GENERAL LEDGER
RELEASE NOTES– SEPTEMBER 2021

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

Contents

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.
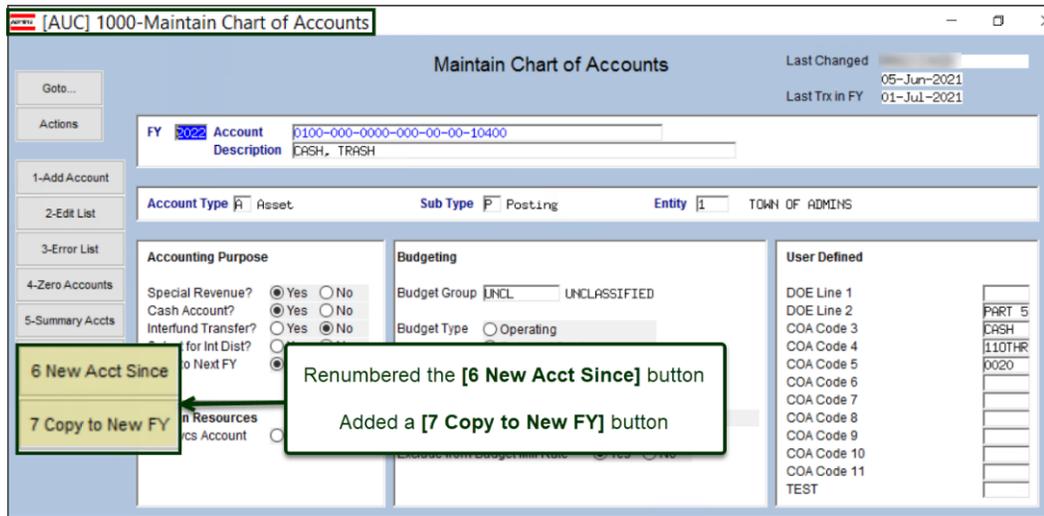
Figure 1 The New [7 Copy to New FY] button

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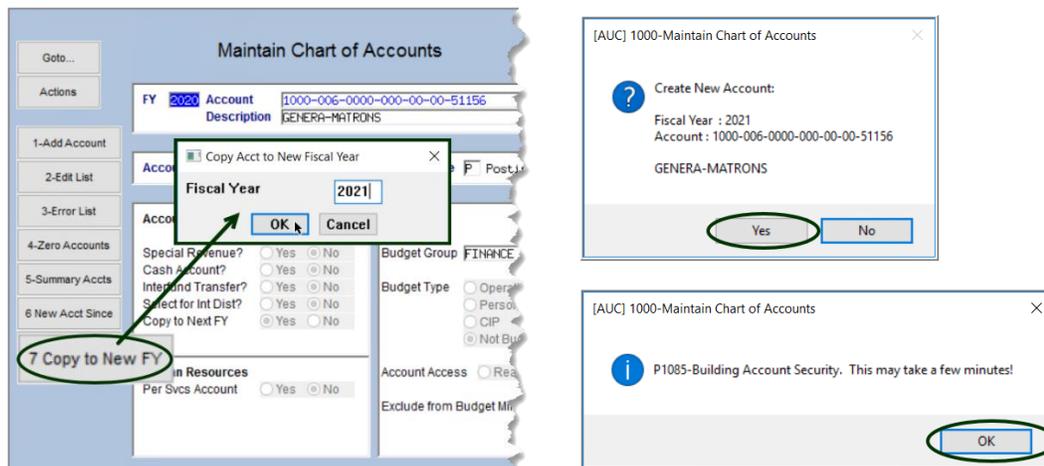
Figure 2 Using the [7 Copy to New FY] button to bring the account into another Fiscal Year

```
                            City of ADMINS
                         New Accounts in Chart Since

Accounts Created in the Chart since 10-Aug-2021
==== =================================== ================================== ========= ======== ==================== ==========
                                                                 Account   Account
 FY  Account #                           Description             Type      Sub Type Entry By            Entry Date
==== =================================== ================================== ========= ======== ==================== ==========
2020 1000-006-0000-000-00-00-51156       GENERA-MATRONS          Expenditure Posting  THERESA            10-Aug-2021
2021 1000-006-0000-000-00-00-51156       GENERA-MATRONS          Expenditure Posting  THERESA            10-Aug-2021
2023 1000-006-0000-000-00-00-51156       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]

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.

