

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]

ADMINS 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.

[AUC] 12900-Report Lib	rary - Operating Budget [theresa]						
e Edit Ledgers Pure	chase Orders Accounts Payable Fixed Assets Human Resources Budget Co	llections	Tax Mo	otor Excise Mise	c Billing System	Favorite	s Help
<u>а 📾 🛋 ни и</u>	н ни 🚝 🞬 🔿 🖬 🖓 📫 🔿						
Goto	Report Library - Oper	ating	g B	udget			
	Report Name	View	Report	Last Run Date	Run Time	~	
Actions	12596-Budget Town Meeting w/ Cost Breakdown	Sample	Run	26-Feb-2021	14:45:27.54		
	12598-Budget Town Meeting w/ Cost Breakdown and Notes	Sample	Run	26-Feb-2021	15:15:01.25		
	12049-Budget Town Meeting w/ Cost Breakdown (Budget Group)	Sample	Run	26-Feb-2021	15:52:26.57		
	12559-Accounts with Zero Budget at Current Approval Level	Sample	Run	12-Jul-2018	15:08:15.31		
port Categories		Sample	-				
1 Operating	12617-Consolidated Report	Sample	Run				
2 Personal Services	12614-Consolidated Report - Budget Type Break	Sample	Run				
3 CIP	12047-Consolidated Report - Base Budget Comparison	Sample	Run				
		Sample					
	12116-Budget Accounts Listing	Sample	Run				
	12117-Budget Accounts Listing by Group	Sample	Run				
		Sample					
12	058-Chart of Accounts With Activity	Not 1	Budge	eted			
12	V61-Compare BU VS GL HCCOUNT Budget	HCCO	unts	- F			
						~	
		1		1	L]		
						BL	JRPTLIBOR

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

1.1.1 #12058 – Chart of Accounts with Activity Not Budgeted



Courier New • 9 • B	◢⊻■▾ः≝ः⊯ः⊯ा≋ङः≋ ⊛							
k115 12058-SUBUDGRPACT.REP	Frinted 26-Feb-2021 at Chart of Accounts W Fir	of ADMINS With Activit	ty Not	Budgeted				Page 1
Account#	Description/Error	Type Sub Ty	Budget pe Group	Budget Type	Original Budget	Budget Adjustment	Debit	Credit
0100-430-0000-004-00-00-51140	PART-TIME PERSONNEL SALARIES Budget Group Not Bugeted Budget Type Not Set	Expenditure Postin	g UNCL	Unclassified	.00	.00	2,967.42	2,967.42
Total # Accounts for fund 0100	: 1							
0200-923-0000-000-00-00-69237	STM OCT 2017 ART 5 WATER FILTBATION Budget Group Not Bugeted Budget Type Not Set	Expenditure Postin	g UNCL	Unclassified	.00	.00	404.59	-00
0200-923-0000-000-00-00-69443	STM OCT 2017 ART 5 DPN BUILDING RENOVATI Budget Group Not Bugeted Budget Type Not Set	Expenditure Postin	IG UNCL	Unclassified	.00	153,500.00	.00	.00

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



File	• ♂• • Home Insert Page La	Acc	ounts_Chee	cking_12061_LU	ANN[8].xm	I - Excel 🛛 🖛 – 🗗 🛪 A Share
D38	• : × ✓ fx	ſ	BU and GL	. Budget Types do	not match	
A	В		G	н	1	J
1 Budg	et Year: 2021					
2 3 BudVr	Account#		BU Budget Type	Cl Budget Group	GL Budget Type	Mettane
4 2021	0400-490-0000-004-00-00-51135 F	T	Operating	STORMWATER-STORMWA	Personal Services	message
5						ERROR: Budget type is different in BU vs GL. Update GL
6		-	o			
7 2021	0400-490-0000-004-00-00-52030	1	Operating	STORMWATER-STORMWA	Personal Services	EPPOP: Budget type is different in BU vs GL. Update GL
9	(Entrone Budger type is unletent in bo vs de. opuble de
10 2021	1000-161-0000-001-00-00-52230		Operating	UNCL-UNCLASSIFIED	Personal Services	
11						INFO: Budget group is different in BU vs GL.
12		-				ERROR: Budget type is different in BU vs GL. Update GL
13	4000 400 0000 004 00 00 54440		Oneseting		Demonal Convision	
14 2021	1000-162-0000-001-00-00-51110		Operating	ELECTIONS-ELECTIONS	Personal Services	ERPOR: Budget type is different in BU vs GL. Undate GL
16	(Entrone Budger gpone amerent in bo ve del opudio de

