



GENERAL LEDGER

RELEASE NOTES – JUNE 2022

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

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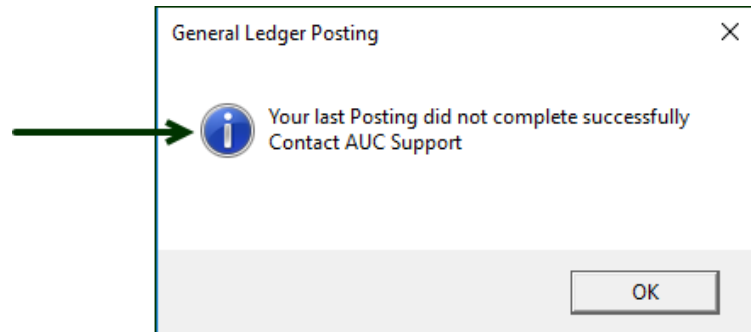


1 POSTING to the GL [Enhancement]

ADMINS added an error trap for interrupted General Ledger postings and a succinct report of errors.

1.1 Incomplete Postings [Enhancement]

If a GL posting is interrupted due to a **network issue or the user “X’ing” out** during the posting, it can result in partially posted transactions. If the user accidentally clicks the ‘X’ and terminates the posting or loses network connectivity, the system sets an error flag for **all** users, sets a block on the user that had the issue, and sends an email notice to support. A user with an incomplete posting error will continue to be blocked until the issue has been resolved and their user block has been released.



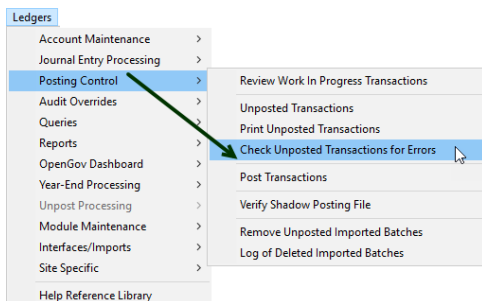
To prevent double posting and minimize errors, the system will pop up this message if the user tries the posting again. Click on [OK] to return to the previous screen, and send an email to support to ask for assistance.

1.2 Abnormal Terminations

If a posting **abnormally terminates**, the system sends a notice to support@admins.com and sets an error flag to prevent all users from posting to the GL. ADMINS support will investigate and after resolving the issue will remove the error flag so users can proceed with posting to the GL.

[ADM-AUC-GL-8486]
[ADM-AUC-GL-8487]

1.3 Check Unposted Transactions for Errors –Brief Report [Enhancement]



Run the **Posting Control ▶
Check Unposted
Transactions for Errors**
before posting transactions
to the General Ledger.

ADMINS enhanced the report by adding a second report that shows only the detail lines with an error to make it easier to understand what line needs to be corrected before the transactions will post to the General Ledger. Error-free lines will not be shown on this new report.

The original report is still produced; this is an additional report. If the only error is an unbalanced batch, this additional detail report will not be displayed.



1402-GLPOSTCHKERRSUM.REP Printed 13-May-2022 at 10:15:55 by THERESA City of ADMINS
Check Unposted Transactions - Summary of Errors

The following Transactions were not posted.

User	Batch#	Ref#	Code Account & Description	Budget	Opening Bal	Err
	GL Batch: 8887041	Trx Date: 18-Apr-2022	FY: 2022			
	17052	482445	AP02 0200-450-0000-004-00-00-52322 WATER-XCONNECTION SE	333.00		I
*** Total *** GL Batch#: 8887041				333.00		
*** Grand Total *** Transactions: 1 #Errors: 1				333.00		

Error Description

- A No User Access
- C Account# Fund Closed
- D Invalid Period Date for FY and Fund
- F No Matching COA
- H Missing Unposted Header Record
- I Inactive Account
- N Null Account #
- P Fiscal Period Closed
- S Summary Account
- Y Missing Fiscal Year
- UB Unbalanced Batch

Figure 1 The new report #1402 Summary of Errors report shows only the line with the error

1400-GLPOSTCHKERR.REP Printed 13-May-2022 at 10:15:54 by THERESA City of ADMINS
GL Transaction Posting Error Check

The following Batches were not posted. A single error in a batch causes the whole batch not to post.

