



# GENERAL LEDGER

## RELEASE NOTES – JUNE 2014

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This document explains new product enhancements added to the **ADMINS** Unified Community for Windows **General Ledger** system. The ADMINS Support staff will install these changes to your system on **June 21, 2014**.

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# 1. CASH BOOK

On April 16, 2014 AUC conducted a focus group webinar to introduce a new feature called “CASH BOOK”. This software update includes changes to the system in preparation for implementing this new functionality. Throughout this document are references to changes made to be used with the new CASH BOOK feature. The CASH BOOK will be released in the second half of 2014.

## 1.1. Maintain Bank Codes

### 1.1.1. Cash Book Bank Radio Button

To identify banks that are to be included in the new Cash Book process, a radio button was added to the Maintain Bank Codes screen, accessed via **Ledgers ▶ Account Maintenance ▶ Bank Codes**.

[ADM-AUC-SY-7900]

### 1.1.2. Imprest Fund Radio Button

In addition to adding the cash book account radio button an additional radio button indicates if the cash book account is an imprest account.

This is only used in cash book processing to create reversing transactions for all transactions that flow into an imprest account.

**Maintain Bank Codes**

Bank: **BFCU** Name: AFFINITY FED CR UN ABA#: 2212-8351-2 ABA Numerator: ABA Denominator:

Address 1: Address 2: Address 3: City: State: Zip Code: 00000-0000

Direct Deposit Only:  Yes  No

Figure 1 Before

**Maintain Bank Codes**

Bank: **EAST** Name: EASTERN BANK FOR A/P ABA#: 0113-0179-8 ABA Numerator: 53-179 ABA Denominator: 113

Address 1: LYNN, MASSACHUSETTS Address 2: Address 3: City: State: Zip Code: 00000-0000

Direct Deposit Only:  Yes  No

Cash Book Bank:  Yes  No Imprest Account:  Yes  No

The system will create deposits equal to the withdrawals to net to \$0.

Figure 2 After

[ADM-AUC-SY-7903]



### 1.1.3. Edit List Enhanced

The edit list now offers the option to create XML, CSV and excel output. The excel option includes a column to show if the account listed is a Cash Book account.

Bank	Name	AP-Cash	HR-Cash	TR-Cash Override	DirDep?	CashBk?	Status
0001	BANK OF AMERICA	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	***.000-0000-000-00-00-10400	Y	Y	A
0002	HR DIRECT DEPOSIT	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y	Y	A
0003	HR DIRECT DEPOSIT	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y		A
AFCLJ	AFFINITY FED CR UN	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y		A
AM	AMERICAN EXPRESS	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000			A
APCO	APCO EMPLOYEE CREDIT UNION	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y		A
AUBN	AUBURNDALE CO-OP BK	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	0000-000-0000-000-00-00-000000	Y		A

[ADM-AUC-SY-7902]

The prompt for the edit list was changed to include options to filter on some of the characteristics of the bank.

Figure 3 Before

Users may now create an edit list of banks marked as Cash Book, Imprest, or Direct Deposit. The option to select all banks was retained. The Name and Address List Only prompt was removed as it was not used in the report.

Figure 4 After

Here is an example when selecting only Cash Book Accounts:

```

2561-SYBANK.REP          Printed 02-Jun-2014 at 10:47:50 by THERESA
                                Town of ADMINS
                                Bank Code Table
-----
Bank Name and Address          Accounts Payable
-----
0001 : BANK OF AMERICA          Contact Name:
ABA# 1234-5678-0                Phone# & Type: (000) 000-0000
                                Web Address:
                                E-mail Address:
                                Last Check# Used: 0000000
, 00000-000                    Check Ver Report:
DirDep: No                      Recon Report:
                                CashBook: Yes Imprest: No
-----
0002 : HR DIRECT DEPOSIT        Contact Name:
ABA# 2113-8178-3                Phone# & Type: (000) 000-0000
                                Web Address:
                                E-mail Address:
                                Last Check# Used: 0000000
, 00000-000                    Check Ver Report:
DirDep: Yes                      Recon Report:
                                CashBook: Yes Imprest: No
-----

