



# GENERAL LEDGER

## RELEASE NOTES–SEPTEMBER 2019

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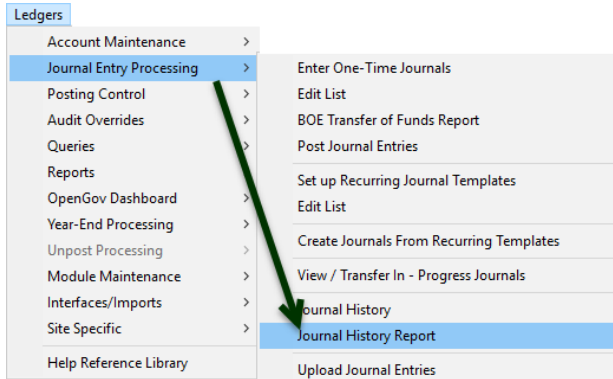
This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **General Ledger** system.

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# 1 JOURNAL ENTRY



ADMINS enhanced the Excel® version of the **Journal Entry History Report** with additional columns. The Excel® Report now displays all the data shown on the **Print/Preview/PDF®** version of the report. Run the report by selecting **Ledgers ► Journal Entry Processing ► Journal History Report**.



## 1.1 Journal History Report [Enhancement]

The new columns display data for “**Category**”, “**GL Post#**”, “**Post Date**”, “**Allocation**”, “**Entry User**” and “**Overall Note**”. See the table below **Figure 3** for a description of all the columns on the report. The **new columns** are shown in **Bold**.

1691-GLJANHIST.REP Printed 22-Jul-2019 at 14:57:41 by THERESA Town of Admins Journal History Report Page 37

Journals with Transaction dates between 01-Jul-2018 and 31-Jul-2019

Journals: 29101 Entered by: [redacted] Posted Date: 11-Oct-2019  
 Category: Regular Type: Regular GL Post#: 8868423  
 Overall Note: Reversal of JE 23089

Line	JE Date	Reversal Date	Account	Account Description	Ref#/Line#	Debit	Credit	Line Note / Transaction Description
1	11-Oct-2018		1000-301-0000-000-00-52085	SCHOOL PRIOR YEAR EXPENSES			384.50	
10001	11-Oct-2018		1000-000-0000-000-00-39300	Expenditures			384.50	
10002	11-Oct-2018		2690-000-0000-000-00-39300	EXPENDITURE		384.50		Expenditure Control
2	11-Oct-2018		2690-000-2356-424-09-00-82400	SPED CONTRACTED SERVICES - DIST		384.50		Expenditure Control
3	11-Oct-2018		1000-000-0000-000-00-10400	CASH, UNRESTRICTED CHECKING		384.50		
4	11-Oct-2018		2690-000-0000-000-00-10400	CASH, SPED CURRICULUM FRAMEWORKS GRT			384.50	
						1,153.50	1,153.50	

Figure 1 Print/Preview/PDF® version of the Journal History Report highlighting the fields added to the Excel®

GL\_Journal\_History\_ANTHEA[1].xml - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K
	JE#	JE Type	JE Date	Reversal Date	Line	Account Number	Account Description	Ref#/Line#	Debit	Credit	Line Note/Transaction Description
2	22899	Regular	7/1/2018		4	1000-000-0000-000-00-12100	2019 PERSONAL PROPERTY RECEIVABLE		468,477.94		
3	22899	Regular	7/1/2018		1	1000-000-0000-000-00-26100	DEFERRED REVENUE-REAL ESTATE/PP TAXES			468,477.94	
4	22899	Regular	7/1/2018		2	1000-000-0000-000-00-26100	DEFERRED REVENUE-REAL ESTATE/PP TAXES			468,477.94	
5	22899	Regular	7/1/2018		3	1000-000-0000-000-00-12100	2019 PERSONAL PROPERTY RECEIVABLE		468,477.94		
6							Journal Total		936,955.88	936,955.88	
1645							SELECTION LEGEND				
1646							Dated between: 070118 and 063019				
1647							Journal Category:				
1648							All				

Figure 2 Before - The Excel® version of the Journal History Report without the six new fields



Figure 3 Six new columns on the Journal History Report

Excel Column	Column Header	Description of the data																																				
A	JE#	Journal Entry number																																				
B	JE Type	Journal Entry Type (Types are BA, BB, BN, BT, DC, DC, EN, OB and SA: <div><div>Journal Types</div><table><thead><tr><th>Code</th><th>Description</th><th>Status</th><th>Tof</th></tr></thead><tbody><tr><td>BA</td><td>Budget Adjustment</td><td>A</td><td></td></tr><tr><td>BB</td><td>Beginning Balance</td><td>A</td><td></td></tr><tr><td>BN</td><td>Budget Adjustment (Exclude from Base in Budget)</td><td>A</td><td></td></tr><tr><td>BT</td><td>Budget Transfer</td><td>A</td><td></td></tr><tr><td>DC</td><td>Regular</td><td>A</td><td></td></tr><tr><td>EN</td><td>Encumbrance</td><td>A</td><td></td></tr><tr><td>OB</td><td>Original Budget</td><td>A</td><td></td></tr><tr><td>SA</td><td>Supplemental</td><td>A</td><td></td></tr></tbody></table><div><div>OK</div><div>Find</div><div>Search</div><div>Cancel</div><div>Help</div><div>EOF</div></div></div>	Code	Description	Status	Tof	BA	Budget Adjustment	A		BB	Beginning Balance	A		BN	Budget Adjustment (Exclude from Base in Budget)	A		BT	Budget Transfer	A		DC	Regular	A		EN	Encumbrance	A		OB	Original Budget	A		SA	Supplemental	A	
Code	Description	Status	Tof																																			
BA	Budget Adjustment	A																																				
BB	Beginning Balance	A																																				
BN	Budget Adjustment (Exclude from Base in Budget)	A																																				
BT	Budget Transfer	A																																				
DC	Regular	A																																				
EN	Encumbrance	A																																				
OB	Original Budget	A																																				
SA	Supplemental	A																																				
C	Category	Regular, Audit or Recurring are valid categories of Journal Entries																																				
D	GL Post#	The system-assigned general ledger posting number of the journal																																				
E	Post Date	The date the journal entry was posted to the General Ledger																																				
F	JE Date	The date entered by the entry user on the Journal Entry at creation																																				
G	Reversal Date	This date may be blank for journals without a reversal date; this date is entered by the entry user during creation of the Journal Entry																																				
H	Line #	The line number of the journal – line numbers above 10,000 are system-created lines to handle control account and due/to due/from processing when applicable																																				
I	Account Number	The Account number for this line of the journal																																				
J	Account Description	The Account Description as found on the chart of accounts for this account number																																				



