



GENERAL LEDGER

RELEASE NOTES–DECEMBER 2020

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

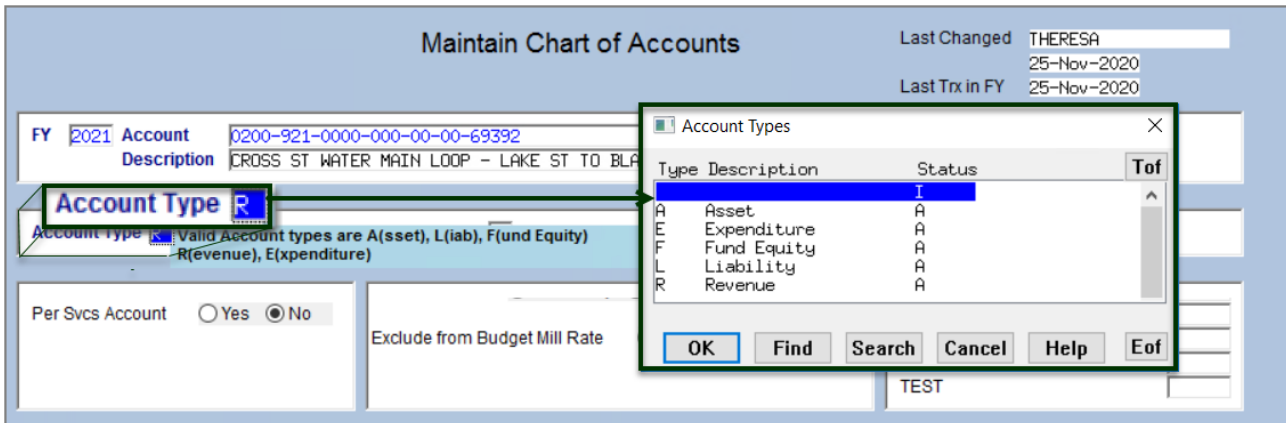
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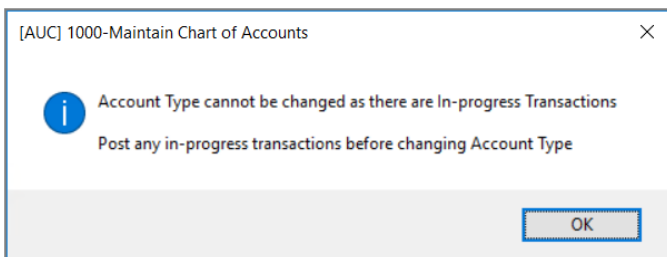
1 CHANGING AN ACCOUNT TYPE [ENHANCEMENT]

Account types (A, L, F, R, E) are assigned in AUC when the account is created. ADMINS advises that account types not be changed mid-year; if the account type must be changed, the following safeguards are in place, to help prevent unintended consequences such as out of balance situations.



If there are transactions posted to the account, consideration must be given to the transactions if the account type is then changed.

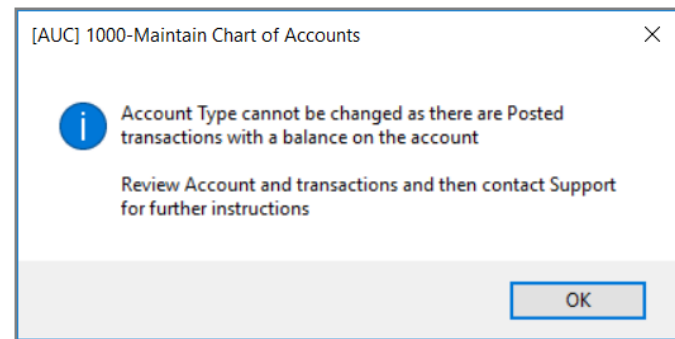
1.1 Account Type with In-Progress Transactions



If there are any in-progress transactions, all transactions must be posted before account type can be changed. The system will display an information message that the account type cannot be changed.

