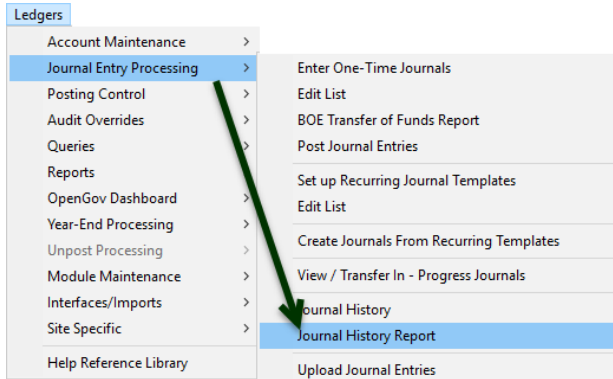# GENERAL LEDGER

RELEASE NOTES–SEPTEMBER 2019

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

CONTENTS

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**.

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

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:
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

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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]

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

❶ Pre-existing transactions **will not** show the description in the Notes field; change the column **to Display– Transaction Description** to view the descriptions.

❷ 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.

[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:

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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.

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 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.

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

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. **ADMINS** 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).

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.

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 in addition to any local Email addresses.

ADMINS 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

ADMINS 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

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

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.

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

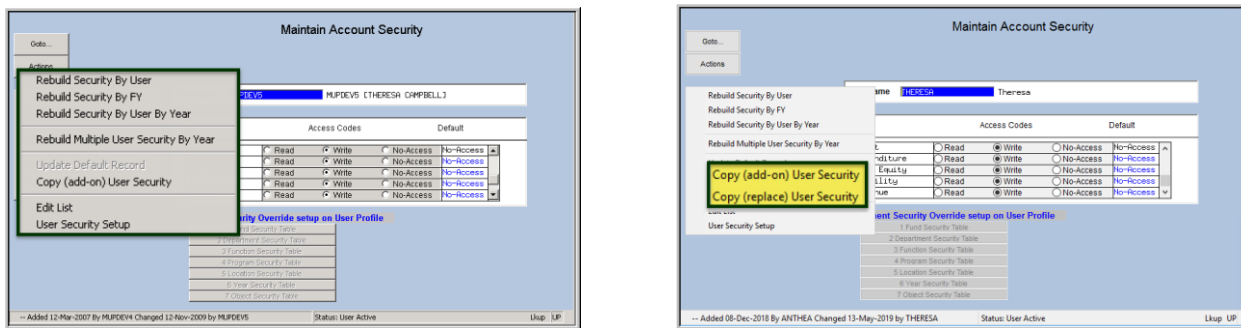Click on the **[Actions]** button to reveal the menu of options.

