

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

### **TABLE OF CONTENTS**

1.	BUDGET INITIALIZATION	.2				
	1.1. Personal Services Budgeting	. 2				
	1.1.1. Step Increases	. 2				
	1.2. Appropriations Roll Forward Corrected	. 5				
2.	MAINTENANCE					
2.1. Personal Services Budget (By Position) Salary Tab						
	2.2. Standard Worksheet with Notes					
3.	REPORTS					
٠.	3.1. Personal Services Detail Report					
	3.2 Salary Analysis Spreadsheet					
	3.2. Salary Analysis Spreadsheet					
	3.3.1. Budget Cost Breakdown Worksheet					
3.3.2. Budget Cost Breakdown–All Levels of Service Report w/Notes						
4.	TABLES					
	4.1 Position Maintenance Table	-				
	4.1.1. Detail Edit List	-				
5.	HELP REFERENCE LIBRARY	. 5				
٠.	5.1. New or Updated Documentation					

### 1. BUDGET INITIALIZATION

## 1.1. Personal Services Budgeting

### 1.1.1. Step Increases

If a bargaining unit table has, for example, an "every 6 months" step increase, the step increases were not created during the budget initialization. The increases were only available after recalculating the budget. This has been corrected.

[CRI-SUP-SAPLAUC-101]

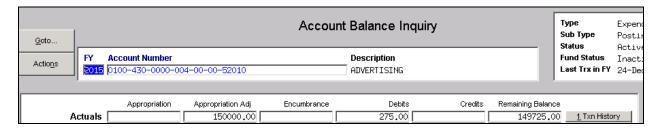
## 1.2. Appropriations Roll Forward Corrected



This applies only to the appropriation roll forward of funds that do not close.

AUC tracks two sets of appropriations and appropriation adjustments. One set is used for the ledgers and the other is used in the budget module.

When fund appropriations (that do not close to fund balance) are rolled forward in "detail roll", the amount of the appropriation and appropriation adjustment were written to the "Budget Module" fields when they should not have been. These amounts are no longer rolled forward as they are not newly budgeted in the rolled over year.



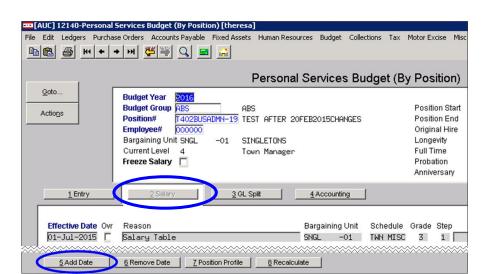
See the help reference document "Roll Appropriations Forward" in the Ledger Help Reference Library for more information on the "detail roll".

ADM-AUC-GL-8156]

### 2. MAINTENANCE

# 2.1. Personal Services Budget (By Position) Salary Tab





[ADM-AUC-BU-]

#### 2.2. Standard Worksheet with Notes

The worksheet was modified so that the notes align with the account/description and do not extend beyond the account/description section to appear under the dollar amounts.

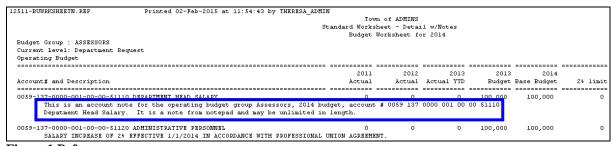


Figure 1 Before

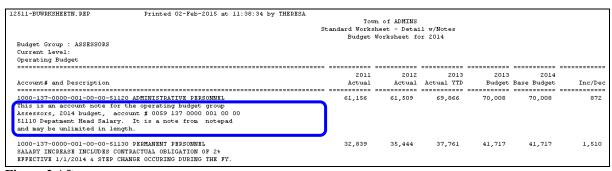


Figure 2 After

[ADM-AUC-BU-3789]

### 3. REPORTS

## 3.1. Personal Services Detail Report

The Personal Services Detail Report now offers the option of including **Position Salary Records** on the salary accounting record.





