Sonoma County Office of Education

Frontline ERP FY27 Budget Development



April 9, 2026

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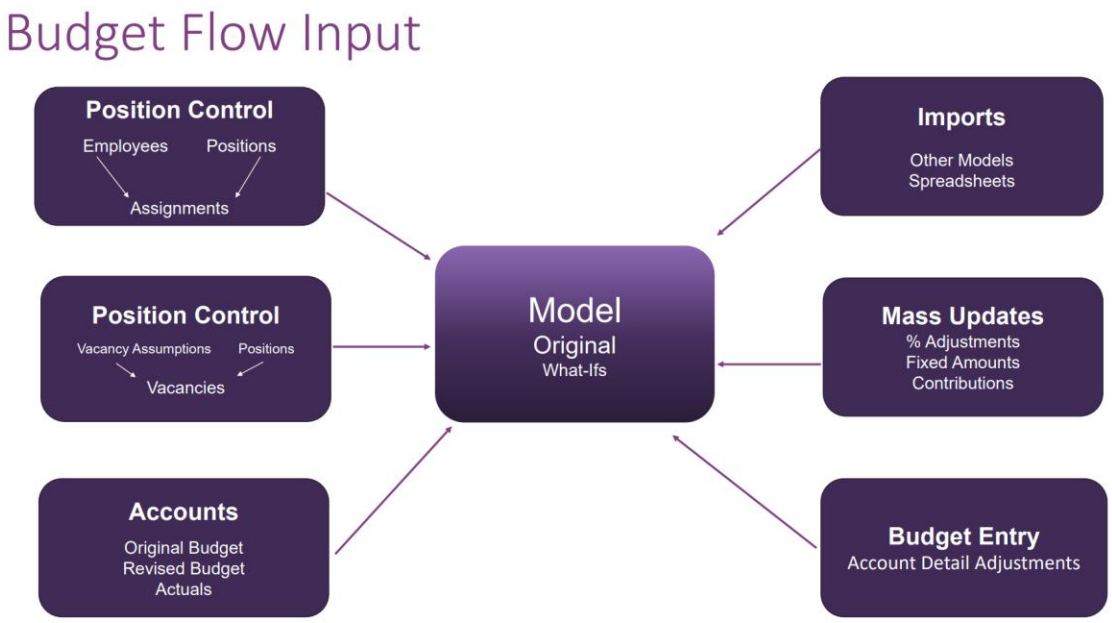
Budget Development Checklist

Prior to creating new fiscal year Budget Model(s), Districts must have completed the following:

- ☐ Position Control Setup and Review has been completed by the District
- ☐ Confirm SCOE IT has created new fiscal year
- ☐ Confirm SCOE IT rolled assignments to new fiscal year
- ☐ Review Department, Organization and User Setup

Budget Development Model Setup

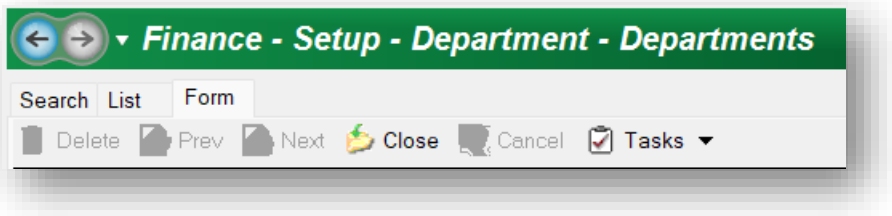
- ☐ Create Original Budget Model(s) in new fiscal year
- ☐ Update Contributions Tab in Budget Model(s)
- ☐ Load HR Salary Detail in Budget Model
- ☐ Load Vacancies – Review Budget52 Vacancy Validation Report
- ☐ Load Other Accounts/Mass Update Accounts
- ☐ Create Non-Positional Pay Budget Model
- ☐ Recompute Contributions (if needed)
- ☐ Balance Budget Model – Budget Entry Adjustments



Department Records for Multi-Year Processing

The Department record controls the documents types such as requisitions, accounts receivable, journal entries and employee payments. It defines who has access to a document. It also defines the Begin and End dates of when users can work in both the current and next fiscal year.

Go to Finance – Setup – Department – Departments



Review fields in relation to expectations for the end of the year processes

- This activity is controlled with Fiscal User permissions
- If the District has multiple Departments, review each Department

Section 2 – Vendor Requisition

- Review Account Object Code Filter
  - Controls what accounts can be used in Vendor Requisitions
  - This is in addition to any user specific account controls

Account Object Code Filter	4-7,8,9,3931
Delivery Location	
Delivery Days	0
Shipping Pct	0.00
Max Number of Line Items	0
Current Year End Month	August
Current Year End Day	4
Next Year Start Month	April
Next Year Start Day	1

NOTE: The date filters DO NOT Apply to Users with FISCAL Permissions and above

Section 6, 7, 8 – Review Next Year Start Month and Next Year Start Day

- These dates control when your District can start processing transactions for the next fiscal year or end transactions for the current year
- Final dates are determined by your SCOE Fiscal Management Advisor

6 – Accounts Receivable

6 - Accounts Receivable	
AR Active	Yes
Available To All	No
Invoice Number Prefix	AR
Invoice Form Copy Captions	
Print Invoice Sort Order	Customer ID/Copy Caption/Invoice#
Account Fund Code Filter	
Current Year End Month	August
Current Year End Day	30
Next Year Start Month	May
Next Year Start Day	1

7 – Journal Entry

7 - Journal Entry	
JEs Active	Yes
Available To All	Yes
Account Fund Code Filter	
Account Object Code Filter	
Current Year End Month	August
Current Year End Day	30
Next Year Start Month	June
Next Year Start Day	30

8 – Budget Transfer/Revision

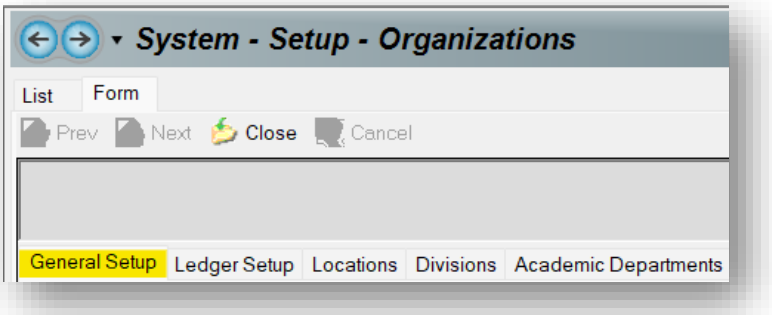
8 - Budget Transfer / Revision	
BT / BR Active	Yes
Available To All	Yes
Account Fund Code Filter	
Account Object Code Filter	
Current Year End Month	August
Current Year End Day	30
Next Year Start Month	June
Next Year Start Day	30

Organization Record for Multi-Year Processing

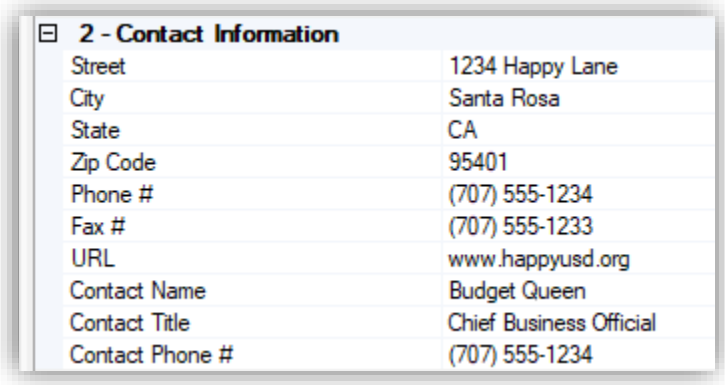
Review the Org record fields for multi-year processing in Section **3 – Finance Setup** and **4 – Payments**. You will need to review the date fields for current year and next fiscal year fields for Budget Transfers, Journal Entries, AR Receipts, AP Payments, Direct Payments, and Employee Payments to allow transactions in both fiscal years.

Go to System – Setup – Organizations – General Setup Tab

- If the District doesn't have Read Only access to this activity, send request to helpdesk@scoe.org
- Send change requests to helpdesk@scoe.org from CBO, Business Manager or Superintendent



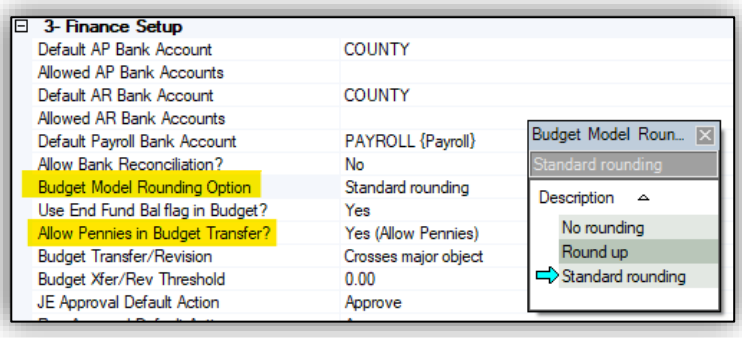
Section 2 – **Contact Information**: Review District contact name and information



Section 3 – **Finance Setup**: Review to make sure it is set up correctly for District

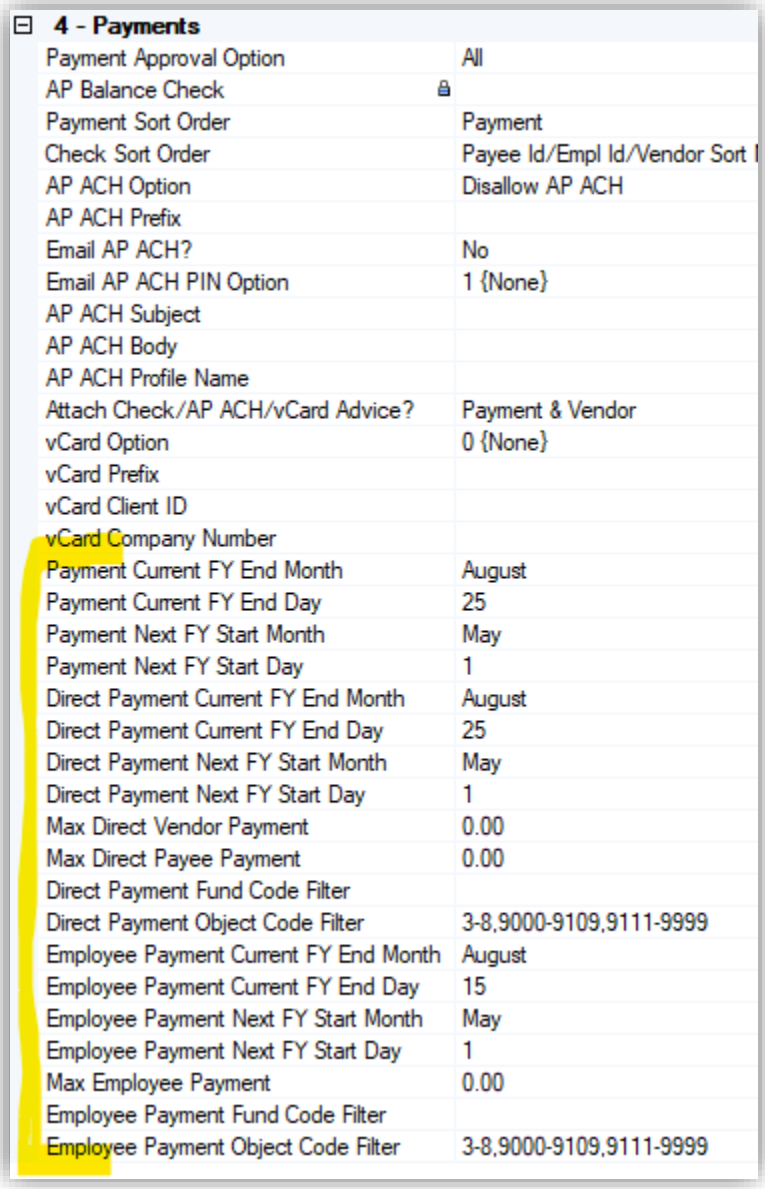
Budget Model Rounding Option:

- Standard Rounding
  - 5 and above rounds up
- Round Up
  - All partial amounts round up
- No Rounding
  - Does not round at all



Allow Pennies in Budget Tranfer?: Yes or No

Section 4 – **Payments**: Review dates for payments in current FY and next FY



4 - Payments	
Payment Approval Option	All
AP Balance Check	
Payment Sort Order	Payment
Check Sort Order	Payee Id/Empl Id/Vendor Sort I
AP ACH Option	Disallow AP ACH
AP ACH Prefix	
Email AP ACH?	No
Email AP ACH PIN Option	1 {None}
AP ACH Subject	
AP ACH Body	
AP ACH Profile Name	
Attach Check/AP ACH/vCard Advice?	Payment & Vendor
vCard Option	0 {None}
vCard Prefix	
vCard Client ID	
vCard Company Number	
Payment Current FY End Month	August
Payment Current FY End Day	25
Payment Next FY Start Month	May
Payment Next FY Start Day	1
Direct Payment Current FY End Month	August
Direct Payment Current FY End Day	25
Direct Payment Next FY Start Month	May
Direct Payment Next FY Start Day	1
Max Direct Vendor Payment	0.00
Max Direct Payee Payment	0.00
Direct Payment Fund Code Filter	
Direct Payment Object Code Filter	3-8,9000-9109,9111-9999
Employee Payment Current FY End Month	August
Employee Payment Current FY End Day	15
Employee Payment Next FY Start Month	May
Employee Payment Next FY Start Day	1
Max Employee Payment	0.00
Employee Payment Fund Code Filter	
Employee Payment Object Code Filter	3-8,9000-9109,9111-9999

- **Current FY End Dates** are for transactions to stop in Fiscal Year 2025/2026

- **Next FY Start Dates** are for transactions to start in Fiscal Year 2026/2027

- **Max Direct Vendor, Max Direct Payee** and **Max Employee Payment** can be set so that payments will not be processed over a specified threshold

- **Direct Payment** and **Employee Payment Fund** and **Object Filters** limits payment to those accounts allowed

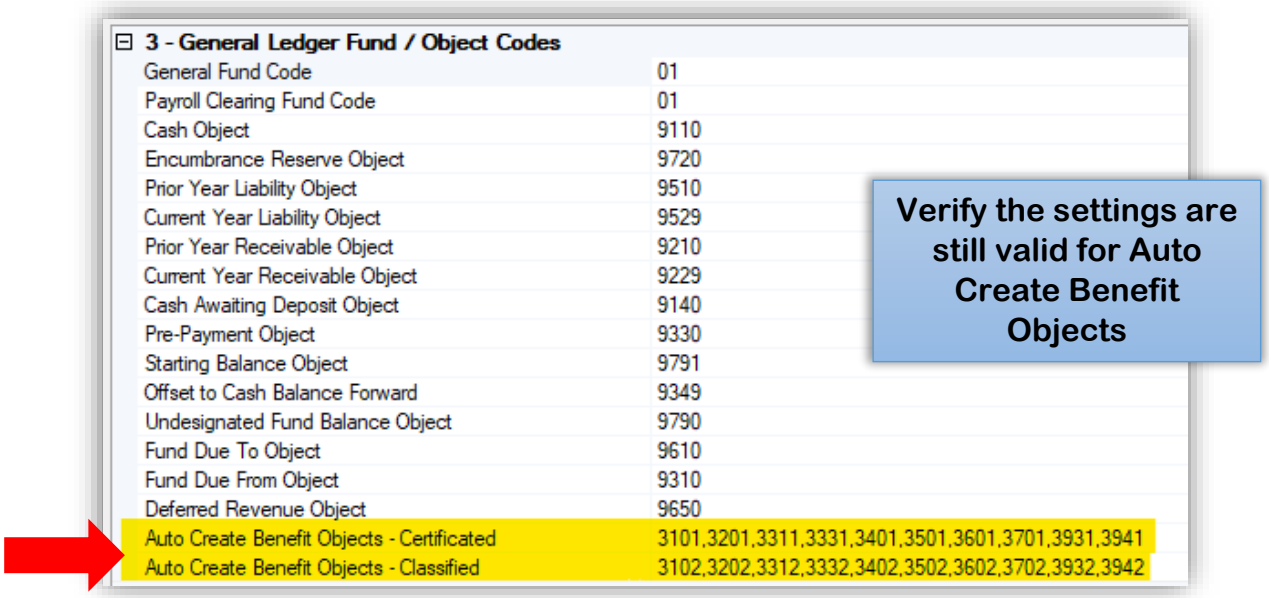
- For changes send request to helpdesk@scoe.org

Ledger Tab

The Ledger Tab defines the unique components for financial processing at your organization. Most of these do not change from year to year, but be sure to review the components for Auto Create Benefit Objects are still valid for Certificated and Classified. The system will automatically create all the benefit Object account strings listed in these fields when creating a salary account string.

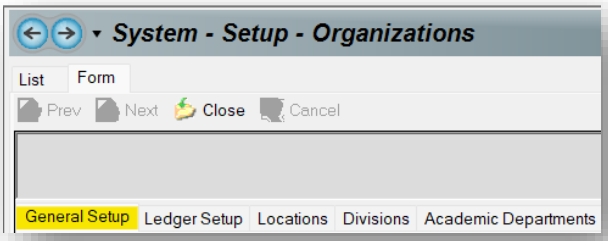
Go to System – Setup – Organizations – Ledger Tab

- Open the Ledger Tab on the Organization record
- Auto Create Benefit Objects: Are these still valid for Certificated and Classified??
    - The system will automatically create all the benefit Object account strings listed in these fields when creating a salary account string.
- These object codes can be changed at any time
- For changes send request to helpdesk@scoe.org



Relationship of How Fields Affect GL Accounts

Certain fields within the financial system directly influence how transactions are recorded in General Ledger (GL) accounts for both the current fiscal year and the next fiscal year. Understanding how these fields interact is essential to ensure that revenues and expenditures are posted to the correct accounts and fiscal periods.



Go to System – Setup – Organizations – General Setup Tab

3- Finance Setup

Req Current Year End Month	August
Req Current Year End Day	25
Req Next Year Start Month	May
Req Next Year Start Day	1
AR Receipt Current FY End Month	August
AR Receipt Current FY End Day	25
AR Receipt Next FY Start Month	May
AR Receipt Next FY Start Day	30

4 - Payments

Payment Current FY End Month	0
Payment Current FY End Day	0
Payment Next FY Start Month	June
Payment Next FY Start Day	1
Direct Payment Current FY End Month	August
Direct Payment Current FY End Day	23
Direct Payment Next FY Start Month	June
Direct Payment Next FY Start Day	1
Max Direct Vendor Payment	0.00
Max Direct Payee Payment	0.00
Direct Payment Fund Code Filter	
Direct Payment Object Code Filter	
Employee Payment Current FY End Month	0
Employee Payment Current FY End Day	0
Employee Payment Next FY Start Month	June
Employee Payment Next FY Start Day	1

Use for Next Year Requisitions Automatically creates JE to **9529** Current Year Payables Object Code

Use for Current Year ARs - Automatically creates JE to **9229** Current Year Receivable Object Code

Use for Cash Awaiting Deposit - Automatically creates JE to **9140** Object Code

Use for Pre-Pay Requisitions - Automatically creates JE to **9330** Pre-Payment Object Code

Use for Direct Pay Accruals - Automatically creates JE to **9529** Current Year Liability Object Code

Use for Pre-Pay Direct Payments - Automatically creates JE to **9330** Pre-Payment Object Code

Use for Employee Reimbursements - Automatically creates JE to **9529** Current Year Liability Object Code

Use for Employee Pre-Payment Payments - Automatically creates JE to **9330** Pre-Payment Object Code

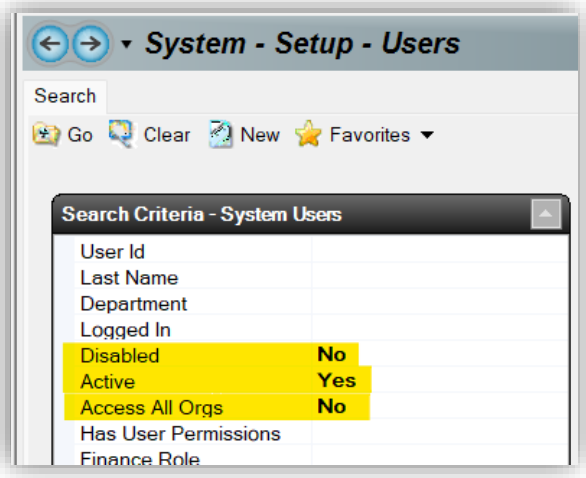
District Users

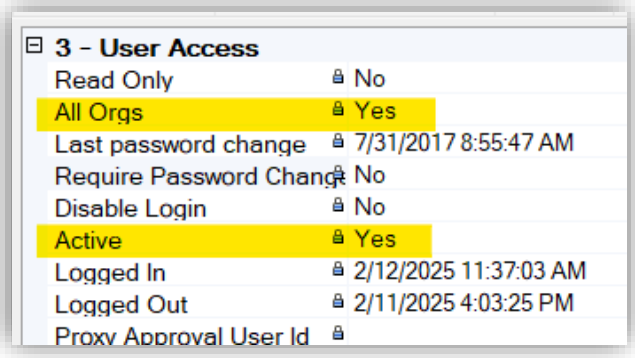
This is a good time to review Users to verify user permissions or disable terminated users. If the CBO doesn't have access to User setup, please send request to helpdesk@scoe.org.

Go to System – Setup – Users

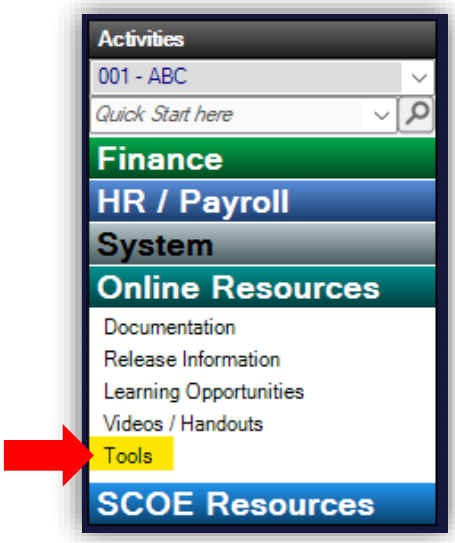
Search Criteria to receive a listing of current District Users only:

- Disabled: **No**
- Active: **Yes**
- Access All Orgs: **No**
- Open the User Record Screen to review the details
- Disable/Inactivate Users who are no longer employed
- **Do NOT Disable/Inactivate *All Orgs Users***



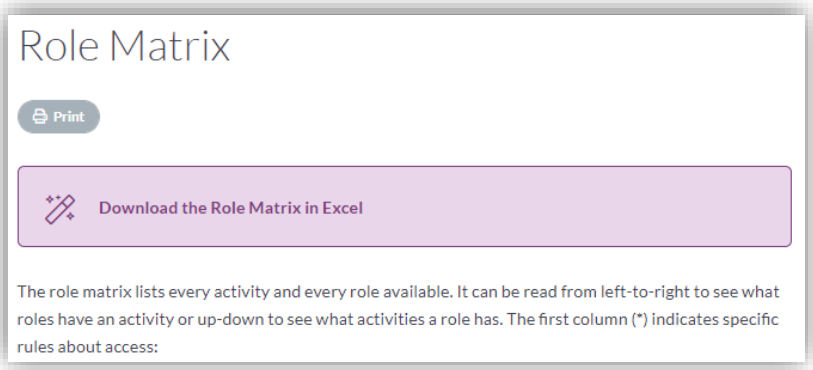


- Once the user record is open, review any of the tabs for additional activities
- If a user was an Approver, then the Approvals need to be inactivated or the user will remain in the approval path



Review the user activities compared to their current duties

- Go to Tools and Search for ***Role Matrix*** to get list of Activities and Permissions



Budget Considerations

Examples from SCOE Internal Fiscal Services:

Consider what impact any major program changes will have on staffing, revenue, expenditures, office space, or other areas!

Consider what impacts new contracts may have on your budgets - more expenditures? More revenue? New reporting deadlines?

Ensure Account Components and Account Strings have been created.

Make sure to adjust your expenditures to account for any one-time major purchases!

Make sure to adjust to eliminate revenue to account for any funding that is changing.

Work with HR/Payroll to ensure positions and assignments are entered correctly.



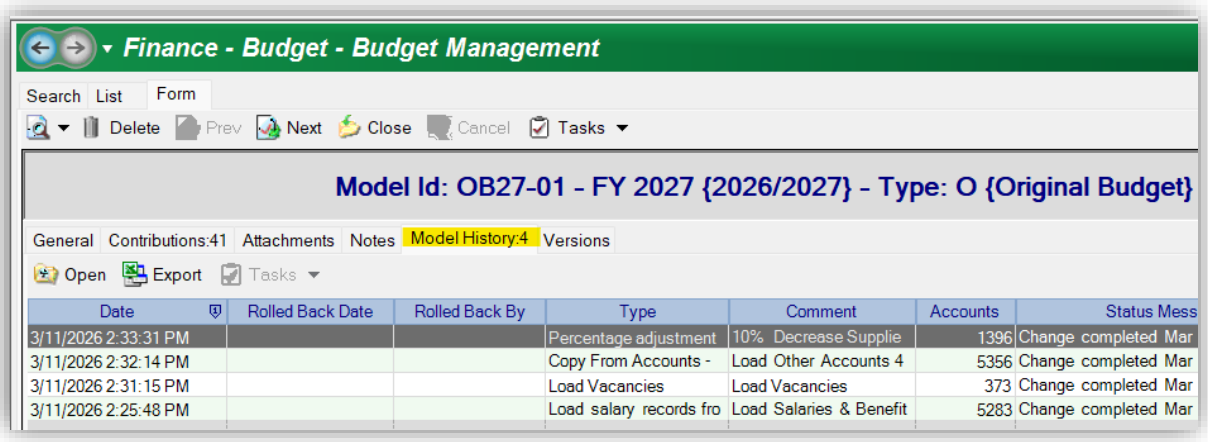
Original Budget Model

Budget Models are used to create a Budget that will not affect current year payroll or finance. There are many ways to update the budget data loading salaries and benefits from HR records, imports, copy from another model and manual budget entry line items.