```

[ADM-AUC-SY-7904]



## 2. ACCOUNTING CHANGES

### 2.1. New Transaction Codes for Tax Title / Tax Deferral

Modified the Tax Title and Deferral modules to use new transaction codes on entries being posted to the General and Subsidiary ledgers. The new transaction codes are:

- TT12 - Tax Title payment (full and partial)
- TT13 - Tax Title adjustment (includes refunds)
- TT14 - Tax Deferral payment (full & partial)
- TT15 - Tax Deferral adjustment (includes refunds)

GL Transaction Codes	
Code	Description
RC02	Revenue Adjustment
RC03	Revenue Abatement
RC04	Revenue Collector Write-Off
RC05	Revenue Transfer
RC06	Revenue Refund
RC07	Original Tax Taking
RC08	Subsequent Tax Taking
RC09	Reversal of Tax Taking
RC10	Tax Title Fees
RC11	Transferred to Deferred
RC12	Disclaimer of Tax Title
RC13	Deferral Fees
RE01	Real Estate Billing
RE02	R/O/S Billing
RE03	Real Estate Deduction
RE04	Real Estate Demands
RE05	Real Estate Adjustments
TT01	Tax Title
TT04	Additional Fees
TT08	Subsequent Tax Title
TT09	Reversal of Tax Taking
TT11	Deferred Tax
TT12	Disclaimer of Tax Title
UB01	Utility Billing
UB03	Utility Deduction
UB04	Utility Demand
UB05	Utility Turn-Off Charge
UB06	Utility Closing Bill
UB07	Utility Lien Processing

Figure 5 Before

GL Transaction Codes	
Code	Description
RC03	Revenue Abatement
RC04	Revenue Collector Write-Off
RC05	Revenue Transfer
RC06	Revenue Refund
RC07	Original Tax Taking
RC08	Subsequent Tax Taking
RC09	Reversal of Tax Taking
RC10	Tax Title Fees
RC11	Transferred to Deferred
RC12	Disclaimer of Tax Title
RC13	Deferral Fees
RE01	Real Estate Billing
RE02	R/O/S Billing
RE03	Real Estate Deduction
RE04	Real Estate Demands
RE05	Real Estate Adjustments
TT01	Tax Title
TT04	Additional Fees
TT08	Subsequent Tax Title
TT09	Reversal of Tax Taking
TT11	Deferred Tax
TT12	Tax Title Payments
TT13	Tax Title Adjustments
TT14	Deferral Payments
TT15	Deferral Adjustments
UB01	Utility Billing
UB03	Utility Deduction
UB04	Utility Demand
UB05	Utility Turn-Off Charge

Figure 6 After

[ADM-AUC-GL-8112]

Trx Date	Reference#	Line	GL#	TrxCode	User #	Posting#	Amount	Type	Display - Notes
11-Apr-2014	1529894	25		TT12	427	8843109	376.75	CR	Tax Title Partial Payment
10-Apr-2014	103600	25		RC01	418	8843091	24.60	CR	TT Payment Bill# 001036-00

Prior to this update, payments were coded as RC01's and co-mingled with payments to other receivables.



The screenshot shows the 'Post GL Transactions' window with a table of transactions. A pop-up window titled 'Line Detail for General Ledger Batch 8,845,210' is open, displaying a list of transaction lines. A blue box highlights the 'GL Code' column, and a blue arrow points to the 'TT12' code in the first row of the pop-up window.

Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details	Locked By
2015	8843089		900,00	900,00		-900,00	ANTHER	PO Liquidation	Lines	
2015	8843007		900,00	900,00	900,00		ANTHER	PO Roll Over to N	Lines	
2014	8843210		82090,67	79001,53			MARY	Tax Title Payment	Lines	
2014	8843207		12000,00	24000,00			MARY	Tax Title Payment	Lines	
2014	8843205		9105,04	9105,04				Reversal of	Lines	

These codes are applied when entries are Posted to Bill Types 15 (Tax Deferral) and 70 (Tax Title). The following procedures have been updated:

- Post Payments
- Post Redemptions
- Post Adjustments

If you wish to run a transaction detail report to reconcile postings for a certain type of transaction, you may now select from various GL Transaction codes available.

The screenshot shows the 'Transaction Detail Report w/Notes' window. A blue box highlights the 'GL Code' field in the 'Select Only Posted History Records With' section, and a blue arrow points to the 'GL Transaction Codes' pop-up window.

Report Title: Transaction Detail w/Notes  
 FY: 2014 To 2014 Start Date: 01-Jul-2013 End Date: 30-Jun-2014

1 Selection Criteria 2 Totals By

Element	From	To	Group	Type	Category	Sub-Class	Account Type
Fund	0000	0000					
Department	000	000					
Function	0000	0000					
Program	000	000					
Location	00	00					
Year	00	00					
Object Element	00000	00000					

Select Only Posted History Records With  
 Posted Date  
 Journal#  
 Journal Type  
 GL Code  
 Sub GL Code

GL Transaction Codes  
 Code Description Status Tot  
 RC13 Deferral Fees RC  
 RE01 Real Estate Billing RE  
 RE02 R/O/S Billing RE  
 RE03 Real Estate Deduction RE  
 RE04 Real Estate Demands RE  
 RE09 Real Estate Adjustments RE  
 TT01 Tax Title TT  
 TT04 Additional Fees TT  
 TT08 Subsequent Tax Title TT  
 TT09 Reversal of Tax Taking TT  
 TT11 Deferred Tax TT  
 TT12 Tax Title Payments TT  
 TT13 Tax Title Adjustments TT  
 TT14 Deferral Payments TT  
 TT15 Deferral Adjustments TT  
 UB01 Utility Billing UB

[ADM-AUC-RC-8218]



## 2.2. Note Includes Parcel#; Not Bill#

### 2.2.1. Transaction Detail Report(s)

Modified the Transaction Detail Reports to display the Parcel#; not Bill# for Tax Title and Tax Deferral transactions. There may be multiple bill numbers for an account but only one parcel per Tax Title or Tax Deferral account.

E	F	G	H	I	J	K	L	M
GL Post#	User Batch	Approp/Open	Debit	Credit	Encumbrances	Balance	Vendor	Notes
8843119	432	0.00	1,000.00	0.00	0.00	1,000.00		TT Pmt Par: 0013 -009A -0000
8843107	426	0.00	119.12	0.00	0.00	1,119.12		Tax Title Partial Payment

The updated reports are those on this menu that display the NOTES field:

Report Name	Sample	Run
1630-Transaction Detail Report w/Notes	Sample	Run
1632-Transaction Detail Report w/Vendor	Sample	Run
1639-Transaction Detail Report w/Notes & Vendor	Sample	Run
1629-Transaction Detail - Debits/Credits Only	Sample	Run
1631-Transaction Detail - Debit/Credit - No Approp Roll Txns	Sample	Run
1626-Transaction Detail - Debits/Credits (w/ Check#)	Sample	Run
1633-Transaction Detail Report - Interfund Transfers	Sample	Run
1634-Transaction Detail w/ Running Balances	Sample	Run
1635-Transaction History (Summary)	Sample	Run
1667-Transaction Summary (No Approp Roll Fwd)	Sample	Run
1636-Transaction Summary (for POs or Vouchers)	Sample	Run
1540-Transactions affecting a prior period...	Sample	Run

[ADM-AUC-RC-8218]

### 2.2.2. Transaction Detail Screen(s)

Modified the Transaction Detail screens to display the Parcel#; not Bill# for Tax Title and Tax Deferral transactions. There may be multiple bill numbers for an account but only one parcel per Tax Title or Tax Deferral account.



