

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

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### **1. POSITION MAINTENANCE**

### **1.1. Update a Single Position**

Prior to the software update, if an employee changed positions in the Human Resources module, they remained unchanged in the Budget module and showed in the old position. A new feature was added to the **Budget** ▶ **Maintenance** ▶ **Personal Services Budget (by Position)** screen to address this. Two new buttons allow the deletion and creation of positions to reproduce changes that were made in the Human Resources module.

	Personal Services Budget	(By Position)	
Goto Actions	Daulog trave         District           Indext Group         STRECT         DISTRECT           Postbard         2003/481C0+00         RPML/DB           Indextor Group         RPML20         RPML/DB           Ingelageet         Convert Level         School           CurretLevel         1         School	Design Date         Analysis           Pestion End         Securation           Pestion End         Securation           Drignal Him         Securation           Longwity         ID-Lance 2005           Profilesion         ID-Lance 2005           Profilesion         ID-Lance 2005           Profession         ID-Lance 2005           Profession         ID-Lance 2005	
j.Entry	2 Stellary 2 OL Split & Accounting		
Code Desc REG REG MEDI MEDI	Base         La ⊥         un ⊥           resten         rst B_LCOS 01 Top         rst Top           see         25.000 Top         r           JMC         36.3         r         r	25,000 363	
		* Pretax Deduction Amount ** Taxable Benefit Amount	
Pay Code/Benefit	Account ++++-++++++++++++++++++++++++++++++++		
	Wage Totals 25,000 Benefit Totals 363 Grand Totals 25,363	loyee 25,000 Position Total 25,000 174,700 367 2.dd7	
5 Add Pay Code	& Add Coalt Coals Z.Rentove Pay Coals & Rentove Coalt Coals	elete Position	Create Position

When an employee position is changed in Human Resources, use the **[Delete Position]** button to delete the employee from the old position. A prompt will appear asking for verification – select **Yes** to continue.

[AUC] 121	40-Personal Services Budget (By Position)	$\times$
?	Delete Position for Budget Year: 2018, Budget Group: DISTRICT Position: S003ABATECH-01, Empl#: 000020 Do you want to Continue?	
	Yes No	

Then use the **[Create Position]** button to establish the employee in the new position. The **[Create Position]** button will show positions available to be added.



Add Position - A	Available Positions				x		
- Position	Description		Bud Grip	BudgetVacant <sup>1</sup>	rof Position)		
003PRIPRIN-01 003SPDBEHA-01	L PRINCIPAL 1 STALL TEACHER		DISTRICT DISTRICT	Yes Yes	Position Star Position End Original Hire Longevity Full Time Probation Anniversary	Budget Dates 01-Feb-2015 17-Aug-1998 01-Feb-2015 01-Feb-2015 01-Feb-2015 01-Feb-2015 01-Feb-2015	HR Dates Evaluation Next Eval
MEDI M	EDICARE	OK Find	Search Cance	el Heip <u>F</u>		29,940 434	
Pay Code/Be	enefit Account 🛛 💌	*-***-***	-****			* P **T	retax Deduction Amount axable Benefit Amount
	Wage	Totals 2 it Totals	9,940 434	_ This Position/Em	ployee	29,940 434 30,374	Position Total 149,700 2,080 151,780
	Benet. Grand	Totals 3	0,374				
<u>5</u> Add Pay Code	Bener Grand	I Totals 3	0,374 Remove Cost Code	9 Position Profile	0 Recalculate	Delete Position	Create Position

The criteria to allow creation are that the position:

- is set to "budgeted" in Budget > Tables > Position Maintenance,
- does not already exist in the budget maintenance screens, and
- is filled or the Position Maintenance flag "Budget for Vacant Position" is set to "Yes".

The following prompt will appear; select **Yes** to add the position:



A report will be generated with the details of the position.



