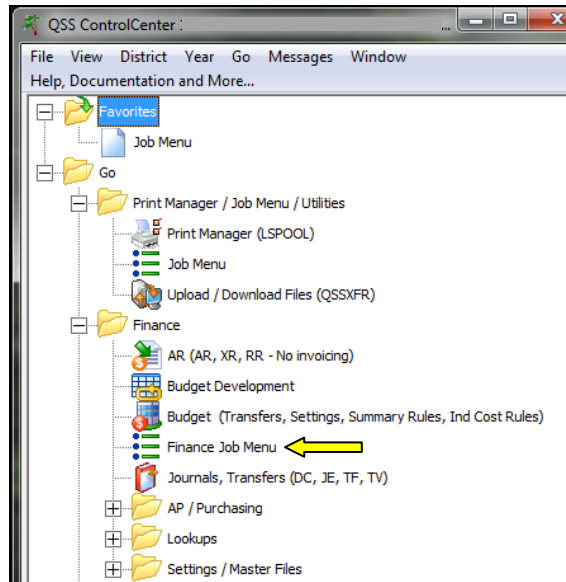# QCC BUDGET DEVELOPMENT 101

Opening Models

The QCC Budget Development module contains 100 budget models in each fiscal year that can be utilized to construct your budget. Work is performed in Open budget models. Locking a budget model secures that model from accidental changes being made. Models that are no longer useful can be Closed. Budget Development is a branch within the Finance module. Budget Development models are used to create budget scenarios without actually changing data in the financial system. For July 1, two models will be created – a budget model and an estimated actuals model.


All work within the Budget Development module is done within a model. Opening a budget model is therefore the first step in building a budget. To open a model, click on the Models tab. Use the drop-down list to select the year you will be working in. Click the "change" icon 🔼. Select the specific model that you wish to work with by clicking on it in the grid displayed on the screen. Use the drop-down list to change the Status of the selected model to Open. Type directly on the grid to change the Description of the chosen model. Then click the save icon 💾.
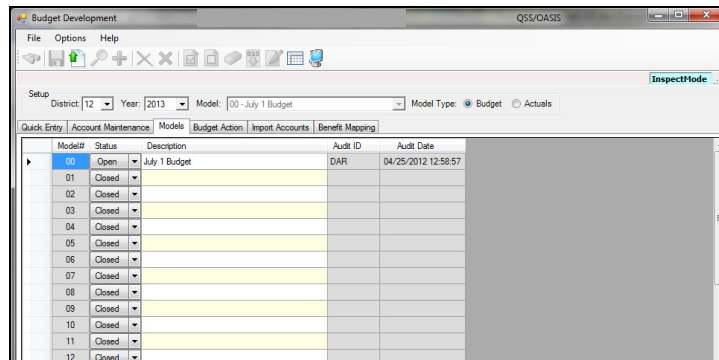
Adding Budget Data into the Model