1.2 Account Type with a Balance That Does Not Net to Zero

If there are no in-progress transactions but the account balance does not net to zero, the account type is not

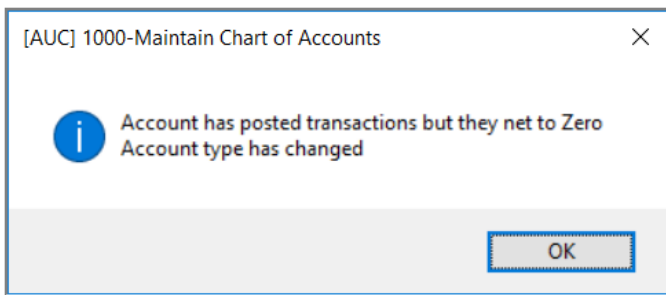


changed; the system will display this message with instructions to contact support@admins.com:

Contact support and provide details – the account number, the activity on the account, the reason for the change to the account type so that ADMINS can advise a course of action and mitigate any unintended consequences.

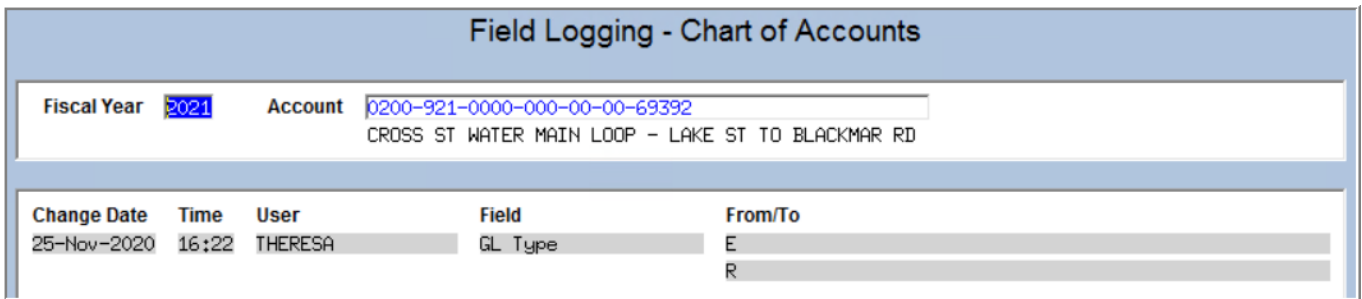


1.3 No In-Progress Transactions; Account Balance Nets to Zero



The account type will be changed, and the event will be logged in the:

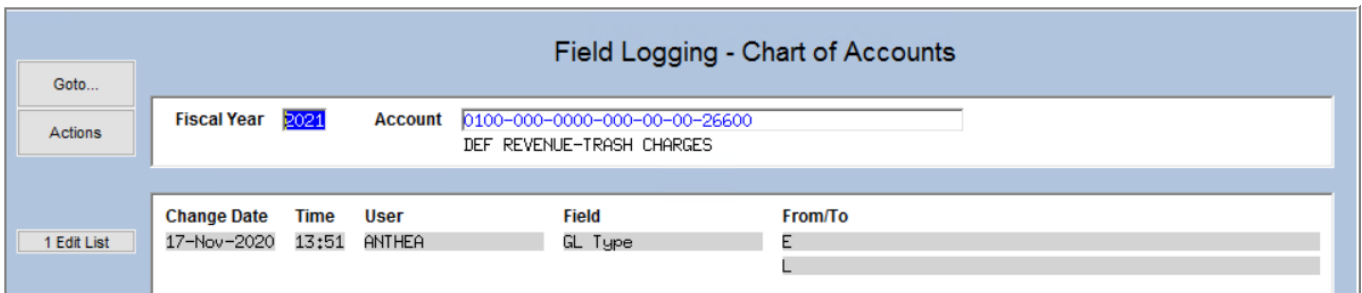
Ledgers ▶ Module Maintenance ▶ Field Logging Chart of Accounts Screen.



1.4 No Posted or In-Progress Transactions

If there is no activity on the account, the account type will be changed; the change will be logged in the:

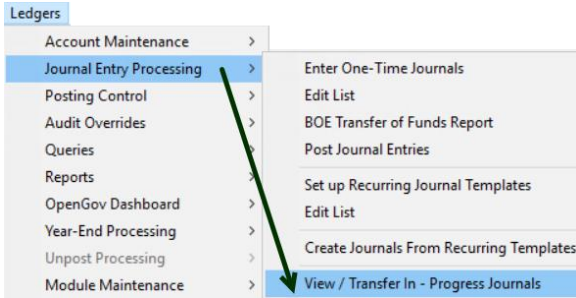
Ledgers ▶ Module Maintenance ▶ Field Logging Chart of Accounts Screen.



