



BUDGET

RELEASE NOTES – SEPTEMBER 2021

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

CONTENTS

- 1 **QUERIES [ENHANCEMENT]** 1
 - 1.1 Read Only Lookups on Budget [Enhancement] 1
- 2 **REPORTS [ENHANCEMENT]** 3
 - 2.1 #12560 Budget Cost Breakdown Item Listing 3

1 QUERIES [Enhancement]

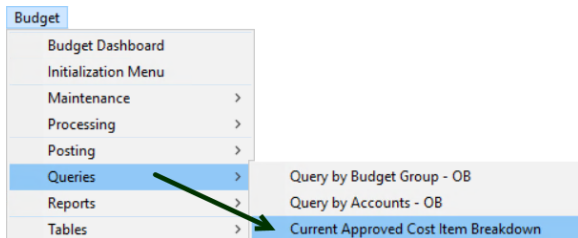
Q. Is there any way to enable a look up on the account # once the budget is in read only status? Departments with many line items per account must page down each line or run a report.



A. Yes, via the cost item breakdown query screen.

1.1 Read Only Lookups on Budget [Enhancement]

ADMINS changed the current approved cost item breakdown query screen to look like the entry screen. Multiple line items per account are now shown.



Budget ► Queries ► Current Approved Cost Item Breakdown

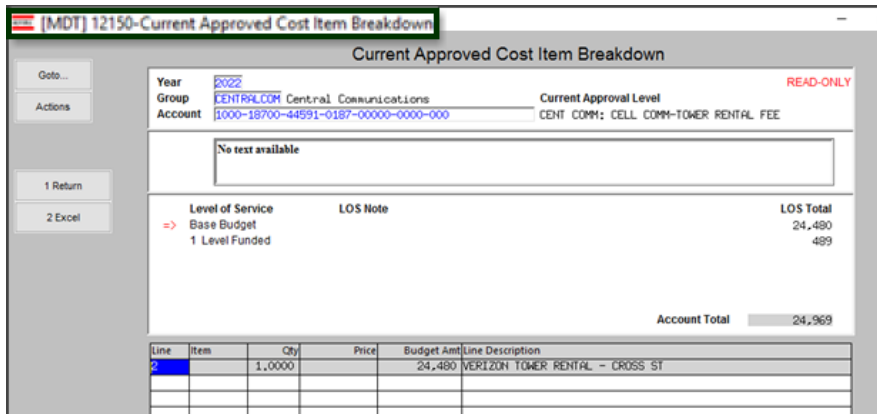


Figure 1 Before – each line item for each account was shown on the screen in isolation



Line	Item	Qty	Price	Base Budget	Budget Amt	Line Description
1		2,0000	355,0000	710	710	laser toner cartridges for printing/copying
2		3,0000	29,5000	89	89	three ring binders
3		2,0000	20,0000	40	40	office calendars
4		1,0000	45,0000	45	45	business envelopes
5		1,0000	23,0000	23	23	postit notes
6		1,0000	31,0000	31	31	manila envelopes
7		1,0000	10,0000	10	10	12 pack of calculator paper
8		1,0000	26,0000	26	26	sundry office supplies as needed
Totals				974	974	

Figure 2 After Cost Item Breakdown Query (Read Only) Screen with multiple items – Current Approval Level

1. If the budget has been posted, the current approval level will display “Posted”. Otherwise the current and next approval levels will be shown
2. If there are any account notes –click this button to read all notes. No changes allowed
3. Excel report of this information
4. Will return to [Query By Accounts] screen
5. Go to the [3 All Approval Levels] screen (see below)
6. Totals Base Budget and the Budget at the current approval level

Line	Line Description	Base Budget	Requested Buc	Finance	Budget Manager	Town Manager	Board of Sele
1	laser toner cartridges for printing/copying	710	710	710	710	710	710
2	three ring binders	89	89	89	89	89	89
3	office calendars	40	40	40	40	40	40
4	business envelopes	45	45	45	45	45	45
5	postit notes	23	23	23	23	23	23
6	manila envelopes	31	31	31	31	31	31
7	12 pack of calculator paper	10	10	10	10	10	10
8	sundry office supplies as needed	26	26	26	26	26	26
Totals		974	974	974	974	974	974

Figure 3 Cost Item Breakdown Query (Read Only) Screen Showing Multiple Items, All Approval Levels

