

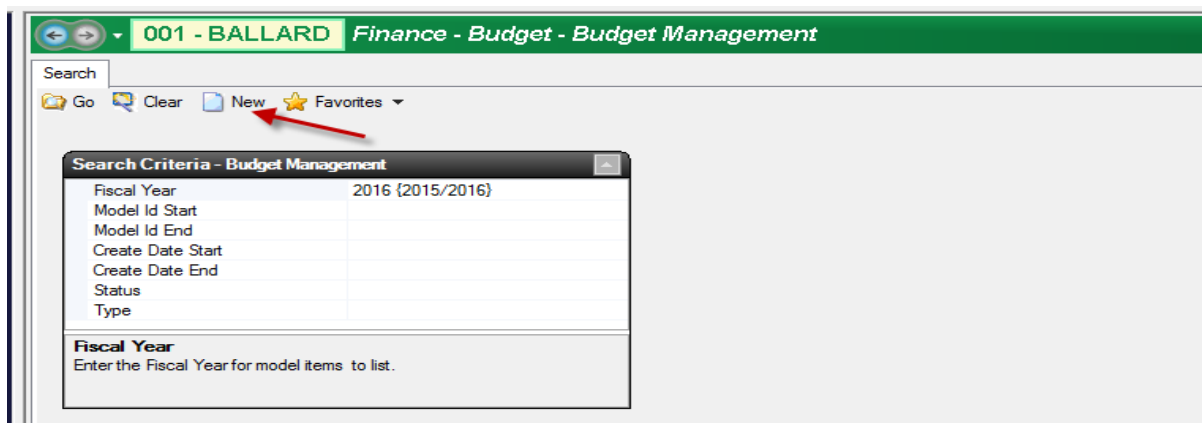
How to Create a Revised Budget Model for Interim Reports

Revised Budget Models are created in Escape and imported into the SACS software for Interim Reporting.

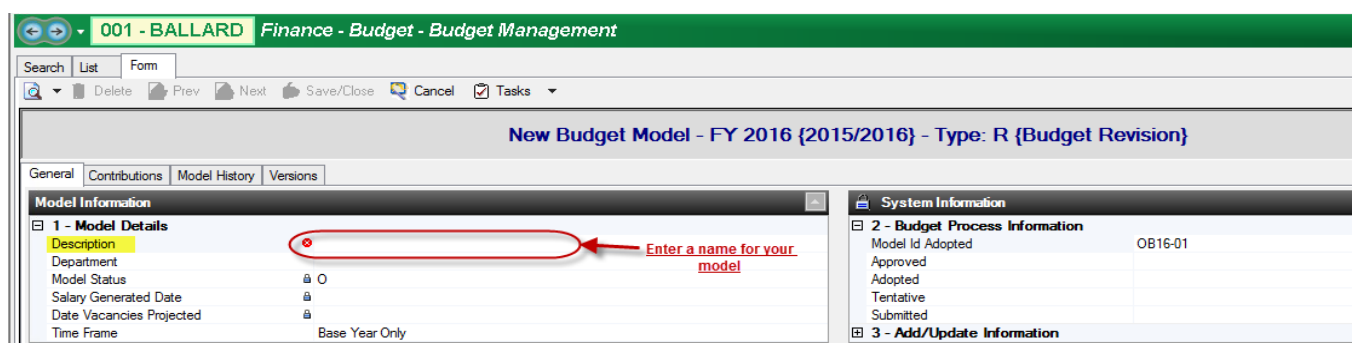
If you have any questions as you move through the creation of your budget, please contact your District Financial Advisor (DFA)

1. Create a New Revised Budget Model for Interim Reports

- **Finance > Budget > Budget Management**
- To create a new revised budget model verify you are in the current fiscal year and select **New**.



- A **New Budget Model** form will open. Enter a name for your model in the Description field. The model could be named "First Interim Budget." Click on Save/Close to save the model.



2. Load Budget Data into the Model to Establish the Baseline Budget

The last board approved budget model, plus any subsequent budget transfers that have posted, are what make up the district's current Revised Budget. We recommend starting with the current Revised Budget as the baseline for the interim budget model and then build in projected changes. Follow the steps below to establish a baseline for the interim budget model.

Important Note

When performing mass changes to a budget model via the Perform Change Task in Budget Management, it is important to check the Model History tab each time a perform change is completed. Ensure that the change has completed in the Status Message box. If an error is shown, the affected budget items will not be loaded in the model. Refer to the Status Message box for further information on the error, then correct the issue and run the Perform Change task again.

- **Finance > Budget > Budget Management**

- Select Go to get a list of Budget Models. Open the model you just created by 1) clicking on the model and then 2) clicking Open.

001 - BALLARD Finance - Budget - Budget Management

Search List 2. Click on Open.

Open New Export Grid

1. Click on model you created.

FY	Model Id	Description	Type	Time Frame	Status	Budget Status	Last Edited	Department
2016	BR16-01	Test First Interim Budget	R {Budget Revision}	Base Year Only	O {Open for editing}			
2016	OB16-01	Original Budget 2015-16	O {Original Budget}	Base Year Only	P {Posted}	Adopted	6/17/2015 8:40:57 AM	

- Once the model opens click on the Tasks dropdown menu. Select Perform Change from the dropdown menu.

001 - BALLARD Finance - Budget - Budget Management

Search List Form

Delete Prev Next Close Cancel Tasks

Perform Change

Cancel Model

Post This Model

Unpost This Model

Load Contributions from Setup

Calculate Model Projections

Recalculate Starting Balances

Y 2016 {2015/2016} - Type: R {Budget Revision}

Model Information

1 - Model Details

Description Test First Interim Budget

Department

Model Status O {Open for editing}

Salary Generated Date

Date Vacancies Projected

Time Frame Base Year Only

System Information

2 - Budget Process Information

Approved 06/17/15 8:40AM by 61BREC

Adopted 06/17/15 8:40AM by 61BREC

Tentative 06/17/15 8:40AM by 61BREC

Submitted

3 - Add/Update Information

- Complete the Perform Model Change form by entering the following information into the fields as noted:
 - **Comment:** "Set Accounts to \$0"
 - **Type:** From the dropdown menu in this field select "12 {Set Fixed Amount}"
 - **Fixed Amount:** Leave at "0.00"
 - Select **Go** from the bottom of the form and click **Yes** when asked if you want to continue.

