GENERAL LEDGER

RELEASE NOTES– MARCH 2019

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

CONTENTS

1. ACCOUNT MAINTENANCE

ADMINS made changes to some of the Account Maintenance Screens.

1.1.   Chart of Accounts [Fix]

Access the screen by selecting **Ledgers ▶ Account Maintenance ▶ Chart of Accounts**.

Prior to the software update, when inactivating an account, using the **[Actions] ▶ Inactivate Account** feature, if the account was a Control account an error message was displayed with a notice that the account cannot be inactivated.
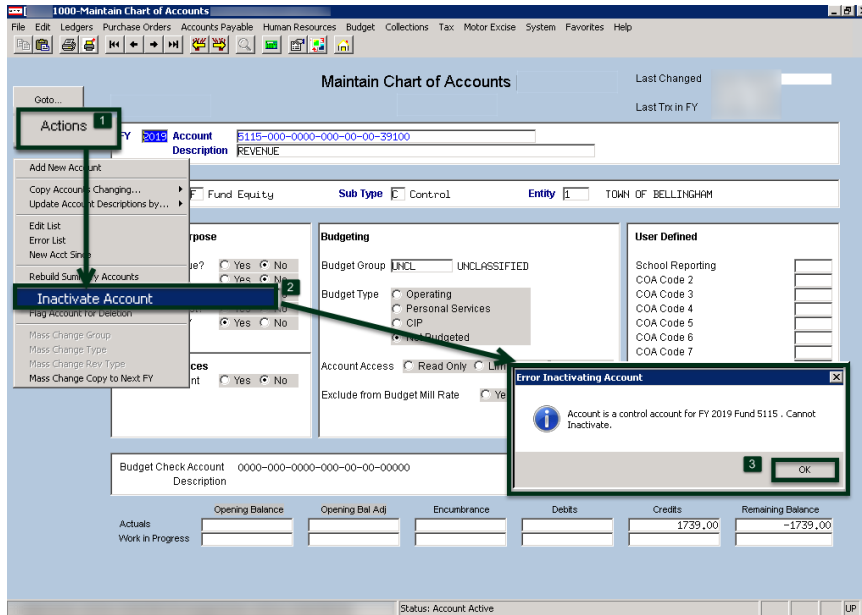
On clicking **[OK]**, the account was marked as **Inactive** despite the warning.
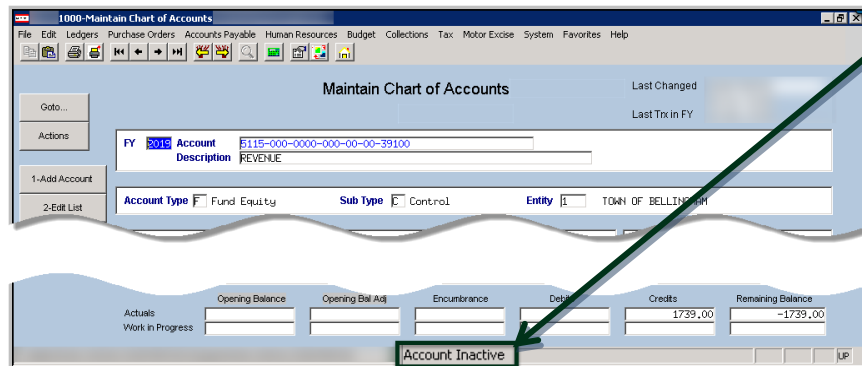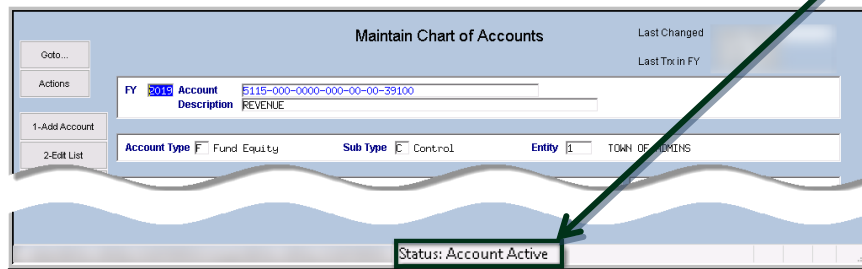
Figure 1 Before – Account marked inactive despite warning

ADMINS corrected this error with the software update. Now, when inactivating an account, if the warning message appears that the account is a control account, when clicking **[OK]**, the account remains **Active,** heeding the warning.

