



GENERAL LEDGER

RELEASE NOTES–JUNE 2021

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

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1 JOURNAL ENTRIES [Enhancement]

ADMINS improved the error message when an account is entered that does not exist in the fiscal year identified by the date of the journal entry (JE). The system checks that:

- the Fiscal Year for the JE date exists in the Fiscal period table and
- there is at least one account setup for that FY in the COA.

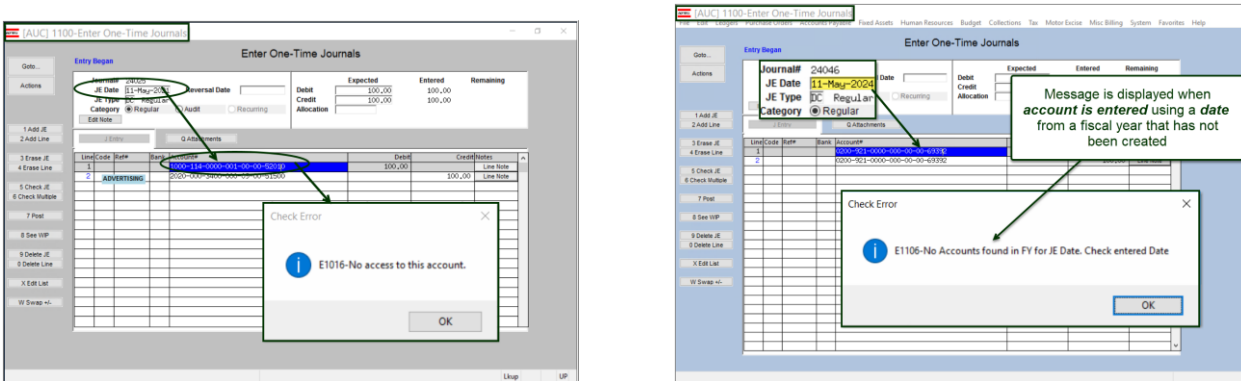
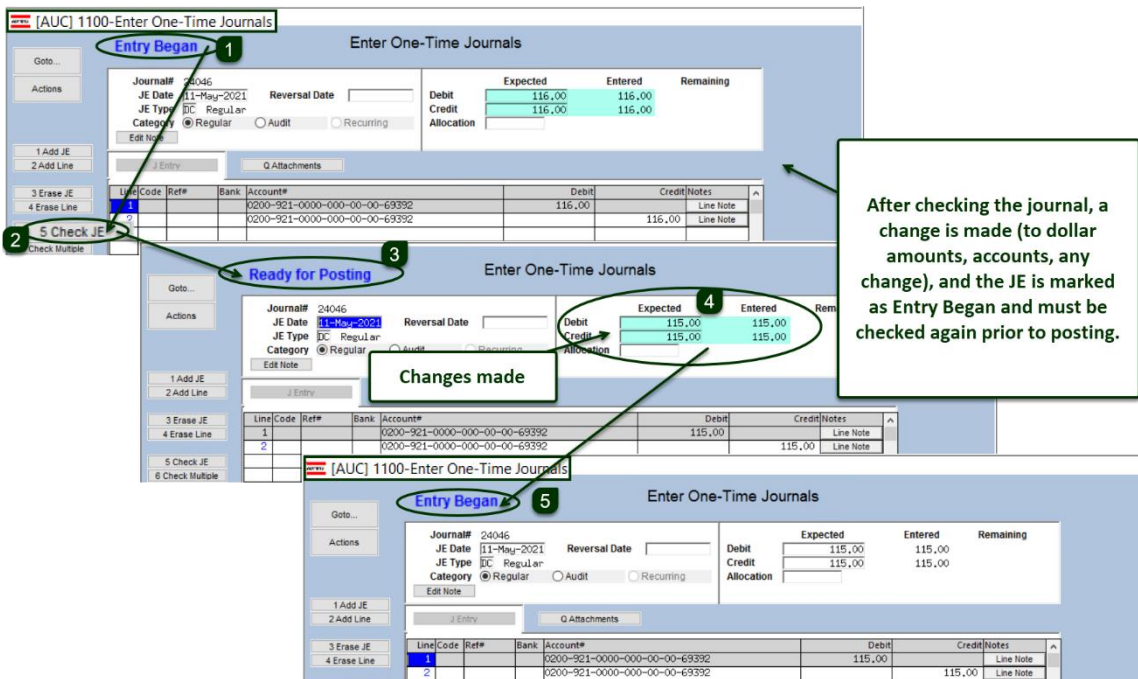


Figure 1 Before & After images when entering a journal for a fiscally year that has not yet been created

Prior to the software update, the error message was “No access to this account”. The explicit “No Accounts found in FY for the JE Date. Check entered Date” message is more helpful in understanding how to fix the error.

[ADM-AUC-GL-8434]

1.1 Changes to a Checked Journal Trigger Status Change to “Entry Began” [Fix]



A journal entry that was checked and in “Ready to Post” status was not being set back to “Entry Began” status after a change was made to the journal entry. This is fixed with the software update.

[ADM-AUC-GL-8437]



1.2 Create New from Posted Encumbrance Journal [Fix]

Ledgers ▶ Journal Entry Processing ▶ Enter One-time Journals ▶ Create new journal entry from Posted JE

[AUC] 1100-Enter One-Time Journals

Add New Journal

Optional: Enter Journal Number (Leave Blank for System Number)

Create new journal entry from:

Blank Lines (4) Recurring Posted JE

Buttons: Lookup, OK, Cancel, Clear All

Prior to the software update, when creating a New JE from a Posted JE for type Encumbrance (EN), the dollar amounts were not being pulled into the new JE. This has been fixed. All other JE types were working.

1 Select	2 JE#	3 JE Date	4 Type	5 Entry User	Lines	Debit	Credit
	23903	30-Jun-2020	EN	MUPDEV2	11	20291.92	
	23903	30-Jun-2020	EN	PANTHERA	2	.05	
	24002	15-Jul-2020	EN	PANTHERA	1	-10.00	

This example shows an encumbrance JE with 11 lines; click on the **[1 Create JE]** button to create a new JE. The system pops up a message with the number of the new JE and branches to the JE entry screen.

