



GENERAL LEDGER

RELEASE NOTES–MARCH 2021

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

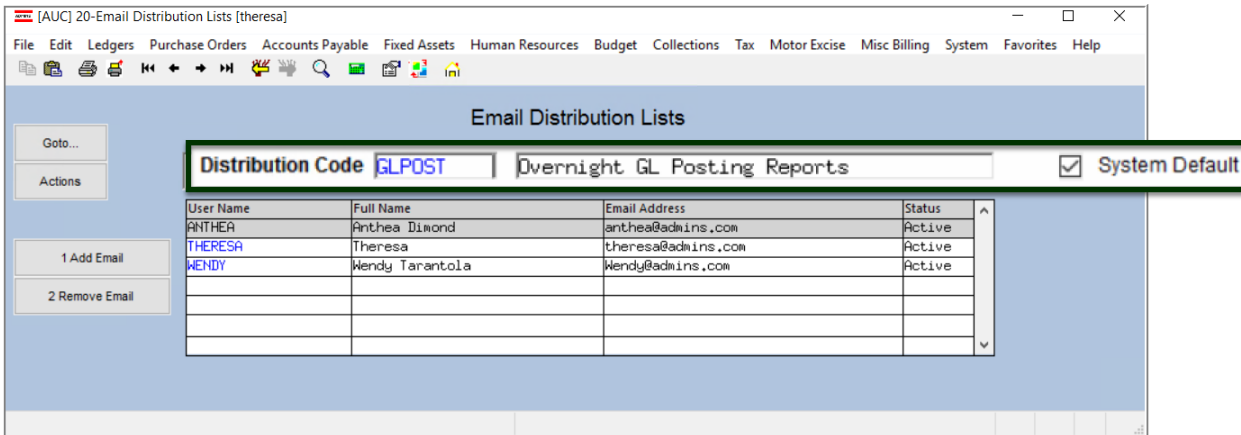
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1 OVERNIGHT POSTING EMAILS [Enhancement]

ADMINS offers the option to post error-free transactions to the General Ledger in batch, overnight, as a scheduled task. Members of the **GLPOST** Email Distribution list receive notification of the posting with the posting reports attached the following day. The email will now include the name of the distribution list in the body of the email, as do all System Default distribution lists.



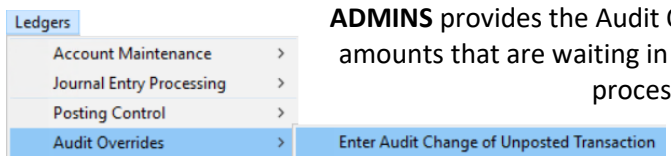
Contact support@admins.com for more information on the automated posting of error-free transactions.



See also the **SY-150 Email Distribution Lists** document in every Help Reference Library for details on these lists.

[ADM-AUC-GL-8419]

2 AUDIT OVERRIDES [Enhancement]



ADMINS provides the Audit Override feature to allow corrections to accounts and amounts that are waiting in the unposted file. Two enhancements were made to the process to prevent accidentally causing a previously balanced transaction to become out of balance.

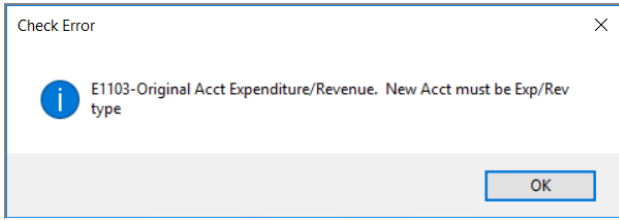
2.1 Error Checking

Safeguards were added for Audit override transactions.

- The system will not allow account changes from a **subsidiary ledger (Revenue or Expenditure)** account to a **Balance Sheet (Asset, Liability, Fund)** Account or vice versa.
- Summary accounts will no longer be displayed in the lookup nor can they be used in an Audit Override.

