



# GENERAL LEDGER

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## RELEASE NOTES – MARCH 2022

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

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# 1 ACCOUNT MAINTENANCE

ADMINS made repairs and enhancements to the Account Maintenance screens.

## 1.1 Maintain Chart Of Accounts [Fix]

Ledgers ▶ Account Maintenance ▶ Chart of Accounts

ADMINS fixed the [8 Posting Accts] button visible on the Maintain Chart of Accounts screen when a summary account is displayed. The Posting Accounts for a summary account are displayed when [8 Posting Accts] is clicked on the screen.

What comprises 2022 Summary Account 0096-000-0000-000-00-50200 balance

Detail Account	Description	Budget Check?	Remaining Balance	Tof
0096-000-0000-000-00-52085	TEST C-PRIOR YEAR EXPE	Yes	100.00	
0096-000-0000-000-00-52310	TEST C-UNIFORM RENTAL/	Yes	-25.00	
0096-004-0000-000-00-52310	TEST C-UNIFORM RENTAL/	Yes	100.00	
0096-490-0000-004-00-52240	STREET SWEEP & CATCH BASIN CLEANING &	No	375.00	
	Total		550.00	

Buttons: OK Find Search Cancel Help Eof

[ADM-AUC-GL-8476]

## 1.2 Control Accounts [Enhancements]

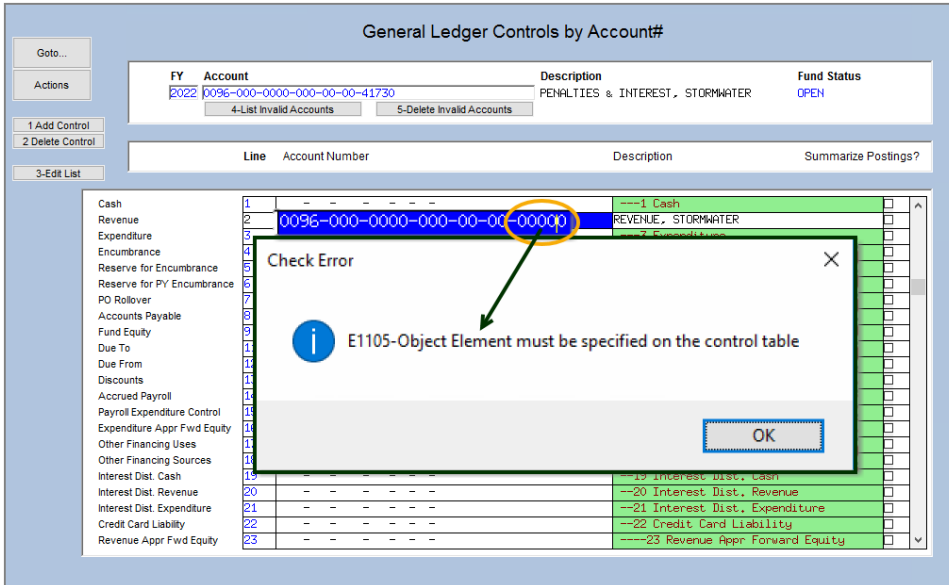
ADMINS added error checking when entering accounts in the Control Account and Control Account by Account Tables. Now, if a control account is specified with all zeroes in **either** the **Fund** or the **Object** element, the system will pop up an error message. From the menu, select:



