



BUDGET

RELEASE NOTES – MARCH 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Budget** system and installed on your site in **March 2016**.

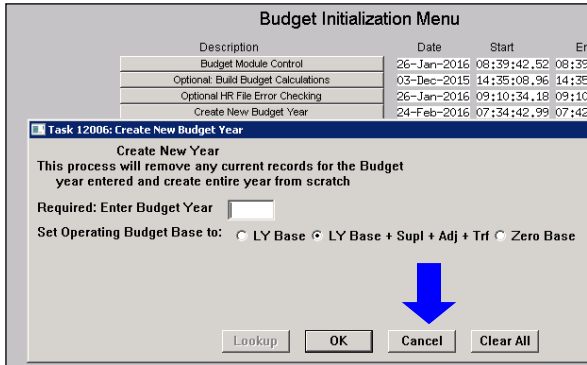
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1. BUDGET INITIALIZATION

Corrected an issue with the budget initialization process. Prior to this update, if you clicked the **CANCEL** button the process would continue to run. This has been corrected.

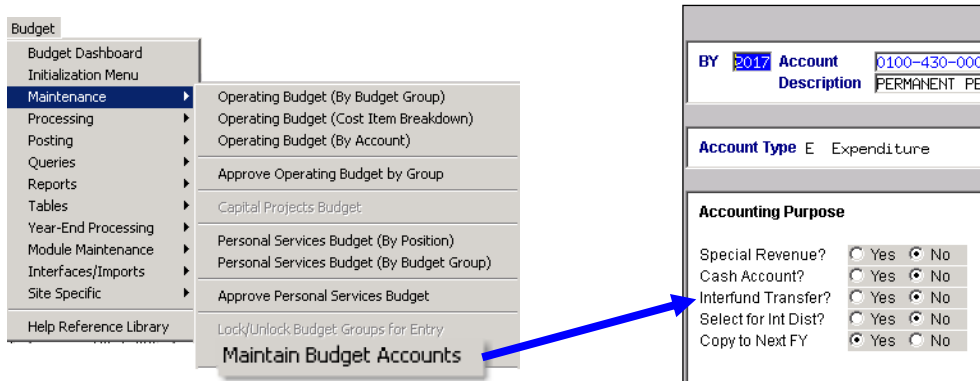


[ADM-AUC-BU-3828]

2. MAINTENANCE

2.1. Maintain Budget Accounts – Interfund Transfer setting

Prior to this update, when a new account was manually added to the Budget Chart, it did not set a value for the **InterFund Transfer?** radio button. This has been corrected.

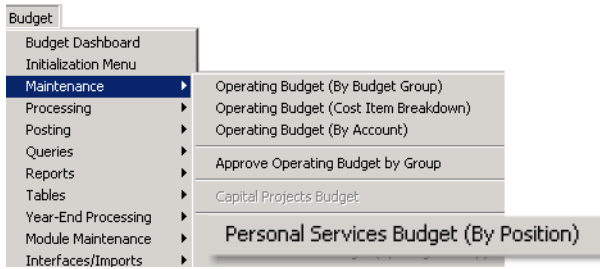


[ADM-AUC-BU-3810]

2.2. Position Maintenance

2.2.1. Longevity Calculation – where position has an end date set

Setting a position end date prior to the beginning date of the budget year prevents the system from budgeting the position.



In the example below, the budget year is 2018, beginning July 1, 2017 and ending June 30, 2018. The Position End date is set to June 30, 2017.

Personal Services Budget (By Position)			
Budget Year	2018		
Budget Group	DISTRICT	DISTRICT	
Position#	S003ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIA	Position Start 15-Jul-2015 Evaluation
Employee#	000020	POWERS, LYNN M	Position End 30-Jun-2017
Bargaining Unit	AFL -AF	School Weekly 12 month employees	Original Hire 02-Sep-2000
Current Level	1	Level 1	Longevity 15-Jul-2015
			Full Time 01-Jun-2001
			Probation 15-Jul-2015
			Anniversary 15-Jul-2015

Prior to the software update, **longevity** was being calculated even if there was a position end date prior to the beginning of the budget year. This has been corrected.