Excel Column	Column Header	Description of the data
K	Ref#/Line#	If entered, this will cross reference the journal to another transaction code if the journal is making a correction; helpful if reporting on an account to group transactions that impact a particular entry
L	Debit	The amount debited on the account on this line
M	Credit	The amount credited on the account on this line
N	Line Note / Transaction Description	If the entry user supplied a line note or a transaction description, it will be shown in this column
O	Allocation	An allocation code used to create the journal, if applicable
P	Entry User	The username of the person who originally entered the journal
Q	Overall Note	This is the overall journal note, and will appear once for each journal entry. This is different from the Line Note in column N.

[ADM-AUC-GL-8356]

## 2 QUERIES ► Transaction History [Fix]

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Notes
30-Jun-2018	1	1	1	GL20	8868625	8868625	1663790.82	CR	Close to Fund Balance
30-Jun-2018	1	2	1	GL20	8868625	8868625	1656423.08	DR	Close to Fund Balance
30-Jun-2018	1	1	1	GL20	8868659	8868659	1663790.82	CR	Close to Fund Balance
30-Jun-2018	1	2	1	GL20	8868659	8868659	1656423.08	DR	Close to Fund Balance
30-Jun-2018	1	1	1	GL20	8868766	8868766	1663790.82	CR	Close to Fund Balance
30-Jun-2018	1	2	1	GL20	8868766	8868766	1656423.08	DR	Close to Fund Balance
30-Jun-2018	1	1	1	GL20	8869114	8869114	1663790.82	CR	Close to Fund Balance
30-Jun-2018	1	2	1	GL20	8869114	8869114	1656423.08	DR	Close to Fund Balance
30-Jun-2018	1	1	1	GL20	8869622	8869622	1663790.82	CR	Close to Fund Balance
30-Jun-2018	1	2	1	GL20	8869622	8869622	1656423.08	DR	Close to Fund Balance
30-Jun-2018	1	1	1	GL21	8869628	8869628	-1663790.82	CR	
30-Jun-2018	1	2	310	GL21	8869628	8869628	-1656423.08	DR	
30-Jun-2018	1	1	15	GL21	8869764	8869764	-1663790.82	CR	
30-Jun-2018	1	2	14	GL21	8869764	8869764	-1656423.08	DR	
30-Jun-2018	1	1	9	GL21	8869112	8869112	-1663790.82	CR	
30-Jun-2018	1	2	8	GL21	8869112	8869112	-1656423.08	DR	
30-Jun-2018	1	1	1	GL21	8869610	8869610	-1663790.82	CR	
30-Jun-2018	1	2	2	GL21	8869610	8869610	-1656423.08	DR	
30-Jun-2018	1	1	8	GL21	8869757	8869757	-1663790.82	CR	Reversal of Close to Fund Balance
30-Jun-2018	1	2	9	GL21	8869757	8869757	-1656423.08	DR	Reversal of Close to Fund Balance
01-Jul-2017	1	1	1	GL22	8899532	8899532	.09	BB	Balance Forward
01-Jul-2017	1	1	1	GL22	8860670	8860670	-337573.72	BB	Balance Forward
01-Jul-2017	1	1	1	GL22	8864601	8864601	-337573.72	BB	Balance Forward

ADMINS corrected an issue with the **Reversal of Close to Fund Balance Transactions** not being displayed in the “Display Notes” column.

- 1 Pre-existing transactions **will not** show the description in the Notes field; change the column to **Display-Transaction Description** to view the descriptions.
- 2 From now on, transactions with a **GL21 Transaction Code** will have the “**Reversal of Close to Fund Balance**” note displayed in the “Display Notes” column of the query screen.

[ADM-AUC-GL-8360]



## 2.1 Account Balance Listing Screen ► [Excel] [Fix]

The query screen **[3 Excel]** button generates a quick list of all the transactions on the screen. Prior to the software update, the calculations for the remaining balance were incorrect in the **Excel®** list for some account types. **ADMINS** corrected this; now, the remaining balance will match the screen on the **Excel®** list.

**Account Balance Listing**

Goto...  
Actions

1 Acct Bal Inquiry  
**3 Excel**

Fiscal Year: 2020  
Fund: 0200 WATER-OPERATING  
Department: 000

**Account Type**  
☒ Asset  
☒ Liability  
☒ Fund Equity  
☒ Revenue  
☒ Expenditure

**Sub Type**  
☐ Control  
☒ Posting  
☐ Summary

**\*\* Enter or Right Click on Account for a new Fund/Dept \*\***

Account Number	Description	Opening/Budget*	Debits	Credits	Encumbrance	In-Progress	Remain Balance
0200-000-0000-000-00-12400	TAX LIENS RECEIVABLE						
0200-000-0000-000-00-13100	WATER CHARGES RECEIVABLE	463304,05					463304,05
0200-000-0000-000-00-16010	DUE FROM GENERAL FUND						
0200-000-0000-000-00-16100	DUE FROM SPECIAL REVENUE						
0200-000-0000-000-00-16300	DUE FROM CAPITAL PROJECTS						
0200-000-0000-000-00-16600	DUE FROM PROPRIETARY FUNDS						
0200-000-0000-000-00-16800	DUE FROM PERM, PRIV TR, PENSION, AGENCY						
0200-000-0000-000-00-20100	WARRANTS PAYABLE						
0200-000-0000-000-00-23010	DUE TO GENERAL FUND						
0200-000-0000-000-00-23100	DUE TO SPECIAL REVENUE FUNDS						
Fund/Department Total (one account type)							

