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.

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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]**.
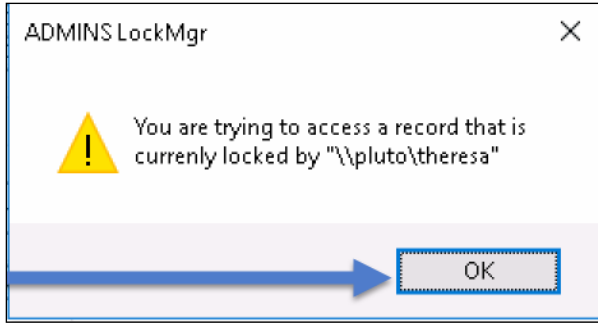
1. The system will display a new screen providing information needed to contact the user who is locking the record. The screen name will be supplied. See Figure 2.

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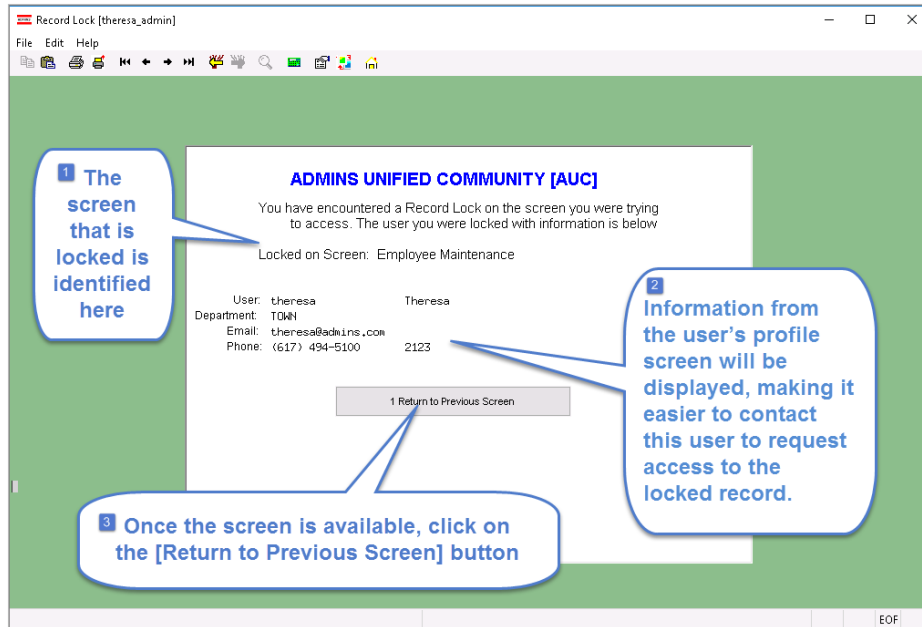
If the user cannot be contacted to exit the record, proceed to another task by clicking on the (**[Home]** button). From the home screen, use the menu to select another task.

Detailed information and examples are available in the new document, **GL–1205 Locking Screen.**
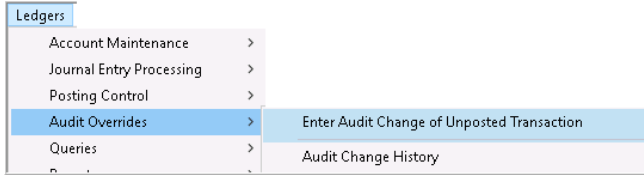
Figure 2–New screen with information about who is locking a record and how to contact them