Budget

**ADMINS Unified Community** 

June 2016

🐮 TedRE - BuPosCategory_THERESA_12025[2].lis								
File Edit Format Options								
Courier New ▼ 8 ▼ <b>B / U</b> ■ ▼ Ε ε ε ε								
= 12025-BUP0SPROFILE.REP Printed 08-Jun-2016 at 12:20:10 by THERESA Town of ADMIN Personal Services - Posi	Page 1 3 Jion Profile							
Budget Year: 2018 Budget Group : DISTRICT DISTRICT Current Level: School l								
Position# Employee HR Dates								
S003PRIPRIN-01 PRINCIPAL Vacant Position Position Hire: 01-Jul-2017 Evaluat Original Hire: 01-Jul-2017 Nert SV Longevity: 01-Jul-2017 Nert SV Probation: 01-Jul-2017 Anniver	S003PRIPRIN-01 PRINCIPAL Vacant Position Hire: 01-Jul-2017 Evaluation: Original Hire: 01-Jul-2017 Next Eval: Longevity: 01-Jul-2017 Full Time: 01-Jul-2017 Probation: 01-Jul-2017 Auniversary: 01-Jul-2017							
Line Account Percent Type Percent Type Budget. 1 1000-300-2210-100-03-00-51210 PRIN SALARY - SOUT 100.000 + 100.000 +	Amt Start Date End Date ActualAmt							
Bargaining An Effective OVR Reason Unit Schedule Grade Step Am	nual Hourly Salary Salary Sunt Amount Days %							
UI-JUI-ZUI/ SALATYIADIE -UI SKABAIN I I	FTE 1.000 FTE FTE FTE FTE 1.000							
Code Description Code Default Account	Base Budget LOS 1 OVR LOS 2 OVR OVR Total							
REG REGULAR - hours ****-***-***-***-***	1 1 1							
	1 1							
Code         Description         Account           REG         REGULAR - hours         1000-300-2210-100-03-00-51210 PRIN SALARY - SOUT	Base Budget         L05 1         L05 2         Total           1         1         1         1         1           1         1         1         1         1							

[ADM-AUC-BU-3827

### 1.2. Over 50K Life Insurance Integrated into The Budget Module

The Internal Revenue Service Over 50K Life Insurance taxable benefits are now integrated into the budget module to accurately reflect the FICA and Medicare cost for the employer.

This employee has the life insurance benefit over \$50,000 as shown on her deduction tab:

				Employee	Maintenance
<u>G</u> oto Actio <u>n</u> s	Employee Number Position 50	r <mark>(210887</mark> KA D3READREC-01 SC	AREN E GNIA DUTH TEACHE	ADEK ER	1 Of 1
JAdd Code KDelete Code	Current Tier 1				
<u>1</u> Contact <u>2</u> Pers	onal <u>3</u> Ded/Ben	4 Add Wages	<u>5</u> Payroll	6 Accounting	<u>Z</u> Salary <u>8</u> Date
		Table			Additional
CostCode Effective	Stop Date	Amount	Message		Amount
AN-AMX 01-Oct-20	011				328,85
DIRDEP 25-Aug-20	209	999,999,99			
ER PGF26 01-Jan-20	012				
INS-BW 25-Aug-20	009	.12			
MEDI 25-Rug-20	009	1,4500%			
MT-PN9 25-Hug-20	309	9,0000%			
PUEPEOK 01- Jan-20	016	2,0000%			
PLCE26 25-9ug-20	210	157 38			12
UD-PR0 25-Aug-20		28 30			+12
por no jeo hug ev	VV2 [	20,00			I

Her bargaining unit **[Other Info]** tab has this rule:



Bargaining Unit - Other								
Bargaining Unit MTA	-26 26 Pay Teachers							
 • • • • • •		*****						
Over 50,000 Cost Code	OVER50K OVER 50K LIFE INSURANCE	Max Amount \$ 999999						
Over 50,000 Life Insurance	C 1. No automatic Life Insurance Amount Calculation	ı						
	2. Fixed Life Insurance Amount	Fixed Amount \$ Allow Override 🔽						
	💽 3. Calculated Life Insurance Amount	P/E Annual Salary Times 2,0000						
		Rounded C \$1 C \$10 C \$100 C \$1,000 C \$10,000						

The budget module will calculate the taxable benefit the first of each month during the budget process. For July through December of the budget year, the calculation will be based on the employee's age as of December 31. For January through June, the calculation will be based on the employee's age as of December 31 of the following year.

The position **[Salary]** tab will be used for any life insurance value calculation.

	Person	al Services Budget	(By Position)		
Actions	Budget Year         2018           Budget Group         DISTRICT         DISTRICT           Position#         5003READREC-01         SUTH TEACH           Employee#         010887         GNIADEK, KA           Bargaining Unit MTA         -26         26 Pay Teach           Current Level         1         School 1           Freeze Salary	ER REN E hers	Position Start Position End Original Hire Longevity Full Time Probation Anniversary	Budget Dates           25-Aug-2009         Evaluation           25-Aug-2009         Next Eval           27-Aug-2009         25-Aug-2009           25-Aug-2009         25-Aug-2009	HR Dates 27-Aug-2009
<u>1</u> Entry	2 Salary 3 GL Split	4 Accounting			
Effective Date Ovr	Reason	Bargaining Unit Schedu	ile Grade Step	Annual Amt Hourly Rate	Salary Salary % Days of Year
01-Jul-2017	Salary Table	MTA -26 M15	1 11	72,319 65,5064	365 100.00

The position maintenance screen will show the value of the taxable benefit and will calculate any additional Medicare (and FICA) tax expense for the employer. Click on the code to display the value.

