



# GENERAL LEDGER

## RELEASE NOTES – MARCH 2016

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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**.

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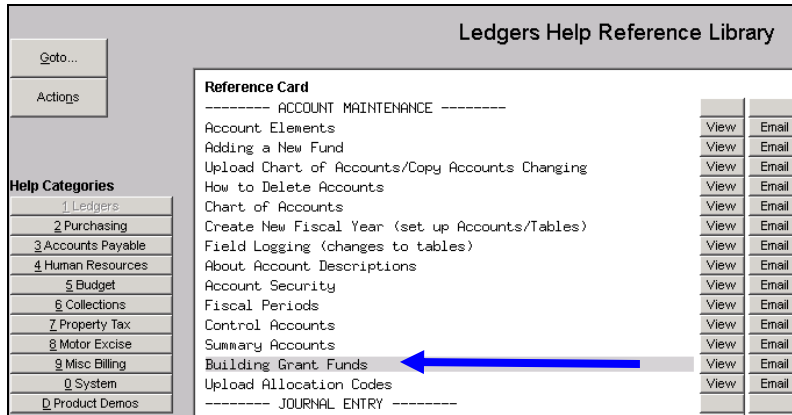
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# 1. ACCOUNT MAINTENANCE

## 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.

The screenshot shows the 'View In - Progress Journals' screen with a table of journal entries. The table has columns for J# (highlighted in blue), Trx Date, J#JE Ty, Freq, Entry User, Debit/From, Credit/To, Amount, and Status.

J#	Trx Date	J#JE Ty	Freq	Entry User	Debit/From	Credit/To	Amount	Status
20877	13-Jan-2016	DB		DIMOND			30000,00	Entry Began
20881	13-Jan-2016	DC		ANTHERA	400000,00	400000,00		Entry Began
20882	13-Jan-2016	DB		ANTHERA			77000,00	Entry Began
20883	13-Jan-2016	DC		ANTHERA	400000,00	400000,00		Entry Began
20884	13-Jan-2016	DC		ANTHERA				Entry Began
20885	13-Jan-2016	DC		ANTHERA	400000,00	400000,00		Entry Began
20886	13-Jan-2016	DB		ANTHERA			77000,00	Entry Began
20887	13-Jan-2016	DC		ANTHERA	400000,00	400000,00		Ready For Posti
20888	13-Jan-2016	DB		ANTHERA			77000,00	Entry Began
20889	15-Jan-2016	DC		ANTHERA	275000,00	275000,00		Entry Began
20890	15-Jan-2016	DB		ANTHERA			142000,00	Entry Began
20891	15-Jan-2016	DC		ANTHERA	50000,00	50000,00		Entry Began
20892	15-Jan-2016	DB		ANTHERA			50000,00	Entry Began
20893	22-Jan-2016	EA		THERESA_ADMIN			750,00	Entry Began
20894	22-Jan-2016	EA		THERESA_ADMIN			873,00	Entry Began

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 restrict you to BT (Budget Transfer) journals only, and
- You have account security access to the lines on the journals in progress.



**User Profile Screen**

Entered 07-Sep-2009  
Changed 08-Apr-2015

MARY  
Mary MacKinnon

3 PO / AP    4 Human Resources    5 Budget    6 Collections

Type	Ledgers
	Allow Journal Entry Posting <input checked="" type="radio"/> Yes <input type="radio"/> No Restrict Journal Entry to BT Type Only <input type="radio"/> Yes <input checked="" type="radio"/> No

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.

