

Creating an Original Position Control Budget Model for Adopted Budget Reports

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

■ 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 Fiscal 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 now automatically rolls all calendars forward to the new year. You must open each calendar and edit/correct them. You can edit calendars as long as payroll has not been processed in the new fiscal year. You must have pay initiated again 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 if vacancies are to budget in your models. If any of the vacancies are not applicable, you should end them.
- Benefit Providers: [HR/Payroll > Setup > Benefit > Benefit Providers](#)
 - Verify that 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.

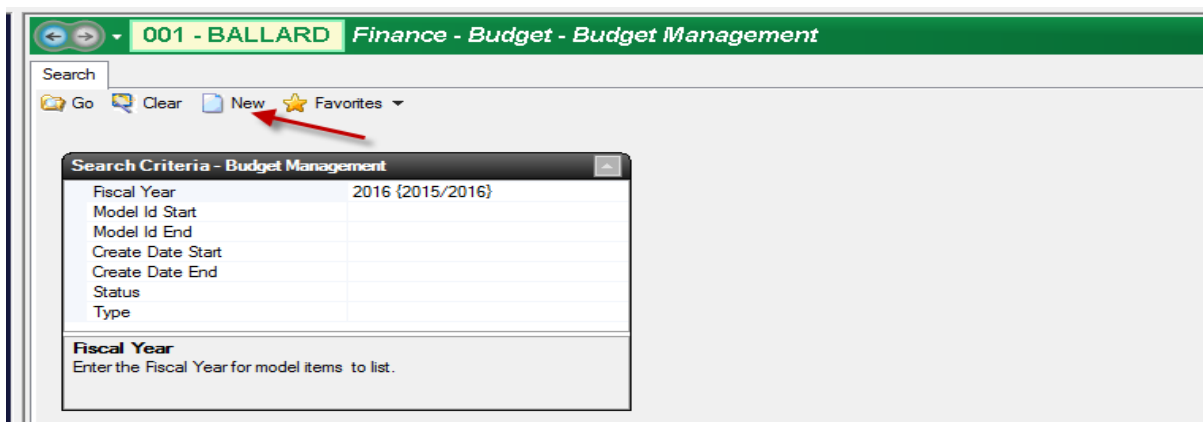
- Review Addons: [HR/Payroll > Setup > Payroll > Addons](#)
 - While you cannot edit Addons, you should review them. Contact SBAS to make any necessary changes.
- **Roll Forward Assignments**
 - Review your positions and assignments.
 - Run the Position Control 08 Report ([HR/Payroll > Reports > Position 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 SBAS 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. Check this report for Incre Override and errors. **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.

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

Important Note: Snapshot images below may not reflect current fiscal year; please ensure you update date and/or fiscal year to reflect **2021-22**.

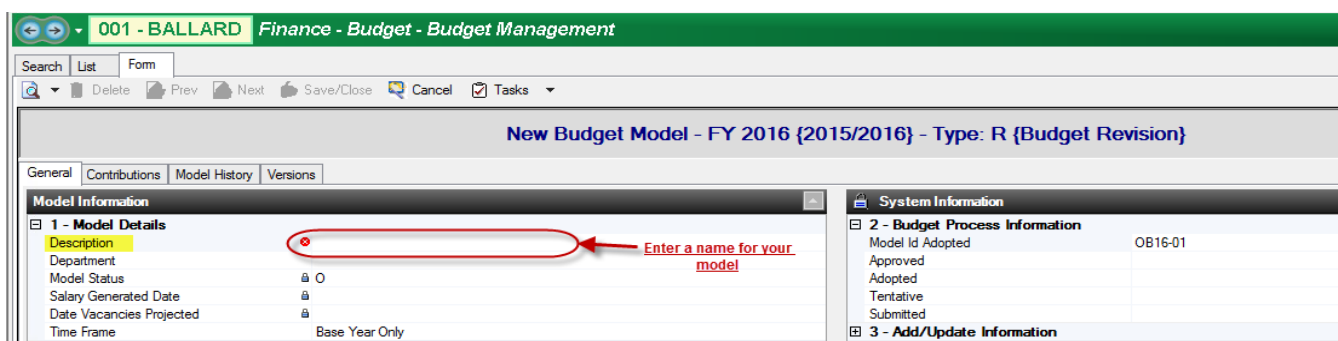
- **Finance > Budget > Budget Management**

