



# Budget

## Release Notes

December 2024

This document explains new product enhancements added to the **ADMINS Unified Community for Windows (AUC) BUDGET** system. Key updates include Transferring Account(s) to Another Budget Group and a fix to report #12561 Cost Breakdown Item Listing by Account.

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## 1 Transfer Account(s) to Another Budget Group [Enhancement]

This section explains how to manage and transfer budget accounts within an existing operating budget. To change a budget group for any operating budget account, use the **Transfer Group** button. Both operations are performed on the Maintain Budget Accounts screen.

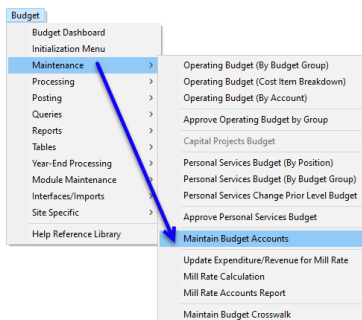
### 1.1 Changing Budget Types

If an account is in the operating budget and **has not** been approved at any level, the **budget type** can be changed on the Maintain Budget Accounts screen from **“Operating”** to another type (**Personal Services** or **CIP**).

If the budget group for this account is pending approval, you can either disapprove it back to the first level or transfer the account to a different first-level budget group and change the budget type.

To access the screen from the menu, click on:

**Budget ► Maintenance ► Maintain Budget Accounts**



Click on the radio button to set the Budget Type.

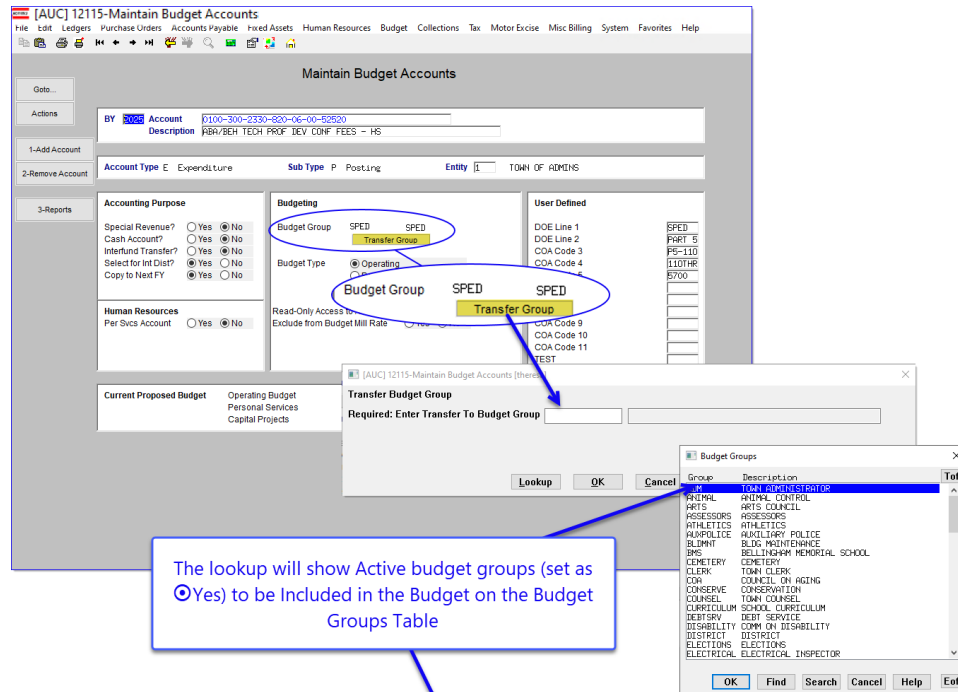
### 1.2 Transfer Group Button

To change the Operating budget group, the new **Transfer Group** button must be used to ensure all checks are done on both the **“from”** and **“to”** budget groups.



## 1.2.1 Choosing another Budget Group from the Lookup

The lookup includes only the budget groups that are part of this site's budget.



