



GENERAL LEDGER

RELEASE NOTES – MARCH 2018

This document explains new product enhancements added to the ADMINS Unified Community for Windows **General Ledger** system.

TABLE OF CONTENTS

- 1. **LEDGERS ▶ ACCOUNT MAINTENANCE ▶ FUND ELEMENTS**..... 2
 - 1.1. Added column to Fund Edit List [FIX]..... 2
- 2. **POSTING TRANSACTIONS [FIX]**..... 2
- 3. **ACCOUNT SECURITY REBUILD TO AFFECT PREVIOUS YEARS [FIX]**..... 3
- 4. **REPORTS LEDGERS ▶ REPORTS ▶ REPORT LIBRARY [TRANSACTION HISTORY]** 3
 - 4.1. #1050 – PO Transactions [New]..... 3
 - 4.2. #1659-Transactions Current vs Prior for Date Range [New]..... 4
- 5. **REPORTS “DROPPING OUT OF SIGHT” [FIX]–V92 SITES ONLY** 6
- 6. **HELP REFERENCE LIBRARY**..... 7
 - 6.1. New or Updated Documentation 7



1. LEDGERS ► ACCOUNT MAINTENANCE ► FUND ELEMENTS

1.1. Added column to Fund Edit List [FIX]

Columns were added to represent the columns available on the Fund Element screen. This is only in effect for the Excel[®] version of the report.

Table	Element	Description	Category 1	Description	Category 2	Description	Category 3	Description	Category 4	Description	Begin Date	Managed By	Enc?	Status
Fund	0100	TRASH-OPERATING	TRASH	TRASH	EN	ENTERPRISE	PR	PROPRIETARY						Active
Fund	0200	WATER-OPERATING	WATER	WATER	EN	ENTERPRISE	PR	PROPRIETARY						Active
Fund	0300	SEWER-OPERATING FUND	SEWER	SEWER	EN	ENTERPRISE	PR	PROPRIETARY						Active
Fund	0444	ERATE CREDITS FOR TECHNOLOGY									01-Jul-2014		N	Inactive
Fund	1000	GENERAL FUND			GN	GENERAL	GV	GOVERNMENTAL						Active
Fund	2000	SPECIAL REVENUE					GV	GOVERNMENTAL						Active
Fund	2009													Inactive
Fund	2010	SCHOOL GRANTS						GOVERNMENTAL						Active
Fund	2020	SCHOOL LUNCH PROGRAM	SCHOOL	SCHOOL	AF	LUNCH PROGRAM	GV	GOVERNMENTAL SF						Active
Fund	2030	SCHOOL SECURITY 2013 GRANT	SCHOOL	SCHOOL	AA	STATE GRANT	GV	GOVERNMENTAL SS						Active
Fund	2040	SCHOOL CHOICE, REC TUITION	SCHOOL	SCHOOL	AD	OTHER TUITION	GV	GOVERNMENTAL SR						Active
Fund	2050	CPC (E.C.CH188)	SCHOOL	SCHOOL	AH	OTHER STATE GRANTS	GV	GOVERNMENTAL SS						Active

Figure 1: Before

Table	Element	Description	Category 1	Description	Category 2	Description	Category 3	Description	Category 4	Description	Begin Date	Managed By	Enc?	Status	Sm?	Cl?	B?	Bd?
Fund	0100	TRASH-OPERATING	TRASH	TRASH	EN	ENTERPRISE	PR	PROPRIETARY						Active	No	Yes	Yes	No
Fund	0200	WATER-OPERATING	WATER	WATER	EN	ENTERPRISE	PR	PROPRIETARY						Active	No	Yes	Yes	No
Fund	0300	SEWER-OPERATING FUND	SEWER	SEWER	EN	ENTERPRISE	PR	PROPRIETARY						N	Active	No	Yes	No
Fund	0444	ERATE CREDITS FOR TECHNOLOGY									01-Jul-2014		Y	Inactive	No	Yes	No	No
Fund	1000	GENERAL FUND			GN	GENERAL	GV	GOVERNMENTAL						Active	No	Yes	No	No
Fund	2000	SPECIAL REVENUE					GV	GOVERNMENTAL						Active	Yes			
Fund	2009													Inactive	No	No	No	No

Figure 2: After

[ADM-AUC-GL-8274]

2. POSTING TRANSACTIONS [FIX]

With the last software update, a new module control (#91) was implemented to prevent posting users from becoming locked if they stepped away from the desk for longer than the site timeout interval.

