIONS	<input type="checkbox"/>
4	0020-000-0000-000-00-39003	ENCUMBRANCE CONTROL	<input type="checkbox"/>
5	0020-000-0000-000-00-39007	RESERVE FOR ENCUMBRANCE	<input type="checkbox"/>
6	-	---6 Reserve For PY Encumbrance	<input checked="" type="checkbox"/>
7	*****-*****-99999	---7 PO Rollover	<input checked="" type="checkbox"/>
8	0020-000-0000-000-00-20200	ACCOUNTS PAYABLE	<input checked="" type="checkbox"/>
9	0020-000-0000-000-00-39500	UNDESIGNATED FUND BALANCE	<input type="checkbox"/>
11	0020-000-0000-000-00-26999	DUE TO/DUE FROM	<input type="checkbox"/>
12	0020-000-0000-000-00-28999	DUE TO/DUE FROM	<input type="checkbox"/>
13	0020-000-0000-000-00-20800	ACCOUNTS PAYABLE	<input type="checkbox"/>

Figure 1 Control Account Table shows that postings are summarized for several control accounts

Cash accounts are handled differently – the summarize posting radio button is on the **Ledgers ▶ Account Maintenance ▶ Bank Codes** screen.

Maintain Bank Codes

Bank: Name: ABA#: ABA Numerator: ABA Denominator:

Address 1: Direct Deposit Only: Yes No
 Address 2: Cash Book Bank: Yes No Imprest Account: Yes No
 Address 3: City: State: Zip Code:

4-Accounts Payable 5-Accounts Payable-ACH 6-Human Resources Human Resources-ACH 7-Collections 8-Misc Billing

GL Account#: Summarize Posting: No Yes

Figure 2 Cash Account is set to summarize

The exception is the **Ledgers ▶ Account Maintenance ▶ General Ledger Control Accounts by Account #** screen, where cash accounts may be summarized (or not) for specific accounts.

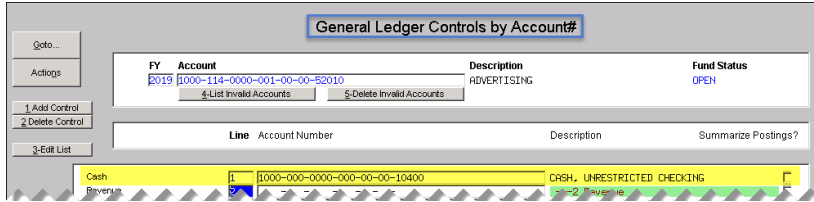


Figure 3 General Ledger Controls by Account # - the cash account may be set to summarize on this screen

2.2. Queries ▶ Transaction History Screen

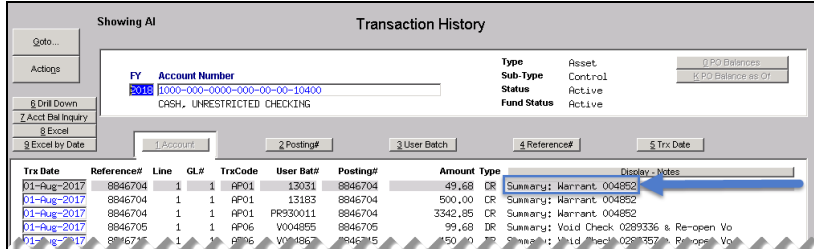


Figure 4 [1 Account] tab of Transaction History screen showing the batch posted as a summarized transaction to cash

While this [6 Drill Down] from the Transaction History screen example uses the [1 Account Number] tab, the same functionality is available from all tabs on the screen.

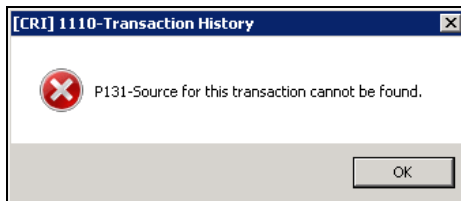


Figure 5 Before

Prior to this update, clicking the [6 Drill Down] button on a summarized posting would have displayed the message “Source for this transaction cannot be found”. Now the new Transaction DETAIL Screen will appear showing the individual transactions

Selecting a transaction that is posted in summary – and clicking the [6 Drill Down]–will display the new Transaction DETAIL History screen and show all the transactions that make up the summary posting.