[ADM-AUC-BU-3826]

3. TABLES

3.1. Bargaining Unit Salary Table – Create another with same date

Prior to this update, the budget bargaining unit salary table button “**New Salary Schedule**” would not allow the creation of a new schedule with the same date as an existing schedule, even if the old schedule was removed. The process has been changed so that if the schedule exists, the values will be updated. This allows users to experiment with different percentage values in the salary table. Select **Budget** ▶ **Tables** ▶ **Bargaining Unit Table** ▶ **Salary Table** to access the screen.



Bargaining Unit Salary - Budgeting

Budget Year: 2016
 Bargaining Unit: FIRE -FI Fire Union
 Salary Base: Hourly
 Schedule: FT
 Grade: 1
 Effective Date: 01-Jan-2014
 Current Level: 1

Steps	Annual	Period	Daily	Hourly	Per Diem	Tier#
1	41736.24	802.82	114.66	19,110.00	160.82	1
2	49359.92	856.46	123.78	20,630.00	173.29	1
3	50646.36	973.38	139.14	23,190.00	194.50	1
4	56225.44	1119.72	159.96	26,660.00	223.34	1
5	64056.72	1231.86	175.98	29,330.00	246.37	1
6	66361.44	1287.72	183.36	30,660.00	257.54	1

Calculator Fields:
 Hours in Year: 2184.00
 Days in Period: 7.00
 Periods in Year: 82.00
 Days for Per Diem: 860.00
 Hourly Digits: 2

Buttons: L Calculate Table | % Table Change | **G New Salary Schedule** | @Process

[AUC] 12676-Bargaining Unit Salary - Budgeting [theresa]

Create Schedule with New Effective Date

Required: Enter Budget Year: 2018
 Required: Enter Bargaining Unit: FIRE -FI Fire Union
 Required: Enter COPY FROM Effective Date (mmddyyyy): 01-Jul-2015
 Optional: Increase/Decrease Table by %: 3
 Required: Enter New Effective Date (mmddyyyy): 01-Jul-2016

Buttons: Lookup | OK | Cancel | Clear All

In the above example, a salary schedule with an effective date of 01-Jul-2016 already exists; the existing values will be updated with a 3% increase from the 1-Jul-2015 salary schedule. To make a % change for the current table, use the % Table Change button.

[ADM-AUC-BU-3809]

3.2. Budget Pay Code Table – displaying all codes

The pay code table was displaying all codes regardless of the year being displayed at the top of the screen. This has been corrected.

Pay Codes - Budgeting

Budget Year: 2017

Buttons: 2 Pay Code | 3 Description

2 Pay Code	3 Description	
TPER	Teacher's per diem personal day	****-****
TPREP	missed prep period	1000-300-23
TSIC	Teachers' per diem sick day	****-****
TSUB	biweekly substitutes	****-****
TUT	Tutoring	1000-300-23
JHOL	Unpaid holiday	****-****
JLOA	UNPAID LEAVE OF ABS	****-****
JMAT	UNPAID MATERNITY LVE	****-****
JUNI	UNION LEAVE	****-****
VAC	Vacation - hours	****-****
VACACCR	VACATION ACCRUAL	****-****
VACFP	VACATION FINAL PAY	****-****
W/C	WORKMENS' COMP	****-****
WOP	LEAVE W/O PAY	****-****
XPER	EXTRA PERSONAL DAY	****-****
457	Employer Contribution 457 Plan	2260-000-00
457	POLICE ACADEMY	****-****
457	ADMINISTRATIVE LEAVE	****-****

Buttons: 1 Detail

Figure 1 Before

2 Pay Code	3 Description	
1 Detail	TPER	Teacher's per diem personal day
	TPREP	missed prep period
	TSIC	Teachers' per diem sick day
	TSUB	biweekly substitutes
	TUT	Tutoring
	JHOL	Unpaid holiday
	JLOA	UNPAID LEAVE OF ABS
	JMAT	UNPAID MATERNITY LVE
	JUNI	UNION LEAVE
	VAC	Vacation - hours
	VACACCR	VACATION ACCRUAL
	VACFP	VACATION FINAL PAY
	W/C	WORKMENS' COMP
	WOP	LEAVE W/O PAY
	XPER	EXTRA PERSONAL DAY

Figure 2 After

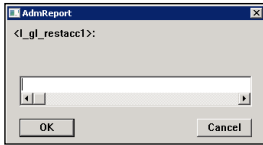
[ADM-AUC-BU-3821]



4. REPORTS

4.1. Budget Reports

Prior to this update if no records were selected on a report, the system was displaying the following pop-up, requiring a response before it would continue with the report. This has been corrected



[ADM-AUC-BU-3822]

4.2. Reports for Prior Posted Budgets – if your security changed

Prior to this update, if:

- you ran reports on a **Posted Budget**,
- and a budget group **has since been excluded** from the budget process,

the excluded budget group would not appear in the report, even if that budget group was included in the posted budget year.

