



GENERAL LEDGER

RELEASE NOTES– DECEMBER 2018

This document explains new product enhancements added to the ADMIN'S Unified Community for Windows General Ledger system.

CONTENTS

1. MAINTAIN ACCOUNTS IN CLOSED FISCAL PERIODS	2
1.1. User Defined Field Updates [Enhanced]	2
2. REPLACING A BANK/INACTIVATING A BANK CODE [INSTRUCTIONS]	2
2.1. Ledgers ▶ Account Maintenance ▶ Bank Codes	3
2.2. User Profile Screen (Multiple Tabs per User).....	3
2.2.1. User Profile Screen ▶ [3 PO/AP] Tab	3
2.2.2. User Profile Screen ▶ [4 Human Resources] Tab.....	3
2.2.3. User Profile Screen ▶ [6 Collections] Tab	4
2.2.4. User Profile Screen ▶ [7 Misc Billing] Tab.....	4
2.3. System ▶ Department Group Profile Tab.....	4
2.4. Module Control Values For Default Banks	4
2.4.1. AP Voucher Batches – Module Control #2010	4
2.4.2. Treasury Collections Batches – Module Control #4003	5
2.4.3. Miscellaneous Billing – Module Control #11002.....	5
2.4.4. Human Resources – Module Control #6002	5
3. JOURNAL ENTRIES ▶ FUND BALANCED? [ENHANCED]	5
4. LEDGERS ▶ QUERIES ▶ USER ACCOUNT SECURITY [ENHANCED]	6
5. QUERIES ▶ TRANSACTION HISTORY [ENHANCED]	7
6. REPORTS	8
6.1. Overnight Posting Reports [Enhanced]	8
6.2. Transaction History ▶ Find a Transaction Dollar Amount [New]	8
6.3. Transaction Detail Report Added Notes – RE Deductions [Enhanced]	10
7. YEAR END PROCESSING	11
7.1. Copy Accounts Changing Fiscal Year [New]	11
7.2. Close to Fund Balance Screen – Default Fund Selection [New]	12
7.3. Report of Funds Selected for Year End Processing [New]	13
7.3.1. #1062 Fund List for Close to Fund Balance	13
7.3.2. #1072 Funds Selected for Reverse of Closeout Edit List	14
7.3.3. #1084 Fund List for Roll Balances Forward	15
7.3.4. #1085 Fund List for Reverse of Roll Balance Forward	15
7.4. Close to Fund Balance Stopped if Unposted GL Batches Exist [New]	16
7.5. Roll Balances Forward ▶ Changed Message – No \$ to Roll [Enhanced]	16
7.6. Fiscal Year Note Added to Year End Processing Reports [New]	17
8. INTERFACES/IMPORTS	17
8.1. Acquire Payroll Transactions [Enhanced]	17
8.2. Acquire UMS/CUSI Accounting Transactions [Enhanced].....	18
8.2.1. UMS/CUSI Upload History Detail List [Enhanced]	18
8.3. Transaction Categories ▶ Accounting Tab [Enhanced]	20
8.4. Upload Process Reports [Enhanced].....	22
9. MODULE MAINTENANCE	23
9.1. Field Logging of Changes to UMS Code Table [New]	23
10. PREVIEW OF COMING ATTRACTIONS	25
10.1. Favorites Screen [New]	25
11. HELP REFERENCE LIBRARY	26
11.1. New or Revised Documentation	26

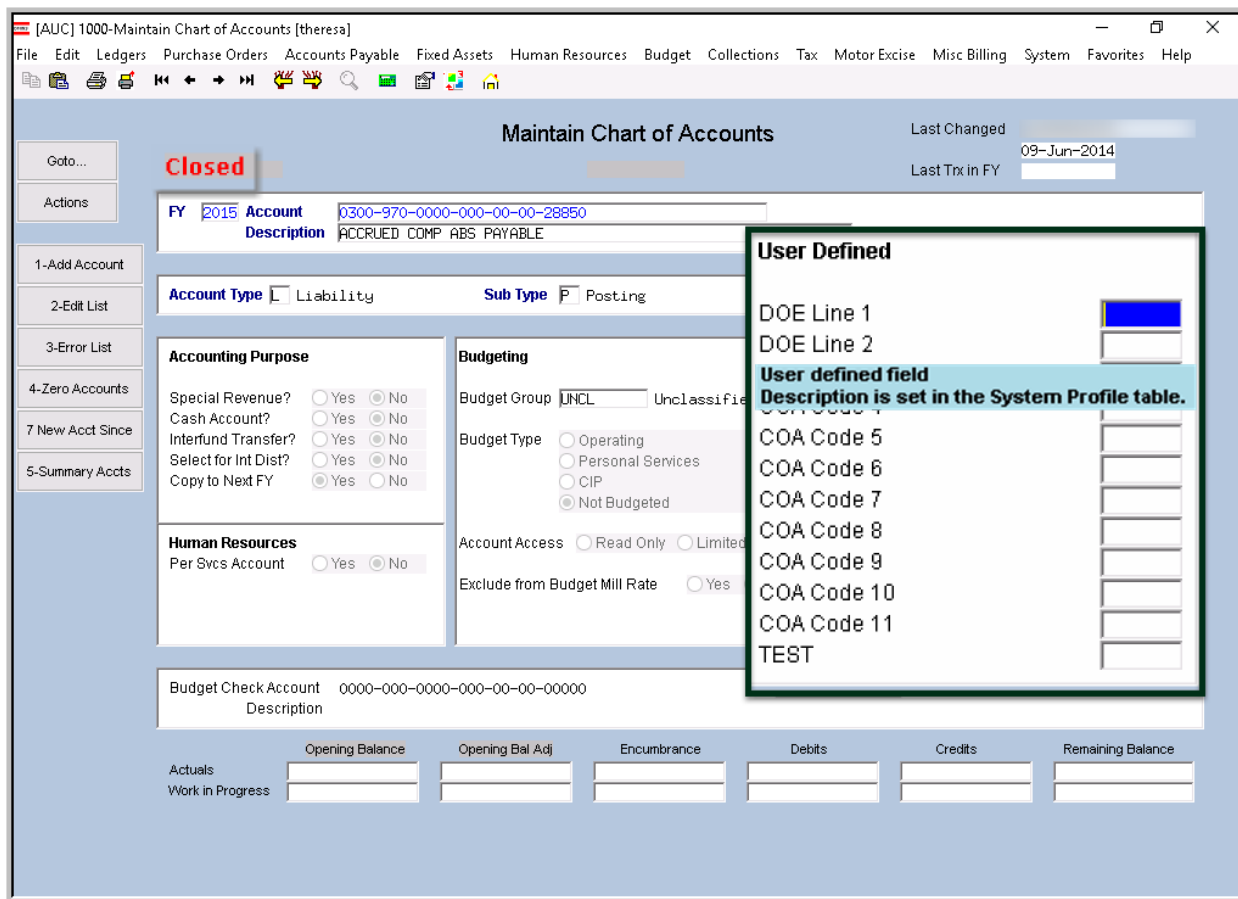


1. MAINTAIN ACCOUNTS IN CLOSED FISCAL PERIODS

Prior to the software update, for accounts where the Fiscal Period was closed, the only fields that allowed entry were the **fiscal year** and the **account number**.

1.1. User Defined Field Updates [Enhanced]

Now, the **User Defined** fields may be edited on accounts in closed fiscal periods. This will allow designating fields for use in preparing, for example, a Schedule A report.



[ADM-AUC-GL-8322]

2. REPLACING A BANK/Inactivating a Bank Code [Instructions]

To inactivate a bank code, to prevent the inadvertent use of an “old” code when changing to a new bank, go to **Ledgers ▶ Account Maintenance ▶ Bank Codes**, select the code for the bank to inactivate, and select **Actions ▶ Inactivate Bank**.



2.1. Ledgers ▶ Account Maintenance ▶ Bank Codes

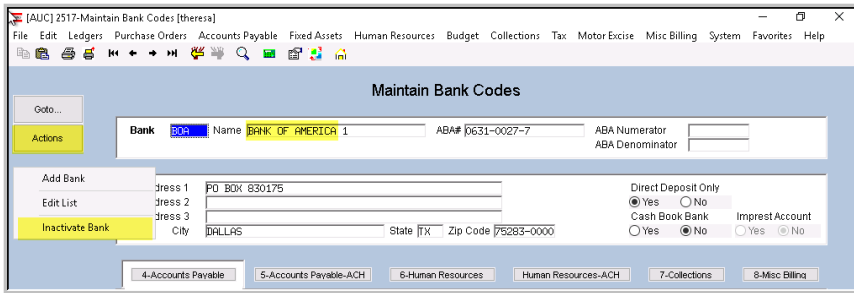


Figure 1 Inactivate a bank on the Bank Code table

2.2. User Profile Screen (Multiple Tabs per User)

Go to the **System ▶ User Menu ▶ User Profile ▶** to set the Default Bank for users to something other than the old bank: *(If there is no bank on the user, leave it blank so that it will “fall through” and use the system default).*

2.2.1. User Profile Screen ▶ [3 PO/AP] Tab

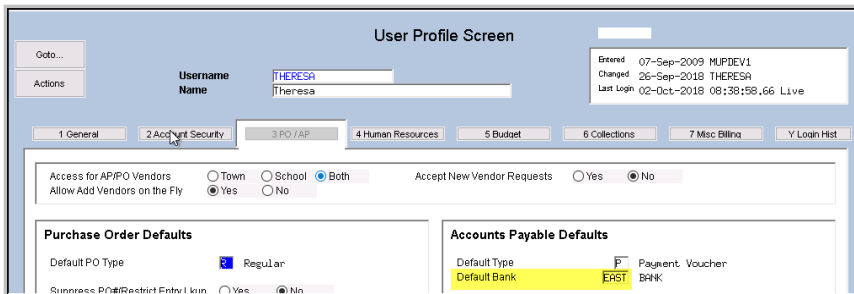


Figure 2 Accounts Payable default bank for each user on the User Profile screen

2.2.2. User Profile Screen ▶ [4 Human Resources] Tab

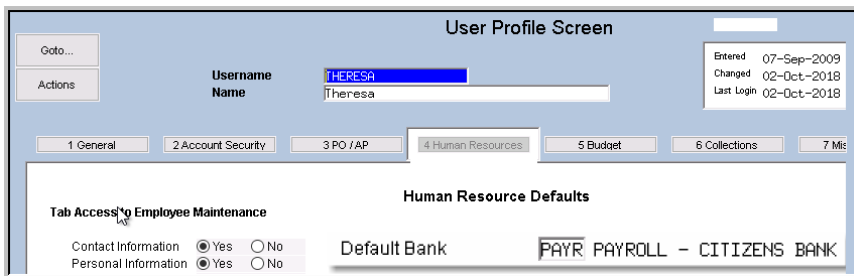


Figure 3 Human Resources default bank per user



2.2.3. User Profile Screen ▶ [6 Collections] Tab

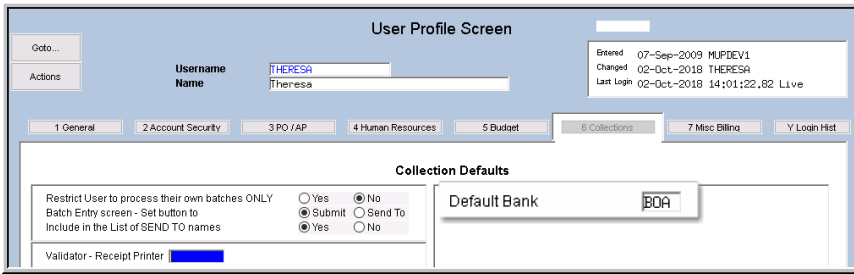


Figure 4 Default Bank for Collections Batches

2.2.4. User Profile Screen ▶ [7 Misc Billing] Tab

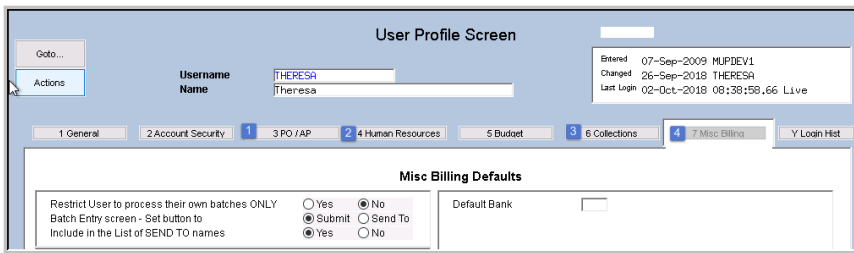


Figure 5 Miscellaneous Billing default bank for each user on the User Profile screen

