General Ledger

Release Notes   June 2024

This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **General Ledger** system. The Budget Summary and Reports that exclude any appropriations rolled forward were updated.

CONTENTS

1 DP01 "In Progress" Transactions in the GL Query Screens

Before the software update **Treasury Receipt (DP01)** transactions were not included in work-in-progress query screens. Now **DP01 Treasury Receipt** transactions will be shown as work-in-progress in the queries.

This sample shows a **DP01** transaction for account number **0100-000-0000-000-00-00-48400.**

To view Work in Progress Transactions, from the menu select:

Ledgers ▶ Queries ▶ Review Work in Progress Transactions
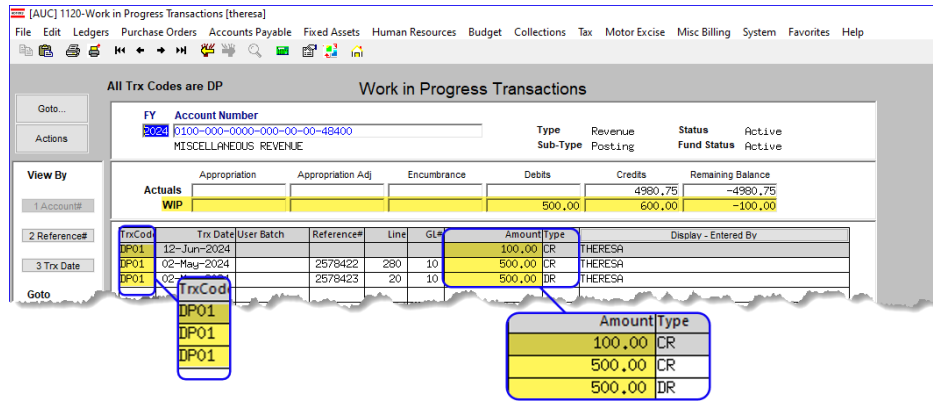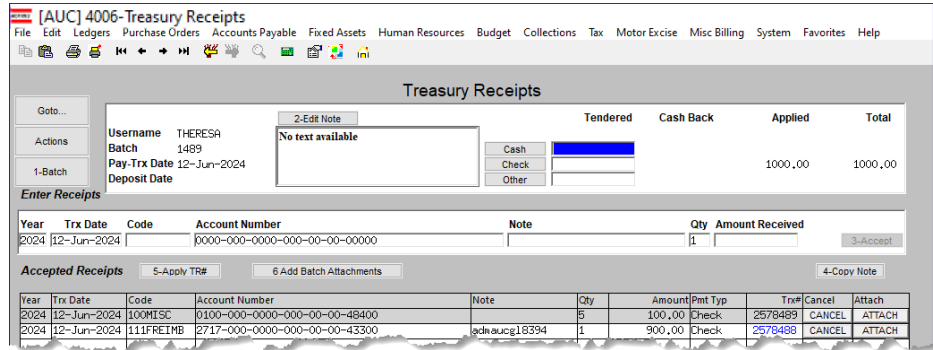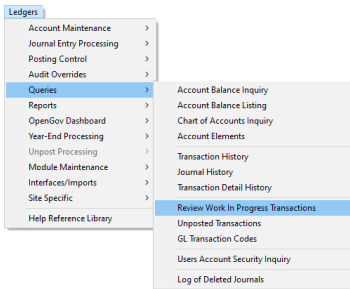
Enter the Fiscal Year and the account number. The Treasury Receipts will show up as Transaction code DP01.

The Treasury Receipts will show up in aggregate on the Account Balace Inquiry Screen as well. To access the screen, from the menu, select:

Ledgers ▶ Queries ▶ Account Balance Inquiry
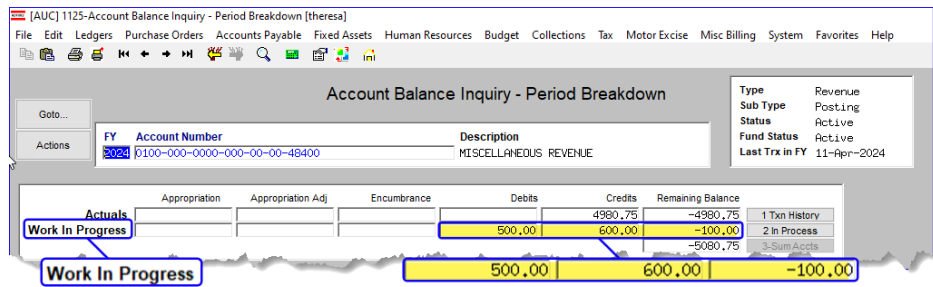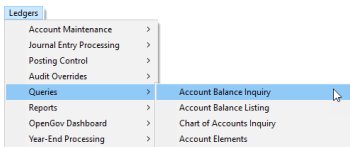
Enter the Fiscal Year and the account number to view the transactions.

