



# GENERAL LEDGER

## RELEASE NOTES–JUNE 2019

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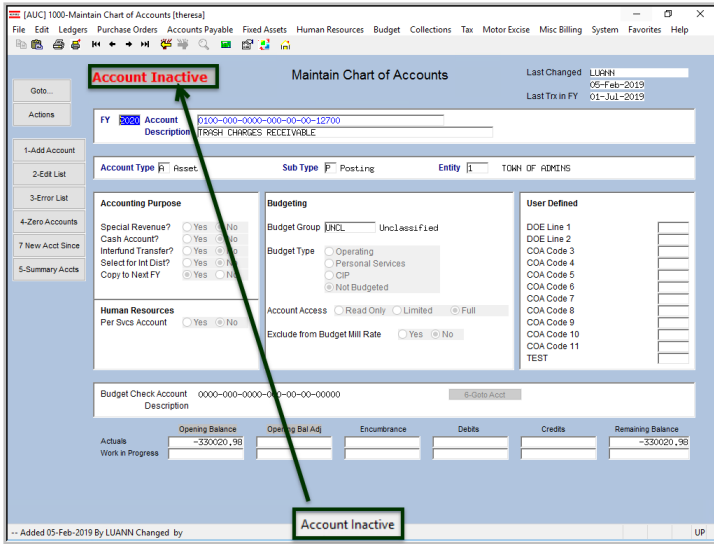
This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **General Ledger** system.

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# 1 ACCOUNT MAINTENANCE [ENHANCEMENT]



Prior to the software update, the only indication that an account was **inactive or flagged for deletion** was a small note at the bottom of the screen.

To make it more readily apparent that an account is inactive, **ADMINS** added new **Account Inactive** and **Flagged for Delete** labels to the **Ledgers > Account Maintenance > Chart of Accounts** screen. The examples in **Figure 1** are enlarged to show detail.

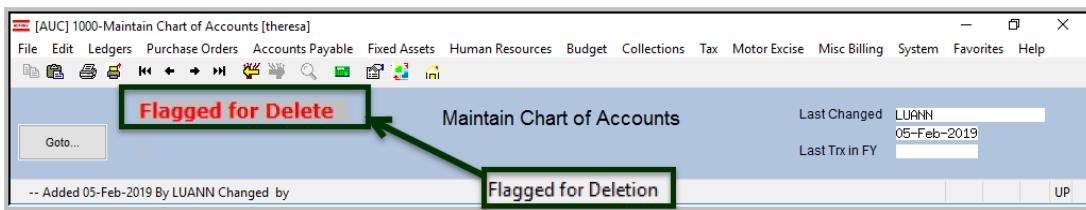
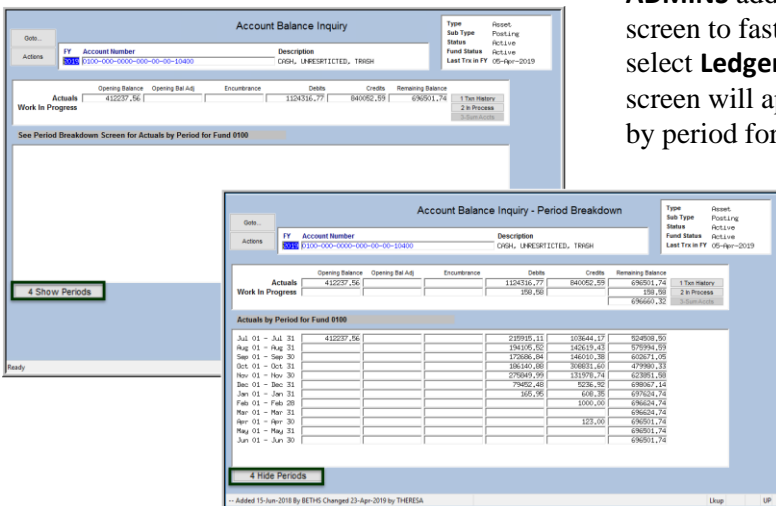


Figure 1 Made the status more obvious on the Chart of Accounts Maintenance screen

[ADM-AUC-GL-8352]

# 2 QUERIES > Account Balance Inquiry [Enhancement]

**ADMINS** added a feature to the **Account Balance Inquiry** screen to fast-track searching for data. To use the feature, select **Ledgers > Queries > Account Balance Inquiry**. A new screen will appear that does **not list** the breakdown of actuals by period for the account.



