



## Budget: Tables



# Table of Contents

<b>Tables</b> .....	1
<b>Account Codes</b> .....	2
<b>Educational Span - BUD2100</b> .....	4
<b>Function - BUD2100</b> .....	5
<b>Fund - BUD2100</b> .....	6
<b>Object - BUD2100</b> .....	8
<b>Organization - BUD2100</b> .....	9
<b>Program - BUD2100</b> .....	11
<b>Project Detail - BUD2100</b> .....	12
<b>Sub-Object - BUD2100</b> .....	13
<b>Budget Options - BUD2000</b> .....	14



# Tables

Use the Table of Contents to access a page.

# Account Codes

Use the Table of Contents to access a page.

This page is intentionally left blank.

~~HIDEPAGE~~

# Educational Span - BUD2100

## Budget > Tables > Account Codes > Educational Span

This tab is used to establish and manage the educational span code. It is the fourth character in the six-character program code and identifies the educational span code (e.g., grades 3, 5) of the current account code. It is a local-use field.


### Set up an educational span code:

Click **+Add** to add a row.

Field	Description
<b>Educational Span Code</b>	Type the one-character alphanumeric educational span code for the account.
<b>Educational Span Description</b>	Type the educational span code description. The field can be a maximum of 30 characters.

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>	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.  <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:  Fund/Fiscal Yr  Function  Object  Sub-Object  Organization\ Program Intent  Educational Span  Project Detail</p> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.  Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>



# Function - BUD2100

**Budget > Tables > Account Codes > Function**

This tab is used to establish and manage the two-digit numeric code applied to expenditures to identify the purpose of the transaction.


## Set up a function code:

Click **+Add** to add a row.

Field	Description
<b>Function Code</b>	Type the function code for the account. The field can be a maximum of two digits
<b>Function Description</b>	Type the function code description. The field can be a maximum of 30 characters.

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>	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.  <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:                      Fund/Fiscal Yr                      Function                      Object                      Sub-Object                      Organization\ Program Intent                      Educational Span                      Project Detail</p> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.                      Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>

# Fund - BUD2100

**Budget > Tables > Account Codes > Fund**

This tab is used to establish the fund code and fiscal year used to track all funds and transactions associated with an account number. You can delete a fund code only if there are no accounts in the chart of accounts that uses the fund/fiscal year code.


**Set up a fund code:**

Click **+Add** to add a row.

Field	Description
<b>Fund/Fiscal Year</b>	Type the fund code and the fiscal year. The fund code can be any digit between 101-999, and the fiscal year code is a one-digit code that is the last digit in the fiscal (school) year.
<b>Fund Type</b>	Select the fund type. If the fund does not have a fund type selection, the fund is not displayed on the FIN3200 - Working Trial Balance or FIN3220 - Working Trial Balance Using Transactions reports in Finance. Since rows of the table are moved to Finance during the Move Budget to Finance process, and a fund type must be in place for Budget reports BUD1250, BUD1300, and BUD1350 to be correctly displayed, be sure that this field is accurately populated.
<b>Fund Description</b>	Type the fund description. The field can be a maximum of 30 characters.
<b>Budget Fund Balance Obj.Sobj.</b>	If adding a new budget fund code and the object and subobject codes are left blank, the field defaults to 3700.00. The subobject defaults to 00 if the object is populated but the subobject is left blank.
<b>Actual Fund balance Obj.Sobj</b>	If adding a new budget fund code and the object and subobject codes are left blank, the field defaults to 3600.00. The subobject defaults to 00 if the object is populated but the subobject is left blank.
<b>Interfund Due From Obj.Sobj.Fund/Fiscal Year</b>	This field is populated based on the <b>Fund/Fiscal Year</b> field.
	<b>If the Fund is: The Interfund Due from Obj.Sobj field is set to:</b>
	<b>100-199</b> 1261.00 (General Fund)
	<b>200-499</b> 1262.00 (Special Revenue Fund)
	<b>500-599</b> 1263.00 (Debt Service Fund)
	<b>600-699</b> 1264.00 (Capital Projects Fund)
	<b>701-749</b> 1265.00 (Enterprise Fund)
	<b>750-799</b> 1266.00 (Internal Service Fund)
	<b>800-899</b> 1267.00 (Trust and Agency Funds)
	<b>900-999</b> 1260.00 (General Capital Assets and Long-Term Debt)
By default, the <b>Interfund Due To Obj.Sobj</b> field is set to 2171.00. If the fund is 8XX, the <b>Interfund Due To Obj.Sobj</b> field is set to 2177.00 for the subobject type 00-98.	

