



# GENERAL LEDGER

## RELEASE NOTES – JUNE 2015

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This document explains new product enhancements added to the ADMINS Unified Community for Windows **GENERAL LEDGER** system and installed on your site in June 2015.

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# 1. JOURNAL ENTRIES

## 1.1. Budget Transfers

Budget transfer journal entries were showing up in the Reference tab of the transaction history screen as “BA” instead of type “BT”. This was corrected. To access the Transaction History screen, select **Ledgers ▶ Queries ▶ Transaction History**. Click on the tab labeled **4 Reference#**.

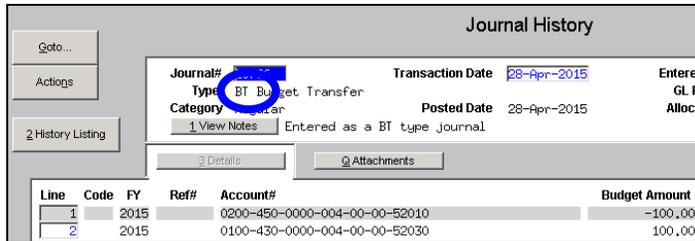


Figure 1 Before

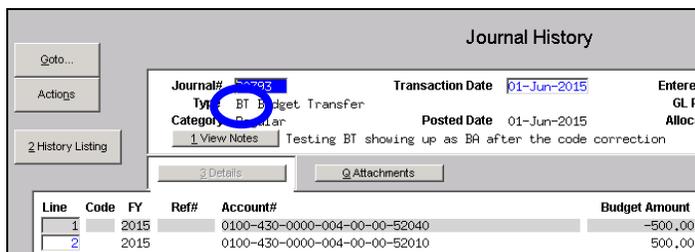
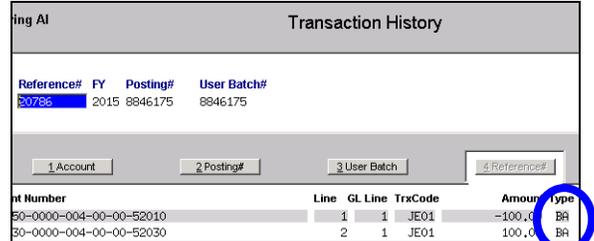


Figure 2 After



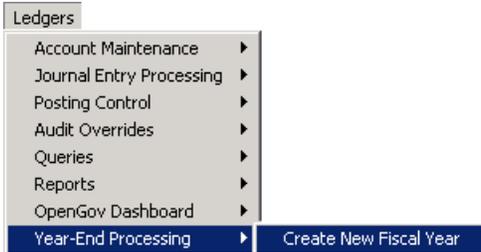
[ADM-AUC-GL-8167]

# 2. YEAR END PROCESSING

## 2.1. Create New Fiscal Year

### 2.1.1. Live

To minimize processing time, in a prior software update, the automatic rebuilding of account security was suppressed from the **Create New Fiscal Year** process. This was helpful for sites with Module Control 1200 set to “A”, which rebuilds account security every night (making it less likely to be required to rebuild account security each time the **Create New Fiscal Year** process is run).



System Module Control		
Seq#	Description	Answer
1200	Rebuild Account Security [A]ll Nights or [F]riday night only	A

Now, for sites with module control 1200 set to “F”, the **Create New Fiscal Year** process will rebuild security each time it is run to ensure that the users will have access to accounts as soon as the process is complete.

You may set module control 1200 to A or F depending upon your preference. However, most sites prefer to set it to “F” for most of the year and then switch it to “A” during fiscal year-end when frequent changes are being made to the chart of accounts. Then, typically in mid-July it would need to be re-set back to “F”. The only difference between these settings is whether your site runs the lengthy rebuild process every night or whether you only run it once a week (on Fridays).

