GENERAL LEDGER

RELEASE NOTES – MARCH 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **General Ledger** system and installed on your site in **March 2016**.
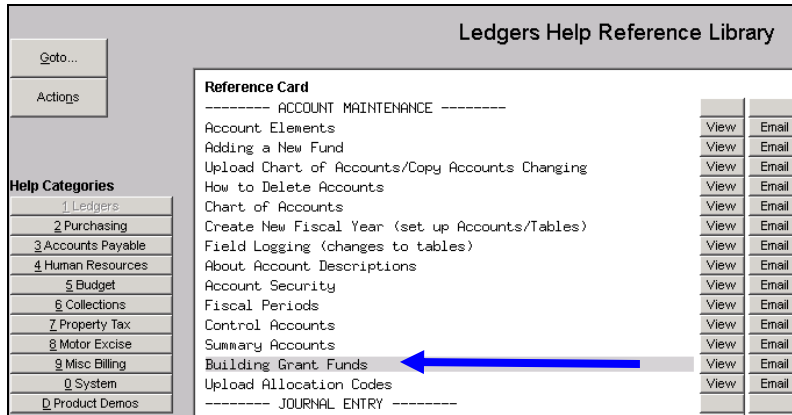
TABLE OF CONTENTS

1. ACCOUNT MAINTENANCE

1.1.   Building New Funds (for Grants and other uses)

A new process has been added that allows for the integrated creation of accounts, treasury receipt codes, establishing grant awards and initial appropriations. For a complete description of this process and how to use it, please refer to the **Help Reference Library**.

2. JOURNAL ENTRY

2.1.   In-Progress Journals Screen [NEW]

There is a new screen available via **Ledgers ▶ Journal Entry Processing ▶ View In-Progress Journals** that will list all Work in Progress Journal Entries. Depending upon how your user profile is configured, you may have access to Edit, Transfer or Read-only the in progress journals.

You will only be able to access journals in this screen if:
- Your user profile allows you to "post" journal entries,
- Your user profile does not restict you to BT (Budget Transfer) journals only, and
- You have account security access to the lines on the journals in progress.

If posting is set to YES
And
Restrict is set to NO
Then
You can see the WIP JE's

If your user profile does not allow you to post journals, then you will only see journals that you created.

Using the Screen

There are the options available for each journal as you move from record to record:

View   If you are not the owner of the Journal and click on the View button, this will display a list of all lines that have been entered on the journal.

Edit   If you are the owner of the Journal and click the Edit button, you will be transferred to the Journal entry screen.

Transfer   This will allow you to transfer this journal to another user. Click Transfer and select the user to whom the journal will be transferred.

Click the Lookup button to show a list of users to whom the journal can be transferred.

If the User Profile is set to **YES** for Allow Posting,

Then you may see all journals in progress:

If the User Profile is set to **NO** for Allow Posting,

Then you may see only those journals with your name on them:

Transferring a Journal

If you have access to journals initiated by other users, then you may transfer them to yourself. You may need to do this if:

- The person is on vacation and you need a journal finished in their absence, or
- A journal needs to be corrected quickly and the originator is not available to make the correction, or
- You need to delete the journal permanently without posting it.

To complete the transfer:

- Highlight the desired Journal and click the **TRANSFER** button on the left.
- Enter the Name to whom you want to Transfer the journal.
- Click the **OK** button.
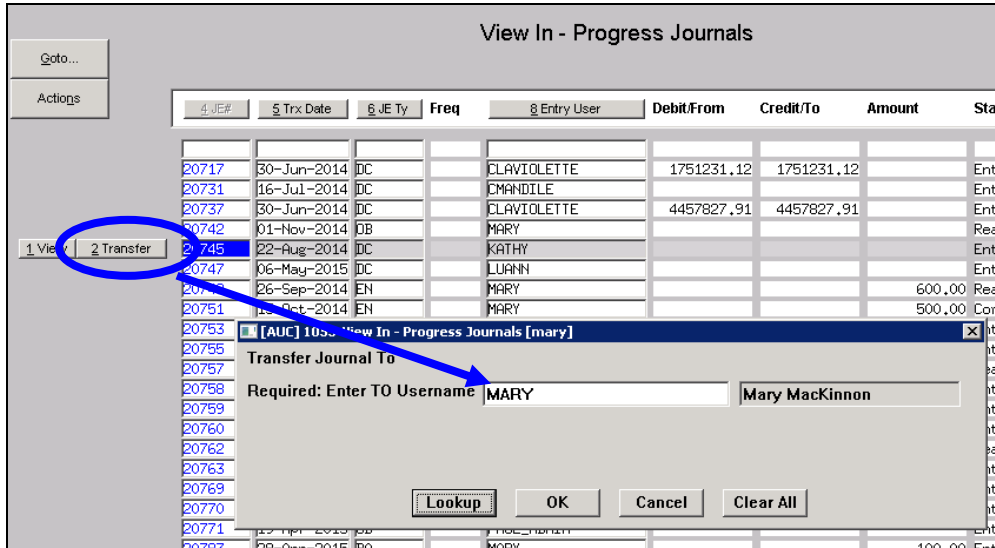
The "recipient" or the person to whom the JE was transferred, may now go into the regular Journal Entry screen and continue processing (i.e., edit the journal, delete the journal or check and post the journal).

