



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.

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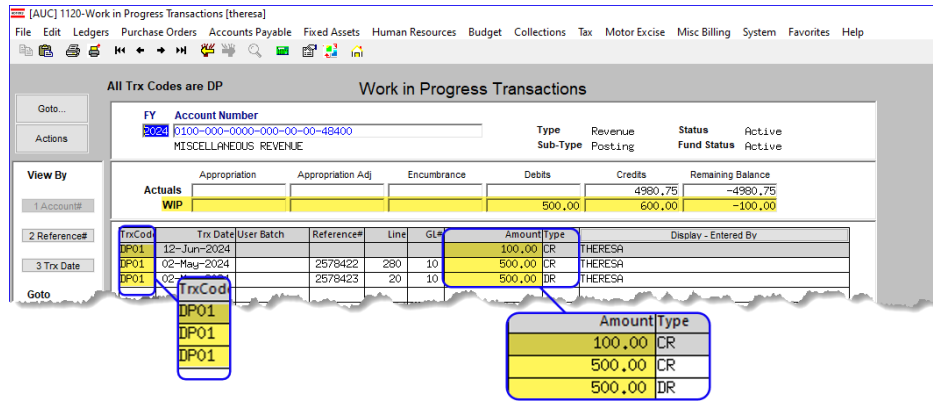
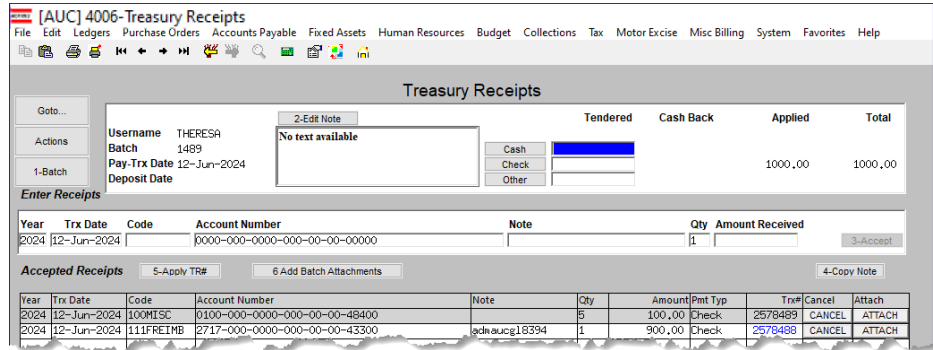
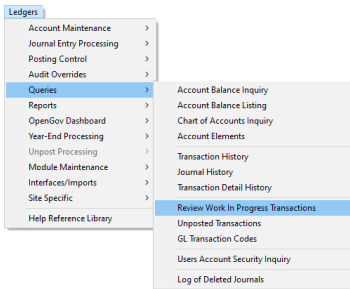
1 DP01 "In Progress" Transactions in the GL Query Screens

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:

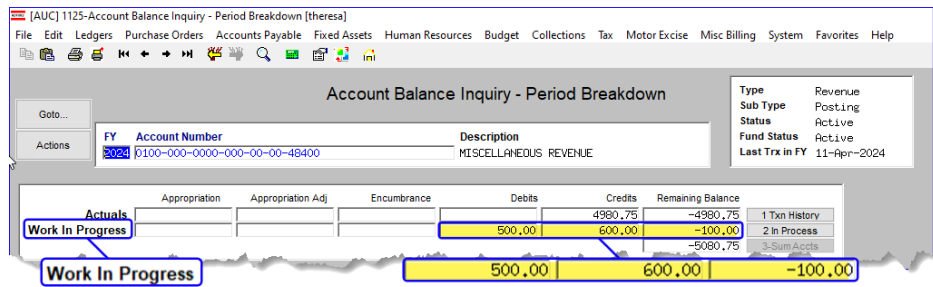
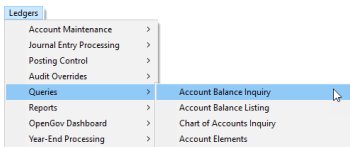
Ledgers ▶ Queries ▶ Review Work in Progress Transactions



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 Balance 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.

Ledger Year to Date Reports

Report Name	View	Report
1610-Trial Balance	Sample	Run
1612-Trial Balance w/WIP	Sample	Run
1613-Expenditure Summary	Sample	Run
1655-Expenditure Summary w/WIP	Sample	Run
1672-Expenditure Summary - only + / - balances	Sample	Run
1611-Expenditure Summary (w/ Legacy Accounts)	Sample	Run
1614-Projected Expenditure Summary	Sample	Run
1620-Encumbrance Summary	Sample	Run
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-Lash Activity w/ Opening Balance	Sample	Run
1637-Current vs Prior Year Expenditure Summary	Sample	Run
1638-Current vs Prior Year Revenue Summary	Sample	Run
1628-Budget Summary (w/ and w/o activity)		

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.

