



## **Recommended - BUD6600**



# Table of Contents

|                                    |          |
|------------------------------------|----------|
| <b>Recommended - BUD6600</b> ..... | <b>i</b> |
| <b>Recommended - BUD6600</b> ..... | <b>1</b> |



# Recommended - BUD6600

## **Budget > Utilities > Budget Level Processing > Recommended**

This tab is used to transfer the results of a budget simulation to the Maintenance > Budget Data > Recommended tab. The **Next Yr Recommend** column is updated with the results of the processed simulation. Simulations created by all users with access to the Utilities > Mass Increase/Decrease Account Codes > Recommended tab are displayed. Users can only process their simulations unless simulations were copied from one user to another.

**Note:** Simulations are based on the user profile of the logged-on user. Payroll accounts can be included in the simulation even though the user may not have access to 61XX.







### **Transfer recommended simulation data:**

All simulations created and processed by all users with access to the Utilities > Mass Increase/Decrease Account Codes > Recommended tab are displayed. Simulation sequence numbers are displayed in the detail area at the bottom of the tab.

**Note:** Users can only execute simulations that were created by the logged-on user. If a user executes a simulation from another user, the error message "r;User ID: XXXXXX does not match login User ID" is displayed.

| <b>Field</b>                   | <b>Description</b>   |
|--------------------------------|--|
| <b>Recommended Cutoff Date</b> | <p>The date for which updates to accounts are no longer accepted is displayed.</p> <p>If the LEA uses cutoff dates, no data can be transferred after the displayed cutoff date.</p> <p>If the LEA does not use cutoff dates, simulation data can be transferred at any time up to final budget approval.</p> |

In the upper grid, select the simulation to transfer to the **Next Yr Recommend** column on the Maintenance > Budget Data > Recommended tab. The sequence numbers associated with the simulation are displayed. If multiple sequences are displayed, they are processed in the order listed.

|                |   |
|----------------|---|
| <b>Execute</b> | <p>Click to transfer the values resulting from the selected simulation to the <b>Next Yr Recommend</b> column on the Maintenance &gt; Budget Data &gt; Recommended tab. A Budget Level Processing report is displayed. <a href="#">Review the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  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  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>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 <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> |
| <b>Process</b> | <p><a href="#">Click to complete the transfer of the selected simulation.</a><br/>         A message is displayed prompting you to perform a <a href="#">backup</a>.</p>  |
| <b>Cancel</b>  | <p>Click to return to the Budget Level Processing &gt; Recommended tab.</p>   |