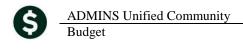
This document explains new product enhancements added to the ADMINS Unified Community for Windows **BUDGET** system.

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1. MAINTENANCE ▶ Status Messages [Fix]

When maintaining budget accounts, informational messages are displayed in red to indicate the status of the budget group. To delineate clearly between groups in the Approval Process and groups that are posted, a new message was incorporated into the screen with this software update.

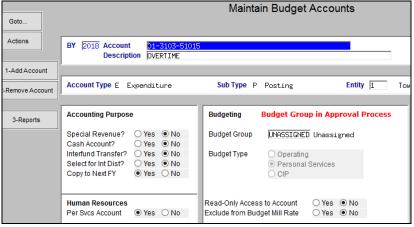


Figure 1 Before - Posted Budget Group showed as "in Approval Process"



Figure 2 After – Budget Account shows that the group has been posted

[ADM-AUC-BU-3866]

2. TIMEOUT CHANGED ON POSTING & APPROVALS SCREENS [New]

The timeout on posting and approvals screens throughout AUC has been reduced to five minutes, to relieve the locking issues users are having when people are on a posting or approval screen and step away from the desk for long enough that the remote desktop session times out.

[ADM-AUC-SY-8034]

3. PERSONAL SERVICES

3.1. Future Salary Changes [Fix]

If there was a future salary change record in the Human Resources Module, and the change date was outside the budget period, the salary record was not created in the budget module position.

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For example, the 2019 budget was:

- initialized on November 14, 2017
- a salary change existed that is effective November 25, 2017
- the budget period is July 1, 2018 through June 30, 2019

Prior to the software update, that change was not reflected when the budget was initialized. This has been corrected. When the budget is initialized, a report of future salary changes is produced.

F 12046-BUEMPSALHIST.REP 29 by THERESA Town of ADMINS Future Salary Changes for Budgeted Positions												
Employee	Bargai	ningUnit	Schedule	Grade	Step	Effective	Entered	Annual	Period	Daily	Hourly	Per Diem
000020 POWERS, LYNN M	A AFL	-AF	ABATECH	1	2	25-Nov-2017	17-0ct-2017	26,658.87	512.67	102.54	18.9878	102.540000
001022 JONES, MARIE A	NA AFL	-AF	ABATECH	1	2	25-Nov-2017	17-0ct-2017	33,323.59	640.84	128.17	18.9878	128.170000
007102 LADOUCEUR, LYNN M.	A AFL	-AF	ABATECH	1	2	25-Nov-2017	17-0ct-2017	33,323.59	640.84	128.17	18.9878	128.170000
007672 STEWART, MARIE L	NA AFL	-AF	ABATECH	1	2	25-Nov-2017	17-0ct-2017	33,323.59	640.84	128.17	18.9878	128.170000
070530 PONTBRIAND, KAREN M 🥒	A AFL	-AF	ABATECH	1	2	25-Nov-2017	17-0ct-2017	33,323.59	640.84	128.17	18.9878	128.170000
070626 CONTRARY, MARY Q.	NA AFL	-AF	ABATECH	1	1	25-Nov-2017	17-0ct-2017	31,721.80	610.03	122.01	18.0751	122.010000
070659	\ AFL	-AF	ABATECH	1	1	25-Nov-2017	17-0ct-2017	25,377.44	488.02	97.61	18.0751	97.610000
070660	NA AFL	-AF	ABATECH	1	2	25-Nov-2017	17-0ct-2017	26,658.87	512.67	102.54	18.9878	102.540000
070660	A AFL	-AF	ABATECH	1	3	21-Nov-2017	17-0ct-2017	22,800.96	438.48	87.70	16.2400	87.696000
070660	NA AFL	-AF	ABATECH	1	3	20-Nov-2017	17-0ct-2017	22,800.96	438.48	87.70	16.2400	87.696000

Figure 3 The highlighted entry shows the salary effective as of 25 November 2017

The [Salary] tab of the Personal Services Budget (By Position) will now show the correct salary.

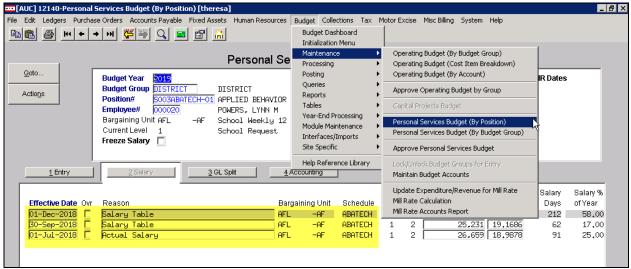
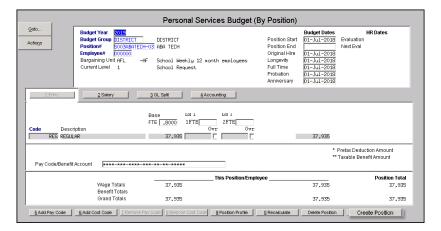


Figure 4 The salary is reflected as the actual salary as of 1 July 2018, and additional increases are shown

[ADM-AUC-BU-3871]

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3.2. Creating Positions [Fix]



On the Budget Maintenance Personal Services Budget (by Position) screen, when clicking on the [Create Position] button, the system was allowing the selection of a position that had been marked as Inactive. This was corrected. Now only active positions may be created.