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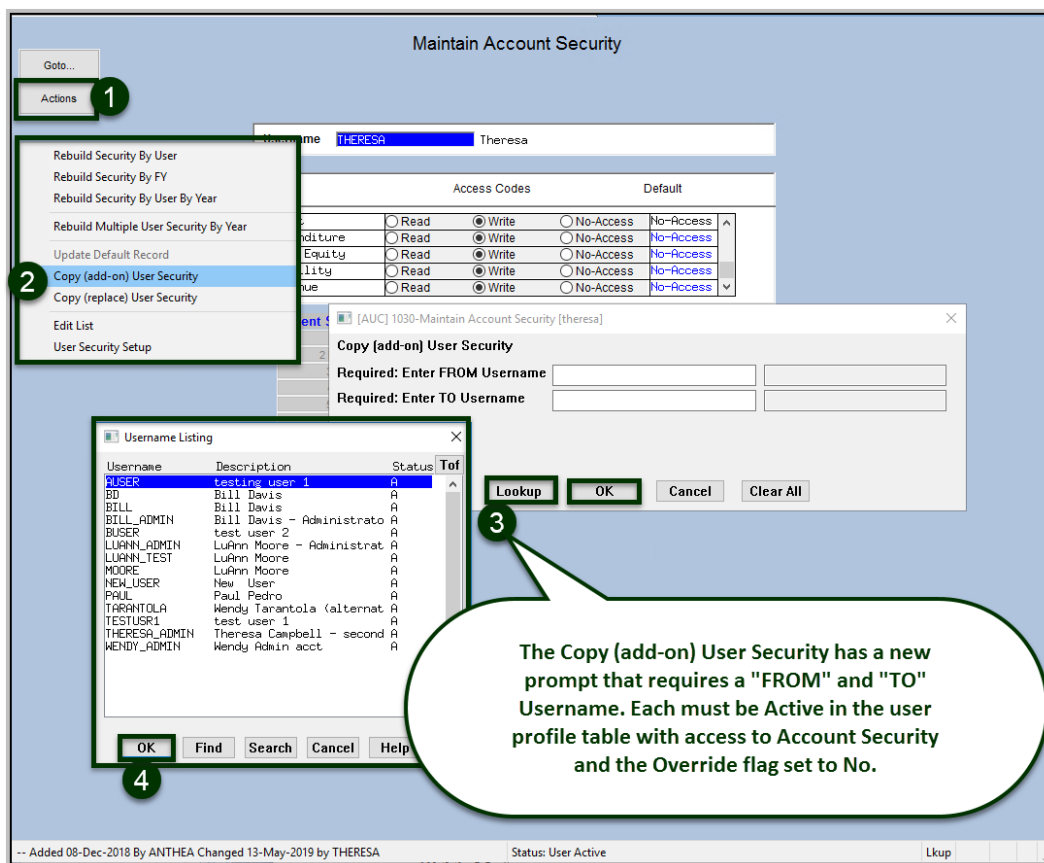
Enter **FROM** username by either using the **Lookup** or entering username directly in the field. This is the person you want the account security info copied **FROM**.

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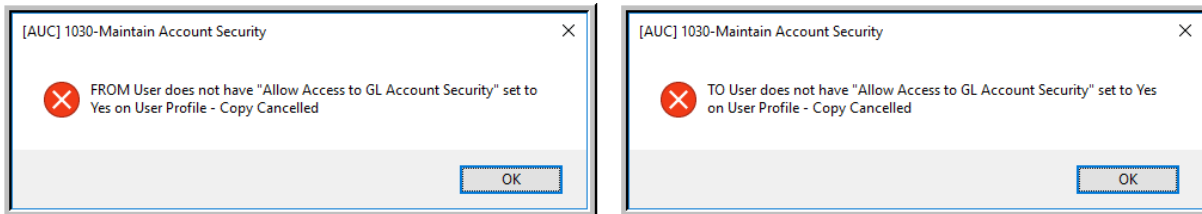

Figure 14 The Allow Access to GL Account Security error message refers to the [1 General] tab shown in Figure 10
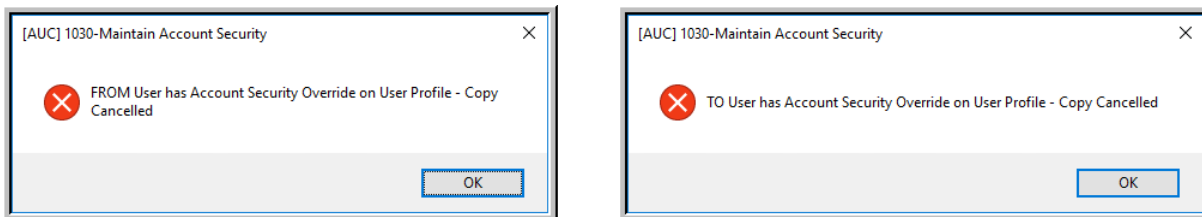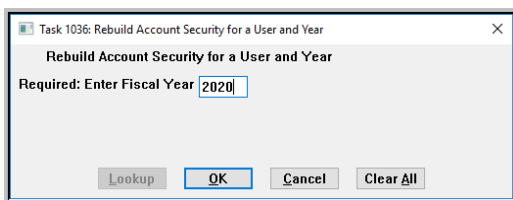

Figure 15 Account Security *Override* error message refers to the [2 Account Security] Tab shown in Figure 11

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.

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

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**.

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.

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]