001 - BALLARD Finance - Budget - Budget Management

Search List Form

Delete Prev Next Close Cancel Tasks

Model Id: BR16-01 - FY 2016 {2015/2016} - Type: R {Budget Revision}

General Contributions:23 Model History Versions

Model Information

1 - Model Details

Description: Test New Budget Model-Breck

Department:

Model Status: ☐ (Open for editing)

Salary Generated Date:

Date Vacancies Projected:

Time Frame: Base Year Only

Perform Model Change

Comment: Set Accounts to \$0

Type: 12 {Set Fixed Amount}

Copy Fiscal Year:

Copy Model:

Adjustment Percent: 0.00

Fixed Amount: 0.00

Copy File:

Replace Budget:

Vacancy Date:

Affect Salaries:

Fund:

Resource:

Year:

Goal:

Function:

Object:

School:

Management:

Unit:

Type: 12 {Set Fixed Amount}

Code Description

01 Percentage adjustment

02 Delete Budget Items

03 Recompute Contributions

04 Load salary records from HR

05 Import data from external file

06 Copy from another Model

07 Copy From Accounts: Actuals

08 Copy From Accounts: Revised

09 Copy From Accounts: Original

10 Load Vacancies

11 Recompute Salaries

12 Set Fixed Amount

13 Add Fixed Amount

14 Load Budget Transfers

- Reopen the revised budget model you just created and review the Model History tab. The Status Message will say "Change Completed" if this task was successful. The amounts in the model are now listed with a \$0 amount in the budget which will prevent errors caused by accounts with "blank" amounts in the model.

001 - BALLARD Finance - Budget - Budget Management

Search List Form

Delete Prev Next Close Cancel Tasks

Model Id: BR16-01 - FY 2016 {2015/2016} - Type: R {Budget Revision}

General Contributions:23 Model History:1 Versions

Open Export Tasks

Date	By	Rolled Back Date	Rolled Back By	Type	Comment	Accounts	Status Message
10/12/2015 3:42:19 PM	61BRECKD			Set Fixed Amount	Set Accounts to \$0	55	Change completed Oct 12 2015 3:42:19 PM

- Now copy your last posted model into your new model. Reopen the new model and select Perform Change from the Tasks menu. Complete the Perform Model Change form by entering the following information into the fields as noted:
 - Comment:** "Copy from last posted model" (this is just a suggestion)
 - Type:** from the dropdown menu in this field select "06 {Copy From Another Model}"
 - Copy Model:** select your last posted model from the dropdown menu.
 - Replace Budget:** from the dropdown menu in this field select "2 {Replace Same Item Types}"
 - Select **Go** from the bottom of the form and click **Yes** when asked if you want to continue.

001 - BALLARD Finance - Budget - Budget Management

Search List Form

Delete Prev Next Close Cancel Tasks

Model Id: BR16-03 - FY 2016 {2015/2016} - Type: R {Budget Revision}

General Contributions:23 Model History:7 Versions

Model Information

1 - Model Details

Description TEST Ventura's Method

Department

Model Status O {Open for editing}

Salary Generated Date

Date Vacancies Projected

Time Frame Base Year Only

Perform Model Change

Comment Copy from last posted model

Type 06 {Copy from another Model}

Copy Fiscal Year 2016 {2015/2016}

Copy Model OB16-01 {Original Budget 2015-16}

Adjustment Percent 0.00

Fixed Amount 0.00

Copy File

Replace Budget 2 {Replace Same Item Types}

Vacancy Date

Affect Salaries

Browse

- Reopen your new budget model and review the Model History tab. The Status Message will say "Change Completed" if this task was successful.
- You can now load any budget transfers into the new model that have been posted after your last model was created. Reopen the new model and select Perform Change from the Tasks menu. Complete the Perform Model Change form by entering the following information into the fields as noted:
 - Comment:** "Load budget transfers" (this is just a suggestion)
 - Type:** from the dropdown menu in this field select "14 {Load Budget Transfers}"
 - Select **Go** from the bottom of the form and click **Yes** when asked if you want to continue.

001 - BALLARD Finance - Budget - Budget Management

Search List Form

Delete Prev Next Close Cancel Tasks

Model Id: BR16-03

General Contributions:23 Model History:5 Versions

Model Information

1 - Model Details

Description TEST Ventura's Method

Department

Model Status O {Open for editing}

Salary Generated Date

Date Vacancies Projected

Time Frame Base Year Only

Perform Model Change

Comment Load budget transfers

Type 14 {Load Budget Transfers}

Copy Fiscal Year

Copy Model

Adjustment Percent 0.00

Fixed Amount 0.00

Copy File

Replace Budget

Vacancy Date

Affect Salaries

Fund

Resource

Browse

- Reopen the new budget model and review the Model History tab. The Status Message will say "Change completed" if this task was successful.
- To make sure you do not have any "blank" amounts (account lines with no amount, not even \$0's) you can generate a Budget 01 report. Blanks are problematic and can allow accounts with amounts from a current revised budget that are not in your new model to exist in the system and affect your accounts (these lines will not be seen in your new model). Close the model in budget management by clicking on the orange X near the top right corner of the screen. Go to Finance-Reports-Budget and select the Budget 01 report and Open. Complete the Request form as noted:

- **Model Id:** select your new model from the dropdown.
- **Option:** select R {Compare Revised Budget Account Amounts}
- **Zero?:** **ONLY** include zero/blank amount lines
- **No Difference?:** No – Do not Include lines having no Difference amount
- **Object:** 1-96
- Select **Go** from the menu bar and wait for the report to open.

List Request/Report

Go Go/Export Clear Prev Next Close Favorites

Request Report

Request

1 - Report

Report Number Budget01

Description Budget Comparison to Prior Yr, with difference

Report Sample Budget01.pdf

Report Favorite ID

2 - User Options

Model Fiscal Year 2017 (2016/2017)

Model Id BR17-01 (2nd Interim TEST)

Option R {Compare Revised Budget account amounts}

Zero? ONLY include zero/blank amount lines

No Difference? No - Do NOT include lines having no Difference amount.

