

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	DP0	1 "IN PROGRESS" TRANSACTIONS IN THE GLOUERY SCREENS	2
2	REP	ORTS	
	2.1	#1628 Budget Summary Report (Accounts w/ and w/o Activity) [Fix]	
	2.2	#1667 Report Excludes PO Rollover(PO09) Transactions [Enhancement]	4
	2.3	#1669 Month to Date Report Excludes Roll Forward Transactions	5
3	LOG	IN TO THE TRAINING AREA [ENHANCEMENT]	5
4	EMA	AIL ADDRESS CHECKING [ENHANCEMENT]	7



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 **0100-000-0000-000-00-00-00-00-48400**.

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

Ledgers ▶ Queries ▶ Review Work in Progress Transactions

Account Maintenance	>	
Journal Entry Processing	>	
Posting Control	>	
Audit Overrides	>	
Queries	>	Account Balance Inquiry
Reports	>	Account Balance Listing
OpenGov Dashboard	>	Chart of Accounts Inquiry
Year-End Processing	>	Account Elements
Unpost Processing		Transaction History
Module Maintenance	>	Journal History
Interfaces/Imports	>	Transaction Detail History
Site Specific	>	
Help Reference Library		Review Work In Progress Transactions
	_	Cl. Transactions
		di iransaction codes
		Users Account Security Inquiry
		Log of Deleted Journals

🚥 [AUC] 40	06-Treasu	ry Receipts										
File Edit Ledg	ers Purchase (Orders Accounts	Payable Fixed Assets	Human Resources	Budget	Collections	Tax	Motor Excise	Misc Billing	System	Favorites	Help
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				reasury	Rece	pts						
Goto			2-Edit Note		_		Tende	ered Cast	Back	Applie	ed	Total
Actions	Username Batch	THERESA 1489	No text available		Ca	sh						
	Pay-Trx Date	12-Jun-2024			Che	eck				1000.0	0	1000.0
1-Batch	Deposit Date				Oth	er						
Enter Receipts	5					,						
· · ·												
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2024 12-Jun-2	2024	0000-000-00	000-00-00-00-000	0					1			3-Accept
										_	_	
Accepted Rec	eipts 5-Ap	oply TR#	6 Add Batch Attachmer	its							4-Cop	y Note
Year Trx Date	Code	Account Num	ber		Note		Qty	Amour	nt Pmt Typ	Trx#	Cancel	Attach
2024 12-Jun-	2024 100MISC	0100-000-00	000-000-00-00-4840	0			5	100.00) Check	2578489	CANCEL	ATTAC
	DODA AAAEDET	MP 9717-000-0	000-000-00-00-4770	0	ada autorr	19794	1	900.00	Check	2578488	CANCEL	ΔΤΤΔΟ
2024 12-Jun-1	2024 111FRE1	HB 2717-000-0	000-000-00-00-4330	·	Ganaace	10334	÷	200.00		2010100	OFGIOLE	1 1000

프 (AUC) 1120-Work in Progress Transactions (theresa) File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites Help 🗈 🖻 🚭 🖨 🖬 🕈 + + ਅ 🊝 🎬 🔍 📟 🗃 🐉 តਿ



Enter the Fiscal Year and the account number. The Treasury Receipts will show up as Transaction code DP01.



Enter the Fiscal Year and the account number to view the transactions.

[ADM-AUC-GL-8394]

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 Dueries Account Balance Inquiry

Ledgers			
Account Maintenance	>		
Journal Entry Processing	>		
Posting Control	>		
Audit Overrides	>		
Queries	>	Account Balance Inquiry	
Reports	>	Account Balance Listing	
OpenGov Dashboard	>	Chart of Accounts Inquiry	
Year-End Processing	>	Account Elements	



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.

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

The two columns affected

highlighted in the image in

by the change are

<mark>yellow</mark>.