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

[ADM-AUC-GL-8447]

2.2 JE Screen Cursor & Tabbing [Fix]
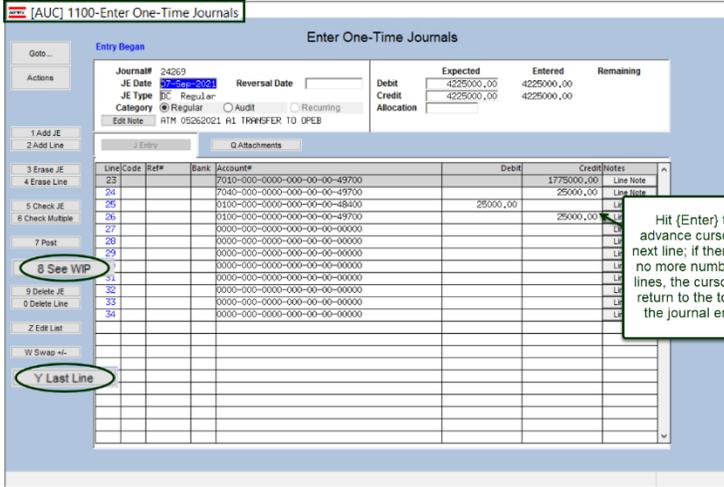
ADMINS fixed an issue with the journal entry screen. The cursor was returning to the first line of the Journal after entering an amount on a new line of data and hitting **{Enter}**.

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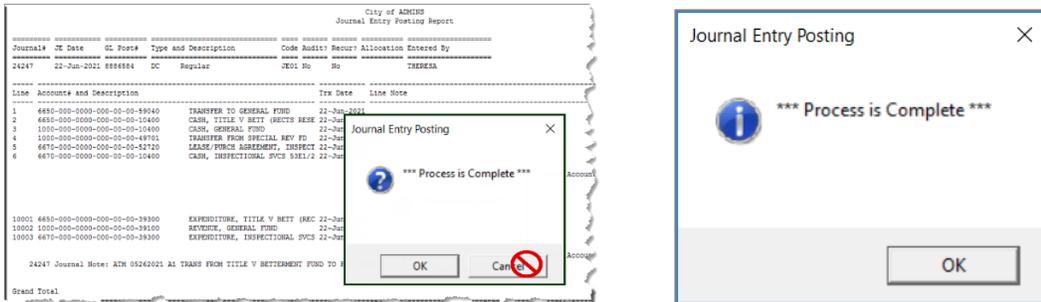
Figure 4 Before – the Journal Entry Posting Process is Complete box showed both an "OK" and a "Cancel" button

[ADM-AUC-GL-8451]

3 AUDIT OVERRIDES [ENHANCEMENT]

Ledgers ▶ Audit Override ▶ Audit Change of Unposted Transactions
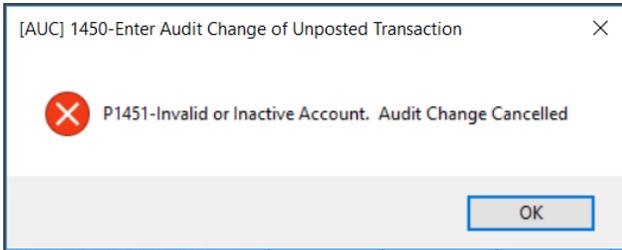
Figure 5 Before – if the account was Invalid or Inactive, no audit change was allowed