Type: Asset Sub-Type: Posting Status: Active Fund Status: Active UP

GL\_Bal\_Listing\_Excel\_THERESA[2].xml - Microsoft Excel

Account Number and Description	Appropriations	Txfrs	Supplem	Encumbrances	Debits	Credits	In-Progress	Account Balance
0200-000-0000-000-00-12400 TAX LIENS RECEIVABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200-000-0000-000-00-13100 WATER CHARGES RECEIVABLE	463,304.05	0.00	0.00	0.00	0.00	0.00	0.00	463,304.05
0200-000-0000-000-00-16010 DUE FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200-000-0000-000-00-16100 DUE FROM SPECIAL REVENUE FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200-000-0000-000-00-16300 DUE FROM CAPITAL PROJECTS FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200-000-0000-000-00-16600 DUE FROM PROPRIETARY FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200-000-0000-000-00-16800 DUE FROM PERM, PRIV TR, PENSION, AGENCY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200-000-0000-000-00-20100 WARRANTS PAYABLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200-000-0000-000-00-23010 DUE TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200-000-0000-000-00-23100 DUE TO SPECIAL REVENUE FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0200-000-0000-000-00-23300 DUE TO CAPITAL PROJECTS FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

[BLG-SUP-SAPLAUC-1229]

## 2.2 General Ledger Transaction Code [Enhancement]

To accommodate a new process, a TT10 Town Possession General Ledger Transaction Code was created:



GL Transaction Codes	
Code	Description
RE01	Real Estate Billing
RE02	R/O/S Billing
RE03	Real Estate Deduction
RE04	Real Estate Demands
RE09	Real Estate Adjustments
TT01	Tax Title
TT04	Additional Fees
TT08	Subsequent Tax Title
TT09	Reversal of Tax Taking
TT11	Deferred Tax
TT12	Tax Title Payments
TT13	Tax Title Adjustments

GL Transaction Codes	
Code	Description
RC02	Revenue Adjustment
RC03	Revenue Abatement
RC04	Revenue Collector Write-Off
RC05	Revenue Transfer
RC06	Revenue Refund
TT01	Tax Title
TT04	Additional Fees
TT08	Subsequent Tax Title
TT09	Reversal of Tax Taking
TT10	Town Possession
TT11	Deferred Tax
TT12	Tax Title Payments
TT13	Tax Title Adjustments
TT14	Deferral Payments
TT15	Deferral Adjustments

Figure 4 Added the GL Transaction code “TT10” for Town Possession of Tax Title Properties

[ADM-AUC-TT-3863]

### 3 REPORTS

ADMINS changed two reports to correctly display data, and adjusted three other reports to correctly calculate the remaining balance for all accounts types.

Report Name	View	Report	Last Run Date	Run Time
1610-Trial Balance	Sample	Run		
1612-Trial Balance w/WIP	Sample	Run		
1613-Expenditure Summary	Sample	Run		
1655-Expenditure Summary w/WIP	Sample	Run	21-Feb-2019	15:00:05,57
1672-Expenditure Summary - only + / - balances	Sample	Run		
1611-Expenditure Summary (w/ Legacy Accounts)	Sample	Run		

#### 3.1 #1610 Trial Balance w/WIP

ADMINS corrected the calculations for the remaining balance that were previously incorrect in the **Excel®** list for some account types.

[BLG-SUP-SAPLAUC-1229]

#### 3.2 #1655 Expenditure Summary w/WIP

ADMINS corrected the calculations for the remaining balance that were previously incorrect in the **Excel®** list for some account types.

[BLG-SUP-SAPLAUC-1229]

#### 3.3 #1672 Expenditure Summary – only + / - balances

ADMINS corrected the calculations for the remaining balance that were previously incorrect in the **Excel®** list for some account types.

[BLG-SUP-SAPLAUC-1229]



## 3.4 Transaction History ► #1630 Transaction Detail with Notes Report [Fix]

The report will now show the description “Reversal of Close to Fund Balance” for GL21 transactions. Reversals

Code	GLPost#	Ref#	Line	GLLn	Total	Approp	Encumbrance	Debit	Credit	Net-Amount	Notes
GL21	8868628	0	1	1	0.00	0.00	0.00	0.00	-1,663,790.82	1,663,790.82	
GL21	8868628	0	2	310	0.00	0.00	0.00	-1,656,423.08	0.00	-1,656,423.08	
GL21	8868764	0	1	15	0.00	0.00	0.00	0.00	-1,663,790.82	1,663,790.82	
GL21	8868764	0	2	14	0.00	0.00	0.00	-1,656,423.08	0.00	-1,656,423.08	
GL21	8869112	0	1	9	0.00	0.00	0.00	0.00	-1,663,790.82	1,663,790.82	
GL21	8869112	0	2	8	0.00	0.00	0.00	-1,656,423.08	0.00	-1,656,423.08	
GL21	8869610	0	1	1	0.00	0.00	0.00	0.00	-1,663,790.82	1,663,790.82	
GL21	8869610	0	2	2	0.00	0.00	0.00	-1,656,423.08	0.00	-1,656,423.08	
GL21	8869757	0	1	8	0.00	0.00	0.00	0.00	-1,663,790.82	1,663,790.82	Reversal of Close to Fund Balance
GL21	8869757	0	2	9	0.00	0.00	0.00	-1,656,423.08	0.00	-1,656,423.08	Reversal of Close to Fund Balance
1000-00-00-35900 UNDESIGNATED					0.00	0.00	0.00	(8,282,115.40)	(8,318,954.10)	36,838.70	

performed prior to the software update will not show the description. In **Figure 5**, the transactions with a blank **Notes** column on lines 3 through 10 were created prior to the fix; the highlighted transactions were created after the fix.