		Personal Service	s Budget (By	Position)		
<u>Goto</u> Actio <u>n</u> s	Budget Year 2018 Budget Group DISTRICT Position# 5003READREC Employee# 010087 Bargaining Unit MTA -2 Current Level 1	DISTRICT -01 SOUTH TEACHER GNIADEK, KAREN E 5 26 Pay Teachers School 1		Position Start Position End Original Hire Longevity Full Time Probation Anniversary	Budget Dates 25-Aug-2009 25-Aug-2009 27-Aug-2009 25-Aug-2009 25-Aug-2009	HR Dates Evaluation 27-Aug-2009 Next Eval
1 Entry	2 Salary	3 GL Split <u>4</u> Accounti	ng			
Code Descr REG REGU MEDI MEDIC OVERSOR WER PLGF26 PILGR	iption AR SOK LIFE INSURANCE ** IM FAMILY SCHOOL 26 PAY *	Base Los 1 FTE 1,0000 1FTE Ovr 72,319 991	LOS 2 2FTE Ovr		72,319 991	
OVER50K OVER	50K LIFE INSURANCE **	114			* 114 **	Pretax Deduction Amount Taxable Benefit Amount



If the cost code is being added in the budget module, as opposed to during the initialization of the budget, then the position must be recalculated after entering the new cost code to reflect the updated Medicare and FICA amounts.

[ADM-AUC-BU-3753



### 2. REPORTS-PERSONAL SERVICES

#### 2.1. 12688 Employees with Salary Changes–BU vs. HR

A new report is available to identify Personal Services positions where the annual salary in the budget module is different than the HR module. This identifies the exceptions to allow the budget and payroll numbers to be reconciled. Run this report by selecting **Budget** > **Reports** > **Report Library** > **Personal Services** > **12688** Employees with Salary Changes–BU vs HR.