Account Number and Description	Original Budget	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	22.92
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	13.46
16 0100-430-0000-004-00-00-51140 DO NOT USE, N	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17 0100-430-0000-004-00-00-51600 LONGEVITY, TR	223.00	0.00	223.00	0.00	222.50	0.50	99.78
18 0100-430-0000-004-00-00-52400 PROFESSIONAL	25,000.00	0.00	25,000.00	0.00	617.79	24,382.21	2.47
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	46.24
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	12.36
21 0100-430-0000-004-00-00-52702 HOUSEHOLD HAZ	20,000.00	0.00	20,000.00	0.00	18,486.15	1,533.85	92.33
22 0100-430-0000-004-00-00-52703 TRASH BINS AN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23 0100-430-0000-004-00-00-57020 RETIREMENT CO	2,500.00	0.00	2,500.00	0.00	0.00	0.00	0.00
24 0100-430-0000-004-00-00-59010 TRANSFER TO G	11,252.00	0.00	11,252.00	0.00	0.00	0.00	0.00
25 0100-430-0000-004-00-00-59031 TRANSFER TO T	334.00	0.00	334.00	0.00	0.00	0.00	0.00
26 0100-430-0000-004-00-00-59040 TRANSFER TO G	31,133.00	0.00	31,133.00	0.00	6,462.16	24,670.84	20.75
27 0100-927-0000-000-00-00-69538 A7 STM 111721	0.00	18,899.40	18,899.40	0.00	3,868.56	15,030.84	20.42
28 0100-950-0000-000-00-00-70014 TRASH ENCUMBR	0.00	25,000.00	25,000.00	0.00	0.00	0.00	0.00
29 Total_0100 TRASH-OPERATING	2,166,815.00	43,899.40	2,210,714.40	356,200.00	0.00	0.00	0.00
30					222.50	0.00	99.78
31 0200-000-0000-000-00-00-41730 PENALTIES & I	0.00	0.00	0.00	0.00	617.79	0.00	2.47
32 0200-000-0000-000-00-00-42040 WATER LIENS	0.00	0.00	0.00	0.00	562,402.42	0.00	46.24
33 0200-000-0000-000-00-00-42050 WATER CHARGES	0.00	0.00	0.00	0.00	96,830.20	0.00	12.36
34 0200-000-0000-000-00-00-42051 WATER CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35 0200-000-0000-000-00-00-42052 NSF FEES, WAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36 0200-000-0000-000-00-00-42060 WATER, PENALT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
37 0200-000-0000-000-00-00-42060 WATER APP & C	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[ADM-AUC-GL-8543]



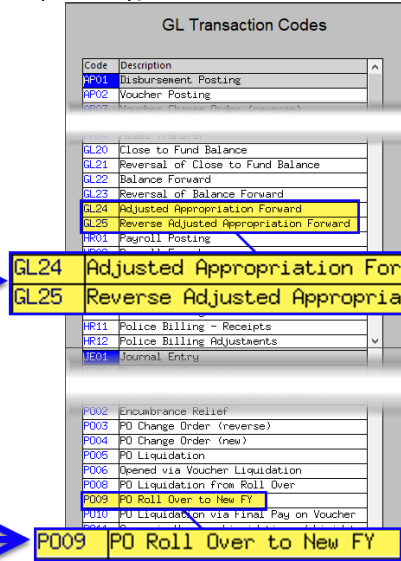
2.2 #1667 Report Excludes PO Rollover(PO09) Transactions [Enhancement]

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).

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

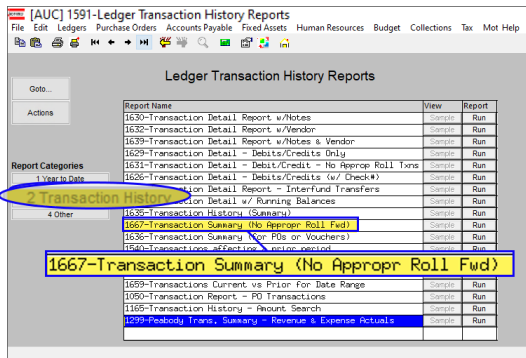


To better describe how the report works, a small change was made to the name printed at the top of the report.