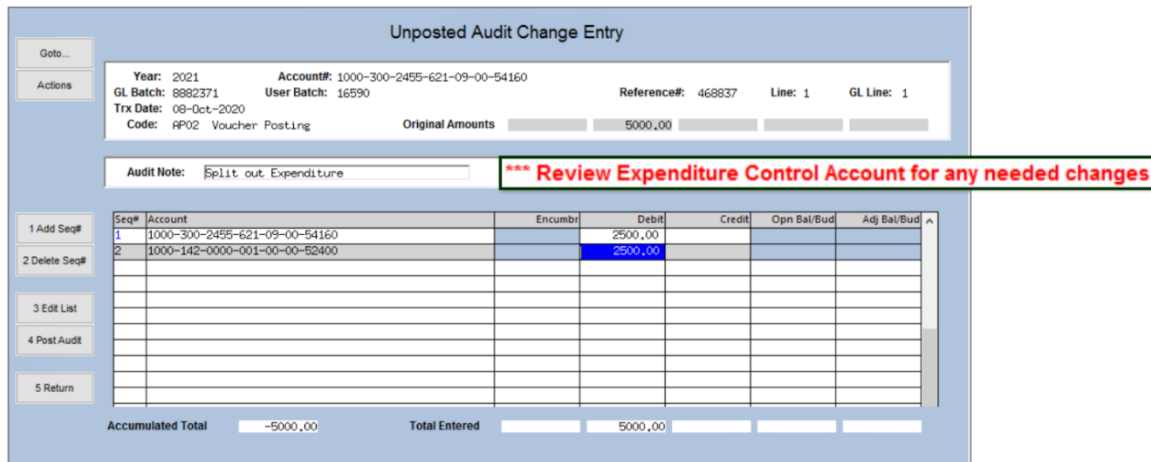


2.1.1 Subsidiary Ledger Account Changes

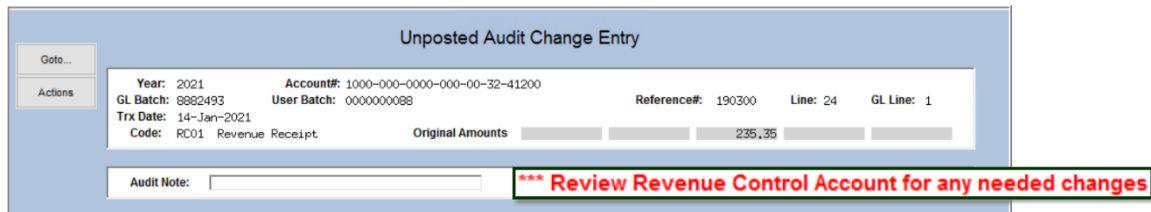


If the original account is an Expenditure or Revenue account, and the new account is not an Expenditure or Revenue account, the change will not be allowed (a subsidiary ledger account number can only be replaced with a subsidiary ledger account).

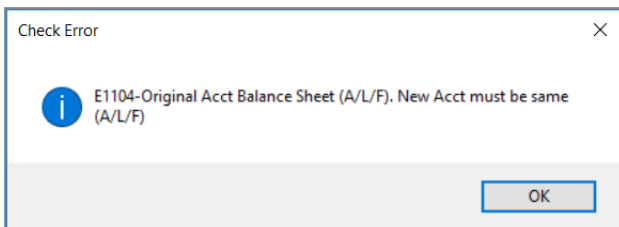
If the original account is an **expenditure account**, a message will be displayed on screen reminding the user to check the expenditure control account.



If the original account is a **revenue account**, a message will be displayed on screen reminding the user to check the revenue control account.



2.1.2 Balance Sheet Account Changes



If the original account is a balance sheet account (**Asset, Liability, or Fund**), the new account must also be an Asset, Liability or fund account.



Changing an account number to a different fund will require an audit change to the control account if Due To/Due From accounts are not set up for the two funds in the General Ledger Controls table.

2.1.3 Summary Accounts Not Usable

Unposted Audit Change Entry

Year: 2021 Account#: 1000-123-0000-001-00-00-51110 Reference#: 3326 Line: 35 GL Line:
 GL Batch: 903449 User Batch: 903449
 Trx Date: 07-Nov-2020
 Code: HR01 Payroll Posting Original Amounts 3178,54

Audit Note: Try entering a summary account. *** Review Expenditure Control Account for any needed changes

Seq#	Account	Encumbr	Debit	Credit	Opn Bal/Bud	Adj Bal/Bud
1	0100-000-0000-000-00-00-51000		3178,54			

Check Error dialog box: E1011- Cannot enter Summary account here.

