



# Budget Module

## Release Notes

September 2023

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

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# 1 Posting Budget – Zero Dollar Accounts [Fix]

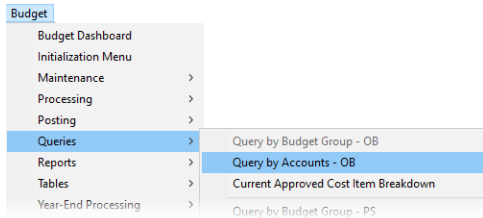
When checking if accounts exist in the New FY GL Chart and are active (not accounts manually created in the budget module), the process was *not excluding accounts in budget where the budget amount was zero*. This was corrected and installed on the affected sites in July. It is mentioned here to document the change.

[ADM-AUC-BU-3984]

# 2 Query by Account – Operating budget [Fix]

To access the screen from the menu, select:

**Budget ▶ Queries ▶ Query By Accounts–OB**



Query by Accounts - Operating Budget

Year: 2023  
Budget Group: ADM TOWN ADMINISTRATOR  
Current Approval Level: [Redacted]  
Current Total: 212,181  
Target: [Redacted]

Right Click on cells to view LOS Detail and Cost Breakdowns

Account Number	Description	Level 1	Level 2	Level 3	Level 4	Level 5
0100-004-0030-004-00-00-50430	TRASH--TRASH-EXPENSES					
1000-123-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	179,460	179,460	179,460	179,460	179,460
1000-123-0000-001-00-00-51130	PERMANENT PERSONNEL	26,270	26,270	26,270	2	
1000-123-0000-001-00-00-51141	PART/TIME PERSONNEL	2,500	2,500	2,500		
1000-123-0000-001-00-00-51600	LONGEVITY, GENERAL FUND					
1000-123-0000-001-00-00-52500	DUES/SUBSCRIPTIONS	2,038	2,038	2,038		
1000-123-0000-001-00-00-54090	OFFICE SUPPLIES	974	974	974		

Figure 1 Before

Before the software update the **Query by Account Operating Budget** screen was neither displaying the current approval level nor was it allowing access to the item cost breakdown query screen once the budget had been posted. This was corrected.

Query by Accounts - Operating Budget

Year: 2023  
Budget Group: ADM TOWN ADMINISTRATOR  
Current Approval Level: Budget. Posted  
Current Total: 212,181  
Target: [Redacted]

Right Click on cells to view LOS Detail and Cost Breakdowns

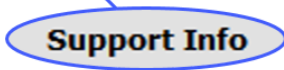
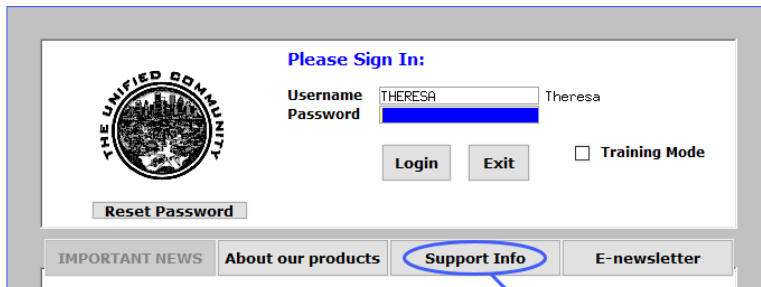
Account Number	Description	Level 1	Level 2	Level 3	Level 4	Level 5
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1000-123-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	179,460	179,460	179,460	179,460	179,460
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1000-123-0000-001-00-00-51600	LONGEVITY, GENERAL FUND					
1000-123-0000-001-00-00-52500	DUES/SUBSCRIPTIONS	2,038	2,038	2,038		
1000-123-0000-001-00-00-54090	OFFICE SUPPLIES	974	974	974		

Figure 2 After – the current approval level is shown and the item cost breakdown screen is available

[ADM-AUC-BU-3985]

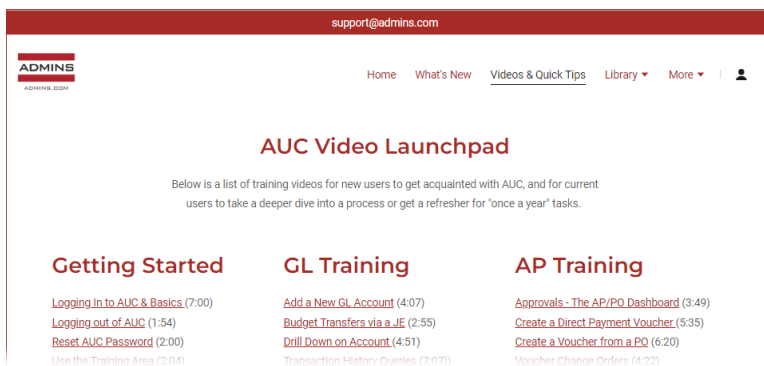
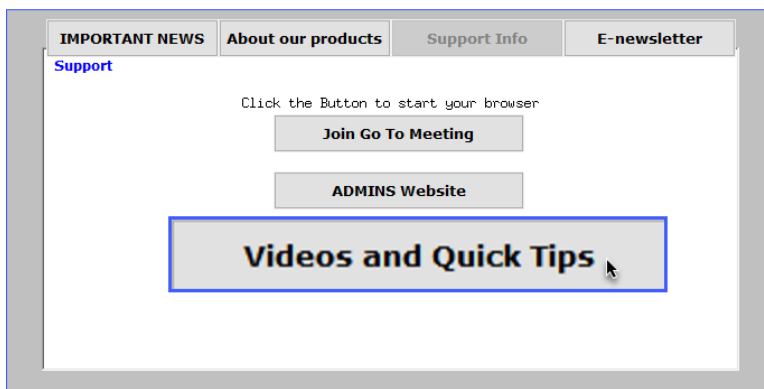


### 3 Access Videos & Quick Tips from the AUC Login Screen



Click on the link to go to the [Video Launchpad](#) on the [ADMINS website](#).

