



# 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

<b>1</b>	<b>REPORTS</b> .....	<b>2</b>
1.1	Ledger Year-to-Date Reports .....	2
1.1.1	#1695 Account Summary by Fiscal Period.....	2
1.2	Ledger Month-to-Date Reports .....	3
1.2.1	#1669 Monthly Expenditure Summary (No Roll Appropriations).....	3
<b>2</b>	<b>WEEKLY REPORT OF STALE JOURNAL ENTRIES</b> .....	<b>4</b>
<b>3</b>	<b>FAVORITES SCREEN</b> .....	<b>5</b>
3.1	Workshop.....	5
3.2	Favorites Video Available Now .....	6
<b>4</b>	<b>ADMINS VIDEO LIBRARY</b> .....	<b>6</b>
<b>5</b>	<b>SITE SPECIFIC</b> .....	<b>7</b>
5.1	#1732 MDF Transaction History for an Account.....	7
5.2	#1733 MDF Transaction History for an Account Program .....	9



# 1 Reports

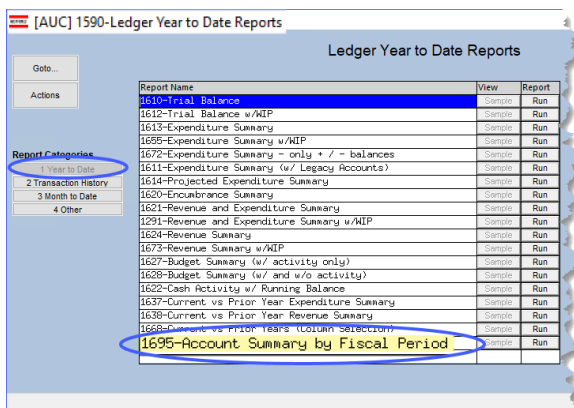
ADMINS added some new reports to the Report Library. To access reports, from the menu, select:

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

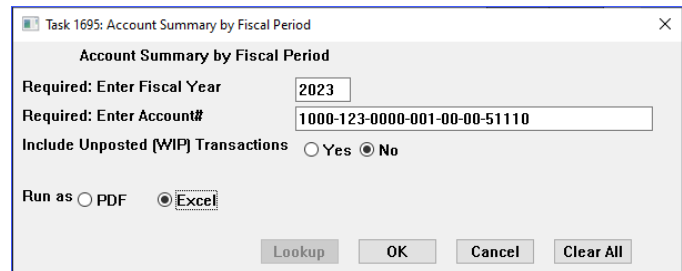
## 1.1 Ledger Year-to-Date Reports

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”**.

1695-FMREP:GLACTSUMFISPER.REP Printed 26-Jan-2023 Page 1

Town of Admins  
Account Summary by Fiscal Period

1	2							
Account	: 0200-450-0000-004-00-00-51110		DIRECTOR					
Include WIP	: Y							
Period	Beginning	Debit	Credit	Encumbrance	Net Change	Period Balance		
Beginning Balance	107,744.00	.00	.00	.00	107,744.00	107,744.00		
01-Jul-2022 - 31-Jul-2022	.00	58,048.47	.00	.00	(58,048.47)	49,695.53		
01-Aug-2022 - 31-Aug-2022	.00	5,325.75	.00	.00	(5,325.75)	44,369.78		
01-Sep-2022 - 30-Sep-2022	.00	2,130.30	.00	.00	(2,130.30)	42,239.48		
01-Oct-2022 - 31-Oct-2022	.00	.00	.00	.00	.00	42,239.48		
01-Nov-2022 - 30-Nov-2022	.00	.00	.00	.00	.00	42,239.48		
01-Dec-2022 - 31-Dec-2022	.00	.00	.00	.00	.00	42,239.48		
01-Jan-2023 - 31-Jan-2023	.00	.00	.00	.00	.00	42,239.48		
01-Feb-2023 - 28-Feb-2023	.00	.00	.00	.00	.00	42,239.48		
01-Mar-2023 - 31-Mar-2023	.00	.00	.00	.00	.00	42,239.48		
01-Apr-2023 - 30-Apr-2023	.00	.00	.00	.00	.00	42,239.48		
01-May-2023 - 31-May-2023	.00	.00	.00	.00	.00	42,239.48		
01-Jun-2023 - 30-Jun-2023	.00	.00	.00	.00	.00	42,239.48		
Totals	107,744.00	65,504.52	.00	.00	42,239.48	42,239.48		

