



GENERAL LEDGER

RELEASE NOTES– DECEMBER 2018

This document explains new product enhancements added to the ADMINS 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.

The screenshot shows the 'Maintain Chart of Accounts' window. At the top, it displays 'Closed' and the account information: FY 2015 Account 0300-970-0000-000-00-28850 Description ACCRUED COMP ABS PAYABLE. On the right, there's a 'User Defined' section with a note: 'User defined field Description is set in the System Profile table.' Below this, a list of items is shown: DOE Line 1, DOE Line 2, COA Code 5, COA Code 6, COA Code 7, COA Code 8, COA Code 9, COA Code 10, COA Code 11, and TEST. The main panel contains sections for Accounting Purpose (Special Revenue?, Cash Account?, Interfund Transfer?, Select for Int Dist?, Copy to Next FY), Budgeting (Budget Group, Budget Type, Account Access, Exclude from Budget Mill Rate), and Human Resources (Per Svcs Account). At the bottom, there are fields for Budget Check Account and a table for Actuals, Work in Progress, and Remaining Balance.

[ADM-AUC-GL-8322]

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

To deactivate 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 deactivate, and select **Actions ▶ Inactivate Bank**.



2.1. Ledgers ▶ Account Maintenance ▶ Bank Codes

The screenshot shows the 'Maintain Bank Codes' window. At the top, there's a toolbar with various icons. Below it, a table has 'Bank' set to 'BOK' and 'Name' set to 'BANK OF AMERICA 1'. The 'ABA#' field contains '0631-0027-7'. Under the 'Actions' column, 'Inactivate Bank' is highlighted. In the 'Address' section, 'City' is set to 'DALLAS'. On the right, there are checkboxes for 'Direct Deposit Only' (Yes), 'Cash Book Bank' (No), and 'Imprest Account' (Yes). At the bottom, tabs for '4-Accounts Payable', '5-Accounts Payable-ACH', '6-Human Resources', 'Human Resources-ACH', '7-Collections', and '8-Misc Billing' are visible.

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

The screenshot shows the 'User Profile Screen' for a user named 'THERESA'. The '3 PO / AP' tab is active. In the 'Purchase Order Defaults' section, 'Default PO Type' is set to 'Regular'. In the 'Accounts Payable Defaults' section, 'Default Type' is set to 'P' (Payment) and 'Default Bank' is set to 'BANK'. Other tabs visible include General, Account Security, Human Resources, Budget, Collections, Misc Billing, and Login History.

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

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

The screenshot shows the 'User Profile Screen' for a user named 'THERESA'. The '4 Human Resources' tab is active. In the 'Human Resource Defaults' section, 'Default Bank' is set to 'PAYR PAYROLL - CITIZENS BANK'. Other tabs visible include General, Account Security, PO/AP, Budget, Collections, and Misc Billing.

Figure 3 Human Resources default bank per user



2.2.3. User Profile Screen ▶ [6 Collections] Tab

The screenshot shows the User Profile Screen with the 'Actions' button highlighted. The 'Name' field is set to 'THERESA'. The 'Entered' date is 07-Sep-2009, 'Changed' date is 02-Oct-2018, and 'Last Login' is 02-Oct-2018 at 14:01:22,82 Live. The '6 Collections' tab is selected. In the 'Collection Defaults' section, there are three radio button groups: 'Restrict User to process their own batches ONLY' (radio buttons for Yes, No, Submit, Send To), 'Batch Entry screen - Set button to include in the List of SEND TO names' (radio buttons for Yes, No), and 'Validator - Receipt Printer' (radio buttons for Yes, No). A 'Default Bank' dropdown menu is open, showing 'BOA' as the selected option.

Figure 4 Default Bank for Collections Batches

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

The screenshot shows the User Profile Screen with the 'Actions' button highlighted. The 'Name' field is set to 'THERESA'. The 'Entered' date is 07-Sep-2009, 'Changed' date is 26-Sep-2018, and 'Last Login' is 02-Oct-2018 at 08:38:58,66 Live. The '7 Misc Billing' tab is selected. In the 'Misc Billing Defaults' section, there are three radio button groups: 'Restrict User to process their own batches ONLY' (radio buttons for Yes, No, Submit, Send To), 'Batch Entry screen - Set button to include in the List of SEND TO names' (radio buttons for Yes, No), and 'Validator - Receipt Printer' (radio buttons for Yes, No). A 'Default Bank' dropdown menu is open, showing an empty field.

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:

The screenshot shows the Department Group Profile screen with the 'Actions' button highlighted. The 'Dept Group' is set to 'RBS'. The 'Description' is 'RBS RECREATION DEPT'. The '3 Collections' tab is selected. In the 'Collection Defaults' section, there is a 'Treasury Receipts Import Defaults' table. It contains three rows: 'Bank for Cash/Checks' with value '0001 HR DIRECT DEPOSIT', 'Bank for Credit Cards' with value '0001 HR DIRECT DEPOSIT', and 'Bank for Online Payments' with value '0001 HR DIRECT DEPOSIT'. Below the table is a 'Split Refund/Credits into Separate Batch' checkbox with two radio button options: 'Yes' and 'No'.

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

The screenshot shows the Accounts Payable ▶ Module Maintenance ▶ Module Control screen. The table has columns for 'Seq#' and 'Description'. The first row shows 'Seq#' as 2010 and 'Description' as 'Default Bank for Voucher Batches'. The second row shows 'Seq#' as 2010 and 'Description' as 'EAST'.

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.



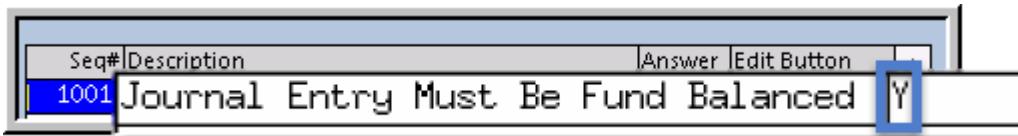
The default module control #1001 value is “N”, meaning that journal entries **do not** have to be fund balanced.

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.

