



Creating an Original Position Control Budget Model for Adopted Budget Reports

Original Budget Models can be created in Escape and imported into SACS Web for Adopted Budget Reporting.

1. Before you start your Adopted Budget model

■ Create an Estimated Actuals model

- See *Interim Budget Model Instructions* for how to create a revised budget model in Escape

■ Create New Fiscal Year Accounts

- Review your chart of accounts and make changes prior to asking SBAS to roll your accounts forward to the new year. To expire accounts that are no longer in use you can 1) change the expiration date of an individual account or 2) use the set Expiration Date task from a list of accounts to expire all accounts on your list. Contact your Financial Analyst to request that your accounts be rolled forward.

■ Create Fiscal Year Payroll Setup

- Items to Consider BEFORE ROLLING ASSIGNMENTS in preparation for creating an Original Budget Model. These items may not reflect all potential areas to review. Please review Escape Online Resources and Tutorials for complete instructions:
 - Bargaining Unit Set Up: [HR/Payroll > Setup > Assignment > Bargaining Units](#)
 - If your district has a benefit hard cap, and the benefit cap is changing:
 - End the first one with a 6/30/old year date or you will not be able to save your new cap amount.
 - If you do not set new dates and the benefit cap has changed, there will be no adjustment to the New FY pay detail to be used in your new budget models.
 - Benefits for the New FY will charge against the cap in largest to smallest order.
 - Edit Calendars: [HR/Payroll > Setup > Assignment > Calendars](#)

Important Note:

Escape automatically rolls all calendars forward to the new year; however, districts must open each calendar and edit/correct dates to ensure accuracy. Calendars can be edited as long as payroll has not been processed in the new fiscal year. Contact the Payroll Team to re-initiate payroll after making changes.

- From the list of your current calendars note the following: Begin/End dates, number of contract days, basis, manual option changes, and Pay Calc option.
- To create a new calendar select Copy from the task bar.
- The Contract Days and Date information will adjust to the next year but will be bolded to remind you that you should verify the data prior to saving the New Fiscal Year calendar. There will be many inaccuracies for holidays, weekends, etc.
- Review Contract Begin and Contract End dates. The system will base the contract days on the difference. The Contract Days field must balance for all leaves and pay calcs to generate correctly.
- For Budget Vacancies and Leave Granting the unpaid days in the bottom Date section must be accurate.
- Create/Edit Salary Schedules: [HR/Payroll > Setup > Assignment > Salary Schedules](#)
 - Review Salary Schedules. If Salary Schedules are not changing for the next fiscal year, review list to make sure that they do not have end dates. If not, they will roll forward.
 - Create Salary Schedules by ending existing salary schedule, copy it and manually change cells or use Mass Change feature. Use Column/Row Movement to define movement. Use Extra Pay Addon for Longevity if all employees with that schedule should receive longevity.

- Review Task functions to make changes.
- Create/Edit Positions: [HR/Payroll > Employment > Positions](#)
 - On the position screen list, compare the FTE Authorized to the FTE Used (or the FTE Available) column. You may need to make changes based on this information.
 - If changes are needed, review Escape Online Resources or tutorials for editing or creating positions.
- Budget Assumptions for Vacancy Records: [Finance > Setup > Budget > Vacancy Assumptions](#)
 - Must be maintained to budget vacancies in budget models. If any of the vacancies are not applicable, you should end them.
- Benefit Providers: [HR/Payroll > Setup > Benefit > Benefit Providers](#)
 - Verify that your contribution and deductions for benefits are still applicable. Also, review the Prorate field.
 - If you have changes, end the current level, copy it and put in new rates. The Premium amount should reflect annual benefit amounts.

Important Note:

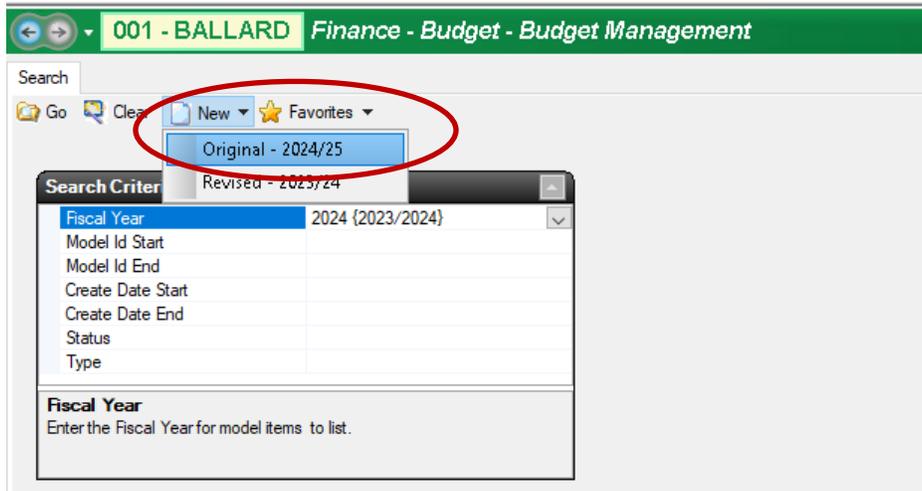
Do not change your provider names or you will have to change all the Benefit Providers on each employee's Employee Management record. Do not end your benefit provider record on 9/30/xx without setting up new provider records for the remainder of the year.