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

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

Period	Beginning	Debit	Credit	Encumbrance	Net-Change	Period-Balance
Beginning Balance	0.00	0.00	0.00	0.00	0.00	0.00
01-Jul-2022 - 31-Jul-2022	0.00	5,001.11	194,456.11	0.00	-189,455.00	-189,455.00
01-Aug-2022 - 31-Aug-2022	0.00	3,886.97	151,184.09	0.00	-147,297.12	-336,752.12
01-Sep-2022 - 30-Sep-2022	0.00	1,478.75	165,180.04	0.00	-163,701.29	-500,453.41
01-Oct-2022 - 31-Oct-2022	0.00	0.00	0.00	0.00	0.00	-500,453.41
01-Nov-2022 - 30-Nov-2022	0.00	0.00	0.00	0.00	0.00	-500,453.41
01-Dec-2022 - 31-Dec-2022	0.00	0.00	0.00	0.00	0.00	-500,453.41
01-Jan-2023 - 31-Jan-2023	0.00	0.00	0.00	0.00	0.00	-500,453.41
01-Feb-2023 - 28-Feb-2023	0.00	0.00	0.00	0.00	0.00	-500,453.41
01-Mar-2023 - 31-Mar-2023	0.00	0.00	0.00	0.00	0.00	-500,453.41
01-Apr-2023 - 30-Apr-2023	0.00	0.00	0.00	0.00	0.00	-500,453.41
01-May-2023 - 31-May-2023	0.00	0.00	0.00	0.00	0.00	-500,453.41
01-Jun-2023 - 30-Jun-2023	0.00	0.00	0.00	0.00	0.00	-500,453.41
<b>Totals</b>	<b>0.00</b>	<b>10,366.83</b>	<b>510,820.24</b>	<b>0.00</b>	<b>-500,453.41</b>	<b>-500,453.41</b>

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]**

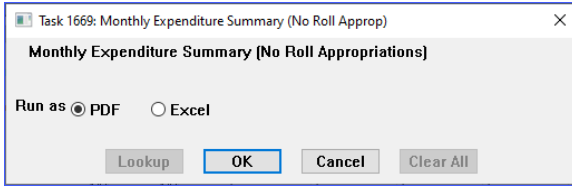
### 1.2.1 #1669 Monthly Expenditure Summary (No Roll Appropriations)

Report Name	View	Report	Last Run Date	Run Time
1641-Monthly Expenditure Summary	Sample	Run	08-Jul-2022	17:27:33,73
<b>1669-Monthly Expenditure Summary (No Roll Appropriations)</b>	Sample	Run		
1642-Monthly Revenue Summary	Sample	Run	22-Jun-2021	09:00:32,93
1643-Monthly Trial Balance	Sample	Run	11-Aug-2021	13:14:05,07
1645-Daily Trial Balance	Sample	Run	11-Aug-2021	13:12:15,84
1644-Monthly Change in Cash Flow	Sample	Run	22-Jun-2021	09:03:20,06
1646-Monthly Cash Activity Report	Sample	Run	11-Aug-2021	13:16:59,08
1647-Monthly Revenue & Expenditure Statement	Sample	Run	22-Jun-2021	09:06:43,48

Code	Description
GL20	Close to Fund Balance
GL21	Reversal of Close to Fund Balance
GL22	Balance Forward
GL23	Reversal of Balance Forward
GL24	Adjusted Appropriation Forward
GL25	Reverse Adjusted Appropriation Forward



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



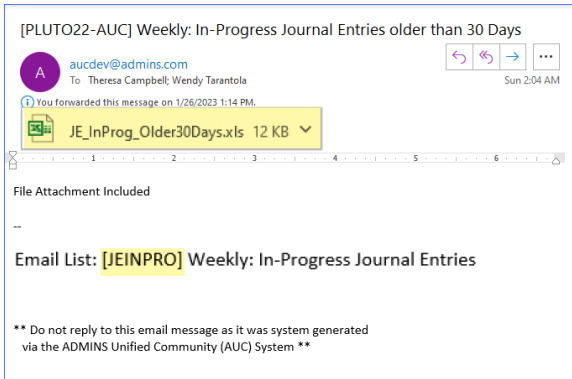
ADMINS added a new report #1669, Monthly Expenditure Summary (No Roll Appropriations). The report is the same as #1641, Monthly Expenditure summary, except that the GL24 transactions created when Appropriations are rolled forward (and any GL25 created via a reversal) are not shown on the new report.

