

LET'S GET YOU ROLLED TO BUDGET DEVELOPMENT



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CECC

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LET'S GET YOU ROLLED TO BUDGET DEVELOPMENT

OVERVIEW

The Let's Get You Rolled to Budget Development document outlines the steps that establish the foundation to develop a budget for a fiscal year. The steps include establishing the budget fiscal year chart of accounts, the creation of budget models to establish estimated beginning balances and budget projections, and the transfer of salary and benefit costs. The following applications and programs are used in this process: General Ledger, Budget Development, EPICS, MAGIC and SAMS.

TERM DEFINITIONS

The following terms are referenced within this document:

BDV - Budget Development application (Financial 2000)

EPICS - Employee-Position Information Collaborative System (Financial 2000)

FY1 - Current fiscal year or roll from year

FY2 - Budget fiscal year or roll to year

MAGIC - Multiple Access with Global Information Control System (HP)

SAMS - Salary Analysis Management System (HP)

PROCESSES AND STEPS

GENERAL LEDGER

The following steps are performed within the General Ledger application.

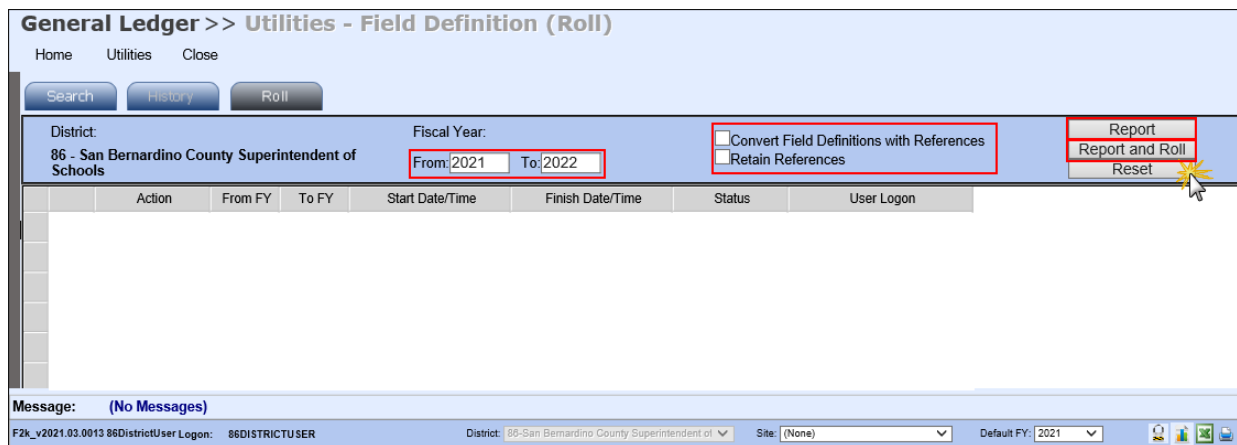
Step 1 - Field Definition Roll

The Field Definition Roll provides the ability to roll account section definitions to a fiscal year and establishes the district Chart of Accounts. Field definitions defined and maintained by the County Office are only included in the initial roll for a fiscal year.

A Field Definition Roll Prelist Report can be generated prior to processing a roll using the [Report] option. The [Report and Roll] action generates the Field Definition Roll Postlist Report and initiates the roll. Multiple rolls can be performed, however, each subsequent roll will overwrite the data previously rolled along with any manual add or edits made in the Field Definitions Search tab.

There are two checkbox options available on the roll screen. Selecting the Convert Field Definitions with References checkbox will convert definitions in the From fiscal year to the reference value in the To fiscal year if Reference has been defined. Selecting the Retain References checkbox will retain the defined Reference values when rolled.

Within General Ledger, click on Utilities > Field Definition > Roll tab.



Enter the From and To fiscal years and determine selections for Convert Field Definitions with References and Retain References checkboxes. Click [Report and Roll] to generate the Field Definitions Postlist Report and initiate the Field Definition Roll.

Once the roll has completed successfully, move to step 2.

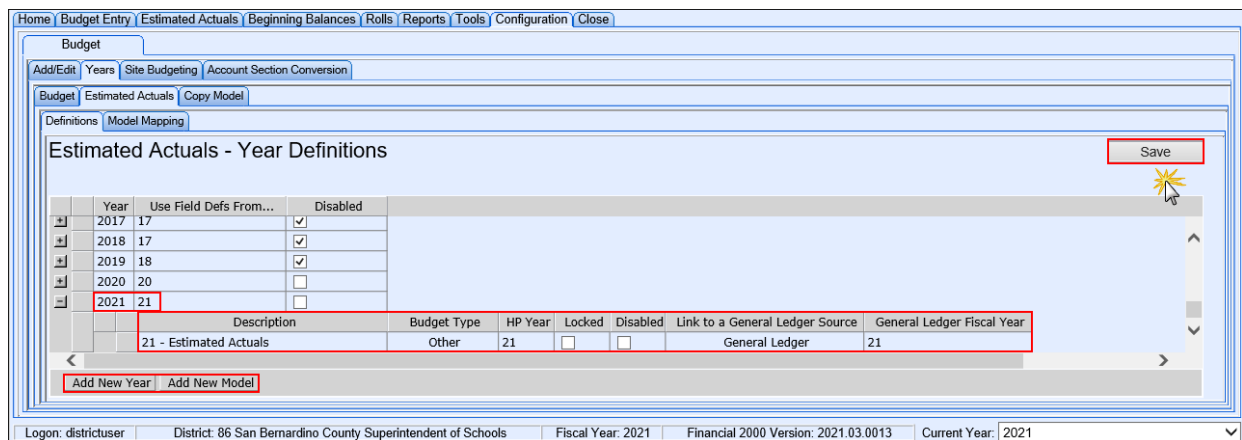
BUDGET DEVELOPMENT

The following steps are performed within the Budget Development application.

