BUDGET

RELEASE NOTES – MARCH 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Budget Module**. The ADMINS Support staff will install these changes to your system on **March 29, 2014.**

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1. TRAINING AREA REPORTS

An issue whereby reports created in the **Training** area were not marked as originating from the training area was corrected.

Figure 1 Before

Figure 2 After

[ADM-AUC-BU-3755]

2.   TABLES

2.1.   Budget Groups

2.1.1.   Detail Screen – Excel Reports Updated

The excel version of the summary list from the budget group table was displaying only eight characters of the Budget Group code instead of all ten characters. This has been corrected. To access these reports, select **Budget ▶ Tables ▶ Budget Groups**. From the Budget Groups screen, select the group on which you wish to report and click on the detail button.
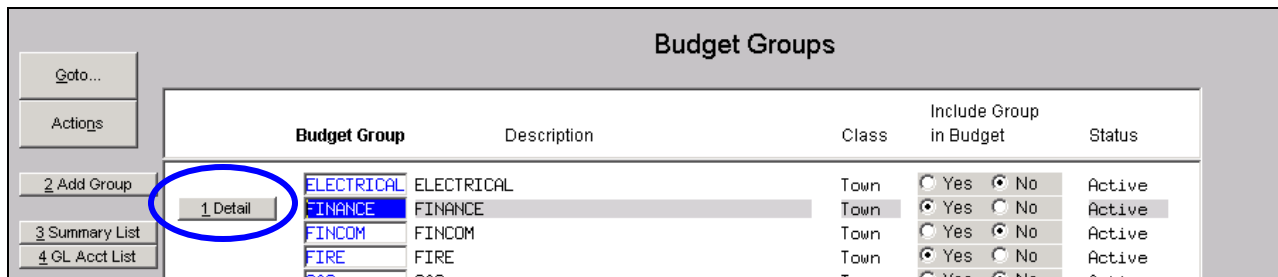
Once you have clicked the Detail button, the following screen will be displayed:
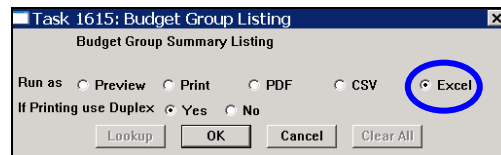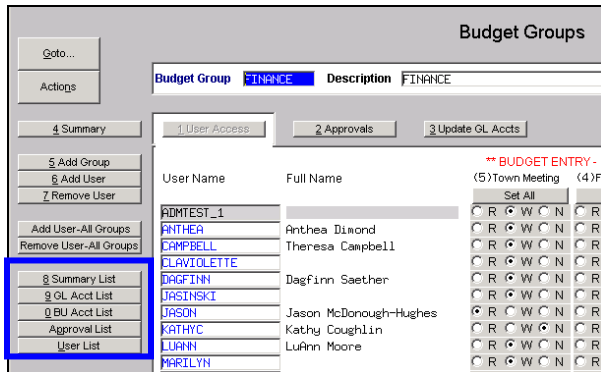
Select the Summary List from the buttons on the left and choose **Excel** as the output option. Click on **OK**.

Figure 3 Before   Figure 4 After

This has been corrected for all of the reports in the list: Summary, GL Acct, BU Acct, Approval & User.

3.   PERSONAL SERVICES BUDGETING

3.1.   Personal Service Detail Budget by Position Screen

On the Personal Service Detail Budget by Position Entry Screen, when cost codes were deleted for a given position, the nightly process sorted all the files and the deleted codes reappeared. This has been corrected.
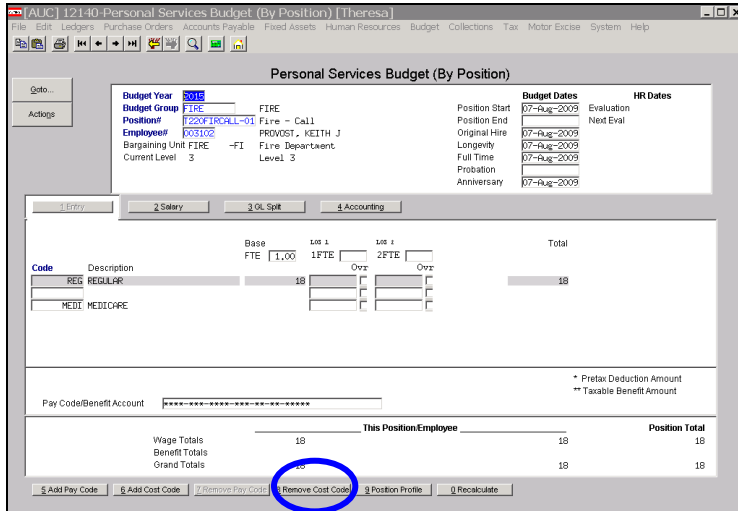
Similar changes were also made for the **Bargaining Unit Cost Code – Budget Screen** and the **Bargaining Unit Holiday Screen** for the deletion of cost codes and/or pay codes.

The **Personal Service Budget Entry screen – Salary Matrix** was updated to retain the deletion of salary changes and the **Personal Service Employee Accounting Screen** was updated to retain the deletion of general ledger lines.

3.2.   Salary Schedule Without % Change

The New Salary Schedule process has been modified to make the Increase/Decrease Table by % optional. This may be needed when the calculator fields change.
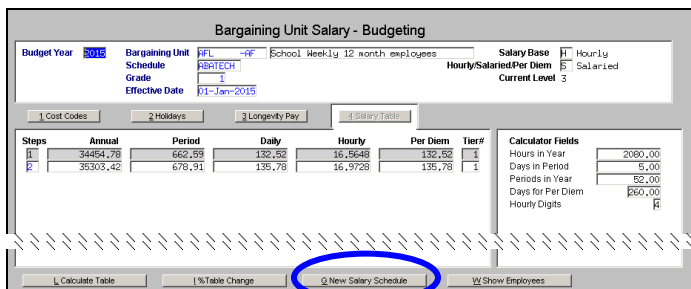
Click the New Salary Schedule button and the following prompt will be displayed.

