

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

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1.	. PERS	SONAL SERVICES QUERY BY POSITIONS	. 2
		#12081 Compare Budget & Human Resources Position Files	
		11NS.COM	
		PREFERENCE LIBRARY	
-		New or Updated Content on ADMINS.com	



# 1. Personal Services Query by Positions

	Query by Positions - PS [TRAINING]							
Goto	Year 2023							
Actions	Budget Group FIRE Fire Fire Current Approval Level Dept Proposed							
		Level 2 Level 3 Level 4 Level 5						
	Position Description	Finance Propos Dept Proposed Mayor 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/SHIFT COMMANDER	329,337 329,337						
	50000-27000-02 BATTALION CHIEF/SHIFT COMMANDER	109,779 109,779						
	50000-27000-03 BATTALION CHIEF/SHIFT COMMANDER	104,337 104,337						
	50000-27000-04 BATTALION CHIEF/SHIFT 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-Qι	uery by Position	is - PS							
			Query by F	Positions - F	os.				
Goto			Query by r		<u> </u>				_
GOLD	Year	2024							
Actions	Budget Group		INANCE						
Cur	rrent Approval Level	Department							
				Level 1	Level 2	Level 3	Level 4	Level 5	
Position	EmployeeCode	Account		Department	Finance	Budget Manager	CFO	Board	
	R-01 071512 REG		00.001-00-00-51110	54,368					
	R-01 071513 MEDI		00-001-00-00-57010 00-001-00 00-51120	788					
	6T-01 003050 REG	11000-1.45-000		47,904		1			
								-	_
T135FINASS	ST-01 003050 MEDI	1000-195-000	00-001-00-00-57010	695				_	-
T135FINASS T135FINASS		1000-195-000							
T135FINASS	ST-01 003050 MEDI ST-02 007187 REG	1000-195-000	00-001-00-00-7010 00-001-00-00-511	695 75-000	Code	and Ac	count	to the	
T135FINAGS T135FINAGS T135FINAG T135FINAG T135FINCF T135FINCF	ST-01 003050 MEDI ST-02 007187 REG	1000-195-000 1000-135-000 ed colum	00-001-00-00 00-001-00-00-511 nns for Emp	695 75-000				to the	
T135FINASS T135FINASS T135FINAS T135FINCF T135FINCF T135FINCF T135FINCF	ST-01 003050 MEDI ST-02 007187 REG	1000-195-000 1000-135-000 ed colum	00-001-00-00 00-001-00-00-511 nns for Emp	695 75-000				to the	
T135FINAGS T135FINAGS T135FINAG T135FINAG T135FINCF T135FINCF	ST-01 003050 MEDI ST-02 007187 REG	1000-195-000 1000-135-000 ed colum	00-001-00-00-7010 00-001-00-00-511	695 75-000				to the	
T135FINASS T135FINASS T135FINAS T135FINCF T135FINCF T135FINCF T135FINCF	ST-01 003050 MEDI ST-02 007187 REG	1000-195-000 1000-135-000 ed colum Query	00-001-00-00 00-001-00-00-511 nns for Emp	oloyee #				to the	
T135FINASS T135FINASS T135FINAS T135FINCF T135FINCF T135FINCF T135FINCF	ST-01 003050 MEDI ST-02 007187 REG	1000-195-000 1000-135-000 ed colum	00-001-00-00 00-001-00-00-511 nns for Emp	695 75-000				to the	
T135FINA53 T135FINA55 T135FINA5 T135FINA5 T135FINCF T135FINCF T135HR OF T135HR OF	5T-01 003050 MEDI T-02 007187 RFG Adde	1000-195-000 1000-135-000 ed colum Query	00-001-00-00 2010 00-001-00-00-5110 nns for Emp v by Positio	695 75,000 0loyee # ns Perso 415,185	onal Se			to the	
T135FINA53 T135FINA55 T135FINA5 T135FINA5 T135FINCF T135FINCF T135HR OF T135HR OF	5T-01 003050 MEDI T-02 007187 RFG Adde	1000-195-000 1000-135-000 ed colum Query	00-001-00-00 00-001-00-00-511 nns for Emp	695 75,000 0loyee # ns Perso 415,185	onal Se			to the	
T135FINA53 T135FINA55 T135FINA5 T135FINA5 T135FINCF T135FINCF T135HR OF T135HR OF	5T-01 003050 MEDI T-02 007187 RFG Adde	1000-195-000 1000-135-000 ed colum Query	00-001-00-00 2010 00-001-00-00-5110 nns for Emp v by Positio	695 75,000 0loyee # ns Perso 415,185	onal Se			to the	
T135FINA53 T135FINA55 T135FINA5 T135FINA5 T135FINCF T135FINCF T135HR OF T135HR OF	5T-01 003050 MEDI T-02 007187 RFG Adde	1000-195-000 1000-135-000 ed colum Query	00-001-00-00 2010 00-001-00-00-5110 nns for Emp v by Positio	695 75,000 0loyee # ns Perso 415,185	onal Se			to the	

