



Budget

Release Notes

September 2024

This document explains new product enhancements added to the **ADMINS Unified Community for Windows (AUC) BUDGET** system, focusing on error checking during budget initialization and handling.

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1 Operating Budget

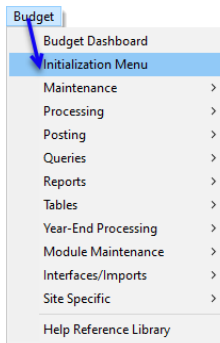
Budget Initialization Error Checking: The Budget Initialization process checks the General Ledger to ensure that if an account is designated for budgeting, its budget group is active. If inactive budget groups are detected, the process halts and an error report is generated.

Handling Errors: If errors are found, users should edit the account in the General Ledger (GL) Account Maintenance screen, activate the budget group in the budget group table, assign an active budget group to the GL Account, or set the account to “not budgeted” if necessary.

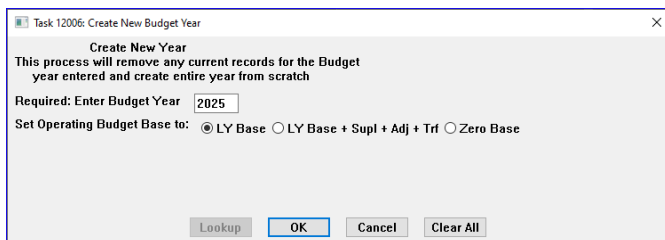
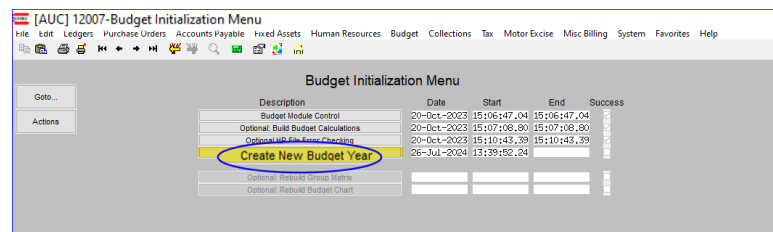
1.1 Operating Budget Initialize New Year Error Checking [Enhancement]

To initialize the budget, from the menu, select:

Budget ► Initialization Menu

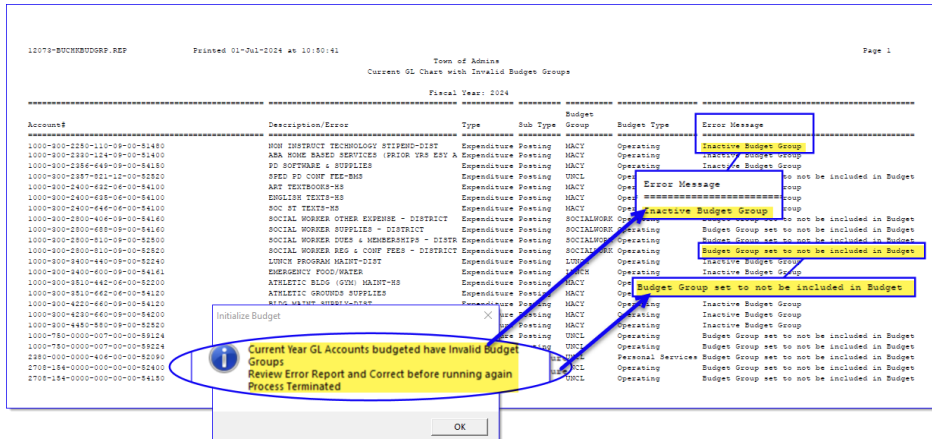


Select **Create New Budget Year** from the steps menu:



The process will run a report checking for error conditions.

If there are no errors – it will not display any report or pop up and will continue with the initialization.



If any errors are found it will display this report and a pop-up.

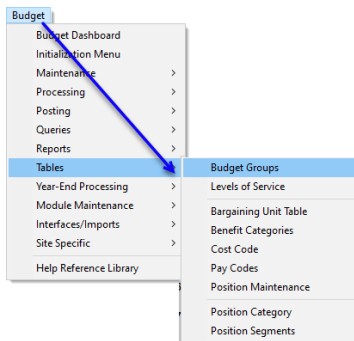
The initialization will stop; once these issues have been corrected, try again.