Step 2 - Add FY1 Estimated Actuals Model

The fiscal year 1 actual expenditures or revised budget accounts and amounts can be transferred from the General Ledger to a BDV Estimated Actuals model. The General Ledger balances establish the ending balance for FY1, create the estimated beginning balance for FY2 and calculate the projected ending fund balance when linked to a budget model.

Within Budget Development, click on the Configuration tab and select Years > Estimated Actuals > Definitions.



Add an Estimated Actuals Model

Start by adding the model year for FY1 by clicking [Add New Year] then enter the 4-digit year in the Year field. Then select the appropriate 2-digit year from the Use Field Defs From... dropdown.

Next click [Add New Model] and complete the Description, Budget Type, HP Year, Link to a General Ledger Source and General Ledger Fiscal Year fields. Click [Save].

The fiscal year (FY1) may be entered as a prefix in the description and the Budget Type is used to classify the type of budget model it is linked to. The HP year is required when using SAMS for projections.

Note: If the HP Year entered is assigned to an existing model, the message 'HP Year XX is already assigned to a model under Fiscal Year XXXX, will display. To reuse, delete the HP year from the existing model and assign to the new model. On the Confirm HP Year Assignment prompt, select Overwrite the HP Accounts from BDV2000 to update the HP year with the accounts and amounts from new model.

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Once the Estimated Actuals Model has been created, move to step 3.

Step 3 - Add FY2 Budget Model

The fiscal year 1 approved or revised budget accounts and amounts can be transferred from the General Ledger to a BDV Budget model for FY2. A Budget Model can be linked to a Beginning Balance Source of Estimated Actuals to establish beginning balance calculations. The Budget Model entries calculate the Projected Budget Year Ending Balance.

Models designated to Roll to the General Ledger and selected for SACS reporting are used to transfer Budgets to the General Ledger and to generate the SACS Budget Projection Extract, available in the EduReports application. Budget Models can also be used for multi-year projections, to estimate the cost of step, and for interim reporting.

Within Budget Development, click on the Configuration tab and select Years > Budget > Definitions.

The screenshot shows a web-based interface for 'Budget - Year Definitions'. At the top, there are navigation tabs: 'Home | Budget Entry | Estimated Actuals | Beginning Balances | Rols | Reports | Tools | Configuration | Close'. Below this, there are sub-tabs: 'Add/Edit | Years | Site Budgeting | Account Section Conversion'. The main content area has tabs for 'Budget | Estimated Actuals | Copy Model' and 'Definitions | Model Mapping'. The title is 'Budget - Year Definitions' with a 'Save' button on the right. A table is displayed with the following columns: Year, Use Field Defs From..., Disabled, Description, Budget Type, HP Year, Locked, Disabled, Bypass Link to Estimated Actuals, Roll To GL, SACS, Link to an Estimated Actual Source, Estimated Actuals Model Year, and Beginning Balance Offset Object. The first row is highlighted in red and contains: Year: 2022, Use Field Defs From...: 22, Description: 22 - Projected Budget, Budget Type: Other, HP Year: 22, Roll To GL: checked, SACS: checked, Link to an Estimated Actual Source: Estimated Actuals, Estimated Actuals Model Year: 2021 21 - Estimated Actuals. At the bottom left, there are buttons for 'Add New Year' and 'Add New Model'.

Year	Use Field Defs From...	Disabled	Description	Budget Type	HP Year	Locked	Disabled	Bypass Link to Estimated Actuals	Roll To GL	SACS	Link to an Estimated Actual Source	Estimated Actuals Model Year	Beginning Balance Offset Object
2022	22	<input type="checkbox"/>	22 - Projected Budget	Other	22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Estimated Actuals	2021 21 - Estimated Actuals	

Add a Budget Model

Start by adding the model year for FY2 by clicking [Add New Year] then enter the 4-digit year in the Year field, if applicable. Then select the appropriate 2-digit year from the Use Field Defs From... dropdown.

Next click [Add New Model] and complete the Description, Budget Type, HP Year, Link to an Estimated Actual Source and select the Estimated Actuals model created in Step 2. Click [Save].

The fiscal year (FY1) may be entered as a prefix in the description and the Budget Type is used to classify the type of budget model it is linked to. The HP year is required when using SAMS for projections.

Note: If the HP Year entered is assigned to a model, the message 'HP Year XX is already assigned to a model under Fiscal Year XXXX, will display. To reuse, delete the HP year from the existing model and assign to the new model. On the Confirm HP Year Assignment prompt, select Overwrite the HP Accounts from BDV2000 to update the HP year with the accounts and amounts from new model.

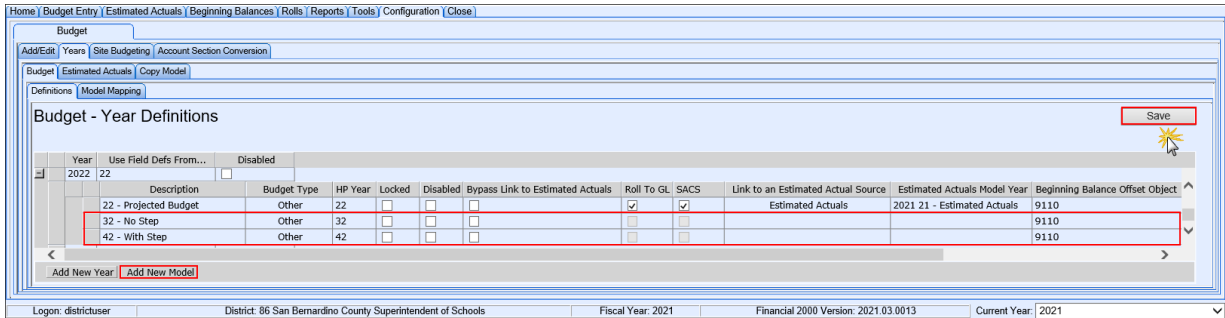
Once the Budget Model has been created, move to step 3a (optional) or skip to step 4.

