



# GENERAL LEDGER

## RELEASE NOTES – SEPTEMBER 2014

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

The ADMINS Support staff will install these changes to your system on **September 6, 2014**.

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# 1. CHART OF ACCOUNTS

## 1.1. Fund Table

### 1.1.1. Add More (Optional) Information

Additional fields have been added to the Fund Table allowing you to record details regarding the fund. This is especially useful in tracking additional information regarding Special Revenue or Trust Funds. You may include a note about the purpose of the fund and categorize its type. The use of these fields is optional and does not affect any processing throughout the AUC application suite.

To access the Fund table, click here:



By default, the Fund table is displayed. You may now click the button labeled X-Added Fund Data

Fund	Description	Group	Type	Category	Sub-Class
0000					
0100	TRASH-OPERATING FUND	TRASH	AA	GV	
0200	WATER-OPERATING	WATER	EN	GV	
0300	SEWER-OPERATING FUND		EN	GV	
0444	ERATE CREDITS FOR TECHNOLOGY				
1000	General Fund		GN	GV	
2000	SPECIAL REVENUE			GV	
2009					
2010	SCHOOL GRANTS			GV	
2020	SCHOOL LUNCH PROGRAM	SCHOOL	AF	GV	SF
2030	SCHOOL SECURITY 2013 GRANT	SCHOOL	AH	GV	SS
2040	SCHOOL CHOICE, REC TUITION	SCHOOL	AD	GV	
2050	CPC (E,C,CH188)	SCHOOL	AH	GV	SS
2060	SPED EARLY CHILD GRANT	SCHOOL	AI	GV	SF
2070	BIG YELLOW SCH BUS (MA CULT CNC	SCHOOL	SR	GV	SF
2080	SUMMER PROG SPED EC GRANT		AB	GV	SF
2090	CIRCUIT BREAKER FUND	SCHOOL	SR	GV	SS
2100	SPED 94-142 ALLOC	SCHOOL	AB	GV	SF
2110	E C TRAINING; CURR & IEP STUDY		SR	GV	SS
2120	SCHOOL SPECIAL ASSISTANCE		SR	GV	SS
2130	CPC ACCREDITATION GRANT	SCHOOL	AH	GV	SS
2140	CPC LOCAL PLANNING & COORD GRT	SCHOOL	AH	GV	SS
2150	LEVEL 3 DSAC TARGETED ASSISTANC	SCHOOL	AB	GV	SF
2160	MA H S GRADUATION INITIATIVE	SCHOOL	AH	GV	SS

This new screen appears. Complete all or as many fields as you wish.



**Added Elements - Fund**

Goto...  
Actions

**Fund** 2030 **Description** SCHOOL SECURITY 2013 GRANT

Return to Fund

**Fund Begins on** 01-Jul-2013  
**Fund is Managed by** MARY Mary MacKinnon  
**Fund has Encumbrances**  Yes  No  
**Fund Type** SPECREV Special Revenue Fund  
**Fund Notes** ORIGINAL GRANT AWARD #50,000 FOR SECURITY SYSTEM [APPLICANT=MARCIA JONES]

[ADM-AUC-GL-413]

## 1.2. Allocation Codes

The allocation code table was enhanced to show the accounts status. In the event that accounts or funds are consolidated or changed, this will remind the user that the allocation code must be changed as well.

**Maintain Allocation Codes** Last Changed: [ ]

Allocation Description Total %  
[ ] [ ] 100.00

Line	Account	Description	Percent
1	0000-000-000-00-00-00000		100.00
2	0000-123-0000-001-00-00-54080		6.00
3	0000-137-0000-001-00-00-54080		6.00
4	0000-138-0000-001-00-00-54080		6.00
5	0000-139-0000-001-00-00-54080		6.00
6	0000-151-0000-001-00-00-54080		6.00
7	0000-154-0000-001-00-00-54080		6.00

