



BUDGET

RELEASE NOTES

MARCH 2024

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

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1 Changes to Chart of Account Due to Budget Posting

To easily identify the changes made to the chart of accounts as a result of the budget posting, ADMINS created a new report and enhanced the field logging. To see how this works, from the menu, go to:

Budget ▶ Posting ▶ Post Operating Budget to GL

After making the year and budget group selections, click the **3 Post to GL** button to display the prompt shown here. There is an option to update the General Ledger Chart with any changes made in the Maintain Budget Accounts. Select Yes to apply the changes made in the Budget CoA to the GL CoA.

Both the Operating Budget and the Personal Services Budget Posting processes log any changes made in this way.

A report of any changes is displayed when Yes is selected to update the GL Chart, e.g., Changes to the Budget Group, Account Description or Account Type changes when the Budget is posted.

12316-BUOPBPST.REP Printed 12-Feb-2024 at 17:14:37 by THERESA Page 1

Town of Admins
Post Budget to GL

Account	Field Name	Old Value	New Value
0100-430-0000-004-00-00-52400	Select for Int Dist?		Y

Figure 1 Report #12316 shows updated fields when the Budget is Posted

Budget ▶ Reports ▶ Report Library ▶ [1 Operating] ▶ {Page Down}

Report Library - Operating Budget {Page Down}

Report Name	View	Report	Last Run Date	Run Time
12596-Budget Town Meeting w/ Cost Breakdown	Sample	Run	08-Apr-2022	11:31:37,88
12598-Budget Town Meeting w/ Cost Breakdown and Notes	Sample	Run	17-Feb-2022	15:35:03,66
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
12617-Consolidated Report	Sample	Run	19-Jan-2022	14:20:22,88
12614-Consolidated Report - Budget Type Break	Sample	Run		
12047-Consolidated Report - Base Budget Comparison	Sample	Run		
12116-Budget Accounts Listing	Sample	Run		
12117-Budget Accounts Listing by Group	Sample	Run		
12058-Chart of Accounts With Activity Not Budgeted	Sample	Run	01-Mar-2021	15:15:37,84
12061-Check BU vs GL Account Budget Accounts				15:55,57
12609-Compare Budget COA against GL COA for Differences				

There are two more reports that compare the Chart of Accounts in the Budget Module and the GL Module.

Access the reports from the menu by selecting:



1.1 # 12061 Check BU vs GL Account Budget Accounts

This report was renamed to make the name more descriptive of what is being reported.

12061-BULEDUPDCHK.REP		Town of Admins				Page 1	
Check BU vs GL Account Budget Accounts							
Bud. Year	Account	Description	Budget Acct Type	Budget Sub Type	BU Budget Group GL Budget Group	BU Budget Type GL Budget Type	Budget Status
2025	1000-137-0000-001-00-00-51135	ASST ASSESSOR/DATA LISTER	Expenditure	Posting	ASSESSORS-ASSESSORS ASSESSORS-ASSESSORS	Operating Personal Services	Active
ERROR: Budget type is different in BU vs GL. Update GL							
Total accounts: 1							
Selection Legend:							
Budget Year: 2025							

Figure 2 Report # 12061 Check BU vs GL Account Budget Accounts

Report # 12061 shows the Budget Year, the Account number, the Account Description, the Budget Account Type (Expenditure, Revenue, etc.,) the Budget Account Sub-Type, the BU and GL Budget Group, the BU and GL Budget Type, and the Budget Status. Only accounts with differences will be listed on this report.

1.2 # 12609 Compare Budget CoA to GL CoA for Differences

This new report is run as Excel, and shows the columns for the Budget Year, Account Number, The Budget Group, the Account Description, and the Differences between the Chart of Accounts for the Budget and the GL. It will compare all the fields on the account and report the differences.

BudYr	Account#	Budget-Group	AccountDescription	Differences Between COA Budget and GL
2025	0100-300-2330-820-06-00-52520	SPED	ABA/BEH TECH PROF DEV CONF FEES - HS	Interest Dist: BU- Y GL- N
2025	0100-430-0000-004-00-00-52400	TRASH	PROFESSIONAL SERVICES	Interest Dist: BU- Y GL- N
2025	0100-430-0000-004-00-00-52400	TRASH	PROFESSIONAL SERVICES	Interest Dist: BU- Y GL- N
2025	0200-450-0000-004-00-00-53510	WATER	LEAK DETECTION	Interfund Trf: BU- Y GL- N
2025	1000-137-0000-001-00-00-51135	ASSESSORS	ASST ASSESSOR/DATA LISTER	Budget Typ: BU- OE GL- P

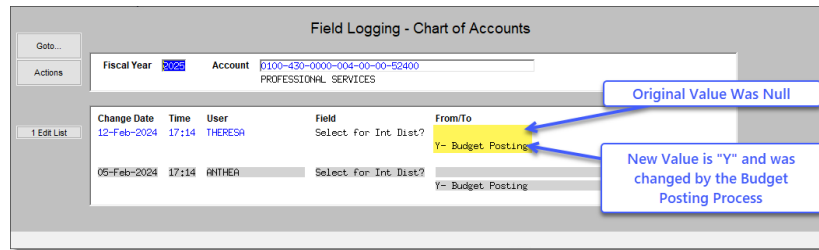
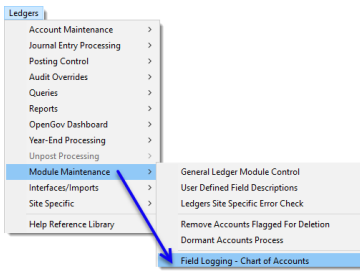
1.3 Access the Field Logging Screen to See the Changes

New values set by the budget posting are shown on the Field Logging screen. This example shows that the Interest Distribution radio button is set in Budget (BU) to **"Yes"** and in the current Year chart of accounts (GL) as **"No"**.

