GENERAL LEDGER

RELEASE NOTES   MARCH 2023

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

CONTENTS

1   Reports

ADMINS added some new reports to the Report Library. To access reports, from the menu, select:

**Ledgers ▶ Reports ▶ Report Library ▶ [1 Year to Date]**

1.1   Ledger Year-to-Date Reports

ADMINS added Report #1695 Account Summary by Fiscal Period to the report, library menu (previously it had only been available from the Account Summary screen.) From the menu, select:

1.1.1   #1695 Account Summary by Fiscal Period
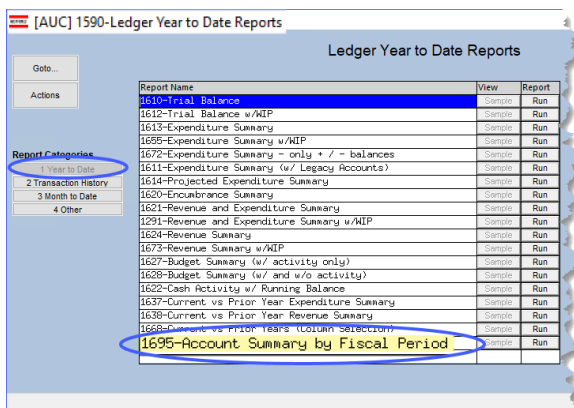
ADMINS added a prompt to allow including unposted transactions on the report.
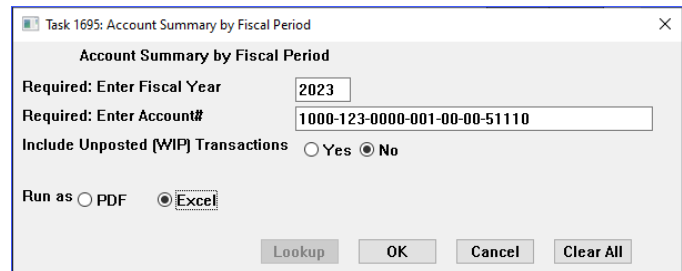
The **Fiscal Year** and **Account #** are required. Enter a fiscal year; on the Account# the lookup will display only those accounts for which you have access. Either enter the account# or use the **[Lookup]** button to view a list of available accounts on which to report. The option to **"Include Unposted (WIP) Transactions"** will default to ⊙ **No**; click on ⊙ **Yes** to include the unposted work in progress. Choose to run the report as "**PDF®**" or "**Excel®**".

Figure 1 The #1695 Report appropriations/appropriation as PDF®

Label	Description
#1 Account	Shows the account number selected when the report was run
#2 Include WIP	If Yes, work in progress (unposted and awaiting posting in the GL file) is shown; if No, no WIP is included

Label		Description
A.	Period	Shows the Date Range for the period
B.	Beginning	Displays combined appropriations / appropriation adjustments *(in the first line labeled "Beginning Balance" no matter when adjustments were posted)*
C.	Debit	Shows the total debits for the period
D.	Credit	Shows the total credits for the period
E.	Encumbrance	Provides a total of encumbrances for the period
F.	Net Change	Shows the net activity for the period and can be either a negative or positive number
G.	Period Balance	This is a running balance – for each period, the net change is applied to the prior period's balance

When the report is run to **Excel®**, select View ▶ Page Layout to see the account number listed in the header; it will also appear there when printing the report.

Figure 2 The #1695 Report appropriations/appropriation run as Excel®

[ADM-AUC-GL-8517]

1.2 Ledger Month-to-Date Reports

Report #1669 was added to the Month to Date reports satisfying a user request.

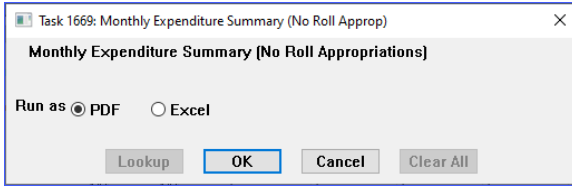**Ledgers ▶ Reports ▶ Report Library ▶ [3 Month to Date]**

1.2.1 #1669 Monthly Expenditure Summary (No Roll Appropriations)

