



# GENERAL LEDGER

## RELEASE NOTES– MARCH 2019

---

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

### CONTENTS

<b>1. ACCOUNT MAINTENANCE</b> .....	<b>2</b>
1.1. Chart of Accounts [Fix] .....	2
1.2. Account Elements ▶ New Column [Enhancement] .....	3
1.2.1. Fund Element Edit List Updated [Enhancement] .....	3
<b>2. JOURNAL ENTRIES [FIX]</b> .....	<b>3</b>
<b>3. POSTING PAYROLL (HR01) BATCHES FOR SPLIT YEAR [FIX]</b> .....	<b>4</b>
<b>4. QUERIES ▶ ACCOUNT BALANCE INQUIRY [FIX]</b> .....	<b>4</b>
<b>5. REPORTS</b> .....	<b>6</b>
5.1. Retrieve Output Files [Enhancement] .....	6
5.2. Year to Date .....	7
5.2.1. #1610 Trial Balance [Enhancement] .....	7
5.3. Transaction Detail .....	8
5.3.1. #1269 Detail of Summary Posting – Date Range [New] .....	8
<b>6. OPENGOV® DASHBOARD [ENHANCEMENT]</b> .....	<b>10</b>
<b>7. YEAR END PROCESSING [ENHANCEMENT]</b> .....	<b>10</b>
<b>8. SITE SPECIFIC ▶ COLLECT TREASURER’S CASH RECEIPTS</b> .....	<b>11</b>
8.1. Collect Treasurer’s Cash Receipts Excel® Reports [Enhancement] .....	11
8.2. Cash Receipts Posting Report [Enhancement] .....	13
<b>9. MODULE MAINTENANCE ▶ FIELD LOGGING</b> .....	<b>14</b>
9.1. Field Logging on the Element Table [Fix] .....	14
<b>10. HELP REFERENCE LIBRARY</b> .....	<b>14</b>
10.1. New or Updated Documentation .....	14



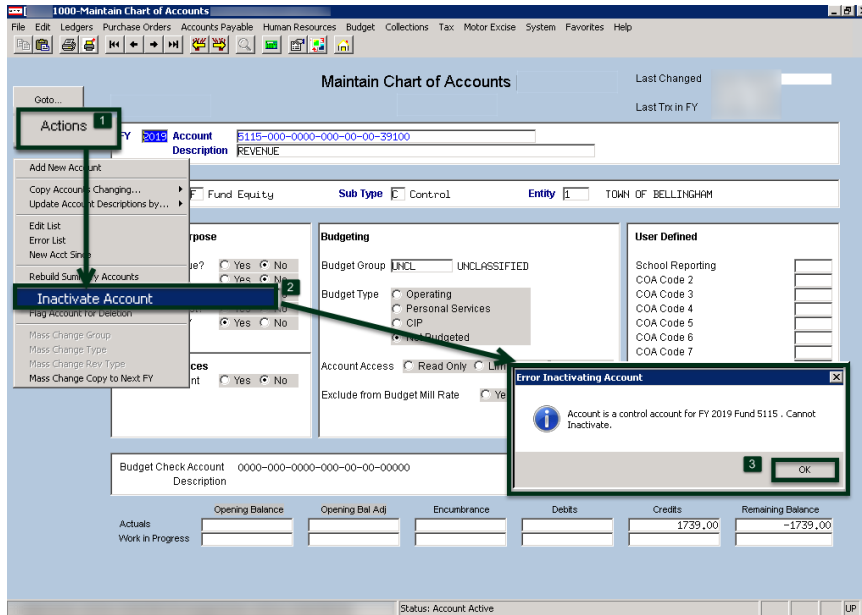
# 1. ACCOUNT MAINTENANCE

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.

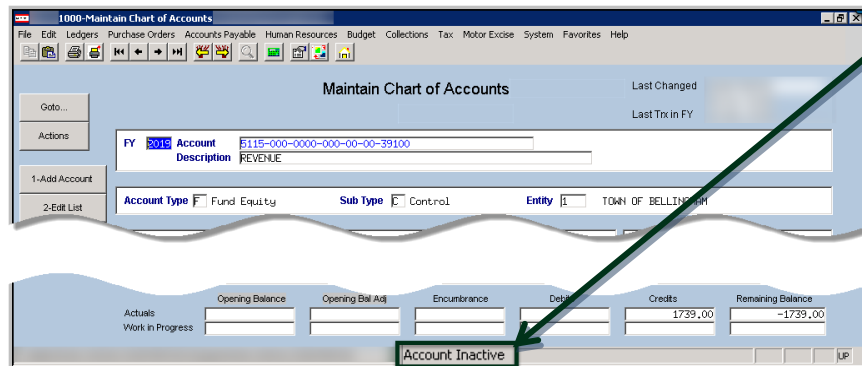
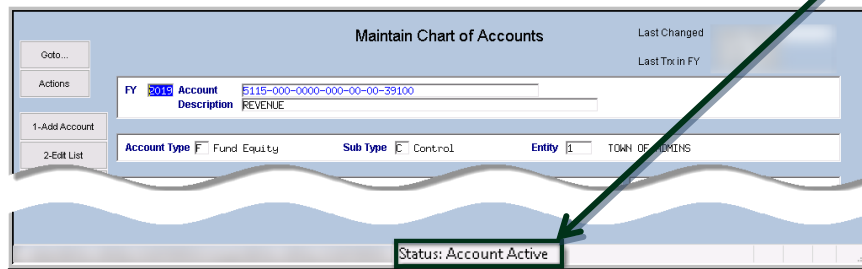


Figure 1 Before – Account marked inactive despite warning

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.