	Report Name	View	Report	^
Actions	1610-Trial Balance	Sample	Run	1
	1612-Trial Balance w/WIP	Sample	Run	
	1613-Expenditure Summary	Sample	Run]
	1655-Expenditure Summary w/WIP	Sample	Run]
Report Categories	1672-Expenditure Summary - only + / - balances	Sample	Run]
1 Year to Date	1611-Expenditure Summary (w/ Legacy Accounts)	Sample	Run	
2 Transaction History	1614-Projected Expenditure Summary	Sample	Run]
3 Month to Date	1620-Encumbrance Summary	Sample	Run]
4 Other	1621-Revenue and Expenditure Summary	Sample	Run	
	1291-Revenue and Expenditure Summary w/WIP	Sample	Run	
	1624-Revenue Summary	Sample	Run]
	1673-Revenue Summary w/WIP	Sample	Run]
	1627-Budget Summary (w/ activity only)	Sample	Run]
	1628-Budget Summary (w/ and w/o activity)	Sample	Run]
	1622-Cash Activity w/ Rynning Balance	Sample	Run]
	1637-Current vs Prior Year Expenditure Summary	Sample	Run]
	1638-Current vs Prior Year Revenue Summary	Sample	Run	1

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

Image: Image	₽ Searce	h				Theresa Campbel	8 -	
File Home Insert Page Layout Formulas Data Review View	Help							: Share 👻
A2 V I X J fx 0100-000-000-00-00-41730 PENALTIES &	1							~
A	В	С	D	E	F	G	н	P 🛔
1 Account Number and Description	Original Budet	Adjustments	Adjusted Budget	Encumbrances	Net Activity	Balance	%Used	
14 0100-430-0000-004-00-00-51131 DPW CLERICAL	28,199.00	0.00	28,199.00	0.00	6,462.16	21,736.84	22.9	2
15 0100-430-0000-004-00-00-51132 SUPERVISOR &	28,740.00	0.00	28,740.00	0.00	3,868.56	24,871.44	13.4	8
16 0100-430-0000-004-00-00-51140 DO NOT USE, N	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0
7 0100-430-0000-004-00-00-51600 LONGEVITY, TR	223.00	0.00	223.00	0.00	222.50	0.50	99.7	8
8 0100-430-0000-004-00-00-52400 PROFESSIONAL	25,000.00	0.00	25,000.00	0.00	617.79	24,382.21	2.4	7
19 0100-430-0000-004-00-00-52700 TRASH REMOVAL	1,216,259.00	0.00	1,216,259.00	356,200.00	562,402.42	653,856.58	46.2	4
20 0100-430-0000-004-00-00-52701 TRASH INCINER	783,675.00	0.00	783,675.00	0.00	96,830.20	686,844.80	12.3	8
21 0100-430-0000-004-00-00-52702 HOUSEHOLD HAZ	20,000.00	0.00	20,000.00	0.00	18,46 <mark>6.15</mark>	1,533.85	92.3	F
22 0100-430-0000-004-00-00-52703 TRASH BINS AN	0.00	0.00	0.00	0.00		00	0.	
23 0100-430-0000-004-00-00-57020 RETIREMENT CO	2,500.00	0.00	2,500.00	0.00		00	100.	
24 0100-430-0000-004-00-00-59010 TRANSFER TO G	11,252.00	0.00	11,252.00	0.00	Net Ac	tivity po	99.	%Used
25 0100-430-0000-004-00-00-59031 TRANSFER TO T	334.00	0.00	334.00	0.00	6	462 16 00	100.	22
26 0100-430-0000-004-00-00-59040 TRANSFER TO G	31,133.00	0.00	31,133.00	0.00		0,402.10	100.	22
7 0100-927-0000-000-00-69538 A7 STM 111721	0.00	18,899.40	18,899.40	0.00	1	8,868.56 40	0.	13
28 0100-950-0000-000-00-00-70014 TRASH ENCUMBR	0.00	25,000.00	25,000.00	0.00		0.00 00	6.	0
29 _Total_0100 TRASH-OPERATING	2,166,815.00	43,899.40	2,210,714.40	356,200.00		0.00 91	32	U
30						222.50		99
1 0200-000-0000-000-00-41730 PENALTIES & I	0.00	0.00	0.00	0.00		617 70 00	0.	2
2 0200-000-0000-000-00-42040 WATER LIENS	0.00	0.00	0.00	0.00		517.75	0.	2
3 0200-000-0000-000-00-00-42050 WATER CHARGES	0.00	0.00	0.00	0.00	562	2,402.42 37	0.	46
34 0200-000-0000-000-00-42051 WATER CAPITAL	0.00	0.00	0.00	0.00	94	830 20 00	0.	12
35 0200-000-0000-000-00-42052 NSF FEES, WAT	0.00	0.00	0.00	0.00	90	0000.20 ₀₀	0	12
36 0200-000-0000-000-00-42060 WATER, PENALT	0.00	0.00	0.00	0.00	0.00	0.00	0.0	0
37 0200-000-000-000-00-00-42200 WATER APP & C	0.00	0.00	0.00	0.00	-91 562 00	-91 562 00	0.0	n •
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[ADM-AUC-GL-8543]