[ADM-AUC-GL-8394]

2 Reports

ADMINS updated report #1628 Budget Summary (with and without Activity).

The report had a different calculation for the Net Activity % and Used % than report # 1627 Budget Summary (with activity only).

The software update fixed the issue of excluding the encumbrances in the Net Activity % and % Used columns.

2.1 #1628 Budget Summary Report (Accounts w/ and w/o Activity) [Fix]

The Net Activity and % Used columns in the Budget Summary Report *(of accounts with and without activity)* now include encumbrances.

The two columns affected by the change are highlighted in the image in yellow.

[ADM-AUC-GL-8543]

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Page 3 of 7

2.2 #1667 Report Excludes PO Rollover(PO09) Transactions [Enhancement]

The original intent of Report #1667 was to leave out the **Appropriation Roll** activity (Transaction codes **GL24** and **GL25** are the *Appropriation Roll Forward* and *Reverse Appropriation Forward*, respectively).

In addition to leaving out the **GL24** and **GL25** activity, the report will also leave out **the Purchase Order Rollover** (**PO09**) transactions.

To view a list of Transaction Codes, from the menu, select:

Ledgers ▶ Queries ▶ GL Transaction Codes
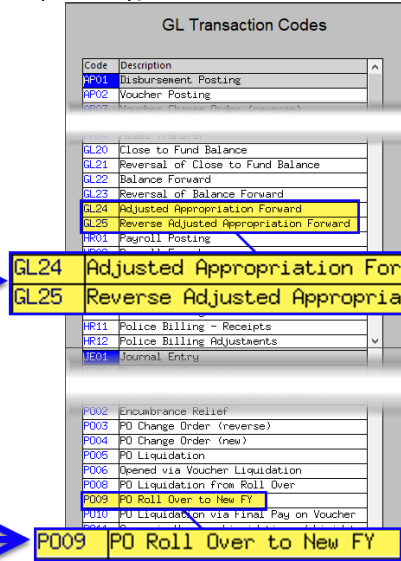
To better describe how the report works, a small change was made to the name printed at the top of the report.

To run the report, from the menu, choose:

Ledgers ▶ Reports ▶ Report Library ▶ [2 Transaction History]

Select **#1667–Transaction Summary (No Appropr Roll Fwd)** and click on Run.
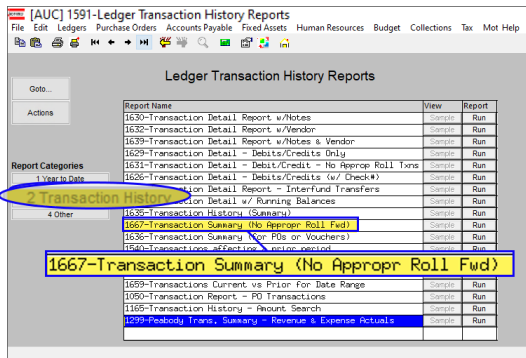
The GL report selection screen will be displayed. Note that the report title now includes "No Roll PO" at the end of the title.

Figure 1 Running Report #1667 as ⊙ Excel

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Page 4 of 7

2.3 #1669 Month to Date Report Excludes Roll Forward Transactions

The original purpose of Report #1669 was to leave out the Appropriation Roll Forward activity (Transaction codes GL24 and GL25 are the Appropriation Roll Forward and Reverse Appropriation Forward, respectively).

Besides excluding out the GL24 and GL25 activity, now the report will also leave out the Purchase Order Rollover (PO09) transactions.

