



# CHAPTER 3

## Preparing for Next Year

This chapter describes the procedures for rolling forward accounts, setting up for next year and rolling forward assignments. These procedures are performed by the district each year.



## Checklist for Preparing for Next Year

The following lists the procedures that need to take place to create the new fiscal year, before you can begin budgeting.

They are listed in the order in which they must occur:

- 1** Create new fiscal year for the system
- 2** Roll forward accounts
- 3** Create calendars
- 4** Create salary schedules (if necessary)
- 5** Create pay schedules
- 6** Create pay cycles
- 7** Roll forward assignments



## Create New Fiscal Year for the System

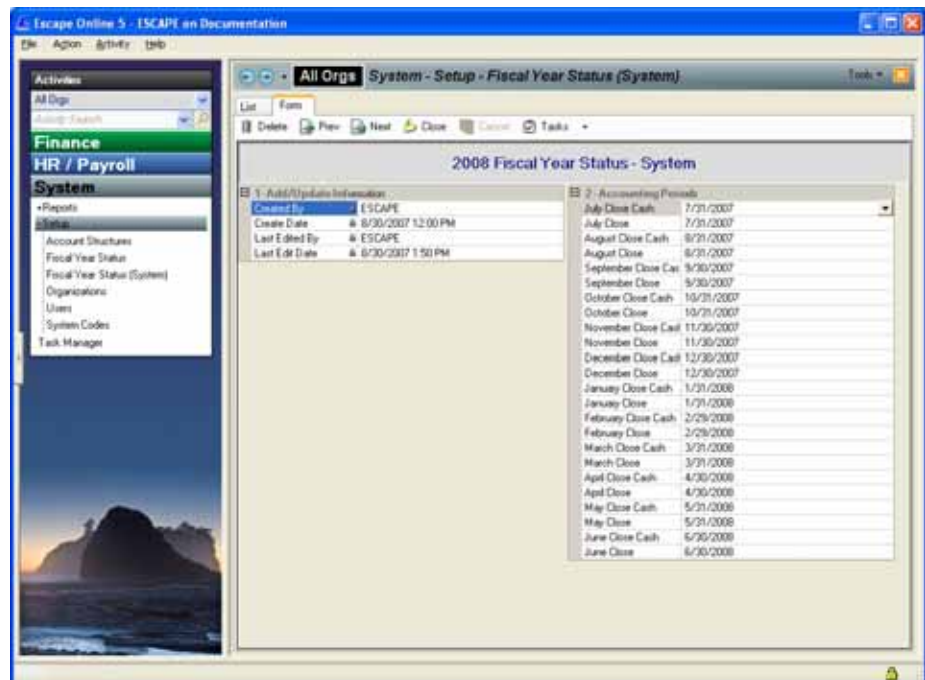


### Tip

This requires a COEDistSvc or SysMgr role as an org-all user.

The Fiscal Year Status (System) activity defines the cash and close dates for the county (or entire system). Dates entered into this activity cannot be overridden by the org-level activity. Although organizations can choose to enter cash and close dates that are earlier than the county's.

This activity controls when each accounting period stops allowing changes to cash (no journal entries – manual or system – can post to cash). It also controls when the period is completely closed (no transactions can be posted).



- 1 Go to the System - Setup - Fiscal Year Status (System) activity.
- 2 Highlight the current fiscal year.
- 3 Click Copy.
- 4 Modify the close dates if necessary.
- 5 Click Save/Close.



## Roll Forward Accounts



### Tip

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This requires a COEDistSvc or SysMgr role. The user can be accessing the activity as an org-all user or an org-based user.

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Since *Escape* keeps separate records for each fiscal year's chart of accounts, you will need to create account records for the coming fiscal year. In order to keep account history, you will also want to LINK the new accounts to the current year's accounts. Linking accounts allows users to compare current year accounts to budget amounts and total expenditures for the same account in the previous fiscal years. Linking accounts is what enables your system to track account history.

So, every year you will have to copy the accounts for the current fiscal year to the next fiscal year. The most common scenario is that you copy all accounts from the current fiscal year to the next fiscal year — linking them together, but not changing any part of the account number.

