# BUDGET

RELEASE NOTES – MARCH 2017

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

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1. REPORTS–PERSONAL SERVICES [NEW]

To access reports, select **Budget ▶ Reports ▶ [Personal Services]**.
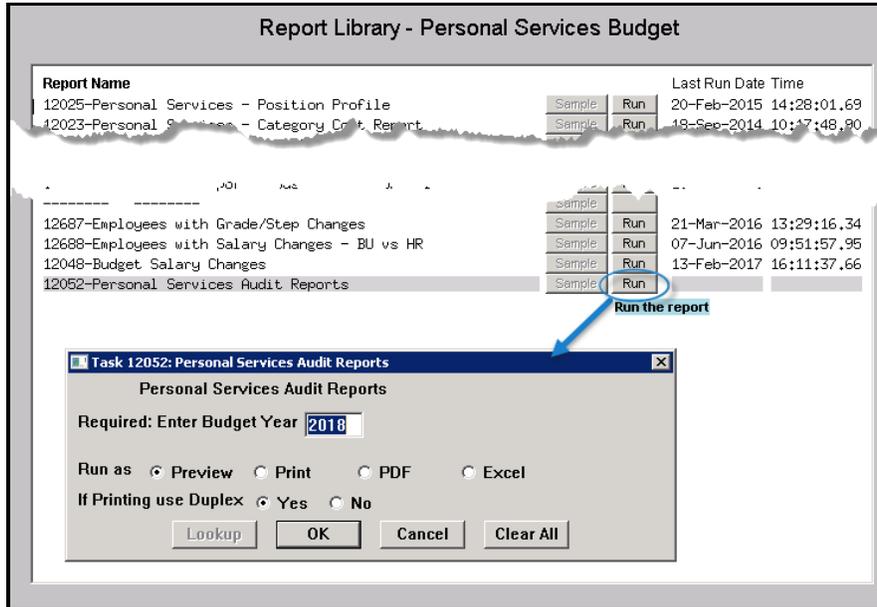
A report was added to the **12052 Personal Services Audit Reports** to identify potential duplicate positions. This report is available in Preview/Print/PDF and Excel® formats. The reports below identify two potential duplicated positions. The first potential duplicate is **Position #054-00980-14, PARAPROFESSIONAL**, assigned to employee # 000000, a vacant position. Since the employee number matches, the report shows this as a duplicate. The second potential duplicate is **Position #062-00760-99, INTERVENTIONIST,** is assigned to Employee #003827, and identifies 4 other duplicated positions. This may be intended, for example when a position may be held by multiple employees. This report serves to identify positions that may require further scrutiny.

```
12056-BUPOSAUDIT2.REP          Printed 20-Jan-2017 at 14:18:10 by MUPDEV5                                    Page 1

                                      Possible Duplicate Positions

========== =============== =============================== ====== ======================= ============ ====== =======================
                                                                                         Duplicate    Dup    Duplicate
BudGrp     Position        Position Description            Empl#  Employee                Budget Group Empl#  Employee
========== =============== =============================== ====== ======================= ============ ====== =======================
054        054-00980-14    PARAPROFESSIONAL                000000 ****** Vacant Position  054          020176

2388       062-00760-99    INTERVENTIONIST                 003827                         2388         005267
                                                                                         2388         005455
                                                                                         2388         020232
                                                                                         2388         020233

PLANTOPER  940-51416-98    ATHLETIC EVENT-OT               000000 ****** Vacant Position  110          000000 ****** Vacant Position
```

Figure 1 Personal Services Audit Report Identifies Possible Duplicated Positions – Preview/Print/PDF format

	A	B	C	D	E	F	G	H
						Duplicate	Dup	Duplicate
1						Budget Group	Empl#	Employee
2	BudGrp	Position	Position Description	Empl#	Employee			
3	054	054-00980-14	PARAPROFESSIONAL	000000	****** Vacant Position	054	020176	
4								
5	2388	062-00760-99	INTERVENTIONIST	003827		2388	005267	
6						2388	005455	
7						2388	020232	
8						2388	020233	
9								
10	PLANTOPER	940-51416-98	ATHLETIC EVENT-OT	000000	****** Vacant Position	110	000000	****** Vacant Position
11								

Figure 2 Personal Services Audit Report Identifies Possible Duplicated Positions – Excel® format

[ADM-AUC-BU-3853]

2. RECORD LOCKS [NEW]

Users sometimes encounter a lock that prevents them from accessing a record. There is a message displayed at the bottom of the screen in the lower left corner that will say "Waiting for Record Lock, User \\IRIS\theresa", for example. This tells the user who else is on the record. Some users may be unable to see or interpret this message and will ask an expert user at their location for help.