Figure 5 Transaction Detail Report with Notes shows GL21 transaction description “Reversal of Close to Fund Balance”

[ADM-AUC-GL-8360]

## 3.5 Month to Date Reports ► #1646 Monthly Cash Activity [Fix]

The monthly cash activity report was displaying the group total **below** instead of **above** the dashed line, making it appear to be the first record at the top of the next group. **ADMINS** corrected the report and installed it with the June software update. It is mentioned here to document the change.

Account and Description	AP	SR	RE	PP	ME	DP	UB	Other	Total
04-Dec-2018	.00	.00	.00	.00	.00	21,546.50	.00	.00	21,546.50
06-Dec-2018	(589.00)	.00	.00	.00	.00	.00	.00	.00	(589.00)
13-Dec-2018	(139.94)	.00	.00	.00	.00	.00	.00	(1,014.20)	(1,154.14)
20-Dec-2018	(220.00)	.00	.00	.00	.00	5,600.00	.00	.00	5,380.00
27-Dec-2018	(31,189.17)	.00	.00	.00	.00	.00	.00	(1,145.01)	(32,354.18)
*** Total *** December 2018	(32,138.13)	.00	.00	.00	.00	27,146.50	.00	(2,179.21)	(7,170.84)
202-00000-10111 STATE GRANTS - CASH	(32,138.13)	.00	.00	.00	.00	27,146.50	.00	(2,179.21)	(7,170.84)
02-Dec-2018	.00	.00	.00	.00	.00	.00	.00	(415.93)	(415.93)
06-Dec-2018	(864.83)	.00	.00	.00	.00	1,378.00	.00	.00	513.17

Figure 6 Before – the prior group’s total was printing again at the top of the next group

Account and Description	AP	SR	RE	PP	ME	DP	UB	Other	Total
04-Dec-2018	.00	.00	.00	.00	.00	21,546.50	.00	.00	21,546.50
06-Dec-2018	(589.00)	.00	.00	.00	.00	.00	.00	.00	(589.00)
13-Dec-2018	(139.94)	.00	.00	.00	.00	.00	.00	(1,014.20)	(1,154.14)
20-Dec-2018	(220.00)	.00	.00	.00	.00	5,600.00	.00	.00	5,380.00
27-Dec-2018	(31,189.17)	.00	.00	.00	.00	.00	.00	(1,145.01)	(32,354.18)
*** Total *** December 2018	(32,138.13)	.00	.00	.00	.00	27,146.50	.00	(2,179.21)	(7,170.84)
202-00000-10111 STATE GRANTS - CASH	(32,138.13)	.00	.00	.00	.00	27,146.50	.00	(2,179.21)	(7,170.84)
02-Dec-2018	.00	.00	.00	.00	.00	.00	.00	(415.93)	(415.93)

Figure 7 After – the alignment and dashed lines are now positioned properly

[ADM-AUC-GL-8354]





## 4 TABLES ► Adding a New Bank Account [Enhancement]

Some sites have retained their current bank but need to use a new account number. **ADMINIS** advises following this procedure.

### 4.1 Same Bank, New Account #, Create New Bank Code

This will allow for a clear delineation for audit purposes between the two bank accounts. Create a new bank

account code following the instructions in **AP-210 Implementing a New Bank Account**. It will be easier to replicate the data if the new bank account code follows the old bank account code alphabetically, for example, if the current bank code is EAST, the new bank coded could be EASU, ensuring that the

new code will be just after the old. (Bank codes are limited to four alphanumeric characters).

The screenshot shows the 'Maintain Bank Codes' window. On the left, there are buttons: 'Goto...', 'Actions', '1-Add Bank', '2-Edit List', and '3-Bank Search'. The '1-Add Bank' button is highlighted with a green box and an arrow pointing to the 'Add Bank' dialog box. The dialog box has two main fields: 'Bank Code' with the value 'EASU' and 'Bank Name' with the value 'NEW EASTERN BANK CODE'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. In the background, the 'Bank' field is set to 'EAST'.

#### 4.1.1 Copy the Data from the Old to the New

Take a screen shot of the old bank code record to help replicate the entries manually.

The figure shows two side-by-side screenshots of the 'Maintain Bank Codes' window. The left screenshot is labeled 'Old Bank' and the right is labeled 'New Bank'. Both screenshots show the same data fields, including 'Bank Code', 'Bank Name', 'ABA#', 'ABA Numerator', 'ABA Denominator', 'Address 1', 'Address 2', 'Address 3', 'City', 'State', 'Zip Code', 'Direct Deposit Only', 'Cash Book Bank', 'Imprint Account', 'GL Account', 'Bank Account', 'Last Check Used', 'Verification Report', 'AP Recon Report', 'Check Form', 'Contact Name', 'E-mail Address', and 'Website Address'. The 'Bank Code' field is highlighted in green in the 'New Bank' screenshot.

Figure 8 Old bank code and new bank code

Save time by using **{CTRL|C}** on each field to copy the data from the old bank code to the new bank code. ***This timesaver will only work if the new code is the next record.*** **{CTRL|C}** copies whatever is in the same field on the prior record into the current record.



**Be sure to edit the field labeled Bank Account # to use the new account number.**





## 4.1.2 Populate the Reconciliation Layout Table

There is a **[5 Copy]** button on the **Bank Reconciliation Setup** screen to allow copying the setup from an old account to a new account.

Start on the old bank code screen and select **[5 Copy]**. Select the new bank and click on **[OK]**.

If the **Bank Account** number on this screen is entered as a literal, first note the characteristics (start, end, zero fill, and justification), and then **remove the literal** entry.

Replace it with field **#34 Bank Account** (for Accounts Payable banks) available from the lookup by using **[3 Add Item]** to add a field. Use the same values for start, end, zero fill, and justification. (For **Human Resources** banks, the field # for bank account is **#75**.)

## 4.1.3 Ask ADMINs to Set the Beginning Check Number & Refresh Training

The check number can only be set by **ADMINs** staff. When setup is complete, notify **ADMINs** and ask that **LIVE** be copied to training so that the reconciliation file may be tested with the bank using the new account number.

