



## Original Budget Adoption Checklist

We have created the following checklist to guide you through the budget adoption process quickly. We suggest you make a copy of the checklist and use it prior to adopting the budget. We also encourage you to call Escape Customer Care if you have any questions or run into any unexpected problems.

Please note that all of the Finance tasks are available to users with the Fiscal role. All of the System tasks are available to users with the Org Manager role.

| ✓                              | Task   | Notes  |
|--------------------------------|--|--|
| <b>Before You Begin</b>        |  |  |
|                                | Prepare for next year.   | Use the tasks in the System, Setup, Fiscal Year Status activity to create new year accounts and roll forward assignments.<br><br>Also, check your HR/Payroll setup as documented in the next chapter, Preparing for Next Year.   |
|                                | Verify the general ledger object codes and the budgetary control objects.  | Use the Ledger Setup tab in the System, Setup, Organizations activity.   |
| <b>Create the Budget Model</b> |  |  |
|                                | <p><b>Create a new model:</b></p> <ul style="list-style-type: none"> <li>▶ Click the New button on the Budget Management search page, and select the original model type for the fiscal year.</li> <li>▶ Enter a description of the model.</li> <li>▶ Save the model.</li> </ul>                           | <p>The budget model is where you perform mass changes, define contribution records and post the budget.</p> <p>Use the Finance, Fiscal, Budget Management activity.</p>  |
|                                | <p><b>Review the calculation method and object codes for employer contributions:</b></p> <ul style="list-style-type: none"> <li>▶ From the Contributions tab of the budget model, review the standard contributions.</li> <li>▶ Use the New button to add miscellaneous employer contributions.</li> </ul> | <p>Required if you are performing position control budgeting.</p> <p>When you saved the model, Escape Online automatically created the standard contributions. If you have additional employer contributions, you need to add them at this time.</p> <p>Use the Finance, Fiscal, Budget Management activity.</p> |

| ✓   | Task   | Notes   |
|---|--|---|
| <b>Load budget amounts</b>  |  |   |
|   | <ul style="list-style-type: none"> <li>▶ Select Perform Change from the Task menu of the budget model.</li> <li>▶ Enter a comment.</li> <li>▶ Select the change type.</li> <li>▶ Enter the appropriate information for that change type (e.g., enter a model in the Copy Model field if you chose the Copy from Another Model type).</li> <li>▶ Specify the account components that will be affected by the change.</li> </ul> | <p>Most districts will jump-start the budget process by “loading” already established figures into the budget.</p> <p>This is done using the Perform Change task. There are over a dozen options to choose.</p> <p>Use the Finance, Fiscal, Budget Management activity.</p> |
| <b>Save Version</b>   |  |   |
|   | <ul style="list-style-type: none"> <li>▶ Click the New button on the Versions tab of the budget model.</li> <li>▶ Enter a label and a description for the version (e.g., initial load).</li> <li>▶ Save and close the version record.</li> <li>▶ Save and close the budget model.</li> </ul>   | <p>We recommend you use the versioning feature of Escape Online budget. This allows you to save budget models, basically a “picture” of all the budget amounts.</p> <p>Use the Finance, Fiscal, Budget Management activity.</p>   |
| <b>Review and modify budget amounts (using one or more methods)</b> |  |   |
|   | <p><b>Mass change accounts:</b></p> <ul style="list-style-type: none"> <li>▶ Select Perform Change from the Task menu on the Budget Model form.</li> <li>▶ Enter a comment.</li> <li>▶ Select the change type.</li> <li>▶ Enter the appropriate information for that type.</li> </ul>  | <p>After a budget is loaded, you may want to adjust entire components by a percentage.</p> <p>Use the Finance, Fiscal, Budget Management activity.</p>  |

If your district is set up for county budget approvals, you will need to submit the budget, wait for the county to provide tentative approval and then “approve” your budget.

Once BOTH the county and district approve the budget, it will be posted and you can review the journal entry.

| ✓                      | Task   | Notes  |
|------------------------|--|--|
|                        | <p><b>Modify individual accounts:</b></p> <ul style="list-style-type: none"> <li>▶ Search for the accounts you want to modify.</li> <li>▶ Open each account.</li> <li>▶ Create or edit an item record and enter a dollar amount.</li> </ul>  | <p>This method is commonly used for non-salaried accounts (i.e., expense accounts).</p> <p>Use the Finance, Fiscal, Budget Entry activity.</p> <p>This activity is available to Admin users.</p>   |
|                        | <p><b>Review salary records:</b></p> <ul style="list-style-type: none"> <li>▶ Search for the accounts you want to review.</li> <li>▶ Open each account.</li> <li>▶ Create or edit an item record and enter a dollar amount.</li> <li>▶ View the contribution amounts on the Benefits tab.</li> </ul>   | <p>Review and/or edit individual accounts and the employees/vacancies tied to those accounts.</p> <p>When you save the budget account, Escape Online automatically calculates the benefits.</p> <p>Use the Finance, Fiscal, Budget Entry activity.</p>   |
|                        | <p><b>Review entire budget:</b></p> <ul style="list-style-type: none"> <li>▶ Run one or more of the following reports to verify accuracy: <ul style="list-style-type: none"> <li>• Budget model snapshots</li> <li>• General budget reports</li> </ul> </li> <li>▶ Budget any unappropriated balances.</li> </ul> <p>An unappropriated balance indicates that something is not budgeted correctly. All unappropriated balances should be cleared before you post the budget.</p> | <p>To ensure your budget is accurate and balanced, you will want to review the budget as a whole using reports.</p> <p>Use the Finance, Fiscal, Budget Management to view a snapshot of the model. See the Summary Snapshot section later in this manual for more information.</p> <p>Use the Finance, Reports, Fiscal activity to run reports. See Escape Basics for more information about running reports.</p> <p>Review the Finance Report Sampler from the Help menu to see examples of all the budget reports available.</p> |
| <b>Post the Budget</b> |  |  |
|                        | <p><b>Post the budget:</b></p> <ul style="list-style-type: none"> <li>▶ Open the desired model.</li> <li>▶ Select Post This Model from the Task menu.</li> </ul> <p>Your model is now posted and becomes read-only.</p>  | <p>Fund balance accounts are created automatically.</p> <p>The date and time are written to the Budget Adopted field in the Fiscal Year Status activity.</p> <p>Use the Finance, Fiscal, Budget Management activity.</p>   |

| ✓ | Task  | Notes   |
|---|---|---|
|   | <p><b>Review the journal entry:</b></p> <ul style="list-style-type: none"> <li>▶ Enter Budget in the Source field on the Journal Entry search page. Use the following search criteria: <ul style="list-style-type: none"> <li>• Enter BA in the JE Start Number field for adopted budgets.</li> <li>• Enter the fiscal year.</li> </ul> </li> <li>▶ Open each journal entry. There will be one for each fund posted.</li> <li>▶ Review for accuracy.</li> </ul> | <p>Use the Finance, Fiscal, Journal Entry activity.</p> |