



# BUDGET

## RELEASE NOTES – MARCH 2019

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

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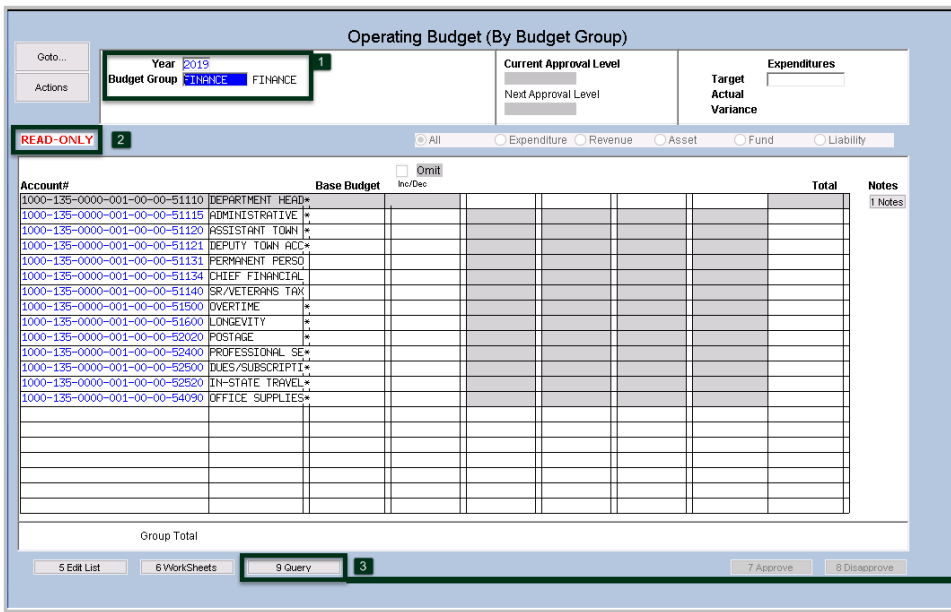


# 1. MAINTENANCE

ADMINS made a number of changes to the Entry and Approvals processes.

## 1.1. Entry Screens Read Only When Posted [Fix]

Once the budget has been posted, the entry screens for each group will display a message indicating that it is **“Read-Only”**. This prevents authorized users from attempting to make changes “after the fact”. Select **Budget ► Maintenance ► Operating Budget (\*)** to access the screens.



The screen in Figure 1 shows:

1. The Budget Year and Group
2. The **“READ-ONLY”** alert
3. Click on the **[9 Query]** button to select from the popup (click on **“Approved by Accounts”** to see detail not shown in the entry screen); this will display the dollar amounts adopted in the budget for each account.

Figure 1 Operating Budget Entry screen after budget is posted is now **“READ-ONLY”**

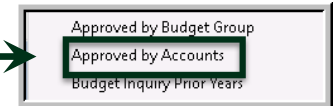
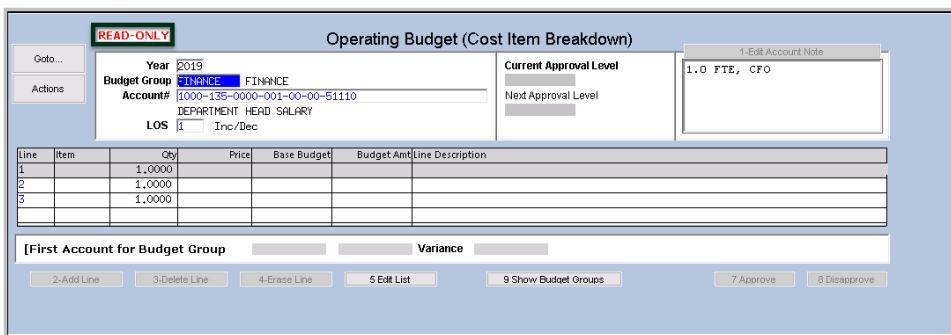


Figure 2 Operating Budget (Cost Item Breakdown) after budget is posted shows **“READ-ONLY”**