## 4.1.4 When New Bank is LIVE

When the new bank code is ready for use, inactivate the old code following the steps in **AP-210 Implementing a New Bank Account**.

[ADM-AUC-DOC-169]

## 5 YEAR END PROCESSING [Enhancement]

**ADMINs** added a site code to the subject line of the email that is sent when the job is run. This will allow **ADMINs** staff to readily identify the site running the job if the **GLYEAREND** email distribution list includes [support@admins.com](mailto:support@admins.com) in addition to any local Email addresses.



ADMINIS updated the **GL-722 Create New Year Overnight in Batch** document to highlight the pre-requisites to successfully complete the process. Select **Ledgers ► Help Reference Library ► GL-722 Create New Year Overnight in Batch** to read this document.



Before submitting the job, check on the following pre-requisites:

1. The GLYEAREND email distribution list is populated with the required usernames.
2. The email address exists in the user profile screen.

[ADM-AUC-GL-8357]

[ADM-AUC-DOC-168]

## 5.1 Roll Balance Forward Screen

ADMINIS added four buttons to the screen to make it easier to process rolling funds forward. To access the screen, select **Ledgers ► Year End Processing ► Roll Ledger Balances Forward**. A screen first allows three selections to be made: a “From” Fiscal Year, choosing to operate on either **Open**, **Closed**, or **Both Open and Closed Funds**, and a default action to take for the Funds. All Active, non-summary type funds will be brought into the screen.

On the **Process Roll Balance Forward** screen, the buttons at the bottom of the screen and under the actions tab allow the user to select and deselect funds to roll forward. Included are buttons that allow toggling the selection of funds previously rolled forward.

Once the selections are made, individual

fund radio buttons may be selected to **Roll Forward** or **Not Process** by selecting each fund's radio button.

If the default was selected to “**Do Not Process**”, all the funds would be marked as such; to select other options, use the new buttons. There are now five buttons on the screen. These same selections are also found under the **[Actions]** button.

The **[1 Process Roll Forward]** button will run the process, taking into account any selections that have been made.

The **[2 Edit List]** button will run an edit list of the funds to be rolled; if no funds are selected, the edit list will not be produced and a message will be displayed indicating “No Records Selected”.



**[3 Select All to Roll Forward]** will set the radio button to roll all funds forward, regardless of any prior roll forward (funds with a prior roll forward will “unroll” and then roll the funds) .

**[4 Select All to Do Not Process]** will set the radio button to “**Do Not Process**” for all funds, regardless of any prior roll forward.

**[5 Select Prior Roll Forward to Roll Forward]** will set all the funds with a prior roll to roll again (which will “unroll” and then roll the funds).

## 5.2 Fiscal Year End Payroll Posting GL Batches [Fix]

ADMINS corrected an error with split payroll batches. Instead of two batches, three were created. This was corrected and patched in July of 2019 and is noted here to record the change. The batch numbers for the labor distribution of a split payroll over two fiscal years will be:

- **warrant1** for new fiscal year – as shown in Figure 9, **#9031981** for FY2020
- **warrant** for old fiscal year –as shown in Figure 9, **#903198** for FY2019

Year	GL Batch	Original Bal	Debits	Credits	Adjustments	Encumbrance	Entered By	Type	Details	Locked By
2020	9031981		278468.45	213090.43		-369.24		Payroll Posting	Lines	
2019	903198		87381.58	43813.87		-246.16		Payroll Posting	Lines	

Figure 9 Two Payroll Posting batches



The two batches will be created for any payrolls with split labor or benefit distribution, as well as any payrolls with a *check date in the new fiscal year and days or time worked in the old fiscal year.*

[ADM-AUC-HR-10117]

## 6 INTERFACES/IMPORTS ► Acquire UMS/CUSI Accounting Transactions

ADMINS provides an interface to acquire utility bill (sewer, trash, water, etc.), transactions from the UMS/CUSI product. The number of report versions was increased from 30 to 99 to allow multiple uploads per day and maintain a month of historical data. This includes the **Load Detail**, **Load Detail by Category**, **Load Summary** and **Load Posting** reports. Up to 99 versions **per username** of each report is retained and available using **Reports ► Retrieve Output Files** from the menu.



[ADM-AUC-GL-8359]



## 7 COPY ACCOUNT SECURITY [Enhancement]

ADMINS continues to enhance the **copy user security** process. The commands require a “FROM” and “TO” user to clarify the intent. In addition, once the copy command has finished, the “TO” user’s security will be **automatically rebuilt** for a single year. Only active usernames are eligible to be the “FROM” or “TO” user – inactive users are neither found in the lookups, nor entered directly. If the security must be copied from an inactive user, activate the user prior to the copy. There are now two options when copying account security:

1. Copy (add-on) User Security
2. Copy (replace) User Security



Which one should be used? If **additional** access is required for the “TO” user, then use the Copy (add on). If trying to restrict or reduce the current access for the “TO” user, use the Copy (replace), selecting a “FROM” user with a more suitable set of account access.

### 7.1 Prerequisites for the Users

The screenshot shows the 'General' tab of the User Profile Screen. The 'Account Security' radio button is selected (Yes). The 'Allow access to GL Accounts' checkbox is also checked. The 'Status' is 'Active'.

Figure 10 The [1 General] Tab Account Security radio button must be set to ☉ Yes for both FROM & TO Users

Select the **User Profile ▶ Account Security** to access the [Go to Main Security] button.

The screenshot shows the 'Account Security' tab of the User Profile Screen. The 'Access to ALL Accounts' radio button is selected (No). The 'Go to Main Security' button is highlighted. The 'Status' is 'Active'.

Figure 11 the [2 Account Security] Tab “Access to All Accounts” radio button must be set to ☉ No for both FROM & TO user

Click on the [Actions] button to reveal the menu of options.

Since this process is not intended for users with override access to all accounts, both the **FROM** and **TO** user need to be set to ☉ No for **Access to All Accounts**.