Ledgers ▶ Account Maintenance ▶ General Ledger Controls

or

Ledgers ▶ Account Maintenance ▶ General Ledger Controls by Account #



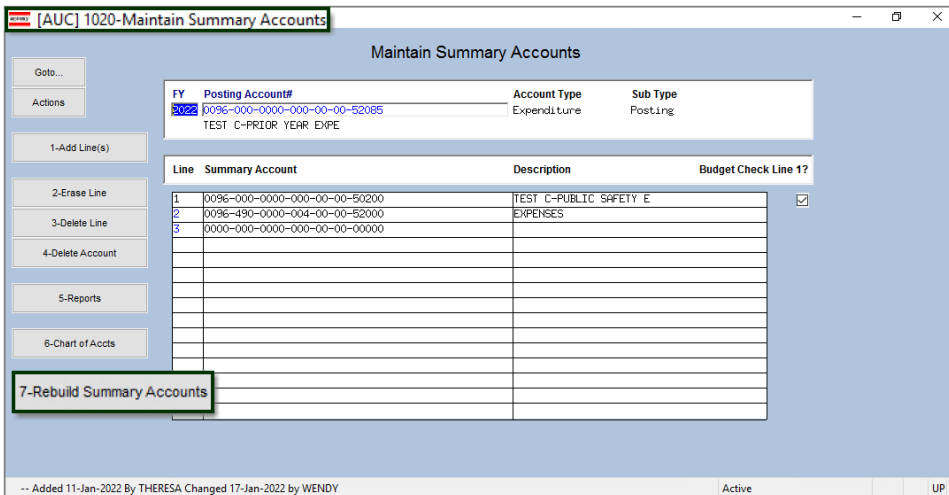
The exception is the PO Rollover control account, which permits asterisks in any or all the account elements.

[ADM-AUC-GL-8466]

### 1.3 Summary Accounts [Enhancement]

Ledgers ▶ Account Maintenance ▶ Summary Accounts

ADMINS removed the [1 Add Account] button and renumbered the remaining buttons - all posting accounts appear in the Maintain Summary screen; when adding a new account to the chart it is immediately available in the summary screen.



ADMINS added a [7 Rebuild Summary Accounts] button, which previously was only available under the [Actions] button.

Detailed information on using Summary accounts is available in the Help Reference Library [GL-230 Summary Accounts](#).

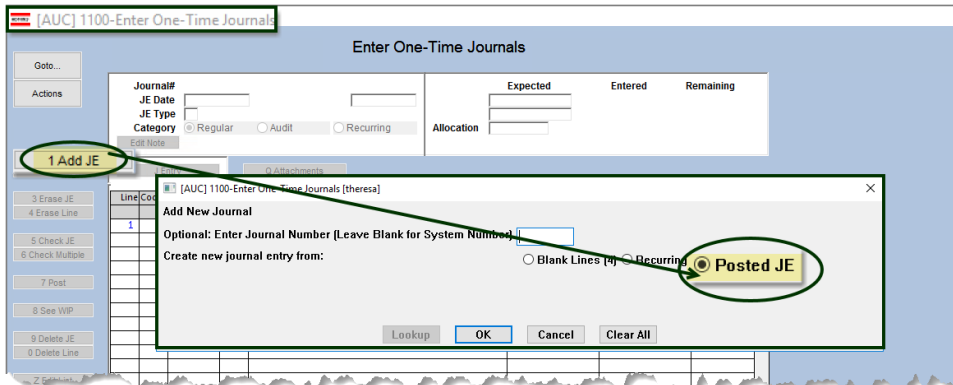
Figure 1 The Maintain Summary Accounts screen with the [7 Rebuild Summary Accounts] button

[ADM-AUC-GL-8473]

