



BUDGET

RELEASE NOTES – JUNE 2015

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

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1. BARGAINING UNIT SALARY BUDGETING

1.1. Add New Salary Schedule

The Salary Update Report was terminating abnormally due to a page width issue. The report was fixed and now runs properly. This report is produced when adding a new **Salary Schedule** in the **Salary Table** on the **Bargaining Unit Table**.

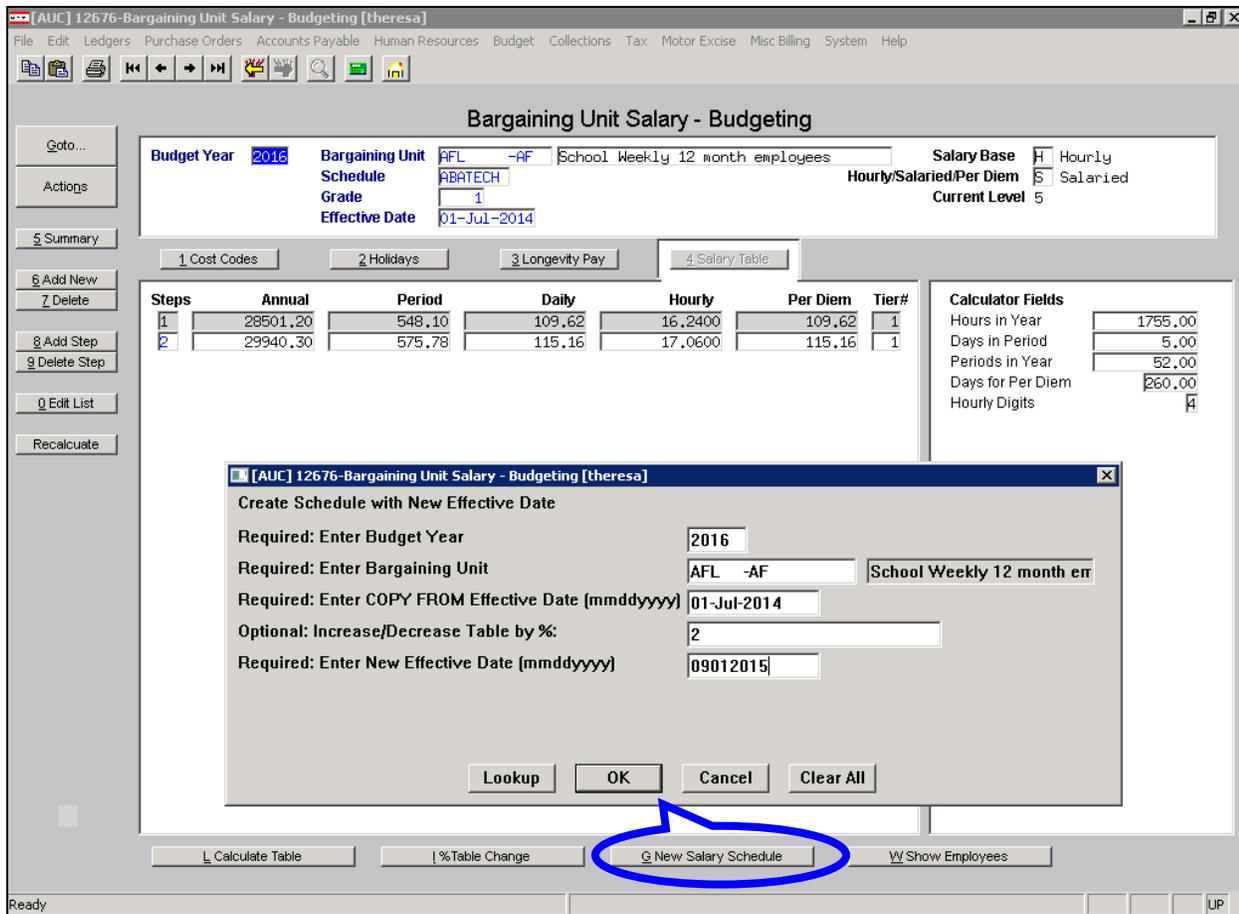


Figure 1 Bargaining Unit Salary – Budgeting Screen – Salary Table Tab

[CRI-SUP-SAPLAUC-169]

