

# GENERAL LEDGER

# **RELEASE NOTES-DECEMBER 2021**

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

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# 1 RUN REPORT JOB STREAM [Enhancement]

The report job stream allows one or many reports to be set up and saved for re-use. This is commonly used to send monthly reports of activity to department heads. **ADMINS** enhanced the process to run to completion without prompting the user to click on OK if a given report has no records selected. To run a job stream, from the menu, select:

KHNZ [AUC] 1	608-Maintain Report Job Streams
	Maintain Report Job Streams
Goto	Job Stream TEST2
Actions	Job Description luann's test 2
	Available Reports for Job Reports in Job 4
1 Add Job	Trial Balance     1 Expenditure Summary - Fire Department       Trial Balance w/WIP     3Add->       2 Expenditure Summary - Health Department     5 Edit Report(s)
2 Remove Job	Expenditure Summary w/NIP Expenditure Summary - Coning Bepartment 4 Expenditure Summary - Police Department 6 Run Job
9 Copy Job	Expenditure Summary (w/ Legacy Accounts) Projected Expenditur Encumbrance Summary AUC) 1605-Maintain Job Stream Reports (theresa) X
X Report List	Revenue and Expendit Revenue and Expendit Revenue Simager
January J	Revenue Sunnary (v/, s
	Lookup OK Cancel Clear All

Ledgers 
Reports 
Run Report Job Stream

Enter data in the required prompt; this shows a simple example that requires only a fiscal year; other reports require that "from" and "to" dates be entered.



#### Figure 1 Sample email sent when reports had no records selected

More information on setting up and using job streams to automate reporting is found in:

#### Ledgers Help Reference Library GL–620 Report Job Streams

[ADM-AUC-GL-8470]



# 2 UPLOAD CHART OF ACCOUNTS EDIT LIST [Enhancement]

Prior to the software update, the **User Defined Fields** from the upload spreadsheet were not incuded when the accounts were uploaded. **ADMINS** added the User Defined Fields to the **Upload Chart of Accounts** edit list. This edit list will be produced in **Excel**<sup>®</sup> only; the error list can be produced in **O**Preview, **O**Print, or **OPDF**<sup>®</sup> format. This provides complete information in a concise **Excel**<sup>®</sup> spreadsheet when confirming the upload.



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BC34	• : × v	fx		1														~
	В	С	1.1		N	0	P	Q	R	S	т	U	v	w	х	Y	7 /	
1 <u>FY</u> 2 202	Account# 2 0098-000-0000-000-00-00-10400	Description CASH, RECYCLE	1	2 8	HR PS	DOE Line	DOE Line PART 6	COA Code CASH	COA Code 110THR	COA Code	COA Code	COA Code	COA Code	COA Code	COA Code	COA Code	User Defin	ied
3 202	2 0098-000-0000-000-00-00-12700	RECYCLE CHARGES A/R	<u>^</u>		N		PARI 6	LIARC	110THR	v			/				DOE Line	1
5 202	2 0098-000-0000-000-00-20200	ACCOUNTS PATABLE, RECTCLE		-	N N		PART 6	LIABS	110THR	x							DOE Line	2
6 202	2 0098-000-0000-000-00-00-26600	DEF REVENUE-RECYCLE CHARGES	- Ē		N		PART 6	LIABS	110THR	X							COA Code	3
7 202	2 0098-000-0000-000-00-26730	DEF REVENUE-RECYCLE LIENS	L	N	N		PART 6	LIABS	110THR	X		/					COA Code	4
8 202	2 0098-000-0000-000-00-00-32110	F/B RES FOR ENCUMB, RECYCLE	F	N	N		PART 6		110THR	FB		-					COA Code	5
9 202	2 0098-000-0000-000-00-32711	F/B RESERVED FOR EXP - (2019)RETAINED	Fil	ħ	N		PART 5		110THR	FB /							COA Code	6
10 202	2 0098-000-0000-000-00-35900	UNDES FUND BALANCE, RECYCLE	E/	N	N		PART 5		110THR	FB	User D	efined F	ields are	includer	d on the		COA Code	7
11 202	2 0098-000-0000-000-00-35906	RECYCLE RETAINED EARNINGS	E)	N	N		PART 5		110THR	FB	5 10			Pro 1 Pro 1 Pro 1	, on the		COA Code	
12 202	2 0098-000-0000-000-00-38200	RES FOR ENCUMB, RECYCLE	- F	N 1	N		PART 5		110THR	FB	Excel GI	L Chart U	pload Ed	ait List in	column	s	COA Code	9
13 202	2 0098-000-0000-000-00-39100	REVENUE, RECYCLE	F	N	N		PART 5		110THR	FB	"O" ti	hrough "	Y": the c	olumn h	eaders		COA Code	10
14 202	2 0098-000-0000-000-00-39200	ENCUMBRANCE, RECYCLE	F	N	N		PART 5		110THR	FB			. ,	D C			COACode	
15 202	2 0098-000-0000-000-00-00-39300	EXPENDITURE, RECYCLE	E.		N		PART 5		110THR	FB	corresp	ond to t	ine User	Defined	Headers		TEOT	·•• 🛛
-	Glcoalodedt	+					1				on t	the Char	t of Acco	unts scr	eeen		TEST	
Ready			1								-						+	100%