The Fiscal Year Status activity is where you perform the roll forward process and define close dates that are earlier than the county.

- 1 Go to the System - Setup - Fiscal Year Status activity.
- 2 Click New.
- 3 Enter the close dates for the new fiscal year if you want the close dates to be earlier than the system-defined close dates.
- 4 Click Save/Close.
- 5 Reopen the NEW fiscal year record.
- 6 Select Roll Forward Accounts from the Task menu.

This will create accounts for the fiscal year you have open, and link those account to previous years.

### Special Considerations

Copying accounts to a new fiscal year can be a tricky process. For a while, you will be working with two sets of accounts, one for each fiscal year. In the end, the desired result is to have the new fiscal year contain only those accounts that are needed and to have those accounts linked to any previous accounts that may contain historical data.

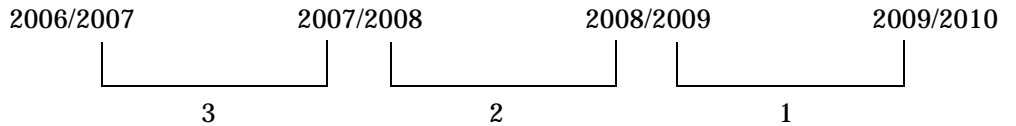
### Creating New Accounts

You roll accounts forward only ONCE. After that, if a user creates an account in the current fiscal year, the software will automatically create the next year's account, linking it to all previous year accounts.

To create a new account in this fiscal year and link it to the previous fiscal year, the user should copy the account from the previous fiscal year. This will create all of the appropriate links and benefit accounts.

### Expiring Accounts

Of course, expiration dates in the accounts will be copied to subsequent years. However, if an account has been expired for more than three years prior to the "from/source" fiscal year, it will not be copied to the new fiscal year. For example if you are rolling forward from 2009 to 2010 and you have a 2009 account with an expiration date older than or equal to 07/01/06 (first day of "from" fiscal year minus 3) the account will not be copied from 2009 to 2010.



### Component Changes

If one of the components in the "from" account has a Fiscal Year Thru value that is equal to the "from" year then the copied account will substitute the "old" component with the "new" component.

In addition, if a component is expired and there is no substitute, accounts with that component will not be copied into the new fiscal year.



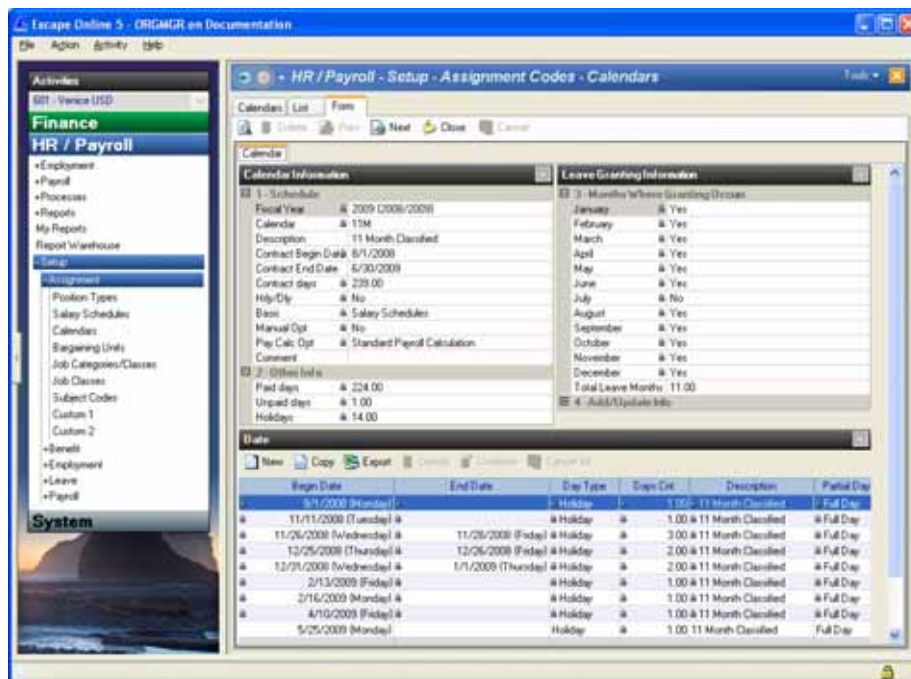
## Create Calendars



### Tip

This requires a HRMgr, OrgMgr, SysSupport or SysMgr role. The user can be accessing the activity as an org-all user or an org-based user.