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**

	12005-Re	port Library - Personal Services Budget
[AUC]	12303-116	port cibrary - Personal Services budget
Goto		Report Library - Personal Services Budget
Actions		Report Name
Actions		12025-Personal Services - Position Profile
		12023-Personal Services - Category Cost Report
		12525-Personal Services - Detail Account/Position/Code
		12530-Personal Services - Summary Account/Position/Code
Report Categor	ries	12537-Personal Services - Summary Wages/Benefits
1 Operat	ing	12855-Personal Services - Budget By Position (Excel)
2 Personal S	ervices	12037-Personal Services - Budgeted Position List
3 CIP		12112-Personal Services - Spreadsheet
		12051-Personal Services - Detail - Account Selection
		12617-Consolidated Report
		12614-Consolidated Report - Budget Type Break
		12047-Consolidated Report - Base Budget Comparison
		12687-Employees with Grade/Step Changes
		12688-Employees with Salary Changes - BU vs HR
		12048-Budget Salary Changes
		12052-Personal Services Audit Reports
		12081-Positions - Tables vs Masterfiles
		12058-Chart of Accounts With Activity Not Budgeted
		12059-Current Year PS Unbudgeted Accounts
		BURPTLIBPSB

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

Task 12081: Positions - Tables vs Masterfiles	×
Positions - Tables vs Masterfiles	
Required: Enter Budget Year 2023	
Run as ○ Preview ○ Print ● PDF ○ Excel If Printing use Duplex ● Yes ○ No	
Lookup OK Cancel Clear All	

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-BUPOSIT	ION1.REP	Printed 23-Aug-2022 at 15:38:45	by THERESA									Pag	je 1
			City	of ADMINS									
			Positions - HR vs BU	Tables - Bu	dgeted Position	8							
			Budget	Year: 2023									
Budget	Budget			Budget	Budget	Budget	Budget	Budget	Human Resources	Human	Resources	HR	Н
Position#	Position Title			Group	Bargaining Unit	Grade Schedule	Grade	FTE	Bargaining Unit	Grade	Schedule	Grade	FT
S003ADJCOUN-0	1 ADJUSTMENT COUNSEL				MTA-26	M30	1	1.0000	MTA-26	M15		1	1.000
	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-B	UPOSITON2.REP	Printed 23-	Aug-2022 at 15:38:47 by THERESA									Page 1
				City of ADM								
			Budgeted Posit	ions - HR Tabl	e vs Emp Mainten	ance						
				Budget	Employee	Employee	Empl.	Empl.	HR Position	HR Position	HR Pos	HR Pos
Empl#	Name	Position#	Position Title	Group	Bargaining Unit	Grade Schedule	Grade	FTE	Bargaining Unit	Grade Schedule	Grade	FTH
001255	CREASIA, KAREN		HUMAN RESOURCES DIRECTOR Difference: Bargaining Unit Grade Schedule	FINANCE	MGMT-TH	TWN MISC	1	1.0000	PROF-01	P1	1	1.000
071190	CARNAROLI, KAREN	T135FINCF0-01	CHIEF FINANCIAL OFFICER Difference: Bargaining Unit	FINANCE	MGMT-TH	TWN MISC	1	1.0000	SNGL-01	TWN MISC	1	1.0000
#Positi	ons: 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.