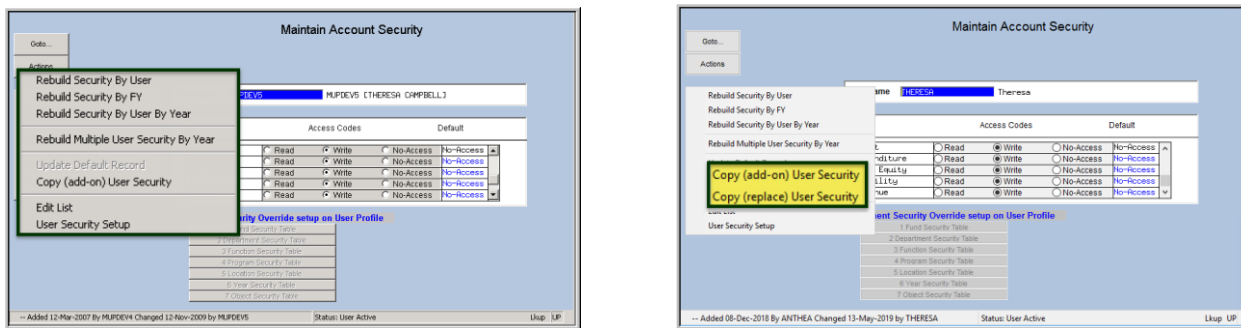
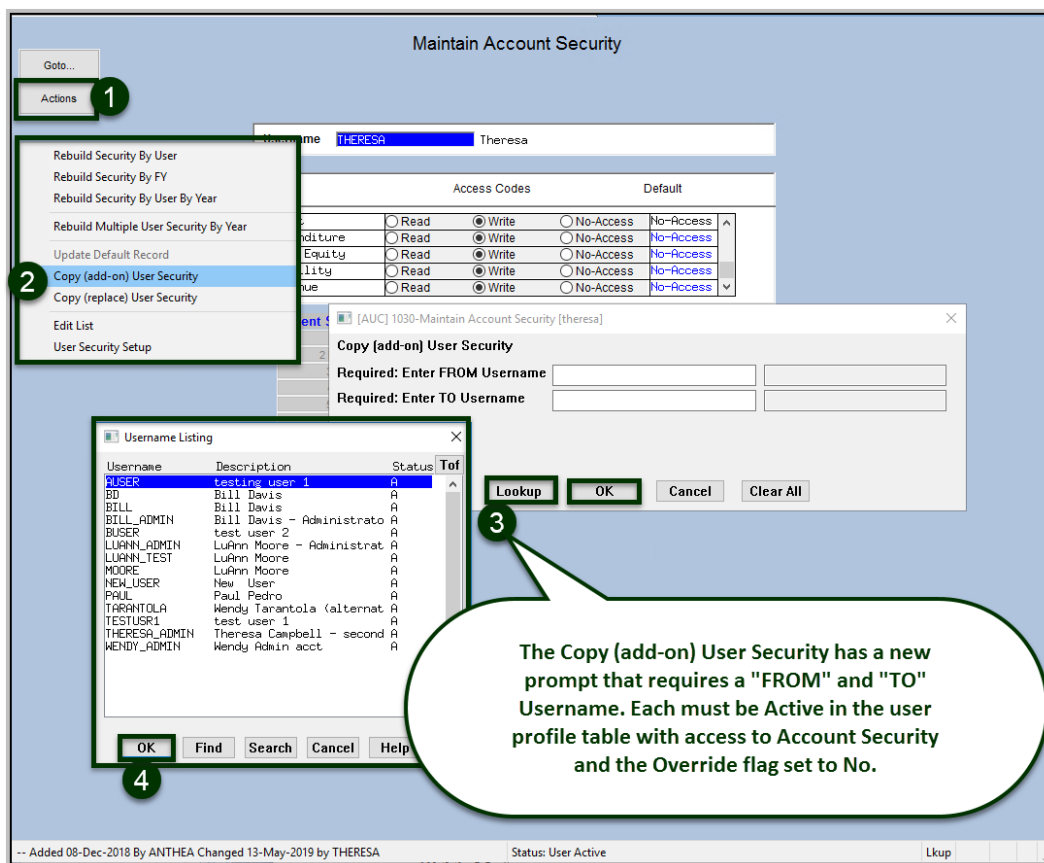


Figure 12 Before & After – Maintain Account Security screen has an additional selection under the [Actions] button

Prior to running the command, run the **User Security Setup** report, for both the **“FROM”** and the **“TO”** user, to allow comparing the security and verify the results.

## 7.2 Copy (add-on) User Security

This process will add the current account security **FROM** one user **TO** another. The new prompt requires a **“FROM”** and **“TO”** username.



Enter **FROM** username by either using the **Lookup** or entering username directly in the field. This is the person you want the account security info copied **FROM**.

Enter **To** Username by using **Lookup** or directly entering the name of the username for account security to be copied **To**.

Figure 13 The new prompt for the Copy (add on) User Security process



## 7.2.1 System Error Messages

If the usernames do not meet the stated criteria, that is, **Active users**, with **Access to GL Accounts**, but **without the Account Security Override**, then the process will pop up error messages. The invalid entry will be cleared from the field so that a different selection may be made.

