BUDGET

RELEASE NOTES – DECEMBER 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Budget** system.

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1. MAINTENANCE

Levels of Service may be marked to be omitted on the Operating Budget (by Account) maintenance screen.

1.1. Operating Budget By Cost Item Breakdown [New]

By setting the omit checkbox on a single account for a budget group, any amount entered on the omitted level of service will be ignored when calculating the budget amount for all accounts within the budget group.

When using the Operating Budget (Cost item breakdown screen), the accounts for the omitted Level of Service will display a message that this is **READ ONLY** and the user will be unable to change any values.

These changes affect only sites that use more than one level of service, and sites that use the Operating Budget (Cost Item Breakdown) screen.

[ADM-AUC-BU-3850]

2. REPORTS-OPERATING BUDGET

To access reports, select **Budget ▶ Reports ▶ [Operating Budget]**.

2.1. Budget Town Meeting (BTM) w/ Cost Breakdown [New]

This section and the following section describe the changes made for both reports. See below for details.

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2.2. BTM w/ Cost Breakdown & Notes (Personal Services Included) [New]

These reports now offer the option to include Personal Services budget dollars and descriptions and allow the user to specify a range of objects for which Personal Services description Detail will be shown. To run the report, select **Budget ▸ Reports ▸ Operating Budget ▸ Standard Budget Reports ▸ 12596–Budget Town Meeting w/ Cost Breakdown** or **12598 –Budget Town Meeting w/ Cost Breakdown and Notes**.
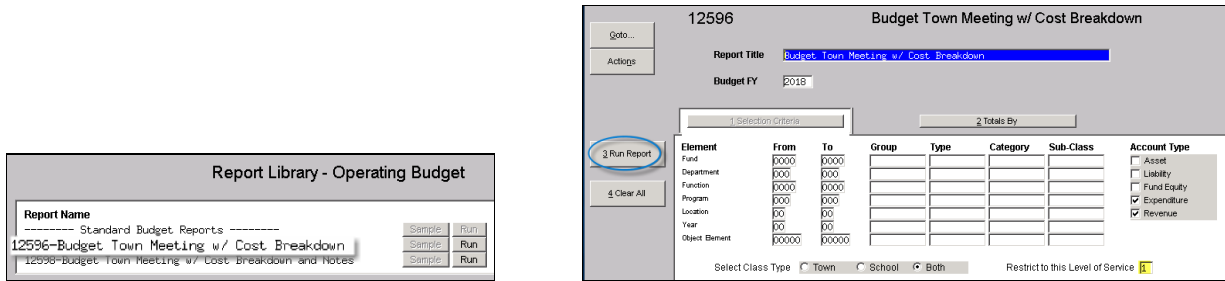
After making any selections in the standard report selection screen and selecting a level of service, clicking on **[3 Run Report]** will display a prompt allowing additional selections.
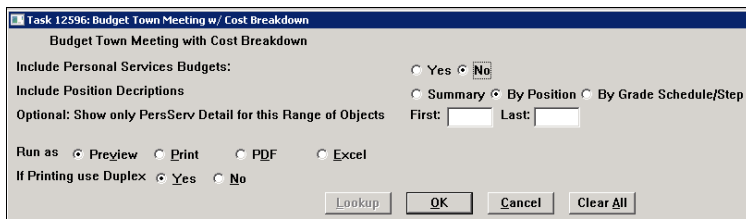
The prompt now includes a **[Yes/No]** radio button to include Personal Services Budget figures.
Selecting **[No]** will exclude Personal Services Budgets.
Selecting **[Yes]** will include Personal Services Budgets, and Position Descriptions are listed in one of three ways:

1. Summary
2. By Position
3. By Grade Schedule/Step

2.2.1. Position Descriptions ▸ Summary [New]

This option summarizes and counts the number of positions where the first segments of the position number are the same. Each of the positions shown is summarized for dollars and the number of positions for the account is shown in parenthesis after the position description.

> **F.Y.I.** The first column contains line numbers, which will vary from report to report. Personal services positions will start with line 500.

