



# BUDGET

## RELEASE NOTES – MARCH 2014

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This document explains new product enhancements added to the ADMINS Unified Community for Windows **Budget Module**. The ADMINS Support staff will install these changes to your system on **March 29, 2014**.

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# 1. TRAINING AREA REPORTS

An issue whereby reports created in the **Training** area were not marked as originating from the training area was corrected.

Town of ADMINS  
Standard Worksheet - Detail w/Notes  
Budget Worksheet for 2014

Account# and Description	2011 Actual	2012 Actual	2013 Actual YTD	2013 Budget	2014 Base Budget	Inc/Dec
1000-997-0000-009-00-00-59010 TRANSFER TO TRUST FUND THIS ACCOUNT IS USED TO FUND THE COMPENSATED ABSENCES TRUST FUND. TOTAL TRANSFERS INTO THE COMPENSATED ABSENCES FUND IN FY 13 WERE \$465,000. THE BALANCE OF THE TRUST FUND AS OF MARCH 31, 2013 WILL BE APPROX. \$450,000.	35,000	35,000	50,000	50,000	50,000	(25,000)
Total Expenditure :	35,000	35,000	50,000	50,000	50,000	(25,000)
Totals for Group ABS :	35,000	35,000	50,000	50,000	50,000	(25,000)
				Expenditure	50,000	(25,000)

Figure 1 Before

Town of ADMINS  
Standard Worksheet - Detail w/Notes [TRAINING]  
Budget Worksheet for 2014

Account# and Description	2011 Actual	2012 Actual	2013 Actual YTD	2013 Budget	2014 Base Budget	Inc/Dec
1000-997-0000-009-00-00-59010 TRANSFER TO TRUST FUND THIS ACCOUNT IS USED TO FUND THE COMPENSATED ABSENCES TRUST FUND. TOTAL TRANSFERS INTO THE COMPENSATED ABSENCES FUND IN FY 13 WERE \$465,000. THE BALANCE OF THE TRUST FUND AS OF MARCH 31, 2013 WILL BE APPROX. \$450,000.	35,000	35,000	50,000	50,000	50,000	(25,000)
Total Expenditure :	35,000	35,000	50,000	50,000	50,000	(25,000)
Totals for Group ABS :	35,000	35,000	50,000	50,000	50,000	(25,000)
				Expenditure	50,000	(25,000)

Figure 2 After

[ADM-AUC-BU-3755]

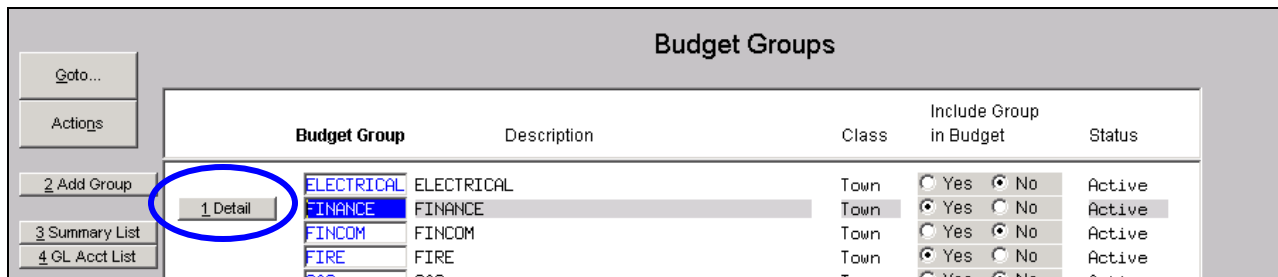


## 2. TABLES

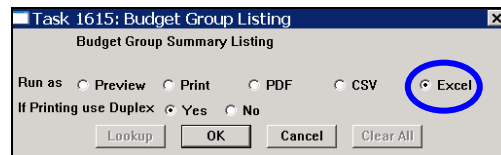
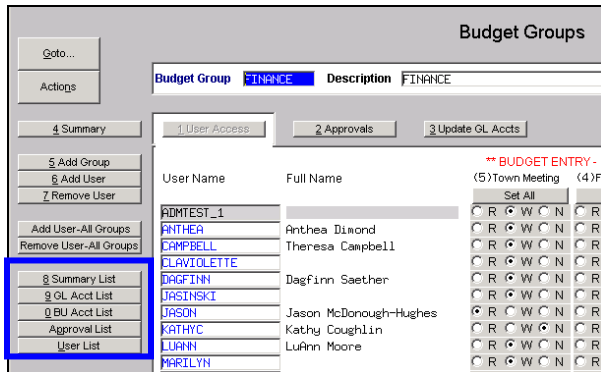
### 2.1. Budget Groups

#### 2.1.1. Detail Screen – Excel Reports Updated

The excel version of the summary list from the budget group table was displaying only eight characters of the Budget Group code instead of all ten characters. This has been corrected. To access these reports, select **Budget ► Tables ► Budget Groups**. From the Budget Groups screen, select the group on which you wish to report and click on the detail button.