Fund	Description	Group	Type	Category	Sub-Class	Summary Fund?	Close? to FB?	Roll ALFRE?	Special Rev Fund?	Bud Fund
5115	PROFESSIONAL DEVELOPMENT	SCHOOL	SR		SR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5120	RENTAL-SCHOOL MAINT	SCHOOL	RG		SR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5130	LOST BOOK FEES	SCHOOL	RG		SR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5140	METRO S/A JPTA	SCHOOL	SR		SR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5150	MA TECHN LEADERSHIP CONSORTIUM	SCHOOL	AC		SS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5160	KINDERGARTEN TUITION	SCHOOL	AD		SR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5170	L.S.D.O., TUITIONS	SCHOOL	AD		SR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

**Maintain Chart of Accounts**

FY 2019 Account: 5115-000-0000-000-00-00-51110  
Description: PROFES-DEPARTMENT HEAD

Account Type: Expenditure Sub Type: Posting Entity: 1 TON

Accounting Purpose: **Special Revenue?**  Yes  No

Interfund Transfer?  Yes  No  
Select for Int Dist?  Yes  No  
Copy to Next FY:  Yes  No

Budgeting: Budget Type:  Operating  Personal Services  CIP  Not Budgeted

Figure 3 Marking an Account as a Special Revenue account

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.

### 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?”**.

Table Element	Description	Category_1 Description	Category_2 Description	Category_3 Description	Category_4 Description	Begin Date	Managed By	Enc?	Status	Sm?	CI?	RI?	Bd?	SRF?
Fund 0100	TRASH-OPERATING	TRASH TRASH	EN ENTERPRISE	PR PROPRIETARY	TE TRUST FUNDS				Active	No	Yes	No	No	No
Fund 0200	WATER-OPERATING	WATER WATER	EN ENTERPRISE	PR PROPRIETARY	EN ENTERPRISE				Active	No	Yes	No	No	No
Fund 0300	SEWER-OPERATING FUND	SEWER SEWER	EN ENTERPRISE	PR PROPRIETARY	EN ENTERPRISE			N	Active	No	Yes	No	No	No
Fund 1000	GENERAL FUND		GN GENERAL	GV GOVERNMENTAL	GN GENERAL FUND				Active	No	Yes	No	No	No
Fund 2000	SPECIAL REVENUE			GV GOVERNMENTAL					Active	Yes	No	No	No	No
Fund 2009	2009 SCHOOL GRANTS								Active	No	No	No	No	No
Fund 2010	SCHOOL GRANTS			GV GOVERNMENTAL					Active	No	Yes	No	No	No

[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.

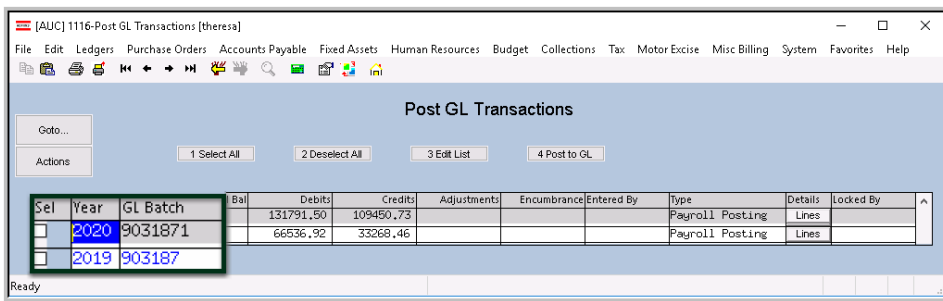
[ADM-AUC-GL-8337]



### 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 – July 3** 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.

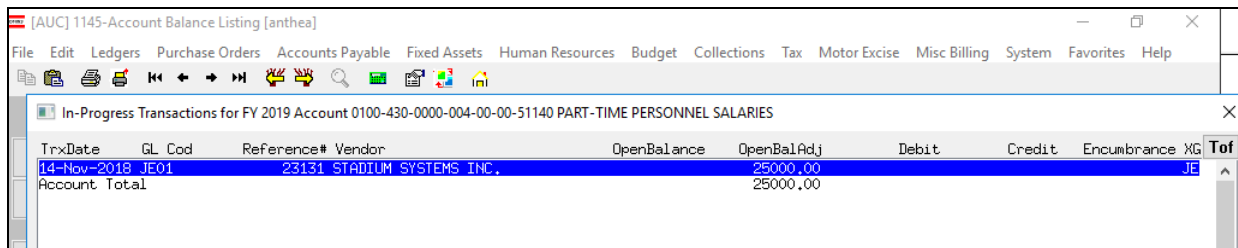


Figure 5 Before – the JE01 entry was showing a vendor name



Account Balance Listing

Fiscal Year: 2019  
Fund: 0100 TRASH-OPERATING  
Department: 000

Account Type:  Asset,  Liability,  Fund Equity,  Revenue,  Expenditure  
Sub Type:  Control,  Posting,  Summary

Account Number	Description	Adjusted Budget	Debits	Credits	Encumbrance	In-Progress	Remain Balance
0100-000-0000-000-00-10400	CASH, UNRESTRICTED, TR	412237.96	1124166.77	838929.89		-1000.00	696474.74
0100-000-0000-000-00-12400	TRK LIENS RECEIVABLE						

In-Progress Transactions for FY 2019 Account 0100-000-0000-000-00-10400 CASH, UNRESTRICTED, TRASH

TrxDate	GL Cod	Reference#	Vendor	OpenBalance	OpenBalAdj	Debit	Credit	Encumbrance	Tot
28-Feb-2019	JE01	23160					1000.00		
Account Total							1000.00		

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

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.