[ADM-AUC-GL-8159]

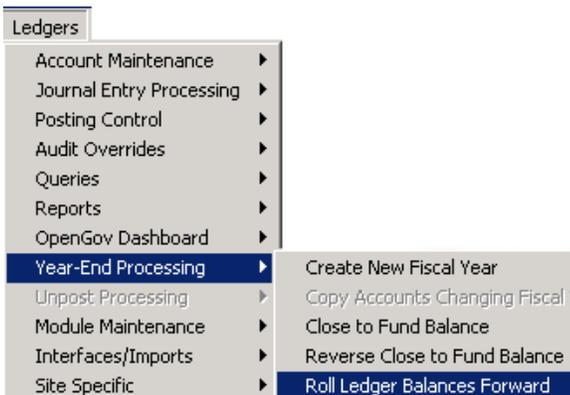
### 2.1.2. Training

This created an issue for sites running the **Create New Fiscal Year** in the Training area, as there is no overnight job to rebuild account security for the training account. Now, when **Creating the New Fiscal Year** in the Training area, account security is always rebuilt.

[ADM-AUC-GL-8159]

## 2.2. Roll Ledger Balances Forward

An issue was identified with the Roll Ledger Balances forward process that was doubling the amounts in the encumbrance and reserve for encumbrance control accounts for the new fiscal year. Journal entry corrections were required in the past.



With this software update, if the fund in the fund table:

- does not close to Fund Balance, and
- it does roll ALFRE



The encumbrance account and reserve for encumbrance amounts will **not** be rolled forward during the year end process. Rather, the encumbrances are established during the Purchase Order roll forward.

Fund	Description	Group	Type	Category	Sub-Class	Summary Fund?	Close to FB?	Do Not Close Roll ALFRE?	End Fund
0000						<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	
0010	LUANN'S TEST FUND					<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	
0100	TRASH-OPERATING FUND	TRASH	AA	GV		<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	
0200	WATER-OPERATING	WATER	EN	GV		<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	
0300	SEWER-OPERATING FUND		EN	GV		<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	<input type="radio"/> Y <input type="radio"/> N	

Figure 3 Maintain Elements – Fund Table Showing Funds that Roll Forward

[ADM-AUC-GL-8164]

### 2.3. Appropriation Balance Forward

#### 2.3.1. Report of Accounts Not in the "To" Fiscal Year

Fixed an error on the header of the report so that the user name and page number will be correctly displayed.

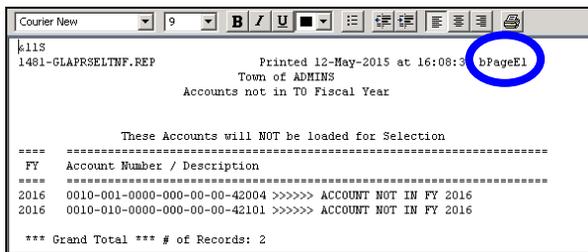


Figure 4 Before

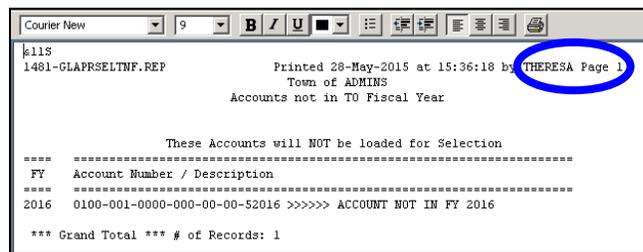
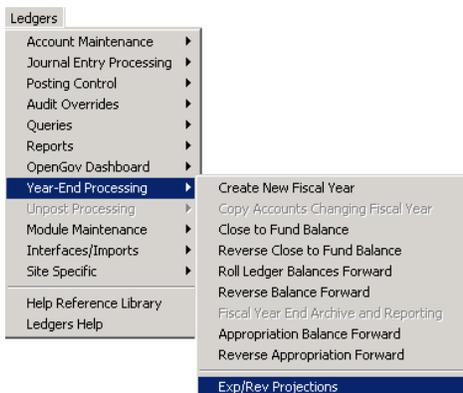


Figure 5 After

[ADM-AUC-GL-8171]

### 2.4. Exp/Rev Projection Report and Worksheets



The Expenditures and Revenues Projections worksheets and reports were displaying the page numbers on the screen but the page numbers were not visible on the printed page. This was corrected.

To run this report, select **Ledgers ▶ Year-End Processing ▶ Exp/Rev Projections**.