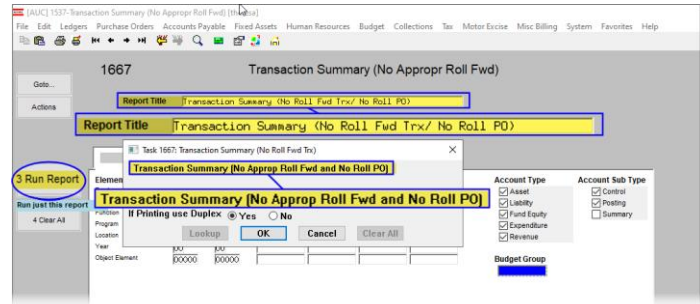
To run the report, from the menu, choose:

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

Select **#1667-Transaction Summary (No Approp 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
0100-000-0000-000-00-10400	CASH, TRASH	0.00	0.00	13,621.48	545,110.73	-531,489.25	010-000-0000-000-00-10400
0100-000-0000-000-00-20200	ACCOUNTS PAYABLE, TRASH	0.00	0.00	478,919.77	323,288.41	155,631.36	010-000-0000-000-00-20200
0100-000-0000-000-00-20210	ACCRUED PAYROLL, TRASH	0.00	0.00	20,652.67	16,528.81	4,124.06	000-000-0000-000-00-00000
0100-000-0000-000-00-26730	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	010-000-0000-000-00-38200
0100-000-0000-000-00-39100	REVENUE, TRASH	0.00	0.00	855.13	13,509.96	-12,654.83	010-000-0000-000-00-39100
0100-000-0000-000-00-39200	ENCUMBRANCE, TRASH	0.00	0.00	433,833.40	38,816.70	395,016.70	010-000-0000-000-00-39200
0100-000-0000-000-00-39300	EXPENDITURE, TRASH	0.00	0.00	384,496.66	212.00	384,284.66	010-000-0000-000-00-39300
0100-000-0000-000-00-41730	PENALTIES & INTEREST, TRASH-OPERATING	0.00	0.00	200.00	0.00	200.00	000-000-0000-000-00-00000
0100-000-0000-000-00-42010	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	000-000-0000-000-00-00000
0100-000-0000-000-00-42030	PENALTIES & INTEREST, TRASH, TRASH-OPERATING	0.00	0.00	0.00	200.00	-200.00	010-000-0000-000-00-42030
0100-000-0000-000-00-48400	MISCELLANEOUS REVENUE	0.00	0.00	0.00	4,980.75	-4,980.75	010-000-0000-000-00-48400
0100-000-0000-000-00-88888	SUSPENSE DT/DF	0.00	0.00	104.00	0.00	104.00	010-000-0000-000-00-88888
0100-000-0000-000-00-42-15500	2022 TRASH LIENS A/R	0.00	0.00	0.00	144.50	-144.50	000-000-0000-000-00-00000

Figure 1 Running Report #1667 as 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 ([Transaction codes GL24 and GL25 are the Appropriation Roll Forward and Reverse Appropriation Forward](#), respectively).

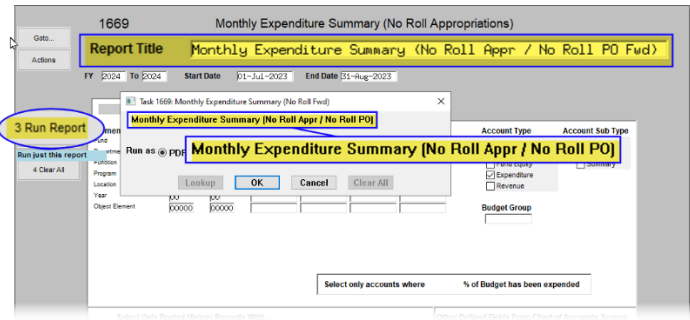
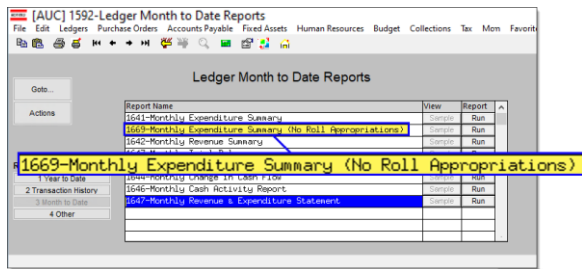


Besides excluding out the GL24 and GL25 activity, now the report will also leave out the Purchase Order Rollover ([PO09](#)) transactions.

