

Requested - BUD6600

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Budget > Utilities > Budget Level Processing > Requested

This tab is used to transfer the results of a budget simulation to the Maintenance > Budget Data > Requested tab. The **Next Yr Requested** column is updated with the results of the processed simulation. Simulations created by all users with access to the Utilities > Mass Increase/Decrease Account Codes > Requested tab are displayed. However, users can only process their simulations unless simulations were copied from one user to another.

Note: Simulations are based on the user profile of the logged-on user. The requested level does not have access to 61XX accounts.

Transfer requested simulation data:

All simulations created and processed by all users with access to the Utilities > Mass Increase/Decrease Account Codes > Requested tab are displayed in the grid area at the top of the tab. Simulation sequence numbers are displayed in the detail area at the bottom of the tab.

Note: Users can only execute simulations that were created by the logged-on user. If a user executes a simulation from another user, the error message ”r;User ID: XXXXXX does not match login User ID” is displayed.

Field	Description
Requested Cutoff Date	The date for which updates to accounts are no longer accepted is displayed. If the LEA uses cutoff dates, no data can be transferred after the displayed cutoff date. If the LEA does not use cutoff dates, simulation data can be transferred at any time up to final budget approval.

In the upper grid, select the simulation to transfer to the **Next Yr Requested** column on the Maintenance > Budget Data > Requested tab. The sequence numbers associated with the simulation are displayed in the detail grid at the bottom of the tab. If multiple sequences are displayed, they are processed in the order listed.

Button	Description
Execute	Click to transfer the values resulting from the selected simulation to the Next Yr Requested column on the Maintenance > Budget Data > Requested tab. A Budget Level Processing report is displayed. Review the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. 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. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Process	Click to complete the transfer of the selected simulation. A message is displayed prompting you to perform a backup.
Cancel	Click to return to the Budget Level Processing > Requested tab.


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