To access the **Budget Groups Table**, from the menu, select:

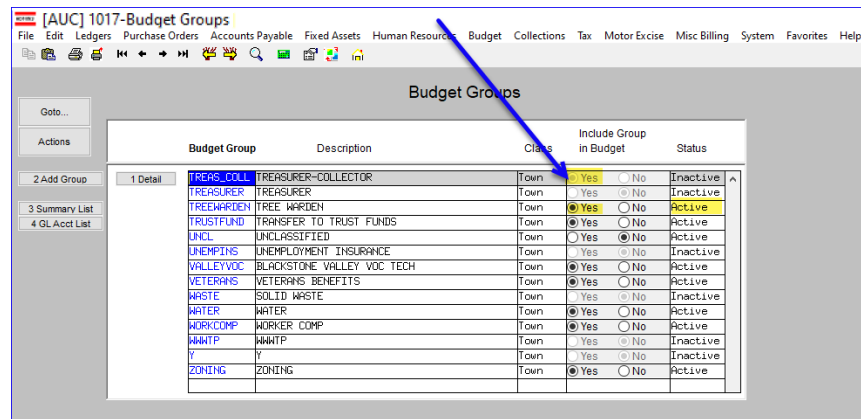
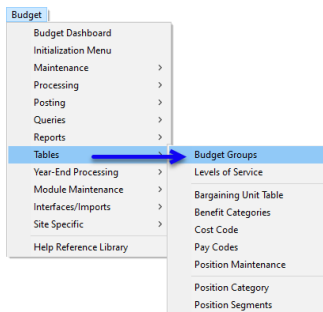


Figure 1 Budget Group Table controls the groups available for the transfer

This table displays the budget groups available on the site. As new groups are created, older ones may be included or excluded from this year's budget.

Groups with history (that were used in previous years) cannot be deleted.



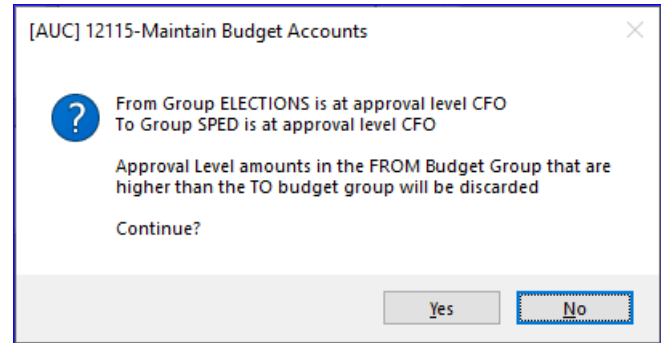
## 1.2.2 Approval Levels and History

Transferring accounts between budget groups copies the budget and updates approval levels and history, ensuring that the current values are reflected in the new levels.

The system will notify the user of the approval levels for the "from" and "to" budget groups.

If any amounts in the "From" group exceed the "To" group's approval level, they will be discarded. Only amounts within the "To" group's approval level will be copied.

Click Yes to complete the transfer to the new budget group.



## 1.2.3 Conditions for Transferring Accounts Between Groups

Several conditions must be met for transferring an account to a new budget group including:

- The “from” and “to” budget groups must be different (no transfer within the same budget group)

- Both groups must have **Include Group in Budget** set to **Yes** on the Budget Groups Table

Budget Group	Description	Class	Include Group in Budget	Status
1 Detail	TREAS COLL	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Inactive
	TREASURER	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Inactive
	TREAS WARDEN	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Active
	TRUST FUND	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Active
	UNCL	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Active
	UNEMP INS	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Active
	VALLEY VOC	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Active
	VETERANS	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Active
	WASTE	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Inactive
	WATER	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Active
	WORK COMP	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Active
	WWTP	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Inactive
	Y	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Inactive
	ZONING	Town	<input checked="" type="radio"/> Yes <input type="radio"/> No	Active

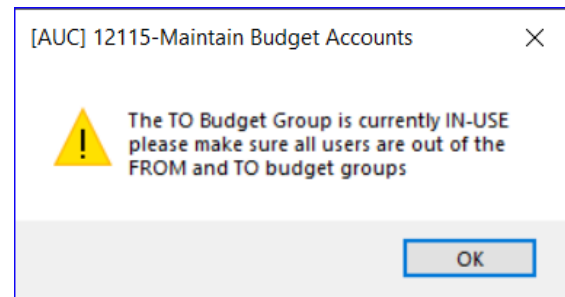


- Both groups must be **active** – Select Detail on the desired budget group, then click on Actions and select Activate Group from the drop-down menu

The screenshot shows the 'Budget Groups' window. The 'Actions' menu is open, and 'Activate Group' is highlighted. The 'Budget Group' field is set to 'TREAS\_COLL' and the 'Description' is 'TREASURER-COLLECTOR'. Below the menu, there is a table with columns for 'Full Name', 'Set All', and 'Set All'. The table lists several users: Anthea Dimond, aucbatch ACCOUNT, Elena Sherb, Karen Jasinski, and LuAnn Moore. The 'Activate Group' button is also highlighted in the bottom left corner of the window.