Showing All Transaction History

Goto... Actions

FY **Account Number**  
2014 1000-000-0000-000-00-00-10400  
CASH, UNRESTRICTED CHECKING

Type Asset  
Sub-Type Control  
Status Active  
Fund Status Active

0 PO Balances  
K PO Balance as Of

6 Drill Down  
7 Acct Bal Inquiry  
8 Excel  
9 Excel by Date

1 Account# 2 Posting# 3 User Batch 4 Reference# 5 Trx Date

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Notes
13-Apr-2014	1529898	102	40	TT12	430	8843115	489.9	DR	TT Payment Parcel 0014 -0149 -0000
13-Apr-2014	1529898	113	40	TT12	430	8843115	510.02	DR	TT Payment Parcel 0014 -0149 -0000
13-Apr-2014	1529899	22	1	TT14	430	8843115	675.93	DR	Deferral Payment Parcel 0009 -0016
13-Apr-2014	1529899	32	40	TT14	430	8843115	2.67	DR	Deferral Payment Parcel 0009 -0016
13-Apr-2014	1529899	43	1	TT14	430	8843115	1387.62	DR	Deferral Payment Parcel 0009 -0016
13-Apr-2014	1529899	53	40	TT14	430	8843115	5.47	DR	Deferral Payment Parcel 0009 -0016
13-Apr-2014	1529899	64	1	TT14	430	8843115	850.58	DR	Deferral Payment Parcel 0009 -0016



**DOES NOT APPLY TO PREVIOUSLY POSTED TRANSACTIONS**

Existing transactions performed prior to the software update will retain the notes with the bill number as originally written. Only transactions performed after the software update will have the parcel number applied.

[ADM-AUC-RC-8218]

### 3. JOURNAL ENTRIES

#### 3.1. Added Bank Column for New Journals

Add the ability to specify a bank account when entering a journal. This is for cash book processing so that at the time of entry users can associate the bank with a cash account.

J Entry Attachments

Line	Code	Ref#	Account#	Debit	Credit	Line Note
1			1000-300-1110-601-09-00-54090			Line Note
2			0000-000-0000-000-00-00-00000			Line Note
3			0000-000-0000-000-00-00-00000			Line Note
4			0000-000-0000-000-00-00-00000			Line Note

Figure 7 Before

Line	Code	Ref#	Bank	Account#	Debit	Credit	Line Note
1				0000-000-0000-000-00-00-00000			Line Note
2				0000-000-0000-000-00-00-00000			Line Note
3				0000-000-0000-000-00-00-00000			Line Note
4				0000-000-0000-000-00-00-00000			Line Note

Figure 8 After

[ADM-AUC-GL-8109]



## 4. REPORTS

### 4.1. Job Stream Reports

An issue with the report job steam when running reports with long report names and no records were found was corrected.

[ADM-AUC-GL-653]

### 4.2. Transaction Detail Report with Running Balances

A column containing notes has been added to the Excel output.

1	A	B	C	D	E	F	G	H	I	J	K	L	M
2	Trans Date	Code	GL Post#	Ref#	Line	GLLn	Vendor	Opening Bal	Encumbrance	Debit	Credit	Running Balance	Note
3	01-Jul-2013	GL22	8841935		0	1		385.00	0.00	0.00	0.00	0.00	385.00 Balance Forward
4	01-Jul-2013	GL22	8842054		0	1		385.00	0.00	0.00	0.00	0.00	770.00 Balance Forward
5	01-Jul-2013	GL22	8842059		0	1		385.00	0.00	0.00	0.00	0.00	1,155.00 Balance Forward
6	01-Jul-2013	GL22	8842090		0	1		385.00	0.00	0.00	0.00	0.00	1,540.00 Balance Forward
7	01-Jul-2013	GL22	8842112		0	1		385.00	0.00	0.00	0.00	0.00	1,925.00 Balance Forward
8	01-Jul-2013	GL22	8842117		0	1		385.00	0.00	0.00	0.00	0.00	2,310.00 Balance Forward
9	01-Jul-2013	GL23	8842000		0	1		-385.00	0.00	0.00	0.00	0.00	1,925.00 Reverse Balance Forward
10	01-Jul-2013	GL23	8842057		0	1		-385.00	0.00	0.00	0.00	0.00	1,540.00 Reverse Balance Forward
11	01-Jul-2013	GL23	8842087		0	1		-385.00	0.00	0.00	0.00	0.00	1,155.00 Reverse Balance Forward
12	01-Jul-2013	GL23	8842097		0	1		-385.00	0.00	0.00	0.00	0.00	770.00 Reverse Balance Forward

