



Amended Budget/General Ledger Inquiry - FIN8200

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Finance > Budget Amendment > Account Inquiry > Amended Budget/General Ledger Inquiry

This tab is used to perform the following functions:

- Review the balances on individual amended budget/general ledger accounts or groups of amended budget/general ledger accounts.
- View a detail of the amended budget/general ledger account or just the balances in a summary view of the account.
- View amended budget/general ledger records by page or by printing.

Perform an inquiry:

Select the one of the following report types:

- **Detail**
- **Summary**
- **Totals**

Field	Description
Account Code	<p>Type an account code in each of the account code field components.</p> <p>Click  to select which account codes you want included in the mask. The account code components are displayed as a mask with all Xs. Fill in the digits that are used during the selection process, and only those account codes that match the ones specified are retrieved.</p> <p>For example, if you want a summary of all payroll accounts for campus 001, the account mask would look like the following: XXX-XX-61XX-XX-001-XXXXXX</p>

Click **Retrieve** to process the inquiry. The inquiry is displayed.

Other functions and features:

Print [Print the Amended Budget Inquiry report.](#)

Review the report using the following buttons:

Click  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Reset [Clear account code data.](#)

Click to clear the account code and return to the default setting (all Xs).