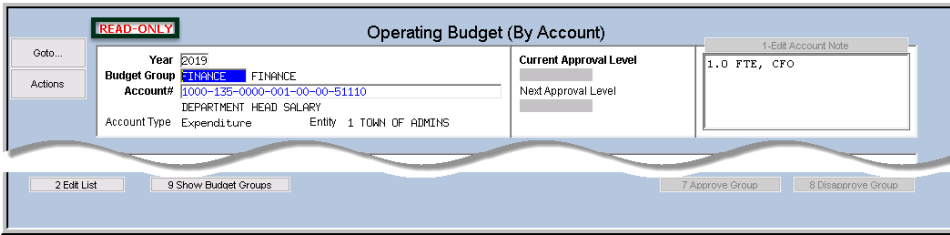
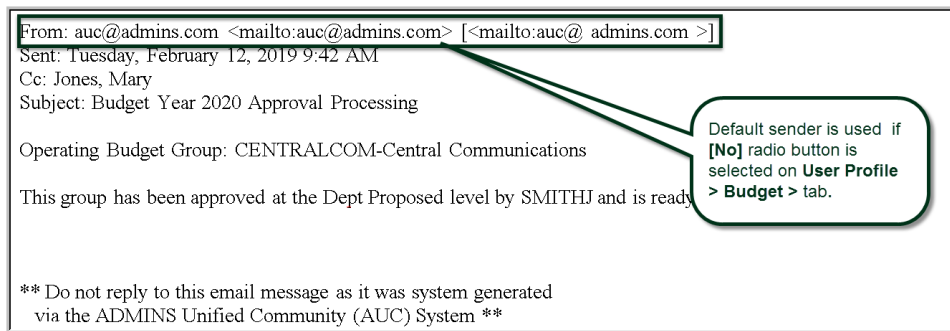


Figure 3 Operating Budget (By Account) after budget is posted shows “READ-ONLY” note

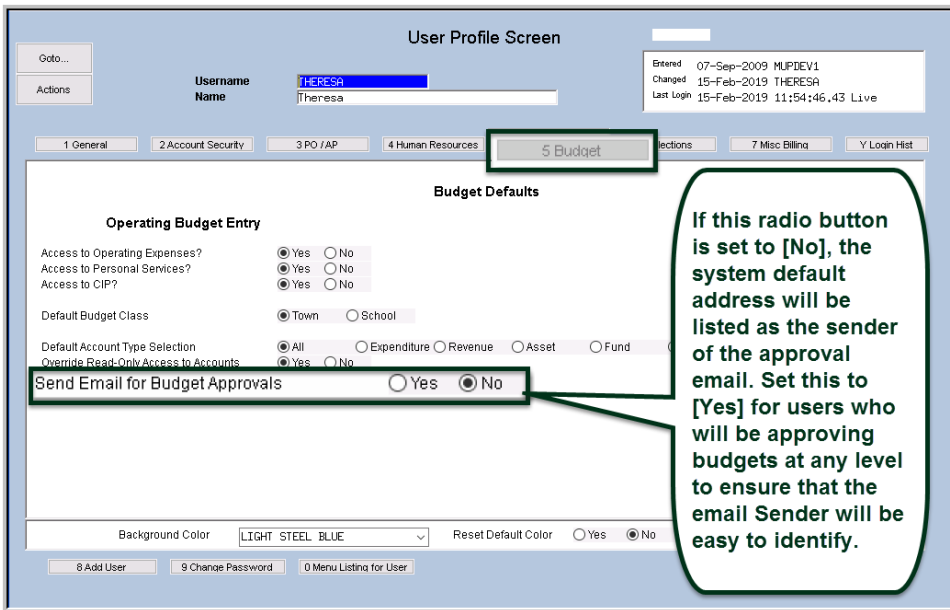
[ADM-AUC-BU-3903]

## 1.2. Approve Budget Email [Helpful Tip]

Budgets are approved by selecting **Budget ► Maintenance ► Approve Operating Budget by Group**. When a budget



is approved or disapproved, an email is sent to the next level approver to notify the user that the budget group is ready for review.



