GENERAL LEDGER
RELEASE NOTES–JUNE 2021

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

Contents

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
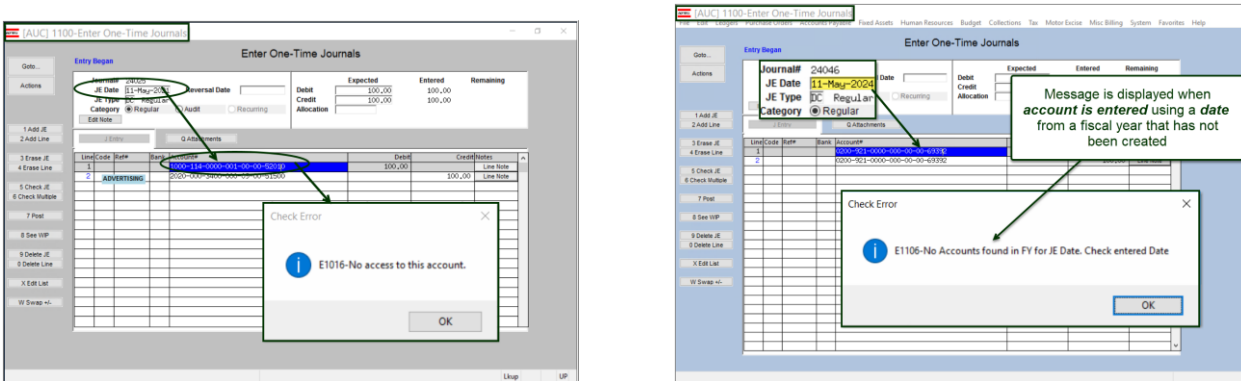- there is at least one account setup for that FY in the COA.

Figure 1 Before & After images when entering a journal for a fiscaly 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]
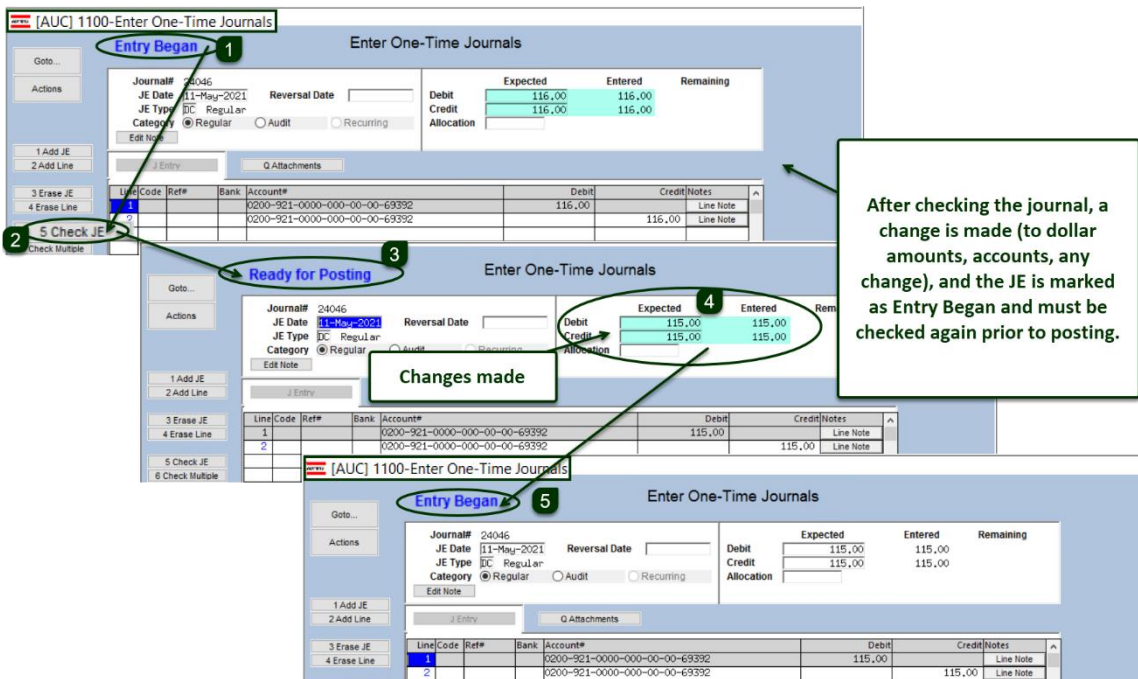
A journal entry that was checked and in **"Ready to Post"** status was not being set back to **"Entry Began"** status after a change was made to the journal entry. This is fixed with the software update.

