

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

TABLE OF CONTENTS

1.	MAI	NTENANCE	2
	1.1.	Operating Budget (Cost Item Breakdown) Screen Change [Enhanced]	2
	1.2.	Operating Budget (Cost Item Breakdown) Edit List Changes [Enhanced]	
2.	REPO	ORTS-OPERATING BUDGET	
	2.1.	12560 Budget Cost Breakdown Item Listing [Enhanced]	
	2.2.	12561 Cost Breakdown Item Listing by Account [Enhanced]	
3.	TABI	LES	5
	3.1.	Budget Groups ▶ Detail	5
	3.1.1		
	3.1.2		
	3.1.3		
	3.2.	Position Maintenance–Budgeting [Remove Position] [New]	7
4.	CHA	NGE BUDGET GROUP ON A POSITION [ENHANCED]	7
5.	MOL	DULE CONTROL #12106 DESCRIPTION	8
6.	PRE\	VIEW OF COMING ATTRACTIONS	9
	6.1.	Favorites Screen [New]	9
7.	HELF	P REFERENCE LIBRARY	10
	7.1.	New or Updated Documentation	10

1. MAINTENANCE

ADMINS changed the Operating Budget (Cost Item Breakdown) Screen and related reports to free up more space for descriptions on the screen and reports as well as to streamline the reports by eliminating unused / blank lines. To access the screen, select **Budget** ▶ Maintenance ▶ Operating Budget (Cost Item Breakdown).

1.1. Operating Budget (Cost Item Breakdown) Screen Change [Enhanced]

					Operating	Budget (C	ost Item E	Breakdown)	- 1-Edit Account Note
Goto		Year 2020 Budget Group HIGH	SCHOOL H				Request	pproval Level ed Budget	No text available
		Account# 1000 PRIN LOS 1	T & BINI	I - HS	-52040		Superint	oval Level tendent	
Line	Item	Position	Emp#	Qty	Price	Base Budget	Budget Amt	Line Description	·
1	<u> </u>	000 👝 -00	000000	1,0000		-			
2		000 🚫 -00	00000	1,0000					
3		000 -00	000000	1,0000					
4			000000						
5		000 -00	000000						

Figure 1 Before – the screen had columns for Position and Emp#

_				`	speraang E	auger (00	st Item Breakdown)	1-Edit Account Note
Got	:0	Year	2020				Current Approval Level	No text available
Acti		Budget Group	HIGHSCHOOL H:	IGH SCHOOL			Superintendent	
Acti	ons	Account#	1000-300-2120	0-100-06-00-5	1260		Next Approval Level	
			HS DEPT HEADS				School Committee	
		LOS	1 Inc/Dec	D				
		,					1	
.ine	Item	Qty		Base Budget	· · ·	Line Description		
1		1,0000	295,309,000		295,309	Moved assista	nt principal salaries to [.]	this line
4		1,0000	40,000,0000		40,000			
3		1,0000				Guidance Dire	ctor now in line #1000-30	0-2710-100-06-0-51210
1		1,0000						
5		1,0000						
	-			_				

Figure 2 After- With Position and Emp # removed, Line Description field expanded to allow more text

1.2. Operating Budget (Cost Item Breakdown) Edit List Changes [Enhanced]

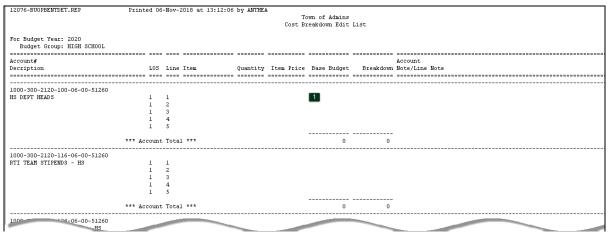


Figure 3 Before – five lines were included on all Accounts

ADMINS Unified Community Budget

12076-BUOPBENTDET.REP	Printed	112-No	ov-2018 at 10:25:2	2 by THERE	SA			
					To	own of Admins		
					Cost Bi	eakdown Edit	List	
For Budget Year: 2020								
Budget Group: HIGH SCHOOL								
Account#								Account
Decription	L	OS Li	ine Item	Quantity	Item Price	Base Budget	Breakdown	Note/Line Note
1000-300-2120-100-06-00-51260							1	
HS DEPT HEADS	1	. 1			295,309.000		295,309	Moved assistant principal salaries to this line
	1	. 2		1.0000	40,000.0000		2 40,000	
	1	. 3					3	Guidance Director now in line #1000-300-2710-100-06-0-51210
	*** Acco	unt To	otal ***			0	335,309	
1000-300-2120-116-06-00-51260								
RTI TEAM STIPENDS - HS	1	. 1					4	
							_	
	*** Acco	unt To	otal ***			0	0	

