



BUDGET

RELEASE NOTES – SEPTEMBER 2022

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

CONTENTS

1.	PERSONAL SERVICES QUERY BY POSITIONS	2
1.1	#12081 Compare Budget & Human Resources Position Files	3
2.	ADMINS.COM	4
3.	HELP REFERENCE LIBRARY	5
1.2	New or Updated Content on ADMINS.com	5



1. Personal Services Query by Positions

Query by Positions - PS [TRAINING]

Year: 2022
Budget Group: FIRE
Current Approval Level: Fire: Fire
Dept: Proposed

Position	Description	Level 2 Finance Propos	Level 3 Dept Proposed	Level 4 Mayor	Level 5 Mayor
50000-20300-35	FIREFIGHTER	85,893	85,893		
50000-20300-36	FIREFIGHTER	54,204	54,204		
50000-20300-37	FIREFIGHTER	66,875	66,875		
50000-20300-38	FIREFIGHTER	60,541	60,541		
50000-20300-41	FIREFIGHTER	85,893	85,893		
50000-20300-42	FIREFIGHTER	85,893	85,893		
50000-20300-43	FIREFIGHTER	85,893	85,893		
50000-20300-44	FIREFIGHTER	85,893	85,893		
50000-20300-45	FIREFIGHTER	85,893	85,893		
50000-21600-01	ASSISTANT FIRE MARSHAL	97,567	97,567		
50000-21600-02	ASSISTANT FIRE MARSHAL	97,567	97,567		
50000-21700-01	FIRE MARSHAL	127,554	127,554		
50000-22250-02	DEPUTY FIRE MARSHAL	109,777	109,777		
50000-27000-01	BATTALION CHIEF/SHEFT COMMANDER	329,337	329,337		
50000-27000-02	BATTALION CHIEF/SHEFT COMMANDER	109,779	109,779		
50000-27000-03	BATTALION CHIEF/SHEFT COMMANDER	104,337	104,337		
50000-27000-04	BATTALION CHIEF/SHEFT COMMANDER	109,779	109,779		
Totals		6,291,164	6,291,164		

Figure 1 Before – account numbers could vary, one position charged to multiple accounts

[AUC] 12426-Query by Positions - PS

Query by Positions - PS

Year: 2024
Budget Group: FINANCE
Current Approval Level: Department

Position	Employee#	Code	Account	Level 1 Department	Level 2 Finance	Level 3 Budget Manager	Level 4 CFO	Level 5 Board
T135CT CLTR-01	071512	REG	1000-145-0000-001-00-00-54110	54,368				
T135CT CLTR-01	071513	MEDI	1000-195-0000-000-00-00-57010	788				
T135FINASST-01	003050	REG	1000-135-0000-001-00-00-51120	47,904				
T135FINASST-01	003050	MEDI	1000-195-0000-001-00-00-57010	695				
T135FINASST-02	007187	REG	1000-135-0000-001-00-00-51120	75,000				
T135FINASST-02								
T135FINCF								
T135FINCF								
T135HR DF								
T135HR DF								
Totals				415,185				

Added columns for Employee #, Code, and Account to the Query by Positions Personal Services screen.

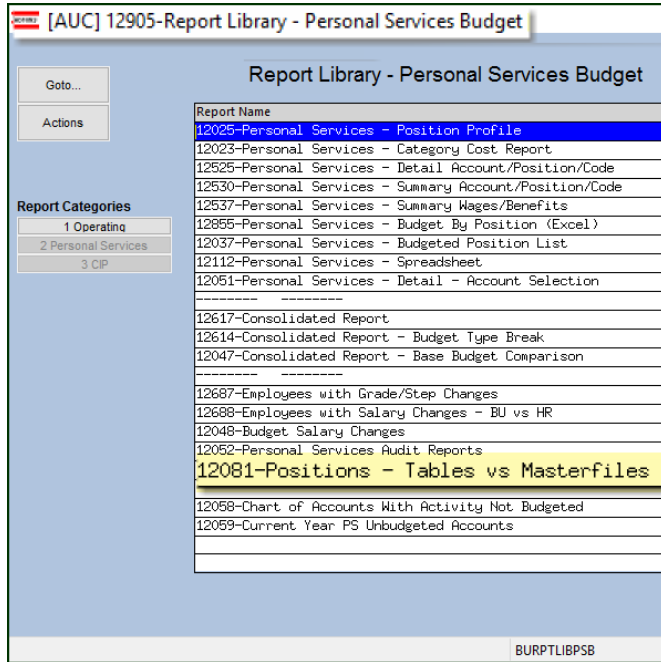
Figure 2 After – with columns for employee number, code, and account number

This updated screen makes it easier to see one position being charged to multiple accounts, as well as a position that is held by multiple employees. If, for example, a position has multiple employees, with some employees charged to one account and another employee being charged to a different account, it will be evident on the screen.