Figure 1 Before

**Maintain Allocation Codes** Last Changed: THEPCSA 06-Aug-2014

Allocation Description Total %  
BARRY BARRED ADVERTISING 100.00

Line	Account	Description	Percent	Account Status
6	0000-137-0000-001-00-00-82010	ADVERTISING	3.00	active
7	0000-138-0000-001-00-00-82010	ADVERTISING	3.00	active
8	0000-139-0000-001-00-00-82010	ADVERTISING	3.00	active
9	0000-151-0000-001-00-00-82010	ADVERTISING	4.00	active
10	0000-152-0000-001-00-00-82010	ADVERTISING	3.00	active
11	0000-154-0000-001-00-00-82010	ADVERTISING	3.00	active
12	0000-156-0000-001-00-00-82010	ADVERTISING	3.00	active
13	0000-161-0000-001-00-00-82010	ADVERTISING	3.00	active
14	0000-162-0000-001-00-00-82010	ADVERTISING	3.00	active
15	0000-163-0000-001-00-00-82010	ADVERTISING	3.00	active
16	0000-171-0000-001-00-00-82010	ADVERTISING	3.00	active
17	0000-172-0000-001-00-00-82010	ADVERTISING	3.00	Marked Delete

Figure 2 After

[ADM-AUC-AP-713]

## 2. JOURNAL ENTRIES

### 2.1. Accessing Other User's Journal Entries

There were occasional incidents where one user found themselves inadvertently entering data in another user's previously created journal entry. Error checking has been added to test for a user match and prevent accessing another user's journal entry.

[ADM-AUC-GL-8129]

## 3. POSTING TRANSACTIONS IN SUMMARY TO THE G/L

Changes were made to the descriptions in the transaction listing to notify the user that a record represents a summary of multiple transactions. These notes are seen on the Transaction Posting report as well as on the Transaction History screen.



### 3.1. GL Transaction Posting Report

In this example, the credit to Accounts Payable is summarized for a total of \$51.00; the total represents the sum of the two expenditures of \$25.00 and \$26.00 charged to two different accounts.

1119-GLTRNFST.REP Printed 02-Sep-2014 at 09:19:45 by ANTHEA Town of ADMINS Page 1  
GL Transaction Posting Report (by Batch)

Posting	Ctrl #	Post #	Date	Refer #	Code Account / Notes	Description	Budg/BegBal	Debit	Credit	Encumbrance	Budget Adj
2015	138040	13011	02-Sep-2014	8845900	AP02 0100-000-0000-00-00-20200 Summary Posting	ACCOUNTS PAYABLE			51.00		
2015	138040	13011	02-Sep-2014	352011	AP02 0100-000-0000-00-00-39300	EXPENDITURE		25.00			
2015	138040	13011	02-Sep-2014	352012	AP02 0100-000-0000-00-00-39300	EXPENDITURE		26.00			
2015	138040	13011	02-Sep-2014	352011	AP02 0100-430-0000-004-00-52010	ADVERTISING		25.00			
2015	138040	13011	02-Sep-2014	352012	AP02 0100-430-0000-004-00-52030	TELEPHONE		26.00			
*** Total *** User Batch: 13011								102.00	51.00		

### 3.2. Transaction History Screen

On the Transaction History Screen, from any tab, select the transaction and click **Display - Notes**.

All Trx Co Transaction History

FY: 2015 Account Number: 0100-000-0000-00-00-20200 ACCOUNTS PAYABLE

Type: Liability Sub-Type: Control Status: Active Fund Status: Active

Buttons: 1 Account, 2 Posting#, 3 User Batch, 4 Reference#, 5 Trx Date, Display - Notes

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Description
02-Sep-2014	352007	1	1	AP01	13009	8845899	500.00	DR	Warrant 004718
02-Sep-2014	352008	1	1	AP01	13010	8845899	107.00	DR	Warrant 004718
02-Sep-2014	8845901	1	1	AP01	13011	8845901	51.00	DR	Summary: Warrant 004719
02-Sep-2014	352008	1	1	AP02	13010	8845898	107.00	CR	
02-Sep-2014	8845900	1	1	AP02	13011	8845900	51.00	CR	Summary Posting

This information will be helpful when reconciling batches that have been posted in summary.

### 3.3. How to Set the Method to Post in Summary (or not)

To control the method used for posting Accounts Payable, go to the General Ledgers Control Account Table. If the box is checked, the summary method will be used.