Budget Models can be used to create scenarios for projecting salary increases and compare multi-years using Budget Reports. Multiple Original Budgets can be created, but only one can be posted.

Example - One Original Budget Model

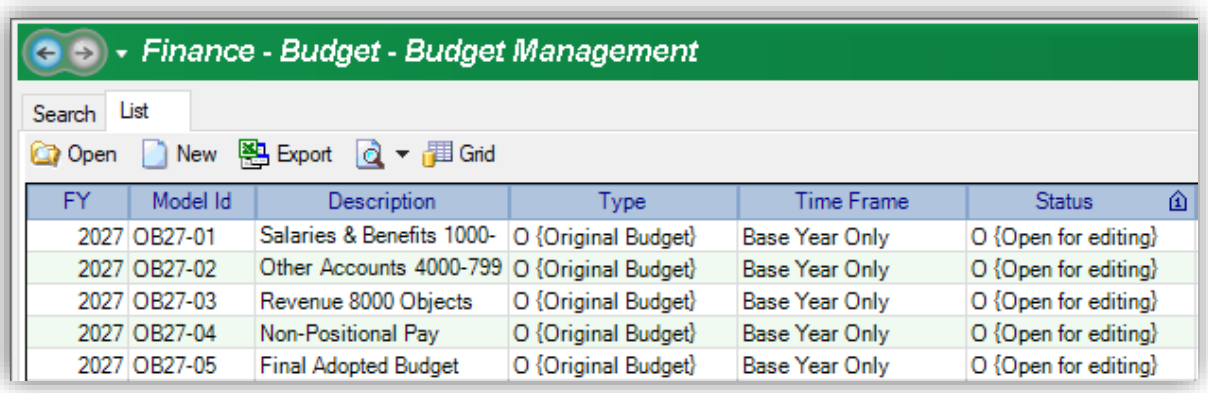
- Perform all Tasks in one Original Budget Model



Multiple Budget Models can be created for various scenarios then merged into one final budget model to balance and post.

Example - Multiple Budget Models:

- Salaries & Benefits 1000-3000 Object Codes
- Other Accounts 4000-7999 Object Codes
- Revenues 8000 Object Codes
- Other Funds
- Non-Positional Pay
- Final Adopted Budget - Merge all Models into one to post

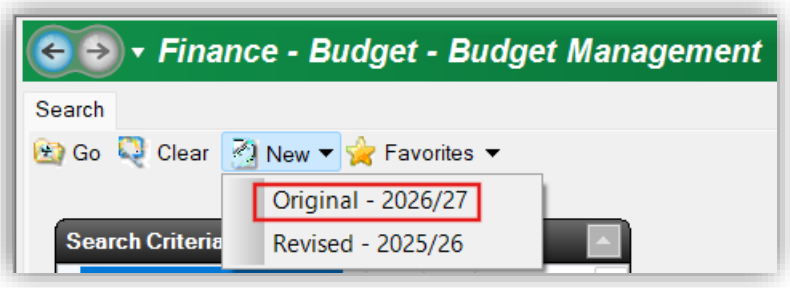


Create Original Budget

The Original Budget will become the Adopted Budget after all the updates and Board Approval.

Go to Finance – Budget – Budget Management

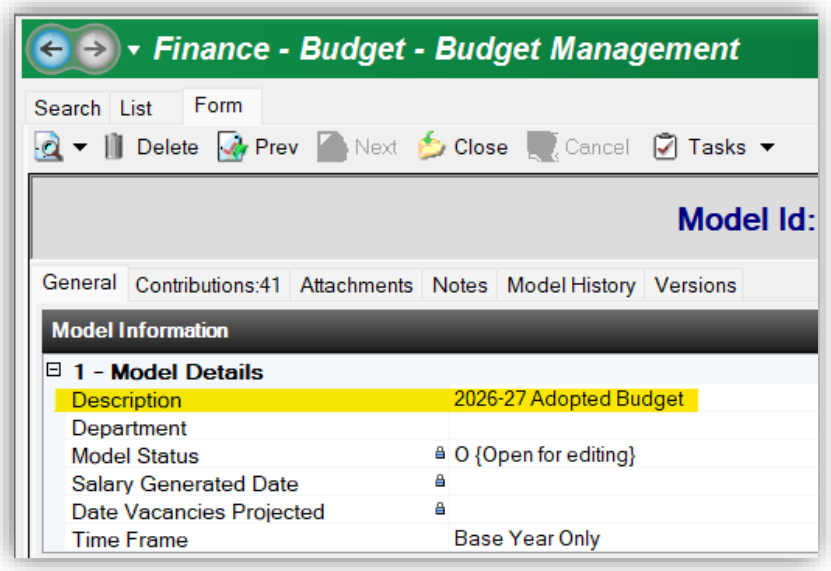
- Click New
- Select Original – 2026/27



NOTE: If *Original 2026/27* is NOT available in dropdown the next Fiscal Year is not open! Go back to Position Control checklist

Section 1 – Model Details

- Description: Enter Model Name
- Leave Department Field Blank
- Time Frame: Base Year Only (Default)
- Save/Close then re-open to continue next steps



This will load the next Fiscal Year accounts with budget line amounts with 0.00 balances and current Contributions from HR/Payroll setup. The Budget Model will need to be updated for rates effective July 1.

- Open the Budget Model to begin updating

Contributions Tab

Review and update the Contribution Tab in the Budget Model. This is used for projections only and will not affect the current contributions. If multiple Budget Models have been created, be sure to update Contributions Tab in the other models as well.

Go to Finance – Budget – Budget Management

- Go to the Contributions Tab of Model
- The initial contributions are populated from current year Contributions
- Make any necessary updates to contributions in the model
- This will **NOT** affect current Payroll

Contribution Calcuation Methods:

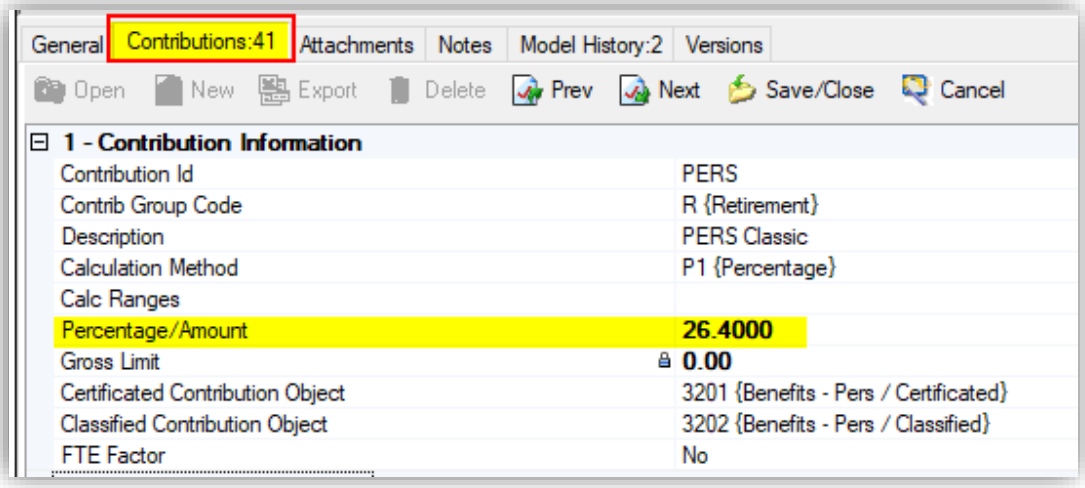
Option	Description
F1	**Fixed Amount** Enter Monthly amount, the system will multiply this amount by the number of months for the assignment and show an annual amount in the budget.
F2	**Fixed Amount in Model Item** You cannot enter an F2 amount, it must be entered in the budget line item or the Vacancy Setup.
P1	**Percentage** This sets the percentage in the budget line item to the amount specified in this record. The user cannot change the percentage.
TPI	**Percentage Table** This is the same as P1, except you can use the Calc Ranges field to define a table of percentages.
TFI	**Fixed Monthly Amount Table** This is the same as F1, except you can use the Calc Ranges field to define a table of fixed amounts.

Update Contributions with Rate Changes July 1

- Review STRS & PERS Rates for July 1
- Estimates from Governor's Dartboard Projections 2026/2027 **Subject to Change**

OTHER PLANNING FACTORS						
Factors		2025-26	2026-27	2027-28	2028-29	2029-30
California CPI		3.37%	3.08%	2.75%	2.68%	2.74%
California Lottery	Unrestricted per ADA	$190.00	$190.00	$190.00	$190.00	$190.00
	Restricted per ADA	$82.00	$82.00	$82.00	$82.00	$82.00
Mandate Block Grant (District)	Grades K-8 per ADA	$39.09	$40.03	$41.25	$42.63	$43.97
	Grades 9-12 per ADA	$76.48	$78.32	$80.72	$83.42	$86.04
Mandate Block Grant (Charter)	Grades K-8 per ADA	$20.52	$21.01	$21.65	$22.37	$23.07
	Grades 9-12 per ADA	$58.21	$59.61	$61.43	$63.48	$65.47
Interest Rate for Ten-Year Treasuries		4.23%	4.36%	4.50%	4.40%	4.50%
CalSTRS Employer Rate[5]		19.10%	19.10%	19.10%	19.10%	19.10%
CalPERS Employer Rate[4]		26.81%	26.40%	26.90%	26.10%	25.30%
Unemployment Insurance Rate[6]		0.05%	0.05%	0.05%	0.05%	0.05%
Minimum Wage[7]		$16.90	$17.40	$17.90	$18.40	$18.90

- Open the Contribution Id to change the rate



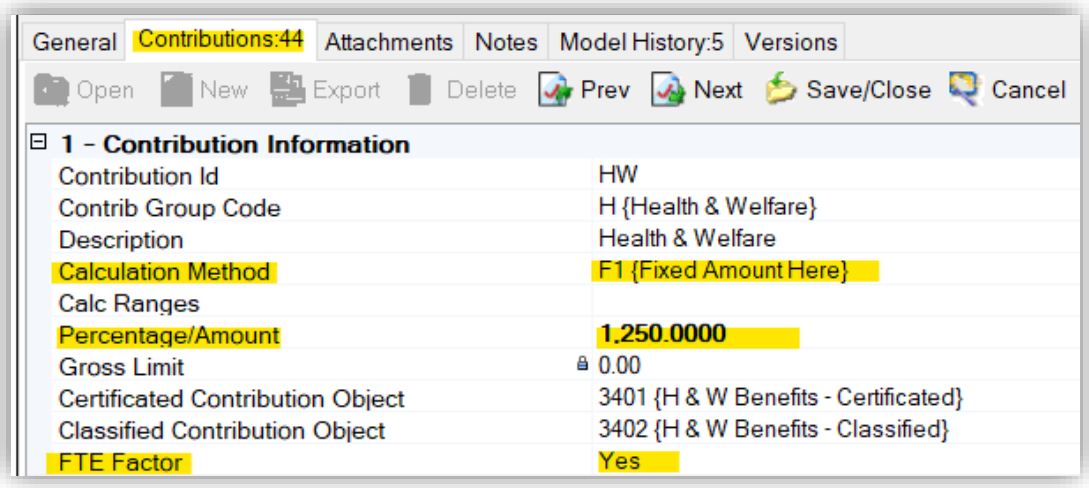
- Save/Close to update the Budget Model rates

Contrib Id	Description	Calc Method	Pct/Amt	C	Clas
STRSDBS	STRS DBS	P1 {Percenta	8.2500	3101	3102
STRSN	STRS New Mbr 2%@62	P1 {Percenta	19.1000	3101	3102
STRSR	STRS Reduced Workloa	P2 {Percenta	19.1000	3101	3102
PERS	**PERS Classic**	**P1 {Percenta**	**26.4000**	**3201**	**3202**
PERSN	**PERS New Members**	**P1 {Percenta**	**26.4000**	**3201**	**3202**

Please note the above listed Percentage/Amounts are examples and estimates for 2026/2027 Employer Contribution Rates that are subject to change

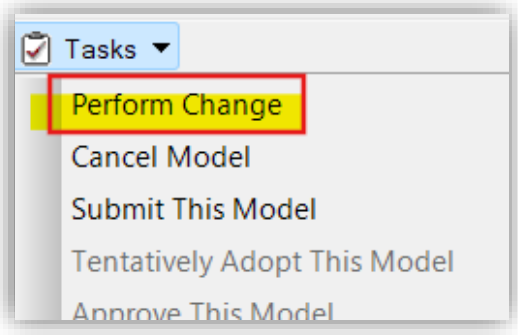
Health & Welfare Contributions

- Continue to review all Contributions that will change July 1
- Review the Benefit Contribution settings for health and welfare
    - Rate changes that are entered in Budget Model Contribution will override ALL employee calculations (positions and vacancies) in the Budget Model only
- **Calculation Method:** F1 {Fixed Amount Here} allows editing
- **Percentage/Amount:** Update with New **Monthly** Budget Amounts
- **FTE Factor: Yes** (Prorate H&W on FTE)



NOTE: If the ER Budget Amount has been updated in the Benefit Provider records after the initial Load Salaries task in the Budget Model, the salaries will need to be reloaded in the Budget Model to recalculate benefits.

Update Options in Budget Model



Go to Finance – Budget – Budget Management

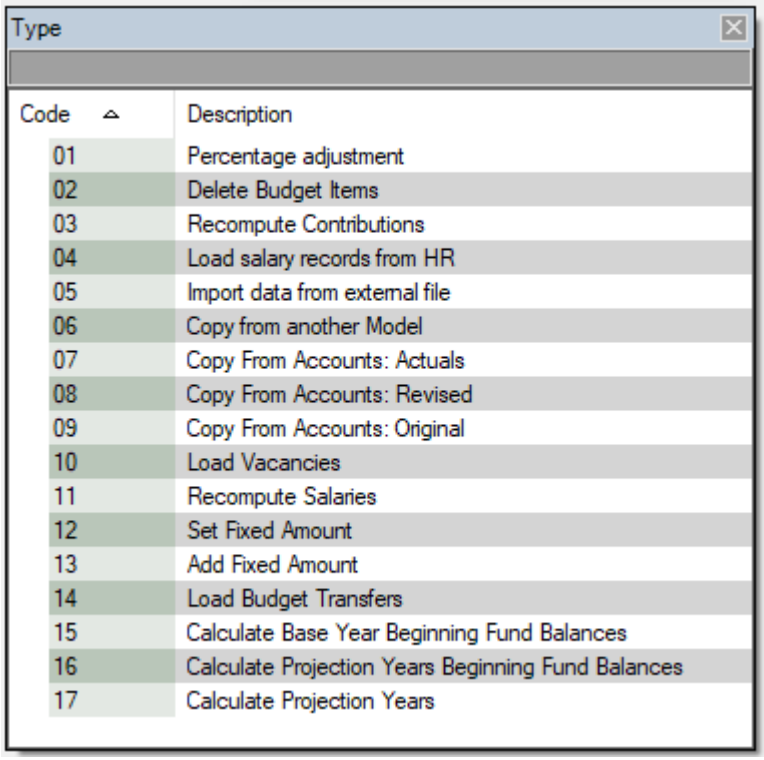
Tasks Options

Perform Change

- Provides a list of changes that can be made to Items in a Budget Model

Perform Change Types

- 01 – Percentage adjustment
- 02 – Delete Budget Items
- 03 – Recompute Contributions
- 04 – Load Salary records from HR
- 05 – Import data from external file
- 06 – Copy from Another Model
- 07 – Copy from Accounts: Actuals
- 08 – Copy from Accounts: Revised
- 09 – Copy from Accounts: Original
- 10 – Load Vacancies
- 11 – Recompute Salaries
- 12 – Set Fixed Amount
- 13 – Add Fixed Amount
- 14 – Load Budget Transfers
- 15 – Calc Base Year BFB
- 16 – Calc Projection Years BFB*
- 17 – Calc Projection Years*
  *Used for Multi Year Budgets



Code	Description
01	Percentage adjustment
02	Delete Budget Items
03	Recompute Contributions
04	Load salary records from HR
05	Import data from external file
06	Copy from another Model
07	Copy From Accounts: Actuals
08	Copy From Accounts: Revised
09	Copy From Accounts: Original
10	Load Vacancies
11	Recompute Salaries
12	Set Fixed Amount
13	Add Fixed Amount
14	Load Budget Transfers
15	Calculate Base Year Beginning Fund Balances
16	Calculate Projection Years Beginning Fund Balances
17	Calculate Projection Years

Cancel Model

- Changes status to Cancelled
- Cannot Post or Edit a cancelled model

Submit This Model

- Original Models ONLY
- Changes status to Audit
- Updates comment to Tentative Status
- Locks Model from allowing Edits

Unpost This Model

- Status returned to Open
- Creates and Posts a Reverse JE, for each Fund
- Deletes the Original JE
- Clears Budget Adoption Date

Load Contributions from Setup

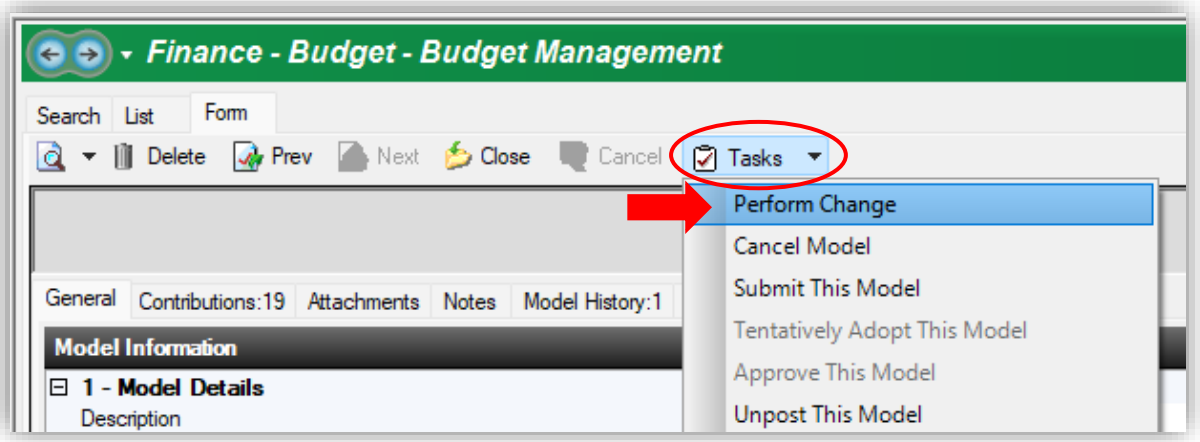
- Overwrites any records setup in the model with active HR/Payroll
- Adds contributions if appropriate
- Does not delete ended contributions that were ended in HR/Payroll

Load Salaries and Benefits

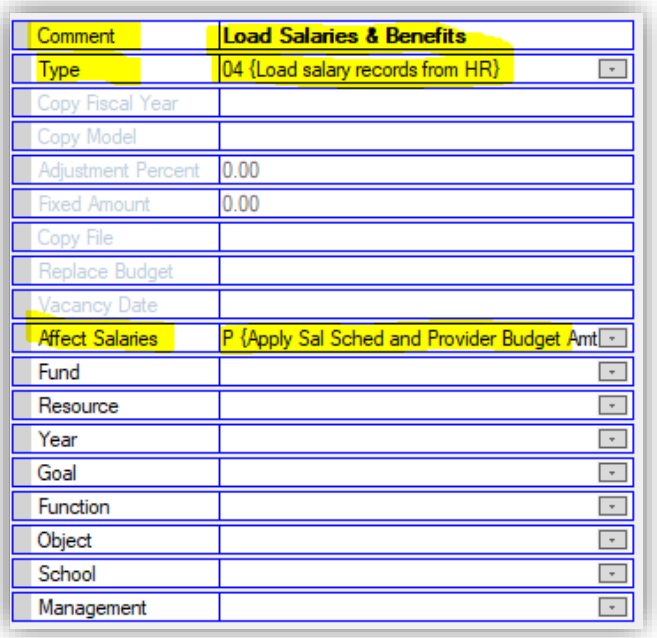
In the software, employees fill a position for a specified period of time, for some amount of FTE, at a specified salary. If the position is not filled, it is treated as a vacancy. Both types of positions (filled and vacant) can be loaded into your budget model **after Assignments have been rolled forward to 2026/27 and Budget52 Vacancy Setup Validation Report is clear.**

Go to Finance – Budget – Budget Management

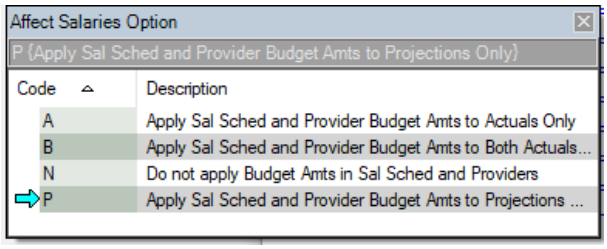
- Open Budget Model
- Go to Tasks
- Select Perform Change



- Comment *(Required):* Enter description of update
- Type: 04 {Load Salary Records from HR}



- Affect Salaries: Use the Default or select from the menu options
- See Next Page for more detail



- Click Go to start load
- Click Yes to continue with accounts that could be affected

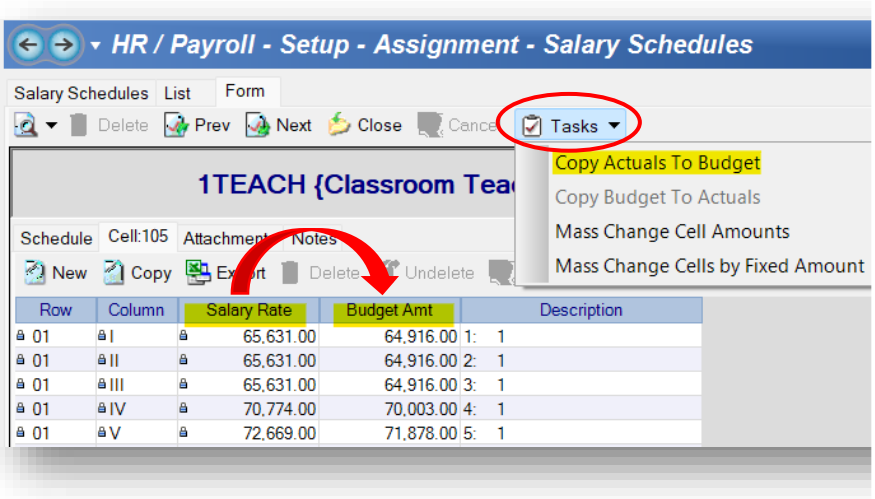
Option	Affect Salaries Options Available:
A	**Actuals Only -** Apply Salary Schedule and Provider Budget Amounts Uses the ***budget columns from the salary schedule*** and benefit provider record for budget account line items with a salary source of A
B	**Both Actuals & Projections -** Apply Salary Schedule and Provider Budget Amounts Uses the ***budget columns from the salary schedule*** and benefit provider record for budget account line items, regardless of salary source
N	**Do Not Apply Budget Amounts in Salary Schedule and Benefit Providers -** Uses the salary rate column from the salary schedule and the ER amount from the benefit account line items, regardless of salary source
P (Default)	**Projections Only -** Apply Salary Schedule and Provider Budget Amounts Uses the ***budget columns from the salary schedule*** and benefit provider record for budget account line items with a salary source of P if Salary Column and Budget Amt same

NOTE: If the Affect Salary Option use the *Budget Columns from the Salary Schedule* is chosen, be sure to confirm the Salary Schedule has been updated as expected. The amounts can be the same as the Actual Salaries, but typically not lower. This can happen when Salary Rate is increased but not the Budget Amt column, which could understate the budget!

