

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.

Maintain Chart of A	Last Changed THERESA 25-Nov-2020 Last Trx in FY 25-Nov-2020
FY 2021 Account Description CROSS ST WATER MAIN LOOP - LAKE ST TO BLA	Type Description Status Tof
Account type to Valid Account types are A(sset), L(iab), F(und Equity) R(evenue), E(xpenditure)	E Expenditure A F Fund Equity A L Liability A R Revenue A
Exclude from Budget Mill Rate	OK Find Search Cancel Help Eof

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 <u>support@admins.com</u>:

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.

Fiscal Year	2021	Account	0200-921-0000-000-00-00-693 CROSS ST WATER MAIN LOOP - 1	92 LAKE ST TO BLACKMAR RD	
Change Date	Time	User	Field	From/To	
25-Nov-2020	16:22	THERESA	GL Type	E	
				R	

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 I Module Maintenance I Field Logging Chart of Accounts Screen.

				Field Logging - C	hart of Accounts
Goto	Fiscal Year	2021	Account	0100-000-0000-000-00-00-26600	
Actions				DEF REVENUE-TRASH CHARGES	
	Change Date	Time	User	Field	From/To
1 Edit List	17-Nov-2020	13:51	ANTHEA	GL Type	E
					L

[ADM-AUC-GL-8406]

2 HOW TO TRANSFER AN IN-PROGRESS JOURNAL ENTRY

Ledgers		
Account Maintenance	>	
Journal Entry Processing	>	Enter One-Time Journals
Posting Control	>	Edit List
Audit Overrides	>	BOE Transfer of Funds Report
Queries	k	Post Journal Entries
Reports	X	Set up Recurring Journal Templates
OpenGov Dashboard	>	Edit List
Year-End Processing	> \	
Unpost Processing	>	Create Journals From Recurring Templates
Module Maintenance	>	View / Transfer In - Progress Journals

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 inprogress 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

				View	/ Transfer In - Pr	ogress Journa	lls			
Goto						-				
Actions										
	4 JE#	5 Trx Date	6 JE Ty	Freq	8 Entry User	Debit/From	Credit/To	Amount	Status	^
1 View 2 Transfer 23	166	22-Nov-2018	DC		MUPDEV1				Entry Began	
240	013	11-Sep-2020	DC		THERESA	2000,00	2000.00		Entry Began	11
	015	31-Mar-2020	DC		ANTHEA	563,00	563,00		Entry Began	
240	0.6	30-Apr-2020	DC		LUANN	753,00	753.00		Ready for Posti	
	7	31-May-2020	DC		WENDY	778.00	778.00		Entry Began	1
Select a journal and click on [2 Transfer]	È	[AUC] 1	053-View /	Transfer	In - Progress Journ	inter the user-r	ame for the	new jou	rnal "owner"	J
	<u>ا</u>	Transfer	Journal T	0						
		Required	Enter TO) Userr						
		Η .			inche if					
		H								
		H								
		H			\bigcirc					
						Cancel	lear All			
				Ē.			arear Mil			
		-								

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 Dueries Transaction History [3 User Batch] [Display – Notes]