Line	Account#	Description	Amount	Type	Tot
1	0020-000-0000-000-00-53300	TEST GRANT UPLOAD 1: OTH PURCH SVC	20000.00	Ant	
2	0020-000-0000-000-00-56100	TEST GRANT UPLOAD 1: SUPPLIES+GENL	10000.00	Ant	
3	0000-000-0000-000-00-00000			Ant	
4	0000-000-0000-000-00-00000			Ant	
Total			30000.00		

**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.

Transfer Journal To

Required: Enter TO Username

Lookup    OK    Cancel    Clear All

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:

**Ledgers**  
Allow Journal Entry Posting  Yes  No

View In - Progress Journals

4 JE#	5 Trx Date	6 JE Ty	Freq	8 Entry User	Debit/From	Credit/To	Amount	Status
20717	30-Jun-2014	DC		CLAVIOLETTE	1751231,12	1751231,12		Entry Began
20731	16-Jul-2014	DC		EMANDILE				Entry Began
20737	30-Jun-2014	DC		CLAVIOLETTE	4457827,91	4457827,91		Entry Began
20742	01-Nov-2014	DB		MARY				Ready for Posti
20745	22-Aug-2014	DC		KATHY				Entry Began
20747	06-May-2015	DC		LJANN				Entry Began
20748	26-Sep-2014	EN		MARY			600,00	Ready for Posti
20751	15-Oct-2014	EN		MARY			500,00	Correct Errors
20753	20-Oct-2014	DC		ANTHERA				Entry Began
20755	21-Oct-2014	DC		BILL				Entry Began
20757	01-Nov-2014	DC		MARY	100,00	100,00		Ready for Posti
20758	04-Dec-2014	DC		ANTHERA	25,00	25,00		Entry Began
20759	30-Jun-2014	DC		ANTHERA	44,00	44,00		Entry Began
20760	13-Nov-2014	DC		ANTHERA				Entry Began
20762	15-Nov-2014	BT		MARY	127958,94	127958,94		Ready for Posti

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

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

**Ledgers**  
Allow Journal Entry Posting  Yes  No

View In - Progress Journals

4 JE#	5 Trx Date	6 JE Ty	Freq	8 Entry User	Debit/From	Credit/To	Amount	Status
20742	01-Nov-2014	DB		MARY				Ready for Posti
20748	26-Sep-2014	EN		MARY			600,00	Ready for Posti
20751	15-Oct-2014	EN		MARY			500,00	Correct Errors
20757	01-Nov-2014	DC		MARY	100,00	100,00		Ready for Posti
20762	15-Nov-2014	BT		MARY	127958,94	127958,94		Ready for Posti
20763	24-Nov-2014	DC		MARY	5,00			Entry Began
20783	28-Apr-2015	BA		MARY			100,00	Entry Began
20898	17-Mar-2016	DC		MARY				Entry Began