Go to HR/Payroll – Setup – Assignment – Salary Schedules

Review the Budget Column in the Salary Schedules for projections

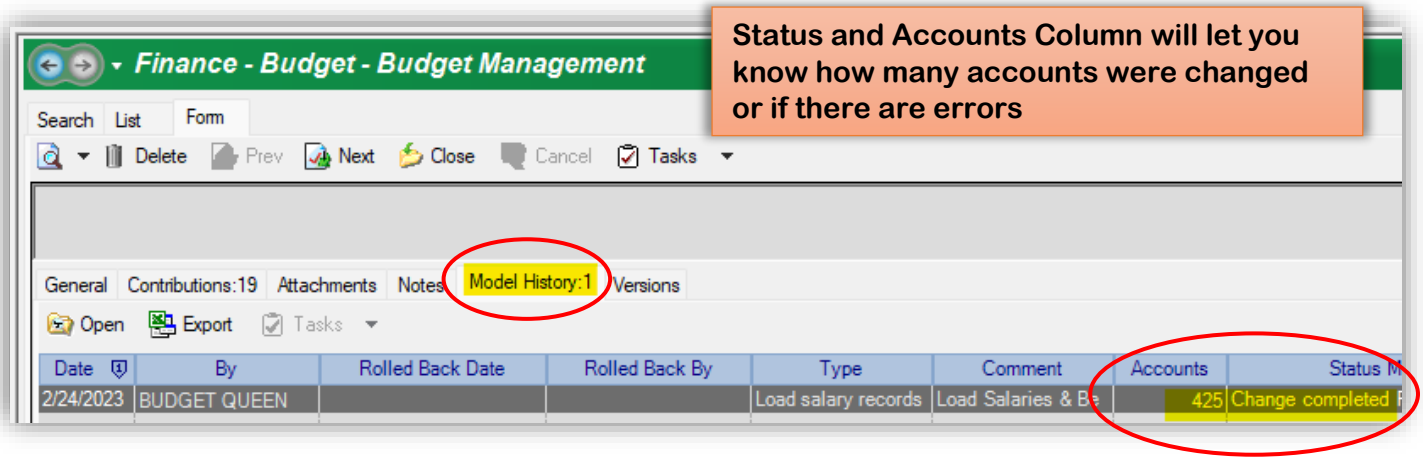
- If Budget Amt column is blank, the system will use the Salary Rate in the Budget Model
- Salary Rate and Budget can be the same
- Budget Amt can be increased for projections



- Go to Tasks
- Select Copy Actuals to Budget or Mass Change Cell Amounts to apply changes to Budget
- Changes will be **BOLD**
- *See **Position Control documentation** for more details about Salary Schedule and Benefit Provider records*
- Be sure to Initiate Payroll is Salary schedule is updated

Review Model History Tab

After each Perform Model Change Type verify that the load status ***Change completed*** without errors before moving to the next type.

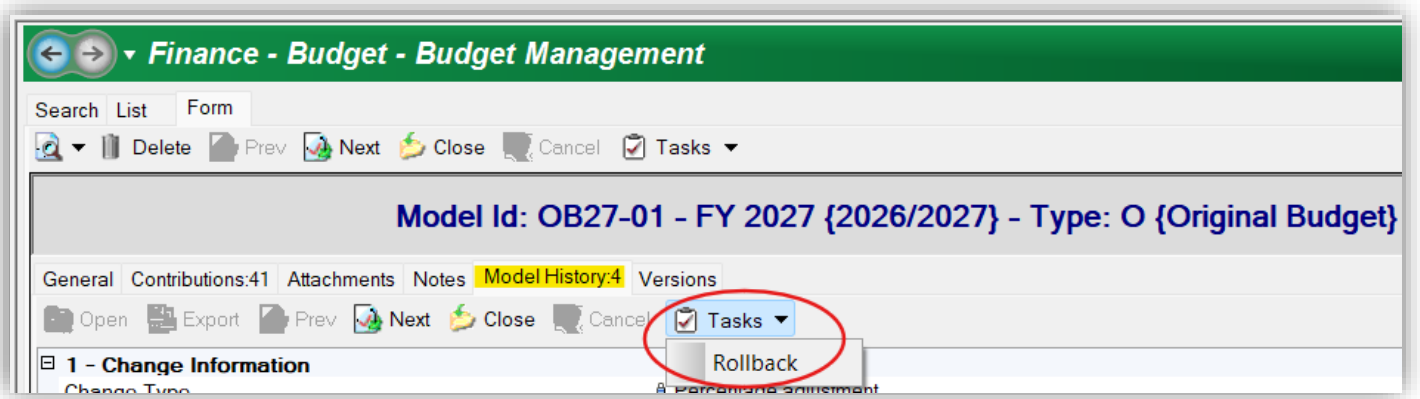


- Items previously loaded from HR will be replaced
- Any manually added items will **not** be replaced
- Benefit account/amounts will be recomputed, and benefit accounts will be created, if they do not already exist and if it is appropriate (as defined on the Ledger tab of the Organization record)

Rollback Items in Model History Tab

The Tasks in the Model History Tab can be used to Rollback items if they did not post as expected or a change needs to be made.

- The Rollback feature does **NOT** have to be in order
- Open the item in the Model History and go to Tasks and select Rollback
- Click Yes to continue

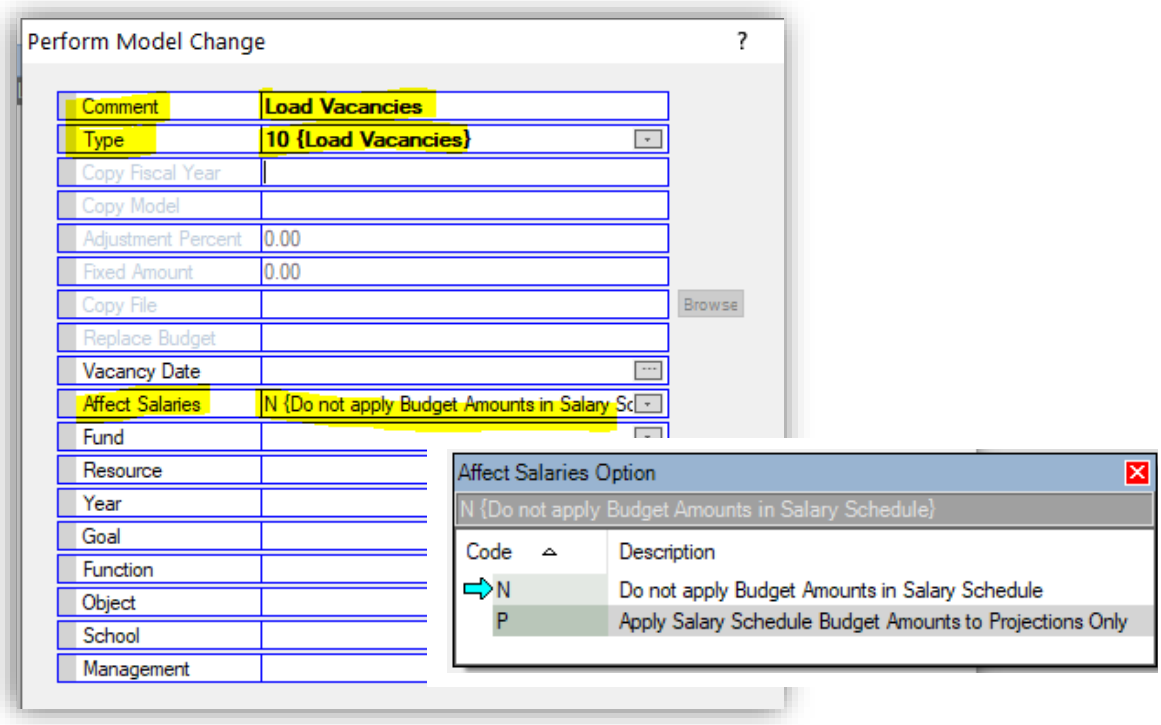


Load Vacancy Assumptions

Any available FTE associated with an active position in the current fiscal year is considered a vacancy. Positions are tracked using the actual position dates. Vacancy assumptions are determined based on the Vacancy Setup for each job class.

Go to Finance – Budget – Budget Management

- Open 2026/2027 Budget Model
- Go toTasks
- Select Perform Change
- Comment *(Required):* Enter description of update
- Type: **10 {Load Vacancies}**
    - Enter a Vacancy Date, if left Blank the system will use July 1st for Original Budgets Once you specify a certain date the date will be used for subsequent changes to the model



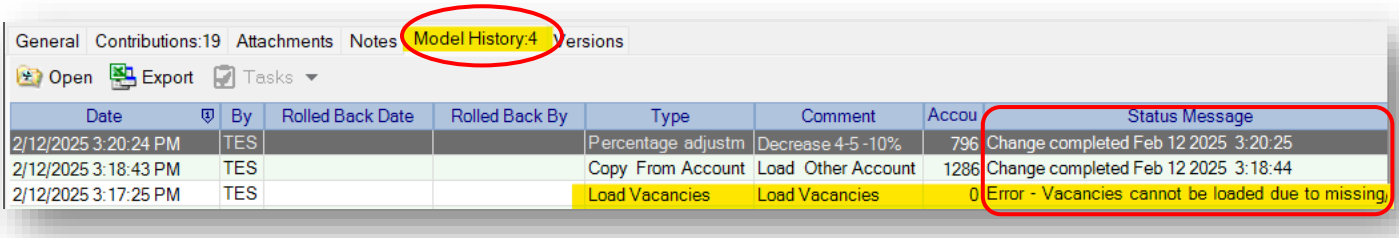
- Select Affect Salaries Option (defaults to N)

    N = Do Not Apply Budget Amounts in Salary Schedule
        - Uses the **Salary Rate Columns** from the Salary Schedule

    P = Apply Salary Schedule Budget Amounts to Projections Only
        - Uses the **Budget Columns** from the Salary Schedule
        - Use this option if projectioms ate higher than the Salary Column
- Click Go to load
- Review the History Tab to ensure Vacancies have loaded as expected

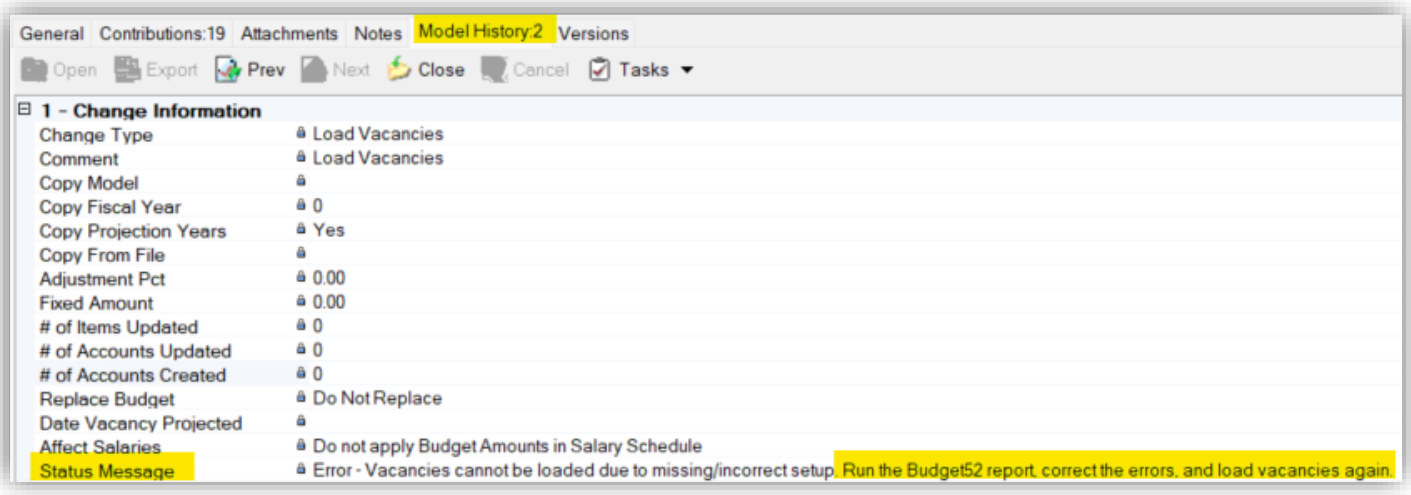
Load Vacancy Assumptions – Review Status Message

Review the Status Message to verify it has completed the change. If there is an error, expand the column to review the message or open the line item to review the full message.



History Tab Status Message

Error – Vacancies cannot be loaded due to missing/incorrect setup.
Run the Budget52 report, correct the errors in Vacancy Setup, and reload vacancies again.





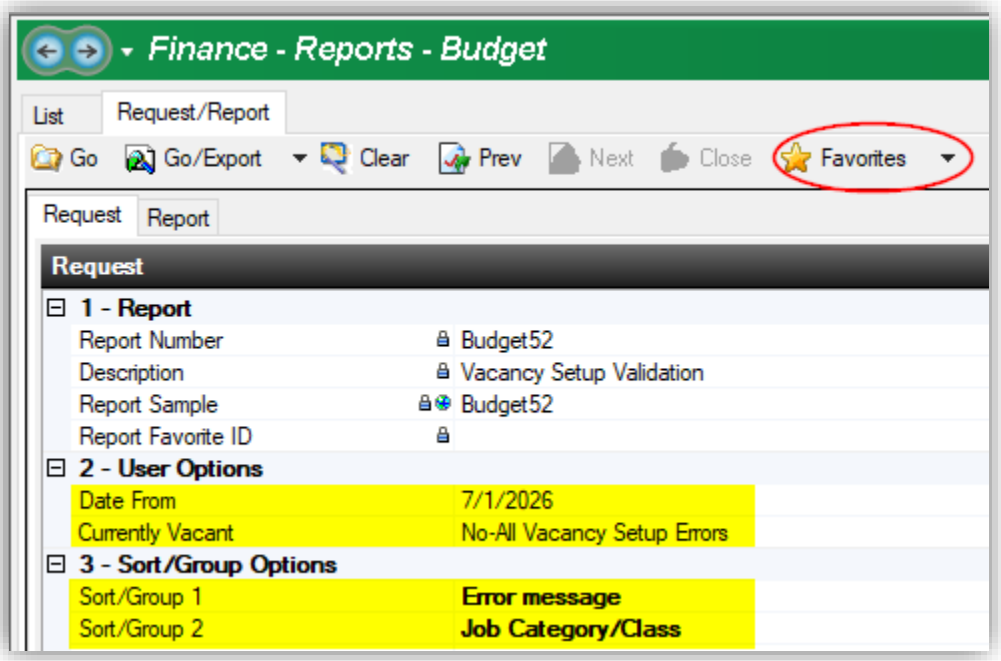
If there are errors on the Budget52 NO Vacancy data will load until all errors are resolved!

Review Budget52 Vacancy Setup Validation

This report validates the setup of vacancies for budgeting purposes. The report can be filtered by vacancy start date and selected errors, grouping by type, Error message, Job Category/Class or fiscal year. The report displays all relevant error messages, ensuring vacancy setup is correct so your budget will be accurate.

Go to Finance – Reports – Budget – Budget52

- **Date From:** 7/1/2026
- **Currently Vacant**: Select from drop down menu
  - Yes – Only Currently Vacant positions ***OR*** No – All Vacancy Setup Errors
- Sort/Group 1: Error message
- Sort/Group 2: Job Category/Class



Example Budget52:

Review the Message detail to resolve the invalid or missing records in the Vacancy setup or in the Job Class/Job Category.

Budget52a — **Vacancy Setup Validation**

Date From 07/01/2026

Vacancy	PosId	Fiscal Year	Job Category	Job Class	Vacancy Date From	Vacancy Date Thru	Message
YES	393	2027	CADMIN	PRGM SPEC	07/01/2026	06/30/2027	Invalid Salary Schedule in Vacancy Setup, Job Class Setup, or Job Category Setup {CADMIN}
YES	558	2027	PSY/SPCH	SPCH	07/01/2026	06/30/2027	Invalid Calendar in Job Class Setup or Job Category Setup {PSY/SPCH}

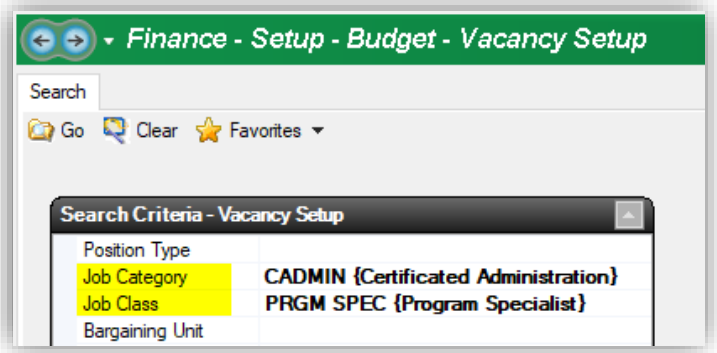
Must Load Vacancies again in Budget Model once errors are resolved

Resolve Budget52 Errors

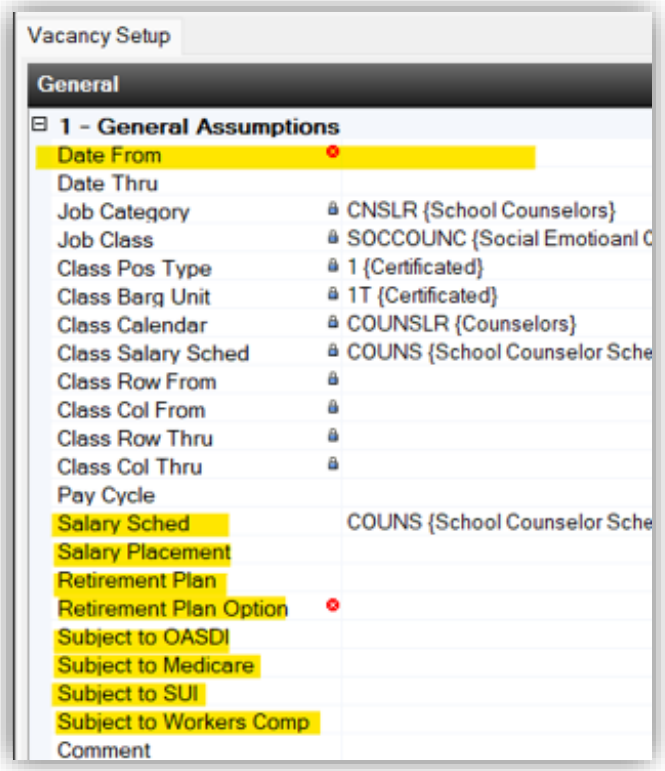
Review the Message for missing or invalid information to update in the Vacancy Setup. Common errors are Invalid Salary Placement or Salary Schedules. This prevents the system from calculating Salary for Vacancies. The locked fields are from the Job Class setup, if there is missing information in these fields, the Job Class must be updated.

Go to Finance – Setup – Budget – Vacancy Setup

- Search by Job Category and/or Job Class to narrow search
- Use dropdown menu to select multiple by holding Ctrl key and right click
- Or Click Go to review all Vacancy Setups



- Review list for missing data
- Open line item to edit

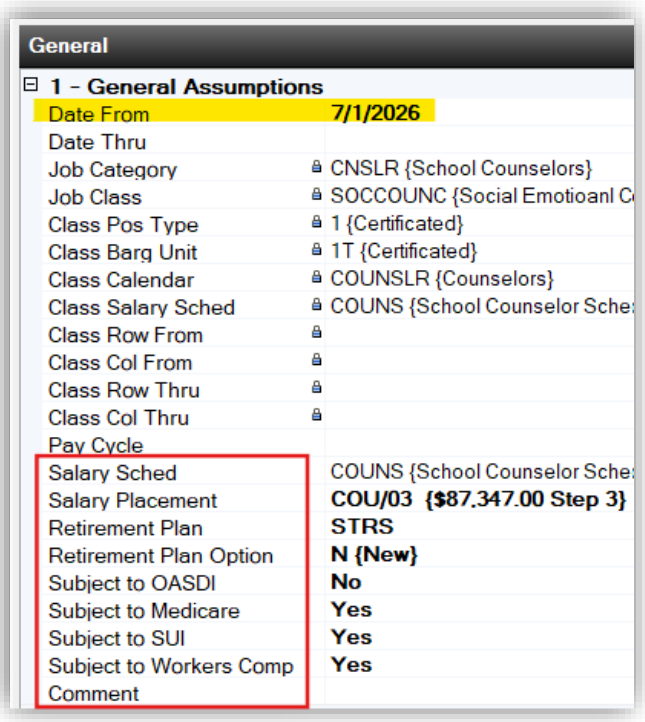


Example *Invalid* Vacancy Setup

General Assumptions – Review missing and invalid data. Locked records are from the Job Class setup.



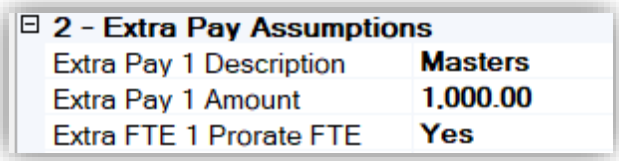
Example *Valid* Vacancy Setup



2 – General Assumptions

Complete missing and invalid data

- Date From: 7/1/2026
- Select Salary Schedule
- Select Salary Placement
- Select Retirement Plan
- Select Retirement Plan Option
- Subject to taxes, enter Yes to those that apply
  - STRS Members **No** for OASDI
  - PERS Members **Yes** for OASDI

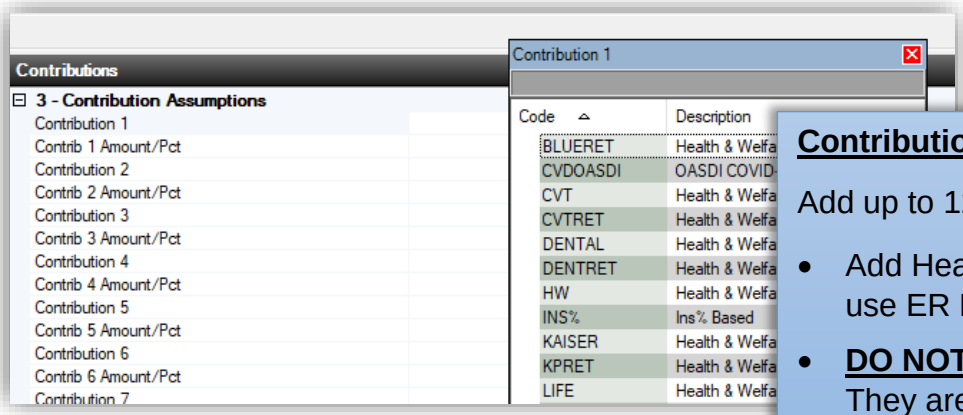


2 – Extra Pay Assumptions

Car, Cell Phone, Masters, Stipends, etc…

- Description: Enter manually
- Amount: Enter Annual Amount
- FTE Prorate: Yes

Contribution Assumptions in Vacancy Setup Record if Applicable



Contribution Assumptions

Add up to 12 Contributions in Vacancy

- Add Health & Welfare for each plan or use ER Benefits for total annual
- **DO NOT Add Payroll Taxes here**! They are already in General Assumptions

Rerun the Budget52 to verify that all errors are resolved then Load Vacancies again in Budget Model!

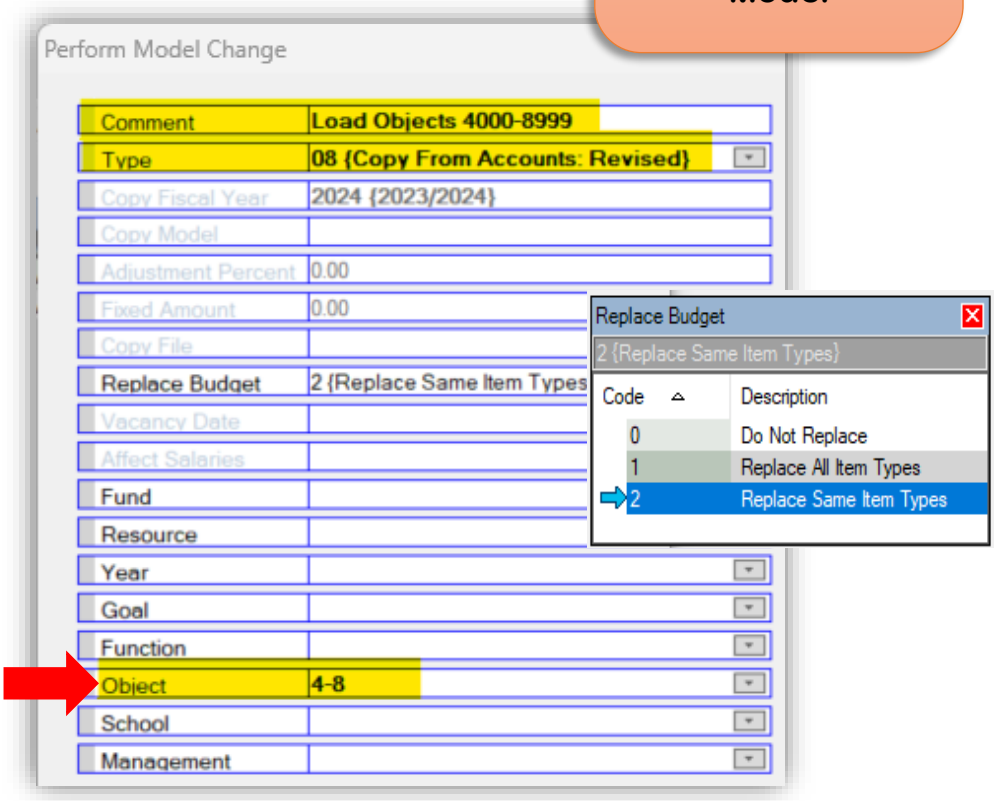
Load Other Accounts 4000-8999 Object Codes

- Open Budget Model, or create New Budget Model(s)
- Go to Tasks
- Select Perform Change
- Comment *(Required):* Enter description of update
- **Type: 08 {Copy from Accounts; Revised}**
- Replace Budget: 2 {Replace Same Item Types} Default
- Object: 4-8
- Click Go

DO NOT Load 9000 GL Accounts into Original Budget Model

When Fringe Addons are coded to 5000 Object Codes they will duplicate because they were loaded with salaries.

It's recommended to use "Other" Salary Accounts for Fringe Benefits



Replace Budget Options

The Replace Budget Items field allows you to define how budget item records will be affected by the change

The replacing budget items flag is only available when you are performing a change request that imports or copy (Type 5-9)

0 = Do Not Replace – Will Add value to the line items
1 = Replace All Item Types – Will replace all matching budget accounts with new value
2 = Replace Same Item Types – Only items with the same type and component range are replaced. However, zero amounts will replace items in the current model if the types match.

Remember to check the Model History Tab after each Perform Change Item

Load Budget Model with Mass Updates

Review the Perform Model Change Types to see if other mass updates can be made in the Budget Model.

