



BUDGET

RELEASE NOTES – DECEMBER 2014

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

The ADMINS Support staff will install these changes to your system on December 6, 2014.

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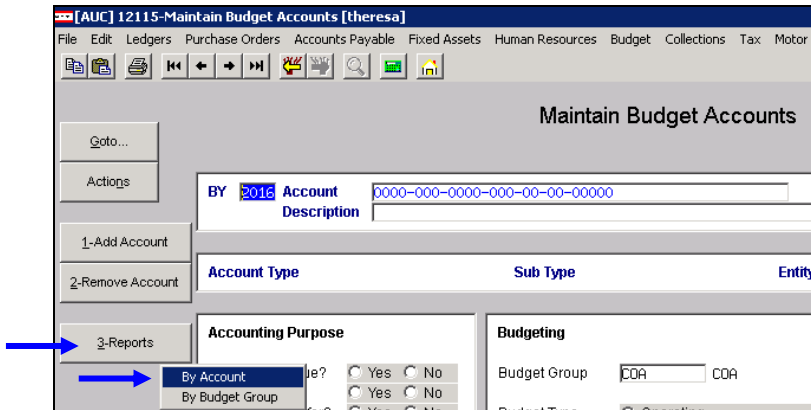
1. MAINTENANCE

To prevent users from inadvertently changing data when viewing the cost breakdown screens in the budget module, the **Budget ► Maintenance ► Operating Budget (Cost Item Breakdown)** screen was removed from sites where it was not in use.

[ADM-AUC-BU-3777]

1.1. Budget Group Account List

To run this report, select **Budget ► Maintenance ► Maintain Budget Accounts** and click on the **Reports ► By Account** button.



Prior to the software update, this report was printing headings only when the budget group changed. The headings now display at the top of each page. In addition, the full ten character budget group name appears on the Total line.

1618-CLBUDGPFAC.REP Printed 18-Mar-2014 at 15:33:25 by THERESA

Tom of Bellin
Budget Group Account 1
Fiscal Year: 2014

Budget Group: ASSESSMENT ASSESSMENT Entity: Tom

Account#	Description
1000-800-0000-008-00-00-56100	COUNTY TAX ASSESSMENT
1000-800-0000-008-00-00-56200	SPECIAL EDUCATION ASSESSMENT
1000-800-0000-008-00-00-56201	CHARTER SCHOOL ASSESSMENT
1000-800-0000-008-00-00-56202	SCHOOL CHOICE ASSESSMENT
1000-800-0000-008-00-00-56210	COUNTY TAX ASSESSMENT
1000-800-0000-008-00-00-56220	MOSQUITO CONTROL PROJ ASSESSMENT
1000-800-0000-008-00-00-56230	AIR POLLUTION CONTROL ASSESSMENT
1000-800-0000-008-00-00-56240	METROPOLITAN AREA PLAN ASSESSMENT
1000-800-0000-008-00-00-56250	ENERGY CONSERVATION PROJ ASSESSMENT
1000-800-0000-008-00-00-56260	NON-RENEWAL EXCISE ASSESSMENT
1000-800-0000-008-00-00-56270	CRIMINAL JUSTICE TRAINING
1000-800-0000-008-00-00-56280	MBTA (CH 161 C825 SS 6/7)