		All Trx Co		Trans	sactio	on Hist	ory							
	Goto						Legend:							
	A ations						Pink - Typ	be of	Transa	action				
	Actions	User Batch# FY	Reference# Posting#				Yellow - A	sset	Numb	er & S	Seauence N	lumbe	er	
		B882443 2020	91 8882443		Purple - Description & Notes									
All Trx Co Transaction History Legend: Actions User Batch# FY Reference# Posting# Pink - Type of Transaction Yellow - Asset Number & Sequence Number Purple - Description & Notes Yellow - Asset Number & Sequence Number 8 Excel 1 Account 2 Posting# 3 User Batch 4 Reference# Display - Notes 8 Excel 1 Account 2 Posting# 3 User Batch 4 Reference# Display - Notes 30-Jun-2020 8150-000-0000-000-00-033300 1 1 FM3 2090.00 Depr: 91/1 P0#45746 ROOF REPLA 30-Jun-2020 8150-000-0000-000-00-00-033300 1 1 FM3 2090.00 Depr: 93/1 P0#45746 ROOF REPLA 30-Jun-2020 8150-000-000-000-00-00-00-33300 1 1 FM3 1061.20 Depr: 93/1 P0#45746 ROOF REPLA 30-Jun-2020 8150-000-000-00-00-00-33300 1 1 FM3 1061.20 De Due To/Due From Trx For Ref# 9 30-Jun-2020 8150-000-000-00-00-037026 1 1 FM3 1061.20														
All Trx Co Transaction History Legend: Actions User Batch# FY Reference# Posting# Pink - Type of Transaction 6 Drill Down 2020 91 8882443 Pink - Type of Transaction Yellow - Asset Number & Sequence Number 7 Acet Bai Inquiry 8 Excel 8 Excel 1 Account 2 Posting# 3User Batch 4 Reference# Display - Notes 8 Excel 1 Account 2 Posting# 3User Batch 4 Reference# Display - Notes 30-Jun-2020 8150-000-0000-000-00-033300 1 1 FA03 2090.00 IR Depr: 91/1 P0#45746 ROOF REPLACE 30-Jun-2020 8150-000-0000-000-00-00-033300 1 1 FA03 2090.00 IR Depr: 93/1 P0#45746 ROOF REPLACE 30-Jun-2020 8150-000-000-00-00-088888 FA03 1061.20 IR Due To/Due From Trx For Ref # 91 30-Jun-2020 8150-000-000-00-037026 1 1 FA03 1061.20 IR Depr: 91/1 P0#45746 ROOF REPLACE 30-Jun-2020 8150-000-000														
	8 Excel By Date	e 1 Account	2 Posting#		3 User	Batch	4 Refere	ence#			Display -	Notes	_	
									Devent	04.74	D0#4E746	DOOL	DEDL	
	Trx Date	Account Number		Line	GL#	Туре	Amount	Туре	pepr:	91/1	PU#45/46	RUUF	REFL	HUEMENT
	30-Jun-2020 8	3150-000-0000-000-00-00-3	39300	1	1	FA03	2090.00	DR	Depr:	93/1	P0#45746	ROOF	REPL	ACEMENT
	30-Jun-2020 B	3150-000-0000-000-00-00-3	19300	1	1	FR03	1061,20	UR OD	Due Tr		Enon Try	For F	2-5#	Q1
	30-Jun-2020 8	3150-000-0000-000-00-00-8	38888			FR03	2090,00	ĽR	pue n	J/Due	From thx	FOI: P	(er #	51
	30-Jun-2020 8	3150-000-0000-000-00-00-8	38888	<u> </u>		FA03	1061.20	CR	Due To	o/Due	From Trx	For F	Ref#	93
	30-Jun-2020 8	3150-000-0000-944-00-00-5	32900	1	1	FH03	2090.00	DK	Down+	Q1 /1	D0#45746	DOOL	DEDI	
	30-Jun-2020 8	3150-000-0000-944-00-00-5	32900	1	1	FR03	1061,20	DK N	pebu:	9171	FU#43/46	RUUF	REFL	HUEHENI
	30-Jun-2020 9	9710-000-0000-000-00-00-3	37026	1	1	FA03	2090,00	CR	Depr:	93/1	P0#45746	ROOF	REPL	ACEMENT
	30-Jun-2020 9	9710-000-0000-000-00-00-3	37026	1	1	FA03	1061.20	CR	D	04.74	DO#4E746	DOOF	DEDL	OCEMENT
	30-Jun-2020 9	9710-000-0000-000-00-00-8	38888			FA03	2090,00	DR	uepr:	91/1	PU#45/46	RUUF	REPL	HUEMENT
	30-Jun-2020 9	9710-000-0000-000-00-00-8	38888			FA03	1061,20	DR	Depr:	93/1	P0#45746	ROOF	REPL	ACEMENT.
				1										

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.



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.