User	Batch#	Ref#	Code Account & Description	Budget	[General Ledger]	[Subsidiary Ledger]	Encumbrance	Budget	Err
				Opening Bal	Debit	Credit	Debit	Credit	Adjustments
GL Batch: 8887041 Trx Date: 18-Apr-2022 FY: 2022									
	17052	482444	AP02 0400-000-0000-000-00-20200 ACCOUNTS PAYABLE, ST			12345.00			
	17052	482444	AP02 0400-000-0000-000-00-39300 EXPENDITURE, STORMWA		12345.00				
	17052	482444	AP02 0400-490-0000-004-00-00-51140 FY & SUMMER HELP & I				12345.00		
	17052	482445	AP02 0200-000-0000-000-00-20200 ACCOUNTS PAYABLE, WA			333.00			
	17052	482445	AP02 0200-000-0000-000-00-39300 EXPENDITURE, WATER		333.00				
	17052	482445	AP02 0200-450-0000-004-00-00-52322 WATER-XCONNECTION SE					333.00	I
*** Total *** GL Batch#: 8887041				12678.00	12678.00		12678.00		
*** Grand Total *** Transactions: 6 #Errors: 1				12678.00	12678.00		12678.00		

Error Description

- A No User Access
- C Account# Fund Closed
- D Invalid Period Date for FY and Fund
- F No Matching COA
- H Missing Unposted Header Record
- I Inactive Account
- N Null Account #
- P Fiscal Period Closed
- S Summary Account
- Y Missing Fiscal Year
- UB Unbalanced Batch

Figure 2 #1400 GL Transaction Posting Error Report

The original report showed the errors, but if there were hundreds of transactions, it could take some time to find the line with the error.

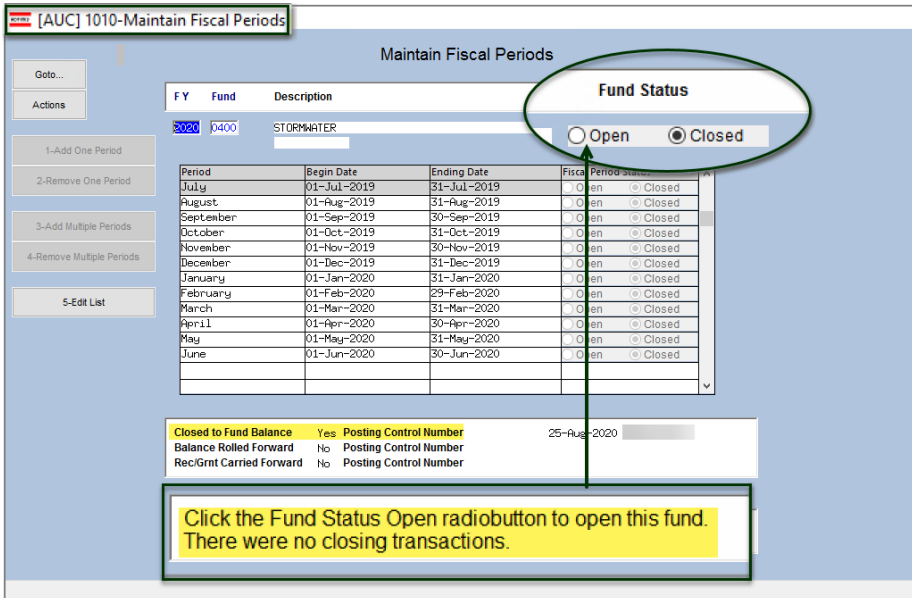
This report will always be produced.