Of course, new calendars need to be created for each fiscal year. The easiest way to do this is to use a naming standard that does not include fiscal year. This way you can enter the name of the calendar in all job category and class records only once, copying from one year to the next.



- 1 Go to the HR/Payroll - Setup - Assignment - Calendars activity.
- 2 Enter the Fiscal Year (defaults to the current fiscal year).
- 3 Click Go.
- 4 Highlight a calendar.
- 5 Click Copy.

- 6 Check the necessary fields. There are some fields that you must review: the Contract Begin/End dates and the dates to see if holidays, paid and unpaid dates need to be modified.
- 7 Click Save/Close.
- 8 Repeat steps 4-7 for each calendar.

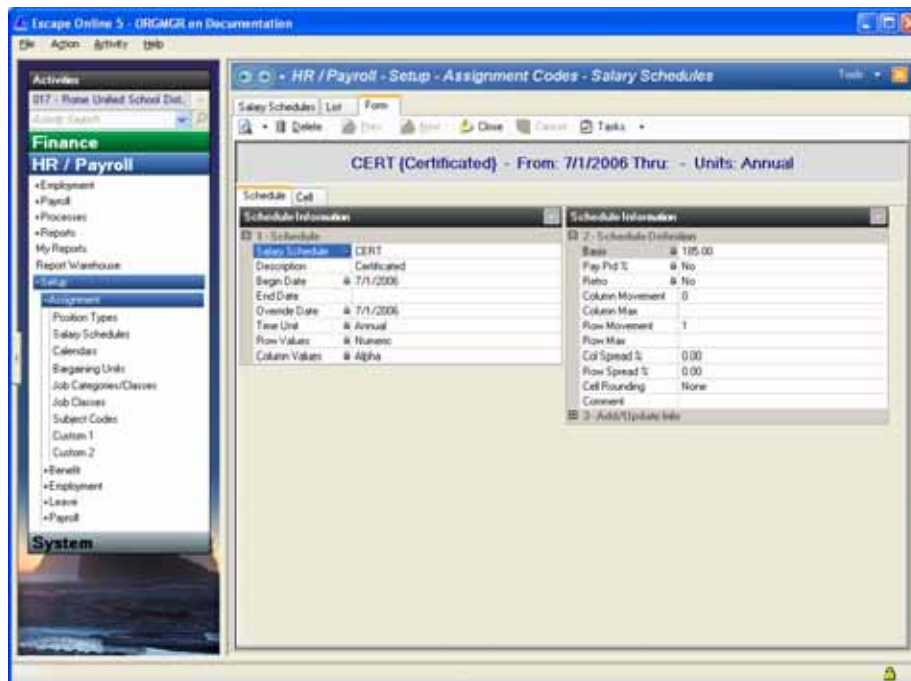


## Create Salary Schedules



### Tip

This requires a HRMgr, OrgMgr, SysSupport or SysMgr role. The user can be accessing the activity as an org-all user or an org-based user.



## If Salary Schedules ARE Changing Next Year

If salary schedules are changing for the next fiscal year, you need to end the current salary schedule and copy it to the new year.

- 1 Go to the HR/Payroll - Setup - Assignment - Salary Schedules activity.
- 2 Enter the current Fiscal Year.
- 3 Click Go.
- 4 Open the first salary schedule that should be ended.
- 5 Enter the End Date.

- 6 Press F8 to go to the next record on the list and repeat for every salary schedule that should be ended.
- 7 Sort your list by end date. (Click twice on the column heading to bring all of the salary schedules with end dates to the top of your list.)
- 8 Copy the ended salary schedule. This will create a new salary schedule with a begin date the day after the end date of the original salary schedule. The end date will be left blank.
- 9 Manually change the cells or use Mass Change Cell Amounts task to update the salaries.
- 10 Verify the calculated amounts to your district's actual schedules. There may be differences due to rounding.
- 11 Click Save/Close.
- 12 Repeat steps 9-12 for each salary schedule that is being updated.

