GENERAL LEDGER
RELEASE NOTES — MARCH 2024

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

CONTENTS

1 # 1122 Unposted Transactions Report [Enhancement]

GL Batch numbers are assigned when postings from modules other than Ledgers *(Payroll, Accounts Payable, Purchasing, Revenue, etc.)* are moved into the GL unposted file. Until now, the GL Batch numbers were not listed on the unposted report.
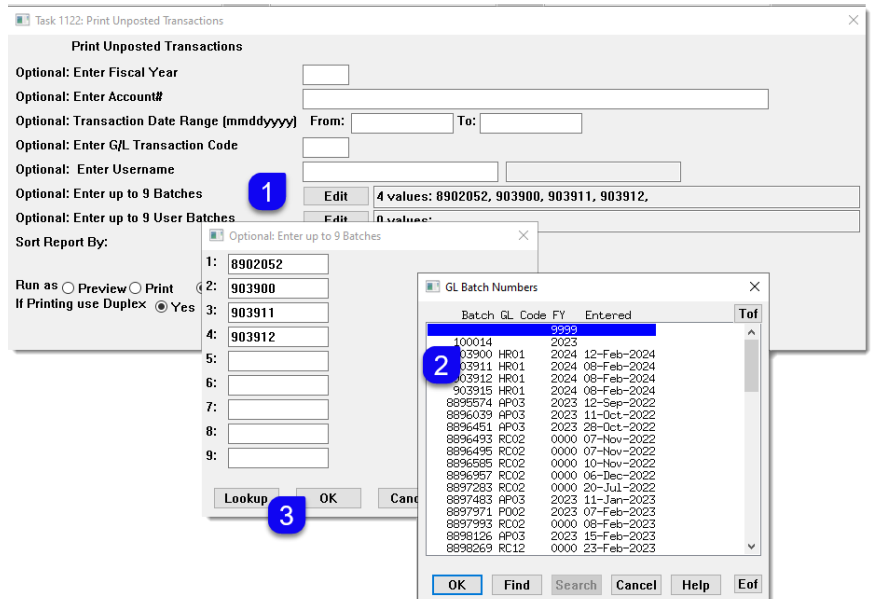
1.1 Added GL Batch Numbers to the PDF® & Excel® Reports

To access the report, from the menu,
select:

Ledgers ▶ Posting Control ▶ Print Unposted Transactions
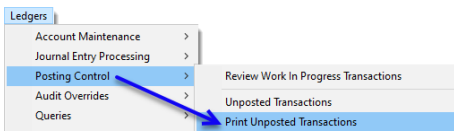
As shown, the GL Batch numbers are available from the lookup, and the report can be filtered on Fiscal Year, Account #, Transaction Date Range, GL Transaction Code, Username, GL Batch #, and User Batch number.

Before – the report did not include the GL Batch number.

After – the report includes the GL Batch number.

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1.2 Changed the Excel Format to Show a Single Line Per Record

Before the Software update, the Notes were listed below the account number, requiring two lines per transaction to be displayed.

Now, the Account number is listed in Column G, then the Account Description in Column H, followed by the Transaction Description (which used to be included below the Account Number as "Notes".)

[ADM-AUC-GL-8539]

2 Changes to Chart of Account Due to Budget Posting

To easily identify the changes made to the chart of accounts as a result of the budget posting, **ADMINS** created a new report and enhanced the field logging. To see how this works, from the menu, go to:

Budget ▶ Posting ▶ Post Operating Budget to GL

After making the year and budget group selections, click the ⌈ 3 Post to GL ⌋ button to display the prompt shown here. There is an option to update the General Ledger Chart with any changes made in the Maintain Budget Accounts. Select ⊙ Yes to apply the changes made in the Budget CoA to the GL CoA.

Both the Operating Budget and the Personal Services Budget Posting processes log any changes made in this way.

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2.1 Access the Field Logging Screen for the Chart of Accounts

To access the Field Logging screen for the Chart of Accounts, from the menu, select:

Ledgers ▶ Module Maintenance ▶ Field Logging – Chart of Accounts

[ADM-AUC-BU-3979]

2.2 Report #12609 Compare Budget CoA to GL CoA for Differences

This report is run as Excel, and shows the columns for the Budget Year, Account Number, The Budget Group, the Account Description, and the Differences between the Chart of Accounts for the Budget and the GL. It will compare all the fields on the account and report the differences.

New values set by the budget posting are shown on the Field Logging screen. This example is showing that the Interest Distribution radio button is set in Budget (BU) to "Yes" and in the current Year chart of accounts (GL) as "No".

3 Site Specific – Heritage Village Master Association (HVMA)

The changes in this sections apply only to the HVMA site; as such, all other customer sites can diregard this section.

3.1 Monthly Purchase Accruals Journals

The monthly purchase accrual process must be run *within 30 days* of the *prior month end* date. For example, the November accrual journal process must be run *before 30th December*.

This allows time for Receiving to be finished and the last account payable check run that includes any prior months checks to be completed before running this process.
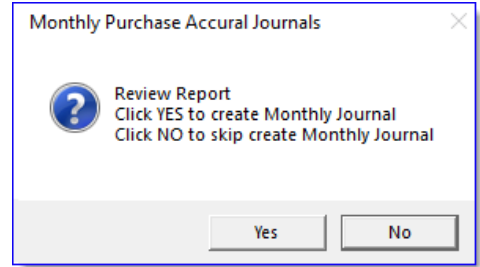
[HVMA-SUP-SAPLAUC-145]

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3.1.1 Report Shows Accruals Prior to Creating the Journal Entry

The Purchase Accrual Edit Report will be shown in Excel®, and a pop up is
displayed with the following question.

Click [Yes] to continue and create the Journal.
Click [No] to stop and not create the Journal.

[HVMA-SUP-SAPLAUC-144]

4 Help Reference Library New & Updated Content

System   SY–170 System Administration Requirements Kit   [Updated]
Site Specific   GL–955 Monthly Purchase Accrual Journals   [Updated]

4.1 New & Updated Content on ADMINS.com

SY–170 System Administration Requirements Kit   [Updated]

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