[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

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.

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.

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

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:
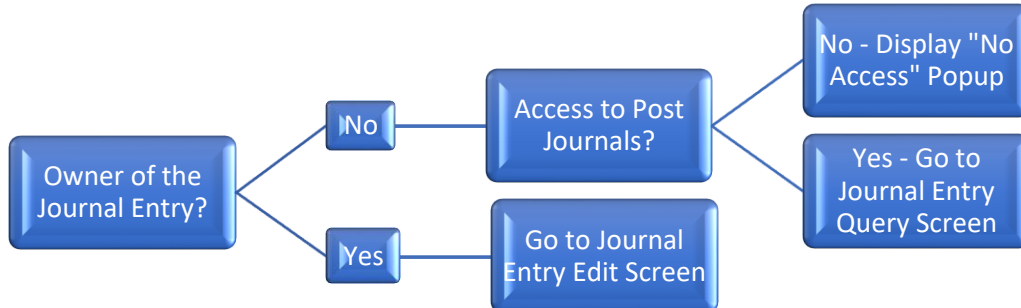
Ledgers ▶ Posting Control ▶ Review Work in Progress Transactions

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.**

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:
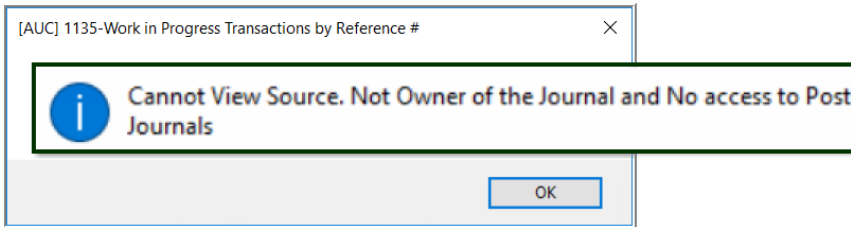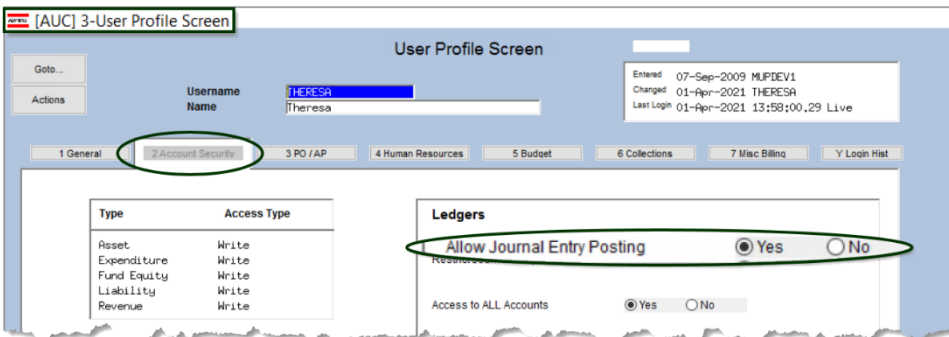

Figure 5 Popup Message if Query User is not the journal entry owner and has no access to post