2. PERSONAL SERVICES REPORTS

2.1. Various Reports: Account Security Error Message

Some **Personal Services Budget Reports** were printing an incorrect message (** COA – Not a budgeted budget group **) when the account used was not active in the budget chart of accounts. These reports, available from the **Reports ▶ Report Library ▶ Personal Services Tab** were corrected:



- 12525–Personal Services – Detail
- 12530–Personal Services – Summary
- 12112–Personal Services – Spreadsheet

The same correction was made for reports generated when a position is re-calculated on the **Position Maintenance** screen. The following image shows the **Personal Services Spreadsheet** (named BuPS_Analysis_12112*):

**** COA – Not a budgeted budget group ****

| | | | | |
|----|-------------------------------|------------------------|----------------|---|
| 29 | 1000-135-0000-001-00-00-51110 | DEPARTMENT HEAD SALARY | 000 -00 | CHIEF FINANCIAL OFFICER |
| 30 | 1000-135-0000-001-00-00-51110 | | T135FINCFO -01 | |
| 31 | 1000-135-0000-001-00-00-51110 | | | ** COA - Not an Active Budget Account ** |
| 32 | | | | |

Figure 2 Before

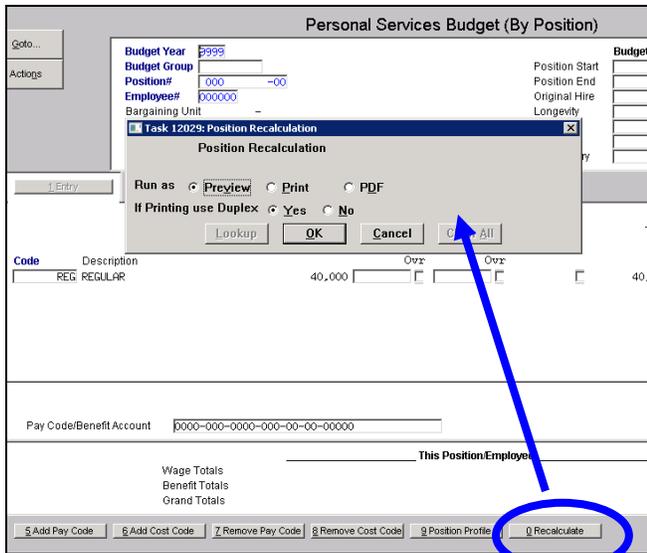
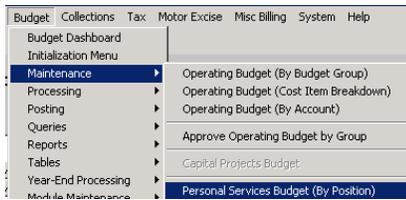
Figure 3 After

[ADM-AUC-BU-3776]

2.2. Personal Services by Position

2.2.1. Recalculate Position report

When you make a change to a position and recalculate the cost of that position, the system produces a set of reports. Prior to this update, those reports were not fitting on a page properly. This has been corrected.





12019-BUFSVACCCHG.REP Printed 02-Jun-2015 at 14:25:19 by MARY Page 1
Town of ADMINS
Personal Services Accounting Change Report

Budget Group : ADM
Current Level: Tom Manager

| Position | Description | Account | Old | | | New | | | Error |
|-----------------|-------------|--|-------------|-------|-------|-------------|-------|-------|-------|
| | | | Base Budget | LOS 1 | LOS 2 | Base Budget | LOS 1 | LOS 2 | |
| REGULAR - hours | | 1000-300-2330-124-03-00-51401 ABA TRCH-SOUTH | 37,165 | | | 37,165 | 4,000 | | |
| Total | | | 37,165 | | | 37,165 | 4,000 | | |
| ADM | ADM | Total | 37,165 | | | 37,165 | 4,000 | | |

