



BUDGET

RELEASE NOTES – JUNE 2016

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

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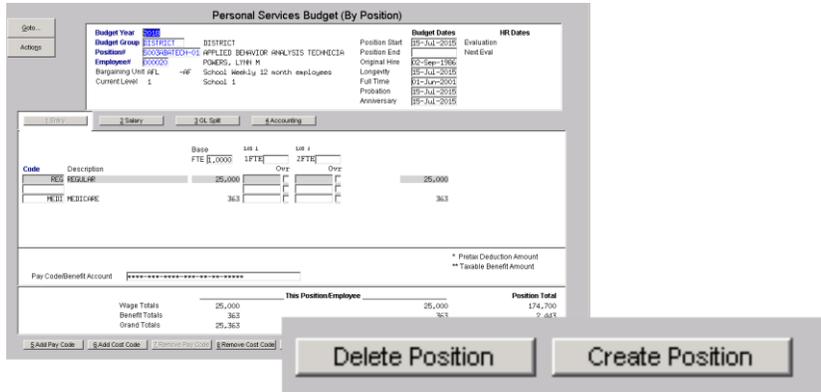
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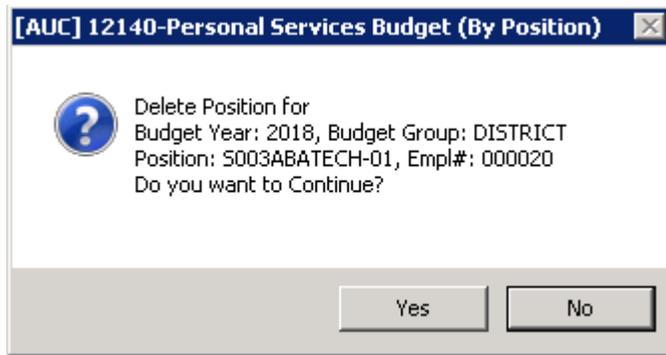
1. POSITION MAINTENANCE

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.



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.



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.



Position	Description	Bud Grp	BudgetVacant	Tot
S003PRIPRIN-01	PRINCIPAL	DISTRICT	Yes	434
S003SPDBEHA-01	STALL TEACHER	DISTRICT	Yes	434

This Position/Employee		Position Total
Wage Totals	29,940	149,700
Benefit Totals	434	2,080
Grand Totals	30,374	151,780

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.



TedRE - BuPosCategory_THERESA_12025[2].jls

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Page 1

12025-BUPOSPROFILE.REP

Tom of ADMINS
Personal Services - Position Profile

Budget Year: 2018
Budget Group : DISTRICT DISTRICT
Current Level: School 1

=====
Position# Employee HR Dates
=====
S003PRIPRIN-01 PRINCIPAL Vacant Position 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 Anniversary: 01-Jul-2017

Line Account Percent Type Percent Type BudgetAmt Start Date End Date ActualAmt
=====
1 1000-300-2210-100-03-00-51210 PRIN SALARY - SOUT 100.000 \$ 100.000 \$

=====
Effective OVR Reason Bargaining Unit Schedule Grade Step Annual Hourly Salary Salary
=====
01-Jul-2017 Salary Table SNGL -01 SR ABATE 1 1 1 1.0000 365 100.00

Code Description Code Default Account FTE 1.000 FTE LOS 1 OVR FTE LOS 2 OVR FTE OVR FTE 1.000 Total
=====
REG REGULAR - hours ***** 1 1 1 1
1 1 1 1
1 1 1 1

Code Description Account Base Budget LOS 1 LOS 2 Total
=====
REG REGULAR - hours 1000-300-2210-100-03-00-51210 PRIN SALARY - SOUT 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

Goto... Actions

Employee Number 510887 KAREN E GNIADK
Position S003READREC-01 SOUTH TEACHER 1 Of 1

