



# BUDGET

## RELEASE NOTES – MARCH 2020

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

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# 1 INITIALIZING THE BUDGET

Budget Initialization Menu				
Description	Date	Start	End	Success
Budget Module Control	26-Nov-2019	08:57:56.97	08:57:56.97	<input checked="" type="checkbox"/>
Optional: Build Budget Calculations	01-Nov-2019	10:49:03.06	10:49:03.06	<input checked="" type="checkbox"/>
Optional HR File Error Checking	01-Nov-2019	10:49:11.03	10:49:11.03	<input checked="" type="checkbox"/>
Create New Budget Year	05-Dec-2019	10:31:16.70		<input type="checkbox"/>
Optional: Rebuild Group Matrix				<input type="checkbox"/>
Optional: Rebuild Budget Chart				<input type="checkbox"/>

ADMINS now provides more consistent error messages when the **Create New Budget Year** step is run.

If the Budget Year Tables and master files exist, and the user clicks **Cancel**, or the user enters an "N" and clicks **OK**, the system will display an informational message and terminate the process.

If the Operating Budget for the selected year has already been posted, the system will indicate that with an informational message and terminate the process.

[ADM-AUC-BU-3593]



## 2 POSTING ► Personal Services [Fix]

Select **Budget ► Posting ► Post Personal Services Budget to GL** to see this change.

The **Post Personal Services Budget to GL** command offers the option to copy new positions from Budget to Human Resources.

This is controlled via the **Add New Budgeted Positions to HR**  Yes  No radio buttons.

Select  Yes or  No before posting to the General Ledger.

This is not a new feature but in the past, the updating of the HR positions did not occur even when the radio button was properly set.

[MDT-SUP-SAPLAUC-1847]

## 3 QUERIES ► BUDGET INQUIRY PRIOR YEARS

Prior to the software update, the lookup on the Budget group yielded no results. This was corrected.

Figure 1 Before – No records in range

Figure 2 After – the lookup displays the Budget Groups available for the year

[ADM-AUC-BU-3922]



## 4 REPORTS ▶ Sorting by User Defined Fields – Multiple Reports [Fix]

12596 Budget Town Meeting w/ Cost Breakdown

Report Title: Budget Town Meeting w/ Cost Breakdown

Budget FY: 2021

1 Selection Criteria

2 Totals By

Element	Order#	Group	Order#	Type	Order#	Category	Order#	Sub-Class	Order#	Account Type	EP	Order#
Fund	<input type="checkbox"/>											
Department	<input type="checkbox"/>											
Function	<input type="checkbox"/>											
Program	<input type="checkbox"/>											
Location	<input type="checkbox"/>											
Year	<input type="checkbox"/>									1st Summary Acct	<input type="checkbox"/>	
Object Element	<input type="checkbox"/>									2nd Summary Acct	<input type="checkbox"/>	
										3rd Summary Acct	<input type="checkbox"/>	

Budget Groups Class

Page Break at Sort Order#  Print Individual Account Lines

User Defined	Order#	User Defined	Order#
School Reporting	1	COA Code 7	<input type="checkbox"/>
Sched A Part#	<input type="checkbox"/>	COA Code 8	<input type="checkbox"/>
Sched A Page Name	<input type="checkbox"/>	COA Code 9	<input type="checkbox"/>
Sched A Column	<input type="checkbox"/>	COA Code 10	<input type="checkbox"/>
Sched A Acct (Row)	<input type="checkbox"/>	COA Code 11	<input type="checkbox"/>
School Category	<input type="checkbox"/>	COA Code 12	<input type="checkbox"/>

If any of the **User Defined Fields** were selected for sorting or totaling, the reports were sorting incorrectly. The **[2 Totals By]** tab is shown in **Figure 3**. ADMINS corrected the issue.

[ADM-AUC-BU-3926]

Figure 3 The [2 Totals By] screen “User Defined” field being used to control the total and sort order

### 4.1 #12578 Budget Levels 1-2 Report with Variances [Enhancement]

Report Name	View	Report	LP
----- Standard Budget Reports -----	Sample		
12571-Standard Budget Report (Landscape)	Sample	Run	
12590-Standard Budget Report w/Notes	Sample	Run	
12471-Standard Budget Report (Portrait)	Sample	Run	06
12563-Standard Budget Reports w/Notes (Portrait)	Sample	Run	
12474-Standard Budget Report (Portrait) 4 Columns	Sample	Run	1
12574-Finance Committee Report	Sample	Run	
12576-Budget Progression Between Levels	Sample	Run	
<b>12578-Budget Levels 1-2 with Variances</b>	Sample	Run	
12582-Budget Percentage Progression by Level	Sample	Run	
12592-Budget Percentage Progression by Approvals Level w/Not	Sample	Run	
12584-Budget Percentage progression by Year	Sample	Run	
12594-Budget Percentage Progression by Year w/Notes	Sample	Run	

ADMINS made this report more useful when comparing the **Requested Budget** to the current approval level (*either level 1 or 2*). Run the report by selecting **Budget ▶ Reports ▶ Report Library ▶ [1 Operating Budget] ▶ #12578 Budget Levels 1-2 Report with Variances**.

