



Budget

Table of Contents

Budget	i
Budget	1
Inquiry	2
Budget Account Codes Inquiry	3
Maintenance	4
Budget Data	5
Approved- BUD3000	6
Recommended - BUD3000	10
Requested - BUD3000	13
Budget Data - Quick Entry	16
Approved- BUD3100	17
Recommended - BUD3100	21
Requested - BUD3100	24
Reports	27
Board Reports	28
BUD2400 - 65% Instruction Expenditure Ratio	31
BUD2050 - Budget Board Report by Function	35
BUD2200 - Budget Board Report by Function/Object	36
BUD2000 - Budget Board Report by Fund	37
BUD2150 - Budget Board Report by Object	38
BUD2100 - Budget Board Report by Organization	39
BUD2250 - Budget Board Summary by Fund/Function	40
BUD2300 - Budget Board Summary by Organization	41
BUD2350 - Budget Board Summary by Org/Fnd/Fnc/Obj	42
Budget Reports	43
BUD1250 - Budget 85% Compliance Worksheet	46
BUD1300 - Budget Fund Balance Combined Statement	47
BUD1050 - Budget Report by Function	48
BUD1000 - Budget Report by Fund	49
BUD1160 - Budget Report by Object	50
BUD1100 - Budget Report by Organization	51
BUD1150 - Budget Report by Program Intent Code	52
BUD1500 - Budget Variable by Major Object	54
BUD1450 - Budget Variable Difference Percent	55
BUD1400 - Budget Variable Percent	56
BUD1350 - School District Budget	57
BUD1550 - Selective Budget Report	58
BUD1200 - Simulation Report	60
Tables	61
Account Codes	62
Educational Span - BUD2100	64
Function - BUD2100	65
Fund - BUD2100	66

Object - BUD2100	68
Organization - BUD2100	69
Program - BUD2100	71
Project Detail - BUD2100	72
Sub-Object - BUD2100	73
Budget Options - BUD2000	74
Utilities	76
Budget Level Processing	77
Approved - BUD6600	78
Copy Level - BUD6600	80
Recommended - BUD6600	81
Requested - BUD6600	82
Clear/Copy Budget Tables	84
Clear Budget Tables - BUD7000	86
Copy Finance Tables to Budget - BUD7000	87
Clear/Move NYR Requisitions to CYR - BUD6700	88
Copy Current to New File ID - BUD7200	91
Create Budget Data - BUD6000	93
Delete by File ID - BUD7500	96
Delete Funds - BUD7300	98
Export Budget Tables - BUD7100	100
Export by File ID - BUD7400	102
Import Budget Tables - BUD7100	104
Mass Change Account Codes	106
Fund/Year - BUD6300	108
Mask Crosswalk - BUD6300	109
Mass Delete Zero Balance Accounts - BUD7400	112
Mass Increase/Decrease Account Codes	115
Approved- BUD6500	116
Recommended- BUD6500	120
Requested - BUD6500	123
Mass Lock/Unlock Funds - BUD6400	126
Move Budget to Finance - BUD6100	128
Reinitialize Budget Data - BUD6200	132
Update Budget Data - BUD6000	135
Update Last Year Closing - BUD6000	139

Budget

ASCENDER Budget creates a roadmap to plan and control your organization’s spending activities.

The application puts users in control of department budgets, whether built from scratch or automatically generated. Items can efficiently be amended during the recommendation to approval process, and automatically post the approved budgets to Finance.

Change file ID:

Change	Click to change the file ID to another file ID.
Year	Click  to select the school year to open.
Apply	Click to save the new file ID and close the page. Otherwise, click Cancel to close the page without making any changes.

Inquiry

Use the Table of Contents to access a page.

Budget Account Codes Inquiry

Budget > Inquiry > Budget Account Codes Inquiry

This page is used to perform the following functions if you have accounts set up on the Maintenance > User Profiles page in District Administration:

- Review the balance total of an account or group of accounts based on the accounts in the User Profiles page.
- Review the balance summary of an account or group of accounts based on the accounts in the User Profiles page.
- View records on the page or on a printed report.

Perform a budget inquiry:

Field	Description
Summary	Select to create a summary only report, or select Totals to create a fund/class totals only report. Both inquiry reports display the values for the following columns: <ul style="list-style-type: none"> • Last Yr Closing Amt • This Yr Original Budget • This Yr Amend Budget • This Yr Actual Amt • Next Yr Requested • Next Yr Recommend • Next Yr Approved Note: The data in the Next Yr columns is determined by the user's profile in Security Administration.
Exclude Objects 61XX	Select to exclude all object codes that begin with 61.
Account Code	The 20-character account code mask with all Xs is displayed. Only the accounts to which you have access on the Maintenance > User Profiles page in District Administration are displayed in the drop-down lists. Only populate the account code elements to use during the selection process (e.g., if you want a summary of the supply accounts for campus 001, the account mask would be XXX-XX-63XX-XX-001-XXXXXX). Click an account code element to select available accounts to include in the mask. Only those account codes that match the selected account code elements are retrieved.

Other functions and features:

Retrieve	Click to process the selected inquiry report. The requested report with all of the selected accounts is displayed. Review the report.
Reset	Click to clear the account code and return to the default setting (all Xs).

Maintenance

Use the Table of Contents to access a page.

Budget Data

Use the Table of Contents to access a page.

Approved- BUD3000

Budget > Maintenance > Budget Data > Approved

This tab used to create, delete, and duplicate account codes, and enter amounts and notes associated with those account codes. An account code that is added, deleted, modified, or duplicated on this tab also changes the account code on the Requested and Recommended tabs. Changes in account codes on the Requested and Recommended tabs also affect the Approved tab.

If an account code or fund and fiscal year have been locked, changes cannot be made to that account amount or the notes on any of the tabs. Accounts can be locked by setting a date on the Tables > Budget Options page. Accounts, amounts, and notes can no longer be accessed after the cutoff date. You can use the Utilities > Mass Lock/Unlock page to lock individual accounts, associated amounts, and notes.

All available account codes are displayed.

Narrow the account code list:

Field	Description
Account Code	The 20-character account code mask with all Xs is displayed. Type only the account code elements (e.g., fund, function, object, etc.) to be included in the search. Each account code component is independent of the other components.

Click **Retrieve**. All account codes with the selected account code elements are displayed.

Review and add account code data:

Click **+Add** to add a row to the last page of account codes.

- Click **Last** to go to the last page if there is more than one page of account codes.
- Populate the account code component fields, and the **Next Yr Recommended** and **Description** fields.

Lock	The lock status of the account code is displayed. Y - The account code is locked. N - The account code is unlocked. Use the Mass Lock/Unlock utility to lock or unlock the selected account.
Note	The note status of the account code is displayed. Y - Comments exist. N - No comments exist.

Details

Click  to view any previously entered notes and other details for the associated account code. The Budget Data Details pop-up window is displayed. The account code number and description are displayed at the top of the window.

Field	Description
Last Yr Closing Amt	The amount of the account balance at the end of the previous fiscal year is displayed. When the budget is initialized, you can update this amount with either the This Yr Amend Budget or This Yr Actual Amt , which would reflect the ending totals for the previous year.
This Yr Original Budget	The budget amount that was approved for the selected account during the current fiscal year is displayed.
This Yr Amend Budget	The amended budget amount for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
This Yr Actual Amt	The amount expended for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
School Year	The current school year in the YYYY-YYYY format as entered on the District Budget Options table is displayed.
Next Yr Requested	The previously requested budget amount for the selected account code is displayed. The amount cannot be changed on this tab.
Next Yr Recommended	The previously recommended budget amount for the selected account code during the next fiscal year is displayed. The amount cannot be changed on this tab.
Next Yr Approved	Type the amount of the approved budget for the selected account code. If the selected account is locked, this field is display only and cannot be changed.
Lock Flag	If the Lock Flag is set to <i>Y</i> , the account amount and notes are locked to prevent any changes to the Next Yr Approved field. No changes can be made until the account code is unlocked. If the Lock Flag field is set to <i>N</i> , the account amount and notes are unlocked, and the Next Yr Approved field can be changed and notes added or modified. Use the Mass Lock/Unlock utility to lock or unlock the selected account.
Description	Type the description of the account code, if different from the displayed name. The field can be a maximum of 30 characters. Changes made here will also change the descriptions on the Requested and Approved tabs.
Notes	Type comments, additional justification, or instructions about this account code. Notes: If an account code is locked, the account code note is display only. No changes can be made to the account code note until the account code is unlocked. A limited portion of the note for each account is displayed on the BUD1000 - Budget Report by Fund and BUD1100 - Budget Report by Organization. If the content of the note exceeds the allotted space on the report, the remaining portion of the note will not display. For example, all uppercase W characters are approximately 70 character spaces, so only that many would display. If you use a majority of lowercase characters, more characters can be displayed

Use the following buttons to view other details of other account codes:

Click  to view the next account code.

Click  to view the previous account code.

Click **OK** to save the changes and close the window.

Account Code	Type only the account code elements (e.g., fund, function, or object). Each account code component is independent of the other components. To view a list of account code components, place the cursor in one of the account code component fields, and click Lookup or press F2. A pop-up window is displayed for the applicable account code component. In the Search field, type the account code component. A list of available account code components is displayed. Select an account code component from the list. Otherwise, click Cancel to return to the Requested tab.
Next Yr Requested	The previously requested amount for the account code is displayed. The amount cannot be changed on this tab.
Next Yr Recommended	The previously recommended amount for the account code is displayed. The amount cannot be changed on this tab.
Next Yr Approved	The previously approved amount for the account code is displayed. The amount can be changed in either the grid or in the free-form area at the bottom of the tab.
Description	The account description from the chart of accounts is displayed. The information can be changed. The field can be a maximum of 30 characters.
Total	The totals of all amounts in the Next Year Requested and Next Yr Recommend columns of each account code displayed. The calculation of these values is based on the formula: Total = Grand Total Estimated Revenues + Grand Total Other Resources - Grand Total Fund Balance - Grand Total Appropriation - Grand Total Other Uses.
Duplicate Record	Select a row to duplicate and click to create a new row using the data from the existing row. You must change the account code of the newly duplicated row prior to saving the record.
Refresh Description	Click after an existing object code number is entered to update the Description field. The object code description is populated from the Object tab.
Refresh Totals	Click to update the totals.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the report. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . If all columns are not zero, or if the account is being used by Finance, Human Resources, or Requisition, a warning message is displayed and the account code cannot be deleted.

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~~HIDEPAGE~~

Recommended - BUD3000

Budget > Maintenance > Budget Data > Recommended

This tab is used to create, delete, and duplicate account codes, and enter amounts and notes associated with those account codes. An account code that is added, deleted, modified or duplicated on this tab also changes the account code on the Requested and Approved tabs. Changes in the account codes on the Requested and Approved tabs affect the Recommended tab.

If an account code or fund and fiscal year are locked, changes cannot be made to that account amount or the notes on any of the tabs. Accounts can be locked by setting a date on the Tables > Budget Options page. Accounts, amounts, and notes can no longer be accessed after the cutoff date. You can use the Utilities > Mass Lock/Unlock page to lock individual accounts, associated amounts, and notes.

All available account codes are displayed.

Narrow the account code list:

Field	Description
Account Code	The 20-character account code mask with all Xs is displayed. Type only the account code elements (e.g., fund, function, object, etc.) to be included in the search. Each account code component is independent of the other components.

Click **Retrieve**. All account codes with the selected account code elements are displayed.

Review and add account code data:

Click **+Add** to add a row to the last page of account codes.

- Click **Last** to go to the last page if there is more than one page of account codes.
- Populate the account code component fields, and the **Next Yr Recommended** and **Description** fields.

Lock	The lock status of the account code is displayed. Y - The account code is locked. N - The account code is unlocked. Use the Mass Lock/Unlock utility to lock or unlock the selected account.
Note	The note status of the account code is displayed. Y - Comments exist. N - No comments exist.

Details

Click  to view any previously entered notes and other details for the associated account code. The Budget Data Details pop-up window is displayed.
The account code number and description are displayed at the top of the window.

Field	Description
Last Yr Closing Amt	The amount of the account balance at the end of the previous fiscal year is displayed. When the budget is initialized, you can update this amount with either the This Yr Amend Budget or This Yr Actual Amt , which would reflect the ending totals for the previous year.
This Yr Original Budget	The budget amount that was approved for the selected account during the current fiscal year is displayed.
This Yr Amend Budget	The amended budget amount for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
This Yr Actual Amt	The amount expended for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
School Year	The current school year in the YYYY-YYYY format as entered on the District Budget Options table is displayed.
Next Yr Requested	The previously requested budget amount for the selected account code is displayed. The amount cannot be changed on this tab.
Next Yr Recommended	Type the amount of the recommended budget for the selected account code. If the selected account is locked, the field is display only and cannot be changed.
Lock Flag	If the Lock Flag is set to Y , the account amount and notes are locked to prevent any changes to the Next Yr Recommended field. No changes can be made until the account code is unlocked. If the Lock Flag field is set to N , the account amount and notes are unlocked, and the Next Yr Recommended field can be changed and notes added or modified. Use the Mass Lock/Unlock utility to lock or unlock the selected account.
Description	Type the description of the account code, if different from the displayed name. The field can be a maximum of 30 characters. Changes made here will also change the descriptions on the Requested and Approved tabs.
Notes	Type comments, additional justification, or instructions about this account code. Notes: If an account code is locked, the account code note is display only. No changes can be made to the account code note until the account code is unlocked. A limited portion of the note for each account is displayed on the BUD1000 - Budget Report by Fund and BUD1100 - Budget Report by Organization. If the content of the note exceeds the allotted space on the report, the remaining portion of the note will not display. For example, all uppercase W characters are approximately 70 character spaces, so only that many would display. If you use a majority of lowercase characters, more characters can be displayed

Use the following buttons to view other details of other account codes:

- Click  to view the next account code.
- Click  to view the previous account code.
- Click **OK** to save the changes and close the window.

Account Code	Type only the account code elements (e.g., fund, function, or object). Each account code component is independent of the other components. To view a list of account code components, place the cursor in one of the account code component fields, and click Lookup or press F2. A pop-up window is displayed for the applicable account code component. In the Search field, type the account code component. A list of available account code components is displayed. Select an account code component from the list. Otherwise, click Cancel to return to the Requested tab.
Next Yr Requested	The previously requested amounts for the account code is displayed. The amount cannot be changed on this tab.
Next Yr Recommended	Type the amount that is being recommended for the account code.
Description	The account description from the chart of accounts is displayed. The information can be changed. The field can be a maximum of 30 characters.
Total	The totals of the amounts in the Next Year Requested and Next Yr Recommend columns of each account code is displayed. The calculation of these values is based on the formula, Total = Grand Total Estimated Revenues + Grand Total Other Resources - Grand Total Fund Balance - Grand Total Appropriation - Grand Total Other Uses.
Refresh Description	Click after an existing object code number is entered to update the Description field. The object code description is populated from the Object tab.
Refresh Totals	Click to update the totals.
Duplicate Record	Select a row to duplicate and click to create a new row using the data from the existing row. You must change the account code of the newly duplicated row prior to saving the record.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the report. Review the report.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save . If all columns are not zero, or if the account is being used by Finance, Human Resources, or Requisition, a warning message is displayed and the account code cannot be deleted.

Requested - BUD3000

Budget > Maintenance > Budget Data > Requested

This tab is used to create, delete, and duplicate account codes, and enter amounts and notes associated with those account codes. An account code that is added, deleted, modified, or duplicated on this tab will change the account code on the Recommended and Approved tabs. Changes to the account codes on the Recommended and Approved tabs also affect the Requested tab.

