

FIN3400 - Revenue and Expenditure Worksheet

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