[ADM-AUC-GL-8330]

1.2.   Account Elements ▶ New Column [Enhancement]

ADMINS added a new column on the **Maintain Elements ▶ Fund Table** to allow the fund to be designated as a Special Revenue Fund. This field is used for **Rhode Island** cities and towns to report on school employee pensions paid from the General Fund or Special Revenue Funds. The default for this field is **"No",** to change it to **"Yes"**, select the **"Y"** radio button.

Figure 2 New column on Maintain Element–Fund table

Using the **Special Revenue** flag on the Fund Element Table does *not* mark existing accounts within that fund as **Special Revenue** accounts.

If new accounts are created for funds marked as **Special Revenue** and are to be reported via the **Special Revenue Report**, each account must be marked as a **Special Revenue** account on the Account Maintenance screen.

Figure 3 Marking an Account as a Special Revenue account

1.2.1.   Fund Element Edit List Updated [Enhancement]

The edit list was updated to reflect the change with a new column, **"T"**, labelled **"SRF?".**

[ADM-AUC-GL-8288]

2. JOURNAL ENTRIES [FIX]

ADMINS corrected an issue with the **[9 Delete JE]** button. Now, when deleting a journal with more than 150 lines, the entire journal will be deleted.
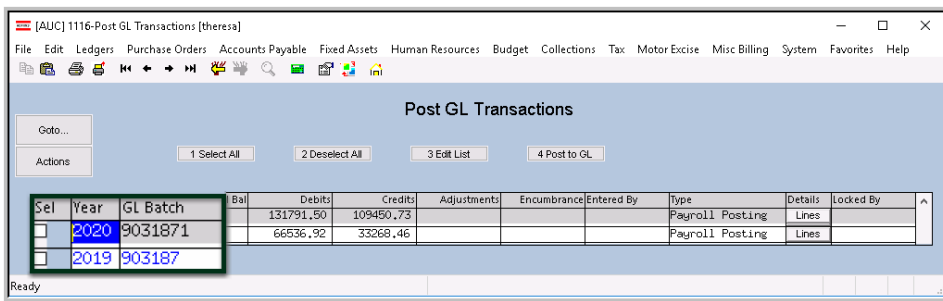
[ADM-AUC-GL-8337]

3. POSTING PAYROLL (HR01) BATCHES FOR SPLIT YEAR [FIX]

ADMINS changed how the GL batch numbers are created from the warrant for split year payrolls. For example, in calendar year 2019, for sites that pay from Thursday to Wednesday each week, there will be transactions dated **June 27 – June 30**, posted under batch number **"######",** and transactions dated **July 1 – July3** posted under batch **"######1"**. This will make the posting easier to track through the system when there is a pay period that spans fiscal years.

The "old" year will use the warrant # for the GL batch number; the "new" year will use the warrant # with a "1" appended.

Figure 4 GL Transactions showing batch number 903187 for the old fiscal year and 9031871 for the new fiscal year

[ADM-AUC-GL-8298]

4. QUERIES ▶ Account Balance Inquiry [Fix]

The Account Balance Inquiry screen offers a "right-click" lookup on Work-In-Progress. Due to a linking error in the lookup, Journal Entries were listing a vendor name. This was corrected.
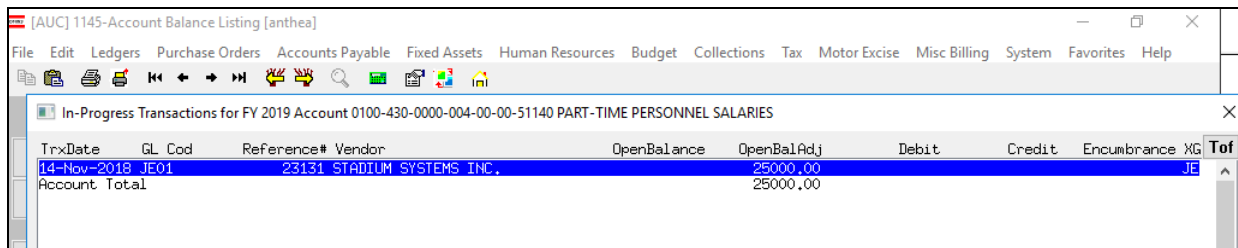

Figure 5 Before – the JE01 entry was showing a vendor name

As shown in the images, each "In Progress" amount may be examined via a "right click" – indicated by the mouse click with the orange starburst.

