

Budget Options - BUD2000

Table of Contents

Budget Options - BUD2000 1

Budget Options - BUD2000

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:

School Year	Type the starting year and ending year. 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 MM-DD-YYYY 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 MM-DD-YYYY 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 MM-DD-YYYY 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. 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. 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	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.	
Print	Click to print the report. [[general:printreport	Review the report.


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Back Cover