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# Budget

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## About Budget

The ASCENDER Budget application provides you with a great deal of flexibility when preparing the budget for your district. You can build a budget from scratch or use the current year information to generate amounts on which to base your next year budget. You have the ability to increase or decrease the values by a given percentage, or simply transfer the same amounts.

The Budget application consists of three types of budget records:  requested, recommended, and approved. This allows you to analyze the requested budget and develop the recommended budget for next year without affecting the current year budget or the general ledger.

The available reports allow you to monitor your budget, both for verification and for presentation. The Board reports provide you with more compact, summarized reports and should be used for presentation of the recommended budget.

Once the recommended budget has been approved, you can post the budget directly to the general ledger in the ASCENDER Finance application. This eliminates manual entry of these accounts and opening balances, assuring that the entered values are accurate.

In addition, the following functions are available:

- Change file ID
- Monitor user logon list
- Perform budget account codes inquiry
- Create budget master table
- Delete funds
- Export Budget tables
- Import Budget tables
- Mass change account codes
- Mass increase/decrease account codes
- Mass lock/unlock funds
- Move Budget to Finance general ledger
- Move current to new file ID

### Change file ID:

| | |
|---|---|
| **Change** | Click to change the file ID to another file ID. |
| **Year** | Click ⌄ to select the school year to open. |
| **Apply** | Click to save the new file ID and close the page. Otherwise, click **Cancel** to close the page without making any changes. |


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