



BUDGET

RELEASE NOTES – DECEMBER 2015

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

TABLE OF CONTENTS

- 1. **BUDGET** 2
 - 1.1. Operating Budget (By Budget Group) Screen 2
- 2. **COST ITEM BREAKDOWN ENTRY SCREEN – EDIT LIST REPLACED** 3
- 3. **DEFAULT # COST ITEM RECORDS**..... 4
- 4. **TABLES**..... 5
 - 4.1. Bargaining Unit Salary Tab 5
 - 4.1.1. New Salary Schedule 5
- 5. **HELP REFERENCE LIBRARY**..... 6



1. BUDGET

1.1. Operating Budget (By Budget Group) Screen

Currently if a site has a large account # the account description displayed on the screen is limited to 15 characters. To address this issue, if a site uses less than 3 levels of service, then **module control #12005** can be set to **Y**. This allows for the removal of levels 4 and 5 from the screen and everything is shifted over to the right to display more of the account description.



NOTE: if this mod control is going to be changed, you need to contact support@admins.com so we can recompile the code to effect this change on the screen.

System Module Control		
Seq#	Description	Answer
12005	Budget between 1 and 3 Levels of Service [Y/N]	N

In this example, the value is set to N—more than three levels of service are being budgeted, so the account descriptions will be using less space to allow for the 4th and 5th levels of service columns. This was the default view prior to the software update.

Operating Budget (By Budget Group)						
Goto...		Year 2016	Current Approval Level Department Request		Expenditures	
Actions		Budget Group ASSESSORS ASSESSORS	Next Approval Level Town Manager		Target	
					Actual	137,941
					Variance	
<input checked="" type="radio"/> All <input type="radio"/> Expenditure <input type="radio"/> Revenue <input type="radio"/> Asset <input type="radio"/> Fund <input type="radio"/> Liability						
Account#	Base Budget	<input type="checkbox"/> Omit 2% limit	<input type="checkbox"/> Omit Fire Station	<input type="checkbox"/> Omit los 3	Total	Notes
0100-004-0000-007-00-00-00000						1 Note
1000-137-0000-001-00-00-51110	DEPARTMENT HEAD *					
1000-137-0000-001-00-00-51120	ADMINISTRATIVE *	72,329			72,329	
1000-137-0000-001-00-00-51130	PERMANENT PERSO	47,537			47,537	
1000-137-0000-001-00-00-51131	PERMANENT PERSO					
1000-137-0000-001-00-00-51139	PERMANENT PERSO					
1000-137-0000-001-00-00-51140	PART-TIME PERSO					
1000-137-0000-001-00-00-51150	ASSESSORS' LIST					
1000-137-0000-001-00-00-51180	ELECTED/APPOINT	3,600			3,600	
1000-137-0000-001-00-00-51185	EMPLOYEE BENEFI					
1000-137-0000-001-00-00-51500	OVERTIME					
1000-137-0000-001-00-00-51600	LONGEVITY	1,450			1,450	
1000-137-0000-001-00-00-52010	ADVERTISING					
1000-137-0000-001-00-00-52020	POSTAGE	1,500			1,500	
1000-137-0000-001-00-00-52040	PRINTING/COPYIN	500			500	
1000-137-0000-001-00-00-52230	EQUIPMENT MAINT	525			525	
1000-137-0000-001-00-00-52400	PROFESSIONAL SE	4,000			4,000	
1000-137-0000-001-00-00-52500	DUES/SUBSCRIPTI	1,000			1,000	
1000-137-0000-001-00-00-52520	IN-STATE TRAVEL	4,000			4,000	
1000-137-0000-001-00-00-54080	OFFICE EQUIPMEN	500			500	
1000-137-0000-001-00-00-54090	OFFICE SUPPLIES	1,000			1,000	
Group Total		137,941			137,941	[Mo

Figure 1 Module Control 12005 value set to N



System Module Control		
Seq#	Description	Answer
12005	Budget between 1 and 3 Levels of Service [Y/N]	Y

In the following example, the columns are shifted to the right to allow more room for the account descriptions field.