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:**

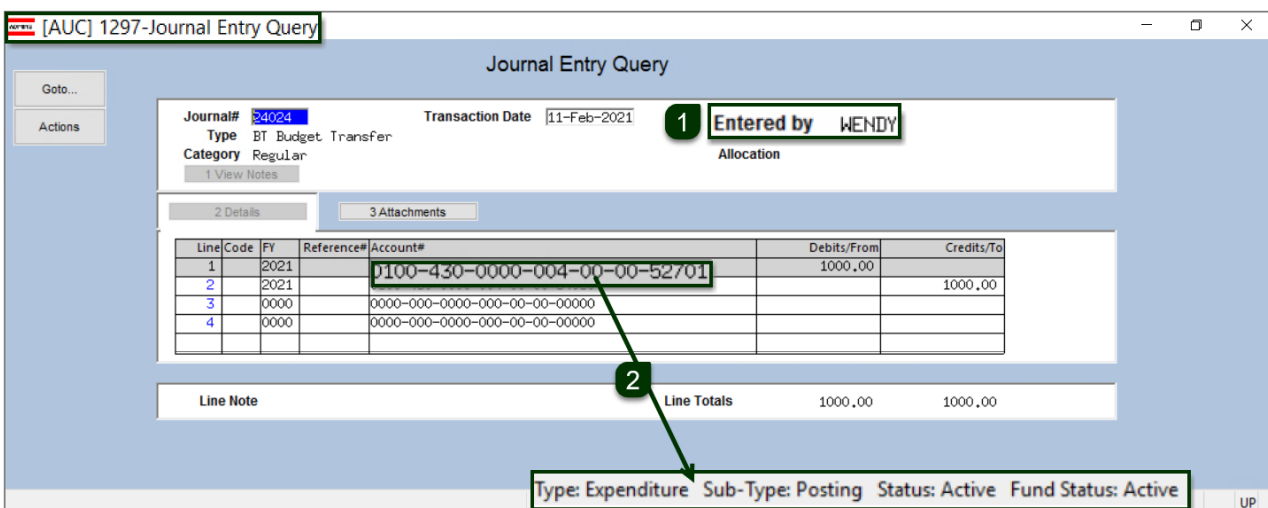Display the journal entry in the new **#1297 Journal Entry Query** screen:

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:

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):

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]

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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)

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4.1.1 Reports Button

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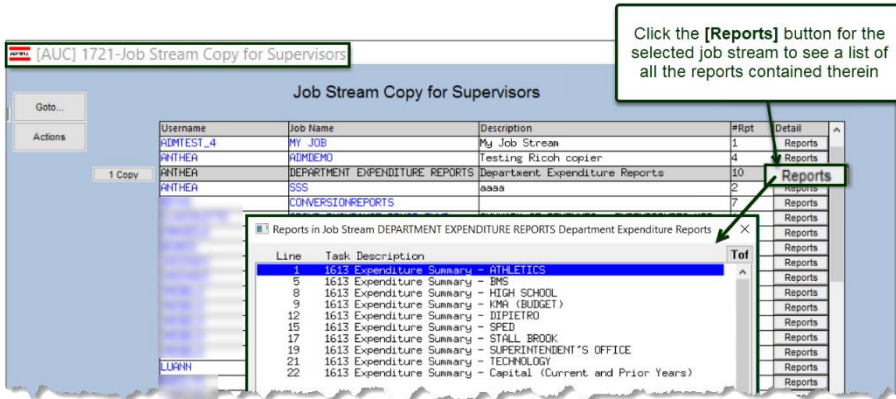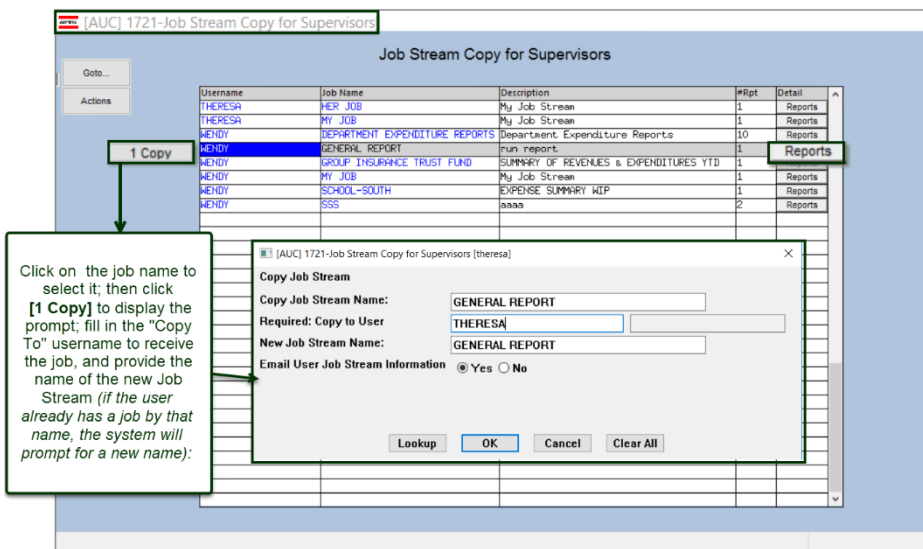