If an account code or fund and fiscal year are locked, changes cannot be made to that account amount or the notes on any of the tabs. Accounts can be locked by setting a date on the Tables > Budget Options page. Accounts, amounts, and notes can no longer be accessed after the cutoff date. You can use the Utilities > Mass Lock/Unlock page to lock individual accounts, associated amounts, and notes.

All available account codes are displayed.

Narrow the account code list:

Field	Description
Account Code	The 20-character account code mask with all Xs is displayed. Type only the account code elements (e.g., fund, function, object, etc.) to be included in the search. Each account code component is independent of the other components.

Click **Retrieve**. All account codes with the selected account code elements are displayed.

Review and add account code data:

Click **+Add** to add a row to the last page of account codes. Click Last to go to the last page if there is more than one page of account codes. Populate the account code component fields, and the **Next Yr Requested** and **Description** fields.

Lock	The lock status of the account code is displayed. Y - The account code is locked. N - The account code is unlocked. Use the Mass Lock/Unlock utility to lock or unlock the selected account.
Note	The note status of the account code is displayed. Y - Comments exist. N - No comments exist.

Details

Click  to view any previously entered notes and other details for the associated account code. The Budget Data Details pop-up window opens. The account code number and description are displayed at the top of the window.

Field	Description
Last Yr Closing Amt	The amount of the account balance at the end of the previous fiscal year is displayed. When the budget is initialized, you can update this amount with either the This Yr Amend Budget or This Yr Actual Amt , which would reflect the ending totals for the previous year.
This Yr Original Budget	The budget amount that was approved for the selected account during the current fiscal year is displayed.
This Yr Amend Budget	The amended budget amount for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
This Yr Actual Amt	The amount expended for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
School Year	The current school year in the YYYY-YYYY format as entered on the District Budget Options table is displayed.
Next Yr Requested	Type the amount of the requested budget for the selected account code. If the selected account is locked, the field is display only and cannot be changed.
Lock Flag	If the Lock Flag is set to <i>Y</i> , the account amount and notes are locked to prevent any changes to the Next Yr Requested field. No changes can be made until the account code is unlocked. If the Lock Flag field is set to <i>N</i> , the account amount and notes are unlocked, and the Next Yr Requested field can be changed and notes added or modified. Use the Mass Lock/Unlock utility to lock or unlock the selected account.
Description	Type the description of the account code, if different from the displayed name. The field can be a maximum of 30 characters. Changes made here will also change the descriptions on the Requested and Approved tabs.
Notes	Type comments, additional justification, or instructions about this account code. Notes: If an account code is locked, the account code note is display only. No changes can be made to the account code note until the account code is unlocked. A limited portion of the note for each account is displayed on the BUD1000 - Budget Report by Fund and BUD1100 - Budget Report by Organization. If the content of the note exceeds the allotted space on the report, the remaining portion of the note will not display. For example, all uppercase W characters are approximately 70 character spaces, so only that many would display. If you use a majority of lowercase characters, more characters can be displayed

Use the following buttons to view other details of other account codes:

Click  to view the next account code.

Click  to view the previous account code.

Click **OK** to save the changes and close the window.

Account Code	<p>Type only the account code elements (e.g., fund, function, or object). Each account code component is independent of the other components.</p> <p>To view a list of account code components, place the cursor in one of the account code component fields, and click Lookup or press F2. A pop-up window is displayed for the applicable account code component.</p> <p>In the Search field, type the account code component. A list of available account code components is displayed.</p> <p>Select an account code component from the list. Otherwise, click Cancel to return to the Requested tab.</p>
Next Yr Requested	Type the amount of the requested budget for the selected account code. If the selected account is locked, the field is display only and cannot be changed.
Description	The account description from the chart of accounts is displayed. The information can be changed. The field can be a maximum of 30 characters.
Total	<p>The total of the amounts in the Next Yr Requested column of each account code is displayed.</p> <p>The calculation of this value is based on the formula, Total = Grand Total Estimated Revenues + Grand Total Other Resources - Grand Total Fund Balance - Grand Total Appropriation - Grand Total Other Uses.</p> <p>Note: No 61XX accounts are displayed on this tab, even if the user profile allows access. This will affect the value displayed in the Total field.</p>
Refresh Description	Click after an existing object code number is entered to update the Description field. The object code description is populated from the Object tab.
Refresh Totals	Click to update the totals.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the report. Review the report.
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p> <p>If all columns are not zero, or if the account is being used by Finance, Human Resources, or Requisition, a warning message is displayed and the account code cannot be deleted.</p>

Budget Data - Quick Entry

Use the Table of Contents to access a page.

Approved- BUD3100

Budget > Maintenance > Budget Data - Quick Entry > Approved

This tab is used to enter an approved amount in the account codes **Next Yr Approved** column. You can quickly enter amounts and notes, and either tab to another row or use the scroll bar to locate accounts. Changes to the account codes cannot be made on this tab. Use the Budget Data Maintenance page if account codes need to be changed.

If the **Next Yr Approved** field is locked, changes cannot be made to the amounts or the notes. Accounts can be locked by setting a date on the Tables > Budget Options page. After the set date, the **Next Yr Amount** field is no longer accessible. You can use the Mass Lock/Unlock utility to lock individual accounts, and associated amounts and notes.

All available account codes are displayed.

- All **Next Yr Requested** account codes are display only.
- If an account is locked, the **Next Yr Approved** field cannot be changed. Use the Mass Lock/Unlock utility to lock or unlock the selected account.

Narrow the account code list:

Field	Description
Org	Select an organization code and description for which you want to retrieve account codes.

Click **Retrieve**. All account codes with the selected account code elements are displayed.

Review and enter data:

Lock	The lock status of the account code is displayed. Y - The account code is locked. N - The account code is unlocked. Use the Mass Lock/Unlock utility to lock or unlock the selected account.
Note	The note status of the account code is displayed. Y - Comments exist. N - No comments exist.

Details

Click  to view any previously entered notes and other details for the associated account code. The Budget Data Details pop-up window is displayed.
The account code number and description are displayed at the top of the window.

Field	Description
Last Yr Closing Amt	The amount of the account balance at the end of the previous fiscal year is displayed. When the budget is initialized, you can update this amount with either the This Yr Amend Budget or This Yr Actual Amt , which would reflect the ending totals for the previous year.
This Yr Original Budget	The budget amount that was approved for the selected account during the current fiscal year is displayed.
This Yr Amend Budget	The amended budget amount for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
This Yr Actual Amt	The amount expended for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
School Year	The current school year in the YYYY-YYYY format as entered on the District Budget Options table is displayed.
Next Yr Requested	The previously requested budget amount for the selected account code is displayed. The amount cannot be changed on this tab.
Next Yr Recommended	The previously recommended budget amount for the selected account code during the next fiscal year is displayed. The amount cannot be changed on this tab.
Next Yr Approved	Type the amount of the approved budget for the selected account code. If the selected account is locked, this field is display only and cannot be changed.
Lock Flag	If the Lock Flag is set to Y, the account amount and notes are locked to prevent any changes to the Next Yr Approved field. No changes can be made until the account code is unlocked. If the Lock Flag field is set to N, the account amount and notes are unlocked, and the Next Yr Approved field can be changed and notes added or modified. Use the Mass Lock/Unlock utility to lock or unlock the selected account.
Description	Type the description of the account code, if different from the displayed name. The field can be a maximum of 30 characters. Changes made here will also change the descriptions on the Requested and Approved tabs.
Notes	Type comments, additional justification, or instructions about this account code. Notes: If an account code is locked, the account code note is display only. No changes can be made to the account code note until the account code is unlocked. A limited portion of the note for each account is displayed on the BUD1000 - Budget Report by Fund and BUD1100 - Budget Report by Organization. If the content of the note exceeds the allotted space on the report, the remaining portion of the note will not display. For example, all uppercase W characters are approximately 70 character spaces, so only that many would display. If you use a majority of lowercase characters, more characters can be displayed

Use the following buttons to view other details of other account codes:

Click  to view the next account code.

Click  to view the previous account code.

Click **OK** to save the changes and close the window.

Account Code	The account code components are displayed.
Next Yr Requested	The previously requested amounts for the account code is displayed. The amount cannot be changed on this tab.
Next Yr Recommended	The previously recommended amounts for the account code is displayed. The amount cannot be changed on this tab.
Next Yr Approved	Type the amount of the approved budget for the selected account code. If the selected account is locked, this field is display only and cannot be changed.
Description	The account description from the chart of accounts is displayed. The information can be changed. The field can be a maximum of 30 characters.
Total	The totals of the amounts in the Next Year Requested and Next Yr Recommend columns of each displayed account code are displayed. The calculation of these values is based on the formula, Total = Grand Total Estimated Revenues + Grand Total Other Resources - Grand Total Fund Balance - Grand Total Appropriation - Grand Total Other Uses.
Refresh Totals	Click to update the totals.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the report. Review the report.

This page is intentionally left blank.

~~HIDEPAGE~~

Recommended - BUD3100

Budget > Maintenance > Budget Data - Quick Entry > Recommended

This tab is used to enter a recommended amount in the **Next Yr Recommend** column for an account code. You can quickly enter amounts and notes, and either tab to another row or use the scroll bar to locate accounts. Changes to account codes cannot be made on this tab. If account codes need to be changed, use the Budget Data Maintenance page.

If the **Next Yr Recommend** field is locked, changes cannot be made to the amounts or the notes. Accounts can be locked by setting a date on the Tables > Budget Options page. After the set date, the **Next Yr Amount** field is no longer accessible. You can use the Mass Lock/Unlock utility to lock individual accounts and associated amounts and notes.

All available account codes are displayed.

- All **Next Yr Requested** account codes are display only.
- If an account is locked, the **Next Yr Recommend** field cannot be changed. Use the Mass Lock/Unlock utility to lock or unlock the selected account.

Narrow the account code list:

Field	Description
Org	Select an organization code and description for which you want to retrieve account codes.

Click **Retrieve**. All account codes with the selected organization code are displayed.

Review and enter data:

Lock	The lock status of the account code is displayed. Y - The account code is locked. N - The account code is unlocked. Use the Mass Lock/Unlock utility to lock or unlock the selected account.
Note	The note status of the account code is displayed. Y - Comments exist. N - No comments exist.

Details

Click  to view any previously entered notes and other details for the associated account code. The Budget Data Details pop-up window is displayed.

The account code number and description are displayed at the top of the window.

Field	Description
Last Yr Closing Amt	The amount of the account balance at the end of the previous fiscal year is displayed. When the budget is initialized, you can update this amount with either the This Yr Amend Budget or This Yr Actual Amt , which would reflect the ending totals for the previous year.
This Yr Original Budget	The budget amount that was approved for the selected account during the current fiscal year is displayed.
This Yr Amend Budget	The amended budget amount for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
This Yr Actual Amt	The amount expended for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
School Year	The current school year in the YYYY-YYYY format as entered on the District Budget Options table is displayed.
Next Yr Requested	The previously requested budget amount for the selected account code is displayed. The amount cannot be changed on this tab.
Next Yr Recommended	Type the amount of the recommended budget for the selected account code. If the selected account is locked, the field is display only and cannot be changed.
Lock Flag	If the Lock Flag is set to Y, the account amount and notes are locked to prevent any changes to the Next Yr Recommended field. No changes can be made until the account code is unlocked. If the Lock Flag field is set to N, the account amount and notes are unlocked, and the Next Yr Recommended field can be changed and notes added or modified. Use the Mass Lock/Unlock utility to lock or unlock the selected account.
Description	Type the description of the account code, if different from the displayed name. The field can be a maximum of 30 characters. Changes made here will also change the descriptions on the Requested and Approved tabs.
Notes	Type comments, additional justification, or instructions about this account code. Notes: If an account code is locked, the account code note is display only. No changes can be made to the account code note until the account code is unlocked. A limited portion of the note for each account is displayed on the BUD1000 - Budget Report by Fund and BUD1100 - Budget Report by Organization. If the content of the note exceeds the allotted space on the report, the remaining portion of the note will not display. For example, all uppercase W characters are approximately 70 character spaces, so only that many would display. If you use a majority of lowercase characters, more characters can be displayed

Use the following buttons to view other details of other account codes:

- Click  to view the next account code.
- Click  to view the previous account code.
- Click **OK** to save the changes and close the window.

Account Code	The account code components are displayed.
Next Yr Requested	The previously requested amounts for the account code is displayed. The amount cannot be changed on this tab.
Next Yr Recommended	The previously recommended amount for the account code is displayed, the amount can be changed if the selected account is not locked.
Description	The account description from the chart of accounts is displayed.
Total	The totals of all amounts in the Next Year Requested and Next Yr Recommend columns of each account code is displayed. The calculation of these values is based on the formula, Total = Grand Total Estimated Revenues + Grand Total Other Resources - Grand Total Fund Balance - Grand Total Appropriation - Grand Total Other Uses.
Refresh Totals	Click to update the totals.

To create a new row using the data from an existing row, select the applicable row, and click **Duplicate Record**. You must change the account code of the newly duplicated row prior to saving the record.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the report. Review the report.

Requested - BUD3100

Budget > Maintenance > Budget Data - Quick Entry > Requested

This tab is used to enter a requested amount in the **Next Yr Requested** column for account codes. You can quickly enter amounts and notes, and either tab to another row or use the scroll bar to locate accounts. Changes to account codes cannot be made on this tab. If account codes need to be changed, use the Budget Data Maintenance page.

If the **Next Yr Requested** field is locked, changes cannot be made to the amounts or the notes. Accounts can be locked by setting a date on the Tables > Budget Options page. After the set date, the **Next Yr Amount** field is no longer accessible. You can use the Mass Lock/Unlock utility to lock individual accounts and associated amounts and notes.

All available account codes are displayed. If an account is locked, the **Next Yr Requested** field cannot be changed. Use the Utilities > Mass Lock/Unlock utility to lock or unlock the selected account.

Narrow the account code list:

Field	Description
Org	Select an organization code and description for which you want to retrieve account codes.

Click **Retrieve**. All account codes with the selected organization code are displayed.

Review and enter data:

Lock	The lock status of the account code is displayed. Y - The account code is locked. N - The account code is unlocked. Use the Mass Lock/Unlock utility to lock or unlock the selected account.
Note	The note status of the account code is displayed. Y - Comments exist. N - No comments exist.

<p>Details</p>	<p>Click  to view any previously entered notes and other details for the associated account code. The Budget Data Details pop-up window opens. The account code number and description are displayed at the top of the window.</p> <p>The Last Yr Closing Amt field displays the amount of the account balance at the end of the previous fiscal year. When the budget is initialized, you can update this amount with either This Yr Amend Budget or This Yr Actual Amt, which would reflect the ending totals for the previous year.</p> <p>The This Yr Original Budget field displays the budget amount that was approved for the selected account during the current fiscal year.</p> <p>The This Yr Amend Budget field displays the amended budget amount for the current fiscal year. When the next year budget is approved and initialized, this amount will be zero.</p> <p>The This Yr Actual Amt field displays the amount expended for the current fiscal year. When the next year budget is approved and initialized, this amount will be zero.</p> <p>The School Year field displays the current school year in the YYYY-YYYY format as entered on the District Budget Options table.</p> <p>In the Next Yr Requested field, type the amount of the requested budget for the selected account code. If the selected account is locked, the field is display only and cannot be changed.</p> <p>The Lock Flag field displays the status of the selected account code.</p> <p>Notes: Use the Mass Lock/Unlock utility to lock or unlock the selected account.</p> <p>If the Lock Flag field is set to Y, the account amount and notes are locked to prevent any changes to the Next Yr Requested field. No changes can be made until the account code is unlocked.</p> <p>If the Lock Flag field is set to N, the account amount and notes are unlocked, and the Next Yr Requested field can be changed and notes added or modified.</p> <p>In the Notes field, type comments, additional justification, or instructions about this account code.</p> <p>Note: A limited portion of the note for each account is displayed on the BUD1000 - Budget Report by Fund and BUD1100 - Budget Report by Organization. If the content of the note exceeds the allotted space on the report, the remaining portion of the note will not display. For example, all uppercase W characters are approximately 70 character spaces, so only that many would display. If you use a majority of lowercase characters, more characters can be displayed.</p> <p>Use the following buttons to view other details of other account codes: Click  to view the next account code. Click  to view the previous account code. Click OK to save the changes and close the window.</p>
<p>Account Code</p>	<p>The account code components are displayed.</p>
<p>Next Yr Requested</p>	<p>The previously requested amount for the account code is displayed. The amount can be changed if the account code is not locked.</p>

Description	The account description from the chart of accounts is displayed. The information can be changed. The field can be a maximum of 30 characters.
Total	The total of the amounts in the Next Yr Requested column of each account code is displayed. The calculation of this value is based on the formula, Total = Grand Total Estimated Revenues + Grand Total Other Resources - Grand Total Fund Balance - Grand Total Appropriation - Grand Total Other Uses. Note: No 61XX accounts are displayed on this tab, even if the user profile allows access. This will affect the value displayed in the Total field.
Refresh Totals	Click to update the totals.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the report. Review the report.

