



General Ledger

Release Notes

June 2023

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

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1 Journal Entry Line Notes – 80 Characters [Fix]

Journal entries can be created with a line note for each line of the journal. While the maximum length of the note used to be 40 characters, it was expanded to 80 characters. Before the software update the Line Note was only writing 40 characters to transaction history, and only 40 characters of the line note were available to display on the **Excel®** reports. To see an example of this on the Transaction History screen, from the menu, select:

Ledgers ▶ Queries ▶ Transaction History ▶ [5 Trx Date] ▶ [8 Excel]

Click on the **[Display -Notes]** option on the flexible display column on the right side of the screen. Choose a Journal Entry (JE) with line notes entered during the creation of the JE.

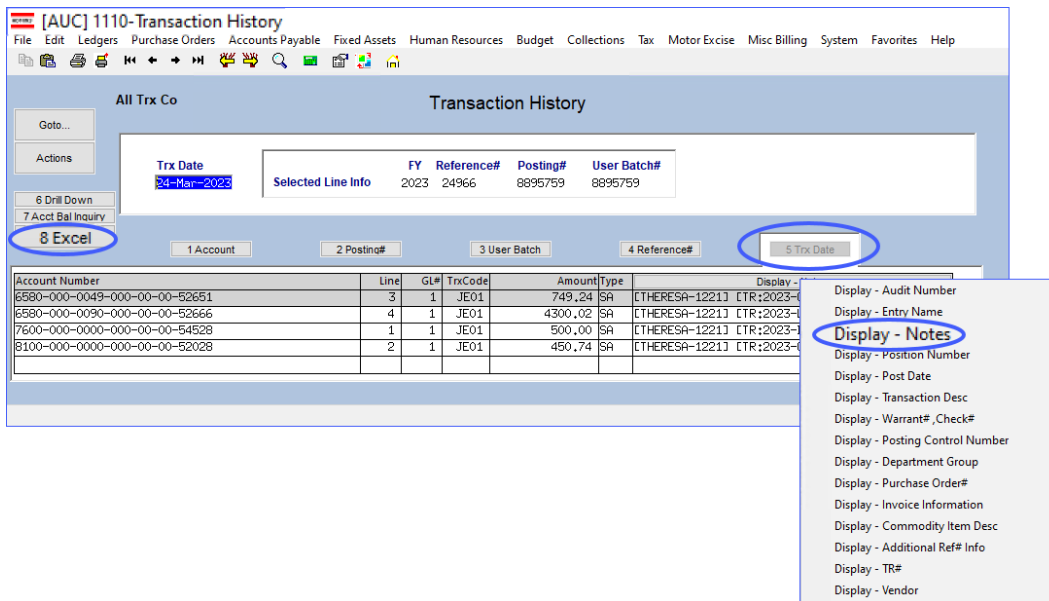


Figure 1 Transaction History – Display Notes selected

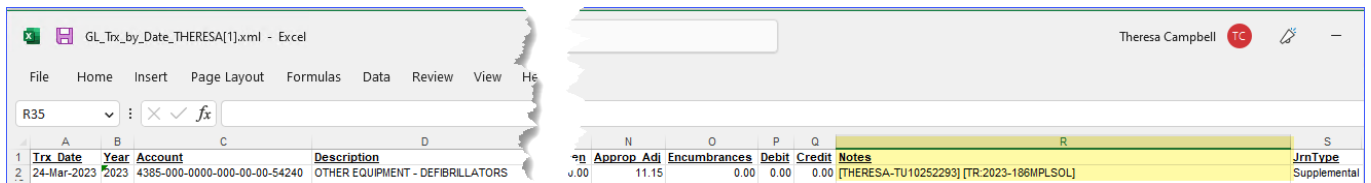


Figure 2 Only 40 characters were written to the transaction history

With the software update, the transaction history will have all 80 characters to display on reports and screens.