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 2022	
Optional: Enter up to 9 Fund Edit 0 values:	
Run as @ Preview O Print O PDF O Excel If Printing use Duplex @ Yes O No Lookup OK Cancel Clear All	

- TedRE - BUPSV_Acct_Error_12059

12059 svacci	ERR2.REP	Printed 26-Feb-2021 at 17:00:36 by	y C DEMENS				Page 2
		Current Year PS	5 Unbudgeted	Accounts			
Budget Year: Budget Group: urrent Level:	2022 SOUTH School Request			Old	Old	Old	Error
osition	Description	Account		Base Budget	LOS 1	LOS 2	EIIOI
003BEHTECH-01	REGULAR - hours	2100-000-2330-423-03-00-51401		29,267	0	0	1
		2100-000-2330-423-03-00-51401		29,267	0	0	
HTUC	SOUTH		Total	29,267	0		0
Budget Year: udget Group: rrent Level: sition	2022 SOUTH School Request Description	Account		Old Base Budget	Old LOS 1	Old LOS 2	Error
lection	Legend:			/			
de Mess	age		Action				
1 Accor	unt is not ad	tive in the budget char	t Warning: Ac Activate or	count is not add the acco	an acti unt in t	ve account he budget	chart
			or change th or cost code	table.	count in	the pay (code
2 Accor	unt is not a	posting account	Error: Chang or cost code	table.	t accoun	t in the p	pay code -

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**

	Or and the Budget (thereas)	- - - - -
AUCI 12900-Report Librar	y - Operating budget (theresa)	– U X
File Edit Ledgers Purcha	se Orders Accounts Payable Fixed Assets Human Resources Budget (Collections Tax Motor Excise Misc Billing System Favorites Help
🗈 🛍 🎒 🧲 нч 🗲	🔸 м 🚝 🞬 🔍 🖼 🗃 🛃 🥼	
Goto Actions	Report Library - Operat 12596-Budget Town Meeting w/ Cost Break 12598-Budget Town Meeting w/ Cost Break 12049-Budget Town Meeting w/ Cost Break	ing Budget View Report Last Run Date Run Time Colown 2:01.23 colown and Not.es 9:56.31 colown (Budget Group) 8:15.31
Report Categories		
1 Operating	1261/-Lonsolidated Report	Sample Run
2 Personal Services	12014-Consolidated Report - Budget Type Break	Sample Run
3 CIP	1204/~consolidated Report - base budget comparison	Sample Run
	12116-Budget Accounts Listing	Sample Bun
	12117-Budget Accounts Listing by Group	Sample Run
	BURPTLIBOPB	EOF UP

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*.

■ Task 12596: Budget Town Meeting w/ Cost Breakdown	×
Budget Town Meeting with Cost Breakdown	
Include Personal Services Budgets:	Yes) No
Include Position Decriptions	Summary By Position O By Grade Schedule/Step
Optional: Show only PersServ Detail for this Range of Objects	First: Last:
Run as Preview Print PDF Excel If Printing use Duplex Yes No	
Lookup	OK Cancel Clear All

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

		0,539,600	10,551,910	10,551,910
518	SALARY RESERVE (1)			(556,820
517	RESEARCH ANALYST (2)			147,264
516	SCHEDULING & PAYROLL COORDINATOR (1)			73,632
515	POLICE SERGEANT (9)			1,516,914
514	POLICE LIEUTENANT (6)			631,245
513	POLICE CAPTAIN (4)			452,255
512	POLICE OFFICER (92)			7,313,681
511	RECORDS CLERK (3)			100,210
510	PROGRAM / BUDGET ANALYST (1)			64,126
509	MANAGER OF ACCRED, RESEARCH & SPEC. PROJ	(1)		1
508	DEPUTY CHIEF OF POLICE (1)			151,278
507	CUSTODIAN - VARIES (4)			146,286
506	POLICE DEPT NETWORK COORDINATOR (1)			108,035
505	CHIEF RECORDS CLERK - POLICE (2)			59,696
504	CHIEF OF POLICE (2)			163,155
503	BUILDING SUPERINTENDENT IV (1)			66,614
502	ADMINISTRATIVE SECRETARY III (1)			68,224
501	ADMINISTRATIVE SECRETARY II (2)			46,114
000-18	000-51110-0180-00000-0000-000 POLICE:	SALARIES &	WAGES, FT PE	RM