The radio button on the **System ► User Menu ► User Profile ► [Budget]** tab “Send Email for Budget Approvals” is used to control whether a budget approval email is sent and/or received. If the radio button is set to **[Yes]**, the email address will be taken from the **[General]** tab of the User Profile screen and will be used as the “**From**” address in the email.

Figure 4 The User Profile [Budget] screen controls budget approvals/disapprovals email traits

If the user submitting the budget for approval wants to receive a **carbon copy email**, this flag must be set to **[Yes]**. If the radio button is set to **[No]**, the email sent will use the system default address for the sender information, and the user will not receive a carbon copy email of the request.

[ADM-AUC-BU-3908]



### 1.3. Budget Approval Text [Fix]

The budget approval process email described in section 1.2 *sometimes* produced unintended results. Prior to the software update, if two users ran the process at *exactly* the same time, the message bodies could be sent to the wrong user. **ADMINS** corrected this in the update.

[ADM-AUC-BU-3904]

### 1.4. Budget Disapproval – 2<sup>nd</sup> and 3<sup>rd</sup> Approvers now on Email [Fix]

The **Budget Disapproval** emails were not being sent as carbon copies to the **secondary** and **tertiary** approval users. **ADMINS** corrected this with the software update.

[ADM-AUC-BU-3912]

### 1.5. Budget Groups Available for Entry & Approval [Enhancement]

**ADMINS** added code to the overnight job so it would check if an operating budget group has any accounts. If the group has no accounts, it will be set to not appear in the list. If accounts are subsequently added to a previously empty group, the overnight job will set the group to appear in the approvals entry lists.

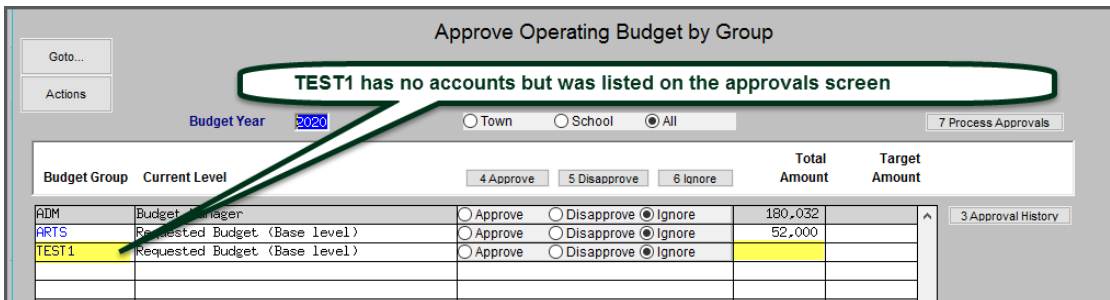


Figure 5 Before - TEST1 budget group has no dollars and no accounts but appeared on the approval listing

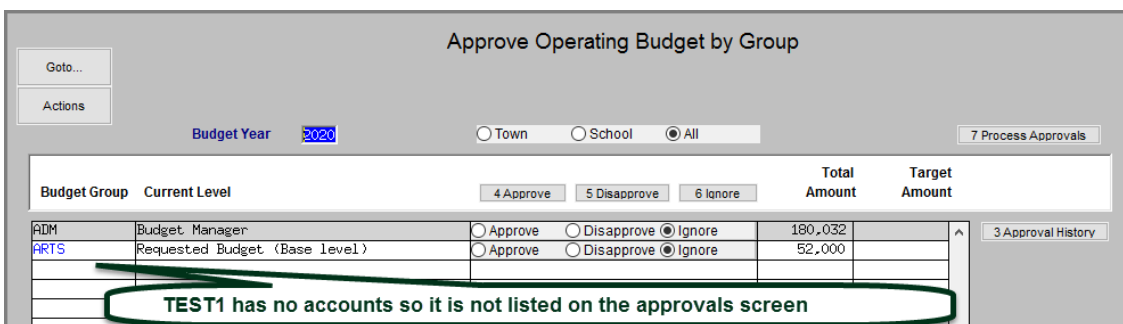


Figure 6 After – the TEST1 budget group with no accounts no longer appears on the approval screen

Similarly, the entry screen lookup will not show budget groups without any accounts.