12018-BUPOSMSTCHG.REP Printed 02-Jun-2015 at 14:25:19 by MARY Page 1
Town of ADMINS
Personal Services Change Report

Budget Group :
Current Level:

| Position | Position Description | Employee | FTE Description |
|---------------------|----------------------|----------|-----------------|
| No Records Selected | | | |

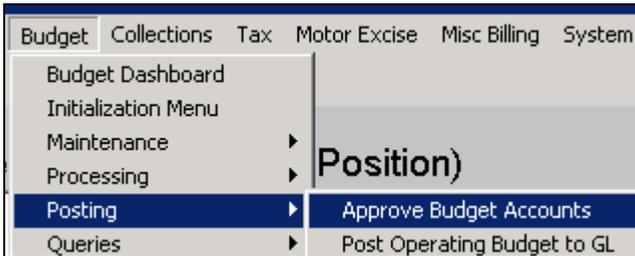
12063-BUPOSSALFR2.REP Printed 02-Jun-2015 at 14:25:18 by MARY Page 1
Town of ADMINS
Position Salary Records - Freeze Salary
Budget year: 0000

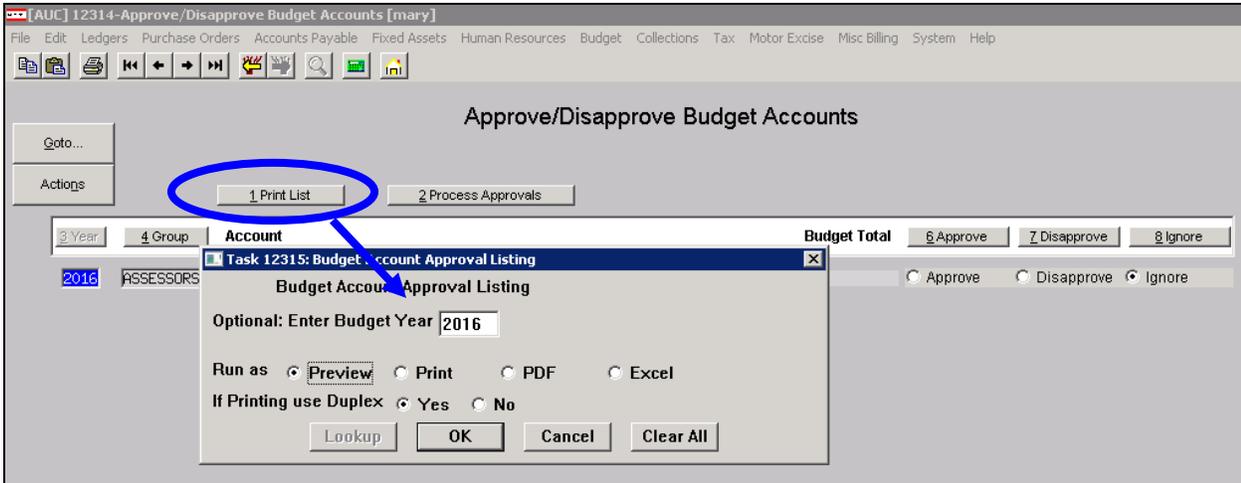
| Position# | Position Title | Budget Group | Employee | Effective | Bargaining Unit | Schedule Grade Step | Annual Amount | Hourly Rate | Note |
|---------------------|----------------|--------------|----------|-----------|-----------------|---------------------|---------------|-------------|------|
| No Records Selected | | | | | | | | | |

[ADM-AUC-BU-3793]

2.3. Approval List

Modified the approval list to properly display the Budget Type. Prior to this update, the Excel version was not display the correct Budget Type.





