# bud_acc_code_detail_requested

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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 |
|---|---|
| **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 *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.<br>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. 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.<br><br>**Notes**:<br><br>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.<br><br>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.