		Report Library - Persona	al Services B	udget									
1	Report Name 12025-Personal Serv 12025-Personal Serv 12530-Personal Serv 12530-Personal Serv 12037-Personal Serv 12051-Personal Serv 12051-Personal Serv 12051-Personal Idated 12047-Consolidated 12047-Consolidated 12047-Consolidated 12088-Employees with 12052-Personal Serv	ices - Position Profile ices - Category Cost Report ices - Detail Account/Position/Code ices - Summary Account/Position/Code ices - Summary Mages/Benefits ices - Spreadsheet ices - Detail - Account Selection Report Report - Budget Type Break Report - Budget Type Break Report - Base Budget Comparison h Grade/Step Changes as with Salary Changes - ices Audit Reports	Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample	Last           Run         20-f           Run         18-5           Run         18-5           Run         18-5           Run         18-5           Run         22-5           Run         22-5           Run         22-5           Run         21-7           Run         07-,           Run         07-,	Task 12 Budy Required Optional: Run as If Printing	688: Employees Employees get vs. Huma I: Enter Budg Enter up to C Preview g use Dupley	swith Sala with Sala an Reso jet Year 9 Budge O Pri < @ Ye	lary Cha ary Cha urce Sa et Grou nt s O	nnges - BU vs nnges alary Differe 2018 ps Edit C PDF No Lookup	HR ences 0 val © Ex 0K	lues: ccel	Cancel	Clear All
	A	В	C	D	E	F	G	Н		J	17		
4											N 1	L	M
			Budget		Bargaining		HR	HR	HR-Annual	BU	BU	L BU-Annual	М
2	Position#	Position Title	Budget <u>Group</u>	Employee	Bargaining <u>Unit</u>	Schedule	HR <u>Grade</u>	HR <u>Step</u>	HR-Annual <u>Arnount</u>	BU <u>Grade</u>	K BU Step	L BU-Annual <u>Amount</u>	M Difference
2 56	Position# S004SPDRSRC-01	Position Title MACY TEACHER	Budget Group MACY	Employee	Bargaining Unit MTA-26	Schedule M60	HR <u>Grade</u> 3	HR <u>Step</u> 11	HR-Annual <u>Arnount</u> 76,197.07	BU <u>Grade</u> 3	к BU <u>Step</u> 11	L BU-Annual <u>Arnount</u> 76,197	M Difference -0.07
2 56 57	Position# S004SPDRSRC-01 S004SPDRSRC-01	Position Title MACY TEACHER MACY TEACHER	Budget Group MACY MACY	Employee	Bargaining Unit MTA-26 MTA-26	Schedule M60 M30	HR <u>Grade</u> 3	HR <u>Step</u> 11 6	HR-Annual Arnount 76,197.07 58,380.77	BU <u>Grade</u> 3 1	K BU Step 11 8	L BU-Annual <u>Arnount</u> 76,197 63,339	M Difference -0.07 4,958.23
2 56 57 58	Position# S004SPDRSRC-01 S004SPDRSRC-01 S004TEAARTS-01	Position Title MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER	Budget Group MACY MACY MACY	Employee	Bargaining <u>Unit</u> MTA-26 MTA-26 MTA-26	Schedule M60 M30 M15	HR Grade 3 1 2	HR <u>Step</u> 11 6 11	HR-Annual Amount 76,197.07 58,380.77 71,962.49	BU <u>Grade</u> 3 1 2	K BU Step 11 8 11	L BU-Annual <u>Amount</u> 76,197 63,339 71,962	M Difference -0.07 4,958.23 -0.49
2 56 57 58 59	Position# S004SPDRSRC-01 S004SPDRSRC-01 S004TEAARTS-01 S004TEAGR01-02	Position Title MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER	Budget Group MACY MACY MACY MACY	Employee	Bargaining Unit MTA-26 MTA-26 MTA-26 MTA-26 MTA-26	Schedule           M60           M30           M15           B30	HR Grade 3 1 2 4	HR <u>Step</u> 11 6 11 11	HR-Annual Amount 76,197.07 58,380.77 71,962.49 71,327.10	BU Grade 3 1 2 4	к BU <u>Step</u> 11 8 11 11	L BU-Annual Amount 76,197 63,339 71,962 71,327	M <u>Difference</u> -0.07 4,958.23 -0.49 -0.10
2 56 57 58 59 60	Position# S004SPDRSRC-01 S004SPDRSRC-01 S004TEAARTS-01 S004TEAGR01-02 S004TEAGR01-03	Position Title MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER	Budget Group MACY MACY MACY MACY MACY	Employee	Bargaing           Unit           MTA-26           MTA-26           MTA-26           MTA-26           MTA-26           MTA-26           MTA-26	Schedule           M60           M30           M15           B30           M30	HR Grade 3 1 2 2 4 3	HR <u>Step</u> 11 6 11 11 11	HR-Annual Amount 76,197.07 58,380.77 71,962.49 71,327.10 73,961.02	BU Grade 3 1 2 2 4 3	к BU 11 11 8 11 11 11	L BU-Annual Amount 76,197 63,339 71,962 71,327 73,961	M Difference -0.07 4,958.23 -0.49 -0.10 -0.02
2 56 57 58 59 60 61	Position# S004SPDRSRC-01 S004SPDRSRC-01 S004TEAARTS-01 S004TEAGR01-02 S004TEAGR01-03 S004TEAGR02-01	Position Title MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER	Budget <u>Group</u> MACY MACY MACY MACY MACY MACY	Employee	Bargaining Unit MTA-26 MTA-26 MTA-26 MTA-26 MTA-26 MTA-26	Schedule           M60           M30           M15           B30           M30           M30	HR Grade 3 1 2 4 4 3 3 1	HR <u>Step</u> 11 6 11 11 11 11 11	HR-Annual <u>Amount</u> 76,197.07 58,380.77 71,962.49 71,327.10 73,961.02 72,946.02	BU Grade 3 1 2 4 3 3 1	K BU 11 11 8 11 11 11 11	L BU-Annual Amount 76,197 63,339 71,962 71,327 73,961 72,946	M Difference -0.07 4,958.23 -0.49 -0.10 -0.02 -0.02