Figure 5 Before % is Required   **Figure 6 After - % is Optional**

[MAN-SUP-SAPLAUC-195]

4.   REPORTS

4.1. Operating Budget ▶ Cost Item Audit Report

The Cost Item Audit Report was split into two reports. The first details issues where the cost item records do not add up to the amount in the Account detail records.

```
12850-BUOPBAUDITM.REP           Printed 18-Mar-2014 at 13:43:06 by THERESA                               Page 1
                                        Town of ADMINS
                                     Cost Item Audit Report

                        Accounts where Cost Items Details do not Match Account Total in 2014
---------- --------------------------------------------------------- -------------------- ------------------ ------------------
Group      Account# & Description                                    Level of Service       Cost Item Total      Account Total
---------- --------------------------------------------------------- -------------------- ------------------ ------------------
ABS        1000-997-0000-009-00-00-59010 TRANSFER TO TRUST FUND       Base Budget                                        50,000
ABS        1000-997-0000-009-00-00-59010 TRANSFER TO TRUST FUND       Inc/Dec                                            25,000
ADM        1000-123-0000-001-00-00-51110 DEPARTMENT HEAD SALARY       Base Budget                                       120,574
ADM        1000-123-0000-001-00-00-51110 DEPARTMENT HEAD SALARY       Inc/Dec                      121,779              123,787
ADM        1000-123-0000-001-00-00-51130 PERMANENT PERSONNEL          Base Budget                                        29,958
           1000-123-0000-001-00-00-51110 DEPARTMENT HEAD SALARY       Inc/Dec                      121,779              123,787
```
Figure 7 Report #1

To run this report, select **Budget ▶ Reports ▶ Operating Budget ▶ 12850 Cost Item Audit Report**.

The second report checks that all records in the cost item file have a matching record in the Account Detail File, reporting on any mismatches. It then checks that the Budget Group is the same between the

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Cost Item and Account Detail files. Finally it checks that the Budget Group in the cost item file matches the Budget Group assigned to the Budget Chart of accounts.

```
12850-BUOPBAUDITM.REP          Printed 18-Mar-2014 at 13:43:25 by THERESA                    Page 1
                                      Town of ADMINS
                                   Cost Item Audit Report


                        Audit Report - Contact AUC Support if you see any errors on this report
==== ============================================================================ ==== ==== Cost Item  Account   COA
Year Account# & Description                                                       Line LOS  Budget Grp Budget Grp Budget Grp
==== ============================================================================ ==== ==== ========== ========== ==========

No Records Selected
```
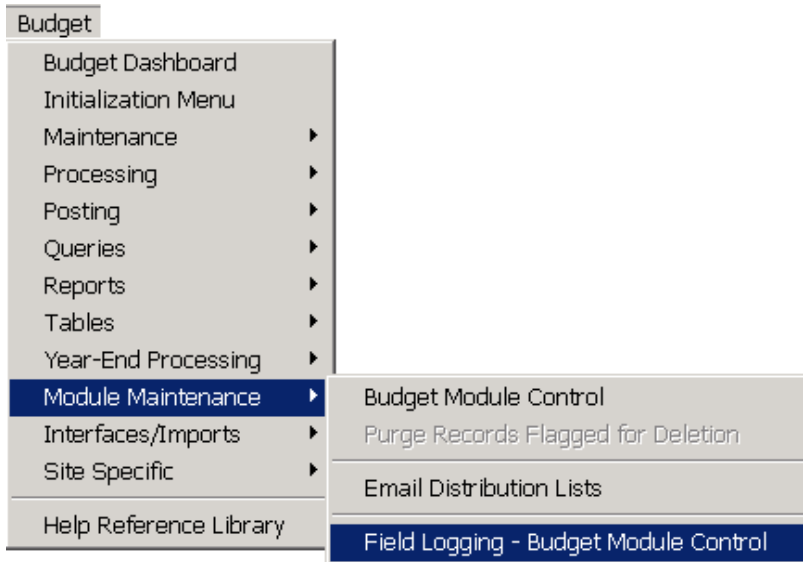
Figure 8 New Report

[ADM-AUC-BU-3759]

5.   MODULE MAINTENANCE

5.1.   Module Control Field Logging

Field logging for Module Control changes has been added. To access this information, select **Budget ▶ Module Maintenance ▶ Field Logging – Budget Module Control**.

The **Seq#** corresponds to the Seq# in the Budget Module Control screen.

[ADM-AUC-SY-7891]

6. HELP REFERENCE LIBRARY

6.1. New or Updated Documentation

- Personal Services Budgeting

This document was updated to include two new procedures. Sections 8.4 and 8.5 were added to document the steps required to add Cost Codes and Pay Codes to Bargaining Unit Positions.

[ADM-AUC-BU-3754]

- System: System Administration Toolkit

7. SYSTEM ADMINISTRATION

7.1. Overnight Job Will Disable the System

Overnight maintenance procedures were modified to disable access to the system while these procedures are running. Logins will be re-enabled upon successful completion. This will prevent users from accessing the system while the overnight maintenance procedures execute. If you attempt to login at the start of the day and you see this message:

Then…
Please contact ADMINS Support so that we may check on the status of your maintenance procedures and provide access to the application.

[ADM-AUC-SY-7881]