



General Ledger

Release Notes

December 2023

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

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1 Journal Entry Screen New Columns [Enhancement]

ADMINIS added two new columns, “Line” and “GLlin”, to the Journal Entry screen. To see this, from the menu, select:

Ledgers ▶ Journal Entry Processing ▶ Enter One-Time Journals

Create a new journal entry using the **1 Add JE** button. The new columns are for adding information that correlates journal entries to the referenced posted transactions.



To enter a Line# – both **Code** and **REF#** must be entered first.

To enter GL Line # – **Code, Ref#, and Line#** must be entered.

The screen allows for a Purchase Order or Voucher line and GL Line so that any encumbrance changes can be tracked for purchase accruals (*only used by some sites*).

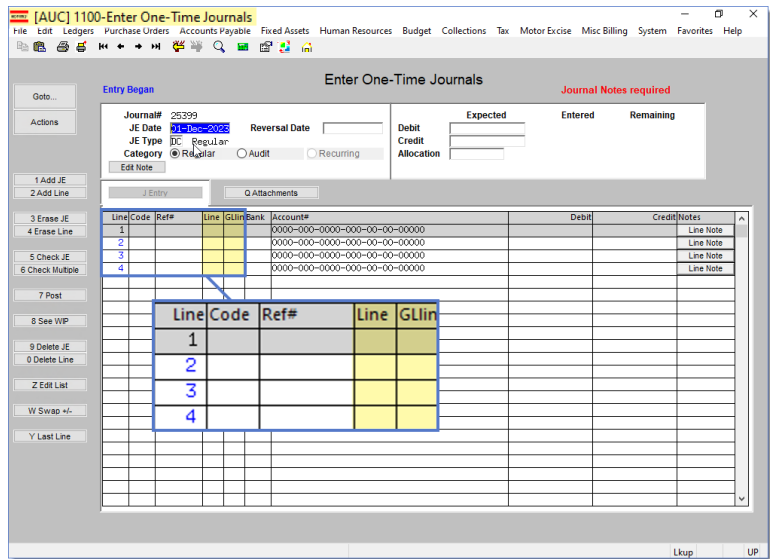
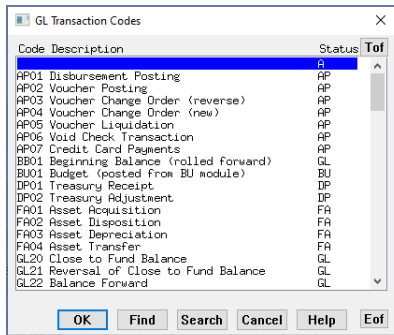


Figure 1 The new columns for Line and GL Line number on the Journal Entry screen

To add information to the Code, position the cursor in the Code field, and use the to select a valid entry.



- 1: AP01 Disbursement - Issue
- 2: AP02-AP07 Voucher - Issue
- 3: AP03-AP04 Voucher Change Order
- 4: AP05 Voucher - Liquidation
- 5: AP06 Disbursement - Void
- 6: AP07 Encumbrance Relief
- 7: Posted Purchase Orders
- 8: Posted Journal Entries

When the selection is made, the account number from the referenced transaction is automatically brought into the journal entry. In the image below, a PO01 code is shown on line 1 and an AP02 code is shown on line 2; the same applies to all the AP## codes.

Once the GL Code is entered, use the lookup in the Ref # field and select from the eight available options, listed in the image:

Line	Code	Ref#	Line	GLlin	Bank	Account#
1	PO01	200965	4	1		0200-450-0000-004-00-00-52010
2	AP02	523704	3	1		1000-300-1410-441-09-00-52240
3	JE01	25400	1			0000-000-0000-000-00-00-00000

If the journal entry being prepared will reference a previous journal entry (a **JE01**), the account number **will not automatically** be brought into the screen.



AP#	Vendor	Line#	GL#	Type	Date	Account#	Amount	GL Amount	Tot
523704	DROP SUPPORT LLC	1	1	P	30-Oct-2023	1000-300-1210-340-09-00-52400	1898.40	1898.40	
523704	DROP SUPPORT LLC	2	1	P	30-Oct-2023	1000-300-1220-810-09-00-52520	838.05	838.05	
523704	DROP SUPPORT LLC	3	1	P	30-Oct-2023	1000-300-1410-441-09-00-52340	1880.34	1880.34	
523656	COMMONWEALTH OF MASS	1	1	P	16-Oct-2023	1000-122-0000-001-00-00-52040	29.75	29.75	
523655	PITNEY BOWES INC	1	1	P	16-Oct-2023	1000-122-0000-001-00-00-52020	15.75	15.75	

AP#	Vendor	Line#	GL#
523704	DROP SUPPORT LLC	1	1
523704	DROP SUPPORT LLC	2	1
523704	DROP SUPPORT LLC	3	1

For Accounts Payable transactions, select from one of the six Accounts Payable transaction types (AP01, AP02, AP03, AP05, AP06, AP07).