1134-FMREP:GLJRNERR.REP				Printed 02-Oct-2018 at 15:03:05 by THERESA Town of Admins Journal Entry Error Edit List	Page 1
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			6480-000-0000-00-00-10400	
4	No Line Item Errors			1000-000-0000-00-00-10400	

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



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	Page 1		
				Town of Admins			
				Journal Entry Error Edit List			
<hr/>							
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	<hr/>					
1	No Line Item Errors	6480-000-0000-00-00-10400					
2	No Line Item Errors	1000-000-0000-00-00-10400					
<hr/>							

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.



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



Account#	Description	Access Type
0100-000-0000-000-00-10200		Write
0100-000-0000-000-00-10400	CASH, TRASH COLLECTION	Write
0100-000-0000-000-00-12400	TAX LIENS RECEIVABLE	Write
0100-000-0000-000-00-12700	TRASH CHARGES RECEIVABLE	Write
0100-000-0000-000-00-20100	WARRANTS PAYABLE	Write

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).

Trx Date	Account Number	Line	GL Line	TrxCode	Amount	Type	Display - Notes
15-Mar-2016	1000-000-0000-000-00-33-12200	14	1	RE03	898.16	CR	
15-Mar-2016	1000-000-0000-000-00-33-12300	14	1	RE03	898.16	DR	
15-Mar-2016	1000-000-0000-000-00-34-12200	24	1	RE03	853.21	CR	
15-Mar-2016	1000-000-0000-000-00-34-12300	24	1	RE03	853.21	DR	
15-Mar-2016	1000-000-0000-000-00-35-12200	34	1	RE03	829.35	CR	
15-Mar-2016	1000-000-0000-000-00-35-12300	34	1	RE03	829.35	DR	

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

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

Trx Date	Reference#	Line	Gl	TrxCode	User Bat#	Postin	Display - Notes
26-Oct-2018	670900	14		RE03	0261841	886291	EXM for 2017 Bill# 006709-00
26-Oct-2018	664900	13		RE03	0261842	886291	ABT for 2017 Bill# 006649-00
26-Oct-2018	664900	24		RE03	0261842	886282	ABT for 2017 Bill# 006649-00
	400200	14				886281	

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_Txn_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]

The screenshot shows the 'Ledger Transaction History Reports' window. On the left, there's a sidebar with 'Report Categories' (1 Year to Date, 2 Transaction History, 3 Month to Date, 4 Other) and 'Actions' (Goto...). The main area lists various report names like 1630-Transaction Detail Report w/Notes, 1632-Transacti..., etc. A blue arrow points from the text 'Required: Enter Fiscal Year' to the '2019' input field. Another blue arrow points from the text 'Required: Enter Search Amount' to the '362.06' input field. At the bottom, there are buttons for 'Lookup', 'OK', 'Cancel', and 'Clear All'.

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.



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:



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Trx Date	Year	Account	Description	Ref #	Line	GLn	Code	Sub	User Batch	Posting #	Post Date	Approp/Open	Approp Adj	Encumbrances	Debit	Credit
2	10/22/2018	2019	0200-000-0000-000-00-00-38200	RESERVE FOR ENCUMBRANCE	15610	1	1	PO01	8862799	8,862,799	10/22/2018				362.06	
3	10/22/2018	2019	0200-000-0000-000-00-00-39200	ENCUMBRANCE	15610	1	1	PO01	8862799	8,862,799	10/22/2018				362.06	
4	10/22/2018	2019	0200-450-0000-004-00-00-52240	EQUIP MAINT COSTS/CONTRACTS	15610	1	1	PO01	8862799	8,862,799	10/22/2018				362.06	
5	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	
6	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	
7	10/22/2018	2019	0300-000-0000-000-00-00-20200	ACCOUNTS PAYABLE	416904	1	1	AP02	15119	8,862,800	10/22/2018				362.06	
8	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	
9	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	10/22/2018	2019	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING	1711250	41	10	DP01	665	8,862,804	10/22/2018				362.06	
11	10/22/2018	2019	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING		22	40	RC01	1564	8,862,804	10/22/2018				362.06	
12	10/22/2018	2019	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING	22674	2	1	JE01	8862785	8,862,785	10/22/2018				362.06	
13	10/22/2018	2019	1000-000-0000-000-00-00-10400	CASH, UNRESTRICTED CHECKING	22675	2	1	JE01	8862786	8,862,786	10/22/2018				362.06	
14	10/22/2018	2019	1000-000-0000-000-00-00-39100	Revenues	1711250	46	10	DP01	665	8,862,804	10/22/2018				362.06	
15	10/22/2018	2019	1000-000-0000-000-00-00-39100	Revenues		2,521	40	RC01	1564	8,862,804	10/22/2018				362.06	
16	10/22/2018	2019	1000-000-0000-000-00-00-39300	Expenditures	22674	10,002	1	JE01	8862785	8,862,786	10/22/2018				362.06	
17	10/22/2018	2019	1000-000-0000-000-00-00-41710	PENALTIES & INTEREST, REAL ESTAT	22675	23	40	RC01	1564	8,862,804	10/22/2018				362.06	
18	10/22/2018	2019	1000-000-0000-000-00-00-43236	111F REIMBURSEMENTS	1711250	45	10	DP01	665	8,862,804	10/22/2018				362.06	
19	10/22/2018	2019	1000-000-0000-000-00-00-68888	Suspense	22674			JE01	8862785	8,862,785	10/22/2018				362.06	
20	10/22/2018	2019	1000-137-0000-001-00-00-52010	ADVERTISING	22675	4	1	JE01	8862786	8,862,786	10/22/2018				362.06	
21	10/22/2018	2019	6480-000-0000-000-00-00-10400	CASH, PLANNING BOARD REVOLVING	22674	1	1	JE01	8862785	8,862,785	10/22/2018				362.06	
22	10/22/2018	2019	6480-000-0000-000-00-00-10400	CASH, PLANNING BOARD REVOLVING	22675	1	1	JE01	8862786	8,862,786	10/22/2018				362.06	
23	10/22/2018	2019	6480-000-0000-000-00-00-39300	EXPENDITURE	22675	10,001	1	JE01	8862786	8,862,786	10/22/2018				362.06	
24	10/22/2018	2019	6480-000-0000-000-00-00-52010	ADVERTISING	22675	3	1	JE01	8862786	8,862,786	10/22/2018				362.06	
25	10/22/2018	2019	6480-000-0000-000-00-00-88888	SUSPENSE	22674			JE01	8862785	8,862,785	10/22/2018				362.06	
26															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 ▶ GI 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®.

GL_Txn_Detail_with_Notes_THERESA[4].xml - Microsoft Excel															
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	V
1															
2	Trans Date	Code	GLPost#	Ref#	Line	GLLn	Total Approp	Encumbrance	Debit	Credit	Net-Amount	Notes	TR-Revenue-Code	User-Batch	
3	26-Oct-2018	RE03	8862822	0	14	1	0.00	0.00	175.00	0.00	175.00		RE10261841		
4	26-Oct-2018	RE03	8862823	0	13	1	0.00	0.00	50.00	0.00	50.00		RA10261842		
5	26-Oct-2018	RE03	8862823	0	24	1	0.00	0.00	50.00	0.00	50.00		RA10261842		
6	24-Oct-2018	RE03	8862817	0	14	1	0.00	0.00	1,200.00	0.00	1,200.00		RA10241837		
7	24-Oct-2018	RE03	8862818	0	14	1	0.00	0.00	1,000.00	0.00	1,000.00		RA10241838		
8	22-Oct-2018	RE03	8862798	0	14	1	0.00	0.00	777.00	0.00	777.00		RA10221836		
9	30-Jul-2018	RE03	8862820	0	14	1	0.00	0.00	800.00	0.00	800.00		RA10241839		
10	30-Jul-2018	RE03	8862821	0	14	1	0.00	0.00	800.00	0.00	800.00		RA10241840		
11	30-Jul-2018	RE03	8862821	0	24	1	0.00	0.00	900.00	0.00	900.00		RA10241840		
12	1000-000-0000-000-00-12300 PROVISION FOR AB						0.00	0.00	5,752.00	0.00	5,752.00				
13															
14	26-Oct-2018	RE03	8862822	0	14	1	0.00	0.00	0.00	175.00	-175.00		RE10261841		
15	26-Oct-2018	RE03	8862823	0	13	1	0.00	0.00	0.00	50.00	-50.00		RA10261842		
16	26-Oct-2018	RE03	8862823	0	24	1	0.00	0.00	0.00	50.00	-50.00		RA10261842		
17	24-Oct-2018	RE03	8862817	0	14	1	0.00	0.00	0.00	1,200.00	-1,200.00		RA10241837		
18	24-Oct-2018	RE03	8862818	0	14	1	0.00	0.00	0.00	1,000.00	-1,000.00		RA10241838		
19	22-Oct-2018	RE03	8862798	0	14	1	0.00	0.00	0.00	777.00	-777.00		RA10221836		
20	30-Jul-2018	RE03	8862820	0	14	1	0.00	0.00	0.00	800.00	-800.00		RA10241839		
21	30-Jul-2018	RE03	8862821	0	14	1	0.00	0.00	0.00	800.00	-800.00		RA10241840		
22	30-Jul-2018	RE03	8862821	0	24	1	0.00	0.00	0.00	900.00	-900.00		RA10241840		
23	1000-000-0000-000-00-37-12200 2017 REAL ESTATE						0.00	0.00	0.00	5,752.00	(5,752.00)				
24	***Total***						0.00	0.00	5,752.00	5,752.00	0.00				
25															

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

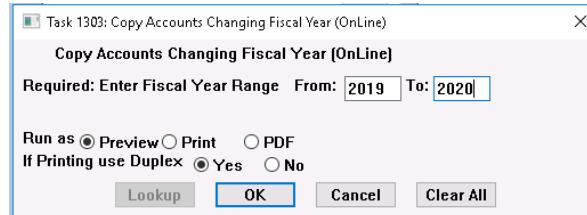
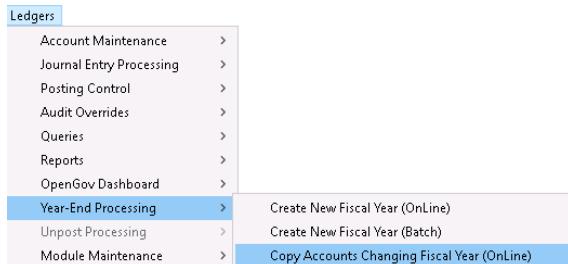
GL_Txn_Detail_with_Notes_THERESA[4].xml - Microsoft Excel														
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1														
2	Trans Date	Code	GLPost#	Ref#	Line	GLLn	Total Approp	Encumbrance	Debit	Credit	Net-Amount	Notes	TR-Revenue-Code	User-Batch
3	26-Oct-2018	RE03	8862822	0	14	1	0.00	0.00	175.00	0.00	175.00	EXM for 2017 Bill# 006709-00	RE10261841	
4	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	
5	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	
6	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	
7	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	
8	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	
9	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	
10	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	
11	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	
12	1000-000-0000-000-00-12300 PROVISION FOR AB						0.00	0.00	5,752.00	0.00	5,752.00			
13														
14	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	
15	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	
16	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	
17	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	
18	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	
19	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	
20	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	
21	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	
22	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	
23	1000-000-0000-000-00-37-12200 2017 REAL ESTATE						0.00	0.00	0.00	5,752.00	(5,752.00)			
24	***Total***						0.00	0.00	5,752.00	5,752.00	0.00			
25														

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

[ADM-AUC-GL-8254]



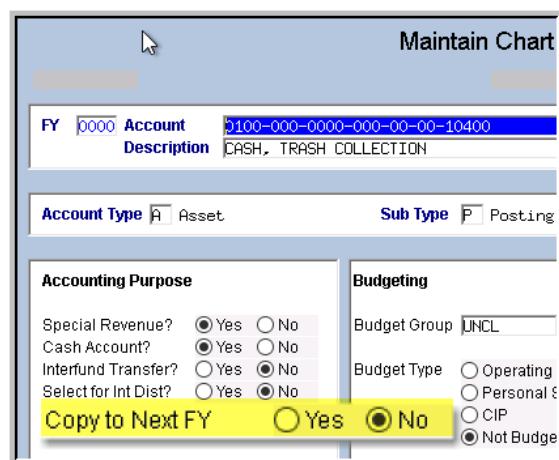
7. YEAR END PROCESSING



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-GLNOCOPYNY!.REP		Printed 29-Oct-2018 at 12:28:33 by THERESA		Page 1					
		Town of Admins							
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	0100-000-0000-00-00-10400	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.



