


# 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:

| Field | Description |
|---|---|
| **School Year** | Type the starting year and ending year (e.g., 2016-2017). The field is only for informational purposes, and is displayed on some reports. |
| **Requested Cutoff Date** | Type the date that the budget requests must be submitted in the MMDDYYYY format. When this date is less than the current date, those using the **Requested** column will no longer be able to make changes to accounts or amounts. |
| **Recommended Cutoff Date** | Type the date that the district recommendations for the new budget must be submitted to the board for review in the MMDDYYYY format. When this date is less than the current date, those using the **Recommended** column will no longer be able to make changes to accounts or amounts. |
| **Approved Cutoff Date** | Type the date that the board approval of the budget is required in the MMDDYYYY format. When this date is less than the current date, those using the **Approved** column will no longer be able to make changes to accounts or amounts. |
| **Capture Original Budget Flag** | Select the field to update the original budget amount and the appropriations/estimated revenue amount.<br><br>The **Capture Original Budget Flag** field works in conjunction with the Move Budget to Finance utility. The **Full Amount** or the **Difference** options on the Move Budget to Finance utility determine if this field is selected.<br><br>If **Capture Original Budget Flag** is selected, only the original budget is moved. If **Capture Original Budget Flag** is not selected, transactions entered will update the appropriations/estimated revenue amount only. |

Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Retrieve** | Retrieve data.<br>The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost. |

| | |
|---|---|
| **Print** | Print budget options.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click to go back one page.<br>Click to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>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.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |


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