[ADM-AUC-GL-8406]



2 HOW TO TRANSFER AN IN-PROGRESS JOURNAL ENTRY



The **Ledgers ▶ Journal Entry Processing ▶ View In-Progress Journals** lists all Work in Progress Journal Entries. Users may have access to view, transfer, and once transferred, edit the in-progress journals in the usual manner.

2.1 In-Progress Journals Screen

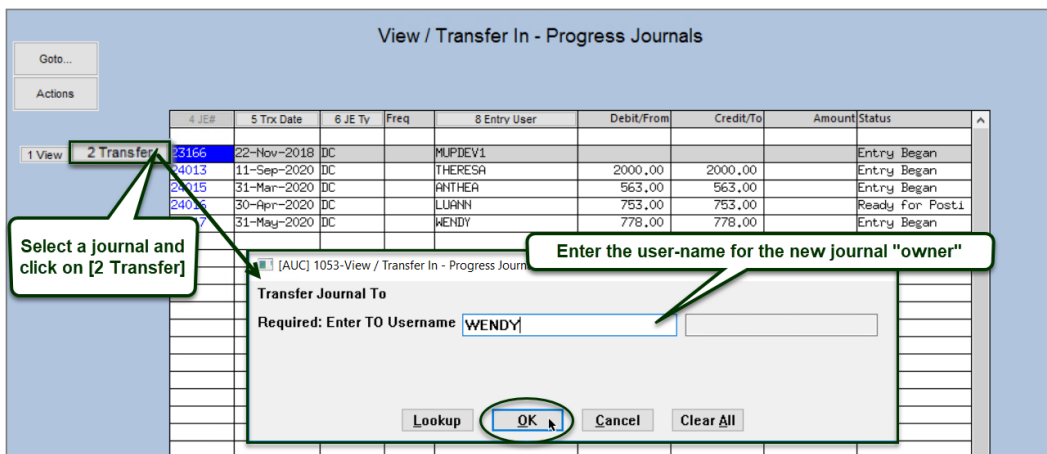
To access journal entries in this screen requires:

- permission to “post” journal entries,
- permission to access all types of journal entries (the user cannot be restricted to BT only)
- account security access to the lines on the journals in progress.

2.1.1 Transfer a Journal

To complete the transfer:

- Highlight the desired Journal and click the **TRANSFER** button on the left
- Enter the username to whom the journal is to be transferred
- Click the **OK** button



The “recipient” or the person to whom the JE was transferred, may now go to the regular Journal Entry screen and continue processing (i.e., edit the journal, delete the journal, or check and post the journal).

[ADM-AUC-GL-8415]



3 FIXED ASSET POSTING NOTES [Enhancement]

ADMINS changed the GL Posting to make the notes on the **Fixed Asset** posting more useable – including enough information to know what the transactions was and which asset and seq#. To see this, go to:

Ledgers ▶ Queries ▶ Transaction History ▶ [3 User Batch] ▶ [Display – Notes]

The screenshot shows the 'Transaction History' window with a legend overlay. The legend indicates: Pink - Type of Transaction, Yellow - Asset Number & Sequence Number, and Purple - Description & Notes. Below the legend is a table titled 'Display - Notes' with the following data:

Display - Notes	
Depr: 91/1	PO#45746 ROOF REPLACEMENT
Depr: 93/1	PO#45746 ROOF REPLACEMENT
Due To/Due	From Trx For Ref# 91
Due To/Due	From Trx For Ref# 93
Depr: 91/1	PO#45746 ROOF REPLACEMENT
Depr: 93/1	PO#45746 ROOF REPLACEMENT
Depr: 91/1	PO#45746 ROOF REPLACEMENT
Depr: 93/1	PO#45746 ROOF REPLACEMENT

Figure 1 Legend colors are not on the actual screen; shown here for illustration

[ADM-AUC-FA-1910]

4 MAINTAIN BANK CODES

ADMINS added new features to the **Maintain Bank Codes** screen. The search is enhanced with lookups available on the ABA number, and a bank may be copied. These features are described in detail below.

The screenshot shows a navigation menu with 'Ledgers' selected. Under 'Ledgers', there are three options: 'Account Maintenance', 'Chart of Accounts', and 'Bank Codes'. A green arrow points from 'Account Maintenance' to 'Bank Codes'.

Ledgers ▶ Account Maintenance ▶ Bank Codes

4.1 Copying a Bank Code [Enhancement]

ADMINS added a **[Z Copy Bank]** button on the **Bank Codes** maintenance screen. Sites can use the button when staying with the same bank but adding an account or using a new account number.