- Review Addons: [HR/Payroll > Setup > Payroll > Addons](#)
 - While you cannot edit Addons, you should review them. Contact SBAS to make any necessary changes.
- **Roll Forward Assignments**
 - Review your positions and assignments.
 - Run the Position Control 08 Report ([HR/Payroll > Reports > Position Control](#)) for the new year to review and then correct any problems with the assignment roll forward. This report provides a list of assignments that will not roll forward and why they won't. When your assignment problems have been corrected, **contact the SBAS Payroll Supervisor to request that your assignments be rolled forward**, which initiates pay for the new year. The roll forward of assignments will not create a future assignment for an employee with an assignment end date prior to 6/30 of the current year.
 - Run the POS 07 (Assignment Roll Forward Review) report. **Reroll when you make any salary schedule or calendar changes.**
 - A reroll will not affect assignments that have been edited in the new year assignments.
 - A rollback will delete Roll Forward Assignments.
 - After changes are made to the new year, initiate a new pay calculation for the entire new year if you want to see the changes that have been made reflected in the system. Navigate to [HR/Payroll > Processes > Initiate Payroll Requests](#). Select New. Change the Fiscal Year to the new FY. Selecting Save/Close launches the job. Always review the status message field when the job is complete and verify that there are no errors.

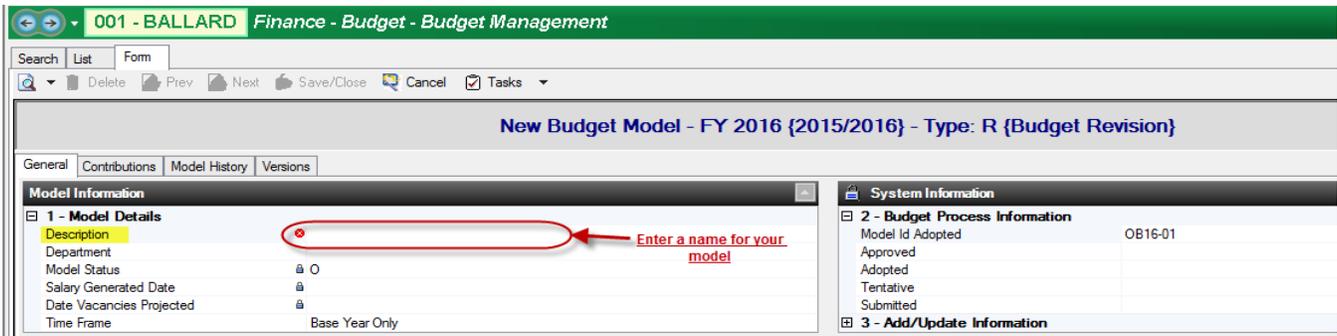
2. Create a New Original Budget Model for Adopted Budget Reports

Important Note: Snapshot images below do not reflect current fiscal year; please ensure you update date and/or fiscal year to reflect the Adopted Budget Fiscal Year.

- [Finance > Budget > Budget Management](#)
 - To create an original budget model: Select "New" and then select "Original – [New FY]" from the dropdown box

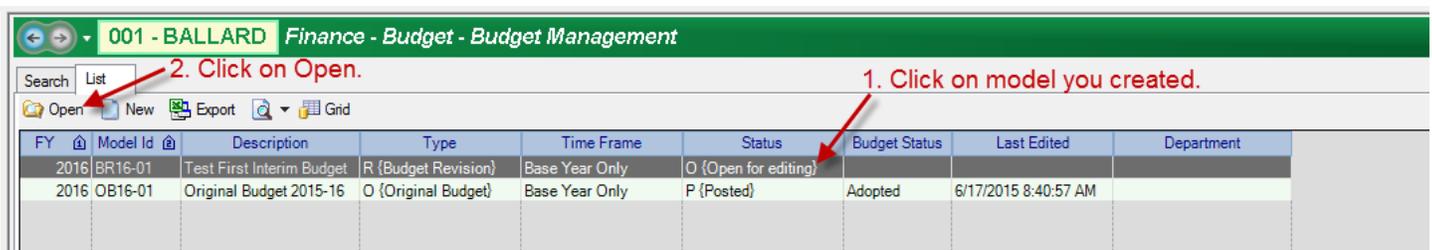


- A New Budget Model form will open. Enter a name for your model in the Description field, such as “Adopted Budget.” Save/Close the model by clicking on Save/Close.



3. Reopen the New Model and Verify Calculation Method and Rates for Employer Contributions

- **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.

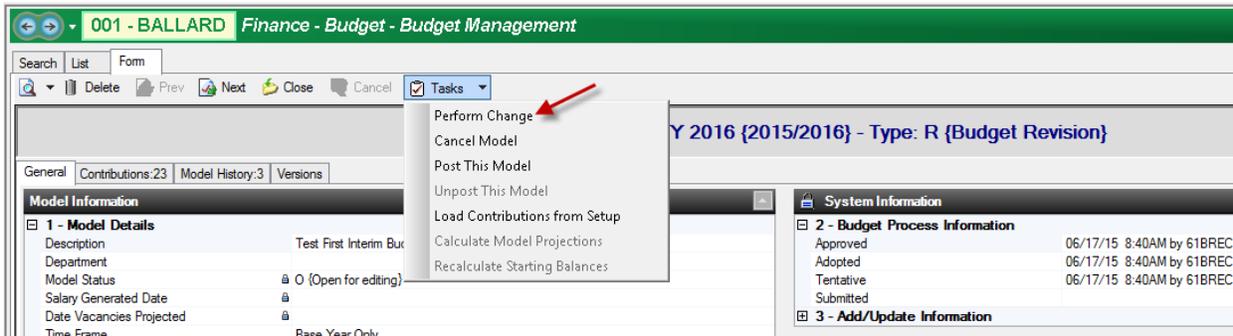


- Click on the Contributions tab.
- Review standard contributions rate and if needed, click New to add miscellaneous employer contributions (maximum of 12 miscellaneous employer contributions are allowed). Click Save/Close.