- No users should be accessing either budget group. If there are users currently viewing or entering data in the budget group screen, the system will display the following message:

Contact the users to request that they exit the Budget Module data entry so that you may complete the change.



- Neither the **"from"** nor the **"to"** budget group can be already posted.

The screenshot shows the 'Budget Dashboard' for the year 2025. It displays two tables: 'Town Operating Budget' and 'School Operating Budget'. The 'Town Operating Budget' table shows various departments and their budget amounts. A callout box points to the 'Posted' status of the 'Town Operating Budget' table, stating: "These groups are already posted for the Year. No transfers are allowed." The 'Posted' status is highlighted in yellow.

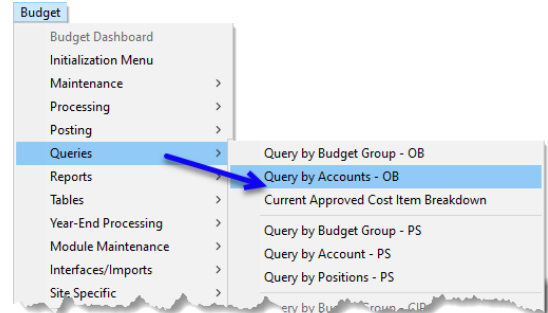
### 1.3 Examples of Transfers

This illustrates an example of an account being transferred to another budget group. We will transfer account 1000-123-0000-001-00-00-52500 from **ADM Group (Level 3)** to **TREAS\_COLL (Level 5)**.

### 1.3.1 View the Account Before the Transfer

First let's view the account in the Query by Accounts Operating Budget screen. From the menu, select:

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



This shows the

- 1 current Budget Group is **ADM**, and
- 2 the account is at **Level 3**.

Notice that there are no amounts in the Level 4 or Level 5.

[AUC] 12415-Query by Accounts - Operating Budget [anthea]

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

**Query by Accounts - Operating Budget**

Goto... Year **2025** Current Total Target  
 Actions Budget Group ADM TOWN ADMINISTRATOR 1  
 Current Approval Level Budget Manager 293,328

1 Excel

**Right Click on cells to view LOS Detail and Cost Breakdowns**

Account Number	Description	Level 1	Level 2	Level 3	Level 4	Level 5
1000-123-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	Department	Finance	Budget Manager	CFO	Board
1000-123-0000-001-00-00-51130	PERMANENT PERSONNEL	200,000	200,000	200,000		
1000-123-0000-001-00-00-51141	PART/TIME PERSONNEL	32,000	32,000	32,000		
1000-123-0000-001-00-00-51600	LONGEVITY, GENERAL FUND	2,500	2,500	2,500		
1000-123-0000-001-00-00-52400	PROFESSIONAL SERVICES, GENERAL FUND	220	220	220		
1000-123-0000-001-00-00-52500	DUES/SUBSCRIPTIONS	25,000	25,000	25,000		
1000-123-0000-001-00-00-59990	CONTINGENCY, GENERAL FUND	3,000	3,000	3,000		
1000-145-0000-001-00-00-52020	POSTAGE	30,600	30,600	30,600		

**Budget ▶ Queries ▶ Current Approved Cost Item Breakdown**

1 The budget group before the transfer is **ADM**

2 Click on the

### 3-All Approval Levels

tab to view the screen

3 The current Approval Level is 3, for Budget Manager

4 There are no dollars in the CFO (level 4) and Board (level 5) approval levels.

5 Level 3 is approved at \$200,000.

We can also see the account on the **Approved Cost Item Breakdown** screen:

**[AUC] 12154-Cost Item Breakdown Query All Approval Levels**

File Edit Ledgers Purchase Orders Accounts Payable Fixed Assets Human Resources Budget Collections Tax Motor Expense Misc Billing System Configuration Help

**Budget Group** ADM **TOWN ADMINISTRATOR**

**Year** 2025

**Account#** 1000-123-0000-001-00-00-51110

**LOS** 1 Inc/Dec

**Current Approval Level** Budget Manager  
Next Approval Level CFO

**2-Current Approval Level** **3-All Approval Levels**

Line	Line Description	Base Budget	Department	Finance	Budget Manager	CFO	Board
1	open position- search to be performed, recommended top salary		200,000	200,000	200,000		
<b>Totals</b>			200,000	200,000	200,000		

**Figure 2 the account before the transfer**



## 1.3.2 Initiate the Transfer

Here we transfer the account to the TREAS\_COLL budget group, using the new **Transfer Group** button.

