

## **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

Budget		
Budget Dashboard		
Initialization Menu		
Maintenance	>	Operating Budget (By Budget Group)
Processing	>	Operating Budget (Cost Item Breakdown)
Posting	>	Operating Budget (By Account)
Queries	>	Approve Operating Budget by Group
Reports	>	
Tables	>	Capital Projects Budget
Year-End Processing	>	Personal Services Budget (By Position)

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"



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Personal Services Budget (By Position)											
Budget Year	2020			Budget Dates	HR Dates						
Budget Group	ABS	ABS	Position Start	27-Aug-2013	Evaluation						
Position#	S003ABATECH-01	APPLIED BEHAVIOR ANALYSIS TECHNICIA	Position End		Next Eval						
Employee#	007672	HALLIWELL, MARIE L	Original Hire	22-Jan-2004							
Bargaining Un	it AFLABA12-MOEL	school weekly aba 12 month elementa	a Longevity	28-Ju1-2004							
Current Level	1 _	School Request	Full Time	22-Jan-2004							
		Needs Recalculation	Probation Anniversary	27-Aug-2013							

[ADM-AUC-BU-3910]

## 2 **REPORTS**

Building the Report	7

ADMINS reinstated the progress bar feature that indicates a report is running. [ADM-AUC-SY-8093]

#### 2.1 Email Reports [Tip]

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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 <u>support@admins.com</u>. There is a document, <u>BU-210 I forgot</u> 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.



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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]