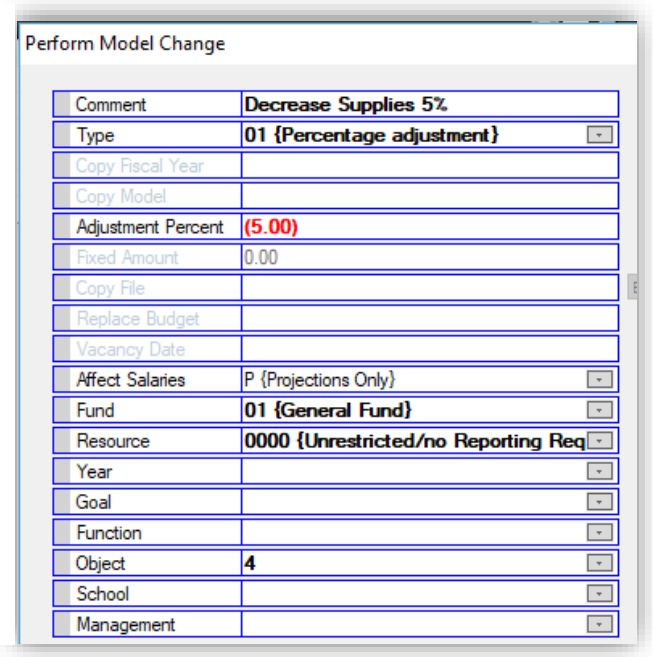
Examples Mass Updates:

- Percentage Adjustments
  - Increasing/Decreasing Supplies
- Delete Budget Items
  - Resource ended in current fiscal year
- Add Fixed Amount
  - Add set amount to General Fund Classroom Accounts

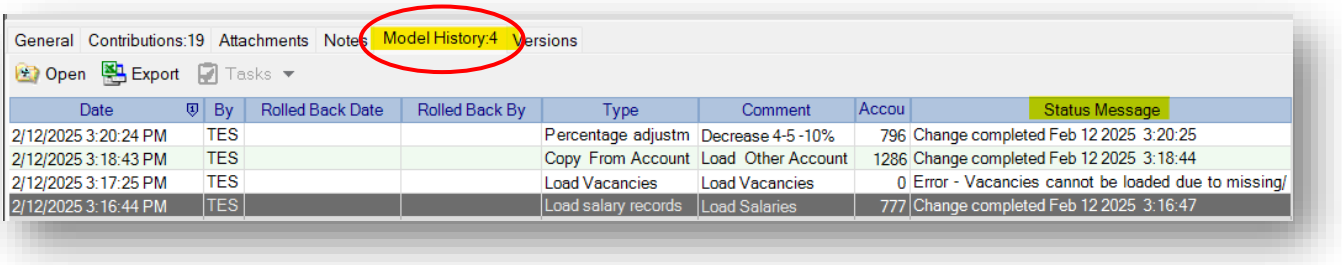
Example: Decrease supply accounts by 5%

Percentage Adjustment that needs to be applied to all 4000 object codes amounts or use account filters and ranges

- Open the budget model
- Go to Tasks
- Select Perform Change
- Enter Comment: Decrease supplies 5%
- Type: **01 {Percentage adjustment}**
- Adjustment Percent: (5.00)
- Affect Salaries: No for this example
- Enter Accounts:
  - Fund: 01
  - Resource: 0000
  - Object: 4
- Click Go
- Click Yes to Continue



- Review Model History tab to verify the change completed and no errors



Don't forget the ***Rollback*** option in the Model History Tab in Tasks if item didn't post as expected or update is no longer needed.

Non-Positional Pay

Non-Positional Pay are earnings that are not paid by an Assignment or Addons that are not linked to Positional Pay. This would be ***substitutes, extra pay, stipends, coaches, overtime, etc***.

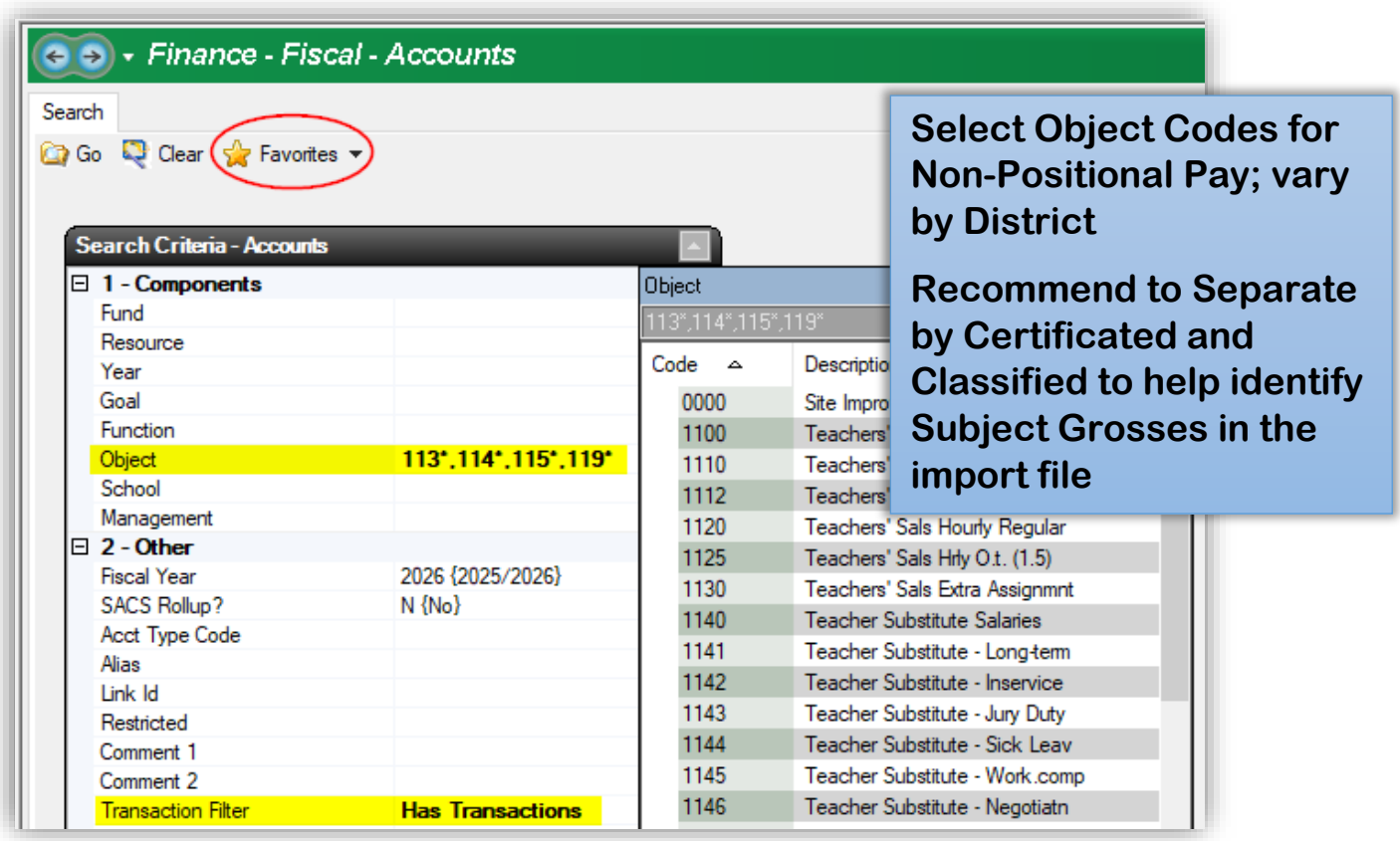
It is recommended to create a separate Budget Model that can be used throughout the fiscal year for Budget Updates. The data can be entered in Budget Entry or by using an Import File.

If you already have a spreadsheet with Non-Positional Pay you can use that to copy into the **Budget Import Template** located in Online Resource in Tools and import into the Budget Model.

If you need to create a spreadsheet with Non-Positional Pay you can use an export from Fiscal Accounts to get started.

Go to Finance – Fiscal – Accounts

- Search by Object Codes for Non-Positional Pay
  - Recommended to create separate for Certificated and Classified because the Subject Gross for Taxes are different
- **Object:** Use Ranges -, Wildcards * or enter Object Codes separated by commas
  - **Example:** 113*,114*,115*,119* for Certificated Supplemental
- **Transaction Filter:** Has Transactions (To Select Accounts with activity)
  - OR Leave Blank to get all Object Codes
- Click Go to review the list



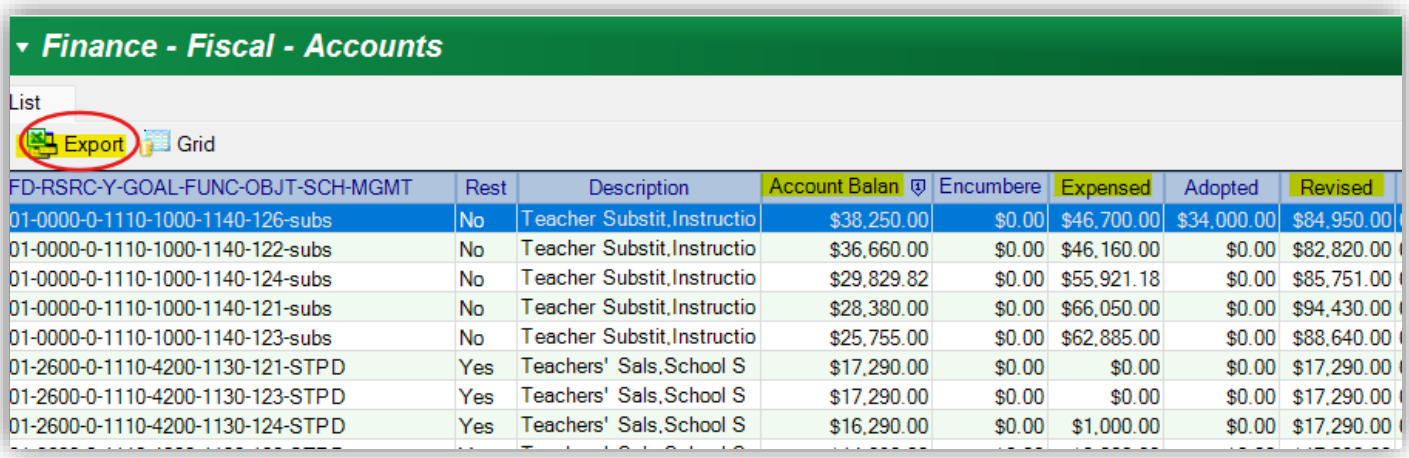
Create Non-Positional Pay Import

Review the Fiscal Accounts to verify accounts are what are expected. Review Account Balances and Expensed columns for current activity and projection for the remainder of the fiscal year.

- From the list of Non-Positional Object Codes
- Click Export

Example Export to Excel

- Expand Columns to review Accounts, Description, Account Balance, Expensed, Revised



FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT	Rest	Description	Account Balan	Encumbere	Expensed	Adopted	Revised
01-0000-0-1110-1000-1140-126-subs	No	Teacher Substit,Instructio	$38,250.00	$0.00	$46,700.00	$34,000.00	$84,950.00
01-0000-0-1110-1000-1140-122-subs	No	Teacher Substit,Instructio	$36,660.00	$0.00	$46,160.00	$0.00	$82,820.00
01-0000-0-1110-1000-1140-124-subs	No	Teacher Substit,Instructio	$29,829.82	$0.00	$55,921.18	$0.00	$85,751.00
01-0000-0-1110-1000-1140-121-subs	No	Teacher Substit,Instructio	$28,380.00	$0.00	$66,050.00	$0.00	$94,430.00
01-0000-0-1110-1000-1140-123-subs	No	Teacher Substit,Instructio	$25,755.00	$0.00	$62,885.00	$0.00	$88,640.00
01-2600-0-1110-4200-1130-121-STPD	Yes	Teachers' Sals,School S	$17,290.00	$0.00	$0.00	$0.00	$17,290.00
01-2600-0-1110-4200-1130-123-STPD	Yes	Teachers' Sals,School S	$17,290.00	$0.00	$0.00	$0.00	$17,290.00
01-2600-0-1110-4200-1130-124-STPD	Yes	Teachers' Sals,School S	$16,290.00	$0.00	$1,000.00	$0.00	$17,290.00

	B	C	D	E	F	G	H
	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT	Description	Account Balance	Encumbered	Expensed	Adopted	Revised
	01-0000-0-1110-1000-1140-126-subs	Teacher Substit,Instruction,Regular Educati,Sub Hours	38250	0	46700	34000	84950
	01-0000-0-1110-1000-1140-122-subs	Teacher Substit,Instruction,Regular Educati,Sub Hours	36660	0	46160	0	82820
	01-0000-0-1110-1000-1140-124-subs	Teacher Substit,Instruction,Regular Educati,Sub Hours	29829.82	0	55921.18	0	85751
	01-0000-0-1110-1000-1140-121-subs	Teacher Substit,Instruction,Regular Educati,Sub Hours	28380	0	66050	0	94430
	01-0000-0-1110-1000-1140-123-subs	Teacher Substit,Instruction,Regular Educati,Sub Hours	25755	0	62885	0	88640
	01-2600-0-1110-4200-1130-121-STPD	Teachers' Sals,School Sponsore,Regular Educati,Stipend	17290	0	0	0	17290
	01-2600-0-1110-4200-1130-123-STPD	Teachers' Sals,School Sponsore,Regular Educati,Stipend	17290	0	0	0	17290
	01-2600-0-1110-4200-1130-124-STPD	Teachers' Sals,School Sponsore,Regular Educati,Stipend	16290	0	1000	0	17290
	01-2600-0-1110-4200-1130-122-STPD	Teachers' Sals,School Sponsore,Regular Educati,Stipend	14290	0	3000	0	17290

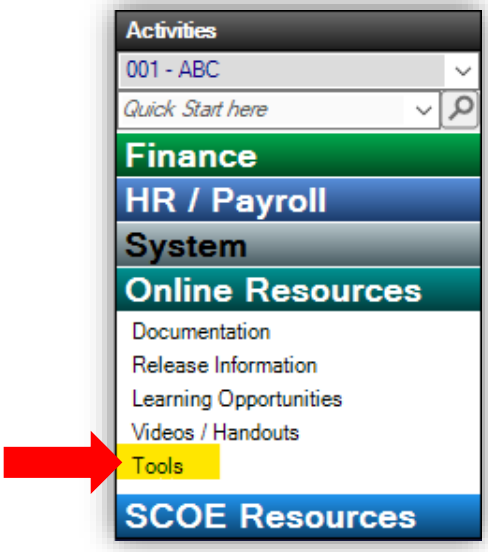
- Add Column for Projections to copy and paste totals into the Budget Import Template

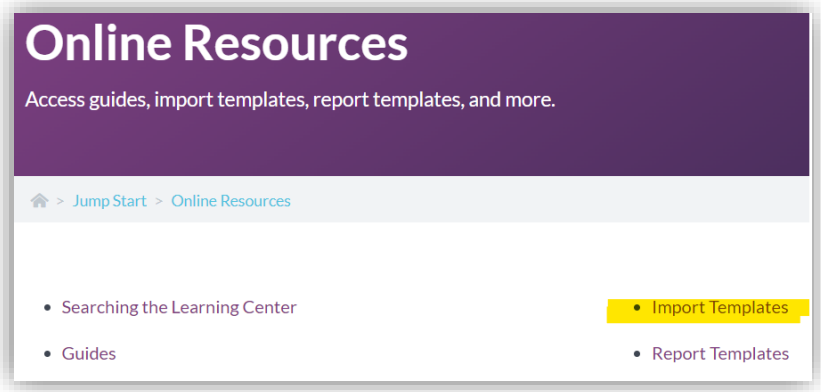
B	C	D	E	F	G	H
FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT	Description	Account Balance	Expensed	Adopted	Revised	Projections
01-0000-0-1110-1000-1140-126-subs	Teacher Substit,Instruction,Regular Educati,Sub Hours	38250	46700	34000	84950	80000
01-0000-0-1110-1000-1140-122-subs	Teacher Substit,Instruction,Regular Educati,Sub Hours	36660	46160	0	82820	80000
01-0000-0-1110-1000-1140-124-subs	Teacher Substit,Instruction,Regular Educati,Sub Hours	29829.82	55921.18	0	85751	80000
01-0000-0-1110-1000-1140-121-subs	Teacher Substit,Instruction,Regular Educati,Sub Hours	28380	66050	0	94430	90000
01-0000-0-1110-1000-1140-123-subs	Teacher Substit,Instruction,Regular Educati,Sub Hours	25755	62885	0	88640	85000
01-2600-0-1110-4200-1130-121-STPD	Teachers' Sals,School Sponsore,Regular Educati,Stipend	17290	0	0	17290	20000
01-2600-0-1110-4200-1130-123-STPD	Teachers' Sals,School Sponsore,Regular Educati,Stipend	17290	0	0	17290	20000
01-2600-0-1110-4200-1130-124-STPD	Teachers' Sals,School Sponsore,Regular Educati,Stipend	16290	1000	0	17290	20000

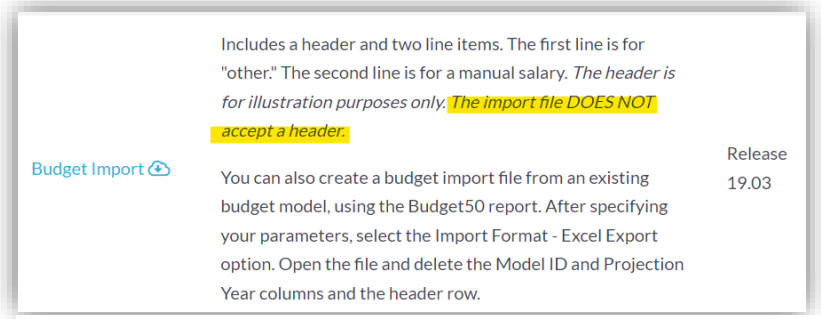
Create Non-Positional Pay Import

Download the Budget Import Template

Go to Online Resources – Tools – Import Templates – Budget Import



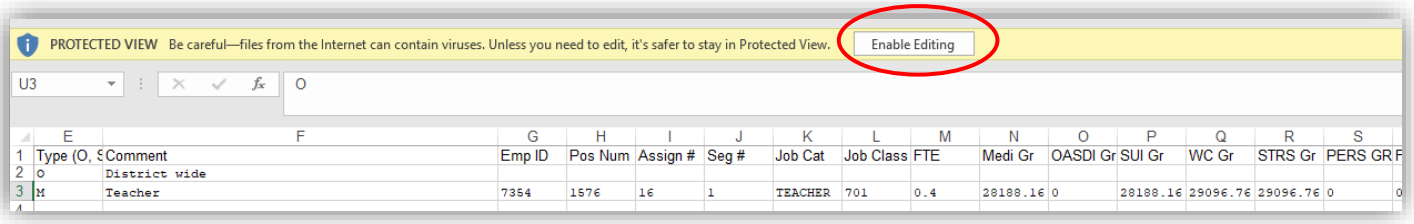




Important: The Budget Import does not accept the header; Must be removed prior to import

Example Budget Import Download

- Click Enable Editing to get started



	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Type (O, S	Comment	Emp ID	Pos Num	Assign #	Seg #	Job Cat	Job Class	FTE	Medi Gr	OASDI Gr	SUI Gr	WC Gr	STRS Gr	PERS GR
2	O	District wide													
3	M	Teacher	7354	1576	16	1	TEACHER	701	0.4	28188.16	0	28188.16	29096.76	29096.76	0

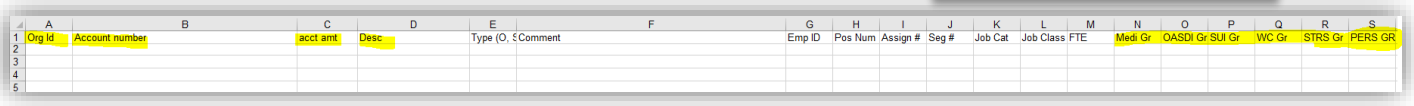
- Scroll to see all other columns
  - Note: Download opens at column E
  - Data is in Columns A – BD
- Remove Example Data. Highlight row 2 & 3; right click to delete

Example Budget Import Download

It's not required to complete all the fields, but the columns must remain the same even if there is no data.

Leave all columns as is even if there is no data

- Required: Org Id, Account number, Account amount
- Enter Subject Grosses that apply
- Description is Optional but is helpful for history



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Org Id	Account number	acct amt	Desc	Type (O, S	Comment	Emp ID	Pos Num	Assign #	Seg #	Job Cat	Job Class	FTE	Medi Gr	OASDI Gr	SUI Gr	WC Gr	STRS Gr	PERS GR
2																			
3																			
4																			
5																			

- Enter Org Id
- Copy Data from Export into the Budget Import Template Account Number, Projection Amounts
  - No Formulas allowed in the import file
- Enter Description
- Copy *Acct Amt* into the Subject Gross Wages Columns (Cols N-S)
- The system will automatically calculate the payroll taxes based on the rates in the Model Contribution Tab after import in the Budget Model

Example Certificated: Medi Gross, SUI Gross, WC Gross, STRS Gross

	A	B	C	D	N	O	P	Q	R
1	Org Id	Account number	acct amt	Desc	Medi Gr	OASDI Gr	SUI Gr	WC Gr	STRS Gr
2	1	01-0000-0-1110-1000-1130-600-0100	10000	2025/26 Projections	10000		10000	10000	10000
3	1	01-0000-0-1110-1000-1130-600-BEFR	3000	2025/26 Projections	3000		3000	3000	3000
4	1	01-0000-0-1110-1000-1142-600-0100	2000	2025/26 Projections	2000		2000	2000	2000
5	1	01-0000-0-1110-1000-1144-600-0100	13000	2025/26 Projections	13000		13000	13000	13000
6	1	01-0199-0-1110-1000-1130-000-0000	500	2025/26 Projections	500		500	500	500
7	1	01-7435-0-1110-1000-1130-000-0000	5000	2025/26 Projections	5000		5000	5000	5000

Example Classified: Medi Gross, OASDI Gross, SUI Gross, WC Gross, PERS Gross

	A	B	C	D	N	O	P	Q	R	S
1	Org Id	Account number	acct amt	Desc	Medi Gr	OASDI Gr	SUI Gr	WC Gr	STRS Gr	PERS GR
2	1	01-0000-0-0000-7200-2420-600-7100	350	CL Non-Positional Pay Import	350	350	350	350		350
3	1	01-0000-0-0000-8100-2230-600-7200	3000	CL Non-Positional Pay Import	3000	3000	3000	3000		3000
4	1	01-0000-0-0000-8200-2220-600-7300	4000	CL Non-Positional Pay Import	4000	4000	4000	4000		4000
5	1	01-0000-0-0000-8200-2230-600-7300	2500	CL Non-Positional Pay Import	2500	2500	2500	2500		2500
6	1	01-0000-0-1110-1000-2140-600-0100	3000	CL Non-Positional Pay Import	3000	3000	3000	3000		3000
7	1	01-0000-0-1110-1000-2901-600-0100	0	CL Non-Positional Pay Import	0	0	0	0		0
8	1	01-0000-0-1110-1000-2902-600-0510	6850	CL Non-Positional Pay Import	6850	6850	6850	6850		6850
9	1	01-0000-0-1110-1000-2907-300-0111	1000	CL Non-Positional Pay Import	1000	1000	1000	1000		1000

- Save as Excel for Working Document
- **Remove the Header (REQUIRED before importing)**
- **Save the File to .CSV (Comma delimited) (*.csv)**
- **Close file before importing into Budget Model**

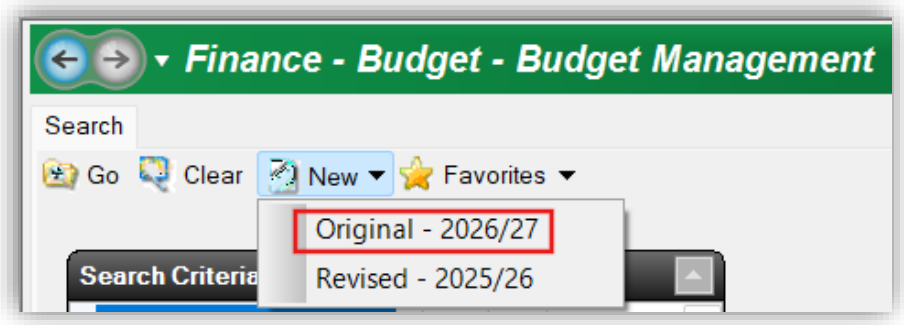
Important: Must Remove Header before importing

Create Non-Positional Pay Budget Model

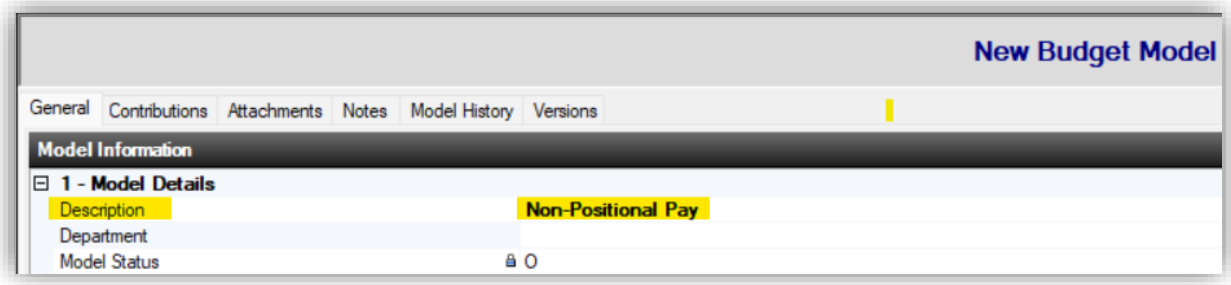
Now that you have created the Non-Positional Pay Import file it's time to create the Non-Positional Pay Model and import the data.

