



GENERAL LEDGER

RELEASE NOTES–MARCH 2020

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

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1 JOURNAL ENTRY TYPE LOOKUP [Enhancement]

The descriptions for **BB** (Balance Sheet Accounts) and **OB** (Revenue/Expenditure Accounts) on the lookup on journal type now distinguishes between the two journal types.

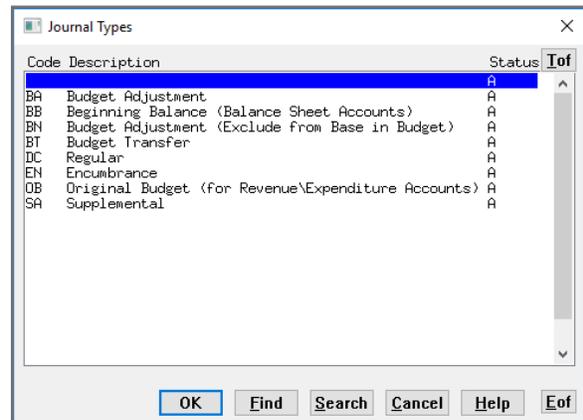
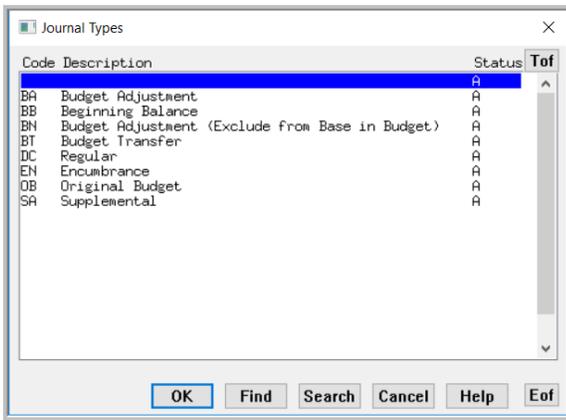
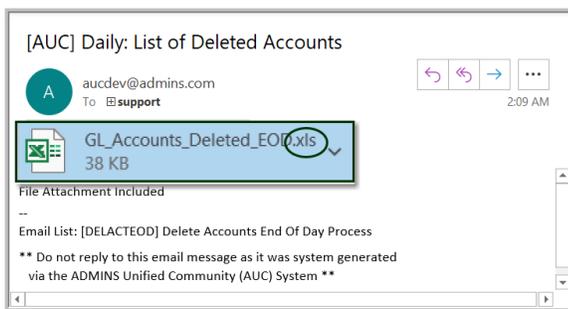


Figure 1 Before and After – Lookup on Journal Entry Types

[ADM-AUC-GL-8367]

2 DELETED ACCOUNTS [Enhancement]



ADMINS provides a method to delete accounts, as described in **GL-150 How to Delete Accounts**. On completion, the process sends an email with an attachment to the user running the process to provide a record of the accounts being removed.

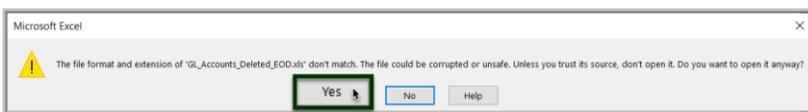
Prior to the software update, the attachment was sent as **“GL_Accounts_Deleted.xml”**. The file is now renamed to **“GL_Accounts_Deleted.xls”** file to allow the recipient of the emailed attachment to readily open it using **Excel®**.

Figure 2 Attachment is now an “.xls” file

This change was made to accommodate sites running older versions of **Excel®**, which might not handle an **.xml** extension. When opening the **Excel®** attachment, the following message **may** pop up:

“The file format and extension of “GL_Accounts_Deleted_EOD.xls” don’t match. The file could be corrupted or unsafe. Unless you trust its source, don’t open it. Do you want to open it anyway?”

Click on the **[Yes]** button to open the attachment.



[ADM-AUC-GL-8366]



3 REPORTS

ADMINS corrected the legend on reports run from the **Report Selector** screen in the **General Ledger Reports** library. One example is shown below.

3.1 #1610 Trial Balance Report [Fix]

The trial balance report legend was printing improperly when a **Group, Type, Category, or Subclass** was being used in the **[Selection Criteria]**. This was corrected. If these fields are used, the legend will show the criteria.