The summary accounts can not be entered directly and will not show up in the lookup.

Available COA Accounts (Active Accounts Only)

Account#	Description	Type	SubType	RenBalance	Status	Tot
0100-000-0000-000-00-00-20210	ACCRUED PAYROLL, TRASH	Liability	Control	3608,36	A	
0100-000-0000-000-00-00-26600	DEF REVENUE-TRASH CHARGES	Liability	Posting	1368,24	A	
0100-000-0000-000-00-00-26730	DEF REVENUE-TRASH LIENS	Liability	Posting	-163160,46	A	
0100-000-0000-000-00-00-32110	F/B RES FOR ENCUMB, TRASH	Fund Equit	Control		A	
0100-000-0000-000-00-00-32711	F/B RESERVED FOR EXP - (2019)RETAIN	Fund Equit	Posting		A	
0100-000-0000-000-00-00-35900	UNDES FUND BALANCE, TRASH	Fund Equit	Control		A	
0100-000-0000-000-00-00-35906	TRASH RETAINED EARNINGS	Fund Equit	Posting	-7392,50	A	
0100-000-0000-000-00-00-38200	RES FOR ENCUMB, TRASH	Fund Equit	Control	-12416,21	A	
0100-000-0000-000-00-00-39100	REVENUE, TRASH	Fund Equit	Control	7392,50	A	
0100-000-0000-000-00-00-39200	ENCUMBRANCE, TRASH	Fund Equit	Control	827953,74	A	
0100-000-0000-000-00-00-39300	EXPENDITURE, TRASH	Fund Equit	Control	-5534,58	A	
0100-000-0000-000-00-00-42010	TRASH LIENS	Revenue	Posting	-1368,24	A	
0100-000-0000-000-00-00-42015	TRASH REVENUE	Revenue	Posting	-3155,00	A	
0100-000-0000-000-00-00-42016	TRASH BAGS REVENUE	Revenue	Posting	-64,41	A	
0100-000-0000-000-00-00-45001	EARNINGS ON INVESTMENT	Revenue	Posting	-2293,98	A	
0100-000-0000-000-00-00-48400	MISCELLANEOUS REVENUE	Revenue	Posting		A	
0100-000-0000-000-00-00-48999	OVERRAGES AND SHORTAGES	Revenue	Posting		A	
0100-000-0000-000-00-00-49700	TRANSFER FROM GENERAL FUND	Revenue	Posting		A	
0100-000-0000-000-00-00-88888	SUSPENSE, TRASH	Fund Equit	Control	-500,00	A	

[ADM-AUC-GL-8417]

3 REPORTS

1591-Ledger Transaction History Reports

Ledger Transaction History Reports

Report Name: 1629-Transaction Detail - Debits/Credits Only

Report Categories: 1 Year to Date, Transaction History, 3 Month to Date, 4 Other

1050-Transaction Report - PD Transactions

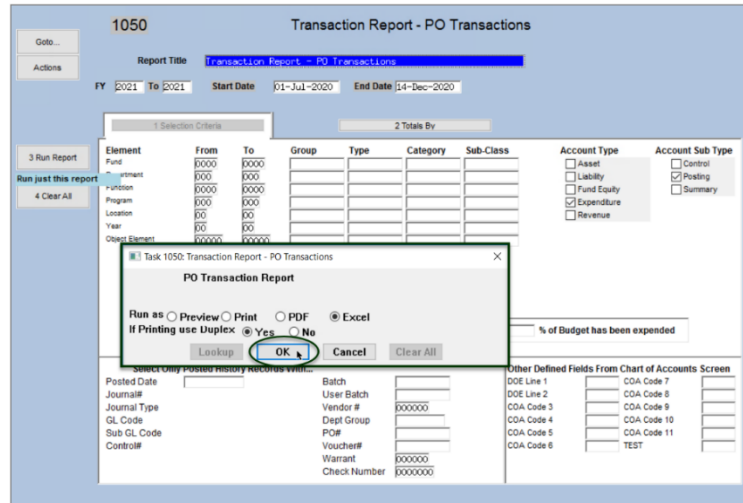
GLRPTLIBTRX



3.1 #1050 Transaction Report – PO Transactions [Fix]