Go to Finance – Budget – Budget Management

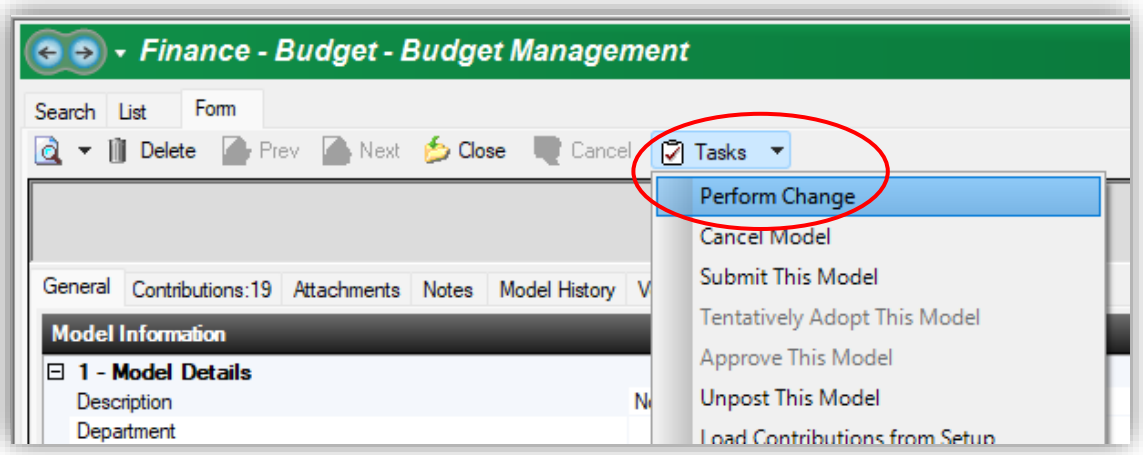
- Click New to create a separate Budget Model
- Select Original – 2026/27



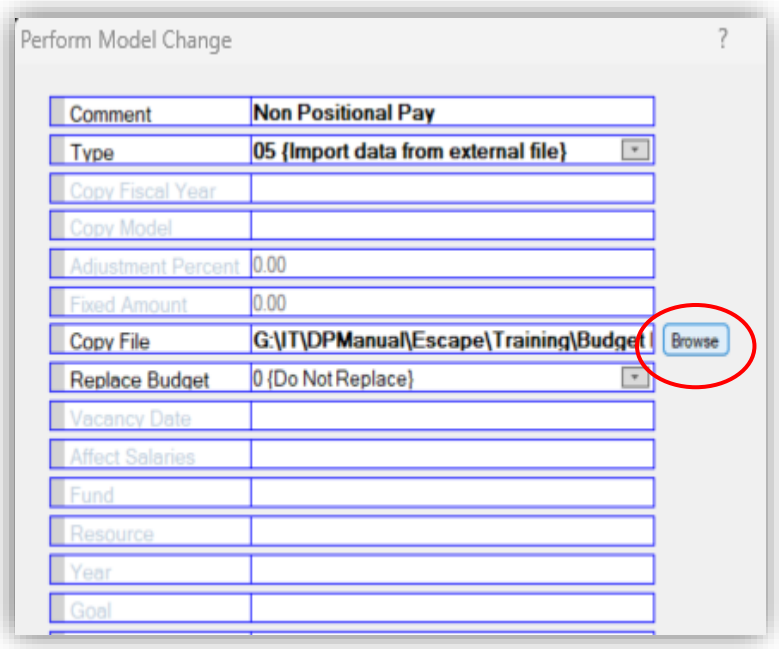
- Enter Description: Non-Positional Pay
- Save/Close



- Open Budget Model
- Go to Tasks
- Select Perform Change

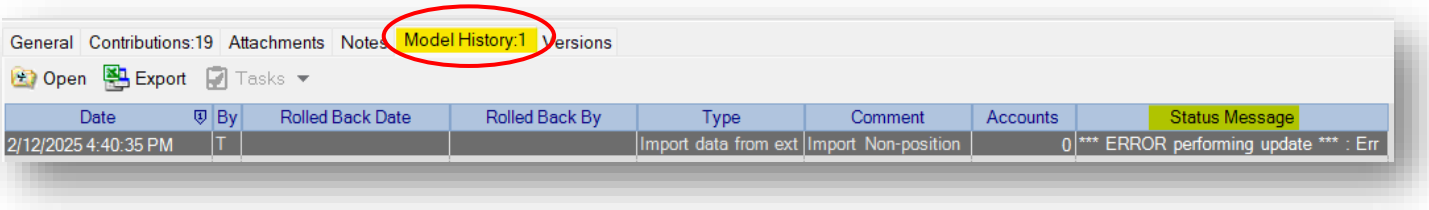


Import Data in Budget Model

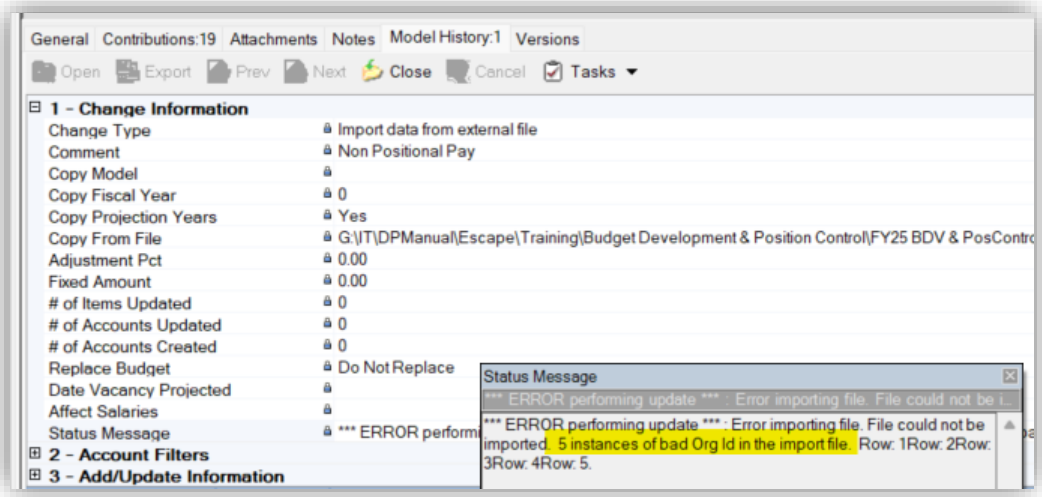


- Enter Comment
- Type: **05 {Import data from external file}**
- Copy File: Click Browse to locate .CSV File
- Replace Budget: **0 {Do Not Replace}** to **Add** the Non-Positional Pay
- Click Go
- Click Yes to Continue

- Open **Non-Positional Pay Budget Model**
- Go to the Model History Tab to review if Change Completed or Errors



- If Errors occur Open line item to review full message



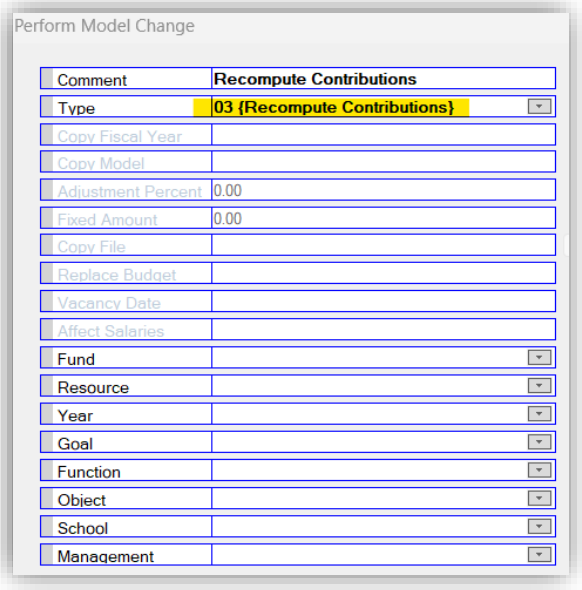
- Click in the Status Message field and click the down arrow to view full message
- Fix errors in import file
- Perform Change again Type: 05 {Import file}
- Review Model History to verify Change Completed

Recompute Contributions

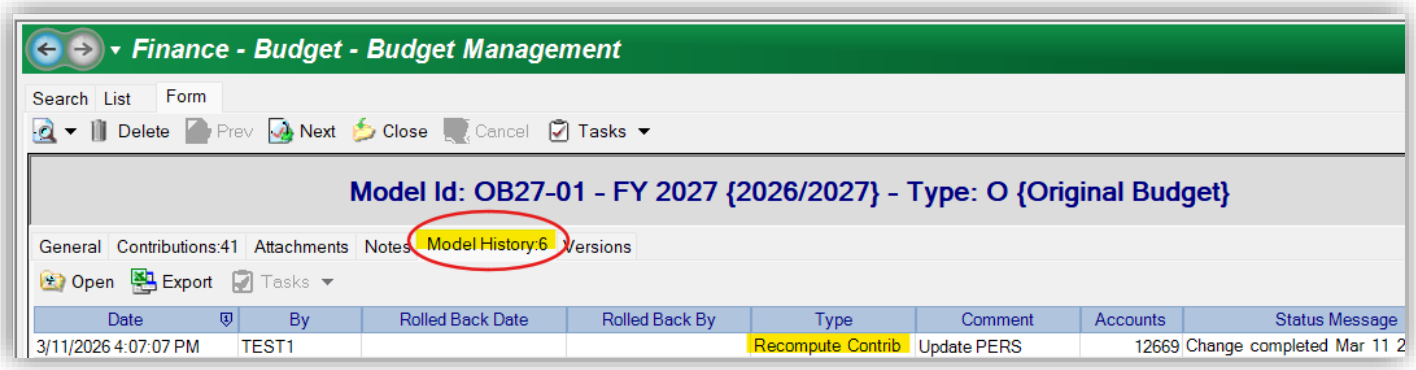
If adjustments have been made to the Budget Model Contributions Tab after initial load of HR Salaries, then you must recompute contributions. This will regenerate all of the benefit amounts and replace the amounts within the Budget Model. It will not override Manual Adjustments.

Example: PERS/STRS Rates are projected higher than original entered in the Budget Model

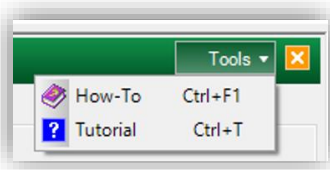
- Open Budget Model
- Update the Contribution Tab with new rates
- Go to Tasks
- Perform change
- Enter Comment
- Type: **03 {Recompute Contributions}**
- Click Go
- Select Yes to Update Contributions



- Review Model History Tab to verify the change completed without errors



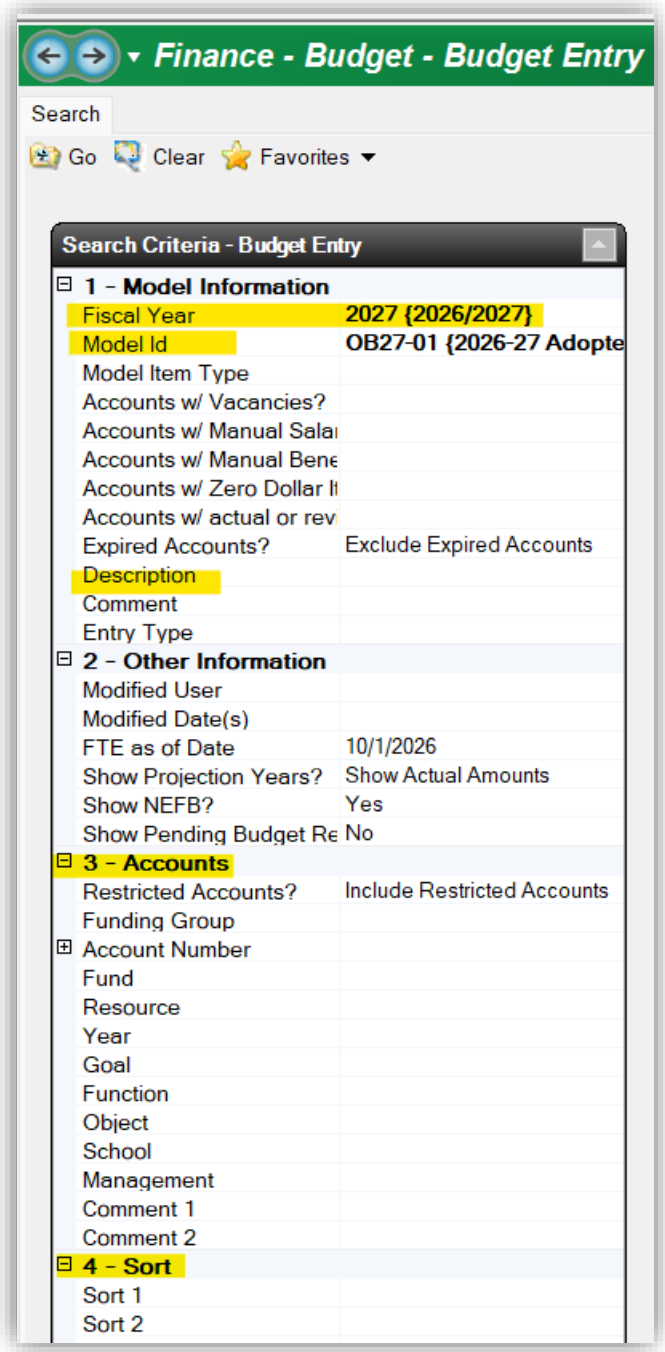
Budget Entry



Budget Entry activity is for reviewing, entering or modifying budget items that have been loaded into a Budget Model.

Tools are available in every activity in top right corner. How-To is Documentation and Tutorial is a quick video available in some activities.

Go to Finance – Budget – Budget Entry



1 – Model Information

- Enter search criteria to create a list of accounts
- **Fiscal Year:** 2027 {2026/2027}
  - Set as Default Favorite to Save Time
- **Select Model ID**: OB27-XX (*Model ID must be in Open for Editing Status)*

- **Description:** Can Enter Employee Name to search for specific employee

3 – Account Number

- Enter Account Number field as a string to select specific accounts ***OR***

- Enter Account Components
  - Use wild card ** or Ranges by using – dashes or, commas

4 – Sort

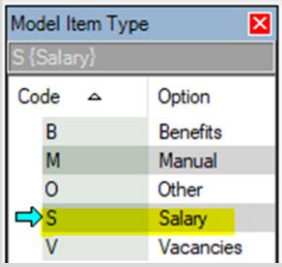
- Sort by Components

- Click Go to generate list
- From list, open an account record to review and edit if needed

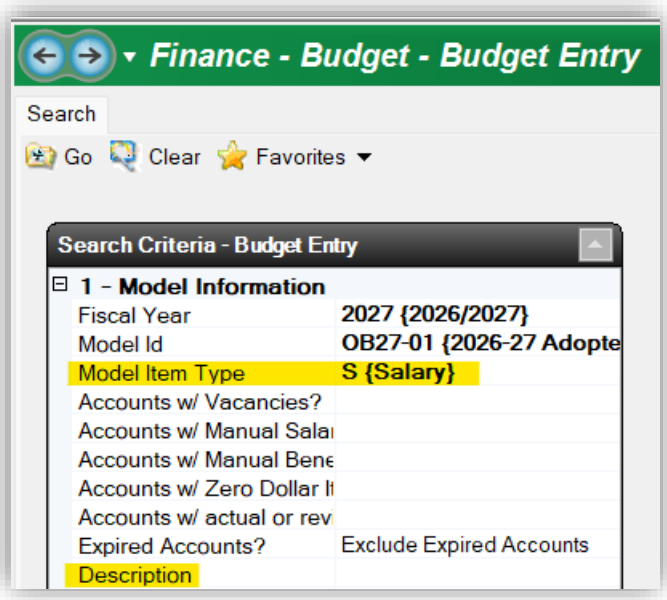
Salary Budget Items

Salary Accounts loaded from HR detail are **"S" Type** the budget item is locked, however S Type can have additional transactions to modify the budget line total amount, such as ***New, Copy, and Reverse*** to add or subtract amounts.

Model Item Types to help narrow search



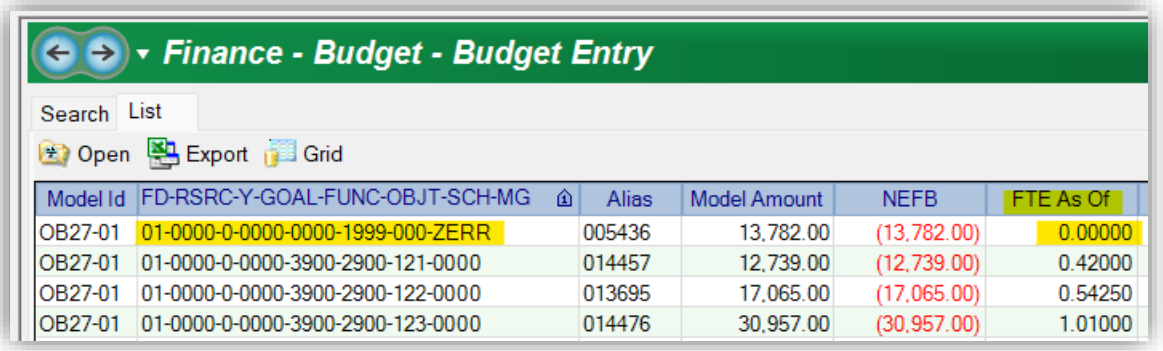
Go to Finance – Budget – Budget Entry



Enter the search criteria to create a list of accounts to review

- **Enter the Fiscal Year:** 2027 {2026/2027}
- **Model Id:** OB27-XX
- **Model Item Type: S{Salary}**
- **Description:** Ability to Enter Employee Last Name to narrow search
- Click **Go** to get list of accounts

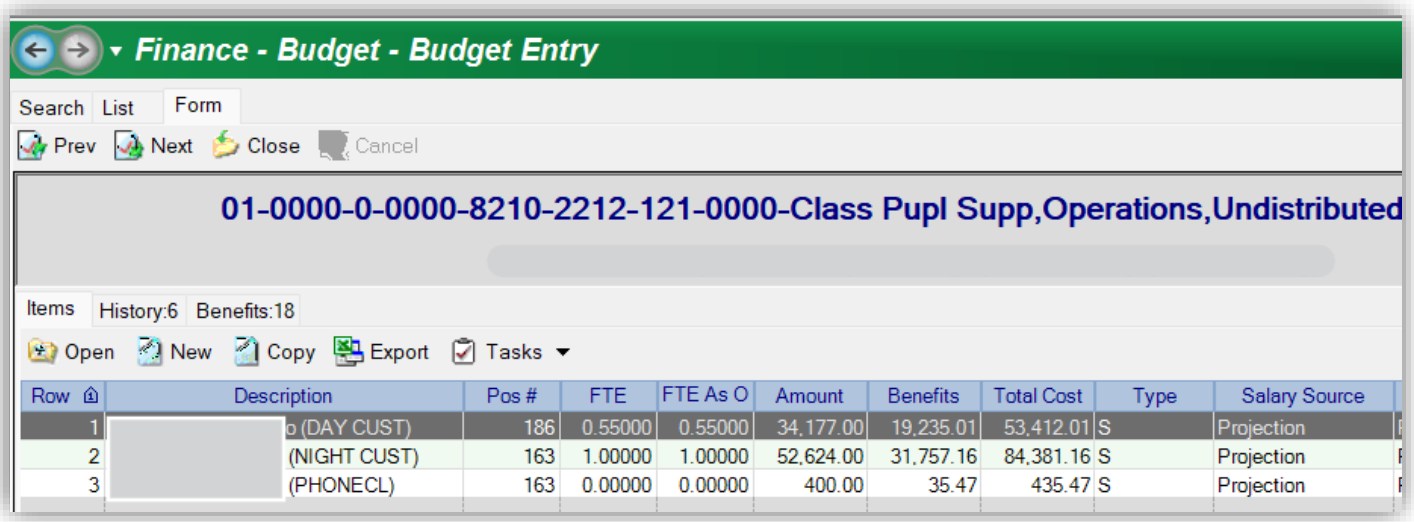
- Review the list of accounts
- Model Amount is what will post in Adopted Budget
- Account Balance, Actual Encumb, Actual Expense, Adopted, Revised are current year
- Salary detail - double click on a line to open for detail or highlight line and click Open



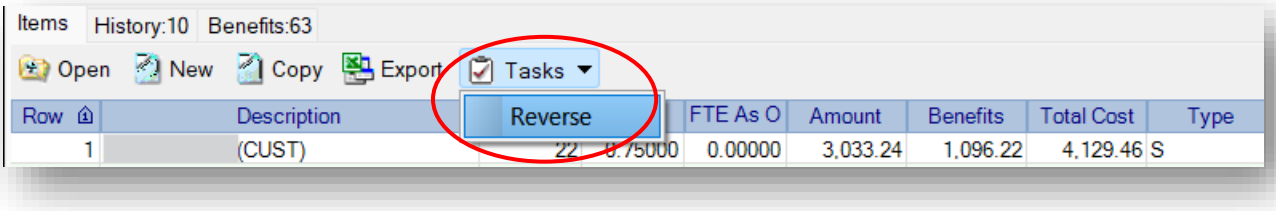
Note: If there is a budget in **ZERR Management** this will need to be reviewed. Typically, this is caused by Addons or Benefits that are not ended on terminated employees.

Salary Budget Items

- Open the Account line to review list of employees

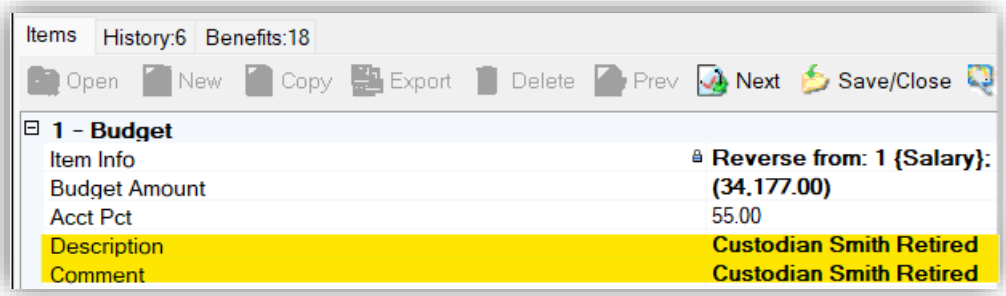


- **New:** Click New to add line to add or subtract budget use Description and Comment for notes
- **Copy:** Highlight Name, Click Copy to duplicate, the fields will be editable
- **Reverse:** Highlight Name go to Tasks to Reverse line items – creates a negative amount line
- Use the Description and Comment for Notes; Comment will print on reports



Reverse Salary:

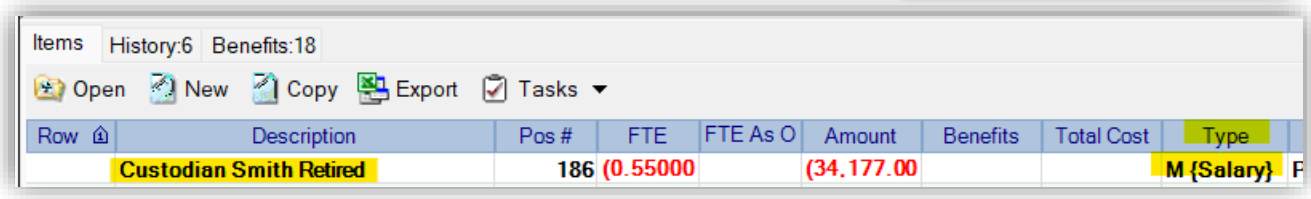
- Budget Amount line will automatically be negative
- Enter Description to print on budget reports
- Save/Close



Salary Budget Items

Notice that the Reverse Type is “M” for Manual Adjustment and the FTE, Amounts and Benefits are negative. **If Salaries are reloaded, manual adjustments will not be overridden**

Run Search again to verify Salary & Benefits Lines items reversed from Budget Model



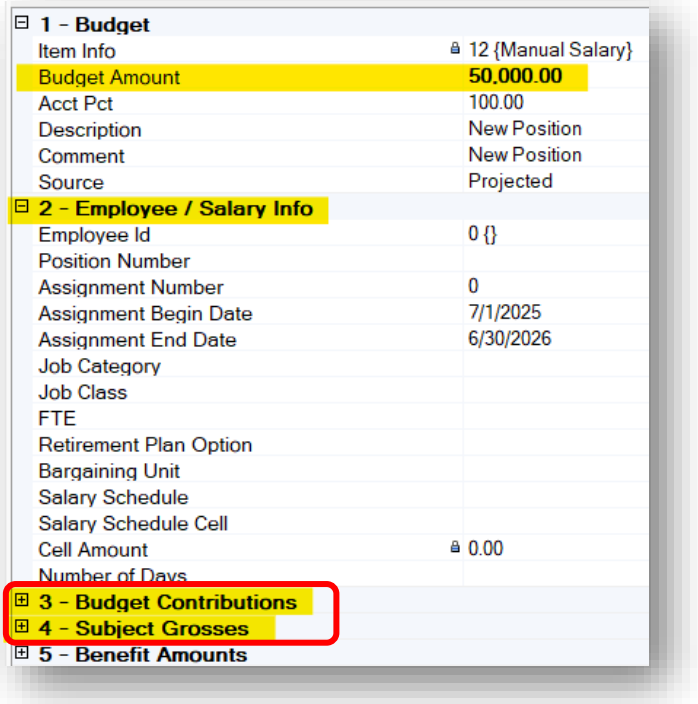
Create New Salary Line in Budget Entry

- Click New to manually update a salary account and benefits in that salary
  - Comment field prints on reports
  - Another way to budget vacancies, increase or decrease
  - Source Option must be selected

Sections:

- 2 – Employee/Salary Info – Enter as little detail or as much detail
  - ***Retirement Plan Option*** will become required after Section 4 Subject Gross for Retirement are entered
- **3** – ***Open*** to add contributions such as Masters, Cell Phone, Car
- **4** – ***Open*** to add Subject Gross for Retirement, OASDI, Medicare, SUI, Workers Comp
- 5 – Benefit Amounts are locked will calculate subject grosses after Save/Close

Click on ⊞ plus sign to Open sections 3 & 4

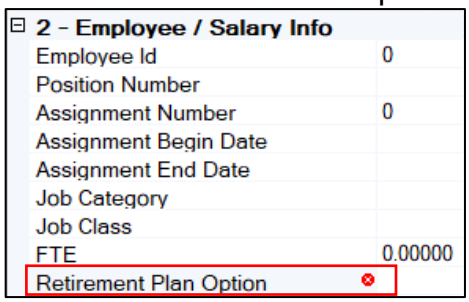


Salary Budget Items Sections 2 – 5

Open each section to review and complete Budget Contributions and Subject Grosses.

