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)**
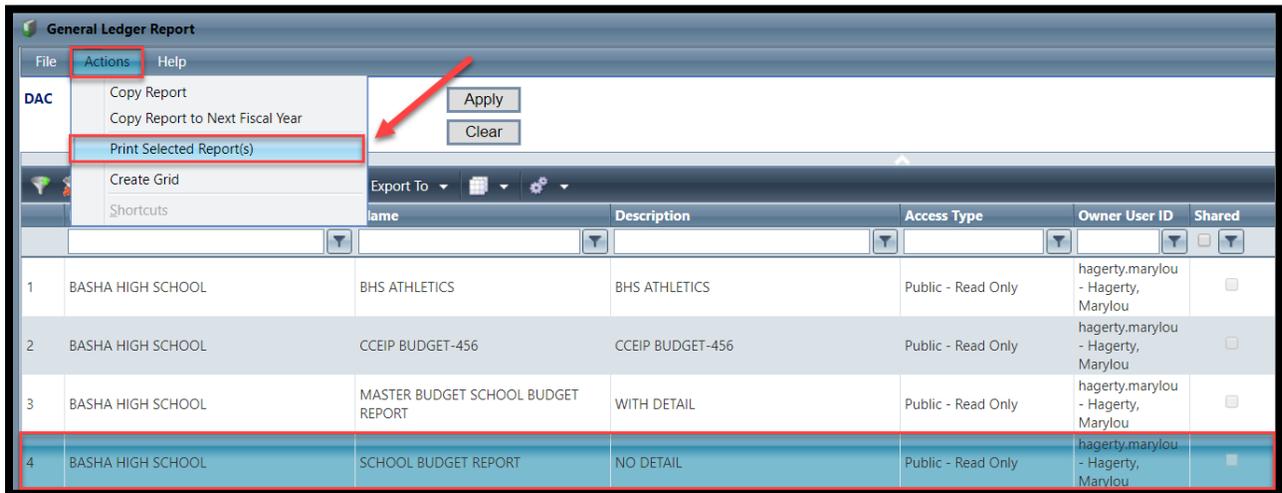
3. A **Print Reports** dialog window will appear. Enter the date range. **Detail Level** defaults to: **Standard**. Click **OK.**
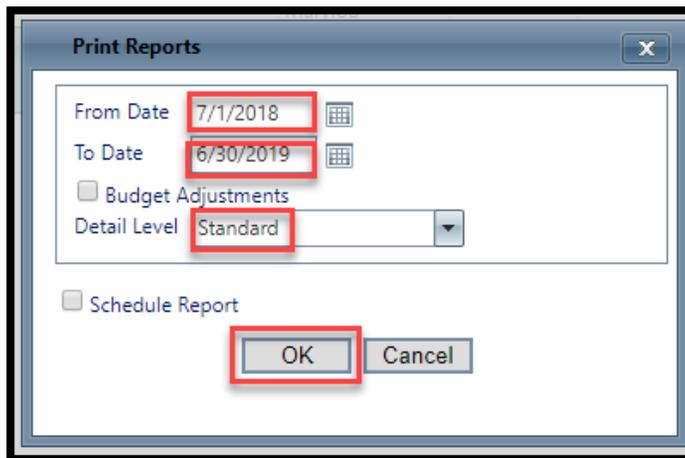
4. While the report is printing the cursor does not spin. Instead, when you hover over the page, the following message appears at the bottom of the screen:

5. The report will appear at the bottom of the screen. Click on the report to open it.
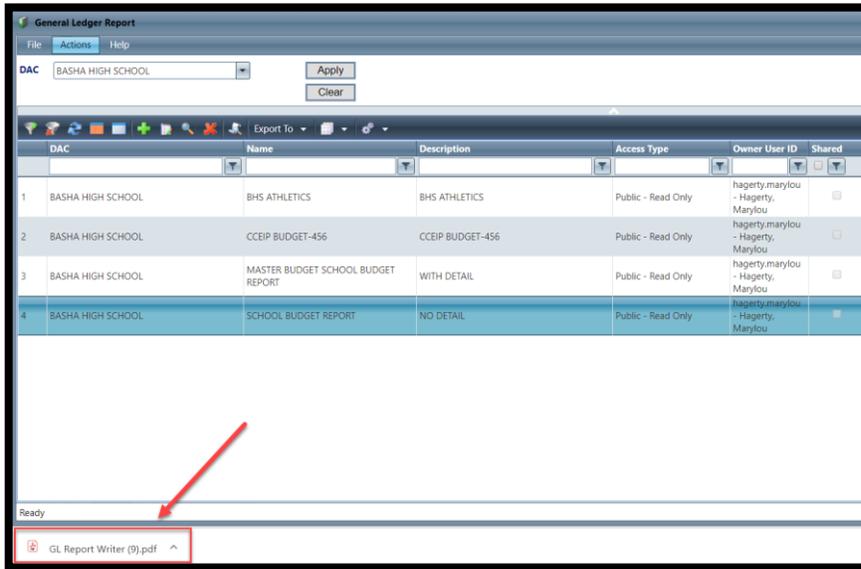
6. The General Ledger Report displays the following for accounts 001, 020 and 610:
    a. Account Number
    b. Description
    c. Adj. Budget
    d. Current=Current Transactions (Paid Invoices) within the date range
    e. YTD=Year to Date Transactions (Paid Invoices)
    f. Balance=Difference between 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

7. 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.