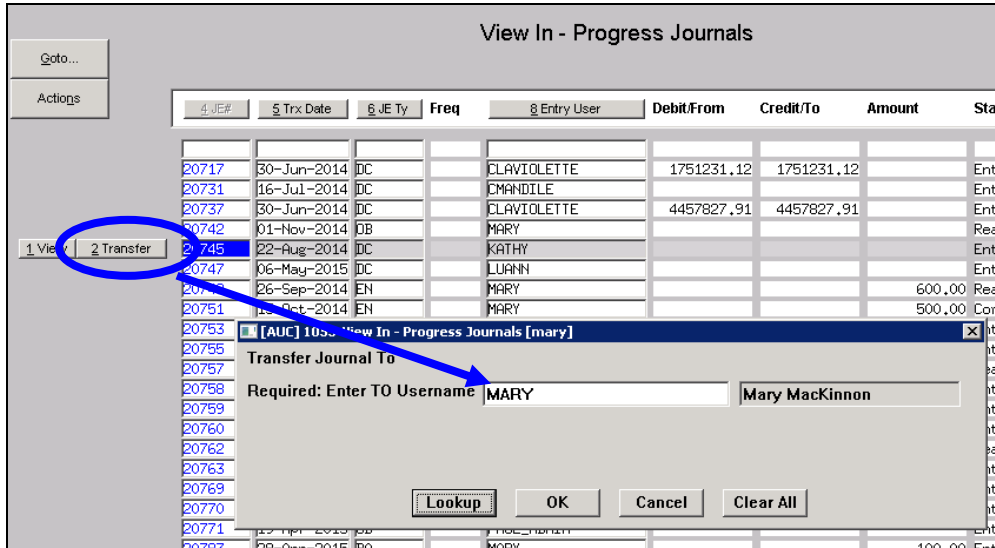
### Transferring a Journal

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

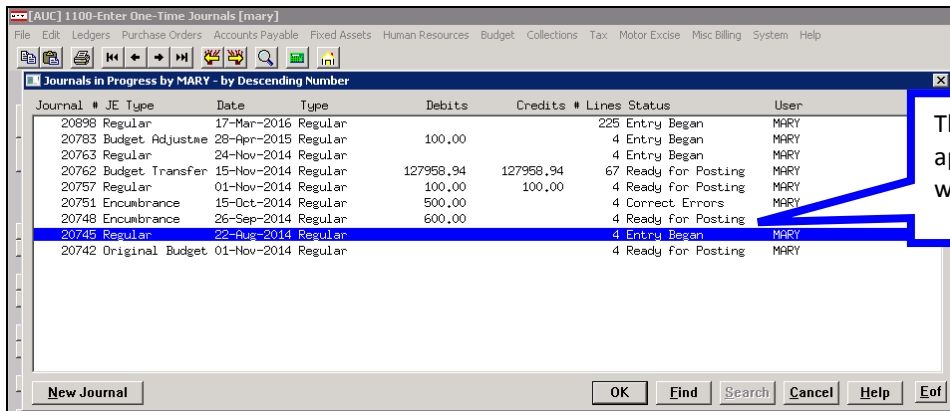
- The person is on vacation and you need a journal finished in their absence, or
- A journal needs to be corrected quickly and the originator is not available to make the correction, or
- You need to delete the journal permanently without posting it.

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).



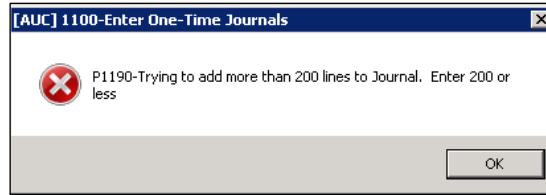
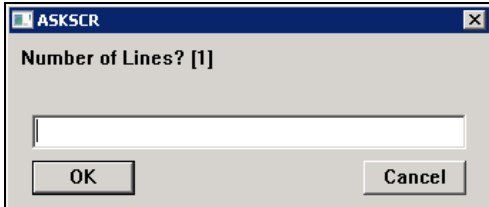
[ADM-AUC-GL-8212]

## 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 **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 accidentally 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.



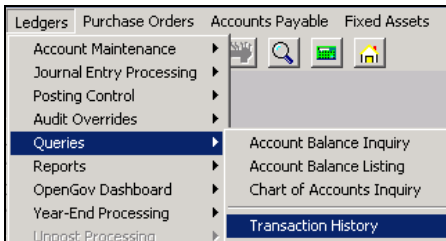
[ADM-AUC-GL-8216]

### 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.





[AUC] 1110-Transaction History [mary]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Help

Showing All Transaction History

FY Account Number Type Asset Sub-Type Control Status Active Fund Status Active

2016 1000-000-0000-000-00-00-10400 CASH, UNRESTRICTED CHECKING

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Vendor
02-Mar-2016	8846407	1	1	AP01	13101	8846407	5020.00	CR	
02-Mar-2016	8846407	1	1	AP01	13127	8846407	417.10	CR	
01-Mar-2016	100700	22	1	RC01	403	8846405	2038.34	DR	
20-Feb-2016	8846398	1	1	AP01	13114	8846398	140.00	CR	
18-Feb-2016	8846401	1	1	AP01	13126	8846401	6080.58	CR	
17-Feb-2016	8846396	1	1	AP01	13002	8846396	900.00	CR	
17-Feb-2016	8846396	1	1	AP01	13074	8846396	15000.00	CR	
15-Jan-2016	353240	1	1	AP01	13117	8846391	100.00	CR	002276-W.B. MASON CO. INC.
15-Jan-2016	353240	2	1	AP01	13117	8846391	-100.00	CR	002276-W.B. MASON CO. INC.
15-Jan-2016	353241	1	1	AP01	13117	8846391	171.50	CR	011125-CIT TECHNOLOGY FIN SERV
15-Jan-2016	353241	2	1	AP01	13117	8846391	171.50	CR	011125-CIT TECHNOLOGY FIN SERV
15-Jan-2016	353241	3	1	AP01	13117	8846391	171.50	CR	011125-CIT TECHNOLOGY FIN SERV
15-Jan-2016	353241	4	1	AP01	13117	8846391	171.50	CR	011125-CIT TECHNOLOGY FIN SERV
15-Jan-2016	353241	5	1	AP01	13117	8846391	171.50	CR	011125-CIT TECHNOLOGY FIN SERV

