

WHAT YEAR ARE  
YOU  
BUDGETING FOR??

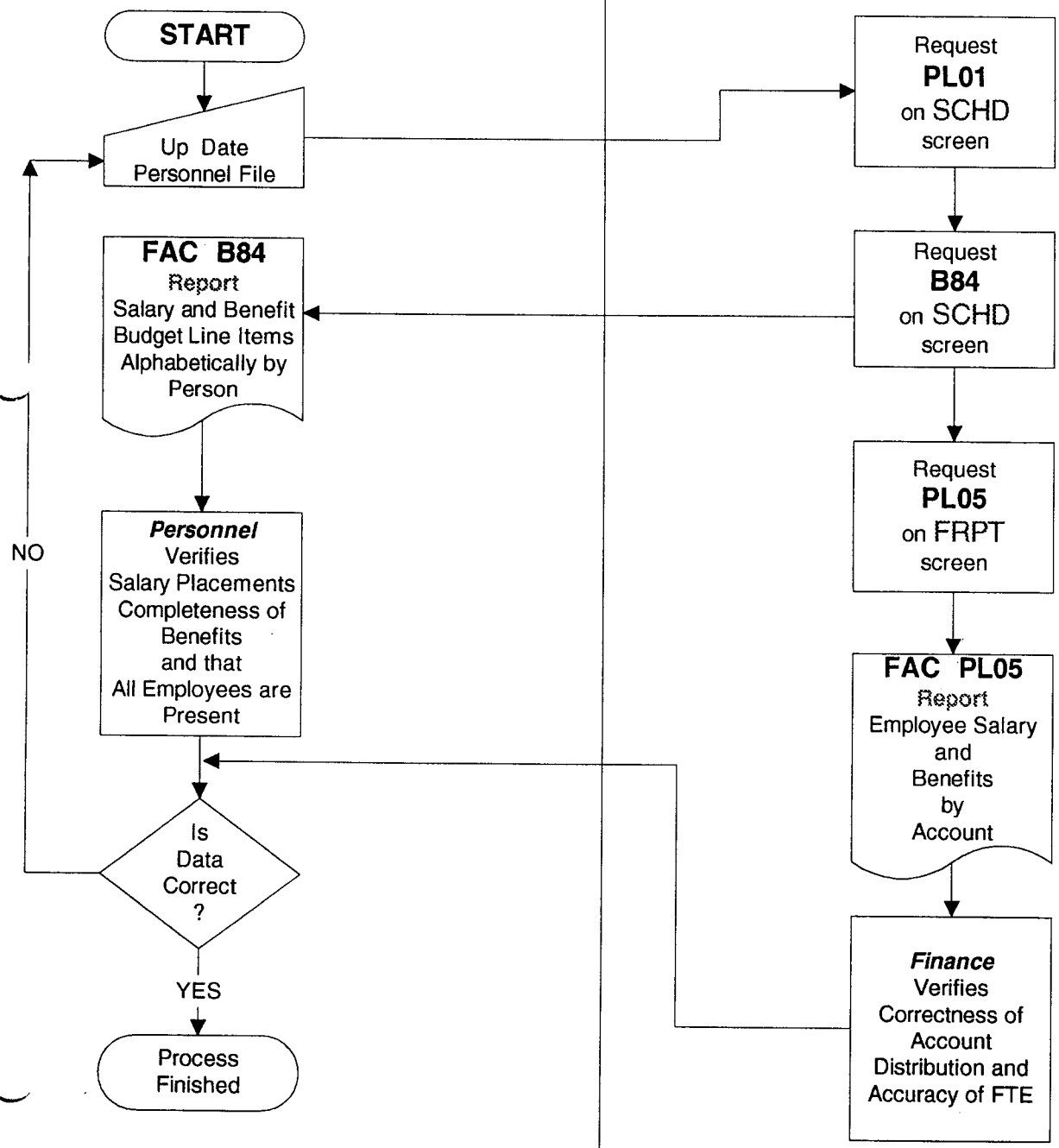


2003

# Preliminary Budgeting Process

## Personnel

## Finance



## THE FACS BUDGETING PROCESS OVERVIEW

The automatic budgeting process is designed to give districts the greatest flexibility and accuracy with the least amount of data entry. The budgeting program looks at the existing data on file for the current year and, through a series of processes, updates and calculates the data for the new fiscal year. This process allows districts to "massage" budget figures **without** disturbing current year data.

