

# **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 <u>3 Post to GL</u> 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 O 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.

Task 12316: Post Budget to GL	×					
Post Budget to GL						
Update GL COA Chart from Budget COA Chart $\odot$ Yes $\bigcirc$ No						
Inactivate Accounts in GL COA Chart with Zero Budgets $\odot$ Yes $\bigcirc$ No						
Run as O Preview O Print O PDF If Printing use Duplex O Yes O No Lookup OK Cancel Clear All						

A report of any changes is displayed when  $\odot$  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 TH	ERESA			Page 1
		Post Bud	get to GL		
	Updated Field		art from the Budget GL Chart		
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 D								
Report Name	View	Report	Last Run Date	Run Time				
12596-Budget Town Meeting w/ Cost Breakdown	Sample	Run	08-Apr-2022	11:31:37.8				
12598-Budget Town Meeting w/ Cost Breakdown and Notes	Sample	Run	17-Feb-2022	15:35:03.6				
12049-Budget Town Meeting w/ Cost Breakdown (Budget Group)	049-Budget Town Meeting w/ Cost Breakdown (Budget Group) Sample Run 26-Feb-2021 15							
12559-Accounts with Zero Budget at Current Approval Level	Sample	Run	12-Jul-2018	15:08:15.3				
	Sample							
12617-Consolidated Report	Sample	Run	19-Jan-2022	14:20:22.8				
12614-Consolidated Report - Budget Type Break	Sample	Run						
12047-Consolidated Report - Base Budget Comparison	Sample	Run						
	Sample							
12116-Budget Accounts Listing	Sample	Run						
12117-Budget Accounts Listing by Group	Sample	Run						
	Sample							
12058-Chart of Accounts With Activity Not Budgeted	Sample	Run	01-Mar-2021	15:15:37.8				
12061-Check BU vs GL Account Budget Acco	unts			15:55.5				
12609-Compare Budget COA against GL COA ·	for Di	ffere	ences					

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.

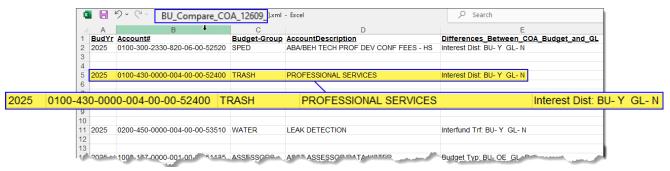
12061-BULEDUPDCHK.REP						Page 1		
	Town	of Admins						
	Check BU vs GL Ad	ccount Budget A	ccounts					
Bud.		Budget	Budget	BU Budget Group	BU Budget Type	Budget		
Year Account	Description	Acct Type	Sub Type	GL Budget Group	GL Budget Type	Status		
	ASST ASSESSOR/DATA LISTER	Expenditure	Posting	ASSESSORS-ASSESSORS		Active		
ERROR: Budget type is different in BU vs GL. Update GL ASSESSORS-ASSESSORS Personal Services								
Total accounts: 1								
10041 400044001 1								
Selection Legend:								
Budget Year: 2025								
Budget Teal: 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 andGL 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.



### 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

Account Maintenance >			Field Logging - Chart of Accounts								
ournal Entry Processing		Goto									
Posting Control >			Fiscal Year	2025	Account	0100-430-0000-004-00-00-52400					
Audit Overrides >		Actions				PROFESSIONAL SERVICES					
Queries >								Original Value Was Null			
Reports >						Field					
OpenGov Dashboard >			Change Date	Time	User		From/To				
/ear-End Processing >		1 Edit List	12-Feb-2024	17:14	THERESA	Select for Int Dist?	Y- Budget Posting				
Jnpost Processing							1 Dauget Fosting	New Value is "Y" and was			
Module Maintenance 🐧 🔷 >	General Ledger Module Control		05-Feb-2024	17:14	ANTHEA	Select for Int Dist?					
nterfaces/Imports	User Defined Field Descriptions						Y- Budget Posting	changed by the Budget			
Site Specific >	Ledgers Site Specific Error Check							Posting Process			
Help Reference Library	Remove Accounts Flagged For Deletion										
top mererence alongly	Dormant Accounts Process										
	Dormant Accounts Process										

[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 H12580 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 <u>support@admins.com</u> for assistance.