## If Salary Schedules are NOT Changing Next Year

If salary schedules are not changing for next year, quickly review the list to make sure that they do not have end dates.



## Create Pay Schedule



### Tip

This requires a PayMgr, OrgMgr, SysSupport or SysMgr role as an org-all user.

Escape Online uses “master” pay schedules to define pay periods. They can be set up to default or lock in pay periods for the pay cycles. Pay cycles are required to specify a pay schedule.

The screenshot shows the 'HR / Payroll - Setup - Payroll - Pay Schedules' activity in the Escape Online 5 - ORGMGR en Documentation interface. The left sidebar contains a navigation menu with categories like Finance, HR / Payroll, and System. The main window displays a list of pay schedules and a detailed view of a selected schedule.

#	From	Thru	Pay Date	Prd Type	Locked
1	7/1/2005 (Friday)	7/31/2005 (Sunday)	7/29/2005 (Friday)	(Normal)	0
2	8/1/2005 (Monday)	8/31/2005 (Wednesday)	8/31/2005 (Wednesday)	(Normal)	0
3	9/1/2005 (Thursday)	9/30/2005 (Friday)	9/30/2005 (Friday)	(Normal)	0
4	10/1/2005 (Saturday)	10/31/2005 (Monday)	10/31/2005 (Monday)	(Normal)	0
5	11/1/2005 (Tuesday)	11/30/2005 (Wednesday)	11/30/2005 (Wednesday)	(Normal)	0
6	12/1/2005 (Thursday)	12/31/2005 (Saturday)	12/30/2005 (Friday)	(Normal)	0
7	1/1/2006 (Sunday)	1/31/2006 (Tuesday)	1/31/2006 (Tuesday)	(Normal)	0
8	2/1/2006 (Wednesday)	2/28/2006 (Tuesday)	2/28/2006 (Tuesday)	(Normal)	0
9	3/1/2006 (Friday)	3/31/2006 (Friday)	3/31/2006 (Friday)	(Normal)	0
10	4/1/2006 (Saturday)	4/30/2006 (Sunday)	4/28/2006 (Friday)	(Normal)	0
11	5/1/2006 (Monday)	5/31/2006 (Wednesday)	5/31/2006 (Wednesday)	(Normal)	0
12	6/1/2006 (Thursday)	6/30/2006 (Friday)	6/30/2006 (Friday)	(Normal)	0

- 1 Go to the HR/Payroll - Setup - Payroll - Pay Schedule activity.
- 2 Enter the current Fiscal Year.
- 3 Click Go.
- 4 Highlight a pay schedule.
- 5 Click Copy.
- 6 Modify the periods.
- 7 Click Save/Close.
- 8 Repeat steps 4-7 for each pay schedule.



## Create Pay Cycles



### Tip

This requires a PayMgr, OrgMgr, SysSupport or SysMgr role as an org-all user.

Employee pay cycle records point to these system pay cycle records. Employees are assigned to a primary pay cycle.

#	From	To	Pay Date	Ptd Type	Status
2	10/1/2008 (Wednesday) &	10/31/2008 (Friday) &	10/31/2008 (Friday) &	(Normal)	& Closed
3	11/1/2008 (Saturday) &	11/30/2008 (Sunday) &	11/30/2008 (Sunday) &	(Normal)	& Closed
4	12/1/2008 (Monday) &	12/31/2008 (Wednesday) &	12/30/2008 (Tuesday) &	(Normal)	& Closed
5	1/1/2009 (Thursday) &	1/31/2009 (Saturday) &	1/30/2009 (Friday) &	(Normal)	& Closed
6	2/1/2009 (Sunday) &	2/28/2009 (Saturday) &	2/27/2009 (Friday) &	(Normal)	& Closed
7	3/1/2009 (Monday) &	3/31/2009 (Tuesday) &	3/31/2009 (Tuesday) &	(Normal)	& Closed
8	4/1/2009 (Wednesday) &	4/30/2009 (Thursday) &	4/30/2009 (Thursday) &	(Normal)	& Closed
9	5/1/2009 (Friday) &	5/31/2009 (Sunday) &	5/29/2009 (Friday) &	(Normal)	& Processed
10	6/1/2009 (Monday) &	6/30/2009 (Tuesday) &	6/30/2009 (Tuesday) &	(Normal)	& Future
11	6/1/2009 (Monday) &	6/30/2009 (Tuesday) &	7/31/2009 (Friday) &	(Normal)	& Future
12	6/1/2009 (Monday) &	6/30/2009 (Tuesday) &	8/31/2009 (Monday) &	(Normal)	& Future