At this point, there are no accounts or amounts in your model. The account codes and budget amounts can either be entered manually or can be moved in from other sources such as the working budget, revised budget, approved budget, or from another budget development model. The current year working budget is a logical source of information to roll into your model as a starting point for your next year's budget. From the **Job Menu**, select **Transfer Selected Budgets to Budget Development** under **Budget Development Processes** and **Budget Reports/Processes** on the **Finance Reports/Processes Menu**.
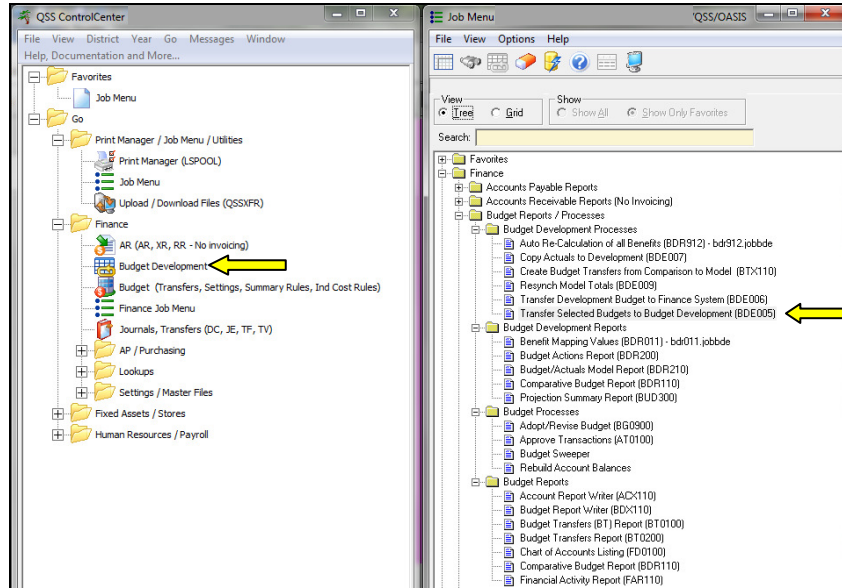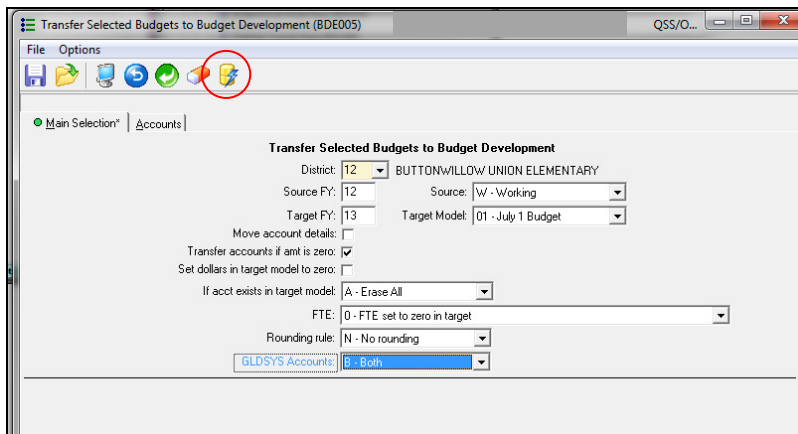

Enter your source fiscal year, then use the drop-down list to select the source of the data to be transferred to the target year and model. Enter the target fiscal year, then use the drop-down list to select the target budget development model.

- Move account details: check the box to copy budget detail lines to the target budget model, clear the check box to copy only total budget for each account.
- Transfer accounts if amt is zero: check the box to transfer accounts with zero dollars in budget to the target budget model, clear the check box to exclude accounts with zero dollars in budget.
- Set dollars in target model to zero: check the box to zero out the budget amount for each account in the target model (transfers accounts only), clear the check box to copy the dollar amounts from the source into the target budget model.
- If acct exists in target model: **A-Erase** to erase all budgets from the target budget model; **N-No erase** to leave all existing budget accounts in the model; **S-erase selected** to erase accounts that match those you are transferring in.
- FTE: **0 - FTE set to zero in target** to zero out the FTE for every account in the target budget; **1 - Preserve FTE of target** to set the FTE to zero for any new accounts transferred in; **2 - Erase target FTE** to copy the FTE from the source; **3 - Preserve FTE in target** to leave the FTE for accounts in the target budget model unchanged.
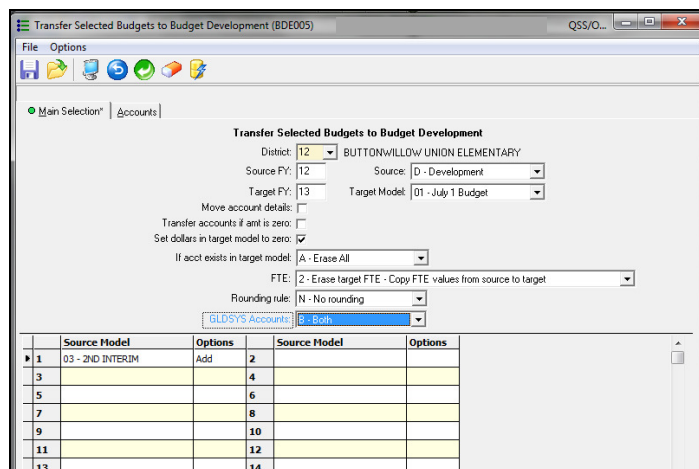
- Rounding rule: **N - No rounding** to retain the cents for each amount transferred; **D - Nearest dollar** to round up or down; **U - Up to next dollar**; **T - Truncate** to drop any cents.
- GLDSYS: **O - Open** for only accounts that are open; **C - Closed** for only accounts that are closed; **B - Both** for both open and closed accounts.