$\mathsf{Ledgers} \rightarrow \mathsf{Tables} \rightarrow \mathsf{Bank} \mathsf{Codes} \rightarrow [\mathsf{Copy} \mathsf{Bank}]$



	Maintain Bank Codes		Maintain Bank Codes
Actions	Bank FMTC Name FMTC Name FMTC ABA# FMTC ABA# FMTC ABA Bank FMTC Bank Bank FMTC Bank Bank FMTC Bank Bank		Golds Bank Dice Name FHYROLL - CITIZDIG SP4K HEM ABAM 2110-7017-5 ABAN Remember E-7017 Actions #G #G
1-Add Bank 2-Edt List 3-Bank Search	Address 1 Dired Deposition Address 2 O'Yes @No Address 3 Cash Scote Bank Cyl State Zip Code [b0000-0000		Lade Bank Address 1 Direct Deposit Only 242948 Address 2 O'Yes Bito Address 3 Cash Book Bank Cash Book Bank Cash Book Bank 3-Rens Serem O'P State Zip Code (2000-0000) O'Yes Bito
Z-Copy Ba	Bank Function Function Function State State CL Account Image: State State Summarize Posting Image: State State State State		2.Cory Bark 4.Accounts Physike 5.Accounts Physike 6.Mccounts Physike 6.Mccounts Filmen Resources Filmen Resources 7.Collections 8.Hite Olimpi GL.Accounts Filmen Collection 5.Mite Olimpi 5.Mite Olimpi 5.Mite Olimpi
9-Send Email	Busk Account (1400)1150 Type C Oracina (1400)1150 Type C Oracina (1400)1150 Terrer New Bask Code - 200C X Vinicials Resonance (1400)1150 Bask Code PVCM - Vinicials Resonance Deck.		Bank Account (5400512/98) Type C OreckLog Last Direct Oser Oreckson (5400512) Verdication Report HR Recon Report HR Recon Report HR FECC. Haven Resources Oreck
U VIEW PREUSINE	Contact Transe Phone (0000) 000-0000 Contact Trate Website Address		Cover Weak Cover Weak Cover Weak Cover United Type Cover United Type Cover United Type Cover United Type
	9 Reconcilation Layout		9 Reconciliation Layout
	9	tatus: Bank Active	

Figure 2 Copy "PAYC" to new account named "PYCY"

In the example shown in Figure 2Error! 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

En [AUC] 2517-Maint	ain Bank Codes [there	esa]						1			
File Edit Ledgers	Purchase Orders	Accounts Payable	Fixed Assets	Human Resources	Budget	Collections	Tax	Moto			
h 🛍 🖨 🧲	ю ← → м 🖑	s 🛪 🖉 💌	🖻 🛃 🔒								
Goto		Maintain Bank Codes									
Actions	Bank BSDT Bank	Name BOSTON	3-0292-0	292-0 A							
1-Add Bank 2-Edit List 3-Bank Search	Address 1 Address 2 Address 3 City	1 BOSTON PLAC POBOX 2145 BOSTON 02106	3	1: By Bank Code 2: By Bank Name 3: By ABA	od	e 00000-996	56	2			
Z-Copy Bank	4-Accounts P	ayable 5-Acc	counts Payable-/	ACH 6-Human	Resources	Huma	n Resou	urce			

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.