The examples shown are for Preview/Print and PDF options; the reports are also available in Excel® output.

```
0100-430-0000-004-00-00-52700        TRASH REMOVAL
                              ------------ ------------ ------------ ------------ ------------ ------------ ------------ ------------
                                     513            0            0            0            0            0            0            0

0200-450-0000-004-00-00-51110        DIRECTOR
  515   SOUTH SCHOOL TEACHER (2)                            1,980            0            0            0            0
  516   SOUTH SCHOOL TEACHER (4)                            4,055            0            0            0            0
  517   SOUTH SCHOOL TEACHER (1)                              959            0            0            0            0
  518   SOUTH SCHOOL TEACHER (4)                            3,811            0            0            0            0
  519   SOUTH SCHOOL KINDERGARTEN TEACHER (2)               2,015            0            0            0            0
  520   SOUTH SCHOOL TEACHER (3)                            2,900            0            0            0            0
  521   BEHAVIOR SPECIALIST (2)                             1,839            0            0            0            0
  522   CAFETERIA ELEMENTARY LEAD COOK (1)                    206            0            0            0            0
                              ------------ ------------ ------------ ------------ ------------ ------------ ------------ ------------
```

Notice the highlighted text above on the summary report – it correlates with the first two lines on the next report, showing Position Descriptions by Position.

2.2.2.   Position Descriptions ▶ By Position [New]

The same position is shown below, but there is a line for each position, and the salary dollars are shown for each. If more than one employee holds the same position (all segments of the Position are the same), the dollars are combined on this report.

```
0100-430-0000-004-00-00-52700        TRASH REMOVAL
                              ------------ ------------ ------------ ------------ ------------ ------------ ------------ ------------
                                     513            0            0            0            0            0            0            0

0200-450-0000-004-00-00-51110        DIRECTOR
  519   S003TEAGR01-01 SOUTH SCHOOL TEACHER                  962            0            0            0            0
  520   S003TEAGR01-03 SOUTH SCHOOL TEACHER                1,018            0            0            0            0
  521   S003TEAGR02-01 SOUTH SCHOOL TEACHER                1,071            0            0            0            0
  522   S003TEAGR02-03 SOUTH SCHOOL TEACHER                1,003            0            0            0            0
  523   S003TEAGR02-04 SOUTH SCHOOL TEACHER                  990            0            0            0            0
  524   S003TEAGR02-05 SOUTH SCHOOL TEACHER                  991            0            0            0            0
  525   S003TEAGR03-01 SOUTH SCHOOL TEACHER                  959            0            0            0            0
  526   S003TEAGR04-02 SOUTH SCHOOL TEACHER                1,837            0            0            0            0
  527   S003TEAGR04-03 SOUTH SCHOOL TEACHER                  990            0            0            0            0
  528   S003TEAGR04-04 SOUTH SCHOOL TEACHER                  984            0            0            0            0
```

2.2.3.   Position Descriptions ▶ By Grade Schedule/Step [New]

This is the most detailed of the report options. It shows the Employee number, Grade schedule and step of each position. In the example, two employees are highlighted, employee #9804 and 3178, with dollar values for each. If a position has no employee assigned then it will be combined at the position level.

```
0100-430-0000-004-00-00-52700        TRASH REMOVAL
                              ------------ ------------ ------------ ------------ ------------ ------------ ------------ ------------
                                     513            0            0            0            0            0            0            0

0200-450-0000-004-00-00-51110        DIRECTOR
  533   SOUTH TEACHER E:010659 S:MASTERS +30 St:7            735            0            0            0            0
  534   SOUTH SCHOOL TEACHER E:009804 S:BACHELORS +15 St     962            0            0            0            0
  535   SOUTH SCHOOL TEACHER E:003178 S:MASTERS +15 St:1   1,018            0            0            0            0
  536   SOUTH SCHOOL TEACHER E:001908 S:MASTERS +60 St:1   1,071            0            0            0            0
  537   SOUTH SCHOOL TEACHER E:009935 S:MASTERS +30 St:1   1,003            0            0            0            0
  538   SOUTH SCHOOL TEACHER E:009960 S:BACHELORS +30 St     990            0            0            0            0
  539   SOUTH SCHOOL TEACHER E:010610 S:MASTERS +15 St:1     991            0            0            0            0
  540   SOUTH SCHOOL TEACHER E:010282 S:MASTERS St:11        959            0            0            0            0
  541   SOUTH SCHOOL TEACHER E:010679 S:MASTERS St:10      1,011            0            0            0            0
  542   SOUTH SCHOOL TEACHER E:070201 S:BACHELORS St:7       826            0            0            0            0
  543   SOUTH SCHOOL TEACHER E:009840 S:BACHELORS +30 St     990            0            0            0            0
  544   SOUTH SCHOOL TEACHER E:010025 S:MASTERS +15 St:1     984            0            0            0            0
  545   SOUTH SCHOOL KINDERGARTEN E:010183 S:MASTERS St:     996            0            0            0            0
```