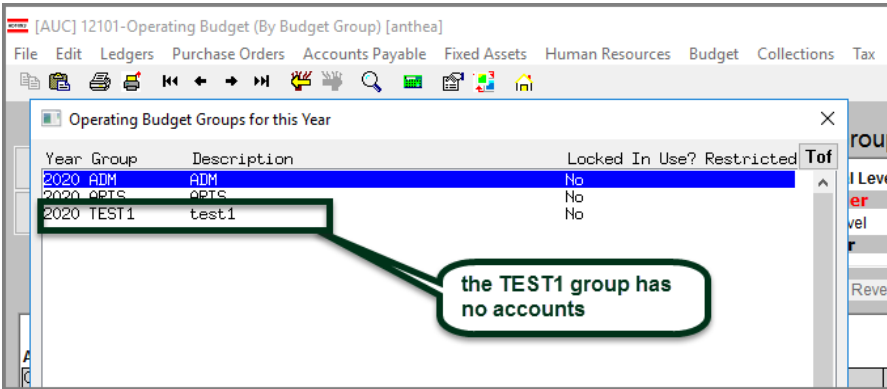


Figure 7 Before – budget groups without accounts were available for selection

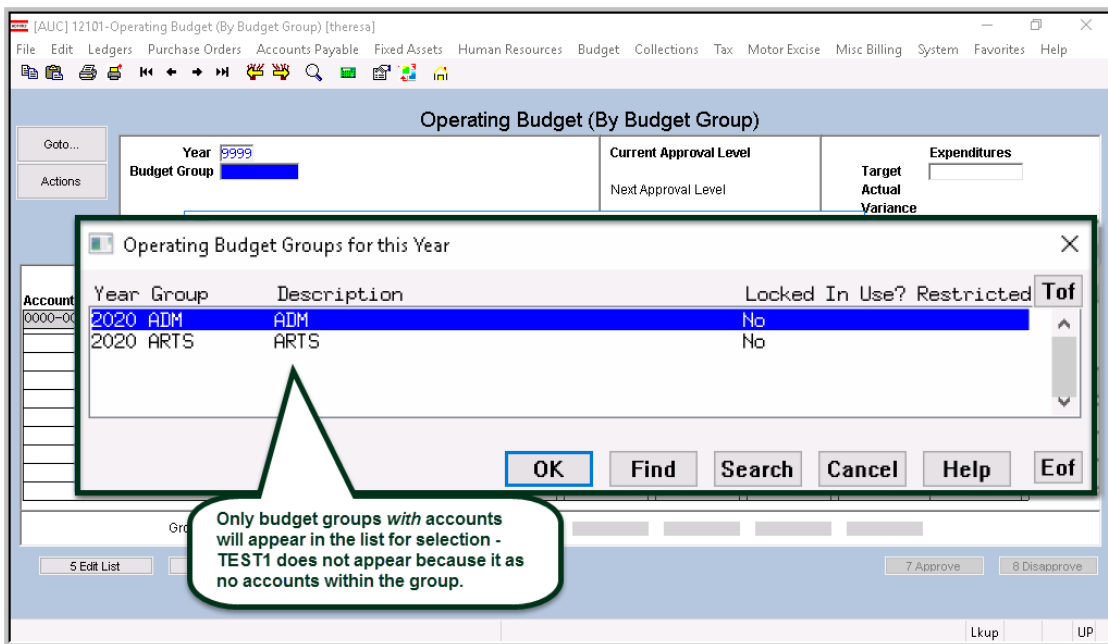
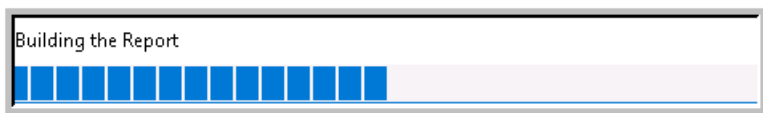


Figure 8 After - Budget entry screen

[ADM-AUC-BU-3911]

## 2. REPORTS



reports; ADMINS turned this feature off for now and will reinstate it at a later time.