A new feature is available that an expert user on the site may use to identify record locks. Select **Help ▶ Check Blocking Locks**.

This will check for blocking locks and open a report window on the screen with the lock information.

```
MLOCK -b
User "theresa" PID "00000e18" on node "IRIS" running "TRAN", has record 35
in file "d:\AUC_DE~1\admhome\auc\FMMOD\Dat\Tab\apportrm.tab" open for "Writ"
which is blocking "anthea" PID "00000f28" on node "IRIS" trying to run "TRAN"
```
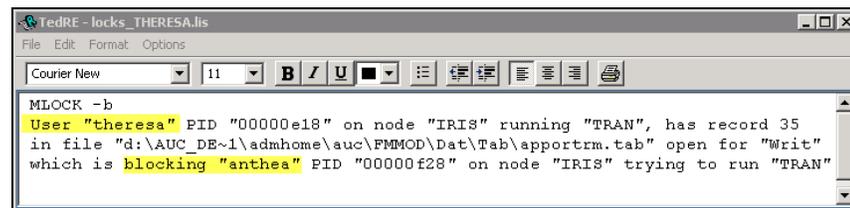
In the example, the user "Theresa" is blocking "Anthea" and the expert user may contact Theresa to ask her to exit the screen to release the lock and allow Anthea to access the record. The expert user now **must** click **File|Exit** to close this report window before they can do anything else in AUC.

The user with a record lock will not be able to use the Help ▶ Check Blocking Locks feature since they are already captive in the locked AUC process. They will need to ask another user, the site "super user" or ADMINS to check for them.

[ADM-AUC-SY-7995]

3. PREVENTING "FROZEN" SESSIONS [NEW]

Occasionally, users report that their session has **"Frozen"**. To minimize the chance of this happening, always exit the system using **File ▶ Exit** from the menu.
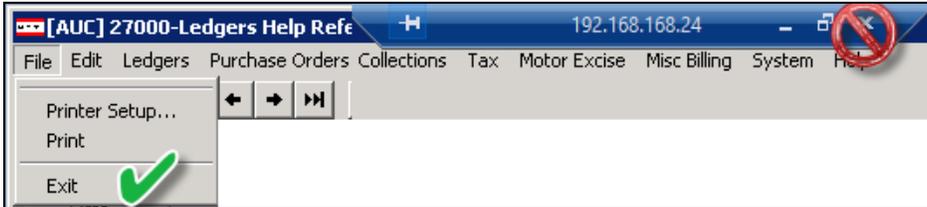
"Frozen" sessions may result if the **X** on the blue connection bar at the top of the screen is used to close the AUC session, or if the session is abandoned at the end of the workday.

Users who will be away from their desks for longer than 30 minutes should exit from the AUC application using **File ▶ Exit** from the menu prior to departing. Do the same at the end of the workday, as open sessions on the server may result in unintended consequences.

[ADM-AUC-DOC-120]

4. MULTI-RECORD SCREENS [FIX]

Sites using version 9.2 of the ADMINS software were updated to use proportional fonts in the headings of multi-record screens. This allows fixed fonts to be used for the data within the grids, which users report are easier to read, while using variable fonts for the headings, fixing alignment issues.

Figure 3 Before

Figure 4 After

[ADM-AUC-SY-8002]

5. SCREEN MINIMIZED ON TIMEOUT [FIX]
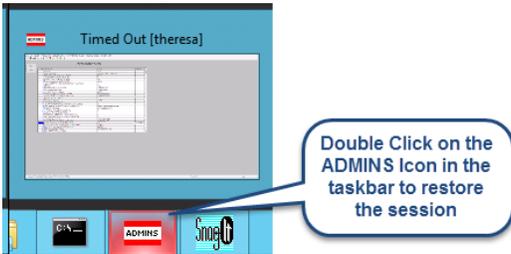
Users on selected sites were unable to restore an AUC session if the screen was minimized and the time out limit was reached. With the software update, restore an AUC session by double clicking on the ADMINS icon in the taskbar

[ADM-AUC-SY-8001]

6. SYSTEM ADMINISTRATION KIT [UPDATE] PCL 5

Some printers advertised to be PCL 6 compliant do not include PCL 5 backward compatibility. When deploying printers without PCL 5 backward compatibility, ADMINS recommends that the default for reports is set to **PDF** printing.

