




bud_acc_code_detail_recommended



Table of Contents

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

The account code number and description are displayed at the top of the window.

Field	Description
Last Yr Closing Amt	The amount of the account balance at the end of the previous fiscal year is displayed. When the budget is initialized, you can update this amount with either the This Yr Amend Budget or This Yr Actual Amt , which would reflect the ending totals for the previous year.
This Yr Original Budget	The budget amount that was approved for the selected account during the current fiscal year is displayed.
This Yr Amend Budget	The amended budget amount for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
This Yr Actual Amt	The amount expended for the current fiscal year is displayed. When the next year budget is approved and initialized, this amount will be zero.
School Year	The current school year in the YYYY-YYYY format as entered on the District Budget Options table is displayed.
Next Yr Requested	The previously requested budget amount for the selected account code is displayed. The amount cannot be changed on this tab.
Next Yr Recommended	Type the amount of the recommended budget for the selected account code. If the selected account is locked, the field is display only and cannot be changed.
Lock Flag	If the Lock Flag is set to Y, the account amount and notes are locked to prevent any changes to the Next Yr Recommended 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 Recommended field can be changed and notes added or modified. Use the Mass Lock/Unlock utility to lock or unlock the selected account.

* In the **Description** field, type the description of the account code, if different from the displayed name. The field can be a maximum of 30 characters. Changes made here will also change the descriptions on the Requested and Approved tabs.

- In the **Notes** field, type comments, additional justification, or instructions about this account code.
 - Notes:**
 - If an account code is locked, the account code note is display only. No changes can be made to the account code note until the account code is unlocked.
 - 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  view the previous account code.
- Click **OK** to save the changes and close the window.



Back Cover