Section 2 - Employee/Salary Info

- Enter a Retirement Plan Option: Pre2013 or New*



***Retirement Plan Option will not be available until Section 4 is complete.**

<u>After</u> STRS or PERS Subject Grosses are entered in Section 4 the Retire Plan Option field becomes required.

Section 3 - Budget Contribution

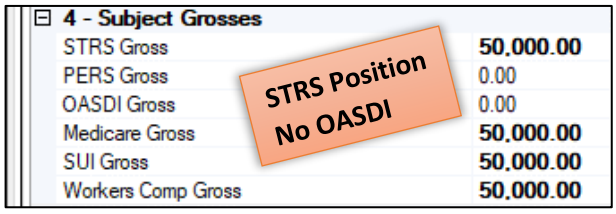
- Choose the Contribution Code and the Amount field will be unlocked
- For manual adjustments use the Annual Amount
- Be sure the FTE Factor is Yes in the Contribution Tab to prorate on FTE

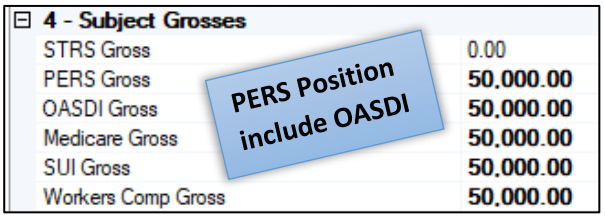




Section 4 -Subject Grosses

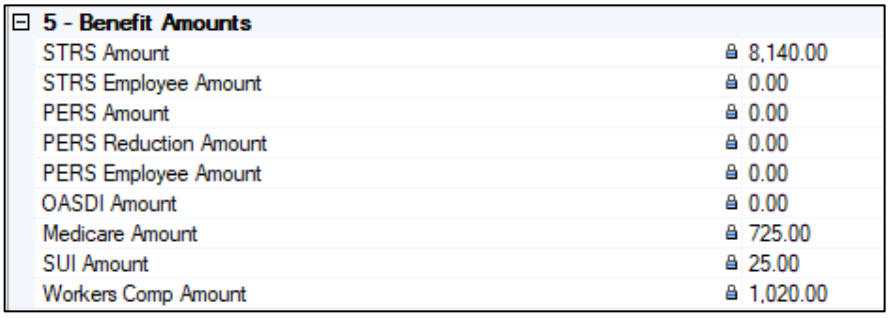
- Allows the system to calculate all the required dollars associated with the added salary amount
- Once this is complete the Retirement Plan Option will become required and **Red X** will appear in Section 2 and plan options available to select





Section 5 –Benefit Amounts

- These records are locked. Calculations based on setup of contributions and populate after Big Save/Close based on the Subject Gross fields

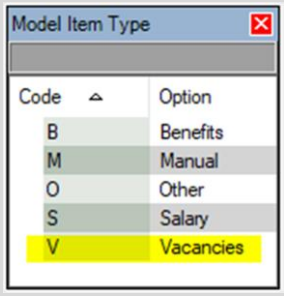


- **Save/Close and Review** the accounts to verify the changes have posted as expected.

Vacancy Budget Items

Vacancy accounts loaded from HR detail are **"V" Type** and budget item is locked, however V Type can have additional transactions to modify the budget line total amount, such as ***New, Copy, and Reverse*** to add or subtract amounts.

Model Item Types to help narrow search

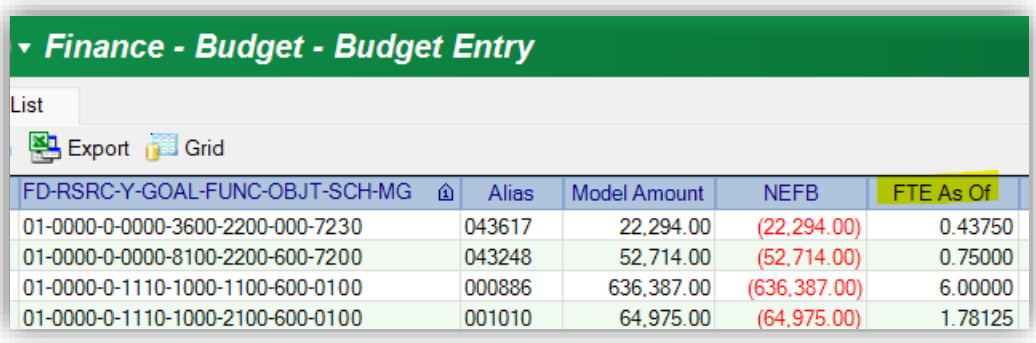


Go to Finance – Budget – Budget Entry

Enter search criteria to create a list of accounts

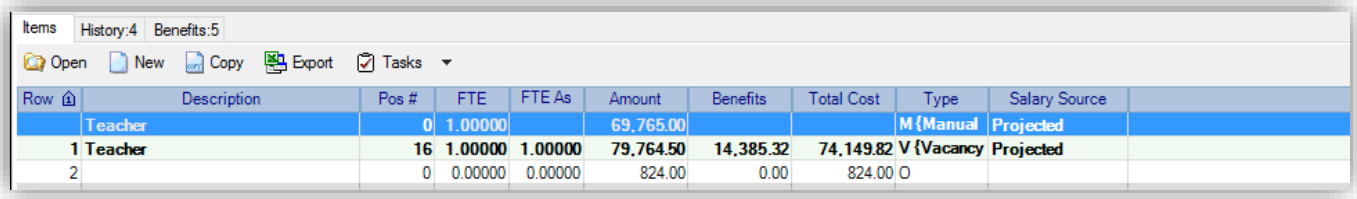
- **Fiscal Year**: 2027 {2026/2027}
- **Select Model ID**: OB27-XX
- **Model Item Type: V {Vacancies}** ***OR***
- **Accounts with Vacancies?** Only Accounts with Vacancies
- Click Go to get list

The list below shows the accounts with vacancies that were brought over when vacancies were loaded in Budget Management



FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MG	Alias	Model Amount	NEFB	FTE As Of
01-0000-0-0000-3600-2200-000-7230	043617	22,294.00	(22,294.00)	0.43750
01-0000-0-0000-8100-2200-600-7200	043248	52,714.00	(52,714.00)	0.75000
01-0000-0-1110-1000-1100-600-0100	000886	636,387.00	(636,387.00)	6.00000
01-0000-0-1110-1000-2100-600-0100	001010	64,975.00	(64,975.00)	1.78125

- From List Tab Open Vacancy line to modify if needed
- Click New or Copy to add item to budget amount
  - Verify FTE is accurate when using New OR Copy
- Enter Budget Amount, Description and Comment
- Make increase or decrease to account
- Tasks to Reverse if you don't want to budget vacancy



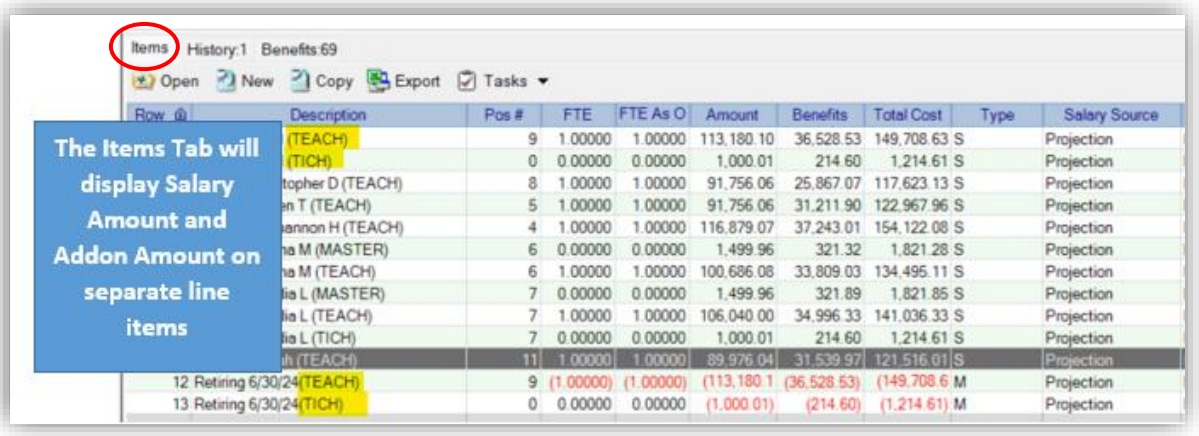
Row	Description	Pos #	FTE	FTE As	Amount	Benefits	Total Cost	Type	Salary Source
	Teacher	0	1.00000		69,765.00			M {Manual	Projected
1	Teacher	16	1.00000	1.00000	79,764.50	14,385.32	74,149.82	V {Vacancy	Projected
2		0	0.00000	0.00000	824.00	0.00	824.00	O	

- Small Save/Close
- Big Save/Close

Benefit Budget Items

Benefit Accounts that are loaded from HR detail are and budget item is locked, however, this type can have additional transactions to modify the budget line total amount such as ***New, Copy, and Reverse*** to add or subtract amounts.

- From the salary account the Benefits tab shows the benefit accounts and amounts
- Or Go to the Benefit Accounts to see all the items for a single benefit account



Row	Description	Pos #	FTE	FTE As O	Amount	Benefits	Total Cost	Type	Salary Source
	(TEACH)	9	1.00000	1.00000	113,180.10	36,528.53	149,708.63	S	Projection
	(TICH)	0	0.00000	0.00000	1,000.01	214.60	1,214.61	S	Projection
	topher D (TEACH)	8	1.00000	1.00000	91,756.06	25,867.07	117,623.13	S	Projection
	n T (TEACH)	5	1.00000	1.00000	91,756.06	31,211.90	122,967.96	S	Projection
	annon H (TEACH)	4	1.00000	1.00000	116,879.07	37,243.01	154,122.08	S	Projection
	a M (MASTER)	6	0.00000	0.00000	1,499.96	321.32	1,821.28	S	Projection
	a M (TEACH)	6	1.00000	1.00000	100,686.08	33,809.03	134,495.11	S	Projection
	ia L (MASTER)	7	0.00000	0.00000	1,499.96	321.89	1,821.85	S	Projection
	ia L (TEACH)	7	1.00000	1.00000	106,040.00	34,996.33	141,036.33	S	Projection
	ia L (TICH)	7	0.00000	0.00000	1,000.01	214.60	1,214.61	S	Projection
	h (TEACH)	11	1.00000	1.00000	89,976.04	31,539.97	121,516.01	S	Projection
12	Retiring 6/30/24(TEACH)	9	(1.00000)	(1.00000)	(113,180.1	(36,528.53)	(149,708.6	M	Projection
13	Retiring 6/30/24(TICH)	0	0.00000	0.00000	(1,000.01)	(214.60)	(1,214.61)	M	Projection



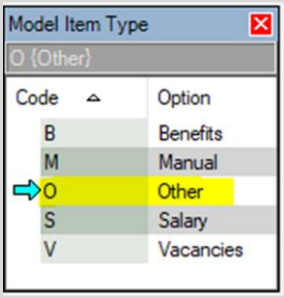
Description	Type	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH	Object	Amount	
M (TEACH)	HW2	01-0000-0-1110-1000-3401-600-0100	3401	10,548.01	Projected
M (TEACH)	HW4	01-0000-0-1110-1000-3401-600-0100	3401	1,692.02	Projected
M (TEACH)	MEDIC	01-0000-0-1110-1000-3331-600-0100	3331	1,619.28	Projected
M (TEACH)	STRS	01-0000-0-1110-1000-3101-600-0100	3101	21,617.40	Projected
M (TEACH)	SUI	01-0000-0-1110-1000-3501-600-0100	3501	55.84	Projected
M (TEACH)	WORK	01-0000-0-1110-1000-3601-600-0100	3601	995.98	Projected
M (TICH)	MEDIC	01-0000-0-1110-1000-3331-600-0100	3331	14.31	Projected
M (TICH)	STRS	01-0000-0-1110-1000-3101-600-0100	3101	191.00	Projected
M (TICH)	SUI	01-0000-0-1110-1000-3501-600-0100	3501	0.49	Projected
M (TICH)	WORK	01-0000-0-1110-1000-3601-600-0100	3601	8.80	Projected

NOTE: If the District does **NOT** want to have H&W split by Addons, this can be updated in the Addon record to No in the Charge Benefits field. The full H&W will be charged to the positional pay line only. Send request to helpdesk@scoe.org. Once this is updated and Initiate Payroll Request is processed, Salaries need to be re-loaded into the budget model.

Other Accounts Budget Items

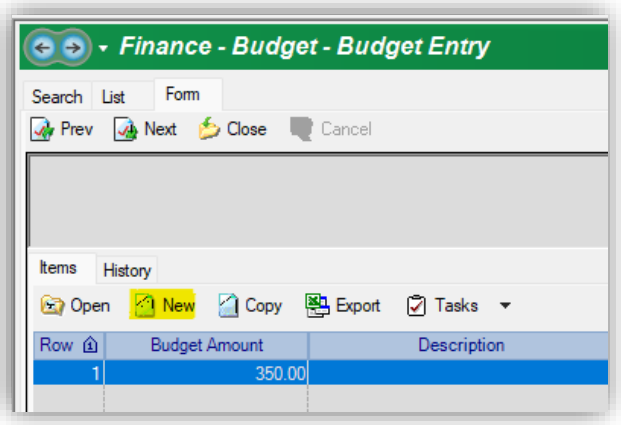
Other Accounts are **"O" Type** with Object codes 4000-8000. This Type can be edited or have additional transactions to modify the budget line total amount, such as ***New, Copy, and Reverse*** to add or subtract amounts.

Model Item Types to help narrow search

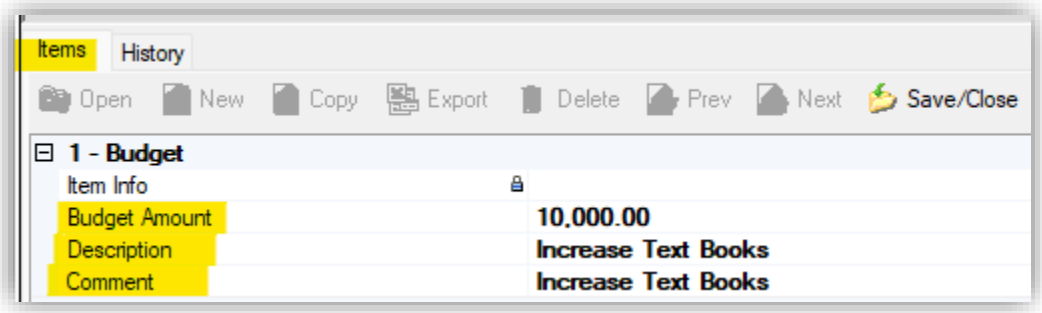


Go to Finance – Budget – Budget Entry

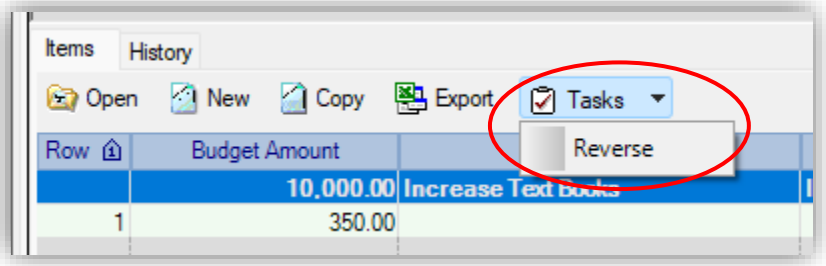
- Enter Search Criteria
- Click Go to get a list of accounts in Budget Model
- Open line to edit Budget Amount
  - Click New or Copy to Add or Subtract from budget line



- Enter Budget Amount, Description and Comment for Notes
  - Some reports will print Description and other reports will print the Comment



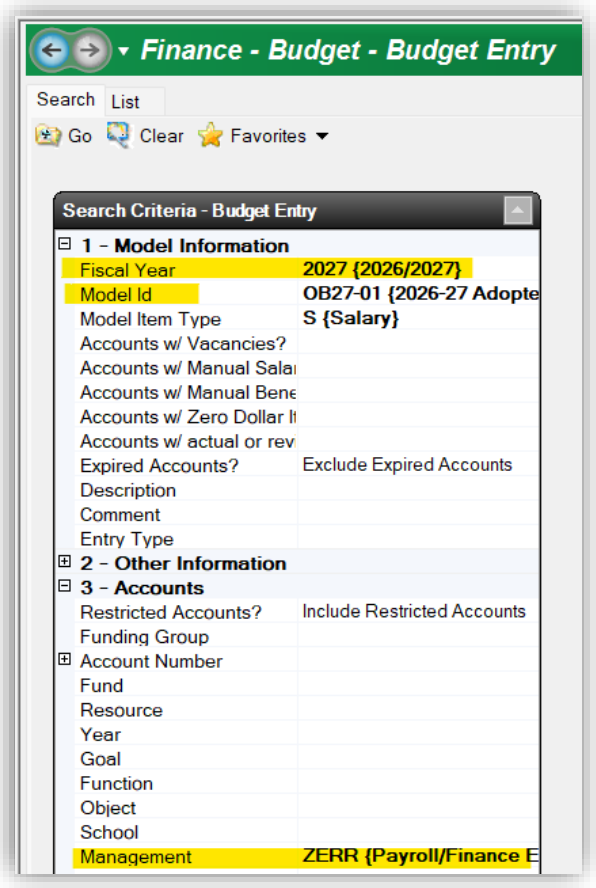
- If entire Budget Amount needs to be zeroed out, Go to Tasks to Reverse line item



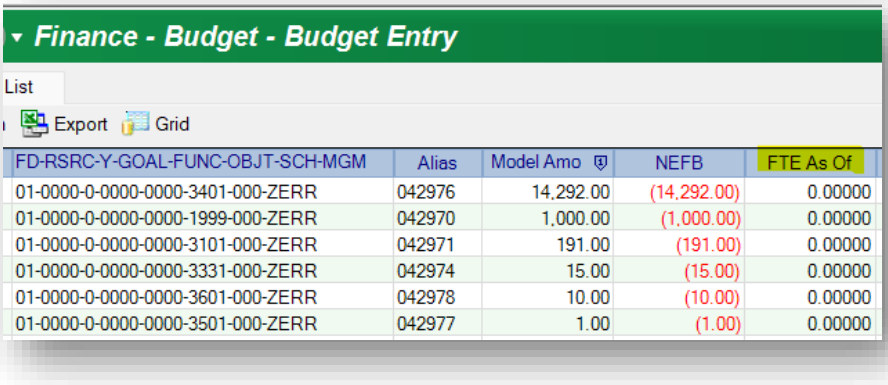
- Small Save/Close
- Big Save/Close

ZERR Management Codes

Review the ZERR Management Codes to verify there is no budget in the model. If there is budget then the system is unable to locate an account for the expenses. This can occur if there is an invalid account in a Position or if there is an Addon or Benefits that cannot locate the Position Account. Most likely an Assignment has been ended, but the Addons and Benefits Providers were not ended.



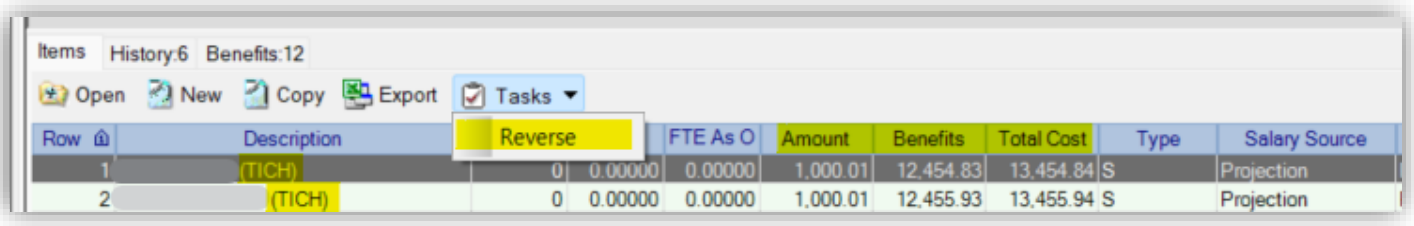
- Fiscal Year: 2027 {2026/2027}
- Model Id: Select Model
- Management Code: ZERR
- Click Go to get list
- Review the list
- Open the line items to reverse



FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGM	Alias	Model Amo	NEFB	FTE As Of
01-0000-0-0000-0000-3401-000-ZERR	042976	14,292.00	(14,292.00)	0.00000
01-0000-0-0000-0000-1999-000-ZERR	042970	1,000.00	(1,000.00)	0.00000
01-0000-0-0000-0000-3101-000-ZERR	042971	191.00	(191.00)	0.00000
01-0000-0-0000-0000-3331-000-ZERR	042974	15.00	(15.00)	0.00000
01-0000-0-0000-0000-3601-000-ZERR	042978	10.00	(10.00)	0.00000
01-0000-0-0000-0000-3501-000-ZERR	042977	1.00	(1.00)	0.00000

- Notice the FTE As of 0.00 this means there is no Assignment associated so the system uses the ZERR error account.

Example: An employee will retire June 6, 2026, the Assignment did not roll forward; however, Addons and Benefit Providers Tabs were not ended, therefore, they rolled into the Budget Model.



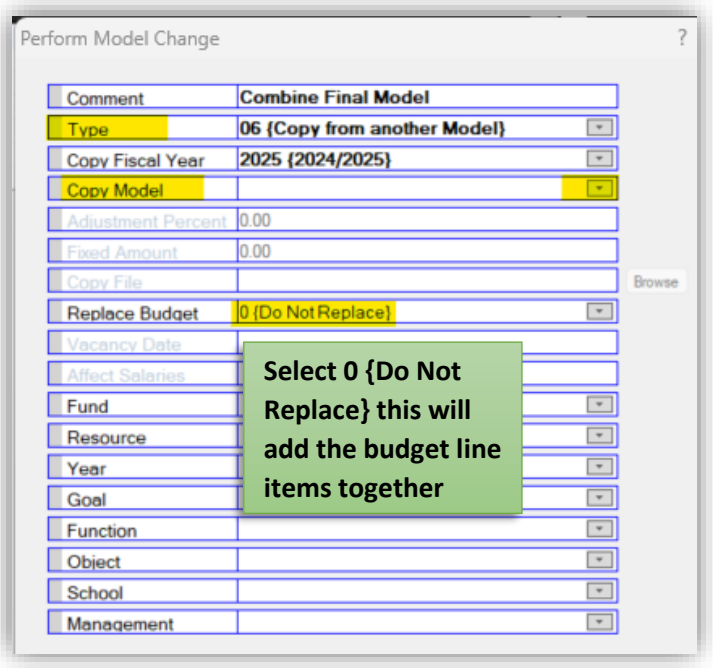
Notice there is not a Pos# associated with the TICH Addon, but there is an amount and benefits.

- Go to Tasks to reverse the budget line
- Go to the Employee record in Employee Management to end the Addons and Benefit Providers for next fiscal year

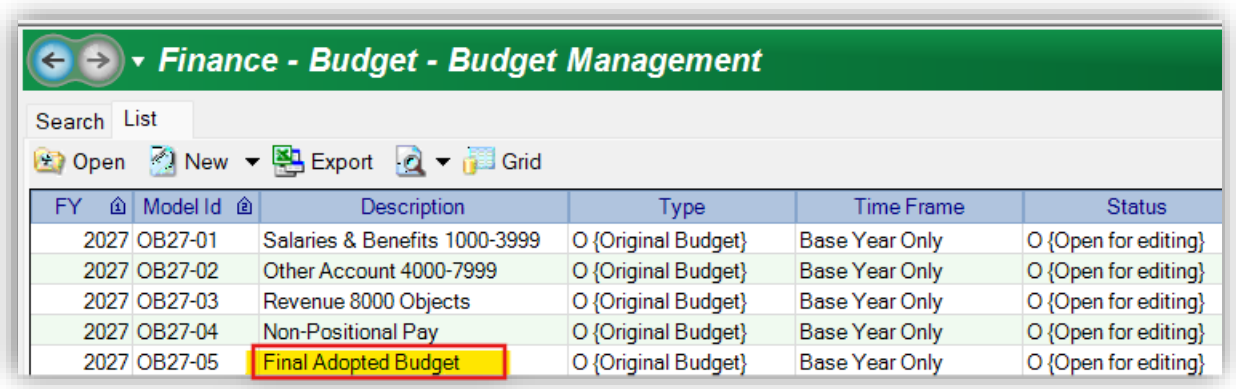
Combine Budget Models into Final Model

If you have built multiple budget models, merge Budget Models into one final Budget Model using Perform Change Type 06 {Copy from Another Model} for each separate model created.