2.3. System ▶ Department Group Profile Tab

System ▶ Department Group Profile ▶ Collections (for any departments that do Treasury Receipts Imports)
Treasury Receipts Import Defaults section:

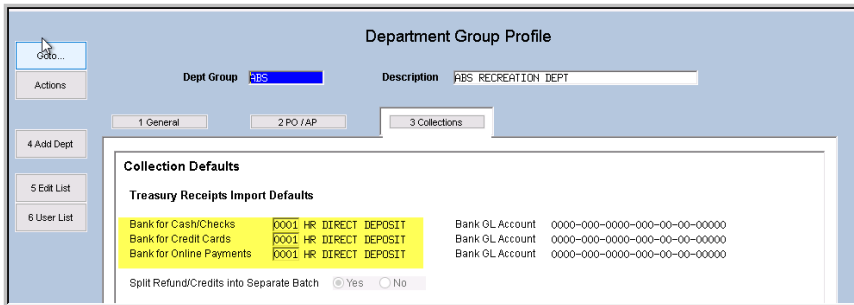


Figure 6 Three options for default banks for Cash/Checks, Credit Card & Online payments for Collections

2.4. Module Control Values For Default Banks

2.4.1. AP Voucher Batches – Module Control #2010



Figure 7 Accounts Payable ▶ Module Maintenance ▶ Module Control



2.4.2. Treasury Collections Batches – Module Control #4003

Seq#	Description	Answer	Edit Button
4003	Default Bank Code	CRB	

Figure 8 Collections ▶ Module Maintenance ▶ Module Control

2.4.3. Miscellaneous Billing – Module Control #11002

Seq#	Description	Answer
11002	Default Bank Code	BOA

Figure 9 Miscellaneous Billing ▶ Module Maintenance ▶ Module Control

2.4.4. Human Resources – Module Control #6002

Seq#	Description	Answer
6002	Default HR Bank	PAYR

3. JOURNAL ENTRIES ▶ FUND BALANCED? [Enhanced]

Some sites wish to exercise additional controls on journal entries. To ensure that each journal entry is fund balanced, a new module control value is introduced in this software update. Select **Ledgers ▶ Module Maintenance ▶ General Ledger Module Control ▶ #1001** to control how journal entries are handled if the entry is not fund balanced.



The default module control #1001 value is “N”, meaning that journal entries **do not** have to be fund balanced.

Seq#	Description	Answer	Edit Button
1001	Journal Entry Must Be Fund Balanced	N	

The report produced when checking a journal entry will list a “**WARNING: Fund #### not in Balance – DR \$\$\$\$ CR \$\$\$\$**” under the JE Errors section of the edit list. See Figure 10.

JE#	JE Type	Date	Type	JE Errors: No Journal Header Errors
22674	DC	02-Oct-2018	Regular	WARNING: Fund 6480 not in Balance- DR 362.06 CR WARNING: Fund 1000 not in Balance- DR CR 362.06
Line	Error	Account#		
1	No Line Item Errors	6480-000-0000-000-00-10400		
4	No Line Item Errors	1000-000-0000-000-00-10400		

Figure 10 Journal Entry Error Edit List showing a Warning that fund is not in balance



Seq#	Description	Answer	Edit Button
1001	Journal Entry Must Be Fund Balanced	Y	

If module control #1001 is set to “Y”, and a journal entry is not fund balanced when checked, the system will not allow the journal to be posted. See Figure 11. This is a hard error.

1134-FMREP:GLJRNERR.REP Printed 02-Oct-2018 at 15:12:34 by THERESA Town of Admins Page 1
Journal Entry Error Edit List

JE#	JE Type	Date	Type	JE Errors:
22675	DC	02-Oct-2018	Regular	ERROR: Fund 6480 not in Balance- DR 362.06 CR ERROR: Fund 1000 not in Balance- DR CR 362.06
Line	Error			
1	No Line Item Errors	6480-000-0000-000-00-00-10400		
2	No Line Item Errors	1000-000-0000-000-00-00-10400		

Figure 11 Journal Entry Error Edit List showing an ERROR on funds not in balance

[ADM-AUC-GL-8309]

4. LEDGERS ▶ Queries ▶ User Account Security [Enhanced]

When checking security for a user, the system was not finding the username based on a partial match and instead would display the message “E13-Invalid or Inactive User”. Now the system will display the next user – for example, if the username being sought is “LuAnn”, and “Lu” is entered in the username box, the LuAnn record will be displayed. A partial search term will display the desired record.



Users Account Security Inquiry

User Alex Ketabi Fiscal Year

Check Error

i E13-Invalid or Inactive User

OK

Figure 12 Before - error message when a partial search was entered

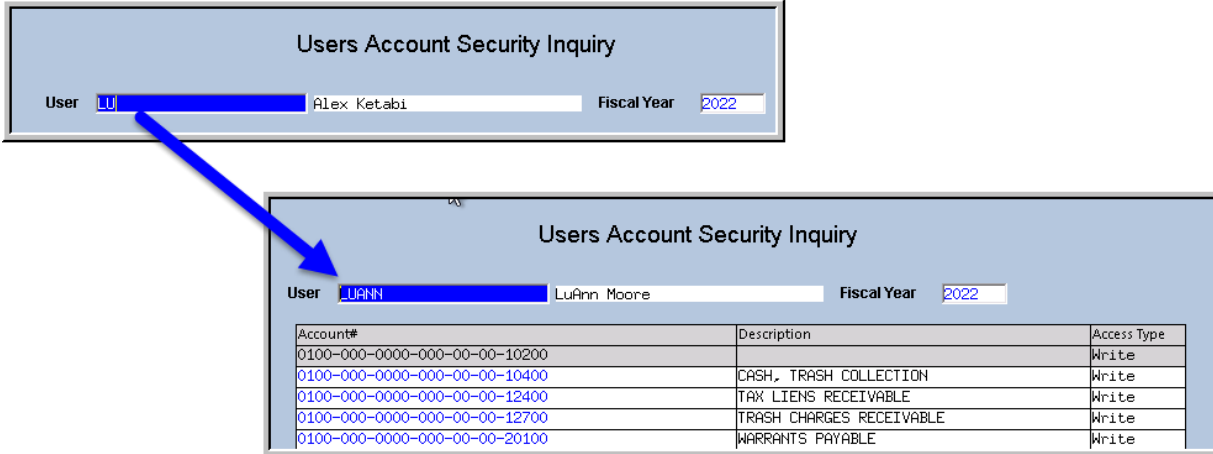


Figure 13 After – the system will match on a partial name entered and present the desired record

[ADM-AUC-GL-8312]

5. QUERIES ► Transaction History [Enhanced]

ADMINS added information on the deduction type, year, and bill number to the [Display – Notes] field on the transaction history screen to identify RE03 deduction transactions (Abatements and Exemptions).

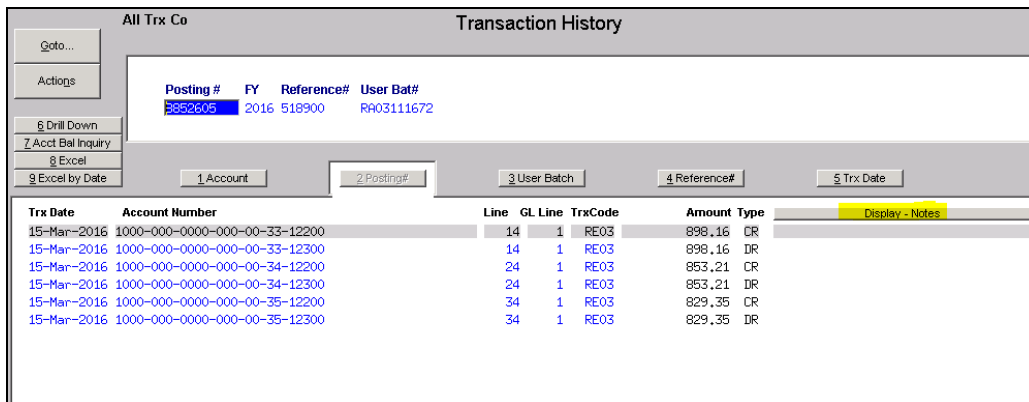


Figure 14 Before – no notes were displayed for RE03 (Abatement / Exemption transactions)

This will help to relate Real Estate transactions with General Ledger entries.

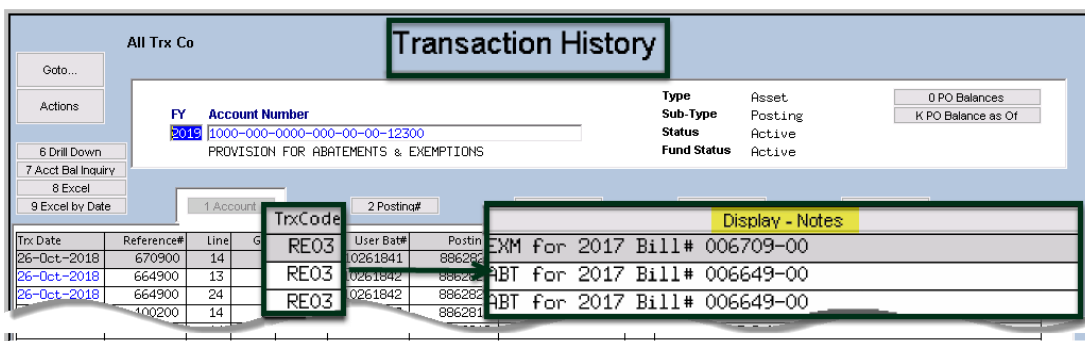


Figure 15 After – the Transaction History screen [Display Notes] button shows the deduction type, year and bill #

[ADM-AUC-GL-8254]



6. REPORTS

ADMINS changed the output file names for some reports, added a new report and updated a report.

6.1. Overnight Posting Reports [Enhanced]

ADMINS added the date and time to the output file names for the General Ledger Posting reports produced by the overnight posting process. Prior to the software update, the file names shown in the image in Figure 16 did not include the Year/Month/Day/Time and were over-written each time the posting was run. Now, each report, with the date and time stamp included in the file name, will remain in the folder until archived by the periodic automated archive process.