018) POLICE			
1000-18	000-51110-0180-00000-0000-000 POLICE	: SALARIES &	WAGES, FT PE	RM
501	ADMINISTRATIVE SECRETARY II (1)			46,114
502	ADMINISTRATIVE SECRETARY III (1)			68,224
503	BUILDING SUPERINTENDENT IV (1)			66,614
504	CHIEF OF POLICE (1)			163,155
505	CHIEF RECORDS CLERK - POLICE (1)			59,696
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. PRO	J (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

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]



Budget

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]

	dit	Le	dgers	P	urch	ase (Orders	A	ccou	nts Pag	vable	Fixe	d A:
a 🕻	3	6	5	H4	٠	+	ы	č ≝	-	Q		P	2
				1	Em	nail	Dis	strik	outio	on L	ists		
	_		_	_	_		P	<u>, -</u>	<i>.</i>		and the second	and a second	In.
-				1116	sta		-				-		_
7	Add	Us	sei-A										
7 8 R	emo	ve	User	-All	List	5	E						_
7 8 R	emo	ve	User	-All	List	5	_						

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

ADMINS Unified Community

		Email Distri	oution Lists			
Goto						
Actions	Distribution Code APCH	KEST Accounts Payable Check	Bursting	System Default Distributio	on List	
	User Name	Full Name	Email Address	Status	^	
	MUPDEV4	Mupdev4 [Anthea]	support@admins.com	Active	,	
44445-00	WENDY	Wendy Tarantola	Wendy@admins.com	Active	•	
1 Add Email						
2 Demous Email						
2 Remove Email						
3 Add New List						
	Active	Email Addresses				×
4 Remove List		n		E		Tef
	User MT/C	Mike Tuthill		ERall		101
	MOORE	Luenn Monre		luann@admins.com		^
5 Edit List	MUPDEV	ADMINS, Inc.		aucauto8admins.com		
	MUPDEV1	ADMINS, Inc. [Sup	port]	support@admins.com		
		ADMINS, Inc. LLUH	nn J 1 1	supportBackins.com		
6 Send Test Email	MUPDEV5	MUPDEVS CTHERESA	CAMPBELL J	support@admins.com		
	MUPDEV6	MUPDEV6		support@admins.com		
	MUPDEV7	MUPDEV7 [Wendy]		support@admins.com		
7 Add User-All	Lists Pell ATM	IIN Paul Pedro		paul@adwins.com		
	PEDRO_AI	MIN Paul Pedro - Admi	nistrator	paul@admins.com		
Demove Lleer, All Liete	PRINTSER	RVICE Bill Printing Ser	vice	billprinting@service.co	m	
Remove User-Mi Lists	RUMPLES	ILSKIN Stilskin, Kumple	n Engil only Oddance	rumplestilskinBadmins.c	:OR	
Convillant Convolution	TEST	test testing	n Email only Hooress	testRadmins.com		
Copy User-Same Lists	TEST2	test 2		test20admins.com		
	TECTUCDA	l test user 1		TESTUSR10ADMINS.COM		
	IESTUSK.					
	THERESA	Theresa		cheresaeadkins.com		
	THERESA	Theresa		Cheresa@adkins.com		

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

User–All Lists] button. Select the user from the pick list.

3.1.2 Remove a Name from All Email Lists

Goto		Email Distrib	oution Lists		
Actions	Distribution Code	BATCCEN Credit Card Batches not	. Completed by Due 🛛 🗹 System De	fault Distribution List	
	User Name	Full Name	Email Address	Status 🔿	
	ADMTEST_4	ADMINS TRAINING ACCOUNT #4	theresa@admins.com	Active	
	RUMPLESTILSKIN	Stilskin, Rumple	rumplestilskin@admins.com	Active	
1 Add Email	THERESA	Theresa	theresa@admins.com	Active	
	WENDY	Wendy Tarantola	Wendy@admins.com	Active	
2 Remove Email					
4 Remove List 5 Edit List 6 Send Test Email	Required: Enter	Username RUMPLESTILSKIN	rumplestilskin@admins.co	m	
7 Add liver all lete 8 Remove User-	All Lists				
Copy User-Same 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