🔳 By Bank Code	1					×			
Bank M		Address			ABA	Status Tof			
By Bar	nk Code				2115-7483-3	A _			
0003 HR DIRELI	DEPUSIT				2111-7422-0	Ä			
1C 1C FEDERAL 1ST FIRST NIAG	L CREDIT UNION GARA BANK				2113-8285-0 2223-7044-0	A A			
STH FIFTH T	Py Pank Namo	0							
ALCM ALLCOM	by ballk Name	2					~		
ALLY ALLY BE N AM AMERICE	ame De D	Ba	ank Address			ABA	Status Tof		
APCO APCO EN	ЕГ ВУ Ва	ink Name 🔪	CU			2113-8285-0	2 A ^		
ASP ASPIRAT	LLCOM CREDE	AL	.CM			2113-8718-9	5 A		
AUBN AUBURNI A	MERICAN EXPRE	SS AM	1			0919-0149-3	3 A		
BA10 BK OF F A BA11 BANK OF A	PCU EMPLOYEE PPLE FEDERAL	🔳 Ву АВА 3							×
BA12 BANK OF A	UBURNDALE CO-	ABA	Name	Address				Status	Tof
BHIS BHIK OF A	VIDIA BANK BANK OF AMERIC	By ABA	N FRANKLIN HS ACTIVITY	4 NORTH N	MAIN STREET			A	^
B	ANK OF AMERIC	0000	STATE STREET BANK & TRUST					Â	
B	ANK OF AMERIC	0110-0013-8 BUA9 I 0110-0013-8 FB	BOA 011000138 BANK DE AMERICA MASS					A	
B	ANK OF AMERIC	0110-0020-6 MA	MASSACHUSETTS DOR - TAXES					Ä	
B	ANK OF AMERIC	0110-0020-6 SH 9 0110-0039-0 BD 1	SHAWMUT(MA) BANKBOSTON					A A	
B	BANK OF AMERI(BANK OF AMERI(0110-0133-1 US	USTRUST					A	
		0110-7515-0 S0	SANTANDER (SOVERIGN BANK)					Å	
		0111-0309-3 BKN0 1 0112-0060-8 KEY	BANKNORTH KEY BANK NATI ASSOC					A	
		0113-0013-9 FT	FLEET					Ä	
		0113-0014-2 CU 0 0113-0139-0 CN 0	CUMMERCE BANK CENTURY -MTA CR. UN.					Ĥ	
		0113-0179-8 EAST 8	EASTERN BANK FOR A/P	LYNN, MAS	SACHUSETTS			A	
		0113-0179-8 EASZ	EASTERN BANK FOR A/P	LYNN, MAS	SACHUSETTS			Â	~
					ок 🤇	Find Sea	rch Cancel	Help	Eof

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

4.2.2 Bank Search Screen

Goto	Maintain Bank Codes
Actions	Bank BSDT Name BOSTON SAFE DEPOSIT & TRUST ABA# 0113-0292-0
1-Add Bank 2-Edit List	Address 1 1 BOSTON PLACE Address 2 POBOX 2145 Address 3
3-Bank Search	City BOSTOH 02106 State Zip Code 00000-9 Search avable S-Accounts Pavable-ACH 6-Human Resources H

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.



[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.

	Post GL Transactions											
Go	oto											
	tione		1 Select All	2 Dese	elect All	3 Edit List	4 Post to	GL				
AC	uons											
Sel	Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Туре	Details	Locked By	
	2021	8882441		500,00	500,00	500,00	500.00	THERESA	PO Roll Over to N	Lines		
	2021	8882427		3000,00	2000,00		-1000.00	THERESA	Voucher Posting	Lines		
	2021	8882426		71250.00	47500,00		-23750,00	THERESA	Voucher Posting	Lines		
	2021	8882380		71250,00	47500,00		-23750,00	ANTHEA	Voucher Posting	Lines		
	2021	8882378		12			00,000	ANTHEA	Purchase Order Or	Lines		
	2021	8882370		50 Prio	r to the soft	tware updat	te, 000.00	ANTHEA	Purchase Order Or	Lines		
	2021	903455		the "E	Entered Bv"	' name was	not $>>$	THERESA	Payroll Posting	Lines		
	2020	8882405		¹⁵⁸ sh	own for nav	roll posting		ANTHEA	Utility Billing	Lines		
	2020	8882403			own for pag	y on posung	500.00	WENDY	Purchase Order Or	Lines		
	2020	8882400		200,00	F00+00		200,00	WENDY	Purchase Order Or	Lines		

[ADM-AUC-GL-10213]

6 QUERY SCREEN PO BALANCES REPORT [ENHANCEMENT]

Ledgers Transaction History Select Account [0 PO Balances]

Prior to the software update, the **[0 PO Balances]** report run from the **Transaction History** screen showed purchase orders (POs) for all years. Now, if the FY on the screen is set to 2021, the report shows open POs for the account only for 2021. In this example, PO #194779 was rolled from 2020 to 2021, and the account number was changed from:

		FY2020	0200-450-	0000-004-	00-00-540	090	
			to				
		FY2021	0200-950-	0000-000-	00-00-700	006	
Sh Goto	owing Al		Transaction	n History			0.PO Balances
Actions 6 Drill Down	FY Account 0200-450	Number 0-0000-004-00-	00-52100		Type Sub-Type Status Fund Status	Expenditure- Posting Active Active	0 PO Balances K PO Balance as Of
9 Excel by Date	ELECTRI 1 Account	2 Posting#	3 User E	latch	4 Reference	ce#	5 Trx Date

Figure 3 Shows no records for 2021 for the "old" account number.



Figure 4 The new account number will show the PO balance

Run the report from the "new" account number for 2021, and the report shows PO #194779:

3630-POBA	LBYACT.REP		Printed	04-Dec-	-2020 at	11:24:34	by THERESA					Page 1
							City of ADMINS					
					Open	Purchase	Orders against	this Account	t			
Fiscal Ye	ar: 2021											
Account	: 0200-950	-0000-000-00-	00-70006									
Descripti	OD: WATER EN	CIMBRANCE										
											lecount	Palanca
	DO D	D						-	Provide and		Account	Dalance
PO#	PO Date	Dept Code	vendor					Encumbered	Retained	Kelleved	Balance	on PO
194778	01-Jul-2020	ADM	003692	21ST CE	INTURY			200.00	.00	.00	200.00	200.00
194779	01-Jul-2020	ADM	012625	21ST CE	INTURY EL	OQUENCE		500.00	.00	.00	500.00	500.00
10077	0											
(194//	-				*** Gra	nd Total		700.00	.00	.00	700.00	700.00
Selection	Legend											
Serection	Legend:											
	Indicates m	ultiple Accou	nts char	ged on t	chis PO							
ļ												

[ADM-AUC-GL-8396]



7 REPORTS [FIX]

ADMINS corrected some reports available in the General Ledgers module.

7.1 Journal History Report

Ledgers			
Account Maintenance	>		
Journal Entry Processing	>	Enter One-Time Journals	Task 1691: Journal History Report
Posting Control	>	Edit List	
Audit Overrides	>	BOE Transfer of Funds Report	Journal history Report
Queries	>	Post Journal Entries	Optional: Enter up to 9 Journals Edit 0 values:
Reports	>	Set up Recurring Journal Templates	Optional: Enter JE Date Range From: To:
OpenGov Dashboard		Edit List	Optional: Enter up to 9 Journal Types Edit 0 values:
Year-End Processing	>		Journal categories: O Regular O Recurring Journals O Audit I Include All
Unpost Processing	->	Create Journals From Recurring Templates	
Module Maintenance	->	View / Transfer In - Progress Journals	Run as Preview Print PDF Excel
Interfaces/Imports	>	Journal History	If Printing use Duplex <pre>O Yes</pre>
Site Specific	>	Journal History Report	Lookup OK Cancel Clear All

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.

Γ	1691-GLJRN	WHISLST.REP	Printed 02-I	Dec-2020 at 09:29:44 by								
	Journal History Report (TF											
	Journa	al#: 4568431	Ent	ered by:	Posted Date:	02-Nov-202	20					
	Catego	ory: Regular		Type: Regular	GL Post#:	11277058						
	Overall N	Note: September 20	20 active employees	vs retiree claims								
				-				Ref#/Line#	Debit	Credit	Line Note /	Transact
	Line	JE Date	ReversalDate	Account					262 274 25			
									502,274.25	362.274.25		
	3	30-Sep-2020		8010-00000-101	10-000-0000-0000-	000	1			362,274,25	Expenditure	Control
		50-56p-2020		0010-00000-101	10-0000-0000-0000-		NS		362,274.25		Expenditure	Control
	4	30-Sep-2020		6080-00000-101	10-0000-00000-0000-	000				362,274.25		
	10001	30-Sep-2020		8010-00000-301	10-0000-00000-0000-	000			362,274.25			
	10002	30-Sep-2020		6080-00000-301	10-0000-00000-0000-	000	I		1,086,822.75	1,086,822.75		
L	1	30-Sep-2020		8010-92700-652	11-0000-00000-0000-	000	-					
	2	30-Sep-2020		6080-92700-652	11-0000-00000-0000-	000						