It is recommended that the budgeting process be done in phases and broken down into two separate components:

1. Personnel Accounts with related benefits, Object Codes 1000 thru 3999
2. Revenue and Expenditure Accounts, Object Codes 4000 thru 8999

The **Budget Update Menu** screen allows scheduling of programs that update the new year finance files as part of the budgeting process.

SCHD=MENU	BUDGET UPDATE MENU
1.	PRELIMINARY BUDGETING
a.	PL01 - CREATE PERSONNEL/FRINGE LINE ITEM RECORDS
b.	FACFB84 - BUDGET LINE ITEM DETAIL REPORT
c.	FRPT - FOR FACFB72 AND FACPL05
2.	CREATE SPECIAL BUDGETING SALARIES AND F/B FOR NEW YEAR
d.	PL80 - CREATE FRINGE BENEFIT RECORDS FOR BUDGETING
e.	PL81 - CREATE SALARY RECORDS FOR BUDGETING
3.	POST 4000-8999 OBJECT BUDGETS
f.	FB77 - CREATE NEW FISCAL YEAR BUDGET FILE
g.	FB69 - BRING FORWARD 4000-8999 LINE ITEMS TO NEW YEAR (OPTIONAL)
4.	USE NEW FISCAL YEAR SALARIES AND DICTIONARY
h.	PL20 - CREATE NEW FISCAL YEAR PERSONNEL DICTIONARY
i.	PL21 - CREATE NEW YEAR SALARY MATRIX
5.	POST FINAL SALARY/FB LINE ITEMS TO NEW YEAR ORIGINAL BUDGET
	PL03 - POST PERSONNEL/FRINGE LINE ITEMS TO BUDGET FILE
	TAB TO LINE AND PRESS ENTER TO TRANSFER

The steps listed above give the user a method to begin and complete the budgeting process.

**Steps 1, 2, 4 & 5** pertain to the creation of budget line items for district salary and benefit expenses, objects 1000-3999.

**Step 3** pertains to the creation of **Revenue and Expenditure budget files**, objects 4000-8999.

**Steps 2 and 3g** are optional.

**Step 5** "sets" the budget for the new fiscal year.

SCHD=MENU

BUDGET UPDATE MENU

SOS 01-17-02  
03 15:27:46

PRELIMINARY BUDGETING

PL01 - CREATE PERSONNEL/FRINGE LINE ITEM RECORDS  
FB84 - BUDGET LINE ITEM DETAIL REPORT  
FRPT - FOR FB72 AND PL05

CREATE SPECIAL BUDGETING SALARIES AND F/B FOR NEW YEAR

PL80 - CREATE FRINGE BENEFIT RECORDS FOR BUDGETING  
PL81 - CREATE SALARY RECORDS FOR BUDGETING

POST 4000-8999 OBJECT BUDGETS

FB77 - CREATE NEW FISCAL YEAR BUDGET FILE  
FB69 - BRING FORWARD 4000-8999 LINE ITEMS TO NEW YEAR (OPTIONAL)

USE NEW FISCAL YEAR SALARIES AND DICTIONARY

PL20 - CREATE NEW FISCAL YEAR PERSONNEL DICTIONARY  
PL21 - CREATE NEW YEAR SALARY MATRIX

POST FINAL SALARY/FB LINE ITEMS TO NEW YEAR ORIGINAL BUDGET

PL03 - POST PERSONNEL/FRINGE LINE ITEMS TO BUDGET FILE

TAB TO LINE AND PRESS ENTER TO TRANSFER

SCHD=PL01

PL01-PAYROL/FRINGE LINE ITEM

CAU 01-24-02

03 08:28:15

REQUESTED BY: \_\_\_\_\_

PRINT AT DISTRICT? \_ (Y,N)

RUN DATE: 000000

LAST RUN DATE: 000000

\*\*\*\*\* CONTROL SPECIFICATIONS \*\*\*\*\*

CREATE LINE ITEMS FOR FISCAL YEAR 03

CREATE PERS REDUCTION LINE ITEMS \_ (Y,N)

