

## 2010 Budget Development Record Webinar – Q & A

Here are the answers to the questions you sent through the chat box during the Budget Development webinar held on Thursday, February 11, 2010. If you have any additional questions, please feel free to email your Customer Care Representative.

### General Budget Questions

**Q:** What is the best way to ensure a resource is balanced?

**A:** For a quick review of the budget by resource, use the Fund/Resource snapshot available in the Budget Management activity. This report has a spreadsheet layout, showing the starting balance, revenue, expenditure, budgeted reserves and fund balance, and an unappropriated balance for every fund/resource combination. (This is the sum of starting balance and revenues minus expenditures and fund balance.)

**Q:** When you copy from another model, can the model being copied from be in a different fiscal year? Can you copy only a portion of a model?

**A:** Yes. The Copy From Another Model option requires that you specify the fiscal year of the model. To control how much of the model you copy, use the account filters. You can specify ranges, masks, and sequences. Here is a quick review of how you can enter account components in the Perform Change Task:

For each component, you can enter a specific component, a range (4501-4505), a mask (45), wildcards (4\*\*1) or non-contiguous numbers (45,58). The wildcard character (\*) can be used anywhere in the component value. It is used for a single digit. For example, if you enter 1\*\*0 for an object code, the resulting change will include accounts that have an object component that starts with 1 and ends with 0 and that matches any other characters in the second and third position of the object component.

**Q:** How does the Budget Summary Analysis (Budget07) get the ADA for a district?

**A:** You need to enter that figure yourself.

**Q:** After you copy all of the budget models into one, do you need to recompute contributions?

**A:** No, not unless you make additional changes.

### Beginning Balance Questions

**Q:** Can the 09/10 budgeted ending balance be imported into the 10/11 beginning balance?

**A:** There are a couple of ways that you can import the beginning balances. Of course, you can always manually enter them in the Budget Entry activity, but you can also use the Budget Management activity to import them from actuals or from

a spreadsheet. The Budget Management activity's Perform Change task has numerous options for importing numbers from actuals, revised, other models and files on your desktop.

**Q:** Can you clarify why we need to import in beginning balances?

**A:** At year end, you will roll forward your beginning balances using the System Setup-Fiscal Year Status activity, but until then you will need to estimate what the beginning balance will be. So, it is important for you to import your estimated beginning balance to include this money in your budget. Also, Fiscal51 uses the beginning balances from the model to report to SACS.

## Account Management Questions

**Q:** How do you bring up a list of all accounts showing expiration dates?

**A:** There are a couple of ways to see expired accounts. If you are working on a budget, the best way to see expired accounts is in the Budget Entry activity. Set the Expired Accounts flag on the search page to "Include Expired Accounts" or "Only Expired Accounts." This will include all expired accounts on your list and add an Expires column to the list so you can see on what date the account expired.

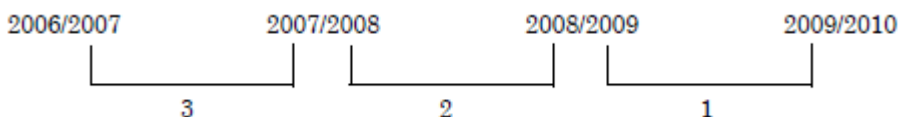
Optionally, you can also view expired accounts in the Finance-Setup-Chart of Accounts-Accounts activity and the Finance-Fiscal-Accounts activity. To get a list of expired accounts in either of these activities, set the Include Expired flag to Yes to include expired accounts on your list. (Note that accounts that expired today or will expire in the future are already included on the list automatically.)

**Q:** What is the easiest way to close an entire account string you no longer wish to use?

**A:** Expire the account. See the next question for more information.

**Q:** If you don't want the account to appear in 2011, you would use a 06-30-2007 date?

**A:** You are correct, but let's take a quick review of how Escape Online treats expired accounts when you roll forward accounts to the next fiscal year. 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 and there has been no activity, 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.



You would do this in the Finance-Setup-Chart of Accounts-Accounts activity.

## Position Control Questions

**Q:** What should be our target date for reviewing pay schedules and cycles?

**A:** You want to have next year's pay information set up before you begin your budget process. See the Preparing for Next Year handout for more information about getting ready to budget.

**Q:** When is the best time to change an employee's account string for the next fiscal year?

**A:** Before the employee has been paid, you can make as many changes as you like. Once they have been paid, you will have to end the assignment and begin a new one with the new account(s).

**Q:** When you were talking about initiating pay, what did you mean "at the end of the day"?

**A:** You can initiate pay at any time, but some customers prefer to schedule it for the end of the day or at night. When you create the Initiate Pay job, you can enter 02/12/10 10:00pm in the Requested Run field to start the job at 10:00pm tonight (February 12th).

**Q:** If you want to import a model containing subs, extra duty stipends, etc; how do you make sure the 3000s add to your model which already contains salary schedules?

**A:** The import automatically recomputes all benefits accounts (creating them if necessary). If you are importing contribution amounts, you will need to coordinate the import amounts with the contribution setup in the budget model. If the contribution uses methods F1 (fixed amount) or P1 (fixed percentage), Escape Online will automatically recompute the benefit figures based on the subject grosses (columns N-T), ignoring the amounts (columns AH-AM and AP-AQ) in the import file. If you want the amounts in the import file to be placed in the budget item record without Escape Online recomputing, you must set up the contribution calculation method as F2 (fixed amount in model item).

**Q:** When doing a mass change, loading salary records from HR, can you get descriptions? Also, can you enter descriptions in the Budget Entry activity?

**A:** The simple answer to your questions is Yes! When you load salary records, Escape Online automatically writes a description, including the employee name and job class description. If it is a vacancy, Escape Online automatically writes a description using the job class and location. If you enter a salary manually using the Budget Entry activity, you can enter any description you would like.

**Q:** On non-position salaries, can you import the salaries and set the gross amounts for contributions in Budget Entry?

**A:** That is exactly what you would want to do. You would use the Budget Management activity to import the salaries, and then use the Budget Entry activity to set the gross amounts. You might want to use the Description field in the import file to identify these records. Then, you could search by that description.

**Q:** When re-rolling assignments, how do you keep it from overwriting changes made in the new year?

**A:** When rolling forward, Escape Online 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 already has a “primary” position assignment in the next fiscal year, other current year assignments will not be set to primary during the roll forward process.
- 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. (For example, if you modify an assignment after the roll forward, and then roll back assignments, the modifications will not roll back.)
- 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

**Q:** I would like to roll forward without step/column adjustments. How would I do that?

**A:** If we understand your question correctly, what you are looking for is the cost of the step increase. We are currently developing a report to provide that information. It will be in the v10.02 release, available on April 19<sup>th</sup>.