- To create an original budget model: Select “New” and then select “Original – 2021/22” from the dropdown box



The screenshot shows the '001 - BALLARD Finance - Budget - Budget Management' window. A red arrow points to the 'New' button in the top toolbar. Below it, the 'Search Criteria - Budget Management' dialog box is open, displaying fields for Fiscal Year (2016 {2015/2016}), Model Id Start, Model Id End, Create Date Start, Create Date End, Status, and Type. A section for 'Fiscal Year' prompts the user to 'Enter the Fiscal Year for model items to list.'

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



The screenshot shows the 'New Budget Model - FY 2016 {2015/2016} - Type: R {Budget Revision}' form. The 'Description' field in the 'Model Information' section is circled in red, with a red arrow pointing to it and the text 'Enter a name for your model'. The form includes tabs for General, Contributions, Model History, and Versions. The 'System Information' section on the right shows 'Model Id Adopted' as OB16-01.

2. Verify Calculation Method and Rates for Employer Contributions

- **Finance > Budget > Budget Management**

- From the list, open the model you just created by 1) clicking on the model and then 2) clicking Open
- Click on the Contributions tab.
- Review standard contribution rates and if needed, click New to add miscellaneous employer contributions (maximum of 12 miscellaneous employer contributions are allowed). Click Save/Close.

3. Reopen the Original Budget Model and Load Budget Data into the Model

- **Finance > Budget > Budget Management**

- From the list, 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

General Contributions:23 Model History:3 Versions

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 O (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 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 have been updated with a \$0 amount in the budget. This step will prevent accounts with “blank” or no amount at all listed in the model.

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

- Next, to load budget data into your model. Please carefully review the considerations for each method described below before you choose:
- Option 1) **★Recommended:** Copy your estimated actuals budget model, which will include budget updates based on the most recent data for the current year, including any budget transfers posted since Second Interim and before the date you copy. *(This applies only if you have chosen to load those budget transfers into your estimated actuals model.)*
- Option 2) You may copy your previous year’s original budget model, which likely does not include prior year carry-overs, as prior year carry-overs are not known at the time of budget adoption. **But with this method, keep in mind that the prior year’s Adopted Budget would also not include any interim budget revisions that occurred during the year. With this method you would need to carefully review your current year estimated actuals and update the new year’s original budget model with more accurate estimates.**
- Option 3) You may copy your second interim model but keep in mind, the second interim budget is based on actuals and encumbrances through January 31. Therefore, it does not capture changes or updates occurring in the second half of the fiscal year. Also, if you have posted budget transfers since the second interim model was posted, those transfers will **NOT** be included in your original budget model. Note that budget transfers cannot be loaded into an original budget model, so if you wish to establish a baseline in your original budget model that agrees to your current revised budget, you would have to manually adjust your original budget model to include any budget transfers that have been posted since the second interim budget model was posted.
- Note: Copying from revised budget accounts is not recommended because, while this option will capture transfers posted since second interim, it will not include any comments, descriptions or activity (change history) for any accounts.**
- Note: When loading accounts from a revised budget model (option 1 or option 3) 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.**
- Option 4) You may import data from an external file. See instructions that begin on page 10.

- 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 previous model” (this is just a suggestion)
 - Type:** from the dropdown menu in this field select “06 {Copy From Another Model}”
 - Copy Model:** select your estimated actuals model
 - 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 your model have been updated to reflect your copied 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. Depending on the method that you choose (see page 5), the search criteria for the report will be different. The screen shot below is how you would set-up the report if you copied your estimated actuals budget model (recommended):

- This report is saved as a favorite under the user 61johnsm, you are welcome to use it and save it as your own favorite report
- 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
- Note: If you copied Second Interim, and then subsequently adjusted the model to include all budget transfers posted since Second Interim was posted, use the drop-down menu for column one to select your revised budget (RB;2021) 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
- If you copied from a current year model, you will 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.
- You will now need to either manually input your estimated beginning balances for the budget year, or you can import your estimated beginning balances from an import template.
- 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. In Escape, run a Budget 13 report to see estimated ending balances for current year based upon your **estimated actuals budget model**:
 - Finance > Reports > Budget > Budget 13:** this will generate a report by fund and resource. For each resource listed review the **Unappropriated Balance** column. Each of the amounts listed in this column will be used as your beginning balance for each fund/resource combination in your original budget model.