Account and Description	Appropriation	Appropriation Adj	Encumbrances	Expenditures	Remaining Balance	Used
2495 8150-000-0000-968-00-00-52900 JPB CONSTR DBA BRAZA CONSTR, 16 CAPE R	0.00	500.00	0.00	0.00	500.00	0.00
2496 8150-000-0000-969-00-00-52900 PERRY SEED CORP	0.00	500.00	0.00	500.00	0.00	100.00
2497 8150-000-0000-970-00-00-52900 EASTLAND PARTNERS INC DRAINLAYER	0.00	500.00	0.00	0.00	500.00	0.00
2498 8160-000-0000-000-00-00-10400 CASH, BMMS STUDENT ACTIVITY SAVINGS	0.00	0.00	0.00	-315.00	315.00	0.00
2499 8160-000-0000-000-00-00-20200 ACCOUNTS PAYABLE, BMMS STUDENT ACTIVITY	0.00	0.00	0.00	0.00	0.00	0.00
2500 8160-000-0000-000-00-00-38200 RES FOR ENCUMB, BMMS STUDENT ACTIVITY	0.00	0.00	0.00	-35.00	35.00	0.00
2501 8160-000-0000-000-00-00-39200 ENCUMBRANCE, BMMS STUDENT ACTIVITY SAV	0.00	0.00	0.00	35.00	-35.00	0.00
2502 8160-000-0000-000-00-00-39300 EXPENDITURE, BMMS STUDENT ACTIVITY SAV	0.00	0.00	0.00	315.00	-315.00	0.00
2503 8160-000-3520-406-12-00-54000 BMMS STUDENT ACTIVITY - OTHER EXPENSES	0.00	0.00	35.00	315.00	-350.00	0.00
2504 ****Total***	75,738,796.61	3,581,945.97	24,906,271.00	-474,401.78	54,888,873.36	30.80

Figure 4 Report #1669 run as Excel®

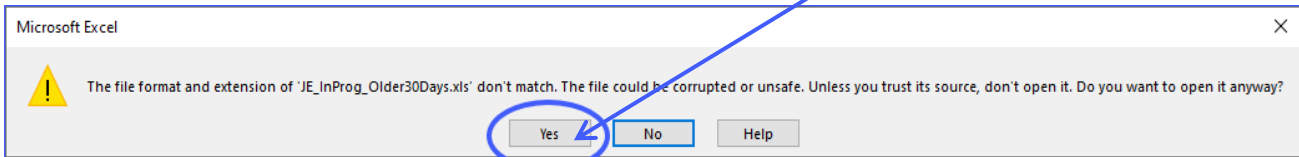
[ADM-AUC-GL-8512]

## 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.





Journal#	Type	Description	Trx Date	Entry User	Entry Date
23,166	DC	Regular	11/22/2018	MUPDEV1	1/4/2019
24,853	SA	Supplemental	9/14/2022		9/16/2022
24,854	SA	Supplemental	5/17/2022		9/16/2022
24,879	SA	Supplemental	6/30/2022	ANTHEA	9/19/2022
24,880	SA	Supplemental	6/30/2022	ANTHEA	9/19/2022
24,882	SA	Supplemental	9/10/2022	ANTHEA	9/19/2022
24,884	SA	Supplemental	10/24/2022	ANTHEA	

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.

