



# BUDGET

## RELEASE NOTES – MARCH 2021

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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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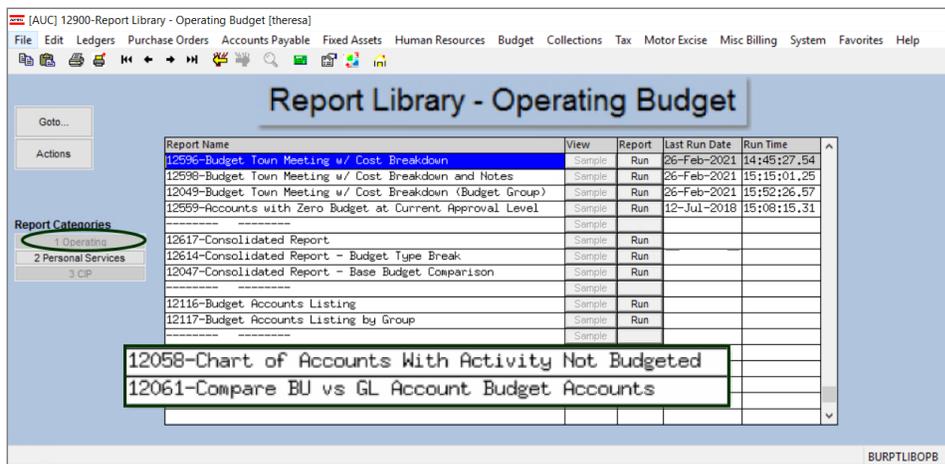
# 1 NEW REPORTS [ENHANCEMENT]

ADMINIS created three new reports to help sites identify issues with accounts added to the General Ledger chart after the Budget chart has been created.

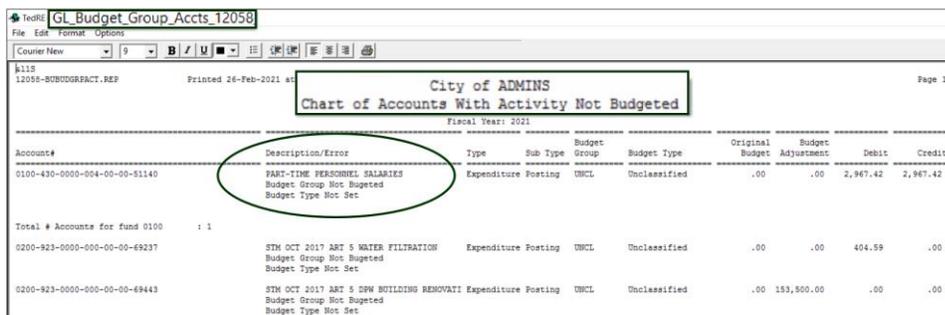
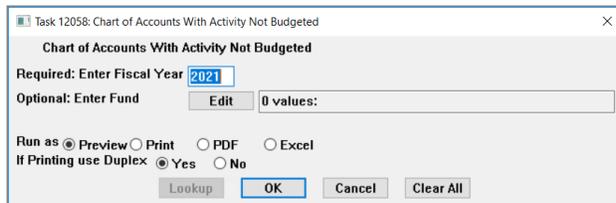
## 1.1 Operating Budget Reports

When running budget reports, often the current year budget, current year adjusted budget, or current year actuals are selected as columns for printing. If an account is not setup as a budgeted account, it will be missing from the budget report. Run these new reports to find the errors and take corrective actions.

Budget ▶ Reports ▶ [1 Operating] ▶ #12058, #12061



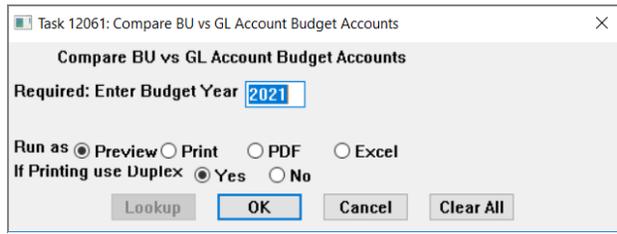
### 1.1.1 #12058 – Chart of Accounts with Activity Not Budgeted



Run this report to determine if there are any accounts that were added in the prior year but not properly set for budgeting.