Current Tier 1

J Add Code K Delete Code

1 Contact 2 Personal 3 Ded/Ben 4 Add Wages 5 Payroll 6 Accounting 7 Salary 8 Date

CostCode	Effective	Stop Date	Table Amount	Message	Additional Amount
AN-AMX	01-Oct-2011				328,85
DIRDEP	25-Aug-2009		999,999.99		
ER PGF26	01-Jan-2012				
INS-BW	25-Aug-2009		.12		
MEDI	25-Aug-2009		1.4500%		
MT-PN9	25-Aug-2009		9.0000%		
MT2%	28-Jun-2012		2.0000%		
DVER50K	01-Jan-2016				
PLGF26	25-Aug-2009		157.38		.12
JD-PRD	25-Aug-2009		28.30		

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: 1. No automatic Life Insurance Amount Calculation

2. Fixed Life Insurance Amount Fixed Amount \$ _____ Allow Override

3. Calculated Life Insurance Amount P/E Annual Salary Times **2.0000**

Rounded: \$1 \$10 \$100 \$1,000 \$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.

Personal Services Budget (By Position)

Goto... Actions

Budget Year	2018	Budget Group	DISTRICT	Position Start	25-Aug-2009	HR Dates	Evaluation 27-Aug-2009
Position#	S003READREC-01	Employee#	010887	Position End		Next Eval	
Bargaining Unit	MTA -26	Current Level	1	Original Hire	25-Aug-2009	Longevity	27-Aug-2009
Freeze Salary	<input type="checkbox"/>	School	1	Full Time	25-Aug-2009	Probation	
		Anniversary		Anniversary	25-Aug-2009		

1 Entry 2 Salary 3 GL Split 4 Accounting

Effective Date	Ovr	Reason	Bargaining Unit	Schedule	Grade	Step	Annual Amt	Hourly Rate	Days	Salary % of Year
01-Jul-2017	<input type="checkbox"/>	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 Services Budget (By Position)

Goto... Actions

Budget Year	2018	Budget Group	DISTRICT	Position Start	25-Aug-2009	HR Dates	Evaluation 27-Aug-2009
Position#	S003READREC-01	Employee#	010887	Position End		Next Eval	
Bargaining Unit	MTA -26	Current Level	1	Original Hire	25-Aug-2009	Longevity	27-Aug-2009
Freeze Salary	<input type="checkbox"/>	School	1	Full Time	25-Aug-2009	Probation	
		Anniversary		Anniversary	25-Aug-2009		

1 Entry 2 Salary 3 GL Split 4 Accounting

Code	Description	Base FTE [1,0000]	Los 1 1FTE	Los 2 2FTE	Ovr	Ovr
REG	REGULAR	72,319				72,319
MEDT	MEDICARE	991				991
OVER50K	OVER 50K LIFE INSURANCE **					
PLGP26	PILGRIM FAMILY SCHOOL 26 PAY *					

* Pretax Deduction Amount
** Taxable Benefit Amount

OVER50K OVER 50K LIFE INSURANCE ** 114 114



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 - Personal Services Budget			
Report Name	Sample	Run	Last
12025-Personal Services - Position Profile	Sample	Run	20-1
12023-Personal Services - Category Cost Report	Sample	Run	18-3
12525-Personal Services - Detail Account/Position/Code	Sample	Run	20-1
12530-Personal Services - Summary Account/Position/Code	Sample	Run	18-3
12537-Personal Services - Summary Wages/Benefits	Sample	Run	18-3
12037-Personal Services - Budgeted Position List	Sample	Run	02-1
12112-Personal Services - Spreadsheet	Sample	Run	21-1
12051-Personal Services - Detail - Account Selection	Sample	Run	

12617-Consolidated Report	Sample	Run	
12614-Consolidated Report - Budget Type Break	Sample	Run	
12047-Consolidated Report - Base Budget Comparison	Sample	Run	