- 1 Go to the HR/Payroll - Setup - Payroll- Pay Cycles activity.
- 2 Enter the Org Id and the Fiscal Year.
- 3 Click Go.
- 4 Highlight a pay cycle.
- 5 Click Copy.
- 6 Modify the dates if necessary.
- 7 Click Save/Close.
- 8 Repeat steps 4-7 for each calendar.



## Roll Forward Assignments

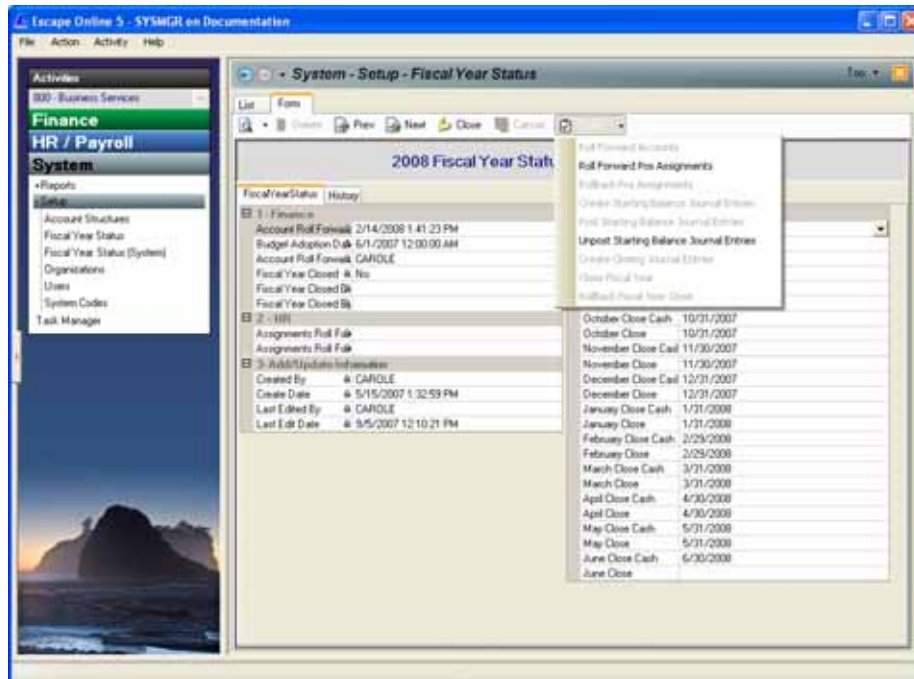


### Tip

This requires a COEDistSvc or SysMgr role. The user can be accessing the activity as an org-all user or an org-based user.

Each year you must roll forward assignments from one fiscal year to the next.

In addition, if there is to be step or column movement, this procedure will take care of that as well.



After you roll forward, you must Initiate Pay (HR/Payroll - Payroll - Processes - Initiate Pay).

This process can take some time on large systems. You may want to schedule this for after hours processing.

- 1 Go to the System - Setup - Fiscal Year Status activity.
- 2 Open the CURRENT fiscal year.
- 3 Select Roll Forward Assignments from the Task menu.

This procedure actually creates a new assignment for the coming fiscal year, copying the information from the current assignment using the following logic:

- ▶ If the position has an end date prior to the current year 6/30/xx or earlier, do not create a future assignment.

