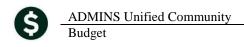


This document explains new product enhancements added to the ADMINS Unified Community for Windows **BUDGET** system.

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1.	POS	TING MESSAGES [FIX]	2
		Post Personal Services Budget	
		ORTS ▶ STANDARD BUDGET REPORT (PORTRAIT) 4 COLUMNS [NEW]	
		BAL APPROVAL NAME CHANGE [NEW]	
		P REFERENCE LIBRARY	
		New or Updated Documentation	



1. POSTING MESSAGES [Fix]

When posting a large number of transactions, users would sometimes get logged off of the AUC server and see this message:

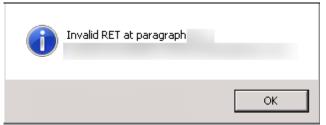


Figure 1 Before "Invalid RET at paragraph..." error message

This has been fixed and the user will now see a successfully completed message like this one once the process has completed.

LUANN 's Support Help									
Last Ran	Post Transactions to Ledgers on 22-May-2018 09:06:46								
Results	Successfully completed Post Transactions to Ledgers .								

[ADM-AUC-GL-8290]

1.1. Post Personal Services Budget

A similar change was made for posting Personal Services Budgets; the user will no longer see the error message in Figure 1.

[ADM-AUC-GL-8290]

2. REPORTS > Standard Budget Report (Portrait) 4 Columns [New]

Task 12474: Standard Budget Report (Portrait) 4 Columns X	1	12474			Standard	Budget I	Report (Po	ortrait) 4 (Columns
Standard Budget Report (Portrait) 4 Columns Will print up to 4 selected columns on report in portrait layout		Report Ti Budget F 1 Sele			et Report (Portrait) 4	2 Totals By		
Run as Preview Print PDF Excel If Printing use Duplex Yes No Lookup OK Cancel Clear All	F F F	Element Fund Department Function Program Location Year	From 0000 000 000 000 00 00	To 0000 0000 0000 000 000 000	Group	Type	Category	Sub-Class	Acco
		Selec Column 1 Column 2 Column 3 Column 4 Column 7	م م ل	INS TO DI CURBUD CURACT .V1BUD .V2BUD	splay on F	Report			Dther Defined DE Line 1 DE Line 2 DA Code 3 DA Code 3 DA Code 4 DA Code 5 DA Code 6

A new report is available in the **Budget** > **Reports** > **Operating Budget Reports Library**. This report provides more space for the combined account number and description. Select **12474–Standard Budget Report (Portrait) 4 Columns.** Make up to four column selections.

