



# **FIN3400 - Revenue and Expenditure Worksheet**



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# FIN3400 - Revenue and Expenditure Worksheet

***Finance > Reports > Finance Reports > Summary/Miscellaneous Reports > Revenue and Expenditure Worksheet***

This report is used to list the budget accounts and balances by either fund or organization. Space is provided for administrators to write proposed changes to their budgets.

Parameter	Parameter Description
<b>Accounting Period Current (C), Next (N)</b>	C - Include the current accounting period on the report. N - Include the next accounting period on the report. This is a required field.
<b>Select Organization Code(s), or blank for ALL</b>	Type the three-digit organization code separating multiple organization codes with a comma (e.g., 001, 699). Or, click  to <a href="#">search for organization codes</a> . Otherwise, leave blank to use all organization numbers.
<b>Sort by District (D), Organization (O)</b>	D - Sort the report by district. O - Sort the report by organization. This is a required field.
<b>Select Fund(s), or blank for ALL</b>	Type the three-digit fund number separating multiple fund numbers with a comma (e.g., 161 / 8,199 / 8). Or, click  to search for funds/years. Otherwise, leave blank to use all fund numbers.

[Generate the report.](#)