BUDGET

RELEASE NOTES – MARCH 2015

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

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1. BUDGET INITIALIZATION

1.1. Personal Services Budgeting

1.1.1. Step Increases

If a bargaining unit table has, for example, an "every 6 months" step increase, the step increases were not created during the budget initialization. The increases were only available after recalculating the budget. This has been corrected.
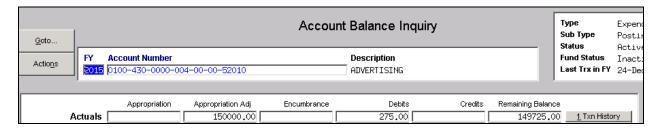
[CRI-SUP-SAPLAUC-101]

1.2. Appropriations Roll Forward Corrected

This applies only to the appropriation roll forward of funds that do not close.

AUC tracks two sets of appropriations and appropriation adjustments. One set is used for the ledgers and the other is used in the budget module.

When fund appropriations *(that do not close to fund balance)* are rolled forward in "detail roll", the amount of the appropriation and appropriation adjustment were written to the "Budget Module" fields when they should not have been. These amounts are no longer rolled forward as they are not newly budgeted in the rolled over year.
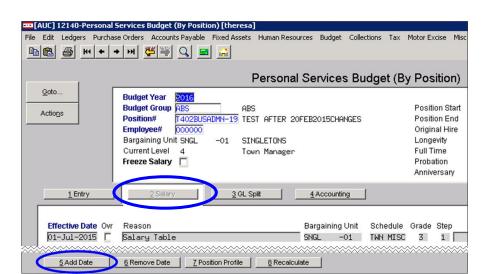

See the help reference document "Roll Appropriations Forward" in the Ledger Help Reference Library for more information on the "detail roll".

ADM-AUC-GL-8156]

2. MAINTENANCE

2.1. Personal Services Budget (By Position) Salary Tab

Prior to the software update, the [5 Add Date] process on the **Maintenance ▶ Personal Services Budget (By Position) ▶ Salary Tab** was checking salary information using the Bargaining Unit Table in the *Human Resources Module* during entry instead of the Bargaining Unit Table in the **Budget Module**. This was corrected.

[ADM-AUC-BU-]

2.2. Standard Worksheet with Notes

The worksheet was modified so that the notes align with the account/description and do not extend beyond the account/description section to appear under the dollar amounts.
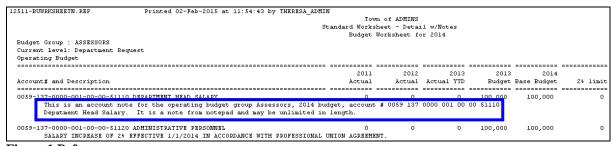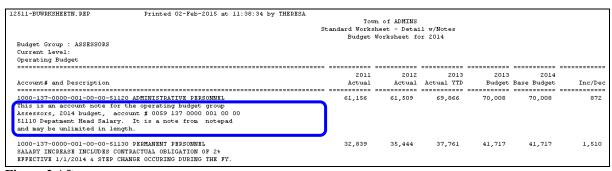

Figure 1 Before

Figure 2 After

[ADM-AUC-BU-3789]

3. REPORTS

3.1. Personal Services Detail Report

The Personal Services Detail Report now offers the option of including **Position Salary Records** on the salary accounting record.
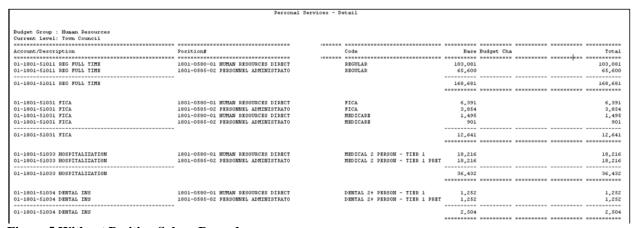

Figure 3 Before

Figure 4 After
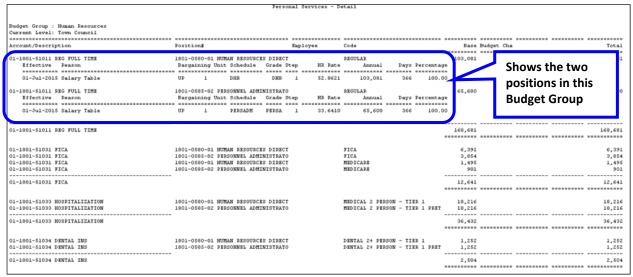

Figure 5 Without Position Salary Records

Figure 6 With Position Salary Records

[ADM-AUC-BU-3786]

3.2. Salary Analysis Spreadsheet

A new report is available under:
Budget ▶Report > Personal Services ▶ 12112 – Personal Services – Spreadsheet.

This comprehensive report shows current HR salary versus the
budgeted salary. This report includes all levels of service
within all approval levels. It may be run for up to nine budget
groups or for the entire budget.

Figure 7 Excerpt of Salary Analysis Report

[ADM-AUC-BU-3783]

3.3. Budget Reports with Notes

3.3.1. Budget Cost Breakdown Worksheet

The notes field was re-sized so that the notes align with the account/description and do not extend beyond
the account/description section to appear under the dollar amounts. Select **Budget ▶ Reports ▶ Report
Library ▶ Operating Budget ▶ 12566 – Cost Item Breakdown by Level of Service w/ Notes** to run this
report.