### Exp/Rev Projections

Description	Date
Issue Projection Worksheets (by Fund and Dept)	
Build Projection Workfile	18-Mar-2015
Enter Projection Amounts	18-Mar-2015
Issue Projection Report	18-Mar-2015
Archive Projection File	

1340-GLEXPFRJWRK.REP Printed 18-Mar-2015 at 16:18:34 by THERESA Page 1

Town of ADMINS  
Issue Projection Worksheets (by Fund and Dept)

Fiscal Year: 2016

Account Number and Description	Adjusted Budget	Open PO's	YTD Exp's	Remain Bal	Projected	Variance
0010 LUANN'S TEST FUND						
Expenditures						
0010-000-0000-000-00-51110 DEPARTMENT HEAD SALARY	5,000.00			5,000.00		
Total Expenditures	5,000.00			5,000.00		
Total	5,000.00			5,000.00		

**Figure 6 Before - Projections Worksheets**

1340-GLEXPFRJWRK.REP Printed 22-May-2015 at 16:58:14 by THERESA Page 1

Town of ADMINS  
Issue Projection Worksheets (by Fund and Dept)

Fiscal Year: 2016

Account Number and Description	Adjusted Budget	Open PO's	YTD Exp's	Remain Bal	Projected	Variance
0010 LUANN'S TEST FUND						
Expenditures						
0010-000-0000-000-00-51110 DEPARTMENT HEAD SALARY	5,000.00			5,000.00		
Total Expenditures	5,000.00			5,000.00		
Total	5,000.00			5,000.00		

**Figure 7 After - Projections Worksheet**

1341-GLEXPFRJFIN.REP Printed 18-Mar-2015 at 13:42:57 by WENDY Page 1

Town of ADMINS  
Issue Projection Report

Fiscal Year: 2016

Account Number and Description	Adjusted Budget	Open PO's	YTD Exp's	Remain Bal	Projected	Variance
0010 LUANN'S TEST FUND						
Expenditures						
0010-000-0000-000-00-51110 DEPARTMENT HEAD SALARY	5,000.00			5,000.00		5,000.00
Total Expenditures	5,000.00			5,000.00		5,000.00
Total	5,000.00			5,000.00		5,000.00

**Figure 8 Before – Projections Report**

1341-GLEXPFRJFIN.REP Printed 18-Mar-2015 at 13:52:36 by WENDY Page 1

Town of ADMINS  
Issue Projection Report

Fiscal Year: 2016

Account Number and Description	Adjusted Budget	Open PO's	YTD Exp's	Remain Bal	Projected	Variance
0010 LUANN'S TEST FUND						
Expenditures						
0010-000-0000-000-00-51110 DEPARTMENT HEAD SALARY	5,000.00			5,000.00		5,000.00
Total Expenditures	5,000.00			5,000.00		5,000.00
Total	5,000.00			5,000.00		5,000.00

**Figure 9 After – Projections Report**

[ADM-AUC-GL-8160]



### 3. REPORTS

#### 3.1. 1614–Projected Expenditure Summary

To run this report, select **Ledgers ▶ Reports ▶ 1614 Projected Expenditure Summary**.

Ledger Year to Date Reports		
Report Name	Sample	Run
1610-Trial Balance	Sample	Run
1612-Trial Balance w/WIP	Sample	Run
1613-Expenditure Summary	Sample	Run
1655-Expenditure Summary w/WIP	Sample	Run
1611-Expenditure Summary (w/ Lesacu Accounts)	Sample	Run
1614-Projected Expenditure Summary	Sample	Run

The calculations on this report related to the current month and where it is in the fiscal period were incorrect. Note the Columns Labeled “**Projected Activity**” and “**Over/Under Appropriation**”.

1614-GLEXPUMPRJ.REP Printed 15-Apr-2015 at 10:47:38 by LUANN Town of ADMINS Projected Expenditure Summary Page 1

