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ESCAPE ONLINE

Escape Finance

Budget Development

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Agenda

- Budget Overview
- Budget Setup Steps
- Position Control Steps
- Budget Development Process
- Budget Entry
- Budget Reports
- Budget Approval Process
- Budget Adoption

Budget Overview

- Create Fiscal Year Accounts
- Create Fiscal Year Payroll Setup Records
- Create Original Budget Model
- Review Contributions
- Mass Change to Load Budget Items
- Run Reports
- Adopt Budget Model

Create Fiscal Year Accts

1. System – Setup - Fiscal Year Status

- Check for new fiscal year
- Task – Roll accounts forward
- Check Account Roll Forward Date
- Review History Tab

Rules for Rolling Forward

- ❖ Escape creates new accounts
- ❖ Excludes accounts expired for more than 3 years with no activity
- ❖ Substitutes new/old components
- ❖ Keeps old/new accounts in sync

Create FY Payroll Setup

(All Org User or County)

1. Review Pay Schedules
(Setup-Payroll-Pay Schedule)
 - Copy
 - Edit
 - Save/Close

2. Create Pay Cycles
(Setup-Payroll-Pay Cycles)
 - Copy
 - Edit
 - Save/Close

Create FY Payroll Setup

District User

1. Create Calendars
(Setup-Assignment-Calendars)
 - Copy
 - Edit
 - Save/Close
2. Check Contributions
(Setup-Payroll-Contributions Management)
 - ER-BENES – Employer Benefits
 - Method of F1
 - Include Budget flag to Yes
 - Annual amount for vacancies
3. Check Job Class
(Setup-Assignment-Job Categories/Classes)
 - Verify Budget Assumptions for Vacancy Records

Create FY Payroll Setup

4. Roll Forward Assignments (System-Setup-Fiscal Year Status)

- Triggers initiate pay
 - You may want to do this at the end of the day!
- Sets future assignment's end date (general rule):
 - End of target fiscal year
 - Employee's termination date
 - Position's end date

Create Orig Bud Model

- Fiscal–Budget Management
 - Click New
 - Enter Description
 - Tutorial
 - Save/Close

Escape Online automatically loads contributions from HR/Payroll

Review Contributions

1. Contributions tab of Model
 - Contributions from Setup
 - Standard Contributions (STRS, PERS, OASDI, Medicare, SUI and Workers Comp)
 - Plus up to six miscellaneous
2. Can load from setup
 - Overwrites existing records
 - Adds any that did not exist
 - DOES NOT delete

Load Budget Items

- Perform Change task
 1. Load Salary Records
 2. Load Vacancies
 3. Load non-salary accounts
 - Enter account mask
 - * Reminder: Projected Beginning Fund Balance accounts!
 4. Check the History tab to see how many accounts were affected and if the change is complete.

Mass Change Options

- Percentage Adjustment
- Delete Budget Items
- Recompute Contributions
 - Based on Model Contrib
 - Does not change salary info
- Load Salary Records from HR
 - Loads Payroll calculations
 - Employer Contrib based on Model
- Import Data from External File
 - Comma delimited file
 - File layout Chapter 11 Budget Guide
- Copy from Another Model

Mass Change Options

- Copy from Accounts: Actual
- Copy from Accounts: Revised
- Copy from Accounts: Original
- Load Vacancies
 - Job Class budget assumptions
- Recompute Salaries
 - Use when Payroll setup has changed
- Set Fixed Amount
- Add Fixed amount
- Load Budget Transfer

Budget Entry

- Entering or Modifying Budget Items
 - List the accounts
 - Add a Favorite
 - Tutorial
- Listing Accounts
 - Accounts w/Vacancies
 - Accounts w/Manual Salaries
 - Accounts w/Zero Dollar Items
- Opening an Account Record
 - Click Open
 - Click Open to view & make change
 - Click New to add

