



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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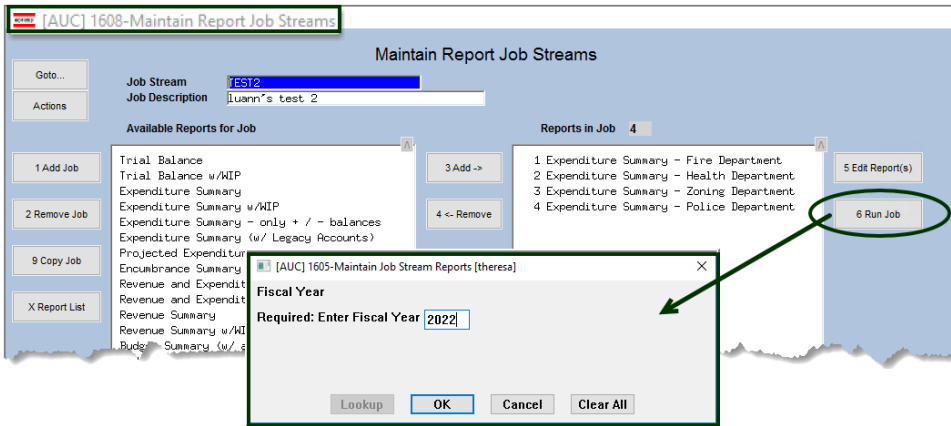
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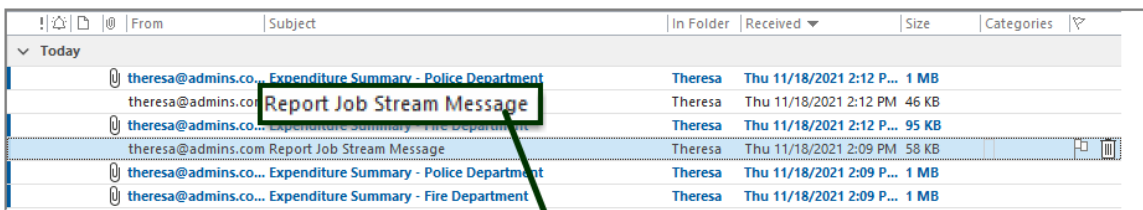
1 RUN REPORT JOB STREAM [Enhancement]

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:

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.



Prior to this enhancement, this process would stop and require the user to acknowledge each report in turn that did not produce output. This was cumbersome and made the job run longer.

Now, if any reports are not generated, a comprehensive email will be sent to the user running the job.

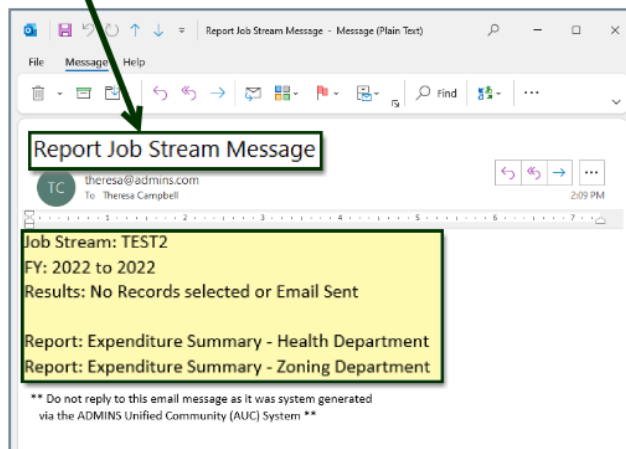


Figure 1 Sample email sent when reports had no records selected

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

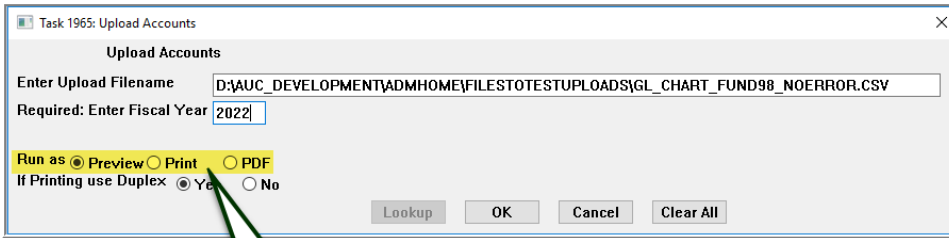
Ledgers ▶ Help Reference Library ▶ GL-620 Report Job Streams

[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 included 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®** only; the error list can be produced in **Preview**, **Print**, or **PDF** format. This provides complete information in a concise **Excel®** spreadsheet when confirming the upload.



