



GENERAL LEDGER

RELEASE NOTES–DECEMBER 2019

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

Contents

1	TREASURY RECEIPT EDIT LIST GL EFFECTIVE DATE [FIX]	2
2	REPORTS [ENHANCEMENT]	4
2.1	Excel® Reports [Enhancement]	4
3	DEPARTMENT GROUP SECURITY [ENHANCEMENT]	5
4	HELP REFERENCE LIBRARY	7
4.1	New or Updated Documents	7



Anytime this symbol is used in the release notes, it indicates that the feature is “locked” and limited for use by “Super-Users” with a minimum security level of 20.



1 TREASURY RECEIPT EDIT LIST GL EFFECTIVE DATE [FIX]

Module Control Table			
Seq#	Description	Answer	Buttons
4031	Date Used for Posting to Ledger – Transaction Date or Deposit	T	

ADMINs allows posting treasury receipts to the general ledger using either **[T]ransaction Date** or **[D]eposit Date**. This change only affects sites that post by **Transaction** date.

Module Control # 4031 Date Used for Posting to Ledger – Transaction Date or Deposit Date controls the option. View or edit the value by selecting **Collections ► Module Maintenance ► Module Control ► #4031**.

ADMINs fixed report issues with incorrectly displaying the date if the site posted by **Transaction** date. While the transactions posted correctly to the GL with the **Transaction** date, the **Collections Edit List** and the **Posting Report** were inaccurately showing the GL effective date as the deposit date instead of the transaction date.

The screenshot shows the 'Treasury Receipts' screen. At the top, there's a 'Goto...' button and a '2-Edit Note' button. Below that, the 'Username' is 'THERESA' and the 'Batch' is '860'. The 'Pay-Trx Date' is '06-Dec-2019' (circled with a blue box and a circled '1'). The 'Deposit Date' is '04-Dec-2019'. The 'Tendered' amount is '7000.00' and the 'Total' is '7000.00'. Below this, there's a table of transactions with columns for 'Year', 'Trx Date', 'Code', 'Account Number', 'Note', 'Qty', and 'Amount Received'. The first transaction is dated '06-Dec-2019' and has an amount of '900.00'. The second transaction is dated '06-Dec-2019' and has an amount of '65.00'. The third transaction is dated '06-Dec-2019' and has an amount of '6000.00'. The fourth transaction is dated '30-Nov-2019' and has an amount of '20.00'. The fifth transaction is dated '06-Dec-2019' and has an amount of '15.00'.

To illustrate, **Figure 1** shows five transactions. The batch **Pay-Trx Date** **1** is the **default** transaction date; however, the date for each transaction **2** may be entered, overriding the default. **Module Control # 4031** is "T".

Figure 1 Treasury receipt batch with multiple transaction dates

The screenshot shows the 'Treasury Receipt Edit List' screen. At the top, there's a 'Batch Notes' section with 'Pay Trx Date : 06-Dec-2019' (circled with a blue box and a circled '1') and 'GL Effective Date : 06-Dec-2019'. Below this, there's a table of transactions with columns for 'Batch#', 'Trx#', 'Year', 'Date', 'Account#', and 'Note'. The first transaction is dated '06-Dec-2019' and has an account number '15NORTHMAIN'. The second transaction is dated '06-Dec-2019' and has an account number '160HIGHCON'. The third transaction is dated '30-Nov-2019' and has an account number '160HIGHDPW'. The fourth transaction is dated '06-Dec-2019' and has an account number '20WILLFIRE'.

Figure 2 Treasury Receipt Edit List shows the transaction dates that will be used in the GL posting



6 Post Batch

Use the **[6 Post Batch]** button on the Treasury Receipt Batch screen to produce the report shown in **Figure 3**.

4012-RCREP:RCRECPST.REP Printed 06-Dec-2019 at 09:59:12 by THERESA Town of Admins Post Receipts

Batch In Balance Will Post Deposit Date : 04-Dec-2019
Batch# : 860 Pay Trx Date : 06-Dec-2019
GL Postings : 8869895 GL Effective Date: 06-Dec-2019
Entered : \$ 7,000.00 Batch Notes :
Expected : \$ 7,000.00

Batch#	Trx#	Year	Date	Account#	Note
860	1902956	2020	06-Dec-2019	FIR 6580-000-0000-000-00-48508 15 NORTH MAIN ST -	trx date default to ba
860	1902957	2020	06-Dec-2019	CON 6580-000-0000-000-00-48592 160 HIGH ST - CON C	tr date set on trx 11/
860	1902958	2020	30-Nov-2019	6580-000-0000-000-00-48601 160 HIGH ST LOTS 1	tr date default on bat
860	1902959	2020	06-Dec-2019	6580-000-0000-000-00-48454 20 WILLIAM WAY - UP	
860	1902960	2020	06-Dec-2019	6580-000-0000-000-00-48665 24 WILLIAM WAY LOT	