The new **[4 Show Periods] / [4 Hide Periods]** button on the screen toggles between showing and hiding the period data. This is helpful during the final months of the fiscal year when there is a lot of activity posted, for example, to the cash account for the general fund, and a quick look is desired for the balances; more detail is available via the new button.

[MBE-SUP-SAPLAUC-1025]

Figure 2 Account Balance Inquiry Screen with new toggles to show/hide details in the grid



### 3 REPORTS



ADMINS reinstated the progress bar feature that indicates a report is running.

[ADM-AUC-SY-8093]

#### 3.1 Email Reports [Tip]



The support team frequently receives emails containing *scanned* images of ADMINS reports (we love pictures!). Any ADMINS report may be emailed via the **Reports ▶ Retrieve Output** function. This saves time and paper (no need for printing) and ensures accuracy when sending reports spanning multiple pages to [support@admins.com](mailto:support@admins.com). There is a document, **GL-1220 I forgot to print my reports**, that gives instructions on how to use the **Reports ▶ Retrieve Output Files** feature to email reports.

[ADM-AUC-DOC-166]

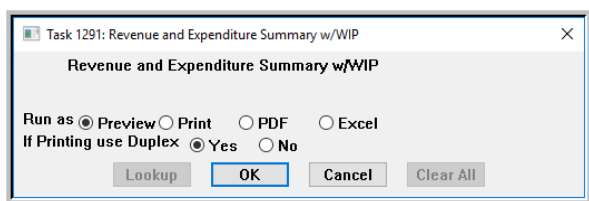
#### 3.2 Revenue & Expenditure Summary with Work in Progress [Enhancement]

ADMINS added a new report, #1291 Revenue and Expenditure with WIP. Select **Ledgers ▶ Year to Date Reports ▶ #1291 Revenue and Expenditure Summary w/WIP** to [Run] the report.

The image shows two screenshots. The left screenshot is a menu titled 'Ledger Year to Date Reports' with a table of report options. The right screenshot is the report interface for '1291 Revenue and Expenditure Summary w/WIP' for FY 2019. A blue arrow points from the '1291 Revenue and Expenditure Summary w/WIP' entry in the menu to the 'Run Report' button in the report interface.

| Report Name                                    | View   | Report |
|--|--------|--------|
| 1610-Trial Balance                             | Sample | Run    |
| 1612-Trial Balance w/WIP                       | Sample | Run    |
| 1613-Expenditure Summary                       | Sample | Run    |
| 1655-Expenditure Summary w/WIP                 | Sample | Run    |
| 1672-Expenditure Summary - only + / - balances | 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    |
| 1291-Revenue and Expenditure Summary w/WIP     | Sample | Run    |
| 1624-Revenue Summary                           | Sample | Run    |
| 1673-Revenue Summary w/WIP                     | Sample | Run    |
| 1627-Budget Summary (w/ activity only)         | Sample | Run    |
| 1628-Budget Summary (w/ and w/o activity)      | Sample | Run    |
| 1622-Cash Activity w/ Running Balance          | Sample | Run    |
| 1637-Current vs Prior Year Expenditure Summary | Sample | Run    |
| 1638-Current vs Prior Year Revenue Summary     | Sample | Run    |
| 1668-Current vs Prior Years (Column Selection) | Sample | Run    |

The customary filtering and totalling options are available for this report, which may be run to **Print/Preview/PDF®** or to **Excel®**.





