GENERAL LEDGER

RELEASE NOTES–JUNE 2020

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

Contents

1   QUERIES

ADMINS enhanced the Transaction History screen. Select **Ledgers ▶ Queries ▶ Transaction History** to view the change.

1.1   Transaction History Screen – Excel® [Enhancement]

The **Excel®** reports generated on the **Transaction History/Display Invoice Information Screen** now include the **Vendor #** and **Vendor Name** in the Invoice Information column. This will help identify transactions on the report. In addition, the **[Display]** button description was changed from **"Invoice #, Invoice Date"** to **"Invoice Information"**.
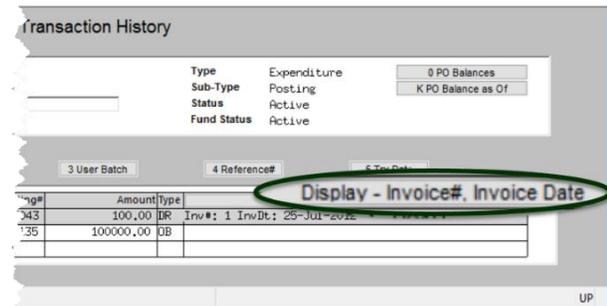
Select **Ledgers ▶ Queries ▶ Transaction History ▶ Display – Invoice Information** tab. Choose the **[8 Excel®]** or **[9 Excel® by Date]** button to see the updated report.
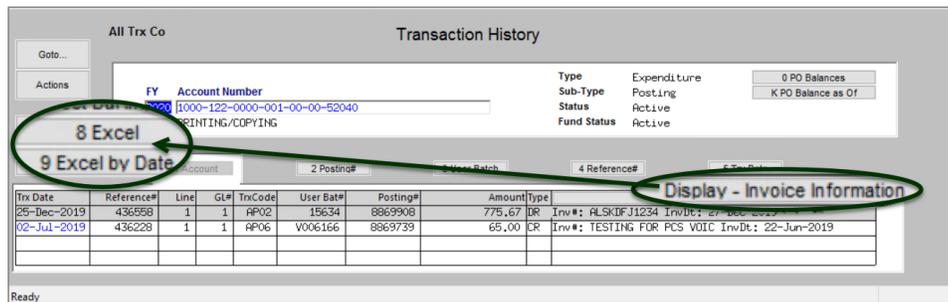
Figure 1 Before – Transaction History Screen

Figure 2 After – the Transaction History screen with the new "Invoice Information" label

Figure 3 Before – Only Invoice # and Invoice Date were shown on the Excel® output

Figure 4 After – the Excel® output includes the Vendor # and Vendor name in the Invoice Information column

[ADM-AUC-GL-8377]

2   YEAR END PROCESSING [Enhancement]

ADMINS enhanced the email that is sent when the batch is submitted, canceled, or completed.

