



General Ledger

Release Notes

September 2023

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

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1 Transaction History Excel Reports [Enhancement]

The Excel report button produces a report of the information currently displayed on the screen, which can vary based on which of the options is selected on the flexible display column.

The Transaction History Query screen has a nifty flexible display column that allows viewing additional information about transactions.

The screenshot shows the Transaction History interface. The '8 Excel' button is highlighted in a blue circle. Below the main table, two zoomed-in views are shown:

Reference#	Line
198879	1
198879	1
198886	1
198886	1

Display - Purchase Order#
PO#: 198879 Line#: 1
PO#: 198879 Line#: 1
PO#: 198886 Line#: 1
PO#: 198886 Line#: 1

- 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

Before the software update, if the transaction was a Purchase Order (PO), the Excel report did not always populate the flexible display column, because it was a duplicate of the information in columns E through F. Now, the PO # and Line will be shown in column R as well for all PO## transactions.

The screenshot shows an Excel spreadsheet with the following data:

Trx Date	Year	Account	Description	Ref #	Line	GLLn	Code	Sub	User Batch	Posting #	Post Date	Approp/Open	Approp Adj	Encumbrances	Debit	Credit	Purchase Order#	Jrn Type	
01-Jul-2023	2024	0200-950-0000-000-00-70006	WATER ENCUMBRANC	198879	1	1	P005		8895771	8,895,771	14-Apr-2023	0.00	0.00	-106.35	0.00	0.00	PO#: 198879 Line#: 1		
01-Jul-2023	2024	0200-950-0000-000-00-70006	WATER ENCUMBRANC	198879	1	1	P009		8895769	8,895,769	14-Apr-2023	0.00	0.00	106.35	0.00	0.00	PO#: 198879 Line#: 1		
01-Jul-2023	2024	0200-950-0000-000-00-70006	WATER ENCUMBRANC	198886	1	1	P009		8895769	8,895,769	14-Apr-2023	0.00	0.00	212.70	0.00	0.00	PO#: 198886 Line#: 1		
01-Jul-2023	2024	0200-950-0000-000-00-70006	WATER ENCUMBRANC	198886	1	1	P009		8895769	8,895,769	14-Apr-2023	0.00	0.00	212.70	0.00	0.00	PO#: 198886 Line#: 1		
												0.00	212.70		212.70	0.00	0.00		

This works the same way for all the tabs on this query screen. Account, Posting #, User Batch, Reference #, and Transaction Date Excel and Excel by Date reports were all updated.

The same changes were made for all the reports run from the [Excel] and [Excel by Date] buttons on the Transaction Detail history screen.

[ADM-AUC-GL-8526]



2 Close to Fund Balance [Enhancement]

ADMINS changed the way the Prior Year Expenditure accounts are handled during the Close to Fund Balance. Any prior year encumbrance amount will be closed to fund balance first. This used to be a manual journal entry.

To run the **Close to Fund balance**, from the menu, select:

Ledgers ▶ Year End Processing ▶ Close to Fund Balance

Fiscal Year & Fund Ending Date
These will default to the Fiscal Year and Fund ending dates specified in Module Control #s 1 & 3. They can be changed.

Validation Errors
These will default to the Select to validate on one error at a time (First Error Listed) or show all errors at once (All Errors Listed).

Default Fund Selection
Choose the radio button for the default; selections can be refined on the next screen.

Prior Year Encumbrances
If there are prior year Encumbrances to process, select **Yes** to roll them into the PYE accounts. Any prior year encumbrance amount will be closed to fund balance first. This used to be a manual journal entry.

Close to Fund Balance

Fiscal Year: 2022 Fund Ending Date: 30-Jun-2022

If Validation Errors are Found Stop After:
 First Error Listed All Errors Listed

Do you Roll Encumbrance to PYE...
 No - Do Not Roll Enc to PYE Yes - Roll Enc to PYE

Default Fund Selection
 Close to FB Leave Open

1-Select for Processing

Figure 1 The Close to Fund Balance – sample shown is for a FY ending June 30, 2022

[MDF-SUP-SAPLAUC-1052]

3 Exclude Selected Funds from Budget Checking [Enhancement]

Some funds, such as a fund for school lunch, are commonly “in the red” as receipts arrive after purchases are made. Budget checking is not relevant to the process, as no appropriations are booked for this fund.

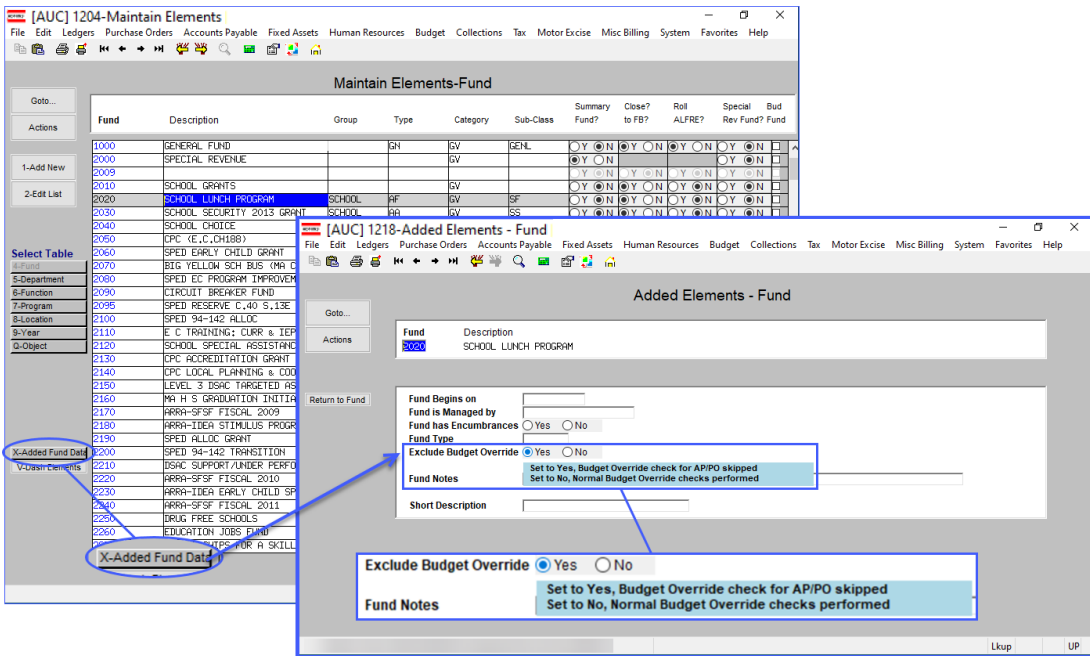
Ledgers	
Account Maintenance >	Chart of Accounts
Journal Entry Processing >	Account Elements

To add flexibility and remove unnecessary barriers to Purchase Order and Voucher processing for these funds, ADMINS provides a checkbox on the Maintain Elements-Fund table.

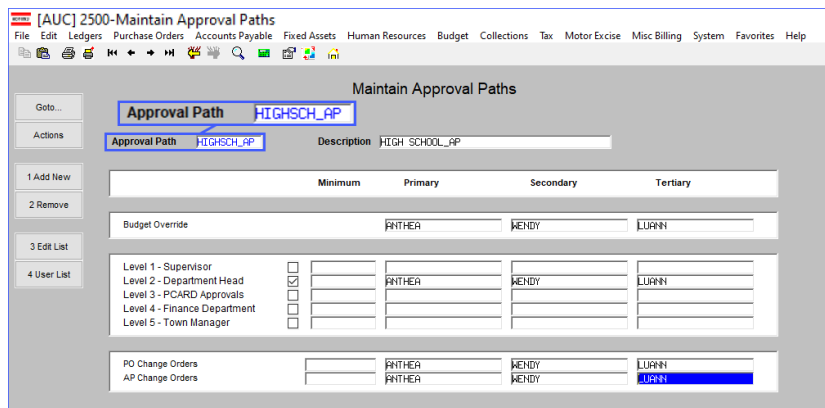
To access the table and mark a fund to bypass budget checking, from the menu, select:



Ledgers ▶ Account Maintenance ▶ Account Elements ▶ [Fund] ▶ [X Added Fund Data]



From the Maintain Elements – Fund table, click on **[X-Added Fund Data]** to view the additional information for the fund. To exclude the fund from budget override approvals, set the **Yes** radio button. If the button is set to **No**, which is the default, the normal budget override checks are performed.



For this department, budget overrides are expected but the “Exclude Budget Override” fund setting will eliminate the requirement for the budget override.

If there are approvals required on Levels 1 through 5, the remaining approval processing will still be required.

In this example, Level 2 Department Head approvals will still be required.

Examples of how this works for Accounts Payable Vouchers and Purchase Orders are shown in the release notes for the respective modules.

[MBE-SUP-SAPLAUC-1268]

4 Fiscal Year End [Reminder]

Finance staff for sites with fiscal years that begin October 1 or November 1 should review the Fiscal Year End Checklist now to ensure readiness for the new fiscal year.

[ADM-AUC-DOC-255]

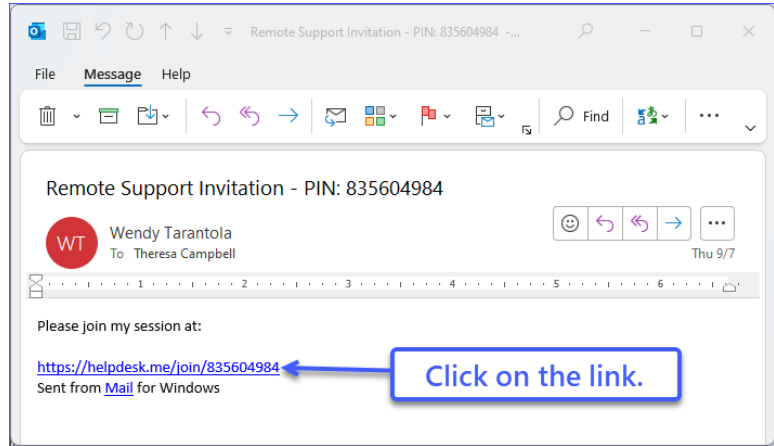


5 Using GoToResolve



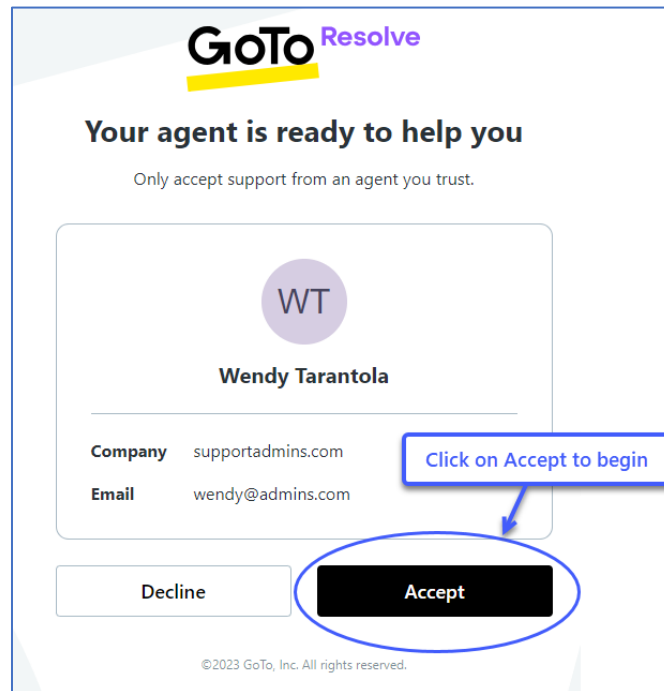
AUC support staff will use a new tool called “GoToResolve” to allow users to share their screens more easily.

We will telephone you first to review the problem. Then we will send an e-mail with a link to click on.



Clicking on the link will open a browser window that looks like this.

Click on the accept button to begin.

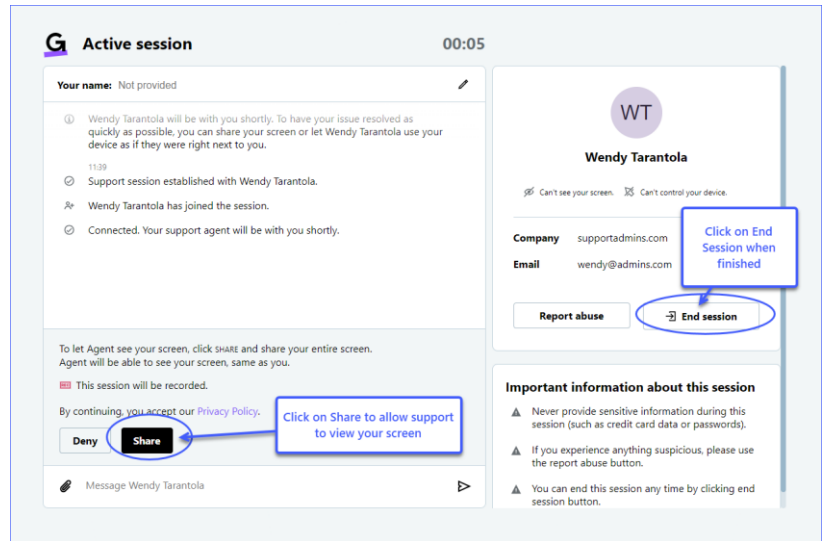




A browser window with instructions opens.
Click on the **Share** button.

During the support session you may be asked to provide additional access. The support team member will walk you through that process if we need to control your screen instead of just view it.

Click on end session when finished.



[ADM-ADM-ADM-6500]

6 Help Reference Library & ADMINS Website

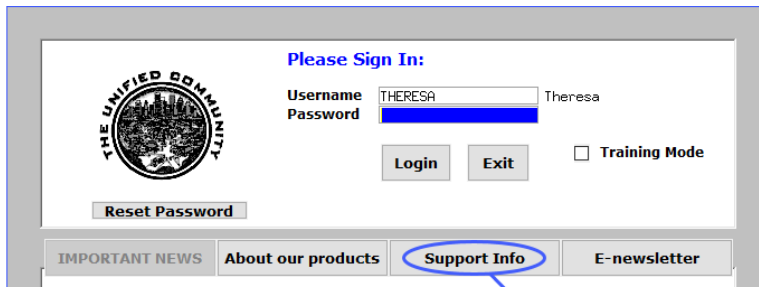
Added the following new or updated documents to the Help Reference Library and content to **ADMINS.com**:

6.1 New & Updated Documentation in the Help Reference Library

Fiscal Year End	GL-710 Fiscal Year End Checklist	[Updated]
	GL-740 Year End Closing	[Updated]
Interfaces	GL-870 CUSI/UMS Interfaces	[Updated]

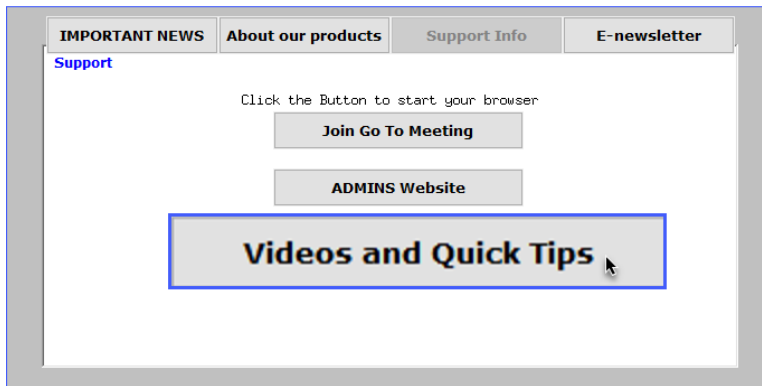


6.2 Access Videos & Quick Tips from the AUC Login Screen

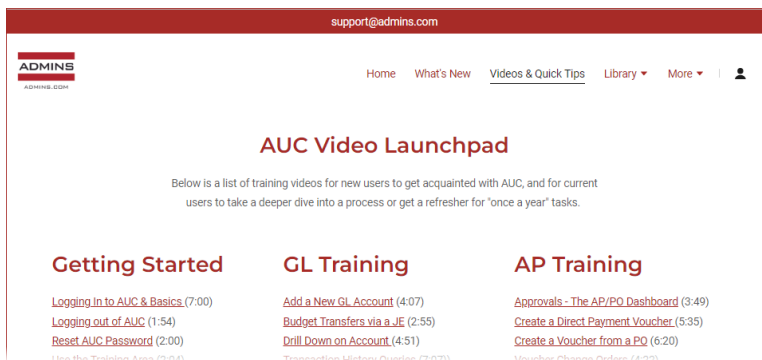


Click on the link to go to the [Video Launchpad](#) on the [ADMINS website](#).

The [website direct address](#) is above. The link on the AUC home page shown at left is a quick option if the site allows direct access from the AUC server.



We are adding content all the time so check back often; we also send out a “Featured Video of the Month” email.



[ADM-AUC-SY-8305]

6.3 New Content on ADMINS.com

- [Fiscal Year End Checklist \(wsimg.com\)](#)
- [Misc Billing Fiscal Year End Checklist \(wsimg.com\)](#)

[Updated]
[New]