bud_acc_code_detail_quickentry

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Click 🔍 to view any previously entered notes and other details for the associated account code. The Budget Data Details pop-up window is displayed.

- The account code number and description are displayed at the top of the window.
- The **Last Yr Closing Amt** field displays the amount of the account balance at the end of the previous fiscal year. When the budget is initialized, you can update this amount with either **This Yr Amend Budget** or **This Yr Actual Amt**, which would reflect the ending totals for the previous year.
- The **This Yr Original Budget** field displays the budget amount that was approved for the selected account during the current fiscal year.
- The **This Yr Amend Budget** field displays the amended budget amount for the current fiscal year. When the next year budget is approved and initialized, this amount will be zero.
- The **This Yr Actual Amt** field displays the amount expended for the current fiscal year. When the next year budget is approved and initialized, this amount will be zero.
- The **School Year** field displays the current school year in the YYYY-YYYY format as entered on the District Budget Options table.
- In the **Next Yr Requested** field, type the amount of the requested budget for the selected account code. If the selected account is locked, the field is display only and cannot be changed.
- The **Lock Flag** field displays the status of the selected account code.
  Notes:
  - Use the Mass Lock/Unlock utility to lock or unlock the selected account.
  - If the **Lock Flag** field is set to *Y*, the account amount and notes are locked to prevent any changes to the **Next Yr Requested** field. No changes can be made until the account code is unlocked.
  - If the **Lock Flag** field is set to *N*, the account amount and notes are unlocked, and the **Next Yr Requested** field can be changed and notes added or modified.
- In the **Notes** field, type comments, additional justification, or instructions about this account code.
  Note: A limited portion of the note for each account is displayed on the BUD1000 - Budget Report by Fund and BUD1100 - Budget Report by Organization. If the content of the note exceeds the allotted space on the report, the remaining portion of the note will not display. For example, all uppercase W characters are approximately 70 character spaces, so only that many would display. If you use a majority of lowercase characters, more characters can be displayed.
- Use the following buttons to view other details of other account codes:
  - Click ▶ to view the next account code
  - Click ◀ to view the previous account code
- Click **OK** to save the changes and close the window.

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