



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]..... 2**
- 1.1 Added GL Batch Numbers to the PDF® & Excel® Reports 2
- 1.2 Changed the Excel Format to Show a Single Line Per Record 3
- 2 CHANGES TO CHART OF ACCOUNT DUE TO BUDGET POSTING..... 3**
- 2.1 Access the Field Logging Screen for the Chart of Accounts 4
- 2.2 Report #12609 Compare Budget CoA to GL CoA for Differences..... 4
- 3 SITE SPECIFIC – HERITAGE VILLAGE MASTER ASSOCIATION (HVMA) 4**
- 3.1 Monthly Purchase Accruals Journals..... 4
- 3.1.1 Report Shows Accruals Prior to Creating the Journal Entry 5
- 4 HELP REFERENCE LIBRARY NEW & UPDATED CONTENT 5**
- 4.1 New & Updated Content on **ADMINS.com** 5



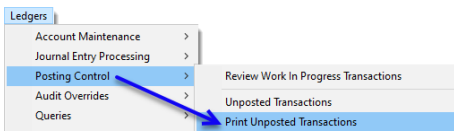
1 # 1122 Unposted Transactions Report [Enhancement]

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.

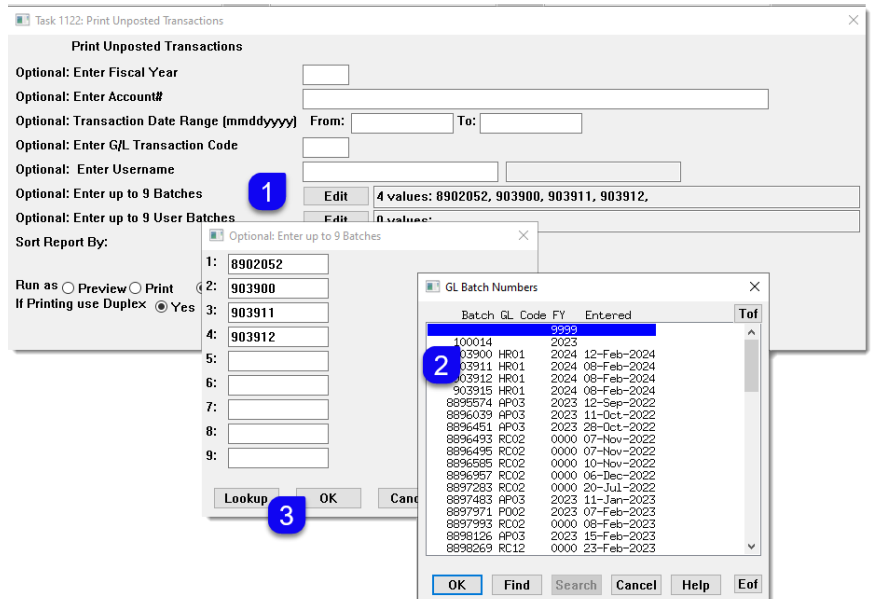
1.1 Added GL Batch Numbers to the PDF® & Excel® Reports

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.



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.

Y28	C	D	E	F	G	H	I	J	K	L	T
	Date	Refer# Code	Account / Notes	Description	Budget/Bal	Debit	Credit	Encumbrance	Budget Adj		
1	9/21/2022	3,816 HR01	1000-000-0000-000-00-00-38200	RES FOR ENCUMB, GENE		158.88					
2			Warrant: 903729 Payroll Batch: 3816								
3	9/21/2022	3,816 HR01	1000-000-0000-000-00-00-38200	RES FOR ENCUMB, GENE			158.88				
4											
5	9/21/2022	3,816 HR01									
6			Account / Notes	Description							
7			1000-000-0000-000-00-00-38200	RES FOR ENCUMB, GENE							
8	9/21/2022	3,816 HR01									
9			Warrant: 903729 Payroll Batch: 3816								
10	9/21/2022	3,816 HR01									
11			Warrant: 903729 Payroll Batch: 3816								

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").

