



BUDGET

RELEASE NOTES – DECEMBER 2017

This document explains new product enhancements added to the ADMINIS Unified Community for Windows **BUDGET** system.

TABLE OF CONTENTS

- 1. MAINTENANCE ▶ STATUS MESSAGES..... 2
- 2. TIMEOUT CHANGED ON POSTING & APPROVALS SCREENS..... 2
- 3. PERSONAL SERVICES 2
 - 3.1. Future Salary Changes [Fix]..... 2
 - 3.2. Creating Positions [Fix] 4
 - 3.3. Position Maintenance ▶ [4 Create Budget] [Fix] 4
- 4. REPORTS 4
 - 4.1. 12563 Standard Budget Report with Notes in Portrait Layout [New] 5
- 5. HELP REFERENCE LIBRARY..... 6
 - 5.1. New or Updated Documentation 6



1. MAINTENANCE ▶ Status Messages [Fix]

When maintaining budget accounts, informational messages are displayed in red to indicate the status of the budget group. To delineate clearly between groups in the Approval Process and groups that are posted, a new message was incorporated into the screen with this software update.

The screenshot shows the 'Maintain Budget Accounts' interface. At the top, there are navigation buttons: 'Goto...', 'Actions', '1-Add Account', '-Remove Account', and '3-Reports'. The main form area contains the following fields and options:

- Account Information:** BY 2018 Account 01-3103-51015, Description OVERTIME.
- Account Details:** Account Type E Expenditure, Sub Type P Posting, Entity 1.
- Accounting Purpose:** Special Revenue? Yes No; Cash Account? Yes No; Interfund Transfer? Yes No; Select for Int Dist? Yes No; Copy to Next FY Yes No.
- Human Resources:** Per Svcs Account Yes No.
- Budgeting:** Budget Group in Approval Process (highlighted in red), Budget Group UNASSIGNED Unassigned, Budget Type Operating Personal Services CIP.
- Access Options:** Read-Only Access to Account Yes No; Exclude from Budget Mill Rate Yes No.

Figure 1 Before – Posted Budget Group showed as “in Approval Process”

The screenshot shows the 'Maintain Budget Accounts' interface after an update. The fields and options are:

- Account Information:** BY 2018 Account 0100-430-0000-004-00-00-51120, Description ADMINISTRATIVE PERSONNEL.
- Account Details:** Account Type E Expenditure, Sub Type P Posting, Entity 1.
- Accounting Purpose:** Special Revenue? Yes No.
- Human Resources:** Per Svcs Account Yes No.
- Budgeting:** Budget Group has been Posted (highlighted in red with a blue arrow), Budget Group DISTRICT DISTRICT.

Figure 2 After – Budget Account shows that the group has been posted

[ADM-AUC-BU-3866]

2. TIMEOUT CHANGED ON POSTING & APPROVALS SCREENS [New]

The timeout on posting and approvals screens throughout AUC has been reduced to five minutes, to relieve the locking issues users are having when people are on a posting or approval screen and step away from the desk for long enough that the remote desktop session times out.

[ADM-AUC-SY-8034]

3. PERSONAL SERVICES

3.1. Future Salary Changes [Fix]

If there was a future salary change record in the Human Resources Module, and the change date was outside the budget period, the salary record was not created in the budget module position.



For example, the 2019 budget was:

- initialized on November 14, 2017
- a salary change existed that is effective November 25, 2017
- the budget period is July 1, 2018 through June 30, 2019

Prior to the software update, that change was not reflected when the budget was initialized. This has been corrected. When the budget is initialized, a report of future salary changes is produced.

Employee	Bargaining Unit	Schedule	Grade	Step	Effective	Entered	Annual	Period	Daily	Hourly	Per Diem	
000020 POWERS, LYNN M	AFL	-AF	ABATECH	1	2	25-Nov-2017	17-Oct-2017	26,658.87	512.67	102.54	18.9878	102.540000
001022 JONES, MARIE A	NA AFL	-AF	ABATECH	1	2	25-Nov-2017	17-Oct-2017	33,323.59	640.84	128.17	18.9878	128.170000
007102 LADOUCEUR, LYNN M.	AFL	-AF	ABATECH	1	2	25-Nov-2017	17-Oct-2017	33,323.59	640.84	128.17	18.9878	128.170000
007672 STEWART, MARIE L.	NA AFL	-AF	ABATECH	1	2	25-Nov-2017	17-Oct-2017	33,323.59	640.84	128.17	18.9878	128.170000
070530 PONTBRIAND, KAREN M	AFL	-AF	ABATECH	1	2	25-Nov-2017	17-Oct-2017	33,323.59	640.84	128.17	18.9878	128.170000
070626 CONTRARY, MARY Q.	NA AFL	-AF	ABATECH	1	1	25-Nov-2017	17-Oct-2017	31,721.80	610.03	122.01	18.0751	122.010000
070659	AFL	-AF	ABATECH	1	1	25-Nov-2017	17-Oct-2017	25,377.44	488.02	97.61	18.0751	97.610000
070660	NA AFL	-AF	ABATECH	1	2	25-Nov-2017	17-Oct-2017	26,658.87	512.67	102.54	18.9878	102.540000
070660	AFL	-AF	ABATECH	1	3	21-Nov-2017	17-Oct-2017	22,800.96	438.48	87.70	16.2400	87.696000
070660	NA AFL	-AF	ABATECH	1	3	20-Nov-2017	17-Oct-2017	22,800.96	438.48	87.70	16.2400	87.696000

Figure 3 The highlighted entry shows the salary effective as of 25 November 2017

The [Salary] tab of the Personal Services Budget (By Position) will now show the correct salary.