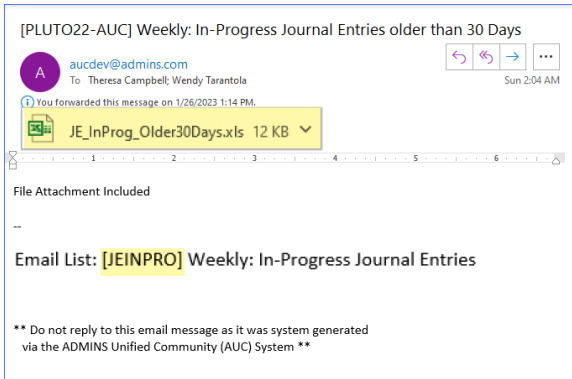**Figure 3 Accessing the new report #1669 from the Ledger Month-to-Date screen**

ADMINS added a new report #1669, Monthly Expenditure Summary (No Roll Appropriations). The report is the same as #1641, Monthly Expenditure summary, except that the GL24 transactions created when Appropriations are rolled forward (and any GL25 created via a reversal) are not shown on the new report.
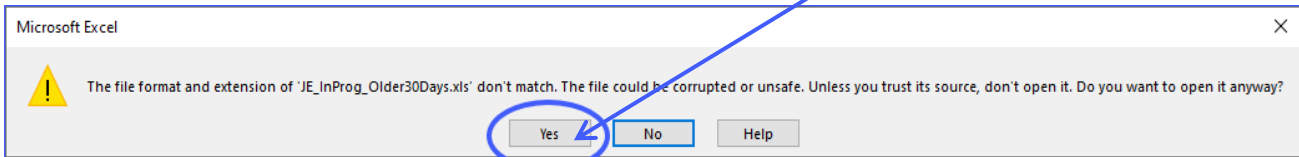

Figure 4 Report #1669 run as Excel®

[ADM-AUC-GL-8512]

2 Weekly Report of Stale Journal Entries

Each week, a report of any journal entries in progress that are over 30 days old is sent to members of the **JEINPRO** email distribution list.

At some sites, an error message will come up when you click on the attachment:

This is due to the different versions of **Excel®** running on each site. If this happens, click on the **[Yes]** button on the warning message.

The **Excel®** worksheet will open in **PROTECTED** VIEW and shows the Journal #, Type, Description of the JE Type, the Transaction Date, the Entry User, and the Entry Date.
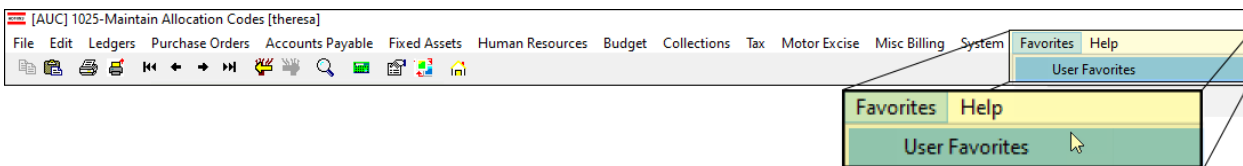
Figure 5 The Journal Entries in Progress Report of Stale Journals

[ADM-AUC-GL-8515]

3   Favorites Screen [Enhancement]

ADMINS added a button on the **Favorites** screen to set it as your home screen so that when you click on the home button in the toolbar, you will return to the Favorites screen. To access the **Favorites** screen, from the menu, select:

Favorites ▶ User Favorites

Once you are on the favorites screen, there will be an **[H]** icon next to the home button. If you want to make the **Favorites** screen your home screen, click on the **[H]** icon. If you want to retain your current home screen, do not click on the **[H]** icon. If you click on the **[H]** icon and change your mind, ask your local super user or support@admins.com to reset your home screen.
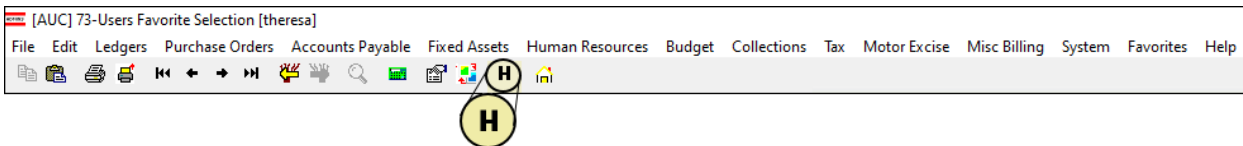
From anywhere in the AUC system, click on the **[Home]** button to return to your home screen. If you have clicked on the **[H]** icon, the **Favorites** screen is now your home screen.

[ADM-AUC-SY-8278]

3.1 Workshop

To get started with the favorites screen, **ADMINS** is hosting an interactive workshop, and everyone is invited. Sign up by replying to the email invitation that will be sent out on March 6th, 2023. If you want to participate, include a list of the screens and reports you use most when you accept the invitation. The workshop will be held on Thursday, March 23, 2023, from 2:00 PM - 2:30 PM.