Ledgers → Tables → Bank Codes → [Copy Bank]

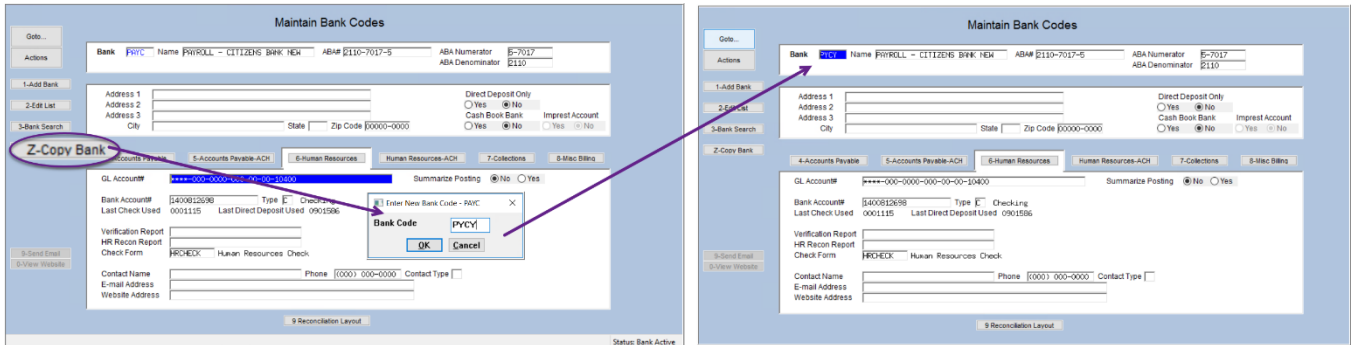


Figure 2 Copy “PAYC” to new account named “PYCY”

In the example shown in Figure 2 **Error! Reference source not found.**, the existing bank “PAYC” is copied to a new bank named “PYCY”. Click on **[Z Copy Bank]**, enter the new code, click on **[OK]**, and the system will display the new bank. The **reconciliation** layout and any **ACH** data is copied to the new bank as well.

- Edit the account number, and descriptions, etc., on the new bank code.
- If **ACH** and **Reconciliation** files are to be used, test the new account and settings with the bank prior to going live.
- If the new account number is a different length or includes a hyphen, a test set of checks will be required for **MICR** acceptance testing with the bank.

Ask support@admins.com for assistance in making any changes to **ACH** and **Reconciliation** layouts and to coordinate any changes needed to the check form if the new account number is longer than the original.

See **AP–210 Implementing a New Bank Account** and **AP–217 New Bank Account Number** in the Help Reference Library for detailed instructions.

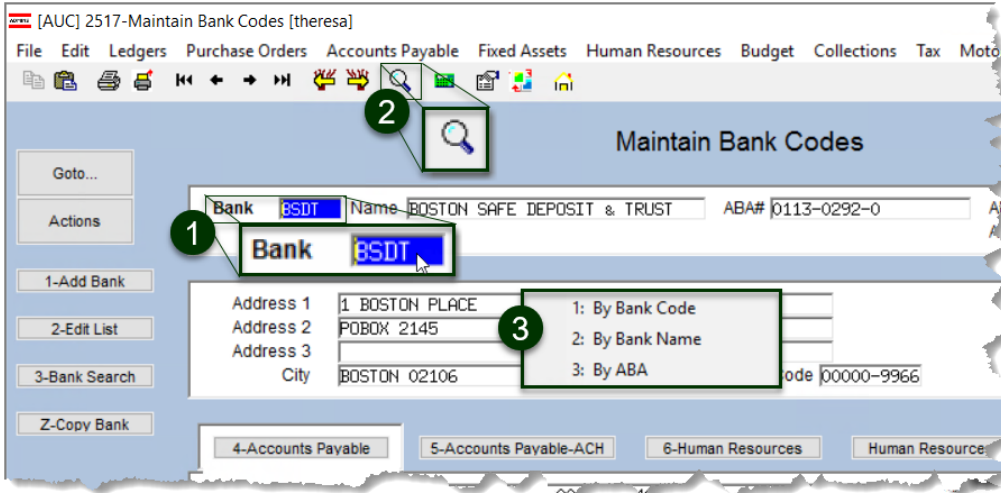
[ADM-AUC-AP-972]


4.2 Searching for a Bank [Enhancement]

Prior to the software update, searching for a bank was limited to searching on the bank name. **ADMINS** added the ability to search on Address and ABA number. There are two ways to do so.