Reports

Use the Table of Contents to access a page.

Board Reports

Budget > Reports > Board Reports

This page allows you to select the report you want to generate.

Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

Type or select the report options. **Parameters in bold are required.**

Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

[Review, save and/or print the report.](#)

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	<p>Sort report data: You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria.</p> <table border="1" data-bbox="212 309 1473 745"> <tr> <td data-bbox="212 309 520 459">(Left grid) Columns Available for Sorting</td> <td data-bbox="520 309 1473 459">Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns. Continue moving columns to the right grid as needed.</td> </tr> <tr> <td data-bbox="212 459 520 745">(Right grid) Sort Columns</td> <td data-bbox="520 459 1473 745"> You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid. </td> </tr> </table> <p>Click OK to apply the selected sort criteria to the report. Click Cancel to close the window without re-sorting.</p>	(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.	(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.
(Left grid) Columns Available for Sorting	Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns . Continue moving columns to the right grid as needed.				
(Right grid) Sort Columns	You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.				

Filter	Filter report data:	
	When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.	
	From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. Click Filter Criteria to expand the Filter Criteria section.	
	If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available.	
	Click Add Criterion to add new filter criteria. A blank row is displayed in the grid.	
	Field	Description
	Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
	Operator	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
	Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.
	Other functions and features:	
Add Criterion	Add another row. Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed. Using the <i>AND</i> operator limits search results, because the program looks only for records that contain both criterion. Using the <i>OR</i> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.	
Delete Selected	Delete selected row. Select the row, and then click the Delete Selected button. The row is deleted from the filter criteria.	
Click OK to apply the selected filter criteria to the report.		
Click Cancel to close the dialog box without applying a filter.		
Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.	
Reset	Reset report data: Click to restore the report to the original view, removing all sorting and filtering that has been applied.	

BUD2400 - 65% Instruction Expenditure Ratio

Budget > Reports > Board Reports > 65 Percent Instruction Expenditure Ratio

This report assists districts with determining the NCES Definition percentage and the NCES Modified percentages for School FIRST.

Parameter	Description
Include Reports (Select From List)	Type a Y or an N to include or exclude specific reports (NCES Definition and NCES Modified Definition) separating each value with a comma and no space (e.g., N,Y). Or, click  to select reports . This field is required.
Budget amt to use Requested(1), Recommended(2) Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.

Information from the TASBO website:

The two indicators numbered 13 and 14 will count only 3 points each. Indicator 13 will follow the NCES standard for calculation of the 65% instructional expenditure amount, and Indicator 14 will be a modified version of the NCES standard. If Indicator 13 is answered “No,” a school district may publish its check register (excluding payroll items) to receive full credit or 3 points for this indicator. The two indicators that will implement the 65% rule are:

13. Was The Percent Of Operating Expenditures Expended For Instruction More Than or Equal to 65%? (Functions 11, 36, 93, and 95) (Phased in over three years: 55% for 2006-2007; 60% for 2007-2008; and 65% for 2008-2009.)

14. Was The Percent Of Operating Expenditures Expended For Instruction More Than or Equal to 65%? (Functions 11, 12, 31, 33, 36, 93, and 95)

For more information, visit www.tasbo.org. The report is using the following information to calculate the percentages:

[Additional notes:](#)

NCES Definition Report

Numerator for Ratio:

Funds:

All except SSA (290-379 and 430-459), Debt Service (5XX) and (702-8XX)

Functions:

11, 36, 93, 95

Objects:

61XX-64XX

Subobjects:

All for those funds/functions/objects reported.

Organization:

All for those funds/functions/objects reported.

Fiscal Years:

All for those funds/functions/objects reported.

Program Intent:

All for those funds/functions/objects reported.

Educational Span:

All for those funds/functions/objects reported.

Project Detail:

All for those funds/functions/objects reported.

Denominator for Ratio (same as NCES Modified Definition Report):

Funds:

All except SSA (290-379 and 430-459) and Debt Service (5XX)

Functions:

11-61, 93, 95

Objects:

61XX-64XX

Subobjects:

All for those funds/functions/objects reported.

Organization:

All for those funds/functions/objects reported.

Fiscal Years:

All for those funds/functions/objects reported.

Program Intent:

All for those funds/functions/objects reported.

Educational Span:

All for those funds/functions/objects reported.

Project Detail:

All for those funds/functions/objects reported.

NCES Modified Definition Report

Numerator for Ratio:

Funds:

All except SSA (290-379 and 430-459), Debt Service (5XX) and (702-8XX)

Functions:

11, 12, 31, 33, 36, 93, 95

Objects:

61XX-64XX

Subobjects:

All for those funds/functions/objects reported.

Organization:

All for those funds/functions/objects reported.

Fiscal Years:

All for those funds/functions/objects reported.

Program Intent:

All for those funds/functions/objects reported.

Educational Span:

All for those funds/functions/objects reported.

Project Detail:

All for those funds/functions/objects reported.

Denominator for Ratio (same as NCES Definition Report):

Funds:

All except SSA (290-379 and 430-459) and Debt Service (5XX)

Functions:

11-61, 93, 95

Objects:

61XX-64XX

Subobjects:

All for those funds/functions/objects reported.

Organization:

All for those funds/functions/objects reported.

Fiscal Years:

All for those funds/functions/objects reported.

Program Intent:

All for those funds/functions/objects reported.

Educational Span:

All for those funds/functions/objects reported.

Project Detail:

All for those funds/functions/objects reported.

[Generate the report.](#)

BUD2050 - Budget Board Report by Function

Budget > Reports > Board Reports > Budget Board Report By Function

This report provides a list of the budgetary accounts by function. The report compares the budget to the actual realized revenue and expenditures. It can be printed with account-level detail or summarized by fund, function, and class object.

Parameter	Description
By Fund Breakdown (B) or No Breakdown (N)	B - Print the report by fund breakdown. N - Do not print the report by fund breakdown. This field is required.
Select Estimated Revenues (R), Appropriations (A), or blank for ALL	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to search for funds/years . Otherwise, leave blank to use all fund codes.
Select Function(s), or blank for ALL	Type the two-digit function code separating multiple function codes with a comma (e.g., 01, 99). Or, click  to search for functions . Otherwise, leave blank to use all function codes.
Include Levels (Select From List)	Type a Y or an N to include or exclude specific budget levels (Requested, Recommended, and Approved) separating each of the three budget levels with a comma and no space (e.g., N,N,Y). Or, click  to select budget report levels . This field is required.

[Generate the report.](#)

BUD2200 - Budget Board Report by Function/Object

Budget > Reports > Board Reports > Budget Board Report By Function/Object

This report provides a list of accounts and their balances. The report is sorted by fund or function. It provides school administrators with budget reports for the accounts for which they are responsible.

Parameter	Description
By Fund Breakdown (B) or No Breakdown (N)	B - Print the report by fund breakdown. N - Do not print the report by fund breakdown. This field is required.
Select Estimated Revenues (R), Appropriations (A), or blank for ALL	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to search for funds/years . Otherwise, leave blank to use all fund codes.
Select Function(s), or blank for ALL	Type the two-digit function code separating multiple function codes with a comma (e.g., 01, 99). Or, click  to search for functions . Otherwise, leave blank to use all function codes.
Include Levels (Select From List)	Type a Y or an N to include or exclude specific budget levels (Requested, Recommended, and Approved) separating each of the three budget levels with a comma and no space (e.g., N,N,Y). Or, click  to select budget report levels . This field is required.

[Generate the report.](#)

BUD2000 - Budget Board Report by Fund

Budget > Reports > Board Reports > Budget Board Report By Fund

This report provides a list of the budgetary accounts by fund. The report compares the budget to the actual realized revenue and expenditures. It can be printed with account level detail or summarized by fund, function, and class object.

Parameter	Description
By Fund Breakdown (B) or No Breakdown (N)	B - Print the report by fund breakdown. N - Do not print the report by fund breakdown. This field is required.
Select Estimated Revenues (R), Appropriations (A), or blank for ALL	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to search for funds/years . Otherwise, leave blank to use all fund codes.
Include Levels (Select From List)	Type a Y or an N to include or exclude specific budget levels (Requested, Recommended, and Approved) separating each of the three budget levels with a comma and no space (e.g., N,N,Y). Or, click  to select budget report levels . This field is required.

[Generate the report.](#)

BUD2150 - Budget Board Report by Object

Budget > Reports > Board Reports > Budget Board Report By Object

This report provides a list of all accounts and their balances as of the selected accounting period. The report is sorted by the major object class (e.g., 6200). The report provides school administrators with budget reports at a summary level for the object budgets for which they are responsible.

Parameter	Description
By Fund Breakdown (B) or No Breakdown (N)	B - Print the report by fund breakdown. N - Do not print the report by fund breakdown. This field is required.
Select Estimated Revenues (R), Appropriations (A), or blank for ALL	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to search for funds/years . Otherwise, leave blank to use all fund codes.
Select Object(s), or blank for ALL	Type the four-digit object code separating multiple object codes with a comma and no space (e.g., 5711,5949). Or, click  to search for object codes . Otherwise, leave blank to use all object codes.
Include Levels (Select From List)	Type a Y or an N to include or exclude specific budget levels (Requested, Recommended, and Approved) separating each of the three budget levels with a comma and no space (e.g., N,N,Y). Or, click  to select budget report levels . This field is required.

[Generate the report.](#)

BUD2100 - Budget Board Report by Organization

Budget > Reports > Board Reports > Budget Board Report By Organization

This report provides is a list of all accounts and their balances. The report is sorted by organization. It provides school administrators with budget reports for the organizational budgets for which they are responsible.

Parameter	Description
By Fund Breakdown (B) or No Breakdown (N)	B - Print the report by fund breakdown. N - Do not print the report by fund breakdown. This field is required.
Select Estimated Revenues (R), Appropriations (A), or blank for ALL	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to search for funds/years . Otherwise, leave blank to use all fund codes.
Select Organization(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click  to search for organization codes . Otherwise, leave blank to use all organization codes.
Include Levels (Select From List)	Type a Y or an N to include or exclude specific budget levels (Requested, Recommended, and Approved) separating each of the three budget levels with a comma and no space (e.g., N,N,Y). Or, click  to select budget report levels . This field is required.

[Generate the report.](#)

BUD2250 - Budget Board Summary by Fund/Function

Budget > Reports > Board Reports > Budget Board Summary By Fund/Function

This report provides a list of all accounts and their balances as of the selected accounting period. The report is sorted by fund or function and provides school administrators with budget reports for the budget accounts for which they are responsible.

Parameter	Description
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to search for funds/years . Otherwise, leave blank to use all fund codes.
Select Organization(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click  to search for organization codes . Otherwise, leave blank to use all organization codes.
Print Appropriation Report by Fund? (Select one column or N for No)	Type a number (1-7) to represent a specific report column, or click  to select a report column to include in the report. Otherwise, type N to not generate a report with this parameter. This field is required.
Print Appropriation Report by Function/Major Object? (Select one column or N for No)	Type a number (1-7) to represent a specific report column, or click  to select a report column to include in the report. Otherwise, type N to not generate a report with this parameter. This field is required.
Print Difference Appropriation Report by Function/Major Object? (Select columns or N for No)	Type two numbers (each from 1-7) to represent two report columns separating each column number with a comma and no space (e.g., 7,3), or click  to select difference report columns . Otherwise, type N to not generate a report with this parameter. This field is required.

[Generate the report.](#)

BUD2300 - Budget Board Summary by Organization

Budget > Reports > Board Reports > Budget Board Summary By Organization

This report provides is a list of all accounts and their balances as of the selected accounting period. The report is sorted by organization and provides school administrators with budget reports for the organizational budgets for which they are responsible.

Parameter	Description
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to search for funds/years . Otherwise, leave blank to use all fund codes.
Select Organization(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click  to search for organization codes . Otherwise, leave blank to use all organization codes.
Print Appropriation Report by Organization? (Select one column or N for No)	Type a number (1-7) to represent a specific report column, or click  to select a report column to include in the report. Otherwise, type N to not generate a report with this parameter. This field is required.
Print Appropriation Report by Organization/Major Object? (Select one column or N for No)	Type a number (1-7) to represent a specific report column, or click  to select a report column to include in the report. Otherwise, type N to not generate a report with this parameter. This field is required.
Print Difference Appropriation Report by Organization/Major Object? (Select columns or N for No)	Type two numbers (each from 1-7) to represent two report columns separating each column number with a comma and no space (e.g., 7,3), or click  to select difference report columns . Otherwise, type N to not generate a report with this parameter. This field is required.

[Generate the report.](#)

BUD2350 - Budget Board Summary by Org/Fnd/Fnc/Obj

Budget > Reports > Board Reports > Budget Board Summary By Org/Fnd/Fnc/Obj

This report provides a list of all accounts and their balances as of the selected accounting period. The report is printed by organization, fund, function, or object. It provides school administrators with budget reports for the organizational budgets for which they are responsible.

Parameter	Description
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to search for funds/years . Otherwise, leave blank to use all fund codes.
Select Organization(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click  to search for organization codes . Otherwise, leave blank to use all organization codes.
Print Appropriation Report by Organization & Fund? (Select one column or N for No)	Type a number (1-7) to represent a specific report column, or click  to select a report column to include in the report. Otherwise, type N to not generate a report with this parameter. This field is required.
Print Appropriation Report by Org/Fund/Func/Major Object? (Select one column or N for No)	Type a number (1-7) to represent a specific report column, or click  to select a report column to include in the report. Otherwise, type N to not generate a report with this parameter. This field is required.
Print Difference Appropriation Report by Org/Fund/Func/Major Object? (Select one column or N for No)	Type two numbers (each from 1-7) to represent two report columns separating each column number with a comma and no space (e.g., 7,3), or click  to select difference report columns . Otherwise, type N to not generate a report with this parameter. This field is required.

[Generate the report.](#)

Budget Reports

Budget > Reports > Budget Reports

This page allows you to select the report you want to generate.

Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

Type or select the report options. **Parameters in bold are required.**

Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

[Review, save and/or print the report.](#)

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	<p>Sort report data: You can sort data to make it easier to review or find records in the reports. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. If not, click Sort Criteria.</p>	
	(Left grid) Columns Available for Sorting	<p>Select the columns by which you want to sort, the columns are highlighted blue. Click ► to move the selected columns to the right side of under Sort Columns. Continue moving columns to the right grid as needed.</p>
	(Right grid) Sort Columns	<p>You can rearrange the columns to indicate the order in which you want the sort applied. Click a column name, and drag it up or down to a new location. In the right grid, for each column, click to indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order. To remove a column from the sort, select the column, and then click to move it back to the left grid.</p>
<p>Click OK to apply the selected sort criteria to the report. Click Cancel to close the window without re-sorting.</p>		

Filter	Filter report data: When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option. From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. Click Filter Criteria to expand the Filter Criteria section. If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available. Click Add Criterion to add new filter criteria. A blank row is displayed in the grid.	
	Field	Description
	Column	Select a column by which to filter the data. The drop down lists the columns that appear on the report.
	Operator	Select an operator. = Equals ≠ Not equals < Less than ≤ Less than or equal to > Greater than ≥ Greater than or equal to
	Value	Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.
	Other functions and features:	
	Add Criterion	Add another row. Select the logical connector (<i>AND</i> or <i>OR</i>) in the Logical field. Continue adding rows as needed. Using the <i>AND</i> operator limits search results, because the program looks only for records that contain both criterion. Using the <i>OR</i> operator expands search results, because the program looks for records that contain either one criterion or the other, or both.
	Delete Selected	Delete selected row. Select the row, and then click the Delete Selected button. The row is deleted from the filter criteria.
	Click OK to apply the selected filter criteria to the report. Click Cancel to close the dialog box without applying a filter.	
	Reset	Reset report data. Click to restore the report to the original view, removing all sorting and filtering that has been applied.
Reset	Reset report data: Click to restore the report to the original view, removing all sorting and filtering that has been applied.	

BUD1250 - Budget 85% Compliance Worksheet

Budget > Reports > Budget Reports > Budget 85 Percent Compliance Worksheet

This report is used to assist LEA's in detecting potential 85% compliance problems. It summarizes either the allocated or unallocated budget expenditures from the General Fund that are listed by program intent code and function code. The report is divided into two sections. The first section reports the direct costs, and the second section reports the indirect costs. You can choose from the requested, recommended, or approved level of the next year's budget.

Notes:

- There must be a fund type set up in Tables > Account Codes > Fund to allow the report to be displayed properly.
- Only fund types G, C, D, S, and T are included on the report.
- 8XXX accounts are excluded from the report when in function 00.
- Only the PICs that are listed in the FASRG are included on the report.
- 998 and 999 organization codes are excluded from the allocated report.

Parameter	Description
Print Allocated (A), Unallocated (U), or blank for ALL	A - Print only the allocated budget expenditures on the report. U - Print only the unallocated budget expenditures on the report. Blank - Print both the allocated and unallocated budget expenditures on the report.
Budget amt to use Requested(1), Recommended(2) Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to search for funds/years . Otherwise, leave blank to use all fund codes.

[Generate the report.](#)

BUD1300 - Budget Fund Balance Combined Statement

Budget > Reports > Budget Reports > Budget Fund Balance Combined Statement

This report creates a combined statement of revenues, expenditures, and changes in fund balances. Users can choose either allocated or unallocated budget expenditures from the requested, recommended, or approved level of the next year's budget.

Note: A fund type must be set up on the Tables > Account Codes > Fund tab in order for the report to be properly displayed.

Parameter	Description
Print Allocated (A), Unallocated (U), or blank for ALL	A - Print only the allocated budget expenditures on the report. U - Print only the unallocated budget expenditures on the report. Blank - Print both the allocated and unallocated budget expenditures on the report.
Budget amt to use Requested(1), Recommended(2) Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.

[Generate the report.](#)

BUD1050 - Budget Report by Function

Budget > Reports > Budget Reports > Budget Report by Function

This report displays a list of all accounts and their balances. The report is sorted by the function code and provides the school administrators with the financial reports of the functional budgets for which they are responsible.

Note: You must have accounts tied to your user profile in District Administration to access this report.

Parameter	Description
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)**	1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts. 2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts. 3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts. 4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts. 5 - Print the report with no percentages. This is a required field.
Budget amt to use Requested(1), Recommended(2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field.
Exclude 61XX Accounts? (Y/N)	Y - Exclude 61XX accounts from the report. N - Include 61XX accounts on the report. This is a required field.
Include Notes? (Y/N)	Y - Include notes on the report. N - Exclude notes from the report. This is a required field.
Select Function(s), or blank for ALL	Type the two-digit function code separating multiple function codes with a comma (e.g., 01, 99). Or, click  to search for functions . Otherwise, leave blank to use all function codes.

[Generate the report.](#)

BUD1000 - Budget Report by Fund

Budget > Reports > Budget Reports > Budget Report by Fund

This report displays a list of budgetary accounts that are sorted by fund code. It compares the budget to the actual realized revenue and expenditures. The report can be printed with account-level detail or summarized by the fund, function, and class object.

Note: You must have accounts tied to your user profile in District Administration to access this report.

Parameter	Description
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)**	<p>1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts.</p> <p>2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts.</p> <p>3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts.</p> <p>4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts.</p> <p>5 -Print the report with no percentages.</p> <p>This is a required field.</p>
Budget amt to use Requested(1), Recommended(2), Approved(3)	<p>1 - Print the report using the requested budget amount.</p> <p>2 - Print the report using the recommended budget amount.</p> <p>3 - Print the report using the approved budget amount.</p> <p>This is a required field.</p>
Set report spacing to Double Space? (Y/N)	<p>Y - Print the report with double spacing.</p> <p>N - Print the report with single spacing.</p> <p>This is a required field.</p>
Exclude 61XX Accounts? (Y/N)	<p>Y - Exclude 61XX accounts from the report.</p> <p>N - Include 61XX accounts on the report.</p> <p>This is a required field.</p>
Include Notes? (Y/N)	<p>Y - Include notes on the report.</p> <p>N - Exclude notes from the report.</p> <p>This is a required field.</p>
Select Fund(s), or blank for ALL	<p>Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to search for funds/years. Otherwise, leave blank to use all fund codes.</p>

[Generate the report.](#)

BUD1160 - Budget Report by Object

Budget > Reports > Budget Reports > Budget Report by Object

This report displays a list of all budgetary accounts and their balances. The report is sorted by the four-digit object code. The report provides the school administrators with the financial reports of the program budgets for which they are responsible.

Note: You must have accounts tied to your user profile in District Administration to access this report.

Parameter	Description
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)**	1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts. 2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts. 3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts. 4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts. 5 - Print the report with no percentages. This is a required field.
Budget amt to use Requested(1), Recommended(2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field.
Exclude 61XX Accounts? (Y/N)	Y - Exclude 61XX accounts from the report. N - Include 61XX accounts on the report. This is a required field.
Include Notes? (Y/N)	Y - Include notes on the report. N - Exclude notes from the report. This is a required field.
Select Object(s), or blank for ALL	Type the four-digit object code separating multiple object codes with a comma and no space (e.g., 5711,5949). Or, click  to search for object codes . Otherwise, leave blank to use all object codes.

[Generate the report.](#)

BUD1100 - Budget Report by Organization

Budget > Reports > Budget Reports > Budget Report by Organization

This report displays a list of all accounts and their balances. The report is sorted by the organization code and provides the school administrators with the financial reports of the organizational budgets for which they are responsible.

Note: You must have accounts tied to your user profile in District Administration to access this report.

Parameter	Description
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)**	1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts. 2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts. 3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts. 4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts. 5 -Print the report with no percentages. This is a required field.
Budget amt to use Requested(1), Recommended(2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field.
Exclude 61XX Accounts? (Y/N)	Y - Exclude 61XX accounts from the report. N - Include 61XX accounts on the report. This is a required field.
Include Notes? (Y/N)	Y - Include notes on the report. N - Exclude notes from the report. This is a required field.
Select Organization(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click  to search for organization codes . Otherwise, leave blank to use all organization codes.

[Generate the report.](#)

BUD1150 - Budget Report by Program Intent Code

Budget > Reports > Budget Reports > Budget Report by Program Intent Code

This report displays a list of all budgetary accounts and their balances. The report is sorted by the two-digit program intent code. The report provides the school administrators with the financial reports of the program budgets for which they are responsible.

Note: You must have accounts tied to your user profile in District Administration to access this report.

Parameter	Description
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)**	1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts. 2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts. 3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts. 4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts. 5 -Print the report with no percentages. This is a required field.
Budget amt to use Requested(1), Recommended(2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field.
Exclude 61XX Accounts? (Y/N)	Y - Exclude 61XX accounts from the report. N - Include 61XX accounts on the report. This is a required field.
Include Notes? (Y/N)	Y - Include notes on the report. N - Exclude notes from the report. This is a required field.
Select Program Intent Code(s), or blank for ALL	Type the two-digit program intent code separating multiple program intent codes with a comma and no space (e.g., 01,99). Or, click  to search for program intent codes . Otherwise, leave blank to use all program intent codes.

[Generate the report.](#)

BUD1500 - Budget Variable by Major Object

Budget > Reports > Budget Reports > Budget Variable by Major Object

This report allows you to create variable sort/break summaries by the major object (e.g., 5×00 or 6×00) that lists the sorted budget accounts at a selected budget level. You can choose either the estimated revenue or appropriations.

Parameter	Description
Select Budget Level: Requested(1), Recommended (2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Select Estimated Revenues (R) or Appropriations (A)	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Perform a page break on first major sort digit? (Y/N)	Y - Include a page break at the first major sort digit. N - Do not include a page break at the first major sort digit. This field is required.
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click  to create an account code mask . Otherwise, leave blank to use all account codes.
Enter sort order digits	Type the account code sort separating each code with a comma and no space (e.g., C,B). Or, click  to create an account code sort . This field is required.

[Generate the report.](#)

BUD1450 - Budget Variable Difference Percent

Budget > Reports > Budget Reports > Budget Variable Difference Percent

This report allows you to create variable sort/break summaries that list the percentage differences between sorted budget accounts at a selected budget level. You can choose either the estimated revenue or appropriations.

Parameter	Description
Select Budget Level: Requested(1), Recommended (2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Select Estimated Revenues (R) or Appropriations (A)	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Perform a page break on first major sort digit? (Y/N)	Y - Include a page break at the first major sort digit. N - Do not include a page break at the first major sort digit. This field is required.
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click  to create an account code mask . Otherwise, leave blank to use all account codes.
Enter sort order digits	Type the account code sort separating each code with a comma and no space (e.g., C,B). Or, click  to create an account code sort . This field is required.

[Generate the report.](#)

BUD1400 - Budget Variable Percent

Budget > Reports > Budget Reports > Budget Variable Percent

This report allows you to create variable sort/break summaries that list the account percentage of the budget for sorted accounts at a selected budget level. You can choose either the estimated revenue or appropriations.

Parameter	Description
Select Budget Level: Requested(1), Recommended (2), Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Select Estimated Revenues (R) or Appropriations (A)	R - Print the report using only estimated revenues. A - Print the report using only appropriations. This field is required.
Perform a page break on first major sort digit? (Y/N)	Y - Include a page break at the first major sort digit. N - Do not include a page break at the first major sort digit. This field is required.
Enter significant digits for fields to select on	Type the account code numbers or account code number mask separating multiple account code numbers with a comma (e.g., 199-XX-XXXX.XX-XXX-XXXXXX, 224-XX-XXXX.XX-XXX-XXXXXX). Or, click  to create an account code mask . Otherwise, leave blank to use all account codes.
Enter sort order digits	Type the account code sort separating each code with a comma and no space (e.g., C,B). Or, click  to create an account code sort . This field is required.

[Generate the report.](#)

BUD1350 - School District Budget

Budget > Reports > Budget Reports > School District Budget

This report allows you to preview and print copies of the requested, recommended, or approved level of the LEA's next year budget. After clicking **Run Preview**, you have the option to enter amounts for the 3000 - Estimated Fund Balance Last Year Closing funds.

- If amounts are entered, the amounts are displayed on the 3000 - Estimated Fund Balance Last Year Closing line of the report and are added to the 3000 - Estimated Fund Balance Next Year Closing line of the report.
- If amounts are not entered, the report displays underlines for the 3000 - Estimated Fund Balance Last Year Closing and 3000 - Estimated Fund Balance Next Year Closing lines of the report.

Note: A fund type must be set up on the Tables > Account Codes > Fund tab in order for the report to be properly displayed.

Parameter	Description
Budget amt to use Requested(1), Recommended(2) Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Select General Fund(s), or blank for ALL	Type the general fund number separating multiple general fund numbers with a comma (e.g., 161/1, 199/1). Or, click  to search for general funds/years . Otherwise, leave blank to use all general fund numbers.
Select Special Revenue Fund(s), or blank for ALL	Type the special revenue fund number separating multiple special revenue fund numbers with a comma (e.g., 211/2, 481/1). Or, click  to search for special revenue funds/years . Otherwise, leave blank to use all special revenue fund numbers.
Select Debt Service Fund(s), or blank for ALL	Type the debt service fund number separating multiple debt service fund numbers with a comma (e.g., 598/1, 599/1). Or, click  to search for debt service funds/years . Otherwise, leave blank to use all debt service fund numbers.
Select Capital Projects Fund(s), or blank for ALL	Type the capital projects fund number separating multiple capital projects fund numbers with a comma (e.g., 696/1, 699/1). Or, click  to search for capital projects funds/years . Otherwise, leave blank to use all capital projects fund numbers.
Select Governmental Exp Trust Fund(s), or blank for ALL	Type the governmental expenditures trust fund number separating multiple governmental expenditures trust fund numbers with a comma (e.g., 898/1, 899/1). Or, click  to search for governmental expenditures trust funds/years . Otherwise, leave blank to use all governmental expenditures trust fund numbers.

[Generate the report.](#)

BUD1550 - Selective Budget Report

Budget > Reports > Budget Reports > Selective Budget Report

This report provides a list of the budgetary accounts that are sorted by the fund code. It compares the budget to the actual realized revenue and expenditures. The report can be printed with account-level detail or summarized by the fund, function, and class object. Accounts can be filtered by funds, functions, objects, organizations, and program intent codes. The **Pct Inc/Dec** field is only displayed on the report if the **Select Columns to Print** parameter is set to Y, Y,Y,Y,Y,Y,Y.

Notes:

- A user profile with accounts must be established for the logged-on user on the Maintenance > User Profiles tab in District Administration.
- If the **Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)** report parameter is set to 5, the **Pct Inc/Dec** field is displayed as .00% on the report.
- The **Pct Inc/Dec field** is only displayed on the report if the **Select Columns to Print** report parameter is set to Y,Y,Y,Y,Y,Y or Y,Y,Y,Y,Y,N.

Parameter	Description
Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)	1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts. 2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts. 3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts. 4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts. 5 -Print the report with no percentages. This is a required field.
Budget amt to use Requested(1), Recommended(2) Approved(3)	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
Set report spacing to Double Space? (Y/N)	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field.
Exclude 61XX Accounts? (Y/N)	Y - Exclude 61XX accounts from the report. N - Include 61XX accounts on the report. This is a required field.
Include Notes? (Y/N)	Y - Include notes on the report. N - Exclude notes from the report. This is a required field.
Select Fund(s), or blank for ALL	Type the three-digit fund code separating multiple fund codes with a comma (e.g., 199, 224). Or, click  to search for funds/years . Otherwise, leave blank to use all fund codes.

Parameter	Description
Select Function(s), or blank for ALL	Type the two-digit function code separating multiple function codes with a comma (e.g., 01, 99). Or, click  to search for functions . Otherwise, leave blank to use all function codes.
Select Object(s), or blank for ALL	Type the four-digit object code separating multiple object codes with a comma and no space (e.g., 5711,5949). Or, click  to search for object codes . Otherwise, leave blank to use all object codes.
Select Sub Object(s), or blank for ALL	Type the subobject numbers, including all leading zeros and separating multiple subobject numbers with a comma (e.g., 01, 26). Or, click  to search for subobject numbers . Otherwise, leave blank to use all subobject numbers.
Select Organization(s), or blank for ALL	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click  to search for organization codes . Otherwise, leave blank to use all organization codes.
Select Program Intent Code(s), or blank for ALL	Type the two-digit program intent code separating multiple program intent codes with a comma and no space (e.g., 01,99). Or, click  to search for program intent codes . Otherwise, leave blank to use all program intent codes.
Select Columns to Print	Type the label print options with a comma and no spaces (e.g., N,Y,N,Y,Y,Y) . Or, click  to select column options . This is a required field.