Fiscal Year: 2015 to 2015

Account Number and Description	Appropriations	Net Activity Enc + DR - CR	Remaining Balance	Average Period Activity	Projected Activity	Over / Under Appropriation
0010-000-0000-000-00-00-51110 DEPARTMENT HEAD SALARY	5,000.00	.00	5,000.00	.00	.00	.00
0100-001-0000-000-00-00-52016 GENERAL GOVERN: FUNARI ROA	.00	.00	.00	.00	.00	.00
0100-430-0000-004-00-00-51120 ADMINISTRATIVE PERSONNEL SA	50,000.00	.00	50,000.00	.00	.00	.00
0100-430-0000-004-00-00-51130	50,000.00	.00	50,000.00	.00	.00	.00
0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL	85,100.00	2,185.64	85,100.00	437.13	2,622.78	82,040.09 Under
0100-430-0000-004-00-00-52010 ADVERTISING	150,000.00	175.00	150,000.00	35.00	210.00	149,755.00 Under
0100-430-0000-004-00-00-52030 TELEPHONE	155,000.00	26.00	155,000.00	5.20	31.20	154,963.60 Under
0100-430-0000-004-00-00-52040 PRINTING,BINDING AND COPYIN	160,000.00	32.00	160,000.00	6.40	38.40	159,955.20 Under
0100-430-0000-004-00-00-52700 TRASH REMOVAL	918,380.00	27,252.93	918,380.00	5,450.59	32,703.54	880,225.87 Under
0100-430-0000-004-00-00-52701 TRASH INCINERATION	911,600.00	500.00	911,600.00	100.00	600.00	910,900.00 Under

Figure 10 Before

The report calculations are now correct.

1614-GLEXPUMPRJ.REP Printed 21-Apr-2015 at 14:59:56 by LUANN Town of ADMINS Projected Expenditure Summary Page 1

Fiscal Year: 2015 to 2015

Account Number and Description	Appropriations	Net Activity Enc + DR - CR	Remaining Balance	Average Period Activity	Projected Activity	Projected Balance
0010-000-0000-000-00-00-51110 DEPARTMENT HEAD SALARY	5,000.00	.00	5,000.00	.00	.00	5,000.00
0100-001-0000-000-00-00-52016 GENERAL GOVERN: FUNARI ROA	.00	.00	.00	.00	.00	.00
0100-430-0000-004-00-00-51120 ADMINISTRATIVE PERSONNEL SA	50,000.00	.00	50,000.00	.00	.00	50,000.00
0100-430-0000-004-00-00-51130	50,000.00	.00	50,000.00	.00	.00	50,000.00
0100-430-0000-004-00-00-51131 PERMANENT PERSONNEL	85,100.00	2,185.64	82,914.36	218.56	437.12	82,477.24
0100-430-0000-004-00-00-52010 ADVERTISING	150,000.00	9,175.00	140,825.00	917.50	1,835.00	138,990.00
0100-430-0000-004-00-00-52030 TELEPHONE	155,000.00	3,326.00	151,674.00	332.60	665.20	151,008.80
0100-430-0000-004-00-00-52040 PRINTING,BINDING AND COPYIN	160,000.00	32.00	159,968.00	3.20	6.40	159,961.60
0100-430-0000-004-00-00-52700 TRASH REMOVAL	918,380.00	27,252.93	891,127.07	2,725.29	5,450.58	885,676.49
0100-430-0000-004-00-00-52701 TRASH INCINERATION	911,600.00	500.00	911,100.00	50.00	100.00	911,000.00
0100-950-0000-000-00-00-70014 TRASH ENCUMBRANCE	.00	.00	.00	.00	.00	.00

Figure 11 After

1. The **Remaining Balance** is calculated by subtracting the net activity from the appropriations.
2. The **Average Period Activity** is based on the net activity to the current date, divided by the number of elapsed months in the current fiscal year.



- The **Projected Activity** is calculated by multiplying the average period activity by the number of months remaining in the fiscal year.
- The **Projected Balance** is calculated by subtracting the Projected Activity from the Remaining Balance.

[ADM-AUC-GL-8166]

### 3.2. 1621–Revenue & Expenditure Summary–Excel

The Excel version of the Revenue and Expenditure Summary report has been modified to include additional columns. To run this report, select **Ledgers ▶ Reports ▶ Report Library ▶ 1621 Revenue and Expenditure Summary**.

Ledger Year to Date Reports		
Report Name	Sample	Run
1610-Trial Balance	Sample	Run
1612-Trial Balance w/WIP	Sample	Run
1613-Expenditure Summary	Sample	Run
1655-Expenditure Summary w/WIP	Sample	Run
1611-Expenditure Summary (w/ Legacy Accounts)	Sample	Run
1614-Projected Expenditure Summary	Sample	Run
1620-Encumbrance Summary	Sample	Run
1621-Revenue and Expenditure Summary	Sample	Run
1624-Revenue Summary	Sample	Run

The Expenditures and Encumbrances have been separated into 2 columns for easier reconciliation. An additional column has been added that sums up Appropriation + Appropriation Adjustments to see the resulting Adjusted Budget. The subtotal lines are now in bold.