AFTER the change Vendor no longer displays

BEFORE the change Invalid Vendor displays

[ADM-AUC-GL-8220]

## 4. REPORTS

### 4.1. Monthly Trial Balance – enhanced to run faster

Modified the Monthly Trial Balance report to run faster.

Ledger Month to Date Reports

Report Name

1641-Monthly Expenditure Summary	Sample	Run
1642-Monthly Revenue Summary	Sample	Run
1643-Monthly Trial Balance	Sample	Run
1645-Daily Trial Balance	Sample	Run
1644-Monthly Change in Cash Flow	Sample	Run
1646-Monthly Cash Activity Report	Sample	Run
1647-Monthly Revenue & Expenditure Statement	Sample	Run

Report Categories

- 1 Year to Date
- 2 Transaction History
- 3 Month to Date
- 4 Other

TedRE - GL\_Monthly\_Trl\_Bal\_MARY[1].lis

Printed 22-Mar-2016 at 10:08:54 by MARY  
Town of ADMINS  
Monthly Trial Balance  
Fiscal Year: 2016 to 2016 for Dates from 01-Jul-2015 to 29-Feb-2016

Account and Description	Beginning Balance	30-Jun-2015 Balance	Current Debits	Current Credits	Ending Balance
1000-000-0000-000-00-10400 CASH, UNRESTRICTED CHECKING	124,686.46	124,686.46	208,308.02	1,545,578.56	(1,212,584.08)
1000-000-0000-000-00-12400 TAX LINES RECEIVABLE	(3,684.48)	(3,684.48)	.00	.00	(3,684.48)
1000-000-0000-000-00-12400 EMERGENCY RECEIVABLES	(3,416.35)	(3,416.35)	.00	.00	(3,416.35)
1000-000-0000-000-00-20110 ACCRUED TEACHER P/R PAYABLE	1,025,303.59	1,025,303.59	.00	.00	1,025,303.59
1000-000-0000-000-00-20115 SCHOOL ENCUMBRANCES-EXPENSES	23,445.50	23,445.50	.00	.00	23,445.50
1000-000-0000-000-00-20200 ACCOUNTS PAYABLE	2,311,479.90	2,311,479.90	1,032,417.26	1,079,537.43	2,264,359.73
1000-000-0000-000-00-20210 ACCRUED PAYROLL	93,754.56	93,754.56	3,023.85	.00	96,778.41
1000-000-0000-000-00-21210 MEDICARE TAXES WITHHOLDING PAYABLE	(75.69)	(75.69)	10.26	300.70	(365.12)

[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
<b>Assets/Liabilities/Fund Equity</b>	Appropriations + debits – credits – encumbrances
<b>Expenditures</b>	Appropriations – debits + credits – encumbrances
<b>Revenue</b>	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	JEO1	8846339	20874	1	1	50.00	0.00	0.00	0.00	testing
8	<b>0010-000-0000-000-00-00-51110 DEPARTMENT HEAD SALAR</b>						<b>5,050.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
9	<b>Total Expenditures</b>						<b>5,050.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

