



GENERAL LEDGER

RELEASE NOTES–SEPTEMBER 2018

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

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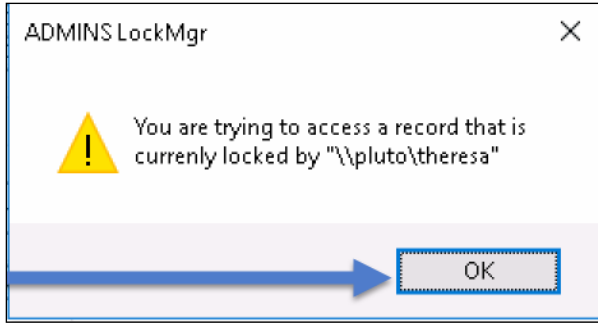


This symbol indicates that there is an updated document with significant information in the Help Reference Library. Be sure to review the updated and new documents referenced herein.



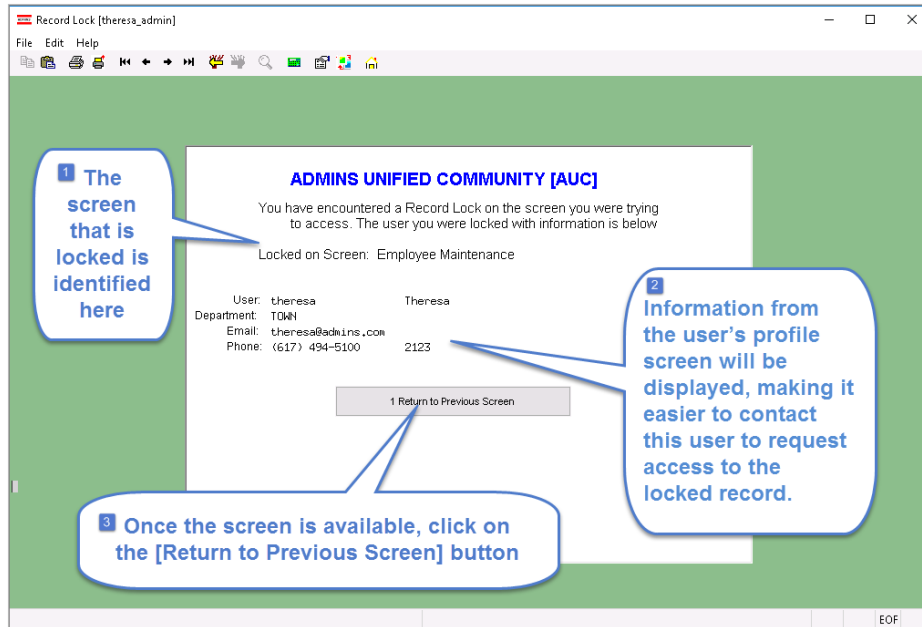
1. WHO IS LOCKING A RECORD ON THE UPDATE SCREEN? [New]


ADMINS is pleased to announce a new feature that will identify who you are record-locked with on a new record-locking screen. When a record-lock occurs, a popup screen will appear as shown in Figure 1. Click on **[OK]**.



1. The system will display a new screen providing information needed to contact the user who is locking the record. The screen name will be supplied. See Figure 2.
2. Contact the user locking the record to ask them to exit the screen.
3. Click on the **[Return to Previous Screen]** button to return to the same record that was previously locked.

Figure 1 Popup notification that a record is locked



If the user cannot be contacted to exit the record, proceed to another task by clicking on the  (**[Home]** button). From the home screen, use the menu to select another task.



Detailed information and examples are available in the new document, **GL-1205 Locking Screen.**

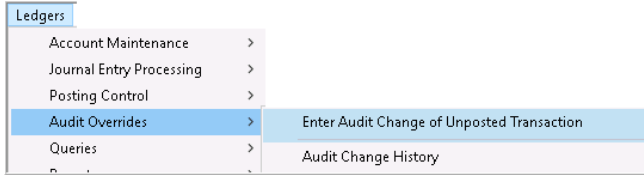
Figure 2–New screen with information about who is locking a record and how to contact them

[ADM-AUC-SY-8063]



2. AUDIT OVERRIDES [Fix]

The system allows users to override accounts and amounts via the Audit Override screen accessed via **Ledgers ▶ Audit Overrides ▶ Enter Audit Change of Unposted Transaction**.