Figure 4 After – unused lines omitted; only lines with dollars or line notes are included

In Figure 4, for the **HS DEPT HEADS** account, **1** has dollars and a note, **2** only dollars, and **3** only a note. There is no data listed for unused lines. The edit list continues to list a single line (shown at **4**) for each account, even where no dollars or line notes are entered.¹

[ADM-AUC-BU-3901]

2. REPORTS-OPERATING BUDGET

Report Library - Operat	ting Bud	get
Report Name	View	Report
Worksheets	Sample	Run
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
12513-Standard Worksheet - Blank	Sample	Run
Cost Breakdown	Sample	Run
1212560-Budget Cost Breakdown Item List:	ing	lun
12 1212561-Cost Breakdown Item Listing By A	Account	un un
12565-Lost Item Breakdown by Level of Service	Sample	Run

ADMINS enhanced two reports to go with the screen changes described in section 1.1. The 12560 Budget Cost Breakdown Item Listing and 12561 Cost Breakdown Item Listing by Account were changed to eliminate the Position and Emp# columns and expand the Note/Line Note/Message column. These reports are run from the Budget ▶ Reports ▶ Report Library ▶ Operating Budget screen.

2.1. 12560 Budget Cost Breakdown Item Listing [Enhanced]

12560-BUITMLST.REP	Printed 06-Nov-2018 at 13	59:42 by ANTHEA			Page
			Town of Adm	uns	
			Budget Cost Breakdown	Item Listing	
For Budget Year: 2020 Budget Group: HIGH SCHOOL			A		
Account#					Account
Decription	LOS Line Item		mp# Quantity Item Pr 	ice Breakdown	Total Note/Line Note
1000-300-2210-550-06-00-52040					2,000
PRINT & BIND - HS	1	000			
	1 1	000	1.0000	500	Grade 8-12 Documents printed upon request. Handbooks, Programs of Studies etc
	1 2	000	1.0000	1,000	Grade 12 Programs & printed materials for concerts,
	1		1.0000		events and graduation Grade 8-12

Figure 5 Before-Report #12560 Budget Cost Breakdown Item Listing-Position and Emp# columns on the report



12560-BUITMLST.REP	Printe	d 12-No	v-2018 at 11:09:26	by THERE:	5A			Page 1
						Town of Ad		
					Budget	Cost Breakdow	m Item Listi	ng
For Budget Year: 2020								
Budget Group: HIGH SCHOOL								
Account#						Cost	Account	
Decription		LOS Li	ne Item	Quantity	Item Price	Breakdown	Total	Note/Line Note
1000-300-2120-100-06-00-51260							335,309	
HS DEPT HEADS		1						
		1 1			295,309.000	295,309		Moved assistant principal salaries to this line
		1 2		1.0000	40,000.0000	40,000		
1000-300-2210-550-06-00-52040							2,000	
PRINT & BIND - HS		1						
		1 1		1.0000		500		Grade 8-12 Documents printed upon request. Handbooks, Programs
								of Studies etc
		1 2		1.0000		1,000		Grade 12 Programs & printed materials for concerts, events and graduation
		1 3		1.0000		500		Grade 8-12 Schedules and tickets printed for students and families
								This is additional justification for budget request
	*** Bud	get Gro	up HIGHSCHOOL Total	***		337,309	337,309	

Figure 6 After Report #12560 Budget Cost Breakdown Item Listing with the expanded width for Note/Line Note