1. Removed the differences column
2. Added columns for Prior Year 2 and 3 and current GL Budget as well as Approval Levels 1 and 2
3. Added \$ (dollar) change column
4. Added % (percent) change column

12578-BURPTLV12.REP Printed 13-Jan-2020 at 09:05:59 by ANTHEA  
Town of Admins  
Budget Levels 1-2 with Variances

Account# and Description	2019		Requested Budget	Difference	Finance
	Budget	Actual YTD			
Budget Group:ANIMAL					
1000-292-0000-002-00-00-51000 SALARIES	127,558	73,392	127,558	0	127,558
1000-292-0000-002-00-00-52000 EXPENSES	7,700	1,745	7,700	0	7,700
Total Budget Group:ANIMAL	135,258	75,137	135,258	0	135,258
Budget Group:ARTS					
1000-651-0000-006-00-00-51000 SALARIES	7,500	1,875	7,500	0	7,500
Total Budget Group:ARTS	7,500	1,875	7,500	0	7,500
Budget Group:ASSESSORS					
1000-137-0000-000-00-00-51180 ELECTED/APPOINTED BOARD SAL	0	1,500	0	0	0
1000-137-0000-001-00-00-51000 SALARIES	139,271	81,481	139,271	0	139,271
1000-137-0000-001-00-00-52000 EXPENSES	32,600	5,491	32,600	0	32,600
Total Budget Group:ASSESSORS	171,871	88,472	171,871	0	171,871

Originally, this simple report calculated the difference as

$$C - A = B$$

as shown in **Figure 4**. The new columns are described and illustrated below.

Figure 4 Before – a single “Difference” column



### 4.1.1 Approval Level 1

If current approval level is 1, as shown in Figure 5, the \$ Change is calculated as:

$$B - A = D$$

Similarly, the % Change column is calculated as:

$$((B - A) * 100) \div A = E$$

Finance column C shows "0" values because the approval level is 1.

12578-BURPTLV12.REP		Printed 14-Feb-2020 at 15:47:59 by THERESA					Page 1		
Town of Admins		Budget Levels 1-2 with Variances							
Budget Fiscal Year: 2021 to 2021		(Prior Year Columns)			A	B	C	D	E
Account# and Description	2018 Adj Budget	2019 Adj Budget	2020 Budget	Requested Budget	Finance	\$ Change	% Change		
137 ASSESSORS	140,461	171,871	0	171,871	0	171,871.00	.00		
161 TOWN CLERK	116,477	127,005	0	129,457	0	129,457.00	.00		
292 ANIMAL CONTROL	134,101	135,258	0	135,258	0	135,258.00	.00		
651 CULTURAL COUNCIL	7,500	7,500	0	7,500	0	7,500.00	.00		
*** Grand Total ***	398,539	441,634	0	444,086	0	444,086.00	.00		



Figure 5 After –At Level 1 – Requested Budget – w/ new prior year columns and new columns for \$ and %

### 4.1.2 Approval Level 2

If current approval level is 2, as shown in Figure 6, the \$ Change column is calculated as:

$$C - A = D$$

Similarly, the % Change column is calculated as:

$$((C - A) * 100) \div A = E$$

Finance column C shows values because the approval level is 2.

12578-BURPTLV12.REP		Printed 13-Jan-2020 at 11:19:02 by ANTHEA					Page 1		
Town of Admins		Budget Levels 1-2 with Variances							
Budget Fiscal Year: 2020 to 2020		(Prior Year Columns)			A	B	C	D	E
Account# and Description	2016 Adj Budget	2017 Adj Budget	2019 Budget	Requested Budget	Finance	\$ Change	% Change		
Budget Group:CLERK									
1000-161-0000-000-00-51180 ELECTED/APPO									
1000-161-0000-001-00-00-51180 ELECTED/APPOINTED SALARY	59,111	61,476	68,248	68,248	70,000	1,752.00	2.57		
Total 1000-161-0000-000-00-51180 ELECTE	59,111	61,476	68,248	68,248	70,000	1,752.00	2.57		
1000-161-0000-001-00-00-51000 SALARIES									
1000-161-0000-001-00-00-51120 ADMINISTRATIVE PERSONNEL	45,744	46,942	40,807	40,807	40,807	.00	.00		
1000-161-0000-001-00-00-51500 OVERTIME	0	0	500	500	600	100.00	20.00		
Total 1000-161-0000-001-00-00-51000 SALARI	45,744	46,942	41,307	41,307	41,407	100.00	.24		