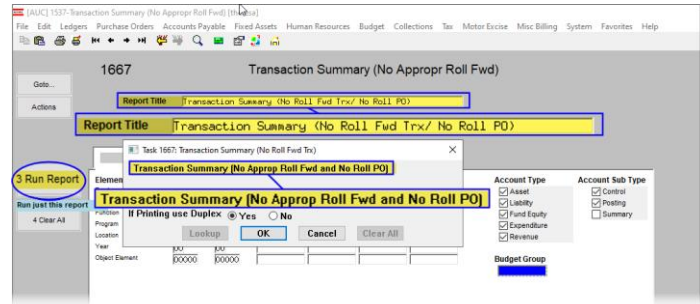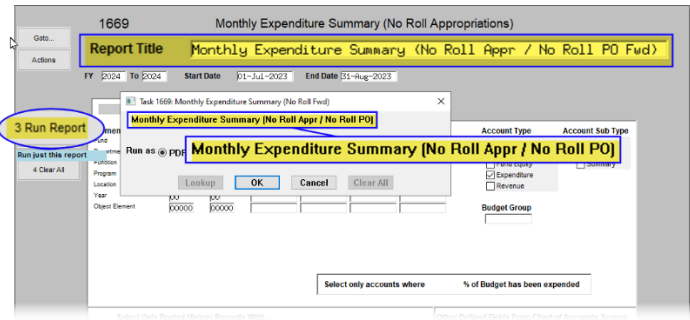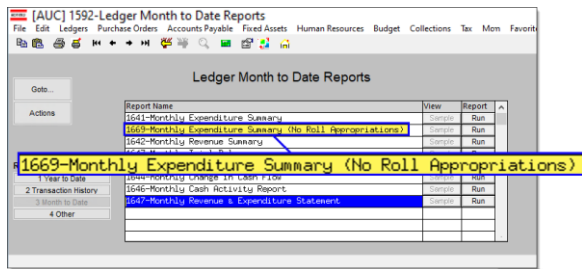To better describe how the report works, a small change was made to the name printed at the top of the report. To run the report, from the menu, choose:

Ledgers ▶ Reports ▶ Report Library ▶ Month to Date

Select #1669 Monthly Expenditure Summary (No Roll Appropriations) and click on **Run**.

The GL report selection screen will be displayed. Note that the report title now includes "No Roll PO Fwd" at the end of the title. A sample of the report run as PDF is shown below in Figure 2.

```
1669-GLEXPMTDNOROLL.REP                                                                                        Page 1

                     Monthly Expenditure Summary (No Roll Appr / No Roll PO Fwd)

                          Fiscal Year: 2024 to 2024 for Dates from 01-Jul-2023 to 31-Aug-2023

=============================================================================================================================
Account and Description                      Appropriation   Appropriation Adj   Encumbrances     Expenditures   Remaining Balance   % Used
=============================================================================================================================
0100-430-0000-004-00-00-51130 PT PERSONNEL- RECYCL CTR SUPERVISOR    19,500.00          .00            .00        4,489.44        15,010.56    23.02
0100-430-0000-004-00-00-51131 DPW CLERICAL STAFF                     28,199.00          .00            .00        4,301.34        23,897.66    15.25
0100-430-0000-004-00-00-51132 SUPERVISOR & PT STAFF                  28,740.00          .00            .00        3,921.56        24,818.44    13.65
0100-430-0000-004-00-00-51600 LONGEVITY, TRASH-OPERATING                223.00          .00            .00          222.50             .50    99.78
0100-430-0000-004-00-00-52400 PROFESSIONAL SERVICES                  25,000.00          .00            .00          617.79        24,382.21     2.47
0100-430-0000-004-00-00-52700 TRASH REMOVAL                       1,216,259.00          .00            .00      106,992.47     1,109,266.53     8.80
0100-430-0000-004-00-00-52701 TRASH INCINERATION                    783,675.00          .00            .00       48,382.37       735,292.63     6.17
0100-430-0000-004-00-00-52702 HOUSEHOLD HAZARDOUS WASTE DAY          20,000.00          .00            .00       18,411.15         1,588.85    92.06
```

Figure 2 Report #1667 run as PDF is shown – now excludes PO09 Transactions

[ADM-AUC-GL-8546]

3   Login to the Training Area [Enhancement]

ADMINS provides a training area, which is a replica of the modules available on the live AUC application. *(The data in the training mode is refreshed on demand overnight by the superuser or on a regular basis, determined by each site.)*
See **SY–175 Copy Live to Training** in the Help Reference Library for details.
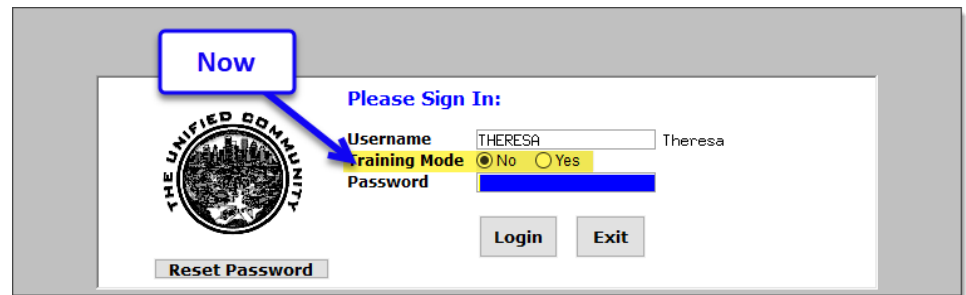
ADMINS changed the location of the *Training Mode* option to be *above* the Password field, to help users select it before entering the password.