Account Balance Listing

Fiscal Year: 2019  
Fund: 0200  
Department: 430

Account Type:  Asset,  Liability,  Fund Equity,  Revenue,  Expenditure  
Sub Type:  Control,  Posting,  Summary

Account Number	Description	Adjusted Budget	Debits	Credits	Encumbrance	In-Progress	Remain Balance
0200-450-0000-004-00-00-511	DIRECTOR	46917.00	22110.48				24806.52
0200-450-0000-004-00-00-511	ASSISTANT DIRECTOR	45049.00	24526.68			-519.24	20003.11
0200-450-0000-004-00-00-511	ADMINISTRATIVE PERSONNEL	41677.00	20673.06				20222.16

In-Progress Transactions for FY 2019 Account 0200-450-0000-004-00-00-51120 ASSISTANT DIRECTOR

TrxDate	GL Cod	Reference#	Vendor	OpenBalance	OpenBalAdj	Debit	Credit	Encumbrance	Tot
30-Jun-2019	HR01	2840				519.24			
Account Total						519.24			

HR01 is a payroll posting code, so no vendor name is shown

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

Account Balance Listing

Fiscal Year: 2019  
Fund: 0100 TRASH-OPERATING  
Department: 430 Solid Waste Collection/Disposal

Account Type:  Asset,  Liability,  Fund Equity,  Revenue,  Expenditure  
Sub Type:  Control,  Posting,  Summary

Account Number	Description	Adjusted Budget	Debits	Credits	Encumbrance	In-Progress	Remain Balance
0100-430-0000-004-00-00-52700	MUNICIPAL INCINERATION	780201.00	961531.22				218669.78
0100-430-0000-004-00-00-52701	INCINERATION	780201.00	183339.38			-29000.00	567861.62

In-Progress Transactions for FY 2019 Account 0100-430-0000-004-00-00-52701 TRASH INCINERATION

TrxDate	GL Cod	Reference#	Vendor	OpenBalance	OpenBalAdj	Debit	Credit	Encumbrance	Tot
18-Jan-2019	AP02	435634	ADVANCED BATTERY SYSTEMS			25000.00			
18-Jan-2019	AP02	435634	ADVANCED BATTERY SYSTEMS			4000.00			
Account Total						29000.00			

The GL Code AP02 is a voucher, so the vendor name is shown

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.

Account Balance Listing

Fiscal Year: 2019  
Fund: 0100  
Department: 0100

Account Type:  Asset,  Liability,  Fund Equity,  Revenue,  Expenditure  
Sub Type:  Control,  Posting,  Summary

Account Number	Description	Adjusted Budget	Debits	Credits	Encumbrance	In-Progress	Remain Balance
0100-430-0000-004-00-00-51140	PERSONNEL SALARY						
0100-430-0000-004-00-00-52010	ADVERTISING		500.00		-500.00	-953.00	-953.00
0100-430-0000-004-00-00-52030	TELEPHONE						

In-Progress Transactions for FY 2019 Account 0100-430-0000-004-00-00-52010 ADVERTISING

TrxDate	GL Cod	Reference#	Vendor	OpenBalance	OpenBalAdj	Debit	Credit	Encumbrance	Tot
10-Jul-2018	P001	191142	H W NELSON COMPANY					898.00	
20-Jul-2018	P001	191143	MSS DIVISION OF EMPLOY. & TRAI					95.00	
Account Total								993.00	

The P001 GL code is for a purchase order - this work in progress shows two different Purchase Orders, which make up the total of the encumbrance

[BLG-SUP-SAPLAUC-1154]



## 5. REPORTS

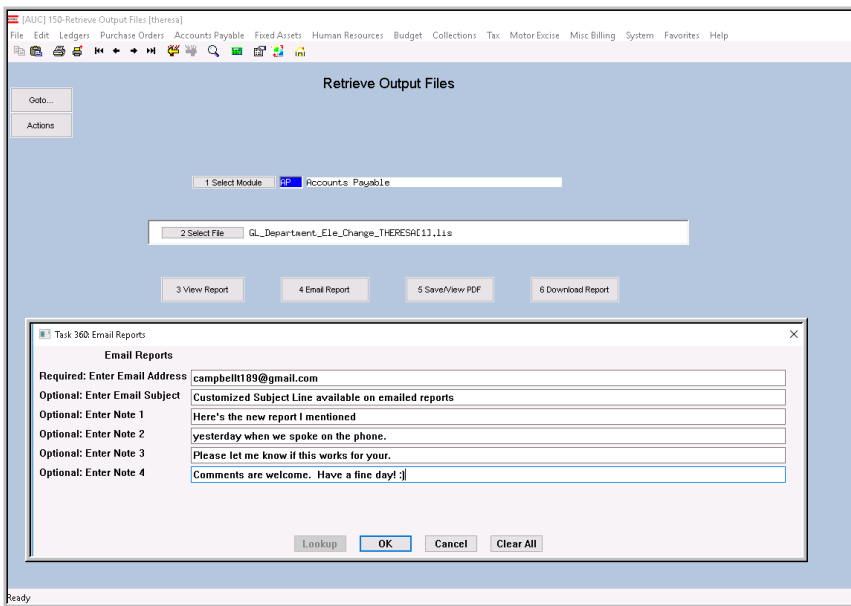


A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue with some **Excel®**

reports; **ADMINS** turned this feature off for now and will reinstate it at a later time.

[ADM-AUC-SY-8093]

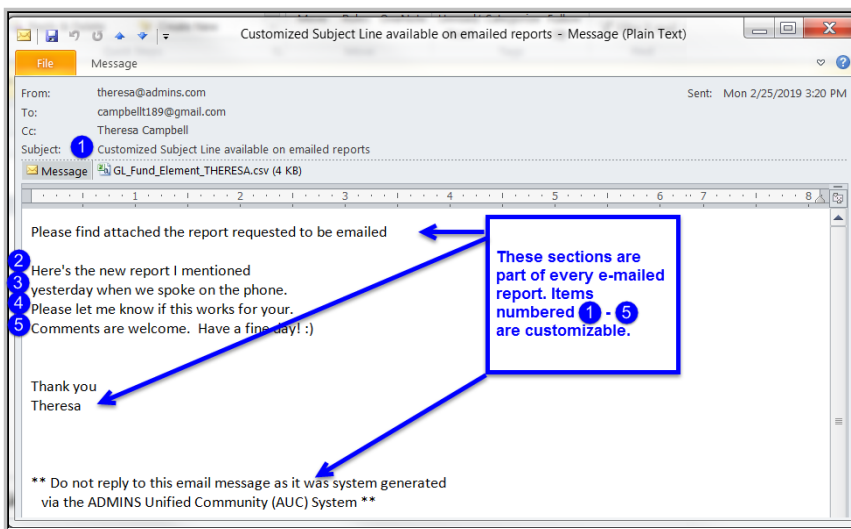
### 5.1. Retrieve Output Files [Enhancement]