[AUC] 1146-Create New from Posted JE

Journal# 23903 Transaction Date 30-Jun-2020 Entered by MUPDEV2
 Type EN Encumbrance GL Post# 8880627
 Category Regular Posted Date 15-Jul-2020 Allocation ..

1 Create JE

Journal 24062 created. Now branching to entry screen

Line	Code	FY	Ref#	Account#	Budget Amount	Encumbrances	Debits	Credits
1		2020				1478.40		
2		2020				2338.56		
3		2020				304.32		
4		2020				707.52		
5		2020				2397.76		
6		2020				2962.16		
7		2020				4695.04		
8		2020				3159.04		
9		2020				679.68		
10		2020				774.72		
11		2020		5120-000-4110-000-12-00-51450		774.72		

The screen is now populated with the dollar amounts from the original JE.

[AUC] 1100-Enter One-Time Journals

Entry Begun

Journal# 24062 JE Date 03-Jun-2021
 JE Type EN Encumbrance
 Category Regular Audit Recurring

Amount Expected 20291.92 Entered 20291.92
 Allocation

Line	Code	Ref#	Bank	Account#	Amount	Notes
1				1000-300-1220-127-09-00-51230	1478.40	Line Note
2				1000-300-1410-102-09-00-51230	2338.56	Line Note
3				1000-300-2210-102-06-00-51230	304.32	Line Note
4				1000-300-2210-102-12-00-51230	707.52	Line Note
5				1000-300-4110-190-03-00-51450	2397.76	Line Note
6				1000-300-4110-190-06-00-51450	2962.16	Line Note
7				1000-300-4110-190-06-00-51450	4695.04	Line Note
8				1000-300-4110-190-12-00-51450	3159.04	Line Note
9				2290-000-4110-000-07-00-51450	679.68	Line Note
10				5120-000-4110-000-06-00-51450	774.72	Line Note
11				5120-000-4110-000-12-00-51450	774.72	Line Note

Figure 2 The Encumbrance JE is populated with the amounts from the existing EN JE

[ADM-AUC-GL-8440]



2 DRILL DOWN TO UNPOSTED JOURNAL ENTRIES [Enhancement]

ADMINS responded to a customer request to enhance the **Work in Progress Transaction** screen to allow drilling down to “in-progress” journal entries. To try this out, go to:

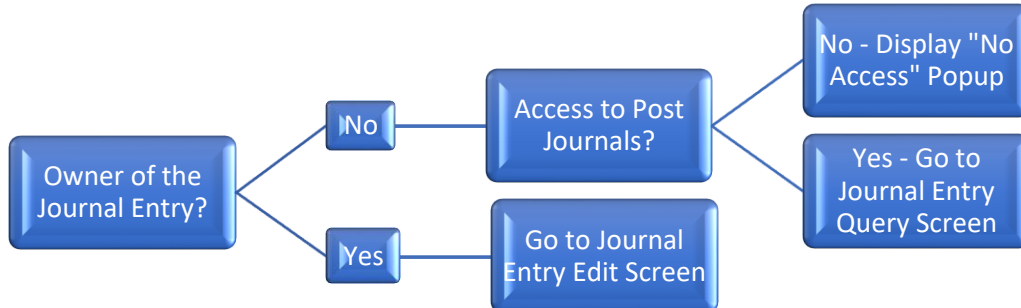


Ledgers ▶ Posting Control ▶ Review Work in Progress Transactions

The screenshot displays the 'Work in Progress Transactions' interface. At the top, it shows 'Showing All Trx Codes' and 'Work in Progress Transactions'. Below this, there are summary rows for 'Actuals' and 'WIP'. The main table lists various transactions with their respective dates, users, and amounts. A '4 Drill Down' button is highlighted in the left-hand navigation menu.

Figure 3 The #1120 Work in Progress Transaction Screen viewed by [1 Account #]

The Drill Down button will behave differently depending on the user and access:



2.1 Are the User & Owner the Same? No

If the user and the owner of the journal are different, check if the query user profile has the “**Allow Journal Posting**” radio button set to **No**.

The screenshot shows the 'User Profile Screen' with the 'Account Security' tab selected. Under the 'Ledgers' section, the 'Allow Journal Entry Posting' radio button is set to 'No'.

Figure 4 User Profile ▶ Account Security Tab with “Allow Journal Entry Posting” Radio Button set to No



2.1.1 No Access to Post Journals

If the query user is not allowed to post journals, the system will display this error message, and the query user will be denied access to the journal entry:

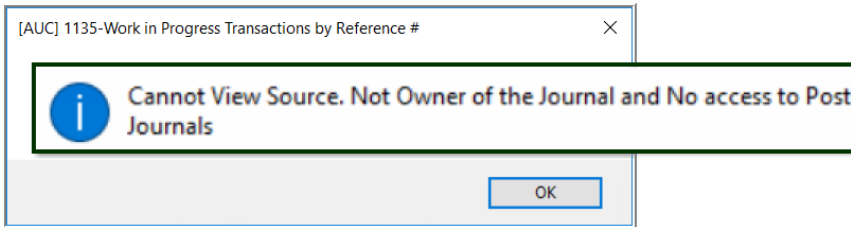
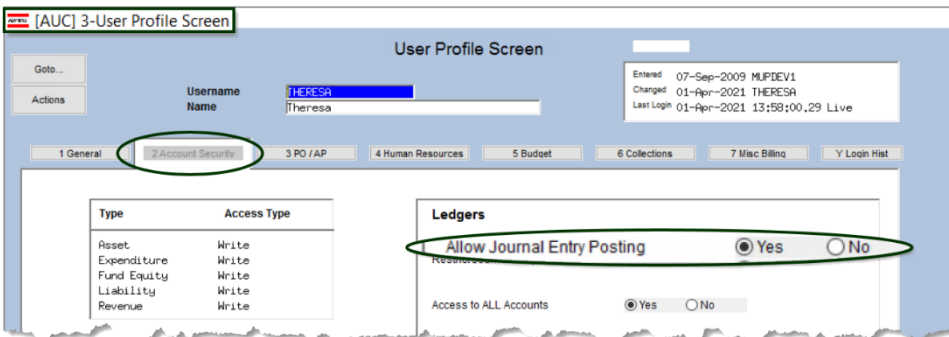


Figure 5 Popup Message if Query User is not the journal entry owner and has no access to post