Ledgers ▶ Reports ▶ Transaction History ▶ #1050 Transaction Report – PO Transaction

GL Transaction Codes	
Code	Description
AP01	Disbursement Posting
AP02	Voucher Posting
AP03	Voucher Change Order (reverse)
AP04	Voucher Change Order (new)
AP05	Voucher Liquidation
AP06	Void Check Transaction
AP07	Credit Card Payments
PO01	Purchase Order Original Encumbrance
PO02	Encumbrance Relief
PO03	PO Change Order (reverse)
PO04	PO Change Order (new)
PO05	PO Liquidation
PO06	Opened via Voucher Liquidation
PO08	PO Liquidation from Roll Over
PO09	PO Roll Over to New FY
PO10	PO Liquidation via Final Pay on Voucher
PO11	Open via Voucher Liquidation w/ Liquidate



Prior to the software update, this report was missing PO transactions done by liquidating a voucher via voucher type “L” – liquidate remaining balance of PO. (Transaction type = PO10). **ADMINS** corrected this and the report now includes the all Purchase Order Transaction types, PO01 – PO11.

Trans Date	Code	GLPost#	Ref#	Line	GLLn	Posted On	Over Amou	ncumbranc	nc. Chang	Enc. Relief	Enc. Liquid	Balance	Payments	Vendor
08-Jan-2021	AP02	8882470	469132	2	1	08-Jan-2021	0.00	0.00	0.00	0.00	0.00	0.00	97.21	000580-SCOREBOARD EN
08-Jan-2021	AP06	8882472	469132	2	1	02-Feb-2021	0.00	0.00	0.00	0.00	0.00	0.00	-97.21	000580-SCOREBOARD EN
08-Jan-2021	PO02	8882470	194750	2	1	08-Jan-2021	0.00	0.00	0.00	-97.21	0.00	0.00	0.00	000580-SCOREBOARD EN
08-Jan-2021	PO06	8882472	194750	2	1	02-Feb-2021	0.00	0.00	0.00	0.00	97.21	0.00	0.00	000580-SCOREBOARD EN
08-Jan-2021	PO10	8882470	194750	601	1	08-Jan-2021	0.00	0.00	0.00	0.00	-0.98	0.00	0.00	000580-SCOREBOARD EN
08-Jan-2021	PO11	8882472	194750	2	9,999	02-Feb-2021	0.00	0.00	0.00	0.00	0.98	0.00	0.00	000580-SCOREBOARD EN
Total***							0.00	0.00	0.00	-97.21	97.21	0.00	0.00	
****Total****							0.00	0.00	0.00	-8,391.49	2,991.49	-5,400.00	-15,500.17	

Figure 1 Transaction Report – PO Transactions run as Excel®

[ADM-AUC-GL-8407]

3.2 CARES Act Reporting

The Coronavirus Aid, Relief, and Economic Security (CARES) Act Reporting requires the vendor name, address, and amount. Rather than keying in each vendor address for CARES related expenses, **ADMINS** enhanced the #1629 Transaction Detail Debits/Credits Only report.



3.2.1 #1629 Transaction Detail – Debits/Credits Only [Enhancement]

When run in Excel® and “Print Individual Account Lines?” is Yes, vendor address and email information will be provided for AP & PO transactions. An example of running the report and a sample report are provided below.



1524-Transaction Detail - Debits/Credits Only

1629 Transaction Detail - Debits/Credits Only

Report Title: Transaction Detail - Debits/Credits Only

FY: 2021 To 2021 Start Date: 01-Jul-2020 End Date: 31-Jul-2020

1 Selection Criteria

2 Totals By

3 Run Report

4 Clear All

Task 1629: Transaction Detail - Debits/Credits Only

Transaction Detail - Debits/Credits Only

Run as: Preview Print PDF Excel

If Printing use Duplex: Yes No

Print Individual Account Lines?: Yes No

--- Added 05-Mar-2021 By THERESA Changed by

Figure 2 Running the report to Excel® and printing Individual Account lines will include Vendor Address information

The vendor address, city, state and zip code are found in columns “Q” through “T” of the report. Some columns are hidden for the purposes of this illustration. Use standard Excel® filtering to restrict the output to AP and PO transactions.