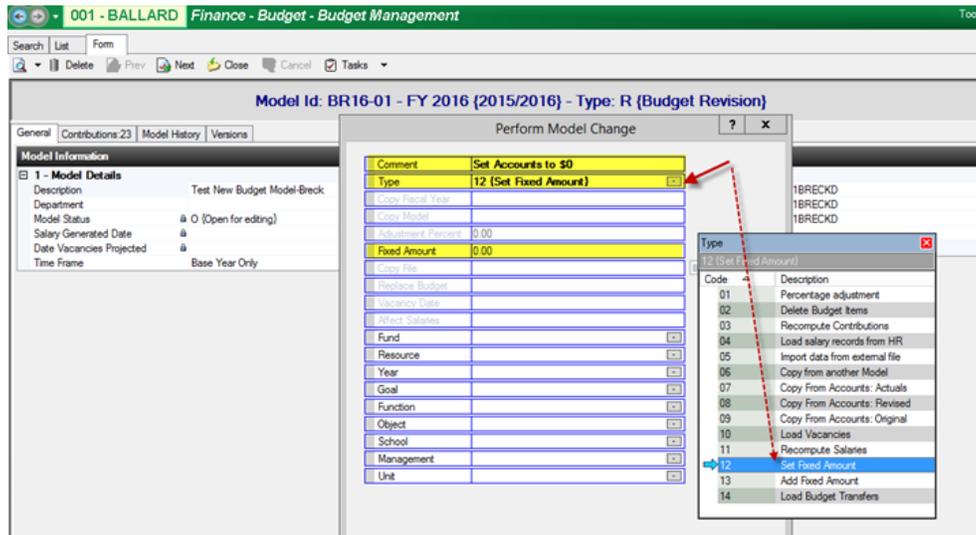
4. Load Budget Data into the Model

- **Finance > Budget > Budget Management**

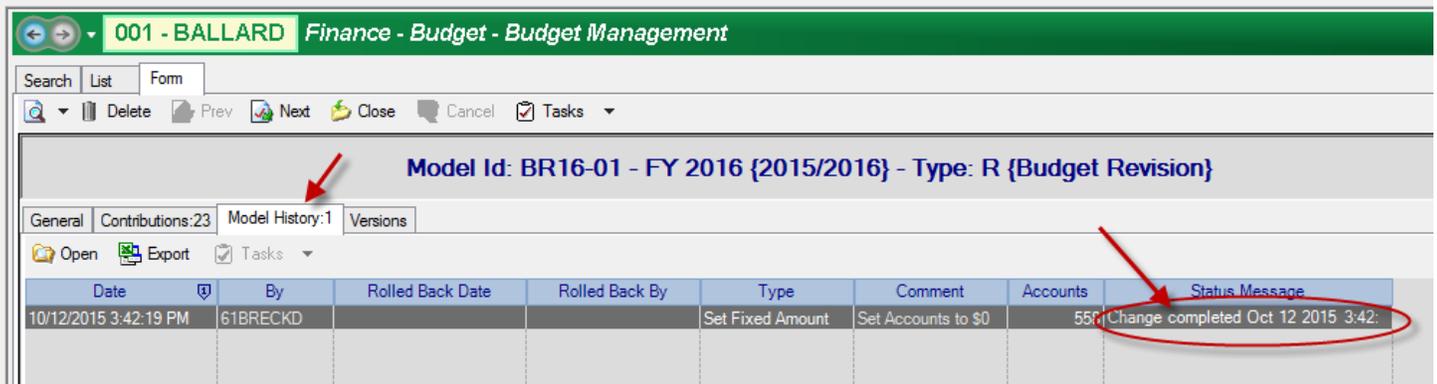
- Click on the Tasks dropdown menu and select “Perform Change.”



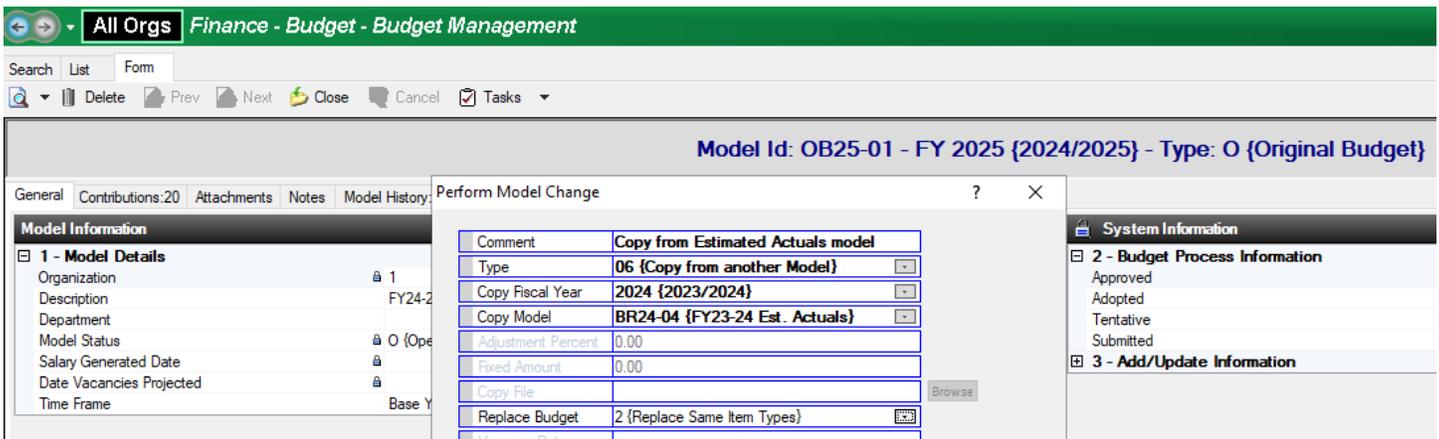
- Complete the Perform Model Change form by entering the following information into the fields as noted:
 - Comment:** “Set Accounts to \$0”
 - Type:** From the dropdown menu in this field select “12 {Set Fixed Amount}”
 - Fixed Amount:** Leave at “0.00”
 - Select **Go** from the bottom of the form and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



