



Budget

Release Notes

MARCH 2026

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

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1 Budget Year Default for Personal Services [Fix]

Resolved an issue in the Personnel Services Budget Maintenance screen that caused the page to open to a blank record rather than defaulting to the first record within the selected budget year.

Navigation Path: Budget > Maintenance > Personal Services (by Position)
Budget > Maintenance > Personal Services (by Budget Group)

Before

Budget Year	0000			Budget Dates	
Budget Group			Position Start		Evaluation
Position#	00000-00000-00		Position End		Next Eval
Employee#	000000		Original Hire		
Planned Employee	000000		Longevity		
Bargaining Unit	-		Full Time		
Current Level			Probation		
			Anniversary		

After

Budget Year	2026			Budget Dates	
Budget Group	DISTRICT	DISTRICT	Position Start	01-Feb-2024	Evaluation
Position#	S003CUS2NDS-02	CUSTODIAN	Position End		Next Eval
Employee#	000083	PRIMAVERA, LYNN	Original Hire	01-Feb-2024	
Planned Employee	000000		Longevity	01-Feb-2024	
Bargaining Unit	AFL -AF	School Weekly 12 month employees	Full Time	01-Feb-2024	
Current Level	1	Department	Probation	01-Feb-2024	
			Anniversary	01-Feb-2024	

[ADM-AUC-BU-4023]



2 Budget Dashboard Base Column Truncated [FIX]

Updated the Budget Dashboard lookup to increase the column width, preventing budget amounts from being truncated.

Navigation Path: Budget > Budget Dashboard

Before

Town Operating Budget at Level 3 for 2027			
Group	Description	Base	LOS1
BOE	Board of Education	103,149,88	4,022,846
COLL	TAX COLLECTOR	149,737,34	22,103,698
	Total For Year	252,887,23	26,126,544

After

Town Operating Budget at Level 3 for 2027			
Group	Description	Base	LOS1
BOE	Board of Education	103,149,889	4,022,846
COLL	TAX COLLECTOR	149,737,346	17,755,316
	Total For Year	252,887,235	21,778,162

[ADM-AUC-BU-4027]



3 New Note field on Budget Salary Schedule [Enhancement]

Added a new optional note field to the Budget Bargaining Unit Salary Schedule screen and report like the note available in Human Resources Salary Schedule screen.

Navigation Path: Budget -> Tables -> Bargaining Unit Table – [Detail] [Salary Table]

New “Optional” Note field has been added when creating a new schedule.

New Note field has also been added beside the effective date of the schedule. This field can be entered manually if it is not entered during the creation of the schedule.

Steps	Annual	Period	Daily	Hourly	Per Diem Tier#
1	51573,60	988,00	197,60	24,7000	19 1
2	59988,24	1149,20	229,84	28,7300	22 1
3	65333,52	1251,60	250,32	31,2900	25 1
4	66064,32	1265,60	253,12	31,6400	25 1



The note can also be printed on the salary schedule report.

The report legend was modified to add a better description of the message and meaning of the issue.

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Selection Legend:
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Code  Message                                     Action
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1     Account is not active in the budget chart    Warning: Account is not an active account.
                                             Activate or add the account in the budget chart
                                             or change the default account in the pay code
                                             or cost code table.
2     Account is not a posting account              Error: Change the default account in the pay code
                                             or cost code table.

```

[ADM-AUC-BU-4024]



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 & Updated Documentation in the Help Reference Library

- FA – 200 Acquiring Fixed Assets (Help Reference Document)
- GL – 322 Reversing Duplicate Batch (Quick Reference Card)
- MB – 280 Transfer Credits to Pre-Payments (Help Reference Document)
- MB – 285 Apply Pre-Payments to Invoices (Help Reference Document)
- PO – 135 Quantity Based Purchase Orders (Quick Reference Card)
- PO – 215 Purchase Order Approvals (Quick Reference Card)
- PO – 510 Contract Entry (Help Reference Document)
- RC – 320 Adjustment Processing (Help Reference Document)
- RC – 450 Original Tax Taking (Help Reference Document)
- RC – 1370 Statement of Account (Quick Reference Card)

4.2 New Content on ADMINS.com

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

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