	GL_Trxn_Posting_Smry_AUCBATCH_20181120093601.pdf	11/20/2018 9:36 AM	Adobe Acrobat D...	3 KB	A
	GL_Posting_Batch_AUCBATCH_20181120093601.pdf	11/20/2018 9:36 AM	Adobe Acrobat D...	3 KB	A
	GL_Posting_Error_AUCBATCH_20181120093601.pdf	11/20/2018 9:36 AM	Adobe Acrobat D...	768 KB	A

Figure 16 Overnight Posting reports now include a date and time stamp in the output file name



This is relevant only to sites choosing to post batches overnight. To learn more about using this option, contact support@admins.com.

[ADM-AUC-GL-8323]

6.2. Transaction History ▶ Find a Transaction Dollar Amount [New]

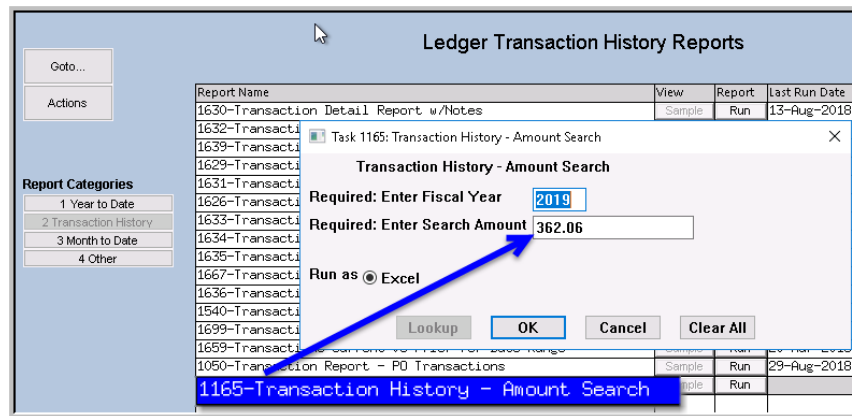


Figure 17 Report #1165 Transaction History – Amount Search

Select **Ledgers ▶ Reports ▶ Report Library ▶ [Transaction History]** to run report **#1165, Transaction History–Amount Search**. The report runs to Excel®. Two fields are required: **Fiscal Year**, and the **dollar amount** the user is searching for. In the example, transactions in fiscal year 2019 are being searched for the amount **\$362.06**. The following report shows the result:

ADMINS created a new report allowing users to search for transactions of a specific dollar amount. This report could help a user to balance a bank balance to the AUC system for cash or if reviewing journal entries to try to find an amount that has hit the general ledger several times. Finding all of the transactions of a specified amount would help in determining, for example, if an adjusting entry needs to be made.





A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Trx Date	Year	Account	Description	Ref #	Line	GLLn	Code	Sub	User Batch	Posting #	Post Date	Approp/Open	Approp Adj	Encumbrances	Debit	Credit
10/22/2018	2019	0200-000-0000-000-00-00-38200	RESERVE FOR ENCUMBRANCE	15610	1	1	PC01		8662799	8,862,799	10/22/2018					362.06
10/22/2018	2019	0200-000-0000-000-00-00-39200	ENCUMBRANCE	15610	1	1	PC01		8662799	8,862,799	10/22/2018				362.06	
10/22/2018	2019	0200-450-0000-004-00-00-52240	EQUIP MAINT COSTS/CONTRACTS	15610	1	1	PC01		8662799	8,862,799	10/22/2018			362.06		
10/22/2018	2019	0300-000-0000-000-00-00-10400	CASH, UNRESTRICTED	416904	1	1	AP01		15119	8,862,801	10/22/2018					362.06
10/22/2018	2019	0300-000-0000-000-00-00-20200	ACCOUNTS PAYABLE	416904	1	1	AP01		15119	8,862,801	10/22/2018					362.06
10/22/2018	2019	0300-000-0000-000-00-00-39300	EXPENDITURE	416904	1	1	AP02		15119	8,862,800	10/22/2018					362.06
10/22/2018	2019	0300-460-0000-004-00-00-54230	MOTORIZED EQUIPMENT AND PARTS	416904	1	1	AP02		15119	8,862,800	10/22/2018					362.06
10/22/2018	2019	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING	1711250	41	10	DP01		565	8,862,804	10/22/2018					362.06
10/22/2018	2019	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING		22	40	RC01	RE01	564	8,862,804	10/22/2018					362.06
10/22/2018	2019	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING	22674	2	1	JE01		8662785	8,862,785	10/2/2018					362.06
10/22/2018	2019	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING	22675	2	1	JE01		8662786	8,862,786	10/2/2018					362.06
10/22/2018	2019	1000-000-0000-000-00-00-39100	Revenues	1711250	46	10	DP01		565	8,862,804	10/22/2018					362.06
10/22/2018	2019	1000-000-0000-000-00-00-39100	Revenues		2,521	40	RC01	RE01	564	8,862,804	10/22/2018					362.06
10/22/2018	2019	1000-000-0000-000-00-00-39300	Expenditures	22675	10,002	1	JE01		8662786	8,862,786	10/2/2018					362.06
10/22/2018	2019	1000-000-0000-000-00-00-41710	PENALTIES & INTEREST, REAL ESTAT		23	40	RC01	RE01	564	8,862,804	10/22/2018					362.06
10/22/2018	2019	1000-000-0000-000-00-00-43236	111F REIMBURSEMENTS	1711250	45	10	DP01		565	8,862,804	10/22/2018					362.06
10/22/2018	2019	1000-000-0000-000-00-00-88868	Suspense	22674			JE01		8662785	8,862,785	10/2/2018					362.06
10/22/2018	2019	1000-137-0000-001-00-00-52010	ADVERTISING	22675	4	1	JE01		8662786	8,862,786	10/2/2018					362.06
10/22/2018	2019	6480-000-0000-000-00-00-10400	CASH, PLANNING BOARD REVOLVING	22674	1	1	JE01		8662785	8,862,785	10/2/2018					362.06
10/22/2018	2019	6480-000-0000-000-00-00-10400	CASH, PLANNING BOARD REVOLVING	22675	1	1	JE01		8662786	8,862,786	10/2/2018					362.06
10/22/2018	2019	6480-000-0000-000-00-00-39300	EXPENDITURE	22675	10,001	1	JE01		8662786	8,862,786	10/2/2018					362.06
10/22/2018	2019	6480-000-0000-000-00-00-52010	ADVERTISING	22675	3	1	JE01		8662786	8,862,786	10/2/2018					362.06
10/22/2018	2019	6480-000-0000-000-00-00-88868	SUSPENSE	22674			JE01		8662785	8,862,785	10/2/2018					362.06
														362.06	3,982.66	4,344.72

Figure 18 Sample output of report #1165, Transaction History – Amount search

The report shows the data in columns A through Q, described below:

Column	Column Label	Description of Contents
A	Trx Date	Date of each transaction
B	Year	Fiscal year (will always be the same as that entered on the report)
C	Account	Account number
D	Description	Account description as defined on the Chart of Accounts maintenance screen
E	Ref #	if an AP## transaction, the voucher #, PO##, the PO #, JE##, the journal #, for Treasury Receipts (DP01) the Transaction number)
F	Line #	Transaction line number (voucher, po, journal, or receipt batch line number)
G	GL Ln	General ledger line # - if multiple GL lines are used, this identifies what line is referencing the amount
H	Code	General Ledger Transaction code (see Ledgers ► Queries ► GL Transaction Codes for a list of codes & descriptions)
I	Sub	In collections batches, further identifies the type of transaction
J	User batch	The user batch in which this transaction was processed
L	Posting #	The general ledger posting number– used on query screens and reports for transactions with that posting number
L	Post Date	The date the transaction was posted to the General Ledger
M	Approp/Open	Appropriation/opening amount for the account–if the transaction amount searched for was an appropriation amount, it will show in this column
N	Approp Adj	Appropriation adjustment amount for the account–if the transaction amount searched for was an appropriation adjustment, it will show in this column
O	Encumbrances	Encumbrance amounts are generally created by either purchase order activity or via payroll encumbrances
P	Debit	The specified amount will appear here if it was used to debit an account
Q	Credit	The specified amount will appear here if it was used to credit an account

[ADM-AUC-GL-8314]



6.3. Transaction Detail Report Added Notes – RE Deductions [Enhanced]

ADMINS added information on the deduction type, year, and bill number to the [Display – Notes] field. This will help to relate Real Estate transactions with General Ledger entries. Select **Ledgers ▶ Reports ▶ Report Library ▶ [Transaction History]** to run report #1165, **Transaction History–Amount Search**. The report runs to Excel®.

Trans Date	Code	GLPost#	Ref#	Line	GLLn	Total	Approp	Encumbrance	Debit	Credit	Net-Amount	Notes	TR-Revenue-Code	User-Batch
26-Oct-2018	RE03	8862822	0	14	1	0.00		0.00	175.00	0.00	175.00			RE10261841
26-Oct-2018	RE03	8862823	0	13	1	0.00		0.00	50.00	0.00	50.00			RA10261842
26-Oct-2018	RE03	8862823	0	24	1	0.00		0.00	50.00	0.00	50.00			RA10261842
24-Oct-2018	RE03	8862817	0	14	1	0.00		0.00	1,200.00	0.00	1,200.00			RA10241837
24-Oct-2018	RE03	8862818	0	14	1	0.00		0.00	1,000.00	0.00	1,000.00			RA10241838
22-Oct-2018	RE03	8862798	0	14	1	0.00		0.00	777.00	0.00	777.00			RA10221836
30-Jul-2018	RE03	8862820	0	14	1	0.00		0.00	800.00	0.00	800.00			RA10241839
30-Jul-2018	RE03	8862821	0	14	1	0.00		0.00	800.00	0.00	800.00			RA10241840
30-Jul-2018	RE03	8862821	0	24	1	0.00		0.00	900.00	0.00	900.00			RA10241840
1000-000-0000-000-00-12300 PROVISION FOR AB						0.00		0.00	5,752.00	0.00	5,752.00			
26-Oct-2018	RE03	8862822	0	14	1	0.00		0.00	0.00	175.00	-175.00			RE10261841
26-Oct-2018	RE03	8862823	0	13	1	0.00		0.00	0.00	50.00	-50.00			RA10261842
26-Oct-2018	RE03	8862823	0	24	1	0.00		0.00	0.00	50.00	-50.00			RA10261842
24-Oct-2018	RE03	8862817	0	14	1	0.00		0.00	0.00	1,200.00	-1,200.00			RA10241837
24-Oct-2018	RE03	8862818	0	14	1	0.00		0.00	0.00	1,000.00	-1,000.00			RA10241838
22-Oct-2018	RE03	8862798	0	14	1	0.00		0.00	0.00	777.00	-777.00			RA10221836
30-Jul-2018	RE03	8862820	0	14	1	0.00		0.00	0.00	800.00	-800.00			RA10241839
30-Jul-2018	RE03	8862821	0	14	1	0.00		0.00	0.00	800.00	-800.00			RA10241840
30-Jul-2018	RE03	8862821	0	24	1	0.00		0.00	0.00	900.00	-900.00			RA10241840
1000-000-0000-000-00-37-12200 2017 REAL ESTATE						0.00		0.00	0.00	5,752.00	(5,752.00)			
Total						0.00		0.00	5,752.00	5,752.00	0.00			