USE ACCOUNTS ON BUDGET FILE FOR FISCAL YEAR \_

USE DICTIONARY FILE FOR FISCAL YEAR \_

USE BUDGET FRINGE BENEFITS \_ (Y,N)

CHOOSE ONE:

USE SALARY MATRIX FOR FISCAL YEAR \_

USE BUDGET SALARY MATRIX \_ (Y,N)

(HAVE YOU RUN PL81 THIS YEAR)

# FREQUENTLY USED BUDGET AND BUDGETING SCREENS

## VIEW

BDAD	BDAD=YY25DIGITACCTNUMBER
BAAA	BAAA=YY25DIGITACCTNUMBER
BACS	BACS=YY

Budget Account Summary: View budget, actual and encumbrance activity by account

Account Transactions: View account transaction detail. Can select by month.

Accounts by Segments: View adjusted budget, actuals, encumbrances, and balances for accounts within the selected segment criteria.

## INPUT

BBAD	BBAD=YY
BBUD	BBUD=YY(ACCT# OPTIONAL)
BADD	BADD=YY(ACCT# OPTIONAL)

Line Item Additons: Mass update of budget line items

Line Item Updates: Add, change or delete line items.

Account Update: Add, change or delete.

## Program vs. Report

A Program is a set of instructions written by a computer programmer that provides the computer with instructions for sorting and organizing data. A Report is the printed hardcopy of the output of the said program. Listed below are the programs that run in the budgeting process and the related reports that are generated by the program.

Job/Program ID	Program Title	Report ID	Report Title
PC01	Create Unfilled FTE Position Control Records for Budgeting		None
PC02	Salary and Fringe Benefit Budget Development for Unfilled FTE		None
PL01	Create Payroll & Fringe Benefit Line Item records	<b>FACPL01</b>	Budget Line Item Development for Fiscal Year XX-XX/ <b>Error Report</b>
PL02	Salary Projections Report - Printed	<b>PL02</b>	Salary Projection Report
PL03	Post Payroll/Fringe Benefit Line Items to Budget File	<b>B84</b>	Line Item Detail Report (Must be requested using the SCHD screen.
PL20	Create New Fiscal Year Personnel Dictionary		None
PL21	Create New Year Salary Matrix		None
PL80	Create Fringe Benefit Records for Budgeting		None
PL81	Create Salary Records for Budgeting		None
FB77	Create New Fiscal Year Operations & Revenue Budget File	<b>FACF77</b>	Budget Accounts Not Rolled for Fiscal Year XX/ <b>Error Report</b>
FB69	Brings forward 4000-8999 Object Line Items to New Year (Optional)	<b>FACB69-01</b>	Line Item Object Accounts 4000-8999 Rolled Over for FY XX-XX/ <b>Error Report</b>
		<b>FACFB69-02</b>	Line Item Object Accounts 4000-8999 Not Rolled Over for FYXX-XX/ <b>Error Report</b>