Norkchetz Sumary Somp Aun 1250-5tandard Horkshet - Sumary Somp Aun 1250-5tandard Horkshet - Detail Vites Somp Aun 12510-5tandard Horkshet - Detail Vites Somp Aun		Report Name	View	Report	^
12506-5tandard Horkeheet - Detail Mohae Sorrei Run     12510-5tandard Horkeheet - Detail Whotes Sorrei Run     12512-5tandard Horkeheet - Variance Sorrei Run     12512-5tandard Horkeheet - Variance Sorrei Run     12512-5tandard Horkeheet - Blark     2 Personal Service     3000     12515-5tandard Horkeheet - Blark     12565-5tandard Horkeheet of Service Sompto Run     12565-5tand Harkeheet of Service Sompto Run     12565-5tand Harkeheet of Service Sompto Run     12565-5tat Harkeheet Report	Actions	Worksheets	Sample		
L2510-Standard Morkenet - Detail w/Notes         Some         Run           L2507-Standard Morkenet - Variance         Some         Run           L2512-Standard Morkenet - Variance         Some         Run           2 Pesseal Series         Some         Run         Some           3 CP         Control Registry         Some         Run           1250-Standard Morkenet - Blank         Some         Run           2 Pesseal Series         Some         Some         Some           1250-Stadget Cost Breakdown Iten Listing         Some         Some         Some           12560-Stat Tien Breakdown Tog Ubject         Some         Run         12565-Cost Tien Breakdown Tog Ubject         Some           12560-Stat Tien Breakdown Tog Ubject         Some         Run         12565-Cost Tien Breakdown Tog Ubject         Some           12560-Cost Tien Breakdown Tog Ubject         Some         Run         12565-Cost Tien Breakdown Por Cost         Some           12560-Cost Tien Breakdown For All Levels of Service w/Notes         Some         Run         12567-Cost Tien Breakdown Run         Some           12567-Cost Tien Breakdown Rith Levels of Service w/Notes         Some         Run         12567-Cost Tien Breakdown Run         Some           12567-Cost Tien Breakdown Run         Some         Some		12502-Standard Worksheet - Summary	Sample	Run	
Light Categories         Light Standard Morklanet - Variance         Sorth Rain           1000000000000000000000000000000000000		12506-Standard Worksheet - Detail	Sample	Run	1
2 Personal Services 2 Personal Services 3 CP 2 Personal Services 4 Service 4 Ser		12510-Standard Worksheet - Detail w/Notes	Sample	Run	
2 Personal Services         Sorth           3 CPP         Cost: Prevalvation         Sorth           12569-Digglet, Cost: Transidorn Titen Listing         Sorth         Rem           12568-Digglet, Cost: Transidorn Titen Listing         Sorth         Rem           12568-Digglet, Cost: Transidorn Titen Listing         Sorth         Rem           12568-Digglet, Cost: Transidorn Titen Listing         Sorth Titen Rem         Sorth Rem           12568-Digglet, Cost: Transidorn Titen Listing         Sorth Titen Rem         Sorth Rem           12568-Digglet, List: Transidorn Titen Listing         Sorth Listing         Rem           12568-Digglet, List: Transidorn Titen Listing         Sorth Listing         Rem           12568-Digglet, List: Transidorn Progression Titen Listing         Sorth Rem         Rem           12568-Digglet, List: Thereid Area for Sorth List: Sorth Rem         Sorth Rem         Rem           12568-Digglet, List: Remark Listing: Sorth Rem         Sorth Rem         Rem           12568-Digglet, List: Remark Listing: Sorth Rem         Sorth Rem         Rem           12568-Digglet, List: Remark Listing: Sorth Rem         Sorth Rem         Rem           12568-Digglet, List: Remark Listing: Sorth Rem         Sorth Rem         Rem           12568-Digglet, List: Remark Listing: Remort Rem         Sorth Rem         Rem	Report Categories	12507-Standard Worksheet - Variance	Sample	Run	
2000-Budget Cost Breakdown Tku Listing Smoth Run     2000-Budget Cost Breakdown Tku Birking Smoth Run     2000-Budget Cost Breakdown by By Account Smoth Run     2000-Budget Cost Item Breakdown by Usel of Service Smoth Run     2000-Budget Cost Item Breakdown by Level of Service Smoth Run     2000-Budget Cost Item Breakdown Progression by LOS     Sorrier Run     2000-Budget Loss Item Breakdown Progression by LOS     Sorrier Run     2000-Budget Loss Item Breakdown Rul Levels of Service Smoth Run     2000-Budget Loss Item Breakdown Rul Levels of Service Smoth Run     2000-Budget Loss Item Breakdown Rul Levels of Service Smoth Run     2000-Budget Loss Item Breakdown Rul Levels of Service Smoth Run     2000-Budget Loss Item Breakdown Rul Levels of Service Smoth Run     2000-Budget Loss Item Breakdown Rul Levels of Service Smoth Run	1 Operating	12512-Standard Worksheet - Blank	Sample	Run	
12561-Fost Breakdown Them Listing By Recount. Source Ren 12562-Fost Tiem Breakdown by Dbject. Source Source Ren 12565-Fost Tiem Breakdown by Level of Service V Source Source Ren 12565-Fost Tiem Breakdown Progression by LOS Source Source Ren 12565-Fost Tiem Breakdown Progression by LOS Source Ren 12565-Fost Tiem Breakdown For All Levels of Service Source Ren 12565-Fost Tiem Breakdown For All Levels of Service Source Ren 12565-Fost Tiem Breakdown For All Levels of Service Source Ren 12565-Fost Tiem Breakdown All Levels of Service Source Ren 12565-Fost Tiem Breakdown All Kersis of Service Source Ren	2 Personal Services	Cost Breakdown	Sample		
12562-Cost Lien Breekdoon by Diglet. Service Ann 12565-Cost Lien Breekdoon by Level of Service Service Ran 12565-Cost Lien Breekdoon by Level of Service v/ Notes Service Ran 12563-Cost Lien Breekdoon Frogression by LOS Service Ran 12563-Cost Lien Breekdoon Gra Lievels of Service Service Ran 12563-Cost Lien Breekdoon Ril Levels of Service Service Ran 12563-Cost Lien Breekdoon Ril Levels of Service Service Ran 12563-Cost Lien Breekdoon Ril Service Vibtes Service Ran	3 CIP	12560-Budget Cost Breakdown Item Listing	Sample	Run	
12565-Cost Lien Breekdoon Ng Level of Service Simple Ram 12566-Cost Lien Breekdoon Ng Level of Service u/Notes Simple Ram 12569-Cost Lien Breekdoon Progression by LOS Simple Ram 12569-Cost Lien Breekdoon For All Levels of Service Simple Ram 12567-Cost Lien Breekdoon All Levels of Service w/Notes Simple Ram 12567-Cost Lien Breekdoon All Levels of Service w/Notes Simple Ram			Sample	Run	
12566-Cost Lien Breekdoon by Level of Service v/ Notes Servit Run 12588-Cost Lien Breekdoon Progression by UDS Service Run 12569-Cost Lien Breekdoon FAIL Levels of Service Service Run 12567-Cost Lien Abrie Report Service v/Notes Servic Run 12580-Cost Lien Abrie Report			Sample	Run	
12568-Cost Liem Breekdoom Progression by LDS Simple Ram 12569-Cost Liem Breekdoom For All Levels of Service Simple Ram 12567-Cost Liem Breekdoom All Levels of Service w/Hotes Simple Ram 12567-Cost Liem Audit Report			Sample	Run	
12569-Cost Lene Breakdown for All Levels of Service Suncte Run 12567-Cost Iten Breakdown All Levels of Service w/Notes Suncte Run 12867-Cost Iten Audit Report			Sample	Run	
12567-Cost Item Breakdown All Levels of Service w/Notes Sample Run 12850-Cost Item Audit Report Sample Run			Sample	Run	
12850-Cost Iten Audit Report Sample Run			Sample	Run	
			Sample	Run	
Standard Budget Reports Sample			Sample	Run	
		Standard Budget Reports	Sample		
	12	850-Cost Item Audit Report - F	Run 🗧	Run	