1. The site code was added to the subject of the email that is sent to the **GLYEAREND** distribution list, and
2. The username of person who submitted it was added to the body of the email.
3. The prompt was enhanced with a note on when the batch job will be run.
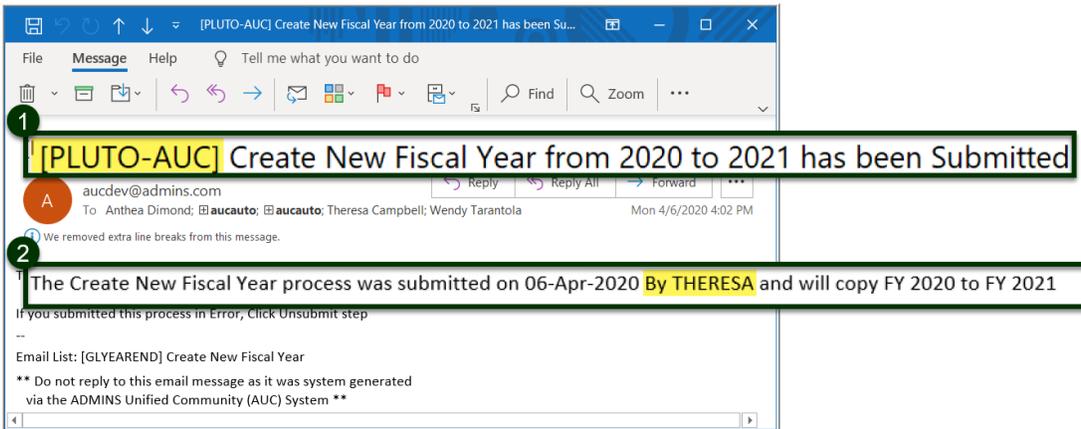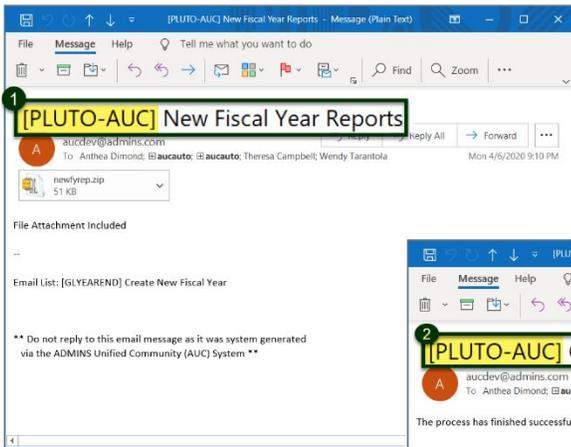
2.1   Create New Fiscal Year (Batch) [Enhancement]

**Figure 5 Email for Create New Fiscal Year was enhanced**

In the example shown in Figure 5, **"PLUTO"** is the name of the server and **"AUC"** the site code. Each site will vary.

Having the site code and the username included in the email will be help, for example, sites with a different code for school and town, as well as aid the **ADMINS** support staff in assisting sites with any questions that arise when running the **Create New Fiscal Year (Batch)** process.
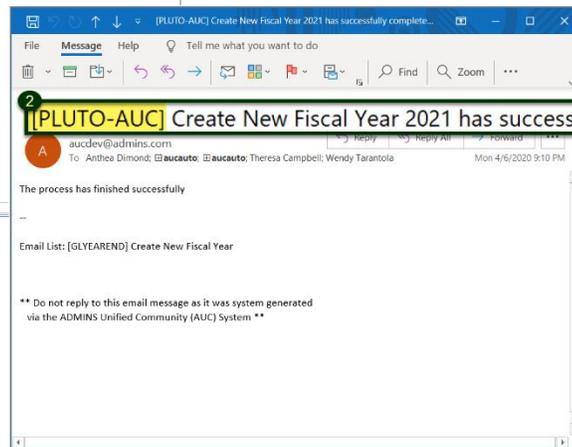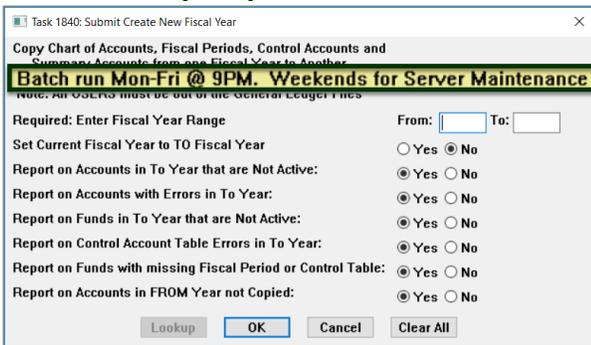
[ADM-AUC-GL-8381]

2.1.1 Prompt Updated with Time and Days Process Can be Run [Enhancement]

ADMINS updated the prompt for the **Ledgers ▶ Year End Processing ▶ Create New Fiscal Year (Batch)** process to note that the process will run only on Monday through Friday at 9:00PM. This allows sites to conduct server maintenance on the weekend without interrupting **AUC** jobs. If the job is submitted on a Saturday or Sunday, the job will be run on Monday night at 9:00PM.