12687-Employees with Grade/Step Changes	Sample	Run	21-1
12688-Employees with Salary Changes - BU vs HR	Sample	Run	07-1

12052-Personal Services Audit Reports	Sample	Run	07-1

Task 12688: Employees with Salary Changes - BU vs HR

**Employees with Salary Changes
Budget vs. Human Resource Salary Differences**

Required: Enter Budget Year

Optional: Enter up to 9 Budget Groups

Run as Preview Print PDF Excel

If Printing use Duplex Yes No

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Position#	Position Title	Budget Group	Employee	Bargaining Unit	Schedule	HR Grade	HR Step	HR Annual Amount	BU Grade	BU Step	BU Annual Amount	Difference
56	S004SPDRSRC-01	MACY TEACHER	MACY		MTA-26	M60	3	11	76,197.07	3	11	76,197	-0.07
57	S004SPDRSRC-01	MACY TEACHER	MACY		MTA-26	M30	1	6	58,380.77	1	8	63,339	4,958.23
58	S004TEAARTS-01	MACY TEACHER	MACY		MTA-26	M15	2	11	71,962.49	2	11	71,962	-0.49
59	S004TEAGR01-02	MACY TEACHER	MACY		MTA-26	B30	4	11	71,327.10	4	11	71,327	-0.10
60	S004TEAGR01-03	MACY TEACHER	MACY		MTA-26	M30	3	11	73,961.02	3	11	73,961	-0.02
61	S004TEAGR02-01	MACY TEACHER	MACY		MTA-26	M30	1	11	72,946.02	1	11	72,946	-0.02
62	S004TEAGR03-01	MACY TEACHER	MACY		MTA-26	M60	2	11	75,892.57	2	11	75,893	0.43
63	S004TEAGR03-01	MACY TEACHER	MACY		MTA-26	M	1	3	48,506.85	1	5	52,788	4,281.15
64	S004TEAGR03-01	MACY TEACHER	MACY		MTA-26	B30	1	3	48,582.60	1	5	52,952	4,369.40
65	S004TEAGR03-02	MACY TEACHER	MACY		MTA-26	M	1	10	67,028.57	1	11	70,242	3,213.43
66		Total Budget Group	MACY										16,821.94

[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 Budget		
Report Name	Sample	Run
12025-Personal Services - Position Profile	Sample	Run
12023-Personal Services - Category Cost Report	Sample	Run
12525-Personal Services - Detail Account/Position/Code	Sample	Run
12530-Personal Services - Summary Account/Position/Code	Sample	Run
12537-Personal Services - Summary Wages/Benefits	Sample	Run
12037-Personal Services - Budgeted Position List	Sample	Run
12112-Personal Services - Spreadsheet	Sample	Run
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	Run
12687-Employees with Grade/Step Changes	Sample	Run
12688-Employees with Salary Changes - BU vs HR	Sample	Run
12048-Budget Salary Changes	Sample	Run
-----	Sample	Run

12048-BUPOSSALCHG.REP Printed 08-Jun-2016 at 15:48:20 by THERESA Town of ADMINS Budget Salary Changes Page 1

Budget year: 2018

Position#	Position Title	Budget Group	Employee	Effective	Bargaining Unit	Schedule	Grade	Step	Annual Amount	Hourly Rate	Note
S003ABATECH-01	Actual Salary	DISTRICT	JONES	01-Jul-2017	AFL-AF	ABATECH	1	2	35,000	19.9430	
S003CAFLEAD-01	Actual Salary	DISTRICT	BANDINI	01-Jul-2017	AFL10M-AF10	CFW	1	2	14,000	19.0217	

#Positions: 2

Figure 1 Budget Module Salary Changes – Print/Preview Output

	A	B	C	D	E	F	G	H	I	J	K	L
1	Budget year: 2018											
2												
3	Position#	Position Title	Budget Group	Employee	Effective	Bargaining Unit	Schedule	Grade	Step	Annual Amount	Hourly Rate	Note
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® 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.

