



GENERAL LEDGER

RELEASE NOTES–SEPTEMBER 2020

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

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1 QUERIES [Fix]

The **[Display]** option of the Transaction History screen allows toggling to view a variety of information about the selected transaction record. Prior to the software update, if changing the **[Display]** option, the screen would move to the transaction with the most recent date for this set of transactions. **ADMINs** corrected the issue and the selected record will remain in focus as the display column is changed. To view the screen, select:

Ledgers ▶ Queries ▶ Transaction History

The selected record will now remain in focus when changing the display column

- Display - Audit Number
- Display - Entry Name
- Display - Notes
- Display - Position Number
- Display - Post Date
- Display - Transaction Desc
- Display - Warrant#, Check#
- Display - Posting Control Number
- Display - Department Group
- Display - Purchase Order#
- Display - Invoice Information
- Display - Commodity Item Desc
- Display - Additional Ref# Info
- Display - TR#
- Display - Vendor

The same change was made for the **Transaction Detail History** screen; select:

Ledgers ▶ Queries ▶ Transaction History

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Department Group
15-Jul-2020	1002300	2551	1	RC01	892	8870081	149.85	CR	
15-Jul-2020	1005000	2561	1	RC01	892	8870081	61.19	CR	
15-Jul-2020	1006500	2571	1	RC01	892	8870081	9000.00	CR	
15-Jul-2020	1006800	2581	1	RC01	892	8870081	60180.22	CR	

[ADM-AUC-GL-8400]



2 REPORTS [ENHANCEMENT]

Report Name
1610-Trial Balance
1612-Trial Balance w/WIP
1613-Expenditure Summary
1655-Expenditure Summary w/WIP
1672-Expenditure Summary - only + / - balances
1611-Expenditure Summary (w/ Legacy Accounts)
1614-Projected Expenditure Summary
1620-Encumbrance Summary
1621-Revenue and Expenditure Summary
1291-Revenue and Expenditure Summary w/WIP
1624-Revenue Summary
1673-Revenue Summary w/WIP
1627-Budget Summary (w/ activity only)
1628-Budget Summary (w/ and w/o activity)
1622-Cash Activity w/ Running Balance

ADMINIS changed three “Summary-with-Work-in-Progress” reports to suppress **Accounts** marked as **Inactive** in the chart of accounts with no activity. No activity means no transactions; if there are transactions that net to zero, the transactions will be included as this constitutes activity.

- #1655 - Expenditure Summary w/WIP
- #1291 – Revenue and Expenditure Summary w/WIP
- #1673 - Revenue Summary w/WIP

[ADM-AUC-GL-8392]

2.1 Report Selector Screen Calendar Lookup [Fix]

1641 Monthly Expenditure Summary

Report Title: Monthly Expenditure Summary

FY: 2021 To: 2021 Start Date: 01-Jul-2020 End Date: 17-Aug-2020

1 Selection Criteria

Element	From	To	Categ 1	Categ 2	Categ 3	Categ 4
Fund	0000	0000				
Department	00000	00000				
Object Element	00000	00000				
Cost Center	0000	0000				
Project	00000	00000				
Year	0000	0000				
Grade	000	000				

2 Totals By

3 Run Report

4 Clear All

Select only accounts w/

Check Error: E1800-Account Types cannot be changed

1641 Monthly Expenditure Summary

Report Title: Monthly Expenditure Summary

FY: 2021 To: 2021 Start Date: 01-Jul-2020 End Date: 14-Aug-2020

1 Selection Criteria

Element	From	To	Group	Type
Fund	0000	00000		
Department	000	000		
Function	0000	00000		
Program	000	000		
Location	00	00		
Year	00	00		
Object Element	00000	00000		

3 Run Report

4 Clear All



ADMINIS fixed an issue that occurs when a lookup calendar is used for the end date on report screens that have a “Start” and “End” date criteria.