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-GLEXPMTDOROLL.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 DEW 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.

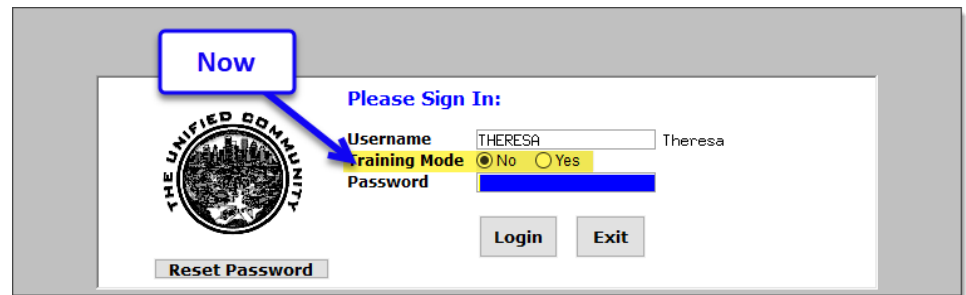


ADMINS changed the location of the *Training Mode* option to be *above* the Password field, to help users select it before entering the password.



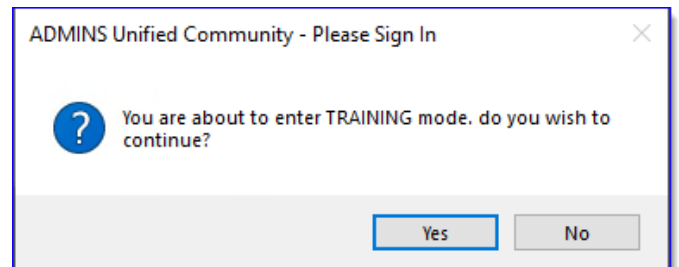
To access the Training area, select the **Yes** option before typing in the password. After entering the password, you cannot switch the radio button for this session.

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



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

Press to log in to live.



[ADM-AUC-SY-8323]



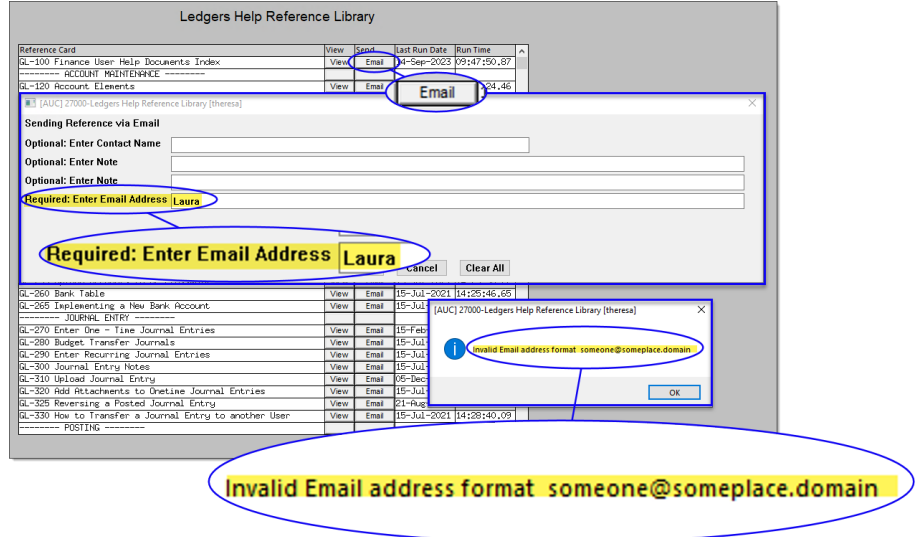
4 Email Address Checking [Enhancement]

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.

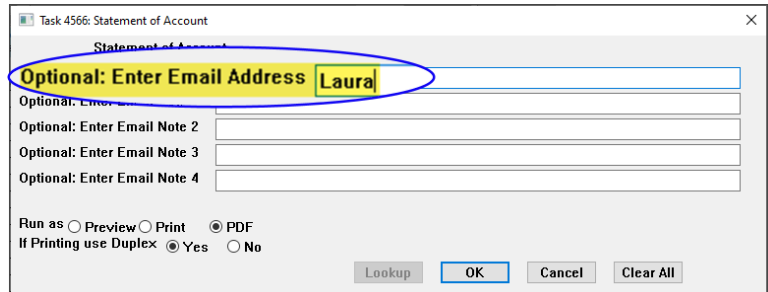
For example, "xxx@ccc.domain".

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

Click 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]