2.2.4.   By Grade and Step with Notes [New]

The example below was run to excel, and shows a sample of output with notes.

Notes are entered on the operating budget maintenance screen for a given account number. The report will list only accounts with budgeted dollars.

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			D	E	F	G	H	I	J	K	L
A	B	C	2017	2017	2017	School		School			Incr/Decr
Account#	Line	Description	Budget	Base Budget	Actual YTD	Request	Level 2	Committee	School 4	Town Meeting	%
1000-300-2210-100-04-00-51210		PRIN SALARY -MACY									
	501	PRINCIPAL E:010743 S:School Administr St:2			101,719		0	0	0	0	0.00
		Total	101,719	101,719	0	203,438	0	0	0	0	0.00
1000-300-2210-102-03-00-51230		CLERK SALARY - SOUTH									
		Sample notes for South Clerk Salary Year 2018									
	501	CLERK 10 MONTH E:004041 S:Clerical 10 mont St:2			31,137		0	0	0	0	0.00
		Total	29,074	29,074	0	60,211	0	0	0	0	7.10
1000-300-2210-102-04-00-51230		CLERK SALARY - MACY									
	501	CLERK 10 MONTH E:007861 S:Clerical 10 mont St:2			31,592		0	0	0	0	0.00
		Total	29,525	29,525	0	61,117	0	0	0	0	7.00
1000-300-2305-110-03-00-51260		ELEM TEACHERS - SOUTH									
	501	SOUTH KINDERGARTEN TEACHER E:009891 S:MASTERS St:11			71,257		0	0	0	0	0.00
	502	SOUTH TEACHER E:010659 S:MASTERS +30 St:7			50,660		0	0	0	0	0.00
	503	SOUTH SCHOOL TEACHER E:009804 S:BACHELORS +15 St:10			68,418		0	0	0	0	0.00
	504	SOUTH SCHOOL TEACHER E:003178 S:MASTERS +15 St:11			72,267		0	0	0	0	0.00
	505	SOUTH SCHOOL TEACHER E:001908 S:MASTERS +60 St:11			75,893		0	0	0	0	0.00
	506	SOUTH SCHOOL TEACHER E:009935 S:MASTERS +30 St:11			73,657		0	0	0	0	0.00
	507	SOUTH SCHOOL TEACHER E:009960 S:BACHELORS +30 St:11			70,312		0	0	0	0	0.00

2.2.5.   Optional: Range of Objects Filter [New]

Optional: Show only PersServ Detail for this Range of Objects   First: 51110 Last: 51910

If the Account's object is within the Object range entered and contains personal services budgets, or no object range is entered, the position description **will** display in the format selected above.

If an object range is entered and the account's object is **outside that range**, any personal services lines will be combined to a single amount and will display a ***** Multiple Position** message.

This is to allow accounts like Medicare and FICA which could have hundreds of positions assigned to only show summary information, rather than list each position.

```
    500  *** Multiple Positions                            22,983
```

[ADM-AUC-BU-3845]

3. REPORTS–PERSONAL SERVICES

Two of the Personal Services Reports were enhanced to include new information in the legend at the bottom of the reports.

Report Library - Personal Services Budget

Report Name			Las
12025-Personal Services - Position Profile	Sample	Run	20-
12525-Personal Services - Detail Account/Position/Code			
12530-Personal Services - Summary Account/Position/Code			
12537-Personal Services - Summary Wages/Benefits	Sample	Run	18-
12037-Personal Services - Budgeted Position List	Sample	Run	02-
12112-Personal Services - Spreadsheet	Sample	Run	21-
12051-Personal Services - Detail - Account Selection	Sample	Run	08-
	Sample	Run	

3.1.   12525 Detail Account/Position/Code

This report now allows for the optional selection of a range of funds.