- Go to Tasks
- Select Perform Change
- Enter in Comment (Required)
- Type: **06 {Copy from another Model}**
- Select the Model you are Copying
- Replace Budget Option: **0 {Do Not Replace} this will Add budget line items together**
- Click Go
- Click Yes to Continue
- Open Model
- Review History Tab to verify change completed



Example with Multiple Budget Models



FY	Model Id	Description	Type	Time Frame	Status
2027	OB27-01	Salaries & Benefits 1000-3999	O {Original Budget}	Base Year Only	O {Open for editing}
2027	OB27-02	Other Account 4000-7999	O {Original Budget}	Base Year Only	O {Open for editing}
2027	OB27-03	Revenue 8000 Objects	O {Original Budget}	Base Year Only	O {Open for editing}
2027	OB27-04	Non-Positional Pay	O {Original Budget}	Base Year Only	O {Open for editing}
2027	OB27-05	Final Adopted Budget	O {Original Budget}	Base Year Only	O {Open for editing}

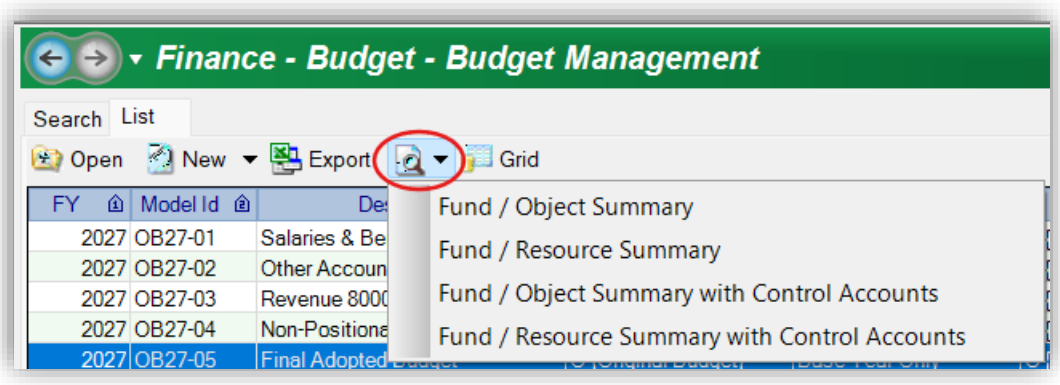
NOTE: Submit/Post Budget Model will be covered in the Next Fiscal Year Workshop on May 14, 2026

Review Budget Management Summary Snapshots

There are two snapshots for the model. Select the snapshot you want from the Preview Button.

Go to Finance – Budget – Budget Management

- Click on the Budget Model to highlight
- Click on the Preview Button



- ❖ Fund/Object Summary
- ❖ Fund/Resource Summary
- ❖ Fund/Object Summary with Control Accounts
- ❖ Fund/Resource Summary with Control Accounts

- **Fund/Object Summary** – This report includes summary information by Fund/Object for the model. For each Fund/Object combination, the report provides object totals and percentages for starting balance, revenues, expenditures and fund balance. An "unappropriated balance" is also provided for each fund.
    - An unappropriated balance is the sum of the starting balance and revenues minus expenditures and fund balance.
    - Unappropriated balances should be reviewed before posting your budget.

- **Fund/Resource Summary** – In a spreadsheet format, this report shows the starting balance, revenue, expenditure, budgeted reserves and fund balance, and an unappropriated balance for every fund/resource combination.

Both snapshots can be run with or without control accounts. (Control accounts contain 9000 object codes that are marked as a Control Object Codes on the Ledger tab in the Org record.)

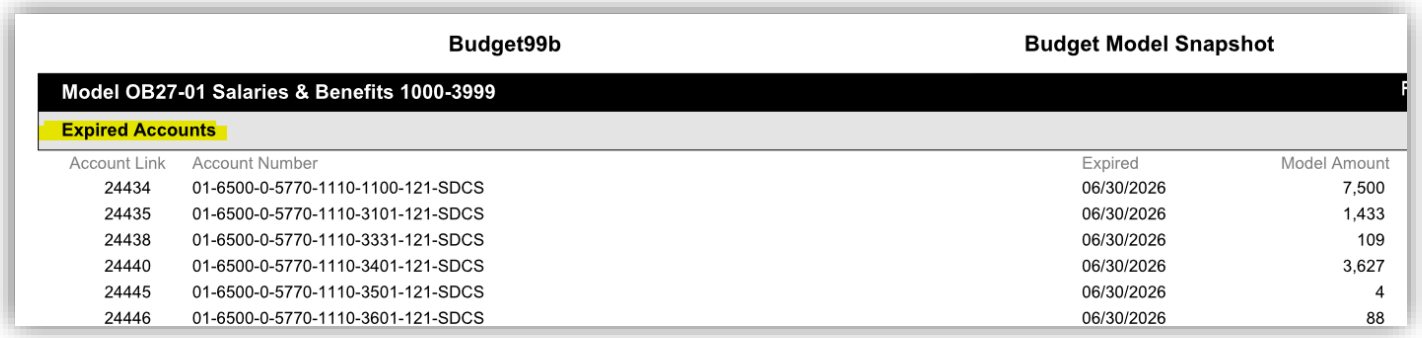
Example Budget Management Summary Snapshots

Expired Accounts:

If the model includes budget amounts greater than zero in expired accounts, an **Expired Accounts** section will appear at the end of the report listing all expired accounts.

The budget line items need to be reversed from the budget model or "Clear Expiration Date" in Chart of Accounts Setup before the model can be posted.

- Must be resolved before the model can be posted



Budget99b **Budget Model Snapshot**

Model OB27-01 Salaries & Benefits 1000-3999

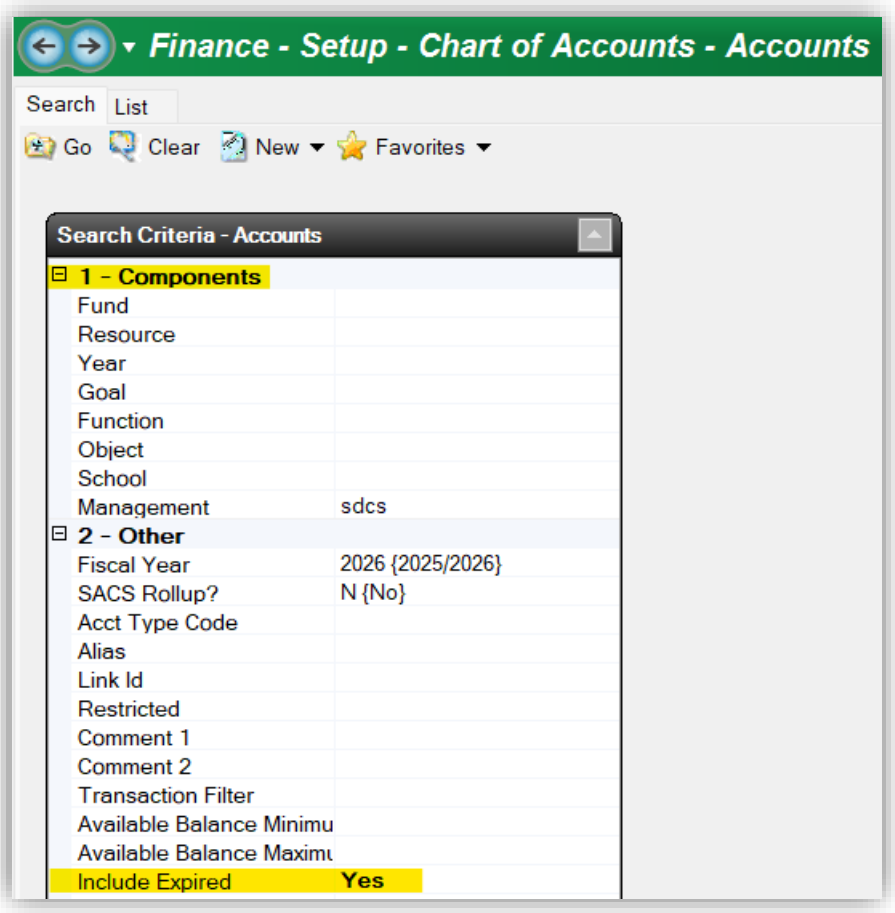
Expired Accounts

Account Link	Account Number	Expired	Model Amount
24434	01-6500-0-5770-1110-1100-121-SDCS	06/30/2026	7,500
24435	01-6500-0-5770-1110-3101-121-SDCS	06/30/2026	1,433
24438	01-6500-0-5770-1110-3331-121-SDCS	06/30/2026	109
24440	01-6500-0-5770-1110-3401-121-SDCS	06/30/2026	3,627
24445	01-6500-0-5770-1110-3501-121-SDCS	06/30/2026	4
24446	01-6500-0-5770-1110-3601-121-SDCS	06/30/2026	88

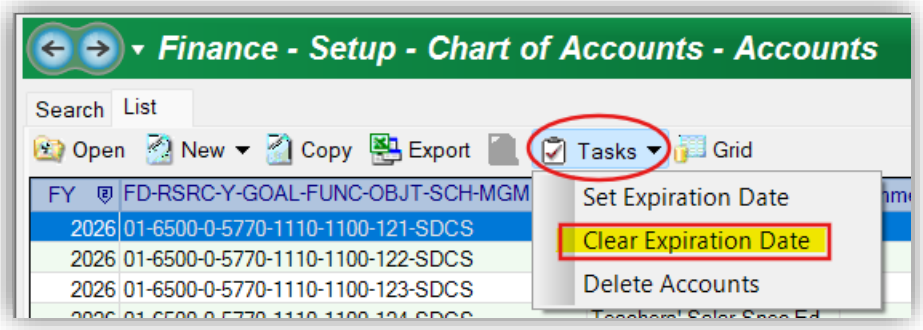
Clear Expiration Date

If it's determined that the budget should remain in the Budget Model in accounts that were previously expired, then the expiration date must be cleared in order to post the budget model.

Go to Finance – Setup – Chart of Accounts – Accounts



- Components: Use account filters
- Include Expired: Yes
- Click Go to get a list



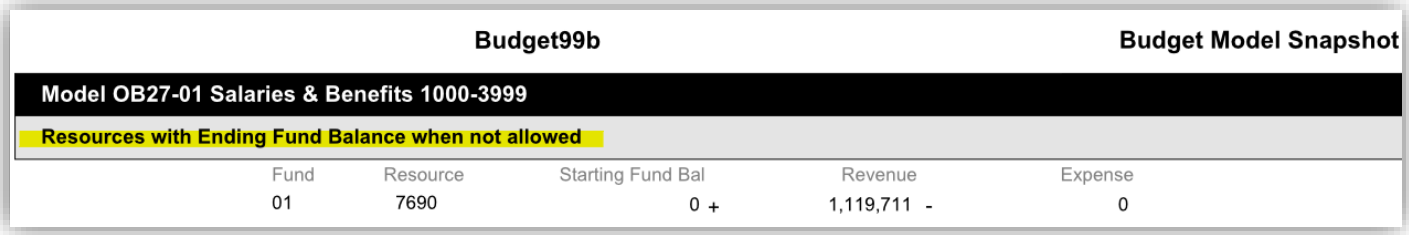
- Go to Tasks
- Clear Expiration Date
- Click Yes to continue

- Check the Budget Model Snapshot to verify the Expired Accounts are no longer on the report

Resources with Ending Fund Balances when not allowed:

If the model includes an account with a resource that is out of balance (beginning balance + expenditures are not equal to revenues and the Allow End Bal flag in the resource is set to No and the "Use End Fund Bal Flag in Budget" field in the Organization record is set to Yes), a *Resources with Ending Fund Balances* when not allowed section will appear at the end of the report listing the accounts with this flag that have an unappropriated balance that does not equal zero.

- Must be resolved before the model can be posted



Budget99b **Budget Model Snapshot**

Model OB27-01 Salaries & Benefits 1000-3999

Resources with Ending Fund Balance when not allowed

Fund	Resource	Starting Fund Bal		Revenue		Expense
01	7690	0	+	1,119,711	-	0

NOTE: Budget Entry for Starting Balance data to populate on the Budget Model Snapshot will be covered in the Next Fiscal Year Workshop on May 14, 2026

Reports for Review – Budget, Position Control, Fiscal

Go to Finance – Reports – Budget

Budget01 – Budget Comparison to Prior Yr, with difference
Budget02 – Budget History with 2 years
Budget102 – Budget History with 3 years
Budget03 – Budget Object Summary
Budget04 – Budget Detail by Account
Budget05 – Budget Salary Projections by Account
Budget06 – Budget Salary Projections by Employee
Budget07 – Budget Summary Analysis
Budget08 – Budget Salary Projections
Budget13 – Budget Component Summary
Budget52 – Vacancy Setup Validation

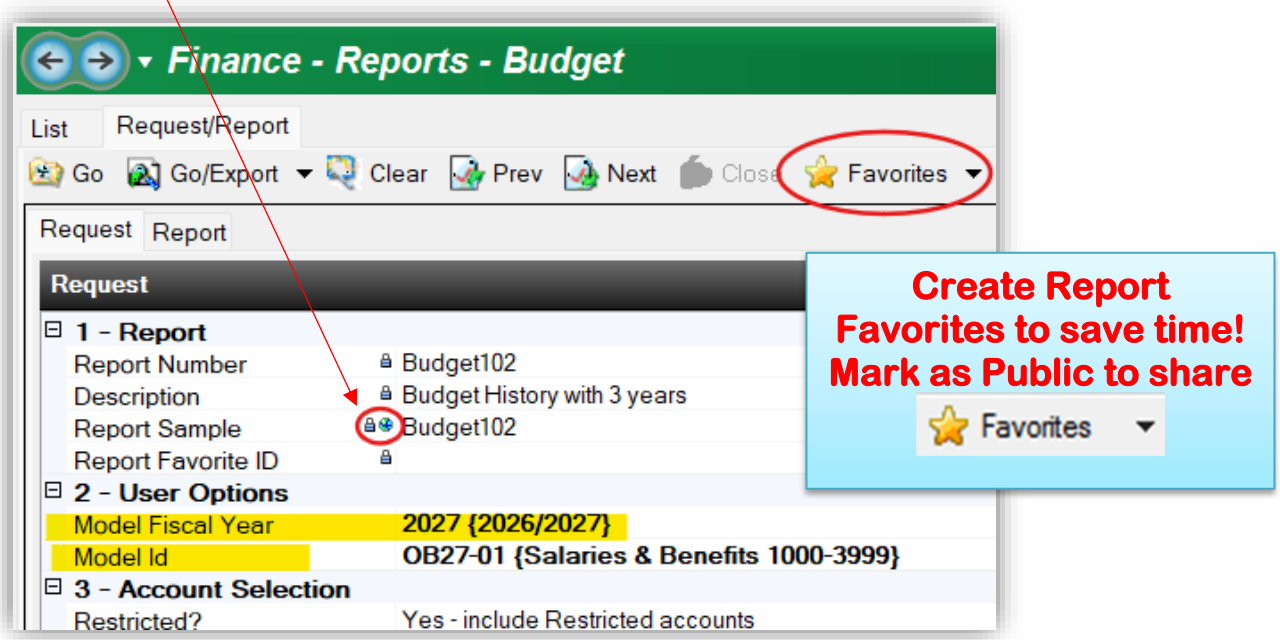
Go to HR/Payroll – Reports – Position Control

Pos02 – Position Staffing by Account
Pos03 – Position Assignments – Date Range
Pos20 – Position Costs by Account

Go to Finance – Reports – Fiscal

Fiscal04 – Comparative Account Summary by Object

Check out **Report Sample** link in every report to find out about the report, the purpose, report options, special considerations and view a report sample page.



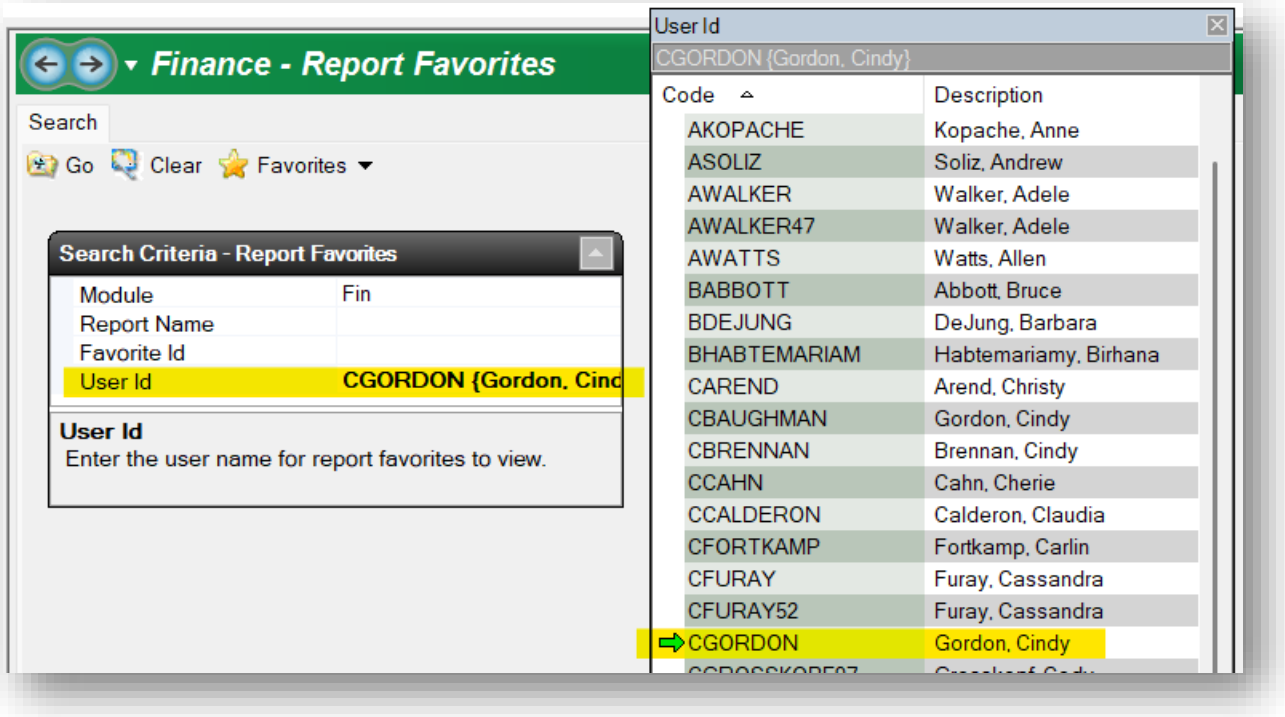
Public Report Favorites

Reports that are marked as Public will be shared with other users. You can view other user reports and make them your own favorites and update as needed.

Get Report Favorites from other users and save as your own

Go to Finance – Report Favorites

- Module will default to Fin, can change to HR if you have permissions
- User Id: Use drop down menu to select user
- Click go to review list of public reports for that user

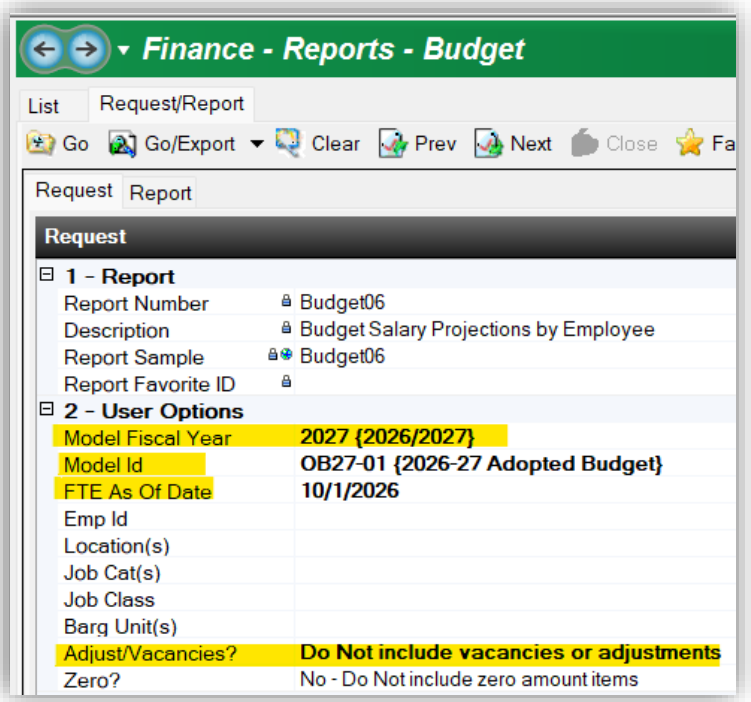




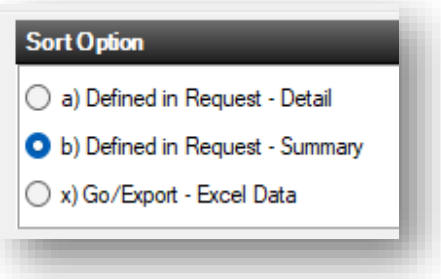
Balance Budget Model by Assignment FTE

Review the Budget Model FTE to verify that all Positions from Position Control have loaded. Run the **Budget06 Budget Salary Projections by Employee** compared to the **Pos03 Position Assignment Date Range.**

Go to Finance – Reports – Budget – Budget06 Salary Projections

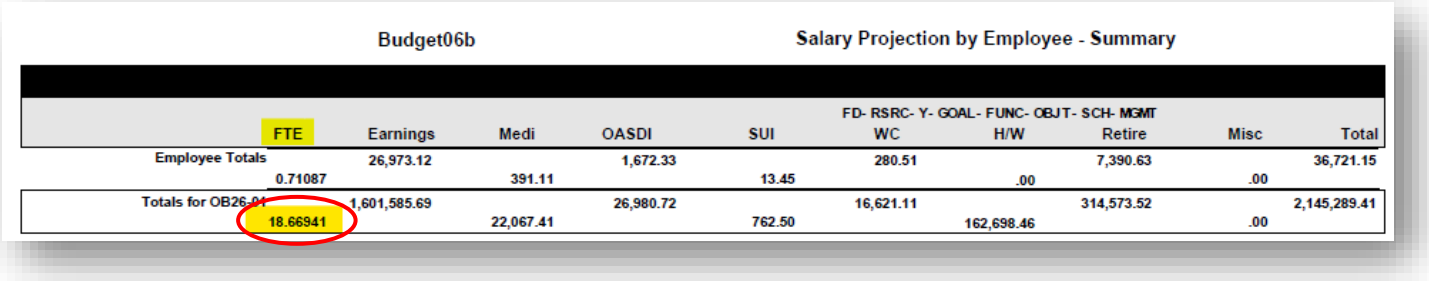


- **Model Fiscal Year**: 2027 {2026/2027}
- **Model Id:** OB27-XX
- **FTE As of Date: 10/1/2026**
  (Use this date to ensure that all calendars have started)
- **Adjust/Vacancies? Do Not Include Vacancies or adjustments**
- **Sort Option b)** – Summary
- **Click Go to generate report**



Example - Budget06 Salary Projection by Employee – Summary

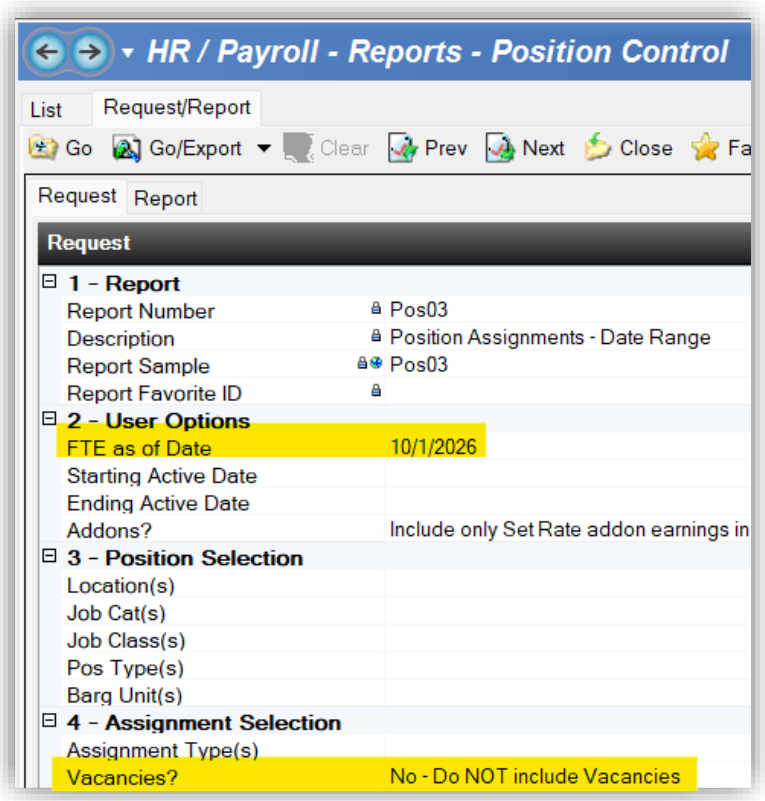
- Scroll to the last page to review the total FTE



- Now run the Pos03 Position Assignment Date Range to compare total FTE

Run the **Pos03 Position Assignment Date Range** to compare to Budget06.

