



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.

Account Balance Inquiry							Type	Expend
Goto...							Sub Type	Postin
Actions	FY	Account Number	Description			Status	Active	
	2015	0100-430-0000-004-00-00-52010	ADVERTISING			Fund Status	Inact.	
						Last Trx in FY	24-Dec	
	Actuals	Appropriation	Appropriation Adj	Encumbrance	Debits	Credits	Remaining Balance	
			150000.00		275.00		149725.00	
							1 Txn History	

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 **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.

12511-BUWRKSHEETN.REP Printed 02-Feb-2015 at 11:54:43 by THERESA_ADMIN

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

Budget Group : ASSESSORS
Current Level: Department Request
Operating Budget

Account# and Description	2011 Actual	2012 Actual	2013 Actual YTD	2013 Budget	2014 Base Budget	2% limit
0059-137-0000-001-00-00-51110 DEPARTMENT HEAD SALARY	0	0	0	100,000	100,000	0
This is an account note for the operating budget group Assessors, 2014 budget, account # 0059 137 0000 001 00 00 51110 Department Head Salary. It is a note from notepad and may be unlimited in length.						
0059-137-0000-001-00-00-51120 ADMINISTRATIVE PERSONNEL	0	0	0	100,000	100,000	0
SALARY INCREASE OF 2% EFFECTIVE 1/1/2014 IN ACCORDANCE WITH PROFESSIONAL UNION AGREEMENT.						

Figure 1 Before

12511-BUWRKSHEETN.REP Printed 02-Feb-2015 at 11:38:34 by THERESA

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

Budget Group : ASSESSORS
Current Level:
Operating Budget

Account# and Description	2011 Actual	2012 Actual	2013 Actual YTD	2013 Budget	2014 Base Budget	Inc/Dec
1000-137-0000-001-00-00-51120 ADMINISTRATIVE PERSONNEL	61,156	61,509	69,866	70,008	70,008	872
This is an account note for the operating budget group Assessors, 2014 budget, account # 0059 137 0000 001 00 00 51110 Department Head Salary. It is a note from notepad and may be unlimited in length.						
1000-137-0000-001-00-00-51130 PERMANENT PERSONNEL	32,839	35,444	37,761	41,717	41,717	1,510
SALARY INCREASE INCLUDES CONTRACTUAL OBLIGATION OF 2% EFFECTIVE 1/1/2014 & STEP CHANGE OCCURING DURING THE FY.						

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.

Task 12525: Personal Services - Detail
Personal Services - Detail
Required: Enter Budget year
Optional: Enter up to 9 Budget Groups 0 values:
Sort By Budget Group then: Account Position Code
Run as Preview Print PDF Excel
If Printing use Duplex Yes No

Figure 3 Before

Task 12525: Personal Services - Detail
Personal Services - Detail
Required: Enter Budget year
Optional: Enter up to 9 Budget Groups 0 values:
Sort By Budget Group then: Account Position Code
 Print Position Salary Records Yes No
Run as Preview Print PDF Excel
If Printing use Duplex Yes No