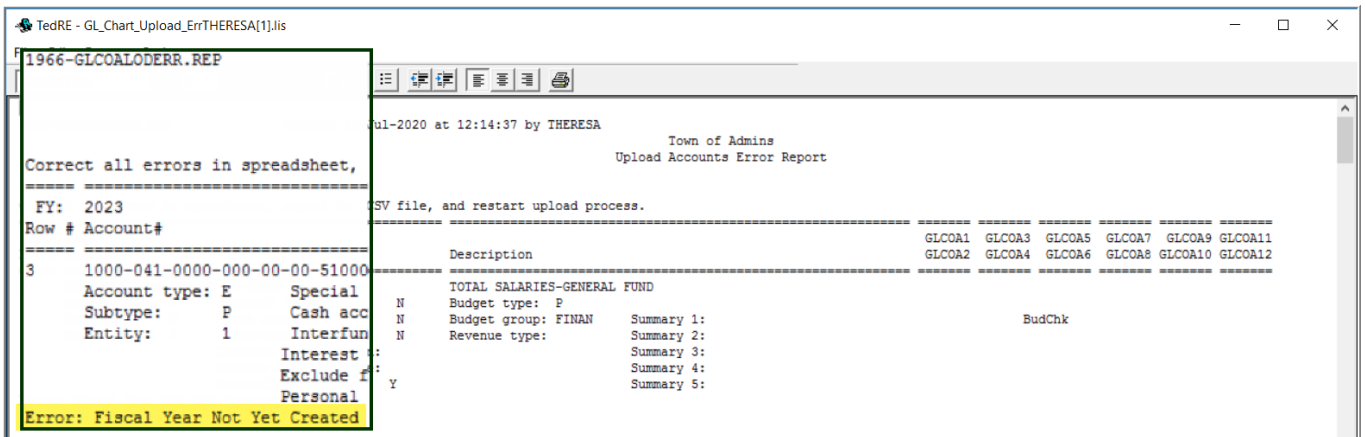
[ADM-AUC-GL-8393]



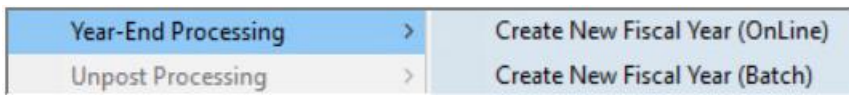
3 UPLOAD ACCOUNTS [Enhancement]

Ledgers ▶ Interfaces / Imports ▶ Upload Accounts into Chart

ADMINS added an error check to the process. If uploading accounts, the fiscal year must already have been created. If it has not, the upload will stop, and an error message will be shown on the **Upload Accounts Error Report**.



Use the **Year End Processing ▶ Create New Fiscal Year** process (either On-line or Batch) to create the new year first.



Sites wanting to redefine the entire account structure should contact support@admins.com.

[ADM-AUC-GL-8391]

3.1 Summary Accounts can be Associated during Upload [Enhancement]

Ledgers ▶ Interfaces/Imports ▶ Upload Accounts into Chart

ADMINS added the ability to associate accounts with summary accounts (when applicable) in the upload Chart of Accounts process. Learn about uploading accounts by reading the help document.

Help Reference Library ▶ ACCOUNT MAINTENANCE ▶ GL-140 Upload Chart of Accounts/Copy Accounts Changing.

[ADM-AUC-GL-8361]

3.2 Added Error Checking on all Account Elements [Enhancement]

ADMINS added error checking to the upload process to verify that all elements of the accounts being uploaded are valid.

[ADM-AUC-GL-8401]



4 QUICK REPORT SELECTOR [ENHANCEMENT]

The **Quick Report/Task Selector** button is in the toolbar on all **AUC** screens. This feature allows a user to run any report in **AUC** quickly from any module instead of going to the report library for each module. Read **SY-117 Quick Report Selector** in the Help Reference Library for details on how to use this feature.