If an invalid account was entered and is in the Unposted Transaction file, and a user with **Access to All Accounts override privileges** (see **hover text** in Figure 3), attempted to find the invalid account it was not appearing in the list. This was corrected. Two examples are discussed below.

2.1. User with Access to All Accounts

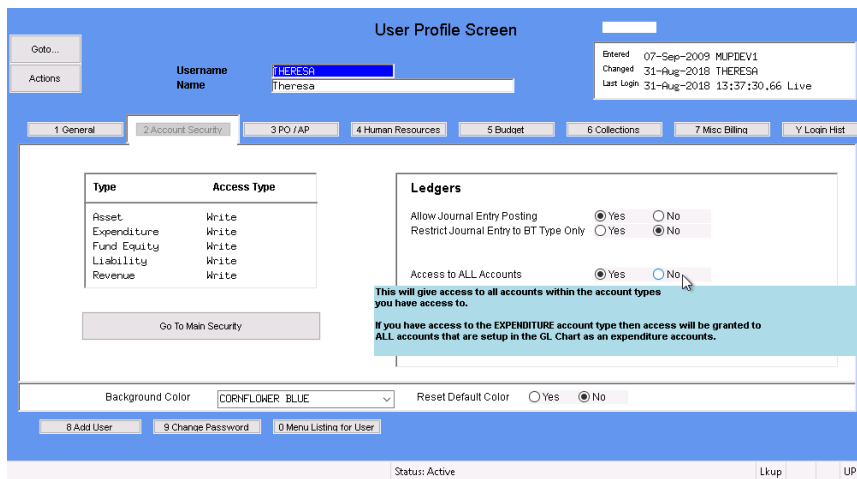


Figure 3 User Profile for a user with Access to All accounts

To allow the privileged user to find invalid accounts, the screen was updated to display invalid accounts with a red background as shown in **Figure 4**. This will alert the user that the accounts in red are either invalid or that the user's security must be rebuilt before the accounts may be used. If it is an invalid account, the user will now be able to click on the **[9 AUDIT]** button and update to a valid account.

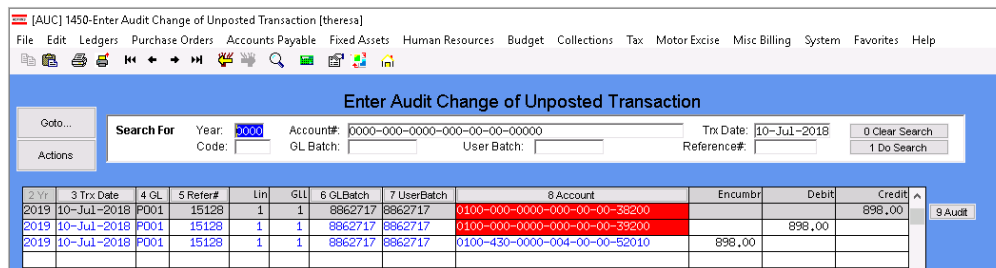


Figure 4 New Audit Change screen highlights invalid accounts for users with security override set

[ADM-AUC-GL-8302]



2.2. User with Restricted Access

A user **without** override privileges will not see any accounts on this screen for which access is not allowed.

Enter Audit Change of Unposted Transaction												
Goto...		Search For		Year: 0000	Account#: 0000-000-0000-000-00-00000				Trx Date:	0 Clear Search		
Actions		Code:	GL Batch:	User Batch:	Reference#: 15338				1 Do Search			
2 Yr	3 Trx Date	4 GL	5 Refer#	Lin	GLL	6 GLBatch	7 UserBatch	8 Account	Encumbr	Debit	Credit	9 Audit
2019	15-Jul-2018	P001	15338	5	1	8862716	8862716	1000-610-0000-006-00-00-52200	750,00			
2019	10-Jul-2018	P001	15128	1	1	8862717	8862717	0100-430-0000-004-00-00-52010	898,00			
2019	12-Jul-2018	P001	15427	1	1	8862717	8862717	0300-460-0000-004-00-00-56980	100,00			
2019	12-Jul-2018	P001	15340	1	1	8862718	8862718	0100-430-0000-004-00-00-52700	300,12			
2019	12-Jul-2018	P001	15340	1	2	8862718	8862718	0200-450-0000-004-00-00-52500	3000,38			
2019	12-Jul-2018	P001	15340	1	3	8862718	8862718	0200-450-0000-004-00-00-52505	400,16			
2019	12-Jul-2018	P001	15340	1	4	8862718	8862718	0200-450-0000-004-00-00-52800	1999,98			