Seq#	Description	Answer
90	Site Timeout Interval for Screens [600 seconds]	1800
91	Screen Timeout for Posting/Approvals screens	300
99	Email list to use for Abnormal Terminations Notifications	SYABND

Figure 3: Module Control 91 sets the timeout for Posting / Approvals screens

If a posting process exceeded the length of time specified in the module control #91, the user would see an error message once the [OK] button was clicked on the notification popup indicating that the posting was complete:

Go to...	Post GL Transactions			
Actions	1 Select All	2 Deselect All	3 Edit List	4 Post to GL
2018 463914	19424,72	40669,44		
2018 463912	105661,48	211702,96		
2018 463910	18769,82	25637,92		
2018 463907	712,50	729,72		
2018 463904	216487,34	301170,26		
2018 463902	191288,92	271964,98		
2018 463900	2010,46	4020,90		
2018 463899	4002,67	4899,06		
2018 463896	134475,20	134475,20		
2018 463895	13469,47	17149,70		
2018 463892	26174,31	29666,28		
2018 463889	3648,43	4175,27		

Figure 4: Before - Invalid RET at Paragraph 19 message

The message appeared even though the posting completed successfully. Now, the user is no longer required to click on an “OK” button once the posting is complete. The system instead displays this screen, with a message indicating that the posting was successful.



Figure 5: After – Displays the Support Help Page with the success message in the Remarks field.

[ADM-AUC-GL-8283]

3. ACCOUNT SECURITY REBUILD TO AFFECT PREVIOUS YEARS [FIX]

The program that copied previous year’s account security has been modified to exclude users that no longer have account security set up on their user profile tab. This will reduce the size of the security file and streamline the overnight jobs.

[ADM-AUC-GL-8281]

4. REPORTS LEDGERS ► REPORTS ► REPORT LIBRARY [TRANSACTION HISTORY]

4.1. #1050 – PO Transactions [New]



This report facilitates tracking all activity for a purchase order from inception to the current date.

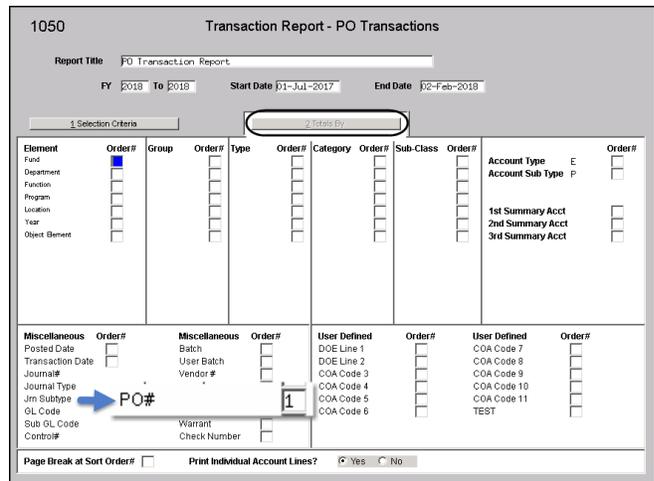
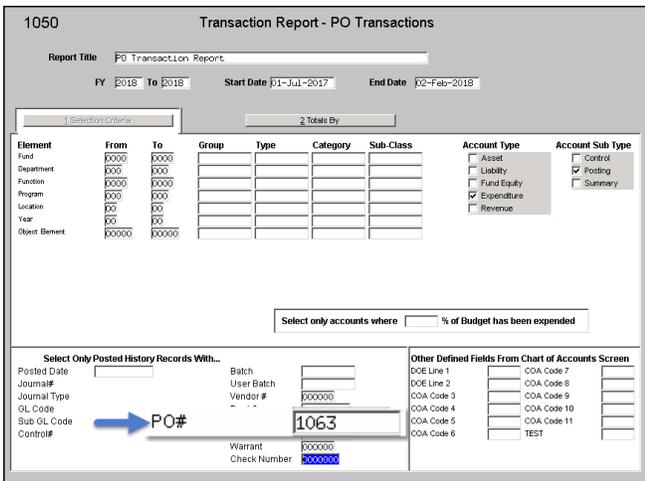