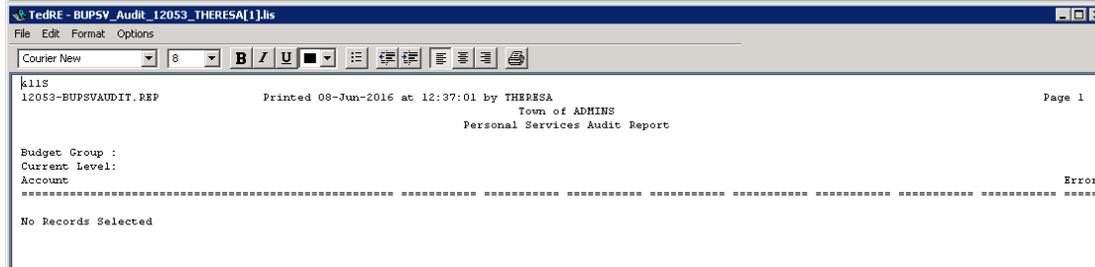
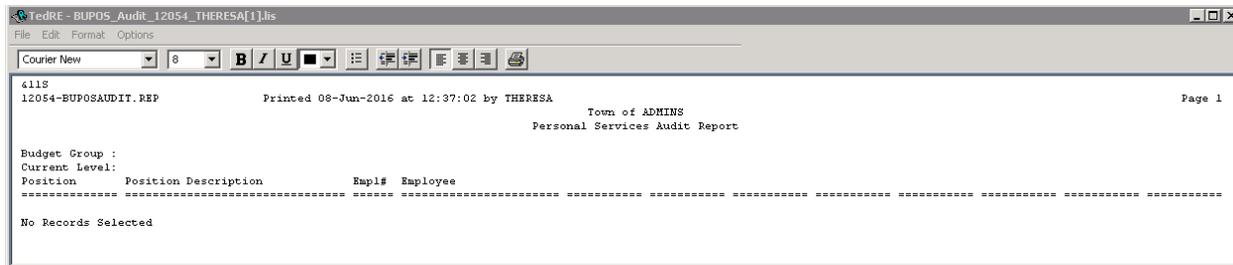


Account	Account Description	Position#	Position Description	Employee	Code	Current Level	Base	LOS 1	LOS 2	Total
259 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S003SPDKINF-01	SOUTH KINDERGARTEN TEACHER	CODERRE	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0	2,048
260 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL	S003TEAGR01-01	SOUTH SCHOOL TEACHER	PATTERSON	HMO BLUE FAMILY 26 PAYS	1	2,048	0	0	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	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	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	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	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	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	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	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	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	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	2,046
271 1000-171-0000-001-00-00-51130	PERMANENT PERSONNEL						24,574	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	101,719
275 1000-300-2210-100-04-00-51210	PRIN SALARY -MACY						101,719	0	0	101,719
276										
277										
278 1000-300-2210-102-04-00-51230	CLERK SALARY - MACY	S004SCHLRK-01	CLERK 10 MONTH	JOHANSEN	REGULAR - hours	1	31,592	0	0	31,592
279 1000-300-2210-102-04-00-51230	CLERK SALARY - MACY						31,592	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	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	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	68,955
285 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEAGR01-03	SOUTH SCHOOL TEACHER	MANES	REGULAR - hours	1	72,267	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	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	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	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	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	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	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	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	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	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	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	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	69,767
298 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH	S003TEASOUT-01	SOUTH SCHOOL TEACHER	JEVETT	REGULAR - hours	1	70,643	0	0	70,643
299 1000-300-2305-110-03-00-51260	ELEM TEACHERS - SOUTH						1,181,977	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 support@admins.com if you run these reports and see any results other than the “No Records Selected” shown below.