Operating Budget (By Budget Group)						
Goto...		Year: 2016	Current Approval Level: Department Request		Expenditures: Target 137,941	
Actions		Budget Group: ASSESSORS ASSESSORS	Next Approval Level: Town Manager		Actual Variance	
<input type="radio"/> All <input type="radio"/> Expenditure <input type="radio"/> Revenue <input type="radio"/> Asset <input type="radio"/> Fund <input type="radio"/> Liability						
Account#	Base Budget	<input type="checkbox"/> Omit 2% limit	<input type="checkbox"/> Omit Fire Station	<input type="checkbox"/> Omit los 3	Total	Notes
0100-004-0000-007-00-00-00000						1 Notes
1000-137-0000-001-00-00-51110	*					DEPARTMENT HEAD SALARY
1000-137-0000-001-00-00-51120	*	72,329			72,329	ADMINISTRATIVE PERSONNEL
1000-137-0000-001-00-00-51130		47,537			47,537	PERMANENT PERSONNEL
1000-137-0000-001-00-00-51131						PERMANENT PERSONNEL-CLERK
1000-137-0000-001-00-00-51139						PERMANENT PERSONNEL
1000-137-0000-001-00-00-51140						PART-TIME PERSONNEL
1000-137-0000-001-00-00-51150						ASSESSORS' LISTER
1000-137-0000-001-00-00-51180		3,600			3,600	ELECTED/APPOINTED BOARD
1000-137-0000-001-00-00-51185						EMPLOYEE BENEFIT REIMBURSEMENT
1000-137-0000-001-00-00-51500						OVERTIME
1000-137-0000-001-00-00-51600		1,450			1,450	LONGEVITY
1000-137-0000-001-00-00-52010						ADVERTISING
1000-137-0000-001-00-00-52020		1,500			1,500	POSTAGE
1000-137-0000-001-00-00-52040		500			500	PRINTING/COPYING
1000-137-0000-001-00-00-52230		525			525	EQUIPMENT MAINTENANCE
1000-137-0000-001-00-00-52400		4,000			4,000	PROFESSIONAL SERVICES
1000-137-0000-001-00-00-52500		1,000			1,000	DUES/SUBSCRIPTIONS
1000-137-0000-001-00-00-52520		4,000			4,000	IN-STATE TRAVEL
1000-137-0000-001-00-00-54080		500			500	OFFICE EQUIPMENT
1000-137-0000-001-00-00-54090		1,000			1,000	OFFICE SUPPLIES
Group Total		137,941			137,941	[More]

Figure 2 Module Control 12005 set to Y

[ADM-AUC-BU-3797]

2. COST ITEM BREAKDOWN ENTRY SCREEN – EDIT LIST REPLACED

The Edit List report found on the Operating Budget (Cost Item Breakdown) screen was replaced with a more useful report. This will produce the Cost Item report for the Group currently on the screen.

```

12076-BUOPBENTDET.REP          Printed 02-Oct-2015 at 15:47:02 by ANTHEA          Page 1
                                Town of ADMINS
                                Cost Breakdown Edit List

Budget Year: 2013
Group      : CLERK  CLERK
Account    : 0059-161-0000-001-00-00-51110          DEPARTMENT HEAD SALARY
LOS       : 1      Inc/Dec

-----
Line  Item  Position#  Emp#      Qty      Price  Base Budget  Budget Amt  Description
-----
1      000      -00 000000  1.0000
-----
                                           Variance
-----
    
```

Figure 3 Before



12076-BUOPBENTDET.REP Printed 05-Oct-2015 at 11:26:42 by DIMOND Town of ADMINS Cost Breakdown Edit List Page 1

For Budget Year: 2016
Budget Group: CLERK

Account#	Description	LOS	Line Item	Quantity	Item Price	Base Budget	Breakdown	Account Account	Total Note/Line Note
1000-161-0000-001-00-00-51110	DEPARTMENT HEAD SALARY		1 1						
1000-161-0000-001-00-00-51120	ADMINISTRATIVE PERSONNEL		1 1	1.0000		44,566	44,556		-10
1000-161-0000-001-00-00-51130	PERMANENT PERSONNEL		1 1						

Figure 4 After

[ADM-AUC-BU-3798]

3. DEFAULT # COST ITEM RECORDS

Sites now may choose the number of cost item records used in the budget module. A new mod control was added #12102 to default a certain number of records in the Cost Item Breakdown screen when the Create New Budget Year is run. Most sites will default to 1. Valid values are between 1 and 50.

System Module Control

Seq#	Description	Answer
12102	Default # of Cost Item Breakdown records to create [1 - 50]	5

[1 Edit](#)

Operating Budget (Cost Item Breakdown)

Year: 2017
Budget Group: ARTS
Account#: 1000-651-0000-006-00-00-51140
LOS: 1 2% limit

Current Approval Level: Department Request
Next Approval Level: Town Manager

Line	Item	Position	Emp#	Qty	Price	Base Budget	Budget Amt	Description
1		000	-00	000000		1,0000		

Figure 5 Module Control #12102 set to "1"

Operating Budget (Cost Item Breakdown)

Year: 2017
Budget Group: ASSESSORS
Account#: 1000-137-0000-001-00-00-51110
LOS: 1 2% limit

