

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 recordlocking screen. When a record-lock occurs, a popup screen will appear as shown in Figure 1. Click on **[OK]**.



Figure 1 Popup notification that a record is locked

- 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.



exit the record, proceed to another íî) 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.

Ledgers		
Account Maintenance	>	
Journal Entry Processing	>	
Posting Control	>	
Audit Overrides	>	Enter Audit Change of Unposted Transaction
Queries	>	Audit Change History
		Hadie ondrige rintory

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

			User Profile	e Screen						
Goto Actions	Username Name	<mark>THERESA</mark> Theresa			Entered 07-5 Changed 31-4 Last Login 31-4	5 Live				
1 Gene	eral 2 Account Security	3 PO / AP	4 Human Resources	5 Budget	6 Collections	7 Misc Billing	Y Login Hist			
	Type Access Asset Write Expenditure Write Fund Equity Write Liability Write	Ledgers Ledgers Allow Journal Entry Posting Press N Press Pr								
	Go To Main Security		This will give acc you have access If you have acces ALL accounts the	ess to all accounts within to. s to the EXPENDITURE acc t are setup in the GL Cha	n the account types count type then acce art as an expenditure	ss will be granted to e accounts.				
8 Ar	Background Color CORN	LOWER BLUE	→ Reset D	efault Color 🛛 Yes	● No					
			C 1 A 1				10			

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.

🔤 (AU	E (AUC) 1450-Enter Audit Change of Unposted Transaction (theresa)															
	ant Leagers	Purcha	se Orders 다	Account 🗳 🎬	Q 🖬	e Fixed Asse	G Human Ki	esources Budget	Collections	Tax	Motor Excise	Misc Billin	g system	Favorites	нер	
	Enter Audit Change of Unposted Transaction															
Goto Search For Year. 2000 Account#: 0000-000-000-00-00-00000 Trx Date: 10-Jul-2018 0 Clear Search Actions Code: GL Batch: User Batch: Reference#: 1 Do Search										iearch Iarch						
2 Yr	3 Trx Date	4 GL	5 Refer#	Lin	GLL	6 GLBatch	7 UserBatch		8 Account		Er	ncumbr	Debit	Credi	t ^ _	
2019	2019 10-Jul-2018 P001 15		15128	1	1	8862717	8862717	0100-000-0000-	000-00-00-3	38200				898.00	9 A	udit
2019	2019 10-Jul-2018 P001		15128	1	1	8862717	8862717	0100-000-0000-000-00-39200 898.0		898,00						
2019	10-Jul-201	8 P001	15128	1	1	8862717	8862717	0100-430-0000-	004-00-00-5	52010	89	98.00				
															1	

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 Actions		Sea	arch Fo	r Year: Code:	0000	Acci GL I	ount#: 0000- Batch:	-000-0000-00	00-00-000000 User Batch:	Trx Date: Reference#: 15	338	0 Clear Search 1 Do Search			
2 Yr	3 Trx Da	ate	4 GL	5 Refer#	Lin	GLL	6 GLBatch	7 UserBatch	8 Account	Encumbr	Debit	Credit 🔺]		
2019 2019	15-Jul-2 10-Jul-2	2018 2018	P001 P001	15338 15128	5	1	8862716 8862717	8862716 8862717	0100-610-0000-006-00-00-52200 0100-430-0000-004-00-00-52200	898,00			9 Audit		
2019 2019	12-Jul-2 12-Jul-2	2018 2018	P001 P001	15427 15340	1	1	8862717 8862718	8862717 8862718	0300-460-0000-004-00-00-56980 0100-430-0000-004-00-00-52700	100.00					
2019 2019	12-Jul-2 12-Jul-2	2018 2018	P001 P001	15340 15340	1	2	8862718 8862718	8862718 8862718	0200-450-0000-004-00-00-52500	3000,38 400,16					
2019	12-Jul-2	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.