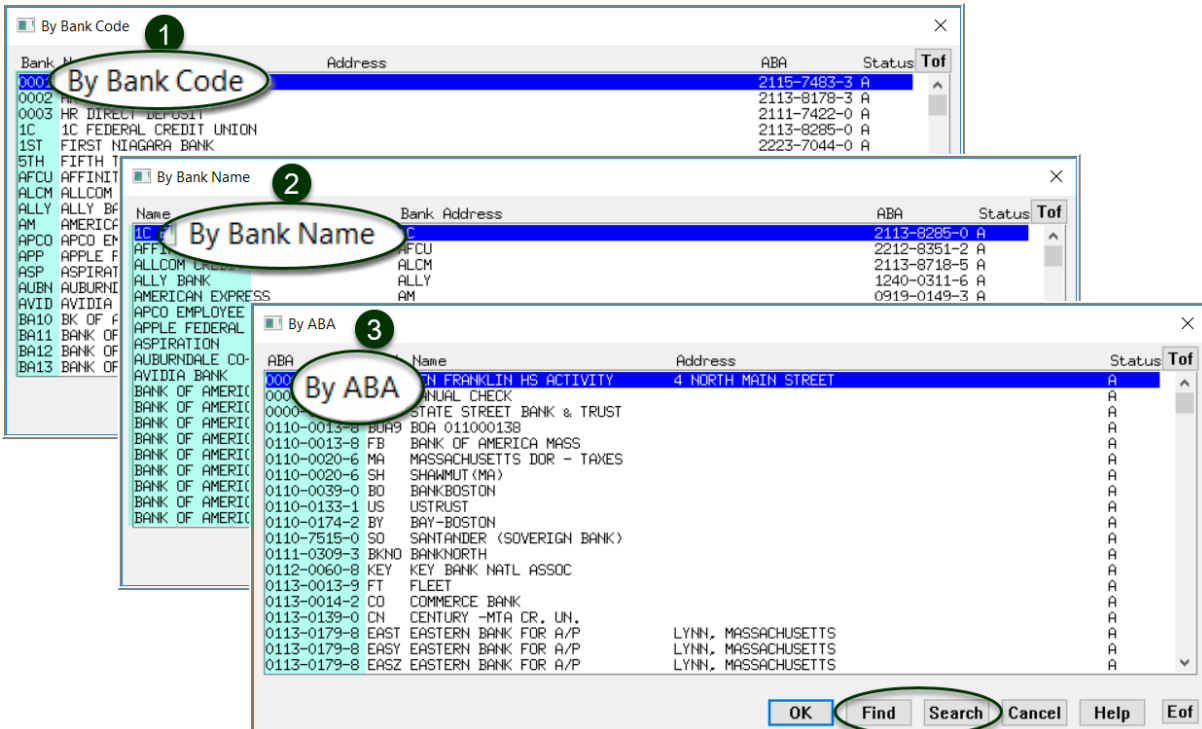


4.2.1 Lookup on Bank Code Field



The first uses the lookup on the **Bank** code field. Click on the **Bank** field to activate the field, and then either **right click** or use the magnifying glass  to bring up the search selection.

The three options are 1: By Bank Code, 2: By Bank Name, and 3: By ABA.



Use the **[Find]** or **[Search]** buttons to locate the desired bank.



4.2.2 Bank Search Screen

The second method uses the **[3-Bank Search]** button to display the **Bank Search** screen. The Bank Search screen has three “clickable” columns – the **[1_Code]** column, the **[2_Name]** column, or the **[4_ABA]** column. Click on the desired column and enter a search term in the **Keyword Search** field.

Click on the [1 Code], [2 Name], or [4 ABA] buttons at the top their respective columns to activate the field. The keyword search will search for a string in the active field. In this image, the ABA column is selected.

[ADM-AUC-AP-1056]

5 PAYROLL POSTING ENTRY USER DISPLAYED IN POSTING SCREEN [FIX]

Prior to software update, there was no “Entered By” name displayed for a payroll posting in the GL posting selection screen. This has been fixed.

