General Ledger Report Writer-SCHOOL BUDGET REPORT (NO DETAIL)

1. In iVisions select General Ledger > Reports > General Ledger Report Writer



2. Select the **SCHOOL BUDGET REPORT (NO DETAILS) or the department budget report** by clicking on the desired report to highlight it. Then *CLICK* on **Actions>Print Selected Report(s)**

General Ledger Report											
File	Actions Help										
DAC	Copy Report Copy Report to Next Fiscal Year Print Selected Report(s)	Apply Clear									
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2	BASHA HIGH SCHOOL	L CCEIP BUDGET-456 CCEIP BUDG		Public - Read Only	hagerty.marylou - Hagerty, Marylou						
3	BASHA HIGH SCHOOL	MASTER BUDGET SCHOOL BUDGET REPORT	WITH DETAIL	Public - Read Only	hagerty.marylou - Hagerty, Marylou						
4	BASHA HIGH SCHOOL	SCHOOL BUDGET REPORT	NO DETAIL	Public - Read Only	hagerty.marylou - Hagerty, Marylou	-					

3. A Print Reports dialog window will appear. Enter the date range. Detail Level defaults to: Standard. Click OK.

Print Reports								
From Date 7/1/2018 III To Date 6/30/2019 III Budget Adjustments Detail Level Standard								
Schedule Report OK Cancel								

4. While the report is printing the cursor does not spin. Instead, when you hover over the page, the following message appears at the bottom of the screen:



5. The report will appear at the bottom of the screen. Click on the report to open it.

General Ledger Report												
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4	BASHA HIGH SCHOOL	SCHOOL BUDGET REPORT	NO DETAIL	Public - Read Only	hagerty.marylou - Hagerty, Marylou	-						
Ready												
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- 6. The General Ledger Report displays the following for accounts 001, 020 and 610:
 - a. Account Number
 - b. Description
 - c. Adj. Budget
 - d. Current=Current Transactions (Paid Invoices) within the date range
 - e. YTD=Year to Date Transactions (Paid Invoices)
 - f. Balance=Difference between the Adj. Budget and YTD Transactions
 - g. Encumbrance=Open POs
 - h. Budget Bal=Difference between the Balance and Encumbrances
 - i. %Bud=Percentage of budget still available

	CHANDLER UNIFIED SCHOOL DISTRICT #80											
	SCHOOL BUDGET REPORT Fiscal Year: 2018 - 2019					From Date: 7/1/2018			2018	To Date: 6/30/2019		
a	Account Number	b	Description	C	Adj. Budget	d c	urrent	e ytd	f Balance g	Encumbrance h	Budget Bal	6 %Bud
	001.221.1000.6611.203.1000.203	_	CROSS CAT-BHS SUPPLIES	_	\$300.00	_	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00	100.00%
	001.221.1000.6614.203.1000.203		CROSS CAT-BHS SUPPLIES-		\$900.00	\$8	824.84	\$824.84	\$75.16	\$0.00	\$75.16	8.35%
	COURSE: INSTRU	јстіс	- 1000		\$1,200.00	\$8	824.84	\$824.84	\$375.16	\$0.00	\$375.16	31.26 %

 Review the Grand Total on the last page of the report to make sure that the Budget Bal amount is within budget limits and not in the negative. Keep in mind that the Budget Bal includes all three funding sources: 001, 020 and 610.

CHANDLER UNIFIED SCHOOL DISTRICT #80											
SCHOOL BUDGET REPO	PRT			From Date: 7/1/2018		To Date: 6/30/2019					
Fiscal Year: 2018 - 2019											
Account Number Descrip	btion	Adj. Budget	Current	YTD	Balance	Encumbrance	Budget Bal	%Bud			
Grand Total:											
End of Report											