[ADM-AUC-GL-8111]

### 4.3. Current vs Prior Years (Column Selection)

To correct a problem with running this report, the limit on column selection was reduced from ten to seven columns.

Figure 9 Before

Figure 10 After

The options for totaling were reduced from a maximum of nine to a maximum of five. If more than the maximum are attempted, the following check error message will be displayed.

Figure 11 After

{ADM-AUC-GL-8119}



## 5. INTERFACES

### 5.1. Acquire UMS/CUSI Accounting Transactions

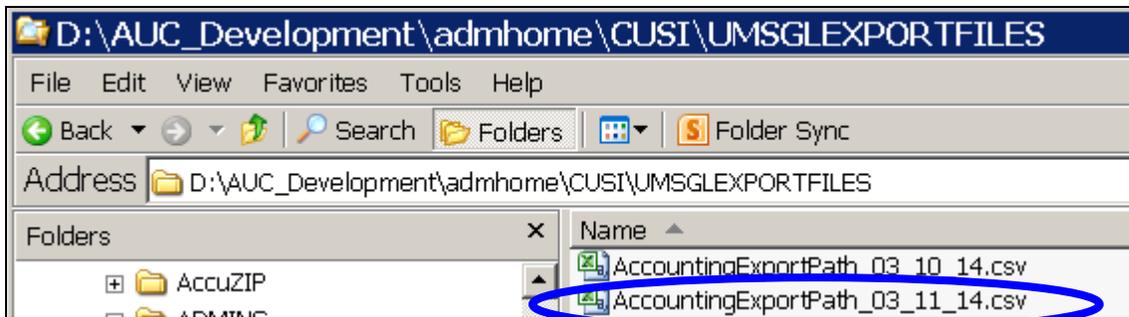
Prior to the Software Update, the posting of the CUSI accounting did not archive the loaded file provided by CUSI.

The posting step of the process will now archive the imported file into the ARCHIVE directory found in the folder identified in MODCTR 5800.

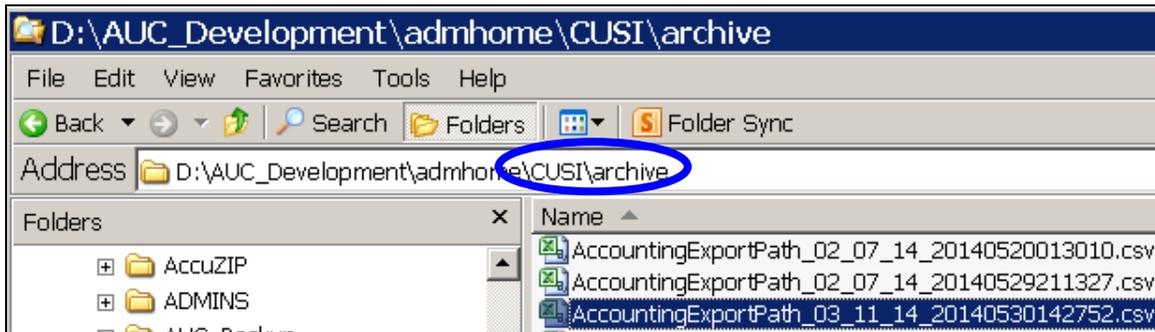
System Module Control		
Seq#	Description	Answer
5800	[CUSI] Import Directory Location	Z:\admhome\cusi

Figure 12 Location of CUSI files

For this example, a file was uploaded from March 11, 2014:



Once the upload is complete, and the file is posted, the original file will be archived here with the date and time of upload added to the file name as highlighted below.



