



Budget

Release Notes

DECEMBER 2025

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

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1 Budget vs Actuals Salary Report [Enhancement]

This is a new report that compares the current budget level for a fiscal year with the annual salaries of the Human Resources budgeted positions.

Navigation Path: Budget > Reports > Report Library – [2 Personal Services] 12082 – Budget vs Human Resources Actual Salary Report

Task 12082: Budget vs Human Resources Actual Salary Report ×

Budget vs Human Resources Actual Salary Report

Required: Enter Budget Year

Run as ☒ Excel

Lookup

OK

Cancel

Clear All

Report Sample:

BudYr	Emp#	Name	BudGrp	BudGrp Description	Position	Position Description	Budget	HR Annual	Difference
2026	071167	SULLIVAN, MARIE	DISTRICT	DISTRICT	S003CUS2NDS-02	CUSTODIAN	\$ 171,676.00	\$ 150,238.40	\$ -21,437.60
2026	072012	.			S003CUS2NDS-04	CUSTODIAN		\$ 85,357.44	\$ 85,357.44
2026	006036	DROUIN, MICHAEL	SCHOOL	SCHOOL	S003CUSHEAD-03	HEAD CUSTODIAN DIPIETRO	\$ 61,194.00	\$ 61,193.60	\$ -0.40
2026	071704	MCMAMARA, KAREN L			S003SPEP A -01	SPEECH/LANGUAGE PATHOLOGIST ASSISTANT		\$ 49,737.16	\$ 49,737.16
					\$	Position Segment Total	\$232,870.00	\$346,526.60	\$113,656.60

[ADM-AUC-BU-4019]



2 Budget Summary Edit List added to Report Library [Enhancement]

The By Account Edit List is now available in the Budget Report Library.

Navigation Path: Budget > Reports > Report Library [12607 – Summary Edit List]

Report Library - Operating Budget

Report Name	View	Report	Last Run Date	Run Time
----- Worksheets -----	Sample			
12502-Standard Worksheet - Summary	Sample	Run		
12506-Standard Worksheet - Detail	Sample	Run		
12510-Standard Worksheet - Detail w/Notes	Sample	Run		
12507-Standard Worksheet - Variance	Sample	Run		
12512-Standard Worksheet - Blank	Sample	Run		
----- Cost Breakdown -----	Sample			
12560-Budget Cost Breakdown Item Listing	Sample	Run		
12561-Cost Breakdown Item Listing By Account	Sample	Run		
12562-Cost Item Breakdown by Object	Sample	Run		
12565-Cost Item Breakdown by Level of Service	Sample	Run		
12566-Cost Item Breakdown by Level of Service w/ Notes	Sample	Run		
12568-Cost Item Breakdown Progression by LOS	Sample	Run		
12569-Cost Item Breakdown for All Levels of Service	Sample	Run		
12567-Cost Item Breakdown All Levels of Service w/Notes	Sample	Run		
12850-Cost Item Audit Report	Sample	Run		
----- Standard Budget Reports -----	Sample			
12607-Summary Edit List	Sample	Run	10-Dec-2025	10:41:30.73
12571-Standard Budget Report (Landscape)	Sample	Run		
12590-Standard Budget Report w/Notes	Sample	Run		
12471-Standard Budget Report (Portrait)	Sample	Run		
12563-Standard Budget Reports w/Notes (Portrait)	Sample	Run	16-Sep-2025	00:25:03.92
12474-Standard Budget Report (Portrait) 4 Columns	Sample	Run		
12574-Finance Committee Report	Sample	Run		
12576-Budget Progression Between Levels	Sample	Run		
12578-Budget Levels 1-2 with Variances	Sample	Run		
12580-Budget Levels 1-3 with Variances	Sample	Run		
12582-Budget Percentage Progression by Level	Sample	Run		
12592-Budget Percentage Progression by Approvals Level w/Not	Sample	Run		
12584-Budget Percentage progression by Year	Sample	Run		
12594-Budget Percentage Progression by Year w/Notes	Sample	Run		

Task 12607: Operating Budget Summary Edit list

Budget Edit List

Required: Enter Budget Year

Optional: Enter up to 9 Budget Groups **Edit** **0 values:**

Run as ☐ Preview ☐ Print ☒ PDF ☐ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup **OK** **Cancel** **Clear All**

[ADM-AUC-BU-4022]



3 Transfer Account to Different Budget Group [Fix]

Resolved an issue in the Maintain Budget Accounts screen where account notes were not transferred when an account was moved to a different Budget Group. All existing notes have been verified to ensure they now appear under the correct Budget Group.

Navigation Path: Budget > Maintenance > Maintain Budget Accounts

Maintain Budget Accounts

BY 2023 Account 0300-460-0000-004-00-00-51131
Description CLERK

Account Type E Expenditure Sub Type P Posting Entity 1 TOWN OF ADMIN

Accounting Purpose
Special Revenue? ☐ Yes ☒ No
Cash Account? ☐ Yes ☒ No
Interfund Transfer? ☐ Yes ☒ No

Budgeting
Budget Group SEWER SEWER
Transfer Group

User Defined
DOE Line 1
DOE Line 2
COA Code 3 AAA

[ADM-AUC-BU-4021]

4 Help Reference Library & ADMINs Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINs website.

4.1 New Content on ADMINs.com

Links below will be helpful and are available on the ADMINs.COM website.

Site Link: [Videos & Quick Tips](#)

- New - Element Categories - [Element Categories in Reports](#)