X					BU_	Iteml	.ist_THERES4	(1).xml - Mic	rosoft Excel	- 🗆
F	ile Home Insert Page Layout For	mulas Data	Revie	:w	Viev	/				♡ 🝞 🗆
	K25 🔫 🤄 🎜									
	A	В	С	D	E	F	G	Н	I	J
1										
_	Account	Description	LOS	Line	<u>Item</u>			Cost Break	<u>AccountTotal</u>	Note/Line Note
	1000-300-2120-100-06-00-51260	HS DEPT HEADS	0	1		0.00	0.00	0		
4	1000-300-2120-100-06-00-51260	HS DEPT HEADS	1	1		1.00	295,309.00	295,309		Moved assistant principal salaries to this line
	1000-300-2120-100-06-00-51260	HS DEPT HEADS	1	2		1.00	40,000.00	40,000		
6	1000-300-2120-100-06-00-51260	HS DEPT HEADS						335,309	335,309	
7										
8	1000-300-2210-550-06-00-52040	PRINT & BIND - HS	0	1		0.00	0.00	0		
9	1000-300-2210-550-06-00-52040	PRINT & BIND - HS	1	1		1.00	0.00	500		Grade 8-12 Documents printed upon request. Handbooks, Programs of Studies etc
10	1000-300-2210-550-06-00-52040	PRINT & BIND - HS	1	2		1.00	0.00	1,000		Grade 12 Programs & printed materials for concerts, events and graduation
11	1000-300-2210-550-06-00-52040	PRINT & BIND - HS	1	3		1.00	0.00	500		Grade 8-12 Schedules and tickets printed for students and families
										This is additional justification for budget request
12	1000-300-2210-550-06-00-52040	PRINT & BIND - HS						2,000	2,000	
13	Budget Group HIGHSCHOOL Total							337,309	337,309	
14	*** Grand Total ***							337,309	337,309	
15										
16										
17										
18	Selection Legend:									
19										
20	*** indicate this LOS has been Omitted from the budget									
21										

Figure 7 After Report #12560 Budget Cost Breakdown Item Listing as run to Excel[®]

2.2. 12561 Cost Breakdown Item Listing by Account [Enhanced]

12561-BUITM	ACCT.REP F	Printed 06-Nov-2	018 a	t 14:0	1:45 by ANTHEA								Page 1
							Town	of Admins					
						Cost Brea	kdown I	tem Listin	g By Account				
For Budget	Year: 2020												
Dudgeo	10021 2020						-						
Budget	Account#					U	U			Cost	Account		
			LOS	Line	Terre	Postion	Emp#	A	Item Price	Breakdown		Line Note / Message	
Group	Decription		702	Line	Item	Postion	rmb≞	Quantity	item Frice	breakdown	Total	Line Note / Message	
HIGHSCHOOL	1000-300-2210-550-06-00-5	52040											
	PRINT & BIND - HS			1							2,000		
			1	1				1.0000		500		Grade 8-12 Documents printed upon reques	st. Handbooks,
			1	2				1.0000		1,000		Grade 12 Programs & printed materials for	or concerts, e
			1	3				1.0000		500		Grade 8-12 Schedules and tickets printed	
			-	·				1.0000				bidde o it bonedaieb and bioxeob prinoed	a lor boundemot
						*** Accou				2,000	2 000	This is additional justification for but	
						ACCOU	ni iota	1 000		2,000	2,000	ints is additional justification for but	nder tednest

Figure 8 Report #12561 Cost Breakdown Item Listing by Account – eliminate Position and Emp# columns



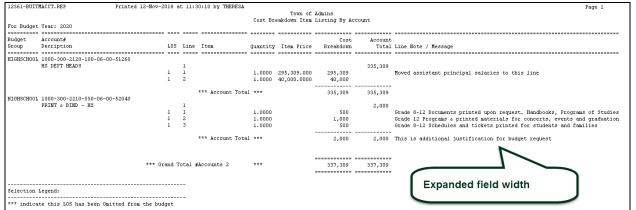


Figure 9 After – Report # 12561 Cost Breakdown Item Listing by Account with expanded Line Note/Message column