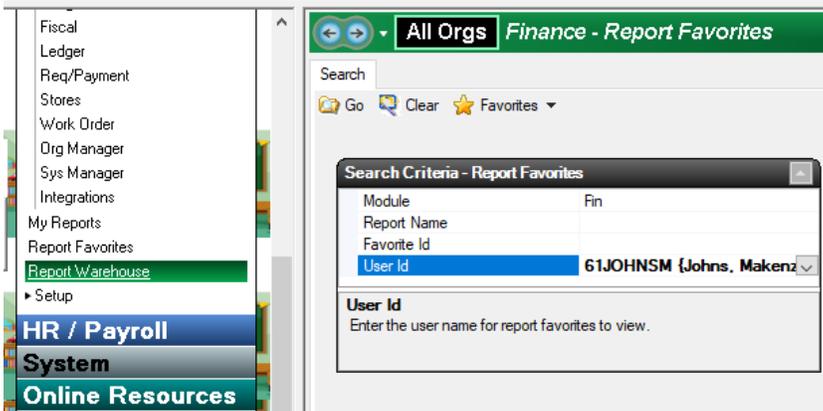
- Reopen the revised budget model you just created and review the Model History tab. The Status Message will say “Change completed” as soon as the amounts in the model are listed with a \$0 amount in the budget. This step will prevent accounts with “blank” or no amount at all listed in the model. Failure to perform this step may result in corrupted data in the SACS export file.



- Next, load budget data into your model.
- To copy a previous 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 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 Fiscal Year:** Update the Fiscal Year to the year containing the model to copy.
 - **Copy Model:** select the model you wish to copy 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.
 - Reopen your new budget model and review the Model History tab. The Status Message will say “Change completed” as soon as the accounts and amounts in the model are copied into your new model.
- **Note:** When loading accounts from a revised budget model keep in mind that prior year carry-over may be included and would need to be removed in your original budget model. (Examples of one-time carry-over funds include school site carry-over, restricted program carry-over for federal and state resources, local restricted resource carry-over, and deferred revenues from prior year.) In addition, any one-time funds and/or one-time expenditures from the prior year should be removed in the original budget model.



It is recommended, at this point, that you check that your original budget model agrees to the model you copied, in order to ensure you have a correct baseline to work with. The screen shot below is how you would set-up the report if you copied your estimated actuals budget model (recommended):



Finance > Fiscal > Report Favorites. This report is saved as a favorite under the user 61johnsm as “W1 – Est Act to Orig.” You are welcome to use it and save it as your own favorite report.

All Orgs Finance - Report Favorites

Search List Favorite Report

Go Go/Export Clear Prev Next Close Favorites

Request Report

1 - Report

Report Number Fiscal06
 Description Comparative Object Summary
 Report Sample Fiscal06
 Report Favorite ID

2 - Account Selection

Org 1 {LRN Ballard School District}
 Online Status Online
 Ending Date
 Restricted? Yes - Include Restricted Accounts
 Fund
 Resource
 Year
 Goal
 Function
 Object
 School
 Management
 Unit

3 - Account Sort/Group Options

Sort/Group 1 Fund
 Sort/Group 2 Resource
 Sort/Group 3
 Sort/Group 4
 Obj Lvl 4 {Summarize on the full object}
 Obj Digits 1 {Subtotal when the first digit of the object changes}
 Visual Show detail black and object total bold without Line
 Description Short Object Descriptions
 Page Break Lvl 1 {Break on First Group}

4-Columns{Source/Formula;Dec/Proj;FY;Col;Hdg 1;Col;Hdg 2}

Column 1 BR24-03;00;2024;Est. Act.;Budget
 Column 2 OB25-01;00;2025;Orig;Budget
 Column 3 C2-C1

You will need to update your budget model ID in the column one field of section 4 to reflect the model that you copied and your original budget model Id in column two. In addition, update the year for each model. See the red circles on the graphic at left.

Note: If you subsequently adjusted your model after copying to include all budget transfers posted since the copied model was posted, use the drop-down menu for column one to select your revised budget (RB;20XX) to ensure that your model now agrees to your revised budget.

The resulting report should reflect no differences in column three (pennies are ok) – if differences do exist you will need to research and resolve before moving on.

- **Set 9XXX Objects to \$0.** If you copied from a current year model, you now need to set all of your 9xxx object codes to \$0. Reopen the budget model in Budget Management. From the Tasks menu, select “Perform Change” and complete the form as noted:
 - **Comment:** “Fix Objects 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 model in Budget Management. Check the Model History tab to verify the change is complete.
- **Load Beginning Balances.** Object code 9791 is used for each beginning balance line for each resource. To project the beginning balance for each fund/resource combination in the original budget model, you will need to first project the current year ending balance for each resource within each fund. Once your Estimated Actuals model is final, you can load calculated Beginning Balances from your Estimated Actuals model into your Adopted Budget model. From Budget Management, click on the Tasks dropdown menu and select “Perform Change,” then complete the form as noted:
 - **Comment:** “Copy Beg Bal Amounts into Model from Est Actuals” (this is just a suggestion)
 - **Type:** from the dropdown menu in this field select “15 {Calculate Base Year Beginning Fund Balances}”
 - **Fund Bal Source:** from the dropdown menu in this field select “M {Prior Year Budget Model}”
 - **Source Model:** choose your Estimated Actuals budget model
 - Select **Go** from the bottom of the form and click **Yes** when asked if you want to continue.
 - Reopen the model in Budget Management. Check the Model History tab to verify the change is complete.
- To verify that the Beginning Balances loaded correctly, you can run a Budget 13 report using the following criteria:
 - Go to **Finance > Reports > Budget** and select the **Budget 13** report and select Open

