BUDGET

RELEASE NOTES – JUNE 2019

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

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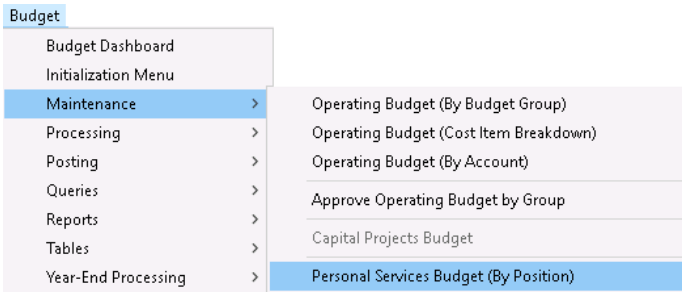
1 MAINTENANCE ▸ Personal Services ▸ Position Maintenance



ADMINS changed the account number field on the **[Entry]** tab to be **"Read Only"**. If a change to an account number for a pay code or benefit must be made, do so using the **[3 GL Split]** tab or choose another pay code/cost code.

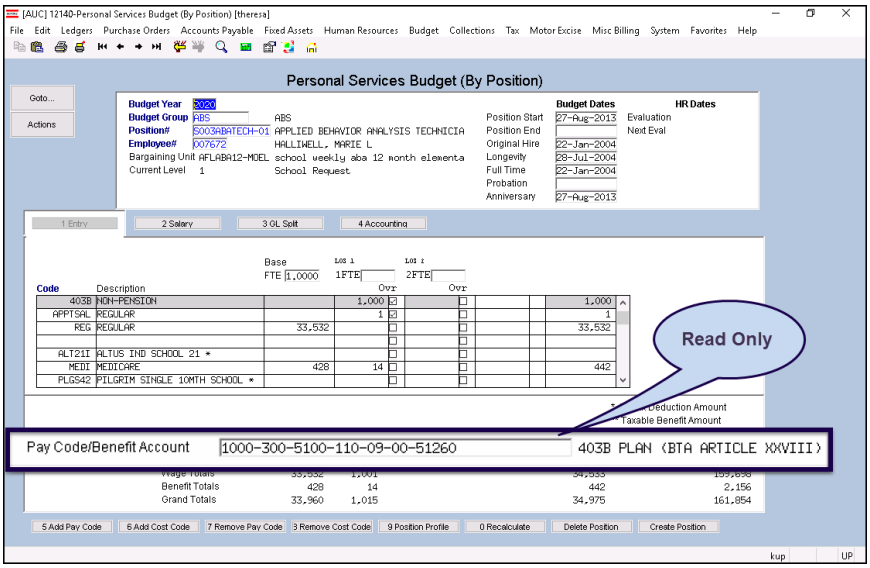
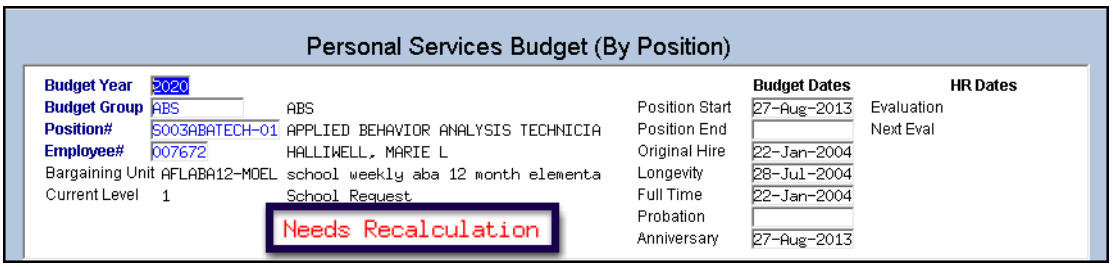


Figure 1 Position Maintenance Screen Account # is Read Only

This is the default account for the pay code or benefit and is reset to the cost code or pay code table value with each recalculation.

Changing a pay code or cost code on this screen or using the **[3 GL Split]** to change the accounting for a pay code or cost code will flag the position as "NEEDS RECALCULATION"



[ADM-AUC-BU-3910]

2 REPORTS

ADMINS reinstated the progress bar feature that indicates a report is running.

[ADM-AUC-SY-8093]

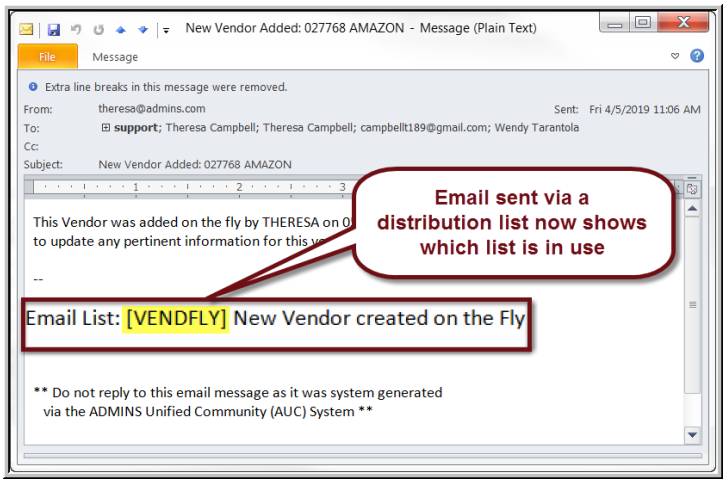
2.1 Email Reports [Tip]

The support team frequently receives emails containing ***scanned*** images of **ADMINS** reports (we love pictures!). Any **ADMINS** report may be emailed via the **Reports ▸ Retrieve Output** function. This saves time and paper (no need for printing) and ensures accuracy when sending reports spanning multiple pages to *support@admins.com*. There is a document, **BU–210 I forgot to print my reports**, that gives instructions on how to use the **Reports ▸ Retrieve Output Files** feature to email reports.

[ADM-AUC-DOC-166]

3 DISTRIBUTION LIST EMAILS [ENHANCEMENT]

ADMINS uses dozens of distribution lists to notify designated users of a variety of system events. The lists are set up in the **Module Maintenance ▸ Email Distribution Lists** for each Module.



The **Email List Name** and **Description** is now included in the body of the email to identify the origin of the email.

This will be helpful information when users are receiving emails but are not sure where the email originates or why a particular user is receiving the information. In the example, the **Email Distribution List** named **"VENDFLY"** was used by the system to notify users that a new vendor was created.

Figure 2 System generated email identifies the Distribution List [Name] and Description

If the distribution needs to change, the list may be edited. Detailed instructions are available in the Help Reference Library for each module, for example **BU–235 Email Distribution Lists**.

[ADM-AUC-SY-8102]

4 HELP REFERENCE LIBRARY

4.1 New or Updated Documentation

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

• OTHER	BU–210 I forgot to print my reports	[Updated]
	BU–215 Favorites Screen	[Updated]
• SYSTEM	BU–320 System Administration Kit	[Updated]