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Step 3a - Budget Models for Cost-Of-Step (Optional)

The cost-of-step from FY1 to FY2 can be obtained by performing the Position and Position Attachment EPICS Budget Rolls. Amounts from a Position Attachment roll with No Step Advance and a roll with Step Advance can be analyzed by generating a Comparative Report in Budget Development, once the rolled data is transferred to a Budget Model via a SAMS roll.

Within Budget Development, click on the Configuration tab, select Years > Budget > Definitions.



Add Cost-of-Step Budget Models

Start by adding the With Step and No Step models for FY2 by clicking [Add New Model]. Complete the Description, Budget Type, HP Year, Link to an Estimated Actual Source and select the Estimated Actuals model created in Step 2. Click [Save].

The fiscal year (FY1) may be entered as a prefix in the description and the Budget Type is used to classify the type of budget model it is linked to. The HP year is required when using SAMS for projections.

Note: If the HP Year entered is assigned to a model, the message 'HP Year XX is already assigned to a model under Fiscal Year XXXX, will display. To reuse, delete the HP year from the existing model and assign to the new model. On the Confirm HP Year Assignment prompt, select Overwrite the HP Accounts from BDV2000 to update the HP year with the accounts and amounts from new model.

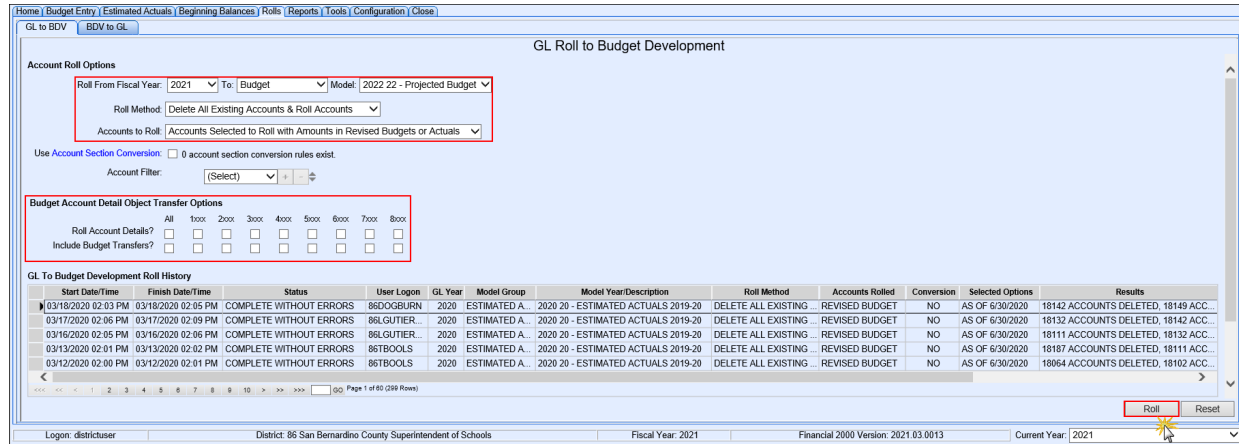
Additional information regarding the Cost-of Step can be found in Step 10 of this document and in the SAMS/BDV/Personnel Refresher document on page 207, available on the Financial 2000 Documentation tab. Please refer to the Budget Development Comparative Report (Optional) section of this document for additional information on generating a report for comparison.

Once the With Step and No Step models have been created, move to step 4.

Step 4 - Roll Revised or Approved Budget From GL to BDV

The fiscal year 1 revised or approved budget can be rolled from General Ledger to a BDV Budget Model for FY2. Once the data is rolled into Budget Development adjustments can be made in accordance with budget projections.

Within Budget Development, click on the Rolls tab and select the GL to BDV tab.



Roll to the Budget Model

Start by selecting FY1 on the Roll From Fiscal Year dropdown, then select Budget on the To dropdown, and select the Budget Model created in step 3 from the Model dropdown. Next, select a Roll Method and the Accounts to Roll. Click on Account Section Conversion, if converting account sections then select the Roll Account Details. Click [Roll].

The Accounts to Roll options are:

- All Accounts Selected to Roll From Revised Budget: rolls the year-to-date posted revised budget values
- All Accounts Selected to Roll From Approved Budget: rolls the July 1 approved budget values
- Accounts Selected to Roll with Amounts from Revised Budget: rolls accounts that have a non-zero year-to-date posted balance in revised budget
- Accounts Selected to Roll with Amounts from Approved Budget: rolls accounts that have a non-zero July 1 approved budget value
- Accounts Selected to Roll with Amounts from Revised Budget or Actuals: rolls accounts with a non-zero year-to-date posted balance in revised budget. If the Revised budget is zero, the actuals posted activity balance will roll
- Accounts Selected to Roll with Amounts from Approved Budget or Actuals: rolls accounts with a non-zero July 1 approved budget value. If the Approved budget is zero, the actuals posted activity balance will roll

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The Accounts to Roll options retrieve accounts designated to roll from the Account Link application and roll the Revised, Approved, and/or Actuals from FY1.

If using SAMS, account details for objects 1xxx through 3xxx will be rolled to BDV with a SAMS roll.

Once the roll to the Budget Model has completed, move to step 5.

Step 5 - Roll Actual Expenditures or Revised Budgets from GL to BDV

Fiscal Year 1 Actual Expenditures or Revised Budgets can be rolled from the General Ledger to a BDV Estimated Actuals model to establish an FY1 ending balance. The data in the Estimated Actuals model can be adjusted as needed in BDV.

Within Budget Development, click on the Rolls tab and select GL to BDV.