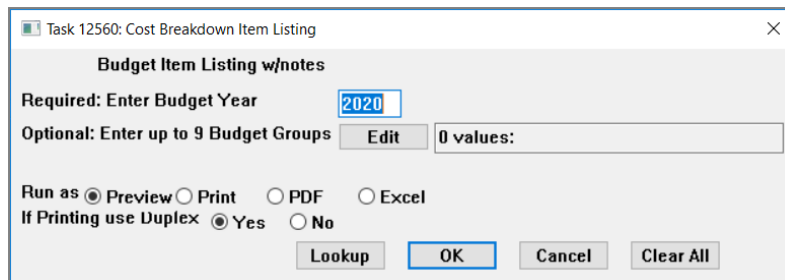
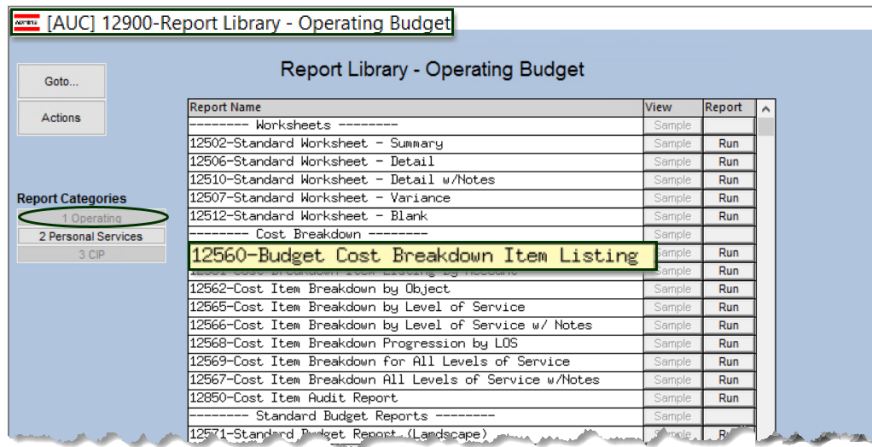
1. If the budget has been posted, the current approval level will display “Posted”. Otherwise the current and next approval levels will be shown
2. If there are any account notes –click this button to read all notes. No changes allowed
3. Return to showing [2 Current Approval Level]
4. Shows all approved levels, from Base Budget through all levels the site has setup (can vary by site)
5. Excel® report of this screen
6. Total of all lines for this Year, Group, Account and Level of Service

[ADM-AUC-BU-3959]



2 REPORTS [Enhancement]

Budget ▶ Reports ▶ [1 Operating] ▶ 12560 Budget Cost Breakdown Item Listing



2.1 #12560 Budget Cost Breakdown Item Listing

The report "Run as" Preview:

TedRE - BU_ItemList

12560-BUIMLIST.REP Printed 22-Sep-2021 at 09:58:56 by [user]

**City of ADMINIS
Budget Cost Breakdown Item Listing**

For Budget Year: 2020
Budget Group: ASSESSORS

Account#	Description	LOS	Line Item	Quantity	Item Price	Cost Breakdown	Account Total	Note/Line Note
1000-137-0000-001-00-00-51120	ADMINISTRATIVE PERSONNEL						87,667	
Base								
*** Level of Service Base Total ***								0
1	1		1.0000			77,767		Assessor, 1.0 FTE, Lvl Funded pending negotiations [#1264]
1	2		12.0000		325.0000	3,900		\$325/mo stipend per BFAA agreement w/ Assessor
1	3		1.0000		6,000.0000	6,000		GIS/mapping stipend
*** Level of Service 1 Total ***								87,667
FY20 = Net change to overall budget is \$11. Re-aligned appropriations to reflect actual expenditures. Modified Dept Head Salary line to move appropriations: From 1000-137-0000-001-00-00-52400 -6000 To 1000-137-0000-001-00-00-51110 +6000 From 1000-137-0000-001-00-00-52520 -3900 To 1000-137-0000-001-00-00-51110 +3900								
Base 1								
*** Level of Service Base Total ***								0
1	1		1.0000			44,689		ADMINISTRATIVE CLERK, STEP 10 [Lvl Funded pending negotiations]
*** Level of Service 1 Total ***								44,689

Prior to the software update, the LOS was shown as "0" - now it is shown as "Base"; other levels are shown with their respective level #

Added Total for each Level of Service

Figure 4 After – Changed LOS 0 to LOS Base (LOS 0 is the Base Budget) and added Total for each Level of Service



This report can also be created by clicking on the **Excel®** button on the **Current Approved Cost Item Breakdown** screen. The report “Run as” **Excel®** for a single Budget Group:

	A	B	C	D	E	F	G	H	I	
	Account	Description	LOS	Line	Item	Qty	Item Price	Cost Break	Account Total	Note/Line Note
71	1000-137-0000-001-00-00-52500	DUES/SUBSCRIPTIONS	Base			0.00	0.00	0		
72	LOS Base Total							0		
74	1000-137-0000-001-00-00-52500	DUES/SUBSCRIPTIONS	1	1		5.00	50.00	250		MAAO dues (\$50 ea x 5 ppl - 2 c
75	1000-137-0000-001-00-00-52500	DUES/SUBSCRIPTIONS	1	2		1.00	2,500.00	2,500		MAAO Annual School at UMASS
76	1000-137-0000-001-00-00-52500	DUES/SUBSCRIPTIONS	1	3		1.00	1,000.00	1,000		MAAO and IAAO professional dev
77	1000-137-0000-001-00-00-52500	DUES/SUBSCRIPTIONS	1	4		1.00	500.00	500		DLS seminars during year - Leg
78	1000-137-0000-001-00-00-52500	DUES/SUBSCRIPTIONS	1	5		1.00	1,750.00	1,750		Other specialty training
79	LOS 1 Total							6,000		
81	1000-137-0000-001-00-00-52500	DUES/SUBSCRIPTIONS						6,000	6,000	Assessors MUST maintain activ
82										mandatory to obtain CPE cred
83	1000-137-0000-001-00-00-52520	IN-STATE TRAVEL	Base	1		0.00	0.00	0		
84	LOS Base Total							0		
86	1000-137-0000-001-00-00-52520	IN-STATE TRAVEL	1	1		1.00	2,100.00	2,100		Mileage and associated fees for
87	LOS 1 Total							2,100		

Figure 5 After Changed LOS 0 to LOS Base (LOS 0 is the Base Budget) and added Total for each Level of Service

[ADM-AUC-BU-3960]