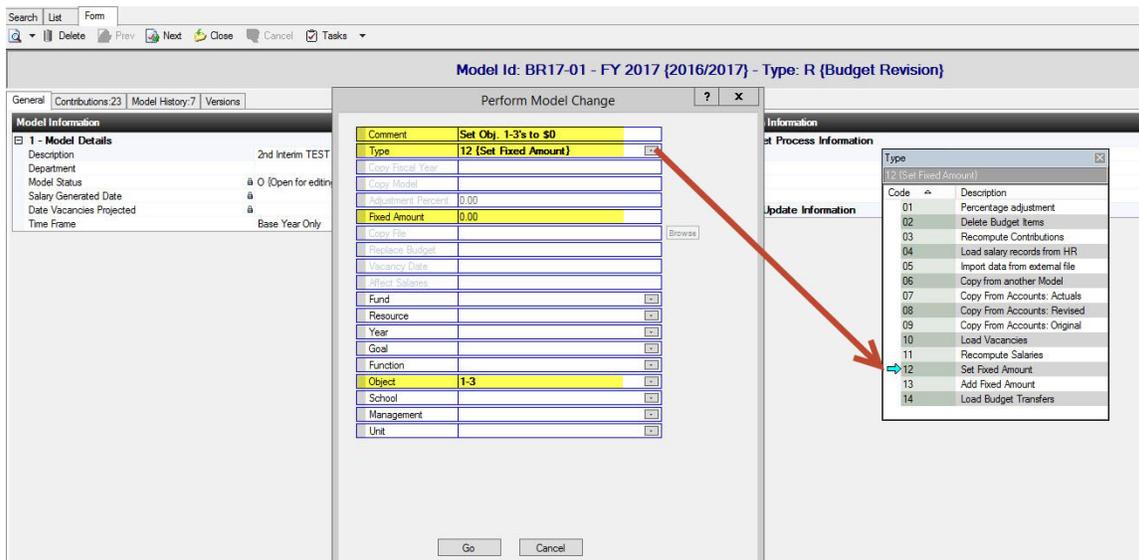
- **Model Fiscal Year:** select the applicable Fiscal Year for your Estimated Actuals budget model
- **Model Id:** select your Estimated Actuals budget model
- Under section 4 – Account Sort/Group Options:
 - **Sort/Group 1:** select Fund
 - **Sort/Group 2:** select Resource
- Select **Go** from the menu bar and wait for the report to open
- Then, open **Finance > Budget > Budget Entry**, select your Adopted Budget model and filter by object **9791**. Review the Unappropriated Balance column from the Budget 13 against the Model Amount for each Fund/Resource combination. Especially check any resources that have beginning balances in both masked and unmasked accounts as unexpected results may occur in these instances (see screenshot below for example):

FY	FF-RRRR-Y-GGGG-FFFF-0000-SSS-MM	Rest	Description	Account B
2024	01-0000-0- - -9791- - -	No	Unrestricted,BegFdBal	\$776
2024	01-0000-0-0000-0000-9791-000-0000-0000	No	Unrestricted,BegFdBal	\$34

- **Reminder:** There should not be any estimated beginning balances input for unearned income (deferred revenue) type Resources. This task will not create Beginning Fund Balances for resources where the Allow End Bal flag is set to No.
- **Note:** This task will not create missing accounts. If you find a starting balance that is not updated, check for a difference between the 9791 account and the expense/revenue accounts.
- **Note:** If you subsequently update your Estimated Actuals budget model, you will need to re-run this Perform Change. Re-running the Perform Change with Fund Bal Source M will delete the existing starting balance items in the budget model before adding the re-calculated starting fund balances from the prior year.

Your new model should now have the current year last posted model revenues and expenses and your ESTIMATED beginning balances in it.

- **Load Salary Records from HR**
- Now set your salary and benefit amounts 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. 1-3’s 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.



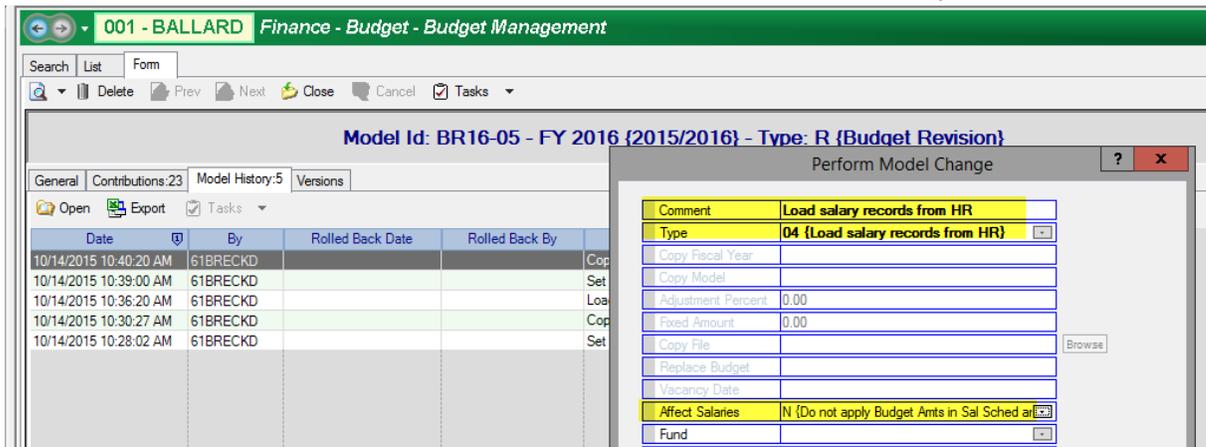
- Reopen the model and check the Model History tab to verify the change is complete.

WARNING:



This step removes all non-positional pay, 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.

- Now load salaries 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 model and check the Model History tab to verify that the change is complete.

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 model and check the Model History tab to verify the change is complete.