The **Edit List** will always be produced as an **Excel** format; the **Error List** will be produced as either a **Preview/Print** or **PDF** format depending on the selection made on this prompt.

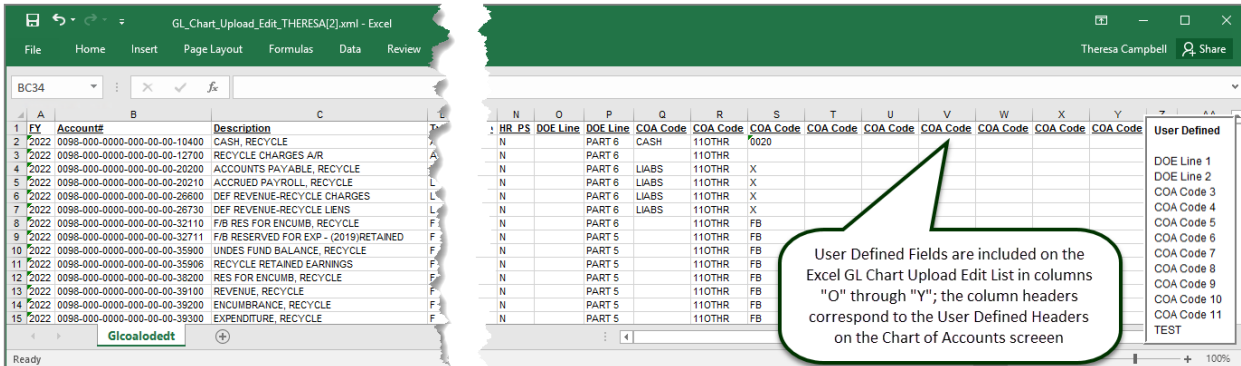


Figure 2 The Edit List will always be produced as Excel® format

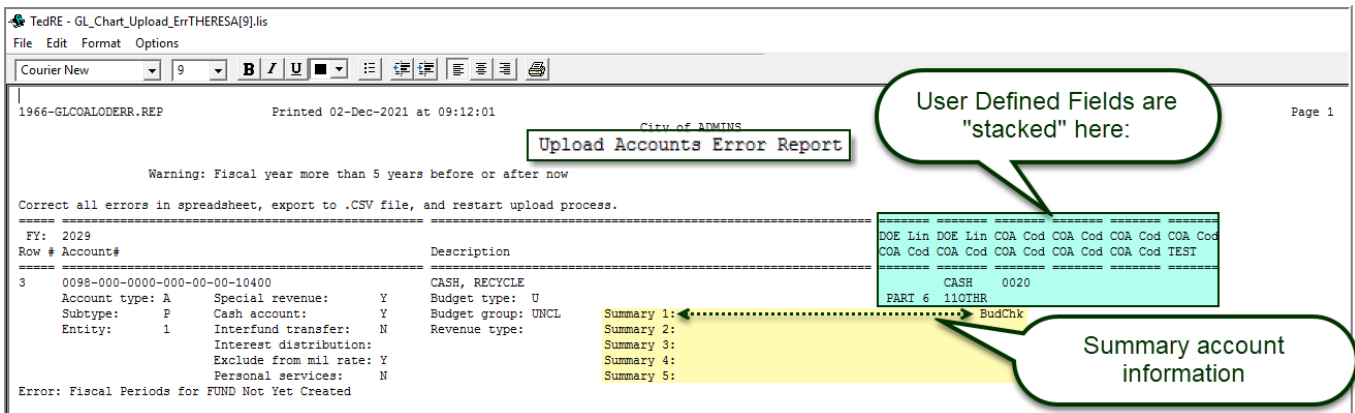
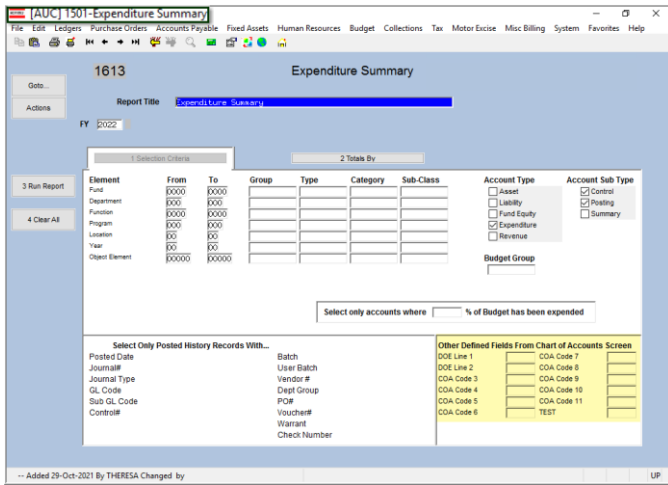


