General Ledger
Release Notes   December 2023

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

CONTENTS

1   Journal Entry Screen New Columns [Enhancement]

ADMINS 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)*.
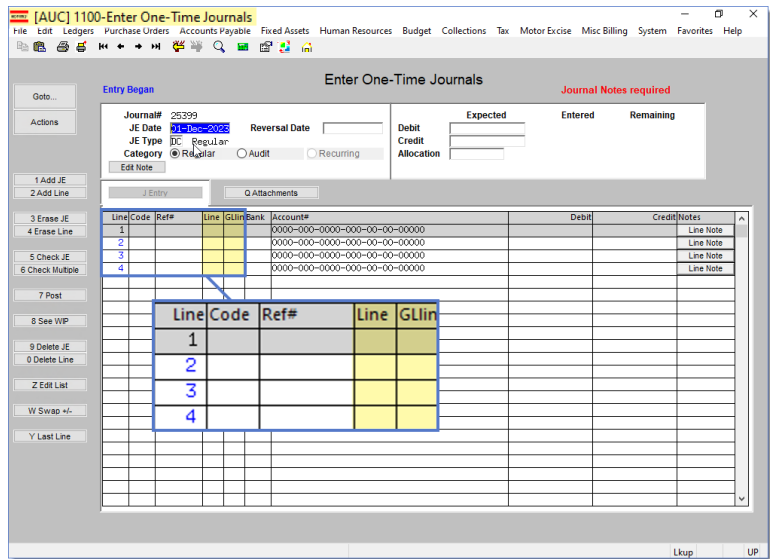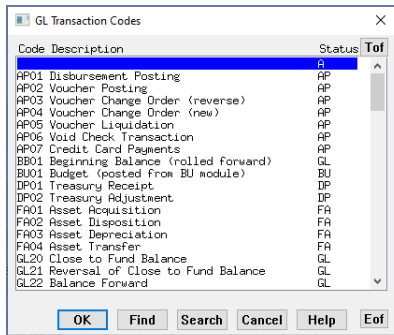

Figure 1 The new columns for Line and GL Line number on the Journal Entry screen

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.

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

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.

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

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.

[ADM-AUC-GL-8534]

1.2   Journal Entry Upload Template

To allow journals to be uploaded that include the new Line and GLlin 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.

Figure 4 Before the Line and GLlin columns were added

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]

ADMINS 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.
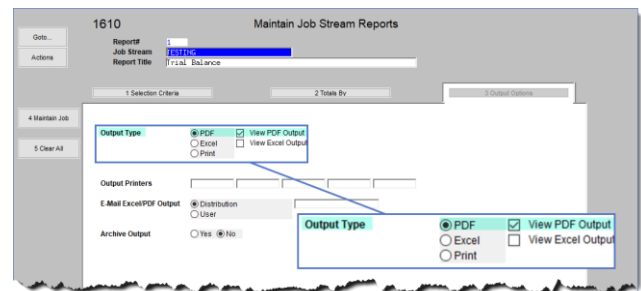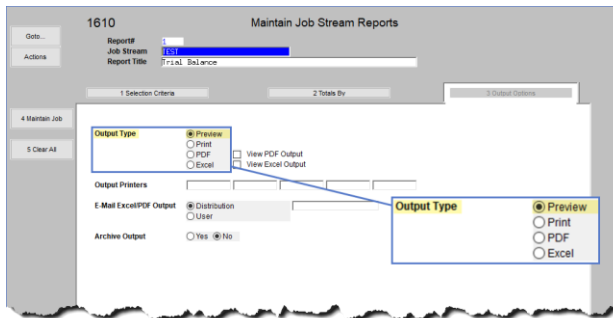

Figure 6 Before & After – ⊙ Preview is replaced with ⊙PDF & ☑View PDF Output

[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.
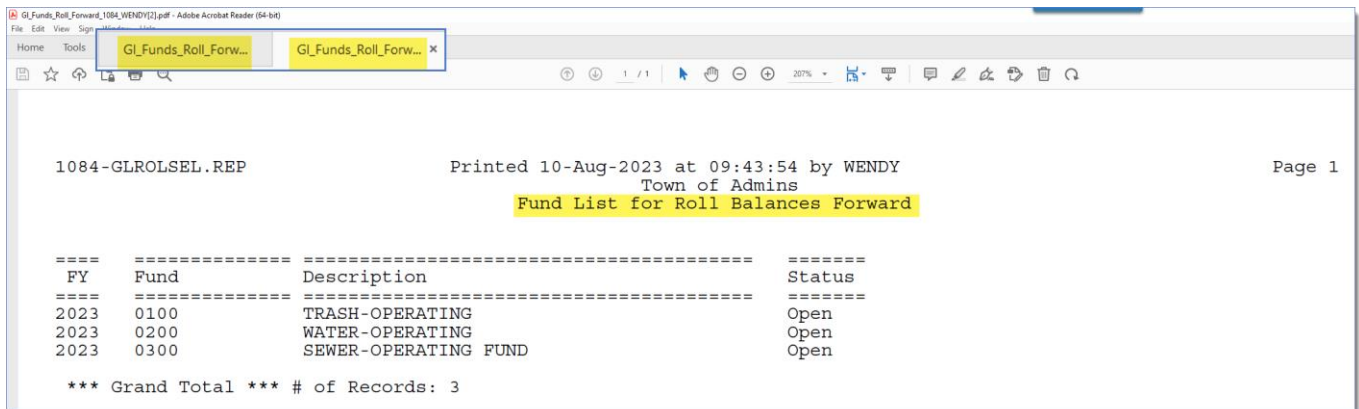

Figure 7 Before – the 1084 Fund List for Roll Balances Forward was duplicated
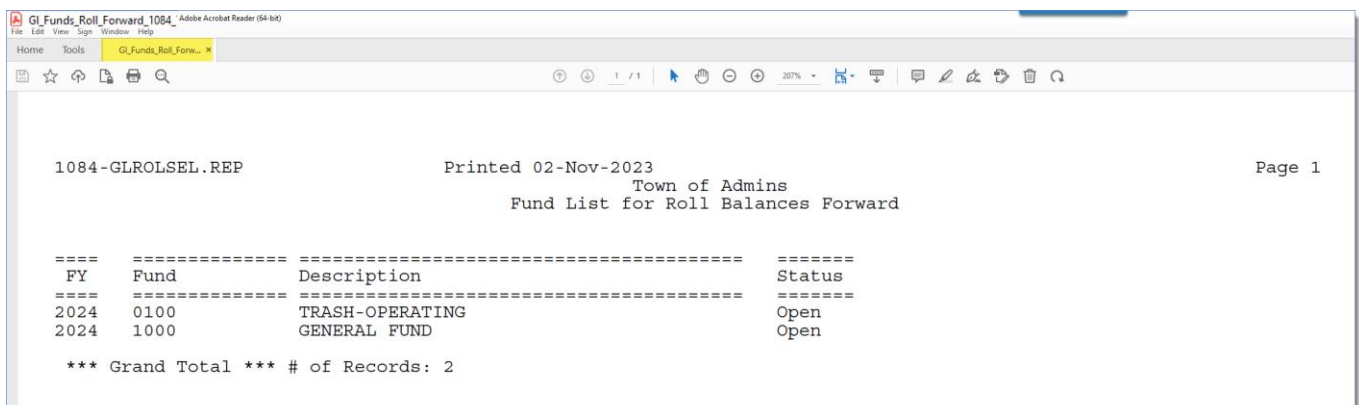

Figure 8 After – only one #1084 report is produced

[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]