**[AUC] 12115-Maintain Budget Accounts**

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

**Maintain Budget Accounts**

Goto... Actions

1-Add Account 2-Remove Account 3-Reports

Account Type E Expenditure Sub Type P Posting Entity TOWN OF ADMINS

Account 1000-123-0000-001-00-00-51110 Description DEPARTMENT HEAD SALARY

Accounting Purpose: Special Revenue? No, Cash Account? No, Interfund Transfer? No, Select for Int Dist? No, Copy to Next FY? Yes

Human Resource Per Svcs Account [AUC] 12115-Maintain Budget Accounts [theresa]

Transfer Budget Group

Required: Enter Transfer To Budget Group TREAS\_COLL TREASURER-COLLECTOR

Current Proposal: Enter Transfer To Budget Group TREAS\_COLL

Lookup OK Cancel Clear All

As expected, the system notifies us that the groups are at different approval levels. We click on **Yes** to complete the transfer.

**[AUC] 12115-Maintain Budget Accounts**

From Group ADM is at approval level Budget Manager To Group TREAS\_COLL is at approval level Board

The FROM Budget Group amounts will be copied to all levels up to the current approval level of the TO Budget Group

Continue?

Yes No

## 1.3.3 Look at the Account in the Query Screens Again

Return to the **Query by Account – OB** screen for the ADM budget group to see the effect. The account no longer appears in the ADM budget group:

**[AUC] 12415-Query by Accounts - Operating Budget**

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

**Query by Accounts - Operating Budget**

Year 2025 Budget Group ADM TOWN ADMINISTRATOR Current Approval Level Budget Manager Current Total 63,702 Target

1 Excel

Right Click on cells to view LOS Detail and Cost Breakdowns

Account Number	Description	Level 1	Level 2	Level 3	Level 4	Level 5
1000-123-0000-001-00-00-51130	PERMANENT PERSONNEL	32,008	32,008	32,008		
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	220	220	220		
1000-123-0000-001-00-00-52400	PROFESSIONAL SERVICES, GENERAL FUND	25,000	25,000	25,000		
1000-123-0000-001-00-00-52500	DUES/SUBSCRIPTIONS	3,000	3,000	3,000		
1000-123-0000-001-00-00-54090	OFFICE SUPPLIES	974	974	974		
1000-123-0000-001-00-00-59990	CONTINGENCY, GENERAL FUND					
Approval Level Totals		63,702	63,702	63,702		

2 Notes



1 Now the account appears on the Query by Accounts – Operating Budget screen in the **TREAS\_COLL** budget group.

2 Level 4 and level 5 now have values which are a copy of the level 3 amounts.

Account Number	Description	Department	Finance	Budget Manager	CFO	Board
1000-123-0000-001-00-00-51110	DEPARTMENT HEAD SALARY	200,000	200,000	200,000	200,000	200,000
1000-145-0000-001-00-00-51110	DEPT HEAD, TREAS/COLL	89,610	89,610	89,610	89,610	89,610
1000-123-0000-001-00-00-51110	STANT T/C	73,203	73,203	73,203	73,203	73,203
1000-145-0000-001-00-00-51110	SENIOR CLERK, T/C	54,954	54,954	54,954	54,954	54,954
1000-145-0000-001-00-00-51131	PAYROLL COORDINATOR	54,954	54,954	54,954	54,954	54,954
1000-145-0000-001-00-00-51132	DEPUTY TREAS/COLL, AFSOME	21,235	21,235	21,235	21,235	21,235
1000-145-0000-001-00-00-51140	PT CLERICAL (HOURLY)	2,500	2,500	2,500	2,500	2,500
1000-145-0000-001-00-00-51800	OVERTIME WAGES	850	850	850	850	850
1000-145-0000-001-00-00-51600	LONGEVITY	30,600	30,600	30,600	30,600	30,600
1000-145-0000-001-00-00-52020	POSTAGE	8,557	8,557	8,557	8,557	8,557
1000-145-0000-001-00-00-52230	MAINTENANCE CONTRACT	62,750	62,750	62,750	62,750	62,750
1000-145-0000-001-00-00-52400	PROFESSIONAL SERVICES	1,900	1,900	1,900	1,900	1,900
1000-145-0000-001-00-00-52500	DUES/MEMBERSHIPS	2,500	2,500	2,500	2,500	2,500
1000-145-0000-001-00-00-52520	IN-STATE TRAVEL	500	500	500	500	500
1000-145-0000-001-00-00-53110	BANKING FEES	2,000	2,000	2,000	2,000	2,000
1000-145-0000-001-00-00-54080	OFFICE EQUIPMENT	12,350	12,350	12,350	12,350	12,350
1000-145-0000-001-00-00-54090	OFFICE SUPPLIES					
Approval Level Totals		618,463	618,463	618,463	618,463	618,463