Maintain General Ledger Controls

FY: 2015 Fund: 0100 Description: TRASH-OPERATING FUND Fund Status: OPEN

Buttons: 1-Edit List, 2-Error Check, 3-Clear All, Summarize Postings?

Line	Account Number	Description
2	0100-000-0000-00-00-39100	REVENUE
3	0100-000-0000-00-00-39300	EXPENDITURE
4	0100-000-0000-00-00-39200	ENCUMBRANCE
5	0100-000-0000-00-00-38200	RESERVE FOR ENCUMBRANCE
6	0100-000-0000-00-00-88888	SUSPENSE
7	0100-000-0000-00-00-88888	SUSPENSE
8	0100-000-0000-00-00-20200	ACCOUNTS PAYABLE



To control how the posting of Cash is handled, go to the bank codes table.

**Maintain Bank Codes**

Bank: **EBST** Name: EASTERN BANK FOR A/P ABA#: ABA Numerator: 53-179 ABA Denominator: 113

Address 1: LYNN, MASSACHUSETTS Direct Deposit Only:  Yes  No  
 Address 2: Cash Book Bank:  Yes  No  
 Address 3: Imprest Account:  Yes  No  
 City: State: Zip Code: 00000-0000

4-Accounts Payable 5-Accounts Payable-ACH 6-Human Resources Human Resources-ACH 7-Collections

GL Account#: \*\*\*\*-000-0000-000-00-00-10400 Summarize Posting:  No  Yes

[ADM-AUC-GL-8133]

## 4. AUDIT OVERRIDES

### 4.1. How to Change Accounts and Amounts

A new document describing how to change accounts and amounts on transactions in the unposted file was added to the Help Reference Library.

----- POSTING -----		
Changing Unposted Transaction Accounts & Amounts	View	Email
Posting to the General Ledger	View	Email
Due To/Due From Processing	View	Email
Reconciling GL Postings	View	Email

[ADM-AUC-DOC-96]

### 4.2. Report and Screen Match

The Enter Audit Change of Unposted Screen was updated to expand the GL Line field to accommodate added sequence numbers – prior to the update the sequence number was truncated in the screen and didn't match the posting report.

