



# GENERAL LEDGER

## RELEASE NOTES – SEPTEMBER 2022

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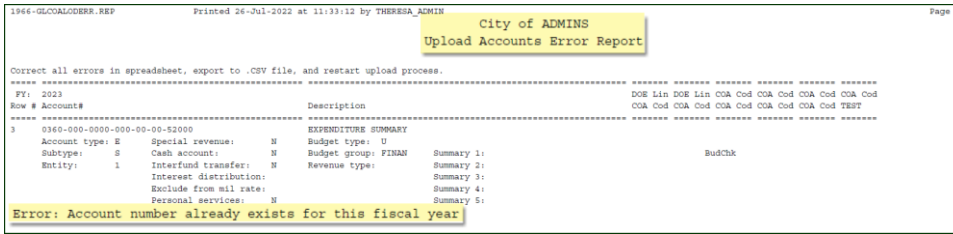
This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **General Ledger** system.

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# 1 Chart Of Accounts Upload [Enhancement]

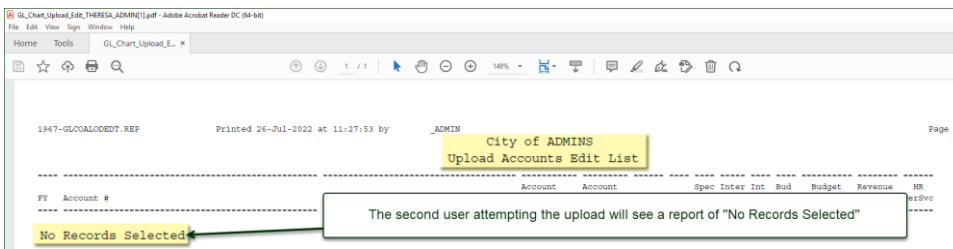


The CoA upload has an error report that shows any existing accounts when the spreadsheet is uploaded.

ADMINS enhanced the error checking on the **Chart Of Accounts Upload** to prevent duplicate accounts being created. This happened when multiple users were creating accounts via this method, and a duplicate account exists in an **unposted** work file.

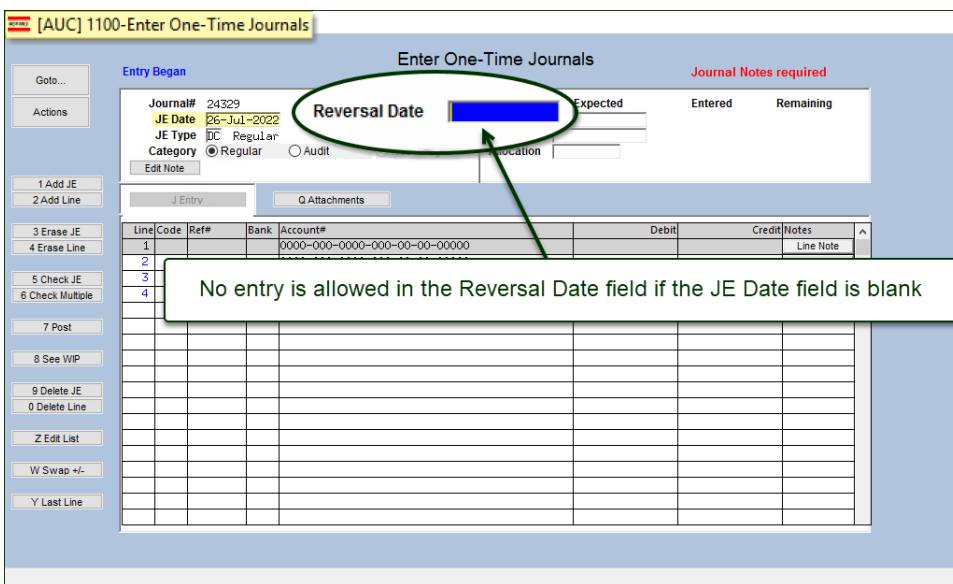
User #1 creates an upload file that includes 0360-000-0000-000-00-00-52000 and checks **but does not post** it  
User #2 creates an upload file that includes 0360-000-0000-000-00-00-52000, checks it, and the system does not find an existing account already in the chart, so the upload posts.  
User #1 returns to the already checked work file and posts the same account.

To remedy this, error checking is repeated during the posting step. If the accounts already exist, they will not be duplicated.



[ADM-AUC-GL-8494]

# 2 Journal Entry Processing



ADMINS corrected an issue on the Journal Entry screen – it now restricts entry in the Reversal Date field if the Journal Entry date field is blank.

[ADM-AUC-GL-8498]



## 2.1 Journals Using Allocation Codes [Enhancement]

Allocation codes can be used to populate journal entries, which will load a predetermined set of accounts into the screen, saving the user time and minimizing keystrokes and typos. If the allocation codes did not have percentages allocated, the last line of the journal was holding the total and adding to it as lines were filled in for one-sided journals.

To fix this, if the allocation used on a Journal Entry **does not use percentages**, no dollars will be automatically entered for one-sided journals, (type BA, BB, BN, EN, and OB). *No calculations are made for double-sided journals (DC and BT) when using an allocation code without a percentage.*

[ADM-AUC-GL-8495]

## 2.2 Journal Entry Upload Template [Enhancement]

Descriptive text was added to columns “H” and “I” of the upload template (debit and credit dollar amounts) to assist users in entering the data in the correct format.

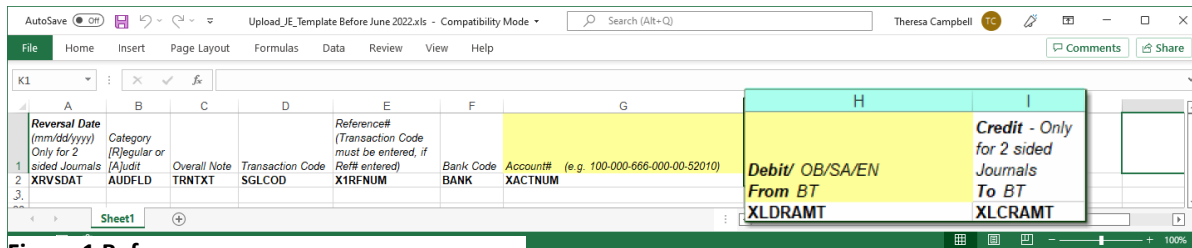


Figure 1 Before

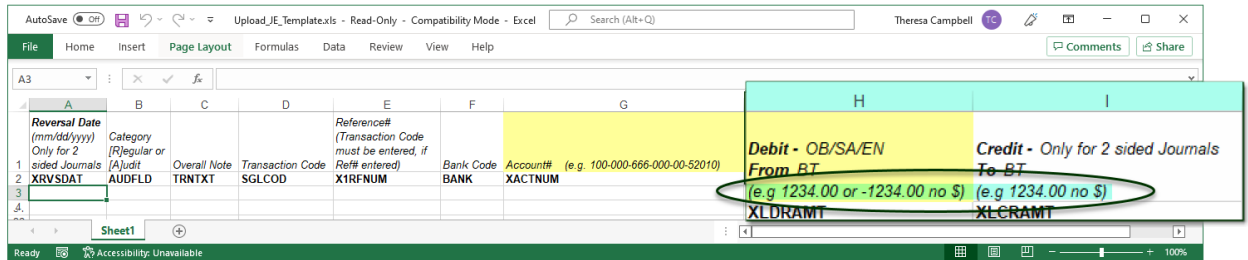


Figure 2 After – the examples were added to columns H and I

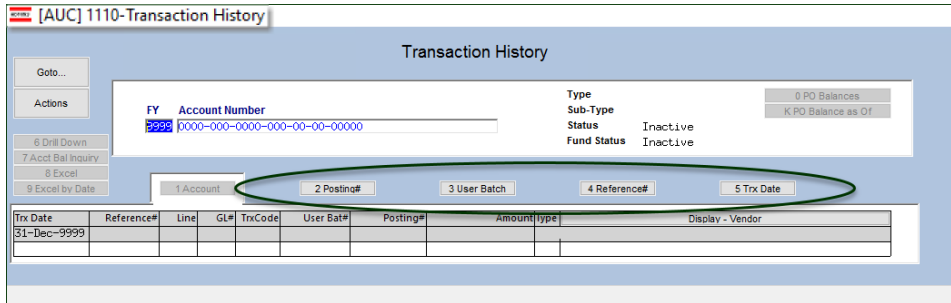
[ADM-AUC-GL-8492]

## 3 Transaction History Query [Enhancement]

Before the software update, the transaction history query tabs were not clickable until there was a fiscal year and an account entered in the screen. Now, on entering the query screen, any of the tabs can be selected to allow searching on Posting Number, User Batch, Reference Number, or Transaction Date. From the menu, select:



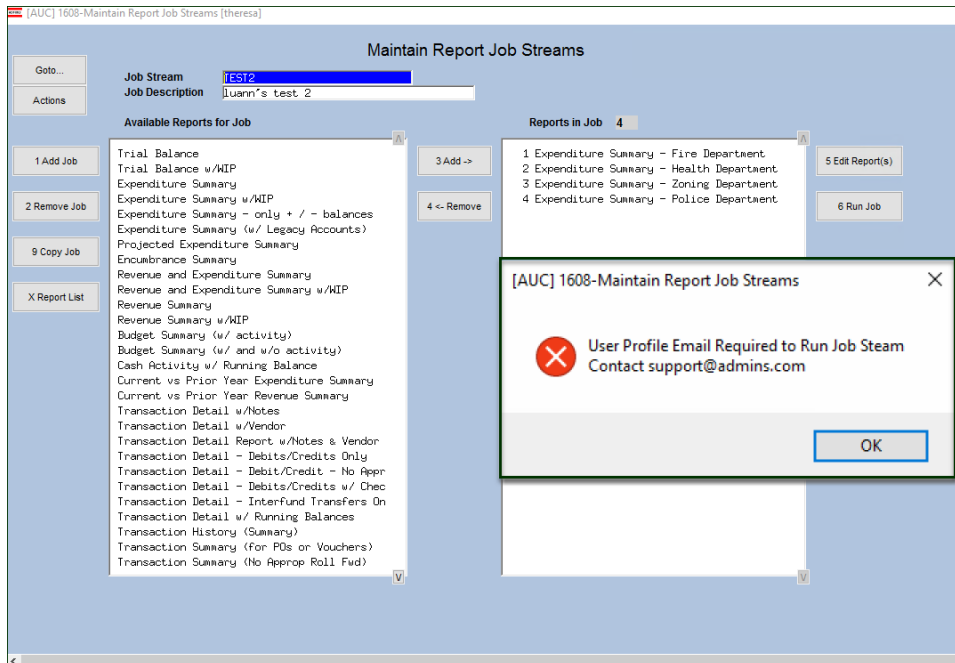
Ledgers ▶ Queries ▶ Transaction History



[ADM-AUC-GL-8502]

## 4 Report Job Stream [Enhancement]

The report job stream is a powerful tool that allows setting up reports that are run on a regular basis (such as monthly expenditure and revenue reports sent to departments). When the job stream is run, the pre-determined set of reports goes out to the departments via email.



Recently, **ADMINS** added a feature that allows running the job stream unattended (before, if there was a report with “No records selected”, the job stream would stop and wait for the user to click on OK.) Now, if there are “No records selected” for any of the reports, an email is sent to the user running the job stream.

Any user running the job stream must have an email address on the user profile record. If not, attempting to run the job stream pops up an error message with instructions to contact

support@admins.com.

[ADM-AUC-GL-8501]

## 5 #1624 Revenue/ Summary Report [Fix]

Before the software update, the report truncated very large numbers (in excess of 14 places, including commas and decimals) in the last column when the report was run as **PDF®**. To run the report, from the menu, select:



Ledgers ▶ Reports ▶ Report Library ▶ [1 Year to Date] ▶ #1624 Revenue Summary

Ending Balance	% Rec'd	Activity
(1,134.38)	.00	1,134.38
(5,858,722.20)	.00	5,858,722.20
(2,663,011.73)	.00	2,663,011.73
100,652,207.66	.00	(100,652,207.6)
(2,716,000.00)	.00	2,716,000.00
(1,579,000.00)	.00	1,579,000.00
(2,906,098.16)	.00	2,906,098.16
307,962.64	.00	(307,962.64)
(12,450,000.00)	.00	12,450,000.00
(161,365.34)	.00	161,365.34

Before - the Activity column width was 14 places to 16 places to accommodate larger numbers.

1624-GLREVSUMRPT.REP    Printed 19-Aug-2022 at 10:53:06

City of ADMINS  
Revenue Summary  
Fiscal Year: 2021 to 2021

Account Number and Description	Appro	Amounts	Ending Balance	% Rec'd	Activity			
8100-000-0000-000-00-45048 MACY ESTATE SUBDV SECURITY DEP		9.10	(349.10)	.00	349.10			
8100-000-0000-000-00-45051 INTEREST - EDWARD TO MOORE		.24	(.24)	.00	.24			
8100-000-0000-000-00-45053 INTEREST - FRE BLDG - CRB - 1322		4.20	(4.20)	.00	4.20			
8100-000-0000-000-00-45056 INTEREST - LDS DESIGN - CRB - 4019		4.20	(4.20)	.00	4.20			
8100-000-0000-000-00-45057 INTEREST - WOODLAND HILLS - CRB - 8407	.00	.00	7.18	(7.18)	.00	7.18		
8100-000-0000-000-00-45058 INTEREST - DUHAMEL CRB - 7674	.00	.00	5.88	(5.88)	.00	5.88		
8100-000-0000-000-00-45060 D & N ESTATES SUBDIVISION	.00	.00	14.96	(14.96)	.00	14.96		
8100-000-0000-000-00-45063 PMG NJ II LLC - BOND INTEREST	.00	.00	7.07	(7.07)	.00	7.07		
8100-000-0000-000-00-45064 186 MAPLE ST (SOLAR PROJECT), BOND TAKINGS/CO	.00	.00	8,000.65	(8,000.65)	.00	8,000.65		
8120-000-0000-000-00-48000 STREET OPENING SECURITY DEPOSITS	.00	.00	6,530.00	(6,530.00)	.00	6,530.00		
8130-000-0000-000-00-45001 EARNINGS ON INVESTMENT	.00	.00	7,245.99	(7,245.99)	.00	7,245.99		
8131-000-0000-000-00-45001 EARNINGS ON INVESTMENT	.00	.00	111.40	(111.40)	.00	111.40		
8131-000-0000-000-00-48210 DECOMMISSIONING DEPOSIT	.00	.00	1,000.00	(1,000.00)	.00	1,000.00		
8132-000-0000-000-00-48400 385 SOLAR DECOMMISSIONING BOND (PRIN & INT)	.00	.00	188.27	(188.27)	.00	188.27		
8150-000-0000-000-00-44401 DRAINLAYER \$500 SECURITY LICENSE	.00	.00	1,550.00	(1,550.00)	.00	1,550.00		
8160-000-0000-000-00-45001 EARNINGS ON INVESTMENT	.00	.00	5.95	(5.95)	.00	5.95		
8160-000-0000-000-00-48000 MISCELLANEOUS REVENUE	.00	.00	1,963.08	(1,963.08)	.00	1,963.08		
8180-000-0000-000-00-45001 EARNINGS ON INVESTMENT	.00	.00	2.43	(2.43)	.00	2.43		
Accounts : 375    **** Grand Total ****		.00	.00	2,764,483.34	90,839,017.83	(88,059,106.78)	.00	88,074,534.49

\*\*\*\*\* Selection Legend \*\*\*\*\*

Account Type: R  
FY: 2021 to 2021  
Account Sub Type: CF

After - the Activity column width is now 16 places to accommodate larger numbers.

ADMINS corrected this and the column will now display up to 16 places.

[ADM-AUC-GL-8503]

## 6 Year-End Processing

ADMINS added a time & day note to the Create New Year in Batch Email and changed the way that appropriation reversals in detail are handled so that the debit / credit amounts totals are not overstated if the process is run more than once.



## 6.1 Create New Year in Batch

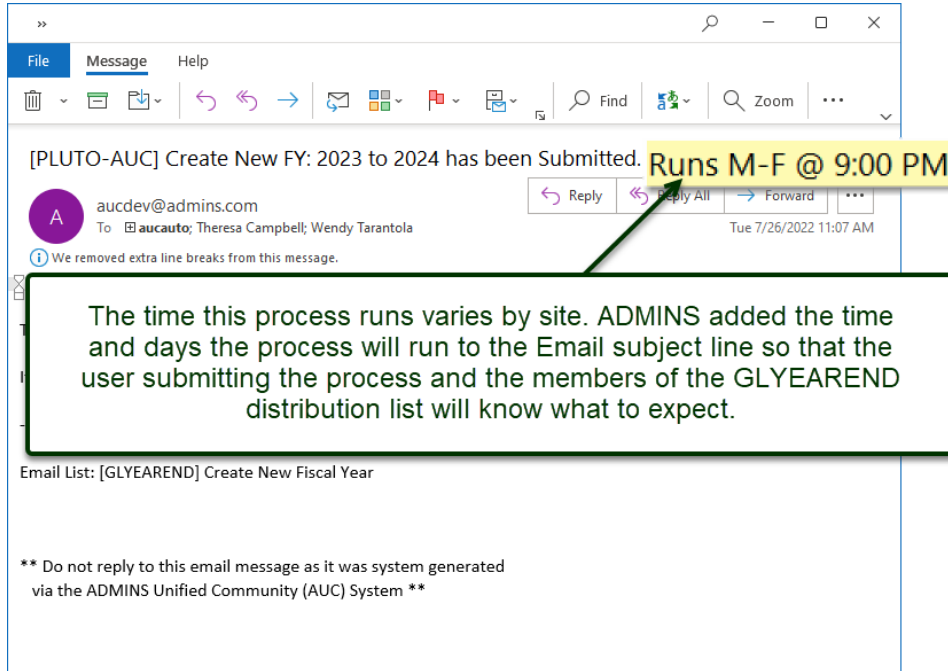


Figure 3 Email re: Create New FY now includes the time and day it will run

[ADM-AUC-GL-8496]

## 6.2 Reverse Roll Appropriation Forward (Detail Option)

To prevent the debit and credit amounts from being misrepresented when the process is run more than once, the reversal debits and credits are now negative amounts.

In the past, the reversal process would reverse the debits as credits and the credits as debits. This caused the debit/credit amounts to be overstated if the process was run more than once. This has now been changed to reverse the debits as negative debits and reverse the credits as negative credits.

1630-GLTRNDETREP Printed 23-Jun-2022 at 12:25:58 by THERESA City of ADMINS Transaction Detail w/Notes Fiscal Year: 2023 to 2023 Page 1

Trans Date	Code	GLPost#	User	Batch Ref#	Line	GLLn	JrnCd	Posted On	Approp/Open	Approp Adj	Encumbrances	Debit	Credit	Notes	
5105-000-3510-590-06-00-52400 ATHLETIC FIELD CONTRACTED SERVI															
01-Jul-2022	GL24	8887117		8887117	0	1	1	EN	23-Jun-2022	.00	.00	.00	4,950.00	.00	Approp Brought Forw
01-Jul-2022	GL24	8887119		8887119	0	1	1	EN	23-Jun-2022	.00	.00	.00	4,950.00	.00	Approp Brought Forw
01-Jul-2022	GL25	8887118		8887118	0	1	1	EN	23-Jun-2022	.00	.00	.00	.00	4,950.00	Reverse Appropriati
01-Jul-2022	GL25	8887120		8887120	0	1	1	EN	23-Jun-2022	.00	.00	.00	.00	4,950.00	Reverse Appropriati
5105-000-3510-590-06-00-52400 ATHLETIC FIELD CONTRACTED SERVI									.00	.00	.00	9,900.00	9,900.00		

Figure 4 Before - Reversal of Appropriation using debit and credits to reverse inflated the totals



1630-GLTRNDETREP REP Printed 23-Jun-2022 at 12:44:29 by THERESA City of ADMINS Transaction Detail w/Notes Page 1  
Fiscal Year: 2023 to 2023

Trans Date	Code	GLPost#	User	Batch	Ref#	Line	GLLn	JrnCd	Posted On	Approp/Open	Approp Adj	Encumbrances	Debit	Credit	Notes
2714-000-4230-406-12-00-54081 2714 CVRF FURNITURE - BMS															
01-Jul-2022	GL24	8887131	8887131	8887131	0	1	1	BN	23-Jun-2022	.00	14,431.00	.00	.00	.00	Approp Brought Forw
01-Jul-2022	GL24	8887131	8887131	8887131	0	1	1	BN	23-Jun-2022	.00	.00	.00	120.00	.00	Approp Brought Forw
01-Jul-2022	GL24	8887133	8887133	8887133	0	1	1	BN	23-Jun-2022	.00	14,431.00	.00	.00	.00	Approp Brought Forw
01-Jul-2022	GL24	8887133	8887133	8887133	0	1	1	BN	23-Jun-2022	.00	.00	.00	120.00	.00	Approp Brought Forw
01-Jul-2022	GL24	8887136	8887136	8887136	0	1	1	BN	23-Jun-2022	.00	14,431.00	.00	.00	.00	Approp Brought Forw
01-Jul-2022	GL24	8887136	8887136	8887136	0	1	1	BN	23-Jun-2022	.00	.00	.00	120.00	.00	Approp Brought Forw
01-Jul-2022	GL25	8887132	8887132	8887132	0	1	1	BN	23-Jun-2022	.00	(14,431.00)	.00	.00	.00	Reverse Appropriati
01-Jul-2022	GL25	8887132	8887132	8887132	0	1	1	BN	23-Jun-2022	.00	.00	.00	(120.00)	.00	Reverse Appropriati
01-Jul-2022	GL25	8887134	8887134	8887134	0	1	1	BN	23-Jun-2022	.00	(14,431.00)	.00	.00	.00	Reverse Appropriati
01-Jul-2022	GL25	8887134	8887134	8887134	0	1	1	BN	23-Jun-2022	.00	.00	.00	(120.00)	.00	Reverse Appropriati
01-Jul-2022	PO09	8886943	8886943	195658	1	1	1		15-Mar-2022	.00	7,571.00	.00	.00	.00	PO Rollover by THER
01-Jul-2022	PO09	8886943	8886943	195658	1	1	1		15-Mar-2022	.00	.00	7,571.00	.00	.00	PO Rollover by THER
01-Jul-2022	PO09	8886943	8886943	195658	2	1	1		15-Mar-2022	.00	6,860.00	.00	.00	.00	PO Rollover by THER
01-Jul-2022	PO09	8886943	8886943	195658	2	1	1		15-Mar-2022	.00	.00	6,860.00	.00	.00	PO Rollover by THER
2714-000-4230-406-12-00-54081 2714 CVRF FURNITURE - BMS										.00	28,862.00	14,431.00	120.00	.00	
Total 2714-000-4230-406-12-00-54081 2714 CVRF FURNITURE - BMS										.00	28,862.00	14,431.00	120.00	.00	
*** Grand Total ***										.00	28,862.00	14,431.00	120.00	.00	

Figure 5 After – Reversal of Appropriation uses negative debits – to report the total correctly

In the example above, the roll forward was done three times, and the reversal was done twice. If the reversals to the debits were done with credits, the total debits would show as \$360 instead of \$120 and the total credits would show as \$240, which would not properly reflect the activity.

This impacts its rolling DR and CR activity detail forward.

[MDT-SUP-SAPLAUC-2117]

## 7 ADMINS.com

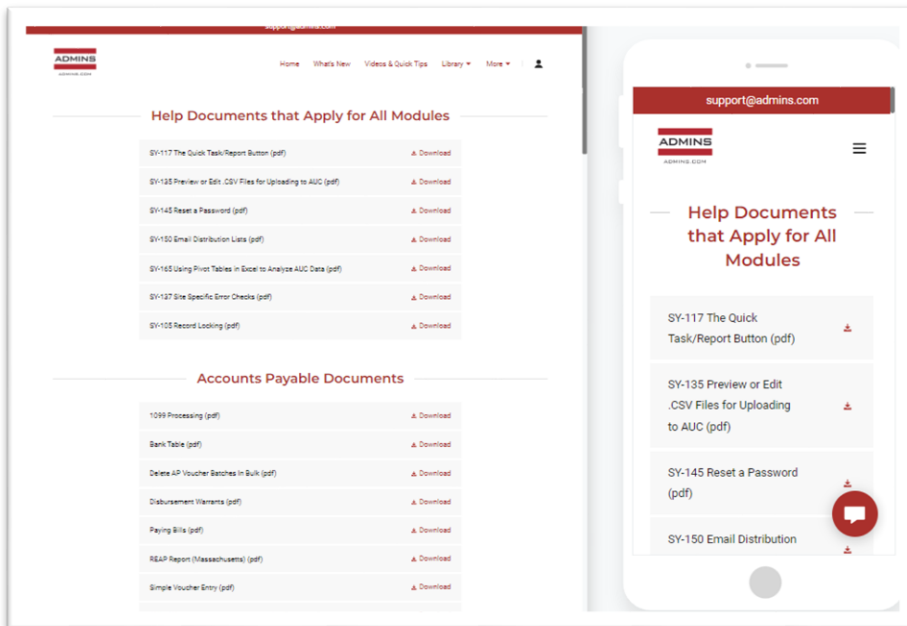


Figure 6 Before – The list required several pages

To allow customers instant access to training videos and documents, the [ADMINS.com](https://www.admins.com) website no longer requires registration to access the [Videos and Quick Tips](#) and [Release Notes](#) content.

We also restructured the help documents index page to make it more compact to allow easier access from mobile devices.



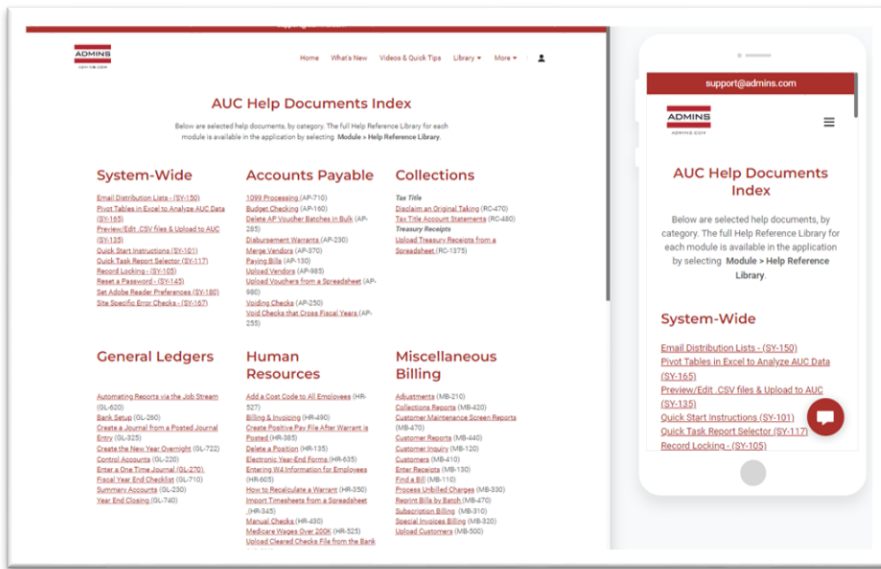


Figure 7 After – the more compact listing of help documents

[ADM-AUC-WEB-10]

## 8 Help Reference Library

The following new or updated content was added to the Help Reference Library or the the [ADMINS.com](https://www.admins.com) website.

### 8.1 New Content on [ADMINS.com](https://www.admins.com)

[Drill Down to Account Transactions \[4:42\]](#)

[How to Upload a Journal Entry \[5:58\]](#)

[Introduction to AUC \[7:00\]](#)

[Optimizing the PDF® Viewer \[3:37\]](#)

[Quick Task Selection \[2:11\]](#)

[Reprinting Reports \[4:20\]](#)

[Transaction History Query \[7:07\]](#)

[Updated]

[New]

[New]

[New]

[New]

[Updated]

[New]