The transferred journal now appears in the listing just as if it were entered by the recipient.
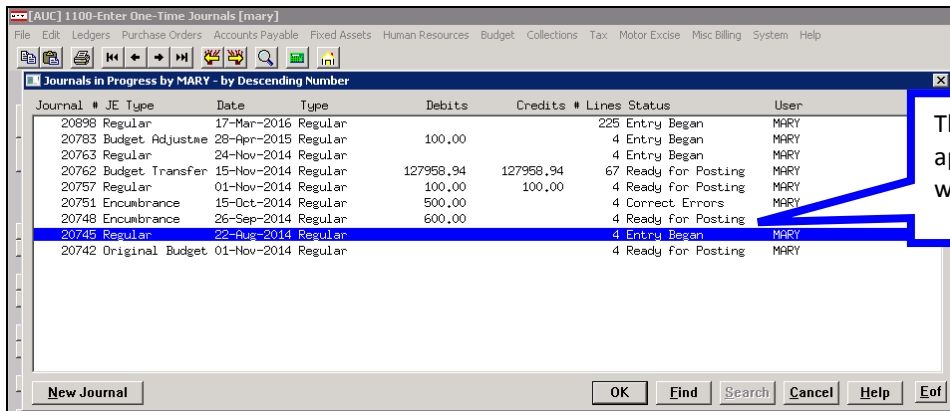
[ADM-AUC-GL-8212]

2.2.   Limit # lines added to a Journal at a time

The journal entry process has been modified to limit the number of lines that can be added when the [2 Add Line] button is clicked. The limit is now set to 200 lines. This will not stop you from adding more than 200 lines to a journal, but will limit the number of lines being added to 200 lines each time the Add line button is clicked. This is to stop very large numbers from accidently being entered and having to wait while all those lines are being added to the journal.

If a number greater than 200 is entered on this screen, you will see the following error message.
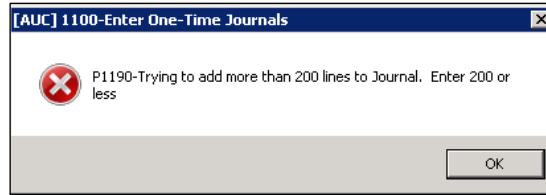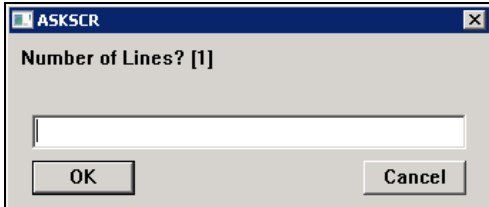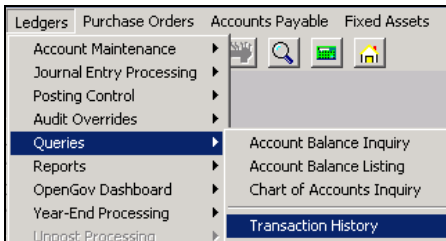

[ADM-AUC-GL-8216]

3. QUERY

3.1. Transaction History – suppress vendor on summarized entries

Corrected an issue in the Transaction History screen where an invalid vendor name was displaying for a transaction. This affects AP01-Disbursement Entries only.

When an Accounts Payable check run is processed and your site is posting in "summary" to cash and accounts payable, a vendor was being displayed on the summarized transaction. The vendor that was being displayed represented a vendor within the check run but it provided unintended consequences because it was not reflective of all vendors in the check run. A summarized transaction no longer displays any vendor associated with it.

[ADM-AUC-GL-8220]

4. REPORTS

4.1.   Monthly Trial Balance – enhanced to run faster

Modified the Monthly Trial Balance report to run faster.

[ADM-AUC-GL-8183]

4.2. Transaction Detail Reports – Add column for NET ACTIVITY to Excel

The following Transaction detail reports have been enhanced with an additional **Net Amount column** added to the **EXCEL** output.

- 1630 Transaction Detail Report w/Notes
- 1630 Transaction Detail Report w/Vendor
- 1639 Transaction Detail Report w/Notes & Vendor
- 1629 Transaction Detail – Debits/Credits Only
- 1631 Transaction Detail Report – Debits/Credit – No Approp Roll Txns
- 1626 Transaction Detail Report – Debits/Credits (w/Check#)
- 1633 Transaction Detail Report – Interfund Transfers
- 1634 Transaction Detail w/ Running Balances
- 1543 Transactions affecting a prior period…

The following transaction detail reports were not modified:
- 1635 Transaction History (Summary)
- 1667 Transaction Summary (No Approp Roll Fwd)
- 1636 Transaction Summary (for POs and Vouchers)

The Net Amount is calculated differently for each account type:

Account Type	Net Activity Calculation method
Assets/Liabilities/Fund Equity	Appropriations + debits – credits – encumbrances
Expenditures	Appropriations – debits + credits – encumbrances

Revenue	If budgeting Revenue as a negative number
	          Appropriations – debits + credits – encumbrances
	
	If budgeting Revenue as a positive number
	          Appropriations + debits – credits + encumbrances

	A	B	C	D	E	F	G	H	I	J	
1	**Trans_Date**	**Code**	**GLPost#**	**Ref#**	**Line**	**GLLn**	**Total Approp**	**Encumbrance**	**Debit**		**Credit**	**Notes**
2	01-Jul-2015	GL24	8846036	0	1	1	5,000.00	0.00	0.00		0.00	Approp
3	01-Jul-2015	GL24	8846203	0	1	1	5,000.00	0.00	0.00		0.00	Approp
4	01-Jul-2015	GL24	8846212	0	1	1	5,000.00	0.00	0.00		0.00	Approp
5	01-Jul-2015	GL25	8846200	0	1	1	-5,000.00	0.00	0.00		0.00	Revers
6	01-Jul-2015	GL25	8846211	0	1	1	-5,000.00	0.00	0.00		0.00	Revers
7	01-Jul-2015	JE01	8846339	20874	1	1	50.00	0.00	0.00		0.00	testing
8	0010-000-0000-000-00-00-51110 DEPARTMENT HEAD SALAR						5,050.00	0.00	0.00		0.00	
9	**Total Expenditures**						5,050.00	0.00	0.00		0.00	

Figure 1 Before

Figure 2 After

[ADM-AUC-GL-8218]

4.3.   Transaction Summary (for POs and Vouchers) – Fixed Column Labels

Report #1636 has been modified to correct an issue with the column labels.

Figure 3 Before

The report now reads:

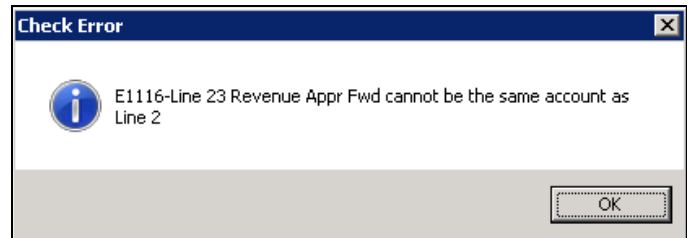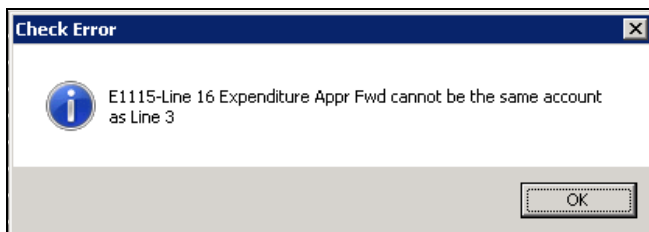**Figure 4 After**

5. TABLES

5.1.   CONTROL ACCOUNTS

System has been modified to ensure that when you enter accounts on Lines 2, 3, 16 and 23, that the following be prevented:

- Do not allow Line 23 Appropriation Roll Forward Revenue be the same as Line 2 Revenue Control
- Do not allow Line 16 Appropriation Roll Forward Expense be the same as Line 3 Expenditure Control

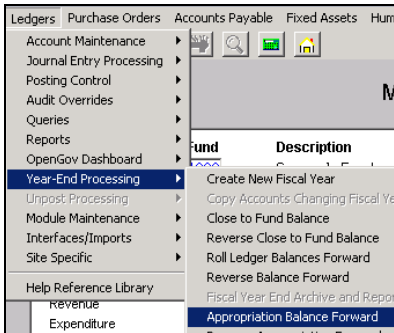If there are any errors during entry, a message like will appear:

[ADM-AUC-GL-8182]

6. YEAR-END PROCESSING

6.1.   APPROPRIATION BALANCE FORWARD

The Appropriation Balance Forward process has been modified to investigate and determine whether the Control Accounts enter pass this test:

- Do not allow Line 23 Appropriation Roll Forward Revenue be the same as Line 2 Revenue Control
- Do not allow Line 16 Appropriation Roll Forward Expense be the same as Line 3 Expenditure Control

If there are any situations where Funds do not pass this test, then the following report will appear:

If this report shows errors, please adjust the Control Account table and then re-run the process called Appropriation Balance Forward.

[ADM-AUC-GL-8182]

7. MODULE MAINTENANCE

7.1.   FIELD LOGGING – EDIT LIST

Modified the field logging edit list to include the Line # description.

Figure 5 Before

Figure 6 After

[ADM-AUC-GL-648]

8. HELP REFERENCE LIBRARY

8.1.   NEW OR UPDATED DOCUMENTATION

The following new or updated documentation was added to the Help Reference Library.

MODULE	DOCUMENT
General Ledger	Building Grant Funds
System	System Administration Kit