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).



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.



1667-GLTRNSUM_NOROLLFWD.REP

Transaction Summary (No Roll Fwd Trx/ No Roll PO) FY: 2024 to 2024 Trx. Date: 01-Jul-2023 to 19-Apr-2024

Account	Description	Appropriations	Encumbrances	Debits	Credits	RemainingBalance LegacyAccount
0100-000-0000-000-00-00-10400	CASH, TRASH	0.00	0.00	13,621.48	545,110.73	-531,489.25 010-000-0000-000-00-00-10400
0100-000-0000-000-00-20200	ACCOUNTS PAYABLE, TRASH	0.00	0.00	478,919.77	323,288.41	155,631.36 010-000-0000-000-00-00-20200
0100-000-0000-000-00-20210	ACCRUED PAYROLL, TRASH	0.00	0.00	20,652.87	16,528.81	4,124.06 000-000-000-000-00-00-00000
0100-000-0000-000-00-00-26730	DEF REVENUE-TRASH LIENS	0.00	0.00	6,421.21	655.13	5,766.08 010-000-0000-000-00-26730
0100-000-0000-000-00-38200	RES FOR ENCUMB, TRASH	0.00	0.00	38,816.70	433,833.40	-395,016.70 010-000-0000-000-00-00-38200
0100-000-0000-000-00-00-39100	REVENUE, TRASH	0.00	0.00	855.13	13,509.96	-12,654.83 010-000-000-000-00-39100
0100-000-0000-000-00-39200	ENCUMBRANCE, TRASH	0.00	0.00	433,833.40	38,816.70	395,016.70 010-000-000-000-00-39200
0100-000-0000-000-00-39300	EXPENDITURE, TRASH	0.00	0.00	384,496.66	212.00	384,284.66 010-000-000-000-00-00-39300
0100-000-0000-000-00-00-41730	PENALTIES & INTEREST, TRASH-OPERATING	0.00	0.00	200.00	0.00	200.00 000-000-000-000-00-00000
0100-000-0000-000-00-00-42010	TRASH LIENS	0.00	0.00	655.13	5,566.21	-4,911.08 010-000-0000-000-00-42010
0100-000-0000-000-00-42016	TRASH BAGS REVENUE	0.00	0.00	0.00	2,763.00	-2,763.00 000-000-000-000-00-00000
0100-000-0000-000-00-00-42030	PENALTIES & INTEREST, TRASH, TRASH-OPERATING	0.00	0.00	0.00	200.00	-200.00 010-000-000-00-00-42030
0100-000-0000-000-00-00-48400	MISCELLANEOUS REVENUE	0.00	0.00	0.00	4,980.75	-4,980.75 010-000-000-000-00-48400
0100-000-0000-000-00-00-88888	SUSPENSE DT/DF	0.00	0.00	104.00	0.00	104.00 010-000-000-000-00-88888
0100-000-0000-000-00-42-15500	2022 TRASH LIENS A/R	0.00	0.00	0.00	144.50	-144.50 000-000-000-000-00-00-00000

Figure 1 Running Report #1667 as O Excel



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 (<u>Transaction</u> 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.