Total # Accounts for ASSSSME : 12

Figure 1 Before

1618-CLBUDGPFAC.REP Printed 26-Nov-2014 at 10:10:06 by ANTHEA

Tom of ADMINS
Budget Group Account Listing - GL
Fiscal Year: 2014

Budget Group: ASSESSMENT ASSESSMENT Entity: Tom

Account#	Description	Type
1000-800-0000-008-00-00-56100	COUNTY TAX ASSESSMENT	Expenditure
1000-800-0000-008-00-00-56200	SPECIAL EDUCATION ASSESSMENT	Expenditure
1000-800-0000-008-00-00-56201	CHARTER SCHOOL ASSESSMENT	Expenditure
1000-800-0000-008-00-00-56202	SCHOOL CHOICE ASSESSMENT	Expenditure
1000-800-0000-008-00-00-56210	COUNTY TAX ASSESSMENT	Expenditure
1000-800-0000-008-00-00-56220	MOSQUITO CONTROL PROJ ASSESSMENT	Expenditure
1000-800-0000-008-00-00-56230	AIR POLLUTION CONTROL ASSESSMENT	Expenditure
1000-800-0000-008-00-00-56240	METROPOLITAN AREA PLAN ASSESSMENT	Expenditure
1000-800-0000-008-00-00-56250	ENERGY CONSERVATION PROJ ASSESSMENT	Expenditure
1000-800-0000-008-00-00-56260	NON-RENEWAL EXCISE ASSESSMENT	Expenditure
1000-800-0000-008-00-00-56270	CRIMINAL JUSTICE TRAINING	Expenditure
1000-800-0000-008-00-00-56280	MBTA (CH 161 C825 SS 6/7)	Expenditure

Total # Accounts for ASSESSMENT : 12

Figure 2 After

[ADM-AUC-BU-3764]



2. REPORTS

2.1. Screen Changes–Totals By Tab

Reports have always had the option to do a page break, and users could specify the field on which the report would break. To clarify this, the text on the screen was changed from “Eject at Sort Order #” to “Page Break at Sort Order #”. The screen still behaves exactly the same way, only the wording was changed.

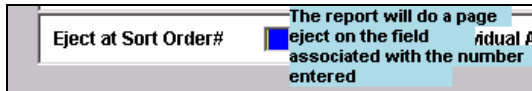


Figure 3 Before



Figure 4 After

In the example shown, the report will sort by Fund and within each Fund by Department; each department will begin on a new page because a 2 is typed into the Page Break at Sort Order # box. The report excerpt shows that there is a page break each time the department number changes.

1632-CLTRNDTEVEN.REP Printed 17-Sep-2014 at 15:53:06 by THERESA Tom of ADMINS Transaction Detail w/Vendor Fiscal Year: 2014 to 2014 Page 14

Trans Date	Code	CLPost#	User	Batch	Ref#	Line	CLLn	JrnCd	Posted On	Open Bal/Budget	Approp Adj	Encumbrance	Debit	Credit	Vendor
Total 0200	450	0000-004-00-00-54600								.00	.00	.00	526.91	.00	
Total 450		WATER- OPERATING								.00	.00	.00	104,921.62	.00	

1632-CLTRNDTEVEN.REP Printed 17-Sep-2014 at 15:53:06 by THERESA Tom of ADMINS Transaction Detail w/Vendor Fiscal Year: 2014 to 2014 Page 15

Trans Date	Code	CLPost#	User	Batch	Ref#	Line	CLLn	JrnCd	Posted On	Open Bal/Budget	Approp Adj	Encumbrance	Debit	Credit	Vendor
28-Jan-2014	AP02	8843603			12682	343096	1		31-Jan-2014				1,034.84		005466-HALEY AND WAR
Total 0200	918	0000-000-00-00-69318								.00	.00	.00	1,034.84	.00	
Total 918		FISCAL 2014 ARTICLES								.00	.00	.00	1,034.84	.00	

This change affects reports run in the General Ledger, Job Stream and Budget Reports screens.

[ADM-AUC-GL-656]



2.2. Change to Report Numbers in the Budget Report Library

The **Standard Budget Reports** in the **Budget Report Library** were changed to match the number on the Report Name with the actual report number. Prior to this change, the screen number was appearing. This correction makes it easier for users to find a report that they have run previously by matching the number of the report to the same number in the report library. The example shows report **12571, Standard Budget Report**.