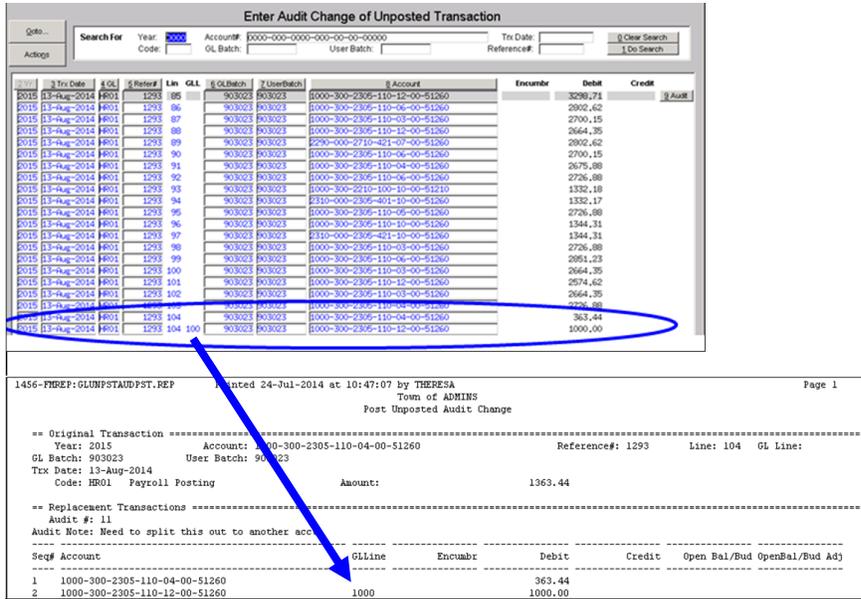


Figure 3 Before

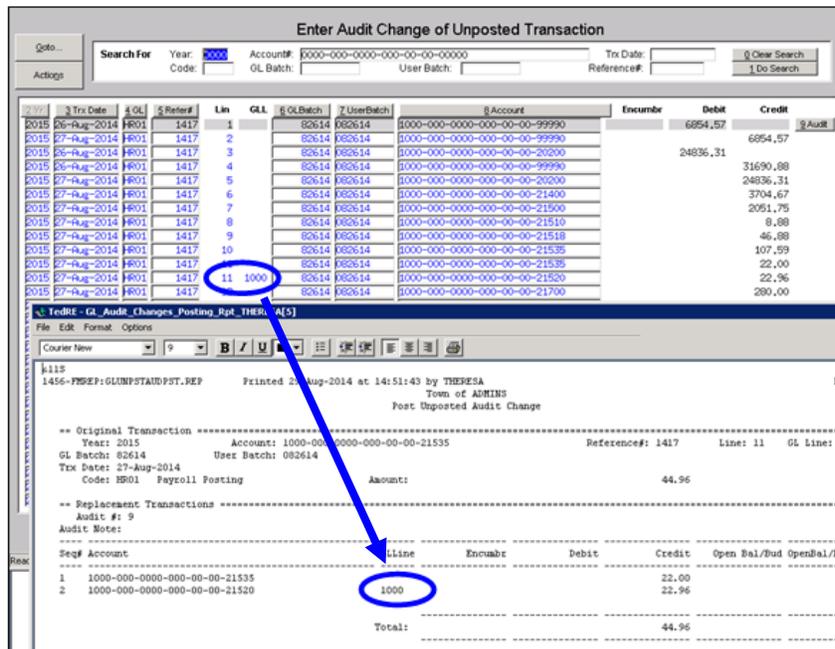


Figure 4 After

[ADM-AUC-GL-8128]

## 5. REPORTS

### 5.1. New Accounts Report

A report listing accounts created since a given date has been added to the Chart of Accounts screen. This will help the Finance Office to know what accounts have been created, by whom and show the account



characteristics and creation date. Run the report from either the Actions button or the New Acct Since button.



Figure 5 Before



Figure 6 After

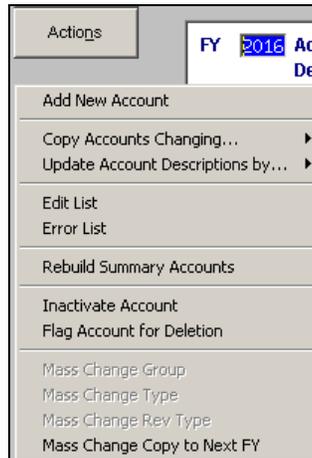


Figure 7 Before

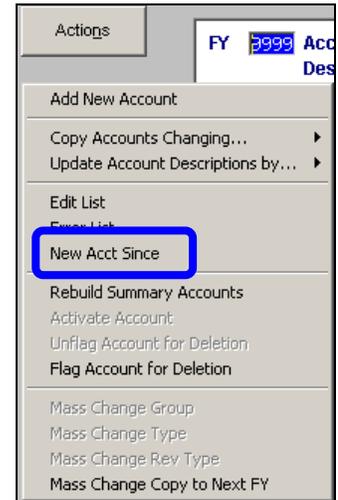


Figure 8 After

1485-GLLEDETSIN.REP Printed 28-Aug-2014 at 11:35:43 by WENDY Page 1  
Town of ADMINS  
New Accounts in Chart Since

Accounts Created in the Chart since 28-Aug-2014

FY	Account #	Description	Account Type	Account Sub Type	Entry By	Entry Date
2015	0200-004-0000-000-00-37036	NEW ACCT	Expenditure	Posting	WENDY	28-Aug-2014
*** Total for 28-Aug-2014 **			Posting	Summary	Control	Total
			Asset:			
			Liab:			
			Equity:			
			Revenue:			
			Expenditure:	1		1

This report is available in preview, print, pdf and Excel formats.

[ADM-AUC-GL-8126]

## 5.2. Current vs Prior Year (Column Selection)

There was an issue on this report when more than five columns were selected for totals in the screen. The screen was changed to permit the selection of a maximum of five totals. If more than five are attempted, the following error message will be displayed.