Figure 6 Setting criteria for running the new report for a single purchase order

On the “Totals By” screen, enter a number “1” in the PO# field to total by purchase order. Run the report for PO 1063 for fiscal year 2018, using the criteria shown and selecting the Print/Preview/PDF® option to yield this result:



1050-GLTRNDTPO.REP Printed 12-Mar-2018 at 13:03:11 by MUPDEV5 Page 1

Town of
PO Transaction Report
Fiscal Year: 2018 to 2018

Trans Date	Code	GLPost#	User	Batch	Ref#	Line	GLLn	Posted On	Rollover Amount	Encumbrance	Enc. Change	Enc. Relief	Enc. Liquidation	Balance	Payments	Vendor
PO Ref.:1,063																
10-Jan-2018	AP02	11749	SP352	58696	2	1	10-Jan-2018		0.00	0.00	0.00	0.00		5,497.00	0.00	003482-GRAYBAR ELECT
10-Jan-2018	PO02	11749	SP352	1063	2	1	10-Jan-2018		0.00	0.00	0.00	-5,497.00		0.00	0.00	003482-GRAYBAR ELECT
03-Jan-2018	PO03	11716	11716	1063	2	1	03-Jan-2018		0.00	0.00	97.00	0.00		0.00	0.00	003482-GRAYBAR ELECT
27-Dec-2017	PO01	11700	11700	1063	2	1	02-Jan-2018		0.00	5,400.00	0.00	0.00		0.00	0.00	003482-GRAYBAR ELECT
Total 01-3101-52185 GENERAL SERVICE									0.00	5,400.00	97.00	(5,497.00)	0.00	0.00	5,497.00	
PO Ref.:1,063																
10-Jan-2018	AP02	11749	SP352	58696	1	1	10-Jan-2018		0.00	0.00	0.00	0.00		5,712.38	0.00	003482-GRAYBAR ELECT
10-Jan-2018	PO02	11749	SP352	1063	1	1	10-Jan-2018		0.00	0.00	0.00	-5,712.38		0.00	0.00	003482-GRAYBAR ELECT
03-Jan-2018	PO03	11716	11716	1063	1	1	03-Jan-2018		0.00	0.00	-97.00	0.00		0.00	0.00	003482-GRAYBAR ELECT
27-Dec-2017	PO01	11700	11700	1063	1	1	02-Jan-2018		0.00	5,809.38	0.00	0.00		0.00	0.00	003482-GRAYBAR ELECT
Total 02-4829-53084 TOWN CENTER LIGHTING PH IV									0.00	5,809.38	(97.00)	(5,712.38)	0.00	0.00	5,712.38	
Total PO Ref.:1,063									0.00	11,209.38	0.00	(11,209.38)	0.00	0.00	11,209.38	
*** Grand Total ***									0.00	11,209.38	0.00	(11,209.38)	0.00	0.00	11,209.38	

==== Selection Legend =====
Account Type: F
FY: 2018 to 2018
Trx. Date: 01-Jul-2017 to 12-Mar-2018
PO Ref.: 1,063
Account Sub Type: P

Figure 7 PO Transaction Report for a single purchase order run to Print/Preview/PDF®

Task 1050: Transaction Report - PO Transactions

PO Transaction Report

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

LookUp OK Cancel Clear All

Select the “Run as” Excel® option to produce a report similar to that shown in Figure 8. The **Ref# column** shows the PO number for Purchase Order transactions (encumbrances, encumbrance changes, encumbrance relief and liquidation); for **payments** against the purchase order, the voucher # is shown in the Ref# column.