[Generate the report.](#)

BUD1200 - Simulation Report

Budget > Reports > Budget Reports > Simulation Report

This report is used to print multiple simulation phases for comparison on the next year's budget worksheet.

Parameter	Description
Select Simulation Name, or blank for ALL	Type the simulation name separating multiple simulation names with a comma. Or, click  to search for simulation names . Otherwise, leave blank to use all simulation names.

[Generate the report.](#)

Tables

Use the Table of Contents to access a page.

Account Codes

Use the Table of Contents to access a page.

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~~HIDEPAGE~~

Educational Span - BUD2100

Budget > Tables > Account Codes > Educational Span

This tab is used to establish and manage the educational span code. It is the fourth character in the six-character program code and identifies the educational span code (e.g., grades 3, 5) of the current account code. It is a local-use field.

Set up an educational span code:

Click **+Add** to add a row.

Field	Description
Educational Span Code	Type the one-character alphanumeric educational span code for the account.
Educational Span Description	Type the educational span code description. The field can be a maximum of 30 characters.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open. Selected Account Code Tables - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail</p> <p>All Account Code Tables - prints all the Account Codes tab pages. Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>

Function - BUD2100

Budget > Tables > Account Codes > Function

This tab is used to establish and manage the two-digit numeric code applied to expenditures to identify the purpose of the transaction.

Set up a function code:

Click **+Add** to add a row.

Field	Description
Function Code	Type the function code for the account. The field can be a maximum of two digits
Function Description	Type the function code description. The field can be a maximum of 30 characters.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open. Selected Account Code Tables - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail All Account Code Tables - prints all the Account Codes tab pages. Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>

Fund - BUD2100

Budget > Tables > Account Codes > Fund

This tab is used to establish the fund code and fiscal year used to track all funds and transactions associated with an account number. You can delete a fund code only if there are no accounts in the chart of accounts that uses the fund/fiscal year code.

Set up a fund code:

Click **+Add** to add a row.

Field	Description																		
Fund/Fiscal Year	Type the fund code and the fiscal year. The fund code can be any digit between 101-999, and the fiscal year code is a one-digit code that is the last digit in the fiscal (school) year.																		
Fund Type	Select the fund type. If the fund does not have a fund type selection, the fund is not displayed on the FIN3200 - Working Trial Balance or FIN3220 - Working Trial Balance Using Transactions reports in Finance. Since rows of the table are moved to Finance during the Move Budget to Finance process, and a fund type must be in place for Budget reports BUD1250, BUD1300, and BUD1350 to be correctly displayed, be sure that this field is accurately populated.																		
Fund Description	Type the fund description. The field can be a maximum of 30 characters.																		
Budget Fund Balance Obj.Sobj.	If adding a new budget fund code and the object and subobject codes are left blank, the field defaults to 3700.00. The subobject defaults to 00 if the object is populated but the subobject is left blank.																		
Actual Fund balance Obj.Sobj	If adding a new budget fund code and the object and subobject codes are left blank, the field defaults to 3600.00. The subobject defaults to 00 if the object is populated but the subobject is left blank.																		
Interfund Due From Obj.Sobj.Fund/Fiscal Year	<p>This field is populated based on the Fund/Fiscal Year field.</p> <table border="1"> <thead> <tr> <th>If the Fund is:</th> <th>The Interfund Due from Obj.Sobj field is set to:</th> </tr> </thead> <tbody> <tr> <td>100-199</td> <td>1261.00 (General Fund)</td> </tr> <tr> <td>200-499</td> <td>1262.00 (Special Revenue Fund)</td> </tr> <tr> <td>500-599</td> <td>1263.00 (Debt Service Fund)</td> </tr> <tr> <td>600-699</td> <td>1264.00 (Capital Projects Fund)</td> </tr> <tr> <td>701-749</td> <td>1265.00 (Enterprise Fund)</td> </tr> <tr> <td>750-799</td> <td>1266.00 (Internal Service Fund)</td> </tr> <tr> <td>800-899</td> <td>1267.00 (Trust and Agency Funds)</td> </tr> <tr> <td>900-999</td> <td>1260.00 (General Capital Assets and Long-Term Debt)</td> </tr> </tbody> </table> <p>By default, the Interfund Due To Obj.Sobj field is set to 2171.00. If the fund is 8XX, the Interfund Due To Obj.Sobj field is set to 2177.00 for the subobject type 00-98.</p>	If the Fund is:	The Interfund Due from Obj.Sobj field is set to:	100-199	1261.00 (General Fund)	200-499	1262.00 (Special Revenue Fund)	500-599	1263.00 (Debt Service Fund)	600-699	1264.00 (Capital Projects Fund)	701-749	1265.00 (Enterprise Fund)	750-799	1266.00 (Internal Service Fund)	800-899	1267.00 (Trust and Agency Funds)	900-999	1260.00 (General Capital Assets and Long-Term Debt)
If the Fund is:	The Interfund Due from Obj.Sobj field is set to:																		
100-199	1261.00 (General Fund)																		
200-499	1262.00 (Special Revenue Fund)																		
500-599	1263.00 (Debt Service Fund)																		
600-699	1264.00 (Capital Projects Fund)																		
701-749	1265.00 (Enterprise Fund)																		
750-799	1266.00 (Internal Service Fund)																		
800-899	1267.00 (Trust and Agency Funds)																		
900-999	1260.00 (General Capital Assets and Long-Term Debt)																		

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open. Selected Account Code Tables - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail</p> <p>All Account Code Tables - prints all the Account Codes tab pages. Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p> <p>If accounts exist in Budget Data that use the fund/fiscal year code, a message is displayed and the fund is not deleted.</p>

Object - BUD2100

Budget > Tables > Account Codes > Object

This tab is used to establish and manage the four-digit numeric code that identifies the nature and object of an account transaction or source.

Set up an object code:

Click **+Add** to add a row.

Field	Description
Object Code	Type the object code for the account. The field can be a maximum of four digits.
Object Description	Type the object description. The field can be a maximum of 30 characters.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open. Selected Account Code Tables - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail</p> <p>All Account Code Tables - prints all the Account Codes tab pages. Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>

Organization - BUD2100

Budget > Tables > Account Codes > Organization

This tab is used to establish and manage the three-digit numeric code that is used to identify each campus and administrative organization (e.g., high school, middle school, elementary school, superintendent's office, tax office, data processing, etc.). The organization code portion of an account number must exist in the organization code table before an account number can be entered in the Budget application.

Note: The list of organizations also reflects deduction codes added from the payroll deduction code table. These deduction organizations will apply to fund 863 only. For example, if an LEA has an organization code of 001, which is a high school campus and has a deduction code in Payroll as 001 for additional federal withholdings, the high school campus name will default in the **Organization Description** field.

Set up an organization code:

Click **+Add** to add a row.

Field	Description
Organization Code	Type the organization code for the account. The field can be a maximum of three digits.
Organization Description	Type the organization code description. The field can be a maximum of 30 characters.

Click **Save**.

Other functions and features:

Retrieve	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	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open.</p> <p>Selected Account Code Tables - displays the following Account Code Table Selection options:</p> <ul style="list-style-type: none">Fund/Fiscal YrFunctionObjectSub-ObjectOrganization\ Program IntentEducational SpanProject Detail <p>All Account Code Tables - prints all the Account Codes tab pages.</p> <p>Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>

Program - BUD2100

Budget > Tables > Account Codes > Program

This tab is used to establish and manage the program intent codes. This two-digit code is the second and third digits of the six-character program code used to designate the intent of a program provided to students. It is used to account for the cost of instruction and other services that are directed toward a particular need of a specific set of students, not the demographic makeup of the students served.

Set up a program intent code:

Click **+Add** to add a row.

Field	Description
Program Intent Code	Type the program intent code for the account. The field can be a maximum of two digits.
Program Intent Description	Type the program intent code description. The field can be a maximum of 30 characters

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open. Selected Account Code Tables - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail</p> <p>All Account Code Tables - prints all the Account Codes tab pages. Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>

Project Detail - BUD2100

Budget > Tables > Account Codes > Project Detail

This tab is used to establish and manage the project detail code. This two-character code comprises of the fifth and sixth characters of the program code, and it identifies the program project. It is a local-use field.

Set up a project detail code:

Click **+Add** to add a row.

Field	Description
Project Detail Code	Type the project detail code for the account. The field can be a maximum of two characters.
Project Detail Description	Type the project detail description. The field can be a maximum of 30 characters.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open. Selected Account Code Tables - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail</p> <p>All Account Code Tables - prints all the Account Codes tab pages. Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>

Sub-Object - BUD2100

Budget > Tables > Account Codes > Sub-Object

This tab is used to establish and manage the two-character code that identifies the local-use, subobject codes.

Set up a sub-object code:

Click **+Add** to add a row.

Field	Description
Sub-Object Code	Type the sub-object code for the account. The field can be a maximum of two characters.
Sub-Object Description	Type the subobject code description. The field can be a maximum of 30 characters.

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p>Current Tab Page - prints only the tab page currently open. Selected Account Code Tables - displays the following Account Code Table Selection options: Fund/Fiscal Yr Function Object Sub-Object Organization\ Program Intent Educational Span Project Detail All Account Code Tables - prints all the Account Codes tab pages. Select an option, and then click OK to view a copy of the report. Otherwise, click Cancel to return to the tab.</p> <p>Review the report.</p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save.</p>

Budget Options - BUD2000

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:

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	<p>Select the field to update the original budget amount and the appropriations/estimated revenue amount.</p> <p>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.</p> <p>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.</p>

Click **Save**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Print	Click to print the report. Review the report.

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Utilities

Use the Table of Contents to access a page.

Budget Level Processing

Use the Table of Contents to access a page.

Approved - BUD6600

Budget > Utilities > Budget Level Processing > Approved

This utility is used to transfer the results of a budget simulation to the Approved tab of the Budget Data Maintenance page. The **Next Yr Approved** column is updated by the results of the simulation that was processed. Simulations created by all users with access to the Mass Increase/Decrease Account Codes > Approved tab are displayed. Users can process only 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.

Post approved simulation data:

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

Note: Users can only execute the simulations that they created. If a user executes a simulation from another user, the error message "User ID: XXXXXX does not match login User ID" is displayed.

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

In the upper grid, select the simulation to transfer to the **Next Yr Approved** column on the Approved tab of the Budget Maintenance page. The sequence numbers associated with the simulation are displayed in the detail grid at the bottom of the tab. If multiple sequences display, they are processed in the order listed.

Click **Execute** to post the values resulting from the selected simulation results to the **Next Yr Approved** column on the Budget Maintenance > Approved tab. A Budget Level Processing report is displayed. [Review the report.](#)

Click **Process** to complete the transfer of the selected simulation. A message is displayed prompting you to perform a [backup](#).

Click **Cancel** to return to the Budget Level Processing Approved tab.

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~~HIDEPAGE~~

Copy Level - BUD6600

Budget > Utilities > Budget Level Processing > Copy Level

Copy simulation data from one budget level to another:

Under **From Level**:

Field	Description
Requested	Select to copy the Requested column level. If selected, the data replaces the data in the selected To Level .
Recommended	Select to copy the Recommended column level. If selected, the data replaces the data in the selected To Level .
Approved	Select to copy the Approved column level. If selected, the data replaces the data in the selected To Level .

Under **To Level**:

Requested	Select to indicate that the data in the selected From Level column will replace the data in this column.
Recommended	Select to indicate that the data in the selected From Level column will replace the data in this column.
Approved	Select to indicate that the data in the selected From Level column will replace the data in this column.

Note: You cannot copy the same **From Level** column to the same **To Level** column.

Click **Execute** to copy the selected **From Level** simulations to the selected **To Level**. A Copy Level report is displayed. [Review the report.](#)

Click **Process** to complete the transfer of the selected simulation. A message is displayed prompting you to perform a [backup](#).

Click **Cancel** to return to the Budget Level Processing Copy Level tab.

Recommended - BUD6600

Budget > Utilities > Budget Level Processing > Recommended

This utility 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.

Field	Description
Recommended Cutoff Date	<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.
- Click **Execute** to transfer the values resulting from the selected simulation to the **Next Yr Recommend** column on the Maintenance > Budget Data > Recommended tab. A Budget Level Processing report is displayed. [Review the report.](#)
- Click **Process** to complete the transfer of the selected simulation. A message is displayed prompting you to perform a [backup](#).
- Click **Cancel** to return to the Budget Level Processing > Recommended tab.

Requested - BUD6600

Budget > Utilities > Budget Level Processing > Requested

This utility is used to transfer the results of a budget simulation to the Maintenance > Budget Data > Requested tab. The **Next Yr Requested** 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 > Requested tab are displayed. However, 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. The requested level does not have access to 61XX accounts.

Transfer requested simulation data:

All simulations created and processed by all users with access to the Utilities > Mass Increase/Decrease Account Codes > Requested tab are displayed in the grid area at the top of the tab. 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.

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

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

Click **Execute** to transfer the values resulting from the selected simulation to the **Next Yr Requested** column on the Maintenance > Budget Data > Requested tab. A Budget Level Processing report is displayed. [Review the report.](#)

Click **Process** to complete the transfer of the selected simulation. A message is displayed prompting you to perform a [backup](#).

Click **Cancel** to return to the Budget Level Processing > Requested tab.

Clear/Copy Budget Tables

Use the Table of Contents to access a page.

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~~HIDEPAGE~~

Clear Budget Tables - BUD7000

Budget > Utilities > Clear/Copy Budget Tables > Clear Budget Tables

This utility is used to clear all budget data from the simulation and crosswalk tables that were used during the budget process.

Clear budget tables:

Select from the following:

Clear Simulation Tables	Select to remove all data from the simulation tables unless there are generic tables that are used every year.
Clear Budget Crosswalk Table	Select to remove all data from the crosswalk tables.

Click **Execute**. A message is displayed indicating that the tables were cleared.

Copy Finance Tables to Budget - BUD7000

Budget > Utilities > Clear/Copy Budget Tables > Clear/Copy Finance Tables to Budget

This utility is used to copy current year finance tables to Budget.

Copy finance tables:

All available finance tables are displayed on the left side of the page.

Select the tables to be copied and use the following buttons to move the selected tables to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Field	Description
Preview Data	<p>Select to view the data records being copied to the budget tables.</p> <p>If selected, a preview report of each current year table being copied to the next year is displayed.</p> <p>If not selected, a message is displayed indicating that the tables were successfully copied.</p>

If **Preview Data** is selected, the Data Preview - Fund (Function, Object, Subobject, Org, Program, Ed Span, and Project Detail) Code Table report is displayed with the account code information that was copied for each account code element. Each element code table must be reviewed, and processed or canceled to display the next element code table.

[Review the report.](#)

Click **Process** to continue. A message is displayed indicating that the process was completed. Click **OK**.

Click **Cancel** to cancel and return to the Copy Finance Tables to Budget tab.

Clear/Move NYR Requisitions to CYR - BUD6700

Budget > Utilities > Clear Move NYR Requisitions To CYR

This page is used to clear or move all next year requisitions and purchase orders to the current year. As requisitions and purchase orders are created in the next year, they validate against the account codes, but not against the **Next Year Approved** column in Budget. Next year requisitions and purchase orders can be created for amounts that exceed what has been approved in Budget. All requisitions and purchase orders are posted, even if it results in exceeding the appropriated amount. The move also updates current requisition tables so they can be accessed and processed as needed. **Note:** The Move Budget to Finance function must be performed before this function is processed.