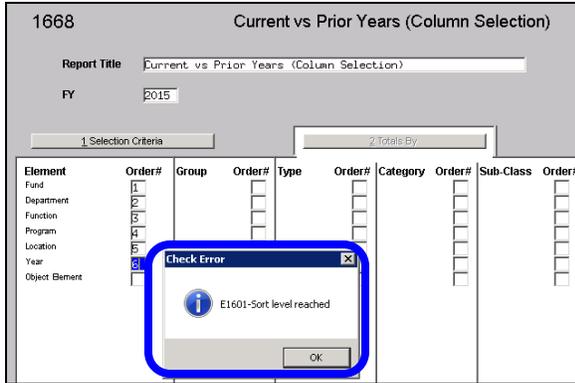


Figure 9 Report Selection Screen

[ADM-AUC-GL-8116]

### 5.3. Transaction History Report

The transaction detail report was modified to show the vendor on AP06 (Void Check) transactions. Run this report by selecting **Ledgers > Reports > Report Library > Transaction History**.

#### 1632-Transaction Detail Report w/Vendor

Trans Date	Code	GLPost#	User	Batch	Ref#	Line	GLLn	JrnCd	Posted On	Open Bal/Budget	Approp Adj	Encumbrance	Debit	Credit	Vendor
Total 0300-460-0000-004-00-00-57300 RESERVE FUND															
01-Jul-2014	BU01	8845196	8845196			1,369			12-Jun-2014	13,283.00					
Total 0300-460-0000-004-00-00-57500 PROPERTY INSU															
01-Jul-2014	BU01	8845196	8845196			1,370			12-Jun-2014	16,469.00					
Total 0300-460-0000-004-00-00-57510 LIABILITY INS															
01-Jul-2014	BU01	8845196	8845196			1,371			12-Jun-2014	2,500.00					
Total 0300-460-0000-004-00-00-57520 VEHICLE INSUR															
16-Jul-2014	AP06	8845723	W004700	351282	1	1			16-Jul-2014					18,000.00	000000-
01-Jul-2014	BU01	8845196	8845196			1,374			12-Jun-2014	18,000.00					
Total 0300-460-0000-004-00-00-59010 GROUP INS TRU															
										18,000.00	.00	.00	.00	18,000.00	

Figure 10 Before

Trans Date	Code	GLPost#	User	Batch	Ref#	Line	GLLn	JrnCd	Posted On	Open Bal/Budget	Approp Adj	Encumbrance	Debit	Credit	Vendor
Total 3650-000-0000-000-00-00-52400 PROFESSIONAL															
09-Jul-2014	AP06	8845603	W004685	350640	1	1			16-Jul-2014				7,100.00		010569-ING
09-Jul-2014	AP06	8845603	W004685	350641	1	1			16-Jul-2014				500.00		022819-JEFF DUHAIME
Total 6170-000-0000-000-00-00-10400 CASH, CELEBRA															
										.00	.00	.00	7,600.00		.00

Figure 11 After

[ADM-AUC-GL-8127]



## 6. OPENGOV

ADMINS is pleased to partner with OpenGov.com to offer you a new way to provide your citizens with an easy to use, web based portal of your budget data. OpenGov and AUC provide flexible integration with transparency that will strengthen the relationship between town government and the resident. Budgets have always been available to the public but usually in lengthy line item detail form. This brings your complex accounting data to life in easy-to-use visualizations.

### 6.1. Web Based Access to Municipal Finance Data

You upload your financial data and it becomes available not only to the decision makers in your community but also your customers (taxpayers, businesses, etc.) It is user-friendly and accessible; which residents love! If you wish to implement OpenGov, contact [support@admins.com](mailto:support@admins.com) to request details on how to purchase the interface and schedule an implementation.

[ADM-AUC-DOC-98]

## 7. YEAR END PROCESSING

### 7.1. Create New Year

Updated the GL Year End Process to only rebuild account security if **MODCTR 1200 is set to F** (which means the site rebuilds Account Security only once a week). If **MODCTR 1200 is set to A** – the account security rebuild will not be run as part of the **Create New Year** process as it will be automatically be rebuilt during the overnight daily process. This will shorten the time necessary to create the new year. The module control is shown below.