Unposted JEs? No - Do Not include unposted JE

3 - Account Selection

Restricted? Yes - include Restricted accounts

Control? No - do NOT include Control accounts

Fund

Resource

Year

Goal

Function

Object 1-96

School

Management

Unit

Sort Option

☒ a) Defined in Request

**The resulting report should be blank (see top of next page):

Budget01a		Budget Comparison	
Model BR17-01 2nd Interim TEST			
Description		2016/17 Model Amount	Difference

- You will now need to set all of your 9xxx object codes to \$0. Doing so will assist in ensuring your model does not have an imbalance that will prevent it from posting. Do NOT budget ending balances in object 9790, the system automatically calculates ending balance when the model is posted. Reopen the budget model in **Budget Management**. From the Tasks menu, select Perform Change and complete the form as noted:
 - **Comment:** "Fix Obj. 9xxx's to \$0" (this is just a suggestion)
 - **Type:** from the dropdown menu in the field select "12 {Set Fixed Amount})"
 - **Fixed Amount:** "0.00"
 - **Object:** "9"
 - Select **Go** from the bottom of the form and click **Yes** when asked if you want to continue.
- Reopen the new budget model and review the Model History tab. The Status Message will say "Change completed" if this task was successful.
- Next, copy your actual beginning balances into your new model since your prior year is now closed and actual beginning balances are now in your Escape accounts but not yet in your model.

- Go to Tasks, select Perform Change and complete the form as noted:
 - Comment:** "Copy Actual Beg Bal Amounts into Model" (this is just a suggestion)
 - Type:** from the dropdown menu in this field select "07 {Copy From Accounts: Actuals}"
 - Replace Budget:** from the dropdown menu in this field select "2 {Replace Same Item Types}"
 - Object:** 9791
 - Select **Go** from the bottom of the form and click **Yes** when asked if you want to continue.

The screenshot shows the 'Perform Model Change' form. The 'Type' dropdown menu is open, showing a list of options. A red arrow points from the 'Type' field to the list. The 'Type' dropdown is currently set to '07 {Copy From Accounts: Actuals}'. The 'Replace Budget' dropdown is set to '2 {Replace Same Item Types}'. The 'Object' field is set to '9791 (Beginning Fund Balance)'.

Type	Description
01	Percentage adjustment
02	Delete Budget Items
03	Recompute Contributions
04	Load salary records from HR
05	Import data from external file
06	Copy from another Model
07	Copy From Accounts: Actuals
08	Copy From Accounts: Revised
09	Copy From Accounts: Original
10	Load Vacancies
11	Recompute Salaries
12	Set Fixed Amount
13	Add Fixed Amount
14	Load Budget Transfers

- Reopen the new budget model and review the Model History tab. The Status Message will say "Change completed" if this task was successful.

Your interim budget model should now consist of your current revised budget revenues and expenditures and your actual beginning balances.

- To verify the new model matches the current revised budget in Escape (thereby ensuring your model has a correct baseline), you can run a Budget 01 report using the following criteria:
 - Go to **Finance > Reports > Budget** and select the **Budget 01** report and select Open
 - Model Id:** select your new model from the dropdown
 - Option:** select R {Compare Revised Budget Account Amounts}
 - Zero?: YES** - include zero/blank amount lines
 - No Difference?: No** – Do NOT include lines having no Difference amount
 - Select **Go** from the menu bar and wait for the report to open

List Request/Report

Go Go/Export Clear Prev Next Close Favorites

Request Report

Request		Sort Option
1 - Report Report Number Budget01 Description Budget Comparison to Prior Yr, with difference Report Sample Budget01.pdf Report Favorite ID		<input checked="" type="radio"/> a) Defined in Request
2 - User Options Model Fiscal Year 2017 {2016/2017} Model Id BR17-02 {2016-17 TEST 2nd Interim} Option R {Compare Revised Budget account amounts} Zero? Yes - Include zero/blank amount lines No Difference? No - Do NOT include lines having no Difference amount Unposted JEs? No - Do Not Include unposted JE		
3 - Account Selection Restricted? Yes - include Restricted accounts Control? No - do NOT include Control accounts Fund Resource		

- Review this report for reasonableness; amounts showing in the difference column that exceed a few dollars should be investigated. If the Org budget flag is set to no rounding, the report will show some penny variances. If you still have questions regarding the report, contact your DFA.

3. Load Salary Data into the Model

Loading salary records from HR is the recommended method for bringing in salary data related to positional pay (employees linked to a position whose future pay is projected). However, it is important to note that “Manual” type salaries, whose future pay is **not** projected, such as timecard employees (not set-up in a position), substitutes and overtime/extra pay employees (paid via addon), are not included when salaries are loaded into the model. For substitute pay or overtime/extra pay employees you will have to manually project the difference between what has been paid to date and the remainder of the year and post that difference in the model separately. Below we describe two different methods for loading salary data into the model. Please choose carefully and complete each step as recommended.

NOTE 1: Escape also allows an import template, where accounts from a previous budget model can be extracted to Excel, manually adjusted, and then loaded back into the model via the budget import process. This is not recommended for positional pay but is an acceptable method for adjusting manual type salaries and loading them back into your model. Instructions to import budget data are included on the last page of these instructions.

NOTE 2: Each addon record has a “Budget” field that if set to “N” will not budget an amount and if set to “Y” will load actuals-to-date. We do not recommend setting “Budget” to “Y.”

Method 1 – Clear All Existing Salary Budget and Load New

This method involves setting all salary accounts to zero, prior to loading in salary records from **HR Setup**. We recommend this step because it requires you to revisit, revise and replace every single “Manual” type salary budget. Manual salaries should be adjusted according to actuals to date plus future projections for substitute pay and overtime/extra pay, for example. Any “placeholder” manual salaries for vacant positions should be removed as employees are hired into the vacant positions or otherwise adjusted if positions remain unfilled. Please carefully review all manual salary budgets using the suggested report below.