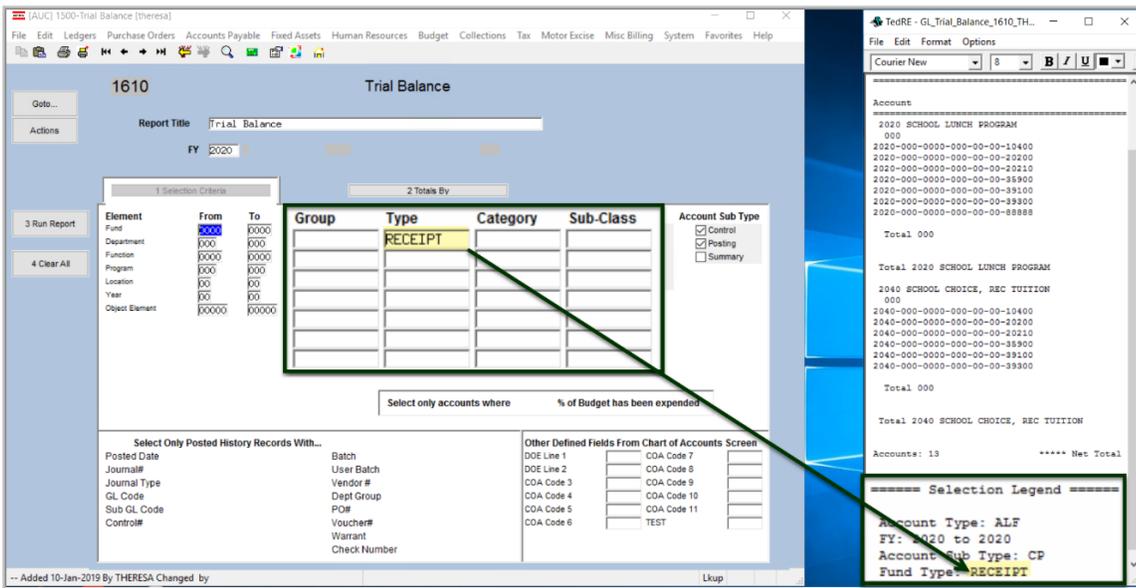
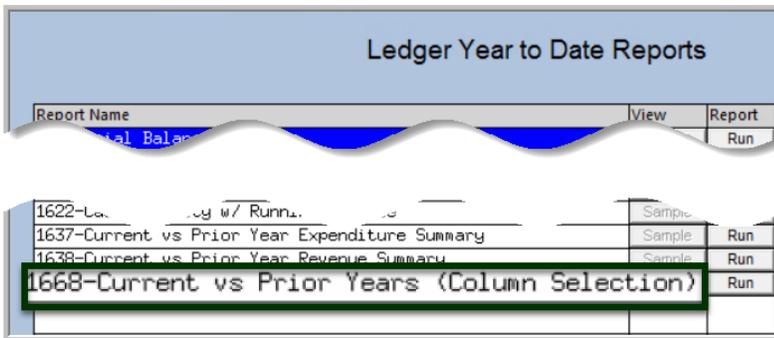


Figure 3 Trial Balance Report with corrected legend

[ADM-AUC-GL-8374]

3.2 #1668 Current vs. Prior Year Report [Fix]



ADMINS fixed an error with this report. The report was sorting incorrectly if any of the User defined fields were used for sorting or totaling.

Run the report by selecting **Ledgers ▶ Reports ▶ #1668 Current vs Prior Years (Column Selection)**.

The **[2 Totals By]** tab is shown in **Figure 4**.



1668 Current vs Prior Years (Column Selection)

Report Title: Current vs Prior Years (Column Selection)

FY: 2020

1 Selection Criteria

2 Totals By

Element	Order#	Group	Order#	Type	Order#	Category	Order#	Sub-Class	Order#	Account Type	Order#
Fund	<input checked="" type="checkbox"/>									ALFER	<input type="checkbox"/>
Department	<input type="checkbox"/>									P	<input type="checkbox"/>
Function	<input type="checkbox"/>										
Program	<input type="checkbox"/>										
Location	<input type="checkbox"/>										
Year	<input type="checkbox"/>										
Object Element	<input type="checkbox"/>										

User Defined	Order#	User Defined	Order#
DOE Line 1	<input type="checkbox"/>	COA Code 7	<input type="checkbox"/>
DOE Line 2	<input type="checkbox"/>	COA Code 8	<input type="checkbox"/>
COA Code 3	<input type="checkbox"/>	COA Code 9	<input type="checkbox"/>
COA Code 4	<input type="checkbox"/>	COA Code 10	<input type="checkbox"/>
COA Code 5	<input type="checkbox"/>	COA Code 11	<input type="checkbox"/>
COA Code 6	<input type="checkbox"/>	TEST	<input type="checkbox"/>