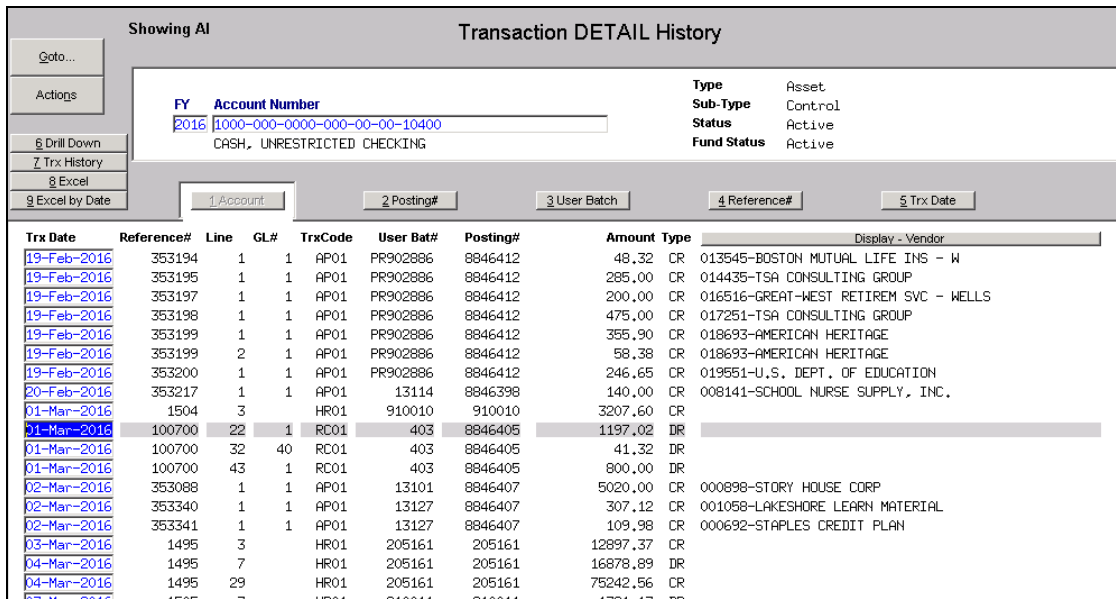


Figure 6 After – New Transaction Detail History Screen



The screen offers the same [6 Drill Down], [7 Trx History], [8 Excel], and [9 Excel by Date] buttons as the Ledgers ▶ Queries ▶ Transaction History Screen. There is an important difference to note:



The screens will ONLY show details of the transactions that are posted in Summary to the GL. If a batch posts in summary to an Accounts Payable control account but posts in detail to the Expenditure control account – then only transactions posted in summary will appear in the transaction detail screen.

Unlike the Transaction History screen, not all the transactions related to a posting will appear unless the entire posting posted in summary. Subsidiary ledger transactions will not appear in the Transaction DETAIL History.

2.3. Example Using Accounts Payable Check Run

When posting an Accounts Payable Check run, the cash and other accounts are set up to post in summary (otherwise the accounts will have a huge number of transactions and make it hard to manage).

2.3.1. Account Screen

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Vendor
25-Jul-2017	354169	1	1	AP01	13203	8946675	122.22	DR	000041-HEM NAME CONSTRUCTION COMPANY
25-Jul-2017	354182	1	1	AP01	13203	8946675	500.00	CR	000048-NSTAR
25-Jul-2017	354190	1	1	AP01	13203	8946675	159.74	CR	000049-MSS ELECTRIC
25-Jul-2017	354191	1	1	AP01	13203	8946675	99.99	CR	000098-BOISCLAIR LOCK & SAFE
25-Jul-2017	354192	1	1	AP01	13203	8946675	51.14	CR	000514-JUSTICE RESOURCE INSTITUTE
25-Jul-2017	354193	1	1	AP01	13203	8946675	292.05	CR	000553-ADVANCE PLACEMENT PROGRAM
25-Jul-2017	354193	2	1	AP01	13203	8946675	51.00	CR	000553-ADVANCE PLACEMENT PROGRAM
25-Jul-2017	354193	1	1	AP01	13203	8946675	700.00	CR	000553-ADVANCE PLACEMENT PROGRAM

Figure 7 [1 Account] tab of the Transaction DETAIL History screen

The Transaction DETAIL History screen [1 Account] tab offers all the same options as the Transaction Detail screen [1 Account] tab. In this example, the vendor and voucher number are available, and the [6 Drill Down] button may be used on any of the vouchers for more detail.

2.3.2. Posting # Screen

Trx Date	Account Number	Line	GL Line	Trx Code	Amount	Type	Display - Notes
25-Jul-2017	0020-000-0000-000-00-20200	1	1	AP01	99.99	DR	Warrant: 004848
25-Jul-2017	0020-000-0000-000-00-20200	1	1	AP01	51.14	DR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	122.22	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	500.00	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	159.74	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	99.99	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	51.14	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	292.05	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	2	1	AP01	51.00	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	300.00	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	375.00	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	2	1	AP01	375.00	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	750.00	CR	Warrant: 004848

Figure 8 [2 Posting #] tab of the new Transaction DETAIL Screen

This [2 Posting #] tab is showing the AP01 (cash disbursement) transactions that debited Accounts Payable and credited Cash. No subsidiary ledger accounts are shown as they post in detail.