GL_Trxn_Detail_PO_MUPDEV5[2] - Excel

Trans Date	Code	GLPost#	Ref#	Line	GLLn	Posted On	Rollover Amount	Encumbrance	Enc. Change	Enc. Relief	Enc. Liquidation	Balance	Payments	Vendor
10-Jan-2018	AP02	11749	58696	2	1	10-Jan-2018	0.00	0.00	0.00	0.00	0.00	5,497.00	0.00	003482-GRAYBAR ELECT
10-Jan-2018	PO02	11749	1063	2	1	10-Jan-2018	0.00	0.00	0.00	-5,497.00	0.00	0.00	0.00	003482-GRAYBAR ELECT
03-Jan-2018	PO03	11716	1063	2	1	03-Jan-2018	0.00	0.00	97.00	0.00	0.00	0.00	0.00	003482-GRAYBAR ELECT
27-Dec-2017	PO01	11700	1063	2	1	02-Jan-2018	0.00	5,400.00	0.00	0.00	0.00	0.00	0.00	003482-GRAYBAR ELECT
01-3101-52185 GENERAL SERVICE							0.00	0.00	5,497.00	0.00	0.00	-5,497.00		
10-Jan-2018	AP02	11749	58696	1	1	10-Jan-2018	0.00	0.00	0.00	0.00	0.00	5,712.38	0.00	003482-GRAYBAR ELECT
10-Jan-2018	PO02	11749	1063	1	1	10-Jan-2018	0.00	0.00	0.00	-5,712.38	0.00	0.00	0.00	003482-GRAYBAR ELECT
03-Jan-2018	PO03	11716	1063	1	1	03-Jan-2018	0.00	0.00	-97.00	0.00	0.00	0.00	0.00	003482-GRAYBAR ELECT
27-Dec-2017	PO01	11700	1063	1	1	02-Jan-2018	0.00	5,809.38	0.00	0.00	0.00	0.00	0.00	003482-GRAYBAR ELECT
02-4829-53084 TOWN CENTER LIGHTING PH IV							0.00	0.00	5,712.38	0.00	0.00	-5,712.38		
_Total_PO Ref.:1,063							0.00	11,209.38	0.00	-11,209.38	0.00	0.00	11,209.38	
Total							0.00	11,209.38	0.00	-11,209.38	0.00	0.00	11,209.38	

Figure 8 Excel® sample

To run the report for **all** purchase orders, leave the PO selection field blank.

[AVON-SUP-SAPLAUC-384]

4.2. #1659-Transactions Current vs Prior for Date Range [New]

A new report has been added to the Ledgers report library found under: **Ledgers ▶ Reports ▶ Report Library ▶ Transaction History ▶ 1659 - Transactions Current vs Prior for date range**



Ledger Transaction History Reports		
Report Name	Sample	Run
1630-Transaction Detail Report w/Notes	Sample	Run
1632-Transaction Detail Report w/Vendor	Sample	Run
1639-Transaction Detail Report w/Notes & Vendor	Sample	Run
1629-Transaction Detail - Debits/Credits Only	Sample	Run
1631-Transaction Detail - Debit/Credit - No Approp Roll Txns	Sample	Run
1626-Transaction Detail - Debits/Credits (w/ Check#)	Sample	Run
1633-Transaction Detail Report - Interfund Transfers	Sample	Run
1634-Transaction Detail w/ Running Balances	Sample	Run
1635-Transaction History (Summary)	Sample	Run
1667-Transaction Summary (No Approp Roll Fwd)	Sample	Run
1636-Transaction Summary (for POs or Vouchers)	Sample	Run
1540-Transactions affecting a prior period...	Sample	Run
1699-Transaction Details of Summary Posting	Sample	Run
1659-Transactions Current vs Prior for Date Range	Sample	Run
1050-Transaction Report - PO Transactions	Sample	Run

Figure 9: Location of report in Ledgers ▶ Reports ▶ Report Library ▶ Transaction History

1. Only one fiscal year is allowed since the comparison is of one fiscal year against the previous fiscal year (usually transaction history reports require a “from” and “to” fiscal year).
2. Select a start and end date range within that fiscal year. It will automatically compare that date range with the prior year date range.
3. The report summarizes the amounts posted to the account for that date range, based on the account number. It does not show the individual transactions.