Figure 19 Before - no notes were displayed for RE03 (deduction) transactions

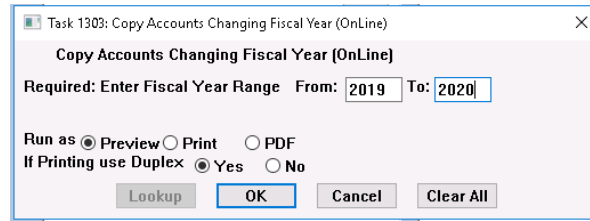
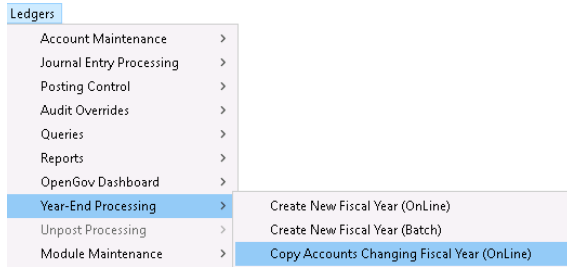
Trans Date	Code	GLPost#	Ref#	Line	GLLn	Total	Approp	Encumbrance	Debit	Credit	Net-Amount	Notes	TR-Revenue-Code	User-Batch
26-Oct-2018	RE03	8862822	0	14	1	0.00		0.00	175.00	0.00	175.00	EXM for 2017 Bill# 006709-00		RE10261841
26-Oct-2018	RE03	8862823	0	13	1	0.00		0.00	50.00	0.00	50.00	ABT for 2017 Bill# 006649-00		RA10261842
26-Oct-2018	RE03	8862823	0	24	1	0.00		0.00	50.00	0.00	50.00	ABT for 2017 Bill# 006649-00		RA10261842
24-Oct-2018	RE03	8862817	0	14	1	0.00		0.00	1,200.00	0.00	1,200.00	ABT for 2017 Bill# 001002-00		RA10241837
24-Oct-2018	RE03	8862818	0	14	1	0.00		0.00	1,000.00	0.00	1,000.00	ABT for 2017 Bill# 001003-00		RA10241838
22-Oct-2018	RE03	8862798	0	14	1	0.00		0.00	777.00	0.00	777.00	ABT for 2017 Bill# 001144-00		RA10221836
30-Jul-2018	RE03	8862820	0	14	1	0.00		0.00	800.00	0.00	800.00	ABT for 2017 Bill# 001004-00		RA10241839
30-Jul-2018	RE03	8862821	0	14	1	0.00		0.00	800.00	0.00	800.00	ABT for 2017 Bill# 001007-00		RA10241840
30-Jul-2018	RE03	8862821	0	24	1	0.00		0.00	900.00	0.00	900.00	ABT for 2017 Bill# 001008-00		RA10241840
1000-000-0000-000-00-12300 PROVISION FOR AB						0.00		0.00	5,752.00	0.00	5,752.00			
26-Oct-2018	RE03	8862822	0	14	1	0.00		0.00	0.00	175.00	-175.00	EXM for 2017 Bill# 006709-00		RE10261841
26-Oct-2018	RE03	8862823	0	13	1	0.00		0.00	0.00	50.00	-50.00	ABT for 2017 Bill# 006649-00		RA10261842
26-Oct-2018	RE03	8862823	0	24	1	0.00		0.00	0.00	50.00	-50.00	ABT for 2017 Bill# 006649-00		RA10261842
24-Oct-2018	RE03	8862817	0	14	1	0.00		0.00	0.00	1,200.00	-1,200.00	ABT for 2017 Bill# 001002-00		RA10241837
24-Oct-2018	RE03	8862818	0	14	1	0.00		0.00	0.00	1,000.00	-1,000.00	ABT for 2017 Bill# 001003-00		RA10241838
22-Oct-2018	RE03	8862798	0	14	1	0.00		0.00	0.00	777.00	-777.00	ABT for 2017 Bill# 001144-00		RA10221836
30-Jul-2018	RE03	8862820	0	14	1	0.00		0.00	0.00	800.00	-800.00	ABT for 2017 Bill# 001004-00		RA10241839
30-Jul-2018	RE03	8862821	0	14	1	0.00		0.00	0.00	800.00	-800.00	ABT for 2017 Bill# 001007-00		RA10241840
30-Jul-2018	RE03	8862821	0	24	1	0.00		0.00	0.00	900.00	-900.00	ABT for 2017 Bill# 001008-00		RA10241840
1000-000-0000-000-00-37-12200 2017 REAL ESTATE						0.00		0.00	0.00	5,752.00	(5,752.00)			
Total						0.00		0.00	5,752.00	5,752.00	0.00			

Figure 20 Notes are displayed for RE03 (deduction) transactions – exemptions, abatements, year and bill #

[ADM-AUC-GL-8254]



7. YEAR END PROCESSING

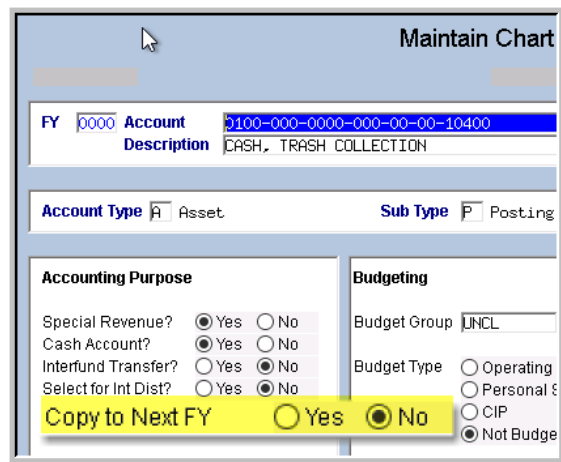


7.1. Copy Accounts Changing Fiscal Year [New]

This process is used to:

1. copy newly created **“From”** fiscal year accounts to the **“To”** year, or
2. update the **status (active or inactive)** of accounts in the **“To”** year based on the status of the account in the **“From”** year

This may be used when new accounts are added in the current fiscal year and these accounts are needed in the upcoming fiscal year when the new fiscal year has been created prior to the new accounts being added.



It copies accounts in the **“From”** year to accounts in the **“To”** year but **only** when the **“From”** year accounts do **not** exist in the **“To”** year.

Three reports are issued when this command is run. The first report lists any accounts **not** copied due to the **Copy to Next FY** radio button being set to **“No”** on the Maintain Chart of Accounts screen.

1834-GLNOCFYNY'.REP Printed 29-Oct-2018 at 12:28:33 by THERESA Town of Admins Page 1

Accounts not copied to New Year

2019 Accounts not copied to 2020

FY	Account #	Description	Account Type	Account Sub Type	Reason not copied to New Year
2019	0100-000-0000-000-00-10400	CASH, TRASH COLLECTION	Asset	Posting	Set to No for Copy to New Year

*** Total Accounts not created in New Year: 1

The second report lists any accounts that have changed status – either **Active** to **Inactive** or vice versa. The second report shows only those accounts which exist in both years where the **status** is **different** from one year to another, i.e., set to **active** in the **“To”** year but is **inactive** in the **“From”** year.



1033-GLCRENEWFYRSTAT.REP Printed 29-Oct-2018 at 13:03:54 by THERESA Page 1
Town of Adams
New Year Accounts with Updated Status

2020 Accounts with an Updated Status during Create New Year process

FY	Account #	Description	Account Type	Account Sub Type	From Status	To Status
2020	2070-000-0000-000-03-00-10400	CASH, BIG YELLOW SCHOOL BUS (MA CULT C	Asset	Control	Active	Inactive
2020	2070-000-0000-000-03-00-20100	WARRANTS PAYABLE	Liability	Posting	Active	Inactive
2020	2070-000-0000-000-03-00-20200	ACCOUNTS PAYABLE	Liability	Control	Active	Inactive
2020	2070-000-0000-000-03-00-20210	ACCURED PAYROLL	Liability	Control	Active	Inactive

*** Total Accounts Updated 4

Figure 21 Report of accounts with a status change copied from one year to another

If an account already exists in the “To” year then the process **does not** update or overlay the “To” year account. Any characteristics like **Account Type** (for example, from control to posting) in the “From” year are **not** updated in the “To” year.

The third report lists the new accounts to be added to the GL chart:

1254-GLCOACPYELE_GL.REP Printed 29-Oct-2018 at 12:28:37 by THERESA Page 1
Town of Adams
Copy Accounts Changing Fiscal Year

New Accounts to be added to the GL Chart.

FY	Account #	Description	Account Type	Account Sub Type	Entity	Cash	Rev	Spec	Inter	Int	Copy	Bud	Excl	Budget
2020	2070-000-0000-000-03-00-10400	CASH, BIG YELLOW SCHOOL BUS (MA CULT C	Asset	Control	1	Y	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-20100	WARRANTS PAYABLE	Liability	Posting	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-20200	ACCOUNTS PAYABLE	Liability	Control	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-20210	ACCURED PAYROLL	Liability	Control	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-35900	UNRESIGATED FUND BALANCE	Fund Equity	Control	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-38200	RESERVE FOR ENCUMBRANCE	Fund Equity	Control	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-39100	REVENUE	Fund Equity	Control	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-39200	ENCUMBRANCES	Fund Equity	Control	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-39300	EXPENDITURES	Fund Equity	Control	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-43300	OTHER STATE REVENUE	Revenue	Posting	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-51000	SALARIES	Expenditure	Summary	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-51130	SALARIES, PERMANENT PERSONNEL	Expenditure	Posting	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-51140	SALARIES, P/T PERSONNEL	Expenditure	Posting	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-52000	EXPENSES	Expenditure	Summary	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-52400	PROFESSIONAL SERVICES	Expenditure	Posting	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-54100	SCHOOL SUPPLIES	Expenditure	Posting	1	N	Y	N			Y	U	N	UNCL
2020	2070-000-0000-000-03-00-88800	SUSPENSE	Fund Equity	Control	1	N	Y	Y			Y	U	N	UNCL
2020	2070-998-0000-000-00-03-35900	FUND BALANCE, BIG YELLOW SCHOOL BUS	Fund Equity	Summary	1	N	Y	N			Y	U	N	UNCL

*** Total for FY ***

	Posting	Summary	Control	Total
Asset:			1	1
Liab:	1		2	3
Equity:		1	6	7
Revenue:	1			1
Expenditure:	4	2		6
	6	3	9	18

[ADM-AUC-GL-8307]

7.2. Close to Fund Balance Screen – Default Fund Selection [New]

Close to Fund Balance

Fiscal Year 2019 **Fund Ending Date** 30-Jun-2019

If Validation Errors are Found Stop After...
 First Error Listed All Errors Listed

Do you Roll Encumbrance to PYE...
 No - Do Not Roll Enc to PYE Yes - Roll Enc to PYE

1-Select for Processing

Close to Fund Balance

Fiscal Year 2016 **Fund Ending Date** 30-Jun-2016

If Validation Errors are Found Stop After...
 First Error Listed All Errors Listed

Do you Roll Encumbrance to PYE...
 No - Do Not Roll Enc to PYE Yes - Roll Enc to PYE

Default Fund Selection
 Close to FB Leave Open

1-Select for Processing

Figure 22 Close to Fund Balance Screen – Before & After–button to select funds to Close or Leave Open by default



The **Ledgers ▶ Year End Processing ▶ Close to Fund Balance** screen now has an additional selection to set all funds to either Close to Fund Balance or to Leave Open. This will set the value on all the funds in the subsequent screen. This screen now retains the most recently entered Fiscal Year and Fund Ending Date values.