Important Note:

You will need to calculate the cost of salary and benefits that are not tied to positions and assignments and did not get loaded into the model in the previous steps. These non-positional pay amounts would include sub costs, extra pay/ over-time, non-assigned stipends, and any Add-Ons not setup to budget. You have the option to manually adjust the budget to include these non-positional pay amounts in Budget Entry, or you can choose to import non-positional pay (see separate import instructions).

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

- In Escape, click on **Finance > Budget > Budget Entry**
- Select the Fiscal Year
- In the Model ID field, click the arrow at the right of the field, then double-click on your original budget model ID.

- You can limit what accounts will be generated on the list by entering particular 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**.

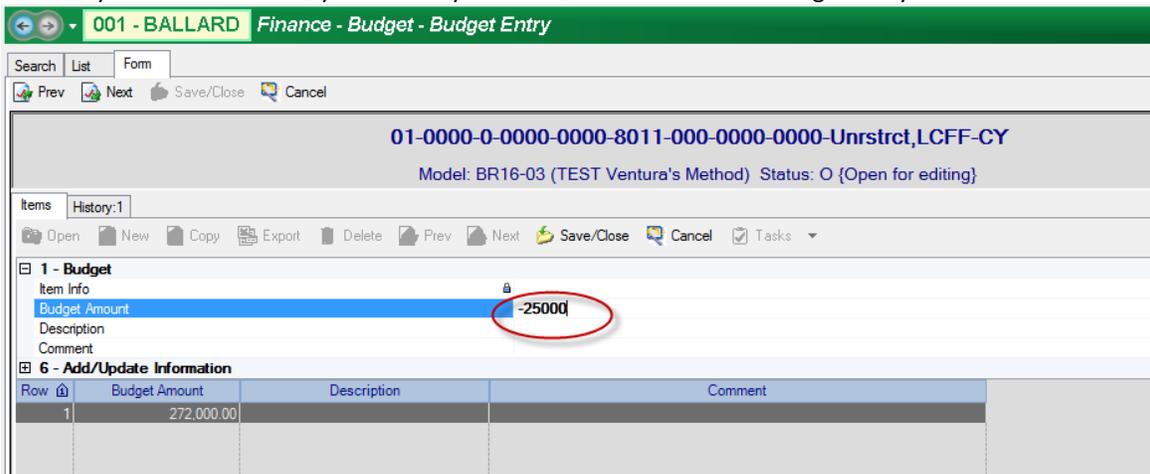
- A list containing your accounts and amounts, limited by any component criteria you included on the search form, will be generated.

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
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
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
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

- The **Model Amount Column** contains the amounts that have been loaded into this model.
- The **NEFB Column** contains the Net Effect on the fund balance for this account (+ or -). This is the amount of increase or decrease in your budgeted fund balance as the result of this account.
- The **Account Balance Column** is the total of your 1) Budgeted Revised Expenses minus your Actual Encumbrances and Actual Expenses or 2) your Budgeted Revised Revenues minus your Actual Revenues or 3) your Actual Beginning Balances which have now been imported into Escape.
- The **Actual Encumbered Column** is the balance of the actual encumbrances created through payroll or the requisition process.
- The **Actual Expensed Column** is the total year-to-date amount that has been expended in a particular line.
- 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 subsequently.
- 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 subsequently.
- The **Actual Revenue Column** is the total year-to-date amount that has been received
- The **Adopted Beg Bal Column** is the beginning balance amount included in the Adopted Budget (object 9791).
- The **Revised Beg Bal Column** is the Adopted Beg Bal amount plus any revisions that have been posted subsequently (should always reflect your actual beginning balances).
- The **Actual Beg Bal Column** is the actual beginning balances after the prior year books have been closed.

- The **Adopted End Bal Column** is the ending balance amount included in the Adopted Budget (object 9790).
- The **Revised End Bal Column** is your last posted budget plus any revisions posted subsequently.
- The **Actual End Bal Column** is the amount that reflects any actual ending balance amounts.
- **NOTE:** You can change the order of the columns by clicking on the blue column header and dragging to a new location

After reviewing your Model Amounts in “Budget Entry” you may need to make updates to your new model. To do so, double click on an account line from the list that you want to update. The form will open. Select **New** (It is important to not **OVERRIDE** amounts that already exist for the account line, instead add to or subtract from existing amounts in order to maintain a history of changes for the account). In the “Budget Amount” field enter the amount of the CHANGE you want to see in the budget. Use a minus sign (“-”) in front of the amount if you want to decrease a budgeted revenue or expense line and then the amount of the desired decrease. **Be sure to enter a comment to describe the reason for the change.** 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.



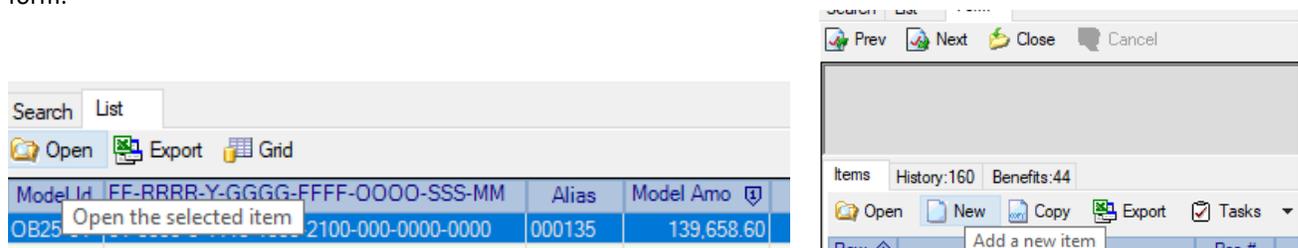
When you look at this account line again in budget entry you will see that the “Model Amount” column now reflects the new amount you want to budget. Double click the account line open and you will see the individual items that make up the new budgeted amount (the original amount and the change (decrease/increase) that you made).

