



# Amended Budget Inquiry - FIN8200



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# Amended Budget Inquiry - FIN8200

**Finance > Budget Amendment > Account Inquiry > Amended Budget Inquiry**


This tab is used to perform the following functions:

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

## Perform an inquiry:







Select the one of the following report types:

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

| Field               | Description  |
|---------------------|--|
| <b>Account Code</b> | Type an account code in each of the account code field components.<br>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.<br>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 |

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

## Other functions and features:

|              |  |
|--------------|--|
| <b>Print</b> | <p><a href="#">Print the Amended Budget Inquiry report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.<br/>Click  to go back one page.<br/>Click  to go forward one page.<br/>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.<br/>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.<br/>Click <b>X</b> to close the report window. Some reports may have a <b>Close Report, Exit,</b> or <b>Cancel</b> button instead.</p> |
| <b>Reset</b> | <p><a href="#">Clear account code data.</a><br/>Click to clear the account code and return to the default setting (all Xs).</p>  |