Figure 6 After – Only the Journal Entry number is shown for JE01

Where appropriate, the vendor name is listed in the lookup when viewing Accounts Payable and Purchase Order transactions.

Journal Entry (JE##) and Payroll (HR##) transactions will show only the reference number – the journal entry number for the journals, and the payroll batch number for the HR## entries.
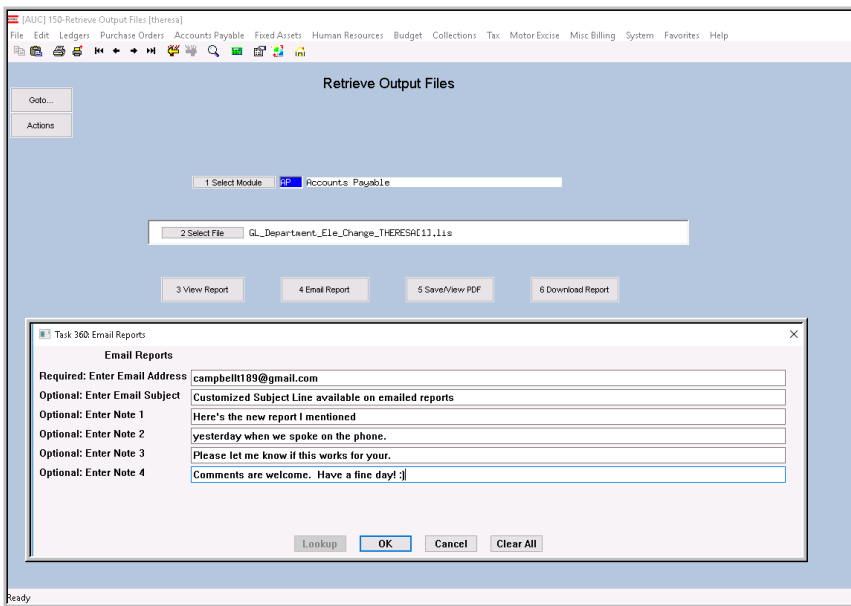

[BLG-SUP-SAPLAUC-1154]

5. REPORTS

A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue with some **Excel®** reports; **ADMINS** turned this feature off for now and will reinstate it at a later time.
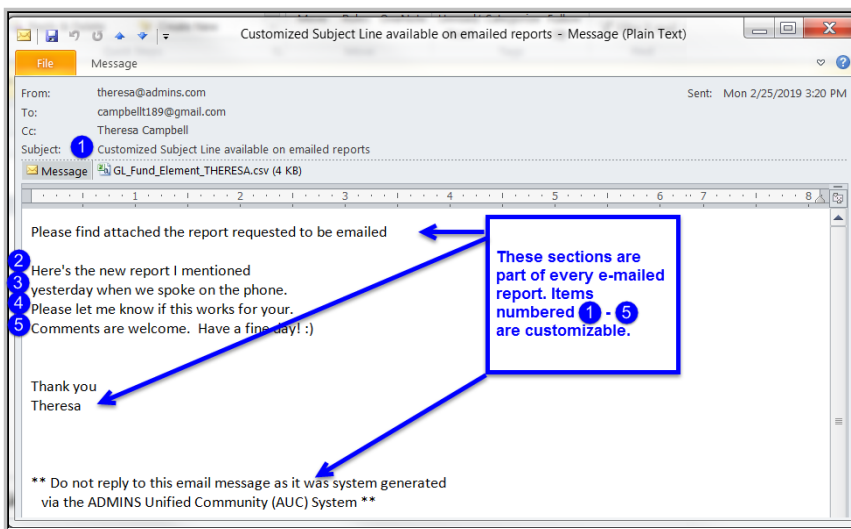
[ADM-AUC-SY-8093]

5.1. Retrieve Output Files [Enhancement]

ADMINS offers the Retrieve Output file feature on every module, allowing all **AUC** users to send a report to any valid email address. With this software update, **ADMINS** is pleased to announce a customized subject line for email reports.

Select the file and click on **[4 Email Report]**. Fill in the prompts as shown in Figure 7.