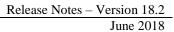
Count# and Description 2018 2018 count# and Description Endget Actual YID Level 1 000-750-000-007-00-00-58121 PEARL ST DAM REMOVAL DATED 9/19/16 15,600 15,600 15,600 000-750-000-007-00-00-58121 MERL AND NO. TH-31-1036-E 14,766 24,563 0 000-750-000-007-00-00-58121 MERL AND NO. TH-37-1036-E 14,765 14,765 0 000-750-000-007-00-00-58121 MILE V - MORT LOAN NO. 97-1036-1 2,765 0 1,472 0 000-750-000-007-00-00-58213 GEN COLLIG BOND DATED 5/15/08 47,250 0 47,250 0 000-750-000-007-00-00-58213 GEN COLLIG BOND DATED 5/15/08 65,400 22,700 65,400 0 000-750-000-007-00-00-58216 GEND COLTED S/15/08 65,400 0 0 0 000-750-000-007-00-00-58216 GEND COLTED S/15/10 312,150 0 0 0 000-750-000-007-00-00-58216 SCHOL COLORSTR REFUNDING CALED 9/15/11 142,800 50,251 142,800 0 000-750-000-007-00-00-58218 MUNICIFAL FURE LOAN DATED 11/26/12 70,300 37,000 70,300 0 000-750-000-007-00-00-58218 MUNICIFA	2474-BUBUDRPTPORT4.REP Printed 11-Jun-2018 at 17:14:00 by THERESA Town of Admins				Page 9	
Zoils Zoils Ccount# and Description 2018 Zoils D00-750-0000-007-00-00-59121 PEARL ST DAM REMOVAL DATED 9/19/16 15,600 15,600 15,600 15,600 15,600 15,600 15,600 15,600 15,600 15,600 15,600 15,600 15,600 15,600 15,600 15,600 15,600 15,600 14,786 0 14,786 0 14,786 0 14,786 0 14,786 0 000-750-000-007-000-05211 THIE V - MCWL IOAN NO. 97-1036 1,472 1,472 0 1,472 0 1,472 0 1,472 0 0.00-750-000-007-000-05211 GEND DATED 515/00 65,400 32,700 65,400 000-750-0000-007-000-05215 GEND OATED 515/01 32,2,100 000-750-0000-007-000-05215 GEND OATED 515/01 32,200 32,2150 000-750-0000-007-000-05215 GEND OATED 515/01 32,200 37,000 00 000-750-0000-007-000-05215 GEND OATED 515/01 32,200 37,000 000-750-0000-007-000-05215 GEND OATED 515/01 32,200 37,000 000-750-0000-007-000-05215 GEND OATED 515/01 32,557 000-750-000-5216 MURICIPAL PURE IOAN DATED 11/2/12 70,300 <td< th=""><th>Standard Budget Report (Portrait) 4 Columns</th><th></th><th></th><th></th><th></th></td<>	Standard Budget Report (Portrait) 4 Columns					
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000-150-000-007-00-00-59211 GEU DALED BOND DATED 4/15/05 2,765 0 2,765 0 000-150-000-007-00-00-59213 GEU DALED BOND DATED 4/15/05 47,250 0 47,250 0 000-150-0000-007-00-00-59213 GEU DALED BOND DATED 5/15/08 65,400 32,7100 65,400 0 000-150-0000-007-00-00-59214 GEU DALED BOND DATED 1/15/01 312,150 156,075 312,150 0 000-150-0000-007-00-00-59218 GEND COMERT REF DATED 9/15/11 142,800 50,025 142,800 0 000-150-0000-007-00-00-59218 MUNICIPAL FURE LOAN DATED 1/12/2/12 70,300 37,000 70,300 0 000-150-0000-007-00-00-59218 MUNICIPAL FURE LOAN DATED 1/12/2/12 70,300 37,000 70,300 0 000-150-0000-007-00-00-59210 MUNICIPAL FURE LOAN DATED 1/12/2/12 70,300 6,600,000 6,600,000 0 000-150-0000-007-00-00-59210 MUNICIPAL FURE LOAN DATED 1/2/2/12 70,300 37,269,923 22,375,039 37,246,923 2205,558 **** Grand Total *** 37,266,923 22,325,039 37,246,923 2205,558					0	
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000-1550-000-007-00-00-59216 SECROL CONSTE REFUNDING DATED \$/15/11 142,800 95,025 142,800 0 000-1550-000-007-00-00-59218 MUNICIPAL FURP LOAN DATED 11/2/1/2 70,300 370,00 70,300 0 000-1550-0000-007-00-00-59218 MUNICIPAL FURP LOAN DATED 09/04/14 376,557 191,803 376,557 0 000-1592-0000-007-00-00-5920 MUNICIPAL FURD TRANSFER TO TRUST FUND 6,600,000 6,600,000 0					0	
000-150-000-00-00-59219 MUNICIPAL FURP LOAN DATED 11/28/12 70,300 37,000 70,200 00 000-150-000-00-00-00-00-59210 MUNICIPAL FURP LOAN DATED 09/04/14 376,557 191,803 376,267 00 000-992-0000-00-00-00-00-59010 TRANSFER TO IRUST FUND 6,600,000 6,600,000 0 **** Grand Total *** *** **** Grand Total *** **** Grand Total *** *** *** *** *** *** <td colspa<="" td=""><td></td><td></td><td></td><td></td><td>0</td></td>	<td></td> <td></td> <td></td> <td></td> <td>0</td>					0
000-750-000-007-00-00-5920 MUNICIPAL FURP LOAN DATED 09/04/14 376,557 191,803 376,557 0 000-992-0000-009-00-00-59010 TRANSFER TO TRUST FUND 6,600,000 6,600,000 6,600,000 0 **** Grand Total ***					0	
000-992-0000-00-00-00-59010 TRANSFER TO TRUST FUND 6,600,000 6,600,000 0 *** Grand Total *** 37,268,923 22,325,093 37,248,923 205,538					0	
*** Grand Total *** Selection Legend Account Type: ER BudY:: 2019 Entity Type: Town Account Sub Type: Town Column 1: Current GL Fiscal Year Adjusted Budget Column 2: Current GL Fiscal Year Adjusted Budget Column 3: Current GL Fiscal Year Adjusted Budget					0	
*** Grand Total *** 37,268,923 22,325,093 37,248,923 205,538	000-992-0000-009-00-00-59010 TRANSFER TO TRUST FUND	6,600,000	6,600,000	6,600,000	0	
<pre>===== Selection Legend ====== Account Type: ER Entity Type: Town Account Sub Type: P Column 1: Current GL Fiscal Year Adjusted Budget Column 2: Current GL Fiscal Year Actuals Column 2: Current GL Fiscal Year Actuals</pre>	*** Grand Total ***				205,538	
Account Type: ER BudY:: 2019 to 2019 Entity Type: Town Account Sub Type: P Column 1: Current GL Fiscal Year Adjusted Budget Column 2: Current GL Fiscal Year Actuals Column 2: Current GL Fiscal Year Actuals						
BudYr: 2019 Entity Type: Town Account Sub Type: P Column 1: Current GL Fiscal Year Adjusted Budget Column 2: Current GL Fiscal Year Actuals Column 3: Approved Level 1 Budget	Selection Legend					
Entity Type: Town Account Sub Type: P Column 1: Current GL Fiscal Year Adjusted Budget Column 2: Current GL Fiscal Year Actuals Column 3: Approved Level 1: Budget	Account Type: ER					
Account Sub Type: P Column 1: Current GL Fiscal Year Adjusted Budget Column 2: Current GL Fiscal Year Actuals Column 3: Approved Level 1 Budget						
Column 1: Current GL Fiscal Year Adjusted Budget Column 2: Current GL Fiscal Year Actuals Column 3: Approved Level 1 Budget						
Column 2: Current GL Fiscal Year Actuals Column 3: Approved Level 1 Budget						
Column 3: Approved Level 1 Budget						

