



BUDGET

RELEASE NOTES – SEPTEMBER 2015

This document explains new product enhancements added to the ADMINS Unified Community for Windows **BUDGET** system and installed on your site in September 2015.

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1. POSITION RECALCULATION

If the recalculate position from HR master files is run and a previously vacant position is now filled, the vacant position was not being deleted. Likewise, if a position was going from filled to vacant, the old filled position was not being deleted. This is now corrected. To access this screen, select **Budget ▶ Processing ▶ Position Recalculation from HR Masterfiles**.

[CRI-SAP-SAPLAUC-164]

2. REPORTS

2.1. Retrieve Output Files Email Option Added

Prior to the software update, the **Retrieve Output Files** function offered options to:

View a Report
Print a Report

Save & View a Report as a PDF
Download a Report

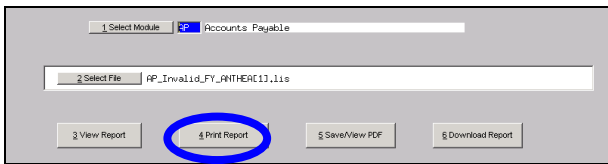


Figure 1 Before

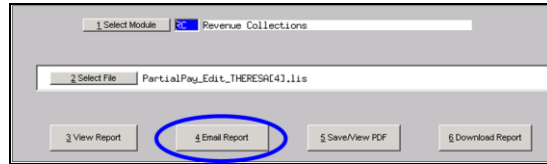
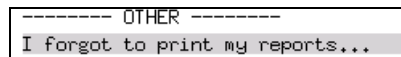


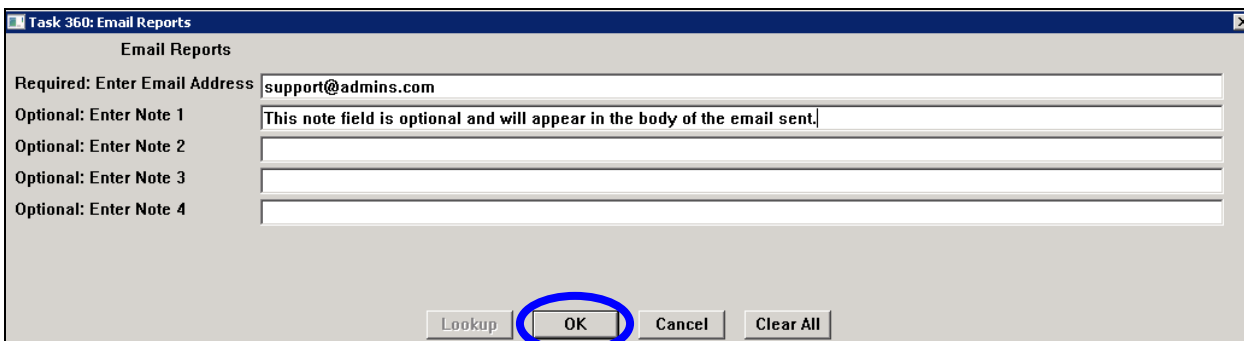
Figure 2 After

Now existing reports may be emailed as a PDF file to anyone with a valid email address (within the system or external to the system). To use this feature, select **Reports ▶ Retrieve Output Files** from the menu.

See the instructions in the Help Reference Library titled:



Click on Email Report and fill in the blanks (only the email address is required; the four notes fields are optional):



In the example above, the report will be sent as a **pdf** file to the email address support@admins.com. A message will appear confirming that the report was emailed. The body of the email message will include the text “Please find attached the report requested to be emailed” followed by any optional note text entered by the user.



In addition, the body of the email will include the complimentary close “Thank you” and the name of the user sending the report as specified in the User Profile table in the AUC system. Finally, there will be a message instructing the recipient not to reply to the message as it was automatically generated from the system.

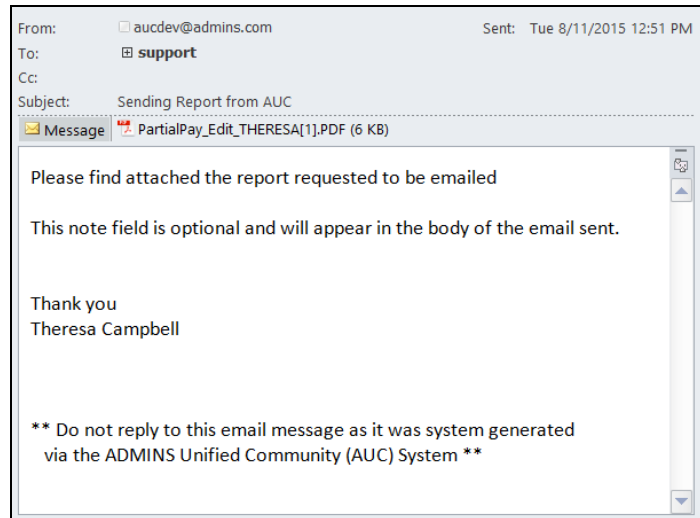
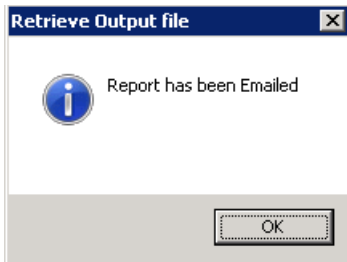



Figure 3 Example of email with an attached report



If you wish to print a retrieved report, you may do so by first clicking  and then selecting **File | Print** from the menu. This allows you to preview and confirm that you have selected the correct report prior to printing.

[ADM-AUC-SY-7966]

2.2. Default Report Format

The default format for reports generated from commands is now PDF. This will make it easier for users to email reports and allow for printing to any available printer.

[ADM-AUC-FM-8115]

3. HELP REFERENCE LIBRARY

3.1. New or Updated Documentation

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

- OTHER I forgot to print my reports...