Figure 7 New Subject Line field is an optional field on the Email Reports form

The result is shown in Figure 8. Most output formats (.lis, .xml, .xls) are converted to PDF prior to emailing. If mailing a .csv file, the .csv format is retained.
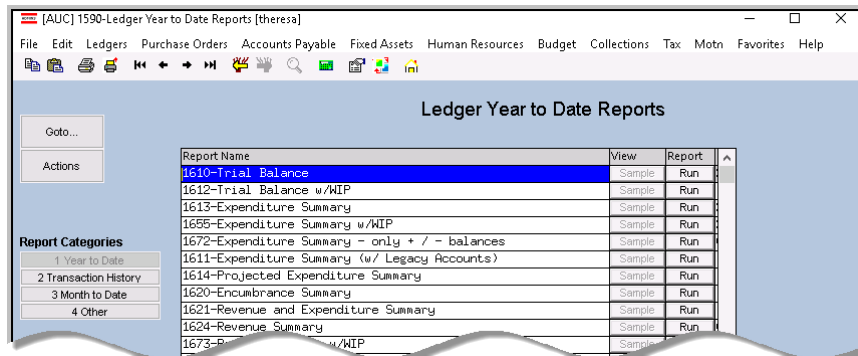
Figure 8 Email with attached file

[ADM-AUC-SY-8084]

To access the General Ledger Report Libraries, select **Ledgers ▶ Reports ▶ Report Library**; then make a selection from the current menu or click on one of the Report category buttons on the left for another menu.

Figure 9 The Ledger Year to Date Reports Library

5.2. Year to Date

The Trial Balance is run by selecting **[Year to Date] ▶ #1610 Trial Balance**. While this enhancement was made to conform to the **Massachusetts Department of Revenue (DOR)** combined balance sheet template, **AUC** sites from any state may find it to be a more flexible format.

5.2.1.   #1610 Trial Balance [Enhancement]

To allow more flexibility, the Trial Balance was enhanced by splitting the account number and description into two columns.

While available for all output formats, this may prove most useful with the Excel® output version of the report.

Figure 10 Before – Excel® output – Column "A" concatenated the Account Number and Description

Figure 11 After – Excel® output–Column "A" has Account Number and Column "B" the Account Description

Figure 12 Before –Print/Preview/PDF® output – the Account and Description were concatenated in one column

Figure 13 After –Print/Preview/PDF® output the Account and Description are in separate columns
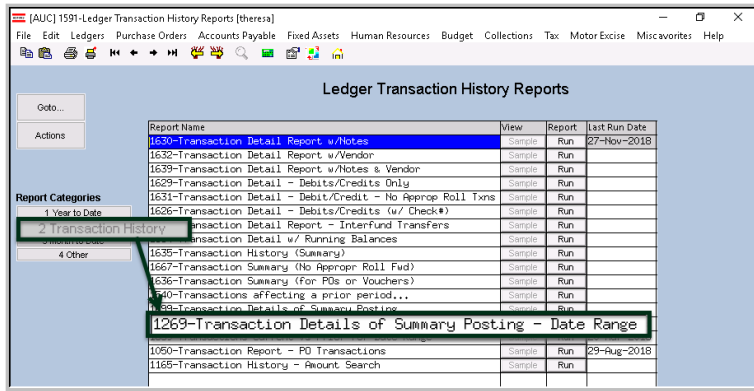
[ADM-AUC-GL-8329]

5.3. Transaction Detail

ADMINS added a new report offering in the **Transaction History Reports Library**. To access the library, select **Ledgers ▶ Reports ▶ Transaction History**. One example of this is when sites use an interface to post receipts batches in summary from third-party software. Another is any transactions from another module (such as Human Resources) posted in summary to the general ledger. To reconcile data between modules or systems, using a report of details by date, select **#1269 Detail of Summary Posting – Date Range**.

5.3.1.   #1269 Detail of Summary Posting – Date Range [New]

The report is run to Excel®; when entering the **required** date range, consider the row/column limitations. The limit for current versions of Excel® is 1,048,576 rows; older versions have lower limits (16,384 and 65,536). If the dataset is too large to be accommodated, narrow down the date range and write the reports in smaller sets of data.

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Page 8 of 14

The data in each column is described in the table below the report sample.