[ADM-AUC-SY-8093]

A change was made for all reports. In the past, this progress bar image was displayed as reports were running. This was causing an issue with some Excel®

ADMINS enhanced several reports. The feature described in section 2.1 affects all reports and all modules.



## 2.1. Retrieve Output Files [Enhancement]

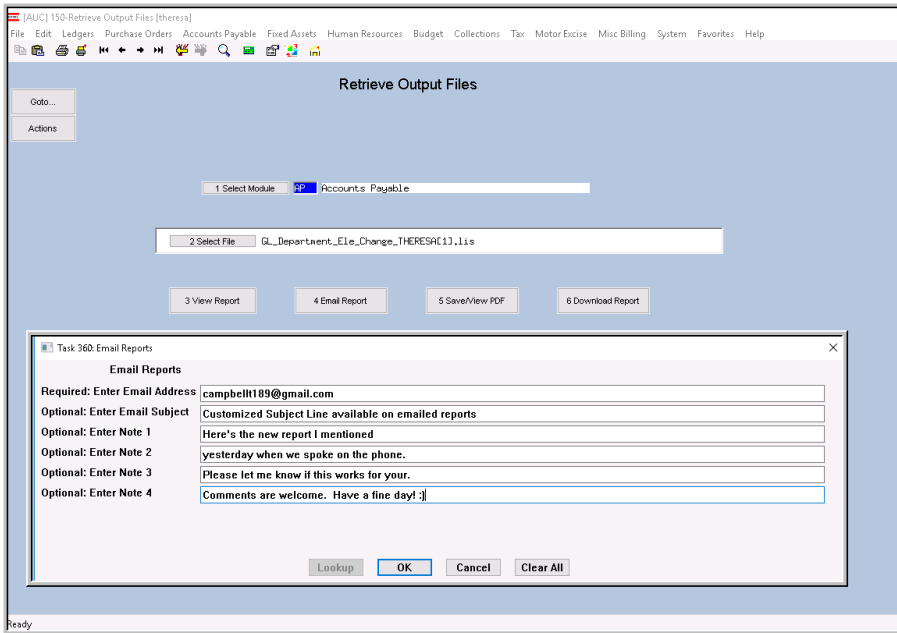


Figure 9 New Subject Line field is an optional field on the Email Reports form

ADMINS offers the Retrieve Output file feature on every module, allowing all **AUC** users to send a report to any valid email address. With this software update, **ADMINS** is pleased to announce a customized subject line for email reports.

Select the file and click on **[4 Email Report]**. Fill in the prompts as shown in Figure 9.