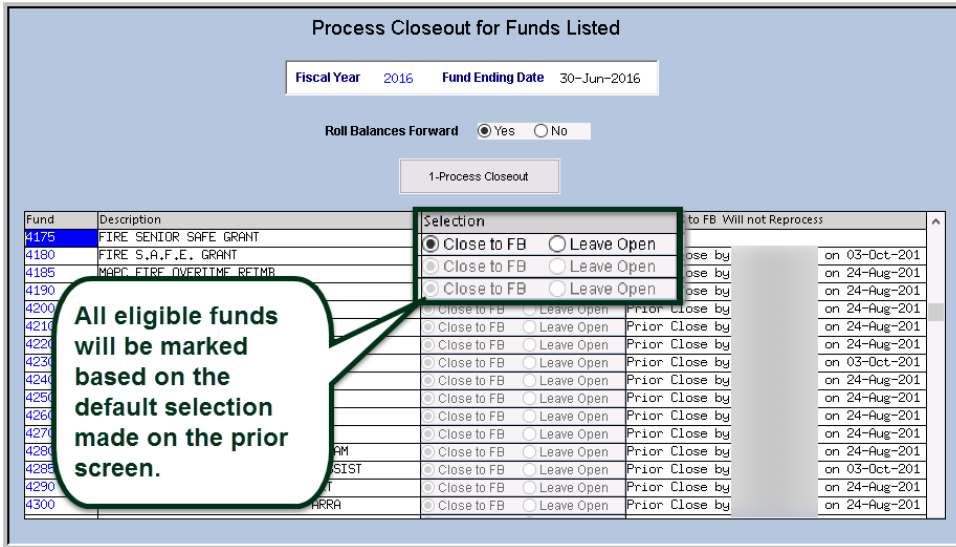


Figure 23 Funds will be marked with the default selection as shown in Figure 22 – the value may be over-ridden

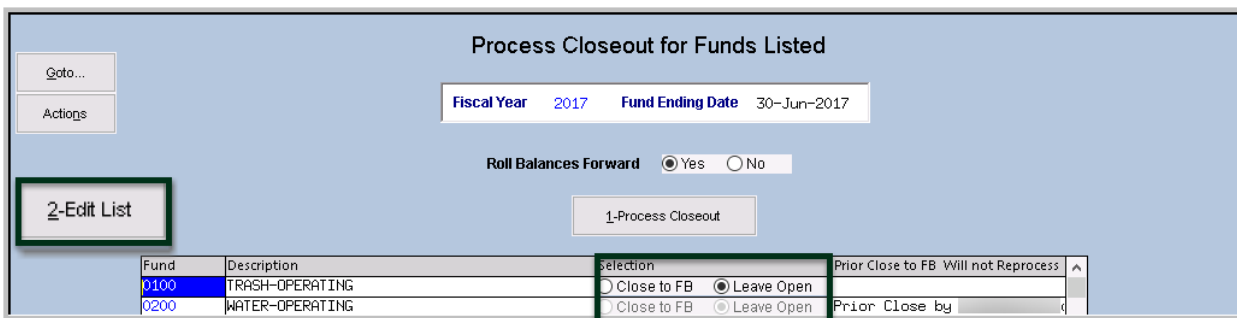
[ADM-AUC-GL-8319]

7.3. Report of Funds Selected for Year End Processing [New]

Year End Processes allow the selection of funds, (example shown in Section 7.1). The procedures now issue a funds selected report, also available by clicking on the **[Edit List]** button. The processes affected are:

- **Close to Fund Balance**, (automatically generated during the process, or by clicking on the **[Edit List]** button)
- **Reverse Close to Fund Balance**, (automatically generated during the process, or by clicking on the **[Edit List]** button)
- **Roll Ledger Balances Forward**, and
- **Reverse Balance Forward** processes.

7.3.1. #1062 Fund List for Close to Fund Balance



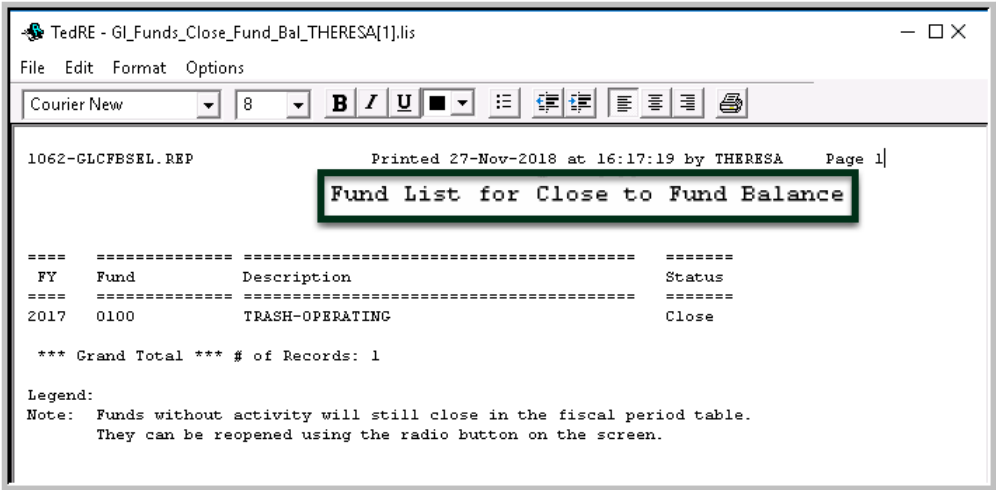


Figure 24 Fund List for Close to Fund Balance – generated during process

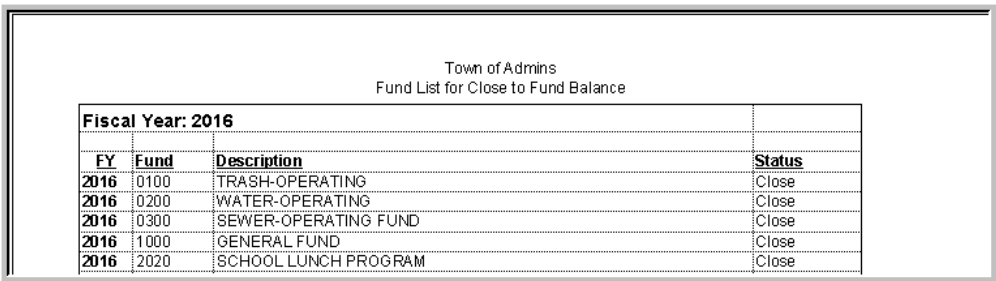


Figure 25 Fund List for Close to Fund Balance – produced via [2 Edit List] button –Excel® format

[ADM-AUC-GL-8317]

7.3.2. #1072 Funds Selected for Reverse of Closeout Edit List

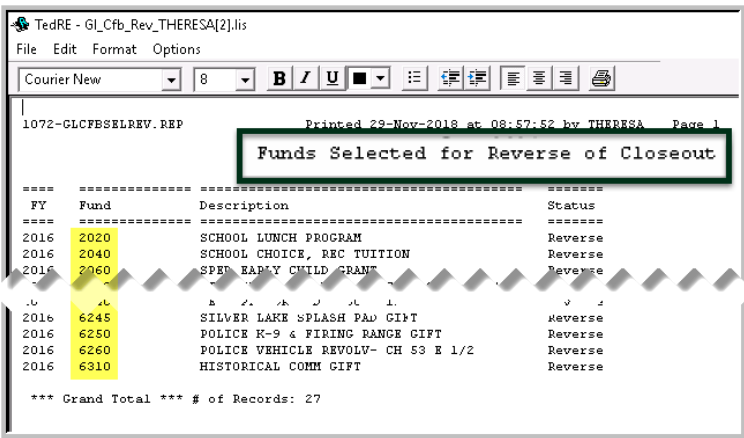


Figure 26 Fund List with Print/Preview selected

[ADM-AUC-GL-8317]



7.3.3. #1084 Fund List for Roll Balances Forward

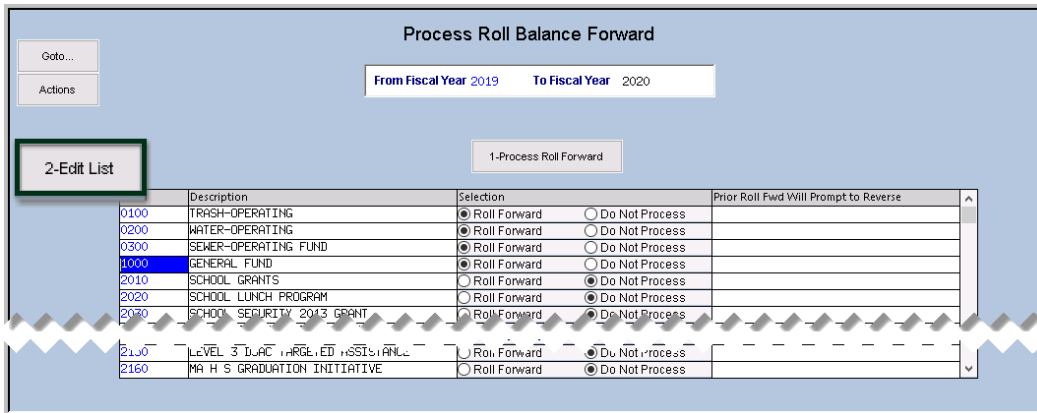
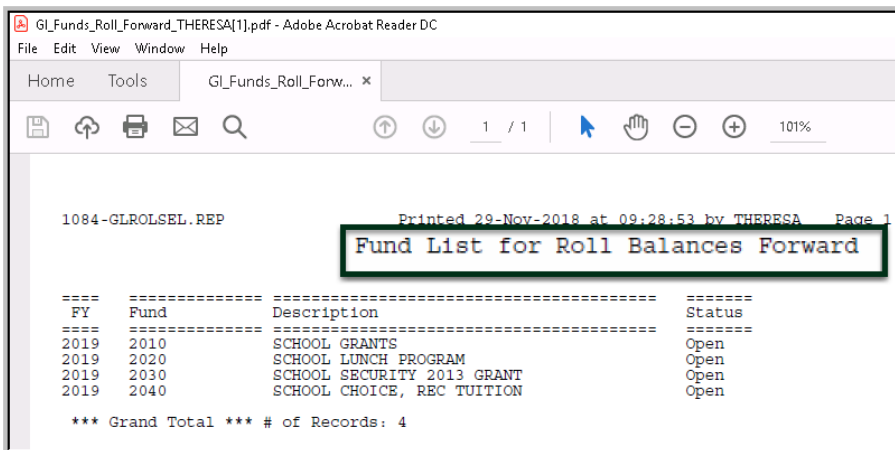
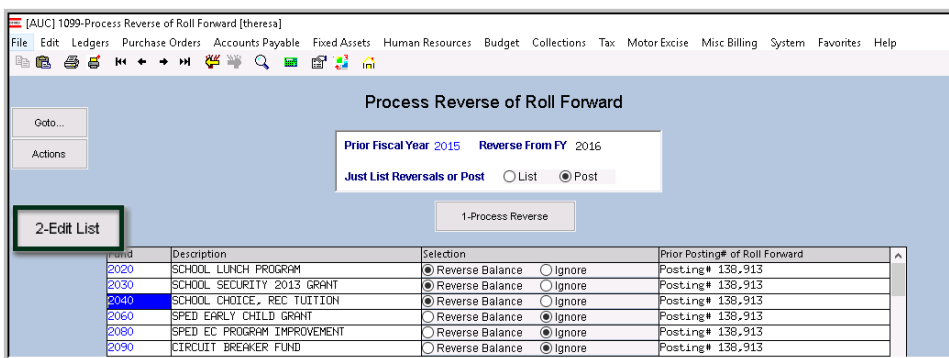