Figure 3 The Error Report will look like the above

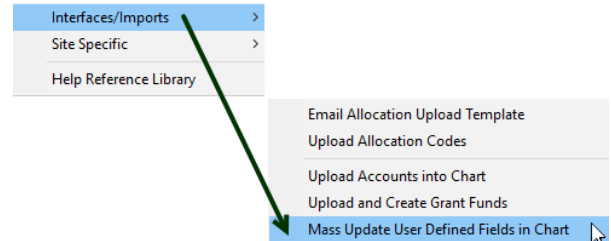
[ADM-AUC-GL-8465]



3 MASS UPDATE USER DEFINED FIELDS IN CHART [Enhancement]

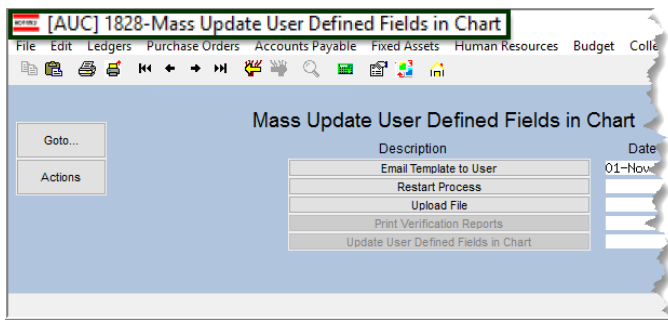


User Defined Fields(UDFs) are used for reporting purposes and allow grouping like accounts together. This is useful when accounts are not easily grouped by the elements which make up the account number. Many sites are using the UDFs established in the Chart for reporting; but needs can change, requiring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



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:

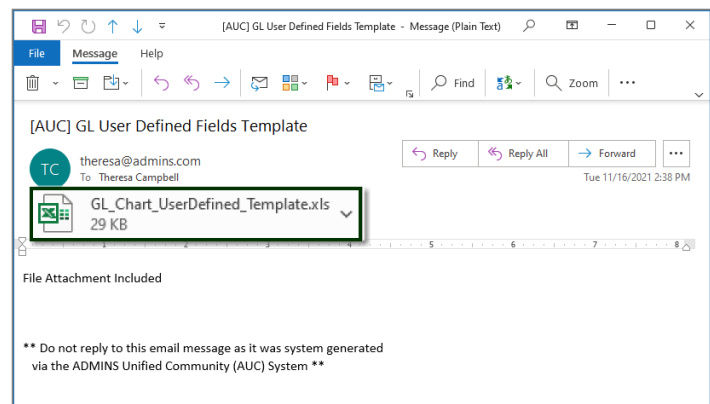
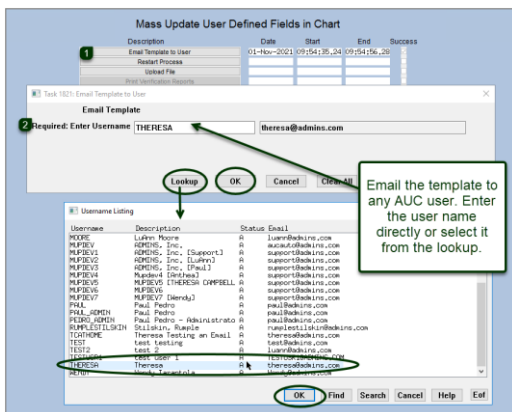
Interfaces/Imports ► Mass Update User Defined Fields in Chart