Start Date/Time	Finish Date/Time	Status	User Logon	GL Year	Model Group	Model Year/Description	Roll Method	Accounts Rolled	Conversion	Selected Options	Results
03/18/2020 02:03 PM	03/18/2020 02:05 PM	COMPLETE WITHOUT ERRORS	86DOGBURN	2020	ESTIMATED A.	2020 20 - ESTIMATED ACTUAL	DELETE ALL EXISTING ...	REVISED BUDGET	NO	AS OF 6/30/2020	18142 ACCOUNTS DELETED, 181
03/17/2020 02:06 PM	03/17/2020 02:09 PM	COMPLETE WITHOUT ERRORS	86LGUTIER...	2020	ESTIMATED A.	2020 20 - ESTIMATED ACTUAL	DELETE ALL EXISTING ...	REVISED BUDGET	NO	AS OF 6/30/2020	18132 ACCOUNTS DELETED, 181
03/16/2020 02:05 PM	03/16/2020 02:06 PM	COMPLETE WITHOUT ERRORS	86LGUTIER...	2020	ESTIMATED A.	2020 20 - ESTIMATED ACTUAL	DELETE ALL EXISTING ...	REVISED BUDGET	NO	AS OF 6/30/2020	18111 ACCOUNTS DELETED, 181
03/13/2020 02:01 PM	03/13/2020 02:02 PM	COMPLETE WITHOUT ERRORS	86TBOOLS	2020	ESTIMATED A.	2020 20 - ESTIMATED ACTUAL	DELETE ALL EXISTING ...	REVISED BUDGET	NO	AS OF 6/30/2020	18187 ACCOUNTS DELETED, 181
03/12/2020 02:00 PM	03/12/2020 02:01 PM	COMPLETE WITHOUT ERRORS	86TBOOLS	2020	ESTIMATED A.	2020 20 - ESTIMATED ACTUAL	DELETE ALL EXISTING ...	REVISED BUDGET	NO	AS OF 6/30/2020	18064 ACCOUNTS DELETED, 181

Roll Actuals or Revised Budgets

MAGIC (HP)

The following steps are performed in the MAGIC program on the HP.

Step 6 - 1st MAGIC Roll

The MAGIC Fiscal Year Rolls transfers datasets from FY1 to FY2 which are referenced by SAMS and the EPICS Budget Rolls.

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The order in which the MAGIC Fiscal Year rolls are processed is important to ensure calculations occur correctly. The 1st roll to be processed is the MAGIC Tables roll which transfers the Table Master information from FY1 to FY2. This roll may be repeated as needed.

Within the HP, set logon year to FY1 and enter COFYRO in the Appl field on the main menu.

District: 32		MAGIC FISCAL YEAR ROLL		Fiscal Year: 21	
Save Rpt Sel as: _____		Appl: _____			
Report Title: 1ST MAGIC ROLL (TABLES)		From FY: 2021		To FY: 2022	
	Roll?	Text?	Edit?	(Y)	
Tables	Y	Y			
Work Calendars					
Sal Scheds/Matrix					
FTE Auth				(R)oll or (C)reate?	
Position/Accts					
EmpE-Posn Attach				Step Advance (Y/N)?	
Addl/Earnings	-	-	-		
Earn Groups?	_____	_____	_____	_____	
Benefit Plans	-	-	-		
Benefit Package	-	-	-		
EmpE-Ben Attach	-	-	-		
Sams Addl Accts	-	-	-		
Enter Report name, press <Enter>, then F4 to Save -or- Press F7 to Stream Roll.					
Refresh Screen	More Keys		To Tbl Mstr	Stream Roll	Exit

Roll the 1st MAGIC Roll

Start by entering the 4-digit FY2 in the To FY field, enter Y on the Tables - Roll? And Text? columns, and press the outside enter key. Click [Stream Roll] or press the F7 key and then click [Exit].

To validate the roll has completed, from the menu screen, enter JB in the Select Option field, and enter 3. If no jobs are running or waiting the roll has completed.

Once the MAGIC - Tables roll has completed, move to step 8.

EPICS

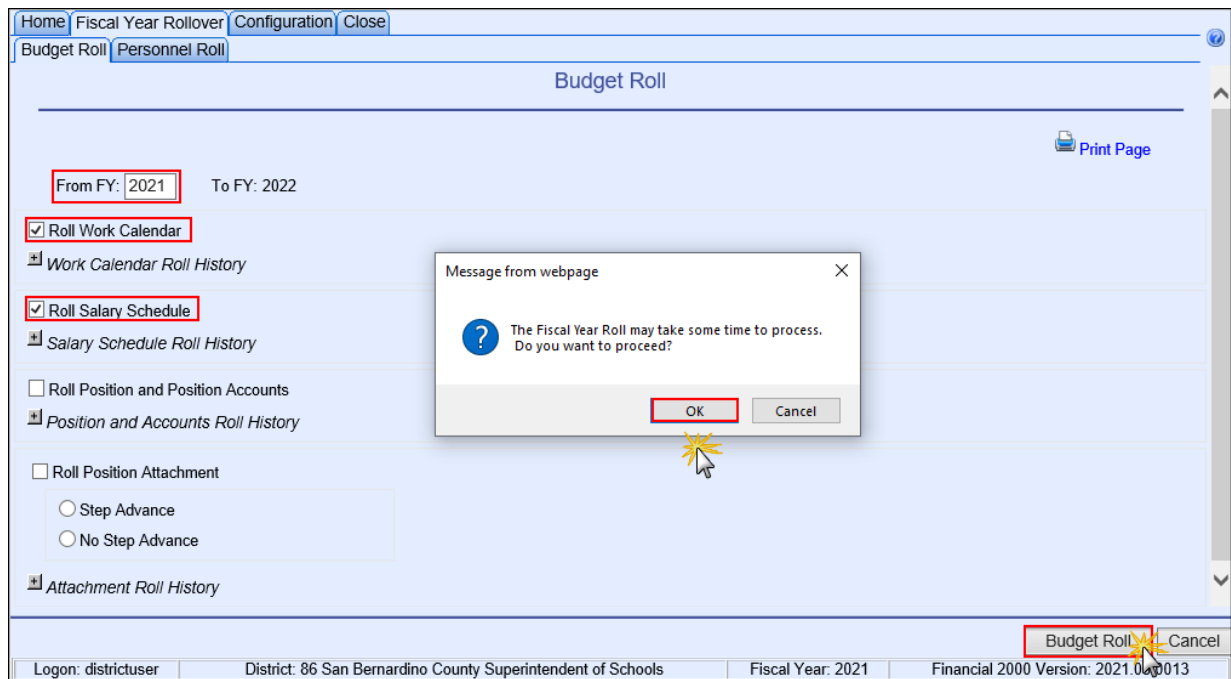
The following steps are processed in the EPICS application.