Y28	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	FY	User Batch	Date	GL Batch	Refer# Code	Account / Notes	Account Description	Transaction Description	Budget/Bal	Debit	Credit	Encumbrance	Budget Adj	
1	2024	903900	12/7/2023	903900	5090	HR01 1000-000-0000-000-00-00-2021 ACCRUED PAYROLL, GENERAL FUND	ACCRUED PAYROLL, GENERAL FUND	Warrant: 903900 Payroll Batch: 4090						294.22
2	2024	903900	12/8/2023	903900	5090	HR01 1000-000-0000-000-00-00-1040 CASH, GENERAL FUND	CASH, GENERAL FUND	Warrant: 903900 Payroll Batch: 4090						1,253.30
3	2024	903900	12/7/2023	903900	5090	HR01 1000-000-0000-000-00-00-3800 EXPENDITURE, GENERAL FUND	EXPENDITURE, GENERAL FUND	Warrant: 903900 Payroll Batch: 4090						16.45
4	2024	903900	12/7/2023	903900	5090	HR01 1000-000-0000-000-00-00-3800 EXPENDITURE, GENERAL FUND	EXPENDITURE, GENERAL FUND	Warrant: 903900 Payroll Batch: 4090						16.45
5	2024	903900	12/7/2023	903900	5090	HR01 1000-000-0000-000-00-00-3800 EXPENDITURE, GENERAL FUND	EXPENDITURE, GENERAL FUND	Warrant: 903900 Payroll Batch: 4090						1,134.82
6	2024	903900	12/7/2023	903900	5090	HR01 1000-195-0000-001-00-00-5701 MEDICARE EMPLOYER CONTRIBUTION	MEDICARE EMPLOYER CONTRIBUTION	Emp: 007748 Pos: T148PAYCOOR-01						16.45
7	2024	903900	12/7/2023	903900	5090	HR01 1000-145-0000-001-00-00-5113 PAYROLL COORDINATOR	PAYROLL COORDINATOR	Emp: 007748 Pos: T148PAYCOOR-01						1,134.82
8	2024	903900	12/7/2023	903900	5090	HR01 1000-145-0000-001-00-00-5113 PAYROLL COORDINATOR	PAYROLL COORDINATOR	Emp: 007748 Pos: T148PAYCOOR-01						1,134.82
9	2024	903900						Total by Batch: 903,900						6,124.66
10	2024	903911	2/10/2024	903911	5100	HR01 1000-000-0000-000-00-00-2021 ACCRUED PAYROLL, GENERAL FUND	ACCRUED PAYROLL, GENERAL FUND	Warrant: 903911 Payroll Batch: 4100						542.87
11	2024	903911	2/14/2024	903911	5100	HR01 1000-000-0000-000-00-00-1040 CASH, GENERAL FUND	CASH, GENERAL FUND	Warrant: 903911 Payroll Batch: 4100						542.87
12	2024	903911	2/14/2024	903911	5100	HR01 1000-000-0000-000-00-00-2021 ACCRUED PAYROLL, GENERAL FUND	ACCRUED PAYROLL, GENERAL FUND	Warrant: 903911 Payroll Batch: 4100						1,334.76
13	2024	903911	2/10/2024	903911	5100	HR01 1000-000-0000-000-00-00-2141 MASS TEACHERS RETIREMENT WITHHOLDING	MASS TEACHERS RETIREMENT WITHHOLDING	Warrant: 903911 Payroll Batch: 4100						228.35
14	2024	903911	2/14/2024	903911	5100	HR01 1000-000-0000-000-00-00-1040 CASH, GENERAL FUND	CASH, GENERAL FUND	Warrant: 903911 Payroll Batch: 4100						1,877.63
15	2024	903911	2/14/2024	903911	5100	HR01 1000-000-0000-000-00-00-2021 ACCRUED PAYROLL, GENERAL FUND	ACCRUED PAYROLL, GENERAL FUND	Warrant: 903911 Payroll Batch: 4100						1,334.76
16	2024	903911	2/10/2024	903911	5100	HR01 1000-000-0000-000-00-00-3800 EXPENDITURE, GENERAL FUND	EXPENDITURE, GENERAL FUND	Warrant: 903911 Payroll Batch: 4100						2,075.88
17	2024	903911	2/10/2024	903911	5100	HR01 1000-000-0000-000-00-00-3800 EXPENDITURE, GENERAL FUND	EXPENDITURE, GENERAL FUND	Warrant: 903911 Payroll Batch: 4100						30.10
18	2024	903911	2/10/2024	903911	5100	HR01 1000-300-2710-110-05-00-5120 ADJUSTMENT COUNSELOR - STALL BRO	ADJUSTMENT COUNSELOR - STALL BRO	Emp: 072001 Pos: 00050ACOUN-01						2,075.88
19	2024	903911	2/10/2024	903911	5100	HR01 1000-195-0000-001-00-00-5701 MEDICARE EMPLOYER CONTRIBUTION	MEDICARE EMPLOYER CONTRIBUTION	Emp: 072001 Pos: 00050ACOUN-01						30.10
20								Total by Batch: 903,911						6,085.59
21														3,983.61

[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.

Task 12316: Post Budget to GL

Post Budget to GL

Update GL COA Chart from Budget COA Chart Yes No

Inactivate Accounts in GL COA Chart with Zero Budgets Yes No

Run as Preview Print PDF

If Printing use Duplex Yes No

Buttons: Lookup, OK, Cancel, Clear All

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



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.

BudYr	Account#	Budget-Group	AccountDescription	Differences_Between_COA_Budget_and_GL
2025	0100-300-2330-820-06-00-52520	SPED	ABA/BEH TECH PROF DEV CONF FEES - HS	Interest Dist: BU- Y GL- N
2025	0100-430-0000-004-00-00-52400	TRASH	PROFESSIONAL SERVICES	Interest Dist: BU- Y GL- N
2025	0200-450-0000-004-00-00-53510	WATER	LEAK DETECTION	Interfund Trf: BU- Y GL- N

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 disregard 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]

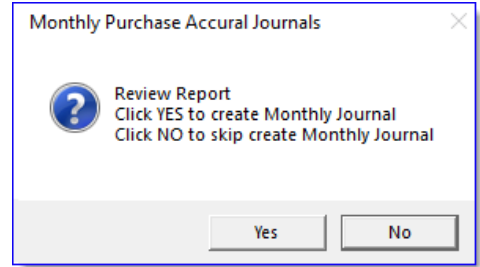


3.1.1 Report Shows Accruals Prior to Creating the Journal Entry

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

Click to continue and create the Journal.

Click 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.