**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]

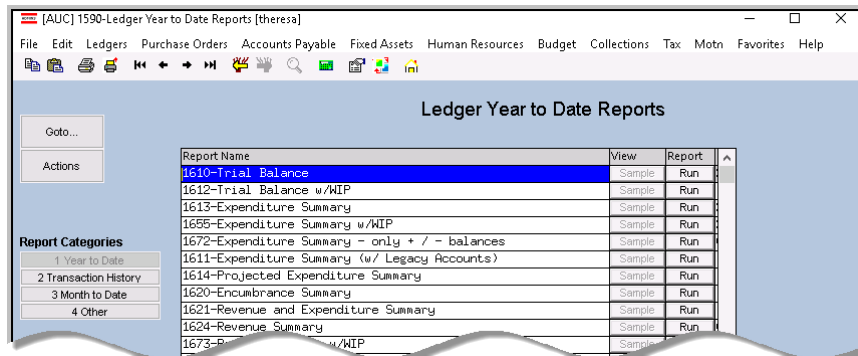


Figure 9 The Ledger Year to Date Reports Library

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.

## 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]

Account Number and Description	Beginning Balance	Debits	Credits	Ending Balance
0100-000-0000-000-00-10400 CASH, UNRESRICTED, TRASH	412,237.56	1,302,320.01	965,325.24	749,232.33
0100-000-0000-000-00-12700 TRASH CHARGES RECEIVABLE	465,487.90	561,638.08	1,396,108.86	-368,982.86
0100-000-0000-000-00-20200 ACCOUNTS PAYABLE	-65,426.74	956,211.05	890,784.31	0.00
0100-000-0000-000-00-20210 ACCRUED PAYROLL	-1,869.36	1,869.36	0.00	0.00
0100-000-0000-000-00-26600 DEFERRED REVENUE-TRASH CHARG	-465,487.90	1,396,108.86	561,457.24	369,163.72
0100-000-0000-000-00-26730 DEFERRED REVENUE-TRASH LIENS	-23,314.18	26,833.12	172,023.78	-189,504.84
0100-000-0000-000-00-32711 F/B RESERVED FOR EXP - (2019)	-115,216.00	0.00	0.00	-115,216.00
0100-000-0000-000-00-35900 TRASH, UNDESIG FUND BALANCE	-229,725.46	229,725.00	200,000.00	-200,000.46
0100-000-0000-000-00-35900 TRASH RETAINED EARNINGS	0.00	200,000.00	229,725.00	-29,725.00
0100-000-0000-000-00-39100 REVENUE	0.00	5,096.29	1,296,520.99	-1,291,424.70
0100-000-0000-000-00-39300 EXPENDITURE	0.00	886,952.99	0.00	886,952.99
0100-000-0000-000-00-36-15500 2016 TRASH LIENS ADDED TO RE	1,111.00	0.00	1,111.00	0.00
0100-000-0000-000-00-37-15500 2017 TRASH LIENS ADDED TO RE	3,042.10	1,366.00	3,124.10	1,284.00
0100-000-0000-000-00-38-15500 2018 TRASH LIENS ADDED TO RE	19,161.08	170,657.78	22,598.02	167,220.84
***_Net_Total_***	0.00	5,736,778.54	5,736,778.54	0.00

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

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.

Account	Description	Beginning Balance	Debits	Credits	Ending Balance
0100-000-0000-000-00-10400	CASH, UNRESRICTED, TRASH	412,237.56	1,123,736.37	837,417.89	698,556.04
0100-000-0000-000-00-12700	TRASH CHARGES RECEIVABLE	465,487.90	430,322.85	1,225,232.00	-329,421.25
0100-000-0000-000-00-20200	ACCOUNTS PAYABLE	-65,426.74	829,947.40	764,520.66	0.00
0100-000-0000-000-00-20210	ACRUED PAYROLL	-1,869.36	1,869.36	0.00	0.00
0100-000-0000-000-00-26600	DEFERRED REVENUE-TRASH CHARGES	-465,487.90	1,225,232.00	430,142.01	329,602.09
0100-000-0000-000-00-26730	DEFERRED REVENUE-TRASH LIENS	-23,314.18	19,239.78	3,332.00	-7,406.40
0100-000-0000-000-00-32711	F/B RESERVED FOR EXP - (2019)RETAINED EARNINGS	-115,216.00	0.00	0.00	-115,216.00
0100-000-0000-000-00-35900	TRASH, UNDESIG FUND BALANCE	-229,725.46	0.00	0.00	-229,725.46
0100-000-0000-000-00-39100	REVENUE	0.00	4,360.49	1,118,865.25	-1,114,484.76
0100-000-0000-000-00-39300	EXPENDITURE	0.00	760,689.34	0.00	760,689.34
0100-000-0000-000-00-36-15500	2016 TRASH LIENS ADDED TO REAL ESTATE TAXES	1,111.00	0.00	1,111.00	0.00
0100-000-0000-000-00-37-15500	2017 TRASH LIENS ADDED TO REAL ESTATE	3,042.10	1,366.00	3,124.10	1,284.00
0100-000-0000-000-00-38-15500	2018 TRASH LIENS ADDED TO REAL ESTATE	19,161.08	1,966.00	15,004.68	6,122.40
***_Net_Total_***		0.00	4,398,749.59	4,398,749.59	0.00

