



General Ledger

Release Notes

JUNE 2025

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

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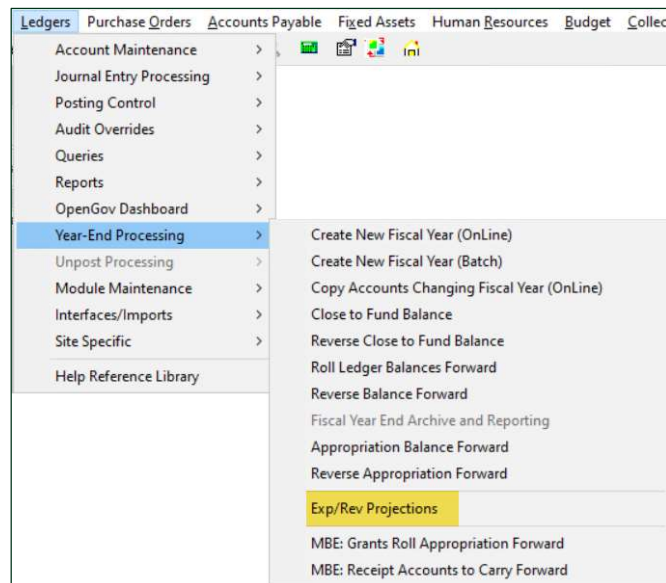
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1 Projected Expenditure/Revenue Accounts [FIX]

There was an issue with this screen not saving the projected amount on the first account displayed on the screen and has been corrected.

Navigate to: Ledgers > Year-End Processing > Exp/Rev Projections



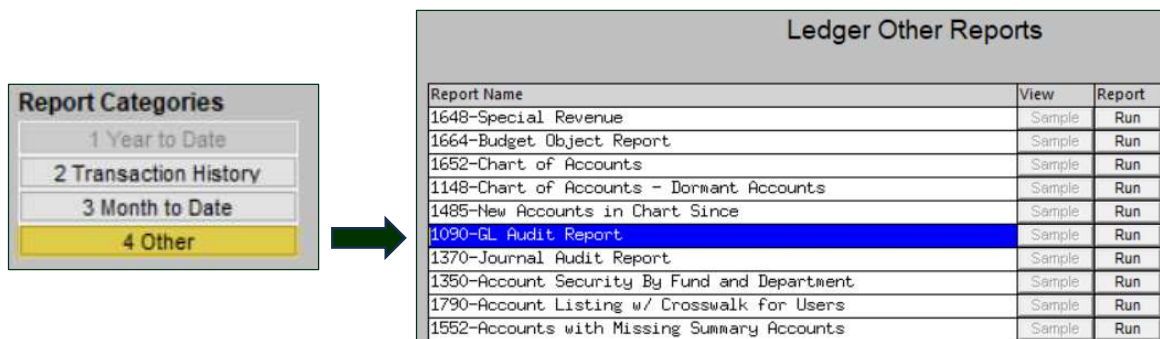
[ADM-AUC-GL-8573]

2 GL Audit Report [Enhancement]

When running the 1090 - GL Audit Report process, there are a number of reports produced (10 reports).

Report 1086 - GL Audit Verify Fiscal Period Table has been modified to only report on funds that have activity and should be activated. Funds with no activity can be left as inactive.

Navigate to: Ledgers -> Reports -> Report Library





Report 1086 – GL Audit Verify Fiscal Period Table

1086-FMREP:GLAUDPER		Printed 06-May-2025 at 14:14:17 by LUANN		Page 1
		Town of Admins		
		GL Audit Verify Fiscal Period Table		
Verifying Funds in Fiscal Period Table against Fund Element Table				
Year	Fund	Reason	Solution	
2025	0444	Fund is inactive in Element Table	Update Status in Chart by Clicking Actions->Activate	
2025	2009	Fund is inactive in Element Table	Update Status in Chart by Clicking Actions->Activate	
2025	9990	Fund is inactive in Element Table	Update Status in Chart by Clicking Actions->Activate	

Original

1086-FMREP:GLAUDPER		Printed 06-May-2025 at 14:52:23 by LUANN		Page 1
		Town of Admins		
		GL Audit Verify Fiscal Period Table		
Verifying Funds in Fiscal Period Table against Fund Element Table				
Year	Fund	Reason	Solution	
2025	2009	Fund is inactive in Element Table but has activi	Update Status in Chart by Clicking Actions->Activate	

New

[ADM-AUC-GL-8566]

3 Account Security Edit List [Enhancement]

The Status column has been changed on these reports to display the status of the User rather than the status of the security table. In addition, a selection legend has been added to the end of the report.