| Account Number and Description                             | Original Budget | Budget Adjustments | Encumbrances & Expenditures | In-Progress Encum & Expenditures | Revenue | In-Progress Revenue | Remaining Balance |
|--|-----------------|--------------------|-----------------------------|----------------------------------|---------|---------------------|-------------------|
| 1000-510-0000-000-00-40004 GENERAL LICENSES/PERMIT         | 0.00            | 0.00               | 0.00                        | 0.00                             | 0.00    | -500.00             | -500.00           |
| 1000-510-0000-005-00-00-51130 PERMANENT PERSONNEL          | 40,924.00       | 0.00               | 19,797.40                   | -4,269.16                        | 0.00    | 0.00                | 16,857.44         |
| 1000-510-0000-005-00-00-51131 PERMANENT PERSONNEL - HEALTH | 66,930.00       | 0.00               | 33,929.29                   | -7,197.12                        | 0.00    | 0.00                | 25,703.69         |
| 1000-510-0000-005-00-00-51140 PART-TIME PERSONNEL          | 1,700.00        | 0.00               | 708.30                      | 0.00                             | 0.00    | 0.00                | 991.70            |
| 1000-510-0000-005-00-00-51180 APPOINTED SALARIES           | 6,000.00        | 0.00               | 2,500.00                    | 0.00                             | 0.00    | 0.00                | 3,500.00          |
| 1000-510-0000-005-00-00-51600 LONGEVITY                    | 570.00          | 0.00               | 570.00                      | 0.00                             | 0.00    | 0.00                | 0.00              |
| 1000-510-0000-005-00-00-52010 ADVERTISING                  | 550.00          | 0.00               | 0.00                        | 0.00                             | 0.00    | 0.00                | 550.00            |
| 1000-510-0000-005-00-00-52020 POSTAGE                      | 807.00          | 0.00               | 150.00                      | 0.00                             | 0.00    | 0.00                | 657.00            |
| 1000-510-0000-005-00-00-52400 PROFESSIONAL SERVICES        | 13,000.00       | 0.00               | 4,943.91                    | 0.00                             | 0.00    | 0.00                | 8,056.09          |
| 1000-510-0000-005-00-00-52500 DUES AND MEMBERSHIP          | 750.00          | 0.00               | 0.00                        | 0.00                             | 0.00    | 0.00                | 750.00            |
| 1000-510-0000-005-00-00-54080 OFFICE EQUIPMENT             | 200.00          | 0.00               | 0.00                        | 0.00                             | 0.00    | 0.00                | 200.00            |
| 1000-510-0000-005-00-00-54090 OFFICE SUPPLIES              | 800.00          | 0.00               | 341.52                      | 0.00                             | 0.00    | 0.00                | 458.48            |
| 1000-510-0000-005-00-00-54500 UNIFORMS                     | 300.00          | 0.00               | 300.00                      | 0.00                             | 0.00    | 0.00                | 0.00              |
| ****_Net_Total_****  | -132,431.00     | 0.00               | 63,240.41                   | -11,466.28                       | 0.00    | -500.00             | 57,224.31         |

Departments with a receipt account will now be able to view both revenue and expenditure summaries with any work in progress in a single report.

Figure 3 Revenue and Expenditure Summary with Work in Progress Report – Excel® versions.

Prior to the software update, the information was available only by running the **Expenditure Summary with WIP** and the **Revenue Summary with WIP** reports separately.

[ADM-AUC-GL-8222]

## 4 YEAR END PROCESSING

ADMINS added new features to the Year End processes.

### 4.1 Roll Balance Forward Fund Selection Screen [Enhancement]

Process Roll Balance Forward

From Fiscal Year 2019 To Fiscal Year 2020

Actions

- Set Prior Roll Fwd to Roll Forward
- Reset Prior Roll Fwd to Do Not Process

| Selection                                     | Do Not Process                       | Prior Roll Fwd Will Prompt to Reverse |
|---|--------------------------------------|---------------------------------------|
| <input checked="" type="radio"/> Roll Forward | <input type="radio"/> Do Not Process | Rolled Forward Posting# 141,470       |
| <input checked="" type="radio"/> Roll Forward | <input type="radio"/> Do Not Process | Rolled Forward Posting# 141,468       |
| <input checked="" type="radio"/> Roll Forward | <input type="radio"/> Do Not Process | Rolled Forward Posting# 141,468       |
| <input checked="" type="radio"/> Roll Forward | <input type="radio"/> Do Not Process | Rolled Forward Posting# 141,468       |

Radio buttons for Funds with a Prior Roll Forward may now be set as a group without affecting other funds