Figure 3 Before

Figure 4 After

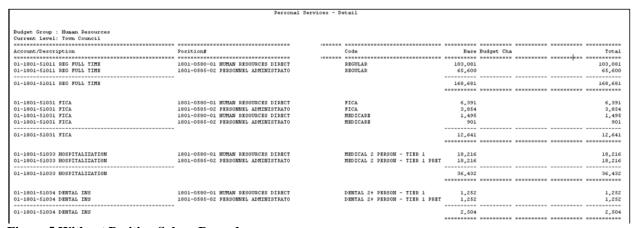


Figure 5 Without Position Salary Records

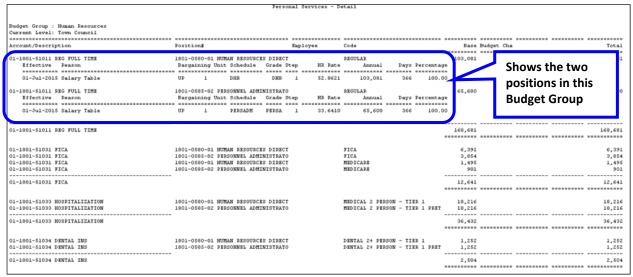


Figure 6 With Position Salary Records

[ADM-AUC-BU-3786]

# 3.2. Salary Analysis Spreadsheet

A new report is available under:

Budget ▶ Report > Personal Services ▶ 12112 – Personal Services – Spreadsheet.

This comprehensive report shows current HR salary versus the budgeted salary. This report includes all levels of service within all approval levels. It may be run for up to nine budget groups or for the entire budget.

	Report Library - Personal Services							
Report Name								
12025-Personal	Services -	Position Profile	Sample					
12023-Personal	Services -	Category Cost Report	Sample					
12525-Personal	Services -	Detail	Sample					
12530-Personal	Services -	Summary	Sample					
12537-Personal	Services -	Summary Wages/Benefits	Sample					
12037-Personal	Services -	Budgeted Position List	Sample					
12112-Personal	Services -	Spreadsheet	Sample					