Figure 2 The Edit List will always be produced as Excel® format



Figure 3 The Error Report will look like the above

[ADM-AUC-GL-8465]

# 3 MASS UPDATE USER DEFINED FIELDS IN CHART [Enhancement]



User Defined Fields(UDFs) are used for reporting purposes and allow grouping like accounts together. This is useful when accounts are not easily grouped by the elements which make up the account number. Many sites are using the UDFs established in the Chart for reporting; but needs can change, requiring a change to the User Defined Fields.

Interfaces/Imports	
Site Specific >	
Help Reference Library	
	Email Allocation Upload Template
	Upload Allocation Codes
	Upload Accounts into Chart
\.	Upload and Create Grant Funds
4	Mass Update User Defined Fields in Chart

To provide a way to mass update these fields without **ADMINS** intervention, the **"Mass Update User Defined Fields in Chart"** process is included in the software update. From the Ledgers menu, select:

Interfaces/Imports > Mass Update User Defined Fields in Chart



## 3.1 Email Template to the User

Email Template to User

The first step in the menu will email the spreadsheet template. The recipient of the email will populate the spreadsheet template.



#### 3.1.1 Use Report #1652 as a Source Document

Goto	Ledger Other Reports			
	Report Name	View	Report	^
Actions	1648-Special Revenue	Sample	Run	1
	1664-Delever Terrorit, Western	Sample	Run	1
6	1652-Chart of Accounts	Sample	Run	1
· ·		Sample	Run	1
leport Categories	1485-New Accounts in Uhart Since	Sample	Run	1
1 Year to Date	1090-GL Audit Report	Sample	Run	1
2 Transaction History	1370-Journal Audit Report	Sample	Run	1
3 Month to Date	1350-Account Security By Fund and Department	Sample	Run	1
4 Other	1790-Account Listing w/ Crosswalk for Users	Sample	Run	1
	1552-Accounts with Missing Summary Accounts	Secole	Rup	1

To make it easy to update the accounts, run report 1652 from the GL Reports Library OTHER tab and select the accounts to be updated; select **Excel®** output.



Copy and paste the Account # and 1UDF– 12UDF columns from the **Excel**<sup>®</sup> report to the template. Then update this template with any new-user defined field (UDF) information. Leave any fields alone

that should remain unchanged. Update the values as needed.

In the example in Figure 4, 17 accounts are selected from the Excel® report and copied to the upload template spreadsheet.

- The "UNCL" in the 1UDF column is replaced with "ATHLETICS"
- The "IGNORE" in the 2UDF column is replaced with a blank
- The "SUMMRY" in the 3UDF column is replaced with "SUMMAR"
- New values will be placed in the UDF4 and UDF5 columns, currently blank
- Unchanged accounts will be ignored, but noted on the edit list

#### 3.1.2 Enter New UDF Values in the Spreadsheet

Columns Q-AB on the CoA report correspond to columns B-M on the upload template.