Figure 5 The Audit change will not show accounts for which the user has no access

[ADM-AUC-GL-8302]

3. JOURNAL ENTRY WORK-IN-PROGRESS [FIX]

Journal entry **Work-In-Progress** entries sometimes remained in the **Account Balance Inquiry** screen after the transaction posted. ADMINS identified that one cause was when a Debit amount was deleted from a line without deleting the line or erasing the line, leaving an account number on the line with no dollars. This was corrected. ADMINS will continue to try to identify situations that cause **Work-In-Progress** to not be cleared when posted.

[ADM-AUC-GL-8296]

4. REPORTS [Enhancements]

4.1. Transaction History ▶ 1050–Transaction Report–PO Transactions

Two columns were added to the Excel[®] version of the report. The **Last PO Post Date** will show the date of the most recent change to the purchase order (could be the original date, the date of the most recent change order to the purchase order, or the rollover date). The **Invoice Date** will list the Voucher Invoice Date. The example has a PO change order posted so the **Last PO Post Date** is the date of the change order.

Trans Date	Code	GLPost#	Ref#	H	I	J	K	L	M	N	O	S	
				Rollover Amount	Encumbrance	Enc. Change	Enc. Relief	Enc. Liquidation	Balance	Payments	Vendor	LstPOPostDate	Invoice Date
06-Oct-2017	AP02	8861295	412883	0.00	0.00	0.00	0.00	0.00		19.60	000475-EDUCATORS PUB	06-Oct-2017	15-Aug-2017
01-Aug-2017	PO01	8860236	46111	0.00	58.96	0.00	0.00	0.00		0.00	000475-SCHOOL SPECIA		
05-Oct-2017	PO03	8861291	46111	0.00	0.00	224.64	0.00	0.00		0.00	000475-SCHOOL SPECIA		
06-Oct-2017	AP02	8861295	412882	0.00	0.00	0.00	0.00	0.00		264.00	000475-EDUCATORS PUB		
06-Oct-2017	PO02	8861295	46111	0.00	0.00	0.00	-283.60	0.00		0.00	000475-SCHOOL SPECIA	06-Oct-2017	09-Sep-2017
1000-300-2300-610-05-00-54160 LANG ART				0.00	58.96	224.64	-283.60	0.00	0.00	283.60			
Total PO Ref.:46,111				0.00	0.00	0.00	0.00	0.00		64.38	001058-LAKESHORE LEA	25-Jul-2017	28-Jul-2017
14-Sep-2017	PO02	8861035	46112	0.00	0.00	0.00	-61.57	0.00		0.00	001058-LAKESHORE LEA		
25-Jul-2017	PO01	8860053	46112	0.00	61.57	0.00	0.00	0.00		0.00	001058-LAKESHORE LEA		

Figure 6 PO Transactions Report Excel Output enhanced

The PO Query screen for **PO# 46111** shows:

- one PO change order, coded as a **PO03** transaction, and
- two vouchers coded as **AP02** transactions



Change Orders for PO - Posted

Vendor Code 000475 01
SCHOOL SPECIALTY
32656 COLLECTIONS CENTER DRIVE
CHICAGO
IL 60693-0326

Dept Code STALLBROOK STALLBROOK ELEM
PO Date 01-Aug-2017 FY
Type Code R Regular

Ship To Attn
Ship Date

Deliver To 5 STALLBROOK ELEMENTARY S
Invoice To 14 BELLINGHAM BUSINESS OFF

1 Delivery Notes
No text available

J Internal Notes
No text available

Expected Amt 283,60

Chg#	Change Date	Change User	Change Reason	Effective	Vendor Name	Before Change	Difference	After Change	Buttons
1	06-Oct-2017	DUBOIS	additional items ord	05-Oct-2017	SCHOOL SPECIALT	58,96	224,64	283,60	9 Report

Figure 7 Purchase Order Query screen shows two vouchers and one PO change order

The drill down to the voucher shows the most recent invoice date of 9 September 2017.