A	В	C	D	E	F	G	H		J	K	L
						_Prior Year Budget	Department Request	Department Request	Department Request	Department Request	
Account	Account Description	Position#	Position Description	<b>Employee</b>	Code	<u>Total</u>	Base	LOS 1	LOS 2	<u>Total</u>	Chang
0200-450-0000-004-00-00-52400	PROFESSIONAL SERVICES	000 -00		Vacant Position		106,000					-106,00
0200-450-0000-004-00-00-52400	PROFESSIONAL SERVICES	S000 -00	GUIDE TO STARS	Vacant Position	REGULAR - hours		53,000			53,000	53,00
0200-450-0000-004-00-00-52400	PROFESSIONAL SERVICES	T135FINCFO -03	TCTEST	Vacant Position	REGULAR - hours		53,000			53,000	53,00
0200-450-0000-004-00-00-52400	PROFESSIONAL SERVICES					106,000	106,000			106,000	)
1000-000-0000-000-00-00-99990		000 -00		Vacant Position		1,592					-1,59
1000-000-0000-000-00-00-99990	CLEARING	T122SELSLTM-01	SELECTMAN	KENT	MEDICARE		8			8	
1000-000-0000-000-00-00-99990	CLEARING	T122SELSLTM-01	SELECTMAN	LARSEN	MEDICARE		8			8	3
1000-000-0000-000-00-00-99990	CLEARING	T122SELSLTM-01	SELECTMAN	SHEPPARD	MEDICARE		16			16	3 1
1000-000-0000-000-00-00-99990	CLEARING	T135FINCFO -01	CHIEF FINANCIAL OFFICER	HAMM	MEDICARE		1,560			1,560	1,58
1000-000-0000-000-00-00-99990	CLEARING					1,592	1,592			1,592	2
1000-122-0000-001-00-00-51180	ELECTED BOARD SALARIES	000 -00		Vacant Position		2,200					-2,20
1000-122-0000-001-00-08-51180	ELECTED BOARD SALARIES	T122SELSLTM-01	SELECTMAN	KENT	REGULAR - hours		550			550	55
1000-122-0000-001-00-00-51180	ELECTED BOARD SALARIES	T122SELSLTM-01	SELECTMAN	LARSEN	REGULAR - hours		550			550	3 55
1000-122-0000-001-00-00-51180	ELECTED BOARD SALARIES	T122SELSLTM-01	SELECTMAN	SHEPPARD	REGULAR - hours		1,100			1,100	1,10
1000-122-0000-001-00-00-51180	ELECTED BOARD SALARIES					2,200	2,200			2,200	
1000-123-0000-001-00-00-51130	PERMANENT PERSONNEL	000 -00		Vacant Position		30,533					-30,53
1000-123-0000-001-00-00-51130	PERMANENT PERSONNEL	T123ADMASST-01	TOWN ADMINISTRATOR SECRETARY	BALEY	REGULAR - hours		30,533			30,533	
1000-123-0000-001-00-00-51130	PERMANENT PERSONNEL					30,533	30,533			30,533	
						,					
1000-123-0000-001-00-00-51140	L.E.M.A. DIRECTOR	000 -00		Vacant Position		3,000					-3,00
1000-123-0000-001-00-00-51140	L.E.M.A. DIRECTOR	T123LEMLEMA-01	L.E.M.A. COORDINATOR	Vacant Position	REGULAR - hours	-,	3,000			3,000	
1000-123-0000-001-00-00-51140	L.E.M.A. DIRECTOR					3,000	3,000			3,000	
							.,			.,	
1000-135-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	000 -00		Vacant Position		89,600					-89,60
1000-135-0000-001-00-00-51110		T135FINCEO -01	CHIEF FINANCIAL OFFICER	HAMM	REGULAR - hours	00,000	89,600			89,600	
1000-135-0000-001-00-00-51110						89,600	89,600			89,600	
						,	,				
1000-300-1410-101-09-00-51210	CFO WAGES-SHARED WITH SCHOOL DEPT	000 -00		Vacant Position		22,400					-22,40
	CFO WAGES-SHARED WITH SCHOOL DEPT	T135FINCFO -01	CHIEF FINANCIAL OFFICER	HAMM	REGULAR - hours	22,100	22,400			22,400	
	CFO WAGES-SHARED WITH SCHOOL DEPT					22,400	22,400			22,400	
						EL, 100	EL, IO			EL, IV	-
	Report Total					255,325	255,325			255,325	

Figure 7 Excerpt of Salary Analysis Report

[ADM-AUC-BU-3783]

# 3.3. Budget Reports with Notes

# 3.3.1. Budget Cost Breakdown Worksheet

The notes field was re-sized so that the notes align with the account/description and do not extend beyond the account/description section to appear under the dollar amounts. Select **Budget** > Reports > Report Library > Operating Budget > 12566 - Cost Item Breakdown by Level of Service w/ Notes to run this report.

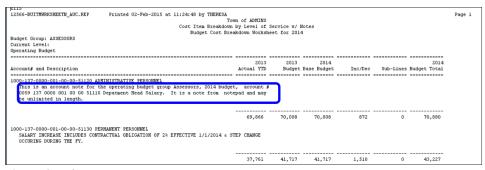


Figure 8 Before

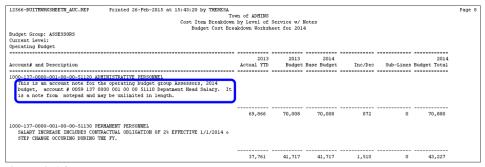


Figure 9 After

## 3.3.2. Budget Cost Breakdown-All Levels of Service Report w/Notes

The Cost Breakdown – All Levels of Service report was also modified to prevent the notes field from encroaching on the adjacent columns. To access this report, select **Budget** Reports Report Library Operating Budget ▶ 12567–Cost Breakdown – All Levels of Service w/Notes.