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Step 7 - 1st EPICS Budget Roll

The 1st EPICS Budget Roll transfers Salary Schedules and Work Calendar information to the HP, for use in SAMS models, without affecting FY2 personnel records. With this roll, an exact copy of the Work Calendar from the From FY (FY1) will be rolled to the To FY (FY2). The Salary Schedules last effective date record in the From FY will create the 07/01/XX record in the To FY. This roll may be repeated as needed.

Within EPICS, click on the Fiscal Year Rollover tab and select Budget Roll.



Roll Work Calendars and Salary Schedules

Start by entering FY1 in the From FY field, then click on the Roll Work Calendar and Roll Salary Schedule checkboxes. Click [Budget Roll] and click [Ok] on the confirmation.

Budget Roll Reports load when a roll has completed and are emailed to the logon email address, if one exists in Financial 2000.

Data from this roll transfers to the HP. Check the transfer status on the Configuration > Transfer Status tab.

Once the transfer has completed, move to step 8.

MAGIC (HP)

The following steps are performed in the MAGIC program on the HP.

Step 8 - 2nd MAGIC Roll

The 2nd MAGIC roll transfers Additional Earnings, Health & Welfare plans, and SAMS Additional Accounts to FY2. Datasets may be skipped if any not needed.

Within the HP, set logon year to FY1 and enter COFYRO in the Appl field on the main menu.

District: 32		MAGIC FISCAL YEAR ROLL				Fiscal Year: 21							
Save Rpt Sel as: _____		Report Title: 2ND MAGIC ROLL		From FY: 2021 To FY: 2022		Appl: _____							
Last Rolled	Tables	Roll?	Text?	Edit?	(Y)								
11/20/2020	Work Calendars	-	-										
	Sal Scheds/Matrix												
	FTE Auth				(R)oll or (C)reate?								
	Position/Accts												
	EmpE-Posn Attach				Step Advance (Y/N)?								
	Addl/Earnings	Y	Y	-									
	Earn Groups?	_____	_____	_____	_____								
	Benefit Plans	Y	Y	-									
	Benefit Package	Y	Y	-									
	EmpE-Ben Attach	Y	Y		Convert	FU	RS	YR	GL	FN	OB	SC	MG
	Sams Addl Accts	Y	Y		Ref Fld:	N	N	N	N	N	N	N	N

Enter Report name, press <Enter>, then F4 to Save -or- Press F7 to Stream Roll.

Refresh Screen	More Keys			To Tbl Mstr		Stream Roll	Exit
----------------	-----------	--	--	-------------	--	-------------	------

Roll the 2nd MAGIC Roll

Start by entering the 4-digit FY2 in the To FY field, enter Y on the Roll? And Text? columns for Addl/Earnings, Benefit Plans, Benefit Package, Empe-Ben Attach, and SAMS Addl Accts, then press the outside enter key. The Convert Ref Fld section is used in conjunction with the Field Definition program to convert account section(s) that are set to Y. Click [Stream Roll] or press the F7 key and then click [Exit].

Roll reports are available on the Print Queue and can be reviewed for errors.

Note: Benefit packages or plans with an end date will not roll.

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Once the 2nd MAGIC roll has completed, move to Step 9.

Step 9 - 2nd EPICS Budget Roll

The 2nd EPICS Budget Roll includes rolling Positions, Position Accounts, and Employee Position Attachments to the HP for use in SAMS rolls and modeling. This Budget Roll may be processed several times during the budget cycle to refresh the data on the HP up until the EPICS Personnel Roll has been processed to FY2.

The Personnel Roll transfers production data in EPICS from FY1 to FY2 and overwrites data on the HP generated by the Budget Roll. Once a Personnel Roll has been performed, HP data is continually updated with all changes made in EPICS.

Within EPICS, click on the Fiscal Year Rollover tab and select Budget Roll.

The screenshot shows the 'Budget Roll' configuration interface. At the top, there are tabs for 'Home', 'Fiscal Year Rollover', 'Configuration', and 'Close'. Below the tabs, the 'Budget Roll' section is active, with a sub-tab for 'Personnel Roll'. The main area contains several configuration options:

- From FY: 2021 To FY: 2022
- Roll Work Calendar
- Roll Position and Position Accounts
- Roll Position Attachment
- Step Advance
- No Step Advance

A modal dialog box titled 'Message from webpage' is displayed in the center. It contains a question mark icon and the text: 'The Fiscal Year Roll may take some time to process. Do you want to proceed?'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog. A mouse cursor is pointing at the 'OK' button.

At the bottom of the screen, there is a 'Budget Roll' button and a 'Cancel' button. The footer shows the user is logged in as 'DistrictUser' for 'District: 86 San Bernardino County Superintendent of Schools' for 'Fiscal Year: 2021'. The version is 'Financial 2000 Version: 2021.03.0014'.

Roll Position, Position Accounts & Position Attachments

Start by entering FY1 in the From FY field, then click on the Roll Position and Position Accounts, and Roll Position Attachment checkboxes. Click [Budget Roll] then click [Ok] on the confirmation.

Budget Roll Reports load when a roll has completed and are emailed to logon email address, if one exists in Financial 2000.

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Data from this roll transfers to the HP. Check the transfer status on the Configuration > Transfer Status tab.

Once the transfer has completed, move to step 10.