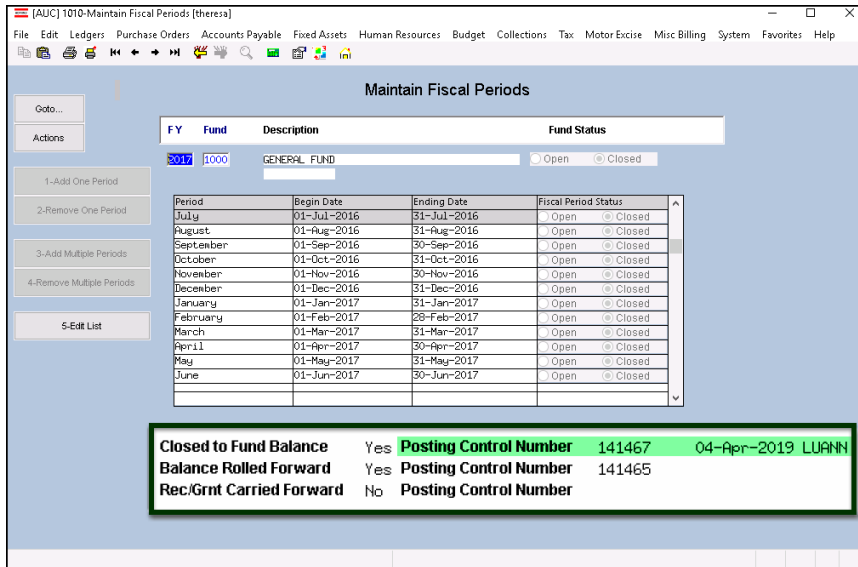
Access this feature by selecting **Ledgers** ► **Year End Processing** ► **Roll Ledger Balances Forward**. ADMINS added two new options under the **[Actions]** button on this screen. The new selections will toggle the radio buttons for any funds that have been previously rolled forward. This is a time-saving alternative to setting each radio button individually.



[ADM-AUC-GL-8305]



## 4.2 Posting Control Number Added to Lookup [Enhancement]

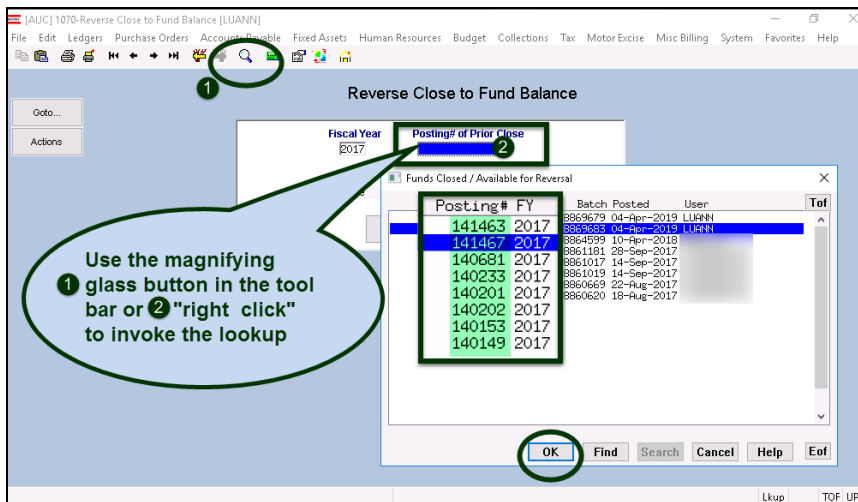


When running a **[Close to Fund Balance]**, the system assigns a posting control number for the process.

The most recent posting control number will be shown on the **Maintain Fiscal Periods Table** for the fund.

The number is also found on the posting report and may be used on the **Ledgers ▶ Queries ▶ Transaction History ▶ [Posting #]** screen to view the components of the posting.

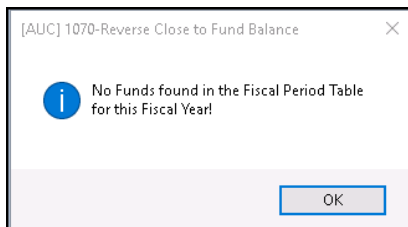
Figure 4 Fiscal Period Table shows the Close to Fund Balance Posting Control #



ADMINS added a column to the lookup used to select the funds available for use if the **Close to Fund Balance** needs to be reversed: Select **Ledgers ▶ Year End Processing ▶ Reverse Close to Fund Balance** to see this feature.

It can be used to more easily determine the **Posting Control Number** to be selected for reversal.

Figure 5 Reverse to Close Balance–Posting number lookup



If a posting number is selected that has already been reversed, the system will display the message shown in Figure 6. Make another selection from the lookup or check that the fund for that fiscal year is marked as closed with a posting number as shown in Figure 4.

Figure 6 No Funds in the table for the selected posting

[ADM-AUC-GL-8340]



### 4.3 Create New Year Overnight in Batch Email Distribution List [Enhancement]

This feature, introduced in 2018, now is associated with a distribution list “GLYEAREND”. Add email addresses to the “GLYEAREND” distribution list with the usernames to be emailed whenever this job is submitted or cancelled. Information on distribution lists is in the Help Reference Library under GL-1240 Email Distribution Lists.