Original report:

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



Added Peport compares	12151-BOURDAUTER.REF Cost Item Audit Apport Audit Beport 3 - Accounts where Approved Cost Item Dealls on one Match Approved Account Total Costait Services I and Item Item Item Item Item Item Item Item		
Added Report compares	Audit Report 3 - Accounts where Approved Cost Items Details do not Mat		otal in 2025
Added Report <i>compares</i> Approved Totals:	Contact SUPPORT if any items appear on this Silasity iso-13-000-001-001-001 NUTTER WINDOW NUTTER SILASITY SILO-13-000-01-01-010 NUTTER WINDOW NUTTER SILASITY SILO-13-000-01-01-010 NUTTER WINDOW NUTTER SILASITY SILO-13-000-01-01-010 NUTTER WINDOW NUTTER SILASITY SILO-13-000-01-01-010 NUTTER SILO SILASITY SILO-13-000-01-01-010 NUTTER THERMORE I 100-14-000-01-01-010 NUTTER SILO THERMORE I 100-14-000-01-01-010 NUTTER SILO THERMORE I 100-14-000-01-01-01-01 NUTTER SILO THERMORE I 100-14-000-01-01-01-01-01 NUTTER SILO THERMORE I 100-14-000-01-01-01-01-01 NUTTER SILO THERMORE I 100-14-000-01-01-01-01-01 NUTTER SILO THERMORE I 100-14-000-01-01-01-01-01 NUTTER SILO THERMORE I 100-14-000-01-01-01-01-01 THERMORE I 100-14-000-01-01-01-01 THERMORE I 100-14-000-01-01-01-01 THERMORE I 100-14-000-01-01-01-01 THERMORE I 100-14-000-01-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-00 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-00-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-00-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-00 THERMORE I 100-14-000-01-01-00 THERMORE I 100-14-000-01-01-00 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-00 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-00-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01 THERMORE I 100-14-000-01-01-01 THERMORE I 100-14-000-01-01 THERMORE I 100-14-000-01-000-01	S00         S00 <th></th>	
		[ADM-A	UC-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. <u>SY–170 System Administration Requirements Kit</u>

[Updated]