Step 10 - Criteria & Standards (Optional)

The No Step and Step Advance Position Attachment Budget Rolls provide the ability to calculate the cost of step from FY1 to FY2. Data from the Budget Rolls can be transferred to BDV via a SAMS Budget Model roll. The BDV Comparative report can be generated to compare amounts, before projections are entered in the With Step budget model. Refer to the SAMS/BDV/ Personnel Refresher document on page 207, available on the Financial 2000 Documentation tab, for additional information and detailed steps.

Step 11 - EPICS Mass Data Entry Utility Program (Optional)

The EPICS Mass Data Entry Utility program is designed to facilitate changes to position description, accounts, and account percent distributions. During the budget development process this is the only method for changing position accounts in FY2 budget year in the MAGIC (HP) program. The Mass Data Entry Utility program can be used before rolling SAMS data to BDV.

Refer to the Mass Data Entry Utility section of the EPICS manual, located on the Financial 2000 Documentation tab, for additional information.

Step 12 - SAMS Models

The SAMS (HP) program is designed to assist in modeling different budget scenarios, using the data rolled from MAGIC (HP) and EPICS. SAMS models can be created for Salary Schedules, Health and Welfare Plans/Packages, Mandatory Rates, Retirement Rates, and Increase/Decrease Positions assumptions. The SAMS Additional Account Detail Entry program provides the ability to manually enter additional accounts and amounts with a Tax Type which calculates the associated 3xxx accounts.

The SAMS model programs are:

- Salary Schedule (Appl: SASSUP)
- Health and Welfare (SABPUP)
- Mandatory Rates (SAMRUP)
- Retirement Rates (SARRUP)
- Increase/Decrease Positions (SAPMUP)
- Additional Account Detail (SAAMUP)

SAMS Models can be linked to a SAMS Budget Model to compile a set of projections. For example, a 3 percent increase Salary Schedule Model can be combined with a 10 percent

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increase Health and Welfare model. The SAMS Budget Model can be rolled to a designated HP Year tied to a Budget Model in the Budget Development application. If performing Step 10, the Mandatory Rates and Retirement Rates Models can be created to include the projections in the Cost-of-Step analysis.

Additional information on creating SAMS models can be found in the SAMS/BDV/Personnel Refresher manual on PDF page 132, available on the Financial 2000 Documentation tab.


SAMS (HP)

The following steps are performed in the HP - SAMS application.

Step 13 - SAMS Budget Model

The SAMS Budget Model is used to compile Salary Schedule, Health and Welfare, Mandatory Rates, Retirement Rates, Increase/Decrease Positions, and Additional Account Detail models created for budget projections. Budget Models are rolled to BDV through a SAMS Budget Roll to the specified HP Year.

Within the HP, set the logon year to FY2 and enter SABMUP in the Appl field on the main menu.

District: 32	BUDGET MODEL	Fiscal Year: 22
Budget Model: 22 BUDGET MODEL DESCRIPTION		Appl: _____
[]		
Salary Schedules: Dflt: _____		
*1T187 01 +1% Inc	*1T188 ___ CERTIFICAT	*1TADM ___ PRINCIPAL
*1TADM2 ___ ELEMENTARY	*1TADM3 ___ ASSISTANT	*2CLS ___ CLASSIFIED
*2MMG ___ NOT FOUND	*2MMG1 ___ CLASS MGMT	*2MMG3 ___ 11 MONTH M
*2MMGHT ___ DISTRICT H		
H/W Benefit Plans: Dflt: _____		
*BSHM01 21 Proj 2% De	*BSHM02 21 Rate chang	*BSHM03 21 Proj 2% De
*BSPP04 21 Proj 3% In	*BSPP07 21 Proj 3% In	*BSPP08 21 Rate chang
H/W Benefit Packages: Dflt: _____		
Mandatory Rates: A (P)rojected/(A)ctual		Incr/Decr Posns: _____
Retirement Rates: P (P)rojected/(A)ctual		Addl Acct Dtl: Y (Y/N)
Comment: _____		
Budget Model not found. Enter data and press <Enter>, then F7 to Add.		
Refresh Screen	More Keys	To BdgM Rpt
		Next Page
		Add 
		Exit

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Create SAMS Budget Model

Start by entering a 2-digit Budget Model number and press the outside enter key. Enter a Description, the model number to tie to the Budget Model in the Salary Schedules, H&W Benefit Plans, and/or the H/W Benefit Packages section. Enter an A or P in the Mandatory Rates and Retirement Rates section, enter the Incr/Decr Posns model number, and enter Y in the Addl Acct Dtl section to include Additional Account Detail information. Once selections are set, press the outside enter key then click [Add] or press the F7 key.


Refer to the SAMS/BDV/Personnel Refresher - Budget Model section on page 149, available on the Financial 2000 Documentation tab, for additional information on the screen sections.

Once the Budget Model has been created, move to Step 14.

Step 14 - SAMS Budget Model Roll to BDV

The SAMS Roll to BDV transfers SAMS salary and benefit amounts to the BDV Budget Model tied to the HP Year entered for the roll. Multiple SAMS Budget Rolls may be processed, however, subsequent rolls will overwrite account information for objects 1xxx, 2xxx, 3xxx in the BDV Budget Model.

Within the HP, set logon year to FY1 and enter SABDRO in the Appl field on the main menu.

District: 32	BUDGET ROLL - SAMS --> BDG DEV	Fiscal Year: 22
Save Rpt Sel as: _____		Appl: _____
Report Title: <u>SAMS ROLL TO BDV</u>		
Last Rolled From To 11/20/2020 92 92	Roll From Budget Model: <u>22</u>	To FY: <u>22</u> Use FD FY: <u>22</u>
	Use H/W Detail Map (Y/N): <u>Y</u>	
	Clear or Replace: <u>C</u>	C=Clear all existing dollars R=Replace existing dollars
	Round to Dollars (Y/N): <u>Y</u>	
	Include Vacancies (Y/N): <u>Y</u>	
Enter Report name, press <Enter>, then F4 to Save -or- Press F7 to Stream Roll.		
Refresh Screen	More Keys	To Bdg Mdl
		Stream Roll 
		Exit

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Roll SAMS to BDV

Start by entering a 2-digit Roll From and To fiscal year. The year entered represents the HP Year and determines the budget model that the SAMS data will roll to. Set the 2-digit FY year, enter Y or N on the Use H&W Detail Map field, a C or R in the Clear or Replace field, and a Y or N in the Round to Dollar and Include Vacancies selections.