On the accounts tab, enter the accounts you want to transfer, or leave blank to transfer all.
Click the submit job icon [icon].

If the source budget is another budget development model, you will need to complete the bottom half of the data form and use the drop-down list to choose the source model, and use the drop-down list under options to choose "add."

Run a comparative budget report to verify that the accounts and amounts transferred correctly.
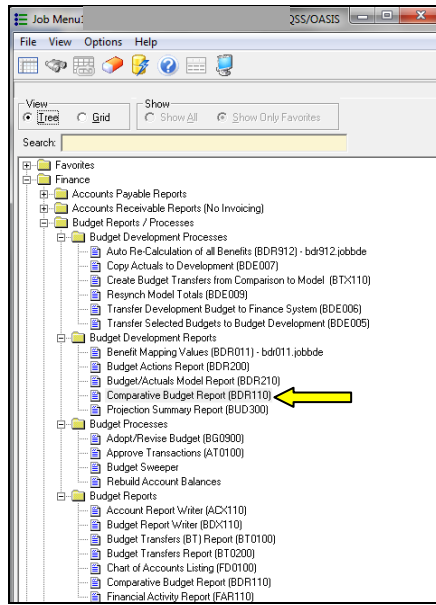
Choose your report options from the Main tab.

Report Title: optional title that prints on every page of the report.

Detail line format: The level of detail desired on the report.

Account Status: Open accounts; Closed Accounts; Both open and closed.

Restricted Fields: RE-Resource identifies an account as unrestricted or restricted.

In the column fields, specify what information you want on your report.

Title1 and Title2: The titles printed over each column.

Year: The fiscal year reported.

Source: The source for the information reported in the column: working, development, revised, approved, general ledger, or calculate.
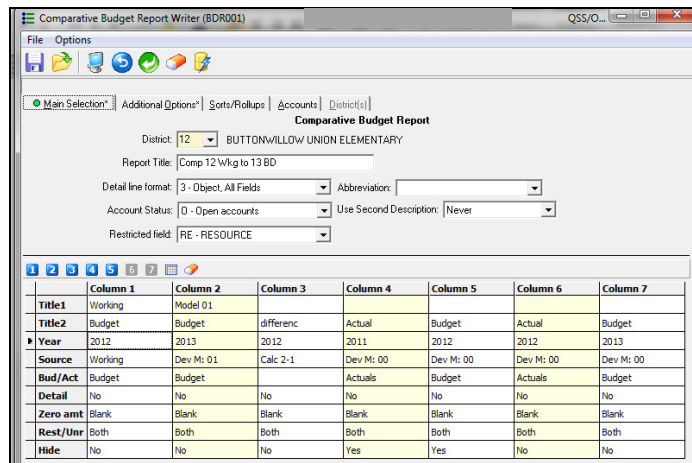
Bud/Act: Use budget for budget sources, use actual for general ledger sources.

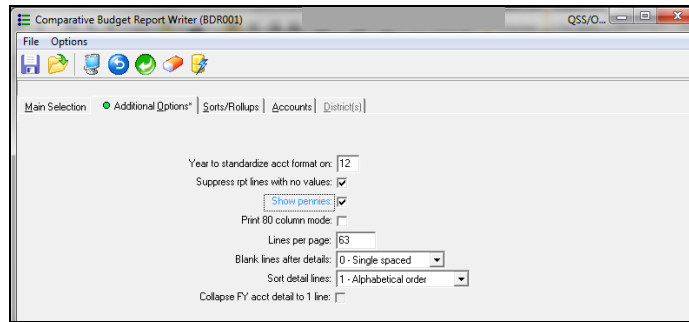Detail: Whether the column displays budget detail lines.

Zero amt: The format for displaying zero dollar amounts.

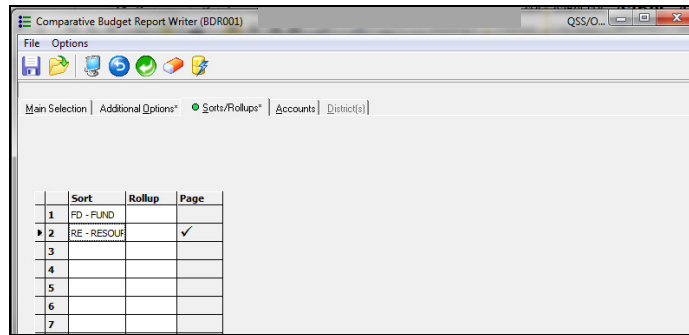Rest/Unr: The funding sources reported: Restricted, Unrestricted, or Both.

