




# **bud\_acc\_code\_detail\_recommended**



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

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

Field	Description
<b>Last Yr Closing Amt</b>	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 <b>This Yr Amend Budget</b> or <b>This Yr Actual Amt</b> , which would reflect the ending totals for the previous year.
<b>This Yr Original Budget</b>	The budget amount that was approved for the selected account during the current fiscal year is displayed.
<b>This Yr Amend Budget</b>	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.
<b>This Yr Actual Amt</b>	The amount expended for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
<b>School Year</b>	The current school year in the YYYY-YYYY format as entered on the District Budget Options table is displayed.
<b>Next Yr Requested</b>	The previously requested budget amount for the selected account code is displayed. The amount cannot be changed on this tab.
<b>Next Yr Recommended</b>	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.
<b>Lock Flag</b>	If the <b>Lock Flag</b> is set to Y, the account amount and notes are locked to prevent any changes to the <b>Next Yr Recommended</b> field. No changes can be made until the account code is unlocked. If the <b>Lock Flag</b> field is set to N, the account amount and notes are unlocked, and the <b>Next Yr Recommended</b> field can be changed and notes added or modified. Use the Mass Lock/Unlock utility to lock or unlock the selected account.

\* In the **Description** field, 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.

- In the **Notes** field, 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  view the previous account code.
- Click **OK** to save the changes and close the window.