3.1 Email Template to the User

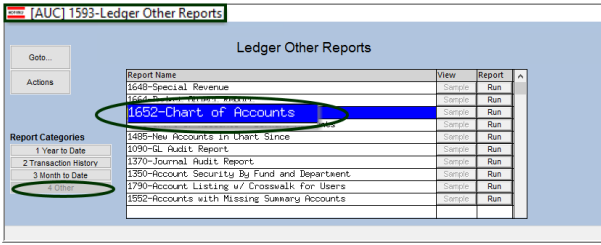
Email Template to User

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



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®** 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 **“SUMMARY”** 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](#)

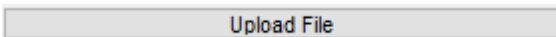
3.1.2 Enter New UDF Values in the Spreadsheet

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

Account# (e.g. 100-000-666-000-00-52010)	User Defined 1	User Defined 2	User Defined 3	User Defined 4	User Defined 5	User Defined 6	User Defined 7	User Defined 8	User Defined 9	User Defined 10	User Defined 11	User Defined 12
1 XACTNUM	GLCOA1	GLCOA2	GLCOA3	GLCOA4	GLCOA5	GLCOA6	GLCOA7	GLCOA8	GLCOA9	GLCOA10	GLCOA11	GLCOA12
2	Athletics	Summary	Football	DIVIII								
3	Athletics	Summary	Softball	DIVIII								
4	Athletics	Summary	Tennis	DIVIII								
5	Athletics	Summary	FieldHockey	DIVIII								
6	Athletics	Summary	Basketball	DIVIII								
7	Athletics	Summary	Volleyball	DIVIII								
8	Athletics	Summary	Gymnastics	DIVIII								
9	Athletics	Summary	Football	Intramural								
10	Athletics	Summary	Softball	Intramural								
11	Athletics	Summary	Tennis	Intramural								
12	Athletics	Summary	FieldHockey	Intramural								
13	Athletics	Summary	Basketball	Intramural								
14	Athletics	Summary	Volleyball	Intramural								
15	Athletics	Summary	Gymnastics	Intramural								
16	Athletics	Summary	Basketball	Social								
17	Athletics	Summary	Volleyball	Social								
18	Athletics	Summary	Gymnastics	Social								
19	Athletics	Summary										
20	Athletics	Summary										

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

3.2 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]**.



Task 1823: Upload File

Upload File

Enter Upload Filename: D:\AUC_DEVELOPMENT\ADMHOME\FILESTOTESTUPLOADS\GL\UDF\UPDATEUDFS.CSV

Required: Enter Fiscal Year: 2022

Run as: Preview Print PDF

If Printing use Duplex: Yes No

Buttons: Lookup, OK, Cancel

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

Row#	FY	Account #	Description	Type	1UDF	2UDF	3UDF	4UDF	5UDF	6UDF	7UDF	8UDF	9UDF	10UDF	11UDF	12UDF
3	2022	1000-300-0000-000-00-00-51000		Before UNCL	IGNORE	SUMMARY										
				After Athlet		Summar	Footba	DIVIII								
4	2022	1000-300-0000-000-00-00-51180		Before UNCL	IGNORE	SUMMARY										
				After Athlet		Summar	Softba	DIVIII								
5	2022	1000-300-0000-000-00-00-52000		Before UNCL	IGNORE	SUMMARY										
				After Athlet		Summar	Tennis	DIVIII								
6	2022	1000-300-0000-003-00-00-50001		Before UNCL	IGNORE	SUMMARY										
				After Athlet		Summar	FieldH	DIVIII								
7	2022	1000-300-0000-100-00-00-51000		Before UNCL	IGNORE	SUMMARY										
				After Athlet		Summar	Basket	DIVIII								

Blanks will replace existing data

If the entered data exceeds the field length, it will be truncated to fit the field

Review the list prior to posting the updates

19 2022 1000-300-0000-510-00-00-52000 SPED TUITION Before UNCL IGNORE SUMMARY ***

After UNCL IGNORE SUMMARY

1825-GLUFDLOEDT.REP Printed 16-Nov-2021 at 16:09:46 by THERESA Page 2

City of ADMINIS
Upload User Defined Fields Edit List

Row#	FY	Account #	Description	Type	1UDF	2UDF	3UDF	4UDF	5UDF	6UDF	7UDF	8UDF	9UDF	10UDF	11UDF	12UDF
*** Total # Records updated: 17																

Selection Legend:
Note: *** Indicates no changes made to User Defined Fields, so nothing will be updated

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:

City of ADMINIS
Upload User Defined Fields Error List

Correct all errors in spreadsheet, export to .CSV file, and restart upload process.