To join us, accept the invitation in the email and mark your calendars.

[ADM-AUC-SY-8278]

3.2 Favorites Video Available Now

The Favorites video is a 2 ½ minute look at how the favorites screen works. Access it and scores of other Videos & Quick Tips (admins.com) from the **ADMINS** website.

4 ADMINS Video Library

Don't forget to check out all these other Videos & Quick Tips (admins.com). These videos are a valuable resource for a first look at many of the features available in **ADMINS**, as well as a refresher for "once in a while" tasks. The videos provide "just-in-time" training when new staff is coming aboard as well.

We are adding content all the time so check back often; we also send out a "Featured Video of the Month" email.

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5 Site Specific
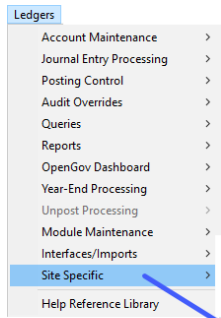
ADMINS added two new reports to the **Site Specific** library. To access the report, from the menu, select:

Ledgers ▶ Site Specific ▶ MDF – Transaction History for an Account

Ledgers ▶ Site Specific ▶ MDF – Transaction History for Account Program

These reports produce a list for a multi-year period for either a single account or a single program.
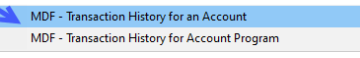
Contact support@admins.com for information about site specific reports.

5.1 #1732 MDF Transaction History for an Account

> Choose the account from a lookup of accounts to which you have access; choose which column to display on the report from the list of flexible fields.

The report is available to run as **Excel®**.

In this example, the **Flexible Column Selection** is set to show the "Transaction Description". The columns are formatted with a striped fill to make them easier to see in this image; to add fills to quickly stripe columns, follow the Microsoft instructions here.

Figure 6 Report #1732 Transaction History for an Account

Column Label	Description
Trx_Date	The date of the transaction
Year	The Fiscal Year of the transaction (remember, the date of the transaction may show a different year than the fiscal year). The most recent fiscal year will be at the top of the report.
Account	The account number – the report is available for one account number at a time
Description	The account description
Ref_#	The reference number will vary depending on the type of transaction, identified by the Code.
Line	The line number of the transaction – Vouchers, Purchase Orders, Journal Entries, etc., may all have multiple line numbers.
GLLn	If a Line is split into multiple accounts, the GLLn will be something other than "1".
Code	To view the codes and descriptions, from the menu select: **Ledgers ▶ Queries ▶ GL Transaction Codes**
Sub	This is a secondary code. For example, a journal entry might reference an AP01 or HR01 transaction, Another example would be for RC01 transactions, which could relate to RE01 for real estate, or ME01 for Motor Excise.
User_Batch	If an Accounts Payable transaction, the original batch number is shown. For other transaction types, the GL Posting number is shown.
Posting_#	The posting number assigned to the transaction when posted to the General Ledger
Post_Date	The date the transaction was posted to the General Ledger
Approp/Open	If the transaction type is an original budget or beginning balance, appropriation or open amount will be shown in this column.
Approp_Adj	The dollar amount will be shown in this column if the transaction type is an SA or BA.
Encumbrances	If the transaction type is a PO, which creates an encumbrance, or if a payroll transaction is encumbered,

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Column Label	Description
	the dollar amount will be shown.
Debit	The debit amount of the transaction
Credit	The credit amount of the transaction
Transaction Desc	This column is a "Flexible Column Selection" – depending on the entry made it can be any of these: – Additional Ref # Info – Posting Control Number – Audit Number – Transaction Description – Department Group – Entry User Name – Invoice Information – Commodity Item Description – Purchase Order Number – Post Date – Position Number – Treasury Receipt # – Notes – Vendor – Warrant & Check #
JrnType	If the transaction was a journal entry, the type of journal is shown in this column

5.2 #1733 MDF Transaction History for an Account Program

The columns on this report are the same columns as described in the table above for report #1732.

This report will be sorted by fiscal year, with the most recent fiscal year at the top of the report. It will list all accounts for the specified program.

A total is shown for each account.

Choose from a lookup of programs to which you have access; choose which column to display on the report from the list of flexible fields.

Figure 7 Report # 1733 MDF Transaction History for an Account by Program

[MDF-SUP-SAPLAUC-1139]

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