[ADM-AUC-DOC-183]

5 CHANGE / SET AUC PASSWORDS [ENHANCEMENT]

ADMINS added a **[Reset Password]** button on the login screen that allows users to reset their own **AUC** passwords. The feature requires an email address on the user profile for the user account.

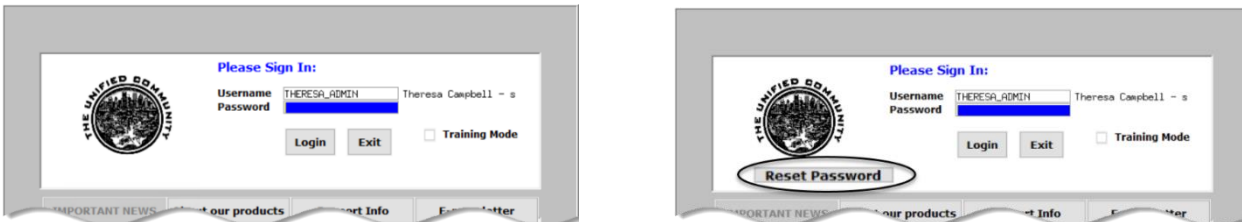
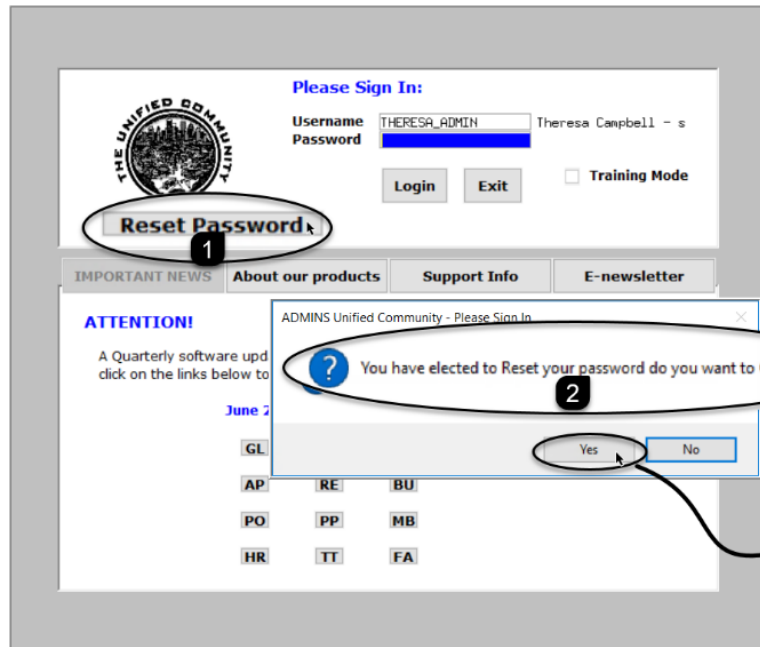


Figure 1 Before and After – the new Reset Password button on the login screen



Use this feature if the password is forgotten.

1. Click the **Reset Password** button to initiate setting a new password.
2. Click **[Yes]** to the “You have elected to Reset your password do you want to Continue?” prompt.
3. Click **[OK]** to the popup showing where the email has been sent.

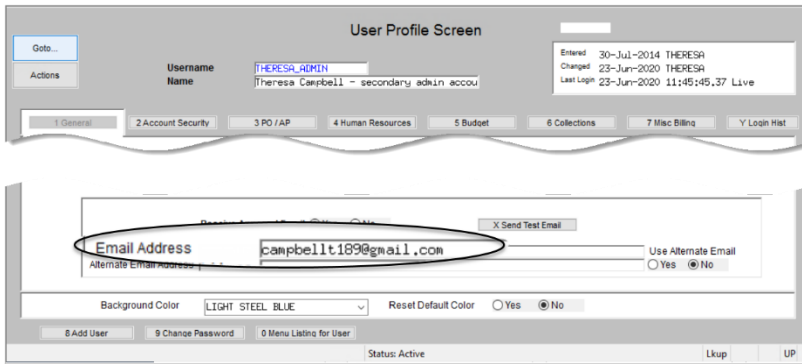


Figure 2 Set up email addresses for AUC users

The email will be sent to the email address on the contact tab of the user profile table. The prompt will show which email address will be used. Check the email account for the new password for **AUC**.

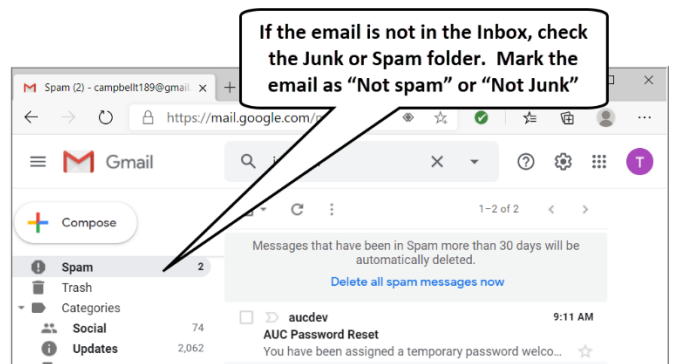
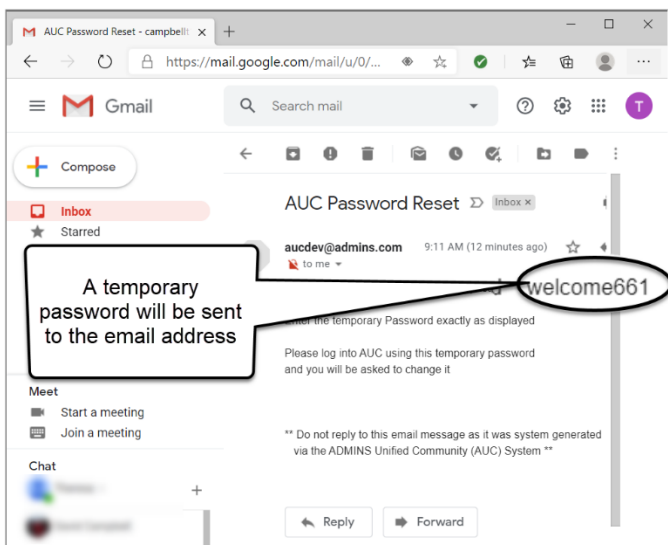


Figure 3 Sample email sent with temporary password

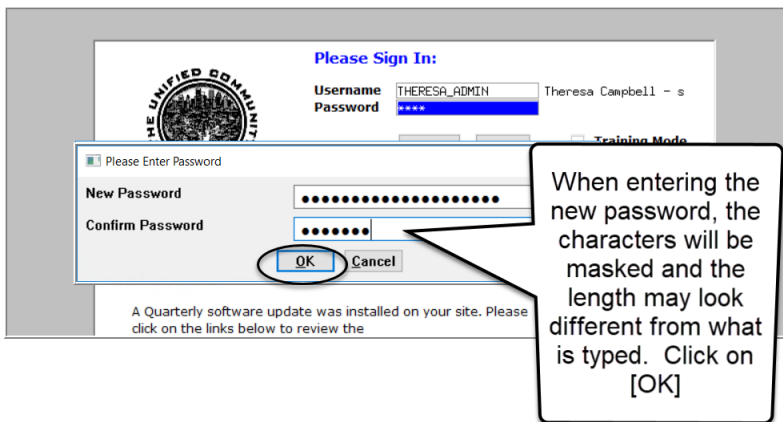
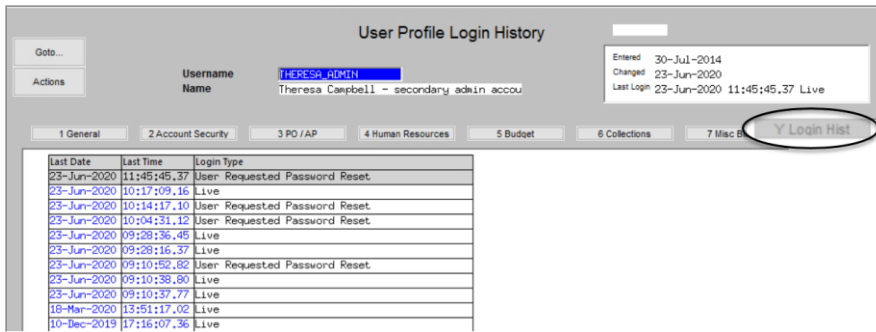


Figure 4 Entering a new password

If the email is not found in the inbox, check the spam or junk folder. Use the password in the email exactly as shown (case sensitive). The system will immediately prompt for a new password.

Type a new password and confirm the new password.

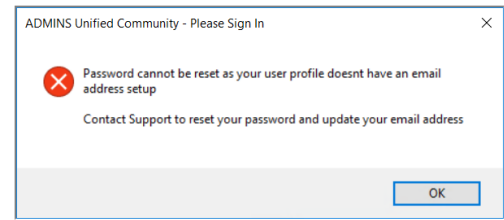


The super-user on the site may view the **User Profile** ► [Y Login History] tab to see logon and password reset activity.

Figure 5 Login History Screen for super-users

If the user profile does not have an email set up, the system will display this message. Contact the super user on your site or **ADMINS** to add an email address to the user profile.

If no email should be associated with the username, contact support@admins.com to reset the password.



[ADM-AUC-SY-8130]

5.1 New Message on Password Errors [Enhancement]

ADMINS changed the invalid password message to reflect the availability of the Reset Password button and to let users know that they may try again after five minutes.

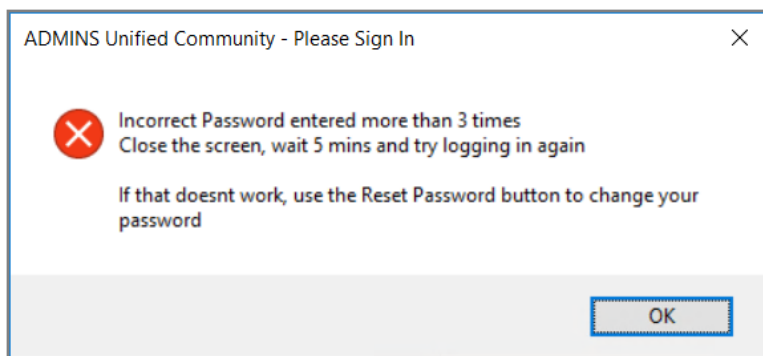


Figure 6 New Incorrect Password message

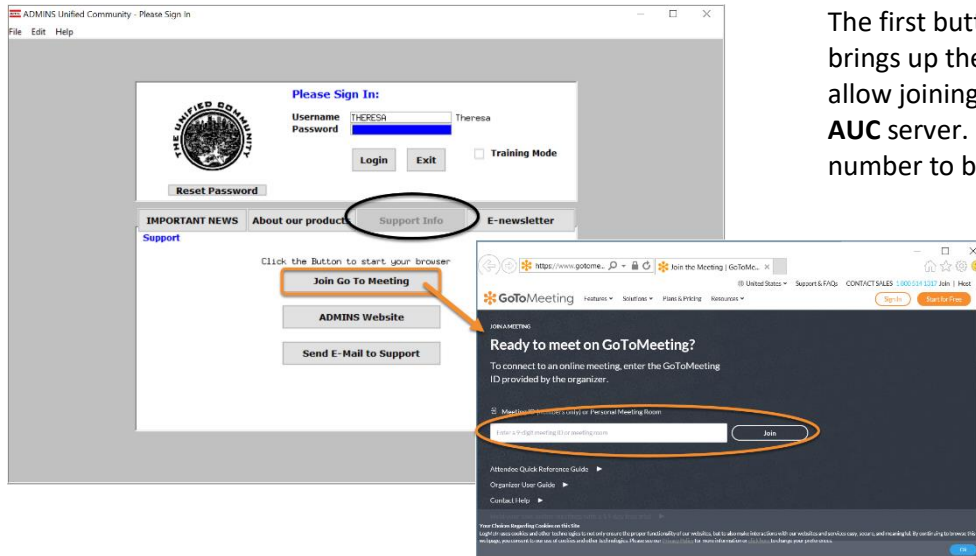
[ADM-AUC-SY-8159]

6 LOGIN SCREEN SUPPORT INFO TAB [ENHANCEMENT]

Many users only use this screen to log in – but there are other features available. Click on the [Support Info] tab. There are 3 buttons on this screen to easily join a **Go To Meeting**, access the **ADMINS** website or email **ADMINS** support.

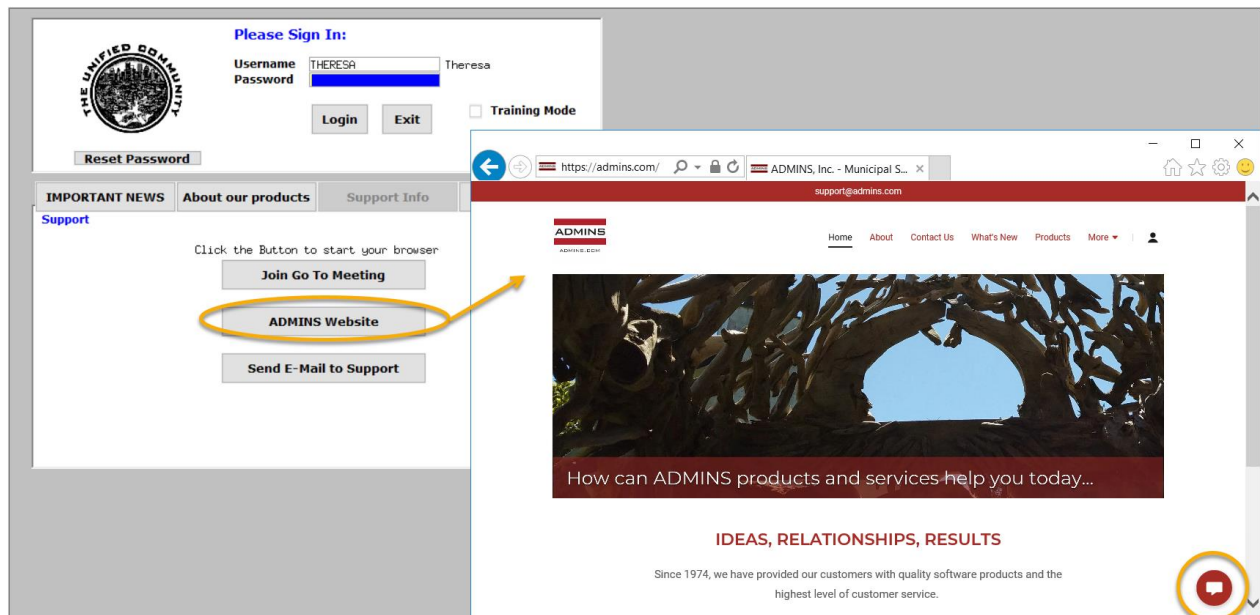


6.1 [Join Go To Meeting]



6.2 [ADMINS Website]

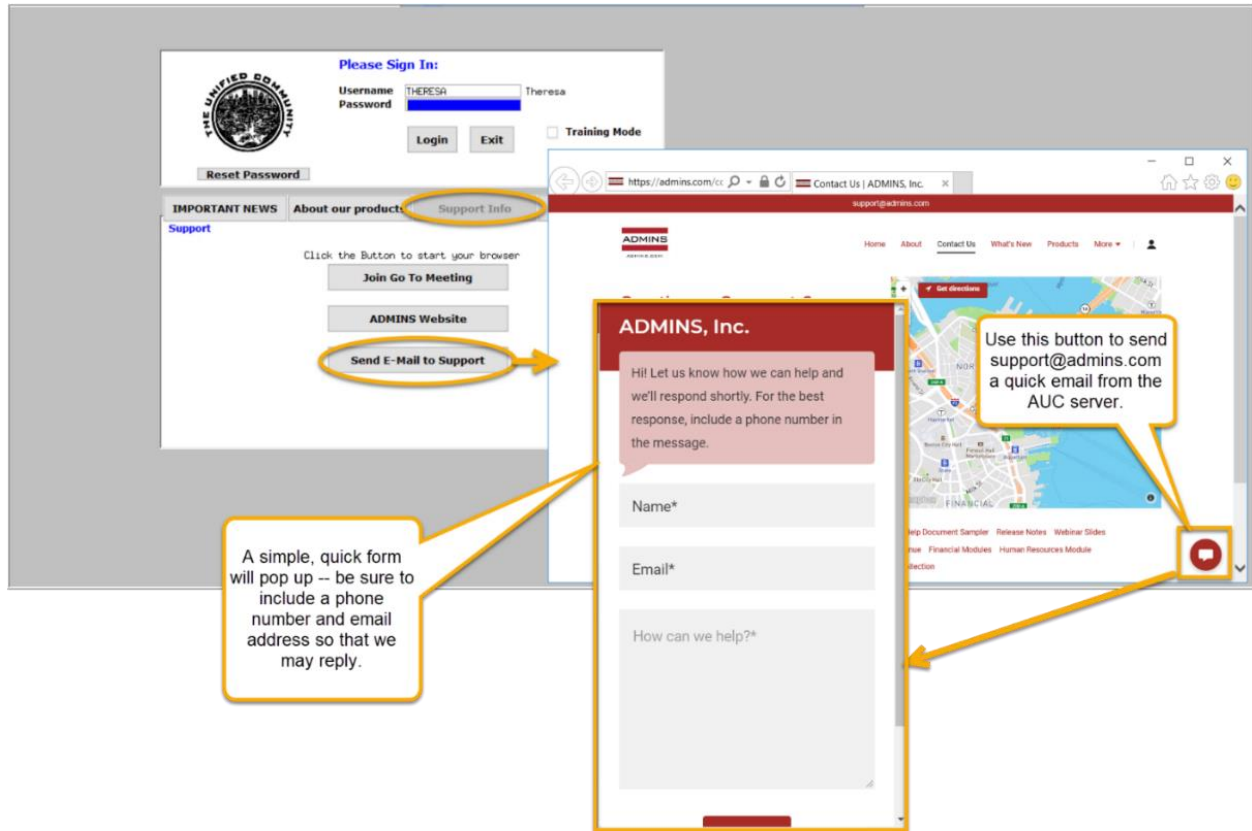
The second button will bring up the ADMINS website home screen. Access news, release notes, webinars, and selected help documents here.





6.3 [Send E-Mail to Support]

The third button opens the **ADMINS “Contact Us”** page to instantly send an email to **ADMINS** support. Every page on the website has the button to allow emailing support instantly.



[ADM-AUC-SY-8154]

7 HELP REFERENCE LIBRARY

In addition to the following new or updated documents added to the Help Reference Library, the **“SYSTEM”** sections of each library were standardized for the help documents that are not specific to the module. See the **“SYSTEM”** bullet below for an example.

7.1 New or Updated Documents

- -----TOP LEVEL----- GL-100 Finance User Help Documents Index [Updated]
- ACCOUNT MAINTENANCE GL-140 Upload Chart of Accounts/Copy Accounts Changing [Updated]
- GL-245 Dormant Accounts [New]
- SITE SPECIFIC GL-940 Middletown BOE, Year-End Grant Roll Forward [Updated]
- SYSTEM SY-117 Quick Report Selector [New]
- SY-145 Reset Password [New]