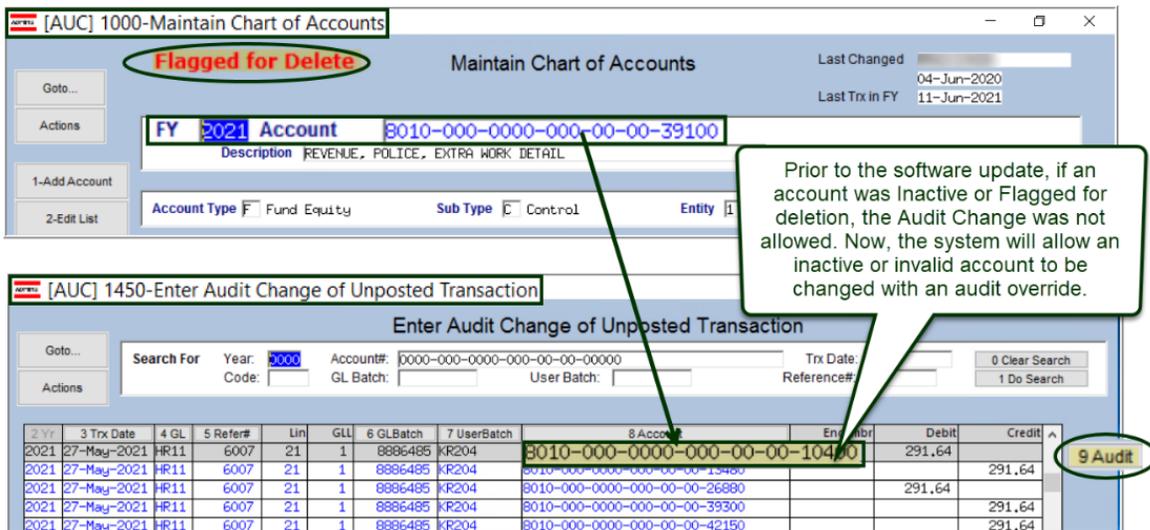
Figure 6 The system identifies the 8010-000-0000-000-00-00-10400 account as inactive or flagged for deletion

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.

In this example, the original inactive account:

8010-000-0000-000-00-00-10400

has been changed to:

8010-000-0000-000-00-00-39100.

See **GL–410 Changing Unposted Transaction Accounts and Amounts** in the Help Reference Library for more information about using Audit Overrides.
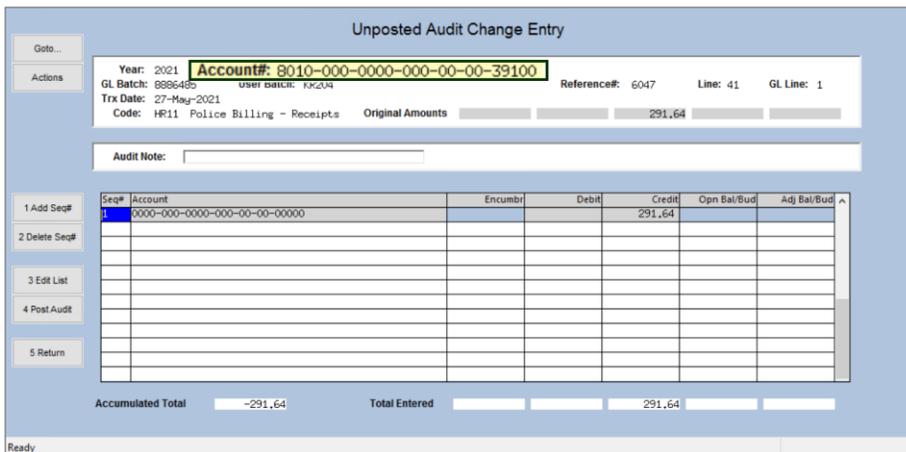
Figure 7 After – the Audit Override can be used for Inactive or Invalid Accounts

[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 support@admins.com. This is offered at no additional charge as part of the **ADMINS** support contract.

5   REPORTS [Fix]

Ledgers ▶ Reports ▶ Report Library
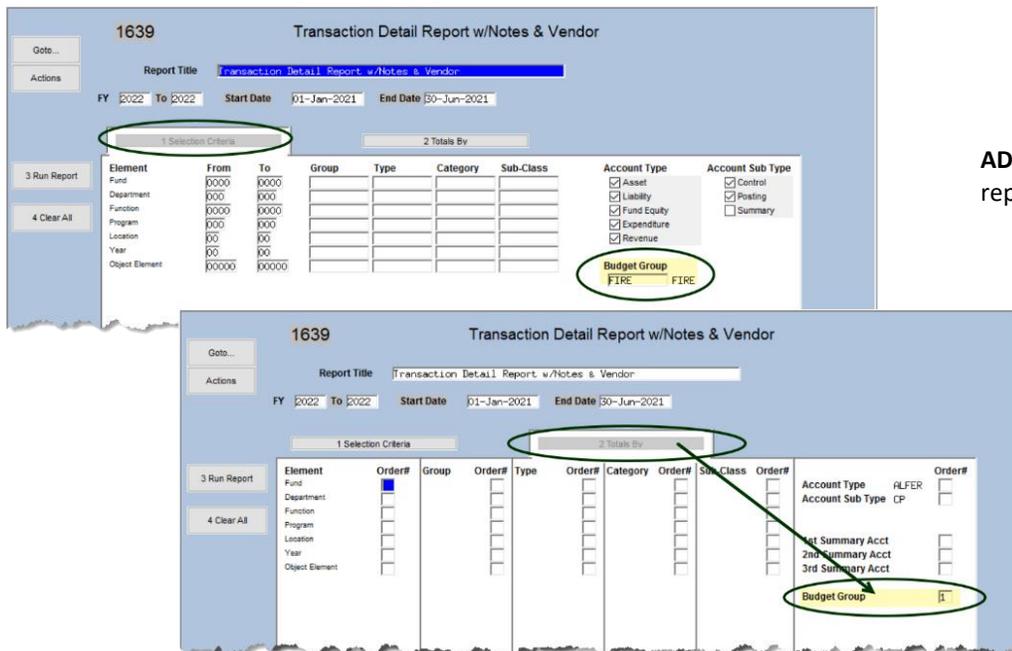
ADMINS fixed an issue on several reports.

If the Budget Selector field was used to select a budget group on the Selection Criteria screen, or if the total by screen was set to total on budget group, the reports did not work.

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

On this screen, enter the Fiscal Year, confirm the ending date, and set the radio button for how validation errors will be handled.

When rolling fund balances to the new fiscal year, one option is to select ⦿ **Yes** to roll the encumbrance balance into a **Prior Year Encumbrance (PYE)** account.

The system will look at both the **General Ledger Control Accounts by Fund**, and also the **General Ledger Control Accounts by Account** Table.

This allows rolling encumbrances differently based on the accounts setup on the **Control Account by Account Table**.

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 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

Figure 9 GL Controls by Fund table is using the SCHOOL PYE

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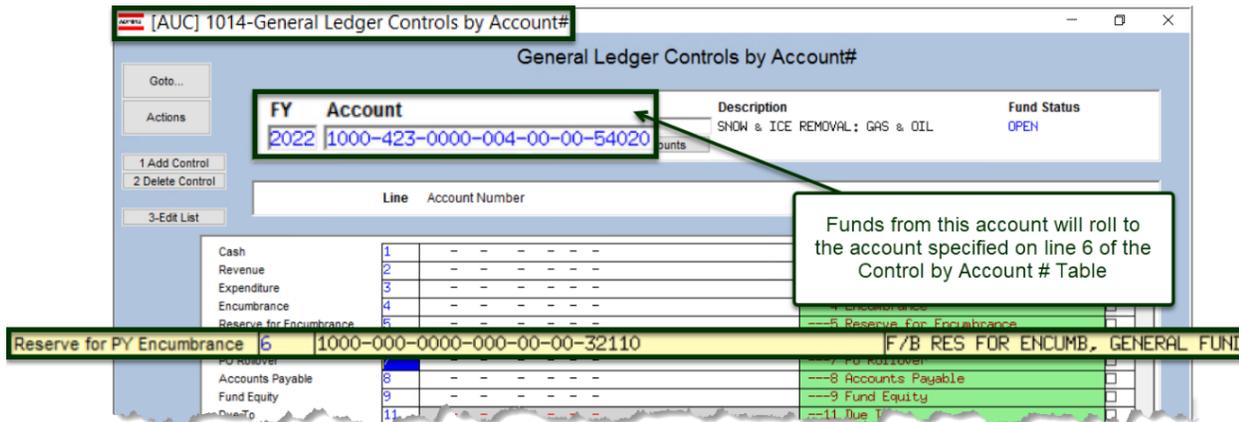
Figure 10 Add the affected accounts to the GL Controls by Account # Table and enter the Town PYE account on line 6

*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:

System ▶ User Menu ▶ User Profile ▶ [2 Account Security] ▶ [Actions]

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.

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The report is useful to identify the differences in Account element security by selecting the **Include ⊙ 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:

"⊙ **All Elements**" or
"⊙ **Only Differences**".

The report can be **"Run as"** Preview/Print/**PDF®** or **Excel®**.
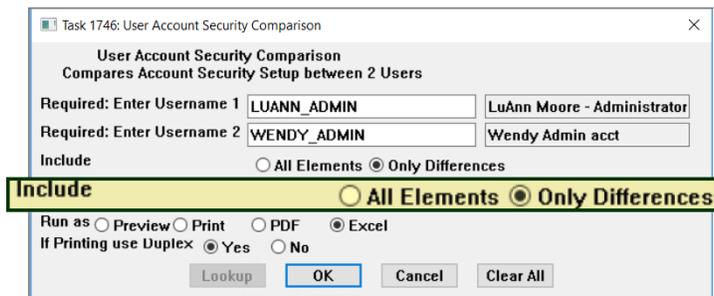
Figure 11 Comparing LUANN_ADMIN to WENDY_ADMIN

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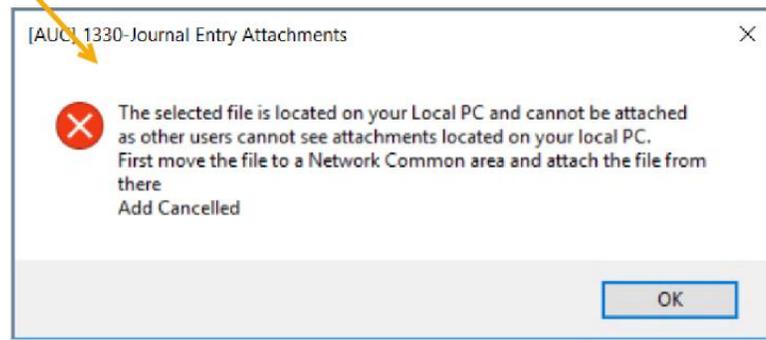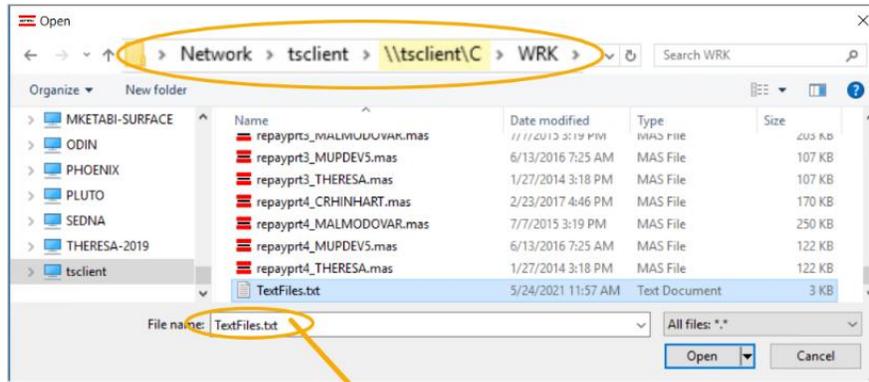
> Users still need access to the TSCLIENT area to be able to *download* files to their local workstations, such as files to be transmitted to 3rd parties.

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.
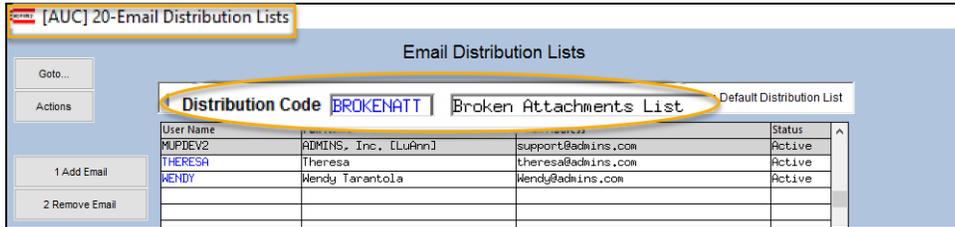
[ADM-AUC-SY-8206]

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]