Goto		Em	nail Distribution List	S			
Actions	Distribution Code	APBATCCEN Credit Card	Batches not Completed	by Due 🔽 Sy	stem Default Distribution	List	
	User Name	Full Name	Email Addre	55	Status		
	BD	Bill Davis	bd9admins	.con	Active		
	DAGFINN	Dagfinn Saether	dagfinn@a	dmins.com	Active		
1 Add Email	PAUL	Paul Pedro	paul@admi	ns.com	Active	1	
0.0	THERESA	Theresa	theresa@a	dmins.com	Active	1	
2 Remove Email	WENDY	Wendy Tarantola	Wendy@ad#	ins.com	Active		
3 Add New List							
4 Remove List		[AUC] 20-Ema	ail Distribution Lists [theresa]				×
CITCHING FOR		Copy New Use	er to Lists of Current Use	r			
5 Edit List		Required: Ente	er FROM Username 🔢		Bill Davis		
		Bequired: Entr	er TO Username	NIN	Lutes Me	0.60	
		ricquirea. Ente			LUANN MO	ore	
6 Send Test Email 7 Add User-All Lists Remove User-All Lists			Lookup	OK Can	cel Clear All		
6 Send Test Email 7 Add User-All Lists Remove User-All Lists 9 Copy User-Sam	e Lists		Lookup	OK Can	cel Clear All		
6 Send Test Email 7 Add User-All Lists Remove User-All Lists 9 Copy User-Sam	e Lists		Lookup	OK Can	cel Clear All		
6 Send Test Email 7 Add User-All Lists Remove User-All Lists 9 Copy User-Sam	e Lists		Lookup	OK Can	cel Clear All		
6 Send Test Email 7 Add User-All Lists Remove User-All Lists 9 Copy User-Sam	e Lists		Lookup	OK Can	cel Clear All	~	
6 Send Test Email 7 Add User-Al Lists Remove User-Al Lists 9 Copy User-Sam	e Lists	Distribution Code	Lookup C E PPBATCCDN Eredit Cor	OK Can mail Distributio	cel Clear All	System Defau	ult Distribution I
6 Send Test Email 7 Add User-Al Lists Remove User-Al Lists 9 Copy User-Sam	e Lists	Distribution Code	Lookup	OK Can mail Distributio d Batches not Con	cel Clear All) System Defau	it Distribution I
6 Send Test Email 7 Add User-Al Lists Remove User-Al Lists 0 Copy User-Sam	e Lists	Distribution Code User Name BD	Lookup	OK Can mail Distributio d Batches not Cos	cel Clear All] System Defau	ult Distribution I
6 Send Test Email 7 Add User-Al Lists Remove User-Al Lists 8 Copy User-Sam	e Lists	Distribution Code User Name BD Diggrana	Lookup Lookup E PPBricceri [Fredit Car Full Name Bill Davis Dagfin Sasther	OK Can mail Distributic d Batches not Com	cel Clear All	y System Defau	It Distribution I Status Pacture
6 Send Test Email 7 Add User-Al Lists Remove User-Al Lists Copy User-Sam	e Lists to efore	Distribution Code User Name BD Proc Fish USPRI	Lookup Lookup FBRICCEN Full Name Bill Davis Degrinn Sather John Moore	OK Can mail Distributio	cel Clear All	system Defau	alt Distribution II Status Petive Petive
e Send Test Email 7 Add User-At Lists Remove User-At Lists 9 Copy User-Sam Copy BD LuAnn be	e Lists to	Distribution Code	Lookup Lookup E PPBATCCEN Bill Davis Bather Defin Sacher Defin Sacher Defin Sacher Paul Pedro	OK Can mail Distributic	cel Clear All	j System Defau	at Distribution I Status Active Active Active Active
6 Send Test Email 7Add User-Al Lists Remove User-Al Lists Copy User-Sam Copy BD LuAnn be removing	to	Distribution Code	Lookup Lookup E PPBATCCEN Fredit Car Full Name Bill Davis Dafrin Roore Full Pedro Theresa	OK Can mail Distributio	cel Clear All on Lists Pleted by Due E Main Address Reduins .com effundachurs .com ull@adhurs .com	j System Defau	at Distribution I Status Active Active Active Active Active Active Active

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

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.

[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]