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File Ho		Page Layout	Formula	s Data	Review																				
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				0		0	-			101			-		40										
A		В		Q	R	S	41105	0	V	VV	X	Y	2	AA	AB			I Th	ne "ne	w" da	ata fro	m the			
1 <u>FY</u> - /	Account#	0 000 00 00	- 54000	TUDE	JONODE		400F	- <u>5UL</u> -	BUDE	- <u>70L</u>	80L -	901 -	<u>100L</u> -	<u>110L</u> -	12UL -				nload	lad er	reade	shoot			
100 2022	1000-300-000	0-000-00-00	-51000	UNCL	IGNORE											-		I <sup>u</sup>	pioac	icu sp	n cau	meet			
189 2022	1000-300-000	00-000-00-00	-51180	UNCL	IGNORE	SUMMRY										-		<u> </u>	_		_	_	_		
190 2022	1000-300-000	0-000-00-00	-52000	UNCL	IGNORE	SUMMRY										-									
191 2022	1000-300-000	0-003-00-00	-50001	UNCL	IGNORE	SUMMRY										-				/					
192 2022	1000-300-000	0-100-00-00	-51000	UNCL	IGNORE	SUMMRY		A . + - 5 -		00	0	-			UndateUF	Fr cou + Como	stibility Mode	. /	1 /	-	0 5-1				
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194 2022	1000-300-000	0-121-00-00	-51000	UNCL	IGNORE	SUMMRY	<u> </u>	File	Home	Insert	Page L	Layout	Formula	s Data	Revi	ew View	Help								
195 2022	1000-300-000	0-124-00-00	-51000	UNCL	IGNORE	SUMMRY		_										11							
196 2022	1000-300-000	0-128-00-00	-51000	UNCL	IGNORE	SUMMRY		J25	Ť	×	< љ														
197 2022	1000-300-000	00-190-00-00	-51000	UNCL	IGNORE	SUMMRY	<u> </u>			А			В	С	D	E	F /	G	н	1	J	к	L	м	N
198 2022	1000-300-000	00-200-00-00	-52000	UNCL	IGNORE	SUMMRY							User	User	User			User	User	User	User	User	User	User	
199 2022	1000-300-000	0-300-00-00	-52000	UNCL	IGNORE	SUMMRY							Defined	Defined	Defined	User	Use	Defined	Defined	Defined	Defined	Defined	Defined	Defined	
200 2022	1000-300-000	00-310-00-00	-52000	UNCL	IGNORE	SUMMRY		1 Acco	unt# (e.g 1	00-000-66	6-000-00	-52010)	1	2	3	Defined 4	D ined 5	6	7	8	9	10	11	12	
201 2022	1000-300-000	00-440-00-00	-52000	UNCL	IGNORE	SUMMRY		2 XAC	NUM				GLCOA1	GLCOA2	GLCOA3	GLCOA4	GLCOA5	GLCOA6	GLCOA7	GLCOA8	GLCOA9	GLCOA10	GLCOA11	GLCOA12	
202 2022	1000-300-000	00-441-00-00	-52000	UNCL	IGNORE	SUMMRY		3 1000-	300-0000-000	-00-00-510	00		Athletics		Summary	Football 4	DIVIII								
203 2022	1000-300-000	0-502-00-00	-52000	UNCL	IGNORE	SUMMRY	1	4 1000-	300-0000-000	00-00-5118	su 10		Athletics		Summary	Toppic	DIVIII								
204 2022	1000-300-000	00-510-00-00	-52000	UNCL	IGNORE	SUMMRY		6 1000-	300-0000-001	-00-00-520	11		Athletics		Summary	FieldHockey	DIVIII								
				/	1			7 1000-	300-0000-100	-00-00-510	00		Athletics		Summary	Basketball	DIVIII								
								8 1000-	300-0000-102	-00-00-510	00		Athletics		Summary	Volleyball	DIVIII								
				//				9 1000-	300-0000-12	-00-00-510	00		Athletics		Summary	Gymnastics	DIVIII								
								10 1000-	300-0000-124	-00-00-510	00		Athletics		Summary	Football	Intramural								
								11 1000-	300-0000-128	-00-00-510	00		Athletics		Summary	Softball	Intramural								
	The "	old" data	from	the C	hart			12 1000-	300-0000-190	-00-00-510	00		Athletics		Summary	Tennis	Intramural								
	of Acc	ounte I la	or Fie	lde re	nort			13 1000-	300-0000-200	-00-00-520	00		Athletics		Summary	FieldHockey	Intramural								
	I TACC			10310				14 1000-	300-0000-300	-00-00-5200	0		Athletics		Summary	Volleyball	Intramural								
	L							16 1000-	300-0000-310	.00.00.520	0		Athletics		Summary	Gymnastics	Intramural								
	_							17 1000-	300-0000-44	-00-00-520	00		Athletics		Summary	Basketball	Social								
								18 1000-	300-0000-502	-00-00-5200	00		Athletics		Summary	Volleyball	Social								
								19 1000-	300-0000-510	-00-00-520	00		Athletics		Summary	Gymnastics	Social								

Figure 4 Using the report to copy and paste values in the upload spreadsheet

#### 3.2 Upload File

#### Upload File

There are two required fields on the prompt; the filename and the fiscal year. Use the lookup to locate and select the file or enter the file name and fiscal year; click on **[OK]**.