- Run the **Budget04_SBCEO** to get a listing of amounts and descriptions for every “Manual” type salary budget that exists in the model (copied in from your last posted budget model). Print or save this report for later reference when budgeting these salaries and benefits. Use the report settings as shown below:

007 - COLLEGE Finance - Reports - Budget

Request/Report

Go Go/Export Clear Prev Next Close Favorites

Request Report

1 - Report

Report Number Budget04_SBCEO

Description Budget Detail by Account w/Item Type selection

Report Sample Budget04_SBCEO

Report Favorite ID

2 - User Options

Model Fiscal Year 2021 {2020/2021}

Model Id BR21-01 {1st Interim Budget}

Zero? No - Do Not include zero amount items

Item Type? Manual

3 - Account Selection

Restricted? Yes - Include restricted account items

Control? No - do NOT include Control account items

Alias

Acct Num

Fund

Resource

Year

Goal

Function

Object 1-3

School

Management

Unit

4 - Account Sort/Group Options

Sort/Group 1

Sort/Group 2

Sort/Group 3

Sort/Group 4

Object Digit 0 {No Object Subtotals}

Page Break Level {No forced Page Breaks}

Note: You can also run this same report for Item Type “Vacancy” to get a list of budgeted vacancies (a salary budget loaded into a model via the vacancy Perform Change task is given a “V” type for vacancy in the model).

- Next, set all salary accounts to \$0 prior to loading in salary records from HR setup, open your new model in Budget Management, go to Tasks, select Perform Change, and complete the form as noted:
 - **Comment:** “Set Obj. 1-3s to \$0” (this is just a suggestion)
 - **Type:** from the dropdown menu in this field select “12 {Set Fixed Amounts}”
 - **Fixed Amount:** “0.00”
 - **Object:** “1-3”
 - Select **Go** from the bottom of the form and click **Yes** when asked if you want to continue.



WARNING: This step removes all non-positional pay, including manually entered adjustments to positional pay, manually entered budgets for sub pay, extra pay/over-time and any Add-Ons not set-up to budget (ex. Stipends). These amounts will need to be replaced manually or imported from an import template (see the *Escape: Import Budget Data From an Import Template* section on page 18).

Search List Form

Delete Prev Next Close Cancel Tasks

Model Id: BR17-01 - FY 2017 {2016/2017} - Type: R {Budget Revision}

General Contributions:23 Model History:7 Versions

Model Information

1 - Model Details

Description 2nd Interim TEST

Department

Model Status a O {Open for editing}

Salary Generated Date a

Date Vacancies Projected a

Time Frame Base Year Only

Perform Model Change

Comment Set Obj. 1-3's to \$0

Type 12 {Set Fixed Amount}

Copy Fiscal Year

Copy Model

Adjustment Percent 0.00

Fixed Amount 0.00

Copy File

Replace Budget

Vacancy Date

Affect Salaries

Fund

Resource

Year

Goal

Function

Object 1-3

School

Management

Unit

Browse

Go Cancel

Information

Process Information

Type

12 {Set Fixed Amount}

Code	Description
01	Percentage adjustment
02	Delete Budget Items
03	Recompute Contributions
04	Load salary records from HR
05	Import data from external file
06	Copy from another Model
07	Copy From Accounts: Actuals
08	Copy From Accounts: Revised
09	Copy From Accounts: Original
10	Load Vacancies
11	Recompute Salaries
12	Set Fixed Amount
13	Add Fixed Amount
14	Load Budget Transfers

Update Information

- Reopen the new budget model and review the Model History tab. The Status Message will say "Change completed" if this task was successful.
- Now load salary records from HR setup into your new model.** Open your new model in budget management, go to Tasks, select Perform Change and complete the form as noted:
 - Comment:** "Load salary records from HR" (this is just a suggestion)
 - Type:** from the dropdown menu in this field select "04 {Load salary records from HR}"
 - Affect Salaries:** N {Do not apply Budget Amts in Sal Sched and Providers}
 - Select **Go** from the bottom of the form and click **Yes** when asked if you want to continue.
- Reopen the new budget model and review the Model History tab. The Status Message will say "Change completed" if this task was successful.

001 - BALLARD Finance - Budget - Budget Management

Search List Form

Delete Prev Next Close Cancel Tasks

Model Id: BR16-05 - FY 2016 {2015/2016} - Type: R {Budget Revision}

General Contributions:23 Model History:5 Versions

Open Export Tasks

Date	By	Rolled Back Date	Rolled Back By	Cop
10/14/2015 10:40:20 AM	61BRECKD			Cop
10/14/2015 10:39:00 AM	61BRECKD			Set
10/14/2015 10:36:20 AM	61BRECKD			Loa
10/14/2015 10:30:27 AM	61BRECKD			Cop
10/14/2015 10:28:02 AM	61BRECKD			Set

Perform Model Change

Comment Load salary records from HR

Type 04 {Load salary records from HR}

Copy Fiscal Year

Copy Model

Adjustment Percent 0.00

Fixed Amount 0.00

Copy File

Replace Budget

Vacancy Date

Affect Salaries N {Do not apply Budget Amts in Sal Sched and Providers}

Fund

Browse

If your district has vacancy setup and wishes to load vacancies into the model, perform the following steps:

- **Now load Vacancies from HR setup into your new model.** Open your new model in budget management, go to Tasks, select Perform Change, and complete the form as noted:
 - **Comment:** “Load Vacancies from HR” (this is just a suggestion)
 - **Type:** from the dropdown menu in this field select “10 {Load Vacancies}”
 - **Affect Salaries:** N {Do not apply Budget Amts in Sal Sched and Providers}
 - Select **Go** from the bottom of the form and click **Yes** when asked if you want to continue.
- Reopen the new budget model and review the Model History tab. The Status Message will say “Change completed” if this task was successful.

Next, review all manual salary budgets listed in the **Budget04_SBCEO** report and choose to add them back into the model (adjusting the amounts as necessary) or not (if the manual salary budget is no longer needed). If you have new manual salaries to budget, add these to your model as necessary. You can accomplish the budgeting of manual salaries in one of two ways: 1) You can go to Step 4 below, which describes how to manually adjust accounts in the model via the Budget Entry activity, including salary account lines, or 2) if you prefer to maintain a separate “manual salaries” spreadsheet, you can do all your revising of the manual salary accounts and dollar amounts in a spreadsheet and import the data into your model using an import template. See the **Escape: Import Budget Data From an Import Template** section on page 18 for instructions on how to import budget data into a model.

Method 2 – Review and Update Existing Budget

This method involves reviewing your current budget information and making updates as needed. Run the **Budget04_SBCEO** report as described at the top of Page 7 to get a listing of all manual salary budgets that exist in the model. Skip the step of setting all salary accounts to zero and move on to the next step of loading salary records from **HR Setup** (described in the previous method). Once salary records are loaded, carefully review the **Budget04_SBCEO** report and revise each manual salary budget listed in the report (or remove a budget that is no longer needed such as a vacancy placeholder for a position which has been filled). See Step 4 below for instructions for how to manually adjust accounts via budget entry, including salary accounts.