Figure 14 New #1269 Detail of Summary Posting – Date Range Report sample

Column	Header	Description/How Used
A	Trx Date	Transaction Date
B	Year	Fiscal Year
C	Account	General Ledger Account Number
D	Description	General Ledger Account Description
E	Ref #	Reference Number (if applicable)
F	Line	Line number
G	GlLn	General Ledger Line
H	Code	General Ledger Transaction Code Type
I	Sub	Sub code
J	User Batch	User Batch number for the transactions
K	Posting #	General Ledger Posting Number
L	Post Date	Date Transactions Posted to the General Ledger
M	Approp/Open	Appropriation or Opening Balance entry
N	Approp/Adj	Adjustments to the Appropriation entry

Column	Header	Description/How Used
O	Encumbrances	Encumbrance transaction entry
P	Debit	Debit Transaction entry
Q	Credit	Credit Transaction entry
R	Transaction Description	Description as defined in the third party software data source
S	JrnType	Journal Type (if applicable)
T	Warrant	Warrant number, (if applicable)
U	Check #	Check number, (if applicable)
V	Bill #	Bill number, (if applicable)
W	BYear	Bill Year (if applicable)

[MDF-SUP-SAPLAUC-978]

6. OPENGOV® DASHBOARD [ENHANCEMENT]
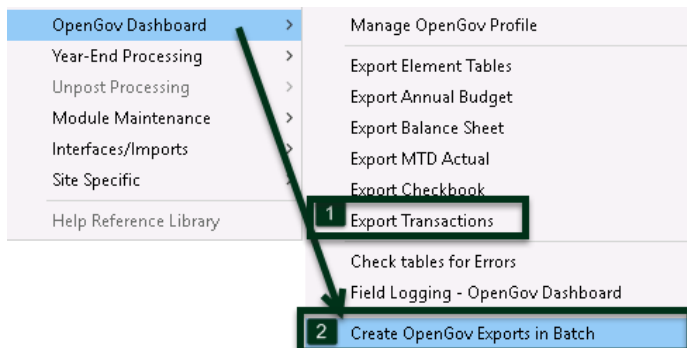
ADMINS added new features to the **OpenGov®** menu. Access this process by selecting **Ledgers ▶ OpenGov® Dashboard**. For details, please refer to section 5 in the **GL–700 Implementing the OpenGov® Interface** document in the Help Reference Library.

The changes made included:
1. The OpenGov® profile was updated to add a date range for Transactions
2. A scheduled task may be used to run all processes
3. The menu offers a new export menu and process to export these transactions

The export in batch is run via a steps menu that allows the user to Submit OpenGov® Exports to run with the overnight job.

[ADM-AUC-OPENGOV-8]

7. YEAR END PROCESSING [Enhancement]

ADMINS enhanced the **Reverse Close to Fund Balance** process by adding a radio button designating the default operation to be performed for each fund –to either **[Ignore]** or **[Re-Open]** the fund. Select **Ledgers ▶ Year-End Processing ▶ Reverse Close to Fund Balance** to perform this reversal.
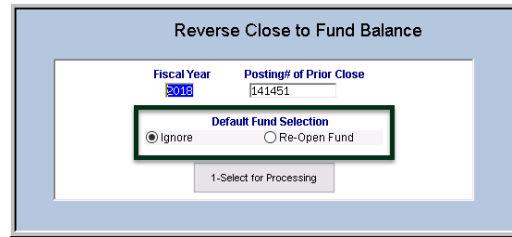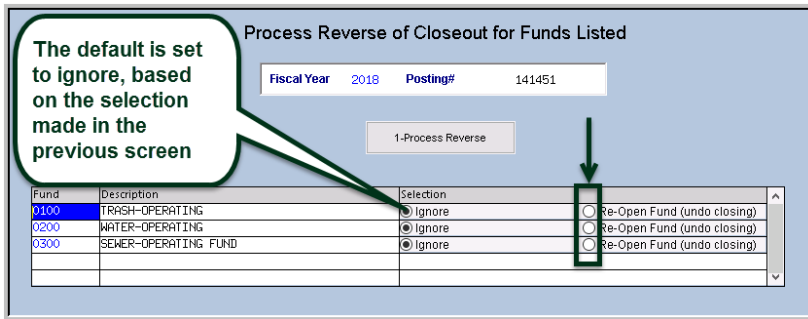
Figure 15 Before & After – Added the radio button to set the default for fund selection

**Figure 16 Fund Selection Screen with Default set to "Ignore"**

In the example, the **[Ignore]** radio button was selected. A screen will be displayed, listing all funds available for reversal. Use the radio button to select funds to be re-opened. Select the funds to be reversed by clicking on the **Re-Open** radio button. Then click on **[1 Process Reverse]**.