[ADM-AUC-GL-8471]



2 RE-OPEN CLOSED FUNDS [Enhancement]

Ledgers ▶ Account Maintenance ▶ Fiscal Periods



If a fund is closed for a fiscal year via the **Close to Fund Balance** process, but there were **no closing transactions**, it can be reopened on the fiscal period table without using a reversal process. Just click on the **Open** button.

ADMINS added a note at the bottom of the Fiscal Period Table screen to click the **Fund Status Open** button on the screen, since there were no closing transactions.

Figure 3 Maintain Fiscal Periods screen notifies users that the fund can be reopened if there were no closing transactions

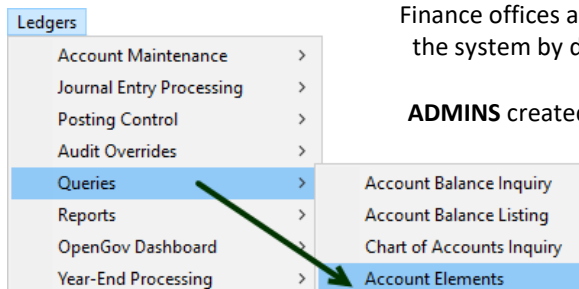
The note will not be seen for funds that were closed via the **Close to Fund Balance** process that **did have closing transactions**. Those funds must be reopened using the:

Ledgers ▶ Year End Processing ▶ Reverse Close to Fund Balance

process, described in [GL-750 Reverse Year End Close](#) guide in the **Ledgers ▶ Help Reference Library**.

[ADM-AUC-GL-8412]

3 QUERY ON ACCOUNT ELEMENTS [Enhancement]



Finance offices are sometimes asked for the list of elements available in the system by departmental users.

ADMINS created a "read only" view of the account elements screen to allow departments to get this information on their own rather than requesting it from Finance.

This preserves the data integrity while allowing departmental users to get the data when needed.



Ledgers ▶ Queries ▶ Account Elements

Account Elements Query screen shows all elements but does not allow any additions, deletions, or changes

Run the Edit List for a Report of the elements

1-Edit List

2-Fund
3-Department
4-Function
5-Program
6-Location
7-Year
8-Object

Task 1213: Element Table Listing

Element Table Listing

First Fund: Last Fund:

Select Status: All Only Active Only Inactive

Sort Report By: Element# Description

Run as Preview Print PDF CSV Excel

If Printing use Duplex: Yes No

Lookup OK Cancel Clear All

Table	Element	Description	Category 1	Description	Category 2	Description	Category 3	Description	Category 4	Description	Begin Date	Managed By	Enc?	Status	Sm?	C1?	R1?	Bd?	Srf?	
2	Fund	0096		TEST COA UDF UPLOAD [ADM-AUC-GL-8465]																
3	Fund	0097		TCC PROBLEM FUND																
4	Fund	0098		AED TESTING FUND							01-Jul-2021	THERESA	N	Active	No	Yes	No	No	No	No
5	Fund	0100	TRASH-OPERATING	TRASH	TRASH	EN	ENTERPRISE	PR	PROPRIETARY	EN										
6	Fund	0200	WATER-OPERATING	WATER	WATER	EN	ENTERPRISE	PR	PROPRIETARY	EN-W										Yes
7	Fund	0300	SEWER-OPERATING FUND	SEWER	SEWER ENTERPRISE FUND	EN	ENTERPRISE	PR	PROPRIETARY	EN-S										No
8	Fund	0400	STORMWATER							EN										No
9	Fund	1000	GENERAL FUND			GN	GENERAL	GV	GOVERNMENTAL	GENL										No
10	Fund	2000	SPECIAL REVENUE					GV	GOVERNMENTAL											No
11	Fund	2010	SCHOOL GRANTS					GV	GOVERNMENTAL											No

Figure 4 There is an edit list available for each element; the edit list for the Fund element is excerpted above

The list can be filtered for a range of the elements, by active or inactive status, and sorted by Element # or Description.