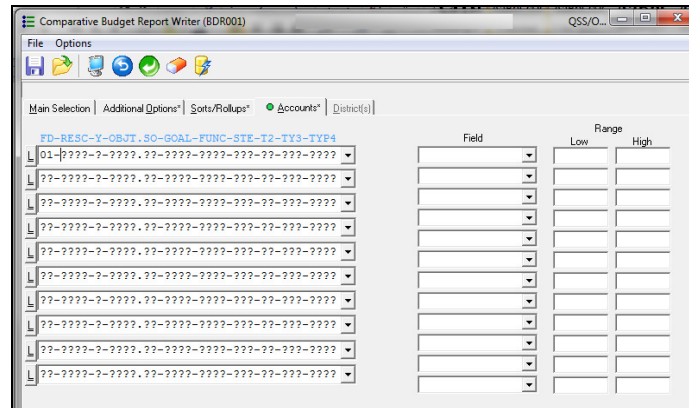Hide: Whether to display the column in the report.

Additional options tab: Set-up options, such as number of lines per page, report format, and whether to show pennies.

Sorts/Rollups tab: Select the account fields for sorting the report, page breaks, and rollups.

Accounts Tab: Select the accounts to include on the report by account masks and field ranges.


Making Changes to the Model

Now that all the account codes have been entered into the models, you may need to make adjustments to accounts and amounts for the budget year.

On the main screen, choose **Budget Development.** In the setup area, make sure you have selected the correct year and model. The Quick Entry tab allows you to change the budget amounts for accounts in a budget model. After you click the tab label, the Filter subtab allows

you to select budget accounts by up to 10 account masks and up to 12 field ranges. In the example, Fund 01 and Resource 3010 are selected. Click the search icon 🔍 . The Entry subtab displays the accounts that match the search criteria.
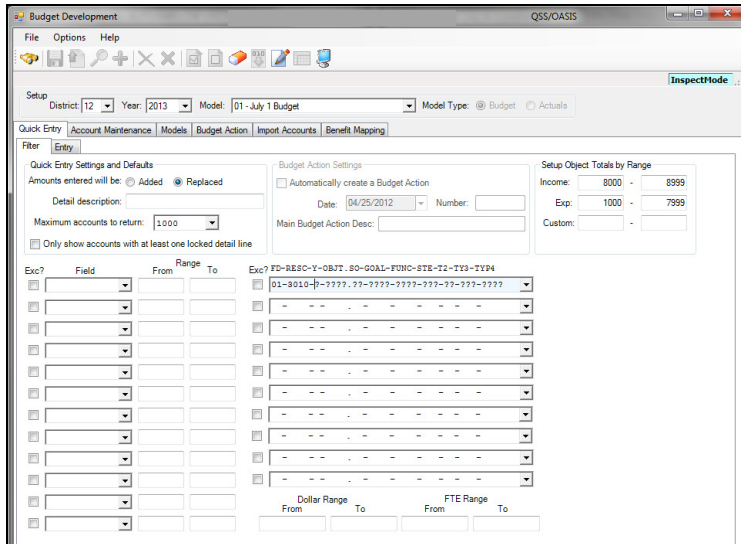

To make changes to existing budget amounts, click the change icon, select the account you wish to change, type the new amount in the amount column, click the replace amount box to replace the existing budget amount with the amount entered, or clear the check box to add a positive amount to the budget or subtract a negative amount from the budget, tab or enter to change amount. After you have made all necessary changes, click the save icon.
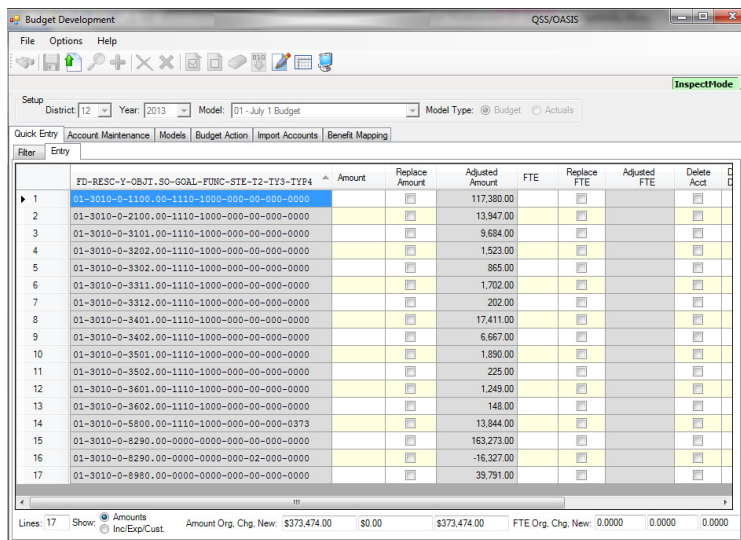

Account Maintenance Tab

Type an account string in the **Account** field; click the search icon; click the change icon; enter an amount in the grid; click the replace amount box to replace the existing budget amount with the amount entered, or clear the check box to add a positive amount to the budget or subtract a

negative amount from the budget; enter or tab; click the save icon. Enter a detail line description if wanted.
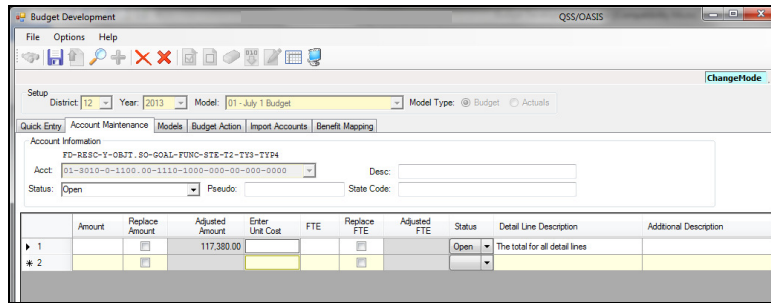
Once you are satisfied with your models, you will need to transfer the information to the SACS software.

From the **Job Menu**, select **SACS Budget Export** under **SACS** on the **General Ledger Reports/Processes** menu.
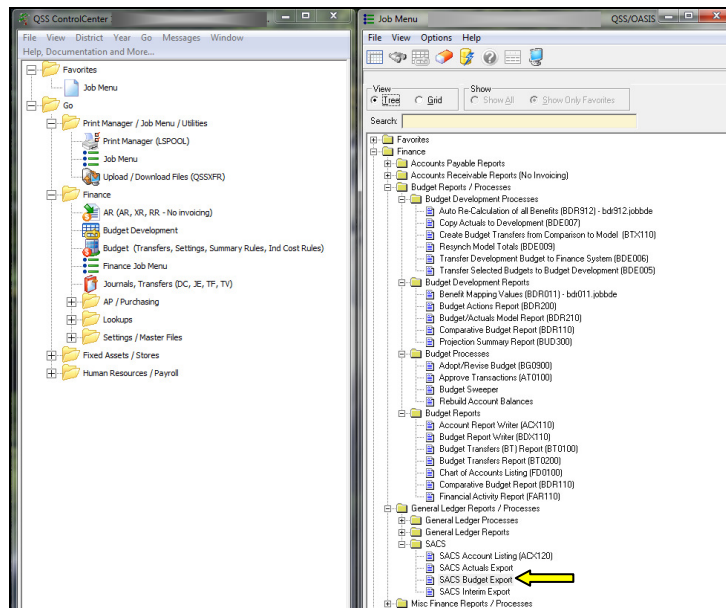
Complete the fields on the screen as follows:
User Title: any title you choose
Budget FY: enter the two-digit year (example 13 for 2012-13)
Export File: 201DD – where DD is the district number, in the example, Buttonwillow is 12.
LEA ID: the county and district numbers are pre-entered, enter 0000000in the third field
Budget Process: choose S1 for single, D1 for dual July 1, or D2 for dual Sept 8.
Budget Source: using the drop-down menu, choose
   Budget Source GL: W-working, R-revised, A-approved, or B-budget development
         If Budget Development is chosen, enter source year and model number
   Beg. Fund Bal. Source GL: G-General Ledger (year and model not needed)
      End. Fund Bal. Source GL: G-General Ledger (year and model not needed)

Estimated Actuals Source: using drop-down, choose
        Source GL: W-working, R-revised, A-approved, B-budget development, G-gen. ledger
        Beg. Fund Bal. Source GL: G-General Ledger (year and model not needed)
        End. Fund Bal. Source GL: G-General Ledger (year and model not needed)
        From and To Date: Current Year
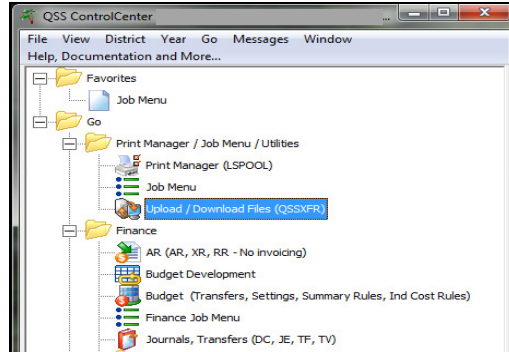Beg. Fund Balance: and End. Fund Balance: pre-filled
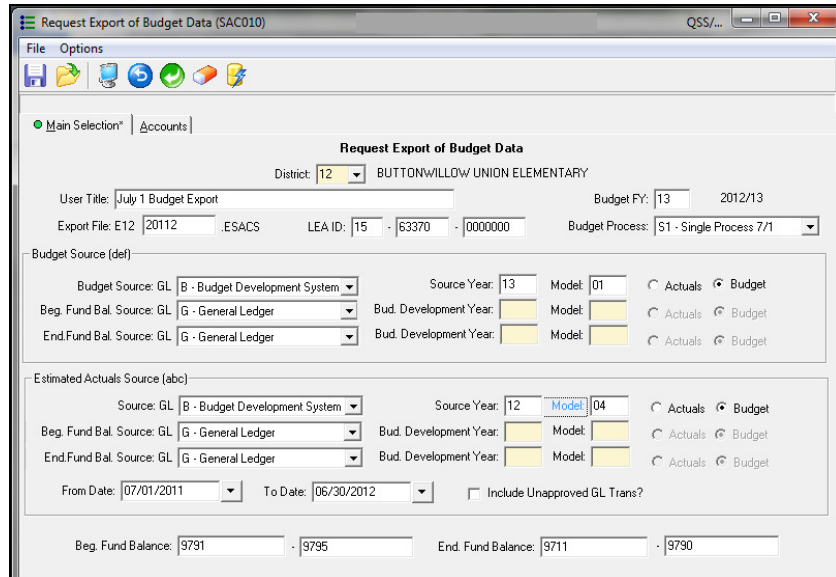
On the **Accounts** tab, choose the funds to be transferred, usually 01 – 76. Then click the "Submit Job" icon.
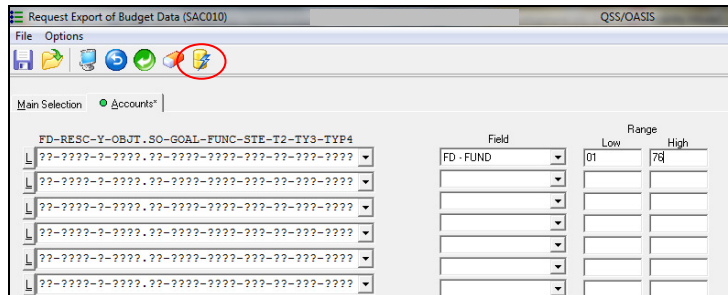
Check print manager to see that job has processed.
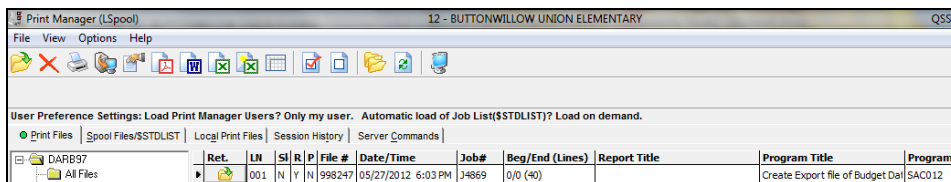
On the **Main Menu**, select **Upload/Download Files**, under **Print Manager/Job Menu/Utilities.**
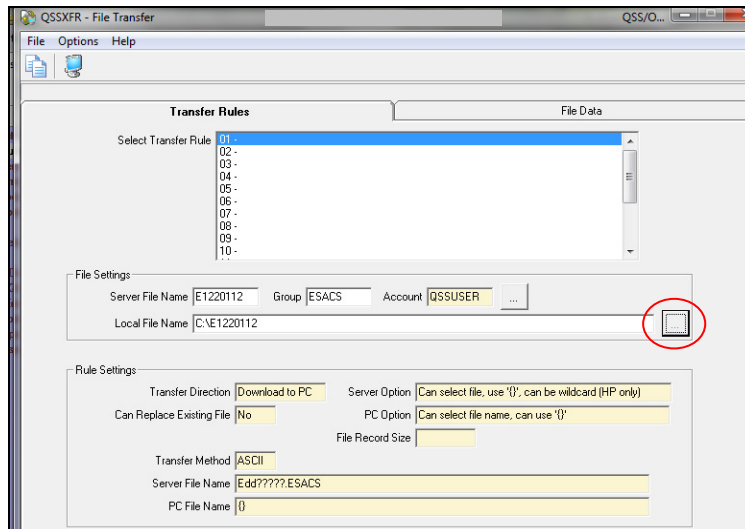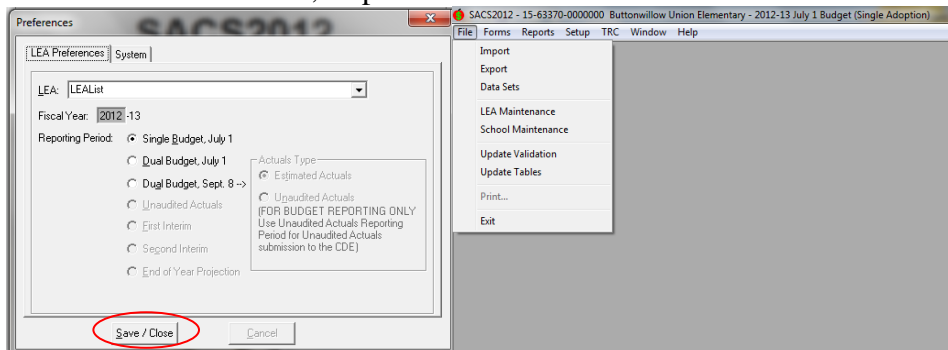

Select Transfer Rule: 01
Server File Name: Edd201dd – where dd is district number.
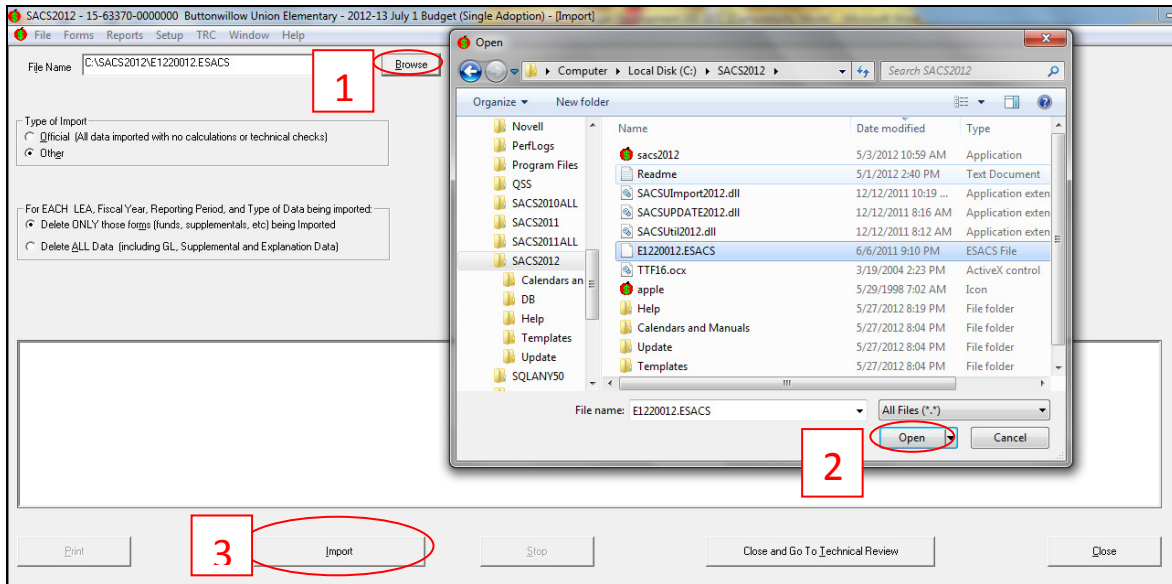Click on the "browse" icon ▯ to choose where the downloaded file will be saved.
The Rule Settings are pre-filled and do not need to be changed.

