TEHAMA COUNTY DEPARTMENT OF EDUCATION
BUDGETING IN ESCAPE

❖ **ESCAPE Budget functionality**
Download the latest Budget Users Guide from within ESCAPE. Go to HELP on the main menu across the top of the screen. Select Finance and then select Budget User Guide from the list of manuals. To try a new process, check back to the HELP menu to see if that section of the user guide has been updated.

o **Debits and Credits in ESCAPE**
The following chart shows whether an account type has a normal debit or credit balance dependent on where it is reported:

Account Type	Debit	Credit
BUDGETARY ACCOUNTS		
Beginning Fund Balance	Increases	Decreases
Revenue	Increases	Decreases
Expenditure	Decreases	Increases
Ending Fund Balance and components	Decreases	Increases
GENERAL LEDGER ACCOUNTS		
Beginning Fund Balance	Decreases	Increases
Revenue	Decreases	Increases
Expenditure	Increases	Decreases
Asset	Increases	Decreases
Liability	Decreases	Increases

o **Budget Models – using *Budget Management* and *Budget Entry***
When posting a new budget model as the revised budget ESCAPE looks at the existing budget and compares it to the model being posted, any differences between the two is calculated to generate an automatic budget transfer that can be edited before posting. The model contains every active account line in the system. One cannot therefore post a budget model containing just salaries, for example, because when posted it wouldn't just update the salary accounts but would wipe out the balances in all other accounts.

o **Importing Budget Journals**
A large budget journal can be easily created in Excel, and can be imported to ESCAPE rather than having to manually enter it as a Budget Transfer.

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o **Entering Manual Budget Transfers**

The Budget Transfer activity (*FINANCE/Fiscal/Budget Transfer)* allows changes to specific accounts just as with a budget journal entry. The difference in ESCAPE is that the change is entered to the account as an ***increase*** or ***decrease*** rather than as a debit or credit. The bottom line adding up all amounts will therefore be a total of all increases to revenue PLUS the total of all increases to expenditures. The top window of the entry screen does keep track of the resulting debits and credits and will not submit the budget journal if out of balance. For preparing budget journals, a new spreadsheet has been provided. the spreadsheet converts the increases/(decreases) to debits and credits and alerts if it is out of balance.