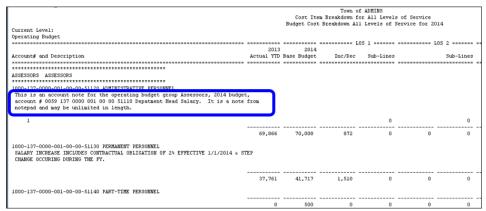


Figure 10 Before

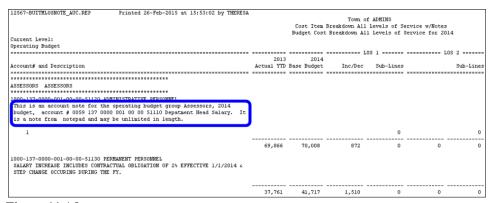


Figure 11 After

[ADM-AUC-BU-3791]

4. TABLES

### 4.1. Position Maintenance Table

The Position Maintenance Table now includes position specific messages indicating:

- what fields are required before the position can be created,
- if the position is already in the budget files,
- if the Budget Group was not set up during budget initialization and is therefore not budgeted.

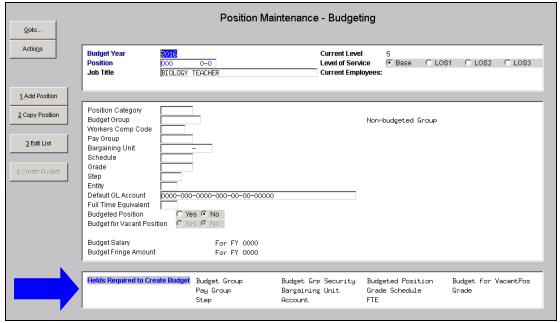


Figure 12 Lists fields required to create a budget



Figure 13 Indicates that a budget already exists for the position



Figure 14 Indicates that the Budget Group for this position is not budgeted

[ADM-AUC-BU-378

#### 4.1.1. Detail Edit List

The detail edit list for the **Budget** > **Tables** > **Position Maintenance Table** now includes the Worker's Compensation Code.

```
12639-BUPOSEDT.REP
                                     Printed 20-Jan-2015 at 13:33:49 by THERESA
                                                                       Town of ADMINS
                                                                    Budget Position List
                                                                    Budget year: 2015
Detail by Position
                   Job Title: CUSTODIAN 2
  Position: S000-00
                                                                                 Status: Active
                              ADMINISTRATORS
School Weekly 12 month employe
  Position Category: ADMIN
                                                                        | Budget Group:
    Bargaining Unit: AFL-AF Sch
Schedule: CU Cus
Grade: 1 Step: 4
                                                                                 Entity: 1
                                                                              LOS Type:
                                      Custodial
                                                                        Annual Salary:
                FTE: 1.00
                                                                        | Annual Fringe:
  Position: S003ABATECH-01 Job Title: APPLIED BEHAVIOR ANALYSIS TECHNICIAN Status: Active
                               Applied Behavior Analysis Tech | Budget Group:
  Position Category: ABA
    Bargaining Unit: AFL-AF
Schedule: ABATECH
                                      School Weekly 12 month employe
                                                                                 Entity: 1
                                                                                                     TOWN OF ANYWHERE
                                                                           LOS Type:
                                      ABA Technician
                                                                        | Annual Salary:
              Grade: 1
FTE: 1.00
                             Step: 2
                                                                        | Annual Fringe:
```

Figure 15 Before

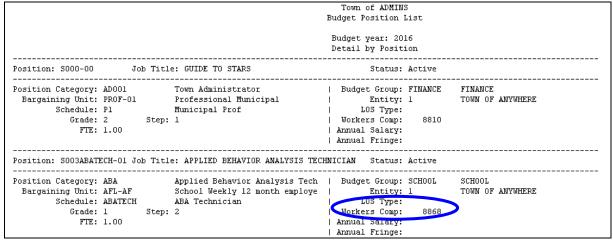


Figure 16 After

[ADM-AUC-BU-3781]

### 5. HELP REFERENCE LIBRARY

# 5.1. New or Updated Documentation

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

OTHER

System Administration Kit