2.1.2 Allowed to Post Journals

If the query user and the owner of the journal are different, and the query user profile has “Allow Journal Posting” radio button set to Yes:



Display the journal entry in the new #1297 Journal Entry Query screen:

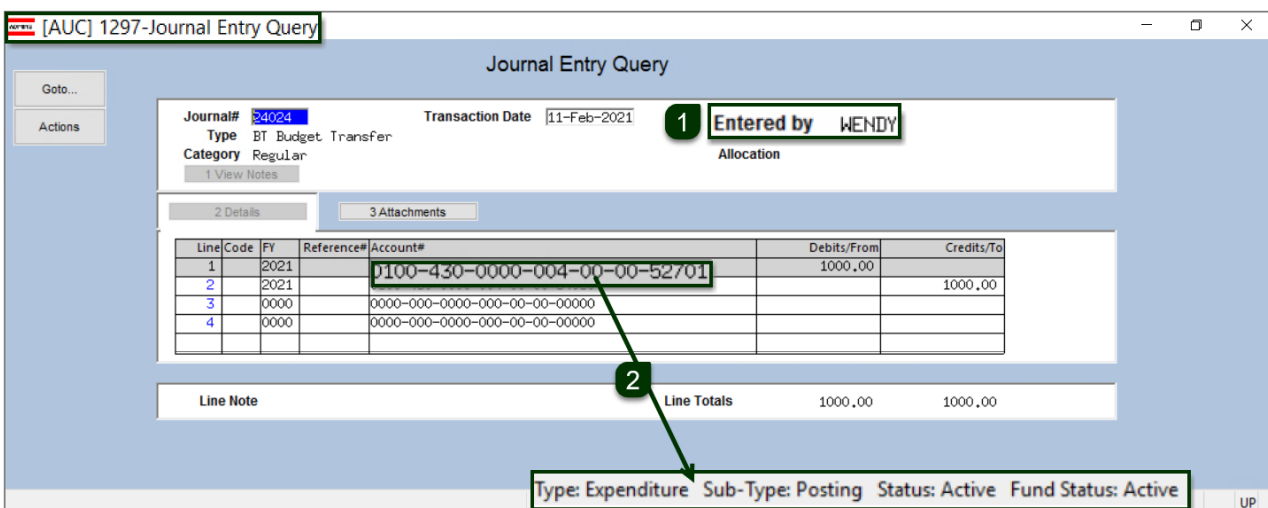


Figure 6 New Journal Entry Query Screen allows drill down from the Work In Progress screen

- 1 Since the user querying the data is not “WENDY”, but does have the privilege to post Journal Entries, the #1297 Journal Entry Query screen is displayed.
- 2 Text at the bottom of the screen describes the selected account.



2.2 Query User “Owns” the Journal

If the user and the owner of the journal are the same, display the selected journal in the journal entry screen:

Enter One-Time Journals

Journal# 24022
 JE Date 25-Nov-2020 Reversal Date
 JE Type JE Regular
 Category Regular Audit Recurring
 Edit Note Reverse JEs 23338 thru 23365. These were

Debit	Expected	Entered	Remaining
Credit	131761.95	131761.95	
Allocation	131761.95	131761.95	

Line	Code	Ref#	Bank	Account#	Debit	Credit	Notes
1	RP02	468993		0200-450-0000-004-00-00-53610		81.28	Line Note
2	JE01			0100-000-0000-000-00-00-12700	81.28		Line Note
3	JE01			0100-000-0000-000-00-00-26600	81.28		Line Note
4	JE01			0100-000-0000-000-00-00-26600		81.28	Line Note
5	JE01			0200-000-0000-000-00-00-13100	100.38		Line Note
6	JE01			0200-000-0000-000-00-00-26400		100.38	Line Note
7	JE01			0300-000-0000-000-00-00-13200	73.45		Line Note
8	JE01			0300-000-0000-000-00-00-26500		73.45	Line Note
9	JE01			0100-000-0000-000-00-00-12700	44.33		Line Note
10	JE01			0100-000-0000-000-00-00-26600		44.33	Line Note
11	JE01			0200-000-0000-000-00-00-13100	58.37		Line Note
12	JE01			0200-000-0000-000-00-00-26400		58.37	Line Note
13	JE01			0300-000-0000-000-00-00-13200	19.88		Line Note
14	JE01			0300-000-0000-000-00-00-26500		19.88	Line Note
15	JE01			0200-000-0000-000-00-00-13100	35.32		Line Note
16	JE01			0200-000-0000-000-00-00-26400		35.32	Line Note

Figure 7 The #1100 Journal Entry Screen – the owner of the journal entry may continue working on the journal entry

2.3 Reference # and Transaction Date Tabs

The drill down button works the same way from the [2 Reference #] tab by Reference Number and [3 Trx Date] tabs of the Work in Progress Transactions screen):

Work in Progress Transactions by Reference #

Reference# 24015 Sequence# 2401515003 FY 2020

Line	GL#	Trx Date	Account#	TrxCode	Amount	Type
3		31-Mar-2020	1000-000-0000-000-00-00-10400	JE01	281.50	CR
1		31-Mar-2020	1000-145-0000-001-00-00-52020	JE01	281.50	DR
4		31-Mar-2020	2712-000-0000-000-00-00-10400	JE01	281.50	DR
2		31-Mar-2020	2712-000-0000-000-00-00-54090	JE01	281.50	CR

4 Drill Down

Figure 8 The #1135 Work in Progress Transactions by Reference # screen

2.4 Journal Entry Query Screen Menu Access

The Journal Entry Query screen as shown in Figure 6 may be accessed directly from the menu by going to:

Ledgers ► Journal Entry Processing ► Journal Entry Query

[ADM-AUC-GL-8422]



3 YEAR END PROCESSING [Fix]

ADMINS provides an **Appropriation Balance Forward** as part of the **Year End Processing**. To see this, select:

Ledgers ▶ Year End Processing ▶ Appropriation Balance Forward

The screen displays the current fiscal year specified as the “From” Fiscal Year by default. When running this process, if the “to” fiscal year was not created, the process would not run correctly. The system was allowing the process to continue, with the **prior** fiscal year selected when the **Loading Accounts** screen was presented, resulting in unintended consequences. **ADMINS** now stops the process if the new fiscal year has not been created.