Once selections are made, press the outside enter key and click [Stream Roll] or press the F7 key.

Note on Clear or Replace: C clears all accounts and amounts for objects 1xxx through 3xxx in the roll to FY. R replaces the amounts for matching accounts that exist in the roll to Budget Development model.

HOW TO CONVERT ACCOUNT SECTIONS

The How to Convert Account Sections document outlines the steps to convert account sections throughout the budget development process.

PROCESSES AND STEPS

General Ledger - Field Definition Roll

Account section values can be converted with a Field Definition Roll. A Reference is used to convert a section value when a Field Definition Roll is processed.

General Ledger >> Utilities - Field Definition (Search)

Home Utilities Close

Search History Roll

Account Structure: K12 Section: Goal Fiscal Year: 2021
 District: 86 Values From: To: Search Reset

Advanced

Section	Value	Description	Abbr.	Reference	Status	Roll	AC	GF	SFF	RSTR	LRST	Results	County Range/Description	Last Modified By
<input type="checkbox"/>	Goal	5000	SPECIAL EDUCATION		Enabled	<input checked="" type="checkbox"/>						Undefined		qmgr
<input type="checkbox"/>	Goal	5001	GENERAL SPECIAL EDUCATION		Enabled	<input checked="" type="checkbox"/>						(5001-5009) GENERAL SPECIAL EDUCATION		qmgr
<input type="checkbox"/>	Goal	5002	MENTAL HEALTH PCA#15197		Enabled	<input checked="" type="checkbox"/>						(5001-5009) GENERAL SPECIAL EDUCATION		qmgr
<input type="checkbox"/>	Goal	5050	REGIONALIZED SERVICES	REGSERV	Enabled	<input checked="" type="checkbox"/>						(5050-5059) REGIONAL SERVICES		qmgr
<input type="checkbox"/>	Goal	5055	Fee For Service Return	FFSRETRN	Enabled	<input checked="" type="checkbox"/>						(5050-5059) REGIONAL SERVICES		qmgr
<input type="checkbox"/>	Goal	5060	PROGRAM SPECIALIST	PROGSPEC	Enabled	<input checked="" type="checkbox"/>						(5060-5069) PROGRAM SPECIALIST		qmgr
<input type="checkbox"/>	Goal	5100	SPECIAL DAY CLASS (SDC)	SDC	Enabled	<input checked="" type="checkbox"/>						Undefined		qmgr
<input type="checkbox"/>	Goal	5110	SDC INFANT	SDCINFAN	Enabled	<input checked="" type="checkbox"/>						Undefined		qmgr

Select All Set Selected To: (Select) Set Selected Add Line Delete Line Next Error Line Save / Validate Cancel

Message: Retrieved 32 Field Def records.

F2k_v2021.03.0014 86DistrictUser Logon: 86DISTRICTUSER District: 86-San Bernardino County Superintendent of Schools Site: (None) Default FY: 2021

General Ledger >> Utilities - Field Definition (Roll)

Home Utilities Close

Search History Roll

District: 86 - San Bernardino County Superintendent of Schools Fiscal Year: From: 2021 To: 2022
 Convert Field Definitions with References Retain References Report Report and Roll Reset

Action	From FY	To FY	Start Date/Time	Finish Date/Time	Status	User Logon
	2021	2022	01/15/2021 01:58:43 PM	01/15/2021 02:40:41 PM	Completed	86DISTRICTUSER
	2021	2022	01/14/2021 06:20:07 PM	01/14/2021 06:20:23 PM	Completed	86DISTRICTUSER

Message: (No Messages)

F2k_v2021.03.0013 86DistrictUser Logon: 86DISTRICTUSER District: 86-San Bernardino County Superintendent of Schools Site: (None) Default FY: 2021

Field Definition Reference Designation & Roll

Start by designating a section Reference on the Field Definition (Search) screen. Then click on Roll, set the Convert Field Definitions with Reference, and click [Report and Roll].

MAGIC Fiscal Year Roll (HP)

Additional Earnings, benefit accounts, and SAMS Additional Account Detail account sections can be converted, based on designated Reference values in the Field Definition Program.

District: 32		MAGIC FISCAL YEAR ROLL				Fiscal Year: 21							
Save Rpt Sel as: _____		Report Title: <u>ACCOUNT SECTION CONVERSION</u>				From FY: <u>2021</u> To FY: <u>2022</u>							
Last Rolled		Roll?	Text?	Edit?	(Y)								
11/20/2020	Tables	-	-										
	Work Calendars												
	Sal Scheds/Matrix												
	FTE Auth				(R)oll or (C)reate?								
	Position/Accts												
	EmpE-Posn Attach				Step Advance (Y/N)?								
01/18/2021	Add/Earnings	<u>Y</u>	<u>Y</u>	-									
	Earn Groups?	_____	_____	_____	_____								
01/18/2021	Benefit Plans	<u>Y</u>	<u>Y</u>	-									
01/18/2021	Benefit Package	<u>Y</u>	<u>Y</u>	-									
01/18/2021	EmpE-Ben Attach	<u>Y</u>	<u>Y</u>		Convert	FU	RS	YR	<u>GL</u>	FN	OB	SC	MG
01/18/2021	Sams Addl Accts	<u>Y</u>	<u>Y</u>		Ref Fld:	N	N	N	<u>Y</u>	N	N	N	N

Enter Report name, press <Enter>, then F4 to Save -or- Press F7 to Stream Roll.

