# BUDGET

# RELEASE NOTES – MARCH 2018

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

## TABLE OF CONTENTS

# 1. MAINTENANCE

## 1.1.  Personal Services by Position ▶ Recalculate Position Reports [Fix]

Prior to the software update, the reports were not printing as duplex reports.  This was corrected. Now the report as shown will print on both sides of the page when sent to a duplex printer.



**Figure 1 Personal Services Change Report**

[ADM-AUC-BU-3884]

## 1.2.  Personal Services Multiple Positions ▶ Create New Position [Fix]

After the budget was initialized, if a position was created in Human Resources, and steps taken to bring the position into budget, the system  would create only the first position. This was corrected.

Now, if the position is filled by more than one employee, both employee budgeted personal services screens will be populated. For example, a new position S012TEASCHO-02 is created in position maintenance in the Human Resources module, and set to **Allow Multiple Employees** and to **Budget Position**.



**Figure 2 Add New Position in Human Resources after Budget is Initialized**

In **Human Resources**, the new position is assigned to multiple employees on the **Employee Maintenance Screen**– this example uses employee #s 12 and 20:



Add the position in the **Budget ▶ Tables ▶ Position Maintenance Screen.**

Go to the **Budget ▶ Maintenance ▶ Personal Services Budget (by Position)** screen and click on
**[Create Position]**. Select the new position from the lookup and click on **[OK].**
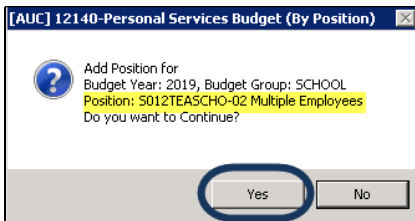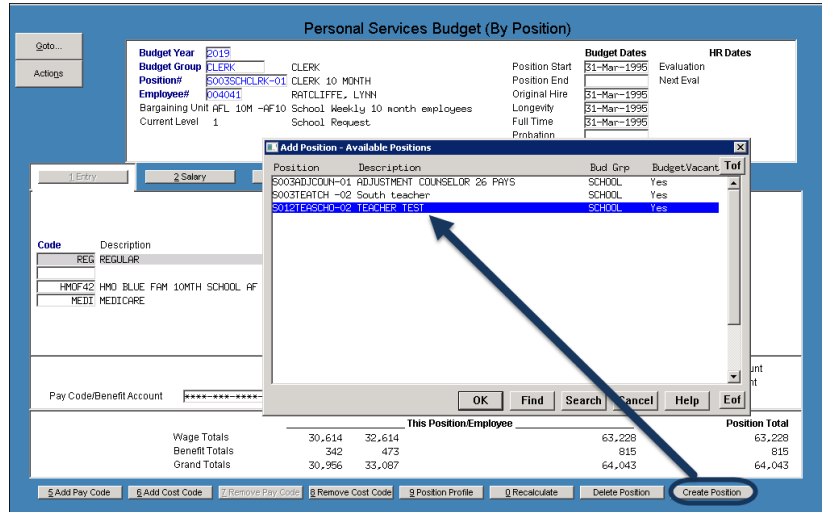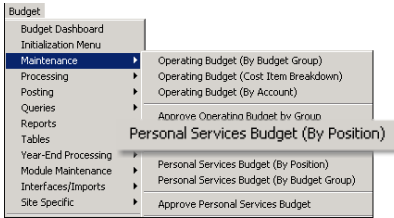




The system will display an information box describing the position–
click **[OK]** to continue:

The system creates the postion with **both** employees–#12 and #20:
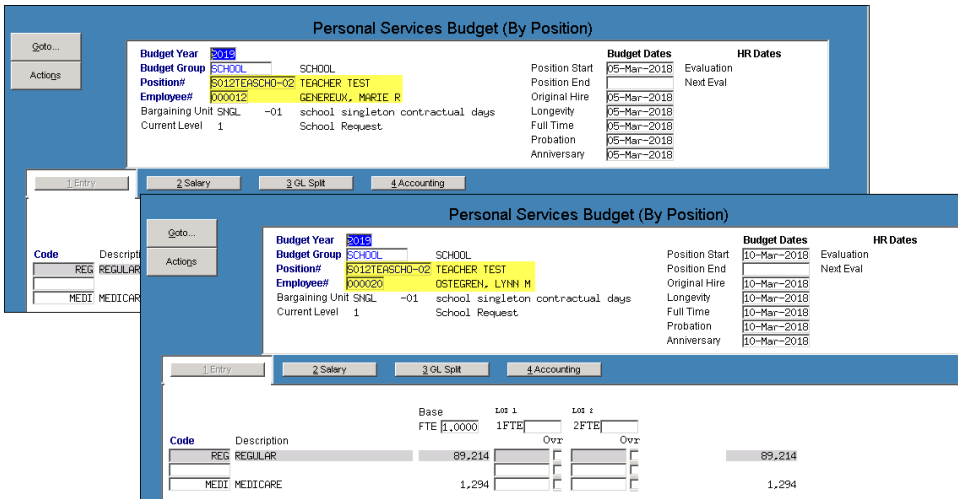


[ADM-AUC-BU-3881]

## 1.3.  Understanding Approval Levels [Enh]

The BU–110 Budget Processing document was updated to clarify how approval levels are used.