1659 Transactions Current vs Prior for Date Range

Report Title: Transaction Current vs Prior for Date Range

FY: 2018 Start Date: 01-Jan-2018 End Date: 20-Feb-2018

1 Selection Criteria 2 Totals By

Element	From	To	Group	Type	Category	Sub-Class	Account Type	Account Sub Type
Fund	0000	0000					<input checked="" type="checkbox"/> Asset	<input checked="" type="checkbox"/> Control
Department	000	000					<input checked="" type="checkbox"/> Liability	<input checked="" type="checkbox"/> Posting
Function	0000	0000					<input checked="" type="checkbox"/> Fund Equity	<input checked="" type="checkbox"/> Summary
Program	000	000					<input checked="" type="checkbox"/> Expenditure	
Location	00	00					<input checked="" type="checkbox"/> Revenue	
Year	00	00						
Object Element	000000	000000						

Select only accounts where % of Budget has been expended

Select Only Posted History Records With...	Batch	Other Defined Fields From Chart of Accounts Screen
Posted Date	<input type="checkbox"/>	DOE Line 1 <input type="checkbox"/> COA Code 7 <input type="checkbox"/>
Journal#	<input type="checkbox"/> User Batch	DOE Line 2 <input type="checkbox"/> COA Code 8 <input type="checkbox"/>
Journal Type	<input type="checkbox"/> Vendor #	COA Code 3 <input type="checkbox"/> COA Code 9 <input type="checkbox"/>
GL Code	<input type="checkbox"/> Dept Group	COA Code 4 <input type="checkbox"/> COA Code 10 <input type="checkbox"/>
Sub GL Code	<input type="checkbox"/> PO#	COA Code 5 <input type="checkbox"/> COA Code 11 <input type="checkbox"/>
Control#	<input type="checkbox"/> Voucher#	COA Code 6 <input type="checkbox"/> TEST <input type="checkbox"/>
	<input type="checkbox"/> Warrant	
	<input type="checkbox"/> Check Number	

Figure 10: Filter and sorting available, similar to other general ledger reports



1659-GLTRNCURPRI.REP Printed 01-Nov-2017 at 09:35:06 by ANTHEA

Town of ADMINS
Transaction Current vs Prior for Date Range

Fiscal Year: 2018
ate Range: 01-Jul-2017 to 01-Nov-2017

Account Number and Description	Current Year 2018			Prior Year 2017		
	Original Bud	Bud Adjust	Encumbrance	Original Bud	Bud Adjust	Encumbrance
1000-300-2305-110-06-00-51260 TEACHER SALARY - HS	.00	.00	.00	.00	.00	2,661.69
1000-300-2305-110-12-00-51260 TEACHER SALARY - MIDD	13,481.00	.00	.00	13,481.00	.00	.00
1000-300-2305-111-03-00-51260 KINDERGARTEN TEA - 80	263,672.00	.00	.00	263,672.00	.00	.00
1000-300-2310-110-03-00-51260 READING & ELL SPECIAL	142,186.00	.00	.00	142,186.00	.00	.00
1000-300-2310-110-04-00-51260 READING & ELL SPECIAL	70,199.00	.00	.00	70,199.00	.00	.00
1000-300-2310-120-03-00-51260 SPED SPECIALIST TEA-S	300,049.00	.00	.00	300,049.00	.00	.00
1000-300-2310-120-04-00-51260 SPECIALISTS TEA-MACY	135,286.00	.00	.00	135,286.00	.00	.00
1000-300-2310-120-05-00-51260 SPED SPECIALIST TEA-S	.00	.00	.00	.00	.00	2,688.62
1000-300-2315-126-03-00-51260 SPED COORD/TEAM CHAIR	37,066.00	.00	.00	37,066.00	.00	.00

