STEPS IN THE BUDGET PROCESS

	Step	Application	Logon FY	Frequency	Date Processed	Initials	Comments
TRANSFER TO BUDGET DEVELOPMENT							
1.	Field Definition Roll	General Ledger	FY1	As needed			County defined and maintained definitions are rolled only on the first roll. Each roll replaces all field definition records in FY2.
2.	Add Estimated Actuals Model for FY1	Budget Development	FY1	Once			Complete this set up before processing the GL Roll to Budget Development on step 4.
3.	Add Budget Model(s) for FY2	Budget Development	FY1	Once			Complete this step before processing the GL Roll to Budget Development on step 4.
4.	Roll from GL to Budget Model (FY1 to FY2)	Budget Development	FY1	Once			Rolls accounts and amounts to Budget Development from FY1 to FY2.
5.	Roll from GL to Estimated Actuals Model (FY1 to FY1)	Budget Development	FY1	As needed			Roll establishes ending balance for FY1 and beginning balance for FY2.
6.	Perform Load	Compensation Analysis	FY1	As needed			EPICS and Payroll Data is transferred to Compensation Analysis creating Baseline models. The load will include Step and No Step data
7.	Create or modify Baseline Models for: • Additional Accounts • Benefit Cap Limit • Benefit Plans • Employees • Position • Rates - Mandatory • Rates - Retirement • Salary Schedule • Work Calendar	Compensation Analysis		As needed			Models are created to project assumptions. Saved models can be applied to a Compensation Model to transfer amounts to Budget Development.
8.	Update position accounts using Mass Data Entry Utility Program (optional)	Compensation Analysis		As needed			The Mass Data Entry Utility feature offers the option to mass update position accounts for budget purposes.
9.	Create Compensation Model(s)	Compensation Analysis	FY1	Once			The Compensation Model compiles models created in Step 7.
10.	Transfer Compensation Analysis data to Budget Development	Compensation Analysis		As needed			Update Existing - modifies account amount and detail records if compensation model account exists in selected Budget Model; Delete Existing - modifies account amount and detail records if compensation model account exists in selected budget model; option will delete 3XXX and Payroll 5XXX accounts that exist in the selected budget model that do not exist in the compensation model

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STEPS IN THE BUDGET PROCESS

	Step	Application	Logon FY	Frequency	Date Processed	Initials	Comments
ROLL TO GENERAL LEDGER							
11.	Review all accounts and create site allocations	Budget Development	FY2	As needed			A Budget Model can be locked to prevent any changes.
12.	Update Field Definitions (Field Definition Roll)	General Ledger	FY1	As needed			Note: Subsequent Field Definition rolls will overwrite field definitions in FY2. The County defined and maintained definitions only roll on the very first roll.
13.	Request the BDV to GL Roll be enabled	Budget Development	FY2	Once			Variance Rollup should be determined before the roll is enabled.
14.	Run the Budget Audit Report for the Budget Model selected to roll to GL. Review and correct where necessary. • Field Definition Audit • Major Range Audit • Combo Code Audit (*K-12 only*)	Budget Development	FY1	As needed			This step will assure that the accounts in the Budget Model selected to roll to GL conform to the accounting standards that have been defined by the County Office. Errors will prevent the roll from completing and should be corrected; warnings will not prevent the roll.
15a.	Preliminary Tentative Roll(s)	Budget Development	FY2	As needed			Includes account audits, 1-8xxx budgets including 9xxx accounts and sets the GL budget status to Tentative.
15b.	Beginning Balances Entry	Budget Development	FY2	As needed			Estimated Actuals link to Budget Models is required. Objects in the Beginning Balance screen will establish the Fund Balance in the General Ledger

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STEPS IN THE BUDGET PROCESS

	Step	Application	Logon FY	Frequency	Date Processed	Initials	Comments
15c.	Run Final Budget Audit Reports • Field Definition Audit • Major Range Audit • Combo Code Audit (*K-12 only*)	Budget Development	FY1	As needed			Errors will prevent the roll from completing and should be corrected; warnings will not prevent the roll.
15d.	Freeze Budget Model – required for Final Tentative Roll	Budget Development	FY1	As needed			Freezing prevents changes and is required to perform the Final Tentative Roll & Lock. May be unfrozen as needed.
15e.	Final Tentative Roll/Lock	Budget Development	FY1	As needed			Processing the Final Roll/Lock will roll all accounts in the Budget Model and corresponding control accounts. This will lock the Budget Model. Only the county office may unlock a budget in Locked status.
16.	County Roll to Adopted	Budget Development	FY1	As needed			County Office performs this roll after receiving proper authorization from the district. Budget revisions can be enabled by the County Office
17.	County Roll to Approved	Budget Development	FY1	Once			The county office performs this roll after the budget is reviewed and approved.

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