Figure 2 New Standard Budget Report (Portrait) with 4 Columns

[ADM-AUC-BU-3894]

3. GLOBAL APPROVAL NAME CHANGE [New]

To allow a site to quickly and easily replace all instances of one approver with another (helpful when a key staffer is replaced), a new feature is introduced with this software update. Access the screen by selecting **Budget > Tables > Budget Groups.**





Goto		Budget Gro	oups		
Actions	Budget Group	Description	Class	Include Group in Budget	Status
2 Add Group		ARTICLES	Town	OYes ●No ●Yes ONo	Active ^
3 Summary List	ASSESSMENT	ASSESSMENT	Town	Yes ONo Yes ONo Yes ONo	Active
4 GL Acct List		AUXPOLICE	Town	●Yes ○No	Active
	50	SCHOOL CURRICULUM	Town School	OYes ●No ●Yes ONo	Active Active

Select any group and click on the [1 Detail] button; then click on the new [Global User Change] button:

Goto	Budget Groups									
Actions	Budget Group Description Class 💿									
4 Summary	1 User Access 2 Approvals 3 Update GL Accts									
5 Add Group	Opera Task 1701: Global User Change on Budget Approvals X									
	Global User Change on Budget Approvals									
6 Summary List 7 GL Acct List	(5) E Required: From: To: WENDY									
8 BU Acct List 9 Approval List 0 User List	(3) E (2) L K Deview O Print O PDF									
Lookup OK Cancel Clear All										
Change User on All Groups and Levels	Personal Services # of Approval Levels 🔽 out of 5 allowed for this Class and Budget type									
New User must be in Group and have [W]rite access to the Level										