Additional notes:

- If **Clear Next Year Requisitions Only** is selected, all next year requisitions are removed from the database, and a report is created. You must click **Execute** to update the database.
- If **Move Next Year Requisitions to Current and Update Finance** is selected:
 - The accounting period selected (either current or next) is used as the accounting period for the transactions created in Finance and to determine which amounts are updated for the general ledger. It will also be used as the accounting period for the requisitions.
 - Next year purchase orders cannot exist in the current year with the same vendor number. If this condition exists, an error report is displayed. The user must reverse the purchase order in next year Requisition.
 - Requisitions are moved from next year to current year, and after the move is completed, they are no longer accessible in next year requisitions.
 - Appropriate supporting transactions are written to the Finance general ledger, balances are updated, and a report is created. The user must click Process to update the database.

This function can be performed on the following two pages:

- Finance > Utilities > Fiscal Year Processing > Clear/Move NYR Requisitions to CYR
- Budget > Utilities > Clear/Move NYR Requisitions to CYR

Clear/move next year requisitions to current year:

Field	Description
Requisition Accounting Period in Current Finance	Populated by the requisition accounting period data from the District Finance Options table and is display only. Requisitions that are moved to Finance are created in the current displayed accounting period.

Field	Description
PO Date	Type a date to override the Purchase Order Date , Encumbrance Trans Date , and Requisition Purchase Order Date for next year purchase orders that have not been printed or purchase orders for which the Confirm Only field is not selected. If left blank, the process continues without overriding these dates.
Clear Next Year Requisitions Only	Select to remove all next year requisitions from the database tables
Move Next Year Requisitions to Current and Update Finance	Select to transfer all next year requisitions to the current year and update the Finance general ledger.

Click **Execute** to move the requisitions to the Finance general ledger. When the process is completed, the Clear Next Year Requisitions or Move Next Year Requisitions to Current Year report is displayed. [Review the report.](#)

Click **Process** to remove all next year requisitions from the database or to write all next year requisitions to the current year and the Finance general ledger.

A message is displayed indicating that the process was successfully completed. Click **OK**.

Click **Cancel** to return to the Clear/Move NYR Requisitions to CYR page without clearing/moving any next year requisitions.

Notes:

- When moving next year requisitions to current year, the general journal **JV Number Description** automatically populates with REQ plus the requisition number.
- When moving next year requisitions to current year, the **Reason** automatically populates with the purchase order reason for those purchase orders that have already become purchase orders.
- Requisitions will not be processed if the **Current (Open) Accounting Period** and the **Requisition Accounting Period** fields are the same, and **Current Accounting Period Close** is selected on the District Finance Options page.
- Requisitions are not processed if end-of-month closing is being processed.

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Copy Current to New File ID - BUD7200

Budget > Utilities > Copy Current To New File ID

This page is used to select individual funds or multiple funds in the current file ID and copy them to a new file ID for archive purposes. This feature enables users to retain previous years' budget tables without interfering with current budget tables. Copying funds to a new file ID multiple times will not update any information in the new file ID. If users need to update any information, they must log on to the new file ID through the Change File ID page and manually make the changes.

The funds displayed on this page are retrieved from the account code table rather than the accounts in Budget; therefore, you might see funds from various fiscal years.

Copy current file ID funds to a new file ID:

Field	Description
File ID	Displays the file ID to which you are logged on.
New File ID	Click  to select the one-character file ID. This field represents the file ID to which you can move or copy funds.
Select	Select the individual check boxes for each fund to be copied.
Select All	Click to select all Select check boxes for all funds.
Unselect All	Click to clear all Select check boxes for all funds.

Click **Execute** to copy the selected funds to the new file ID. A message is displayed indicating that you are about to copy data from the current file ID to a new file ID and asks if you want to continue.

If you click **Yes**, a message is displayed indicating that the process was completed successfully. Click **OK**.

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Create Budget Data - BUD6000

Budget > Utilities > Create Budget Data

This utility is used to automatically transfer account codes and amounts from the Finance application to the Budget master file. This utility transfers balances and associated account codes from the Finance Original Budget (Estimated Revenues and Appropriations), Amended Budget (Estimated Revenue and Appropriations), and Actual Amount (Realized Revenue, Encumbrances and Expenditures) columns. The transfer can be from either the current or next accounting period amounts. Use this option when creating the Budget master table for the first time. Processing this selection multiple times does not create duplicate accounts, but does update existing budget balances and account codes being transferred from the Finance application to the Budget application.

Note: Records that exist in the Mass Change Account Codes, Mask Crosswalk option affect the accounts that are created or updated when using this option.

Create budget data:

Field	Description
From GL File ID	Select a from GL file ID. The accounting period values are changed according to the current and next accounting period values for the selected GL file ID.

Click **Retrieve** to update the **Accounting Period** options and fund information.

Under **Account Code**, select one of the following options:

Include Inactive	Select to include inactive account codes and amounts in the list of available account codes to be transferred.
Use Crosswalk	Select to crosswalk any account code elements for the selected fund/years that exist in the Mask Crosswalk utility. See Mask Crosswalk (Mass Change Account Codes).

Under **Accounting Period**, select one of the following options:

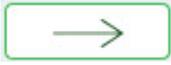
Current	The accounting period is set to Current by default, which uses the current accounting period amounts from the Finance application to populate the Budget application amounts.
Next	Select to create Budget data using the next accounting period amounts in the Finance application.

Under **Object Description**, select one of the following options:

Description from GL (New Account Codes)	Select to update the new Budget account code descriptions based on the general ledger description.
Description from GL (All Account Codes)	Select to update the object description for all account codes.

Description from Budget Object Code Table	Select to update the object description for new account codes only.
--------------------------------------------------	---------------------------------------------------------------------

All available fund/year codes from the Finance application are displayed on the left side of the page. Select the available fund/year codes to move to the right side of the page for the budget account code tables, general ledger accounts, and amounts using the following buttons:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Click **Execute** to execute the process. The Create Budget Data Report is displayed with the old fund/fiscal year account codes and amounts as well as the new fund/fiscal year account codes and associated amounts that are being transferred to Budget. [Review the report.](#)

Click **Execute** to create the budget data. You are prompted to create a [backup](#).

A message is displayed indicating that the process was successfully completed. Click **OK**.

Note: If there are account components that exist in the Finance file ID that do not exist in the Budget file ID account code table, a Budget Error Report of the account components that must be updated in the Budget account code table is produced, and you are not allowed to proceed until these account components are updated in Budget.

Caution: If there are accounts in the Budget file ID that have been updated that do not exist in the Finance file ID, those accounts are not updated, and the totals in Finance and Budget may not match.

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~~HIDEPAGE~~

Delete by File ID - BUD7500

Budget > Utilities > Delete by File ID

This page is used to remove all budget tables from a selected file ID.

Delete a file ID:

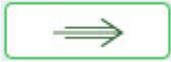
All available file IDs are displayed on the left side of the page under **Available File IDs**.

Select the file IDs to export.

Use the following buttons to move the selected file IDs to the right side of the page under **Selected File Ids**.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Click **Execute** to execute the process. A message is displayed indicating that you are about to delete budget tables.

- Click **Yes** to continue the process.
- Click **No** to cancel the process.

A message is displayed indicating that the process was successfully completed. Click **OK**.

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~~HIDEPAGE~~

Delete Funds - BUD7300

Budget > Utilities > Delete Funds

This page is used to delete all accounts for specific funds in the Budget master table. This function saves you from having to delete each account individually. A report of the deleted and not deleted funds is automatically generated.

All budget accounts are deleted for each of the funds selected, except:

- If there are any next year requisitions that have not become a purchase order and the attached account codes for the line items match the selected funds, the selected funds are not deleted, and an error message is displayed on the report.
- If there is an account code that is attached to a purchase order encumbrance transaction that matches the selected funds and the encumbrance transaction has not been reversed, the selected funds are not deleted, and an error message is displayed on the report.

All available fund/year accounts are displayed on the left side of the page.

Select the fund/year accounts to delete.

Use the following buttons to move the selected fund/years to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Click **Execute** to delete the selected funds. The Budget System Delete Funds Change Report is displayed. [Review the report.](#)

Click **Process** to process the selected accounts.

A message is displayed indicating that the process was successfully completed. Click **OK**.

Click **Cancel** to return to the Delete Funds page without deleting the selected funds.

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~~HIDEPAGE~~

Export Budget Tables - BUD7100

Budget > Utilities > Export Budget Tables

This utility is used to export a copy of the budget tables prior to running major functions. When exporting budget tables, copies of the data are exported to a user-designated archive file.

- If the file ID is N (Next Year), next year Requisition and Budget tables (without the User Profiles table) are exported.
- If the file ID is anything other than N, only Budget tables (without the User Profiles table) are exported.

Export budget tables:

Field	Description
Export File Name	A preset export file name is displayed in format dbccddd_mmddyyyy_bud.rsf, where cccddd is the county-district number and mmddyyyy is the current date.

Click **Execute** to execute the process. A message is displayed prompting you to create a [backup](#).

A message is displayed indicating that the selected tables have been cleared. Click **OK**.

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~~HIDEPAGE~~

Export by File ID - BUD7400

Budget > Utilities > Export by File ID

This page is used to copy the selected file IDs to a user-designated archive file.

- If the file ID is N (next year), the export includes the budget tables as well as next year requisition and workflow tables.
- If the file ID is anything other than N, the export only includes budget tables.

Export file IDs:

All available file IDs are displayed on the left side of the page under **Available File IDs**.

Select the file ID(s) to export.

Use the following buttons to move the selected file IDs from the left side to the right side of the page under **Selected File IDs**.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Click **Execute** to execute the process.

A message is displayed indicating that the process was successfully completed. Click **OK**.

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~~HIDEPAGE~~

Import Budget Tables - BUD7100

Budget > Utilities > Import Budget Tables

This utility is used to import budget tables that were previously exported. The export file should contain all budget tables for the file ID with which the user logged on. When importing budget tables, ensure the file ID of the archived file is the same as that of the logged-on file ID.

Import budget tables:

Field	Description
Import Path	<p>The following is displayed: (none selected). Click Browse to perform one of the following functions.</p> <p>Click Open to select the file name, or click Cancel to close the dialog box without processing.</p> <p>Click Submit to accept the import file name and return to the Import Budget Tables page. Type the drive and folder name from where you want to import the tables, and then click Submit to accept the import file name and return to the Import Budget Tables page.</p>

Click **Execute** to execute the process.

- A message is displayed indicating that you are about to import budget tables and confirming that you want to continue. Click **Yes** to continue the import. Otherwise, click No to cancel the import.
- Type a password for the imported file, and then click **Execute**.
- A message is displayed indicating that the import process was completed successfully. Click **OK**.

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~~HIDEPAGE~~

Mass Change Account Codes

Use the Table of Contents to access a page.

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~~HIDEPAGE~~

Fund/Year - BUD6300

Budget > Utilities > Mass Change Account Codes > Fund/Year

This tab is used to mass add funds for a new fiscal year in the database table and change selected fund/year codes and descriptions.

Note: When creating the new funds, the system applies the default objects and subobjects in the same manner as done in funds maintenance if the fund number has changed. If the fund number is not changed, the current objects are used.

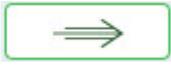
Mass change fund/year:

All available fund/year codes are displayed on the left side of the page.

Select the fund/year codes and use the following buttons to move the selected fund/years to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Click **Execute** to execute the process. The Fund/Fiscal Year Mass Change Report is displayed. [Review the report.](#)

Click **Process** to process the changes.

A message is displayed prompting you to perform a [backup](#).

Click **Cancel** to return to the Mass Change Account Codes Fund/Year tab without processing the changes.

Mask Crosswalk - BUD6300

Budget > Utilities > Mass Change Account Codes > Mask Crosswalk

This tab is used to select elements of any 20-digit account code number and change it to another number, copying the account codes and balances for the old account to the new account. The old account and amount are deleted from the budget tables. The new account is accessible to all those whose user profile includes the new account codes. Single or multiple account code changes can be made on this page. Changes to account codes in next year payroll and end-of-year accruals (August accruals) can be easily and quickly changed using this function. Care should be taken when choosing these two options as they affect all next year payroll frequencies. These entries also affect the Create Budget Data, Update Budget Data, and Update Last Year Closing options.

Mask crosswalk edit notes:

The from and to account codes cannot be all Xs or all spaces. If all digits are entered in each component, the codes must exist in the code table. The account code components are checked as follows:

1. The class objects (first digit of the object code) must be the same (e.g., 199-XX-5XXX.XX-XXX-5XXXXX cannot be crosswalked to 199-XX-6XXX.XX-XXX-5XXXXX).
2. When entire account codes are entered, the from account code must exist in the budget table and all components of the to account code must exist in the account code tables. The account codes must be different between the from and to.

Object and function edits are as follows:

- Classes 1, 2, 3, 5, 6, 7, and 8 are allowed to crosswalk.
- The from and to classes must be the same.
- For classes 1, 2, or 3, the function must be 00.
- For class 5, the function must be 00, and the major object (second digit of object code) must be 7, 8, or 9 (to edits only).
- For class 6, the function must not be 00, and the major object must be 1, 2, 3, 4, 5, or 6.
- For class 7, the function must be 00, and the major object must be 9 (to edits only).
- For class 8, the function must be 00, and the major object must be 9 (to edits only).

Process the mask crosswalk:

From Mask	Type the from fiscal year code you want to crosswalk.
To Mask	Type the to fiscal year code you want to crosswalk.

Click **+Add** to include additional account codes in the mask crosswalk.

- If changing more than one account code at a time, make sure that all criteria can be accommodated.
- If all criteria cannot be accommodated, complete one mask at a time.

NOTE: Verify the mask for accuracy. The data in the **From Mask** field is copied to what is in the **To Mask** field. If the account code for the **To Mask** field does not currently exist, the account code tables are automatically created and updated. When crosswalking from one fund/fiscal year to another fund/fiscal year only, the from fund/fiscal year from the fund code table is deleted.

Under **Object Description**, select one of the following:

Existing Code Description from Budget	Select to retrieve the existing code element description from the current budget.
New Object Description from Object Table	Select to replace the current description from the budget with the object code description in the account code table.

Under **Options**, select one of the following if changes need to be made to transactions related to the budget:

Do not select any options if following the Budget Processing steps.

NOTE: If any of the below options are selected, it is highly recommended that the Payroll > Utilities > Export Pay Tables utility be used to create a backup of each pay frequency before continuing to process this crosswalk. However, if **Update PMIS Forecast Distribution** is the only option selected, do not run the Payroll > Utilities > Export Pay Tables utility before continuing to process this crosswalk.

Update Payroll Distributions	Select to change all payroll distribution account codes in next year payroll that match the from mask are changed to the to mask account code. This updates all next year payroll frequencies.
Update EOY Accrual Data	Select to change account codes in the EOY accrual work table. If this crosswalk has funds and fiscal years that also exist in the EOY Payroll Accruals, Run Calculations tab and some of those funds/fiscal years have been selected to not decrement (Funds/Yrs to not Decrement field), the new fund and fiscal year used for expensing the EOY accruals will not be decremented. Example: Fund 211/1 was included with other funds in the Funds/Yrs to not Decrement field when the EOY Payroll Accrual, Run Calculations was performed. In the Mask Crosswalk, you have selected to change fund 211/1 to 215/1. Then, the same logic of not decrementing the fiscal year will apply to the new fund. Accrual reports reflect fund 215/1, and that fund/fiscal year will be what is posted to Finance. If a fund/fiscal year in the Mask Crosswalk was not included in funds/years to not decrement, decrementing of the fiscal year will apply to the new fund. The user should evaluate the entries on the EOY Payroll Accruals, Decrement tab for accuracy if the from fund/fiscal year is not the same as the to fund/fiscal year.
Update NY Payroll Budget	Select to change all account codes in the next year payroll budget that matches the from mask are changed to the to mask account code. This updates all next year payroll frequencies.