ADMINS Unified Community General Ledger

Task 1823: Upload File	×
Upload File	
Enter Upload Filename D:AUC_DEVELOPMENTADMHOME\FILESTOTESTUPLOA	
Required: Enter Fiscal Year 2022	
Run as @ Preview () Print () PDF If Printing use Duplex @ Yes () No Lookup () OK () Cance	Make sure the full file name appears here; if not, shorten the file or path name and try again

#### **3.2.1** Review the Upload User Defined Fields Edit List



19 2022 1000-300-0000-510-00-	-00-52000 SPED TUITION	Before UNC After UNC	L IGNORE L IGNORE	SUMMRY SUMMRY	~		***
1825-GLUDFLODEDT.REP	Printed 16-Nov-2021 at 16:09:46 by THERE	SA C Upload User	ity of ADMINS Defined Field:	s Edit List	5		Page 2
Row# FY Account # *** Total # Records updated	Description d: 17	Type 1UD	F 2UDF	3UDF 4U	JDF 5UL	11UDF	12UDF
Selection Legend:	ances made to Heer Defined Fields, so nothin	g will be undated			Ì		

If the edit list shows that the desired updates will be made, proceed to the posting step.

#### 3.2.2 Review the Error Report (if any)

If there are errors, the Upload User Defined Error List report is produced; each line with an error will identify the error; a message at the top of the report directs the user to correct the errors, export to .CSV, and restart the upload process:

	Upload	City of ADMINS d User Defined Fields Error List						
Correct all errors in spreadsheet, expor	rt to .CSV file, and restart upload proc	235.						
FY: 2025 Row # Account#	Description		GLCOA1 GLCOA2	GLCOA3 GLCOA4	GLCOA5 GLCOA6	GLCOA7 GLCOA8	GLCOA9 GLCOA10	GLCOA11 GLCOA12
3 1000-300-0000-000-00	-00-55555		Athlet	Summar Footba	DIVIII			
Error: Invalid Object elem	ent in account number		Athlet	Summar Softba	DIVIII			
4 1000-300-0000-000-00	-00-51180		Athlet	Summar	DIVIII			
Error: Account doesnt exis	t in Chart for Fiscal Year			Tennis				



#### 3.3 Restart Process Step

Task 1822: Restart Process		×
Restart Pro	cess	
Restart Steps Process?	● Yes ○ No	
Lookup	OK Cancel Clear All	
Luokup		

**Restart Process** If the edit list has entries that need changing, click on the Restart Process button on the menu; be sure to select the **O** Yes radio button to restart the steps proces.

Make any changes to the upload spreadsheet, and run the Upload File step again.

### 3.4 Print Verification Reports



Print Verification Reports	This step
reprints either the Error Report (if there are any err	ors) or the
Edit Report shown in section 3.2 above. This step is	not
required, but may be run if desired. If the file is erro	or free,
proceed to the Update User Defined Fields in Chart	step shown
in section 3.5 below.	

