



**Approved- BUD3100**



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# Approved- BUD3100

## Budget > Maintenance > Budget Data - Quick Entry > Approved

This tab is used to enter an approved amount in the account codes **Next Yr Approved** column. You can quickly enter amounts and notes, and either tab to another row or use the scroll bar to locate accounts. Changes to the account codes cannot be made on this tab. Use the Budget Data Maintenance page if account codes need to be changed.

If the **Next Yr Approved** field is locked, changes cannot be made to the amounts or the notes. Accounts can be locked by setting a date on the Tables > Budget Options page. After the set date, the **Next Yr Amount** field is no longer accessible. You can use the Mass Lock/Unlock utility to lock individual accounts, and associated amounts and notes.

All available account codes are displayed.

- All **Next Yr Requested** account codes are display only.
- If an account is locked, the **Next Yr Approved** field cannot be changed. Use the Mass Lock/Unlock utility to lock or unlock the selected account.

### Narrow the account code list:

Field	Description
Org	Select an organization code and description for which you want to retrieve account codes.

Click **Retrieve**. All account codes with the selected account code elements are displayed.

### Review and enter data:

<b>Lock</b>	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.
<b>Note</b>	The note status of the account code is displayed. Y - Comments exist. N - No comments exist.

<b>Details</b>	<p>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.</p> <table border="1" data-bbox="350 226 1467 1933"> <thead> <tr> <th data-bbox="350 226 616 265"><b>Field</b></th><th data-bbox="616 226 1467 265"><b>Description</b></th></tr> </thead> <tbody> <tr> <td data-bbox="350 265 616 413"><b>Last Yr Closing Amt</b></td><td data-bbox="616 265 1467 413">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.</td></tr> <tr> <td data-bbox="350 413 616 485"><b>This Yr Original Budget</b></td><td data-bbox="616 413 1467 485">The budget amount that was approved for the selected account during the current fiscal year is displayed.</td></tr> <tr> <td data-bbox="350 485 616 588"><b>This Yr Amend Budget</b></td><td data-bbox="616 485 1467 588">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 data-bbox="350 588 616 691"><b>This Yr Actual Amt</b></td><td data-bbox="616 588 1467 691">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 data-bbox="350 691 616 763"><b>School Year</b></td><td data-bbox="616 691 1467 763">The current school year in the YYYY-YYYY format as entered on the District Budget Options table is displayed.</td></tr> <tr> <td data-bbox="350 763 616 835"><b>Next Yr Requested</b></td><td data-bbox="616 763 1467 835">The previously requested budget amount for the selected account code is displayed. The amount cannot be changed on this tab.</td></tr> <tr> <td data-bbox="350 835 616 938"><b>Next Yr Recommended</b></td><td data-bbox="616 835 1467 938">The previously recommended budget amount for the selected account code during the next fiscal year is displayed. The amount cannot be changed on this tab.</td></tr> <tr> <td data-bbox="350 938 616 1042"><b>Next Yr Approved</b></td><td data-bbox="616 938 1467 1042">Type the amount of the approved budget for the selected account code. If the selected account is locked, this field is display only and cannot be changed.</td></tr> <tr> <td data-bbox="350 1042 616 1298"><b>Lock Flag</b></td><td data-bbox="616 1042 1467 1298"> <p>If the <b>Lock Flag</b> is set to <b>Y</b>, the account amount and notes are locked to prevent any changes to the <b>Next Yr Approved</b> field. No changes can be made until the account code is unlocked.</p> <p>If the <b>Lock Flag</b> field is set to <b>N</b>, the account amount and notes are unlocked, and the <b>Next Yr Approved</b> field can be changed and notes added or modified.</p> <p>Use the Mass Lock/Unlock utility to lock or unlock the selected account.</p> </td></tr> <tr> <td data-bbox="350 1298 616 1423"><b>Description</b></td><td data-bbox="616 1298 1467 1423"> <p>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.</p> </td></tr> <tr> <td data-bbox="350 1423 616 1933"> <b>Notes</b> <p><b>Notes:</b></p> <p>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.</p> <p>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</p> </td><td data-bbox="616 1423 1467 1933"></td></tr> </tbody></table> <p>Use the following buttons to view other details of other account codes:</p> <p>Click  to view the next account code.</p> <p>Click  to view the previous account code.</p> <p>Click <b>OK</b> to save the changes and close the window.</p>	<b>Field</b>	<b>Description</b>	<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. 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<b>Account Code</b>	The account code components are displayed.
<b>Next Yr Requested</b>	The previously requested amounts for the account code is displayed. The amount cannot be changed on this tab.
<b>Next Yr Recommended</b>	The previously recommended amounts for the account code is displayed. The amount cannot be changed on this tab.
<b>Next Yr Approved</b>	Type the amount of the approved budget for the selected account code. If the selected account is locked, this field is display only and cannot be changed.
<b>Description</b>	The account description from the chart of accounts is displayed. The information can be changed. The field can be a maximum of 30 characters.
<b>Total</b>	The totals of the amounts in the <b>Next Year Requested</b> and <b>Next Yr Recommend</b> columns of each displayed account code are 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.
<b>Refresh Totals.</b>	Click to update the totals.

Click **Save**.

## Other functions and features:

<b>Retrieve</b>	<p><a href="#">Retrieve data.</a></p> <p>The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b>, any unsaved changes are lost.</p>
<b>Print</b>	<p><a href="#">Print account data.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report</b>, <b>Exit</b>, or <b>Cancel</b> button instead.</p>



## Back Cover