1833-GLCRENEWFYRSTAT.REP		Printed 29-Oct-2018 at 13:03:54 by THERESA		Page 1	
Town of Admins		New Year Accounts with Updated Status			
2020 Accounts with an Updated Status during Create New Year process					
FY Account #	Description	Account Type	Sub Type	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	WARANTS 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	ACCRUED 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-GLCACPYLE_OL.REP		Printed 29-Oct-2018 at 12:28:37 by THERESA		Town of Admins	
Copy Accounts Changing Fiscal Year					
New Accounts to be added to the GL Chart.					
FY Account #	Description	Account Type	Sub Type	Entity	Spec Cash Rev Int Fund Dist MxN FY Typ Mill Group
2020 2070-000-0000-000-03-00-10400	CASH, BIG YELLOW SCHOOL BUS (MA CULT C	Asset	Control	Y	N N UNCL
2020 2070-000-0000-000-03-00-20100	WARANTS 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	ACCRUED PAYROLL	Liability	Control	1 N N N	Y U N UNCL
2020 2070-000-0000-000-03-00-35900	UNDESIGNATED 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 2070-000-0000-000-03-00-38300	RESERVE FOR EXPENDITURE	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 2070-000-0000-000-03-00-51240	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 2070-000-0000-000-03-00-54160	SCHOOL SUPPLIES	Expenditure	Posting	1 N Y N	Y U N UNCL
2020 2070-998-0000-000-03-00-88888	SUSPENSE	Fund Equity	Control	1 N Y Y	Y U N UNCL
2020 2070-998-0000-000-03-035900	FUND BALANCE,BIG YELLOW SCHOOL BUS	Fund Equity	Summary	1 N Y N	Y U N UNCL
*** Total for FY ***					
	Posting	Summary	Control	Total	
Assets:			1	1	
Liab:	1	2	3		
Equity:		1	6	7	
Revenue:	1		1		
Expenditures:	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...	
<input checked="" type="radio"/> First Error Listed	<input type="radio"/> All Errors Listed
Do you Roll Encumbrance to PYE...	
<input checked="" type="radio"/> No - Do Not Roll Enc to PYE	<input type="radio"/> 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...	
<input checked="" type="radio"/> First Error Listed	<input type="radio"/> All Errors Listed
Do you Roll Encumbrance to PYE...	
<input checked="" type="radio"/> No - Do Not Roll Enc to PYE	<input type="radio"/> Yes - Roll Enc to PYE
Default Fund Selection	
<input checked="" type="radio"/> Close to FB	<input type="radio"/> 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.

The screenshot shows the 'Process Closeout for Funds Listed' window. At the top, it displays 'Fiscal Year 2016' and 'Fund Ending Date 30-Jun-2016'. Below this is a 'Roll Balances Forward' section with radio buttons for 'Yes' and 'No'. A large callout bubble points from the text 'All eligible funds will be marked based on the default selection made on the prior screen.' to the 'Selection' column of the main table. The table lists various funds with their descriptions and the 'Selection' column showing the status ('Close to FB' or 'Leave Open'). To the right of the table is a detailed log of 'to FB Will not Reprocess' entries, each with a date and a reason like 'Prior Close by' or 'Leave Open'.

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

The screenshot shows the 'Process Closeout for Funds Listed' window. It includes a 'Goto...' button, an 'Actions' button, and a '2-Edit List' button highlighted with a green box. At the top, it displays 'Fiscal Year 2017' and 'Fund Ending Date 30-Jun-2017'. Below this is a 'Roll Balances Forward' section with radio buttons for 'Yes' and 'No'. A callout bubble points from the '2-Edit List' button to the 'Selection' column of the main table. The table lists funds with their descriptions and the 'Selection' column showing the status ('Close to FB' or 'Leave Open'). To the right of the table is a detailed log of 'Prior Close to FB Will not Reprocess' entries.

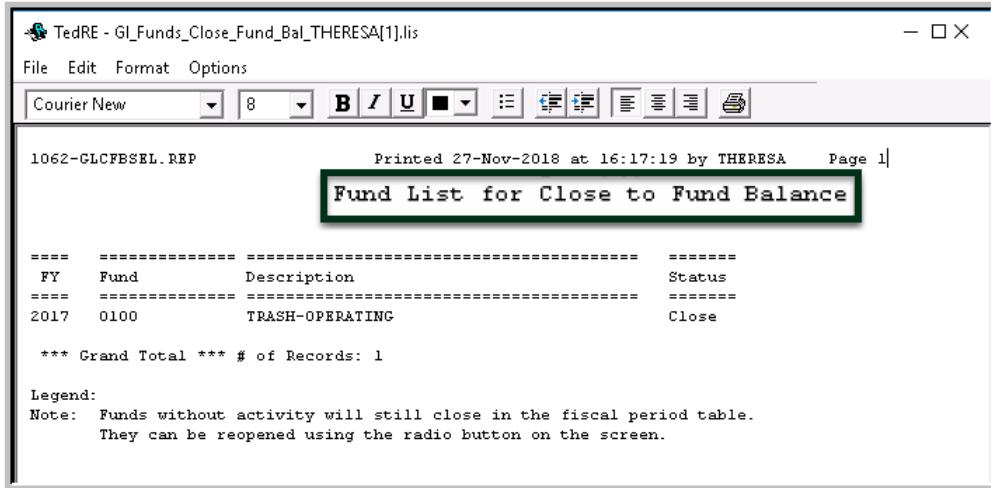


Figure 24 Fund List for Close to Fund Balance – generated during process

Town of Admins Fund List for Close to Fund Balance			
Fiscal Year: 2016			
FY	Fund	Description	Status
2016	0100	TRASH-OPERATING	Close
2016	0200	WATER-OPERATING	Close
2016	0300	SEWER-OPERATING FUND	Close
2016	1000	GENERAL FUND	Close
2016	2020	SCHOOL LUNCH PROGRAM	Close

