

*The California Educational Computer Consortium Joint Powers Authority
CECC*

STEPS IN THE BUDGET DEVELOPMENT PROCESS FY20/21

Step	Tab Ref	Initial Budget Set Up for New Year	HP or Fin 2K Login YR	APPL:	Times can be done	Date Completed	Initials	Comments
1.	Tab 2	Field Definition Roll	HP FY 1	FCXFDR / FCU113	More than once			The "County Controlled" fields will ONLY roll on the very first roll. After the first roll, any new county controlled field definition will have to be added in FY1 and FY2 as needed.
2A	Tab 8	Add Estimated Actuals Model for FY1 Add Model and select [Link to a General Ledger Source] and [GL Fiscal Year].	Fin2K	BDV2000	Once			CONFIGURATION>Budget>Years> Definitions This set up SHOULD BE DONE BEFORE processing the GL Roll to Budget Development in step 5.
2B	Tab 8	Step deemed unnecessary per users during FY18 trainings. Please move to step 2C.	FIN 2K	BDV2000	Once			
2C	Tab 8	Add new Fiscal Year and Budget Model for FY2, make sure to enter the HP Year. Select [Link to an Estimated Actual Source] and [Estimated Actual Model Year]; then check [Roll To GL].	Fin2K	BDV2000	Once			This set up should BE DONE BEFORE processing the GL Roll to Budget Development in step 4. NOTE: CECC members that do not use Beginning Balances - select [Bypass Link to Estimated Actuals] and Check [Roll To GL].

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3-	Tab 2	Step deemed unnecessary per users during FY18 trainings. Please move to step 4.	Fin2K	-BDV2000	As needed			
4.	Tab 2	Roll Budgets from GL to Development: FY1 to FY2	Fin2K	BDV2000	ONCE			This roll is used to build the account foundation by loading the chart of accounts for the budget building process.
5.	Tab 2	Roll Expenditures / Encumbrances from GL to Development	Fin2K	BDV2000	As needed			This roll may be done multiple times BEFORE changes are made in BDV to estimated actuals.
6.	Tab 3	1st MAGIC Roll Programs a. Tables	HP FY 1	COFYRO / COU970	As needed			If your district uses Additional Earnings, do NOT roll them on this 1st MAGIC roll, they will not calculate correctly.
7.	Tab 3	1st EPICS Budget Rolls a. Budget Roll Work Calendar b. Budget Roll Salary Schedule	Fin2k FY 1	EPICS	Ongoing			Note: Make sure all data has transferred to the HP before going on to the next step.
8.	Tab 3	2nd MAGIC Roll Programs - Optional a. Additional Earnings b. Health & Welfare c. SAMS Additional Accounts	HP FY 1	COFYRO / COU970	As needed			The MAGIC Fiscal Year Roll will roll data that is maintained on the HP to the next fiscal year. All projections should be done using SAMS models. These rolls are optional and are dependent on whether the district uses these features. If any of these items are not normally rolled to the new year, then they may be skipped. The rolling of these items has been excluded from the 1st MAGIC roll primarily because they require data from the 1st EPICS roll to calculate properly. NOTE: If the district does not want to roll the SAMS Additional Accounts from FY1 to FY2 DO NOT enter a "Y" for this dataset on the Magic FY roll screen.
9.	Tab 3	2nd EPICS Budget Rolls a. Budget Roll Positions & Position Accounts	Fin2k FY 1	EPICS	Ongoing			NOTE: Make sure all data has transferred to the HP before going on to the next step.

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		b. Budget Roll Employee Position Attach						The first time this is performed, it can be used to estimate the cost of step, however after that; it is done many times during the budget cycle prior to rolling SAMS to BDV.
10.	Tab 7	Review the documentation for Criteria and Standards including how to estimate the 'Cost of Step'.	FY 1					The Cost of Step exercise requires that a roll WITHOUT step be done before the first roll with step. See the document for more information on the timing of this part of the Criteria and Standards.
11.	Tab 3	Use the Mass Data Entry program to change accounts in positions as necessary.	Fin2k FY 1	EPICS	As needed			The Mass Data Entry program for Positions is the utility program that allows changes to be made to position accounts after the EPICS budget roll is done. This is the ONLY method possible for changing position accounts during the budget development process in the future year.
12.	Tab 4	<u>Make sure to log on to the new Fiscal Year when working in SAMS.</u> Create HP SAMS Models a. Create SAMS Models for Salary Schedule b. Create SAMS Models for Health & Welfare c. Add Projected Mandatory Rates d. Add Projected Retirement Rates e. Add SAMS Additional Accounts f. Create SAMS Models for Increase/Decrease Positions. g. Payroll maps are used in SAMS Caution – Any changes made to payroll mapping will also affect payroll	HP FY 2	SASMUP / SASSUP / SASCUP SABLUP SAMRUP SARRUP SAAMUP SAPMUP BENUPD / BENHUP	Ongoing			SAMS Models are built to account for known changes needed for the new budget year. Be sure to be logged in to the new fiscal year on the HP when using these model programs. The models are applied to the 'Real' HR data.
13.	Tab 4	Create a SAMS Budget Model that includes SAMS Models and give it the number for the	HP FY 2	SABMUP	Once			This is the starting point of developing your budget.