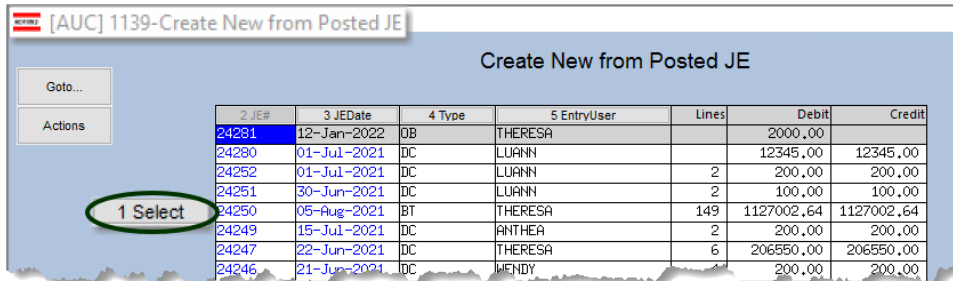


## 2 CREATE NEW FROM POSTED JE – Copy Notes Option [Enhancement]

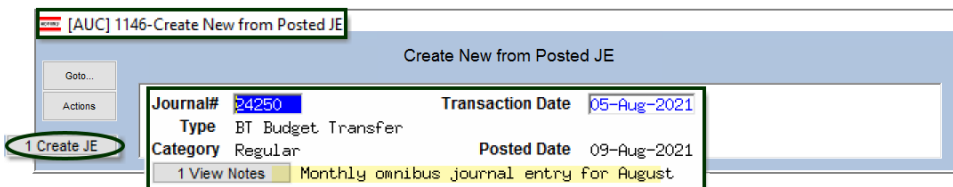
ADMINS offers a feature to add a new journal entry based on a posted journal entry, fully described in Help Reference Library **GL-270, Enter a Journal Entry**. This process copied the entire journal, including any notes. Some customers asked if we could suppress the notes from the copied journal. To provide flexibility when copying a journal, ADMINS added an option to the prompt.



To begin, select **[1 Add JE]** from the Enter One Time Journals screen, and select  **Posted JE**. The Create New from Posted JE screen is displayed; **[1 Select]** the desired journal entry from the list of posted journal entries.



The selected journal will be displayed and can have a note; (some sites require notes on all journal entries). Click on **[1\_Create\_JE]**:



The prompt for an optional Journal Number is displayed; this prompt offers a **“Yes/No”** radio button to choose to copy the note from the old journal to the new.



[AUC] 1146-Create New from Posted JE [theresa]

Add Journal

Optional: Enter Journal Number (Format 1-9999999 or Blank for System Number)

**Copy Journal Note**  Yes  No

Lookup OK Cancel Clear All

Select  **No** and the edit note will not be copied to the new journal entry.

Enter One-Time Journals

Journal# 24284  
JE Date 15-Feb-2022  
JE Type BT Budget Transfer  
Category  Regular  Audit  Recurring  
Edit Note

	Expected	Entered	Remaining
From \$	1127002,64	1127002,64	
To \$	1127002,64	1127002,64	
Allocation			

[AUC] 1146-Create New from Posted JE [theresa]

Add Journal

Optional: Enter Journal Number (Format 1-9999999 or Blank for System Number)

**Copy Journal Note**  Yes  No

Lookup OK Cancel Clear All

Select  **Yes** to copy the note to the new journal entry.

Enter One-Time Journals

Journal# 24285  
JE Date 15-Feb-2022  
JE Type BT Budget Transfer  
Category  Regular  Audit  Recurring  
Edit Note Monthly omnibus Journal entry for August

	Expected	Entered	Remaining
From \$	1127002,64	1127002,64	
To \$	1127002,64	1127002,64	
Allocation			

[ADM-AUC-GL-8441]

### 3 TRANSACTION HISTORY & DETAIL HISTORY [Enhancement]

Miscellaneous Billing transactions such as payments or adjustments are available for drill down to the Transaction DETAIL History screen, as shown below.

#### 3.1 MB01 Transactions

[AUC] 1110-Transaction History

Cannot View Source. Misc Billing posted in Summary

OK

Miscellaneous Billing charges (GL code **MB01**) are posted in summary and do not provide invoice details; therefore, the query screen offers no detail beyond what is shown on the #1110 Transaction History screen. Clicking on **[6 Drill Down]** for **MB01** transactions will display the message "Cannot View Source. Misc Billing posted in Summary".



### 3.2 MB02 – MB99 Transactions

The screenshot shows two windows. The top window is titled "[AUC] 1110-Transaction History" and displays a table of transactions. A blue circle highlights the "6 Drill Down" button. The bottom window is titled "[AUC] 1120-Transaction DETAIL History" and shows a detailed view of a transaction. A blue arrow points from the "6 Drill Down" button in the top window to the "Display - Notes" column header in the bottom window's table.