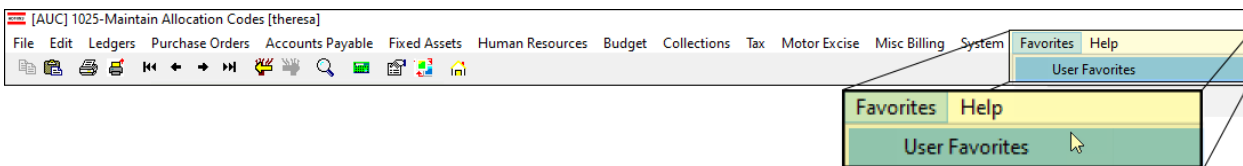
Figure 5 The Journal Entries in Progress Report of Stale Journals

[ADM-AUC-GL-8515]

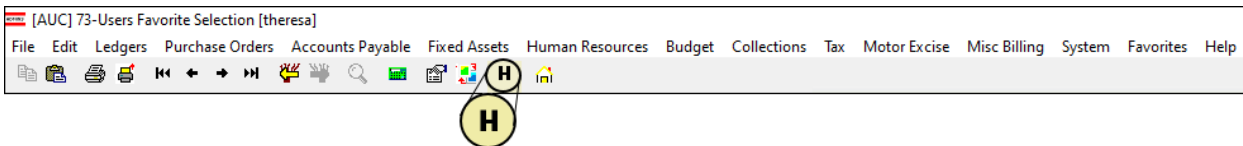
### 3 Favorites Screen [Enhancement]


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](mailto: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.



[Home](#)
[What's New](#)
[Videos & Quick Tips](#)
[Library](#)
[More](#)



### AUC Video Launchpad

Below is a list of training videos for new users to get acquainted with AUC, and for current users to take a deeper dive into a process or get a refresher for "once a year" tasks.

#### Getting Started

- [Logging In to AUC & Basics](#) (7:00)
- [Logging out of AUC](#) (1:54)
- [Reset AUC Password](#) (2:00)
- [Use the Training Area](#) (2:04)
- [Clear Data From A Field](#) (1:17)
- [Favorites Screen](#) (2:23)
- [Index Of Help Documents](#) (0:51)
- [Reprinting A Report](#) (4:20)
- [Optimize the PDF Viewer](#) (3:37)
- [Email Signatures](#) (1:36)
- [Quick Task & Report Button](#) (2:12)
- [Check for Record Locks](#) (2:14)

#### GL Training

- [Add a New GL Account](#) (4:07)
- [Budget Transfers via a JE](#) (2:55)
- [Drill Down on Account](#) (4:51)
- [Transaction History Queries](#) (7:07)
- [General Ledger Reports](#) (10:09)
- [Expenditure Summary Report](#) (4:04)
- [Set Up A New Fund](#) (9:17)
- [Automate Reports using Job Stream](#) (24:28)
- [How to Upload a Journal Entry](#) (5:57)
- [How to Reverse a Journal Entry](#) (4:08)
- [Fixed Assets Module](#) (1 hour 21 minutes)
- [User Account Security](#) (6:32)
- [Budget Transfers via a Journal Entry \(HVMA\)](#) (3:00)

#### AP/PO Training

- [Approvals - The AP/PO Dashboard](#) (3:49)
- [Purchase Order Entry](#) (7:28)
- [Reprint Purchase Order](#) (3:17)
- [PO Change Orders](#) (5:43)
- [Request A PO Liquidation](#) (2:34)
- [Liquidate a PO](#) (3:11)
- [Create a Direct Payment Voucher](#) (5:35)
- [Create a Voucher from a PO](#) (6:20)
- [Voucher Change Orders](#) (4:22)
- [Liquidate a Voucher](#) (4:16)
- [PO Queries](#) (7:14)
- [PO & Voucher Reports](#) (2:47)
- [Querying Vouchers](#) (5:29)
- [Add a New Vendor](#) (2:54)
- [Vendor Attachments](#) (2:50)
- [Add a Vendor Remit Address](#) (3:20)
- [Voucher Selection Error Report](#) (2:59)
- [AP Disbursement Process](#) (10:45)

#### Collections & Tax

- [Enter Bill Payment Receipts](#) (7:14)
- [Enter Treasury/ Departmental Receipts](#) (10:57)
- [Reprint a Bill](#) (4:01)
- [Bill Inquiry Screen](#) (7:26)
- [Bill Locator Screen](#) (3:30)

#### HR Training

- [Create A Payroll Warrant](#) (3:31)
- [Timesheet Entry](#) (7:34)
- [How To "Uncalculate" A Warrant](#) (2:14)
- [Create A Recon File After Warrant Is Posted](#) (1:10)
- [Add Historical Salary Change Record](#) (2:47)