Figure 11: PDF[®] version of the report

	2018	2018	2018	2018	2018	2017	2017	2017	2017	2017	2017
Account Number and Description	Original Budget	Bud Adjustments	Debit	Credit	Encumbrance	Original Budget	Bud Adjustments	Debit	Credit	Encumbrance	Fund
1000-000-0000-000-00-12400 TAX LIENS RECEIVABLE	0.00	0.00	0.00	0.00	0.00	-3,684.48	0.00	0.00	0.00	0.00	1000
1000-000-0000-000-00-13400 AMBULANCE RECEIVABLES	0.00	0.00	0.00	0.00	0.00	-3,416.35	0.00	0.00	0.00	0.00	1000
1000-000-0000-000-00-20110 ACCRUED TEACHER PR PAYABLE	0.00	0.00	0.00	50.00	0.00	1,025,303.59	0.00	0.00	0.00	0.00	1000
1000-000-0000-000-00-20115 SCHOOL ENCUMBRANCES-EXPENSES	0.00	0.00	0.00	0.00	0.00	23,445.50	0.00	0.00	0.00	0.00	1000
1000-000-0000-000-00-21210 MEDICARE TAXES WITHHOLDING PAYA	0.00	0.00	0.00	0.00	0.00	-366.12	0.00	0.00	0.00	0.00	1000
1000-000-0000-000-00-21400 NORFOLK RETIREMENT WITHHOLDING	0.00	0.00	0.00	0.00	0.00	-98,767.22	0.00	0.00	1,509.51	0.00	1000
1000-000-0000-000-00-21410 MASS TEACHERS RETIREMENT WITHHO	0.00	0.00	0.00	0.00	0.00	-218,405.09	0.00	0.00	835.60	0.00	1000
1000-000-0000-000-00-21500 ACTIVE EMPLOYEES HEALTH INS DED	0.00	0.00	0.00	0.00	0.00	-43,241.62	0.00	0.00	0.00	0.00	1000
1000-000-0000-000-00-21510 EMPLOYEE LIFE INSURANCE WITHHOL	0.00	0.00	0.00	0.00	0.00	-177.97	0.00	0.00	2.22	0.00	1000
1000-000-0000-000-00-21518 MASS EMPLOYEE DISABILITY/CANCEP BI	0.00	0.00	0.00	0.00	0.00	3,838.35	0.00	0.00	162.18	0.00	1000

Figure 12: Excel[®] version of the report

[ADM-AUC-GL-8276]

5. REPORTS “DROPPING OUT OF SIGHT” [FIX]–V92 Sites Only

Reports were hidden behind the AUC application, requiring users to minimize the AUC application to view or print reports.

1. Adobe PDF[®]
2. Excel[®]
3. Preview/LIS format

The user could use **Alt|Tab** or **Insert|Tab** keystroke combinations to toggle between the AUC Application and the hidden report.

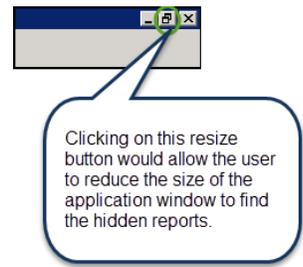


Figure 13 Before – Report “hiding” behind the AUC application

With the software update, the reports will now remain the focal point until the user closes or minimizes the report.