### 1.1.2 #12061 – Compare BU vs GL Account Budget Types

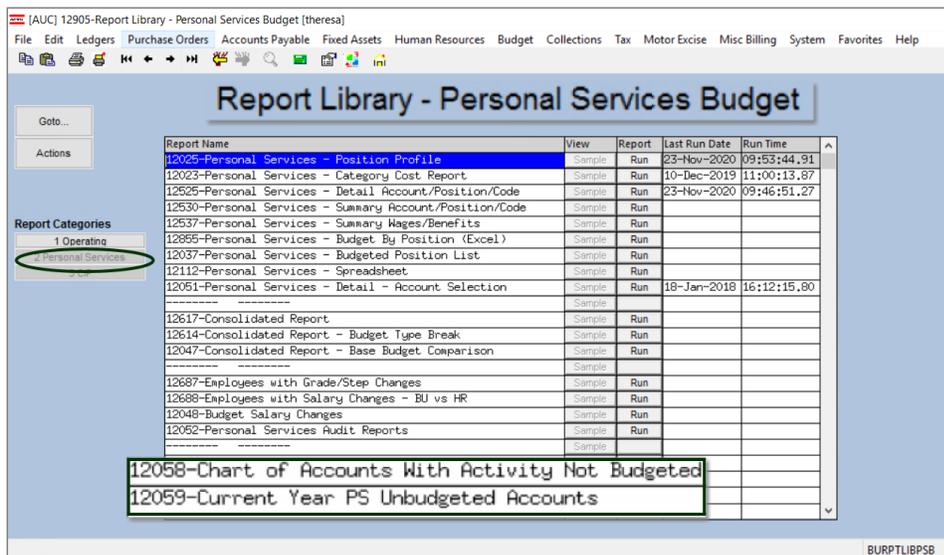


Budget Year	Account#	BU Budget Type	GL Budget Group	GL Budget Type	Message
2021	0400-490-0000-004-00-00-51135	Operating	STORMWATER-STORMWA	Personal Services	ERROR: Budget type is different in BU vs GL. Update GL
2021	0400-490-0000-004-00-00-52030	Operating	STORMWATER-STORMWA	Personal Services	ERROR: Budget type is different in BU vs GL. Update GL
2021	1000-161-0000-001-00-00-52230	Operating	UNCL-UNCLASSIFIED	Personal Services	INFO: Budget group is different in BU vs GL. ERROR: Budget type is different in BU vs GL. Update GL
2021	1000-162-0000-001-00-00-51110	Operating	ELECTIONS-ELECTIONS	Personal Services	ERROR: Budget type is different in BU vs GL. Update GL

The consolidated report requires that the GL account for the current fiscal year have the same **budget type** as the budgeted account. This report will check

this information and report any differences. There is a message for each account listed. It is either an INFO or ERROR. Only ERRORS need to be fixed based on the message.

## 1.2 Personal Services Budget Reports



### 1.2.1 12058 Chart of Accounts with Activity not Budgeted

This report is the same as the report shown in section 1.1.1 but can be run from the Personal Services Budgeting Report Library.



### 1.2.2 12059 – Current Year PS Unbudgeted Accounts

Task 12059: Current Year PS Unbudgeted Accounts

Current Year PS Unbudgeted Accounts  
These accounts are in the PS maintenance screens but are not set as budgeted in the budget chart of accounts.

Required: Enter Budget Year

Optional: Enter up to 9 Fund

Run as  Preview  Print  PDF  Excel  
If Printing use Duplex  Yes  No

TedRE - BUPSV\_Acct\_Error\_12059

12059:SVACCERR2.REP Printed 26-Feb-2021 at 17:00:36 by [redacted] Page 2

**Current Year PS Unbudgeted Accounts**

Budget Year: 2022  
Budget Group: SOUTH  
Current Level: School Request

Position	Description	Account	Old Base Budget	Old LOS 1	Old LOS 2	Error
S003BEHTECH-01	REGULAR - hours	2100-000-2330-423-03-00-51401	29,267	0	0	Error =====
		2100-000-2330-423-03-00-51401	29,267	0	0	
SOUTH	SOUTH	Total	29,267	0	0	0

Budget Year: 2022  
Budget Group: SOUTH  
Current Level: School Request

Position	Description	Account	Old Base Budget	Old LOS 1	Old LOS 2	Error

Selection Legend:

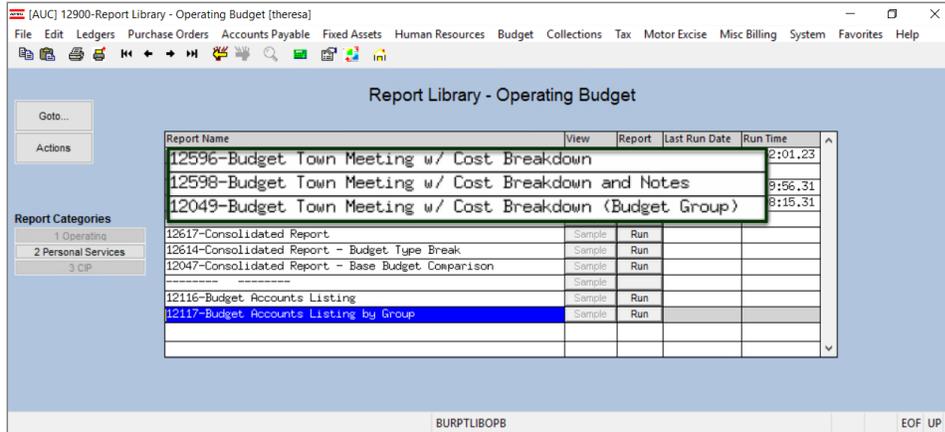
Code	Message	Action
1	Account is not active in the budget chart	Warning: Account is not an active account. Activate or add the account in the budget chart or change the default account in the pay code or cost code table.
2	Account is not a posting account	Error: Change the default account in the pay code or cost code table.

Accounts may be used in the Personal Services maintenance screens even if they are not budgeted accounts. This report will show any account that is used but unbudgeted. The report is also produced each time the personal services budget is approved to the next level.

[ADM-AUC-BU-3948]



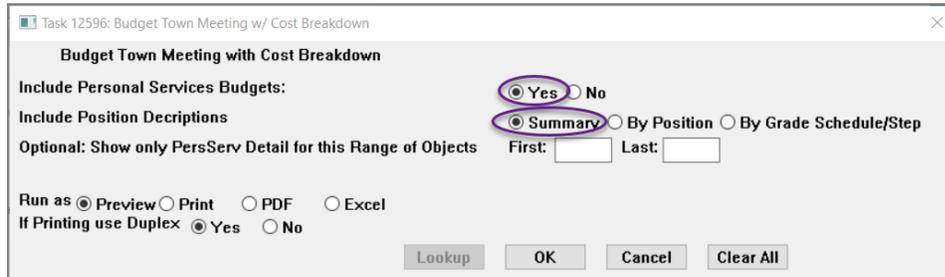
## 2 REPORTS



The reports:

- #12596, Budget Town Meeting with Cost Breakdown,
- #12598, Budget Town Meeting with Cost Breakdown and Notes, and
- #12049, Budget Town Meeting with Cost Breakdown (Budget Group)

were not reporting the correct *position counts* when including *Personal Services Budgets* and *Position Descriptions* run in *Summary*.



ADMINS corrected this and now the correct counts appear on the position records.

0180 POLICE		1000-18000-51110-0180-00000-0000-000 POLICE: SALARIES & WAGES, FT PERM	
501	ADMINISTRATIVE SECRETARY II (2)	46,114	
502	ADMINISTRATIVE SECRETARY III (1)	68,224	
503	BUILDING SUPERINTENDENT IV (1)	66,614	
504	CHIEF OF POLICE (2)	163,155	
505	CHIEF RECORDS CLERK - POLICE (2)	59,696	
506	POLICE DEPT NETWORK COORDINATOR (1)	108,035	
507	CUSTODIAN - VARIES (4)	146,286	
508	DEPUTY CHIEF OF POLICE (1)	151,278	
509	MANAGER OF ACCRED, RESEARCH & SPEC. PROJ (1)	1	
510	PROGRAM / BUDGET ANALYST (1)	64,126	
511	RECORDS CLERK (3)	100,210	
512	POLICE OFFICER (92)	7,313,681	
513	POLICE CAPTAIN (4)	452,255	
514	POLICE LIEUTENANT (6)	631,245	
515	POLICE SERGEANT (9)	1,516,914	
516	SCHEDULING & PAYROLL COORDINATOR (1)	73,632	
517	RESEARCH ANALYST (2)	147,264	
518	SALARY RESERVE (1)	(556,820)	
		-----	
		10,539,600	10,551,910 10,551,910

