



Budget

Release Notes

SEPTEMBER 2025

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

CONTENTS

1	TRANSFER BUDGET GROUP NOTES [FIX]	2
2	REPORT - 12596 - BUDGET TOWN MEETING W/COST BREAKDOWN [ENHANCEMENT]	2
3	BUDGET GROUPS [ENHANCEMENT]	3
	3.1 Remove User – All Groups	3
	3.2 Remove User – Single User	4
4	REPORT - 12563 - STANDARD BUDGET REPORTS W/NOTES (PORTRAIT) [FIX]	5
5	POSTED BUDGET TO BASE BUDGET REPORT [ENHANCEMENT]	6
6	ATTACHMENT FILENAME EXTENSION [ENHANCEMENT]	8
7	AUC LOGIN SCREEN RELEASE NOTES [ENHANCEMENT]	9
8	HELP REFERENCE LIBRARY & ADMINS WEBSITE	10
	8.1 New & Updated Documentation in the Help Reference Library	10
	8.2 New Content on ADMINS.com	10



1 Transfer Budget Group Notes [Fix]

During the Budget Group Transfer process from the Maintain Budget Accounts screen, account-level notes (as seen on the Budget Entry screen – highlighted below) were not transferring to the new budget group. This has been corrected — notes now transfer properly with the accounts.

Operating Budget (Cost Item Breakdown)

Goto... Actions

Year: 2026
Budget Group: ADM TOWN ADMINISTRATOR
Account#: 1000-123-0000-001-00-00-51110
LOS: 1 Inc/Dec

Current Approval Level: Department
Next Approval Level: Finance

1-Edit Account Note
Town Administrator Vacant Position recruitment. Recommend hiring the candidate at the top of the salary schedule.

Line	Item	Qty	Price	Base Budget	Budget Amt	Line Description
1		1.0000	200,000,000	200,000	200,000	open position- search to be performed, recommended top salary

2 Report - 12596 - Budget Town Meeting w/Cost Breakdown [Enhancement]

Occasionally, at the end of the budget cycle, the current budget year (as defined in *Module Control 12000*) would be updated to the next budget year before any budget records for that new year had been created. This would default the new budget year to the budget reports and would result in any budget reports being run giving incorrect results as it would be trying to report on the new budget year.

Navigate to: Budget > Reports > Report Library > 12596 – Budget Town Meeting w/Cost Breakdown

This issue has been resolved, and the reports will now verify if the new budget year has been created and display a message if the new year budget hasn't been created.



[ADM-AUC-BU-4013]



3 Budget Groups [Enhancement]

When Mass Delete User is selected from the Budget Group Summary Actions menu or Remove User - All Groups from the Budget Group Screen, it will now remove the user from being an approver on that group as well.

Prior to this, if the user was setup in any budget group as an approver, at any level and the remove user – All Groups was selected, it would stop the process and you would have to manually remove the user from all the groups they were an approver on. This would have to be done before running the Remove User – All Groups again.

Navigation To: Budget > Tables > Budget Groups > Approvals Tab

Exception:

If the user is listed in the system table for PS Approvals, the process will stop, and the user will not be removed. You must manually update the system table before retrying the deletion.

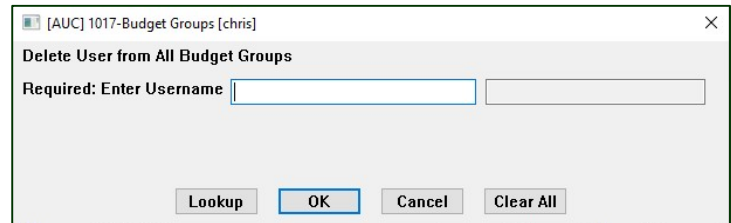
3.1 Remove User – All Groups

On the Summary screen or the Remove User-All Groups **Remove User-All Groups**, this will remove the user from all groups and all approval roles where they are found.

User Name	Full Name	(5) Board	(4) CFO	(3) Budget Manag	(2) Finance	(1) Department
ANTHEA	Anthea Diamond	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
AUCBATCH	aucbatch ACCOUNT	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
AUCNIGHT		OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
BETHS	Beth Smith	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
CBOYAN		OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
CHRIS	Chris Conner	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
JASINSKI	Karen Jasinski	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
LUANN	LuAnn Moore	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
PAWELCINNON	Mary	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
MOORE	LuAnn Moore	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
MUPDEV	ADMINIS, Inc.	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
MUPDEV1	ADMINIS, Inc. [Support]	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
MUPDEV2	ADMINIS, Inc. [LuAnn]	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
MUPDEV3	ADMINIS, Inc. [Paul]	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
MUPDEV4	Mupdev4 [Anthea]	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
MUPDEV5	MUPDEV5 [THERESA CAMPBELL]	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
THERESA	Theresa	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N
WENDY	Wendy Tarantola	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N	OR ● W ○ N



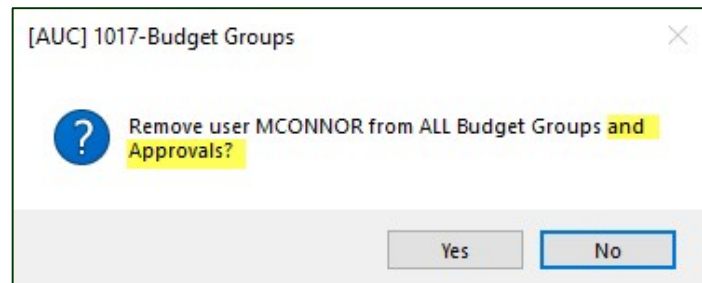
The Lookup on this screen has been modified to include inactive users, as users could have been inactivated before they are being removed from this table.