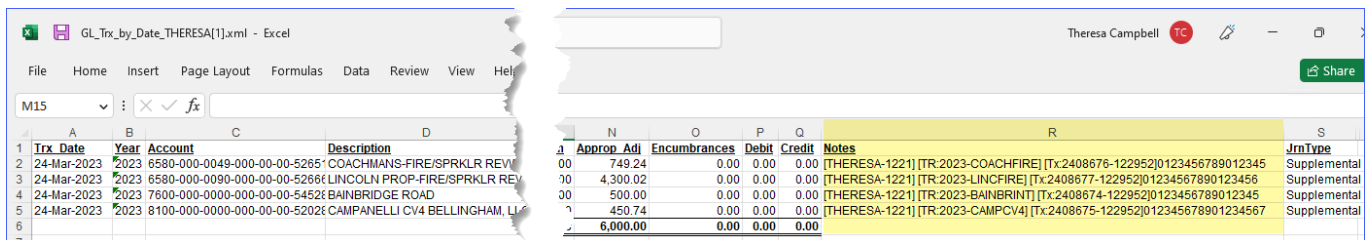


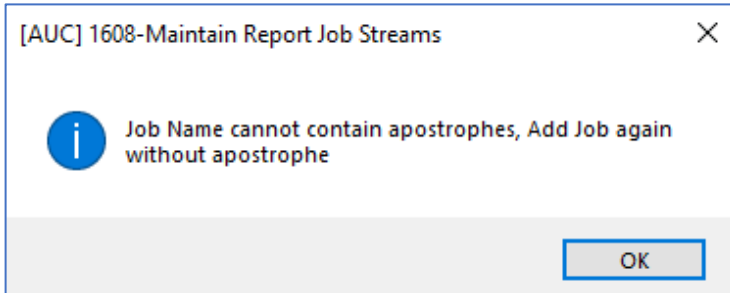
Figure 3 After –entire note (up to 80 characters) is written to the transaction history & displayed on the Excel® report

[ADM-AUC-GL-8519]



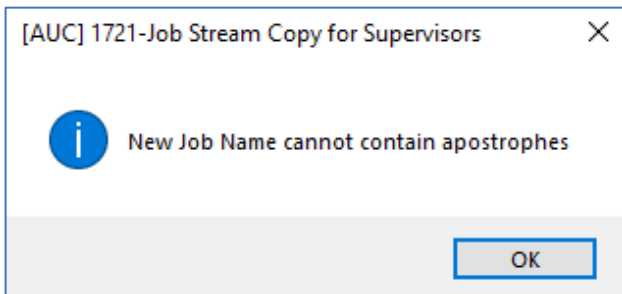
2 Job Stream Report Names – No Apostrophes Allowed [Fix]

ADMINS refined the rule for job stream names because the copy job stream was not copying the job if the original or new job stream name used an apostrophe. Now, if a new job stream is created with a name that includes an apostrophe, the system will pop up a message like this:



During the software update, **ADMINS** will remove any apostrophes from the existing job stream names.

When copying a job stream from one user to another, if the new job stream name is entered with an apostrophe, the system will pop up a message like this:



[ADM-AUC-GL-8520]

3 Supplemental JEs Created by Treasury Receipts [Fix]

Before the software update, when SA journals for expenditure accounts were captured as work in progress, the transactions in the work in progress file made it appear as though they are expenses against an account. **ADMINS** corrected this and now the supplemental journal entries created by Treasury Receipts will properly reflect the work in progress.

[ADM-AUC-RC-8573]

4 Reports -More Description in Excel [Enhancement]

ADMINS updated two reports to provide more of the description field in the Excel Output.

4.1 #1652 Chart of Account Listing

To access this report, from the menu, select:



Ledgers ▶ Reports ▶ Report Library ▶ [4 Other]