Navigate to: Ledgers > Account Maintenance > Account Security

3.1 Account Security Edit List

Task 1670: Account Security Edit List

Account Security Table Listing

Include ☒ All Users ☐ Active Users ☐ Inactive Users

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

3.2 User Account Security Setup Report

Task 1745: User Account Security Setup Report

User Account Security Setup Report

Optional: Enter up to 9 Usernames 0 values:

Include ☒ All Users ☐ Active Users ☐ Inactive Users

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

[ADM-AUC-GL-8574]



4 Default Journal Entry Type [Enhancement]

There is now a Default Journal Entry Type for each user that can be placed on the User Profile.

The user profile has been enhanced to give a site the ability to set a default journal type when a new journal is created.

The Default Journal Entry Type will default when the user creates a NEW journal. *This does not restrict the user to just that journal type; it simply sets it as the default for new journal entries.

Navigate to: System > User Menu > User Profile

The screenshot shows the 'User Profile Screen' with the 'Account Security' tab selected. The 'Default Journal Entry Type' is highlighted in yellow. A 'Journal Types' dialog box is open, showing a list of journal types with 'BT' (Budget Transfer) selected. The 'OK' button is highlighted.

[ADM-AUC-GL-8463]

5 Fiscal Period Close [Enhancement]

There has been an update to the Fiscal Period Table to show more information about a closed fund under the Fund Status. The update includes when a Fund is Manually closed, who closed it and the date of the close.

Navigate to: Ledgers -> Account Maintenance -> Fiscal Periods

The screenshot shows the 'Maintain Fiscal Periods' screen. The table has columns for FY, Fund, Description, and Fund Status. The first row shows FY 2023, Fund 1000, Description GENERAL FUND, and Fund Status Closed. A yellow highlight is under the text 'Fund Status Manually Closed by LUANN on 14-May-2025'.

[ADM-AUC-GL-8524]



6 Roll Ledger Balances Forward [Fix]

Previously, the software did not verify whether the target fiscal year had been created before running the Roll Fund Balance process and this issue has been fixed. Additionally, the process would previously stop if any accounts were missing in the new fiscal year. Now, the system will prompt the user to add the missing accounts and then continue the process.

Navigate to: Ledgers -> Year-End Processing -> Roll Ledger Balances Forward

Roll Ledger Balances Forward

From Fiscal Year: 2025 To Fiscal Year: 2026

Select Only Those Fund(s) that are...

☐ Open ☒ Closed ☐ Both

Default Fund Selections to...

☐ Roll Forward ☒ Do Not Process

1-Select for Processing

[ADM-AUC-GL-8511]

7 Copy Account Changing – Fund [Fix]

Previously, the Period and Control Tables were not populated when using the "Copy Account Changing - Fund" feature on the Maintain Chart of Accounts screen. Now, the process prompts for the Start Date of the Fiscal Year and ensures both tables are properly set up during the copy process.

Navigate to: Ledgers > Account Maintenance > Chart of Accounts - [Actions] Copy Account Changing > Fund

[AUC] 1000-Maintain Chart of Accounts [chris]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections

Maintain Chart of Accounts

Goto...

1 Actions

FY 2025 Account Description 0100-000-0000-000-00-39100 REVENUE, TRASH

2 Copy Accounts Changing... 3 Fund

Add New Account

Update Account Descriptions by...

Edit List

Error List

New Acct Since

Rebuild Summary Accounts

Inactivate Account

Department

Function

Program

Location

Year

Object

Type Control

Group UNCL UNCLASSIFIED

Type ☐ Operating ☐ Personal Services ☐ CIP ☒ Not Budgeted



The system now prompts for the fiscal year's start date and automatically sets up the period and control tables during the copy process.

The screenshot shows a dialog box titled "[AUC] 1000-Maintain Chart of Accounts [chris]". The main heading is "Copy Accounts Changing...". Below this, there are several input fields and options:

- "Required: Enter Fiscal Year (ex: YYYY)" with a text input field.
- "Get Description from" with two radio buttons: "From Account" and "Algorithm" (which is selected).
- "Enter From Fund" with a text input field.
- "Enter To Fund" with a text input field.
- "Required: Enter Start Date of FY (mmddyyyy)" with a text input field.

At the bottom of the dialog box, there are four buttons: "Lookup", "OK", "Cancel", and "Clear All".

[ADM-AUC-GL-8528]



8 Help Reference Library & ADMINS Website

This section lists the new and updated content available in the Help Reference Library and the ADMINS website.

8.1 New & Updated Documentation in the Help Reference Library

8.2 New Content on ADMINS.com

Below are two videos that you will find helpful that are available on the ADMINS.COM website.

Site Link: [Videos & Quick Tips](#)

Video: [Index of Help Documents](#) [0:51]

Video: [Quick Task Selection](#) [2:10]