Figure 4 After

Account/Description	Position#	Code	Base Budget Cha	Total
01-1801-51011 REG FULL TIME	1801-0580-01 HUMAN RESOURCES DIRECT	REGULAR	103,081	103,081
01-1801-51011 REG FULL TIME	1801-0585-02 PERSONNEL ADMINISTRATO	REGULAR	65,600	65,600
01-1801-51011 REG FULL TIME			168,681	168,681
01-1801-51031 FICA	1801-0580-01 HUMAN RESOURCES DIRECT	FICA	6,391	6,391
01-1801-51031 FICA	1801-0585-02 PERSONNEL ADMINISTRATO	FICA	3,854	3,854
01-1801-51031 FICA	1801-0580-01 HUMAN RESOURCES DIRECT	MEDICARE	1,495	1,495
01-1801-51031 FICA	1801-0585-02 PERSONNEL ADMINISTRATO	MEDICARE	901	901
01-1801-51031 FICA			12,641	12,641
01-1801-51033 HOSPITALIZATION	1801-0580-01 HUMAN RESOURCES DIRECT	MEDICAL 2 PERSON - TIER 1	18,216	18,216
01-1801-51033 HOSPITALIZATION	1801-0585-02 PERSONNEL ADMINISTRATO	MEDICAL 2 PERSON - TIER 1 PRET	18,216	18,216
01-1801-51033 HOSPITALIZATION			36,432	36,432
01-1801-51034 DENTAL INS	1801-0580-01 HUMAN RESOURCES DIRECT	DENTAL 2+ PERSON - TIER 1	1,252	1,252
01-1801-51034 DENTAL INS	1801-0585-02 PERSONNEL ADMINISTRATO	DENTAL 2+ PERSON - TIER 1 PRET	1,252	1,252
01-1801-51034 DENTAL INS			2,504	2,504

Figure 5 Without Position Salary Records

Account/Description	Position#	Employee	Code	Base Budget Cha	Total
01-1801-51011 REG FULL TIME	1801-0580-01 HUMAN RESOURCES DIRECT		REGULAR	103,081	103,081
Effective Season	Bargaining Unit Schedule	Grade Step	HR Pace	Annual	Days Percentage
01-Jul-2015 Salary Table	UP 1 DHR	DHR 1	52.8621	103,081	366 100.00
01-1801-51011 REG FULL TIME	1801-0585-02 PERSONNEL ADMINISTRATO		REGULAR	65,600	65,600
Effective Season	Bargaining Unit Schedule	Grade Step	HR Pace	Annual	Days Percentage
01-Jul-2015 Salary Table	UP 1 PERSADM	PERSA 1	33.6410	65,600	366 100.00

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.

Report Library - Personal Services	
Report Name	
12025-Personal Services - Position Profile	Sample
12023-Personal Services - Category Cost Report	Sample
12525-Personal Services - Detail	Sample
12530-Personal Services - Summary	Sample
12537-Personal Services - Summary Wages/Benefits	Sample
12037-Personal Services - Budgeted Position List	Sample
12112-Personal Services - Spreadsheet	Sample