Vouchers - Posted

Batch # 14930
Voucher# 412882

Vendor 000475 06
EDUCATORS PUBLISHING SERVICE
32656 COLLECTION CENTER DR
CHICAGO
IL 60693-0326

Invoice# 009561466774
Inv Date 09-Sep-2017
Dept Code
Vou Date 06-Oct-2017 FY 2018
Due Date 10-Sep-2017 Terms DUR

Check Type Printed Bank EAST
Check # See Check History
Separate Check
Type P Payment Voucher

Amount to Pay Vendor 264,00

Line Item	Qty	Uom	Item Description	Price	Freight	Other	\$ To Retain	Ext Amount
1	1,0000		RIGAMONTI-GRADE 1	264,0000				264,00
			1000-300-2300-610-05-00-54160					
			LANG ARTS ED MAT-STALL					
			1099 FA PO# 46111/1					

Figure 8 Voucher Query Screen showing the Invoice Date

[MAN-SUP-SAPLAUC-579]
[PCS-SUP-SAPLAUC-610]

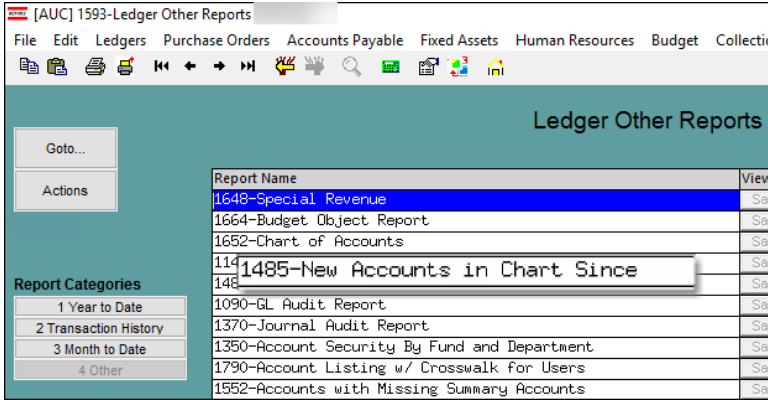
4.1.1. Excel® Version of Report [Fix]

The Excel version of the 1050 PO Transaction Report had Balance and Payments columns that were not populating. This was fixed.

[ADM-AUC-GL-8301]

4.2. Other Reports ▶ 1485–New Accounts in Chart Since

Report # 1485, New Accounts in Chart Since, is run from the Ledgers ▶ Account Maintenance ▶ Chart of Account ▶ [New Accounts Since] button. Now this report may also be run from the Ledgers ▶ Reports ▶ Report Library ▶ [4 Other] screen. Select # 1485, New Accounts in Chart Since:



Enter the “created since date”; if, for example, the **Create New Year** process was run on **15 May**, the new accounts created since that time could be listed by entering 05152018 in the prompt:

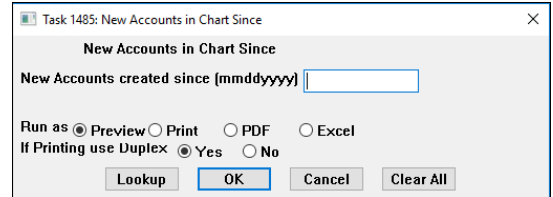


Figure 9 Report of New Accounts in Chart Since may now be run from the Report Library ▶ [4 Other] button

[TOC-SUP-SAPLAUC-2888]

5. YEAR END PROCESSING ▶ CREATE NEW FISCAL YEAR (Batch) [New]

ADMINS added a process to create the new fiscal year overnight, unattended, in a batch job. This process submits the command to run at **9:00 PM** when users are expected to be off the system. To access the steps menu, select **Ledgers ▶ Year-End Processing ▶ Create New Fiscal Year (Batch)**. Click on the **[Submit Create New Fiscal Year]** button to kick off the process.



Detailed instructions are available in the [GL-722 Create New Year Overnight in Batch](#) document in the **General Ledger ▶ Help Reference Library**. For further information about Creating the New Fiscal Year, please review [GL-720 Create New Fiscal Year \(Copy Accounts and Tables\)](#).

[ADM-AUC-GL-8294]

6. HELP REFERENCE LIBRARY

The following new or updated documentation was added to the help reference library:

6.1. New or Updated Documentation

- | | | |
|-----------------------|--|-----------|
| • JOURNAL ENTRY | GL-270 Enter One Time Journal Entries | [Updated] |
| • YEAR END PROCESSING | GL-720 Create New Fiscal Year | [Updated] |
| | GL-722 Create New Fiscal Year Overnight (in batch) | [New] |
| • OTHER | GL-1205 Locking Screen | [New] |