001 - BALLARD Finance - Reports - Budget	
List Request/Report	
Go Go/Export Clear Prev Next Close Favorites	
Request Report	
Request	
1 - Report	
Report Number	Budget13
Description	Budget Component Summary
Report Sample	Budget13
Report Favorite ID	
2 - User Options	
Model Fiscal Year	2020 {2019/2020}
Model Id	BR20-03 {Estimated Actuals}
FTE as of Date	
3 - Account Selection	
Restricted?	Yes - include Restricted Accounts
Control?	Yes - include Control accounts
Fund	
Resource	
Year	
Goal	
Function	
Object	
School	
Management	
Unit	
4 - Account Sort/Group Options	
Sort/Group 1	Fund
Sort/Group 2	Resource
Obj Digits	0 {Full Object}
General	
Report Status	
Comment	
Distribution Group	

- To manually input object 9791 amounts into your original budget model according to the Budget 13 report, navigate to **Finance > Budget > Budget Entry**.
 - In the search criteria, select next fiscal year from the dropdown, then select your original budget model, and then input object “9791” into the “object” field

- After clicking **Go**, you will see a list of all 9791 accounts. Select one account (only using the masked accounts) and **Open**.
- Click **New**; input the estimated beginning balance by Fund and Resource from the Budget 13 report (your district may use other locally defined components that you may also enter estimated beginning balances for, but at a minimum must include Fund and Resource).
- Click **Save** and **Close**.
- For each fund/resource that reflects an ending balance on the Budget 13 report, input the amount into the original budget model in object 9791 for the corresponding fund/resource.



Reminder: There should not be any estimated beginning balances input for unearned income (deferred revenue) type Resources.

- To import estimated beginning balances from an import template, refer to page 10 of this instruction guide for steps on how to create an import template.
- The next step is to set your salary and benefit amounts to \$0 prior to loading in salary records from HR setup. Open your original budget 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.

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

Salary Generated Date

Date Vacancies Projected

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

Go Cancel

Information

Process Information

Type

12 {Set Fixed Amount}

Code Description

01 Percentage adjustment

02 Delete Budget Items

03 Recalculate 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 Recalculate Salaries

12 Set Fixed Amount

13 Add Fixed Amount

14 Load Budget Transfers

- 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 (see import instructions starting on page 10).

- **Now load salaries from HR setup into your new model.** Open your original budget 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.

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

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

- **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 set-up to budget. You have the option to manually adjust the budget to include these non-positional pay amounts (see number 5 on page 13) or you can choose to import non-positional pay (see import instructions on page 10).

The following section of instructions beginning on page 10 is for importing budget data into a model, including non-positional pay. If you will not be importing any data into your model, you may skip forward to number 4 on page 11, for instructions on how to change model amounts within the budget model manually.

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 > Online Resources > Templates](#). Do not change the formatting of the template and do not delete any columns. 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 1000-2999) in the template and by copying the budget amount you enter into 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 your model.

Additional information about each column of the template can be found in the Import Budget Records chapter of the User Guide found in Escape under [Help > Finance > Budget User Guide](#).

We recommend keeping separate templates for manual salary/non-positional pay type accounts (affecting objects 1000-2999) separate from non-salary accounts (affecting objects 4000-8999). This is because when you import the template, you will have to choose to either “add to” or “replace” budget amounts that already exist in the model. All accounts within the import template must be treated the same way. Therefore, it is important to group accounts together in your template that you will want to be treated the same way in the model.

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) format. 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, navigate to [Finance > Budget > Budget Management](#).
- Select the fiscal year, then select **Go**. Open the model to which you will be importing data.
- From the “Task menu” select “Perform Change” and complete the form as noted:
 - **Comment:** “Import salaries from template” (this is just a suggestion)
 - **Type:** from the dropdown menu in this field select “05 {Import data from external file}”
 - **Copy File:** Use the “Browse” button to specify the file name and location of the import template
 - **Replace Budget:** 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** – Do Not Replace. With this selection, account amounts in the import template are appended or **added** to account amounts that already exist in the budget model. No budget line items are deleted or replaced from the model. This is the default. **Warning:** If you select this option, you are adding to any existing budget lines that you may have imported into the model earlier or that may have been copied in from another model.