[ADM-AUC-DOC-166]

## 5 MODULE MAINTENANCE ▶ Log of Crosswalk Changes [Enhancement]

ADMINS now provides **Field Logging** of changes to the **GL Crosswalk**. Access the log of changes by selecting **Ledgers ▶ Module Maintenance ▶ Field Logging – GL Crosswalk**.

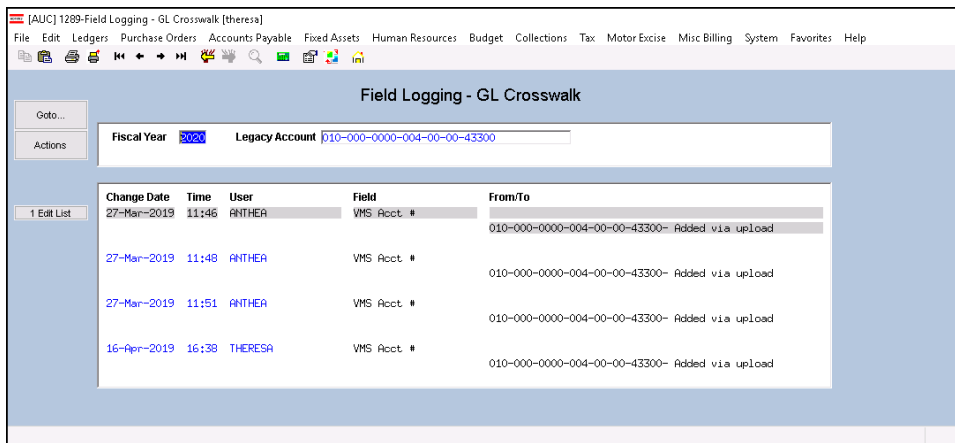


Figure 7 Field Logging for changes to the

Select the [Edit List] Button to print a filtered list of changes made to the GL Crosswalk.

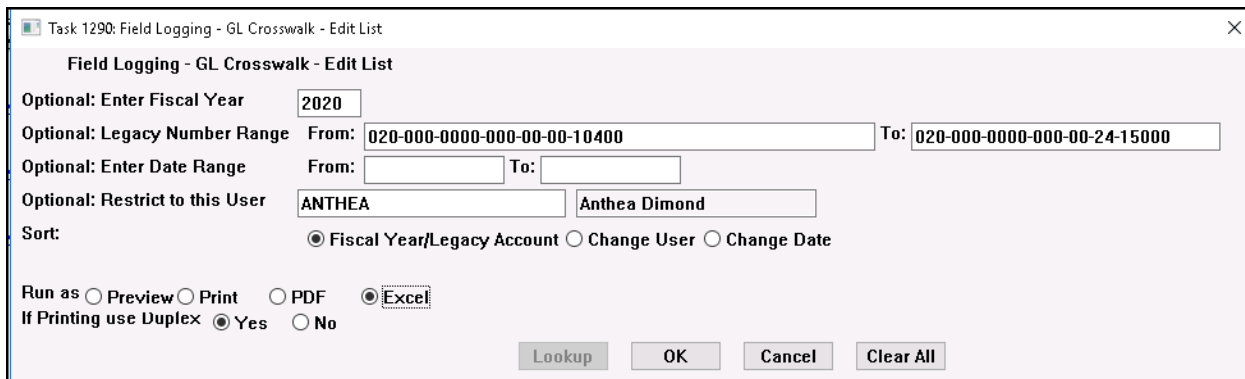


Figure 8 The Edit List prompt for GL Crosswalk changes logged – all fields are optional

| Field Label         | Value   | Description                       |
|---------------------|---|-----------------------------------|
| Enter Fiscal Year   | YYYY  | All years if left blank           |
| Legacy Number Range | Use the lookup to select the account number range | All account numbers if left blank |



| Field Label                       | Value   | Description   |
|-----------------------------------|---|---|
| Enter Date Range<br>"From" & "To" | MMDDYYYY (no dashes or slashes)   | All dates if left blank   |
| Restrict to this User             | Select the username from the lookup or enter it directly  | All users who have made changes will be included on the list  |
| Sort                              | <input checked="" type="radio"/> Fiscal Year/Legacy Account   | The list will be sorted by Fiscal Year, and within each Fiscal Year by Legacy Account number                |
|                                   | <input type="radio"/> Change User   | The list will be sorted by the user who made the change   |
|                                   | <input type="radio"/> Change Date   | The list will be sorted by the date the change was made with the most recent changes at the top of the list |
| Run as                            | <input type="radio"/> Preview <input type="radio"/> Print <input type="radio"/> PDF <input type="radio"/> Excel | Most sites use <b>PDF®</b> as the default   |
| If Printing use Duplex            | <input type="radio"/> Yes <input type="radio"/> No  | Set at installation time; this may be changed when running the report                                       |

