


# Budget Options - BUD2000

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***Budget > Tables > District Budget Options***

This page is used to choose the operating parameters to set up the district budget records.

## Set up budget options:

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|---|---|
| **School Year** | Type the starting year and ending year. The field is only for informational purposes and is displayed on some reports. |
| **Requested Cutoff Date** | Type the date that the budget requests must be submitted in the MM-DD-YYYY format. When this date is less than the current date, those using the **Requested** column will no longer be able to make changes to accounts or amounts. |
| **Recommended Cutoff Date** | Type the date that the district recommendations for the new budget must be submitted to the board for review in the MM-DD-YYYY format. When this date is less than the current date, those using the **Recommended** column will no longer be able to make changes to accounts or amounts. |
| **Approved Cutoff Date** | Type the date that the board approval of the budget is required in the MM-DD-YYYY format. When this date is less than the current date, those using the **Approved** column will no longer be able to make changes to accounts or amounts. |
| **Capture Original Budget Flag** | Select the field to update the original budget amount and the appropriations/estimated revenue amount.<br><br>The **Capture Original Budget Flag** field works in conjunction with the Move Budget to Finance utility. The **Full Amount** or the **Difference** options on the Move Budget to Finance utility determine if this field is selected.<br><br>If **Capture Original Budget Flag** is selected, only the original budget is moved. If **Capture Original Budget Flag** is not selected, transactions entered will update the appropriations/estimated revenue amount only. |

❑ Click **Save**.

## Other functions and features:

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| **Retrieve** | Retrieve data.<br>The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |

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| **Print** | Print budget options.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click  to save and print the report in PDF format.<br>Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |