



General Ledger

Release Notes

September 2024

This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **General Ledger** system. ADMINS has improved some reports and updating user account security is now easier with a single-step process for adding and marking a range of funds.

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1 Reports

ADMINIS has enhanced the Excel reports and fixed an issue with the heading on Report # 1165.

1.1 Excel – Standardized Format for Negative Numbers [Enhancement]

ADMINIS has modified the Excel report formats to show negative figures as “-123.00” instead of “(123.00)”.

	A	B	C	D	E	F
1	Fiscal Year: 2024 to 2024					
2						
3						
4	Account	Description	Beginning Balance	Debits	Credits	Ending Balance
5	0100-000-0000-000-00-10400	CASH, TRASH	0.00	13,921.48	545,110.73	-531,189.25
6	0100-000-0000-000-00-42-15500	2022 TRASH LIENS A/R	0.00	0.00	144.50	-144.50
7	0100-000-0000-000-00-43-15500	2023 TRASH LIENS A/R	0.00	655.13	10,766.71	-10,111.58
8	Total Assets		0.00	14,576.61	556,021.94	(541,445.33)

The details showed negative values “-144.50” but the total was showing the negative value in parentheses (541,445.33)

	A	B	C	D	E	F
1	Fiscal Year: 2024 to 2024					
2						
3						
4	Account	Description	Beginning Balance	Debits	Credits	Ending Balance
5	0100-000-0000-000-00-10400	CASH, TRASH	0.00	13,921.48	545,110.73	-531,189.25
6	0100-000-0000-000-00-42-15500	2022 TRASH LIENS A/R	0.00	0.00	144.50	-144.50
7	0100-000-0000-000-00-43-15500	2023 TRASH LIENS A/R	0.00	655.13	10,766.71	-10,111.58
8	Total Assets		0.00	14,576.61	556,021.94	-541,445.33

Now the negative values are always shown in a consistent manner

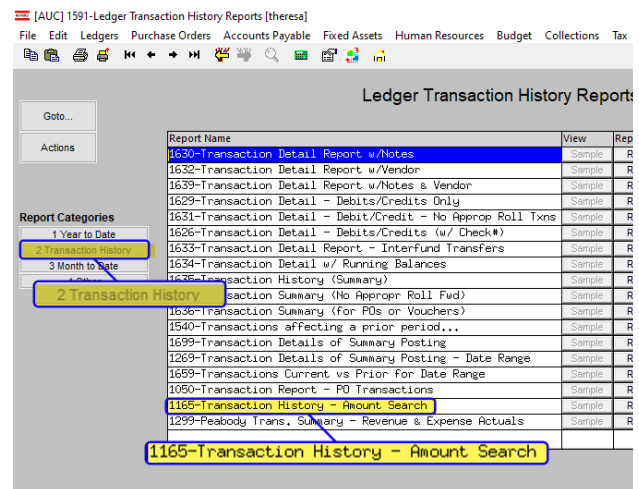
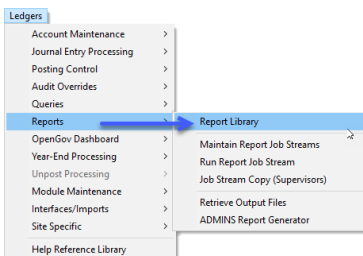
[ADM-AUC-GL-8538]

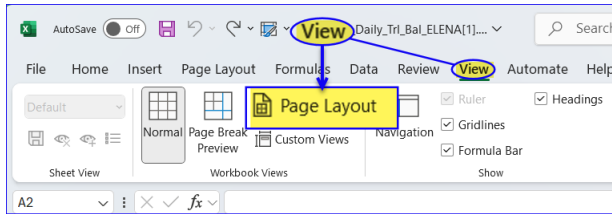
1.2 Report # 1165 Transaction History – Amount Search [Fix]

Before the software update the heading on this report was listing the account number instead of the searched for amount.

To run this report, from the menu, select:

Ledgers ► Reports ► Report Library





The illustrations below show the report number in the upper left corner. To view that on the screen in Excel, select **View** from the menu, and click on **Page Layout**.

Before – the report showed an **account number** in the heading.

1165 FMREP GLSEARCHAMT.REP

FY: 2023 Account: 03-900-3000-3200-000 ACTIVITIES-FACILITY USE FEES

Trx Date	Year	Account	Description	Ref #	Line	GLLn	Assess/Open	Debit	Credit
12/2/2022	2023	01-000-1000-1001-000	CASH - NEWTOWN OPERATING ACCT		66	581	10		
12/2/2022	2023	01-000-1000-1700-000	DUE TO/ FROM OTHER FUNDS		66			300.00	
11/1/2022	2023	01-300-8000-8030-510	VEHICLE SERVICES-ANTIFREEZE		1	18	1	300.00	
11/1/2022	2023	01-500-8000-8001-102	USE-CARPENTRY MATERIALS		1	19	1	300.00	
11/1/2022	2023	01-500-8000-8001-201	CARPENTRY-CARPENTRY MATERIALS		3	30	1	300.00	
12/2/2022	2023	03-900-1000-1700-000	ACTIVITIES-DUE TO / DUE FROM OTH		66			300.00	
12/2/2022	2023	03-900-2500-2901-000	ACTIVITIES-REVENUE CONTROL		66	586	10		300.00
12/2/2022	2023	03-900-3000-3200-000	ACTIVITIES-FACILITY USE FEES		66	585	10		300.00
								900.00	600.00

Debit	Credit
300.00	
	300.00
300.00	
	300.00
	300.00
	300.00

In this example, the amount being searched for is \$300.00 in Fiscal Year 2023.

After – the **search amount** is shown in the heading.

GL_TrxHist_SearchAmt_1165_THERESA(1).xml - Excel

Town of Admins
Transaction History - Amount Search
FY: 2024 Search Amount: 300.00

Trx Date	Year	Account	Description	Line	GLLn	Code	Sub	User	Batch	Posting #	Post Date	Debit
7/5/2023	2023	1000-300-4110-190-03-00-51450	CUSTODIAN SALARY-SO	56		HR01		903857		903,857	7/12/2023	300.00
7/5/2023	2023	1000-300-4110-190-05-00-51450	CUSTODIAN SALARY-SB	69		HR01		903857		903,857	7/12/2023	300.00
7/5/2023	2023	1000-300-4110-190-05-00-51450	CUSTODIAN SALARY-SB	79		HR01		903857		903,857	7/12/2023	300.00
7/5/2023	2023	1000-300-4110-190-06-00-51450	CUSTODIAN SALARY-HS	90		HR01		903857		903,857	7/12/2023	300.00
7/5/2023	2023	5120-000-4110-190-06-00-51450	CUSTODIAN SALARY-HS	101		HR01		903857		903,857	7/12/2023	300.00
7/5/2023	2023	1000-300-4110-190-06-00-51450	CUSTODIAN SALARY-HS	107		HR01		903857		903,857	7/12/2023	300.00
7/5/2023	2023	1000-300-4110-190-06-00-51450	CUSTODIAN SALARY-HS	118		HR01		903857		903,857	7/12/2023	300.00

Debit
300.00
300.00
300.00
300.00
300.00
300.00

In this example, the amount being searched for is \$300.00 in Fiscal Year 2024.

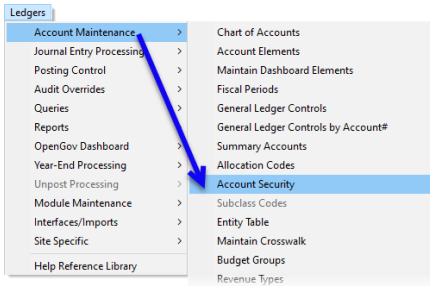
[ADM-AUC-GL-8553]

2 Account Security Maintenance [Enhancement]

This task is carried out by a super user or a system administrator. Previously, updating a user's account security involved two distinct steps: first, adding the element to the user's security, and second, setting the elements as either Read/Write or No Access. We have merged these steps to simplify the process. To use this feature, select from the menu:

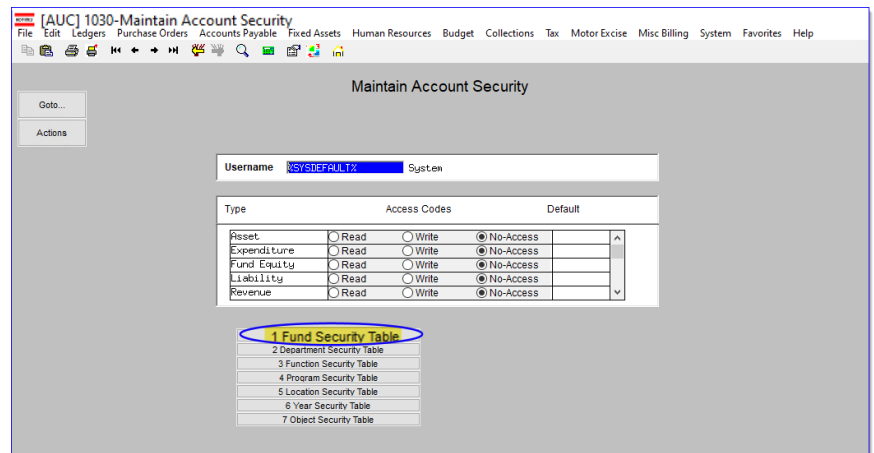


Ledgers ► Account Maintenance ► Account Security

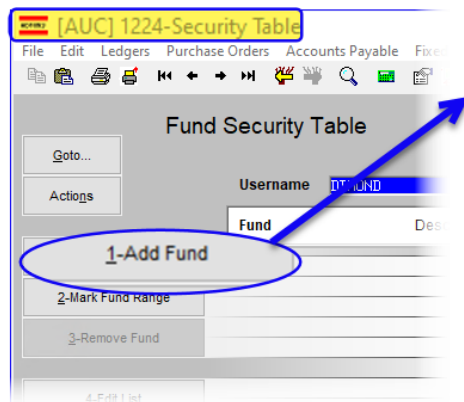


Click on the element button (the “Fund Security Table” button is shown).

Refer to the following details and illustrations for more information.



2.1 Before – Adding a Range of Funds



Load a Range of Funds

From Fund: 0100

To Fund: 1000

OK Cancel **Lookup**

The specified range (0100-1000) of funds was loaded into the table:

Fund Security Table [TRAINING]					
Username		Anthea Dimond (alternate)			
Fund	Description	Access Codes		Default	
0000		<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
0100	TRASH-OPERATING	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
0200	WATER-OPERATING	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
0300	SEWER-OPERATING FUND	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
0400	STORMWATER	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
0444	ERRATE CREDITS FOR TECHNOLOGY	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
1000	GENERAL FUND	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	



2.1.1 Marking the Range of Funds

Once the funds are in the table for the user (as shown in the example for "DIMOND"), they could be marked individually using the radio buttons or all together with the "Mark Fund Range" button.

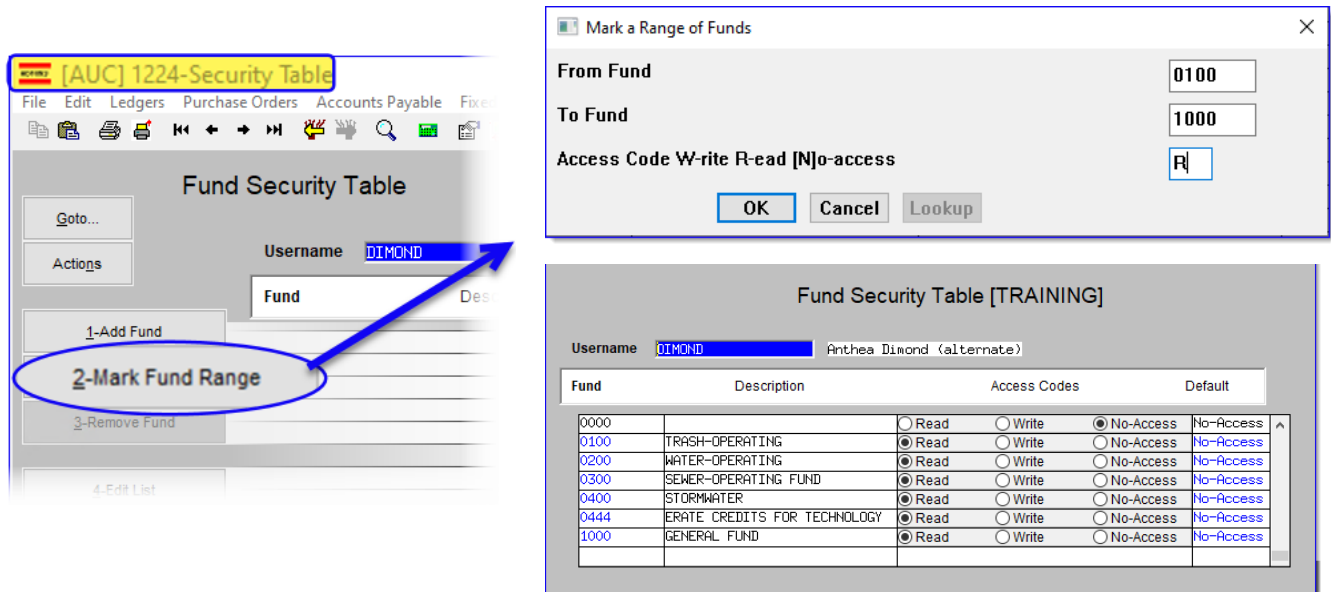
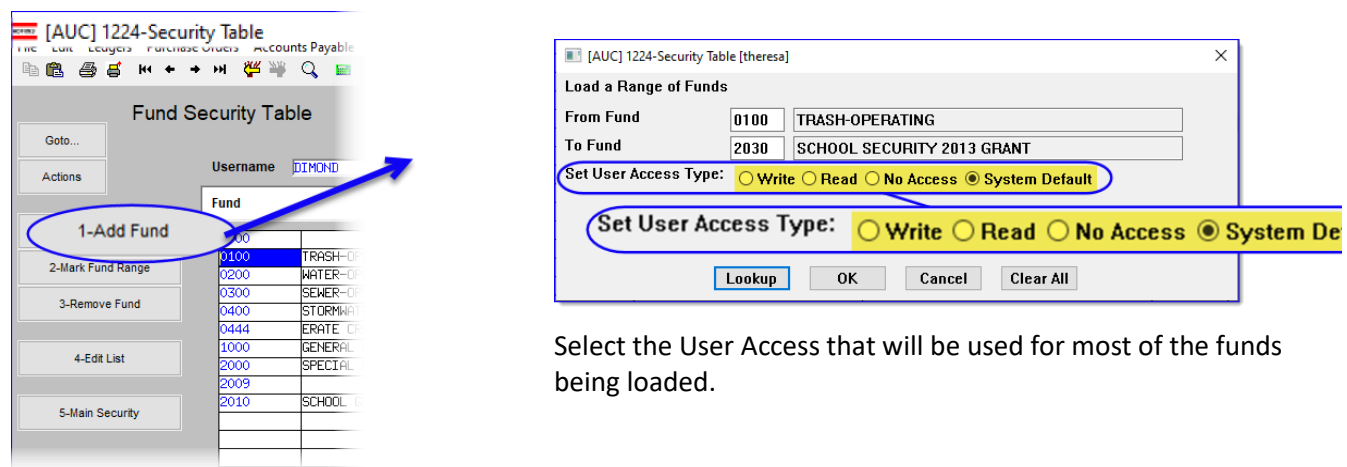


Figure 1 Before – marking the funds after they were added to the table

2.2 After – Adding and Marking a Range of Funds in a Single Step

Following the software update, a single prompt now requests that users specify a beginning element and an ending element, indicating how these elements should be marked: options include ☒ Read, ☒ Write, ☒ No Access, or the ☒ System Default.



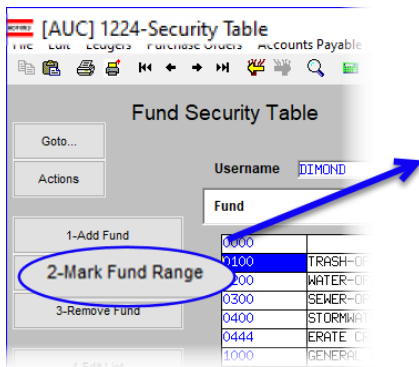
Select the User Access that will be used for most of the funds being loaded.



Fine tune the access using the radio buttons on each fund.

Fund Security Table					
Username		Anthea Dimond (alternate)			
Fund	Description	Access Codes			Default
0000		<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
0100	TRASH-OPERATING	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> No-Access	
0200	WATER-OPERATING	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
0300	SEWER-OPERATING FUND	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> No-Access	
0400	STORMWATER	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> No-Access	
0444	ERATE CREDITS FOR TECHNOLOGY	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
1000	GENERAL FUND	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
2000	SPECIAL REVENUE	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
2009		<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
2010	SCHOOL GRANTS	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
2020	SCHOOL LUNCH PROGRAM	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	
2030	SCHOOL SECURITY 2013 GRANT	<input type="radio"/> Read	<input type="radio"/> Write	<input checked="" type="radio"/> No-Access	

[Marking a Range of Funds] now uses radio buttons instead of the user typing a “W”, “R”, or “N”:



[AUC] 1224-Security Table [theresa]

Mark a Range of Funds

From Fund: 2000 SPECIAL REVENUE

To Fund: 2020 SCHOOL LUNCH PROGRAM

Set User Access Type: ☐ Write ☒ Read ☐ No Access

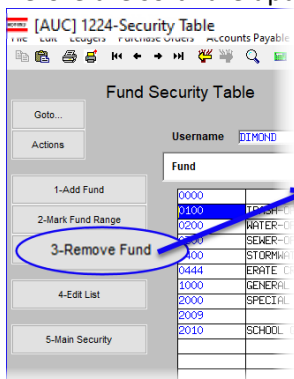
Buttons: Lookup, OK, Cancel, Clear All



While this document shows examples using the Fund element security, this works for all elements of the account.

2.3 Deleting a Range of Funds

Before the software update, the [Remove Fund] prompt looked like this:



Remove a Range of Funds

From Fund: 0000

To Fund: 0000

Default Access W-rite R-ead [N]o-access

Buttons: OK, Cancel, Lookup

Figure 2 Before–Removing a range of funds

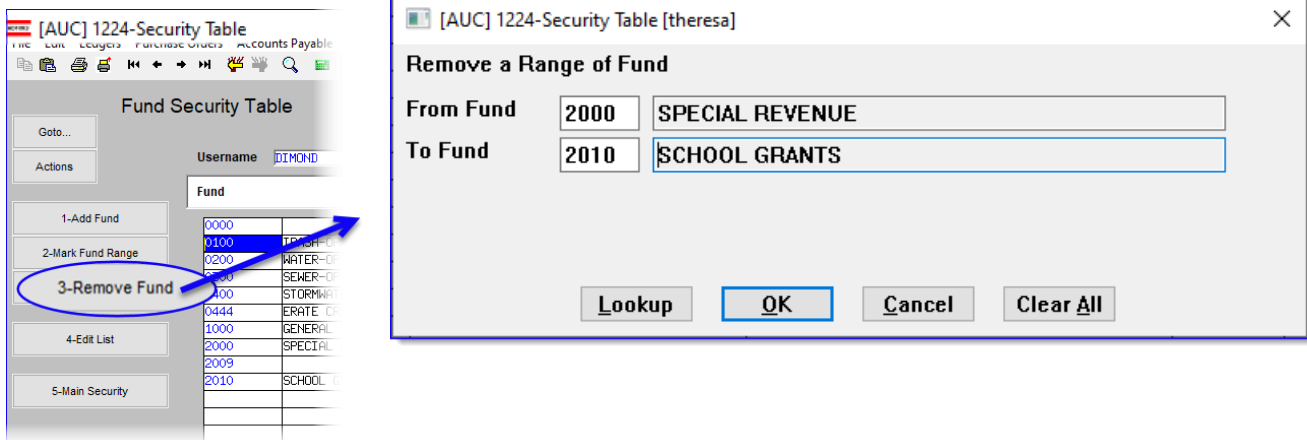
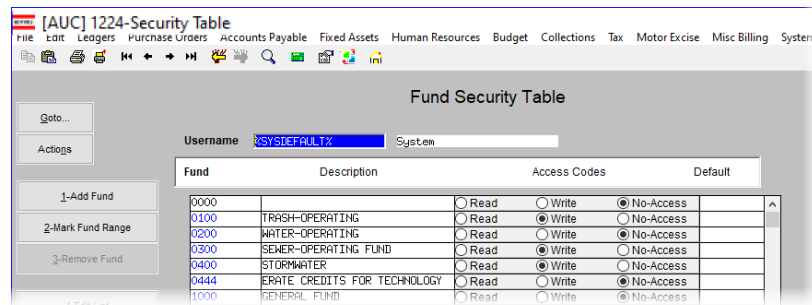


Figure 3 After–Removing a range of funds now displays the description once the fund range is selected

As shown above, the default access is no longer listed on the prompt, because you are removing the elements, and the default access is not relevant.

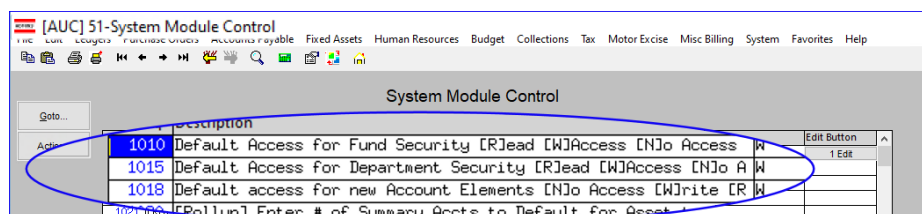
2.4 Where are the Default Values Set?

When selecting ☒ **System Default**, the system checks the %SYSDEFAULT% user record within the account security table and duplicates its settings for the user.



2.4.1 Module Control Sequence #s 1010, 1015, and 1018

Three sequence numbers for module control determine the standard user access for newly created elements.



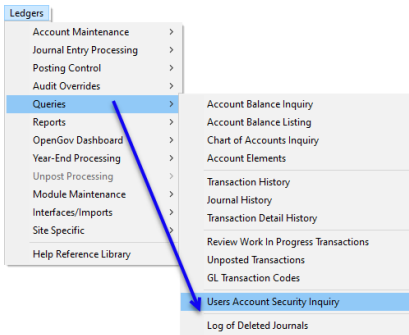
- # 1010 regulates the default setting for funds,
- # 1015 establishes the default access for departments, and
- # 1018 dictates the default access assignment for all the other segments.

[ADM-AUC-GL-8557]



3 User Account Security Query

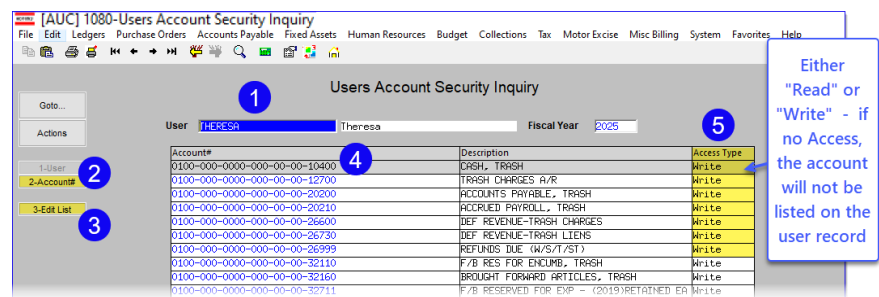
Users often ask why they cannot access a specific GL account. To clarify their access rights, **ADMINIS** has included the account user security inquiry in all modules.



Find the information from the menu by selecting the module then:

Queries ► User Account Security Inquiry

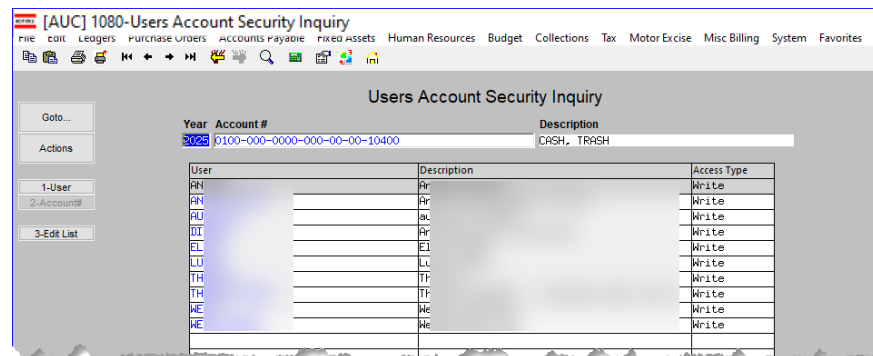
1. The username is shown at the top of the screen



The account Number is shown, with the description within the grid. The Access Type will be either “Write” or “Read” – if there is no access, the account will not appear in the user’s list.

When the screen is displayed by “Account #”, users and their permissions are listed.

2. Click on the [2 Account#] to re-display the screen, displaying the account number at the top of the screen, with a list of users and their respective access shown in the grid.





3. The [3 Edit List] button will produce a listing; the username and fiscal year range are required fields. The list can be run as Excel® or PDF®.

The dialog box 'Task 1081: User Account Security Edit List' contains the following fields and options:

- Required: Enter Username**: Input field with 'ELI' entered.
- Required: Enter Fiscal Year Range [ex: YYYY]**: 'From: 2024 To: 2025'.
- Run as**: Radio buttons for Preview, Print, PDF, CSV, and **Excel** (selected).
- If Printing use Duplex**: Radio buttons for **Yes** (selected) and No.
- Buttons: Lookup, OK, Cancel, Clear All.

The resulting Excel spreadsheet 'GL_User_Account_Security.xlsx' has the following data:

User Name	User Description	PY	Account#	Account Description	Access Type
ELI	EI	2025	0100-000-0000-00-00-10400	CASH, TRASH	Write
ELI	EI	2025	0100-000-0000-00-00-12700	TRASH CHARGES AIR	Write
ELI	EI	2025	0100-000-0000-00-00-20200	ACCOUNTS PAYABLE, TRASH	Write
ELI	EI	2025	0100-000-0000-00-00-20210	ACCURED PAYROLL, TRASH	Write
ELI	EI	2025	0100-000-0000-00-00-26600	DEF REVENUE-TRASH CHARGES	Write
ELI	EI	2025	0100-000-0000-00-00-26730	DEF REVENUE-TRASH LIENS	Write
ELI	EI	2025	0100-000-0000-00-00-26999	REFUNDS DUE (W/S/TST)	Write
ELI	EI	2025	0100-000-0000-00-00-32110	F/B RES FOR ENCUMB, TRASH	Write
ELI	EI	2025	0100-000-0000-00-00-32160	BROUGHT FORWARD ARTICLES, TRASH	Write
ELI	EI	2025	0100-000-0000-00-00-32711	F/B RESERVED FOR EXP - (2019)RETAINED	Write
ELI	EI	2025	0100-000-0000-00-00-35900	UNDES FUND BALANCE, TRASH	Write
ELI	EI	2025	0100-000-0000-00-00-35906	TRASH RETAINED EARNINGS	Write
ELI	EI	2025	0100-000-0000-00-00-38200	RES FOR ENCUMB, TRASH	Write
ELI	EI	2025	0100-000-0000-00-00-39100	REVENUE, TRASH	Write
ELI	EI	2025	0100-000-0000-00-00-39200	REVENUE, TRASH	Write

With this feature all users will be able to see a precise list of the accounts to which they have access.

[ADM-AUC-SY-8350]

4 New & Updated Content on ADMINS.com

Our site is regularly updated with new content, so check back often; we also offer a periodic email highlighting a featured video.

The screenshot shows the ADMINS.com website with the following elements:

- Header: support@admins.com, Videos & Quick Tips (highlighted), Home, What's New, Videos & Quick Tips (highlighted), Library, More, User icon.
- Section: **AUC Video Launchpad**
- Text: Below is a list of training videos for new users to get acquainted with AUC, and for current users to take a deeper dive into a process or get a refresher for "once a year" tasks.
- Grid of video links:

Getting Started	GL Training	AP Training
Logging In to AUC & Basics (7:00)	Add a New GL Account (4:07)	Approvals - The AP/PO Dashboard (3:49)
Logging out of AUC (1:54)	Budget Transfers via a JE (2:55)	Create a Direct Payment Voucher (5:35)
Reset AUC Password (2:00)	Drill Down on Account (4:51)	Create a Voucher from a PO (6:20)
Use the Training Area (2:04)	Transaction History Queries (7:07)	Voucher Check (4:22)
Clear Data From A Field (1:17)	General Ledger Reports (10:09)	
Favorites Setup (1:33)	Expenditure Summary Report (1:04)	