	A	B	C	D	E	F
1	<b>Fiscal Year: 2015 to 2015 Totals Reflect Revenue less Expenditure</b>					
2						
3		<b>Original</b>	<b>Budget</b>	<b>Encumbrances</b>		<b>Remaining</b>
4	<b>Account Number and Description</b>	<b>Budget</b>	<b>Adjustments</b>	<b>&amp; Expenditures</b>	<b>Revenue</b>	<b>Balance</b>
5	0200-000-0000-000-00-00-42040 WATER LIENS	0.00	0.00	0.00	4,124.99	4,124.99
6	0200-000-0000-000-00-00-42050 WATER CHARGES	0.00	0.00	0.00	181.05	181.05
7	0200-000-0000-000-00-00-42200 WATER APP & CONNECTION FEE	0.00	0.00	0.00	2,675.00	2,675.00
8	<b>_Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,981.04</b>	<b>6,981.04</b>
9	0200-430-0000-004-00-00-51121 ADMINISTRATIVE PERSONNEL	0.00	185,000.00	0.00	0.00	185,000.00
10	0200-450-0000-004-00-00-51110 DIRECTOR	27,191.00	225,000.00	5,453.21	0.00	246,737.79
11	0200-450-0000-004-00-00-51120 ASSISTANT DIRECTOR	30,412.00	230,000.00	3,080.69	0.00	257,331.31
12	0200-450-0000-004-00-00-51121 ADMINISTRATIVE PERSONNEL	38,030.00	235,000.00	5,325.78	0.00	267,704.22
13	0200-450-0000-004-00-00-51122 FOREMAN	29,148.00	240,000.00	2,364.24	0.00	266,783.76
14	0200-450-0000-004-00-00-51130 PERMANENT PERSONNEL SALARIES	493,975.00	245,000.00	48,496.08	0.00	690,478.92

Figure 12 Before

	A	B	C	D	E	F	G	H
1	<b>Fiscal Year: 2015 to 2015 Totals Reflect Revenue less Expenditure</b>							
2								
3	<b>Account Number and Description</b>	<b>Original</b>	<b>Budget</b>	<b>Total</b>	<b>Expenditures</b>	<b>Encumbrances</b>	<b>Revenue</b>	<b>Remaining</b>
4		<b>Budget</b>	<b>Adjustments</b>	<b>Budget</b>				<b>Balance</b>
5	0200-000-0000-000-00-00-42040 WATER LIENS	0.00	0.00	0.00	0.00	0.00	4,124.99	4,124.99
6	0200-000-0000-000-00-00-42050 WATER CHARGES	0.00	0.00	0.00	0.00	0.00	181.05	181.05
7	0200-000-0000-000-00-00-42200 WATER APP & CONNECTION FEE	0.00	0.00	0.00	0.00	0.00	2,675.00	2,675.00
8	<b>_Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,981.04</b>	<b>6,981.04</b>
9	0200-430-0000-004-00-00-51121 ADMINISTRATIVE PERSONNEL	0.00	185,000.00	185,000.00	0.00	0.00	0.00	185,000.00
10	0200-450-0000-004-00-00-51110 DIRECTOR	27,191.00	225,000.00	252,191.00	5,453.21	0.00	0.00	246,737.79
11	0200-450-0000-004-00-00-51120 ASSISTANT DIRECTOR	30,412.00	230,000.00	260,412.00	3,080.69	0.00	0.00	257,331.31
12	0200-450-0000-004-00-00-51121 ADMINISTRATIVE PERSONNEL	38,030.00	235,000.00	273,030.00	5,325.78	0.00	0.00	267,704.22
13	0200-450-0000-004-00-00-51122 FOREMAN	29,148.00	240,000.00	269,148.00	2,364.24	0.00	0.00	266,783.76
14	0200-450-0000-004-00-00-51130 PERMANENT PERSONNEL SALARIES	493,975.00	245,000.00	738,975.00	49,404.88	0.00	0.00	689,570.12

Figure 13 After

[ADM-AUC-GL-8173]



## 4. HELP REFERENCE LIBRARY

*Not applicable for this software update.*