GL_Trnx_Detail_Dr_Cr_only Excel

Trx Date	Posted Or	Debit	Credit	Net-Amount	Notes	Vendor Address	Vendor City	St	Zip Code
117 20-Jul-2020	27-Jul-2020	264.00	0.00	264.00	plu at recycle center(fridge/s	1075 AIRPORT RD	FALL RIVER	MA	02720-0000
119 13-Jul-2020	23-Jul-2020	125.00	0.00	125.00	packaging cubic yard box 10	1075 AIRPORT RD	FALL RIVER	MA	02720-0000
120 13-Jul-2020	23-Jul-2020	150.00	0.00	150.00	July monthly rental fee	1075 AIRPORT RD	FALL RIVER	MA	02720-0000
121 13-Jul-2020	23-Jul-2020	66.15	0.00	66.15	Invoice # 1010013591	1075 AIRPORT RD	FALL RIVER	MA	02720-0000
122 13-Jul-2020	23-Jul-2020	36.57	0.00	36.57	Cust no 701730 materials to	P.O. BOX 6582	CAROL STREAM	IL	60197-6582
123 13-Jul-2020	23-Jul-2020	6,000.00	0.00	6,000.00	Extended Contract Bi-Annua	40 ISLAND POND ROAD	SPRINGFIELD	MA	01118-0000
180 29-Jul-2020	06-Aug-2020	1,613.65	0.00	-1,613.65	7/22 plu at recycle center	576 PINE MEADOW RD	NORTHFIELD	MA	01360-0000
181 20-Jul-2020	27-Jul-2020	264.00	0.00	264.00	plu at recycle center(fridge/s	1075 AIRPORT RD	FALL RIVER	MA	02720-0000
182 13-Jul-2020	23-Jul-2020	125.00	0.00	125.00	packaging cubic yard box 10	1075 AIRPORT RD	FALL RIVER	MA	02720-0000
183 13-Jul-2020	23-Jul-2020	150.00	0.00	150.00	July monthly rental fee	1075 AIRPORT RD	FALL RIVER	MA	02720-0000
184 13-Jul-2020	23-Jul-2020	66.15	0.00	66.15	Invoice # 1010013591	1075 AIRPORT RD	FALL RIVER	MA	02720-0000
185 13-Jul-2020	23-Jul-2020	36.57	0.00	36.57	Cust no 701730 materials to	1075 AIRPORT RD	FALL RIVER	MA	02720-0000
186 13-Jul-2020	23-Jul-2020	6,000.00	0.00	-6,000.00	Extended Contract Bi-Annua	1075 AIRPORT RD	FALL RIVER	MA	02720-0000
196 27-Jul-2020	27-Jul-2020	0.00	375.00	-375.00	Warrant 006600	1075 AIRPORT RD	FALL RIVER	MA	02720-0000
199 27-Jul-2020	27-Jul-2020	0.00	111.03	-111.03	Warrant 006600	1075 AIRPORT RD	FALL RIVER	MA	02720-0000
200 27-Jul-2020	27-Jul-2020	0.00	24.58	-24.58	Warrant 006600	P.O. BOX 6582	CAROL STREAM	IL	60197-6582
201 27-Jul-2020	27-Jul-2020	0.00	5,016.00	-5,016.00	Warrant 006600	40 ISLAND POND ROAD	SPRINGFIELD	MA	01118-0000
202 27-Jul-2020	27-Jul-2020	0.00	230.69	-230.69	Warrant 006600	576 PINE MEADOW RD	NORTHFIELD	MA	01360-0000
						247 BLACKSTONE ST	BLACKSTONE	MA	01504-0000
						C/O DPW	BELLINGHAM	MA	02019-0000
						40 ISLAND POND ROAD	SPRINGFIELD	MA	01118-0000
						30 BLACKSTONE STREET	BELLINGHAM	MA	02019-0000
						P.O. BOX 9004	GIURNFF	IL	60031-9004