TedRE - BUPSV_Audit_12053_LUANN[12]

Printed 22-Apr-2016 at 11:57:51 by LUANN

Town of ADMINS
Personal Services Audit Report

Budget Group : COA
Current Level: Town 1

Account	BUPSVMST Base Budget	BUPSVMST LOS 1	BUPSVMST LOS 2	BUPSVACC Base Budget	BUPSVACC LOS 1	BUPSVACC LOS 2	Error
0200-450-0000-004-00-00-51110 DIRECTOR	66	-3		66	108	222	
COA COA Total	66	-3		66	108	222	

Printed 22-Apr-2016 at 11:57:51 by LUANN

Town of ADMINS
Personal Services Audit Report

Budget Group : COA
Current Level: Town 1

Account	BUPSVMST Base Budget	BUPSVMST LOS 1	BUPSVMST LOS 2	BUPSVACC Base Budget	BUPSVACC LOS 1	BUPSVACC LOS 2	Error
Grand Total	66	-3		66	108	222	

Selection Legend:

Code	Message	Action
1	Account is not active in the budget chart	Warning: Account is not an active account. Activate or add the account in the budget chart or change the default account in the pay code or cost code table.
2	Account is not a posting account	Error: Change the default account in the pay code or cost code table.

Figure 3 Contact ADMINS Support for Assistance

TedRE - BUPOS_Audit_12054_LUANN[S]

Printed 22-Apr-2016 at 11:57:51 by LUANN

Town of ADMINS
Personal Services Audit Report

Budget Group : COA
Current Level: Town 1

Position	Position Description	Empl#	Employee	BUPSVACC Base Budget	BUPSVACC LOS 1	BUPSVACC LOS 2	BUPOSMT Base Budget	BUPOSMT LOS 1	BUPOSMT LOS 2
T122SELSTM-01	SELECTHAN	070300	LARSEN, MICHAEL M	22	111	222	22		
COA	COA	Total		22	111	222	22		

Printed 22-Apr-2016 at 11:57:51 by LUANN

Town of ADMINS
Personal Services Audit Report

Budget Group : COA
Current Level: Town 1

Position	Position Description	Empl#	Employee	BUPSVACC Base Budget	BUPSVACC LOS 1	BUPSVACC LOS 2	BUPOSMT Base Budget	BUPOSMT LOS 1	BUPOSMT LOS 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



Budget FY 2017



Some examples of the reasons the base budgets may vary:

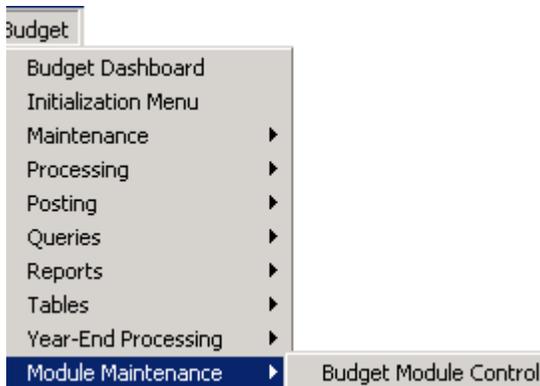
- the account in 2016 is not being budgeted in 2017
- the base budget is being built using last year *plus* supplemental and transfers and therefore might not match
- this may be due to budgeting personal services in the new year but not in the old

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.

Budget Fiscal Year: 2017		2017		2016		2017		2016	
Account# and Description	Operating&PS Base Budget	Posted Base Budget	Position	Description	Emp#	Code	Operating&PS Amount	Personal Services Amt	
DISTRICT									
1000-300-4110-190-09-00-51450 CUSTODIAN SALARY-DISTRICT	70,878	46,633		Operating Budget			46,633		
			S003CUS2MDS-02 CUSTODIAN		070168	REG	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 Control		
Seq#	Description	Answer
12106	Enter "Y" to Copy Operating Budget Notes to the New Year.	<input type="text"/>

[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)