6.1. Printers [PDF Option]

ADMINS recommends that sites select a default of **"PDF"** for reports. The only impact to the users will be the report displayed in the PDF Viewer instead of the ADMINS Report Viewer (TedRE). If you want your site to default to PDF output please contact support@admins.com to arrange for the change.

This is a site-wide change that will affect all modules and all users of AUC.

6.1.1.   What Will the Users See?
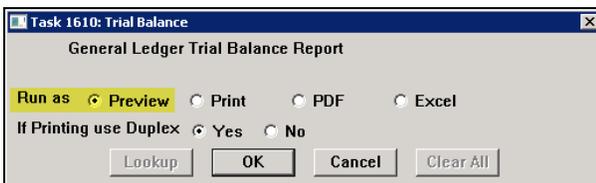
Figure 5 Preview as the Default
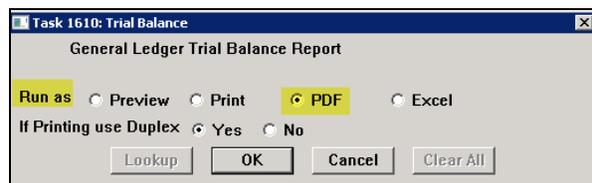
Figure 6 PDF as the Default

Figure 7 ADM Ted Viewer

Figure 8 PDF Viewer

This default will not prevent users from selecting **Preview**. If a user tries to print the **"*.lis"** report output using the **TedRE Preview** to a printer that is not PCL 5 compliant the report will not print. Selecting **PDF** will preview the report in a **PDF Viewer** window and will print to any printer.

[ADM-AUC-SY-8008]

7. ADOBE ACROBAT PDF VIEWER SETTINGS [NEW]

PDF is the default for ADMINS reports on some sites. When the report comes into view, you may customize the appearance of the viewing window by pressing **[CTRL|K]** or selecting **Edit ▶ Preferences**. From there, you may set your default layout and zoom with the drop down menus.
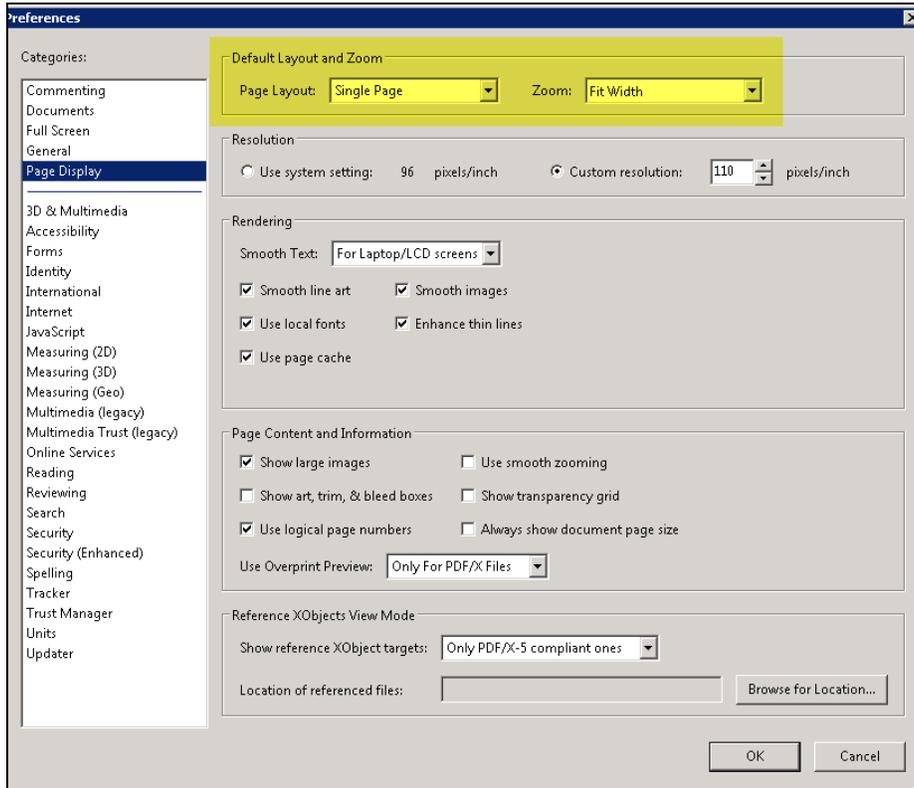
[ADM-AUC-DOC-118]

8. HELP REFERENCE LIBRARY

8.1. New or Updated Documentation

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

- PROCESSING   BU–110 Budget Processing   [Update]
- SYSTEM   BU–320 System Administration Kit   [Update]