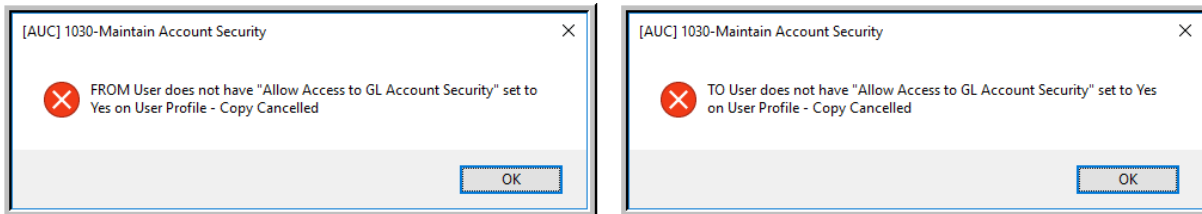


Figure 14 The Allow Access to GL Account Security error message refers to the [1 General] tab shown in Figure 10

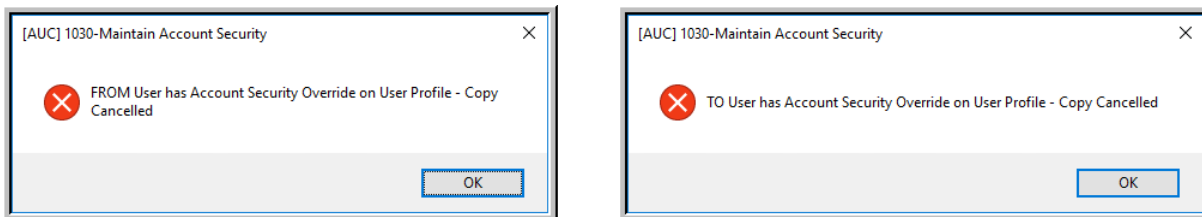
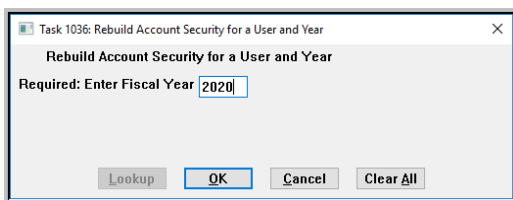


Figure 15 Account Security *Override* error message refers to the [2 Account Security] Tab shown in Figure 11



If both usernames meet all the requirements, the copy will proceed. On completion, the system will display the prompt shown in **Figure 16** for the fiscal year to be rebuilt for the **“TO”** user. This ensures that the changes will be effective immediately on completion of the command.

Figure 16 Rebuild Account Security for a User and Year runs automatically when the copy finishes

## 7.2.2 Checking Results

Running the **Actions ► User Security Setup Report** before and after the copy shows the results.

1745-FMREP:GLACTSECRPTSETUP.REP Printed 09-Sep-2019 at 10:03:10 Town of Admins User Account Security Setup Report			1745-FMREP:GLACTSECRPTSETUP.REP Printed 09-Sep-2019 at 10:06:09 Town of Admins User Account Security Setup Report		
Element	Description	Access Type	Element	Description	Access Type
User: TESTUSR1 test user 1			User: TESTUSR1 test user 1		
Dept: UNCLASSIFIED			Dept: UNCLASSIFIED		
Before the Copy			After the Copy		
Fund			Fund		
0000		No Access	0000		No Access
0100	TRASH-OPERATING	Write	0100	TRASH-OPERATING	Write
0200	WATER-OPERATING	Write	0200	WATER-OPERATING	Write
0300	SEWER-OPERATING FUND	Write	0300	SEWER-OPERATING FUND	Write
1000	GENERAL FUND	No Access	1000	GENERAL FUND	Write
2000	SPECIAL REVENUE	No Access	2000	SPECIAL REVENUE	Write
2009	2009 SCHOOL GRANTS	No Access	2009	2009 SCHOOL GRANTS	Write
2010	SCHOOL GRANTS	No Access	2010	SCHOOL GRANTS	Write
2020	SCHOOL LUNCH PROGRAM	No Access	2020	SCHOOL LUNCH PROGRAM	Write
2030	SCHOOL SECURITY 2013 GRANT	No Access	2030	SCHOOL SECURITY 2013 GRANT	Write
2040	SCHOOL CHOICE, REC TUITION	No Access	2040	SCHOOL CHOICE, REC TUITION	Write
2050	CPC (E.C.CH188)	No Access	2050	CPC (E.C.CH188)	Write
2060	SPED EARLY CHILD GRANT	No Access	2060	SPED EARLY CHILD GRANT	Write
2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	No Access	2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	Write
2080	SPED EC PROGRAM IMPROVEMENT	No Access	2080	SPED EC PROGRAM IMPROVEMENT	Write
2090	CIRCUIT BREAKER FUND	No Access	2090	CIRCUIT BREAKER FUND	Write
2100	SPED 94-142 ALLOC	No Access	2100	SPED 94-142 ALLOC	Write
2110	E C TRAINING: CURR & IEP STUDY	No Access	2110	E C TRAINING: CURR & IEP STUDY	Write
2120	SCHOOL SPECIAL ASSISTANCE	No Access	2120	SCHOOL SPECIAL ASSISTANCE	Write
2130	CPC ACCREDITATION GRANT	No Access	2130	CPC ACCREDITATION GRANT	Write
2140	CPC LOCAL PLANNING & COORD GRT	No Access	2140	CPC LOCAL PLANNING & COORD GRT	Write
2150	LEVEL 3 DSAC TARGETED ASSISTANCE	No Access	2150	LEVEL 3 DSAC TARGETED ASSISTANCE	Write
			2160	MA H S GRADUATION INITIATIVE	Write

Figure 17 After the Copy (add-on) process is run, the TESTUSR1 has access to the additional funds



## 7.3 Copy (replace) User Security

This process will copy the account security **FROM** one user **TO** another. The prompt requires a **FROM** and **TO** username. As shown in **Figure 18**, the account security for **NEW\_USER** will **completely replace** the account security of **TESTUSR1**; any existing security access for will be deleted from the file, and be replaced by the copied security access. For each required field, click on **[Lookup]** (or enter the Username directly, if known)

1. Select the Username to be copied **"FROM"**
2. Select the **"TO"** Username

[AUC] 1030-Maintain Account Security [theresa]

Copy (replace) User Security

Required: Enter FROM Username  test user 1

Required: Enter TO Username  New User

Figure 18 The Copy (replace) User Security

### 7.3.1 System Messages

If the usernames do not meet the stated criteria, that is, Active users, with Access to GL Accounts, but without the Account Security Override, then the process will pop up error messages. The invalid entry will be cleared from the field so that a different selection may be made. Error messages are shown in **Figure 14** and **Figure 15**.

