

NOTE: This should be the LAST step before you submit your model for approval

Import Beginning Balances into Budget Model

In SACS2011, the 11-12 beginning balances are calculated using the revised 10-11 budget that was imported from Escape. These same beginning balances also need to be imported into the budget.

This step should be completed immediately before you 'submit' your budget model so that the beginning balances in the Escape budget model match the extract to SACS for the adopted budget.

This is the process to export your current 2010-11 Budget ending resource balances and import them into an Escape Budget Model as 2011-12 Budget beginning resource balances. When this is completed, starting balances will appear in the Escape budget reports and the adopted budget column of the 2011-12 Escape fiscal reports.

1. In Escape choose Finance – Fiscal – Accounts. Find accounts with Object=9790.
2. Export the list to Excel
3. Unprotect sheet [Tools-Protection-Unprotect sheet]
4. Select Column A. Type <Ctrl>-H (for Find and Replace). Replace all “2011” with <your district number>.
5. Select Column B. Type <Ctrl>-H (for Find and Replace.) Replace all “-9790” with “-9791”.
6. Select Columns C, D, E & F. Type <Alt>-E, D and delete the columns.
7. The first three columns should be District Number, Account Number and Revised Ending Balance, delete all columns after C.
8. Select Column C; Change the Number Format to -1234.00, with no 1000s comma separators.
9. Select Row 1, Type <Alt>-E, D to delete the Row. There should be NO header row.
10. Save the file as a CSV file (comma delimited).
11. At this point you should have a CSV file with your Starting Balances.
12. Use Escape to import this file into your Budget Model.
 - a. Open the budget model you plan to submit in Escape.
 - i. (*Finance- Fiscal- Budget Management*)
 - b. From within Model , select Task
 - c. Perform Change
 - d. Enter Comment
 - e. Type = **05**- Import Data from External File
 - f. Copy File = select the file you just created via Browse...
 - g. Replace Budget Items? = YES
 - h. GO
 - i. Verify number of accounts affected
 - j. Perform Model Change? – YES (*or NO to start over*)
13. Verify change
 - a. Open budget model
 - b. View Model History tab
 - c. Verify Status Message = “Change completed”
14. Run final SACS extract (Fiscal 51) to upload to SACS