4. Review and Update New Revised Budget Model Amounts/Accounts in Budget Entry

- **Finance > Budget > Budget Entry**
 - To review and update the amounts that have now been loaded into your new Interim Model ID, select your Model ID from the Model drop down menu.
 - You can limit what accounts will be generated on the list by entering specific account components on the search form. For instance, if you only want to review all accounts in resource 6230, enter 6230 in the Resource field. Select Go.

The screenshot shows the '001 - BALLARD Finance - Budget - Budget Entry' window. The 'Search Criteria - Budget Entry' form is displayed with the following fields:

- Fiscal Year: 2016 (2015/2016)
- Model ID: (dropdown menu)
- Alias: (empty)
- Model Item Type: (empty)
- Accounts w/ Vacancies?: (empty)
- Accounts w/ Manual Salaries?: (empty)
- Accounts w/ Manual Benefits?: (empty)
- Accounts w/ Zero Dollar Items?: (empty)
- Restricted Accounts?: (empty)
- Expired Accounts?: (empty)
- Include Restricted Accounts: (checkbox)
- Exclude Expired Accounts: (checkbox)
- Description: (empty)
- Fund: (empty)
- Resource: 6230 (CA Clean Energy Jobs A)
- Year: (empty)
- Goal: (empty)
- Function: (empty)
- Object: (empty)
- School: (empty)
- Management: (empty)
- Unit: (empty)

The 'Model ID' dropdown menu is open, showing the following options:

Code	Description
BR16-01	Test First Interim Budget
BR16-02	Test Importing Revised Budget into Model
OB16-01	Original Budget 2015-16

- A list containing your accounts and amounts, limited by any component criteria you included on the search form, will be generated.

001 - BALLARD Finance - Budget - Budget Entry												
Search List												
Open Export Grid												
FF-RRRR-Y-GGGG-FFFF-0000-SSS-M	Alias	Model Amount	NEFB	Account Balance	Actual Encumb	Actual Expens	Adopted	Revised	Adopted Reve	Revised Reve	Actual Revenue	
01-6230-0- - -9790- - -	000261	50,016.00	(50,016.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-6230-0- - -9791- - -	000188	50,016.00	50,016.00	100,032.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-6230-0-0000-0000-8590-000-0000-0000	000154	100,000.00	100,000.00	100,000.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00	0.00
01-6230-0-0000-8500-6200-000-0000-0000	000273	100,000.00	(100,000.00)	(80,010.75)	180,010.75	0.00	0.00	100,000.00	0.00	0.00	0.00	0.00

- The **Model Amount Column** contains the amounts that have been loaded into this model.
 - The **NEFB Column** is the amount of increase (+) or decrease (-) in your budgeted fund balance as the result of this account.
 - The **Account Balance Column** for an expense account reflects the Revised (budget) column minus your Actual Encumbrances and Actual Expenses. For a Revenue account, the account balance column reflects the Revised Revenue (budget) column minus Actual Revenue.
 - The **Actual Encumbered Column** is the balance of the actual encumbrances created through payroll or requisitions.
 - The **Actual Expensed Column** is the total posted amount that has been expended in a particular account.
 - The **Adopted (Expense) Column** is the budgeted expenditure amount included in your posted Adopted Budget.
 - The **Revised (Expense) Column** is the Adopted Budget amount plus any revisions that have been posted.
 - The **Actual Revenue Column** is the total posted amount that has been received to date.
 - The **Adopted Revenue Column** is the budgeted revenue amount included in your posted Adopted Budget.
 - The **Revised Revenue Column** is the Adopted Budget amount plus any revisions that have been posted.
- After reviewing your Model Amounts in Budget Entry you may need to make updates to your model. When making changes to revenue or expenditure accounts, follow the steps outlined below. Making changes to a salary account requires additional steps, described in detail in the **Load Salary Data Into the Model** section.
- **Adjusting Revenue (8XXX) or Expenditure (4XXX – 7XXX) Accounts** - Double click on an account line that you want to update. The form will open. Select New. In the Budget Amount field enter the amount of the CHANGE you want to see in the budget. Use a minus sign ("-") if you want to decrease a budgeted revenue or expense. Select Save/Close on this screen and then Save/Close again when the next screen appears. The system will then take you back to your entire list of accounts in Budget Entry.

001 - BALLARD Finance - Budget - Budget Entry			
Search List Form			
Prev Next Save/Close Cancel			
01-0000-0-0000-0000-8011-000-0000-0000-Unrstrct,LCFF-CY			
Model: BR16-03 (TEST Ventura's Method) Status: O {Open for editing}			
Items History:1			
Open New Copy Export Delete Prev Next Save/Close Cancel Tasks			
1 - Budget			
Item Info			
Budget Amount		-25000	
Description			
Comment			
6 - Add/Update Information			
Row	Budget Amount	Description	Comment
1	272,000.00		

- When you look at this account line again in budget entry you will see that the Model Amount column now reflects the new upload amount. Double click the account line to open and you will see the individual items that make up the new budgeted amount. This method keeps the history of prior budget adjustments in the account. It is very helpful during budget development to be able to see the different changes that have taken place throughout the year and the accompanying descriptions for each change.

Important Notes

- If you want to change an amount that is currently in the model to a “0” amount, **DO NOT DELETE** – this will cause a blank in your model for the account. We recommend following the same process as above, subtracting the entire amount which results in a zero balance (or if the model amount is currently negative, add an amount that will bring the account to a zero balance).
- While it is possible to open an existing amount and overwrite it, we do not recommend this because 1) it removes the history for the account, and 2) if the amount was loaded in during the loading of budget transfers step, and you overwrite the amount or delete it, that budget transfer will no longer be considered “loaded” into the model. This will cause that particular budget transfer to be loaded in again, the next time you create a model and load budget transfers. (Budget Transfers are only loaded in once unless you accidentally overwrite or delete them in the model).

- Adjusting Salary (1XXX – 3XXX) Accounts** - Double click on an account line that you want to update. The form will open. Select New.