*** Total: Fund 6580
*** Report Grand Total
** Grand Totals **

Selection Legend:
Sort By: User Batch#
Total By: Fund
Post By: Pay Date
Report in: Detail
D-Batch Date & Trx Date Mismatch

Figure 3 The Post Receipts report reflects the transaction dates for the GL posting

Selection Legend:

Sort By: User Batch#
Total By: Fund & Dept
Post By: Pay Date
Message Legend
D-Batch Date & Trx Date Mismatch

Selection Legend:

Sort By: User Batch#
Total By: Fund & Dept
Post By: Deposit Date
Message Legend
D-Batch Date & Trx Date Mismatch

The Submit, Restore, and Posting reports include a legend showing how the batch will post. **Pay Date** is shown if the module control value is set to **"T"**; **Deposit Date** is shown if the value is set to **"D"**.

1119-GLTRNPST.REP Printed 06-Dec-2019 at 10:00:44 by THERESA Town of Admins GL Transaction Posting Report (by Batch)

Posting FY	Ctrl #	UsrBatch#/ Post #	Date	Refer #	Code	Account / Notes	Description
2020	141508	860	06-Dec-2019	06	DP01	6580-000-0000-000-00-10400	CASH, TOWN ENGINEERI
		8869895				tr date default to batch	
2020	141508	860	06-Dec-2019	00	DP01	6580-000-0000-000-00-10400	CASH, TOWN ENGINEERI
		8869895					
2020	141508	860	06-Dec-2019	09	DP01	6580-000-0000-000-00-10400	CASH, TOWN ENGINEERI
		8869895					
2020	141508	860	06-Dec-2019	07	DP01	6580-000-0000-000-00-10400	CASH, TOWN ENGINEERI
		8869895				tr date set on trx 11/30	
2020	141508	860	30-Nov-2019	08	DP01	6580-000-0000-000-00-10400	CASH, TOWN ENGINEERI
		8869895				tr date default on batch	
2020	141508	860	06-Dec-2019	07	DP01	6580-000-0000-000-00-39100	REVENUE
		8869895				tr date set on trx 11/30	
2020	141508	860	06-Dec-2019	00	DP01	6580-000-0000-000-00-39100	REVENUE
		8869895					
2020	141508	860	30-Nov-2019	09	DP01	6580-000-0000-000-00-39100	REVENUE
		8869895					
2020	141508	860	06-Dec-2019	08	DP01	6580-000-0000-000-00-39100	REVENUE
		8869895				tr date default on batch	
2020	141508	860	06-Dec-2019	06	DP01	6580-000-0000-000-00-39100	REVENUE

Figure 4 The GL Posting shows the correct dates

The corrected reports were installed on sites in late October. The correction is described here to document the changes to the reports.

[PEP-SUP-SAPLAUC-357]



2 REPORTS [Enhancement]

Some sites use all zeroes as a meaningful account segment. To total on an account segment that is all zeroes, contact **ADMINS** at support@admins.com to request that we add a description so that it will now total on reports. Remember that only accounts with activity will appear on reports.

Object	Description	Group	Type	Category	Sub-Class
00000					
02009	MYBE PRODUCTS LIABILITY SETTLE				
02010	20210				
08120					
10000	ASSETS				
10200	PETTY CASH		CASH		CASH
10400	CASH, UNRESTRICTED		CASH		CASH

Figure 5 The Object element table

While the example in **Figure 5** is for the **Object** segment, this is available for any account segment except the fund.

	on Adj	Encumbrances	Expenditures	Remaining Balance	% Used
0100 TRASH-OPERATING					
0000 Function Element #3 all zeroes					
0100-430-0000-004-00-00-52030 TELEPHONE	.00	.00	\$25.00	(325.00)	.00
0100-430-0000-004-00-00-52040 PRINTING, BINDING AND COPYING	.00	.00	(50.00)	50.00	.00
0100-430-0000-004-00-00-52700 TRASH REMOVAL	.00	.00	(400.00)	400.00	.00
0100-950-0000-000-00-00-70014 TRASH ENCUMBRANCE	.00	.00	(525.00)	525.00	.00
Total 0000 Function Element #3 all zeroes	.00	.00	(650.00)	650.00	.00
Total 0100 TRASH-OPERATING	.00	.00	(650.00)	650.00	.00

Figure 6 The Monthly Expenditure Summary report using a "Function" account segment = 0000 for totaling

[MBE-SUP-SAPLAUC-1056]

