



# Budget Options - BUD2000



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## Budget > Tables > District Budget Options

This page is used to choose the operating parameters to set up the district budget records.

### 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**.

### Other functions and features:

<b>Retrieve</b>	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.
<b>Print</b>	Click to print the report. <a href="#">Review the report.</a>



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