Figure 1 Before





A	B	C	D	E	F	G	H	I	J	K	
Trans Date	Code	GLPost#	Ref#	Line	GLLn	Total Approp	Encumbrance	Debit	Credit	Net Amount	Notes
01-Jul-2015	GL24	8846036	0	1	1	5,000.00	0.00	0.00	0.00	5,000.00	Appropr
01-Jul-2015	GL24	8846203	0	1	1	5,000.00	0.00	0.00	0.00	5,000.00	Appropr
01-Jul-2015	GL24	8846212	0	1	1	5,000.00	0.00	0.00	0.00	5,000.00	Appropr
01-Jul-2015	GL25	8846200	0	1	1	-5,000.00	0.00	0.00	0.00	-5,000.00	Revers
01-Jul-2015	GL25	8846211	0	1	1	-5,000.00	0.00	0.00	0.00	-5,000.00	Revers
01-Jul-2015	JE01	8846339	20874	1	1	50.00	0.00	0.00	0.00	50.00	Testing
<b>0010-000-0000-000-00-00-51110 DEPARTMENT HEAD SALAR</b>						<b>5,050.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,050.00</b>	

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.

```

1636-GLTRNSUMVPO.REP          Printed 17-Mar-2016 at 10:56:51 by MARY          Page 1
                                Town of ADMINS
                                Transaction Summary (for POs or Vouchers)
                                Fiscal Year: 2016 to 2016
                                Trx. Date: 01-Jul-2015 to 17-Mar-2016
=====
Ref#          Vendor          Department          Encumbrances          Debits          Credits          Remaining Balance
=====
PO Ref.:11,516  011125-02 CIT TECHNOLOGY FIN SERV,INC.  SOUTH          1,200.50          857.50          .00          (2,058.00)
PO Ref.:11,550  011125-02 CIT TECHNOLOGY FIN SERV,INC.  SOUTH          2,058.00          .00          .00          (2,058.00)
PO Ref.:39,791  011125-02 CIT TECHNOLOGY FIN SERV,INC.  SOUTH          1,029.00          1,029.00          .00          (2,058.00)

*** Grand Total ***
                                4,287.50          1,886.50          .00          (6,174.00)
=====

===== Selection Legend =====

Account Type: ALFER
FY: 2016 to 2016
Trx. Date: 01-Jul-2015 to 17-Mar-2016
Function: 5300 to 5300
Department: 300 to 300
Fund: 1000 to 1000
Location: 03 to 03
Program: 450 to 450
Account Sub Type: CP

```

Figure 3 Before



PO # **11516** PO Query - Posted Open  
THERESA

**Vendor Code** 011125 02  
CIT TECHNOLOGY FIN SERV, INC. Via Email  
21146 NETWORK PLACE  
CHICAGO  
IL 60673-1211

**Dept Code** SOUTH SOUTH ELEMENTAR  
**PO Date** 27-Aug-2015 FY 2016  
**Type Code** R Regular

**Deliver To** 3 SOUTH ELEMENTARY SCHOOL  
**Invoice To** 8 KEOUGH ADMINISTRATION B

**Ship To Attn**  
**Ship Date**

1 Delivery Notes No text available  
J Internal Notes No text available

2 Details (12) 3 Items 4 GL Details 5 Status History 6 Vouchers (1) 7 Changes 8 Attachment (1) **Expected Amt** 2058.00

Line Item	Qty	UOM	Item Description	FA	Price	Freight	Other	Ext Amount	Retained	Balance
1			PO #39731 BIZHUB 363 36 MOS @#171.50		171.5000			171.50		
			JUL #16 OF 36							
			Split 1000-300-5300-450-03-00-52610							
2	1.0000		AUG #17 OF 36		171.5000			171.50		
			Split 1000-300-5300-450-03-00-52610							
3	1.0000		SEPT #18 OF 36					171.50		
			Split 1000-300-5300-450-03-00-52610							
4	1.0000		OCT #19 OF 36					171.50		
			Split 1000-300-5300-450-03-00-52610							
5	1.0000		NOV #20 OF 36		171.5000			171.50		
			Split 1000-300-5300-450-03-00-52610							
			Split 1000-300-5300-450-03-00-52610							

Original PO Enc \$2,058.00  
Vouchers to date \$ 857.50  
Rem Balance \$1,200.50

**Encumbered** 2058.00 **Liquidated** **Relieved** 857.50 **Paid** 857.50 **Balance** 1200.50  
**Retained** **Liquidated** **Relieved** **Paid**