[ADM-AUC-GL-8403]

4 SUMMARY ACCOUNTS [Fix]

ADMINS restored the [1 Add Account] button to the screen, and re-numbered the remaining buttons. To access the screen, from the menu, select:

Ledgers ▶ Account Maintenance ▶ Summary Accounts

[AUC] 1020-Maintain Summary Accounts

Maintain Summary Accounts

Goto...

Actions

1-Add Account

2-Add Line(s)

FY Posting Account# Account Type

2023 0096-490-0000-004-00-00-51120 Expenditure

ASSISTANT DIRECTOR'S SALARY

Line	Summary Account	Description
1	0096-000-0000-000-00-00-51000	SALARIES
2	0000-000-0000-000-00-00-00000	

[ADM-AUC-GL-8473]



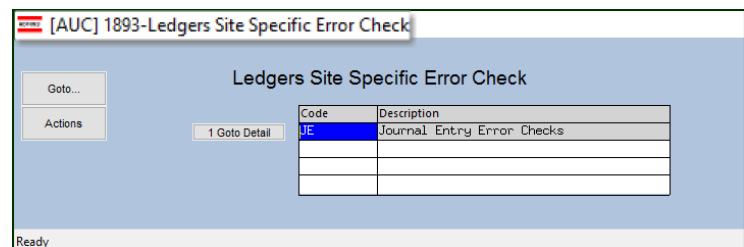
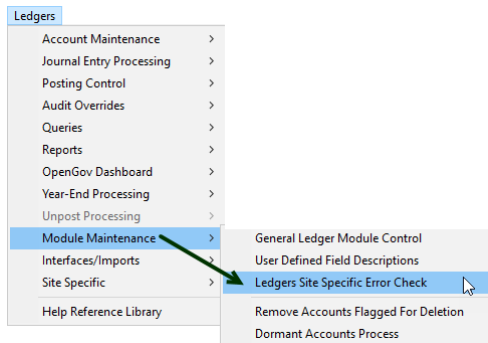
5 SITE SPECIFIC ERROR CHECKS

ADMINS offers **Site Specific Error Checks** to provide points of customization. Set the checks to work with your business rules; the ones shown here are for illustration. There are three action code options for each error check, if the system detects an error:

- ⊙ **Warning** –the user will be notified via a report, but the process will be allowed to continue
- ⊙ **Hard Error** –the user will be notified via a report with the message prefixed by three asterisks, and the process will stop and require corrective action before continuing
- ⊙ **No Message** –no report is produced/no notification is made, and the process can continue

Prior to the software update, the screens were available only via the System menu. Now, to access the checks, from the menu select:

Ledgers ▶ Module Maintenance ▶ Ledgers Site-Specific Error Checks



Click on **[1 Goto Detail]** to display the Site-Specific Error check for JE (Journal Entries); the sequences are shown below.

5.1 Ledgers Error Checks

Code	Seq	Description	Action Code
JE		Journal Entry Error Checks	
	1	Allow Account# in journal more than once	Warning
	2	Bank Code Missing on Cash Account	Warning

[ADM-AUC-SY-8238]

6 REPORTS ▶ #1291 Revenue & Expenditure Summary [Fix]

The **Excel®** version of the report did not include a separate column for encumbrances, so the calculation of total Encumbrances/Expenditures and Revenues was different from the PDF version. **ADMINS** incorporated the column in the **Excel®** output file to match the output on the Preview/Print/**PDF®** version of the output.