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>	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.  <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:  Fund/Fiscal Yr  Function  Object  Sub-Object  Organization\ Program Intent  Educational Span  Project Detail</p> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.  Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p> <p>If accounts exist in Budget Data that use the fund/fiscal year code, a message is displayed and the fund is not deleted.</p>

# Object - BUD2100

## Budget > Tables > Account Codes > Object

This tab is used to establish and manage the four-digit numeric code that identifies the nature and object of an account transaction or source.


### Set up an object code:

Click **+Add** to add a row.

Field	Description
<b>Object Code</b>	Type the object code for the account. The field can be a maximum of four digits.
<b>Object Description</b>	Type the object description. The field can be a maximum of 30 characters.

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>	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.  <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:                      Fund/Fiscal Yr                      Function                      Object                      Sub-Object                      Organization\ Program Intent                      Educational Span                      Project Detail</p> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.                      Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>

# Organization - BUD2100

## Budget > Tables > Account Codes > Organization

This tab is used to establish and manage the three-digit numeric code that is used to identify each campus and administrative organization (e.g., high school, middle school, elementary school, superintendent's office, tax office, data processing, etc.). The organization code portion of an account number must exist in the organization code table before an account number can be entered in the Budget application.

**Note:** The list of organizations also reflects deduction codes added from the payroll deduction code table. These deduction organizations will apply to fund 863 only. For example, if an LEA has an organization code of 001, which is a high school campus and has a deduction code in Payroll as 001 for additional federal withholdings, the high school campus name will default in the **Organization Description** field.

### Set up an organization code:


Click **+Add** to add a row.

Field	Description
<b>Organization Code</b>	Type the organization code for the account. The field can be a maximum of three digits.
<b>Organization Description</b>	Type the organization code description. The field can be a maximum of 30 characters.

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>	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.</p> <p><b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:</p> <ul style="list-style-type: none"><li>Fund/Fiscal Yr</li><li>Function</li><li>Object</li><li>Sub-Object</li><li>Organization\ Program Intent</li><li>Educational Span</li><li>Project Detail</li></ul> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.</p> <p>Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>

# Program - BUD2100

**Budget > Tables > Account Codes > Program**

This tab is used to establish and manage the program intent codes. This two-digit code is the second and third digits of the six-character program code used to designate the intent of a program provided to students. It is used to account for the cost of instruction and other services that are directed toward a particular need of a specific set of students, not the demographic makeup of the students served.


**Set up a program intent code:**

Click **+Add** to add a row.

Field	Description
<b>Program Intent Code</b>	Type the program intent code for the account. The field can be a maximum of two digits.
<b>Program Intent Description</b>	Type the program intent code description. The field can be a maximum of 30 characters

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>	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.  <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:  Fund/Fiscal Yr  Function  Object  Sub-Object  Organization\ Program Intent  Educational Span  Project Detail</p> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.  Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>

# Project Detail - BUD2100

## Budget > Tables > Account Codes > Project Detail

This tab is used to establish and manage the project detail code. This two-character code comprises of the fifth and sixth characters of the program code, and it identifies the program project. It is a local-use field.


### Set up a project detail code:

Click **+Add** to add a row.

Field	Description
<b>Project Detail Code</b>	Type the project detail code for the account. The field can be a maximum of two characters.
<b>Project Detail Description</b>	Type the project detail description. The field can be a maximum of 30 characters.

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>	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.  <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:  Fund/Fiscal Yr  Function  Object  Sub-Object  Organization\ Program Intent  Educational Span  Project Detail</p> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.  Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>



# Sub-Object - BUD2100

**Budget > Tables > Account Codes > Sub-Object**

This tab is used to establish and manage the two-character code that identifies the local-use, subobject codes.


## Set up a sub-object code:

Click **+Add** to add a row.

Field	Description
<b>Sub-Object Code</b>	Type the sub-object code for the account. The field can be a maximum of two characters.
<b>Sub-Object Description</b>	Type the subobject code description. The field can be a maximum of 30 characters.

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>	<p>Click to print the report. The following Account Code Table options are displayed:</p> <p><b>Current Tab Page</b> - prints only the tab page currently open.  <b>Selected Account Code Tables</b> - displays the following Account Code Table Selection options:  Fund/Fiscal Yr  Function  Object  Sub-Object  Organization\ Program Intent  Educational Span  Project Detail</p> <p><b>All Account Code Tables</b> - prints all the Account Codes tab pages.  Select an option, and then click <b>OK</b> to view a copy of the report. Otherwise, click <b>Cancel</b> to return to the tab.</p> <p><a href="#">Review the report.</a></p>
	<p>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>.</p>

# 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:

<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>

This page is intentionally left blank.

~~HIDEPAGE~~



## Back Cover