Figure 4 Select the report and choose options; check the Excel radio button

FY	Account#	Description	Type	Sub	Entity	Cash	SpecRev	Intfund	IntDis	Copy	NxtFY	Excl	Mill	Rate	Bud	Type	Budget
2023	0300-919-0000-000-00-69365	MECHANIC ST SWR PUMP & FORCE MAIN DWNS	E	P	1	N	N	N	N	Y	N	N	N	N	U	ARTICLES	
2023	0300-919-0000-000-00-69366	CONVERT STLBK ELEM SEPTIC SYST TO TOW	E	P	1	N	N	N	N	Y	N	N	N	N	U	ARTICLES	
2023	0300-920-0000-000-00-69354	PINE GROVE AVE SWR PMP STN - PH II ART	E	P	1	N	N	N	N	Y	N	N	N	N	U	ARTICLES	
2023	0300-920-0000-000-00-69406	PINE GROVE AV SWR PMP ST ART 16 ATM 5/	E	P	1	N	Y	N	N	Y	N	N	N	N	U	ARTICLES	
2023	0300-921-0000-000-00-35-69365	MECHANIC ST SWR PUMP & FORCE MAIN DWNS	E	P	1	N	N	N	N	Y	N	N	N	N	U	UNCL	
2023	0300-921-0000-000-00-35-69366	CONVERT STLLBRK SEPTIC TO TOWN SEWER	E	P	1	N	N	N	N	Y	N	N	N	N	U	UNCL	
2023	0300-923-0000-000-00-69441	STM OCT 2017 ART 5 MECHANIC ST SEWER S	E	P	1	N	Y	N	N	Y	N	N	N	N	U	UNCL	
2023	0300-923-0000-000-00-69442	STM OCT 2017 ART 5 WRENTHAM MANOR GRIN	E	P	1	N	Y	N	N	Y	N	N	N	N	U	UNCL	
2023	0300-923-0000-000-00-69452	STM OCT 2017 ART 6 FAC FOREMAN PICK UP	E	P	1	N	Y	N	N	Y	N	N	N	N	U	UNCL	
2023	0300-923-0000-000-00-69453	STM OCT 2017 ART 6 DPW PROJECT MGR FOR	E	P	1	N	Y	N	N	Y	N	N	N	N	U	UNCL	
2023	0300-924-0000-000-00-68130	A5 (I) STM 111418 DPW VACJET VEH \$425K	E	P	1	N	N	N	N	Y	N	N	N	N	U	UNCL	
2023	0300-924-0000-000-00-68133	A5 (L) STM 111418 INFILTR/INFLOW STUDY	E	P	1	N	N	N	N	Y	N	N	N	N	U	UNCL	
2023	0300-924-0000-000-00-68144	A6 STM 111418 DPW PICKUP REPL BW1	E	P	1	N	N	N	N	Y	N	N	N	N	U	UNCL	
2023	0300-924-0000-000-00-68145	A6 STM 111418 DPW TRANSIT VANS	E	P	1	N	N	N	N	Y	N	N	N	N	U	UNCL	
2023	0300-925-0000-000-00-69470	A5 STM 111319 GENERATOR NO MAIN \$120K	E	P	1	N	N	N	N	Y	N	N	N	N	U	UNCL	
2023	0300-926-0000-000-00-69498	A6 STM 111820 NO MAIN ST GENERATOR	E	P	1	N	N	N	N	Y	N	N	N	N	U	UNCL	