Original Budget	Budget Adjustments	Encumbrances & Expenditures	In-Progress Encumbrances & Expenditures	Revenue	In-Progress Revenue	Remaining Balance
7010-000-0000-000-00-51110	PROFESSIONAL SALARY	.00	.00	1,915.70	.00	(1,915.70)
7040-000-0000-000-00-49700	TRANSFER FROM GENERAL FUND	.00	.00	.00	75,000.00	75,000.00
7050-000-0000-000-00-49700	TRANSFER FROM GENERAL FUND	.00	.00	.00	150,000.00	150,000.00
7080-000-0000-000-00-49700	TRANSFER FROM GENERAL FUND	.00	.00	.00	300,000.00	300,000.00
7090-000-0000-000-00-49700	TRANSFER FROM GENERAL FUND	.00	.00	.00	150,000.00	150,000.00
8010-000-0000-000-00-42150	POLICE-OUTSIDE DETAIL FEE	.00	.00	.00	.00	(1,012.00)
8010-000-0000-000-00-51540	EXTRA DUTY PAY	.00	.00	.00	(219.52)	.00
8150-000-0000-000-00-52900	GREENWOODMIR ROOTER DRAINL	.00	.00	.00	(1,910.00)	.00
8150-000-0000-000-00-51440	BMS STUDENT ACT NURSE WAGES	.00	.00	.00	(111.24)	.00
(69,555,988.00)	(2,927,254.25)	19,924,733.63	56,602.84	12,643,330.42	24,234.07	65,234,207.81

Figure 5 The report is now the same for the PDF® and Excel® Versions

[ADM-AUC-GL-8483]

7 YEAR END → Close To Fund Balance [Enhancement]

ADMINS improved the **Close to Fund Balance** process. Before, the Debit & Credit Entries for Revenues and Expenditures were comingled. They are now shown separately to assist in presenting the information clearly.

Debit	Credit	Notes
0.00	194,956.57	Close to Fund Balance
1,594,490.30	0.00	Close to Fund Balance
1,594,490.30	194,956.57	

Figure 6 Before – DR & CR for Revenue and Expenditures were comingled in the Close to Fund Balance

Debit	Credit	Notes
0.00	194,956.57	Close to Fund Balance
1,594,490.30	0.00	Close to Fund Balance
1,594,490.30	194,956.57	

Figure 4 After – DR & CR for Revenue and Expenditures are reported with dollar amounts for each

To run the **Close to Fund balance**, follow the directions in [GL-740 Year End Closing](#) in the Help Reference Library; from the menu, select:



Ledgers ▶ Year End Processing ▶ Close to Fund Balance



Figure 7 The Close to Fund Balance – sample shown is for a FY ending June 30, 2022

[ADM-AUC-GL-8469

8 CLEARING DATA FROM A FIELD [INFORMATION]

When removing data in a field use {Spacebar} | {Enter} to clear the field.

8.1 Example – Voiding a “No Check” or “Wire” in Accounts Payable

Users report being unable to remove data from a field on a screen. For example, processing a “No Check” or “Wire” in Accounts Payable stamps the cleared date on the record when it is disbursed. To void a “No Check”, or “Wire”, the “Cleared Date” for the transaction must be blank. From the menu, select:

Accounts Payable ▶ Bank Reconciliation ▶ Bank Account Management – By Check Date

1 Check	2 Check Date	Type	Warrant#	Payable To	Amount	Status	Voided	Cleared	Detail
4000210	15-Nov-2018	No Chec	005831	AFL-CIO AFSCME LOCAL 747	20,00	Issued		22-Oct-2018	6 View Detail
4000211	15-Nov-2018	No Chec	005831	AFLAC- DTS/DENTAL GA	63,57	Issued		22-Oct-2018	
4000212	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC - WELLS	370,19	Issued		22-Oct-2018	
4000213	15-Nov-2018	No Chec	005831	GREAT-WEST RETIREM SVC-WELLS	123,00	Issued		22-Oct-2018	6 View Detail
9001797	15-Nov-2018	Wire Tr	005831	MUTUAL OF OMAHA CO	13,50	Issued		22-Oct-2018	

While the example uses the Accounts Payable cleared date, this works on most fields in the AUC system.