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





TedRE - GL\_Trial\_Balance\_MUPDEV5[2].xls

Printed at 14:28:01 by MUPDEV5

Trial Balance

Fiscal Year: 2019 to 2019

Account and Description	Beginning Balance	Debits	Credits	Ending Balance
0100-000-0000-000-00-10400 CASH, UNRESTRICTED, TRASH	412,237.56	1,302,320.01	965,325.24	749,232.33
0100-000-0000-000-00-12700 TRASH CHARGES RECEIVABLE	465,487.90	561,438.08	1,396,108.86	(368,982.88)
0100-000-0000-000-00-20200 ACCOUNTS PAYABLE	(65,426.74)	956,211.05	890,784.31	.00
0100-000-0000-000-00-20210 ACCRUED PAYROLL	(1,869.36)	1,869.36	.00	.00
0100-000-0000-000-00-26600 DEFERRED REVENUE-TRASH CHARGES	(465,487.90)	1,396,108.86	561,457.24	369,163.72
0100-000-0000-000-00-26730 DEFERRED REVENUE-TRASH LIENS	(23,314.18)	26,833.12	172,023.78	(169,504.84)
0100-000-0000-000-00-27111 F/B RESERVED FOR EXP - (2019) RETAINED EARNINGS	(115,216.00)	.00	.00	(115,216.00)
0100-000-0000-000-00-35900 TRASH, UNDESIC FUND BALANCE	(229,725.46)	229,725.00	200,000.00	(200,000.46)
0100-000-0000-000-00-35906 TRASH RETAINED EARNINGS	.00	200,000.00	229,725.00	(29,725.00)
0100-000-0000-000-00-39100 REVENUE	.00	5,096.29	1,296,520.99	(1,291,424.70)
0100-000-0000-000-00-39300 EXPENDITURE	.00	886,952.99	.00	886,952.99
0100-000-0000-000-00-36-15500 2016 TRASH LIENS ADDED TO REAL ESTATE TAXES	1,111.00	.00	1,111.00	.00
0100-000-0000-000-00-37-15500 2017 TRASH LIENS ADDED TO REAL ESTATE	3,042.10	1,366.00	3,124.10	1,284.00
0100-000-0000-000-00-38-15500 2018 TRASH LIENS ADDED TO REAL ESTATE	19,161.08	170,657.78	22,598.02	167,220.84
Accounts: 14 ***** Net Total *****	.00	5,738,778.54	5,738,778.54	.00

\*\*\*\*\* Selection Legend \*\*\*\*\*

Account Type: ALF  
FY: 2019 to 2019  
Fund: 0100 to 0100  
Account Sub Type: CP

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

TedRE - GL\_Trial\_Balance\_THERESA[1].xls

Printed 14-Jan-2019 at 14:26:22 by THERESA

Trial Balance

Fiscal Year: 2019 to 2019

Account	Description	Beginning Balance	Debits	Credits	Ending Balance
0100-000-0000-000-00-10400	CASH, UNRESTRICTED, TRASH	412,237.56	1,320,796.37	897,417.89	698,856.04
0100-000-0000-000-00-12700	TRASH CHARGES RECEIVABLE	465,487.90	490,325.85	1,226,232.00	(329,423.53)
0100-000-0000-000-00-20200	ACCOUNTS PAYABLE	(65,426.74)	829,947.40	764,520.66	.00
0100-000-0000-000-00-20210	ACRUED PAYROLL	(1,869.36)	1,869.36	.00	.00
0100-000-0000-000-00-26600	DEFERRED REVENUE-TRASH CHARGES	(465,487.90)	1,226,232.00	490,142.01	329,602.09
0100-000-0000-000-00-26730	DEFERRED REVENUE-TRASH LIENS	(23,314.18)	19,239.78	3,332.00	(7,406.40)
0100-000-0000-000-00-27111	F/B RESERVED FOR EXP - (2019) RETAINED EARNINGS	(115,216.00)	.00	.00	(115,216.00)
0100-000-0000-000-00-35900	TRASH, UNDESIC FUND BALANCE	(229,725.46)	.00	.00	(229,725.46)
0100-000-0000-000-00-39100	REVENUE	.00	4,380.49	1,110,965.25	(1,114,484.76)
0100-000-0000-000-00-39300	EXPENDITURE	.00	760,689.34	.00	760,689.34
0100-000-0000-000-00-36-15500	2016 TRASH LIENS ADDED TO REAL ESTATE TAXES	1,111.00	.00	1,111.00	.00
0100-000-0000-000-00-37-15500	2017 TRASH LIENS ADDED TO REAL ESTATE	3,042.10	1,366.00	3,124.10	1,284.00
0100-000-0000-000-00-38-15500	2018 TRASH LIENS ADDED TO REAL ESTATE	19,161.08	1,966.00	15,004.68	6,122.40
Accounts: 13 ***** Net Total *****		.00	4,398,749.59	4,398,749.59	.00

\*\*\*\*\* Selection Legend \*\*\*\*\*

Account Type: ALF  
FY: 2019 to 2019  
Fund: 0100 to 0100  
Account Sub Type: CP

Figure 13 After –Print/Preview/PDF® output the Account and Description are in separate columns

[ADM-AUC-GL-8329]

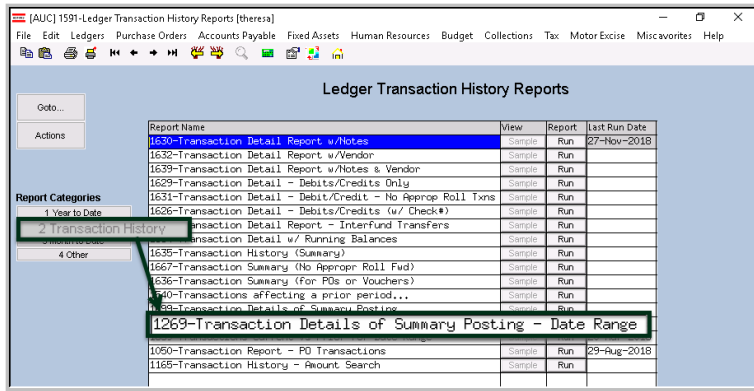
### 5.3. Transaction Detail

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**.