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

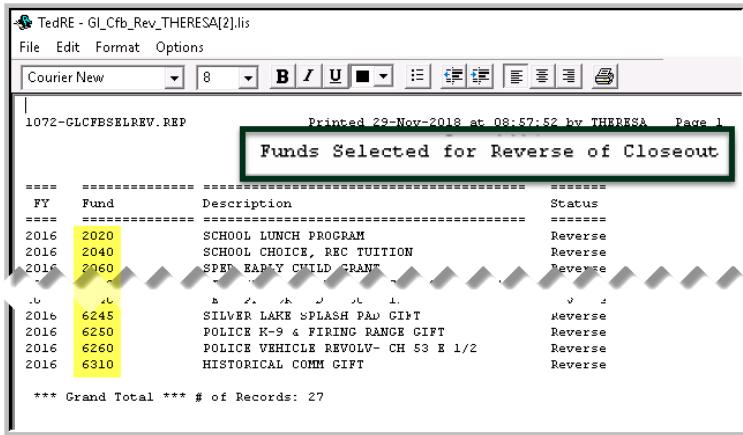


Figure 26 Fund List with Print/Preview selected

[ADM-AUC-GL-8317]



7.3.3. #1084 Fund List for Roll Balances Forward

Process Roll Balance Forward

Goto... Actions

From Fiscal Year 2019 To Fiscal Year 2020

2-Edit List

1-Process Roll Forward

Fund	Description	Selection	Prior Roll Fwd Will Prompt to Reverse
0100	TRASH-OPERATING	<input checked="" type="radio"/> Roll Forward <input type="radio"/> Do Not Process	
0200	WATER-OPERATING	<input checked="" type="radio"/> Roll Forward <input type="radio"/> Do Not Process	
0300	SEWER-OPERATING FUND	<input checked="" type="radio"/> Roll Forward <input type="radio"/> Do Not Process	
1000	GENERAL FUND	<input checked="" type="radio"/> Roll Forward <input type="radio"/> Do Not Process	
2010	SCHOOL GRANTS	<input type="radio"/> Roll Forward <input checked="" type="radio"/> Do Not Process	
2020	SCHOOL LUNCH PROGRAM	<input type="radio"/> Roll Forward <input checked="" type="radio"/> Do Not Process	
2030	SCHOOL SECURITY 2013 GRANT	<input type="radio"/> Roll Forward <input checked="" type="radio"/> Do Not Process	
2100	LEVEL 3 TWC H.R.G.ED. S.S.C.H.A.N.C.	<input type="radio"/> Roll Forward <input checked="" type="radio"/> Do Not Process	
2160	MA H.S. GRADUATION INITIATIVE	<input type="radio"/> Roll Forward <input checked="" type="radio"/> Do Not Process	

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

GI_Funds_Roll_Forward_THERESA[1].pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools GI_Funds_Roll_Forw... x

Printed 29-Nov-2018 at 09:28:53 by THERESA Page 1

1084-GLROLSEL.REP

Fund List for Roll Balances Forward

FY	Fund	Description	Status
2019	2010	SCHOOL GRANTS	Open
2019	2020	SCHOOL LUNCH PROGRAM	Open
2019	2030	SCHOOL SECURITY 2013 GRANT	Open
2019	2040	SCHOOL CHOICE, REC TUITION	Open

*** Grand Total *** # of Records: 4

[ADM-AUC-GL-8317]

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

[AUC] 1099-Process Reverse of Roll Forward [theresa]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help

Process Reverse of Roll Forward

Goto... Actions

Prior Fiscal Year 2015 Reverse From FY 2016

Just List Reversals or Post List Post

2-Edit List

1-Process Reverse

Fund	Description	Selection	Prior Posting# of Roll Forward
2020	SCHOOL LUNCH PROGRAM	<input checked="" type="radio"/> Reverse Balance <input type="radio"/> Ignore	Posting# 136,913
2030	SCHOOL SECURITY 2013 GRANT	<input checked="" type="radio"/> Reverse Balance <input type="radio"/> Ignore	Posting# 136,913
2040	SCHOOL CHOICE, REC TUITION	<input checked="" type="radio"/> Reverse Balance <input type="radio"/> Ignore	Posting# 136,913
2060	SPED EARLY CHILD GRANT	<input type="radio"/> Reverse Balance <input checked="" type="radio"/> Ignore	Posting# 136,913
2080	SPED EC PROGRAM IMPROVEMENT	<input type="radio"/> Reverse Balance <input checked="" type="radio"/> Ignore	Posting# 136,913
2090	CIRCUIT BREAKER FUND	<input type="radio"/> Reverse Balance <input checked="" type="radio"/> Ignore	Posting# 136,913



1085-GLROLREVSEL.REP Printed 29-Nov-2018 at 10:25:10 by THERESA Page 1			
Fund List for Reverse of Roll Balances Forward			
<hr/>			
FY	Fund	Description	Status
2015	2020	SCHOOL LUNCH PROGRAM	Reverse
2015	2030	SCHOOL SECURITY 2013 GRANT	Reverse
2015	2040	SCHOOL CHOICE, REC TUITION	Reverse
<hr/> *** Grand Total *** # of Records: 3			

[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.

1239-GLCFETRNPST.REP Printed 27-Nov-2018 at 15:22:39 by THERESA Page 2		
Close to Fund Balance - Unposted Transactions		
<hr/>		
FY	Account	User Batch
2019	1000-000-0000-00-00-10400	15129
2019	1000-000-0000-00-00-20200	15129
2019	1000-921-0000-000-00-29-69218	8862857
2019	1000-921-0000-000-00-32-69272	8862857
<hr/> Legend: Close to fund balance will stop until these batches are posted.		

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.