0180 POLICE		1000-18000-51110-0180-00000-0000-000 POLICE: SALARIES & WAGES, FT PERM	
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506	POLICE DEPT NETWORK COORDINATOR (1)	108,035	
507	CUSTODIAN - VARIES (3)	146,286	
508	DEPUTY CHIEF OF POLICE (1)	151,278	
509	MANAGER OF ACCRED, RESEARCH & SPEC. PROJ (1)	1	
510	PROGRAM / BUDGET ANALYST (1)	64,126	
511	RECORDS CLERK (2)	100,210	
512	POLICE OFFICER (88)	7,313,681	
513	POLICE CAPTAIN (4)	452,255	
514	POLICE LIEUTENANT (6)	631,245	
515	POLICE SERGEANT (16)	1,516,914	
516	SCHEDULING & PAYROLL COORDINATOR (1)	73,632	
517	RESEARCH ANALYST (2)	147,264	
518	SALARY RESERVE (1)	(556,820)	
		-----	
		10,539,600	10,551,910 10,551,910

Figure 1 Before –counts of some positions overstated

After–the counts are correct

[ADM-AUC-BU-3947]

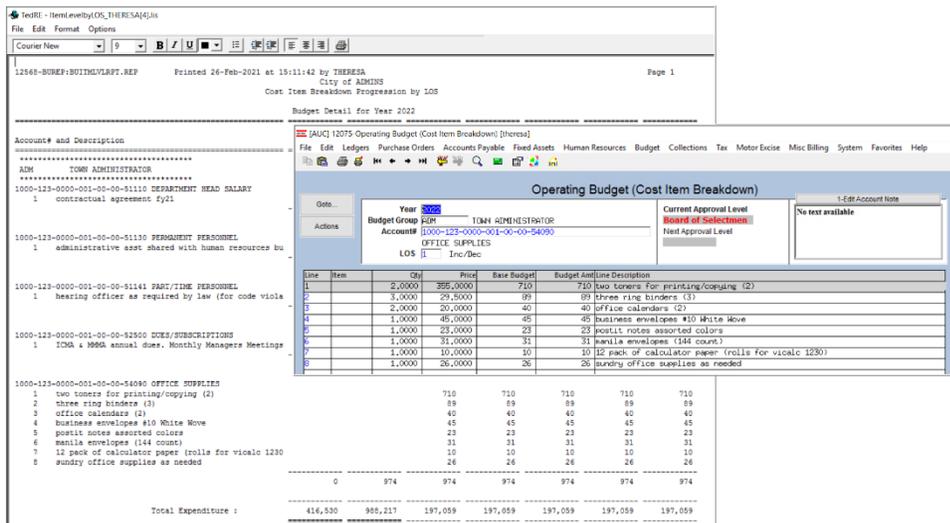


## 2.1 Cost Breakdown Report Descriptions [Fix]

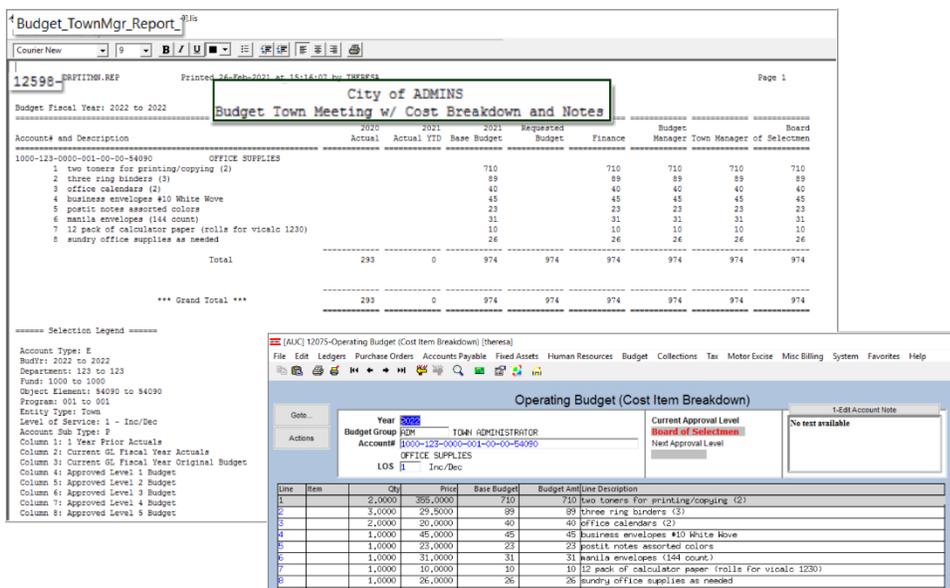
ADMINS fixed an issue with descriptions from the **Operating Budget Cost Item Breakdown** screen not matching on the **Cost Breakdown** reports. See the table below for a list of affected reports; samples are shown for #12568 and #12598; the remaining two reports are very similar to #12598.