Figure 5 Before – the Descriptions in Column C were truncated

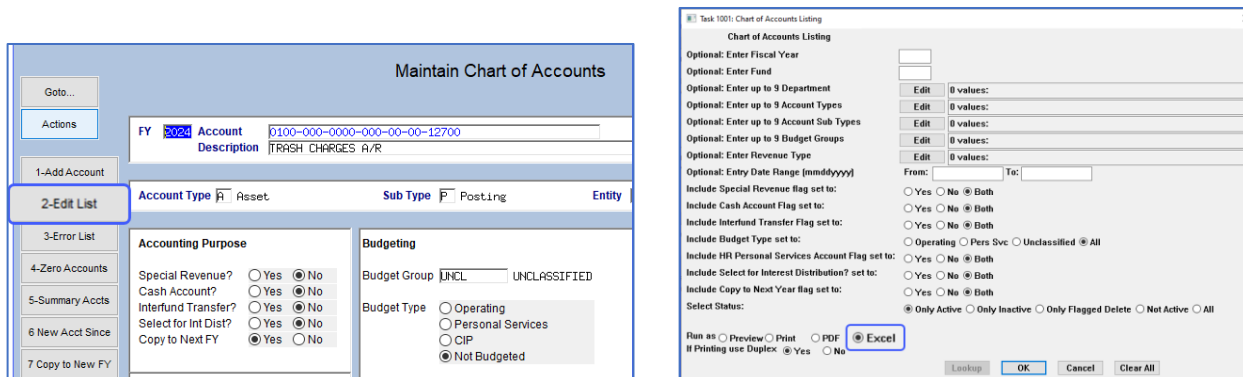
FY	Account#	Description	Type	Sub	Entity	Cash	SpecRev	Intfund	IntDis	Copy
2023	0300-919-0000-000-00-69365	MECHANIC ST SWR PUMP & FORCE MAIN DWNSZE ART 14 ATM 5/14	E	P	1	N	N	N	N	Y
2023	0300-919-0000-000-00-69366	CONVERT STLBK ELEM SEPTIC SYST TO TOWN SWR ART 14 5/14	E	P	1	N	N	N	N	Y
2023	0300-920-0000-000-00-69354	PINE GROVE AVE SWR PMP STN - PH II ART 13 ATM 5/15	E	P	1	N	N	N	N	Y
2023	0300-920-0000-000-00-69406	PINE GROVE AV SWR PMP ST ART 16 ATM 5/25/16	E	P	1	N	Y	N	N	Y
2023	0300-921-0000-000-00-35-69365	MECHANIC ST SWR PUMP & FORCE MAIN DWNSIZE	E	P	1	N	N	N	N	Y
2023	0300-921-0000-000-00-35-69366	CONVERT STLLBRK SEPTIC TO TOWN SEWER	E	P	1	N	N	N	N	Y
2023	0300-923-0000-000-00-69441	STM OCT 2017 ART 5 MECHANIC ST SEWER STATION	E	P	1	N	Y	N	N	Y
2023	0300-923-0000-000-00-69442	STM OCT 2017 ART 5 WRENTHAM MANOR GRINDER	E	P	1	N	Y	N	N	Y
2023	0300-923-0000-000-00-69452	STM OCT 2017 ART 6 FAC FOREMAN PICK UP W/PLOW	E	P	1	N	Y	N	N	Y
2023	0300-923-0000-000-00-69453	STM OCT 2017 ART 6 DPW PROJECT MGR FORD EXPLORER	E	P	1	N	Y	N	N	Y
2023	0300-924-0000-000-00-68130	A5 (I) STM 111418 DPW VACJET VEH \$425K	E	P	1	N	N	N	N	Y
2023	0300-924-0000-000-00-68133	A5 (L) STM 111418 INFILTR/INFLOW STUDY	E	P	1	N	N	N	N	Y
2023	0300-924-0000-000-00-68144	A6 STM 111418 DPW PICKUP REPL BW1	E	P	1	N	N	N	N	Y
2023	0300-924-0000-000-00-68145	A6 STM 111418 DPW TRANSIT VANS	E	P	1	N	N	N	N	Y
2023	0300-925-0000-000-00-69470	A5 STM 111319 GENERATOR NO MAIN \$120K	E	P	1	N	N	N	N	Y

Figure 6 After – the Descriptions in Column C are shown in full

4.2 #1001 Chart of Accounts Edit List

To run this report, from the menu, select:

Ledgers ▶ Account Maintenance ▶ Chart of Accounts ▶ [2 Edit List]



Make selections on the Chart of Accounts Listing prompt; be sure to select **Excel**.