1084-GLROLSEL.REP Printed 29-Nov-2018 at 09:28:53 by THERESA Page 1			
Town of Admins Fund List for Roll Balances Forw			
<hr/>			
FY	Fund	Description	Status
2019	2010	SCHOOL GRANTS	Open
2019	2020	SCHOOL LUNCH PROGRAM	Open
2019	2030	SCHOOL SECURITY 2013 GRANT	Open
2019	2040	SCHOOL CHOICE, REC TUITION	Open
<hr/> *** Grand Total *** # of Records: 4			
<hr/> Roll Ledger Balances Forward			
<hr/> File Help Starting step 84 Starting step 85			

1084-GLROLSEL.REP Printed 03-Dec-2018 at 08:57:20 by THERESA Page 1			
Town of Admins Fund List for Roll Balances Forward			
<hr/>			
FY	Fund	Description	Status
2019	2010	Balances Forward	X
2019	2020		
2019	2030		
2019	2040		
<hr/> *** Grand Total ***			
<hr/> i No Amounts to Roll Forward Nothing Posted			
<hr/> OK			

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-GLCFBCTREAL.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-GLCFBCHKPO.REP	Printed 28-Nov-2018 at 09:27:10 by LUANN	Page 1
	Town of Admins	
Fiscal Year: 2018		
<hr/>		
<hr/>		
Fund# PO# Line GLLn# Vendor# Name PO Type Dept. Code Entered By		
<hr/>		
1000 11474 1 1 000434 MSSAA R HIGH SCHOOL ANTHEA		

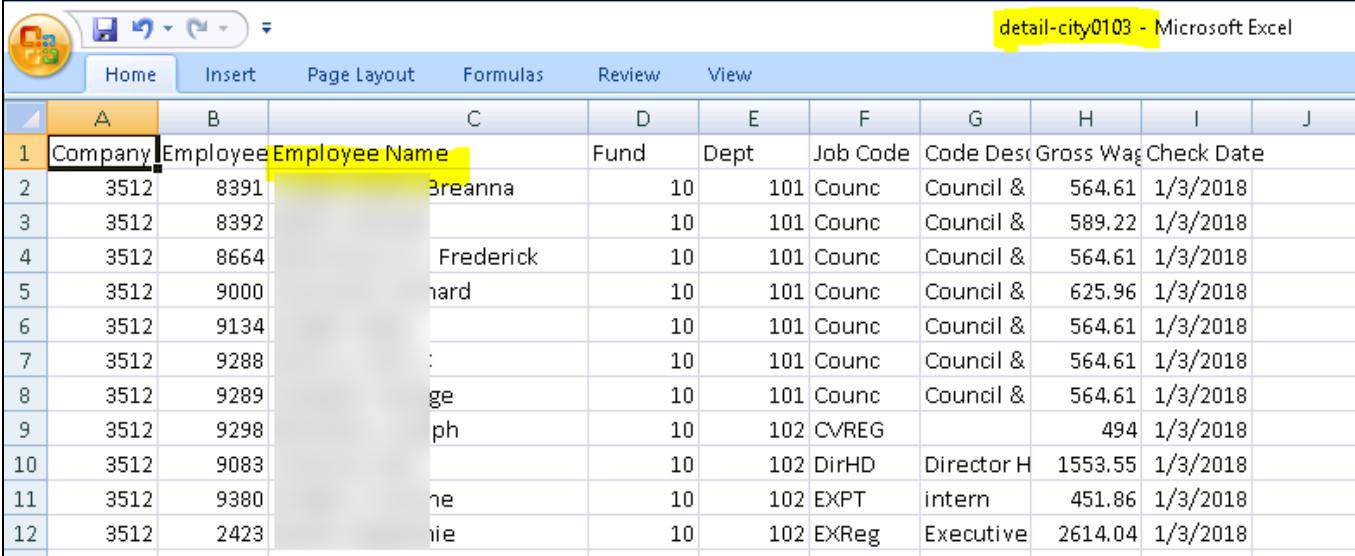
Figure 31 Sample of fiscal year added to year end processing reports– with records selected

[ADM-AUC-GL-8325]

8. INTERFACES/IMPORTS

8.1. Acquire Payroll Transactions [Enhanced]

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

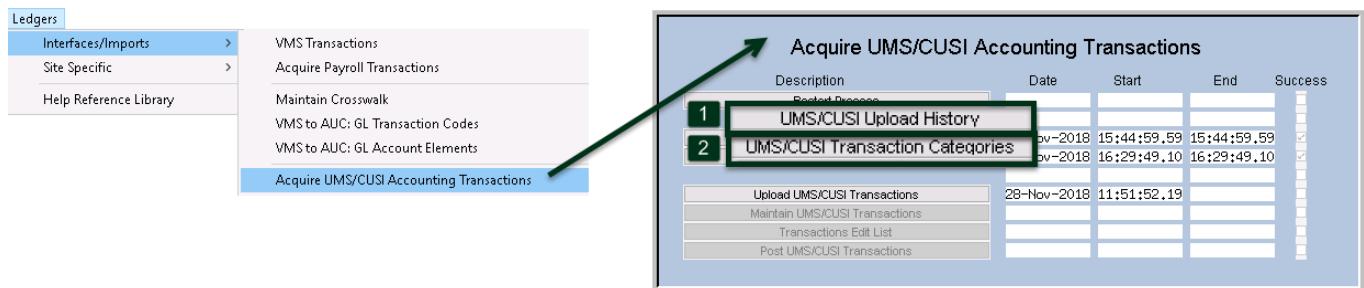


	A	B	C	D	E	F	G	H	I	J
1	Company	Employee	Employee Name	Fund	Dept	Job Code	Code Des	Gross Wag	Check Date	
2	3512	8391	Breanna	10	101	Counc	Council &	564.61	1/3/2018	
3	3512	8392		10	101	Counc	Council &	589.22	1/3/2018	
4	3512	8664	Frederick	10	101	Counc	Council &	564.61	1/3/2018	
5	3512	9000	hard	10	101	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	nie	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.