[AUC] 1592-Lec	ger Month to Date Reports ase Orders Accounts Payable Fixed Assets Human Resources Budget Co	llections	Tax Mor	n Favoriti
• • • • • •	◆ M 😤 중 Q 🖬 압 🐉 🖨			_
	Ledger Month to Date Reports			
Goto				_
Actions	Report Name	View	Report	^
	1641-Monthly Expenditure Summary	Sample	Run	
	1669-Monthig Expenditure Summary (No Koll Hopropriations)	Sample	Run	
	1642-Monthly Revenue Sunnary	Sample	Run	
1669-Month	ly Expenditure Summary (No Roll	App	ropr	iatio
1 Year to Date	1844-nonthly change in Lash Flow	Seripie	RUN	
2 Transaction History	1646-Monthly Cash Activity Report	Sample	Run	
	1647-Monthly Revenue & Expenditure Statement	Sample	Run	
3 Month to Date				
3 Month to Date 4 Other				
3 Month to Date 4 Other				

0.11	1669	Monthly E	Expenditure Su	mmary (No Ro	oll Appropri	ations)	
Actions	Report Title	Monthly E	xpenditure	Summary	(No Roll	Appr / No	o Roll PO Fwd)
	FY 2024 To 2024	Start Date 01-Jul	-2023 End Date	31-Aug-2023			
	💽 Task 1669:	Monthly Expenditure Sum	mary (No Roll Fwd)		×		
3 Run Repo	rt men Monthly E	×penditure Summary	No Roll Appr / No F	Roll PO)		Account Type	Account Sub Type
Run just this repo 4 Clear Al	Property Location Year Object Element	De Monthly E	×penditure	Clear All	No Rol	Appr / No	
			Selec	t only accounts whe	re % of	f Budget has been ex	cpended