[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.
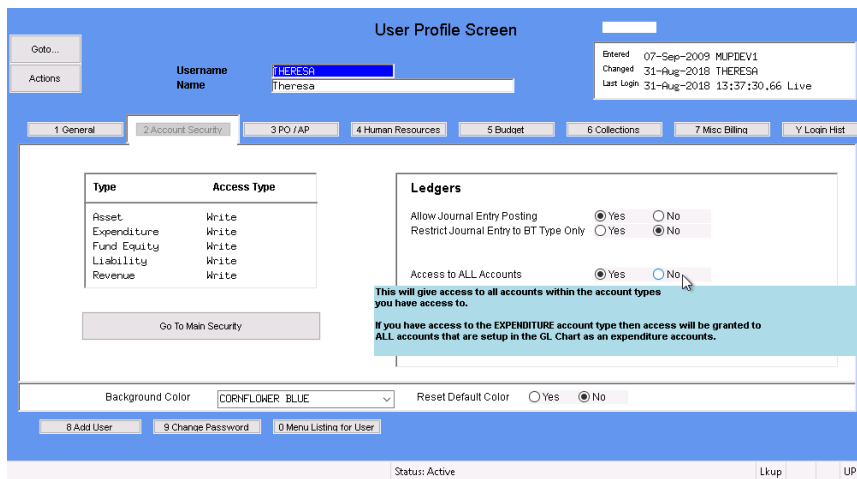
2.1. User with Access to All Accounts

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.
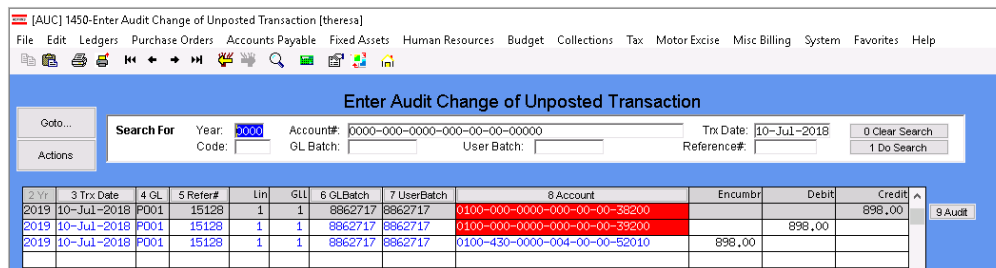

Figure 4 New Audit Change screen highlights invalid accounts for users with security override set

[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.

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.

Figure 6 PO Transactions Report Excel Output enhanced

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

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

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**.

Figure 8 Voucher Query Screen showing the Invoice Date

<div align="right">

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

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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.

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[ADM-AUC-GL-8301]

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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:**
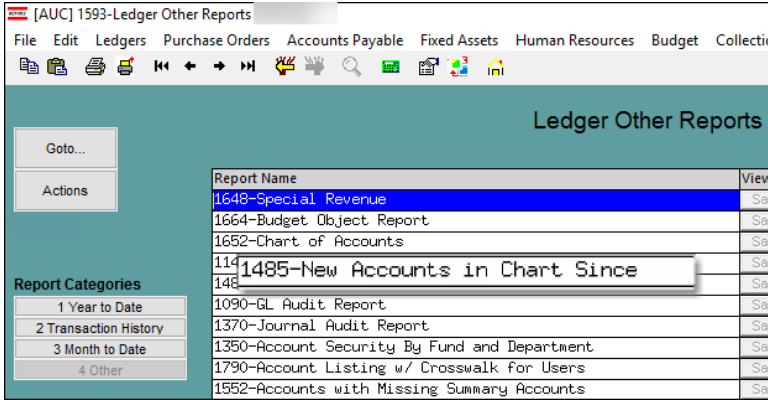
Enter the "created since date"; if, for example, the **Create New Year** process was run on **15 May**, the new accounts created since that time could be listed by entering 05152018 in the prompt:
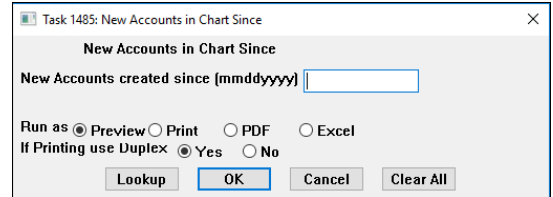
Figure 9 Report of New Accounts in Chart Since may now be run from the Report Library ▸ [4 Other] button

[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]