[ADM-AUC-BU-3886]

# 2. REPORTS

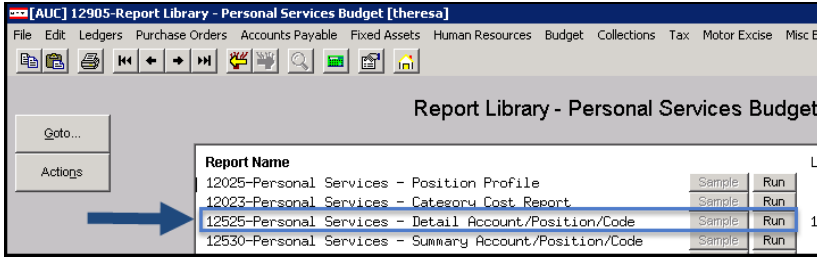## 2.1. Report 12525–Personal Services–Detail Account/Position/Code [Enh]



Employee numbers and dates of hire now print on Report **12525–Personal Services–Detail Account/Position/Code**. Access the report by selecting **Budget** ▶ **Reports**▶ **Report Library** ▶ **[Personal Services]**. These columns are only available on the Excel® version of the report due to page width limits on the Preview/Print/PDF® version



**Figure 1 Before–No Columns For Employee Number and Position Hire Date on the Excel® Report**



**Figure 3 Added Columns for Employee Number and Position Hire Date on the Excel® Report**

[ADM-AUC-BU-3876]

# 3.    REPORTS "DROPPING OUT OF SIGHT" [FIX]–V92 SITES ONLY

Reports were hidden behind the AUC application, requiring users to minimize the AUC application to view or print reports.

1. Adobe PDF®
2. Excel®
3. Preview/LIS format
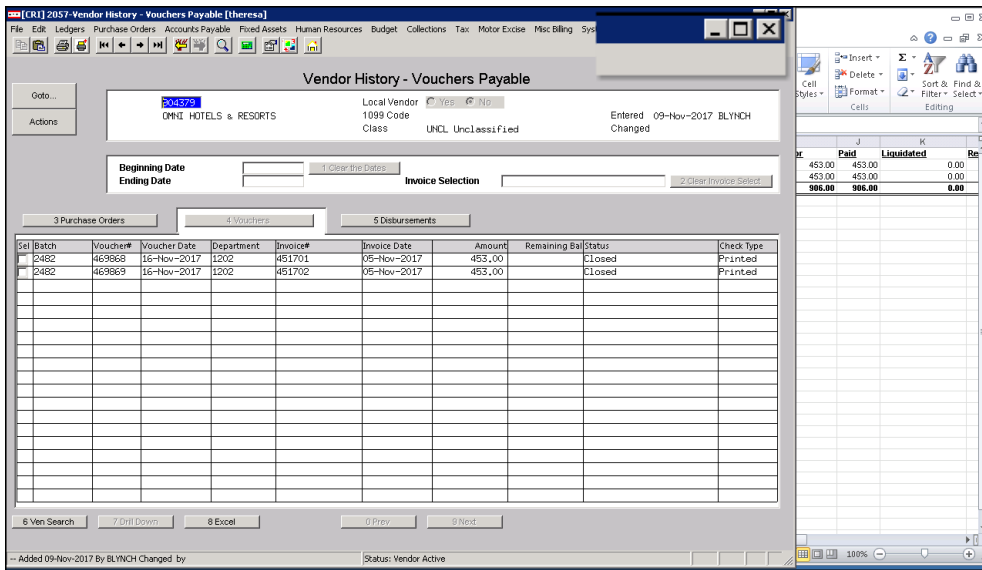


The user could use **Alt|Tab** or **Insert|Tab** keystroke combinations to toggle between the AUC Application and the hidden report.



Clicking on this resize button would allow the user to reduce the size of the application window to find the hidden reports.

**Figure 4 Before – Report "hiding" behind the AUC application**

With the software update, the reports will now remain the focal point until the user closes or minimizes the report.



Reports will remain in front of the AUC application until minimized or closed.
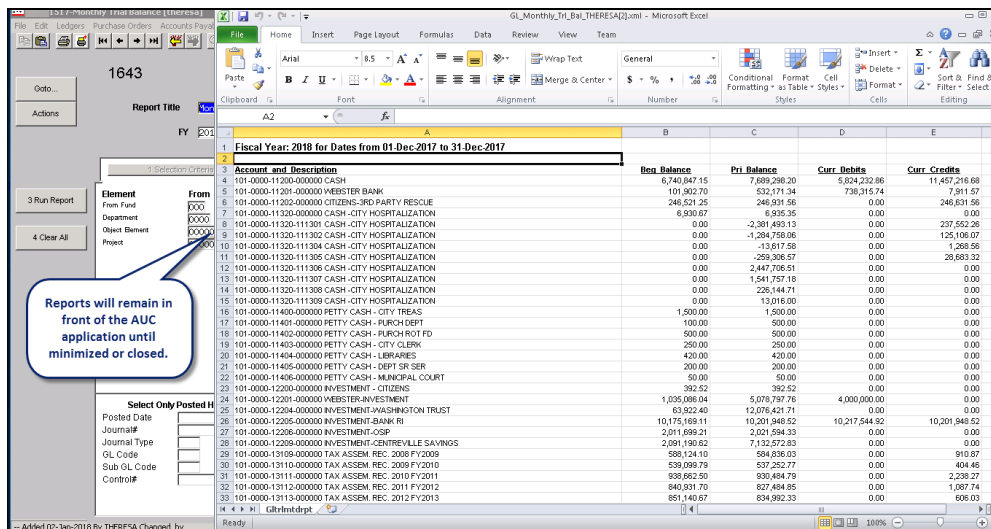
**Figure 5 After**

If a small window like this appears at the top corner of the AUC application screen after running a report, minimize it using the "minus" sign, **NOT** the "X" in **RED**-- this will only need to be done once per AUC session

[ADM-AUC-V90-78]

# 4. HELP REFERENCE LIBRARY

## 4.1.   New or Updated Documentation

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

- MAINTENANCE        BU-110 Budget Processing                                    [Update]