Open SACS, select district from the drop-down list, and select reporting period, then click
Save/Close. Select File, Import.

Click "Browse" to search for the location of the SACS download file. Select file, click "Open."
then click "Import."

After the import, run the "Technical Review." This report will alert the district to any account
coding errors or technical accounting errors that need to be corrected. Account code changes
will need to be made in QSS and a new download file will need to be imported into SACS.

Once the district is satisfied with the budget, the budget will need to be copied to the financial
system. From the **Job Menu** select **Transfer Development Budget to Finance System** under
Budget Development Processes and **Budget Reports/Processes.**
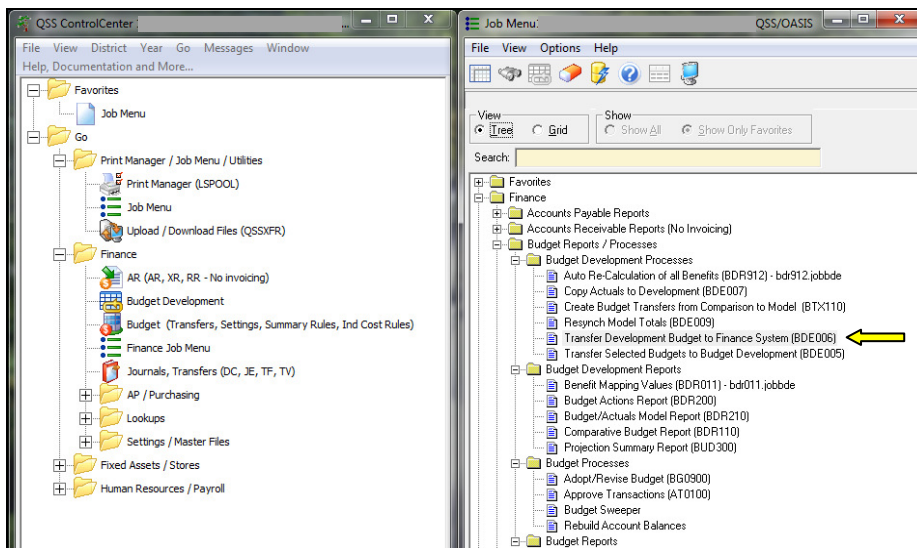
Enter the two-digit source fiscal year is the, the budget development model, and the target fiscal year. Select Clear All, Merge, Delete Subsidiary, or Delete All. Select move account detail if you want to copy the detail descriptions from the budget development model. Select Transfer accounts if account is zero if you want to transfer accounts found in the budget development model, even if the amount is zero. You may select accounts to be transferred on the "Accounts" tab, or leave blank to transfer all budgets.
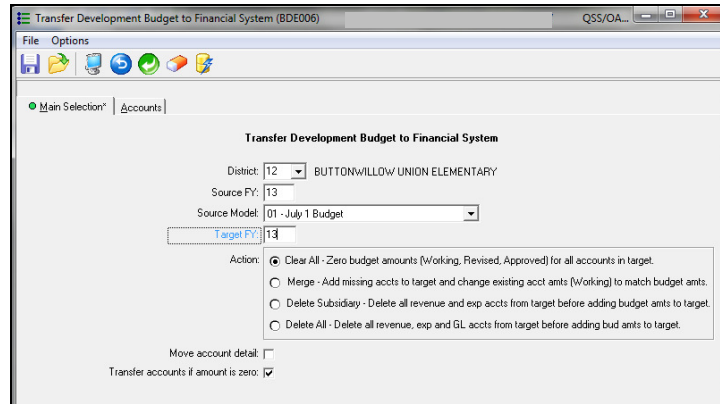
Run a budget report writer to ensure that the transfer occurred correctly, and that the working budget matches the SACS reports.