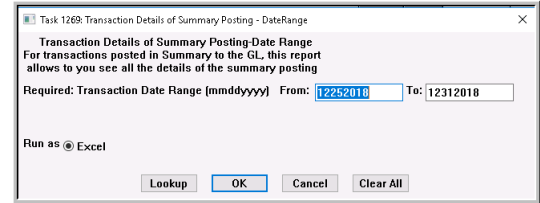
#### 5.3.1. #1269 Detail of Summary Posting – Date Range [New]

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.





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



	A	B	C	D	E	F	G	H	I	J	K	L
	Trx Date	Year	Account	Description	Ref #	Line	GLLn	Code	Sub	User Batch	Posting #	Post Date
1	26-Dec-2018	2019	010-000-1040-0000-0000-0000-0000 CASH		0	19,067	1	RC01		010919CSH1	3,698,444	09-Jan-2019
2	26-Dec-2018	2019	010-000-3930-0000-0000-0000-0000 REVENUE CONTROL		0	19,068	1	RC01		010919CSH1	3,698,444	09-Jan-2019
3	26-Dec-2018	2019	010-145-4840-2890-0000-0000-0000 MISC-UNCLASSIFIED		0	19,069	1	RC01		010919CSH1	3,698,444	09-Jan-2019
4	26-Dec-2018	2019	120-000-1040-0000-0000-0000-0000 CASH		0	19,070	1	RC01		010919CSH1	3,698,444	09-Jan-2019
5	26-Dec-2018	2019	120-000-3930-0000-0000-563-0000-0000 REVENUE CONTROL		0	19,071	1	RC01		010919CSH1	3,698,444	09-Jan-2019
6	26-Dec-2018	2019	120-510-4600-0000-0000-563-0000-0000 STATE GRANTS-MASS IN MOTION-WEL		0	19,072	1	RC01		010919CSH1	3,698,444	09-Jan-2019
7	26-Dec-2018	2019	121-000-1040-0000-0000-0000-0000 CASH		0	19,061	1	RC01		010919CSH1	3,698,444	09-Jan-2019
8	26-Dec-2018	2019	121-000-1040-0000-0000-0000-0000 CASH		0	19,064	1	RC01		010919CSH1	3,698,444	09-Jan-2019
9	26-Dec-2018	2019	121-000-3930-0000-0000-565-0000-0000 REVENUE CONTROL		0	19,062	1	RC01		010919CSH1	3,698,444	09-Jan-2019
10	26-Dec-2018	2019	121-000-3930-0000-0000-565-0000-0000 REVENUE CONTROL		0	19,065	1	RC01		010919CSH1	3,698,444	09-Jan-2019
11	26-Dec-2018	2019	121-510-4510-0000-0000-565-0000-0000 FED GRANT/THRU STATE CFDA 93.243		0	19,063	1	RC01		010919CSH1	3,698,444	09-Jan-2019
12	26-Dec-2018	2019	121-510-4510-0000-0000-565-0000-0000 FED GRANT/THRU STATE CFDA 93.243		0	19,066	1	RC01		010919CSH1	3,698,444	09-Jan-2019
13	26-Dec-2018	2019										
14			<b>Total</b>							<b>010919CSH1</b>		

	M	N	O	P	Q	R	S	T	U	V	W
	Approp/Open	Approp/Adj	Encumbrances	Debit	Credit	Transaction Description	JrnType	Warrant	Check#	Bill#	BYear
1	0.00	0.00	0.00	25.00	0.00	SVCS MISC DEPARTMENTAL MRC					
2	0.00	0.00	0.00	0.00	25.00	SVCS MISC DEPARTMENTAL MRC					
3	0.00	0.00	0.00	0.00	25.00	SVCS MISC DEPARTMENTAL MRC					
4	0.00	0.00	0.00	10,000.00	0.00	GOVTL FED CFDA #93.531 MASS IN MOTION D.					
5	0.00	0.00	0.00	0.00	10,000.00	GOVTL FED CFDA #93.531 MASS IN MOTION D.					
6	0.00	0.00	0.00	0.00	10,000.00	GOVTL FED CFDA #93.531 MASS IN MOTION D.					
7	0.00	0.00	0.00	7,828.89	0.00	GOVTL STRATEGIC PREVENTION FRAMEWORK DPH					
8	0.00	0.00	0.00	4,731.90	0.00	GOVTL STRATEGIC PREVENTION FRAMEWORK DPH					
9	0.00	0.00	0.00	0.00	7,828.89	GOVTL STRATEGIC PREVENTION FRAMEWORK DPH					
10	0.00	0.00	0.00	0.00	4,731.90	GOVTL STRATEGIC PREVENTION FRAMEWORK DPH					
11	0.00	0.00	0.00	0.00	7,828.89	GOVTL STRATEGIC PREVENTION FRAMEWORK DPH					
12	0.00	0.00	0.00	0.00	4,731.90	GOVTL STRATEGIC PREVENTION FRAMEWORK DPH					
13	0.00	0.00	0.00	22,585.79	45,171.58						
14											
15											

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

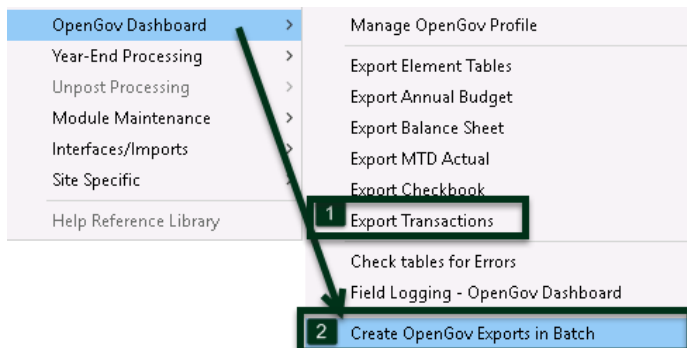
Column	Header	Description/How Used
A	Trx Date	Transaction Date
B	Year	Fiscal Year
C	Account	General Ledger Account Number
D	Description	General Ledger Account Description
E	Ref #	Reference Number (if applicable)
F	Line	Line number
G	GLLn	General Ledger Line
H	Code	General Ledger Transaction Code Type
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.