It will then ask to confirm the username to delete and indicates it will also remove them from the approvals as well.

Click **YES**: Will remove this user from all budget groups and budget group approvals.

Click **NO**: Nothing is done.



3.2 Remove User – Single User

If the Remove User button is selected, this will remove the selected user from this budget group only. If the user also happens to be an approver on this budget group, then the user will need to be manually removed from the approvals before removing the user.



[ADM-AUC-BU-4008]



4 Report - 12563 - Standard Budget Reports w/Notes (Portrait) [Fix]

Navigate To: Budget > Reports > Report Library

The report was leaving more space at the bottom of the page than was necessary. A change was made to fill more of the page before continuing to the next page.

[AUC] 12900-Report Library - Operating Budget [chris]

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Excise Misc Billing System Fav

Report Library - Operating Budget

Goto...

Actions

Report Categories

- 1 Operating
- 2 Personal Services
- 3 CIP

Report Name	View	Report	Last Run Date	Run Time
----- Worksheets -----	Sample			
12502-Standard Worksheet - Summary	Sample	Run		
12506-Standard Worksheet - Detail	Sample	Run		
12510-Standard Worksheet - Detail w/Notes	Sample	Run		
12507-Standard Worksheet - Variance	Sample	Run		
12512-Standard Worksheet - Blank	Sample	Run		
----- Cost Breakdown -----	Sample			
12560-Budget Cost Breakdown Item Listing	Sample	Run		
12561-Cost Breakdown Item Listing By Account	Sample	Run		
12562-Cost Item Breakdown by Object	Sample	Run		
12565-Cost Item Breakdown by Level of Service	Sample	Run		
12566-Cost Item Breakdown by Level of Service w/ Notes	Sample	Run		
12568-Cost Item Breakdown Progression by LOS	Sample	Run		
12569-Cost Item Breakdown for All Levels of Service	Sample	Run		
12567-Cost Item Breakdown All Levels of Service w/Notes	Sample	Run		
12850-Cost Item Audit Report	Sample	Run		
----- Standard Budget Reports -----	Sample			
12571-Standard Budget Report (Landscape)	Sample	Run		
12590-Standard Budget Report w/Notes	Sample	Run		
12471-Standard Budget Report (Portrait)	Sample	Run		
12563-Standard Budget Reports w/Notes (Portrait)	Sample	Run	16-Sep-2025	00:25:03.92
12474-Standard Budget Report (Portrait) 4 Columns	Sample	Run		
12574-Finance Committee Report	Sample	Run		
12576-Budget Progression Between Levels	Sample	Run		
12578-Budget Levels 1-2 with Variances	Sample	Run		
12580-Budget Levels 1-3 with Variances	Sample	Run		
12582-Budget Percentage Progression by Level	Sample	Run		
12592-Budget Percentage Progression by Approvals Level w/Not	Sample	Run		
12584-Budget Percentage progression by Year	Sample	Run		
12594-Budget Percentage Progression by Year w/Notes	Sample	Run		
12586-Budget Town Meeting Report	Sample	Run		

[ADM-AUC-BU-4017]

5 Posted Budget to Base Budget Report [Enhancement]

Sometimes accounts are not carried forward to the new budget year or are merged with other accounts.

To check on what accounts are different, between what was posted as budget in the current fiscal year and what has been created as a base budget for the new budget year, use this report.

Navigate To: Budget > Reports > Report Library

This report will identify the following:

1. Accounts that have budget amounts posted to the General Ledger in the current fiscal year but have not carried forward into budget for the new budget year.
2. Accounts created in the budget module but are not in the current General Ledger fiscal year.
3. The base budget amounts for the accounts are different. This could be because two accounts have been merged so the base budget is different.
4. The budget group in the General Ledger account is different to the budget group in budget.

Report Library – 12074
Compare GL Posted
Budget with Base
Budget Accts Report

[Home](#)
[\[AUC\]](#)
[12900-Report Library - Operating Budget \[chris\]](#)

[File](#)
[Edit](#)
[Ledgers](#)
[Purchase Orders](#)
[Accounts Payable](#)
[Fixed Assets](#)
[Human Resources](#)
[Budget](#)
[Collections](#)
[Tax](#)
[Motor Excise](#)
[Misc Billing](#)
[System](#)
[Favorites](#)
[Help](#)

Report Library - Operating Budget

Report Name	view	Report	Last Run Date	Run Time
12074-Compare GL Posted Budget with Base Budget Accts	Sample	Run		

Report Categories

- 1 Operating
- 2 Personal Services
- 3 CP



Include only differences to check what is different between the Current Fiscal Year posted budget and the base budget in the budget module.