Budget Groups				
Budget Group	Description	Class	Include Group in Budget	Status
1 Detail	DISTRICT	School	<input type="radio"/> Yes <input checked="" type="radio"/> No	Active

The budget group “District” was not included in the report as the **Include in Budget** radio button is set to no:

12571-BUBUDRPT.PEP Printed 05-Jan-2016 at 14:34:37 by ANTHEA

Town of ADMINS
Standard Budget Report

Budget Fiscal Year: 2010 to 2010

Account# and Description	2009 Budget	2009 Actual YTD	School Request	
Budget Group:HIGH SCHOOL	4,983,688	4,983,688	5,208,612	4,92
Budget Group:HACY	1,890,710	1,890,710	1,982,815	1,77
Budget Group:MIDDLE	4,717,838	4,717,838	5,049,322	4,67
Budget Group:PRIMAVERA	419,923	419,923	403,339	34
Budget Group:SOUTH	2,528,701	2,528,701	2,575,218	2,33
Budget Group:SPED	2,112,006	2,112,006	2,181,862	2,13
Budget Group:STALLBR00K	1,967,930	1,967,930	2,081,454	1,98

Figure 3 Before

The group is now included on Posted Budget report (because it was part of the overall budget in the prior year), but not included on current year budget reports:



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Town of ADMINS
Standard Budget Report

Budget Fiscal Year: 2010 to 2010

Account# and Description	2009 Budget	2009 Actual YTD	School Request	
Budget Group: DISTRICT	1,660,474	1,660,474	1,723,251	1,53
Budget Group: HIGH SCHOOL	4,983,688	4,983,688	5,208,612	4,92
Budget Group: MACY	1,890,710	1,890,710	1,982,815	1,77
Budget Group: MIDDLE	4,717,838	4,717,838	5,049,322	4,67
Budget Group: PRIMAVERA	419,923	419,923	403,339	34
Budget Group: SOUTH	2,528,701	2,528,701	2,575,218	2,33
Budget Group: SPED	2,112,006	2,112,006	2,181,862	2,13
Budget Group: STALLBOOK	1,967,930	1,967,930	2,081,454	1,98

Figure 4 After

[ADM-AUC-BU-3823]

4.3. Budget Town Meeting w/ Cost Breakdown [NEW column]

Added a new column to the **Budget Town Meeting w/ Cost Breakdown** reports. This column shows the percentage Increase/Decrease and is available in the Excel output only.

Formula for calculation is based on the Current Approval level. In the following example it is at the superintendent level

$$\text{Percent} = (\text{CurrentLevel} - \text{BaseBudget}) / \text{BaseBudget} * 100$$

D	E	F	G	H	I	J	K
2016 Budget	2016 Base Budget	2016 Actual YTD	Department Head	Superintende nt	BOE	Mayor	Council
		0	0	46,987	0	0	0
		0	0	131,420	0	0	0
		0	0	322,640	0	0	0
		0	0	781,308	0	0	0
		0	0	3,090	0	0	0
		0	0	1,803	0	0	0
0	0	228,245	0	1,287,248	0	0	0

Figure 5 Before



D	E	F	G	H	I	J	K	L
2016 Budget	2016 Base Budget	2016 Actual YTD	Department Head	Superintende nt	BOE	Mayor	Council	Incr/Decr %
		0	0	46,987	0	0	0	0.00
		0	0	131,420	0	0	0	0.00
		0	0	322,640	0	0	0	0.00
		0	0	781,308	0	0	0	0.00
		0	0	3,090	0	0	0	0.00
		0	0	1,803	0	0	0	0.00
0	0	228,245	0	1,287,248	0	0	0	100

Figure 6 After

[ADM-AUC-BU-3824]



4.4. Personal Services Spreadsheet – not displaying budget group

Corrected an issue with report **12112-Personal Services – Spreadsheet** report when entering a budget group selection on the prompt.