- **Code 1** – Replace All Item Types. With this selection, account lines that are in the import file that already exist in your budget model are **deleted** from the model and **replaced** with the account amounts that are in your import template. **Zero amounts will replace items in the current model if the account matches.**
- **Code 2** – Replace Same Item Types. With this selection, 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.**

Budget line items fall into five types:

- M - salary account generated manually (or via import)
 - B - benefit account generated manually (or via import)
 - O - non-salary account objects 4000-9999
 - S - salary account generated through Escape HR/payroll set-up
 - V - vacancy salary or benefit amount generated through Escape vacancy set-up
- Click **Go** to import the data (note the number of accounts affected)
 - Answer YES to the dialog box that lists the number of accounts that will be affected

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

To review and update the amounts that have now been loaded into your original budget model:

- In Escape, click on **Finance > Budget > Budget Entry**
- Select the Fiscal Year
- Select your original budget model Id
- You can limit what accounts will be generated on the list by entering specific components in the search form. For instance, if you only want to review all accounts in resource 6230, enter 6230 in the “Resource field”. Once you have made your selection, Select **Go**.

The screenshot shows the 'Finance - Budget - Budget Entry' window. On the left, the 'Search Criteria - Budget Entry' form is visible. It includes fields for 'Fiscal Year' (set to 2016), 'Model Id' (with a red 'x' icon), and 'Resource' (set to 6230). On the right, a 'Model Id' list is displayed with three entries: 'BR16-01 Test First Interim Budget', 'BR16-02 Test Importing Revised Budget into Model', and 'OB16-01 Original Budget 2015-16'. A red arrow points from the 'Model Id' field in the search criteria to the 'Model Id' field in the list.

- 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													
Tools													
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		
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 for an account line.
- The **Adopted (Expense) Column** is the budgeted expenditure amount included in your posted Adopted Budget.
- The **Revised (Expense) Column** is your last posted budget plus any revisions posted subsequently.
- The **Adopted Revenue Column** is the budgeted revenue amount included in your posted Adopted Budget.
- The **Revised Revenue Column** is your last posted budget plus any revisions 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 your last posted budget plus any revisions 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 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.

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 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, **DO NOT DELETE** – this will cause a blank in your model for this account. Instead, add a new line and subtract the total amount, so that the resulting model amount is zero. 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.

5. Manually Changing a Salary Account Line

Items History:1 Benefits:3	
<div> Open New Copy Export Delete Prev Next Close Cancel Tasks </div>	
1 - Budget	
Item Info	1 {Manual Salary, Change #1}
Budget Amount	3,000.00
Acct Pct	100.00
Description	Driver's Training Teacher
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	0.00
Number of Days	0.00
3 - Budget Contributions	
4 - Subject Grosses	
5 - Benefit Amounts	
6 - Add/Update Information	

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

Retirement Plan Option	
Bargaining Unit	
Salary Schedule	
Salary Schedule Cell	
Cell Amount	0.00
Number of Days	0.00
3 - Budget Contributions	
4 - Subject Grosses	
STRS Gross	3,000.00
PERS Gross	0.00
OASDI Gross	0.00
Medicare Gross	3,000.00
SUI Gross	3,000.00
Workers Comp Gross	3,000.00
5 - Benefit Amounts	
6 - Add/Update Information	

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

6. Add New Accounts to Budget Model

- 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**.

Search Criteria - Account Components

1 - Location

Fiscal Year	2016 (2015/2016)
Component	X
Desc	
Component Value	
1099 Fed EIN	
CDS Code	
Encumber Emp Hlry Pay	
Create Date	
Edit Date	

Component
Enter (or look up) a component type for components to list.

Component

- Component
- Function
- Fund
- Goal
- Management
- Object
- Resource
- School
- Unit
- Year

- 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.