Sel	Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details	Locked By
<input checked="" type="checkbox"/>	2021	8882441		500,00	500,00	500,00	500,00	THERESA	PO Roll Over to N	Lines	
<input checked="" type="checkbox"/>	2021	8882427		3000,00	2000,00		-1000,00	THERESA	Voucher Posting	Lines	
<input checked="" type="checkbox"/>	2021	8882426		71250,00	47500,00		-23750,00	THERESA	Voucher Posting	Lines	
<input type="checkbox"/>	2021	8882380		71250,00	47500,00		-23750,00	ANTHEA	Voucher Posting	Lines	
<input type="checkbox"/>	2021	8882378		1200,00			000,00	ANTHEA	Purchase Order Or	Lines	
<input type="checkbox"/>	2021	8882370		500,00			000,00	ANTHEA	Purchase Order Or	Lines	
<input checked="" type="checkbox"/>	2021	903455						THERESA	Payroll Posting	Lines	
<input type="checkbox"/>	2020	8882405	158					ANTHEA	Utility Billing	Lines	
<input type="checkbox"/>	2020	8882403					500,00	WENDY	Purchase Order Or	Lines	
<input type="checkbox"/>	2020	8882400					200,00	WENDY	Purchase Order Or	Lines	

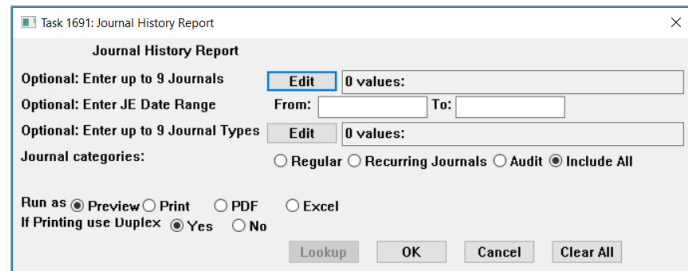
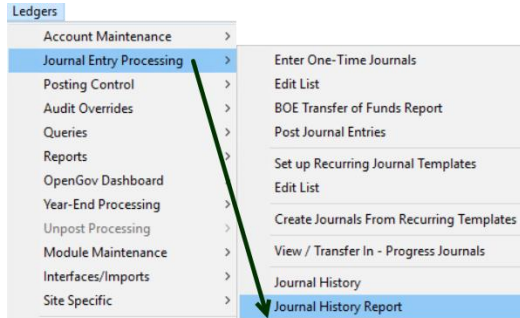
[ADM-AUC-GL-10213]



7 REPORTS [FIX]

ADMINS corrected some reports available in the General Ledgers module.

7.1 Journal History Report



The Journal History report by selecting:

Ledgers ▶ Journal Entry Processing ▶ Journal History Report.

Prior to the software update, the display order of the records within each journal number was sorting without considering the line number of the journal. **ADMINS** corrected the report.

1691-GLJRNHISLST.REP Printed 02-Dec-2020 at 09:29:44 by DOYLED

Journal History Report [TRAINING]

Journal#: 4568431 Entered by: [redacted] Posted Date: 02-Nov-2020
 Category: Regular Type: Regular GL Posts: 11277058
 Overall Note: September 2020 active employees vs retiree claims

Line	JE Date	ReversalDate	Account	Ref#/Line#	Debit	Credit	Line Note / Transact
					362,274.25	362,274.25	
3	30-Sep-2020		8010-00000-10110-0000-00000-0000-000			362,274.25	Expenditure Control
4	30-Sep-2020		6080-00000-10110-0000-00000-0000-000		362,274.25		Expenditure Control
10001	30-Sep-2020		8010-00000-30110-0000-00000-0000-000		362,274.25		
10002	30-Sep-2020		6080-00000-30110-0000-00000-0000-000				
1	30-Sep-2020		8010-92700-65211-0000-00000-0000-000		1,086,822.75	1,086,822.75	
2	30-Sep-2020		6080-92700-65211-0000-00000-0000-000				

Figure 5 Before – the Journal History Report sort order

TedRE - GL_Journal_History_THERESA[3].jls

1691-GLJRNHISLST.REP Printed 04-Dec-2020 at 15:42:22 by [redacted]

City of ADMINS
Journal History Report

Journal#: 24018 Entered by: [redacted] Posted Date: 22-Sep-2020
 Category: Regular Type: Regular GL Posts: 8882821
 Overall Note:

Line	JE Date	ReversalDate	Account	Ref#/Line#	Debit	Credit	Line Note / Transact
1	30-Jun-2020		0200-000-0000-000-00-00-10400	DPERA	96,481.00	96,481.00	
2	30-Jun-2020		0200-000-0000-000-00-00-49701	EXTEL	96,481.00	96,481.00	
3	30-Jun-2020		6540-000-0000-000-00-00-10400			96,481.00	Revenue Control
4	30-Jun-2020		6540-000-0000-000-00-00-59060				Expenditure Control
10001	30-Jun-2020		0200-000-0000-000-00-00-39100		286,449.00	286,449.00	
10002	30-Jun-2020		6540-000-0000-000-00-00-39300				

Figure 6 After - the Journal History Report sorted by journal line number

[ADM-AUC-GL-8416]



7.2 #1659 Transactions Current vs Prior for Date Range [Fix]

Ledger Transaction History Reports	
Report Name	
1630-Transaction Detail Report w/Notes	
1632-Transaction Detail Report w/Vendor	
1639-Transaction Detail Report w/Notes & Vendor	
1629-Transaction Detail - Debits/Credits Only	
1631-Transaction Detail - Debit/Credit - No Approp Roll Txns	
1626-Transaction Detail - Debits/Credits (w/ Check#)	
1633-Transaction Detail Report - InterFund Transfers	
1634-Transaction Detail w/ Running Balances	
1635-Transaction History (Summary)	
1667-Transaction Summary (No Approp Roll Fwd)	
1636-Transaction Summary (For PDs or Vouchers)	
1540-Transactions affecting a prior period...	
1699-Transaction Details of Summary Posting	
1269-Transaction Details of Summary Posting - Date Range	
1659-Transactions Current vs Prior for Date Range	
1165-Transaction History - Amount Search	

Ledgers ▶ Reports ▶ Transaction History ▶ #1659

ADMINS corrected an error with report #1659, Transactions Current vs Prior for Date Range. This report compares current transaction to prior year transactions for a date range.

Prior to the software update, transactions from the beginning of the specified date range were not included. The report was corrected, and now when compared with a transaction history report run for each year, the report will match.

1659-GLTRNCURPRI.REP Printed 04-Dec-2020 at 12:23:00 by THERESA City of ADMINS Transaction Current vs Prior for Date Range												
Fiscal Year: 2021 Date Range: 01-Jul-2020 to 04-Dec-2020												
Fiscal Year: 2020 Date Range: 01-Jul-2019 to 04-Dec-2019												
Account Number and Description	=Current Year 2021			=Prior Year 2020								
	Original Bud	Bud Adjust	Debit	Credit	Encumbrance	Original Bud	Bud Adjust	Debit	Credit	Encumbrance		
0200-450-0000-004-00-00-51110 DIRECTOR	49,843.00	.00	14,191.48	.00	.00	46,737.00	953.44	20,971.67	.00	.00		
0200-450-0000-004-00-00-51120 ASSISTANT DIRECTOR	47,990.00	.00	12,990.87	.00	.00	45,000.00	918.00	20,193.10	.00	.00		
0200-450-0000-004-00-00-51121 ADMINISTRATIVE PERSON	49,022.00	.00	11,910.32	.00	.00	44,028.00	1,992.95	20,046.11	.00	.00		
0200-450-0000-004-00-00-51122 FOREMAN	39,992.00	.00	10,825.37	.00	.00	37,500.00	765.00	15,933.52	.00	.00		
0200-450-0000-004-00-00-51123 FACILITIES FOREMAN	59,987.00	.00	16,236.41	.00	.00	56,250.00	1,147.50	25,240.81	.00	.00		
0200-450-0000-004-00-00-51130 PERMANENT PERSONNEL S	559,647.00	.00	143,669.91	.00	.00	524,880.00	23,693.33	226,440.89	1,384.32	.00		
0200-450-0000-004-00-00-51131 CLEAK	39,263.00	.00	11,917.71	.00	.00	35,069.00	1,919.63	16,618.58	.00	.00		
0200-450-0000-004-00-00-51136 ASSISTANT MECHANIC	50,858.00	.00	13,766.89	.00	.00	47,446.00	1,754.94	20,155.12	.00	.00		
0200-450-0000-004-00-00-51140 PART-TIME & SUMMER HE	12,840.00	.00	1,222.00	.00	.00	12,120.00	.00	2,676.00	.00	.00		
0200-450-0000-004-00-00-51500 OVERTIME WAGES	123,350.00	.00	35,664.91	.00	.00	96,000.00	6,830.01	48,992.81	.00	.00		
0200-450-0000-004-00-00-51460 LONGEVITY	4,670.00	.00	3,942.50	.00	.00	4,115.00	700.00	4,415.00	.00	.00		
0200-450-0000-004-00-00-51800 EDUCATION INCENTIVE P	64,000.00	.00	55,030.00	.00	.00	64,180.00	.00	44,220.00	.00	.00		
0200-450-0000-004-00-00-52010 ADVERTISING	2,799.00	.00	1,076.00	.00	.00	2,800.00	.00	206.17	.00	.00		
0200-450-0000-004-00-00-52020 POSTAGE	4,500.00	.00	1,066.03	.00	.00	2,000.00	.00	900.00	.00	.00		
0200-450-0000-004-00-00-52030 TELEPHONE	8,250.00	.00	3,227.12	.00	.00	6,300.00	.00	3,078.04	.00	.00		
0200-450-0000-004-00-00-52040 PRINTING, BINDING AND	6,000.00	.00	750.75	.00	.00	500.00	.00	.00	.00	.00		
0200-450-0000-004-00-00-52100 ELECTRICITY	193,000.00	.00	51,993.16	.00	.00	215,000.00	(22,000.00)	23,219.16	.00	.00		
0200-450-0000-004-00-00-52110 GAS-HEATING	20,500.00	.00	2,204.56	.00	.00	24,000.00	.00	4,736.77	.00	.00		