3.3. Position Maintenance ▶ [4 Create Budget] [Fix]

In the **Budget** > **Tables** > **Position Maintenance** screen, the [4 Create Budget] button would allow the creation of a budget for an **Inactive** position. This was corrected. Only active positions may have a budget created on this screen.

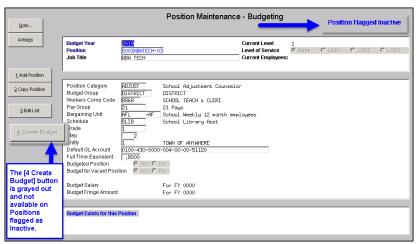


Figure 5 The Position Maintenance screen no longer allows the creation of a budget for an inactive position

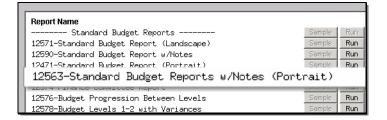
[MDT-SUP-SAPLAUC-1525]

4. REPORTS

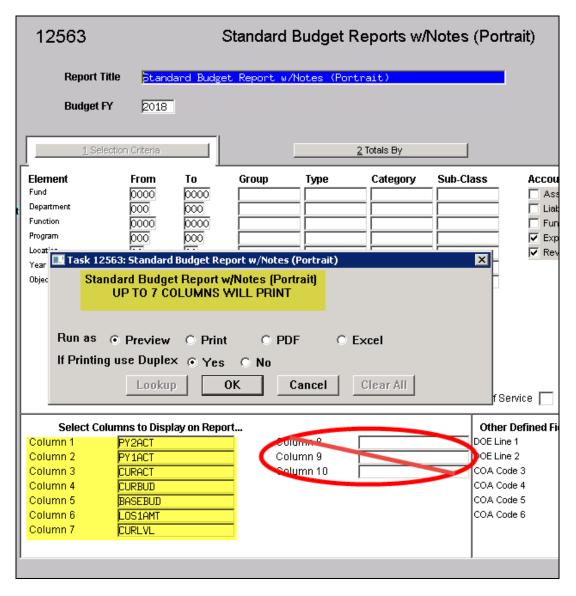
A new budget report with notes in portrait layout is available in the reports library. Select **Budget** Reports Report Library 12563 Standard Budget Report w/Notes (Portrait).

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4.1. 12563 Standard Budget Report with Notes in Portrait Layout [New]



In the examples below, there is a line note on the 2% limit column and also a longer note on the account. Both notes are shown in the report. The report is limited to seven columns due to the page width.

Budget

ADMINS Unified Community

12563-BUNOTERPRP.REP Printed 27-Sep-2017 at 17:28:32 by THERESA Town of ADMINS Standard Budget Report w/Notes (Portrait) Budget Fiscal Year: 2018 to 2018 2016 2017 2017 2018 2015 Actual YTD Budget Base Budget 1000 422 0000-004 00-00-51 31 PERM VENT PER ONNE -AS T 1000-510-0000-005-00-00-51600 LONGLVITY 430 0 U 0 1000-510-0000-005-00-00-52010 ADVERTISING 0 0 0 0 1000-510-0000-005-00-00-52020 POSTAGE 0 0 0 0 1000-510-0000-005-00-00-58401 LEASE/PURCHASE COPY MACH 1000-541-0000-005-00-00-51110 DEPT HEAD - DIRECTOR
2% limit Sample level of service note for the 7.417 31,034 976 0 0 Sample notes field. This is for the account number and will appear below the account on the report. 1000-541-0000-005-00-00-51129 ADMINISTRATIVE PERSONNEL 278 0 400

Figure 6 Sample PDF/Preview/Print output

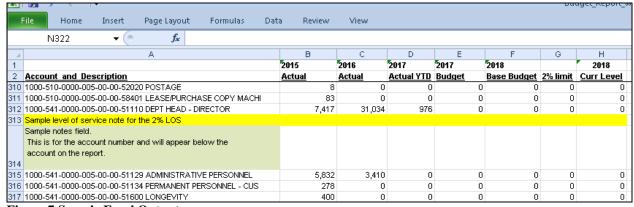


Figure 7 Sample Excel Output

[ADM-AUC-BU-3843]

5. HELP REFERENCE LIBRARY

New or Updated Documentation 5.1.

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

OTHER

BU-240 Menu and Toolbar Tips

[Updated]