The [website direct address](#) is above. The link on the AUC home page shown at left is a quick option if the site allows direct access from the AUC server.



We are adding content all the time so check back often; we also send out a “Featured Video of the Month” email.

[ADM-AUC-SY-8305]

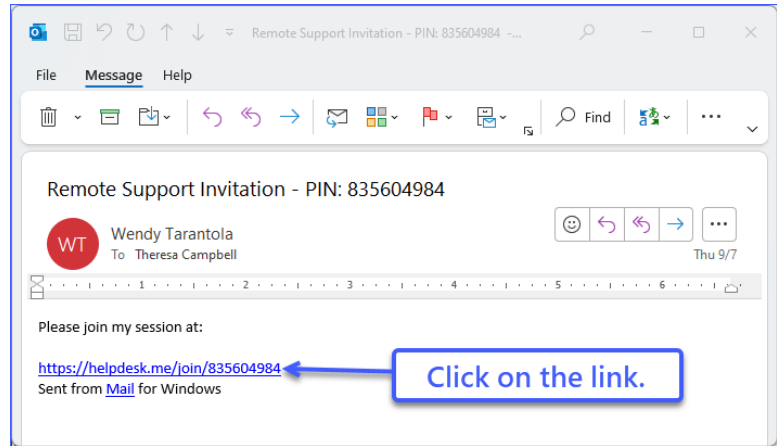


## 4 Using GoToResolve



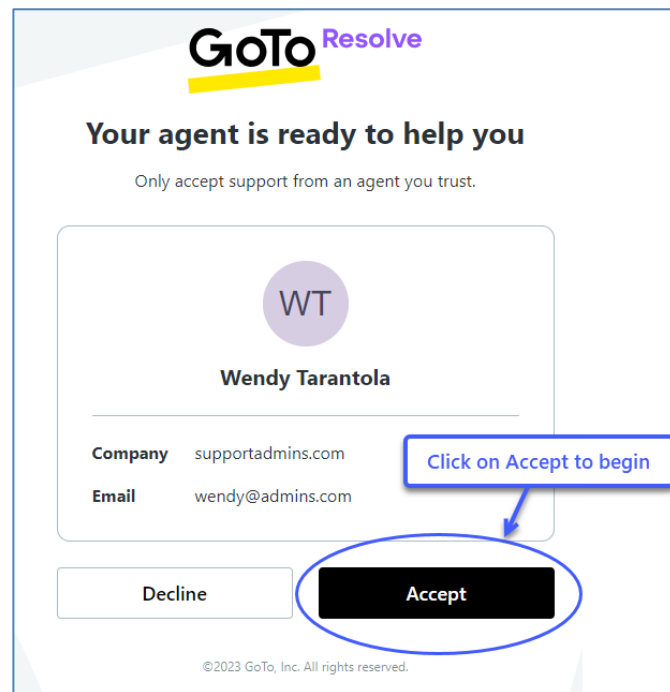
AUC support staff will use a new tool called “GoToResolve” to allow users to share their screens more easily.

We will telephone you first to review the problem. Then we will send an e-mail with a link to click on.



Clicking on the link will open a browser window that looks like this.

Click on the accept button to begin.

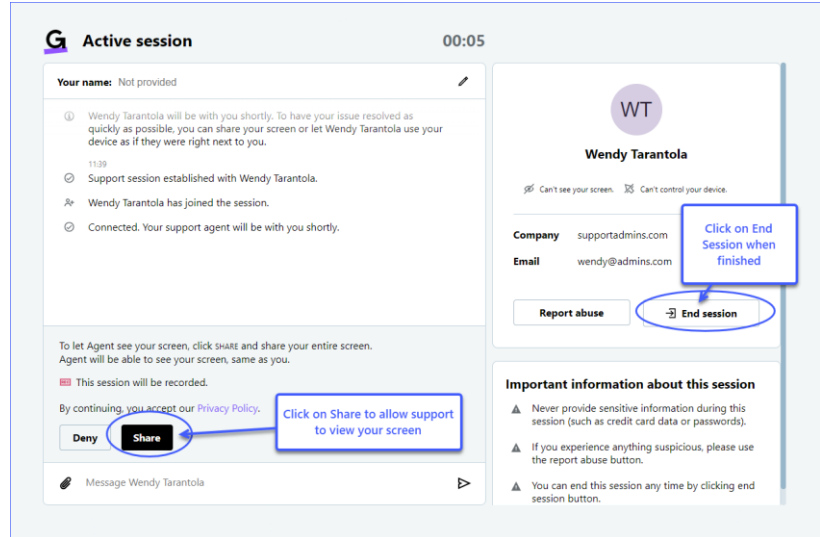




A browser window with instructions opens.  
Click on the **Share** button.

During the support session you may be asked to provide additional access. The support team member will walk you through that process if we need to control your screen instead of just view it.

Click on end session when finished.



[ADM-ADM-ADM-6500]