**Table 1 Reports with Updated Descriptions**

Report #	Report Title	Resulting Report Name
#12568	Cost Item Breakdown Progression by LOS	ItemLevelbyLOS*
#12598	Budget Town Meeting w / Cost Breakdown and Notes	Budget_TownMgr_Report*
#12596	Budget Town Meeting w / Cost Breakdown	Budget_TownMgr_Report*
#12049	Budget Town Meeting w / Cost Breakdown (Budget Group)	Budget_TownMgr_Report*



**Figure 2 Cost Item Breakdown Progression by LOS**



**Figure 3 #12598 Budget Town Meeting w / Cost Breakdown and Notes**

[ADM-AUC-BU-3952]

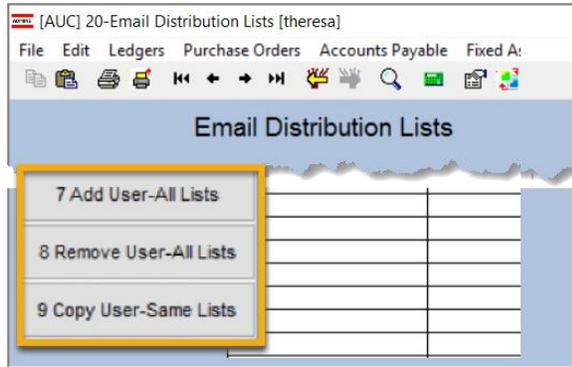


### 3 EMAIL DISTRIBUTION LISTS [ENHANCEMENT]

There are no “Budget-specific” System Default Lists, but sites may choose to add lists. To access the lists, go to:

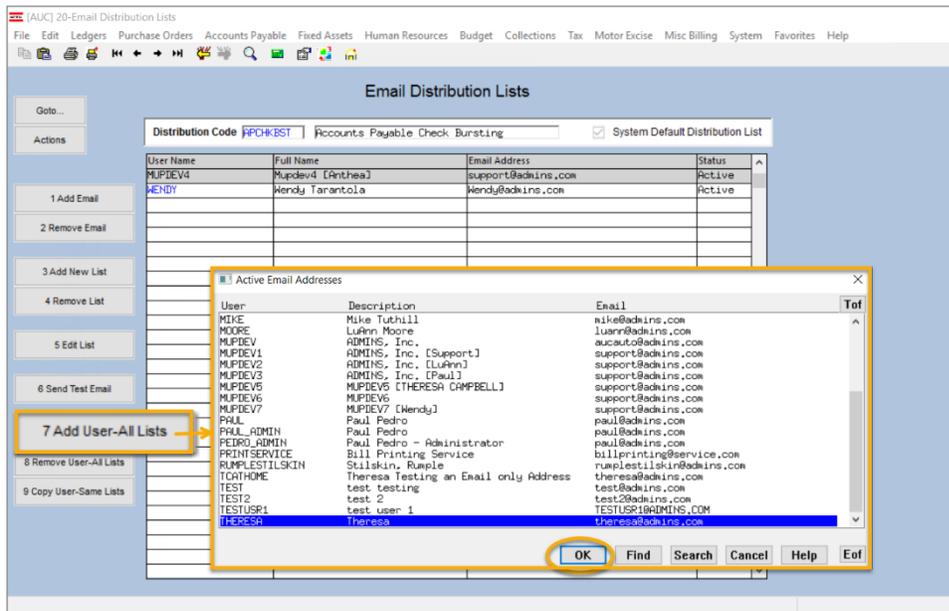
Budget ▶ Module Maintenance ▶ Email Distribution Lists

#### 3.1 New Buttons on the Email Distribution Lists Screen [Enhancement]



ADMINS added three new buttons to the screen to help manage the lists and added a “System Default” column to the edit list.