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	Monthly Expendit	ure Summary (1	No Roll Appr	: / No Roll	PO Fwd)	р	age 1
	Fiscal Year: 2	2024 to 2024 for Dates fr	om 01-Jul-2023 to 31	L-Aug-2023			
Account and Description		appropriation	Appropriation Adi	Engumbrancog	Evpondituros	Densisian Delease	8 U.c.or
		nppropriation	hppropriation haj	Encombrances	Expendicules	Remaining Balance	* 05et
0100-430-0000-004-00-00-51130 PT PERSONN	NEL- RECYCL CTR SUPERVISOR	19,500.00	.00	.00	4,489,44	15,010.56	23.0
0100-430-0000-004-00-00-51130 PT PERSONN 0100-430-0000-004-00-00-51131 DPW CLERIC	NEL- RECYCL CTR SUPERVISOR CAL STAFF	19,500.00 28,199.00	.00	.00 .00	4,489.44 4,301.34	15,010.56 23,897.66	23.0
0100-430-0000-004-00-00-51130 PT PERSON 0100-430-0000-004-00-00-51131 PPW CLERIG 0100-430-0000-004-00-00-51132 SUPPERVISO	NEL- RECYCL CTR SUPERVISOR CAL STAFF R & PT STAFF	19,500.00 28,199.00 28,740.00	.00 .00	.00 .00	4,489.44 4,301.34 3,921.56	15,010.56 23,897.66 24,818.44	23.0 15.2 13.6
0100-430-0000-004-00-00-51130 PT PERSON 0100-430-0000-004-00-00-51131 DPW CLERIC 0100-430-0000-004-00-00-51132 SUPERVISO 0100-430-0000-004-00-00-51600 LONGEVITX,	NEL- RECYCL CTR SUPERVISOR CAL STAFF R & PT STAFF , TRASH-OPERATING	19,500.00 28,199.00 28,740.00 223.00	.00 .00 .00	.00 .00 .00	4,489.44 4,301.34 3,921.56 222.50	15,010.56 23,897.66 24,818.44 .50	23.0 15.2 13.6 99.7
0100-430-0000-004-00-00-51130 PT PERSONN 0100-430-0000-004-00-00-51131 DPW CLERIC 0100-430-0000-004-00-00-51132 SUPERVISON 100-430-0000-004-00-00-51400 LONGSUTISON 100-430-0000-004-00-00-52400 PROFESSION	NEL- RECYCL CTR SUPERVISOR CAL STAFF R & PT STAFF , TRASH-OPERATING NAL SERVICES	19,500.00 28,199.00 28,740.00 223.00 25,000.00	.00 .00 .00 .00	.00 .00 .00 .00 .00	4,489.44 4,301.34 3,921.56 222.50 617.79	15,010.56 23,897.66 24,818.44 .50 24,382.21	23.0 15.2 13.6 99.7 2.4
0100-430-0000-004-00-00-51130 PT PERSON 0100-430-0000-004-00-00-51131 DPM CLERIC 0100-430-0000-004-00-00-51132 SUPERVISON 0100-430-0000-004-00-00-51600 LONGEVITY, 0100-430-0000-004-00-00-52400 PROFESSIO 0100-430-0000-004-00-00-52700 TRASH REM	NEL- RECYCL CTR SUPERVISOR CAL STAFF R & PT STAFF , TRASH-OPERATING NAL SERVICES OVAL	19,500.00 28,199.00 28,740.00 223.00 25,000.00 1,216,259.00	.00 .00 .00 .00 .00	.00 .00 .00 .00 .00	4,489.44 4,301.34 3,921.56 222.50 617.79 106,992.47	15,010.56 23,897.66 24,818.44 .50 24,382.21 1,109,266.53	23.0 15.2 13.6 99.7 2.4 8.8
0100-430-0000-004-00-00-51130 PT PERSON 0100-430-0000-004-00-00-51131 DPM CLERIC 0100-430-0000-004-00-00-51132 SUPERVISON 0100-430-0000-004-00-00-51600 LONGEVITY, 0100-430-0000-004-00-00-52700 TRAGH REW 0100-430-0000-004-00-00-52700 TRAGH REW	NEL- RECYCL CTR SUPERVISOR CAL STAFF R & FT STAFF , TEASH-OPERATING NAL SERVICES OVAL INTERATION	19,500.00 28,199.00 28,740.00 223.00 25,000.00 1,216,259.00 783,675.00	.00 .00 .00 .00 .00 .00	.00 .00 .00 .00 .00 .00	4,489.44 4,301.34 3,921.56 222.50 617.79 106,992.47 48,382.37	15,010.56 23,897.66 24,818.44 .50 24,382.21 1,109,266.53 735,292.63	23.0 15.2 13.6 99.7 2.4 8.8 6.1

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 <u>SY-175 Copy Live to Training</u> in the Help Reference Library for details. ADMINS Unified Community General Ledger

ADMINS changed the location of the *Training Mode* option to be *above* the Password field, to help users select it before entering the password.

ADMINS Unified Community - Please Sign In	_	Х
File Edit Help		
	Defere	
	Please Sign In:	
NTIED COA	Username THERESO Theresa	
	Password	
Ę	Training Mode	
	Login Exit	
Reset Password		
J		

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

(The default is **O** 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 **O** 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.

Ledgers Help Reference Library											
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Sending Reference via Email											
Optional: Enter Contact Name						7					
Optional: Enter Note											
Optional: Enter Note											
Required: Enter Email Address	Laura										
iL-260 Bank Table		View	Email	Cancel	Clear All						
SL-265 Implementing a New Bank Account		View	Email	15-Jul (AL	JC] 27000-Ledgers H	lelp Reference L	ibrary [theresa]	×	1		
JUUKNHL ENIKI		Man	Email	15-Fabr							
L-280 Budget Transfer Journals		View	Email	15-Jul							
L-290 Enter Recurring Journal Entries		View	Email	15-Jul	Invalid Email	address format	someone@somep	place.domain			
GL-300 Journal Entry Notes		View	Email	15-Jul							
L-310 Upload Journal Entry		View	Email	05-Dec							
1-325 Revenuents to unetime Journal Entries		View	Email	21=0 m				ОК			
L-330 How to Transfer a Journ	al Entry to another User	View	Email	15-Jul-202	1 14:28:40.09				-		
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Task 4566: Statement of Account	×								
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[ADM-AUC-SY-8331]