001 - BALLARD Finance - Setup - Chart of Accounts - Account Components

Search List Form

Delete Prev Next Save/Close Cancel

Component Value , for FY - , for Component Type: Resource

Account Component

Resource	•	
Description	•	
Description Short	•	
SACS Rollup Value		
Allow End Bal		
Fiscal Year From	•	
Fiscal Year Thru		
Next Year Value		
Prior Year Value		

Org Entered	
PERS Recapture Disallowed	
Restricted	
Note	
Created By	•
Create Date	•
Edit User	•
Edit Date	•

- After entering any new individual components you must enter the new full account string. Navigate to **Finance > Setup > Chart of Accounts > Accounts** and select **New**. Enter the new complete 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 account line(s) you created in your chart of accounts in your model, navigate 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.

7. 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 StfDevMathRead									
0393 PDBGFLEX									
0395 SchLibGmt									
0760 AMBG									
0810 CntrCivicEd	196.00	100.00%						196.00	100.00%
1100 LottoUnstrct	18,612.75	12.96%	125,000.00	87.04%	54,060.21	37.64%		89,552.54	62.36%
1300 CSR/K-3			469,068.00	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 balance that will have an ending 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.

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

8. Ensure there are no blanks in your model before you post

- Blank model amounts can be problematic, especially if a model containing blank model amounts is copied, the blanks would remain (if not fixed). For any account where there is a blank in the model amount but a revised budget amount already exists, the revised budget amount would remain once the model is posted, causing differences between your posted model and the revised budget. To ensure there are no blanks in your model before you post, complete the following steps:
- Navigate to [Finance > Budget > Budget Entry](#), enter into the search screen the fiscal year and your original budget model Id, and then choose to view "Only Accounts with NO model item amounts" as shown below:

- If accounts with blank model amounts appear on the resulting list, open each account line and add a zero so that they are no longer blank but reflect a zero budget amount.

1 - Revision 1

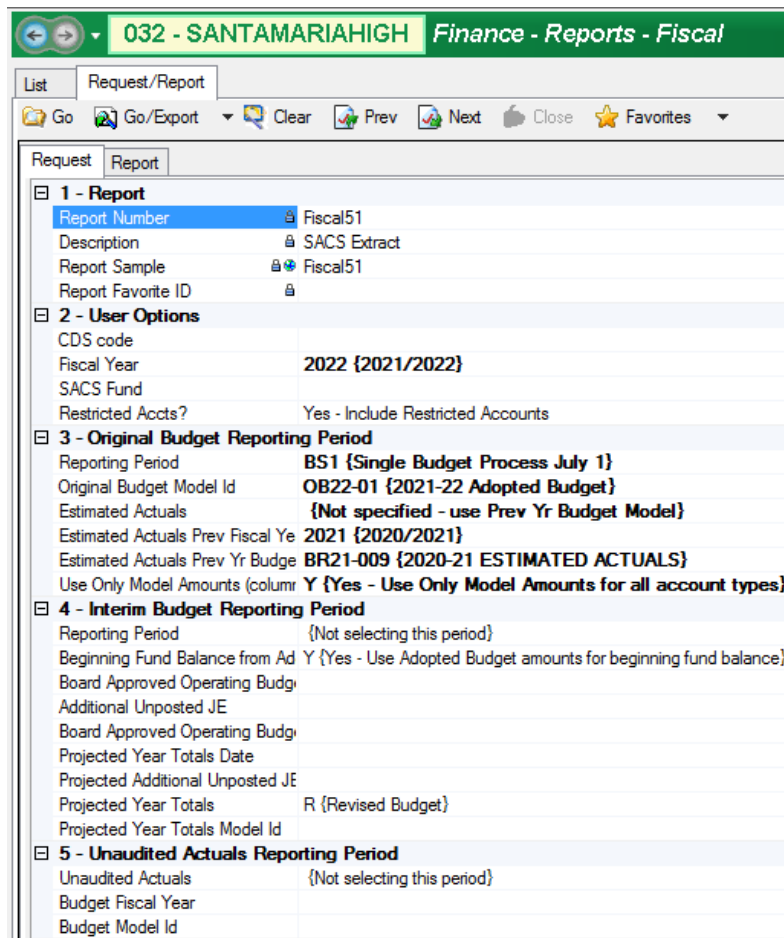
9. Generate File to Import into SACS for the Adopted Budget Reporting Period

