

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 <u>support@admins.com</u> 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 wil 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.





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





This report will always be produced.

Figure 2 #1400 GL Transaction Posting Error Report

[ADM-AUC-GL-8471]

2 RE-OPEN CLOSED FUNDS [Enhancement]

Ledgers Account Maintenance Fiscal Periods

[AUC] 1010-Main	intain Fiscal Periods	
	Maintain Fiscal Periods	
Goto		
Actions	FY Fund Description Fund Status	
	NOT MOD STORMUTER	
	Open Oclosed	
1-Add One Period		
2 Demous One Desired	Period Begin Date Ending Date Fisca Period states	
2-Remove one Period	July 01-Jul-2019 31-Jul-2019 0 en Olosed	
	August 01-Aug-2019 31-Aug-2019 0 en Olosed	
3-Add Multiple Periods	September 01-Sep-2019 30-Sep-2019 0 en Olosed	
	Uctober 01-Uct-2019 31-Uct-2019 0 en Closed	
Remove Multiple Periods	November U1-Nov-2019 30-Nov-2019 O en Closed	
	Jecember 01-Jec-2019 31-Jec-2019 Oven Closed	
	January 01-Jan-2020 31-Jan-2020 Olen Closed	
5-Edit List	Manah 01-Mana 2020 23-F65-2020 0 en Closed	
	Parisi Olimani2020 Stimani2020 Olimi Olised	
	Mau 01-Mau-2020 30-Mau-2020 0 den Olosed	
	Lune 01-Lun-2020 30-Lun-2020 0 an Closed	
	Closed to Fund Balance Yes Posting Control Number 25-Aus -2020	
	Balance Rolled Forward No Posting Control Number	
	Rec/Grnt Carried Forward No Posting Control Number	
	Click the Fund Status Open radiobutton to open this fund	
	The second	
	There were no closing transactions.	
	P	

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 \odot **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 <u>GL-750 Reverse Year End Close</u> guide in the Ledgers Help Reference Library.

[ADM-AUC-GL-8412]

3 QUERY ON ACCOUNT ELEMENTS [Enhancement]

Ledgers				I
Acc	ount Maintenance	>		
Jou	rnal Entry Processing	>		
Pos	ting Control	>		
Auc	dit Overrides	>		
Qu	eries	>		Acco
Rep	oorts	>		Acco
Op	enGov Dashboard			Char
Yea	r-End Processing	>	A	Acco

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.

Account Balance Inquiry Account Balance Listing Chart of Accounts Inquiry Account Elements

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



Entry [AU	JC] 1314-Mainta	ain Elements - <mark>Read</mark>	Only														
	Maintain Elements - Read Only-Fund																
Goto	· .	Description			0-1	Cub Class	Summery Close?	<u> </u>									
Actions	s	Description		Group Type	Categor	y Sub-class	Fundy Theor	ACCO	unt Ele	ements							
	0000						OY ON OY O	Query	screer	n shows							
4. 5.49.1.54	0096	TEST COA UDF UPLOAD	C				$\bigcirc Y \odot N \odot Y \bigcirc$	all eler	nents t	but does							
1-Edit List	< 0097	TOC PROBLEM FUND	R	un the Edit L	ist for a				t allow								
_		TRASH-OPERATING	Re	port of the e	lement			110		any							
	200	WATER-OPERATING	- '``		iement.	N-W		additio	ons, de	eletions,							
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6-Location	2030	SCHOOL SECORT Y VIS	🔳 Task	1213: Element Table Listin	g					×							
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1 Table Element	Description	ADM-AUC-GL-84651	Category 1	Description	Category 2	Description	Category 3	Description	Category 4	Description	Begin Date	Managed By THERESA	Enc? Statu	IS Sm?	CI? RI?	Bd? S	RF?
3 Fund 0097	TOC PROBLEM FUND	[mom-A00-00-0400]									01-30-2021	THEREOM	N Activ	e No	Yes No	No N	0
4 Fund 0098	AED TESTING FUND										01-Jul-2021		Y Activ	e No	Yes No	No N	0
5 Fund 0100	TRASH-OPERATING		TRASH	TRASH	EN	ENTERPRISE	PR	PROPRIETARY	EN W	ENTERPRISE			Activ	e No	Yes No	No N	0
7 Fund 0300	SEWER-OPERATING FUR	ID	SEWER	SEWER ENTERPRISE FUNE) EN	ENTERPRISE	PR	PROPRIETARY	EN-S	ENT SEWER			N Activ	e No	Yes No	NO N	0
8 Fund 0400	STORMWATER								EN	ENTERPRISE	01-Jul-2020		Y Activ	e No	Yes No	No N	0
9 Fund 1000	GENERAL FUND				GN	GENERAL	GV	GOVERNMENTAL	GENL	GENERAL FUND			Activ	e No	Yes No	No N	0
10 Fund 2000	SPECIAL REVENUE						GV	GOVERNMENTAL					Activ	e Yes e No	Yes No.	No N	0
2010	Source Store Store						01	OO TETOINENTAL					Acav	io	100 110		·