2 56 57 58 59 60 61 62	Position# S004SPDRSRC-01 S004SPDRSRC-01 S004TEAARTS-01 S004TEAGR01-02 S004TEAGR01-03 S004TEAGR02-01 S004TEAGR03-01	Position Title MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER	Budget Group MACY MACY MACY MACY MACY MACY MACY	Employee	Bargaining           Unit           MTA-26           MTA-26           MTA-26           MTA-26           MTA-26           MTA-26           MTA-26           MTA-26	Schedule           M60           M30           M15           B30           M30           M30           M60	HR Grade 3 1 2 2 4 3 3 1 2 2	HR <u>Step</u> 11 6 11 11 11 11 11 11	HR-Annual Amount 76,197.07 58,380.77 71,962.49 71,327.10 73,961.02 72,946.02 75,892.57	BU Grade 3 1 2 4 3 1 1 2 2	K BU 11 11 8 11 11 11 11 11	L BU-Annual Amount 76,197 63,339 71,962 71,327 73,961 72,946 75,893	M <u>Difference</u> -0.07 4,958.23 -0.49 -0.10 -0.02 -0.02 -0.02 0.43
2 56 57 58 59 60 61 62 63	Position# S004SPDRSRC-01 S004SPDRSRC-01 S004TEAGR01-02 S004TEAGR01-03 S004TEAGR01-03 S004TEAGR02-01 S004TEAGR03-01 S004TEAGR03-01	Position Title MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER	Budget Group MACY MACY MACY MACY MACY MACY MACY MACY	Employee	Bargaring           Unit           MTA-26	Schedule           M60           M30           M15           B30           M30           M30           M30           M30           M30           M30           M30           M30           M40	HR Grade 3 1 2 2 4 4 3 1 1 2 2 1	HR <u>Step</u> 11 6 11 11 11 11 11 3	HR-Annual <u>Amount</u> 76,197.07 58,380.77 71,962.49 71,327.10 73,961.02 72,946.02 75,892.57 48,506.85	BU Grade 3 1 2 4 3 1 3 1 2 2 1	K BU Step 11 8 11 11 11 11 11 11 5	L BU-Annual Amount 76,197 63,339 71,962 71,327 73,961 72,946 75,893 52,788	M <u>Difference</u> -0.07 4,958.23 -0.49 -0.10 -0.02 -0.02 0.43 4,281.15
2 56 57 58 59 60 61 62 63 63 64	Position# S004SPDRSRC-01 S004SPDRSRC-01 S004TEAARTS-01 S004TEAGR01-02 S004TEAGR01-03 S004TEAGR02-01 S004TEAGR03-01 S004TEAGR03-01	Position Title MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER MACY TEACHER	Budget Group MACY MACY MACY MACY MACY MACY MACY MACY	Employee	Bargasing           Unit           MTA-26           MTA-26	Schedule           M60           M30           M15           B30           M30           M30	HR Grade 3 1 2 4 4 3 1 2 2 1 1 2 1 1	HR <u>Step</u> 11 6 11 11 11 11 11 3 3	HR-Annual <u>Amount</u> 76,197.07 58,380.77 71,962.49 71,327.10 73,961.02 72,946.02 75,892.57 48,506.85 48,582.60	BU <u>Grade</u> 3 1 2 4 3 1 2 1 2 1 1 1	K BU Step 11 8 11 11 11 11 11 5 5	L BU-Annual Amount 76,197 63,339 71,962 71,327 73,961 72,946 75,893 52,788 52,788	M Difference -0.07 4,958.23 -0.49 -0.10 -0.02 0.43 4,281.15 4,369.40
2 56 57 58 59 60 61 62 63 64 65	Position# S004SPDRSRC-01 S004SPDRSRC-01 S004TEAARTS-01 S004TEAGR01-02 S004TEAGR01-03 S004TEAGR02-01 S004TEAGR03-01 S004TEAGR03-01 S004TEAGR03-02	Position Title MACY TEACHER	Budget Group MACY MACY MACY MACY MACY MACY MACY MACY	Employee	Bargaining           Unit           MTA-26	Schedule           M60           M30           M15           B30           M30           M30           M30           M30           M30           M30           M30           M30           M60           M           B300           M	HR <u>Grade</u> 3 1 2 4 3 1 2 1 1 1 1 1	HR <u>Step</u> 11 6 11 11 11 11 11 3 3 10	HR-Annual <u>Amount</u> 76,197.07 58,380.77 71,962.49 71,327.10 73,961.02 72,946.02 75,892.57 48,506.85 48,582.60 67,028.57	BU Grade 3 1 2 4 3 1 2 4 3 1 1 2 1 1 1	K BU 11 11 11 11 11 11 11 5 5 11	L BU-Annual Amount 76,197 63,339 71,962 71,327 73,961 72,946 75,893 52,788 52,952 70,242	M Difference -0.07 4,958.23 -0.49 -0.10 -0.02 -0.02 0.43 4,281.15 4,369.40 3,213.43
2 56 57 58 59 60 61 62 63 64 65 65	Position# S004SPDRSRC-01 S004TEAARTS-01 S004TEACR01-02 S004TEACR01-03 S004TEACR02-01 S004TEACR03-01 S004TEACR03-01 S004TEACR03-01 S004TEACR03-02	Position Title MACY TEACHER MACY TEACHER Total Budget Group	Budget           Group           MACY           MACY	Employee	Bargaining Unit           MTA-26	Schedule           M60           M30           M15           B30           M30           M30           M30           M30           M60           M           B30           M           B30           M	HR <u>Grade</u> 3 1 2 4 3 1 2 1 1 1 1 1	HR <u>Step</u> 11 6 11 11 11 11 11 3 3 10	HR-Annual <u>Arnount</u> 76,197.07 58,380.77 71,962.49 71,327.10 73,961.02 72,946.02 75,892.57 48,506.85 48,582.60 67,028.57	BU Grade : 3 1 2 4 3 1 2 4 3 1 2 1 1 1 1	K BU 11 8 11 11 11 11 11 11 5 5 11	L BU-Annual Amount 76,197 63,339 71,962 71,327 73,961 72,946 75,893 52,788 52,952 70,242	M Difference -0.07 4,958.23 -0.49 -0.10 -0.02 -0.02 0.43 4,281.15 4,369.40 3,213.43 <b>16,821.94</b>