Effective Date	Ovr	Reason	Bargaining Unit	Schedule	Salary	Salary %
01-Dec-2018		Salary Table	AFL	-AF	ABATECH	58.00
30-Sep-2018		Salary Table	AFL	-AF	ABATECH	17.00
01-Jul-2018		Actual Salary	AFL	-AF	ABATECH	25.00

Figure 4 The salary is reflected as the actual salary as of 1 July 2018, and additional increases are shown

[ADM-AUC-BU-3871]



3.2. Creating Positions [Fix]

On the **Budget ▶ Maintenance ▶ Personal Services Budget (by Position)** screen, when clicking on the **[Create Position]** button, the system was allowing the selection of a position that had been marked as Inactive. This was corrected. Now only active positions may be created.

3.3. Position Maintenance ▶ [4 Create Budget] [Fix]

In the **Budget ▶ Tables ▶ Position Maintenance** screen, the **[4 Create Budget]** button would allow the creation of a budget for an **Inactive** position. This was corrected. Only active positions may have a budget created on this screen.

Figure 5 The Position Maintenance screen no longer allows the creation of a budget for an inactive position

[MDT-SUP-SAPLAUC-1525]

4. REPORTS

A new budget report with notes in portrait layout is available in the reports library. Select **Budget ▶ Reports ▶ Report Library ▶ 12563 Standard Budget Report w/Notes (Portrait)**.



Report Name	Sample	Run
----- Standard Budget Reports -----		
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
12576-Budget Progression Between Levels	Sample	Run
12578-Budget Levels 1-2 with Variances	Sample	Run

4.1. 12563 Standard Budget Report with Notes in Portrait Layout [New]

12563
Standard Budget Reports w/Notes (Portrait)

Report Title

Budget FY

1 Selection Criteria

2 Totals By

Element	From	To	Group	Type	Category	Sub-Class	Account
Fund	0000	0000					<input type="checkbox"/> Ass
Department	000	000					<input type="checkbox"/> Liab
Function	0000	0000					<input type="checkbox"/> Fun
Program	000	000					<input checked="" type="checkbox"/> Exp
Location							<input checked="" type="checkbox"/> Rev
Year							
Object							

Task 12563: Standard Budget Report w/Notes (Portrait)

Standard Budget Report w/Notes (Portrait)
UP TO 7 COLUMNS WILL PRINT

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

Select Columns to Display on Report...

Column 1	PY2ACT
Column 2	PY1ACT
Column 3	CURACT
Column 4	CURBUD
Column 5	BASEBUD
Column 6	LOS1AMT
Column 7	CURLVL

Column 8

Column 9

Column 10

Other Defined Fields

DOE Line 1

DOE Line 2

COA Code 3

COA Code 4

COA Code 5

COA Code 6

In the examples below, there is a line note on the 2% limit column and also a longer note on the account. Both notes are shown in the report. The report is limited to seven columns due to the page width.



12563-BUNOTERPRP.REP Printed 27-Sep-2017 at 17:28:32 by THERESA Page 7
Town of ADMINS
Standard Budget Report w/Notes (Portrait)
Budget Fiscal Year: 2018 to 2018

Account# and Description	2015 Actual	2016 Actual	2017 Actual YTD	2017 Budget	2018 Base Budget	2% limit	2018 Curr Level
1000-422-0000-004-00-00-51631 PERMMENT PERSONNEL-ASST	2,155	3,793	0	0	0	0	0
1000-510-0000-005-00-00-51600 LONGEVITY	450	0	0	0	0	0	0
1000-510-0000-005-00-00-52010 ADVERTISING	0	7	0	0	0	0	0
1000-510-0000-005-00-00-52020 POSTAGE	8	0	0	0	0	0	0
1000-510-0000-005-00-00-58401 LEASE/PURCHASE COPY MACH	83	0	0	0	0	0	0
1000-541-0000-005-00-00-51110 DEPT HEAD - DIRECTOR	7,417	31,034	976	0	0	0	0
2% limit Sample level of service note for the 2% LOS							
Sample notes field. This is for the account number and will appear below the account on the report.							
1000-541-0000-005-00-00-51129 ADMINISTRATIVE PERSONNEL	5,832	3,410	0	0	0	0	0
1000-541-0000-005-00-00-51134 PERMANENT PERSONNEL - CU	278	0	0	0	0	0	0
1000-541-0000-005-00-00-51600 LONGEVITY	400	0	0	0	0	0	0

Figure 6 Sample PDF/Preview/Print output

	2015 Actual	2016 Actual	2017 Actual YTD	2017 Budget	2018 Base Budget	2% limit	2018 Curr Level
310 1000-510-0000-005-00-00-52020 POSTAGE	8	0	0	0	0	0	0
311 1000-510-0000-005-00-00-58401 LEASE/PURCHASE COPY MACH	83	0	0	0	0	0	0
312 1000-541-0000-005-00-00-51110 DEPT HEAD - DIRECTOR	7,417	31,034	976	0	0	0	0
313 Sample level of service note for the 2% LOS							
Sample notes field. This is for the account number and will appear below the account on the report.							
314							
315 1000-541-0000-005-00-00-51129 ADMINISTRATIVE PERSONNEL	5,832	3,410	0	0	0	0	0
316 1000-541-0000-005-00-00-51134 PERMANENT PERSONNEL - CUS	278	0	0	0	0	0	0
317 1000-541-0000-005-00-00-51600 LONGEVITY	400	0	0	0	0	0	0

Figure 7 Sample Excel Output

[ADM-AUC-BU-3843]

5. HELP REFERENCE LIBRARY

5.1. New or Updated Documentation

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

- OTHER BU-240 Menu and Toolbar Tips [Updated]