Search List Form

Prev Next Close Cancel

01-0000-0-1110-1000-1141-000-0000-0020-Unrstrct,SubsInsv,
Model: BR22-03 (FIRST INTERIM) Status: O {Open for editing}

Items History:4 Benefits

Open New Copy Export Tasks

Row	Description	Pos #	FTE	FTE As	Amount	Benefits	Total Cost	Type	Salary Source	Comment
1		0	0.00000	0.00000	0.00	0.00	0.00	M	Projection	

- A new record opens, and you can now enter a dollar amount and description for the change. A red X will appear next to the “Source” field where you will indicate if the amount represents an actual or projected expenditure.

Search List Form

Prev Next Save/Close Cancel

01-0000-0-1110-1000-1141-000-0000-0020
Model: BR22-03 (FIRST INTERIM) Status: O {Open for editing}

Items History:4 Benefits

Open New Copy Export Delete Prev Next Save/Close Cancel Tasks

1 - Budget

Item Info

Budget Amount	5,000.00
Acct Pot	
Description	Subs for teacher work day
Comment	Subs for teacher work day
Source	Projected

2 - Employee / Salary Info

Employee Id	0
Position Number	
Assignment Number	0
Assignment Begin Date	
Assignment End Date	
Job Category	
Job Class	
FTE	0.00000
Retirement Plan Option	
Bargaining Unit	
Salary Schedule	
Salary Schedule Cell	
Cell Amount	0.00
Number of Days	

3 - Budget Contributions

4 - Subject Grosses

5 - Benefit Amounts

6 - Add/Update Information

- Next, expand number 4, the Subject Grosses area. In order to have the system automatically calculate the statutory benefits for the salary amount you entered in the record, you will need to copy the amount and paste it next to each statutory benefit that you wish to calculate for the salary amount.

01-0000-0-1110-1000-1141-000-0000-0020-
Model: BR22-03 (FIRST INTERIM) Status:

Items History:4 Benefits

Open New Copy Export Delete Prev Next Save/Close Cancel Tasks

Source	Projected
2 - Employee / Salary Info	
Employee Id	0
Position Number	0
Assignment Number	0
Assignment Begin Date	
Assignment End Date	
Job Category	
Job Class	
FTE	0.00000
Retirement Plan Option	0 (Pre 2013)
Bargaining Unit	
Salary Schedule	
Salary Schedule Cell	
Cell Amount	0.00
Number of Days	0.00
3 - Budget Contributions	
4 - Subject Grosses	
STRS Gross	5,000.00
PERS Gross	0.00
OASDI Gross	0.00
Medicare Gross	5,000.00
SUI Gross	5,000.00
Workers Comp Gross	5,000.00
5 - Benefit Amounts	
6 - Add/Update Information	

- Update the Retirement Plan Option field.
- Save/Close the sub-record, and then Save/Close the main salary record, which takes you back to the list of accounts. Double click to open the salary account record again, and you will see that statutory benefits are now being calculated and included in the budget for the salary amount.

01-0000-0-1110-1000-1141-000-0000-0020-Unrstrc
Model: BR22-03 (FIRST INTERIM) Status: O {Ope

Items History:4 Benefits:4

Open New Copy Export Tasks

Row	Description	Pos #	FTE	FTE As	Amount	Benefits	Total Cost	Type	Salary Source	
1		0	0.00000	0.00000	0.00	0.00	0.00	M	Projection	
2	Subs for teacher work day	0	0.00000	0.00000	5,000.00	995.95	5,995.95	M	Projection	Subs for teacher work day

5. Add New Accounts to Budget Model (as needed)

- Finance > Setup > Chart of Accounts > Account Components**
 - You may need to add a new account to the budget model if the account does not exist. To do so, you will need to first create any missing individual account components and then create the new account string. Close the budget model and go to **Finance > Setup > Chart of Accounts > Account Components** and select the component category you will be adding from the Component field dropdown menu. Select Go.

- A list of all your existing components will be generated. Click New. A form will open. Complete the record and enter the current year in the Fiscal Year From field. Select Save/Close.

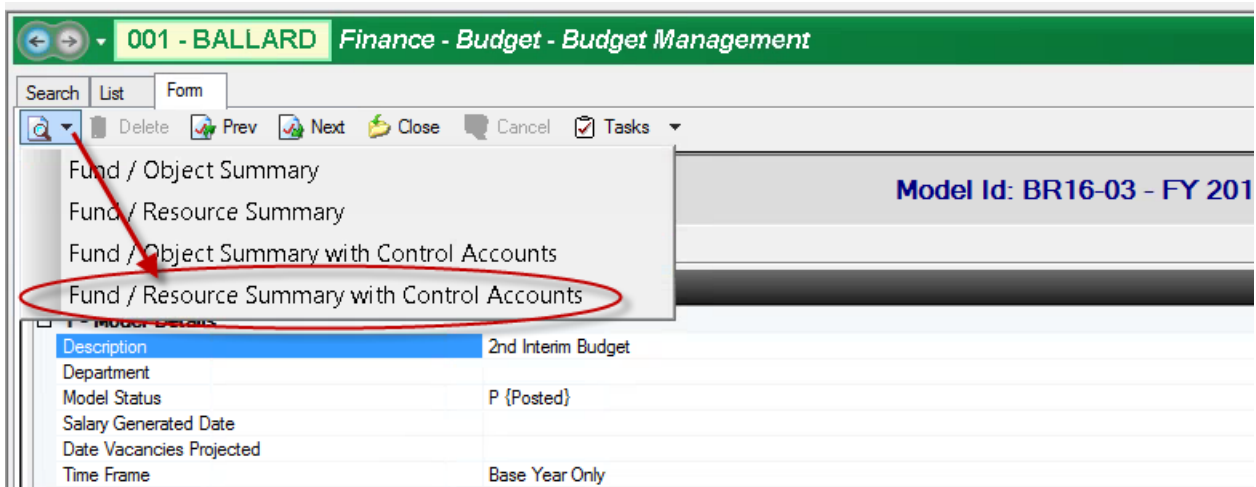
- **Finance > Setup > Chart of Accounts > Accounts**
 - Once components have been created you can create a full account string. Go to **Finance > Setup > Chart of Accounts > Accounts** and select New. Enter the complete new account string in the Account Number field. An example would be 01-0000-0-0000-2700-4310-000-0000-0000. Click out of the Account Number field and wait for the other fields with red X's to populate. Select Save/Close.