[ADM-AUC-BU-3802]

#### 2.2. 12048 Budget Salary Changes

A report is available that identifies salary changes made within the budget module. Sample output is shown.



Report	Library -	Personal	Services	Budaet

Report Name			La
12025-Personal Services - Position Profile	Sample	Run	20
12023-Personal Services - Category Cost Report	Sample	Run	18
12525-Personal Services - Detail Account/Position/Code	Sample	Run	20
12530-Personal Services - Summary Account/Position/Code	Sample	Run	18
12537-Personal Services - Summary Wages/Benefits	Sample	Run	18
12037-Personal Services - Budgeted Position List	Sample	Run	02
12112-Personal Services - Spreadsheet	Sample	Run	21
12051-Personal Services - Detail - Account Selection	Sample	Run	
	Sample	Run	
12617-Consolidated Report	Sample	Run	
12614-Consolidated Report - Budget Type Break	Sample	Run	
12047-Consolidated Report - Base Budget Comparison	Sample	Run	
	Sample		
12687-Employees with Grade/Step Changes	Sample	Run	21
12688-Employees with Salary Changes - BU vs HR	Sample	Run	21
12048-Budget, Salary Changes	Sample	Run	
	Sample	Run	

12048-BUPOSSAL	CHG.REP Printed 08-J	un-2016 at .	15:48:20 by THERE	SA							Page 1
				Town of AD	MINS						
			Bu	dget Salary	Changes						
				Budget year:	2018						
		Budget			Bargaining				Annual	Hourly	
Position#	Position Title	Group	Employee	Effective	Unit	Schedule	Grade	Step	Amount	Rate	Note
SOO3ABATECH-01	Actual Salary	DISTRICT	JONES	01-Jul-2017	AFL-AF	ABATECH	1	2	35,000	19.9430	
SOOSCAFLEAD-01	Actual Salary	DISTRICT	BANDINI	01-Ju1-2017	AFL10M-AF10	CFW	1	z	14,000	19.0217	
(Positions: 2											

#### Figure 1 Budget Module Salary Changes – Print/Preview Output

- 14	A	В	С	D	E	F	G	Н	1	J	K	L
1	Budget year: 2018											
2												
3	Position#	Position Title	Budget Group	Employee	Effective	<b>Bargaining Unit</b>	<b>Schedule</b>	<u>Grade</u>	Step	Annual Amount	Hourly Rate	<u>Note</u>
4	S003ABATECH-01	Actual Salary	DISTRICT	JONES	01-Jul-2017	AFL-AF	ABATECH	1	2	35,000	19.94	
5												
6	S003CAFLEAD-01	Actual Salary	DISTRICT	BANDINI	01-Jul-2017	AFL10M-AF10	CFW	1	2	14,000	19.02	
7												
8												
9		#Positions: 2										
10												

Figure 2 Budget Module Salary Changes–Excel<sup>®</sup> Output

[ADM-AUC-BU-3802]

#### 2.3. 12051 Personal Services – Detail – Account Selection

A new report is available that helps answer the question "What makes up the charges in a given account?" To run the report, select **Budget** > **Reports** > **Report Library** > **Personal Services** > **12051 Detail** – **Account Selection.** The report is sorted and subtotaled by account and will show each position that uses the account, as shown in the excerpt below. This report shows all positions that reference the account number across all budget groups.



