GENERAL LEDGER

RELEASE NOTES – MARCH 2018

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

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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.

Figure 1: Before

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.

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:

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.
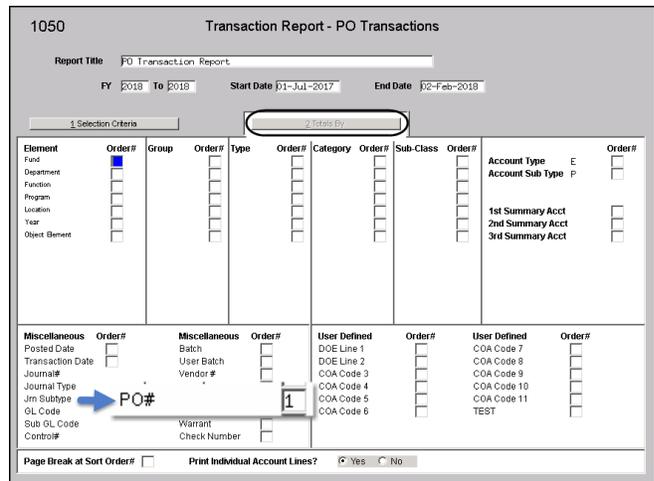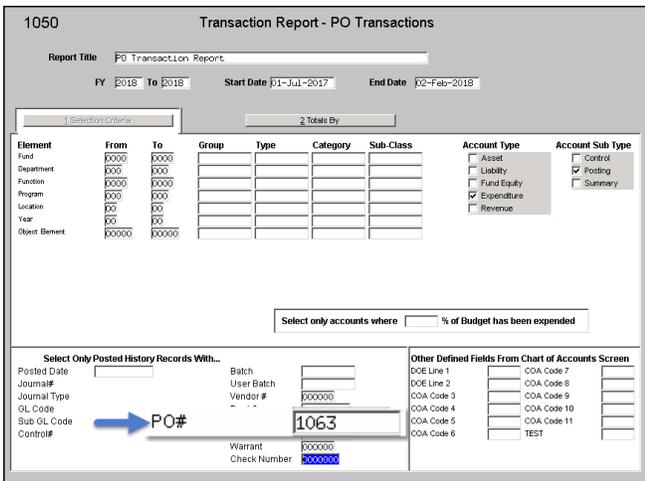

Figure 6 Setting criteria for running the new report for a single purchase order

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:

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

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.

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**

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.

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

Figure 11: PDF® version of the report

	A	B	C	D	E	F	G	H	I	J	K	L
1		2018	2018	2018	2018	2018	2017	2017	2017	2017	2017	
2	Account Number and Description	Original Budget	Bud Adjustments	Debit	Credit	Encumbrance	Original Budget	Bud Adjustments	Debit	Credit	Encumbrance	Fund
3	1000-000-0000-000-00-00-12400 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
4	1000-000-0000-000-00-00-13400 AMBULANCE RECEIVABLES	0.00	0.00	0.00	0.00	0.00	-3,416.35	0.00	0.00	0.00	0.00	1000
5	1000-000-0000-000-00-00-20110 ACCRUED TEACHER P/R PAYABLE	0.00	0.00	0.00	50.00	0.00	1,025,303.59	0.00	0.00	0.00	0.00	1000
6	1000-000-0000-000-00-00-20115 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
7	1000-000-0000-000-00-00-21210 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
8	1000-000-0000-000-00-00-21400 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
9	1000-000-0000-000-00-00-21410 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
10	1000-000-0000-000-00-00-21500 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
11	1000-000-0000-000-00-00-21510 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
12	1000-000-0000-000-00-00-21518 LIFE DISABILITY CANCER IN	0.00	0.00	0.00	0.00	0.00	3,836.25	0.00	0.00	102.18	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.
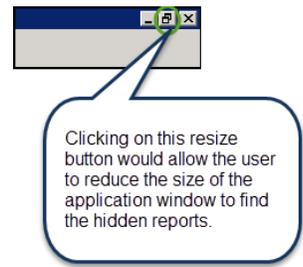
Clicking on this resize button would allow the user to reduce the size of the application window to find the hidden reports.

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.

Figure 14 After

[ADM-AUC-V90-78]

6. HELP REFERENCE LIBRARY

6.1. New or Updated Documentation

- REPORTS   GL–620 Report Job Streams   [Updated]