TedRE - GL\_Crosswalk\_Changes\_THERESA[1].lis  
Printed 23-Apr-2019 at 15:22:46 by THERESA

| FY   | Legacy Account / Description | Change Date | Time  | User    | Field      | Value   |
|------|------------------------------|-------------|-------|---------|------------|---|
| 2020 | 010-000-0000-004-00-00-42010 | 16-Apr-2019 | 16:38 | THERESA | VMS Acct # | Old:<br>New: 010-000-0000-004-00-00-42010- Added via upload |
| 2020 | 010-000-0000-004-00-00-42010 | 27-Mar-2019 | 11:51 | ANTHEA  | VMS Acct # | Old:<br>New: 010-000-0000-004-00-00-42010- Added via upload |
| 2020 | 010-000-0000-004-00-00-42010 | 27-Mar-2019 | 11:48 | ANTHEA  | VMS Acct # | Old:<br>New: 010-000-0000-004-00-00-42010- Added via upload |
| 2020 | 010-000-0000-004-00-00-42010 | 27-Mar-2019 | 11:46 | ANTHEA  | VMS Acct # | Old:<br>New: 010-000-0000-004-00-00-42010- Added via upload |
| 2020 | 010-000-0000-004-00-00-42015 | 16-Apr-2019 | 16:38 | THERESA | VMS Acct # | Old:<br>New: 010-000-0000-004-00-00-42015- Added via upload |

Figure 9 Field Logging – GL Crosswalk Edit List excerpt Print/Preview/PDF® format

| FY   | Legacy Account#              | Description                  | Change Date | Time  | User    | Field      | Old Value                     | New Value                                      |
|------|------------------------------|------------------------------|-------------|-------|---------|------------|-------------------------------|--|
| 2020 | 010-000-0000-000-00-00-10200 | PETTY CASH                   | 4/23/2019   | 15:34 | THERESA | Status     | I                             | A  |
| 2020 | 010-000-0000-000-00-00-43300 | OTHER STATE REVENUE          | 4/23/2019   | 16:45 | THERESA | Account    | 0100-000-0000-000-00-00-43300 | 0100-000-0000-000-00-00-43300                  |
| 2020 | 010-000-0000-000-00-00-45001 | EARNINGS ON INVESTMENT       | 4/23/2019   | 16:45 | THERESA | Account    | 0100-000-0000-000-00-00-45001 | 0100-000-0000-000-00-00-45001                  |
| 2020 | 010-000-0000-000-00-00-51130 | PERMANENT PERSONNEL SALARIES | 4/23/2019   | 15:34 | THERESA | Status     | I                             | A  |
| 2020 | 010-000-0000-000-00-00-51140 | PART-TIME PERSONNEL SALARIES | 4/23/2019   | 16:45 | THERESA | Account    | 0100-000-0000-000-00-00-51140 | 0100-000-0000-000-00-00-51140                  |
| 2020 | 010-000-0000-000-00-00-52270 | EARNINGS ON INVESTMENT       | 4/23/2019   | 16:45 | THERESA | Account    | 0100-430-0000-004-00-00-52700 | 0100-000-0000-000-00-00-45001                  |
| 2020 | 010-000-0000-004-00-00-42010 |                              | 4/16/2019   | 16:38 | THERESA | VMS Acct # |                               | 010-000-0000-004-00-00-42010- Added via upload |
| 2020 | 010-000-0000-004-00-00-42010 |                              | 3/27/2019   | 11:51 | ANTHEA  | VMS Acct # |                               | 010-000-0000-004-00-00-42010- Added via upload |
| 2020 | 010-000-0000-004-00-00-42010 |                              | 3/27/2019   | 11:48 | ANTHEA  | VMS Acct # |                               | 010-000-0000-004-00-00-42010- Added via upload |
| 2020 | 010-000-0000-004-00-00-42010 |                              | 3/27/2019   | 11:46 | ANTHEA  | VMS Acct # |                               | 010-000-0000-004-00-00-42010- Added via upload |
| 2020 | 010-000-0000-004-00-00-42015 |                              | 4/16/2019   | 16:38 | THERESA | VMS Acct # |                               | 010-000-0000-004-00-00-42015- Added via upload |