Finance > Reports > Fiscal > Fiscal 51

- For the Adopted Budget reporting period complete section 3 (Original Budget Reporting Period) in the Fiscal 51 report criteria.
- To complete each of the fields in section 3 of the search criteria, 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 estimated actuals budget model ID (**recommended**) or your last board approved operating budget model ID (in most cases, the latter would be your 2nd Interim budget model – not recommended)
- Use Only Model Amounts (column BE):** Change to Y {Yes - Use only model amounts for all account types}



032 - SANTAMARIAHIGH Finance - Reports - Fiscal	
List Request/Report	
Go Go/Export Clear Prev Next Close Favorites	
Request Report	
1 - Report	
Report Number	Fiscal51
Description	SACS Extract
Report Sample	Fiscal51
Report Favorite ID	
2 - User Options	
CDS code	
Fiscal Year	2022 {2021/2022}
SACS Fund	
Restricted Accts?	Yes - Include Restricted Accounts
3 - Original Budget Reporting Period	
Reporting Period	BS1 {Single Budget Process July 1}
Original Budget Model Id	OB22-01 {2021-22 Adopted Budget}
Estimated Actuals	{Not specified - use Prev Yr Budget Model}
Estimated Actuals Prev Fiscal Ye	2021 {2020/2021}
Estimated Actuals Prev Yr Budge	BR21-009 {2020-21 ESTIMATED ACTUALS}
Use Only Model Amounts (column BE)	Y {Yes - Use Only Model Amounts for all account types}
4 - Interim Budget Reporting Period	
Reporting Period	{Not selecting this period}
Beginning Fund Balance from Ad Y	{Yes - Use Adopted Budget amounts for beginning fund balance}
Board Approved Operating Budget	
Additional Unposted JE	
Board Approved Operating Budget	
Projected Year Totals Date	
Projected Additional Unposted JE	
Projected Year Totals	R {Revised Budget}
Projected Year Totals Model Id	
5 - Unaudited Actuals Reporting Period	
Unaudited Actuals	{Not selecting this period}
Budget Fiscal Year	
Budget Model Id	

Important Note:

During the Adopted Budget reporting period, the SACS software performs a calculation to derive the Adopted 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 Excel Data from the dropdown menu. Wait for the Excel file to open. Select File, Save As, Browse. Select a location to save this file to. Enter a file name and select Save. Close the file. Open the file from your saved location and now save it as a Formatted Text (Space Delimited)(*.prn) file. Select Save and close the file. Open your SACS2021 software. Go to Setup > Preferences and select your LEA and reporting period. Go to File > Import and click on the Browse button to find your saved .prn file. Click on the Import button.
- Run a Technical Review Check in SACS 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. Go to **Finance > Budget > Budget Entry** and revise any necessary amounts since you have not yet posted the model. Go back to Step 9 of these instructions to regenerate the SACS 51 Report and reimport into SACS.

10. Post Original Budget Model in Escape

Important Note:

Always before posting your model, verify that no blanks exist for accounts in the model. See page 16 for instructions on how to locate blanks in your model.

- 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**, choose the next fiscal year and select **Go**. Click on the original budget model that you imported into SACS. Select **Open**. From the “Task” dropdown menu select **Submit This Model**. Enter a comment in the comment field and then click **Adopt**. The model status will change to “Posted” once the process is complete.

The screenshot shows the SACS2021 Budget Management interface. The main window displays 'Model Id: OB21-01 - FY 2021 {2020/2021} - Type: O {Original Budget}'. The left sidebar shows 'Model Information' with '1 - Model Details' expanded, listing fields like Organization, Description, Department, Model Status, Salary Generated Date, Date Vacancies Projected, and Time Frame. The right sidebar shows 'System Information' with '2 - Budget Process Information' expanded, listing 'Approved', 'Adopted', 'Tentative', and 'Submitted'. A modal dialog box titled 'Adopt Budget' is open in the foreground, asking 'Are you sure you want to submit the budget using model OB21-01?'. It has a 'Comment' field with the text '2020-21 Adopted Budget' and an 'Adopt' button.

- The model amounts will now be reflected in your accounts and can be viewed by navigating to **Finance > Fiscal > Accounts** and viewing the amounts in the Adopted column.
- If additional budget revisions are needed **subsequent to posting the original budget model**, they can be entered via the Budget Transfers (Revisions) activity.