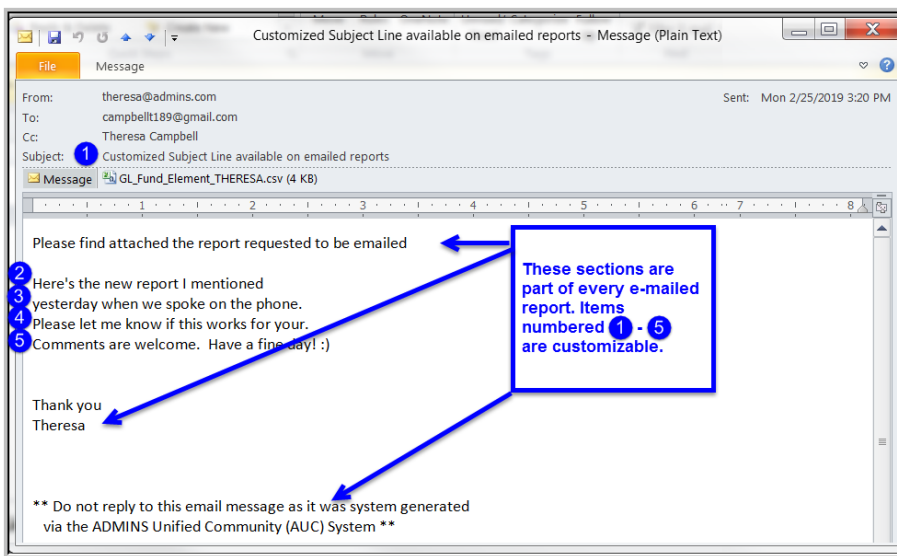


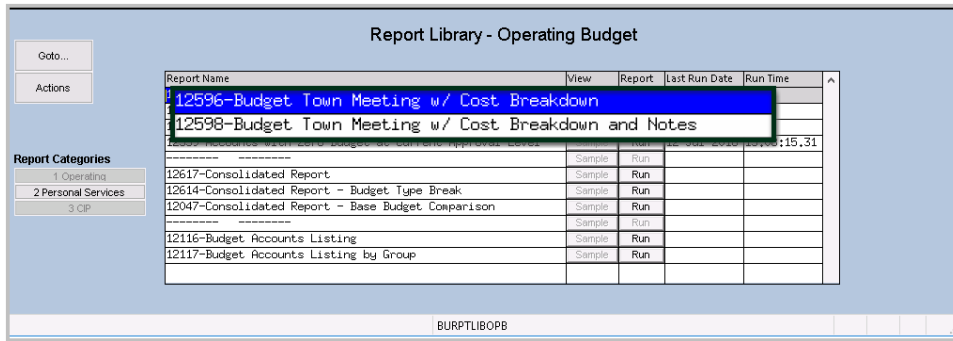
Figure 10 Email with attached file

The result is shown in Figure 10. Most output formats (.lis, .xml, .xls) are converted to PDF prior to emailing. If mailing a .csv file, the .csv format is retained.

[ADM-AUC-SY-8084]

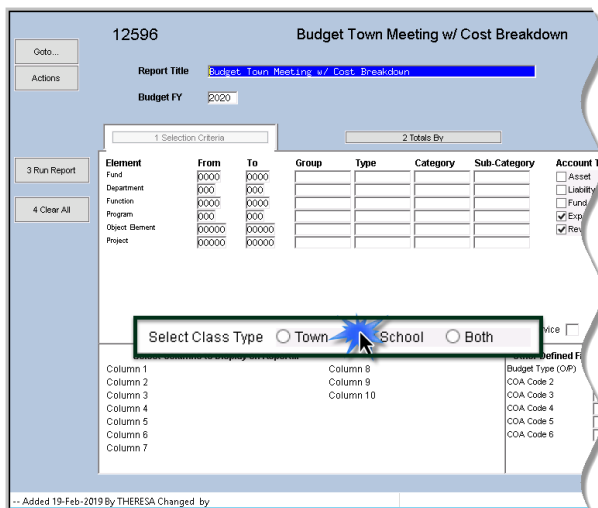


## 2.2. #12596 Cost Breakdown Reports Listing Personal Services Accounts [Fix]



When running the Personal Services reports for just the school entity, some reports were missing column headings. **ADMINS** corrected this error and the report column headings will be shown on the reports.

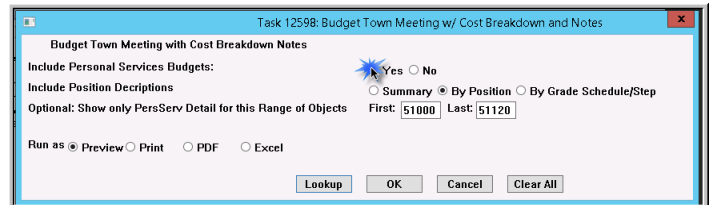
The cost item breakdown reports (12596 and 12598), *when including Personal Services accounts*, were the reports missing column headings.



When the report was displayed, if an account:

- belonged only to the **School** Entity, and
- was a **Personal Services** account,

the headings were not being set correctly.



12596-BUBUDRPTIM.REP Printed 31-Jan-2019 at 12:32:21 by ANTHEA Page 1  
Town of Admins, Inc  
Budget Town Meeting w/ Cost Breakdown

Budget Fiscal Year: 2020 to 2020

Account# and Description	2019 Budget	2019 Base Budget	2019 Actual YTD	Department Head
1010 GENERAL FUND				
51109 CERTIFIED*CURR WRITING				
1010-100-2210-000-51109-00000		CURR: CERTIFIED*CURR WRITING		
	16,500	0	0	0
Total 51109 CERTIFIED*CURR WRITING	16,500	0	0	0