X	🚽 🍠 • (° -					BL	J_ItemByA	Account_TH	ERESA[1].xml - Mi	crosoft Excel	- 0
F	ile Home	Insert Page Layout	Formulas Dat	а	Revie	w	View				∞ 😮 🗆
	L36	\bullet f_x									
a.	A	B	С	D	E	F	G	Н	I	J	К
1											
		Account	Description	LOS	Line	<u>Item</u>			Cost Breakdown		Note/Line Note
3	HIGHSCHOOL	1000-300-2120-100-06-00-51260	HS DEPT HEADS	0	1		0.00	0.00	0	335,309	
4											Moved assistant principal salaries to this line
-	HIGHSCHOOL	1000-300-2120-100-06-00-51260		1	1						
6	HIGHSCHOOL	1000-300-2120-100-06-00-51260		1	2		1.00	40,000.00	40,000		
7		1000-300-2120-100-06-00-51260	HS DEPT HEADS						335,309	335,309	
8											
9	HIGHSCHOOL	1000-300-2210-550-06-00-52040	PRINT & BIND - HS	0	1		0.00	0.00	0	2,000	
10											Grade 8-12 Documents printed upon request. Handbooks, Programs of Studies etc
11	HIGHSCHOOL	1000-300-2210-550-06-00-52040	PRINT & BIND - HS	1	1		1.00	0.00	500		
12											Grade 12 Programs & printed materials for concerts, events and graduation
13	HIGHSCHOOL	1000-300-2210-550-06-00-52040	PRINT & BIND - HS	1	2		1.00	0.00	1,000		
14											Grade 8-12 Schedules and tickets printed for students and families
15	HIGHSCHOOL	1000-300-2210-550-06-00-52040	PRINT & BIND - HS	1	3		1.00	0.00	500		
16		1000-300-2210-550-06-00-52040	PRINT & BIND - HS)					2,000	2,000	
											This is additional justification for budget request
17		Grant Total-2							337,309	337,309	
18											
19											
20	Selection Legend	t:									
21											
22	*** indicate this L	OS has been Omitted from the budy	get								
23											

Figure 10 After – Report # 12561 Cost Breakdown Item Listing by Account as run to Excel®

[ADM-AUC-BU-3901]

3. TABLES

ADMINS enhanced buttons and added new buttons to the Position Maintenance and Budget Group tables.

3.1. Budget Groups ▶ Detail

3.1.1. Copy User–All Groups [New]

Goto				Bu	dget Group	s				
Actions		Budget Gro	ıp	Description		Class	Includ in Buc	e Group Iget	Status	
2 Add Group	1 Detail		abs Adm			Town Town	O Yes • Yes	No No	Active Active	^
3 Summary List		ADUSER	ADUSER			Town	O Yes	No	Active	
4 GL Acct List		AFFORD	AFFORD			Town	() Yes	No	Active	
		ANIMAL ARCAND	ANIMAL			Town Town	Yes	No No	Active Active	-

ADMINS added a process to copy all budget groups from one user to another user on the budget group detail screen. Select Budget≯Tables ≯ Budget Groups. Click on [1 Detail] to display the Detail screen.



The new button is called **[Copy User–All Groups].** The system will display a prompt requiring a **"FROM"** and **"TO"** username to be entered.

	Budget Groups
Goto	
Actions	Budget Group ABS Description ABS Clas: O Town O School
4 Summary	1 User Access 2 Approvals 3 Update GL Accts Group Default:
5 Add Group	** BUDGET ENTRY - [R]ead, [W]rite or [N]o Access to Each Level **
6 Add User	(5)Board of Sel (4)Town Manager (3)Budget Manag (2)Finance (1)Requested Bu
7 Remove User	User Name Full Name Set All Set All Set All Set All Set All A
	ADMIEST_4 ADMINS TRAINING ACCOUNT OR OW ON
Add User-All Groups	ALEX Alex Ketabi OR OW ON OW ON OW ON OR OW ON OW OW ON OW OW ON OW OW OW ON OW OW ON OW
Remove User-All Groups	
Copy User-All Gr	oups
9 GL Acct List	T = TPUC] 1017-Budget Groups [theresa]
0 BU Acct List	Copy User to Another user
Approval List	
User List	Required: Enter FROM Username WENDY Wendy Tarantola
	Required: Enter TO Username LUANN LUANN Moore DW ON OR OW ON
	DW ÔN ÔR ÔW ÔN
	DW ON OR OW ON
	DW ON OR OW ON
	KENDY Hendy Tarantola OR OW ON
	· · · · · · · · · · · · · · · · · · ·
	7

This will create access for a new user, "LuAnn", with the same characteristics as the "From" user, "Wendy", for all levels and all budget groups. This will save time when a new staff member requires similar access to an existing user.



[ADM-AUC-BU-3880]

3.1.2. Add User [Enhanced]

📧 [AUC] 1017-Budget Groups [theresa] Add User to Budget Group Required: Enter Budget Group ABS Required: Enter Username Access Type Level 1: Access Type Level 2: Write I Read O No Access Access Type Level 3: Write Read ONO Access Access Type Level 4: Access Type Level 5: 🔾 Write 🖲 Read 🔾 No Access Cancel Clear All Lookup 0K



The **[6 Add User]** button was enhanced to include the Access Type for each Level.