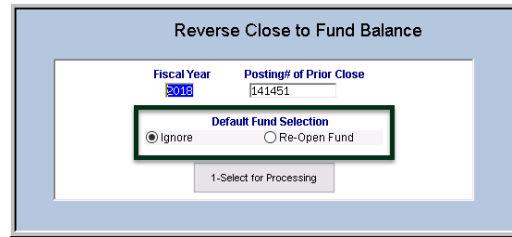
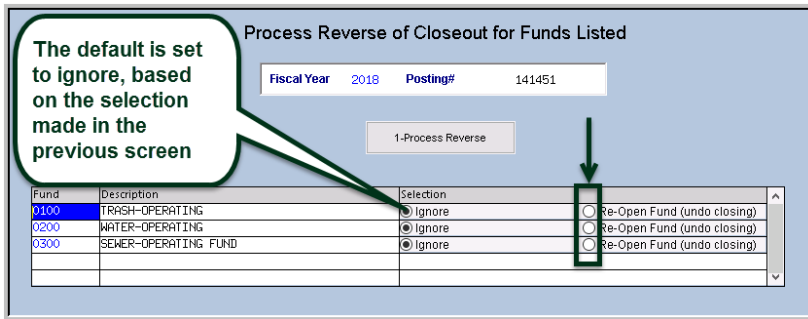


Figure 15 Before & After – Added the radio button to set the default for fund selection

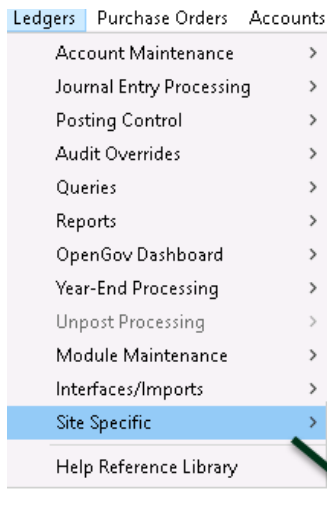


In the example, the **[Ignore]** radio button was selected. A screen will be displayed, listing all funds available for reversal. Use the radio button to select funds to be re-opened. Select the funds to be reversed by clicking on the **Re-Open** radio button. Then click on **[1 Process Reverse]**.

Figure 16 Fund Selection Screen with Default set to “Ignore”

[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.



Task 2320: Collect Treasurer's Cash Receipts

Cash Receipts Acquire Process

Optional: Enter Cashbook Bank

Run as  Preview  Print  PDF  
If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

Task 2320: Collect Treasurer's Cash Receipts

Cash Receipts Acquire Process

Optional: Enter Cashbook Bank

Run as  Preview  Print  PDF  Excel  
If Printing use Duplex  Yes  No

Lookup OK Cancel Clear All

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

Year	UserBatch	GLBatch#	Account	Description	Reference#	Line#	GLLine	TransactDate	Debit	Credit	Encumbrance	Total Budget	Error
<b>No Errors Found</b>													
<b>Legend:</b>													
5 ERROR: Summary Account													
6 ACTION: Change account to a posting account in the Process Cash Receipt Transactions - Edit Batch Screen													
7													
8 ERROR: Inactive Account													
9 CORRECT ACCOUNT> ACTION: Set the status to Active in the Chart of Accounts													
10 INCORRECT ACCOUNT> ACTION: Change account to the correct account in the Process Cash Receipt Transaction Batches - Edit Batch Screen													
11													
12 Warning: MARS Account not in Crosswalk													
13 MISSING AUC ACCOUNT> ACTION: Correct Missing account in the Ledgers > Site Specific > Process Cash Receipt Transactions > Edit Batch Screen to a valid AUC account													
14													
15 IF NEW AUC ACCOUNT> ACTION: Enter the AUC account in the Chart of Accounts													
16 AND VALID MARS ACCOUNT> ACTION: Add the MARS account to the Cash Receipts Crosswalk screen. Enter the corresponding AUC account.													
17													
18													

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

Year	UserBatch	GLBatch#	Account	Description	Reference#	Line#	GLLine	TransactDate	Debit	Credit	Encumbrance	Total Budget	Error
2019	021319CSH3		890-300-4840-0000-0000-681-0000-0000	ADMINS HIGH-REV		108	1	1/30/2019		135.00			ERROR: Inactive Account
2019	021319CSH3		890-300-4840-0000-0000-681-0000-0000	ADMINS HIGH-REV		109	1	1/30/2019		195.00			ERROR: Inactive Account
2019	021319CSH3		890-300-4840-0000-0000-681-0000-0000	ADMINS HIGH-REV		117	1	1/30/2019		568.00			ERROR: Inactive Account
2019	021319CSH3		890-300-4840-0000-0000-681-0000-0000	ADMINS HIGH-REV		118	1	1/30/2019		514.00			ERROR: Inactive Account
2019	021319CSH3		890-300-4840-0000-0000-681-0000-0000	ADMINS HIGH-REV		119	1	1/30/2019		390.00			ERROR: Inactive Account
2019	021319CSH3		890-300-4840-0000-0000-681-0000-0000	ADMINS HIGH-REV		122	1	1/30/2019		5,105.00			ERROR: Inactive Account
2019	021319CSH3		890-300-4840-0000-0000-681-0000-0000	ADMINS HIGH-REV		123	1	1/16/2019		640.00			ERROR: Inactive Account
<b>Legend:</b>													
55 ERROR: Summary Account													
56 ACTION: Change account to a posting account in the Process Cash Receipt Transactions - Edit Batch Screen													
57													
58 ERROR: Inactive Account													
59 CORRECT ACCOUNT> ACTION: Set the status to Active in the Chart of Accounts													
60 INCORRECT ACCOUNT> ACTION: Change account to the correct account in the Process Cash Receipt Transaction Batches - Edit Batch Screen													
61													
62 Warning: MARS Account not in Crosswalk													
63 MISSING AUC ACCOUNT> ACTION: Correct Missing account in the Ledgers > Site Specific > Process Cash Receipt Transactions > Edit Batch Screen to a valid AUC account													
64													
65 IF NEW AUC ACCOUNT> ACTION: Enter the AUC account in the Chart of Accounts													
66 AND VALID MARS ACCOUNT> ACTION: Add the MARS account to the Cash Receipts Crosswalk screen. Enter the corresponding AUC account.													
67													