June 2016

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A2 • (*	fx 0200-450-0000-004-0	0-00-51110								
A	в	С	D	E	F	G	н	I	JK	L
1 Account	Account Description	Position#	Position Description	Employee	Code	Current Level	Base	LOS 1 L	OS 2	Total
259 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S003SPDKINF-01	SOUTH KINDERGARTEN TEACHER	CODERRE	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0 0	2,048
260 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S003TEAGR01-01	SOUTH SCHOOL TEACHER	PATTERSON	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0 0	2,048
261 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S003TEAGR02-01	SOUTH SCHOOL TEACHER	O'GLISHEN	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0 0	2,048
262 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S003TEAGR02-03	SOUTH SCHOOL TEACHER	PAUL	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0 0	2,048
263 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S003TEAGR02-04	SOUTH SCHOOL TEACHER	MCVAY	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0 0	2,048
264 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S003TEAGR02-05	SOUTH SCHOOL TEACHER	ACHIN-HOUSMAN	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0 0	2,048
265 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S003TEAGR03-03	SOUTH SCHOOL TEACHER	ROVANI	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0 0	2,048
266 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S003TEAGR04-03	SOUTH SCHOOL TEACHER	HODGMAN	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0 0	2,048
267 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S003TEAKINF-02	SOUTH SCHOOL KINDERGARTEN TEACHER	WATSON	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0 0	2,048
268 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S004BEHSPEC-01	BEHAVIOR SPECIALIST	KARWIN	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0 0	2,048
269 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S004NURSCHO-01	NURSE	POUCHER	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0 0	2,048
270 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S004PRIPRIN-01	PRINCIPAL	CORDONE	HMO BLUE FAMILY 26 PAYS	1	2,046	0	0 0	2,046
271 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL						24,574	0	0 0	24,574
272										
273										
274 1000-300-2210-100-04-00-51210	PRIN SALARY -MACY	S004PRIPRIN-01	PRINCIPAL	CORDONE	REGULAR - hours	1	101,719	0	0 0	101,719
275 1000-300-2210-100-04-00-51210	PRIN SALARY -MACY						101,719	0	0 0	101,719
276										
277										
278 1000-300-2210-102-04-00-51230	CLERK SALARY - MACY	S004SCHCLRK-01	CLERK 10 MONTH	JOHANSEN	REGULAR - hours	1	31,592	0	0 0	31,592
279 1000-300-2210-102-04-00-51230	CLERK SALARY - MACY						31,592	0	0 0	31,592
280										
281										
282 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003SPDKINF-01	SOUTH KINDERGARTEN TEACHER	GRAVELINE	REGULAR - hours	1	71,257	0	0 0	71,257
283 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAARTS-02	SOUTH TEACHER	CAMMARATA	REGULAR - hours	1	66,206	0	0 0	66,206
284 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR01-01	SOUTH SCHOOL TEACHER	PATTERSON	REGULAR - hours	1	68,955	0	0 0	68,955
285 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR01-03	SOUTH SCHOOL TEACHER	MAINES	REGULAR - hours	1	72,267	0	0 0	72,267
286 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR02-01	SOUTH SCHOOL TEACHER	O'GLISHEN	REGULAR - hours	1	75,893	0	0 0	75,893
287 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR02-03	SOUTH SCHOOL TEACHER	PAUL	REGULAR - hours	1	73,657	0	0 0	73,657
288 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR02-04	SOUTH SCHOOL TEACHER	MCVAY	REGULAR - hours	1	70,312	0	0 0	70,312
289 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR02-05	SOUTH SCHOOL TEACHER	ACHIN-HOUSMAN	REGULAR - hours	1	72,319	0	0 0	72,319
290 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR03-01	SOUTH SCHOOL TEACHER	FOLAN	REGULAR - hours	1	70,242	0	0 0	70,242
291 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR03-02	SOUTH SCHOOL TEACHER	ANDERSON	REGULAR - hours	1	71,327	0	0 0	71,327
292 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR04-02	SOUTH SCHOOL TEACHER	GOLDBERG	REGULAR - hours	1	70,242	0	0 0	70,242
293 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR04-02	SOUTH SCHOOL TEACHER	GOULD	REGULAR - hours	1	61,449	0	0 0	61,449
294 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR04-03	SOUTH SCHOOL TEACHER	HODGMAN	REGULAR - hours	1	70,312	0	0 0	70,312
295 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR04-04	SOUTH SCHOOL TEACHER	HARVEY	REGULAR - hours	1	71,962	0	0 0	71,962
296 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAMUSC-01	SOUTH SCHOOL TEACHER	CLINTON	REGULAR - hours	1	55,167	0	0 0	55,167
297 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEASOUT-01	SOUTH SCHOOL TEACHER	MONTVILLE	REGULAR - hours	1	69,767	0	0 0	69,767
298 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEASOUT-01	SOUTH SCHOOL TEACHER	JEWETT	REGULAR - hours	1	70,643	0	0 0	70,643
299 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH						1,181,977	0	0 0	1,181,977
300										

[ADM-AUC-BU-3829]

### 2.4. 12052 Personal Services Audit Reports

Personal Services Audit reports were added to identify errors on accounts and errors on positions. Contact <a href="mailto:support@admins.com">support@admins.com</a> if you run these reports and see any results other than the "No Records Selected" shown below.

😪 TedRE - BUPDS_Audit_12054_THERESA[1]Jis	_ 🗆 ×
File Edit Format Options	
4118 12054-BUPOSAUDIT.REP Printed 08-Jun-2016 at 12:37:02 by THERESA Town of ADMINS Personal Services Audit Report	Page 1
Budget Group : Cartent Level: Position Description Empl# Employee 	
\[         \]     \[         \[         \]     \[	
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k11S 12053-EUPSVAUDIT.REP Printed 08-Jun-2016 at 12:37:01 by THERESA Page 1 Town of ADMINS Personal Services Audit Report	
Budget Group : Current Level: Account	



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Budget

ADMINS Unified Community

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k11S 12053-BUPSVAUDIT.REP Printed 22-Apr-2016	at 11:57:51 Per	by LUANN Town o sonal Servi	f ADMINS res Audit Rej	port				Pag	je l
Budget Group : COA Current Level: Town 1 Account 0200-450-0000-004-00-00-51110 DIRECTOR COA COA Total	BUPSVMST Base Budget 66 	BUPSVMST LOS 1 3 3	BUPSVMST LOS 2		BUPSVACC Base Budget 66	BUPSVACC LOS 1 108 108	BUPSVACC LOS 2 222 222		Error =====
12053-BUPSVAUDIT.REP Printed 22-Apr-2016	at 11:57:51 Per	by LUANN Town o sonal Servi	f ADMINS ces Audit Rej	port				Pag	je 2
Budget Group : COA Current Level: Town 1 Account	BUPSVMST Base Budget	BUPSVMST LOS 1 	BUPSVMST LOS 2		BUPSVACC Base Budget 66	BUPSVACC LOS 1 	BUPSVACC LOS 2 		Error =====
Selection Legend:	·····								
Code Message Action 1 Account is not active in the budget chart Warnin Activa or cha or cos 2 Account is not a posting account Error: or cos	g: Account i te or add the nge the defau t code table. Change the d t code table.	s not an act account in alt account : afault accou	tive account the budget in the pay count ant in the pa	chart chart ode ay code					