Task 1036: Rebuild Account Security for a User and Year

Rebuild Account Security for a User and Year

Required: Enter Fiscal Year

If both usernames meet all the requirements, the copy will proceed. On completion, the system will display the prompt shown in **Figure 19** for the fiscal year to be rebuilt for the **"TO"** user so that the changes will be **effective immediately on completion of the command**.

Figure 19 Rebuild Account Security for a User and Year runs automatically when the copy finishes

### 7.3.2 Checking Results

In the example shown in **Figure 20**, **NEW\_USER** had too much access, so a **Copy (replace)** was done. The result is that the **Write** access for the highlighted funds was replaced with **Read** access.





1745-FMREP:GLACTSECURITYSETUP.REP Printed 09-Sep-2019 at 09:56:41 by THERESA Page 1				1745-FMREP:GLACTSECURITYSETUP.REP Printed 09-Sep-2019 at 11:03:55 by THERESA Page 1			
Town of Admins User Account Security Setup Report				Town of Admins User Account Security Setup Report			
-----				-----			
Element	Description	Access Type		Element	Description	Access Type	
-----				-----			
User: NEW USER	New User			User: NEW USER	New User		
Dept: ARTS				Dept: ARTS			
-----				-----			
Fund				Fund			
0000		No Access		0000		No Access	
0100	TRASH-OPERATING	Write		0100	TRASH-OPERATING	Read	
0200	WATER-OPERATING	Write		0200	WATER-OPERATING	Read	
0300	SEWER-OPERATING FUND	Write		0300	SEWER-OPERATING FUND	Read	
1000	GENERAL FUND	Write		1000	GENERAL FUND	Read	
2000	SPECIAL REVENUE	Write		2000	SPECIAL REVENUE	Read	
2009	2009 SCHOOL GRANTS	Write		2009	2009 SCHOOL GRANTS	Read	
2010	SCHOOL GRANTS	Write		2010	SCHOOL GRANTS	Read	
2020	SCHOOL LUNCH PROGRAM	Write		2020	SCHOOL LUNCH PROGRAM	Read	
2030	SCHOOL SECURITY 2013 GRANT	Write		2030	SCHOOL SECURITY 2013 GRANT	Read	
2040	SCHOOL CHOICE, REC TUITION	Write		2040	SCHOOL CHOICE, REC TUITION	Read	
2050	CPC (E.C.CH188)	Write		2050	CPC (E.C.CH188)	Read	
2060	SPED EARLY CHILD GRANT	Write		2060	SPED EARLY CHILD GRANT	Read	
2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	Write		2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	Read	
2080	SPED EC PROGRAM IMPROVEMENT	Write		2080	SPED EC PROGRAM IMPROVEMENT	Read	
2090	CIRCUIT BREAKER FUND	Write		2090	CIRCUIT BREAKER FUND	Read	
2100	SPED 94-142 ALLOC	Write		2100	SPED 94-142 ALLOC	Read	
2110	E C TRAINING: CURR & IEP STUDY	Write		2110	E C TRAINING: CURR & IEP STUDY	Read	
2120	SCHOOL SPECIAL ASSISTANCE	Write		2120	SCHOOL SPECIAL ASSISTANCE	Read	
2130	CPC ACCREDITATION GRANT	Write		2130	CPC ACCREDITATION GRANT	Read	
2140	CPC LOCAL PLANNING & COORD GRT	Write		2140	CPC LOCAL PLANNING & COORD GRT	Read	
2150	LEVEL 3 ISAC TARGETED ASSISTANCE	Write		2150	LEVEL 3 ISAC TARGETED ASSISTANCE	Read	
2160	MA H S GRADUATION INITIATIVE	Write		2160	MA H S GRADUATION INITIATIVE	Read	
2170	ARRA-SPEF FISCAL 2009	Write		2170	ARRA-SPEF FISCAL 2009	Read	
2180	ARRA-IDEA STIMULUS PROGRAM	Write		2180	ARRA-IDEA STIMULUS PROGRAM	Read	
2190	SPED ALLOC GRANT	Write		2190	SPED ALLOC GRANT	Read	
2200	SPED 94-142 TRANSITION	Write		2200	SPED 94-142 TRANSITION	Read	
2210	ISAC SUPPORT/ONDER PERFORM DIST	Write		2210	ISAC SUPPORT/ONDER PERFORM DIST	Read	
2220	ARRA-SPEF FISCAL 2010	Write		2220	ARRA-SPEF FISCAL 2010	Read	
2230	ARRA-IDEA EARLY CHILD SPED	Write		2230	ARRA-IDEA EARLY CHILD SPED	Read	
2240	ARRA-SPEF FISCAL 2011	Write		2240	ARRA-SPEF FISCAL 2011	Write	
2250	DRUG FREE SCHOOLS	Write		2250	DRUG FREE SCHOOLS	Write	
2260	EDUCATION JOBS FUND	Write		2260	EDUCATION JOBS FUND	Write	
2270	PARTNERSHIP FOR A SKILLED WORKFORCE, IN	Write		2270	PARTNERSHIP FOR A SKILLED WORKFORCE, IN	Write	

Figure 20 After the Copy (add-on) process is run, the TESTUSR1 has access to the additional funds

Running the **Actions** ► **User Security Setup Report** before and after the copy shows the results.

[ADM-AUC-GL-8348]

## 8 HELP REFERENCE LIBRARY

The following new or updated documents were added to the Help Reference Library.

### 8.1 New or Updated Documentation

- |                        |   |           |
|------------------------|---|-----------|
| • ACCOUNT MAINTENANCE  | GL-205 Copy User Account Security         | [New]     |
|                        | GL-260 Implementing a New Bank Account    | [Updated] |
| • YEAR END PROCESSING  | GL-722 Create New Year Overnight in Batch | [Updated] |
| • OTHER                | GL-1215 Training Mode                     | [New]     |
| • SYSTEM (all modules) | GL-1310 System Administration Kit         | [Updated] |