Figure 5 Before – the Journal History Report sort order

-								
Section 2012 TedRE - GL_Journal_History_THERESA[3].lis						-		\times
File Edit Format Options								
Courier New - 8 - B / 및 로 · 표 課 課 통 종 코 🚳								
								^
1991-WORKWISP91.KEA ALILEG 04-DeC-7070 St 19:41:15 BA	City of ADMIN Journal History R	S eport						
Journal8: 24018 Entered by: Po Category: Regular Type: Regular Overall Note:	sted Date: 22-Sep-20 GL Post#: 8882321	20						
		-	Ref#/Line#	Debit	Credit	Line Note	/ Tran	act
Line JE Date ReversalDate Account				95,481.00				
1 30-Jun-2020 0200-000-000-000-00-00-104	100	EXTEL		95,481.00	95,481.00 95,481.00			
2 30-Jun-2020 0200-000-000-000-00-00-49 3 30-Jun-2020 6540-000-000-00-00-00-104	100			95,481.00	95,481.00	Revenue Co Expenditur	e Cont:	rol
4 30-Jun-2020 6540-000-000-000-00-00-590 10001 30-Jun-2020 0200-000-000-000-00-390	060 L00			286,443.00	286,443.00			
10002 30-Jun-2020 6540-000-000-00-00-393	300							
Journal: 24018 Journal Category: All		-						
								~

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 Appropr Roll Fwd)	
1636-Transaction Summary (for POs 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 Dat	e 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-GLIRNCURPRI.REP	Printed 04-Dec-2	020 at 12:23:00 by	THERESA								Page 2
				City	of ADMINS						
			Tran	saction Current	vs Prior for 1	Date Range					
			Fiscal Yes	r: 2021 Date Ran	ge: 01-Jul-202	20 to 04-Dec-202	20				
			Fiscal Yea	r: 2020 Date Ran	ge: 01-Jul-201	19 to 04-Dec-201	19				
*************************		=Current Year 2021					=Prior Year 20	20	***************	************	
Account Number and Descrip	tion	Original Bud	Bud Adjust	Debit	Credit	Encumbrance	Original Bud	Bud Adjust	Debit	Credit	Encumbrance

