


# 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**.<br><br>To search for a specific simulation, click **Directory**.<br>In the **Search** field, type a name for the simulation. A list of simulations that match the data you entered is displayed.<br>To search through all available data, leave the **Search** field blank.<br>Select a simulation name from the list.<br>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** | Select if all calculations are to be rounded during the simulation. If not selected, exact calculated amounts are displayed. |
| **Cutoff Date** | The date that account updates are no longer allowed is displayed.<br><br>If the district uses cutoff dates, simulation data cannot be created after the displayed cutoff date.<br><br>If the district does not use cutoff dates, simulation data can be created at any time up to final budget approval. |

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

| | |
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| **Seq Nbr** | The sequence row is automatically displayed. |
| **Account Code** | The 20-character account code mask with all Xs is displayed.<br><br>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.<br><br>Even if a mask is used, only those accounts that match your user profile are included in the calculations. |
| **Operator** | Select the operator function (i.e., Multiply, Add, Equal or No Change) to be applied to the simulation. |
| **Percent/Amount** | Type the value the operator applies to the simulation.<br><br>*Multiply* - entered as a percentage value (e.g., 0.00000). When *Multiply* 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.<br><br>*Add* - entered as a dollar value (e.g., 1,500.00). When *Add* 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.<br><br>*Equals* - entered as a dollar value (e.g., 1,000.00). When *Equal* 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.<br><br>*No Change* - set to a noneditable 0.00. When *No Change* is selected, the **Next Yr Approved** column is updated by the value of the selected column in the **Base Column** field. |

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.

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| **Execute** | Click to execute the process. A Mass Increase/Decrease Budget Account Code Report is displayed. | Review the report.<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. |
| **Process** | Click to complete the simulation process. | |
| **Cancel** | Click to return to the Requested tab of the Mass Increase/Decrease Account Codes page. | |

## Other functions and features:

| | |
|---|---|
| **Delete** | Click to delete the selected simulation. |
|  | Delete a row.<br>Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.<br><br>Click **Save**. |
| **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. |


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