Figure 10 Field Logging – GL Crosswalk Edit List excerpt – Excel® format

[ADM-AUC-GL-8345]



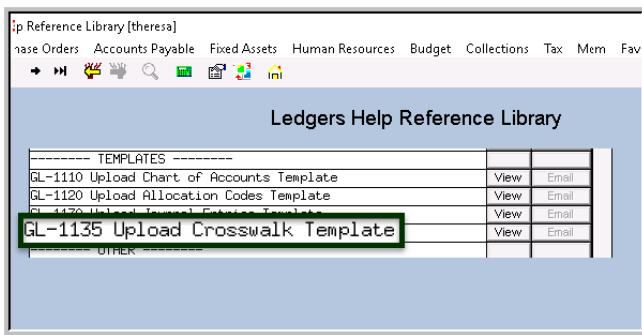
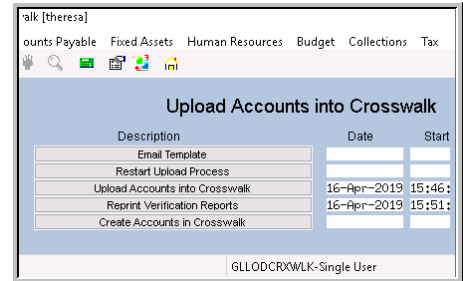
## 6 INTERFACES/IMPORTS

ADMINS added a new steps menu to upload accounts into a crosswalk.

### 6.1 Upload Accounts into Crosswalk [Enhancement]



This will be helpful to sites that use a crosswalk to interface with data from non-AUC systems. Select the new feature by clicking on **Ledgers** ▶ **Interfaces/Imports** ▶ **Upload Accounts into Crosswalk**. The process is described in the document in the **Ledger** ▶ **Help Reference Library** ▶ **GL-255 Upload Accounts into Crosswalk**.



The template is also available in the **Ledger** ▶ **Help Reference Library** ▶ **GL-1135 Upload Crosswalk Template**.

[ADM-AUC-GL-8280]

## 7 EXCEL® TEMPLATES [Fix]

ADMINS provides Excel® spreadsheets used for a variety of upload purposes. Prior to the software update, when accessing a template, if a user tried to open a second copy of the template, the process terminated, bringing the user to the support page.

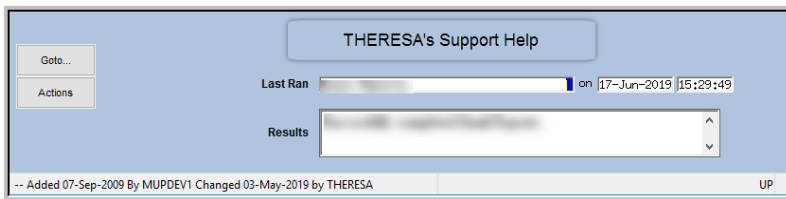
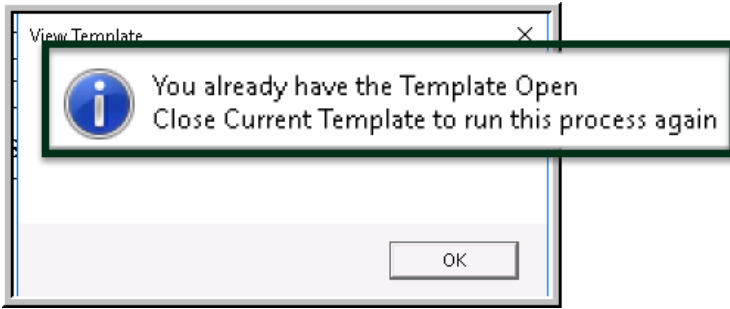


Figure 11 Before – if the template was already open, process brought the user to the support page

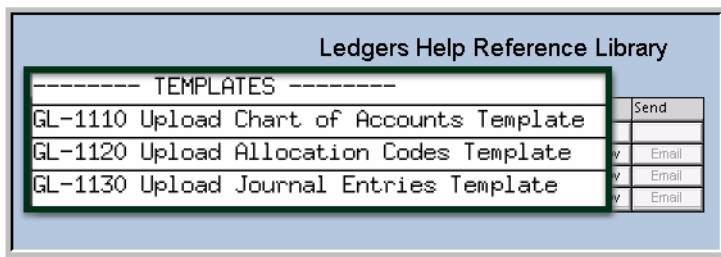




This was corrected and users will instead be informed that the template is already open.