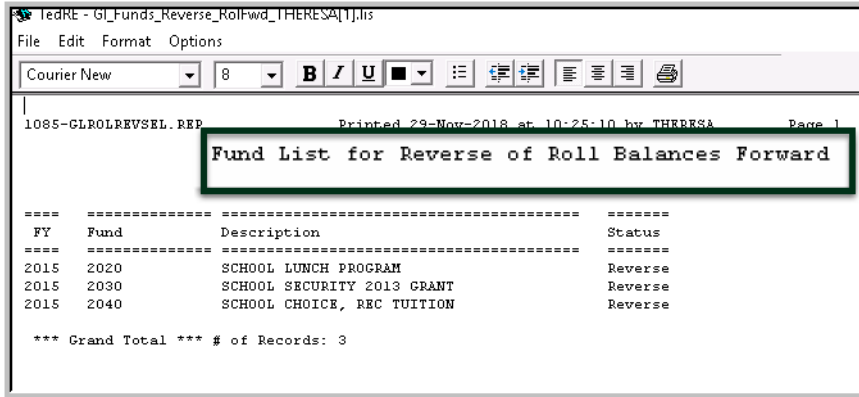
Figure 27 Fund Selection screen for Process Roll Balance Forward – [2 Edit List] produces report of selected funds



[ADM-AUC-GL-8317]

7.3.4. #1085 Fund List for Reverse of Roll Balance Forward





[ADM-AUC-GL-8317]

7.4. Close to Fund Balance Stopped if Unposted GL Batches Exist [New]

Prior to the software update, if unposted General Ledger batches existed for the year being closed, the process would proceed. Now, a report will be generated and the process will stop. This allows the user to process any unposted batches, and once all batches are posted, to run the process again.

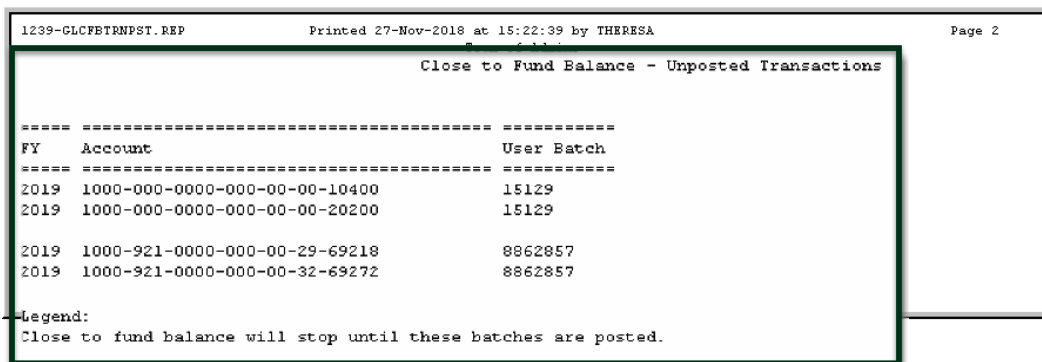


Figure 28 New Report #1239 listing general ledger unposted batches preventing the close to fund balance

[ADM-AUC-GL-8317]

7.5. Roll Balances Forward ► Changed Message – No \$ to Roll [Enhanced]

Prior to the software updated, if funds were selected to roll forward, and no dollars were available to roll, the system displayed “No Records Selected”, which could be misconstrued as no *funds* were selected for processing.

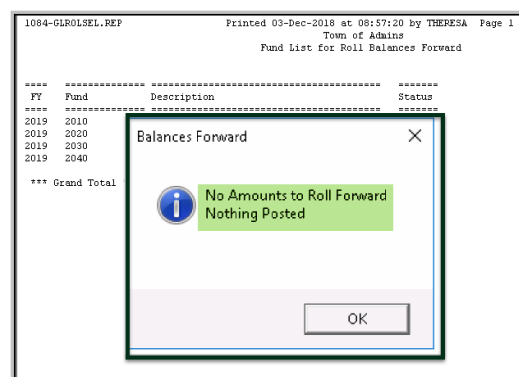
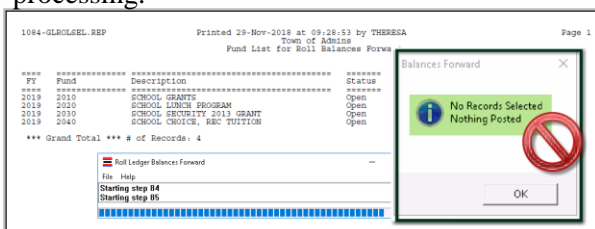


Figure 29 Before and After information messages—now the message is more clear that no amounts are available

[ADM-AUC-GL-8318]



7.6. Fiscal Year Note Added to Year End Processing Reports [New]

ADMINS added the fiscal year to the top of the reports generated by the year end processes. This will identify which year was selected when running the process.

1069-GLCFECTREAL.REP	Printed 28-Nov-2018 at 09:29:38 by LUANN Town of Admins Control Accounts in Funds to be Closed
Fiscal Year: 2018	

Figure 30 Sample of fiscal year added to year end processing reports – report with “No Records Selected”

1066-GLCFECHKPO.REP	Printed 28-Nov-2018 at 09:27:10 by LUANN Town of Admins Open PO's Preventing Close to Fund Balance	Page 1						
Fiscal Year: 2018								
=====								
Fund#	PO#	Line	CLLn#	Vendor#	Name	PO Type	Dept. Code	Entered By
=====	=====	=====	=====	=====	=====	=====	=====	=====
1000	11474	1	1	000434	MSSAA	R	HIGHSCHOOL	ANTHEA

Figure 31 Sample of fiscal year added to year end processing reports– with records selected

[ADM-AUC-GL-8325]

8. INTERFACES/IMPORTS

8.1. Acquire Payroll Transactions [Enhanced]

The report produced when acquiring payroll transactions now includes employee names.

Microsoft Excel - detail-city0103										
	A	B	C	D	E	F	G	H	I	J
1	Company	Employee	Employee Name	Fund	Dept	Job Code	Code Desc	Gross Wag	Check Date	
2	3512	8391	Breanna	10	101	Counc	Council &	564.61	1/3/2018	
3	3512	8392		10	101	Counc	Council &	589.22	1/3/2018	
4	3512	8664	Frederick	10	101	Counc	Council &	564.61	1/3/2018	
5	3512	9000	hard	10	101	Counc	Council &	625.96	1/3/2018	
6	3512	9134		10	101	Counc	Council &	564.61	1/3/2018	
7	3512	9288		10	101	Counc	Council &	564.61	1/3/2018	
8	3512	9289	ge	10	101	Counc	Council &	564.61	1/3/2018	
9	3512	9298	ph	10	102	CVREG		494	1/3/2018	
10	3512	9083		10	102	DirHD	Director H	1553.55	1/3/2018	
11	3512	9380	ne	10	102	EXPT	intern	451.86	1/3/2018	
12	3512	2423	ie	10	102	EXReg	Executive	2614.04	1/3/2018	

[MDF-SUP-SAPLAUC-842]



8.2. Acquire UMS/CUSI Accounting Transactions [Enhanced]

Select **Ledgers** ▶ **Interfaces/Imports** ▶ **Acquire UMS/CUSI Accounting Transactions** to access the steps menu.

8.2.1. UMS/CUSI Upload History Detail List [Enhanced]

Prior to the software update, the only filter was to optionally enter a Batch Number.

Figure 32 Before - prompt for the Upload History Detail List with a single optional filter for Batch #

ADMINS expanded the optional filtering on the UMS/CUSI Upload History Detail List.

Figure 33 Before–CUSI Upload History Detail report run to Print/Preview/PDF®

Figure 34 After–CUSI Upload History Detail report run to Print/Preview/PDF® with two new columns



Note: **“Posted Amount”** is the amount posted to the GL. **“No Post Amount”** is the amount of the Transaction not posted to the GL—see table below for details.

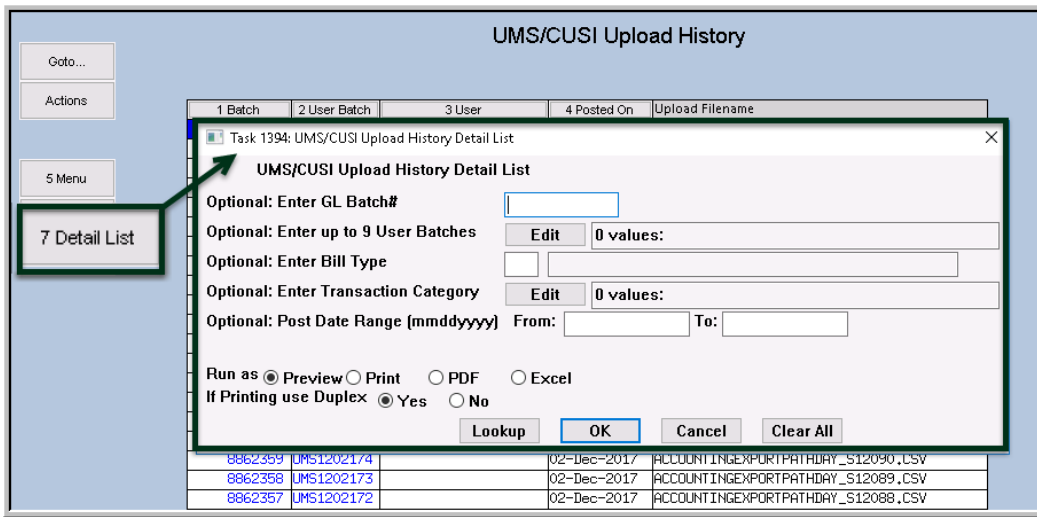


Figure 35 New prompt for the UMS/CUSI Upload History Detail List

Figure 36 CUSI Upload History Detail report run to Excel®

Column	Column Label	Description of Contents
A	Bill Type	Bill Type – 40, 50, 60, or 99 are the valid values
B	Description	40=Water Utility, 50=Sewer Utility, 60=Trash Utility, 99=Utility NSF Charge (for Insufficient Funds)
C	GL Batch	The GL Batch number assigned when the transactions were posted
D	User Batch	The User Batch number used when the transactions were acquired
E	Row #	The row number where the transaction is found on the upload file