3.1.1.   Fund Range Selection Added [New]

Figure 1 Before

Figure 2 After

3.1.2.   Legend Enhanced [New]

This report allows the user to choose whether to print **Position Salary Records**. The selection is now included in the legend at the end of the report along with the **Budget Year**, **Optional Budget Groups**, and the **Sorted By** selections.This is helpful when comparing reports to ensure that identical selection criteria were used for each report.

Figure 3 After

Figure 4 Before

Figure 5 After

[ADM-AUC-BU-3849]

3.2.   12530 Summary Account/Position/Code

This report now allows for the optional selection of a range of funds.
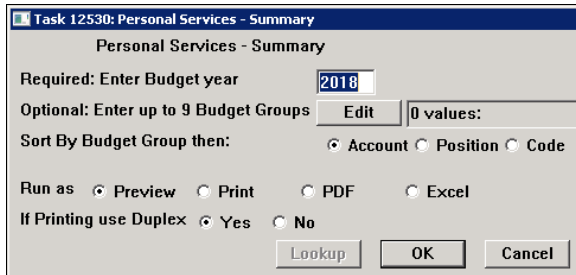
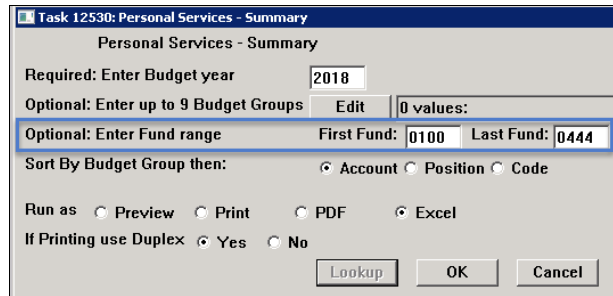### 3.2.1.   Fund Range Selection Added [New]

Figure 6 Before

Figure 7 After

[MBE-SUP-SAPLAUC-442]

4. HELP REFERENCE LIBRARY

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.

4.1.   Numbering Added to Help Reference Libraries [New]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 8 shows a sample of the new numbering scheme. For example, a user may ask how to control access to groups in the budget module. Support staff will refer the user to the help document **BU-130 How to Restrict Access in Budget**, and the document is found in numerical order in the Help Reference Library. There is an index similar to this on all the AUC Modules.
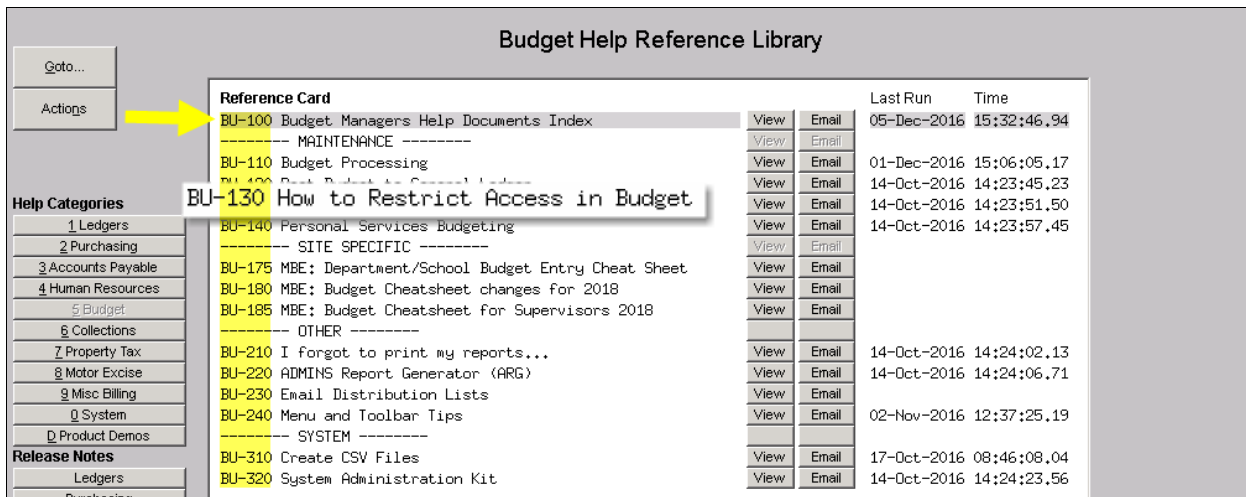
Figure 8 New Numbering System for the Help Reference Library