Figure 3 The #1629 Transaction Detail Report with Vendor Address information highlighted

[MDF-SUP-SAPLAUC-1076]



4 EMAIL DISTRIBUTION LISTS [ENHANCEMENT]

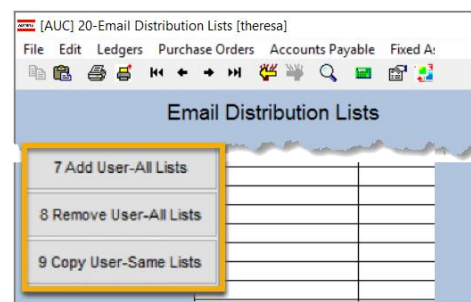
The email distribution lists described below are provided for use in the Ledgers module.

Table 1 General Ledger Distribution Lists

List Name	Description	Frequency	How Used
CROSSWALK	Errors in Crosswalk File	Daily	A mismatch exists between accounts in the crosswalk file used for interfacing with legacy or non-AUC systems exists
CTRABCHK	Control Table Error Check	Weekly	Errors exist in the GL Control Table
CTRABEMTY	Funds with Empty Control Table	Weekly	There are funds with no entires in the General Ledger Control Table
DELACTEOD	Delete Accounts End Of Day Process	As needed	Accounts were deleted via the delete accounts flagged for deletion process
GLOPNGOVEX	Create OpenGov Exports in Batch	As needed	Lists details of the OpenGov export
GLPOST	Overnight GL Posting Reports	As needed	Sites that post overnight to the general ledger are sent the posting reports
GLREMBAL	Recalculate Remaining Balances	Daily; runs as needed	If any account types in the general ledger have changed, the system will recalculate remaining balances and issue a report
GLSHAD	Email on Check of GL Shadow File	Monthly	Usually this report is only sent to support@admins.com to resolve issues with the shadow posting file of work in progress
GLUNPST	Unposted GL Entries	Weekly	Any unposted general ledger entries
GLYEAREND	Create New Fiscal Year	As needed	The new fiscal year process was run in batch to completion
JEINPRO	In-Progress Journal Entries	Weekly	Journal Entries in progress
PERTAB12	Period Table < 12 Periods	Weekly	There are funds in the period table with less than 12 periods
SWDONE	Software Update is Complete	Quarterly	Notifies members of the list that the software update is complete and the server is available for processing.
SYUPDTRAIN	Submit Copy Live to Training in Batch	As needed	The request to copy live to training was submitted and will be run; also works to notify if the copy live to training was cancelled and / or completed