×

Prior to the software update, the user was added and then the Access Type for each level could be edited. The Access Type will be set when the user is added, but will continue to be editable in the screen as usual.

Different access types may be assigned for each Level.

[ADM-AUC-BU-3898]



3.1.3. Add User All Groups [Enhanced]

[AUC] 1017-Budget Groups [theresa]	×
Add User to All Budget Groups	
Required: Enter Username BD	Bill Davis
Access Type Level 1:	◉ Write ○ Read ○ No Access
Access Type Level 2:	\odot Write \bigcirc Read \bigcirc No Access
Access Type Level 3:	${old o}$ Write ${old O}$ Read ${old O}$ No Access
Access Type Level 4:	🔿 Write 🖲 Read 🔿 No Access
Access Type Level 5:	○ Write ○ Read
Lookup	OK Cancel Clear All

The **[Add User All Groups]** button was enhanced to include the Access Type for each Level.

Prior to the software update, the user was added and then the Access Type for each level could be set via the radio button. The Access Type will now be set when the user is added, and will continue to be editable in the screen as usual.

Different access types may be assigned for each Level.

[ADM-AUC-BU-3898]

3.2. Position Maintenance–Budgeting ▶ [Remove Position] [New]

A [2 Remove Position] button was added to the Tables >Position Maintenance-Budgeting screen. This allows removing a position if an error was made when creating the position. The [2 Remove Position] button is only in focus if the budget has not been created for the position (Figure 13). If the budget has been created, the [2 Remove Position] button will not be in focus/available (Figure 14). Instead, select Change Status from the menu under the [Actions] button (Figure 15) to inactivate the position.

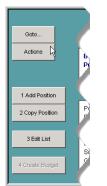


Figure 12 Before



Figure 13 New button



Figure 14 Not in focus/unavailable



Figure 15 Actions > Change Status

[ADM-AUC-BU-3899]

4. CHANGE BUDGET GROUP ON A POSITION [Enhanced]

The place to change a budget group on a position is on the **Budget** > **Tables** > **Position Maintenance** screen. If the budget group is to be changed after the budget is initialized and positions are built, the system will not allow adding the position in the new budget group until the position is removed from the old budget group. The system now reports that the position is already budgeted for in another budget group. Consider the following illustration in Figure 16: The budget was initialized with a position in the **"SCHOOL"** budget group. The new budget group **"ARTS"** is where the position should be budgeted.

1. Delete any existing budgeted positions with that position #.



- 2. Set the new budget group on the position.
- 3. Add the position in the new budget group.

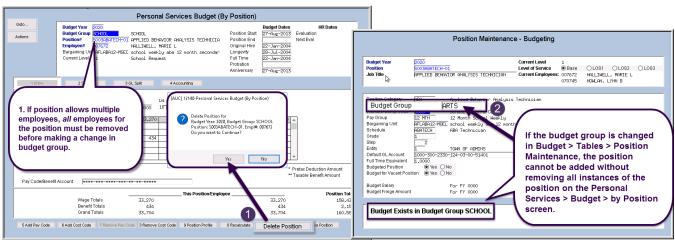


Figure 16 Changing the budget group - new message on the Position Maintenance - Budgeting Screen

Prior to the software update, a change to the budget could be made on the **Position Maintenance–Budgeting** table, without notifying the user that the budgeted position existed in a budget group already. Now an informational message appears at the bottom of the screen. Delete all existing employee records for the position before changing the budget group prior to creating a new position within the new budget group. Once the **Budget group** for the **position** is updated, the position may be created on the **Budget > Maintenance > Personal Services Budget (By Position)** screen:

	Personal Services Budget (By Position)
Goto Actions	Budger Yow 5020 Budger Yow Final Yow Budger Yow Budger Yow Final Yow Budger Yow Budger Yow Final Yow Budger Yow Budger Yow Final Yow Budger Yow
1 Entry	2 Salary Add Position - Available Positions X Position Description Bud Grp BudgetVacant Tol
REG REGU	riplion SCOREDITICH-OL REPAILED REPAYODS REPAYODS STORMLERM REPORT SCOREDITICH-OL REPAYODS REPAYODS STORMLERM REPORT SCOREDITICH-OL REPAYODS REPAYODS REPAYODS REPORT SCOREDITICH-OL REPAYODS REPORT SCOREDITICH-OL REPAYODS REPORT SCOREDITICH-OL REPAYODS REPORT SCOREDITICH-OL REP
	Wage Tota OK Find Search Cancel Help EoI 12,151 Benefit Tot 24 74 74 74 74 Orand Totalis 12,225
5 Add Pay Code	6 Add Cost Code 7 Remove Per Code 3 Remove Cost Code 9 Postion Profile 0 Recalculate Detate Postion Create Position

As shown in **Figure 17**, the position is now available to add in the new budget group **"ARTS".**

- The position with the original **"SCHOOLS"** budget group is *removed* from all files.
- The position with the new **"ARTS"** budget group will be *added* to all files.