0200-450-0000-004-00-00-511	10 DIRECTOR	49,843.00	.00	14,191.48	.00	.00	46,737.00	953.44	20,971.67	.00	.00
0200-450-0000-004-00-00-511	20 ASSISTANT DIRECTOR	47,990.00	.00	12,990.87	.00	.00	45,000.00	918.00	20,193.10	.00	.00
0200-450-0000-004-00-00-511	21 ADMINISTRATIVE PERSON	49,022.00	.00	11,910.32	.00	.00	44,028.00	1,992.95	20,046.11	.00	.00
0200-450-0000-004-00-00-511	.22 FOREMAN	39,992.00	.00	10,825.37	.00	.00	37,500.00	765.00	15,933.52	.00	.00
0200-450-0000-004-00-00-511	23 FACILITIES FOREMAN	59,987.00	.00	16,238.41	.00	.00	56,250.00	1,147.50	25,240.81	.00	.00
0200-450-0000-004-00-00-511	30 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
0200-450-0000-004-00-00-511	.31 CLERK	39,263.00	.00	11,917.71	.00	.00	35,069.00	1,919.63	16,618.58	.00	.00
0200-450-0000-004-00-00-511	36 ASSISTANT MECHANIC	50,858.00	.00	13,766.89	.00	.00	47,646.00	1,754.94	20,155.12	.00	.00
0200-450-0000-004-00-00-511	40 PART-TIME & SUMMER HE	12,840.00	.00	1,222.00	.00	.00	12,120.00	.00	2,676.00	.00	.00
0200-450-0000-004-00-00-515	00 OVERTIME WAGES	123,350.00	.00	35,664.91	.00	.00	96,000.00	6,830.01	48,992.81	.00	.00
0200-450-0000-004-00-00-516	500 LONGEVITY	4,670.00	.00	3,542.50	.00	.00	4,115.00	700.00	4,415.00	.00	.00
0200-450-0000-004-00-00-518	00 EDUCATION INCENTIVE P	64,000.00	.00	55,030.00	.00	.00	64,180.00	.00	44,220.00	.00	.00
0200-450-0000-004-00-00-520	10 ADVERTISING	2,799.00	.00	1,076.00	.00	.00	2,800.00	.00	206.17	.00	.00
0200-450-0000-004-00-00-520	20 POSTAGE	4,500.00	.00	1,066.03	.00	.00	2,000.00	.00	900.00	.00	.00
0200-450-0000-004-00-00-520	30 TELEPHONE	8,250.00	.00	3,227.12	.00	.00	6,300.00	.00	3,078.04	.00	.00
0200-450-0000-004-00-00-520	40 PRINTING, BINDING AND	6,000.00	.00	750.75	.00	.00	500.00	.00	.00	.00	.00
0200-450-0000-004-00-00-521	00 ELECTRICITY	193,000.00	.00	51,903.16	.00	.00	215,000.00	(22,000.00)	23,219.16	.00	.00
0200-450-0000-004-00-00-521	10 GAS-HEATING	20,500.00	.00	2,206.56	.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		\times
Email Reports		
Required: Enter Email Address	wendy@admins.com,LuAnn@admins.com,anthea@admins.com,campbellt189@gmail.com	
Optional: Enter Email Subject	test emailing to multiple users	
Optional: Enter Note 1		
Optional: Enter Note 2		
Optional: Enter Note 3		
Optional: Enter Note 4		
	Lookup OK Cancel Clear All	

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.

Actions	FY Fund	Description		Fund Status	
	2012	and a strength of the		Open OClosed	
1-Add One Period					
	Period	Benin Date	Ending Date	Fiszal Pariod Status	
2-Remove One Period	Julu	01-Jul-2018	31-Jul-2018	Open (a) Closed	
	August	01-0-2018	31-Aug-2018	Open Closed	
	September	01-Sep-2018	30-Sep-2018	Open (e) Closed	
-Add Multiple Periods	October	01-0ct-2018	31-0ct-2018	Open (Closed	
	November	01-Nov-2018	30-Nov-2018	Open (e) Closed	-
Remove Multiple Periods	December	01-Dec-2018	31-Dec-2018	Open (e) Closed	
	January	01-Jan-2019	31-Jan-2019	Open Oclosed	
	February	01-Feb-2019	28-Feb-2019	Open Oclosed	
5-Edit List	March	01-Mar-2019	31-Mar-2019	Open Oclosed	
	April	01-Apr-2019	30-Apr-2019	Open Oclosed	
	May	01-May-2019	31-May-2019	Open Oclosed	1
	June	01-Jun-2019	30-Jun-2019	Open (*) Closed	11
					- 1
					~
	Classed to Fre	ad Dalassa II	Destine Cast	al Humber 1 10 101	



		F	rocess R	everse of Cl	oseout for Funds	s Listed				
Goto										
Actions				Fiscal Year 20	919					
2-Edit List				1-Proce	ss Reverse					
	Fund	Description		Selection		Posting #	Closed Date	Posted	^	
	0200	WATER-OPERATING		Ignore	Reverse Closing	142460	06-Aug-2020	and the second se		
	0300	SEWER-OPERATING FUND		Ignore	Reverse Closing	142460	06-Aug-2020	Sector Contractor	1	
	1000	GENERAL FUND			⊖ Igno	Olgnore		everse Closing	14	2460
		the larger is						Lkup	UP	

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]

10 HELP REFERENCE LIBRARY

The following new or updated documents added to the Help Reference Library. **10.1 New or Updated Documents**

- JOURNAL ENTRIES
- SYSTEM

GL–270 Enter One Time Journals GL–330 Transfer a Journal Entry SY–101 Quick Start Videos [Updated] [New] [Updated]