12315-BULEDAPP.REP Printed 02-Jun-2015 at 14:37:49 by MARY Page 1

Town of ADMINS
Budget Account Approval Listing

| Year | Account | Description | Acct Type | Sub Type | Budget Group | Budget Type | Status |
|------|-----------------------------|-------------|-------------|----------|---------------------|-------------------|--------|
| 2016 | 0100-004-0000-007-00-000000 | | Expenditure | Posting | ASSESSORS-ASSESSORS | Personal Services | Active |

Total accounts: 1

Selection Legend:

Budget Year: 2016

| Year | Account# | AccountDescription | Type | SubType | Budget Group | Budget Type | Status |
|------|-----------------------------|--------------------|-------------|---------|---------------------|-------------------|--------|
| 2016 | 0100-004-0000-007-00-000000 | | Expenditure | Posting | ASSESSORS-ASSESSORS | Personal Services | Active |

[ADM-AUC-BU-3794]

3. POSITION MAINTENANCE LOOKUP

On the Position Maintenance Budgeting Screen, the lookup on **Schedule** was displaying the Bargaining Unit Descriptions. It was changed to provide the schedule and the description.

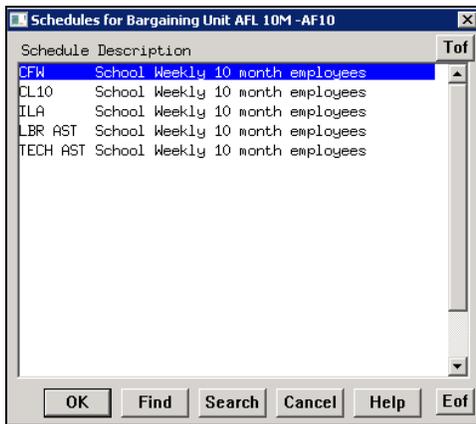
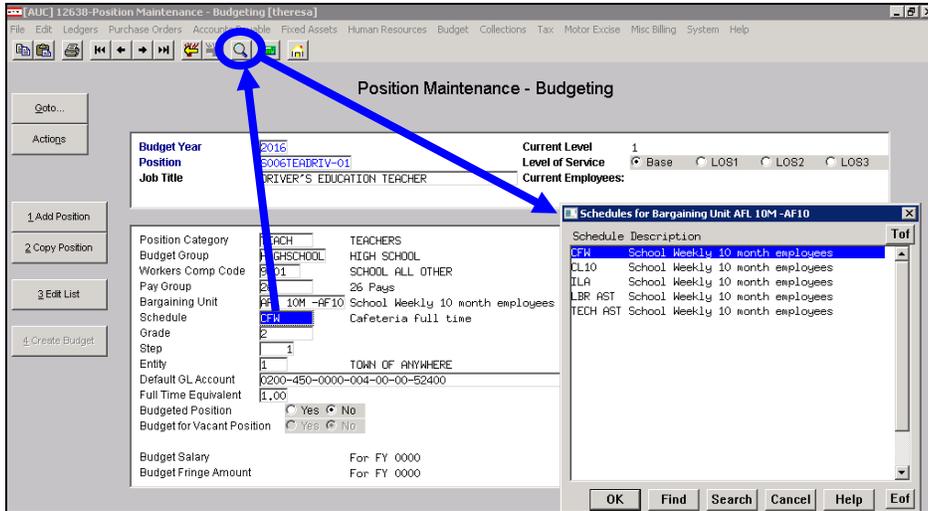


Figure 4 Before

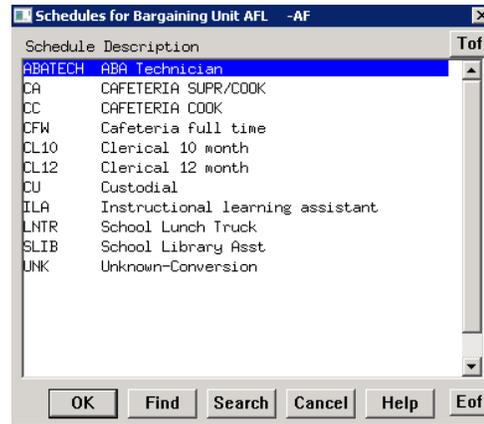


Figure 5 After

[ADM-AUC-BU-3780]

4. HELP REFERENCE LIBRARY

4.1. New or Updated Documentation

Not applicable for this software update.