Seq#	Description	Answer
1200	Rebuild Account Security [A]ll Nights or [F]riday night only	A
1600	[Reports] Clear Start/End Dates in Report Selection when FY C	Y
1601	[Reports] Include Encumbrance in Actuals (Field Selection Rep	Y

Rebuild Account Security [A]ll Nights or [F]riday night only

Enter Code

Lookup OK Cancel Clear All

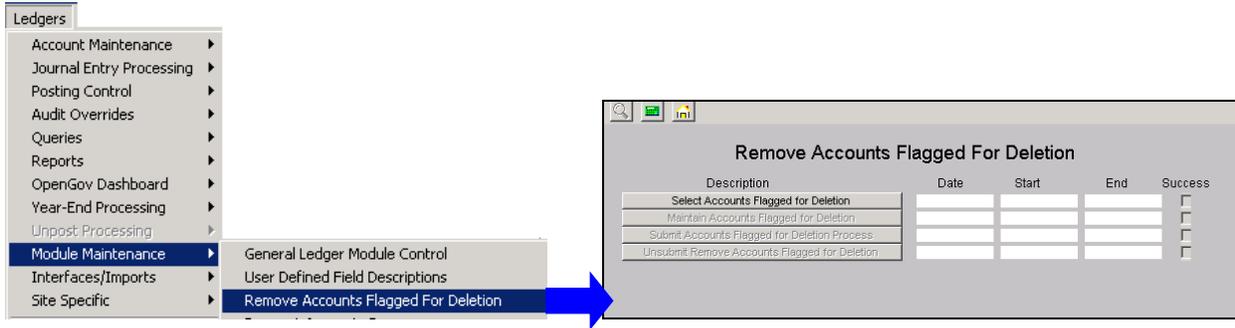
[ADM-AUC-GL-8123]



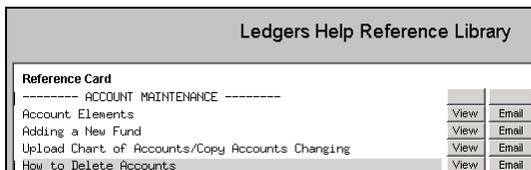
## 8. MODULE MAINTENANCE

### 8.1. Delete Accounts Process

The Remove Accounts Flagged for Deletion was streamlined to run more quickly. To delete accounts, select **Ledgers ▶ Module Maintenance ▶ Remove Accounts Flagged for Deletion**.



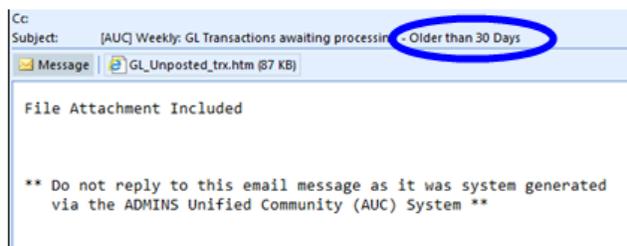
For more information on how to run the process via this steps menu, review the [How to Delete Accounts](#) Document found in the **Ledgers ▶ Help Reference Library**.



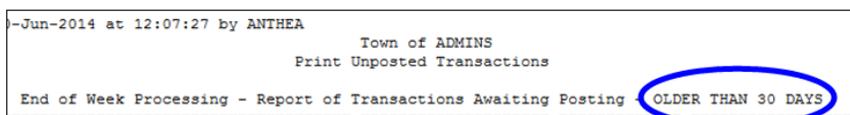
[ADM-AUC-GL-8125]

### 8.2. End Of Week Report

The end of week report of **GL Transactions Awaiting Processing** will now only report on transactions in the unposted file if the transaction date is more than 30 days from the date the report is run. The email subject will be as shown below:



The report will have a heading showing this:



[ADM-AUC-GL-8119]



## 9. HELP REFERENCE LIBRARY

### 9.1. Accounting Transaction Types

The Accounting Transaction Types help document was updated to include the new accounting types used in Tax Title and Deferral Processing.

[ADM-AUC-DOC-95]

### 9.2. New or Updated Documentation

The following new or updated documentation was added to the General Ledger Help Reference Library.

- POSTING Changing Unposted Transaction Accounts & Amounts
- RECONCILIATION/ACCOUNTING Accounting Transaction Types
- INTERFACES CUSI/UMS Interface