The Line # and GL Line # is shown in the lookup.

Figure 2 Choose an AP Voucher #, Line #, and GL Line # from the lookup

For Purchase Orders, select **Posted Purchase Orders** and then choose from the available Purchase Orders. In Figure 3, line 4 is selected.

PO#	Vendor	Line#	GL#	Type	Date	Account#	Amount	GL Amount	Tot
200965	DROP SUPPORT LLC	1	1	R	20-Oct-2023	0100-430-0000-004-00-00-52700	1110.00	1110.00	
200965	DROP SUPPORT LLC	2	1	R	20-Oct-2023	0100-430-0000-004-00-00-52701	1325.34	1325.34	
200965	DROP SUPPORT LLC	3	1	R	20-Oct-2023	0100-430-0000-004-00-00-52702	1539.45	1539.45	
200965	DROP SUPPORT LLC	4	1	R	20-Oct-2023	0200-450-0000-004-00-00-52010	1639.85	1639.85	
200965	DROP SUPPORT LLC	5	1	R	20-Oct-2023	0200-450-0000-004-00-00-52030	1988.04	1988.04	
200965	DROP SUPPORT LLC	6	1	R	20-Oct-2023	0200-450-0000-004-00-00-52100	2164.50	2164.50	
200965	DROP SUPPORT LLC	7	1	R	20-Oct-2023	0200-450-0000-004-00-00-52240	2368.74	2368.74	
200965	DROP SUPPORT LLC	8	1	R	20-Oct-2023	0300-460-0000-004-00-00-52500	2570.75	2570.75	
200965	DROP SUPPORT LLC	9	1	R	20-Oct-2023	0300-460-0000-004-00-00-52505	2770.56	2770.56	
200965	DROP SUPPORT LLC	10	1	R	20-Oct-2023	0200-450-0000-004-00-00-52800	2968.14	2968.14	
200965	DROP SUPPORT LLC	11	1	R	20-Oct-2023	0200-450-0000-004-00-00-52900	3163.50	3163.50	
200965	DROP SUPPORT LLC	12	1	R	20-Oct-2023	0300-460-0000-004-00-00-52030	3356.64	3356.64	
200965	DROP SUPPORT LLC	13	1	R	20-Oct-2023	0300-460-0000-004-00-00-52100	3547.56	3547.56	
200965	DROP SUPPORT LLC	14	1	R	20-Oct-2023	0300-460-0000-004-00-00-52340	3736.26	3736.26	
200965	DROP SUPPORT LLC	15	1	R	20-Oct-2023	0300-460-0000-004-00-00-52400	3922.74	3922.74	
200965	DROP SUPPORT LLC	16	1	R	20-Oct-2023	0400-490-0000-004-00-00-52030	4107.00	4107.00	
200965	DROP SUPPORT LLC	17	1	R	20-Oct-2023	0400-490-0000-004-00-00-52505	4289.04	4289.04	
200965	DROP SUPPORT LLC	18	1	R	20-Oct-2023	0400-490-0000-004-00-00-52901	4468.86	4468.86	

PO#	Vendor	Line#	GL#	Type	Date	Account#
200965	DROP SUPPORT LLC	1	1	R	20-Oct-2023	0100-430-0000-004-00-00-52700
200965	DROP SUPPORT LLC	2	1	R	20-Oct-2023	0100-430-0000-004-00-00-52701
200965	DROP SUPPORT LLC	3	1	R	20-Oct-2023	0100-430-0000-004-00-00-52702
200965	DROP SUPPORT LLC	4	1	R	20-Oct-2023	0200-450-0000-004-00-00-52010
200965	DROP SUPPORT LLC	5	1	R	20-Oct-2023	0200-450-0000-004-00-00-52030
200965	DROP SUPPORT LLC	6	1	R	20-Oct-2023	0200-450-0000-004-00-00-52100

Figure 3 Choose a PO#, Line #, and GL Line # from the lookup

Use the lookup to allow the system to populate the reference number, line, and gl line number fields to ensure accuracy.

[ADM-AUC-GL-8534]

1.1 Journal History Screen

The system creates Control Account entries when Journal Entries are posted. These entries always begin with "100..." as shown below on lines 10001, 10002, and 10003. These lines will also be stamped with the reference number.