**Update PMIS
Forecast
Distribution**

Select to update next year Position Management distribution records. When this option is selected, a Budget export should be processed.

Click **Reset** to clear all crosswalk records and reset all previously selected options to the default.

Click **Execute** to initiate the mask crosswalk.

- If any errors are encountered during the process, an Error Listing report is displayed.
- If there are no errors, the Error Listing report is not displayed. If there are no errors, the Mask Crosswalk report is displayed. [Review the report.](#)

A message is displayed indicating that the process was successfully completed. Click **OK**.

Click **Cancel** to discard the mask crosswalk and close the page without changing any account codes.

Mass Delete Zero Balance Accounts - BUD7400

Budget > Utilities > Mass Delete Zero Balance Accounts

This page is used to select a fund/year with zero balance accounts that have a zero amount in all of the following columns:

- **Last Year Expend**
- **Next Year Requested**
- **Next Year Recommended**
- **Next Year Approved**

A report with a list of zero balance accounts is displayed for review. When you click **Process**, all of the zero balance accounts listed on the report are deleted from the budget table.

Mass delete zero balance accounts:

Field	Description
CY Original, CY Amended and CY Actual amounts must also be zero for an account to be deleted	Select to delete the fund/year(s) with zero balance accounts that have a zero amount in the following columns: Current Year Original Current Year Amendment Current Year Actual

All available fund/year accounts are displayed on the left side of the page under **Funds/Yrs Available**.

- Select the fund/year accounts to mass delete for the next fiscal year.
- Use the following buttons to move the selected fund/years to the right side of the page.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

- Click **Execute** to execute the process. [Review the report.](#)
- Click **Process** to delete the selected accounts.

A message is displayed indicating that the process was successfully completed. Click **OK**.

Click **Cancel** to return to the Mass Delete Zero Balance Accounts page without updating the selected accounts.

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~~HIDEPAGE~~

Mass Increase/Decrease Account Codes

Use the Table of Contents to access a page.

Approved- BUD6500

Budget > Utilities > Mass Increase/Decrease Account Codes > Approved

This tab is used to generate approved level budget simulations for selected accounts based on account values from either the last year closing, this year original budget, this year amended budget, this year actual, or the next year approved column from the Approved tab of the Budget Data Maintenance page. Each simulation can have multiple sequences. Each simulation sequence is performed in the order listed (e.g., The first sequence could affect the accounts within the mask of 199-XX-63XX-XX-X-XXXX by multiplying the **This Yr Actual Amt** column by 10% and populating the result in the **Next Yr Approved** column. The second sequence could affect the accounts within the mask of 199-XX-62XX-XX-X-XXXX by adding \$200.00 to this year amended and populating the result in the **Next Yr Approved** column.). Each user can view only their simulations.

The option enables the user to create a simulation that provides a report of how accounts are affected but does not automatically update the selected accounts and amounts. Only when the user selects Budget Level Processing and processes the simulation are the accounts and amounts updated in the Next Yr Approved column.

Simulations are based on the user profile of the logged-on user. The payroll accounts can be included in the selection of accounts to be calculated on the simulation. However, if any accounts in the selection criteria are not available to the user on the user profile at the time the simulation is executed, those accounts are not included in the calculations.

Example 1: If your user profile only allows for access to 62XX accounts and you choose, as part of the criteria, to update all 6XXX accounts, only those accounts that met the 62XX criteria are reflected in the preview report when the simulation is executed. No 61XX, 63XX, 64XX, etc. are included in the calculations.

Mass increase/decrease account codes at the approved level:

Field	Description
Simulation Name	Type a name for a new simulation. The field can be a maximum of seven characters and is a required field. Or, type the name of an existing simulation, and click Retrieve . To search for a specific simulation, click Directory . In the Search field, type a name for the simulation. A list of simulations that match the data you entered is displayed. To search through all available data, leave the Search field blank. Select a simulation name from the list. Otherwise, click Cancel .
Simulation Description	Type a description for the simulation. The field can be a maximum of 30 characters.
Base Column	Select a column on which to base the simulation calculations. This is a required field.

Field	Description
Round to Nearest Dollar Amount	Select if all calculations are to be rounded during the simulation. If not selected, exact calculated amounts are displayed.
Cutoff Date	The date that account updates are no longer allowed is displayed. If the district uses cutoff dates, simulation data cannot be created after the displayed cutoff date. If the district does not use cutoff dates, simulation data can be created at any time up to final budget approval.

Click **+Add** to add a sequence row to the grid.

Seq Nbr	The sequence row is automatically displayed.
Account Code	The 20-character account code mask with all Xs is displayed. Only populate the account code elements to be modified during the simulation (e.g., 199 for all 199 account codes). Use a mask with all Xs to change all accounts. Even if a mask is used, only those accounts that match your user profile are included in the calculations.
Operator	Select the operator function (i.e., Multiply, Add, Equal or No Change) to be applied to the simulation.
Percent/Amount	Type the value the operator applies to the simulation. <i>Multiply</i> - entered as a percentage value (e.g., 0.00000). When <i>Multiply</i> is selected, the percentage entered in this field is multiplied by the value of the selected column in the Base Column field. The result is used to update the Next Yr Approved column. <i>Add</i> - entered as a dollar value (e.g., 1,500.00). When <i>Add</i> is selected, the amount entered in this field is added to the value of the selected column in the Base Column field. The result is used to update the Next Yr Approved column. <i>Equals</i> - entered as a dollar value (e.g., 1,000.00). When <i>Equal</i> is selected, the amount entered in this field is used to update the Next Yr Approved column. The value of the selected column in the Base Column field is not used for the calculations. <i>No Change</i> - set to a noneditable 0.00. When <i>No Change</i> is selected, the Next Yr Approved column is updated by the value of the selected column in the Base Column field.

Click **Save**.

Click **Copy** to copy the simulation. The copy from simulation window is displayed with a list of all saved simulations.

- Select an existing simulation name from the list.
- Click **OK**. The window is closed, and the copied simulation populates all the fields on the tab.

Click **Execute** to execute the process. A Mass Increase/Decrease Budget Account Code Report is

displayed. [Review the report.](#)

Click **Process** to complete the simulation process.

Click **Cancel** to return to the approved tab of the Mass Increase/Decrease Account Codes page.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Delete	Click to delete the selected simulation.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .

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~~HIDEPAGE~~

Recommended- BUD6500

Budget > Utilities > Mass Increase/Decrease Account Codes > Recommended

This tab is used to generate recommended-level budget simulations for selected accounts based on account values from either the last year closing, this year original budget, this year amended budget, this year actual, or the next year recommended columns from the Recommended tab of the Budget Data Maintenance page. Each simulation can have multiple sequences. Each simulation sequence is performed in the order listed (e.g., The first sequence could affect the accounts within the mask of 199-XX-63XX-XX-X-XXXX by multiplying the **This Yr Actual Amt** column by 10% and populating the result in the **Next Yr Recommend** column. The second sequence could affect the accounts within the mask of 199-XX-62XX-XX-X-XXXX by adding \$200.00 to the **This Yr Amend Budget** column and populating the result in the **Next Yr Recommend** column.). Each user can view only his simulations.

The utility enables the user to create a simulation that will provide a report of how accounts are affected but will not automatically update the selected accounts and amounts. Only when the user selects Budget Level Processing and processes the simulation will the accounts and amounts be updated in the **Next Yr Recommend** column.

Simulations are based on the user profile of the logged-on user. The payroll accounts can be included in the selection of accounts to be calculated on the simulation. However, if any accounts in the selection criteria are not available to the user on the user profile at the time the simulation is executed, those accounts are not included in the calculations.

Example: If your user profile only allows for access to 62XX accounts and you choose as part of the criteria to update all 6XXX accounts, only those accounts that met the 62XX criteria are reflected in the preview report when the simulation is executed. No 61XX, 63XX, 64XX, etc. are included in the calculations.

Mass increase/decrease account codes at the recommended level:

Field	Description
Simulation Name	Type a name for a new simulation. The field can be a maximum of seven characters and is a required field. Or, type the name of an existing simulation, and click Retrieve . To search for a specific simulation, click Directory . In the Search field, type a name for the simulation. A list of simulations that match the data you entered is displayed. To search through all available data, leave the Search field blank. Select a simulation name from the list. Otherwise, click Cancel .
Simulation Description	Type a description for the simulation. The field can be a maximum of 30 characters.
Base Column	Select a column on which to base the simulation calculations. This is a required field.

Field	Description
Round to Nearest Dollar Amount	Select if all calculations are to be rounded during the simulation. If not selected, exact calculated amounts are displayed.
Cutoff Date	<p>The date that account updates are no longer allowed is displayed.</p> <p>If the district uses cutoff dates, simulation data cannot be created after the displayed cutoff date.</p> <p>If the district does not use cutoff dates, simulation data can be created at any time up to final budget approval.</p>

Click **+Add** to add a sequence row to the grid.

Seq Nbr	The sequence row is automatically displayed.
Account Code	<p>The 20-character account code mask with all Xs is displayed.</p> <p>Only populate the account code elements to be modified during the simulation (e.g., 199 for all 199 account codes). Use a mask with all Xs to change all accounts.</p> <p>Even if a mask is used, only those accounts that match your user profile are included in the calculations.</p>
Operator	Select the operator function (i.e., Multiply, Add, Equal or No Change) to be applied to the simulation.
Percent/Amount	<p>Type the value the operator applies to the simulation.</p> <p>Multiply - entered as a percentage value (e.g., 0.00000). When <i>Multiply</i> is selected, the percentage entered in this field is multiplied by the value of the selected column in the Base Column field. The result is used to update the Next Yr Recommend column.</p> <p>Add - entered as a dollar value (e.g., 1,500.00). When <i>Add</i> is selected, the amount entered in this field is added to the value of the selected column in the Base Column field. The result is used to update the Next Yr Recommend column.</p> <p>Equals - entered as a dollar value (e.g., 1,000.00). When <i>Equal</i> is selected, the amount entered in this field is used to update the Next Yr Recommend column. The value of the selected column in the Base Column field is not used for the calculations.</p> <p>No Change - is set to a noneditable 0.00. When <i>No Change</i> is selected, the Next Yr Recommend column is updated by the value of the selected column in the Base Column field.</p>

Click **Save**.

Click **Copy** to copy the simulation. The copy from simulation window is displayed with a list of all saved simulations.

- Select an existing simulation name from the list.
- Click **OK**. The window is closed, and the copied simulation populates all the fields on the tab.

Click **Execute** to execute the process. A Mass Increase/Decrease Budget Account Code Report is

displayed. [Review the report.](#)

Click **Process** to complete the simulation process.

Click **Cancel** to return to the Recommended tab of the Mass Increase/Decrease Account Codes page.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Delete	Click to delete the selected simulation.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .

Requested - BUD6500

Budget > Utilities > Mass Increase/Decrease Account Codes > Requested

This tab is used to generate requested-level budget simulations for selected accounts based on account values from either the last year closing, this year original budget, this year amended budget, this year actual, or the next year requested columns from the Requested tab of the Budget Data Maintenance page.

Each simulation can have multiple sequences. Each simulation sequence is performed in the order listed (e.g., The first sequence could affect accounts within the mask of 199-XX-63XX-XX-X-XXXX by multiplying the **This Yr Actual Amt** column by 10% and populating the result in the **Next Yr Requested** column. The second sequence could affect accounts within the mask of 199-XX-62XX-XX-X-XXXX by adding \$200.00 to the **This Yr Amend Budget** column and populating the result in the Next Yr Requested column.). You can only view your simulations.

The utility enables you to create a simulation that will provide a report of how accounts are affected but will not automatically update the selected accounts and amounts. Only when the user selects Budget Level Processing and processes the simulation will the accounts and amounts be updated in the Next Yr Requested column.

Note: Simulations are based on the user profile of the logged-on user. Requested-level users do not have access to the 61XX payroll accounts even if they are included in the account selection criteria. If any accounts in the selection criteria are not available to the user on the user profile at the time the simulation is executed, those accounts are not included in the calculations.

Example: If your user profile only allows you access to 62XX accounts and you choose as part of the criteria to update all 6XXX accounts, only those accounts that met the 62XX criteria are reflected in the preview report when the simulation is executed. No 61XX, 63XX, 64XX, etc. are included in the calculations.

Mass increase/decrease account codes at the requested level:

Field	Description
Simulation Name	Type a name for a new simulation. The field can be a maximum of seven characters and is a required field. Or, type the name of an existing simulation, and click Retrieve . To search for a specific simulation, click Directory . In the Search field, type a name for the simulation. A list of simulations that match the data you entered is displayed. To search through all available data, leave the Search field blank. Select a simulation name from the list. Otherwise, click Cancel .
Simulation Description	Type a description for the simulation. The field can be a maximum of 30 characters.

Field	Description
Base Column	Select a column on which to base the simulation calculations. This is a required field.
Round to Nearest Dollar Amount	Select if all calculations are to be rounded during the simulation. If not selected, exact calculated amounts are displayed.
Cutoff Date	The date that account updates are no longer allowed is displayed. If the district uses cutoff dates, simulation data cannot be created after the displayed cutoff date. If the district does not use cutoff dates, simulation data can be created at any time up to final budget approval.

Click **+Add** to add a sequence row to the grid.

Seq Nbr	The sequence row is automatically displayed.
Account Code	The 20-character account code mask with all Xs is displayed. Only populate the account code elements to be modified during the simulation (e.g., 199 for all 199 account codes). Use a mask with all Xs to change all accounts. Even if a mask is used, only those accounts that match your user profile are included in the calculations.
Operator	Select the operator function (i.e., Multiply, Add, Equal or No Change) to be applied to the simulation.
Percent/Amount	Type the value the operator applies to the simulation. <i>Multiply</i> - entered as a percentage value (e.g., 0.00000). When <i>Multiply</i> is selected, the percentage entered in this field is multiplied by the value of the selected column in the Base Column field. The result is used to update the Next Yr Approved column. <i>Add</i> - entered as a dollar value (e.g., 1,500.00). When <i>Add</i> is selected, the amount entered in this field is added to the value of the selected column in the Base Column field. The result is used to update the Next Yr Approved column. <i>Equals</i> - entered as a dollar value (e.g., 1,000.00). When <i>Equal</i> is selected, the amount entered in this field is used to update the Next Yr Approved column. The value of the selected column in the Base Column field is not used for the calculations. <i>No Change</i> - set to a noneditable 0.00. When <i>No Change</i> is selected, the Next Yr Approved column is updated by the value of the selected column in the Base Column field.

Click **Save**.

Click **Copy** to copy the simulation. The copy from simulation window is displayed with a list of all saved simulations.

- Select an existing simulation name from the list.
- Click **OK**. The window is closed, and the copied simulation populates all the fields on the tab.

- Click **Execute** to execute the process. A Mass Increase/Decrease Budget Account Code Report is displayed. [Review the report.](#)
- Click **Process** to complete the simulation process.
- Click **Cancel** to return to the Requested tab of the Mass Increase/Decrease Account Codes page.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
Delete	Click to delete the selected simulation.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click Save .

Mass Lock/Unlock Funds - BUD6400

Budget > Utilities > Mass Lock/Unlock Funds

This page is used to protect account codes and amounts from being changed when developing the next year's budget. When completing the mask, you can quickly select single or multiple account codes to be locked. Budget accounts that are locked cannot be updated or changed on the Budget maintenance pages by either Budget users or through the Interface NY to Budget process in Payroll. You do not need to remember what accounts are locked before unlocking them. By using a full mask of the account code and clicking **Execute**, a preview page of all account codes to be unlocked is displayed. You can then determine if all accounts listed are to be unlocked or if the unlock mask should be modified.