A	B	C	D	E	F	G	H	I	J	K	L
Account	Account Description	Position#	Position Description	Employee	Code	Prior Year Budget Total	Department Request Base	Department Request LOS 1	Department Request LOS 2	Department Request Total	Change
0200-450-0000-004-00-00-52400	PROFESSIONAL SERVICES	000 -00			Vacant Position	106,000					-106,000
0200-450-0000-004-00-00-52400	PROFESSIONAL SERVICES	S000 -00	GUIDE TO STARS				53,000			53,000	53,000
0200-450-0000-004-00-00-52400	PROFESSIONAL SERVICES	T135FNCF0 -03	TCTEST		REGULAR - hours		53,000			53,000	53,000
0200-450-0000-004-00-00-52400	PROFESSIONAL SERVICES					106,000	106,000			106,000	
1000-000-0000-000-00-00-99990	CLEARING	000 -00			Vacant Position	1,592					-1,592
1000-000-0000-000-00-00-99990	CLEARING	T122SELSLTM-01	SELECTMAN	KENT	MEDICARE		8			8	8
1000-000-0000-000-00-00-99990	CLEARING	T122SELSLTM-01	SELECTMAN	LARSEN	MEDICARE		8			8	8
1000-000-0000-000-00-00-99990	CLEARING	T122SELSLTM-01	SELECTMAN	SHEPPARD	MEDICARE		16			16	16
1000-000-0000-000-00-00-99990	CLEARING	T135FNCF0 -01	CHIEF FINANCIAL OFFICER	HAMM	MEDICARE		1,560			1,560	1,560
1000-000-0000-000-00-00-99990	CLEARING					1,592	1,592			1,592	
1000-122-0000-001-00-00-51180	ELECTED BOARD SALARIES	000 -00			Vacant Position	2,200					-2,200
1000-122-0000-001-00-00-51180	ELECTED BOARD SALARIES	T122SELSLTM-01	SELECTMAN	KENT	REGULAR - hours		550			550	550
1000-122-0000-001-00-00-51180	ELECTED BOARD SALARIES	T122SELSLTM-01	SELECTMAN	LARSEN	REGULAR - hours		550			550	550
1000-122-0000-001-00-00-51180	ELECTED BOARD SALARIES	T122SELSLTM-01	SELECTMAN	SHEPPARD	REGULAR - hours		1,100			1,100	1,100
1000-122-0000-001-00-00-51180	ELECTED BOARD SALARIES					2,200	2,200			2,200	
1000-123-0000-001-00-00-51130	PERMANENT PERSONNEL	000 -00			Vacant Position	30,533					-30,533
1000-123-0000-001-00-00-51130	PERMANENT PERSONNEL	T123ADMASST-01	TOWN ADMINISTRATOR SECRETARY	BAILEY	REGULAR - hours		30,533			30,533	30,533
1000-123-0000-001-00-00-51130	PERMANENT PERSONNEL					30,533	30,533			30,533	
1000-123-0000-001-00-00-51140	L.E.M.A. DIRECTOR	000 -00			Vacant Position	3,000					-3,000
1000-123-0000-001-00-00-51140	L.E.M.A. DIRECTOR	T123LEMLEMA-01	L.E.M.A. COORDINATOR		REGULAR - hours		3,000			3,000	3,000
1000-123-0000-001-00-00-51140	L.E.M.A. DIRECTOR					3,000	3,000			3,000	
1000-135-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	000 -00			Vacant Position	89,600					-89,600
1000-135-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	T135FNCF0 -01	CHIEF FINANCIAL OFFICER	HAMM	REGULAR - hours		89,600			89,600	89,600
1000-135-0000-001-00-00-51110	DEPARTMENT HEAD SALARY					89,600	89,600			89,600	
1000-300-1410-101-09-00-51210	CFO WAGES-SHARED WITH SCHOOL DEPT	000 -00			Vacant Position	22,400					-22,400
1000-300-1410-101-09-00-51210	CFO WAGES-SHARED WITH SCHOOL DEPT	T135FNCF0 -01	CHIEF FINANCIAL OFFICER	HAMM	REGULAR - hours		22,400			22,400	22,400
1000-300-1410-101-09-00-51210	CFO WAGES-SHARED WITH SCHOOL DEPT					22,400	22,400			22,400	
Report Total						256,325	256,325			256,325	

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.

Account# and Description	Actual YTD	2013	2013	2014	Inc/Dec	Sub-Lines	Budget Total
1000-137-0000-001-00-00-51120 ADMINISTRATIVE PERSONNEL							
This is an account note for the operating budget group Assessors, 2014 budget, account # 0059 137 0000 001 00 00 51110 Department Head Salary. It is a note from notepad and may be unlimited in length.							
	69,866	70,008	70,008	872	0		70,880
1000-137-0000-001-00-00-51130 PERMANENT PERSONNEL							
SALARY INCREASE INCLUDES CONTRACTUAL OBLIGATION OF 2% EFFECTIVE 1/1/2014 & STEP CHANGE OCCURRING DURING THE FY.							
	37,761	41,717	41,717	1,510	0		43,227

Figure 8 Before



12566-BU1THRSKSHETW_AUC.REP Printed 26-Feb-2015 at 15:43:20 by THERESA Page 8

Town of ADMINS
Cost Item Breakdown by Level of Service w/ Notes
Budget Cost Breakdown Worksheet for 2014