Report Name	Sample	Run	Last
12025-Personal Services - Position Profile	Sample	Run	14
12023-Personal Services - Category Cost Report	Sample	Run	
12525-Personal Services - Detail	Sample	Run	23
12530-Personal Services - Summary	Sample	Run	14
12537-Personal Services - Summary Wages/Benefits	Sample	Run	14
12037-Personal Services - Budgeted Position List	Sample	Run	14
12112-Personal Services - Spreadsheet	Sample	Run	14

Task 12112: Personal Services - Spreadsheet

Personal Services - Spreadsheet

Required: Enter Budget Year

Optional: Enter up to 9 General Ledger Budget Groups

Run as Excel

Prior to this update if an account changed budget groups from one budget year to the next it was not bringing in the correct budget group for the prior year account.

[ADM-AUC-BU-3825]

4.5. Personal Services – Employees with Grade/Step Changes [NEW]

Added new report **#12687-Employees with Grade/Step Changes**. This report will list any employee that has had either a Grade or Step change for the budget cycle.

Report Name	Sample	Run	Last
12025-Personal Services - Position Profile	Sample	Run	26-
12023-Personal Services - Category Cost Report	Sample	Run	26-
12525-Personal Services - Detail	Sample	Run	14-
12530-Personal Services - Summary	Sample	Run	26-
12537-Personal Services - Summary Wages/Benefits	Sample	Run	26-
12037-Personal Services - Budgeted Position List	Sample	Run	26-
12112-Personal Services - Spreadsheet	Sample	Run	26-
-----	Sample	Run	
12617-Consolidated Report	Sample	Run	14-
12614-Consolidated Report - Budget Type Break	Sample	Run	
12687-Employees with Grade/Step Changes	Sample	Run	27-

Task 12687: Employees with Grade/Step Changes

Employees with Grade/Step Changes

Required: Enter Budget Year

Optional: Enter up to 9 Budget Groups

Run as Preview Print PDF Excel

If Printing use Duplex Yes No



12687-BUPSVSTPCHG.REP Printed 21-Mar-2016 at 13:29:19 by THERESA Page 1
 Town of ADMINS
 Employees with Grade/Step Changes
 Budget year: 2017

----- Human Resource ----- Budget -----										
Position#	Position Title	Budget Group	Employee	Bargaining Unit	Schedule	Grade	Step	Annual Amount	Budget Annual Amount	Difference
T122SELSLTM-01	SELECTMAN	COA	KENT	ELEC-EL	SELM	1	1	550	1,500	950.00
T122SELSLTM-01	SELECTMAN	COA	LARSEN	ELEC-EL	SELM	1	1	550	1,500	950.00
T122SELSLTM-01	SELECTMAN	COA	SHEPPARD	ELEC-EL	SELM	1	1	1,100	1,500	400.00
Total Group COA										2,300.00
S004SPDRSFC-01	MACY TEACHER	MACY	PLACE	MTA-26	M30	1	6	58,093	63,339	5,246.00
S004TEAGRO3-01	MACY TEACHER	MACY	VAN DER WAL	MTA-26	M	1	3	48,268	52,788	4,520.00
S004TEAGRO3-01	MACY TEACHER	MACY	FOSTER	MTA-26	B30	1	3	47,630	52,952	5,322.00
S003TEAMUSC-01	SOUTH SCHOOL TEACHER	SOUTH	CLINTON	MTA-26	B	4	10	64,774	68,959	4,185.00
S003TEASOUT-01	SOUTH SCHOOL TEACHER	SOUTH	MONTVILLE	MTA-26	M	1	9	63,665	69,760	6,095.00
S003TEASOUT-01	SOUTH SCHOOL TEACHER	SOUTH	JEWETT	MTA-26	B30	1	10	66,061	70,643	4,582.00
S004BEHSPEC-01	BEHAVIOR SPECIALIST	SOUTH	MOODY	MTA-26	M15	1	6	56,408	62,625	6,217.00
S004MURSCHO-01	MURSE	SOUTH	POUCHER	MTA-26	B	1	7	55,031	61,148	6,117.00
S004PRIPRIN-01	PRINCIPAL	SOUTH	CORDONE	SMGL-01	SA	5	2	98,290	101,719	3,429.00
S004SCHCLRK-01	CLERK 10 MONTH	SOUTH	JOHANSEN	AF110M-AF10	CL10	1	2	29,995	31,588	1,593.00
Total Group SOUTH										78,564.00
Total Salary Difference										99,495.00

Selection Legend:
 Select Budget Year: 2017

[ADM-AUC-BU-3831]

4.6. Personal Services – Employees with Salary Changes [NEW]

Added new report #12688-Employees with Salary Changes. This report will list any employee that has had a change in their salary amount due to either a Grade/Step increase or COLA changes for the budget cycle.