Column	Column Label	Description of Contents																																																																																																																																																																																																																								
F	Category	<p>The type of transaction – for example, this shows the Water Utility Categories in use. If the Post A/R is set to Yes, the transaction will be posted to the General Ledger and appear in the “Posted Amount” column “M”. If not set to yes, the transaction will be posted to the General Ledger and appear in the “No Post Amount” column “N”</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Type</th> <th>Description</th> <th>Categ</th> <th>Description</th> <th>Incl On site</th> <th>Summ_GL Posting</th> <th>Post A/R</th> <th>Pay Type</th> </tr> </thead> <tbody> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>1</td><td>Adjustment/Abatement</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>2</td><td>Charge</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>5</td><td>Delinquency</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>6</td><td>Misc Chrg.</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>7</td><td>Service Order Fee</td><td>Yes</td><td>Yes</td><td></td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>8</td><td>Tax Lien</td><td>Yes</td><td>Yes</td><td></td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>10</td><td>NSF Fee</td><td>Yes</td><td>Yes</td><td></td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>11</td><td>Payment</td><td>Yes</td><td>Yes</td><td>Yes</td><td>Yes</td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>14</td><td>Payment Reversal</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>15</td><td>Write-Off</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>18</td><td>Interest Refund</td><td>Yes</td><td>Yes</td><td></td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>19</td><td>Refund</td><td>Yes</td><td>Yes</td><td></td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>20</td><td>Service Open Credit (Overpayments)</td><td>Yes</td><td>Yes</td><td>Yes</td><td>Yes</td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>21</td><td>Open Credit</td><td>Yes</td><td>Yes</td><td>Yes</td><td>Yes</td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>32</td><td>Lien WriteOff (Send Lien To Tax Bil</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>34</td><td>Open Applied (apply Charge to Credi</td><td>Yes</td><td>Yes</td><td></td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>35</td><td>Open Payment (apply Credit to Chrg</td><td>Yes</td><td>Yes</td><td></td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>36</td><td>Collection Write-Off</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>40</td><td>Reinstate Chrg</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>41</td><td>Transfer</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>42</td><td>Service Fee</td><td>Yes</td><td>Yes</td><td></td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>44</td><td>Billing Adjustment</td><td>Yes</td><td>Yes</td><td>Yes</td><td></td></tr> <tr><td>2019</td><td>40</td><td>Water Utility</td><td>49</td><td>TRANSACTION REVERSAL</td><td>Yes</td><td>Yes</td><td></td><td></td></tr> </tbody> </table>	Year	Type	Description	Categ	Description	Incl On site	Summ_GL Posting	Post A/R	Pay Type	2019	40	Water Utility	1	Adjustment/Abatement	Yes	Yes	Yes		2019	40	Water Utility	2	Charge	Yes	Yes	Yes		2019	40	Water Utility	5	Delinquency	Yes	Yes	Yes		2019	40	Water Utility	6	Misc Chrg.	Yes	Yes	Yes		2019	40	Water Utility	7	Service Order Fee	Yes	Yes			2019	40	Water Utility	8	Tax Lien	Yes	Yes			2019	40	Water Utility	10	NSF Fee	Yes	Yes			2019	40	Water Utility	11	Payment	Yes	Yes	Yes	Yes	2019	40	Water Utility	14	Payment Reversal	Yes	Yes	Yes		2019	40	Water Utility	15	Write-Off	Yes	Yes	Yes		2019	40	Water Utility	18	Interest Refund	Yes	Yes			2019	40	Water Utility	19	Refund	Yes	Yes			2019	40	Water Utility	20	Service Open Credit (Overpayments)	Yes	Yes	Yes	Yes	2019	40	Water Utility	21	Open Credit	Yes	Yes	Yes	Yes	2019	40	Water Utility	32	Lien WriteOff (Send Lien To Tax Bil	Yes	Yes	Yes		2019	40	Water Utility	34	Open Applied (apply Charge to Credi	Yes	Yes			2019	40	Water Utility	35	Open Payment (apply Credit to Chrg	Yes	Yes			2019	40	Water Utility	36	Collection Write-Off	Yes	Yes	Yes		2019	40	Water Utility	40	Reinstate Chrg	Yes	Yes	Yes		2019	40	Water Utility	41	Transfer	Yes	Yes	Yes		2019	40	Water Utility	42	Service Fee	Yes	Yes			2019	40	Water Utility	44	Billing Adjustment	Yes	Yes	Yes		2019	40	Water Utility	49	TRANSACTION REVERSAL	Yes	Yes		
Year	Type	Description	Categ	Description	Incl On site	Summ_GL Posting	Post A/R	Pay Type																																																																																																																																																																																																																		
2019	40	Water Utility	1	Adjustment/Abatement	Yes	Yes	Yes																																																																																																																																																																																																																			
2019	40	Water Utility	2	Charge	Yes	Yes	Yes																																																																																																																																																																																																																			
2019	40	Water Utility	5	Delinquency	Yes	Yes	Yes																																																																																																																																																																																																																			
2019	40	Water Utility	6	Misc Chrg.	Yes	Yes	Yes																																																																																																																																																																																																																			
2019	40	Water Utility	7	Service Order Fee	Yes	Yes																																																																																																																																																																																																																				
2019	40	Water Utility	8	Tax Lien	Yes	Yes																																																																																																																																																																																																																				
2019	40	Water Utility	10	NSF Fee	Yes	Yes																																																																																																																																																																																																																				
2019	40	Water Utility	11	Payment	Yes	Yes	Yes	Yes																																																																																																																																																																																																																		
2019	40	Water Utility	14	Payment Reversal	Yes	Yes	Yes																																																																																																																																																																																																																			
2019	40	Water Utility	15	Write-Off	Yes	Yes	Yes																																																																																																																																																																																																																			
2019	40	Water Utility	18	Interest Refund	Yes	Yes																																																																																																																																																																																																																				
2019	40	Water Utility	19	Refund	Yes	Yes																																																																																																																																																																																																																				
2019	40	Water Utility	20	Service Open Credit (Overpayments)	Yes	Yes	Yes	Yes																																																																																																																																																																																																																		
2019	40	Water Utility	21	Open Credit	Yes	Yes	Yes	Yes																																																																																																																																																																																																																		
2019	40	Water Utility	32	Lien WriteOff (Send Lien To Tax Bil	Yes	Yes	Yes																																																																																																																																																																																																																			
2019	40	Water Utility	34	Open Applied (apply Charge to Credi	Yes	Yes																																																																																																																																																																																																																				
2019	40	Water Utility	35	Open Payment (apply Credit to Chrg	Yes	Yes																																																																																																																																																																																																																				
2019	40	Water Utility	36	Collection Write-Off	Yes	Yes	Yes																																																																																																																																																																																																																			
2019	40	Water Utility	40	Reinstate Chrg	Yes	Yes	Yes																																																																																																																																																																																																																			
2019	40	Water Utility	41	Transfer	Yes	Yes	Yes																																																																																																																																																																																																																			
2019	40	Water Utility	42	Service Fee	Yes	Yes																																																																																																																																																																																																																				
2019	40	Water Utility	44	Billing Adjustment	Yes	Yes	Yes																																																																																																																																																																																																																			
2019	40	Water Utility	49	TRANSACTION REVERSAL	Yes	Yes																																																																																																																																																																																																																				
G	Bill Year	The bill year for the transaction																																																																																																																																																																																																																								
H	Trx Date	Date of the transaction																																																																																																																																																																																																																								
I	FY	Fiscal Year for the transaction																																																																																																																																																																																																																								
J	Original Trx Date	The original transaction date – only relevant if this is a reversing transaction																																																																																																																																																																																																																								
K	Accounts	The general ledger account (if applicable) and the account description																																																																																																																																																																																																																								
L	Transaction ID	The transaction identification																																																																																																																																																																																																																								
M	Posted Amount	If the category is set to post to Accounts Receivable, the amount will appear in this column.																																																																																																																																																																																																																								
N	No Post Amount	If the category is set to NOT post to Accounts Receivable, the amount will appear in this column.																																																																																																																																																																																																																								
O	Posted On	Date the transaction was posted																																																																																																																																																																																																																								

[ADM-AUC-GL-8311]

8.3. Transaction Categories ► Accounting Tab [Enhanced]

ADMINS added information to the accounting screen for non-payment category types to alert the user about alternate processing when negative amounts are uploaded for non-payment transactions.



Cat	Description	On Site	GL Posting	To A/R	Payment
2	Charge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Tax	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Payment Discount	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Delinquency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Misc Chrg.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Service Order Fee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Tax Lien	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Deposit Chrg.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	NSF Fee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13	Deposit Interest Applied	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Payment Reversal	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Write-Off	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Figure 37 [1 Categories] tab of the UMS/CUSI Transaction Categories screen show “Type” – either payment or not

Category	Description	Account Number	GL Account Description
11	Payment		
1	1st Debit	0200-000-0000-000-00-10400	CASH, UNRESTRICTED
2	1st Credit	0200-000-0000-000-00-13100	WATER CHARGES RECEIVABLE
3	2nd Debit	0200-000-0000-000-00-26400	DEFERRED REVENUE-WATER CHARGES
4	2nd Credit	0200-000-0000-000-00-42050	WATER CHARGES

Figure 38 [2 Accounting] tab of the UMS/CUSI Transaction Categories screen – if Payment type, no additional information is shown

Category	Description	Account Number	GL Account Description
15	Write-Off		
1	1st Debit	0200-000-0000-000-00-26400	DEFERRED REVENUE-WATER CHARGES
2	1st Credit	0200-000-0000-000-00-13100	WATER CHARGES RECEIVABLE
3	2nd Debit	0000-000-0000-000-00-00000	---2nd Debit
4	2nd Credit	0000-000-0000-000-00-00000	---2nd Credit

Category not marked as a Payment Type, So Negative Amounts in Upload file will result in Debits and Credits being swapped so negative amounts are not posted

1st Debit 0200-000-0000-000-00-13100 WATER CHARGES RECEIVABLE
1st Credit 0200-000-0000-000-00-26400 DEFERRED REVENUE-WATER CHARGES

2nd Debit 0000-000-0000-000-00-00000
2nd Credit 0000-000-0000-000-00-00000

Figure 39 [2 Accounting] tab of the UMS/CUSI Transaction Categories screen – if not a Payment type, additional information is shown

[ADM-AUC-GL-8311]



8.4. Upload Process Reports [Enhanced]

The two reports produced during the upload process were changed. To align the source file data and the resulting records in AUC, **ADMINS** removed the **“Excluded”** and **“UMS Amount”** columns as that data is now shown in the **“To Post Amount”** and **“No Post Amount”** columns. The amount displayed in the **“To Post Amount”** and **“No Post Amount”** columns shows the original amount from the **CUSI** upload file rather than the converted numbers. (Prior to the software update, any negative numbers were converted to show them as positive.)

1384-GLUNSL0EDT.REP Printed 22-Oct-2018 at 12:57:49 by [redacted] Page 1

Transactions Edit List

Effective GL Date : 22-Oct-2018

Row#	Category	Year	Trx Date	FY	Trx Date	Accounts	To Post Amount	Excluded Amount	UMS Amount	Errors	
2	2-Charge	2019	22-Oct-2018	2019		DR 0200-000-0000-000-00-13100 WATER CHARGES REC CR 0200-000-0000-000-00-26400 DEFERRED REVENUE-		1	2		
3	2-Charge	2019	22-Oct-2018	2019		DR 0200-000-0000-000-00-13100 WATER CHARGES REC CR 0200-000-0000-000-00-26400 DEFERRED REVENUE-	18.79			18.79	
4	2-Charge	2019	22-Oct-2018	2019		DR 0200-000-0000-000-00-13100 WATER CHARGES REC CR 0200-000-0000-000-00-26400 DEFERRED REVENUE-	.44			.44	
*** Total 2-Charge							51.92			51.92	
1	6-Misc Chrg.	2019	22-Oct-2018	2019		DR 0200-000-0000-000-00-13100 WATER CHARGES REC CR 0200-000-0000-000-00-26400 DEFERRED REVENUE-					
*** Total 6-Misc Chrg.							71.15			71.15	
*** Total 40 Water Utility								96.15		96.15	

Figure 40 Before

1384-GLUNSL0EDT.REP Printed 23-Oct-2018 at 11:58:03 by ANTHEA

Town of Admins
Transactions Edit List

Effective GL Date : 22-Oct-2018

Row#	Category	Year	Trx Date	FY	Trx Date	Accounts	To Post Amount	No Post Amount	Errors
1	11-Payment	2019	21-Oct-2018	2019		DR 0200-000-0000-000-00-13100 WATER CHARGES REC CR 0200-000-0000-000-00-26400 DEFERRED REVENUE-		-19.00	
2	11-Payment	2019	21-Oct-2018	2019		DR 0200-000-0000-000-00-13100 WATER CHARGES REC CR 0200-000-0000-000-00-26400 DEFERRED REVENUE-		-20.51	

Amounts are represented in the same way as received in the source file.