Figure 1 Sample Report and Pop-Up identifying errors and stopping the initialization process

The first error shown on the report in [Figure 1](#) is an “Inactive Budget Group” error. The second error is “Budget Group set to not be included in Budget”. To fix the errors, do one of the following:

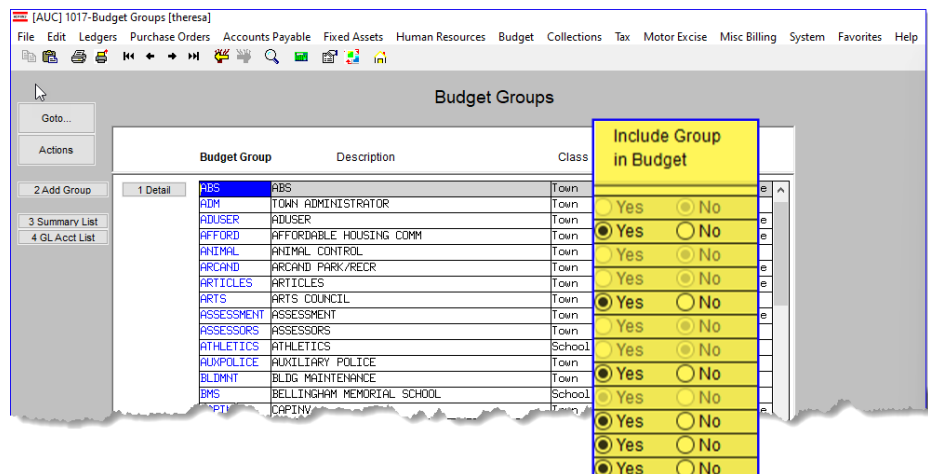
1.1.1 Mark a Budget Group to be Included in the Budget

To check for this, from the menu, select:



Budget > Tables > Budget Groups

The ☒ Yes/No radio buttons are available to set for any Active group on this screen.



If the budget group has been assigned to accounts that should be budgeted, update the radio button on this screen to ☒ Yes for the budget group.

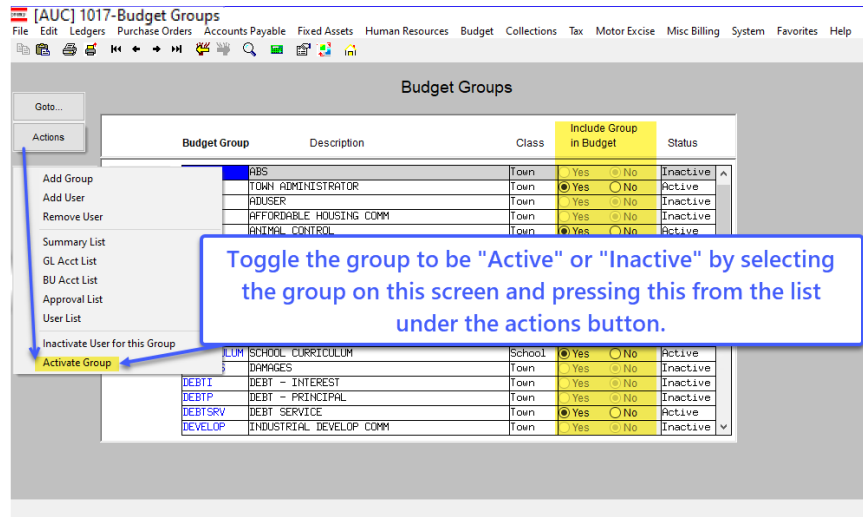
Setting the radio button to ☒ Yes means the budget group will appear in the lookup when marking accounts in the [GL Account Maintenance](#) screen.



1.1.2 Activate or Inactivate Budget Groups

To **Activate** a group, click on the budget group name in the first column, then click the **[Actions]** button and click on Activate Group.