[MBE-SAP-SAPLAUC-983]

Figure 17 Creating the position in the new budget group

5. MODULE CONTROL #12106 Description

The description on module control #12106 was changed to clarify that if Operating Budget Notes should **NOT** be copied to the new year, the value should be left blank.

Seq# Description	Answer
12106 Enter 'Y' to Copy Operating Budget Notes to the New Year.	
12110 Update Level Amount with Cost Item Breakdown Values (this will	М

Figure 18 Before



Seq# Description	Ą						
12106 Enter 'Y' to Copy Operating Budget Notes to the New Year. Leav							
12110 Enter 'Y' to Copy Operating Budget Notes to the New Year. Leave Blank for No	(
Figure 19 After – added hovertext explaining how to use the module control value							

[ADM-AUC-BU-3902]

6. PREVIEW OF COMING ATTRACTIONS

ADMINS conducts annual customer site visits. These visits provide the opportunity to solicit customer recommendations on new features. As a result, the **ADMINS** team is enthusiastically working on a **"User Favorites"** feature to be implemented in the coming months.

6.1. Favorites Screen [New]

AUC has hundreds of processes and screens and thousands of reports. To provide ease of use for infrequent users and to allow regular users to customize working with **AUC**, a **"Favorites"** screen is in development. This screen may be set as the user's home screen that is displayed when accessing **AUC**.

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Favorites	I	🎫 [AUC] 1	13-Task Ma	aintenance [theresa]											-	٥	×
│ ⓑ ⓑ ♣ ぢ ⋈ ← → ⋈ 從 ¥ ◯ ज ध 🚼 🎧	I	File Edit	Ledgers	Purchase Orders	Accounts Payable	Fixed Assets	Human Resources	Budget	Collections	Tax	Motor Excise	Misc Billing	System	Favorites			
	ļ	Þa 🛍	85	kı ← → >>I	🕊 🎬 🔍 📼	🖻 🛃 🔺											

Figure 20 Select Favorites > User Favorites to access the screen and make selections.

The screen will allow the selection of up to 45 items to be available on the **Favorites** screen. The available screens will be limited to those to which each user is allowed access. All menu, department and account security will remain in effect. Users will make selections from menus.

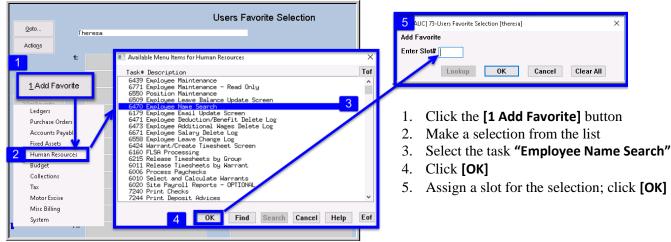


Figure 21 Steps to create a favorites screen

In the example shown a user has chosen the AP/PO Dashboard and also the PO Query screen.

	ADM	IINS Unified Community		Release Notes – Version 18.4
	Budg	get		December 2018
Goto Actions 1 1 Add Favorite 2 Del Favorite 2 Figure 22 A	1: 2: 3: 4: 5: 5:	thea Dimond AP/PO Dashboard 4 View All Purchase Orders 5 's selections	Users Favorite Selectio	 The [1 Add Favorite] button displays a menu of available tasks The [2 Del Favorite] button allows the removal of a favorite from a slot The user's name as entered in the user profile screen A favorite task in slot #1 A second favorite task in slot #3

[ADM-AUC-SY-8067]

7. HELP REFERENCE LIBRARY

7.1. **New or Updated Documentation**

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

- SITE SPECIFIC
- SYSTEM ٠

BU–160 Bellingham, MA Departmental Budget Entry Guide [New] BU-320 System Administration Kit [Revised]

¹ This change does not apply to the Middletown Board of Education, which uses a custom report.