Figure 11 Before - #12596 Cost Breakdown Report Listing Personal Services Accounts was missing Column Headings



12596-BUDRPTTTH.REP Printed 19-Feb-2019 at 12:18:33 by THERESA Page 1  
Town of Adms, Inc  
Budget Town Meeting w/ Cost Breakdown

Budget Fiscal Year: 2020 to 2020

Account# and Description	2019 Budget	2019 Base Budget	2019 Actual YTD	Department	Superintende	Superintende	BOE Proposed	BOE Adopted
				Head	nt	nt		
SPENCER: CURR*CERTIF*REG								
1010-001-1000-000-51110-00000								
502 001-01370-01 TEACHER - ELEMENTARY		91,053		91,964	0	0	0	0
503 001-01370-02 TEACHER - ELEMENTARY		0		73,476	0	0	0	0
504 001-01370-03 TEACHER - ELEMENTARY		94,767		85,446	0	0	0	0
505 001-01370-04 TEACHER - ELEMENTARY		73,476		79,271	0	0	0	0
506 001-01370-05 TEACHER - ELEMENTARY		84,600		85,446	0	0	0	0
507 001-01370-06 TEACHER - ELEMENTARY		84,600		85,446	0	0	0	0
508 001-01370-07 TEACHER - ELEMENTARY		91,053		91,964	0	0	0	0
509 001-01370-08 TEACHER - ELEMENTARY		73,476		79,271	0	0	0	0
510 001-01370-09 TEACHER - ELEMENTARY		49,286		50,277	0	0	0	0
511 001-01370-10 TEACHER - ELEMENTARY		94,053		94,964	0	0	0	0
512 001-01370-11 TEACHER - ELEMENTARY		95,946		93,767	0	0	0	0
513 001-01370-12 TEACHER - ELEMENTARY		94,053		0	0	0	0	0
514 001-01370-13 TEACHER - ELEMENTARY		84,600		85,446	0	0	0	0
515 001-01370-14 TEACHER - ELEMENTARY		91,053		91,964	0	0	0	0
516 001-01370-15 TEACHER - ELEMENTARY		91,053		91,964	0	0	0	0
517 001-01370-16 TEACHER - ELEMENTARY		84,600		85,446	0	0	0	0
	1,277,669	1,277,669	391,695	1,266,112	0	0	0	0
SPENCER-CERTIFIED LONGEVITY								
1010-001-1000-000-51501-00000		24,000		20,000	0	0	0	0
500 *** Multiple Positions			10,000	20,000	0	0	0	0
	24,000	24,000						
GENERAL FUND: SPENCER- N/A								
1010-001-1000-000-52210-00000		684		0	0	0	0	0
500 *** Multiple Positions			0	0	0	0	0	0
	684	684	0	0	0	0	0	0

Figure 12 After – #12596, Budget Town Meeting w/ Cost Breakdown (Listing Personal Services)

TedRE - Budget\_TownMgr\_Report\_THERESA[2]

12598-BUDRPTTTH.REP Printed 19-Feb-2019 at 12:22:39 by THERESA Page 1  
Town of Adms, Inc  
Budget Town Meeting w/ Cost Breakdown and Notes