To **Inactivate** a group, click on the budget group name in the first column, then click the **[Actions]** button and click on Inactivate Group.



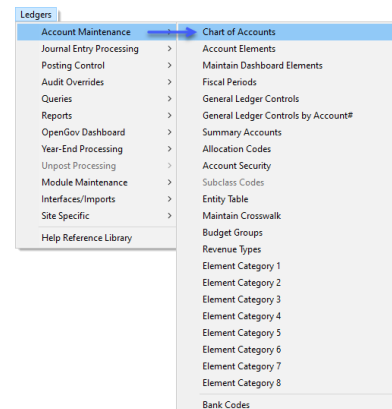
(This is a toggle – if a budget group is Active, the Inactivate Group will be available; if the budget group is Inactive, the Activate Group option will be shown.)

1.1.3 Assign an Active Budget Group to the GL Account

If errors are identified on the error report, edit the account in the General Ledger Maintain Chart of Accounts screen.

To access the Maintain Chart of Accounts, from the menu, select:

Ledgers ► Account Maintenance ► Chart of Accounts





Select the account and assign a budget group to the account in the GL Chart of Accounts screen.



If the Chart of Accounts screen is not available to you, ask a super user to help.

On this screen, change the budget group to a group that is Active. Only Active Budget groups will be offered for selection from the lookup.

1.1.4 Mark the GL Account as ☐ Not Budgeted

If this budget group should not be included in the budget, and the GL account belongs in this unused budget group, set the GL account to be “not budgeted” by clicking on the ☐ **Not Budgeted** radio button.

[ADM-AUC-BU-3995]

2 Report #12073 Current GL Chart with Invalid Budget Groups

Run the #12073 Current GL Chart with Invalid Budget Groups report from the Budget Report Library. This is a recommended step before starting the budget or setting up the new Fiscal Year as it helps find errors ahead of initializing the operating budget. To get the report from this location, go to the menu and choose:



Budget ► Reports ► [1 Operating] ► {Page Down} ► #12073 Current GL Chart with Invalid Budget Groups

Report Library - Operating Budget

Report Name	View	Report	Last Run Date	Run Time
12596-Budget Town Meeting w/ Cost Breakdown	Sample	Run	08-Apr-2022	11:31:37,88
12598-Budget Town Meeting w/ Cost Breakdown and Notes	Sample	Run	17-Feb-2022	15:35:03,66
12049-Budget Town Meeting w/ Cost Breakdown (Budget Group)	Sample	Run	26-Feb-2021	15:52:26,57
12559-Accounts with Zero Budget at Current Approval Level	Sample	Run	12-Jul-2018	15:08:15,31
12617-Consolidated Report	Sample	Run	19-Jan-2022	14:20:22,88
12614-Consolidated Report - Budget Type Break	Sample	Run		
12047-Consolidated Report - Base Budget Comparison	Sample	Run		
1116-Budget Accounts Listing	Sample	Run		
12117-Budget Accounts Listing by Group	Sample	Run		
12058-Chart of Accounts With Activity Not Budgeted	Sample	Run	01-Mar-2021	
12061-Check BU vs GL Account Budget Accounts	Sample	Run	12-Feb-2021	
12059-Compare Budget CBA against GL CBA for Differences	Sample	Run	12-Feb-2021	
12073-Current GL Chart with Invalid Budget Groups	Sample	Run	26-Jul-2021	
Compare budget CBA against GL CBA	Sample	Run		

Task 12073: Current GL Chart with Invalid Budget Groups

Current GL Chart with Invalid Budget Groups

Required: Fiscal Year (ex: YYYY) 2025

Run as ☐ Preview ☐ Print ☐ PDF ☒ Excel

If Printing use Duplex ☒ Yes ☐ No

Lookup OK Cancel Clear All

In the above example, the report will be Run as ☒ Excel.