Mass lock/unlock accounts:

Field	Description
Account Code	The 20-character account code mask is displayed. You can enter a partial mask or complete account code elements (e.g., 1XX for all 1 account codes or 199 for all 199 account codes). Use a mask with all Xs to lock or unlock all accounts.

Select one of the following **Action** options:

Lock	Select to lock all accounts with the selected element from any changes.
Unlock	Select to unlock all accounts with the selected element and allow changes.

Click **Execute** to lock or unlock the selected accounts that match the mask. The Mass Lock/Unlock Funds Change Report is displayed. [Review the report.](#)

Click **Process** to update the selected accounts in the budget tables.

A message is displayed prompting you to perform a [backup](#).

Click **Cancel** to return to the Mass Lock/Unlock Funds page without updating the selected accounts.

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~~HIDEPAGE~~

Move Budget to Finance - BUD6100

Budget > Utilities > Move Budget To Finance

This page is used to copy the amounts in the **Approved** column in Budget to the Finance general ledger. This process transfers all account code, amount, and description information from the Budget master table to the Finance general ledger. When this option is chosen from the Budget application, the Budget file ID is the logged-on file ID, and the Finance file ID is C. When this option is chosen from the Finance application, the Budget file ID is N, and the Finance file ID is the logged-on file ID. The process allows the following:

- Users can select individual fund/fiscal years to copy and select whether to move the full amount, the difference, or the original budget.
- If accounts are locked in Budget, they can still be moved to Finance.
- If accounts are inactive in Finance, they are updated by Budget.
- Users can transfer credit amounts as well as debit amounts from Budget to Finance, and the system populates the amounts correctly in Finance.
 - Amounts to be moved must be in the next year approved column in Budget.
 - If the fund/fiscal year in Budget is not in balance when moved to Finance, a balancing entry is made based on the budget fund balance object/subobject code in the Account Codes table.
 - If the account class is 3, 6, or 8, the amount being transferred from Budget is multiplied by -1 before posting to Finance.
 - If the account class is 5 or 7, the budget amount is posted to Finance as it was entered in Budget.

After completing the move process, print the general ledger reports to verify that all account information was correctly transferred.

This function can be performed on the following two pages:

- Budget > Utilities > Move Budget to Finance
- Finance > Utilities > Fiscal Year Processing > Move Budget to Finance

Move budget data:

Under **Update Amount Options**, select one of the following:

Full Amount	Select if you are moving your budget to Finance for the first time. If Capture Original Budget Flag is selected on the Tables > District Budget Options page, Finance is populated with the original budget. The estimated revenues, appropriations, and if necessary, a 3XXX balancing account are updated/created each time this option is performed. If an account has an existing balance in Finance, the Budget amount is added to the existing balance (e.g., an existing account has a \$1000.00 balance, and the Budget amount is \$1500.00; the Budget amount is added to the balance to equal \$2500.00).
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Difference	Select if an account has an existing balance in Finance, the difference between the Budget amount and the existing balance is added to the account (e.g., an existing account has a \$1000.00 balance, and the Budget account is \$1500.00; only \$500.00 is added to make it \$1500.00, or if Finance has \$1500.00 and Budget has \$500.00, \$1000.00 is subtracted to make it \$500.00). If Capture Original Budget Flag is selected on the Tables > District Budget Options page, Finance is populated with the original budget. The Estimated Revenues, Appropriations, and if necessary, a 3XXX balancing account is updated/created each time this option is performed.
Original Budget Only	Select to allow to capture the original budget. No other columns in the Finance general ledger are updated, and no transactions are inserted. If the account does not exist in the general ledger, it is created. When this option is used, Capture Original Budget Flag on the Tables > District Budget Options page is ignored. If an account has an existing original budget amount in Finance, the Budget amount is added to the existing original budget amount (e.g., an existing account has a \$1000.00 balance, and the Budget amount is \$1500.00; the Budget amount is added to the original budget amount to make it \$2500.00).

NOTE: A warning message is displayed with a preview of the accounts, and informing you that account codes with balances exist in Finance.

Under **Copy Account Options**, select one of the following:

Copy zero balance accounts	Select to move all accounts in Budget to Finance including those with zero amounts.
Copy Account Code Tables	Select to add this account code table to the existing Finance account code table for all funds, functions, objects, etc. that do not exist in the current Finance account code table. If accounts do exist in the current Finance account code table and changes were made to the descriptions, the existing description in the Finance account codes are replaced. Note: If you manually added the new account codes to the Finance account code table, this option does not need to be selected. However, if the account codes do not exist in the current Finance account code table and this option is not selected, database errors may occur.

Under **Accounting Period**, select one of the following options:

Current	Select to post the general ledger to the current accounting period. Selected by default.
Next	Select to post the general ledger to the next accounting period.
JV Number	Set to 999999 by default, but can be changed. Type an alphanumeric journal voucher number. If a duplicate journal voucher number other than 999999 is entered, an error message is displayed. This field is required.
Transaction Date	Set to the system date by default, but can be changed. Type a date in the MM-DD-YYYY format. This field is required.

All available funds/years and descriptions are displayed on the left side of the page. Select the current fund/year tables to be moved to the right side of the page for next year tables using the following buttons:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Click **Execute** to move the budget funds to the Finance general ledger.

A message is displayed indicating that the process was successfully completed. Click **OK**.

[Review the error report, if available.](#)

An error report with the journal voucher number and the transaction date in the report header may be displayed:

- If any account code components that do not exist in Finance are used in budget accounts, they must be corrected prior to continuing the process. Click **Cancel** to return to the Move Budget to Finance page without moving the accounts.
- If any funds are out-of-balance.
 - Click **Process** to create an offset transaction for each out-of-balance fund.
 - Click **Cancel** to cancel processing without moving budget amounts to Finance.

If no error report is displayed or if **Process** is clicked on the error report (for out-of-balance), the following reports are displayed:

- Account Change Notifications are produced if a fund being moved is not in balance (e.g., Estimated Revenues + Other Uses does not equal Appropriations + Other Uses + Fund Balance). The journal voucher number and the transaction date are displayed in the report header.
- A general journal is produced if any accounts are updated for Finance. The journal voucher number and the transaction date are displayed in the report header.

Click **Process** to post the selected accounts to the Finance general ledger. Either the estimated revenues, appropriations, or balance columns are updated based on the account class and the accounting period. If **Capture Original Budget Flag** is selected on the Budget Options page, then the Budget amount is also saved as the **Original Budget Amount** column in the general ledger.

A message is displayed indicating that the Move Budget to Finance process completed successfully. Click **OK**.

Click **Cancel** to return to the Move Budget to Finance page without moving the accounts.

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~~HIDEPAGE~~

Reinitialize Budget Data - BUD6200

Budget > Utilities > Reinitialize Budget Data

Due to the effects this process has on the Budget file, it is **imperative** that you back up the Budget file before starting the reinitialization process.

This page is used to prepare the Budget file for the next school year. This process is run when the final budget for the prior school year has been adopted and posted to the general ledger. Amounts are maintained in order to create a budget history in the Budget master file. When reinitializing budget data, you can specify the funds you wish to shift, or you can select all funds. The following changes are made:

- The value in the **This Yr Amend Budget** or the **This Year Actual Amt** field is moved to the **Last Yr Closing Amt** field replacing the value from the previous year.
- The value in the **Next Yr Approved** field is moved to the **This Yr Original Budget** field replacing the value from the current year.
- The values for the following fields are set to zero:
 - **This Yr Amend Budget**
 - **This Yr Actual Amt**
 - **Next Yr Requested**
 - **Next Yr Recommend**
 - **Next Yr Approved**

Reinitialize the budget data:

Under **Amt to use as Last Yr Closing Amt**, select one of the following:

- **This Yr Expenditures** - Recommended option.
- **This Yr Amended Budget** - Select this option to update the column with amended budget data.

All available fund/years are displayed on the left side of the page under **Fund/Yrs Available**. Select the fund/years to be reinitialized and use the following buttons to move the selected fund/years to the right side of the page under **Fund/Yrs to Initialize**.



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Click **Execute** to execute the process. The Budget System Reinitialize Funds Change report is displayed. [Review the report.](#)

Click **Process** to reinitialize the selected account data.

A message is displayed indicating that the process was successfully completed. Click **OK**.

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~~HIDEPAGE~~

Update Budget Data - BUD6000

Budget > Utilities > Update Budget Data

This utility is used to transfer account codes and amounts from the Finance application to the Budget application master file. The amounts to be used for the update are based on the **Update Column** and the **Accounting Period** selections. Use this option after you have created the Budget master table. If you want to copy additional Fund/Year codes, then you must first use the Create Budget Data page.

Records that exist in the Mass Change Account Codes, Mask Crosswalk option affect the accounts that are created or updated when using this option.

Update budget data:

Field	Description
From GL File ID	Select the prior year from GL file ID. The accounting period values are changed according to the current and next accounting period values for the selected GL file ID.

Click **Retrieve** to update the **Accounting Period** options and fund information.

Under **Update Column**, select one of the following options:

During budget processing, select **Amended** or **Actual** to update those columns in Budget for the selected fund/year codes.

Original	Select if you have posted Journal Budget or Amended Budget entries to Estimated Revenue or Appropriations, and selected Original Budget Only in the Move Budget to Finance utility. Note: If Capture Original Budget Flag on District Budget Options is not selected or if Original Budget Only on Utilities, Move Budget to Finance is not selected, the original budget amount viewed in Budget Amendment will not display. If one or both of these features has not occurred prior to performing this process, zero amounts or only those amounts that had Capture Original Budget Flag selected on journal budget or current year amendment transactions will update the current Original Budget field.
Amended	Select if you have posted entries in Journal Budget or Amended Budget to Estimated Revenue or Appropriations and did not select Original Budget Only in the Move Budget to Finance utility.
Actual	Select if you have posted entries that have increased or decreased Realized Revenue, Encumbrance, or Expenditures in Finance.

Under **Account Code**, select one of the following options:

<p>Include Inactive</p>	<p>Select to include inactive account codes and amounts in the list of available account codes to be transferred.</p> <p>If selected, any inactive accounts and amounts in the prior or current file ID (depends on the file ID selected in the GL From File ID field) are copied over.</p> <p>If not selected, inactive accounts and amounts in the prior or current file ID (depends on the file ID selected in the GL From File ID field) are not copied over.</p>
<p>Use Crosswalk</p>	<p>Select to crosswalk any account code elements for the selected fund/years that exist in the Mask Crosswalk utility. See Mask Crosswalk (Mass Change Account Codes).</p>
<p>Only Existing Budget Accts</p>	<p>Select to include existing account codes and amounts in the list of available account codes to be transferred.</p>

Under **Accounting Period**, select one of the following options:

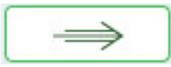
During the budget processing, select the **Current** month if the current month and next month are the same. If the current month and next month are different, you can select **Next**.

<p>Current</p>	<p>The accounting period is set to Current by default, which uses the current accounting period amounts from the Finance application to populate the Budget application amounts.</p>
<p>Next</p>	<p>Select to create Budget data using the next accounting period amounts in the Finance application.</p>

Under **Object Description**, select one of the following options:

<p>Description from GL (New Account Codes)</p>	<p>Select to update the new Budget account code descriptions based on the general ledger description.</p>
<p>Description from GL (All Account Codes)</p>	<p>Select to update the object description for all account codes. This description is retrieved from the Chart of Accounts.</p>
<p>Description from Budget Object Code Table</p>	<p>Select to update the object description for new account codes only.</p>

All available fund/year codes from the Finance application are displayed on the left side of the page. Select the available fund/year codes to move to the right side of the page for the budget account code tables, general ledger accounts. Use the following buttons to move all from left to the right:

-  - Click to move selected entries from the left side to the right side of the page.
-  - Click to move all entries from the left side to the right side of the page.
-  - Click to move selected entries from the right side to the left side of the page.
-  - Click to move all entries from the right side to the left side of the page.

Click **Execute** to execute the process. The Update Budget Data Report is displayed with the old and new account codes that were updated. [Review the report.](#)

Click **Process** to update the budget data.

Click **Cancel** to cancel processing.

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~~HIDEPAGE~~

Update Last Year Closing - BUD6000

Budget > Utilities > Update Last Year Closing

This utility is used to automatically transfer account codes and their closing amounts from the Finance application to the Budget master file. This utility allows you to update the **Last Year Closing Amount** column in the budget file with the current year-to-date amounts (using either Amended or Actual amounts) for all accounts in the Finance application. This utility is generally used to update the **Next Year Closing Amount** column after all audit entries have been entered and balanced in Finance. By selecting a file ID, you can choose where the closing entries exist, and copy them to Budget. Processing this selection multiple times does not create duplicate accounts, but updates existing budget balances and account codes being transferred from Finance to Budget.

Records that exist in the Mass Change Account Codes, Mask Crosswalk option affect the accounts that are created or updated when using this option.

Update budget data:

Field	Description
From GL File ID	Select a from GL file ID. The accounting period values are changed according to the current and next accounting period values for the selected GL file ID.

Click **Retrieve** to update the **Accounting Period** options and fund information.

Under **From GL**, select one of the following options:

Amended	Select if you have posted Journal Budget or Amended Budget entries to Estimated Revenue or Appropriations, and selected Original Budget Only in the Move Budget to Finance utility. Note: If Capture Original Budget Flag on District Budget Options is not selected or if Original Budget Only on Utilities > Move Budget to Finance is not selected, the original budget amount viewed in Budget Amendment will not display. If one or both of these features has not occurred prior to performing this process, zero amounts or only those amounts that had Capture Original Budget Flag selected on journal budget or current year amendment transactions will update the current Original Budget field.
Actual	Select if you have posted entries that have increased or decreased Realized Revenue, Encumbrance, or Expenditures in Finance.

Under **Account Code**, select one of the following options:

Include Inactive	Select to include inactive account codes and amounts in the list of available account codes to be transferred.
Use Crosswalk	Select to crosswalk any account code elements for the selected fund/years that exist in the Mask Crosswalk utility. See Mask Crosswalk (Mass Change Account Codes).

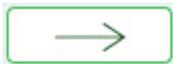
Under **Accounting Period**, select one of the following options:

Current	The accounting period is set to Current by default, which uses the current accounting period amounts from the Finance application to populate the Budget application amounts.
Next	Select to create Budget data using the next accounting period amounts in the Finance application.

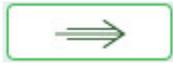
Under **Object Description**, select one of the following options:

Description from GL (New Account Codes)	Select to update the new Budget account code descriptions based on the general ledger description.
Description from GL (All Account Codes)	Select to update the object description for all account codes.
Description from Budget Object Code Table	Select to update the object description for new account codes only.

All available fund/year codes from the Finance application are displayed on the left side of the page. Select the available fund/year codes to move to the right side of the page for the budget account code tables, general ledger accounts, and amounts using the following buttons:



- Click to move selected entries from the left side to the right side of the page.



- Click to move all entries from the left side to the right side of the page.



- Click to move selected entries from the right side to the left side of the page.



- Click to move all entries from the right side to the left side of the page.

Click **Execute** to execute the process. The Update Last Year Closing Report is displayed with the old and new account codes that were updated, and with the **Last Year Closing Amount** column populated. [Review the report.](#)

Click **Process** to update the budget data.

A message is displayed indicating that the process was successfully completed. Click **OK**.

Note: If there are account components that exist in the Finance file ID that do not exist in the Budget file ID account code table, a Budget Error Report of the account components that must be updated in the Budget account code table is produced, and you are not allowed to proceed until these account components are updated in Budget.

Caution: If there are accounts in the Budget file ID that have been updated that do not exist in the Finance file ID, those accounts are not updated, and the totals in Finance and Budget may not match.

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~~HIDEPAGE~~