Report Library - Personal Services Budget		
Report Name	Sample	Run
12025-Personal Services - Position Profile	Sample	Run
12023-Personal Services - Category Cost Report	Sample	Run
12525-Personal Services - Detail	Sample	Run
12530-Personal Services - Summary	Sample	Run
12537-Personal Services - Summary Wages/Benefits	Sample	Run
12037-Personal Services - Budgeted Position List	Sample	Run
12112-Personal Services - Spreadsheet	Sample	Run
12617-Consolidated Report	Sample	Run
12614-Consolidated Report - Budget Type Break	Sample	Run
12687-Employees with Grade/Step Changes	Sample	Run
12688-Employees with Salary Changes	Sample	Run



Task 12688: Employees with Salary Changes

Employees with Salary Changes

Required: Enter Budget Year

Optional: Enter up to 9 Budget Groups 0 values:

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

12688-BUPSVSALCHG.REP Printed 21-Mar-2016 at 13:52:35 by THERESA Page 1
Town of ADMINS
Employees with Salary Changes
Budget year: 2017

===== Human Resource ===== Budget =====												
Position#	Position Title	Budget Group	Employee	Bargaining Unit	Schedule	Grade	Step	Annual Amount	Grade	Step	Annual Amount	Difference
T122SELSLTM-01	SELECTMAN	COA	KENT	ELEC-EL	SELM	1	1	550.00	1	2	1,500	950.00
T122SELSLTM-01	SELECTMAN	COA	LARSEN	ELEC-EL	SELM	1	1	550.00	1	2	1,500	950.00
T122SELSLTM-01	SELECTMAN	COA	SHEPPARD	ELEC-EL	SELM	1	1	1,100.00	1	2	1,500	400.00
Total Group COA											2,300.00	
S004SPDRSRC-01	MACY TEACHER	MACY	WORSLEY	MTA-26	M60	3	11	75,071.00	3	11	76,197	1,126.00
S004SPDRSRC-01	MACY TEACHER	MACY	PLACE	MTA-26	M30	1	6	58,093.00	1	8	63,339	5,246.00
S004TEAARTS-01	MACY TEACHER	MACY	TURCOTTE	MTA-26	M15	2	11	70,899.00	2	11	71,962	1,063.00
S004TEAGR01-02	MACY TEACHER	MACY	PETERSON	MTA-26	B30	4	11	70,273.00	4	11	71,327	1,054.00
S004TEAGR01-03	MACY TEACHER	MACY	NEWTON	MTA-26	M30	3	11	72,868.00	3	11	73,961	1,093.00
S004TEAGR02-01	MACY TEACHER	MACY	MARAMO	MTA-26	M30	1	11	72,586.00	1	11	72,946	360.00
S004TEAGR03-01	MACY TEACHER	MACY	BALI	MTA-26	M60	2	11	74,771.00	2	11	75,893	1,122.00
S004TEAGR03-01	MACY TEACHER	MACY	VAN DER WAL	MTA-26	M	1	3	48,268.00	1	5	52,788	4,520.00
S004TEAGR03-01	MACY TEACHER	MACY	FOSTER	MTA-26	B30	1	3	47,630.00	1	5	52,952	5,322.00
S004TEAGR03-02	MACY TEACHER	MACY	WITHEE	MTA-26	M	1	10	66,699.00	1	11	70,242	3,543.00
Total Group MACY											24,449.00	
Total Salary Difference												26,749.00
#Positions: 13												

Selection Legend:

Select Budget Year: 2017
Budget Group: 'COA'
Budget Group: 'MACY'

[ADM-AUC-BU-3832]

5. HELP REFERENCE LIBRARY

5.1. New or Updated Documentation

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

- SYSTEM System Administration Kit