Fiscal Year: 2025	Account#	Description/Error	Type	Sub Type	BudgetGrp	Budget Type	Error Message
1000-123-0000-001-00-00-51110		DEPARTMENT HEAD SALARY	Expenditure	Posting	ADM	Operating	Inactive Budget Group
1000-300-2330-124-09-00-51400		ABA HOME BASED SERVICES (PRIOR YRS ESY	Expenditure	Posting	MACY	Operating	Inactive Budget Group
1000-300-2356-649-09-00-54150		PD SOFTWARE & SUPPLIES	Expenditure	Posting	MACY	Operating	Inactive Budget Group
1000-300-2357-821-12-00-52520		SPED PD CONF FEE-BMS	Expenditure	Posting	UNCL	Operating	Budget Group set to not be included in Budget
1000-300-2400-632-06-00-54100		ART TEXTBOOKS-HS	Expenditure	Posting	MACY	Operating	Inactive Budget Group
1000-300-2400-635-06-00-54100		ENGLISH TEXTS-HS	Expenditure	Posting	MACY	Operating	Inactive Budget Group
1000-300-2400-636-06-00-54100		WORLD LANGUAGE TEXTS - HS	Expenditure	Posting	MACY	Operating	Inactive Budget Group

Figure 2 The Invalid Budget Groups report run as Excel from the Report Library

The required fiscal year will default to the current value of Module Control #1 (i.e., the current fiscal year).

This report does not check General Ledger accounts that are set to be budgeted as **Unclassified** (Budget Groups **UNCL** or **UNCLASSIFIED**) because they may be in use for personal services budgeting.

3 User Account Security Query

Budget

- Budget Dashboard
- Initialization Menu
- Maintenance
- Processing
- Posting
- Queries
- Reports
- Tables
- Year-End Processing
- Module Maintenance
- Interfaces/Imports
- Site Specific
- Help Reference Library

Query by Budget Group - OB

Query by Accounts - OB

Current Approved Cost Item Breakdown

Query by Budget Group - PS

Query by Account - PS

Query by Positions - PS

Query by Budget Group - CIP

Approved by Accounts - CIP

Budget Inquiry Prior Years

Budget Status History Screen

Users Account Security Inquiry

Users often ask why they cannot access a specific GL account. To clarify their access rights, **ADMINIS** has included the account user security inquiry in all modules.

Find the information from the menu by selecting the module then:

Queries ► User Account Security Inquiry



1. The username is shown at the top of the screen

The account Number is shown, with the description within the grid. The Access Type will be either “Write” or “Read” – if there is no access, the account will not appear in the user’s list.

When the screen is displayed by “Account #”, users and their permissions are listed.

2. Click on the [2 Account#] to re-display the screen, displaying the account number at the top of the screen, with a list of users and their respective access shown in the grid.

3. The [3 Edit List] button will produce a listing; the username and fiscal year range are required fields. The list can be run as Excel® or PDF®.

User Name	User Description	FY	Account#	Account Description	Access Type
EL	EI	2025	0100-000-0000-00-00-10400	CASH, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-12700	TRASH CHARGES A/R	Write
EL	EI	2025	0100-000-0000-00-00-20200	ACCOUNTS PAYABLE, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-20210	ACCURED PAYROLL, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-26600	DEF REVENUE-TRASH CHARGES	Write
EL	EI	2025	0100-000-0000-00-00-26730	DEF REVENUE-TRASH LIENS	Write
EL	EI	2025	0100-000-0000-00-00-26999	REFUNDS DUE (W/S/T/ST)	Write
EL	EI	2025	0100-000-0000-00-00-32110	F/B RES FOR ENCUMB, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-32160	BROUGHT FORWARD ARTICLES, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-32711	F/B RESERVED FOR EXP - (2019)RETAINED	Write
EL	EI	2025	0100-000-0000-00-00-35900	UNDES FUND BALANCE, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-35906	TRASH RETAINED EARNINGS	Write
EL	EI	2025	0100-000-0000-00-00-38200	RES FOR ENCUMB, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-39100	REVENUE, TRASH	Write
EL	EI	2025	0100-000-0000-00-00-39200	EXP IMPROVCE TRASH	Write

With this feature all users will be able to see a precise list of the accounts to which they have access.

[ADM-AUC-SY-8350]



4 Help Reference Library New & Updated Content

Maintenance

BU–110 Budget Processing

[Updated]