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		fiscal year (i.e. 13)							*Note: The SAMS budget model may change as you continue to model salary schedules, HW Packages, & HW Plans. Always check the SAMS budget model prior to the next step to make sure that it continues to reflect how the budget year should be built.
14.	Tab 4	Roll SAMS to BDV using the SAMS Budget Model with the FY number. This step can be done as often as necessary to incorporate changes in the 1xxx – 3xxx accounts throughout the budget development cycle.	HP FY 2	SABDRO / SAU970	Ongoing				Recommended: The Create Option will delete all 1-3xxx accounts and replace them with accounts being rolled in. The Replace Option will not delete any 1-3xxx accounts, but rather will overwrite existing accounts and add new. Contact the helpdesk if you are considering this option. No changes are made to the 4-8xxx objects (except for 52xx if CAR) with the SAMS to BDV roll.

MAINTENANCE MODE IN BUDGET DEVELOPMENT 2000

15.	Tab 8	BDV 2000 District Users a. Review and make any modifications to 4xxx – 8xxx and create site allocations b. Push out to sites to spread budget; site completes c. District reviews and approves site budgets – Budget automatically updates the HP Budget Development System.	Fin2K	BDV2000	Ongoing				Now you will be maintaining the Budget in BDV 2000. It is recommended that all work in the 1xxx to 3xxx objects be done using the SAMS module and that this be rolled into Budget Development periodically. Lock budget model when in balance.
16.	Tab 13	Account Field Definition Roll – FY1 to FY 2 (GL)	HP FY 1	FCXFDR / FCU113	As needed				CAUTION: If field definitions were previously rolled and field definition changes have been entered in

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								<p>FY2 it is recommended that the field definitions NOT be re-rolled at this point. If this roll is processed after changes have been made to the field definitions in FY2, a fresh copy of the field definitions from FY1 will be laid over FY2 and changes will be lost.</p> <p>If modifications have NOT been made to the field definitions in FY2 then there will not be a problem re-rolling the field definitions from FY1 to FY2.</p> <p>NOTE: After the initial field definition roll, subsequent rolls will not roll county controlled field definitions, they must be manually entered.</p>
17	Tab 13	<p>BestNet Districts</p> <p>Contact Technology JPA Helpdesk to Enable the Tentative Roll (MS.Helpdesk@sbcss.net)</p>			Once			Annual questions about HP On-Line Lookup levels will be asked and then the roll enabled.
18	Tab 13	<p>Run the Audit Reports Against the BDV Data. Review and Correct Where Necessary</p> <p>a. Field Definition Audit b. Major Range Audit c. Combo Code Audit (<i>K-12 only</i>)</p>	BDV2000		As Needed			<p>Rolls > BDV to GL > District Roll To GL > [Audit Options]</p> <p>This step will assure that the data to be rolled from BDV to GL will conform to the accounting standards that have been defined for the official set of books.</p> <p>Run the audit reports and fix the errors indicated on the report; audits are performed against Field Definitions and Major Ranges and Combo Codes.</p>
19A	Tab 13	Preliminary Tentative Roll(s)	BDV2000 FY 1		As Needed			Rolls > BDV to GL > District Roll To GL > [Roll]

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								Includes account audits, 1-8xxx budgets including 9xxx accounts and sets the GL budget status to Tentative. Districts continue fine-tuning and rolling budget to GL as needed. CECC: Estimated Actuals and Beginning Balance Calculations will not be performed if the Bypass option was selected (in Step 2C).
19B	Tab 13	Beginning Balances entry	BDV2000		As Needed			Beginning Balances > Search/Edit Review and modify as necessary
19C	Tab 13	Run Final Audit Reports <i>Field Definitions</i> <i>Major Ranges</i> <i>Combo Codes (K-12 only)</i>	BDV2000 FY 1		As Needed			Rolls > BDV to GL > District Roll To GL > [Audit Options] Run all 3 audits for all accounts and amounts Correct all 'ERRORS' WARNINGS will not roll nor stop the roll
19D	Tab 13	Freeze / Unfreeze Budget Development – required for Final Tentative Roll	BDV2000 FY 1		As Needed			Rolls > District Roll To GL Tab> [Freeze/Unfreeze] Freeze to secure budget from changes before Final Tentative Roll & Lock. May be unfrozen by district.
19E	Tab 13	<u>Final Tentative Roll / Lock</u>	BDV2000 FY 1		Once			Rolls > BDV to GL > District Roll To GL > [Final Roll/Lock]

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								Process the Final Roll/Lock when the budget is ready to take to Board – partial rolls are not allowed. This will lock the GL Budget. Only the county office may unlock a budget in 'Locked' status.
20.	Tab 13	COUNTY Roll to Adopted Budget revisions can now be done	BDV2000 FY 1		Multiple times if necessary			The county business office performs this roll after receiving proper authorization from the district. Budget must match the Board Authorized amount.
21.	Tab 13	COUNTY Roll to Approved	BDV2000 FY 1		Once			The county business office performs this roll after the budget is reviewed and approved. Budget must match the Board Authorized amount.
22.	Tab 14	Personnel Roll – normally done in the April-May timeframe	Fin2K FY 1	EPICS	More than once			The EPICS Personnel Roll is done when Personnel is ready to work in the new fiscal year. EPICS Budget Rolls can be done once the Personnel Roll is completed. It is important to NOT do a Personnel roll unless the work calendars are brought into balance in the new year. Failure to do so will result in inaccurate budget calculations. This roll is also needed for the Payroll Start up.

Notes:

1. If a district is making major changes to the account structure from one year to another, contact the county office for assistance.
2. If it is desired to perform a conversion for field definitions, this can be done in conjunction with the Roll from GL to BDV (See instructions for the GL to BDV roll for more information on this process) and the Magic Fiscal Year Roll for additional account detail, additional earnings and non-paid benefit accounts. See instructions for the GL to BDV roll for more information on this process. The EPICS Mass Data Upload program should be used to convert position salary objects 1XXX & 2XXX.