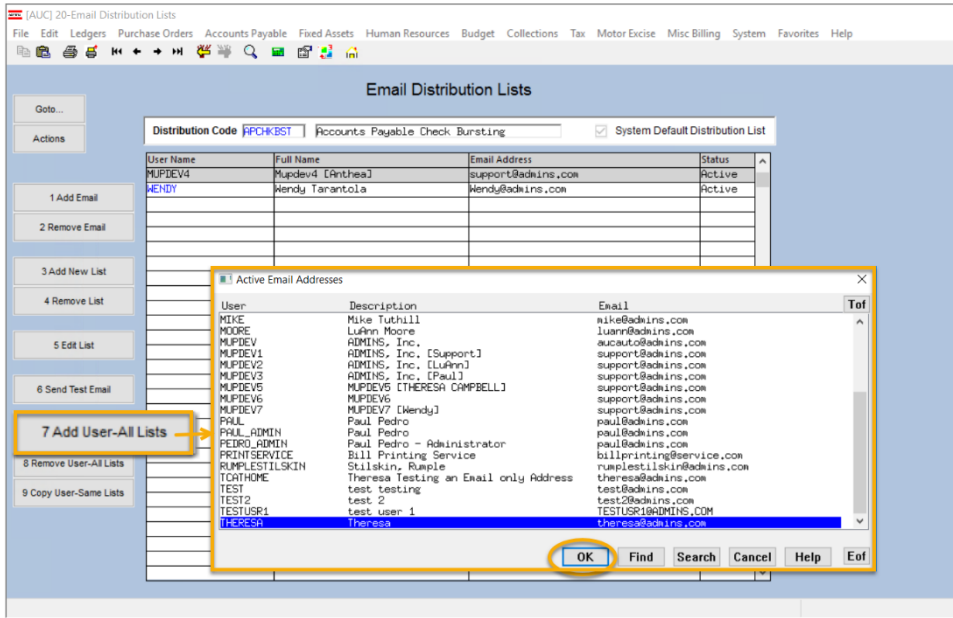
4.1 New Buttons on Screen

ADMINS added three new buttons to the screen to help manage the lists and added a “System Default” column to the edit list.





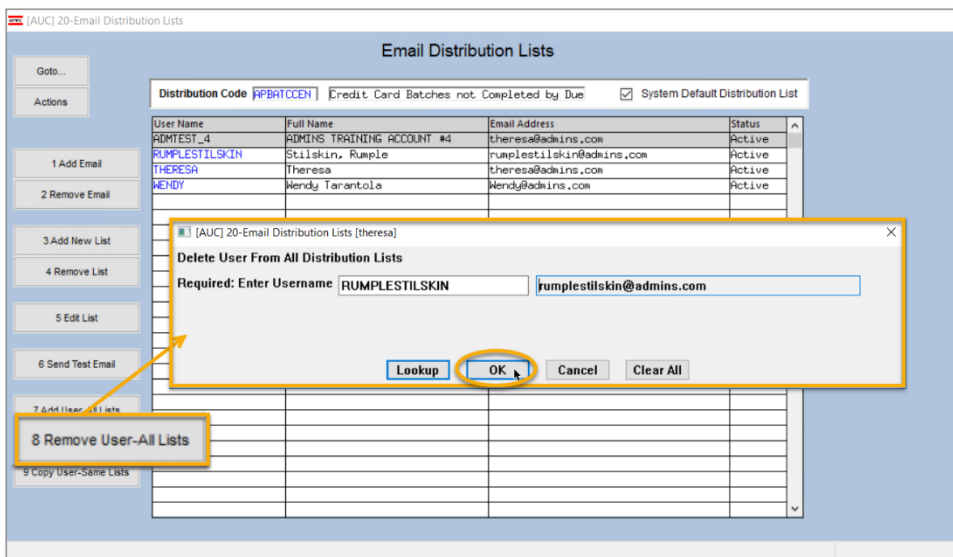
4.2 Add User – All Lists



A user may need to receive all emails issued from the system; typically, this would be a “Super User” or a local system administrator.

To add the user at once to all existing email lists, click the **[Add User-All Lists]** button. Select the user from the pick list.

4.3 Remove a Name from All Email Lists



To remove a user from all email distribution lists (for example, due to termination of employment), click on **[8_Remove User All Lists]**.

This will remove the username from the email distribution lists only; it will not remove or inactivate the user’s AUC credentials.



4.4 Copy a User to the Same Lists as an Existing User

Copy BD to LuAnn before removing BD from all lists.

User Name	Full Name	Email Address	Status
BD	Bill Davis	bd@adins.com	Active
DOGFINN	Dagfinn Saether	dagfinn@adins.com	Active
PAUL	Paul Pedro	paul@adins.com	Active
THERESA	Theresa	theresa@adins.com	Active
MENDY	Mendy Tarantola	Mendy@adins.com	Active
LUANN	LuAnn Moore	luann@adins.com	Active

If a user, **LuAnn**, is replacing another user, **BD**, the new user **LuAnn** may be added to all the lists on which **BD** is currently included. Click **[9 Copy User-Same Lists]**.

The existing user is the **FROM** username and the new user is the **TO** username.

This feature may also be used to add new hires to all lists for a given department.

[ADM-AUC-SY-8176]

[ADM-AUC-SY-8181]

5 HELP REFERENCE LIBRARY

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

5.1 New or Updated Documents

- POSTING GL-410 Audit Overrides [Updated]
- SYSTEM SY-150 Email Distribution Lists [Updated]
- SY-170 System Administration Kit [Updated]