The report now reads:

Ref#	Vendor	Department	Encumbrances	Debits	Credits	Remain Balance
PO Ref.:11,516	011125-02 CIT TECHNOLOGY FIN SERV, INC.	SOUTH	2,058.00	857.50	0.00	1,200.50
PO Ref.:11,550	011125-02 CIT TECHNOLOGY FIN SERV, INC.	SOUTH	2,058.00	0.00	0.00	2,058.00
PO Ref.:39,731	011125-02 CIT TECHNOLOGY FIN SERV, INC.	SOUTH	2,058.00	1,029.00	0.00	1,029.00
*** Grand Total ***			<b>6,174.00</b>	<b>1,886.50</b>	<b>0.00</b>	<b>4,287.50</b>

Figure 4 After

[ADM-AUC-GL-8176]

## 5. TABLES

### 5.1. CONTROL ACCOUNTS

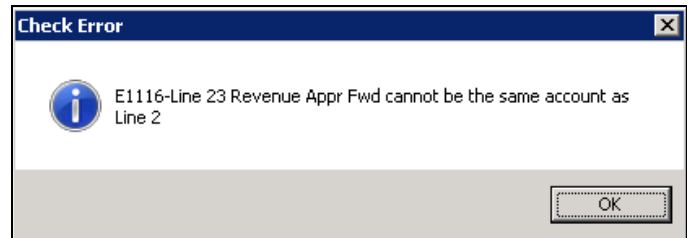
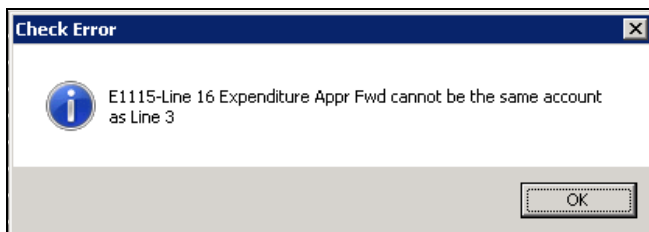
System has been modified to ensure that when you enter accounts on Lines 2, 3, 16 and 23, that the following be prevented:



- 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

Maintain General Ledger Controls				
FY	Fund	Description	Fund Status	
2016	1000	General Fund	OPEN	<input type="button" value="Clear All"/>
Line	Account Number	Description	Summarize Postings?	
Revenue	2	1000-000-0000-000-00-39100	Revenues	<input type="checkbox"/>
Expenditure	3	1000-000-0000-000-00-39300	Expenditures	<input type="checkbox"/>
Encumbrance	4	1000-000-0000-000-00-39200	Encumbrances	<input type="checkbox"/>
Reserve for Encumbrance	5	1000-000-0000-000-00-38200	Reserve for Encumbrance	<input type="checkbox"/>
Reserve for PY Encumbrance	6	1000-000-0000-000-00-88888	Suspense	<input type="checkbox"/>
PO Rollover	7	*****	---7 PO Rollover	<input type="checkbox"/>
Accounts Payable	8	1000-000-0000-000-00-20200	ACCOUNTS PAYABLE	<input type="checkbox"/>
Fund Equity	9	1000-000-0000-000-00-35900	UNDESIGNATED FUND BALANCE	<input type="checkbox"/>
Due To	11	1000-000-0000-000-00-88888	Suspense	<input type="checkbox"/>
Due From	12	1000-000-0000-000-00-88888	Suspense	<input type="checkbox"/>
Discounts	13	1000-000-0000-000-00-20200	ACCOUNTS PAYABLE	<input type="checkbox"/>
Accrued Payroll	14	1000-000-0000-000-00-20210	ACCRUED PAYROLL	<input type="checkbox"/>
Payroll Expenditure Control	15	- - - - -	---15 Payroll Expenditure Control	<input type="checkbox"/>
Expenditure Appr Fwd Equity	16	- - - - -	---16 Expenditure Appr Forward Equity	<input type="checkbox"/>
Other Financing Uses	17	- - - - -	---17 Other Financing Uses	<input type="checkbox"/>
Other Financing Sources	18	- - - - -	---18 Other Financing Sources	<input type="checkbox"/>
Interest Dist. Cash	19	- - - - -	---19 Interest Dist. Cash	<input type="checkbox"/>
Interest Dist. Revenue	20	- - - - -	---20 Interest Dist. Revenue	<input type="checkbox"/>
Interest Dist. Expenditure	21	- - - - -	---21 Interest Dist. Expenditure	<input type="checkbox"/>
Credit Card Liability	22	- - - - -	---22 Credit Card Liability	<input type="checkbox"/>
Revenue Appr Fwd Equity	23	- - - - -	---23 Revenue Appr Forward Equity	<input type="checkbox"/>