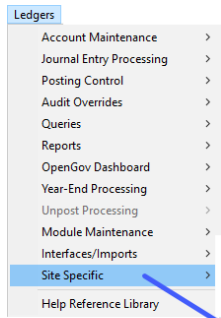
#### Webinar Links

- [Fiscal Year End](#)
- [PO Rollovers](#) (24:31)
- [Split Labor Distribution](#) (21:18)
- [Calendar Year End](#)
- [AP 1099 Processing \(G, Int, MISC, NEC, S\)](#) (26:21)
- [HR W2 Processing](#) (28:01)

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



## 5 Site Specific

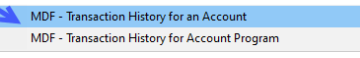


ADMINS added two new reports to the **Site Specific** library. To access the report, from the menu, select:

**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](mailto:support@admins.com) for information about site specific reports.

### 5.1 #1732 MDF Transaction History for an Account

Task 1732: MDF - Transaction History for an Account

**MDF - Transaction History for an Account**

Required: Enter Account# 0400-490-0000-004-00-00-54080

Required: Transaction Date Range (mmddyyyy) From: 07012020 To: 06302023

Required: Enter Flexible Column Selection

Run as @ Excel

Buttons: Lookup, OK, Cancel, Clear All

**Flexible Fields selection**

Field	Description	Tot
ADDFE	Additional Ref# Info	
APCNM	Posting Control Number	
AUDNUM	Audit Number	
TRXCD	Transaction Desc	
DEPTGRP	Department Group	
ENTUSR	Entry Name	
INVMNUM	Invoice Information	
ITEMDESC	Commodity Item Desc	
POND	Purchase Order#	
PSTDRT	Post Date	
TPOGND	Position Number	
TR#	TR#	
TRXDES	Notes	
VENLAB	Vendor	
WRCHK	Warrant#, Check#	