**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.



Account	Description	Debit	Credit	Net	Suppl	Appropriation
99-999-300-681-4800-4850-999-99	ADMINS HIGH-REV		210.00	-210.00		
Transaction Date: 03-Jan-2019			210.00	-210.00		
99-999-300-681-4800-4850-999-99	ADMINS HIGH-REV	2,850.00		-2,850.00		
99-999-300-685-4800-4850-999-99	MCGLYNN MIDDLE REV	1,094.03		-1,094.03		
99-999-300-681-4800-4850-999-99	ADMINS HIGH-REV	70.00		-70.00		
99-999-300-681-4800-4850-999-99	ADMINS HIGH-REV	2,543.40		-2,543.40		
99-999-300-681-4800-4850-999-99	ADMINS HIGH-REV	453.00		-453.00		
99-999-300-685-4800-4850-999-99	MCGLYNN MIDDLE REV	1,450.00		-1,450.00		
99-999-300-685-4800-4850-999-99	MCGLYNN MIDDLE REV	634.57		-634.57		
99-999-300-685-4800-4850-999-99	MCGLYNN MIDDLE REV	395.00		-395.00		
99-999-300-682-4800-4850-999-99	ADMINS VOC REV	334.50		-334.50		
11-430-048-400-0000-0002-800-00	VOC COSMETOLOGY MISC REVENUE	150.00		-150.00		
11-430-048-400-0000-0002-800-00	VOC COSMETOLOGY MISC REVENUE	50.00		-50.00		
11-430-048-400-0000-0002-800-00	VOC COSMETOLOGY MISC REVENUE	28.00		-28.00		
11-430-048-400-0000-0002-840-00	VOC AUTOMOTIVE MISC REVENUE	20.00		-20.00		
11-430-048-400-0000-0002-840-00	VOC AUTOMOTIVE MISC REVENUE	3,221.84		-3,221.84		
10-000-243-000-0000-0000-000-00	SALES TAX	187.42		-187.42		
11-430-048-400-0000-0002-820-00	VOC CULINARY MISC REVENUE	317.99		-317.99		
01-999-500-999-2421-9999-999-99	DUE TO COMMONWEALTH/MEALS	9.43		-9.43		
11-430-048-400-0000-0002-840-00	VOC AUTOMOTIVE MISC REVENUE	749.42		-749.42		
10-000-243-000-0000-0000-000-00	SALES TAX	33.70		-33.70		
14-999-420-290-4274-9999-120-99	MISC REV-ATHLETICS	1,394.00		-1,394.00		
14-300-432-000-0063-1000-000-00	FEES - POOL	14,736.00		-14,736.00		
Transaction Date: 09-Jan-2019		30,722.30		-30,722.30		

Figure 19 The enhancement included the Cash Acquired report

[ADM-AUC-GL-8335]

## 8.2. Cash Receipts Posting Report [Enhancement]

Year	UserBatch	GLBatch#	Account	Description	Reference#	TransactDate	Debit	Credit
*** Fund Total ***								
					Fund: 075		199.74	11368.27
*** GL Total ***								
					Code: RC01		28829.85	1096501.19
*** Batch Total ***								
					User Batch: 021919C3H1		28829.85	1096501.19
*** Ledger Total ***								
					SUBSIDIARY LEDGER		28829.85	1096501.19
								3339083.47
Summary of Cash Transactions				Debit	Credit	Net Amount		
				1,124,391.78	28,829.85	1,095,561.93		

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.

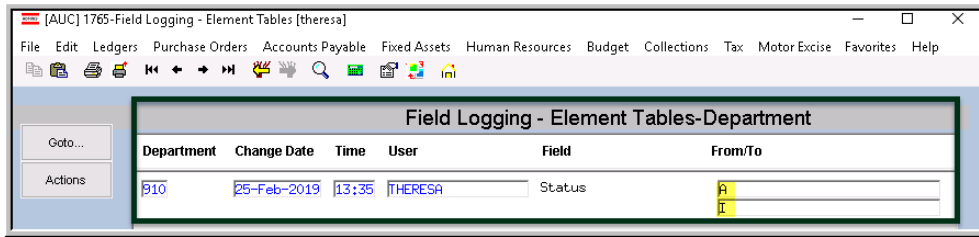
[ADM-AUC-GL-8336]



## 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.

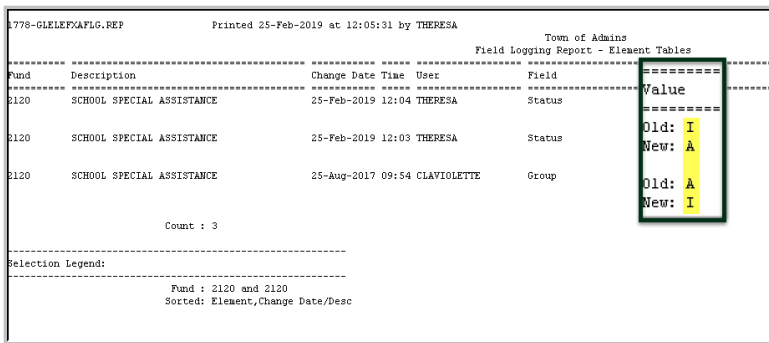


Figure 21 Edit List shows field logging for changes in status from Active (A) to Inactive (I)

[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]