Figure 8 Before

Figure 9 After

3.3.2.   Budget Cost Breakdown–All Levels of Service Report w/Notes

The **Cost Breakdown – All Levels of Service** report was also modified to prevent the notes field from encroaching on the adjacent columns. To access this report, select **Budget ▶ Reports ▶ Report Library ▶ Operating Budget ▶ 12567–Cost Breakdown – All Levels of Service w/Notes.**

Figure 10 Before

Figure 11 After

[ADM-AUC-BU-3791]

4.   TABLES

4.1.   Position Maintenance Table

The Position Maintenance Table now includes position specific messages indicating:

- what fields are required before the position can be created,
- if the position is already in the budget files,
- if the Budget Group was not set up during budget initialization and is therefore not budgeted.

Figure 12 Lists fields required to create a budget

Figure 13 Indicates that a budget already exists for the position

Figure 14 Indicates that the Budget Group for this position is not budgeted

[ADM-AUC-BU-378]

4.1.1.   Detail Edit List

The detail edit list for the **Budget ▶ Tables ▶ Position Maintenance Table** now includes the Worker's Compensation Code.

```
12639-BUPOSEDT.REP              Printed 20-Jan-2015 at 13:33:49 by THERESA
                                         Town of ADMINS
                                      Budget Position List

                                       Budget year: 2015
                                       Detail by Position
-------------------------------------------------------------------------------------------
Position: S000-00       Job Title: CUSTODIAN 2                         Status: Active
-------------------------------------------------------------------------------------------
Position Category: ADMIN         ADMINISTRATORS          |  Budget Group:
   Bargaining Unit: AFL-AF       School Weekly 12 month employe |      Entity: 1        TOWN OF ANYWHERE
          Schedule: CU           Custodial                |     LOS Type:
             Grade: 1       Step: 4                        | Annual Salary:
               FTE: 1.00                                   | Annual Fringe:
-------------------------------------------------------------------------------------------
Position: S003ABATECH-01 Job Title: APPLIED BEHAVIOR ANALYSIS TECHNICIAN   Status: Active
-------------------------------------------------------------------------------------------
Position Category: ABA           Applied Behavior Analysis Tech |  Budget Group:
   Bargaining Unit: AFL-AF       School Weekly 12 month employe |      Entity: 1        TOWN OF ANYWHERE
          Schedule: ABATECH      ABA Technician            |     LOS Type:
             Grade: 1       Step: 2                        | Annual Salary:
               FTE: 1.00                                   | Annual Fringe:
```
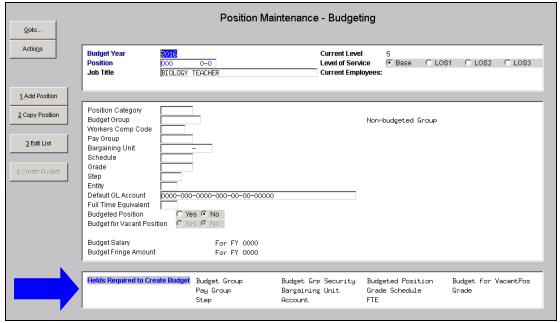
Figure 15 Before

```
                                         Town of ADMINS
                                      Budget Position List

                                       Budget year: 2016
                                       Detail by Position
-------------------------------------------------------------------------------------------
Position: S000-00       Job Title: GUIDE TO STARS                     Status: Active
-------------------------------------------------------------------------------------------
Position Category: AD001         Town Administrator      |  Budget Group: FINANCE    FINANCE
   Bargaining Unit: PROF-01      Professional Municipal   |      Entity: 1        TOWN OF ANYWHERE
          Schedule: P1           Municipal Prof           |     LOS Type:
             Grade: 2       Step: 1                        |  Workers Comp:    8810
               FTE: 1.00                                   | Annual Salary:
                                                           | Annual Fringe:
-------------------------------------------------------------------------------------------
Position: S003ABATECH-01 Job Title: APPLIED BEHAVIOR ANALYSIS TECHNICIAN   Status: Active
-------------------------------------------------------------------------------------------
Position Category: ABA           Applied Behavior Analysis Tech |  Budget Group: SCHOOL     SCHOOL
   Bargaining Unit: AFL-AF       School Weekly 12 month employe |      Entity: 1        TOWN OF ANYWHERE
          Schedule: ABATECH      ABA Technician            |     LOS Type:
             Grade: 1       Step: 2                        |  Workers Comp:    8868
               FTE: 1.00                                   | Annual Salary:
                                                           | Annual Fringe:
```
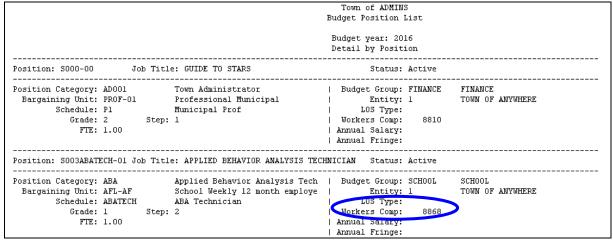
Figure 16 After

[ADM-AUC-BU-3781]

5.   HELP REFERENCE LIBRARY

5.1.   New or Updated Documentation

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

- OTHER   System Administration Kit