Figure 3 – The new Global User Change button replaces one user with another for all groups and levels

🚸 TedRE - Gl	L_BudGrp_Change_U	lser_TH	RESA[2]									-		\times
File Edit Fo	ormat Options													
Courier New	v 9	•	B / ⊻ ■	• 10	能	8 8 8	- A							
1702-GLBUD	r													
Group	Description ABS				Entity Town	Status Active		Budget Operating		Level Description Board of Selectmen Town Manager Budget Manager Level 2 Level 1	Primary Approver BETHS BETHS BETHS BETHS BETHS BETHS	Secondary Approver THERESS MARILYN MARILYN MARILYN MARILYN MARILYN	Tertiary	
							5	Personal : Captial P	Change	User for Budget Approvals	LUANN LUANN LUANN LUANN HIANN	THERESA THERESA THERESA THERESA THERESA		
Total All	Groups 1								?	Check Reports Press OK to Continue and Press Cancel to Exit witho				
<										ОК	Cancel			>

Figure 4 Report of Groups with No Changes

Two reports will be produced; check each and if satisfied with the lists, click **[OK]** on the prompt to continue and apply the changes. Select **[Cancel]** to exit the process without making any changes.



🚱 TedRE - G	L_BudGrp_Change_User_TH	RESA[1]					-	
le Edit F	ormat Options							
Courier New	• 9 •	B / U ■ • ። 第第	E 8 8 8					
1702-GLBUI	XGRPCHGALL.REP	Printed 13-Jun-2018 at 1	Glob	ESA Town of Ad al User Change on h Name Changes Fro	Budget Approvals	עז		
Group	Description		Status AppLvl	Budget Type	Level Description	Primary Approver	Secondary Approver	Tertiary Ap
ADM	ADM	Town	Active 5		Board of Selectmen Town Manager Budget Manager Level 2 Level 1		THERESA THERESA THERESA THERESA THERESA THERESA	LUANN LUANN LUANN LUANN LUANN
			5	Personal Services		LUANN LUANN LUANN LUANN LUANN	THERESA THERESA THERESA THERESA THERESA	
			1	Captial P. Change	User for Budget Approvals	×		
ADUSER	ADUSER	Town	Active 5	Operating	Check Reports Press OK to Continue an Press Cancel to Exit with		THERESA THERESA THERESA THERESA THERESA	
			5	Personal :	ОК	Cancel	THERESA THERESA THERESA THERESA THERESA	
			1	Captial Projects				
AFFORD	AFFORD	Town	Active 5	Operating Budget	Board of Selectmen Town Manager Budget Manager Level 2 Level 1		THERESA THERESA THERESA THERESA THERESA	
			5	Personal Services	,	LUANN LUANN LUANN	THERESA THERESA THERESA	

Figure 5 Report of Groups with Name Changes from "Old User" to "WENDY"

Goto			Budget Group	s		
Actions	Budget Group CRPCD	Description CRPCD			Class	Town Oschool
4 Summary 5 Add Group	1 User Access Operating Budget	2 Approvals 3 Ur # of Approval Levels 5	odate GL Accts out of 5 allowed for th	is Class and B dge	th	ne example of where ne original user was anged to "WENDY" - the new user.
6 Summary List	Description	Primary	Secondary	Tertiary		the new user.
7 GL Acct List	(5) Board of Selectmen	MARILYN		WENDY		
8 BU Acct List	(4) Town Manager	MARILYN		WENDY		
9 Approval List	(3) Budget Manager	MARILYN		WENDY		
0 User List	(2) Level 2	MARILYN		WENDY		
	(1) Level 1	MARILYN		WENDY		
Global User Change						

Figure 6 Result of the Global User Change

[ADM-AUC-BU-3887]

4. HELP REFERENCE LIBRARY

4.1. New or Updated Documentation

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

٠	OTHER	BU–250 How to Exit from AUC				
		BU-260 The Best Way to Contact Support	[New]			