Current Approval Level: Department Request
Next Approval Level: Town Manager

Line	Item	Position	Emp#	Qty	Price	Base Budget	Budget Amt	Description
1		000	-00	000000		1,0000		
2		000	-00	000000		1,0000		
3		000	-00	000000		1,0000		
4		000	-00	000000		1,0000		
5		000	-00	000000		1,0000		

Figure 6 Module Control #12102 set to "5"

[ADM-AUC-BU-3799]



4. TABLES

4.1. Bargaining Unit Salary Tab

4.1.1. New Salary Schedule

Prior to the update, the “**New Salary Schedule**” button would not allow you to create a new schedule with the same date as an existing schedule. The process has been changed so if the “to” record exists, the values will be updated. This allows users to experiment with different percentage values in the salary table. To access the screen, select **Budget** ▶ **Tables** ▶ **Bargaining Unit Table** ▶ **click on DETAIL** ▶ **Salary Table**. Then click on **New Salary Schedule**.

The screenshot shows the 'Bargaining Unit Salary - Budgeting' application. The main window displays a table with columns: Steps, Annual, Period, Daily, Hourly, Per Diem, and Tier#. The table contains two rows of data:

Steps	Annual	Period	Daily	Hourly	Per Diem	Tier#
1	29284,98	563,17	112,63	16,6866	112,63	1
2	30763,75	591,61	118,32	17,5292	118,32	1

Below the table, there are buttons for 'Calculate Table', '% Table Change', 'New Salary Schedule', and 'WS'. A blue arrow points from the 'New Salary Schedule' button to a dialog box titled '[AUC] 12676-Bargaining Unit Salary - Budgeting [Theresa]'. The dialog box contains the following fields:

- Required: Enter Budget Year: 2017
- Required: Enter Bargaining Unit: AFL -AF
- Required: Enter COPY FROM Effective Date (mmddyyyy): 01-Jul-2015
- Optional: Increase/Decrease Table by %: 1.5
- Required: Enter New Effective Date (mmddyyyy): 07012016

Buttons at the bottom of the dialog include 'Lookup', 'OK', 'Cancel', and 'Clear All'. Below the dialog is an error message box titled '[AUC] 12676-Bargaining Unit Salary - Budgeting' with a red 'X' icon and the text: 'P6101-New Effective Date must be greater than Effective Date'. An 'OK' button is at the bottom right of the error box.

Figure 7 Before

This allows the user to replace an existing salary schedule using the values copied from a prior fiscal year, for example FY2016, with a % change applied. Users may **NOT** copy a schedule **from** and **to** the same effective date.



Bargaining Unit Salary - Budgeting

Budget Year: 2017 Bargaining Unit: AFL -AF School Weekly 12 month employees Salary Base: Hourly
 Schedule: ABATECH Hourly/Salaried/Per Diem: Salaried
 Grade: 1 Current Level: 1
 Effective Date: 01-Jul-2016

1 Cost Codes 2 Holidays 3 Longevity Pay 4 Salary Table

Steps	Annual	Period	Daily	Hourly	Per Diem	Tier#
1	30090,18	578,66	115,73	17,1454	115,73	1
2	31609,48	607,87	121,57	18,0111	121,57	1

Calculator Fields

Hours in Year: 1755,00
 Days in Period: 5,00
 Periods in Year: 52,00
 Days for Per Diem: 260,00

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

Create Schedule with New Effective Date

Required: Enter Budget Year: 2017
 Required: Enter Bargaining Unit: AFL -AF School Weekly 12 month employees
 Required: Enter COPY FROM Effective Date (mmddyyyy): 01-Jul-2015
 Optional: Increase/Decrease Table by %: 1.5
 Required: Enter New Effective Date (mmddyyyy): 07012016

Lookup OK Cancel Clear All

The new salary schedule uses a different %; the results are shown below. The existing 2017 salary schedule for this bargaining unit, schedule, grade and effective date was replaced with new values. Each of the calculations was based on a percentage change from the FY2016 schedule.

Bargaining Unit Salary - Budgeting

Budget Year: 2017 Bargaining Unit: AFL -AF School Weekly 12 month employees Salary Base: Hourly
 Schedule: ABATECH Hourly/Salaried/Per Diem: Salaried
 Grade: 1 Current Level: 1
 Effective Date: 01-Jul-2016

1 Cost Codes 2 Holidays 3 Longevity Pay 4 Salary Table

Steps	Annual	Period	Daily	Hourly	Per Diem	Tier#
1	29796,57	573,01	114,60	16,9781	114,60	1
2	31301,13	601,94	120,39	17,8354	120,39	1

Calculator Fields

Hours in Year: 1755,00
 Days in Period: 5,00
 Periods in Year: 52,00
 Days for Per Diem: 260,00
 Hourly Digits: 4

Figure 8 After

[ADM-AUC-BU-3798]

5. HELP REFERENCE LIBRARY

Not applicable for this software update.