Run Reports

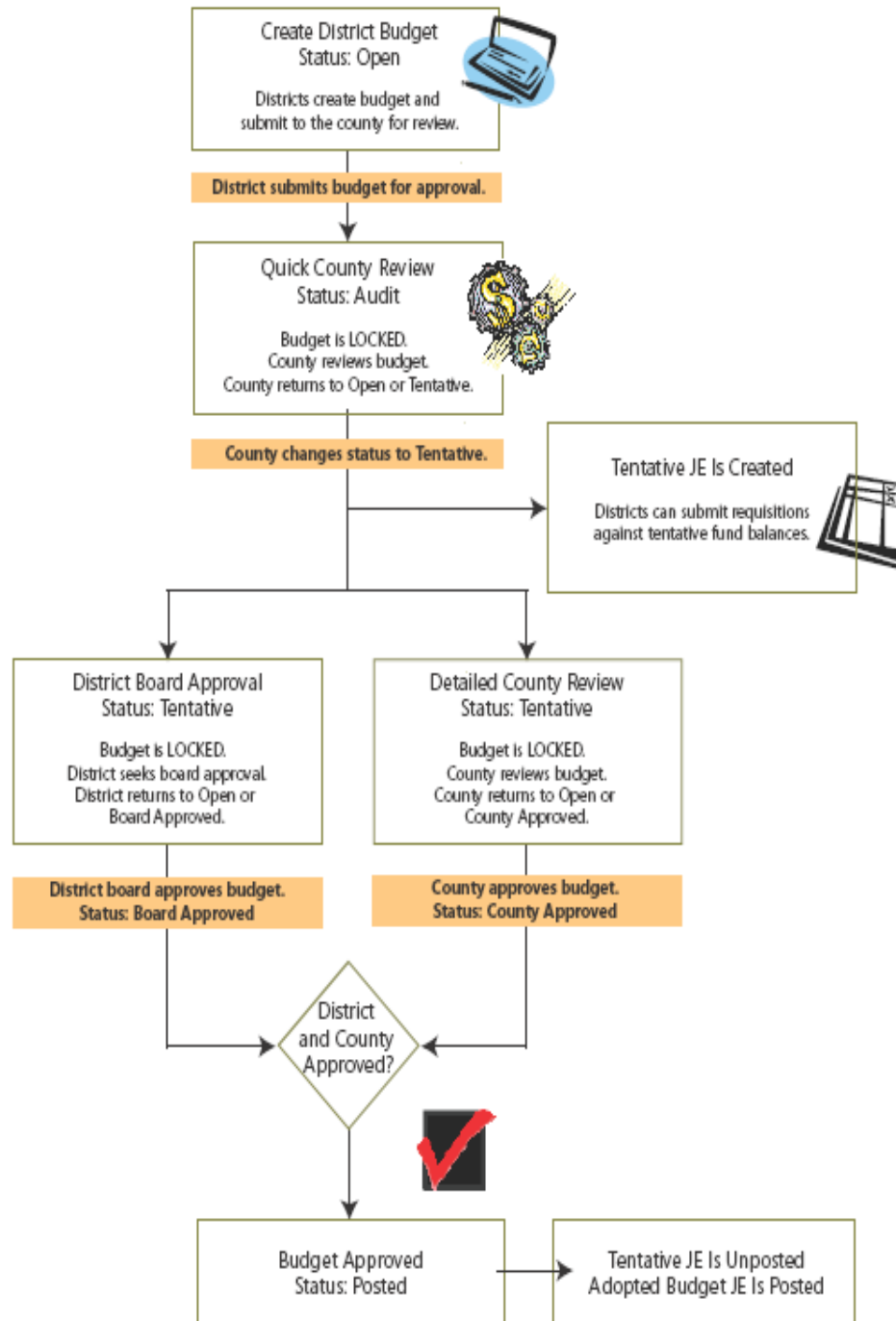
- From Budget Management List:

- Fund/Object summary
- Fund/Resource summary

- From Finance-Reports-Fiscal:

- Budget 01 – Budget Comparison to Prior Yr
- Budget 02 – Budget History with Two Years
- Budget 03 – Budget Summary
- Budget 04 – Budget Detail by Account
- Budget 05 – Salary Projections by Account
- Budget 06 – Salary Projections by Employee
- Budget 07 – Budget Summary Analysis
- Budget10 – Multi-year Budget by Object

Budget Approval Process



Adopt Budget Model

- Fiscal–Budget Management

1. Open model
2. Use Submit this Model task
3. Yes to verify
4. Model History – JE #'s

- Review JEs

1. Fiscal-Journal Entries
2. Search by Source = Budget
3. Clear/Change Fiscal Year field

Questions & Comments

- Thank You!