Buttons: OK, Find, Search, Cancel, Help, Eof

**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.](#)



Trx Date	Year	Account	Description	Ref #	Line	GLLn	Code	Sub	User_Batch	Posting #	Post Date	Approp/Open	Approp Adj	Encumbrances	Debit	Credit	Transaction Desc	JrnType
22-Aug-2022	2023	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	503870	3	1	AP02		17321		8,895,172 23-Aug-2022	0.00	0.00	0.00	1,287.45	0.00	Voucher Posting	
03-Aug-2022	2023	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	502950	1	1	AP02		17790		8,894,993 11-Aug-2022	0.00	0.00	0.00	94.31	0.00	Voucher Posting	
21-Jul-2022	2023	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	502303	1	1	AP02		17784		8,894,687 27-Jul-2022	0.00	0.00	0.00	2,736.82	0.00	Voucher Posting	
21-Jul-2022	2023	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	502335	1	1	AP02		17784		8,894,687 27-Jul-2022	0.00	0.00	0.00	3,500.00	0.00	Voucher Posting	
07-Jul-2022	2023	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	501647	4	1	AP02		17736		8,894,305 13-Jul-2022	0.00	0.00	0.00	1,545.00	0.00	Voucher Posting	
07-Jul-2022	2023	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	501648	6	1	AP02		17736		8,894,305 13-Jul-2022	0.00	0.00	0.00	400.00	0.00	Voucher Posting	
01-Jul-2022	2023	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	0	1,410	0	BU01		8893710		8,893,710 08-Jun-2022	6,800.00	0.00	0.00	0.00	0.00	Budget (posted from BU module)	
01-Jul-2022	2023	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	1	1	1	GL24		8895707		8,895,707 28-Jan-2023	6,000.00	0.00	0.00	0.00	0.00	Adjusted Appropriation Forward	Budget Adjustment
01-Jul-2022	2023	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	1	1	1	GL24		8895707		8,895,707 28-Jan-2023	0.00	0.00	0.00	9,837.46	0.00	Adjusted Appropriation Forward	Budget Adjustment
Total for Fiscal Year												12,800.00	0.00	0.00	19,381.04	0.00		
30-Jun-2022	2022	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	501541	1	1	AP02		17733		8,894,403 27-Jul-2022	0.00	0.00	0.00	399.98	0.00	Voucher Posting	
14-Apr-2022	2022	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	496450	1	1	AP02		17533		8,892,563 06-Apr-2022	0.00	0.00	0.00	700.00	0.00	Voucher Posting	
13-Jan-2022	2022	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	492496	3	1	AP02		17371		8,891,188 18-Jan-2022	0.00	0.00	0.00	787.48	0.00	Voucher Posting	
12-Jan-2022	2022	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	492334	4	1	AP02		17388		8,891,188 18-Jan-2022	0.00	0.00	0.00	4,250.00	0.00	Voucher Posting	
28-Dec-2021	2022	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	491684	1	1	AP02		17345		8,890,917 29-Dec-2021	0.00	0.00	0.00	700.00	0.00	Voucher Posting	
18-Jul-2021	2022	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	196107	1	2	PO01		8886952		8,886,952 12-Jul-2021	0.00	0.00	3,000.00	0.00	0.00	Purchase Order Original Encumb	
19-Jul-2021	2022	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	482876	1	2	AP02		17028		8,887,137 22-Jul-2021	0.00	0.00	0.00	3,000.00	0.00	Voucher Posting	
20-Jul-2021	2022	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	196107	1	2	PO02		17028		8,887,137 22-Jul-2021	0.00	0.00	-3,000.00	0.00	0.00	Encumbrance Relief	
21-Jul-2021	2022	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	0	1,372	0	BU01		8886475		8,886,475 07-Jun-2021	6,000.00	0.00	0.00	0.00	0.00	Budget (posted from BU module)	
Total for Fiscal Year												6,000.00	0.00	0.00	9,837.46	0.00		
03-Feb-2021	2021	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	475047	1	1	AP02		16787		8,884,377 03-Mar-2021	0.00	0.00	0.00	700.00	0.00	Voucher Posting	
21-Jan-2021	2021	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	474498	1	1	AP02		16787		8,884,230 28-Jan-2021	0.00	0.00	0.00	1,000.00	0.00	Voucher Posting	
21-Jan-2021	2021	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	474551	1	4	AP02		16787		8,884,230 28-Jan-2021	0.00	0.00	0.00	1,750.00	0.00	Voucher Posting	
27-Jan-2021	2021	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	474553	1	1	AP02		16787		8,884,230 28-Jan-2021	0.00	0.00	0.00	595.00	0.00	Voucher Posting	
21-Jan-2021	2021	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	195281	1	4	PO02		16787		8,884,230 28-Jan-2021	0.00	0.00	-1,750.00	0.00	0.00	Encumbrance Relief	
29-Jan-2021	2021	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	195281	1	4	PO01		8884163		8,884,163 28-Jan-2021	0.00	0.00	0.00	1,750.00	0.00	Purchase Order Original Encumb	
30-Sep-2020	2021	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	467878	3	1	AP02		16559		8,882,173 17-Sep-2020	0.00	0.00	0.00	895.00	0.00	Voucher Posting	
31-Oct-2020	2021	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	464647	2	3	AP02		16437		8,880,650 20-Jul-2020	0.00	0.00	0.00	1,000.00	0.00	Voucher Posting	
32-Jul-2020	2021	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	193689	2	3	PO02		16437		8,880,650 20-Jul-2020	0.00	0.00	-1,000.00	0.00	0.00	Encumbrance Relief	
01-Jul-2020	2021	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	0	726	0	BU01		8880181		8,880,181 25-Jun-2020	3,200.00	0.00	0.00	0.00	0.00	Budget (posted from BU module)	
01-Jul-2020	2021	0400-490-0000-004-00-00-54080	OFFICE EQUIPMENT	193689	2	3	PO01		8880347		8,880,347 02-Jul-2020	0.00	0.00	1,000.00	0.00	0.00	Purchase Order Original Encumb	
Total for Fiscal Year												3,200.00	0.00	0.00	5,040.00	0.00		
Grand Total												22,000.00	0.00	0.00	34,258.50	0.00		

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: <b>Ledgers ▶ Queries ▶ GL Transaction Codes</b>
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,

Journal Types

Code	Description	St	Tot
BA	Budget Adjustment	A	
BB	Beginning Balance (Balance Sheet Accounts)	A	
BN	Budget Adjustment (Exclude from Base in Budget)	A	
BT	Budget Transfer	A	
DC	Regular	A	
EN	Encumbrance	A	
OB	Original Budget (For Revenue\Expenditure Accounts)	A	
SA	Supplemental	A	