- Once you create any new accounts they will be automatically added to your budget model with "blank" (or no) amounts. To view the new line(s) you created in your chart of accounts within your model, go to **Finance > Budget > Budget Entry** and select your new revised budget model from the dropdown menu in the Model ID field. Select Go. You will now see the new account(s) you created in your list. There will be no dollar

amount in your Model Amount column for these new accounts. Open the account to add an amount or enter a “zero” if no amount is needed – **DO NOT LEAVE BLANK**.

6. Review Budget Model Snapshot

- Make sure that Budget Entry is closed and go to **Finance > Budget > Budget Management**
- In Budget Management click Go to get a list of budget models. Select and open your revised budget model. Click on the snapshot icon dropdown and select Fund/Resource Summary with Control Accounts. Wait for the report to open and review each resource within each fund.



- Review the report to ensure balances in each resource appear reasonable and as you expected. For each restricted unearned revenue (U) type resource, ensure that the ending balance column reflects a zero ending balance.
- Review the last page of the report, which is an error report for the model and indicates if there will be a problem with the posting of the budget model. Examples include any expired accounts that have been used in your model, any resources flagged to not allow an ending balance that do have an ending balance, any unearned revenue type resource with balances, etc. Any problems identified in the report must be resolved otherwise the model cannot be posted. Contact your DFA if you require assistance.

Budget99b			Budget Model Snapshot		
Model BR16-01 TEST Copy Adopted Budget into Model				Fiscal Year 2015/16	
Resources with Ending Fund Balance when not allowed					
Fund	Resource	Starting Fund Bal	Revenue	Expense	
01	3010	.00 +	(460.00) -	.00	

- Go back to Budget Entry and reopen the model to make any necessary additional changes to your revised budget model.

7. Generate File to Import into SACS for Interim Reporting Period

Finance > Reports > Fiscal > Fiscal 51

For an Interim Budget Reporting Period complete section 4 (Interim Budget Reporting Period) on the Fiscal 51 report.



School Business Advisory Services

SACS Extract - Interim Budget First Interim

2017-18 First Interim General Fund Unrestricted (Resources 0000-1000) Revenues, Expenditures, and Changes in Fund Balance							
42 69310 0000000 Form 311							
Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)
A. REVENUES							
1) LCFF Sources		8010-8099	81,179,495.00	81,134,576.00	14,763,775.99	80,571,884.00	(562,692.00)
2) Federal Revenue		8100-8299	0.00	0.00	10,209.52	0.00	0.00
3) Other State Revenue		8300-8599	1,543,275.00	2,694,941.00	47,209.92	2,658,730.00	24,819.00
4) Other Local Revenue		8600-8799	361,308.00	361,308.00	214,114.69	539,170.90	177,862.90
5) TOTAL REVENUES			83,087,078.00	84,190,825.00	15,035,491.11	83,800,814.90	

Column A is your original adopted budget. Escape only allows posting of one Original Budget Model, so the model for this column is automatically selected.

Column B is your original adopted budget unless your district created a 45 Day Revise budget model that has been posted and board approved.

Column C is actuals through October 31. The general ledger data for this column is automatically selected.

Column D is your First Interim budget. Select your First Interim Escape budget model

Finance - Reports - Fiscal

Request/Report

Go Go/Export Clear Prev Next Close Favorites

Request Report

Sort Option
a) SACS Extract

1 - Report
Report Number
Description
Report Sample
Report Favorite ID

2 - User Options
CDS code
Fiscal Year
SACS Fund
Restricted Accts?

3 - Original Budget Reporting Period
Reporting Period
Original Budget Model Id
Estimated Actuals
Estimated Actuals Prev Fiscal Year
Estimated Actuals Prev Yr Budget Model Id
Use Only Model Amounts (column E)?

4 - Interim Budget Reporting Period
Reporting Period
Beginning Fund Balance from Adopted (column ID)?
Board Approved Operating Budget Date
Additional Unposted JE
Board Approved Operating Budget Model Id
Projected Year Totals Date
Projected Additional Unposted JE
Projected Year Totals
Projected Year Totals Model Id

5 - Unaudited Actuals Reporting Period
Unaudited Actuals
Budget Fiscal Year
Budget Model Id

General
Report Status
Comment
Distribution Group

2022 (2021/2022)
SACS Extract
Fiscal51
Fiscal51
Yes - Include Restricted Accounts
(Not selecting this period)
A (Actuals)
N (No - Use Account Amounts for Asset and Liability account types)
Y (Yes - Use Adopted Budget amounts for beginning fund balance)
OB22-01 (ADOPTED BUDGET)
(Not specified - use Projected Year Totals Model)
BR22-03 (FIRST INTERIM)
(Not selecting this period)

**This field determines what populates the Beginning Balances in Column A of the SACS fund forms and is dependent upon if estimated beginning balances were input in the Original (Adopted) Budget model. If estimated balances WERE INPUT into the Original Budget model AND AGREE to your Adopted Budget SACS file, choose Y (Yes). If estimated beginning balances WERE NOT INPUT into the Original Budget model or DO NOT AGREE to your Adopted Budget SACS file, choose N (No). Choosing N will populate the district's actual beginning fund balances.

These fields determine what populates SACS fund forms Column B. RECOMMENDED CRITERIA SELECTION: If the district's latest board approved operating budget is the Original (Adopted) Budget, choose the Original Budget model ID. If the district's board formally approved a 45-Day Budget Revision, choose the 45-Day Revision Budget model ID.

These fields determine what populates SACS fund forms Column D. Choose the First Interim Budget model ID.

IMPORTANT NOTES:

** For the Adopted Budget reporting period, SACS ignores the beginning balances input in the Escape budget model and instead calculates the beginning balances. If there is a discrepancy between what was input in the Escape budget model and what was calculated by SACS, please follow the instructions above carefully, since beginning balances for First Interim are populated in SACS based upon the criteria selected in Section 4 of the Fiscal 51 report.

The report criteria selected by districts may differ and is dependent upon a variety of factors and unique processes for budget; please ensure the data populated in SACS for each column reflects the appropriate SACS data sets (refer to SACS data set diagram above).

