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]

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.
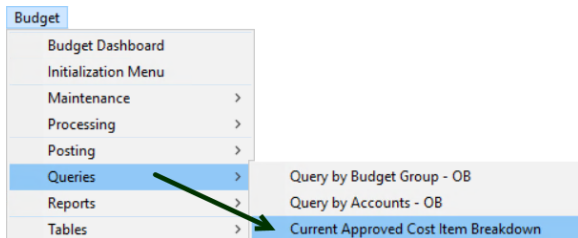
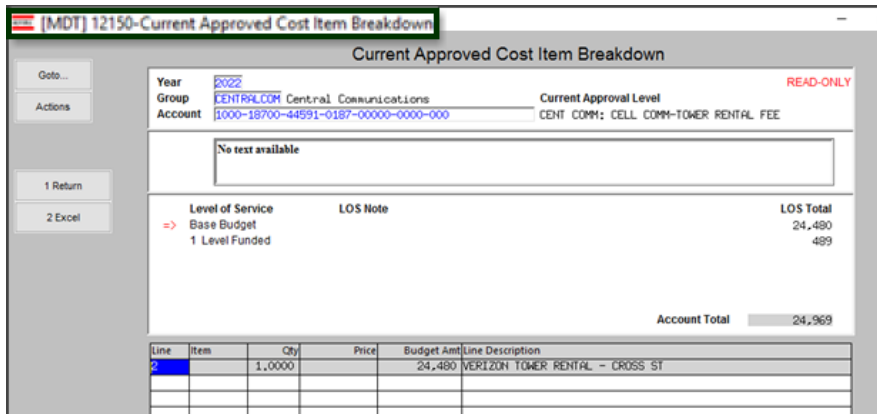**Budget ▶ Queries ▶ Current Approved Cost Item Breakdown**

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

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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

Figure 3 Cost Item Breakdown Query (Read Only) Screen Showing Multiple Items, All Approval Levels
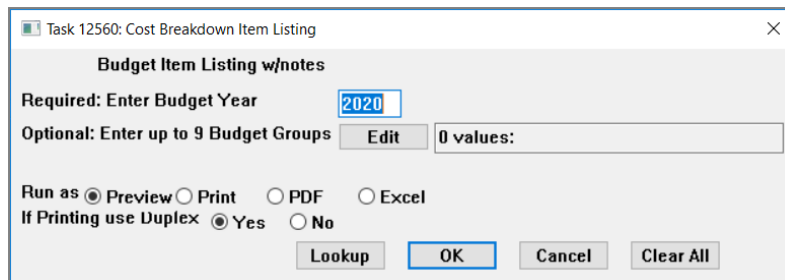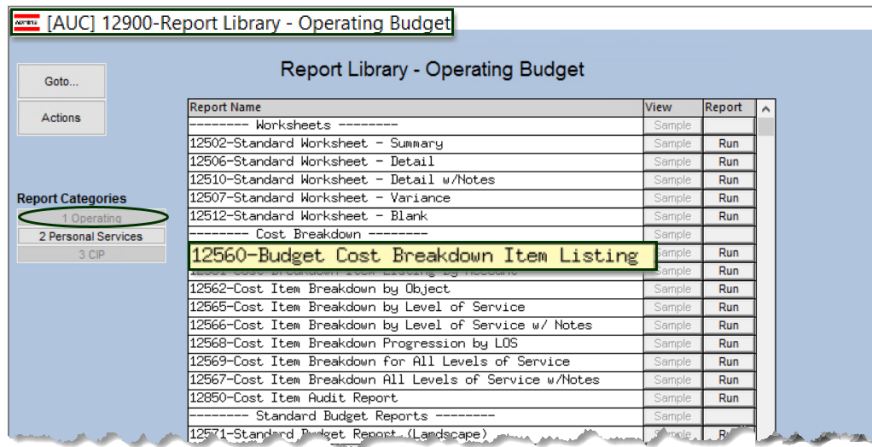
1. If the budget has been posted, the current approval level will display **"Posted"**. Otherwise the current and next approval levels will be shown
2. If there are any account notes –click this button to read all notes. No changes allowed
3. Return to showing **[2 Current Approval Level]**
4. Shows 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**:

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	
2	Account	Description	LOS	Line	Item	Qty	Item_Price	Cost_Break	AccountTotal	Note/Line_Note
71	1000-137-0000-001-00-00-52500	DUES/SUBSCRIPTIONS	Base	1		0.00	0.00	0		
72	**LOS Base Total**							**0**		
73										
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
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 - Lega
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**		
80										
81	**1000-137-0000-001-00-00-52500**	**DUES/SUBSCRIPTIONS**						**6,000**	**6,000**	Assessors MUST maintain activ mandatory to obtain CPE crec
82										
83	1000-137-0000-001-00-00-52520	IN-STATE TRAVEL	Base	1		0.00	0.00	0		
84	**LOS Base Total**							**0**		
85										
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]