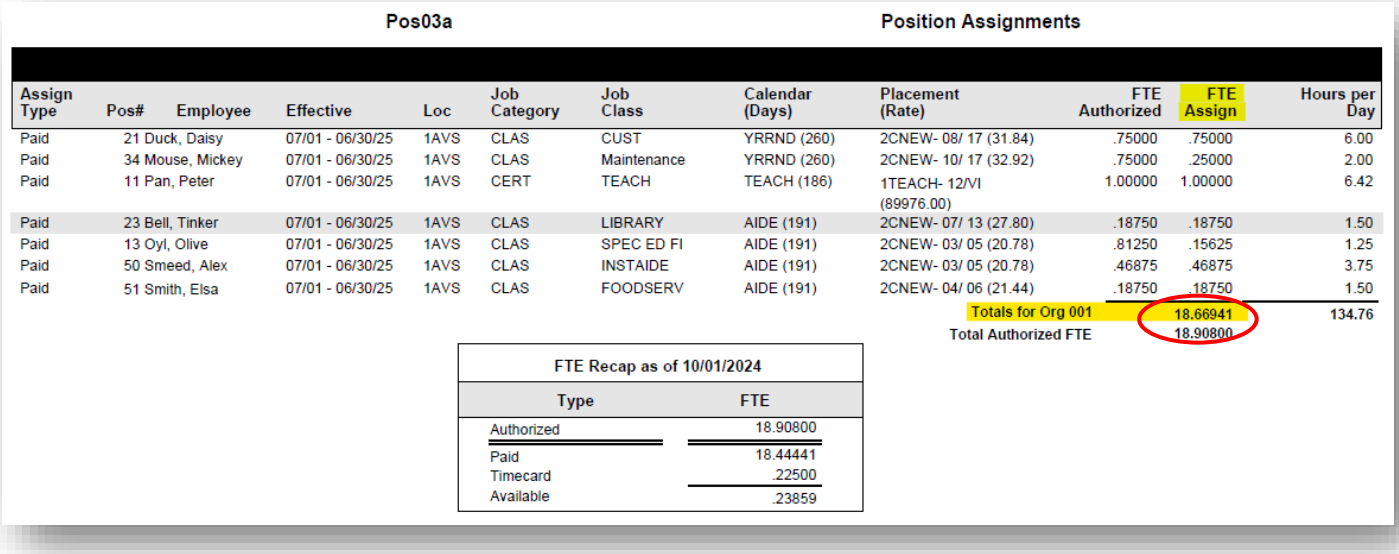
Go to HR/Payroll – Reports – Position Control – Pos03 Position Assignments



- **FTE As of Date: 10/1/2026** (Use this date to ensure that all calendars have started)
- **Vacancies? No - Do NOT Include Vacancies**

Example Pos03 – Positions Assignments

- Scroll to the last page to review the total FTE
- Compare total FTE to Budget06 Salary Projections



Pos03a **Position Assignments**

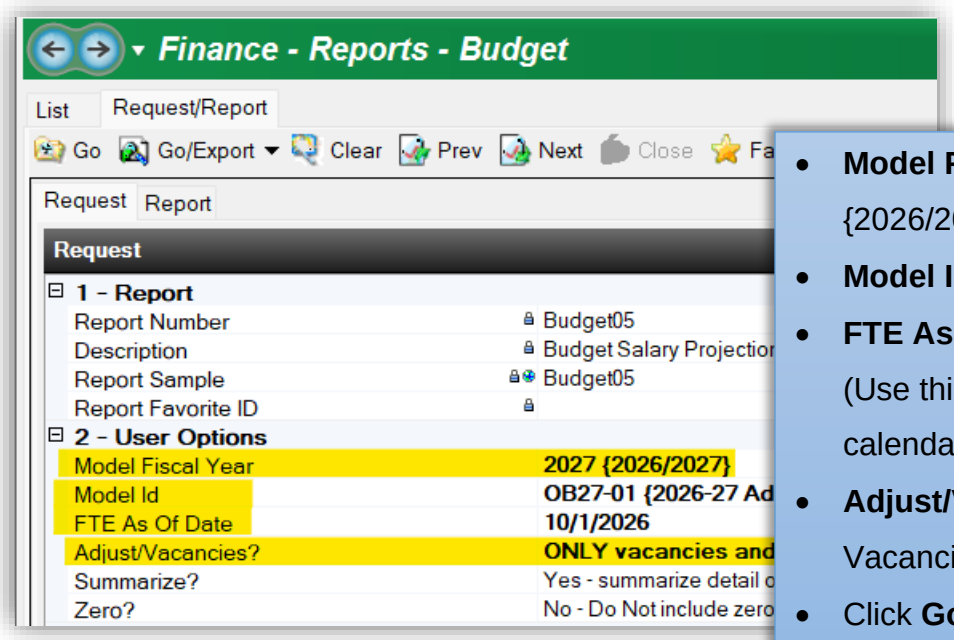
Assign Type	Pos#	Employee	Effective	Loc	Job Category	Job Class	Calendar (Days)	Placement (Rate)	FTE Authorized	FTE Assign	Hours per Day
Paid	21	Duck, Daisy	07/01 - 06/30/25	1AVS	CLAS	CUST	YRRND (260)	2CNEW- 08/ 17 (31.84)	.75000	.75000	6.00
Paid	34	Mouse, Mickey	07/01 - 06/30/25	1AVS	CLAS	Maintenance	YRRND (260)	2CNEW- 10/ 17 (32.92)	.75000	.25000	2.00
Paid	11	Pan, Peter	07/01 - 06/30/25	1AVS	CERT	TEACH	TEACH (186)	1TEACH- 12/VI (89976.00)	1.00000	1.00000	6.42
Paid	23	Bell, Tinker	07/01 - 06/30/25	1AVS	CLAS	LIBRARY	AIDE (191)	2CNEW- 07/ 13 (27.80)	.18750	.18750	1.50
Paid	13	Oyl, Olive	07/01 - 06/30/25	1AVS	CLAS	SPEC ED FI	AIDE (191)	2CNEW- 03/ 05 (20.78)	.81250	.15625	1.25
Paid	50	Smeed, Alex	07/01 - 06/30/25	1AVS	CLAS	INSTAIDE	AIDE (191)	2CNEW- 03/ 05 (20.78)	.46875	.46875	3.75
Paid	51	Smith, Elsa	07/01 - 06/30/25	1AVS	CLAS	FOODSERV	AIDE (191)	2CNEW- 04/ 06 (21.44)	.18750	.18750	1.50
								Totals for Org 001		18.66941	134.76
								Total Authorized FTE		18.90800	

FTE Recap as of 10/01/2024	
Type	FTE
Authorized	18.90800
Paid	18.44441
Timecard	.22500
Available	.23859

Balance Vacancies by FTE

Running the Budget 05 and the Pos02 reports will allow Districts to see Vacancies in Position Control as compared to Vacancies in the Budget Model based on available FTE.

Go to Finance – Reports – Budget – Budget05 Salary Projections by Accounts



- **Model Fiscal Year**: 2027 {2026/2027}
- **Model Id:** OB27-XX
- **FTE As of Date: 10/1/2026** (Use this date to ensure that all calendars have started)
- **Adjust/Vacancies?** ONLY Vacancies
- Click **Go** to generate report

Example Budget05 Salary Projection by Employee – Summary

- Scroll to the last page to review the total FTE

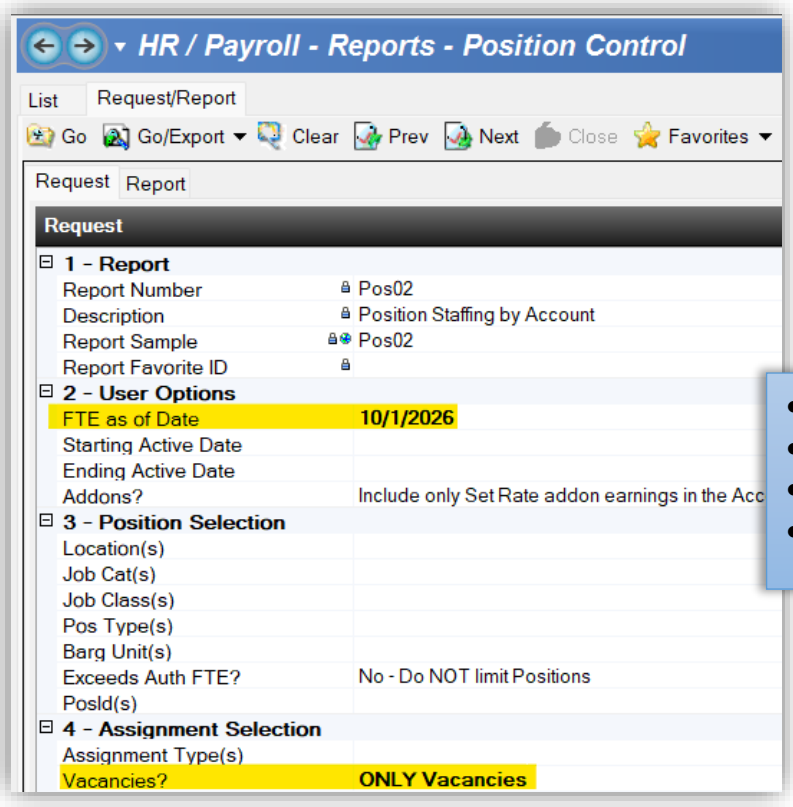
Budget05a **Salary Projection by Account**

Employee	FTE	Earnings	Medi	OASDI	SUI	WC	H/W	STRS & STRSC	PERS & PERSC	Misc	Total
01-0000-0-0000-3600-2200-000-7230, Classified Supp,Pupil Transport,Undistributed,Transportation											
(19) Vacancy - Bus Driver (A	0.21875	9,422.51	136.64	584.19	4.70	97.99	9,846.96	.00	2,581.76	.00	22,674.75
01-0000-0-0000-8100-2200-600-7200, Classified Supp,Plant Maintenan,Undistributed,Maint/Grounds											
(34) Vacancy - Maintenance/	0.06250	3,463.20	50.22	214.71	1.74	36.04	9,846.96	.00	948.88	.00	14,561.75
01-0000-0-1110-1000-1100-600-0100, Teachers' Salar,Instruction,Regular Educati,Elementary Educ											
(9) Vacancy - Teacher (AVS)	1.00000	84,018.06	1,218.30	.00	42.02	873.79	9,840.00	16,047.45	.00	.00	112,039.62
01-0000-0-1110-1000-2100-600-0100, Instructional A,Instruction,Regular Educati,Elementary Educ											
(56) Vacancy - Instructional A	0.50000	14,317.36	207.61	887.69	7.16	148.88	.00	.00	3,922.95	.00	19,491.65
01-0000-0-1110-3110-2911-000-6100, Counseling,Guidance & Coun,Regular Educati,Pupil Services											
(48) Vacancy - Specialist Ser	0.10000	7,488.00	108.56	464.26	3.74	77.86	.00	.00	2,051.71	.00	10,194.13
01-0199-0-1110-1000-2100-600-0100, Instructional A,Instruction,Regular Educati,Elementary Educ											
(50) Vacancy - Instructional A	0.08575	2,455.43	35.59	152.23	1.21	25.53	.00	.00	672.78	.00	3,342.77
01-6500-0-5770-1120-2100-000-0000, Instructional A,Spec Ed-resourc,Spec Ed - K-12,Undefined											
(13) Vacancy - Full Inclusion	0.11800	3,378.89	48.98	209.50	1.69	35.14	.00	.00	.00	.00	3,674.20
13-5310-0-0000-3700-2900-000-0000, Othr Classified,Food Services,Undistributed,Undefined											
(51) Vacancy - Food Service	0.08538	2,390.05	34.65	148.18	1.21	24.83	.00	.00	.00	.00	2,598.92
Totals for OB26-01	**2.17038**	**126,933.50**	**1,840.55**	**2,660.76**	**63.47**	**1,320.06**	**29,533.92**	**16,047.45**	**10,178.08**	**.00**	**188,577.79**

- Now run the Pos02 to compare total FTE

Run the **Pos02 Staffing Report by Account** to compare vacancy FTE to Budget05.

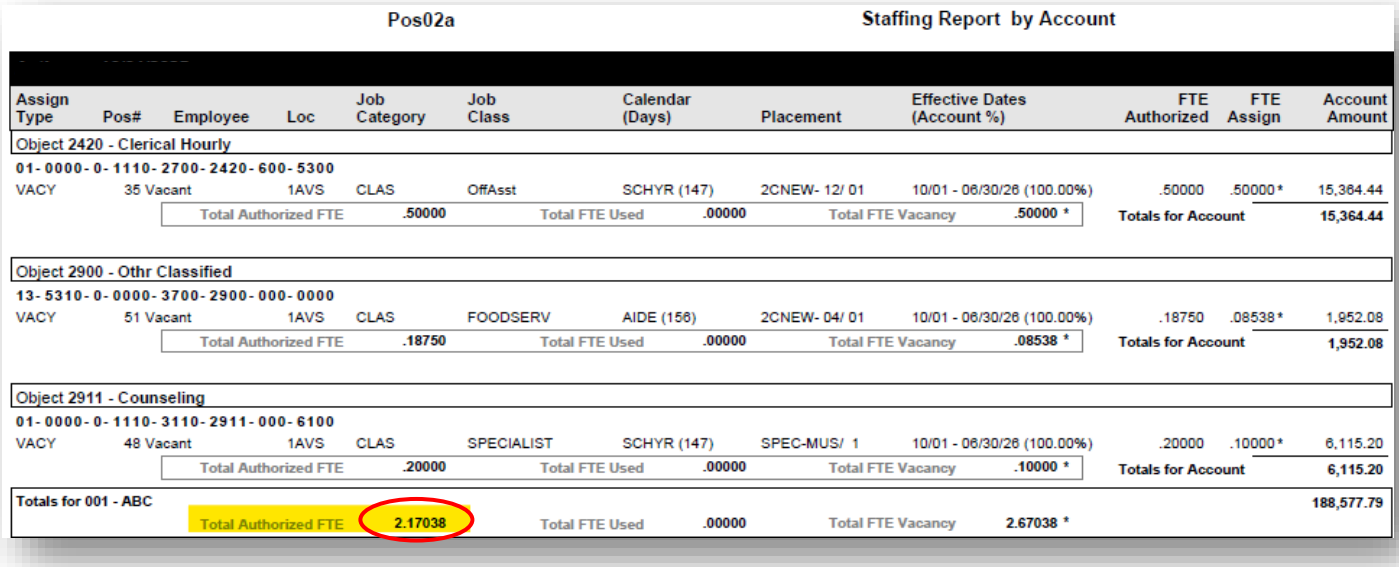
Go to HR/Payroll – Reports – Position Control – Pos02 Staffing Report by Account



- **FTE as of Date:** 10/1/2026
- **Vacancies?** ONLY Vacancies
- Click to Go Generate report
- Review Total FTE Vacancy

Example Pos02 – Staffing Report by Account

- Scroll to the last page to review the total FTE
- Compare total FTE to Budget05 Salary Projections by Account

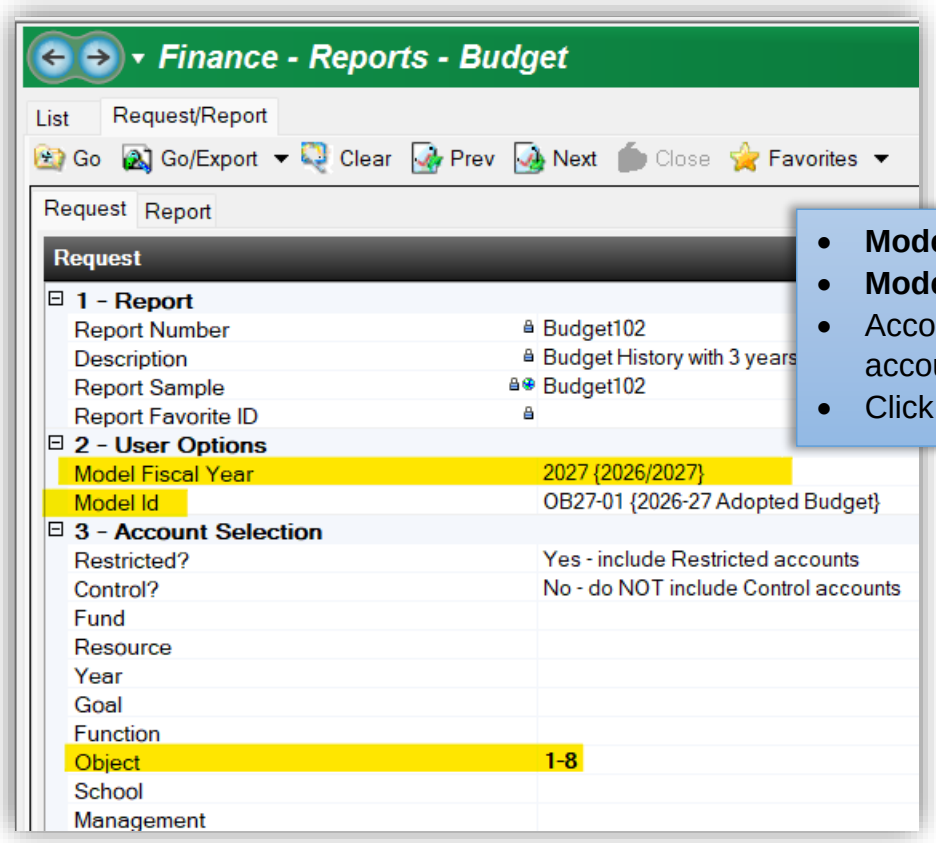


Pos02a — Staffing Report by Account

Assign Type	Pos#	Employee	Loc	Job Category	Job Class	Calendar (Days)	Placement	Effective Dates (Account %)	FTE Authorized	FTE Assign	Account Amount
Object 2420 - Clerical Hourly											
01-0000-0-1110-2700-2420-600-5300											
VACY	35	Vacant	1AVS	CLAS	OffAsst	SCHYR (147)	2CNEW-12/01	10/01 - 06/30/26 (100.00%)	.50000	.50000 *	15,364.44
		Total Authorized FTE .50000			Total FTE Used .00000			Total FTE Vacancy .50000 *		Totals for Account	15,364.44
Object 2900 - Othr Classified											
13-5310-0-0000-3700-2900-000-0000											
VACY	51	Vacant	1AVS	CLAS	FOODSERV	AIDE (156)	2CNEW-04/01	10/01 - 06/30/26 (100.00%)	.18750	.08538 *	1,952.08
		Total Authorized FTE .18750			Total FTE Used .00000			Total FTE Vacancy .08538 *		Totals for Account	1,952.08
Object 2911 - Counseling											
01-0000-0-1110-3110-2911-000-6100											
VACY	48	Vacant	1AVS	CLAS	SPECIALIST	SCHYR (147)	SPEC-MUS/1	10/01 - 06/30/26 (100.00%)	.20000	.10000 *	6,115.20
		Total Authorized FTE .20000			Total FTE Used .00000			Total FTE Vacancy .10000 *		Totals for Account	6,115.20
Totals for 001 - ABC											188,577.79
		Total Authorized FTE 2.17038			Total FTE Used .00000			Total FTE Vacancy 2.67038 *			

Budget102 History with 3 Years

This report prints the actual account balance from the prior fiscal years, the original and revised budget account balances for the current fiscal year, as well as the current fiscal year actual account balance and the budget model's amounts.



- **Model Fiscal Year:** 2027
- **Model Id:** OB27-XX
- Account Selection: Filter by accounts to customize report
- Click Go to generate the report

Example Budget 102 Budget History

The column for the 2026/27 Model has the model amount or a line if there is no amount. The line can be used to indicate what the amount should be in order to update in Budget Entry.

Budget102a — **Budget History**

Model OB27-01 2026-27 Adopted Budget

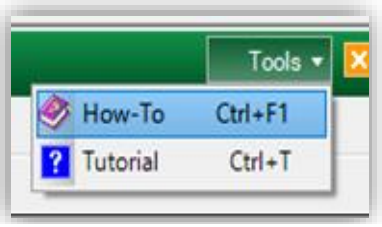
FD-RSRC-Y-GOAL-FUNC-OBJT-SCH-MGMT	Description	2023/24 Actual	2024/25 Actual	2025/26 Revised Budget	2025/26 Actual	2026/27 Model
Fund **01 - General Fund**						
Expense						
01-0000-0-1110-1000-1100-121-0000	Teachers' Salar,Instructi	1,345,960	1,385,479	1,171,489	746,948	1,167,308
01-0000-0-1110-1000-1100-122-0000	Teachers' Salar,Instructi	479,317	510,618	892,085	564,541	909,983
01-0000-0-1110-1000-1100-123-0000	Teachers' Salar,Instructi	1,303,193	1,602,234	1,272,704	809,903	1,233,859
01-0000-0-1110-1000-1100-124-0000	Teachers' Salar,Instructi	1,248,959	1,556,757	1,271,153	809,206	1,104,768
01-0000-0-1110-1000-1100-690-0000	Teachers' Salar,Instructi		6,525	150,147-		*
01-0000-0-1110-1000-1100-690-EPA1	Teachers' Salar,Instructi	294,482-	309,182-	318,012-		*

Helpful Frontline ERP Documentation & Tools

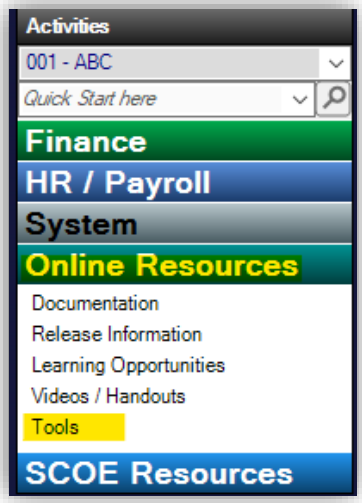
Use Tools in any screen in Frontline ERP (Top Right Corner)

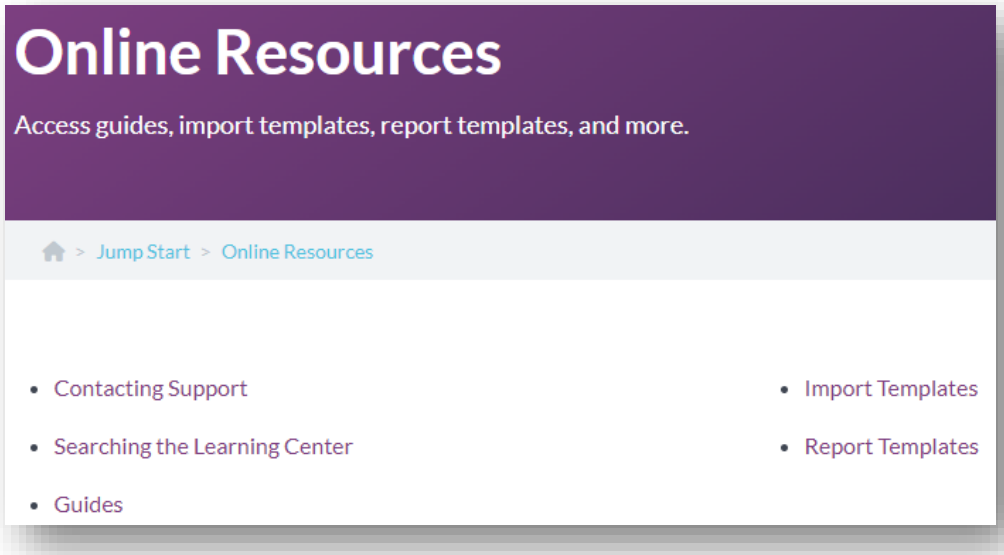
How-To: Web base documentation search

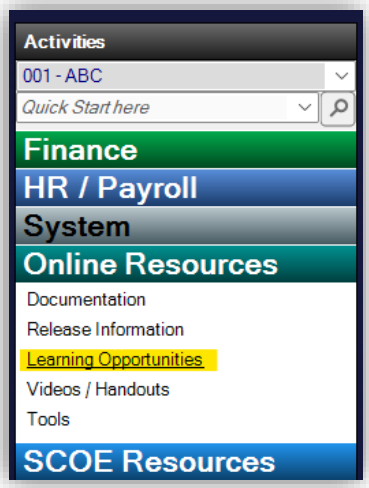
Tutorials: Short Videos

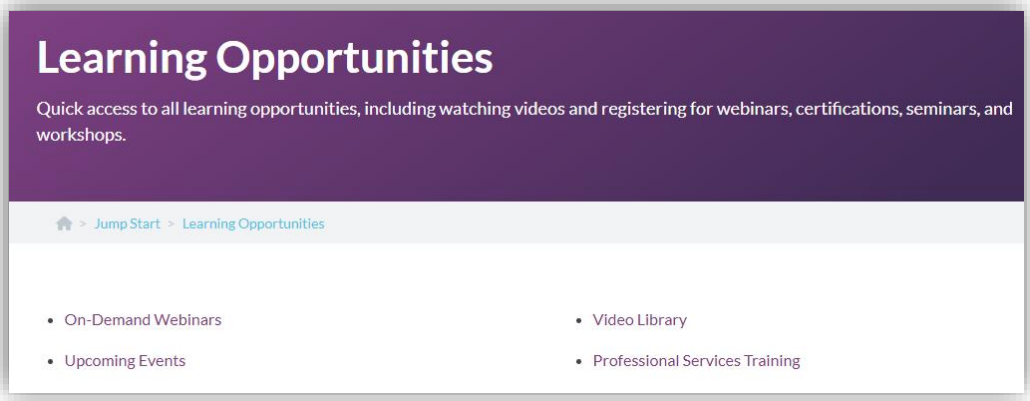


Go to Activity Tree – Online Resources









Frontline ERP questions, send email to helpdesk@scoe.org