On this screen, the "Line" and "GL Line" are available by hovering over the reference number.

Line	Cont	FY	Reference	Account#	Budget Amount	Encumbrances	Debits	Credits
1	P001	2024	200965	0200-450-0000-004-00-00-52010			10.00	2.50
2	AP02	2024	523704	1000-300-1410-441-09-00-52340				7.50
3	JE01	2024	25373	1000-300-3300-100-09-00-51230				10.00
10001	P001	2024	200965	0200-000-0000-000-00-00-39300			10.00	2.50
10002	AP02	2024	523704	1000-000-0000-000-00-00-39300				7.50
10003	JE01	2024	25373	1000-000-0000-000-00-00-39300				20.00

Line	FY	Reference
1	2024	200965
2	2024	523704
3	2024	25373

[ADM-AUC-GL-8534]



1.2 Journal Entry Upload Template

To allow journals to be uploaded that include the new Line and GLin columns, the upload template now has two new columns. In addition, the bold, capitalized headings on line two were removed, as they were not helpful to the end user. Line 3 used to be the first line for data entry; now line 2 is available.

A	B	C	D	E	F	G	H	I	J
Reversal Date (mm/dd/yyyy) Only for 2 sided Journals	Category [R]Regular or [A]Audit	Overall Note TRMTXT	Transaction Code SGLCOD	Reference# (Transaction Code must be entered, if Ref# entered) X1RFNUM	Bank Code BANK	Account# (e.g. 100-000-666-000-00-52010) XACTNUM	Debit - OB/SA/EN From BT (e.g. 1234.00 or -1234.00 no \$) XLDGRAM	Credit - Only for 2 sided Journals To BT (e.g. 1234.00 no \$) XLCRAMT	Line Note (Maximum 80 characters) LINNOT
1									
2									
3									

Figure 4 Before the Line and GLin columns were added

A	B	C	D	E	F	G	H	I	J	K	L
Reversal Date (mm/dd/yyyy) Only for 2 sided Journals	Category [R]Regular or [A]Audit	Overall Note TRMTXT	Transaction Code SGLCOD	Reference# (Transaction Code must be entered, if Ref# entered)	Reference Line# (Transaction Code and Reference# must be entered first)	Reference GL Line# (Transaction Code, Reference# and Line# must be entered first)	Bank Code	Account# (e.g. 100-000-666-000-00-52010)	Debit - OB/SA/EN From BT (e.g. 1234.00 or -1234.00 no \$)	Credit - Only for 2 sided Journals To BT (e.g. 1234.00 no \$)	Line Note (Maximum 80 characters)
1											
2											
3											

Figure 5 After – the new columns were added, and line two is now the first line for data entry



Be sure to start fresh with a new template, as the old format will not work since this change.

[ADM-AUC-GL-8535]

2 Report Job Stream [Enhancement]

ADMINIS removed the Preview option from the job stream output tab. During the software update, any reports within an existing jobstream that currently have an Output Type of Preview set will be updated to use PDF & View PDF Output instead.

We are in the process of retiring the “Preview” option due to printer compatibility issues; “PDF View” will replace it.

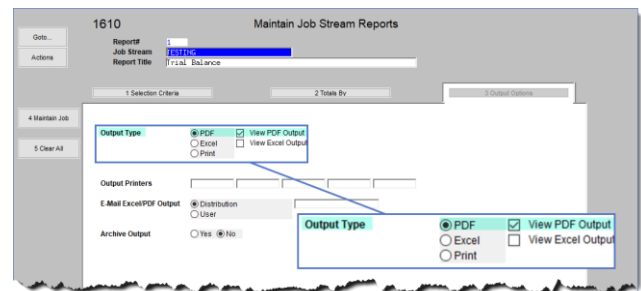
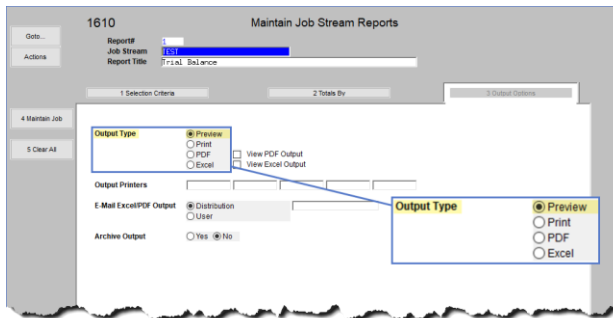


Figure 6 Before & After – Preview is replaced with PDF & View PDF Output

[ADM-AUC-GL-8533]



3 Year End Processing

ADMINS identified and corrected issues with year end processing, as described below.