[ADM-AUC-GL-8385]

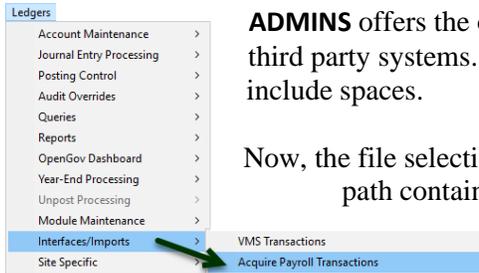## 2.2 Fiscal Year End Documentation [Enhancement]

The **GL–720 Create New Fiscal Year** document was enhanced with examples of the reports produced by the process.

The **GL–710 Fiscal Year Checklist** was updated to use current screen shots.

[ADM-AUC-GL-8382]

3   INTERFACES/IMPORTS [Enhancement]

ADMINS offers the option to use an upload for payroll transactions that are imported from third party systems. Prior to the software update, the file name and directory location could not include spaces.

Now, the file selection screen will no longer display an error message if a file name or folder path contains spaces. This allows more flexibility as to which folders are used and allows for more "user friendly" file names.
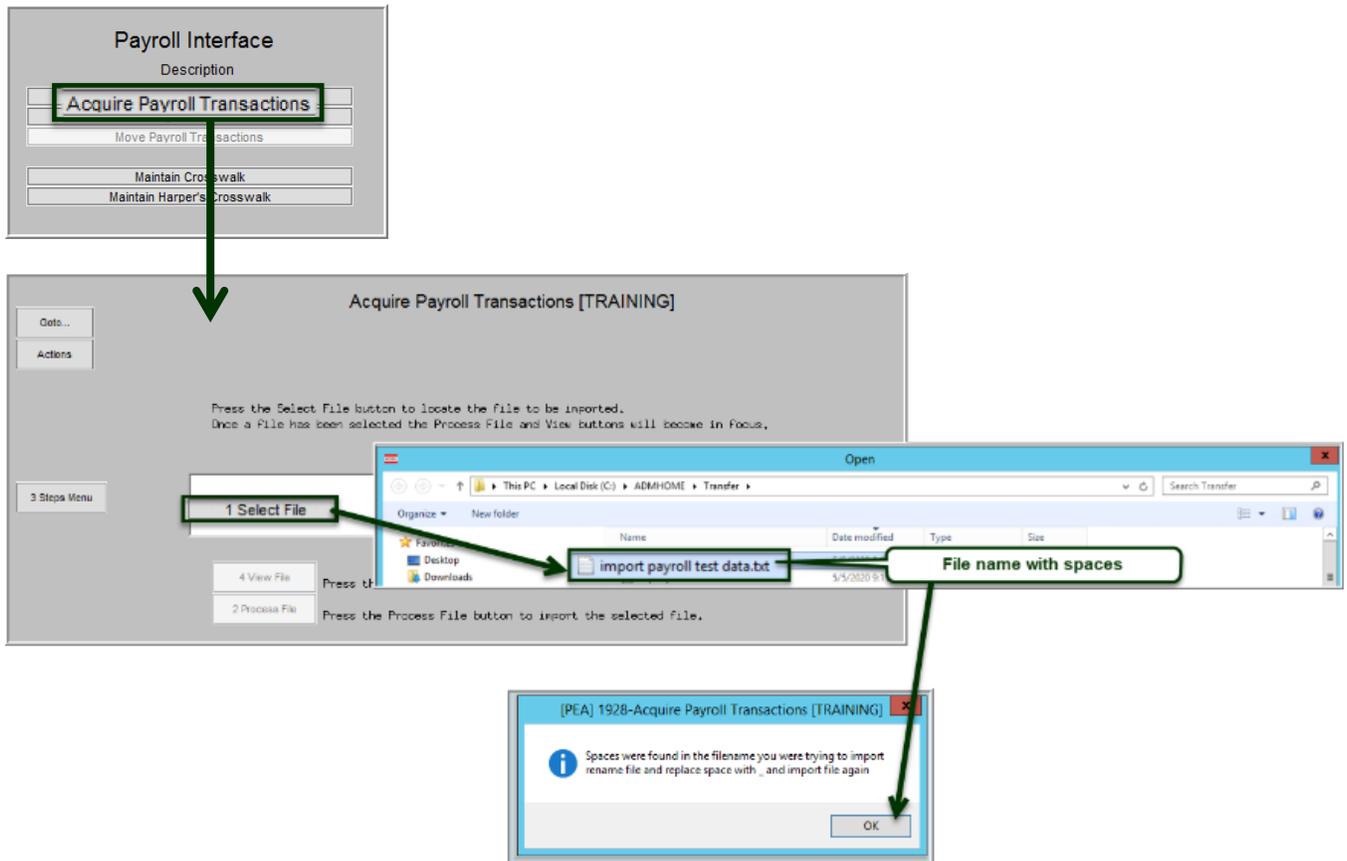

