Recommended - BUD3000

Table of Contents

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  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.

<table>
<tr><td>Details</td><td>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.
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Last Yr Closing Amt</td><td>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.</td></tr>
<tr><td>This Yr Original Budget</td><td>The budget amount that was approved for the selected account during the current fiscal year is displayed.</td></tr>
<tr><td>This Yr Amend Budget</td><td>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.</td></tr>
<tr><td>This Yr Actual Amt</td><td>The amount expended for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.</td></tr>
<tr><td>School Year</td><td>The current school year in the YYYY-YYYY format as entered on the District Budget Options table is displayed.</td></tr>
<tr><td>Next Yr Requested</td><td>The previously requested budget amount for the selected account code is displayed. The amount cannot be changed on this tab.</td></tr>
<tr><td>Next Yr Recommended</td><td>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.</td></tr>
<tr><td>Lock Flag</td><td>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.</td></tr>
<tr><td>Description</td><td>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.</td></tr>
<tr><td>Notes</td><td>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</td></tr>
</table>
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.</td></tr>
</table>

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	**Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

	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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover