Position Control to Budget Checklist

1) Open FY12 — IT after District request
2) Roll Accounts forward (from within new FY) — IT after District request
    a. Clean up accounts prior to roll
        i. Do NOT expire accounts during a year that has activity
        ii. Can be expired for the end of the year with last activity
    b. Can roll accounts multiple times
        i. Does NOT delete, just adds accounts
3) Review Calendars
    a. Copy current
    b. Change to new FY
    c. Adjust weekends
    d. Copy option column (FY12 calendar for FY13 copying purposes)
        i. 0 = stays the same date and day of the week
        ii. 1 = moves date to same day of the week
            1. Example: Labor day would automatically stay on the Monday instead of moving forward to the Tuesday
    e. Total Leave Months
    f. Contract Days
    g. Pay Calc Opt
4) Salary Schedules
    a. Budget Column (if blank, Escape will use actuals)
    b. Task functions
        i. Copy Actuals to Budget
        ii. Mass Change
5) Edit Positions
    a. End
    b. Create
        i. Timecard positions for Supplemental pay (coaching, etc.)
        ii. Timecard employee will budget a full year of benefits
    c. Increase/Decrease FTE
    d. Account Code changes
6) Pay Schedules
    a. Already setup by IT for all districts
7) Pay Cycles
    a. Set up by IT with request from District
    b. Reviewed by Districts, changed by IT
        i. Adjust Benefits flag
            1. Base Deductions inc arrears/advance prds
                a. Deductions based on employee's pay periods; contributions based on earnings periods.

2. Base Deductions on monthly earnings prds
    a. Never adjust the amount in the provider record
3. Standard Deductions
    a. Always charge deductions and contributions during earnings periods, will not process in arrears periods

8) Roll Forward Assignments (from within current FY)
9) Initiate Pay for new FY
10) Create Budget
    a. Create Model
    b. Load Salary Records
    c. Load HR Records
    d. Recompute Contributions
        i. To calc manual changes if manual changes were made
        ii. Have to do all contributions, not just one contribution object code
    e. Load contributions from setup
        i. To undo manual contribution changes
    f. Load vacancies
    g. Recompute Salaries
        i. Never changes or recomputes manually entered budget items

NOTES:

- Perform Change
    - Replace Budget
        - Yes or No
- Rollback Change
    - History Tab
    - Open Change
    - Task
    - Rollback
- Check changes along the way to make sure it did what you expected it to do before moving on to the next change
- Model must be closed in Budget Management in order to open and edit in Budget Entry
- Can import and/or export budget entry data
    - Excel spreadsheet must contain TOTAL amounts for each account, not just the change amount. Escape will do the math for you.
- Can add manual lines in budget entry for subs (supplemental) or benefits