Figure 6 Before – file and folder names with embedded spaces were not allowed
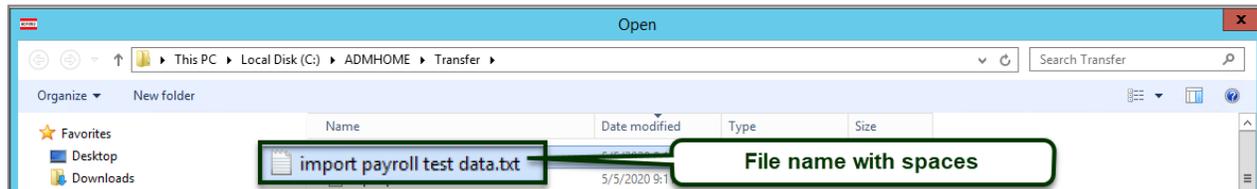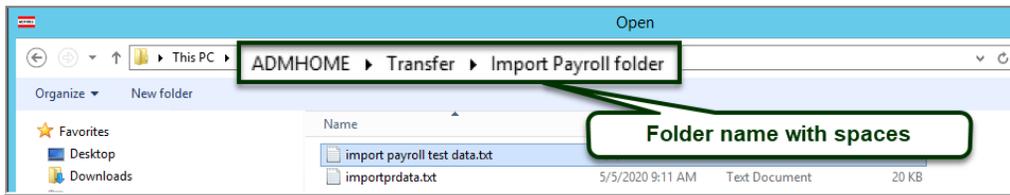
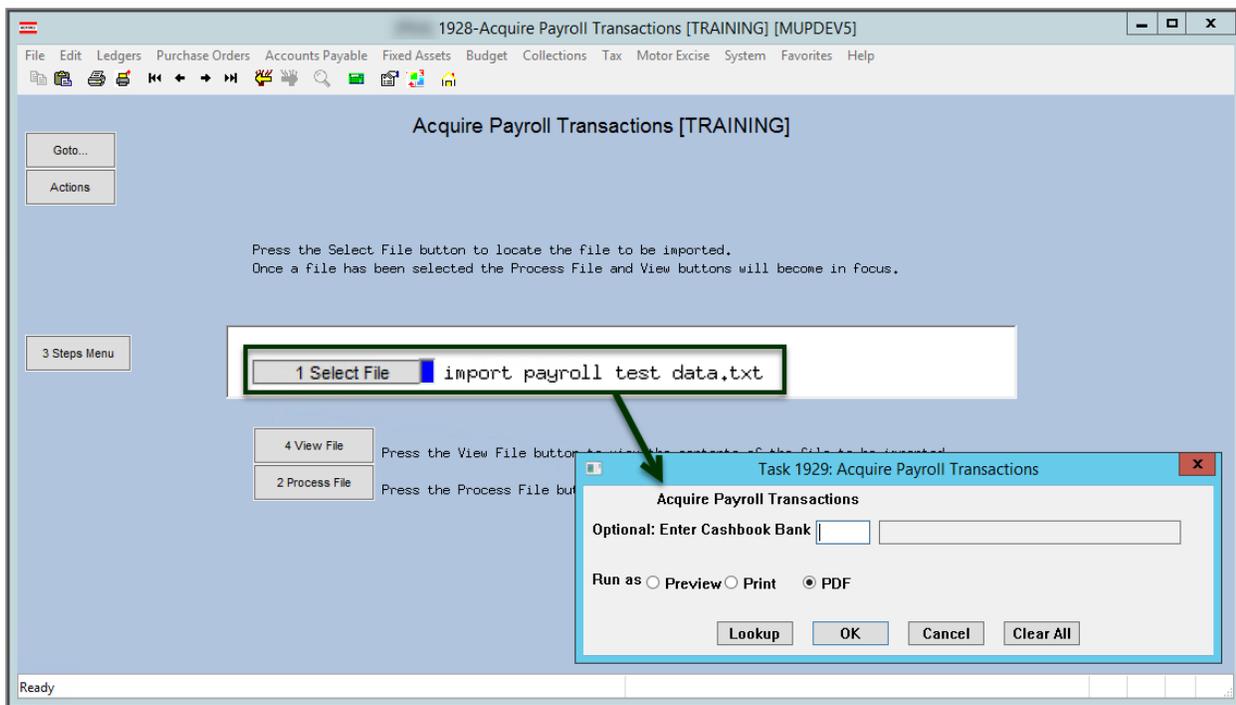**Figure 7 Examples of Folder and File names that include spaces and may be used for processing payroll uploads**