Trx Date	Account Number	Line	GL#	TrxCode	Amount	Type	Display - Transaction Desc
07-Mar-2022	1000-000-0000-000-00-10400	22	2	MB02	200.00	DR	Misc Bill Receipt
07-Mar-2022	1000-000-0000-000-00-13490	25	2	MB02	200.00	DR	Misc Bill Receipt
07-Mar-2022	1000-000-0000-000-00-26930	24	2	MB02	200.00	DR	Misc Bill Receipt
07-Mar-2022	1000-000-0000-000-00-39100	2521	2	MB02	200.00	DR	Misc Bill Receipt
07-Mar-2022	1000-000-0000-000-00-48000	23	2	MB02	200.00	DR	Misc Bill Receipt
07-Mar-2022	2290-000-0000-000-00-10400	32	3	MB02	49070.12	DR	Misc Bill Receipt
07-Mar-2022	2290-000-0000-000-00-13490	35	3	MB02	49070.12	DR	Misc Bill Receipt
07-Mar-2022	2290-000-0000-000-00-26930	34	3	MB02	49070.12	DR	Misc Bill Receipt

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Notes
07-Mar-2022	1600	32	3	MB02	46	8886915	4183.34	DR	MB Pay Bill# 000016-00
07-Mar-2022	1600	43	4	MB02	46	8886915	13533.35	DR	MB Pay Bill# 000016-00
07-Mar-2022	2100	52	5	MB02	46	8886915			

Click on [6 Drill Down] and set the Display to Notes to view transaction details.

Figure 2 Click on the Display – Notes Column Header Button to view the Bill numbers that comprise the payments.

### 3.3 #1145 Account Balance Listing Screen

The screenshot shows the "Account Balance Listing" screen. A blue arrow points from the "Right Click to View Amount Details" button to a transaction in the "Posted Transaction History" window.

Account Number	Description	Adjusted Budget	Debits	Credits	Encumbrance	In-Progress
2290-000-0000-000-00-42410	TUITION, SPED COLLABOR		106305.25			-12083.00

TrxDate	GL Cod	GLBatch	UserBatch	Reference#	Vendor	CreditAmount	Tot
07-Mar-2022	MB02	8886915	46	1600		45970.12	
03-Nov-2021	MB02	8886732	27	1600		51760.02	
20-Aug-2021	MB02	8886638	12	13400		725.01	
20-Aug-2021	MB02	8886640	13	13800		966.68	
11-Aug-2021	MB02	8886636	11	10200		4783.42	
Account Total						106305.25	

From the Account Balance Listing screen, right click on the posted amount to display the history.

The user batch will be shown for the bills and the other transactions.

Figure 3 Drill down on a revenue account with Miscellaneous Billing receipts



The screenshot shows the 'Account Balance Listing' window. At the top, it displays 'Fiscal Year 2022', 'Fund 2290', and 'Department 000'. A red box highlights the 'Debits' column with the value 345815.76 and a tooltip that says '\*\*\*\*\* Right Click to View Amount Details'. Below this, a 'Posted Transaction History' window is open, showing a list of transactions with columns for TrxDate, GL\_Cod, GL\_Batch, UserBatch, Reference#, Vendor, DebitAmount, and Tot. Several transactions are highlighted in yellow, all with GL\_Cod MB01.

Figure 4 Drill down on an account with MB01 (Billing) transactions in a batch posted in summary

[ADM-AUC-MB-136]

## 4 REPORTS

The screenshot shows the 'Ledger Year to Date Reports' window. On the left, there are 'Report Categories' buttons: '1 Year to Date', '2 Transaction History', '3 Month to Date', and '4 Other'. The main area is a table of reports:

Report Name	View	Report
1610-Trial Balance	Sample	Run
1612-Trial Balance w/WIP	Sample	Run
1613-Expenditure Summary	Sample	Run
1655-Expenditure Summary w/WIP	Sample	Run
1672-Expenditure Summary - only + / - balances	Sample	Run
1611-Expenditure Summary (w/ Legacy Accounts)	Sample	Run
1614-Projected Expenditure Summary	Sample	Run
1620-Encumbrance Summary	Sample	Run
1621-Revenue and Expenditure Summary	Sample	Run
1291-Revenue and Expenditure Summary w/WIP	Sample	Run
1624-Revenue Summary	Sample	Run
1673-Revenue Summary w/WIP	Sample	Run
1627-Budget Summary (w/ activity only)	Sample	Run
1628-Budget Summary (w/ and w/o activity)	Sample	Run
1622-Cash Activity w/ Running Balance	Sample	Run
1637-Current vs Prior Year Expenditure Summary	Sample	Run
1638-Current vs Prior Year Revenue Summary	Sample	Run
1668-Current vs Prior Years (Column Selection)	Sample	Run

ADMINS fixed an issue on reports when sorting / totalling by element categories (Group, Type, Category, or Sub-Class) and added information to the log that is created when reports are run.

### 4.1 Totals By Object Element Sub-Class

For example, on the #1668 Current vs Prior Years (Column Selection) report, the Totals By tab, selecting the Object Element Sub-Class for sorting and totalling caused the report to fail. ADMINS corrected this and patched the fix to the affected sites. It is mentioned here to document the change.

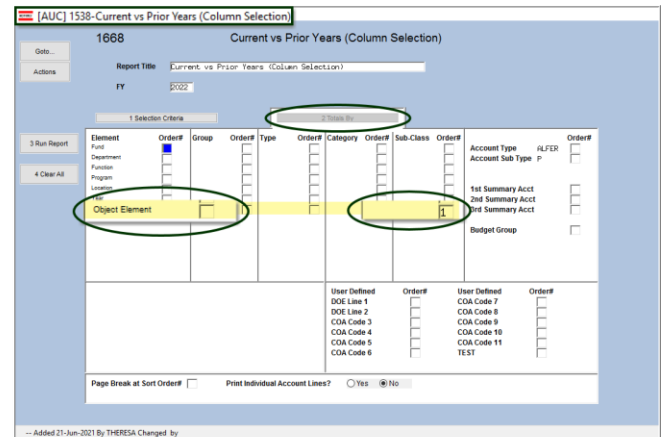
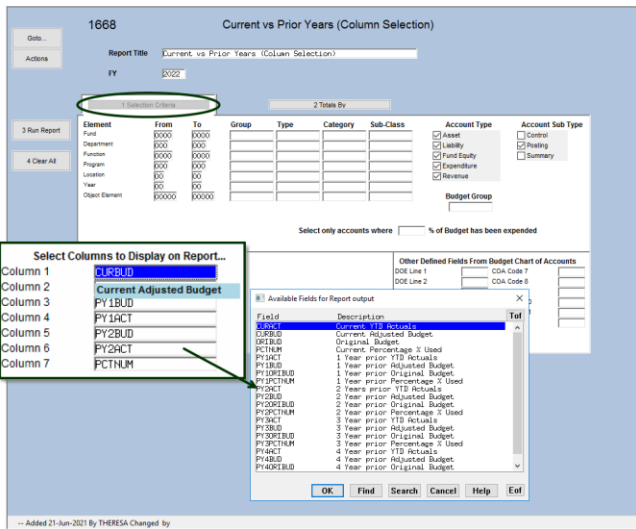


Figure 5 Running report #1668 with totalling by Object Element

[ADM-AUC-GL-8466]