[ADM-AUC-SY-8242]



9 WEEKLY SYSTEM-GENERATED EMAILS [Enhancement]

The overnight and weekly jobs check on the status of attachments, the presence of “stale” transactions, and the validity of control and fiscal period tables, to name just a few.

ADMINS enhanced the checking for General Ledger Unposted transactions older than 30 days during the weekly job. Prior to the software update, the process only checked the transaction date, so if something was put in with a future date but entered more than 30 days ago it would not show up in this report until at least 60 days after it was entered.

Now the process checks if the transaction date OR the entry date was more than 30 days ago and includes those transactions on the report. The email addresses listed on the GLUNPST Distribution list will receive the email notification that looks like this:

Email Distribution Lists			
Distribution Code	GLUNPST	Weekly: Unposted GL Entries	<input checked="" type="checkbox"/> System Default Distribution List
User Name	Full Name	Email Address	Status
THERESA	Theresa	theresa@admins.com	Active
WENDY	Wendy Tarantola	wendy@admins.com	Active

- Weekly: Period Header Table missing Funds
- Weekly: Fund in Period Table with less than 12 periods
- Weekly: Unposted PO Change Orders older than 4 days
- Weekly: Unposted Voucher Change Orders older than 4 days
- Weekly: GL Transactions awaiting processing - Older than 30 Days
- Weekly: In-Progress Journal Entries older than 30 Days
- Weekly: Summary In-Progress Journal Entries
- Weekly: Open Vouchers showing Account Detail
- Weekly: Summary In-Progress Vouchers
- Weekly: Summary In-Progress Purchase Orders
- Weekly: Broken Attachment Links

Figure 8 Partial list of emails generated from the weekly job

The image in Figure 8 shows many of the jobs that run on a weekly basis. Not all jobs are in the list, as some are site-specific.

Read SY-150 Email Distribution Lists for detailed information on adding users to the list.

FY	Batch #	Date	Refer#	Code	Account / Notes	Description	Budget/Regl'd	Debit	Credit	Encumbrance	Budget Adj
2022	003571	23-Feb-2022	3517	HR01	0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, LMT			121694.88		
2022	003571	23-Feb-2022	3517	HR01	0200-000-0000-000-00-00-20210	ACCRUED PAYROLL, LMT					
2022	003571	23-Feb-2022	3517	HR01	0200-000-0000-000-00-00-20210	EXPENDITURE, WATER	240000.00				
2022	003571	23-Feb-2022	3517	HR01	0200-000-0000-000-00-00-20210	EXPENDITURE, WATER		1.00			
2022	003571	23-Feb-2022	3517	HR01	0200-450-0000-004-00-00-21110	DIRECTOR	240000.00				
2022	003571	23-Feb-2022	3517	EMP	0200-450-0000-004-00-00-21140	EMP: BUNNAB HOSE: 142120618R-01					
2022	003571	23-Feb-2022	3517	EMP	0200-450-0000-004-00-00-21140	EMP: BUNNAB HOSE: 120047825E-01					
2022	003571	23-Feb-2022	3517	HR01	1000-000-0000-000-00-00-20210	ACCRUED PAYROLL, GEN			70070.23		

Figure 9 Sample email generated from the weekly job

Users receiving the email should review the reports and resolve any issues.

[ADM-AUC-GL-8482]

10 HELP REFERENCE LIBRARY

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

10.1 New or Updated Documents

Account Maintenance
Fiscal Year End

[GL-230 Summary Accounts](#)
[GL-740 Year End Closing](#)

Updated
Updated



10.2 New Content on ADMINS.com

Reverse a Journal Entry	[New]
Clear Data from a Field [1:17]	[New]
Favorites Screen	[New]
How to Exit from AUC	[New]
Index of Help Documents	[New]
Log in to the Training Area	[New]
Quick Task Selector	[New]
Reset an AUC Password	[New]