1517-Monthly Trial Balance [Theresa]

Report Title: 1643

Fiscal Year: 2017

1 Fiscal Year: 2018 for Dates from 01-Dec-2017 to 31-Dec-2017

Account and Description	Beg Balance	Pri Balance	Curr Debits	Curr Credits
101-0000-11200-000000 CASH	6,740,847.15	7,689,298.20	5,824,232.86	11,457,216.68
101-0000-11201-000000 WEBSTER BANK	101,902.70	532,171.34	738,315.74	7,911.57
101-0000-11202-000000 CITIZENS-3RD PARTY RESCUE	246,521.25	246,931.56	0.00	246,631.56
101-0000-11320-000000 CASH -CITY HOSPITALIZATION	6,930.67	6,930.67	0.00	0.00
101-0000-11320-111301 CASH -CITY HOSPITALIZATION	0.00	-2,381,493.13	0.00	237,552.26
101-0000-11320-111302 CASH -CITY HOSPITALIZATION	0.00	-1,284,758.06	0.00	125,106.07
101-0000-11320-111304 CASH -CITY HOSPITALIZATION	0.00	-13,617.58	0.00	1,268.56
101-0000-11320-111305 CASH -CITY HOSPITALIZATION	0.00	-259,306.57	0.00	28,683.32
101-0000-11320-111306 CASH -CITY HOSPITALIZATION	0.00	2,447,706.51	0.00	0.00
101-0000-11320-111307 CASH -CITY HOSPITALIZATION	0.00	1,841,757.18	0.00	0.00
101-0000-11320-111308 CASH -CITY HOSPITALIZATION	0.00	226,144.71	0.00	0.00
101-0000-11320-111309 CASH -CITY HOSPITALIZATION	0.00	13,016.00	0.00	0.00
101-0000-11400-000000 PETTY CASH - CITY TREAS	1,500.00	1,500.00	0.00	0.00
101-0000-11401-000000 PETTY CASH - PURCH DEPT	100.00	500.00	0.00	0.00
101-0000-11402-000000 PETTY CASH - PURCH ROT FD	500.00	500.00	0.00	0.00
101-0000-11403-000000 PETTY CASH - CITY CLERK	250.00	250.00	0.00	0.00
101-0000-11404-000000 PETTY CASH - LIBRARIES	420.00	420.00	0.00	0.00
101-0000-11405-000000 PETTY CASH - DEPT SR SER	200.00	200.00	0.00	0.00
101-0000-11406-000000 PETTY CASH - MUNICIPAL COURT	50.00	50.00	0.00	0.00
101-0000-12200-000000 INVESTMENT - CITIZENS	392.52	392.52	0.00	0.00
101-0000-12201-000000 WEBSTER-INVESTMENT	1,035,086.04	5,078,797.76	4,000,000.00	0.00
101-0000-12204-000000 INVESTMENT-WASHINGTON TRUST	63,922.40	12,076,421.71	0.00	0.00
101-0000-12205-000000 INVESTMENT-BANK RI	10,175,169.11	10,201,948.52	10,217,544.92	10,201,948.52
101-0000-12206-000000 INVESTMENT-OSP	2,011,899.21	2,021,594.33	0.00	0.00
101-0000-12209-000000 INVESTMENT-CENTREVILLE SAVINGS	2,091,190.62	7,132,572.63	0.00	0.00
101-0000-13109-000000 TAX ASSEM. REC. 2008 FY2009	588,124.10	584,636.03	0.00	910.87
101-0000-13110-000000 TAX ASSEM. REC. 2009 FY2010	538,089.79	537,252.77	0.00	404.46
101-0000-13111-000000 TAX ASSEM. REC. 2010 FY2011	938,662.50	930,484.79	0.00	2,238.27
101-0000-13112-000000 TAX ASSEM. REC. 2011 FY2012	840,931.70	827,484.85	0.00	1,087.74
101-0000-13113-000000 TAX ASSEM. REC. 2012 FY2013	851,140.67	834,992.33	0.00	606.03

Callout: Reports will remain in front of the AUC application until minimized or closed.

Figure 14 After

Callout: If a small window like this appears at the top corner of the AUC application screen after running a report, minimize it using the "minus" sign, NOT the "X" in RED-- this will only need to be done once per AUC session

[ADM-AUC-V90-78]

6. HELP REFERENCE LIBRARY

6.1. New or Updated Documentation

- REPORTS GL-620 Report Job Streams [Updated]