3.1 Create New Year [Fix]

ADMINS fixed an issue when creating the new year causing it to terminate abnormally. This was corrected and patched to all sites early in October of 2023 and is mentioned here to document the change.

[ADM-AUC-GL-8532]

3.2 Roll Ledger Balances Forward [Fix]

Before the software update, when rolling ledger balances forward the process generated a duplicate report. This was fixed.

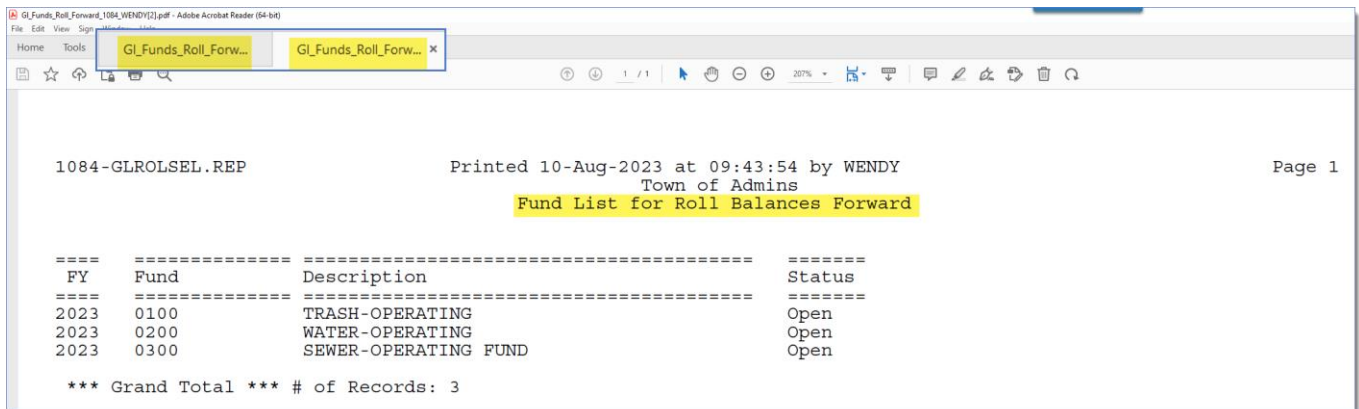


Figure 7 Before – the 1084 Fund List for Roll Balances Forward was duplicated

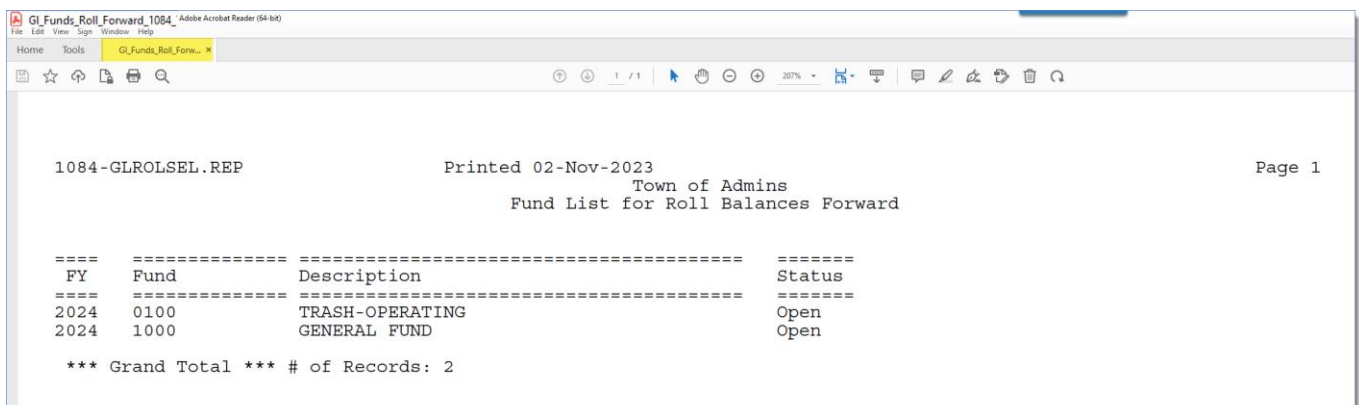


Figure 8 After – only one #1084 report is produced

[ADM-AUC-GL-8527]

4 Help Reference Library

The following reference materials were either updated or installed in the Help Reference Library.



4.1 New & Updated Documentation in the Help Reference Library

Journal Entry

GL-310 Upload a Journal Entry

[Updated]