[ADM-AUC-BU-3966]



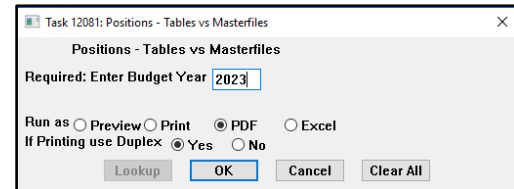
1.1 #12081 Compare Budget & Human Resources Position Files



Before the software update, the system reported that a position had a different grade in the Human Resources versus Budget module position file when posting budgeted positions to HR. This is too late to be notified.

ADMINS offers a new report that can be run anytime from the personal services reports menu in BU.

**Budget ▶ Reports ▶ Report Library ▶
[2 Personal Services] ▶ #12081**



In addition, the reports will run during the Personal Services budget initialization and during each approval level.

Report 1 compares the Budget Position Table to the Human Resources Position Table and identifies differences in Bargaining Unit, Grade Schedule, Grade or FTE.

12077-BUPOSITION1.REP Printed 23-Aug-2022 at 15:38:45 by THERESA City of ADMINS Page 1
Positions - HR vs BU Tables - Budgeted Positions
Budget Year: 2023

Budget Position#	Budget Position Title	Budget Group	Budget Bargaining Unit	Budget Grade Schedule	Budget Grade	Human Resources FTE	Human Resources Bargaining Unit	Human Resources Grade Schedule	Human Resources Grade	HR HR	HR FTE
S003ADJCOUN-01	ADJUSTMENT COUNSELOR 26 PAYS		MTA-26	M30	1 1.0000	1.0000	MTA-26	M15		1	1.0000
Difference: Grade Schedule											

#Positions: 1

Figure 3 HR position table vs BU position table grade difference

Report 2 compares Human Resources Active Employees Master File vs. Human Resources Position Maintenance, and identifies differences in Bargaining Unit, Grade Schedule, Grade or FTE.

12078-BUPOSITION2.REP Printed 23-Aug-2022 at 15:38:47 by THERESA City of ADMINS Page 1
Budgeted Positions - HR Table vs Emp Maintenance

Empl#	Name	Position#	Position Title	Budget Group	Employee Bargaining Unit	Employee Grade Schedule	Empl. Grade	Empl. FTE	HR Position Bargaining Unit	HR Position Grade Schedule	HR Pos Grade	HR Pos FTE
001255	CREASIA, KAREN	T13SHROFCR-01	HUMAN RESOURCES DIRECTOR	FINANCE	MGMT-TH	TWN MISC	1 1.0000	1.0000	PROF-01	P1		1 1.0000
Difference: Bargaining Unit Grade Schedule												
071190	CARNAROLI, KAREN	T135FINCFO-01	CHIEF FINANCIAL OFFICER	FINANCE	MGMT-TH	TWN MISC	1 1.0000	1.0000	SNGL-01	TWN MISC		1 1.0000
Difference: Bargaining Unit												

#Positions: 2

Figure 4 HR position table vs HR filled position (Employee Maintenance) grade difference



Report #3 compares Budgeted Positions vs. Budgeted Positions Table and identifies differences in Bargaining Unit, Grade Schedule, Grade or FTE.

City of ADMINS Positions - BU Table vs Budgeted Positions											
Emp#	Name	Position#	Position Title	Budget Group	Budget Bargaining Unit	Budget Grade Schedule	Budget Grade	Budget FTE	BU Position Bargaining Unit	BU Position Grade Schedule	BU Pos BU Pos
071190	CARNAROLI, KAREN	T135FINCFO-01	CHIEF FINANCIAL OFFICER Difference: Bargaining Unit	FINANCE	MGMT-TH	TWN MISC		1 1.0000	SNGL-01	TWN MISC	1 1.0000
001255	CREASIA, KAREN	T135HROFCR-01	HUMAN RESOURCES DIRECTOR Difference: Bargaining Unit Grade Schedule	FINANCE	MGMT-TH	TWN MISC		1 1.0000	PROF-01	P1	1 1.0000

#Positions: 2

Figure 5 BU Position Table vs BU Budgeted Position Grade Difference

[MDT-SUP-SAPLAUC-2114]

2. ADMINS.com

To allow customers instant access to training videos and documents, the [ADMINS.com](https://www.admins.com) website no longer requires registration to access the [Videos and Quick Tips](#) and [Release Notes](#) content.