4.2.   Alphabetical Index for Help Documents [New]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document.
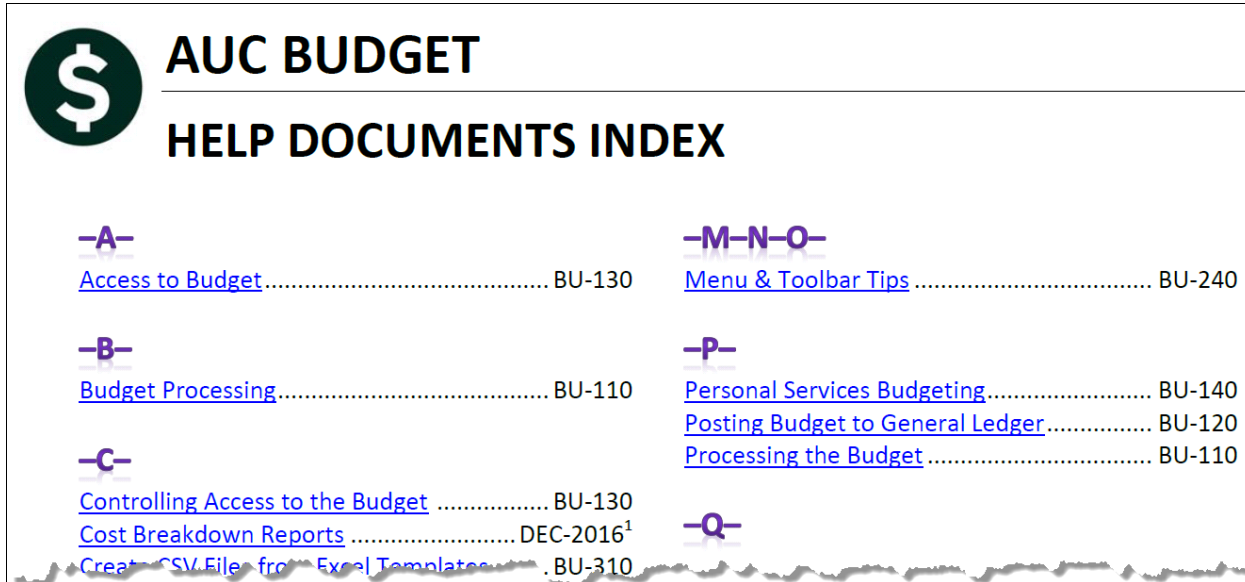

AUC BUDGET

HELP DOCUMENTS INDEX

–A–

Access to Budget BU-130

–B–

Budget Processing...BU-110

–C–

Controlling Access to the Budget BU-130
Cost Breakdown Reports ....DEC-2016[1]
Create CSV Files from Excel Templates BU-310

–M–N–O–

Menu & Toolbar Tips BU-240

–P–

Personal Services Budgeting.........................BU-140
Posting Budget to General Ledger................BU-120
Processing the Budget BU-110

–Q–

Figure 9 Help Documents Alphabetical Index with Clickable Links

Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. If the reference is to a Release Note, the **Month and Year** of the release note will be referenced.

–C–

Controlling Access to the Budget BU-130
Cost Breakdown Reports .... DEC-2016[1]
Create CSV Files from Excel Templates BU-310

[1] Refers to a Release Note, for the cited month and year – in this case, Budget Release Notes for December of 2016.

Figure 10 Index Referring to a Release Note

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to support@admins.com so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

4.3.   New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- BU-100 Budget Help Documents Index
- MAINTENANCE   BU-110 Budget Processing (added table of contents)   [ADM-AUC-DOC-104]
- SITE SPECIFIC   MBE: Department/School Budget Entry Cheat Sheet [New]
                          MBE: Budget Cheatsheet Changes for 2018 [New]
                          MBE: Budget Cheatsheet for Supervisors 2018 [New]