Refresh Screen	More Keys			To Tbl Mstr		Stream Roll	Exit
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Convert Account Sections

Set Roll? And Text? Fields to Y on the Add/Earnings, Benefit Plans, Benefit Package, EmpE-Ben Attach, and SAMS Addl Accts row, then press the outside enter keyboard key. Set the Ref Fld to Y for the desired account section(s) and click on [Stream Roll] or press the F7 keyboard key.

EPICS - Mass Data Entry Utility Program

After completing the EPICS Budgets Rolls for Work Calendar, Salary Schedule, Position and Position Accounts, and Position Attachment, the Mass Data Entry Utility Program can be used to update account description, accounts numbers, and account percent distributions affecting only the rolled budget data.

The California Educational Computer Consortium Joint Powers Authority Financial 2000 Let's Get You Rolled to Budget Development

Within the EPICS application, click on the Position Control tab and select Mass Data Entry Utility.

Code	Description	EffDate	Fu	Rs	Y	Goal	Func	Obj	Sch	Mgmt	Percent	Status	Message
2CUST00001	CUSTODIAN II	07/01/2021 ...	01	0000	0	0000	8210	2210	804	0000	100	Unchanged	
2CUST00002	CUSTODIAN II	07/01/2021 ...	01	0000	0	0000	8210	2210	804	0000	100	Warning(s)	Acct doesn't exist in current (2023) or prior year (2022) (warning)
2CUST00003	CUSTODIAN II	07/01/2021 ...	01	0000	0	0000	8210	2210	804	0000	100	Warning(s)	Acct doesn't exist in current (2023) or prior year (2022) (warning)
2CUST00004	CUSTODIAN II	07/01/2021 ...	01	0000	0	0000	8210	2210	804	0000	100	Warning(s)	Acct doesn't exist in current (2023) or prior year (2022) (warning)
2CUST00005	CUSTODIAN I	07/01/2021 ...	01	0000	0	0000	7200	2210	806	0000	100	Warning(s)	Acct doesn't exist in current (2023) or prior year (2022) (warning)
2CUST00006	CUSTODIAN I	07/01/2021 ...	01	0000	0	0000	7200	2210	806	0000	100	Warning(s)	Acct doesn't exist in current (2023) or prior year (2022) (warning)
2CUST00007	CUSTODIAN I	07/01/2021 ...	01	0000	0	0000	7200	2210	806	0000	100	Warning(s)	Acct doesn't exist in current (2023) or prior year (2022) (warning)
2CUST00008	CUSTODIAN I	07/01/2021 ...	01	0000	0	0000	7200	2210	806	0000	100	Warning(s)	Acct doesn't exist in current (2023) or prior year (2022) (warning)
2CUST00009	CUSTODIAN I	07/01/2021 ...	01	0000	0	0000	7200	2210	806	0000	100	Warning(s)	Acct doesn't exist in current (2023) or prior year (2022) (warning)

Update Account Information

Start by selecting Budget as the Source, set Fiscal Year to FY2, then enter Position Code or Description, if applicable, and click [Search]. Export search results to an XLSX file by clicking [Export to File].

Once needed modifications have been made to the Excel file, save the file. Select Budget as the Destination, click [Browse] and select the saved file, then click [Import]. Review the Status and Message column for the imported results.

Note: Once the budget status is at Tentative, position accounts with invalid accounts will not import during this process and errors will be displayed.

Please refer to the Mass Data Entry Utility section of the EPICS Manual on page 246, available on the Financial 2000 Documentation tab for additional information.

Budget Development - Account Section Conversion

The Budget Development Account Section Conversion program can be used to create conversion rules to convert account sections by year.

Within the Budget Application, click on the Configuration tab and select Account Section Conversion.

The California Educational Computer Consortium Joint Powers Authority Financial 2000 Let's Get You Rolled to Budget Development

Create Account Section Conversion Rules

Start by selecting FY2 in the Rule Set Year and Field Def Year dropdowns, then click [Add]. Select From and To Sections and click [Done]. Click [Save].

Once the conversion rules have been created, they can be selected to be included in the GL Roll to Budget Development and Copy Model screens.

HOW TO GENERATE A BDV COMPARATIVE REPORT

A BDV Comparative Report can be used to compare data between models.

Within the Budget Development application, click on the Reports tab and select Comparative Report.

Generate Comparative Report

Start by selecting the Group By order, set the Summary Report or the desired Account format, and enter the Number of Models to compare. Select the Model type in the View Dropdown and the Model Description from the Model dropdown. Once the criteria have been entered, select the file format of Excel (XLSX), and click [Generate Report].

Excel formulas can be entered in the report to determine the difference between model amounts.

LET'S GET YOU ROLLED STEPS - SIMPLIFIED

General Ledger

Step 1 - Field Definition Roll

Budget Development

Step 2 - Add Estimated Actuals Model

Step 3 - Add Budget Model

Step 3a - Add Budget Models for Cost-Of-Step (Optional)

Step 4 - Roll Approved or Revised Budget to Budget Model

Step 5 - Roll GL Actual Expenditures or Revised Budget to Estimated Actuals Model

MAGIC (HP)

Step 6 - 1st MAGIC Roll: Tables

EPICS

Step 7 - Roll EPICS Budget Roll: Work Calendars and Salary Schedules

MAGIC (HP)

Step 8 - 2nd MAGIC Roll: Additional Program (Additional Earnings, Benefit Plans/Packages/ Attachments, and SAMS Additional Accounts)

EPICS

Step 9 - 2nd EPICS Budget Roll: Position and Position Attachments

Step 10 - Review Criteria & Standards

Step 11 - EPICS Mass Data Entry Utility Program

SAMS (HP)

Step 12 - Create SAMS Projection Models

Step 13 - Create SAMS Budget Models

Step 14 - Roll SAMS Budget Model to Budget Development