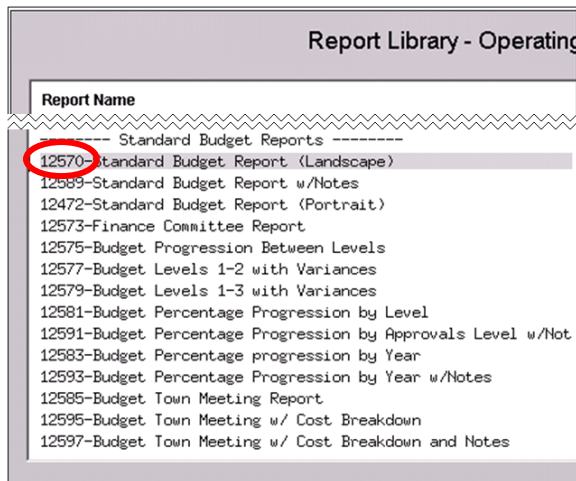


Figure 5 Before

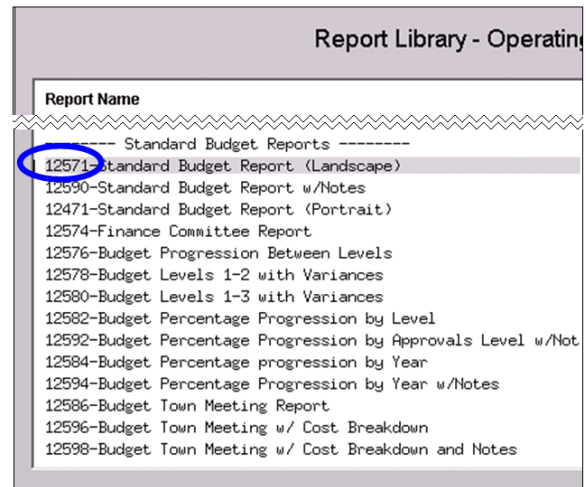
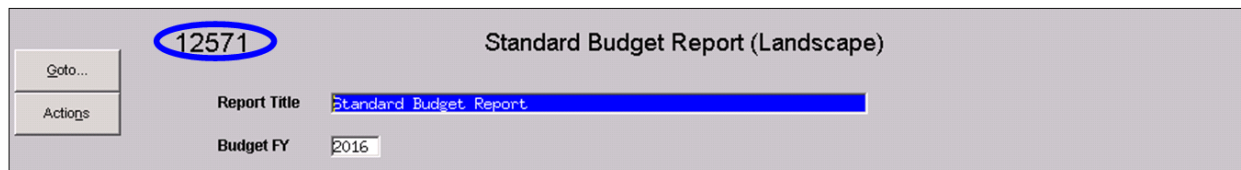


Figure 6 After



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File Edit Format Options

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12571 SUBUDRPT.REP Printed 15-Sep-2014 at 10:55:58 by LUANN

Town of ADMINS
Standard Budget Report

Budget Fiscal Year: 2016 to 2016

Account# and Description	2014 Actual	2015 Budget	2015 Actual YTD	2015 Est. Actual	Department Request	Board of Selectman	Finance Committee
0100-430-0000-004-00-51131 PERMANENT PERSONNEL	26,039	35,100	2,186	35,100	35,100	0	0

[ADM-AUC-BU-3771]

2.3. Benefit Categories

This report, accessed via **Human Resources ► Reports ► Reports Library ► Pay Check/Other Menu ► #7225 Benefit Categories**, is used in budgeting payroll expenditures. The report was corrected to display all fields listed in the Category Table. (This report is also available on the **Site Payroll Reports–OPTIONAL** menu during payroll processing).

For a given benefit category, in this case “TSA”, the table has been filled in with the columns needed for the report as shown here:



Tables	Bank Codes
Quarterly Processing	Bargaining Unit Table
Year-End Processing	Base Buckets
Module Maintenance	Benefit Tiers
Interfaces/Imports	Budget Group Table - Read Only
Site Specific	Category - Paycheck

Category

Category:

Category Type: Benefit/Deduction Wage

Report Frequency: On Demand Every Warrant Monthly Quarterly Annually

Benefit Check L

Place the field names below in the order in which they are to be printed on the report

Report Field Name	Description
1 EMPNO	Employee Number
2 NAME	Employee Name
3 SSNO	Social Security #
4 #MADR	Mailing Address#1
5 #CITY	Mailing City
6 #STATE	Mailing State
7 #ZIPCODE	Mailing Zip Code
8 #DOB	Date of Birth
9 #HIRDAT	EEO/Orig. Hire Date
10 #EAMT	Employee Amt (Ded)

```

Category: TSA      TSA DEFERRED COMPENSATION
Cost Code: DEF014 SECURITY FIRST GROUP
=====
Emp#   Employee Name      EEO/Orig. Social Security # Mailing Address#1 Mailing Address - Mailing Address - Mailing Address - Date of Birth   EEO/Original Hire Employee Amt (Ded)
=====
004072 DAY, RACHAEL      111111195
004227 HARNBY, KAREN     111111195
002567 POWERS, TIMOTHY  111111189
004912 WHITE, DONNA     111111195
=====
Total # Employees: 4
                                           9276.00
                                           1300.00
                                           2600.00
                                           748.00
-----
                                           7924.00
  