To access the Field Logging screen for the Chart of Accounts, from the menu, select:



Ledgers ▶ Module Maintenance ▶ Field Logging – Chart of Accounts



[ADM-AUC-BU-3979]

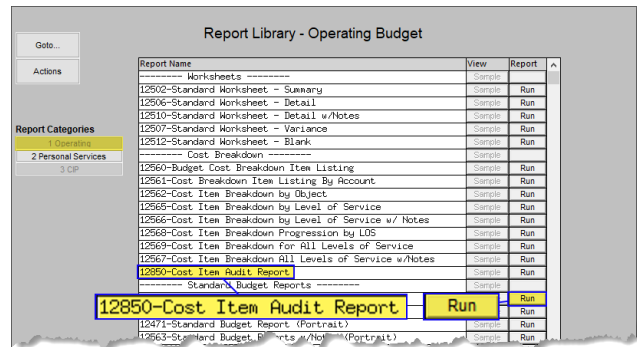
2 # 12850 - Cost Breakdown Audit Report [Enhancement]

This report audits the amounts in the cost breakdown for each account. To run this report, from the menu select:

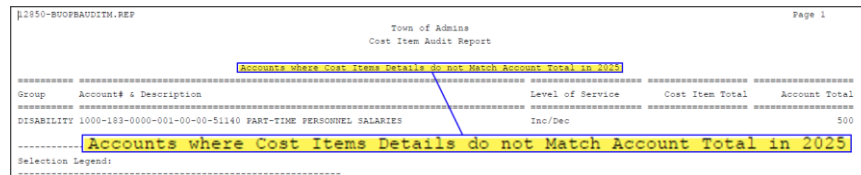
Budget ▶ Reports ▶ Report Library ▶ #12580 Cost Breakdown Audit Report

Additional reports were added to verify submitted prior approval levels totals.

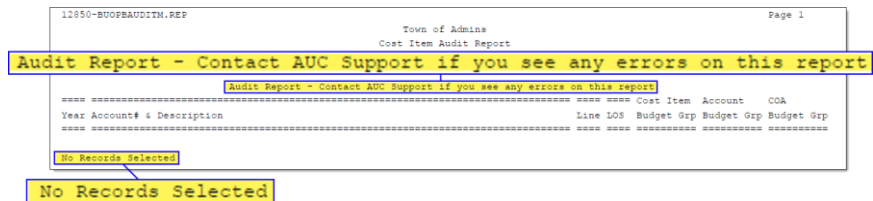
Reports will not display if there are no issues. If the error reports are displayed, contact support@admins.com for assistance.



Original report:



This example shows "No Records Selected"; if it is the only report that is produced, no errors were found.





Added Report *compares
Approved Totals:*

12550-800PRADDTM.REP Page 1

Town of Admins
Cost Item Audit Report

**Audit Report 3 - Accounts where Approved Cost Items Details do not Match Approved Account Total in 2025
Contact SUPPORT if any items appear on this report**

**Audit Report 3 - Accounts where Approved Cost Items Details do not Match Approved Account Total in 2025
Contact SUPPORT if any items appear on this report**

DISABILITY 3	1000-283-0000-001-00-00-51140	PART-TIME PERSONNEL SALARIES	Inc/Dec	500	
DISABILITY 4	1000-283-0000-001-00-00-51140	PART-TIME PERSONNEL SALARIES	Inc/Dec	500	
DISABILITY 5	1000-283-0000-001-00-00-51140	PART-TIME PERSONNEL SALARIES	Inc/Dec	500	
OPED 1	1000-889-0000-009-00-00-58010	TRANSFER TO OPED TRUST (#7090)	Inc/Dec	100,000	50,000
OPED 1	1000-122-0000-001-00-00-51000	LOWINVTY	Inc/Dec	500	
TREASURER 1	1000-294-0000-001-00-00-51180	ELECTED/APPOINTED BOARD	Inc/Dec	10,000	6,500
TREASURER 1	1000-294-0000-001-00-00-52400	PROFESSIONAL SERVICES	Inc/Dec	30,000	65,000
VETERANS 1	1000-543-0000-005-00-00-51120	VETERANS AGENT	Inc/Dec	36,400	36,000
VETERANS 1	1000-543-0000-005-00-00-52411	OUTREACH SERVICES/SUPPLIES	Inc/Dec	3,000	2,500

Selection Legend:

[ADM-AUC-BU-3992]

3 Help Reference Library New & Updated Content

System

[SY-170 System Administration Requirements Kit](#)

[Updated]

3.1 New & Updated Content on ADMINS.com

The following new content was added to **ADMINS.com**.

[SY-170 System Administration Requirements Kit](#)

[Updated]