[ADM-AUC-GL-8326]

8. SITE SPECIFIC ▶ COLLECT TREASURER'S CASH RECEIPTS
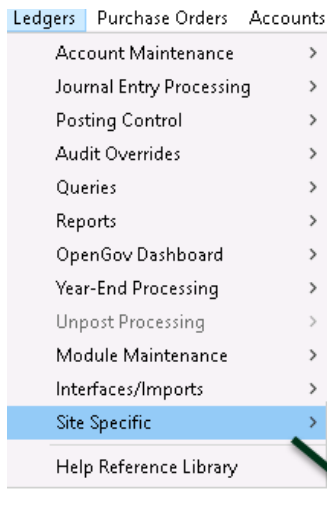
Some sites use an interface to import transactions from third party software. Among those is the collection of Treasurer's Cash Receipts. Access the feature by selecting **Ledgers ▶ Site Specific ▶ Collect Treasurer's Cash Receipts**.

8.1. Collect Treasurer's Cash Receipts Excel® Reports [Enhancement]

ADMINS enhanced the Cash Receipt reports – now Excel® output is available as an option during the Acquire process.

The report has a helpful legend to provide the user with instructions on how to correct any errors identified in the upload.

Figure 17 Acquisition report Excel® option with No errors – only the legend is displayed with "No Errors Found"

Figure 18 The acquisition report with errors shown in column "N" and instructions on how to correct

The cash acquired report is also available in Excel® format as shown in Figure 19.

Figure 19 The enhancement included the Cash Acquired report

[ADM-AUC-GL-8335]

8.2. Cash Receipts Posting Report [Enhancement]

Figure 20 Cash Receipts Posting report with new summary of cash transactions

When a Balance Sheet Account, (for example, a Liability Account), is used when posting cash receipts, the net of Debits and Credits in the Subsidiary ledger will not match the Cash Receipt Amount report for the subsidiary ledger totals. **ADMINS** added a summary at the end showing all cash received to verify the amount of cash posted against the Cash Receipt Amount report.
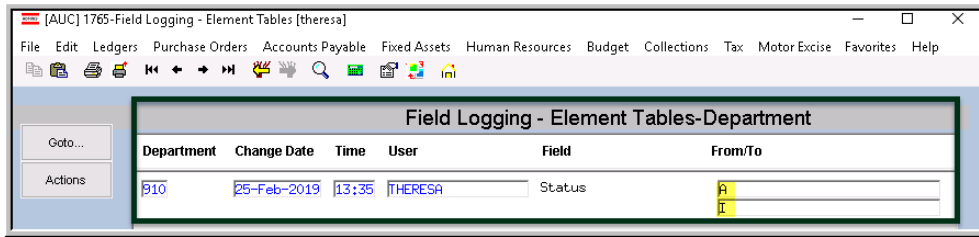
[ADM-AUC-GL-8336]

9. MODULE MAINTENANCE ▶ FIELD LOGGING

ADMINS identified an issue with the field logging on the account element tables when changing the status of an element from **Inactive** to **Active** and vice versa.

9.1. Field Logging on the Element Table [Fix]

This was corrected and the changes are now logged and shown on the **Ledgers ▶ Module Maintenance ▶ Field Logging – Element Tables** as well as the edit list.
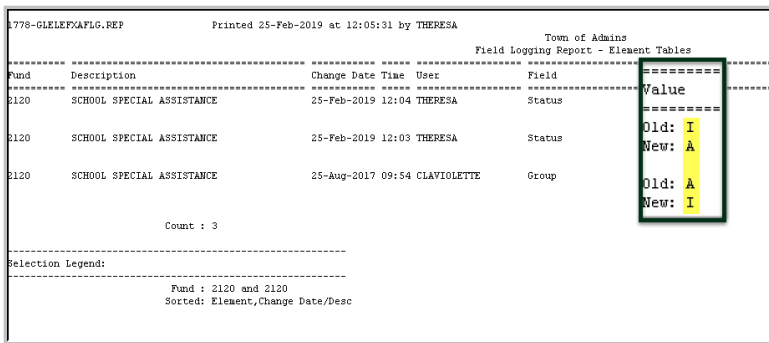

Figure 21 Edit List shows field logging for changes in status from Active (A) to Inactive (I)

[ADM-AUC-GL-8338]

10. HELP REFERENCE LIBRARY

The following new or updated documents were added to the Help Reference Library.

10.1. New or Updated Documentation

- OPENGOV   GL–700 Implementing the OpenGov Interface   [New]
- SITE SPECIFIC   GL–940 Middletown BoE Year-End Grant Roll Forward   [Updated]
                        GL–950 Middletown BoE Year-End Receipt Roll Forward   [Updated]
- OTHER   GL–1225 Favorites Screen   [New]