Figure 6 After – At Level 2 with new columns for prior years and dollar and percentage changes

[ADM-AUC-BU-3924]



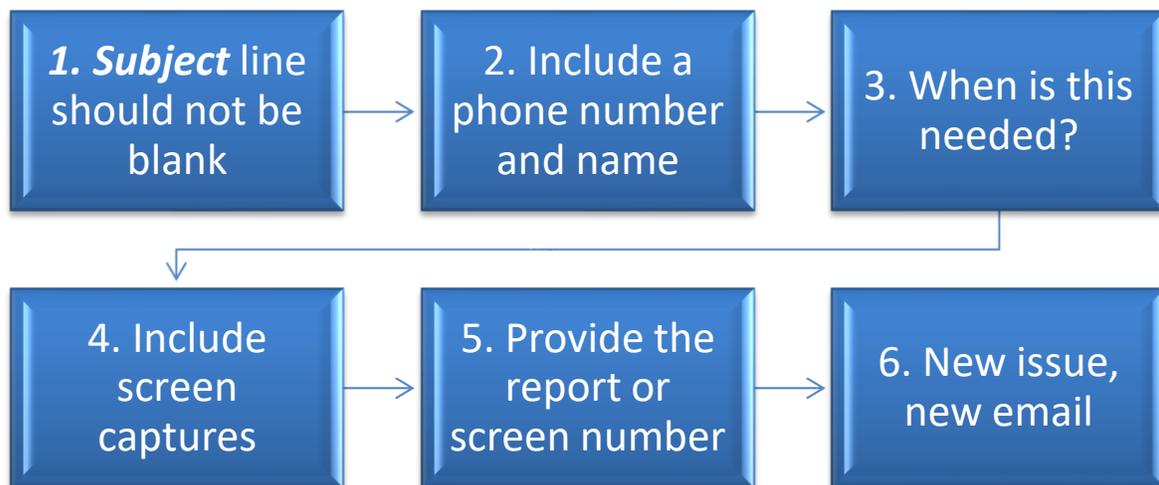
## 5 BUDGET CROSSWALK FOR COMBINED / RENUMBERED ACCOUNTS

ADMINS added a crosswalk to the **Budget** module to allow correlating budget accounts between years. Learn about the new feature by selecting **Budget ▶ Help Reference Library ▶ BU–115 Budget Account Crosswalk**.



[ADM-AUC-BU-3925]

## 6 WANT FASTER RESPONSE ON SUPPORT REQUESTS?

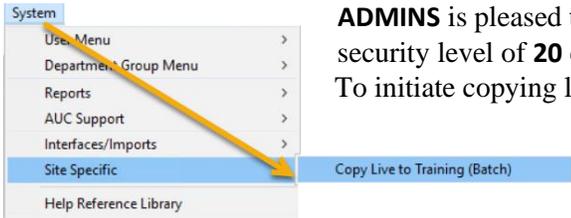


To improve the user experience when emailing [support@admins.com](mailto:support@admins.com) for assistance, please include the following information on the email:

1. A **Subject:** line should briefly describe the request – for example, **Subject: Timesheet Entry Screen help needed**, or **Subject: Posting Disbursements – need assistance**.
2. Include your **full name** and **contact information**, including the **best phone number** to use when support staff call you.
3. How critical is the request? Is it **urgent**, as in trying to make a **4PM deadline for a bank ACH file**? If it is for the next time, let us know the next time the process will be run.
4. We love **pictures** – they are worth a thousand words–include screenshots when relevant.
5. We love words, too, so describe the problem and include a **report number** or **screen number** if known.
6. Start a **new email for a new issue**. Use **Reply All** to include the entire support team and allow seamless escalation for complex requests.



## 7 COPY LIVE TO TRAINING [ENHANCEMENT]



ADMINS is pleased to offer this new feature. Now, users with a security level of **20** can initiate a copy of live data to training. To initiate copying live to training, select:

**System ▶ Site Specific ▶ Copy Live to Training (Batch)**

This process will refresh the training module, so verify with other department heads that they are not in the middle of doing any important testing.



Read the detailed instructions in the **SY-175 Copy Live to Training (Batch)** document in the **Help Reference Library**.

[ADM-AUC-SY-8114]

## 8 HELP REFERENCE LIBRARY

The following new or updated documents were incorporated into the Help Reference Library.

### 8.1 New or Updated Documents

- MAINTENANCE      BU-115 Budget Accounts Crosswalk      [New]
- SYSTEM            BU-320 System Administration Kit      [Updated]