Figure 9 Select a job by clicking on it to highlight, then click on [Reports] for a list of the reports the job runs

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:
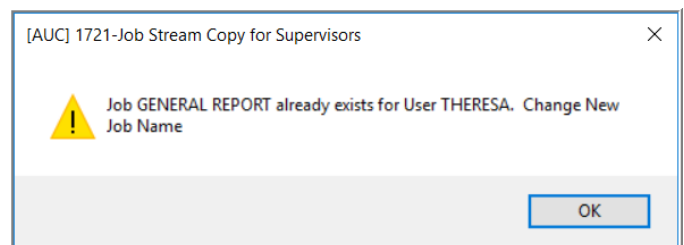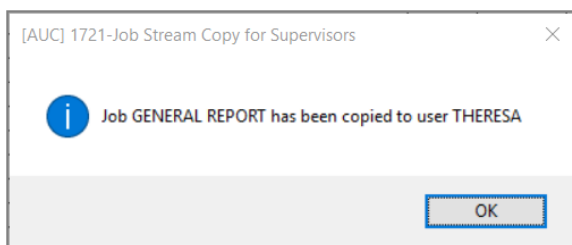

Figure 11 Messages after copy either confirm the copy or instruct the user to use a different job name for the "New" name
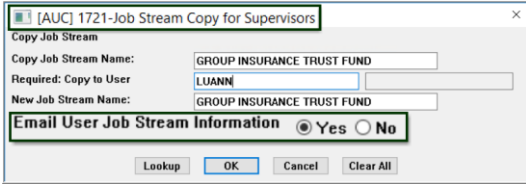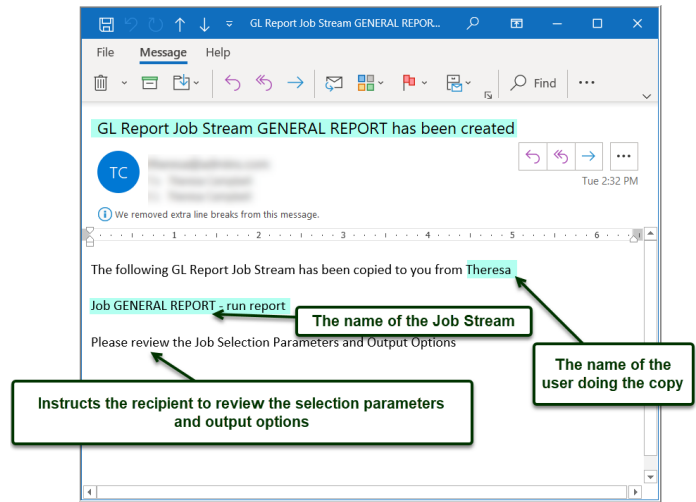
4.1.3 Email Sent to the "Copy To" User