Trape D	ata	Code	Cl Poet	" Doft										,	Ļ	ŧ	
	alc	Couc	OLFOSO	r Kein	-	н		J	К	L	M	N	0	LstPOP	ostDate	Invoice Dat	e S
106-Oct-20	017	AP02	886129	5 412883	З п	Rollover Amount	Encumbrance	Enc. Change	Enc. Relief	Enc. Liquidation	Balance	Payments	Vendor	200 0-4 0	047	45. 0	, partment
Ph1_Aug_2	017	PO01	886023	3 46111	17	0.00	0.00	0.00	0.00	0.00		19.60	000475-EDUCATORS PUB	06-Oct-2	2017	15-Aug-201	
piller a start			000020		17	0.00	58.96	0.00	0.00	0.00		0.00	000475-SCHOOL SPECIA				5
j₂p5-Oct-20	J17	PO03	886129	1 4611 1	7	0.00	0.00	224.64	0.00	0.00		0.00	000475-SCHOOL SPECIA				6
Ph6-Oct-20	117	AP02	886129	5 🚺 41 2883	27	0.00	0.00	0.00	0.00	0.00		264.00	000475-EDUCATORS PUB	C			5
De		1102	000120		7	0.00	0.00	0.00	-283.60	0.00		0.00	000475-SCHOOL SPECIA	06-Oct-2	2017	09-Sep-2017	1
1005-Oct-20	J17	PO02	886129	5 46111		0.00	0.00	283.60	0.00	-283.60							
-1000-300	-2300	-610-05-	00-54160	LANG AR	Г	0.00	58.96	224.64	-283.60	0.00	0.00	283.60	1				
14_Total_P	O Ret	f.:46,111			17	0.00	0.00	0.00	0.00	0.00		64.38	001058-LAKESHORE LEA	25-Jul-2017	28-Jul-2017	1000	300
14-Sep-2017	PO02	8861035	46112 1	1 18-Sep-2	2017	0.00	0.00	0.00	-61.57	0.00		0.00	001058-LAKESHORE LEA			1000	300
25-Jul-2017	PO01	8860053	46112 1	1 28-Jul-20	017	0.00	61.57	0.00	0.00	0.00		0.00	001058-LAKESHORE LEA			1000	300

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



ADMINS Unified Community General Ledger

	PO # 4	6111	Change Orders for PO - Posted Closed KORIEN								
Gato Actions	Vendor Co SCHOOL 32656 C CHICAGO IL 60	nde 00047 SPECIALTY OLLECTIONS C 693-0326	'501 ViaEmail∏ ENTERDRIVE	Dept Code PO Date Type Code Ship To Attn Ship Date	STALLBROOK (01-Aug-2017 R Regular	STALLBROOK ELEM F Y	Deliver To 5 STALLBROOK ELEMENTARY Invoice To 14 BELLINGHAM BUSINESS OF 1 Delivery Notes JInternal Notes No text available No text available				
2 Details (1)		3 Items	4 GL Details 5 S	Status History	2 6 Vouchers (2	7 Changes (1) 8 Attachn	nent (2)	Expected Amt 283,60		
Chg# Change	e Date	hange User	Change Reason	Effective	Vendor Name	Before Change	Difference	After Change	Buttons		
1 06-0ct	t-2017	DUBOIS	additional items ord	05-0ct-2017	SCHOOL SPECIA	LT 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**.

Goto	Batch # 14930 Voucher# 412882	Vouchers - Posted	Closed				
Actions	Vendor 000475 06 EDUCATORS PUBLISHING SERVICE 32656 COLLECTION CENTER DR	Impire# 200501466771	Check Type Printed Bank EAST Check # See Check History Separate Check				
	CHICAGO IL 60693-0326	Dept.Code Vou Date 06-Oct-2017 FY 2018 Due Date 10-Sep-2017 Terms DUR	Type P Payment Voucher				
2 Details (1)	3 items 4 GL Details	5 Status History 6 Check Hist (1) 7 Changes	Amount to Pay Vendor Q Attachment (1) 264.00				
Line Item	Oty Uom Item Description 1,0000 PD#46111 RIGAMONTI-GRAI 1000-300-2300-610-05-00-54160 1099 FA	Price Freig De 1 264.0000 Lang arts ed mat-stall	ht Other \$To Retain Ext Arnount 264,00				

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:



📼 [AUC] 1593-Ledger Other	Reports								
File Edit Ledgers Purch	ase Orders Accour	its Payable	Fixed As	sets	Human Resources	Budget	Collecti		
Ba 🕼 🎒 👗 ₩ 🔶	+ н 🖑 🎬	Q 🖬	🖻 📑	â					
					Ledger Ot	her Re	ports		
Gata					g.				
Actions	Report Name						Viev		
Actions	1648-Special R	Revenue							
	1664-Budget Ob	oject Report							
	1652-Chart of	Accounts							
	1141405-Nou	. Assounts in Chant Since							
Report Categories	148 1400 1180		ancs I		nart Since		Sa		
1 Year to Date	1090-GL Audit	Report							
2 Transaction History	1370-Journal Audit Report								
3 Month to Date	1350-Account Security By Fund and Department								
4 Other 1790-Account Listing w/ Crosswalk for Users									
4 Other	1790-Account L	isting w≀	′ Urosswa	alk f	or Users		Se		

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:

Task 1485: New Accounts in Chart Since										
New Accounts in Chart Since										
New Accounts created since (mmddyyyy)										
Run as Preview Print PDF Excel If Printing use Duplex Yes No										
Lookup OK Cancel Clear All										

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 <u>GL−722 Create New Year Overnight in</u> <u>Batch</u> document in the General Ledger ► Help Reference Library. For further information about Creating the New Fiscal Year, please review <u>GL-720 Create New</u> <u>Fiscal Year (Copy Accounts and Tables)</u>.

[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]

GL-1205 Locking Screen

YEAR END PROCESSING

GL–270 Enter One Time Journal Entr

GL-722 Create New Fiscal Year Overnight (in batch)

[Updated] [New] [New]

OTHER