2.1 Excel® Reports [Enhancement]

Account Number	Description	Appropriation	Appropri Adj
0200-450-0000-004-00-00-51120	ASSISTANT DIRECTOR	0.00	0.00
0200-450-0000-004-00-00-51121	ADMINISTRATIVE PERSONNEL	0.00	0.00
0200-450-0000-004-00-00-51122	FOREMAN	0.00	0.00
0200-450-0000-004-00-00-51131	CLERK	0.00	0.00
0200-920-0000-000-00-00-69394	REPLACE BW-9 (VEHICLE REPLACEMENT)	0.00	0.00
0200-924-0000-000-00-00-69239	REPLACE DRIVES AT PUMP #4 & #5 ART 15 AT	0.00	0.00
Grand Total		0.00	0.00

Users frequently ask for assistance to re-run an **Excel®** report – and provide an image or photocopy sample that was produced around the same time last year.

To help support@admins.com staff provide quicker answers, many **AUC Excel®** reports will now include

the **report number and name** in the upper left corner of the report, similar to what is shown on reports run as



Print/Preview/PDF®. ADMINIS also now includes the **username** at the bottom right of the reports. To see this information while working on the **Excel®** spreadsheet, select **View ► Page Layout** view. An example is shown; this information is also available on the **preview or printed** output.

1613-GLEXSUMRPT REP

Town of Admins
Expenditure Summary

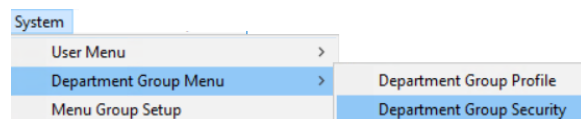
Fiscal Year: 2020 to 2020			
Account Number	Description	Appropriation	Appropriation Adj
0200-450-0000-004-00-00-51120	ASSISTANT DIRECTOR	0.00	0.00
0200-450-0000-004-00-00-51121	ADMINISTRATIVE PERSONNEL	0.00	0.00
0200-450-0000-004-00-00-51122	FOREMAN	0.00	0.00
0200-450-0000-004-00-00-51131	CLERK	0.00	0.00
0200-920-0000-000-00-00-69384	REPLACE BW-9 (VEHICLE REPLACEMENT)	0.00	0.00
0200-924-0000-000-00-00-69239	REPLACE DRIVES AT PUMP #4 & #5 ART 15 AT	0.00	0.00
Grand Total		0.00	0.00

Page 1 of 3 Printed 12/11/2019 at 1:07 PM

By ANTHEA

[ADM-AUC-SY-8133]

3 DEPARTMENT GROUP SECURITY [Enhancement]



The **Department Group Security** screen controls access to departments on a per-user basis.

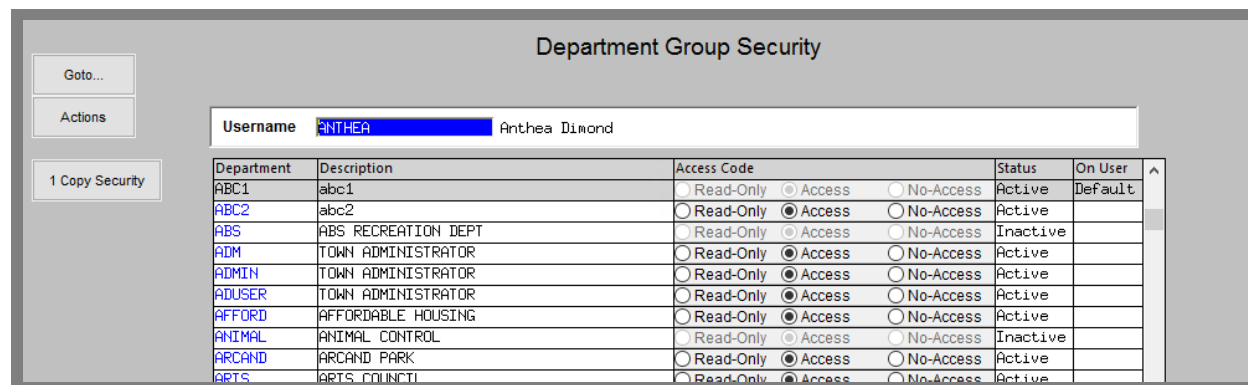


Figure 7 Before – the Department Group Security Screen without the [2 Set Access] button

ADMINIS added a **[2 Set Access]** button to the **Department Group Security** screen to allow changing **ACTIVE** departments that are not the user's **Default** department. We do not allow the users default department to be changed on this screen to prevent a situation where a user would have access to no departments.



Note: if the User is inactive – the Set Access button will be grayed out. The user security may be *copied* to another user, but access cannot be *changed* on an inactive user.

