## BUDGET

## RELEASE NOTES - DECEMBER 2021

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

## CONTENTS

1 POSITION DESCRIPTION [ENHANCEMENT] ..................................................................................................... 1
2 REPORTS [ENHANCEMENT] ............................................................................................................................ 2
2.1 \#12855 Personal Services - Budget by Position (Excel®) ............................................................................ 2

## 1 POSITION DESCRIPTION [Enhancement]



## BU $>$ Maintenance $>$ PS Budget (by Position)

ADMINS added the Position description to the lookup on the Position \# to make it easier to select the correct position.

Prior to the software update, the lookup only showed the position number, employee number, and employee name.


Figure 1 Before \& After - Position \# Lookup

## 2 REPORTS [Enhancement]

## Budget - Reports > Report Library > [2 Personal Services] \# \#12855



## 2.1 \#12855 Personal Services - Budget by Position (Excel ${ }^{\circledR}$ )

ADMINS added a column showing Calculated Salary to the \#12855 Budget Report. This is helpful when an employee with a mid-year salary change is listed twice on the report. The number of salary days and the percentage of the year has always been shown; this saves a step by calculating the salary. In the illustration, \#987654 is an example of an employee with a mid-year salary change.

$$
\begin{aligned}
& 34.52 \% \times \$ 70,304 \equiv \$ 24,269 \\
& 65.48 \% \times \$ 75,525 \equiv \$ 49,454
\end{aligned}
$$



This report does not total by columns; use the Excel ${ }^{\circledR}$ sum formula if totals are desired for the Calculated Salary or other columns.