## 4.2 #1668 Current vs Prior Years (Column Selection)

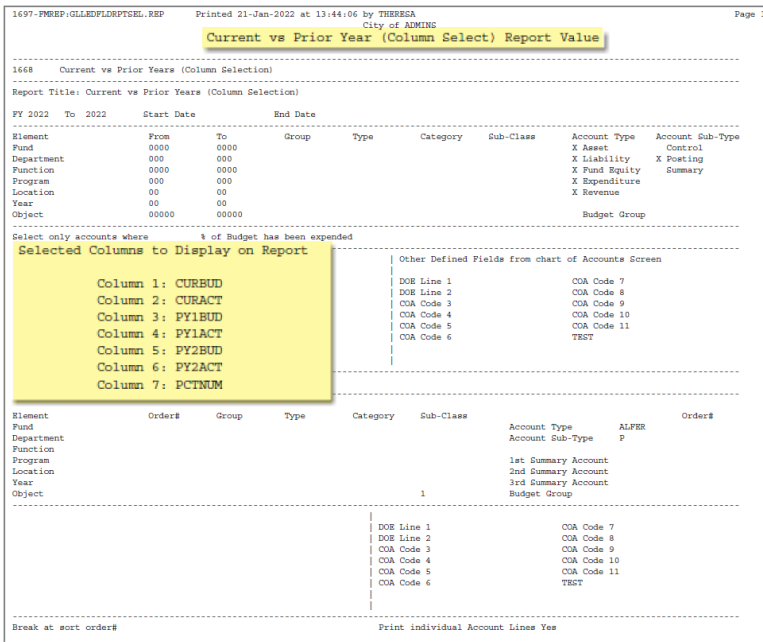


Figure 6 The log produced when running report #1668 now includes which columns were selected

Each time a report is run, a snapshot report is created showing the selections made when running the report. This helps to replicate the user selections when troubleshooting.

This report allows choosing columns for display on the report, based on the fields available in the lookup.

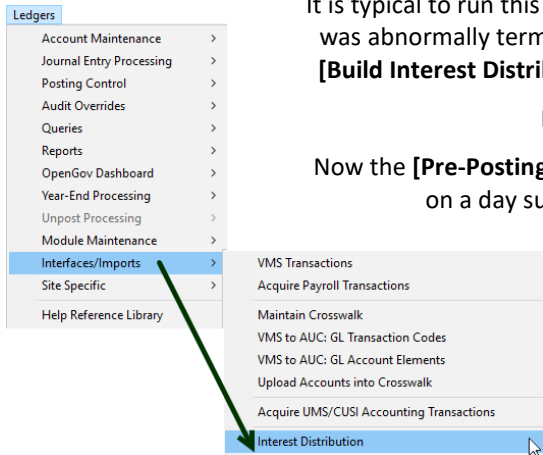
The snapshot report did not include the column selections; **ADMINs** corrected this in the software update and now the column selections data appears on the snapshot report.

[ADM-AUC-GL-8475]





## 5 INTERFACES/IMPORTS – INTEREST DISTRIBUTION



It is typical to run this process over the course of a single day, twice each year. The command was abnormally terminating if the process was not completed on the same day as the **[Build Interest Distribution Workfile]** step. To access the Interest Distribution Steps, select:

**Ledgers ▶ Interfaces / Imports ▶ Interest Distribution**

Now the **[Pre-Posting verification]** and the **[Posting Interest Distribution]** steps may be done on a day subsequent to the build step.

Interest Distribution				
Description	Date	Start	End	Success
Setup Interest Distribution	23-Feb-2022	16:59:19.59	16:59:19.59	<input checked="" type="checkbox"/>
Build Interest Distribution Workfile	23-Feb-2022	17:01:35.31	17:04:28.75	<input checked="" type="checkbox"/>
Maintain Interest Distribution Workfile	23-Feb-2022	17:05:11.52	17:05:13.72	<input checked="" type="checkbox"/>
Pre - Posting Verification	23-Feb-2022	17:05:42.26	17:05:55.03	<input checked="" type="checkbox"/>
Post Interest Distribution				<input type="checkbox"/>



*While it is now **possible** to accomplish this over several days, the **best practice** is to complete the process within the minimum time frame required to verify the reports, as account balances can change over the course of a few days, making it more difficult to verify the amounts.*

[ADM-AUC-GL-8480]

## 6 VOUCHER CHANGE ORDERS [Fix]

There was an issue when doing a voucher change order that was attached to a PO. Prior to the update, the encumbrance relief transactions were missing a header record, which prevented posting to the GL. This has been corrected.

[ADM-AUC-AP-1157]

## 7 HELP REFERENCE LIBRARY

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

### 7.1 New or Updated Documents

- Account Maintenance                      GL-230 Summary & Budget Check Accounts                      [Updated]
- Journal Entries                              GL-310 Upload Journal Entry    [Updated]