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



[ADM-AUC-GL-8182]

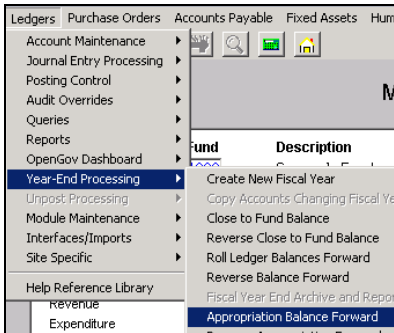
## 6. YEAR-END PROCESSING

### 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:



1482-GLAPRCHKCTR.REP Printed 17-Mar-2016 at 15:48:42 by ANTHEA Page 1  
Town of ADMINS  
Control Accounts with Errors

The Following Control Accounts have Errors

FY	Fund	Error Message
2016	0010	Line 16 cannot be same account as line 3 Line 23 cannot be same account as line 2
2015	0010	Line 16 Expenditure Appr Fwd Account Missing Line 23 Revenue Appr Fwd Account Missing
2015	0100	Line 16 Expenditure Appr Fwd Account Missing Line 23 Revenue Appr Fwd Account Missing
2015	0300	Line 16 Expenditure Appr Fwd Account Missing Line 23 Revenue Appr Fwd Account Missing
2015	9888	Line 16 Expenditure Appr Fwd Account Missing Line 23 Revenue Appr Fwd Account Missing

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.

1796-GLTRACTFLG.REP Printed 22-Mar-2016 at 10:03:37 by MARY  
Town of ADMINS  
Field Logging - Control Account Table Report

FY	Fund / Description	Line	Change Date	Time	User	Field	Value
2016	1000 General Fund	7	28-Dec-2015	13:03	ANTHEA	Account	Old: 1000-***-*****-***-88888 New: ****-***-*****-***-*****
2016	1000 General Fund	7	28-Dec-2015	13:01	ANTHEA	Account	Old: ****-950-*****-***-99999 New: 1000-***-*****-***-88888
2016	1000 General Fund	7	28-Dec-2015	13:01	ANTHEA	Account	Old: ****-950-*****-***-99999 New: ****-***-*****-***-88888

Figure 5 Before

1796-GLTRACTFLG.REP Printed 22-Mar-2016 at 11:35:53 by MARY  
Town of ADMINS  
Field Logging - Control Account Table Report

FY	Fund / Description	Line	Change Date	Time	User	Field	Value
2016	1000 General Fund	7 PO Rollover	28-Dec-2015	13:03	ANTHEA	Account	Old: 1000-***-*****-***-88888 New: ****-***-*****-***-*****
2016	1000 General Fund	7 PO Rollover	28-Dec-2015	13:01	ANTHEA	Account	Old: ****-950-*****-***-99999 New: 1000-***-*****-***-88888
2016	1000 General Fund	7 PO Rollover	28-Dec-2015	13:01	ANTHEA	Account	Old: ****-950-*****-***-99999 New: ****-***-*****-***-88888
2016	1000 General Fund	7 PO Rollover	10-Aug-2015	13:24	WENDY	Account	Old: ****-***-*****-***-99999 New: ****-950-*****-***-99999

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