



# BUDGET

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## RELEASE NOTES – SEPTEMBER 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Budget** system.

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# 1. REPORTS

## 1.1. MILL Rate Report

The Mill Rate Report provides a list of expenditure and revenue amounts for selected accounts based on the prior fiscal year general ledger mill rate indicator. This value is set on the **Ledgers ► Maintain Chart of Accounts Screen** via a radio button. The prompt will allow the user to select included/excluded or all. It totals by the type if they are all are selected.

The screenshot shows the 'Maintain Chart of Accounts' window. At the top, it displays 'Last Changed' and 'Last Trx In FY' as '19-Apr-2016'. The account details include 'FY 2016', 'Account 1000-123-0000-001-00-00-51110', and 'Description DEPARTMENT HEAD SALARY'. The 'Account Type' is 'Expenditure' and 'Sub Type' is 'Post.ing'. Under 'Accounting Purpose', there are several radio buttons for 'Special Revenue?', 'Cash Account?', 'Interfund Transfer?', 'Select for Int Dist?', and 'Copy to Next FY'. The 'Budgeting' section shows 'Budget Group ADM', 'Budget Type' (Operating, Personal Services, CIP, Not Budgeted), and 'Account Access' (Read Only, Limited, Full). The 'User Defined' section lists various codes from 'DOE Line 1' to 'TEST'. At the bottom, the 'Exclude from Budget Mill Rate' radio button is selected to 'No'.

To run this report, select **Budget ► Maintenance ► Mill Rate Accounts Report**.

The screenshot shows the 'Task 12163: Mill Rate Accounts Report' dialog box. On the left, a menu tree shows 'Budget ► Maintenance ► Mill Rate Accounts Report' selected. The dialog box contains the following fields and options: 'Required: Enter Budget Year' with the value '2017' (labeled 1), 'Required: Enter Fund' with the value '2' (labeled 2), 'Report on Accounts' with radio buttons for 'Included in Mill Rate', 'Excluded from Mill Rate', and 'All' (labeled 3), 'Run as' with radio buttons for 'Preview', 'Print', 'PDF', and 'Excel' (labeled 4), and 'If Printing use Duplex' with radio buttons for 'Yes' and 'No'. At the bottom, there are 'Lookup', 'OK', 'Cancel', and 'Clear All' buttons. The 'OK' button is circled in red.

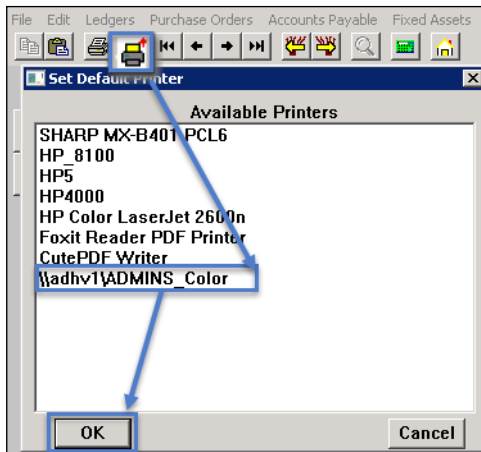
1. Enter the Budget Year
2. Enter the Fund on which you are reporting
3. Select the accounts included, excluded or all accounts
4. Choose the Run as method



Year	BudgetGroup	Account	Expenditures	Revenue
2017	ABS	1000-997-0000-009-00-00-59010	0	0
2017	ABS		0	0
2017	ADM	1000-123-0000-001-00-00-51110	128,569	0
2017	ADM	1000-123-0000-001-00-00-51120	0	0
2017	ADM	1000-123-0000-001-00-00-51130	30,937	0
2017	ADM	1000-123-0000-001-00-00-51140	3,000	0
2017	ADM	1000-123-0000-001-00-00-51141	2,500	0
2017	ADM	1000-123-0000-001-00-00-51600	885	0
2017	ADM	1000-123-0000-001-00-00-52010	0	0
2017	ADM	1000-123-0000-001-00-00-52020	220	0
2017	ADM	1000-123-0000-001-00-00-52040	0	0
2017	ADM	1000-123-0000-001-00-00-52230	0	0
2017	ADM	1000-123-0000-001-00-00-52400	0	0
2017	ADM	1000-123-0000-001-00-00-52401	0	0
2017	ADM	1000-123-0000-001-00-00-52500	2,038	0
2017	ADM	1000-123-0000-001-00-00-52510	4,800	0
2017	ADM	1000-123-0000-001-00-00-52520	0	0
2017	ADM	1000-123-0000-001-00-00-54080	0	0
2017	ADM	1000-123-0000-001-00-00-54090	290	0
2017	ADM		173,239	0

[ADM-AUC-BU-3835]

## 2. SETTING DEFAULT PRINTERS [V9.2 SITES ONLY]

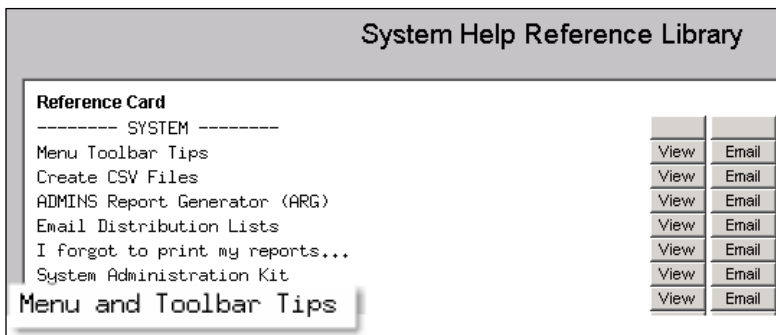


To allow AUC users to conveniently set their default printers, a new button has been added to all screens. Clicking this button lets the user select a default from a list of the **printers installed on the AUC server**.

Find this button next to the [Print] button on the toolbar; click to display the available printers. Click on the desired printer and click on [OK] to set the default printer for use in your AUC session.

[ADM-AUC-SY-7792]

## 3. MENU AND TOOLBAR TIPS



A reference card was updated to help acquaint the user with the menus and toolbars included in the AUC system. This reference card is available in all the Help Reference Libraries.

[ADM-AUC-SY-7991]



## 4. HELP REFERENCE LIBRARY

### 4.1. New or Updated Documentation

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

- BUDGET                      Budget Processing
- SYSTEM                     Menu and Toolbar Tips