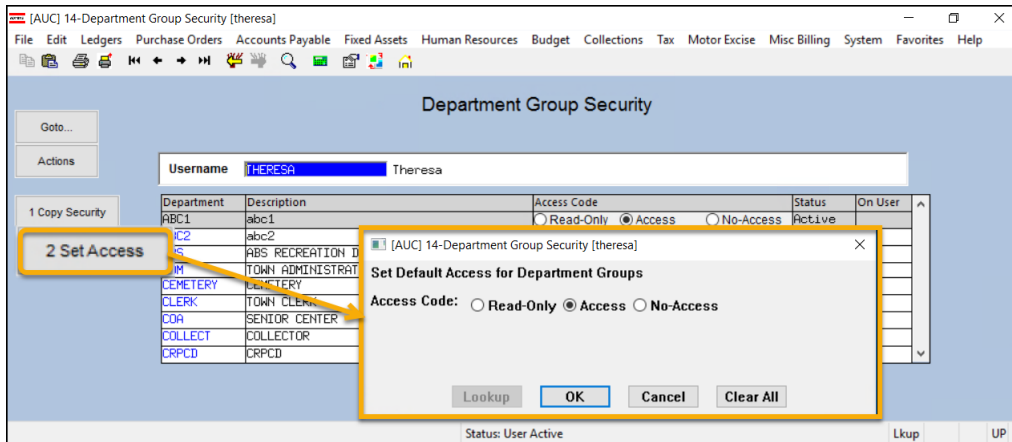
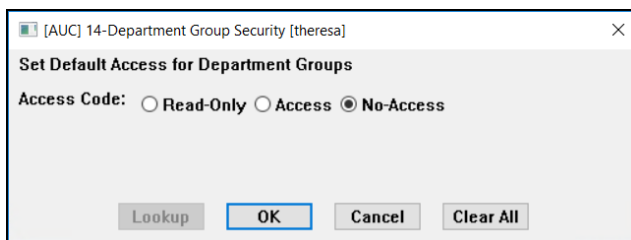


Figure 8 Using the [2 Set Access] button for a user on the Department Group Security screen



Click on [2 Set Access] to set the access for the user to **Read Only**, **Access**, or **No-Access**. Inactive departments will be ignored; the user's default department will be ignored.

This process will only change **ACTIVE** departments that are not the users default department. In **Figure 9** the

highlighted lines will **not** change:

- 1 because it is the selected user's default record
- 2 because the department is inactive.

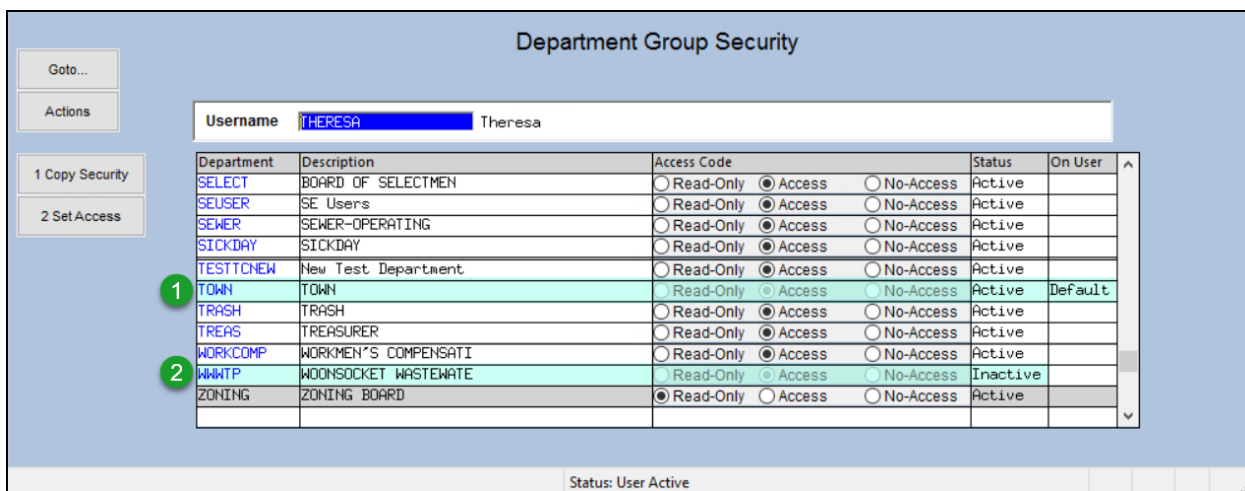


Figure 9 Department Group Security screen examples of what will and will not change

To change access for a user for an inactive department, first **activate** the department, change the user's access, and **inactivate** the department again.

[ADM-AUC-SY-8123]



4 HELP REFERENCE LIBRARY

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

4.1 New or Updated Documents

- | | | |
|-----------|-----------------------------------|-----------|
| • REPORTS | GL-610 Reports | [Updated] |
| • SYSTEM | GL-1310 System Administration Kit | [Updated] |