Budget Fiscal Year: 2020 to 2020

Account# and Description	2019 Budget	2019 Base Budget	2019 Actual YTD	Department	Superintende	Superintende	BOE Proposed	BOE Adopted
				Head	nt	nt		
SPENCER: CURR*CERTIF*REG								
1010-001-1000-000-51110-00000								
502 001-01370-01 TEACHER - ELEMENTARY		91,053		91,964	0	0	0	0
503 001-01370-02 TEACHER - ELEMENTARY		0		73,476	0	0	0	0
504 001-01370-03 TEACHER - ELEMENTARY		94,767		85,446	0	0	0	0
505 001-01370-04 TEACHER - ELEMENTARY		73,476		79,271	0	0	0	0
506 001-01370-05 TEACHER - ELEMENTARY		84,600		85,446	0	0	0	0
507 001-01370-06 TEACHER - ELEMENTARY		84,600		85,446	0	0	0	0
508 001-01370-07 TEACHER - ELEMENTARY		91,053		91,964	0	0	0	0
509 001-01370-08 TEACHER - ELEMENTARY		73,476		79,271	0	0	0	0
510 001-01370-09 TEACHER - ELEMENTARY		49,286		50,277	0	0	0	0
511 001-01370-10 TEACHER - ELEMENTARY		94,053		94,964	0	0	0	0
512 001-01370-11 TEACHER - ELEMENTARY		95,946		93,767	0	0	0	0
513 001-01370-12 TEACHER - ELEMENTARY		94,053		0	0	0	0	0
514 001-01370-13 TEACHER - ELEMENTARY		84,600		85,446	0	0	0	0
515 001-01370-14 TEACHER - ELEMENTARY		91,053		91,964	0	0	0	0
516 001-01370-15 TEACHER - ELEMENTARY		91,053		91,964	0	0	0	0
517 001-01370-16 TEACHER - ELEMENTARY		84,600		85,446	0	0	0	0
Total	1,277,669	1,277,669	391,695	1,266,112	0	0	0	0

Figure 13 After – #12598 Budget Town Meeting w/ Cost Breakdown and Notes (Listing Personal Services) the headings unique to the school personal services accounts appear properly

While #12596, Budget Town Meeting w/ Cost Breakdown is shown in the before example in Figure 11, this change also affected #12598 Budget Town Meeting w/ Cost Breakdown and Notes as seen in Figure 13.

[ADM-AUC-BU-3906]

### 3. QUERIES [Enhancement]

To agree with the changes installed with the December software update (see section 2.2), **ADMINS** removed the **Position Number** and **Employee Number** columns from the budget query screens. Removing the inessential columns allows more room for the Line Description.





# BUDGET

## RELEASE NOTES – MARCH 2019

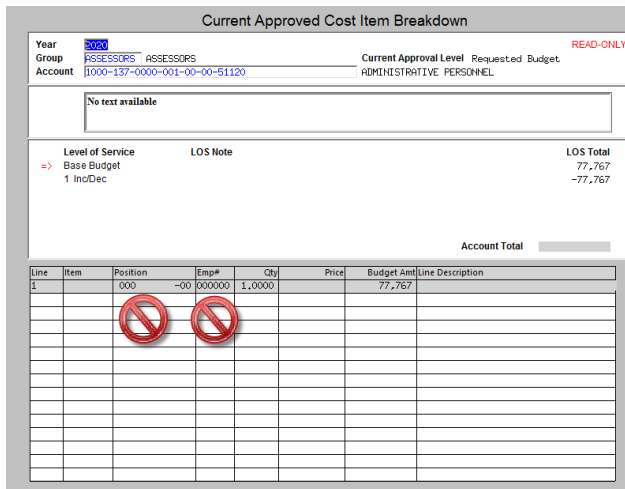


Figure 14 Before–Line Description column limited

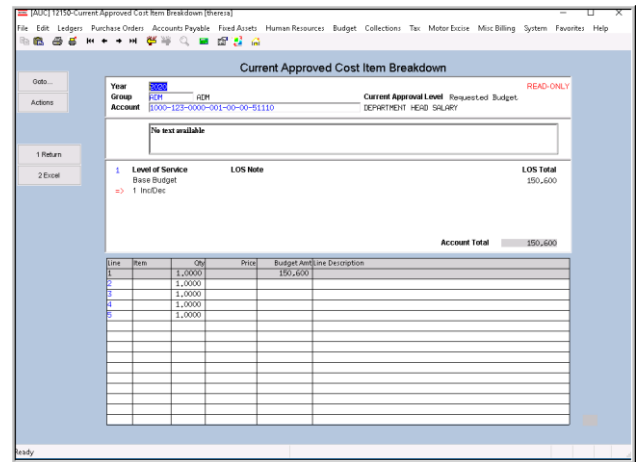


Figure 15 After–Line Description column allows more information to be displayed

[ADM-AUC-BU-3905]

## 4. HELP REFERENCE LIBRARY

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

### 4.1. New or Updated Documentation

- MAINTENANCE BU–110 Processing
- OTHER BU–215 Favorites Screen

[Update]

[New]