[ADM-AUC-GL-8435]

4 REPORTS [Enhancement]

ADMINS added a feature to allow privileged users to copy job stream reports from one user to another. The privilege to use this copy screen is based on menu group.

4.1 “Super Users” Copy Job Streams

When an employee leaves, this is the way to copy their job streams to a new user. The screen lists all the Job Streams with Description, by Username.

Ledgers ▶ Reports ▶ Job Steam Copy (Supervisors)

Username	Job Name	Description	#Rpt	Detail
THERESA	GENERAL REPORT	run report	1	Reports
WENDY	DEPARTMENT EXPENDITURE REPORTS	Department Expenditure Reports	10	Reports
WENDY	GENERAL REPORT	run report	1	Reports
WENDY	GROUP INSURANCE TRUST FUND	SUMMARY OF REVENUES & EXPENDITURES YTD	1	Reports
WENDY	MY_JOB	My Job Stream	1	Reports
WENDY	SCHOOL-SOUTH	EXPENSE SUMMARY WIP	1	Reports
WENDY	SSS	aaaa	2	Reports



4.1.1 Reports Button

To see which reports are included in a job stream prior to copying it, click on the [Reports] button.

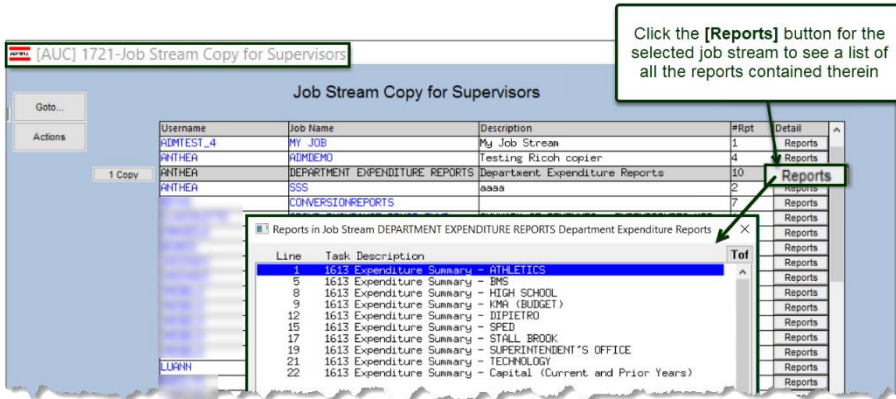
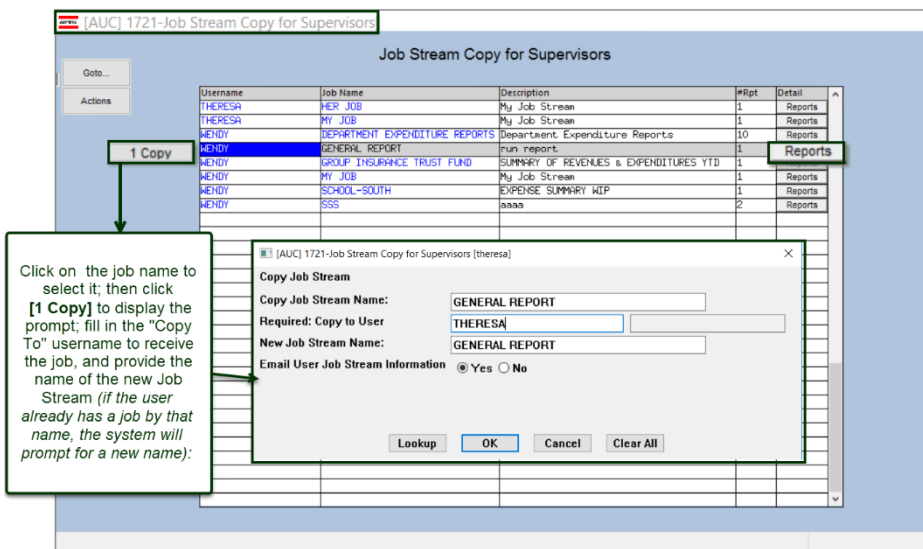


Figure 9 Select a job by clicking on it to highlight, then click on [Reports] for a list of the reports the job runs

4.1.2 Copying a Job to Another User



Highlight the desired job by clicking on it, then click [1 Copy] to see the prompt.

The value in the “Copy Job Stream Name” field will be the selected job stream, the “Copy to User” can be entered directly or selected from the lookup, and the “New Job Stream Name” will by default use the same name as the job being copied.

Figure 10 Copying an existing job stream to a new user

The system will display a confirmation message; if a job with the “New” name already exists for the user, the system will display a message and re-display the prompt, to allow entering a different “New” name:

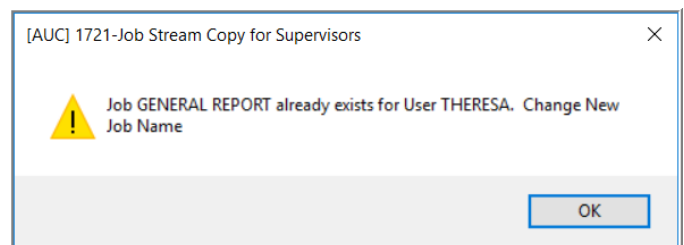
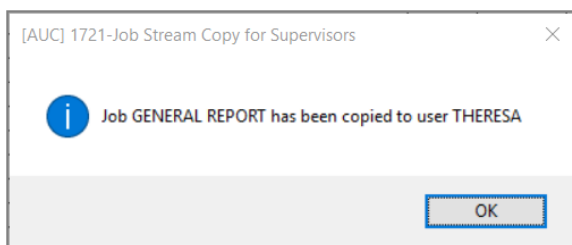


Figure 11 Messages after copy either confirm the copy or instruct the user to use a different job name for the “New” name