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:
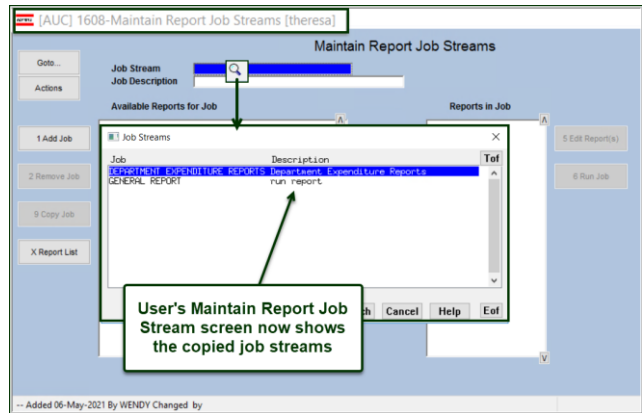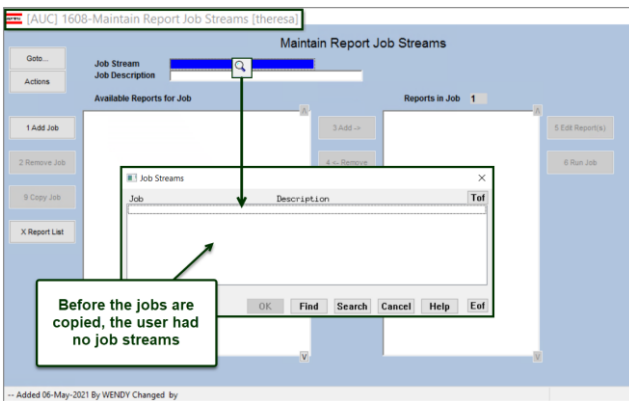
4.1.4 What the User will See

Figure 13 Before and after the copy
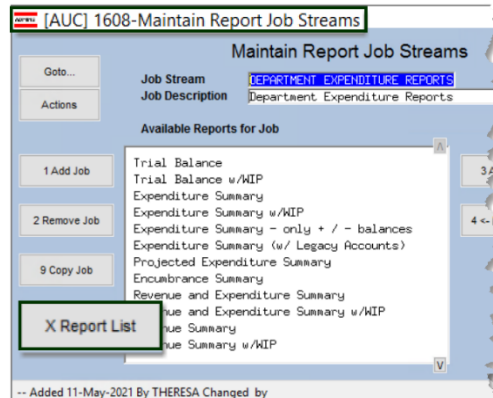
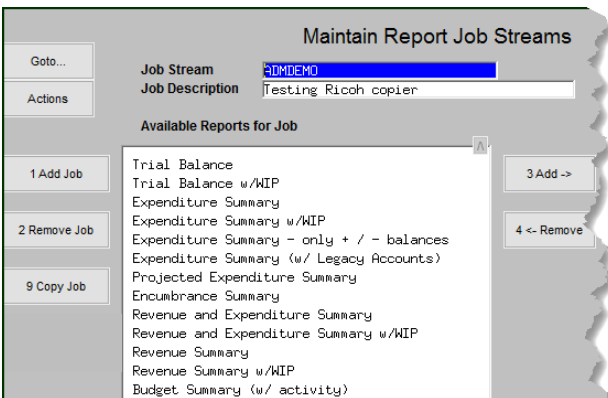[ADM-AUC-GL-8425]

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.

[ADM-AUC-GL-8425]

4.2 1613 Expenditure Summary [Fix]

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

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

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:

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:

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

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

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 Journals ▶ [Q Attachments]
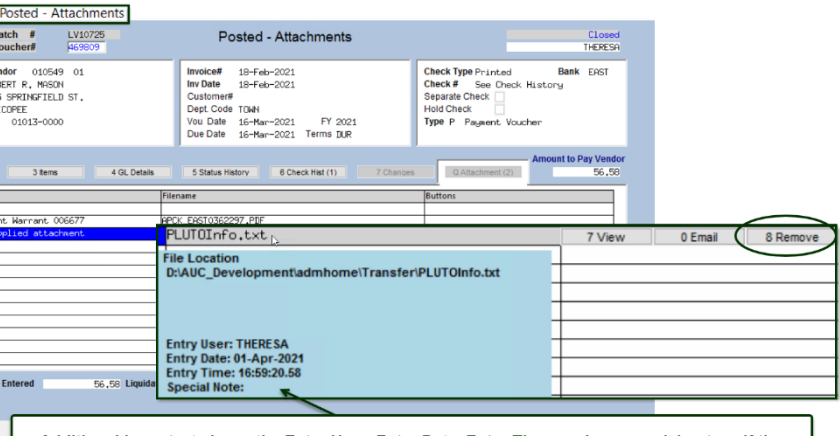
Additional hovertext shows the Entry User, Entry Date, Entry Time, and any special notes. If the Special Note is "BURST", this is a system generated attachment and cannot be removed.
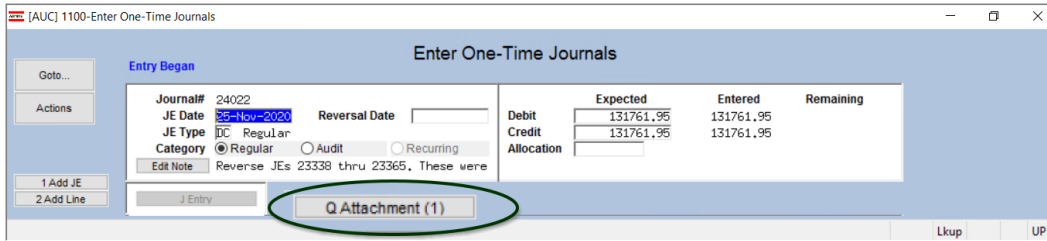
Ledgers ▶ Journal Entry Processing ▶ Journal History ▶ [Q Attachments]

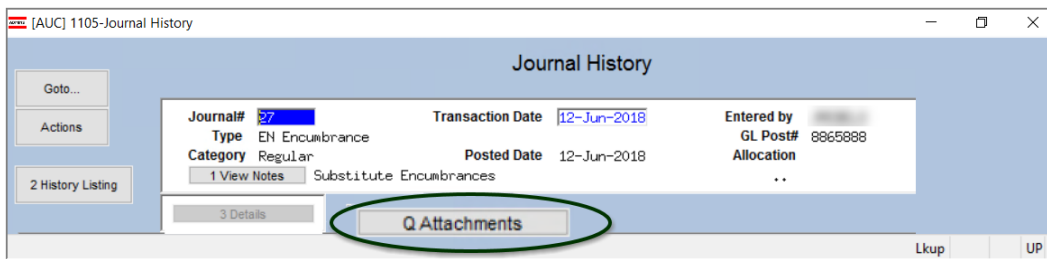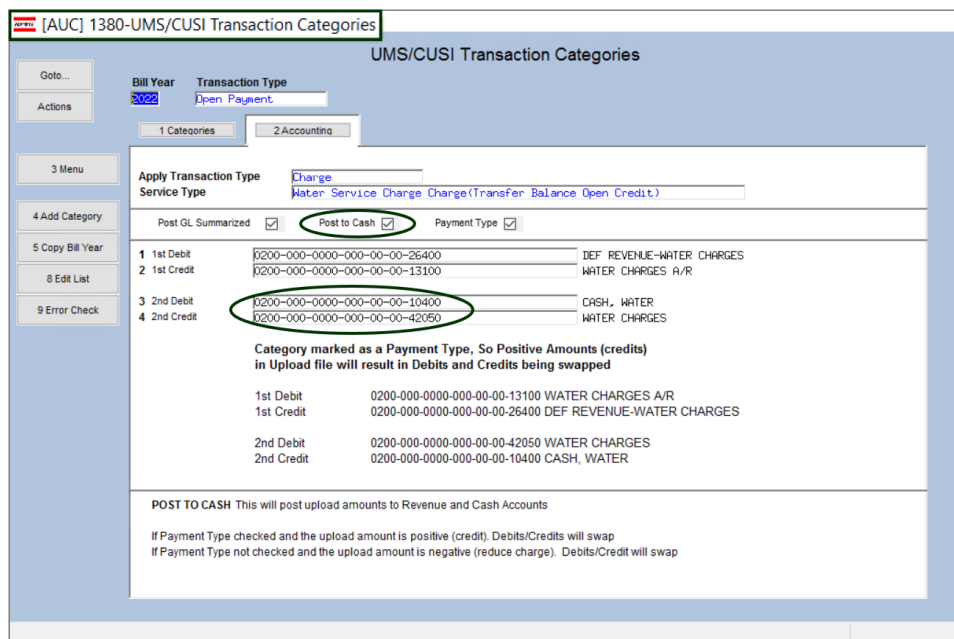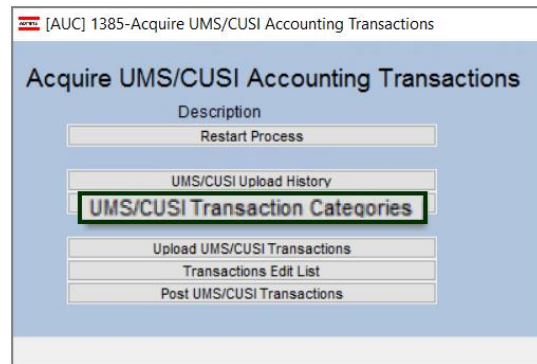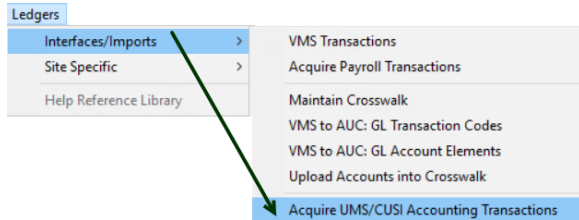**Figure 21 The attachments tab of the Enter One-Time Journals screen**

