

GENERAL LEDGER

RELEASE NOTES-SEPTEMBER 2021

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

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1 COPYING ACCOUNTS

Many sites create the new chart of accounts in late spring, prior to the new Fiscal Year (FY) that generally begins on July 1. If new accounts were created in the previous fiscal year after the **Create New FY** is run, there were two options in order to add that account to the new FY.

- 1. Adding the account *again* to the new Fiscal Year, or
- 2. Running the Create New Fiscal Year process again.

With the software update, **ADMINS** installed a new button to allow copying the account from the previous FY to the new FY.

EAUC] 1000	-Maintain Chart of Accounts				-	٥	×
Goto		Maintain Chart of Accounts		Last Changed Last Trx in FY	05-Jun-2021 01-Jul-2021		
Actions	FY 2022 Account 0100-000-000 Description CASH, TRASH	0-000-00-00-10400					
1-Add Account							
2-Edit List	Account Type A Asset	Sub Type P Posting Entity 1	TOWN	OF ADMINS		_	
3-Error List	Accounting Purpose	Budgeting		User Defined			
4-Zero Accounts	Special Revenue? Yes No	Budget Group UNCL UNCLASSIFIED		DOE Line 1			
5-Summary Accts	Cash Account? Yes No Interfund Transfer? Yes No	Budget Type Operating		DOE Line 2 COA Code 3		PART 5 CASH	
6 New Acct S 7 Copy to New	Next FY Next FY Renumb	ered the [6 New Acct Since] button ad a [7 Copy to New FY] button	-	COA Code 4 COA Code 5 COA Code 6 COA Code 7 COA Code 8 COA Code 9		0020	
				COA Code 10 COA Code 11 TEST			



This would be helpful in June after the new FY is created. To see the new button, from the menu, select:

Ledgers Maintenance Chart of Accounts

After creating the new account in an "old" fiscal year, click on the **[7 Copy to New FY]** button. They system will prompt for the fiscal year being copied "to" and present a prompt to confirm the copy. In this example, the new account was copied twice – once from FY 2020 to FY 2021, and then to FY 2023. Similar to when creating an account, the system will notify the user that the account security is being rebuilt.

Goto	Maintain Chart of A		[AUC] 1000-Maintain Chart of Accounts	
Actions	FY 2020 Account 1000-006-0000 Description GENERA-MATRON	-000-00-51156 IS	Create New Account: Fiscal Year : 2021	
1-Add Account			Account : 1000-006-0000-000-00-00-51156	
2-Edit List	Accor Fiscal Year 2021	× P Postir	GENERA-MATRONS	
3-Error List	Accor A OK Cancel		Yes No.	
4-Zero Accounts	Special Revenue? Yes No	Budget Group FINANCE	Yes No	
5-Summary Accts	Cash Acount? Yes No Interfund Transfer? Yes No	Budget Type Operation		
6 New Acct Since	Stlect for Int Dist? Yes No Copy to Next FY Yes No	CIP	[AUC] 1000-Maintain Chart of Accounts	×
7 Copy to Ne	Per Svcs Account Yes No	Account Access Rea	P1085-Building Account Security. This may take a few min	iutes!
				ж

Figure 2 Using the [7 Copy to New FY] button to bring the account into another Fiscal Year

ADMINS Unified Community General Ledger

		City of ADMINS				
		New Accounts in Chart Since				
2000	unte Created in the Chart since 10-30g-2021					
Acco	ands created in the chart since it-Ruy-2021					
			Account	Account		
FY	Account 🛊	Description	Туре	Sub Type	Entry By	Entry Date
====						
2020	1000-006-0000-000-00-51156	GENERA-MATRONS	Expenditure	Posting	THERESA	10-Aug-2021
2021	1000-006-0000-000-00-51156	GENERA-MATRONS	Expenditure	Posting	THERESA	10-Aug-2021
2023	1000-006-0000-000-00-51156	GENERA-MATRONS	Expenditure	Posting	THERESA	10-Aug-2021
	*** Total for 10-Aug-2021 **		Posting	Summary	Control Total	
		Asset:				
		Liab:				
		Equity:				
		Revenue:				
		Expenditure:	3		3	
			3		3	

Figure 3 The New Accounts in Chart Since report shows the account created in FY2020, copied to FY2021, & FY2023

[ADM-AUC-GL-8446]

2 JOURNAL ENTRY SCREEN [Fix and Enhancement]

Ledgers
Journal Entry Processing
Enter One-Time Journals

2.1 New "Last Line" Button [Enhancement]

Goto	Entry	Began			Enter One	-Time Jo	urnals				
Actions	J (JE Da JE Da JE Tyj Catego dit Note	ll# 24270 te <mark>07-Sep-</mark> pe BT Bud ry ● Regul	2021 get Transfer ar OAudit O ownibus journal entr	Recurring y for August	From \$ To \$ Allocation	Expec 1127 1127	2002.64	Entered 1127002,64 1127002,64	Remaining	
1 Add JE 2 Add Line		JE	ntry	Q Attachments							
3 Erase JE	Line	Bank	Account#			Current	Budget	Fror	n T	o Notes	^
4 Erase Line	140		1000-300-2	250-617-09-00-52400 455-617-03-00-52400		329	07.00		3744.00	Line Note	-
5 Check IF	142		1000-300-2	455-617-05-00-52400		48	75.00		10042.00	Line Note	1
6 Check Multiple	143		1000-300-2	455-617-09-00-52400		30	00.00		1066.50	Line Note	1
	144		1000-300-2	455-617-12-00-52400		217	05.00		6207.00	Line Note	1
7 Post	145		1000-300-2	455-621-06-00-52400		115	50.00		1613.63	Line Note	1
	146		1000-300-2	455-621-09-00-54160		282	70.00	25000,00		Line Note	1
8 See WIP	147		1000-300-2	455-621-09-00-52400					24421,00	Line Note	1
	148		0100-430-0	000-004-00-00-52702		200	00.00	2000,00		Line Note	1
9 Delete JE	149		0200-450-0	000-004-00-00-53600		40	00.00		2000.00	Line Note	1
0 Delete Line											1
Z Edit List											1
W Swap +/-											1
Y Last Lin	le	5									-
											1

Tip – to return to the *top* of the journal entry, type a "1" in the Line # field.

Some journal entries have many lines, requiring the user to page down multiple times to get to the next line available for entry. The journal entry screen shows 22 lines per screen.

ADMINS added a

[Y Last Line] button to bring the focus to the last line of the journal. In the example, the journal entry is 149 lines; clicking on the [Y Last Line] button will bring the screen to the last line in the journal, making it easy for users to resume data entry.

[ADM-AUC-GL-8447]

2.2 JE Screen Cursor & Tabbing [Fix]

Goto	Entry Began			Enter One	-Time Jou	irnals			
Actions	Journal# JE Date JE Type Category Edit Note	24269 07-Sep 0C Rej © Regu ATM 053	<mark>-2021</mark> gular Iar 26202	Reversal Date O Audit Recurring 1 A1 TRANSFER TO OPEB	Debit [Credit [Allocation [Expected 4225000.00 4225000.00	Entered 4225000,00 4225000,00	Remaining	
1 Add JE		-	-		1				
2 Add Line	J Entr	v		Q Attachments					
2 Ernen IE	LineCode Be	10	Bank	Account#		Deb	t Cred	itNotes	i l
4 Frase Line	23			7010-000-0000-000-00-00-49700			1775000.00	Line Note	
4 Crost City	24		_	7040-000-0000-000-00-00-49700			25000.00	Line Note	
5 Check JF	25			0100-000-0000-000-00-00-48400		25000.00		Lif	
6 Check Multiple	26			0100-000-0000-000-00-00-49700			25000,00	S.LF	it (Enter) to
	27			0000-00-000-000-000-000000				CP	it {Enter} to
7 Post	28			0000-000-000-000-00-00000				adva	ance cursor
	29			0000-000-000-000-00-000-00000				Li next l	ine; if there
8 See WID				0000-00-000-000-00-00-00000				Lir no m	ore number
o See WIP				0000-00-000-000-000-000-00000		-		Linco.	the surger
9 Delete JF	32			0000-00-000-000-000-00-00000				Li lines,	the cursor
0 Delete Line	33			0000-00-000-000-000-000-00000				Lir retur	n to the top
	34			0000-00-000-000-000-00-0000				the the	journal entr
Z Edit List						-			
W Swap +/-									
Vlastline									
T EUST EIN									
	P								

ADMINS fixed an issue with the journal entry screen. The cursor was returning to the first line of the Journal after entering an amount on a new line of data and hitting **{Enter}**.

Now the cursor advances to the next line of the Journal Entry. This was discovered after the June software update and has been patched to sites; it is mentioned here to document the change.

If the data is entered on the *last* numbered line in the journal, the cursor will return to line one after hitting **{Enter}**.

[ADM-AUC-GL-8442]

2.3 JE Posting Performance Improvement

The JE posting process was enhanced so that it will now run faster.

[MDF-SUP-SAPLAUC-1088]

2.4 Journal Entry Posting Message [Enhancement]

Prior to the software update, when a journal entry was successfully posted, the system popped a message reading **"Journal Entry Posting"** –**"***Process is Complete***"** with an **[OK]** and a **[Cancel]** button. The **[Cancel]** button was irrelevant to the process, so **ADMINS** removed it from the posting completion popup.

City of ABGINS Journal Antry Factoria Report	Journal Entry Posting	×
2444 Journal Here: ATM 05242021 AI TAMES FIRM TITLE V BETTERBEIT FUED TO POR Cancol 10021	ОК	

Figure 4 Before – the Journal Entry Posting Process is Complete box showed both an "OK" and a "Cancel" button

[ADM-AUC-GL-8451]



3 AUDIT OVERRIDES [ENHANCEMENT]

Ledgers Audit Override Audit Change of Unposted Transactions



Figure 5 Before – if the account was Invalid or Inactive, no audit change was allowed



Figure 6 The system identifies the 8010-000-0000-000-00-10400 account as inactive or flagged for deletion

ADMINS changed the way that the **Audit Override** screen works to allow invalid or inactive accounts to be changed. Click the **[9 Audit]** button on the desired transaction to enter an Audit Override.



Figure 7 After - the Audit Override can be used for Inactive or Invalid Accounts

In this example, the original inactive account:

8010-000-0000-000-00-00-<mark>10400</mark>

has been changed to:

8010-000-0000-000-00-00-<mark>39100</mark>.

See GL-410 Changing Unposted Transaction Accounts and

<u>Amounts</u> in the Help Reference Library for more information about using Audit Overrides.

[ADM-AUC-GL-8443]



4 POSTING TO THE GL OVERNIGHT



ADMINS offers the option to post error-free transactions overnight, while still allowing any to be posted interactively. Leave the big batches for the overnight process and free up time and resources to devote to other tasks during the day. *Only error free batches will post.*

The system will email the overnight posting report to the distribution list GLPOST. **ADMINS** retains copies of these reports for retrieval. To implement this contact <u>support@admins.com</u>. This is offered at no additional charge as part of the **ADMINS** support contract.

5 REPORTS [Fix]



Ledgers Reports Report Library

Figure 8 Using Budget Group on the Selection Criteria and/or Total by Budget Group on the Totals By screen

The affected reports are:

Section	Report # and Name
[1 Year to Date]	#1622 Cash Activity with Running Balance
[2 Transaction History]	#1639 Transaction Detail Notes & Vendor
	#1633 Transaction Detail - Interfund Transfers Only
	#1634 Transaction Detail w/ Running Balances
[3 Month to Date]	#1643 Monthly Trial Balance
	#1645 Daily Trial Balance
	#1646 Monthly Cash Activity Report
[4 Other]	#1664 Budget Object Report

[MBE-SUP-SAPLAUC-1125]



6 YEAR END PROCESSING [Enhancement]

ADMINS offers a number of automated options when closing the fiscal year. There are choices available when closing to fund balance. In addition, **ADMINS** offers a way to handle specific accounts within a fund when closing encumbrances to a Prior Year Encumbrance account. To begin, select:

Year End Processing ▶ Close to Fund Balance

6.1 Close to Fund Balance – Prior Year Encumbrance (PYE) Account Choices





One way to use this is if the Town and Schools are in the same fund, but the prior year encumbrance accounts are distinct for Town and

Ledgers

Account Maintenance

Chart of Accounts Account Elements Maintain Dashboard Elements Fiscal Periods General Ledger Controls General Ledger Controls by Account#

Schools. Determine which should be the **default PYE account for the fund**. If there are 30 School accounts impacted, and only five Town accounts, set

the **Control Account by Fund** to the **School PYE** account. Then establish the five town accounts in the **Control Accounts By Account Table** for the account(s) that are exceptions to the rule. Enter the **PYE** for the town accounts in line six of each General Ledger Controls (by Fund).

6.1.1 Ledgers Account Maintenance General Ledger Controls





All accounts within the fund will use the **PYE** account specified on the **General Ledger Controls** table, unless overridden by a **Control Account by Account** entry.

6.1.2 General Ledger Controls by Account

Ledgers Account Maintenance General Ledger Controls by Account#

	[AUC] 1	014-General Ledg	er Controls by Account#		- 0 ×
			General Ledge	er Controls by Account#	
	Goto				
	Actions	FY Acc	ount	Description SNOW & ICE REMOVAL: GAS & OIL	Fund Status OPEN
	1 Add Control	FORE HOOM		punts	
	2 Delete Control		Line Account Number		
	3-Edit List			Funds from th	is account will roll to
		Cash	1	the account spe	ecified on line 6 of the
		Revenue	2	Control by	Account # Table
		Expenditure	3		
		Encumbrance	4	F Deserve Car Fa	
e for	PV Encumbra	nce 6 1000	-000-0000-000-00-32110	F/B PF	S FOR ENCLIME GENERAL
0 101	FT Encultura	POROIDVEL	000 0000 000 00 00 02110		STOR ENCORD, GENERAL
		Accounts Payable	8	8 Accounts Payabl	Le 🗌
		Fund Equity	9	9 Fund Equity	
	سان ا	Duerto A A	11		

Figure 10 Add the affected accounts to the GL Controls by Account # Table and enter the Town PYE account on line 6



*Be sure that the Prior Year Encumbrance amount for the funds from the prior fiscal year closure is zero; if necessary do a journal entry in the closing year to bring the balance to zero.

[ADM-AUC-GL-8453]

7 REPORT COMPARING USER ACCESS TO ELEMENTS

The SuperUser on site can copy a user's security access to another user, which is often more efficient than starting from scratch when adding a new user. **ADMINS** added a report to allow comparing the account security of two different users for each account element. The report will show the first account segment, and compare access for all values, then the 2nd account segment, comparing all values, and so forth. Run the report by selecting:

🔤 [A	AUC] 1030-Maintain Accou	unt Security			- 0	×
Go	oto		Maintain Account Security			
Ac	tions		A Theresa Access Codes D	efault		
	Rebuild Security By User Rebuild Security By FY Rebuild Security By User By Year	ure ity iy	Read Write No-Access Read Write No-Access Read Write No-Access Read Write No-Access Itask 1746: User Account Security Comparison Itask 1746: User Account Security Comparison	No-Access A No-Access		×
	Update Default Record Copy (add-on) User Security Copy (replace) User Security	Security 1 Fund S 2 Departmet 3 Function	User Account Security Compariso Compares Account Security Setup beth Required: Enter Username 1 DIMOND	n ween 2 Users	Anthea Dimond (alternate)	
	Edit List User Security Setup Report User Security Comparison Report	4 Program 5 Location 6 Year S	Required: Enter Username 2 JSMITH Include O All Elem	nents 🖲 Only Differe	joe smith nces	
	- A	~ 2 ⁴ A	Run as Preview OPrint OPDF If Printing use Duplex Yes No Lookup OK	Cancel	Clear All	

System User Menu System Sys

Select "User Security Comparison Report" from the resulting menu. The prompt will look like this:

The system will detect if the same user is selected in both fields and pop up an error message; the process will also prevent comparing any user that has override element security (access to all accounts) to another user.



The report is useful to identify the differences in Account element security by selecting the **Include O Only Differences** radio button. The lookup on usernames will exclude users with override element security (access to all accounts).

The required fields are for the two usernames to be compared; the report can include either:

"O All Elements" or

"
Only Differences".

The report can be "Run as" Preview/Print/PDF® or Excel®.

Task 1746: User Account Secur	ty Comparison	×						
User Account Secur Compares Account Secu	ity Comparison ity Setup between 2 Users							
Required: Enter Username 1 LUANN_ADMIN LuAnn Moore - Administrate								
Required: Enter Username	WENDY_ADMIN	Wendy Admin acct						
Include	○ All Elements	nces						
nclude	🔾 All Elemer	nts 🖲 Only Difference:						
	Run as O Preview O Print O PDF © Excel If Printing use Duplex © Yes O No							
Run as O Preview O Print If Printing use Duplex O Yi	○ PDF ● Excel es ○ No							

Figure 11 Comparing LUANN_ADMIN to WENDY_ADMIN

	⊡ 5 • ∂•		GL_AccSec_Comparison_1746_					
			age Layout Formulas Data Review View 🤇	Tell me what you want to do		esa Campbell	R+ Shar	e
G	22 *	IX	< .fx					~
	Α	в	C	D	F	F	G	
1				User-1	User-2			18
2	Type	Element	Description	WENDY ADMIN	LUANN ADMIN	Different		1.1
3	Fund							1.1
4		2000	SPECIAL REVENUE	No Access	Write	Yes		1
5		2030	SCHOOL SECURITY 2013 GRANT	No Access	Write	Yes		
6		2070	BIG YELLOW SCH BUS (MA CULT CNCL GRTS)	No Access	Write	Yes		
7		2095	SPED RESERVE C.40 S.13E	No Access	Write	Yes		
8		2120	SCHOOL SPECIAL ASSISTANCE	No Access	Write	Yes		
9								
10	Department							
1		001	GENERAL GOVERNMENT	Read	Write	Yes		
2		002	PUBLIC SAFETY	Read	Write	Yes		
3		003	EDUCATION	Read	Write	Yes		
4		004	PUBLIC WORKS	Read	Write	Yes		
5		005	HUMAN SERVICES	Read	Write	Yes		
6		006	CULTURE AND RECREATION	Read	Write	Yes		
7		007	INTEREST ON LONG TERM DEBT	Read	Write	Yes		
8		008	INTERGOVERNMENTAL	Read	Write	Yes		
9		009	MISCELLANEOUS	Read	Write	Yes		
0		010	JUDGEMENTS/AWARDS	Read	Write	Yes		
1								
	< > Gla	ctsecrptcon	np (+)	1			Þ	
	why.				88 (M)		+ 100	



In the example, the differences are identified – five Funds allow LUANN_ADMIN "Write Access", and WENDY_ADMIN has "No Access" to those five funds.

There are ten Departments where the access is different -WENDY_ADMIN has **"Read"** access, and LUANN_ADMIN has **"Write"** Access. If other account segments are different, they will be shown on the report.

Figure 12 The User Security Comparison Report showing O Only Differences Run as Excel®

[ADM-AUC-GL-8456]

8 ATTACHMENTS [Enhancement]

Users occasionally find that an attachment listed on one of the many attachment screens is not available. **ADMINS** found that this frequently is due to the attached file residing on a local client workstation or location that is not available to all users.

8.1 Prevent Attaching Files Residing on Local Workstations

ADMINS made a change to prevent users attaching files from local workstations:

On the Attachment entry screens, if the file being attached has **"TSCLIENT"** in the path (or even the filename), the system will reject it and display this message:



Users still need access to the TSCLIENT area to be able to *download* files to their local workstations, such as files to be transmitted to 3rd parties.

8.1.1 Screens Using the New Feature

Table 1 The following screens will use the new feature:

Task#	Description	Access the screen via the menu path:	
1330	Journal Entry Attachments	Journal Entry Processing Enter One Time Journals Attachments	
1331	Journal History Attachments	Journal Entry History 🕨 Attachments	

[ADM-AUC-SY-8206]

8.2 Weekly Error Check Report

ADMINS changed the weekly error check on attachments to report only selected broken attachments:

- 1.) If attachments are system generated, or
- 2.) If "TSCLIENT" is present in the file name

Note: Attachments from network common areas will not be error checked since each site establishes a network common area to which the **ADMINS** account running the process does not necessarily have access. If the weekly process identifies



missing **TSCLIENT** attachments, contact the owner of the source document; if the missing attachments are system generated, contact support@admins.com.

The weekly error check report is sent to the members of the **BROKENATT** email distribution list. To add users to the list, follow the instructions found in **SY-150 AUC Email Distribution Lists** in each Help Reference Library.

Goto Goto Actons Distribution Code BROKENATT Broken Attachments List Default Distribution List					ail Distribution L	🚥 [AUC] 20-Em		
Actions Distribution Code BROKENATT Broken Attachments List Default Distribution List	Email Distribution Lists							
	ist	Actions Distribution Code BROKENATT Broken Attachments List Default Distribution List						
User Name Status Status	~	Status 🔥	CC. I Market C. J.	T Mere a termine	User Name			
MUPDEV2 ADMINS, Inc. [LuAnn] support@admins.com Active		Active	support@admins.com	ADMINS, Inc. [LuAnn]	MUPDEV2			
THERESA Theresa theresa@admins.com Active	i	Active	theresa@admins.com	Theresa	THERESA			
TAdd Email WENDY Wendy Tarantola Wendy@admins.com Active	i	Active	Wendy@admins.com	Wendy Tarantola	WENDY	1 Add Email		
2 Remove Email						2 Remove Email		

[ADM-AUC-SY-8206]

9 HELP REFERENCE LIBRARY

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

9.1 New or Updated Documents

SYSTEM SY-123 Department Groups

[New]