To access the Training area, select the ⊙ **Yes** option before typing in the password. After entering the password, you cannot switch the radio button for this session.

(The default is ⊙ No; typing the password and {Enter} will go to Live).

To proceed to Training mode, click on [Yes]. The prompt will default to [Yes] if the Training mode radio button is ⊙ **Yes**, and will go straight to training by pressing **{Enter}** *(without clicking on any button)*.

Press [No] to log in to live.
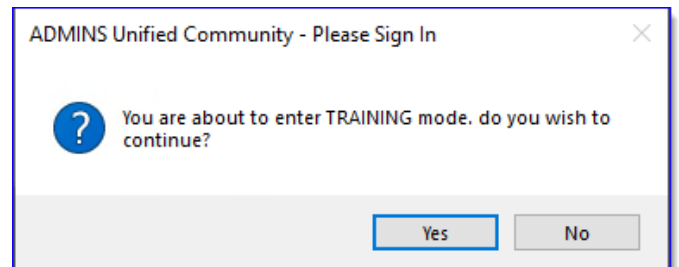
[ADM-AUC-SY-8323]

4 Email Address Checking [Enhancement]

When a prompt **requires** an Email or a button triggers a prompt that **requires** for an email address (which is mandatory, not optional), it will verify if it follows a valid email format.
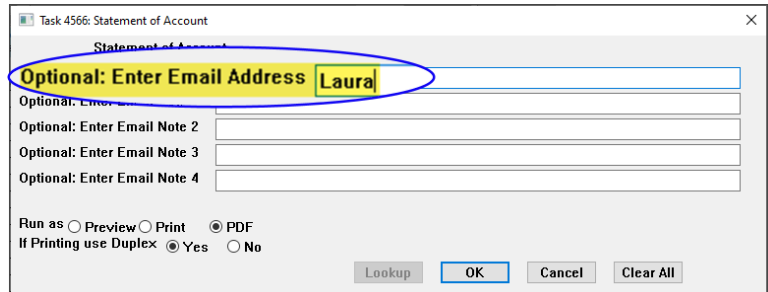
For example, "xxx@cccc.domain".

Here is an example of the error that will appear if an invalid email address is detected:

Click [OK] on the prompt and enter a valid email address on the Required field.
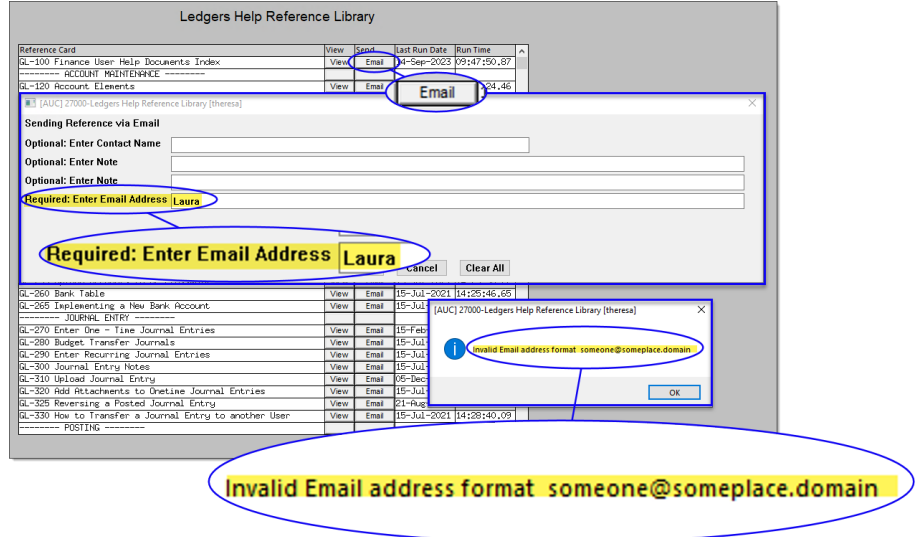
The system does not check if an **Optional** field contains a valid email address. In this example, there is no error message even though the email address is invalid. No email will be sent.

[ADM-AUC-SY-8331]