


# Budget Account Codes Inquiry

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# Budget Account Codes Inquiry

***Budget > Inquiry > Budget Account Codes Inquiry***

This page is used to perform the following functions if you have accounts set up on the District Administration > Maintenance > User Profiles page:

- Review the balance total of an account or group of accounts based on the accounts in the User Profiles page.
- Review the balance summary of an account or group of accounts based on the accounts in the User Profiles page.
- View records on the page or on a printed report.

## Perform a budget inquiry:

| Field | Description |
|---|---|
| **Summary** | Select to create a summary only report, or select **Totals** to create a fund/class totals only report. Both inquiry reports display the values for the following columns:<br>• **Last Yr Closing Amt**<br>• **This Yr Original Budget**<br>• **This Yr Amend Budget**<br>• **This Yr Actual Amt**<br>• **Next Yr Requested**<br>• **Next Yr Recommend**<br>• **Next Yr Approved**<br>**Note**: The data in the **Next Yr** columns is determined by the user's profile in Security Administration. |
| **Exclude Objects 61XX** | Select to exclude all object codes that begin with 61. |
| **Account Code** | The 20-character account code mask with all Xs is displayed. Only the accounts to which you have access on the Maintenance > User Profiles page in District Administration are displayed in the drop-down lists.<br><br>Only populate the account code elements to use during the selection process (e.g., if you want a summary of the supply accounts for campus 001, the account mask would be XXX-XX-63XX-XX-001-XXXXXX).<br><br>Click an account code element to select available accounts to include in the mask. Only those account codes that match the selected account code elements are retrieved. |
| **Retrieve** | general:budgetinquiry:retrieve |

Review the report.

**Review the report using the following buttons**:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last 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 **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

| | |
|---|---|
| **Reset** | ❑ Click **Reset** to clear the account code and return to the default setting (all Xs). |


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