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 element in account number												
4	1000-300-0000-000-00-00-51180		Athlet	Summar	Softba	DIVIII								
		Error: Account doesnt exist in Chart for Fiscal Year												



3.3 Restart Process Step

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 **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 errors) 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 error 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-GLUFDLPST.REP Printed 16-Nov-2021 at 16:37:02 by THERESA City of ADMINS Page 1
Posted updates to User Defined Fields

Row#	FY	Account #	Description	1UDF	2UDF	3UDF	4UDF	5UDF	6UDF	7UDF	8UDF	9UDF	10UDF	11UDF	12UDF
3	2022	1000-300-0000-000-00-00-51000	SCHOOL SALARIES	Athlet		Summar	Footba	DIVVIII							
4	2022	1000-300-0000-000-00-00-51180	ELECTED/APPOINTED BOARD	Athlet		Summar	Softba	DIVVIII							
5	2022	1000-300-0000-000-00-00-52000	SCHOOL EXPENSES	Athlet		Summar	Tennis	DIVVIII							
6	2022	1000-300-0000-003-00-00-50001	SCHOOL DEPARTMENT BUDGET	Athlet		Summar	FieldH	DIVVIII							
7	2022	1000-300-0000-100-00-00-51000	PROFESSIONAL SALARIES	Athlet		Summar	Basket	DIVVIII							
8	2022	1000-300-0000-102-00-00-51000	CLERICAL SALARIES	Athlet		Summar	Volley	DIVVIII							
9	2022	1000-300-0000-121-00-00-51000	SUBSTITUTE SALARIES	Athlet		Summar	Gymnas	DIVVIII							
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							
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							
16	2022	1000-300-0000-440-00-00-52000	BUILDING MAINTENANCE	Athlet		Summar	Gymnas	Intram							
17	2022	1000-300-0000-441-00-00-52000	EQUIPMENT MAINTENANCE	Athlet		Summar	Basket	Social							
18	2022	1000-300-0000-502-00-00-52000	PUPIL TRANSPORTATION	Athlet		Summar	Volley	Social							

*** Total # Records updated: 16

The system updates 16 records, reporting the new values for each account. Accounts without changes will not appear on this report



3.6 Effect on the Chart of Accounts

The screenshot shows the 'Maintain Chart of Accounts' interface. At the top, it displays 'FY 2022' and 'Account Description 1000-300-0000-200-00-00-52000'. Below this, there are fields for 'Account Type' (Expenditure), 'Sub Type' (Summary), and 'Entity' (TOWN OF ADMINS). The 'Accounting Purpose' section includes radio buttons for 'Special Revenue?', 'Cash Account?', 'Interfund Transfer?', 'Select for Int Dist?', and 'Copy to Next FY'. The 'Budgeting' section includes 'Budget Group' (UNCL), 'Budget Type' (Operating, Personal Services, CIP, Not Budgeted), 'Account Access' (Read Only, Limited, Full), and 'Exclude from Budget Mill Rate'. A 'User Defined' dropdown menu is highlighted, showing values: DOE Line 1 (Athlet), DOE Line 2, COA Code 3 (Summar), COA Code 4 (FieldH), and COA Code 5 (Intram).

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:

Ledgers ▶ Module Maintenance ▶ Field Logging – Chart of Accounts

The screenshot shows the 'Field Logging - Chart of Accounts' screen. It displays 'Fiscal Year 2022' and 'Account 1000-300-0000-000-00-00-51000 SCHOOL SALARIES'. Below this is a table with the following data:

Change Date	Time	User	Field	From/To
16-Nov-2021	16:37		DOE Line 1	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	SUMMARY 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 `\\tsclient\C`, 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 Maintenance GL-160 Chart of Accounts [Updated]
- Interfaces/Imports GL-845 Mass Update User Defined Fields in the Chart of Accounts [New]