Important Note

The SACS Original Budget (Column A) data will be automatically generated by the Escape software from your posted Adopted Budget, exclusive of beginning balances (choice between loading Adopted Budget estimate or actuals). The SACS Actuals To Date (Column C) data will be automatically generated from the Escape software from your actuals as of the date you run this report or as of the interim reporting through date (Oct 31 or Jan 31) if the report is run after that date.

- Once you have completed the form, click on Go/Export and select CSV from the dropdown menu. Wait for the CSV file to open. Select File, Save As, Browse to select a location to save this file to. Enter a file name and select Save. Close the file. Log in to your SACSWEB account. Click on Import and then click on +Select File to select your csv file. Select the Type of Import. Type in Dataset Name, choose your Reporting Period and Dataset Format. An Upload button will appear. Click on Upload.
- Run a Technical Review Check in SACSWEB to verify that you do not have any errors that need to be corrected in Escape. Click on TRC>Technical Review and then click Start. If there are errors that need to be corrected in Escape you can open your original budget model in Budget Entry (Finance > Budget > Budget Entry) and revise any necessary amounts since you have not yet posted the model. Go back to Step 6 of these instructions to regenerate the SACS 51 Report and reimport into SACSWEB.

8. Post Revised Budget Model in Escape

Important Note

Always before posting your model, verify that no blanks exist for accounts in the model. In Budget entry, move the Revised column next to the Model Amount column, click on the column name "Model Amount" which will sort blanks to the top. You may also follow the steps on page 5 to run the Budget01 report and look for blanks in the model.

- Finance > Budget > Budget Management**
 - When you are satisfied with the Interim Budget you have imported into SACS you will need to post your interim budget model in Escape. Navigate to **Finance > Budget > Budget Management** and select Go to generate a list of all budget models in Escape. Click on the interim budget model that you imported into SACS. Select Open. From the Task dropdown menu select **Post This Model**. Enter a comment in the comment field and a budget transaction date on the form that is generated. For a First Interim Report you may want to enter 10/31/xx and 1/31/xx for a Second Interim Report. Select **Post**. The model status will change to Posted once the process is complete.

The screenshot shows the SACSWEB interface for Budget Management. The main window displays 'Model Id: BR16-03 - FY 2016 (2015/2016) - Type: R (Budget Revision)'. A 'Post Revision' dialog box is open, asking 'Are you sure you want to post this revision using model BR16-03?'. The dialog has a 'Comment' field with the text 'Budget Revision' and a 'Budget Transaction' field with the date '10/30/2015'. Red arrows point to these fields. The 'Post' button is highlighted.

The model amounts will now be reflected in your accounts and can be viewed by going to **Finance > Fiscal > Accounts** and viewing the amounts in the Revised (Expenses) Column and the Revised Revenue Column.

If additional budget revisions are needed **subsequent to posting the revised budget model**, they can be entered via the Budget Transfers (Revisions) activity.

Escape: Import Budget Data From an Import Template

Use the instructions below to **import** your non-positional pay data from excel into Escape:

Step 1 – Create an Import File Using the Budget Import Template

To create a budget import file, use the Budget Import Template located in Escape under **Online Resources > Tools > Import Templates > Budget Import**. Do not change the formatting of the template. Escape requires that there be at least two lines in each import file. Only those accounts listed in the import file will be updated in the budget model. **DO NOT leave blank lines in the template.**

There are three required columns in the template: OrgID, Account Number, and Account Amount.

You may include salary account lines (objects 1XXX-2) in the template and by copying the amount you enter in the Account Amount column into the relevant Medicare Gross, OASDI Gross, SUI Gross, STRS Gross and PERS Gross columns, the system will calculate the amounts to budget for these statutory benefits and include them in the model automatically.

Once you have completed the template, delete the first three rows (the header and two example rows) from the template. Select Save As and save the file in a CSV (Comma delimited)(*.csv) type. Name the file. **The file name cannot contain periods** or be longer than 60 characters. Take note of where the file is saved so that you are able to navigate back to it. Select Save. Close the file.

Step 2 – Import the Template File Created into Escape

To import the template file you created, you must perform a “change” to the budget model:

- In Escape, click on Finance > Budget > Budget Management.
- Open the desired budget model that you want to change. Select the fiscal year, then select Go. Open the budget model to which you will be importing data.
- Select Perform Change from the Task menu. A dialog box will be displayed for defining the change.
- Enter a comment – this will be displayed in the list of changes performed for reference.
- To import the template file, in the Type Field, choose Import Data from External File – Code 05.
- Use the Browse button to specify the file name and location of the import template you completed. The file should be located under Network>Client>C\$>Users>your name>the file name.

Use the lookup to define how you want to Replace Budget Items:

CAUTION: MAKE YOUR SELECTION CAREFULLY. CONTACT YOUR DFA IF YOU HAVE ANY QUESTIONS.

- Code 0 – Don’t Replace. Items in the source import template are appended or added to the current model. No budget line items are deleted or replaced from the current model. This is the default. **Warning:** If you select this Code, you are **adding** to any existing budget lines that already have amounts in the budget model. You **are not replacing** any amounts.
- Code 1 – Replace All Item Types. Account lines that are in the import file that are already in your budget model are deleted from the current model and replaced with the account amounts that are in your template. **Zero amounts will replace items in the current model if the account matches.**
- Code 2 – Replace Same Item Types. Only account amounts with the same budget line item type are replaced. **Zero amounts will replace items in the current model if the account and budget type match.**

Important Note

All accounts in the import template will be treated the same way when importing them into the budget model. **DO NOT mix accounts that should be treated differently in the same import template.** For example, if you have manual salary accounts in the template and you want the account amounts in the template to *replace* account amounts in the model, these accounts should be in a separate template from other revenue or expenditure accounts that you might want to *add to* (not replace) existing dollar amounts in the model.

- Budget line items fall into five types:
 - M - salary account generated manually, (i.e., from a template)
 - B - benefit account generated manually
 - O - non-salary account objects 4XXX-8XXX
 - S - salary account generated through Escape HR
 - V - vacancy salary or benefit amount generated through Escape HR.
- Click Go to import the data.
- Answer yes to the dialog box that lists the number of accounts that will be affected.
- Reopen the model and check the Model History tab to verify the change is complete. If an error message appears, the change was not completed successfully or there may have been a problem with a particular account. Read the message carefully and call your DFA if you have questions on how to resolve any errors.