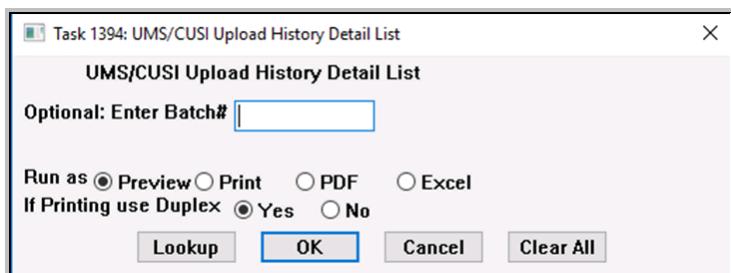


Figure 32 Before - prompt for the Upload History Detail List with a single optional filter for Batch #

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

1394-GLOMUSCOUNISDET.REF	Printed 23-Oct-2018 at 10:23:49 by ANTHEA	Page 1																	
	Town of Admins UMS/CUSI Upload History Detail List																		
GL Batch	User Batch	Row#	Category	Bill=		Year		Trx Date		FY		Original Date		Accounts		Transaction ID		Posted	
Type	Description																Amount	Amount	
40	Water Utility																		
8862463	UMS1208173	1	11-Payment		2018	04-Dec-2017	2018					DR 0200-000-0000-000-00-00-10400	CASH, UNRESTRICTED		0			19.00	
												CR 0200-000-0000-000-00-00-13100	WATER CHARGES RECEIVABLE						
												DR 0200-000-0000-000-00-00-26400	DEFERRED REVENUE-WATER CHARG						
												CR 0200-000-0000-000-00-00-42050	WATER CHARGES						
8862463	UMS1208173	2	11-Payment		2018	04-Dec-2017	2018					DR 0200-000-0000-000-00-00-10400	CASH, UNRESTRICTED		0			48.95	
												CR 0200-000-0000-000-00-00-13100	WATER CHARGES RECEIVABLE						
												DR 0200-000-0000-000-00-00-26400	DEFERRED REVENUE-WATER CHARG						
												CR 0200-000-0000-000-00-00-42050	WATER CHARGES						

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

Figure 34 After-CUSTI 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.

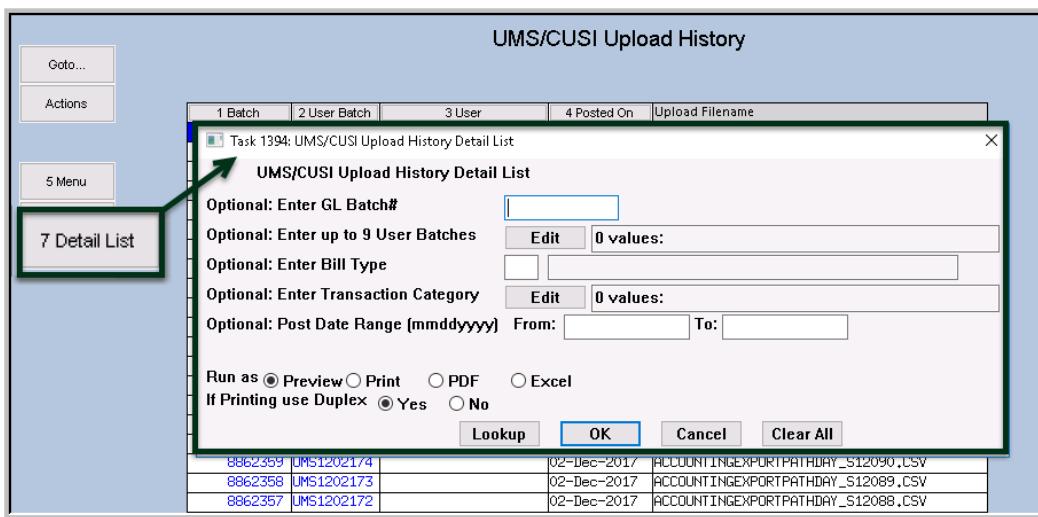


Figure 35 New prompt for the UMS/CUSI Upload History Detail List

CUSI_Upload_History_Detail_THERESA[2].xml - Microsoft Excel																
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	Bill	Type	Description	GL_Batch	User_Batch	Row#	Category	Year	Trx.Date	FY	Original Trx.Date	Accounts	Transaction.ID	Posted Amount	NoPost Amount	Posted On
1222	50	Trash Utility	8,862,463	UMS1208173	244	11-Payment	2018	12/4/2017	2018			DR 0100-000-0000-00-00-10400 CASH, TRASH COLLECTION CR 0100-000-0000-00-00-12700 TRASH CHARGES RECEIVABLE	0	95.00		12/8/2017
1223																
1224																
1225												DR 0100-000-0000-00-00-26600 DEFERRED REVENUE-TRASH CHARGES				
1226												CR 0100-000-0000-00-00-42015 TRASH REVENUE				
1227	60	Trash Utility	8,862,463	UMS1208173	245	11-Payment	2018	12/4/2017	2018			DR 0100-000-0000-00-00-10400 CASH, TRASH COLLECTION CR 0100-000-0000-00-00-12700 TRASH CHARGES RECEIVABLE	0	63.00		12/8/2017
1228																
1229												DR 0100-000-0000-00-00-26600 DEFERRED REVENUE-TRASH CHARGES				
1230												CR 0100-000-0000-00-00-42015 TRASH REVENUE				
1231												DR 0100-000-0000-00-00-10400 CASH, TRASH COLLECTION CR 0100-000-0000-00-00-12700 TRASH CHARGES RECEIVABLE	0	95.00		12/8/2017
1232	60	Trash Utility	8,862,463	UMS1208173	246	11-Payment	2018	12/4/2017	2018							
1233																
1234												DR 0100-000-0000-00-00-26600 DEFERRED REVENUE-TRASH CHARGES				
1235												CR 0100-000-0000-00-00-42015 TRASH REVENUE				
1236												*** Total Type 60 Trash Utility	4,116.00			
1237												*** Grand Total ***	17,340.91			
1238																
1239																
1240																
1241																
1242																
1243																
1244																
1245																
1246																

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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Year</th> <th>Type</th> <th>Description</th> <th>Category</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 Bill)</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 Credit)</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 Charge)</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	Category	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 Bill)	Yes	Yes	Yes		2019	40	Water Utility	34	Open Applied (apply Charge to Credit)	Yes	Yes			2019	40	Water Utility	35	Open Payment (apply Credit to Charge)	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	Category	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 Bill)	Yes	Yes	Yes																																																																																																																																																																																																																			
2019	40	Water Utility	34	Open Applied (apply Charge to Credit)	Yes	Yes																																																																																																																																																																																																																				
2019	40	Water Utility	35	Open Payment (apply Credit to Charge)	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.