4.1.3 Email Sent to the “Copy To” User

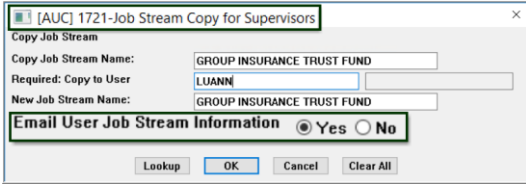
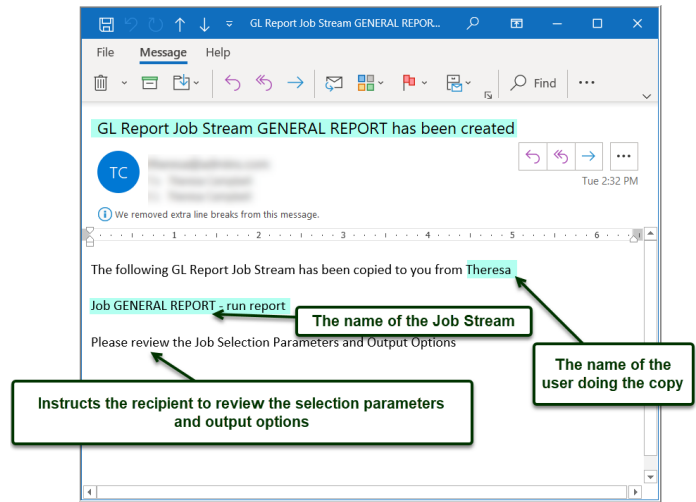


Figure 12 Emailing the User

As shown in Figure 12 highlighted above, the prompt has a **Yes / No** option for emailing the “Copy to” user the Job Stream Information. If Yes is selected, an email that looks like this will be sent:



4.1.4 What the User will See

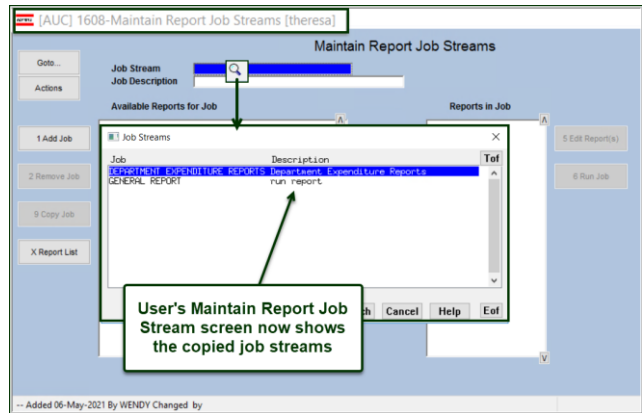
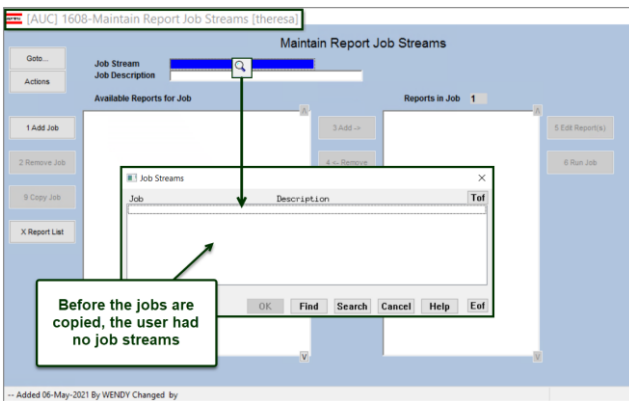


Figure 13 Before and after the copy

[ADM-AUC-GL-8425]

4.1.5 List of Reports in the Job Stream

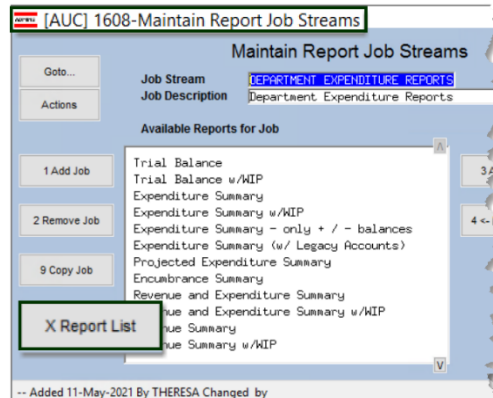
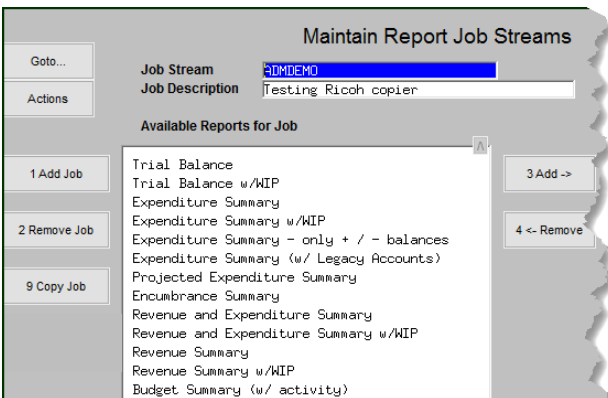


Figure 14 Before & After – added the [X Report List] feature on the Maintain Job Streams screen #1608

ADMINS added the [X Report List] button to produce a list of the reports within a given job stream. The list includes:



Column	Value	Description
A	Rpt #	The sequence number for the report
B	Task	The Task # for the report being run – this can be repeated if several of the same report are being distributed.
C	Report Title	The Title as entered by the user creating the job stream. If no title is entered, the default title is used
D	Output Type	The output options selected for distributing the report in the job stream. PDF®, Excel®, Print are all valid; if emailing, only PDF® or Excel® are valid options.
E	Display on Screen	Will the report be displayed for previewing on the screen? Yes/No.
F	Email Report	Yes/No – indicates if the report will be emailed.
G	Email To	Lists the username or email distribution list to whom the report will be emailed.