**Figure 8 After – File and folder names with spaces are valid and will load**

Note: the **[2 Process File]** button will work for file and folder names that contain spaces. The **[4 View File]** button *does not* currently work for file and folder names that contain spaces. If using the **[4 View File]** feature is needed, save the file and folder names without spaces.

[ADM-AUC-GL-8369]

4 COPY LIVE TO TRAINING [Enhancement]
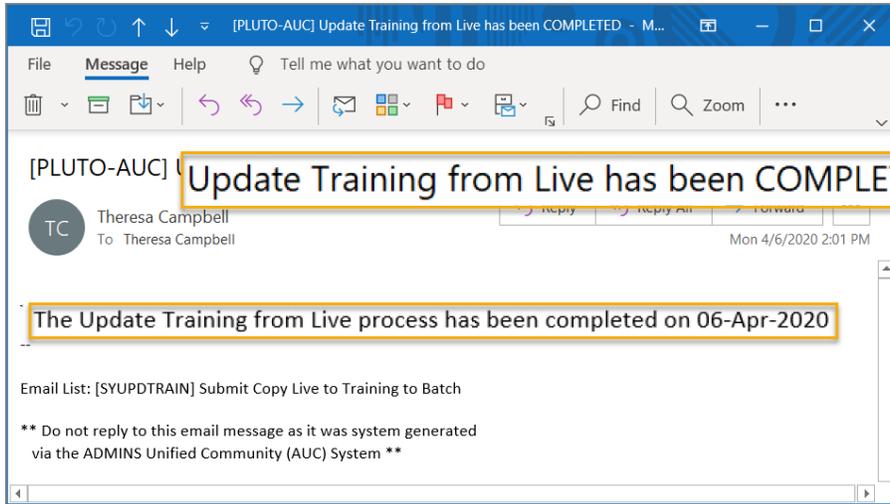
The process was enhanced to send an email to the members of the **SYUPDTRAIN** Distribution List on completion.

This change was installed on sites in April 2020 and is included here to document the change.

Figure 9 Email notification that the update of the training area is complete

Anyone submitting the process should check the **SYUPDTRAIN** Distribution List to make sure their username is in the **SYUPDTRAIN** list.

See **GL–1200 Copy Live to Training (Batch)** for details on this feature.

[ADM-AUC-SY-8114]

5 HELP REFERENCE LIBRARY

The following new or updated documentation was added to the **Help Reference Library**.

5.1 New or Updated Documents

• YEAR END PROCESSING	GL–710 Fiscal Year End Checklist	[Updated]
	GL–720 Create New Fiscal Year	[Updated]
• OTHER	GL–1200 Copy Live to Training (Batch)	[Updated]
	GL–1212 Open, View and Edit .CSV files for AUC Uploads	[New]
	GL–1285 Pivot Tables - Analyze AUC Data in **Excel®**	[New]