UMS/CUSI Transaction Categories

2022 40

Actions

3 Categories

1 Categories 2 Accounting

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

UMS/CUSI Transaction Categories

2022 40

Actions

1 Categories 2 Accounting

Category	Description
11 Payment	

Post GL Summarized

Account Number	GL Account Description
0200-000-0000-00-00-10400	CASH, UNRESTRICTED
0200-000-0000-00-00-13100	WATER CHARGES RECEIVABLE
0200-000-0000-00-00-26400	DEFERRED REVENUE-WATER CHARGES
0200-000-0000-00-00-42050	WATER CHARGES

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

UMS/CUSI Transaction Categories

2022 40

Actions

1 Categories 2 Accounting

Category	Description
15 Write-Off	

Post GL Summarized

Account Number	GL Account Description
0200-000-0000-00-00-26400	DEFERRED REVENUE-WATER CHARGES
0200-000-0000-00-00-13100	WATER CHARGES RECEIVABLE
0000-000-0000-00-00-00000	---
0000-000-0000-00-00-00000	---

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

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

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.)

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

Figure 40 Before

Transactions Edit List					
Row#	Category	Bill Year	Trx Date	FY Trx Date	Original Accounts
Type	Description				Transaction ID
40	Water Utility				
1	11-Payment	2019	21-Oct-2018	2019	DR 0200-000 CR 0200-000 DR 0200-000 DC 0200-000
2	11-Payment	2019	21-Oct-2018	2019	DR 0200-000 CR 0200-000 DR 0200-000 DC 0200-000

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



Transactions Edit List			
Category	Year	Trx Date	F
2 Charge	2019	22-Oct-2018	2
6 Misc Chrg.	2019	22-Oct-2018	2
*** Total 40	40-Water Utility		
2 Charge	2019	22-Oct-2018	2
*** Total 60	60-Trash Utility		
*** Grand Total ***			
Water Utility			
Trash Utility			

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

Transactions Edit List			
Category	Year	Trx Date	FY Trx Date
11 Payment	2019	21-Oct-2018	2019
*** Total 40	40-Water Utility		
11 Payment	2019	21-Oct-2018	2019
*** Total 50	50-Sewer Utility		
11 Payment	2019	21-Oct-2018	2019
*** Total 60	60-Trash Utility		
*** Grand Total ***			
Water Utility	Count	To Post	No Post
Sewer Utility		Amount	Amount
Trash Utility			

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

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

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

1 Edit List

JMS Trx Categor

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

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: 0300-000-0000-00-00-26500 New: 0000-000-0000-00-00-00000

Selection Legend:
Count: 4
Sorted: Change Date

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



UMS_Code_Table_Changes_THERESA[1].xml - Microsoft Excel									
	A	B	C	D	E	F	G	H	I
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	0300-0000-0000-000-00-00-26500	0000-0000-0000-000-00-00-00000
6									

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.

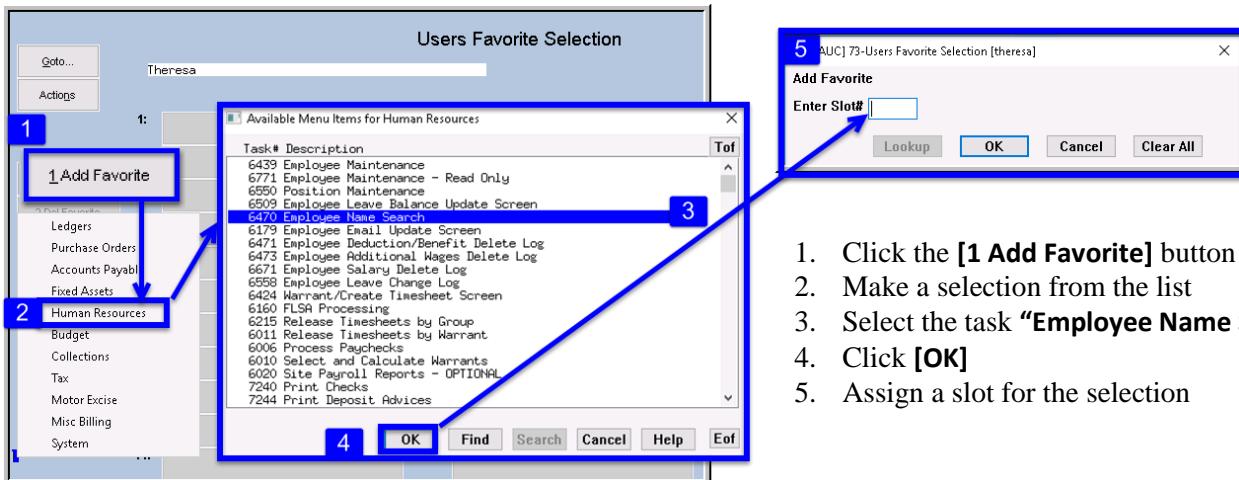


Figure 47 Steps to create a favorites screen

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

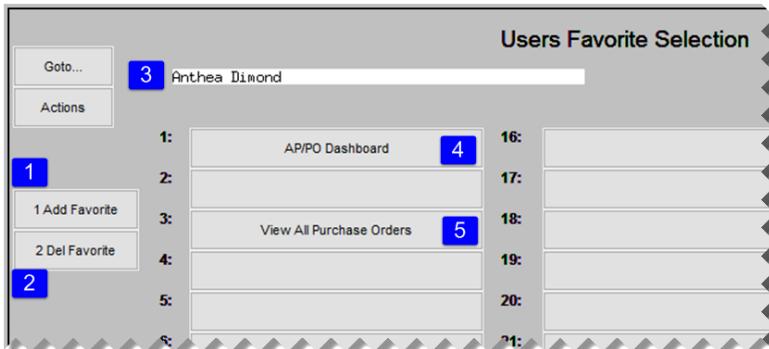


Figure 48 A user's selections

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] |