A	B	C	D	E	F	G	H	I	J	K	L	M
FY	Account#	Description	Type	SubT	Entity	Cash	SpecRev	Intfund	IntDis	Copy_NxtFY	Excl_Mlll_Rate	Bud_Typ
2023	0300-919-0000-000-00-69365	MECHANIC ST SWR PUMP & FORCE MAIN DWNS	E	P	1	N	N	N		Y	N	U
2023	0300-919-0000-000-00-69366	CONVERT STLBRK ELEM SEPTIC SYST TO TOW	E	P	1	N	N	N		Y	N	U
2023	0300-920-0000-000-00-69354	PINE GROVE AVE SWR PMP STN - PH II ART	E	P	1	N	N	N		Y	N	U
2023	0300-920-0000-000-00-69406	PINE GROVE AV SWR PMP ST ART 16 ATM 5/	E	P	1	N	Y	N		Y	N	U
2023	0300-921-0000-000-00-35-69365	MECHANIC ST SWR PUMP & FORCE MAIN DWNS	E	P	1	N	N	N		Y	N	U
2023	0300-921-0000-000-00-35-69366	CONVERT STLLBRK SEPTIC TO TOWN SEWER	E	P	1	N	N	N		Y	N	U
2023	0300-923-0000-000-00-69441	STM OCT 2017 ART 5 MECHANIC ST SEWER S	E	P	1	N	Y	N		Y	N	U
2023	0300-923-0000-000-00-69442	STM OCT 2017 ART 5 WRENTHAM MANOR GRIN	E	P	1	N	Y	N		Y	N	U
2023	0300-923-0000-000-00-69452	STM OCT 2017 ART 6 FAC FOREMAN PICK UP	E	P	1	N	Y	N		Y	N	U
2023	0300-923-0000-000-00-69453	STM OCT 2017 ART 6 DPW PROJECT MGR FOR	E	P	1	N	Y	N		Y	N	U
2023	0300-924-0000-000-00-68130	A5 (I) STM 111418 DPW VACJET VEH \$425K	E	P	1	N	N	N		Y	N	U
2023	0300-924-0000-000-00-68133	A5 (L) STM 111418 INFILTR/INFLOW STUDY	E	P	1	N	N	N		Y	N	U
2023	0300-924-0000-000-00-68144	A6 STM 111418 DPW PICKUP REPL BW1	E	P	1	N	N	N		Y	N	U

Figure 7 Before – the descriptions were truncated in Column C

A	B	C	D	E	F	G	H	I	J	K
FY	Account#	Description	Type	SubT	Entity	Cash	SpecRev	Intfund	IntDis	Copy_NxtFY
2023	0300-919-0000-000-00-69365	MECHANIC ST SWR PUMP & FORCE MAIN DWNSIZE ART 14 ATM 5/14	E	P	1	N	N	N		Y
2023	0300-919-0000-000-00-69366	CONVERT STLBRK ELEM SEPTIC SYST TO TOWN SWR ART 14 5/14	E	P	1	N	N	N		Y
2023	0300-920-0000-000-00-69354	PINE GROVE AVE SWR PMP STN - PH II ART 13 ATM 5/15	E	P	1	N	N	N		Y
2023	0300-920-0000-000-00-69406	PINE GROVE AV SWR PMP ST ART 16 ATM 5/25/16	E	P	1	N	Y	N		Y
2023	0300-921-0000-000-00-35-69365	MECHANIC ST SWR PUMP & FORCE MAIN DWNSIZE	E	P	1	N	N	N		Y
2023	0300-921-0000-000-00-35-69366	CONVERT STLLBRK SEPTIC TO TOWN SEWER	E	P	1	N	N	N		Y
2023	0300-923-0000-000-00-69441	STM OCT 2017 ART 5 MECHANIC ST SEWER STATION	E	P	1	N	Y	N		Y
2023	0300-923-0000-000-00-69442	STM OCT 2017 ART 5 WRENTHAM MANOR GRINDER	E	P	1	N	Y	N		Y
2023	0300-923-0000-000-00-69452	STM OCT 2017 ART 6 FAC FOREMAN PICK UP W/PLOW	E	P	1	N	Y	N		Y
2023	0300-923-0000-000-00-69453	STM OCT 2017 ART 6 DPW PROJECT MGR FORD EXPLORER	E	P	1	N	Y	N		Y
2023	0300-924-0000-000-00-68130	A5 (I) STM 111418 DPW VACJET VEH \$425K	E	P	1	N	N	N		Y
2023	0300-924-0000-000-00-68133	A5 (L) STM 111418 INFILTR/INFLOW STUDY	E	P	1	N	N	N		Y
2023	0300-924-0000-000-00-68144	A6 STM 111418 DPW PICKUP REPL BW1	E	P	1	N	N	N		Y
2023	0300-924-0000-000-00-68145	A6 STM 111418 DPW TRANSIT VANS	E	P	1	N	N	N		Y
2023	0300-925-0000-000-00-69470	A5 STM 111319 GENERATOR NO MAIN \$120K	E	P	1	N	N	N		Y

Figure 8 After – the descriptions are shown in full

[ADM-AUC-GL-8516]

