



# **BUD1050 - Budget Report by Function**



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


# BUD1050 - Budget Report by Function

## Budget > Reports > Budget Reports > Budget Report by Function

This report displays a list of all accounts and their balances. The report is sorted by the function code and provides the school administrators with the financial reports of the functional budgets for which they are responsible.

**Note:** You must have accounts tied to your user profile in District Administration to access this report.

Parameter	Description
<b>Print inc/dec % NY vs LY Closing(1), TY Orig(2), TY Amend(3), TY Exp(4), None(5)**</b>	1 - Print the report with the percentage change of next year's approved amounts compared to last year's closing amounts. 2 - Print the report with the percentage change of next year's approved amounts compared to this year's original amounts. 3 - Print the report with the percentage change of next year's approved amounts compared to this year's amended amounts. 4 - Print the report with the percentage change of next year's approved amounts compared to this year's expenditure amounts. 5 -Print the report with no percentages. This is a required field.
<b>Budget amt to use Requested(1), Recommended(2), Approved(3)</b>	1 - Print the report using the requested budget amount. 2 - Print the report using the recommended budget amount. 3 - Print the report using the approved budget amount. This is a required field.
<b>Set report spacing to Double Space? (Y/N)</b>	Y - Print the report with double spacing. N - Print the report with single spacing. This is a required field.
<b>Exclude 61XX Accounts? (Y/N)</b>	Y - Exclude 61XX accounts from the report. N - Include 61XX accounts on the report. This is a required field.
<b>Include Notes? (Y/N)</b>	Y - Include notes on the report. N - Exclude notes from the report. This is a required field.
<b>Select Function(s), or blank for ALL</b>	Type the two-digit function code separating multiple function codes with a comma (e.g., 01, 99). Or, click  to <a href="#">search for functions</a> . Otherwise, leave blank to use all function codes.

[Generate the report.](#)