Ledgers > Queries > Account Elements

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-Mair	tain Summary Accounts	
Goto	Maintain Su	immary Accounts
Actions	FY Posting Account# 2023 0096-490-0000-004-00-00-51120 ASSISTANT DIRECTOR'S SALARY	Account Type Expenditure
2-Add Line(s)	Line Summary Account	Description
2 Fra 18.	1 0096-000-0000-000-000-51000 2 0000-000-000-000-000-51000	SALARIES

[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**[®] outupt file to match the output on the Preview/Print/**PDF**[®] version of the output.



	1291-GLREVEXPWIP.REP	Printed 13-May-2022 at 10,57	158 by THERESA						Page 27
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	7080-000-0000-000-00-00-4970	D TRANSFER FROM GENERAL FUND	.00	.00	.00	.00	300,000.00	.00	300,000.00
	7090-000-0000-000-00-00-4970	J TRANSPER FROM GENERAL FUND	.00	.00	.00	.00	150,000.00	.00	150,000.00
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Figure 5 The report is now the same for the PDF® and Excel® Versions

[ADM-AUC-GL-8483]

7 YEAR END \rightarrow 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.

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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 <u>GL–740 Year End Closing</u> in the Help Reference Library; from the menu, select:



Ledgers > Year End Processing > Close to Fund Balance

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- Cut	Close to Fund Balance			
Actions	Fiscal Year Fund Ending Date			
	If Validation Errors are Found Stop After			
	First Error Listed O All Errors Listed Do you Roll Encumbrance to PYE			
	No - Do Not Roll Enc to PYE Yes - Roll Enc to PYE			
	Default Fund Selection Close to FB			
	1-Select for Processing			
Ready			то	FUP



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:

			Bank	Account N	lanagement	t			
<u>G</u> oto	Bank:	EAST							
Actions 3 Listing 4 Clear Checks 5 To Bank	BANK TESTING	FOR TOC 1	Last Ck# 0323		View All Checks Outstanding Cher Cleared Checks Voided Checks	Res Fror cks	trict View to CP n To	neck Date	
1 Check 2 Check 4000210 15-Nov-	Date Type 2018 No Che	Warrant c 005831	Payable To AFL-CIO AFSCME LOCAL 747		Amount 20.00	Status Issued	Voided	Cleared 22-Oct-2018	Detail 6 View Detail
4000211 15-Nov-	2018 No Che	c 005831	AFLAC- DIS/DENTAL GA		63.57	Issued		22-Oct-2018	
4000212 15-Nov-	2018 No Che	c 005831	GREAT-WEST RETIREM SVC - WELL	LS	370,19	Issued	~	22-Oct-2018	
The system date, posi	m has au ition the	itomat cursor	ically supplied a cleare in the field and press	ed date. Te { Spaceba	o erase the r} {Enter}	a		22-Oct-2018 22-Oct-2018 22-Oct-2018 12-Oct-2018	
9001795 28-Sep-	2018 Wire T	r 005830	TOWN OF BELL-GROUP INS CL T F	F	208.74	Issued		22-Oct-2018	
4000210 15-Nov-	- <mark>2018</mark> No Che	c 005831	AFL-CIO AFSCME LOCAL 747		20,00	Issued		22-Oct-2018	
4000211 15-Nov-	-2018 No Che -2018 No Che	c 005831	AFLAC- DIS/DENTAL GA	15	63,57	Issued Issued		22-0ct-2018	
4000213 15-Nov-	-2018 No Che	c 005831	GREAT-WEST RETIREM SVC-WELLS		123,00	Issued		22-Oct-2018	6 View Detail
9001797 15-Nov-	-2018 Wire T	r 005831	MUTUAL OF OMAHA CO		13,50	Issued		22-0ct-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 sofware 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 0	GL Entries	🖌 System Defau	It Distribution	List				
User Name	Full Name	Email Address		Status	~				
THERESA	Theresa	theresa@admins.co	m	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 30 Days Weekly: In-Progress Journal Entries older than 30 Days Weekly: In-Progress Journal Entries older than 30 Days Weekly: Open Vouchers showing Account Detail Weekly: Summary In-Progress Vouchers Weekly: Summary In-Progress Vuchase Orders Weekly: Summary In-Progress Purchase Orders Weekly: Summary In-Progress Purchase Orders Weekly: Souch 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.

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]