



## Update Budget options



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[Budget > Tables > District Budget Options](#)

Set up the necessary parameters associated with preparing the next year budget.

**Note:** 61XX accounts and amounts are not displayed in the **Requested** column.

The cutoff date fields are optional and may vary depending on the LEA's operations.

### Set up budget options:

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>School Year</b>                  | Type the starting year and ending year. The field is only for informational purposes and is displayed on some reports.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Requested Cutoff Date</b>        | 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 <b>Requested</b> column will no longer be able to make changes to accounts or amounts.                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Recommended Cutoff Date</b>      | 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 <b>Recommended</b> column will no longer be able to make changes to accounts or amounts.                                                                                                                                                                                                                                                                                                                |
| <b>Approved Cutoff Date</b>         | 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 <b>Approved</b> column will no longer be able to make changes to accounts or amounts.                                                                                                                                                                                                                                                                                                                                                                |
| <b>Capture Original Budget Flag</b> | <p>Select the field to update the original budget amount and the appropriations/estimated revenue amount.</p> <p>The <b>Capture Original Budget Flag</b> field works in conjunction with the Move Budget to Finance utility. The <b>Full Amount</b> or the <b>Difference</b> options on the Move Budget to Finance utility determine if this field is selected.</p> <p>If <b>Capture Original Budget Flag</b> is selected, only the original budget is moved. If <b>Capture Original Budget Flag</b> is not selected, transactions entered will update the appropriations/estimated revenue amount only.</p> |

☐ Click **Save**.

☐ Use one of the following options to verify the changes:

- Verify that the 2019-2020 column headings are accurate by using the [Budget > Inquiry > Budget Account Codes Inquiry](#) and clicking **Retrieve**.
- Verify that the 2019-2020 fiscal year corresponds to file ID N in the upper right corner of the page.

| Change Application |                                                                                                                                                                                                           | Exit Application                   | Help |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------|
| Year:              | <div>N 2020 - 2021 ▼</div> <div>0 2019 - 2020</div> <div>5 2014 - 2015</div> <div>6 2015 - 2016</div> <div>7 2016 - 2017</div> <div>8 2017 - 2018</div> <div>9 2018 - 2019</div> <div>N 2020 - 2021</div> | <div>Cancel</div> <div>Apply</div> |      |
| BUD2000            | Co                                                                                                                                                                                                        | 0999                               |      |