12079-1	BUPOSITION3.REP	Printed 23-A	Aug-2022 at 15:38:48 by THERESA									Page 1
					City of ADM							
			Pe	ositions - BU	Table vs B	udgeted Positions	8					
					Budget	Budget	Budget	Budget Bud	get BU Position	BU Position	BU Pos	BU Pos
Empl#	Name	Position#	Position Title		Group	Bargaining Unit	Grade Schedule	Grade	FTE Bargaining Uni	Grade Schedule	Grade	FTE
071190	CARNAROLI, KAREN		CHIEF FINANCIAL OFFICER Difference: Bargaining Unit		FINANCE	MGMT-TH	TWN MISC	1 1.0	000 SNGL-01	TWN MISC	1	1.0000
001255	CREASIA, KAREN		HUMAN RESOURCES DIRECTOR Difference: Bargaining Unit Grade	e Schedule	FINANCE	MGMT-TH	TWN MISC	1 1.0	000 PROF-01	Pl	1	1.0000
#Posit:	ions: 2											

Figure 5 BU Position Table vs BU Budgeted Position Grade Difference

#### [MDT-SUP-SAPLAUC-2114]

### 2. ADMINS.com

1

To allow customers instant access to training videos and documents, the <u>ADMINS.com</u> website no longer requires registration to access the <u>Videos and Quick Tips</u> and <u>Release Notes</u> content.

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

adversal diffe	Home What's New Vide	eos & Quick Tips — Library + — More + — —	·	·
Не	lp Documents that Apply for A	ll Modules	S	upport@admins.com
\$1-117	The Quick Task/Report Button (pdf)	A Download	ADMINS	=
\$1-135	Preview or Edit .CSV Files for Uploading to AUC (pdf)	& Download		
\$1/140	Reset a Password (pdf)	A Download	He	lp Documents
\$141.50	Email Distribution Lists (pdf)	A Download	tha	at Apply for All
\$74165	Using Pivot Tables in Excel to Analyze AUC Data (pdf)	A Download		Modules
\$1-127	Site Specific Error Checks (pdf)	A Download		
SV-105	Record Locking (pdf)	A Download	SY-117 T Task/Rej	he Quick 📩 port Button (pdf)
	Accounts Payable Docume	ents	ev.195 E	review or Edit
1099.5	rocessing (pdf)	A Download		s for Uploading
	able (pdf)	A Download	to AUC (j	odf)
Delete	AP Voucher Batches in Bulk (pdf)	A Download	SY-145 F	teset a Password
Disbun	sement Warrants (pdf)	A Download	(pdf)	Č.
Paying	Bills (pdf)	A Download	SY-150 E	mail Distribution
READ	Report (Massachusetts) (pdf)	A Download		*
Simple	Voucher Entry (pdf)	A Download		



Figure 6 Before – The list required several pages



Budget

ADMINE	Hame What's New V	ideos & Quick Tips Ubrary = More = 👘 🛓	
AU	C Help Documents In	idex	support@admins.com
Below are selected	I help documents, by category. The full Help Refer ble in the application by selecting. Module > Help	ence Library for each	
System-Wide	Accounts Payable	Collections	AUC Help Documents
Email Databases June	1292E Procession (AP-191) Budget Checkel (AP-196) Derint AP Youther Bitchen in Bulk (AP- 285) Diskonsement Silenatin (AP-200) Marting Lindons (AP-300) Diskond Lindons (AP-301) Uniced Lindons (AP-305) Voldo Checka (AP-205) Vold Checka (AP-205) Vold Checka (AP-205)	Tar Trib Dataman Andoreal Taking McL470 Dataman Andoreal Taking McL470 Tenenoy Anesgee Datakat Shearak Taking Anna Barasdabeet (PC-1377)	Below are selected help documents, by category, The full Help Reference Library each module is available in the applicati by selecting Module is Help Reference Library.
General Ledgers	Human Resources	Miscellaneous Billing	Email Distribution Lists - (SY-150) Pivot Tables in Excel to Analyze AUC Date
Automative Browsta Jun Re-John Denem (Re-40) Bartisen June (See 1997) Bartisen June (See 1997) Bartisen June (See 1997) Denem Kerken, Stark Dennight (RV-722) Denem June (See 1997) Denem June (See 1997) Bartisen (See 1997) Bartisen (See 1997) Denem Address (RV-740) Tate Link (See 1997) Denem Address (RV-740)	Add A Card Carbon Carl Add A Card Carbon Carl Strop J. Insociate (HR-240) Create Transis (Hr-	Advances (M-210) Colestion Research (M-210) Colestion Research (M-210) Colestion Research (M-240) Contrast (Internet Research (M-240) Contrast (Internet (M-210) Contrast (Internet (M-210) Partices (Internet (M-	(37.145) Preview.Edit, CSV files & Ueload to AUC (37.135) Ouck Task Resort Selector (57.101) Ouck Task Resort Selector (57.105) Becord Locking. (57.105)

Figure 7 After – the more compact listing of help documents

[ADM-AUC-WEB-10]

## 3. Help Reference Library

**ADMINS Unified Community** 

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]