Important Note

- If you want to change an amount that is currently in the model to a “0” amount, follow the same process by entering a “0” in the Budget Amount field, **DO NOT DELETE** – this will cause a blank in your model for this account. Select Save/Close on the bottom portion of the form and Save/Close again on the top portion of the form. When you select the List tab you should now see the new amount listed in the Model Amount Column is zero.

6. Manually Changing a Salary Account Line

When you want to make a change to a salary account, open the desired account line, and then select **NEW** to open the form:



- **Budget Amount:** Enter the amount to be added to or subtracted from the amount that already exists on the account line.
- **Description:** Enter a reason for the change.
- **Source:** Choose “Projected” if the amount you are adding is a projection or “Actual” if the amount reflects an amount that has already been paid.
- **Subject Grosses:** Expand this section to reveal a new form where you will determine the benefits to be calculated on this new budget amount.

Items		History:160	Benefits:44
Open New Copy Export Delete Prev Next Save/CI Cancel Tasks			
1 - Budget			
Item Info 🔒			
Budget Amount	50,000.00		
Acct Pct	100.00		
Description	Physical Education Aide - Placeholder		
Comment			
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			
Number of Days	0.00		
3 - Budget Contributions			
4 - Subject Grosses			

When you expand section 4, a list of statutory benefits is shown and you must choose those that apply:

- Copy the amount from the “Budget Amount” above into the field for the benefit(s) you would like to be calculated on this amount.
- **Retirement Plan Option:** If you choose to calculate either STRS or PERS on the budget amount, a red X will appear above in the “Retirement Plan” field. Use the drop down menu to choose the appropriate plan.

7. Add New Accounts to Budget Model

- **Finance > Setup > Chart of Accounts > Account Components**
 - If you need to add a new account to the budget model, 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, at least, all of the fields with red X's. Enter the current year in the Fiscal Year From field. Select **Save/Close**.

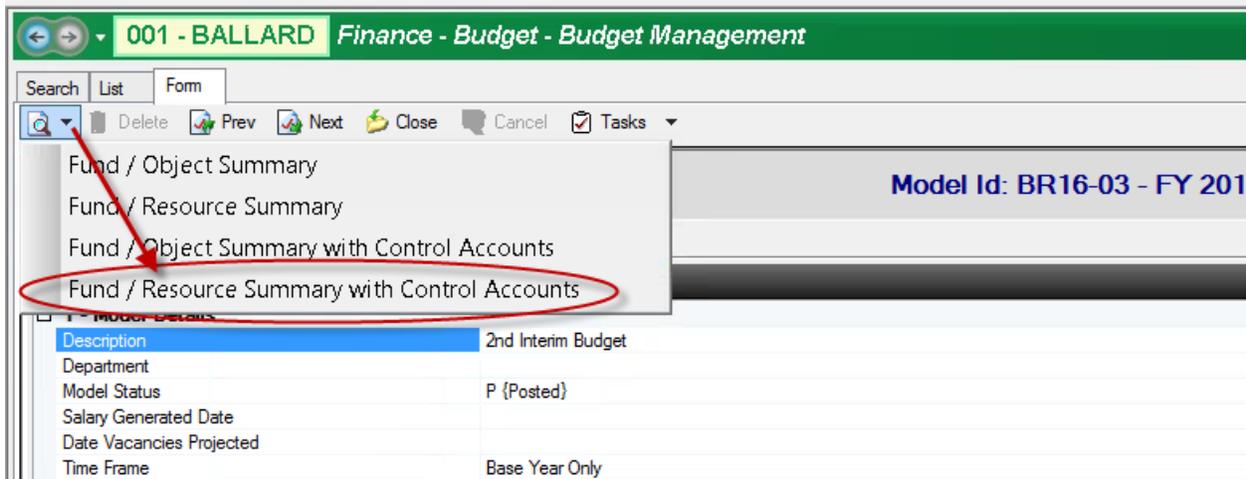
- **Finance > Setup > Chart of Accounts > Accounts**

- After entering any new individual components you must enter the new 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 in your model, go to **Finance > Budget > Budget Entry** and select your new original budget model from the dropdown menu in the Model Id field. Select Go to see all accounts or filter for the new added account(s). 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.
- To enter an amount into the Model Amount Column, click on the account line and select **Open**. An Items tab will open. Select **New**. In the form that opens, click in the Budget Amount field and enter the amount you want to budget. You may enter descriptions and/or comments in those fields. Select **Save/Close** on the bottom portion of the form and **Save/Close** again on the top portion of the form. When you click on the List tab you should now see the new amount listed in the Model Amount Column.

8. Review Budget Model Snapshot as you go

- 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 original 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. Pay careful attention to the “Unappropriated Balance” column of the report.



- The “Unappropriated Balance” column on the right reflects the ending balance for each resource in your model. Review ending balances by resource for reasonableness and also ensure that all deferred revenue (unearned income) resources have a zero ending balance.



Fund 01 General Fund									
Resource	Starting Balance		+ Revenue		- Expenditures		- Budgeted Reserves & Fund Balance	= Unappropriated Balance	
0000 Unstrct	44,622.66	.70%	6,372,621.67	99.30%	8,462,146.79	131.87%		2,044,902.46-	-31.87%
0140 GATE	650.00	1.23%	52,000.00	98.77%	49,352.04	93.74%		3,297.96	6.26%
0156 IMFRP									
0271 PAR									
0294 StrDevMathRead									
0393 PDBGFLEX									
0395 SchLibGmt									
0760 AMBG									
0810 CntrCivicEd	196.00-	100.00%						196.00-	100.00%
1100 LotoUnstrct	18,612.75	12.96%	125,000.00	87.04%	54,060.21	37.64%		89,552.54	62.36%
1300 CSR/K-3			469,058.00	100.00%	467,185.71	99.60%		1,882.29	.40%
1400 EPA			191,400.00	100.00%	195,000.00	101.88%		3,600.00-	-1.88%
3010 NCLBBasicLow			83,220.00	100.00%	78,531.00	94.37%		4,689.00	5.63%
3205 TBD									
3310 SpEdIDEA			163,947.00	100.00%	175,027.00	106.76%		11,080.00-	-6.76%
3315 SpEdPreNonRIS	14,182.00	61.52%	8,872.00	38.48%				23,054.00	100.00%
3320 SpEdPreRIS			22,151.00	100.00%				22,151.00	100.00%
4035 NCLBTeachQuality			23,000.00	100.00%	7,273.25	31.62%		15,726.75	68.38%

- Also, review the final pages of this report. Any resources flagged to not allow ending fund balance that will have an ending fund balance once the model is posted will be listed. Any expired accounts that have been used in your model will also be listed. Both of these errors will not allow for the budget model to be posted. Please contact your DFA for guidance to resolve the errors.