2.3.3. User Batch Screen

Trx Date	Account Number	Line	GL Line	TrxCode	Amount	Type	Display-Notes
25-Jul-2017	0020-000-0000-000-00-20200	1	1	AP01	99.99	DR	Warrant: 004848
25-Jul-2017	0020-000-0000-000-00-20200	1	1	AP01	51.14	DR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	122.22	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	500.00	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	159.34	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	375.00	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	2	1	AP01	375.00	CR	Warrant: 004848
25-Jul-2017	1000-000-0000-000-00-10400	1	1	AP01	750.00	CR	Warrant: 004848
25-Jul-2017	0020-000-0000-000-00-20200	1	1	AP02	99.99	DR	New Keys
25-Jul-2017	0020-000-0000-000-00-20200	1	1	AP02	51.14	DR	Seminar materials
25-Jul-2017	0020-000-0000-000-00-39002	1	1	AP02	99.99	DR	New Keys
25-Jul-2017	0020-000-0000-000-00-39002	1	1	AP02	51.14	DR	Seminar materials

Figure 9 [3 User Batch] tab of the Transaction DETAIL History Screen

The [3 User Batch] tab shows **Cash**, **Accounts Payable** and the **Expenditure Control** transactions, as all of these control accounts are marked to post in summary. (See Figure 1.)

2.3.4. Reference # Screen

Trx Date	Account Number	Line	GL Line	TrxCode	Amount	Type	Display-Notes
01-Aug-2017	0100-000-0000-000-00-20200	1	1	AP01	49.68	DR	Warrant: 004852
01-Aug-2017	1000-000-0000-000-00-10400	1	1	AP01	49.68	CR	Warrant: 004852
01-Aug-2017	0100-000-0000-000-00-20200	1	1	AP06	49.68	CR	Void Check: 0289336 & Re-open Vouche
01-Aug-2017	1000-000-0000-000-00-10400	1	1	AP06	49.68	DR	Void Check: 0289336 & Re-open Vouche

Figure 10 [4 Reference] tab of the Transaction DETAIL History Screen

The [4 Reference] tab shows **Cash** and **Accounts Payable** transactions; in this case the transaction was voided and the voucher re-opened.

2.3.5. Transaction (Trx) Date Screen

Account Number	Line	GL Line	TrxCode	Amount	Type	Display-Notes
1000-000-0000-000-00-10400	1	1	AP06	150.00	DR	Void Check: 0289337 & Re-open Voucher
0100-000-0000-000-00-20200	1	1	AP06	49.68	CR	Void Check: 0289336 & Re-open Voucher
1000-000-0000-000-00-10400	1	1	AP06	49.68	DR	Void Check: 0289336 & Re-open Voucher
1000-000-0000-000-00-10400	1	1	AP06	50.00	DR	Void Check: 0289337 & Cancel Voucher
0100-000-0000-000-00-20200	1	1	AP01	49.68	DR	Warrant: 004852
0100-000-0000-000-00-20200	1	1	AP01	500.00	DR	Warrant: 004852
1000-000-0000-000-00-10400	1	1	AP01	49.68	CR	Warrant: 004852
1000-000-0000-000-00-10400	1	1	AP01	500.00	CR	Warrant: 004852
1000-000-0000-000-00-10400	1	1	AP01	1000.50	CR	Warrant: 004852

The [5 Trx Date] tab will display the detail for all summarized transactions posted on the selected date. Again, only the control accounts selected to post in summary will appear on the **Transaction DETAIL History** screen.



Revenue Collections (RE/PP/ME) and Miscellaneous Billing transactions do not offer drill down.

[MDF-SUP-SAPLAUC-743]



3. REPORT JOB STREAM [FIX]

When selecting a report to edit from the list with a number greater than 28, the system was displaying the wrong report for editing. This error made it look like the job stream was limited to 28 reports per Job Stream.

