How to import the Bond Interest and Redemption Funds Budget in Escape

Step 1 – Open the Bond Interest and Redemption Budget Import Template provided by SBAS

SBAS has completed a budget import template that includes three columns: **OrgID**, **Account Number**, and **Account Amount**. Additional columns have been provided for **Description** and **Comment**. These fields may be completed by the district but are not required.*

Important: *Since all district Bond Interest and Redemption (BIR) Fund budgets have been included on the template provided, you must find your org (column A) and delete all rows of data that are not relevant to your district.*

Once you have a template that contains only your org's data, delete the header row from the template. Select Save As and save the file as a CSV (Comma delimited)(*.csv) type. Name the file. **The file name cannot contain periods** or be longer than 60 characters. Take note of where the file is saved so that you are able to navigate back to it. Save and close the file. You are now ready to import the data to a budget model in Escape.

Review the budget data in the template carefully before importing, making sure that it agrees to the BIR budget summary provided by SBAS. Note that only those accounts listed in the import file will be updated in the budget model.

* Additional information about each column of the template can be found in the Import Budget Records chapter of the User Guide found in Escape under Help>Finance>Budget User Guide.

Step 2 – Import the Template File Created into Escape

To import the template file you created, you must perform a "change" to the budget model:

➢ In Escape, navigate to Finance-Budget-Budget Management.
➢ Open the desired budget model that you want to change by selecting the year that the budget model is for (e.g. 2019-20). Select Go. View the list tab to see all the models that have been created for that year. Open the model you want to import into. Remember that the model must be in open status.
➢ Select Perform Change from the Task menu. A dialog box will be displayed for defining the change.
➢ Enter a comment – this will be displayed in the list of changes performed for reference.
➢ In the Type Field, choose Import Data from External File – Code 05 to import.
➢ Use the Browse button to select the file name and location of the.CSV file template to be imported.

   Helpful Hint: For some districts, the file is located under: Network>Client>C$>Users>your name>file name

➢ Use the lookup to define how you want to Replace Budget Items:

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- We recommend that you select Code 2 – Replace Same Item Types. Only account amounts with the same budget line item type are replaced. **Zero amounts will replace items in the current model if the account and budget type match**.
- Click Go to import the data.
- Answer yes to dialog box that lists the number of accounts that will be affected.

Important: *Please be sure that the final <u>posted</u> budget model for First Interim includes this import.*

Step 3 – Review History and Budget

Once you import this data, please check to ensure all accounts were updated and that no accounts with a previous balance were erroneously left in the model. To do this, open the model you wish to review. View the Model History tab. Double click on the history line that shows your latest import. Review the Status Message noting any errors. If any errors are noted they must be corrected.

Correcting Errors

By hovering over the "ERROR/Performing Update" Status Message in the list you can determine the type of error your import file contains. The Status Message also tells you if your file was imported or not. A "bad account" message means that you do not yet have that particular account line in your budget for that year. The message will tell you the row number of the bad account line. Note the account that is missing and add it to your chart of accounts.

> To add missing accounts, go to Finance-Setup-Chart of Accounts-Accounts. Select the correct fiscal year. Select New. Enter the account line in the "Account Number" field. Save/Close. The new account has now been added so you must now begin again starting with Step 2 – Import the File Created into Escape instructions.

Review Account Lines and Amounts Entered into Budget Model

Go to Finance-Budget-Budget Entry. Select the correct fiscal year. Select correct budget model from the lookup. In the fund field, enter "51,55,56" to limit the search to just the Bond Interest and Redemption Funds. Click Go. Review the "Model Amount" column to see the total amounts budgeted in each account line for this model. Ensure that the accounts and amounts agree to those listed on the BIR budget summary provided by SBAS.

Step 4 – Adjust Budget Amounts *(if necessary to agree with the BIR budget summary provided by SBAS)*

To make changes to the amounts that are now budgeted in your budget model, go to Finance-Budget-Budget Entry. Double click on the line you want to change. Double click again to open the form. Enter the new total amount you want to budget for this account number in the Budget Amount field. Select Save/Close to close the line item and Save/Close again to close the open form. You will now see the new budget amount for the line you changed in the Model Amount column.