##### 3.1.1 Add User – All Lists

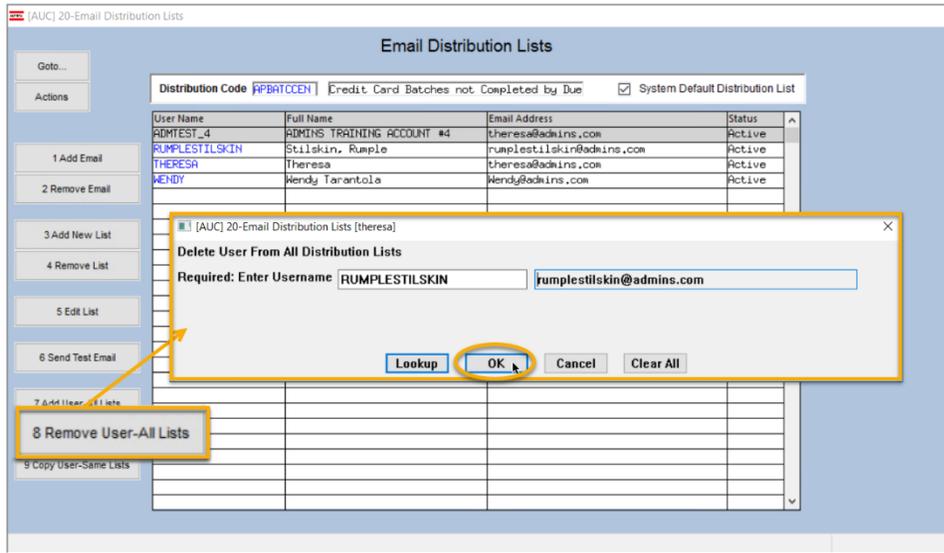


A user may need to receive all emails issued from the system; typically, this would be a “Super User” or a local system administrator.

To add the user at once to all existing email lists, click the **7 Add User-All Lists** button. Select the user from the pick list.



### 3.1.2 Remove a Name from All Email Lists



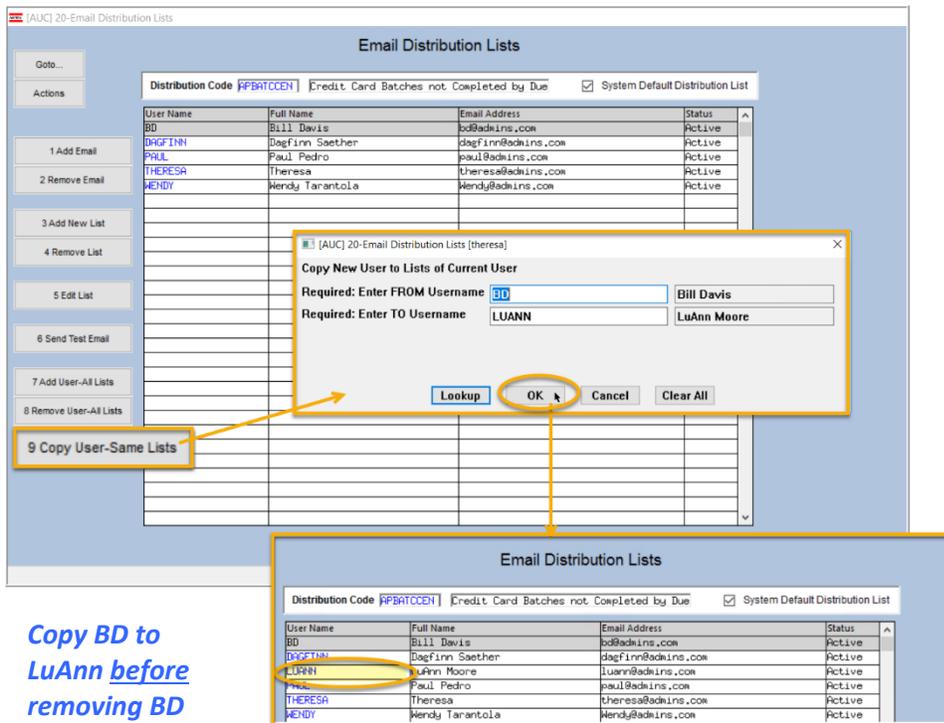
To remove a user from all email distribution lists (for example, due to termination of employment), click on



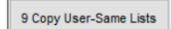
**[8\_Remove User All Lists].**

This will remove the username from the email distribution lists only; it will not remove or inactivate the user's AUC credentials.

### 3.1.3 Copy a User to the Same Lists as an Existing User



If a user, **LuAnn**, is replacing another user, **BD**, the new user **LuAnn** may be added to all the lists on which **BD** is currently included. Click



**[9 Copy User-Same Lists].**

The existing user is the **FROM** username and the new user is the **TO** username.

This feature may also be used to add new hires to all lists for a given department.

*Copy BD to LuAnn before removing BD from all lists.*

[ADM-AUC-SY-8176]

[ADM-AUC-SY-8181]



## 4 HELP REFERENCE LIBRARY

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

### 4.1 New or Updated Documents

- SYSTEM SY-150 Email Distribution Lists [Updated]  
SY-170 System Administration Kit [Updated]