



## Update Budget options



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# Update Budget options

**Verify that you are logged on to file ID N when performing this step.**

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

Set up the necessary parameters associated with preparing next year's 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.

Tables > District Budget Options Budget

Save

**BUDGET OPTIONS**

Retrieve Print

School Year: 2026-2027

Requested Cutoff Date: 06-15-2026

Recommended Cutoff Date: 07-15-2026

Approved Cutoff Date: 08-31-2026

Capture Original Budget Flag:

**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 2024-2025 column headings are accurate by using the [Budget > Inquiry > Budget Account Codes Inquiry](#) and clicking **Retrieve**.
- Verify that the 2024-2025 fiscal year corresponds to file ID N in the upper-right corner of the page.

Year:

N 2026 - 2027
▼

Apply

Cancel



**TIP:** Before continuing to step 8, **it is recommended** that you run and print the [Budget Account Codes Inquiry](#) as it will be needed for verification purposes in step 9.