[ADM-AUC-GL-8413]

8 EMAILING FROM AUC

ADMINS allows emailing a report or document to multiple addresses simultaneously. **Separate each email address with a comma**, as shown below. Currently, there is a maximum of eighty characters available in the email address field.

Do not use spaces between the email addresses.

Task 360: Email Reports

Email Reports

Required: Enter Email Address

Optional: Enter Email Subject

Optional: Enter Note 1

Optional: Enter Note 2

Optional: Enter Note 3

Optional: Enter Note 4

Figure 7 Enter multiple email addresses, separated by a comma, with no spaces between the addresses

[ADM-AUC-SY-8164]



9 YEAR END PROCESSING – REVERSE CLOSE [FIX]

This process reverses the closing for funds based on the required prior close **Posting Control Number**. This number was available on the **Fiscal Period Table**, but if a fund was closed more than once, an incorrect batch could be selected in error. In the example, the fund was last closed on August 6, 2020.

Maintain Fiscal Periods

Fiscal Year: 2019

Period	Begin Date	Ending Date	Fiscal Period Status
July	01-Jul-2018	31-Jul-2018	Open Closed
August	01-Aug-2018	31-Aug-2018	Open Closed
September	01-Sep-2018	30-Sep-2018	Open Closed
October	01-Oct-2018	31-Oct-2018	Open Closed
November	01-Nov-2018	30-Nov-2018	Open Closed
December	01-Dec-2018	31-Dec-2018	Open Closed
January	01-Jan-2019	31-Jan-2019	Open Closed
February	01-Feb-2019	28-Feb-2019	Open Closed
March	01-Mar-2019	31-Mar-2019	Open Closed
April	01-Apr-2019	30-Apr-2019	Open Closed
May	01-May-2019	31-May-2019	Open Closed
June	01-Jun-2019	30-Jun-2019	Open Closed

Closed to Fund Balance Yes Posting Control Number 142460 06-Aug-2020

Rec/Gmt Carried Forward No Posting Control Number

[AUC] 1070-Reverse Close to Fund Balance [LUANN]

Reverse Close to Fund Balance

Fiscal Year: 2019

Restrict to this Posting# (Optional):

Default Fund Selection

Ignore Re-Open Fund

1-Select for Processing

Process Reverse of Closeout for Funds Listed

Fiscal Year: 2019

1-Process Reverse

Fund	Description	Selection	Posting #	Closed Date	Posted
0200	WATER-OPERATING	<input checked="" type="radio"/> Ignore <input type="radio"/> Reverse Closing	142460	06-Aug-2020	
0300	SEWER-OPERATING FUND	<input checked="" type="radio"/> Ignore <input type="radio"/> Reverse Closing	142460	06-Aug-2020	
1000	GENERAL FUND	<input type="radio"/> Ignore <input checked="" type="radio"/> Reverse Closing	142460		

Figure 8 Screens showing the posting number for a Close to Fund Balance

Now, the posting number is optional. If it is not entered, all funds will be presented, and the last closing will be reversed. If the posting number is entered, the fund will be presented if the last closing matches the posting # entered.

[ADM-AUC-GL-8411]