Figure 41 Edit List by Type—Removed the “Excluded” and “UMS” amount columns and added “No Post Amount”



1384-GLUMSLODEDT.REP Printed 22-Oct-2018 at 12:57:49 by [redacted] Page 1
Town of [redacted]
Transactions Edit List

Effective GL Date: 22-Oct-2018 Total by Transaction Category

Category	Year	Trx Date	FY	Amount	UMS Amount
2 Charge	2019	22-Oct-2018	2	71.15	71.15
6 Misc Chrg.	2019	22-Oct-2018	2	25.00	25.00
*** Total 40	40-Water Utility				
2 Charge	2019	22-Oct-2018	2	96.15	96.15
*** Total 60	60-Trash Utility				
				93.94	93.94
*** Grand Total ***				93.94	93.94

Water Utility
Trash Utility

1	93.94	93.94
5	190.09	190.09

Figure 42 Before – Columns marked “1” and “2” were replaced as shown in Figure 43

1384-GLUMSLODEDT.REP Printed 23-Oct-2018 at 11:58:03 by ANTHEA Page 1
Town of Admins
Transactions Edit List

Effective GL Date: 22-Oct-2018 Total by Transaction Category

Category	Year	Trx Date	FY	Original	To Post Amount	No Post Amount Bank
11 Payment	2019	21-Oct-2018	2019		-1,222.76	
*** Total 40	40-Water Utility				-1,222.76	
11 Payment	2019	21-Oct-2018	2019		-691.95	
*** Total 50	50-Sewer Utility				-691.95	
11 Payment	2019	21-Oct-2018	2019		-850.25	
*** Total 60	60-Trash Utility				-850.25	
*** Grand Total ***						

	Count	To Post Amount	No Post Amount
Water Utility	31	-1,222.76	
Sewer Utility	10	-691.95	
Trash Utility	10	-850.25	
	51	-2,764.96	

Note: To Post is the amount that will post to the GL. No Post is the amount indicated on the Transaction Category table not to post to the GL.

Figure 43 Removed “Excluded” and “UMS” amount columns and added “No Post Amount” column

[ADM-AUC-GL-8311]

9. MODULE MAINTENANCE

9.1. Field Logging of Changes to UMS Code Table [New]

ADMINS added field logging to the UMS code table, a query screen for this field logging, and an edit list with optional filtering. To access the Field Logging screen, select **Ledgers ▶ Module Maintenance ▶ Field Logging – UMS/CUSI Code Table**.



Ledgers

Module Maintenance >

- General Ledger Module Control
- Field Logging - Chart of Accounts
- Field Logging - Element Tables
- Field Logging - Control Account Table
- Field Logging - Control Account by Account# Table
- Field Logging - General Ledger Module Control
- Field Logging - UMS/CUSI Code Table

Field Logging - UMS/CUSI Code Table

Go to...

Actions

Year: 2018
Type: 50 Sewer Utility
Category: 18 Interest Refund

1 Edit List

Change Date	Time	User	Field	From/To
15-Oct-2018	10:53	ANTHEA	2nd Credit	0300-000-0000-000-00-00-26500 0000-000-0000-000-00-00-00000

JMS Trx: Categori

Task 1397: GL UMS Code Field Logging Edit List

GL UMS Code Field Logging Edit List

Optional: Enter Bill Year:

Optional: Enter Bill Type:

Optional: Enter Transaction Category:

Optional: Enter Date Range: From: To:

Optional: Restrict to this User:

Sort: Bill Year Bill Type Change User Change Date

Run as: Preview Print PDF Excel

If Printing use Duplex: Yes No

Buttons: Lookup, OK, Cancel, Clear All

1397-GLUMSCODFLG.REP Printed 27-Nov-2018 at 13:27:36 by THERESA Town of Admins
GL UMS Code Field Logging Edit List

Bill Type	Year	Category	Change Date	Time	User	Field	Value
40-	2022	14-Payment Reversal	27-Nov-2018	13:03	THERESA	Payment Type	Old: T New:
40-	2022	14-Payment Reversal	27-Nov-2018	13:03	THERESA	Payment Type	Old: New: T
40-Water Utility	2018	8-Tax Lien	15-Oct-2018	10:56	ANTHEA	Post to A/R	Old: New: T
50-Sewer Utility	2018	18-Interest Refund	15-Oct-2018	10:53	ANTHEA	2nd Credit	Old: 0300-000-0000-000-00-00-26500 New: 0000-000-0000-000-00-00-00000

Selection Legend:

Count: 4
Sorted: Change Date

Figure 44 UMS/CUSI Code Table Edit List of Changes as run to Print/Preview/PDF®



1	Bill Type	Year	Category	Change Date	Time	User	Field	Old Value	New Value
2	40-	2022	14-Payment Reversal	11/27/2018	13:03	THERESA	Payment Type	T	
3	40-	2022	14-Payment Reversal	11/27/2018	13:03	THERESA	Payment Type		T
4	40-Water Utility	2018	8-Tax Lien	10/15/2018	10:56	ANTHEA	Post to A/R		T
5	50-Sewer Utility	2018	18-Interest Refund	10/15/2018	10:53	ANTHEA	2nd Credit	0300-000-0000-000-00-00-26500	0000-000-0000-000-00-00-00000

Figure 45 UMS/CUSI Code Table Edit List of Changes as run to Excel®

Column	Column Label	Description of Contents
A	Bill Type	The type (and description, when available)
B	Year	Fiscal year
C	Category	The category for the type – as shown in Figure 37
D	Change Date	The date the change was made
E	Time	The time of day that the change was made, using 24 hour time
F	User	The username of the user making the change
G	Field	The field that was changed
H	Old Value	The value in the field before the change
I	New Value	The value in the field after the change was made

The report may be sorted by **Bill Year**, **Bill Type**, **Change User**, or **Change Date**, to allow the user running the report to hone in on specific information.

[ADM-AUC-GL-8310]

10. PREVIEW OF COMING ATTRACTIONS

ADMINS conducts annual customer site visits. These visits provide the opportunity to solicit customer recommendations on new features. As a result, the ADMINS team is enthusiastically working on a “**User Favorites**” feature to be implemented in the coming months.

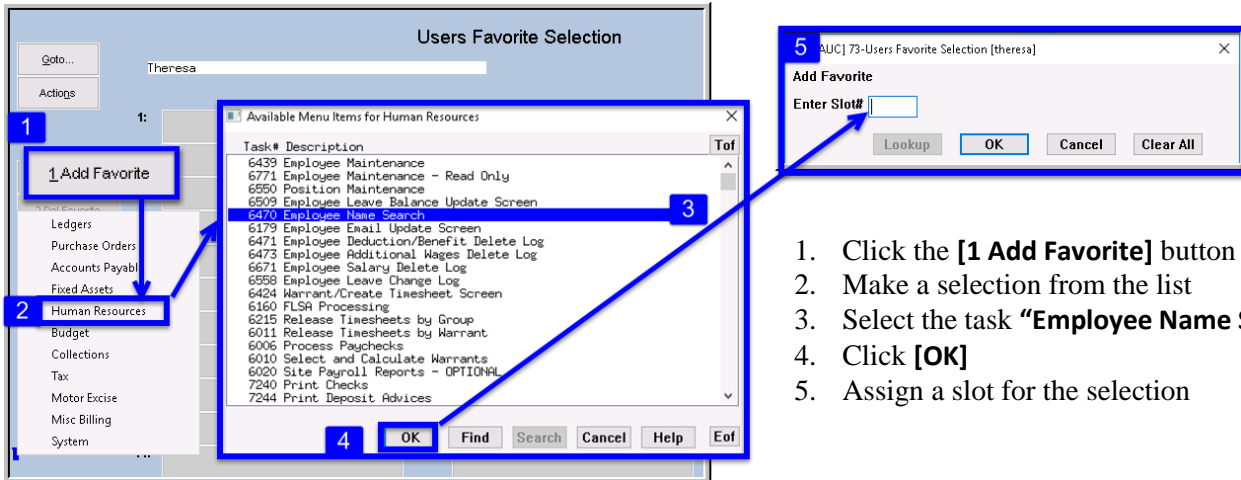
10.1. Favorites Screen [New]

AUC has hundreds of processes and screens and thousands of reports. To provide ease of use for infrequent users and to allow regular users to customize working with AUC, a “**Favorites**” screen is in development. This screen may be set as the user’s home screen that is displayed when accessing AUC.



Figure 46 Select Favorites ► User Favorites to access the screen and make selections.

The screen will allow the selection of up to 45 items to be available on the **Favorites** screen. The available screens will be limited to those to which each user is allowed access. All menu, department and account security will remain in effect. Users will make selections from menus.



1. Click the [1 Add Favorite] button
2. Make a selection from the list
3. Select the task “Employee Name Search”
4. Click [OK]
5. Assign a slot for the selection

Figure 47 Steps to create a favorites screen

In the example shown a user has chosen the AP/PO Dashboard and also the PO Query screen.

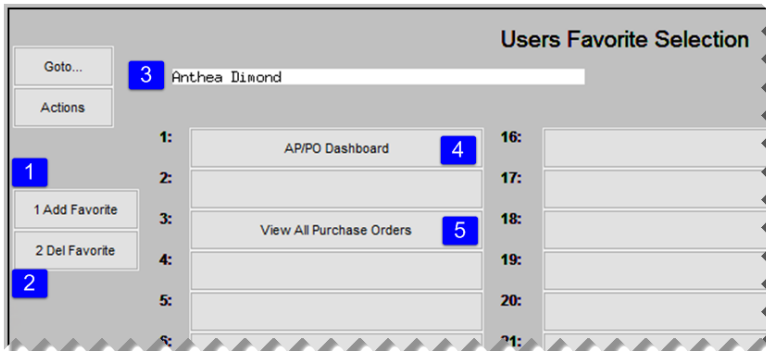


Figure 48 A user’s selections

1. The [1 Add Favorite] button displays a menu of available tasks
2. The [2 Del Favorite] button allows the removal of a favorite from a slot
3. The user’s name as entered in the user profile screen
4. A favorite task in slot #1
5. A second favorite task in slot #3

[ADM-AUC-SY-8067]

11. HELP REFERENCE LIBRARY

The following new or revised documentation was added to the help reference library:

11.1. New or Revised Documentation

- YEAR END PROCESSING GL-723 Copy Accounts Changing Fiscal Year (OnLine) [New]
- SYSTEM GL-1310 System Administration Kit [Revised]