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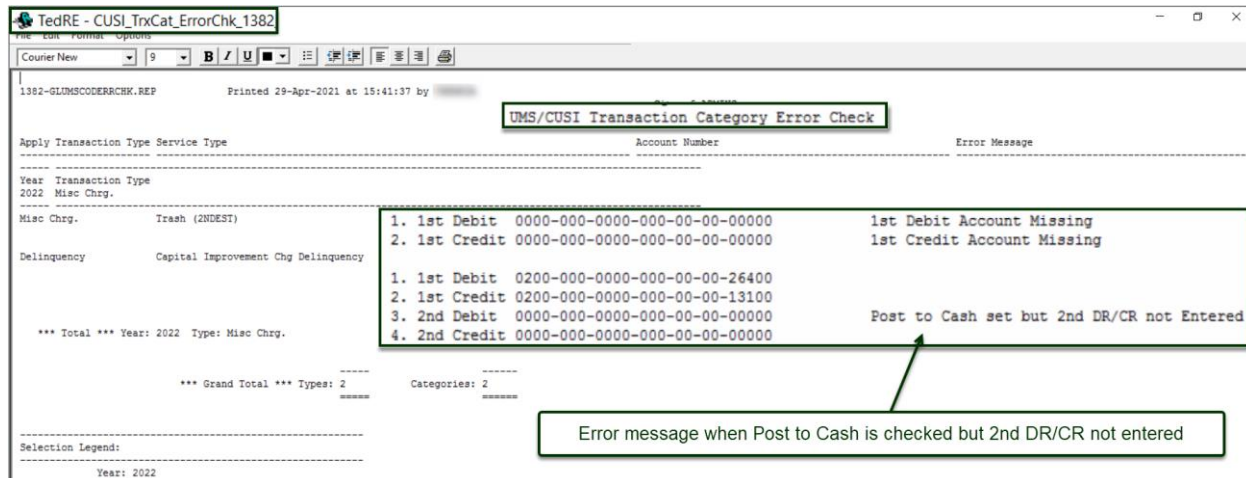
Error message when Post to Cash is checked but 2nd DR/CR not entered

[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]