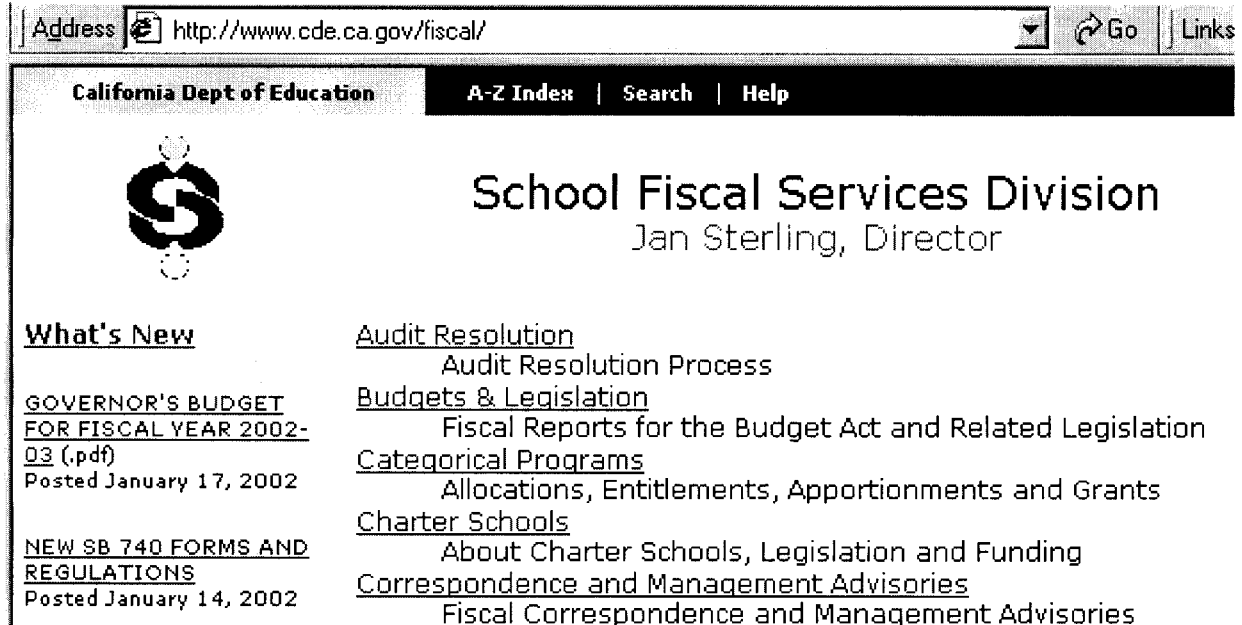
- Reports generated from the **SCHD**, Budget Update, screen begin with the report ID of a single digit '**B**' or '**F**'
- Reports run from the **FRPT**, Budget Criteria Request Screen, will begin with the report ID of '**FB**'.






# Website for California Schools Accounting Manual

<http://www.cde.ca.gov/fiscal/>



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 **School Fiscal Services Division**  
Jan Sterling, Director

**What's New**

GOVERNOR'S BUDGET FOR FISCAL YEAR 2002-03 (.pdf)  
Posted January 17, 2002

NEW SB 740 FORMS AND REGULATIONS  
Posted January 14, 2002

Audit Resolution  
Audit Resolution Process

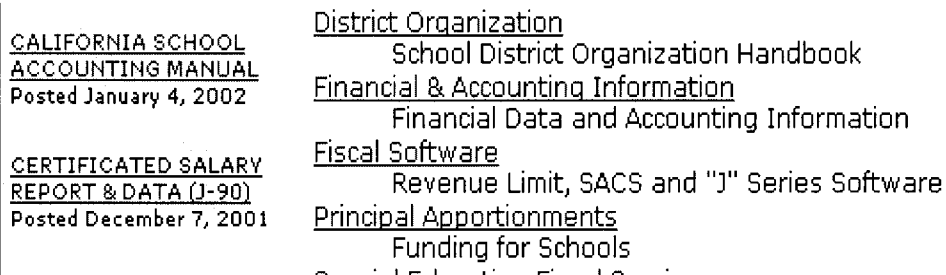
Budgets & Legislation  
Fiscal Reports for the Budget Act and Related Legislation

Categorical Programs  
Allocations, Entitlements, Apportionments and Grants

Charter Schools  
About Charter Schools, Legislation and Funding

Correspondence and Management Advisories  
Fiscal Correspondence and Management Advisories

Scroll Down and Choose California School Accounting Manual:



CALIFORNIA SCHOOL ACCOUNTING MANUAL  
Posted January 4, 2002

CERTIFICATED SALARY REPORT & DATA (J-90)  
Posted December 7, 2001

District Organization  
School District Organization Handbook

Financial & Accounting Information  
Financial Data and Accounting Information

Fiscal Software  
Revenue Limit, SACS and "J" Series Software

Principal Apportionments  
Funding for Schools

Continue with instructions outlined on Internet.

## Website for SACS Validation Tables

<http://www.cde.ca.gov/fiscal/sacs/sacshome.asp>

Address  <http://www.cde.ca.gov/fiscal/sacs/sacshome.asp> Go Links »

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# SACS Standardized Account Code Structure

*Select from index or scroll down page*

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Committee](#)

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### **Software and Downloadable Files**

[SFS Division software](#)

[SACS Export File Specifications](#)

[Validation Tables For SACS Software Update \(Updated: January 8, 2002\)](#)

Continue with instructions outlined on Internet.

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