Page Break at Sort Order# Print Individual Account Lines

Figure 4 The [2 Totals By] screen “User Defined” field being used to control the total and sort order

[ADM-AUC-GL-8374]

4 MAINTAIN CROSSWALK ► Add Account ► Field Logging [Enhancement]

- Ledgers
 - Account Maintenance >
 - Journal Entry Processing >
 - Posting Control >
 - Audit Overrides >
 - Queries >
 - Reports >
 - OpenGov Dashboard >
 - Year-End Processing >
 - Unpost Processing >
 - Module Maintenance >
 - Interfaces/Imports > VMS Transactions
 - Site Specific > Acquire Payroll Transactions
 - Help Reference Library
 - Maintain Crosswalk

When adding a new account via the maintain crosswalk screen the change is now show on the **Field Logging** screen. To access the screen, select **Ledgers ► Module Maintenance ► Field Logging – GL Crosswalk**. The **Field Logging ► [1 Edit List]** will include new accounts.

Maintain Crosswalk

Fiscal Year: 2020

Legacy Account	AUC Account	Status
012-000-0000-000-00-10200	-0000-000-00-00-10400	Active
020-000-0000-000-00-12400	-0000-000-00-00-10400	Active
	0200-000-0000-000-00-12400	Active

Field Logging - GL Crosswalk

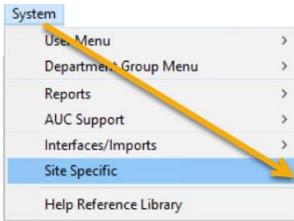
Fiscal Year: 2020 Legacy Account: 012-000-0000-000-00-10200

Change Date	Time	User	Field	From/To
14-Feb-2020	13:21	THERESA	VMS Acct. #	012-000-0000-000-00-10200- Added via screen

[ADM-AUC-GL-8372]



5 COPY LIVE TO TRAINING [ENHANCEMENT]



ADMINS is pleased to offer this new feature. Now, users with a security level of **20** can initiate a copy of the live data to training. To initiate copying live to training, select:

System ▶ Site Specific ▶ Copy Live to Training (Batch)

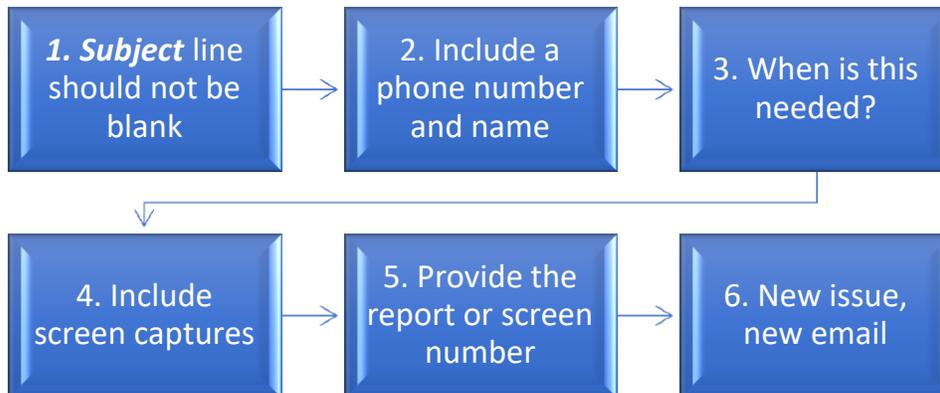


This process will refresh the training module, so verify with other department heads that they are not in the middle of doing any important testing.

Read the instructions in the **SY-175 Copy Live to Training (Batch)** document in the **Help Reference Library**.

[ADM-AUC-SY-8114]

6 WANT FASTER RESPONSE ON SUPPORT REQUESTS?



To improve the user experience when emailing support@admins.com for assistance, please include the following information on the email:

1. A **Subject:** line should briefly describe the request – for example, **Subject: Timesheet Entry Screen help needed**, or **Subject: Posting Disbursements – need assistance**.
2. Include your **full name** and **contact information**, including the **best phone number** to use when support staff call you.
3. How critical is the request? Is it **urgent**, as in trying to make a **4PM deadline for a bank ACH file**? If it is for the next time, let us know the next time the process will be run.
4. We love **pictures** – they are worth a thousand words–include screenshots when relevant.
5. We love words, too, so describe the problem and include a **report number** or **screen number** if known.
6. Start a **new email for a new issue**. Use **Reply All** to include the entire support team and allow seamless escalation for complex requests.