Current Level:
Operating Budget

Account# and Description	2013		2014		Sub-Lines	Budget Total
	Actual YTD	Base Budget	Inc/Dec	Sub-Lines		
1000-137-0000-001-00-00-51120 ADMINISTRATIVE PERSONNEL <i>This is an account note for the operating Budget group Assessors, 2014 budget, account # 0059 137 0000 001 00 00 51110 Department Head Salary. It is a note from notepad and may be unlimited in length.</i>	69,866	70,008	872	0		70,880
1000-137-0000-001-00-00-51130 PERMANENT PERSONNEL SALARY INCREASE INCLUDES CONTRACTUAL OBLIGATION OF 2% EFFECTIVE 1/1/2014 & STEP CHANGE OCCURRING DURING THE FY.	37,761	41,717	1,510	0		43,227

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.**

Town of ADMINS
Cost Item Breakdown for All Levels of Service
Budget Cost Breakdown All Levels of Service for 2014

Current Level:
Operating Budget

Account# and Description	2013		2014		Sub-Lines	Sub-Lines
	Actual YTD	Base Budget	Inc/Dec	Sub-Lines		
1000-137-0000-001-00-00-51120 ADMINISTRATIVE PERSONNEL <i>This is an account note for the operating Budget group Assessors, 2014 budget, account # 0059 137 0000 001 00 00 51110 Department Head Salary. It is a note from notepad and may be unlimited in length.</i>	69,866	70,008	872	0	0	0
1000-137-0000-001-00-00-51130 PERMANENT PERSONNEL SALARY INCREASE INCLUDES CONTRACTUAL OBLIGATION OF 2% EFFECTIVE 1/1/2014 & STEP CHANGE OCCURRING DURING THE FY.	37,761	41,717	1,510	0	0	0
1000-137-0000-001-00-00-51140 PART-TIME PERSONNEL	0	500	0	0	0	0

Figure 10 Before

12567-BU1THRSKSHETW_AUC.REP Printed 26-Feb-2015 at 15:53:02 by THERESA

Town of ADMINS
Cost Item Breakdown All Levels of Service w/Notes
Budget Cost Breakdown All Levels of Service for 2014

Current Level:
Operating Budget

Account# and Description	2013		2014		Sub-Lines	Sub-Lines
	Actual YTD	Base Budget	Inc/Dec	Sub-Lines		
1000-137-0000-001-00-00-51120 ADMINISTRATIVE PERSONNEL <i>This is an account note for the operating budget group Assessors, 2014 budget, account # 0059 137 0000 001 00 00 51110 Department Head Salary. It is a note from notepad and may be unlimited in length.</i>	69,866	70,008	872	0	0	0
1000-137-0000-001-00-00-51130 PERMANENT PERSONNEL SALARY INCREASE INCLUDES CONTRACTUAL OBLIGATION OF 2% EFFECTIVE 1/1/2014 & STEP CHANGE OCCURRING DURING THE FY.	37,761	41,717	1,510	0	0	0

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.

Position Maintenance - Budgeting

Goto...
Actions

1 Add Position
2 Copy Position
3 Edit List
4 Create Budget

Budget Year: 2016
Position: 000 0-0
Job Title: BIOLOGY TEACHER

Current Level: 5
Level of Service: Base LOS1 LOS2 LOS3
Current Employees:

Position Category:
Budget Group: Non-budgeted Group
Workers Comp Code:
Pay Group:
Bargaining Unit:
Schedule:
Grade:
Step:
Entity:
Default GL Account: 0000-000-0000-000-00-00-00000
Full Time Equivalent:
Budgeted Position: Yes No
Budget for Vacant Position: Yes No

Budget Salary: For FY 0000
Budget Fringe Amount: For FY 0000

Fields Required to Create Budget

Budget Group	Budget Grp Security	Budgeted Position	Budget for VacantPos
Pay Group	Bargaining Unit	Grade Schedule	Grade
Step	Account	FTE	

Figure 12 Lists fields required to create a budget

Budget Exists for this Position

Figure 13 Indicates that a budget already exists for the position

Budget Group Not Budgeted

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.

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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