The screenshot shows the 'Maintain Report Job Streams' interface. A dialog box titled 'Reports in Job Stream' is open, showing options for 'Run as @ Preview', 'Print', 'PDF', and 'Excel'. Below the dialog, a preview window displays the report '1723-GLRFINJOB.REP' with the following data:

Rpt#	Task	Report Title	Output Type	Display On Screen	Email Report	Email To
1	1613	Expenditure Summary - ATHLETICS	PDF	Yes	Yes	FINANCE-Finance Distribution List
5	1613	Expenditure Summary - BMS	PDF	Yes	Yes	BUDGET-Budget List
8	1613	Expenditure Summary - HIGH SCHOOL	PDF	Yes	Yes	ANTHEA-Anthea Dimond
9	1613	Expenditure Summary - RGA (BUDGET)	PDF	Yes	Yes	FINANCE-Finance Distribution List
12	1613	Expenditure Summary - DIPIETRO	PDF	Yes	Yes	FINANCE-Finance Distribution List
15	1613	Expenditure Summary - SPED	PDF	Yes	Yes	FINANCE-Finance Distribution List
17	1613	Expenditure Summary - STALL BROOK	PDF	Yes	Yes	BUDGET-Budget List
19	1613	Expenditure Summary - SUPERINTENDENT'S OFFICE	PDF	Yes	Yes	FINANCE-Finance Distribution List
21	1613	Expenditure Summary - TECHNOLOGY	PDF	No	Yes	FINANCE-Finance Distribution List
22	1613	Expenditure Summary - Capital (Current and Prior Years)	PDF	Yes	Yes	BUDGET-Budget List

[ADM-AUC-GL-8425]

4.2 1613 Expenditure Summary [Fix]

Report Name	View	Report
1610-Trial Balance	Sample	Run
1612-Trial Balance w/AIP	Sample	Run
1613-Expenditure Summary	Sample	Run
1672-Expenditure Summary - only +/- balances	Sample	Run

ADMINS identified an error with the #1613 Expenditure Summary report when the report was run with totaling on user defined field descriptions. User-Defined fields are available to identify accounts for reporting purposes. If desired, set up field description labels to print on reports that use these user-defined fields:

Ledgers ▶ Module Maintenance ▶ User Defined Field Descriptions



[AUC] 1026-User Defined Field Descriptions

User Defined Field Descriptions

COA user defined field labels	Label Description
User Defined #1	DOE Line 1
User Defined #2	DOE Line 2
User Defined #3	COA Code 3
User Defined #4	COA Code 4
User Defined #5	COA Code 5
User Defined #6	COA Code 6
User Defined #7	COA Code 7
User Defined #8	COA Code 8
User Defined #9	COA Code 9
User Defined #10	COA Code 10
User Defined #11	COA Code 11
User Defined #12	TEST

-- Added 08-Aug-2001 By ANTHEA Changed 08-Feb-2021 by LUANN

Figure 15 Establishing the User Defined Field Description Labels

Mark the accounts with up to six characters of free form text:

Ledgers ▶ Account Maintenance ▶ Chart of Accounts

[AUC] 1000-Maintain Chart of Accounts

Maintain Chart of Accounts

Last Changed: 04-Jun-2020
Last Trx in FY: 16-Mar-2021

FY 2021 Account Description: 2020-000-3400-000-09-00-51130
CAFETERIA UNION WORKERS

Account Type: Expenditure Sub Type: Posting Entity: TOWN OF ADMINS

Accounting Purpose

Special Revenue? Yes No
 Cash Account? Yes No
 Interfund Transfer? Yes No
 Select for Int Dist? Yes No
 Copy to Next FY Yes No

Human Resources

Per Svcs Account Yes No

Budgeting

Budget Group: UNCL UNCLASSIFIED
 Budget Type: Operating Personal Services CIP Not Budgeted

Account Access: Read Only Limited Full
 Exclude from Budget Mill Rate: Yes No

User Defined

DOE Line 1	REV
DOE Line 2	PART 3
COA Code 3	FG01
COA Code 4	4EDUC
COA Code 5	5100
COA Code 6	
COA Code 11	
TEST	

Budget Check Account: 2020-998-0000-000-00-35900 FUND BALANCE, SCHOOL LUNCH

	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance
Actuals			212918.53	62813.77		-275732.30
Work in Progress			-15599.70	16631.10		-1031.40

-- Added 04-Jun-2020 By Changed by Status: Account Active

Figure 16 The description (labels) established in Figure 15 are shown on the Account Maintenance screen

As shown, these user defined fields are optional and correspond to the fields on the report selector screen. To run the report, select:

Ledgers ▶ Reports ▶ Year to Date ▶ #1613 Expenditure Summary

The report may be totaled by the values in the user defined fields; below, the [2 Totals By] tab of the Report Selector Screen specifies that the report be totaled by fund, then department, and then by COA Code 5:



The screenshot shows the '1613 Expenditure Summary' report selector interface. It includes fields for 'Goto...', 'Report Title' (Expenditure Summary), and 'FY' (2021). There are two main sections for selection criteria: '1 Selection Criteria' and '2 Totals By'. The '2 Totals By' section is highlighted, showing 'Fund' with value '1', 'Department' with value '2', and 'COA Code 3' with value '3'. Other sections include '3 Run Report' and '4 Clear All'. At the bottom, there are checkboxes for 'Page Break at Sort Order#' and 'Print Individual Account Lines?'.

Figure 17 The Expenditure summary report selector [2 Totals By] screen

The report provides subtotals by the Fund, Department, and COA Code 3 values; these are Fund 2020, Department 000, and COA Code 3 FG01 accounts:

City of ADMINS Expenditure Summary						
Account Number and Description	Appropriation	Appropriation Adjustments	Encumbrances	Expenditures	Remaining Balance	% Used
2020 SCHOOL LUNCH PROGRAM						
000 BLANK DEPARTMENT						
COA Code 3 FG01						
2020-000-3400-000-09-00-51130 CAFETERIA UNION WORKERS	.00	.00	212,919.53	62,813.77	(275,792.30)	.00
2020-000-3400-000-09-00-51140 CAFETERIA NON-UNION WORKERS	.00	.00	50,307.08	20,546.89	(70,852.97)	.00
2020-000-3400-000-09-00-51192 CAFETERIA SUBSTITUTES	.00	.00	.00	144.00	(144.00)	.00
2020-000-3400-000-09-00-51210 FOOD SERVICE DIRECTOR	.00	.00	34,467.22	21,542.00	(56,009.22)	.00
2020-000-3400-441-09-00-52240 EQUIPMENT MAINTENANCE-LUNCH PROG	.00	.00	.00	11,939.50	(11,939.50)	.00
2020-000-3400-470-09-00-54161 FOOD PURCHASES-LUNCH PROGRAM	.00	.00	.00	\$,261.28	(\$,261.28)	.00
2020-000-3400-471-09-00-54161 PAPER SUPPLY-LUNCH PROGRAM	.00	.00	.00	1,153.46	(1,153.46)	.00
2020-000-3400-660-09-00-54161 CLEANING SUPPLIES-LUNCH PROGRAM	.00	.00	.00	59.64	(59.64)	.00
2020-000-3400-810-09-00-52500 DUES & SUBSCRIPTIONS-LUNCH PROGRAM	.00	.00	.00	3,310.12	(3,310.12)	.00
Total COA Code 3 FG01		.00	297,692.83	126,163.66	(423,856.49)	.00
Total 000 BLANK DEPARTMENT	.00	.00	297,692.83	126,163.66	(423,856.49)	.00
Total 2020 SCHOOL LUNCH PROGRAM	.00	.00	297,692.83	126,163.66	(423,856.49)	.00