- ▶ If the position has an end date during the next fiscal year, create a future assignment with an end date equal to the position's end date.
- ▶ If the assignment has an end date prior to the current year 6/30/xx, do not create a future assignment.
- ▶ If the employee has a termination date prior to current year 6/30/xx do not create a future assignment.
- ▶ If the employee has a termination date during the next fiscal year, create a future assignment with end date equal to the termination date.
- ▶ Do not copy cancelled assignments.
- ▶ Do not copy supplemental days within assignments to the future record.
- ▶ For assignments using edit calendar days, set the days to the contract days in the calendar.
- ▶ If a future record was manually added or edited, do not alter.
- ▶ If the process is rolled back, do not delete or modify manually created future records.
- ▶ Perform step/column movement using the following matrix. (The first four columns list the setup record fields that control increments in salary placement. The last two columns reflect the results.)

Bargaining Unit Anniversary Option	Employee's Assignment Anniversary Date	Salary Schedule Row/Column Movement	Salary Schedule Row/Column Movement Max	Increment on 7/1?	Increment on Anniversary Date?
No	No	No	No	No	No
No	Yes	No	No	No	No
Yes	No	Yes	No	Yes	No
Yes	No	Yes	Yes	No	No
Yes	Yes	Yes	No	Yes	Yes
Yes	Yes	Yes	Yes	No	No

## Commonly Asked Questions

### What happens when assignments have end dates prior to fiscal year end?

If the assignment has an end date:

- ▶ If the end date is before fiscal year end (less than 6/30), then no future assignment will be created.
- ▶ If the end date is at the end of the fiscal year (6/30), then a future assignment will be created.

## **What happens when the Person has a Termination Date?**

If the person record has a Termination date:

- ▶ If the termination date is before fiscal year end (less than 6/30), then no future assignment will be created.
- ▶ If the termination date is during the next fiscal year, then a future assignment will be created but will have an end date equal to the termination date of the employee.

For example, a person is retiring as of 8/15, so has a Termination Date of 8/15, a future assignment is created with an End Date of 8/15/XX.

## **What happens when the Position has an End Date?**

If the position has an end date:

- ▶ If the position end date is before fiscal year end (less than 6/30), then no future assignment will be created.
- ▶ If the position end date is during the next fiscal year, then a future assignment will be created but will have an end date equal to the position's end date.

In general, the assignment roll-forward procedure sets the future assignment's end date to the minimum of the:

- ▶ End of the target fiscal year
- ▶ Employee's termination date
- ▶ Position's end date

## **Will supplemental or difference days be rolled forward?**

No, supplemental days are considered as one-time adjustments and are not rolled forward from year to year.

Difference days are associated with calendars that can be edited. When creating or rolling forward an assignment, the days will be set to the contract days from the calendar (this means that you cannot roll forward the "edited" days).

## **How does the step/column and anniversary movement work?**

The step/column movement is controlled by fields in the Salary Schedule set up and Bargaining Unit record. Different combinations of these fields yield different results as shown in the table above.

As for how Escape Online determines the anniversary date, it uses cascading logic. If an anniversary date is specified for an employee, this date will be used for all of that employee's assignments. However, if one or more of an employee's assignments have anniversary dates specified in the Assignment records, then Escape Online will use those dates for those assignments.

## Troubleshooting

**No assignments loaded from HR.** After you roll forward, you must Initiate Pay (HR/Payroll - Payroll - Processes - Initiate Pay).

This process can take some time on large systems. You may want to schedule this for after hours processing.

**No assignments were created.** In general, assignments will roll forward if the assignment ends on the last day of the fiscal year (06/30/XX). However, there are other factors that might change this. No assignments will be created under the following circumstances:

- ▶ The position has been ended.
- ▶ The person for whom the record is to be created has a termination date.
- ▶ The assignment has an ending date earlier than the fiscal year.
- ▶ Future assignment already exists.

**Assignment is not updated.** If you manually added or edited a future assignment, Escape Online will not update that assignment during the roll forward process. In addition, any assignments that have been edited after the roll forward will not roll back. These will need to be manually updated by going into each assignment, opening it, and saving the changes. (Escape Online will already know that number of days changed and will have the days bolded in the assignment.)

**Calendar is not updated.** The calendar is copied from the previous assignment, not the position. The only time the position calendar is used is when you are adding a new assignment, or for vacancy budgeting.

**Roll Forward Assignments task is not highlighted.** Assignments in the new fiscal year have been paid. You cannot roll forward assignments once payroll has been processed.