Figure 12 After – message instructing the user to close the open template prior to running the process again

Changes affected templates available by selecting **Ledgers ▶ Help Reference Library**:



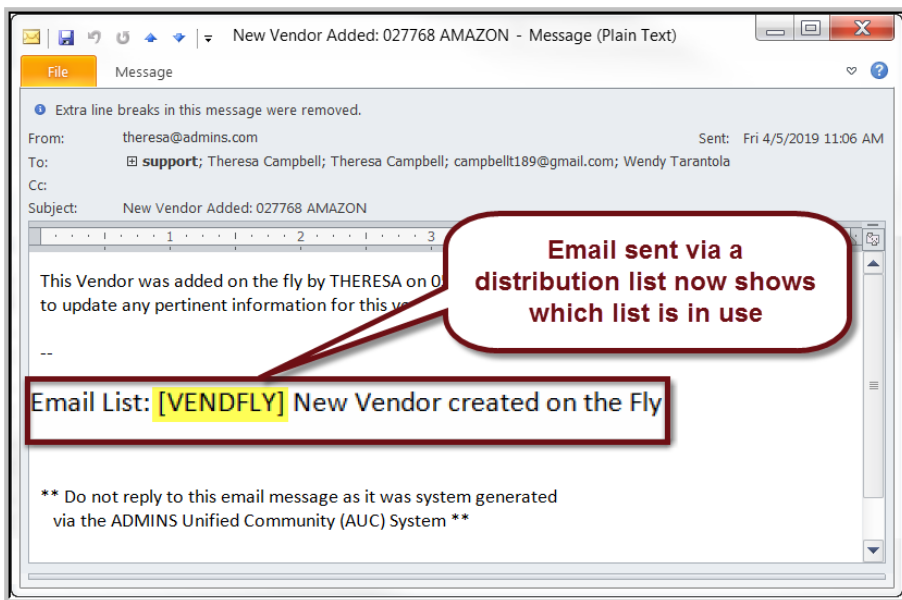
- GL-1110 Upload Allocation Codes Template
- GL-1120 Upload Chart of Accounts Template
- GL-1130 Upload Journal Entries Template
- GL-1135 Upload Crosswalk Template

[TOC-SUP-SAPLAUC-2966]

## 8 DISTRIBUTION LIST EMAILS [ENHANCEMENT]



ADMINS uses dozens of distribution lists to notify designated users of a variety of system events. The lists are set up in the **Module Maintenance ▶ Email Distribution Lists** for each Module.



The **Email List Name** and **Description** is now included in the body of the email to identify the origin of the email. This will help when users are receiving emails but are not sure where the email originates or why a particular user is receiving the email.

In **Figure 13**, the **Email Distribution List** named “**VENDFLY**” was used by the system to notify users that a new vendor was created.

Figure 13 System generated email identifies the Email List [Name] & Description



If the distribution needs to change, the list may be edited. Detailed instructions are available in the Help Reference Library for each module, for example, [GL-1240 Email Distribution Lists](#).

[ADM-AUC-SY-8102]

## 9 HELP REFERENCE LIBRARY

The following new or updated documents were added to the Help Reference Library.

### 9.1 New or Updated Documentation

- |                       |   |           |
|-----------------------|---|-----------|
| • ACCOUNT MAINTENANCE | GL-255 Upload Crosswalk Accounts              | [New]     |
| • JOURNAL ENTRIES     | GL-310 Upload Journal Entries                 | [Updated] |
| • REPORTS             | GL-610 Reports                                | [Updated] |
| • YEAR END PROCESSING | GL-722 Create New Year Overnight in Batch     | [Updated] |
| • TEMPLATES           | GL-1110 Upload Allocation Codes Template      | [Updated] |
|                       | GL-1120 Upload Chart of Accounts Template     | [Updated] |
|                       | GL-1130 Upload Journal Entries Template       | [Updated] |
|                       | GL-1135 Upload Accounts to Crosswalk Template | [New]     |
| • OTHER               | GL-1220 I forgot to print my reports          | [Updated] |
|                       | GL-1225 Favorites Screen                      | [Updated] |
| • SYSTEM              | GL-1310 System Administration Kit             | [Updated] |