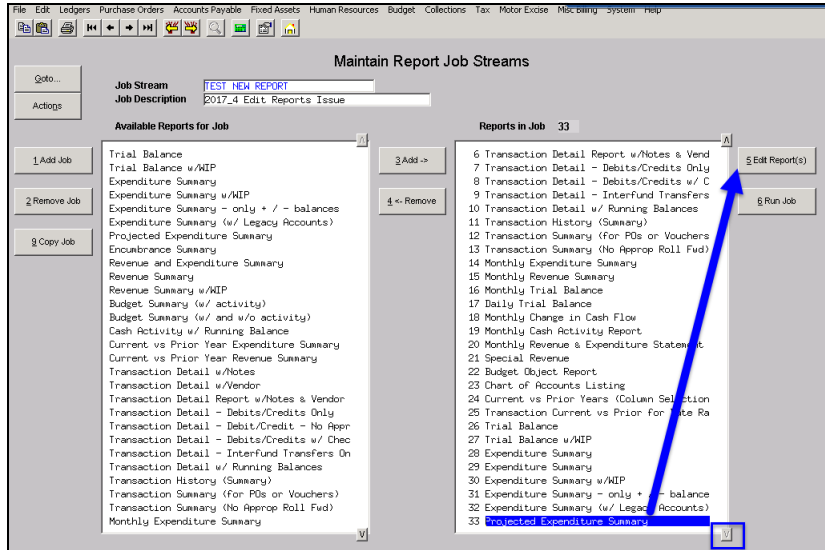
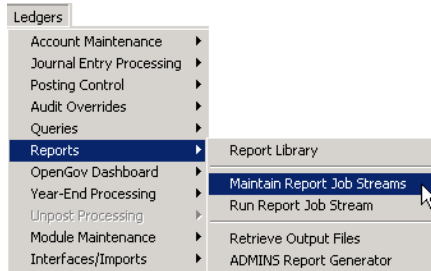


Figure 11 Selecting report #33 for editing

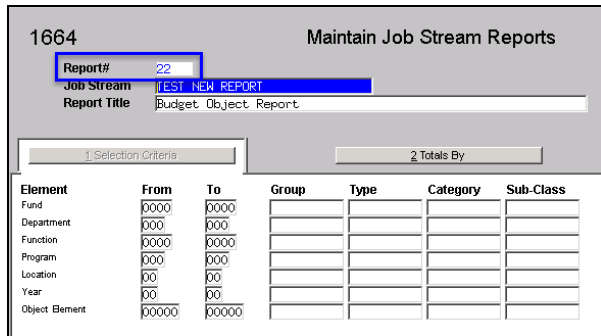


Figure 12 Before

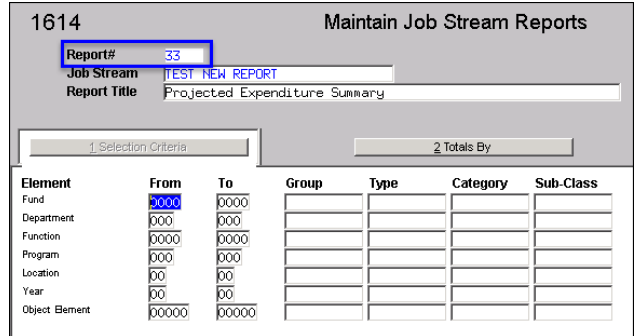


Figure 13 After

This was corrected and now the desired report will appear for editing.

[BLG-SUP-SAPLAUC-1045]

4. CLOSING TO FUND BALANCE & ROLLING APPROPRIATIONS FORWARD

Prior to the software update, if a fund was set to Close to Fund Balance, the Roll Appropriations Forward radio buttons were not available and the appropriations for those funds could not be rolled forward via the automated process.

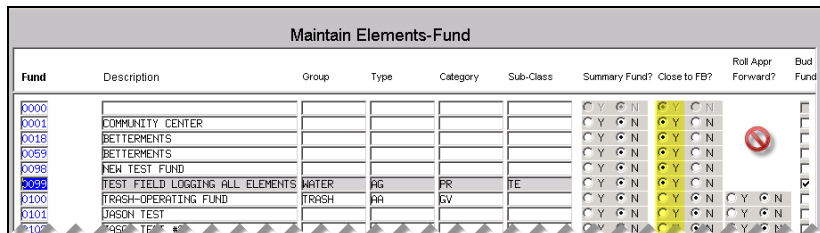


Figure 14 Before–Roll Appropriations Forward not available for funds closed to fund balance



Maintain Elements-Fund									
Fund	Description	Group	Type	Category	Sub-Class	Summary Fund?	Close to FB?	Roll Appr Forward?	Bud Fund
0000						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/>
0010	LURANN'S TEST FUND					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/>
0020	NEW FUND FOR TESTING GRANT UPL					<input type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/>
0021	TEST GRANT UPLOAD 2		GRANT			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/>
0022	TEST GRANT UPLOAD 3		RECEIPT			<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/>
0023	TESTING COPY ACCOUNTS					<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/>

Figure 15 After– Roll Appropriations Forward available for funds closed to fund balance

[ADM-AUC-GL-8268]

5. HELP REFERENCE LIBRARY

5.1. New or Updated Documentation

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

- **ACCOUNT MAINTENANCE** **GL–235 Posting Transactions in Summary** [Updated]
- **REPORTS** **GL–660 Detail of Summary Postings** [New]
- **OTHER** **GL–1280 Menu and Toolbar Tips** [Updated]