### 3.5 Update User Defined Fields in Chart

#### Update User Defined Fields in Chart

1829	GLUDFI	LODPST.REP Printed 16-Nov-	-2021 at 16:37:02 by THERESA	City of	ADMINS									Pa	je 1
			Posted upd	lates to 1	Jser Defin	ed Fields									
Row#	FY	Account #	Description	1UDF	2UDF	3UDF	4UDF	SUDF	6UDF	7UDF	SUDF	9UDF	10UDF	11UDF	12UDF
3	2022	1000-300-0000-000-00-00-51000	SCHOOL SALARIES	Athlet		Summar	Footba	DIVIII							
4	2022	1000-300-0000-000-00-00-51180	ELECTED/APPOINTED BOARD	Athlet		Summar	Softba	DIVIII							
5	2022	1000-300-0000-000-00-52000	SCHOOL EXPENSES	Athlet		Summar	Tennis	DIVIII							
6	2022	1000-300-0000-003-00-00-50001	SCHOOL DEPARTMENT BUDGET	Athlet		Summar	FieldH	DIVIII							
7	2022	1000-300-0000-100-00-00-51000	PROFESSIONAL SALARIES	Athlet		Summar	Basket	DIVIII							
8	2022	1000-300-0000-102-00-00-51000	CLERICAL SALARIES	Athlet		Summar	Volley	DIVIII							
9	2022	1000-300-0000-121-00-00-51000	SUBSTITUTE SALARIES	Athlet		Summar	Gymnas	DIVIII							
10	2022	1000-300-0000-124-00-00-51000	AIDE SALARIES	Athlet		Summar	Footba	Intram							
11	2022	1000-300-0000-128-00-00-51000	OTHER SALARIES	Athlet		Summar	Softba	Intram							
12	2022	1000-300-0000-190-00-00-51000	CUSTODIAL/MAINT SALARIES	Athlet		Summar	Tennis	Intram							
13	2022	1000-300-0000-200-00-00-52000	STAFF DEVELOPMENT	Athlet		Summar	FieldH	Intram			The sv	stem	update	es 16	records
14	2022	1000-300-0000-300-00-00-52000	CONSULTANT SERVICES	Athlet		Summar	Basket	Intram							
15	2022	1000-300-0000-310-00-00-52000	SERVICES	Athlet		Summar	Volley	Intram		- re	eportir	1a the	new v	alues	for eac
16	2022	1000-300-0000-440-00-00-52000	BUILDING MAINTENANCE	Athlet		Summar	Gymnas	Intram				<u> </u>			
17	2022	1000-300-0000-441-00-00-52000	EQUIPMENT MAINTENANCE	Athlet		Summar	Basket	Social		l ac	count	. ACCO	unts v	ntnou	t chang
18	2022	1000-300-0000-502-00-00-52000	PUPIL TRANSPORTATION	Athlet		Summar	Volley	Social			will r	not an	ooor o	n thic	roport
	*** To	otal # Records updated: 16									WIII I	ю ар	bear 0	ii ulis	report



### 3.6 Effect on the Chart of Accounts

	Last Changed					
		Last Trx in FY				
FY 2022ccount 1000-300-0000-200-00-52000						
Account Type E Expenditure	Sub Type S Summary Entity 1	TOWN OF ADMINS				
Accounting Purpose	Budgeting	User Defined				
Special Revenue? Cash Account? Interfund Transfer? Select for InI Dist? Copy to Next FY Yes © No	Budget Group UNCL UNCLASSIFIED Budget Type Operating Personal Services OCIP ON Budgeted	DOE Line 1 Athlet DOE Line 2 COA Code 3 Summar				
Human Resources Per Svcs Account O Yes  No	Account Access	COA Code 2 FieldH COA Code 5 Intram COA Code 10 COA Code 11 TEST				

The new data will show on the Maintain Chart of Accounts screen and can be used for reporting.

Figure 5 Account shows the new UDF values

#### 3.7 Field Logging

During the posting process, all changes to the UDF fields are logged. To view the log, from the menu, select:

Lodgeve Module Maintonence	Field Logaina Chart of Assounts
Leugers Fiviouule iviaintenance	Field Logging – Chart of Accounts

Field Logging - Chart of Accounts					
Fiscal Year	2022	Account	1000-300-0000-000-00-51000 SCHOOL SALARIES		
Change Date 16-Nov-2021	Time 16:37	User	Field DOE Line 1	From/To UNCL Athlet [Updated via Mass UDF upload]	
16-Nov-2021	16:37		COA Code 5	DIVIII [Updated via Mass UDF upload]	
16-Nov-2021	16:37		COA Code 4	Footba [Updated via Mass UDF upload]	
16-Nov-2021	16:37		COA Code 3	SUMMRY Summar [Updated via Mass UDF upload]	
16-Nov-2021	16:37		DOE Line 2	IGNORE [Updated via Mass UDF upload]	

If errors were made and the changes need to be reverted, review the Field Logging on the chart and see what it was before. Update the field manually or using the Mass Update User Define Fields in Chart process as described above.

[ADM-AUC-GL-8438]

# 4 ATTACHMENTS [Enhancement]

**ADMINS** changed the error checking on attachments to limit the check to <u>\\tsclient\C</u>, so the system will prevent the attachment if a user tries to attach a file from the C drive of their local PC. If they are attaching to *another* mapped network drive shared from the local PC, the attachment will be allowed. System Administrators can minimize attachment loss by ensuring consistency in drive letter mapping; for example, push the drive mapping out via group policy for all users of AUC.

Please see the September 2021 Release Notes for a list of the screens this change will impact.

[ADM-AUC-SY-8225]

# **5 HELP REFERENCE LIBRARY**

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

### 5.1 New or Updated Documents

• Account MaintenanceGL-160 Chart of Accounts[Updated]• Interfaces/ImportsGL-845 Mass Update User Defined Fields in the Chart of Accounts[New]