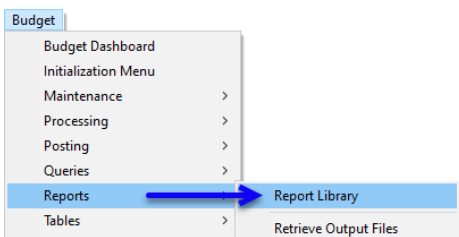
The same is evident on the **Cost Item Breakdown Query All Approval Levels** screen.

Line	Line Description	Base Budget	Department	Finance	Budget Manager	CFO	Board
1	open position- search to be performed, recommended top salary		200,000	200,000	200,000	200,000	200,000
2							
3							
4							
5							
Totals							

[ADM-AUC-BU-3981]

## 2 Report #12561 Cost Breakdown Item Listing by Account [Fix]

Before the software update the columns in the Excel output were not aligned with the headings. **ADMINS** corrected this. To run this report from the menu, select:



Budget ► Reports ► Report Library ► 12561 Cost Breakdown Item Listing by Account

Task 12561: Cost Breakdown Item Listing By Account

Cost Breakdown Item Listing By Account

Required: Enter Budget Year

Optional: Enter up to 9 Budget Groups

Run as ☐ Preview ☐ Print ☐ PDF ☒ Excel

If Printing use Duplex ☒ Yes ☐ No





BudgetGroup	Account	Description	LOS	Line	Item	Quantity	Item Price	Cost Breakdown	Account Total	Note/Line Note	Account Notes
TRASH	0100-430-0000-004-00-00-51130	PT PERSONNEL- RECYCL CTR SUPERVISOR	0	1		0.00	0.00	0	19,500	Claire works 15hrs/week at \$25/hour (\$375*52weeks)	
TRASH	0100-430-0000-004-00-00-51130	PT PERSONNEL- RECYCL CTR SUPERVISOR	1	1		1.00	0.00	19,500	19,500	Claire works 15hrs/week at \$25/hour (\$375*52weeks)	
TRASH	0100-430-0000-004-00-00-51132	SUPERVISOR & PT STAFF	0	1		0.00	0.00	0	21,248	recycling center supervisor 52 weekends @ \$225 eac	
TRASH	0100-430-0000-004-00-00-51132	SUPERVISOR & PT STAFF	0	2		0.00	0.00	0	0	recycling center support staff 14 hours each weekend @ \$15 per hour	
TRASH	0100-430-0000-004-00-00-51132	SUPERVISOR & PT STAFF	0	3		0.00	0.00	0	0	recycling center support staff average 30 hours per month at \$17 per hour	
TRASH	0100-430-0000-004-00-00-51132	SUPERVISOR & PT STAFF	1	1		1.00	0.00	5,000	5,000	recycling center supervisor	
TRASH	0100-430-0000-004-00-00-51132	SUPERVISOR & PT STAFF	1	2		1.00	0.00	9,720	9,720	recycling center support staff average 54 hours per month at \$15 per hour	
TRASH	0100-430-0000-004-00-00-51132	SUPERVISOR & PT STAFF	1	3		1.00	0.00	6,528	6,528	recycling center support staff average 32 hours per month at \$17 per hour	
TRASH	0100-430-0000-004-00-00-52400	PROFESSIONAL SERVICES	0	1		0.00	0.00	0	25,000	Annual monitoring svcs needed for DEP compliance-sanborn head contract/mow grass	
TRASH	0100-430-0000-004-00-00-52400	PROFESSIONAL SERVICES	1	1		1.00	0.00	25,000	25,000	Annual monitoring svcs needed for DEP compliance-sanborn head contract/mow grass	
TRASH	0100-430-0000-004-00-00-52700	TRASH REMOVAL	0	1		0.00	0.00	0	1,217,000	EL Harvey atericycle,complete recycling interstate,wesco.us ecology,green matt.	
TRASH	0100-430-0000-004-00-00-52700	TRASH REMOVAL	1	1		1.00	0.00	1,217,000	1,217,000	EL Harvey atericycle,complete recycling interstate,wesco.us ecology,green matt.	
TRASH	0100-430-0000-004-00-00-52701	TRASH INCINERATION	0	1		0.00	0.00	0	750,000	based on estimated annual tonnage contract with harvey and winwaste	
TRASH	0100-430-0000-004-00-00-52701	TRASH INCINERATION	0	2		0.00	0.00	0	0	level funding	
TRASH	0100-430-0000-004-00-00-52701	TRASH INCINERATION	1	1		1.00	0.00	750,000	750,000	based on estimated annual tonnage contract with harvey and winwaste	