[ADM-AUC-GL-654]



## 6. SYSTEM MAINTENANCE

### 6.1. End of Week Reports

Modified the following two reports issued during the weekly maintenance procedure such that the reports provide additional information about the conditions being tested. This is an internal change and should not affect the operation of the weekly maintenance procedures for our customers.

#### 6.1.1. Period Table Issues Report

```

*** fmrep:glpererr_eow.rep ***      Printed 21-Apr-2014 at 02:45:57      by MUPDEV4
          Funds in the Fiscal Period Table with less than 12 Periods
          Note: These incomplete funds may be due to new funds being created in the VMS interface
          or during a conversion. The additional periods need to be added to the Fiscal Period table.
          =====
          FY   Fund#   Description                               # of Periods Found
          =====
          2014 011
    
```

Figure 13 Before

```

1926-GLPERERR_EOW.REP      Printed 21-Apr-2014 at 09:12:48 by MARY      Page 1
          Town of ADMINS
          Funds with Less than 12 Fiscal Periods
          =====
          FY   Fund   Description           #Found Status Closed? Summary? RollFwd? SpcRev? BudgetOnly? Starts_On   Entered_By   Entered_On
          =====
          2014 0099   LUANN'S NEW SUMMARY FUND  11 A   N     Y
          =====
          These funds may have less than 12 periods because of VMS interface or conversion.
    
```

Figure 14 After

#### 6.1.2. Control Table Missing Accounts Report

```

*** fmrep:glctrerr_eow.rep ***      Printed 21-Apr-2014 at 02:54:03      by MUPDEV4
          Accounts Missing from the Control Account Table
          for Active Funds
          =====
          FY   Fund# and Description
          =====
          2014 2125   RUSHFORD UNDERAGE DRINKI
          2014 2480   COMMUNITY CENTER FUND RA
          2014 2490   H1N1 VACCINE
    
```

Figure 15 Before

```

1918-GLVAXWINCTR.REP      Printed 21-Apr-2014 at 10:46:40 by MARY      Page 1
          Town of ADMINS
          GL Control Table Errors
          =====
          FY   Fund   Description           #Found Status Closed? Summary? RollFwd? SpcRev? BudgetOnly? Starts_On   Entered_By   Entered_On
          =====
          2014 2100   SPED 94-142 ALLOC      25 A   N
          =====
    
```

Figure 16 After

[ADM-AUC-GL-655]



## 6.1. Overnight Jobs

### 6.1.1. Budget Checks

A feature of the overnight jobs will re-check Accounts Payable vouchers held due to insufficient funds, and if funds were made available after checking the voucher but before the overnight job runs, the voucher will be advanced to the next level. In the event that an account that normally has a negative balance was being used for budget check, the checking was not working properly and vouchers were being advanced in the process despite the insufficient funds due to the negative balance. This has been corrected and the vouchers will remain in the needs budget override status.



When establishing summary accounts to use for budget checks, it is best to use the same account type as the posting account. If a fund equity account normally carries a negative balance and is used to budget check an expenditure account, the automated process will never move the voucher through and it will have to be checked and approved manually.

[ADM-AUC-FM-8108]

## 7. HELP REFERENCE LIBRARY

### 7.1. New or Updated Documentation

The following new or updated documentation was added to the General Ledger Help Reference Library:

- Reports: Report Job Stream
- Year End Processing: Appropriation Roll Forward
- Interfaces: CUSI Interface