5 Help Reference Library & ADMINS Website

Added the following new or updated documents to the Help Reference Library and content to **ADMINS.com**:

5.1 New & Updated Documentation in the Help Reference Library

Interfaces

GL-870 CUSI/UMS Interfaces

[Updated]

5.2 New Content on ADMINS.com

[Maintaining Email Distribution Lists](#)

[New]

[Printing to the Local Printer](#)



[New]

5.3 ADMINS Video Library

Please check out these [Videos & Quick Tips \(admins.com\)](#). These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for “once in a while” tasks. The videos provide “just-in-time” training when new staff are coming aboard.



support@admins.com

Home What's New Videos & Quick Tips Library ▾ More ▾ 

AUC Video Launchpad

Below is a list of training videos for new users to get acquainted with AUC, and for current users to take a deeper dive into a process or get a refresher for "once a year" tasks.

Getting Started

- [Logging In to AUC & Basics](#) (7:00)
- [Logging out of AUC](#) (1:54)
- [Reset AUC Password](#) (2:00)
- [Use the Training Area](#) (2:04)
- [Clear Data From A Field](#) (1:17)
- [Favorites Screen](#) (2:23)
- [Index Of Help Documents](#) (0:51)
- [Reprinting A Report](#) (4:20)
- [Optimize the PDF Viewer](#) (3:37)
- [Email Signatures](#) (1:36)
- [Quick Task & Report Button](#) (2:12)
- [Check for Record Locks](#) (2:14)
- [Attachments in AUC](#) (4:20)
- [How to Configure RDP for Local Printers](#) (2:19)

GL Training

- [Add a New GL Account](#) (4:07)
- [Budget Transfers via a JE](#) (2:55)
- [Drill Down on Account](#) (4:51)
- [Transaction History Queries](#) (7:07)
- [General Ledger Reports](#) (10:09)
- [Expenditure Summary Report](#) (4:04)
- [Set Up A New Fund](#) (9:17)
- [Automate Reports using Job Stream](#) (24:28)
- [How to Upload a Journal Entry](#) (5:57)
- [How to Reverse a Journal Entry](#) (4:08)
- [Fixed Assets Module](#) (1 hour 21 minutes)
- [Budget Transfers via a Journal Entry \(HVMA\)](#) (3:00)

AP/PO Training

- [Approvals - The AP/PO Dashboard](#) (3:49)
- [Purchase Order Entry](#) (7:28)
- [Reprint Purchase Order](#) (3:17)
- [PO Change Orders](#) (5:43)
- [Request A PO Liquidation](#) (2:34)
- [Liquidate a PO](#) (3:11)
- [Create a Direct Payment Voucher](#) (5:35)
- [Create a Voucher from a PO](#) (6:20)
- [Voucher Change Orders](#) (4:22)
- [Liquidate a Voucher](#) (4:16)
- [Transfer AP Voucher Batch](#) (4:22)
- [Delete AP Vouchers/Batch](#) (2:29)
- [PO Queries](#) (7:14)
- [PO & Voucher Reports](#) (2:47)
- [Querying Vouchers](#) (5:29)
- [Add a New Vendor](#) (2:54)
- [Vendor Attachments](#) (2:50)
- [Add a Vendor Remit Address](#) (3:20)
- [Voucher Selection Error Report](#) (2:59)
- [AP Disbursement Process](#) (10:45)

Collections & Tax

- [Enter Bill Payment Receipts](#) (7:14)
- [Enter Treasury/ Departmental Receipts](#) (10:57)
- [Reprint a Bill](#) (4:01)
- [Bill Inquiry Screen](#) (7:26)
- [Bill Locator Screen](#) (3:30)

HR Training

- [Create A Payroll Warrant](#) (3:31)
- [Timesheet Entry](#) (7:34)
- [HR Adjustment via Employee](#)
- [Maintenance Screen](#) (3:49)
- [How To "Uncalculate" A Warrant](#) (2:14)
- [Create A Recon File After Warrant Is Posted](#) (1:10)
- [Add Historical Salary Change Record](#) (2:47)

Power Users & IT Staff

- [Email Distribution Lists](#) (4:34)
- [User Account Security](#) (6:32)

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.

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