We also restructured the help documents index page to make it more compact to allow easier access from mobile devices.

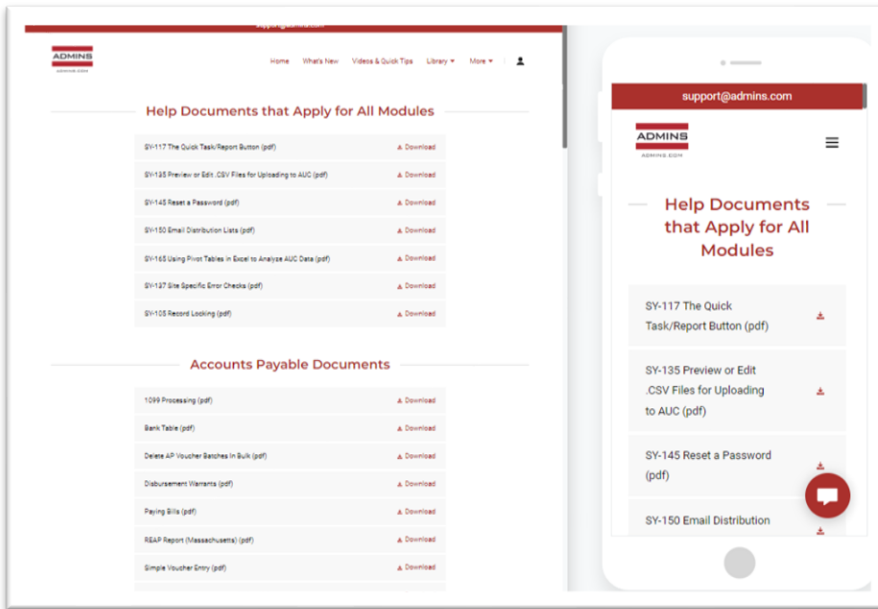


Figure 6 Before – The list required several pages

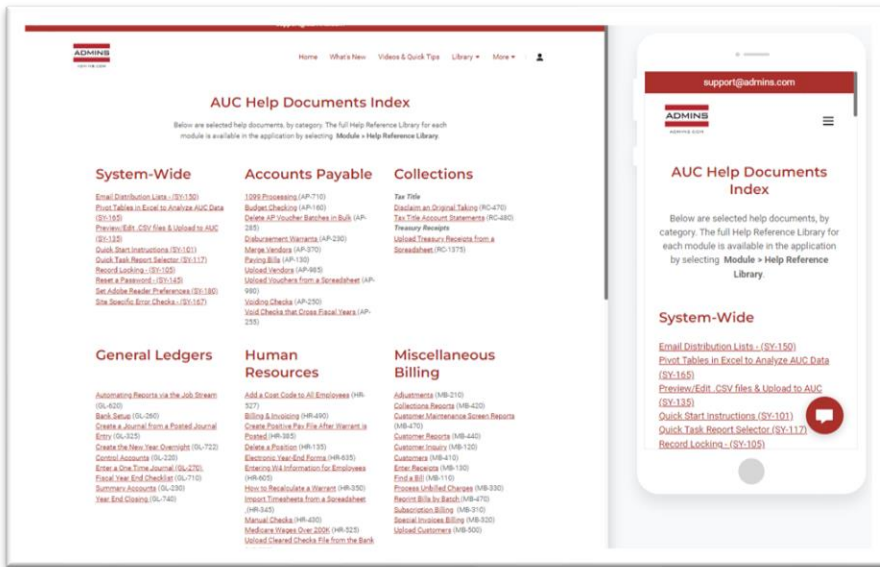


Figure 7 After – the more compact listing of help documents

[ADM-AUC-WEB-10]

3. Help Reference Library

Added the following new or updated documents to the Help Reference Library and content to ADMINS.com:

1.2 New or Updated Content on ADMINS.com

- [Introduction to AUC](#) [7:00]
- [Quick Task Selection](#) [2:11]
- [Reprinting Reports](#) [4:20]
- [Optimizing the PDF® Viewer](#) [3:37]

[New]
 [New]
 [Updated]
 [New]