



## Budget: Inquiry



# Table of Contents

<b>Budget: Inquiry</b> .....	i
<b>Inquiry</b> .....	1
<b>Budget Account Codes Inquiry</b> .....	2



# Inquiry

Use the Table of Contents to access a page.

# Budget Account Codes Inquiry

## Budget > Inquiry > Budget Account Codes Inquiry

This page is used to perform the following functions if you have accounts set up on the Maintenance > User Profiles page in District Administration:

- Review the balance total of an account or group of accounts based on the accounts in the User Profiles page.
- Review the balance summary of an account or group of accounts based on the accounts in the User Profiles page.
- View records on the page or on a printed report.

### Perform a budget inquiry:

Field	Description
<b>Summary</b>	Select to create a summary only report, or select <b>Totals</b> to create a fund/class totals only report. Both inquiry reports display the values for the following columns: <ul style="list-style-type: none"> <li>• <b>Last Yr Closing Amt</b></li> <li>• <b>This Yr Original Budget</b></li> <li>• <b>This Yr Amend Budget</b></li> <li>• <b>This Yr Actual Amt</b></li> <li>• <b>Next Yr Requested</b></li> <li>• <b>Next Yr Recommend</b></li> <li>• <b>Next Yr Approved</b></li> </ul> <b>Note:</b> The data in the <b>Next Yr</b> columns is determined by the user's profile in Security Administration.
<b>Exclude Objects 61XX</b>	Select to exclude all object codes that begin with 61.
<b>Account Code</b>	The 20-character account code mask with all Xs is displayed. Only the accounts to which you have access on the Maintenance > User Profiles page in District Administration are displayed in the drop-down lists. <p>Only populate the account code elements to use during the selection process (e.g., if you want a summary of the supply accounts for campus 001, the account mask would be XXX-XX-63XX-XX-001-XXXXXX).</p> <p>Click an account code element to select available accounts to include in the mask. Only those account codes that match the selected account code elements are retrieved.</p>

### Other functions and features:

<b>Retrieve</b>	Click to process the selected inquiry report. The requested report with all of the selected accounts is displayed. <a href="#">Review the report.</a>
<b>Reset</b>	Click to clear the account code and return to the default setting (all Xs).