Once you have clicked the Detail button, the following screen will be displayed:



Select the Summary List from the buttons on the left and choose **Excel** as the output option. Click on **OK**.

Group	Description	Entity	Status
ABS	ABS	School	Active
ADM	ADM	Town	Active
ADUSER	ADUSER	Town	Active
AFFORD	AFFORD	Town	Active
ANIMAL	ANIMAL	Town	Active
ARCAND	ARCAND	Town	Active
ARTICLES	ARTICLES	Town	Active
ARTS	ARTS	Town	Active
ASSESSME	ASSESSMENT	Town	Active
ASSESSORS	ASSESSORS	Town	Active

Figure 3 Before

Group	Description	Entity	Status
ABS	ABS	School	Active
ADM	ADM	Town	Active
ADUSER	ADUSER	Town	Active
AFFORD	AFFORD	Town	Active
ANIMAL	ANIMAL	Town	Active
ARCAND	ARCAND	Town	Active
ARTICLES	ARTICLES	Town	Active
ARTS	ARTS	Town	Active
ASSESSMENT	ASSESSMENT	Town	Active
ASSESSORS	ASSESSORS	Town	Active

Figure 4 After

This has been corrected for all of the reports in the list: Summary, GL Acct, BU Acct, Approval & User.

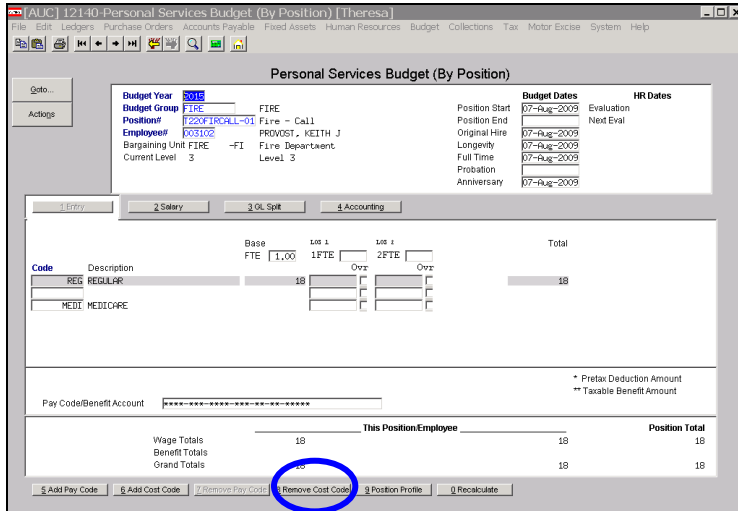


[ADM-AUC-BU-3762]

### 3. PERSONAL SERVICES BUDGETING

#### 3.1. Personal Service Detail Budget by Position Screen

On the Personal Service Detail Budget by Position Entry Screen, when cost codes were deleted for a given position, the nightly process sorted all the files and the deleted codes reappeared. This has been corrected.



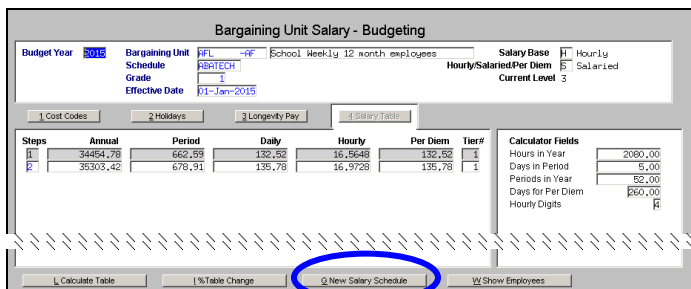
Similar changes were also made for the **Bargaining Unit Cost Code – Budget Screen** and the **Bargaining Unit Holiday Screen** for the deletion of cost codes and/or pay codes.

The **Personal Service Budget Entry screen – Salary Matrix** was updated to retain the deletion of salary changes and the **Personal Service Employee Accounting Screen** was updated to retain the deletion of general ledger lines.

[ADM-AUC-BU-3756]

#### 3.2. Salary Schedule Without % Change

The New Salary Schedule process has been modified to make the Increase/Decrease Table by % optional. This may be needed when the calculator fields change.





Click the New Salary Schedule button and the following prompt will be displayed.

Figure 5 Before % is Required

Figure 6 After - % is Optional

[MAN-SUP-SAPLAUC-195]

## 4. REPORTS

### 4.1. Operating Budget ▶ Cost Item Audit Report

The Cost Item Audit Report was split into two reports. The first details issues where the cost item records do not add up to the amount in the Account detail records.