Figure 18 The resulting #1613 Expenditure Summary report as run as Print/Preview/PDF®

[ADM-AUC-GL-8432]



4.3 Added Budget Group for Sorting/Selecting/Subtotal on Reports



The screenshot shows the 'Transaction Detail Report w/Notes' interface. A dialog box titled '1 Selection Criteria' is open, displaying a list of budget groups. A green box highlights the 'Budget Group' field in the dialog, with an arrow pointing to it. The dialog also includes fields for 'From', 'To', 'Group', 'Type', 'Category', and 'Sub-Class', along with 'OK', 'Find', 'Search', 'Cancel', 'Help', and 'Exit' buttons.

Filter by a single budget group by selecting the budget group from the lookup or entering it directly.

Figure 19 New field on the [1 Selection Criteria] screen allows filtering by Budget Group

The screenshot shows the 'Transaction Detail Report w/Notes' interface. A dialog box titled '2 Totals By' is open, displaying a list of fields for sorting and subtotals. A green box highlights the 'Budget Group' field in the dialog, with an arrow pointing to it. A text box above the dialog says 'Enter a number for sorting/subtotaling by budget group'. The dialog also includes fields for 'Order#' and 'Miscellaneous' fields, along with 'Page Break at Sort Order#' and 'Print Individual Account Lines?' options.

Figure 20 New field on the [2 Totals By] screen allows sorting and subtotals by Budget Group

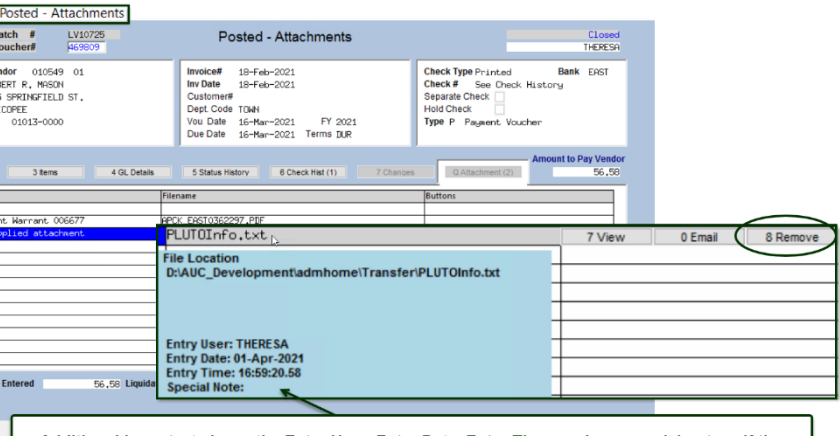
[MBE-SUP-SAPLAUC-1125]



5 ATTACHMENTS HOVERTEXT [Enhancement]

ADMINS added more information to the hovertext on attachments indicating when the attachment was made and by whom. If the Special Note is "BURST", it is a **System-Created** attachment and it cannot be removed by the user. Attachments without a "Special Note" are **user-supplied** and may be detached using the [Remove] button. To see this feature, go to:

Ledgers ▶ Journal Entry Processing ▶ Enter One Time



Additional hovertext shows the Entry User, Entry Date, Entry Time, and any special notes. If the Special Note is "BURST", this is a system generated attachment and cannot be removed.

Journals ▶ [Q Attachments]

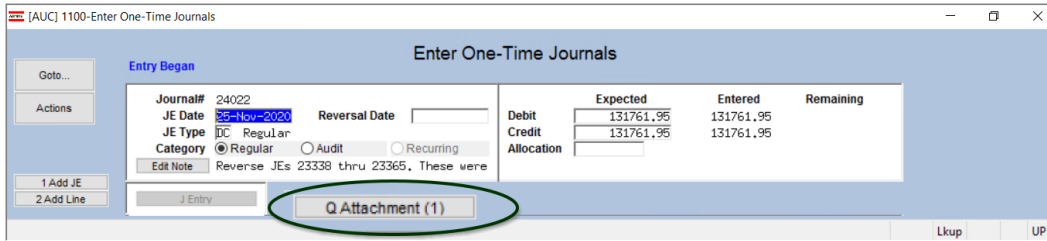


Figure 21 The attachments tab of the Enter One-Time Journals screen

Ledgers ▶ Journal Entry Processing ▶ Journal History ▶ [Q Attachments]

