



Requested - BUD6500

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Budget > Utilities > Mass Increase/Decrease Account Codes > Requested

This tab is used to generate requested-level budget simulations for selected accounts based on account values from either the last year closing, this year original budget, this year amended budget, this year actual, or the next year requested columns from the Requested tab of the Budget Data Maintenance page.

Each simulation can have multiple sequences. Each simulation sequence is performed in the order listed (e.g., The first sequence could affect accounts within the mask of 199-XX-63XX-XX-X-XXXX by multiplying the **This Yr Actual Amt** column by 10% and populating the result in the **Next Yr Requested** column. The second sequence could affect accounts within the mask of 199-XX-62XX-XX-X-XXXX by adding \$200.00 to the **This Yr Amend Budget** column and populating the result in the Next Yr Requested column.). You can only view your simulations.

The utility enables you to create a simulation that will provide a report of how accounts are affected but will not automatically update the selected accounts and amounts. Only when the user selects Budget Level Processing and processes the simulation will the accounts and amounts be updated in the Next Yr Requested column.

Note: Simulations are based on the user profile of the logged-on user. Requested-level users do not have access to the 61XX payroll accounts even if they are included in the account selection criteria. If any accounts in the selection criteria are not available to the user on the user profile at the time the simulation is executed, those accounts are not included in the calculations.

Example: If your user profile only allows you access to 62XX accounts and you choose as part of the criteria to update all 6XXX accounts, only those accounts that met the 62XX criteria are reflected in the preview report when the simulation is executed. No 61XX, 63XX, 64XX, etc. are included in the calculations.

Mass increase/decrease account codes at the requested level:

Field	Description
Simulation Name	Type a name for a new simulation. The field can be a maximum of seven characters and is a required field. Or, type the name of an existing simulation, and click Retrieve . To search for a specific simulation, click Directory . In the Search field, type a name for the simulation. A list of simulations that match the data you entered is displayed. To search through all available data, leave the Search field blank. Select a simulation name from the list. Otherwise, click Cancel .
Simulation Description	Type a description for the simulation. The field can be a maximum of 30 characters.
Base Column	Select a column on which to base the simulation calculations. This is a required field.

Field	Description
Round to Nearest Dollar Amount	
Cutoff Date	<p>The date that account updates are no longer allowed is displayed.</p> <p>If the district uses cutoff dates, simulation data cannot be created after the displayed cutoff date.</p> <p>If the district does not use cutoff dates, simulation data can be created at any time up to final budget approval.</p>

Click **+Add** to add a sequence row to the grid.


Seq Nbr	The sequence row is automatically displayed.
Account Code	<p>The 20-character account code mask with all Xs is displayed.</p> <p>Only populate the account code elements to be modified during the simulation (e.g., 199 for all 199 account codes). Use a mask with all Xs to change all accounts.</p> <p>Even if a mask is used, only those accounts that match your user profile are included in the calculations.</p>
Operator	Select the operator function (i.e., Multiply, Add, Equal or No Change) to be applied to the simulation.
Percent/Amount	<p>Type the value the operator applies to the simulation.</p> <p><i>Multiply</i> - entered as a percentage value (e.g., 0.00000). When <i>Multiply</i> is selected, the percentage entered in this field is multiplied by the value of the selected column in the Base Column field. The result is used to update the Next Yr Approved column.</p> <p><i>Add</i> - entered as a dollar value (e.g., 1,500.00). When <i>Add</i> is selected, the amount entered in this field is added to the value of the selected column in the Base Column field. The result is used to update the Next Yr Approved column.</p> <p><i>Equals</i> - entered as a dollar value (e.g., 1,000.00). When <i>Equal</i> is selected, the amount entered in this field is used to update the Next Yr Approved column. The value of the selected column in the Base Column field is not used for the calculations.</p> <p><i>No Change</i> - set to a noneditable 0.00. When <i>No Change</i> is selected, the Next Yr Approved column is updated by the value of the selected column in the Base Column field.</p>

Click **Save**.

Click **Copy**. The copy from simulation dialog box is displayed with a list of all saved simulations. Select an existing simulation name from the list and click **OK**. The Directory is closed, and the copied simulation populates all the fields on the tab.

Execute	<p>Click to execute the process.</p> <ul style="list-style-type: none"> • Click Yes to perform a system backup. Otherwise, click No to continue the process. <ul style="list-style-type: none"> ◦ The File ID field is display only and reflects the file ID to which the user is logged on. ◦ The Export File Name field is display only. • Click Execute to continue the export. Otherwise, click Cancel to close the page without completing the task. • Type a password for the exported file, and then click Execute. The File Download page is displayed. • Click Save to save the file. A Save As dialog box is displayed. <ul style="list-style-type: none"> ◦ In the Save in field, navigate to the appropriate folder. ◦ In the File name field, the file name is set to dbccddd_mmddyyyy_bud.rsf, where cccddd is the county-district number and mmddyyyy is the current date. You can type a different name for the file. ◦ Click Save. Otherwise, click Cancel to close the Save As dialog box without saving the file.
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Other functions and features:

Delete	Click to delete the selected simulation.
	<p>Delete a row.</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 Save.</p>
Retrieve	<p>Retrieve data.</p> <p>The Retrieve button is also used to retrieve information from the last save. If you click Retrieve, any unsaved changes are lost.</p>



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