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	<p>This column is a “Flexible Column Selection” – depending on the entry made it can be any of these:</p> <ul style="list-style-type: none"> <li>– Additional Ref # Info</li> <li>– Posting Control Number</li> <li>– Audit Number</li> <li>– Transaction Description</li> <li>– Department Group</li> <li>– Entry User Name</li> <li>– Invoice Information</li> <li>– Commodity Item Description</li> <li>– Purchase Order Number</li> <li>– Post Date</li> <li>– Position Number</li> <li>– Treasury Receipt #</li> <li>– Notes</li> <li>– Vendor</li> <li>– Warrant &amp; Check #</li> </ul>
JrnType	If the transaction was a journal entry, the type of journal is shown in this column

Field	Description
ADDREF	Additional Ref# Info
APCNUM	Posting Control Number
AUDNUM	Audit Number
D%GLTCOD	Transaction Desc
DEPTGRP	Department Group
ENTUSR	Entry Name
INWNUM	Invoice Information
ITEMDESC	Commodity Item Desc
PONO	Purchase Order#
PSTDAT	Post Date
TPOSNO	Position Number
TR#	TR#
TRXDES	Notes
VENLAB	Vendor
WARCHK	Warrant#, Check#

## 5.2 #1733 MDF Transaction History for an Account Program

Task 1733: MDF - Transaction History for Account Program

MDF - Transaction History for Account Program

Required: Enter Program

Required: Transaction Date Range (mmddyyyy) From:  To:

Required: Enter Flexible Column Selection

Run as  Excel

Buttons: Lookup, OK, Cancel, Clear All

Callout: 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.

Flexible Fields selection

Field	Description
ADDREF	Additional Ref# Info
APCNUM	Posting Control Number
AUDNUM	Audit Number
D%GLTCOD	Transaction Desc
DEPTGRP	Department Group
ENTUSR	Entry Name
INWNUM	Invoice Information
ITEMDESC	Commodity Item Desc
PONO	Purchase Order#
PSTDAT	Post Date
TPOSNO	Position Number
TR#	TR#
TRXDES	Notes
VENLAB	Vendor
WARCHK	Warrant#, Check#

Buttons: OK, Find, Search, Cancel, Help, Eof

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.



GL_Transaction_History_ByDate_THERESA[3].xml - Excel																				
File Home Insert Page Layout Formulas Data Review View Help																				
Q266																				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
Trx	Date	Year	Account	Description	Ref #	Line	GLLn	Code	Sub	User	Batch	Posting #	Post Date	Approp/Open	Approp Adj	Encumbrances	Debit	Credit	Transaction Desc	TrnType
4496	30-Jun-2022	2022	0300-460-0000-004-00-00-54020	GAS AND OIL	196381	3	1	P005		8884749		8,894,749	30-Jul-2022	0.00	0.00	-3,807.00	0.00	0.00	PO Liquidation	
4498	30-Jun-2022	2022	0300-460-0000-004-00-00-54020	GAS AND OIL	196382	3	1	P005		8884750		0.00		0.00	0.00	-1,000.00	0.00	0.00	PO Liquidation	
4499	04-Aug-2021	2022	0300-460-0000-004-00-00-54020	GAS AND OIL	196381	3	1	P001		8887666		8,887,666	04-Aug-2021	0.00	0.00	3,807.00	0.00	0.00	Purchase Order/Original Encumb	
4500	04-Aug-2021	2022	0300-460-0000-004-00-00-54020	GAS AND OIL	196382	3	1	P001		8887666		8,887,666	04-Aug-2021	0.00	0.00	1,000.00	0.00	0.00	Purchase Order/Original Encumb	
4501	01-Jul-2021	2022	0300-460-0000-004-00-00-54020	GAS AND OIL		0	1,165	0	BU01	8888475		8,886,475	07-Jun-2021	4,807.00	0.00	0.00	0.00	0.00	Budget (posted from BU module)	
4502				Total for Account										4,807.00	0.00	0.00	0.00	0.00		
4503																				
4504	01-Jul-2021	2022	0300-460-0000-004-00-00-54030	BUILDING MAINTENANCE SUPPLIES		0	1,166	0	BU01	8888475		8,886,475	07-Jun-2021	1,000.00	0.00	0.00	0.00	0.00	Budget (posted from BU module)	
4505				Total for Account										1,000.00	0.00	0.00	0.00	0.00		
4506																				
4507	01-Jul-2021	2022	0300-460-0000-004-00-00-54070	MOTOR VEHICLE PARTS/MAINTENANCE		0	1,167	0	BU01	8888475		8,886,475	07-Jun-2021	500.00	0.00	0.00	0.00	0.00	Budget (posted from BU module)	
4508				Total for Account										500.00	0.00	0.00	0.00	0.00		
4509																				
4510	01-Jul-2021	2022	0300-460-0000-004-00-00-54090	OFFICE SUPPLIES		0	1,168	0	BU01	8888475		8,886,475	07-Jun-2021	300.00	0.00	0.00	0.00	0.00	Budget (posted from BU module)	
4511				Total for Account										300.00	0.00	0.00	0.00	0.00		
4512																				
4513	08-Jun-2022	2022	0300-460-0000-004-00-00-54140	CHEMICALS	500000	1	1	APO2		17668		8,893,771	16-Jun-2022	0.00	0.00	0.00	885.00	0.00	Voucher Posting	
4514	11-May-2022	2022	0300-460-0000-004-00-00-54140	CHEMICALS	498443	1	1	APO2		17610		8,893,342	01-Jun-2022	0.00	0.00	0.00	885.00	0.00	Voucher Posting	
4515	08-Apr-2022	2022	0300-460-0000-004-00-00-54140	CHEMICALS	496730	1	1	APO2		17543		8,892,716	22-Apr-2022	0.00	0.00	0.00	885.00	0.00	Voucher Posting	
4516	09-Mar-2022	2022	0300-460-0000-004-00-00-54140	CHEMICALS	495299	1	1	APO2		17488		8,892,295	18-Mar-2022	0.00	0.00	0.00	885.00	0.00	Voucher Posting	
4517	08-Feb-2022	2022	0300-460-0000-004-00-00-54140	CHEMICALS	493775	1	1	APO2		17420		8,891,672	22-Feb-2022	0.00	0.00	0.00	885.00	0.00	Voucher Posting	
4518	12-Jan-2022	2022	0300-460-0000-004-00-00-54140	CHEMICALS	492289	1	1	APO2		17368		8,891,188	16-Jan-2022	0.00	0.00	0.00	885.00	0.00	Voucher Posting	
4519	08-Dec-2021	2022	0300-460-0000-004-00-00-54140	CHEMICALS	490962	1	1	APO2		17305		8,890,602	16-Dec-2021	0.00	0.00	0.00	885.00	0.00	Voucher Posting	
4520	09-Nov-2021	2022	0300-460-0000-004-00-00-54140	CHEMICALS	489220	1	1	APO2		17257		8,890,267	02-Dec-2021	0.00	0.00	0.00	885.00	0.00	Voucher Posting	
4521	06-Oct-2021	2022	0300-460-0000-004-00-00-54140	CHEMICALS	487274	1	1	APO2		17196		8,889,471	01-Nov-2021	0.00	0.00	0.00	885.00	0.00	Voucher Posting	
4522	09-Sep-2021	2022	0300-460-0000-004-00-00-54140	CHEMICALS	485534	1	1	APO2		17131		8,889,014	08-Oct-2021	0.00	0.00	0.00	885.00	0.00	Voucher Posting	
4523	04-Aug-2021	2022	0300-460-0000-004-00-00-54140	CHEMICALS	484062	1	1	APO2		17076		8,887,764	11-Aug-2021	0.00	0.00	0.00	885.00	0.00	Voucher Posting	
4524	07-Jul-2021	2022	0300-460-0000-004-00-00-54140	CHEMICALS	482894	1	1	APO2		17028		8,887,137	22-Jul-2021	0.00	0.00	0.00	885.00	0.00	Voucher Posting	
4525	01-Jul-2021	2022	0300-460-0000-004-00-00-54140	CHEMICALS		0	1,169	0	BU01	8888475		8,886,475	07-Jun-2021	17,000.00	0.00	0.00	0.00	0.00	Budget (posted from BU module)	
4526				Total for Account										17,000.00	0.00	0.00	0.00	0.00		
4527																	10,620.00	0.00		

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

[MDF-SUP-SAPLAUC-1139]