The year is the BUDGET YEAR – it will calculate the fiscal year (e.g. budget year minus 1) for the fiscal year.

Task 12074: Compare GL Posted Budget with Base Budget Accts

Compare GL Posted Budget with Current Base Budget

Required: Enter Budget Year

Include

☒ All Accounts

☐ Only Differences

Run as

☐ Preview

☐ Print

☒ PDF

☐ Excel

If Printing use Duplex

☒ Yes

☐ No

Lookup

OK

Cancel

Clear All

Report 12074 – Compare GL Posted Budget with Base Budget Accts

12074-BUREP:BUCCOMPSTBUD.REP		Printed 10-Sep-2025 at 12:19:47 by ANTHEA		Town of Admins	
				Compare GL Posted Budget with Base Budget Accts	
		Budyer Year: 2026		GL Fiscal Year: 2025	
Account#	Description	TYP	Group	Budget Amount	Message
0100-300-2330-820-00-00-52520	ABA/BEH TECH PROF DEV CONF FEES - HS	BU	SFED	0	
Account Difference				0	No 2025 FY Budget Posted for this Account
0100-430-0000-004-00-00-51130	PT PERSONNEL- RECYCL CTR SUPERVISOR	GL	TRASH	0	
0100-430-0000-004-00-00-51130	PT PERSONNEL- RECYCL CTR SUPERVISOR	BU	TRASH	19,500	
Account Difference				(39,000)	Base Budeget Difference to Posted Budget

Note: The TYP column indicates if the account is from the General Ledger (GL) or the Budget (BU).

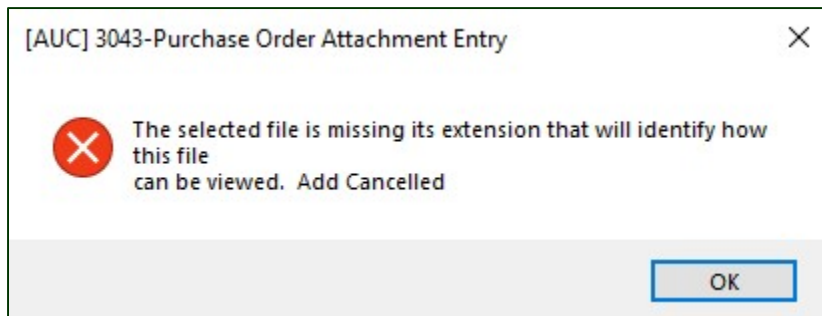
[ADM-AUC-BU-4016]



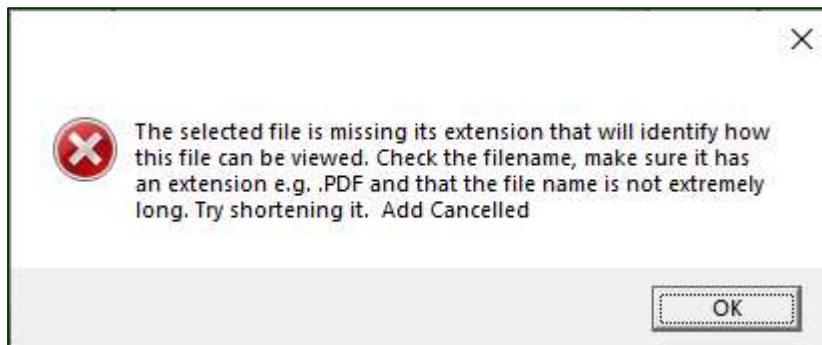
6 Attachment Filename Extension [Enhancement]

When attaching a file in the system, it checks for a valid file extension (e.g., .PDF or .XML). If the filename is extremely long, the extension could be truncated, causing the system to treat it as missing. The error message for missing extensions has been updated to reflect this situation more accurately.

BEFORE



AFTER



[ADM-AUC-SY-8373]



7 AUC Login Screen Release Notes [Enhancement]

Updated the two letter abbreviations for each module to the full module name.

BEFORE

Please Sign In:

 Username Anthea Dimond
Training Mode ☒ No ☐ Yes
Password

IMPORTANT NEWS | About our products | Support Info | E-newsletter

ATTENTION!

A Quarterly software update was installed on your site. Please click on the links below to review the

[June 2025 Product Release Notes](#)

GL	MV	RC	SY
AP	RE	BU	
PO	PP	MB	
HR	TT	FA	

AFTER

Please Sign In:

 Username Anthea Dimond
Training Mode ☒ No ☐ Yes
Password

IMPORTANT NEWS | About our products | Support Info | E-newsletter

ATTENTION!

A Quarterly software update was installed on your site. Please click on the links below to review the

[September 2025 Product Release Notes](#)

Ledgers	Motor Excise	Collections	System
Accounts Payable	Real Estate	Budget	
Purchase Orders	Personal Property	Misc. Billing	
Human Resources	Tax Title	Fixed Assets	

[ADM-AUC-SY-8378]



8 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

8.1 New & Updated Documentation in the Help Reference Library

8.2 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.

Site Link: [Videos & Quick Tips](#)