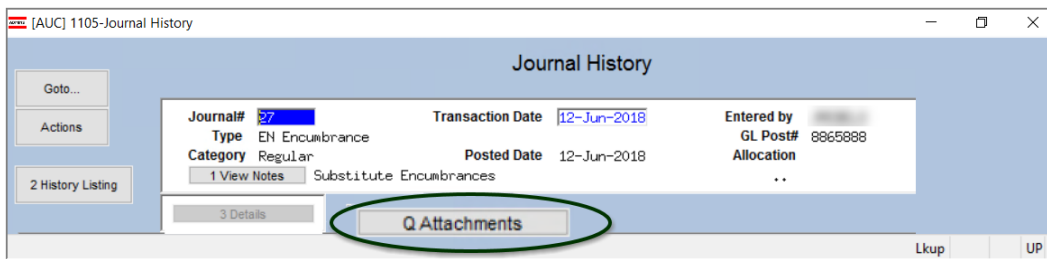
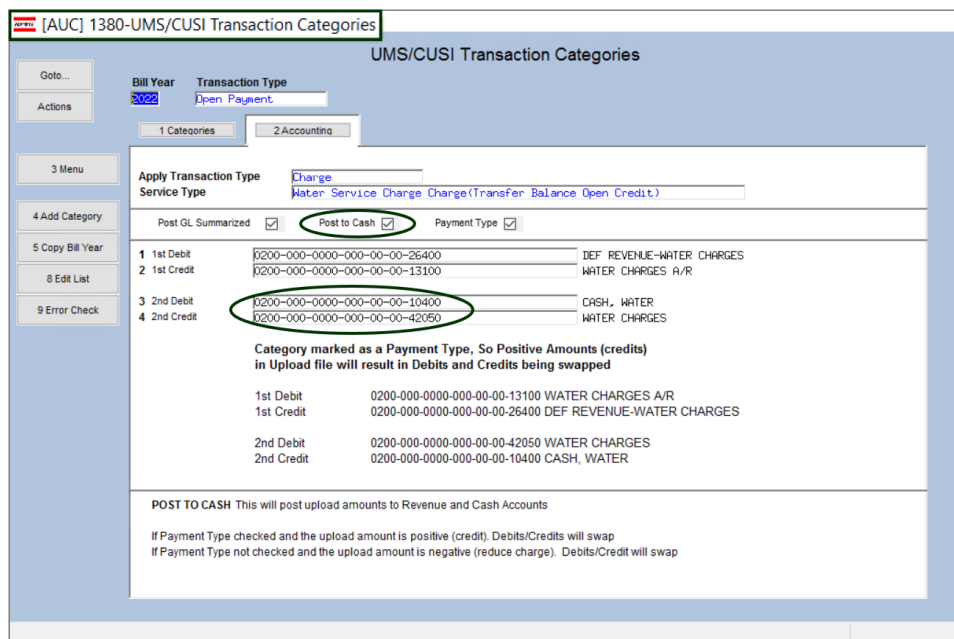
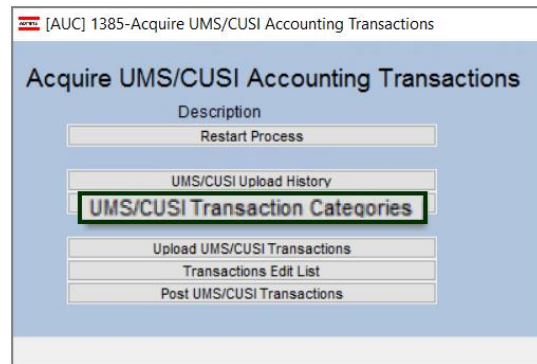
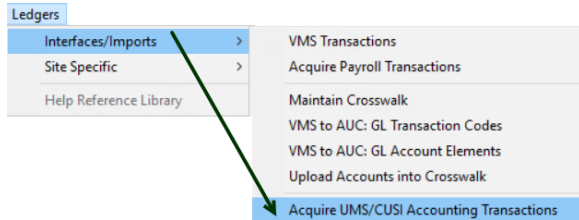


Figure 22 The attachments tab of the Journal History screen

[ADM-AUC-SY-8171]

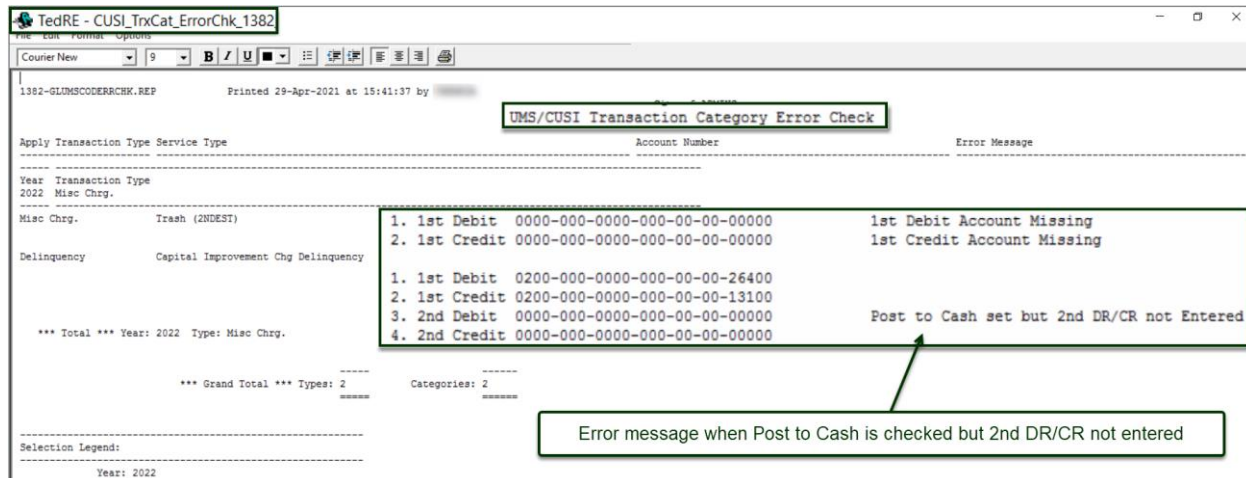


6 INTERFACES (CUSI) [Enhancement]



ADMINS enhanced an error report on the **UMS/CUSI Transaction Categories** table – if the cash checkbox is checked – also validate the 2nd Debit and Credit accounts.

Updated the **GL-870 CUSI Interfaces** document to include **[Add Category]**, **[Copy Bill Year]**, **[Edit List]** and **[Error Check]** buttons.




Error message when Post to Cash is checked but 2nd DR/CR not entered

[ADM-AUC-GL-8433]



7 ADMINS.COM TRAINING VIDEOS

The **ADMINS** training videos were converted to provide  **YouTube** features, such as pause, rewind, fast forward, closed captions, and playing at faster speed. This training is restricted to “Customers Only”. Need credentials? Go to: [Contact Us | ADMINS, Inc.](#) and follow the instructions in the quick start guide. Then, use the link to access the [Videos | ADMINS, Inc.](#)

[ADM-AUC-WEB-2]

8 HELP REFERENCE LIBRARY

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

8.1 New or Updated Documents

- | | | |
|-----------------|---|-----------|
| • INTERFACES | GL–870 CUSI Interfaces | [Updated] |
| • SITE SPECIFIC | GL–925 Middletown, CT BoE Build Grant Funds | [Updated] |
| • SYSTEM | SY–170 System Administration Kit | [Updated] |