```

Figure 7 Before

```

Category: TSA      TSA DEFERRED COMPENSATION
Cost Code: DEF014 SECURITY FIRST GROUP
=====
Emp#   Employee Name      EEO/Orig. Social Security # Mailing Address#1 Mailing City      Mailing State      Mailing Zip Code Date of Birth   EEO/Orig. Hire Da Employee Amt (Ded)
=====
004072 DAY, RACHAEL      111111195 14 MAPLE VALLEY R  CAMBRIDGE         MA                 018670000      20-Sep-1944     12-Aug-2001     278.00
004227 HARNBY, KAREN     111111195 7 AVON RD          CAMBRIDGE         MA                 018670000      09-Apr-1944     08-Apr-2001     150.00
002567 POWERS, TIMOTHY  111111189 54 MILK STREET    CAMBRIDGE         MA                 018670000      01-Oct-1944     02-Jan-2001     250.00
004912 WHITE, DONNA     111111195 1 WOODBRIER RD   CAMBRIDGE         MA                 018670000      07-Jun-1944     08-Feb-2001     102.00
=====
Total # Employees: 4
                                           880.00
  
```

Figure 8 After

[DNV-AUC-BU-11]

3. TABLES

3.1. Position Maintenance

When creating a position in the **Budget > Tables > Position Maintenance** screen, the workman's compensation code was not available for data entry. The field was added to the screen.

Budget

- Budget Dashboard
- Initialization Menu
- Maintenance >
- Processing >
- Posting >
- Queries >
- Reports >
- Tables >**
 - Budget Groups
 - Levels of Service
 - Bargaining Unit Table
 - Benefit Categories
 - Cost Code
 - Pay Codes
 - Position Maintenance**
- Year-End Processing >
- Module Maintenance >
- Interfaces/Imports >
- Site Specific >



Position Maintenance	
Budget Year	2016
Position	5003CAFNONU-04
Job Title	CAFETERIA NON UNION
Position Category	CAFE CAFETERIA WORKERS
Budget Group	
Pay Group	ME 10 month School Weekly
Bargaining Unit	NON -NO No Benefits
Schedule	CPW Cafeteria Part time
Grade	1
Step	1
Entity	1 TOWN OF ANYWHERE
Default GL Account	2020-000-3400-000-09-00-51140
Full Time Equivalent	1.00
Budgeted Position	<input type="radio"/> Yes <input checked="" type="radio"/> No
Budget for Vacant Position	<input type="radio"/> Yes <input checked="" type="radio"/> No
Budget Salary	For FY 0000
Budget Fringe Amount	For FY 0000

Figure 9 Before

Position Maintenance	
Budget Year	2016
Position	5003CAFNONU-04
Job Title	CAFETERIA NON UNION
Position Category	CAFE CAFETERIA WORKERS
Budget Group	
Workers Comp Code	B101 SCHOOL ALL OTHER
Pay Group	ME 10 month School Weekly
Bargaining Unit	NON -NO No Benefits
Schedule	CPW Cafeteria Part time
Grade	1
Step	1
Entity	1 TOWN OF ANYWHERE
Default GL Account	2020-000-3400-000-09-00-51140
Full Time Equivalent	1.00
Budgeted Position	<input type="radio"/> Yes <input checked="" type="radio"/> No
Budget for Vacant Position	<input type="radio"/> Yes <input checked="" type="radio"/> No
Budget Salary	For FY 0000
Budget Fringe Amount	For FY 0000

Figure 10 After

[ADM-AUC-BU-3775]

4. HELP REFERENCE LIBRARY

4.1. New or Updated Documentation

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

Not applicable for this software update.