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 ([Finance > Budget > Budget Entry](#)) and reopen the model there to make any necessary additional changes to your revised budget model.

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

- [Finance > Reports > Fiscal > Fiscal 51](#)
 - For the Original Budget Reporting Period complete section 3 (Original Budget Reporting Period) on the Fiscal 51 report.
 - To complete each of the fields in section 3 of the Fiscal 51 report enter the following information:
 - Reporting Period:** BS1
 - Original Budget Model ID:** select your final original budget model

The following 4 fields will determine what data is populated into the Estimated Actuals Column of the SACS Forms:

- Estimated Actuals:** Select {Not Specified – Use Previous Yr Budget Model}
- Estimated Actuals Prev Fiscal Year:** Select the previous fiscal year
- Estimated Actuals Prev Yr Budget Model ID:** Enter either an estimated actuals budget model ID
- Use Only Model Amounts (column BE):** Change to Y {Yes - Use only model amounts for all account types}

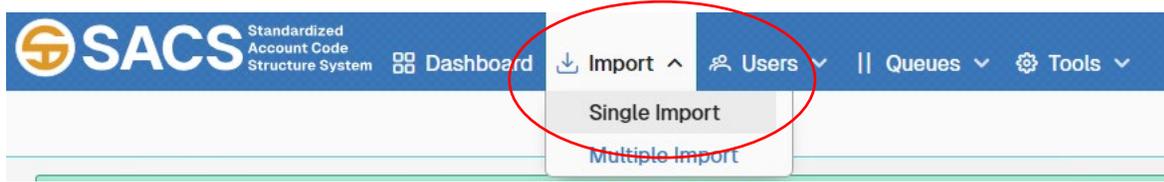
The screenshot shows the SACS software interface for '001 - BALLARD Finance - Reports - Fiscal'. The 'Request/Report' menu is open, showing options like Excel, PDF, Word, RTF, XML, HTML, CSV, and Text. The 'Original Budget Reporting Period' section is expanded, showing the following fields and values:

Reporting Period	BS1 {Single Budget Process July 1}
Original Budget Model Id	OB25-01 {FY24-25 Adopted Budget}
Estimated Actuals	{Not specified - use Prev Yr Budget Model}
Estimated Actuals Prev Fiscal Year	2024 {2023/2024}
Estimated Actuals Prev Yr Budget Model Id	BR24-04 {FY23-24 Est. Actuals}
Use Only Model Amounts (column BE)?	Y {Yes - Use Only Model Amounts for all account types}

Important Note:

During the Adopted Budget reporting period, the SACS software performs a calculation to derive the Original Budget's estimated beginning balances. Refer to SACS software > Forms > User Data Input/Review once you have imported your SACS extract to see which fields are imported and which fields are calculated.

- Once you have completed the form, click on Go/Export and select CSV from the dropdown menu. The “Save report file” dialog box will open. Enter a file name and location and select Save.
- Open SACS Web. Set the Fiscal Year at the top right corner (under your name and LEA) to the Adopted Budget fiscal year. Then, in the Import menu at the top, left of center, choose “Single Import” to import your CSV file. Enter a Dataset Name, Reporting period, and choose +Select File and select your CSV file. Then choose, “Upload.”



Type of Import
 Official Other

Dataset Name: Adopted Test

Reporting Period: Budget, July 1

+Select File

Upload

- A Pre-Scan Result and Import Results section will populate on the page. Look for the green box that indicates “File Saved Successfully.”

Pre-Scan Result

User entity: 42-10421-0000000
 Santa Barbara County Office of Education
 Period: Budget, July 1
 Upload type: Other
 Data type: SACS

General Ledger

42-69104-0000000	2024-25
42-69104-0000000	2023-24

Element

File Saved Successfully

Import Results

**GL Amounts with zero to be skipped: 0

- Verified file format
- Verified header
- Created dataset 42691040000000 - F8BJ8H6RP5
- Processed data

Number of section detail records imported: 254
 ✓ Import Finished

- Return to the Dashboard (button at top menu). In the Submissions section, Draft tab, you will see your Adopted Budget that you just imported. Click on the CDS Number to open it. Then, run the Technical Review Checks for each phase to verify that you do not have any errors that need to be corrected in Escape. 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 7 of these instructions to regenerate the SACS 51 Report and reimport into SACS.

Important Note

During the Adopted Budget reporting period, SACS performs a calculation to derive the Adopted Budget's estimated beginning balances. Refer to the User Data Input/Review -> General Ledger Fund Data SACS menu once you have imported your SACS extract to see which fields are imported and which fields are calculated.

10. 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.

- **Finance > Budget > Budget Management**
 - When you are satisfied with the Original Budget you have imported into SACS you will need to post your Original budget model in Escape. Go to **Finance > Budget > Budget Management** and select **Go**. Click on the Original model that you imported into SACS. Select **Open**. From the "Task" dropdown menu select **Submit This Model**. Select **Adopt**. The model status will change to "Posted" once the process is complete.

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