12850-BUOPBAUDITM.REP Printed 18-Mar-2014 at 13:43:06 by THERESA Town of ADMINS Page 1  
Cost Item Audit Report

Accounts where Cost Items Details do not Match Account Total in 2014

Group	Account# & Description	Level of Service	Cost Item Total	Account Total
ABS	1000-997-0000-009-00-00-59010 TRANSFER TO TRUST FUND	Base Budget		50,000
ABS	1000-997-0000-009-00-00-59010 TRANSFER TO TRUST FUND	Inc/Dec		25,000
ADM	1000-123-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	Base Budget		120,574
ADM	1000-123-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	Inc/Dec	121,779	123,787
ADM	1000-123-0000-001-00-00-51130 PERMANENT PERSONNEL	Base Budget		29,958
	1000-123-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	Inc/Dec	121,779	123,787

Figure 7 Report #1

To run this report, select **Budget ▶ Reports ▶ Operating Budget ▶ 12850 Cost Item Audit Report**.

Report Library - Operating Budget

Report Name	Sample	Run
----- Cost Breakdown -----		
12560-Budget Cost Breakdown Item Listing	Sample	Run
12561-Cost Breakdown Item Listing By Account	Sample	Run
12562-Cost Item Breakdown by Object	Sample	Run
12565-Cost Item Breakdown by Level of Service	Sample	Run
12566-Cost Item Breakdown by Level of Service w/ Notes	Sample	Run
12568-Cost Item Breakdown Progression by LOS	Sample	Run
12569-Cost Item Breakdown for All Levels of Service	Sample	Run
12567-Cost Item Breakdown All Levels of Service w/Notes	Sample	Run
12850-Cost Item Audit Report	Sample	Run

The second report checks that all records in the cost item file have a matching record in the Account Detail File, reporting on any mismatches. It then checks that the Budget Group is the same between the



Cost Item and Account Detail files. Finally it checks that the Budget Group in the cost item file matches the Budget Group assigned to the Budget Chart of accounts.

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12850-BUOPBAUDITM.REP          Printed 18-Mar-2014 at 13:43:25 by THERESA          Page 1
                                Town of ADMINS
                                Cost Item Audit Report

                                Audit Report - Contact AUC Support if you see any errors on this report
-----
Year Account# & Description      Line LOS  Budget Grp Budget Grp Budget Grp
-----
No Records Selected

```

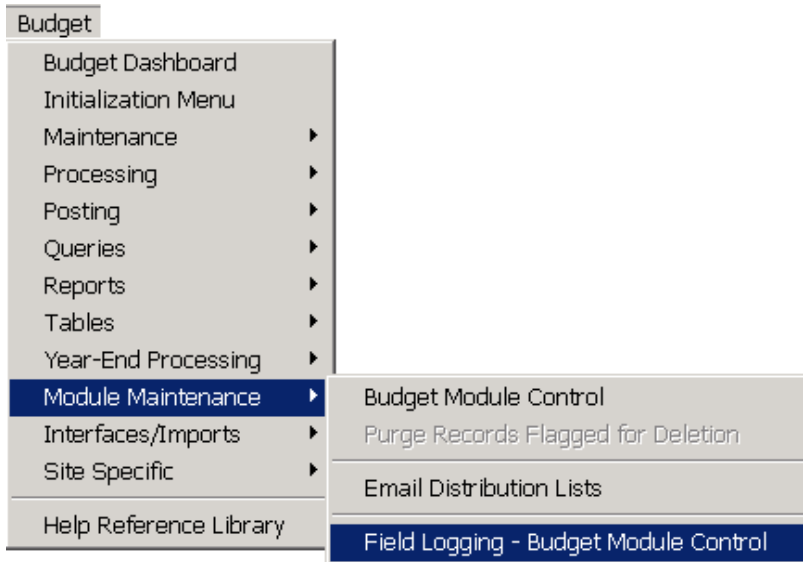
Figure 8 New Report

[ADM-AUC-BU-3759]

## 5. MODULE MAINTENANCE

### 5.1. Module Control Field Logging

Field logging for Module Control changes has been added. To access this information, select **Budget** ► **Module Maintenance** ► **Field Logging – Budget Module Control**.



Seq#	6001			Prostate Salary
Change Date	Time	User	From/To	
13-Mar-2014	12:52:51	KATHYC	N	
			Y	

The **Seq#** corresponds to the Seq# in the Budget Module Control screen.



Seq#	Description	Answer
6001	Prorate Salary	Y
6002	Prorate FRK Bank	FRK
6003	Enter Y to summarize control account transactions posted to t	Y

[ADM-AUC-SY-7891]

## 6. HELP REFERENCE LIBRARY

### 6.1. New or Updated Documentation

- Personal Services Budgeting

This document was updated to include two new procedures. Sections 8.4 and 8.5 were added to document the steps required to add Cost Codes and Pay Codes to Bargaining Unit Positions.

[ADM-AUC-BU-3754]

- System: System Administration Toolkit

## 7. SYSTEM ADMINISTRATION

### 7.1. Overnight Job Will Disable the System

Overnight maintenance procedures were modified to disable access to the system while these procedures are running. Logins will be re-enabled upon successful completion. This will prevent users from accessing the system while the overnight maintenance procedures execute. If you attempt to login at the start of the day and you see this message:



Then...

Please contact ADMINIS Support so that we may check on the status of your maintenance procedures and provide access to the application.

[ADM-AUC-SY-7881]