Figure 3 Report #12561 run as Excel with the Headings aligned properly

[ADM-AUC-BU-4004]

### 3 Email Notice to Users of Intent to Suspend an Account

Users are inactivated if they have not logged in before their expiration date.

For instance, on sites with a six month expiration window, users who haven't logged in since 20-May-2024 would be "suspended" or "marked inactive" on 20-November-2024.

The notification period is 14 days from the suspension date, in this example, from 05-November-2024 through 20-November-2024.

Up to two reminder emails are sent: the first ~14 days before account expiration, and the second ~5 days before. If users do not log in when reminded, their accounts will be deactivated.

The notification is sent if there is an email address present on the User Profile screen:

User Profile Screen

User Name: Theresa

Email Address: theresa@admins.com

Last Login: 09-Dec-2024 08:40:22,80 Live

Receive Approval Email: Yes

This user account is currently active.

Two emails are sent to allow for users on vacation, etc., to have time to respond. Log in before the expiration date to prevent the suspension.

The emails include expiration dates, steps to prevent suspension, and instructions for requesting reactivation after suspension.

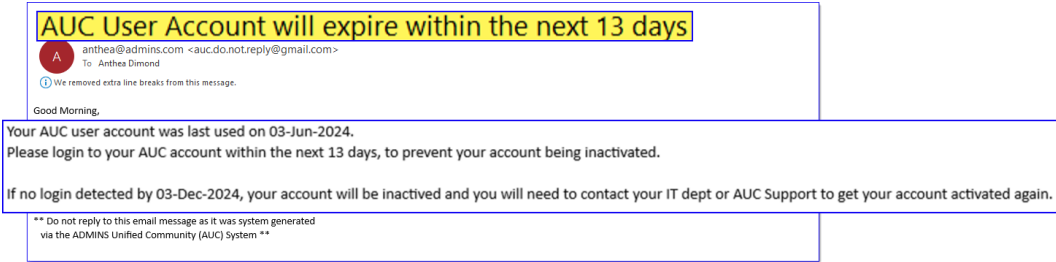


Figure 4 Email example sent two weeks before the username expiration date

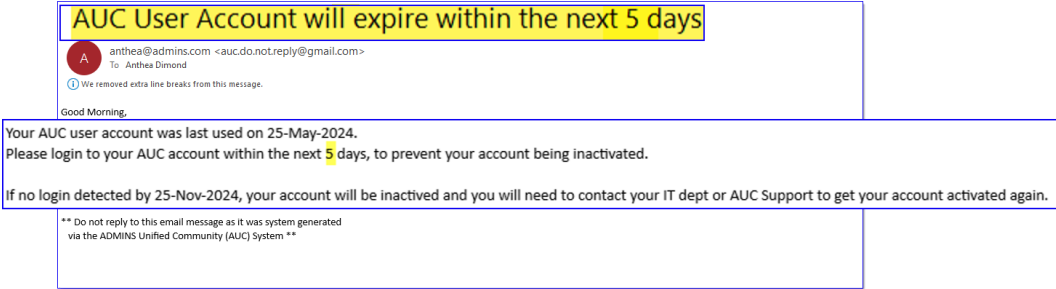


Figure 5 Email example sent the following week

[ADM-AUC-SY-8356]

## 4 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.

### 4.1 New Documents in the Help Reference Library

Processing BU-110 Budget Processing [Updated]

### 4.2 New Content on ADMINS.com

[User Account Security Inquiry Screen](#) (2:38) [New]