Figure 3 Contact ADMINS Support for Assistance

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411S 12054-BUPOSAUD	IT.REP	Printed 23	-Apr-2016	at 11:57:51 by LUANN Per:	Town of A sonal Services	ADMINS 5 Audit Repor	rt				Page
Budget Group : Current Level: Position ====================================	COA Town 1 Position I SELECTMAN	escription	Emp1# ======= 070300	Employee LARSEN, MICHAEL M	BUPSVACC Base Budget 	BUPSVACC LOS 1 111	BUPSVACC LOS 2 222	 BUPOSMST Base Budget 	BUPOSMST LOS 1	BUPOSMST LOS 2	
COA	COA			Total	22	111	222	 22			
12054-BUPOSAUD	IT.REP	Printed 22	-Apr-2016	at 11:57:51 by LUANN Per:	Town of J sonal Service:	ADMINS 5 Audit Repor	rt				Page
Budget Group : Current Level:	COA Town 1				BUPSVACC	BUPSVACC	BUPSVACC	BUPOSMST	BUPOSMST	BUPOSMST	
POSICION	POSICION I	vescription	******	тшртолее	base Budget	FOS 1	LUS 2	 base Budget	TOS T	LUS 2	
				Grand Total	22	111	222	 22			

Figure 4 Contact ADMINS Support for Assistance

[ADM-AUC-BU-3829]

# **3. REPORTS-CONSOLIDATED REPORTS**

#### 3.1. 12047 Consolidated Report – Base Budget Comparison

A new report is available in the operating budget reports library to help build base budgets. This report shows any account where the base budget varies from the prior year base budget

Example: Current FY 2016

6		ADM	ADMINS Unified Community Budget											
6		Budg	et											
			Budge	FY	2017									
🔳 Ta:	k 1204	7: Concolida	ted Deport - Ba	se Budaet Ca	mnarison	×								
		r. consoliua	cearcepore ba	se baagee ee										
Com origi	Conso pares nal bu for a	lidated Re the curren dget. Pers ccounts wi	port - Base Bu t base budget conal services th amount diff	udget Comp with the pr information erences.	oarison ior fiscal yea on is displaye	r :d								
Com origi Req	Consol pares nal bu for a uired: l	lidated Re the curren dget. Pers ccounts wi Enter Budg	port - Base Bu t base budget conal services th amount diff jet Year 2017	udget Comp with the pr informatio erences.	oarison ior fiscal yea in is displaye	r :d								

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Lookup

Some examples of the reasons the base budgets may vary:

• the account in 2016 is not being budgeted in 2017

Cancel Clear All

- the base budget is being built using last year *plus* supplemental and transfers and therefore might not match
- this may be due to budgeting personal services in the new year but not in the old

In the image, the 2017 base budget differs from the 2016 base budget. The position listed from the personal services budget show where that difference arises – the position are is budgeted for 2017 that was not budgeted in the prior year.

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File Edit Format Options								
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F								
Budget Fiscal Year: 2017								
	2017 OperatingéPS	2016 Posted					2017 OperatingéPS	2016 Personal
Account# and Description	Base Budget	Base Budget	Position	Desciption	Emp#	Code	Amount	Services Amt
DISTRICT								
1000-300-4110-190-09-00-51450 CUSTODIAN SALARY-DISTRICT	70,878	46,633	S003CUS2NDS-02	Operating Budget CUSTODIAN	070168	REG	46,633 24,245	24,245
DISTRICT Total	70,878	46,633					70,878	24,245

[ADM-AUC-BU-3800]

# 4. MODULE CONTROL #12106 - COPY NOTES TO NEW YEAR





A module control value, **# 12106**, was added to allow sites to copy the notes from the past year into the corresponding notes for the current budget year. The default value is blank indicating that notes will **not** be copied to the New Year; click on the edit button to enter a **"Y"** to copy notes to the new year.

	Budget Module Contr	ol	
Seq#	Description	Answer	
12106	Enter 'Y' to Copy Operating Budget Notes to the New Year.	1 Edit	D

[ADM-AUC-BU-3803]

# **5. HELP REFERENCE LIBRARY**

### 5.1. New or Updated Documentation

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

• Personal Services Personal Services Budgeting (tentative)